

**CARSON CITY AIRPORT AUTHORITY  
MEETING AGENDA**

**Wednesday, April 19, 2023 – 5:30 P.M.**

***Public Meeting at:***

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

***This Agenda Prepared by Corey Jenkins, 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.
    - 1. The public may provide public comment in advance of a meeting by written submission to the following email address: [mgolden@flycarsoncity.com](mailto:mgolden@flycarsoncity.com). For inclusion or reference in the minutes of the meeting, your public comment must include your full name & address and be submitted via email by not later than 5:00 p.m. the day before the meeting. The Carson City Airport Authority values your input. Members of the public who wish to provide live public comment may do so during the designated public comment periods, indicated on the agenda in person.
- \*\*\*\*\*
- F. AIRPORT ENGINEER’S REPORT (*Non-Action Item*).
  - G. CONSENT AGENDA
    - 1. FOR POSSIBLE ACTION: APPROVE A LEASE AMENDMENT ON THE CARSON CITY AIRPORT (“LEASE”) ENTERED INTO BETWEEN CARSON TAHOE EXECUTIVE (“CTE”), AS TENANT, AND CARSON CITY AND THE CARSON CITY AIRPORT AUTHORITY (“CCAA”), TOGETHER AS LANDLORD, TO ACCOMODATE THE USE OF A TEMPORARY FUEL STORAGE IN CONJUNCTION WITH CONSTRUCTION OF A PERMANENT BULK FUEL FACILITY, UNDER THE CONDITIONS APPROVED BY THE CCAA.

*Staff Summary: The amendment was created to accommodate the approval of a temporary truck-to-truck fuel operation in conjunction with the construction of a permanent bulk fuel facility that was approved at the March 15, 2023 CCAA meeting, and to modify the language to include the fuel flowage fee on the truck-to-truck fuel delivered to the Airport for sale by CTE.*

H. PUBLIC HEARINGS

1. FOR DISCUSSION AND POSSIBLE ACTION: APPROVE FAA AIRPORT CAPITAL IMPROVEMENT PLAN (“ACIP”) 2023 – 2024 (C. Jenkins)

*Staff Summary: The FAA ACIP must be approved and presented to the Carson City BOS for approval and submitted to the FAA Airport District Office.*

I. AIRPORT MANAGER’S REPORT *(Non-Action Item)*.

J. LEGAL COUNSEL’S REPORT *(Non-Action Item)*.

K. TREASURER’S REPORT *(Non-Action Item)*.

L. REPORT FROM AUTHORITY MEMBERS *(Non-Action Item)*.

1. Status review of projects
2. Internal communications and administrative matters
3. Correspondence to the Authority
4. Status reports and comments from the members of the Authority

M. PUBLIC COMMENT. Members of the public who wish to address the Airport Authority may speak about items discussed on the agenda related to the Airport. Comments are limited to three (3) minutes per person or topic. If your item requires extended discussion, please request the Chairman to calendar the matter for a future Airport Authority meeting.

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

O. ACTION ON ADJOURNMENT.

*Final*

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**DELIVERED (via E-Mail) to the FOLLOWING LOCATIONS for POSTING by 9am, April 14, 2023**

The Carson City Airport (CCA) Website: <a href="http://www.flycarsoncity.com">www.flycarsoncity.com</a>	
Airport Terminal Building 2600 College Parkway Carson City, NV	Mountain West Aviation 2101 Arrowhead Dr. Carson City, NV
Sterling Air, Ltd. 2640 College Parkway Carson City, NV	State of Nevada Public Notice Website <a href="https://notice.nv.gov">https://notice.nv.gov</a>
<i>~ 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 <a href="http://www.flycarsoncity.com">www.flycarsoncity.com</a> as available, and can be obtained upon request from the Airport Manager, 2600 E. College Parkway #6, Carson City, NV</i>	

**NOTE:** The Airport Authority is pleased to make reasonable accommodations for the public who are disabled and wish to attend this meeting. If special arrangements for the meeting are necessary, please notify the Airport Authority at (775) 841-2255 or [cjenkins@flycarsoncity.com](mailto:cjenkins@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 (CCAA)**  
**Wednesday, March 15, 2023 ● 5:30 PM**  
**Community Center Robert “Bob” Crowell Board Room**  
**851 East William Street, Carson City, Nevada**

**Authority Members**

<b>Chair – Michael Golden</b>	<b>Vice Chair – Tim Puliz</b>
<b>Treasurer – Jon Rogers</b>	<b>Member – Curtis Horton</b>
<b>Member – Paul Hamilton</b>	<b>Member – Karl Hutter</b>
<b>Member – Harlow Norvell</b>	

**Staff**

Steve Tackes – Airport Counsel  
Corey Jenkins – 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](http://www.carson.org/minutes).

**A. CALL TO ORDER, ROLL CALL, AND DETERMINATION OF QUORUM**

(5:32:38) – Chairperson Golden called the meeting to order at 5:32 p.m. Roll was called, and a quorum was present.

<b>Attendee Name</b>	<b>Status</b>	<b>Arrived</b>
Chairperson Michael Golden	Present	
Vice Chair Tim Puliz	Present	
Treasurer Jon Rogers	Absent	
Member Curtis Horton	Present	
Member Paul Hamilton	Present	
Member Karl Hutter	Present (via WebEx)	6:05 p.m.
Member Harlow Norvell	Present	

**B. PLEDGE OF ALLEGIANCE**

(5:33:08) – Led by Member Norvell.

**C. APPROVAL OF THE MINUTES OF PAST MEETINGS OF THE AIRPORT AUTHORITY.**

(5:33:32) – Chairperson Golden introduced the item and entertained comments and a motion to approve the February 15, 2023 minutes as presented.



(5:33:51) – MOTION: Vice Chairperson Puliz so moved.

<b>RESULT:</b>	<b>APPROVED (5-0-0)</b>
<b>MOVER:</b>	Puliz
<b>SECONDER:</b>	Hamilton
<b>AYES:</b>	Golden, Puliz, Horton, Hamilton, Norvell
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	Rogers, Hutter

**D. MODIFICATION OF THE AGENDA.**

(5:35:17) – Chairperson Golden indicated that the Authority may open item F, the Airport Engineer’s Report, “if we deem it necessary.”

(5:36:34) – Chairperson Golden modified the agenda to open agenda item G-2 first for the Public Hearing items.

**E. PUBLIC COMMENT.**

(5:34:09) – Chairperson Golden entertained public comments; however, none were forthcoming.

**F. AIRPORT ENGINEER’S REPORT**

(5:41:08) – Chairperson Golden introduced the item. Armstrong Consultants Airport Project Manager Nadine Burgard, appearing remotely, referenced the report, which is incorporated into the record. No Member questions were forthcoming.

**G. CONSENT AGENDA**

(5:35:37) – Chairperson Golden introduced the item, entertained requests to pull items from the Consent Agenda, and entertained a motion.

(5:36:05) – MOTION: Member Norvell moved to approve the Consent Agenda as presented.

<b>RESULT:</b>	<b>APPROVED (5-0-0)</b>
<b>MOVER:</b>	Norvell
<b>SECONDER:</b>	Horton
<b>AYES:</b>	Puliz, Rogers, Horton, Hamilton, Norvell
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	Rogers, Hutter

**1. FOR POSSIBLE ACTION: APPROVE ORTIZ BROS. AVIATION, LLC LEASE ASSIGNMENT TO ECHO DELTA COMMUNITY ASSOCIATION AS THE HANGAR OWNER’S ASSOCIATION.**

**2. FOR POSSIBLE ACTION: APPROVE LEASE TO HIGH SIERRA PILOTS, LLC DOING BUSINESS AS STEW'S AERO SERVICES FOR THE PARCEL APN 005-011-94 LOCATED AT 4331 GONI ROAD, OF APPROXIMATELY 24,900 SQUARE FEET INCLUDING ALL IMPROVEMENTS.**

**3. FOR POSSIBLE ACTION: ADOPTION OF SMALL BUSINESS IMPACT STATEMENT FOR THE UPDATED THROUGH THE FENCE FEES FOR THE CARSON CITY AIRPORT ADOPTED OCTOBER 19, 2022, WHICH REFLECT THE CURRENT COST OF AIRPORT MAINTENANCE AND AMOUNT OF HANGAR SPACE AND AIRCRAFT PARKING; AND REAFFIRM THE RATE CHAGNE AND APPROVE AN AMENDMENT TO THE CARSON CITY MUNICIPAL CODE TITLE 10.03.060 FEES TO REFLECT THE UPDATE.**

#### **H. PUBLIC HEARINGS**

**1. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW AND APPROVE REQUEST FROM CARSON TAHOE EXECUTIVE, LLC TO (1) CONSTRUCT A BULK FUEL FACILITY ON THEIR LEASE PARCEL (APN 005-011-83), (2) TO UTILIZE A FUEL TRUCK AS A TEMPORARY FUEL FACILITY WHILE OBTAINING PERMITS AND CONSTRUCTION OF A PERMANENT FUEL FACILITY (TRUCK-TO-TRUCK) (3) ESTABLISH A FUEL FLOWAGE RATE AND (4) IF NECESSARY AMEND THE LEASE TO ALLOW FUEL TRANSFERS FROM THE TEMPORARY FUEL TRUCK/FACILITY; DETERMINE CONDITIONS AND COMPLIANCES.**

(5:43:14) – Chairperson Golden introduced the item. He noted that, because individuals have “wrongly and inadvertently” stated that Chairperson Golden had a conflict of interest involving the item, he would not be recusing himself from discussion related to the item. Additionally, while he was advised by Mr. Tackes that he was “well within [his] right” to comment on the matter, Chairperson Golden indicated that he would be abstaining from voting on the item. Vice Chairperson Puliz acted as Chair during this item. Mr. Jenkins and Mr. Tackes referenced the Board Memo and the accompanying attachments, all of which are incorporated into the record.

(6:00:37) – Vice Chairperson Puliz entertained Member questions, and Mr. Tackes and Mr. Jenkins responded to clarifying questions. Vice Chairperson Puliz commented that the CCAA relied on Airport Counsel to provide every possible risk and any potential “legal entrapment.” He added that it could be harmful to the CCAA if Mr. Tackes were to not inform the CCAA of his observations and input.

(6:04:31) – Stellar Aviation Group Chief Operations Officer Brad Kost as well as Bruce Carrade, Rob Howey, and James Pickett with Carson Tahoe Executive, LLC (CTE) introduced themselves. Mr. Kost, Mr. Carrade, Mr. Howey, and Mr. Pickett responded to clarifying questions throughout discussion on the item. Mr. Kost thanked Staff for their thorough efforts related to the item. He addressed Mr. Tackes’ input regarding the proposed project, during which he indicated that a truck or trailer would not be settled on Airport property and stated that the vehicle was a certified fuel truck, similar to the fuel trucks currently on Airport property for existing facilities, that would be used to hold fuel and dispense fuel into aircraft. He added that the fuel truck was also regulated by the International Fire Code and the Carson City Fire Department. Referencing Mr. Tackes’ statement from a previous CCAA meeting, Mr. Kost stated that truck-to-truck transfers have been performed on “hundreds” of airports throughout the United States and were “commonplace practice in commercial” when building a fuel farm. He noted that CTE has used a truck-to-truck transfer system in Reno. He added that “this is not someone that’s

just coming to operate out of the back of a truck like I just heard because that to me is a little bit offensive when we're getting ready to propose spending over \$100 million at this airport, especially with the investment that CTE is looking to put into the property and everything else." Mr. Kost stated that there had already been over approximately \$7 million to \$10 million invested in the Airport, and he inquired about how CTE would have an economic advantage by operating using a truck-to-truck transfer system as opposed to a fuel farm, as he was unaware of that type of investment being done. He commented that Mr. Jenkins had done "a very good job ... of tying the truck-to-truck transfer program to timelines associated with construction of the fuel farm is an interim process that's done while the fuel farm is being constructed and while we're going through the permitting process; it allows us to get our development started, [it] allows us to get everything going in Carson City and get the Airport where it needs to be." He stated that he had a discussion with "the containment people doing the contemporary containment today" and indicated that he was "extremely impressed" after the discussion, as there were systems implemented at five airports in Hawaii. Concerning liability, Mr. Kost added that "the same containment" was being done for such agencies as the National Aeronautics and Space Administration (NASA) and the United States Marine Corp. He assured the Authority that nothing would be approved, set up, or dispensed until a Fire Marshal, the Fire Marshal's office, and the City offices discussed were completely comfortable with the project.

(6:13:03) – Addressing the lease and the leasehold issues indicated by Mr. Tackes, Mr. Howey stated that he agreed with Mr. Tackes' feedback regarding the lease, though he did not entirely agree with Mr. Tackes' interpretation of the lease and did not believe it was necessary to amend the lease, as he did not believe that the distribution of fuel was attached to the need to have a fuel facility. He believed that the lease granted the right to distribute fuel and that the lease was "silent" in regards to how or when the fuel would be distributed. He indicated that CTE supported amending the lease if there was a need for an amendment to allow for a temporary truck-to-truck transfer system. Mr. Howey commented that Mr. Jenkins had done "an exceptional job" with the leasehold location and had provided CTE with "a very easy path forward." He stated that CTE could pay to restore any area in the event that the containment system needed to be transported outside of the leasehold, or CTE could lease out the additional area. Concerning the economic discrimination or discriminatory treatment issue identified by Mr. Tackes, Mr. Howey agreed with Member Hamilton's input that "nobody has taken this path, has never asked to take this path, and, therefore, has never been denied in taking this path," and he asserted that someone else choosing not to "take this path" was not discrimination. He also noted that CTE was "not getting a free handout here," and he stated that there was a discussion during the August 2022 CCAA meeting about truck-to-truck transfers, during which it was stated that as long as CTE met the environmental requirements and the International Fire Code requirements as well as paid for the costs incurred by meeting those requirements, there was no reason to prohibit CTE from performing truck-to-truck transfers at the Airport. Mr. Howey did not believe that all the points raised by Mr. Tackes were accurate and indicated that the first fuel island on the Airport was not constructed by Carson Tahoe Aviation. He believed that the first fuel island on the Airport was constructed using public funds, and the first fuel facility was constructed by the City. He mentioned that the current fuel facility was relocated and was currently "sitting under the flag of Mountain West [Aviation]." Additionally, public money was used to relocate the fuel facility as well as fund the fuel facility to become "a state-of-the-art system and much-improved system than what it was previously." Mr. Howey commented that "to suggest that [CTE] is getting an economic advantage to compete with the sole fuel provider who has also benefited from some public money towards his fuel facility seems disingenuous and, I don't believe, can be

supported.” In response to Mr. Carrade’s comment regarding Mr. Tackes’ feedback, Vice Chairperson Puliz clarified that Mr. Tackes’ point was about allowing the ability for CTE to engage in predatory pricing, and Vice Chairperson Puliz added that Mr. Tackes’ intention was for the Members to consider all the possibilities. Mr. Carrade believed that economic discrimination did not apply to CTE when a single individual was selling fuel at the Airport without competition and another operation attempts to operate on the Airport as a fuel provider. Mr. Pickett pointed out that if CTE had an economic advantage, it would “disappear very quickly” if CTE was not contributing to the investment and constructing a fuel farm.

(6:23:18) – Mr. Kost explained that CTE owned a facility approximately 30 miles from the Airport that was pumping approximately 30 million gallons of fuel a year, and the facility had “solved a lot of problems for the Airport.” He noted that CTE broke ground on a new \$25 million project that was completely funded and “pretty much sold out at this point.” He pointed out that he could not entice existing customers in Reno who wish to travel to Carson City and use CTE’s facilities with cheaper fuel because doing so would cause all those customers in Reno to relocate to Carson City, which Mr. Kost’s investors would not tolerate. Mr. Kost also commented that CTE was not a low-cost fuel provider. Vice Chairperson Puliz pointed out a statement previously made by Mr. Kost indicating that CTE intended to have pricing that would be similar to Reno’s pricing, which Mr. Kost confirmed. In response to Vice Chairperson Puliz’s inquiry, Mr. Pickett indicated that CTE would be open to reimbursing some of the legal fees associated with the proposed project. Vice Chairperson Puliz recommended that Mr. Kost work directly with Mr. Jenkins to consider a reasonable and fair plan going forward to address the legal fees.

(6:28:58) – Addressing Mr. Kost, Member Norvell was concerned about Airport’s Grant Assurances, and Mr. Kost confirmed that the Reno-Tahoe Airport Authority had its own Grant Assurances and had approved Mr. Kost’s facility.

(6:33:35) – In response to Member Hamilton’s question, Mr. Kost explained that the truck-to-truck transfer allowed CTE to transfer some of the customers currently located in Reno that would eventually own hangars in Carson City and be based in the City to use the Airport. He clarified that the amount of fuel would likely be limited during the first four to five months because of how much time would be needed to build.

(6:39:07) – Vice Chairperson Puliz entertained public comments. Chairperson Golden stated that the reason why he abstained from discussion and action for the item was due to the perception of there being a conflict of interest. He clarified that he had never done business with Mr. Kost, Mr. Carrade, Mr. Howey, or Mr. Pickett. He also stated that neither Mr. Kost, Mr. Carrade, Mr. Howey, or Mr. Pickett had spent any funds with Chairperson Golden, nor had Chairperson Golden spent any funds with Mr. Kost, Mr. Carrade, Mr. Howey, or Mr. Pickett. Chairperson Golden explained that there was a perceived conflict of interest because he was the managing partner at two companies operating on the Airport, and there were two separate fuel providers at the Airport with two different ownership groups that operate under the same trade name. He commented that, as a landlord and a former real estate developer, he was a property rights advocate, and the lease assigned to the CTE provided CTE with the right to construct a fuel storage facility. Based on the proposed project’s plans that were submitted to the Authority, Chairperson Golden stated that it was “unfortunate” that he had abstained from participating in action on the item because he would have voted in favor of the proposed project, and he would encourage the Members to vote in favor of constructing the permanent fuel storage facility. Chairperson Golden indicated that “the real

issue” with the construction of the permanent fuel storage facility was that the parcel of land was currently designated as an executive hangar, so if the Authority took action to approve the proposed project, the Authority would be “foregoing” the construction of an executive hangar on the parcel, and the Authority needed to contact the Federal Aviation Administration (FAA) to revise the Airport Layout Plan (ALP). He clarified that the Airport had the ability to decide how the parcel would be used. He was concerned about the proposed project because there have been four separate fuel providers with four distinct fuel storage locations at the Airport, and three of those fuel providers each had to make the investment and spend a lot of money to build a fuel storage facility before being able to dispense any fuel. Referencing Mr. Howey’s statement regarding the use of public funds to relocate the fuel facility operating under Mountain West Aviation, Chairperson Golden clarified that the relocation was performed partially with public funds, and the FAA mandated the relocation of the fuel facility, which the FAA also partially paid for. Chairperson Golden explained that Mr. Howey did not state that the operation was “put out of business” for approximately eight months as a result of the runway being shortened and, afterwards, closed, so the only way to fairly compensate the business enterprise of the fuel facility was to relocate it and reach an agreement with the FAA. He mentioned that the “most troubling” part of the proposal was that CTE had “conditioned it upon this temporary fuel storage,” which he was “disappointed in” because CTE “would like to cultivate their business without making the investment.” He noted that CTE’s request for FAA’s Section 163 determination, dated January 25, 2023 and prepared by Kauffman and Associates, was not included in the packet for the proposed project, and Chairperson Golden read an excerpt from the request stating the following:

*“Construction of the fuel storage is anticipated to begin in the second quarter of 2023 and be completed within 75 days.”*

Chairperson Golden believed that the excerpt from the request was reasonable and inquired about CTE’s “urgency” for a temporary storage facility operating after indicating 75 to 150 days. He also asked why the Authority would risk its FAA grant funding by violating Grant Assurance #22 for 150 to 160 days, and he noted that CTE was in an economic advantage. He also stated that the fuel pricing was higher in Reno than it was in Carson City because of the flow fee and the operating costs in Reno. Chairperson Golden noted that the proposed flow fee of \$.05 per gallon was equitable, and allowing CTE to operate with a temporary fuel storage facility would be an unfair economic advantage. He added that Stellar Aviation Group in Reno was operating at an existing facility when Stellar Aviation Group had been operating temporarily for several years and stored its tanks in a retention area.

(6:49:20) – Mr. Kost clarified that CTE’s fuel farm was delayed due to the COVID-19 pandemic, and the FAA had shut down, which had made it “extremely difficult” for CTE to meet its deadlines. He added that CTE did “everything humanly possible” to mitigate the delay, and he stated that having the proper fueling mechanisms to satisfy the customers’ needs was “extremely important” to CTE. He stated that CTE paid a fuel flowage fee at the Airport that was “a few pennies more” than what was being proposed by the Authority. Mr. Kost indicated that the timeline referenced by Chairperson Golden was submitted to the FAA for an Environmental Protection Agency (EPA) submittal that had not yet been submitted. He mentioned that Mr. Jenkins did “a very, very good job and was very thorough” with organizing timelines for the CTE and participating in meetings with Carson City Fire Marshal Michael Wilkinson. He added that Mr. Wilkinson believed that there would be timelines on the proposed project and stated that if the timelines were not met, he would not allow the truck-to-truck transfers to continue because the truck-to-truck transfers were on an interim basis. He commented that CTE was experiencing

a greater economic disparity because CTE had been a tenant at the Airport for two years and was still not operating yet. Mr. Kost stated that the CTE was “humbly requesting” the Authority’s approval of the proposed project. He also explained that the area designated for truck-to-truck transfers was within the leasehold and met every setback requirement. Additionally, stabilizing gravel was added to the designated area so the trucks did not have to drive through the property, and he indicated that the area was best for the trucks to access.

(6:53:55) – Member Norvell commented that he was trying to understand how allowing CTE to use truck-to-truck transfers was discriminatory if every potential tenant had the opportunity to propose a project using truck-to-truck transfers. He inquired about whether multiple fixed-based operators (FBOs) in Reno used truck-to-truck transfers because if Stellar Aviation Group endangered its Grant Assurances by using truck-to-truck transfers, the Reno-Tahoe Airport would have vetted Stellar Aviation Group when Reno-Tahoe Airport allowed Stellar Aviation Group to perform truck-to-truck transfers. He wished to discuss the matter to ensure that the Authority understood “where we’re at with respect to our Grant Assurances.” Mr. Tackes agreed with Member Norvell’s assertion and noted that he did not remember anyone else asking to use truck-to-truck transfers. He pointed out that if the Authority allowed truck-to-truck transfers for CTE’s proposed project, the Authority had committed to truck-to-truck transfers. He mentioned that he “learned a lot” from Mr. Kost’s description of the refueling, as it differed from what Mr. Tackes understood from reading CTE’s application, and he was concerned about the possibility of the Members setting themselves up for failure. He was also aware of truck-to-truck operations, some of which had “gone very bad for airports” and resulted in such problems as large environmental damages. Mr. Tackes explained that the Authority needed to have the rest of the facts within the City. Mr. Jenkins added that he had experience with a “bad” truck-to-truck operation. He noted that the Authority needed to ensure that it did not put the Airport in a position where a FBO with little experience could be awarded a bid contract at the Airport and attempt to sell fuel on the airfield from a fuel truck because the Authority allowed the use of a fuel truck in the past, which he believed he addressed with the recommended conditions outlined in the Staff Report.

(7:02:50) – Clarifying Chairperson Golden’s comment, Mr. Jenkins stated that the Authority adopted a self-fueling for companies that wish to fuel their own aircraft, which would not apply to the matter.

(7:04:34) – Discussion ensued regarding the contents of the motions.

**(7:10:20) – MOTION: Vice Chairperson Puliz moved to approve the bulk fuel facility CTE as set forth in their engineered plans and exhibits with a compliance requirement:**

- 1. That copies of permits from the other agencies be provided to the Airport Manager.**
- 2. That approvals from the relevant fire officials be obtained and provided to the Airport Manager prior to operation of the facility.**
- 3. That environmental approvals from the relevant agencies be provided to the Airport Manager prior to operation of the facility.**
- 4. Such other permits, approvals, and information recommended by the Airport Manager.**

**Additionally, Vice Chairperson Puliz moved to approve the fuel flow rate of \$.05/gallon for all fuel delivered to the CTE bulk fuel facility.** Vice Chairperson Puliz entertained additional discussion. Member Hutter noted the absence of minimum liability insurance being mentioned in the compliance conditions. **Vice Chairperson Puliz amended his motion to include:**



5. Proof of coverage of liability insurance for covering the fuel operation at an amount determined by Airport Counsel’s approval based on research on what is required for the fuel facility.

<b>RESULT:</b>	<b>APPROVED (6-0-0)</b>
<b>MOVER:</b>	Puliz
<b>SECONDER:</b>	Norvell
<b>AYES:</b>	Puliz, Rogers, Horton, Hamilton, Hutter, Norvell
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	Rogers

(7:18:15) – **MOTION:** Member Norvell moved to approve the proposal for the truck-to-truck transfers and the use of a fuel tanker as a temporary fuel facility. If the proposal for the truck-to-truck operation is approved, it should be approved subject to the following conditions:

1. Copies of all permits from other agencies be provided to the Airport Manager prior to initiating the operation.
2. That approvals from the relevant fire officials be obtained and provided to the Airport Manager prior to initiating the operation.
3. That environmental approvals from the relevant agencies be provided to the Airport Manager prior to initiating the operation.
4. Operations will not begin until after submission for a building permit for the construction of the permanent fuel facility with Carson City.
5. Only for the duration of the construction of the permanent fuel facility.
6. If construction of the permanent fuel facility ceases for any reason, the approval for the temporary truck-to-truck operation is immediately revoked.
7. Execution of a lease amendment to accommodate the truck-to-truck operation if required.
8. The completed truck-to-truck operations manual is submitted and approved by the Airport Manager.
9. Subject to any noise abatement requirements established by the Airport Manager at any time.
10. CTE must improve any areas the fuel trucks will be operating at their own expense and any improvements will be subject to CCAA approval.

<b>RESULT:</b>	<b>APPROVED (6-0-0)</b>
<b>MOVER:</b>	Norvell
<b>SECONDER:</b>	Hutter
<b>AYES:</b>	Puliz, Rogers, Horton, Hamilton, Hutter, Norvell
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	Rogers

(7:23:27) – Vice Chairperson Puliz recessed the meeting, and Chairperson Golden reconvened the meeting at 7:33 p.m.

**2. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW AND APPROVE FY 23/24 PRELIMINARY BUDGET FOR SUBMISSION TO THE NEVADA DEPARTMENT OF TAXATION.**

(5:36:41) – Chairperson Golden introduced the item. Mr. Jenkins referenced the Preliminary Budget Worksheet for fiscal year (FY) 2023/2024, which is incorporated into the record. When no Member questions or input were forthcoming, Chairperson Golden entertained a motion.

**(5:40:22) – MOTION: Member Norvell moved to approve the FY 2023/2024 Preliminary Budget and direct Staff to submit to the Nevada Department of Taxation.**

<b>RESULT:</b>	<b>APPROVED (5-0-0)</b>
<b>MOVER:</b>	Norvell
<b>SECONDER:</b>	Horton
<b>AYES:</b>	Puliz, Rogers, Horton, Hamilton, Norvell
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	Rogers, Hutter

**I. AIRPORT MANAGER’S REPORT**

(7:33:31) – Chairperson Golden introduced the item. Mr. Jenkins presented his report, which is incorporated into the record, and responded to clarifying questions.

**J. LEGAL COUNSEL’S REPORT**

(7:39:25) – Mr. Tackes did not have any additional items to report.

**K. TREASURER’S REPORT**

(7:39:30) – Chairperson Golden noted that Treasurer Rogers was not present to report on the agenda materials.

**L. REPORT FROM AUTHORITY MEMBERS**

- 1. STATUS REVIEW OF PROJECTS**
- 2. INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS**
- 3. CORRESPONDENCE TO THE AUTHORITY**
- 4. STATUS REPORTS AND COMMENTS FROM THE MEMBERS OF THE AUTHORITY**

(7:39:36) – Chairperson Golden informed the Members that he volunteered at the Airport by operating one of the snowplows for several hours to remove the snow, and he commented that he had “great admiration” for Mr. Jenkins and Airport Maintenance and Operations Technician Rick Lee for the time and effort contributed toward the snow removal operation. He also commended Member Hamilton and Vice Chairperson Puliz for volunteering their time to the snow removal process. Chairperson Golden indicated that he, Member Hamilton, and Vice



Chairperson Puliz now had “a great understanding of what needs to be done out here in a snow event and what it takes to get that job done.”

(7:40:46) – Chairperson Golden entertained additional Member reports. Member Norvell mentioned that this would be the final year for parking at the Airport for the National Championship Reno Air Races.

**M. PUBLIC COMMENT.**

(7:41:08) – Chairperson Golden entertained public comments. Mayor Lori Bagwell informed the Authority about how much she appreciated its service to the City and stated that she understood how difficult doing so was. She noted that there was “no big pay attached to your hard work.” She enjoyed attending the CCAA meeting and thanked the Authority for “doing what you think is right.” She also hoped that all those involved with the CCAA believed the action taken for item H-1 was “a great decision, and that Carson City will be fortunate to maybe have some large investments at the Airport.”

**N. AGENDA ITEMS FOR NEXT REGULAR MEETING**

(7:42:57) – Chairperson Golden entertained requests for agenda items for the next CCAA meeting. Mr. Jenkins indicated that there may be an opportunity for a lease amendment to clarify language.

**O. ACTION ON ADJOURNMENT.**

**(7:43:27) – Chairperson Golden adjourned the meeting at 7:43 p.m.**

The Minutes of the March 15, 2023 Carson City Airport Authority meeting are so approved on this 19<sup>th</sup> day of April 2023.

## Airport Improvement Update

### CARSON CITY AIRPORT – CARSON CITY, NEVADA

*April 2023*

#### ENGINEERING UPDATE

##### **Project Updates:**

##### **Acquire Snow Removal Equipment:**

- Ramp plow delivered
- Snow plow truck tentative delivery: September
- ACI will participate in acceptance of equipment

##### **Aeronautical Survey for Nighttime Approach:**

- FY22 project (Phase 2) design for offset PAPI & MALSF
  - Design near completion, plans and specs bid-ready by end of April
- FY23 project (Phase 3) construction for offset PAPI (& MALSF)
  - FAA grant announced
  - Plan to bid by end of May

##### **Snow Removal Equipment Building:**

- Pre-bid meeting held April 6
- Bid opening April 18
- Submitted Special Use Permit for City approval
- FY23 grant application submitted, BIL funding only

# CARSON CITY AIRPORT

Date Updated: 4/13/2023

## CURRENT PROJECT DASHBOARD

### AIP Funded Projects

Project	ACI Task Order	Grant Number	Project Status	Preliminary Grant Application	NEPA Documentation	City Planning Status	Draft Task Order	IFE	Final Task Order	RON	Design Status	Bidding Status	Final Grant Application	Grant Status	Construction Status	Billing Status	Budget Status	Contractor	Notes
Construct SRE Bldg (Bid and Const)	E	3-32-0004-0XX-20X3	Rebid	Completed	Completed	SUP submitted for approval	Completed	Completed	Need signed Amendment	Completed	Completed	Rebidding	TBD after bidding	TBD	TBD	No Billing Issued Yet	TBD	TBD	FY2023 BIL funding available
Acquire SRE	F	3-32-0004-037-2021	Pending Delivery	Completed	Completed	N/A	Completed	N/A	Completed	Completed	Equipment Identified	Completed	Completed	Issued	N/A	Paid up to date	No Issues Anticipated	Henke Mfg	Ramp plow delivered; pending remaining equipment delivery
Install Approach Lighting (Phase 2 - Offset PAPI & MALS F Design)	H	3-32-0004-042-2022	Open	Completed	Completed	N/A	Completed	Completed	Completed	Completed	Near complete	N/A	Completed	Issued	N/A	Paid up to date	TBD	N/A	Design with Lean near completion
Install Approach Lighting (Phase 3 - Offset PAPI & MALS F Construction)	I	3-32-0004-0XX-2023	Bidding	Completed	Completed	N/A	In Progress	In Progress	In Progress	In Progress	Near complete	End of May	TBD after bidding	Announced	TBD	TBD	TBD	TBD	Grant announced, bidding by end of May





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## CCAA BOARD MEMO

Agenda Item: G-1

BOARD MEMO 2023-13

Meeting Date: April 19, 2023

**Agenda Title:** FOR POSSIBLE ACTION: APPROVE A LEASE AMENDMENT ON THE CARSON CITY AIRPORT (“LEASE”) ENTERED INTO BETWEEN CARSON TAHOE EXECUTIVE (“CTE”), AS TENANT, AND CARSON CITY AND THE CARSON CITY AIRPORT AUTHORITY (“CCAA”), TOGETHER AS LANDLORD, TO ACCOMMODATE THE USE OF A TEMPORARY FUEL STORAGE IN CONJUNCTION WITH CONSTRUCTION OF A PERMANENT BULK FUEL FACILITY, UNDER THE CONDITIONS APPROVED BY THE CCAA.

**Staff Summary:** The amendment was created to accommodate the approval of a temporary truck-to-truck fuel operation in conjunction with the construction of a permanent bulk fuel facility that was approved at the March 15, 2023 CCAA meeting, and to modify the language to include the fuel flowage fee on the truck-to-truck fuel delivered to the Airport for sale by CTE.

**Agenda Action:** CONSENT AGENDA Formal Action/Motion

**Time Requested:** 0 Minutes

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### **Proposed Motion**

I move to approve the lease amendment.

### **CCAA’S Strategic Goal**

Economic development; increased airport investment by tenant; adding additional services on the Airport.

**Previous Action and Executive Summary**

This amendment is made to conform the lease to the CCAA approval of the conditional truck-to-truck transfer from last month’s meeting. As noted at last month’s meeting, the lease permits the construction of and use of a fuel storage facility. It did not address deliveries of fuel and sales from the truck to truck transition proposal that was approved. As a result, the lease is being amended to recognize deliveries and sales from other than a permanent fuel storage facility, inclusion of those deliveries within the fuel flow fee, and reference to the conditions placed on the truck-to-truck transfers included with the approval. The amendment language was developed cooperatively between CTE’s counsel and Airport Counsel.

**Financial Information**

Is there a fiscal impact?

No    Yes

**Alternatives**

Reject the Amendment and delay the project.

**Board Action Taken:**

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

Aye/Nay

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

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

APN: 005-011-83

When Recorded, Return To:

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

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SPACE ABOVE THIS LINE FOR  
RECORDER'S USE

AMENDMENT TO CARSON CITY AIRPORT LEASE AGREEMENT

THIS AMENDMENT OF AIRPORT LEASE (“Amendment”), made and entered into this \_\_\_\_ day of April, 2023, between CARSON CITY AIRPORT AUTHORITY (“Landlord”), whose address is 2600 E. College Parkway #6, Carson City, Nevada 89706; and CARSON TAHOE EXECUTIVE, LLC., a Nevada limited liability company (“Tenant”), whose address is 3700 Baron Way, Suite 2, Reno, NV 89511, together with the consent of the;

WITNESSETH:

WHEREAS, Tenant, holds an Airport Lease Agreement with Landlord, titled “Carson City Airport Lease Amendment and Restatement”, recorded in the office of the Carson City Recorder on August 6, 2004, as Document #323268 (“Lease”, aka “Airport Lease”; copy attached hereto), covering approximately 43,458 square feet, more particularly described therein (“Leasehold Property”) and which was assigned to Tenant per the Assignment approved by Landlord and recorded on November 18, 2020 as Document No. 513142;

WHEREAS, the Lease permits construction of a bulk fuel storage facility and the provision of line services including sales of aircraft fuel;

WHEREAS, on March 15, 2023, Landlord approved the construction plans provided by Tenant and further approved temporary sales of fuel using a truck to truck transfer and containment plan proposed by Tenant while the bulk fuel storage facility is being constructed.

NOW THEREFORE, in consideration of the foregoing Recitals, the mutual promises contained herein and for other good and valuable consideration, the parties agree as follows:

1. To amend the lease to add additional language within Section 3.C as follows (new language is underlined):

C. To the extent that Tenant elects to sell fuel pursuant to Paragraph 8 of this Lease, Landlord and Tenant will negotiate a fuel flowage fee per gallon as and for the right to sell fuel on the premise, in such location as mutually agreed upon between Landlord and Tenant, such fees to be paid at the time of each delivery of fuel to Tenant's fuel storage facility, such deliveries to include any such temporary fuel storage (truck to truck transfer) arrangement approved by Landlord in conjunction with construction of a permanent bulk fuel facility.

2. To amend the lease to add additional language within the final paragraph of Section 8.A as follows:

Tenant may construct, upon Landlord approval and subject to all conditions set forth by Landlord and other applicable governmental approvals, a permanent fuel storage facility and associated temporary fuel storage facility and/or a temporary fuel distribution process, for Tenant's own use and sale to the public. Any such fuel storage facility and distribution process is subject to and conditioned on satisfying the requirements established by Landlord. For all fuel so stored, Tenant shall pay Landlord a fuel flowage fee to be negotiated. If Tenant supplies fuel, Tenant shall provide appropriate signage upon said fuel storage facility so as to notify pilots, during day and night, of its location and, if applicable, the availability of self service fuel.

3. That the fuel flowage fee per Section 3.C is set as \$0.05 per gallon, such fee to be paid at the time of each delivery of fuel to Tenant's fuel storage facility or such temporary fuel storage facility or distribution process.

4. All other provisions of the lease are unchanged.



IN WITNESS WHEREOF, Landlord and Tenant have executed this Amendment as of the day and year first written above.

**LANDLORD:**

**TENANT:**

**CARSON CITY AIRPORT AUTHORITY**

**CARSON TAHOE EXECUTIVE, LLC,**  
A Nevada Limited Liability Company

By: \_\_\_\_\_  
Michael Golden, Chairman  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Jeff Pickett, Manager, Sole Member

**ATTEST:**

By: \_\_\_\_\_  
Brandon Moreno, Manager

By: \_\_\_\_\_  
Jon Rogers, Secretary/Treasurer  
Date: \_\_\_\_\_

Date: 3-24-2023

STATE OF NEVADA            )  
  : ss  
COUNTY OF Washoe    )

On this 24 day of March, 2023, before me, the undersigned, a Notary Public, personally appeared JEFF PICKETT as Manager and Sole Member of CARSON TAHOE EXECUTIVE, LLC, and BRANDON MORENO as Manager, known, or proved to me, to be the persons described herein, who executed the foregoing instrument, and they acknowledged to me, that they have the requisite authority and executed the same freely and voluntarily, and for the uses and purposes therein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year hereinabove written.

Monica Evans  
\_\_\_\_\_  
NOTARY PUBLIC  
(Signature of Notarial Officer)

(SEAL)





CARSON CITY:

Approved by the Board of Supervisors this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
LORI BAGWELL, Mayor

ATTEST:

CITY'S LEGAL COUNSEL  
Approved as to form.

\_\_\_\_\_  
WILLIAM SCOTT HOEN, Clerk/Recorder

\_\_\_\_\_  
DISTRICT ATTORNEY

AIRPORT AUTHORITY COUNSEL  
Approved as to form

  
\_\_\_\_\_  
STEVEN E. TACKES, ESQ.

APN: 005-011-83

When Recorded, Return To:

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

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SPACE ABOVE THIS LINE FOR  
RECORDER'S USE

ASSIGNMENT AND ASSUMPTION OF AIRPORT LEASE

THIS ASSIGNMENT AND ASSUMPTION OF AIRPORT LEASE ("Assignment"), made and entered into this 5th day of November, 2020, between STERLING AIR, LTD, a Nevada corporation. ("Assignor"), whose address is 2640 College Parkway, Carson City, Nevada 89706; and CARSON TAHOE EXECUTIVE, LLC., a Nevada limited liability company ("Assignee"), whose address is 3700 Baron Way, Suite 2, Reno, NV 89511, together with the consent of the CARSON CITY AIRPORT AUTHORITY ("Landlord"), whose address is 2600 E. College Parkway #6, Carson City, Nevada 89706;.

WITNESSETH:

WHEREAS, Assignor, as tenant, holds an Airport Lease Agreement with Landlord, titled "Carson City Airport Lease Amendment and Restatement", recorded in the office of the Carson City Recorder on August 6, 2004, as Document #323268 ("Lease", aka "Airport Lease"; copy attached hereto), covering approximately 43,458 square feet, more particularly described therein ("Leasehold Property");

WHEREAS, the Lease permits assignment only upon Landlord prior consent in pertinent part as follows:

9. ASSIGNMENT AND SUBLEASING. Tenant shall have no right to assign or sublet its interest in this lease except upon Landlord's prior consent. Any

such assignment or sublease will be binding to assignees/sub lessees on all terms and conditions in this lease.

WHEREAS, Assignor desires to assign its leasehold interest in the Lease to Assignee, and Assignee desires to assume the same.

NOW THEREFORE, in consideration of the foregoing Recitals, the mutual promises contained herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Assignor and Assignee covenant and agree as follows:

1. Airport Lease Assignment and Assumption.

(a) Assignor hereby assigns, conveys and transfers to Assignee all of Assignor's right, title and interest under the Airport Lease, as more particularly described therein.

(b) Assignee hereby accepts the foregoing assignment and agrees to assume, perform and discharge, as and when due, all of the covenants and obligations of the Assignor under the Airport Lease which arise after the Effective Date of this Assignment, and agrees to be bound by all of the terms and conditions thereof from and after the Effective Date.

(c) The parties acknowledge that the UNICOM equipment and duties have been transferred to Landlord, and are no longer an obligation of the Tenant.

2. Indemnification

Assignee shall defend, indemnify, hold harmless and release Assignor, its successors and assigns, from and against any and all damage, loss, liability, claim, cost, expense, action and cause of action (including, without limitation, attorneys' fees and the reasonable costs of investigation) (collectively, "Claims") incurred by or asserted against Assignor, its successors and assigns, arising under the Airport Lease and accruing subsequent to the Effective Date of this Assignment.

Assignor shall defend, indemnify, hold harmless and release Assignee, its successors and assigns, from and against any and all Claims incurred by or asserted against Assignee, its successors and assigns, arising under the Airport Lease and accruing prior to the Effective Date of this Assignment.

3. Miscellaneous.

(a) Successors. This Assignment shall be binding upon the heirs, successors, assigns and personal representatives of the parties hereto.

(b) Headings. The captions to the paragraphs are intended for convenient reference only and shall not be used and are not intended to modify, aid, describe or otherwise affect the meaning of the paragraph from that which is indicated by the text of the paragraph alone.

(c) Construction. This Assignment is the product of negotiation and the parties agree that it shall not be construed against the drafter. If any part of this Assignment shall be found to be invalid or unenforceable, the remainder of the Assignment shall be enforceable in accordance with its terms, deleting such unenforceable or invalid provisions.

(d) Entire Agreement. This Assignment constitutes the entire agreement between the parties with regard to the Airport Lease and any prior negotiations, agreements or other writings pertaining to the subject matter of this Assignment are merged herein and extinguished.

(e) Governing Law. This Assignment shall be construed under the laws of Nevada.

(f) Attorney Fees. In the event of any action or proceeding brought by any party against another pertaining to or arising out of this Assignment, the prevailing party shall be entitled to recover all costs and expenses, including reasonable attorney fees.

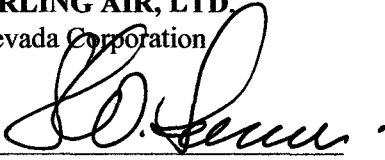
(g) Counterparts. This Assignment may be executed simultaneously in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

(h) Effective date. This Assignment & Assumption of Lease shall be effective upon recording.

IN WITNESS WHEREOF, Assignor and Assignee have executed this Assignment as of the day and year first written above.

**ASSIGNOR:**

**STERLING AIR, LTD.**  
A Nevada Corporation


By:   
Steven W. Lewis  
Its: President

Date: 12, 2020

**ASSIGNEE:**

**CARSON TAHOE EXECUTIVE, LLC,**  
A Nevada Limited Liability Company

By:   
Jeff Pickett, Manager, Sole Member


By:   
Brandon Moreno, Manager

Date: 10-23-20

STATE OF NEVADA )  
 : SS  
CARSON CITY )

On this 12 day of October, 2020, before me, the undersigned, a Notary Public, personally appeared STEVEN W. LEWIS, president of STERLING AIR, LTD, known, or proved to me, to be the person described herein, who executed the foregoing instrument, and he acknowledged to me, that he has the requisite authority and executed the same freely and voluntarily, and for the uses and purposes therein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year hereinabove written.

  
\_\_\_\_\_  
NOTARY PUBLIC  
(Signature of Notarial Officer)

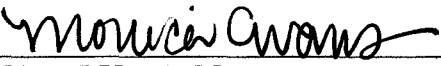
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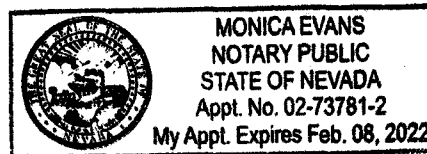
STATE OF NEVADA )  
 : SS  
COUNTY OF Washoe )

On this 20<sup>th</sup> day of October, 2020, before me, the undersigned, a Notary Public, personally appeared JEFF PICKETT as Manager and Sole Member of CARSON TAHOE EXECUTIVE, LLC, and BRANDON MORENO as Manager, known, or proved to me, to be the persons described herein, who executed the foregoing instrument, and they acknowledged to me, that they have the requisite authority and executed the same freely and voluntarily, and for the uses and purposes therein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year hereinabove written.

  
\_\_\_\_\_  
NOTARY PUBLIC  
(Signature of Notarial Officer)

(SEAL)




[Landlord and Board of Supervisors approvals on following page]

CARSON CITY AIRPORT AUTHORITY:

Approved this 27<sup>th</sup> day of OCTOBER, 2020 pursuant to Notice, meeting and vote:

  
MICHAEL GOLDEN, Chairman  
CARSON CITY AIRPORT AUTHORITY

ATTEST:  
  
JON ROGERS, Secretary-Treasurer

CARSON CITY:

Approved by the Board of Supervisors this 5<sup>th</sup> day of NOVEMBER, 2020.

  
BRAD BONKOWSKI, Mayor Pro Tempore

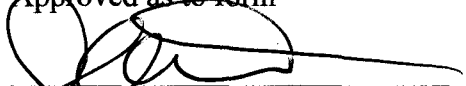
ATTEST:

  
AUBREY ROWLATT, Clerk/Recorder

CITY'S LEGAL COUNSEL  
Approved as to form.

  
DISTRICT ATTORNEY

AIRPORT AUTHORITY COUNSEL  
Approved as to form

  
STEVEN E. TACKES, ESQ.



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## CCAA BOARD MEMO

Agenda Item: H-1

BOARD MEMO 2023-14

Meeting Date: April 19, 2023

**Agenda Title:** FOR POSSIBLE ACTION: APPROVE FAA AIRPORT CAPITAL IMPROVEMENT PLAN (“ACIP”) 2023 – 2024

**Staff Summary:** The FAA ACIP must be approved and presented to the Carson City BOS for approval and submitted to the FAA Airport District Office.

**Agenda Action:** Formal Action/Motion

**Time Requested:** 15 Minutes

---

### **Proposed Motion**

Approve the 2022 – 2023 ACIP for Carson City Airport

### **CCAA’S Strategic Goal**

Maintain airport infrastructure in top condition.

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

The CCAA approves the ACIP each year.

### **Financial Information**

Is there a fiscal impact?

No  Yes

If yes, account name/number & amount:

General Fund/ Federal Share:

Is it currently budgeted? Yes, it is in the proposed FY 23-24 budget

**Alternatives**

Do not approve the proposed ACIP and provide alternative direction.

**Board Action Taken:**

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

Aye/Nay

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

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



# AIRPORT CAPITAL IMPROVEMENT PLAN



FlyCarsonCity.com



CARSON CITY AIRPORT

CARSON CITY, NEVADA | 2023-2028

 **ARMSTRONG**  
A LOCHNER COMPANY



# AIRPORT CAPITAL IMPROVEMENT PLAN

Federal Aviation Administration

2023-2028

Carson City Airport - Carson City, Nevada

<b>Airport:</b>	Carson City Airport	<b>Airport Identifier:</b>	CXP	<b>Site No.:</b>	3-32-0004	
<b>Sponsor:</b>	Carson City Airport Authority	<b>State:</b>	Nevada	<b>Date:</b>	4/3/2023	
CCAA Fiscal Year 2023 = July 1, 2022 - June 30, 2023						
FAA Fiscal Year 2023 = October 1, 2022 - September 30, 2023						
Calendar Year 2023 = January 1, 2023 - December 31, 2023						
Project Description & Year (By funding year in priority order)	Work Code	AIP Grant		BIL Grant		Total Cost
		Federal	Local	Federal	Local	
<b>FAA FY2023</b>						
Construct Snow Removal Equipment Bldg. (40' x 80') [Bid & Const] (AIP Funding portion)	ST BD SN	\$187,263	\$12,484			\$199,747
Construct Snow Removal Equipment Bldg. (40' x 80') [Bid & Const] (BIL Funding portion)	ST BD SN			\$587,000	\$39,133	\$626,133
Install Approach Lighting (Phase 3) [Const PAPI & MALSF]	ST RW IN	\$1,406,250	\$93,750			\$1,500,000
Construct GA Terminal Building (BIL Terminal Funding)	CA TE CO			\$4,687,500	\$312,500	\$5,000,000
<b>FAA FY2024</b>						
RSA Drainage and Improvements [Design]	ST RW SF	\$150,000	\$10,000			\$160,000
Replace Taxiway Lighting [Design & Const]	ST TW LI	\$234,375	\$15,625			\$250,000
Extend Runway 9/27 (100'x800') [Focused Planning Study and 25% Design] (BIL Funding)	EN PL MA			\$300,000	\$20,000	\$320,000
Extend Runway 9/27 (100'x800') [EA] (BIL Funding)	EN PL MA			\$200,000	\$13,333	\$213,333
<b>FAA FY2025</b>						
Pavement Rehab - Main Apron (57,540 SY) [Design & Const]	RE AP IM	\$300,000	\$20,000			\$320,000
Pavement Rehab - North Apron (39,920 SY) [Design & Const]	RE AP IM	\$210,938	\$14,063			\$225,000
Pavement Rehab - TW A (7,320'x50') & TW D (6,830'x50')	RE TW IM	\$468,750	\$31,250			\$500,000
Reconstruct Taxiway B (2,765'x50') [Design & Const]	RE TW IM	\$525,000	\$35,000			\$560,000
Extend Runway 9/27 (100'x800') [Final Design] (BIL Funding)	CA RW EX			\$388,000	\$25,867	\$413,867



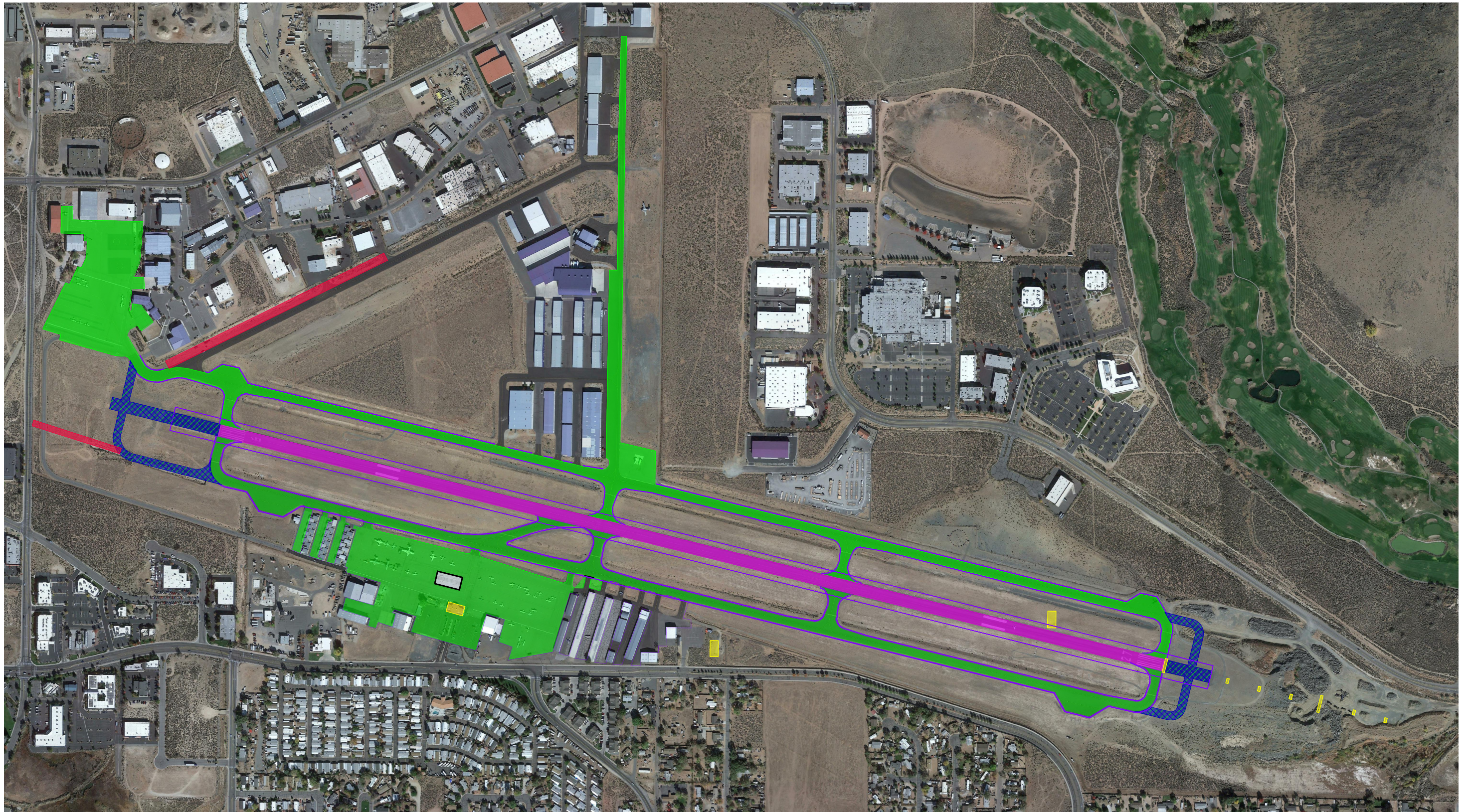
FlyCarsonCity.com



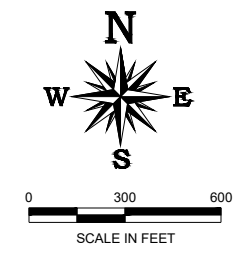
FAA FY2026						
Extend Runway 9/27 (100'x800') [Const]	CA RW EX	\$5,625,000	\$375,000			\$6,000,000
FAA FY2027						
Pavement Rehab - Runway 9/27 (75' x 6,101') [Design & Const]	RE RW IM	\$450,000	\$30,000			\$480,000
FAA FY2028						
Construct Taxiway C & Southwest Storm Drain (3,800 LF) [Design & Const]	ST OT IM	\$234,375	\$15,625			\$250,000
Future Projects						
Reconstruct Perimeter Road						
Construct East Perimeter Road						
BIL FUNDING TOTAL				\$1,475,000	\$98,333	
BIL TERMINAL FUNDING TOTAL				\$4,687,500	\$312,500	







LEGEND	
YEAR	DESCRIPTION
2023	CONSTRUCT GA TERMINAL BUILDING (BIL), CONSTRUCT SRE BUILDING [BID & CONST.], INSTALL APPROACH LIGHTING (PH 3) [BID & CONST.]
2024	RSA DRAINAGE & IMPROVEMENTS [DESIGN], REPLACE TAXIWAY EDGE LIGHTING [DESIGN & CONST.], EXTEND RUNWAY 9/27 [PLANNING STUDY, EA & 25% DESIGN]
2025	PAVEMENT REHABILITATION - NORTH AND SOUTH APRONS, TAXIWAY A, AND TAXIWAY D [DESIGN & CONST.], EXTEND RUNWAY 9/27 [FINAL DESIGN]
2026	EXTEND RUNWAY 9/27 [CONST.]
2027	PAVEMENT REHABILITATION - RUNWAY 9/27 [DESIGN & CONST.]
2028	CONSTRUCT TAXIWAY C AND SOUTHWEST STORM DRAINS [DESIGN & CONST.]



CARSON CITY AIRPORT  
 CARSON CITY, NEVADA  
 2023 - 2028 CIP

**ARMSTRONG**  
 A LOCHNER COMPANY



**Carson City Airport**

ACIP Data Sheet

Airport Name		Carson City Airport - Carson City, Nevada	Fiscal Year	2023	
Shown On ALP	Project Type*	Project Description	Federal Share	Local Share	Total
Yes	D	Construct Snow Removal Equipment Bldg. (40'x80') [Bid & Const.]	\$187,263	\$12,484	\$199,747
Yes	D	Construct Snow Removal Equipment Bldg. (40'x80') <b>(BIL Funding)</b> [Bid & Const.]	\$587,000	\$39,133	\$626,133
Yes	D	Install Approach Lighting (Phase 3) [Const. PAPI & MALSF]	\$1,406,250	\$93,750	\$1,500,000
Yes	D	Construct GA Terminal Building <b>(BIL Terminal Funding)</b>	\$4,687,500	\$312,500	\$5,000,000

\* D - Development; P - Planning; E - Environmental

**PROVIDE THE FOLLOWING DETAILED INFORMATION FOR PROJECTS ANTICIPATED WITHIN 1-2 YEARS**

**Detail Project Description (Square/Lineal Footage or Length/Width)**

1. & 2. Construct SRE Building - this project includes the bidding and construction of the airport's snow removal equipment storage (40'x80') building.
3. Install Approach Lighting - This phase includes construction of the offset PAPI lighting system on Runway 27.
4. This project involves the design and construction of a new GA terminal building for the airport.

**Project Schedule (Anticipated date for bids or negotiated prices, consultant selection for planning or environmental projects, length of construction or design, planning or environmental process)**

1. & 2. This project will bid by April 2023 and construction will be completed by December 2023.
3. This project will bid by May 2023 and construction will be completed by December 2023.
4. TBD - This project schedule is dependent on receipt of funding.

**NEPA Environmental Status (With grant application include copy of ROD, FONSI or CATEX letter of approval)**

1. This project has NEPA approval as of 2021.
2. This project has NEPA approval as of June 2022.
3. The NEPA requirements for this project will be in process upon receipt of funding.

**Land Title Status & Date of Exhibit "A" Status**

Date

Exhibit A

August 2020

**Open AIP Funded Projects (include grant number and grant description) Expected Close-out Date**

**Certification: To the best of my knowledge and belief, all information shown in the ACIP Data Sheet is true and correct and had been duly authorized by the Sponsor.**

Michael Golden, Carson City Airport Authority Chairman

Corey Jenkins, Airport Manager

Name and Title of Authorized Representative (Print or Type)

Contact Name and Title (Print or Type)

775-841-2255

Signature

Date

Contact Phone (Print or Type)



## Carson City Airport

ACIP Data Sheet

Airport Name		Carson City Airport - Carson City, Nevada		Fiscal Year	2024	
Shown On ALP	Project Type*	Project Description		Federal Share	Local Share	Total
Yes	D	RSA Drainage and Improvements [Design]		\$150,000	\$10,000	\$160,000
Yes	D	Replace Taxiway Lighting [Design & Const]		\$234,375	\$15,625	\$250,000
Yes	D	Extend Runway 9/27 (100'x800') [Focused Planning Study & 25% Design] <b>(BIL Funding)</b>		\$300,000	\$20,000	\$320,000
Yes	D	Extend Runway 9/27 (100'x800') [EA] <b>(BIL Funding)</b>		\$200,000	\$13,333	\$213,333
* D - Development; P - Planning; E - Environmental						
<b>PROVIDE THE FOLLOWING DETAILED INFORMATION FOR PROJECTS ANTICIPATED WITHIN 1-2 YEARS</b>						
Detail Project Description (Square/Lineal Footage or Length/Width)						
<ol style="list-style-type: none"> <li>1. This project involves a topographic survey and the design of drainage and safety area improvements along the runway.</li> <li>2. This project involves the design and replacement of lighting systems along Taxiway D.</li> <li>3. This project involves the planning study and 25% design for the runway extension.</li> <li>4. This project involves a full environmental assessment for the runway extension.</li> </ol>						
Project Schedule (Anticipated date for bids or negotiated prices, consultant selection for planning or environmental projects, length of construction or design, planning or environmental process)						
<ol style="list-style-type: none"> <li>1. This project design will be completed by December 2024.</li> <li>2. This project will be designed and bid by April 2024 and construction will be completed by December 2024.</li> <li>3. &amp; 4. The design portions of this project will commence in January 2024.</li> </ol>						
NEPA Environmental Status (With grant application include copy of ROD, FONSI or CATEX letter of approval)						
<ol style="list-style-type: none"> <li>1. All NEPA requirements will be submitted by October 2023.</li> <li>2. All NEPA requirements will be submitted by October 2023.</li> <li>3. &amp; 4. All NEPA requirements will be submitted by October 2023.</li> </ol>						
Land Title Status & Date of Exhibit "A" Status				Date		
See Exhibit A				August 2020		
Open AIP Funded Projects (include grant number and grant description) Expected Close-out Date						
<b>Certification: To the best of my knowledge and belief, all information shown in the ACIP Data Sheet is true and correct and had been duly authorized by the Sponsor.</b>						
Michael Golden, Carson City Airport Authority Chairman				Corey Jenkins, Airport Manager		
Name and Title of Authorized Representative (Print or Type)				Contact Name and Title (Print or Type)		
				775-841-2255		
Signature		Date		Contact Phone (Print or Type)		



## Carson City Airport

ACIP Data Sheet

Airport Name		Carson City Airport - Carson City, Nevada	Fiscal Year	2025	
Shown On ALP	Project Type*	Project Description	Federal Share	Local Share	Total
Yes	D	Pavement Rehabilitation - Main Apron (57,540 SY) [Design & Const.]	\$300,000	\$20,000	\$320,000
Yes	D	Pavement Rehabilitation - North Apron (39,920 SY) [Design & Const.]	\$210,938	\$14,063	\$225,000
Yes	D	Pavement Rehabilitation - Taxiways A (7,320ft x 50ft) and D (6,830ft x 50ft) [Design & Const.]	\$468,750	\$31,250	\$500,000
Yes	D	Reconstruct Taxiway B (2,765ft x 50ft) [Design & Const.]	\$525,000	\$35,000	\$560,000
Yes	D	Extend Runway 9/27 (100'x800') [Final Design] <b>(BIL Funding)</b>	\$388,000	\$25,867	\$413,867
* D - Development; P - Planning; E - Environmental					
<b>PROVIDE THE FOLLOWING DETAILED INFORMATION FOR PROJECTS ANTICIPATED WITHIN 1-2 YEARS</b>					
Detail Project Description (Square/Lineal Footage or Length/Width)					
Project Schedule (Anticipated date for bids or negotiated prices, consultant selection for planning or environmental projects, length of construction or design, planning or environmental process)					
NEPA Environmental Status (With grant application include copy of ROD, FONSI or CATEX letter of approval)					
Land Title Status & Date of Exhibit "A" Status			Date		
Open AIP Funded Projects (include grant number and grant description) Expected Close-out Date					
<b>Certification: To the best of my knowledge and belief, all information shown in the ACIP Data Sheet is true and correct and had been duly authorized by the Sponsor.</b>					
Michael Golden, Carson City Airport Authority Chairman			Corey Jenkins, Airport Manager		
Name and Title of Authorized Representative (Print or Type)			Contact Name and Title (Print or Type)		
			775-841-2255		
Signature		Date	Contact Phone (Print or Type)		



**Carson City Airport**

ACIP Data Sheet

<b>Airport Name</b>		Carson City Airport - Carson City, Nevada	<b>Fiscal Year</b>	2026	
<b>Shown On ALP</b>	<b>Project Type*</b>	<b>Project Description</b>	<b>Federal Share</b>	<b>Local Share</b>	<b>Total</b>
Yes	D	Extend Runway 9/27 (100'x800') [Const]	\$5,625,000	\$375,000	\$6,000,000
* D - Development; P - Planning; E - Environmental					
<b>PROVIDE THE FOLLOWING DETAILED INFORMATION FOR PROJECTS ANTICIPATED WITHIN 1-2 YEARS</b>					
Detail Project Description (Square/Lineal Footage or Length/Width)					
Project Schedule (Anticipated date for bids or negotiated prices, consultant selection for planning or environmental projects, length of construction or design, planning or environmental process)					
NEPA Environmental Status (With grant application include copy of ROD, FONSI or CATEX letter of approval)					
Land Title Status & Date of Exhibit "A" Status			Date		
Open AIP Funded Projects (include grant number and grant description) Expected Close-out Date					
<b>Certification: To the best of my knowledge and belief, all information shown in the ACIP Data Sheet is true and correct and had been duly authorized by the Sponsor.</b>					
Michael Golden, Carson City Airport Authority Chairman			Corey Jenkins, Airport Manager		
Name and Title of Authorized Representative (Print or Type)			Contact Name and Title (Print or Type)		
Signature			Date		775-841-2255
					Contact Phone (Print or Type)





## Carson City Airport

ACIP Data Sheet

<b>Airport Name</b>		Carson City Airport - Carson City, Nevada	<b>Fiscal Year</b>	2027	
<b>Shown On ALP</b>	<b>Project Type*</b>	<b>Project Description</b>	<b>Federal Share</b>	<b>Local Share</b>	<b>Total</b>
Yes	D	Pavement Rehab - Runway 9/27 (75' x 6,101') [Design & Const]	\$450,000	\$30,000	\$480,000
* D - Development; P - Planning; E - Environmental					
<b>PROVIDE THE FOLLOWING DETAILED INFORMATION FOR PROJECTS ANTICIPATED WITHIN 1-2 YEARS</b>					
Detail Project Description (Square/Lineal Footage or Length/Width)					
Project Schedule (Anticipated date for bids or negotiated prices, consultant selection for planning or environmental projects, length of construction or design, planning or environmental process)					
NEPA Environmental Status (With grant application include copy of ROD, FONSI or CATEX letter of approval)					
Land Title Status & Date of Exhibit "A" Status			Date		
Open AIP Funded Projects (include grant number and grant description) Expected Close-out Date					
<b>Certification: To the best of my knowledge and belief, all information shown in the ACIP Data Sheet is true and correct and had been duly authorized by the Sponsor.</b>					
Michael Golden, Carson City Airport Authority Chairman			Corey Jenkins, Airport Manager		
Name and Title of Authorized Representative (Print or Type)			Contact Name and Title (Print or Type)		
Signature		Date	(775) 841-2255 Contact Phone (Print or Type)		



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## Carson City Airport

ACIP Data Sheet

<b>Airport Name</b>		Carson City Airport - Carson City, Nevada	<b>Fiscal Year</b>	2028	
<b>Shown On ALP</b>	<b>Project Type*</b>	<b>Project Description</b>	<b>Federal Share</b>	<b>Local Share</b>	<b>Total</b>
Yes	D	Construct Taxiway C & Southwest Storm Drain (3,800 LF) [Design & Const]	\$234,375	\$15,625	\$250,000
* D - Development; P - Planning; E - Environmental					
<b>PROVIDE THE FOLLOWING DETAILED INFORMATION FOR PROJECTS ANTICIPATED WITHIN 1-2 YEARS</b>					
Detail Project Description (Square/Lineal Footage or Length/Width)					
Project Schedule (Anticipated date for bids or negotiated prices, consultant selection for planning or environmental projects, length of construction or design, planning or environmental process)					
NEPA Environmental Status (With grant application include copy of ROD, FONSI or CATEX letter of approval)					
Land Title Status & Date of Exhibit "A" Status			Date		
Open AIP Funded Projects (include grant number and grant description) Expected Close-out Date					
<b>Certification: To the best of my knowledge and belief, all information shown in the ACIP Data Sheet is true and correct and had been duly authorized by the Sponsor.</b>					
Michael Golden, Carson City Airport Authority Chairman			Corey Jenkins, Airport Manager		
Name and Title of Authorized Representative (Print or Type)			Contact Name and Title (Print or Type)		
			(775) 841-2255		
Signature		Date	Contact Phone (Print or Type)		





April 19, 2023

FlyCarsonCity.com

**Carson City Airport Manager's Report Prepared by Corey Jenkins**

Fuel Flowage

	Self-Serve				Full-Service				Total Combined		% Change
Month	100LL	Jet A	Total Gallons	FFF	100LL	Jet A	Total Gallons	FFF	Gallons	Fuel Flowage Fee	Annual % Change
January-23	3287	471	3757	\$ 187.87	1267	5486	6753	\$ 337.66	10511	\$ 525.53	-56%
February-23	5968	874	6842	\$ 342.11	1220	11479	12699	\$ 634.94	19541	\$ 977.05	-15%
March-23	3725	1856	5581	\$ 279.06	1482	8538	10020	\$ 501.02	15602	\$ 780.08	-37%
April-23	0	0	0	\$ -	0	0	0	\$ -	0	\$ -	-100%
May-23	0	0	0	\$ -	0	0	0	\$ -	0	\$ -	-100%
June-23	0	0	0	\$ -	0	0	0	\$ -	0	\$ -	-100%
July-23	0	0	0	\$ -	0	0	0	\$ -	0	\$ -	-100%
August-23	0	0	0	\$ -	0	0	0	\$ -	0	\$ -	-100%
September-23	0	0	0	\$ -	0	0	0	\$ -	0	\$ -	-100%
October-23	0	0	0	\$ -	0	0	0	\$ -	0	\$ -	-100%
November-23	0	0	0	\$ -	0	0	0	\$ -	0	\$ -	-100%
December-23	0	0	0	\$ -	0	0	0	\$ -	0	\$ -	-100%

Managers' Report

- Open House Planning Committee
  - More progress with sponsors and vendors
- Some website updates
- The sign is complete
- Aircraft Operations
  - The total aircraft operations for February were 1,733 according to ADS-B data.
  - Detailed charts of the operations are attached below.

# Carson City Airport Authority-2

## Balance Sheet Comparison

As of March 31, 2023

	TOTAL	
	AS OF MAR 31, 2023	AS OF MAR 31, 2022 (PY)
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
1075 LGIP-Deferred	396,263.82	388,685.98
1077 LGIP- General Fund	1,229,434.91	912,609.41
3099 Gen. Fund #1162	468,389.08	316,388.91
3101 Deferred Lease #8249	0.00	0.00
3102 Gate Card #5242	0.00	0.00
3199 Petty Cash	100.00	
6.30.20 Audit Adjustment	0.00	0.00
<b>Total Bank Accounts</b>	<b>\$2,094,187.81</b>	<b>\$1,617,684.30</b>
Accounts Receivable		
2000 Accounts Receivable - Operating	150,343.51	323,816.04
<b>Total Accounts Receivable</b>	<b>\$150,343.51</b>	<b>\$323,816.04</b>
Other Current Assets		
1499 Undeposited Funds	0.00	20,304.33
2010 Due From Other Government	661,235.87	38,683.87
2010.1 Audit Adjustment to AR	-279,021.00	0.00
2011 Accrued Interest Receivable	1,090.37	142.37
2020 Grants Receivable-CY	0.00	0.00
2021 Grants Receivable AIP33	0.00	0.00
Grumman HU-16C Lien	0.00	
<b>Total Other Current Assets</b>	<b>\$383,305.24</b>	<b>\$59,130.57</b>
<b>Total Current Assets</b>	<b>\$2,627,836.56</b>	<b>\$2,000,630.91</b>
Fixed Assets		
2120 land	146,542.03	293,084.03
2125 Machinery & Equipment	703,678.73	1,113,170.47
2126 Fencing	911,661.46	911,661.46
2130 Vehicle	149,733.35	124,175.35
2198 Accumulated Depreciation	-357,012.36	-929,803.36
2201 Tractor	70,924.00	144,623.00
<b>Total Fixed Assets</b>	<b>\$1,625,527.21</b>	<b>\$1,656,910.95</b>
Other Assets		
2300 Provided for LT Obligations	139,013.33	145,253.33
2305 NPV of Airport Leases	5,369,789.00	
2810 Pension Requirement	207,162.04	318,980.04
<b>Total Other Assets</b>	<b>\$5,715,964.37</b>	<b>\$464,233.37</b>
<b>TOTAL ASSETS</b>	<b>\$9,969,328.14</b>	<b>\$4,121,775.23</b>

# Carson City Airport Authority-2

## Balance Sheet Comparison

As of March 31, 2023

	TOTAL	
	AS OF MAR 31, 2023	AS OF MAR 31, 2022 (PY)
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
3000 Accounts Payable	146,470.11	247,737.63
<b>Total Accounts Payable</b>	<b>\$146,470.11</b>	<b>\$247,737.63</b>
Credit Cards		
6321 Home Depot	510.89	0.00
6326 Visa Credit Card #7203 (Formerly #5280)	0.00	1,639.60
6327 Visa CNB Corey 8721	0.00	244.37
6328 NSB Credit Card Rick 9053	2,056.04	
6329 NSB CC Corey 9061	433.59	
<b>Total Credit Cards</b>	<b>\$3,000.52</b>	<b>\$1,883.97</b>
Other Current Liabilities		
2101 Payroll Liability	-2,431.84	-1,678.98
2102 Accrued Compensated Absences	5,227.28	1,135.28
2115 Accrued Expenses	25,358.00	
3030 Audit Adj to AP	8,879.00	
3090 Pension Requirement-Liab	257,691.00	163,765.00
3110 Deferred Inflows- Leases	5,184,646.00	
3271 Current Portion of LTD	12,734.00	12,245.92
<b>Total Other Current Liabilities</b>	<b>\$5,492,103.44</b>	<b>\$175,467.22</b>
<b>Total Current Liabilities</b>	<b>\$5,641,574.07</b>	<b>\$425,088.82</b>
Long-Term Liabilities		
3085 Net Pension Liability	142,339.00	576,099.00
3100 Leases Advances	18,770.00	
3200 Mayes-Lease Transacions	175,302.83	183,430.83
3250 Gonzalez Deferred Lease	235,275.17	242,533.01
3260 Goni Deferred Lease	-10,657.12	4,307.56
6325 Tractor US Bank	-527.98	50,429.14
<b>Total Long-Term Liabilities</b>	<b>\$560,501.90</b>	<b>\$1,056,799.54</b>
<b>Total Liabilities</b>	<b>\$6,202,075.97</b>	<b>\$1,481,888.36</b>
Equity		
4200 Fund Balance	2,553,540.52	1,212,772.52
4999 Retained Earnings	801,128.14	1,272,518.20
4999.1 GWFS to Fund FS adjustments	-38,223.00	86,220.00
Net Income	450,806.51	68,376.15
<b>Total Equity</b>	<b>\$3,767,252.17</b>	<b>\$2,639,886.87</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$9,969,328.14</b>	<b>\$4,121,775.23</b>

# Carson City Airport Authority-2

## Budget vs. Actuals: CCAA Final Budget 22/23 - FY23 P&L

July 2022 - June 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
5010 Real/Personal Property Tax				
5010.1 Aircraft	95,425.02	165,000.00	-69,574.98	57.83 %
5010.2 Building	78,075.00	135,000.00	-56,925.00	57.83 %
<b>Total 5010 Real/Personal Property Tax</b>	<b>173,500.02</b>	<b>300,000.00</b>	<b>-126,499.98</b>	<b>57.83 %</b>
<b>5050 AIRPORT LEASES</b>				
5050H Hanger Lease	16,742.54	45,000.00	-28,257.46	37.21 %
5051 Land Leases	186,406.47	215,000.00	-28,593.53	86.70 %
5052 Tower Leases	57,522.19	67,000.00	-9,477.81	85.85 %
5053 Lease-Mayes	5,200.00	6,240.00	-1,040.00	83.33 %
<b>Total 5050 AIRPORT LEASES</b>	<b>265,871.20</b>	<b>333,240.00</b>	<b>-67,368.80</b>	<b>79.78 %</b>
5150 Tie Down Fees	8,262.61	9,000.00	-737.39	91.81 %
5151 Gate Card Fees	475.22	500.00	-24.78	95.04 %
5155 Parking Fees	25.00	750.00	-725.00	3.33 %
5200 Committed-Fuel Flowage Fees	12,485.13	18,000.00	-5,514.87	69.36 %
5201 Committed-Jet Fuel Tax	734.75	4,000.00	-3,265.25	18.37 %
5250 Through the Fence Fees		7,200.00	-7,200.00	
5300 Class II FBO Fees	5,600.00	12,000.00	-6,400.00	46.67 %
5402 Open House Income		10,000.00	-10,000.00	
5404 Rock Materials Sales	71,788.67	25,000.00	46,788.67	287.15 %
5500 Interest Income	22,908.04	3,500.00	19,408.04	654.52 %
5915 Sales	1,290.00		1,290.00	
5998 Terminal Rental	400.00		400.00	
<b>Total Income</b>	<b>\$563,340.64</b>	<b>\$723,190.00</b>	<b>\$ -159,849.36</b>	<b>77.90 %</b>
<b>GROSS PROFIT</b>	<b>\$563,340.64</b>	<b>\$723,190.00</b>	<b>\$ -159,849.36</b>	<b>77.90 %</b>
<b>Expenses</b>				
6019 Charitable Contribution	500.00		500.00	
6165 Job Supplies	129.73		129.73	
6169 Taxes & Licenses	3.00		3.00	
6300 Operating Expenses				
6000 Airport Engineering		5,000.00	-5,000.00	
6130 Dues	325.00	1,450.00	-1,125.00	22.41 %
6135 Memberships	325.00	1,000.00	-675.00	32.50 %
6136 Registration	250.00	500.00	-250.00	50.00 %
6137 Conferences		2,000.00	-2,000.00	
6170 SWAAAE BOD Travel		750.00	-750.00	
6190 Office Expense-PC Software	349.42	2,500.00	-2,150.58	13.98 %
6200 Office Expenses -PC Hardware	701.58	1,500.00	-798.42	46.77 %
6211 Meals and Entertainment	764.82	500.00	264.82	152.96 %
6218 Marketing and Website	955.00	4,000.00	-3,045.00	23.88 %
6218A Legal Notices		2,500.00	-2,500.00	

# Carson City Airport Authority-2

## Budget vs. Actuals: CCAA Final Budget 22/23 - FY23 P&L

July 2022 - June 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6280 Open House Expense		10,000.00	-10,000.00	
6369 Travel		500.00	-500.00	
<b>Total 6300 Operating Expenses</b>	<b>3,670.82</b>	<b>32,200.00</b>	<b>-28,529.18</b>	<b>11.40 %</b>
6301 Utilities				
6238 Stormwater Discharge Permit		300.00	-300.00	
6302 Phone & Internet	2,768.99	4,000.00	-1,231.01	69.22 %
6303 Electric	8,866.93	8,500.00	366.93	104.32 %
6304 Gas	907.81	700.00	207.81	129.69 %
6305 Water	1,677.80	2,000.00	-322.20	83.89 %
6306 Carson City Landfill	798.56	1,500.00	-701.44	53.24 %
<b>Total 6301 Utilities</b>	<b>15,020.09</b>	<b>17,000.00</b>	<b>-1,979.91</b>	<b>88.35 %</b>
6308 Office Expenses and Supplies	681.68	1,200.00	-518.32	56.81 %
6309 Legal	50,125.66	60,000.00	-9,874.34	83.54 %
6310 Security	3,169.79	4,000.00	-830.21	79.24 %
6311 CCAA printing	226.75	600.00	-373.25	37.79 %
6312 Data Storage	343.06	400.00	-56.94	85.77 %
6313 Insurance	3,095.00	13,000.00	-9,905.00	23.81 %
6314 Auditing	805.00	25,000.00	-24,195.00	3.22 %
6314A Accounting/Bullis	15,506.00	15,000.00	506.00	103.37 %
6314B Accounting/Tmcdbooks	4,085.00		4,085.00	
6315 Contract Services/Appraisals	7,715.00	5,000.00	2,715.00	154.30 %
6316 Bank Charges/Square Chgs	233.66	150.00	83.66	155.77 %
6317 Airport Equipment Maintenance	15,878.16	12,000.00	3,878.16	132.32 %
6317.5 AWOS III Service Charges	6,161.81	6,000.00	161.81	102.70 %
6318 Facility Maintenance	5,930.19	11,000.00	-5,069.81	53.91 %
6318.5 2025 Arrowhead Dr	1,586.68		1,586.68	
<b>Total 6318 Facility Maintenance</b>	<b>7,516.87</b>	<b>11,000.00</b>	<b>-3,483.13</b>	<b>68.34 %</b>
6319 Airfield Maintenance	5,248.82	30,000.00	-24,751.18	17.50 %
6319.5 Gate Maintenance	22.01	500.00	-477.99	4.40 %
6350 Labor Expense				
6351 Salaries	104,863.25	139,500.00	-34,636.75	75.17 %
6351.5 Overtime Budget (Airfield)	2,251.81	6,000.00	-3,748.19	37.53 %
6352 Healthcare	29,621.20	36,000.00	-6,378.80	82.28 %
6353 PERS Retirement Contribution	17,175.86	42,000.00	-24,824.14	40.89 %
6354 Nevada Payroll	896.75	1,600.00	-703.25	56.05 %
6355 Workers Compensation	3,364.31	6,800.00	-3,435.69	49.48 %
6356 State Unemployment Contri		1,400.00	-1,400.00	
6476 Uniforms	884.96	600.00	284.96	147.49 %
<b>Total 6350 Labor Expense</b>	<b>159,058.14</b>	<b>233,900.00</b>	<b>-74,841.86</b>	<b>68.00 %</b>
6444 Advertising & Marketing	816.75		816.75	
<b>Total Expenses</b>	<b>\$300,012.80</b>	<b>\$466,950.00</b>	<b>\$ -166,937.20</b>	<b>64.25 %</b>

# Carson City Airport Authority-2

## Budget vs. Actuals: CCAA Final Budget 22/23 - FY23 P&L

July 2022 - June 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>NET OPERATING INCOME</b>	<b>\$263,327.84</b>	<b>\$256,240.00</b>	<b>\$7,087.84</b>	<b>102.77 %</b>
Other Income				
5005 KCXP Avoidance of Lease Termination N/R Deposit	25,000.00		25,000.00	
FAA AIP Activity Revenue				
5000 FAA Grant Revenue		1,096,625.00	-1,096,625.00	
6043 AIP #XX BIL Terminal Bldg and Extend 9/27	-8,107.50	1,828,125.00	-1,836,232.50	-0.44 %
<b>Total FAA AIP Activity Revenue</b>	<b>-8,107.50</b>	<b>2,924,750.00</b>	<b>-2,932,857.50</b>	<b>-0.28 %</b>
FAA AIP Grant Revenue				
6035 AIP #36 Construct SRE Building		-200,000.00	200,000.00	
6036 AIP #37 Acquire Snow Removal Equipment	0.00	-206,000.00	206,000.00	0.00 %
6037 AIP #38 Install Approach Lighting Phase I	0.00		0.00	
6040.1 AIP 41 - Relocate AWOS Revenue	295,824.00		295,824.00	
6040.2 AIP 41 - Relocate AWOS Expenses	-23,191.30		-23,191.30	
6041 AIP #42 Approach Lighting System Phase 2 PAPI and MALSF		-450,000.00	450,000.00	
6041.1 AIP #42 Approach Lighting System Phase 2 PAPI and MALSF Rev	276,180.47		276,180.47	
6041.2 AIP #42 Approach Lighting System Phase 2 PAPI and MALSF Expense	-291,592.50		-291,592.50	
<b>Total 6041 AIP #42 Approach Lighting System Phase 2 PAPI and MALSF</b>	<b>-15,412.03</b>	<b>-450,000.00</b>	<b>434,587.97</b>	<b>3.42 %</b>
6042 AIP #XX Approach Lighting System Phase 3 PAPI and MALSF		-300,000.00	300,000.00	
6062 AIP #33 Perimeter Fence & Rehab Runway 9-27		-450,000.00	450,000.00	
6416 New Terminal Door Improvements with Access Control Construct GA Terminal Building	-4,953.82	-7,000.00	2,046.18	70.77 %
		-	1,500,000.00	
		1,500,000.00		
<b>Total FAA AIP Grant Revenue</b>	<b>252,266.85</b>	<b>-</b>	<b>3,365,266.85</b>	<b>-8.10 %</b>
		<b>3,113,000.00</b>		
<b>Total Other Income</b>	<b>\$269,159.35</b>	<b>\$ -</b>	<b>\$457,409.35</b>	<b>-142.98 %</b>
		<b>188,250.00</b>		
Other Expenses				
6062.2 AIP #33 Perimeter Fence Design Expense	-54,850.00		-54,850.00	
6415 Carson City Airport Sign	16,350.00		16,350.00	
CCAA Funded Capital Projects				
6410 Bobcat w/Attachments	82,121.70		82,121.70	
6412 Terminal Entrance Hardscape		32,700.00	-32,700.00	
6413 Taxiway Sign Panels	14,188.30	15,000.00	-811.70	94.59 %
6417 Aggregate To Improve Safety Areas (500 ft Test Area)	4,936.80	7,000.00	-2,063.20	70.53 %
<b>Total CCAA Funded Capital Projects</b>	<b>101,246.80</b>	<b>54,700.00</b>	<b>46,546.80</b>	<b>185.09 %</b>
<b>Total Other Expenses</b>	<b>\$62,746.80</b>	<b>\$54,700.00</b>	<b>\$8,046.80</b>	<b>114.71 %</b>
<b>NET OTHER INCOME</b>	<b>\$206,412.55</b>	<b>\$ -</b>	<b>\$449,362.55</b>	<b>-84.96 %</b>
		<b>242,950.00</b>		
<b>NET INCOME</b>	<b>\$469,740.39</b>	<b>\$13,290.00</b>	<b>\$456,450.39</b>	<b>3,534.54 %</b>



# Carson City Airport Authority-2

## Profit and Loss Comparison

July 2022 - March 2023

	TOTAL	
	JUL 2022 - MAR 2023	JUL 2021 - MAR 2022 (PY)
<b>Income</b>		
5010 Real/Personal Property Tax		262,427.02
5010.1 Aircraft	95,425.02	
5010.2 Building	78,075.00	
<b>Total 5010 Real/Personal Property Tax</b>	<b>173,500.02</b>	<b>262,427.02</b>
<b>5050 AIRPORT LEASES</b>		
5050H Hanger Lease	15,558.40	34,093.02
5051 Land Leases	166,858.06	145,442.68
5052 Tower Leases	51,750.55	52,627.48
5053 Lease-Mayes	4,680.00	4,680.00
<b>Total 5050 AIRPORT LEASES</b>	<b>238,847.01</b>	<b>236,843.18</b>
5150 Tie Down Fees	7,549.61	5,007.35
5151 Gate Card Fees	475.22	630.19
5155 Parking Fees	25.00	679.67
5200 Committed-Fuel Flowage Fees	12,485.13	8,496.57
5201 Committed-Jet Fuel Tax	734.75	2,710.34
5250 Through the Fence Fees		6,849.90
5300 Class II FBO Fees	4,850.00	6,913.30
5400 Misc Income		200.00
5404 Rock Materials Sales	71,788.67	18,379.77
5500 Interest Income	22,908.04	1,052.63
5915 Sales	1,290.00	
5998 Terminal Rental	400.00	
<b>Total Income</b>	<b>\$534,853.45</b>	<b>\$550,189.92</b>
<b>GROSS PROFIT</b>	<b>\$534,853.45</b>	<b>\$550,189.92</b>
<b>Expenses</b>		
6165 Job Supplies	129.73	57.97
6169 Taxes & Licenses	3.00	250.00
6268 Repairs & Maintenance		320.63
6300 Operating Expenses		
6000 Airport Engineering		13,216.50
6130 Dues	325.00	1,450.00
6135 Memberships	325.00	875.00
6136 Registration	250.00	-2.11
6137 Conferences		605.00
6190 Office Expencc-PC Software	349.42	2,799.55
6200 Office Expenses -PC Hardware	701.58	50.00
6211 Meals and Entertainment	764.82	81.92
6218 Marketing and Website	955.00	614.00

# Carson City Airport Authority-2

## Profit and Loss Comparison

July 2022 - March 2023

	TOTAL	
	JUL 2022 - MAR 2023	JUL 2021 - MAR 2022 (PY)
6369 Travel		5,300.94
<b>Total 6300 Operating Expenses</b>	<b>3,670.82</b>	<b>24,990.80</b>
6301 Utilities		478.45
6302 Phone & Internet	2,659.05	2,839.55
6303 Electric	8,866.93	6,975.91
6304 Gas	907.81	634.72
6305 Water	1,485.00	1,671.56
6306 Carson City Landfill	798.56	60.25
<b>Total 6301 Utilities</b>	<b>14,717.35</b>	<b>12,660.44</b>
6308 Office Expenses and Supplies	681.68	645.78
6309 Legal	50,125.66	60,940.35
6310 Security	3,169.79	3,502.92
6311 CCAA printing	211.75	48.89
6312 Data Storage	343.06	298.20
6313 Insurance	3,095.00	9,353.29
6314 Auditing	805.00	24,000.00
6314A Accounting/Bullis	15,506.00	14,375.00
6314B Accounting/Tmcdbooks	4,085.00	
6315 Contract Services/Appraisals	7,715.00	5,500.00
6316 Bank Charges/Square Chgs	233.66	81.63
6317 Airport Equipment Maintenance	15,878.16	11,367.99
6317.5 AWOS III Service Charges	6,161.81	5,550.00
6318 Facility Maintenance	5,930.19	4,168.96
6318.5 2025 Arrowhead Dr	1,586.68	
<b>Total 6318 Facility Maintenance</b>	<b>7,516.87</b>	<b>4,168.96</b>
6319 Airfield Maintenance	5,248.82	26,583.71
6319.5 Gate Maintenance	22.01	187.00
6350 Labor Expense		
6351 Salaries	99,154.95	90,598.39
6351.5 Overtime Budget (Airfield)	2,251.81	
6352 Healthcare	26,659.08	16,047.64
6353 PERS Retirement Contribution	17,175.86	30,737.16
6354 Nevada Payroll	850.25	2,646.84
6355 Workers Compensation	3,364.31	
6356 State Unemployment Contri		49.68
6357 Federal Quarterly Tax		509.25
6358 Medicare Expense		160.08
6476 Uniforms	866.31	1,723.70
<b>Total 6350 Labor Expense</b>	<b>150,322.57</b>	<b>142,472.74</b>

# Carson City Airport Authority-2

## Profit and Loss Comparison

July 2022 - March 2023

	TOTAL	
	JUL 2022 - MAR 2023	JUL 2021 - MAR 2022 (PY)
6444 Advertising & Marketing	816.75	2,131.15
<b>Total Expenses</b>	<b>\$290,459.49</b>	<b>\$349,487.45</b>
NET OPERATING INCOME	<b>\$244,393.96</b>	<b>\$200,702.47</b>
Other Income		
5005 KCXP Avoidance of Lease Termination N/R Deposit	25,000.00	
FAA AIP Activity Revenue		
6043 AIP #XX BIL Terminal Bldg and Extend 9/27	-8,107.50	
<b>Total FAA AIP Activity Revenue</b>	<b>-8,107.50</b>	
FAA AIP Grant Revenue		
6034 AIP #36 Relocate AWOS		-34,329.65
6036 AIP #37 Acquire Snow Removal Equipment	0.00	0.00
6037 AIP #38 Install Approach Lighting Phase I	0.00	-28,830.94
6038 AIP #39 Airport Coronavirus Response Grant		23,000.00
6040.1 AIP 41 - Relocate AWOS Revenue	295,824.00	
6040.2 AIP 41 - Relocate AWOS Expenses	-23,191.30	
6041 AIP #42 Approach Lighting System Phase 2 PAPI and MALSF		
6041.1 AIP #42 Approach Lighting System Phase 2 PAPI and MALSF Rev	276,180.47	
6041.2 AIP #42 Approach Lighting System Phase 2 PAPI and MALSF Expense	-291,592.50	-736.00
<b>Total 6041 AIP #42 Approach Lighting System Phase 2 PAPI and MALSF</b>	<b>-15,412.03</b>	<b>-736.00</b>
6062 AIP #33 Perimeter Fence & Rehab Runway 9-27		-106,700.50
6416 New Terminal Door Improvements with Access Control	-4,953.82	
<b>Total FAA AIP Grant Revenue</b>	<b>252,266.85</b>	<b>-147,597.09</b>
<b>Total Other Income</b>	<b>\$269,159.35</b>	<b>\$ -147,597.09</b>
Other Expenses		
6005 Eng- Enviromental		2,912.00
6039 AIP #40 Airport Rescue Grant		-18,724.89
6061 AIP #32 Rehab taxiways		7,181.00
6062.1 AIP #33 Perimeter Fense Design Revenue		120,979.67
6062.2 AIP #33 Perimeter Fence Design Expense	-54,850.00	-127,618.55
6415 Carson City Airport Sign	16,350.00	
CCAA Funded Capital Projects		
6410 Bobcat w/Attachments	82,121.70	
6413 Taxiway Sign Panels	14,188.30	
6417 Aggregate To Improve Safety Areas (500 ft Test Area)	4,936.80	
<b>Total CCAA Funded Capital Projects</b>	<b>101,246.80</b>	
<b>Total Other Expenses</b>	<b>\$62,746.80</b>	<b>\$ -15,270.77</b>
NET OTHER INCOME	<b>\$206,412.55</b>	<b>\$ -132,326.32</b>
NET INCOME	<b>\$450,806.51</b>	<b>\$68,376.15</b>