

MINUTES
Regular Meeting
Carson City Airport Authority (CCAA)
October 18, 2023 ● 5:30 PM
Community Center Robert “Bob” Crowell Board Room
851 East William Street, Carson City, Nevada

Authority Members

Vice Chair – Harlow Norvell

Treasurer – Jon Rogers

Member – Paul Hamilton

Member – Michael Golden

Member – Curtis Horton

Member – Karl Hutter

Staff

Steve Tackes – Airport 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 www.carson.org/minutes.

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

(5:30:05) –Vice Chair Norvell called the meeting to order at 5:30 p.m. Roll was called, and a quorum was present.

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

B. PLEDGE OF ALLEGIANCE

(5:30:28) – Led by Treasurer Rogers.

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

(5:30:56) – Vice Chair Norvell introduced the item and entertained comments or a motion to approve the August 16, 2023 and September 20, 2023 minutes as presented.

(5:31:42) –Member Horton so moved. Treasurer Rogers seconded the motion.

RESULT:	APPROVED (4-0-0)
MOVER:	Horton
SECONDER:	Rogers
AYES:	Norvell, Rogers, Hamilton, Horton
NAYS:	None
ABSTENTIONS	None
ABSENT:	Golden, Hutter

D. MODIFICATION OF THE AGENDA.

(5:32:06) – Vice Chair Norvell noted that there were no modifications to the agenda.

E. PUBLIC COMMENT.

(5:32:18) – Vice Chair Norvell entertained public comments; however, none were forthcoming.

F. AIRPORT ENGINEER’S REPORT

(5:32:53) – Vice Chair Norvell introduced the item. Nadine Burgard of Armstrong Consultants joined the meeting via WebEx. Ms. Burgard presented the Airport Engineer’s report, which is incorporated into the record. She provided updates on snow removal equipment, the Aeronautical Survey for Nighttime Approach, and the Snow Removal Equipment Building.

G. CONSENT AGENDA

(5:34:57) – Vice Chair Norvell introduced the items and entertained requests to pull items from the Consent Agenda, and entertained a motion.

(5:35:15) – Treasurer Rogers moved to approve the Consent Agenda as submitted. Member Hamilton seconded the motion.

RESULT:	APPROVED (4-0-0)
MOVER:	Rogers
SECONDER:	Hamilton
AYES:	Norvell, Rogers, Hamilton, Horton
NAYS:	None
ABSTENTIONS	None
ABSENT:	Golden, Hutter

1. FOR POSSIBLE ACTION: APPROVE PROFESSIONAL SERVICES AGREEMENT (PSA) WITH WOOD RODGERS AND ASSOCIATES TO SERVE AS THE AIRPORT ENGINEERING CONSULTANT FOR A PERIOD OF FIVE YEARS.

2. FOR DISCUSSION AND POSSIBLE ACTION: APPROVE A LEASE AMENDMENT FOR AT&T WIRELESS SERVICES, INC. FOR THE ADDITION AND MODIFICATOIN OF EQUIPMENT.

H. PUBLIC HEARINGS

None.

G. AIRPORT MANAGER'S REPORT

(5:36:02) – Vice Chair Norvell introduced the item. Mr. Jenkins presented his report, which is incorporated into the record. Mr. Jenkins reported that a funding application for engineering on the Terminal Building was submitted through the Bipartisan Infrastructure Law (BIL). He noted that training was “going well” for the new Airport Operations and Maintenance Technician Cody Puchalski. Mr. Jenkins stated that restoration work on the Airport sign has been completed. He announced that the Nevada Day Parade would feature the Carson City Airport Truck with the Sheriff's Aero Squadron. Mr. Jenkins reported that Airport staff participated in an emergency management preparedness workshop led by Carson City Emergency Manager Jon Bakkedahl and that the Airport is planning for tabletop and practical emergency response exercises. He provided an update on the Leadership Conference with the Carson City Chamber of Commerce. Mr. Jenkins noted 3,366 total aircraft operations in September. He stated that a gear-up landing took place in September and added that he and the pilot recovered the aircraft and that he believed there were no impacts to the public.

(5:43:27) – In response to Treasurer Rogers' question on funding for engineering on the terminal building, Mr. Jenkins stated potential funds are available through the U.S. Department of Commerce for the Terminal Building and said he would continue to pursue them. He clarified that the application submitted through BIL is “a unique funding opportunity for the Airport but it is more of a standard funding available for airports” and added that BIL funding is competitive and said that the Airport may not be selected.

J. LEGAL COUNSEL'S REPORT

(5:46:20) – Vice Chair Norvell introduced the item. Mr. Tackes did not have any additional items to report.

K. TREASURER'S REPORT

(5:46:31) – Vice Chair Norvell introduced the item and Treasurer Rogers stated that the report numbers looked similar to those of previous years and that they were “in good shape.”

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**

(5:46:48) – Vice Chair Norvell entertained Member reports. Member Hamilton reported on “amazing” progress after the hiring of Mr. Puchalski and added that he had done an “excellent job.”

(5:47:53) – In response to Treasurer Rogers’ question on the training period of Mr. Puchalski, Mr. Jenkins confirmed that that after the training period was complete, the two maintenance staff members’ shifts would stagger to ensure that there was longer coverage for each day. He added that there was not a set date for completion of the training.

(5:48:54) – Vice Chair Norvell noted the presence of Dean Schultz of Wood Rodgers and thanked him for attending the meeting.

M. PUBLIC COMMENT.

(5:49:57) – Vice Chair Norvell entertained public comments; however, none were forthcoming.

N. AGENDA ITEMS FOR NEXT REGULAR MEETING

(5:50:09) – Vice Chair Norvell entertained requests for agenda items for the next CCAA meeting; however, none were forthcoming.

O. ACTION ON ADJOURNMENT.

(5:50:27) –Vice Chair Norvell adjourned the meeting at 5:50 p.m.

The Minutes of the October 18, 2023, Carson City Airport Authority meeting are so approved on this 15th day of November 2023.