

DRAFT MINUTES
Regular Meeting
Carson City Airport Authority (CCAA)
November 19, 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 – James Sutton	Member – Michaela Flint
Member – Curtis Horton	Member – Karl Hutter
Member – Bryan Stewart	

Staff

Steve Tackes – Legal Counsel
Corey Jenkins – Airport Manager
Briana Munoz – Senior Deputy Clerk
Zach Pettit – 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

(5:30:45) – Chair Puliz called the meeting to order at 5:30 p.m.

Attendee Name	Status	Arrived
Chair Tim Puliz	Present	
Vice Chair Harlow Norvell	Present	
Treasurer James Sutton	Present	
Member Michaela Flint	Present via WebEx	
Member Curtis Horton	Present	
Member Karl Hutter	Absent	
Member Bryan Stewart	Present	

B. PLEDGE OF ALLEGIANCE

(5:31:04) – Led by Member Stewart.

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 October 15, 2025 meeting.

(5:31:42) – MOTION: Member Horton moved to approve the minutes of the October 15, 2025 meeting. Vice Chair Norvell seconded the motion. The motion carried 5-0-0.

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

D. MODIFICATION OF THE AGENDA.

None.

E. PUBLIC COMMENT

(5:32:50) – Chair Puliz entertained public comments; however, none were forthcoming.

F. AIRPORT ENGINEER’S REPORT

(5:33:48) – Chair Puliz introduced the item. Brian Martinezmoles of Wood Rodgers referenced the Airport Engineer’s Report, which is incorporated into the record.

G. CONSENT AGENDA

None.

H. PUBLIC HEARINGS

1. FOR DISCUSSION AND POSSIBLE ACTION: APPROVAL OF THE ANNUAL AUDIT REPORT OF THE CARSON CITY AIRPORT AUTHORITY FOR FY 2024/2025

(5:35:05) – Chair Puliz introduced the item. Mr. Jenkins referenced the Staff Report and Supporting Materials, all of which are incorporated into the record. Chad Atkinson of HintonBurdick, present via WebEx, reviewed the Airport Authority of Carson City Fiscal Year 2025 Audit Presentation, which is incorporated into the record.

(5:49:42) – MOTION: Vice Chair Norvell moved to approve the FY 2024/2025 Annual Audit Report of the Carson City Airport Authority. Member Horton seconded the motion. The motion carried 6-0-0.

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

I. AIRPORT MANAGER’S REPORT

(5:50:19) – Chair Puliz introduced the item. Mr. Jenkins provided the Airport Manager’s Report, which is incorporated into the record. Mr. Jenkins noted that the body would need to convene in December to approve the Airport Capital Improvement Plan before the end of the year.

J. LEGAL COUNSEL’S REPORT

(5:57:03) – Chair Puliz introduced the item. Mr. Tackes stated that Chair Puliz has the legal ability to change the date of the December 2025 meeting to better accommodate scheduling needs should the scheduled date of December 17th, 2025 cause conflict.

K. TREASURER’S REPORT

(5:57:49) – Chair Puliz introduced the item. Treasurer Sutton provided the Treasurer’s Report, which is incorporated into the record. Mr. Sutton added that the expense budget items that are conveyed as over 100% of the budget were caused by an error in allocations of the expenses, and provided that the error would be corrected by the next meeting.

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

(5:58:32) – Chair Puliz entertained Member reports and announcements; however, none were forthcoming.

M. PUBLIC COMMENT

(5:58:38) – Chair Puliz entertained public comments; however, none were forthcoming.

N. AGENDA ITEMS FOR NEXT REGULAR MEETING

(5:58:42) – Chair Puliz introduced the item and stated that while there aren’t any agenda items yet posted, the Members are aware of the need to act on the Airport Capital Improvement Plan before the end of the year.

O. ACTION ON ADJOURNMENT

(5:58:57) – MOTION: Chair Puliz adjourned the meeting at 5:58 p.m.

The Minutes of the November 19, 2025 Carson City Airport Authority meeting are so approved this 17th day of December 2025.