

MINUTES
Regular Meeting
Carson City Airport Authority (CCAA)
August 16, 2023 ● 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 – Paul Hamilton	Member – Karl Hutter
Member – Michael Golden	

Staff

Steve Tackes – Airport Counsel
Corey Jenkins – Airport Manager
Danielle Howard – Public Meetings Clerk
Minutes by: 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 www.carson.org/minutes.

A. CALL TO ORDER, ROLL CALL, AND DETERMINATION OF QUORUM

(5:31:16) – Chairperson Puliz called the meeting to order at 5:31 p.m. Roll was called, and a quorum was present.

Attendee Name	Status	Arrived
Chairperson Tim Puliz	Present	
Vice Chair Harlow Norvell	Present	
Treasurer Jon Rogers	Present	
Member Michael Golden	Present	
Member Paul Hamilton	Present	
Member Curtis Horton	Present	
Member Karl Hutter	Absent	

B. PLEDGE OF ALLEGIANCE

(5:31:50) – Led by Mr. Jenkins.

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

(5:32:17) – Chairperson Puliz introduced the item and entertained comments or a motion to approve the June 21, 2023 minutes as presented.

(5:32:39) – Vice Chair Norvell so moved. Treasurer Rogers seconded the motion.

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

D. MODIFICATION OF THE AGENDA.

(5:33:07) – Chairperson Puliz noted that there were no modifications to the agenda.

E. PUBLIC COMMENT.

(5:33:21) – Chairperson Puliz entertained public comments; however, none were forthcoming.

F. AIRPORT ENGINEER'S REPORT

(5:33:52) – Chairperson Puliz introduced the item. Armstrong Consultants Nadine Burgard and Mike Dikun presented the report, which is incorporated into the record. Mr. Dikun provided an update on the snow removal equipment. Ms. Burgard provided updates on the Aeronautical Survey for Nighttime Approach project. She reported that a grant offer letter for the Snow Removal Equipment Building is pending and should arrive in September. Mr. Dikun responded to clarifying questions.

G. CONSENT AGENDA

(5:38:10) – Chairperson Puliz introduced the item and entertained a motion.

(5:38:50) – Vice Chair Norvell moved to approve the Consent Agenda as submitted. Member Hamilton seconded the motion.

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

1. FOR POSSIBLE ACTION: AWARD AND EXECUTE FAA CONTRACT FOR AIP 43 (PHASE 3 APPROACH LIGHTING CONSTRUCTION) TO THE RESPONSIVE APPARENT LOW BIDDER, TITAN ELECTRICAL CONTRACTING, INC., IN THE AMOUNT OF \$236,557.50

H. PUBLIC HEARINGS

1. FOR DISCUSSION AND POSSIBLE ACTION: CCAA RFQ COMMITTEE TO PRESENT DATA COLLECTED AND RESULTANT RANKING REGARDING APPLICANTS FOR AIRPORT ARCHITECTURAL/ENGINEERING AND PLANNING SERVICES CONTRACT(S); CCAA TO DETERMINE RANKING OF CONSULTANTS AND AUTHORIZE AIRPORT MANAGER TO ENGAGE IN FEE NEGOTIATIONS WITH HIGHEST RANKED CONSULTANT(S).

(5:40:05) – Chairperson Puliz introduced the item. Mr. Jenkins referenced the Board Memo and the Statements of Qualifications and Score Sheets for Coffman & Associates for planning services and Wood Rodgers and Armstrong Consultants for architectural/engineering services. Mr. Tackes responded to clarifying questions.

(5:43:46) – Treasurer Rogers said he favored both submissions for architectural/engineering services and found them both to be professional.

(5:44:57) – In response to Treasurer Rogers' question, Mr. Jenkins reported that he had not worked with Wood Rodgers in the past but stated that the consultants have provided work for the CCAA indirectly as a subcontractor. He added that the CCAA has worked with Armstrong Consultants in the past and described them as a "fantastic company."

(5:45:54) – Mr. Tackes indicated that the Airport has had many dealings with principals from Wood Rodgers and they were "very helpful." He echoed Mr. Jenkins comments, stating that there is value in knowing and having worked with a consultant.

(5:47:12) – In response to a question from Treasurer Rogers, Mr. Jenkins stated that the current contract with Armstrong Consultants ends in November and a new contract would be executed around that time. He added that regardless of the decision, he would like Armstrong Consultants to continue with projects they had already started.

(5:48:09) – Chairperson Puliz entertained public comments; however, none were forthcoming.

(5:48:22) – Member Golden moved to accept the composite rankings as delivered and authorize staff to proceed with the negotiation phase with Wood Rodgers and Coffman & Associates.

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

I. AIRPORT MANAGER'S REPORT

(5:49:14) – Chairperson Puliz introduced the item. Mr. Jenkins presented his report, which is incorporated into the record. He reported a 4 percent gain in fuel flowage over last year for the month of August, crediting a new fixed based operator (FBO) in the field. Mr. Jenkins reported on discussions with developers regarding the building of hangars and airport businesses that are interested in moving to the area. He noted that Kim Pilant, the current clerical assistant providing services for the Airport, scheduled meetings with the Northern Nevada Developer’s Association and the Western Nevada Development District to help locate grants that could be used for additional staffing. Mr. Jenkins reported a “noticeable” increase in noise complaints. He noted a reduction in coyote and ground squirrel activity around the Airport. Mr. Jenkins stated that Chairperson Puliz has volunteered to create decals for the new sign for the local FBOs. He reported that interviews are underway for the vacant Airport Operations and Maintenance positions. Mr. Jenkins revealed 3,000 total aircraft operations in June and 3,215 in July.

(6:03:00) – Treasurer Rogers recommended improving “the big wide Airport sign.”

(6:03:13) – In response to Treasurer Rogers’ question, Mr. Jenkins stated that the first interview panel includes Chair Puliz, Member Hamilton, and Rick Lee. He added that the second round of interviews would include himself and Mr. Lee. Mr. Jenkins explained the new positions’ initial tasks and workload.

J. LEGAL COUNSEL’S REPORT

(6:07:35) – Mr. Tackes provided an update on an Open Meeting Law complaint that was filed against the CCAA in 2021 because an agenda was not posted on the State webpage. He reported that the complaint would likely be rectified soon.

K. TREASURER’S REPORT

(6:10:33) – Chairperson Puliz introduced the item and Treasurer Rogers referenced the Budget vs. Actuals: CCAA Final Budget 22/23, which is incorporated into the record. He reported that the results were “very similar” to the previous two years. Treasurer Rogers stated that the CCAA is in a “solid financial position” to accomplish capital projects and goals.

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

(6:13:46) – Chairperson Puliz entertained Member reports. Member Golden recommended that CCAA post an event flyer for an upcoming barbecue event to avoid a violation of Open Meeting Law, since a quorum of Members would be present. Mr. Tackes clarified that the Open Meeting Law allows for Members to attend social events as long as they avoid discussing CCAA business.

(6:15:53) – Chairperson Puliz thanked Ms. Burgard, Mr. Dikun, and Chris Nocks of Armstrong Consultants and stated that they have “been a pleasure to work with.” He added that the vote against them was not due to poor performance.

M. PUBLIC COMMENT.

(6:17:15) – Chairperson Puliz entertained public comments. Deni French introduced himself as a Carson City resident and stated that “I was one of the people that called and said, ‘Hey could you ask them to fly higher.’ I was very fortune in my life to have pilots in the family and I know it’s harder to get the plane up in certain weather and climates, I take that all into consideration. I just don’t want to see the nuts and bolts of the bottom side of your plane when you go over. And some of the planes sound like they’re a little out of tune and I know that’s a little off for a person that’s not a specialist but just remind everybody to keep their maintenance up real good.”

(6:18:49) – Chair Puliz agreed and stated that “Staff has taken it very seriously trying to see if there’s any way we can safely mitigate some of that sound.”

N. AGENDA ITEMS FOR NEXT REGULAR MEETING

(6:19:25) – Chairperson Puliz entertained requests for agenda items for the next CCAA meeting; however, none were forthcoming.

O. ACTION ON ADJOURNMENT.

(6:19:42) – Chairperson Puliz adjourned the meeting at 6:19 p.m.

The Minutes of the August 16, 2023, Carson City Airport Authority meeting are so approved on this 18th day of October 2023.