

PAHRUMP TOWN BOARD AGENDA

Harley	Bill	Tom	Robert	Amy
Kulkin	Dolan	Waters	Adams	Riches
Chair	Vice-Chair	Clerk	Member	Member

TOWN OF PAHRUMP MISSION STATEMENT

Our mission is to balance our history as a rural community with our need to provide appropriate and sustainable services to our citizens and those who visit our community. We will do this by demonstrating honest, responsive leadership and partnering and when appropriate to augment our resources.

NOTICE TO MEMBERS OF THE AUDIENCE

The Pahrump Town Board meets the second and fourth Tuesday of each month at in the Nye County Building, 2100 E. Walt Williams Drive. Agendas are available at the Town Office on the Thursday prior to each Board meeting and are posted on the Town website at www.pahrumpnv.org Also Please find a video of our Pahrump Town Board meetings at the following link - URL **Granicus Instructions:**

http://nyecounty.granicus.com/MediaPlayer.php?view_id=3&clip_id=330

BOARD MEMBER	PHONE	EMAIL	TERM EXPIRES
			DECEMBER 31
Harley Kulkin	727-1525	hkulkin@pahrumpnv.org	2014
Bill Dolan	910-1617	bdolan@pahrumpnv.org	2016
Dr. Tom Waters	764-0949	twaters@pahrumpnv.org	2014
Robert Adams	910-1965	radams@pahrumpnv.org	2014
Amy Riches	764-0751	ariches@pahrumpnv.org	2016

A quorum of Advisory Board members may be present at any Town Board meeting, but they will not take any formal action.

SPECIAL NOTES:

Public comment is limited to 3 minutes, unless extended by the Town Board Chair. It is requested that advisory reports and or presentations be kept to 15 minutes.

Any member of the public who is disabled and requires accommodation, assistance or a wireless microphone at this meeting is requested to notify the Pahrump Town Office in writing or call 775-727-5107, prior to the meeting. Assisted listening device is available at Town Board Meetings upon request with 24 hour advance notice.

MEETING CONDUCT:

Audience members and speakers may not use provocative, rude, obnoxious, abusive, inflammatory, slanderous, or offensive comments. Any person who makes such remarks or otherwise disrupts the meeting with loud outbursts, shouting, threats or other disruptive behavior will be warned by the Chair that his or her behavior is unacceptable. If after receiving a warning, any person persists in disrupting the meeting, the Chair shall order that person to leave and may utilize law enforcement to enforce that order. The Town Board shall have the power to prevent, punish and restrain any disorderly conduct. NRS269.215.

**PAHRUMP TOWN BOARD MEETING
NYE COUNTY CENTER
2100 E. Walt Williams Drive
TUESDAY – 5:00 P.M.
February 25, 2014
AGENDA**

- 1. Call to Order, Moment of Silence, and Pledge of Allegiance.**
- 2. Consideration** to Move the Order of or Deleting an Agenda Item(s).
- 3. Public Comment:** Action may not be taken upon matters considered during this item until specifically included on an agenda for action. – NRS241.020(2)(c)(3). (Non-Action Item).
- 4. Board and Staff Comments:** Action may not be taken upon matters considered during this item until specifically included on an agenda for action. NRS 241.020(2)(c)(3). (Non-Action Item).
- 5. Announcements** (Non-Action Item)
- 6. Consideration to adopt** Consent agenda items: (For Possible Action)
 - a. Action – Approval of Town Vouchers.
 - b. Action – Approval of Town Board meeting minutes for January 28, 2014.
 - c. Action – Approval of Proclamation regarding Rotary’s Annual Peace Conference.
- 7. Advisory Board Reports** from Advisory Board Chairpersons and/or Town Board Liaisons on the Status of Advisory Boards. (Non-Action Item)
- 8. Presentation** and possible approval of the Financial Feasibility Study prepared by Ron Price, QED, for the proposed GA Airport (For Possible Action).
- 9. Consideration** to Approve the Earth Day Budget for Nuclear Waste and Environmental Advisory Board (For Possible Action).
- 10. Consideration** to approve services by Stovall & Associates and legal fees associated with any possible retention (For Possible Action).
- 11. Consideration** of possible activities for November 10, 2014 (For Possible Action).
- 12. Consideration** to approve travel reimbursement policies (For Possible Action).
- 13. Consideration** to approve possible waiver of fees for the Bob Ruud Center on behalf of Roadshows, Inc. (For Possible Action).
- 14. Consideration** to approve the creation of an Events Advisory Board (For Possible Action).
- 15. Consideration** to approve engineering bid award for the completion of the proposed basketball courts at Simpkins Park (For Possible Action).
- 16. Consideration** to approve playground equipment renovation at Petrack Park (For Possible Action).

17. Closed Session(s).

Discussion and Possible Decision regarding a Closed Session, to receive information and advice from the Town Attorney regarding potential or existing litigation pursuant to NRS 241.015(2)(b)(2). (For Possible Action)

18. Future Meetings/Workshops: Date, Time and Location: Regular Town Board Meeting March 11, 2014 (Non-Action Item)

19. Public/Board/Staff Comment: Action may not be taken upon matters considered during this item until specifically included on an agenda for action. – NRS241.020(2)(c)(3). (Non-Action Item)

20. Adjournment

A quorum of Advisory Board members may be present at any Town Board meeting but they will not take any formal action. *Any member of the public, who wishes to speak during public comment on any item, will be limited to three (03) minutes. Items may be taken out of order. Items may be combined. Items may be pulled or removed from the agenda at any time.* Any member of the public who is disabled and requires accommodations or assistance at this meeting is requested to notify the Pahrump Town Office in writing, or call 775-727-5107 prior to the meeting. Assisted listening devices are available at Town board meetings upon request. This notice and agenda has been posted on or before 9:00 a.m. on the third working day before the meeting at the following locations: PAHRUMP TOWN OFFICE, COMMUNITY CENTER, TOWN ANNEX, COUNTY COMPLEX, and CHAMBER OF COMMERCE

AGENDA ITEM REQUEST

Requests and backup must be into the Town Office by **3:00 p.m. ten (10) business days before the preceding Town Board meeting** you wish the item presented. Town Board meetings are held on the second and fourth Tuesday of each month at 5:00 p.m. in the Nye County Complex.

DATE AGENDA ITEM SUBMITTED
2/7/2014

DATE OF DESIRED BOARD MEETING
2/25/2014

CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:
Consideration of moving the order of or deleting an Agenda Item(s).

If request for funding is approved by the Town Board, an invoice or letter from the requestor to Town of Pahrump/Accounts Payable is required to receive funding.

BRIEF SUMMARY OF ITEM:

STAFF COMMENTS/RECOMMENDATIONS:

BACKUP ATTACHED: YES NO

NAME OF PRESENTER(S) OF ITEM: Pahrump Town Board

SPONSORED BY:

Pahrump Town Board
Print Name

Pahrump Town Board
Signature

400 N. Hwy 160
Mailing Address

(775) 727-5107 ext.
Telephone Number

AGENDA ITEM REQUEST

Requests and backup must be into the Town Office by **3:00 p.m. ten (10) business days before the preceding Town Board meeting** you wish the item presented. Town Board meetings are held on the second and fourth Tuesday of each month at 5:00 p.m. in the Nye County Complex.

<u>DATE AGENDA ITEM SUBMITTED</u> 2/7/2014	<u>DATE OF DESIRED BOARD MEETING</u> 2/25/2014
---	---

CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:
Announcements

If request for funding is approved by the Town Board, an invoice or letter from the requestor to Town of Pahrump/Accounts Payable is required to receive funding.

BRIEF SUMMARY OF ITEM:
See attached announcements.

STAFF COMMENTS/RECOMMENDATIONS:

BACKUP ATTACHED: X YES NO

NAME OF PRESENTER(S) OF ITEM: Pahrump Citizens, Town Board & Staff

SPONSORED BY:

<u>Pahrump Town Board</u> Print Name	<u>Pahrump Town Board</u> Signature
---	--

<u>400 N. Hwy 160</u> Mailing Address	<u>(775) 727-5107</u> Telephone Number
--	---

Announcements

February 25th, 2014

- The following advisory boards are currently scheduled to meet in the 'A' Room of the Bob Ruud Community Center:

- Public Lands Advisory Board on March 4th, 2014 at 6:30 pm
- Nuclear Waste and Environmental Advisory Board on March 7th, 2014 at 11:00 am
- Community Center/Civic Center Advisory Board on March 7th, 2014 at 4:00 pm
- Youth Advisory Board on March 12th at 2:30 pm
- Arena Advisory Board on March 13th at 7:00 pm
- Parks & Recreation Advisory Board on March 19th at 6:30 pm
- Veterans' Memorial Advisory Board on March 20th at 6:00 pm

- The following advisory boards are currently scheduled to meet in the 'B' Room of the Bob Ruud Community Center:

- Tourism Advisory Board on March 6th, 2014 at 8:00 am

- The Social Security Office meets the last Tuesday of the month at the Bob Ruud Community Center starting at 9:00 am.

AGENDA ITEM REQUEST

Requests and backup must be into the Town Office by **3:00 p.m. ten (10) business days before the preceding Town Board meeting** you wish the item presented. Town Board meetings are held on the second and fourth Tuesday of each month at 5:00 p.m. in the Nye County Complex.

DATE AGENDA ITEM SUBMITTED	DATE OF DESIRED BOARD MEETING
2/7/2014	2/25/2014

CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:
Consideration for possible action of approving Town Vouchers (Consent Agenda Item A)

If request for funding is approved by the Town Board, an invoice or letter from the requestor to Town of Pahrump/Accounts Payable is required to receive funding.

BRIEF SUMMARY OF ITEM:

STAFF COMMENTS/RECOMMENDATIONS:

BACKUP ATTACHED: YES NO

NAME OF PRESENTER(S) OF ITEM: Pahrump Town Board

SPONSORED BY:

<u>Pahrump Town Board</u>	<u>Pahrump Town Board</u>
Print Name	Signature

<u>400 N. Hwy 160</u>	<u>(775) 727-5107 ext.</u>
Mailing Address	Telephone Number

**PAHRUMP TOWN BOARD MEETING
NYE COUNTY CENTER
2100 E. Walt Williams Drive
TUESDAY – 5:00 P.M.
January 28, 2014
Minutes**

PRESENT:

Town Board:

*Harley Kulkin
Bill Dolan
Dr. Tom Waters
Robert Adams
Amy Riches*

Staff:

*Susan Holecheck, Town Manager
Brett Meich, Legal Counsel
Michael Sullivan, Finance Director
Scott Lewis, Fire Chief
Matt Luis, Buildings & Grounds Manager
Terry Bostwick, Human Resources Director
Stephanie Massimino, Executive Assistant
Alex Crow, Business License Technician
Carla Yoder, Financial Assistant*

1. Call to Order, Moment of Silence, and Pledge of Allegiance.

*Mr. Kulkin called the minutes to order.
Dr. Waters led the pledge of allegiance and moment of silence.*

2. Consideration to Move the Order of or Deleting an Agenda Item(s)

Mr. Dolan pulled 7c for further discussion.

3. Public Comment: Action may not be taken upon matters considered during this item until specifically included on an agenda for action. – NRS241.020(2)(c)(3).

Public comment was heard.

4. Board and Staff Comments: Action may not be taken upon matters considered during this item until specifically included on an agenda for action. NRS 241.020(2)(c)(3).

Mr. Dolan talked about the OML training that the county held last week. He stated that he found several changes and would be submitting them to Staff.

Ms. Holecheck stated that Mr. Adams asked for her to give an update on the “Cannabis Festival”. She stated an individual came in to ask for use of parks for a music festival and because they are open to all people it would be illegal to discriminate against anyone considering the new NRS law about Medical Marijuana.

5. Presentation by Wes Henderson of the Nevada League of Cities

Mr. Wes Henderson from the Nevada League of Cities gave a presentation to the Town Board on information and services they provide to members.

Mr. Dolan thanked Mr. Henderson for coming out.

Dr. Waters also thanked Mr. Henderson for coming out and for explaining to the citizens how the Town is involved.

6. Announcements

Dr. Waters read the Announcements.

Mr. Adams stated the BLM statewide managers meeting will be in Elko on February 6th and 7th.

Mrs. Riches stated Pahrump Republican Party Caucus will be at Rosemary Clark Middle School.

John Pawlak announced the Pahrump Community Library has kilowatt meters available for residents to assess what their household appliances are using in honor of the upcoming Earth Day. These meters can be checked out at the Library for no cost.

7. Consideration to adopt Consent agenda items:

- a. Action – Approval of Town Vouchers.
- b. Action – Approval of Town Board meeting minutes for January 14, 2014.
- c. Action – Approval of Audit prepared by Dan McArthur for FY 2013-2014

Mr. Dolan motioned to approve consent agenda items 7a and 7b.

Dr. Waters seconded.

Motion carried, 5-0.

ITEM C Discussion:

Mr. Dolan stated he pulled this item because he thought it should have a resolution.

Ms. Holecheck stated this did not need a resolution and that the report had been sent on. Mr. Dolan asked what steps had been taken to ascertain this. Ms. Holecheck asked Mr. Sullivan to speak on the item.

Mr. Sullivan stated that the Department of Taxation does not require the submission of a Resolution and that it had been done previously only as a formality.

Dr. Waters motioned to approve consent agenda item 7c.

Mr. Adams seconded.

Motion carried, 5-0.

8. Advisory Board Reports from Advisory Board Chairpersons and/or Town Board Liaisons on the Status of Advisory Boards.

Dr. Waters stated the following students were on the Youth Advisory Board but had to resign to make sure they had time to work on preparations for college.

Mr. Adams stated currently PLAB did not have a quorum but would hopefully soon. Also he mentioned that Quartsite Tourism event was successful.

Mr. John Pawlak reported that on April 19th at Ian Duetch is the 11th annual Earth Day.

Mrs. Riches asked if the request for money could be azenized sooner this year as this was problem last year.

Mr. Dave Clason stated that AYSO just won the Non-profit of the year from the Chamber of Commerce and the Parks and Recreation Advisory Board just finished field allocations.

Dr. Waters stated anyone willing to volunteer for any advisory board would be greatly appreciated.

9. Consideration to approve Advisory Board Liaison Appointments by the Chairman of the Pahrump Town Board pursuant to Town Board Policy Article 5 and 6.

Mr. Kulkin proposed Dr. Waters to stay on as liaison for Veterans Advisory Board and Youth Advisory Board; Mr. Adams would stay on as liaison for Public Lands and Tourism Advisory Boards; Mrs. Riches would be the liaison for the Arena and Nuclear Waste and Environmental Advisory Boards; Mr. Dolan would be the liaison for the RPC; and Mr. Kulkin would be the liaison for the Nye County Water Board, the Nye County Groundwater Planning Board, and the Parks and Recreation Advisory Board, and the Convention Center and Civic Center Advisory Board.

Mr. Dolan motioned to approve Mr. Kulkin's recommendations.

Mr. Adams seconded.

Motion carried, 5-0.

10. Consideration to apply for the Recreation Trails Program Grant

Mr. Matt Luis stated that the past grant was rejected due to budget issues, however this grant was possible if we could address key budget issues in time.

Mr. Kulkin asked who paid the 80/20 portions the grant stated.

Mr. Luis stated the Recreation Trails Program covered the 80 and the Town covered the 20.

Mr. Dolan asked how much the grant was for.

Mr. Luis responded we are unsure at this point but as soon as we have a figure we will bring this back to the board.

Mr. Dolan motioned for the Town to apply for the Recreation Trails Program Grants.

Dr. Waters seconded.

Motion carried, 5-0.

11. Consideration to approve updated Job Descriptions and Salary ranges

Ms. Holecheck stated that four members of staff are having an increase in duties so therefore the salary ranges should be revised to better reflect compensation for duties. She stated "range" not actual "pay". She invited the board to have a meeting with her regarding the changes and Dr. Waters had come in. She stated staff had not been given a raise in four

years and some staff members only received .27 cents when they received a 2% COLA raise that had been approved in January. She stated several staff members did multiple things and saved us money in being trained in many fields.

Dr. Waters asked if the ranges for the Job Descriptions can be changed at any time.

Ms. Holecheck stated that she felt you always want to review job descriptions and would recommend looking every two years.

Mr. Adams commented to follow state protocol with colored text next time.

Mr. Dolan asked where Mrs. Holecheck felt the hourly would fall with the ranges as far as the lowest, middle, or highest point of the scale.

Ms. Holecheck stated this was something to discuss in her office and would not be best as a public discussion.

Mr. Dolan asked if Buildings and Grounds or the Fire Department job descriptions would be back for review as well.

Ms. Holecheck stated no.

Mr. Dolan asked why salaries were not being adjusted for the other departments.

Ms. Holecheck stated that salary range changed for these four because their descriptions changed.

Mr. Dolan asked when the salary ranges would go into effect.

Ms. Holecheck stated in February these would go into effect.

Mr. Dolan asked would the budget cover it.

Ms. Holecheck responded yes.

Mr. Dolan stated these job descriptions are comingled and could cause the Town issues later on in years should current people leave.

Ms. Holecheck stated that these descriptions are for those current employees and should any leave the board could readjust job descriptions at that time.

Mr. Kulkin stated he all his questions were answered and he also agreed that salary range was correct if job duties would be affected in anyway. He stated he also looked at what other people make for these jobs and that felt this pay was acceptable.

Public comment was heard.

Dr. Waters motioned to approve updated Job Descriptions and Salary ranges.

Mrs. Riches seconded.

Motion carried, 5-0.

12. Consideration to approve de-annexation of 10 acres within the Town of Pahrump boundaries

Mr. Meich stated that he found the discussion appropriate but currently he does not believe the Town has the authority to annex land or de-annex land.

Mr. Hollis stated he had documentation about Mr. Richards being willing to get rid of the Kingdom as soon as the Town and Nye County sign an agreement.

Mr. Dolan motion to accept the documentation handed out by Mr. Hollis.

Mrs. Riches seconded.

Motion carried, 5-0.

Mrs. Riches asked about his agreement to get rid of the signs within 30 days.

Mr. Hollis stated all of Mr. Richards sexual orientated business signs would be taken down right away if both parties agreed to the terms.

Mr. Dolan stated that Nye County and Planning and Zoning caused the issues originally. NRS 269.623 says that only the county would be able to control the de-annexation.

Mrs. Riches stated that a large major of locals have stated they would like to see it gone. She was completely against it in general and thinks the Town should send a letter to the County to de-annex the land.

Mr. Kulkin stated that he felt a motion to direct staff to look at the Town Board options would be best.

Mr. Meich stated that the County does not have the authority nor does the Town to de-annex.

Mr. Adams stated he felt we should know first if it is legal or not. He also asked about the second end of Homestead too. He stated this would be changing the land use and was a planning and zoning issue.

Mr. Dolan stated that he felt the correct amounts of parcels were not notified as the law states.

Mrs. Riches stated how she understood this item was so that the Town was simply giving up the rights to the lands.

Dr. Waters felt these were two separate issues to be handled. His research showed that an earlier agreement had shown the property owner stating this would be a restaurant and then became a strip club so he was untrustworthy of the current proposed agreement.

Mr. Hollis stated that he was just trying to help with getting rid of the eye sore at Hwy 160 like several people have requested including Town Board Members and Commissioners.

Public comment was heard.

Mr. Adams motioned to staff and Town attorney ascertain the legality of any action with respect to de-annexation and get back to the Town Board within 30 days.

Mrs. Riches seconded.

Motion carried, 4-1 with Dr. Waters voting nay.

13. Consideration to approve Resolution 2014-02 and 2014-03 03 adopting a fee structure for use by local organizations of the use of Town of Pahrump Parks and implementing park user fees for Special Event

Ms. Holecheck stated that Parks and Recreation Advisory Board and Mr. Matt Luis worked together to look at the correct way to instate fees and what they felt was fair. She also commended all the work they did regarding this issue.

Mr. Luis stated that yes all groups would be affected that currently use the park and all the groups affected accepted it.

Mr. Dave Clason stated two or three groups represent Parks and Recreation board because they cared about the Town. They stated one of the ways fees started was that if the groups needed lights and bathrooms and other needs meet the Town was always on it. All groups agreed that park fees made sense because the Town needed it to keep the parks properly running. The groups involved have already budgeted for the fees and find them fair.

Mr. Rodney Camacho stated out of Town people who use the parks use it for free. This would help keep cost down for local needs and for future needs if fees were approved.

Mrs. Riches stated she felt taxes paid to the Town already took care of the parks and thought it was unfair to make citizens pay for use also.

Dr. Waters asked about the concession stand use fee.

Mr. Luis stated that currently there was no fee for that. He also stated that the Town spent a large sum on keeping it up.

Dr. Waters asked about Resolution 2014-03 stating "other than those regularly scheduled activities."

Mr. Luis stated the groups who regularly use it would be one price and a special event such as a family picnic would be different.

Mr. Adams believed this group worked really well together and he was in favor of Resolutions presented.

Mrs. Riches was this only for 500 or more.

Mr. Luis stated no this was for anyone and gave the example of if a small group came in to rent the horseshoe pit it would cost 100 dollars a day.

Mr. Dolan asked are both Resolutions being voted together or separate.

Ms. Holecheck stated what the board prefers is acceptable.

Mr. Dolan asked is the Arena snack bar included in this.

Mr. Luis stated no that is for the Arena Board to take care of.

Mr. Dolan asked about all the separate area fees such as the gazebo area of Ian Deutch.

Mr. Luis stated this is still being cleared up.

Mr. Dolan asked about the Reservation form.

Ms. Holecheck stated that yes there would be a created form once the board approved the fees.

Mr. Dolan asked would cash be acceptable for a deposit.

Ms. Holecheck stated no.

Mr. Dolan addressed his concerns with the documentation.

Mr. Kulkin stated the biggest concern was that the Town is giving more services over the years and not be compensated properly so he felt fees were fair.

Public comment was heard.

Mr. Adams motioned to approve Resolution 2014-02 and 2014-03 03 adopting a fee structure for use by local organizations of the use of Town of Pahrump Parks and implementing park user fees for Special Event with the changes that it specified the

concession stands controlled by Parks and Recreation advisory boards, that personal checks are acceptable for deposits and soften the 4 hour cleanup time language.
Mr. Dolan seconded.

Motion carried, 4-1 with Mrs. Riches voting nay.

- 14. Consideration to move the November 11, 2014 Town Board Meeting, and/or move or cancel the November 25, 2014 and the December 23, 2014 Town Board meeting**

Ms. Holecheck stated that we are required to have at least one meeting a month and that that November the 11th is Veterans Day so instead of cancelling the board meeting perhaps we should change the meeting to Monday, November 10th, 2014.

Mr. Dolan stated he felt they shouldn't cancel the second meeting in November.

No public comment.

Dr. Waters motioned to change the Town Board Meeting Tuesday November 11th to Monday November 10th and cancel the second meetings in November and December.

Mr. Adams seconded.

Motion carried, 4-1 with Mr. Dolan voting nay.

- 15. Consideration to approve the hiring of a part-time Code Enforcement Officer**

Ms. Holecheck stated that this was to hire someone for the Code Enforcement. She stated that the person would work Thursday, Friday, Saturday. Also this person would have a business card with a temporary allowance dates on their card to give the person a 72 hour chance to contact the business license department of the Town and begin the process of obtaining a business license or seller's permit.

Mr. Meich stated that the authority of the Code Enforcement Officer would to document, investigate, and do follow up necessary of business complaints. These files would be kept and if allowed could be turned over to the district attorney.

Dr. Waters stated he would prefer to have the individual work Friday, Saturday, and Sunday because that is when he saw most violations.

Ms. Holecheck said this would be fine, although she initially thought the person to work Thursday so they could be somewhat trained with the business license needs.

Mr. Riches stated that people that sell food should be at the farmer market or have the proper paperwork for selling it, but those were the only issue she saw.

Mr. Dolan gave Mrs. Riches examples of Code Enforcement issues.

Mr. Dolan asked about the policy, because there was a problem in the past between with the business license department and the DA.

Ms. Holecheck stated that this was of concern and a policy would be looked into.

Dr. Waters stated that he had spoken to the District Attorney and he agreed to enforce Town ordinances with appropriate documentation.

Mr. Dolan stated he felt this item should be held off till the budget cycle.

Ms. Holecheck stated that she was fine with waiting for the budget cycle to look at the board's options but that would mean waiting to approve this till May or June.

Public comment was heard.

Dr. Waters motioned to allow staff to advertise and hire a code enforcement officer and approve the job description with an hourly wage starting 11.65- 17.47 an hour.

Mr. Kulkin seconded.

Motion carried, 3-2 with Mr. Adams and Mrs. Riches voting nay.

16. Closed Session(s).

- a. Discussion and Possible Decision regarding a Closed Session pursuant to NRS 288.220 for purposes of conferring with the Town's Management Representatives Regarding Labor Negotiations.
- b. Discussion and Possible Decision regarding a Closed Session, to receive information and advice from the Town Attorney regarding potential or existing litigation pursuant to NRS 241.015(2)(b)(2).

Mr. Adams motioned regarding a Closed Session, to receive information and advice from the Town Attorney regarding potential or existing litigation pursuant to NRS 241.015(2)(b)(2).

Dr. Waters seconded.

Motion carried 5-0.

17. Future Meetings/Workshops: Date, Time and Location: Regular Town Board Meeting February 11, 2014; Citizens Coffee February 19, 2014

Nothing was said.

18. Public/Board/Staff Comment: Action may not be taken upon matters considered during this item until specifically included on an agenda for action. – NRS241.020(2)(c)(3).

Public comment was heard.

19. Adjournment

Meeting adjourned at 10:26 pm.

AGENDA ITEM REQUEST

Requests and backup must be into the Town Office by **3:00 p.m. ten (10) business days before the preceding Town Board meeting** you wish the item presented. Town Board meetings are held on the second and fourth Tuesday of each month at 5:00 p.m. in the Nye County Complex.

<u>DATE AGENDA ITEM SUBMITTED</u> 2/10/2014	<u>DATE OF DESIRED BOARD MEETING</u> 2/25/2014
--	---

CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:

Proclamation celebrating March 1, 2014 as Rotary International District 5300
25th Annual Peace Conference, Peace Concert and Peace Art Exhibition.

If request for funding is approved by the Town Board, an invoice or letter from the requestor to Town of Pahrump/Accounts Payable is required to receive funding.

BRIEF SUMMARY OF ITEM:

Throughout Southern California and Southern Nevada local Rotary Clubs belonging
to Rotary International District 5300 will take part celebrating the 25th Anniversary
of Rotary's advancement of international understanding, goodwill, and peace as one
of the cornerstones of Rotary.

STAFF COMMENTS/RECOMMENDATIONS:

Staff recommends approval.

BACKUP ATTACHED: X YES NO

NAME OF PRESENTER(S) OF ITEM: Board Members Waters, Riches, Dolan

SPONSORED BY:

<u>Pahrump Town Board</u> Print Name	<u>Pahrump Town Board</u> Signature
---	--

<u>400 N. Hwy 160</u> Mailing Address	<u>(775) 727-5107 ext.</u> Telephone Number
--	--



Town of Pahrump 400 N. Hwy 160 Pahrump, NV 89060 Phone:775.727.5107 Fax: 775.727.0345

**PROCLAMATION DECLARING MARCH 1, 2014
AS ROTARY INTERNATIONAL DISTRICT 5300
25TH ANNUAL PEACE CONFERENCE, PEACE CONCERT AND PEACE ART EXHIBITION**

WHEREAS, the issue of peace embraces the deepest hopes of all people and remains humanity's guiding inspiration; and

WHEREAS, the advancement of international understanding, goodwill, and peace is one of the cornerstones of the Rotary movement; and

WHEREAS, Rotary International District 5300 hosts its 25th Annual Peace Conference, Peace Concert and Peace Art Exhibition, Unity Through Diversity March 1, 2014 at the University of La Verne; and

WHEREAS, Rotary International District 5300 hosts a Multicultural Peace Festival Saturday, April 27, 2014 in Victory Park, Pasadena; and

WHEREAS, the hope is that the current global crisis will compel all citizens to work towards converting humanity's noblest aspirations for world peace into a practical reality for future generations; and

WHEREAS, the growing support for world peace and global understanding within our city and bringing together adults and children, educators and volunteers, business leaders, and elected officials in a common cause will further the discussion;

THEREFORE, the Town of Pahrump acknowledges the need to further the dialog and activities of peace and supports the efforts of Rotarians to promote peace in our homes, our communities and between nations.

Dated this _____ of February, 2014

Harley Kulkin, Chairman

Bill Dolan, Vice Chair

Dr. Tom Waters, Clerk

Robert Adams

Amy Riches

AGENDA ITEM REQUEST

Requests and backup must be into the Town Office by **3:00 p.m. ten (10) business days before the preceding Town Board meeting** you wish the item presented. Town Board meetings are held on the second and fourth Tuesday of each month at 5:00 p.m. in the Nye County Complex.

DATE AGENDA ITEM SUBMITTED	DATE OF DESIRED BOARD MEETING
2/7/2014	2/25/2014

CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:
Advisory Board Reports

If request for funding is approved by the Town Board, an invoice or letter from the requestor to Town of Pahrump/Accounts Payable is required to receive funding.

BRIEF SUMMARY OF ITEM:

STAFF COMMENTS/RECOMMENDATIONS:

BACKUP ATTACHED: YES NO

NAME OF PRESENTER(S) OF ITEM: Town Board & Advisory Boards

SPONSORED BY:

<u>Pahrump Town Board</u>	<u>Pahrump Town Board</u>
Print Name	Signature

<u>400 N. Hwy 160</u>	<u>(775) 727-5107</u>
Mailing Address	Telephone Number

Town of Pahrump Advisory Board Meeting Schedule

Current as of February 2014

<u>1st Monday</u>	<u>1st Tuesday</u> Public Lands Advisory Board <i>Mr. Adams</i> Community Center Room 'A' 6:30pm	<u>1st Wednesday</u>	<u>1st Thursday</u> Tourism Advisory Board <i>Mr. Adams</i> Community Center Room 'B' 8:00am	<u>1st Friday</u> Nuclear Waste & Environ. AB <i>Mrs. Riches</i> Community Center Room 'A' 11:00 am Civic Center Advisory Board <i>Mr. Kulkin</i> Community Center Room 'A' 4:00pm
<u>2nd Monday</u>	<u>2nd Tuesday</u> Town Board Meeting County Chamber 5pm	<u>2nd Wednesday</u> Youth Advisory Board <i>Dr. Waters</i> Community Center Room 'A' 2:30pm	<u>2nd Thursday</u> Arena Advisory Board <i>Mrs. Riches</i> Community Center Room 'A' 7:00pm	<u>2nd Friday</u>
<u>3rd Monday</u>	<u>3rd Tuesday</u>	<u>3rd Wednesday</u> Parks & Recs Advisory Board <i>Mr. Kulkin</i> Community Center Room 'A' 6:30pm	<u>3rd Thursday</u> Veteran's Mem. Advisory Board <i>Dr. Waters</i> Community Center Room 'A' 6pm	<u>3rd Friday</u>
<u>4th Monday</u>	<u>4th Tuesday</u> Town Board Meeting County Chamber 5pm	<u>4th Wednesday</u>	<u>4th Thursday</u>	<u>4th Friday</u>



AGENDA ITEM REQUEST

Requests and backup must be into the Town Office by **3:00 p.m. ten (10) business days before the preceding Town Board meeting** you wish the item presented. Town Board meetings are held on the second and fourth Tuesday of each month at 5:00 p.m. in the Nye County Complex.

<u>DATE AGENDA ITEM SUBMITTED</u> 2/10/2014	<u>DATE OF DESIRED BOARD MEETING</u> 2/25/2014
--	---

CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:

Presentation and possible approval of the Financial Feasibility Study prepared by Ron Price of QED for the proposed Pahrump General Aviation Airport.

If request for funding is approved by the Town Board, an invoice or letter from the requestor to Town of Pahrump/Accounts Payable is required to receive funding.

BRIEF SUMMARY OF ITEM:

The Town Board engaged the services of QED to prepare a Financial Feasibility Study regarding the proposed GA airport. Mr. Price is now prepared to submit His report and recommendation for approval.

STAFF COMMENTS/RECOMMENDATIONS:

Staff recommends approval,

BACKUP ATTACHED: YES NO

NAME OF PRESENTER(S) OF ITEM: Susan Holecheck, Town Manager

SPONSORED BY:

Susan Holecheck, Town Manager
Print Name


Signature

400 N. Hwy 160
Mailing Address

(775) 727-5107 ext.
Telephone Number

PAHRUMP VALLEY GENERAL AVIATION AIRPORT, NEVADA FINANCIAL FEASIBILITY STUDY

Draft Final Report

Presented to



Submitted by

QED

Airport & Aviation Consultants

January 24, 2014



January 24, 2014

Ms. Susan Holecheck
Town Manager
Town of Pahrump
400 North Highway 160
Pahrump, Nevada 89408

Re: Airport Financial Feasibility Study, Draft Final Report

Dear Ms. Holecheck:

QED is pleased to submit the Draft Final Report of the Proposed Pahrump Valley General Aviation Airport Financial Feasibility Study. This report incorporates the comments received from the Town's committee and the Federal Aviation Administration on the November 25th Interim Report.

The Draft Final Report addresses the scope of work items and presents findings and recommendations concerning the financial aspects of the construction, operation and management of the proposed Airport. The financial outcome is viewed as positive in terms of yielding a net operating income. There will be a requirement for subsidy to meet long-term debt obligations and the extent of that financial outlay is dependent on the airport operations and management structure that is adopted.

This report will be reviewed with the Town Board and the general public in a combined presentation on February 25, 2014. Comments received at the presentation will be considered in the preparation of the Final Report.

We appreciate the input received from you, your staff and those from Nye County in the preparation of this report.

Respectfully submitted,

Ronald F. Price, P.E.
Principal

Enclosure

CONTENTS	Page
Transmittal letter	
Executive Summary	ES-1
Introduction	ES-1
Forms of Airport Operation and Management	ES-1
Financial Feasibility	ES-2
Conclusions	ES-3
Chapter 1 - Introduction	1-1
Background	1-1
Chapter 2 - Modified Airport Capital Improvement Program	2-1
Introduction	2-1
Basis for Updated Construction Cost Estimate and Modified Airport Capital Improvement Program	2-1
Airport Capital Improvement Funding Sources	2-9
Chapter 3 - Airport Operations and Management Structures	3-1
Introduction	3-1
Ownership	3-1
Local Government Entity	3-1
Airport Authority	3-2
Economic Development Authority or Agency	3-2
Community Development Corporation	3-2
Operation and Management	3-3
Town as Operator and Manager	3-3
Fixed Base Operator as Airport Operator and Manager	3-4
Comment	3-5
Chapter 4 - Financial Plan	4-1
Introduction	4-1
Pro Forma Statements	4-2
Town as Operator and Manager	4-6
Fixed Base Operator as Airport Operator and Manager	4-7
Escalation Considerations	4-8
Pre-Operational Funding	4-11
Evaluation of the Pro Forma Statements	4-12
Cash Flow Analysis	4-12
Findings and Recommendations	4-19
Summary	4-21

Tables	Page
2-1 Airport Capital Improvement Program - Airport Master Plan and Update	2-4
2-2 Modified Airport Capital Improvement Program - Federal and Town Shares.....	2-7
2-3 FAA AIP-Eligible Projects	2-9
4-1 Area Airports Competitive Status	4-3
4-2 Comparative Airport Financial Data	4-5
4-3 Town Pro Forma Statement of Operating Revenue and Expenses -- Airport Owner as Operator and Manager.....	4-9
4-4 Town Pro Forma Statement of Operating Revenue and Expenses - Fixed Base Operator as Airport Operator and Manager	4-10
4-5 2 Percent Airport Room Tax Fund Balance After Debt Service and Land Lease Payments - Phase I Airport Capital Improvement Program	4-11
4-6 Cash Flow After Debt Service, Land Lease and Funding Contributions -- Town as Airport Operator and Manager.....	4-13
4-7 Cash Flow After Debt Service, Land Lease and Funding Contributions -- Fixed Base Operator as Operator and Manager	4-14
4-8 Maximization of Private Sector Financing and Projects Deferred Beyond the 20-Year Planning Period	4-15
4-9 Town Pro Forma Statement of Operating Revenue and Expenses -- Maximized Private Sector Construction, Maintenance, Operation and Management Responsibility	4-16
4-10 Cash Flow After Debt Service, Land Lease and Funding Contributions -- Maximized Private Investment	4-18
4-11 Comparative General Aviation Airport Fuel Prices	4-20

EXECUTIVE SUMMARY

Introduction

The Town of Pahrump engaged the services of QED to prepare a financial feasibility for the proposed Pahrump Valley General Aviation Airport. The study is a corollary to an environmental impact statement that is ongoing following adoption of the 2008 Airport Master Plan for the new facility. One of the objectives of the financial feasibility study is to determine if the Town of Pahrump will have sufficient operating revenues from the proposed airport to fund its construction, debt service requirements, and ongoing operations and maintenance expenses. The Nye County Board of County Commissioners has agreed to be a co-sponsor of the proposed airport inasmuch as it will replace the Pahrump Town Board as the governing body for the Town in 2015.

The airport master plan identified a capital improvement program that divided the construction into three phases over a 25-year horizon. In 2011, the forecasts of aviation demand were updated as part of the environmental impact statement process. Using these as base inputs, the financial feasibility study updates the airport capital improvement program by using more current unit construction costs and modifies the program to reflect the most recent forecasts. Modifications to the airport capital improvement program also include assignment of certain terminal area facility development to the private sector as well as deleting projects considered inappropriate for the class of airport anticipated. These modifications resulted in reducing the total construction cost of the proposed airport from \$33.7 million to \$21.2 million, which in turn lowers the financing costs to the Town. The majority of this cost, nearly \$17.0 million is eligible for funding from the Federal Aviation Administration Airport (FAA) Improvement Program (AIP) that provides up to 93.75 percent of the total cost. This results in a total cost to the Town of Pahrump of some \$4.3 million. Grant eligibility is not a guarantee of funding and the FAA AIP is considered the sole outside source available to the Town to implement the required airport capital improvement program aside from community organization and resident contributions.

The proposed Pahrump Valley General Aviation Airport is to be constructed on 650 acres of land administered by the Bureau of Land Management (BLM.) The BLM is currently unable to negotiate a sale of the land to the Town because the proposed airport site is not designated as available for disposal in the BLM Resource Management Plan. Consequently, the land can only be leased at a rate equivalent to 50 percent of fair market value over a 20-year term. The term can be extended in 20-year increments at the option of the BLM and using updated land appraisal values. At such time as the BLM Resource Management Plan is completed and the land area encompassing the proposed airport is designated as available for disposal, the Town may enter into negotiations with the BLM to acquire the land in fee simple.

Forms of Airport Operation and Management

Operation and management of a general aviation airport of the type and characteristics proposed by the Town of Pahrump generally takes one of two primary options. The first contemplates that the Town will assume these responsibilities and the second assigns these duties to a fixed base operator. Within these two basic options are combinations that may result in a sharing of responsibilities, operating revenues and expenses, and capital project implementation. Irrespective of the option adopted, the airport sponsor (owner) is ultimately responsible for maintaining the safe operation of the airport and fulfilling obligations that are tied to FAA AIP grant awards for the capital improvement program. The feasibility study also

evaluated a subset of the fixed base operator management and operation option that provides for maximizing the investment in the capital improvement program to the private sector.

A key operating revenue source at a general aviation airport is the sale of aviation fuel, which can approximate between about 70 percent and 80 percent of total revenues depending on the structure of the financial arrangements. Table ES-1 summarizes the net operating income under three airport operation and management options. The net operating income is positive for each airport operation and management option, which is an attractive outcome. Many publicly-owned general aviation airports across the country seek to breakeven on their operating revenue and their owners subsidize the shortfall as well as incur debt service requirements associated with airport capital improvement programs. This investment is returned through the economic benefits that accrue to the community through the availability of a well managed and equipped airport facility.

Table ES-1			
TOWN NET OPERATING INCOME BY OPERATION AND MANAGEMENT OPTION			
20-Year Annual Average Value To The Town			
By Operation and Management Option			
Value	Town	Fixed Base Operator	Maximized Private Investment
Operating Revenue (\$)	264,005	91,520	31,595
Operating Expenses (\$)	180,905	72,855	17,425
Net Operating Income (\$)	83,100	18,665	14,170

The data demonstrates that the Town can potentially earn a substantially higher net operating income when it staffs the airport to provide services to the aviation public, principally the sale of aviation fuel, even as it assumes the majority of the operating expenses. The net operating income can be applied to the debt service requirements to fund the Town's share of the airport capital improvement program.

The operating and management options can be mixed to achieve an appropriate balance between the interests of the Town and the private sector providing aeronautical services to users. One such option can provide for maximizing the private investment in the new airport. Such investments should be targeted to capital improvement projects that are not FAA AIP grant-eligible, and some \$2.56 million of projects identified for the proposed airport are within this category. Consideration of alternatives to the two primary airport operating and management options will result in other net operating income values and, therefore, the values in Table ES-1 can be considered to represent a range of outcomes.

Financial Feasibility

The establishment of the proposed Pahrump Valley General Aviation Airport is anticipated to cost some \$22.4 million. AIP grant funding for eligible projects from the FAA reduces the airport capital improvement program funding requirement of the Town to about \$4.3 million. It is anticipated that general obligation bonds issued for a 20-year at an interest rate of 4.00 percent and including a 125 percent coverage requirement will be the financing vehicle available to the Town of Pahrump. Additionally, the Town will need to lease the land from the BLM to proceed with the construction of the proposed airport. The total annual lease rate for each of the first 5 years of the land lease is \$48,750 based on a fair market value of \$3,000 per acre for unimproved land. The lease is FAA AIP grant-eligible and results in an annual cost to the Town of \$3,047 for each of the first five years.

The implementation of the 2 Percent Airport Room Tax Fund in the past few years demonstrates the forward thinking of the Town of Pahrump to generate additional funds to support the capital improvement program for the proposed airport. The Fund is anticipated to increase by \$100,000 annually and this sum can be applied to the debt service and land lease requirements. The Fund is essential in financing the initial phase of the airport capital improvement program when the proposed airport is not available for use or generating operating revenue. It is anticipated that the Fund will increase from its 2013 balance of \$186,000 to \$586,000 in 2017 while the airport planning, engineering and BLM land lease negotiations are completed, and construction can begin. At the end of 2017, the first debt service and land lease payments are to be made and the 2 Percent Airport Room Tax Fund balance is expected to be \$686,000 at that time. The first phase construction of the proposed airport will require three years to complete and the first year of operation of the Pahrump Valley General Aviation Airport is expected to be 2020.

The cash flow analyses of the two basic airport operations and management options indicates that over a 20-year period, the proposed airport will require an annual subsidy of nearly \$113,500 when the Town is operating and managing the proposed airport. The subsidy increases to about \$161,900 when operating and management responsibilities are assigned to a fixed base operator.

This outcome is not uncommon at general aviation airports of similar scope and character as the proposed Pahrump Valley General Aviation Airport. Owners of publicly-owned airports realize economic benefits that attributable to local area users and visitors that utilize the airport in the conduct of their business or other activities through the principle of the "multiplier effect", which serves to justify their investment in the airport.

Action to maximize the private investment at the proposed airport can eliminate the annual subsidy. The challenge is that a new "untested" airport may not attract the \$2.56 million level of private investment necessary to achieve that outcome. The Town may find that substantial tax and other incentives may be necessary to attract this level of capital investment in the proposed airport. For this reason, it is expected that the Town will assume the primary responsibility to construct the majority of that portion of the airport capital improvement program that is not eligible for FAA AIP funding, with the exception of aircraft storage hangars that the private sector is anticipated to be construct under the terms of a ground lease.

Conclusions

The financial feasibility study indicates that the proposed Pahrump Valley General Aviation Airport can realize an average annual net operating income based on the facilities made available to the aviation community. Modification to the airport capital improvement program presented in the 2008 Airport Master Plan as presented in this financial feasibility study enhances the financial viability of the proposed airport.

Although most publicly-owned airports of the type envisioned for the Town of Pahrump assign the operation and management of the facility to a fixed base operator, there is merit in having the Town assume responsibility for the sale of aviation fuel and provide overall airport operations and management duties, including maintenance of the facilities. The revenue anticipated from that activity helps position the proposed airport for the future because the Town can assume the bulk of the operating costs and debt service requirements.

Given the necessity to be financially sound in the initial years of operation and thereby provide better assurance that the proposed airport can succeed, it would be prudent for the Town to assume the larger role of operating and managing the facilities, including the sale of aviation fuel, for at least the first 10 years. This policy allows tenants to lease the maintenance hangar or other service facilities at attractive rates and focus on building their businesses. Fuel prices at the lowest end of the market will attract based and transient aircraft and help gain exposure for these tenant businesses. Based aircraft owners desiring hangar storage can construct these facilities individually, in partnerships or other forms of ownership. At such time as the proposed Pahrump Valley General Aviation Airport is on a solid operating and financial footing, management of the aviation fuel function can transition to a full-service fixed base operator.

Under this operating and management arrangement, the anticipated balance in the 2 Percent Airport Room Tax Fund is anticipated to fund the initial debt service requirements and land lease payments while the proposed airport is under construction and for a few years after it is open for operation. However, annual subsidies will then be required. These payments may be considered an investment in the proposed airport that is returned through economic and other development that the facility may generate in the community.

Chapter 1 INTRODUCTION

Background

The Town of Pahrump has been working toward the development of a general aviation airport to serve the community and the Pahrump Valley. In 2003, the Town was recognized by the Federal Aviation Administration (FAA) as the airport sponsor for the proposed airport and received a FAA Airport Improvement Program (AIP) grant to develop a master plan for the facility. The airport master plan included public involvement and was completed and accepted by the Pahrump Town Board in 2008. The proposed airport is identified as the Pahrump Valley General Aviation Airport.

The airport master plan identified two possible locations south of Gamebird Road and west of Pahrump Valley Boulevard and further defined the layout of the airfield and terminal area facilities to be located within a 650-acre footprint within land areas administered by the Bureau of Land Management (BLM), an agency within the Department of the Interior. Primary facilities include a 6000' runway with supporting taxiway system, aircraft tiedown aprons, hangars for aircraft storage and maintenance, terminal building, and utilities infrastructure and other airport support facilities. A nearly two-mile, off-site road originating at Gamebird Road is required to gain access to the proposed airport.

The Town of Pahrump held a public scoping meeting for an environmental assessment for the proposed airport in 2009. FAA and BLM reviews of the public comments led to their decision to prepare an environmental impact statement and on September 3, 2013 the agencies entered into a Memorandum of Understanding for that purpose. The FAA awarded an AIP grant to the Town of Pahrump in September 2013 to continue with the initial preparation of an environmental impact statement. The Town of Pahrump provided the BLM with \$60,000 in funding to establish a cost-recovery account for the BLM's participation in the environmental impact statement process. A public Notice of Intent to prepare an environmental impact statement has not yet been filed with the Environmental Protection Agency and a public scoping has not yet occurred.

Both the FAA and the BLM requested additional information from the Town of Pahrump regarding its ability to fund the initial construction and ongoing operations and maintenance of the proposed airport. The agencies also sought clarification regarding the transition of financial responsibility for the proposed airport from the Pahrump Town Board to the Nye County Board of County Commissioners following the decision by the residents of the Town of Pahrump to disestablish the Town Board form of government effective January 5, 2015. The Nye County Board of County Commissioners then adopted Nye County Resolution No. 2013-111 on March 19, 2013 to support development of the proposed airport and serve as co-sponsor.

This financial feasibility study evaluates the capability of the Town of Pahrump to construct, own and operate the proposed airport. This study assumes that the financial resources available to the Town now or in the future will not change when the Nye County Board of County Commissioners replaces the Pahrump Town Board as the governing body for the Town of Pahrump.

Chapter 2 MODIFIED AIRPORT CAPITAL IMPROVEMENT PROGRAM

INTRODUCTION

The chapter reviews the airport capital improvement program and associated establishment costs (plan, design and construction) recommended in the 2008 Airport Master Plan, and federal and state sources of funding. Modifications to the airport capital improvement based on the forecasts of aviation demand updated in November 2011, provision for the utilization of private, third-party investment for appropriate projects, and addition of certain projects, including land acquisition, that were initially not identified have been recommended. Further refinement of the airport capital improvement program such as those associated with the staging of the improvements and their priority, and the use of third-party investment in order to achieve a balance between net Airport operating revenues and debt service financing requirements are reviewed in Chapter 4.

BASIS FOR UPDATED CONSTRUCTION COST ESTIMATE AND MODIFIED AIRPORT CAPITAL IMPROVEMENT PROGRAM

The construction cost estimates presented in the 2008 Airport Master Plan were updated to reflect the following factors:

1. The November 2011 update to the forecasts of aviation demand.
2. Phased construction of the runway to initially provide a 5000' length and 75' width consistent with FAA design guidance for category B-II aircraft and visibility minimums not lower than $\frac{3}{4}$ -mile. Once the demand for a longer runway is justified, extension to 6000' and a widening to 100' to meet category C-II aircraft design criteria. The taxiway system is, however, initially designed to accommodate C-II aircraft.
3. Modifications to the requirements for the number of hangar storage units and the size of the aircraft tiedown area based on the updated forecasts of aviation activity and appropriate unit area factors.
4. Construction of the Airport access road in two phases. The first phase is to provide access for construction vehicles and the second phase is reserved to pave the roadway. The access road is designated as exclusive use in order to maintain its eligibility for FAA AIP grant funding.
5. Utilization of bid tabulation data for the construction of a new runway, taxiway, airfield lighting and related improvements at the Alamo Landing Field in 2011 and 2012.
6. Adjustment to the Alamo Landing Field bid tabulations to reflect changes in aggregate base material and plantmix unit costs provided by the Nevada Department of Transportation annually from 2002 through the third quarter of 2013.
7. Escalation of capital improvements other than airfield pavement and lighting based on a general price increase of three percent.
8. Modifications to the required capital improvement program to account for those not considered essential for this category of general aviation airport.

Table 2-1 presents the airport capital improvement program as identified by phase in the 2008 Airport Master Plan, modified and updated based on the factors listed above. The total updated cost of the airport capital improvement program is initially reduced from about \$33.7 million to nearly \$20.5 million.

During the update to the airport capital improvement program construction cost estimates and projects, further modifications were made to include certain action items that were considered appropriate for the new airport, but were not initially identified in the 2008 Airport Master Plan. These are shown in Table 2-2 and include apron security lighting and the construction of an aircraft maintenance hangar with office space and a public lobby area in Phase IB and Phase IC, respectively, all of which adds \$0.7 million to the total construction cost. The latter facility is expected to be leased to an aircraft maintenance tenant and serve as an interim public terminal administration facility until a structure dedicated to such public use is constructed by the Town in Phase III of the Airport Capital Improvement Program. Additionally, the staging program encompasses a 25-year period to be consistent with the November 2011 forecasts of aviation demand.

The airport capital improvement program identified in the 2008 Airport Master Plan did not address the cost of the land to be acquired from the Bureau of Land Management. The land conveyance process is governed by 43 CFR § 2640 and requires that the land be conveyed at fair market value as determined through an appraisal process. The land may also be leased from the Bureau of Land Management under the provisions of 43 CFR § 2911, provided that the total leased area is less than 2,560 acres. The annual lease rate is equivalent to 50 percent of the fair market value over the term of the lease and is adjusted every five years based on updated land value appraisals. The lease term may not exceed 20 years, but can be extended for successive terms at the option of the authorized officer of the Bureau of Land Management. Lease terms of at least 20 years satisfy FAA AIP guidance for funding participation in long-term leases. Additionally, the lessee is to equip the airport as required by the FAA Administrator within one year of the issuance of the lease. Inasmuch as the airport will require some three years to construct, it is assumed that the one-year requirement to equip can be met by initiating construction within that time frame.

Input from Town of Pahrump representatives suggest that a fair market value for the land area to be developed into a public use facility without supporting utilities infrastructure approximates \$3,000 per acre. The March 15, 2010 Memorandum of Understanding between the Federal Aviation Administration and the Town of Pahrump provides the conveyance or lease of approximately 650 acres of land. This equates to a fair market value of \$1,950,000.

The BLM has advised that the 650 acres for airport use is not eligible for acquisition in fee simple because the land area is not designated as available for disposal in its current Resource Management Plan, which is undergoing update and is anticipated to be completed in 2015. Consequently, until the Resource Management Plan is updated and the land area for the proposed airport is designated as available for disposal, the only option is for the BLM to lease the land in accordance with applicable regulations. The land lease rate for the initial 20-year term is calculated as \$48,750, of which 90 percent is eligible for funding under the FAA AIP. The Town of Pahrump is anticipated to enter into the land lease with the BLM, which could revert to acquisition in fee simple pending completion of the Resource Management Plan.

Insert Table 2-1 (page 1)

Insert Table 2-1 (page 2)

As presented in Table 2-2, the total modified airport capital improvement program increased the initially updated construction cost from about \$20.5 million to about \$21.2 million versus the 2008 Airport Master Plan estimate of \$33.7 million. This is a net decrease of about \$12.5 million, the primary causes for which are listed below.

1. A reduction in the amount of apron area required for based and transient aircraft tiedowns due to the lower aviation demand levels and the use of more appropriate unit area requirements. (-\$5.8 million)
2. Inclusion of an apron security lighting system (+\$0.2 million)
3. A shift in the construction of T-hangars by the Town to the private sector and a reduction in the number of required hangar spaces. Any type of hangar facility will be acceptable (shade, T- or box/community) at the preference of the owner. (-\$4.2 million)
4. Addition of an aircraft maintenance hangar with office/lobby space as a service feature and interim focal point for the terminal area. This facility may be constructed by the private sector. (+\$0.5 million)
5. Replacement of the proposed MALSR with ODALS. (-\$0.6 million)
6. Deletion of the aircraft rescue and fire fighting building and vehicle as the airport is not required to be certified under Federal Aviation Regulations (FAR) Part 139 and such services are available from facilities located within the Town. (-\$0.5 million)
7. Deletion of the perimeter road inasmuch as the airport is not required to be certified under FAR Part 139 and vehicular access to inspect fence lines can be achieved using four-wheel drive or other suitably equipped vehicles. (-\$1.8 million)
8. Deletion of the aircraft pollution abatement facility as the airport is not anticipated to serve aircraft utilized in agricultural spraying activities. (-\$0.2 million)

The modified airport capital improvement program shown in Table 2-2 also identifies the allocation of costs between the Town and FAA Airport Improvement Program (AIP) grants. The allocation reflects full participation by the FAA in all eligible projects and totals nearly \$17.0 million. The total cost to the Town is about \$4.3 million. Whether that level of federal participation is assured is uncertain. It is likely that projects identified in a particular stage will need to be deferred due to a lack of federal funding. Any potential adjustments to the airport capital improvement program and its staged implementation need to be balanced with the anticipated net operating income available to fund the Town's share of the program. This iterative process to determine a viable, staged airport capital improvement program is presented in Chapter 4.

Insert Table 2-2 (page 1)

Insert Table 2-2 (page 2)

AIRPORT CAPITAL IMPROVEMENT FUNDING SOURCES

The FAA administers the AIP that allocates funds for capital improvements and related services. Table 2-3 lists the types of projects that are eligible for AIP funding. The federal share of these projects is 93.75 percent. The State of Nevada, at one time, administered a grant program for airport capital projects through the Nevada Aviation Trust Fund. The program funded the nonfederal share of projects in those circumstances where the local airport entity match was "problematic" and typically applied at rural airports. The Nevada Aviation Trust Fund offered a total of \$500,000 annually and no airport could receive more than \$50,000 and all the funds were expended. The State legislature has not authorized a subsequent airport funding program.

Principal Project Type	Eligibility
Airport planning	Yes
Environmental assessments	Yes
Engineering design	Yes, for eligible projects
Land and aviation easement acquisition	Yes
Airfield and apron pavements	Yes
Airfield lighting and drainage	Yes
Airfield marking	Yes
Visual landing aids	Yes
Hangar facilities for aircraft storage	Yes, when all airside standards are in compliance
Terminal buildings	No
Automobile parking areas	No
Aircraft maintenance facilities	No
Aircraft fueling systems	No
Airport maintenance buildings	Yes, if used for eligible maintenance equipment
Facilities relocation	Yes, if required to implement an eligible project
Off-Airport improvements	No
Off-Airport land acquisition	Yes, for eligible projects
Airport facilities maintenance	No
Airport operations and administration	No

The FAA can offer letters of intent to fund certain airport development projects when available federal grant funding will not meet the airport sponsor's timing for the project. Letters of intent are limited in their amount and authorized only for projects that will preserve or enhance capacity, including systemwide airport capacity, and are subject to benefit/cost analysis. These letters of intent indicate the federal intent to fund the project in subsequent years, subject to the future availability of AIP funds, as well as the airport sponsor's financial commitment to the project. They are not an obligation of federal funding, but can offer a level of assurance to reduce the risk of not receiving federal grant funds, which in turn may lower financing costs to the airport sponsor. The FAA issues letters of intent only to primary (scheduled service) and reliever general aviation airports. The proposed Pahrump Valley General Aviation Airport is not so designated and, therefore, its ability to take advantage of the FAA letter of intent program is moot. During the continued planning, design and early stages of construction of the airport, it would be advisable to monitor capacity issues in the region to determine if reliever status can be assigned.

Grant funding from other Nevada agencies supporting economic development may be available for the construction of the proposed Pahrump Valley General Aviation Airport from the State of Nevada Community Development Block Grant Program. Program funds can be used to meet the nonfederal share of eligible airport capital improvement projects and might best be applied to those projects that develop the basic utility infrastructure of the proposed airport such as utility systems.

The United States Department of Agriculture administers a Community Facilities Direct Loan Program and a Community Facilities Grant Program, each of which provides funds for essential community facilities, typically associated in agriculturally oriented communities. Projects meeting that definition at the proposed Pahrump Valley General Aviation Airport could include terminal buildings, hangars, or equipment needed for public safety. That latter may be extended to include fencing, gates and security features such as lighting.

Notwithstanding these additional sources of capital improvement funding, the opportunity to secure funding is viewed as remote and likely to be of limited dollar amount. This does not preclude the Town from exploring such options, and new programs may be initiated as part of federal and state initiatives to stimulate national and local economies.

For the purposes of this financial feasibility study, funding for the construction of the proposed Pahrump Valley General Aviation Airport is dependent on that provided under the FAA AIP, which is intended to return taxes and other collections from users of the nation's aviation system to further advance the operational capability and safety of airports across the country. Without AIP grant funding, the future viability of the proposed airport is bleak unless it is constructed with local funds and possibly local contributions. Should that occur and assuming that the Bureau of Land Management will lease the land to the Town, the proposed airport could be operated and managed independent of FAA regulations and policies. Nonetheless, it would be prudent to plan and design the airport in compliance with FAA guidelines as these represent best practices within the airport industry.

Chapter 3

AIRPORT MANAGEMENT AND OPERATIONS STRUCTURES

INTRODUCTION

The ownership and management of an airport facility reflects a balance between policy and operational management. The airport owner sets the policies that will govern the management and operation of the facility. The management, or implementation of those policies can be carried out in a variety of organizational forms. This chapter highlights those ownership and management arrangements that may be suitable for the Pahrump Valley General Aviation Airport.

OWNERSHIP

Public ownership of an airport spreads the risk of financial management of the facility to the community and serves to ensure its continued use as an airport facility. The benefits of the airport to the local community in terms of access to the air transportation system are equivalent whether it is publicly-owned or remains in private ownership, provided that the airport continues to be operated and maintained to expected industry standards.

Public ownership also offers opportunity for expansion of the services made available to the public. A private owner tends to operate the facility to support its own capabilities and interests, both in terms of the market it seeks to serve or perceives as the market potential, as well as its financial strength. Alternatively, public ownership carries with it an obligation to permit and/or encourage investment by private parties in the use of the airport to stimulate or provide improved levels of service in the event the market is considered underserved. Therefore, the primary benefits of public ownership are the continuity of air access and the attraction of private investment to better serve the needs of the community.

Public ownership of airports in Nevada can take several forms. The primary options include:

- Local governmental entity
- Airport authority
- Industrial / economic development authority or agency
- Community development corporations

Local Government Entity

Typically, the governmental unit in which the airport is located tends to be the owner of the facility. This affords local government the control to best coordinate the use of the land as an airport with other land uses within the community. At times, local government entities may own an airport located within the jurisdiction of another government. This arrangement can be successful, but may encounter difficulties when the two government entities have opposing views with respect to the role and character of the airport. There are many instances where such opposing circumstances have unduly influenced the management and operation of the airport facility to the detriment of its public users.

The proposed Pahrump Valley General Aviation Airport will be physically located within the Town of Pahrump, which would make this entity the initial primary public candidate for ownership. Should the Town decline that role, the next logical governmental candidate would be Nye County, or the two entities jointly. The County currently owns three general aviation airports (Beatty, Gabbs and Tononpah.) Thereafter, the next level of government ownership would extend to the State of Nevada, which currently does not own any airports in the state and is likely not to entertain entry into this area of responsibility.

Airport Authority

Airport authorities are desirable in cases where no single local governmental unit seeks to own, manage or operate the facility. Airport authorities permit a form of multi-jurisdictional ownership and management that is autonomous from the individual governments that participate in the authority. Additionally, airport authorities can be created to have separate financial structures from local governments, which affords the potential to set and collect taxes to offset airport operations and development costs. This may be desirable when the airport is operated as a profit center or on an enterprise fund basis; when revenues must be generated specifically for the airport; when significant grants are used; and when operational and financial practices differ with municipal government practices. Airport authorities provide a level playing field of participation among local government participants, fostering positive relationships that ultimately work toward solutions that meet the needs of all communities involved.

Nevada law allows the formation of an airport authority comprised of representation of two or more local governmental units. For example, the proposed Pahrump Valley General Aviation Airport could be owned and managed by an airport authority comprised of Nye County and Clark County, particularly if the airport is designated as a reliever for McCarran International Airport. Clark County currently owns that airport and also four general aviation airports (Henderson Executive, Jean, North Las Vegas and Perkins Field), two of which are currently designated as relievers for McCarran International Airport.

Economic Development Authority or Agency

Industrial Development Agencies (IDA's) are economic development entities that seek to increase the amount of outside investment in a community or county, preserve and increase the number of local jobs, and market the assets of an area to outside businesses. Many IDA's use revolving loan funds with lower-than-market-value interest rates to attract business investment. IDA's do not have to be formed by State legislation, but instead, can be formed locally by incorporation. The Federal Aviation Administration has recognized and funded airports owned or acquired by IDA's. At present, there is no established IDA operating within Nye County or the State of Nevada. However, Nye County has established the Nye County Regional Economic Development Authority to provide revolving loans ranging between \$500 and \$5,000 to small businesses in support of business development initiatives.

Community Development Corporation

Community Development Corporations (CDC's) are not-for-profit corporations whose purpose is to benefit the local community or region. The structure of CDC's also permits banks to form such corporations in order to participate in local community development. Non-bank CDC's are mostly non-profit versions of Local Development Corporations (LDC's). These corporations can be formed by municipal governments, industrial development agencies, and other municipal or regional groups to undertake special projects. Specifically, projects can include job creation,

education, charitable objectives, residential rehabilitation and development, operation of commercial or industrial facilities, operation of transportation facilities, and the like. In essence, a non-bank CDC can operate for the public benefit in numerous ways, including the operation of an airport. There are no CDC's established in Nye County or the state at present.

OPERATION AND MANAGEMENT

The operation and management of an airport can be established in two basic manners, each of which is possible under the primary scenarios of airport ownership discussed above. The owning agency can hire staff to provide management control and conduct the maintenance function for the facility. This staff can also offer services to airport users such as aircraft fueling and maintenance, and other ground support services. The second primary option is for the owning agency to contract the management and operation of the airport to the private sector. As examples, the management and operation of the airport could be assigned to a for-profit entity that specializes in providing only airport management services and that does not interact with the airport tenants and users. Tenant and user services are then assigned through lease agreements with other private sector entities typically referred to as fixed base operators and/or specialized aviation service operators. A fixed base operator is defined as a full service commercial operator who is authorized to engage in the primary activity of aircraft refueling and usually, but not necessarily, a minimum of three of the following activities -- airframe and power plant maintenance, flight training, aircraft rental, aircraft charter or air taxi, avionics sales and service, and aircraft storage/hangar rentals. A specialized aviation services operator denotes a commercial aeronautical business offering a single or limited service such as flight training, aircraft maintenance, air charter or taxi, aircraft sales, avionics maintenance, aircraft rental and sales, and aircraft storage. Alternatively, the owning agency may opt to include airport management and operation duties in a lease with a fixed base operator.

Town as Operator and Manager

Typically, the selection of a preferred course of action for management of the airport is dependent on the financial strength of the airport operation. The operating revenues at an airport need to be sufficient to fund the staffing and operations costs of the owning agency performing this role, which could be expanded to include the sale of aircraft fuel and other services. Ideally, there should be a net operating income (operating revenue less operating expenses) that can be applied against the capital financing costs incurred to establish the airport facilities, although many general aviation airports are subsidized by the owner to meet all or a portion of debt service requirements. Several governmental units own and manage their airports, but most do not fulfill a fixed base operator role, preferring that private sector entities operate under a lease arrangement to provide line services (fueling and ground support); aircraft, avionics and other forms of maintenance; ground school and flight training; and air taxi and other flight services to the general public. However, there is a growing recent trend for general aviation airport owners to assume the aviation fuel operation and provide ground support services, while encouraging private sector firms to meet the other operational needs of the aviation public. This is the practice employed by Clark County, Nevada at its four general aviation airports. The City of Mesquite, Nevada provides aviation fuel and allows other aeronautical services to be provided by the private sector.

The public owner may also engage the services of a private sector airport management firm to provide daily airport administration, facilities maintenance and oversight of the businesses operating at the airport. Airport administration duties can include such activities as rental and lease fee management; review of operating expenses for power, utilities and facilities maintenance services; first line communication with federal, state and local agencies; and ensuring adherence to security controls and practices by all tenants. Again, there is a need for the airport to generate sufficient operating revenues to compensate the airport management firm for performing these duties. Such firms may also be compensated on an incentive fee basis determined as a percentage of the net operating income when the airport management firm is also responsible for maintaining the airport facilities. This form of financial arrangement requires considerable oversight by the airport owner to ensure that all necessary actions to maintain and operate the airport safely are being undertaken by the management company. The retention of a private airport management firm has been gaining appeal in recent years under variations of these practices such as a shared airport facilities maintenance arrangement.

Fixed Base Operator as Airport Operator and Manager

Most small, general aviation airports typically contract with the fixed base operator to provide day-to-day management of the facility including routine maintenance such as grounds keeping; inspection of the airside and landside facilities including replacement of light fixtures on the runway and taxiways; minor airside and terminal area facility maintenance; lease management of aircraft tiedown and hangar spaces; and first line coordination with federal, state and local government agencies. Major facility maintenance and repair actions are typically assigned to the airport owner, who also provides oversight of the fixed base operator performance as airport manager. The fixed base operator is compensated for the provision of these airport tenant and facility management responsibilities. This can be in the form of credits against leases and other fees to be paid to the owning governmental unit under its lease agreement, or as a direct payment.

Positive aspects of having fixed base operator management include:

Reduction in Duplicate Labor – because the fixed base operator must attend the airport during business hours, the addition of airport management function responsibilities does not generally require the assignment of more personnel.

Attraction of Business – the fixed base operator is operating on a for-profit basis and may seek new business opportunities for the airport. This benefits both the airport and the fixed base operator.

Reduction in Administrative Effort – when the fixed base operator manages the airport, it can be responsible for billing clients, collecting rents, approving airport invoices for payment by the airport owner, and providing other administrative support.

Negative aspects of having fixed base operator management include:

Special Interest – the fixed base operator can perceive some business activity that may benefit the airport and/or the local community as a threat. Particularly, the existing fixed base operator may shun the introduction of competition that may lower prices or bring alternative services to airport.

Lack of Control – the airport owner may forfeit some control when contracting management to a fixed base operator. Changes in the agreement must often wait until the contract expires or must be renewed. If the change is necessary, there is generally a premium that must be paid to the fixed base operator to amend the contract.

Lack of Specialized Expertise – the fixed base operator may lack desired elements of public management such as marketing, conference attendance, and the political savvy to address different constituents.

Audit and Cost Accounting – public-private partnerships usually fail because the agreements do not nail down important issues in the contract such as year-end audits for percent-of-gross agreements or acceptable methods of cost accounting.

Comment

When comparing the costs and benefits of using self-management over fixed base operator management, the value of the services being provided should be quantified. This allows for the preparation of financial pro formas that examine the revenues and expenses under alternative management arrangements and the impact on fees and charged paid by users of the airport.

There are variations to the basic themes of airport operation and management described above, and one or more may emerge as relevant for the proposed Pahrump Valley General Aviation Airport as the analysis of the flows of operating revenues and expenses are explored in Chapter 4. The objective of the final form of airport operation and management is to yield a facility that is financially self-sustaining for its stakeholders.

Chapter 4

FINANCIAL PLAN

INTRODUCTION

This chapter addresses the financial outcomes associated with the phased establishment of the airport capital improvement program in terms of operating revenue and expenses that test the financial feasibility of the proposed Pahrump Valley General Aviation Airport. The chapter concludes with findings and recommendations to enhance the financial feasibility outcome for the proposed Airport.

The achievable net operating income (operating revenue less operating expenses) serves to establish the bonding capability of the airport. This value must equal or exceed the Town's share of the airport facilities establishment costs. Shortfalls signal the need for subsidy by the Town. To mitigate against this outcome, it may be possible to shift the responsibility of establishing certain airport capital improvements to the private sector. Terminal area facilities not eligible for grant funding from the Federal Aviation Administration (FAA) Airport Improvement Program (AIP) are best suited to this objective. Additionally, modifications to the desired airport facilities, including those associated with the airfield, or their staging may offer opportunity to balance net operating income with the required airport capital improvement program.

Airports generate operating revenues from several key sources, whether the public or the private sector operates them. Each profit center contributes to revenue generation; the major distinction is that the provider of the service earns the revenue.

The airport owner has the right to earn revenue from airport tenants because they derive their income from the investment made in the basic airport facilities, including the airport property, funded by the airport owner. This typically takes the form of ground rents, percentage of gross sales, fees and charges, or combinations. Airport owners also have the exclusive or proprietors' right to take responsibility for the provision of all or some services provided at their airport. This allows airport owners to become the fixed base operator and allow others to provide specific services to airport users. At some airports, the airport owner assumes an administrative role and allows others to provide the full range of services needed by the aviation public. Other airport owners may opt to purchase and sell aviation fuel and have others provide aircraft flight instruction and maintenance, and other airport user services. The mix of responsibilities can vary greatly among airports, with the key underlying factor being that the revenue from each activity should cover its costs and allow for a margin to be reserved for profit and future improvements.

The allocation of capital improvement costs and associated financing costs presented in Chapter 2 combined with the management and operations structure discussed in Chapter 3 facilitate an assessment of alternative means to share the revenue that can be generated from the aviation activity at the proposed Pahrump Valley General Aviation Airport. This, in turn, also has a bearing on the operating expenses assumed by those earning the revenues.

The land lease with the BLM for the 650 acres begins at the time of construction of the proposed airport. The land lease rate is set by regulation at 50 percent of the fair market value during a 20-year time frame. The lease rate increases every five years and a five percent annual rate of increase is incorporated into the analysis. The annual lease payments are eligible for FAA AIP grant funding because the lease is considered long-term.

PRO FORMA STATEMENTS

A basic premise of airport financial management is that to reduce the burden on federal, state and local tax resources, airports are required to adopt a fee and rental structure that is as self-sustaining as possible. Obligated airports (those that receive federal grants for airport improvements) are to charge aeronautical users rates that are subject to the standards of reasonableness and nondiscrimination and which may be less than fair market value when justified. Rates and charges reflect the capital investment made by the tenant, lease terms and other factors associated with its operations and market conditions. The FAA defines an aeronautical use as any activity that involves, makes possible, or is required for the operation of aircraft, or that contributes to or is required for the safety of such operations. Generally, obligated airport owners must impose fair market value commercial charges for nonaeronautical uses of airport property. FAA's Federal Compliance Handbook 5100.6B addresses these issues in detail.

Pro forma statements of operating revenue and expenses are dependent on the allocation of airport management and operations responsibilities between the airport owner and tenants. The most appropriate allocation is one of the subjects of consideration in this financial feasibility study and, therefore, alternative pro forma statements have been prepared. These follow the airport management and operations structures discussed in Chapter 3.

Inasmuch as there is no historical record of airport operating revenue and expenses upon which to rely, financial data from comparable general aviation airports in the region were obtained for review. These airports, their operational characteristics and fee structure are summarized in Table 4-1. This information suggests a basis for establishing competitive rates and charges at the proposed Pahrump Valley General Aviation Airport. The primary features associated with the generation of operating revenues at these airports are:

1. The private sector is responsible for providing enclosed hangar facilities at each of the airports, with the exception of Tonopah Airport and two hangars at the Mesquite Airport. Hangar owners pay a ground rent to the airport. The shade hangars at the airports operated by Clark County are publicly-owned.
2. Excluding the higher end of the range paid for based aircraft tiedown at the airports owned by Clark County, a rate of between \$30 and \$45 per month appears to be an appropriate market value. Although the published Clark County rate structure includes tiedown space rates for relatively large aircraft, it is unlikely that those based at the Henderson Executive and North Las Vegas airports occupy those spaces.
3. Enclosed hangar space market rates are in the \$150 to \$300 per month range; however, the \$150 rate applies to one hangar at Mesquite under a specific compensation arrangement with the airport manager. Visual observation of the hangars at the airports owned by Clark County, Boulder City and Mesquite reflect a good to excellent condition.
4. The airport owner appears to be successful in controlling the sale of aviation fuel (Clark County and Mesquite) and leasing space or buildings to providers of other aircraft and pilot services.
5. Clark County applies a common rates and charges schedule at each of their four general aviation airports, thereby making no apparent distinction among them for the types of airside and terminal facilities provided.

Insert Table 4-1

Operating revenue and expenses at two of the area airports (Mesquite and Boulder City Municipal) were obtained from public records of the owning agency. Airport financial data for the general aviation airports operated by Clark County were not available, but is not viewed as essential given the size and complexity of two of these airports and the likely combined financial reports that are generated. Table 4-2 provides a summary of key financial data obtained for the Mesquite and Boulder City Municipal as well as two additional airports that have comparable, publicly-owned facilities as that for the proposed Pahrump Valley General Aviation Airport. These airports demonstrate differing operations and management structures as reflected in the type of operating revenue and expense categories. For example:

- Mesquite Airport, Nevada – contracts airport management to the private sector under a specified cash and non-cash compensation program with a sharing of fuel sales revenue. The City is responsible for airport maintenance and the majority of the aircraft hangars are privately-owned.
- Boulder City Municipal Airport, Nevada -- provides airport management services and leases land area for based aircraft tiedowns and for the private construction of hangar and other building construction. The City owns the fuel farm and contracts out its operation in exchange for a fuel flowage fee.
- Fernandina Beach Municipal Airport, Florida -- provides airport management services and receives a fuel flowage fee from aviation fuel sales made by the fixed base operator. The City owns all the T-hangar facilities; two conventional hangars are privately-owned and store only the owner's aircraft.
- Bryan Coulter Field, Texas -- provides airport management services, owns all the hangar facilities and receives all hangar, tiedown and fuel sales revenue.

The data in Table 4-2 indicates that where airport management services are provided by the airport owner, staff salaries and associated costs represent the greatest share of operating expenses, excluding the cost of aviation fuel and oil purchases for resale. These range from between nearly 42 percent at the Fernandina Beach Municipal Airport to about 86 percent at the Boulder City Municipal Airport. Airport staffing costs have a correlation with the responsibilities assumed by the airport owner and vary depending on the extent of time and resources necessary to manage fixed assets such as hangar and other building structures, as well as managing the purchase and sale of aviation fuel and oil products. The available financial data at these airports combined with the experience and judgment of QED was utilized to generate operating expense pro forma statements for the proposed Pahrump Valley General Aviation Airport.

The largest operating expense at the area airports aside from the staffing is the purchase of aviation fuel when it is resold to the aviation public by the owning public agency. This is the case at the Clark County and Mesquite airports. It also has the potential to generate the largest share of total operating revenue. At publicly-owned airports where the private sector is the fuel provider to the airport users, the airport owner receives a fuel flowage fee based on the number of gallons delivered. The fuel flowage has typically been a fixed cents amount per gallon delivered, which was an appropriate manner of accounting when the price of aviation fuel was generally constant. Today, the delivered price of aviation fuel is significantly higher, fluctuates daily and the retail cost is equally variable. For these reasons, a percentage of the delivered price of the aviation fuel may be viewed as a more appropriate form of revenue sharing between the airport owner and the provider of fuel to the aviation public.

Insert Table 4-2

Notwithstanding accounting methods, each of the airports is able to generate a net operating income. All also likely have existing debt service requirements; however, the extent of that financial liability was not reflected in the financial reports available. It is certain that shortfalls in meeting debt service requirements are generated from subsidies from the owning government entity.

The pro forma statements of operating revenue and expenses were prepared for the two alternative airport management and operations structures presented in Chapter 3. The results are shown in Table 4-3 and Table 4-4 (see pages 4-9 and 4-10) for the first five years of airport operation and then every fifth year through the forecast horizon. Certain components of the operating revenue and expenses necessarily vary among the airport management and operations options as summarized below. The annual land lease payment to the BLM is not included as an operating expense in order to better reflect the financial performance of the proposed airport based on traditional operating revenue and expense categories. The Town's share of the annual land lease expense after FAA AIP grant funding participation is added to debt service requirement and operating expenses and is not capitalized. Bonding a 20-year value of the land lease payments will result in a higher cost than outright annual payments due to the interest charge and required coverage requirement associated with debt financing.

Town as Operator and Manager

The primary inputs to the derivation of the pro forma statement (Table 4-3) of operating revenue and expenses at the proposed Pahrump Valley General Aviation Airport are listed below and considers that the Town:

1. Finances and constructs all the airport facilities and leases them to the private sector to provide aircraft services to the public, with the exception of aircraft hangar storage facilities that are to be constructed by the private sector. General obligation bonds (20-year) at an interest rate of 4 percent with a 125 coverage requirement are anticipated.
2. Receives lease payments for use of the terminal building and aircraft maintenance hangar. The public area of the aircraft maintenance hangar serves as the terminal administration building until that facility is constructed in Year 10 of the initial staging program. Lease payments are based on the amortization schedule for the facilities with an additional five percent allowance for maintenance. The Town receives 75 percent of the calculated lease payment during this shared use period.
3. Purchases and sells aviation fuel. A markup of \$0.75 per gallon sold is earned. This mark-up per gallon is similar to that received at the Mesquite Airport, which currently applies a \$0.75 and \$1.40 mark-up on avgas and Jet-A fuel, respectively. As a point of information, financial records available from the Meriden-Markham Municipal Airport in Connecticut at which QED staff have managed the facility on behalf of the City of Meriden indicate that the average margin on avgas has been \$0.774 per gallon during the period July 2012 through mid-October 2013 for the self-serve fuel system.
4. Receives all aircraft tiedown fees.
5. Receives a ground rent from the aircraft storage hangar owners based on a land valuation of \$500 per acre in order to attract investment and be competitive with area airports.

6. Is responsible for all Airport maintenance functions except for those facilities constructed by the private sector.
7. Is responsible for utility costs associated with the airfield and terminal area security lighting. The lessees and hangar owners pay their respective facility utilities costs.
8. Staffs the Airport with a full-time manager on-site five days per week, eight hours per day, and a part-time assistant for two days per week, eight hours per day.
9. Obtains Airport maintenance services from other Town departments or through contract to the private sector on an as-needed basis.
10. Obtains necessary liability insurance coverage associated with handling aircraft.

Fixed Base Operator as Airport Operator and Manager

The second primary form of airport operation and manager envisions that the fixed base operator assumes these responsibilities. In this instance, the pro forma statement of operating revenue and expenses (Table 4-4) is based on the premise that the Town:

1. Finances and constructs all the airport facilities and leases them to the private sector to provide aircraft services to the public, with the exception of aircraft hangar storage facilities that are to be constructed by the private sector. General obligation bonds (20-year) at an interest rate of 4 percent with a 125 coverage requirement are anticipated.
2. Receives lease payments for use of the terminal building and aircraft maintenance hangar. The public area of the aircraft maintenance hangar serves as the terminal administration building until that facility is constructed in Year 10 of the initial staging program. Lease payments are based on the amortization schedule for the facilities with an additional five percent allowance for maintenance. The Town receives 75 percent of the calculated lease payment during this shared use period.
3. Receives a fuel flowage fee of 2 percent of the delivered fuel price.
4. Receives 10 percent of aircraft tiedown fees collected by the fixed base operator.
5. Receives a ground rent from the aircraft storage hangar owners based on a land valuation of \$500 per acre in order to attract investment and be competitive with area airports.
6. Is responsible for maintaining, rehabilitating and reconstructing those facilities constructed with federal grant funds (airfield and apron areas, water supply and sewage system) and the access road and parking lot when needed. Lessees are responsible for all other airport facilities maintenance.
7. Is responsible for utility costs associated with the airfield and terminal area security lighting. The lessees and hangar owners pay their respective facilities utility costs.
8. Staffs the Airport with a part-time manager on-site 20 hours per week.
9. Obtains necessary general liability insurance coverage.

Escalation Considerations

Escalation is accounted for in the pro forma statements of operating revenue and expenses as follows:

1. Lease terms of 20 years for the use of the terminal facilities (terminal building, maintenance hangar, ground rents) escalate every five years based on an index appropriate to the airport operations industry. The producer price index for Airport Operations (SIC 48811) may be applicable, which increased at an annual rate of 2.2 percent between August 2008 and August 2013. A rate of 2.5 percent per year is employed in the pro formas, which is equivalent to a compounded rate of 13.1 percent on each 5-year anniversary.
2. The fuel margin (\$0.75 per delivered gallon of avgas and Jet-A) or the fuel flowage fee (2 percent basis) values hold constant through the forecast horizon.
3. Annual operating expenses increase at 3 percent to account for annual inflation.
4. Land lease with the BLM increases at an annual rate of 5 percent and is applied on each fifth anniversary of the lease.

Balance of page intentionally blank

Insert Table 4-3

Insert Table 4-4

Pre-Operational Funding

During the three-year Phase I of the airport capital improvement program, the Pahrump Valley General Aviation Airport will be under construction, but not operational and generating operating revenue. Nonetheless, the Town will be financially responsible for financing its share of the capital program, estimated at \$2,111,813 and the \$3,047 annual land lease payment to the BLM. It is anticipated that the Town will need to finance the Phase I cost by issuing a 20-year general obligation bond for at an interest rate of 4.00 percent with a coverage requirement of 125 percent. The annual debt service for this bond is \$191,958 and is to be secured by the 2 Percent Airport Room Tax Fund, which in 2013 had a balance of \$186,000. The Town estimates that future contributions to the Fund will be \$100,000 annually.

- End of 2014 -- Environmental impact statement process completed and airport layout plan approved
- End of 2015 -- Land appraisals, legal documents prepared and acquisition negotiations with Bureau of Land Management concluded
- End of 2016 -- Engineering design for all Phase I projects completed
- End of 2017 -- Phase IA projects completed and the first debt service payment and land lease payment is due. The 2 Percent Airport Room Tax Fund balance is \$586,000.
- End of 2018 -- Phase 1B projects completed
- End of 2019 -- Phase 1C projects completed and Pahrump Valley General Aviation Airport opens for operations. Second general obligation bond secured for funding Phase II projects.

The cash flow during this period of time approximates the following sequence:

End of Year	Beginning Balance (\$)	Annual Room Tax Collection (\$)	Annual Debt Service Payment (\$)	Annual Land Lease Payment (\$)	Ending Balance (\$)
1 - 2013	186,000	100,000	0	0	286,000
2 - 2014	286,000	100,000	0	0	386,000
3 - 2015	386,000	100,000	0	0	486,000
4 - 2016	486,000	100,000	0	0	586,000
5 - 2017	586,000	100,000	191,958	3,047	490,995
6 - 2018	490,995	100,000	191,958	3,047	395,990
7 - 2019	395,990	100,000	191,958	3,047	300,985

The 2 Percent Airport Room Tax Fund is able to meet the annual debt service and land lease payments through the Phase I construction of the proposed airport and maintain a positive balance that can be applied to future payments. The annual cash flow for the proposed airport is presented in Table 4-6 and Table 4-7 and includes the net operating income in each year through the 20th year of operation under the two basic forms of airport management and operation.

Evaluation of the Pro Forma Statements

As illustrated in Table 4-3 and Table 4-4, both airport management and operations structures are anticipated to generate a net operating income. The net operating income decreases in the first few years in each scenario as operating revenues do not increase at the same rate as operating expenses. When the fixed base operator serves as both airport operator and manager (Table 4-4), the financial outcome to the Town is essentially breakeven, particularly during the first 10 years of operation until the terminal building is constructed and other lease rates have escalated. This result is common at most publicly-owned general aviation airports that are similarly organized and managed and in many instances is the financial goal. Debt service and other major capital expenses are acknowledged as having to be subsidized by the owning entity in exchange for the direct and indirect economic benefits that accrue due to the availability of the local airport.

Table 4-3 demonstrates the value in revenue generation associated with the sale of aviation fuel when compared to the net operating income levels anticipated when the fixed base operator assumes that function (Table 4-4.) Although staffing costs increase to manage the fueling function and the overall operation of the airport, the margin earned from the direct fuel sales is sufficiently high to meet the staffing and operations costs to yield a net operating income in each year.

The net operating income combined with proceeds from the 2 Percent Airport Room Tax Fund can be used to fund a debt service program and the annual land lease payments to the BLM. It is anticipated that three general obligation bond issues corresponding to the Town's share of the capital improvement program will be utilized. Each bond is at 4.00 percent interest for a 20-year term and has a 125 percent coverage requirement.

Cash Flow Analysis

Table 4-6 and Table 4-7 present an extension of the annual cash flow to meet debt service and land lease payment requirements. Under the option that provides for the Town to manage and operate the proposed airport, there is anticipated to be a positive net balance after all costs through the first three years of airport operations. Thereafter, the Town will need to subsidize the proposed airport at an average annual value of about \$113,500 when budgeted over a 20-year operating period. Transfer of management and operations responsibilities to a fixed base operator shortens the positive net balance to the airport's first two years of activity and an average annual subsidy requirement of about \$161,900.

Although there is a projected annual subsidization of the proposed airport, on overall basis these financial outcomes are good indicators of its viability as most general aviation airports do not generate sufficient operating revenues to meet debt service requirements.

Insert Table 4-6

Insert Table 4-7

The airport capital improvement program was reviewed to identify projects that could be either postponed to beyond the 20-year planning horizon or made the responsibility of the private sector. There are opportunities for the latter with respect to all terminal area facilities ineligible for FAA grant funding. This, in turn, would reduce operating revenues as the fixed base operator and other tenants would be financially responsible to provide these facilities and pay only a ground rent to the Town. Ground rents apply to the total terminal area utilized to provide the terminal facilities. Under this scenario, the fixed base operator and tenants assume payment for all airport maintenance, except those facilities constructed with FAA grant funds, and all utilities. Further, the Town assigns responsibility for the operation and management of the proposed Airport to the fixed base operator, provides minimal oversight using current staff resources, and maintains only grant-funded capital improvements. The additional facilities that can be developed by the private sector, excluding those for aircraft hangar storage, or deferred to beyond the 20-year planning period and their establishment values are shown in Table 4-8.

Private Sector and Deferred Projects	Construction Value (\$)
Private Sector Projects	
Vehicle parking lot and service road (Phase IC)	316,200
Aircraft maintenance hangar/office/lobby area (Phase IC)	500,000
Fuel tanks and self-service kiosk (Phase IC)	402,700
Expansion of the vehicle parking lot and service road (Phase II)	157,600
Terminal administration building (Phase III)	1,184,000
Total Private Investment	2,560,500
Deferred Projects	
Town maintenance building (Phase III)	618,000
Total Reduction in Town Capital Improvement Costs	3,178,500

The reduction in capital costs of about \$3.18 million reduces the 20-year airport capital improvement program from some \$4.31 million to \$1.13 million. However, because the private sector is funding a significant portion of the airport capital improvement program that generates operating revenue, the Town will realize a lower level of net operating income as that income is to be rightfully earned by the private sector investors. Table 4-9 presents the pro forma statement of operating revenue and expenses to the Town when maximized private sector financing is considered. The average annual net operating income to the Town is \$14,170 and is slightly less than when the fixed base operator is responsible for the operation and management of the proposed airport (\$18,665.) This result is due to several factors that have both positive and negative impacts on the Town's potential net operating revenue. Among these are that the Town receives less lease revenue when it is not constructing terminal area facilities such as the aircraft maintenance hangar. Lease revenue is limited to ground rents for such private sector financed facilities. Additionally, the Town is not expected to have an on-site presence at the proposed airport when the majority of the terminal area facilities are constructed, maintained and owned by the private sector.

Insert Table 4-9

Table 4-10 illustrates the cash flow when more of the airport capital improvement program is transferred to the private sector. The results indicate that the Town will realize a positive financial position after payment of the land lease and debt service requirements, primarily as a result of the continuing \$100,000 contribution from the 2 Percent Airport Room Tax Fund. The balance in the Fund tends to remain generally constant at an average of about \$720,000 as the annual contribution of \$100,000 offsets the annual debt service and land lease costs.

This outcome suggests that not all of the projects listed in Table 4-8 need to be transferred to the private sector or postponed beyond the 20-year planning period. One way to assess how much of the project costs assigned to the private sector or deferred can be funded is to determine the bonding capability of an annual payment of about \$1,700. This value represents the difference between the balance of the 2 Percent Airport Room Tax Fund when the proposed airport is open to operations (\$686,000) and its average value over the 20-year period (\$720,000.) This translates to a 20-year bond at 4.00 percent interest with a 125 percent coverage requirement of about \$19,000, which is not sufficient to meet the capital costs of any of the projects listed in Table 4-8. A more aggressive view might be to reduce the 2 Percent Airport Room Tax Fund to a zero balance after the proposed airport has been operating for 20 years. By that time, the net operating income at the proposed airport under either of the two management and operations options will continue to be positive. That policy decision could fund a general obligation bond on the order of some \$473,000 based on an average annual debt service and land lease payments of \$36,000 and \$7,000, respectively. This funding capability can meet the capital requirements for some of the projects identified in Table 4-8. However, depleting the balance in the 2 Percent Airport Room Tax will hinder the Town's ability to finance post-20-year capital projects at the proposed airport and/or its ability to respond to unforeseen circumstances that require an influx of funds. Consequently, the best use of the 2 Percent Airport Room Tax Fund is to maintain it as a reserve for unforeseen events or possibly joint ventures with private sector seeking to invest in facilities at the proposed airport.

It would be important to provide the private sector with incentives to solicit a third-party investment of about \$2.56 million (\$3,178,500 less \$618,000) in order to facilitate the implementation of this airport operation and management option. Tax credits, property tax relief, access to low interest rate financing, and other incentives will likely be required. Also, the Town can explore other grant funding sources as described in Chapter 2.

Notwithstanding the above financial outcomes, it is important to recognize that the proposed Pahrump Valley General Aviation Airport is expected to generate a net operating income under each of the two primary operation and management options. The net operating income is sufficient to fund a portion of the debt service requirement and land lease payment, and an annual subsidy will be necessary to meet this financial obligation unless private sector investments are sought and achieved.

Sources to fund the annual subsidy could be obtained from contributions or other forms of financial support from Nye County. Both the Town of Pahrump and Nye County will receive economic benefit from activities generated by businesses linked to the proposed airport and visitors that arrive by air. These economic benefits are attributed to the salaries and wages paid to those employed at the Pahrump Valley General Aviation Airport and expenditures made by airport tenants and visitors for goods and services in the local area. These sums result in successive series of spending through the principle of the "multiplier effect," which states that for every dollar spent on local goods and services, at least another dollar is generated in additional spending.

Insert Table 4-10

FINDINGS AND RECOMMENDATIONS

The facilities to be provided at the proposed Pahrump Valley General Aviation Airport to attract based and transient aircraft should generate operating revenues under either of the two primary airport operations and management structures to meet operating expenses and yield a net operating income. This is a positive outcome of the financial feasibility study and compares favorably with the operating income statements from other area general aviation airports. These established airports have been in operation for many years and a large portion of their capital improvement program debt service to initially establish their airfield, terminal and landside facilities have since been paid. Further capital improvements at these airports will generally be funded with FAA grants or by the private sector as new commercial facilities are added to their ongoing business operations.

Greater levels of operating revenue can be realized when the Town sells aviation fuel directly to the users. Although this function also generates the highest operating expenses, the net operating income is also the greatest under this operational and management scenario and the best contributor to meeting the debt service requirements of the most practical airport capital improvement program. Nonetheless, the Town can be expected to provide a subsidy to offset shortfalls in net operating income to fund the debt service for the necessary facilities unless there is a substantial sharing of capital improvement costs between the Town and the private sector.

The proposed Pahrump Valley General Aviation Airport requires a minimum level of airfield, terminal and landside facilities and the cost of funding their establishment cannot be met by the potential net operating income. For this reason, the Town should explore ways to offset the total debt service requirement by offering financial incentives to the private sector to invest in those terminal area facilities that are not FAA grant-eligible.

During the continued planning, design and early stages of construction of the proposed airport, it would be advisable to monitor capacity issues in the region to determine if reliever status can be assigned.

Because the sale of aviation fuel is the greatest contributor to revenues at an airport, the Town should monitor the price of fuel charged at its neighboring airports to attract transient aircraft. Fuel prices can be discounted to based aircraft as a means to enhance their use of the proposed Pahrump Valley General Aviation Airport as well as attract pilots to relocate from other airports. A review of airports with self-serve avgas and Jet-A fuel within a 60-nm radius of the proposed airport and their current is presented in Table 4-11. This distance represents a travel time of about 30 minutes in still air by single-engine piston aircraft. Although corporate jet pilots will prefer full-serve Jet-A fuel service, those operating the relatively smaller single-engine and multi-engine piston and turboprop aircraft and helicopters will utilize the self-serve fuel kiosk.

**Table 4-11
COMPARATIVE GENERAL AVIATION AIRPORT FUEL PRICES
(60 nm radius of Pahrump, Nevada)**

Public-Use General Aviation Airport	Distance and Direction from Pahrump	Per Gallon Selling Price of Self-Serve Avgas	Per Gallon Selling Price of Self-Serve Jet-A Fuel	Attended Hours
North Las Vegas	41 nm E	\$5.60	NA (\$5.55 full service)	0600 - 2230
Henderson Executive	43 nm E	\$5.60	NA (\$5.55 full service)	0500 - 2200
Jean	39 nm SE	\$5.60	\$5.25	Unattended
Boulder City Municipal	56 nm ESE	\$5.60	\$5.19	0800 - 1700

Note: Fuel prices as of January 24, 2014 and can vary on a daily basis.

The information in Table 4-10 indicates that all of the public-use airports are located generally east of Pahrump and offer a reasonable service to based and transient aircraft in terms of the hours attended, with the exception of Jean, and the availability of fuel. Perhaps the most challenging competitor is the Clark County Department of Aviation, which purchases and sells aviation fuel at the general aviation airports they own and operate, and likely receives a discount on their purchase price due to the volume and frequency of their orders. Based and transient aircraft departing these airports to destinations other than to the west will not likely utilize the proposed Pahrump Valley General Aviation Airport on their departure or return. The same is true for those based aircraft departing to the west because they will likely overfly the Pahrump Valley area en route to their destination. However, return flights by these based aircraft could include a stop at the proposed Pahrump Valley General Aviation Airport to take advantage of the potentially lower fuel cost at the facility and to basically "top off" their aircraft fuel tank before reaching their final destination in the Las Vegas area east of the Pahrump Valley. Transient aircraft originating at airports in western Arizona and southwestern Utah may also find the availability of lower priced fuel attractive at the proposed Pahrump Valley General Aviation Airport to make a fuel stop when operating to airports to the west. These represent opportunities for the Town to maximize the volume of aviation fuel sales and will require an effective marketing message and related tools to gain the attention of the pilot community.

Staffing is an important component of marketing the proposed Pahrump Valley General Aviation Airport. The nearest general aviation airport west of the Las Vegas area that is staffed on a daily basis and offers aviation fuel (self-serve avgas is \$5.95 per gallon and self-serve Jet-A is \$6.25 per gallon) is Barstow-Daggett Airport, a publicly-owned facility about 83 nm south-southwest of Pahrump and equipped with two runways (6402' and 5123' in length.) Operating a well-attended airport that offers attractive fuel prices can contribute significantly to the potential net operating income for the Town. This level of service, combined with a shifting of terminal area facilities development to the private sector to the maximum extent feasible, may reduce the financial subsidy to establish, maintain and operate the proposed Pahrump Valley General Aviation Airport.

Given the necessity to be financially sound in the initial years of operation and thereby provide better assurance that the proposed airport can succeed, it would be prudent for the Town to assume the larger role of operating and managing the facilities, including the sale of aviation fuel, for at least the first 10 years. This policy allows tenants to lease the maintenance hangar or other service facilities at attractive rates and focus on building their businesses. Fuel prices at the lowest end of the market will attract based and transient aircraft and help gain exposure for these tenant businesses. Based aircraft owners desiring hangar storage can construct these facilities individually, in partnerships or other forms of ownership. At such time as the proposed Pahrump Valley General Aviation Airport is on a solid operating and financial footing, management of the aviation fuel function can transition to a full-service fixed base operator.

The Town should also evaluate the potential of serving as a base for the Civil Air Patrol and a flight training center for area colleges offering or considering providing courses in aviation and flight technology. Both types of airport tenants can prove to be some of the highest purchasers of aviation fuel. Although the Civil Air Patrol typically receives facility space and aircraft tiedowns at no cost in exchange for their public service, an educational institution could opt to construct a standalone facility and aircraft apron and be charged a ground rent. The College of Southern Nevada in Las Vegas presently offers an associate of applied science degree in aviation technology that instructs students to earn a private pilot license and instrument rating. The Luna Community College in Las Vegas graduates students with an associate degree of applied science in several vocational subject areas, but none are aviation-related. Their program could be expanded to include a course of study to earn an aircraft and powerplant license. One or both of these institutions may find a branch location in Pahrump an important complement to their overall growth plans. Other educational institutions not currently engaged in the aviation industry may also find the need for diversification of their academic program and enter the aviation education sector. Industry reports suggest that there will be a shortage of pilots and aircraft and powerplant mechanics and technicians in the next several years. Education and training facilities in Pahrump also contribute to the economic base of the community and serve as a means to attract, build and retain the local labor force. The Town is encouraged to investigate these public service and educational potentials as it continues its detailed airport planning and related implementation activities.

The 2 Percent Airport Room Tax Fund is an important contributor to the financial status of the proposed Pahrump Valley General Aviation Airport and will be to be collected and applied to debt service and land lease payments.

Summary

The proposed Pahrump Valley General Aviation Airport demonstrates a financial outcome that meets its operating expenses. This is a favorable situation, due in large measure to the ability to sell aviation fuel direct to the end users, and compares favorably with other publicly-owned airports in the area. Notwithstanding this outcome, the proposed airport will require an annual subsidy to meet debt service requirements, unless appropriate facilities are designated to be provided by the private sector users. The average annual subsidy approximates \$113,500 when the Town operates and manages the proposed airport and increases to nearly \$161,900 under an airport operation and management assigned to a fixed base operator.

Key elements of the financial plan include:

1. Modification of the initial capital improvement program to reflect updated forecasts of aviation demand and deletion of nonessential projects.
2. Town operation and management of the proposed airport for at least the first 10 years and then potential assignments of certain revenue-generating operations to the private sector. This establishes the Town as the owner of all terminal area facilities under the modified airport capital improvement program with the exception of those used for aircraft hangar storage.
3. Price the sale of aviation fuel at a margin that yields the lowest retail price in the region to attract based and transient aircraft to the proposed Airport.
4. Staff the proposed airport as a means to manage the facility, provide an attractive face of the community to the aviation public, and achieve a competitive advantage over area airports that are unattended.

**Table 2-1
AIRPORT CAPITAL IMPROVEMENT PROGRAM
AIRPORT MASTER PLAN AND UPDATE**

Airport Capital Improvement by Phase	Construction Cost (\$) 2007	Updated Construction Cost (\$) 2013	Comments
PHASE I IMPROVEMENTS (2008-2012)			
Phase IA - Year One			
Grading and drainage for total airport development including access road and all engineering design	4,025,000	4,150,000	
Total IA - Year One	4,025,000	4,150,000	
Phase IB - Year Two			
Construct Runway 12-30 (5000' x 100')	3,795,000	4,130,300	
Construct Parallel Taxiway A-Stage I (3000' x 35')	1,150,000	887,300	
Construct cross taxiways (two at 330' x 35'), hangar taxiways (two at 600' x 25') and (one at 350' x 35'), and aircraft parking apron (700' x 450')	3,772,000	1,040,200	Modified requirements for hangar taxiways from 15,000 sf to 11,500 sf, and aircraft apron from 315,000 sf to 67,500 sf
Construct access road - grade and gravel (11,000' x 25')	1,667,500	638,200	Modified to a construction vehicle access road
Install perimeter fencing including gates	747,500	770,000	
Install electrical vault, two PAPI units, segmented circle, wind cones and AWOS	667,000	374,700	
Extend electrical and telephone from Gamebird Road	1,380,000	1,420,000	
Total IB - Year Two	13,179,000	9,240,700	
Phase IC - Year Three			
Construct east cross taxiway (350' x 35') and holding apron (150' x 100')	287,500	225,100	
Construct vehicular parking lot and service road	307,000	316,200	
Construct 26 T-hangars	1,400,000	0	Modified to 20 hangars of any type by private investment
Install two 12,000-gallon fuel tanks and fuel island	391,000	402,700	Modified to provide self-serve fuel kiosk
Install on-site water well, water pump station and pressure tank	310,500	319,800	
Install septic tank and leach field sewage system	57,500	59,200	
Pave access road	0	1,074,400	Restricted to exclusive airport access
Total IC - Year Three	2,753,500	2,397,400	
Total Phase I Improvements	19,957,500	15,788,100	

Table 2-1 (continued)
AIRPORT CAPITAL IMPROVEMENT PROGRAM
AIRPORT MASTER PLAN AND UPDATE

Airport Capital Improvement by Phase	Construction Cost (\$) 2007	Updated Construction Cost (\$) 2013	Comments
PHASE II IMPROVEMENTS (2013-2017)			
Complete parallel Taxiway A (2000' x 35'), cross taxiways (two at 350' x 35') and holding apron (150' x 100')	805,000	904,800	
Expand aircraft parking apron (750' x 380' plus 300' x 150')	3,450,000	223,000	Modified from 315,000 sf to 27,000 sf
Install MALSR approach lighting system	690,000	100,000	Modified from MALSR to ODALS
Install runway end identifier lights (REIL)	46,000	74,300	Modified for installation on each runway end
Construct T-hangar taxiway	322,000	95,300	Modified for 20 hangar units
Extend vehicular parking and service road	153,000	157,600	
Construct 26 T-hangars	1,400,000	0	Modified to 10 hangars of any type by private investment
Total Phase II Improvements	6,866,000	1,554,800	
PHASE III IMPROVEMENTS (2018-2025)			
Extend Runway 12-30 (1000' x 100') and extend the taxiway system	1,322,500	1,165,200	Modified to include PAPI-2 and REIL relocation
Expand aircraft parking apron (150' x 150')	0	185,900	Modified to include a third expansion of 22,500 sf
Construct Town terminal administration building (5000 sf)	1,150,000	1,184,500	
Construct aircraft rescue and fire fighting building and acquire vehicle	460,000	0	Modified to reflect use of Town Fire Department station
Construct Town maintenance building (3000 sf)	600,000	618,000	
Construct perimeter road (16,000' x 25')	1,840,000	0	Modified to reflect not a required facility
Construct aircraft pollution abatement facility	150,000	0	Modified to reflect not a required facility
Construct 26 T-hangars	1,400,000	0	Modified to 20 hangars of any type by private investment in two stages
Total Phase III Improvements	6,922,500	3,153,600	
TOTAL CAPITAL IMPROVEMENT PROGRAM	33,746,000	20,496,500	

**Table 2-2
MODIFIED AIRPORT CAPITAL IMPROVEMENT PROGRAM
FEDERAL AND TOWN SHARES**

Airport Capital Improvements by Phase	Updated Construction Cost (\$) 2013	Federal Share Full Participation (\$) 2013	Town Share (\$) 2013
PHASE I IMPROVEMENTS (First Three Years)			
Phase IA - Year One			
Land acquisition survey and appraisal (650 acres)	50,000	46,875	3,125
Grading and drainage for total airport development (including access road and all engineering design)	4,150,000	3,890,625	259,375
Total IA - Year One	4,200,000	3,937,500	262,500
Phase IB - Year Two			
Construct Runway 12-30 (5000' x 75')	3,097,700	2,904,094	193,606
Construct Parallel Taxiway A-Stage I (3000' x 35')	867,300	813,094	54,206
Construct cross taxiways (two at 330' x 35'); hangar taxiways (two at 350' x 25') and (one at 270' x 35'); and aircraft parking apron (150' x 450')	1,040,200	975,188	65,013
Construct construction vehicle access road - grade and gravel (11,000' x 25')	638,200	598,313	39,888
Install apron security lighting system	200,000	187,500	12,500
Install perimeter fencing including gates	770,000	721,875	48,125
Install electrical vault, two PAPI-2 units, segmented circle, wind cones and AWOS	374,700	351,261	23,439
Extend electrical and telephone from Gamebird Road	1,420,000	1,331,250	88,750
Total IB - Year Two	8,408,100	7,882,594	525,506
Phase IC - Year Three			
Construct east cross taxiway (350' x 35') and holding apron (150' x 100')	225,100	211,031	14,069
Construct vehicular parking lot and service road	316,200	0	316,200
Construct 20 T-hangers (private investment)	0	0	0
Construct aircraft maintenance hangar with office and public lobby area (10,000 sf total)	500,000	0	500,000
Install two 12,000-gallon fuel tanks and self-serve fuel kiosk	402,700	0	402,700
Install on-site water well, water pump station and pressure tank	318,800	299,813	19,988
Install septic tank and leach field sewage system	59,200	55,500	3,700
Pave access road	1,074,400	1,007,250	67,150
Total IC - Year Three	2,897,400	1,673,594	1,323,808
Total Phase I Improvements	15,505,500	13,293,688	2,111,813

Table 2-2 (continued)
MODIFIED AIRPORT CAPITAL IMPROVEMENT PROGRAM
FEDERAL AND TOWN SHARES

Airport Capital Improvements by Phase	Updated Construction Cost (\$) 2013	Federal Share Full Participation (\$) 2013	Town Share (\$) 2013
PHASE II IMPROVEMENTS (Years 4 through 10)			
Complete parallel Taxiway A (2000' x 35'), cross taxiways (two at 350' x 35') and holding apron (150' x 100')	904,600	848,063	56,538
Expand aircraft parking apron (150' x 180')	223,000	209,063	13,938
Install ODALS approach lighting system	100,000	93,750	6,250
Install runway end identifier lights (REIL) (2 sets)	74,300	69,656	4,644
Construct T-hanger taxiway	95,300	88,344	5,956
Extend vehicular parking and service road	157,800	0	157,800
Construct 20 T-hangers (private investment)	0	0	0
Total Phase II Improvements	1,554,800	1,309,876	244,926
PHASE III IMPROVEMENTS (Years 11 through 25)			
Extend Runway 12-30 (1000' x 100'), widen Runway 12-30 (5000' x 25'), extend the taxiway system, and relocate PAPI-2 and REIL units	2,197,700	2,060,344	137,356
Expand aircraft parking area (150' x 150')	185,900	174,281	11,619
Construct Town terminal administration building (5000 sf)	1,184,500	0	1,184,500
Construct aircraft rescue and fire fighting building and acquire vehicle	0	0	0
Construct Town maintenance building (3000 sf)	618,000	0	618,000
Construct perimeter road (16,000' x 25')	0	0	0
Construct aircraft pollution abatement facility	0	0	0
Construct 20 T-hangers in 2 stages of 10 each (private investment)	0	0	0
Total Phase III Improvements	4,186,100	2,234,628	1,951,476
TOTAL AIRPORT CAPITAL IMPROVEMENT PROGRAM	21,246,400	16,938,188	4,308,213

Table 4-1
AREA AIRPORTS COMPETITIVE STATUS

Item	AREA AIRPORTS								
	Betty Airport	Gabbs Airport	Yonopah Airport	Henderson Executive	North Las Vegas Airport	Jean Airport	Parkline Field	Mesquite Airport	Boulder City Municipal Airport
Ownership	Nye County	Nye County	Nye County	Clark County	Clark County	Clark County	Clark County	City of Mesquite	Boulder City
Runway Length x Width	5615 x 60	5900 x 65 2800 x 65	7158 x 80 6195 x 50	5001 x 75 6501 x 100	5005 x 75 5001 x 75 4203 x 75	4600 x 75 3700 x 60	4811 x 75	5121 x 75	4603 x 75 3852 x 75
Displaced Landing Threshold	None	None	None	None	RW 30R 202	None	None	None	None
Runway Surface	Paved	Dirt Dirt	Paved Paved	Paved Paved	Paved Paved Paved	Paved Paved	Paved	Paved	Paved
Runway Lighting	MIRL	None	RW 15-33 MIRL RW 11-29 None	All MIRL	All MIRL	RW 2L-20R MIRL RW 2R-20L None	MIRL	MIRL	MIRL
Instrument Approach	None	None	Nonprecision	Nonprecision	Precision	None	None	None	None
Based Aircraft	5	1	5	247	462	34	14	23	234
Tiedown Fees (\$ / month)									
Based	None	None	None	45 - 135	45 - 135	45 - 135	45 - 135	30	50 - 60
Transient	None	None	None	15 - 100 / night*	15 - 100 / night*	15 - 100 / night*	15 - 100 / night*	None	5 - 8 / night
Handling Fee (per transient)	None	None	None	Yes	Yes	None	None	None	None
Hangar Storage (spaces)									
T-Hangar	NA	NA	NA	0	26	NA	NA	5	15
Single / Community	2		5	190	136	NA	NA	7	125
Shade	NA	NA	NA	57	213	NA	NA	NA	NA
Hangar Fees (\$ / month)									
T-Hangar	NA	NA	NA	NA	NA	NA	NA	0**	0**
Single / Community	NA	0**	200	0**	0**	NA	0**	150 - 300	0**
Shade	NA	NA	NA	30 - 90	30 - 90	NA	NA	NA	NA
Spaces available	NA	No	0	No	Shade - 32	NA	NA	1	7
Waiting List (number)	0	No	No	Yes (unknown)	Yes (unknown)	NA	No	No	No
Landing Fee	None	No	No	10 - 50	10 - 50	10 - 50	10 - 50	No	NA00 / yr***
Fuel (\$/gal)									
Avgas	NA	NA	5.98	5.19	5.19	NA	NA	NA	8.35
Jet-A	NA	NA	5.18	5.43	5.43	NA	NA	NA	5.43
Self-Serve Fuel	NA	NA	NA	Avgas 5.89	Avgas 5.89	Avgas 5.89 Jet-A 5.13	Avgas 5.89	Avgas 5.89 Jet-A 5.39	Avgas 6.05 Jet-A 5.13
Services									
Number of FBOs / Service Providers	1	None	1	5	4	3	1	1	9
Flight Training	No	No	Yes	Yes	Yes	No	No	No	Yes
Major maintenance	No	No	Yes	Yes	Yes	No	No	No	Yes
Minor maintenance	No	No	Yes	Yes	Yes	No	No	No	Yes
Special	No	No	No	Avionics	Avionics	Cadet	No	Medevac	Sightseeing Tours Afloat Service Glydiving Avionics
Hours of Operation	Unattended	Unattended	0800 - 2300	0500 - 2220	0800 - 230	Unattended	Th - Mon Daylight	0700 - 1700	0800 - 1700

* Rate varies depending on aircraft footprint area and is waived if the applicable threshold value of fuel is purchased.
 ** Hangars are privately-owned and only a ground rent applies. Ground rents are based on land valuations.
 *** Charged to commercial operators using the Airport more than three times per year.

**Table 4-2
COMPARATIVE AIRPORT FINANCIAL DATA**

Key Revenue and Expense Item	Comparative Airport and Date of Data			
	Masquite Airport, NV FY 2012 (\$)	Boulder City Municipal Airport, NV FY 2011 (\$)	Ferrandina Beach Municipal Airport, FL FY 2012 (\$)	Bryan Coulier Field, TX FY 2011 (\$)
Operating Revenue				
Aviation Fuel and Oil Sales	500,194		234,180	347,543
Hangar Leases	64,155			118,123
Leases - Other	14,014			
Fuel Flowage Fee		54,810	43,308	
Airport Building Leases		73,263	15,323	
Airport Ground Leases		354,074	74,807	
Airport Tie-downs		24,795		
Total	578,383	506,942	367,416	465,666
Operating Expenses				
Airport Contract Management	75,781			
Insurance	7,014		47,229	
Services and Supplies	9,575			
Aviation Fuel and Oil	406,558			254,085
Salaries and Wages		155,493	64,732	128,799
Overtime		2,056	765	
Employee Benefits		60,112	62,821	
Maintenance		10,771		8,517
Materials and Supplies		19,281		11,077
Travel and Training		6,482		
Other Operating Expenses		3,180		
Communications, Postage			3,455	
Utilities	5,100		33,697	7,227
Building Maintenance		5,400	74,174	
Vehicle and Equipment Maintenance			8,476	
Gas and Oil			7,002	
Total	506,228	262,776	302,351	420,705
Net Operating Income	73,135	244,167	65,065	44,961
Basic Operational Data				
Longest Runway (length x width)	5171' x 75'	4803' x 75'	5301' x 100'	4000' x 75'
Estimated Based Aircraft	23	234	62	67
Estimated Annual Aircraft Operations	15,050	100,025	47,000	16,200

**Table 4-3
TOWN PRO FORMA STATEMENT OF OPERATING REVENUE AND EXPENSES
TOWN AS OPERATOR AND MANAGER**

Key Revenue and Expense Item	Year of Airport Operation (Year 1 corresponds to Year 4 of ACIP)								Comments
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 10	Year 15	Year 20	
Operating Revenue									
Net Aviation Fuel Sales	123,800	125,100	126,500	128,000	170,800	171,700	220,600	302,400	Selling price less purchase cost
Terminal Administration Building Lease	0	0	0	0	0	12,000	13,600	15,400	
Aircraft Maintenance Hangar Lease	35,800	35,800	35,800	35,800	35,800	54,000	61,000	69,000	
Aircraft Tiedown Fees	10,100	4,800	4,800	4,800	4,800	5,400	1,400	2,300	Variable as hangar spaces are built
Ground Rent from Storage Hangars	0	2,500	2,500	2,500	2,500	5,700	6,500	11,000	
Total Operating Revenue	169,700	168,200	169,600	171,100	213,900	248,800	303,100	400,100	
Operating Expenses									
Airport Manager	75,000	77,300	79,600	82,000	84,400	97,900	113,400	131,500	Includes benefits
Assistant Airport Manager	24,000	24,700	25,500	26,200	27,000	31,300	36,300	42,100	Includes benefits
Facilities Maintenance	5,000	5,100	5,300	5,500	15,600	21,500	27,600	33,800	New airport facilities in initial years
Utilities (airfield and security lighting)	12,000	12,300	12,600	13,100	13,600	15,800	18,300	21,200	
Insurance	8,000	8,200	8,400	8,700	9,000	10,400	12,100	14,000	Liability and Workers Compensation
Total Operating Expenses	124,000	127,600	131,400	135,500	149,600	176,900	207,700	242,600	
Net Operating Income	45,700	40,600	38,200	35,600	64,300	71,900	95,400	157,500	Average annual is \$83,100

**Table 4-4
TOWN PRO FORMA STATEMENT OF OPERATING REVENUE AND EXPENSES
FIXED BASED OPERATOR AS AIRPORT OPERATOR AND MANAGER**

Key Revenue and Expense Item	Year of Airport Operation (Year 1 corresponds to Year 4 of ACIP)								Comments
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 10	Year 15	Year 20	
Operating Revenue									
Fuel Flowage Fee	15,800	16,000	16,100	16,300	22,300	22,400	28,800	39,800	
Terminal Administration Building Lease	0	0	0	0	0	12,000	13,600	15,400	
Aircraft Maintenance Hangar Lease	35,800	35,800	35,800	35,800	35,800	54,000	61,000	69,000	
Aircraft Tiedown Fees	1,000	500	500	500	500	500	200	200	Variable as hangar spaces are built
Ground Rent from Storage Hangars	0	2,500	2,500	2,500	2,500	5,700	6,500	11,000	
Total Operating Revenue	52,600	54,800	54,900	55,100	61,100	94,600	110,100	135,400	
Operating Expenses									
Airport Manager	33,200	34,200	35,200	36,200	37,300	43,300	50,200	57,200	Includes benefits
Assistant Airport Manager	0	0	0	0	0	0	0	0	
Facilities Maintenance	4,000	4,100	4,200	4,400	4,500	5,200	6,100	7,000	AIP-funded facilities and access road
Utilities (airfield and security lighting)	12,000	12,300	12,600	13,100	13,600	15,800	18,300	21,200	
Insurance	5,000	5,200	5,300	5,500	5,600	6,500	7,600	8,800	Liability and Workers Compensation
Total Operating Expenses	54,200	55,800	57,300	59,200	61,000	70,800	82,200	94,200	
Net Operating Income	-1,600	-1,000	-2,400	-4,100	100	23,800	27,900	41,200	Average annual income is \$18,665

**Table 4-6
CASH FLOW AFTER DEBT SERVICE, LAND LEASE AND FUNDING CONTRIBUTIONS
TOWN AS AIRPORT OPERATOR AND MANAGER**

Phase	End of Year	Year	Bond Issue for Town Share of ACIP	Required Debt Service by Phase	Annual Required Cumulative Debt Service	Annual Net Airport Operating Income	Annual Net Required Debt Service	Annual Lease Payment	2 Percent Airport Room Tax Fund			Total Funds Available After Debt Service and Lease Payment	Annual Required Subsidy
									Beginning Balance	Annual Collection	Ending Balance		
	-4	2013							186,000	100,000	286,000	286,000	0
	-3	2014	EIS and AMP completed. ROD issued.			0	0	0	286,000	100,000	386,000	386,000	0
	-2	2015	BLM negotiation concluded.			0	0	0	386,000	100,000	486,000	486,000	0
	-1	2016	Engineering design completed			0	0	0	486,000	100,000	586,000	586,000	0
I	1	2017	2,111,813	191,958	191,958	0	191,958	3,047	586,000	100,000	686,000	480,995	0
	2	2018		191,958	191,958	0	191,958	3,047	480,995	100,000	580,995	385,990	0
	3	2019		191,958	191,958	0	191,958	3,047	385,990	100,000	485,990	300,985	0
II	4	2020	244,825	22,263	214,221	45,700	168,521	3,047	300,985	100,000	400,985	229,417	0
	5	2021		22,263	214,221	40,600	173,621	3,047	229,417	100,000	329,417	152,749	0
	6	2022		22,263	214,221	38,200	176,021	3,889	152,749	100,000	252,749	72,839	0
	7	2023		22,263	214,221	35,600	178,821	3,889	72,839	100,000	172,839	-9,871	9,871
	8	2024		22,263	214,221	64,300	148,921	3,889	0	100,000	100,000	-53,810	53,810
	9	2025		22,263	214,221	65,820	148,401	3,889	0	100,000	100,000	-52,290	52,290
	10	2026		22,263	214,221	67,340	148,881	3,889	0	100,000	100,000	-50,770	50,770
III	11	2027	1,951,475	177,383	391,604	68,980	322,744	4,983	0	100,000	100,000	-227,707	227,707
	12	2028		177,383	391,604	70,380	321,224	4,983	0	100,000	100,000	-226,187	226,187
	13	2029		177,383	391,604	71,900	319,704	4,983	0	100,000	100,000	-224,667	224,667
	14	2030		177,383	391,604	76,800	315,004	4,983	0	100,000	100,000	-218,967	218,967
	15	2031		177,383	391,604	81,300	310,304	4,983	0	100,000	100,000	-215,267	215,267
	16	2032		177,383	391,604	86,000	305,604	6,335	0	100,000	100,000	-211,939	211,939
	17	2033		177,383	391,604	90,700	300,904	6,335	0	100,000	100,000	-207,239	207,239
	18	2034		177,383	391,604	95,400	296,204	6,335	0	100,000	100,000	-202,539	202,539
	19	2035		177,383	391,604	107,820	283,784	6,335	0	100,000	100,000	-190,119	190,119
	20	2036		177,383	391,604	120,240	271,364	6,335	0	100,000	100,000	-177,899	177,899
												Average Subsidy When Needed	162,134
												Average 20-Year Subsidy When Budgeted Annually	113,494

Notes: \$586,000 is based on June 2013 balance of \$186,000 plus \$100,000 annually for the next 3 years during which time the EIS and negotiations with the BLM are finalized and the Phase I bond is issued.

Airport does not earn revenue until the fourth year after construction begins.

When there is a subsidy required in one year, then the beginning balance of the 2 percent airport room tax is equal to 0.

Table 4-7
**CASH FLOW AFTER DEBT SERVICE, LAND LEASE AND FUNDING CONTRIBUTIONS
 FIXED BASE OPERATOR AS AIRPORT OPERATOR AND MANAGER**

Phase	End of Year	Year	Bond Issue for Town Share of ACIP	Required Debt Service by Phase	Annual Required Cumulative Debt Service	Annual Net Airport Operating Income	Annual Net Required Debt Service	Annual Lease Payment	2 Percent Airport Room Tax Fund			Total Funds Available After Debt Service and Lease Payment	Annual Required Subsidy
									Beginning Balance	Annual Collection	Ending Balance		
	-4	2013							186,000	100,000	286,000	286,000	0
	-3	2014	EIS and AMP completed. ROD issued.			0	0	0	286,000	100,000	386,000	386,000	0
	-2	2015	BLM negotiation concluded			0	0	0	386,000	100,000	486,000	486,000	0
	-1	2016	Engineering design completed			0	0	0	486,000	100,000	586,000	586,000	0
I	1	2017	2,111,183	191,958	191,958	0	191,958	3,047	586,000	100,000	686,000	490,995	0
	2	2018		191,958	191,958	0	191,958	3,047	490,995	100,000	590,995	395,990	0
	3	2019		191,958	191,958	0	191,958	3,047	395,990	100,000	495,990	300,985	0
II	4	2020	244,925	22,263	214,221	-1,600	215,821	3,047	300,985	100,000	400,985	182,117	0
	5	2021		22,263	214,221	-1,000	215,221	3,047	182,117	100,000	282,117	63,649	0
	6	2022		22,263	214,221	-2,400	216,621	3,689	63,649	100,000	163,649	-56,661	56,661
	7	2023		22,263	214,221	-4,100	218,321	3,689	0	100,000	100,000	-122,210	122,210
	8	2024		22,263	214,221	100	214,121	3,689	0	100,000	100,000	-118,010	118,010
	9	2025		22,263	214,221	4,640	209,381	3,689	0	100,000	100,000	-113,270	113,270
	10	2026		22,263	214,221	9,580	204,641	3,689	0	100,000	100,000	-108,530	108,530
III	11	2027	1,951,475	177,383	391,604	14,320	377,284	4,963	0	100,000	100,000	-262,247	262,247
	12	2028		177,383	391,604	19,060	372,544	4,963	0	100,000	100,000	-277,507	277,507
	13	2029		177,383	391,604	23,800	367,804	4,963	0	100,000	100,000	-272,767	272,767
	14	2030		177,383	391,604	24,620	366,984	4,963	0	100,000	100,000	-271,947	271,947
	15	2031		177,383	391,604	25,440	366,164	4,963	0	100,000	100,000	-271,127	271,127
	16	2032		177,383	391,604	26,260	365,344	6,335	0	100,000	100,000	-270,307	270,307
	17	2033		177,383	391,604	27,080	364,524	6,335	0	100,000	100,000	-270,487	270,487
	18	2034		177,383	391,604	27,900	363,704	6,335	0	100,000	100,000	-270,667	270,667
	19	2035		177,383	391,604	30,560	361,044	6,335	0	100,000	100,000	-267,379	267,379
	20	2036		177,383	391,604	33,220	358,384	6,335	0	100,000	100,000	-264,719	264,719
												Average Subsidy When Needed	215,930
												Average 20-Year Subsidy When Budgeted Annually	181,948

Notes: \$586,000 is based on June 2013 balance of \$186,000 plus \$100,000 annually for the next 3 years during which time the EIS and negotiations with the BLM are finalized and the Phase I bond is issued.

Airport does not earn revenue until the fourth year after construction begins.

When there is a subsidy required in one year, then the beginning balance of the 2 percent airport room tax is equal to 0.

Table 4-9
TOWN PRO FORMA STATEMENT OF OPERATING REVENUE AND EXPENSES
MAXIMIZED PRIVATE SECTOR CONSTRUCTION, MAINTENANCE, OPERATION AND MANAGEMENT RESPONSIBILITY

Key Revenue and Cost Item	Year of Airport Operation (Year 1 corresponds to Year 2 of ACIP)								Comments
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 10	Year 15	Year 20	
Operating Revenue									
Fuel Flowage Fee	15,800	16,000	16,100	16,300	22,300	22,400	28,800	39,800	
Terminal Area Structures Ground Rent	300	300	300	200	300	400	500	600	Applies to non-AIP funded facilities Includes terminal administration building and aircraft maintenance hangar
Aircraft Tiedown Fees	1,000	500	500	500	500	500	200	200	Variable as hangar spaces are built
Ground Rent from Storage Hangars	0	2,500	2,500	2,500	2,500	5,700	6,500	11,000	
Total Operating Revenue	17,100	19,300	19,400	19,500	25,600	29,000	36,000	51,600	
Operating Expenses									
Airport Manager	0	0	0	0	0	0	0	0	Minimal oversight
Assistant Airport Manager	0	0	0	0	0	0	0	0	
Facilities Maintenance	4,000	4,100	4,200	4,400	4,500	5,200	6,100	7,000	AIP-funded facilities and access road
Utilities (airfield and security lighting)	6,000	6,200	6,300	6,600	6,800	7,900	9,200	10,600	Equal shares for Town and tenants
Insurance	3,000	3,100	3,200	3,300	3,400	3,800	4,300	4,900	Liability
Total Operating Expenses	13,000	13,400	13,700	14,300	14,700	16,900	19,600	22,500	
Net Operating Income	4,100	5,900	5,700	5,200	10,900	12,100	16,400	29,100	Average annual net income is \$14,170

**Table 4-10
CASH FLOW AFTER DEBT SERVICE, LAND LEASE AND FUNDING CONTRIBUTIONS
MAXIMIZED PRIVATE INVESTMENT**

Phase	End of Year	Year	Bond Issue for Town Share of ACIP	Required Debt Service by Phase	Annual Required Cumulative Debt Service	Annual Net Airport Operating Income	Annual Net Required Debt Service	Annual Lease Payment	2 Percent Airport Room Tax Fund			Total Funds Available After Debt Service and Lease Payment	Annual Required Subsidy	
									Beginning Balance	Annual Collection	Ending Balance			
	-4	2013							186,000	100,000	286,000	286,000	0	
	-3	2014	EIS and AMP completed	ROD issued		0	0	0	286,000	100,000	386,000	386,000	0	
	-2	2015	BLM negotiation concluded			0	0	0	386,000	100,000	486,000	486,000	0	
	-1	2016	Engineering design completed			0	0	0	486,000	100,000	586,000	586,000	0	
I	1	2017	957,450	87,029	87,029	0	87,029	3,047	586,000	100,000	686,000	595,924	0	
	2	2018		87,029	87,029	0	87,029	3,047	595,924	100,000	695,924	605,848	0	
	3	2019		87,029	87,029	0	87,029	3,047	605,848	100,000	705,848	615,772	0	
II	4	2020	87,325	7,938	94,967	4,100	90,867	3,047	615,772	100,000	715,772	621,858	0	
	5	2021		7,938	94,967	5,900	89,067	3,047	621,858	100,000	721,858	629,744	0	
	6	2022		7,938	94,967	5,700	89,267	3,889	629,744	100,000	729,744	638,588	0	
	7	2023		7,938	94,967	5,200	89,767	3,889	638,588	100,000	736,588	642,832	0	
	8	2024		7,938	94,967	10,900	84,067	3,889	642,832	100,000	742,832	654,978	0	
	9	2025		7,938	94,967	11,140	83,827	3,889	654,978	100,000	754,978	667,260	0	
	10	2026		7,938	94,967	11,380	83,587	3,889	667,260	100,000	767,260	679,784	0	
III	11	2027	155,255	14,109	109,076	11,820	97,456	4,963	679,784	100,000	779,784	677,365	0	
	12	2028		14,109	109,076	11,860	97,216	4,963	677,365	100,000	777,365	675,186	0	
	13	2029		14,109	109,076	12,100	96,976	4,963	675,186	100,000	775,186	673,247	0	
	14	2030		14,109	109,076	12,960	96,116	4,963	673,247	100,000	773,247	672,168	0	
	15	2031		14,109	109,076	13,820	95,256	4,963	672,168	100,000	772,168	671,949	0	
	16	2032		14,109	109,076	14,680	94,396	6,335	671,949	100,000	771,949	671,218	0	
	17	2033		14,109	109,076	15,540	93,536	6,335	671,218	100,000	771,218	671,347	0	
	18	2034		14,109	109,076	16,400	92,676	6,335	671,347	100,000	771,347	672,336	0	
	19	2035		14,109	109,076	16,940	90,136	6,335	672,336	100,000	772,336	675,865	0	
	20	2036		14,109	109,076	21,480	87,596	6,335	675,865	100,000	775,865	681,934	0	
													Average Subsidy When Needed	0
													Average 20-Year Subsidy When Budgeted Annually	0

Notes: \$596,000 is based on June 2013 balance of \$186,000 plus \$100,000 annually for the next 3 years during which time the EIS and negotiations with the BLM are finalized and the Phase I bond is issued.

Airport does not earn revenue until the fourth year after construction begins.

When there is a subsidy required in one year, then the beginning balance of the 2 percent airport room tax is equal to 0.

AGENDA ITEM REQUEST

Requests and backup must be into the Town Office by **3:00 p.m. ten (10) business days before the preceding Town Board meeting** you wish the item presented. Town Board meetings are held on the second and fourth Tuesday of each month at 5:00 p.m. in the Nye County Complex.

DATE AGENDA ITEM SUBMITTED DATE OF DESIRED BOARD MEETING
1/30/2014 2/25/2014

CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:
Easter/Earth Day event and picnic budget request for ads through newspaper,
television ads, flyers and handbills

If request for funding is approved by the Town Board, an invoice or letter from the requestor to Town of Pahrump/Accounts Payable is required to receive funding.

BRIEF SUMMARY OF ITEM:
This budget for the adverstising of the 11th annual Earth Day Event promoting
environmental awareness and education for the Pahrump Valley.

STAFF COMMENTS/RECOMMENDATIONS:

BACKUP ATTACHED: YES NO

NAME OF PRESENTER(s) OF ITEM: John Pawlak, Chair of NWEAB

SPONSORED BY:

Amy Riches
Print Name


Signature

400 N. Hwy 160
Mailing Address

(775) 727-5107 ext.
Telephone Number

Earth Day/Easter Picnic Promotion Budget

April 19th

Ian Deutch Memorial Pk.

Pahrump Valley Times	Full Page Color Ad	April 11 & 16	\$1406 *
The Mirror	Full Page Color Ad	April 17	\$484 *
KPVM-TV Ch. 41/46	Promotional Video	April 7 thru 18	\$400
Pahrump Valley Times	Posters/Flyers	Available NLT March 17	\$250
Awards Plus Trophies	Environmental Plaque	Available NLT April 7	\$100
Amazon.com	Educational Literature	Available NLT April 14	\$360
		Total Funding Requested	\$3000

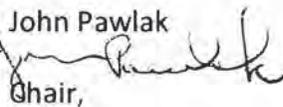
All items marked with (*) are actual quotes that are best price to the Town of Pahrump

Items not yet marked with (*) are maximum requested funds for services.

As in past years when full allocated funding is not used all unused funds will be returned to the Town of Pahrump

Budget request submitted by the Nuclear Waste and Environmental Advisory Board

John Pawlak



Chair,

Nuclear Waste and Environmental Advisory Board

AGENDA ITEM REQUEST

Requests and backup must be into the Town Office by **3:00 p.m. ten (10) business days before the preceding Town Board meeting** you wish the item presented. Town Board meetings are held on the second and fourth Tuesday of each month at 5:00 p.m. in the Nye County Complex.

<u>DATE AGENDA ITEM SUBMITTED</u> 2/10/2014	<u>DATE OF DESIRED BOARD MEETING</u> 2/25/2014
--	---

CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:

Consideration to approve services by Stovall & Associates and legal fees associated with any possible retention

If request for funding is approved by the Town Board, an invoice or letter from the requestor to Town of Pahrump/Accounts Payable is required to receive funding.

BRIEF SUMMARY OF ITEM:

In December 2013 Stovall & Associates gave a presentation regarding their ability to provide local assistance on a case by case basis. Staff realizes that situations may occur where local counsel may be desirable. Having approval in advance will save time should situations occur where counsel has to be retained quickly.

STAFF COMMENTS/RECOMMENDATIONS:

Staff would recommend approval.

BACKUP ATTACHED: YES NO

NAME OF PRESENTER(S) OF ITEM: Susan Holecheck, Town Manager

SPONSORED BY:

Susan Holecheck, Town Manager
Print Name



Signature

400 N. Hwy 160
Mailing Address

(775) 727-5107 ext. 305
Telephone Number

STOVALL & ASSOCIATES
Attorneys at Law

ATTORNEY-CLIENT AGREEMENT

STOVALL & ASSOCIATES will provide legal services to the undersigned on the following terms:

1. Matter: _____

2. CONDITIONS. This Agreement will not take effect, and Stovall & Associates will have no obligation to provide legal services, until you sign and return this agreement and pay the retainer set forth in Paragraph 5.

3. SCOPE OF SERVICES. We will provide those legal services reasonably required to represent you. ~~We will take reasonable steps to keep you informed of progress and respond to your inquiries.~~ This agreement will govern all future services we may perform for you. Any changes to this agreement must be written and signed by both the attorney and client.

4. CLIENT'S DUTIES. You agree to be truthful with us, to cooperate, to keep us informed of developments, to abide by this agreement, to pay our bills on time and to keep us advised of your address, telephone number and whereabouts.

5. RETAINER. You agree to pay a retainer of \$ ^{client to} ~~be~~ invoiced. This retainer will be held in a trust account and our hourly fee and costs. You authorize us to use that fund to pay the fees and other charges you incur. Whenever your retainer is exhausted, we reserve the right to request further retainers. You agree to pay all retainers after the initial deposit within 10 days of our demand. Any unused deposit at the conclusion of our services will be refunded. If you pay the retainer, fees or costs with a credit card, a credit card service fee of .028 of the amount charged will be charged to your account.

6. LEGAL FEES AND COSTS. You agree to pay an hourly fee and cost for the legal services provided in this matter.

a. HOURLY RATES. Our current hourly rates for legal services are:

Partners/Of Counsel	\$450/hr
Associates	\$350/hour
Law Clerks	\$190/hour
Paralegals and Accounting	\$150/hour

\$275 hour

We charge for our time in minimum units of .10 hours. Clerical staff overtime will be charged at 1.5 times the base hourly rate or at the rates required by applicable law, whichever is greater.

b. COSTS. We will incur various costs and expenses in performing legal services under this agreement. You agree to pay for those costs and expenses in addition to the hourly fees. The costs and expenses commonly include filing fees, fees fixed by law or assessed by courts and other agencies, court reporters' fees, long distance telephone calls, messenger and other delivery fees, postage, parking and other local travel expenses, photocopying and other reproduction of costs, clerical staff overtime, word processing charges, charges for computer time and other similar items. A current schedule includes, but is not limited to:

Filing fees (State Court)	<u>\$270.00</u>
In-office photocopying	<u>\$.50/Page</u> for b/w; \$.80 for color
Mileage	<u>\$.055/Mile</u>
Computerized legal research	<u>\$6.00 /Hour</u>
Word Processing	<u>\$40.00/Hour</u>
Administrative costs (File set up, closing & storage)	<u>\$250.00</u>

c. OUT-OF-TOWN TRAVEL. You agree to pay transportation, meals, lodging and all other costs of any necessary out-of-town travel by our personnel. You will also be charged the hourly rates for the time legal personnel spend traveling.

d. SUBJECT TO CHANGE. The rates on this schedule are subject to change with written notice. If you decline to pay any increased rates, we will have the right to withdraw as your lawyers.

7. BILLING STATEMENTS. We will send you statements for fees and costs incurred. Payment will be due upon receipt of statement for services. You may request a statement at intervals of no less than 30 days.

8. POWER OF ATTORNEY. I grant to my ATTORNEY the power and authority to either accept or decline any settlement and to take any other action which in his best judgment may be necessary to protect my interest if my ATTORNEY is unable to reach me by telephone or by letter. I grant to my ATTORNEY the power and authority to execute all documents including, but not limited to, covenant not to execute, releases, stipulations, and check endorsements, necessary to reject or accept a settlement.

9. COLLECTION AND DISBURSEMENT OF FUNDS. I understand and agree that all amounts recovered and received on my behalf are to be deposited by my ATTORNEY into his client trust account. I specifically authorize my attorney to exercise the power of attorney granted herein to endorse any settlement check, deposit the settlement check into his client trust account and deduct thereafter all attorney's fees and cost due to my attorney.. I SPECIFICALLY AUTHORIZE MY ATTORNEY TO TAKE HIS FEES FROM THE TOTAL AMOUNT RECOVERED PRIOR TO DEDUCTION OF COSTS. I SPECIFICALLY AUTHORIZE MY

ATTORNEY TOTAL ADVANCES, EXPENSES, COSTS AND UNPAID BILLS.

10. **ATTORNEY'S LIEN.** I grant to my ATTORNEY a lien for his fees and accrued costs, upon all funds received, all papers and files in his possession and upon my cause of action or recovery pursuant to NRS 18.015. Furthermore, I acknowledge my attorneys right to assert a retaining lien on any and all other property of mine, including other case or claims, in the possession of my attorney, for fees and costs due in this case.

11. **CONSENT TO JURISDICTION.** In the event of a dispute over the payment of attorney's fees and costs accrued due to Stovall & Associates, I agree, consent and submit to the jurisdiction of the Court in which my suit is filed to adjudicate the attorney's lien of Stovall & Associates pursuant to NRS 18.015. Further, I expressly waive any defenses to the court's jurisdiction to adjudicate the attorney's lien of Stovall & Associates pursuant to NRS18.015.

12. **DISCHARGE AND WITHDRAWAL.** You may discharge us at any time. We may withdraw with your consent or for good cause. Good cause includes your breach of this agreement, your refusal to cooperate with us or to follow our advice on a material matter or any other fact or circumstance that would render our continuing representation unlawful or unethical.

When our services conclude, all unpaid charges will immediately become due and payable. After our services conclude, we will, upon your request, deliver your file to you, along with any funds or property of yours in our possession.

13. **DISCLAIMER OF GUARANTEE.** Nothing in this agreement and nothing in our statements to you will be construed as a promise or guarantee about the outcome of your matter. We make no such promises or guarantees. Our comments about the outcome of your matter are expressions of opinion only.

14. **ASSOCIATION OF COUNSEL.** It may become necessary from time to time to have attorneys from other law firms assist in the handling of your case. You agree to allow Stovall & Associates to retain and any and all counsel Leslie Mark Stovall feels are necessary to assist in the investigation and/or prosecution of your case.

I/We have read and understood the foregoing terms and those set forth on the attached Rate Schedule and agree to them, as of the date Stovall & Associates first provided services. If

///

///

///

///

Initials

obligations under this agreement).

DATED this _____ day of _____, 20__.

Signature

Print Name

Address

City, State, Zip code

() _____
Tel. No.

STOVALL & ASSOCIATES

By: _____

Initials

December 30, 2013

Stovall and Associates
Attn: Les Stovall
3250 S. Hwy 160
Pahrump, NV 89048

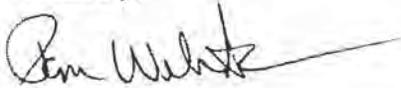
Re: Support of Shop Local Campaign in Nye County

Dear Mr. Stovall:

The Nye County Regional Economic Development Authority (NCREDA) is an organization that actively promotes the advancement of economic development in Nye County. To do this effectively, we recognize the importance of the "Shop Local" campaign that is ongoing in Pahrump, NV. It is imperative that the businesses/entities within Nye County do their part to support each other, keeping as many resources as possible within our communities.

NCREDA is pleased to offer support to local businesses, such as Stovall and Associates seeking to secure contracts with both the private and public sector. The ability for local businesses to secure contracts will keep much needed economic money within Nye County and will assist in increasing the number of jobs. NCREDA believes that through these efforts, and the continued support of one another, the economic well-being of Nye County will continue to improve.

Sincerely,



Pamela Webster
Nye County Manager



December 18, 2013

As the town of Pahrump continues to forge its way through unprecedented economic times, it is imperative that as a rural community we endeavor to foster and support our local commerce in an effort to build a cohesive business climate.

The Pahrump Valley Chamber of Commerce stands at the pinnacle of the town's success. It has and will always advocate the use of business's that continually strives to enhance the local economy through the products and services they provide. Job creation and placement play an enormous role in sustaining a positive community outlook. Shop local should be our number one priority when looking to procure a business to fulfill our needs.

It has been brought to the attention of the Pahrump Valley Chamber of Commerce that we have a member that clearly meets that criteria, Stovall and Associates. They have been providing local employment opportunities for the past five years and have facilitated the needs of numerous Pahrump Valley residents with their legal expertise. The Pahrump Valley Chamber of Commerce has had the distinct pleasure of having Stovall and Associates as our legal counsel for the past three years. No matter what the size or priority we are always comforted knowing that our legal needs are in their hands.

When the time arrives for you to fill employment opportunities, I would task you, the guardians of Pahrump's economic future to adopt the Pahrump Valley Chamber of Commerce's philosophy, Shop local.

Sincerely,

A handwritten signature in black ink that reads "Michael Dreyer". The signature is fluid and cursive, written over a light background.

Michael Dreyer
CEO

MD/et

775-727-5800 tel • **866-722-5800** toll free • **775-727-3909** fax

Mailing Address: P.O. Box 42, Pahrump, NV 89041 • Physical Address: 1301 S. Highway 160, Pahrump, NV 89048

www.pahrumpchamber.com

AGENDA ITEM REQUEST

Requests and backup must be into the Town Office by **3:00 p.m. ten (10) business days before the preceding Town Board meeting** you wish the item presented. Town Board meetings are held on the second and fourth Tuesday of each month at 5:00 p.m. in the Nye County Complex.

<u>DATE AGENDA ITEM SUBMITTED</u> 2/10/2014	<u>DATE OF DESIRED BOARD MEETING</u> 2/25/2014
--	---

CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:

Consideration to approve possible Town sponsored activities for November 10, 2014.

If request for funding is approved by the Town Board, an invoice or letter from the requestor to Town of Pahrump/Accounts Payable is required to receive funding.

BRIEF SUMMARY OF ITEM:

At a recent meeting it was suggested that the Board discuss doing an activity or activities for Veterans Day, November 10, 2014. Staff is bringing this back as requested.

STAFF COMMENTS/RECOMMENDATIONS:

BACKUP ATTACHED: YES NO

NAME OF PRESENTER(S) OF ITEM: Susan Holecheck, Town Manager

SPONSORED BY:

Susan Holecheck, Town Manager
Print Name


Signature

400 N. Hwy 160
Mailing Address

(775) 727-5107 ext.
Telephone Number

AGENDA ITEM REQUEST

Requests and backup must be into the Town Office by **3:00 p.m. ten (10) business days before the preceding Town Board meeting** you wish the item presented. Town Board meetings are held on the second and fourth Tuesday of each month at 5:00 p.m. in the Nye County Complex.

DATE AGENDA ITEM SUBMITTED DATE OF DESIRED BOARD MEETING
2/10/2014 2/25/2014

CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:
Consideration to approve travel reimbursement policies

If request for funding is approved by the Town Board, an invoice or letter from the requestor to Town of Pahrump/Accounts Payable is required to receive funding.

BRIEF SUMMARY OF ITEM:
Staff believes a better understanding of when travel reimbursement is to be requested is necessary and the attached policies would reflect these changes. Additionally, this will be of assistance for budget control.

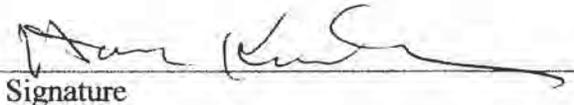
STAFF COMMENTS/RECOMMENDATIONS:
Staff recommends approval.

BACKUP ATTACHED: YES NO

NAME OF PRESENTER(S) OF ITEM: Harley Kulkin, Chair

SPONSORED BY:

Harly Kulkin, Chair
Print Name


Signature

400 N. Hwy 160
Mailing Address

(775) 727-5107 ext.
Telephone Number

Town of Pahrump

Travel Authorization

Turn in this completed form to Carla Yoder within 10 days prior to travel.

Employee	Department	Travel Dates <i>(including travel time)</i>	
		From:	To:
Account Number	Destination	No. of Days	Amount
		0	\$ 0.00

PURPOSE/COMMENTS

--

COST DETAIL

Description	Vendor Name	Payment Method	Amount
Registration			\$
Air fare			\$
Lodging			\$
Meals: # of Breakfasts:	@ \$ 7.00		\$ 0.00
Meals: # of Lunches:	@ \$ 11.00		\$ 0.00
Meals: # of Dinners:	@ \$ 23.00		\$ 0.00
Mileage: Personal vehicle *	@ \$ 0.56		\$ 0.00
Car Rental			\$
Miscellaneous:			\$
TOTAL			\$ 0.00

PAYMENT SUMMARY

Cash Advance Request to Employee	\$ 0.00	Date Needed:	\$ 0.00
Sum of all Town prepaid costs: PO or Credit Card			\$ 0.00
Sum of all Personal prepaid costs: Check or Credit Card			\$ 0.00
TOTAL <i>(Should equal "Cost Detail" total)</i>			\$ 0.00

ITINERARY

	DATE	TIME		DATE	TIME
Departure from Home/Office			Return to Home/Office		
Comments:					

Employee Name	Employee Signature	Date
Department Head Name	Department Head Signature	Date
Town Manager Name	Town Manager Signature	Date
Susan Holecheck		

Travel Authorization

Expense Report and Reconciliation

Turn in this completed form to Carla Yoder within 10 days of returning from travel

REIMBURSABLE EXPENSE DETAIL

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Dates of Travel								
Registration								\$ -
Air fare								\$ -
Lodging								\$ -
Breakfast								\$ -
Lunch								\$ -
Dinner								\$ -
Gasoline								\$ -
Rental car								\$ -
Parking								\$ -
Bus/Taxi								\$ -
Telephone								\$ -
Misc								\$ -
(A) TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

MILEAGE DETAIL - PERSONAL VEHICLE

(B1) Total # miles:	@	\$ 0.56	\$ -
---------------------	---	---------	------

REIMBURSABLE TRAVEL EXPENSE SUMMARY

Total reimbursable travel expenses (Total of (A) and (B))	Total	\$ -
Total of all Town prepaid actual expenses		\$ -
Enter amount of any Cash Advanced		\$ -
Total Due (circle one) Employee Town		\$ -

REMARKS:

By signing this expense report, the employee certifies that the expenses incurred were in conformance with the Town's travel guidelines and that no part is claimed for reimbursement of expenses of a personal nature.

Employee Name (Please print)	Employee Signature	Date
Department Head Name	Department Head Signature	Date

Travel Authorizations

Conference Travel Pre-Approval Form – The purpose of this form is to give the Town Manager and Finance Director an estimate of the cost the Town will incur for travel to any specific training or event. This is **NOT** a request for funds (cash advance or reimbursement).

1. It will be necessary to determine the costs that will be incurred to the Town for the seminar, event, training, etc. by getting quotes for hotels, airlines (must fly economy, not business select or first class unless you wish to pay the difference), etc. Put that information on the form.
2. Meals should be calculated based on the time of day you are leaving and returning. If a meal is provided at a conference, seminar, etc. the Town will NOT reimburse that meal, whether or not you choose to partake of it. GSA rules forbid requesting 100% reimbursement on travel days. Therefore, as a standard rule the following applies:

Departure Days

- You will not be paid for breakfast on a departure day
- If you are leaving in the afternoon, you will not be paid for lunch on a departure day

Return Days

- You will not be paid for dinner on a return day
- If you return before mid-afternoon, you will not be paid for lunch on a return day

One Day Trips

- If it is a 1 day trip and you are back within a few hours, you will not be paid any meals
- Lunch is the only feasible meal you may be owed on a one day trip that extends throughout the entire day

Enter on the Conference Travel Pre-Approval Form the number of meals (breakfast, lunch, and dinner) that will need to be reimbursed.

3. Mileage is based on the actual mileage to and from the destination. No mileage will be paid if a Town vehicle is used. Enter the mileage on the Conference Travel Pre-Approval Form.
4. Any Miscellaneous Costs (parking, taxis, etc.) must be listed on the form with an estimate of cost. The Town will not pay for any personal, entertainment, or alcohol costs.
5. When the form is complete, sign it and submit it to the Town Manager for approval **at least** 20 days prior to travel.

6. If the travel is approved, the completed form signed by the Town Manager will need to be forwarded to Carla Yoder.
7. Stephanie Massimino can then assist you with travel plans (registering for the event and booking rooms, rental cars, airline flights, etc. as necessary). All airline flights must be booked at the cheapest rate (not Business Select or First Class). If you desire to upgrade, you must pay the difference for the upgrade.

Travel Authorization Form – The purpose of this form is to request a cash advance or reimbursement for travel. If a cash advance is desired for per diem and mileage, you **MUST** complete a **Travel Authorization Form**. Timely filing of this form will ensure your cash advance is available prior to travel.

1. Complete the first tab of the spreadsheet labeled Travel Auth if you wish to receive a cash advance. It is similar to the Pre-Approval form except that in the Payment Method column there is a dropdown menu that will allow you to select Town, Cash Advance, or Personal.
 - a. Town – means the Town has paid this expense whether via credit card, petty cash check, etc. This would be selected for those items like hotel rooms, etc. that the Town booked or that will be billed to the Town directly.
 - b. Cash Advance – means this is an item you would like the Town to pay you for prior to travel (per diem, mileage, etc.) as the Town will not be directly billed for these items. If you need to be paid for an item, it must be marked Cash Advance.
 - c. Personal – means this is an item you are personally paying for. No reimbursement will be given for it. If you personally paid for an item that you need reimbursement for, you need to submit a copy of the receipt with the Travel Authorization Form and mark the item Cash Advance.
2. This form will then need to be signed and submitted to Carla Yoder for processing. She will obtain the necessary signatures and cut the cash advance check.
3. When you return from travel, if there were unexpected costs or you did not submit a cash advance request, it will be necessary for you to complete the second tab of the Travel Authorization Form labeled Expense Report. Receipts must be submitted with any additional costs incurred. You may use per diem amounts for meals instead of having meal receipts even if no cash advance was requested. If meal receipts are submitted, keep in mind the Town will NOT pay for any alcohol costs. Meal expenses will be limited to acceptable per diem amounts.
4. Submit the Expense Report to Carla Yoder for processing. She will obtain the necessary signatures and cut the reimbursement check.

AGENDA ITEM REQUEST

Requests and backup must be into the Town Office by **3:00 p.m. ten (10) business days before the preceding Town Board meeting** you wish the item presented. Town Board meetings are held on the second and fourth Tuesday of each month at 5:00 p.m. in the Nye County Complex.

<u>DATE AGENDA ITEM SUBMITTED</u> 2/10/2014	<u>DATE OF DESIRED BOARD MEETING</u> 2/25/2014
--	---

CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:

Consideration to approve possible waiver of fees for the Bob Ruud Community Center on behalf of Roadshows, Inc.

If request for funding is approved by the Town Board, an invoice or letter from the requestor to Town of Pahrump/Accounts Payable is required to receive funding.

BRIEF SUMMARY OF ITEM:

Roadshows, Inc. has determined that they require the Bob Ruud Center for the June dates. The cost of rental is \$1,350.00. As these were unanticipated costs at the time the initial reservation was made and because the Town is a sponsor, waiver of the fees associated with the rental is requested

STAFF COMMENTS/RECOMMENDATIONS:

BACKUP ATTACHED: YES NO

NAME OF PRESENTER(S) OF ITEM: Susan Holecheck, Town Manager

SPONSORED BY:

Susan Holecheck, Town Manager
Print Name


Signature

400 N. Hwy 160
Mailing Address

(775) 727-5107 ext. 305
Telephone Number

Tentative

Customer	Reservation:	549
Randy Burke	Event Name:	Motorcycle Rally
Festival	Phone:	Random
Random	Event Type:	Fair/Festival

Bookings / Details	Quantity	Price	Amount
---------------------------	-----------------	--------------	---------------

The below listed events have been labeled tentative for the listed date, time, and location pending completion of one or more of the following items.

- Major Event Form Completion
- Submission of Insurance naming the Town of Pahrump as Certificate Holder of Additionally Insured
- Payment of Full Deposit Fee
- Payment of Use Fee
- Completion of Organization Registration/Licensing

Monday, June 16, 2014

12:00 AM - 12:00 PM Motorcycle Rally (Tentative) Community Center All (Main Hall & Rooms A & B)
 Room Charge: 1 150.00 150.00

8:00 AM - 12:00 PM Motorcycle Rally (Tentative) Petrack Park All (excluding Arena & Pool)

Tuesday, June 17, 2014

12:00 AM - 12:00 PM Motorcycle Rally (Tentative) Community Center All (Main Hall & Rooms A & B)
 Room Charge: 1 150.00 150.00

8:00 AM - 12:00 PM Motorcycle Rally (Tentative) Petrack Park All (excluding Arena & Pool)

Wednesday, June 18, 2014

12:00 AM - 12:00 PM Motorcycle Rally (Tentative) Community Center All (Main Hall & Rooms A & B)
 Room Charge: 1 150.00 150.00

8:00 AM - 12:00 PM Motorcycle Rally (Tentative) Petrack Park All (excluding Arena & Pool)

Thursday, June 19, 2014

8:00 AM - 11:59 PM Motorcycle Rally (Tentative) Community Center All (Main Hall & Rooms A & B)
 Room Charge: 1 150.00 150.00

8:00 AM - 12:00 PM Motorcycle Rally (Tentative) Petrack Park All (excluding Arena & Pool)

Friday, June 20, 2014

12:00 AM - 12:00 PM Motorcycle Rally (Tentative) Community Center All (Main Hall & Rooms A & B)
 Room Charge: 1 150.00 150.00

12:00 AM - 12:00 PM Motorcycle Rally (Tentative) Petrack Park All (excluding Arena & Pool)

Saturday, June 21, 2014

12:00 AM - 12:00 PM Motorcycle Rally (Tentative) Community Center All (Main Hall & Rooms A & B)
 Room Charge: 1 300.00 300.00

12:00 AM - 12:00 PM Motorcycle Rally (Tentative) Petrack Park All (excluding Arena & Pool)

Sunday, June 22, 2014

12:00 AM - 12:00 PM Motorcycle Rally (Tentative) Community Center All (Main Hall & Rooms A & B)
 Room Charge: 1 300.00 300.00

12:00 AM - 12:00 PM Motorcycle Rally (Tentative) Petrack Park All (excluding Arena & Pool)

Bookings / Details**Quantity****Price****Amount**

Subtotal

1,350.00

Grand Total

1,350.00

For any further information you may contact the reservations attendant, Stephanie Massimino, during normal business hours at 775.727.5107 ext. 301.

For additional needs on the day of your event you may contact the Buildings and Grounds Manager, Matt Luis, at 775-764-0436.

Please note the reservation time reflects any included setup time as well as break down while the time listed in bold is scheduled as the hours the event will take place.

Please also note any changes and/or cancellations must be submitted to the Town Office no later than four (4) business days prior to the event.

Changes or cancellations during the holiday season must be made no later than nine (9) business days prior to the event.

I, the above contact, agree to all terms and conditions of this facility.

I acknowledge that all or part of my deposit may not be refunded in the event the building or any items within the building are left unclean or damaged. I understand I have until the time listed above to clean the facility entirely or my deposit will be forfeited. In addition, should the Sheriff's Office need to respond to a call at the building during my event I understand my deposit will be forfeited in full.

AGENDA ITEM REQUEST

Requests and backup must be into the Town Office by **3:00 p.m. ten (10) business days before the preceding Town Board meeting** you wish the item presented. Town Board meetings are held on the second and fourth Tuesday of each month at 5:00 p.m. in the Nye County Complex.

<u>DATE AGENDA ITEM SUBMITTED</u> 2/10/2014	<u>DATE OF DESIRED BOARD MEETING</u> 2/25/2014
--	---

CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:
Consideration to approve engineering bid award for the completion of the proposed
basketball courts at Simpkins Park

If request for funding is approved by the Town Board, an invoice or letter from the requestor to Town of Pahrump/Accounts Payable is required to receive funding.

BRIEF SUMMARY OF ITEM:
On or about January 10, 2014 bids were solicited for the completed of basketball
courts at Simpkins Park. The bids have been reviewed and the attached
information reflects the selected contraor

STAFF COMMENTS/RECOMMENDATIONS:
Staff recommends approval. There is sufficient monies in the Park Impact Fees
fund for the completion of this project

BACKUP ATTACHED: YES NO

NAME OF PRESENTER(S) OF ITEM: Susan Holecheck, Town Manager

SPONSORED BY:

Susan Holecheck, Town Manager
Print Name


Signature

400 N. Hwy 160
Mailing Address

(775) 727-5107 ext.
Telephone Number

BIDDER'S SUBMISSION PACKET

FOR

**TOWN OF PAHRUMP
SIMKINS BASKETBALL COURTS
CONTRACT NO. 2013-06**

PWP-NY-2014-132



JANUARY 2014

SECTION 00 41 00 (REVISED)

BID FORM

PROJECT IDENTIFICATION:

TOWN OF PAHRUMP
Simkins Basketball Courts / #2013-06 PWP#

THIS BID IS SUBMITTED TO:

Attention: Terry Bostwick
TOWN OF PAHRUMP
400 North Highway 160
Pahrump, NV 89060

1.01 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with OWNER in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents

2.01 Bidder accepts all of the terms and conditions of the Advertisement for Bids and Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. The Bid will remain subject to acceptance for 60 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of OWNER

3.01 In submitting this Bid, Bidder represents, as set forth in the Agreement, that:

A. Bidder has examined and carefully studied the Bidding Documents, the other related data identified in the Bidding Documents, and the following Addenda, receipt of all which is hereby acknowledged.

<u>Addendum No</u>	<u>Addendum Date</u>
<u>1</u>	<u>1-10-14</u>
<u>2</u>	<u>1-17-14</u>
<u>3</u>	<u>1-27-14</u>

B. Bidder has visited the Site and become familiar with and is satisfied as to the general, local and Site conditions that may affect cost, progress, and performance of the Work

C. Bidder is familiar with and is satisfied as to all federal, state, and local Laws and Regulations that may affect cost, progress and performance of the Work

D. Bidder has carefully studied all (1) reports of explorations and tests of subsurface conditions, if any, at or contiguous to the Site and all drawings of physical conditions in or relating to existing surface or subsurface structures at or contiguous to the Site (except Underground Facilities) which have been identified in the Supplementary Conditions as provided in paragraph 4.02 of the General Conditions, and (2) reports and drawings of a Hazardous Environmental Condition, if any, which has been identified in the Supplementary Conditions as provided in paragraph 4.06 of the General Conditions.

- E. Bidder has obtained and carefully studied (or assumes responsibility for having done so) all additional or supplementary examinations, investigations, explorations, tests, studies and data concerning conditions (surface, subsurface and Underground Facilities) at or contiguous to the Site which may affect cost, progress, or performance of the Work or which relate to any aspect of the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, including applying the specific means, methods, techniques, sequences, and procedures of construction expressly required by the Bidding Documents to be employed by Bidder, and safety precautions and programs incident thereto.
- F. Bidder does not consider that any further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the price(s) bid and within the times and in accordance with the other terms and conditions of the Bidding Documents.
- G. Bidder is aware of the general nature of work to be performed by OWNER and others at the Site that relates to the Work as indicated in the Bidding Documents.
- H. Bidder has correlated the information known to Bidder, information and observations obtained from visits to the Site, reports and drawings identified in the Bidding Documents, and all additional examinations, investigations, explorations, tests, studies, and data with the Bidding Documents.
- I. Bidder has given ARCHITECT written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and the written resolution thereof by ARCHITECT is acceptable to Bidder.
- J. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work for which this Bid is submitted.

4.01 Bidder further represents that this Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; Bidder has not solicited or induced any individual or entity to refrain from bidding; and Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over OWNER.

5.01

Bidder will complete the Work in accordance with the Contract Documents for the following Lump Sum Price.

Lump Sum Price:

\$ One hundred sixteen thousand Three hundred twenty four (\$ 116,324.65).
 Dollars + sixty five cents. (Use Words) (Figures)

ITEM NUMBER	ITEM DESCRIPTION	LUMP SUM
1.	SIMKINS BASKETBALL COURTS, AS SPECIFIED	\$ 108,824.65
2.	CONSTRUCTION CONFLICTS AND ADDITIONAL WORK ALLOWANCE	\$ 7,500.00
	BASE BID AMOUNT	\$ 116,324.65



6.01 Bidder agrees that the Work will be substantially completed and completed and ready for final payment in accordance with paragraph 14.07.B of the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.

7.01 Bidder accepts the provisions of the Agreement as to liquidated damages in the event of failure to complete the Work within the times specified above, which shall be stated in the Agreement.

8.01 The following documents are attached to and made a condition of this Bid

- A. Required Bid security in the form of bid bond;
- B. A tabulation of Subcontractors, Suppliers, and other individuals and entities required to be identified in this Bid;
- C. Required bidder qualifications statement with supporting data; and
- D.

9. The terms used in this Bid with initial capital letters have the meanings indicated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

SUBMITTED on January 31, 2014.

State Contractor License No. 0073226.

If Bidder is:

An Individual

Name (typed or printed): _____

By: _____

(Individual's signature)

Susan Holecheck

From: Matt Luis [mluis@pahrupnv.org]
Sent: Tuesday, February 11, 2014 8:25 AM
To: 'Susan Holecheck'
Cc: 'Michael Sullivan'; 'Carla Yoder'
Subject: FW: 140205 - Simkins Park - Updated Schedule
Attachments: ROWLEY CONTRACTORS BID ENVELOPE.pdf, ROWLEY CONTRACTORS BID.pdf

This is needs to be on the agenda

Thank you

Matt Luis

Town of Pahrum

Buildings and Grounds Manager

Office 775-727-1862

Fax 775-751-4669

From: Mark V. Martino [mailto:mvm@ggwarchitects.com]
Sent: Monday, February 10, 2014 2:39 PM
To: Matt Luis
Cc: Les W. Travis; Mark M. Labaj; Gary G. Wilson
Subject: RE: 140205 - Simkins Park - Updated Schedule

Hey Matt, At this time GGW Architects is recommending that Rowley Construction was the low bidder and should be the awarded General Contractor for the Simkins Park Project, PWP # NY-2014-132, GGWAIA project number 14931315.00.

Do you have a standard Notification of Intent to Award letter or Notice to Proceed letter? We can supply either if needed.

Let me know if you need anything else from us at this time.

Thank you,

Mark V. Martino | Principal | NCARB | MArch
Project Architect



"Excellence" . On Time. On Budget. On Purpose!

4945 W. Patrick Lane
Las Vegas, NV 89118
Office (702) 534-7888 ext. 822
Direct (702) 534-1822
Fax (702) 534-1818

From: Mark V. Martino
Sent: Wednesday, February 05, 2014 2:29 PM
To: 'Matt Luis'
Cc: Les W. Travis; 'mml@ggwarchitects.com'
Subject: 140205 - Simkins Park - Updated Schedule

Hey Matt, Attached is a draft updated schedule for the Simkins Park indicating a 25FEB14 construction start date. Take a look and let me know if you see anything that needs adjusting.

Thank you,

Mark V. Martino | Principal | NCARB | MArch
Project Architect



"Excellence" · On Time, On Budget, On Purpose!

4945 W. Patrick Lane
Las Vegas, NV 89118
Office (702) 534-7888 ext. 822
Direct (702) 534-1822
Fax (702) 534-1818

AGENDA ITEM REQUEST

Requests and backup must be into the Town Office by **3:00 p.m. ten (10) business days before the preceding Town Board meeting** you wish the item presented. Town Board meetings are held on the second and fourth Tuesday of each month at 5:00 p.m. in the Nye County Complex.

<u>DATE AGENDA ITEM SUBMITTED</u> 2/10/2014	<u>DATE OF DESIRED BOARD MEETING</u> 2/25/2014
--	---

CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:

Consideration to approve playground equipment renovations at Petrack Park

If request for funding is approved by the Town Board, an invoice or letter from the requestor to Town of Pahrump/Accounts Payable is required to receive funding.

BRIEF SUMMARY OF ITEM:

The playground equipment at Petrack Park is greatly in need of renovation. The equipment is 15 years old and has sustained extensive wear and tear. To ensure the safety of the equipment for our youth, staff is seeking replacement as quickly as possible.

STAFF COMMENTS/RECOMMENDATIONS:

Staff would recommend approval. The cost of the renovation is reflected on the attached quotation and exceeds the amount authorized for the Town Manager's approval.

BACKUP ATTACHED: YES NO

NAME OF PRESENTER(S) OF ITEM: Susan Holecheck, Town Manager

SPONSORED BY:

Susan Holecheck, Town Manager
Print Name


Signature

400 N. Hwy 160
Mailing Address

(775) 727-5107 ext.
Telephone Number



Miracle

Miracle Recreation Equipment Co

8445 Solution Center
Chicago IL 60677-8004

Phone # 800-264-7225
Fax # 877-215-3869

E-mail sales@miracleplayground.com
Web Site www.miracle-recreation.com

QUOTATION

Date	Estimate #
1/30/2014	2014-3425

Name / Address
Town of Pahrump Attn: Jimmy Martinez

**ALL PURCHASE ORDERS
MUST HAVE THIS ADDRESS:
8445 Solution Center
Chicago IL 60677-8004**

Project	Terms	Rep	FOB
Petrack Park-REV	Net 30	MC	Factory

Item	Description	Qty	Rate	Total
Miracle	Model #714-724 - Uphill Climber - ORANGE	1	1,278.80	1,278.80T
Miracle	Model #714-726-8- Mogul Slide - YELLOW	1	2,271.48	2,271.48T
Miracle	Model #714-755-6 - Honeycomb Climber - RED	1	1,512.48	1,512.48T
Freight	Commercial Freight	1	716.60	716.60
	POSTS COLOR: ACCENTS/RAILS: ORANGE			
	EXCLUDES DEMO & INSTALL			

This Quote is Valid for 30 Days This quote shall not become binding until signed and delivered by both customer and Miracle Recreation "Miracle". To submit this offer, please sign and forward a complete copy of this quote via fax to 877-215-3869 or email sales@miracleplayground.com .	Subtotal	\$5,779.36
	Sales Tax (0.0%)	\$0.00
	Total	\$5,779.36

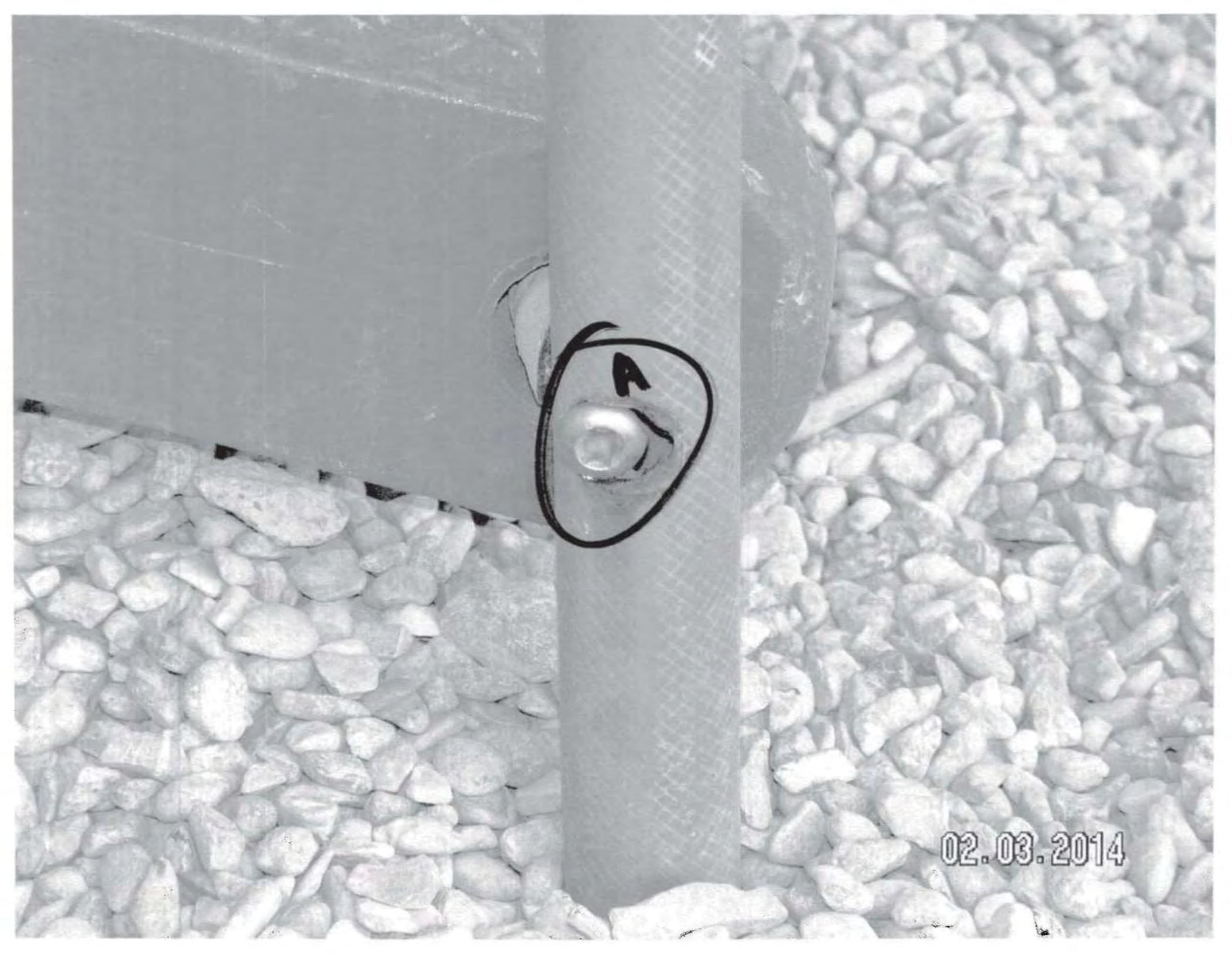
THIS QUOTE IS LIMITED TO AND GOVERNED BY THE TERMS CONTAINED HEREIN. Miracle objects to any other terms proposed by the customer in writing or otherwise, as materials alterations, and all such proposed terms shall be void. Customer authorizes Miracle to ship the equipment and agrees to pay Miracle the total amount specified. Shipping terms are FOB the place of shipment via common carrier designated by Miracle. Payment terms are Net 30 days from invoice with approved credit and all charges are due and payable in full at 8445 Solution Center Lockbox 778445 Chicago IL 60677-8004 unless notified otherwise by Miracle in writing. Customer agrees to pay all additional service charges for past due invoices. Customer must provide proper tax exemption certificates to Miracle, and shall promptly pay and discharge all otherwise applicable taxes, license fees, levies and other impositions on the equipment at its own expense. Purchase orders and payments should be made to Miracle Recreation.



02.03.2014

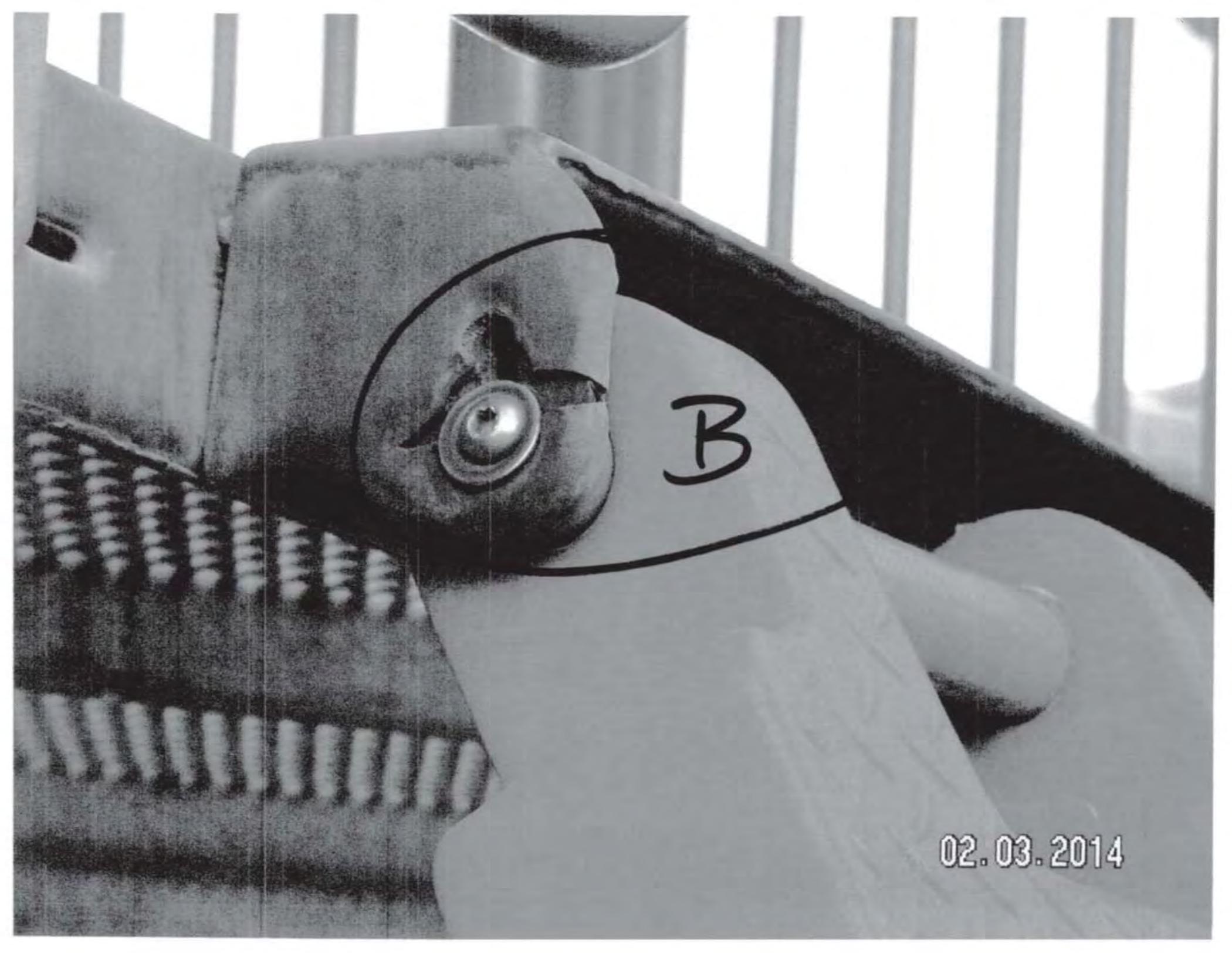


02.03.2014



02.03.2014



A close-up photograph of a dark, possibly black, surface. A circular metal fastener, likely a bolt or screw head, is visible. To the right of the fastener, the letter 'B' is handwritten in black ink. The background consists of vertical metal bars, suggesting an industrial or laboratory setting. The lighting is somewhat dim, and the overall image has a grainy, high-contrast appearance.

B

02.03.2014

AGENDA ITEM REQUEST

Requests and backup must be into the Town Office by **3:00 p.m. ten (10) business days before the preceding Town Board meeting** you wish the item presented. Town Board meetings are held on the second and fourth Tuesday of each month at 5:00 p.m. in the Nye County Complex.

DATE AGENDA ITEM SUBMITTED	DATE OF DESIRED BOARD MEETING
2/10/2014	2/25/2014

CIRCLE ONE: Action Item Non-Action Item Presentation

ITEM REQUESTED FOR CONSIDERATION:
Future Meetings/Workshops – March 11, 2014. Retreat March 19, 2014.

If request for funding is approved by the Town Board, an invoice or letter from the requestor to Town of Pahrump/Accounts Payable is required to receive funding.

BRIEF SUMMARY OF ITEM:

STAFF COMMENTS/RECOMMENDATIONS:

BACKUP ATTACHED: YES NO

NAME OF PRESENTER(S) OF ITEM: Susan Holecheck, Town Manager

SPONSORED BY:

<u>Pahrump Town Board</u>	<u>Pahrump Town Board</u>
Print Name	Signature

<u>400 N. Hwy 160</u>	<u>(775) 727-5107</u>
Mailing Address	Telephone Number

