



# STAFF REPORT

**Report To:** Board of Supervisors                      **Meeting Date:** November 5, 2020

**Staff Contact:** Nancy Paulson, City Manager

**Agenda Title:** For Possible Action: Discussion and possible action regarding the appointment of two members to the Airport Authority to fill the "Manufacturer" and "Fixed Base Operator" positions, each for a term ending in October, 2024. (Nancy Paulson, npaulson@carson.org)

Staff Summary: The Airport Authority creates a seven member authority as appointed by the Board of Supervisors. The member categories are as follows: (1) three members who represent the general public – at least one of these members must be a city official selected by the Board of Supervisors and one must be a pilot who, at the time of appointment, owns and operates an aircraft based at the airport; (2) two members who are manufacturers in the Carson City industrial airport; and (3) two members who are fixed base operators at the airport. There are vacancies for two expired terms; applications were received from Karl Hutter for the "Manufacturer" position and Paul Hamilton for the "Fixed Base Operator" position.

**Agenda Action:** Formal Action / Motion                      **Time Requested:** Consent

**Proposed Motion**

I move to appoint Karl Hutter to the "Manufacturer" position and Paul Hamilton to the "Fixed Base Operator" position, each for a term ending in October, 2024.

**Board's Strategic Goal**

Quality of Life

**Previous Action**

N/A

**Background/Issues & Analysis**

**Applicable Statute, Code, Policy, Rule or Regulation**

The Airport Authority Act for Carson City, Chapter 844, Statutes of Nevada 1989

**Financial Information**

**Is there a fiscal impact?** No

**If yes, account name/number:**

**Is it currently budgeted?**

**Explanation of Fiscal Impact:**

**Alternatives**

**Attachments:**

[Airport Authority Packet 11-5-20.pdf](#)

**Board Action Taken:**

Motion: \_\_\_\_\_

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_

Aye/Nay

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Vote Recorded By)



Carson City, NV


## Airport Authority

### Board Details

Agrees to manage, control, operate, improve and maintain Carson City Airport.

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### Overview

 **Size** 7 Seats

 **Term Length** 4 Years

 **Term Limit** 1 Term

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### Additional

#### Meetings

•6:00 p.m. •Every third Wednesday of each month •Community Center, Sierra Room 851 East William Street, Carson City, Nevada

#### Powers & Duties

•Maintain and guide the growth of the Carson City Airport •Make all operational decisions for the Airport

#### Additional Information

[NRS Ch 844 - 2019.pdf](#)



Carson City, NV

# Airport Authority

## Board Roster



**John Barrette**

**1st Term** Jan 06, 2017 - Jan 31, 2021

**Position** Board of Supervisors

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**Michael Golden**

**1st Term** Oct 19, 2017 - Oct 31, 2021

**Position** Fixed Based Operator

**Office/Role** Chair

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**Paul Hamilton**

**1st Term** Nov 15, 2018 - Oct 31, 2020

**Position** Fixed Based Operator

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**Bradley G Harris**

**1st Term** Oct 19, 2017 - Oct 31, 2021

**Position** Citizen at Large

**Office/Role** Vice Chair

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**Timothy A. Puliz**

**1st Term** Oct 17, 2019 - Oct 31, 2023

**Position** Pilot

**Office/Role** P

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**Jon Rogers**

**1st Term** Dec 07, 2017 - Oct 31, 2021

**Position** Manufacturer

**Office/Role** Treasurer



**Clyde Simmons**

**1st Term** Jun 20, 2019 - Oct 31, 2020

**Position** Manufacturer

## Profile

Karl G Hutter  
First Name Middle Initial Last Name

karl.hutter@clickbond.com  
Email Address

175 Knightsbridge Ct   
Street Address Suite or Apt

Reno NV 89511  
City State Postal Code

Mobile: (310) 989-8084 Business: (775) 885-8000  
Primary Phone Alternate Phone

### Which Boards would you like to apply for?

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None Selected

Question applies to Airport Authority

### Airport Authority Position I am applying for: \*

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Manufacturer

Question applies to multiple boards

### Why would you like to serve of this Board/Committee/Commission?

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My eligibility for this position is through my role as President & CEO of Click Bond, Inc., an aerospace product manufacturer located adjacent the Carson Airport. Additionally, as a pilot operating from and calling KCXP "home base" for many years, the continued financial and operational health of the airport, and the growth of its value to the citizens and the economy of our city and region are personal passions. I have previously served on the Authority, including as its Chairman for a period of time. It would be an honor to again serve the Airport and our Carson City community and I appreciate your consideration of my application.

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## Conflict of Interest

Question applies to multiple boards

### Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?

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Yes  No

Question applies to multiple boards

**Do you currently have a contract with Carson City for services/good?**

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Yes  No

Question applies to multiple boards

**If yes, please provide contract details:**

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Question applies to multiple boards

**Have you been convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?**

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Yes  No

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## Education

Note: only complete this section if a degree is required for this position

**College, Professional, Vocational or Other Schools attended:**

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University of Pennsylvania

**Major Subject:**

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Systems Engineering, Operations Management, Entrepreneurial Management

**Degree Conferred:**

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B.S.E. Systems Engineering, School of Engineering and Applied Science B.S.Econ - Operations Management, Wharton School of Business

**Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:**

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ATP Certificated Pilot, operator of multiple aircraft types -- experimental through turbine -- at Carson Airport. Degreed and experienced business leader. Active in local economic development and education. Experienced Board Member, including prior service on and leadership of Carson City Airport Authority.

**List the community organizations in which you have participated and describe participation:**

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Carson City Airport Authority

**List your affiliation with professional or technical societies: \*if required for the position.**

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Aerospace Industries Association General Aviation Manufacturers Association Experimental Aircraft Association NBAA, AOPA, AIAA National Association of Manufacturers

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Upload a Resume

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**Declaration to Accept Terms & Conditions**

I understand that my submitted application is considered public information. I understand the Board of Supervisors may require a pre-appointment background check for any position if deemed warranted.

**I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.**

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**I have read and understand the Carson City's Boards, Committees and Commissions Policies and Procedures.**

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I Agree \*



Karl G. Hutter  
175 Knightsbridge Ct.  
Reno, Nevada 89511  
(310) 989-8084  
[Karl.Hutter@clickbond.com](mailto:Karl.Hutter@clickbond.com)

**Objective:**

To continue to serve and support the operational and economic development of the Carson Airport in support of its vital role in our local and regional economy and community and to promote the energetic growth of general aviation and its benefits to the citizens of Carson City.

**Experience:**

Click Bond, Inc.	June 2000 - Present
<i>President &amp; CEO</i>	<i>April 2015 – Present</i>
<i>COO / CFO</i>	<i>April 2012 – April 2015</i>
<i>Vice President, Sales &amp; Marketing</i>	<i>June 2006 – April 2012</i>

**Education:**

University of Pennsylvania, Philadelphia, Pennsylvania, Graduated June 2000

B.S.E. Systems Engineering, School of Engineering and Applied Science  
B.S.Econ - Operations Management, Wharton School of Business

**Relevant Service / Board Leadership:**

Carson City Airport Authority, Member and Chairman  
Aerospace Industries Association, Executive Committee Member  
General Aviation Manufacturers Association (GAMA), Board Member  
National Association of Manufacturers (NAM), Executive Committee Member  
Cardigan Mountain School Board of Trustees, Executive Committee Member

## Profile

Paul \_\_\_\_\_ Hamilton \_\_\_\_\_  
First Name Middle Initial Last Name

paul@sportaviationcenter.com \_\_\_\_\_  
Email Address

2167 Table Rock Drive \_\_\_\_\_  
Street Address Suite or Apt

Carson City \_\_\_\_\_ NV \_\_\_\_\_ 89706 \_\_\_\_\_  
City State Postal Code

Home: (775) 772-8232 \_\_\_\_\_ Home: (775) 772-8232 \_\_\_\_\_  
Primary Phone Alternate Phone

### Which Boards would you like to apply for?

None Selected

Question applies to Airport Authority

### Airport Authority Position I am applying for: \*

Fixed Based Operator

Question applies to multiple boards

### Why would you like to serve of this Board/Committee/Commission?

To help the airport

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## Conflict of Interest

Question applies to multiple boards

### Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?

Yes  No

Question applies to multiple boards

### Do you currently have a contract with Carson City for services/good?

Yes  No

Question applies to multiple boards

**If yes, please provide contract details:**

---

Question applies to multiple boards

**Have you been convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?**

---

Yes  No

---

## **Education**

Note: only complete this section if a degree is required for this position

**College, Professional, Vocational or Other Schools attended:**

---

University of Nevada

**Major Subject:**

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Mechanical Engineering specializing in Aeronautics

**Degree Conferred:**

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BSME

**Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:**

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Common sense approach to issues

**List the community organizations in which you have participated and describe participation:**

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**List your affiliation with professional or technical societies: \*if required for the position.**

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[Upload a Resume](#)

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## **Declaration to Accept Terms & Conditions**

I understand that my submitted application is considered public information. I understand the Board of Supervisors may require a pre-appointment background check for any position if deemed warranted.

**I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.**

---

**I have read and understand the Carson City's Boards, Committees and Commissions Policies and Procedures.**

---

I Agree \*

Application for Carson City Airport Authority board member

Fixed Base Operator October 12, 2018

Paul Hamilton CFI, LSR-M, DPE

- Successful Flight school FBO at Carson City Airport since 2013 see [www.SportAviationCenter.com](http://www.SportAviationCenter.com) and [www.HangGlidingTahoe.com](http://www.HangGlidingTahoe.com)
- Private Pilot, Certificated Flight Instructor (CFI) and FAA Designated Pilot Examiner since 2004
- FAA Light Sport Aircraft Repairman - Maintenance LSR-M (Maintenance and Inspection for Airplane, Sailplane, Weight Shift Control Aircraft)
- Registered Professional Engineer Mechanical in Nevada (007638) inactive and California (28767) active
- Bio summary <http://sportaviationcenter.com/about-paul-hamilton/> and <http://sportaviationcenter.com/about-paul-hamilton/paul-hamilton-bio/>



Thank you for your consideration for this position

Paul Hamilton  
2167 Table Rock Drive  
Carson City NV 89706  
[Paul@SportAviationCenter.com](mailto:Paul@SportAviationCenter.com)

mobile 775.772.8232  
Aviation Training: [www.SportAviationCenter.com](http://www.SportAviationCenter.com)  
<https://www.facebook.com/SportAviationCenter/>  
Lake Tahoe Flights: [www.HangGlidingTahoe.com](http://www.HangGlidingTahoe.com)  
<https://www.facebook.com/HangGlidingTahoe/>  
Media Company: [www.adventure-productions.com](http://www.adventure-productions.com)  
Online Store: [www.Pilot-Stores.com](http://www.Pilot-Stores.com)  
Simulator Pilot Training: [www.SimulatorFlightTraining.com](http://www.SimulatorFlightTraining.com)  
Trike/accessory sales: [www.AviationTrikesForSale.com](http://www.AviationTrikesForSale.com)  
Weather To Fly (R): [www.WeatherToFly.com](http://www.WeatherToFly.com)  
On Line videos: [www.youtube.com/PaulDHamilton](http://www.youtube.com/PaulDHamilton)  
On Line Training: [www.Aviation-eLearning.com](http://www.Aviation-eLearning.com)

**Sec. 4. Board: Number, appointment, qualifications, terms and reappointment of members.**

1. The Authority is governed by the Board, which is composed of seven members appointed by the Board of Supervisors.

2. The Board of Supervisors shall appoint:

(a) Three members who represent the general public, but, except as otherwise provided in paragraph (b), not including any person described in paragraph (b) or (c). At least one of these members must be a city official selected by the Board of Supervisors and one must be a pilot who, at the time of appointment, owns and operates an aircraft based at the airport.

(b) Two members who are manufacturers and are within a 3-mile radius of the Carson City airport, but not including any person described in paragraph (c). If, after providing notice of a vacancy for the position of a member of the Board described in this paragraph, the Board of Supervisors is unable to find a qualified manufacturer to fill a position, the Board of Supervisors may appoint a member pursuant to this paragraph who represents the general public.

(c) Two members who are fixed base operators at the airport.

3. After the initial terms, the term of office of each member of the Board is 4 years. The city official who is appointed as a member of the Board is eligible for reappointment to the Board upon the expiration of his or her term. Each other member of the Board may not serve more than two consecutive terms, but may be reappointed after the lapse of 4 years.

(Ch. 844, [Stats. 1989 p. 2025](#); A — Ch. 439, [Stats. 1995 p. 1144](#); Ch. 16, [Stats. 2011 p. 30](#); Ch. 162, [Stats. 2019 p. 877](#))

**Sec. 5. Board: Oath and compensation of members.**

1. Each member of the Board shall file with the Clerk of Carson City his or her oath of office.

2. The members of the Board serve without compensation, but any member may be reimbursed for expenses actually incurred by the member for travel authorized by the Board.

(Ch. 844, [Stats. 1989 p. 2025](#))

**Sec. 6. Board: Election of officers; duties of Secretary and Treasurer.**

1. The Board shall elect a Chair, Vice Chair, Secretary and Treasurer from its members. The Secretary and the Treasurer may be one person. The terms of the officers expire on July 1 of each odd-numbered year.

2. The Secretary shall keep audio recordings or transcripts of all meetings of the Board and a record of all of the proceedings of the Board, minutes of all meetings, certificates, contracts, bonds given by employees, and all other acts of the Board. Except as otherwise provided in [NRS 241.035](#), the records must be open to the inspection of all interested persons, at a reasonable time and place. A copy of the minutes or audio recordings must be made available to a member of the public upon request at no charge pursuant to [NRS 241.035](#).

3. The Treasurer shall keep an accurate account of all money received by and disbursed on behalf of the Board and the Authority. The Treasurer shall file with the Clerk of Carson City, at the expense of the Authority, a fidelity bond in an amount not less than \$10,000, conditioned for the faithful performance of his or her duties.

(Ch. 844, [Stats. 1989 p. 2026](#); A — Ch. 373, [Stats. 2005 p. 1417](#); Ch. 98, [Stats. 2013 p. 334](#))

**Sec. 7. Board: Meetings; quorum; seal.**

1. The Board shall meet regularly at a time and in a place designated by the Board. Special meetings in an emergency may be held after notice to each member.

2. A majority of the members constitute a quorum at any meeting.

3. The Board shall adopt a seal.

(Ch. 844, [Stats. 1989 p. 2026](#))

**Sec. 8. Board: Compliance with certain laws.** The Board shall comply, without limitation, with the provisions of:

1. [Chapter 241](#) of NRS, concerning public meetings;

2. [Chapter 281A](#) of NRS, the Nevada Ethics in Government Law;

3. [Chapter 332](#) of NRS, the Local Government Purchasing Act; and

4. [NRS 354.470](#) to [354.626](#), inclusive, the Local Government Budget and Finance Act.

(Ch. 844, [Stats. 1989 p. 2026](#); A — Ch. 374, [Stats. 2001 p. 1829](#); Ch. 162, [Stats. 2019 p. 877](#))

**Sec. 9. Board: General powers.** The Board may:

1. Acquire:
  - (a) Real and personal property by lease, gift or devise for the purposes provided in this act.
  - (b) Personal property by purchase for the purposes provided in this act.
2. With the approval of the Board of Supervisors:
  - (a) Acquire real property by purchase for the purposes provided in this act.
  - (b) Except as otherwise provided in this paragraph, lease, sell or otherwise dispose of any property. If the Board sells or otherwise disposes of real property, the sale or other disposal must be made by public auction.
3. Recommend to the Board of Supervisors any specific changes in the laws governing zoning necessary to comply with the regulations of the Federal Aviation Administration or to limit the uses of the area near the airport to those least affected by noise.
4. Enter into an agreement regarding the sharing of resources, including, without limitation, the officers, employees, real property, facilities and equipment of Carson City, obligations and other matters regarding the Airport, subject to such terms and conditions as may be agreed upon by the Board and the Board of Supervisors.
5. Contract with any person to provide goods and services as necessary or desirable to the operation of the airport.
6. Employ a manager of the airport, fiscal advisers, engineers, attorneys and other personnel necessary to the discharge of its duties.
7. Apply to any public or private source for loans, grants, guarantees or other financial assistance.
8. Establish fees, rates and other charges for the use of the airport.
9. Regulate vehicular traffic at the airport.
10. Adopt, enforce, amend and repeal any rules and regulations necessary for the administration and use of the airport.
11. Take such other action as is necessary to comply with any statute or regulation of this State or of the Federal Government.

(Ch. 844, [Stats. 1989 p. 2026](#); A — Ch. 381, [Stats. 2005 p. 1417](#); Ch. 496, [Stats. 2005 p. 2680](#); Ch. 162, [Stats. 2019 p. 878](#))