

CARSON CITY AIRPORT AUTHORITY MEETING AGENDA

Wednesday, September 18, 2024 – 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: APPROVAL OF A LICENSE AGREEMENT FOR THE SOLICITATION OF AN FBO TO MANAGE AIRPORT-OWNED TIE-DOWNS ON THE NORTHWEST RAMP

Staff Summary: The airport does not operate an FBO and lacks the resources to properly manage the tie-downs on the northwest ramp. Approval of the license agreement and the solicitation of a commercial service FBO to manage the tie-downs will increase airport revenues, improve the airport user experience, and provide mutual benefits for all parties.

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, September 13, 2024

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)
July 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 <https://www.carson.org/government/city-meetings>.

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

(5:32:36) – Chairperson Puliz called the meeting to order at 5:32 p.m.

(5:32:43) – 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	Absent	

B. PLEDGE OF ALLEGIANCE

(5:33:02) – Led by Treasurer Rogers.

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

(5:33:30) – Chairperson Puliz introduced the item and entertained comments, changes, and/or a motion to approve the minutes of the June 26, 2024 meeting.

(5:33:47) – MOTION: Member Hamilton moved to approve the minutes of the June 26, 2024 meeting. Member Horton seconded the motion. The motion carried 6-0-0.

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

D. MODIFICATION OF THE AGENDA.

None.

E. PUBLIC COMMENT

(5:34:16) – Chairperson Puliz entertained public comments; however, none were forthcoming.

F. AIRPORT ENGINEER’S REPORT

(5:35:12) – Chairperson Puliz introduced the item. Brian Martinezmoles of Wood Rodgers reported on the following:

- The Carson City Board of Supervisors approved the Airport Capital Improvement Plan (ACIP)
- Ongoing coordination with the Federal Aviation Administration (FAA) Airport District Office on the runway extension project
- The FAA opened an application period for bill money for terminal projects, noting that an application for design services for a terminal would be submitted
- Support services for noise abatement procedures

(5:37:09) – Mr. Jenkins provided a report on behalf of Armstrong Consultants. He noted that a picture of the snowplow had been received and that the snowplow truck was currently being built and would be transported to two locations for outfitting with hydraulics and materials.

(5:38:50) – In response to Vice Chair Norvell’s question regarding the offset precision approach path indicator (PAPI), Mr. Jenkins stated that Staff had requested details on material delays but had yet to receive the list.

G. CONSENT AGENDA

None.

H. PUBLIC HEARINGS**1. FOR DISCUSSION AND POSSIBLE ACTION: REVIEW AND APPROVE AMENDMENTS TO AIRPORT RULES AND REGULATIONS, CCMC TITLE 19, AS TO THROUGH-THE-FENCE PROVISIONS AND GENERAL ACCESS PROVISIONS.**

(5:39:36) – Chairperson Puliz introduced the item. Mr. Tackes referenced the Staff Report and the Supporting Materials, all of which are incorporated into the record.

(5:52:28) – Member Hamilton expressed concerns with the use of the phrase “All aircraft based at the Airport” in Carson City Municipal Code Title 19, regarding liability. He noted that some aircraft might not meet the insurance criteria. Member Horton suggested requiring liability insurance from “aircraft that are towed or taxied onto the Airport.” Discussion ensued regarding the requirement for aircraft at the Airport to have liability insurance. Mr. Tackes cited an example of a pilot who landed short of the runway and damaged his aircraft, leading to a lawsuit against the Airport, which was defended successfully. He highlighted that additional insurance coverage could provide better protection. Member Golden suggested that all operational aircraft at the Airport should be required to have liability insurance, similar to vehicle registration for motor vehicles at the Department of Motor Vehicles.

(6:00:27) – Mr. Jenkins noted that increased through-the-fence activity would raise liability risks. Member Hamilton suggested incorporating the phrase “operating aircraft based at the Airport with wheels turning” into the amendment of Title 19.

(6:01:36) – In response to Chairperson Puliz, Mr. Tackes clarified that the Authority had to finalize the language to provide the amendments to the City for adoption. Chair Puliz suggested keeping the insurance requirement broad. Mr. Tackes noted that he had included language requiring all aircraft based at the Airport to have liability insurance before taxiing or towing. Discussion ensued regarding ultralight vehicles and whether they were considered aircrafts. Member Hamilton noted that ultralights were considered vehicles and Mr. Tackes suggested including both aircraft and ultralight vehicles in the insurance requirements, noting that the level of insurance could be decided based on the liability risk.

(6:05:19) – Member Golden clarified that the correct terminology for the required insurance coverage would be “in motion.” Discussion ensued regarding the appropriate terminology for liability insurance coverage. Chair Puliz recommended keeping the language broad.

(6:07:58) – Mr. Tackes noted that the revised language based on suggestions would read “All aircraft and ultralight vehicles based at the Airport must be covered by liability insurance maintained by the owner or operator of the aircraft or ultralight vehicle, as determined by the Authority.” He responded to clarifying questions. Member Horton recommended that Mr. Jenkins discuss the issue with the City’s Risk Manager Cecilia Meyer. Treasurer Rogers

referenced the “Fees” section of Title 19 and suggested using “total operating expenses divided by square footage” throughout the section.

(6:16:45) – MOTION: Vice Chair Norvell moved to adopt the amendments to the Airport rules and regulations and to include the additional language as proposed by Authority Members and by Airport Staff and authorize Airport Staff to pursue, with the City, these changes to Carson City Municipal Code Title 19. Treasurer Rogers seconded the motion. The motion carried 6-0-0.

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

(6:17:31) – Mr. Tackes confirmed that he would finalize the amendments to Title 19 to provide them to the City to initiate the process. He added that he would follow up with the District Attorney’s Office to determine the necessary notifications for property owners.

I. AIRPORT MANAGER’S REPORT

(6:17:50) – Chairperson Puliz introduced the item. Mr. Jenkins referenced the Airport Manager’s Report and provided his report, which is incorporated into the record.

(6:21:28) – Member Hamilton referenced the noise abatement procedures update and commented on the conflict between FAA procedures and local noise abatement efforts. Mr. Jenkins stated that the plan was reasonable and safe, adding that the proposal was less extreme than what other airports suggest. He responded to clarifying questions. Discussion ensued regarding the proposed noise abatement changes. Mr. Jenkins continued with his report.

J. LEGAL COUNSEL’S REPORT

(6:28:25) – Chairperson Puliz introduced the item. Mr. Tackes did not have any additional items to report.

K. TREASURER’S REPORT

(6:28:30) – Chairperson Puliz introduced the item. Treasurer Rogers reported that the preliminary year-end numbers showed that revenues were 3 percent over budget and expenses were 20 percent under budget. He added that it was another successful year and commended Mr. Jenkins for his contributions.

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

(6:29:11) – Chairperson Puliz entertained Member reports; however, none were forthcoming.

M. PUBLIC COMMENT

(6:29:20) – Chairperson Puliz entertained public comments; however, none were forthcoming.

N. AGENDA ITEMS FOR NEXT REGULAR MEETING

(6:29:22) – Chairperson Puliz entertained requests for agenda items for the next CCAA meeting; however, none were forthcoming.

O. ACTION ON ADJOURNMENT

(6:29:24) – MOTION: Chairperson Puliz adjourned the meeting at 6:29 p.m.

The Minutes of the July 17, 2024 Carson City Airport Authority meeting are so approved on this 21st day of August 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: September 16, 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 and Coffman (the Airport's on-call planning firm), continue to meet and coordinate with the Airport District Office (ADO) of the Federal Aviation Administration (FAA) to discuss the runway extension project and the ACIP. The ADO recently assigned a new planner to the Airport which has resulted in some engaging conversations. The CXP team continue to provide information to the ADO so the Airport and FAA can make a decision on the ability to proceed with the Focused Planning Study.

Similarly, the environmental reporting continues with anticipation to be able to proceed with the Runway shoulder project. Similarly, this project is being actively discussed with the FAA ADO.

2.0. Plan Review for Arrowhead Tenant

Wood Rodgers, in conjunction with the Airport Manager, worked with the development contractor / engineer to review plans for trenching across Taxiway B.

Airport Improvement Update

CARSON CITY AIRPORT – CARSON CITY, NEVADA

September 2024

ENGINEERING UPDATE

Project Updates:

Acquire Snow Removal Equipment:

- Snow plow truck tentative delivery September 2024 (*pending meeting with FAA*)
- ACI will participate in acceptance of equipment

Aeronautical Survey for Nighttime Approach/Offset PAPI Construction:

- Titan Electrical started 9/9; will continue through week of 9/16 with no planned RWY closure
- Work completed this current week will be all that is done at PAPI site until flight check
- Flight check schedule and planning underway

Snow Removal Equipment Building:

- Pending City approval for building permit – final plans/specs package has been submitted and reviewed

CARSON CITY AIRPORT

Date Updated: 9/13/2024

CURRENT PROJECT DASHBOARD

AIP Funded Projects

Project	ACI Task Order	Grant Number	Project Status	Preliminary Grant Application	NEPA Documentation	City Planning Status	Draft Task Order	IFE	Final Task Order	RON	Design Status	Bidding Status	Final Grant Application	Grant Status	Construction Status	Billing Status	Budget Status	Contractor	Notes
Construct SRE Bldg (Bid and Const)	E	3-32-0004-044-2023	Open	Completed	Completed	Approved	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Issued	Start Date TBD	Paid up to date	No Issues Anticipated	Houston Smith	Building permit application under review with City, approval pending
Acquire SRE	F	3-32-0004-037-2021	Pending Delivery	Completed	Completed	N/A	Completed	N/A	Completed	Completed	Equipment Identified	Completed	Completed	Issued	N/A	Paid up to date	No Issues Anticipated	Henke Mfg	Ramp plow delivered; pending remaining equipment delivery
Install Approach Lighting (Phase 3 - Offset PAPI Construction)	I	3-32-0004-043-2023	Open	Completed	Completed	N/A	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Issued	In Progress	Paid up to date	No Issues Anticipated	Titan Electrical	Construction in progress





CCAA BOARD MEMO

Agenda Item: H-1

BOARD MEMO 2024-19

Meeting Date: September 18, 2024

Agenda Title: FOR DISCUSSION AND POSSIBLE ACTION: APPROVAL OF A LICENSE AGREEMENT FOR THE SOLICITATION OF AN FBO TO MANAGE AIRPORT-OWNED TIE-DOWNS ON THE NORTHWEST RAMP

Staff Summary: The airport does not operate an FBO and lacks the resources to properly manage the tie-downs on the northwest ramp. Approval of the license agreement and the solicitation of a commercial service FBO to manage the tie-downs will increase airport revenues, improve the airport user experience, and provide mutual benefits for all parties.

Agenda Action: Formal Action/Motion

Time Requested: 15 Minutes

Proposed Motion

I move to approve the draft license agreement and solicitation of an FBO to manage the tie-downs on the northwest ramp.

CCAA'S Strategic Goal

Support economic activity in the region.

Previous Action and Executive Summary

The airport does not operate an FBO and lacks adequate staff to manage the tie-down spaces on the northwest ramp. It is also in the best interest of the community for the airport not to compete with the commercial FBO's on the field. Instead, it is more appropriate for the airport to create opportunities for small businesses. Soliciting a commercial service FBO to manage the tie-downs on the northwest ramp is an opportunity to increase revenues, improve customer service, and contribute to the local economy.

The rate in the license agreement was determined based on the current rate of the tie-down rentals on the northwest ramp.

Financial Information

Is there a fiscal impact?

No Yes

If yes, account name/number & amount:

General Fund 3099: Monthly increase of \$11.37 per tie-down for a total of \$284.25 per month.

General Fund/ Federal Share:

Is it currently budgeted? Yes

Alternatives

Do not approve.

Suggest an alternative plan.

Board Action Taken:

Motion: _____ 1) _____
2) _____

Aye/Nay

(Vote Recorded By)

TIE-DOWN LICENSE AGREEMENT

This Tie-Down License Agreement ("Agreement") is made and entered into this ___ day of _____, 2024, by and between the **Carson City Airport Authority**, the governing authority over the Carson City Airport ("Licensor"), with an address of 2600 College Parkway #6, Carson City, Nevada 89706 (email: airportmanager@flycarsoncity.com) and _____ ("Licensee"), with an address of _____ (email: _____).

WITNESSETH:

WHEREAS, Licensor is entity authorized by NRS 844 to govern the Carson City Airport, along with the right to contract with any person to provide services as necessary or desirable to the Airport. (NRS 844, Sec 9).

WHEREAS, Licensor is the entity entitled to collect fees for certain improved aircraft tie-downs located on Parcel Number 005-01-193 at the Carson City Airport; and

WHEREAS, Licensee desires to license twenty-five (25) of said improved tie-downs from Licensor for the purpose of securing aircraft, of its own or others.

THEREFORE, in consideration of the mutual promises contained herein, the parties agree as follows:

1. LICENSE OF TIE-DOWNS.

Licensor hereby license to Licensee, and Licensee hereby licenses from Licensor, twenty-five (25) improved aircraft tie-downs located on Parcel Number 00501193 at Carson City Airport.

2. TERM.

The term of this Agreement shall commence on _____, 2024, and shall continue for a period of five (5) years, with a renewal of five (5) years, unless terminated earlier in accordance with the provisions of this Agreement.

3. FEE.

Licensee shall pay to Licensor an initial license fee of **Eleven Dollars and Thirty-Seven Cents (\$11.37)** per tie-down, per month, for a total monthly license fee of **Two Hundred Eighty-Four Dollars and Twenty-Five Cents (\$284.25)** for the twenty-five (25) tie-downs.

4. PAYMENT TERMS.

Rent payments shall be due and payable on the first day of each month, commencing on _____, 2024. All payments shall be made payable to the Carson City Airport Authority and delivered to the address specified by Licensor. The failure to pay the fee, or the violation of any law, regulation or ordinance, shall constitute a default by Licensee. Assignee shall have ten (10) days from the date of written notice from Licensor to cure the default, failing which the Agreement shall be terminated.

5. CONSUMER PRICE INDEX ADJUSTMENT.

The adjustment of the license described above shall occur first on January 1, 2026, then at two-year anniversary intervals from January 1, 2026, during the term of this Lease. Such adjustment of license shall be based upon the percentage change reflected by the Consumer Price Index (hereinafter called the "Price Index") for the preceding two-year period. The Price index shall mean

the average for “all items” shown on the “U.S. City Average for All Urban Consumers” as promulgated by Bureau of Legal Statistics of the U.S. Department of Labor, as amended or replaced by the Bureau of Legal Statistics. Licensor shall measure each two-year adjustment using the most recently available report, recognizing that it may be necessary to use a 2-year period with a final quarter ending prior to each January 1 adjustment date. In no event, however, shall any decrease in the Price Index result in a decrease of the license below the base rate set forth in Section 3 of this license agreement. For example, if the Price Index for December 2026 is 155.0, and for December 2024 was 150.0, then the rent would be adjusted by the difference (155.0-150.0) divided by 150.0 which equals a 3.3% increase.

6. USE OF TIE-DOWNS.

Licensee shall use the tie-downs exclusively for the purpose of securing aircraft, and may rent or license others to tie-down. Licensee shall not use the tie-downs for any unlawful purpose or in any manner that would violate any applicable laws, regulations, or ordinances. Approval of this lease constitutes approval of FBO services for storage of aircraft. (Class 1 FBO; no Class 2 fees)

7. MAINTENANCE AND REPAIRS.

Licensee shall, at its own expense, maintain the existing tie-down mechanisms and pavement marking in good condition and repair, reasonable wear and tear excepted. The Licensor shall be responsible for any structural repairs or improvements to the tie-downs.

8. SNOW, ICE AND WEED REMOVAL.

The Licensee agrees to remove snow, Ice and weeds from the areas leased and herein described. The Licensor, may at the request of Licensee, assist Licensee in Snow, ice and weed I removal. In the event of Licensor assistance, Licensee agrees to hold Licensor harmless from all liability for damage caused by such assistance on leased property.

9. INDEMNITY AND INSURANCE.

Licensee agrees to indemnify and hold harmless Licensor from all claims, liabilities, or damages arising out of or related to Licensee's use of the tie-downs. Licensee shall, at its own expense, maintain liability insurance in an amount sufficient to cover any such claims or damages. Licensee shall name Licensor as an additional insured and shall provide evidence of the same to Licensor.

10. TERMINATION.

Either party may terminate this Agreement upon thirty (30) days' written notice to the other party. In the event of termination by Licensor, Licensee shall be entitled to a prorated refund of any prepaid rent.

11. ENTIRE AGREEMENT.

This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior agreements, understandings, and negotiations, whether written or oral.

12. AMENDMENTS.

Any amendments or modifications to this Agreement must be in writing and signed by both parties. Licensee may not assign this Agreement without prior approval of Licensor.

13. INDEMNIFICATION.

To the extent permitted by law, including, but not limited to, the provisions of NRS Chapter 41, Licensor and Licensee shall indemnify, hold harmless and defend, not excluding the other's right to participate, the other party from and against all liability, claims, actions, damages, losses, and expenses, including but not limited to reasonable attorney's fees and costs, arising out of any alleged negligent or willful acts or omissions of the indemnifying party, its officers, employees and agents arising in connection to this lease. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of the indemnity which would otherwise exist as to any party or person described in this Section.

14. REPORTING.

Anything that affects the safe and efficient operation of the Airport shall be immediately reported to the Airport Manager.

15. GOVERNING LAW.

This Agreement shall be governed by and construed in accordance with the laws of the Federal Government, State of Nevada, City of Carson City, and Rules and Regulations of the Carson City Airport Authority. This Agreement shall be subordinate to the provisions and requirements of any existing or future agreement between the Licensor and the United States, relative to the development, operation, or maintenance of the Airport.

16. PROPER AUTHORITY.

Licensor and Licensee represent and warrant that the person executing this lease on behalf of each party has full power and authority to enter into this lease.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

LICENSEE

By _____
Name

LICENSOR

CARSON CITY AIRPORT AUTHORITY

By _____
Tim Puliz, CHAIRMAN

ATTEST:

Jon Rogers, TREASURER

STATE OF NEVADA)
 : ss
COUNTY OF _____)

On this ___ day of _____, 2024, before me, the undersigned, a Notary Public, personally appeared ___(NAME OF LICENSEE)___, known to me (or proved to me) to be the person described herein, who executed the foregoing instrument, and he acknowledged to me, that he has the requisite authority and executed the same freely and voluntarily, and for the uses and purposes therein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year hereinabove written.

NOTARY PUBLIC (SEAL)



FlyCarsonCity.com

September 13, 2024

Carson City Airport Manager's Report Prepared by Corey Jenkins

Managers' Report

- Working with developers who are interested in building hangars at the airport
- The Open House was a success
 - Approximately 1500 attendees
 - Thanks to the planning Committee
 - Experimental Aircraft Association
 - Civil Air Patrol
 - Stellar Aviation
 - Robert Grant
 - Patricia Jones
 - Larry Jones
 - Dayton Murdock
 - Mike Zieba
 - Katherine Baran
 - Rick Lee
 - Kevin Updegrove
 - Luz Sandoval
 - Matt Bruback
 - Phil Wells
 - Kim Pilant
 - Sydne O'Neal
 - Thanks to the Sponsors
 - Click Bond
 - Mountain West Aviation
 - USI Insurance Services
 - Cinderlite
 - Coffman Associates
 - Industrial Finishes and Systems
 - Cactus Airforce Wings and Wheels Museum
- Pavement Maintenance
 - Airport Operations and Maintenance are working on the next phase of pavement maintenance
 - Seal coat on Bravo, Charlie, Taxilane E, Taxilane F and paint.
 - Crack seal on Delta and Alpha
- Major improvements to the Airports Property Management Database
 - Requested updated Hangar Certification forms to make sure we have the most current information

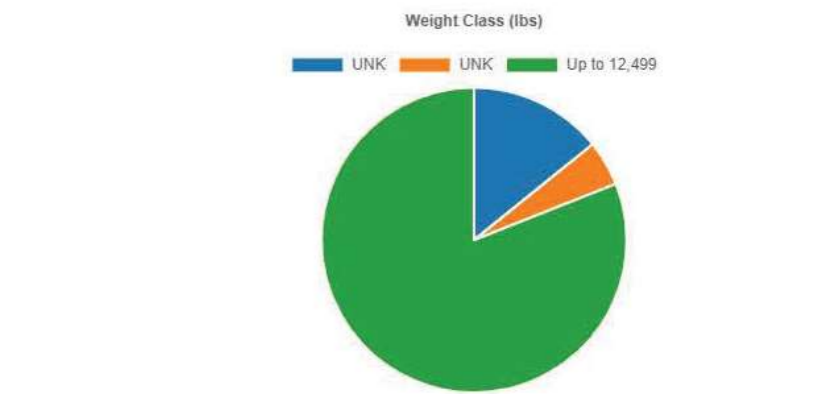
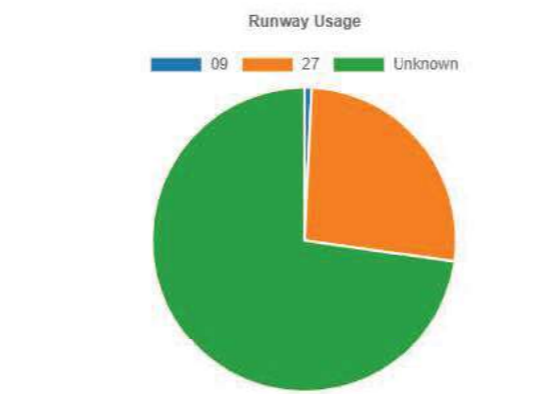
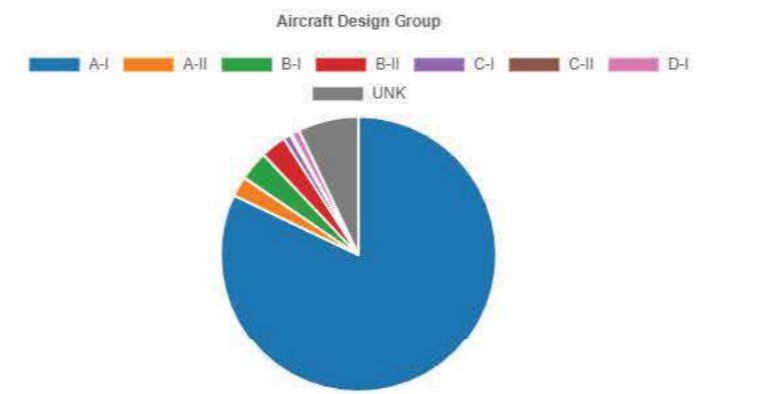
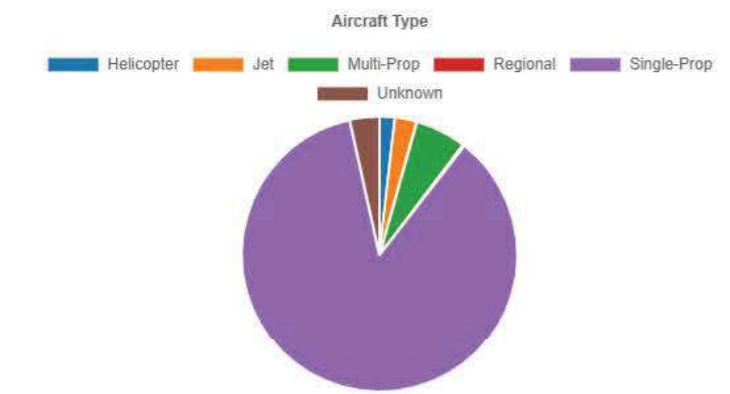
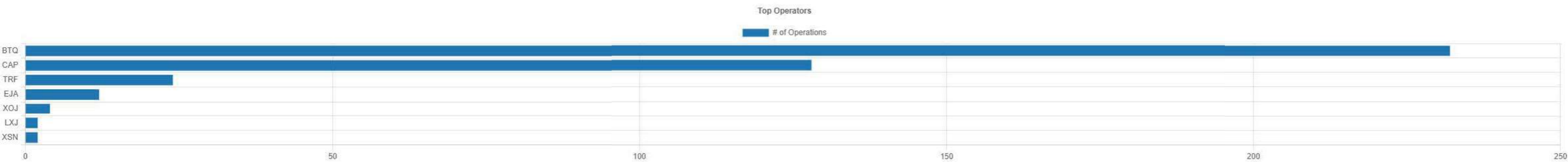
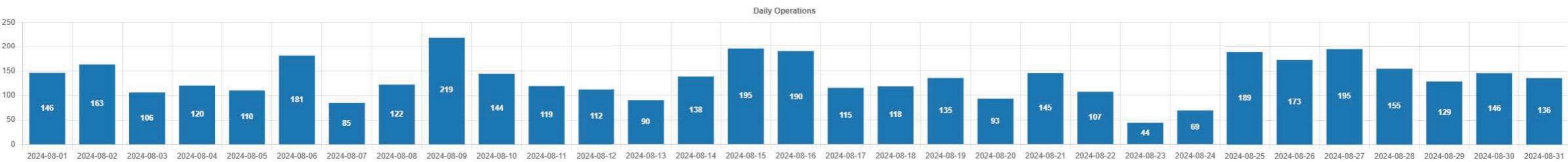
- Developed a custom solution to auto notify access card holders of an upcoming expiration
- Attended multiple Master Project Review meetings and addressed part 77 issues
 - One of the meetings was for a project that will be at the airport.
 - Working out the details to initiate a notice for bids soon.
- Working with Arrowhead Tenant to complete the utilities required for the project.
 - NV Energy and Southwest Gas will be requesting an easement to put in the utilities across Taxiway Bravo.
 - Wood Rodgers has reviewed and approved the plan.
- Working with the City on updating Title 19 with the changes approved by the CCAA

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	6355	637	1343	13511	21847	\$ 1,092.34	12%
March-24	7206	353	2737	13374.9	23670	\$ 1,183.51	52%
April-24	9776	334	3489	8998	22598	\$ 1,129.89	5%
May-24	10401	1540	4241	28959	45141	\$ 2,257.05	57%
June-24	10481	1471	4720	12459	29132	\$ 1,456.59	9%
July-24	11100	739	5188	21112	38139	\$ 1,906.95	13%
August-24	10902	1359	4781	25886	42929	\$ 2,146.44	21%
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	1295	1265	2560	-27%
March-24	1238	1242	2480	0%
April-24	4312	4312	8624	68%
May-24	4251	4261	8512	62%
June-24	2493	2481	4974	-18%
July-24	2320	2533	4853	-25%
August-24	1952	2237	4189	-20%
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	19318	19814	39132	-38%



Carson City Airport Authority-2

Balance Sheet Comparison

As of August 31, 2024

	TOTAL	
	AS OF AUG 31, 2024	AS OF AUG 31, 2023 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1075 LGIP-Deferred	425,137.76	403,363.06
1077 LGIP- General Fund	1,629,464.21	1,251,460.79
3099 Gen. Fund #1162	527,938.49	551,921.78
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 Adustment	0.00	0.00
Total Bank Accounts	\$2,582,640.46	\$2,206,845.63
Accounts Receivable		
2000 Accounts Receivable - Operating	67,340.02	70,833.25
Total Accounts Receivable	\$67,340.02	\$70,833.25
Other Current Assets		
1499 Undeposited Funds	50.00	17,715.79
2001 AR offset	-19,337.00	-19,337.00
2010 Due From Other Government	389,578.87	389,578.87
2010.1 Audit Adjustment to AR	-332,044.00	-332,044.00
2011 Accrued Interest Receivable	6,252.37	6,252.37
2020 Grants Receivable-CY	0.00	0.00
2021 Grants Receivable AIP33	0.00	0.00
2100 Prepaid Expenses	1,000.00	1,000.00
CTE Reimbursement Funds	-23,067.50	
Grumman HU-16C Lien	0.00	0.00
Total Other Current Assets	\$22,432.74	\$63,166.03
Total Current Assets	\$2,672,413.22	\$2,340,844.91
Fixed Assets		
2120 land	146,542.03	146,542.03
2125 Machinery & Equipment	750,566.73	750,566.73
2126 Fencing	911,661.46	911,661.46
2130 Vehicle	807,877.35	807,877.35
2198 Accumulated Depreciation	-466,021.36	-466,021.36
2201 Tractor	153,046.00	153,046.00
Total Fixed Assets	\$2,303,672.21	\$2,303,672.21
Other Assets		
2300 Provided for LT Obligations	271,786.33	271,786.33
2305 NPV of Airport Leases	7,242,012.00	7,242,012.00

Carson City Airport Authority-2

Balance Sheet Comparison

As of August 31, 2024

	TOTAL	
	AS OF AUG 31, 2024	AS OF AUG 31, 2023 (PY)
2810 Pension Requirement	415,612.04	415,612.04
Total Other Assets	\$7,929,410.37	\$7,929,410.37
TOTAL ASSETS	\$12,905,495.80	\$12,573,927.49
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
3000 Accounts Payable	112,286.19	74,908.20
Total Accounts Payable	\$112,286.19	\$74,908.20
Credit Cards		
6321 Home Depot	455.40	251.85
6328 NSB Credit Card Rick 9053	930.78	1,251.84
6329 NSB CC Corey 9061	3,265.41	1,529.64
Total Credit Cards	\$4,651.59	\$3,033.33
Other Current Liabilities		
2101 Payroll Liability	3,449.86	843.52
2102 Accrued Compensated Absences	8,917.28	8,917.28
2115 Accrued Expenses	21,000.00	21,000.00
3030 Audit Adj to AP	4,102.00	4,102.00
3090 Pension Requirement-Liab	360,736.00	360,736.00
3271 Current Portion of LTD	12,734.00	12,734.00
Total Other Current Liabilities	\$410,939.14	\$408,332.80
Total Current Liabilities	\$527,876.92	\$486,274.33
Long-Term Liabilities		
3085 Net Pension Liability	447,813.00	447,813.00
3100 Leases Advances	26,556.00	26,556.00
3110 Deferred Inflows- Leases	6,872,722.00	6,872,722.00
3200 Mayes-Lease Transactions	303,589.83	309,829.83
3250 Gonzalez Deferred Lease	232,855.89	232,855.89
3260 Goni Deferred Lease	0.00	0.00
6325 Tractor US Bank	-13,243.00	0.00
Total Long-Term Liabilities	\$7,870,293.72	\$7,889,776.72
Total Liabilities	\$8,398,170.64	\$8,376,051.05
Equity		
4200 Fund Balance	2,548,313.52	2,548,313.52
4999 Retained Earnings	1,988,938.26	1,711,686.00
4999.1 GWFS to Fund FS adjustments	-38,223.00	-38,223.00
Net Income	8,296.38	-23,900.08
Total Equity	\$4,507,325.16	\$4,197,876.44
TOTAL LIABILITIES AND EQUITY	\$12,905,495.80	\$12,573,927.49

Carson City Airport Authority-2

Profit and Loss Comparison

July - August, 2024

	TOTAL	
	JUL - AUG, 2024	JUL - AUG, 2023 (PY)
Income		
5010 Real/Personal Property Tax		
5010.1 Aircraft	31,897.18	31,897.18
5010.2 Building	26,097.68	26,097.68
Total 5010 Real/Personal Property Tax	57,994.86	57,994.86
5050 AIRPORT LEASES		
5050H Hanger Lease	12,000.00	12,000.00
5051 Land Leases	43,398.32	42,060.28
5052 Tower Leases	12,018.14	12,734.20
5053 Lease-Mayes	1,040.00	1,040.00
Total 5050 AIRPORT LEASES	68,456.46	67,834.48
5150 Tie Down Fees	1,481.00	1,426.00
5151 Gate Card Fees	110.00	
5155 Parking Fees	93.32	100.02
5200 Committed-Fuel Flowage Fees	4,553.77	2,770.73
5201 Committed-Jet Fuel Tax	490.40	408.93
5300 Class II FBO Fees	900.00	1,200.00
5402 Open House Income	5,200.00	2,500.00
5404 Rock Materials Sales		15,948.07
5500 Interest Income	18,247.55	12,600.05
5915 Sales	21,228.04	
Total Income	\$178,755.40	\$162,783.14
GROSS PROFIT	\$178,755.40	\$162,783.14
Expenses		
6019 Charitable Contribution	570.00	500.00
6300 Operating Expenses		
6130 Dues	370.00	1,210.00
6190 Office Expence-PC Software		24.77
6200 Office Expenses -PC Hardware	5.25	
6211 Meals and Entertainment	185.32	101.28
6218 Marketing and Website	185.50	877.50
6280 Open House Expense	1,073.00	818.18
6369 Travel	1,290.51	
Total 6300 Operating Expenses	3,109.58	3,031.73
6301 Utilities		
6302 Phone & Internet	1,644.28	867.34
6303 Electric	3,116.23	4,283.45
6304 Gas	30.24	60.48
6305 Water	443.51	440.44

Carson City Airport Authority-2

Profit and Loss Comparison

July - August, 2024

	TOTAL	
	JUL - AUG, 2024	JUL - AUG, 2023 (PY)
6306 Carson City Landfill	109.04	207.70
Total 6301 Utilities	5,343.30	5,859.41
6308 Office Expenses and Supplies	574.43	59.08
6309 Legal	1,900.00	17,922.50
6310 Security	1,759.98	655.98
6311 CCAA printing		187.90
6312 Data Storage	41.16	114.32
6313 Insurance	100.00	
6314A Accounting/Bullis	5,341.00	4,884.00
6314B Accounting/Tmcdbooks		2,310.00
6315 Contract Services/Appraisals	3,500.00	
6316 Bank Charges/Square Chgs	103.42	31.59
6317 Airport Equipment Maintenance	2,082.27	1,102.77
6317.5 AWOS III Service Charges	5,936.00	
6318 Facility Maintenance	3,029.68	671.12
6319 Airfield Maintenance	6,188.77	10,293.80
6319.5 Gate Maintenance		235.00
6350 Labor Expense		
6351 Salaries	43,024.42	24,108.64
6352 Healthcare	28,873.29	8,724.93
6353 PERS Retirement Contribution	21,501.65	8,618.55
6354 Nevada Payroll	249.00	186.00
6355 Workers Compensation	2,051.45	
6363 Voya/Deferred Comp	210.00	
6476 Uniforms	282.12	189.20
Total 6350 Labor Expense	96,191.93	41,827.32
6600 Bad Debt Transaction		300.00
QuickBooks Payments Fees	92.10	
Total Expenses	\$135,863.62	\$89,986.52
NET OPERATING INCOME	\$42,891.78	\$72,796.62
Other Income		
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		
6036.2 AIP #37 Acquire Snow Removal Equipment Expense		-135.00
Total 6036 AIP #37 Acquire Snow Removal Equipment		-135.00

Carson City Airport Authority-2

Profit and Loss Comparison

July - August, 2024

	TOTAL	
	JUL - AUG, 2024	JUL - AUG, 2023 (PY)
6041 AIP #42 Approach Lighting System Phase 2 PAPI and MALSF		
6041.1 AIP #42 Approach Lighting System Phase 2 PAPI and MALSF Rev		36,618.75
6041.2 AIP #42 Approach Lighting System Phase 2 PAPI and MALSF Expense (deleted)		-39,060.00
Total 6041 AIP #42 Approach Lighting System Phase 2 PAPI and MALSF		-2,441.25
6042 AIP #43 Approach Lighting System Phase 3 PAPI and MALSF		
6042.2 AIP #43 Approach Lighting System Phase 3 PAPI and MALSF Expense	-3,435.90	-35,790.50
Total 6042 AIP #43 Approach Lighting System Phase 3 PAPI and MALSF	-3,435.90	-35,790.50
6044 AIP #44 SRE Construct Auxiliary Building		
6044.2 AIP #44 SRE Construct Auxiliary Building Expense	-4,902.10	-31,329.00
Total 6044 AIP #44 SRE Construct Auxiliary Building	-4,902.10	-31,329.00
Total FAA AIP Grant Revenue	-8,338.00	-82,165.75
Total Other Income	\$ -8,338.00	\$ -82,165.75
Other Expenses		
CCAA Funded Capital Projects		
6400 Capital Project		
6418 FOD Boss Purchase		6,949.00
Total 6400 Capital Project		6,949.00
6414 Terminal Building Architectural Renderings	26,257.40	4,934.75
6416 New Terminal Door Improvements with Access Control		2,647.20
Total CCAA Funded Capital Projects	26,257.40	14,530.95
Total Other Expenses	\$26,257.40	\$14,530.95
NET OTHER INCOME	\$ -34,595.40	\$ -96,696.70
NET INCOME	\$8,296.38	\$ -23,900.08