

**DRAFT MINUTES**  
**Regular Meeting**  
**Carson City Airport Authority (CCAA)**  
**December 17, 2025 ● 5:30 PM**  
**Community Center Robert “Bob” Crowell Board Room**  
**851 East William Street, Carson City, Nevada**

**Authority Members**

<b>Chair – Tim Puliz</b>	<b>Vice Chair – Harlow Norvell</b>
<b>Treasurer – James Sutton</b>	<b>Member – Michaela Flint</b>
<b>Member – Curtis Horton</b>	<b>Member – Karl Hutter</b>
<b>Member – Bryan Stewart</b>	

**Staff**

Steve Tackes – Legal Counsel  
Corey Jenkins – Airport Manager  
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**

(5:30:55) – Chair Puliz called the meeting to order at 5:30 p.m.

(5:31:10) – Roll was called and a quorum was present.

<b>Attendee Name</b>	<b>Status</b>	<b>Arrived</b>
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**

(5:31:35) – Led by Member Stewart.

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

(5:32:05) – Chair Puliz introduced the item and entertained comments, changes, and/or a motion to approve the minutes of the November 19, 2025 meeting.

**(5:32:16) – MOTION: Member Horton moved to approve the minutes of the November 19, 2025 meeting. Vice Chair Norvell seconded the motion. The motion carried 6-0-0.**

<b>RESULT:</b>	<b>APPROVED (6-0-0)</b>
<b>MOVER:</b>	Horton
<b>SECONDER:</b>	Norvell
<b>AYES:</b>	Puliz, Norvell, Flint, Horton, Stewart, Sutton
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	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**

(5:33:45) – 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**

(5:34:19) – Chair Puliz introduced the item and entertained items that Members wished to pull from the Consent Agenda. Member Horton requested that Item G.2. be pulled from the Consent Agenda.

**(5:35:33) – MOTION: Member Norvell moved to approve the Consent Agenda as amended. Member Horton seconded the motion. The motion carried 6-0-0.**

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

**1. FOR POSSIBLE ACTION: APPROVE BUDGET AUGMENTATION FOR OPEN HOUSE EXPENSE 2025 ACCOUNT 7002.2**

**2. FOR POSSIBLE ACTION: APPROVAL OF CHANGE ORDER 4 TO THE CONTRACT WITH HOUSTON SMITH CONSTRUCTION, INC. FOR AIP 44, SNOW REMOVAL EQUIPMENT BUILDING (“SRE BUILDING”) CONSTRUCTION, IN AN AMOUNT NOT TO EXCEED \$31,278.85.**

(5:46:36) – Chair Puliz introduced the item. Mr. Jenkins referenced the Staff Report, Supporting Material, and the Airport Manager’s Report, all of which are incorporated into the record. He explained that the change order addresses two items: installation of a check valve and manhole for the fire/water line, and installation of swale material to reduce erosion and improve drainage.

(5:49:17) – Member Horton noted that while these items are standard, he questioned why they were turned into a change order and stated that more information was needed. Mr. Jenkins responded that he was unsure why the change order was necessary but emphasized that FAA warnings about delays put the project at risk of losing federal funding. He urged the Authority to approve the change order.

(5:51:10) – Member Stewart asked what negative consequences Member Horton foresaw should the change order be approved. Mr. Horton acknowledged the risk of losing federal funding if the change order was denied but stated his concern was based on his professional experience and belief that the design process could have been better.

(5:51:38) – Chair Puliz concurred with Member Horton’s comments but stated that he would vote for the change order given the risk of losing federal funding. Treasurer Sutton echoed this sentiment, expressing frustration with approving another change order yet acknowledging the same risk and supporting approval.

(5:52:36) – Chair Puliz entertained public comments; however, none were forthcoming.

**(5:52:44) – MOTION: Treasurer Sutton moved to approve Change Order No. 4 for \$31,278.85. Member Stewart seconded the motion. The motion carried 5-1-0.**

<b>RESULT:</b>	<b>APPROVED (5-1-0)</b>
<b>MOVER:</b>	Sutton
<b>SECONDER:</b>	Stewart
<b>AYES:</b>	Puliz, Norvell, Flint, Stewart, Sutton
<b>NAYS:</b>	Horton
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	Hutter

**H. PUBLIC HEARINGS**

**1. FOR DISCUSSION AND POSSIBLE ACTION: APPROVE THE DEBTBOOK MASTER SERVICES AGREEMENT AND ORDER FORM FOR LEASE AND SBITA MANAGEMENT SOFTWARE.**

(5:36:00) – Chair Puliz introduced the item. Mr. Jenkins referenced the Staff Report and Supporting Materials, all of which are incorporated into the record. He stated there is currently no mechanism for compliance with Governmental Accounting Standards Board (GASB) 87 and GASB 96, adding that this was typically handled by the auditors since 2021 when these regulations were first initiated. He stated that the Airport is now looking for a solution to take care of this work in-house, primarily tracking ground lease and software subscriptions in a manner that meets GASB 87 and GASB 96 requirements. Mr. Jenkins determined that DebtBook would be the best company to work with given they already work with Carson City for the same reasons. He noted that he wanted to ensure this information is public so that the public can see what action the Authority is taking to do the best it can with the audit even though this request is technically below the requirement for Authority approval.

(5:38:35) – Chair Puliz entertained public comments; however, none were forthcoming.

**(5:38:47) – MOTION: Treasurer Sutton moved to approve the DebtBook Contract to provide Carson City Airport with specialized software for managing leases and Subscription-Based Information Technology Arrangements to ensure compliance with GASB 87 and 96 accounting standards. Member Stewart seconded the motion. The motion carried 6-0-0.**

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

**2. FOR POSSIBLE ACTION: APPROVE THE FAA AIRPORT CAPITAL IMPROVEMENT PLAN (“ACIP”) 2027-2031.**

(5:39:28) – Chair Puliz introduced the item. Mr. Jenkins referenced the Staff Report and Supporting Material, all of which are incorporated into the record.

(5:40:02) – Mr. Jenkins stated that the Authority is being asked to approve an amendment to last year’s Airport Capital Improvement Plan (ACIP) and to approve the 2027-31 ACIP. He explained that the amendment is needed because an audit found the ACIP did not match the budget. This occurred because the ACIP was approved six months before the budget, and no corrections were made afterward.

(5:40:43) – Mr. Jenkins summarized the amendment as combining the North Apron design with the Taxiway Bravo design. He noted that the North Apron project was inexpensive and did not meet the \$25,000 federal

funding threshold for FAA approval. The FAA recommended the Airport combine the two grants so the total would meet the required threshold.

(5:41:38) – Regarding the 2027-2031 ACIP, Mr. Jenkins highlighted the following projects:

- Environmental assessment for Runway 9/27 and Taxiway Alpha and Delta extension
- Focus planning study and 25% design for Runway 9/27 and Taxiway Alpha and Delta extension
- Taxiway Bravo reconstruction (construction portion)
- North Apron preservation construction

(5:43:00) – Mr. Jenkins stated that the ACIP includes self-funded projects to illustrate to the FAA the importance of the runway extension. The FAA has indicated if it does fund runway extension projects it will not fund pavement rehabilitation projects, so Taxiway Alpha pavement preservation is being included as a self-funded project.

(5:43:58) – Mr. Jenkins emphasized that FAA approval of the runway extension is critical. Without it, the Airport may have to delay the extension in favor of reconstruction projects if pavement conditions deteriorate. Reconstruction projects are included in the ACIP to demonstrate future needs and encourage FAA approval.

(5:45:20) – Chair Puliz entertained public comments; however, none were forthcoming.

**(5:45:50) – MOTION: Vice Chair Norvell moved to approve the 2027-2031 Airport Capital Improvement Plan and the amended 2026-2031 ACIP for Carson City Airport and authorize the Airport Manager to submit the grant application. Member Stewart seconded the motion. The motion carried 6-0-0.**

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

**I. AIRPORT MANAGER’S REPORT**

(5:53:22) – Chair Puliz introduced the item. Mr. Jenkins referenced the Airport Manager’s Report, which is incorporated into the record. He reported fuel flowage increased 36% over the previous year, while airport operations decreased about 13%. He noted an error in the aircraft operations formula had exaggerated the annual change but has since been corrected, and all prior data updated.

(5:55:23) – Mr. Jenkins recalled a stray dog incident that required animal control; access points were secured by adding sections to manual gates. An Emergency Locator Transmitter (ELT) incident provided hands-on training for new staff.

(5:56:40) – Mr. Jenkins reported that 90% of airfield signs have been replaced since 2022, supported by an annual increase in the maintenance budget, bringing signage into compliance with commercial standards. Additional wildlife mitigation was completed, including repairs and removal of attractants after a surge in ground squirrels caused foundation damage.

(5:59:12) – Vice Chair Norvell requested an update on the damage to the east end of the fence along College Parkway. Mr. Jenkins stated that the fence was repaired within the last week.

**J. LEGAL COUNSEL’S REPORT**

(5:59:42) – Chair Puliz introduced the item. Mr. Tackes alluded to a claim made against the Airport but added that he is unable to provide specifics at this time.

**K. TREASURER’S REPORT**

(6:00:35) – Chair Puliz introduced the item. Treasurer Sutton shared that he and Mr. Jenkins had the opportunity to sit down with the vendor of the software that was recently approved by the Authority. Mr. Sutton said that the software is going to be helpful for general day-to-day operations and completing the audit.

**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**

**M. PUBLIC COMMENT**

(6:01:10) – Chair Puliz entertained public comments; however, none were forthcoming.

**N. AGENDA ITEMS FOR NEXT REGULAR MEETING**

**O. ACTION ON ADJOURNMENT**

**(6:01:23) – MOTION: Chair Puliz adjourned the meeting at 6:01 p.m.**

The Minutes of the December 17, 2025 Carson City Airport Authority meeting are so approved this 14<sup>th</sup> day of January 2026.