

**DRAFT MINUTES**  
**Regular Meeting**  
**Carson City Airport Authority (CCAA)**  
**June 26, 2024 ● 5:30 PM**  
**Carson City Airport Terminal**  
**2600 E. College Parkway**  
**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 <https://www.carson.org/government/city-meetings>.

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

(5:30:20) – Chairperson Puliz called the meeting to order at 5:30 p.m.

(5:31:24) – Roll was called, and a quorum was present.

<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	5:46:02
Member Paul Hamilton	Present	
Member Curtis Horton	Present	
Member Karl Hutter	Present	

**B. PLEDGE OF ALLEGIANCE**

(5:31:40) – Led by Mr. Jenkins.

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

(5:32:08) – Chairperson Puliz introduced the item and entertained comments, changes, and/or a motion to approve the minutes of the May 21, 2024 meeting.

**(5:32:22) – MOTION: Treasurer Rogers moved to approve the minutes of the May 21, 2024 meeting. Member Horton seconded the motion. The motion carried 6-0-0.**

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

**D. MODIFICATION OF THE AGENDA.**

None.

**E. PUBLIC COMMENT**

(5:33:03) – Chairperson Puliz entertained public comments; however, none were forthcoming.

**F. AIRPORT ENGINEER’S REPORT**

(5:33:59) – Chairperson Puliz introduced the item. Mr. Jenkins provided the Airport Engineer’s report. He noted that the Offset PAPI Nighttime Approach Project schedule had yet to be received by Armstrong Consultants and reported on lead time delays for components. Mr. Jenkins provided an update on the Snow Removal Equipment Building, noting a delay due to the absence of a special inspector to execute the special inspection form. He added that Armstrong Consultants had contacted four different companies for quotes and would determine the lowest rate. Mr. Jenkins and Member Horton responded to clarifying questions regarding the special inspection.

(5:36:47) – Mr. Jenkins provided an update on the Drainage Project, noting that it would roll over to Federal Fiscal Year 2025, which would allow for expansion of the project scope. Mr. Jenkins responded to clarifying questions and reported on bill funded projects

**G. CONSENT AGENDA**

(5:38:53) – Chair Puliz introduced the items, entertained requests to pull items from the Consent Agenda, and entertained a motion.

**(5:39:36) – MOTION: Vice Chair Norvell moved to approve the Consent Agenda as presented. Member Hamilton seconded the motion. The motion carried 6-0-0.**

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

1. **FOR DISCUSSION AND POSSIBLE ACTION: APPROVAL OF RIGHT OF ENTRY FOR SW GAS TO DEVELOP UTILITY EASEMENT FOR THE UTILITIES LOCATED IN THE LEASE PARCEL HELD BY ARROWHEAD TENANT, LLC AND SURROUNDING AREAS.**

**H. PUBLIC HEARINGS**

1. **FOR DISCUSSION AND POSSIBLE ACTION: CONSIDERATION FOR PAY INCREASE FOR AIRPORT STAFF.**

(5:40:09) – Chairperson Puliz introduced the item. Mr. Jenkins referenced the Board Memo and the Supporting Materials, all of which are incorporated into the record.

(5:41:54) – Treasurer Rogers clarified that the proposal would not include Mr. Jenkins, as he was not Airport Staff. He added that the raise values would be determined at the start of each new fiscal year.

(5:42:58) – In response to Member Hutter, Mr. Jenkins responded to clarifying questions regarding the pay increase amount for staff in the probationary period. In response to Chair Puliz, Treasurer Rogers confirmed that the proposal was included in the budget.

**(5:44:12) – MOTION: Vice Chair Norvell moved to approve the pay increase for Airport Staff. Member Horton seconded the motion. The motion carried 6-0-0.**

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

**I. AIRPORT MANAGER’S REPORT**

(5:44:41) – Chairperson Puliz introduced the item. Mr. Jenkins referenced the Airport Manager’s Report and provided his report, which is incorporated into the record. He referenced the Fuel Flowage and Airport Operations,

both of which are incorporated into the record. Mr. Jenkins responded to clarifying questions. In response to Chair Puliz, Mr. Jenkins provided an overview of the cultural survey results, adding that the survey was required by the Federal Aviation Administration (FAA) in order to get approved for the potential paved shoulders of the Drainage project. He added that the cultural survey would help with future projects including rehabilitation projects.

**J. LEGAL COUNSEL’S REPORT**

(5:53:19) – Chairperson Puliz introduced the item. Mr. Tackes did not have any additional items to report.

**K. TREASURER’S REPORT**

(5:53:22) – Chairperson Puliz introduced the item. Treasurer Rogers referenced the Treasurer’s Report, which is incorporated into the record, noting that the fiscal year would be “another solid year” and that the Airport would likely be 10 percent under budget on system operated revenues and expenses. He added that the Airport had around \$2 million in savings in the bank, stating that it was in great shape to match future projects.

**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**

(5:54:36) – Chairperson Puliz entertained Member reports. In response to Member Hutter, Mr. Jenkins went over the factors contributing to the Airport’s delay in the 2024 grant cycle including a change in the Airport Engineer and the Airport’s exclusion from general funding in 2024.

**M. PUBLIC COMMENT**

(5:56:04) – Chairperson Puliz entertained public comments; however, none were forthcoming.

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

(5:56:05) – Chairperson Puliz entertained requests for agenda items for the next CCAA meeting; however, none were forthcoming.

**O. ACTION ON ADJOURNMENT**

**(5:56:15) – MOTION: Chairperson Puliz adjourned the meeting at 5:56 p.m.**

The Minutes of the June 26, 2024 Carson City Airport Authority meeting are so approved on this 17<sup>th</sup> day of July 2024.