

DRAFT MINUTES
Regular Meeting
Carson City Airport Authority (CCAA)
November 15, 2023 ● 5:30 PM
Community Center Robert “Bob” Crowell Board Room
851 East William Street, Carson City, Nevada

Authority Members

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

Staff

Steve Tackes – Airport Counsel
Corey Jenkins – Airport Manager
Briana Munoz – 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

(5:30:29) – Vice Chair Norvell called the meeting to order at 5:30 p.m. Roll was called, and a quorum was present.

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

B. PLEDGE OF ALLEGIANCE

(5:31:09) – Led by Member Puliz.

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

(5:31:29) – Vice Chair Norvell introduced the item and entertained questions, comments, and a motion to approve the October 18, 2023 minutes as presented.

(5:31:42) – Member Hutter so moved. Member Hamilton seconded the motion. Members Golden and Hutter abstained from the vote, as they were not present during the October 18, 2023 meeting.

RESULT:	APPROVED (3-0-2)
MOVER:	Hutter
SECONDER:	Hamilton
AYES:	Norvell, Hamilton, Puliz
NAYS:	None
ABSTENTIONS	Golden, Hutter
ABSENT:	Rogers, Horton

D. MODIFICATION OF THE AGENDA.

(5:32:23) – Vice Chair Norvell introduced the item and noted that there were no modifications to the agenda.

E. PUBLIC COMMENT.

(5:32:45) – Vice Chair Norvell entertained public comments; however, none were forthcoming.

F. AIRPORT ENGINEER’S REPORT

(5:33:16) – Vice Chair Norvell introduced the item. Nadine Burgard of Armstrong Consultants joined the meeting via WebEx and presented the report, which is incorporated into the record. She reported that the snowplow truck was tentatively scheduled for delivery in spring 2024. Ms. Burgard provided updates on the Aeronautical Survey for Nighttime Approach and the Snow Removal Equipment Building.

(5:36:42) – In response to Member Hutter’s question on the snowplow truck’s delay, Ms. Burgard stated that she was told that certain parts needed for the snowplow truck were unavailable.

(5:37:41) – Mr. Jenkins noted that other departments in Carson City have experienced delays with “these types of trucks” including the Fire Department.

G. CONSENT AGENDA

None.

H. PUBLIC HEARINGS

1. FOR DISCUSSION AND POSSIBLE ACTION: SPECIAL ELECTION OF FY 2024/2025 CCAA OFFICER; CHAIR

(5:38:41) – Vice Chair Norvell introduced the item. Mr. Tackes referenced the Staff Report, which is incorporated into the record. Vice Chair Norvell entertained nominations for the position of CCAA Chair.

(5:40:19) – Member Hamilton nominated Member Puliz for the position of CCAA Chair.

(5:40:19) – Member Hamilton moved to nominate Tim Puliz to the position of CCAA Chair. The nomination was accepted and with no additional nominations, Vice Chair Norvell closed the nominations.

RESULT:	APPROVED (4-0-1)
MOVER:	Hamilton
AYES:	Norvell, Golden, Hamilton, Hutter
NAYS:	None
ABSTENTIONS	Puliz
ABSENT:	Rogers, Horton

2. FOR DISCUSSION AND POSSIBLE ACTION: APPROVAL OF AIRPORT REIMBURSEMENT AGREEMENT FOR LEGAL AND ENGINEERING COSTS FOR THE CTE THROUGH-THE-FENCE PROJECT ON THE EAST SIDE OF THE AIRPORT OPPOSITE TAXIWAY BRAVO.

(5:41:14) – Member Puliz introduced the item. Mr. Tackes referenced the Staff Report and the Reimbursement Agreement between Carson Tahoe Executive (CTE) LLC and Carson City Airport Authority, both of which are incorporated into the record.

(5:45:03) – Member Golden expressed concerns based on a previous lease negotiation where legal fees were not reimbursed. He said that the deposit was “too low” and recommended a minimum deposit of \$75,000. Mr. Tackes responded to clarifying questions.

(5:52:21) – Vice Chair Norvell stated that it appeared there was a lack of communication with CTE during the initial discussion related to legal fees.

(5:52:51) – Mr. Tackes acknowledged the legal obligation outlined in Title 19 but stated that the Authority had discretion in charging the fees. He added that the proposed agreement was “a step in the right direction” and felt it shouldn’t be overshadowed by past issues.

(5:53:21) – Member Puliz echoed Vice Chair Norvell and Mr. Tackes’ comments. He clarified that the \$50,000 deposit was a good faith measure rather than a strict limit on legal fees. Member Puliz said he accepted the proposed agreement as written.

(5:55:10) – CTE Representative Bruce Carrade provided a brief recap on projects completed in 2023. Mr. Carrade addressed comments on the past lease negotiations, stating that the CTE had paid for the appraisal on the lease.

(5:57:15) – Vice Chair Norvell moved to approve the reimbursement agreement as written. Member Hutter seconded the motion.

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

G. AIRPORT MANAGER’S REPORT

(5:57:49) – Member Puliz introduced the item. Mr. Jenkins referenced the Airport Manager’s Report, which is incorporated into the record.

(6:03:28) – Member Puliz suggested that Mr. Jenkins consider including a spreadsheet with reports from the prior year for reference.

J. LEGAL COUNSEL’S REPORT

(6:03:42) – Member Puliz introduced the item. Mr. Tackes did not have any additional items to report.

K. TREASURER’S REPORT

(6:03:49) – Member Puliz introduced the item and noted that Treasurer Rogers was absent.

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**

(6:04:06) – Member Puliz entertained Member reports; however, none were forthcoming. Mr. Jenkins responded to clarifying questions.

M. PUBLIC COMMENT.

(6:06:05) – Member Puliz entertained public comments; however, none were forthcoming.

N. ACTION ON ADJOURNMENT.

(6:06:13) – Member Puliz adjourned the meeting at 6:06 p.m.

The Minutes of the November 15, 2023 Carson City Airport Authority meeting are so approved on this 17th day of January 2024.