Final

CARSON CITY AIRPORT AUTHORITY
MEETING AGENDA

WEDNESDAY, FEBRUARY 19, 2020 – 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.

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F. PUBLIC HEARINGS

1. INFORMATION ONLY. PRESENTATION: CARSON CITY AIRPORT AUTHORITY RISK MANAGEMENT REVIEW. (Moen/Lewis)

Staff Summary: Presentation by Carson City Airport Authority Insurance Broker, Brandon Lewis of USI Insurance. The Risk Management review is in support of strategic goal of maintaining financial security

2. FOR DISCUSSION AND POSSIBLE ACTION: APPROVE TO FORWARD LOT LINE ADJUSTMENT OF TRIMOTOR, LLC LEASEHOLD TO CARSON CITY BOARD OF SUPERVISORS. (Moen)

Staff Summary: *Airport Manager to review proposed lot line adjustment of TRIMOTOR, LLC leasehold and forward to Carson City Board of Supervisors for approval. This item is in support of growing airport lease revenue YOY.*

3. FOR DISCUSSION AND POSSIBLE ACTION: APPROVE THE SCOPE OF WORK FOR THE RUNWAY 09/27 REHABILITATION PROJECT AND DESIGN OF SNOW EQUIPMENT REMOVAL BUILDING. (Moen)

Staff Summary: Task Order C is an attachment to the professional services agreement between Armstrong Consultants and the Carson City Airport Authority for engineering services executed in November 2018.

4. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW RESULTS OF AIRPORT NAME SURVEY. (Moen)

Staff Summary: Airport staff surveyed 481 airport stakeholders regarding the name of the Carson Airport (CXP). Staff to discuss survey results seek possible Board action. This item is in support of strategic goal of supporting economic activity in the region.

G. AIRPORT ENGINEER'S REPORT *(Non-Action Item).*

H. AIRPORT MANAGER'S REPORT *(Non-Action Item).*

I. LEGAL COUNSEL'S REPORT *(Non-Action Item).*

J. TREASURER'S REPORT *(Non-Action Item).*

K. 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

L. 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.

M. AGENDA ITEMS FOR NEXT REGULAR MEETING *(Non-Action Item).*

N. ACTION ON ADJOURNMENT.

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Final

DELIVERED *(via Facsimile and E-Mail)* to the FOLLOWING LOCATIONS for POSTING by 9am, February 14, 2020

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
~ Distribution made to others per request and as noted on the Airport Authority Distribution List ~		
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		

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, January 15, 2020 ● 5:30 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 – Clyde Simmons
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

(5:30:42) – Chairperson Golden called the meeting to order at 5:30 p.m.

(5:30:55) – 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	
Member Paul Hamilton	Present	
Member Clyde Simmons	Present	
Member Tim Puliz	Absent	

B. PLEDGE OF ALLEGIANCE

(5:31:15) – Led by Treasurer Rogers.

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

(5:31:38) – Chairperson Golden introduced the item and entertained comments, corrections, and/or a motion to approve the November 20, 2019 meeting minutes.

(5:32:07) – MOTION: Vice Chairperson Harris moved to approve the November 20, 2019 meeting minutes.

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

D. MODIFICATION OF AGENDA

(5:32:23) – Chairperson Golden noted that Item F-2 would be heard before Item F-1.

E. PUBLIC COMMENT

(5:32:52) – Chairperson Golden entertained public comments; however, none were forthcoming.

F. PUBLIC HEARINGS

1. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW AND ADOPT AIRPORT EMERGENCY PLAN.

(8:21:10) – Chairperson Golden introduced the item. Mr. Moen presented the Board Memorandum and Airport Emergency Plan (AEP), both of which are incorporated into the record, and responded to clarifying questions.

(8:24:42) – Chairperson Golden recommended obtaining approval from all the necessary agencies before the Airport Authority adopts the AEP. Mr. Moen mentioned that the primary agencies of concern are the Carson City Fire Department and Carson City Sheriff's Office, and that the City would be involved if the Airport needed some mutual aid or assistance.

(8:26:04) – Member Hamilton pointed out the need for clarification of some of the information in the AEP, and Vice Chairperson Harris recommended changing some of the language. Member Hamilton volunteered to assist Mr. Moen with working on the language.

(8:28:27) – Member Simmons commented that the AEP was a well-written and well-presented document and recommended making the intents clear with the Carson City Fire Department and Carson City Sheriff's Office.

(8:29:35) – Trustee Rogers believed that the AEP should be reviewed by the City before adopting it. Vice Chairperson Harris agreed with Trustee Rogers's comment.

(8:30:09) – Member Barrette agreed with the previously-made comments.

(8:30:37) – Chairperson Golden recommended adding the fixed-based operator (FBO) to the "Emergency Contact Information" section of page #23 of the AEP.

(8:31:14) – Chairperson Golden entertained public comments. Jess Edwards commented about his role in cleaning up after emergency situations from aircraft crashes, and Chairperson Golden advised Mr. Edwards to provide his input to Mr. Moen regarding what he believes needs to be included in the AEP.

2. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW AND DISCUSS PROPOSED DRAFT FY2020/21 BUDGET AND PROPOSED DRAFT AIRPORT RATES AND CHARGES.

(5:33:56) – Chairperson Golden introduced the item. Mr. Moen presented the Board Memorandum and proposed draft Airport Rates and Charges, all of which are incorporated into the record, and responded to clarifying questions.

(5:51:56) – Chairperson Golden entertained Authority comments and questions. Member Hamilton was not in favor of the Airport becoming a storage facility, and he believed that the fixed-based operator (FBO) fee as well as the fuel flowage fee were a little excessive.

(5:53:03) – In response to Treasurer Rogers's inquiry, Mr. Moen explained that he was attempting to prevent those outside the Airport from coming to the Airport and conducting commercial aeronautical activity without a FBO permit, so the proposed aeronautical activity permit would allow people to come on the field while protecting the tenant and Airport.

(5:55:52) – Vice Chairperson Harris requested the history of some of the rates and charges as well as the criteria for updating the rates and charges. He wished to know of any benchmarking in terms of surrounding airports to know where the Airport stands competitively.

(5:58:23) – Member Simmons was surprised that some of the fees, such as that for snow removal equipment, had been standing without a consumer price index (CPI) adjustment.

(5:59:19) – Member Barrette was opposed to imposing or raising fees unless they were necessary.

(6:00:51) – Chairperson Golden explained that growing the customer base was how they would need to increase revenue. He was opposed to landing fees and stated that he would not allow the matter to be brought up on the Agenda, as customers are already paying for the Airport in property taxes and flow fees as well as federal excise taxes that come back to the Airport in the form of Airport Improvement Program (AIP) grants.

(6:05:29) – Vice Chairperson Harris disagreed with Chairperson Golden's stance on now allowing landing fees to be agendized, and he argued in regards to benchmarking that it "would be irresponsible to not look at what other organizations charge or don't charge." Member Hamilton agreed with Vice Chairperson Harris's comment but

also did not wish to start benchmarking like California because of those coming from California to escape the increased fees and taxes.

(6:07:44) – Chairperson Golden entertained public comments and informed the public that a three-minute timer would be running to limit public comments to three minutes or less. David Corrao introduced himself as a hangar owner who also operates Sierra Mountain Airpark. He pointed out that customers with hangars and leaseholds are already paying for some of the fees. He stated that the Airport is nothing above a community airport and pointed out that he would go to a different airport with better fuel prices if the Airport's fuel cost increased to be "significantly more." He commented that benchmarking "does not necessarily have a legitimate purpose when you're talking about a neighborhood community airport."

(6:12:24) – Jim Nunnelee introduced himself as the former President of Experimental Aircraft Association (EAA) Sierra Chapter 403. He was concerned about the terminal building event rate because the Chapter would be unable to fly Young Eagles every other month due to the inability to afford to do so, and he pointed out that flying Young Eagles contributes to the Airport by presenting the Airport and showing the good it does for the community. Mr. Moen corrected Mr. Nunnelee and explained that "there is no intent whatsoever to charge a terminal rent fee to Young Eagles," and the fee is designed for somebody who wants to use the facility for non-designated purposes. He clarified that the landing fee's purpose would only be for Part 121 (scheduled service) and Part 135 (charter) and that the Proposed Rates and Charges were an attempt to maintain pace with inflation.

(6:17:08) – Dale Smith introduced himself and mentioned that he owns an aircraft that is parked on the Airport ramp. He agreed with Chairperson Golden's comments and disagreed with such expenses as the proposed $60,000 vehicle. He talked about the Defense Reclamation Management Organization (DRMO) at the Fallon Naval Air Station for having such equipment as snow removal equipment, vehicles and Air Start Units available to community and public-use airports. Chairperson Golden asked Mr. Smith to reach out to him at a different time on the matter.

(6:20:49) – Jess Edwards introduced himself and disagreed with the proposed landing fees, the steep increase in the FBO fees, and the parking fees. He suggested cutting the overhead, such as the proposed $60,000 vehicle to drive around the Airport.

(6:22:40) – Joel Allen introduced himself and mentioned that he pays over $4,000 a year on lease rent for a hangar and an extra $20 a month for the security fee. He recommended working on getting good fuel and a restaurant at the Airport rather than rental cars.

(6:23:57) – Matt Bowers introduced himself introduced himself as an Airline Transport Pilot and mentioned that he owns a hangar and airplane at the Airport. He commented that the Proposed Rates and Charges "just seems like a lot of nickel and dime additional fees," and he pointed out that most of the increases of fees were not directly related to the cost recovery element of the Proposed Rates and Charges. He noted that he flies at the Airport seven days a week and works with every FBO on the field. He stated that the sole purpose of the Airport is to serve pilots, and he pointed out that FBOs, maintenance, and fuel are all necessary for pilots; therefore, raising the prices on the fuel and almost doubling FBO fees would drive FBOs away from the Airport.

(6:27:45) – Dave Hanst introduced himself and mentioned that he has a hangar at the Airport and pays land lease, property tax, and fuel tax. He commented on how the vibe at the Airport has changed within the last six to eight months after having been a resident in Carson City for 17 years and noted problems at the Airport that previously did not exist. He disagreed with a security fee and other fees that had been commented on. Mr. Hanst urged the Airport Authority to keep the Airport a community airport and referred to the Douglas County politics at the airport as being "so bad."

(6:30:06) – David Barrett introduced himself as the EAA Sierra Chapter 403 President and an Aero Squadron Member. He was concerned that if security fees increased, then so would rent, as he is renting a hangar. He cautioned about annoying the pilots to prevent negative comments from spreading about the Airport and to enable positive comments.

(6:31:09) – Steve Lance introduced himself and mentioned that he was a part of the Carson Air Group [Hangar Association], and he stated that the Association was definitely opposed to any security on the Airport. He stated that the Association has provided its own security, and he noted that they had not had a break-in in 20 years.

(6:34:16) Eric Laetsch introduced himself and mentioned that he was one of the first people to buy a hangar at the Airport and has owned multiple hangars and airplanes. In response to Mr. Laetsch's inquiry, Mr. Moen clarified that the security fee would be per lease. Mr. Laetsch was concerned with a precedent that would involve a surcharge added to hangar owners' leases that he feared would eventually increase.

(6:37:26) – Rick Frewert introduced himself as a resident on Goni Road and called the Airport a "treasure" with aircraft he can show his kid. He was in favor of what is being done in terms of growing the Airport as well as addressing costs and keeping costs down for pilots. He was concerned about the number of pilots shrinking from from aging or increased costs. He recommended adding something similar to the 94th Aero Squadron Restaurant at the Palwaukee Airport in Chicago, Illinois to the Airport to attract customers and grow the Airport.

(6:41:10) – Kim Allen introduced herself and proposed being positive about going "back to the drawing board" to come up with a solution to make the Airport "a great airport."

(6:42:38) – Frederick Webb introduced himself and asked Mr. Moen about his background for developing the Proposed Rates and Charges, to which Chairperson Golden requested that Mr. Webb stay on the topic for discussion. Mr. Moen explained his role with developing a draft budget for discussion at the Carson City Airport Authority meetings in response to Mr. Webb's inquiry. Chairperson Golden pointed out that many of the charges and fees on the Proposed Rates and Charges could be found at other airports. Mr. Webb commented that charging $1 per page was excessive and that $.10 per page is the norm for printing and copying. Chairperson Golden recommended that Mr. Webb converse with Mr. Moen during a break to discuss Mr. Moen's background.

(6:46:46) – Dee Frewert introduced herself as someone who runs a number of programs for youth with EAA [Chapter 403]. She stated that she has been appreciative of being able to use the terminal building and some of the grounds for activities, which she mentioned Mr. Moen has helped her out with. She wanted to make sure that

everybody would be kept happy at the Airport with any changes made so the EAA [Chapter 403] pilots that interact with the youth "harmonize" with everyone else in the room and are not "grumpy." She also wanted to ensure that the youths' interest in aviation, as a long and expensive venture, was maintained.

(6:48:45) – Chairperson Golden recessed the meeting.

(6:57:48) – Chairperson Golden reconvened the meeting. A quorum was a still present.

(6:58:11) – Chairperson Golden entertained Member comments. Member Barrette commented that he strongly believed that fees needed to be updated to account for inflation and the passing of time, and he agreed that landing fees "aren't probably the best thing on this proposal." He stated that he did not want customers to feel like they were being "nickel and dimed" and consequently leave due to a changing environment. He was appreciative of the input from the public.

(7:02:12) – Member Simmons strongly encouraged members of the public to continue attending the meetings to be involved in matters concerning the Airport.

(7:03:30) – Vice Chairperson Harris echoed Member Simmons's comment and stated that he viewed the Proposed Rates and Charges as a list of possibilities. He addressed some of the opposition from the public, and he was concerned about the administrative costs of the aeronautical activity permit, advertising permit, and in terminal advertising board. He requested that the public inform the Airport Authority of anything else they opposed. He also noted that there would be changes in fees because "in the end, we have to balance our budget."

(7:08:23) – Treasurer Rogers also echoed Member Simmons's comment. He stated that, because of his background as a supplier to the aerospace industry and manufacturing, he believed any business either grows or dies, and "there is no option that says that we stay the same; that's death. Growth is mandatory or else the business cannot prosper in the long-term." He believed that Mr. Moen has a vision for the Airport, and Treasurer Rogers welcomed feedback to Mr. Moen in order for him to be a "good agent of change." He mentioned that he was slightly disappointed that no members of the public showed up to participate in the development of the Airport Strategic Plan, as it sets the tone for such discussions as those for this meeting. He noted that Mr. Moen would like for the Airport to "represent itself as an airport for the Capital of the State of Nevada" as well as "recognized as being a critical part of the infrastructure of the Capital City of the State of Nevada."

(7:13:26) – Member Hamilton also echoed Member Simmons's comment and stated that Mr. Moen was told to develop a plan to generate income, with the Proposed Rates and Charges being one of those plans, although doubling the FBO fee was "way out of line."

(7:14:45) – Chairperson Golden clarified that the parking fees were most likely in regards to transient parking and not for those who have hangars at the Airport. He noted that Mr. Moen was well-intentioned in putting something on the table to discuss at the meeting, and he shared an anecdote regarding his company that had taken over an airport and added landing fees, which led to the major decrease in visitors and aircraft. He pointed out that the addition of landing fees becomes a slippery-slope that could lead to swift increases over time. He

mentioned that the Airport must remain "fiscally solvent" and keep financial reserves in place to prevent being unable to afford to pay for the Automated Weather Observing System (AWOS) to be repaired. Chairperson Golden also noted that the growth of the customer base and services the Airport can make the Airport more "palatable" to increase certain fees.

(7:23:20) – Mr. Moen echoed the comments regarding the public attendance and welcomed the feedback for his efforts. He also encouraged members of the public to return to future meetings to be a part of the budget process and discussions for the Airport.

(7:26:10) – Mr. Moen presented the Draft FY2020/21 Budget, which is incorporated into the record.

(7:39:57) – In response to Chairperson Golden's question, Mr. Moen confirmed that the Airport has been in a five-year contract, issued four years ago, with a private security firm.

(7:42:54) – Mr. Moen clarified that the numbers would be "firm[ed] up" over the next meeting. He informed that by April 15, 2020, they would need to submit a tentative budget to the State, they would need to have a public meeting around the last 10 days of May 2020, and the final budget would need to be submitted by June 1, 2020.

(7:44:01) – Chairperson Golden entertained Authority comments. Treasurer Rogers commended on the amount of detail with which Mr. Moen operates and emphasized the intent of the budgeting process to start from the Draft Budget and add the collective thoughts on what, if any, capital [improvement] projects (CIPs) Authority Members want to do for the Airport while evaluating any immediate need for revenue increases.

(7:45:21) – Chairperson Golden inquired about how much of the personal and property tax revenue generated by the Airport operators comes back to the Airport, and Mr. Moen responded that it was approximately $260,000. Discussion ensued regarding the formula that Mr. Moen used for the Draft Budget.

(7:49:34) – Mr. Tackes cautioned about statements that imply taking some of the City's money and adding it to the Airport budget and stated that the real property tax on hangars was struck by Mr. Tackes, and the tradeoff was that the Airport agreed to take over the payments on the land used for the "east end of the runway," which was originally purchased by the City. He mentioned that the Airport has been renegotiating the cooperative agreement with the City, as the agreement ends on May 31, 2020.

(7:52:36) – In response to Mr. Frewert inquiry, Chairperson Golden explained that, in regards to AIP expenses, federal grant funding is provided to the Airport to fund CIPs while the Airport funds 6 percent of the cost of the project, and, in regards to legal expenses, Mr. Tackes clarified that his firm charges a discounted billable rate to the Airport to handle such matters as leases and Federal Aviation Administration (FAA) guidance.

3. FOR DISCUSSION AND POSSIBLE ACTION: SET PARAMETERS FOR DEVELOPMENT OF AN INTERMEDIATE AND LONG-TERM FACILITY AND EQUIPMENT CAPITAL IMPROVEMENT PLAN (CIP).

(8:03:24) – Chairperson Golden introduced the item. Mr. Moen presented the Board Memorandum and CIP, both of which are incorporated into the record, and responded to clarifying questions.

(8:08:56) – Chairperson Golden believed that the webcam would be the Airport's "biggest bang for the buck" to monitor the weather real-time.

(8:17:22) – Chairperson Golden entertained Authority comments. Member Hamilton wished to keep the East College Parkway area open in regards to the landscaping, and Mr. Moen stated that the landscaping is to make the area more presentable to the public.

(8:18:39) – Trustee Rogers requested working with the proper authorities to get a sign that indicates the location of the Airport when traveling east on College Parkway.

(8:19:33) – Chairperson Golden pointed out that the Airport Authority would need to figure out a way to pay for the CIPs. Mr. Tackes noted that most of the projects are not AIP grant fundable. Trustee Rogers clarified that the items are CIPs that the Airport Authority has considered funding. Mr. Tackes recommended renaming the list of projects due to the title choice being too similar to what the FAA generically calls AIPs.

(8:20:58) – Chairperson Golden entertained public comments; however, none were forthcoming.

4. FOR DISCUSSION AND POSSIBLE ACTION: APPROVE LEASE AMENDMENT TO MOUNTAINVIEW COMMUNITY ASSOCIATION LEASE.

(7:57:28) – Chairperson Golden introduced the item. Mr. Moen presented the Board Memorandum, which is incorporated into the record along with the Airport Lease Amendment.

(8:01:28) – Chairperson Golden entertained Authority and public comments, and when none were forthcoming, a motion.

(8:02:31) – MOTION: Vice Chairperson Harris moved to approve the lease amendment and legal description of the Mountain View Community Association Lease Agreement with the caveat that there may be some non-substantive changes requested by the [Carson City] Assessor, and the Board gives the authority to the Airport Manager to make those adjustments.

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

G. AIRPORT ENGINEER'S REPORT.

(8:34:23) – Chairperson Golden introduced the item. Mr. Moen referenced the Airport Engineer's report, which is incorporated into the record.

H. AIRPORT MANAGER'S REPORT.

(8:36:37) – Mr. Moen referenced his report, the Airport survey results, and the Airport Flight Activity Report, all of which are incorporated into the record.

I. LEGAL COUNSEL'S REPORT.

(8:46:20) –Mr. Tackes did not have any additional items to report.

J. TREASURER'S REPORT.

(8:46:34) – Treasurer Rogers did not have any additional items to report.

K. REPORT FROM AUTHORITY MEMBERS.

(8:46:43) – Chairperson Golden entertained reports from Authority Members; however, none were forthcoming. Member Barrette mentioned that he was interested in Mr. Tackes's historical data in regards to Mr. Tackes's report and wished for him to present it at the next Airport Authority meeting.

L. PUBLIC COMMENT.

(8:46:58) – Chairperson Golden introduced the item. Mr. Edwards believed that changing the name of the Airport to include "Tahoe" in the name would create a potential safety issue for pilots.

(8:48:18) – Mr. Webb provided some advice in regards to an instrument landing system (ILS).

(8:50:00) – Member Hamilton referenced Mr. Edwards's comment and mentioned that the radio calls he has heard never mentioned "Tahoe," including for such airports as the Minden-Tahoe Airport.

M. AGENDA ITEMS FOR NEXT REGULAR MEETING.

(8:50:37) – Chairperson Golden requested that Authority Members send him an email for any items that they wish to agendize for the next Airport Authority Meeting.

N. ACTION ON ADJOURNMENT.

(8:50:47) – Chairperson Golden adjourned the meeting at 8:50 p.m.

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

Board Memorandum

Carson City Airport Authority

Date: February 19, 2020 Memo # 2020-05
To: Chairman & Board Members
For: February 2020 CCAA Board Meeting
From: Kenneth G. Moen, A.A.E., Airport Manager
Subject: **INFORMATIONAL: PRESENTATION USI CARSON CITY AIRPORT AUTHORITY (CCAA) RISK MANAGEMENT REVIEW**

STAFF RECOMMENDATION

Airport staff requests Carson City Airport Authority (CCAA) to consider recommendations proposed by USI Insurance Services (USI) Vice President of Commercial Property & Casualty, Brandon Lewis. The proposed recommendations are based on a risk management review conducted by Mr. Lewis over the last few months. The recommendations are designed to limit CCAA exposure to unnecessary risk.

PURPOSE

Airport staff seeks to review findings of risk management study conducted by USI Insurance. The review designed by USI was conducted by reviewing current insurance policies, coverages, leases, contracts, agreements, airport policies and procedures with the purpose of identifying undue risk and determining the appropriate insurance coverages and limits to protect the CCAA from unmitigated risk factors in accordance with industry standards and best practices. This proposal supports the strategic goal of financial stability and airport safety and security.

BACKGROUND

USI began in 1994 with a single office and $6.5 million in revenue and 40 associates. Today, USI is approaching $2 billion in revenue with more than 7,000 associates in approximately 200 offices across the country.

USI serves 150,000 clients meeting their property & casualty, employee benefit, personal risk and retirement needs nationwide. USI combines industry leading national capabilities delivered through local service teams. USI stands for Understand, Service and Innovate. USI works to understand the specific needs of clients, to provide an unparalleled local service experience, and to Innovate with cutting edge solutions so clients can continue to invest and grow.

DISCUSSION

Following the September 2019 Board meeting, airport staff was directed by CCAA to meet with the Carson City Risk Manager. In October 2019, airport staff met with Cecilia Meyer to discuss the Carson City's approach to risk management and asked if the City could support the CCAA by conducting a risk management review. Ms. Meyer suggested that airport staff contact Brandon Lewis at USI. Ms. Meyer informed airport staff that Carson City utilizes USI for its risk management. Airport staff subsequently met with Brandon Lewis three times since November

2019. Over the next several weeks, USI reviewed CCAA current insurance policies, coverages, leases, contracts, agreements, airport policies and procedures on behalf of the Carson City Airport with the purpose of identifying CCAA undue exposure to risk.

The risk management review resulted in several suggestions to minimize CCAA risk in aviation liability and other related coverages.

FINANCIAL IMPACT

To be determined after receipt of review of specific proposal from USI.

RECOMMENDED MOTION

None.

Risk & Insurance Review for Carson City Airport Authority

At the request of Mr. Kenneth G. Moen, A.A.E., Airport Manager, USI has conducted a review of the Authority's current insurance coverage, contracts and exposures. This review was conducted in order to provide recommendations to help improve the Authority's risk management and insurance program.

Our review is limited to documentation and information provided by the Authority. Please advise if additional information or documentation which may affect this review so that our recommendations can be reviewed and updated if needed.

- **Current Insurance Coverage Review & Recommendations**

  The Authority's current insurance policies were reviewed to assess current limits and premiums. These are provided below along with recommendations to consider for each coverage.

- **Additional Insurance Coverage Recommendations**

  Recommendations for additional insurance coverage is included below for your consideration.

- **Contractual Risk Review (Insurance Requirement Recommendations)**

  The Authority's current contracts and service agreements were reviewed and recommendations provided to protect the Authority and transfer risk to third parties which may operate on the Airport premises.

All recommendations, including limits of insurance, are advisory only and should be reviewed and considered by the Authority to ensure conformity with any applicable laws or regulations and adequacy for your operations and risk exposures. This service should not be taken as legal advice and it does not replace the need for review by the insured's own legal counsel.

Please let me know if any questions. Thank you for the opportunity to serve the Carson City Airport Authority.

Brandon Lewis, CPCU, ARM
Vice President – Commercial Property & Casualty
USI Insurance Services LLC
brandon.lewis@usi.com
(775) 335-2113

Important Disclosure: This review is based on an initial review of insurance information and other documents provided by the organization. This review is merely a descriptive summary of coverage based on our review of provided insurance documents and should be used for reference purposes only. This document neither amends nor alters the insurance contract(s). Specific questions on all policy terms and conditions should be referred to the Agent or Broker for each policy and the policy itself should be reviewed. Please refer to the policy contract for specific terms, conditions, limitations, and exclusions. © 2020 USI Insurance Services LLC. All Rights Reserved

Current Insurance Coverage Review & Recommendations

Policy Info	Limits of Insurance & Deductibles	Annual Cost	Recommendations
Commercial Auto *United Financial Casualty Company (Progressive)* Policy No. 06144904-7 Term: 9/9/2019 to 9/9/2020 Covered Vehicle: 2000 GMC Sierra C3500 1GTHK34R9YR197104	**Bodily Injury Liability:** $25,000 each person $50,000 each accident **Property Damage Liability:** $20,000 each accident **Medical Payments:** $1,000 each person *Deductible: N/A*	$401.00	• Consider increased limit of liability (i.e. combined single limit of $500,000 or $1,000,000) • Consider increased Medical Payments limits (i.e. $5,000 or $10,000).
Misc. Property Floater *Greenwich Insurance Company* Policy No. 2861915 Term: 1/21/2019 to 1/21/2020 Scheduled Location: 2600 E Graves Lane, #6 Carson City, NV 89706	Scheduled Property: Weather Radio-AWOS: $65,000 Light Beacon and Tower: $10,000 Fences and Gates: $10,000 **Total Insured Value: $85,000** *Deductible: $1,000* Valuation: Actual Cash Value	$511.00	• Recommend coverage for buildings, structures and other personal property. • Recommend for other property & mobile equipment. • Recommend replacement cost coverage valuation.
Airport Ground Operations Liability Insurance *Global Aerospace (Various Insurers)* Policy No. 15001348 Term: 7/1/2017 to 7/1/2020 Scheduled Aviation Premises: Carson City Airport (Carson City, NV)	$10,000,000 each occurrence $10,000,000 products/completed ops aggregate $10,000,000 personal and advertising injury aggregate $10,000,000 general aggregate limit $250,000 damage to premises rented to you $6,000 medical payments any one person $10,000,000 hangarkeeper's – each accident ($1,000) $10,000,000 hangarkeeper's limit – each aircraft ($1,000) $10,000,000 non-owned aircraft liability	$4,400	• Final year of three-year policy term. *Aviation insurance premium rates are increasing.* • USI will work with the Authority to obtain the best terms, conditions and pricing possible for the next renewal.
Workers Compensation and Employers Liability	Workers Compensation: Statutory Coverage Employer's Liability: $1,000,000 Deductible or Retention: N/A	$2,218	• CCAA may have joint and several liability for losses incurred by the self-insured group.

Important Disclosure: This review is based on an initial review of insurance information and other documents provided by the organization. This review is merely a descriptive summary of coverage based on our review of provided insurance documents and should be used for reference purposes only. This document neither amends nor alters the insurance contract(s). Specific questions on all policy terms and conditions should be referred to the Agent or Broker for each policy and the policy itself should be reviewed. Please refer to the policy contract for specific terms, conditions, limitations, and exclusions. © 2020 USI Insurance Services LLC. All Rights Reserved

Policy Info	Limits of Insurance & Deductibles	Annual Cost	Recommendations
Nevada Retail Network Self-Insured Group & Safety National Casualty Corporation Member No. NRN15436 Term: 1/1/2019 to 1/1/2020			• Recommend checking written agreements for potential liabilities.
Public Official Bond Old Republic Surety Company Bond # W150294648 Term: 8/17/2019 to 8/17/2020	**Principal:** Johnathan D. Rogers **Oblige:** Carson City Airport **Bonded Position:** Treasurer **Bound Amount:** $10,000	$100	• Recommend crime/fidelity and faithful performance of duty coverage excess of bond amount.

Additional Insurance Coverage Recommendations:

Public Officials (Directors & Officers Liability)	Employment Practices Liability Insurance
Provides coverage for claims or suits arising out of alleged acts, errors or omissions of public officials, board members and employees.	Provides coverage for claims or suits arising out of alleged wrongful employment acts, errors or omissions. This can include losses involving wrongful termination, sexual harassment, discrimination or other employment-related practices.
Active Shooter/Assault Event Coverage	**Network Security/Cyber Liability Coverage**
Provides coverage for costs and expenses incurred to respond to an active shooter or other assault event on or near the insured premises.	Provides coverage for claims or suits arising out of intentional and unauthorized disclosure of private or confidential information, internet and media liability and electronic communications. Can also provide coverage for costs and expenses incurred to respond to a data breach or other event, including network extortion threat and reward payments.
Crime Insurance	**Excess Liability Limits**
Provides coverage for loss of money, securities or other property due to employee theft or losses involving outside parties.	Provides higher limits of liability for losses involving bodily injury, property damage or other loss to third parties.

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Contractual Risk Review (Insurance Requirement Recommendations)

We recommend that the Authority require third parties such as tenants, vendors, contractors, or other airport users operating vehicles on airport premises to maintain insurance coverage for claims and losses which may arise out of their premises, operations, products or services.

Recommendations include requiring third parties to maintain:

- Commercial general liability insurance with minimum limits of at least $1,000,000 per occurrence including the Carson City Airport Authority and Carson City, Nevada as additional insureds.
- Commercial or personal automobile liability insurance with minimum limits for commercial and personal uses depending on operations and exposures.
- Workers compensation and employer's liability for third parties with employees on Airport premises
- Commercial property insurance for tenants and operators who may be responsible for damage or loss to leased buildings, structures or other property.
- Aviation coverage specific to exposures for tenants, operators and others providing products or services on Airport premises.

Recommendations have been provided for the following agreement types:

- Airport Lease Agreement
- Mobile Food Truck Permit Application
- Tenant Improvement Permit
- Business Permit Application
- Advertising Permit Application
- Building Use Liability Waiver and Indemnification
- Long Term Parking Permit Application
- Non-Commercial Permittee
- Long Term Parking Permit Application
- Commercial Permittee
- Gate Card Application and Vehicle Operating Authorization (Non-Commercial)
- Gate Card Application and Vehicle Operating Authorization (Commercial)

As a service to our clients, upon their request, USI will review those portions of your contracts or agreements regarding insurance requirements as they relate to your insurance program and provide comments and/or recommendations based upon such review. This service should not be taken as legal advice and it does not replace the need for review by the insured's own legal counsel.

Important Disclosure: This review is based on an initial review of insurance information and other documents provided by the organization. This review is merely a descriptive summary of coverage based on our review of provided insurance documents and should be used for reference purposes only. This document neither amends nor alters the insurance contract(s). Specific questions on all policy terms and conditions should be referred to the Agent or Broker for each policy and the policy itself should be reviewed. Please refer to the policy contract for specific terms, conditions, limitations, and exclusions. © 2020 USI Insurance Services LLC. All Rights Reserved

Board Memorandum

Carson City Airport Authority

Date: February 19, 2020 Memo # 2020-06
To: Chairman & Board Members
For: February 2020 CCAA Board Meeting
From: Kenneth G. Moen, A.A.E., Airport Manager
Subject: **Approve to Forward Lot Line Adjustment of Trimotor, LLC Leasehold to Carson City Board of Supervisors**

STAFF RECOMMENDATION

Approve requested lot line adjustment of Trimotor, LLC leasehold and forward to Carson City Board of Supervisors for their approval.

PURPOSE

The purpose of this action is to seek CCAA approval for airport staff to submit Trimotor, LLC request to adjust lot line boundary to include additional area to expand apron area to the southside of leasehold.

BACKGROUND

The Trimotor, LLC was the assignee of the lease from Wayne Brooks and approved by the CCAA in July 2011. The current leasehold, identified as 2963 Arrowhead Drive (005-011-75, Lot 35 on the CCAA Lease Parcel Map) and is 45,085 square feet (sf). Trimotor, LLC is a long-term tenant in good standing with the Carson City Airport Authority.

In May 2018, Thurman "Buzz" Elliott contacted airport staff regarding the proposed expansion of the Trimotor, LLC leasehold (Lot 35B) to accommodate the expansion of the aircraft apron to the south for additional aircraft staging area. Trimotor, LLC has completed survey of the area owned by the city of Carson City and is requesting to lease an additional 9,287 sf for the construction of concrete apron area. The legal description and exhibit of the area is attached. Trimotor, LLC has coordinated aircraft apron expansion with the adjacent leasehold (Lot 37) to the south of the area described.

DISCUSSION

The request to enlarge the leasehold of Trimotor, LLC by an additional 9,287 sf to accommodate the expansion of the aircraft apron is in alignment with the CCAA strategic plan initiative to grow lease revenue year-over-year.

FINANCIAL IMPACT

Per the current ground lease rental rate, the rate per square foot per year IS $0.24." therefore the additional 9,287 sf will result in ground lease revenue in the amount of $2,228.88 annually.

RECOMMENDED MOTION

"I move to approve airport staff to submit Trimotor, LLC lease lot line adjustment request to the Carson City Board of Supervisors for approval."

EXHIBIT "A"
LEGAL DESCRIPTION
NEW LEASE PARCEL 35-B
APN 005-011-75 AND A PORTION OF APN 005-011-01 AND APN 005-011-76

All of Lease Parcel 35-B described in Assignment of Ground Lease File No. 414361, recorded August 5, 2011, Carson City Records, and a portion of the Caron City Airport Authority parcel located adjacent to and south of said Lease Parcel 35-B, and a portion of Lease Parcel 37 described in Carson City Airport Lease Agreement File No. 239314, recorded August 25, 1999, in said Carson City Records, located within a portion of the Southeast Quarter of Section 33, Township 16 North, Range 20 East, MDM, being more particularly described as follows:

COMMENCING at the Southeast corner of said Section 33;

thence North 74°23'49" West a distance of 260.45 feet to the Southeast corner of said Lease Parcel 35-B and being the **POINT OF BEGINNING**;

thence along the South boundary of Lease Parcel 35-A described in Carson City Airport Lease Agreement File No. 239344, recorded August 26, 1999, Carson City Records South 89°26'31" East a distance of 15.55 feet;

thence departing said South boundary South 01°00'00" West a distance of 65.89 feet;

thence North 89°26'31" West a distance of 2.50 feet;

thence from a tangent which bears North 00°33'29" East, along a circular curve to the left with a radius of 27.00 feet and a central angle of 90°00'00" an arc length of 42.41 feet;

thence North 89°26'31" West a distance of 48.16 feet to a point on the East boundary of said Lease Parcel 37;

thence departing said East boundary North 89°26'31" West a distance of 145.00 feet to a point on the West boundary of said Lease Parcel 37;

thence departing said West boundary North 89°26'31" West a distance of 10.03 feet;

thence North 00°44'54" East a distance of 38.89 feet to the Southwest corner of said Lease Parcel 35-B;

thence along the West boundary of said Lease Parcel 35-B North 00°44'54" East a distance of 197.72 feet to the Northwest corner of said Lease Parcel 35-B;

thence along the North boundary of said Lease Parcel 35-B from a tangent which bears North 77°42'45" East, along a circular curve to the right with a radius of 425.00 feet and a central angle of 12°50'44" an arc length of 95.28 feet;

thence South 89°26'31" East a distance of 123.99 feet to the Northeast corner of said Lease Parcel 35-B;

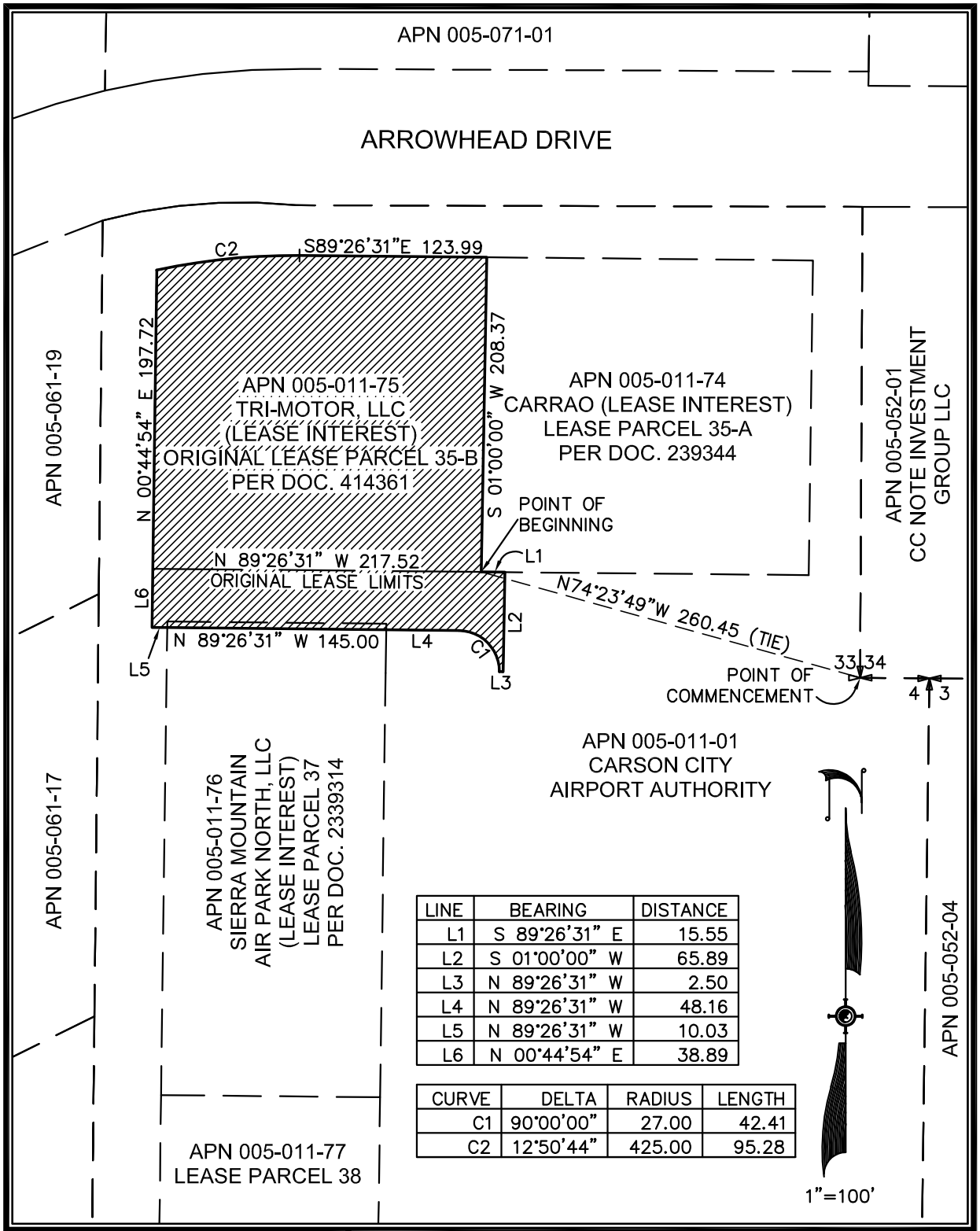
thence along the East boundary of said Lease Parcel 35-B South 01°00'00" West a distance of 208.37 feet to the **POINT OF BEGINNING**.

Said parcel contains an area of approximately 54,372 square feet.

BASIS OF BEARINGS: Amended Official Plat of Carson City Industrial Airpark, Map Number 363, recorded December 14, 1971 as File Number 98759, in the official records of Ormsby County, Nevada.

Description Prepared By:
Ryan G. Cook, PLS 15224
Summit Engineering Corporation
5405 Mae Anne Ave.
Reno, NV 89523
775-747-8550

11-22-2019



LINE	BEARING	DISTANCE
L1	S 89°26'31" E	15.55
L2	S 01°00'00" W	65.89
L3	N 89°26'31" W	2.50
L4	N 89°26'31" W	48.16
L5	N 89°26'31" W	10.03
L6	N 00°44'54" E	38.89

CURVE	DELTA	RADIUS	LENGTH
C1	90°00'00"	27.00	42.41
C2	12°50'44"	425.00	95.28

EXHIBIT "B"
DISPLAY TO ACCOMPANY LEGAL DESCRIPTION

1" = 100'

NEW LEASE PARCEL 35-B
APN 005-011-75 AND
POR 005-011-01 & -76

SUMMIT ENGINEERING CORPORATION
5405 MAE ANNE AVE. RENO, NV. 89523

SHEET 1 OF 1

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Board Memorandum

Carson City Airport Authority

FlyCarsonCity.com

Date: February 19, 2020 Memo # 2020-07
To: Chairman & Board Members
For: February 19, 2020 Board Meeting
From: Kenneth G. Moen, A.A.E., Airport Manager
Subject: **Approve Scope of Work for the Runway 09/27 Rehabilitation Project and Design of Snow Equipment Removal Building**

STAFF RECOMMENDATION

Approve Scope of Work (SOW) Task Order C with Armstrong Consultants and to act as Engineering Consultant to the Carson City Airport Authority (CCAA) for the anticipated AIP Grant Project AIP 3-32-0004-34.

PURPOSE

Task Order C is an attachment to the Professional Services Agreement (PSA) between Armstrong Consultants and the CCAA to act as Engineering Consultant to the CCAA for a period not to exceed five-years. This PSA was executed in November 2018.

BACKGROUND

In mid-2018, the CCAA issued a Request for Qualifications for an airport engineer and airport planning consultant. The subsequent PSA is to not exceed five years. Once all responses were received, the CCAA and airport manager scored each submittal on the responsiveness to the request for qualifications. CCAA members and airport manager tallied the score cards and selected the top two firms to submit contract proposals. In September 2018, the CCAA selected Armstrong Engineering Consultants and Coffman & Associates to submit PSAs for review. Airport Staff and Airport Legal Consultant reviewed the draft PSAs and made changes to draft documents acceptable to both consultants and the CCAA. Airport staff has requested both firms to submit project proposals (selected from the CXP Airport Capital Improvement Program) in order to conduct an Independent Fee Estimate (IFE) to ensure that fees charged by the consultants are compatible with market conditions. The IFE is required as a part of the negotiation process.

DISCUSSION

On December 10, 2019 the CCAA applied for federal assistance to the Federal Aviation Administration Airports District Office (FAA ADO). The application was requesting to assistance to rehabilitate Runway 09/27 and design the snow equipment removal building. Due to the estimate project cost, the FAA ADO requested an Independent Fee Estimate (IFE). Airport staff contracted with Rood & Associates to conduct an IFE. Armstrong Consultant's fee proposal was $180, 080.00 for project development (elements 1 & 2), preliminary design (elements 1 & 2), final design (elements 1 & 2) bidding services (element 1) construction period services (element 1), project closeout (elements 1 & 2) and the IFE submitted on January 31, 2020 was

$192,790.00. The final fee proposal is considered reasonable by airport staff. A contract has been prepared for the agreement between the Sponsor and Consultant. The scope of work, Sponsor's independent fee estimate, consultant's fee proposal and detailed cost analysis are attached to this board memo and hereby submitted to the ADO for a reasonableness of cost determination. The negotiations were conducted in good faith to ensure the fees are fair and reasonable. The procedures outlined in AC 150/5100-14E have been followed.

FINANCIAL IMPACT

The fees charged to the CCAA are reimbursable under the FAA Airport Grant programs. The CCAA will be responsible for 6.25% as a local match and the FAA will reimburse the CCAA 93.75%.

RECOMMENDED MOTION

"I move to approve the Scope of work and Record of Negotiations, Task order C with Armstrong Engineering Consultants for anticipated AIP Grant Project AIP 3-32-0004-34."

TASK ORDER C
ATTACHMENT TO
PROFESSIONAL SERVICES AGREEMENT
BETWEEN SPONSOR AND ENGINEER,
DATED _____, 2020

FURTHER DESCRIPTION OF SERVICES OF ENGINEER

1. This Attachment is made a part of and incorporated by reference into the Professional Services Agreement made on November 29, 2018, between CARSON CITY AIRPORT AUTHORITY (Sponsor) and ARMSTRONG CONSULTANTS, INC., (Engineer) providing for professional engineering services. The Services of Engineer as described in Section 1 of the Agreement are amended or supplemented as indicated below and the time periods for the performance of certain services are stipulated as indicated below.

2. LOCATION – Carson City Airport – Carson City, Nevada

3. WORK PROGRAM – Attached

   Element 1 – *Rehabilitate Runway 9/27 – Crack Seal, Seal Coat and Remark*
   Element 2 – *Construct Snow Removal Equipment (SRE) Building (Design Only)*

4. FEES - The fees will be as noted below. (All lump sums)

Elements 1 and 2 – Project Development	$8,660.00
Elements 1 and 2 – Design	
Preliminary Design	$101,200.00
Final Design	$25,660.00
Element 1 – Bidding Services	$8,600.00
Element 1 – Construction Period Services	
Construction Administration Services	$7,220.00
Construction Inspection Services	$21,050.00
Elements 1 and 2 – Project Closeout	$7,690.00
Engineering Total	$180,080.00

5. ATTACHMENTS - Required Contact Provisions for A/E Contracts Under Airport Improvement Program

SPONSOR:
CARSON CITY AIRPORT AUTHORITY

_____
Michael Golden, Chairman

ENGINEER:
ARMSTRONG CONSULTANTS, INC.

_____
Dennis Corsi, President

ELEMENT #1 REHABILITATE RUNWAY 9/27 – CRACK SEAL, SEAL COAT and REMARK

1. This work element consists of engineering tasks associated with rehabilitating the pavement on Runway 9/27. Work will include crack sealing, fog sealing and remarking the pavement markings. Runway 9/27 is 75' x 6,101' and includes 300' long paved overruns on each end that will be included in the project.

    1.1. Crack sealing will consist of applying crack sealant meeting ASTM D6692 specifications in all cracks greater than 1/8 inch in width. Cracks 1/8 inch to ½ inch in width will be routed prior to applying crack sealant. Cracks wider than ½ inch will not be routed, but will be cleaned and prefilled with sand or other approved material to within 1 ½ inches below the pavement surface prior to placement of crack sealant. Cracks wider than 1 ½ inches may be sealed with an approved hot applied crack repair mastic. All cracks will be sealed to within ¼ inch below the pavement surface. Runway 9/27 was saw cut as if it were concrete instead of hot mix asphalt in the past, the amount of crack fill material required will be considerable.

    1.2. Seal coating will consist of applying emulsified asphalt seal coat meeting P-608 specifications per FAA AC 150/5370-10H. Sand will be applied to the runway in accordance with the specification. The Contractor will be required to perform friction testing in accordance with P-608.

    1.3. New pavement markings will be designed meet FAA AC 150/5340-1M. Type I, Gradation A glass beads will be specified for the painted surfaces. Any existing markings that do not meet FAA AC 150/5340-1M requirements will either be removed prior to seal coating, or will be perpetuated based on the guidance received from the FAA Program Manager and Sponsor.

    1.4. Ten New Guidance Signs will be installed at Taxiway B and D3 on existing sign foundations. Taxiway B will be redesignated as Taxiway D3 (between the runway and Taxiway D) and Taxiway D3 will be redesignated as Taxiway D4. This change was recommended by NDOT Aeronautics during an inspection on October 24, 2019.

    Estimated Construction Cost (Element 1) is: $221,000

    Estimated Construction Period is: 9 days[1]

ELEMENT #2 CONSTRUCT SNOW REMOVAL EQUIPMENT STORAGE BUILDING (DESIGN ONLY)

1. This work element includes the design of a snow removal equipment storage building.

    1.1. The building will consist of a pre-engineered steel building designed to meet AC 150/5220-18A. It is anticipated that the building will be approximately 40 feet wide by 80 feet long, but the final size will be determined based on a space allocation analysis performed as part of the design. The building will have a 16-foot eave height, and will be insulated.

1.2. The exterior of the building will consist of colored metal siding with minimal architectural aesthetic elements. Gutters and downspouts will be included in the design. Landscape gravel and metal edging will be included around the exterior perimeter of the building. It is anticipated that at least one personnel door and three large overhead doors with one bay being a drive through will be incorporated into the design. Paved approaches will be included outside of each door. Gravel and/or paved access roads will be included in the design to provide access between the airfield pavements and the building, the scope of this work will likely be determined based on the available budget. The building will be designed such that future expansion may occur.

1.3. The interior of the building will include interior metal paneling to a height of 8 feet to protect the building insulation and allow for easier facility cleaning. An in-slab trench drain connected to an exterior oil/water separator and holding tank will be installed. High bay lighting, electrical outlets, a radiant tube heater, and evaporative cooling will be installed in the equipment storage area. The floor will consist of a troweled smooth concrete finish. Interior spaces will include a separately heated and cooled office, a single use restroom, and a mechanical/storage room. The office and restroom will include finished sheet rock walls and commercial vinyl flooring. The loft area above the office, restroom and mechanical room will have a mezzanine and be utilized for additional storage and will be accessed by a staircase. Options for evacuating vehicular exhaust will be analyzed. A hose bib for water in the shop area and on the exterior of the building will be included.

1.4. An Architectural Consultant will be employed for exterior and interior building design. Architect will coordinate Electrical, Mechanical and Structural Consultants.

1.5. An Electrical Consultant will be employed for electrical design and will be coordinated through the Architect.

1.6. A Mechanical Consultant will be employed for plumbing and HVAC design and will be coordinated through the Architect.

1.7. The foundation and slab-on-grade design for the building will be developed by a Structural Engineering Consultant and will be coordinated through the Architect. A geotechnical investigation will be completed as part of the preliminary design that will provide recommendations for the foundation design.

1.8. A site topographical survey will be performed. It is anticipated that some modification of the existing interior fencing in the vicinity of the proposed building location may need to be modified to accommodate the building footprint.

Estimated Construction Cost (Element 2) is: $500,000

Note: [1] Should the Contractor exceed the specified construction period, additional construction period fees will be assessed at a rate of $1,750/day. The Sponsor may offset these fees by charging the Contractor liquidated damages in accordance with the Contract Agreement and Special Provisions developed as part of the bid documents for the project.

I. PROJECT DEVELOPMENT

The project development phase is intended to complete the necessary preliminary actions required to initiate the project in accordance with established Federal, State and Local policies and procedures.

Activities include:

1. Conduct a pre-design meeting/scoping conference with the Sponsor and FAA (optional) to establish parameters for the project definition and work areas, budget, schedule, and needs for topographic survey and geotechnical investigations.

2. Develop preliminary cost estimates for the proposed work.

3. Develop a draft Scope of Work narrative for review and approval. The Sponsor may be required to have an independent fee estimate (IFE) performed to validate the proposed engineering fees. The Engineer will assist the Sponsor in getting reimbursed for the cost of this IFE as part of the grant by preparing a request for reimbursement. Upon receiving approval of the scope of work narrative, engineering fees will be calculated and provided with the final Scope of Work. The Engineer will assist the Sponsor with the submittal of a Record of Negotiations to document the fee negotiation performed for the project.

4. Prepare final Scope of Work and Contract.

5. Prepare Preliminary FAA Grant Application. Preparation of the application will include the following:
   a. Prepare the following forms: SF424 and FAA Form 5100-100.
   b. Prepare Project Narrative and Sketch.
   c. Prepare Preliminary Estimate.
   d. Prepare the Sponsor's Certifications.
   e. Attach the current Grant Assurances.

The Engineer will submit the application to the Sponsor for approval and signatures.

II. PRELIMINARY DESIGN

The preliminary design phase is intended to identify and evaluate cost effective and practical solutions for the work items identified. The designer will complete its evaluation of alternatives through contacts with local authorities, field investigations, and a practical design approach. The design will take advantage of local knowledge and experience and utilize expertise from recent construction projects to design a cost-effective project. Cost efficiencies will be realized in a lower initial cost and in lower long-term maintenance costs.

Activities include:

1. Prepare requirements for the design topographical survey. Work includes establishing the limits of the work area and developing survey criteria in accordance with FAA design guidance. A surveyor subconsultant will be employed to conduct the topographical survey in accordance with the requirements developed. Coordinate the subconsultant's work schedule with airport staff.

2. Prepare requirements for the design geotechnical investigation. Work includes developing a subsurface boring layout and soil testing regimen based on typical requirements for foundation and building slab design. A geotechnical engineering subconsultant will be employed to conduct the geotechnical investigation in accordance with the requirements developed. The Engineer will coordinate the subconsultant's work schedule with airport staff.

3. Prepare an overall Construction Safety and Phasing Plan (CSPP) in order to maximize project constructability and operational safety. A draft CSPP will be submitted to the FAA for review and comment when the design is approximately 25-35% complete. This final CSPP will be submitted to the FAA when plans are 95% completed. The final CSPP will be coordinated, by the FAA Program Manager, with other FAA Lines of Business (LOBs). Comments received by the FAA LOBs will be incorporated into the CSPP prior to submitting the bid advertisement for the project.

4. Assist the Sponsor in obtaining a Nevada Public Works Project number for the project.

5. Analyze and process topographical survey data. Input raw survey data into computer aided drafting program, develop TIN surface model of existing ground contours, pavement edges, electrical system components, utilities, and any other miscellaneous items. Generate 3D contour model and prepare and process data for spot elevations, grading, drainage and pavement cross sections.

6. Analyze and process geotechnical investigation data for the purpose of designing any pavement outside the footprint of the building. Develop design conclusions based on the data presented and establish input values for pavement design software. Prepare subgrade and pavement section information for incorporation into construction plans.

7. Review and evaluate project layout.
    a. Review existing runway pavement markings to determine compliance with FAA design guidance.
    b. Conduct facility sizing analysis based on AC 150/5220-18 (current edition).
    c. Verify existing ALP dimensions and data.
    d. Conduct preliminary design charrette with Sponsor to determine specific facility needs and preferred layout.
    e. Determine facility lighting and power outlet layout.

f. Determine heating system size and configuration.

8. Evaluate local conditions:
   a. Evaluate existing pavement cracking to determine magnitude and type of crack sealing and repair required.
   b. Inventory local material suppliers, sources and capabilities.
   c. Review existing site power layout and coordinate with local electrical utility provider to determine requirements for building power service.
   d. Discuss current and desired snow removal equipment to determine facility sizing requirements.

9. Prepare preliminary construction plans. Construction plans will be prepared depicting all of the work involved for Elements 1 and 2. The following list of drawings will be used as a guideline.

DESCRIPTION		ELEMENT 1
a	Cover Sheet	1 Sheet
b	General Notes, Legend and Survey Control	1 Sheet
c	Marking Removal Plan	1 Sheet
d	Seal Coat and Marking Plan	3 Sheets
e	Sign Plan and Details	1 sheet
f	Typical Details	2 Sheets
g	Construction Safety and Phasing Plan	2 Sheets
DESCRIPTION		ELEMENT 2
a	Cover Sheet	1 Sheet
b	General Notes, Legend and Survey Control	1 Sheet
c	Fencing Plan and Details	2 Sheets
d	Site Grading and Layout Plan	2 Sheets
e	Equipment Storage Building Plan and Details	3 Sheets
f	Mechanical Plan and Details	2 Sheets
g	Electrical Plan and Details	3 Sheets
h	Plumbing Plan and Details	2 Sheets
	TOTAL SHEET COUNT	27 Sheets

Drawings may be added or deleted during the design phase if required.

10. Prepare preliminary contract documents. The Engineer will prepare the contract documents including invitation for bids, instructions to bidders, proposal, equal employment opportunity clauses and applicable wage rates, construction contract agreement, performance bond, payment bond, general and special provisions. Preparation will include establishing the location for the bid opening and description of the work schedule. Contract documents will be prepared early during the design phase and submitted to the FAA and Sponsor for review. Sponsor is ultimately responsible for reviewing and ensuring construction contract terms comply with local law and requirements.

11. Prepare preliminary technical specifications. The Engineer will assemble the technical specifications necessary for the intended work. Standard FAA specifications will be utilized where possible.

Additional specifications will be prepared to address work items or material that is not covered by the FAA specifications.

The standard specifications to be utilized for Element 1 may include the following items:

Item C-105	Mobilization
Item P-101	Preparation/Removal of Existing Pavements
Item P-605	Joint Sealants for Pavements
Item P-608	Emulsified Asphalt Seal Coat
Item P-620	Runway and Taxiway Marking
Item L-125	Installation of Airport Lighting Systems

The standard specifications to be utilized for Element 2 may include the following items:

Item C-105	Mobilization
Item P-152	Excavation and Embankment
Item P-208	Crushed Aggregate Base Course
Item P-401	Plant Mix Bituminous Pavement
Item P-610	Structural Portland Cement Concrete
Item F-162	Chain Link Fencing
Item L-108	Underground Power Cable for Airports
Item L-110	Underground Electrical Duct Banks and Conduits

The added technical specifications for Elements 2 may include but not be limited to the following items:

Item S-2	Removals
Item S-ESB	Equipment Storage Building

12. Prepare preliminary special provisions to address conditions that require additional clarification and/or definition beyond what is described in the standard general provisions or technical specifications. Items may include:
    a. Project Location Information
    b. Insurance Requirements
    c. Contract Period and Work Schedule and Phasing
    d. Pre-Construction Conference
    e. Utilities
    f. Permits, Taxes and Compliance with Laws
    g. Field Office Requirements
    h. Haul Roads
    i. Testing and Staking
    j. Airport Security, Closure of Air Operations Areas
    k. Accident Prevention
    l. Warranty

13. Conduct preliminary review of the construction plans, technical specifications, contract documents and special provisions by submitting copies of the preliminary documents to the FAA and Sponsor and solicit preliminary design review comments.

FINAL DESIGN

In the final design phase, the designer will provide well-defined construction requirements, with selected bid alternatives as appropriate to solicit competitive construction bids. Construction schedules will be coordinated around good weather conditions and as little as practical interference with airport operations.

Activities include:

Final Design

1. Incorporate preliminary design comments and respond as necessary to requests for additional information.

2. Calculate Estimated Quantities. The Engineer will calculate all necessary quantities for the various work items in each Element.

3. Prepare Estimate of Probable Construction Cost for each Element. Using the final quantities calculated following the completion of the plans and specifications, the Engineer will prepare the construction cost estimate. The estimate will be based on information obtained from previous projects, contractors, material suppliers and other databases available.

4. Prepare Engineer's Design Report. During the preparation of the construction plans and specifications, an engineer design report will be prepared. The report will include the summary of the project, pavement, drainage design, schedule and cost estimate for the completion of the project. The design report will follow the current FAA Airports guidance where applicable. The design report will be submitted for Sponsor and FAA review. Review comments will be incorporated in the final revised report.

5. Develop work schedules for construction. This task involves dividing the construction work into schedules to allow for maximum contract award flexibility in cases of limited available funds, and allow the project to be executed in a manner that minimizes the disruption of the airport aircraft operations.

6. Submit final CSPP by uploading it to the OE/AAA website. Alternatively, at the request of the FAA PM, the CSPP may be submitted directly to the FAA PM.

7. Prepare 95% design construction plans, technical specifications, contract documents and special provisions.

8. Submit 95% design review package to the FAA and Sponsor and solicit design review comments.

9. Incorporate 95% design review comments and respond as necessary to requests for additional information.

10. Prepare and submit final plans and specifications. Copies will be submitted to the FAA and Sponsor. A final set of plans, specifications and contract documents will be prepared which incorporates revisions, modifications and corrections determined during the FAA and Sponsor's review. After final plan acceptance, plan sets will be provided to the FAA and Sponsor.

11. Prepare and/or assist with necessary forms:
    a. Sponsor Quarterly Report
    b. Strategic Event Coordination Form
    c. Standard Form 271
    d. Standard Form 425

III. BIDDING SERVICES

During the bidding phase of the project, the Engineer will assist the Airport in advertising and letting the project for bid. Engineer will assist in dialogue with potential bidders to quantify bidder questions assist Sponsor in attaining economic bids. Activities outlined below and the fees listed on pages 1-2 cover one iteration of the bidding process. Preparing multiple bid processes, packages, or re-bidding may incur additional or repeated services.

Activities include:

1. Assist the Sponsor with advertising and interpretation of the project requirements. Plans and specifications will be available via the web site of Armstrong Consultants. The Sponsor and FAA will be given a hard copy set of the final plans, specifications and contract documents.

2. Provide technical assistance and recommendations to the Airport during construction bidding.

3. Attend and assist with pre-bid conference. Answer Contractor questions and issue necessary clarifications and addenda.

4. Attend bid opening at the date and time agreed by the Sponsor.

5. Prepare an abstract of bids, perform necessary review of the bids to determine responsiveness, and prepare award recommendation letter.

6. Update preliminary Federal Grant Application prepared during Project Development phase based on bids. The Engineer will submit the application to the Sponsor for approval and signatures.

7. Assist in award notification to successful bidder and notify and return bid bonds to the unsuccessful bidders. The DBE goal and all bidding requirements will be reviewed for responsiveness. Any issues or concerns that arise from the bidding documents will be brought to the attention of the Sponsor for clarification.

IV. CONSTRUCTION PERIOD SERVICES

During the construction phase of the project, the Engineer will assist the Airport with monitoring, documenting progress for quality and cost control and overall grant administration during construction.

Activities include:

A. Construction Administration Services

1. Coordinate construction contract documents for successful bidder, including contract agreement, bond forms, certificates of inclusion, and Notice to Proceed. Review contractor's bonds, insurance certificates, construction schedules.

2. Prepare and submit a Nevada Public Works Project Notice of Award form.

3. Provide Sponsor and FAA with hard copies of the Contract Documents, Specifications, and Construction Plans (digital copies upon request). Provide Contractor with hard and digital copies (one each) of the Contract Documents, Specifications, and Construction Plans; complete with all addenda.

4. Review and accept the Contractor's Safety Plan Compliance Documents prior to issuing the Notice to Proceed.

5. Conduct pre-construction conference.

6. No AGIS survey requirements are to be conducted as a part of this contract or project.

7. Identify local survey control points used for project design and layout. Engineering staff will assist, as necessary, the resident inspector and Contractor's surveyor during construction by compiling and sending supplemental information regarding issues arising related to construction surveying. Work may include developing alternative survey control based on site conditions discovered during construction and/or findings of the Contractor's surveyor.

8. Provide technical assistance and recommendations to the airport during construction. This item includes one (1) additional trip for Element 1 by the Project Manager to the job site for on-site clarification. This item also includes daily construction coordination from the office that does not fit in another item such as phone calls to and from the Contractor, inspector and Owner for project updates, questions, and instruction.

9. Prepare change orders and supplemental agreements, if required; including appropriate cost/price analyses. All coordination of change orders will be provided by the Engineer.

10. Prepare and confirm monthly payment requests. Payment requests will be reviewed for accuracy with contractor and resident inspector. Engineer will prepare FAA payment documents for the Sponsor. The Sponsor will be required to complete the payment reimbursement through the FAA e-invoicing system.

B. Construction Inspection Services

1. Provide review of all submittals for materials to be used on the project. Review all shop drawings items as required during construction.

2. Provide a full-time resident inspector to monitor and document construction progress for Element 1, confirm conformance with schedules, plans and specifications, measure and document construction pay quantities, document significant conversations or situations, document input or visits by local authorities, etc. Maintain daily log of construction activities. Conduct interviews of the Contractor's and Subcontractor's employees regarding Davis Bacon wage rates and the review of their weekly payroll reports.

3. Prepare and submit weekly inspection reports. Reports will be submitted to the FAA and Sponsor no later than the following week that the report refers to.

4. Conduct final project inspection with the Sponsor, FAA and the contractor. Any punch list items will be noted and coordinated with the contractor for necessary action

V. PROJECT CLOSEOUT

During the project closeout phase of the project, the Engineer will assist the Sponsor with compiling all of the reports, documents, and other items necessary to successfully close out the associated grant and provide an accurate historical record for the project.

Activities include:

1. Prepare Summary of Tests report to document the acceptance testing performed on the project.

2. Assist the Sponsor with completing all necessary grant closeout certifications and forms, including Nevada Public Works Project Notice of Completion form.

3. Prepare record drawings, indicating changes made to the design during construction. The FAA and Sponsor will each receive one copy of the record drawings in half size (11"x17") format, as well as one in electronic format on a CD.

4. Prepare Final Engineers Report. The final report will follow the current FAA AIP Final Report guidance. The Final Engineer's Report must be submitted to and approved by the FAA prior to final payment authorization to the Contractor and Engineer.

5. Assist Sponsor in preparing final SF425 and SF271 forms and grant closeout letter.

VI. SPECIAL SERVICES

Special Services are those services that aren't considered in the tasks listed above. When a Special Service is needed that we do not provide "in-house," we will contract with other firms that provide those services. The following are activities that are included in this project that fall under Special Service tasks.

Activities include:

1. Assist the Sponsor with the Disadvantage Business Enterprise (DBE) Plan.
    a. Update the Sponsor's DBE Plan
    b. Calculate a new 3-year DBE goal. Research the current State DOT certified DBE listings and area contractors to determine the availability of potential DBE contractors. Use the preliminary cost estimate, developed during the Project Development phase, to determine potential DBE work items.
    c. Coordinate with Sponsor to assign DBE Liaison and Reconsideration officials.
    d. Advertise developed DBE goal.
    e. Finalize the DBE plan and goals and assist the Sponsor in submitting these items to the FAA Civil Rights Office
    f. Review Subcontracts per FAA requirements.

2. Land surveys, design surveys, and topographic maps.

3. Geotechnical investigations, including core sampling, laboratory tests, related analyses, and reports.

4. Architectural design for the SRE Building.

5. Mechanical, electrical and plumbing design associated with Snow Removal Equipment Building design (coordinated through the Architect).

Detailed Engineering Fee Breakout

AIRPORT: Carson City Airport
LOCATION: Carson City, NV
AIP GRANT NO.: 3-32-0009-0XX-2020
PROJECT DESCRIPTION: Rehabilitate Runway 9/27 & SRE Building Design

ACI PROJECT NUMBER: 206602
DATE: 1/31/20
REV. NO:

Note: This spreadsheet is provided to show how the lump sum totals for each phase have been established. The monthly billing will be a simple percentage of each phases total lump sum amount.

		Proposed Fee	Independent Fee Analysis	Negotiated Fee
1.	PROJECT DEVELOPMENT PHASE	$8,660.00	$9,050.00	
2.	PRELIMINARY DESIGN PHASE	$101,200.00	$103,330.00	
3.	FINAL DESIGN PHASE	$25,660.00	$34,460.00	
4.	BIDDING SERVICES (Pavement Maintenance Only)	$8,600.00	$12,320.00	
5A.	CONSTRUCTION ADMINISTRATION SERVICES	$7,220.00	$9,590.00	
5B.	CONSTRUCTION INSPECTION SERVICES	$21,050.00	$14,020.00	
6.	PROJECT CLOSEOUT	$7,690.00	$10,020.00	
	TOTAL ENGINEERING SERVICES	$180,080.00	$192,790.00	$0.00

I. PROJECT DEVELOPMENT

Item No.		Principal	Senior PM	Project Engineer	Resident Inspector	Drafter	Clerical	Total		Cost
1.0	PROJECT DEVELOPMENT PHASE	$255.00	$211.00	$137.00	$135.00	$107.00	$91.00	Hours		Summary
1.1	Conduct Pre-design / Scoping meeting	1	4					5		$1,099.00
1.2	Develop Prelim Cost Estimates		1	3		1		5		$729.00
1.3	Develop Draft Scope of Work and Fee Estimates	1	2					3		$677.00
1.4	Prepare Final Scope of Work, Contract, and RON	1	2	2				5		$951.00
1.5	Prepare and Submit Categorical Exclusion (CatEx) Package	2		16				18		$2,702.00
1.6	Assist Sponsor with DBE Plan			16				16		$2,192.00
1.7	Prepare FAA Grant Application			1			2	3		$319.00
	Estimated Total Man-hours	5	9	38	0	1	2	55		
	Summary Costs	$1,275.00	$1,899.00	$5,206.00	$0.00	$107.00	$182.00			$8,669.00
1.90	Reimbursables									
1.91	Miscellaneous							0	$1.00	$0.00
1.92	Lodging Per Diem							0 Days	$91.00	$0.00
1.93	Meals and Incidental Expenses Per Diem							0 Days	$51.00	$0.00
1.94	Auto Rental							0 Days	$100.00	$0.00
1.95	Personal/Company Vehicle Mileage							0 Mi	$0.535	$0.00
1.96	Commercial Travel							0 Trips	$750.00	$0.00
								Total Project Development Phase:		$8,669.00

Checks

use $8,660.00

Detailed Engineering Fee Breakout

AIRPORT: Carson City Airport
LOCATION: Carson City, NV
AIP GRANT NO.: 3-32-0009-0XX-2020

ACI PROJECT NUMBER: 206602
DATE: 1/31/20
REV. NO:

II. PRELIMINARY DESIGN

Item No.		Principal	Senior PM	Project Engineer	Resident Inspector	Drafter	Clerical	Total		Cost
2.0	PRELIMINARY DESIGN PHASE	$255.00	$211.00	$137.00	$135.00	$107.00	$91.00	Hours		Summary
2.1	Prepare Requirements for Design Topo Survey		1	2		4		7		$913.00
2.2	Prepare Requirements for Design Geotech Investigation		2	2		1		5		$803.00
2.3	Prepare Overall CSPP	1	4	16		4	2	27		$3,901.00
2.4	Assist the Sponsor in prep of State Aeronautics Grant App (N/A)							0		$0.00
2.5	Assist the Sponsor in obtaining NV PWP number						2	2		$182.00
2.6	Analyze and interpret geotechnical data		2	8				10		$1,518.00
2.7	Review and evaluate project layout		2	16		1		19		$2,721.00
2.8	Evaluate local conditions		2	16				18		$2,614.00
2.9	Prepare Preliminary Construction Plans		8	16		48		72		$9,016.00
2.10	Prepare Preliminary Contract Docs		2	4			4	10		$1,334.00
2.11	Prepare Preliminary Technical Specifications		2	16			8	26		$3,342.00
2.12	Prepare Preliminary Special Provisions			2			2	4		$456.00
2.13	Conduct Preliminary Design Review	1	1	2				4		$740.00
	Estimated Total Man-hours	2	26	100	0	58	18	197		
	Summary Costs	$510.00	$5,486.00	$13,700.00	$0.00	$6,206.00	$1,638.00			$27,540.00
	Subconsultant Fees									
	Geotechnical Investigation									$6,000.00
	Architectural, Structural, Mechanical, Electrical Design									$60,780.00
	Topographic Survey									$5,000.00
2.90	Reimbursables									
2.91	Miscellaneous							0	$1.00	$0.00
2.92	Lodging Per Diem		1	1				2 Days	$91.00	$182.00
2.93	Meals and Incidental Expenses Per Diem		1	1				2 Days	$51.00	$102.00
2.94	Auto Rental		1					1 Days	$100.00	$100.00
2.95	Personal/Company Vehicle Mileage							0 Mi	$0.535	$0.00
2.96	Commercial Travel		1	1				2 Trips	$750.00	$1,500.00
								Total Preliminary Design Phase:		$101,204.00

Checks
use $101,200.00

III. FINAL DESIGN

Item No.		Principal	Senior PM	Project Engineer	Resident Inspector	Drafter	Clerical	Total		Cost
3.0	FINAL DESIGN PHASE	$255.00	$198.00	$137.00	$135.00	$107.00	$91.00	Hours		Summary
3.1	Incorporate Prelim Review Comments			2		4	2	8		$884.00
3.2	Calculate Estimated Quantities			1		2		3		$351.00
3.3	Prepare Estimate of Probable Construction Costs			1				1		$137.00
3.4	Prepare Engineer's Design Report		4	18			1	23		$3,349.00
3.5	Develop Work Schedules for Construction		2	4				6		$944.00
3.6	Submit Final CSPP		1	3		1	1	6		$807.00
3.7	Prepare 95% Design Documents	2	8	40		32	12	94		$12,090.00
3.8	Submit 95% Design Documents		1	2			1	4		$563.00
3.9	Incorporate 95% Design Review Comments			4		1	1	6		$746.00
3.10	Prepare and Submit Final Design Package	2	4	16		16	4	42		$5,570.00
3.11	Prepare and/or Assist Sponsor with Necessary Forms			1			1	2		$228.00
	Estimated Total Man-hours	4	20	92	0	56	23	195		
	Summary Costs	$1,020.00	$3,960.00	$12,604.00	$0.00	$5,992.00	$2,093.00			$25,669.00
3.90	Reimbursables									
3.91	Miscellaneous							0	$1.00	$0.00
3.92	Lodging Per Diem							0 Days	$91.00	$0.00
3.93	Meals and Incidental Expenses Per Diem							0 Days	$51.00	$0.00
3.94	Auto Rental							0 Days	$100.00	$0.00
3.95	Personal/Company Vehicle Mileage							0 Mi	$0.535	$0.00
3.96	Commercial Travel							0 Trips	$750.00	$0.00
								Total Final Design Phase:		$25,669.00

Checks
use $25,660.00

Detailed Engineering Fee Breakout

AIRPORT: Carson City Airport
LOCATION: Carson City, NV
AIP GRANT NO.: 3-32-0009-0XX-2020

ACI PROJECT NUMBER: 206602
DATE: 1/31/20
REV. NO:

IV. BIDDING SERVICES

Item No.		Principal	Senior PM	Project Engineer	Territory Manager	Drafter	Clerical	Total		Cost
4.0	BIDDING SERVICES (Pavement Maintenance Only)	$255.00	$198.00	$137.00	$124.00	$107.00	$91.00	Hours		Summary
4.1	Assist Sponsor with Advertising			1			2	3		$319.00
4.2	Provide Technical Assistance During Bidding		4	8			2	14		$2,070.00
4.3	Attend and Assist with Pre-Bid Conference, Address RFIs		8	4	4			16		$2,628.00
4.4	Attend Bid Opening				4			4		$496.00
4.5	Prepare Bid Abstract and Award Recommendation		2	4			2	8		$1,126.00
4.6	Update Prelim Federal Grant Application Based on Bids			1			1	2		$228.00
4.7	Assist with Award Notification, Return Bonds, and Review Bidding Documents		1	2			1	4		$563.00
	Estimated Total Man-hours	0	15	20	8	0	8	51		
	Summary Costs	$0.00	$2,970.00	$2,740.00	$992.00	$0.00	$728.00			$7,430.00
4.90	Reimbursables									
4.91	Miscellaneous							0	$1.00	$0.00
4.92	Lodging Per Diem		1					1 Days	$91.00	$91.00
4.93	Meals and Incidental Expenses Per Diem		1		1			2 Days	$51.00	$102.00
4.94	Auto Rental		1					1 Days	$100.00	$100.00
4.95	Personal/Company Vehicle Mileage				250			250 Mi	$0.535	$133.75
4.96	Commercial Travel		1					1 Trips	$750.00	$750.00
								Total Bidding Services:		$8,606.75
									Checks use	$8,600.00

V. CONSTRUCTION SERVICES

Item No.	CONSTRUCTION ADMINISTRATION SERVICES	Principal	Senior PM	Project Engineer	Field Eng Supervisor	Drafter	Clerical	Total		Cost
5A.0	(Based on 9 Calendar Days - Pavement Maintenance Only)	$255.00	$211.00	$137.00	$158.00	$107.00	$91.00	Hours		Summary
5A.1	Coordinate Construction Agreement, Review Bonds, Certs, Construction Schedule, Notice to Proceed.			2			1	3		$365.00
5A.2	Prepare and Submit NV PWP NOA form						1	1		$91.00
5A.3	Provide Hard copies of contract and construction documents						2	2		$182.00
5A.4	Review Construction Safety Compliance Doc			2				2		$274.00
5A.5	Conduct Pre-Construction Conference		4		4			8		$1,476.00
5A.6	No AGIS required									
5A.7	Engineering Assistance on Contractor's Survey Control			1		1		2		$244.00
5A.8	Provide Technical Assistance During Construction		1	2	2			5		$801.00
5A.9	Prepare Change Orders and Supplemental Agreements		1	2			2	5		$667.00
5A.10	Prepare and Confirm Pay Request and Reimbursement Requests		2	2			6	10		$1,242.00
	Estimated Total Man-hours	0	8	11	6	1	12	38		
	Summary Costs	$0.00	$1,688.00	$1,507.00	$948.00	$107.00	$1,092.00			$5,342.00
5A.90	Fixed Fee/Reimbursables									
5A.91	Miscellaneous							0	$1.00	$0.00
5A.92	Lodging Per Diem		1		1			2 Days	$91.00	$182.00
5A.93	Meals and Incidental Expenses Per Diem		1		1			2 Days	$51.00	$102.00
5A.94	Auto Rental		1					1 Days	$100.00	$100.00
5A.95	Personal/Company Vehicle Mileage							0 Mi	$0.535	$0.00
5A.96	Commercial Travel		1		1			2 Trips	$750.00	$1,500.00
	Total Construction Phase Services							Total Construction Administration Services:		$7,226.00
									Checks use	$7,220.00

Detailed Engineering Fee Breakout

AIRPORT: Carson City Airport
LOCATION: Carson City, NV
AIP GRANT NO.: 3-32-0009-0XX-2020

ACI PROJECT NUMBER: 206602
DATE: 1/31/20
REV. NO:

Item No.	CONSTRUCTION INSPECTION SERVICES	Principal	Senior PM	Project Engineer	Field Eng Supervisor	Resident Inspector	Resident Inspector (OT)	Total		Cost
5B.0	(Based on 9 Calendar Days - Pavement Maintenance Only)	$255.00	$211.00	$137.00	$158.00	$121.00	$181.50	Hours		Summary
5B.1	Review Submittals and Shop Drawings		1	2		2		5		$727.00
5B.2	Provide Full Time Representative					48	42	90		$13,431.00
5B.3	Prepare and Submit Weekly Inspection Reports				2			2		$316.00
5B.4	Conduct Final Inspection		8			8		16		$2,656.00
	Estimated Total Man-hours	0	9	2	2	58	42	113		
	Summary Costs	$0.00	$1,899.00	$274.00	$316.00	$7,018.00	$7,623.00			$17,130.00
5B.90	Fixed Fee/Reimbursables									
5B.91	Miscellaneous							0	$1.00	$0.00
5B.92	Lodging Per Diem		1			9		10 Days	$91.00	$910.00
5B.93	Meals and Incidental Expenses Per Diem		1			9		10 Days	$51.00	$510.00
5B.94	Auto Rental		1			9		10 Days	$100.00	$1,000.00
5B.95	Personal/Company Vehicle Mileage							0 Mi	$0.535	$0.00
5B.96	Commercial Travel		1			1		2 Trips	$750.00	$1,500.00
								Total Construction Inspection Services:		$21,050.00

Checks use $21,050.00

VI. Project Closeout

Item No.		Principal	Senior PM	Project Engineer	Field Eng Supervisor	Drafter	Clerical	Total		Cost
6.0	PROJECT CLOSEOUT	$255.00	$211.00	$137.00	$158.00	$107.00	$91.00	Hours		Summary
6.1	Prepare Summary of Tests Report		1	4	2		1	8		$1,166.00
6.2	Assist Sponsor with Grant Closeout Certifications		1	3			2	6		$804.00
6.3	Update Airport Layout Plan	1		2		4		7		$957.00
6.4	Prepare Record Drawings	1		1		4		6		$820.00
6.5	Prepare Final Engineers Report	1	4	24	2		1	32		$4,794.00
6.6	Assist Sponsor in Preparing Final SF425, SF271, and Grant Closeout Letter			1			2	3		$319.00
	Estimated Total Man-hours	3	5	31	2	8	5	54		
	Summary Costs	$765.00	$1,055.00	$4,247.00	$316.00	$856.00	$455.00			$7,694.00
6.90	Fixed Fee/Reimbursables									
6.91	Miscellaneous							0	$1.00	$0.00
6.92	Lodging Per Diem							0 Days	$91.00	$0.00
6.93	Meals and Incidental Expenses Per Diem							0 Days	$51.00	$0.00
6.94	Auto Rental							0 Days	$100.00	$0.00
6.95	Personal/Company Vehicle Mileage							0 Mi	$0.535	$0.00
6.96	Commercial Travel							0 Trips	$750.00	$0.00
								Total Project Closeout Services:		$7,694.00

Checks USE $7,690.00

INDEPENDENT FEE ESTIMATE

AIRPORT: Carson City Airport
LOCATION: Carson City, NV
AIP GRANT NO.: 3-32-0009-0XX-2020
PROJECT DESCRIPTION: Rehabilitate Runway 9/27 & SRE Building Design

ACI PROJECT NUMBER: 206602
DATE: 1/31/20
REV. NO: NA

		Independent Fee Analysis	Proposed Fee	Negotiated Fee
1.	PROJECT DEVELOPMENT PHASE	$9,050.00		
2.	PRELIMINARY DESIGN PHASE	$103,330.00		
3.	FINAL DESIGN PHASE	$34,460.00		
4.	BIDDING SERVICES (Pavement Maintenance Only)	$12,320.00		
5A.	CONSTRUCTION ADMINISTRATION SERVICES	$9,590.00		
5B.	CONSTRUCTION INSPECTION SERVICES	$14,020.00		
6.	PROJECT CLOSEOUT	$10,020.00		
	TOTAL ENGINEERING SERVICES	**$192,790.00**	**$0.00**	**$0.00**

I. PROJECT DEVELOPMENT

Item No.		Principal	Senior PM	Project Engineer	Resident Inspector	Drafter	Clerical	Total		Cost
1.0	**PROJECT DEVELOPMENT PHASE**	$255.00	$211.00	$137.00	$135.00	$107.00	$91.00	Hours		Summary
1.1	Conduct Pre-design / Scoping meeting		4	4				8		$1,392.00
1.2	Develop Prelim Cost Estimates		2	10		2		14		$2,006.00
1.3	Develop Draft Scope of Work and Fee Estimates	1	8				2	11		$2,125.00
1.4	Prepare Final Scope of Work, Contract, and RON	1	4				1	6		$1,190.00
1.5	Prepare and Submit Categorical Exclusion (CatEx) Package							0		$0.00
1.6	Assist Sponsor with DBE Plan							0		$0.00
1.7	Prepare FAA Grant Application		2	8		2	4	16		$2,096.00
	Estimated Total Man-hours	**2**	**20**	**22**	**0**	**4**	**7**	**55**		
	Summary Costs	**$510.00**	**$4,220.00**	**$3,014.00**	**$0.00**	**$428.00**	**$637.00**			**$8,809.00**
1.90	**Reimbursables**									
1.91	Miscellaneous							1	$100.00	$100.00
1.92	Lodging Per Diem							0 Days	$91.00	$0.00
1.93	Meals and Incidental Expenses Per Diem		1	1				2 Days	$51.00	$102.00
1.94	Auto Rental							0 Days	$100.00	$0.00
1.95	Personal/Company Vehicle Mileage		80					80 Mi	$0.535	$42.80
1.96	Commercial Travel							0 Trips	$750.00	$0.00
								Total Project Development Phase:		**$9,053.80**

Checks use $9,050.00

II. PRELIMINARY DESIGN

Item No.		Principal	Senior PM	Project Engineer	Resident Inspector	Drafter	Clerical	Total		Cost
2.0	**PRELIMINARY DESIGN PHASE**	$255.00	$211.00	$137.00	$135.00	$107.00	$91.00	Hours		Summary
2.1	Prepare Requirements for Design Topo Survey		1	4		1	1	7		$957.00
2.2	Prepare Requirements for Design Geotech Investigation		2	4		1	1	8		$1,168.00
2.3	Prepare Overall CSPP		2	8		2		12		$1,732.00
2.4	Assist the Sponsor in prep of State Aeronautics Grant App (N/A)							0		$0.00
2.5	Assist the Sponsor in obtaining NV PWP number		2				1	3		$513.00
2.6	Analyze and interpret geotechnical data		2	8				10		$1,518.00
2.7	Review and evaluate project layout			4				4		$548.00
2.8	Evaluate local conditions		8	8				16		$2,784.00
2.9	Prepare Preliminary Construction Plans		8	24		64		96		$11,824.00
2.10	Prepare Preliminary Contract Docs		4	4			4	12		$1,756.00
2.11	Prepare Preliminary Technical Specifications		8	24			8	40		$5,704.00
2.12	Prepare Preliminary Special Provisions		2	8			6	16		$2,064.00
2.13	Conduct Preliminary Design Review		4					4		$844.00
	Estimated Total Man-hours	**0**	**43**	**96**	**0**	**68**	**21**	**221**		
	Summary Costs	**$0.00**	**$9,073.00**	**$13,152.00**	**$0.00**	**$7,276.00**	**$1,911.00**			**$31,412.00**
	Subconsultant Fees									
	Geotechnical Investigation									$6,000.00
	Architectural, Structural, Mechanical, Electrical Design									$60,780.00
	Topographic Survey									$5,000.00
2.90	**Reimbursables**									
2.91	Miscellaneous							0	$1.00	$0.00
2.92	Lodging Per Diem							0 Days	$91.00	$0.00
2.93	Meals and Incidental Expenses Per Diem		1	1				2 Days	$51.00	$102.00
2.94	Auto Rental							0 Days	$100.00	$0.00
2.95	Personal/Company Vehicle Mileage		70					70 Mi	$0.535	$37.45
2.96	Commercial Travel							0 Trips	$750.00	$0.00

INDEPENDENT FEE ESTIMATE

AIRPORT: Carson City Airport
LOCATION: Carson City, NV
AIP GRANT NO.: 3-32-0009-0XX-2020

ACI PROJECT NUMBER: 206602
DATE: 1/31/20
REV. NO: NA

Total Preliminary Design Phase: $103,331.45

Checks use $103,330.00

III. FINAL DESIGN

Item No.		Principal	Senior PM	Project Engineer	Resident Inspector	Drafter	Clerical	Total		Cost
3.0	**FINAL DESIGN PHASE**	$255.00	$198.00	$137.00	$135.00	$107.00	$91.00	Hours		Summary
3.1	Incorporate Prelim Review Comments		2	4		4	4	14		$1,736.00
3.2	Calculate Estimated Quantities			8		4		12		$1,524.00
3.3	Prepare Estimate of Probable Construction Costs		4	6				10		$1,614.00
3.4	Prepare Engineer's Design Report		4	24		4	8	40		$5,236.00
3.5	Develop Work Schedules for Construction		2	4				6		$944.00
3.6	Submit Final CSPP		2	4		4		10		$1,372.00
3.7	Prepare 95% Design Documents	1	8	64		40	8	121		$15,615.00
3.8	Submit 95% Design Documents		1	2		2	2	7		$868.00
3.9	Incorporate 95% Design Review Comments		1	4		4	4	13		$1,538.00
3.10	Prepare and Submit Final Design Package	1	4	8		8	4	25		$3,363.00
3.11	Prepare and/or Assist Sponsor with Necessary Forms		1	2			2	5		$654.00
	Estimated Total Man-hours	**2**	**29**	**130**	**0**	**70**	**32**	**263**		
	Summary Costs	**$510.00**	**$5,742.00**	**$17,810.00**	**$0.00**	**$7,490.00**	**$2,912.00**			**$34,464.00**
3.90	**Reimbursables**									
3.91	Miscellaneous							0	$1.00	$0.00
3.92	Lodging Per Diem							0 Days	$91.00	$0.00
3.93	Meals and Incidental Expenses Per Diem							0 Days	$51.00	$0.00
3.94	Auto Rental							0 Days	$100.00	$0.00
3.95	Personal/Company Vehicle Mileage							0 Mi	$0.535	$0.00
3.96	Commercial Travel							0 Trips	$750.00	$0.00

Total Final Design Phase: $34,464.00

Checks use $34,460.00

IV. BIDDING SERVICES

Item No.		Principal	Senior PM	Project Engineer	Territory Manager	Drafter	Clerical	Total		Cost
4.0	**BIDDING SERVICES (Pavement Maintenance Only)**	$255.00	$198.00	$137.00	$124.00	$107.00	$91.00	Hours		Summary
4.1	Assist Sponsor with Advertising		1			2	2	5		$594.00
4.2	Provide Technical Assistance During Bidding		8	8				16		$2,680.00
4.3	Attend and Assist with Pre-Bid Conference, Address RFIs		8	8		8	8	32		$4,264.00
4.4	Attend Bid Opening		2					2		$396.00
4.5	Prepare Bid Abstract and Award Recommendation		2	8			4	14		$1,856.00
4.6	Update Prelim Federal Grant Application Based on Bids			2			2	4		$456.00
4.7	Assist with Award Notification, Return Bonds, and Review Bidding Documents		2	8			4	14		$1,856.00
	Estimated Total Man-hours	**0**	**23**	**34**	**0**	**10**	**20**	**87**		
	Summary Costs	**$0.00**	**$4,554.00**	**$4,658.00**	**$0.00**	**$1,070.00**	**$1,820.00**			**$12,102.00**
4.90	**Reimbursables**									
4.91	Miscellaneous							0	$1.00	$0.00
4.92	Lodging Per Diem							0 Days	$91.00	$0.00
4.93	Meals and Incidental Expenses Per Diem		2	1				3 Days	$51.00	$153.00
4.94	Auto Rental							0 Days	$100.00	$0.00
4.95	Personal/Company Vehicle Mileage		140					140 Mi	$0.535	$74.90
4.96	Commercial Travel							0 Trips	$750.00	$0.00

Total Bidding Services: $12,329.90

Checks use $12,320.00

V. CONSTRUCTION SERVICES

Item No.	**CONSTRUCTION ADMINISTRATION SERVICES**	Principal	Senior PM	Project Engineer	Field Eng Supervisor	Drafter	Clerical	Total	Cost
5A.0	**(Based on 9 Calendar Days - Pavement Maintenance Only)**	$255.00	$211.00	$137.00	$158.00	$107.00	$91.00	Hours	Summary
5A.1	Coordinate Construction Agreement, Review Bonds, Certs, Construction Schedule, Notice to Proceed.		2	4			2	8	$1,152.00
5A.2	Prepare and Submit NV PWP NOA form		1				1	2	$302.00
5A.3	Provide Hard copies of contract and construction documents		1			4	4	9	$1,003.00
5A.4	Review Construction Safety Compliance Doc		2	4				6	$970.00
5A.5	Conduct Pre-Construction Conference		5		5			10	$1,845.00
5A.6	No AGIS required								
5A.7	Engineering Assistance on Contractor's Survey Control				2			2	$316.00
5A.8	Provide Technical Assistance During Construction		8	4				12	$2,236.00
5A.9	Prepare Change Orders and Supplemental Agreements		1	2	2	1	2	8	$1,090.00
5A.10	Prepare and Confirm Pay Request and Reimbursement Requests			2			2	4	$456.00
	Estimated Total Man-hours	**0**	**20**	**16**	**9**	**5**	**11**	**61**	
	Summary Costs	**$0.00**	**$4,220.00**	**$2,192.00**	**$1,422.00**	**$535.00**	**$1,001.00**		**$9,370.00**

INDEPENDENT FEE ESTIMATE

AIRPORT: Carson City Airport
LOCATION: Carson City, NV
AIP GRANT NO.: 3-32-0009-0XX-2020
ACI PROJECT NUMBER: 206602
DATE: 1/31/20
REV. NO: NA

5A.90	**Fixed Fee/Reimbursables**							
5A.91	Miscellaneous					0	$1.00	$0.00
5A.92	Lodging Per Diem					0 Days	$91.00	$0.00
5A.93	Meals and Incidental Expenses Per Diem	2		1		3 Days	$51.00	$153.00
5A.94	Auto Rental					0 Days	$100.00	$0.00
5A.95	Personal/Company Vehicle Mileage	140				140 Mi	$0.535	$74.90
5A.96	Commercial Travel					0 Trips	$750.00	$0.00
	Total Construction Phase Services					**Total Construction Administration Services:**		**$9,597.90**

Checks use $9,590.00

Item No.	**CONSTRUCTION INSPECTION SERVICES**	Principal	Senior PM	Project Engineer	Field Eng Supervisor	Resident Inspector	Resident Inspector (OT)	Total		Cost
5B.0	**(Based on 9 Calendar Days - Pavement Maintenance Only)**	$255.00	$211.00	$137.00	$158.00	$121.00	$181.50	Hours		Summary
5B.1	Review Submittals and Shop Drawings				8			8		$1,264.00
5B.2	Provide Part Time Representative					56	16	72		$9,680.00
5B.3	Prepare and Submit Weekly Inspection Reports					2		2		$242.00
5B.4	Conduct Final Inspection		3		3	2		8		$1,349.00
	Estimated Total Man-hours	**0**	**3**	**0**	**11**	**60**	**16**	**90**		
	Summary Costs	**$0.00**	**$633.00**	**$0.00**	**$1,738.00**	**$7,260.00**	**$2,904.00**			**$12,535.00**
5B.90	**Fixed Fee/Reimbursables**									
5B.91	Miscellaneous							1	$50.00	$50.00
5B.92	Lodging Per Diem					9		9 Days	$91.00	$819.00
5B.93	Meals and Incidental Expenses Per Diem					9		9 Days	$51.00	$459.00
5B.94	Auto Rental							0 Days	$100.00	$0.00
5B.95	Personal/Company Vehicle Mileage		70			240		310 Mi	$0.535	$165.85
5B.96	Commercial Travel							0 Trips	$750.00	$0.00
							Total Construction Inspection Services:			**$14,028.85**

Checks use $14,020.00

VI. Project Closeout

Item No.		Principal	Senior PM	Project Engineer	Field Eng Supervisor	Drafter	Clerical	Total		Cost
6.0	**PROJECT CLOSEOUT**	$255.00	$211.00	$137.00	$158.00	$107.00	$91.00	Hours		Summary
6.1	Prepare Summary of Tests Report				8			8		$1,264.00
6.2	Assist Sponsor with Grant Closeout Certifications		4				4	8		$1,208.00
6.3	Update Airport Layout Plan					2		2		$214.00
6.4	Prepare Record Drawings				4	8		12		$1,488.00
6.5	Prepare Final Engineers Report		2	8	24		8	42		$6,038.00
6.6	Assist Sponsor in Preparing Final SF425, SF271, and Grant Closeout Letter		2	2			2	6		$878.00
	Estimated Total Man-hours	**0**	**8**	**10**	**28**	**10**	**14**	**70**		
	Summary Costs	**$0.00**	**$1,688.00**	**$1,370.00**	**$4,424.00**	**$1,070.00**	**$1,274.00**			**$9,826.00**
6.90	**Fixed Fee/Reimbursables**									
6.91	Miscellaneous							1	$200.00	$200.00
6.92	Lodging Per Diem							0 Days	$91.00	$0.00
6.93	Meals and Incidental Expenses Per Diem							0 Days	$51.00	$0.00
6.94	Auto Rental							0 Days	$100.00	$0.00
6.95	Personal/Company Vehicle Mileage							0 Mi	$0.535	$0.00
6.96	Commercial Travel							0 Trips	$750.00	$0.00
								Total Project Closeout Services:		**$10,026.00**

Checks USE $10,020.00

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RECORD OF NEGOTIATION

February 19, 2020

Job Title: Element 1: Rehabilitate Runway 9/27 – Crack Seal, Seal Coat and Remark
Element 2: SRE Building Design

Location: Carson City Airport (CXP) Carson City, Nevada

Anticipated AIP Grant: AIP-3-32-0004-34

1. The consulting firm of ARMSTRONG CONSULTANTS was selected on November 13, 2018 from those consultants who submittted their qualifications for this project.

2. The scope of work and fee proposal was developed by ARMSTRONG CONSULTANTS on January 31, 2020. The Consultant's fee proposal for the work was as follows:

$180,080.00

3. An Independent Fee Estimate (IFE) was completed by ROOD & ASSOCIATES on January 31, 2020; the results of the IFE are as follows:

$192,790.00

4. After a detailed review of the IFE and the fees proposed by Armstrong Associates, the Sponsor determined that no further negotiations were required.

5. The Consultant submitted a final fee proposal for the work on February 4, 2020 broken down as follows:

Project Development (Elements 1 & 2)	**$8,660.00**
Preliminary Design (Elements 1 & 2)	**$101,200.00**
Final Design (Elements 1 & 2)	**$25,660.00**
Bidding Services (Element 1)	**$8,600.00**
Construction Period Services (Element 1)	
Construction Admin	**$7,220.00**
Construction Inspection	**$21,050.00**
Project Closeout (Elements 1 & 2)	**$7,690.00**
Total Engineering Services	**$180,080.00**
Independent Fee Estimate	**$3,000.00**

6. The final fee proposal is considered reasonable by the Sponsor. A contract has been prepared for the agreement between the Sponsor and Consultant. The scope of work, Sponsor's independent fee estimate, consultant's fee proposal and detailed cost analysis are attached to this record of negotiations and hereby submitted to the ADO for a reasonableness of cost determination.

7. The negotiations were conducted in good faith to ensure the fees are fair and reasonable. The procedures outlined in AC 150/5100-14E have been followed.

Carson City Airport Authority

Kenneth G. Moen
Airport Manager

Board Memorandum

Carson City Airport Authority

Date: February 19, 2020 Memo # 2020-08
To: Chairman & Board Members
For: February 2020 CCAA Board Meeting
From: Kenneth G. Moen, A.A.E., Airport Manager
Subject: **Review Results of Airport Name Survey**

STAFF RECOMMENDATION

Airport staff recommends changing the name of the Carson Airport to Carson City Airport and retain the Federal Aviation Administration three-letter identifier CXP and the International Civil Aviation Organization identifier KCXP.

PURPOSE

In support of the Carson City Airport Authority (CCAA) strategic goal of Supporting Economic Activity in the Region, airport staff was directed by the CCAA to research the potential re-naming the Carson Airport (CXP). This action item was identified in the survey of stakeholders during the strategic planning process.

BACKGROUND

During the strategic planning process, a survey identified that re-naming the Carson Airport to include the word "Tahoe" or "Lake Tahoe" in conjunction with the name "Carson" or "Carson City" airport would bring more visitors to the region and support the strategic goal of "Support Economic Activity in the Region". Lake Tahoe is a world-renowned destination and due to the Carson Airport's proximity to Lake Tahoe would make the Carson Airport a draw for aviation tourists and business travelers.

DISCUSSION

The Carson Airport has been a community fixture since 1928. The airport is uniquely situated as the closet Nevada airport by drive time to Lake Other airports in the region have incorporated "Tahoe" into their name. The list includes Minden-Tahoe Airport, Reno-Tahoe International Airport, Truckee-Tahoe Airport and of course South Lake Tahoe Airport. While there may be some brand identification for the Carson Airport by re-naming the airport to include the words "Lake Tahoe", it may come across as simply a marketing ploy. The true measure of differentiating the Carson Airport with other regional airports is to capitalize on the airport's true competitive advantage of being the only airport situated in the Nevada state capital. The survey of 481 airport and community stakeholders revealed that respondents agree that Carson Airport or Carson City airport is the preferred identity for the airport's name.

FINANCIAL IMPACT

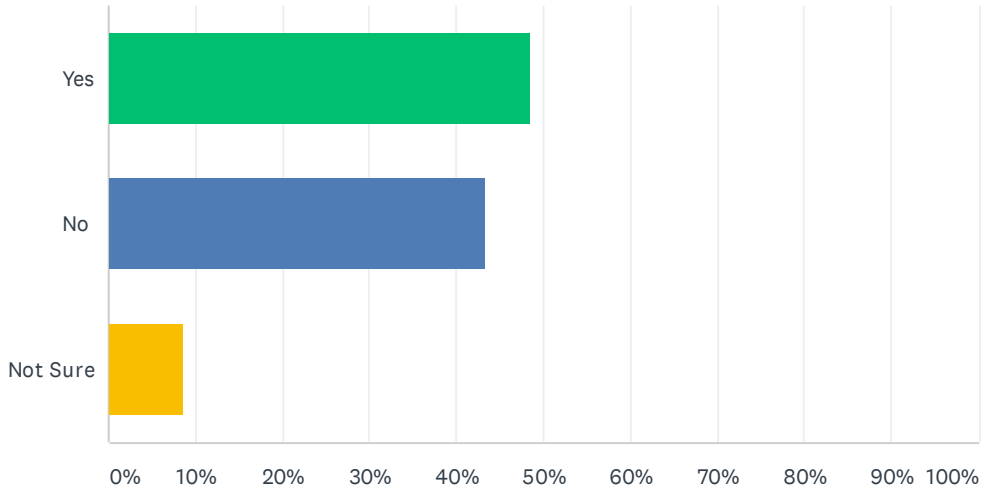
The financial impact is undetermined, if any.

RECOMMENDED MOTION

"I recommend that the name of the airport be changed from Carson Airport to Carson City Airport, to reflect the name of the Nevada state capital."

Q1 Do you think the airport name Carson Airport clearly defines where the airport is located in the United States?

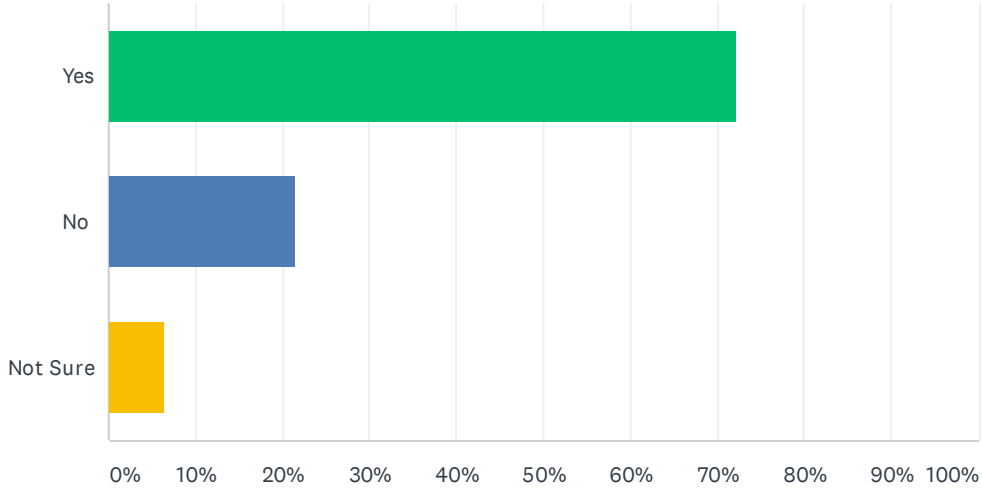
Answered: 245 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	48.57%	119
No	43.27%	106
Not Sure	8.57%	21
Total Respondents: 245		

Q2 Do you think changing the airport name to Carson City Airport more clearly defines where the airport is located in the United States than Carson Airport?

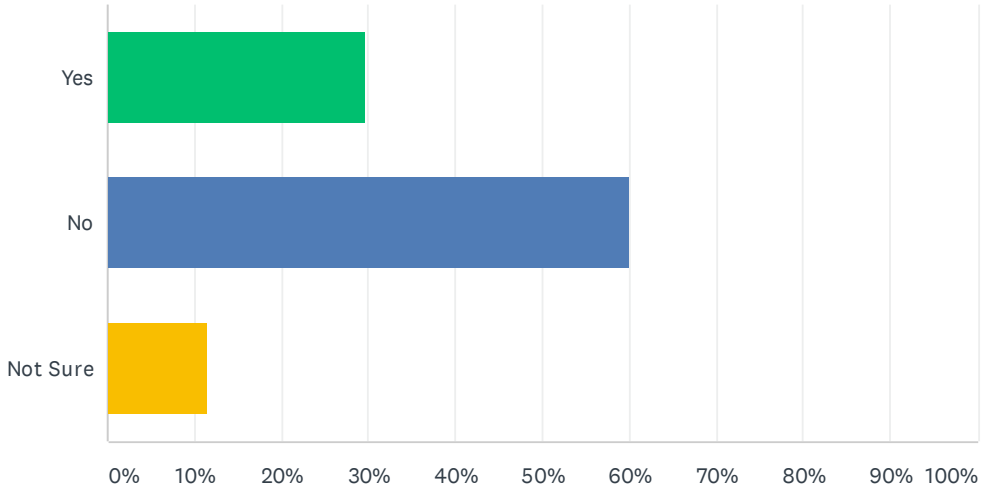
Answered: 245 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	72.24%	177
No	21.63%	53
Not Sure	6.53%	16
Total Respondents: 245		

Q3 Do you think changing the airport name to Carson City-Lake Tahoe Airport would help bring more tourism to Carson City and clearly defines where the airport is located in the United States and is preferable to Carson Airport or Carson City Airport?

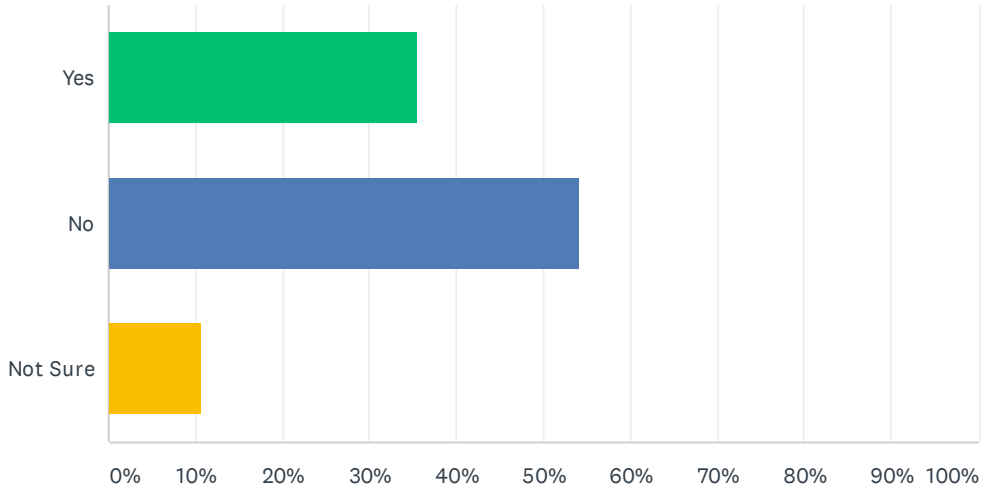
Answered: 245 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	29.80%	73
No	60.00%	147
Not Sure	11.43%	28
Total Respondents: 245		

Q4 Do you think changing the airport name to Carson-Tahoe Airport would help bring more tourism to Carson City and clearly defines where the airport is located in the United States and is preferable to Carson Airport or Carson City Airport or Carson City-Lake Tahoe Airport?

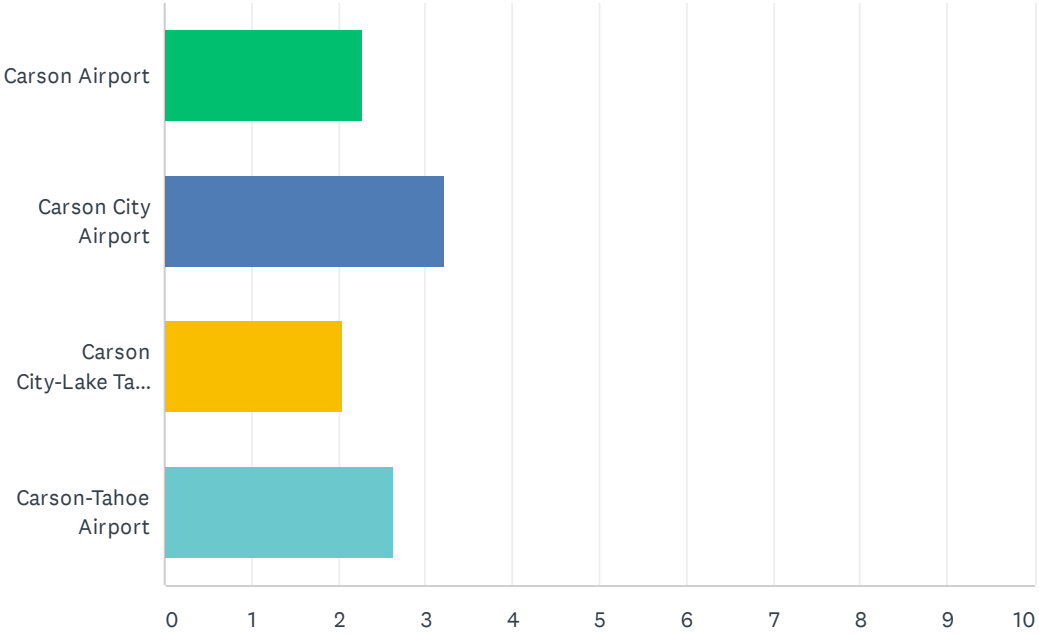
Answered: 244 Skipped: 1



ANSWER CHOICES	RESPONSES	
Yes	35.66%	87
No	54.10%	132
Not Sure	10.66%	26
Total Respondents: 244		

Q5 Please rank the proposed airport names from most preferred (1) to least preferred (4).

Answered: 240 Skipped: 5



	1	2	3	4	TOTAL	SCORE
Carson Airport	14.41% 32	32.43% 72	20.27% 45	32.88% 73	222	2.28
Carson City Airport	48.70% 112	28.70% 66	20.00% 46	2.61% 6	230	3.23
Carson City-Lake Tahoe Airport	11.63% 25	20.93% 45	26.98% 58	40.47% 87	215	2.04
Carson-Tahoe Airport	32.13% 71	19.46% 43	27.60% 61	20.81% 46	221	2.63

ARMSTRONG

Airport Improvement Update

CARSON CITY AIRPORT – CARSON CITY, NEVADA

February 2020

ENGINEERING UPDATE

Project Updates:

Perimeter Fence and Access Gate Project:

- Final Design is underway, finalizing trash rack details for box culvert, making final adjustments to fence alignment and gate locations, and researching gate access control system
- Project is scheduled to be advertised late March with a mid-April bid opening

Snow Removal Equipment Building Design:

- Engineering Fees and IFE have both been completed, awaiting Airport final approval of Scope of Work
- Design will begin upon receipt of FAA AIP Grant

Runway 9-27 Pavement Maintenance Project:

- Project included on SRE Building SOW
- Design will begin as soon as SOW approved
- Project is scheduled to be advertised late March with a mid-April bid opening alongside fence project

Miscellaneous Updates:

- ACIP Update Meeting held 2/18/20, final updates will be made to ACIP based on discussion, and a final version of the ACIP will be developed for Airport review and approval
- Developed preliminary layout for dirt landing runway, awaiting FAA comment on request

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February 2020
Manager's Report

- January Fuel Flow – Full Service: 100 LL 810 Jet A: 15,758 Self-Serve 4605 100 LL 5,128 Jet A Total: 26,301* $0.05 = $1,315 FFF versus $911.15 in December 2019

- Airport Emergency Addressing project still progressing and should be complete within the next few weeks.

- Airport Manager met with Paul Hannah (Lean Engineering) and Doc Richardson (FAA) to discuss the Flight Check NOTAM issued to limit the usability of the Runway 27 PAPI beyond 1.3nm and the potential of installing an off-set PAPI to align with the RNAV (GPS) RWY 27 approach course. Another airport with a second off-site PAPI is located at JFK Airport in New York City.

- Airport Manager participated in an Airport Cooperative Research Program (ACRP) interview sponsored by the FAA. The subject of the interview panel was related to ACRP Research Project 08-03: Construction Safety and Phasing Plans. The Manager was able to share the experiences of small general aviation airport's procedures and processes as it relates to small airport construction projects.

- Airport Manager attended Southwest Chapter of the American Association of Airport Executives (SWAAAE) board meeting and winter conference on January 25-29th. Manager participated on a panel discussing airport ground leases.

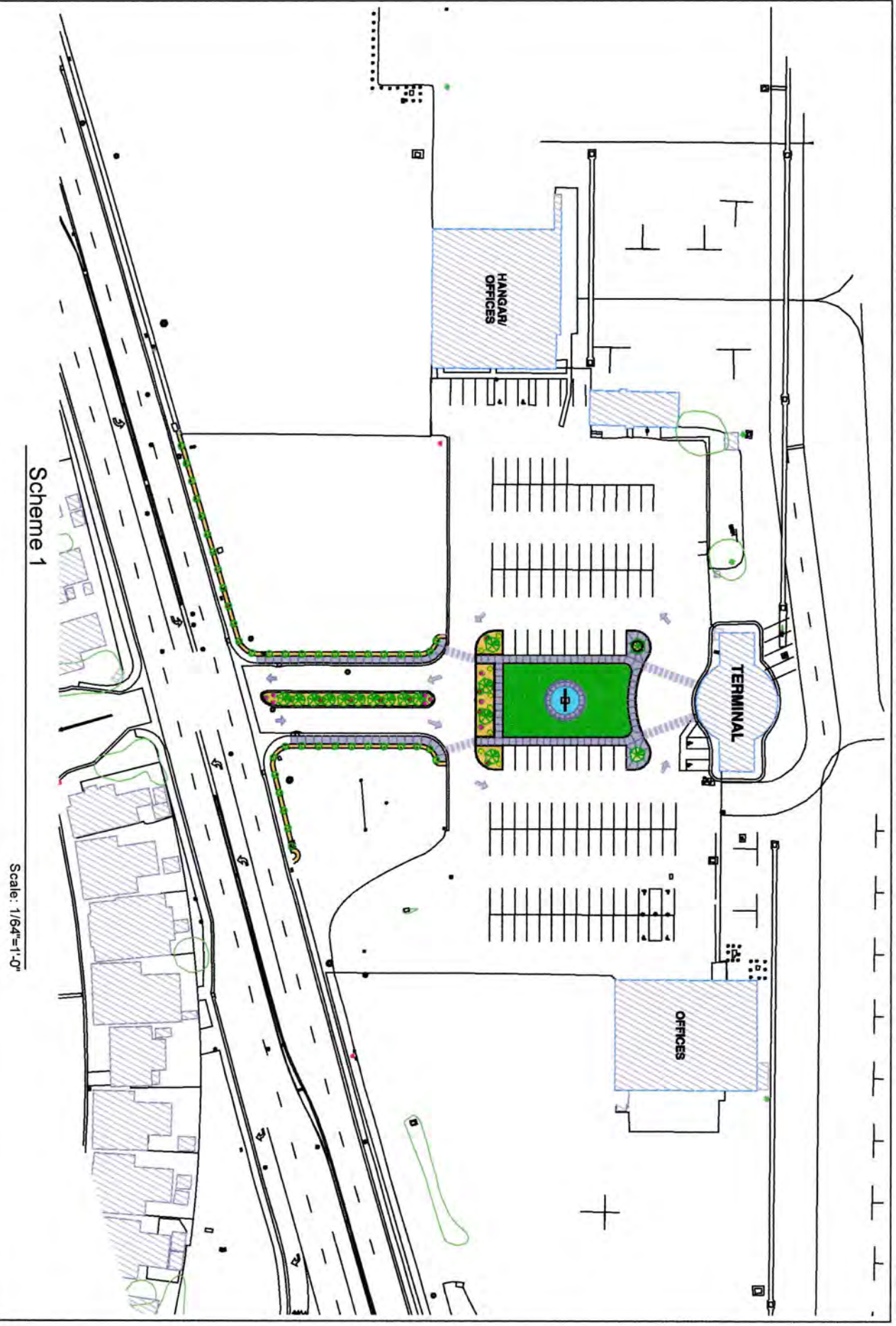
- Airport Manager will be participating in a panel discussion at the 26th Annual Airport Planning, Design and Construction Symposium in Reno on Thursday, February 20th. The panel discussion is focused on "Land Leases and Releases - Changes and Innovation". The Manager's focus will be on Through-the-Fence access agreements and related issues.

- Airport Manager is working with Linda Law to work on completing the CCAA Airport Administration Manual.

- Nevada Airports Association (NvAA) annual conference is in Tonopah, Nevada on April 6-8, 2020.

- Attached is a draft of a College Parkway Landscape Plan.

- See attached reports for the airport name survey and JetNet airport activity report and Airport name change survey.



Scheme 1

Scale: 1/64"=1'-0"

New Landsacpe / Design Plan for:

Carson City Airport

2600 East College Parkway
Carson City, NV 89706

(775) 841-2255

Anthony V. Friscia
Architectural / Landscape Design
1515 Meridian Ranch Drive
Reno, NV 89523
775-376-3777
af-landscapedesign@att.net

Date: 2/14/2020

Scale: 1/64"-1'-0"

Drawn By:

Sheet 3 of 6

AIRPORT FLIGHT ACTIVTY REPORT

Carson

PREPARED FOR: Carson City Airport Authority

February 18, 2020

CARSON CITY AIRPORT
2600 East College Parkway #6
Carson City, NV 89706
775-841-2255 | flycarsoncity.com

Carson City Airport
2600 East College Parkway #6
Carson City, NV 89706
775-841-2255 | flycarsoncity.com
Prepared For: Carson City Airport Authority

CARSON FLIGHT SUMMARY

BUSINESS (01/01/2020 - 01/31/2020) - ARRIVALS/DEPARTURES

FLIGHT SUMMARY

FLIGHTS PER MONTH

MONTH/YEAR	# FLIGHTS
1/2020	151

CARSON TOP MANUFACTURERS

MANUFACTURERS	# FLIGHTS	TOTAL FLIGHT HOURS	EST FUEL BURN (GAL)
CESSNA	80	104.5	15,920
PILATUS	24	28.2	1,649
SOCATA	14	19.5	1,210
BEECH	7	10.4	824
ROCKWELL	6	6.4	512
MITSUBISHI	5	4.6	346
Bombardier	5	3.5	1,002
EMBRAER	3	1.8	269
PIAGGIO	3	4.8	556
PIPER	2	3.0	120

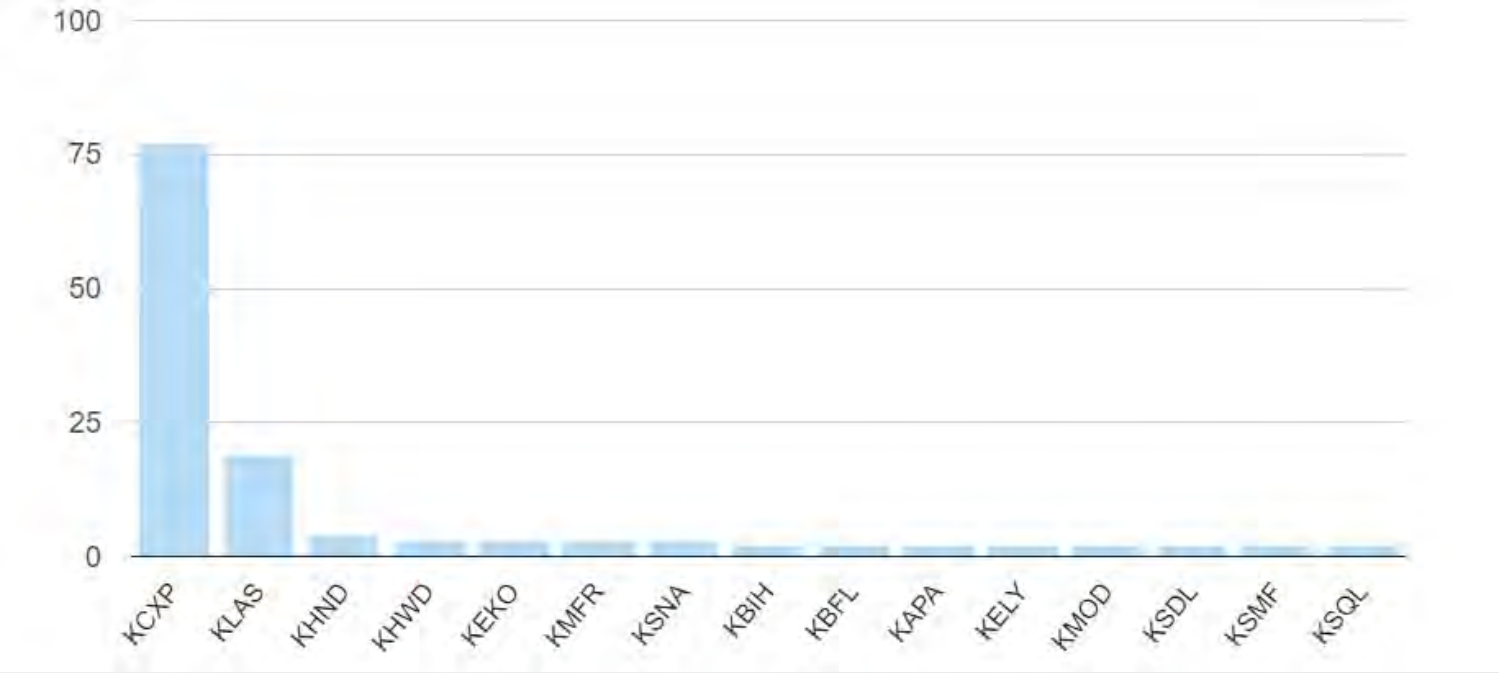
*Some of the information herein has been obtained from third party sources and may not be current or completely accurate.

Carson City Airport
2600 East College Parkway #6
Carson City, NV 89706
775-841-2255 | flycarsoncity.com
Prepared For: Carson City Airport Authority

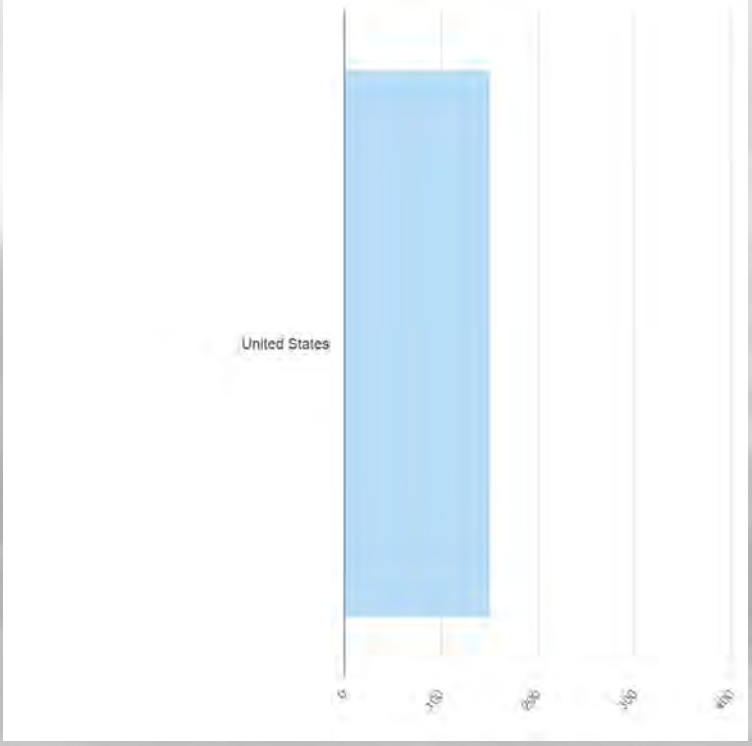
CARSON TOP AIRPORTS

BUSINESS (01/01/2020 - 01/31/2020) - ARRIVALS/DEPARTURES

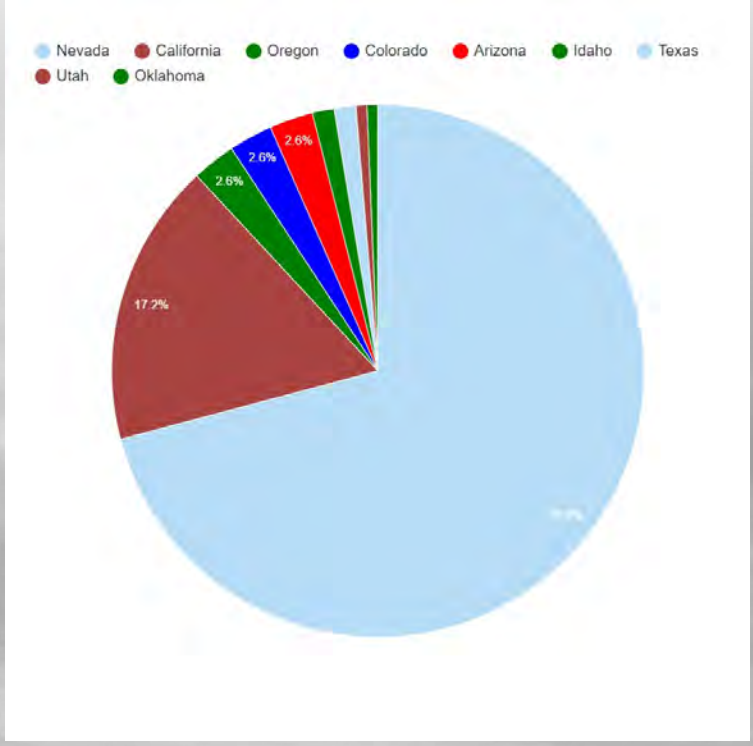
TOP AIRPORTS



TOP AIRPORT COUNTRIES



TOP AIRPORT STATES



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Carson City Airport
2600 East College Parkway #6
Carson City, NV 89706
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Prepared For: Carson City Airport Authority

CARSON TOP ROUTES

BUSINESS (01/01/2020 - 01/31/2020) - ARRIVALS/DEPARTURES

ORIGIN	DESTINATION	NBR FLTS	TOTAL FLT HRS	EST FUEL BURN (GAL)
McCarran (U.S. - Las Vegas NV) LAS / KLAS	Carson(U.S. - Carson City NV) CSN / KCXP	19	21	3,913
Carson (U.S. - Carson City NV) CSN / KCXP	McCarran(U.S. - Las Vegas NV) LAS / KLAS	17	17	3,088
Henderson Executive (U.S. - Las Vegas NV) HSH / KHND	Carson(U.S. - Carson City NV) CSN / KCXP	4	5	367
Elko Municipal (U.S. - Elko NV) EKO / KEKO	Carson(U.S. - Carson City NV) CSN / KCXP	3	3	203
Hayward Executive (U.S. - Hayward CA) HWD / KHWD	Carson(U.S. - Carson City NV) CSN / KCXP	3	2	281
Rogue Valley (U.S. - Medford OR) MFR / KMFR	Carson(U.S. - Carson City NV) CSN / KCXP	3	3	270
John Wayne (U.S. - Santa Ana CA) SNA / KSNA	Carson(U.S. - Carson City NV) CSN / KCXP	3	4	519
Carson (U.S. - Carson City NV) CSN / KCXP	Rogue Valley(U.S. - Medford OR) MFR / KMFR	3	3	355
Carson (U.S. - Carson City NV) CSN / KCXP	Scottsdale(U.S. - Scottsdale AZ) SCF / KSDL	3	5	575
Carson (U.S. - Carson City NV) CSN / KCXP	Meadows Field(U.S. - Bakersfield CA) BFL / KBFL	2	2	143
Carson (U.S. - Carson City NV) CSN / KCXP	Eastern Sierra Regional(U.S. - Bishop CA) BIH / KBIH	2	1	60
Eastern Sierra Regional (U.S. - Bishop CA) BIH / KBIH	Carson(U.S. - Carson City NV) CSN / KCXP	2	1	52
Meadows Field (U.S. - Bakersfield CA) BFL / KBFL	Carson(U.S. - Carson City NV) CSN / KCXP	2	2	165
Centennial (U.S. - Denver CO) APA / KAPA	Carson(U.S. - Carson City NV) CSN / KCXP	2	4	592
Ely (U.S. - Ely NV) ELY / KELY	Carson(U.S. - Carson City NV) CSN / KCXP	2	2	136
Modesto City-County-Sham Field (U.S. - Modesto CA) MOD / KMOD	Carson(U.S. - Carson City NV) CSN / KCXP	2	1	97
Scottsdale (U.S. - Scottsdale AZ) SCF / KSDL	Carson(U.S. - Carson City NV) CSN / KCXP	2	4	414
Sacramento (U.S. - Sacramento CA) SMF / KSMF	Carson(U.S. - Carson City NV) CSN / KCXP	2	1	87
San Carlos (U.S. - San Carlos CA) SQL / KSQL	Carson(U.S. - Carson City NV) CSN / KCXP	2	1	85
Carson (U.S. - Carson City NV) CSN / KCXP	Modesto City-County-Sham Field(U.S. - Modesto CA) MOD / KMOD	2	1	122
Carson (U.S. - Carson City NV) CSN / KCXP	Sacramento(U.S. - Sacramento CA) SMF / KSMF	2	1	120
Carson (U.S. - Carson City NV) CSN / KCXP	Salt Lake City(U.S. - Salt Lake City UT) SLC / KSLC	2	3	218
Carson (U.S. - Carson City NV) CSN / KCXP	Oakland(U.S. - Oakland CA) OAK / KOAK	2	1	117
Carson (U.S. - Carson City NV) CSN / KCXP	Bermuda Dunes(U.S. - Palm Springs CA) UDD / KUDD	2	2	281
Carson (U.S. - Carson City NV) CSN / KCXP	Will Rogers World(U.S. - Oklahoma City OK) OKC / KOKC	2	5	968

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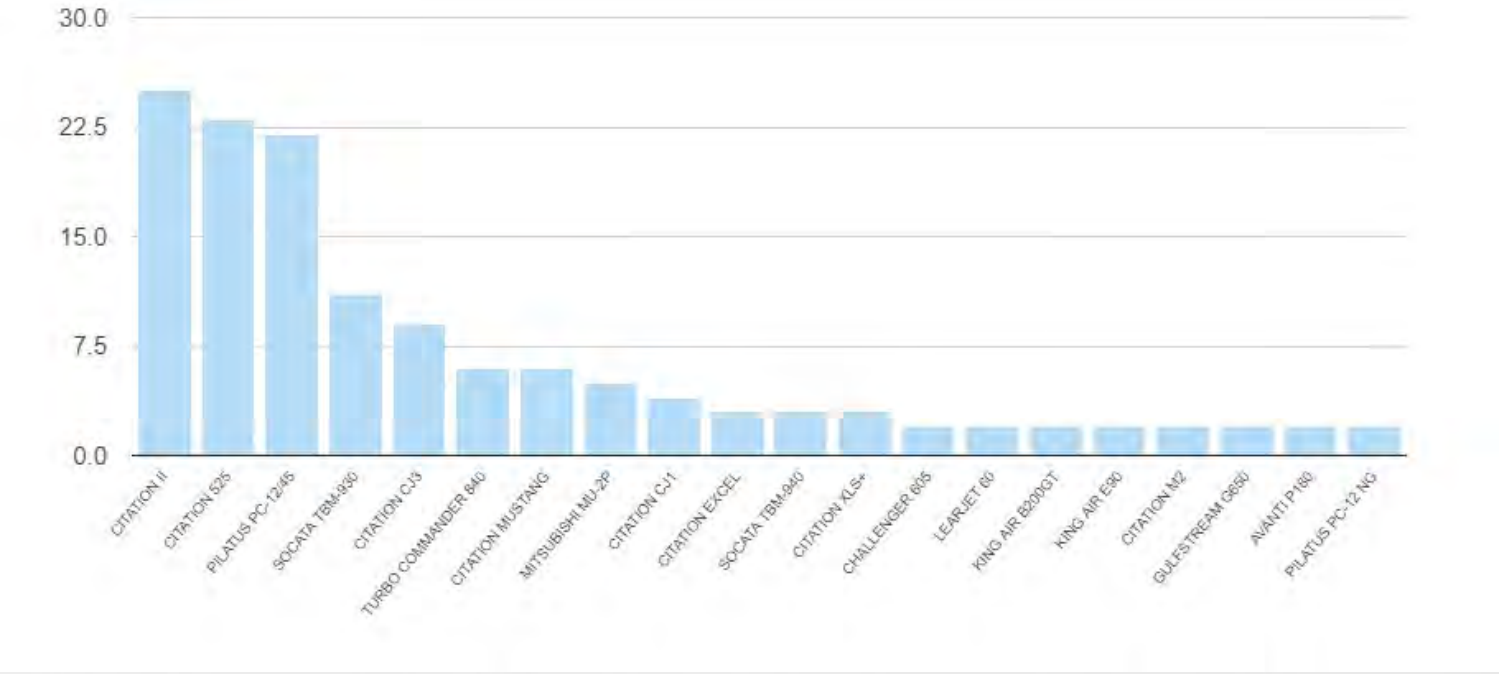
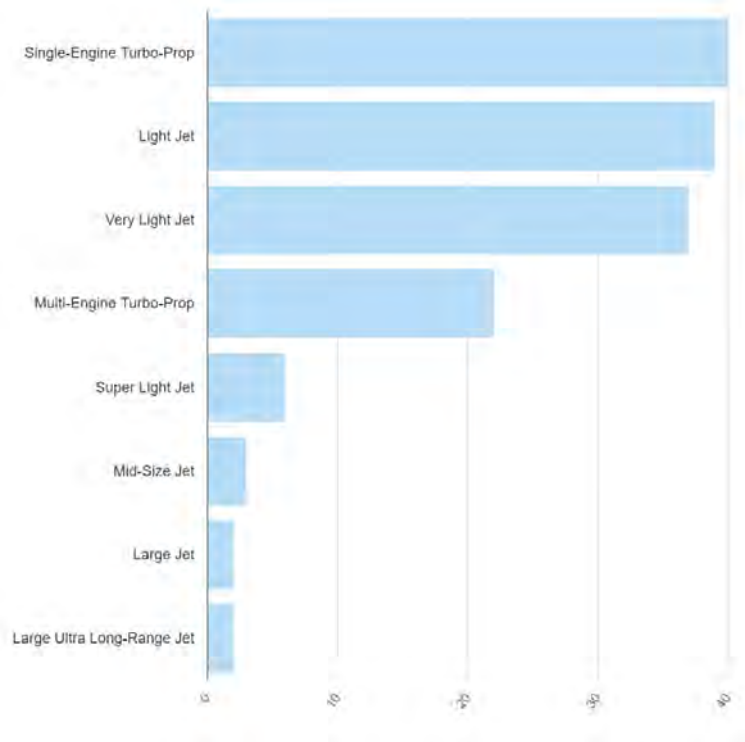
CARSON TOP MODELS

BUSINESS (01/01/2020 - 01/31/2020) - ARRIVALS/DEPARTURES

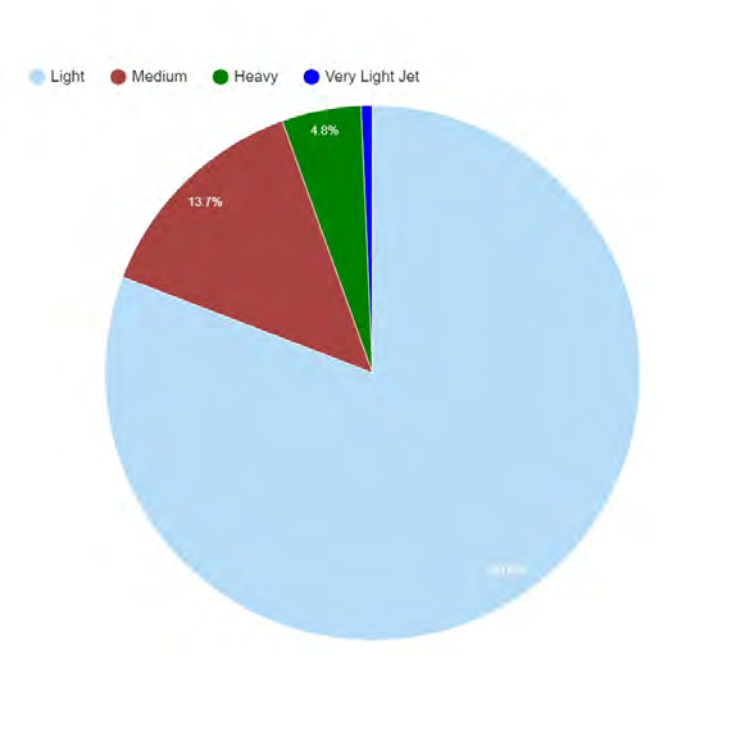
TOP MODELS



TOP AIRCRAFT BY SIZE CATEGORY



WEIGHT CLASS



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CARSON TOP MODELS

BUSINESS (01/01/2020 - 01/31/2020) - ARRIVALS/DEPARTURES

MODEL	NBR FLIGHTS	TOTAL FLIGHT HOURS	EST FUEL BURN (GAL)
CITATION II	25	26	5,050
CITATION 525	23	24	3,045
PILATUS PC-12/45	22	24	1,416
SOCATA TBM-930	11	15	914
CITATION CJ3	9	20	3,031
TURBO COMMANDER 840	6	6	512
CITATION MUSTANG	6	8	727
MITSUBISHI MU-2P	5	5	346
CITATION CJ1	4	6	736
SOCATA TBM-940	3	5	297
CITATION EXCEL	3	3	749
CITATION XLS+	3	8	1,631
KING AIR B200GT	2	1	156
PILATUS PC-12 NG	2	4	233
CITATION M2	2	2	227
KING AIR E90	2	3	225
AVANTI P180	2	4	417
EMBRAER PHENOM 300	2	1	140
LEARJET 60	2	1	108
CITATION ULTRA	2	2	442
CHALLENGER 605	2	2	686
GULFSTREAM G650	2	5	2,052
CITATION ENCORE	1	0	57
LEARJET 60XR	1	1	207
CONQUEST I	1	2	115
KING AIR B100	1	2	155
KING AIR B200	1	2	140
KING AIR C90	1	2	148
AVANTI II	1	1	140
CITATION I/SP	1	1	111
EMBRAER PHENOM 100	1	1	129
PIPER MERIDIAN	1	2	94
PIPER MALIBU JETPROP	1	1	26

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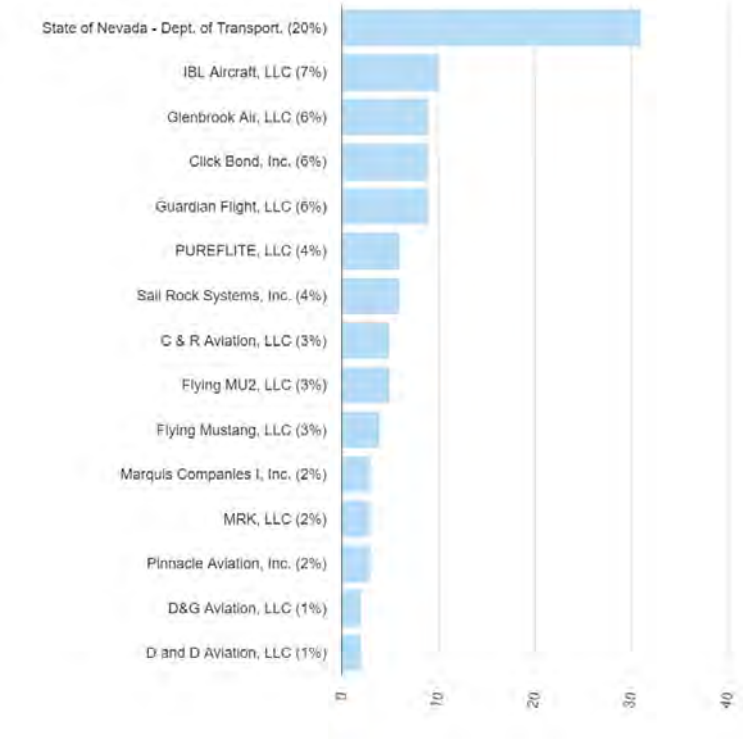
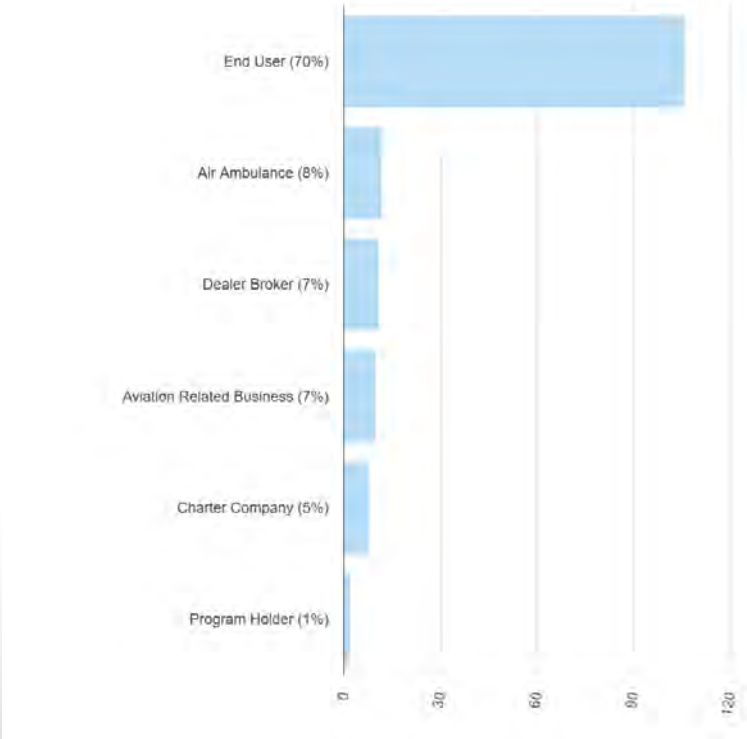
CARSON OPERATORS

BUSINESS (01/01/2020 - 01/31/2020) - ARRIVALS/DEPARTURES

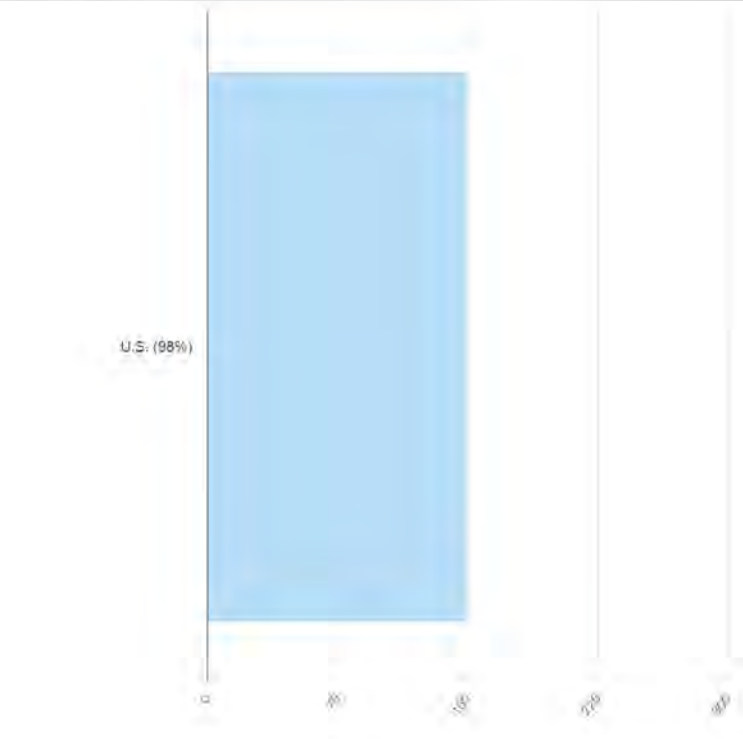
TOP OPERATORS



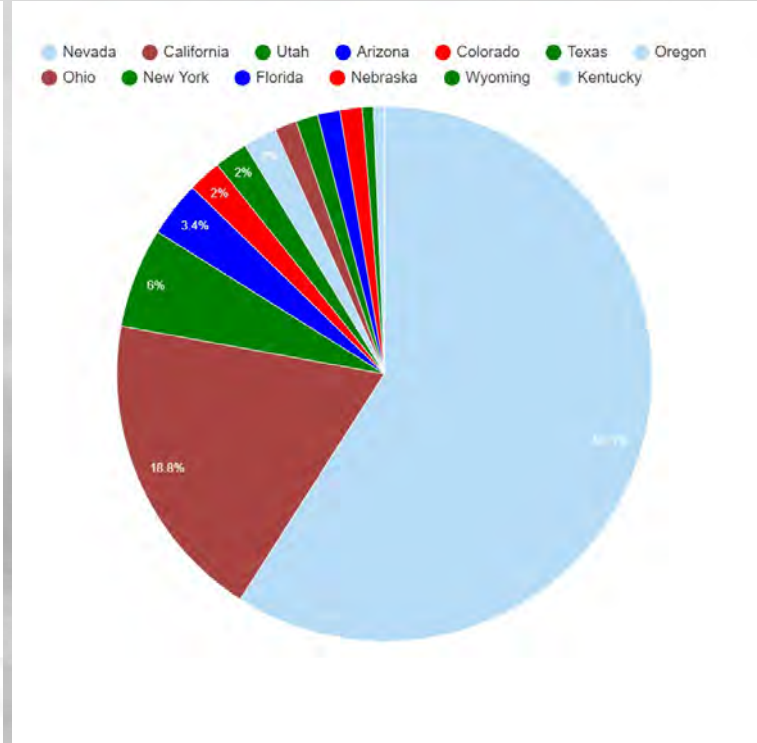
TOP OPERATOR BUSINESS TYPES



TOP OPERATOR COUNTRIES



TOP OPERATOR STATES



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CARSON TOP OPERATORS

BUSINESS (01/01/2020 - 01/31/2020) - ARRIVALS/DEPARTURES

OPERATOR	BUSINESS TYPE	CITY	STATE	COUNTRY	NBR FLTS	TOTAL FLIGHT HOURS	EST FUEL BURN (GAL)
State of Nevada - Dept. of Transport.	End User	Carson City	NV	U.S.	31	33	5,562
IBL Aircraft, LLC	End User	Marysville	CA	U.S.	10	9	1,155
Click Bond, Inc.	Aviation Related	Carson City	NV	U.S.	9	25	3,410
Guardian Flight, LLC	Air Ambulance	South Jordan	UT	U.S.	9	7	431
Glenbrook Air, LLC	End User	Glenbrook	NV	U.S.	9	9	576
PUREFLITE, LLC	Dealer Broker	Las Vegas	NV	U.S.	6	3	330
Sail Rock Systems, Inc.	End User	Genoa	NV	U.S.	6	10	556
C & R Aviation, LLC	End User	Incline Village	NV	U.S.	5	6	370
Flying MU2, LLC	End User	Incline Village	NV	U.S.	5	5	346
Flying Mustang, LLC	End User	Reno	NV	U.S.	4	6	483
MRK, LLC	End User	Reno	NV	U.S.	3	8	1,631
Marquis Companies I, Inc.	End User	Milwaukee	OR	U.S.	3	3	749
Pinnacle Aviation, Inc.	Dealer Broker	Scottsdale	AZ	U.S.	3	4	659
Southwest Gas Corporation	End User	Las Vegas	NV	U.S.	2	2	287
Thrive Aviation	Dealer Broker	Henderson	NV	U.S.	2	2	227
Flexjet, LLC	Program Holder	Cleveland	OH	U.S.	2	1	140
Mercier, David C.	End User	Carlsbad	CA	U.S.	2	2	234
Sierra Bravo Aviation, Inc.	End User	San Francisco	CA	U.S.	2	1	156
Cosmos Air LLC, Inc.	End User	North Las Vegas	NV	U.S.	2	2	686
Northeastern Aviation Corporation	Charter	Farmingdale	NY	U.S.	2	5	2,052
Jet Methods	Charter	Carlsbad	CA	U.S.	2	3	244
MEM Jet, LLC	End User	Woodside	CA	U.S.	2	1	108
A & A Drug Co.	End User	Fremont	NE	U.S.	2	4	417
Tango Air, Inc.	Charter	Carlsbad	CA	U.S.	2	3	311
Aerocare Medical Transport, Inc.	Air Ambulance	Yuma	AZ	U.S.	2	1	58
Newman Cattle Company, LLC	End User	Stanton	TX	U.S.	2	4	233
MF Aviation, LLC	End User	Huntington Beach	CA	U.S.	2	2	442
D&G Aviation, LLC	End User	Denver	CO	U.S.	2	5	338
D and D Aviation, LLC	End User	Tahoe City	CA	U.S.	2	4	425
Magic Hangar Aircraft Management, LLC	End User	Clearwater	FL	U.S.	2	4	239
Tango Mike Leasing, LLC	End User	Campbell	CA	U.S.	1	1	58
TRR Land and Livestock, LLC	End User	Douglas	WY	U.S.	1	2	148
Demeter Harvest Corp.	End User	Escondido	CA	U.S.	1	2	155
MVP Air, LLC	End User	Carson City	NV	U.S.	1	2	115
BPI Adventures, LLC	End User	Reno	NV	U.S.	1	1	111
Ramos Aviation Services, LLC	End User	Arvada	CO	U.S.	1	1	26
REACH Air Medical Services, LLC	Air Ambulance	Santa Rosa	CA	U.S.	1	2	140
West Bay Management, LLC	End User	Gardnerville	NV	U.S.	1	2	94
Blue Sky NV, LLC	End User	Incline Village	NV	U.S.	1	1	140
Superior Air Charter, LLC	Charter	Dallas	TX	U.S.	1	1	129

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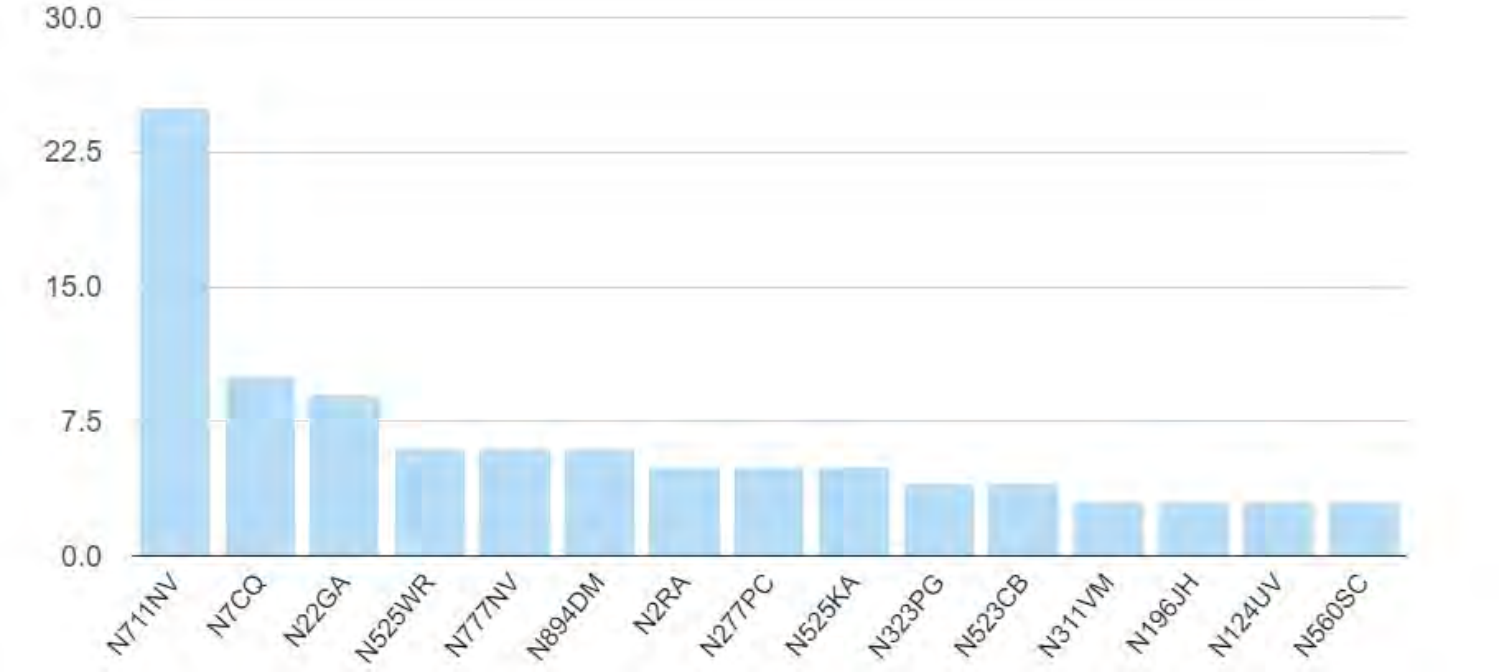
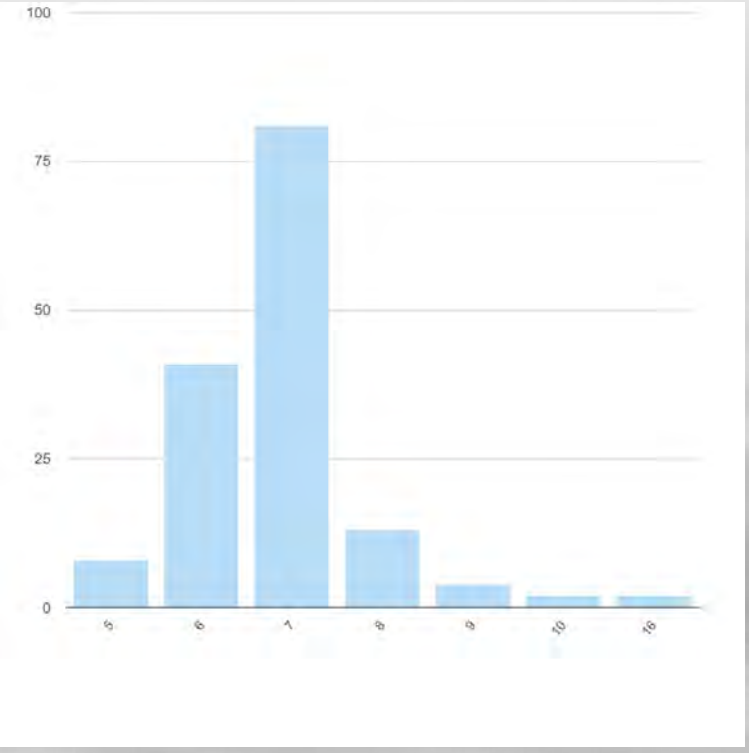
CARSON AIRCRAFT

BUSINESS (01/01/2020 - 01/31/2020) - ARRIVALS/DEPARTURES

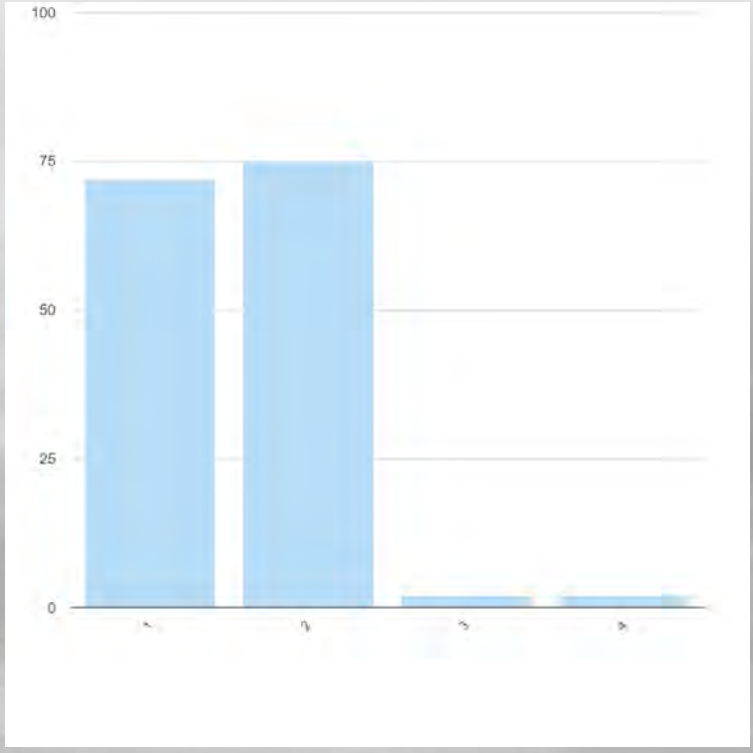
TOP AIRCRAFT



SEATS



CREW



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CARSON TOP AIRCRAFT

BUSINESS (01/01/2020 - 01/31/2020) - ARRIVALS/DEPARTURES

AIRCRAFT	SER#	REG#	OPERATOR	NBR FLIGHTS	DIST(NM)	FLIGHT TIME(MIN)	EST FUEL BURN (GAL)
CITATION II	550-0557	N711NV	State of Nevada - Dept. of Transport.	25	7,169	26	5,050
CITATION 525	525-0004	N7CQ	IBL Aircraft, LLC	10	2,728	9	1,155
SOCATA TBM-930	1231	N22GA	Glenbrook Air, LLC	9	2,278	9	576
CITATION 525	525-0034	N525WR	PUREFLITE, LLC	6	626	3	330
PILATUS PC-12/45	367	N894DM	Sail Rock Systems, Inc.	6	2,186	10	556
TURBO COMMANDER 840	11680	N777NV	State of Nevada - Dept. of Transport.	6	1,561	6	512
MITSUBISHI MU-2P	366SA	N2RA	Flying MU2, LLC	5	1,044	5	346
PILATUS PC-12/45	277	N277PC	C & R Aviation, LLC	5	1,381	6	370
CITATION 525	525-0019	N525KA	Click Bond, Inc.	5	2,961	11	1,325
CITATION CJ3	525B-0078	N523CB	Click Bond, Inc.	4	5,249	14	2,085
CITATION MUSTANG	510-0288	N323PG	Flying Mustang, LLC	4	1,521	6	483
PILATUS PC-12/45	124	N124UV	Guardian Flight, LLC	3	560	3	173
PILATUS PC-12/45	619	N311VM	Guardian Flight, LLC	3	623	2	133
CITATION XLS+	560-6161	N560SC	MRK, LLC	3	3,240	8	1,631
CITATION EXCEL	560-5307	N894MA	Marquis Companies I, Inc.	3	1,004	3	749
CITATION CJ3	525B-0395	N196JH	Pinnacle Aviation, Inc.	3	1,515	4	659
CITATION CJ1	525-0547	N547TW	Tango Air, Inc.	2	766	3	311
CITATION CJ1	525-0369	N525AW	D and D Aviation, LLC	2	926	4	425
CITATION 525	525-0046	N858DD	Mercier, David C.	2	609	2	234
CHALLENGER 605	5894	N777DB	Cosmos Air LLC, Inc.	2	574	2	686
AVANTI P180	1055	N543JB	A & A Drug Co.	2	1,210	4	417
CITATION CJ3	525B-0368	N723SG	Southwest Gas Corporation	2	574	2	287
CITATION M2	525-0921	N650VM	Thrive Aviation	2	579	2	227
GULFSTREAM G650	6275	N103WG	Northeastern Aviation Corporation	2	2,418	5	2,052
EMBRAER PHENOM 300	50500387	N371FX	Flexjet, LLC	2	164	1	140
CITATION ULTRA	560-0398	N550BY	MF Aviation, LLC	2	686	2	442
CITATION MUSTANG	510-0257	N257CM	Jet Methods	2	754	3	244
KING AIR B200GT	BY-82	N726CB	Sierra Bravo Aviation, Inc.	2	301	1	156
PILATUS PC-12/45	316	N811VM	Guardian Flight, LLC	2	455	2	117
PILATUS PC-12 NG	1337	N337NG	Newman Cattle Company, LLC	2	829	4	233
LEARJET 60	60-211	N849WC	MEM Jet, LLC	2	290	1	108
PILATUS PC-12/45	150	N911VM	Aerocare Medical Transport, Inc.	2	254	1	58
SOCATA TBM-930	1130	N57LD	D&G Aviation, LLC	2	1,408	5	338
SOCATA TBM-940	1294	N940TB	Magic Hangar Aircraft Management, LLC	2	994	4	239
PIPER MERIDIAN	4697462	N462M	West Bay Management, LLC	1	494	2	94
PIPER MALIBU JETPROP	4636287	N4190W	Ramos Aviation Services, LLC	1	156	1	26
PILATUS PC-12/45	483	N991GF	Guardian Flight, LLC	1	19	0	8
LEARJET 60XR	60-404	N901PM	Delta Private Jets, LLC.	1	343	1	207
KING AIR C90	LJ-879	N725AR	TRR Land and Livestock, LLC	1	665	2	148
KING AIR B200	BB-1550	N370CS	REACH Air Medical Services, LLC	1	369	2	140

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Carson City Airport Authority

BALANCE SHEET

As of January 31, 2020

	TOTAL	
	AS OF JAN 31, 2020	AS OF JAN 31, 2019 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1050 Designated Reserves. # 5163	10,610.66	56,705.14
1075 LGIP-Deferred	360,480.08	277,563.67
1076 LGIP-Reserve	412,563.81	353,262.83
1077 LGIP General Fund	152,555.67	
1078 LGIP- Gate Fund Res	15,255.57	
3099 Gen.Fund # 1162	240,819.23	322,503.15
3101 Deferred Lease #8248	23,856.28	81,713.31
3102 Gate Card #5242	8,009.38	22,516.99
Total Bank Accounts	**$1,224,150.68**	**$1,114,265.09**
Accounts Receivable		
2000 Accounts Receivable	-101,506.80	-160,848.67
2005 Customer Advance Deposits	86,111.13	73,064.93
Total 2000 Accounts Receivable	**-15,395.67**	**-87,783.74**
2010 Due from Other Government	0.00	0.00
2020 Grants Receivable	29,504.00	0.00
Total Accounts Receivable	**$14,108.33**	**$ -87,783.74**
Other Current Assets		
1499 Undeposited Funds	24,083.21	-2,194.02
2001 AR offset	118,878.93	
2100 Prepaid Expenses	0.00	0.00
Total Other Current Assets	**$142,962.14**	**$ -2,194.02**
Total Current Assets	**$1,381,221.15**	**$1,024,287.33**
Fixed Assets		
2200 Fixed Assets	0.00	0.00
Total Fixed Assets	**$0.00**	**$0.00**
Other Assets		
2300 Provided for LT Obligations	154,613.33	160,333.33
Total Other Assets	**$154,613.33**	**$160,333.33**
TOTAL ASSETS	**$1,535,834.48**	**$1,184,620.66**

	TOTAL	
	AS OF JAN 31, 2020	AS OF JAN 31, 2019 (PY)
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
3000 Accounts Payable	0.00	22,821.54
3010 Employee Payable	0.00	0.00
3020 Payroll Taxes Payable	0.00	0.00
Total Accounts Payable	**$0.00**	**$22,821.54**
Credit Cards		
6320 VISA Credit Card Charges	0.00	0.00
6321 Home Depot	0.00	160.61
6322 Visa Credit Card #9428	257.53	1,062.30
6323 Visa Credit Card #2125	89.69	173.67
Total Credit Cards	**$347.22**	**$1,396.58**
Other Current Liabilities		
2011 Due to other Governments	0.00	0.00
2101 Payroll Liability	0.00	516.01
2110 Direct Deposit Liabilities	0.00	0.00
3300 Deferred Income	0.00	0.00
3350 Employee Net	0.00	0.00
Pass Through Account	0.00	0.00
Total Other Current Liabilities	**$0.00**	**$516.01**
Total Current Liabilities	**$347.22**	**$24,734.13**
Long-Term Liabilities		
3100 Lease Advances -	86,111.13	73,064.93
3150 Leases - Prepaid	0.00	0.00
3200 Mayes- Lease Transactions	154,613.33	160,333.33
3250 Gonzalez Deferred Lease	262,492.07	269,749.86
Total Long-Term Liabilities	**$503,216.53**	**$503,148.12**
Total Liabilities	**$503,563.75**	**$527,882.25**
Equity		
4000 Investment in gen. fixed assets	0.00	0.00
4050 Opening Bal Equity	0.00	0.00
4100 Reserved for prepaid expenses	0.00	0.00
4200 Fund Balance	949,278.56	799,331.29
Net Income	82,992.17	-142,592.88
Total Equity	**$1,032,270.73**	**$656,738.41**
TOTAL LIABILITIES AND EQUITY	**$1,535,834.48**	**$1,184,620.66**

Carson City Airport Authority

PROFIT AND LOSS

July 2019 - January 2020

	TOTAL	
	JUL 2019 - JAN 2020	JUL 2018 - JAN 2019 (PY YTD)
Income		
49900 Uncategorized Income {103}	0.72	
5010 Real/Personal Property Tax	263,247.87	-104,742.13
5050 AIRPORT LEASES		
5050H Hangar Lease	21,831.52	17,500.00
5051 Land Leases	102,986.09	120,453.96
5052 Tower Leases	23,486.06	22,688.04
5053 Lease - Mayes	3,120.00	3,640.00
Total 5050 AIRPORT LEASES	**151,423.67**	**164,282.00**
5150 Tie Down Fees	10,729.46	2,279.98
5151 Gate Card Fees	1,369.25	625.00
5155 Parking Fees	1,635.14	475.00
5250 Through the Fence Fees	0.00	
5300 Class II FBO Fees	3,200.00	3,800.00
5400 Misc income	2,595.00	1,015.00
5402 Open House Income	10,434.00	166.47
5450 Reimbursements	-88.90	
5500 Interest Income	12,327.39	6,189.75
5850 Engineering Bill Back		2,191.50
5851 Legal Bill Back		1,320.00
Total Income	**$456,873.60**	**$77,602.57**
GROSS PROFIT	**$456,873.60**	**$77,602.57**
Expenses		
6000 AIRPORT ENGINEERING		
6001 Engineering - General		4,126.50
Total 6000 AIRPORT ENGINEERING		**4,126.50**
6019 Charitable Contribution	4,213.61	
6135 Memberships	1,125.98	600.00
6136 Registration		300.00
6137 Conferences	2,890.58	1,215.97
6170 SWAAAE BOD Travel	883.61	
6190 Office Expenses -PC software	7,552.33	334.70
6200 Office Expenses -PC hardware	339.88	
6210 Mileage	989.37	730.87
6211 Meals And Entertainment	34.33	403.30
6218 Marketing and Web Site	4,771.99	1,133.90
6218A Legal Notices	124.20	86.48
6280 Open House Expense	3,772.20	2,325.85

	TOTAL	
	JUL 2019 - JAN 2020	JUL 2018 - JAN 2019 (PY YTD)
6300 OPERATING EXPENSES		
6301 UTILITIES		
6302 Phone & Internet	2,047.34	1,951.62
6303 Electric	5,680.29	7,368.83
6304 Gas	334.27	341.62
6305 Water	683.35	234.56
6306 Waste Management	185.86	16.80
Total 6301 UTILITIES	**8,931.11**	**9,913.43**
6308 Office Expenses and Supplies	1,636.62	3,100.24
6309 Legal	15,930.00	18,003.06
6310 Security	1,974.93	2,919.86
6311 CCAA printing	205.45	
6312 Data Storage	215.88	245.84
6313 Insurance	1,860.00	4,912.00
6314 Auditing	12,000.00	15,300.00
6314A Accounting/Bullis	3,345.00	5,418.47
6316 Bank Charges/Square Chgs	161.91	146.49
6317 Airport Equipment Maintenance	13,526.33	7,199.39
6317.5 AWOS III Service Expense	5,450.00	4,246.31
6318 Terminal Building Maint	2,622.45	1,147.75
6319 Airfield Maintenance	11,603.17	3,819.56
6350 LABOR EXPENSE		
6351 Salaries	80,942.78	72,959.92
6352 Healthcare	12,682.08	10,610.25
6353 PERS Retirement Contribution	17,340.52	16,899.75
6354 Nevada Payroll	680.00	680.00
6355 Workers Compensation	1,885.30	
6356 State -Unemployment Contri	259.97	
6357 Federal Quarterly Tax	2,007.50	9,450.74
6358 Medicare Expense	1,723.41	-46.84
6360 Manager's Medical Expense	3,538.51	3,901.66
6363 Voya/Deferred Comp	-425.00	-500.00
Total 6350 LABOR EXPENSE	**120,635.07**	**113,955.48**
Total 6300 OPERATING EXPENSES	**200,097.92**	**190,327.88**
6319.51 Deprecriation expense		-16.93
6441 Consulting-Nightime Ops Feasibl	2,276.50	25,678.75
6442 Economic impact study		2,000.00
6476 Uniforms	1,076.56	
6530 Lease Transaction	3,120.00	3,640.00
Total Expenses	**$233,269.06**	**$232,887.27**
NET OPERATING INCOME	**$223,604.54**	**$ -155,284.70**
Other Income		
5000 FAA Grant Revenue	276,339.00	226,949.69
5001 NDOT Grant Reimbursement	2,232.00	
Total 5000 FAA Grant Revenue	**278,571.00**	**226,949.69**

	TOTAL	
	JUL 2019 - JAN 2020	JUL 2018 - JAN 2019 (PY YTD)
5200 Committed-Fuel Flowage Fees	5,811.49	7,397.41
5201 Committed-Jet Fuel Tax	1,720.60	1,421.73
5350 Committed-Gate Funds	125.00	460.00
5404 Rock Materials Sales	27,134.79	43,527.74
9999 Suspense	-150,110.72	
Total Other Income	**$163,252.16**	**$279,756.57**
Other Expenses		
6020 FAA Engineering and Constructio		
6032 AIP 34 SRE RWY REHAB CATEXES	4,168.00	
Total 6020 FAA Engineering and Constructio	**4,168.00**	
6060 AIP 31 - Master Plan Update	15,599.45	123,823.66
6061 AIP #32 Rehab Taxiways	247,038.37	126,998.17
6062 AIP #33 Perimeter Fence Design	5,822.50	
6319.5 Gate maintenance	368.00	0.00
6400 Capital Project	24,370.38	16,242.92
6402 Parking Lot Maint.	6,500.00	
Total 6400 Capital Project	**30,870.38**	**16,242.92**
Reconciliation Discrepancies-1	-2.17	
Total Other Expenses	**$303,864.53**	**$267,064.75**
NET OTHER INCOME	**$ -140,612.37**	**$12,691.82**
NET INCOME	**$82,992.17**	**$ -142,592.88**

Carson City Airport Authority

BUDGET VS. ACTUALS: FY_2019_2020 - FY20 P&L

July 2019 - January 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
49900 Uncategorized Income {103}	0.72	0.00	0.72	
5010 Real/Personal Property Tax	263,247.87	142,878.67	120,369.20	184.25 %
5050 AIRPORT LEASES	151,423.67	145,627.22	5,796.45	103.98 %
5150 Tie Down Fees	10,729.46	2,158.35	8,571.11	497.11 %
5155 Parking Fees	1,635.14	233.35	1,401.79	700.72 %
5250 Through the Fence Fees	0.00	0.00	0.00	
5300 Class II FBO Fees	3,200.00	3,500.00	-300.00	91.43 %
5400 Misc income	2,595.00	0.00	2,595.00	
5402 Open House Income	10,434.00	5,833.35	4,600.65	178.87 %
5500 Interest Income	12,327.39	7,000.00	5,327.39	176.11 %
5510 Late Fees		0.00	0.00	
5850 Engineering Bill Back		0.00	0.00	
5851 Legal Bill Back		0.00	0.00	
Total Income	**$455,593.25**	**$307,230.94**	**$148,362.31**	**148.29 %**
GROSS PROFIT	**$455,593.25**	**$307,230.94**	**$148,362.31**	**148.29 %**
Expenses				
6000 AIRPORT ENGINEERING		2,916.65	-2,916.65	
6019 Charitable Contribution	4,213.61	0.00	4,213.61	
6135 Memberships	1,125.98	845.85	280.13	133.12 %
6136 Registration		1,166.69	-1,166.69	
6137 Conferences	2,890.58	3,645.85	-755.27	79.28 %
6170 SWAAAE BOD Travel	883.61	2,916.65	-2,033.04	30.30 %
6190 Office Expenses -PC software	7,552.33	1,341.65	6,210.68	562.91 %
6200 Office Expenses -PC hardware	339.88	583.35	-243.47	58.26 %
6210 Mileage	989.37	583.35	406.02	169.60 %
6211 Meals And Entertainment	34.33	291.65	-257.32	11.77 %
6218 Marketing and Web Site	4,771.99	1,458.35	3,313.64	327.22 %
6218A Legal Notices	124.20	1,458.35	-1,334.15	8.52 %
6280 Open House Expense	3,772.20	5,833.35	-2,061.15	64.67 %
6300 OPERATING EXPENSES	198,515.42	230,039.76	-31,524.34	86.30 %
6442 Economic impact study		0.00	0.00	
6443 Strategic plan		0.00	0.00	
6476 Uniforms	1,076.56	2,199.15	-1,122.59	48.95 %
6530 Lease Transaction	3,120.00	3,640.00	-520.00	85.71 %
69800 Uncategorized Expenses		0.00	0.00	
Total Expenses	**$229,410.06**	**$258,920.65**	**$ -29,510.59**	**88.60 %**
NET OPERATING INCOME	**$226,183.19**	**$48,310.29**	**$177,872.90**	**468.19 %**
Other Income				
5000 FAA Grant Revenue	276,339.00	354,375.00	-78,036.00	77.98 %
5200 Committed-Fuel Flowage Fees	5,811.49	8,166.65	-2,355.16	71.16 %
5201 Committed-Jet Fuel Tax	1,720.60	1,400.00	320.60	122.90 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5350 Committed-Gate Funds	125.00	1,050.00	-925.00	11.90 %
5404 Rock Materials Sales	27,134.79	37,916.65	-10,781.86	71.56 %
Total Other Income	**$311,130.88**	**$402,908.30**	**$ -91,777.42**	**77.22 %**
Other Expenses				
6059 AIP # 30 North Apron Reconstr. (deleted)		0.00	0.00	
6060 AIP 31 - Master Plan Update	15,599.45	0.00	15,599.45	
6062 AIP #33 Perimeter Fence Design	5,822.50	379,166.65	-373,344.15	1.54 %
6319.5 Gate maintenance	368.00	1,458.35	-1,090.35	25.23 %
6400 Capital Project	24,370.38	13,708.35	10,662.03	177.78 %
Total Other Expenses	**$46,160.33**	**$394,333.35**	**$ -348,173.02**	**11.71 %**
NET OTHER INCOME	**$264,970.55**	**$8,574.95**	**$256,395.60**	**3,090.05 %**
NET INCOME	**$491,153.74**	**$56,885.24**	**$434,268.50**	**863.41 %**