

MINUTES
Regular Meeting
Carson City Airport Authority (CCAA)
Wednesday, July 15, 2020 ● 5:30 PM

Authority Members

Chair – Michael Golden	Vice Chair – Bradley Harris
Treasurer – Jon Rogers	Member – John Barrette
Member – Paul Hamilton	Member – Tim Puliz

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.

Audio recordings and the meeting minutes of the Carson City Airport Authority meetings are available on www.carson.org/minutes.

A. CALL TO ORDER AND DETERMINATION OF QUORUM

(5:35:15) – Chairperson Golden called the meeting to order at 5:35 p.m.

(5:35:38) – Roll was called, and a quorum was present.

Attendee Name	Status	Arrived
Chairperson Michael Golden	Present	
Vice Chair Bradley Harris	Present	
Treasurer Jon Rogers	Present	
Member John Barrette	Present	5:36 p.m.
Member Paul Hamilton	Present	
Member Tim Puliz	Present	

B. PLEDGE OF ALLEGIANCE

(5:36:45) – Led by Vice Chairperson Harris.

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

(5:37:56) – Chairperson Golden introduced the item. Mr. Moen explained that, due to technical difficulties with the audio recording from the June 17, 2020 CCAA meeting, the meeting minutes were recreated through the notes taken during the meeting. Mr. Moen also noted that the minutes were not attached to the Board Packet or sent to

the Members; therefore, Chairperson Golden made the decision not to approve the minutes of the June 17, 2020 meeting.

D. MODIFICATION OF AGENDA

(5:38:39) – Chairperson Golden noted that there were no modifications to the Agenda.

E. PUBLIC COMMENT

(5:38:48) – Chairperson Golden entertained public comments; however, none were forthcoming.

F. PUBLIC HEARINGS

1. FOR POSSIBLE ACTION: PROCUREMENT OF AIRPORT OPS VEHICLE RESEARCH.

(5:38:58) – Chairperson Golden introduced the item. Mr. Moen referenced the Board Memo and presented the accompanying documents, all of which are incorporated into the record.

(5:43:04) – Chairperson Golden entertained Authority discussion, and there was consensus among the Authority to direct Mr. Moen to purchase a standard vehicle that fits within the budget. No formal action was taken on the item.

2. FOR POSSIBLE ACTION: APPROVE FINAL DESIGN OF E COLLEGE PARKWAY LANDSCAPE PLAN.

(5:45:03) – Chairperson Golden introduced the item. Mr. Moen referenced the Board Memo and presented the accompanying documents, all of which are incorporated into the record, and responded to clarifying questions.

(5:57:27) – Chairperson Golden entertained Member discussion. Member Hamilton commented on the extra maintenance work the plan would add on top of the existing maintenance of the Airport itself. Mr. Moen noted that the plants that were picked out for the plan are designed to be minimal maintenance and climate-friendly for the amount of water they require, and he assured that money would not be spent on landscaping that cannot be maintained.

(6:02:52) – Treasurer Rogers recommended authorizing Mr. Moen to get some bids on the project so the Authority could figure out the costs. He also was in favor of starting the hardscape work at this time or quickly doing so in conjunction with the airside work so the Airport could make progress while not excessively spending. Vice Chairperson Harris, Member Puliz, and Member Barrette agreed with Treasurer Rogers's comment. Chairperson Golden advised Mr. Moen to bring some bids on the plan back to the Authority. No formal action was taken on the item.

3. FOR POSSIBLE ACTION: CONSIDERATION OF LETTER OF INTEREST (LOI) FROM HIGH PLANE HANGARS NV LLC TO LEASE APPROXIMATELY 34,000 SF +/- OF LEVEL GROUND NEXT TO MOUNTAINVIEW COMMUNITY ASSOCIATION HANGARS.

(6:05:45) – Chairperson Golden introduced the item. David Vincent of High Plane Hangars NV, LLC introduced himself, and Mr. Moen referenced the Board Memo and accompanying documents, all of which are incorporated into the record. Mr. Tackes elaborated on the requirements that the Authority has under Nevada Revised Statute (NRS) 496, which included the Authority getting an appraisal, doing a resolution, setting the terms, doing a public publication, inviting bids, opening bids, and awarding a lease. He added that, for “storage only” hangars, as long as the Authority gives notice that they intend to consider a lease at a CCAA meeting and they have an appraisal in hand, then the Authority can lease land for that purpose.

(6:13:40) – Mr. Vincent stated that once High Plane Hangars NV, LLC has gotten the bids, then investors could be solicited to start the project. He stated that the project would cost approximately \$81 to \$83 per square foot, which would cost approximately \$1.6 million in total to build six hangars. Mr. Vincent and Mr. Tackes also responded to clarifying questions.

(6:22:45) – Chairperson Golden advised Mr. Moen to work with Mr. Vincent in getting an appraisal underway. No formal action was taken on the item.

4. FOR POSSIBLE ACTION: POST AND ADVERTISE POSITION VACANCY FOR AIRPORTS OPERATIONS TECHNICIAN.

(6:23:13) – Chairperson Golden introduced the item. Mr. Moen presented the Board Memo, which is incorporated into the record.

(6:27:47) – In response to Chairperson Golden’s question, Mr. Moen stated that he would advertise for the vacant position through specialty boards as well as by personally reaching out to the regional airports. He also mentioned that he had done some preliminary canvassing of some candidates that he was aware of who could possibly fill the position.

(6:29:01) – Chairperson Golden entertained Member comments and questions, and Mr. Moen responded to clarifying questions. Chairperson Golden advised Mr. Moen to work with Vice Chairperson Harris to come up with a position description. No formal action was taken on the item.

G. AIRPORT ENGINEER’S REPORT.

(6:33:41) – Chairperson Golden introduced the item. Mr. Moen referenced the report, which is incorporated into the record, and informed that the Airport had received the Airport Improvement Program (AIP) Grant for #33, which is for improving defense and the access gate replacement and the runway rehabilitation project. He added

that the Authority would need to come back to the Board for approval of and to award the contract through a two-phase process and requested scheduling a special meeting to award the contract for the runway rehabilitation project.

H. AIRPORT MANAGER'S REPORT.

(6:48:55) – Chairperson Golden introduced the item. Mr. Moen referenced his report and the accompanying documents, all of which are incorporated into the record, and responded to clarifying questions.

I. LEGAL COUNSEL'S REPORT.

(6:59:18) – Chairperson Golden introduced the item. Concerning the Airport Manager's Report, Mr. Tackes addressed that he did not believe that the information in the last section regarding where the easements and the access points are was accurate.

J. TREASURER'S REPORT.

(7:00:56) – Treasurer Rogers reported on the Balance Sheet, which is incorporated into the record, and highlighted that the Airport had gone from having \$1,080,497.52 in cash to \$1,220,462.76 in cash over the span of a year.

K. REPORT FROM AUTHORITY MEMBERS.

(7:04:10) – Discussion ensued regarding scheduling a date and time for the CCAA special meeting, and the consensus among the Authority was to schedule the special meeting for Thursday, July 23, 2020 at 4:00 p.m.

L. PUBLIC COMMENT.

(7:06:10) – Chairperson Golden entertained public comments; however, none were forthcoming.

M. AGENDA ITEMS FOR NEXT REGULAR MEETING.

(7:06:15) – Chairperson Golden entertained Agenda item suggestions; however, none were forthcoming.

N. ACTION ON ADJOURNMENT.

(7:06:22) – Chairperson Golden adjourned the meeting at 7:06 p.m.

The Minutes of the July 15, 2020 Carson City Airport Authority regular meeting are so approved on this 19th day of August, 2020.