

**CARSON CITY AIRPORT AUTHORITY
MEETING AGENDA**

Wednesday, February 21, 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: ECHO DELTA COMMUNITY ASSOCIATION REQUEST FOR EXTENSION OF TIME ON CONSTRUCTION SCHEDULE (C. JENKINS)

Staff Summary: Echo Delta Community Association has requested additional time to complete the construction on Parcel APN 005-091-30.

2. 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)

3. FOR DISCUSSION AND POSSIBLE ACTION: CONSIDERATION FOR PAY INCREASES FOR AIRPORT MANAGER. (S. TACKES)

Staff Summary: Annual review of Airport Manager. Per Staff/Airport Counsel evaluation, an increase in the Manager's salary is warranted based on a review of comparable regional salaries, the Airport Manager's performance this past year, and increased demands on him from the increase in airport projects.

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, February 15, 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)
January 17, 2024 ● 5:30 PM
Community Center Robert “Bob” Crowell Board Room
851 East William Street, 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.

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

(5:30:50) – Chairperson Puliz called the meeting to order at 5:30 p.m.

(5:30:57) – Roll was called, and a quorum was present. Airport Counsel Steve Tackes was present via WebEx.

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

B. PLEDGE OF ALLEGIANCE

(5:31:48) – Led by Member Hutter.

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

(5:32:07) – Chairperson Puliz introduced the item and noted that the minutes of the November 15, 2023 meeting were amended. He entertained comments, changes and/or a motion to approve the minutes of the November 15, 2023 meeting, as corrected, and the December 20, 2023 special meeting.

(5:32:32) – MOTION: Member Horton moved to approve the minutes of the November 15, 2023 meeting, as amended, and the December 20, 2023 special meeting. Vice Chair Norvell seconded the motion.

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

D. MODIFICATION OF THE AGENDA.

(5:32:51) – Chairperson Puliz noted that there were no modifications to the agenda.

E. PUBLIC COMMENT

(5:33:14) – Chairperson Puliz entertained public comments; however, none were forthcoming.

F. AIRPORT ENGINEER’S REPORT

(5:33:25) – Chairperson Puliz introduced the item. Wood Rodgers Representative Brian Martinezmoles presented the Airport Engineer’s Report, which is incorporated into the record. Mr. Jenkins presented a report provided by Armstrong Consultants, which is incorporated into the record, and responded to clarifying questions.

G. CONSENT AGENDA

None.

H. PUBLIC HEARINGS

1. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW ANALYSIS OF AIRPORT STAFFING NEEDS AND APPROVE ADDITIONAL STAFF POSITION OF ADMINISTRATIVE ASSISTANT.

(5:40:05) – Chairperson Puliz introduced the item. Mr. Jenkins referenced the Staff Report, which is incorporated into the record.

(5:43:35) – Treasurer Rogers expressed support for the addition of a full-time Administrative Assistant and confirmed that the increase in labor costs was feasible. Vice Chair Norvell echoed Treasurer Rogers’ comment and indicated that he was in favor of the proposal, stating that it was “long overdue.”

(5:45:08) – Member Hamilton said he was in favor of the item, noting that Mr. Jenkins should be able to focus on land leases, building hangars, and attracting customers instead of clerical duties. Member Hutter stated that he supported the proposal so that Mr. Jenkins could focus on executive responsibilities.

(5:46:58) – Member Golden voiced his support for the request. He cautioned that the addition of a staff member should not “be taken lightly.” In response to Member Golden’s question, Mr. Jenkins stated that that the position will be posted externally.

(5:49:06) – Treasurer Rogers noted that the Airport Authority’s staff had grown over the last few years. In response to Treasurer Rogers’ question, Mr. Jenkins said he felt that with a four-person team, the Airport Authority would be adequately staffed for the next eight to ten years. Treasurer Rogers responded to clarifying questions regarding the financial impacts.

PUBLIC COMMENT

(5:50:39) – Chairperson Puliz entertained public comments. CTE Representative Bruce Carrade echoed Member comments, stating that Mr. Jenkins is “very competent at what he does” and said that the Airport Authority should support his request.

(5:51:46) – MOTION: Member Hamilton moved to approve the request to hire a full-time Administrative Assistant. Treasurer Rogers seconded the motion.

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

I. AIRPORT MANAGER’S REPORT

(5:53:33) – Chairperson Puliz introduced the item. Mr. Jenkins provided his report, which is incorporated into the record. He reported on aircraft incidents at the Airport, two snow events, and provided updates on the Carson City Chamber of Commerce Leadership Institute. Mr. Jenkins went over fuel flowage numbers and Airport operations from December 2023 and responded to clarifying questions.

J. LEGAL COUNSEL’S REPORT

(5:53:26) – Chairperson Puliz introduced the item. Mr. Tackes did not have additional items to report.

K. TREASURER’S REPORT

(6:09:32) – Chairperson Puliz introduced the item. Treasurer Rogers provided his report, which is incorporated into the record. He reported that the Airport Authority was “slightly ahead of budget” on revenues and “slightly under budget” on expenses.

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

(6:09:50) – Chairperson Puliz entertained Member reports; however, none were forthcoming.

M. PUBLIC COMMENT

(6:10:20) – Chairperson Puliz entertained public comments; however, none were forthcoming.

N. AGENDA ITEMS FOR NEXT REGULAR MEETING

(6:10:30) – Chairperson Puliz entertained requests for agenda items for the next CCAA meeting; however, none were forthcoming. Treasurer Rogers noted that the preliminary budget will be discussed at the next meeting on February 21, 2024.

O. ACTION ON ADJOURNMENT

(6:10:48) – MOTION: Chairperson Puliz adjourned the meeting at 6:10 p.m.

The Minutes of the January 17, 2024 Carson City Airport Authority meeting are so approved on this 21st day of February 2024.

Engineer's Report



To: Carson City Airport Authority
From: Brian Martinezmoles **CC:** Mr. Corey Jenkins, Airport Manager
Date: February 14, 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 2025-2029 Airport Capital Improvement Program (ACIP). We anticipate a planning meeting with the FAA ADO to occur in March of 2024. Subsequent to further coordination with the FAA ADO, a draft ACIP will be presented to the Airport Authority Board for review / approval.

2.0. Plan Review Services on Behalf of the Airport

Wood Rodgers is providing plan review services on behalf of the Airport for a proposed hangar development at the airport. Wood Rodgers will continue to work with the Airport Manager to discuss review comments and responses provided by the development project team. Said plan review services are focused on reviewing the project from an aviation engineering standpoint on behalf of the Airport. Carson City is the building official; a building permit will be obtained by the development project team through the City's building permitting process.



CCAA BOARD MEMO

Agenda Item: H-1

BOARD MEMO 2024-02

Meeting Date: February 21, 2024

Agenda Title: FOR DISCUSSION AND POSSIBLE ACTION: ECHO DELTA COMMUNITY ASSOCIATION REQUEST FOR EXTENSION OF TIME ON CONSTRUCTION SCHEDULE (C. JENKINS)

Staff Summary: Echo Delta Community Association has requested additional time to complete the construction on Parcel APN 005-091-30.

Agenda Action: Formal Action/Motion

Time Requested: 15 Minutes

Proposed Motion

I move to approve the request for extension of time on construction schedule.

- A. Plans completed and submitted to Landlord for approval within 18 months of approved extension.
- B. Site permit obtained for construction within 120 days next following.
- C. Construction completed within 30 months of approved permit.

CCAA'S Strategic Goal

Maintain financial stability.
Support economic activity in the region.

Previous Action and Executive Summary

June 3, 2021 (Item 13) - The Ortiz Bros. Aviation, LLC lease for parcel APN 005-091-30 was executed (Doc. Number 521392) for construction of hangars for aircraft storage.

March 15, 2023 (Item G-1) - The Airport Authority approved the Lease Assignment at the Authority's regular meeting.

April 6, 2023 (Item 8.B) - The Carson City Board of Supervisors approved Lease Assignment.

Financial Information

Is there a fiscal impact?

No Yes

If yes, account name/number & amount: 3099 General Fund

General Fund/ Federal Share:

Is it currently budgeted?

The lease is already in the budget.

Alternatives

Approve an extension that allows for 12 months to submit for permits and 24 months to complete construction that matches the schedule we use in our ground leases.

Board Action Taken:

Motion: _____ 1) _____
2) _____

Aye/Nay

(Vote Recorded By)

Ortiz Bros. Aviation NV, LLC

P.O. Box 11033, Zephyr Cove NV 89448
310..242.7305

Feb 1, 2024

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

Re: Construction Extension Request

Mr. Jenkins,

I, Eric Ortiz, Managing Member of Ortiz Bros. Aviation NV, LLC (“Declarant”) and President of Echo Delta Community Association (“Lessee”) would like to request a Construction Extension to our Lease as outlined below:

1. **Lessee:** Echo Delta Community Association.
2. **Declarant/
Developer:** Ortiz Bros. Aviation NV.
3. **Address:** Carson City Airport, Parcel APN 005-091-30, remaining parcel 1 located at the corner of Taxiway B&C.
4. **Terms:** Construction Phasing:
 - A. Plans completed and submitted to Landlord for approval within 18 months of approved extension.
 - B. Site permit obtained for construction within 120 days next following.
 - C. Construction completed within 30 months of approved permit.
5. **Development:** Declarant intends to develop aircraft hangars, construction to begin in 12 months or sooner.

I look forward to your favorable response.

Sincerely,



Eric Ortiz
Ortiz Bros. Aviation NV, LLC / Echo Delta Community Association



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	



CCAA BOARD MEMO

Agenda Item: H-3

BOARD MEMO 2024-04

Meeting Date: February 21, 2024

Agenda Title: FOR DISCUSSION AND POSSIBLE ACTION: CONSIDERATION FOR PAY INCREASES FOR AIRPORT MANAGER. (S. TACKES)

Staff Summary: Annual review of Airport Manager. Per Staff/Airport Counsel evaluation, an increase in the Manager's salary is warranted based on a review of comparable regional salaries, the Airport Manager's performance this past year, and increased demands on him from the increase in airport projects.

Agenda Action: Formal Action/Motion

Time Requested: 15 Minutes

Proposed Motion

I move to approve the pay increase for Corey Jenkins to \$113,000 Effective March 1, 2024.

CCAA'S Strategic Goal

- Maintain financial stability.
- Maintain positive relationships with the community.
- Support economic activity in the region.
- Provide for the safety and security of airport users.
- Maintain airport infrastructure in top condition.

Previous Action and Executive Summary

The attached charts show that the airport has been performing well financially since Corey Jenkins was hired. The improved financial performance of the airport can be credited to fully utilizing available data and modern data analysis techniques as well as excellent customer service. With a focus on based aircraft, attention to detail of the existing lease agreements, and attracting new tenants, the

year over year increases in annual revenue are significant. This has also been accomplished without adding any additional burden on existing airport users and maintaining a high level of customer satisfaction.

The airport is in a period of growth with many ongoing projects and more potential development projects from multiple developers coming soon.

The general appearance and the maintenance of the airport and airport facilities have improved. Ongoing projects, such as erosion repair in the safety areas, regular inspection of critical airport infrastructure, and pavement maintenance are ongoing that will continue to improve the airfield into the future.

An increase in Corey's pay is warranted based on the performance of the airport alone, but it is also notable that Corey is underpaid compared to other similar airports.

The attached charts show that despite Carson City Airport having far more based aircraft and airport operations than other airports, Corey is being paid the least. A salary adjustment to \$113,000 is easily affordable as shown by the airport preliminary budget and would be more competitive. The Carson City Airport Authority has been proud to run an efficient operation and that will continue to be the case as the proposed rate is still lower than most other airports, while becoming more competitive in the market.

June 28, 2021 (Item F-1) – Corey Jenkins hired as the Airport Manager.

February 16, 2022 (Item H-1) – Corey Jenkins was determined to meet the requirements set forth in the Offer of Employment.

Financial Information

Is there a fiscal impact?

No Yes

If yes, account name/number & amount: 3099 General Fund

General Fund/ Federal Share:

Salary will increase from \$93,150 to \$113,000.

Nevada Public Employee Retirement Contributions will increase by \$6,649.75.

Workers Compensation Insurance will increase by \$313.63.

Is it currently budgeted?

A pay increase was included in the 2024 budget, and it is in the preliminary 2025 budget.

Alternatives

Approve a different pay increase.

Decline the pay increase.

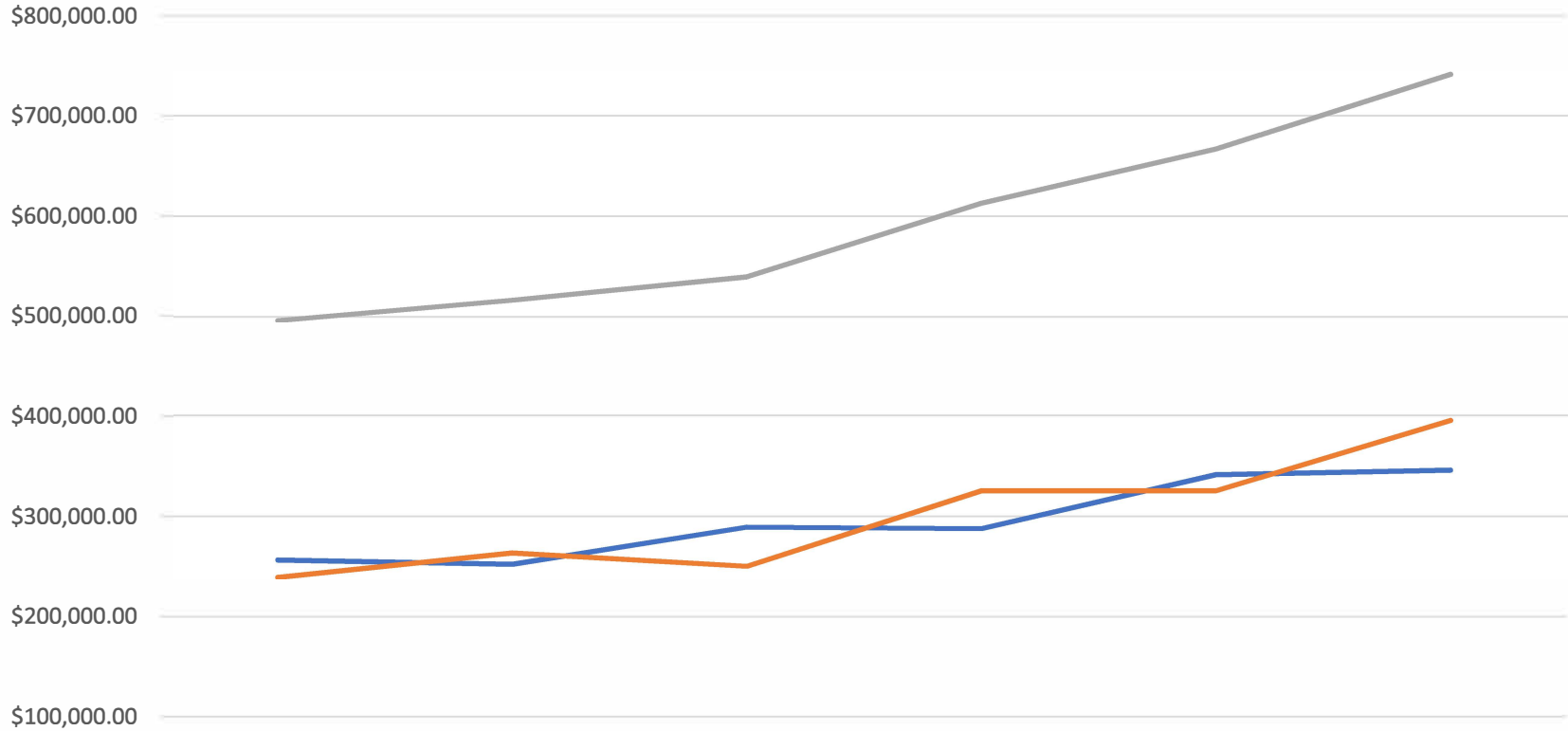
Board Action Taken:

Motion: _____ 1) _____
2) _____

Aye/Nay

(Vote Recorded By)

CXP Lease and Property Tax Revenues Over Time



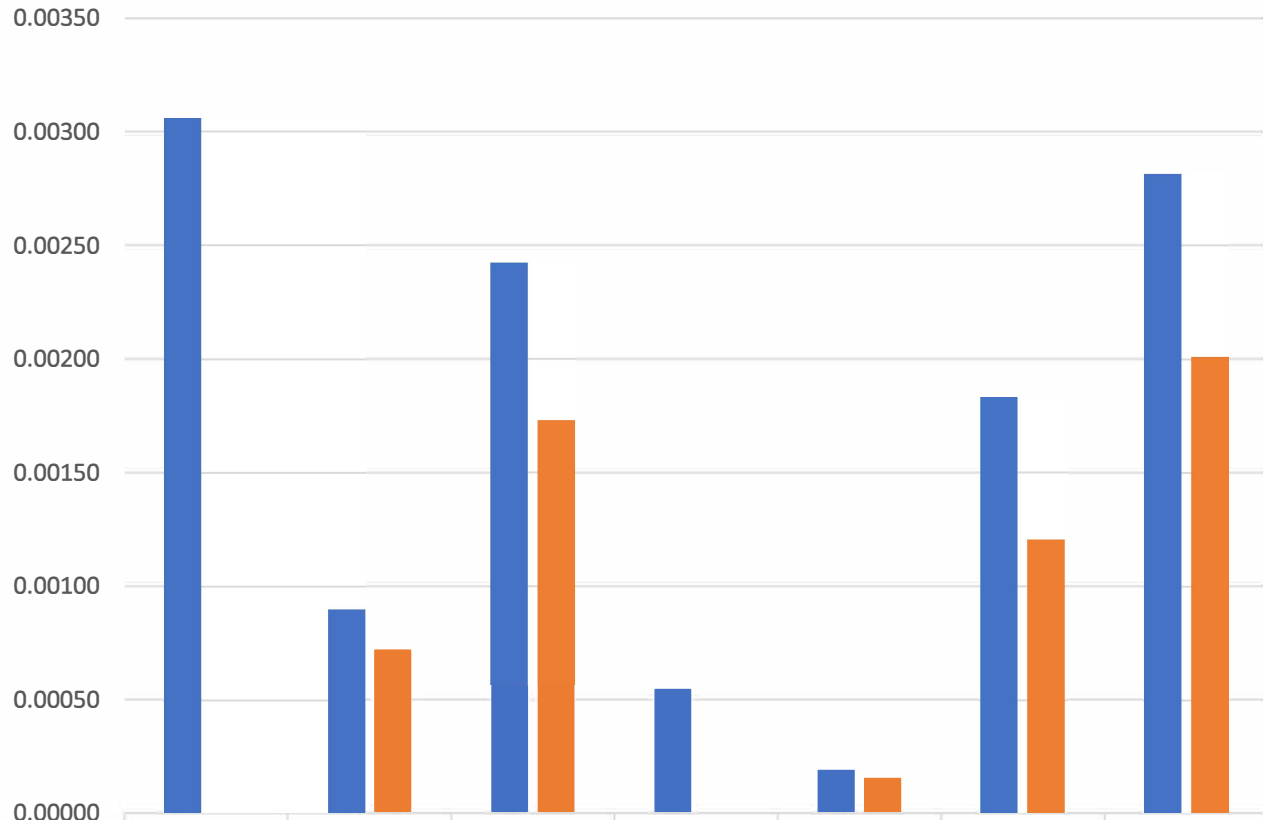
	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Property Tax	\$256,852.00	\$252,728.00	\$289,243.00	\$287,841.66	\$341,313.00	\$345,965.00
Airport Leases	\$239,587.00	\$263,909.00	\$250,635.00	\$325,321.00	\$325,390.00	\$395,000.00
Total	\$496,439.00	\$516,637.00	\$539,878.00	\$613,162.66	\$666,703.00	\$740,965.00

Property Tax Airport Leases Total

Airport Manager Salary Ranges or Current Salary



Airport Manager Based Aircraft to Salary Ratio



■ Aircraft Per Salary Low/Current	0.00306	0.00090	0.00242	0.00055	0.00019	0.00183	0.00281
■ Aircraft Per Salary High		0.00072	0.00173		0.00016	0.00121	0.00201

■ Aircraft Per Salary Low/Current
 ■ Aircraft Per Salary High

Airport Manager Salaries @ Comparable Airports

State	City	Airport	Salary Range	Date of Data	Based Aircraft	Annual Operations
Nevada	Carson City	CXP	\$93,150	2024	285	86,088
Nevada	Boulder City	BVU	\$104,097 - \$145,736	2022	252	44,521
California	Truckee	TRK	\$193,586.66	2021	106	35,000
Nevada	Reno Stead	RTS	\$102,606 - \$155,961	2022	188	49,800
California	South Lake Tahoe	TVL	\$110,000 - \$134,676	2023	21	25,875
Nevada	Elko	EKO	\$80,000 - \$100,010	2023	72	13,863
Nevada	Minden	MEV	\$99,153.60 - \$138,819.20	2024	279	90,568



February 21, 2024

FlyCarsonCity.com

Carson City Airport Manager's Report Prepared by Corey Jenkins

Manager's Report

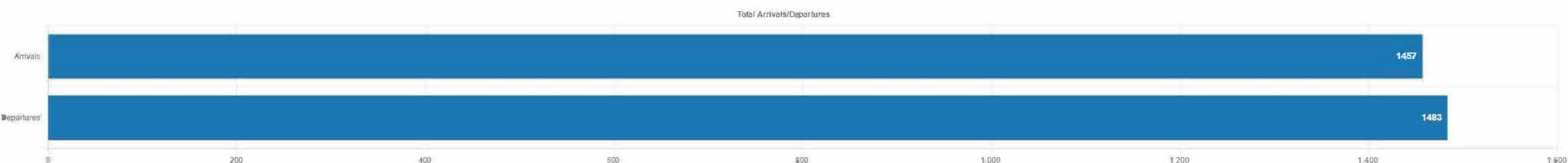
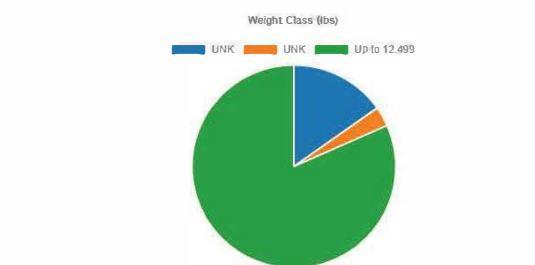
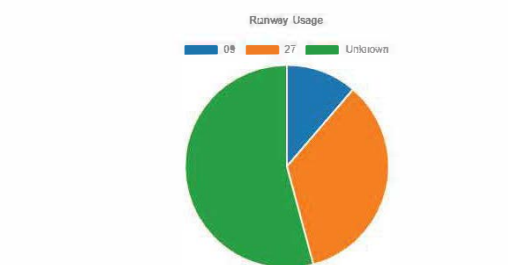
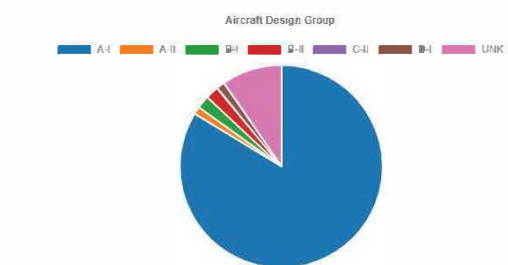
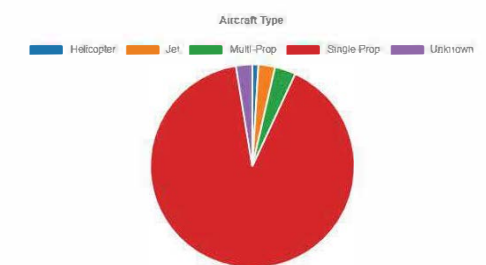
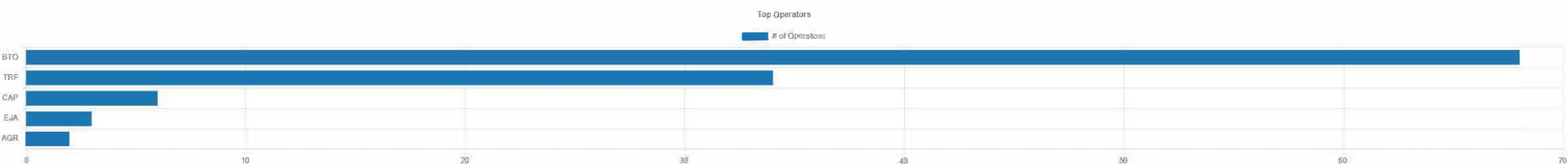
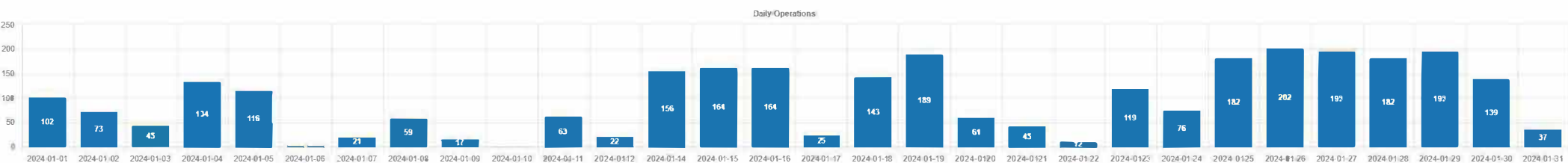
- Echo Delta Hangar Association
 - The construction of the first hangar is complete, and the occupants are beginning to move in.
- Carson Tahoe Executive
 - They have met the requirement to submit their plans for the development of the hangar along Charlie.
 - They have received the building permit for the permanent fuel facility on the south side of the airport.
- Snow Events
 - Two days of plowing
- Cody completed Airport Safety and Operations Specialist (ASOS) basic training.
- Rick and Cody completed a review of the emergency plan.
 - Created a new checklist.
 - Updated some contact information.
 - Added business contacts for aircraft recovery.
 - Will have a draft for board approval in March.
- Replaced 6 more sign panels.
 - Installed two LED retrofit kits.
 - Created prioritized list for future replacement.
- Perimeter Road Capacity
 - The onsite work has been completed to determine the capacity of the perimeter road.
 - We are still waiting for an explanation for what the findings mean for fuel truck capacities.
 - The findings recommend a complete reconstruction of the road.

Fuel Flowage

Total							
	Self-Serve		Full-Service		Total Combined		% Change
Month	100LL	Jet A	100LL	Jet A	Gallons	Fuel Flowage Fee	Annual Change
January-24	5932	1389	2655	10751	20727	\$ 1,036.36	97%
February-24	0	0	0	0	0	\$ -	-100%
March-24	0	0	0	0	0	\$ -	-100%
April-24	0	0	0	0	0	\$ -	-100%
May-24	0	0	0	0	0	\$ -	-100%
June-24	0	0	0	0	0	\$ -	-100%
July-24	0	0	0	0	0	\$ -	-100%
August-24	0	0	0	0	0	\$ -	-100%
September-24	0	0	0	0	0	\$ -	-100%
October-24	0	0	0	0	0	\$ -	-100%
November-24	0	0	0	0	0	\$ -	-100%
December-24	0	0	0	0	0	\$ -	-100%

Aircraft Operations

2024 ADS-B Airport Operations				
Month	Arrivals	Departures	Total Operations	Annual Change
January-24	1457	1483	2940	32%
February-24	0	0	0	-100%
March-24	0	0	0	-100%
April-24	0	0	0	-100%
May-24	0	0	0	-100%
June-24	0	0	0	-100%
July-24	0	0	0	-100%
August-24	0	0	0	-100%
September-24	0	0	0	-100%
October-24	0	0	0	-100%
November-24	0	0	0	-100%
December-24	0	0	0	-100%
Total Annual	1457	1483	2940	-95%



Asphalt Milling Installation In The RSA

A Runway Safety Area (RSA) inventory and inspection was conducted in March 2022 to identify areas of erosion that were not in compliance with FAA regulations. The intent of this project is to repair erosion in the safety area to maintain compliance with Airport Design standards defined in Advisory Circular 150/5300-13B Paragraph 3.10.1.4. In addition to compliance with FAA standards, eliminating vegetation in these areas will significantly reduce the potential for runway incursions by reducing mowing time in these areas.

Asphalt millings are being installed around the perimeter of airfield lights and signs as a method to prevent vegetation growth in these areas and eliminate potential erosion and dust issues that could arise from killing the vegetation in these areas with no further action. The millings are being installed in a pattern that will facilitate being able to mow near lights and signs in a single pass and not have to stop and make multiple short passes near them. Additionally, with the millings in place and future application of pre-emergent herbicide, the need to trim around individual lights and signs can be eliminated. This will improve airfield safety and maintain better visibility of lights and signs.

A copy of the airfield lighting diagram is being used to track installation progress. The intended sequence of installation will be: 1- Runway, 2- Taxiway D, 3- Taxiway A.

Depending on location of installation, traffic on the runway, and other variables, approximately 8 installations can be completed per day. The installation process includes removing existing vegetation from the area and leveling the soil, loading and transportation of the millings, and placing and compacting the millings.



A1 **27**



Carson City Airport Authority-2

Balance Sheet

As of January 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1075 LGIP-Deferred	411,889.53
1077 LGIP- General Fund	1,578,826.98
3099 Gen. Fund #1162	294,918.22
3101 Deferred Lease #8249	0.00
3102 Gate Card #5242	0.00
3199 Petty Cash	100.00
6.30.20 Audit Adustment	0.00
Total Bank Accounts	\$2,285,734.73
Accounts Receivable	
2000 Accounts Receivable - Operating	201,461.40
Total Accounts Receivable	\$201,461.40
Other Current Assets	
1499 Undeposited Funds	45,066.34
2001 AR offset	-19,337.00
2010 Due From Other Government	389,578.87
2010.1 Audit Adjustment to AR	-332,044.00
2011 Accrued Interest Receivable	6,252.37
2020 Grants Receivable-CY	0.00
2021 Grants Receivable AIP33	0.00
2100 Prepaid Expenses	1,000.00
CTE Reimbursement Funds	-51,757.50
Grumman HU-16C Lien	0.00
Total Other Current Assets	\$38,759.08
Total Current Assets	\$2,525,955.21
Fixed Assets	
2120 land	146,542.03
2125 Machinery & Equipment	750,566.73
2126 Fencing	911,661.46
2130 Vehicle	807,877.35
2198 Accumulated Depreciation	-466,021.36
2201 Tractor	153,046.00
Total Fixed Assets	\$2,303,672.21
Other Assets	
2300 Provided for LT Obligations	271,786.33
2305 NPV of Airport Leases	7,242,012.00
2810 Pension Requirement	415,612.04
Total Other Assets	\$7,929,410.37
TOTAL ASSETS	\$12,759,037.79

Carson City Airport Authority-2

Balance Sheet

As of January 31, 2024

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
3000 Accounts Payable	11,631.95
Total Accounts Payable	\$11,631.95
Credit Cards	
6321 Home Depot	418.22
6328 NSB Credit Card Rick 9053	2,537.05
6329 NSB CC Corey 9061	500.18
Total Credit Cards	\$3,455.45
Other Current Liabilities	
2101 Payroll Liability	2,108.91
2102 Accrued Compensated Absences	8,917.28
2115 Accrued Expenses	21,000.00
3030 Audit Adj to AP	4,102.00
3090 Pension Requirement-Liab	360,736.00
3271 Current Portion of LTD	12,734.00
Total Other Current Liabilities	\$409,598.19
Total Current Liabilities	\$424,685.59
Long-Term Liabilities	
3085 Net Pension Liability	447,813.00
3100 Leases Advances	26,556.00
3110 Deferred Inflows- Leases	6,872,722.00
3200 Mayes-Lease Transactions	307,229.83
3250 Gonzalez Deferred Lease	232,855.89
3260 Goni Deferred Lease	0.00
6325 Tractor US Bank	-13,243.00
Total Long-Term Liabilities	\$7,873,933.72
Total Liabilities	\$8,298,619.31
Equity	
4200 Fund Balance	2,548,313.52
4999 Retained Earnings	1,716,202.01
4999.1 GWFS to Fund FS adjustments	-38,223.00
Net Income	234,125.95
Total Equity	\$4,460,418.48
TOTAL LIABILITIES AND EQUITY	\$12,759,037.79

Carson City Airport Authority-2

Profit and Loss

July 2023 - January 2024

	TOTAL
Income	
5010 Real/Personal Property Tax	
5010.1 Aircraft	111,640.13
5010.2 Building	91,341.88
Total 5010 Real/Personal Property Tax	202,982.01
5050 AIRPORT LEASES	
5050H Hanger Lease	42,000.00
5051 Land Leases	146,366.06
5052 Tower Leases	42,413.46
5053 Lease-Mayes	3,640.00
Total 5050 AIRPORT LEASES	234,419.52
5150 Tie Down Fees	5,731.00
5151 Gate Card Fees	1,305.00
5155 Parking Fees	399.77
5200 Committed-Fuel Flowage Fees	10,306.88
5201 Committed-Jet Fuel Tax	1,061.88
5300 Class II FBO Fees	5,400.00
5402 Open House Income	2,500.00
5404 Rock Materials Sales	41,472.27
5500 Interest Income	48,492.71
Total Income	\$554,071.04
GROSS PROFIT	\$554,071.04
Expenses	
6019 Charitable Contribution	1,415.75
6165 Job Supplies	48.14
6169 Taxes & Licenses	280.00
6300 Operating Expenses	
6130 Dues	1,310.00
6135 Memberships	95.00
6137 Conferences	695.00
6190 Office Expencc-PC Software	1,052.55
6200 Office Expenses -PC Hardware	150.17
6211 Meals and Entertainment	567.68
6218 Marketing and Website	1,120.60
6280 Open House Expense	1,118.26
Total 6300 Operating Expenses	6,109.26
6301 Utilities	
6238 Stormwater Discharge Permit	4.06
6302 Phone & Internet	2,503.69
6303 Electric	9,473.10
6304 Gas	455.34

Carson City Airport Authority-2

Profit and Loss

July 2023 - January 2024

	TOTAL
6305 Water	1,309.44
6306 Carson City Landfill	736.95
Total 6301 Utilities	14,482.58
6308 Office Expenses and Supplies	621.71
6309 Legal	36,685.00
6310 Security	2,005.93
6311 CCAA printing	428.08
6312 Data Storage	272.08
6313 Insurance	4,653.00
6314A Accounting/Bullis	10,974.00
6314B Accounting/Tmcdbooks	8,300.00
6316 Bank Charges/Square Chgs	287.50
6317 Airport Equipment Maintenance	6,152.69
6317.5 AWOS III Service Charges	6,620.00
6318 Facility Maintenance	4,293.36
6319 Airfield Maintenance	19,505.68
6319.5 Gate Maintenance	4,776.29
6350 Labor Expense	
6351 Salaries	107,687.40
6351.5 Overtime Budget (Airfield)	432.00
6352 Healthcare	20,192.19
6353 PERS Retirement Contribution	40,655.64
6354 Nevada Payroll	781.25
6355 Workers Compensation	2,768.47
6363 Voya/Deferred Comp	210.00
6476 Uniforms	676.76
Total 6350 Labor Expense	173,403.71
9100 Interest Expense	527.98
Melio Service Fees	9.00
Total Expenses	\$301,851.74
NET OPERATING INCOME	\$252,219.30
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	180.00
6036.2 AIP #37 Acquire Snow Removal Equipment Expense	-135.00
Total 6036 AIP #37 Acquire Snow Removal Equipment	45.00
6037 AIP #38 Install Approach Lighting Phase I	25,796.00

Carson City Airport Authority-2

Profit and Loss

July 2023 - January 2024

	TOTAL
6040.1 AIP 41 - Relocate AWOS Revenue	19,722.00
6041 AIP #42 Approach Lighting System Phase 2 PAPI and MALSF	
6041.1 AIP #42 Approach Lighting System Phase 2 PAPI and MALSF Rev	10,963.19
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	-28,096.81
6042 AIP #43 Approach Lighting System Phase 3 PAPI and MALSF	
6042.1 AIP #43 Approach Lighting System Phase 3 PAPI and MALSF Revenue	55,449.38
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	7,518.88
6044 AIP #44 SRE Construct Auxiliary Building	
6044.1 6044 AIP #44 SRE Construct Auxiliary Building Revenue	10,166.25
6044.2 AIP #44 SRE Construct Auxiliary Building Expense	-31,881.50
Total 6044 AIP #44 SRE Construct Auxiliary Building	-21,715.25
Total FAA AIP Grant Revenue	-9,200.18
Total Other Income	\$10,521.82
Other Expenses	
CCAA Funded Capital Projects	
6400 Capital Project	
6418 FOD Boss Purchase	6,949.00
Total 6400 Capital Project	6,949.00
6413 Taxiway Sign Panels	1,217.68
6414 Terminal Building Architectural Renderings	12,892.25
6416 New Terminal Door Improvements with Access Control	7,556.24
Total CCAA Funded Capital Projects	28,615.17
Total Other Expenses	\$28,615.17
NET OTHER INCOME	\$ -18,093.35
NET INCOME	\$234,125.95