



FlyCarsonCity.com

CCAA BOARD MEMO

Agenda Item: H-2

BOARD MEMO 2024-03

Meeting Date: February 21, 2024

Agenda Title: FOR DISCUSSION: REVIEW AND DISCUSS FY 24/25 PRELIMINARY BUDGET (C. Jenkins)

Staff Summary: Airport Manager to discuss CCAA budget for FY 24/25 (July 1, 2024 – June 30, 2025)

Agenda Action: Formal Action/Motion

Time Requested: 15 Minutes

Proposed Motion

N/A – No action required.

CCAA'S Strategic Goal

Maintain airport infrastructure in top condition.
Maintain financial stability.

Previous Action and Executive Summary

N/A

Financial Information

Is there a fiscal impact?

No Yes

If yes, account name/number & amount:

General Fund/ Federal Share:

Is it currently budgeted?

Alternatives

N/A

Board Action Taken:

Motion: _____ 1) _____
2) _____

Aye/Nay

(Vote Recorded By)

CCAA 24/25 Preliminary Budget Worksheet - February 2024

	FY 22/23	FY 22/23	FY 23/24	FY 23/24	FY 24/25	FY 24/25
	Budget	Actual	Budget	Projected Actual	Budget	Notes
INCOME						
SUB-TOTAL 5010 · REAL/PERSONAL PROPERTY TAX	300,000.00	341,313.00	350,000.00	345,965.00	365,000.00	
5010.1 · Aircraft	165,000.00	198,611.00	210,000.00	203,498.00	210,000.00	
5010.2 · Building	135,000.00	142,702.00	140,000.00	142,467.00	155,000.00	
5050 · AIRPORT LEASES						
5050H · Hangar Lease	45,000.00	16,901.00	79,100.00	72,000.00	72,000.00	
5051 · Land Leases	215,000.00	232,107.00	245,000.00	250,000.00	300,000.00	Add Lease For College Pkwy Frontage Parcel
5052 · Tower Leases	67,000.00	70,142.00	71,000.00	73,000.00	75,000.00	
5053 · Lease-Mayes	6,240.00	6,240.00	6,240.00	6,240.00	6,240.00	
5054 · Through The Fence Property Tax Offset	0.00	-105,096.00	0.00	-8,000.00	-8,000.00	
SUB-TOTAL 5050 · AIRPORT LEASES	333,240.00	220,294.00	401,340.00	393,240.00	445,240.00	
5150 · Tie Down Fees	9,000.00	10,049.00	9,000.00	10,000.00	8,000.00	No Air Races
5151 · Gate Card Fees	500.00	525.00	900.00	2,000.00	2,000.00	
5155 · Parking Fees	750.00	200.00	200.00	425.00	300.00	
5200 · Fuel Flowage Fees	18,000.00	16,594.00	20,000.00	18,000.00	20,000.00	
5201 · Jet Fuel Tax	4,000.00	883.00	4,000.00	2,000.00	4,000.00	Addition of CTE Revenue
5250 · Through the Fence Fees	7,200.00	8,058.00	7,200.00	8,000.00	8,000.00	
5300 · Class II FBO Fees	12,000.00	5,850.00	12,000.00	9,600.00	10,000.00	
5402 · Open House Income	0.00	3,849.00	10,000.00	5,000.00	10,000.00	
5404 · Rock Materials Sales	25,000.00	82,104.00	40,000.00	72,000.00	70,000.00	
5450 · Reimbursements	0.00	2,384.00	0.00	24,000.00	35,000.00	\$30K of Legal Expenses Reimbursed by CTE
5500 · Interest Income	3,500.00	334,308.00	65,000.00	80,000.00	380,000.00	NPV of New Lease
5998 · Terminal Rental	0.00	400.00	500.00	400.00	500.00	
SUB-TOTAL FEES & MISC INCOME	79,950.00	465,204.00	168,800.00	231,425.00	547,800.00	
TOTAL INCOME	713,190.00	1,026,811.00	920,140.00	970,630.00	1,358,040.00	
OPERATING EXPENSES						
MISCELLANEOUS OPERATION EXPENSES						
6000 · Airport Engineering	0.00	0.00	0.00	0.00	0.00	
6019 · Charitable Contribution	0.00	597.00	1,000.00	1,500.00	2,000.00	Support Chamber and Rotary
6169 · Taxes and Licenses	0.00	9.00	0.00	300.00	300.00	
6130 · Dues	1,450.00	325.00	1,450.00	1,500.00	2,300.00	Rick and Cody Join SWAAAE
6135 · Memberships	1,000.00	-225.00	750.00	250.00	500.00	
6136 · Registration	500.00	250.00	0.00	0.00	0.00	
6137 · Conferences	4,000.00	0.00	2,500.00	0.00	4,500.00	
6170 · SWAAAE Travel	850.00	0.00	750.00	0.00	850.00	
6190 · Office Expense PC Software	2,500.00	1,479.00	1,000.00	1,500.00	2,000.00	
6200 · Office Expense PC Hardware	1,500.00	1,102.00	500.00	500.00	500.00	
6211 · Meals and Entertainment	500.00	806.00	500.00	700.00	750.00	
6218 · Marketing and Website	4,000.00	4,976.00	3,500.00	2,000.00	2,500.00	
6369 · Travel	500.00	0.00	500.00	0.00	500.00	
6280 · Open House Expense	0.00	8,236.00	10,000.00	10,000.00	12,000.00	
SUB-TOTAL 6000-6280 · MISC OPERATING EXPENSES	16,800.00	17,555.00	22,450.00	18,250.00	28,700.00	
UTILITIES						
6302 · Phone & Internet	4,000.00	3,008.00	3,500.00	3,900.00	5,000.00	Re-structure Airport Comm
6303 · Electric	8,500.00	12,487.00	12,000.00	17,000.00	19,000.00	Add SRE Building and New PAPI
6304 · Gas	700.00	1,341.00	1,000.00	1,000.00	1,000.00	
6305 · Water	2,000.00	2,255.00	2,000.00	2,200.00	2,300.00	
6306 · Carson City Landfill	1,500.00	811.00	1,200.00	1,200.00	1,200.00	
SUB-TOTAL 6301 · UTILITIES	16,700.00	19,902.00	19,700.00	25,300.00	28,500.00	
OTHER EXPENSES						
6308 · Office Expenses and Supplies	1,200.00	762.00	2,000.00	1,200.00	1,500.00	
6309 · Legal	60,000.00	80,304.00	100,000.00	75,000.00	100,000.00	Partially Offset By \$30K in Reimbursements
6310 · Security	4,000.00	4,154.00	4,000.00	4,000.00	4,000.00	
6311 · CCAA Printing	600.00	442.00	0.00	750.00	500.00	
6312 · Data Storage	400.00	454.00	400.00	550.00	550.00	
6313 · Insurance	13,000.00	12,451.00	13,000.00	12,500.00	13,000.00	Add New Plow
6314 · Auditing	25,000.00	27,078.00	25,000.00	25,420.00	42,000.00	Single Audit Required
6314a · Bookkeeping (Bullis)	15,000.00	20,499.00	18,000.00	20,000.00	16,000.00	Bring Some Work in House
6314b · Accounting/TMCDBooks	0.00	5,665.00	28,800.00	7,500.00	0.00	Salaried Admin Added
6315 · Contract Services/Appraisal	5,000.00	7,715.00	6,000.00	6,000.00	14,000.00	Appraisal For New Ground Leases
6316 · Bank/Square Charges	150.00	273.00	350.00	400.00	400.00	
6317 · Airport Equipment Maintenance	12,000.00	19,027.00	15,000.00	12,500.00	15,000.00	Add New Plow

6325 US Bank (Tractor)	13,800.00	13,800.00	13,800.00	13,800.00	0.00	Lease is Paid in Full
6317.5 - AWOS III Service Expense	6,000.00	6,962.00	6,000.00	6,620.00	7,000.00	
6318 - Facility Maintenance	11,000.00	11,430.00	8,000.00	7,500.00	8,000.00	
6319 - Airfield Maintenance	30,000.00	11,491.00	30,000.00	40,000.00	40,000.00	Includes Sign Replacement As Needed
6319.5 - Gate maintenance	500.00	22.00	250.00	5,000.00	2,000.00	
6319.51 - Depreciation Expense	0.00	109,009.00	85,000.00	110,000.00	140,000.00	Start Depreciating SRE Building
SUB-TOTAL 6300 OTHER EXPENSES	197,650.00	331,538.00	355,600.00	348,740.00	403,950.00	
LABOR EXPENSE						
6351 - Salaries	139,500.00	135,964.00	215,400.00	200,000.00	285,000.00	Add Admin. Staff, Other Staff Gets Raises
6351.5 - Overtime Budget (Airfield)	6,000.00	2,571.00	6,000.00	2,500.00	2,500.00	
6352 - Healthcare	36,000.00	31,751.00	45,000.00	43,000.00	56,250.00	
6353 - PERS Retirement Contribution	42,000.00	30,664.00	65,000.00	64,000.00	82,000.00	
6354 - Nevada Payroll	1,100.00	1,176.00	1,100.00	1,200.00	1,200.00	
6355 - Workers Compensation	6,800.00	3,593.00	7,400.00	4,000.00	5,200.00	
6356 - State Unemployment Contribution	1,400.00	1,152.00	2,100.00	1,500.00	2,800.00	
6357 - Federal Quarterly Tax	0.00	0.00	500.00	0.00	0.00	
6476 - Uniforms	600.00	1,171.00	2,400.00	1,500.00	1,500.00	
SUB-TOTAL 6350 - LABOR EXPENSE	233,400.00	208,042.00	344,900.00	317,700.00	436,450.00	Add Admin. Staff, Other Staff Gets Raises
TOTAL OPERATING EXPENSE	464,550.00	577,037.00	742,650.00	709,990.00	897,600.00	
NET OPERATING INCOME	248,640.00	449,774.00	177,490.00	260,640.00	460,440.00	
FAA AIP GRANT FUNDED PROJECTS						
BIL Terminal Bldg Revenue	0.00		0.00	0.00	0.00	
BIL Terminal Bldg Expense	0.00	8,108.00	0.00	0.00	0.00	
BIL Extend 9/27 (Design, Feasability and Environmental) Revenue	0.00	0.00	0.00	0.00	500,000.00	
BIL Extend 9/27 (Design, Feasability and Environmental) Expense	0.00	0.00	0.00	0.00	533,333.00	
6034 - AIP #41 Relocate AWOS Revenue	0.00	21,741.00	0.00	39,444.00	0.00	Complete
6034 - AIP #41 Relocate AWOS Expense	0.00	23,191.00	0.00	23,191.00	0.00	Complete
6035.1 - AIP #44 Construct SRE Bldg. (40' X 80') Revenue	200,000.00	0.00	1,640,625.00	800,000.00	840,625.00	
6035.2 - AIP #44 Construct SRE Bldg. (40' X 80') Expense	200,000.00	263.00	1,750,000.00	1,000,000.00	750,000.00	
6036.1 - AIP #37 Acquire Snow Removal Equipment Revenue	225,000.00	0.00	218,000.00	2,000.00	216,000.00	
6036.2 - AIP #37 Acquire Snow Removal Equipment Expense	225,000.00	20,195.00	218,000.00	2,000.00	216,000.00	
6037 - AIP #38 Approach Lighting (Phase 1) Revenue	250,000.00	20,195.00	0.00	0.00	0.00	Complete
6037 - AIP #38 Approach Lighting (Phase 1) Expense	250,000.00	0.00	0.00	0.00	0.00	Complete
6041.1 - AIP #42 Approach Lighting (Phase 2)(Design) Revenue	0.00	357,272.00	0.00	37,500.00	0.00	Complete
6041.2 - AIP #42 Approach Lighting (Phase 2)(Design) Expense	0.00	378,077.00	0.00	40,000.00	0.00	Complete
6042.1 - AIP #43 Approach Lighting (Phase 3)(Const PAPI) Revenue	0.00		1,406,250.00	1,406,250.00	0.00	Will Be Complete This Fiscal Year
6042.2 - AIP #43 Approach Lighting (Phase 3)(Const PAPI) Expense	0.00		1,500,000.00	1,500,000.00	0.00	Will Be Complete This Fiscal Year
AIP #45 - Drainage Improvements Design Revenue	0.00	0.00	0.00	0.00	140,625.00	
AIP #45 - Drainage Improvements Design Expense	0.00	0.00	0.00	0.00	150,000.00	
TOTAL FAA AIP GRANT REVENUE	675,000.00	399,208.00	3,264,875.00	2,285,194.00	1,697,250.00	
TOTAL FAA AIP GRANT EXPENSE	675,000.00	429,834.00	3,468,000.00	2,565,191.00	1,649,333.00	
NET FAA AIP GRANT MATCH REQ'D	0.00	30,626.00	203,125.00	279,997.00	-47,917.00	
NET INCOME AFTER GRANT MATCH	248,640.00	419,148.00	-25,635.00	-19,357.00	508,357.00	
6412 - Terminal Entrance Beautification Project	120,000.00	0.00	120,000.00	0.00	80,000.00	
6413 - New Taxiway Sign Panels	15,000.00	0.00	15,000.00	10,000.00	0.00	Moved to Ongoing Airfield Maintenance
6414 - Terminal Building Architect Rendering and Environmental	60,000.00	16,215.00	0.00	13,000.00	0.00	
6415 - Entrance Sign Upgrade	32,700.00	16,350.00	0.00	0.00	0.00	Complete
6416 - New Terminal Door Improvements With Access Control	7,000.00	0.00	0.00	7,556.00	0.00	Complete
6417 - Aggregate To Improve Safety Areas	5,000.00	0.00	275,000.00	85,000.00	0.00	Work Will Continue - Have Adequate Material
6418 - Purchase FOD Boss	0.00	0.00	7,200.00	6,949.00	0.00	Complete
Rebuild Perimeter Road (Design)	0.00	0.00	0.00	0.00	120,000.00	Per Pavement Core Results
TOTAL CCAA CAPITAL PROJECTS	239,700.00	32,565.00	417,200.00	122,505.00	200,000.00	
TOTAL NET INCOME	8,940.00	386,583.00	-442,835.00	-141,862.00	308,357.00	