

**DRAFT MINUTES**  
**Regular Meeting**  
**Carson City Airport Authority (CCAA)**  
**July 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 <https://www.carson.org/government/city-meetings>.

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

(5:32:36) – Chairperson Puliz called the meeting to order at 5:32 p.m.

(5:32:43) – 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	
Member Paul Hamilton	Present	
Member Curtis Horton	Present	
Member Karl Hutter	Absent	

**B. PLEDGE OF ALLEGIANCE**

(5:33:02) – Led by Treasurer Rogers.

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

(5:33:30) – Chairperson Puliz introduced the item and entertained comments, changes, and/or a motion to approve the minutes of the June 26, 2024 meeting.

**(5:33:47) – MOTION: Member Hamilton moved to approve the minutes of the June 26, 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>	Hamilton
<b>SECONDER:</b>	Horton
<b>AYES:</b>	Puliz, Norvell, Rogers, Golden, Hamilton, Horton
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	Hutter

**D. MODIFICATION OF THE AGENDA.**

None.

**E. PUBLIC COMMENT**

(5:34:16) – Chairperson Puliz entertained public comments; however, none were forthcoming.

**F. AIRPORT ENGINEER’S REPORT**

(5:35:12) – Chairperson Puliz introduced the item. Brian Martinezmoles of Wood Rodgers reported on the following:

- The Carson City Board of Supervisors approved the Airport Capital Improvement Plan (ACIP)
- Ongoing coordination with the Federal Aviation Administration (FAA) Airport District Office on the runway extension project
- The FAA opened an application period for bill money for terminal projects, noting that an application for design services for a terminal would be submitted
- Support services for noise abatement procedures

(5:37:09) – Mr. Jenkins provided a report on behalf of Armstrong Consultants. He noted that a picture of the snowplow had been received and that the snowplow truck was currently being built and would be transported to two locations for outfitting with hydraulics and materials.

(5:38:50) – In response to Vice Chair Norvell’s question regarding the offset precision approach path indicator (PAPI), Mr. Jenkins stated that Staff had requested details on material delays but had yet to receive the list.

**G. CONSENT AGENDA**

None.

**H. PUBLIC HEARINGS****1. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW AND APPROVE AMENDMENTS TO AIRPORT RULES AND REGULATIONS, CCMC TITLE 19, AS TO THROUGH-THE-FENCE PROVISIONS AND GENERAL ACCESS PROVISIONS.**

(5:39:36) – Chairperson Puliz introduced the item. Mr. Tackes referenced the Staff Report and the Supporting Materials, all of which are incorporated into the record.

(5:52:28) – Member Hamilton expressed concerns with the use of the phrase “All aircraft based at the Airport” in Carson City Municipal Code Title 19, regarding liability. He noted that some aircraft might not meet the insurance criteria. Member Horton suggested requiring liability insurance from “aircraft that are towed or taxied onto the Airport.” Discussion ensued regarding the requirement for aircraft at the Airport to have liability insurance. Mr. Tackes cited an example of a pilot who landed short of the runway and damaged his aircraft, leading to a lawsuit against the Airport, which was defended successfully. He highlighted that additional insurance coverage could provide better protection. Member Golden suggested that all operational aircraft at the Airport should be required to have liability insurance, similar to vehicle registration for motor vehicles at the Department of Motor Vehicles.

(6:00:27) – Mr. Jenkins noted that increased through-the-fence activity would raise liability risks. Member Hamilton suggested incorporating the phrase “operating aircraft based at the Airport with wheels turning” into the amendment of Title 19.

(6:01:36) – In response to Chairperson Puliz, Mr. Tackes clarified that the Authority had to finalize the language to provide the amendments to the City for adoption. Chair Puliz suggested keeping the insurance requirement broad. Mr. Tackes noted that he had included language requiring all aircraft based at the Airport to have liability insurance before taxiing or towing. Discussion ensued regarding ultralight vehicles and whether they were considered aircrafts. Member Hamilton noted that ultralights were considered vehicles and Mr. Tackes suggested including both aircraft and ultralight vehicles in the insurance requirements, noting that the level of insurance could be decided based on the liability risk.

(6:05:19) – Member Golden clarified that the correct terminology for the required insurance coverage would be “in motion.” Discussion ensued regarding the appropriate terminology for liability insurance coverage. Chair Puliz recommended keeping the language broad.

(6:07:58) – Mr. Tackes noted that the revised language based on suggestions would read “All aircraft and ultralight vehicles based at the Airport must be covered by liability insurance maintained by the owner or operator of the aircraft or ultralight vehicle, as determined by the Authority.” He responded to clarifying questions. Member Horton recommended that Mr. Jenkins discuss the issue with the City’s Risk Manager Cecilia Meyer. Treasurer Rogers

referenced the “Fees” section of Title 19 and suggested using “total operating expenses divided by square footage” throughout the section.

**(6:16:45) – MOTION: Vice Chair Norvell moved to adopt the amendments to the Airport rules and regulations and to include the additional language as proposed by Authority Members and by Airport Staff and authorize Airport Staff to pursue, with the City, these changes to Carson City Municipal Code Title 19. Treasurer Rogers 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>	Rogers
<b>AYES:</b>	Puliz, Norvell, Rogers, Golden, Hamilton, Horton
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	Hutter

(6:17:31) – Mr. Tackes confirmed that he would finalize the amendments to Title 19 to provide them to the City to initiate the process. He added that he would follow up with the District Attorney’s Office to determine the necessary notifications for property owners.

**I. AIRPORT MANAGER’S REPORT**

(6:17:50) – Chairperson Puliz introduced the item. Mr. Jenkins referenced the Airport Manager’s Report and provided his report, which is incorporated into the record.

(6:21:28) – Member Hamilton referenced the noise abatement procedures update and commented on the conflict between FAA procedures and local noise abatement efforts. Mr. Jenkins stated that the plan was reasonable and safe, adding that the proposal was less extreme than what other airports suggest. He responded to clarifying questions. Discussion ensued regarding the proposed noise abatement changes. Mr. Jenkins continued with his report.

**J. LEGAL COUNSEL’S REPORT**

(6:28:25) – Chairperson Puliz introduced the item. Mr. Tackes did not have any additional items to report.

**K. TREASURER’S REPORT**

(6:28:30) – Chairperson Puliz introduced the item. Treasurer Rogers reported that the preliminary year-end numbers showed that revenues were 3 percent over budget and expenses were 20 percent under budget. He added that it was another successful year and commended Mr. Jenkins for his contributions.

**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**

(6:29:11) – Chairperson Puliz entertained Member reports; however, none were forthcoming.

**M. PUBLIC COMMENT**

(6:29:20) – Chairperson Puliz entertained public comments; however, none were forthcoming.

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

(6:29:22) – Chairperson Puliz entertained requests for agenda items for the next CCAA meeting; however, none were forthcoming.

**O. ACTION ON ADJOURNMENT**

**(6:29:24) – MOTION: Chairperson Puliz adjourned the meeting at 6:29 p.m.**

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