



FlyCarsonCity.com

## CCAA BOARD MEMO

Agenda Item: G-2

BOARD MEMO 2023-12

Meeting Date: March 15, 2023

**Agenda Title:** FOR DISCUSSION AND POSSIBLE ACTION: REVIEW AND APPROVE FY 23/24 PRELIMINARY BUDGET FOR SUBMISSION TO THE NEVADA DEPARTMENT OF TAXATION. (C. JENKINS)

**Staff Summary:** This is the second review of the FY 23/24 Preliminary budget. NRS statues requires that a preliminary budget must be approved and submitted to the Nevada Department of Taxation no later than April 15, 2023.

**Agenda Action:** Formal Action/Motion

**Time Requested:** 15 Minutes

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### **Proposed Motion**

I move to approve the FY 23/24 Preliminary Budget and direct staff to submit to the Nevada Department of Taxation.

### **CCAA'S Strategic Goal**

Maintain financial stability.

### **Previous Action and Executive Summary**

February 15, 2023 (Item G-4) – First review of Preliminary Budget

### **Financial Information**

Is there a fiscal impact?

No  Yes

If yes, account name/number & amount:

General Fund/ Federal Share:

Is it currently budgeted?

**Alternatives**

Do not approve preliminary budget

**Board Action Taken:**

Motion: \_\_\_\_\_ 1) \_\_\_\_\_  
2) \_\_\_\_\_

Aye/Nay

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(Vote Recorded By)

**CCAA 23/24 Preliminary Budget Worksheet - February 2023**

	FY 21/22	FY 21/22	FY 22/23	FY 22/23	FY 23/24	FY 23/24
	Budget	Actual	Budget	Projected Actual	Budget	Notes
<b>INCOME</b>						
SUB-TOTAL 5010 · REAL/PERSONAL PROPERTY TAX	270,000.00	287,841.66	300,000.00	337,122.00	350,000.00	
5010.1 · Aircraft	130,000.00	155,474.65	165,000.00	198,198.00	210,000.00	
5010.2 · Building	140,000.00	132,367.01	135,000.00	138,924.00	140,000.00	
5050 · AIRPORT LEASES						
5050H · Hangar Lease	36,000.00	47,516.72	45,000.00	48,000.00	79,100.00	Stew's Aero Lease
5051 · Land Leases	180,000.00	201,944.44	215,000.00	215,000.00	245,000.00	Add Arrowhead Tenant Lease + CPI Increases
5052 · Tower Leases	60,000.00	69,619.87	67,000.00	69,000.00	71,000.00	CPI Increase
5053 · Lease-Mayes	6,240.00	6,240.00	6,240.00	6,240.00	6,240.00	
SUB-TOTAL 5050 · AIRPORT LEASES	282,240.00	325,321.03	333,240.00	338,240.00	401,340.00	
5150 · Tie Down Fees	10,000.00	6,961.80	9,000.00	9,000.00	9,000.00	
5151 · Gate Card Fees	2,000.00	630.19	500.00	900.00	900.00	
5155 · Parking Fees	600.00	1,099.67	750.00	150.00	200.00	
5200 · Fuel Flowage Fees	18,000.00	14,300.49	18,000.00	19,500.00	20,000.00	
5201 · Jet Fuel Tax	2,300.00	4,513.24	4,000.00	3,200.00	4,000.00	
5250 · Through the Fence Fees	7,200.00	7,512.90	7,200.00	7,200.00	7,200.00	
5300 · Class II FBO Fees	8,000.00	10,863.30	12,000.00	12,000.00	12,000.00	
5400 · Misc Income	0.00	9,156.39	0.00	0.00	0.00	
5402 · Open House Income	0.00	0.00	0.00	8,000.00	10,000.00	Open House resumes in 2023
5404 · Rock Materials Sales	40,000.00	31,796.76	25,000.00	80,000.00	40,000.00	
5500 · Interest Income	2,500.00	261,673.93	3,500.00	45,000.00	65,000.00	Interest Rates Up, 300K Added, NPV New Leases
5998 · Terminal Rental	0.00	0.00	0.00	500.00	500.00	
SUB-TOTAL FEES & MISC INCOME	90,600.00	348,508.67	79,950.00	185,450.00	168,800.00	
<b>TOTAL INCOME</b>	<b>642,840.00</b>	<b>961,671.36</b>	<b>713,190.00</b>	<b>860,812.00</b>	<b>920,140.00</b>	
<b>OPERATING EXPENSES</b>						
MISCELLANEOUS OPERATION EXPENSES						
6000 · Airport Engineering	0.00	0.00	0.00	0.00	0.00	
6019 · Charitable Contribution	0.00	0.00	0.00	0.00	0.00	
6130 - Dues	0.00	2,250.00	1,450.00	1,325.00	1,450.00	
6135 · Memberships	1,400.00	875.00	1,000.00	750.00	750.00	
6136 · Registration	1,250.00	0.00	500.00	0.00	0.00	
6137 · Conferences	4,000.00	3,759.55	4,000.00	1,000.00	2,500.00	
6170 · SWAAAE BOD Travel	750.00	0.00	850.00	0.00	750.00	
6190 · Office Expense PC Software	2,500.00	3,762.65	2,500.00	500.00	1,000.00	
6200 · Office Expense PC Hardware	1,500.00	454.95	1,500.00	500.00	500.00	
6210 · Mileage	0.00	0.00	0.00	0.00	0.00	
6211 · Meals and Entertainment	500.00	264.66	500.00	440.00	500.00	
6369 - Travel	0.00	5,300.94	500.00	250.00	500.00	
6280 · Open House Expense	0.00	0.00	0.00	8,000.00	10,000.00	Open House Resumes in 2023
SUB-TOTAL 6000-6280 · MISC OPERATING EXPENSES	11,900.00	16,667.75	12,800.00	12,765.00	17,950.00	
UTILITIES						
6302 · Phone & Internet	4,200.00	3,719.67	4,000.00	3,500.00	3,500.00	
6303 · Electric	8,000.00	9,395.13	8,500.00	10,900.00	12,000.00	
6304 · Gas	600.00	894.55	700.00	900.00	1,000.00	
6305 · Water	2,000.00	2,150.27	2,000.00	2,000.00	2,000.00	
6306 · Carson City Landfill	750.00	966.25	1,500.00	1,200.00	1,200.00	
SUB-TOTAL 6301 · UTILITIES	15,550.00	17,125.87	16,700.00	18,500.00	19,700.00	
OTHER EXPENSES						
6308 - Office Expenses and Supplies	2,000.00	684.85	1,200.00	2,400.00	2,000.00	
6309 · Legal	50,000.00	90,861.50	60,000.00	68,000.00	100,000.00	High Lease Activity and Hourly Rate Increase
6310 · Security	4,000.00	17,358.00	4,000.00	3,600.00	4,000.00	
6311 - CCAA Printing	350.00	162.77	600.00	0.00	0.00	Board Packets Go Digital or Printed In House
6312 · Data Storage	500.00	401.04	400.00	410.00	400.00	

6313 - Insurance	12,000.00	6,397.92	13,000.00	11,000.00	13,000.00	Add New Plow
6314 - Auditing	25,000.00	33,000.00	25,000.00	18,000.00	25,000.00	Single Audit Required
6314a - Bookkeeping (Bullis)	7,500.00	18,303.00	15,000.00	18,000.00	18,000.00	
6314b - Accounting/TMCDBooks	2,500.00	0.00	0.00	14,000.00	28,800.00	Contract Help In Place as of 12/2022
6315 - Contract Services/Appraisal	4,000.00	2,500.00	5,000.00	12,000.00	6,000.00	
6316 - Bank/Square Charges	400.00	82.14	150.00	350.00	350.00	
6317 - Airport Equipment Maintenance	10,000.00	1,569.95	12,000.00	11,000.00	15,000.00	Add New Plow
6325 US Bank (Tractor)	13,800.00	13,800.00	13,800.00	13,800.00	13,800.00	
6317.5 - AWOS III Service Expense	7,500.00	5,550.00	6,000.00	5,550.00	6,000.00	
6318 - Facility Maintenance	11,000.00	6,939.42	11,000.00	8,000.00	8,000.00	
6319 - Airfield Maintenance	15,000.00	19,621.15	30,000.00	26,000.00	30,000.00	
6319.5 - Gate maintenance	1,000.00	426.70	500.00	150.00	250.00	
6319.51 - Depreciation Expense	0.00	86,959.00	0.00	85,000.00	85,000.00	
6444 - Advertising and Marketing	5,000.00	2,322.14	4,000.00	3,000.00	3,000.00	
SUB-TOTAL 6300 OTHER EXPENSES	171,550.00	306,939.58	201,650.00	300,260.00	358,600.00	
LABOR EXPENSE						
6351 - Salaries	154,000.00	128,585.67	139,500.00	145,000.00	215,431.00	Add Maintenance Supervisor
6351.5 - Overtime Budget (Airfield)	6,000.00	0.00	6,000.00	10,000.00	6,000.00	
6352 - Healthcare	18,190.00	31,713.64	36,000.00	32,000.00	45,000.00	
6353 - PERS Retirement Contribution	38,000.00	25,154.30	42,000.00	42,000.00	65,000.00	
6354 - Nevada Payroll	1,100.00	1,131.34	1,100.00	1,100.00	1,100.00	
6355 - Workers Compensation	6,800.00	4,639.02	6,800.00	4,800.00	7,402.00	
6356 - State Unemployment Contribution	1,400.00	1,282.68	1,400.00	1,400.00	2,042.00	
6357 - Federal Quarterly Tax	0.00	505.25	0.00	500.00	500.00	
6358 - Medicare Expense	2,500.00	1,753.08	0.00	0.00	0.00	
6360 - Managers Medical Expense	7,200.00	0.00	0.00	0.00	0.00	
6363 - Voya/Deferred Comp	0.00	0.00	0.00	0.00	0.00	
6476 - Uniforms	2,400.00	2,014.97	600.00	1,100.00	2,400.00	
SUB-TOTAL 6350 - LABOR EXPENSE	237,590.00	196,779.95	233,400.00	237,900.00	344,875.00	Add Maintenance Supervisor
<b>TOTAL OPERATING EXPENSE</b>	<b>436,590.00</b>	<b>537,513.15</b>	<b>464,550.00</b>	<b>569,425.00</b>	<b>741,125.00</b>	
<b>NET OPERATING INCOME</b>	<b>206,250.00</b>	<b>424,158.21</b>	<b>248,640.00</b>	<b>291,387.00</b>	<b>179,015.00</b>	
<b>FAA AIP GRANT FUNDED PROJECTS</b>						
6038 - AIP #39 Airport Coronavirus Response Grant Revenue	23,000.00	23,000.00	0.00	0.00	0.00	
6038 - AIP #39 Airport Coronavirus Response Grant Expense	0.00	0.00	0.00	0.00	0.00	
6039 - AIP #40 Airport Rescue Grant Revenue	59,000.00	59,000.00	0.00	0.00	0.00	
6039 - AIP #40 Airport Rescue Grant Expense	0.00	0.00	0.00	0.00	0.00	
BIL Terminal Bldg Revenue	0.00	0.00	0.00	0.00	0.00	
BIL Terminal Bldg Expense	0.00	0.00	0.00	0.00	0.00	
BIL Extend 9/27 (Design) Revenue	0.00	0.00	0.00	0.00	0.00	
BIL Extend 9/27 (Design) Expense	0.00	0.00	0.00	0.00	0.00	
6034 - AIP #41 Relocate AWOS Revenue	300,000.00	274,083.00	0.00	0.00	0.00	
6034 - AIP #41 Relocate AWOS Expense	300,000.00	278,357.00	0.00	0.00	0.00	
6035.1 - Construct SRE Bldg. (40' X 80') Revenue	0.00	0.00	200,000.00	0.00	774,263.00	
6035.2 - Construct SRE Bldg. (40' X 80') Expense	0.00	0.00	200,000.00	0.00	825,880.00	
6036.1 - AIP #37 Acquire Snow Removal Equipment Revenue	225,000.00	0.00	225,000.00	7,000.00	218,000.00	
6036.2 - AIP #37 Acquire Snow Removal Equipment Expense	225,000.00	0.00	225,000.00	7,000.00	218,000.00	
6037 - AIP #38 Approach Lighting (Phase 1) Revenue	250,000.00	0.00	250,000.00	251,286.00	0.00	
6037 - AIP #38 Approach Lighting (Phase 1) Expense	250,000.00	0.00	250,000.00	251,286.00	0.00	
6041.1 - AIP #42 Approach Lighting (Phase 2)(Design) Revenue	0.00	0.00	0.00	421,875.00	0.00	
6041.2 - AIP #42 Approach Lighting (Phase 2)(Design) Expense	0.00	0.00	0.00	450,000.00	0.00	
Approach Lighting (Phase 3)(Const PAPI and MALSF) Revenue	0.00	0.00	0.00	0.00	1,406,250.00	
Approach Lighting (Phase 3)(Const PAPI and MALSF) Expense	0.00	0.00	0.00	0.00	1,500,000.00	
<b>TOTAL FAA AIP GRANT REVENUE</b>	<b>857,000.00</b>	<b>356,083.00</b>	<b>675,000.00</b>	<b>680,161.00</b>	<b>2,398,513.00</b>	
<b>TOTAL FAA AIP GRANT EXPENSE</b>	<b>775,000.00</b>	<b>278,357.00</b>	<b>675,000.00</b>	<b>708,286.00</b>	<b>2,543,880.00</b>	
<b>NET FAA AIP GRANT MATCH REQ'D</b>	<b>-82,000.00</b>	<b>-77,726.00</b>	<b>0.00</b>	<b>28,125.00</b>	<b>145,367.00</b>	

<b>NET INCOME AFTER GRANT MATCH</b>		<b>288,250.00</b>	<b>501,884.21</b>	<b>248,640.00</b>	<b>263,262.00</b>	<b>33,648.00</b>	
<b>CCAA FUNDED CAPITAL PROJECTS</b>							
	6410 - Bobcat w/ attachments	70,000.00	0.00	0.00	82,121.70	0.00	
	6412 - Terminal Entrance Beautification Project	0.00	0.00	120,000.00	0.00	120,000.00	
	6413 - New Taxiway Sign Panels	0.00	0.00	15,000.00	14,188.30	15,000.00	
	6414 - Terminal Building Architect Rendering and Environmental	0.00	0.00	60,000.00	40,000.00	0.00	
	6415 - Entrance Sign Upgrade	0.00	986.00	32,700.00	32,700.00	0.00	
	6416 - New Terminal Door Improvements With Access Control	0.00	0.00	7,000.00	4,953.82	0.00	
	6417 - Aggregate To Improve Safety Areas	0.00	0.00	5,000.00	5,000.00	275,000.00	
	6418 - Purchase FOD Boss	0.00	0.00	0.00	0.00	7,200.00	
<b>TOTAL CCAA CAPITAL PROJECTS</b>		<b>70,000.00</b>	<b>986.00</b>	<b>239,700.00</b>	<b>178,963.82</b>	<b>417,200.00</b>	
<b>TOTAL NET INCOME</b>		<b>218,250.00</b>	<b>500,898.21</b>	<b>8,940.00</b>	<b>84,298.18</b>	<b>-383,552.00</b>	