

**CARSON CITY AIRPORT AUTHORITY
MEETING AGENDA**

Wednesday, November 15, 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: Manager@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: SPECIAL ELECTION OF FY 2024/2025 CCAA OFFICER; CHAIR (S. TACKES)

Staff Summary: Special election of CCAA chair as required by Chapter 844, Statutes of Nevada 1989. The Chair position is currently vacant due to a brief lapse in membership of the previous Chair.

2. FOR DISCUSSION AND POSSIBLE ACTION: APPROVAL OF AIRPORT REIMBURSEMENT AGREEMENT FOR LEGAL AND ENGINEERING COSTS FOR THE CTE THROUGH-THE-FENCE PROJECT ON THE EAST SIDE OF THE AIRPORT OPPOSITE TAXIWAY BRAVO.

Staff Summary: The proposed agreement implements the provisions of CCMC Title 19.02.020.510 and 19.02.020.300 which provide that an applicant must reimburse the Airport Authority for its engineering costs and legal costs in reviewing and responding to applications. As proposed, CTE will post funds to the Authority against which expenses will be charged.

- 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

* * * * *

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

The Carson City Airport Website	https://flycarsoncity.com/
State of Nevada Public Notice Website	https://notice.nv.gov
Airport Terminal Building	2600 College Parkway Carson City, NV
Mountain West Aviation	2101 Arrowhead Dr. Carson City, NV
Stellar Aviation of Carson City, LLC	2640 College Parkway Carson City, NV
<i>~ Distribution made to others per request and as noted on the Airport Authority Distribution List ~</i>	
<i>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)
October 18, 2023 ● 5:30 PM
Community Center Robert “Bob” Crowell Board Room
851 East William Street, Carson City, Nevada

Authority Members

Vice Chair – Harlow Norvell

Treasurer – Jon Rogers

Member – Paul Hamilton

Member – Michael Golden

Member – Curtis Horton

Member – Karl Hutter

Staff

Steve Tackes – Airport Counsel

Corey Jenkins – Airport Manager

Briana Munoz – 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

(5:30:05) –Vice Chair Norvell called the meeting to order at 5:30 p.m. Roll was called, and a quorum was present.

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

B. PLEDGE OF ALLEGIANCE

(5:30:28) – Led by Treasurer Rogers.

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

(5:30:56) – Vice Chair Norvell introduced the item and entertained comments or a motion to approve the August 16, 2023 and September 20, 2023 minutes as presented.

(5:31:42) –Member Horton so moved. Treasurer Rogers seconded the motion.

RESULT:	APPROVED (4-0-0)
MOVER:	Horton
SECONDER:	Rogers
AYES:	Norvell, Rogers, Hamilton, Horton
NAYS:	None
ABSTENTIONS	None
ABSENT:	Golden, Hutter

D. MODIFICATION OF THE AGENDA.

(5:32:06) – Vice Chair Norvell noted that there were no modifications to the agenda.

E. PUBLIC COMMENT.

(5:32:18) – Vice Chair Norvell entertained public comments; however, none were forthcoming.

F. AIRPORT ENGINEER’S REPORT

(5:32:53) – Vice Chair Norvell introduced the item. Nadine Burgard of Armstrong Consultants joined the meeting via WebEx. Ms. Burgard presented the Airport Engineer’s report, which is incorporated into the record. She provided updates on snow removal equipment, the Aeronautical Survey for Nighttime Approach, and the Snow Removal Equipment Building.

G. CONSENT AGENDA

(5:34:57) – Vice Chair Norvell introduced the items and entertained requests to pull items from the Consent Agenda, and entertained a motion.

(5:35:15) – Treasurer Rogers moved to approve the Consent Agenda as submitted. Member Hamilton seconded the motion.

RESULT:	APPROVED (4-0-0)
MOVER:	Rogers
SECONDER:	Hamilton
AYES:	Norvell, Rogers, Hamilton, Horton
NAYS:	None
ABSTENTIONS	None
ABSENT:	Golden, Hutter

1. FOR POSSIBLE ACTION: APPROVE PROFESSIONAL SERVICES AGREEMENT (PSA) WITH WOOD RODGERS AND ASSOCIATES TO SERVE AS THE AIRPORT ENGINEERING CONSULTANT FOR A PERIOD OF FIVE YEARS.

2. FOR DISCUSSION AND POSSIBLE ACTION: APPROVE A LEASE AMENDMENT FOR AT&T WIRELESS SERVICES, INC. FOR THE ADDITION AND MODIFICATOIN OF EQUIPMENT.

H. PUBLIC HEARINGS

None.

G. AIRPORT MANAGER’S REPORT

(5:36:02) – Vice Chair Norvell introduced the item. Mr. Jenkins presented his report, which is incorporated into the record. Mr. Jenkins reported that a funding application for engineering on the Terminal Building was submitted through the Bipartisan Infrastructure Law (BIL). He noted that training was “going well” for the new Airport Operations and Maintenance Technician Cody Puchalski. Mr. Jenkins stated that restoration work on the Airport sign has been completed. He announced that the Nevada Day Parade would feature the Carson City Airport Truck with the Sheriff’s Aero Squadron. Mr. Jenkins reported that Airport staff participated in an emergency management preparedness workshop led by Carson City Emergency Manager Jon Bakkedahl and that the Airport is planning for tabletop and practical emergency response exercises. He provided an update on the Leadership Conference with the Carson City Chamber of Commerce. Mr. Jenkins noted 3,366 total aircraft operations in September. He stated that a gear-up landing took place in September and added that he and the pilot recovered the aircraft and that he believed there were no impacts to the public.

(5:43:27) – In response to Treasurer Rogers’ question on funding for engineering on the terminal building, Mr. Jenkins stated potential funds are available through the U.S. Department of Commerce for the Terminal Building and said he would continue to pursue them. He clarified that the application submitted through BIL is “a unique funding opportunity for the Airport but it is more of a standard funding available for airports” and added that BIL funding is competitive and said that the Airport may not be selected.

J. LEGAL COUNSEL’S REPORT

(5:46:20) –Vice Chair Norvell introduced the item. Mr. Tackes did not have any additional items to report.

K. TREASURER’S REPORT

(5:46:31) –Vice Chair Norvell introduced the item and Treasurer Rogers stated that the report numbers looked similar to those of previous years and that they were “in good shape.”

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**

(5:46:48) – Vice Chair Norvell entertained Member reports. Member Hamilton reported on “amazing” progress after the hiring of Mr. Puchalski and added that he had done an “excellent job.”

(5:47:53) – In response to Treasurer Rogers’ question on the training period of Mr. Puchalski, Mr. Jenkins confirmed that that after the training period was complete, the two maintenance staff members’ shifts would stagger to ensure that there was longer coverage for each day. He added that there was not a set date for completion of the training.

(5:48:54) – Vice Chair Norvell noted the presence of Dean Schultz of Wood Rodgers and thanked him for attending the meeting.

M. PUBLIC COMMENT.

(5:49:57) – Vice Chair Norvell entertained public comments; however, none were forthcoming.

N. AGENDA ITEMS FOR NEXT REGULAR MEETING

(5:50:09) – Vice Chair Norvell entertained requests for agenda items for the next CCAA meeting; however, none were forthcoming.

O. ACTION ON ADJOURNMENT.

(5:50:27) –Vice Chair Norvell adjourned the meeting at 5:50 p.m.

The Minutes of the October 18, 2023, Carson City Airport Authority meeting are so approved on this 15th day of November 2023.

Airport Improvement Update

CARSON CITY AIRPORT – CARSON CITY, NEVADA

November 2023

ENGINEERING UPDATE

Project Updates:

Acquire Snow Removal Equipment:

- Ramp plow delivered
- Snow plow truck tentative delivery Spring 2024
- ACI will participate in acceptance of equipment

Aeronautical Survey for Nighttime Approach:

- Offset PAPI construction
 - Titan Electrical schedule/start date TBD
 - Submittal review with Lean Corp.

Snow Removal Equipment Building:

- Houston Smith schedule/start date TBD
- Submittal review

CARSON CITY AIRPORT

Date Updated: 11/9/2023

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	3-32-0004-044-2023	Open	Completed	Completed	Approved	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Issued	Start Date TBD	Paid up to date	No Issues Anticipated	Houston Smith	Submittal review
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	Completed	N/A	Completed	Issued	N/A	Paid up to date	No Issues Anticipated	N/A	Preparing design grant closeout
Install Approach Lighting (Phase 3 - Offset PAPI Construction)	I	3-32-0004-043-2023	Open	Completed	Completed	N/A	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Issued	Start Date TBD	Paid up to date	No Issues Anticipated	Titan Electrical	Submittal review





FlyCarsonCity.com

CCAA BOARD MEMO

Agenda Item: H-1

BOARD MEMO 2023-30

Meeting Date: November 15, 2023

Agenda Title: FOR DISCUSSION AND POSSIBLE ACTION: SPECIAL ELECTION OF FY 2024/2025 CCAA OFFICER; CHAIR (S. TACKES)

Staff Summary: Special election of CCAA chair as required by Chapter 844, Statutes of Nevada 1989. The Chair position is currently vacant due to a brief lapse in membership of the previous Chair.

Agenda Action: Formal Action/Motion

Time Requested: 10 Minutes

Proposed Action

Open nominations for Chair, take nominations, close nominations, take a vote.

CCAA'S Strategic Goal

Compliance with NRS 844 which requires election of officers by July 1 of odd numbered years and allows for elections at any time.

Previous Action and Executive Summary

The officers elected in June were Tim Puliz, Chairman; Harlow Norvell, Vice Chairman; Jon Rogers, Secretary/Treasurer. Due to the end of term of Tim Puliz and his re-appointment, there was a gap during which there was not a chairman, and the Vice-Chairman became acting Chair.

The process is for the acting Chair to open the matter for nominations, take nominations, close the nominations, and then proceed with a vote. As with all items, public comment should be made available.

Applicable Statute

Sec. 6. Board: Election of officers; duties of Secretary and Treasurer.

1. The Board shall elect a Chair, Vice Chair, Secretary and Treasurer from its members. The Secretary and the Treasurer may be one person. The terms of the officers expire on July 1 of each odd-numbered year.

2. The Secretary shall keep audio recordings or transcripts of all meetings of the Board and a record of all of the proceedings of the Board, minutes of all meetings, certificates, contracts, bonds given by employees, and all other acts of the Board. Except as otherwise provided in [NRS 241.035](#), the records must be open to the inspection of all interested persons, at a reasonable time and place. A copy of the minutes or audio recordings must be made available to a member of the public upon request at no charge pursuant to [NRS 241.035](#).

3. The Treasurer shall keep an accurate account of all money received by and disbursed on behalf of the Board and the Authority. The Treasurer shall file with the Clerk of Carson City, at the expense of the Authority, a fidelity bond in an amount not less than \$10,000, conditioned for the faithful performance of his or her duties.

(Ch. 844, [Stats. 1989 p. 2026](#); A—Ch. 373, [Stats. 2005 p. 1417](#); Ch. 98, [Stats. 2013 p. 334](#))

Financial Information

Is there a fiscal impact?

No Yes

If yes, account name/number & amount:

General Fund/ Federal Share:

Is it currently budgeted?

Alternatives

Do not vote and then the Chairman position remains unfilled.

Board Action Taken:

Motion: _____ 1) _____
2) _____

Aye/Nay

(Vote Recorded By)



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CCAA BOARD MEMO

Agenda Item: H-2

BOARD MEMO 2023-31

Meeting Date: November 15, 2023

Agenda Title: FOR DISCUSSION AND POSSIBLE ACTION: APPROVAL OF AIRPORT REIMBURSEMENT AGREEMENT FOR LEGAL AND ENGINEERING COSTS FOR THE CTE Through-the-Fence PROJECT ON THE EAST SIDE OF THE AIRPORT OPPOSITE TAXIWAY BRAVO.

Staff Summary: *The proposed agreement implements the provisions of CCMC Title 19.02.020.510 and 19.02.020.300 which provide that an applicant must reimburse the Airport Authority for its engineering costs and legal costs in reviewing and responding to applications. As proposed, CTE will post funds to the Authority against which expenses will be charged.*

Agenda Action: Formal Action/Motion

Time Requested: 10 Minutes

Proposed Motion

I move to approve the Reimbursement Agreement.

CCAA'S Strategic Goal

Maintain airport revenues and financial stability.

Previous Action and Executive Summary

To avoid the unreimbursed Airport expenses from a prior project, CTE stepped forward and has offered to put in place a reimbursement agreement that would allow the Airport Authority to use the funds posted by CTE to pay the Airport engineering and legal expenses. Airport Staff have reviewed, exchanged redlines and approved the Agreement.

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 with changes.

Do not approve.

Board Action Taken:

Motion: _____ 1) _____
2) _____

Aye/Nay

(Vote Recorded By)

REIMBURSEMENT AGREEMENT
Between CTE, LLC and Carson City Airport

THIS REIMBURSEMENT AGREEMENT (the “**Agreement**”), made and entered into this _____ day of _____, 2023 by and between Carson Tahoe Executive, LLC, a Nevada limited liability company (“**CTE**” or the “**Developer**”), and the CARSON CITY AIRPORT AUTHORITY, a legal subdivision of the State of Nevada (the “**Airport**”);

WITNESSETH

WHEREAS, Developer has requested Airport to undertake legal and staff review of a project adjacent to the Airport that seeks through the fence approval from the Airport (the “**Project**”); and

WHEREAS, Developer understands that the legal and staff review of the proposed structure of the Development and associated documents, along with the documents associated therewith will take time and cost money for the Airport to undertake the necessary review; and

WHEREAS, CCMC Sections 19.02.020.510 and 19.02.020.300 authorizes and allows for the Airport to be reimbursed for certain, engineering and legal costs associated with development and activities proposed to be conducted at the Airport; and

WHEREAS, Developer desires to submit an advance on costs subject to reimbursement to be held in a trust account and billed against as Airport undertakes its review of the Project; and

WHEREAS, CTE desires the Airport’s review and approval to be given as soon as possible;

WHEREAS, Developer offers to pay into a trust or escrow account for the benefit of the Airport the sum of FIFTY THOUSAND DOLLARS (\$50,000) (the “**Deposit**”) against expected costs and fees to be incurred by the Airport for the review of the Project;

AGREEMENT

NOW, THEREFORE, the parties agree as follows:

1. Pursuant to Carson City Municipal Code, the Airport is entitled to be reimbursed by Developer for the engineering and legal costs incurred by the Airport in its review and approval of the proposed project by Developer and the documents associated therewith.

2. The Developer agrees to reimburse the Airport for reasonable costs, staff fees, consultant fees, engineering fees and legal fees as a result of the documents and review associated with Developer's project.
3. Simultaneous with execution hereof, Developer has paid the Deposit of FIFTY THOUSAND DOLLARS (\$50,000), against expected costs and fees to be incurred by the City with regard to the review of the Project. The Deposit shall be used against the fees as they are incurred by the Airport.
4. Airport shall provide to Developer a monthly statement of the account, the amount of fees incurred by the Airport and utilized by the Airport to pay or be reimbursed through the Deposit money along with a statement of the remaining balance in the Deposit/trust account.
5. In the event the legal fees and other applicable review costs to be incurred by the Airport will exceed the Fifty Thousand Dollar Deposit, a separate agreement will be negotiated and executed between the Airport and Developer in advance of incurring additional fees and costs that exceed Fifty Thousand Dollars.
6. This Agreement shall be binding upon, and inure to the benefit of all heirs, executors, administrators, successors, assigns, or purchasers of the respective parties to this Agreement, and all terms and conditions contained herein shall be equally binding on said heirs, executors, administrators, successors, assigns, or purchasers.

(Signature page to follow)

IN WITNESS WHEREOF, the parties hereto have executed this **REIMBURSEMENT AGREEMENT** as of the date first above written.

CARSON TAHOE EXECUTIVE, LLC

CARSON CITY AIRPORT AUTHORITY

NAME (Print)

NAME (Print)

SIGNATURE

SIGNATURE



November 15, 2023

FlyCarsonCity.com

Carson City Airport Manager’s Report Prepared by Corey Jenkins

Fuel Flowage

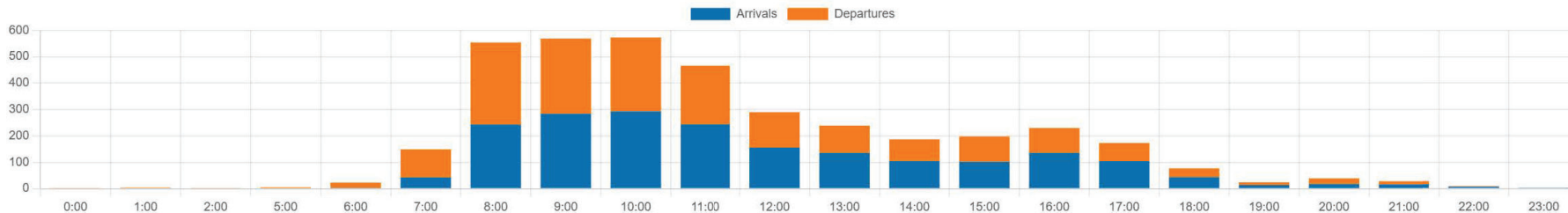
Total							
	Self-Serve		Full-Service		Total Combined		% Change
Month	100LL	Jet A	100LL	Jet A	Gallons	Fuel Flowage Fee	Annual % Change
January-23	3287	471	1267	5486	10511	\$ 525.53	-56%
February-23	5968	874	1220	11479	19541	\$ 977.05	-11%
March-23	3725	1856	1482	8538	15602	\$ 780.08	-37%
April-23	8040	2880	1361	9158	21439	\$ 1,071.93	-10%
May-23	8261	2076	3026	15356	28719	\$ 1,435.95	0%
June-23	9128	3358	2693	11491	26670	\$ 1,333.52	-32%
July-23	10856	5678	2337	14778	33649	\$ 1,682.46	4%
August-23	8320	3157	2645	21244	35365	\$ 1,768.26	-11%
September-23	9655	3580	8079	16111	37425	\$ 1,871.24	4%
October-23	0	0	0	0	0	\$ -	-100%
November-23	0	0	0	0	0	\$ -	-100%
December-23	0	0	0	0	0	\$ -	-100%

Managers’ Report

- The Nevada day parade was a success.
 - The airport truck towed an aircraft for the Sheriff’s Aero Squadron, and we had a sign on the side of the truck for the September 7, 2024 open house.
- Civil Support Team Training
 - Performed training at the airport using the airport terminal, Stellar Aviation facility, the EAA building, and other hangars.
 - Made up of the National Guard and the Army.
 - They search for or respond to weapons of mass destruction.
- The Leadership Institute Training
 - This month leaders from the city gave presentations about their department's role.
 - Treasurer
 - Community Development
 - Tax Assessor
 - Mayor
 - We also had a tour of the water treatment facilities.
- The Pro Group Safety Services team came by the airport and performed a safety inspection.

- They had no safety concerns or findings that require attention.
- They did let us know about safety training that is free with our workers' compensation insurance.
 - Rick is reviewing the classes available and will be selecting some classes relevant to airport staff for us to take.
- Aircraft Operations
 - Replaced 4 sign panels and about 10 edge lights.
 - The airport signage is looking much better.
 - Cody and Rick Added heat tape on the gutters at the terminal building to further increase safety during the winter in that area.
 - Mowing completed for the season and equipment converted over for snow removal.
 - The total aircraft operations for October were 3,842 according to ADS-B data.
 - Detailed charts of the operations are attached below.

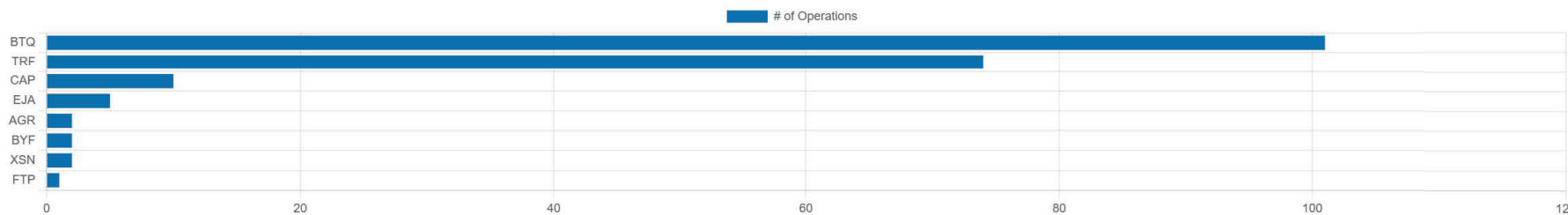
Hourly Operations



Daily Operations



Top Operators



Aircraft Type



Aircraft Design Group



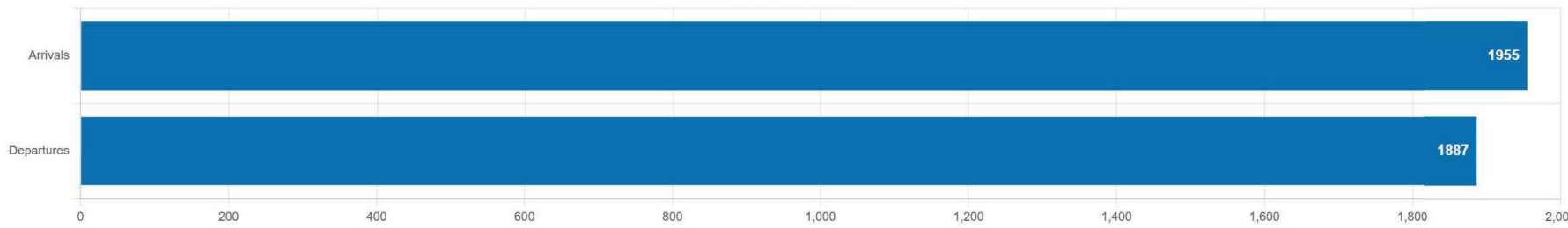
Runway Usage



Weight Class (lbs)



Total Arrivals/Departures



Carson City Airport Authority-2

Balance Sheet Comparison

As of October 31, 2023

	TOTAL	
	AS OF OCT 31, 2023	AS OF OCT 31, 2022 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1075 LGIP-Deferred	406,602.46	391,146.30
1077 LGIP- General Fund	1,261,511.26	818,144.08
3099 Gen. Fund #1162	538,950.11	829,666.80
3101 Deferred Lease #8249	0.00	0.00
3102 Gate Card #5242	0.00	0.00
3199 Petty Cash	100.00	100.00
6.30.20 Audit Adjustment	0.00	0.00
Total Bank Accounts	\$2,207,163.83	\$2,039,057.18
Accounts Receivable		
2000 Accounts Receivable - Operating	144,930.91	117,726.81
Total Accounts Receivable	\$144,930.91	\$117,726.81
Other Current Assets		
1499 Undeposited Funds	0.00	8,826.46
2010 Due From Other Government	98,396.87	98,396.87
2010.1 Audit Adjustment to AR	1,019.00	1,019.00
2011 Accrued Interest Receivable	1,090.37	1,090.37
2020 Grants Receivable-CY	0.00	0.00
2021 Grants Receivable AIP33	0.00	0.00
Grumman HU-16C Lien	0.00	0.00
Total Other Current Assets	\$100,506.24	\$109,332.70
Total Current Assets	\$2,452,600.98	\$2,266,116.69
Fixed Assets		
2120 land	146,542.03	146,542.03
2125 Machinery & Equipment	703,678.73	703,678.73
2126 Fencing	911,661.46	911,661.46
2130 Vehicle	149,733.35	149,733.35
2198 Accumulated Depreciation	-357,012.36	-357,012.36
2201 Tractor	70,924.00	70,924.00
Total Fixed Assets	\$1,625,527.21	\$1,625,527.21
Other Assets		
2300 Provided for LT Obligations	139,013.33	139,013.33
2305 NPV of Airport Leases	5,369,789.00	5,369,789.00

Carson City Airport Authority-2

Balance Sheet Comparison

As of October 31, 2023

	TOTAL	
	AS OF OCT 31, 2023	AS OF OCT 31, 2022 (PY)
2810 Pension Requirement	207,162.04	207,162.04
Total Other Assets	\$5,715,964.37	\$5,715,964.37
TOTAL ASSETS	\$9,794,092.56	\$9,607,608.27
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
3000 Accounts Payable	24,549.75	308,333.75
Total Accounts Payable	\$24,549.75	\$308,333.75
Credit Cards		
6321 Home Depot	582.11	290.57
6328 NSB Credit Card Rick 9053	1,228.37	1,410.64
6329 NSB CC Corey 9061	370.17	353.25
Total Credit Cards	\$2,180.65	\$2,054.46
Other Current Liabilities		
2101 Payroll Liability	5,192.72	-7,266.33
2102 Accrued Compensated Absences	5,227.28	5,227.28
2115 Accrued Expenses	21,000.00	21,000.00
3030 Audit Adj to AP	686.00	686.00
3090 Pension Requirement-Liab	257,691.00	257,691.00
3271 Current Portion of LTD	12,734.00	12,734.00
Total Other Current Liabilities	\$302,531.00	\$290,071.95
Total Current Liabilities	\$329,261.40	\$600,460.16
Long-Term Liabilities		
3085 Net Pension Liability	142,339.00	142,339.00
3100 Leases Advances	18,770.00	18,770.00
3110 Deferred Inflows- Leases	5,184,646.00	5,184,646.00
3200 Mayes-Lease Transactions	171,662.83	177,902.83
3250 Gonzalez Deferred Lease	232,855.89	238,299.27
3260 Goni Deferred Lease	0.00	0.00
6325 Tractor US Bank	0.00	0.00
Total Long-Term Liabilities	\$5,750,273.72	\$5,761,957.10
Total Liabilities	\$6,079,535.12	\$6,362,417.26
Equity		
4200 Fund Balance	2,553,540.52	2,553,540.52
4999 Retained Earnings	1,112,364.11	812,152.15
4999.1 GWFS to Fund FS adjustments	-38,223.00	-38,223.00
Net Income	86,875.81	-82,278.66
Total Equity	\$3,714,557.44	\$3,245,191.01
TOTAL LIABILITIES AND EQUITY	\$9,794,092.56	\$9,607,608.27

Carson City Airport Authority-2

Balance Sheet Comparison

As of October 31, 2023

Note

No Assurance Given and No Disclosures Provided

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	190,850.04	165,000.00	25,850.04	115.67 %
5010.2 Building	156,150.00	135,000.00	21,150.00	115.67 %
Total 5010 Real/Personal Property Tax	347,000.04	300,000.00	47,000.04	115.67 %
5050 AIRPORT LEASES				
5050H Hanger Lease	16,901.14	45,000.00	-28,098.86	37.56 %
5051 Land Leases	230,221.31	215,000.00	15,221.31	107.08 %
5052 Tower Leases	69,142.45	67,000.00	2,142.45	103.20 %
5053 Lease-Mayes	6,240.00	6,240.00	0.00	100.00 %
Total 5050 AIRPORT LEASES	322,504.90	333,240.00	-10,735.10	96.78 %
5150 Tie Down Fees	10,048.59	9,000.00	1,048.59	111.65 %
5151 Gate Card Fees	525.22	500.00	25.22	105.04 %
5155 Parking Fees	199.98	750.00	-550.02	26.66 %
5200 Committed-Fuel Flowage Fees	16,594.48	18,000.00	-1,405.52	92.19 %
5201 Committed-Jet Fuel Tax	883.49	4,000.00	-3,116.51	22.09 %
5250 Through the Fence Fees		7,200.00	-7,200.00	
5300 Class II FBO Fees	6,950.00	12,000.00	-5,050.00	57.92 %
5402 Open House Income	3,848.77	10,000.00	-6,151.23	38.49 %
5404 Rock Materials Sales	82,103.70	25,000.00	57,103.70	328.41 %
5450 Reimbursements	1,093.82		1,093.82	
5500 Interest Income	39,433.11	3,500.00	35,933.11	1,126.66 %
5915 Sales	1,290.00		1,290.00	
5998 Terminal Rental	400.00		400.00	
Total Income	\$832,876.10	\$723,190.00	\$109,686.10	115.17 %
GROSS PROFIT	\$832,876.10	\$723,190.00	\$109,686.10	115.17 %
Expenses				
6019 Charitable Contribution	597.00		597.00	
6165 Job Supplies	129.73		129.73	
6169 Taxes & Licenses	9.00		9.00	
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 Expenche-PC Software	1,479.42	2,500.00	-1,020.58	59.18 %
6200 Office Expenses -PC Hardware	1,101.57	1,500.00	-398.43	73.44 %
6211 Meals and Entertainment	805.59	500.00	305.59	161.12 %
6218 Marketing and Website	1,747.00	4,000.00	-2,253.00	43.68 %
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	8,235.81	10,000.00	-1,764.19	82.36 %
6369 Travel		500.00	-500.00	
Total 6300 Operating Expenses	14,269.39	32,200.00	-17,930.61	44.31 %
6301 Utilities				
6238 Stormwater Discharge Permit	1,000.00	300.00	700.00	333.33 %
6302 Phone & Internet	3,007.76	4,000.00	-992.24	75.19 %
6303 Electric	12,487.07	8,500.00	3,987.07	146.91 %
6304 Gas	1,400.68	700.00	700.68	200.10 %
6305 Water	2,414.56	2,000.00	414.56	120.73 %
6306 Carson City Landfill	810.65	1,500.00	-689.35	54.04 %
Total 6301 Utilities	21,120.72	17,000.00	4,120.72	124.24 %
6308 Office Expenses and Supplies	882.31	1,200.00	-317.69	73.53 %
6309 Legal	69,795.91	60,000.00	9,795.91	116.33 %
6310 Security	4,153.76	4,000.00	153.76	103.84 %
6311 CCAA printing	442.75	600.00	-157.25	73.79 %
6312 Data Storage	453.64	400.00	53.64	113.41 %
6313 Insurance	12,450.61	13,000.00	-549.39	95.77 %
6314 Auditing	27,078.50	25,000.00	2,078.50	108.31 %
6314A Accounting/Bullis	20,499.00	15,000.00	5,499.00	136.66 %
6314B Accounting/Tmcdbooks	5,665.00		5,665.00	
6315 Contract Services/Appraisals	7,715.00	5,000.00	2,715.00	154.30 %
6316 Bank Charges/Square Chgs	272.65	150.00	122.65	181.77 %
6317 Airport Equipment Maintenance	19,971.25	12,000.00	7,971.25	166.43 %
6317.5 AWOS III Service Charges	13,661.81	6,000.00	7,661.81	227.70 %
6318 Facility Maintenance	9,842.92	11,000.00	-1,157.08	89.48 %
6318.5 2025 Arrowhead Dr	1,586.68		1,586.68	
Total 6318 Facility Maintenance	11,429.60	11,000.00	429.60	103.91 %
6319 Airfield Maintenance	11,361.44	30,000.00	-18,638.56	37.87 %
6319.5 Gate Maintenance	22.01	500.00	-477.99	4.40 %
6350 Labor Expense				
6351 Salaries	139,113.05	139,500.00	-386.95	99.72 %
6351.5 Overtime Budget (Airfield)	2,570.65	6,000.00	-3,429.35	42.84 %
6352 Healthcare	35,545.44	36,000.00	-454.56	98.74 %
6353 PERS Retirement Contribution	30,555.23	42,000.00	-11,444.77	72.75 %
6354 Nevada Payroll	1,175.75	1,600.00	-424.25	73.48 %
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	1,272.36	600.00	672.36	212.06 %
Total 6350 Labor Expense	214,667.00	233,900.00	-19,233.00	91.78 %
6444 Advertising & Marketing	3,921.63		3,921.63	
9100 Interest Expense	527.98		527.98	
Total Expenses	\$461,097.69	\$466,950.00	\$ -5,852.31	98.75 %

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
NET OPERATING INCOME	\$371,778.41	\$256,240.00	\$115,538.41	145.09 %
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		1,828,125.00	-1,828,125.00	
Total FAA AIP Activity Revenue		2,924,750.00	-2,924,750.00	
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 AIP 41 - Relocate AWOS	8,193.00		8,193.00	
6040.1 AIP 41 - Relocate AWOS Revenue	21,741.00		21,741.00	
6040.2 AIP 41 - Relocate AWOS Expenses	-23,191.30		-23,191.30	
6041 AIP #42 Approach Lighting System Phase 2 PAPI and MALSF	-3,000.00	-450,000.00	447,000.00	0.67 %
6041.1 AIP #42 Approach Lighting System Phase 2 PAPI and MALSF Rev	313,675.88		313,675.88	
6041.2 AIP #42 Approach Lighting System Phase 2 PAPI and MALSF Expense	-334,481.50		-334,481.50	
Total 6041 AIP #42 Approach Lighting System Phase 2 PAPI and MALSF	-23,805.62	-450,000.00	426,194.38	5.29 %
6042 AIP #43 Approach Lighting System Phase 3 PAPI and MALSF		-300,000.00	300,000.00	
6044 AIP #44 SRE Construct Auxiliary Building				
6044.2 AIP #44 SRE Construct Auxiliary Building Expense	-263.50		-263.50	
Total 6044 AIP #44 SRE Construct Auxiliary Building	-263.50		-263.50	
6062 AIP #33 Perimeter Fence & Rehab Runway 9-27		-450,000.00	450,000.00	
Construct GA Terminal Building		-	1,500,000.00	
		1,500,000.00		
Total FAA AIP Grant Revenue	-17,326.42	-	3,088,673.58	0.56 %
		3,106,000.00		
Total Other Income	\$7,673.58	\$ -	\$188,923.58	-4.23 %
		181,250.00		
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 %
6414 Terminal Building Architectural Renderings	11,539.41		11,539.41	
6416 New Terminal Door Improvements with Access Control	4,953.82	7,000.00	-2,046.18	70.77 %
6417 Aggregate To Improve Safety Areas (500 ft Test Area)	4,936.80	7,000.00	-2,063.20	70.53 %

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 CCAA Funded Capital Projects	117,740.03	61,700.00	56,040.03	190.83 %
Total Other Expenses	\$79,240.03	\$61,700.00	\$17,540.03	128.43 %
NET OTHER INCOME	\$ -	\$ -	\$171,383.55	29.46 %
	71,566.45	242,950.00		
NET INCOME	\$300,211.96	\$13,290.00	\$286,921.96	2,258.93 %

Note

No Assurance Given and No Disclosures Provided

Carson City Airport Authority-2

Profit and Loss Comparison

July - October, 2023

	TOTAL
Income	
5010 Real/Personal Property Tax	
5010.1 Aircraft	63,794.36
5010.2 Building	52,195.36
Total 5010 Real/Personal Property Tax	115,989.72
5050 AIRPORT LEASES	
5050H Hanger Lease	24,000.00
5051 Land Leases	83,515.74
5052 Tower Leases	23,534.48
5053 Lease-Mayes	2,080.00
Total 5050 AIRPORT LEASES	133,130.22
5150 Tie Down Fees	3,472.00
5151 Gate Card Fees	1,305.00
5155 Parking Fees	224.91
5200 Committed-Fuel Flowage Fees	6,392.32
5201 Committed-Jet Fuel Tax	667.96
5300 Class II FBO Fees	2,400.00
5402 Open House Income	2,500.00
5404 Rock Materials Sales	28,849.73
5500 Interest Income	25,889.92
Total Income	\$320,821.78
GROSS PROFIT	\$320,821.78
Expenses	
6019 Charitable Contribution	1,258.75
6165 Job Supplies	48.14
6169 Taxes & Licenses	280.00
6300 Operating Expenses	
6130 Dues	1,210.00
6135 Memberships	95.00
6190 Office Expenche-PC Software	409.77
6211 Meals and Entertainment	347.47
6218 Marketing and Website	294.50
6280 Open House Expense	818.18
Total 6300 Operating Expenses	3,174.92
6301 Utilities	
6302 Phone & Internet	1,356.74
6303 Electric	7,422.39
6304 Gas	124.88

Carson City Airport Authority-2

Profit and Loss Comparison

July - October, 2023

	TOTAL
6305 Water	654.72
6306 Carson City Landfill	321.55
Total 6301 Utilities	9,880.28
6308 Office Expenses and Supplies	156.97
6309 Legal	23,480.00
6310 Security	1,285.97
6311 CCAA printing	187.90
6312 Data Storage	193.20
6313 Insurance	165.00
6314A Accounting/Bullis	6,141.00
6314B Accounting/Tmcdbooks	4,510.00
6316 Bank Charges/Square Chgs	80.90
6317 Airport Equipment Maintenance	3,051.21
6317.5 AWOS III Service Charges	5,820.00
6318 Facility Maintenance	2,409.24
6319 Airfield Maintenance	13,958.49
6350 Labor Expense	
6351 Salaries	52,057.28
6352 Healthcare	12,547.35
6353 PERS Retirement Contribution	22,019.55
6354 Nevada Payroll	378.50
6355 Workers Compensation	878.27
6476 Uniforms	379.60
Total 6350 Labor Expense	88,260.55
6444 Advertising & Marketing	636.00
Melio Service Fees	9.00
Total Expenses	\$164,987.52
NET OPERATING INCOME	\$155,834.26
Other Income	
5001 NDOT Grant Reimbursement	19,722.00
FAA AIP Grant Revenue	
6035 AIP #36 Construct SRE Building	
6035.2 6035 AIP #36 Construct SRE Building Expense	-12,470.00
Total 6035 AIP #36 Construct SRE Building	-12,470.00
6036 AIP #37 Acquire Snow Removal Equipment	135.00
6036.2 AIP #37 Acquire Snow Removal Equipment Expense	-135.00
Total 6036 AIP #37 Acquire Snow Removal Equipment	0.00
6040.1 AIP 41 - Relocate AWOS Revenue	19,722.00
6041 AIP #42 Approach Lighting System Phase 2 PAPI and MALSF	
6041.2 AIP #42 Approach Lighting System Phase 2 PAPI and MALSF Expense	-39,060.00
Total 6041 AIP #42 Approach Lighting System Phase 2 PAPI and MALSF	-39,060.00

Carson City Airport Authority-2

Profit and Loss Comparison

July - October, 2023

	TOTAL
6042 AIP #43 Approach Lighting System Phase 3 PAPI and MALSF	
6042.1 AIP #43 Approach Lighting System Phase 3 PAPI and MALSF Revenue	33,975.00
6042.2 AIP #43 Approach Lighting System Phase 3 PAPI and MALSF Expense	-36,477.50
Total 6042 AIP #43 Approach Lighting System Phase 3 PAPI and MALSF	-2,502.50
6044 AIP #44 SRE Construct Auxiliary Building	
6044.2 AIP #44 SRE Construct Auxiliary Building Expense	-31,881.50
Total 6044 AIP #44 SRE Construct Auxiliary Building	-31,881.50
Total FAA AIP Grant Revenue	-66,192.00
Total Other Income	\$ -46,470.00
Other Expenses	
CCAA Funded Capital Projects	
6400 Capital Project	
6418 FOD Boss Purchase	6,949.00
Total 6400 Capital Project	6,949.00
6414 Terminal Building Architectural Renderings	12,892.25
6416 New Terminal Door Improvements with Access Control	2,647.20
Total CCAA Funded Capital Projects	22,488.45
Total Other Expenses	\$22,488.45
NET OTHER INCOME	\$ -68,958.45
NET INCOME	\$86,875.81

Note

No Assurance Given and No Disclosures Provided