

DRAFT MINUTES
Regular Meeting
Carson City Airport Authority (CCAA)
Wednesday, July 20, 2022 ● 5:30 PM
Community Center Robert “Bob” Crowell Board Room
851 East William Street, Carson City, Nevada

Authority Members

Chair – Michael Golden	Vice Chair – Tim Puliz
Treasurer – Jon Rogers	Member – Stan Jones
Member – Paul Hamilton	Member – Karl Hutter
Member – Harlow Norvell	

Staff

Steve Tackes – Airport Counsel
Corey Jenkins – Airport Manager
Danielle Howard – Public Meetings Clerk

NOTE: A recording of these proceedings, the Board’s agenda materials, and any written comments or documentation provided to the recording secretary during the meeting are public record. These materials are on file in the Clerk-Recorder’s Office, and available for review during regular business hours.

Audio recordings and the meeting minutes of the Carson City Airport Authority meetings are available on www.carson.org/minutes.

A. CALL TO ORDER, ROLL CALL, AND DETERMINATION OF QUORUM

(5:31:37) – Chairperson Golden called the meeting to order at 5:31 p.m.

(5:31:52) – Roll was called, and a quorum was present.

Attendee Name	Status	Arrived
Chairperson Michael Golden	Present	
Vice Chair Tim Puliz	Present	
Treasurer Jon Rogers	Present	
Member Stan Jones	Present	
Member Paul Hamilton	Present	
Member Karl Hutter	Absent	
Member Harlow Norvell	Present	

B. PLEDGE OF ALLEGIANCE

(5:32:22) – Led by Member Jones.

C. APPROVAL OF THE MINUTES OF PAST MEETINGS OF THE AIRPORT AUTHORITY.

(5:32:42) – Chairperson Golden introduced the item and entertained a motion.

(5:33:10) – MOTION: Member Hamilton moved to approve the June 15, 2022 meeting minutes as presented.

RESULT:	APPROVED (6-0-0)
MOVER:	Hamilton
SECONDER:	Jones
AYES:	Golden, Puliz, Rogers, Jones, Hamilton, Norvell
NAYS:	None
ABSTENTIONS	None
ABSENT:	Hutter

D. MODIFICATION OF THE AGENDA.

(5:33:56) – Chairperson Golden indicated that agenda item K would be opened after agenda item E, and agenda item H.2 would be removed from the agenda.

E. PUBLIC COMMENT.

(5:34:49) – Chairperson Golden entertained public comments; however, none were forthcoming.

F. AIRPORT ENGINEER’S REPORT

(5:50:11) – Chairperson Golden indicated that the report was incorporated into the agenda materials, and no Member questions were forthcoming.

G. CONSENT AGENDA

H. HEARING AGENDA

1. FOR DISCUSSION AND POSSIBLE ACTION: APPROVE LEASE AMENDMENT TO MENTORS UNLIMITED, INC EXECUTING A LEASE EXTENTION FOR A PERIOD OF AN ADDITONAL TEN YEARS AND AT CURRENT MARKET RATE.

(5:50:40) – Chairperson Golden introduced the item and disclosed a financial interest that was not related to this matter; however, the financial interest was with person who is a party to the Applicant. He stated that Mentors Unlimited, Inc. President Yvon Weaver is a minority business partner with Chairperson Golden in a different venture that was not related to the Mentors Unlimited, Inc. lease in any way, and Chairperson Golden did not have a disqualifying conflict of interest, as he had no interest, economic gain, or economic loss relating to the lease. He added that it would still be in his best interest to abstain from voting on this item.

(5:52:06) – Mr. Tackes referenced the Staff Report and the Sixth Amendment to Carson City Airport Lease Agreement for the Mentors Unlimited, Inc. lease, both of which are incorporated into the record. He also responded to clarifying questions. Chairperson Golden entertained Member input and questions; however, none were forthcoming.

(6:00:08) – MOTION: Member Jones moved to approve the Sixth Amendment to the Mentors Unlimited, Inc. lease and authorize the Staff to proceed with a request for Board of Supervisors approval.

RESULT:	APPROVED (5-0-1)
MOVER:	Jones
SECONDER:	Puliz
AYES:	Puliz, Rogers, Jones, Hamilton, Norvell
NAYS:	None
ABSTENTIONS	Golden
ABSENT:	Hutter

2. FOR DISCUSSION AND POSSIBLE ACTION: APPROVE STELLER AVIATION OF CARSON CITY AS A CLASS 2 FBO PROVIDING LINE SERVICES AND AIRCRAFT STORAGE.

This item was removed from the agenda.

3. FOR DISCUSSION AND POSSIBLE ACTION: APPROVE AMENDED CARSON CITY AIRPORT GATE CARD POLICY

(6:01:00) – Chairperson Golden introduced the item. Mr. Jenkins referenced the Staff Report and the proposed changes to CCAA Gate Access Card Policy, both of which are incorporated into the record. He also responded to clarifying questions.

(6:07:18) – Chairperson Golden entertained Member input, and Mr. Jenkins and Mr. Tackes responded to clarifying questions. Vice Chairperson Puliz supported Mr. Jenkins’ action due to the Authority and Staff being unaware of what was happening to active gate access cards that were authorized to people from “years and years” prior. He and Member Hamilton also supported the proposed changes to the Gate Access Card Policy.

(6:12:54) – In response to Treasurer Rogers’s inquiry, Mr. Jenkins stated that he would put something together toward implementing an automated system to alert tenants and authorized users when they need to renew their gate access cards. Vice Chairperson Puliz pointed out that there was an expiration option for each user on the software used for the gate access cards so notices could be manually sent to notify tenants and authorized users.

(6:14:47) – Chairperson Golden supported the proposed changes to the Gate Access Card Policy.

(6:15:02) – Member Jones did not support the proposed changes to the Gate Access Card Policy and believed that, because security is “very important,” the proposed changes were “weakening the program.” Chairperson Golden clarified that he had asked Mr. Jenkins to add #2 to the proposed changes as a counter measure that would cause unused gate access cards to deactivate in order to compel legitimate cardholders to visit Mr. Jenkins’ office to ask for the gate access cards to be renewed. Vice Chairperson Puliz assured Member Jones that the software is “amazing,” as the software shows who comes through the Airport gates and the identities of those using the gate

access cards to use the gates. Addressing Member Jones’ concern, Chairperson Golden suggested changing #1 of the proposed changes to have the renewal for gate access cards to be every two years instead of every four years.

(6:18:08) – MOTION: Vice Chairperson Puliz moved to approve the proposed changes to the Gate Access Card Policy.

RESULT:	APPROVED (6-0-0)
MOVER:	Puliz
SECONDER:	Hamilton
AYES:	Golden, Puliz, Rogers, Jones, Hamilton, Norvell
NAYS:	None
ABSTENTIONS	None
ABSENT:	Hutter

I. AIRPORT MANAGER’S REPORT

(6:18:38) – Chairperson Golden introduced the item. Mr. Jenkins presented his report, which is incorporated into the record, and responded to clarifying questions.

J. LEGAL COUNSEL’S REPORT

(6:31:10) – Mr. Tackes reported that the Airport historically gets more noise complaints in the summer, which he believed was partly due to the altitude density, the warm temperature, people having their windows and doors open, and airplanes having to work harder and, therefore, being noisier when rising in altitude. He noted that the noise complaints from the west side of the City only happen during the summer, with the complaints typically coming from someone with sensitive hearing or hearing that is attuned to the frequency band of airplanes. Mr. Tackes informed the Members about a discussion he had with Treasurer Rogers, during which Treasurer Rogers had questioned an expense for a payment made for the legal representation for Member Hamilton as a result of an ethics complaint. Mr. Tackes reported that when the ethics complaint was made, Mr. Tackes and Chairperson Golden decided that the matter was a legitimate expense to pay for the Airport because the complaint was broader than Member Hamilton’s involvement and was “really geared at trying to undercut pretty much everything that you guys do as Airport Authority Members.” He indicated that the cost for legal representation was less than \$5,000, which he also stated was historically the “threshold” that the Airport uses for Authority action. Chairperson Golden added that because the matter involving Member Hamilton was potential litigation, Chairperson Golden and Mr. Tackes did not wish to discuss the matter in an open session.

K. TREASURER’S REPORT

(5:35:22) – Chairperson Golden introduced the item. Treasurer Rogers referenced the agenda materials and responded to clarifying questions.

(5:42:05) – Chairperson Golden noted that he keeps his correspondence with the Airport’s legal counsel, Mr. Tackes, to a minimum because “it drives the meter up,” and although the Airport Authority was getting “a very

attractive rate” from its legal counsel, he believed that there needed to be a means of cost recovery with prospective tenants increasing the legal bills. Treasurer Rogers agreed with Chairperson Golden’s input and pointed out that incomplete applications require a lot of time from Staff to make corrections and to ensure that all the requirements were properly covered, which costs money and puts Mr. Jenkins in “a truly lousy position where he has to be an advocate for ... new or existing tenants, and yet they bring forth items that are incomplete or are casually prepared I would say.” Chairperson Golden added that there are people who would oftentimes contact Mr. Tackes because they do not like what they hear from the Airport Manager or the Authority. Mr. Tackes confirmed that he gets contacted often and tries in every instance to redirect that contact to the Airport Manager, which does not always work, or there are some instances in which the person contacting Mr. Tackes is threatening legal action. Chairperson Golden suggested developing a cost recovery policy during September 2022 for professional fees in general, and Treasurer Rogers believed it would make sense to develop a policy, which he noted may be a difficult policy to develop.

L. REPORT FROM AUTHORITY MEMBERS

- 1. STATUS REVIEW OF PROJECTS**
- 2. INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS**
- 3. CORRESPONDENCE TO THE AUTHORITY**
- 4. STATUS REPORTS AND COMMENTS FROM THE MEMBERS OF THE AUTHORITY**

(6:34:45) – Chairperson Golden entertained Member reports. He explained that the CCAA bylaws give the CCAA Chairperson sole discretion to set the agenda and place items on the agenda, and the Chairperson has relied on the Airport Manager, though the Chairperson and sometimes the Vice Chairperson would review the agenda prior to it being posted. He indicated that the Authority has had “a litany of problems” concerning agenda items that do not belong on the agenda. He stated that he had made the determination the day prior to the CCAA meeting that agenda item H.2 “would not be heard under any circumstances,” as the Applicant had refused to provide the Authority with the information required in accordance with Carson City Municipal Code (CCMC) Title 19. Chairperson Golden added that in some instances, the same Applicant “wanted to write their own rules” and noted that “we just can’t have that.” He stated that the Authority not receiving the information required in a timely matter is another problem that the Authority has had when the Carson City Board of Supervisors (BOS) requires that the information is received two weeks before the meeting date in order for an item to be placed on the agenda. He pointed out that there have been applicants, despite being informed about a deadline, that contact the Authority “under the wire” or after the agenda has been approved. Chairperson Golden informed the Authority that, from this point going forward, any matter being placed on the agenda must be identified two weeks before the meeting date, and all supporting documentation that would be required for that agenda item to be placed on the agenda must be received and reviewed by the Airport Manager and the Chairperson. He added that, by that time, the Authority would have time for legal counsel and other professional services to review the supporting documentation if required. He noted that when applicants are not pleased with what they are hearing from Mr. Jenkins, they will submit information to the Airport’s legal counsel “that doesn’t pass muster,” and these applicants will use the Airport’s legal counsel “as a means to clean up their own agenda, if you will, or their own packet of information that we require.” Mr. Tackes was in favor of implementing a policy, as it would be cheaper for the Authority and

“much more efficient” for the applicants to provide the documentation to Mr. Jenkins for his review prior to sending the documentation over to Mr. Tackes when he feels like he has “something complete enough” for Mr. Tackes’ legal review, after which the documentation could be sent back to Mr. Jenkins. Additionally, Mr. Jenkins would remain the single point of contact to avoid numerous calls, and Mr. Tackes could handle strictly legal issues. He added that there was no way for him to dedicate the amount of time that agenda item H.2 required and still practice law, and because he tries to minimize his time and billing to the Authority, he has a full schedule of other clientele. He also commented that the last three days had been “horrendous” for him, and he could not set aside the time to do his role for the Authority last minute. Member Hamilton suggested putting together a policy, as articulated by Chairperson Golden and Mr. Tackes, in writing.

(6:44:58) – Treasurer Rogers wished to make it possible for the Airport Manager to review the financials for the agenda materials.

M. PUBLIC COMMENT.

(6:45:35) – Chairperson Golden entertained public comments, and in response to a public commenter (whose name was not provided), Chairperson Golden indicated that “you’re on the right track.”

N. AGENDA ITEMS FOR NEXT REGULAR MEETING

(6:46:15) – Mr. Jenkins stated that there would likely be a bid process for a hangar with a lease that is expiring in August 2022, and he was uncertain if an item concerning that matter would be agendaized for the next CCAA meeting. He noted that agenda item H.2 would likely be placed on the agenda once the proposal is properly prepared.

(6:47:19) – Treasurer Rogers proposed considering a contingency plan “to do a private development that causes the Terminal Building to be upgraded.”

O. ACTION ON ADJOURNMENT.

(6:48:08) – Chairperson Golden adjourned the meeting at 6:48 p.m.

The Minutes of the July 20, 2022 Carson City Airport Authority meeting are so approved on this 17th day of August 2022.