

*Final*

**CARSON CITY AIRPORT AUTHORITY MEETING  
AGENDA**

**Wednesday, May 20, 2026 – 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
  - 1. FOR POSSIBLE ACTION: Approve the Coffman Associates, Inc. Scope of Services for preparation of a Categorical Exclusion (CATEX) for the Taxiway Bravo Reconstruction Project.

Staff Summary: This task consists of preparing a Categorical Exclusion for the Taxiway Bravo Reconstruction Project. Completion of the CATEX is required prior to grant award; however, these costs will be eligible for reimbursement once grant funding is secured.

## H. PUBLIC HEARINGS

1. FOR DISCUSSION AND POSSIBLE ACTION: Award and authorize execution of the FAA contract for AIP Grant 47 (Main Apron Pavement Preservation Project) and the airport-funded Taxiway Rehabilitation Project.

Staff Summary: A request for proposals was issued on March 18, 2026, with bids opened on April 15, 2026. Five bids were received. The Airport's engineering consultant, Wood Rodgers, Inc., has reviewed the submissions and recommends awarding the contract to Maxwell Asphalt. Approval of this item will allow the project to proceed.

2. FOR DISCUSSION AND POSSIBLE ACTION: Review and discuss changes, if any, to the tentative FY 2026–2027 budget and adopt the resulting final budget pursuant to NRS 354.598 (C. Jenkins, J. Sutton).

Staff Summary: This item constitutes the public hearing for the FY 2026–2027 Carson City Airport Authority (CCAA) final budget, as required by Nevada law and NRS 354.598. The tentative budget was approved by the CCAA Board on March 18, 2026, and submitted to the Nevada Department of Taxation on April 13, 2026. Adjustments to FY 2025 actuals were made to align with audited financial statements. Additional changes from the preliminary budget include updates to staff salaries and computer hardware. Staff recommends adoption of the final budget as presented.

3. FOR DISCUSSION AND POSSIBLE ACTION: Approval of a conceptual draft Through-The-Fence (TTF) Permit for an access point for U.S. Pump and Power Corporation, located at 530 Idaho St., Elko, NV 89801, and authorization for the Airport Manager to pursue FAA concurrence of the concept.

Staff Summary: U.S. Pump and Power Corporation has been working with the Carson City Airport Manager and the owner of adjacent property (APN 005-05-404) to evaluate the feasibility of relocating its manufacturing operations. The company would like to proceed but seeks confirmation from the FAA that a TTF permit for the proposed operation would not be denied. Approval of this item will endorse the conceptual proposal and authorize the Airport Manager to seek FAA concurrence for the project.

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

*Final*

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 THE 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, May 15, 2025**

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
<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 <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(4)(c) 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)**  
**April 15, 2026 ● 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 – James Sutton</b>	<b>Member – Michaela Flint</b>
<b>Member – Curtis Horton</b>	<b>Member – Karl Hutter</b>
<b>Member – Bryan Stewart</b>	

**Staff**

Steve Tackes – Legal Counsel  
Corey Jenkins – Airport Manager  
Zach Pettit – 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.carsoncity.gov/government/city-meetings>.

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

(5:30:20) – Chair Puliz called the meeting to order at 5:30 p.m.

(5:30:35) – Roll was called and a quorum was present.

<b>Attendee Name</b>	<b>Status</b>	<b>Arrived</b>
Chair Tim Puliz	Present	
Vice Chair Harlow Norvell	Present	
Treasurer James Sutton	Present	
Member Michaela Flint	Present via WebEx	
Member Curtis Horton	Present	
Member Karl Hutter	Absent	
Member Bryan Stewart	Present via WebEx	

**B. PLEDGE OF ALLEGIANCE**

(5:31:00) – Led by Mr. Jenkins.

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

(5:31:26) – Chair Puliz introduced the item and entertained comments, changes, and/or a motion to approve the minutes of the March 18, 2026 meeting.

**(5:31:38) – MOTION: Member Horton moved to approve the minutes of the March 18, 2026 meeting. Vice Chair Norvell seconded the motion. The motion carried 6-0-0.**

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

**D. MODIFICATION OF THE AGENDA.**

None.

**E. PUBLIC COMMENT**

(5:33:49) – Chair Puliz entertained public comments.

(5:34:04) – Paul Hamilton, current Fixed-Base Operator and private pilot at the Carson City Airport, advocated for a salary increase of at least 20% for Airport Manager Corey Jenkins. He recalled sitting on the panel that hired Mr. Jenkins and noted that Mr. Jenkins has fulfilled commitments he made during the interview process in a practical and effective manner. He highlighted Mr. Jenkins’ professionalism and his collaborative approach with Airport customers and users. Mr. Hamilton emphasized the importance of adjusting the salary to remain competitive and to retain Mr. Jenkins, citing the significant time and resources already invested in his leadership.

(5:37:50) – Deni French stated that Mr. Jenkins has been responsive and thoughtful in their interactions and expressed that he is a valuable asset to the Airport. He commented that Mr. Jenkins’ conduct during meetings supports consideration of a salary increase. Mr. French also inquired about how the Airport handled the recent earthquake given ongoing runway work and concluded that the Airport is doing well.

**F. AIRPORT ENGINEER’S REPORT**

(5:33:07) – Chair Puliz introduced the item. Mr. Jenkins noted that the Airport Engineer’s Report had been provided as Late Material and that no one was present to deliver the report.

**G. CONSENT AGENDA**

None.

**H. PUBLIC HEARINGS**

**1. FOR DISCUSSION AND POSSIBLE ACTION: APPROVE FBO PERMIT OF REALCLEAN AIRCRAFT DETAILING AS A CLASS V FBO PROVIDING AIRCRAFT CLEANING SERVICES.**

(5:39:41) – Chair Puliz introduced the item. Mr. Jenkins referenced the Staff Report and Supporting Materials, all of which are incorporated into the record. He noted that he was impressed with the company’s professionalism and added that they are actively deploying to other airports in Nevada.

**(5:41:32) – MOTION: Vice Chair Norvell moved to approve the Class V FBO permit application for RealClean Aircraft Detailing Reno-Tahoe, LLC. Treasurer Sutton seconded the motion. The motion carried 6-0-0.**

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

**2. FOR DISCUSSION AND POSSIBLE ACTION: CONSIDER THE CHARACTER, PROFESSIONAL COMPETENCE AND IMPACT ON COMPENSATION OF AIRPORT MANAGER.**

(5:42:20) – Chair Puliz introduced the item and recessed to a closed session.

(6:33:10) – The Authority reconvened in open session.

**3. FOR DISCUSSION AND POSSIBLE ACTION: TO SET THE COMPENSATION OF THE AIRPORT MANAGER.**

(6:33:17) – Chair Puliz introduced the item.

(6:33:53) – Chair Puliz entertained public comments; however, none were forthcoming.

**(6:34:06) – MOTION: Vice Chair Norvell moved to set the Airport Manager’s compensation via an equity adjustment to a salary of \$144,900 per annum. Treasurer Sutton seconded the motion. The motion carried 6-0-0.**

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

**I. AIRPORT MANAGER’S REPORT**

(6:34:45) – Chair Puliz introduced the item. Mr. Jenkins referenced the Staff Report and Supporting Material, all of which are incorporated into the record.

(6:35:04) – Mr. Jenkins reported that the tentative budget has been converted to the required State format and submitted to the Department of Taxation. He noted feedback received from the Department regarding mistakes that need to be remedied and clarified that the errors are strictly formatting-related and not related to the budget itself.

(6:35:36) – Mr. Jenkins reported that he’s been working with potential developers for new hangar development. He added that there seems to be a lot of interest in new hangars at the Airport.

(6:35:48) – Mr. Jenkins reported that he was able to promote the need for runway extension project funding for airports across the United States while attending a conference in Washington, D.C. He noted that he was able to speak with the FAA Director directly for advice on how the Airport can resolve its issue with nighttime approaches. He stated that continued support from the FAA with the Airport Capital Improvement Plan as its written means that the Airport is on track for the runway extension project.

(6:37:52) – Mr. Jenkins shared that he spoke on the Transportation Panel at the Western Nevada Development District Annual Summit. He recalled productive conversations with other airport sponsors on how to successfully market their airport. He observed that Nevada is behind other states in terms of statewide support for aviation.

(6:39:39) – Mr. Jenkins recalled panel discussion at the Nevada Aviation Association Conference regarding maintaining Part 139 airport standards.

(6:40:15) – Mr. Jenkins noted that fuel flowage numbers are still a month behind but reported a slight increase of 2% over the previous year. He reported that airport operations are down about 22% from the previous year, supporting the trend that bigger airplanes are using the Airport and fewer small airplanes are flying. He reported that airport operations for March are up 22% over the previous year, reasoning that the number is primarily dictated by year-to-year weather.

(6:41:09) – Vice Chair Norvell questioned the status of the nighttime approval. Mr. Jenkins stated that an application has been submitted to the FAA for review of the approach itself but that at the time the FAA only performed an inspection of the PAPIs (Precision Approach Path Indicators) themselves. He noted that he was required to reapply and that it put the Airport back in queue at the bottom of the list while it waits for the FAA to re-do the approval for the nighttime approach. Mr. Jenkins clarified that the exact timeline is unclear to him as he struggles to get any

answers from the FAA and added that he is writing a letter to the Western Region Director to explain what has happened in detail since the beginning of the project.

**J. LEGAL COUNSEL'S REPORT**

(6:44:37) – Chair Puliz introduced the item. Mr. Tackes reminded the Members that the final budget will need to be approved at the next meeting in accordance with statutory requirements.

**K. TREASURER'S REPORT**

(6:44:56) – Chair Puliz introduced the item. Treasurer Sutton reported that the preliminary budget has been submitted. He stated that a few items within the budget will be adjusted before the final budget is submitted.

**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**

(6:45:36) – Chair Puliz entertained Member reports and announcements; however, none were forthcoming.

**M. PUBLIC COMMENT**

(6:45:48) – Chair Puliz entertained public comments; however, none were forthcoming.

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

(6:46:06) – Chair Puliz introduced the item and inquired about future agenda items; however, none were forthcoming.

**O. ACTION ON ADJOURNMENT**

**(6:46:11) – MOTION: Chair Puliz adjourned the meeting at 6:46 p.m.**

The Minutes of the April 15, 2026 Carson City Airport Authority meeting are so approved this 20<sup>th</sup> day of May 2026.



# Engineer's Report

**WOOD RODGERS**  
BUILDING RELATIONSHIPS ONE PROJECT AT A TIME

**To:** Carson City Airport Authority  
**From:** Brian Martinezmoles **CC:** Mr. Corey Jenkins, Airport Manager  
**Date:** May 12, 2026  
**Subject:** Engineer's Report for Carson City Airport Authority Board Meeting

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Please find below a status report of the projects and/or tasks Wood Rodgers is currently engaged in on behalf of the Carson City Airport.

**1.0. RSA Drainage & Improvements Project**

Final plans are completed and the project bid advertisement is pending FAA funding approval.

**2.0. Main Apron Rehabilitation Project / 2025 Pavement Preservation**

Bids were opened on April 21, 2026 and recommendation of award to be presented for Board consideration as an agenda item during this month's meeting.

**3.0 Upcoming Projects**

Pending issuance of FAA grants the following projects are anticipated to begin design this year:

- Pavement Rehab – North Apron
- Taxiway B Reconstruction



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## CCAA BOARD MEMO

Agenda Item: G-1

BOARD MEMO 2026-08

Meeting Date: May 20, 2026

**Agenda Title:** FOR POSSIBLE ACTION: Approve the Coffman Associates, Inc. Scope of Services for preparation of a Categorical Exclusion (CATEX) for the Taxiway Bravo Reconstruction Project.

*Staff Summary: This task consists of preparing a Categorical Exclusion for the Taxiway Bravo Reconstruction Project. Completion of the CATEX is required prior to grant award; however, these costs will be eligible for reimbursement once grant funding is secured.*

**Agenda Action:** Motion

**Time Requested:** 0 Minutes

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### **Proposed Motion**

I move to approve the Scope of Services submitted by Coffman Associates, Inc. for preparation of a Categorical Exclusion (CATEX) for the Taxiway Bravo Reconstruction Project and authorize the Chair to execute the associated professional services agreement.

### **CCAA'S Strategic Goal**

Maintain airport infrastructure in top condition  
Provide for the safety and security of airport users

### **Previous Action and Executive Summary**

The Taxiway Bravo Reconstruction Project is a critical capital improvement project at the Airport that is currently programmed in the Airport Capital Improvement Program (ACIP). Prior to award of anticipated federal grant funding from the Federal Aviation Administration (FAA), the Airport must complete environmental review under the National Environmental Policy Act (NEPA). A Categorical Exclusion (CATEX) is the appropriate level of environmental documentation for this project.

Coffman Associates, Inc. has submitted a Scope of Services to prepare the required CATEX documentation, including all necessary studies, coordination, and FAA submittals. Completion of the CATEX is a prerequisite for grant award; however, these professional service costs are fully eligible for reimbursement once FAA grant funding is secured.

Staff recommends Board approval of the Coffman Associates, Inc. Scope of Services to maintain project schedule and preserve eligibility for federal funding.

**Financial Information**

Is there a fiscal impact?

No    X Yes

If yes, account name/number & amount: \$5,732

General Fund:

Is it currently budgeted?

**Alternatives**

N/A

**Board Action Taken:**

Motion: \_\_\_\_\_

1) \_\_\_\_\_

2) \_\_\_\_\_

Aye/Nay

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

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

## AUTHORIZATION OF SERVICES #26-01

### SCOPE OF SERVICES FOR A DOCUMENTED CATEGORICAL EXCLUSION FOR RECONSTRUCTION OF TAXIWAY B (CONSTRUCT) CARSON CITY AIRPORT, CARSON CITY, NEVADA

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1. **Scope of Services.** The Consultant (Coffman Associates) shall provide the professional airport consulting services described in Exhibit A of this Authorization of Services Amendment to the Airport Planning Services Contract dated November 19, 2023.
2. **Compensation.** It is expressly understood and agreed that the total compensation to be paid to the Consultant shall be a firm fixed lump sum amount of **Five Thousand Seven Hundred Thirty-two Dollars (\$5,732.00)** for the services specified in Exhibit A - Scope of Services and Cost Summary. Such sum shall constitute full and complete compensation for the Consultant's services. If additional work is required beyond the scope outlined in Exhibit A, the additional work and associated costs must first be approved in writing by the Sponsor (Carson City Airport Authority).
3. **Method of Payment.** Payments shall be at monthly intervals subject to receipt of requisitions for payments from the Consultant specifying that he has performed the work and is entitled to the amount requisitioned under the terms of this Agreement.
4. **Consultant Responsibilities for Compensation.** The Consultant shall prepare monthly invoices which clearly indicate the progress to date and the amount of compensation due by virtue of that progress. All requisitions for payment shall be for work completed unless otherwise agreed to by the Sponsor.
5. **Sponsor Responsibilities for Compensation.** The Sponsor agrees to pay the Consultant's invoices net upon receipt. At no time will payment of requisitions exceed thirty (30) days from the date of the invoice without notification to the Consultant. It is expressly understood that the Sponsor has the right to withhold payment on any invoice if he feels that the Consultant has not performed the requisitioned work efforts in a satisfactory manner. If the Sponsor does decide to withhold payments to the Consultant for any reason, he must provide written notification and an explanation to the Consultant within ten (10) days of the date of the invoice.
6. **Release.** The Consultant, upon final payment of the amount due under this Agreement, releases the Sponsor, its officers and employees, for all liabilities, claims and obligations whatsoever, arising from or under this Agreement. The Consultant agrees not to purport to bind the Sponsor to any obligation not assumed herein by the Sponsor unless the Consultant has written authority to do so, and then only within the strict limits of that authority.

7. **Additional Services.** The fee for any additional services required by the Sponsor will be computed either on a negotiated lump sum basis or upon actual hours and expenses incurred by the Consultant.
8. **Time of Performance.** The total time of performance for the services outlined in Exhibit A shall be thirty (30) days from the date of the official Notice-to-Proceed letter issued by the Sponsor and receipt of all required project information. This timeframe is exclusive of governmental reviews and approvals.
9. **Notice to Proceed.** The official notice to proceed will be issued by the Sponsor. The Consultant may proceed with work elements associated with this project prior to the issuance of a Notice to Proceed at his own risk if he so desires.
10. **Subcontracts.** This Scope of Services does not include any subcontracted services at this time. If additional subcontracted work becomes necessary, the Consultant shall notify the Sponsor of the nature of such services and identify the proposed subcontracting firm. The Consultant must receive approval in writing from the Sponsor prior to utilization of additional subcontractors.
11. **Resolution of Differences.** All claims, disputes, and other matters in question between the parties of this Agreement, arising out of or relating to this Agreement or the breach thereof, shall be decided by arbitration in accordance with the rules of the American Arbitration Association unless the parties mutually agree otherwise. It is understood that differences in professional judgment or opinions of the Consultant and the Sponsor do not create a breach in this Agreement and that, at the request of the Sponsor, the Consultant may be asked to complete additional work by the Sponsor according to the terms of this Agreement, to resolve such differences. In no event shall the demand for arbitration be made after the date when initiation of legal proceedings based on such claim, dispute, or other matter in question would be barred by the applicable statute of limitations.
12. **Termination of the Agreement.** The Sponsor may by written notice to the Consultant, terminate this contract in whole or in part at any time, either for the Sponsor's convenience or because of failure of the Consultant to fulfill the contract obligations. Upon receipt of such notice, services shall be immediately discontinued (unless the notice directs otherwise) and all materials as may have been accumulated in performing this contract, whether completed or in process, delivered to the Sponsor.

If the termination is for the convenience of the Sponsor an equitable adjustment in the contract price shall be made, but no amount shall be allowed for anticipated profit on unperformed tasks.

If termination is due to failure to fulfill the Consultant's obligations, the Sponsor may take over the work and prosecute the same to completion by contract or otherwise. In such case, the Consultant may be liable to the Sponsor for any additional costs occasioned to the Sponsor thereby.

If after notice of termination for failure to fulfill contract obligations, it is determined that the Consultant had not so failed, the termination shall be deemed to have been effected for the convenience of the Sponsor. In such event, adjustment in the contract price shall be made as provided in paragraph 2 of this clause.


The rights and remedies of the Sponsor provided in this clause are in addition to any other rights and remedies provided by law or under this contract.

FOR THE CONSULTANT

FOR THE SPONSOR

Coffman Associates, Inc.

Carson City Airport Authority

By:   
\_\_\_\_\_  
Matthew Quick  
Vice President

By:   
\_\_\_\_\_

Attest:   
\_\_\_\_\_

Date: 04/14/2026

*Attached and Incorporated by Reference:*  
Exhibit A - Scope of Services and Cost Summary

## EXHIBIT A

### SCOPE OF SERVICES FOR THE PREPARATION OF A DOCUMENTED CATEGORICAL EXCLUSION FOR RECONSTRUCTION OF TAXIWAY B AT CARSON CITY AIRPORT CARSON CITY, NEVADA

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The tasks contained within this Scope of Services address environmental activities under the *National Environmental Policy Act* (NEPA) required for proposed apron reconstruction (Proposed Project) at Carson City Airport (CXP).

#### SCOPE OF SERVICES

**Project Information Requirements:** The following project information is required by the Airport Sponsor or the Project Engineer:

- Project justification statement, such as the pavement condition index (PCI) of the pavement.
- Estimated project start date and duration of project.
- Approximate number of construction equipment and haul trips necessary for the project.
- Location of staging area(s) and haul route(s).
- Depth of excavation for improvements.
- Will any construction take place overnight? If so, how many nights? How many flood lights will be needed? Please provide runway closure details.
- How many cubic yards of demolished pavement are proposed to be removed?
- Will the demolished pavement be stockpiled at the airport or pulverized and reused in the Proposed Project at hand?
- Is an onsite asphalt batch plant proposed?
- If applicable, description of geotech testing required for design, i.e., the number of holes, their location, the number of samples that will be collected, what tests will be run, whether the holes will be left open overnight, and how they will backfilled.

#### Task 1 – Preparation of a Documented CATEX

Under NEPA and Federal Aviation Administration's (FAA) Order 1050.1G, *FAA National Environmental Policy Act Implementing Procedures*, a Documented Categorical Exclusion (CATEX) will be completed on behalf of Carson City and the Carson City Airport Authority (CCAA) (Airport Sponsor). Pending review and approval by the Airport Sponsor, this federal environmental document will be submitted by the Airport Sponsor to FAA's Phoenix Airports District Office (ADO) for review and concurrence. The federal action to be considered by FAA that requires compliance with NEPA is approval of federal funding for the Proposed Project.

The format and subject matter included within the Documented CATEX will conform to the requirements and standards set forth by the FAA Airport's Standard Operating Procedure (SOP) 5.2, *CATEX Determinations*, Appendix A. A narrative will be prepared that describes the Proposed Project in detail. Project exhibits depicting the Proposed Project and its associated haul road(s) and staging area will also be included. The purpose and need for the Proposed Project will be established utilizing project information provided by the Airport Sponsor or the Project Engineer. *The Documented CATEX will be used by FAA for its determination regarding categorically excluding the project from further NEPA analysis; if FAA determines that an Environmental Assessment is warranted, additional scoping would be necessary, and a budget augment would be required.*

To complete the Appendix A form, the Consultant will conduct internet research using regulatory databases of federal agencies (such as the United States [U.S.] Environmental Protection Agency and the U.S. Fish and Wildlife Services) and other information from state or local resource agencies. Since the project area under consideration is paved, field studies (such as biological or cultural resources field surveys) will not be required to complete analysis. *If it is determined that a biological or cultural resources survey is necessary, a revision to this Scope of Services would be required.*

The Proposed Project would be exempt from the *Clean Air Act* General Conformity requirements under Item 3, Non-Runway Pavement Work (Federal Register Vol. 72, No. 145, 41571), as long as the pavement is not being reconstructed to increase airport capacity (such as enabling new aircraft types). Therefore, it is assumed that quantification of emissions is not necessary for the Proposed Project. *If it is determined that the project is not exempt from General Conformity requirements and construction or operational emission modeling is needed, a revision to this Scope of Services would be required.*

The application of new screening thresholds for those federal criteria pollutants that are in attainment are set forth in the current version of the FAA's *Aviation Emissions and Air Quality Handbook* (July 2024). This will require additional information regarding construction activity, including an estimate of vehicle miles travelled by construction vehicles. *The Consultant will work with the Project Engineer to determine appropriate assumptions for this analysis.*

The completed Documented CATEX form and all attachments will first be provided to the Airport Sponsor for review and comment. Once any comments have been incorporated into the final report, a PDF of the Documented CATEX with supporting documentation will be prepared for email transmittal to FAA.

This Scope of Services includes an additional round of revisions based on FAA review of the Documented CATEX, if necessary. Teleconferences and emails between the Consultant, the Airport Sponsor, the Project Engineer, and FAA are included in this Scope of Services, as needed. No in-person meetings have been included.

**COST SUMMARY  
 FOR THE PREPARATION OF  
 A DOCUMENTED CATEGORICAL EXCLUSION  
 FOR  
 RECONSTRUCTION OF TAXIWAY B  
 AT CARSON CITY AIRPORT  
 CARSON CITY, NEVADA**

	<b>Principal</b>	<b>Professional</b>	<b>Technical</b>	<b>Task Total</b>
<b>Hourly Rates</b>	\$352.00	\$189.00	\$136.00	
Task 1 – Documented CATEX	4	20	4	\$5,732
<b>TOTAL</b>	<b>4</b>	<b>20</b>	<b>4</b>	<b>\$5,732</b>



FlyCarsonCity.com

## CCAA BOARD MEMO

Agenda Item: H-1

BOARD MEMO 2026-09

Meeting Date: May 20, 2026

**Agenda Title:** FOR DISCUSSION AND POSSIBLE ACTION: Award and authorize execution of the FAA contract for AIP Grant 47 (Main Apron Pavement Preservation Project) and the airport-funded Taxiway Rehabilitation Project.

*Staff Summary: A request for proposals was issued on March 18, 2026, with bids opened on April 15, 2026. Five bids were received. The Airport's engineering consultant, Wood Rodgers, Inc., has reviewed the submissions and recommends awarding the contract to Maxwell Asphalt. Approval of this item will allow the project to proceed.*

**Agenda Action:** Motion

**Time Requested:** 15 Minutes

---

### **Proposed Motion**

I move to award the Base Bid and Bid Alternate #1 contract for the Taxiway and Main Apron Pavement Preservation Project to Maxwell Asphalt in the amount of \$334,343.20.

### **CCAA'S Strategic Goal**

Maintain airport infrastructure in top condition  
Provide for the safety and security of airport users.

### **Previous Action and Executive Summary**

The Taxiway and Main Apron Pavement Preservation Project was previously included in the Airport Capital Improvement Program (ACIP) and authorized for competitive bidding.

The Airport issued a Request for Proposals on March 18, 2026, for the Taxiway and Main Apron Pavement Preservation Project (Nevada Public Works Project No. PWP-CC-2026-256 / AIP No. 03-32-0004-047-2025). Five bids were received and publicly opened on April 21, 2026. Wood Rodgers, Inc., the Airport's engineering consultant, conducted a thorough review and recommends award to the lowest responsive and responsible bidder, Maxwell Asphalt, in total amount of \$334,343.20 for the Base Bid plus Bid Alternate #1.

The recommended award includes the following funding breakdown:

- Main Apron Pavement Preservation: \$151,917.45
  - FAA share (93.75%): \$142,422.61
  - Airport local match (6.25%): \$9,494.84
  
- Taxiway pavement preservation: \$182,425.75
  - 100% local

Approval of this item will authorize execution of the construction contract with Maxwell Asphalt and the associated FAA grant agreement for Grant 47. This will allow the project to proceed to construction while securing the maximum available federal participation.

Staff recommends Board approval.

**Financial Information**

Is there a fiscal impact?

No    X Yes

If yes, account name/number & amount:

- Main Apron Pavement Preservation: \$151,917.45
  - FAA share (93.75%): \$142,422.61
  - Airport local match (6.25%): \$9,494.84
  
- Taxiway pavement preservation: \$182,425.75
  - 100% local

General Fund

Is it currently budgeted?

Yes

**Alternatives**

Only approve a the base bid, not option #1.

**Board Action Taken:**

Motion: \_\_\_\_\_

1) \_\_\_\_\_

2) \_\_\_\_\_

Aye/Nay

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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



May 12, 2025

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

**Re: Recommendation of Award | Taxiway and Main Apron Pavement Preservation Project  
Nevada Public Works Project No. PWP-CC-2026-256 (AIP No. 03-32-0004-047-2025)**

Dear Corey:

Per your request, we completed a bid review for the above-mentioned project. The bids were opened for this project on Tuesday, April 21, 2026 and were read out loud at an in-person meeting as specified in the bid documents. The bid opening was without incident with five bidders submitting their bid before the designated 3:00 pm time indicated within the bid documents.

The bid proposals received from American Road Maintenance, Hi-Lite Airfield Services, Maxwell Asphalt and Sierra Nevada Construction were reviewed and are complete with no apparent errors or omissions.

As you are aware, this project includes a combination of FAA Grant Funding for the Main Apron portion of the project in addition to Airport funding to be used for pavement preservation of the Taxiways as funding is allowable. At the time of opening, the apparent low bidder would be determined based on available funding. It is our understanding that the available funding will allow the award of Base Bid and Bid Alternate #1. Based on this award, Maxwell Asphalt is determined to be the low bidder.

The total bid amounts for Base Bid plus Bid Alternates #1 of all responsive proposals received are indicated below, with the detailed bid tabulation attached:

<b>BIDDER</b>	<b>TOTAL BID AMOUNT</b>
Maxwell Asphalt	\$334,343.20
American Road Maintenance	\$347,994.00
CR Contracting	\$362,102.00
Hi-Lite Airfield Services	\$392,310.16
Sierra Nevada Construction	\$457,612.00

If base bid and bid alternate #1 are awarded, the funding breakdown would be as follows:

**Total Award to Maxwell Asphalt = \$334,343.20**

AIP Grant Eligible Cost = \$151,917.45

Airport Funded Cost = \$182,425.75

Recommendation of Award | Taxiway and Main Apron Pavement Preservation Project  
PWP-CC-2026-256 & AIP No. 03-32-0004-047-2025

It is our recommendation that a contract be awarded to Maxwell Asphalt in the amount of \$334,343.20 which is considered the lowest responsible bid received for the project.

Should you have any questions regarding this matter please do not hesitate to contact me at this office.

Sincerely,

**Wood Rodgers, Inc.**

A handwritten signature in black ink, appearing to read 'B Martinezmoles', with a stylized flourish at the end.

Brian Martinezmoles, P.E.  
Principal Engineer

*Attachment: Bid Tabulation*



**CXP Taxiway and Apron Pavement Preservation Project**  
Prelim Bid Opening Results - 4/21/26

	American Road Maintenance	CR Contracting	Hi-Lite Airfield Services	Maxwell Asphalt	Sierra Nevada Construction
<b>Base Bid</b>	\$188,201.00	\$186,127.00	\$216,178.16	\$185,308.20	\$184,462.00
<b>Bid Alt #1</b>	\$159,793.00	\$175,975.00	\$176,132.00	\$149,035.00	\$273,150.00
<b>Bid Alt #2</b>	\$153,414.00	\$164,425.00	\$185,614.00	\$147,065.00	\$257,860.00
<b>Bid Alt #3</b>	\$ 30,375.00	\$ 29,825.00	\$ 23,232.00	\$ 21,215.00	\$ 27,145.00
<b>Bid Alt #4</b>	\$ 61,675.00	\$ 62,275.00	\$ 58,476.00	\$ 52,245.00	\$ 51,390.00

**CXP Taxiway and Apron Pavement Preservation Project  
Bid Tabulation**



BASE BID (TWY C AND MAIN APRON)			American Road Maintenance		CR Contracting		Hi-Lite Airfield Services		Maxwell Asphalt		Sierra Nevada Construction	
Item No.	Spec. No.	Item Description	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	C-105a	Mobilization (AIP Funded)	\$ 16,000.00	\$ 16,000.00	\$ 18,000.00	\$ 18,000.00	\$ 19,652.56	\$ 19,652.56	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
2	C-106-1a	Airfield Security (AIP Funded)	\$ 15,000.00	\$ 15,000.00	\$ 10,000.00	\$ 10,000.00	\$ 21,500.00	\$ 21,500.00	\$ 5,000.00	\$ 5,000.00	\$ 15,148.85	\$ 15,148.85
3	P-101-5.3	Removal of Foreign Substances/Contaminants	\$ 1.50	\$ 2,707.50	\$ 1.25	\$ 2,256.25	\$ 1.30	\$ 2,346.50	\$ 1.15	\$ 2,075.75	\$ 0.33	\$ 595.65
4	P-101-5.3a	Removal of Foreign Substances/Contaminants (AIP Funded)	\$ 1.50	\$ 10,804.50	\$ 1.25	\$ 9,003.75	\$ 1.30	\$ 9,363.90	\$ 1.15	\$ 8,283.45	\$ 0.60	\$ 4,321.80
5	P-608-8.1	Asphalt Surface Treatment	\$ 1.75	\$ 25,900.00	\$ 1.75	\$ 25,900.00	\$ 2.00	\$ 29,600.00	\$ 1.75	\$ 25,900.00	\$ 1.60	\$ 23,680.00
6	P-608-8.1a	Asphalt Surface Treatment (AIP Funded)	\$ 1.75	\$ 102,025.00	\$ 1.65	\$ 96,195.00	\$ 2.00	\$ 116,600.00	\$ 1.75	\$ 102,025.00	\$ 1.75	\$ 102,025.00
7	P-620-5.2b	Marking	\$ 1.75	\$ 3,158.75	\$ 2.75	\$ 4,963.75	\$ 1.90	\$ 3,429.50	\$ 3.00	\$ 5,415.00	\$ 2.55	\$ 4,602.75
8	P-620-5.2c	Marking (AIP Funded)	\$ 1.75	\$ 12,605.25	\$ 2.75	\$ 19,808.25	\$ 1.90	\$ 13,685.70	\$ 3.00	\$ 21,609.00	\$ 2.65	\$ 19,087.95
				<b>Subtotal</b>	<b>Subtotal</b>	<b>Subtotal</b>	<b>Subtotal</b>	<b>Subtotal</b>	<b>Subtotal</b>	<b>Subtotal</b>	<b>Subtotal</b>	<b>Subtotal</b>
				<b>Airport Subtotal</b>	<b>Airport Subtotal</b>	<b>Airport Subtotal</b>	<b>Airport Subtotal</b>	<b>Airport Subtotal</b>	<b>Airport Subtotal</b>	<b>Airport Subtotal</b>	<b>Airport Subtotal</b>	<b>Airport Subtotal</b>
				<b>AIP Subtotal</b>	<b>AIP Subtotal</b>	<b>AIP Subtotal</b>	<b>AIP Subtotal</b>	<b>AIP Subtotal</b>	<b>AIP Subtotal</b>	<b>AIP Subtotal</b>	<b>AIP Subtotal</b>	<b>AIP Subtotal</b>

BID ALTERNATIVE #1 (TWY D)			American Road Maintenance		CR Contracting		Hi-Lite Airfield Services		Maxwell Asphalt		Sierra Nevada Construction	
Item No.	Spec. No.	Item Description	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	C-105	Mobilization	\$ 14,000.00	\$ 14,000.00	\$ 5,000.00	\$ 5,000.00	\$ 16,012.00	\$ 16,012.00	\$ 2,500.00	\$ 2,500.00	\$ 20,000.00	\$ 20,000.00
2	C-106-1	Airfield Security	\$ 15,000.00	\$ 15,000.00	\$ 7,500.00	\$ 7,500.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 12,000.00	\$ 12,000.00
3	P-101-5.3	Removal of Foreign Substances/Contaminants	\$ 1.50	\$ 9,750.00	\$ 1.25	\$ 8,125.00	\$ 1.30	\$ 8,450.00	\$ 1.15	\$ 7,475.00	\$ 0.60	\$ 3,900.00
4	P-608-8.1	Asphalt Surface Treatment	\$ 1.75	\$ 86,450.00	\$ 1.75	\$ 86,450.00	\$ 2.00	\$ 98,800.00	\$ 1.75	\$ 86,450.00	\$ 1.80	\$ 88,920.00
5	P-605-5.1	Joint Sealing Filler	\$ 0.47	\$ 23,218.00	\$ 1.00	\$ 49,400.00	\$ 0.80	\$ 39,520.00	\$ 0.65	\$ 32,110.00	\$ 2.70	\$ 133,380.00
6	P-620-5.2b	Marking	\$ 1.75	\$ 11,375.00	\$ 3.00	\$ 19,500.00	\$ 1.90	\$ 12,350.00	\$ 3.00	\$ 19,500.00	\$ 2.30	\$ 14,950.00
				<b>Subtotal</b>	<b>Subtotal</b>	<b>Subtotal</b>	<b>Subtotal</b>	<b>Subtotal</b>	<b>Subtotal</b>	<b>Subtotal</b>	<b>Subtotal</b>	<b>Subtotal</b>

BID ALTERNATIVE #2 (TWY A)			American Road Maintenance		CR Contracting		Hi-Lite Airfield Services		Maxwell Asphalt		Sierra Nevada Construction	
Item No.	Spec. No.	Item Description	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	C-105	Mobilization	\$ 13,000.00	\$ 13,000.00	\$ 3,500.00	\$ 3,500.00	\$ 16,874.00	\$ 16,874.00	\$ 2,500.00	\$ 2,500.00	\$ 20,000.00	\$ 20,000.00
2	C-106-1	Airfield Security	\$ 15,000.00	\$ 15,000.00	\$ 7,500.00	\$ 7,500.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 5,500.00	\$ 5,500.00
3	P-101-5.3	Removal of Foreign Substances/Contaminants	\$ 1.50	\$ 9,000.00	\$ 1.25	\$ 7,500.00	\$ 1.30	\$ 7,800.00	\$ 1.15	\$ 6,900.00	\$ 0.75	\$ 4,500.00
4	P-608-8.1	Asphalt Surface Treatment	\$ 1.75	\$ 81,025.00	\$ 1.75	\$ 81,025.00	\$ 2.00	\$ 92,600.00	\$ 1.75	\$ 81,025.00	\$ 1.85	\$ 85,655.00
5	P-605-5.1	Joint Sealing Filler	\$ 0.53	\$ 24,539.00	\$ 1.00	\$ 46,300.00	\$ 1.20	\$ 55,560.00	\$ 0.80	\$ 37,040.00	\$ 2.75	\$ 127,325.00
6	P-620-5.2b	Marking	\$ 1.75	\$ 10,850.00	\$ 3.00	\$ 18,600.00	\$ 1.90	\$ 11,780.00	\$ 3.00	\$ 18,600.00	\$ 2.40	\$ 14,880.00
				<b>Subtotal</b>	<b>Subtotal</b>	<b>Subtotal</b>	<b>Subtotal</b>	<b>Subtotal</b>	<b>Subtotal</b>	<b>Subtotal</b>	<b>Subtotal</b>	<b>Subtotal</b>

BID ALTERNATIVE #3 (TLN E)			American Road Maintenance		CR Contracting		Hi-Lite Airfield Services		Maxwell Asphalt		Sierra Nevada Construction	
Item No.	Spec. No.	Item Description	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	C-105	Mobilization	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,112.00	\$ 2,112.00	\$ 1,800.00	\$ 1,800.00	\$ 2,000.00	\$ 2,000.00
2	C-106-1	Airfield Security	\$ 10,000.00	\$ 10,000.00	\$ 7,500.00	\$ 7,500.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 3,000.00	\$ 3,000.00
3	P-101-5.3	Removal of Foreign Substances/Contaminants	\$ 1.50	\$ 900.00	\$ 2.50	\$ 1,500.00	\$ 1.30	\$ 780.00	\$ 1.15	\$ 690.00	\$ 1.90	\$ 1,140.00
4	P-608-8.1	Asphalt Surface Treatment	\$ 1.75	\$ 15,925.00	\$ 1.75	\$ 15,925.00	\$ 2.00	\$ 18,200.00	\$ 1.75	\$ 15,925.00	\$ 2.15	\$ 19,565.00
5	P-620-5.2b	Marking	\$ 1.75	\$ 1,050.00	\$ 4.00	\$ 2,400.00	\$ 1.90	\$ 1,140.00	\$ 3.00	\$ 1,800.00	\$ 2.40	\$ 1,440.00
				<b>Subtotal</b>	<b>Subtotal</b>	<b>Subtotal</b>	<b>Subtotal</b>	<b>Subtotal</b>	<b>Subtotal</b>	<b>Subtotal</b>	<b>Subtotal</b>	<b>Subtotal</b>

BID ALTERNATIVE #4 (TWY B)			American Road Maintenance		CR Contracting		Hi-Lite Airfield Services		Maxwell Asphalt		Sierra Nevada Construction	
Item No.	Spec. No.	Item Description	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	C-105	Mobilization	\$ 5,000.00	\$ 5,000.00	\$ 3,500.00	\$ 3,500.00	\$ 5,316.00	\$ 5,316.00	\$ 2,500.00	\$ 2,500.00	\$ 4,000.00	\$ 4,000.00
2	C-106-1	Airfield Security	\$ 10,000.00	\$ 10,000.00	\$ 7,500.00	\$ 7,500.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 6,000.00	\$ 6,000.00
3	P-101-5.3	Removal of Foreign Substances/Contaminants	\$ 1.50	\$ 3,450.00	\$ 1.25	\$ 2,875.00	\$ 1.30	\$ 2,990.00	\$ 1.15	\$ 2,645.00	\$ 0.50	\$ 1,150.00
4	P-608-8.1	Asphalt Surface Treatment	\$ 1.75	\$ 39,200.00	\$ 1.75	\$ 39,200.00	\$ 2.00	\$ 44,800.00	\$ 1.75	\$ 39,200.00	\$ 1.55	\$ 34,720.00
5	P-620-5.2b	Marking	\$ 1.75	\$ 4,025.00	\$ 4.00	\$ 9,200.00	\$ 1.90	\$ 4,370.00	\$ 3.00	\$ 6,900.00	\$ 2.40	\$ 5,520.00
				<b>Subtotal</b>	<b>Subtotal</b>	<b>Subtotal</b>	<b>Subtotal</b>	<b>Subtotal</b>	<b>Subtotal</b>	<b>Subtotal</b>	<b>Subtotal</b>	<b>Subtotal</b>

American Road Maintenance	CR Contracting	Hi-Lite Airfield Services	Maxwell Asphalt	Sierra Nevada Construction
\$ 593,458.00	\$ 618,627.00	\$ 659,632.16	\$ 554,868.20	\$ 794,007.00



FlyCarsonCity.com

# CCAA BOARD MEMO

Agenda Item: H-2

BOARD MEMO 2026-10

Meeting Date: May 20, 2026

**Agenda Title:** FOR DISCUSSION AND POSSIBLE ACTION: Review and discuss changes, if any, to the tentative FY 2026–2027 budget and adopt the resulting final budget pursuant to NRS 354.598 (C. Jenkins, J. Sutton).

*Staff Summary: This item constitutes the public hearing for the FY 2026–2027 Carson City Airport Authority (CCAA) final budget, as required by Nevada law and NRS 354.598. The tentative budget was approved by the CCAA Board on March 18, 2026, and submitted to the Nevada Department of Taxation on April 13, 2026. Adjustments to FY 2025 actuals were made to align with audited financial statements. Additional changes from the preliminary budget include updates to staff salaries and computer hardware. Staff recommends adoption of the final budget as presented.*

**Agenda Action:** Motion

**Time Requested:** 15 Minutes

## **Proposed Motion**

I move to approve the final FY 2026-2027 budget and authorize Staff to transmit it to the Nevada Tax Commission per NRS 354.598.

## **CCAA’S Strategic Goal**

Support economic activity in the region  
Maintain financial stability

## **Previous Action and Executive Summary**

The Carson City Airport Authority (CCAA) is required by Nevada Revised Statutes (NRS 354.598) to adopt and certify a final budget for Fiscal Year 2026-2027 no later than June 1, 2026. The tentative budget was approved by the CCAA on March 18, 2026, and submitted to the Nevada Department of Taxation on April 13, 2026, in compliance with state law.

A notice of the public hearing to consider the final budget was published as required. Upon approval, the certified final budget, signed by a majority of CCAA members, and the affidavit of publication must be transmitted to the Nevada Tax Commission.

Adjustments were made to the FY 2025 actual figures to align with the most recent audited financial statements. Additional changes from the preliminary budget include updates to staff salaries and computer hardware. The budget is now ready for final adoption.

Staff recommends approval of the final budget for Fiscal Year 2026-2027.

**Financial Information**

Is there a fiscal impact?

No    X    Yes

If yes, account name/number & amount: Complete budget; all accounts

General Fund

Is it currently budgeted?

**Alternatives**

Do not approve the budget and be in default of the state law.

**Board Action Taken:**

Motion: \_\_\_\_\_

1) \_\_\_\_\_

2) \_\_\_\_\_

Aye/Nay

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

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



Budget Summary for           Airport Authority of Carson City            
 Schedule S-1

REVENUES	GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS				
	ACTUAL PRIOR YEAR 06/30/25 (1)	ESTIMATED CURRENT YEAR 06/30/26 (2)	BUDGET YEAR 06/30/27 (3)	PROPRIETARY FUNDS BUDGET YEAR 06/30/27 (4)	TOTAL (MEMO ONLY) COLUMNS 3+4 (5)
Property Taxes	352625	352629	387500	\$	387500
Other Taxes					
Licenses and Permits					
Intergovernmental Resources	526806	1213955	3408000		3408000
Charges for Services	391694	603614	630855		630855
Fines and Forfeits					
Miscellaneous	465774	4294	400		400
<b>TOTAL REVENUES</b>	<b>1736899</b>	<b>2174492</b>	<b>4426755</b>		<b>4426755</b>
<b>EXPENDITURES-EXPENSES</b>					
General Government	1356633	2135388	4418990		4418990
Judicial					
Public Safety					
Public Works					
Sanitation					
Health					
Welfare					
Culture and Recreation					
Community Support					
Intergovernmental Expenditures					
Contingencies					
Utility Enterprises					
Hospitals					
Transit Systems					
Airports					
Other Enterprises					
Debt Service - Principal					
Interest Cost					
<b>TOTAL EXPENDITURES-EXPENSES</b>	<b>1356633</b>	<b>2135388</b>	<b>4418990</b>		<b>4418990</b>
Excess of Revenues over (under)					
Expenditures-Expenses	380266	39104	7765		7765

Budget Summary for                      Airport Authority of Carson City  
 Schedule S-1

	GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS				
	ACTUAL PRIOR YEAR 06/30/25 (1)	ESTIMATED CURRENT YEAR 06/30/26 (2)	BUDGET YEAR 06/30/27 (3)	PROPRIETARY FUNDS BUDGET YEAR 06/30/27 (4)	TOTAL (MEMO ONLY) COLUMNS 3+4 (5)
<b>OTHER FINANCING SOURCES (USES):</b>					
Proceeds of Long-term Debt					
Sales of General Fixed Assets					
Operating Transfers (in)					
Operating Transfers (out)					
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>					
Excess of Revenues and Other Sources over (under) Expenditures and Other Uses <b>(Net Income)</b>	380266	39104	7765		7765
<b>FUND BALANCE JULY 1, BEGINNING OF YEAR</b>	2804234	3184500	3223604		3223604
Prior Period Adjustments					
Residual Equity Transfers					
<b>FUND BALANCE JUNE 30, END OF YEAR</b>	3184500	3223604	3231369		3231369
<b>TOTAL ENDING FUND BALANCE</b>	3184500	3223604	3231369		3231369

FULL TIME EQUIVALENT EMPLOYEES BY FUNCTION

	ACTUAL PRIOR YEAR YEAR 06/30/25	ESTIMATED CURRENT YEAR YEAR 06/30/26	BUDGET YEAR YEAR 06/30/27
General Government			
Judicial			
Public Safety			
Public Works			
Sanitation			
Health			
Welfare			
Culture and Recreation			
Community Support			
TOTAL GENERAL GOVERNMENT			
Utilities			
Hospitals			
Transit Systems			
Airports	4	4	4
Other			
TOTAL			
	4	4	4

POPULATION (AS OF JULY 1)	58923	60266	61888
SOURCE OF POPULATION ESTIMATE*	State Certified	State Certified	State Certified
Assessed Valuation (Secured and Unsecured Only)	\$2,545,236,822	\$2,608,605,932	\$2,721,699,308
Net Proceeds of Mines			
TOTAL ASSESSED VALUE			
TAX RATE			
General Fund			
Special Revenue Funds			
Capital Projects Funds			
Debt Service Funds			
Enterprise Fund			
Other			
TOTAL TAX RATE			

\* Use the population certified by the state in March each year. Small districts may use a number developed per the instructions (page 6) or the best information available.

Airport Authority of Carson City  
(Local Government)

SCHEDULE S-2 - STATISTICAL DATA













ALL EXISTING OR PROPOSED  
 GENERAL OBLIGATION BONDS, REVENUE BONDS,  
 MEDIUM-TERM FINANCING, CAPITAL LEASES AND  
 SPECIAL ASSESSMENT BONDS

\* - Type  
 1 - General Obligation Bonds  
 2 - G.O. Revenue Supported Bonds  
 3 - G.O. Special Assessment Bonds  
 4 - Revenue Bonds  
 5 - Medium-Term Financing

6 - Medium-Term Financing - Lease Purchase  
 7 - Capital Leases  
 8 - Special Assessment Bonds  
 9 - Mortgages  
 10 - Other (Specify Type)  
 11 - Proposed (Specify Type)

(1) NAME OF BOND OR LOAN List and Subtotal By Fund	(2) TYPE *	(3) TERM	(4) ORIGINAL AMOUNT OF ISSUE	(5) ISSUE DATE	(6) FINAL PAYMENT DATE	(7) INTEREST RATE	(8) BEGINNING OUTSTANDING BALANCE 7/1/2026	(9) REQUIREMENTS FOR FISCAL YEAR ENDING 06/30/27		(11) (9)+(10) TOTAL
								INTEREST PAYABLE	PRINCIPAL PAYABLE	
FUND								\$	\$	\$
Lease Transaction-Mayes	Long-te	50 Years	312000	7/1/2021	6/30/2073	0%	\$156,970.00	\$0.00	\$6,240.00	\$6,240.00
Lease Transaction-Gonzales	Long-te	50 Years	362890	9/1/2005	8/31/2055	0	\$218,943.00	\$0.00	\$7,258.00	\$7,258.00
							\$	\$	\$	\$
							\$	\$	\$	\$
							\$	\$	\$	\$
							\$	\$	\$	\$
							\$	\$	\$	\$
							\$	\$	\$	\$
							\$	\$	\$	\$
							\$	\$	\$	\$
							\$	\$	\$	\$
							\$	\$	\$	\$
							\$	\$	\$	\$
							\$	\$	\$	\$
							\$	\$	\$	\$
							\$	\$	\$	\$
TOTAL ALL DEBT SERVICE										\$ 13,498.00

SCHEDULE C-1 - INDEBTEDNESS

Airport Authority of Carson City  
 (Local Government)

## LOBBYING EXPENSE ESTIMATE

---

Pursuant to NRS 354.600 (3), each (emphasis added) local government budget must obtain a separate statement of anticipated expenses relating to activities designed to influence the passage or defeat of legislation in an upcoming legislative session.

**Nevada Legislature: 84th Session; February 1, 2027 to May 31, 2027**

1. Activity:	<u>None</u>	
2. Funding Source:	<u>N/A</u>	
3. Transportation		\$ _____ -
4. Lodging and Meals		\$ _____ -
5. Salaries and Wages		\$ _____ -
6. Compensation to Lobbyists		\$ _____ -
7. Entertainment		\$ _____ -
8. Supplies, Equipment & Facilities; Other Personnel and Services Spent in Carson City		\$ _____ -
<b>Total</b>		<b>\$ _____ -</b>

Entity: Airport Authority of Carson City

Budget Year 2026-2027

Page: \_\_\_\_\_  
Schedule 30

**SCHEDULE OF EXISTING CONTRACTS**

**Budget Year 2026-2027**

**Local Government:** Airport Authority of Carson City  
**Contact:** Jim Sutton  
**E-mail Address:** jsutton@flycarsoncity.com  
**Daytime Telephone:** (775) 841-2255

Total Number of Existing Contracts: \_\_\_\_\_

Line	Vendor	Effective Date of Contract	Termination Date of Contract	Proposed Expenditure FY 2026-27	Proposed Expenditure FY 2027-28	Reason or need for contract:
1	Hinton Burdick			\$ 40,000	\$ 40,000.00	Annual Audit and Possible Single Audit
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20	Total Proposed Expenditures			40000	40000	

Additional Explanations (Reference Line Number and Vendor):

**SCHEDULE OF PRIVATIZATION CONTRACTS**

**Budget Year 2026-2027**

**Local Government:** Airport Authority of Carson City  
**Contact:** Jim Sutton  
**E-mail Address:** jsutton@flycarsoncity.com  
**Daytime Telephone:** (775) 841-2255

Total Number of Privatization Contracts: \_\_\_\_\_

Line	Vendor	Effective Date of Contract	Termination Date of Contract	Duration (Months/ Years)	Proposed Expenditure FY 2026-27	Proposed Expenditure FY 2027-28	Position Class or Grade	Number of FTEs employed by Position Class or Grade	Equivalent hourly wage of FTEs by Position Class or Grade	Reason or need for contract:
1										
2										
3										
4										
5										
6										
7										
8	Total									

Page: \_\_\_\_\_

Attach additional sheets if necessary.

**Schedule 32**



Proof and Statement of Publication  
AD #:

PO Box 648, Carson City, NV 89702  
1071 S Carson St, Carson City, NV 89701  
(775) 881-1201 FAX: (775) 887-2408

Customer Account #:

Legal Account

**Jodi Lynn Dark says:**

That she is a legal clerk of the  
**Nevada Appeal** a newspaper published  
Wednesday and Saturday  
at Carson City, in the State of Nevada.

**Copy Line**

**PO #:**

**AD #:**

of which a copy is hereto attached, was published  
in said newspaper for the full required period of  
time(s) commencing on  
and ending on,  
all days inclusive.

**Signed:**

*Jodi Lynn Dark*

**Statement:**

<b>Date</b>	<b>Amount</b>	<b>Balance</b>
-------------	---------------	----------------



FlyCarsonCity.com

# CCAA BOARD MEMO

Agenda Item: H-3

BOARD MEMO 2026-11

Meeting Date: May 20, 2026

**Agenda Title:** FOR DISCUSSION AND POSSIBLE ACTION: Approval of a conceptual draft Through-The-Fence (TTF) permit for an access point for U.S. Pump and Power Corporation, located at 530 Idaho St., Elko, NV 89801, and authorization for the Airport Manager to pursue FAA concurrence of the concept.

*Staff Summary: U.S. Pump and Power Corporation has been working with the Carson City Airport Manager and the owner of adjacent property (APN 005-05-404) to evaluate the feasibility of relocating its manufacturing operations. The company would like to proceed but seeks confirmation from the FAA that a TTF permit for the proposed operation would not be denied. Approval of this item will endorse the conceptual proposal and authorize the Airport Manager to seek FAA concurrence for the project.*

**Agenda Action:** Motion

**Time Requested:** 15 Minutes

## **Proposed Motion**

I move to approve the conceptual draft Through-The-Fence permit for an access point serving U.S. Pump and Power Corporation at 530 Idaho St., Elko, Nevada, and to authorize the Airport Manager to pursue FAA concurrence of the concept, with the understanding that this action approves only the conceptual proposal and does not constitute final approval of a permit or any final operating authorization.

## **CCAA’S Strategic Goal**

Support economic activity in the region  
Maintain financial stability

## **Previous Action and Executive Summary**

Staff is requesting Carson City Airport Authority (CCAA) endorsement of a conceptual Through-The-Fence access proposal for U.S. Pump and Power Corporation. The requested action is limited to approval of the concept and authorization for the Airport Manager to seek FAA concurrence regarding whether the proposed arrangement would be acceptable. The FAA will only review items that the CCAA has approved. This action does not approve a final permit, construction, or operational commencement. If

FAA concurrence is obtained and the project moves forward, any final agreement or required approval would require CCAA approval.

**Financial Information**

Is there a fiscal impact?

X No Yes

If yes, account name/number & amount:

Is it currently budgeted?

**Alternatives**

Approve the concept with amendments

Do not approve the concept.

**Board Action Taken:**

Motion: \_\_\_\_\_

1) \_\_\_\_\_

2) \_\_\_\_\_

Aye/Nay

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

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

*Draft*

# AIRPORT ACCESS PRIVILEGE PERMIT

APN: 00505404

This PERMIT is issued for Through-the-Fence access, by the Carson City Airport Authority ("Authority"), whose address is 2600 College Parkway #6, Carson City, Nevada 89706, to: U.S. Pump and Power Corporation, its owners, successors, and assigns (hereinafter collectively referred to as "PERMITEE"), whose address is 530 Idaho St, Elko, NV 89801.

## **TERMS:**

WHEREAS, PERMITEE owns the property located at APN 00505404, Carson City, Nevada, which property is industrial use property located in the Airport Industrial area, adjacent to the Carson City Airport, and is situated similar to other industrial lots having airport access pursuant to Carson City Municipal Code ("CCMC") Title 19 (the "Property"); and

WHEREAS, PERMITEE stores and uses aircraft owned by PERMITEE in conjunction with its manufacturing or industrial use on the Property along with airport access for said aircraft; and

WHEREAS, PERMITEE is not operating as an Adjacent Hangar Association (AHA), thus additional requirements applicable to AHAs do not apply; and

THEREFORE, the Authority grants PERMITEE (or successor upon proper notice to Authority) airport access under the following terms:

1. PERMITEE shall have access for the identified Property under the terms set forth in CCMC Title 19 which is incorporated by reference herein and made a part hereof and shall pay the amount set forth for such permits in CCMC Title 19 for such access.
2. PERMITEE shall have a single point of access through the fence serving the Property at the current location which was previously agreed upon between PERMITEE and the Airport Authority (or as otherwise approved in writing by the Authority).
3. PERMITEE expressly warrants and acknowledges that this permit is granted subject to the terms of CCMC which requires, among other things, that no property with access shall be allowed to carry on any of the aeronautical uses specified in the Carson City Airport Rules and Regulations contained in Title 19 of the CCMC, regarding sale of fuel, parts, service or maintenance of aircraft. Further, PERMITEE represents and warrants that no activity will be allowed on the Property that competes with commercial aeronautical Fixed Base Operations (as that term is defined in Title 19 of the CCMC).

4. PERMITEE expressly warrants and acknowledges that the Carson City Airport operates subject to the requirements of the Federal Aviation Administration (FAA), and that PERMITEE will take no action on or about the Property which would interfere with airport operations or funding consistent with applicable FAA requirements.
5. PERMITEE shall be responsible for the provision and maintenance of any connecting pavement, fencing or other safety requirements on PERMITEE's property so as to access the Airport, and for the maintenance of such improvements to PERMITEE's property.
6. PERMITEE expressly warrants and acknowledges that property tax upon aircraft stored on the Property shall be promptly paid when due.
7. PERMITEE expressly warrants and acknowledges that airport security through the Property shall be maintained pursuant to the terms of CCMC Title 19.
8. Upon the terms contained herein, the Authority hereby grants to PERMITEE airport access from the Property through the fence pursuant to CCMC Title 19, for up to 4 aircraft, and that all such aircraft must be owned by PERMITEE.
9. The Property may be sold or assigned in whole or in part by PERMITEE and this permit may be transferred to PERMITEE's successor in interest so long as (1) the successor in interest is also the owner of the real property adjacent to the Carson City Airport, (2) PERMITEE or the successor in interest is current on all payments and reports the transfer of this permit to the Authority, and (3) the transfer of this permit otherwise meets the conditions and criteria of the FAA relative to through-the-fence access.

DATED this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

U.S. Pump and Power Corporation  
By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

CARSON CITY AIRPORT AUTHORITY  
By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_





[FlyCarsonCity.com](http://FlyCarsonCity.com)

May 20, 2025

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

- Working with potential developers for new hangar development.
  - Additional development interest.
  - Discussions about project viability
  
- Spoke at Carson City Planning meeting
  - Was invited to speak related to economic development
  - Explained the history of the airport and the aviation business park
  - Spoke about the value of the airport to business existing and future businesses
  - Emphasized the importance of protecting the airspace.
  
- CTE Lease Time Extension
  - Working on an agreement to extend the time for CTE to complete construction
  - The target was this meeting, but additional work is required and will be on the June meeting agenda.
  
- Reviewed landscaping plan for Eagle Valley Airport Development.
  - It looks great, but I had a few comments
  
- Preparing for Open House on October 10<sup>th</sup>, 2026

## Fuel Flowage 2026

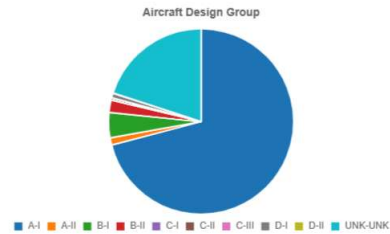
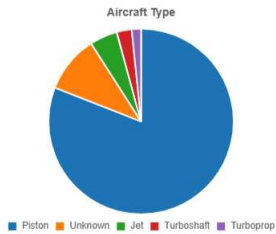
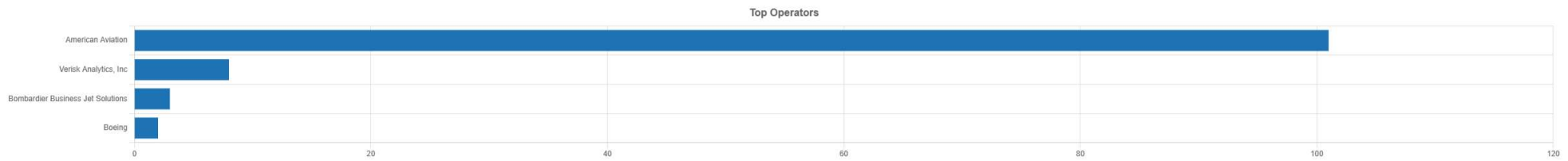
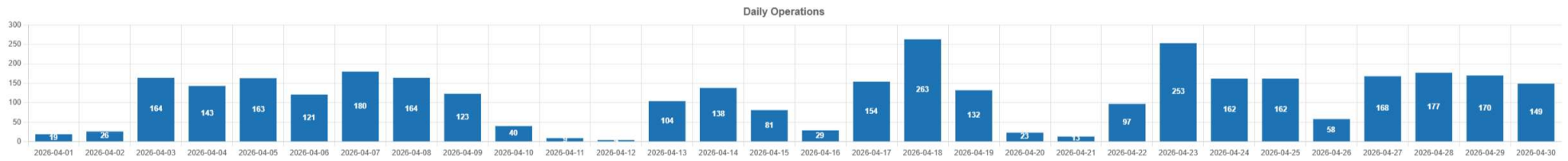
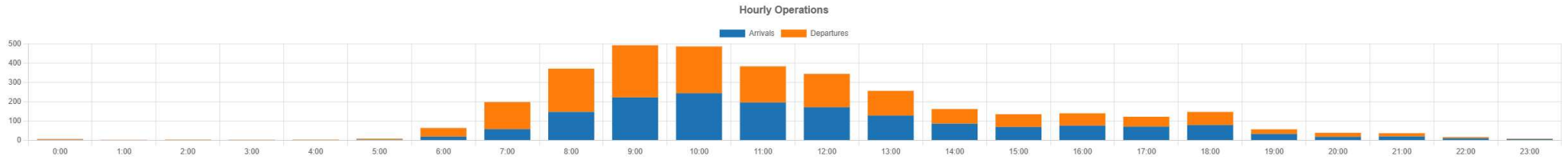
Total							
	Self-Serve		Full-Service		Total Combined		% Change
Month	100LL	Jet A	100LL	Jet A	Gallons	FFF	Annual Change
January-26	8705	1758	5287	22545	38295	\$ 1,914.76	27%
February-26	6036	2029	3278	17711	29053	\$ 1,452.67	2%
March-26	9202	2214	2190	14939	28545	\$ 1,427.25	-1%
April-26	6764	2904	2675	15768	28111	\$ 1,405.55	-25%
May-26	0	0	0	0	0	\$ -	-100%
June-26	0	0	0	0	0	\$ -	-100%
July-26	0	0	0	0	0	\$ -	-100%
August-26	0	0	0	0	0	\$ -	-100%
September-26	0	0	0	0	0	\$ -	-100%
October-26	0	0	0	0	0	\$ -	-100%
November-26	0	0	0	0	0	\$ -	-100%
December-26	0	0	0	0	0	\$ -	-100%
Total	30707	8905	13430	70963	124005	\$ 6,200.23	-71%

## Aircraft Operations 2026

2026 ADS-B Airport Operations				
Month	Arrivals	Departures	Total Operations	Annual Change
January-26	1467	1527	2994	-18%
February-26	1177	1195	2372	-22%
March-26	3428	3429	6857	22%
April-26	1668	1821	3489	-17%
May-26			0	-100%
June-26			0	-100%
July-26			0	-100%
August-26			0	-100%
September-26			0	-100%
October-26			0	-100%
November-26			0	-100%
December-26			0	-100%
Total Annual	7740	7972	15712	-66%

# Airfield Reports (CXP) — Dashboard

Current Date Range: 4/1/2026 - 5/1/2026



# Carson City Airport Authority

## Budget vs. Actuals Budget FY26

July 2025 - June 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
5010 Real/Personal Property Tax				
5010.1 Aircraft	177,783.54	205,000.00	-27,216.46	86.72 %
5010.2 Building	145,459.27	145,000.00	459.27	100.32 %
<b>Total 5010 Real/Personal Property Tax</b>	<b>323,242.81</b>	<b>350,000.00</b>	<b>-26,757.19</b>	<b>92.36 %</b>
<b>5050 AIRPORT LEASES</b>				
5050H Hanger Lease	67,320.00	73,000.00	-5,680.00	92.22 %
5051 Land Leases	311,031.80	320,000.00	-8,968.20	97.20 %
5052 Tower Leases	69,068.17	84,500.00	-15,431.83	81.74 %
5053 Lease-Mayes	5,720.00	6,240.00	-520.00	91.67 %
5054 Through The Fence		-1,742.00	1,742.00	
<b>Total 5050 AIRPORT LEASES</b>	<b>453,139.97</b>	<b>481,998.00</b>	<b>-28,858.03</b>	<b>94.01 %</b>
5150 Tie Down Fees	12,731.82	12,500.00	231.82	101.85 %
5151 Gate Card Fees	3,861.32	1,500.00	2,361.32	257.42 %
5155 Parking Fees		500.00	-500.00	
5200 Committed-Fuel Flowage Fees	19,380.77	24,000.00	-4,619.23	80.75 %
5201 Committed-Jet Fuel Tax	2,450.90	3,000.00	-549.10	81.70 %
5250 Through the Fence Fees		9,750.00	-9,750.00	
5300 Class II FBO Fees	8,550.00	8,000.00	550.00	106.88 %
5404 Rock Materials Sales	20,759.52	75,000.00	-54,240.48	27.68 %
5450 Reimbursements	0.00		0.00	
5500 Interest Income	60,260.89	800,000.00	-739,739.11	7.53 %
5998 Terminal Rental		400.00	-400.00	
<b>Total Income</b>	<b>\$904,378.00</b>	<b>\$1,766,648.00</b>	<b>\$ - 862,270.00</b>	<b>51.19 %</b>
<b>GROSS PROFIT</b>	<b>\$904,378.00</b>	<b>\$1,766,648.00</b>	<b>\$ - 862,270.00</b>	<b>51.19 %</b>
<b>Expenses</b>				
6169 Taxes & Licenses	84.40	300.00	-215.60	28.13 %
6268 Repairs & Maintenance	517.53		517.53	
6300 Operating Expenses				
6000 Airport Engineering				
6001 Engineering-General		3,000.00	-3,000.00	
<b>Total 6000 Airport Engineering</b>		<b>3,000.00</b>	<b>-3,000.00</b>	
6130 Dues	659.99	1,200.00	-540.01	55.00 %
6135 Memberships	250.00	250.00	0.00	100.00 %
6137 Conferences	2,055.00	2,500.00	-445.00	82.20 %
6170 SWAAAE BOD Travel	1,404.74	1,500.00	-95.26	93.65 %
6190 Office Expencc-PC Software	505.86	800.00	-294.14	63.23 %
6200 Office Expenses -PC Hardware	664.14	1,250.00	-585.86	53.13 %
6211 Meals and Entertainment	1,193.46	2,200.00	-1,006.54	54.25 %
6218 Marketing and Website	3,044.58	6,000.00	-2,955.42	50.74 %

# Carson City Airport Authority

## Budget vs. Actuals Budget FY26

July 2025 - June 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6369 Travel	2,127.99	2,000.00	127.99	106.40 %
<b>Total 6300 Operating Expenses</b>	<b>11,905.76</b>	<b>20,700.00</b>	<b>-8,794.24</b>	<b>57.52 %</b>
6301 Utilities				
6238 Stormwater Discharge Permit		1,000.00	-1,000.00	
6302 Phone & Internet	4,133.59	6,500.00	-2,366.41	63.59 %
6303 Electric	8,359.89	19,000.00	-10,640.11	44.00 %
6304 Gas	404.88	1,500.00	-1,095.12	26.99 %
6305 Water	2,160.40	2,500.00	-339.60	86.42 %
6306 Carson City Landfill	879.98	1,300.00	-420.02	67.69 %
<b>Total 6301 Utilities</b>	<b>15,938.74</b>	<b>31,800.00</b>	<b>-15,861.26</b>	<b>50.12 %</b>
6308 Office Expenses and Supplies	1,492.44	1,750.00	-257.56	85.28 %
6309 Legal	49,126.50	100,000.00	-50,873.50	49.13 %
6310 Security	2,999.91	6,400.00	-3,400.09	46.87 %
6311 CCAA printing	228.95	500.00	-271.05	45.79 %
6312 Data Storage	370.00	500.00	-130.00	74.00 %
6313 Insurance	6,674.00	15,000.00	-8,326.00	44.49 %
6314 Auditing	40,000.00	40,000.00	0.00	100.00 %
6314A Accounting/Bullis	19,289.00	25,000.00	-5,711.00	77.16 %
6315 Contract Services/Appraisals	4,840.08	7,000.00	-2,159.92	69.14 %
6316 Bank Charges/Square Chgs	1,020.75	1,000.00	20.75	102.08 %
6317 Airport Equipment Maintenance	7,714.40	18,000.00	-10,285.60	42.86 %
6317.5 AWOS III Service Charges	6,914.00	7,000.00	-86.00	98.77 %
6318 Facility Maintenance	7,042.33	20,000.00	-12,957.67	35.21 %
6318.5 2025 Arrowhead Dr		20,000.00	-20,000.00	
<b>Total 6318 Facility Maintenance</b>	<b>7,042.33</b>	<b>40,000.00</b>	<b>-32,957.67</b>	<b>17.61 %</b>
6319 Airfield Maintenance	19,556.57	40,000.00	-20,443.43	48.89 %
6319.5 Gate Maintenance	1,915.79	2,000.00	-84.21	95.79 %
6319.51 Depreciation expense		140,000.00	-140,000.00	
6350 Labor Expense				
6351 Salaries	233,692.43	299,000.00	-65,307.57	78.16 %
6351.5 Overtime Budget (Airfield)	292.55	2,000.00	-1,707.45	14.63 %
6352 Healthcare	53,392.23	66,000.00	-12,607.77	80.90 %
6353 PERS Retirement Contribution	80,463.30	100,165.00	-19,701.70	80.33 %
6354 Nevada Payroll	1,318.75	1,500.00	-181.25	87.92 %
6355 Workers Compensation	3,798.02	8,360.00	-4,561.98	45.43 %
6356 State Unemployment Contri		2,950.00	-2,950.00	
6476 Uniforms	1,185.34	1,200.00	-14.66	98.78 %
<b>Total 6350 Labor Expense</b>	<b>374,142.62</b>	<b>481,175.00</b>	<b>-107,032.38</b>	<b>77.76 %</b>
6600 Bad Debt Transaction	149.95		149.95	
QuickBooks Payments Fees	1,008.20		1,008.20	
<b>Total Expenses</b>	<b>\$572,931.92</b>	<b>\$978,125.00</b>	<b>\$ - 405,193.08</b>	<b>58.57 %</b>

# Carson City Airport Authority

## Budget vs. Actuals Budget FY26

July 2025 - June 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>NET OPERATING INCOME</b>	<b>\$331,446.08</b>	<b>\$788,523.00</b>	<b>\$ - 457,076.92</b>	<b>42.03 %</b>
Other Income				
6051 AIP 48 - Forecasting Update				
6051.1 AIP 48 - Forecasting Update Revenue	26,902.10		26,902.10	
6051.2 AIP 48 - Forecasting Update Expense	-24,861.00		-24,861.00	
<b>Total 6051 AIP 48 - Forecasting Update</b>	<b>2,041.10</b>		<b>2,041.10</b>	
7000 Open House				
7001.2 Open House Expense Sept 2024	-555.25		-555.25	
7002.1 Open House Income Sept 2025	24,050.00	10,000.00	14,050.00	240.50 %
7002.2 Open House Expense Sept 2025	-23,691.05	-12,000.00	-11,691.05	197.43 %
7003.2 Open House Expenses June 2023	-178.66		-178.66	
7004.1 Open House Income 2026	60.00		60.00	
<b>Total 7000 Open House</b>	<b>-314.96</b>	<b>-2,000.00</b>	<b>1,685.04</b>	<b>15.75 %</b>
8000 Discounts	149.71		149.71	
9999 Suspense	5,629.96		5,629.96	
FAA AIP Activity Revenue				
6048 AIP #46 Runway Drainage Project				
6048.1 AIP #46 Runway Drainage Project Income	100,225.00		100,225.00	
6048.2 AIP #46 Runway Drainage Project Expense	-112,196.00		-112,196.00	
<b>Total 6048 AIP #46 Runway Drainage Project</b>	<b>-11,971.00</b>		<b>-11,971.00</b>	
6049 AIP #47 Apron Rehab				
6049.1 AIP #47 Apron Rehab Revenue	19,073.63	150,000.00	-130,926.37	12.72 %
6049.2 AIP #47 Apron Rehab Expense	-22,072.50	-157,500.00	135,427.50	14.01 %
<b>Total 6049 AIP #47 Apron Rehab</b>	<b>-2,998.87</b>	<b>-7,500.00</b>	<b>4,501.13</b>	<b>39.98 %</b>
<b>Total FAA AIP Activity Revenue</b>	<b>-14,969.87</b>	<b>-7,500.00</b>	<b>-7,469.87</b>	<b>199.60 %</b>
FAA AIP Grant Revenue				
6036 AIP #37 Acquire Snow Removal Equipment	0.00		0.00	
6040.1 AIP 41 - Relocate AWOS Revenue	0.00		0.00	
6042 AIP #43 Approach Lighting System Phase 3 PAPI and MALSF				
6042.1 AIP #43 Approach Lighting System Phase 3 PAPI and MALSF Revenue	1,260.10	976,654.00	-975,393.90	0.13 %
6042.2 AIP #43 Approach Lighting System Phase 3 PAPI and MALSF Expense	-16,581.62	-1,000,000.00	983,418.38	1.66 %
<b>Total 6042 AIP #43 Approach Lighting System Phase 3 PAPI and MALSF</b>	<b>-15,321.52</b>	<b>-23,346.00</b>	<b>8,024.48</b>	<b>65.63 %</b>
6044 AIP #44 SRE Construct Auxiliary Building				
6044.1 6044 AIP #44 SRE Construct Auxiliary Building Revenue	1,176,199.72	419,890.00	756,309.72	280.12 %
6044.2 AIP #44 SRE Construct Auxiliary Building Expense	-	-343,746.00	-	394.11 %
	1,354,744.73		1,010,998.73	
<b>Total 6044 AIP #44 SRE Construct Auxiliary Building</b>	<b>-178,545.01</b>	<b>76,144.00</b>	<b>-254,689.01</b>	<b>-234.48 %</b>
6046 AIP #45 Drainage Improvements Design (deleted)				
6046.1 AIP #45 Drainage Improvements Design Revenue (deleted)		140,625.00	-140,625.00	

# Carson City Airport Authority

## Budget vs. Actuals Budget FY26

July 2025 - June 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6046.2 AIP #45 Drainage Improvements Design Expense (deleted)		-150,000.00	150,000.00	
<b>Total 6046 AIP #45 Drainage Improvements Design (deleted)</b>		<b>-9,375.00</b>	<b>9,375.00</b>	
<b>Total FAA AIP Grant Revenue</b>	<b>-193,866.53</b>	<b>43,423.00</b>	<b>-237,289.53</b>	<b>-446.46 %</b>
<b>Total Other Income</b>	<b>\$ -</b>	<b>\$33,923.00</b>	<b>\$ -</b>	<b>-593.49 %</b>
	<b>201,330.59</b>		<b>235,253.59</b>	
Other Expenses				
6060 AIP 31- Master Plan Update				
6060.1 AIP 31- Master Plan Update Revenue		305,000.00	-305,000.00	
6060.2 AIP 31- Master Plan Update Expense		-320,250.00	320,250.00	
<b>Total 6060 AIP 31- Master Plan Update</b>		<b>-15,250.00</b>	<b>15,250.00</b>	
CCAA Funded Capital Projects				
6400 Capital Project				
6400.1 Paving		300,000.00	-300,000.00	
<b>Total 6400 Capital Project</b>		<b>300,000.00</b>	<b>-300,000.00</b>	
6417 Aggregate To Improve Safety Areas (500 ft Test Area)	3,156.04		3,156.04	
<b>Total CCAA Funded Capital Projects</b>	<b>3,156.04</b>	<b>300,000.00</b>	<b>-296,843.96</b>	<b>1.05 %</b>
<b>Total Other Expenses</b>	<b>\$3,156.04</b>	<b>\$284,750.00</b>	<b>\$ -</b>	<b>1.11 %</b>
			<b>281,593.96</b>	
NET OTHER INCOME	<b>\$ -</b>	<b>\$ -250,827.00</b>	<b>\$46,340.37</b>	<b>81.52 %</b>
	<b>204,486.63</b>			
NET INCOME	<b>\$126,959.45</b>	<b>\$537,696.00</b>	<b>\$ -</b>	<b>23.61 %</b>
			<b>410,736.55</b>	

# Carson City Airport Authority

## Statement of Activity

April 2026

	TOTAL
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Revenue	
5010 Real/Personal Property Tax	
5010.1 Aircraft	16,162.14
5010.2 Building	13,223.57
<b>Total for 5010 Real/Personal Property Tax</b>	<b>\$29,385.71</b>
5050 AIRPORT LEASES	
5050H Hanger Lease	6,120.00
5051 Land Leases	29,776.39
5052 Tower Leases	6,306.83
5053 Lease-Mayes	520.00
<b>Total for 5050 AIRPORT LEASES</b>	<b>\$42,723.22</b>
5150 Tie Down Fees	1,184.12
5151 Gate Card Fees	247.80
5200 Committed-Fuel Flowage Fees	2,515.83
5201 Committed-Jet Fuel Tax	184.78
5300 Class II FBO Fees	450.00
5404 Rock Materials Sales	3,037.98
5500 Interest Income	2.96
<b>Total for Revenue</b>	<b>\$79,732.40</b>
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<b>Gross Profit</b>	<b>\$79,732.40</b>
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Expenditures	
6301 Utilities	
6302 Phone & Internet	276.48
6303 Electric	969.79
6304 Gas	43.10
6305 Water	222.79
6306 Carson City Landfill	144.00
<b>Total for 6301 Utilities</b>	<b>\$1,656.16</b>
6309 Legal	8,264.98
6310 Security	300.00
6312 Data Storage	35.00
6316 Bank Charges/Square Chgs	66.28
6317 Airport Equipment Maintenance	662.99
6318 Facility Maintenance	96.13
6319.5 Gate Maintenance	235.00
6350 Labor Expense	
6351 Salaries	33,215.27
6352 Healthcare	5,260.52
6354 Nevada Payroll	162.00
6355 Workers Compensation	228.24
<b>Total for 6350 Labor Expense</b>	<b>\$38,866.03</b>
QuickBooks Payments Fees	106.28
<b>Total for Expenditures</b>	<b>\$50,288.85</b>
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<b>Net Operating Revenue</b>	<b>\$29,443.55</b>
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# Carson City Airport Authority

## Statement of Activity

April 2026

	TOTAL
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Other Revenue	
6051 AIP 48 - Forecasting Update	
6051.2 AIP 48 - Forecasting Update Expense	-1,326.00
<b>Total for 6051 AIP 48 - Forecasting Update</b>	<b>-\$1,326.00</b>
7000 Open House	
7002.1 Open House Income Sept 2025	250.00
7004.1 Open House Income 2026	60.00
<b>Total for 7000 Open House</b>	<b>\$310.00</b>
FAA AIP Grant Revenue	
6042 AIP #43 Approach Lighting System Phase 3 PAPI and MALSF	
6042.2 AIP #43 Approach Lighting System Phase 3 PAPI and MALSF Expense	6,833.16
<b>Total for 6042 AIP #43 Approach Lighting System Phase 3 PAPI and MALSF</b>	<b>\$6,833.16</b>
<b>Total for FAA AIP Grant Revenue</b>	<b>\$6,833.16</b>
<b>Total for Other Revenue</b>	<b>\$5,817.16</b>
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Other Expenditures	
CCA A Funded Capital Projects	
6417 Aggregate To Improve Safety Areas (500 ft Test Area)	1,421.66
<b>Total for CCA A Funded Capital Projects</b>	<b>\$1,421.66</b>
<b>Total for Other Expenditures</b>	<b>\$1,421.66</b>
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<b>Net Other Revenue</b>	<b>\$4,395.50</b>
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<b>Net Revenue</b>	<b>\$33,839.05</b>
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# Carson City Airport Authority

## Statement of Financial Position

As of Apr 30, 2026

	TOTAL
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Assets	
Current Assets	
Bank Accounts	
1075 LGIP-Deferred	454,301.37
1077 LGIP- General Fund	1,741,242.29
3099 Gen. Fund #1162	318,046.13
3199 Petty Cash	100.00
<b>Total for Bank Accounts</b>	<b>\$2,513,689.79</b>
Accounts Receivable	
2000 Accounts Receivable - Operating	190,744.16
<b>Total for Accounts Receivable</b>	<b>\$190,744.16</b>
Other Current Assets	
1499 Undeposited Funds	4,889.75
2001 AR offset	-1,331.00
2010.1 Audit Adjustment to AR	575.27
2010 Due From Other Government	643.87
2011 Accrued Interest Receivable	9,031.37
2020 Grants Receivable-CY	0.00
2100 Prepaid Expenses	1,000.00
CTE Reimbursement Funds	0.00
Grumman HU-16C Lien	0.00
<b>Total for Other Current Assets</b>	<b>\$14,809.26</b>
<b>Total for Current Assets</b>	<b>\$2,719,243.21</b>
Fixed Assets	
2120 land	0.00
2125 Machinery & Equipment	0.00
2126 Fencing	0.00
2130 Vehicle	0.00
2198 Accumulated Depreciation	0.00
2201 Tractor	0.00
<b>Total for Fixed Assets</b>	<b>\$0.00</b>
Other Assets	
2300 Provided for LT Obligations	0.00
2305 NPV of Airport Leases	7,327,897.00
2810 Pension Requirement	0.00
<b>Total for Other Assets</b>	<b>\$7,327,897.00</b>
<b>Total for Assets</b>	<b>\$10,047,140.21</b>
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# Carson City Airport Authority

## Statement of Financial Position

As of Apr 30, 2026

	TOTAL
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
3000 Accounts Payable	7,210.68
<b>Total for Accounts Payable</b>	<b>\$7,210.68</b>
Credit Cards	
6321 Home Depot	54.67
6328 NSB Credit Card Rick 9053	203.25
6329 NSB CC Corey 9061	1,459.87
<b>Total for Credit Cards</b>	<b>\$1,717.79</b>
Other Current Liabilities	
2101 Payroll Liability	1,000.40
2102 Accrued Compensated Absences	0.00
2115 Accrued Expenses	0.00
3030 Audit Adj to AP	0.00
3090 Pension Requirement-Liab	0.00
3271 Current Portion of LTD	0.00
<b>Total for Other Current Liabilities</b>	<b>\$1,000.40</b>
<b>Total for Current Liabilities</b>	<b>\$9,928.87</b>
Long-term Liabilities	
3085 Net Pension Liability	0.00
3100 Leases Advances	0.00
3110 Deferred Inflows- Leases	6,553,911.00
3200 Mayes-Lease Transactions	25,757.50
3250 Gonzalez Deferred Lease	212,894.85
3260 Goni Deferred Lease	0.00
6325 Tractor US Bank	0.00
<b>Total for Long-term Liabilities</b>	<b>\$6,792,563.35</b>
<b>Total for Liabilities</b>	<b>\$6,802,492.22</b>
Equity	
4200 Fund Balance	4,173,840.52
4999.1 GWFS to Fund FS adjustments	-3,791,884.97
4999 Retained Earnings	2,805,849.82
Net Income	56,842.62
<b>Total for Equity</b>	<b>\$3,244,647.99</b>
<b>Total for Liabilities and Equity</b>	<b>\$10,047,140.21</b>