

**CARSON CITY AIRPORT AUTHORITY
MEETING AGENDA**

Wednesday, January 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: 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: REVIEW ANALYSIS OF AIRPORT STAFFING NEEDS AND APPROVE ADDITIONAL STAFF POSITION OF ADMINISTRATIVE ASSISTANT. (C. Jenkins)

Staff Summary: Carson City Airport is in a period of growth with new hangar construction, new ground leases, and increased interest in more development. The airport manager must regularly push aside activities that support this growth to complete competing priority items related to airport safety, general administrative tasks, service to local government agencies, and federal grant assurance compliance. Current and projected airport growth supports hiring additional staff to provide the best possible service to the community. Staff recommends adding an Administrative Assistant position to address this need.

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, January 12, 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)
November 15, 2023 ● 5:30 PM
Community Center Robert “Bob” Crowell Board Room
851 East William Street, Carson City, Nevada

Authority Members

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

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

(5:30:29) – 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	Absent	
Member Michael Golden	Present	
Member Paul Hamilton	Present	
Member Curtis Horton	Absent	
Member Karl Hutter	Present	
Member Tim Puliz	Present	

B. PLEDGE OF ALLEGIANCE

(5:31:09) – Led by Member Puliz.

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

(5:31:29) – Vice Chair Norvell introduced the item and entertained questions, comments, and a motion to approve the October 18, 2023 minutes as presented.

(5:31:42) – Member Hutter so moved. Member Hamilton seconded the motion. Members Golden and Hutter abstained from the vote, as they were not present during the October 18, 2023 meeting.

RESULT:	APPROVED (3-0-2)
MOVER:	Hutter
SECONDER:	Hamilton
AYES:	Norvell, Hamilton, Puliz
NAYS:	None
ABSTENTIONS	Golden, Hutter
ABSENT:	Rogers, Horton

D. MODIFICATION OF THE AGENDA.

(5:32:23) – Vice Chair Norvell introduced the item and noted that there were no modifications to the agenda.

E. PUBLIC COMMENT.

(5:32:45) – Vice Chair Norvell entertained public comments; however, none were forthcoming.

F. AIRPORT ENGINEER’S REPORT

(5:33:16) – Vice Chair Norvell introduced the item. Nadine Burgard of Armstrong Consultants joined the meeting via WebEx and presented the report, which is incorporated into the record. She reported that the snowplow truck was tentatively scheduled for delivery in spring 2024. Ms. Burgard provided updates on the Aeronautical Survey for Nighttime Approach and the Snow Removal Equipment Building.

(5:36:42) – In response to Member Hutter’s question on the snowplow truck’s delay, Ms. Burgard stated that she was told that certain parts needed for the snowplow truck were unavailable.

(5:37:41) – Mr. Jenkins noted that other departments in Carson City have experienced delays with “these types of trucks” including the Fire Department.

G. CONSENT AGENDA

None.

H. PUBLIC HEARINGS

1. FOR DISCUSSION AND POSSIBLE ACTION: SPECIAL ELECTION OF FY 2024/2025 CCAA OFFICER; CHAIR

(5:38:41) – Vice Chair Norvell introduced the item. Mr. Tackes referenced the Staff Report, which is incorporated into the record. Vice Chair Norvell entertained nominations for the position of CCAA Chair.

(5:40:19) – Member Hamilton nominated Member Puliz for the position of CCAA Chair.

(5:40:19) – Member Hamilton moved to nominate Tim Puliz to the position of CCAA Chair. The nomination was accepted and with no additional nominations, Vice Chair Norvell closed the nominations.

RESULT:	APPROVED (4-0-1)
MOVER:	Hamilton
AYES:	Norvell, Golden, Hamilton, Hutter
NAYS:	None
ABSTENTIONS	Puliz
ABSENT:	Rogers, Horton

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.

(5:41:14) – Member Puliz introduced the item. Mr. Tackes referenced the Staff Report and the Reimbursement Agreement between Carson Tahoe Executive (CTE) LLC and Carson City Airport Authority, both of which are incorporated into the record.

(5:45:03) – Member Golden expressed concerns based on a previous lease negotiation where legal fees were not reimbursed. He said that the deposit was “too low” and recommended a minimum deposit of \$75,000. Mr. Tackes responded to clarifying questions.

(5:52:21) – Vice Chair Norvell stated that it appeared there was a lack of communication with CTE during the initial discussion related to legal fees.

(5:52:51) – Mr. Tackes acknowledged the legal obligation outlined in Title 19 but stated that the Authority had discretion in charging the fees. He added that the proposed agreement was “a step in the right direction” and felt it shouldn’t be overshadowed by past issues.

(5:53:21) – Member Puliz echoed Vice Chair Norvell and Mr. Tackes’ comments. He clarified that the \$50,000 deposit was a good faith measure rather than a strict limit on legal fees. Member Puliz said he accepted the proposed agreement as written.

(5:55:10) – CTE Representative Bruce Carrade provided a brief recap on projects completed in 2023. Mr. Carrade addressed comments on the past lease negotiations, stating that the CTE had paid for the appraisal and the lease.

(5:57:15) – Vice Chair Norvell moved to approve the reimbursement agreement as written. Member Hutter seconded the motion.

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

G. AIRPORT MANAGER’S REPORT

(5:57:49) – Member Puliz introduced the item. Mr. Jenkins referenced the Airport Manager’s Report, which is incorporated into the record.

(6:03:28) – Member Puliz suggested that Mr. Jenkins consider including a spreadsheet with reports from the prior year for reference.

J. LEGAL COUNSEL’S REPORT

(6:03:42) – Member Puliz introduced the item. Mr. Tackes did not have any additional items to report.

K. TREASURER’S REPORT

(6:03:49) – Member Puliz introduced the item and noted that Treasurer Rogers was absent.

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**

(6:04:06) – Member Puliz entertained Member reports; however, none were forthcoming. Mr. Jenkins responded to clarifying questions.

M. PUBLIC COMMENT.

(6:06:05) – Member Puliz entertained public comments; however, none were forthcoming.

N. ACTION ON ADJOURNMENT.

(6:06:13) – Member Puliz adjourned the meeting at 6:06 p.m.

The Minutes of the November 15, 2023 Carson City Airport Authority meeting are so approved on this 17th day of January 2024.

DRAFT MINUTES
Special Meeting
Carson City Airport Authority (CCAA)
Wednesday, December 20, 2023 ● 5:30 P.M.
Carson City Airport Terminal
2600 College Parkway #6, Carson City, Nevada

Authority Members

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

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.

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

(5:30:57) – Chairperson Puliz called the meeting to order at 5:30 p.m.

(5:31:06) – Roll was called, and a quorum was present.

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

B. PLEDGE OF ALLEGIANCE

(5:31:44) – Led by Member Hutter.

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

(5:32:15) – Chairperson Puliz noted that there were no minutes submitted for approval.

D. MODIFICATION OF THE AGENDA.

(5:32:30) – Chairperson Puliz introduced the item and noted that there were no modifications to the agenda.

E. PUBLIC COMMENT

(5:32:43) – Chairperson Puliz entertained public comments; however, none were forthcoming.

F. AIRPORT ENGINEER’S REPORT

None.

G. CONSENT AGENDA

None.

H. PUBLIC HEARINGS

1. FOR DISCUSSION AND POSSIBLE ACTION: APPROVAL OF THE ANNUAL AUDIT REPORT OF THE CARSON CITY AIRPORT AUTHORITY FOR FY 2022/23.

(5:33:02) – Chairperson Puliz introduced the item. Treasurer Rogers referenced the Staff Report and the Audit Report, both of which are incorporated into the record. He reported that the audit “went fine “and said that the auditor found no evidence of misappropriation. Mr. Jenkins provided an overview of the findings and corrective action plans.

(5:37:11) – Mr. Tackes added that the audit report was a “tremendous” improvement from the 2022 audit report which included a lot of findings. He said that Staff and Treasurer Rogers did a “good job” at addressing the findings.

(5:37:49) – Member Hamilton moved to approve the FY 2022/2023 annual audit report of the Carson City Airport Authority conducted by Casey Neilon. Vice Chair Norvell seconded the motion.

RESULT:	APPROVED (7-0-0)
MOVER:	Hamilton
SECONDER:	Norvell
AYES:	Puliz, Norvell, Rogers, Golden, Hamilton, Horton, Hutter
NAYS:	None
ABSTENTIONS	None
ABSENT:	None

I. AIRPORT MANAGER’S REPORT

(5:38:42) – Chairperson Puliz introduced the item. Mr. Jenkins thanked Chair Puliz, Member Golden, Mr. Tackes, and Rick Lee for taking initiative while he was out sick.

J. LEGAL COUNSEL’S REPORT

(5:40:01) – Mr. Tackes did not have any additional items to report.

K. TREASURER’S REPORT

(5:40:03) – Treasurer Rogers did not have any additional items to report.

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

(5:40:06) – Chairperson Puliz entertained Member reports; however, none were forthcoming.

M. PUBLIC COMMENT

(5:40:11) – Chairperson Puliz entertained public comments; however, none were forthcoming.

N. AGENDA ITEMS FOR NEXT REGULAR MEETING

(5:40:14) – Chairperson Puliz entertained requests for agenda items for the next CCAA meeting; however, none were forthcoming.

O. ACTION ON ADJOURNMENT

(5:40:21) – Chairperson Puliz adjourned the meeting at 5:40 p.m.

The Minutes of the December 20, 2023 Carson City Airport Authority meeting are so approved on this 17th day of January 2024.



Engineer's Report

WOOD RODGERS
BUILDING RELATIONSHIPS ONE PROJECT AT A TIME

To: Carson City Airport Authority
From: Brian Martinezmoles **CC:** Mr. Corey Jenkins, Airport Manager
Date: January 12, 2024
Subject: Engineer's Report for Carson City Airport Authority Board Meeting

Please find below a status report of the projects and/or tasks Wood Rodgers is currently engaged in on behalf of the Carson City Airport.

1.0. Airport Capital Improvement Program

Wood Rodgers, in conjunction with the Airport Manager, have begun conversations with staff from the Airport District Office (ADO) of the Federal Aviation Administration (FAA) to discuss the 2024-2029 Airport Capital Improvement Program (ACIP). The FAA ADO will be scheduling ACIP meetings in the Spring of 2024. Subsequent to further coordination with the FAA ADO, a draft ACIP will be presented to the Airport Authority Board for review / approval.



FlyCarsonCity.com

CCAA BOARD MEMO

Agenda Item: H-1

BOARD MEMO 2024-01

Meeting Date: January 17, 2024

Agenda Title: FOR DISCUSSION AND POSSIBLE ACTION: REVIEW ANALYSIS OF AIRPORT STAFFING NEEDS AND APPROVE ADDITIONAL STAFF POSITION OF ADMINISTRATIVE ASSISTANT. (C. Jenkins)

Staff Summary: The Carson City Airport is in a period of growth with new hangar construction, new ground leases, and increased interest in more development. The airport manager must regularly push aside activities that support this growth to complete competing priority items related to airport safety, general administrative tasks, service to local government agencies, and federal grant assurance compliance. Current and projected airport growth supports hiring additional staff to provide the best possible service to the community. Staff recommends adding an Administrative Assistant position to address this need.

Agenda Action: Formal Action/Motion

Time Requested: 15 Minutes

Proposed Motion

I move to approve the request to hire a full-time Administrative Assistant.

CCAA'S Strategic Goal

Maintain positive relationships with the community.
Maintain airport infrastructure in top condition.

Previous Action and Executive Summary

After two and a half years working for the Carson City Airport Authority, management has a firm grasp on the routine administrative tasks needed to support airport operations as well as the effort required to support past and projected growth. Growth is likely to accelerate exponentially based on the number of developers that are reaching out with interest in building new hangars. Airport revenues are increasing year over year with 2022 showing a 42% increase in revenue and 2023 showing an additional 9.5% increase. These increases can be partially attributed to a focus on data collection and analysis by our part-time contracted administrative assistant and require us to continue this highly time-consuming work going forward. Management is confident that a full-time position will also drive improvement in these areas:

- Improved bill collections
- Reducing the adjusted journal entries in the annual audit
- Gathering Central Assessment tax contributions

In addition to the tasks that will increase airport revenues, there are other areas that need improvement. Increased airport utilization should be met with an improvement in customer service. The pilots and other airport users deserve to have a great customer service experience at KCXP. A full-time administrative position will support improvement in the following areas that benefit the airport and its users:

- Have staff available seven days a week.
- Cross train staff to ensure uninterrupted service to the community.
- Increase tenant access to the manager.
- Finish operating procedures and manuals to ensure consistent quality of service.
- Attract new developers.
- Progress on a new terminal building.
- Become our own Grant Sponsor.
- Accomplish the land transfer from Carson City to the Airport Authority.

Financial Information

Is there a fiscal impact?

No Yes

If yes, account name/number & amount:

General Fund:

\$70,000.00 Annual Labor Expenses

- Minus \$25,000 Annual expense for current contract clerical assistant
- Minus \$5,000 Annually for Contract Bookkeeping expenses that can be brought in house

Resulting in \$40,000 Annual Increase in Labor Expense

Is it currently budgeted?

No

Alternatives

Decline additional staff.

Board Action Taken:

Motion: _____ 1) _____
2) _____

Aye/Nay

(Vote Recorded By)



FlyCarsonCity.com

January 17, 2023

Carson City Airport Manager's Report Prepared by Corey Jenkins

Managers' Report

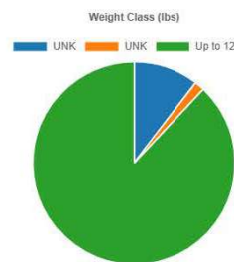
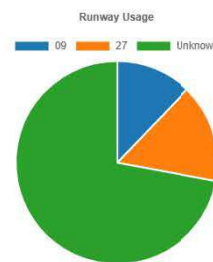
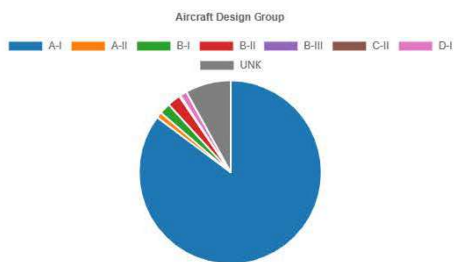
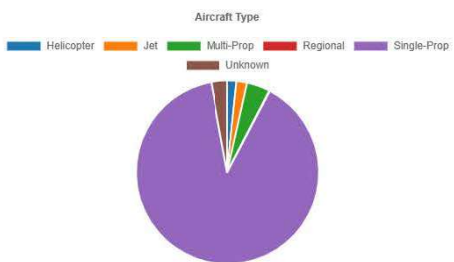
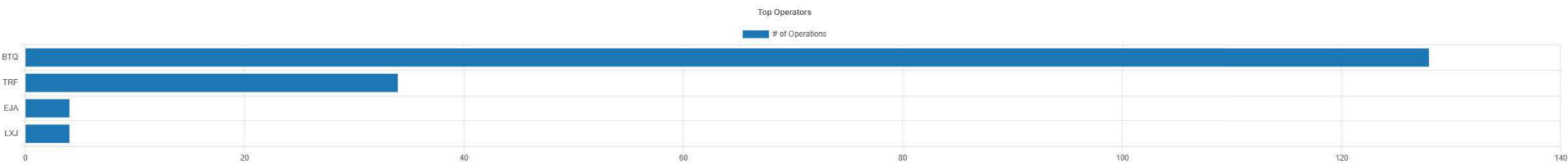
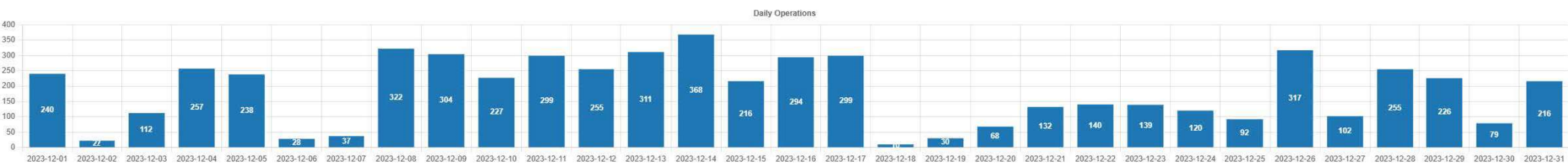
- Two Snow Events
 - The additional staff has really paid off for snow plowing.
 - The first event, all staff reported to the airport on a Sunday and the airport was plowed in record time. It was not only quicker, but also more organized and safer.
 - The second event, I had a conflict and was not able to contribute. The airport was still able to be open the same day because of the additional staff. Rick Lee also made some good decisions to delay non-essential pavement until day 2 to get the airport open.
- Aircraft Incidents
 - There was a runway excursion followed by a runway incursion.
 - The airport had the necessary NOTAMS issued and took appropriate action to prevent these incidents from occurring.
 - Aircraft operation on closed pavement.
 - The pilot has contacted the airport, and the cause of the operation has been identified and addressed.
- The Leadership Institute
 - This month the focus was the Carson City Sheriff's Department.
 - We had a tour of the jail.
 - Presentations from different departments.
 - Dispatch
 - District Attorney's Office
 - Special Enforcement Team
 - The presentation included valuable information about crime activity in the community and the resources available to address it.
 - The Sheriff spoke about more resources available at the Sheriff's office and the crime trends and what they mean for our community.
- Airport Master Record Updates
 - Submitted changes to the airport master record.
 - Contact information for the office and emergency
 - Runway 27 the preferred calm wind runway
- Perimeter Road Capacity
 - The onsite work has been completed to determine the capacity of the perimeter road. We should receive the report soon.

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	8722	2547	2321	11332	24921	\$ 1,246.06	-37%
November-23	7657	2916	3365	10609	24547	\$ 1,227.34	14%
December-23	8384	1144	855	5947	16329	\$ 816.45	-2%

Aircraft Operations

ADS-B Airport Operations			
*This chart does not include all Aircraft Operations			
Month	Arrivals	Departures	Total Operations
January-23	1106	1123	2229
February-23	1752	1773	3525
March-23	1253	1223	2476
April-23	2570	2563	5133
May-23	2655	2590	5245
June-23	3023	3039	6062
July-23	3228	3278	6506
August-23	2652	2597	5249
September-23	3322	3376	6698
October-23	3899	3762	7661
November-23	3273	3236	6509
December-23	2871	2884	5755
Total Annual	31604	31444	63048



Carson City Airport Authority-2

Balance Sheet Comparison

As of December 31, 2023

	TOTAL	
	AS OF DEC 31, 2023	AS OF DEC 31, 2022 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1075 LGIP-Deferred	410,048.91	392,913.44
1077 LGIP- General Fund	1,572,204.10	821,840.34
3099 Gen. Fund #1162	258,643.67	853,184.76
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	\$2,240,996.68	\$2,068,038.54
Accounts Receivable		
2000 Accounts Receivable - Operating	144,621.15	180,407.89
Total Accounts Receivable	\$144,621.15	\$180,407.89
Other Current Assets		
1499 Undeposited Funds	27,487.79	60,191.33
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
CTE Reimbursement Funds	-1,757.50	
Grumman HU-16C Lien	0.00	0.00
Total Other Current Assets	\$126,236.53	\$160,697.57
Total Current Assets	\$2,511,854.36	\$2,409,144.00
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
2810 Pension Requirement	207,162.04	207,162.04
Total Other Assets	\$5,715,964.37	\$5,715,964.37
TOTAL ASSETS	\$9,853,345.94	\$9,750,635.58

Carson City Airport Authority-2

Balance Sheet Comparison

As of December 31, 2023

	TOTAL	
	AS OF DEC 31, 2023	AS OF DEC 31, 2022 (PY)
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
3000 Accounts Payable	39,563.50	251,942.64
Total Accounts Payable	\$39,563.50	\$251,942.64
Credit Cards		
6321 Home Depot	1,537.69	663.46
6328 NSB Credit Card Rick 9053	244.12	510.71
6329 NSB CC Corey 9061	469.23	1,554.34
Total Credit Cards	\$2,251.04	\$2,728.51
Other Current Liabilities		
2101 Payroll Liability	5,647.54	-7,258.71
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	\$302,985.82	\$290,079.57
Total Current Liabilities	\$344,800.36	\$544,750.72
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	170,622.83	176,862.83
3250 Gonzalez Deferred Lease	232,855.89	237,089.63
3260 Goni Deferred Lease	0.00	0.00
6325 Tractor US Bank	-13,243.00	0.00
Total Long-Term Liabilities	\$5,735,990.72	\$5,759,707.46
Total Liabilities	\$6,080,791.08	\$6,304,458.18
Equity		
4200 Fund Balance	2,553,540.52	2,553,540.52
4999 Retained Earnings	1,112,764.11	812,152.15
4999.1 GWFS to Fund FS adjustments	-38,223.00	-38,223.00
Net Income	144,473.23	118,707.73
Total Equity	\$3,772,554.86	\$3,446,177.40
TOTAL LIABILITIES AND EQUITY	\$9,853,345.94	\$9,750,635.58

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	8,150.00	12,000.00	-3,850.00	67.92 %
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	\$834,076.10	\$723,190.00	\$110,886.10	115.33 %
GROSS PROFIT	\$834,076.10	\$723,190.00	\$110,886.10	115.33 %
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	14,461.81	6,000.00	8,461.81	241.03 %
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	\$461,897.69	\$466,950.00	\$ -5,052.31	98.92 %

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	\$372,178.41	\$256,240.00	\$115,938.41	145.25 %
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	\$300,611.96	\$13,290.00	\$287,321.96	2,261.94 %

Carson City Airport Authority-2

Profit and Loss Comparison

July - December, 2023

	TOTAL	
	JUL - DEC, 2023	JUL - DEC, 2022 (PY)
Income		
5010 Real/Personal Property Tax		
5010.1 Aircraft	95,691.54	95,425.02
5010.2 Building	78,293.04	78,075.00
Total 5010 Real/Personal Property Tax	173,984.58	173,500.02
5050 AIRPORT LEASES		
5050H Hanger Lease	36,000.00	4,901.14
5051 Land Leases	124,971.20	105,844.55
5052 Tower Leases	36,468.68	34,435.63
5053 Lease-Mayes	3,120.00	3,120.00
Total 5050 AIRPORT LEASES	200,559.88	148,301.32
5150 Tie Down Fees	5,018.00	5,148.20
5151 Gate Card Fees	1,305.00	475.22
5155 Parking Fees	324.83	
5200 Committed-Fuel Flowage Fees	8,640.63	10,517.78
5201 Committed-Jet Fuel Tax	1,061.88	702.63
5300 Class II FBO Fees	4,800.00	5,400.00
5402 Open House Income	2,500.00	
5404 Rock Materials Sales	36,246.24	69,620.58
5500 Interest Income	40,029.21	11,963.09
5915 Sales		1,290.00
5998 Terminal Rental		400.00
Total Income	\$474,470.25	\$427,318.84
GROSS PROFIT	\$474,470.25	\$427,318.84
Expenses		
6019 Charitable Contribution	1,365.75	
6165 Job Supplies	48.14	87.63
6169 Taxes & Licenses	280.00	3.00
6300 Operating Expenses		
6130 Dues	1,210.00	325.00
6135 Memberships	95.00	275.00
6190 Office Expencc-PC Software	1,052.55	204.65
6200 Office Expenses -PC Hardware	88.20	
6211 Meals and Entertainment	377.35	350.93
6218 Marketing and Website	431.60	775.00
6280 Open House Expense	1,118.26	
Total 6300 Operating Expenses	4,372.96	1,930.58
6301 Utilities		
6238 Stormwater Discharge Permit	4.06	

Carson City Airport Authority-2

Profit and Loss Comparison

July - December, 2023

	TOTAL	
	JUL - DEC, 2023	JUL - DEC, 2022 (PY)
6302 Phone & Internet	1,972.06	1,561.70
6303 Electric	8,340.62	5,450.89
6304 Gas	254.89	298.10
6305 Water	1,083.28	1,110.88
6306 Carson City Landfill	633.10	499.10
Total 6301 Utilities	12,288.01	8,920.67
6308 Office Expenses and Supplies	621.71	574.32
6309 Legal	32,172.50	26,353.16
6310 Security	1,975.94	1,885.82
6311 CCAA printing	428.08	
6312 Data Storage	272.08	205.68
6313 Insurance	1,522.00	3,095.00
6314 Auditing		805.00
6314A Accounting/Bullis	10,026.00	11,131.00
6314B Accounting/Tmcdbooks	6,900.00	1,100.00
6315 Contract Services/Appraisals		6,995.00
6316 Bank Charges/Square Chgs	206.41	144.66
6317 Airport Equipment Maintenance	4,721.11	8,549.17
6317.5 AWOS III Service Charges	6,620.00	13,150.00
6318 Facility Maintenance	3,533.20	2,694.45
6318.5 2025 Arrowhead Dr		1,586.68
Total 6318 Facility Maintenance	3,533.20	4,281.13
6319 Airfield Maintenance	19,418.70	2,844.53
6319.5 Gate Maintenance	4,776.29	22.01
6350 Labor Expense		
6351 Salaries	91,793.08	66,094.55
6351.5 Overtime Budget (Airfield)		358.70
6352 Healthcare	20,192.19	17,772.72
6353 PERS Retirement Contribution	27,344.15	9,425.98
6354 Nevada Payroll	627.25	529.25
6355 Workers Compensation	878.27	2,293.95
6476 Uniforms	612.74	538.76
Total 6350 Labor Expense	141,447.68	97,013.91
6444 Advertising & Marketing	662.50	150.75
9100 Interest Expense	527.98	527.98
Melio Service Fees	9.00	
Total Expenses	\$254,196.04	\$189,771.00
NET OPERATING INCOME	\$220,274.21	\$237,547.84
Other Income		
5001 NDOT Grant Reimbursement	19,722.00	

Carson City Airport Authority-2

Profit and Loss Comparison

July - December, 2023

	TOTAL	
	JUL - DEC, 2023	JUL - DEC, 2022 (PY)
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	0.00
6036.2 AIP #37 Acquire Snow Removal Equipment Expense	-135.00	
Total 6036 AIP #37 Acquire Snow Removal Equipment	0.00	0.00
6037 AIP #38 Install Approach Lighting Phase I		0.00
6040 AIP 41 - Relocate AWOS		8,193.00
6040.1 AIP 41 - Relocate AWOS Revenue	19,722.00	21,741.00
6040.2 AIP 41 - Relocate AWOS Expenses		-23,191.30
6041 AIP #42 Approach Lighting System Phase 2 PAPI and MALSF		-3,000.00
6041.1 AIP #42 Approach Lighting System Phase 2 PAPI and MALSF Rev		169,120.31
6041.2 AIP #42 Approach Lighting System Phase 2 PAPI and MALSF Expense	-39,060.00	-177,395.00
Total 6041 AIP #42 Approach Lighting System Phase 2 PAPI and MALSF	-39,060.00	-11,274.69
6042 AIP #43 Approach Lighting System Phase 3 PAPI and MALSF		
6042.1 AIP #43 Approach Lighting System Phase 3 PAPI and MALSF Revenue	44,712.19	
6042.2 AIP #43 Approach Lighting System Phase 3 PAPI and MALSF Expense	-47,930.50	
Total 6042 AIP #43 Approach Lighting System Phase 3 PAPI and MALSF	-3,218.31	
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	-66,907.81	-4,531.99
Total Other Income	\$ -47,185.81	\$ -4,531.99
Other Expenses		
CCAA Funded Capital Projects		
6400 Capital Project		
6418 FOD Boss Purchase	6,949.00	
Total 6400 Capital Project	6,949.00	
6410 Bobcat w/Attachments		82,121.70
6413 Taxiway Sign Panels	1,217.68	14,188.30
6414 Terminal Building Architectural Renderings	12,892.25	8,107.50
6416 New Terminal Door Improvements with Access Control	7,556.24	4,953.82
6417 Aggregate To Improve Safety Areas (500 ft Test Area)		4,936.80
Total CCAA Funded Capital Projects	28,615.17	114,308.12
Total Other Expenses	\$28,615.17	\$114,308.12
NET OTHER INCOME	\$ -75,800.98	\$ -118,840.11
NET INCOME	\$144,473.23	\$118,707.73