

**CARSON CITY AIRPORT AUTHORITY
MEETING AGENDA**

WEDNESDAY, OCTOBER 16, 2019 – 5:30 P.M.

Public Meeting at:

**CARSON CITY COMMUNITY CENTER
(Sierra Room)
851 E. William
Carson City, Nevada**

This Agenda Prepared by Kenneth G. Moen, Airport Manager

- A. CALL TO ORDER, ROLL CALL, AND DETERMINATION OF QUORUM.
- B. PLEDGE OF ALLEGIANCE
- C. APPROVAL OF THE MINUTES OF PAST MEETINGS OF THE AIRPORT AUTHORITY.
- D. MODIFICATION OF THE AGENDA. *The Chairman reserves the right to modify the agenda in order to most effectively process the agenda items. Items may be taken out of order; Items may be combined for consideration by the Authority; Items may be pulled or removed from the agenda at any time.*
- E. PUBLIC COMMENT. Members of the public who wish to address the Airport Authority may speak on *agendized and non-agendized matters* related to the Airport. Comments are limited to three (3) minutes per person or topic. If your item requires extended discussion, please request the Chairman to calendar the matter for a future Airport Authority meeting.

- F. PUBLIC HEARINGS
 - 1. FOR DISCUSSION AND POSSIBLE ACTION: AUTHORIZE AIRPORT STAFF TO ENTER INTO PURCHASE AGREEMENT FOR AIRPORT TRACTOR THROUGH SOURCEWELL not to exceed \$70,000.00.

Staff Summary: Airport Manager, on behalf of the Airport Authority has completed the membership of Sourcewell, entitling the Airport Authority to purchase from competitively solicited contracts from nationally recognized members in compliance with NRS.

- 2. SCHEDULE NOVEMBER AND DECEMBER CCAA BOARD MEETING DATES.

Staff Summary: Airport Manager to review possible meeting dates for November and December CCAA meetings around holidays.

- H. AIRPORT ENGINEER’S REPORT (*Non-Action Item*).
- I. AIRPORT MANAGER’S REPORT (*Non-Action Item*).
- J. LEGAL COUNSEL’S REPORT (*Non-Action Item*).

- K. TREASURER'S REPORT (*Non-Action Item*).
- L. REPORT FROM AUTHORITY MEMBERS (*Non-Action Item*).
Status review of projects
Internal communications and administrative matters
Correspondence to the Authority
Status reports and comments from the members of the Authority
- M. PUBLIC COMMENT. Members of the public who wish to address the Airport Authority may speak on items discussed on the agenda related to the Airport. Comments are limited to three (3) minutes per person or topic. If your item requires extended discussion, please request the Chairman to calendar the matter for a future Airport Authority meeting.
- N. AGENDA ITEMS FOR NEXT REGULAR MEETING (*Non-Action Item*).
- O. ACTION ON ADJOURNMENT.

* * * * *

DELIVERED (via Facsimile and E-Mail) to the FOLLOWING LOCATIONS for POSTING by 9am, October 11, 2019

The Carson City Airport (CCA) Website: www.flycarsoncity.com		
Airport Terminal Building 2600 College Parkway Carson City, NV	Community Center 851 E. William St. Carson City, NV	Mountain West 2101 Arrowhead Dr. Carson City, NV
City Hall 201 N. Carson St. Carson City, NV	Sterling Air, Ltd. 2640 College Parkway Carson City, NV	State of Nevada Public Notice Website https://notice.nv.gov
<i>~ Distribution made to others per request and as noted on the Airport Authority Distribution List ~</i>		
<i>Supporting materials will be posted to the Carson City Airport website www.flycarsoncity.com as available, and can be obtained upon request from the, Airport Manager, 2600 E. College Parkway #6, Carson City, NV</i>		

NOTE: The Airport Authority is pleased to make reasonable accommodations for the public who are disabled and wish to attend this meeting. If special arrangements for the meeting are necessary, please notify the Airport Authority at (775) 841-2255 or kmoen@flycarsoncity.com

Notice: NRS 241.020(3)(b) states that a request for mailed notice of meetings automatically lapses six months after it is made to the public body. A separate written request is not required for each meeting although requests are limited to six months at a time.

THE CARSON CITY AIRPORT AUTHORITY ENCOURAGES WRITTEN COMMENTS FROM THE PUBLIC. Comments should be addressed to the **Airport Manager**, and sent to the following address:

Carson City Airport Authority 2600 E. College Parkway #6, Carson City, Nevada 89706

DRAFT MINUTES
Regular Meeting
Carson City Airport Authority
Wednesday, September 18, 2019 ● 6:00 PM
Community Center Sierra Room
851 East William Street, Carson City, Nevada

Authority Members

Chair – Michael Golden	Vice Chair – Bradley Harris
Treasurer – Jon Rogers	Member – John Barrette
Member – Paul Hamilton	Member – Linda law
Member – Clyde Simmons	

Staff

Steve Tackes – Airport Counsel
Ken Moen – Airport Manager
Tamar Warren – Deputy 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 of the Carson City Airport Authority meetings are available on www.carson.org/minutes.

A. CALL TO ORDER AND DETERMINATION OF QUORUM

(6:03:13) – Chairperson Golden called the meeting to order at 6:03 p.m. 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	Absent	
Member Paul Hamilton	Present	
Member Linda Law	Present	
Member Clyde Simmons	Present	

B. PLEDGE OF ALLEGIANCE

(6:03:40) – Led by Treasurer Rogers.

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

(6:04:01) – Chairperson Golden introduced the item and entertained comments, corrections, and/or a motion to approve the August 21, 2019 meeting minutes.

(6:04:18) – MOTION: So moved.

RESULT:	APPROVED (6-0-0)
MOVER:	Law
SECONDER:	Harris
AYES:	Golden, Harris, Rogers, Hamilton, Law, Simmons
NAYS:	None
ABSTENTIONS	None
ABSENT:	Barrette

D. MODIFICATION OF AGENDA

(6:04:34) – Chairperson Golden wished to address item F before item E.

E. PUBLIC COMMENT

(6:07:01) – Chairperson Golden entertained public comments. Dennis Giangreco of Sierra Skyway, Inc. submitted a proposal, incorporated into the record, to be agendized for a future meeting. He noted that he wished to exercise his lease option to return two parcels to the Carson City Airport.

F. PRESENTATION TO LINDA LAW SERVICE AWARD.

(6:04:56) – Chairperson Golden introduced the item and thanked Member Law for her service on the Authority. Mr. Moen noted that as the former Chair of the Authority, Member Law “had helped provide a very good bridge” when he had initially been hired as Airport Manager, and that she had kept the Airport operating. Member Law thanked every member for serving on the Authority’.

G. PUBLIC HEARINGS

1. FOR DISCUSSION AND POSSIBLE ACTION: RE-SCHEDULE AIRPORT AUTHORITY MEETING DATES/TIME TO AN EARLIER START TIME INSTEAD OF 6:00 PM ON THE THIRD WEDNESDAY OF THE MONTH.

Staff Summary: Discuss opportunity to hold meeting earlier in the day in order to ensure ample opportunity to discuss Airport Authority business and schedule other supporting presenters to ensure a better understanding of airport issues and possible solutions.

(6:08:45) – Chairperson Golden introduced the item. Mr. Moen recommended the time change in order to accommodate the members and the presenters. He also commented that the room was available for earlier start times. Most members did not object to the earlier start time and were willing to try it for a period of time. Chair Golden noted that an earlier start time “is a huge impediment to me”, and that he may have to resign if it changes. He suggested removing presentations and getting the action item prioritized. Mr. Tackes was not in favor of an early start time and recommended doing much of the work up front when presentations are made, and suggested

being considerate towards people with daytime jobs. After much discussion, it was agreed to begin the Authority meetings at 5:30 p.m.

2. FOR DISCUSSION AND POSSIBLE ACTION: PRESENTATION OF DRAFT ANNUAL WORK PLAN METRICS FOR CARSON CITY AIRPORT AUTHORITY (MOEN).

Staff Summary: Present draft of CCAA Strategic Work Plan metrics for FY19/20 and seek Airport Authority concurrence.

(6:29:06) – Chairperson Golden introduced the item and invited Vice Chair Harris to lead the discussion. Vice Chair Harris explained that the metrics will be based on milestone completion but not at the 100 percent rate. Mr. Moen presented the Staff Report, incorporated in the record, and believed that the metrics should measure the work plan which will be based on meeting the following objectives: safety and security, financial stability, and economic activity to promote aviation, and to build community relationships. He also responded to clarifying questions by the Authority members. Chairperson Golden suggested focusing on growing the customer base as priority number one. Mr. Tackes noted that the metrics were designed based on prioritization that had taken place and cautioned against changing them. There were no public comments; therefore, Vice Chair Harris entertained a motion. Member Law offered to make a motion and commented that what she had seen was what she had expected, and that Mr. Moen would be tasked with the priorities as he presents his monthly Airport Manager’s Report.

(6:51:26) – MOTION: “I move to accept this list, subject to change, as things are accomplished and the Board give direction to the Manager on things that should be weighted more heavily from time to time.”

RESULT:	APPROVED (6-0-0)
MOVER:	Law
SECONDER:	Golden
AYES:	Golden, Harris, Rogers, Hamilton, Law, Simmons
NAYS:	None
ABSTENTIONS	None
ABSENT:	Barrette

(6:52:22) – Chairperson Golden recessed the meeting.

(6:59:24) – Chairperson Golden reconvened the meeting. A quorum was still present.

3. INFORMATIONAL: POTENTIAL RENAMING THE CARSON AIRPORT CARSON CITY-LAKE TAHOE AIRPORT TO TAKE ADVANTAGE OF THE NAME RECOGNITION OF LAKE TAHOE.

Staff Summary: Present rationale for a potential renaming of the Carson Airport to Carson City-Lake Tahoe Airport and discuss process for consideration of an airport name change.

(6:59:37) – Chairperson Golden introduced the item. Mr. Moen presented the Staff Report, incorporated into the record, and responded to clarifying questions. He also recommended not taking action, but doing further research on the item. Member Simmons wished to understand the impact of updating collateral with the new name. Member Law was informed that CXP will still remain the Airport identifier. Member Harris suggested budgeting for the costs associated with the changes to the website and other collateral. Member Hamilton was in favor of the name change. Chairperson Golden indicated that he had initially been opposed to the name change; however, he was “warming to the idea”. He also believed that Carson City, as the State capital “had its own good identity” and that he was ambiguous to the idea. Mr. Tackes did not see any legal issues with the name change; however, he agreed with Chair Golden that Carson City had its own unique identity and its own draw. Member Hamilton relayed anecdotal information on how his clients relate to the fact that the Airport is near Lake Tahoe, citing growth in mountain recreation. Chairperson Golden believed this was a good discussion and entertained public comments; however, none were forthcoming.

4. FOR DISCUSSION AND POSSIBLE ACTION: LEASE AMENDMENT SACRAMENTO-VALLEY LIMITED PARTNERSHIP, DBA VERIZON WIRELESS APPROVE THE ALTERATIONS, ADDITIONS AND IMPROVEMENTS EQUIPMENT MODIFICATIONS.

Staff Summary: Seek Board approval for lease amendment to Verizon lease agreement for space airport beacon tower.

(7:23:27) – Chairperson Golden introduced the item. Mr. Moen presented the Staff Report, which is incorporated into the record, and responded to clarifying questions by the Authority members. Discussion ensued regarding the monetary benefit and the need accommodate the new 5G equipment. There were no objections from the members and there were no public comments. Chairperson Golden entertained a motion.

(7:35:40) – MOTION: I recommend approval of the Verizon Wireless lease amendment.

RESULT:	APPROVED (6-0-0)
MOVER:	Law
SECONDER:	Rogers
AYES:	Golden, Harris, Rogers, Hamilton, Law, Simmons
NAYS:	None
ABSTENTIONS	None
ABSENT:	Barrette

H. AIRPORT ENGINEER’S REPORT.

(7:36:01) – Mr. Moen referenced the Airport Engineer’s report which is incorporated into the record, and responded to clarifying questions.

I. AIRPORT MANAGER’S REPORT.

(7:29:36) – Mr. Moen presented his report which is incorporated into the record and responded to member questions. Discussion ensued regarding vehicle presence on runways and the appropriate signage to ensure safety on the Airport. Mr. Moen also noted the presence of individuals without a gate card and the measures he had taken to ensure that authorized persons are the ones present at the Airport, adding that he had seen “improved compliance” recently. Member Law was informed that insurance payment had been collected for the repair of the crashed fence.

J. LEGAL COUNSEL’S REPORT.

(7:50:32) – Mr. Tackes agreed that Airport safety was important and recounted his own experience with unauthorized presence on Airport grounds and was in favor of the signs mentioned by Mr. Moen. He also noted that Mr. Moen had done “a marvelous job” at the last meeting with all the agenda items; however the insurance presentation had gotten “out of control”.

K. TREASURER’S REPORT.

(7:33:54) – Treasurer Rogers referenced the Treasurer’s Report, incorporated into the record, and noted that the “revenues and expenses are tracking amazingly closely to our budget”, two months into the fiscal year. He also noted that the change in accountants should not have any impact on the quality of the reporting. Member Law pointed out the interest income to be \$1,900 versus the projection of “\$2,000; however, she believed that the amount received is “substantial”, calling it “the most satisfying things I did on the Board”.

L. REPORT FROM AUTHORITY MEMBERS.

(7:55:43) – Chairperson Golden thanked Member Law for her service and Member Harris for his expertise and for leading the discussion on the metrics.

M. PUBLIC COMMENT

(7:55:59) – No members of the public were present to comment.

N. AGENDA ITEMS FOR NEXT REGULAR MEETING.

(7:56:02) – Mr. Tackes relayed a message from Mr. Giangreco who planned to deliver a letter to the Airport Manager regarding exercising the option of releasing the last two sections of his leasehold, and believed that the item may need to be agendized, should that happen.

O. ACTION ON ADJOURNMENT.

(8:00:41) – Chairperson Golden adjourned the meeting at 8:00 p.m.

The Minutes of the September 18, 2019 Carson City Airport Authority regular meeting are so approved on this 16th day of October, 2019.

MICHAEL GOLDEN, Chair



FlyCarsonCity.com

Board Memorandum

Carson City Airport Authority

Date: October 16, 2019
To: Chairman & Board Members
For: October 2019 CCAA Board Meeting
From: Kenneth G. Moen, A.A.E., Airport Manager
Subject: **Tractor Purchase Agreement**

Memo # 2019-24

STAFF RECOMMENDATION

Approve staff to contract for the purchase of the Case Farmall 110U leased from Smith Valley Garage in July 2019.

PURPOSE

Staff seeks to replace the loss of the airport authority tractor used for maintenance of airport brown field areas, ditches and other landscape.

BACKGROUND

During the budget discussion at the May CCAA Board meeting, airport manager requested the CCAA to approve a budget item to lease a replacement tractor that was destroyed in a fire on May 2nd for the duration of the mowing season. The CCAA allocated \$12,000 for the rental of a replacement tractor but requested the airport manager to explore other options to complete mowing operations until a decision could be made on whether to lease or purchase a replacement of the destroyed tractor.

At the July 2019 meeting, the CCAA authorized airport staff to lease the Case Farmall 110U tractor from Smith Valley Garage. During this rental period, airport staff has utilized the tractor for about 70 hours of operation.

DISCUSSION

In July, airport staff was reluctant to replace the tractor through the purchase process without assessing a tractor during on-airfield operations. Staff recommended that the immediate needs of the airport be met through a lease of a replacement tractor for the duration of the mowing season. This approach allowed staff time to research and develop a replacement plan for approval by the CCAA as part of the CCAA's strategic plan. Staff took delivery of the Case Farmall 110U on August 4th and has been able to assess the tractor and its operational capabilities for over 70 hours of operational use. Staff has determined the Case Farmall 110U is a good fit for the CCAA's needs with one exception. As equipped, the tractor does not have a front-loading bucket attachment. Staff has requested Smith Valley Garage research the purchase of a suitable front-loading bucket for the tractor to improve its versatility.

FINANCIAL IMPACT

Since the July meeting, airport staff has researched the procurement process outlined for public entities under the Nevada Revised Statutes (NRS). NRS requires public entities to go through a public competitive solicitation process in order to acquire big ticket items. During the research process staff identified an organization called Sourcewell.

Sourcewell is a government agency powered by state statute to serve public-sector members. As a service cooperative, Sourcewell holds competitively solicited cooperative contracts ready for use by government, education and nonprofit entities. Cooperative purchasing connects buyers and sellers for efficiency and savings. The CCAA was accepted as a member on July 31st. Sourcewell membership allows the Airport Authority access to thousands of goods and services on competitively solicited and awarded contracts to hundreds of nationally recognized vendors. The city of Carson City and the State of Nevada are also Sourcewell members. These competitively solicited contracts meet the requirements of the NRS.

The Case Farmall 110U diesel tractor is one of those competitively sourced contracts. The rental agreement with Smith Valley Garage for the tractor listed the purchase price at \$68,300. The purchase price was adjusted to reflect the national contract pricing for the Case Farmall 110U (see attached). Airport staff wants to include the purchase of the front-loading bucket in the final acquisition cost. Smith Valley Garage applied a discount of \$14,782 for rental usage towards the purchase. With the addition of the front-loading bucket attachment adds an additional \$8,148 for a final purchase price of \$70,924. The CCAA owned mower and scraper attachment are compatible with Case Farmall 110U.

The CCAA has sufficient funds to purchase the Case Farmall 110U.

RECOMMENDED MOTION

“I move to approve airport staff to contract through Sourcewell for the purchase of the Case Farmall 110U leased from Smith Valley Garage in July 2019.”



Quotation for:

Carson City Airport Authority Attn: Ken Moen
2600 E. College Parkway
Carson City, NV 89706
775-841-2255 kmoen@flycarsoncity.com

Prepared by:

Smith Valley Garage, Inc.
P. O. Box 119
Wellington, NV 8944
775-465-2287

Valid Until: 11/13/2019

Date: 10/14/2019

Equipment:

Qty	Manufacturer	Description	Serial No.	Price
1	CaseIH	Farmall 110U Tractor 2016 Model 353 hrs. 93 Pto Hp Tier 4 Final (SCR - uses DEF) 4 cyl Turbo/intercooled 3.4L diesel engine, Electronic common rail 16 x 16 Semi-powershift transmission w/ FNR power shuttle (3) Remote valves, (1) configurable 16.9R38 Rear and 13.6R28 Front tires on HD rim (R1W tread) HD Flange axle Electronic draft control w/ 3-pt hitch lift cap. 8084 lbs. Mechanical front drive w/ hydraulic diff. lock Suspended Cab w/ A/C, heater, AM-FM radio, worklights Engine block heater 540/1000 rpm pto Air suspension seat 21.1 gpm fixed displacement hydraulic pump (2) Telescoping mirrors 120 amp alternator Instructional seat Loader ready w/ Valve and loader brackets Estimated wt: 10,431 lbs.	ZGLD01965	List: \$108,213.00
		Sourcewell Agency Discount contract #021815-CNH	29%	-\$31,382.00
		Discount for rental usage (all customers)		-\$14,782.00
		Factory freight		\$727.00
			Tractor total	\$62,776.00
1	CaseIH	L103 Premium Loader, in stock at Wellington 83 in. HD Material bucket, Euro Style attachment		\$9,696.00
		Sourcewell Agency Discount Contract #021815-CNH	23%	-\$2,230.00
		Factory freight		\$432.00
		Pickup and delivery for installation		\$250.00
			Loader total	\$8,148.00
			Equip. Total	\$70,924.00

Miscellaneous:

Tractor was delivered to Carson City Airport on 8/5/19.
Carson City Airport Authority Sourcewell # 168121

Trade In:

Qty	Manufacturer	Description	Serial No.	Allowance
		N/A		
			Total Allow.	\$0.00
			Balance	\$70,924.00
		Non-taxable	Sales Tax	\$0.00
			Total	\$70,924.00

Quotation Summary: Rental payments from all customers have been applied to the purchase price.

THANK YOU!!

Signature: _____

Date: _____



ARMSTRONG

Airport Improvement Update

CARSON CITY AIRPORT – CARSON CITY, NEVADA

October 2019

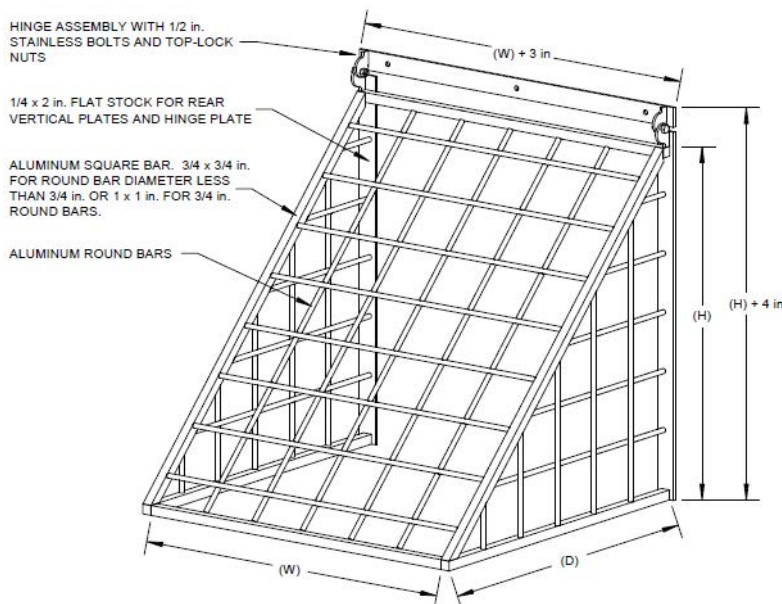
ENGINEERING UPDATE

FY2020 Projects:

- Most likely projects to be funded in 2020
 - Perimeter Fence and Access Gate Project
 - Runway 9-27 Pavement Maintenance (Crack Seal, Seal Coat, Marking)
 - Snow Removal Equipment Building Design (Design Only)

Perimeter Fence and Access Gate Project:

- Grates to cover the large culverts under the access road will look like this:



FAA Supplemental Appropriation:

- Round Three of the Supplemental Appropriation Grants are still pending selection from the applications previously submitted
- Carson City previously submitted an application for Land Acquisition of the 22 Acres along the Northeast Boundary of the Airport

October 2019 Manager's Report



- September 2019 Fuel Flow – Full Service: 100 LL **2,305** Jet A: **17,074** Self-Serve 100 LL **9,666** Jet A **2908** Total: **30,466** * \$0.05 = **\$1,523.00** FFF versus **29,918** gallons and **\$1,495.90** fuel flowage in August 2019
- Airport Authority hosted Young Eagles event on October 12, 2019. Twenty-one Young Eagles received a flight with EAA volunteer pilots. Next Young Eagles event will be January 2020.
- Airport Manager attended “Essentials of Airport Business Management Workshop” on October 5th & 6th.
- Airport Manager will be attending SWAAAE Board meeting on October 17 & 18th in Phoenix. Manager will tour Scottsdale Airport to review TTF operations and procedures on October 17th and visit the ADO office in Phoenix on October 18th.
- FY 2018/19 Audit wrapping up and findings will be presented at the November CCAA meeting.
- Temporary fence at Wedco Way accessing CCAA land needs to be replaced to prevent unauthorized access; project scheduled for November.
- New gate signs installed on October 15th advising users of procedure to wait for the gate to close. New pavement markings to follow. Compliance has shown steady improvement. Some negative feedback, but gate card holders are primarily supportive of improved security.
- Met with Sign Pro to review sign project quotes. Will provide cost breakdowns for each hangar owner/association and schedule work. Each owner/association will be required to sign a release to approve work and verify quote acceptance as a part of the CCFD Emergency Addressing Project.

Carson City Airport Authority

Balance Sheet

As of September 30, 2019

10/15/19

Accrual Basis

	Sep 30, 19	Sep 30, 18
ASSETS		
Current Assets		
Checking/Savings		
1050 · Designated Reserves. # 5163	6,722.11	56,646.92
1075 · LGIP-Deferred	358,005.01	625,000.00
1076 · LGIP-Reserve	409,731.13	0.00
1077 · LGIP General Fund	151,508.21	0.00
1078 · LGIP- Gate Fund Res	15,150.82	0.00
3099 · Gen.Fund # 1162	281,769.97	345,712.22
3101 · Deferred Lease #8248	23,842.45	58,583.72
3102 · Gate Card #5242	7,929.84	22,289.33
Total Checking/Savings	1,254,659.54	1,108,232.19
Accounts Receivable		
2000 · Accounts Receivable		
2005 · Customer Advance Deposits	73,064.93	73,064.93
2000 · Accounts Receivable - Other	-231,832.65	-12,818.51
Total 2000 · Accounts Receivable	-158,767.72	60,246.42
Total Accounts Receivable	-158,767.72	60,246.42
Other Current Assets		
1499 · Undeposited Funds	710.00	1,926.48
Total Other Current Assets	710.00	1,926.48
Total Current Assets	1,096,601.82	1,170,405.09
Fixed Assets		
2200 · Fixed Assets	-500.00	0.00
Total Fixed Assets	-500.00	0.00
Other Assets		
2300 · Provided for LT Obligations	156,173.33	162,413.33
Total Other Assets	156,173.33	162,413.33
TOTAL ASSETS	1,252,275.15	1,332,818.42
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
3000 · Accounts Payable	19,464.32	2,427.88
Total Accounts Payable	19,464.32	2,427.88
Credit Cards		
6321 · Home Depot	-11.97	160.61
6322 · Visa Credit Card #9428	0.00	529.47
6323 · Visa Credit Card #2125	69.56	12.91
Total Credit Cards	57.59	702.99
Other Current Liabilities		
2101 · Payroll Liability	516.01	516.01
Total Other Current Liabilities	516.01	516.01
Total Current Liabilities	20,037.92	3,646.88

Carson City Airport Authority

10/15/19

Balance Sheet

Accrual Basis

As of September 30, 2019

	Sep 30, 19	Sep 30, 18
Long Term Liabilities		
3100 · Lease Advances -	73,064.93	73,064.93
3200 · Mayes- Lease Transactions	156,173.33	162,413.33
3250 · Gonzalez Deferred Lease	269,749.86	269,749.86
Total Long Term Liabilities	498,988.12	505,228.12
Total Liabilities	519,026.04	508,875.00
Equity		
4200 · Fund Balance	681,857.06	799,230.89
Net Income	51,392.05	24,712.53
Total Equity	733,249.11	823,943.42
TOTAL LIABILITIES & EQUITY	1,252,275.15	1,332,818.42

Carson City Airport Authority
Profit & Loss Budget vs. Actual
July through September 2019

	Jul - Sep 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
49900 · Uncategorized Income	0.72	0.00	0.72	100.0%
5010 · Real/Personal Property Tax	65,811.96	61,236.67	4,575.29	107.5%
5050 · AIRPORT LEASES				
5050H · Hangar Lease	8,875.00	7,691.31	1,183.69	115.4%
5051 · Land Leases	44,925.19	41,000.01	3,925.18	109.6%
5052 · Tower Leases	10,132.59	10,133.25	-0.66	100.0%
5053 · Lease - Mayes	1,560.00	3,589.97	-2,029.97	43.5%
Total 5050 · AIRPORT LEASES	65,492.78	62,414.54	3,078.24	104.9%
5150 · Tie Down Fees	1,450.10	925.03	525.07	156.8%
5151 · Gate Card Fees	770.00			
5155 · Parking Fees	1,245.00	100.03	1,144.97	1,244.6%
5250 · Through the Fence Fees	0.00	0.00	0.00	0.0%
5300 · Class II FBO Fees	1,500.00	1,500.00	0.00	100.0%
5400 · Misc income	1,900.00	0.00	1,900.00	100.0%
5402 · Open House Income	10,434.00	2,500.03	7,933.97	417.4%
5500 · Interest Income	5,843.31	3,000.00	2,843.31	194.8%
5510 · Late Fees	0.00	0.00	0.00	0.0%
5850 · Engineering Bill Back	0.00	0.00	0.00	0.0%
5851 · Legal Bill Back	0.00	0.00	0.00	0.0%
Total Income	154,447.87	131,676.30	22,771.57	117.3%
Gross Profit	154,447.87	131,676.30	22,771.57	117.3%
Expense				
6000 · AIRPORT ENGINEERING				
6001 · Engineering - General	0.00	1,249.97	-1,249.97	0.0%
Total 6000 · AIRPORT ENGINEERING	0.00	1,249.97	-1,249.97	0.0%
6019 · Charitable Contribution	4,213.61	0.00	4,213.61	100.0%
6135 · Memberships	1,075.98	362.53	713.45	296.8%
6136 · Registration	0.00	500.01	-500.01	0.0%
6137 · Conferences	946.90	1,562.53	-615.63	60.6%
6170 · SWAAAE BOD Travel	0.00	1,249.97	-1,249.97	0.0%
6190 · Office Expenses -PC software	797.93	574.97	222.96	138.8%
6200 · Office Expenses -PC hardware	0.00	250.03	-250.03	0.0%
6210 · Mileage	504.68	250.03	254.65	201.8%
6211 · Meals And Entertainment	0.00	124.97	-124.97	0.0%
6218 · Marketing and Web Site	3,793.99	625.03	3,168.96	607.0%
6218A · Legal Notices	124.20	625.03	-500.83	19.9%
6280 · Open House Expense	3,772.20	2,500.03	1,272.17	150.9%
6300 · OPERATING EXPENSES				
6301 · UTILITIES				
6238 · Stormwater Discharge Permit	0.00	100.00	-100.00	0.0%
6302 · Phone & Internet	594.75	949.97	-355.22	62.6%
6303 · Electric	2,407.22	3,000.00	-592.78	80.2%
6304 · Gas	90.72	300.00	-209.28	30.2%
6305 · Water	223.43	187.50	35.93	119.2%
6306 · Waste Management	185.86	250.03	-64.17	74.3%
6301 · UTILITIES - Other	0.00	0.00	0.00	0.0%
Total 6301 · UTILITIES	3,501.98	4,787.50	-1,285.52	73.1%

Carson City Airport Authority
Profit & Loss Budget vs. Actual
July through September 2019

10/15/19

Accrual Basis

	Jul - Sep 19	Budget	\$ Over Budget	% of Budget
6308 · Office Expenses and Supplies	1,856.46	1,750.03	106.43	106.1%
6309 · Legal	11,310.00	15,000.00	-3,690.00	75.4%
6309a · Contract Labor	0.00	1,000.03	-1,000.03	0.0%
6309b · b-Bookkeeping	0.00	0.00	0.00	0.0%
6310 · Security	974.97	1,024.97	-50.00	95.1%
6311 · CCAA printing	123.67	150.00	-26.33	82.4%
6312 · Data Storage	123.36	112.50	10.86	109.7%
6313 · Insurance	100.00	1,750.03	-1,650.03	5.7%
6314 · Auditing	5,000.00	3,000.00	2,000.00	166.7%
6314A · Accounting/Bullis	1,560.00	1,999.97	-439.97	78.0%
6315 · Contract Services	0.00	1,249.97	-1,249.97	0.0%
6316 · Bank Charges/Square Chgs	127.74	49.97	77.77	255.6%
6317 · Airport Equipment Maintenance	7,809.76	6,750.00	1,059.76	115.7%
6317.5 · AWOS III Service Expense	3,650.00	2,100.00	1,550.00	173.8%
6318 · Terminal Building Maint	297.69	1,750.03	-1,452.34	17.0%
6319 · Airfield Maintenance	3,232.41	3,000.00	232.41	107.7%
6350 · LABOR EXPENSE				
6351 · Salaries	34,619.82			
6352 · Healthcare	4,755.78	5,010.00	-254.22	94.9%
6353 · PERS Retirement Contribution	10,100.72	9,000.00	1,100.72	112.2%
6354 · Nevada Payroll	280.00	325.03	-45.03	86.1%
6355 · Workers Compensation	1,885.30	250.03	1,635.27	754.0%
6356 · State -Unemployment Contri	61.78	503.25	-441.47	12.3%
6357 · Federal Quarterly Tax	1,787.95			
6358 · Medicare Expense	958.03	486.47	471.56	196.9%
6359 · Contract Labor	0.00	0.00	0.00	0.0%
6360 · Manager's Medical Expense	1,733.60	1,764.28	-30.68	98.3%
6363 · Voya/Deferred Comp	0.00			
6350 · LABOR EXPENSE - Other	0.00	35,788.78	-35,788.78	0.0%
Total 6350 · LABOR EXPENSE	56,182.98	53,127.84	3,055.14	105.8%
Total 6300 · OPERATING EXPENSES	95,851.02	98,602.84	-2,751.82	97.2%
6441 · Consulting-Nighttime Ops Feasibl	2,276.50			
6442 · Economic impact study	0.00	0.00	0.00	0.0%
6476 · Uniforms	464.05	942.47	-478.42	49.2%
6530 · Lease Transaction	1,560.00	1,560.00	0.00	100.0%
69800 · Uncategorized Expenses	0.00	0.00	0.00	0.0%
Total Expense	115,381.06	110,980.41	4,400.65	104.0%
Net Ordinary Income	39,066.81	20,695.89	18,370.92	188.8%
Other Income/Expense				
Other Income				
5000 · FAA Grant Revenue	253,343.00	151,875.00	101,468.00	166.8%
5200 · Committed-Fuel Flowage Fees	2,455.10	3,499.97	-1,044.87	70.1%
5201 · Committed-Jet Fuel Tax	701.35	600.00	101.35	116.9%
5350 · Committed-Gate Funds	350.00	450.00	-100.00	77.8%
5404 · Rock Materials Sales	17,493.54	16,249.97	1,243.57	107.7%
Total Other Income	274,342.99	172,674.94	101,668.05	158.9%
Other Expense				
6059 · AIP # 30 North Apron Reconstr.	0.00	0.00	0.00	0.0%
6060 · AIP 31 - Master Plan Update	22,924.45	0.00	22,924.45	100.0%
6061 · AIP #32 Rehab Taxiways	231,558.80	0.00	231,558.80	100.0%
6062 · AIP #33 Perimeter Fence Design	1,034.50	162,499.97	-161,465.47	0.6%
6319.5 · Gate maintenance	0.00	625.03	-625.03	0.0%

Carson City Airport Authority
Profit & Loss Budget vs. Actual
July through September 2019

	<u>Jul - Sep 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
6400 · Capital Project				
6402 · Parking Lot Maint.	6,500.00			
6400 · Capital Project - Other	0.00	5,875.03	-5,875.03	0.0%
Total 6400 · Capital Project	<u>6,500.00</u>	<u>5,875.03</u>	<u>624.97</u>	<u>110.6%</u>
Total Other Expense	<u>262,017.75</u>	<u>169,000.03</u>	<u>93,017.72</u>	<u>155.0%</u>
Net Other Income	<u>12,325.24</u>	<u>3,674.91</u>	<u>8,650.33</u>	<u>335.4%</u>
Net Income	<u><u>51,392.05</u></u>	<u><u>24,370.80</u></u>	<u><u>27,021.25</u></u>	<u><u>210.9%</u></u>

Carson City Airport Authority
Profit & Loss Prev Year Comparison
July through September 2019

	Jul - Sep 19	Jul - Sep 18	\$ Change	% Change
Ordinary Income/Expense				
Income				
49900 · Uncategorized Income	0.72	0.00	0.72	100.0%
5010 · Real/Personal Property Tax	65,811.96	62,845.26	2,966.70	4.7%
5050 · AIRPORT LEASES				
5050H · Hangar Lease	8,875.00	7,500.00	1,375.00	18.3%
5051 · Land Leases	44,925.19	43,832.25	1,092.94	2.5%
5052 · Tower Leases	10,132.59	9,608.79	523.80	5.5%
5053 · Lease - Mayes	1,560.00	1,560.00	0.00	0.0%
Total 5050 · AIRPORT LEASES	65,492.78	62,501.04	2,991.74	4.8%
5150 · Tie Down Fees	1,450.10	1,341.78	108.32	8.1%
5151 · Gate Card Fees	770.00	380.00	390.00	102.6%
5155 · Parking Fees	1,245.00	240.00	1,005.00	418.8%
5300 · Class II FBO Fees	1,500.00	2,200.00	-700.00	-31.8%
5400 · Misc income	1,900.00	0.00	1,900.00	100.0%
5402 · Open House Income	10,434.00	250.00	10,184.00	4,073.6%
5500 · Interest Income	5,843.31	215.78	5,627.53	2,608.0%
5850 · Engineering Bill Back	0.00	2,191.50	-2,191.50	-100.0%
5851 · Legal Bill Back	0.00	1,320.00	-1,320.00	-100.0%
Total Income	154,447.87	133,485.36	20,962.51	15.7%
Gross Profit	154,447.87	133,485.36	20,962.51	15.7%
Expense				
6000 · AIRPORT ENGINEERING				
6001 · Engineering - General	0.00	2,191.50	-2,191.50	-100.0%
Total 6000 · AIRPORT ENGINEERING	0.00	2,191.50	-2,191.50	-100.0%
6019 · Charitable Contribution	4,213.61	0.00	4,213.61	100.0%
6135 · Memberships	1,075.98	275.00	800.98	291.3%
6137 · Conferences	946.90	1,435.05	-488.15	-34.0%
6190 · Office Expenses -PC software	797.93	150.70	647.23	429.5%
6210 · Mileage	504.68	390.23	114.45	29.3%
6211 · Meals And Entertainment	0.00	181.62	-181.62	-100.0%
6218 · Marketing and Web Site	3,793.99	578.90	3,215.09	555.4%
6218A · Legal Notices	124.20	86.48	37.72	43.6%
6280 · Open House Expense	3,772.20	2,325.85	1,446.35	62.2%
6300 · OPERATING EXPENSES				
6301 · UTILITIES				
6302 · Phone & Internet	594.75	862.37	-267.62	-31.0%
6303 · Electric	2,407.22	2,855.44	-448.22	-15.7%
6304 · Gas	90.72	60.56	30.16	49.8%
6305 · Water	223.43	96.44	126.99	131.7%
6306 · Waste Management	185.86	0.00	185.86	100.0%
Total 6301 · UTILITIES	3,501.98	3,874.81	-372.83	-9.6%
6308 · Office Expenses and Supplies	1,856.46	2,432.90	-576.44	-23.7%
6309 · Legal	11,310.00	7,650.00	3,660.00	47.8%
6310 · Security	974.97	1,179.96	-204.99	-17.4%
6311 · CCAA printing	123.67	0.00	123.67	100.0%
6312 · Data Storage	123.36	101.62	21.74	21.4%
6313 · Insurance	100.00	4,000.00	-3,900.00	-97.5%
6314 · Auditing	5,000.00	12,000.00	-7,000.00	-58.3%
6314A · Accounting/Bullis	1,560.00	3,634.20	-2,074.20	-57.1%
6316 · Bank Charges/Square Chgs	127.74	62.09	65.65	105.7%
6317 · Airport Equipment Maintenance	7,809.76	6,406.00	1,403.76	21.9%
6317.5 · AWOS III Service Expense	3,650.00	0.00	3,650.00	100.0%
6318 · Terminal Building Maint	297.69	270.61	27.08	10.0%
6319 · Airfield Maintenance	3,232.41	1,921.30	1,311.11	68.2%

Carson City Airport Authority
Profit & Loss Prev Year Comparison
July through September 2019

	Jul - Sep 19	Jul - Sep 18	\$ Change	% Change
6350 · LABOR EXPENSE				
6351 · Salaries	34,619.82	30,501.87	4,117.95	13.5%
6352 · Healthcare	4,755.78	3,031.50	1,724.28	56.9%
6353 · PERS Retirement Contribution	10,100.72	6,499.91	3,600.81	55.4%
6354 · Nevada Payroll	280.00	280.00	0.00	0.0%
6355 · Workers Compensation	1,885.30	0.00	1,885.30	100.0%
6356 · State -Unemployment Contri	61.78	0.00	61.78	100.0%
6357 · Federal Quarterly Tax	1,787.95	4,267.75	-2,479.80	-58.1%
6358 · Medicare Expense	958.03	0.00	958.03	100.0%
6360 · Manager's Medical Expense	1,733.60	1,672.14	61.46	3.7%
6363 · Voya/Deferred Comp	0.00	0.00	0.00	0.0%
Total 6350 · LABOR EXPENSE	56,182.98	46,253.17	9,929.81	21.5%
Total 6300 · OPERATING EXPENSES	95,851.02	89,786.66	6,064.36	6.8%
6441 · Consulting-Nighttime Ops Feasibl	2,276.50	0.00	2,276.50	100.0%
6476 · Uniforms	464.05	0.00	464.05	100.0%
6530 · Lease Transaction	1,560.00	1,560.00	0.00	0.0%
Total Expense	115,381.06	98,961.99	16,419.07	16.6%
Net Ordinary Income	39,066.81	34,523.37	4,543.44	13.2%
Other Income/Expense				
Other Income				
5000 · FAA Grant Revenue	253,343.00	15,954.69	237,388.31	1,487.9%
5200 · Committed-Fuel Flowage Fees	2,455.10	3,375.72	-920.62	-27.3%
5201 · Committed-Jet Fuel Tax	701.35	624.70	76.65	12.3%
5350 · Committed-Gate Funds	350.00	285.00	65.00	22.8%
5404 · Rock Materials Sales	17,493.54	11,384.05	6,109.49	53.7%
Total Other Income	274,342.99	31,624.16	242,718.83	767.5%
Other Expense				
6060 · AIP 31 - Master Plan Update	22,924.45	41,435.00	-18,510.55	-44.7%
6061 · AIP #32 Rehab Taxiways	231,558.80	0.00	231,558.80	100.0%
6062 · AIP #33 Perimeter Fence Design	1,034.50	0.00	1,034.50	100.0%
6400 · Capital Project				
6402 · Parking Lot Maint.	6,500.00	0.00	6,500.00	100.0%
Total 6400 · Capital Project	6,500.00	0.00	6,500.00	100.0%
Total Other Expense	262,017.75	41,435.00	220,582.75	532.4%
Net Other Income	12,325.24	-9,810.84	22,136.08	225.6%
Net Income	51,392.05	24,712.53	26,679.52	108.0%