

DRAFT MINUTES
Regular Meeting
Carson City Airport Authority (CCAA)
February 19, 2025 ● 5:30 PM
Community Center Robert “Bob” Crowell Board Room
851 East William Street, Carson City, Nevada

Authority Members

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| Chair – Tim Puliz | Vice Chair – Harlow Norvell |
| Treasurer – Jon Rogers | Member – Curtis Horton |
| Member – Michaela Flint | Member – Karl Hutter |
| Member – Michael Golden | |

Staff

Steve Tackes – Legal 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

(5:30:47) – Vice Chair Norvell called the meeting to order at 5:30 p.m.

(5:30:59) – Roll was called, and a quorum was present.

| Attendee Name | Status | Arrived |
|---------------------------|---------------|----------------|
| Chairperson Tim Puliz | Absent | |
| 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

(5:31:14) – Led by Member Flint.

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

(5:31:43) –Vice Chair Norvell introduced the item and entertained comments, changes, and/or a motion to approve the minutes of the January 15, 2025 meeting.

(5:32:07) – MOTION: Treasurer Rogers moved to approve the January 15, 2025 minutes as presented. The motion was seconded by Member Golden and carried 5-0-0.

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

D. MODIFICATION OF THE AGENDA.

None.

E. PUBLIC COMMENT

(5:32:48) – Vice Chair Norvell entertained public comments; however, none were forthcoming.

F. AIRPORT ENGINEER’S REPORT

(5:33:31) – Vice Chair Norvell introduced the item. Brian Martinezmoles of Wood Rodgers provided the Airport Engineer’s report, which is incorporated into the record.

G. CONSENT AGENDA

None.

H. PUBLIC HEARINGS

1. FOR DISCUSSION AND POSSIBLE ACTION: REHEARING AND 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.

(5:35:10) – Vice Chair Norvell introduced the item. Mr. Tackes referenced the Staff Report and Supporting Material, all of which are incorporated into the record.

(5:37:48) – In response to Vice Chair Norvell’s question, Mr. Tackes confirmed that the item involved recommending a bid deadline of April 10, 2025, with the contract award set for April 16, 2025.

(5:38:05) – Mr. Jenkins noted a lease language amendment for access to the Mountain West parcel, pending City approval, which defines a 78-foot access limit. Mr. Jenkins added that the lease award was contingent upon City approval and was expected to be completed by early to mid-April 2025.

(5:40:10) – Treasurer Rogers inquired when the item would go before Board of Supervisors and Mr. Jenkins estimated within two weeks but potentially longer due to pending completion of the lease amendment history. Mr. Tackes added that a history and briefing had been completed but the District Attorney’s Office requested a format change.

(5:42:05) – In response to Member Golden’s question, Mr. Tackes clarified that the resolution’s approved uses had not changed and the model lease would not permit fuel sales. Member Golden noted the resolution didn’t explicitly state that and Mr. Tackes explained that listing all Fixed Based Operator (FBO) activities would make the resolution unnecessarily long.

(5:42:48) – MOTION: Member Golden moved to approve the draft resolution and notice of invitation to bid for the land located at the south side of the 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 with a deadline for bids of April 10, 2025, and the date for the bid opening and consideration of April 16, 2025; award of the lease is contingent upon City approval of a pending lease amendment providing airside access to the parcel. The motion was seconded by Member Horton and carried 5-0-0.

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

2. FOR DISCUSSION: REVIEW AND DISCUSS FY 25/26 PRELIMINARY BUDGET

(5:45:37) – Vice Chair Norvell introduced the item. Mr. Jenkins referenced the Staff Report and Supporting Material, all of which are incorporated into the record.

(5:46:00) – Mr. Jenkins noted that grant-funded projects appeared unusual due to expenses from the Snow Removal Equipment Building in 2023 and 2024 that were not reimbursed until the following year. He added that while a \$110,000 net grant match was expected, the actual amount was \$20,673.

(5:47:39) – Treasurer Rogers stated that this year’s budget was one of the easiest to review due to stable Airport operations. He highlighted interest income from lease net present values and projected a potential \$150,000 revenue shortfall next year. Treasurer Rogers emphasized the need to budget for pavement maintenance, estimating a potential budget of \$150,000 to \$200,000. He noted that the preliminary budget includes a 5 percent staff pay increase, effective July 1, 2025, pending Authority approval. Treasurer Rogers mentioned that the preliminary budget would be brought back in March 2025 for final approval before submission to the state, with final budget approval expected in May 2025.

(5:51:10) – Vice Chair Norvell supported the budget and Treasurer Rogers praised Mr. Jenkins for increasing revenue and maintaining efficiency.

3. PAY INCREASE FOR AIRPORT MANAGER

(5:51:41) – Vice Chair Norvell introduced the item. Mr. Tackes referenced the Staff Report and Supporting Material, all of which are incorporated into the record.

(5:54:43) – Vice Chair Norvell noted local airport manager salaries including Lake Tahoe at approximately \$140,000, Stead Reno Airport at approximately \$140,000 and Boulder City Airport at \$133,000. Member Golden pointed out that the Lake Tahoe Airport manager’s salary was not comparable due to California income tax. He emphasized the need to retain Mr. Jenkins.

(5:57:43) – Treasurer Rogers stated that the raise request was appropriate and noted Mr. Jenkins was not on an annual review schedule. He encouraged him to request raises as Airport conditions changed.

(5:58:34) – Vice Chair Norvell highlighted ongoing projects, including a proposed lease expected to generate approximately \$69,000 annually. He asked about the Arrowhead project and Mr. Jenkins stated that two hangars were move-in ready with construction beginning on the third hangar. Mr. Jenkins noted that other developments included the additional Ortiz Development hangar and the 30,000-square-foot Carson Tahoe Executive hangar. He added that the three through-the-fence permits were underway.

(5:59:41) – Vice Chair Norvell commended Mr. Jenkins for his efforts in maintaining a dynamic Airport environment. Member Horton expressed appreciation for Mr. Jenkins’ work. Member Flint stated that Mr. Jenkins’ raise was well-deserved. Mr. Jenkins thanked Authority Members for their support.

(6:02:13) – **MOTION: Member Horton moved to approve the 5% pay increase for Corey Jenkins, effective March 1, 2025. The motion was seconded by Member Golden and carried 5-0-0.**

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

I. AIRPORT MANAGER'S REPORT

(6:02:40) – Vice Chair Norvell introduced the item. Mr. Jenkins referenced the Airport Manager's Report and provided his report, which is incorporated into the record. He referenced the Snow Removal Summary, which is incorporated into the record.

(6:16:11) – Mr. Jenkins mentioned that the Airport received a complaint from an Airport user regarding snowplow operations, adding that the criticism was not warranted. He commended Staff for their response to the complaint. Mr. Jenkins referenced the Fuel Flowage and Airport Operations reports, both of which are incorporated into the record.

J. LEGAL COUNSEL'S REPORT

(6:18:56) – Vice Chair Norvell introduced the item. Mr. Tackes reported that the legislature was back in session, noting that he was monitoring incoming draft bill requests that could affect the Airport or aircraft.

K. TREASURER'S REPORT

(6:19:42) – Vice Chair Norvell introduced the item. Treasurer Rogers referenced the Treasurer's Report, which is incorporated into the record, noting that there weren't any significant findings.

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

(6:19:55) – Vice Chair Norvell entertained Member reports and announcements; however, none were forthcoming.

M. PUBLIC COMMENT

(6:20:01) – Vice Chair Norvell entertained public comments; however, none were forthcoming.

N. AGENDA ITEMS FOR NEXT REGULAR MEETING

(6:20:08) – Vice Chair Norvell introduced the item. Mr. Jenkins noted that the next meeting’s agenda would include approval of the preliminary budget.

O. ACTION ON ADJOURNMENT

(6:20:30) – MOTION: Vice Chair Norvell adjourned the meeting at 6:20 p.m.

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