



FlyCarsonCity.com

CCAA BOARD MEMO

Agenda Item: H-3

BOARD MEMO 2026-07

Meeting Date: April 15, 2026

Agenda Title: FOR DISCUSSION AND POSSIBLE ACTION: to set the compensation of the Airport Manager. (S. Tackes; H. Norvell)

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, and other considerations as may be made by the Authority.

Agenda Action: Motion to set salary and approval **Time Requested:** 15 Minutes

Proposed Motion

I move we set the Airport Manager’s salary at \$xxxxxx.

CCAA’S Strategic Goal

Airport Management excellence.

Previous Action and Executive Summary

Carried over from last month. Attached is an updated regional comparison of Airport Manager salaries. This item may be affected by the closed agenda item on review of character and competence. That said, it is Airport Counsel’s opinion, having worked with every Carson City Airport Manager since 1989, that the current Airport Manager has met and exceeded all tasks assigned to him as well as ones which he initiated for the betterment of the Airport and the community.

Corey is the first Airport Manager hired by the CCAA who had prior Airport Management experience, and it shows. He has exceeded expectations in the following areas:

Interfacing, as the Airport’s primary contact, with:

- All relevant FAA department personnel
- NDOT Aviation (contracted with FAA to do pavement inspections, etc.)
- CCAA's financial accounts with banks, including signature cards and credit cards
- Airport Engineers, Airport Planning Consultants
- Airport Vendors
- City officials- Mayor and all City departments
- Area airports and their management
- Insurance brokers and agents for CCAA liability coverage and system for tracking tenant coverage as required by leases and CCMC Title 19
- Developed system to track hangar occupancy to allow for emergency services and to maintain compliance with FAA hangar use laws
- Manages the ADS-B reporting and implemented its use to justify and support our FAA AIP Grant applications.
- Manages the Airport Staff members and provides training and evaluations.
- Manages landscaping, animal control, safety measures.
- Manages financial accounts for reporting to CCAA Treasurer and for tax and annual audit reporting
- Manages bank deposits and disbursements, in conjunction with CCAA Treasurer.
- Drafts, reviews, obtains approvals, prints and posts Agendas, Board Packets and other materials for public disclosure.
- Monitors/follows/updates/tracks/chases/pursues existing FAA projects to assure they are on track and implemented as soon as practical.
- Pursues NEW Funding for FAA funded projects to get us in line ASAP for strategic projects which may or may not be in the "works" such as primary and secondary pavements, SRE building, tractor and plow equipment, approach lighting and runway extensions.
- Develops plans with CCAA members to pursue NEW funding via congressional request
- Oversees all Airport maintenance and repair work.

Just to name those that I regularly see him performing.

Beyond those tasks, Corey has accomplished the following:

1. Transformed the Airport economic development into actual projects now built and others on line to be built, and the corresponding revenue increase used to improve and support the Airport.
2. Solicits new projects and gives accurate information to project developers that they have found reliable.
3. Updated Airport software and hardware to stay ahead of FAA requirements, management needs, tenant and airport user needs.
4. Managed the NOTAM process and mechanized to the extent possible; developed policies and procedures for more quickly assessing and posting NOTAMs

5. Managed our gate access system, driving policies and procedures on the air-side of the gates.
6. Revamped and updated our webpage and our electronic Presence.
7. Developed written policies and procedures for a variety of important tasks, such as, emergency measures both Airport only and those in conjunction with other agencies (and in fact has hosted those events on the Airport with scenario training), airport closure processes, etc.

The Airport is working very smoothly these days as a result of the Airport Manager's skill, oversight and hands-on hard work. The Carson City Airport is the busiest area airport, due in part to its location, but also largely due to management of the facility and its maintenance, growth, and customer satisfaction. While there will always be some complaints by users, the level of dissatisfaction is at its lowest point in the last 30 years and the level of interest in locating at KCXP appears to be at its highest per the projects being built and the money being invested.

These factors should be considered in evaluation of the Airport Manager's performance and pay.

Financial Information

Is there a fiscal impact?

No X Yes

If yes, account name/number & amount:

General Fund:

Is it currently budgeted?

Alternatives

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

 (Vote Recorded)

Airport Manager Salaries @ Comparable Airports

State	City	Airport	Salary Range	Date of Data	Based Aircraft	Annual Operations	Budget	STAFF*
Nevada	Carson City	CXP	\$126,000	2025	399	86,088	\$1,000,000	4
Nevada	Boulder City	BVU	\$106,049 - \$155,891	2025	252	44,521	\$900,000	3
California	Truckee	TRK	\$186,766 - \$274,547	2025	154	35,000	\$18,000,000	27+
Nevada	Reno Stead	RTS	\$118,553 - \$180,200	2025	185	60,000	N/A	N/A
California	South Lake Tahoe	TVL	\$162,760	2026	24	13,863	\$1,800,000	5
Nevada	Elko	EKO	\$111,867	2025	70	34,500	\$41,800,000	6+
Nevada	Minden	MEV	\$104,624 - \$146,494.40	2025	272	90,920	N/A	N/A
Arizona	Sedona	SEZ	\$169,500.00	2026	63	35,000	\$1,800,000	9
Utah	St. George	SGU	\$167,833.09	2023	195	77,158	\$2,875,440	16
Oregon	Bend	BND	\$125,000	2026	226	141,175	\$2,000,000	3
California	Auburn	AUN	\$101,000	2026	237	175,000	\$1,500,00	4 shared w/city
California	Grass Valley	GOO	\$99,694 - \$121,706	2026		23,680		no current manager
California	Petaluma	O69	\$94,000 - \$116,000	2024				no current manager
California	Marysville	MYV	\$132,300.00	2026	90	not tracked	\$850,00	2 Plus shared employees
California	Tracy	TCY	\$93,,478 - \$113,626	2024				
California	Yuba City	O52	\$89,644 - 116,568	2024	70	8,000	N/A	County Dept. head
California	Oroville	OVE	\$80,232 - \$116,463	2024				