

DRAFT MINUTES
Regular Meeting
Carson City Airport Authority (CCAA)
March 20, 2024 ● 5:30 PM
Community Center Robert “Bob” Crowell Board Room
851 East William Street, Carson City, Nevada

Authority Members

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

Staff

Corey Jenkins – Airport Manager
Steve Tackes – Airport Counsel
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

(5:32:40) – Chairperson Puliz called the meeting to order at 5:32 p.m.

(5:33:17) – Roll was called, and a quorum was present.

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

B. PLEDGE OF ALLEGIANCE

(5:33:36) – Led by Treasurer Rogers.

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

(5:34:03) – Chairperson Puliz introduced the item and entertained comments, changes, and/or a motion to approve the minutes of the February 21, 2024 meeting.

(5:34:14) – MOTION: Member Golden moved to approve the minutes of the February 21, 2024 meeting. Member Hamilton seconded the motion. The motion carried 6-0-0.

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

D. MODIFICATION OF THE AGENDA.

(5:34:32) – Chairperson Puliz introduced the item and noted that Agenda Item H-2 would be postponed to the next meeting on April 17, 2024, at the request of Member Horton. Additionally, Chair Puliz stated that the Airport Engineer’s Report would be provided after Agenda Item H-1.

E. PUBLIC COMMENT

(5:35:33) – Chairperson Puliz entertained public comments; however, none were forthcoming.

F. AIRPORT ENGINEER’S REPORT

(5:46:30) – Chairperson Puliz introduced the item. Wood Rodgers Representative Brian Martinezmoles presented his report, which is incorporated into the record. Mr. Martinezmoles and Mr. Jenkins responded to clarifying questions. Mr. Jenkins referenced an email submitted by Armstrong Consultants, which is incorporated into the record, regarding the Snow Removal Equipment (SRE) Building.

(5:49:52) – In response to Vice Chair Norvell’s question regarding progress on Offset PAPI, Mr. Jenkins noted that Armstrong Consultants had stated that there were no updates. Mr. Jenkins added that there were lead time issues with the Offset PAPI project.

G. CONSENT AGENDA

(5:36:26) – Chair Puliz introduced the item and entertained a motion.

(5:36:59) – MOTION: Vice Chair Norvell moved to approve the consent agenda as presented. Member Horton seconded the motion. The motion carried 6-0-0.

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

1. POSSIBLE ACTION: REVIEW AND APPROVE ADDENDUM 2 TASK ORDER E ATTACHMENT TO PROFESSIONAL SERVICES AGREEMENT BETWEEN SPONSOR AND ENGINEER.

H. PUBLIC HEARINGS

1. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW AND APPROVE THE FY 24/25 PRELIMINARY BUDGET FOR SUBMISSION TO THE NEVADA DEPARTMENT OF TAXATION.

(5:37:20) – Chairperson Puliz introduced the item. Mr. Jenkins referenced the Board Memo, which is incorporated into the record, and went over changes to the Fiscal Year (FY) 24/25 Preliminary Budget. He noted revisions to the salary section to accurately reflect employee raises and changes to the pavement maintenance capital improvement project, which was renamed from “perimeter road project” to “pavement maintenance.” Mr. Jenkins added that the Federal Aviation Administration (FAA) informed the Airport that if the runway extension project is approved, the Airport will likely not be approved for the pavement maintenance project.

(5:39:28) – Mr. Jenkins responded to clarifying questions. Discussion ensued regarding the runway extension project and FAA approval.

(5:43:47) – Treasurer Rogers asked Mr. Tackes to outline the final FY 24/25 budget process and timeline. Mr. Tackes stated that the final Budget had to be approved between the third Monday of May 2024 and the end of May 2024. He noted that most of the issues with the FY 24/25 Preliminary Budget had been addressed. Mr. Tackes added that only Treasurer Rogers had to sign the Preliminary Budget but the final Budget had to be signed by the Board.

(5:45:12) – Chair Puliz entertained a motion and responded to clarifying questions.

(5:45:30) – MOTION: Member Golden moved to approve the FY 24/25 Preliminary Budget as submitted pending final Budget approval by the Airport Authority. Member Horton seconded the motion.

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

2. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW AND APPROVE AIRPORT EMERGENCY PLAN REVISION.

The item was postponed to the April 17, 2024 meeting to modify the Airport Emergency Plan.

I. AIRPORT MANAGER’S REPORT

(5:51:02) – Chairperson Puliz introduced the item. Mr. Jenkins provided his report, which is incorporated into the record.

(5:56:51) – In response to Treasurer Rogers’ question on the SRE Building, Mr. Jenkins stated that the project was moving forward. Mr. Jenkins responded to questions regarding the Carson City Chamber Leadership Institute’s amphitheater restoration project, stating that a fundraiser would be held at Mayer Family Wines to cover material expenses of the project.

J. LEGAL COUNSEL’S REPORT

(5:58:52) – Chairperson Puliz introduced the item. Mr. Tackes noted that the next Airport Authority meeting, scheduled for May 15, 2024, would not meet the timeframe for final budget approval, which must be submitted between the third Monday in May and the end of May 2024. He recommended holding a special meeting in May 2024 or rescheduling the May 15, 2024 meeting to a later date. Mr. Tackes added that the Board could determine a date by the next meeting in April. Additionally, Mr. Tackes noted that at the time the Airport Authority files the tentative FY 24/25 budget, it must arrange for publishing a notice of the final FY 24/25 meeting time and date in a newspaper ad.

K. TREASURER’S REPORT

(6:00:31) – Chairperson Puliz introduced the item. Treasurer Rogers referenced the agenda materials, which are incorporated into the record.

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

(6:00:53) – Chairperson Puliz entertained Member reports. Vice Chair Norvell asked for updates on the pavement maintenance project “in terms of weight bearing.” Mr. Jenkins stated that the Airport was “further along” and noted that a revised final report was underway to clarify which fuel trucks could be on the perimeter road. He added that the Airport was “already doing the correct thing” by limiting fuel trucks to 2000 gallons on the perimeter roads. Mr. Jenkins stated that the final report would include a recommendation on the complete replacement of the project and would be up to the Board to determine how to manage it.

M. PUBLIC COMMENT

(6:02:22) – Chairperson Puliz entertained public comments; however, none were forthcoming.

N. AGENDA ITEMS FOR NEXT REGULAR MEETING

(6:02:25) – Chairperson Puliz entertained requests for agenda items for the next CCAA meeting; however, none were forthcoming. He noted that the next meeting would include discussion and possible action on the Airport Emergency Plan.

O. ACTION ON ADJOURNMENT

(6:02:37) – MOTION: Chairperson Puliz adjourned the meeting at 6:02 p.m.

The Minutes of the March 20, 2024 Carson City Airport Authority meeting are so approved on this 17th day of April 2024.