

DRAFT MINUTES
Regular Meeting
Carson City Airport Authority (CCAA)
Wednesday, February 15, 2023 ● 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 – Curtis Horton
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

(5:31:18) – Chairperson Golden called the meeting to order at 5:31 p.m. Roll was called, and a quorum was present.

Attendee Name	Status	Arrived
Chairperson Michael Golden	Present	
Vice Chair Tim Puliz	Present (via WebEx)	
Treasurer Jon Rogers	Present	
Member Curtis Horton	Present	
Member Paul Hamilton	Present	
Member Karl Hutter	Present	
Member Harlow Norvell	Present	

B. PLEDGE OF ALLEGIANCE

(5:32:04) – Led by Member Horton.

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

(5:32:27) – Chairperson Golden introduced the item and entertained questions, comments, and a motion.

(5:32:40) – MOTION: Member Horton moved to approve the January 18, 2023 meeting minutes as presented with, Member Hutter abstaining, as he was not present during the January 18, 2023 meeting.

RESULT:	APPROVED (6-0-1)
MOVER:	Horton
SECONDER:	Norvell
AYES:	Golden, Puliz, Rogers, Horton, Jones, Hamilton, Norvell
NAYS:	None
ABSTENTIONS	Hutter
ABSENT:	None

D. MODIFICATION OF THE AGENDA.

(5:33:00) – Chairperson Golden requested that the Members keep their comments to a minimum due to Vice Chairperson Puliz’s availability during the meeting, and he indicated that the agenda would be modified to move agenda item H-1 to the Consent Agenda (agenda item G).

E. PUBLIC COMMENT.

(5:34:22) – Chairperson Golden entertained public comments. Mark Robinson and Phil Harper of Heritage Hangars introduced themselves. Mr. Robinson explained that he and Mr. Harper maintain their taxiways, and he stated that anyone being authorized to use those taxiways was “not a problem.” He stated that there had been vehicles from construction companies that were using the taxiways out of convenience rather than necessity with weights that exceed the capacity of which the taxiways should hold, as the asphalt was three inches thick. He mentioned that there had been trucks that were hauling dirt from a construction site using the taxiway through the back of the Airport property, throwing gravel, and depleting the taxiway. Mr. Robinson added that he had brought the matter to Mr. Jenkins’ attention, and Mr. Jenkins stopped the trucks from using the taxiway. Mr. Robinson objected to the construction companies having the right to use the taxiway because Heritage Hangars would be responsible for repairing the taxiway if the company’s vehicles damage the taxiway, and he noted that he may be able to sue for damage to the taxiway as the only recourse. He also pointed out that the vehicles used unpaved areas with waterlines underneath those areas, and he believed that the vehicles were likely damaging the waterlines. He suggested including a warning for using the taxiway or require the use only for when it is a necessity to do so. Chairperson Golden recommended that Mr. Robinson and Mr. Harper stay at the meeting for the Airport Manager’s Report (agenda item I).

F. AIRPORT ENGINEER’S REPORT

(5:39:14:) – Chairperson Golden introduced the item. Armstrong Consultants Airport Project Manager Nadine Burgard, appearing remotely, referenced the report, which is incorporated into the record.

G. CONSENT AGENDA

(5:41:18) – Chairperson Golden introduced the item and referenced the agenda materials for agenda item H-1, which are incorporated into the record. He added that he would be abstaining from the vote due to a conflict of interest before entertaining Member comments and questions and a motion.

(5:42:52) – MOTION: Treasure Rogers moved to approve the Consent Agenda as presented.

RESULT:	APPROVED (6-0-1)
MOVER:	Rogers
SECONDER:	Norvell
AYES:	Puliz, Rogers, Horton, Hamilton, Hutter, Norvell
NAYS:	None
ABSTENTIONS	Golden
ABSENT:	None

H. PUBLIC HEARINGS

1. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW AND APPROVE AGREEMENT TO POSTPONE OR AVOID LEASE TERMINATION WITH KCXP INVESTMENTS.

This item was placed on the Consent Agenda.

2. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW RESEARCH AND ANALYSIS OF AIRPORT STAFFING NEEDS AND APPROVE ADDITIONAL STAFF POSITION OF SUPERVISOR OF AIRPORT OPERATIONS AND MAINTENANCE.

(5:43:16) – Chairperson Golden introduced the item. Mr. Jenkins and Mr. Tackes referenced the Staff Report and the February 15, 2023 Carson City Airport Staff Assessment, both of which are incorporated into the record. Chairperson Golden commented that the Airport was “grossly understaffed,” and he stated that discussions with Mr. Jenkins on the matter emphasized the number of current Airport operations. He added that the Airport was the busiest airport in the region with more operations than surrounding airports.

(5:52:54) – In response to Chairperson Golden’s question, Treasurer Rogers indicated that the Airport could afford the additional position, and the fiscal year (FY) 2023/2024 preliminary Budget included the costs associated with the position for if the Authority approved the request to hire an additional staff member.

(5:53:40) – Chairperson Golden entertained additional input, and Mr. Jenkins and Mr. Tackes responded to clarifying questions. Member Hamilton wished to have staff coverage at the Airport during the weekends when needed, and Mr. Jenkins explained that a second Airport employee would work from Thursday through Sunday at the Airport to ensure that the Airport has coverage for every day of the week.

(5:55:24) – Member Norvell echoed Chairperson Golden’s input and strongly supported the addition of another staff member.

(5:55:46) – Member Hutter commented that “it’s a testament to [Mr. Jenkins’] good management of our airport that we’re actually in a place now to know what’s the this and the that and to have had a nice period of stable and competent leadership that helps us kind of get the house in order.” He also complimented Mr. Jenkins’ professionalism. He wished to allow the Airport Manager to focus on such managerial-level issues as safety, costumer service, and business development.

(5:57:01) – Treasurer Rogers noted that the requested position would have the opportunity to be cross trained in some of Mr. Jenkins’ duties, and in the event of a disruption, the staff member could cover those duties rather than an Authority Member.

(5:57:53) – Vice Chairperson Puliz agreed with all the other Members’ input and wished to ensure that the interaction between Treasurer Rogers and Mr. Jenkins “goes forward responsibly regarding cost.”

(6:01:29) – Chairperson Golden entertained a motion.

(6:01:41) – MOTION: Member Hutter moved to approve the request to hire one additional staff member.

RESULT:	APPROVED (7-0-0)
MOVER:	Hutter
SECONDER:	Norvell
AYES:	Golden, Puliz, Rogers, Horton, Hamilton, Hutter, Norvell
NAYS:	None
ABSTENTIONS	None
ABSENT:	None

3. FOR DISCUSSION AND POSSIBLE ACTION: CONSIDERATION FOR PAY INCREASE FOR AIRPORT MANAGER.

(6:01:59) – Chairperson Golden introduced the item. Mr. Tackes referenced the Board Memo, which is incorporated into the record, and added that Mr. Jenkin had performed every duty in the job description “and more.” He also noted that Mr. Jenkins had several accomplishments, including the updated Airport Driving Rules, dealing with Airport break-ins, and approaching and working with individuals who wish to build hangars on the Airport and/or are seeking to develop new projects on the Airport.

(6:04:33) – Treasurer Rogers entertained Member comments and responded to clarifying questions. Member Hamilton believed that Mr. Jenkins had made “great decisions” and commented that he has not heard any complaint towards Mr. Jenkins from Airport tenants. Member Horton stated that all his interactions with Mr. Jenkins had been “excellent,” and Mr. Jenkins was “very thorough” with his work, “very knowledgeable,” and helpful. Member Norvell believed that the Airport Manager position was underpaid for the last 20 years, as the position was originally part time, and pointed out that the staff budget for surrounding airports was “many times greater” than the Airport’s staff budget. He wished to apply a raise that was more than 10 percent, though he supported the 10 percent raise as indicated in the agenda materials, and he hoped that the Authority would have Mr. Jenkins as the Airport Manager long enough “to pay him what he’s really worth.” Member Hutter indicated

that he “can’t say enough about the capability that [Mr. Jenkins] has brought to the role,” and he stated that he would recommend a raise within the 12 percent range based on Mr. Jenkins’ capabilities and inflation. He added that the continual growth in the top line that the Airport was experiencing was indicative of the success that Mr. Jenkins has accomplished through his positive representation. Treasurer Rogers complimented Mr. Jenkins’ knowledge of airport operations and his “entrepreneurial spirit,” including managing the Airport’s finances closely and carefully. Vice Chairperson Puliz agreed with all the other Members’ input and pointed out that he expected Mr. Jenkins’ pay to grow proportionately along with the growth of the Airport’s base income. Chairperson Golden stated that Mr. Jenkins’ commitment to the Airport’s operation was “unbelievable,” and he commented that Mr. Jenkins was “an impeccable member of the organization and a tremendous asset.” He also supported a raise greater than 10 percent and echoed Member Hamilton’s comment.

(6:13:54) – Member Norvell believed that the pay increase should be 20 percent instead of the proposed 10 percent, and discussion ensued on the matter, during which Treasurer Rogers stated that the Authority could afford a 15 percent pay raise.

(6:15:19) – MOTION: Member Norvell moved to approve the raise of 20 percent for Corey Jenkins effective March 1, 2023. Treasurer Rogers requested that the Members reconsider the proposed pay raise and instead approve a 20 percent pay increase; however, Member Norvell believed the 20 percent pay increase was “a good investment.” Vice Chairperson Puliz believed that the Authority had a responsibility to respect the Treasurer’s budgetary comments, and the Authority had a fiscal responsibility for which the Authority depended on Treasurer Rogers to budget correctly. He supported Treasurer Roger’s suggestion.

RESULT:	FAILED (3-4-0)
MOVER:	Norvell
SECONDER:	Hutter
AYES:	Horton, Hutter, Norvell
NAYS:	Golden, Puliz, Rogers, Hamilton
ABSTENTIONS	None
ABSENT:	None

(6:20:21) – Member Norvell agreed to revise his motion. **MOTION: Member Norvell moved to approve the raise of 15 percent for Corey Jenkins effective March 1, 2023.**

RESULT:	APPROVED (7-0-0)
MOVER:	Norvell
SECONDER:	Hutter
AYES:	Golden, Puliz, Rogers, Horton, Hamilton, Hutter, Norvell
NAYS:	None
ABSTENTIONS	None
ABSENT:	None

(6:21:04) – Chairperson Golden noted that the Authority was making an investment in Mr. Jenkins and stated that the Authority “would greatly appreciate a return on that investment, and we expect that you’re going to earn this.”

4. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW AND DISCUSS FY 23/24 PRELIMINARY BUDGET

(6:21:29) – Chairperson Golden introduced the item. Treasurer Rogers and Mr. Jenkins referenced the FY 2023/2024 Preliminary Budget Worksheet, which is incorporated into the record.

(6:32:43) – Chairperson Golden entertained Member comments. Member Hamilton supported the philosophy of using the money the Authority has to invest in the Airport as opposed to “trying to build up a big bank account.” No formal action was taken on this item.

I. AIRPORT MANAGER’S REPORT

(6:34:08) – 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

(6:43:40) – Chairperson Golden introduced the item. Mr. Tackes stated that there were two bills that had been introduced so far for the 2023 Session of the Nevada Legislature that would affect the CCAA, with one of those bills affecting Open Meeting Law (OML) and the other bill affecting ethics and conflict of interest, both of which Mr. Tackes would be tracking.

K. TREASURER’S REPORT

(6:44:10) – Chairperson Golden introduced the item, and Treasurer Rogers indicated that there were no additional items to report.

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**

(6:44:23) – Chairperson Golden entertained Member reports. He informed the Members that he and Mr. Jenkins flew to Silver Springs to look at the aggregate that was being used to cover the dirt in the infield of the airport.

M. PUBLIC COMMENT.

(6:45:05) – Chairperson Golden entertained public comments. Referencing Mr. Jenkins’ report, Mr. Robinson believed that the construction companies should be warned by the Airport that they may be held liable for damages caused to property.

N. AGENDA ITEMS FOR NEXT REGULAR MEETING

(6:46:26) – Chairperson Golden entertained requests for agenda items for the next CCAA meeting; however, none were forthcoming.

O. ACTION ON ADJOURNMENT.

(6:46:43) – Chairperson Golden adjourned the meeting at 6:46 p.m.

The Minutes of the February 15, 2023 Carson City Airport Authority meeting are so approved on this 15th day of March 2023.