

DRAFT MINUTES
Regular Meeting
Carson City Airport Authority (CCAA)
October 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
Member – Michaela Flint	Member – Curtis Horton
Member – Karl Hutter	Member – Bryan Stewart
Member – Jim Sutton	

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

(5:30:27) – 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	
Member Michaela Flint	Present via WebEx	
Member Curtis Horton	Present	
Member Karl Hutter	Present	
Member Bryan Stewart	Present	
Member Jim Sutton	Present	

B. PLEDGE OF ALLEGIANCE

(5:31:05) – Led by Member Hutter.

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

(5:31:27) – Chair Puliz introduced the item and entertained comments, changes, and/or a motion to approve the minutes of the August 20, 2025 meeting.

(5:31:25) – MOTION: Member Hutter moved to approve the minutes of the August 20, 2025 meeting. Vice Chair Norvell seconded the motion.

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

D. MODIFICATION OF THE AGENDA.

None.

(5:32:13) – Chair Puliz introduced new Airport Authority Members Bryan Stewart and Jim Sutton. Member Stewart, the accountable manager and owner of an aircraft maintenance shop located at the Carson City Airport, highlighted his experience at the Airport and as a pilot. Member Sutton described his interest in the community aspect of the Airport, noting his involvement as president of the Friends of the Erie Airport Board in Colorado and president of a homeowners association board.

E. PUBLIC COMMENT

(5:35:52) – Chair Puliz entertained public comments; however, none were forthcoming.

F. AIRPORT ENGINEER’S REPORT

(5:36:26) – Chair Puliz introduced the item. Brian Martinezmoles of Wood Rogers referenced the Airport Engineer’s Report, which is incorporated into the record. Mr. Jenkins referenced the Engineer’s Update from Lochner, which is incorporated into the record.

(5:40:44) – In response to Vice Chair Norvell, Mr. Jenkins explained that the Precision Approach Path Indicator (PAPI) was certified but was not approved for nighttime use, noting that the approval would be a separate process. Mr. Jenkins added that the Airport would apply to complete the procedure as soon as possible, noting that they ran into issues with the Federal Aviation Administration (FAA).

(5:43:43) – Member Hutter noted that the instrument approach procedure delay could possibly be attributed to a lack of communication. He asked about the disadvantaged business entity (DBE) program and if project issues were related to funding availability. Mr. Martinezmoles explained that DBE goals vary depending on the region,

availability of contractors, and the scope of work of a project. He stated that the federal government changed the qualification factor for a DBE, resulting in DBE firms being required to reprove their qualification. Mr. Martinezmoles added that if local DBE contractors no longer qualify, then goals would decrease and emphasized the need to work with the Airline Dispatch Office (ADO) to receive guidance prior to bidding.

G. CONSENT AGENDA

None.

H. PUBLIC HEARINGS

1. FOR DISCUSSION AND POSSIBLE ACTION: SPECIAL ELECTION OF CCAA OFFICER; SECRETARY/TREASURER.

(5:47:02) – Chairperson Puliz introduced the item. Mr. Jenkins referenced the Staff Report, which is incorporated into the record. He noted that with former treasurer Jon Rogers stepping off of the Airport Authority, the Secretary/Treasurer position was now vacant, requiring a special election.

(5:48:10) – Vice Chair Norvell nominated Jim Sutton as Secretary/Treasurer and Member Sutton accepted the nomination.

(5:48:38) – MOTION: Vice Chair Norvell moved to nominate Jim Sutton as Secretary/Treasurer of the Carson City Airport Authority. The motion was seconded by Member Horton. The motion carried 7-0-0.

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

2. FOR DISCUSSION AND POSSIBLE ACTION: APPROVE COFFMAN ASSOCIATES, INC. SCOPE OF SERVICES FOR AN AVIATION DEMAND FORECAST UPDATE WITH RUNWAY LENGTH ANALYSIS.

(5:49:20) – Chairperson Puliz introduced the item. Mr. Jenkins referenced the Staff Report and Supporting Materials, all of which are incorporated into the record.

(5:52:52) – In response to Vice Chair Norvell’s question, Mr. Jenkins explained that the grant had already been approved. Vice Chair Norvell and Chair Puliz commented that the grant was cost-effective.

(5:53:22) – MOTION: Vice Chair Norvell proposed to approve the Coffman Associates, Inc. Scope of Services for an Aviation Demand Forecast Update with Runway Length Analysis. Member Hutter seconded the motion. The motion carried 7-0-0.

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

3. FOR DISCUSSION AND POSSIBLE ACTION: APPROVAL OF CHANGE ORDER 2 AND CHANGE ORDER 3 TO THE CONTRACT WITH HOUSTON SMITH CONSTRUCTION, INC. FOR AIP 44, SNOW REMOVAL EQUIPMENT BUILDING (“SRE BUILDING”) CONSTRUCTION, IN AN AMOUNT NOT TO EXCEED \$36,317.53 AND \$6,152.50.

(5:53:49) – Chair Puliz introduced the item. Mr. Jenkins referenced the Staff Report and Supporting Materials, all of which are incorporated into the record.

(5:55:37) – In response to Member Horton’s question regarding the change orders, Mr. Jenkins explained that the original design did not meet Carson City code, as the construction company had primarily worked in Reno, where regional standards differed.

(5:56:58) – MOTION: Vice Chair Norvell proposed to approve Change Order 2 for \$6,152.50 and Change Order 3 for \$36,317.53. Member Stewart seconded the motion. The motion carried 7-0-0.

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

I. AIRPORT MANAGER’S REPORT

(5:57:47) – Chair Puliz introduced the item. Mr. Jenkins provided the Airport Manager’s Report, which is incorporated into the record.

J. LEGAL COUNSEL’S REPORT

None.

K. TREASURER'S REPORT

(6:08:02) – Chair Puliz introduced the item and noted that the financial reports were included in the agenda packet, all of which are incorporated into the record.

(6:08:25) – Treasurer Sutton noted that he met with the Airport's bookkeeper and that financials looked promising. Chair Puliz clarified that he is authorized to pay approved payables and sign checks until Treasurer Sutton is certified.

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

(6:09:04) – Chair Puliz entertained Member reports and announcements. Chair Puliz expressed gratitude for former members Michael Golden and Jon Rogers' time and effort, adding that he looked forward to the new members serving on the Airport Authority.

M. PUBLIC COMMENT

(6:09:54) – Chair Puliz entertained public comments; however, none were forthcoming.

N. AGENDA ITEMS FOR NEXT REGULAR MEETING

(6:09:57) – Chair Puliz introduced the item and inquired about future agenda items; however, none were forthcoming.

(6:10:06) – Chair Puliz encouraged Legal Counsel Steve Tackes and Mr. Jenkins to consider pursuing an agreement with the City for the Airport Authority's potential ownership of the Carson City Airport, noting that the Airport was fiscally sound and properly managed.

O. ACTION ON ADJOURNMENT

(6:11:30) – MOTION: Chair Puliz adjourned the meeting at 6:11 p.m.

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