



FlyCarsonCity.com

CCAA BOARD MEMO

Agenda Item: G-1

BOARD MEMO 2026-02

Meeting Date: March 18, 2026

Agenda Title: FOR POSSIBLE ACTION: Approval of Change Order 5 to the contract with Houston Smith Construction, Inc. for AIP 44, Snow Removal Equipment Building (“SRE Building”) Construction, in an amount not to exceed \$3,617.90.

Staff Summary: On September 20, 2023, the CCAA approved the award and execution of the construction contract for the SRE Building under AIP 44 to Houston Smith Construction, Inc. in the amount of \$1,548,781.57. Following site coordination and design finalization, the City is requiring additional changes to meet City Code requirements. The change order is now proposed in the amount of \$3,617.90 for earthwork preparation and concrete for the fire hydrant pad.

Agenda Action: Motion and Approval

Time Requested: 0 Minutes

Proposed Motion

I move to approve Change Order 5 for \$3,617.90

CCAA’S Strategic Goal

Maintain financial stability and support economic activity in the region.

Previous Action and Executive Summary

September 20, 2023 (Item G-2) – CCAA executed the construction contract for the SRE Building to Houston Smith Construction.

June 18, 2025 (Item H-2) – CCAA approved Change Order 1 for an additional access road and inflation related cost increases of \$47,475.

October 15, 2025 (Item H-3) – CCAA approved Change Order 2 for \$6,152.50 and Change Order 3 for \$36,317.53.

December 17, 2025 (Item G-2) – CCAA approved Change Order 4 for swale landscaping and check valve installation for \$31,278.85

Financial Information

Is there a fiscal impact?

No X Yes

If yes, account name/number & amount:

CCAA 3099 General Fund / Total: \$3,617.90

Is it currently budgeted?

No

Alternatives

N/A

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded)

CONTRACT CHANGE ORDER NO. 5
AIRPORT: Carson City Airport

DATE: February 13, 2026

LOCATION: Carson City, Nevada

AIP NO.: 3-32-0004-044-2023

CONTRACTOR: Houston Smith Construction, Inc.

You are requested to perform the following described Work upon receipt of an approved copy of this document or as directed by the Engineer:

ITEM NO.	DESCRIPTION	UNIT	UNIT PRICE	QUANTITY	AMOUNT
1	Earthwork prep and concrete for fire hydrant pad ¹	LS	\$3,617.90	1	\$3,617.90
This Change Order Total			\$3,617.90		
Previous Change Order(s) Total			\$121,223.88		
Original Contract Price			\$1,548,781.57		
Revised Contract Total			\$1,673,623.35		

¹Per Houston Smith Const. Change Order Request #CC-2023-303-7 dated December 23, 2025.

Item No. 1 shall not affect the Contract days total. This document shall become an Amendment to the Contract (Agreement Article 36) and all provisions of the Contract will apply. Referenced documents are included in the following page(s).

Recommended by: Lochner February 13, 2026
 Engineer Date

Approved by: _____
 Owner Date

Accepted by: _____
 Contractor Date

Approved by: See Page CO-2 _____
 Federal Aviation Administration Date

AIP NO.: 3-32-0004-044-2023

CHANGE ORDER NO. 5

AIRPORT: Carson City Airport

LOCATION: Carson City, Nevada

FAA Concurrence:

- This concurrence is subject to the availability of Federal funds and limitations of the Grant Agreement.
- This concurrence is subject to the availability of Federal funds and limitations of the Grant Agreement and comments in our letter dated _____.
- This concurrence is for record purposes only, with no Federal participation.

By: _____ Date _____
Program Manager, PHX-ADO

NOTE: Change Orders and Supplemental Agreements require FAA approval prior to construction. Otherwise, no Federal participation can be granted.



CO #	DATE
CC-2023-303-7	12/23/2025

Subject: Fire Hydrant Pad
Time Delay: No

BILL TO

Armstrong Consultant
Nadine Burgard
1575 Delucchi Lane
Reno, NV 89502

CUSTOMER

Carson City Airport
Nadine Burgard
2600 East College Parkway
Carson City, NV 89706

PROJECT

Carson City Airport SRE Building
PROJECT #: CC-2023-303
2600 East College Parkway
Carson City, NV 89706

DESCRIPTION
Earthworks and Concrete for the Fire Hydrant

	Qty	Price/Unit	Total
Concrete <i>Concrete Pad Fire hydrant</i>	1	\$1,720.40	\$1,720.40
Earthwork <i>Prep For Hydrant</i>	1	\$1,897.50	\$1,897.50

Subtotal	\$3,617.90
Tax: (0%)	\$0.00
Total	\$3,617.90



CO #	DATE
CC-2023-303-7	12/23/2025

REVISED BALANCE SUMMARY	
Original Contract Amount	\$1,548,781.57
Net Change by Previous Change Orders	\$94,402.87
Contract Amount Prior to this Change	\$1,643,184.44
Amount of this Change Order	\$3,617.90
Revised Contract Amount, Including this Change Order	\$1,646,802.34

APPROVAL
<p>This CO has been accepted on _____ by _____</p> <p>Signature: _____</p>

PHOTOS



CC_airport_CO_Concrete



Carson_City_SRE_Change_Request_CR-07a_Pad_Prep

Valley Concrete Co., Inc.**CHANGE ORDER**

601 S. 15th St.

Sparks, NV 89431

PH.(775) 329-0656 FAX(775) 329-4159

NV LIC # 8697A &27598 license limit - unlimited

PROPOSAL SUBMITTED TO HOUSTON SMITH	PHONE 775-849-1802	DATE February 5, 2026
ADDRESS 6119 RIDGEVIEW CT. STE. 500	JOB NAME CARSON CITY AIRPORT CONSTRUCT SRE BLDG.	
CITY, STATE AND ZIP CODE RENO, NV. 89519	JOB LOCATION 2600 E. COLLEGE DR. CARSON CITY, NV. 89706	
	fax xaiver@houstonsthinc.com	JOB PHONE

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR **REVISED 2/5/2026**
FORM AND POUR 6' X 6' X 6" HYDRANT PAD.

\$1,496.00

INCLUDES: CONCRETE AND FROST PROTECTION.

We propose hereby to furnish Material and Labor - complete with above specifications, for the sum of:
 As noted above dollars (\$)

Payment to be made as follows: **NET 30 DAYS**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices.
 Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control.
 Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature**PROJECT MANAGER/ESTIMATOR: TONYA. BAUER****Note: This proposal may be withdrawn by us if not accepted within 30 days**

Residential Construction Recovery Fund
 Payment may be available from the Recovery Fund if you are damaged financially by a project performed on your residence pursuant to a contract, including, construction, remodeling, repair or other improvements, and the damage resulted from certain specified violations of Nevada law by a contractor licensed in this State. To obtain information relating to the Recovery Fund and filing a claim for recovery from the Recovery Fund, you may contact the State Contractors Board at the following locations:
State Contractors' Board - 9670 Gateway Dr. Ste 100 Reno NV 89521 775-688-1141
State Contractors' Board - 2310 Corporate Circle Ste 200 Henderson NV 89074 702-486-1100

Acceptance of Proposal
 conditions are satisfactory and are hereby accepted. The above prices, specifications and do the work specified. Payment will be made as outlined above.

Signature _____**Signature** _____**Date of Acceptance** _____**SIGN BOTH COPIES AND RETURN 1 COPY**



Website: www.acegradingandpaving.com

Dave: 775.742.6521, dave@agpreno.com

Mike: 775.237.9316, mike@agpreno.com

Change Request – CR-07

DATE: February 5, 2026
TO: Houston Smith Construction
ATTN: Xaiver Couch
EMAIL: xaiver@houstonsmithinc.com
PHONE: 702-824-7196
FROM: Mike Protani
RE: Carson City SRE Shed – Fire Hydrant Area Prep

An additional concrete pad with Curb/Gutter will be required following Carson City plan review drawing set. The price below is for excavation, base and grade for concrete.

Item #	Task	Contract Value	Revised Value	CR Value
CR-07	Adder – Prepare Curb/Gutter and Fire Hydrant Pad for Concrete	\$0	\$1,650	\$1,650

Change Request Detail:

	Value
Trucking	\$ 100
Materials	\$ 50
Labor and Equipment	\$ 1,500
Total	\$ 1,650

Please acknowledge acceptance by completing the information below, and e-mailing it back to me at mike@agpreno.com.

Accepted by: _____
 Print Name: _____
 Date: _____