

**CARSON CITY AIRPORT AUTHORITY
MEETING AGENDA**

Wednesday, May 17, 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. 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
- H. PUBLIC HEARINGS
 - 1. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW AND DISCUSS CHANGE, IF ANY, TO THE TENTATIVE FY 2023-2024 FINAL BUDGET AND ADOPTION OF THE RESULTING FINAL BUDGET (C. Jenkins, J. Rogers)

Staff Summary: This is the public hearing of FY 23-24 CCAA final budget. A tentative budget was filed with the Nevada Department of Taxation and was approved at the March 15, 2023 Carson City Airport Authority board meeting.

2. FOR DISCUSSION AND POSSIBLE ACTION: FOR POSSIBLE ACTION: DISCUSSION AND APPROVAL OF REQUEST FOR QUALIFICATIONS (RFQ) FOR AVIATION PLANNING SERVICES FOR 2024 TO 2029 AND CORRESPONDING RFQ FOR ARCHITECTURAL/ENGINEERING SERVICES 2024 TO 2029; FOR (C. Jenkins; S. Tackes)

Staff Summary: The current 5-year contract for engineering and planning services expires in November 2023. This item will consider issuance of an RFQ for interested entities to present their qualifications and interest so that the Airport Authority can make a selection at a future meeting and then proceed with price negotiation pursuant to the requirements of FAA Advisory Circular 150/5100 14E.

- 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, May 12, 2023

The Carson City Airport (CCA) Website: www.flycarsoncity.com	
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 https://notice.nv.gov
<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 www.flycarsoncity.com as available, and can be obtained upon request from the Airport Manager, 2600 E. College Parkway #6, Carson City, NV</i>	

NOTE: The Airport Authority is pleased to make reasonable accommodations for the public who are disabled and wish to attend this meeting. If special arrangements for the meeting are necessary, please notify the Airport Authority at (775) 841-2255 or 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, April 19, 2023 ● 5:30 PM
Community Center Robert “Bob” Crowell Board Room
851 East William Street, Carson City, Nevada

Authority Members

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

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.

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

(5:31:27) – Chairperson Golden called the meeting to order at 5:32 p.m. Roll was called, and a quorum was present.

Attendee Name	Status	Arrived
Chairperson Michael Golden	Present	
Vice Chair Tim Puliz	Absent	
Treasurer Jon Rogers	Present	
Member Curtis Horton	Present	
Member Paul Hamilton	Present	
Member Karl Hutter	Present	
Member Harlow Norvell	Present	

B. PLEDGE OF ALLEGIANCE

(5:31:51) – Led by Member Hutter.

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

(5:32:19) – Chairperson Golden introduced the item and entertained questions, comments, and a motion to approve the March 15, 2023 minutes as presented.

(5:33:17) – Member Hutter so moved. Treasurer Rogers abstained from voting, as he was not present during the March 15, 2023 meeting.

RESULT:	APPROVED (5-0-1)
MOVER:	Hutter
SECONDER:	Horton
AYES:	Golden, Horton, Hamilton, Hutter, Norvell
NAYS:	None
ABSTENTIONS	Rogers
ABSENT:	Puliz

D. MODIFICATION OF THE AGENDA.

(5:33:49) – Chairperson Golden noted that there were no modifications to the agenda.

E. PUBLIC COMMENT.

(5:33:57) – Chairperson Golden entertained public comments; however, none were forthcoming.

F. AIRPORT ENGINEER’S REPORT

(5:34:28) – Chairperson Golden introduced the item. Mr. Jenkins stated that, because a WebEx link had not been created, Armstrong Consultants Airport Project Manager Nadine Burgard was unable to attend the meeting to reference the Airport Engineer’s Report. Mr. Jenkins entertained questions regarding the report; however, none were forthcoming.

G. CONSENT AGENDA

(5:34:52) – Chairperson Golden introduced the item, entertained requests to pull items from the Consent Agenda, and entertained a motion.

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

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

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.

H. PUBLIC HEARINGS

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

(5:35:36) – Chairperson Golden introduced the item. Mr. Jenkins referenced the Federal Aviation Administration (FAA) 2022-2023 Airport Capital Improvement Plan (ACIP), and he and Chairperson Golden responded to clarifying questions.

(5:44:55) – Based on Member Norvell’s feedback, Chairperson Golden believed that the runway width indicated in the ACIP was an error, and the width of the runway should be 75 feet. Discussion ensued, during which Member Norvell inquired about expanding the width of the runway by five feet on each side for a total width of 85 feet and clarified that “folks who insure larger airplanes are looking at the dynamics of the Airport where the airplane’s going to be based, and if there is a concern or a conflict with the Airplane Flight Manual, then there could be an insurance question for super midsize or larger airplanes that want to be based at the Airport.” Mr. Jenkins indicated that it was unlikely that the runway could be widened by five feet on each side because of the Airport’s category of aircraft, category B, and Chairperson Golden noted that multiple structures located on the Airport would need to be relocated. Mr. Jenkins believed that there may be an opportunity during the design phase to “pursue all options.” He stated that if an additional five feet of pavement was needed to be added to the runway’s width without changing the Airport’s category of aircraft, the project could potentially be done. Chairperson Golden also pointed out that, based on his experience with the paved shoulders at another airport, the paved shoulders are not load bearing and are porous asphalt. Member Norvell stated that if the Authority would be attempting to extend the runway’s length within the next few years, the Authority should explore all options to widen the runway by five feet on either side.

(6:12:02) – MOTION: Chairperson Golden moved to approve the ACIP for the Carson City Airport that has been submitted for the fiscal years 2023 through 2028 with verification of dimensions of the runway extension and give the Airport Manager the latitude to revise those numbers as needed for correction purposes.

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

I. AIRPORT MANAGER’S REPORT

(6:13:01) – Chairperson Golden introduced the item. Mr. Jenkins presented his report, which is incorporated into the record, and responded to clarifying questions.

(6:15:47) – Chairperson Golden suggested that Mr. Jenkins consider including a comparison to the prior year for the same period each month when completing the ADS-B data.

J. LEGAL COUNSEL’S REPORT

(6:17:29) – Mr. Tackes did not have any additional items to report.

K. TREASURER’S REPORT

(6:17:34) – Chairperson Golden introduced the item, and Treasurer Rogers referenced 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

(6:18:20) – Chairperson Golden introduced the item. Member Norvell informed the Authority that, approximately two and a half weeks ago, while he was driving around the perimeter road approaching the large drainage ditch, he witnessed an individual with a backpack crawl on his stomach under the gate accessing the Carson City Fire Department training area on the immediate east side of the ditch, and the individual ran across Taxiway Alpha, the runway, and the “center triangle” to a drainage ditch aligned with riprap to the immediate west of Mustang Manufacturing. The individual climbed up the drainage ditch and “kept on going.” Member Norvell stated that he reported the incident to Mr. Jenkins and Airport Maintenance and Operations Technician Rick Lee.

(6:20:05) – Chairperson Golden reported that the local chapter of the Experimental Aircraft Association (EAA) flew 124 local area youth on Saturday, April 15, 2023, which was believed to be a record for a Young Eagles Day on the Airport. Additionally, there were 16 aircraft and pilots as well as several ground volunteers. Chairperson Golden indicated that the event was “an absolute success” and added that the weather “could not have been better” during the event. He wished to “tip [his] hat” to Young Eagles Coordinator Larry Crapo and noted that Mr. Crapo had three routes that were “very well thought out of what aircraft you’re in [and] how fast you’re going.” Chairperson Golden stated that he and Vice Chairperson Puliz had flown children during the event. Chairperson Golden added that the Airport would sponsor the event again in July 2023. Mr. Jenkins confirmed that the event “went really well” and complimented the EAA. He stated that the EAA organized the event to allow there to be different groups as well as exhibited static aircraft displays to spread out the eventgoers. He noted that the EAA had managed the event well and ensured that there were no safety risks. Chairperson Golden had personally agreed to sponsor the next event to ensure that the pilots were given “a good deal” on fuel. Treasurer Rogers noted that he had noticed how “well-advertised” the event was compared to previous years.

Chairperson Golden also informed the Authority that he had spoken with former Carson City Supervisor Stan Jones, who also participated as a CCAA Member, and Chairperson Golden stated that Mr. Jones “sends his best to everybody.” He added that Jones had mentioned that Senator Jacky Rosen had staff that traveled once a week to Carson City from Las Vegas, and Mr. Jones was coordinating a meeting with Chairperson Golden and a member of Senator Rosen’s staff at the Airport in order to gain some exposure to the Authority’s funding request. He noted that the support from Senator Rosen in the past in the form of a letter did not “yield results,” and Mr. Jones encouraged the Authority to continue trying to obtain support for the Airport.

M. PUBLIC COMMENT.

(6:26:51) – Chairperson Golden entertained public comments; however, none were forthcoming.

N. AGENDA ITEMS FOR NEXT REGULAR MEETING

(6:27:00) – Chairperson Golden noted that review and approval of the final Budget for fiscal year (FY) 2023/2024 would be agendaized for the next CCAA meeting. Mr. Jenkins stated that there should a request for proposals for the Members’ approval for engineering services agendaized because the Airport’s engineering contract would be ending in November 2023.

O. ACTION ON ADJOURNMENT.

(6:28:00) – Chairperson Golden adjourned the meeting at 6:28 p.m.

The Minutes of the April 19, 2023 Carson City Airport Authority meeting are so approved on this 17th day of May 2023.

Airport Improvement Update

CARSON CITY AIRPORT – CARSON CITY, NEVADA

May 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 complete, preparing bid documents
- FY23 project (Phase 3) construction for offset PAPI (& MALSF)
 - FAA grant announced
 - Plan to bid by end of May

Snow Removal Equipment Building:

- Bids received, low bidder tentatively selected
- In talks with FAA on funding options; will use AIP, BIL and State apportionment
- Submitted Special Use Permit for City approval

CARSON CITY AIRPORT

Date Updated: 5/11/2023

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-2023	Rebid	Completed	Completed	SUP submitted for approval	Completed	Completed	Completed	Completed	Completed	Completed	TBD after bidding	TBD	TBD	No Billing Issued Yet	TBD	Tentative low bidder selected	FY2023 BIL funding available, possible State apportionment
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 & MALSF 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 completed, preparing bid documents
Install Approach Lighting (Phase 3 - Offset PAPI & MALSF Construction)	I	3-32-0004-0XX-2023	Bidding	Completed	Completed	N/A	In Progress	In Progress	In Progress	In Progress	Completed	End of May	TBD after bidding	Announced	TBD	TBD	TBD	TBD	Grant announced, bidding by end of May





CCAA BOARD MEMO

Agenda Item: H-1

BOARD MEMO 2023-15

Meeting Date: May 17, 2023

Agenda Title: FOR DISCUSSION AND POSSIBLE ACTION: REVIEW AND DISCUSS CHANGE, IF ANY, TO THE TENTATIVE FY 2023-2024 FINAL BUDGET AND ADOPTION OF THE RESULTING FINAL BUDGET (C. Jenkins, J. Rogers)

Staff Summary: This is the public hearing of FY 23-24 CCAA final budget. A tentative budget was filed with the Nevada Department of Taxation and was approved at the March 15, 2023, Carson City Airport Authority board meeting.

Agenda Action: Formal Action/Motion

Time Requested: 15 Minutes

Proposed Motion

I move to approve the FY 23/24 Final Budget

CCAA'S Strategic Goal

Maintain financial stability.

Previous Action and Executive Summary

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

March 15, 2023 (Item H-2) - Second 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? This is the final Budget for FY 23-24

Alternatives

Do not approve budget

Board Action Taken:

Motion: _____ 1) _____
2) _____

Aye/Nay

(Vote Recorded By)

CCAA 23/24 Final Budget Worksheet - May 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
INCOME						
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, 400K 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	
TOTAL INCOME	642,840.00	961,671.36	713,190.00	860,812.00	920,140.00	
OPERATING EXPENSES						
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	1,000.00	Support Chamber and Rotary
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 · SWAAA E 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	18,950.00	
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	3,500.00	
SUB-TOTAL 6300 OTHER EXPENSES	171,550.00	306,939.58	201,650.00	300,260.00	359,100.00	
LABOR EXPENSE						
6351 - Salaries	154,000.00	128,585.67	139,500.00	145,000.00	215,400.00	Add Maintenance Supervisor, Staff Raises
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	7,400.00	
6356 - State Unemployment Contribution	1,400.00	1,282.68	1,400.00	1,400.00	2,100.00	
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	344,900.00	Add Maintenance Supervisor, Staff Raises
TOTAL OPERATING EXPENSE	436,590.00	537,513.15	464,550.00	569,425.00	742,650.00	
NET OPERATING INCOME	206,250.00	424,158.21	248,640.00	291,387.00	177,490.00	
FAA AIP GRANT FUNDED PROJECTS						
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	1,640,625.00	
6035.2 - Construct SRE Bldg. (40' X 80') Expense	0.00	0.00	200,000.00	0.00	1,750,000.00	
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	
TOTAL FAA AIP GRANT REVENUE	857,000.00	356,083.00	675,000.00	680,161.00	3,264,875.00	
TOTAL FAA AIP GRANT EXPENSE	775,000.00	278,357.00	675,000.00	708,286.00	3,468,000.00	
NET FAA AIP GRANT MATCH REQ'D	-82,000.00	-77,726.00	0.00	28,125.00	203,125.00	

NET INCOME AFTER GRANT MATCH		288,250.00	501,884.21	248,640.00	263,262.00	-25,635.00
CCAA FUNDED CAPITAL PROJECTS						
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	
TOTAL CCAA CAPITAL PROJECTS	70,000.00	986.00	239,700.00	178,963.82	417,200.00	
TOTAL NET INCOME		218,250.00	500,898.21	8,940.00	84,298.18	-442,835.00



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CCAA BOARD MEMO

Agenda Item: H-2

BOARD MEMO 2023-15

Meeting Date: May 17, 2023

Agenda Title: FOR DISCUSSION AND POSSIBLE ACTION: DISCUSSION AND APPROVAL OF REQUEST FOR QUALIFICATIONS (RFQ) FOR AVIATION PLANNING SERVICES FOR 2024 TO 2029 AND CORRESPONDING RFQ FOR ARCHITECTURAL/ENGINEERING SERVICES 2024 TO 2029 (C. Jenkins; S. Tackes)

Staff Summary: The current 5-year contract for engineering and planning services expires in November 2023. This item will consider issuance of an RFQ for interested entities to present their qualifications and interest so that the Airport Authority can make a selection at a future meeting and then proceed with price negotiation pursuant to the requirements of FAA Advisory Circular 150/5100 14E.

Agenda Action: Formal Action/Motion

Time Requested: 15 Minutes

Proposed Motion

I move to approve the RFQ for planning services and the RFQ for architectural/engineering services from 2024 to 2029.

CCAA'S Strategic Goal

Maintain airport infrastructure in top condition.
Support economic activity in the region.

Previous Action and Executive Summary

November 14, 2018 (Item G-6) – CCAA approved the contracts for engineering and planning services. These agreements expire in November 2023.

Financial Information

Is there a fiscal impact?

No Yes

If yes, account name/number & amount:

General Fund/ Federal Share:

Is it currently budgeted?

Alternatives

Approve the RFQ's with changes

Board Action Taken:

Motion: _____ 1) _____
2) _____

Aye/Nay

(Vote Recorded By)



CARSON CITY AIRPORT AUTHORITY

Request for Statement of Interest and Qualifications Airport Architectural/Engineering Services Carson City Airport

The Carson City Airport Authority is formally requesting Statements of Interest and Qualifications for professional services of qualified firms to provide airport architectural/engineering services. The Carson City Airport Authority wishes to retain these services for a five (5) year period to assist the Airport Authority with the development and improvement of the Carson City Airport. The types of services may include, but not be limited to: general consulting services; preparation and administration of the necessary applications and documents for Federal Aviation Administration (FAA) airport improvement program (AIP) grant funding; interface with the FAA and maintain a positive relationship; provide planning services as required by the Airport Authority; provide engineering design and other services as required by the Airport Authority; provide construction management, inspection, and testing services during construction projects; attend and provide engineering input upon request at Airport Authority meetings and other meetings as required by the Airport Authority; review and approve airport tenant improvement permit applications. The professional services may be required for, but not be limited to the following specific projects listed in the fiscal year 2023-2028 Airport Capital Improvement Program (ACIP), with additional detail in the current ACIP which can be obtained from the Airport Manager:

2023

- Construct Snow Removal Equipment Building (Bid and Construction)
- Install Approach Lighting (Phase 3) [Construct PAPI and MALSF]

2024

- RSA Drainage and Improvements (Design)
- Replace Taxiway Lighting [Design and Construction]
- Extend Runway 9/27 (Focused Planning Study and 25% Design)
- Extend Runway 9/27 (EA)

2025

- Pavement Rehab - Main Apron (Design and Construction)
- Pavement Rehab - North Apron (Design and Construction)
- Pavement Rehab - TW A and TW D
- Reconstruct Taxiway B (Design and Construction)
- Extend Runway 9/27 (Final Design)

2026

- Extend Runway 9/27 (Bid and Construction)

2027

- Pavement Rehab – Runway 9/27 (Design and Construction)
- 2028
- Construct Taxiway C and Southwest Storm Drain (Design and Construction)

A statement of your firm's interest and qualifications regarding these projects is herein solicited. Firms are advised that the work may be accomplished during the course of multiple grants; that new projects may be added after the original selection is made; and that some of the services may not be required and that the sponsor reserves the right to initiate additional procurement action for any of the services included in the initial procurement.

The Statement of Interest and Qualifications should include detailed information regarding the consultant's interest; qualifications; current relevant experience with the planning, design and engineering of airports and airfield improvement projects funded by FAA Airport Improvement Program (AIP) grants; and resumes of key personnel. Selection criteria contained in the FAA Advisory Circular 150/5100-14, as amended, will be considered:

1. Capability to perform all or most aspects of the project and recent experience in airport projects comparable to the proposed task. Additionally, please identify whether the firm has the capability to provide environmental impact statements.
2. Key personnel's professional qualifications and experience and availability for the proposed project; their reputation and professional integrity and competence; and their knowledge of FAA regulations, policies, and procedures.
3. Capability to meet schedules or deadlines.
4. Quality of projects previously undertaken and capability to complete projects without having major cost escalations or overruns. Provide information on projects completed in the last 3 years.
5. Qualifications and experience of sub-consultants regularly engaged by the consultant under consideration.
6. Capability of a branch office that will do the work to perform independently of the home office, or conversely, its capability to obtain necessary support from the home office. The use of geographic location may be a selection criteria provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.
7. Ability to furnish qualified inspectors for construction inspection if applicable.
8. Understanding of the project's potential challenges and the sponsor's special concerns.
9. Degree of interest shown in undertaking the project and their familiarity with and proximity to the geographic location of the project.
10. Capability to incorporate and blend aesthetic and architectural concepts with the project design while accomplishing the basic requirements that transportation facilities be functional, safe, and efficient.
11. In meeting the Disadvantaged Business Enterprise (DBE) contract goal, evidence documenting that the consultant met the DBE goal, or by documenting that it made adequate good faith efforts to meet the DBE goal. (See 49 CFR, § 26.53)

12. Capability to conduct a Value Engineering (VE) study for projects that are particularly complex or have unique features. Order 5100.38, Chapter 3, Subsection 3-57; AC 150/5300-15, *Use of Value Engineering for Engineering and Design of Airport Grant Projects*; and AC 150/5370-10, *Standards for Specifying Construction of Airports*, contain additional guidance on VE studies.

13. References.

Please note that this is a request for a Statement of Interest and Qualifications; a detailed cost proposal is not being requested at this time. Final project costs will be determined through negotiations with the selected firm. If project cost negotiations with the selected firm are unsuccessful, the Airport Authority reserves the right to enter into negotiations with other firm(s) in the order determined at selection.

Consultant submittals shall be brief and concise, containing no more than 35 pages of material. Submittals in excess of 35 pages shall be considered to be non-responsive.

The Airport Authority assumes no obligation in the solicitation of the general statement of interest and qualifications and all costs of responding to the solicitation shall be borne by the interested consultants.

Time is of the essence, therefore, the Airport Authority will evaluate all pertinent information and will endeavor to select the firm with which it will work from those firms submitting statements. If a selection cannot be made on the basis of the qualification statements alone, the most qualified firms may be contacted for additional information and, if warranted, detailed interviews.

This RFQ and the projects under this RFQ are subject to the provisions of Executive Order 11246 (Affirmative Action to Ensure Equal Employment Opportunity), NRS Chapters 332, 338, 623, 625, and 844, and to the provisions of Department of Transportation Regulations 49 CFR Par 23 (Disadvantaged Business Enterprise Participation). DBE firms are encouraged to submit. Entities may respond for both this RFQ and one issued the same date for Planning. If responding to both, your firm should explain the synergies, efficiencies and/or savings that would result from engaging your firm on both.

Questions regarding this request and the proposed projects should be directed to Mr. Corey Jenkins at Carson City Airport, 2600 E. College Parkway #6, Carson City, NV 89706, or by contacting him at (775) 841-2255.

Five copies of the Statement of Interest and Qualifications should be submitted to the Carson City Airport Authority no later than **3:00 P.M., Monday, July 5, 2023**.



CARSON CITY AIRPORT AUTHORITY

Request for Statement of Interest and Qualifications Airport Planning Services Carson City Airport

The Carson City Airport Authority is formally requesting Statements of Interest and Qualifications for professional services of qualified firms to provide airport planning. The Carson City Airport Authority wishes to retain these services for a five (5) year period to assist the Airport Authority with the development and improvement of the Carson City Airport. The types of services may include, but not be limited to: general consulting services; preparation and administration of the necessary applications and documents for Federal Aviation Administration (FAA) airport improvement program (AIP) grant funding; interface with the FAA and maintain a positive relationship; provide planning services as required by the Airport Authority; attend and provide planning input upon request at Airport Authority meetings and other meetings as required by the Airport Authority. The professional services may be required for, but not be limited to the following specific projects listed in the fiscal year 2023-2028 Airport Capital Improvement Program (ACIP), with additional detail in the current ACIP which can be obtained from the Airport Manager:

2023

- Construct Snow Removal Equipment Building (Bid and Construction)
- Install Approach Lighting (Phase 3) [Construct PAPI and MALSF]

2024

- RSA Drainage and Improvements (Design)
- Replace Taxiway Lighting [Design and Construction]
- Extend Runway 9/27 (Focused Planning Study and 25% Design)
- Extend Runway 9/27 (EA)

2025

- Pavement Rehab - Main Apron (Design and Construction)
- Pavement Rehab - North Apron (Design and Construction)
- Pavement Rehab - TW A and TW D
- Reconstruct Taxiway B (Design and Construction)
- Extend Runway 9/27 (Final Design)

2026

- Extend Runway 9/27 (Bid and Construction)

2027

- Pavement Rehab – Runway 9/27 (Design and Construction)

2028

- Construct Taxiway C and Southwest Storm Drain (Design and Construction)

A statement of your firm's interest and qualifications regarding these projects is herein solicited. Firms are advised that the work may be accomplished during the course of multiple grants; that new projects may be added after the original selection is made; and that some of the services may not be required and that the sponsor reserves the right to initiate additional procurement action for any of the services included in the initial procurement.

The Statement of Interest and Qualifications should include detailed information regarding the consultant's interest; qualifications; current relevant experience with the planning, design and engineering of airports and airfield improvement projects funded by FAA Airport Improvement Program (AIP) grants; and resumes of key personnel. Selection criteria contained in the FAA Advisory Circular 150/5100-14, as amended, will be considered:

1. Capability to perform all or most aspects of the project and recent experience in airport projects comparable to the proposed task. Additionally, please identify whether the firm has the capability to provide environmental impact statements.
2. Key personnel's professional qualifications and experience and availability for the proposed project; their reputation and professional integrity and competence; and their knowledge of FAA regulations, policies, and procedures.
3. Capability to meet schedules or deadlines.
4. Quality of projects previously undertaken and capability to complete projects without having major cost escalations or overruns. Provide information on projects completed in the last 3 years.
5. Qualifications and experience of sub-consultants regularly engaged by the consultant under consideration.
6. Capability of a branch office that will do the work to perform independently of the home office, or conversely, its capability to obtain necessary support from the home office. The use of geographic location may be a selection criteria provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.
7. Ability to furnish qualified inspectors for construction inspection if applicable.
8. Understanding of the project's potential challenges and the sponsor's special concerns.
9. Degree of interest shown in undertaking the project and their familiarity with and proximity to the geographic location of the project.
10. Capability to incorporate and blend aesthetic and architectural concepts with the project design while accomplishing the basic requirements that transportation facilities be functional, safe, and efficient.
11. In meeting the Disadvantaged Business Enterprise (DBE) contract goal, evidence documenting that the consultant met the DBE goal, or by documenting that it made adequate good faith efforts to meet the DBE goal. (See 49 CFR, § 26.53)
12. Capability to conduct a Value Engineering (VE) study for projects that are particularly complex or have unique features. Order 5100.38, Chapter 3, Subsection 3-57; AC 150/5300-15, *Use of Value*

Engineering for Engineering and Design of Airport Grant Projects; and AC 150/5370-10, *Standards for Specifying Construction of Airports*, contain additional guidance on VE studies.

13. References.

Please note that this is a request for a Statement of Interest and Qualifications; a detailed cost proposal is not being requested at this time. Final project costs will be determined through negotiations with the selected firm. If project cost negotiations with the selected firm are unsuccessful, the Airport Authority reserves the right to enter into negotiations with other firm(s) in the order determined at selection.

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Questions regarding this request and the proposed projects should be directed to Mr. Corey Jenkins at Carson City Airport, 2600 E. College Parkway #6, Carson City, NV 89706, or by contacting him at (775) 841-2255.

Seven copies of the Statement of Interest and Qualifications should be submitted to the Carson City Airport Authority no later than **3:00 P.M., Monday, July 5, 2023**.



May 17, 2023

FlyCarsonCity.com

Carson City Airport Manager's Report Prepared by Corey Jenkins

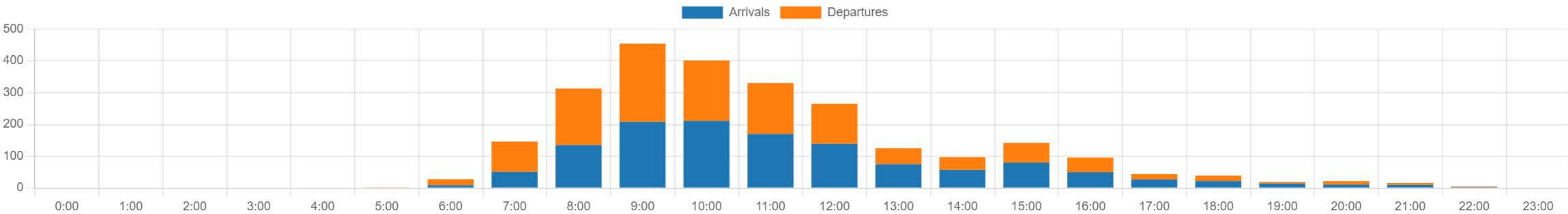
Fuel Flowage

Month	Self-Serve				Full-Service				Total Combined		% Change
	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	8040	2880	10920	\$ 545.98	1361	9158	10519	\$ 525.95	21439	\$ 1,071.93	-24%
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%

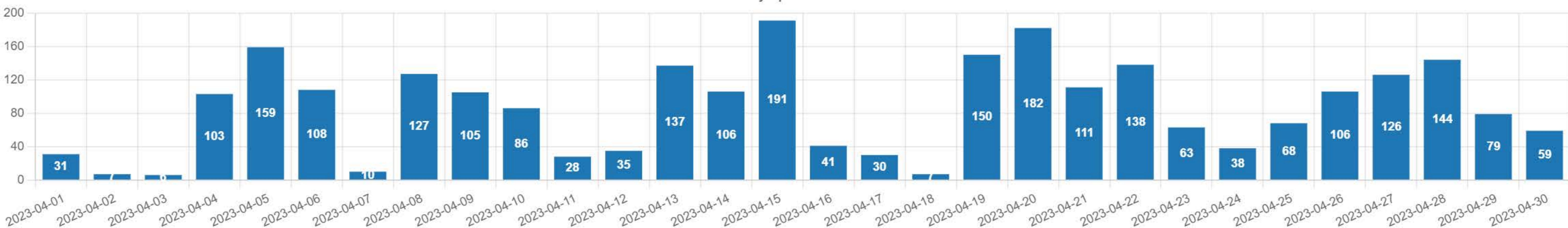
Managers' Report

- Open House Planning Committee
 - New Layout Map.
 - Carson City Public Works is providing cones for crowd control.
 - Civil Air Patrol has a plan to provide basic first aid.
- Working on updating policies and procedures for the FAA
- Requested the Architect to add an option 2 to his renderings of the terminal building.
 - Include restaurant space and additional space to lease.
- I completed a First Aid/CPR/AED class and recertification.
- Attended the NVAA conference.
- Had a few meetings with interested parties about hangar development.
- Aircraft Operations
 - The total aircraft operations for February were 2,543 according to ADS-B data.
 - Detailed charts of the operations are attached below.

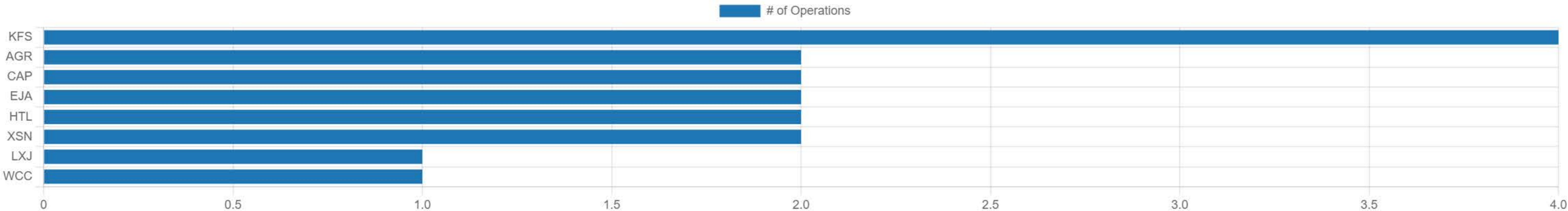
Hourly Operations



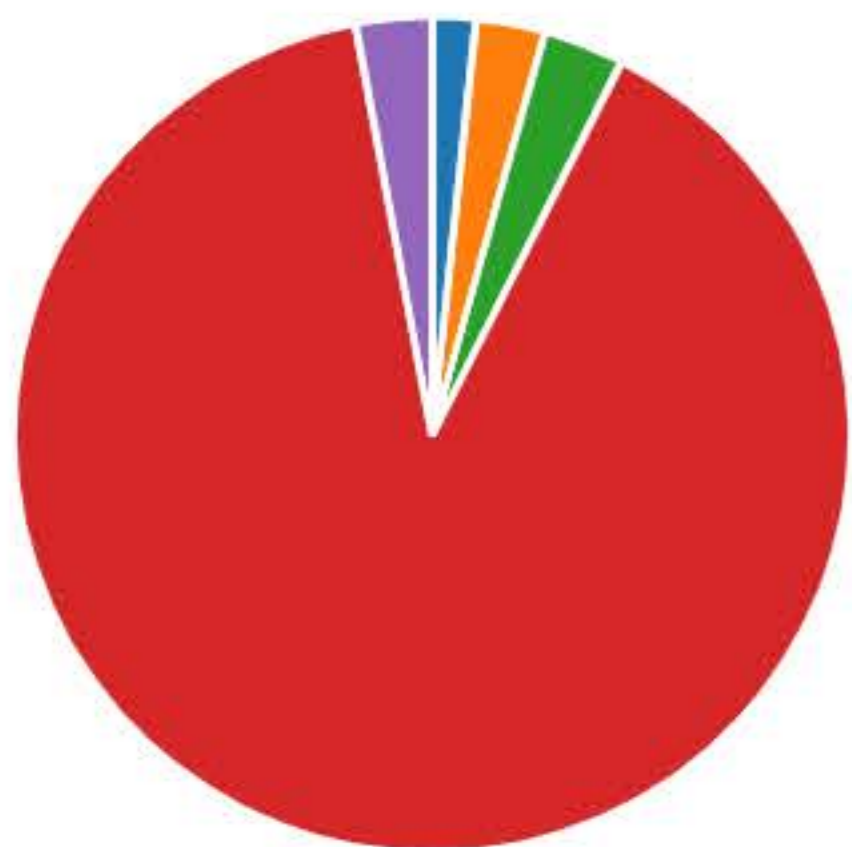
Daily Operations



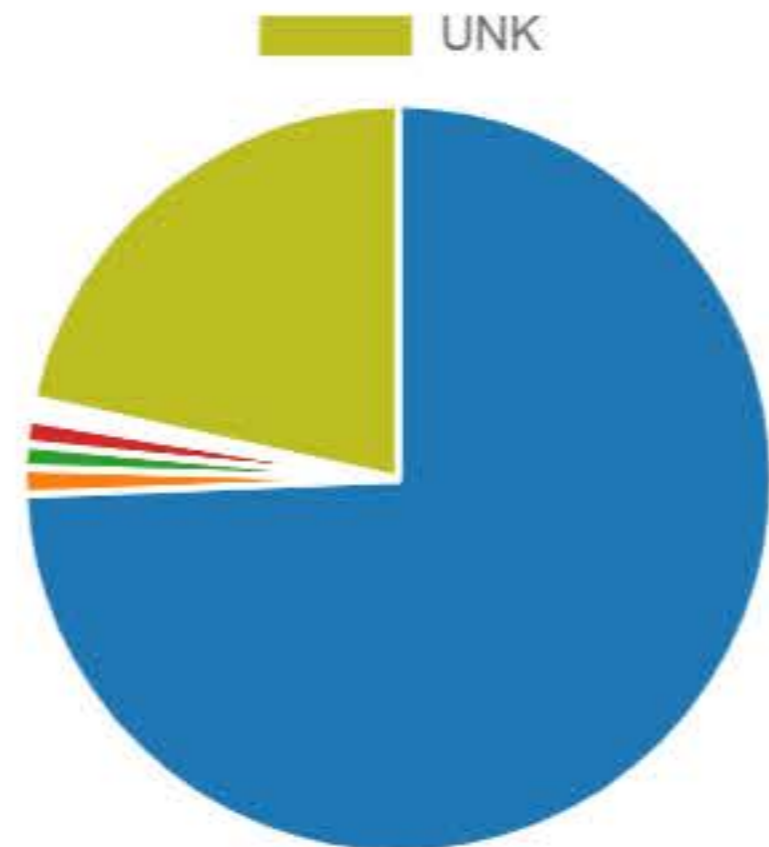
Top Operators



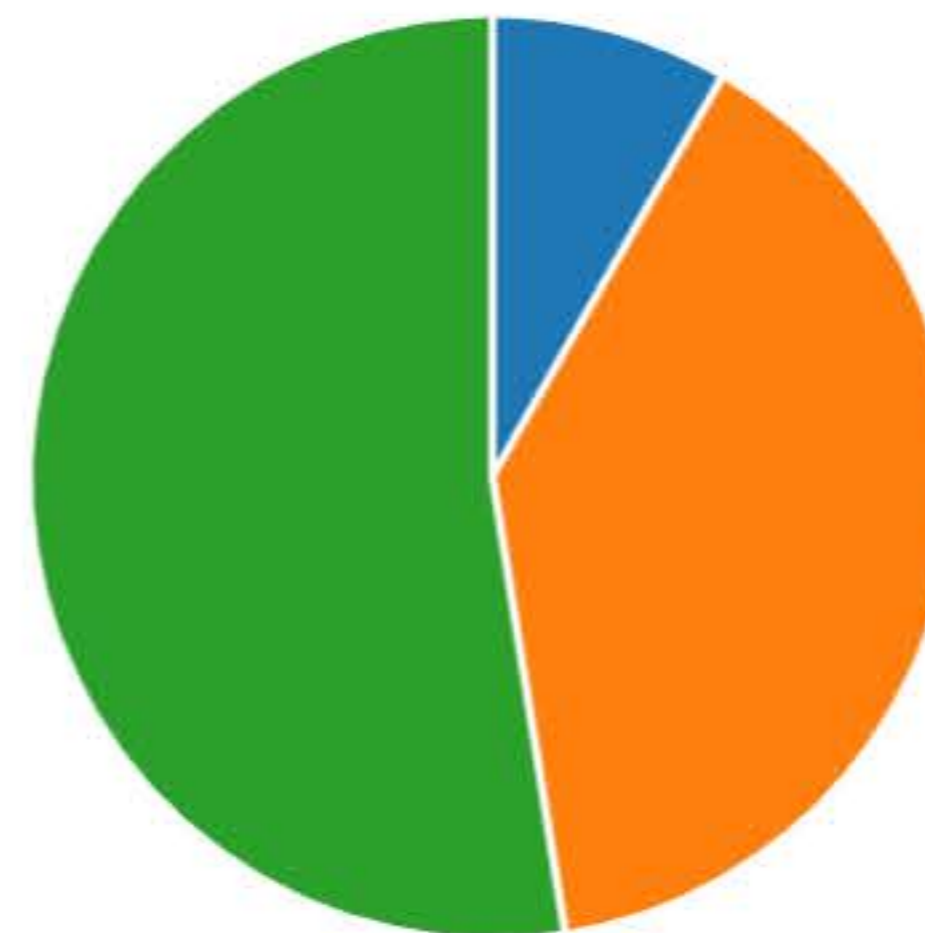
Aircraft Type



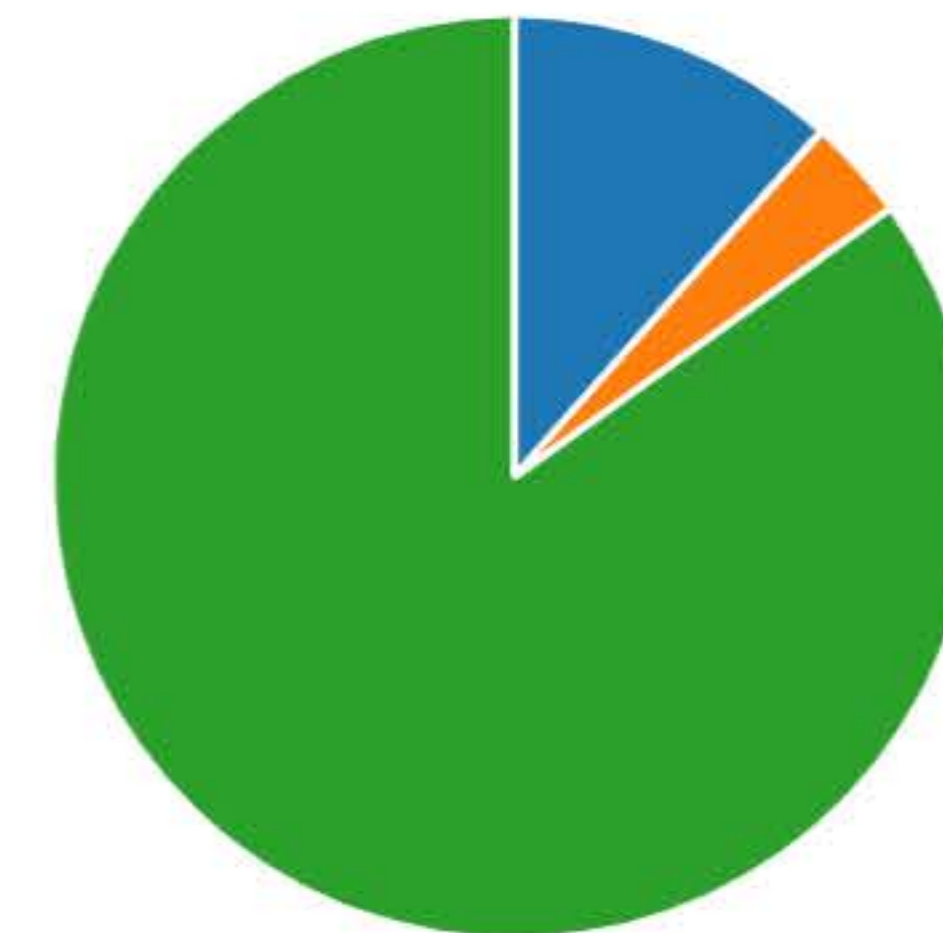
Aircraft Design Group



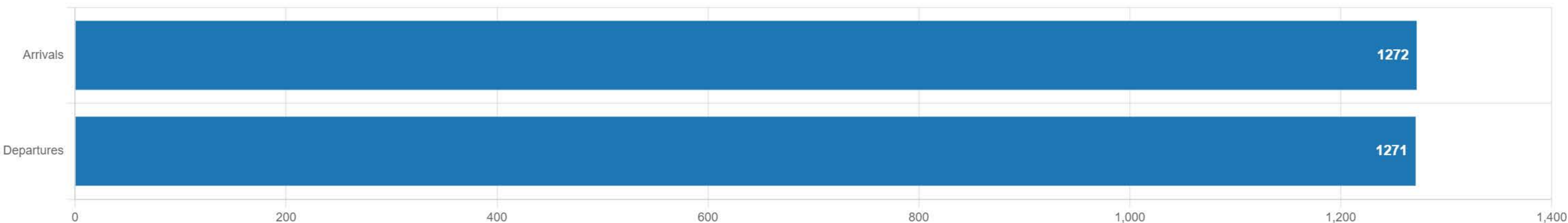
Runway Usage



Weight Class (lbs)



Total Arrivals/Departures



Carson City Airport Authority-2

Balance Sheet Comparison

As of April 30, 2023

	TOTAL	
	AS OF APR 30, 2023	AS OF APR 30, 2022 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1075 LGIP-Deferred	397,532.43	388,779.81
1077 LGIP- General Fund	1,233,370.85	912,609.41
3099 Gen. Fund #1162	400,277.43	233,162.70
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
Total Bank Accounts	\$2,031,280.71	\$1,534,551.92
Accounts Receivable		
2000 Accounts Receivable - Operating	150,822.15	355,944.19
Total Accounts Receivable	\$150,822.15	\$355,944.19
Other Current Assets		
1499 Undeposited Funds	0.00	8,069.73
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	
Total Other Current Assets	\$383,305.24	\$46,895.97
Total Current Assets	\$2,565,408.10	\$1,937,392.08
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
Total Fixed Assets	\$1,625,527.21	\$1,656,910.95
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
Total Other Assets	\$5,715,964.37	\$464,233.37
TOTAL ASSETS	\$9,906,899.68	\$4,058,536.40

Carson City Airport Authority-2

Balance Sheet Comparison

As of April 30, 2023

	TOTAL	
	AS OF APR 30, 2023	AS OF APR 30, 2022 (PY)
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
3000 Accounts Payable	32,102.12	132,004.67
Total Accounts Payable	\$32,102.12	\$132,004.67
Credit Cards		
6321 Home Depot	769.49	225.32
6326 Visa Credit Card #7203 (Formerly #5280)	0.00	1,160.00
6327 Visa CNB Corey 8721	0.00	1,852.49
6328 NSB Credit Card Rick 9053	2,323.73	
6329 NSB CC Corey 9061	2,449.20	
Total Credit Cards	\$5,542.42	\$3,237.81
Other Current Liabilities		
2101 Payroll Liability	4,985.29	-2,332.77
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
Total Other Current Liabilities	\$5,499,520.57	\$174,813.43
Total Current Liabilities	\$5,537,165.11	\$310,055.91
Long-Term Liabilities		
3085 Net Pension Liability	142,339.00	576,099.00
3100 Leases Advances	18,770.00	
3200 Mayes-Lease Transacions	174,782.83	182,910.83
3250 Gonzalez Deferred Lease	234,670.35	241,928.19
3260 Goni Deferred Lease	-11,841.26	3,123.42
6325 Tractor US Bank	-527.98	50,429.14
Total Long-Term Liabilities	\$558,192.94	\$1,054,490.58
Total Liabilities	\$6,095,358.05	\$1,364,546.49
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	495,095.97	122,479.19
Total Equity	\$3,811,541.63	\$2,693,989.91
TOTAL LIABILITIES AND EQUITY	\$9,906,899.68	\$4,058,536.40

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
Income				
5010 Real/Personal Property Tax				
5010.1 Aircraft	174,945.87	165,000.00	9,945.87	106.03 %
5010.2 Building	143,137.50	135,000.00	8,137.50	106.03 %
Total 5010 Real/Personal Property Tax	318,083.37	300,000.00	18,083.37	106.03 %
5050 AIRPORT LEASES				
5050H Hanger Lease	23,926.68	45,000.00	-21,073.32	53.17 %
5051 Land Leases	206,554.88	215,000.00	-8,445.12	96.07 %
5052 Tower Leases	63,293.83	67,000.00	-3,706.17	94.47 %
5053 Lease-Mayes	5,720.00	6,240.00	-520.00	91.67 %
Total 5050 AIRPORT LEASES	299,495.39	333,240.00	-33,744.61	89.87 %
5150 Tie Down Fees	8,975.61	9,000.00	-24.39	99.73 %
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	13,341.94	18,000.00	-4,658.06	74.12 %
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	6,350.00	12,000.00	-5,650.00	52.92 %
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	28,112.59	3,500.00	24,612.59	803.22 %
5915 Sales	1,290.00		1,290.00	
5998 Terminal Rental	400.00		400.00	
Total Income	\$749,072.54	\$723,190.00	\$25,882.54	103.58 %
GROSS PROFIT	\$749,072.54	\$723,190.00	\$25,882.54	103.58 %
Expenses				
6019 Charitable Contribution	597.00		597.00	
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	429.42	2,500.00	-2,070.58	17.18 %
6200 Office Expenses -PC Hardware	1,101.57	1,500.00	-398.43	73.44 %
6211 Meals and Entertainment	774.78	500.00	274.78	154.96 %
6218 Marketing and Website	1,507.00	4,000.00	-2,493.00	37.68 %
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	
Total 6300 Operating Expenses	4,712.77	32,200.00	-27,487.23	14.64 %
6301 Utilities				
6238 Stormwater Discharge Permit		300.00	-300.00	
6302 Phone & Internet	3,114.28	4,000.00	-885.72	77.86 %
6303 Electric	10,054.45	8,500.00	1,554.45	118.29 %
6304 Gas	1,111.15	700.00	411.15	158.74 %
6305 Water	1,859.12	2,000.00	-140.88	92.96 %
6306 Carson City Landfill	898.38	1,500.00	-601.62	59.89 %
Total 6301 Utilities	17,037.38	17,000.00	37.38	100.22 %
6308 Office Expenses and Supplies	746.66	1,200.00	-453.34	62.22 %
6309 Legal	50,125.66	60,000.00	-9,874.34	83.54 %
6310 Security	3,497.78	4,000.00	-502.22	87.44 %
6311 CCAA printing	226.75	600.00	-373.25	37.79 %
6312 Data Storage	379.92	400.00	-20.08	94.98 %
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	16,666.00	15,000.00	1,666.00	111.11 %
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	302.66	150.00	152.66	201.77 %
6317 Airport Equipment Maintenance	16,064.32	12,000.00	4,064.32	133.87 %
6317.5 AWOS III Service Charges	6,161.81	6,000.00	161.81	102.70 %
6318 Facility Maintenance	6,826.66	11,000.00	-4,173.34	62.06 %
6318.5 2025 Arrowhead Dr	1,586.68		1,586.68	
Total 6318 Facility Maintenance	8,413.34	11,000.00	-2,586.66	76.48 %
6319 Airfield Maintenance	7,897.40	30,000.00	-22,102.60	26.32 %
6319.5 Gate Maintenance	22.01	500.00	-477.99	4.40 %
6350 Labor Expense				
6351 Salaries	116,279.85	139,500.00	-23,220.15	83.35 %
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	23,662.79	42,000.00	-18,337.21	56.34 %
6354 Nevada Payroll	943.25	1,600.00	-656.75	58.95 %
6355 Workers Compensation	4,434.52	6,800.00	-2,365.48	65.21 %
6356 State Unemployment Contri		1,400.00	-1,400.00	
6476 Uniforms	959.56	600.00	359.56	159.93 %
Total 6350 Labor Expense	178,152.98	233,900.00	-55,747.02	76.17 %
6444 Advertising & Marketing	1,182.75		1,182.75	
9100 Interest Expense	47.89		47.89	

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
Total Expenses	\$328,067.81	\$466,950.00	\$ -138,882.19	70.26 %
NET OPERATING INCOME	\$421,004.73	\$256,240.00	\$164,764.73	164.30 %
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 %
Total FAA AIP Activity Revenue	-8,107.50	2,924,750.00	-2,932,857.50	-0.28 %
FAA AIP Grant Revenue				
6035 AIP #36 Construct SRE Building		-200,000.00	200,000.00	
6036 AIP #37 Acquire Snow Removal Equipment	225.00	-206,000.00	206,225.00	-0.11 %
6036.2 AIP #37 Acquire Snow Removal Equipment Expense	-225.00		-225.00	
Total 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	316,875.94		316,875.94	
6041.2 AIP #42 Approach Lighting System Phase 2 PAPI and MALSF Expense	-291,592.50		-291,592.50	
Total 6041 AIP #42 Approach Lighting System Phase 2 PAPI and MALSF	25,283.44	-450,000.00	475,283.44	-5.62 %
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	-4,953.82	-7,000.00	2,046.18	70.77 %
Construct GA Terminal Building		-	1,500,000.00	
		1,500,000.00		
Total FAA AIP Grant Revenue	292,962.32	-	3,405,962.32	-9.41 %
		3,113,000.00		
Total Other Income	\$309,854.82	\$ -	\$498,104.82	-164.60 %
		188,250.00		
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 %
Total CCAA Funded Capital Projects	101,246.80	54,700.00	46,546.80	185.09 %
Total Other Expenses	\$62,746.80	\$54,700.00	\$8,046.80	114.71 %
NET OTHER INCOME	\$247,108.02	\$ -	\$490,058.02	-101.71 %

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
		242,950.00		
NET INCOME	\$668,112.75	\$13,290.00	\$654,822.75	5,027.18 %

Carson City Airport Authority-2

Profit and Loss Comparison

July 2022 - April 2023

	TOTAL	
	JUL 2022 - APR 2023	JUL 2021 - APR 2022 (PY)
Income		
5010 Real/Personal Property Tax		287,287.37
5010.1 Aircraft	159,041.70	
5010.2 Building	130,125.00	
Total 5010 Real/Personal Property Tax	289,166.70	287,287.37
5050 AIRPORT LEASES		
5050H Hanger Lease	16,742.54	38,315.92
5051 Land Leases	186,406.47	162,794.13
5052 Tower Leases	57,522.19	58,291.61
5053 Lease-Mayes	5,200.00	5,200.00
Total 5050 AIRPORT LEASES	265,871.20	264,601.66
5150 Tie Down Fees	8,262.61	5,630.50
5151 Gate Card Fees	475.22	630.19
5155 Parking Fees	25.00	679.67
5200 Committed-Fuel Flowage Fees	13,341.94	10,203.76
5201 Committed-Jet Fuel Tax	734.75	2,854.75
5250 Through the Fence Fees		6,849.90
5300 Class II FBO Fees	5,600.00	7,663.30
5400 Misc Income		200.00
5404 Rock Materials Sales	71,788.67	23,149.74
5500 Interest Income	28,112.59	1,146.46
5915 Sales	1,290.00	
5998 Terminal Rental	400.00	
Total Income	\$685,068.68	\$610,897.30
GROSS PROFIT	\$685,068.68	\$610,897.30
Expenses		
6019 Charitable Contribution	597.00	
6165 Job Supplies	129.73	57.97
6169 Taxes & Licenses	3.00	450.00
6268 Repairs & Maintenance		320.63
6300 Operating Expenses		
6000 Airport Engineering		14,216.50
6130 Dues	325.00	1,450.00
6135 Memberships	325.00	875.00
6136 Registration	250.00	-2.11
6137 Conferences		805.00
6190 Office Expen-PC Software	429.42	2,949.55
6200 Office Expenses -PC Hardware	1,101.57	50.00
6211 Meals and Entertainment	774.78	138.80

Carson City Airport Authority-2

Profit and Loss Comparison

July 2022 - April 2023

	TOTAL	
	JUL 2022 - APR 2023	JUL 2021 - APR 2022 (PY)
6218 Marketing and Website	1,507.00	614.00
6369 Travel		5,300.94
Total 6300 Operating Expenses	4,712.77	26,397.68
6301 Utilities		574.74
6302 Phone & Internet	3,004.34	3,132.93
6303 Electric	10,054.45	7,830.16
6304 Gas	1,111.15	719.30
6305 Water	1,859.12	1,671.56
6306 Carson City Landfill	898.38	66.25
Total 6301 Utilities	16,927.44	13,994.94
6308 Office Expenses and Supplies	746.66	684.85
6309 Legal	50,125.66	72,136.50
6310 Security	3,497.78	3,530.91
6311 CCAA printing	226.75	48.89
6312 Data Storage	379.92	332.48
6313 Insurance	3,095.00	10,195.31
6314 Auditing	805.00	24,000.00
6314A Accounting/Bullis	16,666.00	16,843.00
6314B Accounting/Tmcdbooks	4,085.00	
6315 Contract Services/Appraisals	7,715.00	5,500.00
6316 Bank Charges/Square Chgs	263.66	82.15
6317 Airport Equipment Maintenance	15,950.23	11,961.71
6317.5 AWOS III Service Charges	6,161.81	6,350.00
6318 Facility Maintenance	6,826.66	5,908.17
6318.5 2025 Arrowhead Dr	1,586.68	
Total 6318 Facility Maintenance	8,413.34	5,908.17
6319 Airfield Maintenance	7,262.86	26,791.31
6319.5 Gate Maintenance	22.01	187.00
6350 Labor Expense		
6351 Salaries	110,571.55	100,693.15
6351.5 Overtime Budget (Airfield)	2,251.81	
6352 Healthcare	29,621.20	17,169.88
6353 PERS Retirement Contribution	23,662.79	33,740.35
6354 Nevada Payroll	943.25	2,727.84
6355 Workers Compensation	4,434.52	842.02
6356 State Unemployment Contri		49.68
6357 Federal Quarterly Tax		509.25
6358 Medicare Expense		160.08
6476 Uniforms	959.56	1,934.02
Total 6350 Labor Expense	172,444.68	157,826.27

Carson City Airport Authority-2

Profit and Loss Comparison

July 2022 - April 2023

	TOTAL	
	JUL 2022 - APR 2023	JUL 2021 - APR 2022 (PY)
6444 Advertising & Marketing	1,182.75	2,131.15
Total Expenses	\$321,414.05	\$385,730.92
NET OPERATING INCOME	\$363,654.63	\$225,166.38
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	
Total FAA AIP Activity Revenue	-8,107.50	
FAA AIP Grant Revenue		
6034 AIP #36 Relocate AWOS		-34,329.65
6036 AIP #37 Acquire Snow Removal Equipment	225.00	0.00
6036.2 AIP #37 Acquire Snow Removal Equipment Expense	-225.00	
Total 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	316,875.94	
6041.2 AIP #42 Approach Lighting System Phase 2 PAPI and MALSF Expense	-291,592.50	-736.00
Total 6041 AIP #42 Approach Lighting System Phase 2 PAPI and MALSF	25,283.44	-736.00
6062 AIP #33 Perimeter Fence & Rehab Runway 9-27		-106,700.50
6416 New Terminal Door Improvements with Access Control	-4,953.82	
Total FAA AIP Grant Revenue	292,962.32	-147,597.09
Total Other Income	\$309,854.82	\$ -147,597.09
Other Expenses		
6005 Eng- Enviromental		3,648.00
6039 AIP #40 Airport Rescue Grant		-49,100.02
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	

Carson City Airport Authority-2

Profit and Loss Comparison

July 2022 - April 2023

	TOTAL	
	JUL 2022 - APR 2023	JUL 2021 - APR 2022 (PY)
6417 Aggregate To Improve Safety Areas (500 ft Test Area)	4,936.80	
Total CCAA Funded Capital Projects	101,246.80	
Total Other Expenses	\$62,746.80	\$ -44,909.90
NET OTHER INCOME	\$247,108.02	\$ -102,687.19
NET INCOME	\$610,762.65	\$122,479.19