

**MINUTES**  
**Regular Meeting**  
**Carson City Airport Authority (CCAA)**  
**Wednesday, January 20, 2021 ● 5:30 PM**  
**Community Center Bob Boldrick Theater**  
**851 East William Street, Carson City, Nevada**

**Authority Members**

|                               |                                    |
|-------------------------------|------------------------------------|
| <b>Chair – Michael Golden</b> | <b>Vice Chair – Bradley Harris</b> |
| <b>Treasurer – Jon Rogers</b> | <b>Member – Stan Jones</b>         |
| <b>Member – Paul Hamilton</b> | <b>Member – Tim Puliz</b>          |
| <b>Member – Karl Hutter</b>   |                                    |

**Staff**

Steve Tackes – Airport Counsel  
Ken Moen – Airport Manager  
Danielle Howard – 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.

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**A. CALL TO ORDER AND DETERMINATION OF QUORUM**

(5:35:06) – Chairperson Golden called the meeting to order at 5:35 p.m.

(5:35:23) – Roll was called, and a quorum was present.

| <b>Attendee Name</b>       | <b>Status</b> | <b>Arrived</b> |
|----------------------------|---------------|----------------|
| Chairperson Michael Golden | Present       |                |
| Vice Chair Bradley Harris  | Present       |                |
| Treasurer Jon Rogers       | Present       |                |
| Member Stan Jones          | Present       |                |
| Member Paul Hamilton       | Present       |                |
| Member Tim Puliz           | Present       |                |
| Member Karl Hutter         | Present       |                |

**B. PLEDGE OF ALLEGIANCE**

(5:35:40) – Led by Member Jones.

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

(5:36:15) – Chairperson Golden introduced the item and entertained comments, corrections, and/or a motion. He pointed out that the minutes incorrectly stated that Mr. Moen was directed to work with Vice Chairperson Harris on the survey referenced under Item #4, page #5, which he noted should be himself and Vice Chairperson Harris having decided to work on the survey.

**(5:38:52) – MOTION: Vice Chairperson Harris moved to approve the November 16, 2020 meeting minutes as corrected.**

|                    |                                                        |
|--------------------|--------------------------------------------------------|
| <b>RESULT:</b>     | <b>APPROVED (7-0-0)</b>                                |
| <b>MOVER:</b>      | Hutter                                                 |
| <b>SECONDER:</b>   | Hamilton                                               |
| <b>AYES:</b>       | Golden, Harris, Rogers, Jones, Hamilton, Puliz, Hutter |
| <b>NAYS:</b>       | None                                                   |
| <b>ABSTENTIONS</b> | None                                                   |
| <b>ABSENT:</b>     | None                                                   |

**D. MODIFICATION OF THE AGENDA.**

(5:40:38) – Chairperson Golden noted that there was no modification to the agenda.

**E. PUBLIC COMMENT.**

(5:40:48) – Chairperson Golden stated that, henceforth, public comments would be accepted through the referenced email designated for public comments on the agenda as well as during the public comment items (Items E and N). He entertained public comments; however, none were forthcoming.

**F. PRESENTATION OF SERVICE AWARD TO JOHN BARRETTE.**

(5:43:34) – Chairperson Golden introduced the item and presented to John Barrette the Service Award plaque for his service as a Member of the Authority. Mr. Barrette remarked to the Authority Members that “it was just as much a pleasure for me to serve with you as [Chairperson Golden] said it has been a pleasure to work with me.”

**G. PUBLIC HEARINGS**

**CONSENT AGENDA**

**All matters listed under the consent agenda are considered routine or have been discussed at previous public meetings and may be acted upon by the Airport Authority with one action and without an extensive hearing. Any member of the Airport Authority may request that an item be taken from the consent agenda, discussed and acted upon separately during this meeting. The Authority Chair, or the Authority Vice-Chair, retains discretion in deciding whether an item will be pulled off the consent agenda.**

(5:48:44) – Chairperson Golden entertained requests to pull items from the Consent Agenda for discussion and, when none were forthcoming, a motion.

(5:49:11) – **MOTION: Member Hutter moved to approve the Consent Agenda items as submitted.**

|                    |                                                        |
|--------------------|--------------------------------------------------------|
| <b>RESULT:</b>     | <b>APPROVED (7-0-0)</b>                                |
| <b>MOVER:</b>      | Rogers                                                 |
| <b>SECONDER:</b>   | Puliz                                                  |
| <b>AYES:</b>       | Golden, Harris, Rogers, Jones, Hamilton, Puliz, Hutter |
| <b>NAYS:</b>       | None                                                   |
| <b>ABSTENTIONS</b> | None                                                   |
| <b>ABSENT:</b>     | None                                                   |

**1. FOR POSSIBLE ACTION: APPROVE T-MOBILE AIRPORT BEACON AND GROUND LEASE FOR INSTALLATION OF CELLULAR ANTENNA AND SUPPORT EQUIPMENT.**

**END OF CONSENT AGENDA**

**2. FOR DISCUSSION AND POSSIBLE ACTION. REVIEW AND DISCUSS AIRPORT TENANT/USER SURVEY RESULTS; RECOMMENDED ACTIONS TO IMPROVE AIRPORT AUTHORITY PRACTICES AND USER INTERACTIONS BASED ON FEEDBACK; RECOMMENDED ACTIONS TO IMPROVE AIRPORT MANAGER PRACTICES AND USER INTERACTIONS BASED ON FEEDBACK.**

(5:50:19) – Chairperson Golden introduced the item and referenced the Staff Report, which is incorporated into the record along with the survey results. He noted that he had facilitated the survey. Vice Chairperson Harris summarized the results of the survey and commented that, despite what the survey results indicated, the Authority has noted growth on the Airport, including three new businesses that were added in 2020. He noted that the Airport could do a better job with both Airport growth and economic activity and “promote the message” to Airport users. He mentioned that the Authority could work on maintaining a positive relationship with the community since that had a largely negative response. Vice Chairperson Harris noted that while it is difficult to promote aviation during a pandemic, it is still an area that the Airport users are concerned about.

(6:05:34) – Chairperson Golden entertained Member discussion and responded to clarifying questions. Treasurer Rogers stated that his overall impression of the survey was that the results of this survey were similar to that of the community survey that was done when the Authority had established the Strategic Plan. He noted the tension in the Airport community related to Airport growth and pointed out that every category of revenue that the Airport has can be most easily increased by attracting large, gas-guzzling airplanes because they help the Airport’s land lease revenue, personal property taxes are much higher due to how expensive large airplanes are, and gas tax revenues go up when selling more gas to aircraft that consume more gas.

(6:18:07) – Member Hamilton commented that for a business “if you’re not getting four stars or above in that survey then you’re not doing very good in terms of customer services” and “if I got ratings as in this survey in my business, I would be out of business.” He pointed out the negative comments written about Mr. Moen in the survey and the customer letters regarding Airport complaints, and he believed that the letters should be a part of the survey.

(6:25:29) – Member Puliz stated that he has a personal relationship with Mr. Moen and noted that Mr. Moen had been professional with him and has shown that he has great knowledge on Federal Aviation Administration (FAA) and Airport matters, safety, and security. He pointed out that there were many people who were not abiding by the Airport’s security protocols in a professional fashion, and he was pleased when Mr. Moen was trying to “tighten up the security” and make Airport users more knowledgeable. He echoed Member Hamilton’s comment regarding approximately 35 percent of Airport users having “a bone to pick with [Mr. Moen] right now,” which Member Puliz believed was mostly related to “the delivery, not so much the message,” since the delivery has been perceived as contentious. He believed that relationships with the users and the community could be improved by taking steps as the CCAA and as the Manager, and he commented that the Airport is a “fabulous place to do business” and a wonderful airport with great potential. Member Puliz was glad that the survey was done to maintain transparency.

(6:31:22) – Member Jones stated that, having been involved in many surveys, surveys should be considered as a guide and “not locked in stone.” He noted that people will likely voice when there is a problem.

(6:32:47) – Member Hutter commented that the results from the survey are enough “to get a strong sense of which way the wind is blowing,” and he stated that the CCAA and the Manager all need to take responsibility for the negative feedback. He pointed out that it appeared as though there may be some misunderstanding regarding who is responsible for what in regards to the Airport, and he suggested better education and communication regarding Airport roles. He noted that because the survey did not involve a political evaluation and involved safety, fiduciary responsibility, courtesy, professionalism, and customer service, the feedback was concerning. Member Hutter commented that his interactions with Mr. Moen have been positive and stated that Mr. Moen has done great at providing accurate answers to key questions, which he noted is most important to him as an Airport user. He mentioned that, as the President and Chief Executive Officer of Click Bond, he let people go at Click Bond for one instance of some of the things that were recorded in the survey. He emphasized that the point of the matter is the representation of who those who represent the Airport are in terms of public perception. Member Hutter also recommended that the Airport Authority have “a more proactive hand as truly the executive of this airport.”

(6:42:42) – Chairperson Golden mentioned that he had included the question “*if the Airport Authority could do one thing to improve the Airport, what would it be?*” He noted that there were no less than 30 comments requesting that the Airport could put in a restaurant, and he pointed out that the main response to the question “*what do you like best about the Airport?*” was “location,” which he believed was a valuable asset. Chairperson Golden thanked Vice Chairperson Harris and Mr. Moen for suggesting a survey. He called Mr. Moen a “polarizing figure” and stated that “if [Chairperson Golden’s] business had numbers like this, [he would] be out of business,” as a 60 percent approval rating is “a failing grade.” He pointed out factors of the survey results, including that 32 percent of

respondents were either “dissatisfied” or “very dissatisfied,” those who responded with “satisfied” or “very satisfied” encompassed 48 percent of those who participated in the survey, and that the weighted average for responses to questions regarding management were all close to three out of five. Chairperson Golden acknowledged that the reason for the survey was to gauge the Airport’s sentiment and stated that the Authority needs to react to their customers and improve their experience.

(6:53:24) – Vice Chairperson Harris pointed out that the responses were from a percentage of people who chose to respond to the survey and not the population of people on the Airport. He stated that he had expected the responses to be largely negative and that the purpose of the survey is to set a benchmark against which the Members and Staff measure themselves on a yearly basis and identify areas in need of the strongest improvement. He wished that the Members had done a better job with the survey and had explained to those who had received the survey what the purpose of the survey was. Vice Chairperson Harris believed that the Authority was “reading a lot of things into this that aren’t there” and cautioned being aware of a strong negativity bias in the responses.

(6:58:06) – Treasurer Rogers was pleased that people took the time to comment on and off of the survey and thanked Chairperson Golden for his contributions to the survey. He inquired about the Authority’s actions following the survey results to improve the issues identified by the survey. He was in favor of “any idea that allows the conversation to continue and to be brought to a different spot through interaction between people all about that,” and he was opposed to a specific individual being identified as the cause of structural issues.

(7:00:20) – Member Puliz proposed assigning a three-person committee to work together with Mr. Moen to address the negative issues. Vice Chairperson Harris added that the proposed committee should also focus on the weaknesses of the CCAA. Member Puliz volunteered to be on the committee, and Treasurer Rogers was willing to assist with the committee. Chairperson Golden believed that Treasurer Rogers’ input would be “invaluable,” and Member Puliz agreed that Treasurer Rogers would be valuable to the committee as well as Member Hutter. Member Hutter believed that “being of the fray of sort of the traditional user groups and perspectives ... I think that is a valuable piece to have in this [because] it is that outside consultancy” in regards to Treasurer Rogers being a part of the committee.

(7:01:36) – Member Hamilton commented that he has been working hard with Mr. Moen for the past three years with trying to improve the relationships and believed that it has been difficult to make any progress.

(7:04:01) – Chairperson Golden stated that he would volunteer for the committee and would be willing to step aside for any reason.

(7:04:54) – Treasurer Rogers believed that Mr. Moen should be involved in all the committee meetings to promote communication between Mr. Moen and the community, and Member Puliz agreed with being all-inclusive.

(7:06:02) – Member Hutter agreed with Vice Chairperson Harris’ comment about surveys and setting a benchmark to which to see relative progress. However, he also believed there was value in free-form responses by “guiding the work” through the “top three things, pro and con, that we’re hearing about.”

(7:07:28) – Mr. Moen stated that the two relationships that exist are between him and the Airport community and between him and the CCAA, and he recognized the tension in the relationships, which he attributed to enforcing regulations on the Airport. He provided examples of instances when he has had to address Members about their actions on the Airport and other business activities and mentioned that a “unique issue” is created through not allowing a Member to behave differently than he asks a tenant to behave. He noted that he is opinionated and can be forceful in his manner. Mr. Moen was concerned about the issue between himself and Member Hamilton and pointed out that he had encouraged Member Hamilton to reapply for a position on the CCAA because Mr. Moen was “not looking for a group that is a rubber stamp ... [and] looks at me to do their work and then they come here once a month.” He stated that he had also attempted to identify and recruit other people in the community like Members Hamilton and Puliz that he believed would provide value back to the Airport rather than for the sake of making himself look good. He explained how, during his first six months as Airport Manager, he had only observed; met people on the Airport and the community; and talked about how people viewed and what people expected from the Airport, how they saw the Airport affecting them in terms of whether it was economic development for the community, and promotion of aviation on the airfield, which had helped with the Strategic Plan. Mr. Moen clarified that the polarizing gate issue of people driving their privately owned vehicle (POV) on active taxiways and the runway surface arose numerous times and led to him printing out and reviewing the Gate Policy that states that no one is to leave the gate area until the gate closes behind them in order to prevent “piggybacking” for unauthorized people to enter the premises. He commented that the community did not appreciate the signs, marked areas, and tenant bulletins about the Gate Policy, and he had spent nine months “counseling” people who violated the policy as well as flagged people down who were driving down the roadway in order to talk to them, hand them a sheet of paper with the Gate Policy on it, and identify himself to them. He noted that he and the Authority would be liable if an incident were to occur on the Airport. He mentioned that he had received several phone calls referring to the survey as a “hit job” and asking if it was designed to help him or hurt him, and he was not aware of the survey going out. Mr. Moen stated that the relationship with the CCAA as well as how they go forward were really important to him, and he commented that there would always be people that do not like him, the Members, or what they all are doing. He stated “I know that with the framework and the foundation we’ve laid over the last three years that we’re on the precipice of great things,” including mitigating the nighttime approach, getting new development on the Airport, updating facilities, improving landscape and presentation of the community, and getting air service. He added that the budget has improved every year since he has worked with the Airport, and massive improvements in equipment and processes had been made. He also reiterated that his goal was bigger than pleasing some of the Airport tenants and encompassed safety and security as the number one priority followed by improving relations in the community and economic development.

(7:24:27) – Treasurer Rogers hoped to accomplish refining the ability to separate policy from personality over the course of time with the proposed committee and Mr. Moen. He commented that, in reference to his career in business related to sales, the key to any success that he has had came from his ability to tell people “no” while

having them be confident that he “respected them as a person.” He pointed out that Mr. Moen had displayed the behavior that Treasurer Rogers wished to see the committee and Mr. Moen work on.

(7:27:07) – Member Puliz commented that Mr. Moen left out customer satisfaction when he had described his goals for the Airport, which Member Puliz believed was just as much a priority as safety, relationships, and fiscal responsibility. Mr. Moen agreed with Member Puliz.

(7:27:46) – Chairperson Golden clarified that he had volunteered his time to assist with the survey, launched the survey late Sunday night when Mr. Moen was not working, and contacted Mr. Moen the following morning with a link to the survey. Vice Chairperson Harris stated that there was no excuse for Mr. Moen to have not known that the survey was going out before Chairperson Golden had sent the survey out. Chairperson Golden disagreed with Vice Chairperson Harris because “it’s not [Mr. Moen’s] survey; it’s the Airport Authority’s survey.” Chairperson Golden stated to Mr. Moen that “it’s not what you say that bothers people; it’s how you say it. It’s not the message that you are trying to get across; it’s how you get that message across that is a major problem.” He added that Mr. Moen’s methods of communicating with people are inappropriate. Mr. Moen agreed that if he were yelling and screaming at people that it would be inappropriate and clarified that he had found out about the survey from a tenant.

(7:31:54) – Mr. Tackes confirmed that no formal action was needed for forming a voluntary subcommittee.

### **3. FOR DISCUSSION AND POSSIBLE ACTION. REVIEW AIRPORT MANAGER CONTRACT ANNUAL RENEWAL WINDOW AND DECISION ON NOTICE.**

(7:31:21) – Chairperson Golden introduced the item and explained that he had reviewed the Employment Agreement, incorporated into the record along with the Staff Report, and had found some things that he felt were important to discuss in an open meeting public forum with the CCAA. He added that he had explained to Mr. Moen that he believed that Mr. Moen’s employment relationship with the Airport needed to change. He pointed out that the Employment Agreement automatically renews on an annual basis “unless either party gives notice of termination of at least 60 days prior to the end of the term,” with the end of the term being March 22 of each year; therefore, Chairperson Golden believed it was appropriate to have a discussion at this time while the window before the renewal was there. He was opposed to automatic renewing agreements because the agreement “sits on a shelf somewhere, collects dust, [and] people don’t know about it, they don’t even know the terms of it,” and he noted that no one at the meeting, including himself, other than three people knew about the Agreement or the contents and terms of it. He mentioned that he knew Mr. Moen for several years prior to his employment with the Airport and had supported Mr. Moen to pursue the position as Airport Manager years ago and advocated for Mr. Moen to take the position if it was offered to him. He believed that Mr. Moen has done a “bang up job in many veins of what he is doing” and commended him for having done many things that no other Airport Managers would have done at the Airport. He also believed, however, that some difficult issues about Mr. Moen’s relationship with the Airport were necessary to discuss in an open setting.

(7:38:11) – Chairperson Golden entertained Member discussion. Vice Chairperson Harris stated that the Employment Agreement was a negotiated contract, and he had been involved with some of the language in the Agreement as well as Mr. Tackes. He was opposed to making any change to the Agreement. He believed that Agreement was acceptable as long as there was nothing written in the Agreement preventing the Authority from taking action against the Manager for cause at any time and because this Agreement was what was negotiated, it was the contract that the CCAA should continue with. He stated that the CCAA would likely have a difficult time with finding and hiring good management in the future after Mr. Moen leaves his employment due to how Mr. Moen was treated during the public, recorded meetings like the current meeting being held. He believed it was “particularly true when you have negotiated a contract that you stick with it.”

(7:41:16) – Treasurer Rogers agreed with Vice Chairperson Harris that there was nothing in the Agreement to keep the Authority from managing or disciplining the Manager if necessary. He commented that it would not make sense to do yearly renewals and would be opposed to them if the Authority was not going to do automatic renewals when many actions made could take three to five years to come to fruition.

(7:42:08) – Member Hutter was also not in favor of automatic renewals due to the reasons Chairperson Golden outlined and because “they have a tendency to not stimulate review ... but I think more importantly it constrains to very specific window times when you can raise issues, take actions, and they have to very preciously coincide with meetings that are hard to schedule with the public board.” He questioned why the Agreement was written to renew automatically and pointed out how a method of yearly review of a contract reminds the organization that there needs to be a conversation each year to invite not only discussion about the performance or the “fit” of the employee but also update and review of the document. He brought to the Authority’s attention that there is no “termination by CCAA without cause” for the “Termination Pay” scenarios under Section 6.4 of the Agreement, which he believed was a flaw in the document. He inquired about why the employment of the Airport Manager is not an at-will employment. Chairperson Golden agreed that Mr. Moen’s contract should be as an at-will employee.

(7:46:58) – Mr. Tackes explained that why the contract was created in such a way was because one of the problems with the previous Airport Manager was that there was no clear statement as to what his responsibilities or what the goals were and whether there would be some benchmarks to make. He also clarified that creating an at-will employee contract was not the approach that the Authority Members at the time wished to take, and he did not remember the negotiation process with Mr. Moen, though he did recall that the negotiation included insurance coverage. Mr. Moen added that he was presented with the Agreement, and there had been discussion about salary and the one adjustment made to the original Agreement was related to training and maintaining accreditation.

(7:50:58) – Member Puliz stated that, having been a businessman for 42 years, he would have voted for an at-will employment contract instead of a yearly renewal. He believed that having an annual contract was poor business practice.

(7:55:29) – Member Hamilton agreed with Member Hutter and Member Puliz and believed that the Authority should do a better job at evaluating the Airport Manager and suggested doing so every month so there would be some type of measurement to show whether progress is being made and become “a faster-acting group.”

(7:56:35) – Chairperson Golden stated that there was no reason that the current Agreement could not be terminated by a vote and the Manager continue his employment as an at-will employee and did not believe it was a good agreement for the benefit of the Airport. He noted that the Members represent the Airport and not an employee. He read the following from the Agreement:

*“The Chairman of the Airport Authority may take disciplinary action on matters for cause in lieu of termination and such action shall include notice to the Manager and a right of review by the CCAA of actions taken” and “failure to follow through on requests or directions made by the CCAA, such that said failure impedes the business of the Airport/CCAA” as a matter “for cause.”*

Chairperson Golden mentioned that one of the reasons Mr. Moen was hired and why Chairperson Golden was in favor of hiring Mr. Moen was because he had worked for the Director of Economic Development managing general aviation properties in Reno, and he was hired to support economic development at the Airport. He read the following essential core function from the Agreement:

*“Develop and implement plans for economic and business development that work to maximize the use of land side and airside Airport owned lands to enhance budget and ensure the future financial visibility of the Airport.”*

Chairperson Golden pointed out that Mr. Moen had been employed with the Airport for three years, and a new land lease had not been signed within the past three years. He noted that the Authority also needed to take responsibility for having not signed a new land lease.

(8:00:33) – Vice Chairperson Harris commented that the item was sounding like a performance review when he expected a discussion about contracts and believed that Chairperson Golden was “way off topic.” Discussion ensued, during which Treasurer Rogers stated that an open, candid conversation with employees did not belong in a public forum but rather in a yearly performance review. Chairperson Golden disagreed with Treasurer Rogers because he was advised by Mr. Tackes that the best way to have the current discussion for the sake of transparency was in an open meeting in accordance with the Open Meeting Law (OML). Vice Chairperson Harris agreed with Treasurer Rogers’ comment and clarified the suggestion to follow the process outlined in the Agreement and sharing the results of the conversation, which he believed was “much more appropriate.” He apologized to Mr. Moen for his involvement in the survey and stated that it was “not at all how I imagined it being used ... and now it’s just been turned into everything I hoped it wouldn’t ... I wanted it to be a benchmark so we could look for improvement.” He also apologized for “this despicable performance review you are getting today,” as he believed that the only thing that would come out of the discussion was disengagement. He also commented that Mr. Moen had also always taken Vice Chairperson Harris’ feedback at the meetings and put them to good use.

(8:08:44) – Mr. Tackes confirmed that he had advised Chairperson Golden that “if you are going to look at that review window, this is the time to do it because you cannot look at it a month from now; it will not be ripe again for another year.” He stated that it sounded like Chairperson Golden was being cut off from presenting reasons

why he believed that review window should be considered. He did not believe that the discussion was a “rehash” of the previous item regarding the survey, and his legal advice was to “hear [Chairperson Golden] out to find out what his rationale is” as the correct approach under the OML.

(8:10:20) – Member Hamilton stated that a problem had been identified and needed to be fixed and remarked that he had two people chase him back to his hangar to make sure that he represented them during this meeting and worked to find a solution. He believed the solution was being ignored by the Authority and it was getting frustrating that the Authority was not addressing the problem when the survey had addressed the problem, and the Authority needed to solve it with the contract potentially being one way to do so. He wished to modernize the Agreement to the CCAA’s current needs. Vice Chairperson Harris believed the time to revise the Agreement was when the Airport had a new Manager and that the current Agreement should stay in place until Mr. Moen’s employment ceases because the terms of the Agreement were part of the value of the position that would be taken away. He stated that altering the Agreement was “extremely unfair.”

(8:13:21) – Chairperson Golden wished that Vice Chairperson Harris “had the same concern for our Airport tenants” and reminded the Members that he had authority to take disciplinary actions per the Agreement that Mr. Moen had signed. Vice Chairperson Harris believed that it would be best to raise terminating the contract as a motion. Member Puliz also wished to take a vote on the matter, and Chairperson Golden stated that he had promised Mr. Moen that the matter would not be a negotiation.

**(8:15:34) – Chairperson Golden recessed the meeting and reconvened the meeting at 8:29 p.m.**

(8:29:57) – Chairperson Golden announced that he and Vice Chairperson Harris had consulted during the break and read the following from the Employment Agreement regarding “Reporting Relationships”:

*“[The Manager] Reports to the Carson City Airport Authority; primary contact with the Chairman of the Authority, as well as, other officers and Authority Members.”*

He suggested that the Agreement be terminated by a vote of the Authority effective immediately, and the Manager continue his employment with the Authority under the same economic terms and conditions and the duties as set forth in the Agreement, and that Sections 6.1(c), 6.3, and 6.4(c) all be deleted and strike the automatic renewal in Section 1.4 in order to convert the document to an at-will Agreement. He mentioned the other option of terminating the Agreement as well as Mr. Moen’s employment, which he clarified he was not advocating for. Mr. Tackes affirmed that the Authority could legally take the action described by Chairperson Golden, and Chairperson Golden entertained a motion.

**(8:38:10) – MOTION: Member Hamilton moved to terminate the existing Employment Agreement and to continue employment with [Mr. Moen] on the same economic terms and conditions and all other terms and conditions set forth in the Employment Agreement with the automatic renewal being removed, the termination for cause provision being removed, and the termination pay for cause being removed.**

Chairperson Golden clarified that the salary would need to be reflected in the Agreement and would be worked out with the Authority and Mr. Moen at Mr. Moen's current rate of pay.

(8:40:03) – Vice Chairperson Harris noted that there were other parts of the Agreement that would need to be brought up to date regarding benefits.

(8:40:25) – Member Hutter wished to specify that the Employment Agreement would be the same terms and conditions with the articulated parts of the Agreement removed rather than entering into another employment contract that happens to not automatically renew “because that goes down a weird road because if you have pulled out the termination for cause definitions, you are now in a strange space if it is indeed an employment contract that runs a term of a year.” He suggested taking “the things that are important and meaningful in clarifying aspects of the job from this Agreement and [articulating] them in an at-will employment offer.”

(8:44:21) – In response to Member Hutter's question, Mr. Tackes indicated that he did not see anything in the Agreement that the Authority should be aware of in a legal sense and/or that the Authority would not want for the position. He stated that if the termination provisions are removed from the document, the Agreement may be utilized instead as the terms for an employment at-will offer.

(8:45:18) – Vice Chairperson Harris proposed working on an employment offer letter to Mr. Moen at another time and take action at this meeting on whether or not Mr. Moen keeps his current contract. Member Hutter and Mr. Tackes pointed out that the Authority has approximately 60 days before the Agreement expires to outline the terms of the at-will employment offer to provide to Mr. Moen so he has the assurance and has “no break in employment.”

(8:47:11) – Chairperson Golden entertained a new motion to terminate the Employment Agreement at this time. Mr. Tackes offered the terminology for the motion “to give notice of termination at this time.”

(8:48:30) -- Member Hutter suggested an amended motion.

**(8:49:42) – MOTION: Member Hutter moved to give notice of termination, as defined in the Employment Agreement, and allow the Employment Agreement to thus expire at the end of its one-year term.** Chairperson Golden entertained discussion. Member Hutter commented that he supported the motion as presented because of some of the flaws and deficiencies he had noted in the Agreement itself, and he believed that an at-will Agreement provides the Airport Authority with flexibility for collaborative improvement in service of the Airport community, to look at definitions of performance improvement, and for periodic review. Member Puliz echoed Member Hutter's comment and wished to clarify that the Agreement needed to be replaced by an at-will Employment Agreement that does not in any way take away the economic benefits currently enjoyed with the current contract.

(8:53:16) – Treasurer Rogers wished for the Authority Members to “discipline” themselves to accomplish regular performance reviews with metrics in order to show the community that they care and are taking action. Chairperson Golden agreed with Treasurer Rogers' comment.

(8:54:39) – When no further discussion was forthcoming, Chairperson Golden called for a vote.

|                    |                                        |
|--------------------|----------------------------------------|
| <b>RESULT:</b>     | <b>APPROVED (5-2-0)</b>                |
| <b>MOVER:</b>      | Hutter                                 |
| <b>SECONDER:</b>   | Puliz                                  |
| <b>AYES:</b>       | Golden, Jones, Hamilton, Puliz, Hutter |
| <b>NAYS:</b>       | Harris, Rogers                         |
| <b>ABSTENTIONS</b> | None                                   |
| <b>ABSENT:</b>     | None                                   |

(8:55:05) – **MOTION:** Member Hutter moved that, between now and the time of the expiration of the Manager’s Employment Agreement, the Authority draft and present to the Manager an at-will employment offer reflective of his current salary, benefits, and, generally speaking, the terms in description of the rule as described in the Employment Agreement that is expiring. Chairperson Golden entertained discussion and, when none was forthcoming, called for a vote.

|                    |                                                        |
|--------------------|--------------------------------------------------------|
| <b>RESULT:</b>     | <b>APPROVED (7-0-0)</b>                                |
| <b>MOVER:</b>      | Hutter                                                 |
| <b>SECONDER:</b>   | Puliz                                                  |
| <b>AYES:</b>       | Golden, Harris, Rogers, Jones, Hamilton, Puliz, Hutter |
| <b>NAYS:</b>       | None                                                   |
| <b>ABSTENTIONS</b> | None                                                   |
| <b>ABSENT:</b>     | None                                                   |

(8:56:33) – Chairperson Golden suggested scheduling a special meeting of the CCAA before March 22, 2021, the expiration date of the Employment Agreement, and have a “Manager’s employment review.” Mr. Tackes suggested that an employment offer be prepared for Mr. Moen by the next regular meeting in February 2021

#### **4. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW AND UPDATE STRATEGIC WORK PLAN FOR NEXT YEAR.**

(8:57:55) – Chairperson Golden agreed to reschedule this item for a later date.

#### **I. AIRPORT ENGINEER’S REPORT.**

(8:58:26) – Chairperson Golden introduced the item, and Mr. Moen noted that the Airport Engineer’s Report was incorporated into the agenda materials and offered to entertain any questions.

#### **J. AIRPORT MANAGER’S REPORT.**

(8:58:44) – Chairperson Golden introduced the item, and Mr. Moen referenced his report, which is incorporated into the record, and responded to clarifying questions.

**K. LEGAL COUNSEL’S REPORT.**

(9:04:25) – Mr. Tackes did not have any additional items to report.

**L. TREASURER’S REPORT.**

(9:04:29) – Chairperson Golden introduced the item and noted that the Annual Budget would be coming up on the CCAA agenda. He suggested that Treasurer Rogers and Mr. Moen prepare a tentative Budget for review by Members through email.

**M. REPORT FROM AUTHORITY MEMBERS.**

(9:08:21) – Chairperson Golden entertained Member reports; however, none were forthcoming.

**N. PUBLIC COMMENT.**

(9:08:28) – None.

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

As articulated during CCAA discussion.

**P. ACTION ON ADJOURNMENT.**

**(9:08:45) – Chairperson Golden adjourned the meeting at 9:08 p.m.**

The Minutes of the January 20, 2021 Carson City Airport Authority regular meeting are so approved on this 17<sup>th</sup> day of February 2021.