



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

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
INCOME						
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	
TOTAL INCOME	920,140.00	1,173,022.00	935,140.00	1,000,830.00	1,769,390.00	
OPERATING EXPENSES						
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	
TOTAL OPERATING EXPENSE	741,150.00	733,247.00	904,795.00	873,549.00	969,125.00	
NET OPERATING INCOME	178,990.00	439,775.00	30,345.00	127,281.00	800,265.00	
FAA AIP GRANT FUNDED PROJECTS						
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	
TOTAL FAA AIP GRANT REVENUE	3,264,875.00	243,791.00	1,697,250.00	822,540.00	1,992,169.00	
TOTAL FAA AIP GRANT EXPENSE	3,468,000.00	351,124.00	1,649,333.00	771,130.00	1,971,496.00	
NET FAA AIP GRANT MATCH REQ'D	203,125.00	107,333.00	-47,917.00	-51,410.00	-20,673.00	
NET INCOME AFTER GRANT MATCH	-24,135.00	332,442.00	78,262.00	178,691.00	820,938.00	
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
TOTAL CCAA CAPITAL PROJECTS	0.00	0.00	120,000.00	181,237.00	300,000.00	
TOTAL NET INCOME	-24,135.00	332,442.00	-41,738.00	-2,546.00	520,938.00	