

DRAFT MINUTES
Regular Meeting
Carson City Airport Authority (CCAA)
January 15, 2025 ● 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 – Michaela Flint	Member – Karl Hutter
Member – Michael Golden	

Staff

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

(5:30:44) – Chairperson Puliz called the meeting to order at 5:30 p.m.

(5:30:57) – 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 Michaela Flint	Present	
Member Michael Golden	Present	
Member Curtis Horton	Present	
Member Karl Hutter	Present	

B. PLEDGE OF ALLEGIANCE

(5:31:14) – Led by Member Hutter.

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

(5:33:38) – Chairperson Puliz introduced the item and entertained comments, changes, and/or a motion to approve the minutes of the November 20, 2024 meeting.

(5:33:42) – MOTION: Member Horton moved to approve the minutes of the November 20, 2024 meeting. Vice Chair Norvell seconded the motion. The motion carried 7-0-0.

RESULT:	APPROVED (7-0-0)
MOVER:	Horton
SECONDER:	Norvell
AYES:	Puliz, Norvell, Rogers, Flint, Golden, Horton, Hutter
NAYS:	None
ABSTENTIONS	None
ABSENT:	None

D. MODIFICATION OF THE AGENDA.

None.

E. PUBLIC COMMENT

(5:32:48) – Chairperson Puliz entertained public comments; however, none were forthcoming.

F. AIRPORT ENGINEER’S REPORT

(5:33:31) – Chairperson Puliz introduced the item. Brian Martinezmoles of Wood Rodgers provided his report, which is incorporated into the record.

(5:34:25) – In response to Member Hutter’s question, Mr. Jenkins stated that had not received specific updates from Armstrong Consultants, which indicated that there weren’t any changes from the previous month. Mr. Jenkins added that the Airport was waiting on the Federal Aviation Administration (FAA) to complete a flight test for the newly installed Precision Approach Path Indicators (PAPI), noting that it would likely take place after winter. Additionally, Mr. Jenkins reported that laying concrete for the Snow Removal Equipment Building was at a standstill due to inclement weather.

G. CONSENT AGENDA

None.

H. PUBLIC HEARINGS

1. 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; Select and authorize FBO(s) for license agreement.

(5:36:19) – Chairperson 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 materials were prepared by Legal Counsel Steve Tackes.

(5:40:12) – Chair Puliz pointed out that High Sierra Pilots were already using 20 of the tie-downs over the past several years and expressed support for the recommendation to adjust the motion to “20 tie-downs” and to maintain the five additional tie-downs for transient use or Airport business.

(5:41:22) – Member Golden expressed support for the proposal, suggesting that the Authority withhold five of the spaces to designate them as Airport spaces. Additionally, he stated that he would abstain from the vote since his company, Mountain West, had submitted a proposal. Member Golden noted that designated spaces would prevent aircrafts from occupying spaces that could be used for transient parking, emphasizing the need for sufficient transient parking availability through the Airport to comply with Federal Aviation Administration (FAA) requirements.

(5:43:50) – Treasurer Rogers supported designating 20 tie-downs for High Sierra Pilots and retaining five spaces for the Airport. In response to Treasurer Rogers’ question, Mr. Jenkins provided background on the tie-down spaces and emphasized the need for the Airport to manage transient spaces efficiently. Mr. Jenkins noted that handling five spaces was more feasible than 25.

(5:45:37) – Member Hutter asked about existing transient space markings and Mr. Jenkins suggested that the Airport retain five spaces and look for a cost-share agreement with Fixed Based Operators (FBO) for improved long-term management. Mr. Jenkins commented that marking spaces on the Northwest ramp was essential to avoid confusion, while the South ramp had minimal issues. He responded to clarifying questions.

PUBLIC COMMENT

(5:49:47) – Chair Puliz entertained public comments. Tom Everly asked how many tiedowns were on the south and northwest sides of the Airport. Mr. Jenkins was unable to provide a definitive number but noted that there were three tie-down leases with different companies on the south side of the Airport. He added that he would follow-up with Mr. Everly regarding the number of tie-downs and costs.

(5:51:48) – MOTION: Treasurer Rogers moved to award a license agreement for 20 tie-down spaces on the Northwest ramp to High Sierra Pilots at a rate of \$11.37 per tie-down under the terms proposed by the Authority and authorize the Chair to execute that agreement. Member Horton seconded the motion. The motion carried 6-0-1 with Member Golden abstaining.

RESULT:	APPROVED (6-0-1)
MOVER:	Rogers
SECONDER:	Horton
AYES:	Puliz, Norvell, Flint, Horton, Hutter, Rogers
NAYS:	None
ABSTENTIONS	Golden
ABSENT:	None

2. FOR DISCUSSION AND POSSIBLE ACTION: APPROVAL OF A THROUGH-THE FENCE (TTF) PERMIT FOR THREE ACCESS POINTS FOR CARSON TAHOE EXECUTIVE COMMUNITY, LLC LOCATED AT 3700 BARRON WAY, SUITE 2, RENO, NV 89511.

(5:52:27) – Chair Puliz introduced the item. Mr. Jenkins referenced the Staff Report and Supporting Materials, all of which are incorporated into the record.

(6:00:56) – In response to Chair Puliz’s question, James Pickett of Carson Tahoe Executive explained that the development is a business park association for non-aviation businesses, with aircraft storage being incidental to the businesses. Mr. Pickett emphasized that it would economically benefit the Airport, the City, and State of Nevada without competing with Airport operations. In response to Member Golden’s question, Mr. Pickett stated that the project includes a three-story structure with 28 to 30 units with varying hangar sizes.

(6:06:05) – Member Golden asked if the proposed buildings were primarily hangars and Mr. Pickett confirmed, noting that they could reach 5,000 to 6,000 square feet with small office areas. Member Golden expressed support for the project but shared concerns with the use of hangars, adding that it would crowd out the Authority’s ability to lease land. Mr. Pickett clarified that the changes to Title 19 addressed previous ambiguities regarding non-aviation businesses.

(6:08:55) – Member Hutter compared the proposal to the ClickBond facility, noting that non-aviation businesses could be more profitable without occupying more space at the Airport. He noted that the Authority should focus on the financial stability of the Airport while complying with FAA requirements. Member Hutter commented that the proposed development would bring in more revenue than property taxes. He thanked Carson Tahoe Executive and everyone involved with the proposal for their work.

(6:12:00) – Vice Chair Norvell noted that high-end planes often require a lot of maintenance, highlighting the need for a director of maintenance and the daily upkeep. He pointed out that maintenance would be allowed under the agreement. Mr. Pickett added that mechanics would be readily available to assist with maintenance.

(6:13:39) – Chair Puliz reiterated Member Hutter’s comments, emphasizing the City’s support for the project.

(6:14:23) – Treasurer Rogers shared concerns regarding the access privilege permit and asked whether there was a requirement for aircraft in the hangars to be domiciled at the Airport. Mr. Pickett confirmed that the requirement was included in the association documents shared with Staff. Chair Puliz clarified that the requirement was not part

of Title 19 but was outlined in the association documents. Mr. Jenkins stated that the permit approval includes approving the association documents, which cannot be changed without Authority and City approval.

(6:16:23) – Treasurer Rogers suggested correcting the language in Term 10, including the use of “City of Carson” and both “the Authority” and “Airport.” Members agreed with his corrections.

(6:18:46) – Mr. Pickett thanked the Authority, Airport staff, and the City for their contributions to the project. Chair Puliz entertained public comments; however, none were forthcoming.

(6:19:13) – MOTION: Treasurer Rogers moved to approve the Through-the-Fence Permit to Carson Tahoe Executive Community LLC under the terms and conditions set forth by Staff, including taking a second look at Item 10 on the permit to ensure it properly identifies entities to be listed on the insurance policy and authorize the Chair to sign the permit and direct Staff to proceed with obtaining FAA approval for this permit. Member Hutter seconded the motion. The motion carried 7-0-0.

RESULT:	APPROVED (7-0-0)
MOVER:	Rogers
SECONDER:	Hutter
AYES:	Puliz, Norvell, Rogers, Flint, Golden, Horton, Hutter
NAYS:	None
ABSTENTIONS	None
ABSENT:	None

I. AIRPORT MANAGER’S REPORT

(6:20:59) – 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 report, which is incorporated into the record.

J. LEGAL COUNSEL’S REPORT

(6:29:53) – Chairperson Puliz introduced the item, noting that Mr. Tackes was not present to provide the report.

K. TREASURER’S REPORT

(6:30:03) – Chairperson Puliz introduced the item. Treasurer Rogers referenced the Treasurer’s Report, which is incorporated into the record. He commented that there weren’t any significant findings and that Airport business was slowly growing.

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

(6:30:35) – Chair Puliz entertained Member reports and announcements; however, none were forthcoming.

M. PUBLIC COMMENT

(6:30:42) – Chairperson Puliz entertained public comments; however, none were forthcoming.

N. AGENDA ITEMS FOR NEXT REGULAR MEETING

(6:30:46) – Chairperson Puliz entertained requests for agenda items for the next CCAA meeting; however, none were forthcoming.

O. ACTION ON ADJOURNMENT

(6:31:00) – MOTION: Chairperson Puliz adjourned the meeting at 6:31 p.m.

The Minutes of the January 15, 2025 Carson City Airport Authority meeting are so approved on this 19th day of February 2025.