

**CARSON CITY AIRPORT AUTHORITY MEETING AGENDA**

**Wednesday, February 19, 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](mailto: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.

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F. AIRPORT ENGINEER’S REPORT (*Non-Action Item*).

G. CONSENT AGENDA

## H. PUBLIC HEARINGS

1. FOR DISCUSSION AND POSSIBLE ACTION: Rehearing and adoption of resolution and notice of invitation to bid to Carson City Airport Lease located at the South side of airport being 2.48 acres bounded by College Parkway, The Airport parking lot, and the existing leases to the West and North of the subject parcel; appropriate minimum lease rate and terms of lease and permitted uses; set deadline for bids and the date for the bid opening and consideration pursuant to NRS 244.283. (C. Jenkins, S. Tackes)

*Staff Summary: This item was first presented on November 20, 2024, but was postponed pending a determination of access to the parcel. Per NRS 244.283, the required process for leasing airport land is via a public offering and sealed bid process upon adoption of resolution by the Authority. The Authority had previously identified this parcel for lease and obtained an appraisal. The proposed resolution will: (a) Describe the property proposed to be leased in such manner as to identify it; (b) Specify the minimum rental, and the terms upon which it will be leased and/or leased with a purchase of the hangar; and (c) Fix a time, not less than 3 weeks thereafter, for a public meeting of the board to be held at its regular place of meeting, at which sealed proposals to lease will be received and considered. This item is proposed to go forward conditioned on completion of the City process approving the lease amendment that opens the access to this parcel.*

2. FOR DISCUSSION: Review and Discuss FY 25/26 Preliminary Budget (C. Jenkins, J. Rogers)

*Staff Summary: Airport Manager and Treasurer to discuss CCAA budget for FY 25/26 (July 1, 2025 – June 30, 2026)*

3. FOR DISCUSSION AND POSSIBLE ACTION: Consideration of a pay increase 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.

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**DELIVERED (via E-Mail) to the FOLLOWING LOCATIONS for POSTING by 9am, February 13, 2024**

The Carson City Airport Website	<a href="https://flycarsoncity.com/">https://flycarsoncity.com/</a>
State of Nevada Public Notice Website	<a href="https://notice.nv.gov">https://notice.nv.gov</a>
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
~ Distribution made to others per request and as noted on the Airport Authority Distribution List ~	
<i>Supporting materials will be posted to the Carson City Airport website <a href="http://www.flycarsoncity.com">www.flycarsoncity.com</a> 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](mailto: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 15, 2025 ● 5:30 PM**  
**Community Center Robert “Bob” Crowell Board Room**  
**851 East William Street, Carson City, Nevada**

**Authority Members**

<b>Chair – Tim Puliz</b>	<b>Vice Chair – Harlow Norvell</b>
<b>Treasurer – Jon Rogers</b>	<b>Member – Curtis Horton</b>
<b>Member – Michaela Flint</b>	<b>Member – Karl Hutter</b>
<b>Member – Michael Golden</b>	

**Staff**

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**

(5:30:44) – Chairperson Puliz called the meeting to order at 5:30 p.m.

(5:30:57) – Roll was called, and a quorum was present.

<b>Attendee Name</b>	<b>Status</b>	<b>Arrived</b>
Chairperson Tim Puliz	Present	
Vice Chair Harlow Norvell	Present	
Treasurer Jon Rogers	Present	
Member Michaela Flint	Present	
Member Michael Golden	Present	
Member Curtis Horton	Present	
Member Karl Hutter	Present	

**B. PLEDGE OF ALLEGIANCE**

(5:31:14) – Led by Member Hutter.

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

(5:33:38) – Chairperson Puliz introduced the item and entertained comments, changes, and/or a motion to approve the minutes of the November 20, 2024 meeting.

**(5:33:42) – MOTION: Member Horton moved to approve the minutes of the November 20, 2024 meeting. Vice Chair Norvell seconded the motion. The motion carried 7-0-0.**

<b>RESULT:</b>	<b>APPROVED (7-0-0)</b>
<b>MOVER:</b>	Horton
<b>SECONDER:</b>	Norvell
<b>AYES:</b>	Puliz, Norvell, Rogers, Flint, Golden, Horton, Hutter
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	None

**D. MODIFICATION OF THE AGENDA.**

None.

**E. PUBLIC COMMENT**

(5:32:48) – Chairperson Puliz entertained public comments; however, none were forthcoming.

**F. AIRPORT ENGINEER’S REPORT**

(5:33:31) – Chairperson Puliz introduced the item. Brian Martinezmoles of Wood Rodgers provided his report, which is incorporated into the record.

(5:34:25) – In response to Member Hutter’s question, Mr. Jenkins stated that had not received specific updates from Armstrong Consultants, which indicated that there weren’t any changes from the previous month. Mr. Jenkins added that the Airport was waiting on the Federal Aviation Administration (FAA) to complete a flight test for the newly installed Precision Approach Path Indicators (PAPI), noting that it would likely take place after winter. Additionally, Mr. Jenkins reported that laying concrete for the Snow Removal Equipment Building was at a standstill due to inclement weather.

**G. CONSENT AGENDA**

None.

**H. PUBLIC HEARINGS**

**1. FOR DISCUSSION AND POSSIBLE ACTION: Consider bids received in response to the solicitation for a Fixed Base Operator (FBO) to manage Airport-Owned Tie-Downs on the Northwest Ramp; Select and authorize FBO(s) for license agreement.**

(5:36:19) – Chairperson Puliz introduced the item. Mr. Jenkins referenced the Staff Report and Supporting Materials, all of which are incorporated into the record. He noted that the materials were prepared by Legal Counsel Steve Tackes.

(5:40:12) – Chair Puliz pointed out that High Sierra Pilots were already using 20 of the tie-downs over the past several years and expressed support for the recommendation to adjust the motion to “20 tie-downs” and to maintain the five additional tie-downs for transient use or Airport business.

(5:41:22) – Member Golden expressed support for the proposal, suggesting that the Authority withhold five of the spaces to designate them as Airport spaces. Additionally, he stated that he would abstain from the vote since his company, Mountain West, had submitted a proposal. Member Golden noted that designated spaces would prevent aircrafts from occupying spaces that could be used for transient parking, emphasizing the need for sufficient transient parking availability through the Airport to comply with Federal Aviation Administration (FAA) requirements.

(5:43:50) – Treasurer Rogers supported designating 20 tie-downs for High Sierra Pilots and retaining five spaces for the Airport. In response to Treasurer Rogers’ question, Mr. Jenkins provided background on the tie-down spaces and emphasized the need for the Airport to manage transient spaces efficiently. Mr. Jenkins noted that handling five spaces was more feasible than 25.

(5:45:37) – Member Hutter asked about existing transient space markings and Mr. Jenkins suggested that the Airport retain five spaces and look for a cost-share agreement with Fixed Based Operators (FBO) for improved long-term management. Mr. Jenkins commented that marking spaces on the Northwest ramp was essential to avoid confusion, while the South ramp had minimal issues. He responded to clarifying questions.

**PUBLIC COMMENT**

(5:49:47) – Chair Puliz entertained public comments. Tom Everly asked how many tiedowns were on the south and northwest sides of the Airport. Mr. Jenkins was unable to provide a definitive number but noted that there were three tie-down leases with different companies on the south side of the Airport. He added that he would follow-up with Mr. Everly regarding the number of tie-downs and costs.

**(5:51:48) – MOTION: Treasurer Rogers moved to award a license agreement for 20 tie-down spaces on the Northwest ramp to High Sierra Pilots at a rate of \$11.37 per tie-down under the terms proposed by the Authority and authorize the Chair to execute that agreement. Member Horton seconded the motion. The motion carried 6-0-1 with Member Golden abstaining.**

<b>RESULT:</b>	<b>APPROVED (6-0-1)</b>
<b>MOVER:</b>	Rogers
<b>SECONDER:</b>	Horton
<b>AYES:</b>	Puliz, Norvell, Flint, Horton, Hutter, Rogers
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	Golden
<b>ABSENT:</b>	None

**2. FOR DISCUSSION AND POSSIBLE ACTION: APPROVAL OF A THROUGH-THE FENCE (TTF) PERMIT FOR THREE ACCESS POINTS FOR CARSON TAHOE EXECUTIVE COMMUNITY, LLC LOCATED AT 3700 BARRON WAY, SUITE 2, RENO, NV 89511.**

(5:52:27) – Chair Puliz introduced the item. Mr. Jenkins referenced the Staff Report and Supporting Materials, all of which are incorporated into the record.

(6:00:56) – In response to Chair Puliz’s question, James Pickett of Carson Tahoe Executive explained that the development is a business park association for non-aviation businesses, with aircraft storage being incidental to the businesses. Mr. Pickett emphasized that it would economically benefit the Airport, the City, and State of Nevada without competing with Airport operations. In response to Member Golden’s question, Mr. Pickett stated that the project includes a three-story structure with 28 to 30 units with varying hangar sizes.

(6:06:05) – Member Golden asked if the proposed buildings were primarily hangars and Mr. Pickett confirmed, noting that they could reach 5,000 to 6,000 square feet with small office areas. Member Golden expressed support for the project but shared concerns with the use of hangars, adding that it would crowd out the Authority’s ability to lease land. Mr. Pickett clarified that the changes to Title 19 addressed previous ambiguities regarding non-aviation businesses.

(6:08:55) – Member Hutter compared the proposal to the ClickBond facility, noting that non-aviation businesses could be more profitable without occupying more space at the Airport. He noted that the Authority should focus on the financial stability of the Airport while complying with FAA requirements. Member Hutter commented that the proposed development would bring in more revenue than property taxes. He thanked Carson Tahoe Executive and everyone involved with the proposal for their work.

(6:12:00) – Vice Chair Norvell noted that high-end planes often require a lot of maintenance, highlighting the need for a director of maintenance and the daily upkeep. He pointed out that maintenance would be allowed under the agreement. Mr. Pickett added that mechanics would be readily available to assist with maintenance.

(6:13:39) – Chair Puliz reiterated Member Hutter’s comments, emphasizing the City’s support for the project.

(6:14:23) – Treasurer Rogers shared concerns regarding the access privilege permit and asked whether there was a requirement for aircraft in the hangars to be domiciled at the Airport. Mr. Pickett confirmed that the requirement was included in the association documents shared with Staff. Chair Puliz clarified that the requirement was not part

of Title 19 but was outlined in the association documents. Mr. Jenkins stated that the permit approval includes approving the association documents, which cannot be changed without Authority and City approval.

(6:16:23) – Treasurer Rogers suggested correcting the language in Term 10, including the use of “City of Carson” and both “the Authority” and “Airport.” Members agreed with his corrections.

(6:18:46) – Mr. Pickett thanked the Authority, Airport staff, and the City for their contributions to the project. Chair Puliz entertained public comments; however, none were forthcoming.

**(6:19:13) – MOTION: Treasurer Rogers moved to approve the Through-the-Fence Permit to Carson Tahoe Executive Community LLC under the terms and conditions set forth by Staff, including taking a second look at Item 10 on the permit to ensure it properly identifies entities to be listed on the insurance policy and authorize the Chair to sign the permit and direct Staff to proceed with obtaining FAA approval for this permit. Member Hutter seconded the motion. The motion carried 7-0-0.**

<b>RESULT:</b>	<b>APPROVED (7-0-0)</b>
<b>MOVER:</b>	Rogers
<b>SECONDER:</b>	Hutter
<b>AYES:</b>	Puliz, Norvell, Rogers, Flint, Golden, Horton, Hutter
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	None

**I. AIRPORT MANAGER’S REPORT**

(6:20:59) – Chairperson Puliz introduced the item. Mr. Jenkins referenced the Airport Manager’s Report and provided his report, which is incorporated into the record. He referenced the Fuel Flowage and Airport Operations report, which is incorporated into the record.

**J. LEGAL COUNSEL’S REPORT**

(6:29:53) – Chairperson Puliz introduced the item, noting that Mr. Tackes was not present to provide the report.

**K. TREASURER’S REPORT**

(6:30:03) – Chairperson Puliz introduced the item. Treasurer Rogers referenced the Treasurer’s Report, which is incorporated into the record. He commented that there weren’t any significant findings and that Airport business was slowly growing.

**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**

(6:30:35) – Chair Puliz entertained Member reports and announcements; however, none were forthcoming.

**M. PUBLIC COMMENT**

(6:30:42) – Chairperson Puliz entertained public comments; however, none were forthcoming.

**N. AGENDA ITEMS FOR NEXT REGULAR MEETING**

(6:30:46) – Chairperson Puliz entertained requests for agenda items for the next CCAA meeting; however, none were forthcoming.

**O. ACTION ON ADJOURNMENT**

**(6:31:00) – MOTION: Chairperson Puliz adjourned the meeting at 6:31 p.m.**

The Minutes of the January 15, 2025 Carson City Airport Authority meeting are so approved on this 19<sup>th</sup> day of February 2025.

## CARSON CITY AIRPORT – CARSON CITY, NEVADA

*February 2025*

### ENGINEERING UPDATE

#### **Project Updates:**

##### **Acquire Snow Removal Equipment:**

- Equipment received and accepted October 28
- Pending grant closeout, FAA will process amendment in spring

##### **Aeronautical Survey for Nighttime Approach/Offset PAPI Construction:**

- Flight check dates TBD by FAA
  - Waiting for Lean to verify proper PAPI angles prior to the completion of VGSi submittal.
- Reimbursable agreement is in process

##### **Snow Removal Equipment Building:**

- Awaiting contractor schedule EST. April construction start.
- Permit approved waiting for Houstin Smith to pick up end of February.



FlyCarsonCity.com

## CCAA BOARD MEMO

Agenda Item: H-01

BOARD MEMO 2025-03

Meeting Date: February 19, 2025

**Agenda Title:** FOR DISCUSSION AND POSSIBLE ACTION: Rehearing and adoption of resolution and notice of invitation to bid to Carson City Airport Lease located at the South side of airport being 2.48 acres bounded by College Parkway, The Airport parking lot, and the existing leases to the West and North of the subject parcel; appropriate minimum lease rate and terms of lease and permitted uses; set deadline for bids and the date for the bid opening and consideration pursuant to NRS 244.283 (C. Jenkins, S. Tackes)

**Staff Summary:** This item was first presented on November 20, 2024, but was postponed pending a determination of access to the parcel. Per NRS 244.283, the required process for leasing airport land is via a public offering and sealed bid process upon adoption of resolution by the Authority. The Authority had previously identified this parcel for lease and obtained an appraisal. The proposed resolution will: (a) Describe the property proposed to be leased in such manner as to identify it; (b) Specify the minimum rental, and the terms upon which it will be leased; and (c) Fix a time, not less than 3 weeks thereafter, for a public meeting of the board to be held at its regular place of meeting, at which sealed proposals to lease will be received and considered.

**Agenda Action:** Formal Action/Motion

**Time Requested:** 15 Minutes

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### **Proposed Motion**

I move to approve the draft resolution and notice of invitation to bid for the land located at the south side of the Airport being 2.48 acres bounded by College Parkway, the Airport parking lot, and the existing leases to the West and North of the subject parcel with a deadline for bids of April 10, 2025, and the date for the bid opening and consideration of April 16, 2025. Award of the lease is contingent on City approval of the pending lease amendment providing airside access to the parcel.

## **CCAA'S Strategic Goal**

Maintain financial stability

Support economic activity in the region

## **Previous Action and Executive Summary**

In the 2020 CCAA Master plan, this land is identified for hangar development and non-aviation use development. The current ALP does not identify the non-aviation use land and will be subject to FAA approval for any non-aviation use. The access point for this parcel to the airport is only 78 feet wide in total. It is smaller than the design standard of the airport's Taxiway Object Free Area of 131 feet. While this property has some limitations, it is a prime location on the airport which is reflected in the appraised rate.

On November 20, 2024, the CCAA voted to issue a resolution on this lease but the Staff could not go forward with it at that time due to air side access to the parcel. The CCAA has since approved a removal of part of a Mountain West lease to allow for access to the parcel, and authorized Staff to send it to the City for its approval. It has been submitted to the City and is pending.

NRS 244.281 requires that, after adoption, the Resolution must be published in the newspaper once a week for 3 successive weeks prior to the deadline for bid proposals. As a result, the April CCAA meeting would allow for sufficient time to comply with that requirement. Accordingly, Staff recommends a deadline for bid proposals of April 10 so that the proposals can be considered and an award made at the April 16, 2025 CCAA meeting.

## **Financial Information**

Is there a fiscal impact?

No  Yes

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

General Fund:

The fiscal impact will be determined by the outcome of the selected winning bid

Is it currently budgeted?

No

**Alternatives**

Approve the resolution and notice of invitation to bid with suggested changes Do not approve the resolution and notice of invitation to bid

**Board Action Taken:**

Motion: \_\_\_\_\_ 1) \_\_\_\_\_  
2) \_\_\_\_\_

Aye/Nay

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
(Vote Recorded By)

**RESOLUTION AND NOTICE OF INVITATION  
TO BID CARSON CITY AIRPORT LEASES**

The Carson City Airport Authority will receive sealed bids for the lease of airport property located on the south side of Airport being 2.48 acres bounded by College Parkway, the Airport parking lot and the existing leases to the west and north of the subject parcel, upon minimum terms and conditions as adopted by the Carson City Airport Authority on February 19, 2025. The minimum terms, conditions and specifications together with maps identifying the property available for lease are on file and available for inspection at the offices of the Carson City Airport Authority, Airport Manager, 2600 E. College Parkway, Terminal Building, Carson City, Nevada, or on the Authority's webpage [www.flycarsoncity.com](http://www.flycarsoncity.com)

Bidders may obtain copies of the documents from the Airport at no charge by downloading them from the Information page on the Authority's webpage.

The Airport Authority resolved its intention to invite bids to lease the following property:

- (a) Area offered for lease. That 2.48 acre lot located on the Airport property, bounded by College Parkway on the south, the Airport parking lot on the east, and the existing leases to the west and north, all as described in the survey document and legal description posted on the airport webpage, [www.flycarsoncity.com](http://www.flycarsoncity.com) .
- (b) The minimum rental and terms.
1. Lease term to be 50 years, with an automatic CPI adjustment every 2 years.
  2. Minimum rental rate shall be \$0.64 per square foot per year, i.e. an amount per year calculated as \$0.64 times the area leased in square feet.
  3. Lease includes aircraft access to taxiway at no additional cost. Tenant is responsible for paving or other connector to the taxiway access and such included internal taxi-lanes as necessary for Tenant's building/hangar construction.
  4. Lessee must comply with all Airport rules, including those set forth in Carson City Municipal Code Title 19.
  5. A model lease is provided with the document package setting forth the terms.
  6. The proposed uses on the leased area are for FBO services, hangar construction and aircraft storage, as well as other uses proposed by the bidder which the Authority finds reasonable, compatible and otherwise permitted by Title 19.
  7. Bidders may propose a lease for less than the entire area. The successful bidder will be responsible for the expenses of recording a record of survey needed to re-parcel the area per requirements of the Carson City Assessor.
  8. The successful bidder must bring utilities to the lease site at the bidder's expense.
  9. The successful bidder must reimburse the Airport Authority for the proportional part of the appraisal costs.
  10. The Airport Authority may delay the award of bid until City approval is received for the pending lease amendment that provides airside access.

(c) Sealed bids must be received at the office of the Carson City Airport Authority by 5:00 p.m. April 10, 2025. The bidder must supply 10 copies of his/her bid. A special public meeting of the Carson City Airport Authority will be held at the Robert Crowell Board Room, Community Center, 851 E. William St, Carson City, Nevada at 5:30 pm on Wednesday April 16, 2025. Any interested person may appear at the meeting. At such time all sealed proposals will be opened and examined by the Authority, and at which time the Authority will select the winning bid. In the event that additional time is needed by the Airport Authority to review and select the winning bid, a special meeting will be scheduled within 21 days of bid opening per NRS 244.283. The Airport Authority will examine all bids from the standpoint of best airport land use, appearance, and integration into other airport operations and shall accept the highest bid which meets those and the other specified terms and conditions. Terms and conditions contained in bids which differ from the specified requirements, but are considered reasonable by the Carson City Airport, may be negotiated as a condition of award. Oral bids may be made at that time under the provisions of NRS 244.283. Persons who submit sealed bids shall be considered to have given notice that they may participate in oral bidding. Persons who do not submit sealed bids must notify the Airport Authority in writing at least 5 days prior to bid opening of their intent to participate in oral bidding. At the time of such bidding, said persons must identify how their bids comply with the minimum terms, along with the materials and information that would have been required in a bid submission.

Terms and conditions also include a requirement that the first year's minimum rent be paid in advance at the time of execution of the lease, and that said lease is conditioned upon approval by the Carson City Board of Supervisors as required by law.

Bids must be accompanied, at a minimum, by a statement setting forth the area to be leased, the bid amount (\$ \_\_\_ per sqft per year), building material and design specifications for the construction, an artist or architect sketch of the construction on site (general appearance and layout), a completed Lease Proposal Form, and a statement verifying that all terms and conditions set forth in the bid documents are accepted, or identifying alternative terms and conditions. All bids must remain available for acceptance for 60 days.

The Carson City Airport Authority reserves the right to reject any or all bids, or, accept reasonable modifications and limitations.

Carson City Airport Authority,  
Tim Puliz, Chairman

**APN** \_\_\_\_\_

Lessee/ tax statements to:

NAME OF TENANT

--address---

--address---

The Tenant and Landlord hereto affirm that this document submitted for recording does not contain the social security number of any person or persons. (Per NRS 239B.030).

### **CARSON CITY AIRPORT LEASE AGREEMENT**

This lease, made and entered into this \_\_\_ day of April, 2025, between Carson City, a consolidated municipality, a political subdivision of the State of Nevada, hereinafter referred to as “City” or “Carson City” (property owner) and the Carson City Airport Authority, an Airport operator per NRS 844 hereinafter referred to as “Airport Authority” (and together with City, “Landlord”), whose address is 2600 E. College Parkway #6 Carson City, Nevada 89706 (email to: [manager@flycarsoncity.com](mailto:manager@flycarsoncity.com) ), and NAME OF TENANT (“Tenant”), whose address is \_\_\_\_\_ (email to: \_\_\_\_\_).

#### WITNESSETH:

WHEREAS, the Tenant and Landlord desire to enter a lease as regards certain ground space for construction and operation of an FBO under Title 19 of the Carson City Municipal Code; and

WHEREAS, the parties desire to establish such lease in a manner consistent with the Airport Master Plan and Carson City Municipal Code, so as to lease Tenant premises consistent with uses desired by Landlord and to provide economic activity and monetary support to the Carson City Airport (“Airport”); and

THEREFORE, Landlord and Tenant agree as follows:

1. PREMISES. Landlord leases to Tenant and Tenant leases from Landlord the real property located on the Airport property, bounded by College Parkway on the south, the Airport parking lot on the east, and the existing leases to the west and north, all as described in the survey document and legal description on Exhibit A (“Legal Description”) to this lease, with the appurtenant rights included in Paragraph 8. The area is comprised of approximately 108,029 sq ft. of undeveloped property.

2. TERM. The term shall be fifty (50) years from the date of Board of Supervisors approval of this lease.



3. BASE RENT. Tenant shall pay to Landlord \$\_\_\_\_\_ per year (\$\_\_\_\_\_ per month); calculated as \$0.xx per square foot per year (upon lease approval; to be paid on the first of the month following Board of Supervisor approval of the lease). Rent shall be payable monthly with payments due on the first day of each month. Tenant shall be responsible for the maintenance of the paving of ramp areas within the leasehold boundaries.

A. Tenant must bring utilities infrastructure to site at Tenant's cost, and must pay hookup fees or other related fees, if any, assessed by the Carson City Utility Department.

B. Tenant shall maintain, at Tenant's cost, utilities infrastructure in conformance with the engineering design and installation approved by the Airport Authority

C. Tenant to reimburse Landlord for the appraisal cost of \$3,000.00 with first rent payment.

4. ADJUSTMENTS TO BASE RENT.

A. CONSUMER PRICE INDEX ADJUSTMENT. An adjustment of the rental and fees described above shall occur first on January 1, 2027, then at two-year anniversary intervals from January 1, 2027, during the term of this Lease. Such adjustment of rental 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. Landlord 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 rental below the base rate set forth at Section 3 of this lease. For example, if the Price Index for November 2027 is 155.0 (1982-1984=100), and for November 2025 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.

B. MARKET TO MARKET LAND APPRAISAL. On January 1, 2040 (year 15), and thereafter at each 10-year anniversary of the lease term, the rent rate shall be adjusted to the appraised rate as determined by an MAI certified appraiser, selected from the Carson City Board of Supervisors' approved list of appraisers. Landlord and Tenant shall share equally the expense of such appraisals.

5. IMPROVEMENTS. Tenant shall commence construction of the project as set forth in Exhibit B to this lease with construction of all office and hangar construction completed within 2

years of Board of Supervisor approval of this lease. Tenant shall meet the construction requirements and standards adopted by Landlord pursuant to Title 19 of the Carson City Municipal Code, including but not limited to, expending funds for maintenance on the property, pavement and improvements, at an effective rate of at least \$0.03/sqft/yr averaged over a 10-year period. Upon completion of construction, Tenant shall provide Landlord with an exterior and pavement maintenance plan and shall abide by the plan. Upon each 10-year anniversary of January 1, 2025, the Tenant shall report on its improvements to, and maintenance on, the leasehold made during the 10-year period. Upon request of Landlord, Tenant shall provide supporting documentation of such Tenant expenditures to ensure that the facility is being maintained in the same fashion (i.e. the same, good condition as when improvement construction was completed, normal wear and tear excepted). Such maintenance shall include, as a minimum, adequate care of the Tenant pavement such that the pavement remains no lower than a fair rating (i.e. PCI 58-74). Failure to maintain leasehold improvements at or above these standards shall be treated as a breach of this lease.

6. DEFAULT. The occurrence of any of the following shall constitute a default by Tenant:

A. Failure to pay rent when due if the failure continues for ten (10) days after notice has been given to Tenant.

B. Abandonment and vacation of the premises. Failure to occupy and operate the premises for thirty (30) consecutive days shall be deemed an abandonment and vacation, except to the extent such non-use is within the construction schedule.

C. Violation of Tenant or its contractors, and/or subcontractors of the terms and conditions of this lease, as determined by Landlord at its sole discretion. If such default is not cured, within ten (10) days after written notice thereof from Landlord to Tenant, Landlord may, at its sole discretion, suspend or terminate this Agreement.

D. Failure of Tenant to abide by all applicable laws, ordinances, rules and regulations of the United States, State of Nevada, or Carson City.

E. Filing a petition of voluntary or involuntary bankruptcy regarding Tenant.

F. The making by the Tenant of any general assignment for the benefit of creditors.

G. Violation of any of the standards, rules, and regulations set forth in CCMC Title 19, Appendix A of this lease, or Exhibit B (construction not required but if performed) to this lease, or failure to maintain current licenses required for the permitted operation.

H. Failure to provide or maintain the required certificates of insurance.

I. Failure to complete construction of the facilities as required by this lease and any exhibits or amendments thereto, or extensions granted by action of the Airport Authority at a publicly noticed meeting. Landlord may terminate this lease under this subsection at its sole discretion, with thirty (30) days written notice of its intention to terminate this Lease.

Notices given under this paragraph must specify the alleged default, the applicable lease provision(s), and must demand that Tenant cure its default and perform the provisions of this lease or pay the rent that is in arrears, within the applicable period of time, or quit the premises. Unless a different period to cure a default is specified in this lease, any notice of default from Landlord to the Tenant shall provide Tenant ten (10) days to cure its default, if the default is one that can be cured, or quit the premises. No such notice will be deemed a forfeiture or a termination of this lease unless Landlord so elects in the notice.

Failure to declare a breach or the actual waiver of any particular breach of this lease or its material or nonmaterial terms by either Landlord or Tenant shall not operate as a waiver by such party of any of its rights or remedies as to any other breach.

7. REMEDIES. Landlord shall have the following remedies if Tenant commits a default. These remedies are not exclusive; they are cumulative to any remedies now or later allowed by law. Such rights and remedies may be exercised and enforced concurrently and whenever and as often as Landlord deems appropriate. Any amount paid, or expense or liability incurred, by the Landlord for the account of Tenant may be deemed to be additional charges, and the same may, at the option of Landlord, be added to any amounts then due or thereafter falling due.

A. Penalties. Landlord may assess any penalties permitted under Carson City Municipal Code Title 19, or any penalties otherwise provided by law if the default constitutes a violation of law.

B. Tenant's right to possession not terminated. Landlord can continue this lease in full force and effect, and the lease will continue in effect, as long as Landlord does not terminate Tenant's right to possession. Landlord shall have the right to collect rent when due. During the period Tenant is in default, Landlord can enter the premises and relet them, or any part of them, to third parties for Tenant's account. Tenant shall be liable immediately to Landlord for all costs Landlord incurs in reletting the premises. Reletting can be for a period shorter or longer than the remaining term of this lease. In the event of reletting, Tenant shall

still pay to Landlord the rent due under this lease on the dates the rent is due, less the rent Landlord receives from any reletting.

If Landlord elects to relet the premises as provided in this paragraph, rent that Landlord receives from a third party upon reletting shall be applied to the payment of:

First, any indebtedness from Tenant to Landlord other than rent due from Tenant;

Second, all costs, including maintenance, incurred by Landlord in reletting;

Third, rent due and unpaid under this lease, after deducting the payments referred to in this paragraph. Any sum remaining from the rent Landlord received from reletting shall be held by Landlord and applied for payment of future rent as rent becomes due under this lease. In no event shall Tenant be entitled to any excess rent received by Landlord. If, on the date rent is due under this lease, the rent received from reletting is less than the rent due on the date, Tenant shall pay to Landlord, in addition to the remaining rent due, all costs including for maintenance Landlord incurred in reletting, that remain after applying the rent received from the reletting as provided in this paragraph.

C. Termination of Tenant's right to possession. Landlord can terminate Tenant's right to possession of the premises at any time after default. No act by Landlord other than giving notice to Tenant shall terminate this lease. Acts of maintenance, efforts to relet the premises, or the appointment of a receiver on Landlord's initiative to protect Landlord's interest under this lease shall not constitute a termination of Tenant's right to possession. On termination, Landlord has the right to recover from Tenant the unpaid rent that had been earned at the time of termination of this lease, and any other amount, including court costs, necessary to compensate Landlord for all detriments proximately caused by Tenant's default.

## 8. APPURTENANT RIGHTS AND RESTRICTIONS.

A. Tenant may use the premises for FBO operations as described in the Carson City Municipal Code 19.02.020.350(5), and must provide at least one of those services. Tenant is expressly prohibited from conducting any activity at the Airport other than that provided by this lease or as may be approved by Landlord. Construction of a fuel facility on the premises is not permitted.

Tenant may conduct such non-aviation business upon the premises as are otherwise permitted by law and do not otherwise interfere with the aviation uses permitted under this lease and other leases on this Airport. Landlord's decision shall be final as to claims of conflict over interfering uses. No person may live in, or otherwise inhabit, any hangars constructed on the property leased.

All aircraft owned by the Tenant and stored on the leased area must be registered as personal property in Carson City, Nevada, unless such aircraft are transient and are not on the leased area for more than 21 consecutive days. Tenant shall supply Landlord with evidence of the registration and taxation information for aircraft stored on the leased premises on the two-year anniversaries of this lease, or upon such shorter period as may be requested by the Airport Manager or required by the Hangar Use Ordinance, or other applicable law or policy.

B. Ingress and Egress. Tenant shall have full and unimpaired access to the leased premises and a nonexclusive right to use the taxiways between the leased premises and the Airport's runway. Tenant shall be responsible for, and control the access to, the leased premises. Tenant acknowledges that the width of the taxilane access is 78 feet. Tenant is responsible for determining whether the designated taxilane access is sufficient for its needs. Access between the leasehold and Airport shall comply with the Landlord's rules, regulations, and/or access plans, and any rules or security regulations which may have been established or shall be established in the future by the FAA, the Transportation Security Administration (TSA), or the State of Nevada. To the extent that the Airport utilizes a key card or other gate control system, and charges Airport users for such system, Tenant shall be entitled to use the system upon the same terms, conditions, and charges as other Airport users.

C. Right of Entry. Landlord, or its designated Airport Manager or agent, reserves the right to enter upon the premises at any reasonable time for the purpose of making any inspection deemed expedient or desirable for the proper enforcement of any terms, conditions, provisions, and covenants of this lease.

D. Air Space and Subsurface Rights. This lease confers no rights to the subsurface of the land more than five (5) feet below the ground level of the premises or to airspace more than ten (10) feet above the top of the roof of the building or buildings that is a part of the premises. Exported material must be approved by the Landlord as to placement

or sale. Tenant acknowledges that Landlord is the owner of the dirt material in place at the time of lease. All exemptions or applications must have the prior approval of Landlord and comply with the Carson City Municipal Code Title 19, Airport Rules and Regulations.

E. Federal Requirements.

1. The Tenant for himself, his heirs, personal representatives, successors in interest, and assigns, as a part of the consideration, does covenant and agree as a covenant running with the land that Tenant shall comply with all Federal Aviation Regulations (FARs) applicable to Tenant's operations on the premises. The Tenant acknowledges that the Airport is the recipient of FAA Airport Improvement Program funds and other federal funds. The Tenant shall take no action which violates or causes others to violate the assurances Landlord granted to the FAA in conjunction with such federal funding. Such assurances include, but are not limited to compliance with:

- a. Title 49, USC, subtitle VII, as amended.
- b. Davis-Bacon Act - 40 U.S.C. 276(a), et seq.
- c. Federal Fair Labor Standards Act - 29 U.S.C. 201, et seq.
- d. Hatch Act - 5 U.S.C. 1501, et seq. (if applicable)
- e. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 Title 42 U.S.C. 4601, et seq
- f. National Historic Preservation Act of 1966 - Section 106 - 16 U.S.C. 470(f).
- g. Archeological and Historic Preservation Act of 1974 - 16 U.S.C. 469 through 469c.
- h. Native Americans Grave Repatriation Act -25 U.S.C. Section 3001, et seq.
- i. Clean Air Act, P.L. 90-148, as amended.
- j. Coastal Zone Management Act, P.L. 93-205, as amended.
- k. Flood Disaster Protection Act of 1973 - Section 102(a) - 42 U.S.C. 4012a.1
- l. Title 49 ,U.S.C., Section 303, (formerly known as Section 4(f))
- m. Rehabilitation Act of 1973 - 29 U.S.C. 794.
- n. Civil Rights Act of 1964 - Title VI - 42 U.S.C. 2000d through d-4.
- o. Americans with Disabilities Act of 1990, as amended, (42 U.S.C. § 12101 et seq.), prohibits discrimination on the basis of disability).
- p. Age Discrimination Act of 1975 - 42 U.S.C. 6101, et seq.
- q. American Indian Religious Freedom Act, P.L. 95-341, as amended
- r. Architectural Barriers Act of 1968 -42 U.S.C. 4151, et seq.
- s. Power plant and Industrial Fuel Use Act of 1978 -Section 403- 2

U.S.C. 8373.

- t. Contract Work Hours and Safety Standards Act - 40 U.S.C. 327, et seq.
- u. Copeland Anti kickback Act - 18 U.S.C. 874.1
- v. National Environmental Policy Act of 1969 - 42 U.S.C. 4321, et seq.
- w. Wild and Scenic Rivers Act, P.L. 90-542, as amended.
- x. Single Audit Act of 1984 - 31 U.S.C. 7501, et seq. (if applicable)
- y. Drug-Free Workplace Act of 1988 - 41 U.S.C. 702 through 706.
- z. The Federal Funding Accountability and Transparency Act of 2006, as amended (Pub. L. 109-282, as amended by section 6202 of Pub. L. 110-252)..
- aa. Such Federal Regulations and Executive Orders as may be applicable to FAA AIP funding, and such other OMB Circulars as may apply and are listed at [https://www.faa.gov/airports/aip/grant\\_assurances/](https://www.faa.gov/airports/aip/grant_assurances/) or such updated listing at the official website maintained by the FAA.

2. The Tenant for himself, his personal representatives, successors in interest, and assigns, as a part of the consideration, covenants and agrees as a covenant running with the land that: 1) no person on the grounds of race, color, or national origin shall be excluded from participation in, denied the benefits of, or be otherwise subject to discrimination in the use of the facilities; 2) that in the construction of any improvements on, over, or under such land and the furnishing of services thereon, no person on the grounds of race, color, or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subject to discrimination.

3. Tenant shall use the premises in compliance with all other requirements imposed by or pursuant to Title 49, Code of Federal Regulations, DOT, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, and as the Regulation may be amended.

4. Tenant shall furnish its accommodations and/or services on a fair, equal, and not unjustly discriminatory basis to all users and it must charge fair, reasonable, and not unjustly discriminatory prices for each unit or service; PROVIDED that the Tenant may be allowed to make reasonable and

nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers.

5. Noncompliance with Provision 4 above shall constitute a material breach of this lease and in the event of such noncompliance, the Landlord shall have the right to terminate this lease without liability, or at the election of the Landlord or the United States; either or both governments shall have the right to judicially enforce these provisions.

6. Tenant agrees that it shall insert the above five provisions in any lease agreement by which the Tenant grants a right or privilege to any person or entity to render accommodations and/or services to the public on the leased premises.

7. If the conduct of business is permitted on the premises, the Tenant assures that it will undertake an affirmative action program as required by 14 CFR Part 152, Subpart E, to ensure that no person shall on the grounds of race, creed, color, national origin, or sex be excluded from participating in any employment activities covered in 14 CFR Part 152, Subpart E. The Tenant assures that no person shall be excluded on these grounds from participating in or receiving the services or benefits of any program or activity covered by this subpart.

8. The Landlord reserves the right to further develop or improve the landing area of the Airport as it sees fit, regardless of the desires or view of the Tenant and without interference or hindrance.

9. The Landlord reserves the right, but shall not be obligated to the Tenant, to maintain and keep in repair the landing area of the Airport and all publicly owned facilities of the Airport, together with the right to direct and control all activities of the Tenant in this regard.

10. This lease shall be subordinate to the provisions and requirements of any existing or future agreement between the Landlord and the United States, relative to the development, operation, or maintenance of the Airport.



11. The Landlord, its successors and assigns, for the use and benefit of the public, does reserve a right of flight for the passage of aircraft in the airspace above the surface of the lease premises. This public right of flight shall include the right to cause in the airspace any noise inherent in the operation of any aircraft used for navigation or flight through the airspace or landing at, taking off from, or operation of the Airport.

12. Tenant agrees to comply with the notification and review requirements covered in Part 77 of the Federal Aviation Regulations in the event future construction of a building is planned for the leased premises, or in the event of any planned modification or alteration of any present or future building or structure situated on the leased premises.

13. The Tenant by accepting this expressly agrees for itself, its successors and assigns that it will not erect nor permit the erection of any structure or object, nor permit the growth of any tree on the leased premises to a height more than ten (10) feet above the highest part of Tenant's building. In the event this covenant is breached, the Landlord reserves the right to enter upon the premises to remove the offending structure or object and cut the offending tree, all of which shall be at the expense of the Tenant.

14. The Tenant, by accepting this lease, agrees for itself, its successors and assigns, that it will not make use of the leased premises in any manner which might interfere with the landing and taking off of aircraft from the Airport or otherwise constitutes a hazard. In the event this covenant is breached, the Landlord reserves the right to enter upon the leased premises and to abate the interference at the expense of the Tenant.

15. It is understood and agreed that nothing contained in this lease shall be construed to grant or authorize the granting of an exclusive right within the meaning of Section 308 of the Federal Aviation Act of 1958 (49 U.S.C. 1349).

F. Tenant assures complete compliance with the Carson City Airport Rules and Regulations upon leased premises.

9. ASSIGNMENT AND SUBLEASING. Tenant shall have no right to assign or sublet its interest in this lease except upon Landlord's prior written consent. Any such assignment or sublease will be binding to assignees/sublessees on all terms and conditions in this lease.

The parties agree that a transfer of corporate interests in Tenant exceeding twenty-five percent (25%) shall be deemed an assignment of this lease. The term "corporate interests" shall include corporate ownership, or the ownership of any partnership, trust, Limited Liability Company, and other entity for ownership by more than one person permitted by law.

The Landlord reserves the right to assign, pledge, or hypothecate this lease upon notice to the Tenant.

10. INSURANCE AND BONDING.

A. Coverage. As a condition precedent to this lease, Tenant shall provide, at its own cost, commercial general insurance coverage in the amount of ONE MILLION DOLLARS (\$1,000,000.00) per occurrence and TWO MILLION DOLLARS (\$2,000,000.00) aggregate, the category to be under-written by a responsible insurance carrier, authorized by the State of Nevada to provide such coverage. The following coverage shall be included:

1. Third-party comprehensive general liability coverage for bodily injury and property damage, including owned and non-owned aircraft, for any claim or liability for any injury or damage to any person or property occurring on the leased premises or arising out of or resulting from Tenant's operations or omissions at the Airport.

2. Products liability coverage in addition to the foregoing comprehensive general liability insurance where the licensee operates a food service or offers goods or merchandise for sale.

3. Fire and extended coverage and vandalism and malicious mischief insurance, for damage or destruction of real property or leasehold improvements, where the Landlord has, or will have, an interest in such property by virtue of an existing lease.

B. Workers' Compensation & Employer's Liability Insurance. In addition, to the extent required by law, Tenant shall provide workers' compensation insurance as required by NRS Chapters 616A through 617 inclusive and Employer's Liability insurance with a

minimum limit not less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

C. Insured Includes. Both Airport Authority and Carson City, individually, must be named as additional insureds and the insurance carrier underwriting such coverage must give the Landlord thirty (30) days written notice prior to cancellation of, or material alteration to, the insurance policy.

Landlord requires that Tenant provide Landlord with a Certificate of Insurance evidencing the coverage in effect, including limits and expiration date. Such policy or policies shall be maintained in full force and effect during the term of the lease, including and renewals or extensions of this lease.

D. Review of Insurance coverage. Landlord reserves the right, every five years, to review and adjust the amount and kind of insurance coverage required.

E. Insurance to remain in effect. Tenant agrees to keep all insurance policies in effect, as required by this lease, until the time Tenant surrenders the premises.

11. INDEMNIFICATION. To the extent permitted by law, including, but not limited to, the provisions of NRS Chapter 41, Landlord and Tenant 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.

Except as otherwise provided below in this Section, the indemnifying party shall not be obligated to provide a legal defense to the indemnified party, nor reimburse the indemnified party for the same, for any period occurring before the indemnified party provides written notice of the pending claim(s) or cause(s) of action to the indemnifying party, along with: (1) a written request for a legal defense for such pending claim(s) or cause(s) of action; and (2) a detailed explanation of the basis upon which the indemnified party believes that the claim or cause of action asserted against the indemnified party implicates the culpable conduct of the indemnifying party, its officers, employees, and/or agents.

After the indemnifying party has begun to provide a legal defense for the indemnified party, the indemnifying party shall not be obligated to fund or reimburse any fees or costs provided

by any additional counsel for the indemnified party, including counsel through which the indemnified party might voluntarily choose to participate in its defense of the same matter.

After the indemnifying party has begun to provide a legal defense for the indemnified party, the indemnifying party shall be obligated to reimburse the reasonable attorney's fees and costs incurred by the indemnified party during the initial thirty (30) day period of the claim or cause of action, if any, incurred by separate counsel.

In addition, and as more fully described in Section 12 of this lease, the Tenant further agrees to indemnify, hold harmless and defend Landlord from environmental liability for contamination or damage to the leased premises and any adjacent area to the leased premises related or connected with the occupation or use of the leasehold property.

12. ENVIRONMENTAL. The Tenant will conduct its business and operation on the leased premises in compliance with all applicable environmental laws and permits. No fuel storage (other than in aircraft fuel tanks of operational aircraft) is permitted on the leased premises. Flammable materials shall be stored in National Fire Code fireproof containers and not to exceed 5 gallons. The Tenant will forthwith notify the Landlord of the occurrence of any of the following and will provide the Landlord with copies of all relevant documentation in connection therewith:

- (a) a release of a hazardous substance on or about the leased premises except in strict compliance with applicable environmental laws and permits;
- (b) the receipt by the Tenant of an Environmental Notice; or
- (c) the receipt by the Tenant of information which indicates that hazardous substances are being used, dissipated, stored, disposed of or introduced into the environment by anyone in or about the leased premises in a manner other than that authorized under environmental laws.

Tenant will not permit the storage, use, treatment, disposal, or introduction into the environment of hazardous substances in or about the leased premises, except in compliance with applicable environmental laws. If the Landlord receives information that hazardous substances are being dissipated, used, stored, disposed of or introduced into the environment by anyone in or about the leased premises in a manner other than that authorized under environmental laws, the Tenant will conduct such investigations, searches, testing, drilling and sampling ("Investigations") as are reasonably requested from time to time by the Landlord to determine the existence of hazardous substances in or about the leased premises or traceable to the leased premises. If the Tenant does not complete the Investigations to the satisfaction of the Landlord, the Landlord may enter the leased

premises and take any actions necessary to complete the Investigations, the cost of which actions will be borne by the Tenant as additional rent. If remedial work is required due to the presence of hazardous substances on or in the leased premises, the Tenant will take all necessary action, at the cost of the Tenant, to restore the leased premises to a level acceptable to the Landlord and to all governmental authorities having jurisdiction. Upon the request of the Landlord, from time to time, the Tenant will provide to the Landlord satisfactory documentary evidence that all environmental permits are valid and in good standing.

Environmental Indemnity. The Tenant will indemnify and hold harmless Landlord, its officers, directors, employees, agents and shareholders, from and against any and all losses, claims, costs, expenses, damages and liabilities, including all costs of defending or denying the same, and all costs of investigation, monitoring, remedial response, removal, restoration or permit acquisition and including all solicitor's fees (on a solicitor and own client basis) and disbursements in connection therewith which at any time may be paid or incurred by or claimed against the Landlord, its officers, directors, employees, agents and shareholders, arising, directly or indirectly, out of:

- (a) a breach by the Tenant of any of the covenants contained in Section 12 of this lease;
- (b) the presence of or release of any hazardous substance on or off-site of the leased premises;
- (c) any action taken by the Landlord with respect to the existence of any hazardous substance on or off-site of the leased premises; or
- (d) any action taken by the Landlord in compliance with any environmental notice with respect to the existence of any hazardous substance on or off-site of the leased premises;

and such indemnity will survive the expiration or any termination of this lease notwithstanding anything in this lease to the contrary.

13. MAINTENANCE. Landlord is not required to provide any maintenance, repairs, removal, and construction of the gross area leased or of buildings or facilities accepted or erected by Tenant.

Tenant shall provide and pay for all light, gas, electric, water, janitorial, sewer, trash and other utility charges used or incurred in or about the lease premises.

Tenant shall maintain all leased areas, salvage and rehabilitation areas, displays, storage areas, landscaping, pavement, facilities, and structures in a state of repair and good appearance acceptable to the Landlord. Landlord shall have sole discretion in interpreting and enforcing all

Federal, State, and local rules, regulations, codes, and ordinances in determining what is, or is not, acceptable. No parking of vehicles, trailers or Tenant property shall be outside of the hangar, nor blocking any taxiway, except that vehicles will be parked immediately in front of hangar door if such can be done without obstructing any taxiway, taxiway or public use area, or in designated parking areas.

Landlord may require Tenant to perform all necessary maintenance, repairs, removal, construction or cleaning/clearing of unsightly areas upon the leased premises. In the event such maintenance, repairs, removal, construction, or cleaning/clearing of unsightly areas is not undertaken as required, Landlord may perform such maintenance, repairs, removal, construction, or cleaning/clearing of unsightly areas on behalf of Tenant, and at Tenant's expense, plus ten percent (10%) for administration.

14. TAX OBLIGATION. Tenant shall pay all taxes and assessments against any buildings or other structures and improvements used by Tenant in its operations, and if imposed at any future date, any and all real property taxes assessed against the land leased from Landlord, including any possessory interest taxes.

15. REMOVAL OF BUILDINGS AND IMPROVEMENTS. Tenant shall remove at his cost all buildings and improvements upon termination of this lease and restore the premises to its original condition. Title in building and improvements shall at all times during the lease term remain in the Tenant. The Landlord shall have the option on expiration of lease period, or upon termination of this lease, to take title of the buildings and improvements, at no cost or obligation to Landlord, in lieu of Tenant's obligation to restore the premises to its original condition.

16. REPORTING. Anything that affects the safe and efficient operation of the Airport shall be immediately reported to Landlord or the designated Airport Manager.

17. AMENDMENTS. Any amendments to this lease require approval by the Landlord and Tenant. All proposed amendments must be submitted in writing to Landlord for review and placement before a regularly scheduled meeting of the Airport Authority for consideration.

18. GENERAL. It is understood and agreed that each and all the terms of this lease are subject to the regulations and provisions of law applicable to the operation of the Airport as a Federal Aid Airport Project. If any provision of this lease is invalid, the other provisions of this lease which are valid shall remain in effect, and this lease will be re-negotiated to comply with the requirements of the applicable laws and regulations. In the event that negotiation attempts are unsuccessful, either party may petition the First Judicial District Court, which shall then be entitled

to establish such replacement provisions or issue such rulings as are just, for the purpose of satisfying the intent of this lease's provisions.

The Tenant agrees to observe and obey during the terms of this lease all laws, rules, and regulations promulgated and enforced by the State of Nevada, Carson City, and by any other proper authority having jurisdiction over the conduct of operations at the Airport.

Landlord and the Carson City Sheriff's Office shall have complete dominion over the premises herein during the term of this lease for the purpose of, and to the extent necessary, to maintain law, order, and safety, and has the authority and the right to deny access to the Airport for any person who fails to obey all relevant laws, rules, and regulations.

19. NOTICES. It is agreed that any notice to be given or served upon either party shall be sufficient if sent by email; certified mail, postage prepaid, addressed to the address of the party listed at the beginning of this lease; or to such other address as may be designated in writing by such party.

20. PUBLIC RECORDS. Pursuant to NRS 239.010, information or documents received from Tenant may be open to public inspection and copying. Landlord will have the duty to disclose unless a particular record is made confidential by law or a common law balancing of interests. Tenant may clearly label specific parts of an individual document as a "trade secret" or "confidential" in accordance with NRS 332.061, provided that Tenant thereby agrees to indemnify and defend Landlord for honoring such a designation. The failure to so label any document that is released by Landlord shall constitute a complete waiver of any and all claims for damages caused by any release of the records.

21. PROPER AUTHORITY. Landlord and Tenant represent and warrant that the person executing this lease on behalf of each party has full power and authority to enter into this lease. Tenant acknowledges that this lease is effective only for the period of time specified in this lease.

22. GOVERNING LAW / JURISDICTION. This lease and the rights and obligations of the Landlord and Tenant shall be governed by, and construed according to, the laws of the State of Nevada, without giving effect to any principle of conflict-of-law that would require the application of the law of any other jurisdiction. Tenant consents and agrees to the jurisdiction of the courts of the State of Nevada located in Carson City, Nevada for any dispute arising in relation to this lease.

23. ADDITIONAL CONDITIONS. No construction of new hangars or buildings is required by this lease. If construction is to be done by Tenant, then unless otherwise provided, Tenant shall comply with the Development/Construction Standards set forth in Appendix A and

Exhibit B (note: timeframes to be determined based on construction plans proposed by Tenant). Unless otherwise provided, all construction materials, appearance, and building size shall be completed as represented in the submissions to Landlord.

24. FORCE MAJEURE. In the event Tenant is unable to operate his aircraft maintenance business on the Leasehold due to any Act of God, war, civil insurrection, riot, earthquake, fire, weather, sickness, accident, epidemic, act of government or government regulation, general or sympathetic strike or lockout, unavailability of labor or materials, or any other cause beyond the control of the Tenant to this lease, the Tenant may terminate the lease upon 2 year anniversaries of January 1, 2023 and must first give 60 days written notice to Landlord.

25. ENTIRE CONTRACT AND MODIFICATION. This lease and its integrated attachment(s) constitute the entire agreement of Landlord and Tenant and such are intended as a complete and exclusive statement of the promises, representations, negotiations, discussions, and other contracts that may have been made in connection with the subject matter hereof. Unless an integrated attachment to this lease specifically displays a mutual intent to amend a particular part of this lease, general conflicts in language between any such attachment and this lease shall be construed consistent with the terms of this lease. Conflicts in language between this lease and any other agreement between Landlord and Tenant on this same matter shall be construed consistent with the terms of this lease. The parties agree that each has had their respective counsel review this lease which shall be construed as if it was jointly drafted.





\_\_\_\_\_  
LORI BAGWELL, Mayor

ATTEST:

\_\_\_\_\_  
CLERK/RECORDER (or Deputy)

CITY'S LEGAL COUNSEL  
Approved as to form.

\_\_\_\_\_  
DEP. DISTRICT ATTORNEY

AIRPORT AUTHORITY COUNSEL  
Approved as to form

\_\_\_\_\_  
STEVEN E. TACKES, ESQ.

EXHIBIT A –legal description; plot map attached

A parcel of land situate within the East One-Half (E1/2) of Section Four (4), Township Fifteen (15) North, Range Twenty (20) East, Mount Diablo Meridian, a portion of A.P.N. 005-011-01, Carson City, Nevada, being more particularly described as follows

**BEGINNING** at a point from which the Southeast corner of said Section 4 as shown on the Record of Survey for the Carson City Airport Authority, filed May 17, 2010, in Book 10, Page 2737, as file number 400882, in the Official Records of Carson City, Nevada, bears South 53°25'05" East, 2412.36 feet, said point being on the North right-of-way of N. College Parkway, as shown on the Record of Survey for Consolidated Municipality of Carson City, Map No. 2464, filed 26, April 26, 2001, as File No. 2630877, filed in the Official Records of Carson City, Nevada;

**THENCE**, leaving the North right-of-way line of said N. College Parkway, North 17°49'14" West, 18.34 feet;  
**THENCE**, North 00°01'04" West, 98.98 feet;  
**THENCE**, South 88°42'17" East, 56.33 feet;  
**THENCE**, North 00°23'46" West, 44.04 feet;  
**THENCE**, North 08°45'23" East, 1.85 feet;  
**THENCE**, South 89°33'05" East, 29.67 feet;  
**THENCE**, North 00°09'09" West, 39.83 feet;  
**THENCE**, North 88°59'14" West, 30.13 feet;  
**THENCE**, North 00°03'11" East, 18.36 feet;  
**THENCE**, North 00°42'02" West, 20.32 feet;  
**THENCE**, South 72°41'21" East, 145.73 feet;  
**THENCE**, North 17°17'48" East, 30.34 feet;  
**THENCE**, South 72°41'21" East, 117.00 feet;  
**THENCE**, North 17°18'49" East, 18.00 feet;  
**THENCE**, South 72°41'11" East, 300.95 feet;  
**THENCE**, South 16°51'44" West, 117.64 feet;  
**THENCE**, North 78°02'34" West, 4.66 feet to the beginning of a non-tangent curve to the right, from which the radius point bears North 83°39'11" West;  
**THENCE**, southwesterly, 19.27 feet along the arc of a curve having a radius of 17.00 feet and through a central angle of 64°56'54", to the North right-of-way line of E. College Parkway;  
**THENCE**, along the North right-of-way line of said College Parkway, North 88°19'05" West, 111.17 feet;  
**THENCE**, continuing along the North right-of-way line of said College Parkway North 89°26'19" West, 441.15 feet to the **POINT OF BEGINNING**.

Containing 2.48 Acres, more or less.

A portion of APN 005-011-01; Record of Survey to be recorded

**APPENDIX A  
CARSON CITY AIRPORT AUTHORITY**

**DEVELOPMENT/CONSTRUCTION STANDARDS**

**CODE REQUIREMENTS** - ALL CONSTRUCTION SHALL MEET ALL CARSON CODES AND REQUIREMENTS INCLUDING THE CARSON CITY AIRPORT AUTHORITY (C.C.A.A.)

**OUTSIDE STORAGE AREA** - T-HANGERS, SHOP-HANGERS/OFFICE BUILDINGS ETC. SHALL NOT HAVE OUTSIDE STORAGE OF ANY KIND.

**WATER** - WATER SERVICE SHALL BE BROUGHT TO THE PROPERTY BY THE LEASE HOLDER.

**FIRE HYDRANTS** - FIRE HYDRANTS MAY BE REQUIRED PURSUANT TO FIRE DEPARTMENT REGULATIONS AND ARE THE LEASEHOLDERS RESPONSIBILITY.

**POWER** - ELECTRIC POWER SHALL BE REQUIRED TO EACH BUILDING.

**FLOORS** - GROUND LEVEL CONCRETE FLOORS SHALL BE REQUIRED IN EACH BUILDING.

**COLORS** - EXTERIOR BUILDING COLORS SHALL BE LIMITED TO BLUE AND TAN MATCHING EXISTING STRUCTURES.

**DOOR HEIGHT** - T-HANGARS MUST HAVE A MINIMUM DOOR HEIGHT CLEAR SPAN OF 12 FT. LARGER OR MULTIPLE AIRCRAFT HANGERS MUST HAVE A MINIMUM DOOR HEIGHT CLEAR SPAN OF 19 FT. UNLESS APPROVED OTHERWISE BY THE AIRPORT AUTHORITY.

**NEW CONSTRUCTION** - ALL BUILDINGS SHALL BE OF NEW CONSTRUCTION.

**LIGHTING** - SECURITY LIGHTING SHALL BE AT THE DISCRETION OF THE AIRPORT AUTHORITY.

**PARKING** - PARKING SPACES SHALL NOT BE REQUIRED FOR HANGARS LOCATED ON THE INTERIOR OF THE AIRPORT. FOR HANGARS THAT ARE LOCATED WITH EXTERIOR ACCESS OR FRONTAGE, ENOUGH SPACES DEEMED PROPER FOR THE SIZE OF THAT BUILDING WILL BE REQUIRED AND WILL BE IN COMPLIANCE WITH THE APPLICABLE CITY CODES. NO PARKING OR STORAGE WILL BE PERMITTED ON AIRPORT PROPERTIES. AUTOMOBILE PARKING WILL BE RESTRICTED TO THE INDIVIDUAL'S LEASEHOLD BUT WILL NOT ALLOW FOR THE EXTERIOR STORAGE OF BOATS, CONTAINERS, RV'S, TRAILERS, WRECKED AIRCRAFT ETC.

**FENCING** - IF APPROPRIATE, PROPERTIES, WITH EXTERIOR BOUNDARIES SHALL PROVIDE SECURITY FENCING. SAID SECURITY FENCING SHALL BE REQUIRED WITH CONSTRUCTION OF THE STRUCTURE. ALL FENCING SHALL BE 6 FT. HIGH, CHAIN LINK FENCE OR BETTER.

**TRASH** - ALL PROPERTY, FENCE AND BUILDING LINES SHALL BE KEPT CLEAR OF WEEDS, TRASH, AND LITTER. LANDSCAPING SHALL BE AT THE DISCRETION OF THE AIRPORT AUTHORITY.

**EXHIBIT B**  
**CONSTRUCTION EXHIBITS**

If required by any Federal, State, or local agency, the Tenant shall prepare and submit an environmental Phase I audit. All structures erected, and paved areas on the Airport, shall comply with all applicable County and State building, health, and safety regulations, including, if applicable, any other building, fire, sign, electrical, heating, zoning, and plumbing codes. Architectural design of all structures and paving shall be reviewed and approved by the Carson City Airport Authority.

Tenant shall be required to furnish to the Carson City Airport Authority a copy of a contract between Tenant and a licensed contractor. The contract shall be protected by a performance bond to guarantee that the improvements will be completed according to the existing codes and the improvements will be free from any liens. Tenant shall cause any contract with any contractor, designer or other person providing work, labor or materials to the Premises to include the following clause:

**“Contractor agrees on behalf of itself, its subcontractors, suppliers and consultants and their employees, that there is no legal right to file a lien upon City-owned property (Airport), and will not file a mechanic's lien or otherwise assert any claim against City's real estate on account of any work done, labor performed or materials furnished under this contract. Contractor agrees to indemnify, defend and hold the Airport Authority and City harmless from any liens filed upon City's property and shall promptly take all necessary legal action to ensure the removal of any such lien at Contractor's sole cost.”**

Tenant is obligated to secure all permits that are necessary and required to construct or develop any building, improvements, and additions upon lease parcel.

1. **CONSTRUCTION ON PREMISES.** Tenant shall comply with all Federal, State, and local laws, ordinances, orders, judgments, decrees, regulations, directives, and requirements now, or which may be, applicable to the construction of improvements on the operations and uses of the premises.

A. **Construction Phasing**

1. All plans completed and submitted to Landlord and governmental offices for approval within 1 year of the effective date of the lease.

2. All permits obtained for construction within 120 days next following.
3. All construction completed within two years of the effective date of the lease.

**B. Failure to Use Property.** Failure by Tenant to satisfy the requirements as set forth above may result in default of this Agreement and Landlord may, at its discretion, disallow the use of any, or all, of the premises.

**C. Certificate of Completion.** Upon completion of the improvements, Tenant shall submit to the Landlord a copy of its acceptance letter certifying completion and a certified copy of any certificate or permit which may be required by any Federal, State, County, or other local government or agency in connection with the completion or occupancy by Tenant. Tenant shall furnish to Landlord a set of reproducible, final "as built" drawings of any and all improvements not later than ninety (90) days following the completion, occupancy, or initial use of such improvements, whichever comes first.

**2. TITLE TO IMPROVEMENTS AND FIXTURES.** During the term of this lease, all improvements (other than trade fixtures) erected, installed, or constructed by Tenant on the premises shall become part of the land upon which they are erected, or part of the building to which they are affixed, and title to such improvements, facilities, or alterations shall remain with Tenant. "Trade fixtures" shall remain the property of Tenant and that term shall include, but shall not be limited to, personal property, signs used to identify the Tenant's facilities in and about the premises, and all machinery and equipment installed in, placed on, or used in connection with Tenant's operation.



JOHNSON | PERKINS | GRIFFIN  
REAL ESTATE APPRAISERS & CONSULTANTS

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AN APPRAISAL  
OF

A 2.48± ACRE PARCEL  
(PORTION OF APN 005-011-01)

LOCATED AT

THE CARSON CITY AIRPORT PROPERTY  
AT THE NORTHWEST CORNER OF COLLEGE PARKWAY  
AND SILVER LANE, CARSON CITY, NEVADA

OWNED BY

CARSON CITY AIRPORT

PREPARED FOR THE

CARSON CITY AIRPORT AUTHORITY

FOR THE PURPOSE OF ESTIMATING  
MARKET RENT  
AS OF  
SEPTEMBER 12, 2024



September 24, 2024

Via Email [cjenkins@flycarsoncity.com](mailto:cjenkins@flycarsoncity.com)

Mr. Corey Jenkins, ACE  
Airport Manager  
Carson City Airport  
2600 College Parkway #6  
Carson City, Nevada 89706

Re: Market Rental Analysis of 2.48± Acres Located on Airport Property at the Northwest Corner of College Parkway and Silver Lane, Carson City Airport, Carson City, Nevada

Dear Mr. Jenkins:

This is in response to your request for an appraisal of a 2.48± acre parcel of land located on airport property at the Carson City Airport, Carson City, Nevada. The subject is owned by the Carson City Airport Authority. The subject property is summarized below and is more completely described in the following report.

Subject Property Identification & General Location	Land Area*
Carson City Airport Portion of APN 005-011-01 Northwest Corner of College Parkway & Silver Lane, Carson City, NV	2.48± Acres 108,029± Square Feet
*The location and land area of the subject site, as set forth above, is based upon information as provided by the Carson City Airport Authority and is assumed to be correct.	

The appraisal report is being prepared for the purpose of estimating the Market Rent of the subject land as of a current date of valuation. The client for this assignment is the Carson City Airport Authority. The intended users of the appraisal report include the Carson City Airport Authority and their representatives. The intended use of the appraisal report is to assist the client in negotiations to lease the subject property. Any other use of the appraisal report requires the prior written authorization of this appraisal firm.

This is an Appraisal Report which is intended to comply with the reporting requirements set forth under Standards Rule 2-2(a) of the *Uniform Standards of Professional Appraisal Practice* for an Appraisal Report. As such, it presents summary discussions of the data,





reasoning and analyses that are used in the appraisal process to develop the appraiser’s opinion of value. Supporting documentation concerning the data, reasoning and analyses is retained in these appraiser’s files. The depth of the discussion contained in the report is specific to the needs of the client and for the intended use as stated herein. This appraisal firm is not responsible for unauthorized use of the report.

The appraisal has been prepared based upon the following extraordinary assumptions:

- The appraisal report and the value conclusions set forth herein are based upon the extraordinary assumption that the land area of 2.48± acres for the subject site, as provided by the Carson City Airport Authority, is correct. In discussions with a representative of the Carson City Airport it was indicated that the subject parcel will have land side access (College Parkway & Silver Lane) and use of the adjoining airport parking lot. It was further indicated that access will be allowed from the subject site to the airfield. The appraisal report and the value conclusions set forth herein are based upon the extraordinary assumption that the subject’s 2.48± acre site will have land side and airside access.


The appraisal has been prepared based upon the following hypothetical condition:

- The subject is located in the southwest quadrant of the airport property which is identified as Carson City Assessor’s Parcel Number 005-011-01. This report is based upon the hypothetical condition that the subject property is a separate, legally existing parcel.

After careful consideration of all data available, and upon thorough personal investigation of the subject property and the comparable properties analyzed, the Market Rent of the subject land, under the extraordinary assumptions and hypothetical condition set forth herein, as of September 12, 2024, is as follows:

<b>MARKET LAND RENT CONCLUSION</b>	
Market Land Rent Conclusion/Square Foot	\$0.64/SF/Year/NNN
Market Land Rent Conclusion/Year	\$69,000/Year/NNN
Market Land Rent Conclusion/Month	\$5,750/Month/NNN

Respectfully Submitted,

  
 Cindy Lund Fogel, MAI  
 Nevada Certified General Appraiser  
 License Number A.0002312-CG



FlyCarsonCity.com

## CCAA BOARD MEMO

Agenda Item: H-2

BOARD MEMO 2025-04

Meeting Date: February 19, 2025

**Agenda Title:** FOR DISCUSSION: Review and Discuss FY 25/26 Preliminary Budget (C. Jenkins, J. Rogers)

**Staff Summary:** Airport Manager and Treasurer to discuss CCAA budget for FY 25/26 (July 1, 2025 – June 30, 2026)

**Agenda Action:** Formal Action/Motion

**Time Requested:** 15 Minutes

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### **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 25/26 Preliminary Budget Worksheet - February 2025**

	FY 23/24	FY 23/24	FY 24/25	FY 24/25	FY 25/26	FY 25/26
	Budget	Actual	Budget	Projected Actual	Budget	Notes
<b>INCOME</b>						
SUB-TOTAL 5010 · REAL/PERSONAL PROPERTY TAX	350,000.00	339,639.00	365,000.00	345,965.00	350,000.00	
5010.1 · Aircraft	210,000.00	189,810.00	210,000.00	203,498.00	205,000.00	
5010.2 · Building	140,000.00	149,829.00	155,000.00	142,467.00	145,000.00	
5050 · AIRPORT LEASES						
5050H · Hangar Lease	79,100.00	72,000.00	79,100.00	72,000.00	73,000.00	
5051 · Land Leases	245,000.00	254,862.00	245,000.00	250,000.00	320,000.00	Add Lease For College Pkwy Frontage Parcel
5052 · Tower Leases	71,000.00	80,758.00	71,000.00	82,000.00	84,500.00	
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	-139,593.00	0.00	-9,000.00	-9,000.00	
SUB-TOTAL 5050 · AIRPORT LEASES	401,340.00	274,267.00	401,340.00	401,240.00	474,740.00	
5150 · Tie Down Fees	9,000.00	9,551.00	9,000.00	9,000.00	12,500.00	
5151 · Gate Card Fees	900.00	1,935.00	900.00	2,000.00	1,500.00	
5155 · Parking Fees	200.00	828.00	200.00	425.00	500.00	
5200 · Fuel Flowage Fees	20,000.00	15,128.00	20,000.00	24,000.00	24,000.00	
5201 · Jet Fuel Tax	4,000.00	1,825.00	4,000.00	2,800.00	3,000.00	
5250 · Through the Fence Fees	7,200.00	8,974.00	7,200.00	9,000.00	9,750.00	
5300 · Class II FBO Fees	12,000.00	8,250.00	12,000.00	8,000.00	8,000.00	
5402 · Open House Income	10,000.00	8,006.00	10,000.00	8,000.00	10,000.00	
5404 · Rock Materials Sales	40,000.00	64,436.00	40,000.00	90,000.00	75,000.00	
5500 · Interest Income	65,000.00	440,183.00	65,000.00	100,000.00	800,000.00	NPV of College Parkway Lease
5998 · Terminal Rental	500.00	0.00	500.00	400.00	400.00	
SUB-TOTAL FEES & MISC INCOME	168,800.00	559,116.00	168,800.00	253,625.00	944,650.00	
<b>TOTAL INCOME</b>	<b>920,140.00</b>	<b>1,173,022.00</b>	<b>935,140.00</b>	<b>1,000,830.00</b>	<b>1,769,390.00</b>	
<b>OPERATING EXPENSES</b>						
MISCELLANEOUS OPERATION EXPENSES						
6000 · Airport Engineering	0.00	3,000.00	0.00	0.00	3,000.00	
6169 · Taxes and Licenses	0.00	286.00	300.00	300.00	300.00	
6130 · Dues	1,450.00	1,685.00	2,300.00	1,200.00	1,200.00	
6135 · Memberships	750.00	95.00	500.00	250.00	250.00	
6136 · Registration	0.00	1,995.00	0.00	0.00	0.00	
6137 · Conferences	2,500.00	785.00	4,500.00	1,500.00	2,500.00	
6170 · SWAAAE Travel	750.00	0.00	850.00	500.00	1,500.00	
6190 · Office Expense PC Software	1,000.00	3,016.00	2,000.00	800.00	800.00	
6200 · Office Expense PC Hardware	500.00	454.00	500.00	250.00	1,250.00	
6211 · Meals and Entertainment	500.00	931.00	750.00	1,500.00	2,200.00	
6218 · Marketing and Website	3,500.00	1,580.00	2,500.00	3,500.00	6,000.00	Community outreach Chamber, Rotary, FBLA
6369 · Travel	500.00	513.00	500.00	1,500.00	2,000.00	
6280 · Open House Expense	10,000.00	8,236.00	12,000.00	8,000.00	12,000.00	
SUB-TOTAL 6000-6280 · MISC OPERATING EXPENSES	21,450.00	22,576.00	26,700.00	19,300.00	33,000.00	
UTILITIES						
6238 · Stormwater Discharge Permit	0.00	1,004.00	0.00	1,000.00	1,000.00	
6302 · Phone & Internet	3,500.00	3,664.00	5,000.00	6,500.00	6,500.00	
6303 · Electric	12,000.00	15,737.00	19,000.00	14,000.00	19,000.00	Add SRE Building and New PAPI
6304 · Gas	1,000.00	1,164.00	1,000.00	800.00	1,500.00	
6305 · Water	2,000.00	2,824.00	2,300.00	2,300.00	2,500.00	
6306 · Carson City Landfill	1,200.00	1,256.00	1,200.00	1,300.00	1,300.00	
SUB-TOTAL 6301 · UTILITIES	19,700.00	24,645.00	28,500.00	24,900.00	30,800.00	
OTHER EXPENSES						
6308 · Office Expenses and Supplies	2,000.00	762.00	1,500.00	1,750.00	1,750.00	
6309 · Legal	100,000.00	80,304.00	100,000.00	89,999.00	100,000.00	
6310 · Security	4,000.00	4,154.00	4,000.00	6,400.00	6,400.00	
6311 · CCAA Printing	0.00	442.00	500.00	500.00	500.00	
6312 · Data Storage	400.00	454.00	550.00	500.00	500.00	
6313 · Insurance	13,000.00	12,451.00	13,000.00	12,000.00	15,000.00	Add SRE Building
6314 · Auditing	25,000.00	27,078.00	42,000.00	28,000.00	40,000.00	Single Audit Required
6314a · Bookkeeping (Bullis)	18,000.00	20,499.00	16,000.00	20,000.00	25,000.00	Add Weekly On-site Visit

6314b - Accounting/TMCDBooks	28,800.00	5,665.00	0.00	0.00	0.00	
6315 - Contract Services/Appraisal	6,000.00	7,715.00	14,000.00	7,000.00	7,000.00	
6316 - Bank/Square Charges	350.00	273.00	400.00	900.00	1,000.00	
6317 - Airport Equipment Maintenance	15,000.00	19,027.00	15,000.00	15,000.00	18,000.00	Add New Plow
6325 US Bank (Tractor)	13,800.00	13,800.00	0.00	0.00	0.00	Lease is Paid in Full
6317.5 - AWOS III Service Expense	6,000.00	6,962.00	7,000.00	6,000.00	7,000.00	
6318 - Facility Maintenance	8,000.00	11,430.00	8,000.00	15,000.00	20,000.00	SRE Building Improvement
6319 - Airfield Maintenance	30,000.00	11,491.00	40,000.00	40,000.00	40,000.00	
6319.5 - Gate maintenance	250.00	22.00	2,000.00	5,000.00	2,000.00	
6319.51 - Depreciation Expense	85,000.00	109,009.00	140,000.00	110,000.00	140,000.00	Start Depreciating SRE Building
SUB-TOTAL 6300 OTHER EXPENSES	355,600.00	331,538.00	403,950.00	358,049.00	424,150.00	
LABOR EXPENSE						
6351 - Salaries	215,400.00	222,129.00	292,000.00	284,000.00	299,000.00	5% increase for all staff
6351.5 - Overtime Budget (Airfield)	6,000.00	1,080.00	2,500.00	0.00	2,000.00	Less overtime requires due to adequate staff
6352 - Healthcare	45,000.00	33,304.00	56,250.00	66,000.00	66,000.00	
6353 - PERS Retirement Contribution	65,000.00	88,700.00	84,000.00	108,000.00	100,165.00	
6354 - Nevada Payroll	1,100.00	1,355.00	1,200.00	1,500.00	1,500.00	
6355 - Workers Compensation	7,400.00	4,638.00	5,325.00	8,000.00	8,360.00	
6356 - State Unemployment Contribution	2,100.00	1,656.00	2,870.00	2,800.00	2,950.00	
6476 - Uniforms	2,400.00	1,626.00	1,500.00	1,000.00	1,200.00	
SUB-TOTAL 6350 - LABOR EXPENSE	344,400.00	354,488.00	445,645.00	471,300.00	481,175.00	
<b>TOTAL OPERATING EXPENSE</b>	<b>741,150.00</b>	<b>733,247.00</b>	<b>904,795.00</b>	<b>873,549.00</b>	<b>969,125.00</b>	
<b>NET OPERATING INCOME</b>	<b>178,990.00</b>	<b>439,775.00</b>	<b>30,345.00</b>	<b>127,281.00</b>	<b>800,265.00</b>	
<b>FAA AIP GRANT FUNDED PROJECTS</b>						
BIL Terminal Bldg Revenue	0.00	0.00	0.00	0.00	0.00	
BIL Terminal Bldg Expense	0.00	0.00	0.00	0.00	0.00	
BIL Extend 9/27 (Design, Feasability and Environmental) Revenue	0.00	0.00	500,000.00	0.00	0.00	
BIL Extend 9/27 (Design, Feasability and Environmental) Expense	0.00	0.00	533,333.00	0.00	0.00	
6035.1 - AIP #44 Construct SRE Bldg. (40' X 80') Revenue	1,640,625.00	5,735.00	840,625.00	415,000.00	419,890.00	
6035.2 - AIP #44 Construct SRE Bldg. (40' X 80') Expense	1,750,000.00	66,254.00	750,000.00	340,000.00	343,746.00	
6036.1 - AIP #37 Acquire Snow Removal Equipment Revenue	218,000.00	0.00	216,000.00	216,000.00	0.00	Complete
6036.2 - AIP #37 Acquire Snow Removal Equipment Expense	218,000.00	7,800.00	216,000.00	208,200.00	0.00	Complete
6042.1 - AIP #43 Approach Lighting (Phase 3)(Const PAPI) Revenue	1,406,250.00	238,056.00	0.00	191,540.00	976,654.00	
6042.2 - AIP #43 Approach Lighting (Phase 3)(Const PAPI) Expense	1,500,000.00	277,070.00	0.00	222,930.00	1,000,000.00	
6044.1 - AIP #45 - Drainage Improvements Design Revenue	0.00	0.00	140,625.00	0.00	140,625.00	
6044.2 - AIP #45 - Drainage Improvements Design Expense	0.00	0.00	150,000.00	0.00	150,000.00	
Apron Rehab Project Revenue	0.00	0.00	0.00	0.00	150,000.00	
Apron Rehab Project Expense	0.00	0.00	0.00	0.00	157,500.00	
Master Plan Update Revenue	0.00	0.00	0.00	0.00	305,000.00	
Master Plan Update Expense	0.00	0.00	0.00	0.00	320,250.00	
<b>TOTAL FAA AIP GRANT REVENUE</b>	<b>3,264,875.00</b>	<b>243,791.00</b>	<b>1,697,250.00</b>	<b>822,540.00</b>	<b>1,992,169.00</b>	
<b>TOTAL FAA AIP GRANT EXPENSE</b>	<b>3,468,000.00</b>	<b>351,124.00</b>	<b>1,649,333.00</b>	<b>771,130.00</b>	<b>1,971,496.00</b>	
<b>NET FAA AIP GRANT MATCH REQ'D</b>	<b>203,125.00</b>	<b>107,333.00</b>	<b>-47,917.00</b>	<b>-51,410.00</b>	<b>-20,673.00</b>	
<b>NET INCOME AFTER GRANT MATCH</b>	<b>-24,135.00</b>	<b>332,442.00</b>	<b>78,262.00</b>	<b>178,691.00</b>	<b>820,938.00</b>	
6414 - Terminal Building Architect Rendering and Environmental	0.00	0.00	0.00	31,237.00	0.00	Delay Until Terminal Replacement
6020 - Pavement Maintenance	0.00	0.00	120,000.00	150,000.00	300,000.00	Includes Road to SRE Building
<b>TOTAL CCAA CAPITAL PROJECTS</b>	<b>0.00</b>	<b>0.00</b>	<b>120,000.00</b>	<b>181,237.00</b>	<b>300,000.00</b>	
<b>TOTAL NET INCOME</b>	<b>-24,135.00</b>	<b>332,442.00</b>	<b>-41,738.00</b>	<b>-2,546.00</b>	<b>520,938.00</b>	



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## CCAA BOARD MEMO

Agenda Item: H-03

BOARD MEMO 2025-05

Meeting Date: February 19, 2025

**Agenda Title:** FOR DISCUSSION AND POSSIBLE ACTION: Consideration of a pay increase 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

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### **Proposed Motion**

I move to approve the 5% pay increase for Corey Jenkins Effective March 1, 2025.

### **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**

Over the past year, the airport has continued to perform well financially. Under the Airport Manager's supervision, additional airport staff have been trained and now have Airport Operations staff present 7 days a week for 10 hours a day. This has also resulted in significant improvements to airport maintenance, airport security, wildlife hazard mitigation, and more.

Airport emergency preparedness has been improved thanks to efforts to collaborate with other City Departments resulting in an emergency table top exercise that was beneficial to all who participated. The Airport Manager is planning for future practical exercises to implement what we have learned.

Customer service and airport security have been increased thanks to the addition of an Airport Administrative Assistant who, under Airport Manager supervision, has been actively working to make sure airport access control is properly managed according to the airports access control and driving rules and regulations. Airport trespassing incidents and vehicle incursions in the movement area have been reduced. In doing so, the Airport benefits by allowing the Airport Manager to concentrate on the matters prioritized by the Authority.

Last year the Authority adjusted the salary per comparison to other regional salaries. Since that time, the Authority has adjusted other Airport staff salaries by 5% to keep up with inflation and general increases in the marketplace. The same basis supports the 5% increase for the Airport Manager.

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.

February 15, 2023 (Item H-3) – A 10% pay increase was granted to Corey Jenkins

February 21, 2024 (Item H-3) – Corey Jenkins was determined to exceed the requirements set forth in the Offer of Employment and was granted a salary adjustment to be more competitive with the market rate for an Airport Manager.

### **Financial Information**

Is there a fiscal impact?

No  Yes

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

- Salary increasing from \$120,000 to \$126,000 annually
- Nevada Public Employee Retirement Contributions will increase by \$2,205
- Workers Comp will not change

Is it currently budgeted?

Yes

**Alternatives**

Approve a different pay increase.

Decline the pay increase.

**Board Action Taken:**

Motion: \_\_\_\_\_ 1) \_\_\_\_\_  
2) \_\_\_\_\_

Aye/Nay

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Vote Recorded By)





February 19, 2025

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## **Carson City Airport Manager's Report Prepared by Corey Jenkins**

### Managers' Report

- **FAA ACIP**
  - The FAA is working on the next ACIP for the region, and we will be presenting the 2026 – 2030 ACIP next week.
  - This ACIP has no changes from the 2025-2030 ACIP that was recently approved by the CCAA and CCBS.
- **FAA TTF Meeting**
  - We will also be presenting the recently approved TTF permit to the FAA for their comments following the ACIP meeting.
  - Both these meetings will be in person in Phoenix.
- **Accounting Improvements**
  - We have begun to hold weekly meetings with our bookkeeper, which was one of the corrective action items from the most recent audit.
  - These meetings have resulted in identifying some billing discrepancies that have been addressed and are nearly all resolved.
  - These meetings will improve our preparedness for the next audit.
- **Upcoming Conferences in March**
  - AAAG Government Conference in Washington D.C.
  - Attending this conference will help us better understand what to expect from the new Federal administration.
- **NVAA Conference**
  - I have been asked to speak on a panel about hangar development at this conference.
  - We have benefited from state match grants from the Nevada Technical Advisory Committee thanks to the efforts of NVAA.
  - We are in line to receive another grant match from NVAA when the offset PAPI project is complete.
- **Snow Removal Summary Attached**

## 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	8960	973	4045	16270	30249	\$ 1,512.44	46%
February-24	0	0	0	0	0	\$ -	-1
March-24	0	0	0	0	0	\$ -	-1
April-24	0	0	0	0	0	\$ -	-1
May-24	0	0	0	0	0	\$ -	-1
June-24	0	0	0	0	0	\$ -	-1
July-24	0	0	0	0	0	\$ -	-1
August-24	0	0	0	0	0	\$ -	-1
September-24	0	0	0	0	0	\$ -	-1
October-24	0	0	0	0	0	\$ -	-1
November-24	0	0	0	0	0	\$ -	-1
December-24	0	0	0	0	0	\$ -	-1
Total	8960	973	4045	16270	30249	\$ 1,512.44	-92%

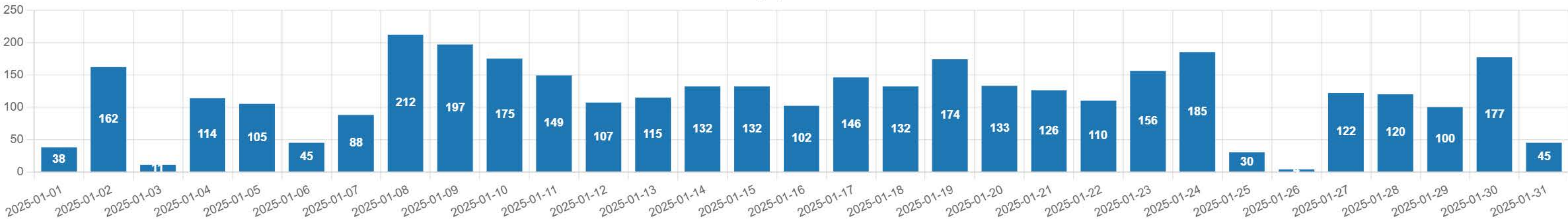
## Aircraft Operations

2025 ADS-B Airport Operations				
Month	Arrivals	Departures	Total Operations	Annual Change
January-24	1794	1850	3644	63%
February-24			0	-100%
March-24			0	-100%
April-24			0	-100%
May-24			0	-100%
June-24			0	-100%
July-24			0	-100%
August-24			0	-100%
September-24			0	-100%
October-24			0	-100%
November-24			0	-100%
December-24			0	-100%
Total Annual	1794	1850	3644	-94%

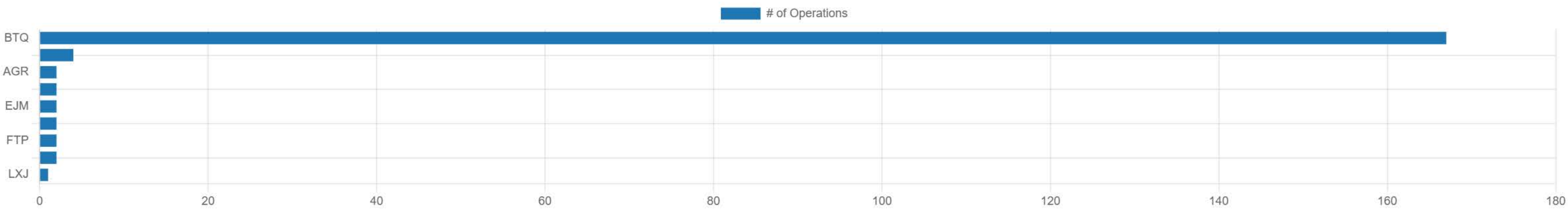
Hourly Operations



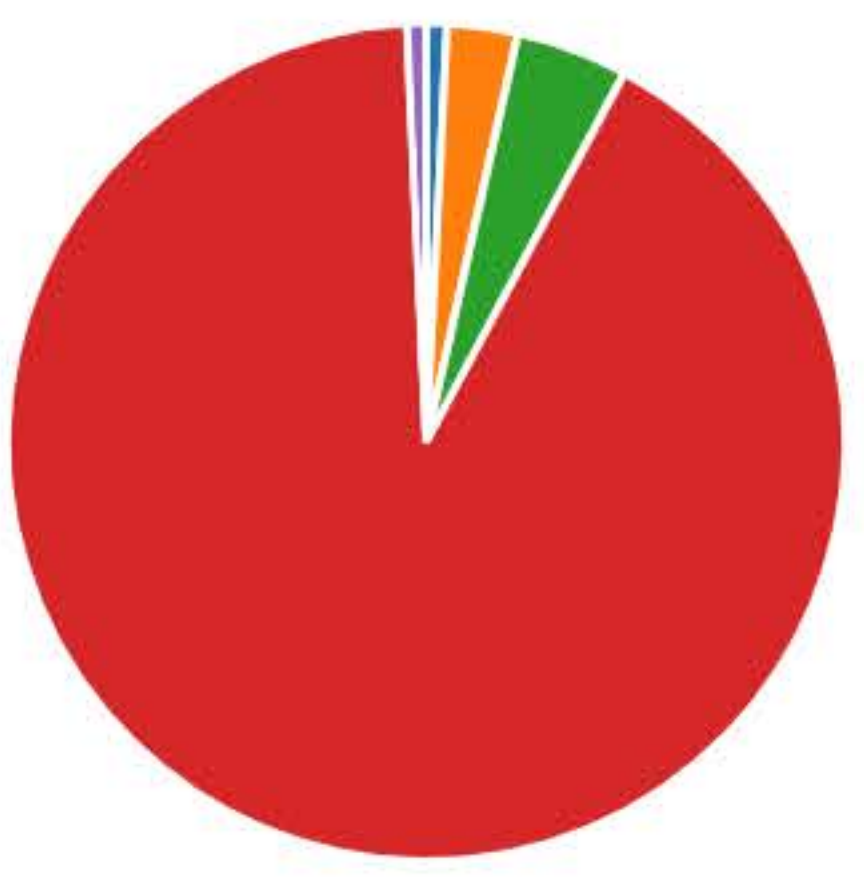
Daily Operations



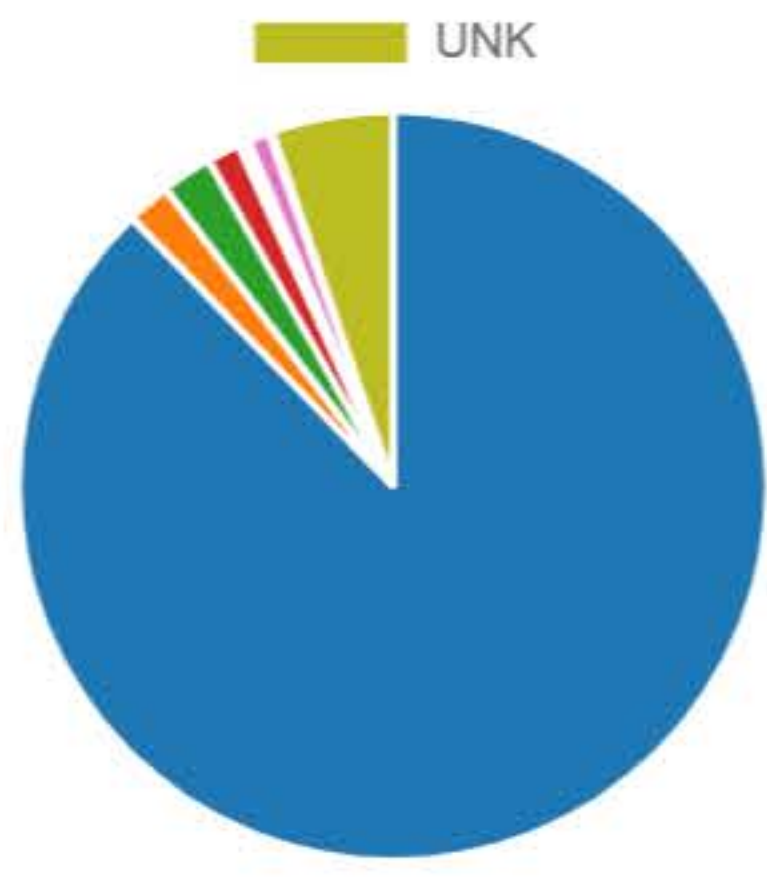
Top Operators



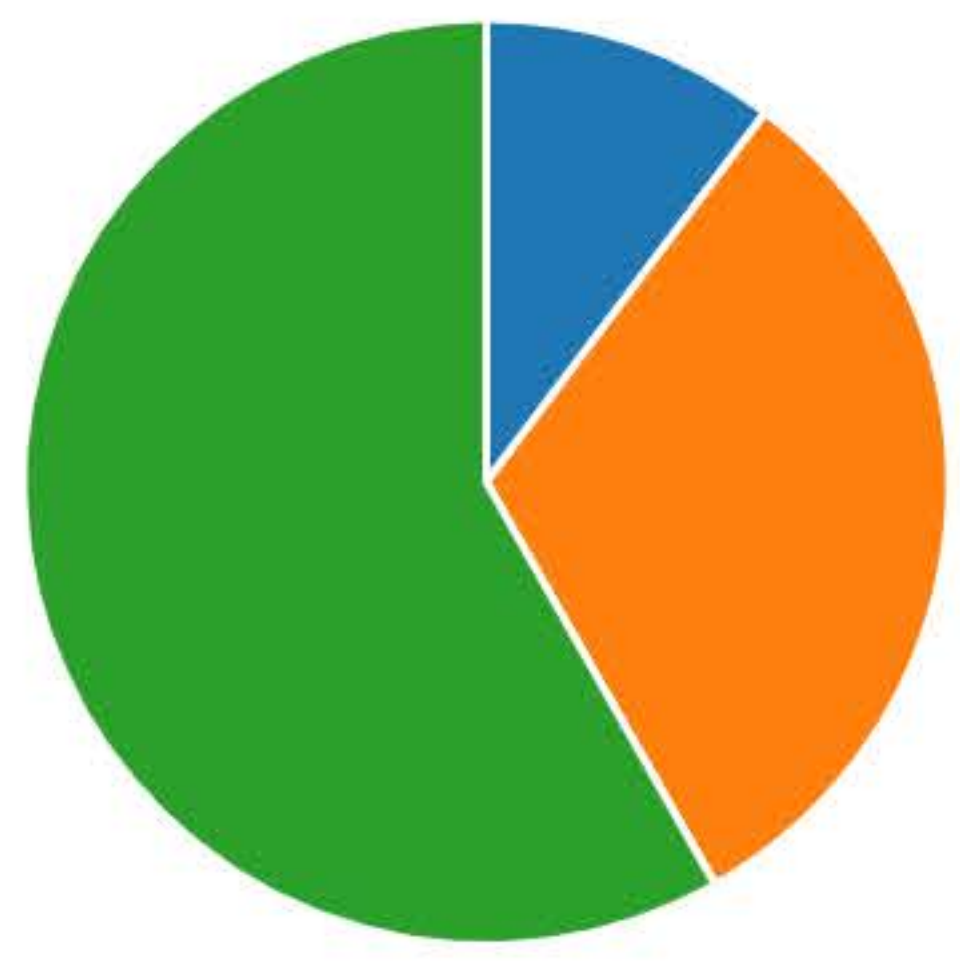
Aircraft Type



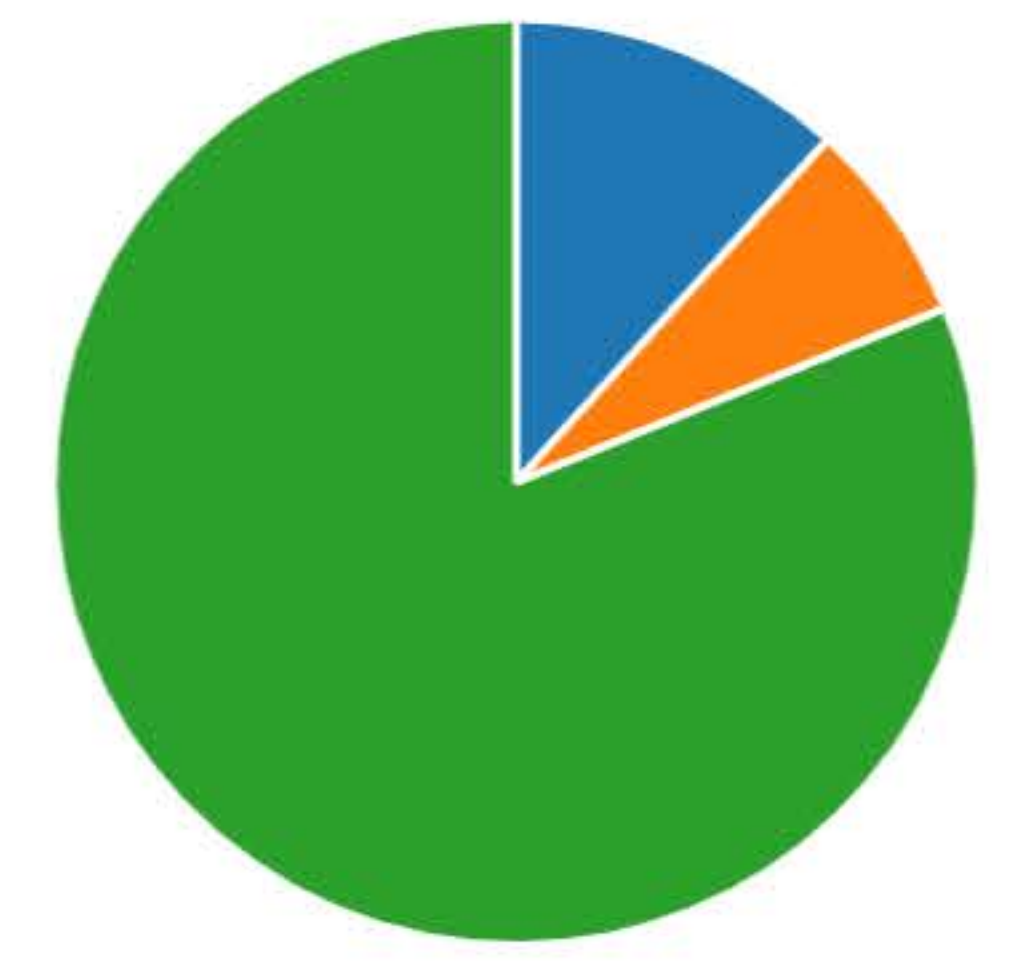
Aircraft Design Group



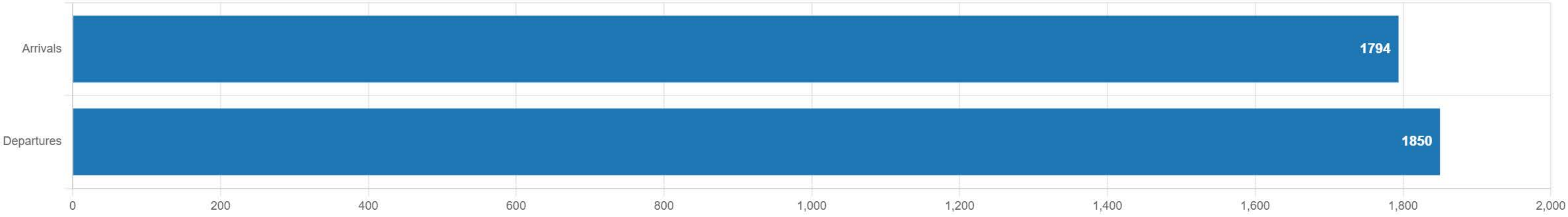
Runway Usage



Weight Class (lbs)



Total Arrivals/Departures



# Carson City Airport Authority

## Balance Sheet Comparison

As of January 31, 2025

	TOTAL		
	AS OF JAN 31, 2025	AS OF JAN 31, 2024 (PY)	CHANGE
<b>ASSETS</b>			
Current Assets			
Bank Accounts			
1075 LGIP-Deferred	434,018.86	411,889.53	22,129.33
1077 LGIP- General Fund	1,663,503.62	1,578,826.98	84,676.64
3099 Gen. Fund #1162	266,965.91	293,558.42	-26,592.51
3199 Petty Cash	-1,770.00	100.00	-1,870.00
<b>Total Bank Accounts</b>	<b>\$2,362,718.39</b>	<b>\$2,284,374.93</b>	<b>\$78,343.46</b>
Accounts Receivable			
2000 Accounts Receivable - Operating	-142,952.92	228,407.44	-371,360.36
<b>Total Accounts Receivable</b>	<b>\$ -142,952.92</b>	<b>\$228,407.44</b>	<b>\$ -371,360.36</b>
Other Current Assets			
1499 Undeposited Funds	22,193.83	45,406.43	-23,212.60
2001 AR offset	-1,331.00	-19,337.00	18,006.00
2010 Due From Other Government	357,451.87	389,578.87	-32,127.00
2010.1 Audit Adjustment to AR	0.00	-332,044.00	332,044.00
2011 Accrued Interest Receivable	9,031.37	6,252.37	2,779.00
2020 Grants Receivable-CY	0.00	0.00	0.00
2100 Prepaid Expenses	1,000.00	1,000.00	0.00
CTE Reimbursement Funds	-22,877.50	-39,360.00	16,482.50
Grumman HU-16C Lien	0.00	0.00	0.00
<b>Total Other Current Assets</b>	<b>\$365,468.57</b>	<b>\$51,496.67</b>	<b>\$313,971.90</b>
<b>Total Current Assets</b>	<b>\$2,585,234.04</b>	<b>\$2,564,279.04</b>	<b>\$20,955.00</b>
Fixed Assets			
2120 land	146,542.03	146,542.03	0.00
2125 Machinery & Equipment	879,619.73	750,566.73	129,053.00
2126 Fencing	911,661.46	911,661.46	0.00
2130 Vehicle	1,033,779.35	807,877.35	225,902.00
2198 Accumulated Depreciation	-585,187.36	-466,021.36	-119,166.00
2201 Tractor	159,995.00	153,046.00	6,949.00
<b>Total Fixed Assets</b>	<b>\$2,546,410.21</b>	<b>\$2,303,672.21</b>	<b>\$242,738.00</b>
Other Assets			
2300 Provided for LT Obligations	126,533.33	271,786.33	-145,253.00
2305 NPV of Airport Leases	7,174,309.00	7,242,012.00	-67,703.00
2810 Pension Requirement	196,462.04	415,612.04	-219,150.00
<b>Total Other Assets</b>	<b>\$7,497,304.37</b>	<b>\$7,929,410.37</b>	<b>\$ -432,106.00</b>
<b>TOTAL ASSETS</b>	<b>\$12,628,948.62</b>	<b>\$12,797,361.62</b>	<b>\$ -168,413.00</b>

# Carson City Airport Authority

## Balance Sheet Comparison

As of January 31, 2025

	TOTAL		
	AS OF JAN 31, 2025	AS OF JAN 31, 2024 (PY)	CHANGE
<b>LIABILITIES AND EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
3000 Accounts Payable	11,601.58	83,866.60	-72,265.02
<b>Total Accounts Payable</b>	<b>\$11,601.58</b>	<b>\$83,866.60</b>	<b>\$ -72,265.02</b>
Credit Cards			
6321 Home Depot	26.57	201.11	-174.54
6328 NSB Credit Card Rick 9053	1,546.07	2,537.05	-990.98
6329 NSB CC Corey 9061	2,859.45	500.18	2,359.27
<b>Total Credit Cards</b>	<b>\$4,432.09</b>	<b>\$3,238.34</b>	<b>\$1,193.75</b>
Other Current Liabilities			
2101 Payroll Liability	885.75	2,108.91	-1,223.16
2102 Accrued Compensated Absences	8,619.28	8,917.28	-298.00
2115 Accrued Expenses	21,000.00	21,000.00	0.00
3030 Audit Adj to AP	4,038.00	4,102.00	-64.00
3090 Pension Requirement-Liab	71,068.00	360,736.00	-289,668.00
3271 Current Portion of LTD	0.00	12,734.00	-12,734.00
<b>Total Other Current Liabilities</b>	<b>\$105,611.03</b>	<b>\$409,598.19</b>	<b>\$ -303,987.16</b>
<b>Total Current Liabilities</b>	<b>\$121,644.70</b>	<b>\$496,703.13</b>	<b>\$ -375,058.43</b>
Long-Term Liabilities			
3085 Net Pension Liability	336,955.00	447,813.00	-110,858.00
3100 Leases Advances	23,979.00	26,556.00	-2,577.00
3110 Deferred Inflows- Leases	6,610,616.00	6,872,722.00	-262,106.00
3200 Mayes-Lease Transactions	160,090.83	307,229.83	-147,139.00
3250 Gonzalez Deferred Lease	226,200.89	232,855.89	-6,655.00
3260 Goni Deferred Lease	0.00	0.00	0.00
6325 Tractor US Bank	0.00	-13,243.00	13,243.00
<b>Total Long-Term Liabilities</b>	<b>\$7,357,841.72</b>	<b>\$7,873,933.72</b>	<b>\$ -516,092.00</b>
<b>Total Liabilities</b>	<b>\$7,479,486.42</b>	<b>\$8,370,636.85</b>	<b>\$ -891,150.43</b>
Equity			
4200 Fund Balance	4,173,840.52	2,548,313.52	1,625,527.00
4999 Retained Earnings	2,404,705.11	1,711,536.00	693,169.11
4999.1 GWFS to Fund FS adjustments	-1,465,655.00	-38,223.00	-1,427,432.00
Net Income	36,571.57	205,098.25	-168,526.68
<b>Total Equity</b>	<b>\$5,149,462.20</b>	<b>\$4,426,724.77</b>	<b>\$722,737.43</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$12,628,948.62</b>	<b>\$12,797,361.62</b>	<b>\$ -168,413.00</b>

# Carson City Airport Authority

## Profit and Loss Comparison

July 2024 - January 2025

	TOTAL		
	JUL 2024 - JAN 2025	JUL 2023 - JAN 2024 (PY)	CHANGE
<b>Income</b>			
5010 Real/Personal Property Tax			
5010.1 Aircraft	111,640.13	111,640.13	0.00
5010.2 Building	91,341.88	91,341.88	0.00
<b>Total 5010 Real/Personal Property Tax</b>	<b>202,982.01</b>	<b>202,982.01</b>	<b>0.00</b>
<b>5050 AIRPORT LEASES</b>			
5050H Hanger Lease	42,120.00	42,000.00	120.00
5051 Land Leases	151,956.89	144,507.64	7,449.25
5052 Tower Leases	42,655.87	42,413.46	242.41
5053 Lease-Mayes	3,640.00	3,640.00	0.00
<b>Total 5050 AIRPORT LEASES</b>	<b>240,372.76</b>	<b>232,561.10</b>	<b>7,811.66</b>
5150 Tie Down Fees	5,321.00	5,731.00	-410.00
5151 Gate Card Fees	202.38	1,305.00	-1,102.62
5155 Parking Fees	912.70	399.77	512.93
5200 Committed-Fuel Flowage Fees	13,081.42	10,646.97	2,434.45
5201 Committed-Jet Fuel Tax	1,577.13	1,061.88	515.25
5300 Class II FBO Fees	3,150.00	5,400.00	-2,250.00
5404 Rock Materials Sales	50,375.84	41,472.27	8,903.57
5500 Interest Income	61,168.06	48,492.71	12,675.35
<b>Total Income</b>	<b>\$579,143.30</b>	<b>\$550,052.71</b>	<b>\$29,090.59</b>
<b>GROSS PROFIT</b>	<b>\$579,143.30</b>	<b>\$550,052.71</b>	<b>\$29,090.59</b>
<b>Expenses</b>			
6019 Charitable Contribution	1,070.00	1,415.75	-345.75
6165 Job Supplies - Obsolete		48.14	-48.14
6169 Taxes & Licenses		280.00	-280.00
<b>6300 Operating Expenses</b>			
6000 Airport Engineering	1,500.00	3,000.00	-1,500.00
6130 Dues	370.00	1,310.00	-940.00
6135 Memberships	100.00	95.00	5.00
6137 Conferences	855.00	695.00	160.00
6190 Office Expence-PC Software	524.32	817.55	-293.23
6200 Office Expenses -PC Hardware	5.25	150.17	-144.92
6211 Meals and Entertainment	1,296.01	557.72	738.29
6218 Marketing and Website	1,723.40	1,120.60	602.80
6369 Travel	1,229.76		1,229.76
<b>Total 6300 Operating Expenses</b>	<b>7,603.74</b>	<b>7,746.04</b>	<b>-142.30</b>

# Carson City Airport Authority

## Profit and Loss Comparison

July 2024 - January 2025

	TOTAL		
	JUL 2024 - JAN 2025	JUL 2023 - JAN 2024 (PY)	CHANGE
6301 Utilities			
6238 Stormwater Discharge Permit		4.06	-4.06
6302 Phone & Internet	3,955.44	2,503.69	1,451.75
6303 Electric	6,953.64	10,605.58	-3,651.94
6304 Gas	359.08	455.34	-96.26
6305 Water	1,554.80	1,741.07	-186.27
6306 Carson City Landfill	1,150.40	736.95	413.45
<b>Total 6301 Utilities</b>	<b>13,973.36</b>	<b>16,046.69</b>	<b>-2,073.33</b>
6308 Office Expenses and Supplies	845.92	621.71	224.21
6309 Legal	48,545.00	25,522.50	23,022.50
6310 Security	3,532.92	2,305.93	1,226.99
6311 CCAA printing		428.08	-428.08
6312 Data Storage	310.90	311.52	-0.62
6313 Insurance	6,112.08	4,653.00	1,459.08
6314 Auditing	27,876.25		27,876.25
6314A Accounting/Bullis	15,279.00	10,974.00	4,305.00
6314B Accounting/Tmcdbooks		8,300.00	-8,300.00
6315 Contract Services/Appraisals	7,000.00		7,000.00
6316 Bank Charges/Square Chgs	566.99	296.50	270.49
6317 Airport Equipment Maintenance	12,456.01	6,454.87	6,001.14
6317.5 AWOS III Service Charges	5,936.00	6,620.00	-684.00
6318 Facility Maintenance	8,644.36	4,558.07	4,086.29
6319 Airfield Maintenance	20,067.10	21,764.74	-1,697.64
6319.5 Gate Maintenance	1,139.17	5,011.29	-3,872.12
6350 Labor Expense			
6351 Salaries	162,111.79	107,687.40	54,424.39
6351.5 Overtime Budget (Airfield)		432.00	-432.00
6352 Healthcare	32,804.40	24,014.61	8,789.79
6353 PERS Retirement Contribution	61,354.39	40,655.64	20,698.75
6354 Nevada Payroll	904.00	781.25	122.75
6355 Workers Compensation	4,061.87	2,768.47	1,293.40
6363 Voya/Deferred Comp	630.00	210.00	420.00
6476 Uniforms	635.05	698.10	-63.05
<b>Total 6350 Labor Expense</b>	<b>262,501.50</b>	<b>177,247.47</b>	<b>85,254.03</b>
6600 Bad Debt Transaction		1,050.00	-1,050.00
6999 Uncategorized Expense	-0.10		-0.10
9100 Interest Expense		527.98	-527.98
QuickBooks Payments Fees	323.54		323.54
<b>Total Expenses</b>	<b>\$443,783.74</b>	<b>\$302,184.28</b>	<b>\$141,599.46</b>
<b>NET OPERATING INCOME</b>	<b>\$135,359.56</b>	<b>\$247,868.43</b>	<b>\$ -112,508.87</b>

# Carson City Airport Authority

## Profit and Loss Comparison

July 2024 - January 2025

	TOTAL		
	JUL 2024 - JAN 2025	JUL 2023 - JAN 2024 (PY)	CHANGE
Other Income			
5001 NDOT Grant Reimbursement		19,722.00	-19,722.00
6041.1 AIP #42 Approach Lighting System Phase 2 PAPI and MALSF Rev		61,416.62	-61,416.62
7000 Open House			
7001.1 Open House Income Sept 2024	7,700.00	2,500.00	5,200.00
7001.2 Open House Expense Sept 2024	-7,191.21	-1,118.26	-6,072.95
<b>Total 7000 Open House</b>	<b>508.79</b>	<b>1,381.74</b>	<b>-872.95</b>
8000 Discounts	9.94		9.94
FAA AIP Activity Revenue			
6048 AIP #XX Runway Drainage Project			
6048.2 AIP #XX Runway Drainage Project Expense	-500.00		-500.00
<b>Total 6048 AIP #XX Runway Drainage Project</b>	<b>-500.00</b>		<b>-500.00</b>
<b>Total FAA AIP Activity Revenue</b>	<b>-500.00</b>		<b>-500.00</b>
FAA AIP Grant Revenue			
6035 AIP #36 Construct SRE Building			
6035.2 6035 AIP #36 Construct SRE Building Expense		-12,470.00	12,470.00
<b>Total 6035 AIP #36 Construct SRE Building</b>		<b>-12,470.00</b>	<b>12,470.00</b>
6036 AIP #37 Acquire Snow Removal Equipment	196,454.26	180.00	196,274.26
6036.2 AIP #37 Acquire Snow Removal Equipment Expense	-217,806.09	-180.00	-
			217,626.09
<b>Total 6036 AIP #37 Acquire Snow Removal Equipment</b>	<b>-21,351.83</b>	<b>0.00</b>	<b>-21,351.83</b>
6037 AIP #38 Install Approach Lighting Phase I		25,796.00	-25,796.00
6041 AIP #42 Approach Lighting System Phase 2 PAPI and MALSF (deleted)			
6041.2 AIP #42 Approach Lighting System Phase 2 PAPI and MALSF Expense (deleted)		-60,520.00	60,520.00
<b>Total 6041 AIP #42 Approach Lighting System Phase 2 PAPI and MALSF (deleted)</b>		<b>-60,520.00</b>	<b>60,520.00</b>
6042 AIP #43 Approach Lighting System Phase 3 PAPI and MALSF			
6042.1 AIP #43 Approach Lighting System Phase 3 PAPI and MALSF Revenue	193,344.40	55,449.38	137,895.02
6042.2 AIP #43 Approach Lighting System Phase 3 PAPI and MALSF Expense	-217,687.02	-59,383.50	-
			158,303.52
<b>Total 6042 AIP #43 Approach Lighting System Phase 3 PAPI and MALSF</b>	<b>-24,342.62</b>	<b>-3,934.12</b>	<b>-20,408.50</b>
6044 AIP #44 SRE Construct Auxiliary Building			
6044.1 6044 AIP #44 SRE Construct Auxiliary Building Revenue	2,807.43	15,040.31	-12,232.88
6044.2 AIP #44 SRE Construct Auxiliary Building Expense	-4,902.10	-53,278.50	48,376.40
<b>Total 6044 AIP #44 SRE Construct Auxiliary Building</b>	<b>-2,094.67</b>	<b>-38,238.19</b>	<b>36,143.52</b>
<b>Total FAA AIP Grant Revenue</b>	<b>-47,789.12</b>	<b>-89,366.31</b>	<b>41,577.19</b>
<b>Total Other Income</b>	<b>\$ -47,770.39</b>	<b>\$ -6,845.95</b>	<b>\$ -40,924.44</b>
Other Expenses			
6020 FAA Engineering and Construction	19,780.20		19,780.20



# Carson City Airport Authority

## Profit and Loss Comparison

July 2024 - January 2025

	TOTAL		
	JUL 2024 - JAN 2025	JUL 2023 - JAN 2024 (PY)	CHANGE
CCAA Funded Capital Projects			
6400 Capital Project			
6418 FOD Boss Purchase		6,949.00	-6,949.00
<b>Total 6400 Capital Project</b>		<b>6,949.00</b>	<b>-6,949.00</b>
6413 Taxiway Sign Panels		8,526.74	-8,526.74
6414 Terminal Building Architectural Renderings	31,237.40	12,892.25	18,345.15
6416 New Terminal Door Improvements with Access Control		7,556.24	-7,556.24
<b>Total CCAA Funded Capital Projects</b>	<b>31,237.40</b>	<b>35,924.23</b>	<b>-4,686.83</b>
<b>Total Other Expenses</b>	<b>\$51,017.60</b>	<b>\$35,924.23</b>	<b>\$15,093.37</b>
NET OTHER INCOME	\$ -98,787.99	\$ -42,770.18	\$ -56,017.81
NET INCOME	\$36,571.57	\$205,098.25	\$ -168,526.68