

DRAFT MINUTES
Regular Meeting
Carson City Airport Authority (CCAA)
September 18, 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

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

(5:30:18) – Chairperson Puliz called the meeting to order at 5:32 p.m.

(5:30:46) – Roll was called, and a quorum was present.

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

B. PLEDGE OF ALLEGIANCE

(5:30:29) – Led by Mr. Tackes.

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

(5:31:27) – Chairperson Puliz introduced the item and entertained comments, changes, and/or a motion to approve the minutes of the July 17, 2024 meeting.

(5:31:40) – MOTION: Member Horton moved to approve the minutes of the July 17, 2024 meeting. Vice Chair Norvell seconded the motion. Member Hutter abstained from the vote, as he was not present during the July 17, 2024 meeting.

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

D. MODIFICATION OF THE AGENDA.

None.

E. PUBLIC COMMENT

(5:32:15) – Chairperson Puliz entertained public comments; however, none were forthcoming.

F. AIRPORT ENGINEER’S REPORT

(5:33:27) – Chairperson Puliz introduced the item. Brian Martinezmoles of Wood Rodgers provided his report, which is incorporated into the record. Mr. Jenkins referenced the report from Armstrong Consultants, which is incorporated into the record, and responded to clarifying questions regarding the straight-in approach and Offset PAPI (Precision Approach Path Indicator) construction. He added that if the FAA did not approve the project as is, additional work would be required. Mr. Jenkins responded to clarifying questions regarding charting activity.

(5:39:30) – In response to Chair Puliz’s question, Mr. Jenkins explained that the PAPI lights would remain off until the flight testing was complete. In response to Member Hutter, Mr. Jenkins stated that the timing for the flight check was not known and estimated that it would take place before the winter season.

(5:40:28) – Vice Chair Norvell asked when the current PAPI would be removed and whether the current guidance would be straight-in once the Offset PAPI was fully approved. Mr. Jenkins clarified that there were two sets of PAPI installed. He added that one would be straight-in and one would be an angled approach. Mr. Jenkins stated that the old ones were just being replaced.

G. CONSENT AGENDA

None.

H. PUBLIC HEARINGS**1. FOR DISCUSSION AND POSSIBLE ACTION: FOR DISCUSSION AND POSSIBLE ACTION: APPROVAL OF A LICENSE AGREEMENT FOR THE SOLICITATION OF AN FBO TO MANAGE AIRPORT-OWNED TIE-DOWNS ON THE NORTHWEST RAMP**

(5:41:16) – Chairperson Puliz introduced the item. Mr. Jenkins referenced the Staff Report and the Supporting Materials, which is incorporated into the record.

(5:43:19) – Mr. Tackes explained that the proposal was a license agreement rather than a lease because the ground was not being leased. He added that the existing leases at the Airport involved areas of grounds for tenants to build on or add ramp areas. Mr. Tackes stated tie-down areas were previously leased out but the FAA stopped paying for pavement maintenance. He noted that since the proposal did not involve a lease, it wouldn't trigger NRS 844, which requires approval from the City.

PUBLIC COMMENT

(5:44:38) – Deni French introduced himself as a Carson City resident and stated that he had difficulty finding the meeting agenda online. Mr. French asked whether the charter planes were being discussed and if the Airport would open fields to charter planes. He added that the flyovers seemed to be going well with planes “staying high” and “sounding good.” Mr. French thanked the Staff and Members for their work.

(5:45:33) – Chair Puliz thanked Mr. French for his comments and entertained comments and questions from Authority Members.

(5:46:06) – Member Hutter asked about the process following potential approval of the license agreement. Mr. Jenkins noted that approval of the license agreement would include the solicitation of a Fixed Base Operator (FBO) and went over the process, noting that it would be available to all FBOs in the field but the focus would be on Commercial Service FBOs as they would be the best group to handle the operation. He added that if multiple FBOs expressed interest, the opportunity would be divided among them but if one FBO wanted exclusive rights, a competitive bid process would be initiated. Mr. Tackes emphasized that the Airport was looking to ensure that the tie-downs were managed effectively so that the Airport could begin collecting rent.

(5:49:04) – In response to Vice Chair Norvell's question, Mr. Jenkins clarified that the tie-down areas involved the northwest ramp. Member Hutter asked whether the tie-downs discussed in the license agreement would be available to Airport users on a monthly basis, as opposed to daily use transients. Mr. Jenkins confirmed that the tie-downs would be available for long-term and transient tenants.

(5:51:07) – In response to Member Hutter, Mr. Jenkins explained that competition in the field would prevent egregious prices, noting that the Airport would also have tie-downs available in the event of a price-gouging situation.

(5:51:56) – MOTION: Vice Chair Norvell moved to approve the draft license agreement and solicitation of an FBO to manage the tie-downs on the northwest ramp. Member Hutter seconded the motion. The motion carried 5-0-0. Member Golden abstained from the motion due to his position as a Class 1 FBO.

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

I. AIRPORT MANAGER’S REPORT

(5:52:58) – Chairperson Puliz introduced the item. Mr. Jenkins referenced the Airport Manager’s Report and provided his report, which is incorporated into the record.

(5:58:27) – Vice Chair Norvell asked about the seal and paint coat on Taxiway Bravo and Mr. Jenkins confirmed that trenching for utilities was expected to take place in a week. Mr. Jenkins noted that a timeline was not in place for pavement maintenance but would likely occur after winter. He continued with the Airport Manager’s report.

(6:01:52) – In response to Vice Chair Norvell, Mr. Jenkins provided an update regarding the Stellar 7460, noting that it had been approved.

(6:02:23) – Member Hutter inquired about the planning for the runway extension, asking if the process would address the straightening of Taxiway Charlie or Delta. Mr. Jenkins explained that the first portion of the runway extension project would involve a feasibility study and 25 percent design, noting that the results of the study would determine what construction would look like. He mentioned that a feasibility study was not part of the initial planning process but there were some issues that had to be identified, including better forecasting and addressing FAA concerns.

(6:04:27) – Mr. Jenkins and Mr. Martinezmoles responded to clarifying questions regarding the drainage project and the construction of paved shoulders.

J. LEGAL COUNSEL’S REPORT

(6:05:43) – Chairperson Puliz introduced the item. Mr. Tackes did not have any additional items to report.

K. TREASURER’S REPORT

(6:05:54) – Chairperson Puliz introduced the item and noted that Treasurer Rogers was not in attendance.

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

(6:06:02) – Chairperson Puliz entertained Member reports; however, none were forthcoming.

M. PUBLIC COMMENT

(6:06:15) – Chairperson Puliz entertained public comments; however, none were forthcoming.

N. AGENDA ITEMS FOR NEXT REGULAR MEETING

(6:06:22) – Chairperson Puliz entertained requests for agenda items for the next CCAA meeting; however, none were forthcoming.

O. ACTION ON ADJOURNMENT

(6:06:57) – MOTION: Chairperson Puliz adjourned the meeting at 6:06 p.m.

The Minutes of the September 18, 2024 Carson City Airport Authority meeting are so approved on this 16th day of October 2024.