

**DRAFT MINUTES**  
**Regular Meeting**  
**Carson City Airport Authority (CCAA)**  
**Wednesday, October 19, 2022 ● 5:30 PM**  
**Community Center Robert “Bob” Crowell Board Room**  
**851 East William Street, Carson City, Nevada**

**Authority Members**

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

**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](http://www.carson.org/minutes).

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

(5:33:06) – Chairperson Golden called the meeting to order at 5:33 p.m.

(5:33:14) – Roll was called, and a quorum was present.

<b>Attendee Name</b>	<b>Status</b>	<b>Arrived</b>
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**

(5:33:31) – Led by Member Jones.

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

(5:35:47) – Chairperson Golden introduced the item and entertained questions, comments, and a motion.

(5:35:58) – MOTION: Member Jones moved to approve the August 17, 2022 meeting minutes as presented.

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

**D. MODIFICATION OF THE AGENDA.**

(5:33:53) – Chairperson Golden noted that there were no modifications to the agenda.

**E. PUBLIC COMMENT.**

(5:34:04) – Chairperson Golden entertained public comments. Veronica Clemens introduced herself and expressed interest in the Shadetree Aviation hangar, which would be discussed during agenda item H-1, on behalf of the Cactus Air Force Limited Liability Company. She also inquired about whether the Shadetree Aviation hangar would be for sale.

**F. AIRPORT ENGINEER’S REPORT**

(5:36:14) – Chairperson Golden introduced the item. Armstrong Consultants Airport Operations Manager Chris Nocks and Armstrong Consultants Western Territory Manager Mike Dikun, both appearing via WebEx, referenced the report, which is incorporated into the record. No Member questions were forthcoming.

**G. CONSENT AGENDA**

**H. HEARING AGENDA**

**1. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW A COST BENEFIT ANALYSIS AND DETERMINE IF AIRPORT STAFF SHOULD PROCEED WITH A NEW GROUND LEASE AND SELLING THE SHADETREE HANGAR OR RENTING THE HANGAR.**

(5:39:35) – Chairperson Golden introduced the item. Mr. Jenkins referenced the Board Memo and the accompanying attachments, all of which are incorporated into the record.

(5:51:00) – Chairperson Golden entertained Member input, and Mr. Jenkins and Chairperson Golden responded to clarifying questions. Treasurer Rogers believed that “adding the management of a building represents a significant mission drift for the Airport Authority that all we do now is manage land, and ... adding [a] significant amount of building work to our scope of work represents mission drift,” which he was “not enthused for.” He also commented that the Authority has been “very careful” to avoid competing with Airport tenants in the past,

and renting hangar space would be “shifting” the relationship with the tenants who may wish to lease hangars. He was in favor of the Authority only leasing land at the Airport.

(5:57:19) – Member Hamilton stated that the Airport needed a “good” maintenance facility at this time, and he believed in choosing to lease the area to someone who could provide maintenance for the general piston aircraft. Vice Chairperson Puliz was “very enthusiastic” about keeping the hangar and leasing it. He indicated that the appraised value collected by Mr. Jenkins was on the “low side,” and the lease prices were increasing. He noted having discussed the potential of being required to upgrade the hangar to install fire sprinklers with the architect and Mr. Jenkins; however, Vice Chairperson Puliz also pointed out the recent sale of a fixed-base operator (FBO) with a building similar in size to the hangar at the Airport that was not required to install fire sprinklers when the building was sold. He stated that the Authority did not have to use a general contractor for all the upgrading and suggested hiring the independent licensed “subs,” which could save the Authority approximately 30 percent more of the costs associated with the task. He also believed that the Authority was “getting a little too concerned about the maintenance” because the Authority could sign a lease with triple net lease terms. Vice Chairperson Puliz suggested that the Authority could decide to sell the hangar later after a three-year or five-year lease. Chairperson Golden agreed with Vice Chairperson Puliz’s input and indicated that his position on the matter was to “put this out to bid, see what the market brings us,” and he believed that the Authority would see more parties interested in leasing the hangar rather than buying the hangar and ground leasing for a lengthy period of time. He also agreed with Member Hamilton’s input; however, he also noted that the market for aircraft maintenance operations “drives the decision,” and the Airport tenants have indicated “a desire to go elsewhere for their maintenance.” Chairperson Golden commented that it was unlikely that the Authority would have 50 continuous years of tenancy and income from leasing a building. Treasurer Rogers was in favor of Vice Chairperson Puliz’s suggestion of leasing the hangar for a controlled period of time as “a trial run,” and Member Hamilton and Chairperson Golden pointed out that because it may take five years to establish a business, they personally would not enter a short-term lease.

(6:15:36) – In response to Vice Chairperson Puliz’s question, Mr. Jenkins “did not see any harm” in publishing a public notice of invitation to bid. During discussion on the matter, Chairperson Golden proposed that Mr. Jenkins and Mr. Tackes compose a document or an agenda item regarding the adoption of a resolution for consideration of the CCAA during the next CCAA meeting to publish a notice of invitation to bid.

(6:18:19) – Member Norvell noted that finding someone to invest in a maintenance facility and provide that type of infrastructure, equipment, and personnel for a five-year lease “would never happen,” and with a long-term lease, a potential tenant could have “some reasonable expectation” of recovering some of the investment from selling an established business. Additionally, because of such factors as warranty on certain aircraft, a maintenance facility would likely be maintaining smaller aircraft. Vice Chairperson Puliz stated that, based on his experience, many tenants prefer five-year leases with options to extend the leases and to terminate leases early if necessary.

(6:24:23) – Chairperson Golden entertained public comments. Dave [inaudible last name] introduced himself and asked about if there was “no business here” after “hold[ing] out” to lease or sell the property to a FBO. Chairperson Golden explained that there were FBOs that were interested in the property.

(6:27:11) – Chairperson Golden recessed the meeting and reconvened the meeting at 6:37 p.m. No action was taken on this item.

**2. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW AND APPROVE AN INCREASED BUDGET FOR AIRSIDE TERMINAL DOOR SECURITY.**

(6:37:42) – Chairperson Golden introduced the item. Mr. Jenkins referenced the Board Memo and the accompanying attachments, all of which are incorporated into the record, and responded to clarifying questions.

**(6:45:45) – MOTION: Treasurer Rogers moved to approve the increased budget of \$20,000.00 for the required improvements to the airside terminal door for access control, which would include the proposed \$12,000.00, the \$5,000.00 for a security camera, and the additional costs associated with contingencies.**

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

**3. FOR DISCUSSION AND POSSIBLE ACTION: ADOPTION OF UPDATED THROUGH THE FENCE FEES FOR THE CARSON CITY AIRPORT TO REFLECT THE CURRENT COST OF AIRPORT MAINTENANCE AND AMOUNT OF HANGAR SPACE AND AIRCRAFT PARKING; AND TO APPROVE AN AMENDMENT TO THE CARSON CITY MUNICIPAL CODE TITLE 10.03.060 FEES TO REFLECT THE UPDATE**

(6:47:26) – Chairperson Golden introduced the item. Mr. Tackes referenced the Board Memo and the accompanying attachment, both of which are incorporated into the record. Chairperson Golden brought to Mr. Tackes’ attention that the Carson City Municipal Code (CCMC) Title was mislabeled in the Agenda Title and should refer to CCMC 19.03.060, and the fee referenced for subsection I of the Fees section should read “forty-three cents” instead of “thirty-six cents.” He also stated for the benefit of the other Members that the through-the-fence (TTF) fees were “relatively trivial in nature, especially when you consider what the permit holder gets in return.” Additionally, if there were property taxes on the permit holder’s hangar exceeding the TTF permit fee, the permit holder would not pay the TTF permit fee.

(6:56:19) – Chairperson Golden entertained Member input, and Mr. Jenkins responded to clarifying questions. Treasurer Rogers did not believe that the Authority needed to take any action on the matter. He noted that the Authority had performed a complete review of all Airport fees in 2020, including the TTF fees, and there was no indication that there was or was not a recalculation of the TTF fees. While he believed that the five-year timeframe was appropriate, he believed that the calculation and adoption of updated rates should take place during the year 2025. He mentioned that Mr. Jenkins based his calculations on the year 2021 for the Airport’s expenses

that were used to determine TTF fees, and Treasurer Rogers indicated that 2021 was not “a representative year” for the Airport, and he and Vice Chairperson Puliz were the Interim Airport Manager for half of the year during 2021 as volunteers. He stated that the Authority should “understate” some of the costs if 2021 was used as a reference. Treasurer Rogers also did not believe it was trivial to change Title 19; however, if the Authority wished to change Title 19, he suggested instead removing the references to fees from Title 19 by indicating that fees relative to TTF access could be reviewed on the Airport’s listing of fees, with the fees reviewed and updated every five years. Chairperson Golden agreed that 2021 was not representative of true cost for the Airport and suggested reconsidering the costs for the current fiscal year. Mr. Tackes confirmed that it was not trivial to change Title 19, as the City must complete two readings of the ordinance before changing it. He was concerned about the Airport charging rates when Title 19 referenced different rates and recommended going forward with Treasurer Rogers’ suggestion with changing Title 19 by adding a provision indicating where fees could be reviewed if the Authority could do so. He advised adopting the change to Title 19 with the corrections as stated by Chairperson Golden, and Member Hamilton was in favor of adopting the change in order to be in compliance with the Federal Aviation Administration (FAA) Grant Assurances. Vice Chairperson Puliz also supported taking action based on Mr. Tackes’ recommendation.

**(7:05:09) – MOTION: Member Jones Moved to approve the updated TTF fees, adopt the proposed version of CCMC 19.03.060 as corrected, and undertake the process with the Board of Supervisors to update CCMC Title 19.**

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

**I. AIRPORT MANAGER’S REPORT**

(7:06:19) – Chairperson Golden introduced the item. Mr. Jenkins presented his report, which is incorporated into the record.

**J. LEGAL COUNSEL’S REPORT**

(7:13:15) – Mr. Tackes did not have any additional items to report.

**K. TREASURER’S REPORT**

(7:13:21) – Chairperson Golden introduced the item, and Treasurer Rogers referenced the agenda materials.

**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**

(7:15:09) – Chairperson Golden entertained Member reports; however, none were forthcoming.

**M. PUBLIC COMMENT.**

(7:15:16) – Chairperson Golden entertained public comments; however, none were forthcoming.

**N. AGENDA ITEMS FOR NEXT REGULAR MEETING**

(7:15:25) – Chairperson Golden noted that an item would be agendized concerning the resolution discussed during agenda item H-1 as well as a possible item for a proposal to lease approximately 1.5 acre of land along Taxiway Bravo for hangar development.

**O. ACTION ON ADJOURNMENT.**

**(7:15:53) – Chairperson Golden adjourned the meeting at 7:15 p.m.**

The Minutes of the October 19, 2022 Carson City Airport Authority meeting are so approved on this 16<sup>th</sup> day of November 2022.