

**CARSON CITY AIRPORT AUTHORITY
MEETING AGENDA**

WEDNESDAY, SEPTEMBER 16, 2020 – 5:30 P.M.

***Public Meeting Held via Video and Phone Access
This Agenda Prepared by Kenneth G. Moen, Airport Manager***

NOTICE TO PUBLIC: The State of Nevada and Carson City are currently in a declared State of Emergency in response to the global pandemic caused by the coronavirus (COVID-19) infectious disease outbreak. In accordance with the Governor's Declaration of Emergency Directive 006, which has suspended the provisions of NRS 241.020 requiring the designation of a physical location for meetings of public bodies where members of the public are permitted to attend and participate, public meetings of the Carson City Airport Authority will NOT have a physical location open to the public until such time this Directive is removed. Additionally, the Agenda will be posted on the webpage, and not posted at the various bulletin boards used prior to the pandemic.

Members of the public who wish to participate may do so by providing WRITTEN public comments prior to or during the meeting. You may also provide public comment in advance of a meeting by written submission to the following e-mail address: mgolden@flycarsoncity.com. For inclusion or reference in the minutes of a meeting, your public comment must include your full name and be submitted via e-mail by not later than 3:00 p.m. the day before the date of the meeting. The Authority values your input.

To view the videoconference, you must have access to an internet connection and a computer view the meeting at the following link: <https://carsoncityairportauthority.my.webex.com> (Meeting Number/Access Code: 126 632 9158) Password: pfQUWJDR338

To join by video system, application, or Skype for business: Dial [1266329158@webex.com](tel:1266329158) You can also dial 173.243.2.68 and enter the meeting number.

To listen by telephone, you must dial the following number: +1-415-655-0001 (Meeting Number/Access Code: 126 632 9158) Password 73789537

- 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 submit written comments on *agendized and non-agendized matters* related to the Airport. Comments are limited to three (3) pages per person or topic. If your item requires

extended discussion, please request the Chairman to calendar the matter for a future Airport Authority meeting.

F. PUBLIC HEARINGS

1. FOR POSSIBLE ACTION: DISCUSSION AND PROCUREMENT OF AIRPORT OPS VEHICLE RESEARCH. (GOLDEN)

Staff Summary: Direct airport manager to complete purchase process of an airport operations pick-up truck using Sourcewell National Auto Fleet Group product line. (Moen)

2. FOR POSSIBLE ACTION: DISCUSSION AND DISCUSSION OF APPRAISAL OF VACANT AIRPORT LAND FOR MARKETING PURPOSES.

Staff Summary: Review scope of work and proposals for an appraisal for the purposes of obtaining current market value of airport property and provide Airport Staff with guidance on next steps. (Moen)

Staff Summary: Direct airport manager to enter contract for appraisal with Johnson Perkins.

3. FOR POSSIBLE ACTION: APPROVAL TO ASSIGN STERLING AIR, LTD. GROUND LEASE TO TCE FBO, LLC.

Staff Summary: Review Letter of Intent for the purchase Sterling Air, Ltd assets, and approval to assign ground lease to TCE FBO, LLC.

4. FOR POSSIBLE ACTION: APPROVE STERLING AIR, LTD AS A CLASS 2 FBO PROVIDING AIRCRAFT SALES. (Moen)

Staff Summary: Airport Manager to review application for Class 2 FBO operation based at the old Sterling Air, a Class 1 FBO.

5. FOR POSSIBLE ACTION: DIRECT AIRPORT MANAGER TO EXTEND OFFER TO THE CANDIDATE IDENTIFIED BY THE INTERVIEW PANEL TO FILL THE AIRPORTS OPERATIONS AND MAINTENANCE TECHNICIAN VACANCY. (MOEN)

Staff Summary: Current airport operations technician, Gary Province, has informed airport management that he will retire in October 2020. Airport manager advertised the vacancy, collected resumes and applications from 8 applicants. Interviews were conducted with four candidates and recommendation to hire was unanimous by three-person panel.

6. FOR POSSIBLE ACTION: DIRECT AIRPORT MANAGER TO COMPELTE CONTRACT TO MILL AND FILL ASPHALT NEXT TO SOUTH T-HANGAR PERIMETER ROAD AND THE FIRE LANE WITH CASEY PAVING.

Staff Summary: Review scope of work and proposals for an appraisal for the purposes of repaving 19,000 square feet of asphalt.

- 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 submit written comments on items discussed on the agenda related to the Airport. Comments are limited to three (3) pages 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.

* * * * *

NOTICE TO PUBLIC: In accordance with the Governor’s Emergency Declaration Directive 006 suspending state law provisions requiring the posting of public meeting agendas at physical locations, this agenda was posted electronically at the following Internet websites: This notice has been posted at the following locations:

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.

This agenda and backup information are available on the Airport’s website at <https://flycarsoncity.com/information/airport-authority-meeting-agendas-and-minutes/> and at the Airport Manager’s Office.

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 (CCAA)
Wednesday, August 19, 2020 ● 5:30 PM

Authority Members

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

Staff

Steve Tackes – Airport Counsel via WebEx
Ken Moen – Airport Manager via WebEx
Danielle Howard – Public Meetings Clerk via WebEx

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

(5:32:21) – Chairperson Golden called the meeting to order at 5:32 p.m.

(5:32:42) – Roll was called, and a quorum was present.

Attendee Name	Status	Arrived
Chairperson Michael Golden	Present via WebEx	
Vice Chair Bradley Harris	Present via WebEx	
Treasurer Jon Rogers	Absent	
Member John Barrette	Present via WebEx	
Member Paul Hamilton	Present via WebEx	
Member Tim Puliz	Present via WebEx	

B. PLEDGE OF ALLEGIANCE

None.

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

(5:33:14) – Chairperson Golden introduced the item and entertained comments, corrections, and/or a motion.

(5:33:34) – **MOTION:** Vice Chairperson Harris moved to approve the July 15, 2020 regular meeting minutes and the July 23, 2020 special meeting minutes.

RESULT:	APPROVED (5-0-0)
MOVER:	Harris
SECONDER:	Barrette
AYES:	Golden, Harris, Barrette, Hamilton, Puliz
NAYS:	None
ABSTENTIONS	None
ABSENT:	Rogers

D. MODIFICATION OF THE AGENDA.

(5:34:06) – Chairperson Golden introduced the item and noted that Item #3 was removed from the agenda.

E. PUBLIC COMMENT.

(5:34:24) – Chairperson Golden entertained public comments; however, none were forthcoming.

F. PUBLIC HEARINGS

1. FOR POSSIBLE ACTION: DISCUSSION OF NIGHTTIME INSTRUMENT APPROACH MITIGATION PROCESS.

(5:34:47) – Chairperson Golden introduced the item. Mr. Moen presented the Board Memo and the accompanying documents, all of which are incorporated into the record, and responded to clarifying questions.

(5:38:08) – Mr. Moen introduced Armstrong Consultants, Inc. Engineering Operations Manager, Principal Chris Nocks, and Mr. Nocks affirmed that, based on Armstrong Consultants, Inc. having worked with Lean Engineering in the past, Lean Engineering is “about the best you can hire to do what you are doing.”

(5:40:39) – Member Puliz stated that he and Mr. Moen were able to have a conference call with Paul Hannah from Lean Engineering, and Member Puliz had sent Mr. Hannah both of the approach videos he had done. Mr. Hannah believed it would be helpful to convince the Federal Aviation Administration (FAA) that the lighting system would be beneficial and doable, and that it was very likely that the FAA would move forward with the Authority’s proposal, assuming that the aeronautical survey would not come out with any unknown hazards or problems.

(5:48:03) – Chairperson Golden instructed Mr. Moen to write down answers to the questions he would ask him before sharing those answers with the Members. In response to Chairperson Golden’s questions, Mr. Moen stated that the survey, through the contractor Wood Rogers, would cost a total of \$168,000. He proposed starting the survey in the fall of 2020 and to have the results of the survey submitted ideally by the end of the calendar year, which would put the Authority on track at the beginning of 2021 to initiate the whole process of the designing of

the approach, the flight simulator check, and ultimately submitting a grant request for the proposed Precision Approach Path Indicators (PAPI) System and possibly the approach lighting system.

(5:56:25) – Mr. Tackes commented that the FAA was very active in designing the approach that they feel they could design for the Authority at the time, and the FAA has been supportive based on the Authority working with Lean Engineering and Mr. Moen’s discussions with the FAA. No formal action was taken on this item.

2. FOR POSSIBLE ACTION: DISCUSSION OF APPRAISAL OF VACANT AIRPORT LAND FOR MARKETING PURPOSES.

(5:59:40) – Chairperson Golden introduced the item. Mr. Moen presented the Board Memo and the accompanying documents, all of which are incorporated into the record, and responded to clarifying questions.

(6:08:14) – Mr. Tackes added that he believed the path that Mr. Moen is following is the correct one in giving the Airport a shorter route to lease property once the Authority has found someone interested in doing so, and the Airport would get some kind of contract with an appraiser. He agreed with Mr. Moen in evaluating and focusing on which areas the Airport could market rather than getting appraisals on property that would be unlikely to lease. He advised rethinking updating paying for the ongoing appraisals if the Airport is not seeing leasing activity in the future.

(6:10:47) – Chairperson Golden entertained a motion.

(6:10:52) – MOTION: Member Puliz moved to [allow] Airport Staff to negotiate with Johnson Perkins or other qualified appraiser(s) to create scope of work and quote for appraising vacant Airport land for the purpose of leasing Airport land for hangar storage development and return [the proposal] to CCAA for final approval.

RESULT:	APPROVED (5-0-0)
MOVER:	Puliz
SECONDER:	Barrette
AYES:	Golden, Harris, Barrette, Hamilton, Puliz
NAYS:	None
ABSTENTIONS	None
ABSENT:	Rogers

3. FOR POSSIBLE ACTION: DISCUSSION OF WB AVIATION, A CLASS II FBO THAT IS NON-COMPLIANT WITH CITY CODE.

This item was removed from the agenda.

CONSENT AGENDA

All matters listed under the consent agenda are considered routine or have been discussed at previous public meetings and may be acted upon by the Airport Authority with one action and without an extensive hearing. Any member of the Airport Authority may request that an item be taken from the consent agenda, discussed and acted upon separately during this meeting. The Authority Chair, or the Authority Vice-Chair, retains discretion in deciding whether an item will be pulled off the consent agenda.

(6:13:58) – Chairperson Golden entertained requests to pull items from the Consent Agenda for discussion and, when none were forthcoming, a motion.

(6:15:18) – MOTION: Vice Chairperson Harris moved to approve the Consent Agenda.

RESULT:	APPROVED (5-0-0)
MOVER:	Harris
SECONDER:	Barrette
AYES:	Golden, Harris, Barrette, Hamilton, Puliz
NAYS:	None
ABSTENTIONS	None
ABSENT:	Rogers

4. FOR POSSIBLE ACTION: DISCUSSION AND AWARD FAA CONTRACT FOR AIP 33 TO THE RESPONSIVE APPARENT LOW BIDDER, CUSTOM FENCE IN THE AMOUNT OF \$803,943.50.

5. FOR POSSIBLE ACTION: DISCUSSION AND AWARD FAA CONTRACT FOR AIP 33 TO THE RESPONSIVE APPARENT LOW BIDDER, MEQUITE ELECTRIC IN THE AMOUNT OF \$27,262.00.

G. AIRPORT ENGINEER’S REPORT.

(6:16:07) – Chairperson Golden introduced the item. Mr. Moen referenced the report, which is incorporated into the record, and noted that the Airport had received the grant for the design of the Snow Removal Equipment Building.

H. AIRPORT MANAGER’S REPORT.

(6:17:18) – Chairperson Golden introduced the item. Mr. Moen presented his report and the accompanying documents, all of which are incorporated into the record, and responded to clarifying questions.

I. LEGAL COUNSEL’S REPORT.

(6:22 12) – Mr. Tackes did not have any additional items to report.

J. TREASURER’S REPORT.

(6:22:23) – Chairperson Golden noted that there was no Treasurer’s report due to Treasurer Rogers’s absence.

K. REPORT FROM AUTHORITY MEMBERS.

(6:22:38) – None.

L. PUBLIC COMMENT.

(6:22:48) – Chairperson Golden entertained public comments; however, none were forthcoming.

M. AGENDA ITEMS FOR NEXT REGULAR MEETING.

(6:23:03) – Chairperson Golden entertained Agenda item suggestions; however, none were forthcoming. He recommended sending requested items for next meeting’s agenda to him.

N. ACTION ON ADJOURNMENT.

(6:23:27) – Chairperson Golden adjourned the meeting at 6:23 p.m.

The Minutes of the August 19, 2020 Carson City Airport Authority regular meeting are so approved on this 16th day of September, 2020.



CCAA BOARD MEMO

Agenda Item: F-1

BOARD MEMO: 2020-39

Meeting Date: September 16, 2020

Agenda Title: FOR POSSIBLE ACTION: PROCUREMENT OF AIRPORT OPS VEHICLE. (MOEN)

Staff Summary: Direct airport manager to complete purchase process of an airport operations pick-up truck using Sourcewell National Auto Fleet Group product line.

Agenda Action: Formal Action/Motion

Time Requested: 10 Minutes

Proposed Motion

I move to approve airport staff to complete the process for obtaining a new pick-up truck that meets specifications identified by airport staff.

CCAA's Strategic Goal

Maintain airport infrastructure in top conditions and provide for safety and security of airport users.

Previous Action

The procurement of an airport OPS vehicle was identified in the Airport Capital Improvement Program for FY 20/21 which was approved by the CCAA at the May 20, 2020 meeting. Airport manager has received Sourcewell pricing on Ford F-150 1/2 ton pick-up (\$31,593) and 2WD Ford Ranger (smaller version) (\$26,665), Dodge 4 WD Ram 1500 1/2 ton pick-up truck (\$31,780), Chevrolet 2WD Colorado (smaller version) (\$25,908) and 2021 Chevrolet Silverado, 2 WD 1/2 ton pick-up truck (Quote ID#14044) \$25,633. 4WD version is (Quote ID#14342) \$28,052 . 4WD is much more appropriate for our terrain and climate.

Background/Issues & Analysis

At the March 3rd budget workshop, airport staff identified a cost of approximately \$45,000 for an airport OPS vehicle. This figure was based on a new, 1/2 ton, 4WD pick-up equipped with airport markings, an overhead light bar and equipped with a VHF two-way radio through Sourcewell. CCAA discussions resulted in the amount of funds available to procure the described vehicle was adjusted to \$22,500. This cost was not based upon quotes, but rather based on a used vehicle and did not include the cost to outfit with the appropriate markings and minimal equipment of a light bar and a two-way VHF radio equipment. This arbitrary figure was approved at the final budget hearing on May 15th. Staff has obtained seven quotes for 2 and 4 WD models. The best value is the Chevrolet Silverado and 4WD is much more appropriate for our terrain and climate.

Any purchase over \$25,000 requires two quotes minimum. Sourcewell is an approved RFP resource and doesn't require the issuance of a separate RFP.

Sourcewell offers a municipal lease program with a \$1 buy out. The lease payment can be quarterly, semi-annual or annually. For this vehicle it is approximately \$10,481.01 for 3 years or \$31,455.03 over the term. The quote for 5 years is \$6,521.01 or \$32605.05 over the term.

Applicable Statute, Code, Policy, Rule or Regulation

CCAA Strategic Plan and Capital Improvement Budget.

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number: Capital Projects Outlay GL 6400.

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: CCAA identified \$22,500 CCAA capital improvement funds.

Municipal lease option conserves capital and is inexpensive financing costs.

Alternatives

Continue research or push acquisition to FY 21/22. Product will not be less expense in future years

Board Action Taken:

Motion: _____

- 1) _____
- 2) _____

Aye/Nay

(Vote Recorded By)



National Auto Fleet Group

A Division of Chevrolet of Watsonville

490 Auto Center Drive, Watsonville, CA 95076

(855) 289-6572 • (831) 480-8497 Fax

Fleet@NationalAutoFleetGroup.com

8/3/2020

Quote ID: **14044**

Order Cut Off Date: **TBA**

Mr Kenneth Moen
 Carson City Airport
 2600 E. College Parkway #6
 Carson, Nevada, 89706

Dear Kenneth Moen,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration.

One (1) New/Unused (2021 Chevrolet Silverado 1500 (CC10743) 2WD Crew Cab 157" Work Truck 6.6' Box, Factory Order) and delivered to your specified location, each for

	One Unit (MSRP)	One Unit	Total % Savings	Total Savings
Contract Price	\$35,190.00	\$25,632.98	27.158 %	\$9,557.02
Factory Order		\$0.00		
Tax (0.0000 %)		\$0.00		
Tire fee		\$0.00		
Total		\$25,632.98		

- per the attached specifications.

This vehicle(s) is available under the **Sourcewell (Formerly Known as NJPA) Contract 120716-NAF** . Please reference this Contract number on all purchase orders to National Auto Fleet Group. Payment terms are Net 20 days after receipt of vehicle.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Jesse Cooper
 Account Manager
 Email: Fleet@NationalAutoFleetGroup.com
 Office: (855) 289-6572
 Fax: (831) 480-8497

Quoting Department
 Account Manager
 Fleet@NationalAutoFleetGroup.com
 (855) 289-6572



GMC



National Auto Fleet Group

A Division of Chevrolet of Watsonville

490 Auto Center Drive, Watsonville, CA 95076

(855) 289-6572 • (831) 480-8497 Fax

Fleet@NationalAutoFleetGroup.com

9/11/2020

Quote ID: **14342**

Order Cut Off Date: **TBA**

Mr Kenneth Moen
 Carson City Airport
 2600 E. College Parkway #6
 Carson, Nevada, 89706

Dear Kenneth Moen,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration.

One (1) New/Unused (2021 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck 6.6' Box, Factory Order) and delivered to your specified location, each for

	One Unit (MSRP)	One Unit	Total % Savings	Total Savings
Contract Price	\$38,490.00	\$28,051.71	27.119 %	\$10,438.29
Factory Order		\$0.00		
Tax (0.0000 %)		\$0.00		
Tire fee		\$0.00		
Total		\$28,051.71		

- per the attached specifications.

This vehicle(s) is available under the **Sourcewell (Formerly Known as NJPA) Contract 120716-NAF** . Please reference this Contract number on all purchase orders to National Auto Fleet Group. Payment terms are Net 20 days after receipt of vehicle.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Jesse Cooper
 Account Manager
 Email: Fleet@NationalAutoFleetGroup.com
 Office: (855) 289-6572
 Fax: (831) 480-8497

Quoting Department
 Account Manager
 Fleet@NationalAutoFleetGroup.com
 (855) 289-6572



GMC



September 14, 2020

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

Re: Municipal Lease/Purchase Financing Proposal

Dear Sir or Madam:

Lease Servicing Center, Inc. dba NCL Government Capital ("NCL") is pleased to propose to the Carson City Airport the following tax-exempt Lease/purchase transaction as outlined below. Under this transaction, the Carson City Airport would enter into a municipal Lease/purchase agreement with NCL for the purpose of acquiring a 2021 Chevrolet 1500 Crew W/T. This transaction is subject to formal review and approval by both the Lessor and Lessee.

LESSEE:	Carson City Airport	
LESSOR:	Lease Servicing Center, Inc. dba NCL Government Capital & it's assigns	
EQUIPMENT:	2021 Chevrolet 1500 Crew W/T	
EQUIPMENT COST:	\$29,130.49	
DOWN-PAYMENT:	\$0	
AMOUNT FINANCED:	<hr/> \$29,130.49	
TERM:	<u>3 Years</u>	<u>5 Years</u>
ANNUAL LEASE PAYMENTS:	\$10,485.01	\$6,521.01
FIRST PAYMENT DUE:	12 Months from Lease Commencement	
PURCHASE OPTION:	\$1.00	
PRICING:	The Rates and Payments outlined above are locked, provided this proposal is accepted by the Lessee by September 30, 2020 and the transaction closes/funds prior to October 31, 2020. After these days, the final Rate and Payments shall be adjusted commensurately with market rates in effect at the time of funding and shall be fixed for the entire lease term.	
DOCUMENTATION FEE:	\$250 paid to Lessor at closing	

DOCUMENTATION: Lessor shall provide all of the documentation necessary to close this transaction. This documentation shall be governed by the laws of the State of lessee.

TITLE / INSURANCE: Lessee shall retain title to the equipment during the lease term. Lessor shall be granted a perfected security interest in the equipment and the Lessee shall keep the equipment free from any/all liens or encumbrances during the term. Lessee shall provide adequate loss and liability insurance coverage, naming Lessor as additional insured and loss-payee.

TAX STATUS: This transaction must be designated as Tax-Exempt under Section 103 of the IRS code of 1986 as amended.

SOURCEWELL CONTRACT: NCL has been competitively bid and awarded a contract through Sourcewell (Formerly NJPA).
#011620-NCL NCL's Sourcewell Contract # is 011620-NCL.

We appreciate this opportunity to offer an NCL Financing Solution. Please do not hesitate to contact me if you have any questions at (866) 763-7600. Acceptance of this proposal is required prior to credit underwriting by NCL. Upon acceptance of this proposal, please scan and e-mail to my attention. Thank you again.

Sincerely,

Matt Geiselhart - (866) 763-7600

mgeiselhart@lscfinancial.com

ACCEPTANCE

As a duly authorized agent of the Carson City Airport, I hereby accept the terms of this proposal as outlined above and intend to close this financing with NCL, subject to final approval.

ACCEPTED: _____ DATE: _____

NAME: _____ TITLE: _____

PHONE: _____

WE ARE PROVIDING THE INFORMATION CONTAINED HEREIN FOR INFORMATIONAL PURPOSES ONLY IN CONNECTION WITH POTENTIAL ARMS-LENGTH COMMERCIAL BANKING TRANSACTIONS. IN PROVIDING THIS INFORMATION, WE ARE ACTING FOR OUR OWN INTEREST AND HAVE FINANCIAL AND OTHER INTERESTS THAT DIFFER FROM YOURS. WE ARE NOT ACTING AS A MUNICIPAL ADVISOR OR FINANCIAL ADVISOR TO YOU, AND HAVE NO FIDUCIARY DUTY TO YOU OR ANY OTHER PERSON PURSUANT TO SECTION 15B OF THE SECURITIES EXCHANGE ACT OF 1934. THE INFORMATION CONTAINED IN THIS DOCUMENT IS NOT INTENDED TO BE AND SHOULD NOT BE CONSTRUED AS "ADVICE" WITHIN THE MEANING OF SECTION 15B OF THE SECURITIES EXCHANGE ACT OF 1934 AND THE MUNICIPAL ADVISOR RULES OF THE SEC. WE ARE NOT RECOMMENDING THAT YOU TAKE AN ACTION WITH RESPECT TO THE INFORMATION CONTAINED HEREIN. BEFORE ACTING ON THIS INFORMATION, YOU SHOULD DISCUSS IT WITH YOUR OWN FINANCIAL AND/OR MUNICIPAL, LEGAL, ACCOUNTING, TAX AND OTHER ADVISORS AS YOU DEEM APPROPRIATE. IF YOU WOULD LIKE A MUNICIPAL ADVISOR THAT HAS LEGAL FIDUCIARY DUTIES TO YOU, THEN YOU ARE FREE TO ENGAGE A MUNICIPAL ADVISOR TO SERVE IN THAT CAPACITY.



CCAA BOARD MEMO

Agenda Item: F-2

BOARD MEMO: 2020-40

Meeting Date: September 16, 2020

Agenda Title: FOR POSSIBLE ACTION: DISCUSSION OF APPRAISAL OF VACANT AIRPORT LAND FOR MARKETING PURPOSES.

Staff Summary: Review scope of work proposed by Johnson Perkins, an appraisal, for the purposes of obtaining current market value of airport property and provide Airport Staff with guidance on next steps.

Agenda Action: Formal Action/Motion

Time Requested: 10 Minutes

Proposed Motion

"I move to Airport staff to the contract for appraisal with Johnson Perkins for appraising vacant airport land for the purpose of leasing airport land for hangar storage development in the amount of \$6,500."

CCAA's Strategic Goal

Support Economic Activity in the Region and maintain Financial Stability.

Previous Action

In the June 17th 2020 Manager's Report, a draft of a 6"x11" direct mail piece was attached. The airport manager elaborated on the proposed direct marketing campaign to aircraft owners and operator's located in California about the opportunity to relocate their aircraft to Carson City Airport and construct a storage hangar on vacant airport land. In the July 15, 2020 Manager's Report, there was a link to the Carson City Airport website "business development" page and an outline of the direct marketing concept. At the August 19th meeting CCAA Member Puliz moved to [allow] Airport Staff to negotiate with Johnson Perkins or other qualified appraiser(s) to create scope of work and quote for appraising vacant Airport land for the purpose of leasing Airport land for hangar storage development and return [the proposal] to CCAA for final approval.

Background/Issues & Analysis

NRS 496 requires a current appraisal (within the last six months) prior to an airport ground lease being executed. By having an appraisal and keeping it current, the CCAA will be able to bring a lease to the CCAA for approval within 30 days. Using the airport's subscription to JetNet, airport staff is able to create a targeted mailing list of aircraft owners/operators of turbo prop and light jet aircraft that are compatible with the airport's B-II design standard. Therefore, targeted prospects would be able to make a decision based on terms and conditions and move quickly to finalize a lease. Airport staff is working with Carson City Planning to develop an expedited permitting process for the construction of aircraft storage hangars inside the fence. The quote for \$6,500 include land at Taxiway B & C and on E College Parkway. In order to update the appraisal for a perspective tenant is \$1,000 for a letter or \$1,500 for update report.

Applicable Statute, Code, Policy, Rule or Regulation

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number: Contract Services/Appraisals GL 6315

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: In the two years that the airport manager has been on staff, the annual budget of \$5,000 for appraisals has not been utilized. Utilizing this direct marketing approach and armed with current land value will allow for the Airport Authority to act swiftly with a prospective tenant to construct a new storage hangar on the airport. The cost of the appraisal can be recaptured as a part of the leasing process with new tenants.

Alternatives

Instead of being proactive, the Airport Authority could wait for a prospective tenant to contact the airport about vacant land and then conduct an appraisal once the prospect signs a letter of intent.

Board Action Taken:

Motion: _____

- 1) _____
- 2) _____

Aye/Nay

(Vote Recorded By)



September 9, 2020

Via Email kmoen@flycarsoncity.com

Mr. Kenneth Moen, A.A.E.
Airport Manager
Carson City Airport Authority
2600 College Parkway #6
Carson City, Nevada 89706

Re: Fee Proposal – Market Land Rent, Two Individual Sites of Vacant Land Located at the Carson City Airport, Carson City, Nevada

Dear Mr. Moen:

This letter is in response to your request for a fee proposal regarding the preparation of appraisal reports of two individual sites consisting of vacant land located on airport property at the Carson City Airport, Carson City, Nevada. The subject properties consist of portions of Carson City APN 005-011-01 and are owned by the Carson City Airport Authority. The subject properties are summarized below:

Subject No.	Subject Property Identification & General Location	Land Area
Subject 1	Remainder Parcel 1 – Final Map #2980 Southwest Corner of Taxiway B & Taxiway C	1.476± Acres
Subject 2	Street Side Parcel Northwest Corner of E. College Parkway & Silver Lane (Southwest of the Airport Terminal)	0.55± Acres
The locations and land areas of the individual subject sites, as set forth above, are based upon information as provided by the Airport Authority, and are assumed to be correct.		

The appraisal reports are being prepared for the purpose of estimating the Market Land Rent of the individual subject sites, as of a current date of valuation. The client for this assignment is the Carson City Airport Authority. The intended users of the appraisal report include the Carson City Airport Authority and their representatives. The intended use of the



appraisal report is to assist the client in negotiations to lease the subject properties. Any other use of the appraisal report requires the prior written authorization of these appraisers.

An Appraisal Report is intended to adhere to the reporting requirements set forth under Standards Rule 2-2(a) of the *Uniform Standards of Professional Appraisal Practice* for an Appraisal Report. As such, it presents summary discussions of the data, reasoning and analyses that are used in the appraisal process to develop the appraisers’ opinion of value. Supporting documentation concerning the data, reasoning and analyses will be retained in these appraisers’ files. The depth of the discussion contained in the report is specific to the needs of the client and for the intended use as stated herein. This appraisal firm is not responsible for unauthorized use of the report.

The subject properties and the appraisal fees are summarized on the following chart:

SUMMARY OF SUBJECT PROPERTIES AND APPRAISAL FEES			
Subject No.	Property Identification	Land Area	Appraisal Fee
Subject 1	Remainder Parcel 1 – Final Map #2980 Southwest Corner of Taxiway B & Taxiway C	1.476± Acres	\$2,500
Subject 2	Street Side Parcel NWC of E. College Parkway & Silver Lane	0.55± Acres	\$2,750
TOTAL FEE PROPOSAL			\$5,250

Appraisal Timing	Completion Within 60 Days From Engagement
-------------------------	---

The client is advised that the appraisal fees as set forth above, are based upon this appraisal firm receiving both appraisal assignments.

The appraisal fee will be due and payable upon completion of the appraisals. After completion of the appraisal, interest will accrue on the unpaid balance at the rate of 1 ½% per month. If litigation is necessary to collect the balance due, you will be required to pay, in addition to the unpaid balance and interest, any costs and attorney’s fees incurred.

It should be noted that the fee proposal addresses the cost of preparing the appraisals only, and does not include allowances for extraordinary client meetings, property owners’ meetings, additional research and various other consultations which may be requested. In the event that such additional services are requested, you will be billed for them at our then prevailing hourly rate.



Based upon a review of our current work schedule and the scope of the proposed assignment, we hereby propose to deliver the completed appraisal report within 60 days from receipt of your acceptance of this proposal. The anticipated delivery date is contingent upon the appraisers receiving access to the subject property as well as all necessary maps, plans, preliminary title reports, engineering reports, specification, or other items in a timely fashion. Unexpected delays over which the appraisers have no control may affect the delivery date.

This firm will require the client to provide all information and documentation which he/she may have relative to previous, listings or offers involving the subject properties. Our firm will also require copies of any engineering studies, environmental assessments, title reports and other material information which could impact the value of the subject properties.

The appraisal fee, as set forth above, does not include provisions for additional professional services which may be required to complete the appraisal analysis, such as engineering, soils testing, cost estimates or preliminary title reports. If such professional services are required, these costs will be billed in addition to the above appraisal fees. Prior to incurring such expense, your review and authorization will be requested.

In the event that we are required to provide expert witness testimony in regard to the appraisal, you will be billed, in addition to the fee as set forth above, for pre-trial preparation, conferences, depositions and expert testimony. You will be billed at the then prevailing litigation rate. Costs such as trial exhibits will be billed in addition to the fee for professional services.

All appraisal services provided by this firm will be developed and prepared in conformity with and subject to the requirements of the *Code of Professional Ethics and Standards of Professional Practice* of the Appraisal Institute, as well as the *Uniform Standards of Professional Appraisal practice* as promulgated by the Appraisal Foundation.

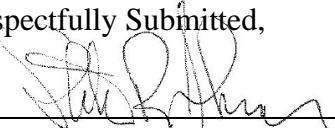
The appraisal report will be prepared in accordance with the requirements of Nevada Revised Statute 645C.

The appraisal report will be prepared in accordance with our Standard Assumptions and Limiting Conditions, which by reference are incorporated in this fee proposal, and which will be set forth in the completed appraisal report.

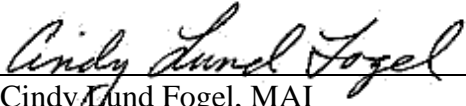


Should the above meet with your approval, please signify by signing, dating and returning one copy of this proposal to us. If you have any additional questions, please contact us.

Respectfully Submitted,



Stephen R. Johnson, MAI, SREA
Nevada Certified General Appraiser
License Number A.0000003-CG



Cindy Lund Fogel, MAI
Nevada Certified General Appraiser
License Number A.0002312-CG

ACKNOWLEDGED AND ACCEPTED:

Signature

Print/Type Name

Title

Date

Enclosures



CCAA BOARD MEMO

Agenda Item: F-4

BOARD MEMO: 2020-42

Meeting Date: September 16, 2020

Agenda Title: FOR POSSIBLE ACTION: Approve Sterling Air, Ltd as a Class 2 providing aircraft sales (MOEN)

Staff Summary: Airport Manager to review application for Class 2 FBO operations based at former Sterling Air, Ltd, a Class 1 FBO.

Agenda Action: Formal Action/Motion

Time Requested: 10 Minutes

Proposed Motion

I move to approve to reclassify Sterling Air, Ltd as a Class 2 FBO providing aircraft sales, appraisal, financing aircraft management services.

CCAA's Strategic Goal

Maintain Financial Stability

Previous Action

Steve Lewis, owner of Sterling Air, Ltd., has operated a Class 1 FBO at 2640 E College Parkway since 2004.

Background/Issues & Analysis

Steve Lewis has been a pilot, flight instructor, FBO operator, CCAA Board member and chairman for over the past 35 years. As a result of the sale of the Sterling Air, Ltd assets to TCE FBO, LLC Mr. Lewis desires to operate a Class 2 FBO in the same location as a sub-tenant to TCE FBO, LLC. Mr. Lewis meets all of the qualifications to operate as a Class 2 FBO.

Applicable Statute, Code, Policy, Rule or Regulation

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

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number:

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: Class 2 FBO Fee is \$100.00 per month.

Alternatives

Not clarify the services Sterling Air, Ltd is authorized to provide at the Carson City Airport.

Board Action Taken:

Motion: _____

- 1) _____
- 2) _____

Aye/Nay

(Vote Recorded By)

SA STERLING AIR, Ltd.

AIRCRAFT SALES • SERVICE • FINANCING • APPRAISALS • CHARTER • FLIGHT TRAINING

9, September 2020

Mr. Ken Moen
Airport Manager
CARSON CITY AIRPORT
2600 E. College Parkway #6
Carson City, NV 89706

RE: REQUEST TO CHANGE FBO STATUS OF STERLING AIR, LTD. FROM A CLASS 1 TO CLASS 2

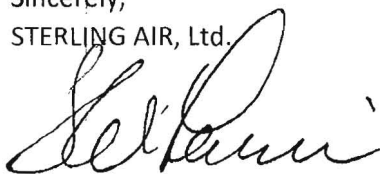
Dear Ken,

Per our discussion earlier today, you know that I've recently accepted an offer to purchase my hangar at 2640 College Parkway and to assume the remaining balance of my existing ground lease at the Carson City Airport. Upon the Airport Authorities approval of this assumption of the lease, I hereby request that my company be reclassified from my current Class 1 FBO status to that of a Class 2 FBO. Sterling Air, Ltd. will continue to operate my aircraft sales, management, finance and appraisal business from the same location but now as a 'tenant' of this new Class 1 FBO.

Ken, as you may already know, I've been operating from the Carson City Airport for nearly 45 consecutive years as a flight instructor, charter, air ambulance and corporate pilot as well as the former sales manager of a full line Cessna dealership (Carson Tahoe Aviation) from 1979 to 1983. My company, Sterling Air, Ltd. and Sterling Air Finance initially began operating on the airport as a Class 2 FBO from the then El Aero Services FBO on the north side of the field in June of 1991. On April 1st, 2004, Sterling Air, Ltd. became a Class 1 FBO upon the purchase of my fully remodeled 9,600-sf hangar/office complex and the Airport Authority's approval of the assumption and reassignment of my current ground lease.

The Carson City Airport has really been a great place to conduct business from over the past 45 years and I'm looking forward to a few more productive years' operating once again as a Class 2 FBO.

Sincerely,
STERLING AIR, Ltd.



Steven W. Lewis
President

Serving the general aviation community of northern Nevada and the eastern Sierra since 1976
2640 COLLEGE PARKWAY • CARSON CITY, NV 89706 • CARSON CITY AIRPORT
TEL: (800) 770-5908 • (775) 885-6800 • FAX (775) 885-6842
<http://www.sterling-air.com>



CCAA BOARD MEMO

Agenda Item: F-5

BOARD MEMO: 2020-43

Meeting Date: September 16, 2020

Agenda Title: DIRECT AIRPORT MANAGER TO EXTEND OFFER TO THE PREFERRED CANDIDATE IDENTIFIED BY THE INTERVIEW PANEL TO FILL THE AIRPORTS OPERATIONS AND MAINTENANCE TECHNICIAN VACANCY. (MOEN)

Staff Summary: Current airport operations technician, Gary Province, has informed airport management that he will retire in October 2020. Airport manager advertised the vacancy, collected resumes and applications from 8 applicants. Interviews were conducted with four candidates and recommendation to hire was unanimous by 3 person panel.

Agenda Action: Formal Action/Motion

Time Requested: 10 Minutes

Proposed Motion

"I move to direct airport manager to check references, conduct background check, negotiate with the preferred candidate and hire at a hourly rate not to exceed \$32.00."

CCAA's Strategic Goal

Maintain airport infrastructure in top condition and provide for the safety and security of airports users.

Previous Action

The Airport Authority advertised the vacancy in the Sierra Nevada Media Group's Nevada Appeal and their sister publications Internet sites and job announcements. Additionally, the vacancy was posted on the Airport Authority's flycarsoncity.com website, shared with the airport's tenant base and sent directly to 7 regional airport managers. Interviews were conducted with 4 candidates and the panel ranked the candidates 1-4 and identified one candidate that was superior to the others.

Background/Issues & Analysis

In order to fulfill the vision stipulated in the CCAA Strategic Plan, the CCAA must be able to attract and retain top talent. Two of the candidates have very specialized experience at the Reno-Tahoe Airport Authority's airport system. The preferred candidate has experience at both the commercial service airport and is currently the lead technician in charge of 6 other airport maintenance technicians at the Reno-Stead Airport. This candidate fulfills the role of acting airport manager when the airport manager is not on-site or on vacation. The preferred candidate brings a host of other skills in addition to his in-depth airport maintenance and equipment operating experience. The preferred candidate's construction experience includes holding a C5 (Concrete) & C10 (Landscape) Nevada state contractor's license, he is OSHA 30 safety certified, holds a Commercial Driver's License (CDL), and is a certified applicator of herbicides/pesticides. His direct experience in concrete, masonry, carpentry, fencing, and landscape installation and maintenance will help the airport authority reduce its direct costs for projects that are routinely hired out or deferred.

Applicable Statute, Code, Policy, Rule or Regulation

Statute 844, Strategic Plan

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number: Labor Expense GL6350

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: The hourly wage for the current tech is \$28.44 and a budgeted increase of 5% or \$29.86 per hour was calculated in the the FY 20/21 budget. A cost benefit analysis reveals that the CCAA will be able to recover the additional cost in wages by having the preferred candidate complete tasks that are currently contracted out.

Alternatives

Hire a lesser qualified candidate.

Board Action Taken:

Motion: _____

- 1) _____
- 2) _____

Aye/Nay

(Vote Recorded By)



CCAA BOARD MEMO

Agenda Item: F-6

BOARD MEMO: 2020-44

Meeting Date: September 16, 2020

Agenda Title: DIRECT AIRPORT MANAGER TO COMPELTE CONTRACT TO MILL AND FILL ASPHALT NEXT TO SOUTH T-HANGAR PERIMETER ROAD AND THE FIRE LANE WITH CASEY PAVING. (MOEN)

Staff Summary: Review scope of work and proposals for an appraisal for the purposes of repaving 19,000 square feet of asphalt.

Agenda Action: Formal Action/Motion

Time Requested: 10 Minutes

Proposed Motion

"I move to approve airport staff to enter into contract with Casey Paving to repave airport Fire Lane access with Station 52 and perimeter road south of T-Hangars not to exceed \$50,000."

CCAA's Strategic Goal

Maintain airport infrastructure in top conditions and provide for safety and security of airport users.

Previous Action

The paving of the airport fire lane with CCFD Station 52 and the airport perimeter road south of the T-Hangars was identified in the Airport Capital Improvement Program for FY 21/22 which was approved by the CCAA at the May 20, 2020 meeting.

Background/Issues & Analysis

During the development of the airport's capital improvement program, airport staff identified the failed pavement in the CCFD fire lane access road and the perimeter road south the T-hangars as pavement that the Airport Authority has responsible for and is not grant eligible for reconstruction. It was identified as a project that could benefit from lower costs if it could be combined with another airport pavement project. When airport staff was seeking bids for the landscape project, pavement contractors were asked to submit bids for rehabilitating those two locations. Bids were solicited from 5 paving contractors to mill to a depth of 3", clean an prep with power sweepers, regrade base as needed and wet and roll to compaction, lay 3.5" of hot mix asphalt and roll to a 3" compaction and re-stripe. Casey Paving was the low bidder. Scope of work, pavement inspection and contractor bids were reviewed with Armstrong Consultants.

Applicable Statute, Code, Policy, Rule or Regulation

CCAA Strategic Plan and Capital Improvement Budget.

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number: Capital Projects Outlay GL 6400.

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: CCAA identified \$50,000 CCAA capital improvement funds.

Alternatives

Do not rehabilitate areas until pavement fails. Push work to FY 21/22.

Board Action Taken:

Motion: _____

- 1) _____
- 2) _____

Aye/Nay

(Vote Recorded By)



Casey Paving, LLC

B. Casey
Owner/Operator
NV Lic. #57789A
866-902-7793
775-224-4866
439 W. Plumb Ln
Reno, NV 89505

Caseypaving@yahoo.com
All major credit cards

Job No. _____

Date: 8/27/20	Page 1 of 4
Submitted To: Kenneth Moen	
Project: New driveways. Access road	
Street Address: 2600 E. College Parkway	
City/State/Zip: Carson City NV.	Phone: 775-240-0533
Email: Kmoen@flycarsoncity.com	
Approx. Square Footage: 9,024	
Grand Total \$ 24,348.00	

- * Ranch Roads * Driveways * Commercial Sealer
- * HotMix * Base Work * City Streets
- * Parking Lot Striping

Monetary Limit \$500,000

Work Order: Estimate: Invoice:

Description Of Work To Be

(ACCESS ROAD)

1. Mill down to a depth of 3" clean and prep with power sweepers.
2. Regrade base add base as needed wet and roll to compaction.
3. Lay 3.5" of Hot. Mix asphalt and roll to a compaction of 3".
4. Restripe centerline

Terms & Agreement - 1.) Any express performance warranty provided in this proposal shall be waived in the event customer, either verbally or in writing, directs contractor to place its' paving materials over subgrade or a subbase the condition of which contractor has advised Customer is unacceptable. 2) Contractor will not be liable for delays caused by labor disturbance, weather conditions, acts of God, acts of governmental agencies, accidents, shortage of necessary materials and supplies, or any other cause beyond our control. 3) Extra work not included in this Proposal will be performed at the direction of the customer or his authorized representative. Customer shall promptly issue an appropriate written change order to cover the authorized work. 4) PAYMENT IS DUE UPON CUSTOMER'S RECEIPT OF INVOICES issued, whether progress or final, for work completed to date. If prompt payment is not received, Contractor will suspend work in progress. 5) Contractor is not responsible for any type of vegetation growth or low lying pools of water or hairline crack. 6) There is a 1 year warranty on materials and labor unless otherwise stated by Contractor. As contractor does not make materials, but buys them from various plants, he can not be responsible for texture of materials.

I/we have read this proposal and completely understand fully, its complete contents.

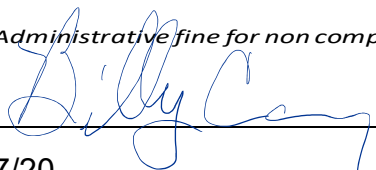
Contractors are required by law to be licensed and regulated by the State Contractors' Board. The State Contractors' Board has jurisdiction to investigate complaints that are filed against contractors. Any questions concerning a contractor may be referred to the State Contractors' Board at:

9670 Gateway Drive, Ste. 100
Reno, NV 89521
Phone: (775)688-1141
[Fax]: (775)688-1271

NRS 624-520- Contractor to notify owner of rights related to account; Written Statement; Administrative fine for non compliance.

Signed: _____
(Person Authorized To Sign)

Date: _____

Signed: 
Date: 8/27/20



Casey Paving, LLC

B. Casey
Owner/Operator
NV Lic. #57789A
866-902-7793
775-224-4866
439 W. Plumb Ln
Reno, NV 89505

Caseypaving@yahoo.com
All major credit cards

Job No.

Date: 8/27/20	Page 1 of 4
Submitted To: Kenneth Moen	
Project: New driveway fire lane	
Street Address: 26 E. College Parkway	
City/State/Zip: Carson City NV.	Phone: 775-240-0533
Email: Kmoen@flycarsoncity.com	
Approx. Square Footage: 9,405	
Grand Total \$ 23,307	

- * Ranch Roads * Driveways * Commercial Sealer
- * HotMix * Base Work * City Streets
- * Parking Lot Striping

Monetary Limit \$500,000

Work Order:

Estimate:

Invoice:

Description Of Work To Be

(FIRE LANE)

1. Mill down to a depth of 3" then clean and prep with power sweepers
2. Regrade base add base as needed wet and roll to compaction.
3. Lay 3.5" of Hot. Mix asphalt and roll to compaction of 3".
4. Restripe Red fire lanes on both sides.

Terms & Agreement - 1.) Any express performance warranty provided in this proposal shall be waived in the event customer, either verbally or in writing, directs contractor to place its' paving materials over subgrade or a subbase the condition of which contractor has advised Customer is unacceptable. 2) Contract will not be liable for delays caused by labor disturbance, weather conditions, acts of God, acts of governmental agencies, accidents, shortage of necessary materials and supplies, or any other cause beyond our control. 3) Extra work not included in this Proposal will be performed at the direction of the customer or his authorized representative. Customer shall promptly issue an appropriate written change order to cover the authorized work. 4) PAYMENT IS DUE UPON CUSTOMER'S RECEIPT OF INVOICES issued, whether progress or final, for work completed to date. If prompt payment is not received, Contractor will suspend work in progress. 5) Contractor is not responsible for any type of vegetation growth or low lying pools of water or hairline crack. 6) There is a 1 year warranty on materials and labor unless otherwise stated by Contractor. As contractor does not make materials, but buys them from various plants, he can not be responsible for texture of materials.

I/we have read this proposal and completely understand fully, its complete contents.

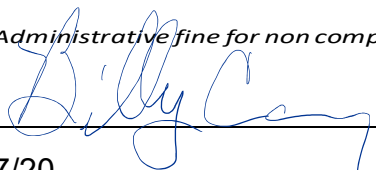
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Reno, NV 89521
Phone: (775)688-1141
[Fax]: (775)688-1271

NRS 624-520- Contractor to notify owner of rights related to account; Written Statement; Administrative fine for non compliance.

Signed: _____
(Person Authorized To Sign)

Date: _____

Signed: 
Date: 8/27/20



ARMSTRONG

Airport Improvement Update

CARSON CITY AIRPORT – CARSON CITY, NEVADA

September 2020

ENGINEERING UPDATE

Project Updates:

Perimeter Fence and Access Gate Project:

- Contracts have been awarded to Custom Fence and Mesquite Electric.
- An initial coordination meeting is scheduled for Sept 17, to discuss options for access control and to discuss the general phasing of the project.
- Long lead times are being anticipated for the gates, however the Contractor does have the gates on order and will advise when they have an expected delivery date. The project schedule will be based on the expected delivery of the gates.

Runway 9-27 Pavement Maintenance Project:

- A contract has been awarded to American Road Maintenance.
- The Contractor is working on finalizing their schedule, but it appears they will be at CXP in late Sept or early Oct.
- Construction is estimated to require approximately 9 days, of which the runway will be closed for 3 nights (crack sealing), one 24-hour period (fog seal and temp marking), and one 10-hour period (final marking). Due to cooler overnight and daily temperatures, the 24 hour closure may need to be extended to 48 hours to allow for the fog seal to fully cure before reopening the runway.

Snow Removal Equipment Building Design:

- Design work is underway, and there is an initial concept meeting with the architect on Sept 17.
- The design is expected to be completed in early 2021, with the project being ready to bid in the Spring.

Miscellaneous Updates:

- None at this time.



FlyCarsonCity.com

September 2020

Airport Manager's Report

Fuel Flow

2019	100LL	Jet A	Total Gallons
Self-Serve	8,061	3,496	11,557
Full Serve	2,305	17,074	19,379
FFF = \$1,547			30,936
2020			
Self-Serve	7,838	4,338	12,176
Full Serve	2,340	22,246	24,586
FFF = \$1,838	YOY Change 16%		36,762

- See attached August 2020 JetNet airport activity report
- Received receipt of AIP Grant 34 (SRE Design) before the month's end
- Airport snowplow returned by NDOT completed annual maintenance
- 6 requests for bids were solicited for demo and repave the section of the perimeter road next to T-hangars and CCFD Emergency Access. Bids due August 21st.
- Board Chair Michael Golden, Member Tim Puliz and Airport Manager Ken Moen attending NATA/Mountain West Aviation Townhall "Runway to Prosperity"
- AirMail100 Centennial reenactment of the 2,560 miles coast-to-coast delivery of US Mail came through Carson City Airport on September 10th. The original US Airmail route was flown on September 8, 1920 marking the start of the US Post Office's transcontinental service
- Pre-Construction Teleconference with Helimax was conducted on September 3rd. Proposed groundbreaking in January 2021
- Teleconference with Lean Engineering and FAA concerning Mitigation of Nighttime Instrument Approach Restriction held on September 16th 1100

AIRPORT FLIGHT ACTIVITY REPORT

Carson

PREPARED FOR: Carson City Airport Authority
September 14, 2020

Carson City Airport

2600 East College Parkway #6

Carson City, NV 89706

775-841-2255 | flycarsoncity.com

Prepared For: Carson City Airport Authority

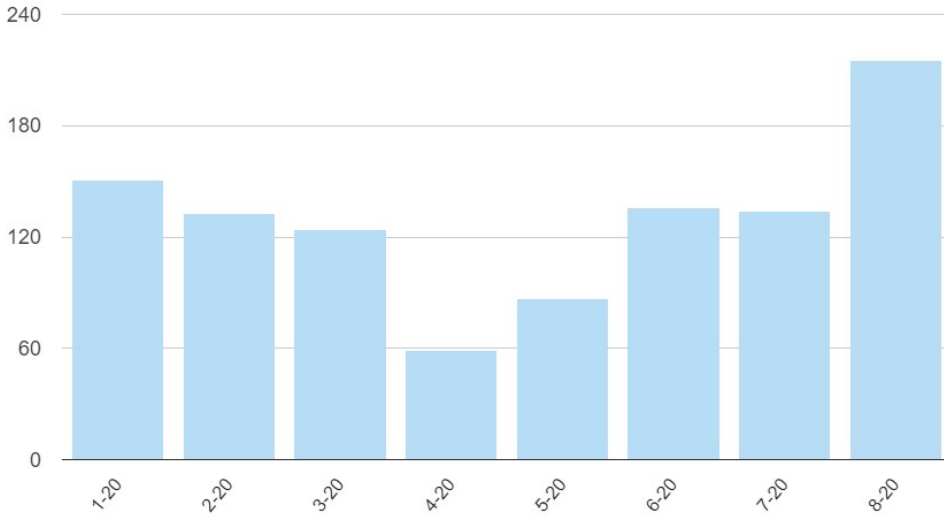


CARSON FLIGHT SUMMARY

BUSINESS (01/01/2020 - 08/31/2020) - ARRIVALS/DEPARTURES

FLIGHT SUMMARY

FLIGHTS PER MONTH



MONTH/YEAR

FLIGHTS

1/2020	151
2/2020	133
3/2020	124
4/2020	59
5/2020	87
6/2020	136
7/2020	134
8/2020	215

CARSON TOP MANUFACTURERS

MANUFACTURERS	# FLIGHTS	TOTAL FLIGHT HOURS	EST FUEL BURN (GAL)
CESSNA	552	655.2	90,569
PILATUS	152	185.0	10,843
BEECH	86	119.9	10,645
SOCATA	63	112.4	6,986
Bombardier	39	31.1	9,524
PIPER	28	53.5	2,921
MITSUBISHI	28	25.0	1,871
EMBRAER	25	33.7	5,993
DASSAULT	22	40.0	10,810
PIAGGIO	13	18.3	2,125

Carson City Airport

2600 East College Parkway #6

Carson City, NV 89706

775-841-2255 | flycarsoncity.com

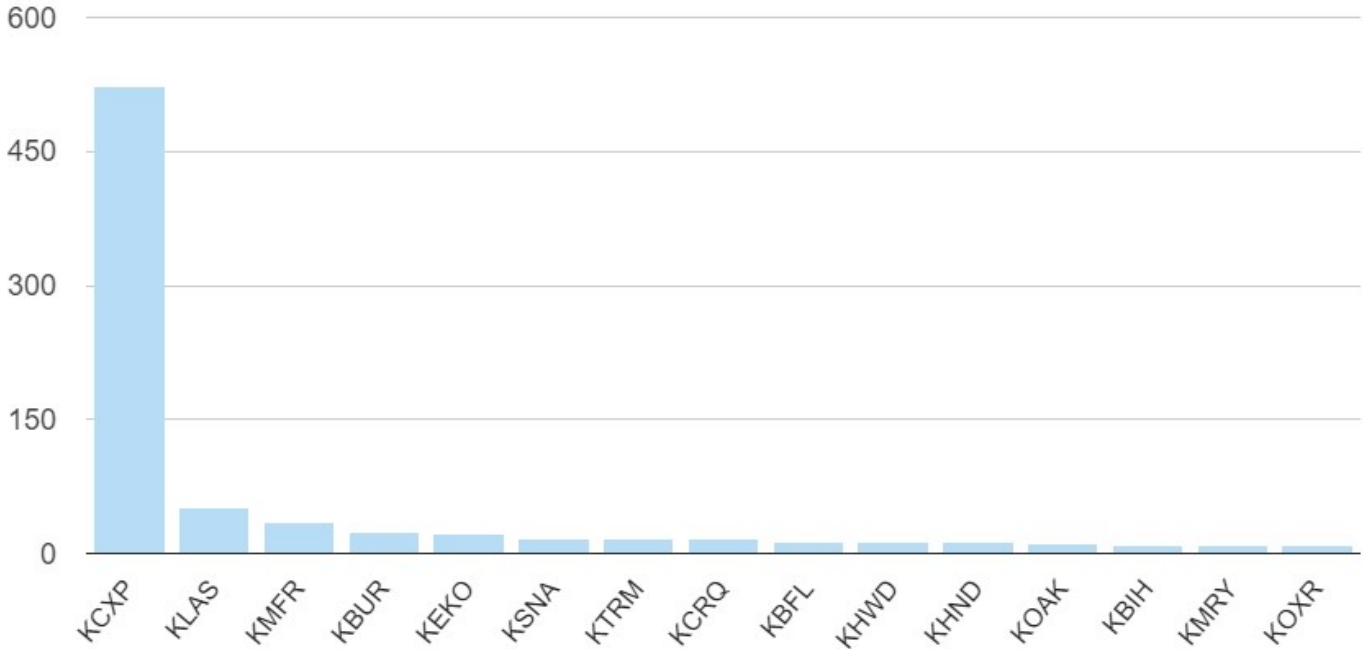
Prepared For: Carson City Airport Authority



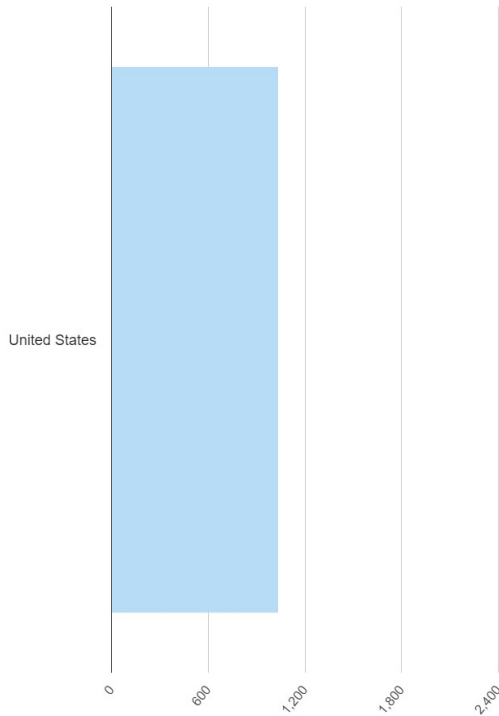
CARSON TOP AIRPORTS

BUSINESS (01/01/2020 - 08/31/2020) - ARRIVALS/DEPARTURES

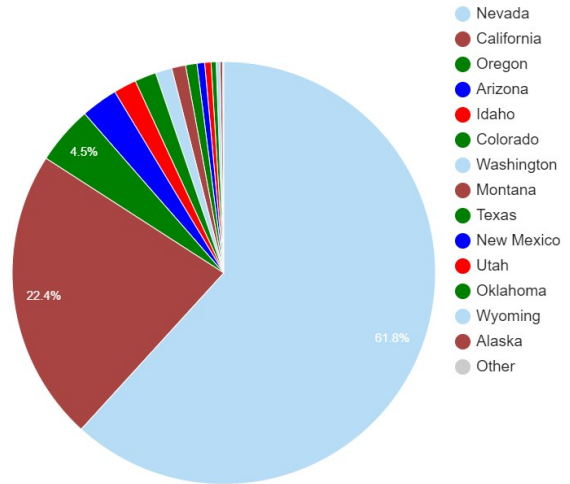
TOP AIRPORTS



TOP AIRPORT COUNTRIES



TOP AIRPORT STATES



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 ROUTES

BUSINESS (01/01/2020 - 08/31/2020) - 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	52	56	9,399
Carson (U.S. - Carson City NV) CSN / KCXP	McCarran(U.S. - Las Vegas NV) LAS / KLAS	51	53	8,321
Rogue Valley (U.S. - Medford OR) MFR / KMFR	Carson(U.S. - Carson City NV) CSN / KCXP	35	27	3,334
Carson (U.S. - Carson City NV) CSN / KCXP	Rogue Valley(U.S. - Medford OR) MFR / KMFR	31	25	3,427
Bob Hope (U.S. - Burbank CA) BUR / KBUR	Carson(U.S. - Carson City NV) CSN / KCXP	23	27	2,733
Carson (U.S. - Carson City NV) CSN / KCXP	Bob Hope(U.S. - Burbank CA) BUR / KBUR	22	25	2,480
Elko Municipal (U.S. - Elko NV) EKO / KEKO	Carson(U.S. - Carson City NV) CSN / KCXP	22	17	2,213
Carson (U.S. - Carson City NV) CSN / KCXP	Elko Municipal(U.S. - Elko NV) EKO / KEKO	22	16	1,984
Carson (U.S. - Carson City NV) CSN / KCXP	Oakland(U.S. - Oakland CA) OAK / KOAK	19	11	1,469
John Wayne (U.S. - Santa Ana CA) SNA / KSNA	Carson(U.S. - Carson City NV) CSN / KCXP	17	22	2,879
Jacqueline Cochran Regional (U.S. - Palm Springs CA) TRM / KTRM	Carson(U.S. - Carson City NV) CSN / KCXP	17	30	2,153
Carson (U.S. - Carson City NV) CSN / KCXP	Mc Clellan-Palomar(U.S. - Carlsbad CA) CRQ / KCRQ	17	22	3,503
Carson (U.S. - Carson City NV) CSN / KCXP	John Wayne(U.S. - Santa Ana CA) SNA / KSNA	17	22	3,128
Carson (U.S. - Carson City NV) CSN / KCXP	Meadows Field(U.S. - Bakersfield CA) BFL / KBFL	16	15	1,305
Mc Clellan-Palomar (U.S. - Carlsbad CA) CRQ / KCRQ	Carson(U.S. - Carson City NV) CSN / KCXP	16	21	2,818
Carson (U.S. - Carson City NV) CSN / KCXP	Jacqueline Cochran Regional(U.S. - Palm Springs CA) TRM / KTRM	16	24	2,187
Meadows Field (U.S. - Bakersfield CA) BFL / KBFL	Carson(U.S. - Carson City NV) CSN / KCXP	13	12	904
Hayward Executive (U.S. - Hayward CA) HWD / KHWD	Carson(U.S. - Carson City NV) CSN / KCXP	13	8	1,024
Henderson Executive (U.S. - Las Vegas NV) HSH / KHND	Carson(U.S. - Carson City NV) CSN / KCXP	12	14	1,258
Oakland (U.S. - Oakland CA) OAK / KOAK	Carson(U.S. - Carson City NV) CSN / KCXP	11	6	769
Eastern Sierra Regional (U.S. - Bishop CA) BIH / KBIH	Carson(U.S. - Carson City NV) CSN / KCXP	10	5	293
Carson (U.S. - Carson City NV) CSN / KCXP	Monterey Peninsula(U.S. - Monterey CA) MRY / KMRY	9	7	1,143
Monterey Peninsula (U.S. - Monterey CA) MRY / KMRY	Carson(U.S. - Carson City NV) CSN / KCXP	9	7	1,093
Oxnard (U.S. - Oxnard CA) OXR / KOXR	Carson(U.S. - Carson City NV) CSN / KCXP	9	9	1,261
Reno-Tahoe (U.S. - Reno NV) RNO / KRNO	Carson(U.S. - Carson City NV) CSN / KCXP	9	6	1,256

Carson City Airport

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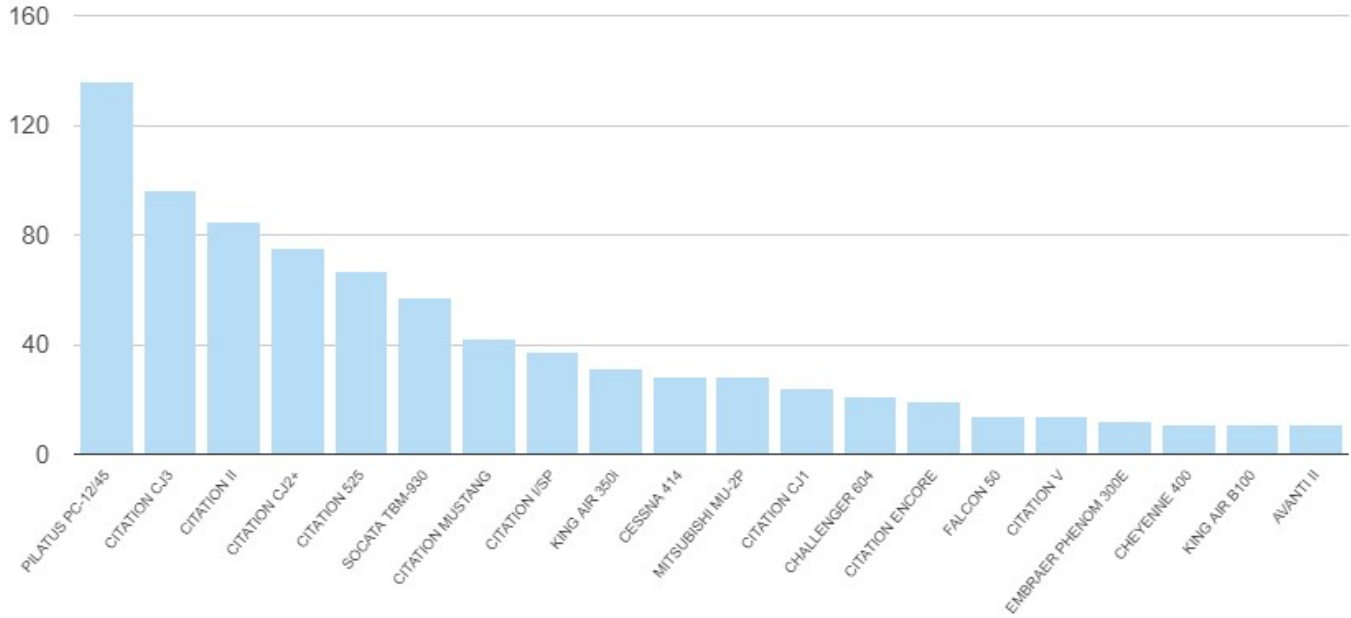
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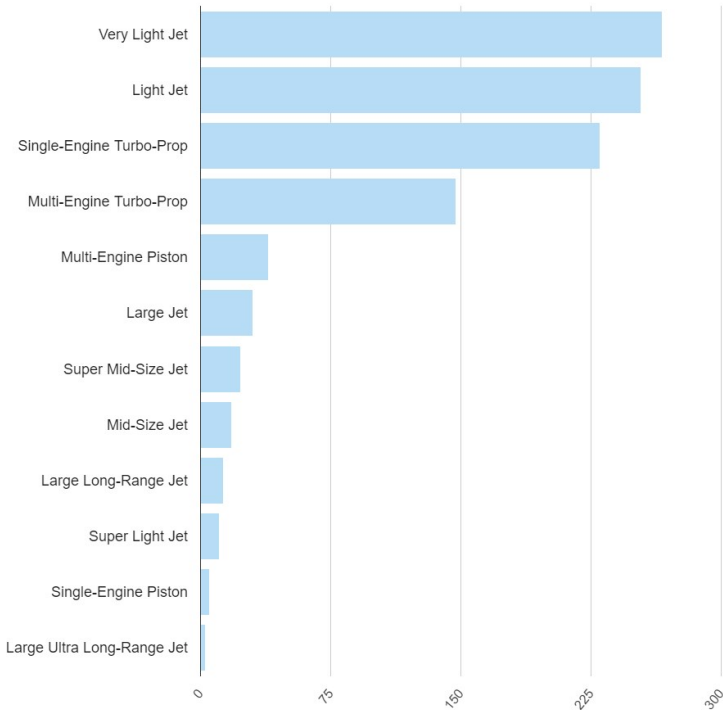
CARSON TOP MODELS

BUSINESS (01/01/2020 - 08/31/2020) - ARRIVALS/DEPARTURES

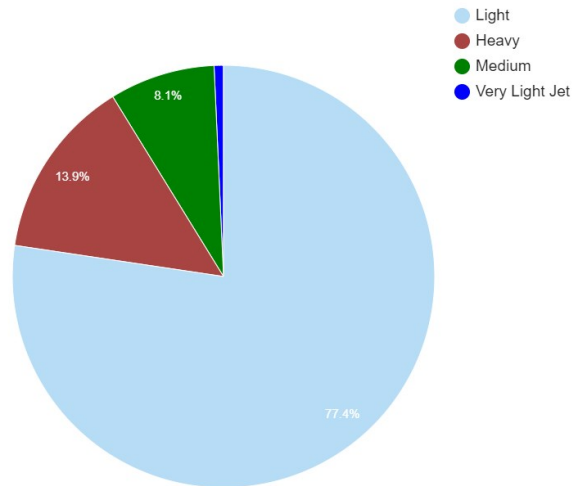
TOP MODELS



TOP AIRCRAFT BY SIZE CATEGORY



WEIGHT CLASS



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CARSON TOP MODELS

BUSINESS (01/01/2020 - 08/31/2020) - ARRIVALS/DEPARTURES

MODEL	NBR FLIGHTS	TOTAL FLIGHT HOURS	EST FUEL BURN (GAL)
PILATUS PC-12/45	138	169	9,814
CITATION CJ3	96	140	20,776
CITATION II	85	80	15,417
CITATION CJ2+	75	55	7,594
CITATION 525	67	66	8,254
SOCATA TBM-930	57	103	6,429
CITATION MUSTANG	42	43	3,798
CITATION I/SP	37	42	6,764
KING AIR 350i	31	34	3,131
MITSUBISHI MU-2P	28	25	1,871
CESSNA 414	28	64	2,382
CITATION CJ1	24	35	4,056
CHALLENGER 604	21	14	5,023
CITATION ENCORE	19	13	2,397
CITATION V	14	19	3,425
FALCON 50	14	18	4,719
EMBRAER PHENOM 300E	12	22	3,486
CHEYENNE 400	11	16	1,586
KING AIR B100	11	17	1,642
AVANTI II	11	15	1,709
TURBO COMMANDER 840	10	10	771
PILATUS PC-12 NG	10	12	723
KING AIR 350	9	13	1,642
KING AIR B200	8	11	1,003
CITATION ULTRA	8	9	1,713
CITATION LATITUDE	7	18	4,311
KING AIR B200GT	7	5	534
PIPER MERIDIAN	7	14	582
CITATION CJ2	7	6	875
CITATION M2	7	7	831
PILATUS PC-12/47	6	5	376
CONQUEST I	6	10	678
BARON 58P	5	13	411
EMBRAER PHENOM 300	5	4	757
EMBRAER LEGACY 600	5	4	1,145
PIPER MALIBU JETPROP	5	10	337
CITATION EXCEL	5	5	1,067
CITATION X	5	8	2,500
CESSNA 414A	4	7	246

Carson City Airport

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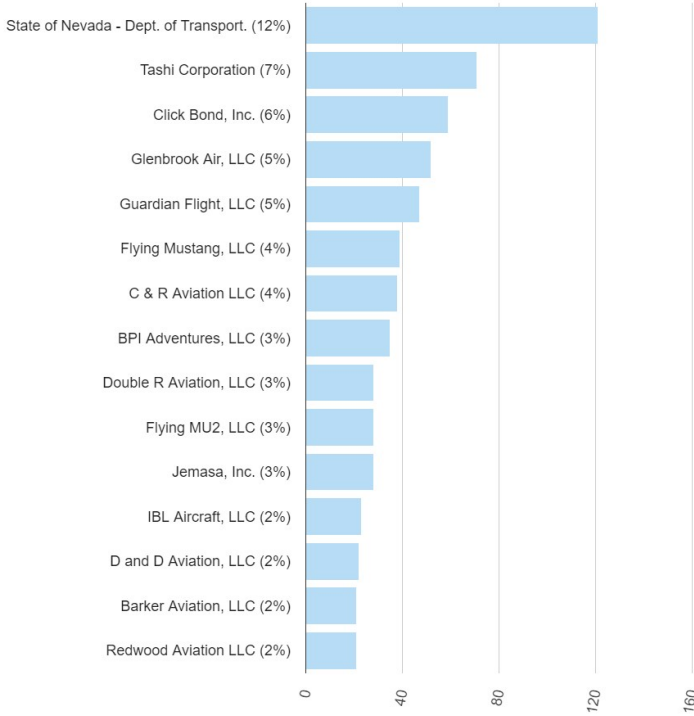
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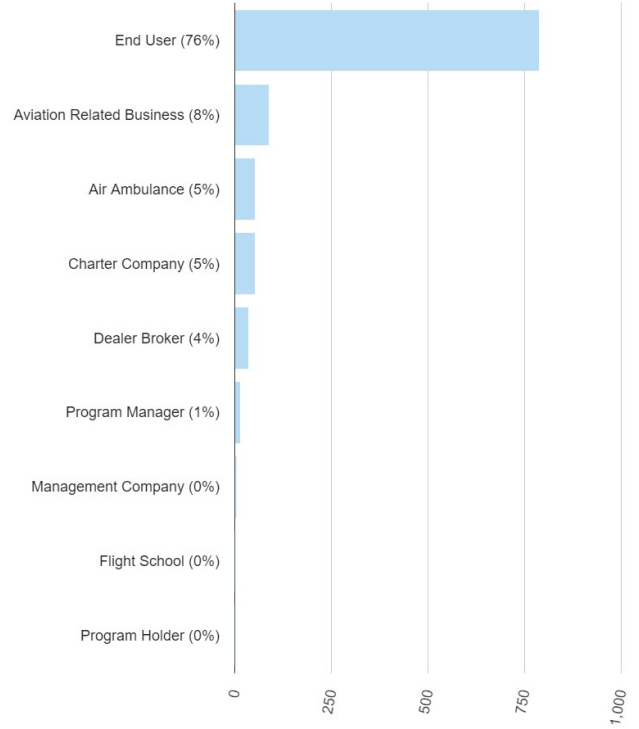
CARSON OPERATORS

BUSINESS (01/01/2020 - 08/31/2020) - ARRIVALS/DEPARTURES

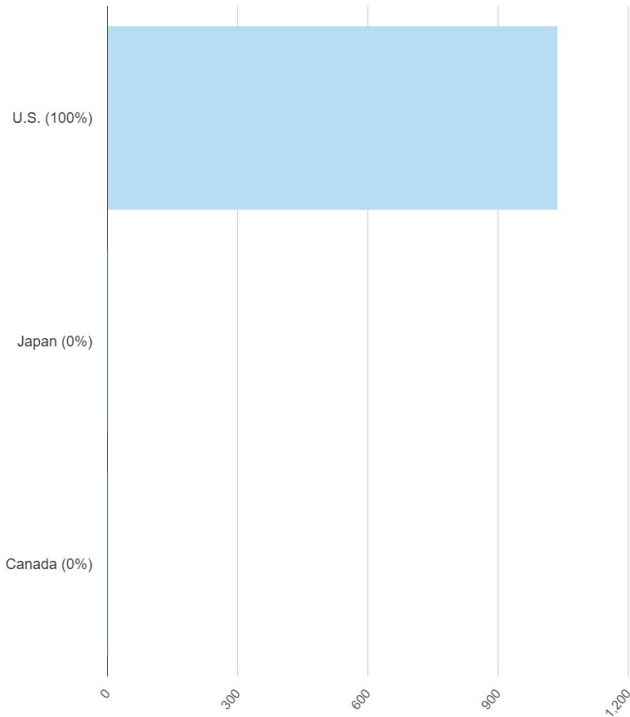
TOP OPERATORS



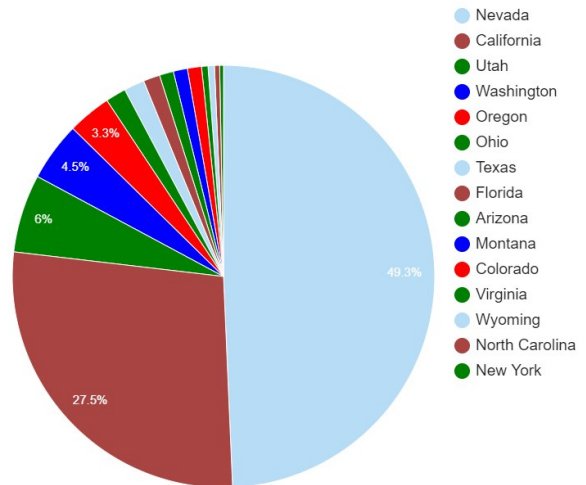
TOP OPERATOR BUSINESS TYPES



TOP OPERATOR COUNTRIES



TOP OPERATOR STATES



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CARSON TOP OPERATORS

BUSINESS (01/01/2020 - 08/31/2020) - 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.	121	117	18,475
Tashi Corporation	End User	Oakland	CA	U.S.	71	50	6,909
Click Bond, Inc.	Aviation Related	Carson City	NV	U.S.	59	98	13,677
Glenbrook Air, LLC	End User	Glenbrook	NV	U.S.	52	92	5,706
Guardian Flight, LLC	Air Ambulance	South Jordan	UT	U.S.	47	34	1,960
Flying Mustang, LLC	End User	Reno	NV	U.S.	39	40	3,503
C & R Aviation LLC	End User	Reno	NV	U.S.	38	63	3,689
BPI Adventures, LLC	End User	Reno	NV	U.S.	35	38	6,226
Jemasa, Inc.	End User	Los Angeles	CA	U.S.	28	39	2,278
Flying MU2, LLC	End User	Incline Village	NV	U.S.	28	25	1,871
Double R Aviation, LLC	End User	Bellevue	WA	U.S.	28	64	2,382
IBL Aircraft, LLC	End User	Marysville	CA	U.S.	23	20	2,437
D and D Aviation, LLC	End User	Tahoe City	CA	U.S.	22	32	3,745
Redwood Aviation LLC	End User	Redwood City	CA	U.S.	21	14	5,023
Barker Aviation, LLC	End User	Reno	NV	U.S.	21	24	3,491
Ambrose Corporation	Aviation Related	Lafayette	CA	U.S.	17	12	2,076
FITR, LLC	End User	Portland	OR	U.S.	17	19	2,828
NetJets	Program Manager	Cincinnati	OH	U.S.	14	26	7,113
Tango Air, Inc.	Charter	Carlsbad	CA	U.S.	14	17	2,721
MRK, LLC	End User	Reno	NV	U.S.	13	26	4,420
NHM Aviation, Inc.	End User	Chatsworth	CA	U.S.	12	12	3,102
Twin Otter Intl., Ltd.	Aviation Related	North Las Vegas	NV	U.S.	11	16	1,586
Blue Sky NV, LLC	End User	Incline Village	NV	U.S.	11	15	1,709
CJ3, LLC	End User	Missoula	MT	U.S.	11	16	2,350
Mercier, David C.	End User	West Linn	OR	U.S.	10	16	1,486
N561PF, LLC	End User	Richland	WA	U.S.	10	11	1,923
Sail Rock Systems, Inc.	End User	Genoa	NV	U.S.	9	13	776
PUREFLITE, LLC	Dealer Broker	Las Vegas	NV	U.S.	8	4	442
Sierra Bravo Aviation, Inc.	End User	San Francisco	CA	U.S.	7	5	534
Steelman Aviation, Inc.	Charter	North Las Vegas	NV	U.S.	6	7	409
Classic Aviation, Inc.	Dealer Broker	Woods Cross	UT	U.S.	6	5	376
Southwest Gas Corporation	End User	Las Vegas	NV	U.S.	6	6	837
Sea Fury, Ltd.	End User	Carson City	NV	U.S.	6	6	805
Cirrus Aviation Services	Dealer Broker	Las Vegas	NV	U.S.	6	5	1,000
MVP Air, LLC	End User	Carson City	NV	U.S.	6	10	678
West Bay Management, LLC	End User	Gardnerville	NV	U.S.	5	8	345
Pilotinside.com LLC	End User	Reno	NV	U.S.	5	5	604
D&G Aviation, LLC	End User	Denver	CO	U.S.	5	12	724
Norsan Investors, LLC	End User	Concord	CA	U.S.	4	2	351

Carson City Airport

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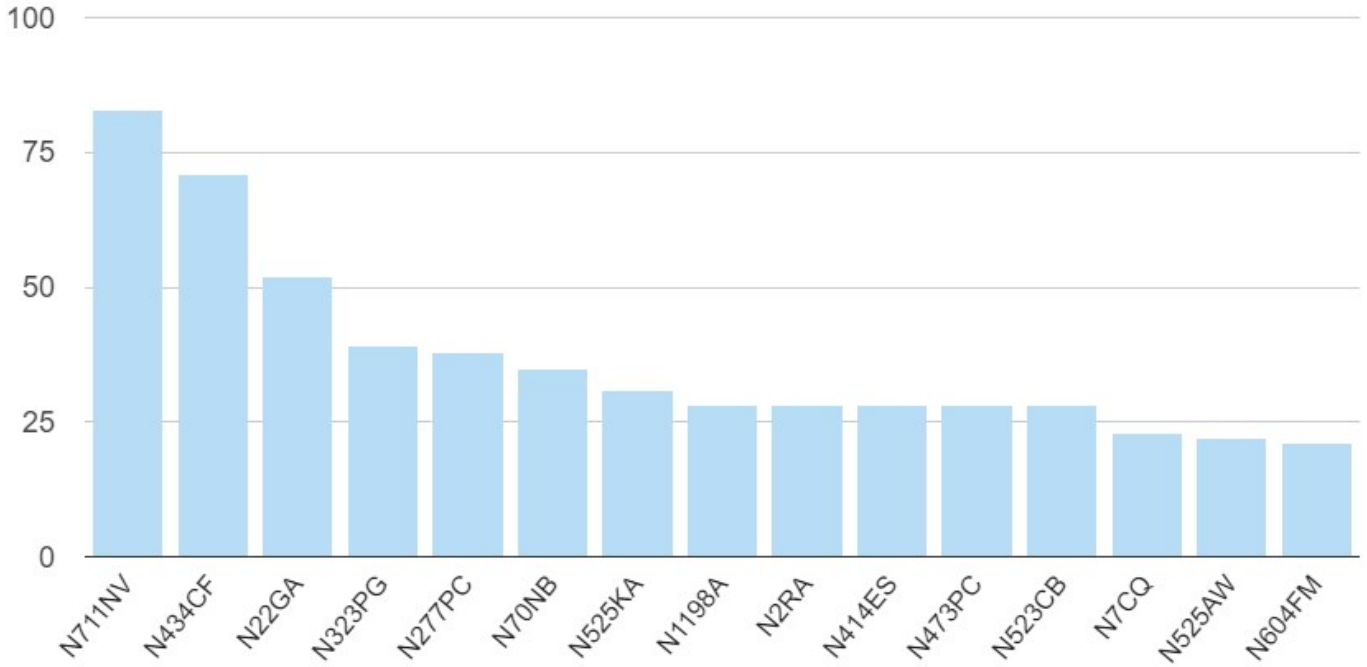
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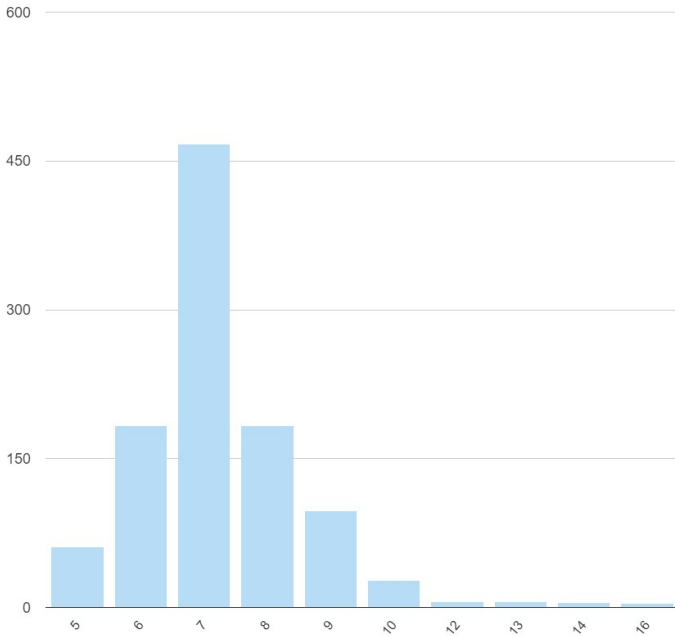
CARSON AIRCRAFT

BUSINESS (01/01/2020 - 08/31/2020) - ARRIVALS/DEPARTURES

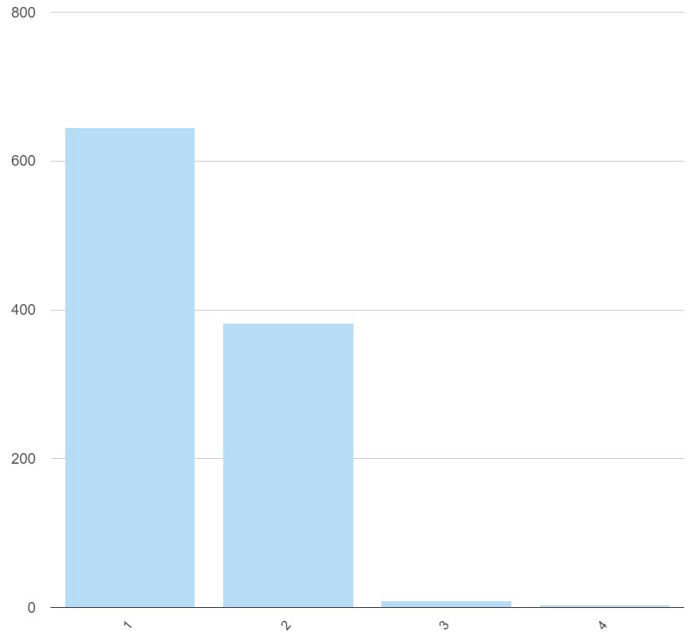
TOP AIRCRAFT



SEATS



CREW



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CARSON TOP AIRCRAFT

BUSINESS (01/01/2020 - 08/31/2020) - ARRIVALS/DEPARTURES

AIRCRAFT	SER#	REG#	CURRENT OPERATOR	NBR FLIGHTS	DIST(NM)	FLIGHT TIME(MIN)	EST FUEL BURN (GAL)
CITATION II	550-0557	N711NV	State of Nevada - Dept. of Transport.	83	22,391	77	14,938
CITATION CJ2+	525A-0434	N434CF	Tashi Corporation	71	15,544	50	6,909
SOCATA TBM-930	1231	N22GA	Glenbrook Air, LLC	52	24,096	92	5,706
CITATION MUSTANG	510-0288	N323PG	Flying Mustang, LLC	39	10,444	40	3,503
PILATUS PC-12/45	277	N277PC	C & R Aviation LLC	38	14,236	63	3,689
CITATION I/SP	501-0209	N70NB	BPI Adventures, LLC	35	10,384	38	6,226
CITATION 525	525-0019	N525KA	Click Bond, Inc.	31	10,854	38	4,744
CITATION CJ3	525B-0078	N523CB	Click Bond, Inc.	28	21,897	60	8,933
CESSNA 414	414-0812	N414ES	Double R Aviation, LLC	28	11,159	64	2,382
KING AIR 350i	FL-1198	N1198A	State of Nevada - Dept. of Transport.	28	7,410	30	2,766
MITSUBISHI MU-2P	366SA	N2RA	Flying MU2, LLC	28	6,145	25	1,871
PILATUS PC-12/45	473	N473PC	KACALP Flight Operations	28	9,018	39	2,278
CITATION 525	525-0004	N7CQ	IBL Aircraft, LLC	23	5,531	20	2,437
CITATION CJ1	525-0369	N525AW	D and D Aviation, LLC	22	9,213	32	3,745
CHALLENGER 604	5488	N604FM	Redwood Aviation LLC	21	3,905	14	5,023
CITATION CJ3	525B-0083	N83SJ	Barker Aviation, LLC	21	7,614	24	3,491
CITATION CJ3	525B-0339	N70FC	FITR, LLC	17	5,884	19	2,828
CITATION ENCORE	560-0626	N221	Ambrose Corporation	17	3,554	12	2,076
PILATUS PC-12/45	475	N273SM	Guardian Flight, LLC	13	1,764	8	483
FALCON 50	50-242	N28US	NHM Aviation, Inc.	12	4,125	12	3,102
AVANTI II	1148	N611GT	Blue Sky NV, LLC	11	4,630	15	1,709
CHEYENNE 400	42-5527012	N321LH	Twin Otter International, Ltd.	11	4,610	16	1,586
CITATION CJ3	525B-0395	N196JH	Pinnacle Aviation, Inc.	11	5,392	16	2,350
CITATION CJ3	525B-0377	N393SG	Tango Air, Inc.	10	3,997	13	1,867
CITATION V	560-0048	N561PF	N561PF, LLC	10	3,639	11	1,923
EMBRAER PHENOM 300E	50500571	N327MC	MRK, LLC	10	6,396	18	2,788
KING AIR B100	BE-92	N619DD	Diamond Aviation	10	3,530	16	1,486
TURBO COMMANDER 840	11680	N885LV	Sharky Air, LLC	10	2,388	10	771
PILATUS PC-12/45	367	N894DM	Sail Rock Systems, Inc.	9	3,062	13	776
CITATION 525	525-0034	N525WR	PUREFLITE, LLC	8	846	4	442
KING AIR B200GT	BY-82	N726CB	Sierra Bravo Aviation, Inc.	7	1,047	5	534
PILATUS PC-12/45	619	N311VM	Guardian Flight, LLC	7	1,131	5	262
CITATION CJ2	525A-0096	N96DD	Diamond Aviation	6	1,745	6	805
CITATION CJ3	525B-0368	N723SG	Southwest Gas Corporation	6	1,733	6	837
CONQUEST I	425-0030	N425WG	MVP Air, LLC	6	2,324	10	678
PILATUS PC-12/45	318	N318MT	Guardian Flight, LLC	6	1,090	5	275
PILATUS PC-12/47	792	N775CC	Classic Aviation, Inc.	6	1,241	5	376
CITATION 525	525-0046	N858DD	Diamond Aviation	5	1,552	5	631
CITATION M2	525-0828	N930AP	Pilotinside.com LLC	5	1,588	5	604

Carson City Airport Authority

BALANCE SHEET As of August 31, 2020

	TOTAL	
	AS OF AUG 31, 2020	AS OF AUG 31, 2019 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1050 Designated Reserves. # 5163	17,455.86	6,720.79
1075 LGIP-Deferred	363,349.24	357,243.98
1076 LGIP-Reserve	415,847.51	408,860.14
1077 LGIP General Fund	153,769.91	151,186.14
1078 LGIP- Gate Fund Res	15,376.99	15,118.61
3099 Gen.Fund # 1162	205,962.74	320,117.43
3101 Deferred Lease #8248	23,852.79	23,837.79
3102 Gate Card #5242	7,994.80	7,878.31
Total Bank Accounts	\$1,203,609.84	\$1,290,963.19
Accounts Receivable		
2000 Accounts Receivable	148,004.93	-55,422.59
2005 Customer Advance Deposits	86,111.13	86,111.13
Total 2000 Accounts Receivable	234,116.06	30,688.54
2010 Due from Other Government	0.00	0.00
2020 Grants Receivable	29,504.00	29,504.00
Total Accounts Receivable	\$263,620.06	\$60,192.54
Other Current Assets		
1499 Undeposited Funds	265,876.12	-1,484.02
2100 Prepaid Expenses	0.00	0.00
Total Other Current Assets	\$265,876.12	\$ -1,484.02
Total Current Assets	\$1,733,106.02	\$1,349,671.71
Fixed Assets		
2200 Fixed Assets	0.00	0.00
Total Fixed Assets	\$0.00	\$0.00
Other Assets		
2300 Provided for LT Obligations	150,453.33	156,693.33
Total Other Assets	\$150,453.33	\$156,693.33
TOTAL ASSETS	\$1,883,559.35	\$1,506,365.04

Carson City Airport Authority

BALANCE SHEET As of August 31, 2020

	TOTAL	
	AS OF AUG 31, 2020	AS OF AUG 31, 2019 (PY)
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
3000 Accounts Payable	0.00	36,549.66
3010 Employee Payable	0.00	0.00
3020 Payroll Taxes Payable	0.00	0.00
Total Accounts Payable	\$0.00	\$36,549.66
Credit Cards		
6320 VISA Credit Card Charges	0.00	0.00
6321 Home Depot	0.58	575.27
6322 Visa Credit Card #9428	632.92	923.42
6323 Visa Credit Card #2125	56.85	47.50
Total Credit Cards	\$690.35	\$1,546.19
Other Current Liabilities		
2011 Due to other Governments	0.00	0.00
2101 Payroll Liability	0.00	0.00
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	\$0.00
Total Current Liabilities	\$690.35	\$38,095.85
Long-Term Liabilities		
3100 Lease Advances -	0.00	86,111.13
3150 Leases - Prepaid	0.00	0.00
3200 Mayes- Lease Transactions	197,084.11	156,693.33
3250 Gonzalez Deferred Lease	254,024.59	261,282.43
3260 Goni Deferred Lease	23,761.04	
Total Long-Term Liabilities	\$474,869.74	\$504,086.89
Total Liabilities	\$475,560.09	\$542,182.74
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	1,413,569.37	949,278.56
Net Income	-5,570.11	14,903.74
Total Equity	\$1,407,999.26	\$964,182.30
TOTAL LIABILITIES AND EQUITY	\$1,883,559.35	\$1,506,365.04

Carson City Airport Authority

PROFIT AND LOSS

July - August, 2020

	TOTAL	
	JUL - AUG, 2020	JUL - AUG, 2019 (PY YTD)
Income		
5010 Real/Personal Property Tax		0.00
5050 AIRPORT LEASES		
5050H Hangar Lease	2,887.50	6,250.00
5051 Land Leases	30,272.04	33,244.43
5052 Tower Leases	6,755.64	6,206.62
5053 Lease - Mayes	1,040.00	1,040.00
Total 5050 AIRPORT LEASES	40,955.18	46,741.05
5150 Tie Down Fees	1,858.12	361.04
5151 Gate Card Fees	896.97	850.00
5155 Parking Fees		1,080.00
5200 Committed-Fuel Flowage Fees	2,636.15	2,294.76
5201 Committed-Jet Fuel Tax		593.10
5250 Through the Fence Fees		0.00
5300 Class II FBO Fees	1,000.00	900.00
5350 Committed-Gate Funds	25.00	-625.00
5400 Misc income	320.00	2,100.00
5402 Open House Income		10,434.00
5404 Rock Materials Sales	15,310.71	9,634.55
5500 Interest Income	1,337.16	3,849.50
Sales	329.40	
Total Income	\$64,668.69	\$78,213.00
GROSS PROFIT	\$64,668.69	\$78,213.00
Expenses		
6019 Charitable Contribution		3,963.61
6135 Memberships	95.00	525.98
6137 Conferences		940.74
6190 Office Expenses -PC software	183.03	668.55
6210 Mileage	155.84	140.84
6211 Meals And Entertainment	60.69	
6218 Marketing and Web Site	747.00	3,233.99
6218A Legal Notices		124.20
6280 Open House Expense		2,797.20

Carson City Airport Authority

PROFIT AND LOSS

July - August, 2020

	TOTAL	
	JUL - AUG, 2020	JUL - AUG, 2019 (PY YTD)
6300 OPERATING EXPENSES		
6301 UTILITIES		
6302 Phone & Internet	535.92	480.24
6303 Electric	1,226.82	795.42
6304 Gas	60.48	60.48
6305 Water	240.37	108.45
6306 Carson City Landfill		185.86
Total 6301 UTILITIES	2,063.59	1,630.45
6308 Office Expenses and Supplies	68.83	1,432.95
6309 Legal	1,950.00	4,530.00
6310 Security	349.98	349.98
6311 CCAA printing	16.76	123.67
6312 Data Storage	30.84	61.68
6313 Insurance	8,524.92	100.00
6314A Accounting/Bullis		965.00
6316 Bank Charges/Square Chgs	80.00	121.95
6317 Airport Equipment Maintenance	207.71	3,419.25
6317.5 AWOS III Service Expense		-180.00
6318 Terminal Building Maint	1,353.92	132.33
6319 Airfield Maintenance	968.75	1,713.06
6350 LABOR EXPENSE		
6351 Salaries	27,529.85	23,607.88
6352 Healthcare	1,617.28	3,170.52
6353 PERS Retirement Contribution	4,820.91	3,277.88
6354 Nevada Payroll	200.00	200.00
6355 Workers Compensation	926.92	1,626.33
6356 State -Unemployment Contri	35.06	61.78
6357 Federal Quarterly Tax	0.00	1,787.95
6358 Medicare Expense	399.19	798.34
6360 Manager's Medical Expense	1,764.33	597.96
6363 Voya/Deferred Comp	0.00	
6476 Uniforms	457.40	240.40
Total 6350 LABOR EXPENSE	37,750.94	35,369.04
Total 6300 OPERATING EXPENSES	53,366.24	49,769.36
6441 Consulting-Nighttime Ops Feasibl		2,276.50
6530 Lease Transaction	1,040.00	1,040.00
Total Expenses	\$55,647.80	\$65,480.97
NET OPERATING INCOME	\$9,020.89	\$12,732.03

Carson City Airport Authority

PROFIT AND LOSS

July - August, 2020

	TOTAL	
	JUL - AUG, 2020	JUL - AUG, 2019 (PY YTD)
Other Income		
9999 Suspense		0.00
Total Other Income	\$0.00	\$0.00
Other Expenses		
6060 AIP 31 - Master Plan Update	12,771.00	286.00
6061 AIP #32 Rehab Taxiways		-8,955.54
6062 AIP #33 Perimeter Fence Design	870.00	
6400 Capital Project	950.00	
6402 Parking Lot Maint.		6,500.00
Total 6400 Capital Project	950.00	6,500.00
Reconciliation Discrepancies-1		-2.17
Total Other Expenses	\$14,591.00	\$ -2,171.71
NET OTHER INCOME	\$ -14,591.00	\$2,171.71
NET INCOME	\$ -5,570.11	\$14,903.74

Carson City Airport Authority

BUDGET VS. ACTUALS: FY_2020_2021 - FY21 P&L

July 2020 - August 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
5010 Real/Personal Property Tax		250,000.00	-250,000.00	
5050 AIRPORT LEASES				
5050H Hangar Lease	4,967.09	30,000.00	-25,032.91	16.56 %
5051 Land Leases	42,520.39	146,000.00	-103,479.61	29.12 %
5052 Tower Leases	10,133.46	41,748.00	-31,614.54	24.27 %
5053 Lease - Mayes	1,560.00	20,600.00	-19,040.00	7.57 %
Total 5050 AIRPORT LEASES	59,180.94	238,348.00	-179,167.06	24.83 %
5150 Tie Down Fees	2,607.18	2,000.00	607.18	130.36 %
5151 Gate Card Fees	871.22		871.22	
5155 Parking Fees		400.00	-400.00	
5200 Committed-Fuel Flowage Fees	2,636.15	6,000.00	-3,363.85	43.94 %
5201 Committed-Jet Fuel Tax		1,100.00	-1,100.00	
5250 Through the Fence Fees		6,595.00	-6,595.00	
5300 Class II FBO Fees	1,500.00	3,600.00	-2,100.00	41.67 %
5350 Committed-Gate Funds	25.00	900.00	-875.00	2.78 %
5400 Misc income	320.00		320.00	
5404 Rock Materials Sales	15,310.71	36,000.00	-20,689.29	42.53 %
5500 Interest Income	1,337.16	17,000.00	-15,662.84	7.87 %
Sales	329.40		329.40	
Total Income	\$84,117.76	\$561,943.00	\$ -477,825.24	14.97 %
GROSS PROFIT	\$84,117.76	\$561,943.00	\$ -477,825.24	14.97 %
Expenses				
6135 Memberships	95.00	1,445.00	-1,350.00	6.57 %
6136 Registration		1,250.00	-1,250.00	
6137 Conferences		3,800.00	-3,800.00	
6170 SWAAAE BOD Travel		750.00	-750.00	
6190 Office Expenses -PC software	183.03	1,395.00	-1,211.97	13.12 %
6200 Office Expenses -PC hardware		1,800.00	-1,800.00	
6210 Mileage	155.84	1,800.00	-1,644.16	8.66 %
6211 Meals And Entertainment	60.69	700.00	-639.31	8.67 %
6218 Marketing and Web Site	1,834.47	4,000.00	-2,165.53	45.86 %
6218A Legal Notices		2,500.00	-2,500.00	
6300 OPERATING EXPENSES				
6301 UTILITIES				
6238 Stormwater Discharge Permit		300.00	-300.00	
6302 Phone & Internet	685.92	3,800.00	-3,114.08	18.05 %
6303 Electric	1,226.82	11,500.00	-10,273.18	10.67 %
6304 Gas	60.48	900.00	-839.52	6.72 %
6305 Water	240.37	1,380.00	-1,139.63	17.42 %
6306 Carson City Landfill	20.00	500.00	-480.00	4.00 %
Total 6301 UTILITIES	2,233.59	18,380.00	-16,146.41	12.15 %

Carson City Airport Authority

BUDGET VS. ACTUALS: FY_2020_2021 - FY21 P&L

July 2020 - August 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6308 Office Expenses and Supplies	138.75	4,000.00	-3,861.25	3.47 %
6309 Legal	4,020.00	50,000.00	-45,980.00	8.04 %
6309a Secretarial		2,500.00	-2,500.00	
6310 Security	649.98	5,500.00	-4,850.02	11.82 %
6311 CCAA printing	16.76	840.00	-823.24	2.00 %
6312 Data Storage	61.68	500.00	-438.32	12.34 %
6313 Insurance	8,524.92	11,000.00	-2,475.08	77.50 %
6314 Auditing		15,500.00	-15,500.00	
6314A Accounting/Bullis	595.00	10,500.00	-9,905.00	5.67 %
6315 Contract Services		5,000.00	-5,000.00	
6316 Bank Charges/Square Chgs	80.00	350.00	-270.00	22.86 %
6317 Airport Equipment Maintenance	244.81	15,000.00	-14,755.19	1.63 %
6317.5 AWOS III Service Expense	1,387.50	5,500.00	-4,112.50	25.23 %
6318 Terminal Building Maint	1,573.76	8,000.00	-6,426.24	19.67 %
6319 Airfield Maintenance	968.75	15,000.00	-14,031.25	6.46 %
6319.5 Gate maintenance		2,500.00	-2,500.00	
6320 JetNet, LLC		6,111.00	-6,111.00	
6350 LABOR EXPENSE		143,155.00	-143,155.00	
6351 Salaries	27,529.85		27,529.85	
6352 Healthcare	3,234.56	18,190.00	-14,955.44	17.78 %
6353 PERS Retirement Contribution	4,820.91	34,000.00	-29,179.09	14.18 %
6354 Nevada Payroll	200.00	1,080.00	-880.00	18.52 %
6355 Workers Compensation	926.92	2,100.00	-1,173.08	44.14 %
6356 State -Unemployment Contri	35.06	1,200.00	-1,164.94	2.92 %
6357 Federal Quarterly Tax	0.00		0.00	
6358 Medicare Expense	399.19	2,080.00	-1,680.81	19.19 %
6360 Manager's Medical Expense	1,764.33	7,236.00	-5,471.67	24.38 %
6363 Voya/Deferred Comp	0.00		0.00	
6476 Uniforms	493.68	2,400.00	-1,906.32	20.57 %
Total 6350 LABOR EXPENSE	39,404.50	211,441.00	-172,036.50	18.64 %
Total 6300 OPERATING EXPENSES	59,900.00	387,622.00	-327,722.00	15.45 %
6530 Lease Transaction	1,560.00		1,560.00	
Total Expenses	\$63,789.03	\$407,062.00	\$ -343,272.97	15.67 %
NET OPERATING INCOME	\$20,328.73	\$154,881.00	\$ -134,552.27	13.13 %
Other Income				
5000 FAA Grant Revenue		1,128,017.00	-1,128,017.00	
Total Other Income	\$0.00	\$1,128,017.00	\$ -1,128,017.00	0.00%
Other Expenses				
6020 FAA Engineering and Constructio		1,058,017.00	-1,058,017.00	
6060 AIP 31 - Master Plan Update	12,771.00		12,771.00	
6062 AIP #33 Perimeter Fence Design	1,770.00		1,770.00	
6325 Tractor US Bank		13,800.00	-13,800.00	

Carson City Airport Authority

BUDGET VS. ACTUALS: FY_2020_2021 - FY21 P&L

July 2020 - August 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6400 Capital Project	950.00	150,451.00	-149,501.00	0.63 %
Total Other Expenses	\$15,491.00	\$1,222,268.00	\$ -1,206,777.00	1.27 %
NET OTHER INCOME	\$ -15,491.00	\$ -94,251.00	\$78,760.00	16.44 %
NET INCOME	\$4,837.73	\$60,630.00	\$ -55,792.27	7.98 %