

**DRAFT MINUTES**  
**Regular Meeting**  
**Carson City Airport Authority (CCAA)**  
**November 20, 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 – Michaela Flint</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**

(5:32:20) – Chairperson Puliz called the meeting to order at 5:32 p.m.

(5:32:40) – 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 Michaela Flint	Present	
Member Michael Golden	Present	
Member Curtis Horton	Present	
Member Karl Hutter	Absent	

**B. PLEDGE OF ALLEGIANCE**

(5:32:58) – Led by Member Horton.

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

(5:33:27) – Chairperson Puliz introduced the item and entertained comments, changes, and/or a motion to approve the minutes of the October 16, 2024 meeting.

**(5:33:42) – MOTION: Treasurer Rogers moved to approve the minutes of the October 16, 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, Flint, Golden, Horton
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	Hutter

**D. MODIFICATION OF THE AGENDA.**

(5:34:19) – Chair Puliz announced that Item H-3 was pulled from the agenda, noting that Authority Members felt they needed more information on the matter and that it would be revisited during a future meeting.

**E. PUBLIC COMMENT**

(5:35:30) – Chairperson Puliz entertained public comments; however, none were forthcoming.

**F. AIRPORT ENGINEER’S REPORT**

(5:35:51) – Chairperson Puliz introduced the item. Brian Martinezmoles of Wood Rodgers provided his report, which is incorporated into the record.

(5:36:39) – Treasurer Rogers asked about the State Historic Preservation Office (SHPO)’s involvement in the drainage improvement project. Mr. Martinezmoles stated that Coffman and Associates would handle the environmental work and that SHPO’s role involved reviewing cultural and historical reports prepared for the Federal Aviation Administration (FAA).

(5:37:21) – Treasurer Rogers asked for updates regarding the Snow Removal Equipment (SRE) building. Mr. Jenkins stated that the special use permit for the SRE building was approved. He noted that the building permit was pending the approval of the special use permit and would be approved soon. Mr. Jenkins added that construction would not begin until after winter due to timing constraints. He mentioned that Armstrong Consultants had provided updates on the Aeronautical Survey for Nighttime Approach and Offset Precision approach path indicator (PAPI) Construction, noting progress with flight check dates to be determined by the FAA. Mr. Jenkins shared that snow

removal equipment had been delivered on October 28, 2024, with grant closeout expected in the spring. He mentioned that the FAA was considering amending the grant to cover expenses caused by equipment delays.

## **G. CONSENT AGENDA**

None.

## **H. PUBLIC HEARINGS**

### **1. FOR DISCUSSION AND POSSIBLE ACTION: APPROVAL OF AIRPORT LEASE AMENDMENT FOR THE SOUTH FBO LEASE HELD BY MOUNTAIN WEST CXP, LLC, (“MW”), TO RELEASE APPROXIMATE 17,000 SQ FT FOR THE AIRPORT TO USE FOR A TAXILANE, AND TO EXTEND THE LEASE FOR 8 YEARS IN RETURN.**

(5:41:13) – Chairperson Puliz introduced the item. Mr. Tackes noted that Member Golden is an owner of Mountain West and would not be participating as an Airport Authority Member. Mr. Tackes referenced the Staff Report and Supporting Materials, all of which are incorporated into the record. He went over the proposed lease amendment for Mountain West to release approximately 17,000 square feet of land for a taxi lane. Mr. Tackes explained the negotiation process including methods for valuing the property.

(5:47:53) – Chair Puliz entertained public comments. Bruce Carrade, representing Carson Tahoe Executive (CTE), stated that his company assumed two 50-year leases with the Airport. Mr. Carrade explained that under those leases, any improvements made during the term would typically revert to the Airport at the end of the leases. He noted that CTE supported the expansion and the taxi lane development but opposed the \$33,114 compensation, arguing that it was unfair due to the parcel’s lack of development and limited revenue potential with the remaining years on the lease. Mr. Carrade suggested alternative forms of compensation including rent adjustments or a one-time payment to Mountain West. He urged the Authority to reconsider extending the lease without requiring significant investment, noting concerns with fairness and long-term precedence.

(5:53:27) – Chris Wyatt, representing Stellar Aviation in partnership with CTE, expressed support for the development of the leasehold but raised concerns regarding the proposed lease extension terms for Mountain West. Mr. Wyatt stated that Mount West was not losing any revenue under the proposed lease extension and noted it was advantageous for them to forgo rent while allowing for land development. He cautioned against setting a precedent by valuing an eight-year lease extension at \$33,000 or \$4,000 annually.

(5:55:19) – Chair Puliz noted that there was significant discussion regarding the amendment and whether the FAA would perceive the matter as fair and equitable for all tenants. He asked Mr. Jenkins to share his research on the topic. Mr. Jenkins acknowledged that this was a sensitive issue in aviation nationwide, particularly regarding revisionary clauses in ground leases. Mr. Jenkins explained that airports are mandated to be as self-sustaining as possible and usually extending a lease does not align with the requirement but in rare cases, a pathway could be found to support private entities while ensuring the Airport’s sustainability. He added that the Airport would gain significant value beyond the \$33,000, since the parcel to the south could now be leased.

(5:57:56) – Mr. Tackes addressed Mr. Carrade’s comments that lease extensions typically require property improvements, noting that in this case, the Airport was reclaiming property rather than improving it. He disagreed with the suggestion that waiving rent would suffice as compensation, explaining that tenants pay fair market value based on their original agreements, which is often significantly less than current market rates. Mr. Tackes highlighted potential development opportunities that were lost by Mountain West due to the lease amendment. He stated that the proposal was fair, did not set an unfavorable precedent, and was a better alternative to costly condemnations. Discussion ensued regarding the condemnation process.

(6:03:05) – Chair Puliz noted that he had asked Member Hutter to review the proposal and Member Hutter affirmed that the deal was fair and equitable.

**(6:04:13) – MOTION: Member Horton moved to approve the amendment. Vice Chair Norvell seconded the motion. The motion carried 5-0-0 with Member Golden abstaining from the vote.**

<b>RESULT:</b>	<b>APPROVED (5-0-0)</b>
<b>MOVER:</b>	Horton
<b>SECONDER:</b>	Norvell
<b>AYES:</b>	Puliz, Norvell, Rogers, Flint, Horton
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	Golden
<b>ABSENT:</b>	Hutter

**2. FOR DISCUSSION AND POSSIBLE ACTION: ADOPTION OF RESOLUTION AND NOTICE OF INVITATION TO BID TO CARSON CITY AIRPORT LEASE LOCATED AT THE SOUTH SIDE OF AIRPORT BEING 2.48 ACRES BOUNDED BY COLLEGE PARKWAY, THE AIRPORT PARKING LOT, AND THE EXISTING LEASES TO THE WEST AND NORTH OF THE SUBJECT PARCEL; APPROPRIATE MINIMUM LEASE RATE AND TERMS OF LEASE AND PERMITTED USES; SET DEADLINE FOR BIDS AND THE DATE FOR THE BID OPENING AND CONSIDERATION PURSUANT TO NRS 244.283.**

(6:04:56) – Chair Puliz introduced the item. Mr. Jenkins referenced the Staff Report and Supporting Materials, all of which are incorporated into the record. Mr. Jenkins stated that a party had expressed interested in bidding on the land for commercial use, explaining that the land is not currently designated as non-aviation under the Airport Layout Plan (ALP) and required FAA approval. He noted that the taxi lane to the runway from the area was only 79 feet wide, smaller than the design standard of 131 feet. Mr. Jenkins highlighted the property’s potential as a prime fixed-base operator (FBO) location.

(6:08:17) – Mr. Tackes referenced the Staff Report, noting that the outlined FBO uses were intentionally left broad. He noted that the appraised value of the property at \$0.64 per square foot.

(6:10:18) – In response to Vice Chair Norvell, Mr. Tackes went over the proposed timeline for bids, noting that bids would be reviewed at the January 15, 2025 meeting.

(6:11:17) – Member Golden emphasized the opportunity to the develop the property and encouraged the Authority to consider the opportunity, describing it as a cornerstone location for an FBO due to its visibility and access.

(6:13:51) – In response to Treasurer Rogers, Mr. Jenkins clarified that access would be via the existing parking lot. Treasurer Rogers asked about the timing of the appraisal and Mr. Tackes confirmed that it was completed within the past six months.

(6:14:51) – Mr. Jenkins suggested that the resolution and notice to bid should state that the current ALP did not identify the land as non-aviation use and that the access point for the parcel to the Airport was only 79 feet wide.

**PUBLIC COMMENT**

(6:16:08) – Mr. Carrade expressed support for the bidding process. Mr. Tackes responded to clarifying questions regarding the timeline for the process.

**(6:17:24) – MOTION: Vice Chair Norvell moved to approve the draft resolution and the notice of invitation to bid for the land located at the south side of the Carson City Airport being 2.48 acres bounded by College Parkway, the Airport parking lot, and the existing lease to the west and north of the subject parcel and to include the language in the executive summary to the resolution and notice to bid, with a deadline for bids to be received January 13, 2025 and consideration on January 15, 2025. Member Golden 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>	Golden
<b>AYES:</b>	Puliz, Norvell, Rogers, Flint, Golden, Horton
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	Hutter

**3. FOR DISCUSSION AND POSSIBLE ACTION: CONSIDER BIDS RECEIVED IN RESPONSE TO THE SOLICITATION FOR A FIXED BASE OPERATOR (FBO) TO MANAGE AIRPORT-OWNED TIE-DOWNS ON THE NORTHWEST RAMP.**

Deferred.

**4. FOR DISCUSSION AND POSSIBLE ACTION: APPROVE THE FAA AIRPORT CAPITAL IMPROVEMENT PLAN (“ACIP”) 2025 – 2029.**

(6:19:32) – Chair Puliz introduced the item. Mr. Jenkins referenced the Staff Report and Supporting Materials, all of which are incorporated into the record. He noted that the Airport would submit the ACIP earlier than usual due to FAA feedback. Mr. Jenkins noted the addition of the Master Plan Forecasting Update, adding that it would

provide data on current and potential aircraft usage to hopefully gain FAA approval for the first phase of the Runway Extension Project.

(6:21:50) – Mr. Jenkins noted that other projects on the ACIP remained unchanged. He noted that the delay of the Runway Extension Project allowed for advancement on the Pavement Rehabilitation Project. He added that the Master Plan Forecasting Update would require approval from the Board of Supervisors.

**(6:23:41) – MOTION: Member Golden moved to approve the 2025-2029 ACIP for Carson City Airport. Treasurer Rogers seconded the motion. The motion carried 6-0-0.**

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

**5. FOR DISCUSSION AND POSSIBLE ACTION: APPROVAL OF THE ANNUAL AUDIT REPORT OF THE CARSON CITY AIRPORT AUTHORITY FOR FY 2023/24.**

(6:24:18) – Chair Puliz introduced the item. Mr. Jenkins referenced the Staff Report and Supporting Materials, all of which are incorporated into the record. He noted that the report was in draft form to avoid the need for a special meeting. Treasurer Rogers clarified that the draft would not be submitted to the state if there were any changes. Treasurer Rogers noted that he and Mr. Jenkins reviewed the report in detail and agreed with the data and findings included in it.

(6:27:09) – Mr. Jenkins outlined the findings which included designating a bookkeeper to improve internal controls and financial oversight, exploring software solutions, and improving checks and balances.

(6:29:48) – Treasurer Rogers added that the auditor preferred that the Airport have a Certified Public Accountant (CPA) on staff or involved in the financial statement preparation process, noting that the Airport utilizes a manual control system and that the matter would be discussed with the auditors.

**(6:31:29) – MOTION: Member Flint moved to approve the Fiscal Year 2023-2024 Annual Audit Report of the Carson City Airport Authority conducted by Casey Neilon. Member Horton seconded the motion. The motion carried 6-0-0.**

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

**I. AIRPORT MANAGER’S REPORT**

(6:32:02) – Chairperson Puliz introduced the item. Mr. Jenkins referenced the Airport Manager’s Report and provided his report, which is incorporated into the record.

(6:34:28) – Mr. Jenkins reported that fuel flowage numbers had significantly increased by 46 percent from the previous year. Mr. Jenkins noted that operation numbers had decreased by 55 percent. Member Golden clarified that the Airport’s operation numbers were due to a new partnership with a company operating out of Elko, which operated large aircraft out of the FBO the previous month.

(6:38:25) – Mr. Jenkins noted that a second ADS-B transceiver was ready to address a runway blind spot once the SRE building was completed. He highlighted ongoing improvements at the Airport include signage and lighting. Mr. Jenkins mentioned efforts to formalize AT&T’s maintenance of the Airport beacon following costly repairs.

**J. LEGAL COUNSEL’S REPORT**

(6:43:52) – Chairperson Puliz introduced the item. Mr. Tackes went over the history of the Airport beacon, noting that AT&T built the current tower under an agreement to relocate the light and initially handled the maintenance and flight control computer (FCC) registration. He noted that Mr. Jenkins was properly addressing the issue and highlighted the benefits of the Airport beacon.

**K. TREASURER’S REPORT**

(6:46:28) – Chairperson Puliz introduced the item. Treasurer Rogers referenced the Treasurer’s Report, which is incorporated into the record, noting that Staff had done an excellent job managing finances. He noted that rock materials sales were miscoded and would be corrected before the next meeting. Treasurer Rogers mentioned that the budget process for the next fiscal year would start early next year with the Authority reviewing the preliminary budget at the February 2025 meeting. Treasurer Rogers responded to clarifying questions.

**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**

(6:48:09) – Member Golden encouraged Members to check out the new snowplow and plow blade on the tractor. Treasurer Rogers asked whether a December meeting would be held and Members agreed to forego the December meeting.

**M. PUBLIC COMMENT**

(6:49:51) – Chairperson Puliz entertained public comments; however, none were forthcoming.

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

(6:50:03) – Chairperson Puliz entertained requests for agenda items for the next CCAA meeting; however, none were forthcoming.

**O. ACTION ON ADJOURNMENT**

**(6:50:10) – MOTION: Chairperson Puliz adjourned the meeting at 6:50 p.m.**

The Minutes of the November 20, 2024 Carson City Airport Authority meeting are so approved on this 15<sup>th</sup> day of January 2025.