

**CARSON CITY AIRPORT AUTHORITY
MEETING AGENDA**

Wednesday, March 19, 2025 – 5:30 P.M.

Public Meeting at:

**CARSON CITY COMMUNITY CENTER
(Robert Crowell Board Room)
851 E. William
Carson City, Nevada**

This Agenda Prepared by Corey Jenkins, Airport Manager

- A. CALL TO ORDER, ROLL CALL, AND DETERMINATION OF QUORUM.
- B. PLEDGE OF ALLEGIANCE
- C. APPROVAL OF THE MINUTES OF PAST MEETINGS OF THE AIRPORT AUTHORITY.
- D. MODIFICATION OF THE AGENDA. *The Chairman reserves the right to modify the agenda in order to most effectively process the agenda items. Items may be taken out of order; Items may be combined for consideration by the Authority; Items may be pulled or removed from the agenda at any time.*
- E. PUBLIC COMMENT. Members of the public who wish to address the Airport Authority may speak on *agendized and non-agendized matters* related to the Airport. Comments are limited to three (3) minutes per person or topic. If your item requires extended discussion, please request the Chairman to calendar the matter for a future Airport Authority meeting.
 - 1. The public may provide public comment in advance of a meeting by written submission to the following email address: Manager@flycarsoncity.com. For inclusion or reference in the minutes of the meeting, your public comment must include your full name & address and be submitted via email by not later than 5:00 p.m. the day before the meeting. The Carson City Airport Authority values your input. Members of the public who wish to provide live public comment may do so during the designated public comment periods, indicated on the agenda in person.

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

G. PUBLIC HEARINGS

- 1. FOR DISCUSSION AND POSSIBLE ACTION: Review and Approve the 25/26 preliminary budget for submission to the Nevada Department of Taxation. (C. Jenkins, J. Rogers)

Staff Summary: This is the second review of the FY 25/26 Preliminary budget. NRS statutes require that a preliminary budget must be approved and submitted to the Nevada Department of Taxation no later than April 15, 2025.

- H. AIRPORT MANAGER’S REPORT (*Non-Action Item*).
- I. LEGAL COUNSEL’S REPORT (*Non-Action Item*).
- J. TREASURER’S REPORT (*Non-Action Item*).
- K. 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
- L. 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.
- M. AGENDA ITEMS FOR THE NEXT REGULAR MEETING (*Non-Action Item*).
- N. ACTION ON ADJOURNMENT.

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DELIVERED (via E-Mail) to the FOLLOWING LOCATIONS for POSTING by 9am, March 13, 2025

The Carson City Airport Website	https://flycarsoncity.com/
State of Nevada Public Notice Website	https://notice.nv.gov
Airport Terminal Building	2600 College Parkway Carson City, NV
Mountain West Aviation	2101 Arrowhead Dr. Carson City, NV
Stellar Aviation of Carson City, LLC	2640 College Parkway Carson City, NV
<i>~ Distribution made to others per request and as noted on the Airport Authority Distribution List ~</i>	
<i>Supporting materials will be posted to the Carson City Airport website www.flycarsoncity.com as available, and can be obtained upon request from the Airport Manager, 2600 E. College Parkway #6, Carson City, NV</i>	

NOTE: The Airport Authority is pleased to make reasonable accommodations for the public who are disabled and wish to attend this meeting. If special arrangements for the meeting are necessary, please notify the Airport Authority at (775) 841-2255 or cjenkins@flycarsoncity.com

Notice: NRS 241.020(3)(b) states that a request for mailed notice of meetings automatically lapses six months after it is made to the public body. A separate written request is not required for each meeting although requests are limited to six months at a time.

THE CARSON CITY AIRPORT AUTHORITY ENCOURAGES WRITTEN COMMENTS FROM THE PUBLIC. Comments should be addressed to the **Airport Manager**, and sent to the following address:

Carson City Airport Authority 2600 E. College Parkway #6, Carson City, Nevada 89706

DRAFT MINUTES
Regular Meeting
Carson City Airport Authority (CCAA)
February 19, 2025 ● 5:30 PM
Community Center Robert “Bob” Crowell Board Room
851 East William Street, Carson City, Nevada

Authority Members

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

Staff

Steve Tackes – Legal Counsel
Corey Jenkins – Airport Manager
Briana Munoz – Public Meetings Clerk

NOTE: A recording of these proceedings, the Board’s agenda materials, and any written comments or documentation provided to the recording secretary during the meeting are public record. These materials are on file in the Clerk-Recorder’s Office, and available for review during regular business hours.

Audio recordings and the meeting minutes of the Carson City Airport Authority meetings are available on <https://www.carson.org/government/city-meetings>.

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

(5:30:47) – Vice Chair Norvell called the meeting to order at 5:30 p.m.

(5:30:59) – Roll was called, and a quorum was present.

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

B. PLEDGE OF ALLEGIANCE

(5:31:14) – Led by Member Flint.

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

(5:31:43) –Vice Chair Norvell introduced the item and entertained comments, changes, and/or a motion to approve the minutes of the January 15, 2025 meeting.

(5:32:07) – MOTION: Treasurer Rogers moved to approve the January 15, 2025 minutes as presented. The motion was seconded by Member Golden and carried 5-0-0.

RESULT:	APPROVED (5-0-0)
MOVER:	Rogers
SECONDER:	Golden
AYES:	Norvell, Rogers, Flint, Golden, Horton
NAYS:	None
ABSTENTIONS	None
ABSENT:	Puliz, Hutter

D. MODIFICATION OF THE AGENDA.

None.

E. PUBLIC COMMENT

(5:32:48) – Vice Chair Norvell entertained public comments; however, none were forthcoming.

F. AIRPORT ENGINEER’S REPORT

(5:33:31) – Vice Chair Norvell introduced the item. Brian Martinezmoles of Wood Rodgers provided the Airport Engineer’s report, which is incorporated into the record.

G. CONSENT AGENDA

None.

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.

(5:35:10) – Vice Chair Norvell introduced the item. Mr. Tackes referenced the Staff Report and Supporting Material, all of which are incorporated into the record.

(5:37:48) – In response to Vice Chair Norvell’s question, Mr. Tackes confirmed that the item involved recommending a bid deadline of April 10, 2025, with the contract award set for April 16, 2025.

(5:38:05) – Mr. Jenkins noted a lease language amendment for access to the Mountain West parcel, pending City approval, which defines a 78-foot access limit. Mr. Jenkins added that the lease award was contingent upon City approval and was expected to be completed by early to mid-April 2025.

(5:40:10) – Treasurer Rogers inquired when the item would go before Board of Supervisors and Mr. Jenkins estimated within two weeks but potentially longer due to pending completion of the lease amendment history. Mr. Tackes added that a history and briefing had been completed but the District Attorney’s Office requested a format change.

(5:42:05) – In response to Member Golden’s question, Mr. Tackes clarified that the resolution’s approved uses had not changed and the model lease would not permit fuel sales. Member Golden noted the resolution didn’t explicitly state that and Mr. Tackes explained that listing all Fixed Based Operator (FBO) activities would make the resolution unnecessarily long.

(5:42:48) – MOTION: Member Golden moved 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 upon City approval of a pending lease amendment providing airside access to the parcel. The motion was seconded by Member Horton and carried 5-0-0.

RESULT:	APPROVED (5-0-0)
MOVER:	Golden
SECONDER:	Horton
AYES:	Norvell, Flint, Golden, Horton, Rogers
NAYS:	None
ABSTENTIONS	None
ABSENT:	Puliz, Hutter

2. FOR DISCUSSION: REVIEW AND DISCUSS FY 25/26 PRELIMINARY BUDGET

(5:45:37) – Vice Chair Norvell introduced the item. Mr. Jenkins referenced the Staff Report and Supporting Material, all of which are incorporated into the record.

(5:46:00) – Mr. Jenkins noted that grant-funded projects appeared unusual due to expenses from the Snow Removal Equipment Building in 2023 and 2024 that were not reimbursed until the following year. He added that while a \$110,000 net grant match was expected, the actual amount was \$20,673.

(5:47:39) – Treasurer Rogers stated that this year’s budget was one of the easiest to review due to stable Airport operations. He highlighted interest income from lease net present values and projected a potential \$150,000 revenue shortfall next year. Treasurer Rogers emphasized the need to budget for pavement maintenance, estimating a potential budget of \$150,000 to \$200,000. He noted that the preliminary budget includes a 5 percent staff pay increase, effective July 1, 2025, pending Authority approval. Treasurer Rogers mentioned that the preliminary budget would be brought back in March 2025 for final approval before submission to the state, with final budget approval expected in May 2025.

(5:51:10) – Vice Chair Norvell supported the budget and Treasurer Rogers praised Mr. Jenkins for increasing revenue and maintaining efficiency.

3. PAY INCREASE FOR AIRPORT MANAGER

(5:51:41) – Vice Chair Norvell introduced the item. Mr. Tackes referenced the Staff Report and Supporting Material, all of which are incorporated into the record.

(5:54:43) – Vice Chair Norvell noted local airport manager salaries including Lake Tahoe at approximately \$140,000, Stead Reno Airport at approximately \$140,000 and Boulder City Airport at \$133,000. Member Golden pointed out that the Lake Tahoe Airport manager’s salary was not comparable due to California income tax. He emphasized the need to retain Mr. Jenkins.

(5:57:43) – Treasurer Rogers stated that the raise request was appropriate and noted Mr. Jenkins was not on an annual review schedule. He encouraged him to request raises as Airport conditions changed.

(5:58:34) – Vice Chair Norvell highlighted ongoing projects, including a proposed lease expected to generate approximately \$69,000 annually. He asked about the Arrowhead project and Mr. Jenkins stated that two hangars were move-in ready with construction beginning on the third hangar. Mr. Jenkins noted that other developments included the additional Ortiz Development hangar and the 30,000-square-foot Carson Tahoe Executive hangar. He added that the three through-the-fence permits were underway.

(5:59:41) – Vice Chair Norvell commended Mr. Jenkins for his efforts in maintaining a dynamic Airport environment. Member Horton expressed appreciation for Mr. Jenkins’ work. Member Flint stated that Mr. Jenkins’ raise was well-deserved. Mr. Jenkins thanked Authority Members for their support.

(6:02:13) – **MOTION: Member Horton moved to approve the 5% pay increase for Corey Jenkins, effective March 1, 2025. The motion was seconded by Member Golden and carried 5-0-0.**

RESULT:	APPROVED (5-0-0)
MOVER:	Horton
SECONDER:	Golden
AYES:	Norvell, Rogers, Flint, Golden, Horton
NAYS:	None
ABSTENTIONS	None
ABSENT:	Puliz, Hutter

I. AIRPORT MANAGER’S REPORT

(6:02:40) – Vice Chair Norvell introduced the item. Mr. Jenkins referenced the Airport Manager’s Report and provided his report, which is incorporated into the record. He referenced the Snow Removal Summary, which is incorporated into the record.

(6:16:11) – Mr. Jenkins mentioned that the Airport received a complaint from an Airport user regarding snowplow operations, adding that the criticism was not warranted. He commended Staff for their response to the complaint. Mr. Jenkins referenced the Fuel Flowage and Airport Operations reports, both of which are incorporated into the record.

J. LEGAL COUNSEL’S REPORT

(6:18:56) – Vice Chair Norvell introduced the item. Mr. Tackes reported that the legislature was back in session, noting that he was monitoring incoming draft bill requests that could affect the Airport or aircraft.

K. TREASURER’S REPORT

(6:19:42) – Vice Chair Norvell introduced the item. Treasurer Rogers referenced the Treasurer’s Report, which is incorporated into the record, noting that there weren’t any significant findings.

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

(6:19:55) – Vice Chair Norvell entertained Member reports and announcements; however, none were forthcoming.

M. PUBLIC COMMENT

(6:20:01) – Vice Chair Norvell entertained public comments; however, none were forthcoming.

N. AGENDA ITEMS FOR NEXT REGULAR MEETING

(6:20:08) – Vice Chair Norvell introduced the item. Mr. Jenkins noted that the next meeting’s agenda would include approval of the preliminary budget.

O. ACTION ON ADJOURNMENT

(6:20:30) – MOTION: Vice Chair Norvell adjourned the meeting at 6:20 p.m.

The Minutes of the February 19, 2025 Carson City Airport Authority meeting are so approved on this 19th day of March 2025.



CCAA BOARD MEMO

Agenda Item: H-1

BOARD MEMO 2025-06

Meeting Date: March 19, 2025

Agenda Title: FOR DISCUSSION AND POSSIBLE ACTION: Review and Approve the FY 25/26 Preliminary Budget for submission to the Nevada Department of Taxation (C. Jenkins, J. Rogers)

Staff Summary: This is the second review of the FY 25/26 Preliminary budget. NRS statutes require that a preliminary budget must be approved and submitted to the Nevada Department of Taxation no later than April 15, 2025.

Agenda Action: Formal Action/Motion

Time Requested: 15 Minutes

Proposed Motion

I move to approve the FY 25/26 Preliminary Budget and direct staff to submit to the Nevada Department of Taxation.

CCAA'S Strategic Goal

Maintain airport infrastructure in top condition.
Maintain financial stability.

Previous Action and Executive Summary

February 19, 2025 (Item H-2) – The first version of the budget was reviewed by the CCAA

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 - March 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	



FlyCarsonCity.com

March 19, 2025

Carson City Airport Manager's Report Prepared by Corey Jenkins

Managers' Report

- **FAA TTF Meeting**
 - We presented the CTE TTF permit to the FAA in person in Phoenix, AZ
 - The presentation was well received, and we did not receive any negative feedback.
 - The permit is currently under compliance review, and we requested a letter of non-objection from the FAA.
 - They did not give us a timeline for when to expect a response.

- **Upcoming Conferences in March**
 - AAAE 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.

- **Working with developers for additional hangar development**

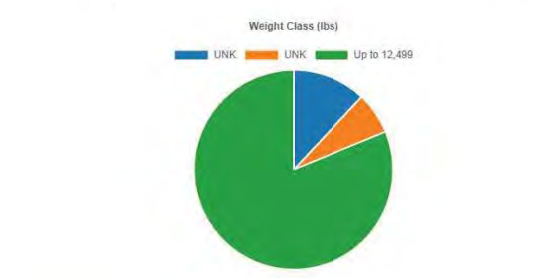
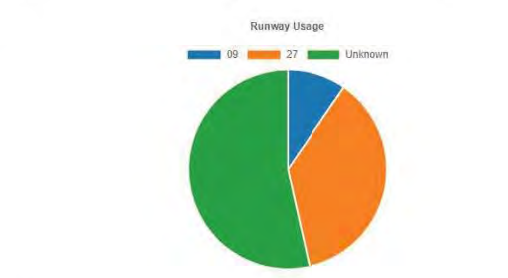
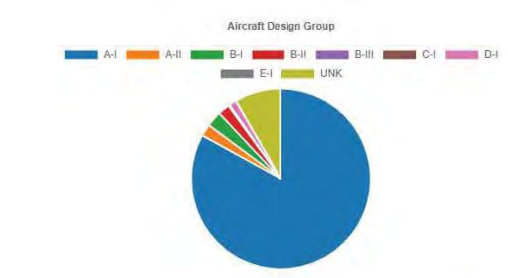
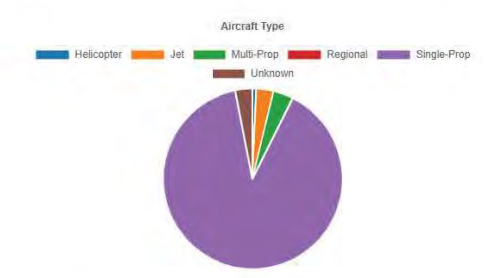
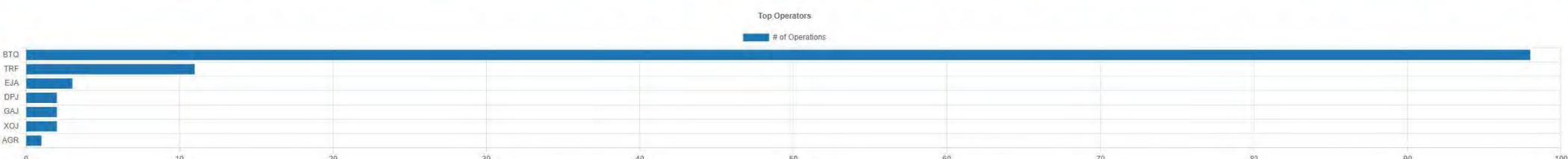
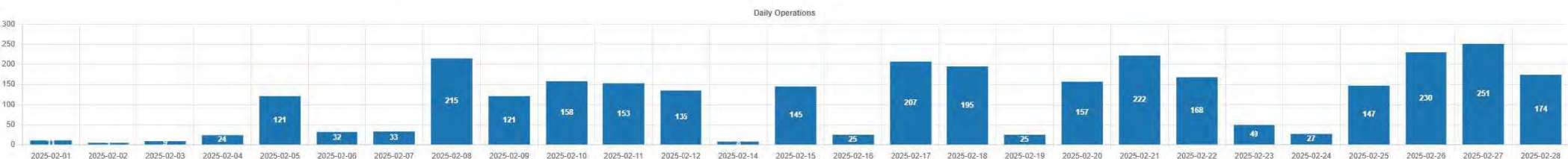
- **There were construction materials stolen from one of the hangar development locations**
 - After a thorough review, we have worked with the general contractor and overhauled their access control policy.
 - The airport has removed most of the access control cards issued to construction crews.
 - Access control cards will now only be issued to supervisors who will have to escort their staff.
 - The Sheriff has been notified, and an investigation is ongoing.

Fuel Flowage

Total							
	Self-Serve		Full-Service		Total Combined		% Change
Month	100LL	Jet A	100LL	Jet A	Gallons	FFF	Annual Change
January-24	8960	973	4045	16270	30249	\$ 1,512.44	46%
February-24	6903	317	3099	18166	28485	\$ 1,424.27	30%
March-24	0	0	0	0	0	\$ -	-100%
April-24	0	0	0	0	0	\$ -	-100%
May-24	0	0	0	0	0	\$ -	-100%
June-24	0	0	0	0	0	\$ -	-100%
July-24	0	0	0	0	0	\$ -	-100%
August-24	0	0	0	0	0	\$ -	-100%
September-24	0	0	0	0	0	\$ -	-100%
October-24	0	0	0	0	0	\$ -	-100%
November-24	0	0	0	0	0	\$ -	-100%
December-24	0	0	0	0	0	\$ -	-100%
Total	15863	1290	7145	34436	58734	\$ 2,936.71	-84%

Aircraft Operations

2025 ADS-B Airport Operations				
Month	Arrivals	Departures	Total Operations	Annual Change
January-24	1794	1850	3644	63%
February-24	1523	1524	3047	-14%
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	3317	3374	6691	-89%



Carson City Airport Authority

Balance Sheet Comparison

As of February 28, 2025

	TOTAL		
	AS OF FEB 28, 2025	AS OF FEB 29, 2024 (PY)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
1075 LGIP-Deferred	435,643.09	413,947.59	21,695.50
1077 LGIP- General Fund	1,669,728.96	1,586,574.39	83,154.57
3099 Gen. Fund #1162	312,865.98	344,256.39	-31,390.41
3199 Petty Cash	100.00	100.00	0.00
Total Bank Accounts	\$2,418,338.03	\$2,344,878.37	\$73,459.66
Accounts Receivable			
2000 Accounts Receivable - Operating	203,325.37	260,641.94	-57,316.57
Total Accounts Receivable	\$203,325.37	\$260,641.94	\$ -57,316.57
Other Current Assets			
1499 Undeposited Funds	-2,021.42	21,489.86	-23,511.28
2001 AR offset	-1,331.00	-19,337.00	18,006.00
2010 Due From Other Government	643.87	389,578.87	-388,935.00
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	-18,887.50	-39,360.00	20,472.50
Grumman HU-16C Lien	0.00	0.00	0.00
Total Other Current Assets	\$ -11,564.68	\$27,580.10	\$ -39,144.78
Total Current Assets	\$2,610,098.72	\$2,633,100.41	\$ -23,001.69
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
Total Fixed Assets	\$2,546,410.21	\$2,303,672.21	\$242,738.00
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
Total Other Assets	\$7,497,304.37	\$7,929,410.37	\$ -432,106.00
TOTAL ASSETS	\$12,653,813.30	\$12,866,182.99	\$ -212,369.69

Carson City Airport Authority

Balance Sheet Comparison

As of February 28, 2025

	TOTAL		
	AS OF FEB 28, 2025	AS OF FEB 29, 2024 (PY)	CHANGE
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
3000 Accounts Payable	35,527.83	106,964.11	-71,436.28
Total Accounts Payable	\$35,527.83	\$106,964.11	\$ -71,436.28
Credit Cards			
6321 Home Depot	198.84	356.56	-157.72
6328 NSB Credit Card Rick 9053	1,049.75	1,186.31	-136.56
6329 NSB CC Corey 9061	3,872.89	577.49	3,295.40
Total Credit Cards	\$5,121.48	\$2,120.36	\$3,001.12
Other Current Liabilities			
2101 Payroll Liability	876.69	2,251.98	-1,375.29
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
Total Other Current Liabilities	\$105,601.97	\$409,741.26	\$ -304,139.29
Total Current Liabilities	\$146,251.28	\$518,825.73	\$ -372,574.45
Long-Term Liabilities			
3085 Net Pension Liability	336,955.00	447,813.00	-110,858.00
3100 Leases Advances	0.00	26,556.00	-26,556.00
3110 Deferred Inflows- Leases	6,610,616.00	6,872,722.00	-262,106.00
3200 Mayes-Lease Transactions	159,570.83	306,709.83	-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
Total Long-Term Liabilities	\$7,333,342.72	\$7,873,413.72	\$ -540,071.00
Total Liabilities	\$7,479,594.00	\$8,392,239.45	\$ -912,645.45
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	61,328.67	252,317.02	-190,988.35
Total Equity	\$5,174,219.30	\$4,473,943.54	\$700,275.76
TOTAL LIABILITIES AND EQUITY	\$12,653,813.30	\$12,866,182.99	\$ -212,369.69

Carson City Airport Authority

Profit and Loss Comparison

July 2024 - February 2025

	TOTAL		
	JUL 2024 - FEB 2025	JUL 2023 - FEB 2024 (PY)	CHANGE
Income			
5010 Real/Personal Property Tax			
5010.1 Aircraft	127,588.72	127,588.72	0.00
5010.2 Building	104,390.72	104,390.72	0.00
Total 5010 Real/Personal Property Tax	231,979.44	231,979.44	0.00
5050 AIRPORT LEASES			
5050H Hanger Lease	48,240.00	48,000.00	240.00
5051 Land Leases	174,501.31	166,206.80	8,294.51
5052 Tower Leases	48,779.00	48,358.24	420.76
5053 Lease-Mayes	4,160.00	4,160.00	0.00
Total 5050 AIRPORT LEASES	275,680.31	266,725.04	8,955.27
5150 Tie Down Fees	6,552.87	6,444.00	108.87
5151 Gate Card Fees	257.38	1,389.92	-1,132.54
5155 Parking Fees	3,109.29	399.77	2,709.52
5200 Committed-Fuel Flowage Fees	14,318.43	11,438.76	2,879.67
5201 Committed-Jet Fuel Tax	1,799.25	1,253.36	545.89
5300 Class II FBO Fees	3,600.00	6,000.00	-2,400.00
5404 Rock Materials Sales	52,581.72	52,922.71	-340.99
5450 Reimbursements	2,493.58		2,493.58
5500 Interest Income	69,017.63	58,298.18	10,719.45
Total Income	\$661,389.90	\$636,851.18	\$24,538.72
GROSS PROFIT	\$661,389.90	\$636,851.18	\$24,538.72
Expenses			
6019 Charitable Contribution	1,070.00	1,465.75	-395.75
6165 Job Supplies - Obsolete		48.14	-48.14
6169 Taxes & Licenses		280.00	-280.00
6300 Operating Expenses			
6000 Airport Engineering	1,500.00	3,000.00	-1,500.00
6130 Dues	1,520.00	1,310.00	210.00
6135 Memberships	100.00	95.00	5.00
6137 Conferences	855.00	695.00	160.00
6190 Office Expencc-PC Software	584.32	867.55	-283.23
6200 Office Expenses -PC Hardware	5.25	150.17	-144.92
6211 Meals and Entertainment	1,315.93	572.66	743.27
6218 Marketing and Website	3,219.40	1,147.10	2,072.30
6369 Travel	3,696.17		3,696.17
Total 6300 Operating Expenses	12,796.07	7,837.48	4,958.59

Carson City Airport Authority

Profit and Loss Comparison

July 2024 - February 2025

	TOTAL		
	JUL 2024 - FEB 2025	JUL 2023 - FEB 2024 (PY)	CHANGE
6301 Utilities			
6238 Stormwater Discharge Permit		4.06	-4.06
6302 Phone & Internet	4,430.51	2,629.44	1,801.07
6303 Electric	8,017.87	11,849.32	-3,831.45
6304 Gas	526.73	687.19	-160.46
6305 Water	1,772.15	1,955.35	-183.20
6306 Carson City Landfill	1,150.40	840.80	309.60
Total 6301 Utilities	15,897.66	17,966.16	-2,068.50
6308 Office Expenses and Supplies	845.92	848.24	-2.32
6309 Legal	52,156.10	27,470.00	24,686.10
6310 Security	3,864.91	2,635.92	1,228.99
6311 CCAA printing		428.08	-428.08
6312 Data Storage	375.90	364.71	11.19
6313 Insurance	11,797.08	4,468.00	7,329.08
6314 Auditing	27,876.25		27,876.25
6314A Accounting/Bullis	16,731.00	12,456.00	4,275.00
6314B Accounting/Tmcdbooks		9,760.00	-9,760.00
6315 Contract Services/Appraisals	7,000.00		7,000.00
6316 Bank Charges/Square Chgs	663.10	392.93	270.17
6317 Airport Equipment Maintenance	12,826.51	7,455.01	5,371.50
6317.5 AWOS III Service Charges	5,936.00	6,664.90	-728.90
6318 Facility Maintenance	8,847.74	4,948.98	3,898.76
6319 Airfield Maintenance	20,711.73	24,942.28	-4,230.55
6319.5 Gate Maintenance	1,139.17	3,009.89	-1,870.72
6350 Labor Expense			
6351 Salaries	183,962.36	123,581.72	60,380.64
6351.5 Overtime Budget (Airfield)		648.00	-648.00
6352 Healthcare	32,804.40	31,659.45	1,144.95
6353 PERS Retirement Contribution	68,600.34	40,655.64	27,944.70
6354 Nevada Payroll	1,012.00	880.75	131.25
6355 Workers Compensation	4,061.87	2,865.34	1,196.53
6363 Voya/Deferred Comp	630.00	210.00	420.00
6476 Uniforms	783.48	783.46	0.02
Total 6350 Labor Expense	291,854.45	201,284.36	90,570.09
6600 Bad Debt Transaction	1,181.27	1,200.00	-18.73
6999 Uncategorized Expense	-0.10		-0.10
9100 Interest Expense		527.98	-527.98
QuickBooks Payments Fees	391.61	26.32	365.29
Total Expenses	\$493,962.37	\$336,481.13	\$157,481.24
NET OPERATING INCOME	\$167,427.53	\$300,370.05	\$ -132,942.52

Carson City Airport Authority

Profit and Loss Comparison

July 2024 - February 2025

	TOTAL		
	JUL 2024 - FEB 2025	JUL 2023 - FEB 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	36,618.00	61,416.62	-24,798.62
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
7002.2 Open House Expense Sept 2025	-378.97		-378.97
Total 7000 Open House	129.82	1,381.74	-1,251.92
8000 Discounts	9.94		9.94
9999 Suspense	-34,291.00		-34,291.00
FAA AIP Activity Revenue			
6048 AIP #XX Runway Drainage Project			
6048.2 AIP #XX Runway Drainage Project Expense	-3,500.00		-3,500.00
Total 6048 AIP #XX Runway Drainage Project	-3,500.00		-3,500.00
Total FAA AIP Activity Revenue	-3,500.00		-3,500.00
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	0.00
Total 6035 AIP #36 Construct SRE Building	-12,470.00	-12,470.00	0.00
6036 AIP #37 Acquire Snow Removal Equipment	196,453.76	180.00	196,273.76
6036.2 AIP #37 Acquire Snow Removal Equipment Expense	-217,806.09	-180.00	-
			217,626.09
Total 6036 AIP #37 Acquire Snow Removal Equipment	-21,352.33	0.00	-21,352.33
6037 AIP #38 Install Approach Lighting Phase I	25,796.00	25,796.00	0.00
6040.1 AIP 41 - Relocate AWOS Revenue	19,722.00		19,722.00
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
Total 6041 AIP #42 Approach Lighting System Phase 2 PAPI and MALSF (deleted)		-60,520.00	60,520.00
6042 AIP #43 Approach Lighting System Phase 3 PAPI and MALSF	-5,727.00		-5,727.00
6042.1 AIP #43 Approach Lighting System Phase 3 PAPI and MALSF Revenue	185,828.40	60,817.97	125,010.43
6042.2 AIP #43 Approach Lighting System Phase 3 PAPI and MALSF Expense	-225,703.62	-65,110.00	-
			160,593.62
Total 6042 AIP #43 Approach Lighting System Phase 3 PAPI and MALSF	-45,602.22	-4,292.03	-41,310.19
6044 AIP #44 SRE Construct Auxiliary Building			
6044.1 6044 AIP #44 SRE Construct Auxiliary Building Revenue	-26,797.57	19,914.37	-46,711.94
6044.2 AIP #44 SRE Construct Auxiliary Building Expense	6,656.10	-58,477.50	65,133.60
Total 6044 AIP #44 SRE Construct Auxiliary Building	-20,141.47	-38,563.13	18,421.66
Total FAA AIP Grant Revenue	-54,048.02	-90,049.16	36,001.14

Carson City Airport Authority

Profit and Loss Comparison

July 2024 - February 2025

	TOTAL		
	JUL 2024 - FEB 2025	JUL 2023 - FEB 2024 (PY)	CHANGE
Total Other Income	\$ -55,081.26	\$ -7,528.80	\$ - 47,552.46
Other Expenses			
6020 FAA Engineering and Construction	19,780.20		19,780.20

Carson City Airport Authority

Profit and Loss Comparison

July 2024 - February 2025

	TOTAL		
	JUL 2024 - FEB 2025	JUL 2023 - FEB 2024 (PY)	CHANGE
CCAA Funded Capital Projects			
6400 Capital Project			
6418 FOD Boss Purchase		6,949.00	-6,949.00
Total 6400 Capital Project		6,949.00	-6,949.00
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
6417 Aggregate To Improve Safety Areas (500 ft Test Area)		4,600.00	-4,600.00
Total CCAA Funded Capital Projects	31,237.40	40,524.23	-9,286.83
Total Other Expenses	\$51,017.60	\$40,524.23	\$10,493.37
NET OTHER INCOME	\$ -106,098.86	\$ -48,053.03	\$ -58,045.83
NET INCOME	\$61,328.67	\$252,317.02	\$ -190,988.35