

**DRAFT MINUTES**  
**Regular Meeting**  
**Carson City Airport Authority (CCAA)**  
**January 17, 2024 ● 5:30 PM**  
**Community Center Robert “Bob” Crowell Board Room**  
**851 East William Street, Carson City, Nevada**

**Authority Members**

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

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

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

(5:30:50) – Chairperson Puliz called the meeting to order at 5:30 p.m.

(5:30:57) – Roll was called, and a quorum was present. Airport Counsel Steve Tackes was present via WebEx.

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

**B. PLEDGE OF ALLEGIANCE**

(5:31:48) – Led by Member Hutter.

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

(5:32:07) – Chairperson Puliz introduced the item and noted that the minutes of the November 15, 2023 meeting were amended. He entertained comments, changes and/or a motion to approve the minutes of the November 15, 2023 meeting, as corrected, and the December 20, 2023 special meeting.

**(5:32:32) – MOTION: Member Horton moved to approve the minutes of the November 15, 2023 meeting, as amended, and the December 20, 2023 special meeting. Vice Chair Norvell seconded the motion.**

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

**D. MODIFICATION OF THE AGENDA.**

(5:32:51) – Chairperson Puliz noted that there were no modifications to the agenda.

**E. PUBLIC COMMENT**

(5:33:14) – Chairperson Puliz entertained public comments; however, none were forthcoming.

**F. AIRPORT ENGINEER’S REPORT**

(5:33:25) – Chairperson Puliz introduced the item. Wood Rodgers Representative Brian Martinezmoles presented the Airport Engineer’s Report, which is incorporated into the record. Mr. Jenkins presented a report provided by Armstrong Consultants, which is incorporated into the record, and responded to clarifying questions.

**G. CONSENT AGENDA**

None.

**H. PUBLIC HEARINGS**

**1. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW ANALYSIS OF AIRPORT STAFFING NEEDS AND APPROVE ADDITIONAL STAFF POSITION OF ADMINISTRATIVE ASSISTANT.**

(5:40:05) – Chairperson Puliz introduced the item. Mr. Jenkins referenced the Staff Report, which is incorporated into the record.

(5:43:35) – Treasurer Rogers expressed support for the addition of a full-time Administrative Assistant and confirmed that the increase in labor costs was feasible. Vice Chair Norvell echoed Treasurer Rogers’ comment and indicated that he was in favor of the proposal, stating that it was “long overdue.”

(5:45:08) – Member Hamilton said he was in favor of the item, noting that Mr. Jenkins should be able to focus on land leases, building hangars, and attracting customers instead of clerical duties. Member Hutter stated that he supported the proposal so that Mr. Jenkins could focus on executive responsibilities.

(5:46:58) – Member Golden voiced his support for the request. He cautioned that the addition of a staff member should not “be taken lightly.” In response to Member Golden’s question, Mr. Jenkins stated that that the position will be posted externally.

(5:49:06) – Treasurer Rogers noted that the Airport Authority’s staff had grown over the last few years. In response to Treasurer Rogers’ question, Mr. Jenkins said he felt that with a four-person team, the Airport Authority would be adequately staffed for the next eight to ten years. Treasurer Rogers responded to clarifying questions regarding the financial impacts.

**PUBLIC COMMENT**

(5:50:39) – Chairperson Puliz entertained public comments. CTE Representative Bruce Carrade echoed Member comments, stating that Mr. Jenkins is “very competent at what he does” and said that the Airport Authority should support his request.

**(5:51:46) – MOTION: Member Hamilton moved to approve the request to hire a full-time Administrative Assistant. Treasurer Rogers seconded the motion.**

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

**I. AIRPORT MANAGER’S REPORT**

(5:53:33) – Chairperson Puliz introduced the item. Mr. Jenkins provided his report, which is incorporated into the record. He reported on aircraft incidents at the Airport, two snow events, and provided updates on the Carson City Chamber of Commerce Leadership Institute. Mr. Jenkins went over fuel flowage numbers and Airport operations from December 2023 and responded to clarifying questions.

**J. LEGAL COUNSEL’S REPORT**

(5:53:26) – Chairperson Puliz introduced the item. Mr. Tackes did not have additional items to report.

**K. TREASURER’S REPORT**

(6:09:32) – Chairperson Puliz introduced the item. Treasurer Rogers provided his report, which is incorporated into the record. He reported that the Airport Authority was “slightly ahead of budget” on revenues and “slightly under budget” on expenses.

**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**

(6:09:50) – Chairperson Puliz entertained Member reports; however, none were forthcoming.

**M. PUBLIC COMMENT**

(6:10:20) – Chairperson Puliz entertained public comments; however, none were forthcoming.

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

(6:10:30) – Chairperson Puliz entertained requests for agenda items for the next CCAA meeting; however, none were forthcoming. Treasurer Rogers noted that the preliminary budget will be discussed at the next meeting on February 21, 2024.

**O. ACTION ON ADJOURNMENT**

**(6:10:48) – MOTION: Chairperson Puliz adjourned the meeting at 6:10 p.m.**

The Minutes of the January 17, 2024 Carson City Airport Authority meeting are so approved on this 21<sup>st</sup> day of February 2024.