

DRAFT MINUTES
Regular Meeting
Carson City Airport Authority (CCAA)
August 20, 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

Steve Tackes – Legal Counsel
Corey Jenkins – Airport Manager
Rick Lee – Airport Operations Supervisor
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

(5:31:17) – Chairperson Puliz called the meeting to order at 5:30 p.m.

Attendee Name	Status	Arrived
Chairperson Tim Puliz	Present	
Vice Chair Harlow Norvell	Present	
Treasurer Jon Rogers	Present	
Member Michaela Flint	Absent (due to technical issues via WebEx)	
Member Michael Golden	Present	
Member Curtis Horton	Present	
Member Karl Hutter	Present	

B. PLEDGE OF ALLEGIANCE

(5:31:28) – Led by Member Golden.

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

(5:31:13) – Chair Puliz introduced the item and entertained comments, changes, and/or a motion to approve the minutes of the June 18, 2025 meeting.

(5:32:06) – MOTION: Vice Chair Norvell moved to approve the minutes of the June 18, 2025 meeting. Member Horton seconded the motion. The motion carried 5-0-1 with Member Golden abstaining, as he was not present during the June 18, 2025 meeting.

RESULT:	APPROVED (5-0-1)
MOVER:	Norvell
SECONDER:	Horton
AYES:	Puliz, Norvell, Rogers, Horton, Hutter
NAYS:	None
ABSTENTIONS	Golden
ABSENT:	Flint

D. MODIFICATION OF THE AGENDA.

None.

E. PUBLIC COMMENT

(5:32:46) – Chair Puliz entertained public comments; however, none were forthcoming.

F. AIRPORT ENGINEER’S REPORT

(5:33:34) – Chair Puliz introduced the item. Brian Martinezmoles of Wood Rodgers referenced the Airport Engineer’s Report, which is incorporated into the record. Mr. Jenkins referenced the Engineer’s Report from Lochner, which is incorporated into the record.

G. CONSENT AGENDA

(5:36:02) – Chair Puliz introduced the item and entertained items that Members wished to pull from the Consent Agenda; however, none were forthcoming.

1. DISCLOSURE: EXECUTION OF TASK ORDER NO. 6 FEE PROPOSAL FOR ENGINEERING DESIGN SERVICES FOR THE MAIN APRON PAVEMENT PRESERVATION PROJECT BY CARSON CITY AIRPORT AUTHORITY (CCAA) CHAIR.

H. PUBLIC HEARINGS

1. FOR DISCUSSION AND POSSIBLE ACTION: APPROVAL OF SNOW AND ICE CONTROL PLAN UPDATE.

(5:36:23) – Chairperson Puliz introduced the item. Mr. Jenkins referenced the Staff Report and Supporting Materials, all of which are incorporated into the record. Carson City Airport Operations Supervisor Rick Lee introduced himself and referenced the Snow and Ice Control Plan, which is incorporated into the record.

(5:38:42) – MOTION: Member Hutter moved to approve the updated Snow and Ice Control Plan as presented. Treasurer Rogers seconded the motion. The motion carried 6-0-0.

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

2. FOR DISCUSSION AND POSSIBLE ACTION: APPROVE ECHO DELTA HANGAR ASSOCIATION IMPROVEMENT PERMIT REQUEST AND EXTENSION OF CONSTRUCTION TIMELINE.

(5:38:59) – Chairperson Puliz introduced the item. Mr. Jenkins referenced the Staff Report and Supporting Materials, all of which are incorporated into the record.

(5:42:03) – MOTION: Vice Chair Norvell moved to approve the Echo Delta Hangar Association’s improvement permit request for the revised hangar building design and grant an 18-month extension to the construction timeline, until February, 2027. Member Horton seconded the motion. The motion carried 6-0-0.

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

I. AIRPORT MANAGER’S REPORT

(5:42:49) – Chair Puliz introduced the item. Mr. Jenkins referenced the Airport Manager’s Report, which is incorporated into the record, and responded to clarifying questions.

J. LEGAL COUNSEL’S REPORT

(5:51:07) – Mr. Tackes reported that the Airport Manager’s Office notified hangar owners to provide information on aircraft stored in hangars and identify occupants, as required by the Carson City Municipal Code and Federal Aviation Administration (FAA) hangar storage rules. He shared that despite prior adoption of these requirements, many hangar owners had not complied. Mr. Tackes stated that letters were sent to hangar owners giving them 60 days to respond and emphasized that compliance was necessary to maintain FAA funding and support.

(5:54:53) – Mr. Golden, speaking in his capacity as a hangar owner and not as a member of the Authority, noted that enforcing rules created tenant complaints since some hangars under his lease lacked aircraft. Mr. Tackes noted some flexibility under the FAA rules for cases such as shared hangars, aircraft under assembly, or pending purchases. He highlighted that claims must be credible and hangars could not be used for general storage. Member Golden commented that non-aircraft uses of the hangars was disadvantageous for owners, associations, and the Airport.

(5:58:50) – Mr. Tackes reported that at the June 18, 2025 meeting, he noted a recent legislative change to Chapter 844 of the Nevada Revised Statutes (NRS), which governs the Airport Authority. He noted that the amendment related only to procedures if the Authority were to issue bonds requiring an election. Mr. Tackes specified that the law now allows election workers to serve as volunteers rather than paid staff during an election. He confirmed that no other recent legislative changes affected aviation or the Airport Authority.

K. TREASURER’S REPORT

(6:00:15) – Chair Puliz introduced the item. Treasurer Rogers referenced the Treasurer’s Report, which is incorporated into the record. He reported that the process of auditing results from the previous year had begun and were running smoothly. Treasurer Rogers announced that this was his last Airport Authority meeting and expressed appreciation for Authority Members and Mr. Jenkins.

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

(6:01:26) – Chair Puliz entertained Member reports and announcements.

(6:01:28) – Member Golden shared that this was likely his last Airport Authority meeting and expressed gratitude for Airport Authority Members, members of the public, and Airport Staff. He noted accomplishments over the last 8 years including management changes, hangar construction, and operations and revenue. Chair Puliz thanked Treasurer Rogers and Member Golden for their leadership and skillsets.

M. PUBLIC COMMENT

(6:11:14) – Chair Puliz entertained public comments; however, none were forthcoming.

N. AGENDA ITEMS FOR NEXT REGULAR MEETING

(6:11:16) – Chair Puliz introduced the item and inquired about future agenda items; however, none were forthcoming.

O. ACTION ON ADJOURNMENT

(6:11:18) – MOTION: Chair Puliz adjourned the meeting at 6:11 p.m.

The Minutes of the August 20, 2025 Carson City Airport Authority meeting are so approved on this 17th day of September 2025.