

DRAFT MINUTES
Regular Meeting
Carson City Airport Authority (CCAA)
Wednesday, November 16, 2022 ● 5:00 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.

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

(5:04:13) – Chairperson Golden called the meeting to order at 5:04 p.m.

(5:06:33) – Roll was called, and a quorum was present.

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

B. PLEDGE OF ALLEGIANCE

(5:05:01) – Led by Member Hutter.

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

(5:05:39) – Chairperson Golden introduced the item and entertained questions, comments, and a motion.

(5:05:49) – MOTION: Member Jones moved to approve the November 16, 2022 meeting minutes as presented. Member Hutter abstained from voting, as he was not present during the November 16, 2022 meeting.

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

D. MODIFICATION OF THE AGENDA.

(5:05:26) – Chairperson Golden noted that there were no modifications to the agenda.

E. PUBLIC COMMENT.

(5:07:06) – Chairperson Golden entertained public comments; however, none were forthcoming.

F. AIRPORT ENGINEER’S REPORT

(5:07:45) – Chairperson Golden introduced the item. Armstrong Consultants Airport Operations Manager Chris Nocks, appearing via WebEx, referenced the report, which is incorporated into the record. No Member questions were forthcoming.

G. CONSENT AGENDA

(5:10:26) – Chairperson Golden introduced the item and entertained requests to pull item G-1 from the Consent Agenda. When no requests were forthcoming, he entertained a motion to accept the Consent Agenda.

MOTION: Vice Chairperson Puliz so moved.

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

1. FOR POSSIBLE ACTION: APPROVE ORTIZ BROS. AVIATION, LLC LEASE ASSIGNMENT TO ECHO DELTA COMMUNITY ASSOCIATION AS THE HANGAR OWNER’S ASSOCIATION.

H. PUBLIC HEARINGS

1. FOR DISCUSSION AND POSSIBLE ACTION: AUTHORIZATION TO ISSUE NOTICE OF DEFAULT ON THE KCXP INVESTMENTS, LLC, LEASE ON TAXYWAY C (LEASE RECORDED SETP 5, 2008, AS DOC. NO. 382385) WHICH WAS ENTERED INTO WITH A 2 YEAR REQUIRIEMENT TO BUILD HANGARS; DETERMIN DEADLINE FOR CURE OF BREACH AND TERMINATION OF LEASE OR OTHER REMEDY.

(5:11:30) – Chairperson Golden introduced the item and advised of a conflict of interest, for which he excused himself from participation on the item. Vice Chairperson Puliz temporarily chaired the meeting at this time. Mr. Tackes and Mr. Jenkins referenced the Board Memo and the accompanying attachments, all of which are incorporated into the record.

(5:18:53) – Vice Chairperson Puliz entertained Member input, and Mr. Tackes and Mr. Jenkins responded to clarifying questions.

(5:24:59) – MOTION: Member Hutter moved to authorize Staff to issue a Notice of Default to KCXP Investments, LLC for failure to meet the construction requirements of the lease and to notify KCXP Investments, LLC that if this breach is not cured by the January 2023 meeting date of the CCAA (approximately 65 days from this day), where this matter will be agendize, the lease will be terminated.

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

2. FOR DISCUSSION AND POSSIBLE ACTION: APPROVE GROUND LEASE TO ARROWHEAD TENANT, LLC FOR CONSTRUCTION OF AIRCRAFT STORAGE HANGARS NORTH OF THE FUEL ISLAND ON TAXIWAY BRAVO, BEING A PORTION OF APN 005- 011-01, OF APPROXIMATELY 1.70 ACRES, AS SET FORTH IN THE LEGAL DESCRIPTION AND DIAGRAM FILED WITH THE AUTHORITY.

(5:31:11) – Chairperson Golden introduced the item. Mr. Tackes and Mr. Jenkins referenced the Board Memo and the accompanying attachments, all of which are incorporated into the record, and responded to clarifying questions. Chairperson Golden thanked Ward Chilton as well as Mr. Chilton’s advisors and counsel for attending

the meeting and for the land lease proposal that had been prepared and submitted. Chairperson Golden noted that Mr. Chilton and those involved with preparing the land lease proposal had “done everything you need to do” in order to start processing the ground lease. Chairperson Golden, referencing one of the renderings of the proposed development, also informed the project engineer that there was a slope to the south of the property that causes water movement, which would need to be monitored due to ice causing a safety issue, and he stated that a mitigation measure would need to be developed to prevent “an entire hardscape moving towards Taxiway Delta.” Manhard Consulting Professional Engineer Mark Rotter indicated that there were retention areas provided to run the flow of water off into the retention areas, though there would still be overflow in large natural events.

(5:40:57) – Chairperson Golden complimented the proposed project and entertained additional Member input. Mr. Jenkins and Mr. Rotter also responded to clarifying questions. Member Norvell believed that the project was “a wonderful development for the Airport.” Member Hutter echoed Member Norvell’s input and thanked Arrowhead Tenant, LLC for “making the investment in the Airport and getting yourself some great hangars in the process.”

(5:46:53) – Chairperson Golden entertained public comments; however, none were forthcoming.

(5:47:16) – MOTION: Chairperson Golden moved to approve the ground lease to Arrowhead Tenant, LLC for construction of aircraft storage hangars.

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

(5:47:48) – Chairperson Golden instructed Arrowhead Tenant, LLC to work closely with Mr. Tackes and Mr. Jenkins for an interim period, since the Airport Lease Agreement and the accompanying documents would still need approval from the Carson City Board of Supervisors (BOS), and the Carson City District Attorney’s Office would also be reviewing the Airport Lease Agreement and the accompanying documents.

(5:48:26) – Chairperson Golden recessed the meeting and reconvened the meeting at 6:02 p.m.

3. FOR DISCUSSION AND POSSIBLE ACTION: ADOPTION OF RESOLUTION AND NOTICE OF INVITATION TO BID CARSON CITY AIRPORT LEASE LOCATED AT 4331 GONI ROAD, APN 005-011-94, (FORMERLY LEASED TO SHADE TREE AVIATION) OF APPROXIMATELY 24,900 SQUARE FEET AS DESCRIBED IN LEGAL DESCRIPTION AND RAMP DIAGRAM PREPARED BY ATKINS AND POSTED ON THE AIRPORT WEBPAGE; APPROPRIATE MINIMUM LEASE RATE AND TERMS OF LEASE AND PERMITTED USES; CONSIDER

ALTERNATIVE OF SALE OF BUILDING WITH LEASE OF LAND; SET DEADLINE FOR BIDS AND THE DATE FOR THE BID OPENING AND CONSIDERATION PURSUANT TO NRS 244.283.

(6:02:32) – Chairperson Golden introduced the item. Mr. Tackes and Mr. Jenkins referenced the Board Memo and the accompanying attachments, all of which are incorporated into the record. Mr. Tackes added that the proposal should indicate that a preference would be given for an aircraft repair facility or any other facility that would be best suited for the Airport. Mr. Jenkins believed that the Authority should consider accepting bids to lease portions of land as an alternative to leasing the entire parcel due to the current layout of the parcel.

(6:10:23) – Chairperson Golden entertained Member discussion on the matter, and Mr. Jenkins and Mr. Tackes responded to clarifying questions. Member Hutter pointed out that the Authority may consider the obligations and the burden posed by managing a building as a landlord if the Authority was to choose to lease the hangar on the property, and he inquired about how long the hangar could be vacant on the property if a bidder was required to pay \$1.3 million for the hangar. Member Norvell wished to consider if selling the hangar would benefit the Authority in regards to acquiring federal funds in the near term rather than the long term in order to accomplish some important Airport capital projects. Chairperson Golden believed that the Authority should allow bids for lease of the property with the hangar or for a ground lease and a sale of the hangar in order to “see what the market bears.” Member Jones was opposed to selling the hangar because of the long-term potential of how the Authority could use the property with the hangar. Member Hamilton echoed Chairperson Golden’s input and commented that the Authority could minimize the extent to which the property would need to be managed with an appropriate contract for rental.

(6:17:48) – Mr. Jenkins added that the Carson City Fire Marshal confirmed that the hangar would not need sprinklers installed as long as the use for the building did not change from what it was previously, which was the Authority’s intention, and approximately \$55,000 worth of improvements over the previous quote were identified, so the Airport’s upfront costs likely amounted to less than \$150,000. He referenced the summary of the final appraisal and commented that the rates were “a lot better for the Airport really in both scenarios, but it does ... weigh a little bit better towards leasing than the previous assessment did.”

(6:19:55) – Vice Chairperson Puliz was in favor of keeping the hangar and leasing the property with the hangar. Mr. Tackes clarified that the model lease that was approved by the Carson City District Attorney required the maintenance to be performed by the tenant regardless of whether the Authority was selling or leasing the hangar. Vice Chairperson Puliz also believed that the Authority should expedite the bidding process due to the amount of money the Airport was “losing” each month, and he stated that there were several individuals at the Airport that were interested in leasing the property.

(6:24:03) – Member Hutter preferred there being an aviation maintenance facility on the property, and he believed it would be “a much more palatable approach” with the opportunity to lease the hangar. He noted that the Members did not need to accept a sale offer if the Members decided they preferred to lease the hangar.

(6:28:48) – Chairperson Golden entertained public comments. Greg Eberle introduced himself, and Chairperson Golden responded to his questions of clarification regarding the bidding process.

(6:30:21) – Rick Frewert introduced himself and stated that, because he recently learned how to fly aircraft, he was more interested in the Airport. He commented, “from a financial perspective on this thing, it seems to be if you’ve got to put 150 grand in to get it to the point where it’s either sellable or leasable, if you’re going to lease it, and you’re going to get the full \$6,600 a month, that’s going to take two and a half years to three years to recover your investment and getting up to speed, so that means you’re going to be out of pocket for three years.” He expressed that it would be more beneficial to sell the existing hangar for \$1.3 million and emphasized that the hangar was a steel-framed building. Chairperson Golden clarified that the property was an approximately 25,000-square-foot parcel with a 10,000-square-foot building located on the property. Mr. Frewert suggested, “from the triple net lease standpoint,” the Authority could offer a \$150,000 “allowance” rather than spend that amount of money “out of your own pocket.”

(6:32:40) – MOTION: Vice Chairperson Puliz moved to approve the draft Resolution and Notice of Invitation to Bid for 4331 Goni Road, APN 005-001-94 with a deadline for bids of January 12, 2023 and the date for the bid opening and consideration of January 18, 2023, with the option to allow bidders to bid on smaller portions of the area of the property. In response to Member Hutter’s question, Mr. Tackes agreed that terms regarding the responsibilities of the tenant for maintenance of the building should be included in the Resolution and Notice of Invitation to Bid so potential bidders could consider the Authority’s opening intentions. **Vice Chairperson Puliz added to the motion that preference would be given for bidders who offer fixed-base operator (FBO) services.**

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

(6:38:05) – Chairperson Golden directed Mr. Jenkins to publicize the Resolution and Notice of Invitation to Bid beyond the local market.

4. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW AND APPROVE DRAFT REQUEST FOR QUALIFICATIONS (RFQ) FOR LEGAL SERVICES.

(6:38:54) – Chairperson Golden introduced the item. Mr. Jenkins referenced the Board Memo and the Request for Qualifications to Serve as Legal Counsel to the Carson City Airport Authority (RFQ), both of which are incorporated into the record. Mr. Tackes believed that Mr. Jenkins “did a great job” at preparing the RFQ and mentioned that a deadline for responses should be added to the document. He added that the Authority should periodically evaluate any individual who does contract work for the Authority and consider other options.

(6:43:10) – Chairperson Golden commented that “we all have an expiration date, ... and we do different things in life,” including Mr. Tackes, and the Authority needed to participate in the “exercise” to prepare for the possibility

of circumstances changing. He did not believe that the increased rate for Mr. Tackes’ legal counsel services was “out of line with reality” and believed that the new rate was “quite the bargain.” He also pointed out that if the Authority was to find new legal counsel that would provide services at a rate of \$300 or \$350 an hour, the amount of time that individual would need to become familiarized with all the functions of the Authority would cause the total cost to exceed the cumulative amount that Mr. Tackes billed the Authority for in a year. Mr. Jenkins added that the Authority may consider acquiring an additional legal counsel that could be trained and educated by Mr. Tackes. Mr. Tackes stated that, if the Authority were to retain the services of a Respondent as the new Airport Legal Counsel, he would spend time with the Respondent to share his knowledge concerning the Airport and the Authority as well as the institutional information that he has. He also agreed with Chairperson Golden’s input. Member Hamilton did not wish to “get into the mode of paying someone half as much and taking up four times the amount of time to figure out what the deal is,” and he believed that the Authority may want to retain another legal counsel for Mr. Tackes to train “as we go.” He also believed that the amount of value the Authority had with retaining Mr. Tackes’ services would be “hard to beat.”

(6:49:09) – Member Jones suggested employing an assistant for Mr. Tackes at a lower pay level, provided that an assistant had an understanding about needing to be in that position for two or three years before serving as Airport Legal Counsel.

(6:49:41) – Member Norvell believed that value came in many forms, agreed with Member Hamilton’s input, and echoed Chairperson Golden’s and Mr. Tackes’ comments. He commented that Mr. Tackes’ instructional knowledge and background with the Airport were “incalculable in terms of the value that it brings to our process,” so it would be a long time before a new legal counsel would gain the background and the intuitive understanding of the Airport to the same extent as Mr. Tackes’. He also noted the current economic climate, and he did not believe that “the lowest bidder is the most economical” in every instance. Member Hutter stated that the reason that he would support reviewing other candidates for the Airport Legal Counsel position would be for secession planning and pointed out that the Members should be mindful of how the Authority would “start figuring out what the next generation looks like.” He noted that the Authority should possibly consider starting the planning process sooner in advance for identifying a new potential legal counsel, since he himself was uncertain about “what the spec looks like to go shop for this kind of counsel, particularly in a market like ours.”

(6:55:10) – Chairperson Golden thanked Mr. Tackes for his services to the Authority and entertained a motion.

(6:55:43) – MOTION: Vice Chairperson Puliz moved to approve the draft Request for Qualifications and direct Staff to proceed with the publication of the RFQ, with a deadline of January 12, 2023.

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

5. FOR DISCUSSION AND POSSIBLE ACTION: CONSIDERATION FOR PAY INCREASES FOR AIRPORT OPERATIONS TECHNICIAN.

(6:57:08) – Chairperson Golden introduced the item. Mr. Jenkins referenced the Board Memo, which is incorporated into the record, and responded to clarifying questions.

(7:00:50) – Vice Chairperson Puliz was in favor of approving the 10 percent raise for Airport Operations Technician Rick Lee, and he believed that Mr. Lee was one of the Airport’s “best assets.” Member Norvell agreed with Vice Chairperson Puliz’s input and complimented Mr. Lee for such qualities as being “a very capable individual” and for being dependable. He also believed that Mr. Lee’s pay increase was “long overdue, well-deserved, and nominal.” Mr. Jenkins added that Mr. Lee had fulfilled management tasks during a transition in Airport management, some of which he had continued to perform, and Mr. Lee was assuming a more administrative role.

(7:03:03) – MOTION: Member Hutter moved to approve the raise of 10 percent for Rick Lee effective December 1, 2022.

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

I. AIRPORT MANAGER’S REPORT

(7:03:36) – 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

(7:08:06) – Mr. Tackes did not have any additional items to report.

K. TREASURER’S REPORT

(7:08:14) – Chairperson Golden indicated that because Treasurer Rogers was absent, a Treasurer’s Report would not be presented.

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

(7:08:18) – Chairperson Golden informed the Authority that Senator Jacky Rosen had signed a letter on the Authority’s behalf, which was provided to the Members via email, supporting the Authority’s efforts to seek Federal Aviation Administration (FAA) Airport Improvement Program (AIP) funding for the Airport’s terminal building project, and he noted that Senator Rosen and her staff have assisted the Airport on the matter twice at this point. In response to Member Norvell’s question, Chairperson Golden stated that he and Mr. Jenkins participated in “a very pleasant meeting” with one of the offenders from the Airport Driving Rules violation event that took place on July 26, 2022, during which Chairperson Golden and Mr. Jenkins explained the severity of his actions, and the offending individual took responsibility for his actions. Additionally, the offending individual showed remorse for his actions and volunteered some of his time to assist Mr. Jenkins with developing a driving training program for the Airport. The offending individual was also asked to apologize to the Authority in person at his next opportunity, which he had agreed to do. Chairperson Golden added that the other offender of the July 26, 2022 incident had not contacted Chairperson Golden or Mr. Jenkins regarding his participation in the violation.

(7:12:50) – Chairperson Golden entertained additional reports from Members. Member Jones announced his departure from the CCAA, with this being his last meeting, and he thanked the Members and Staff. Chairperson Golden commented that Member Jones had been “an absolute pleasure to work with,” and he and Member Norvell thanked Member Jones for his service to the Airport.

M. PUBLIC COMMENT.

None.

N. AGENDA ITEMS FOR NEXT REGULAR MEETING

(7:14:10) – Chairperson Golden noted that the next CCAA regular meeting would be scheduled in January 2023.

O. ACTION ON ADJOURNMENT.

(7:14:37) – Chairperson Golden adjourned the meeting at 7:14 p.m.

The Minutes of the November 16, 2022 Carson City Airport Authority meeting are so approved on this 18th day of January 2023.