



**Nevada Aviation Association
March 28, 2022
4:00 pm**

1. Call to Order and Determination of Quorum
2. President's Report
3. Approval of minutes of the February 16, 2022
4. Treasurer's Report
5. Membership Report - Secretary
6. Membership Drive
7. NvAA Board of Directors Policies and Procedures Manual
8. Spring Conference March 28-30, 2022
 - a. General Membership meeting
 - b. Conference Budget
9. Fall Conference September 2022
10. Spring Conference 2023
11. Appoint Robert Switzer to Fill Vacant Associate Director Position
12. SOW and Contract with KCA for back end support for conference, then going forward
13. Discussion and Possible Action for vacant NvAA Executive Director Position
14. Next Executive Board Meeting April 20, 2022, at p.m.

Adjourn



March 28, 2022
NvAA Board Meeting
President's Report
Next Steps

I respectfully submit the following report for consideration by the NvAA Board of Directors.

- Continued membership growth should be the goal of all NvAA members to bring new members into the fold of the NvAA. We will be announcing new initiatives for the remainder of 2022 to excite membership about recruiting new members.
 - Goal: double membership by the end of the 2022 calendar year.
- Recruit all Nevada airport operators to become Regular NvAA Members and actively participate in supporting the goals of the Association.
 - Task - Develop a data base, including primary point of contact, for all airports. Distribute membership brochure in both electronic and hard copy formats to all primary points of contact for all Nevada airports. Disseminate information on the benefits of participating in NvAA. Encourage public and private companies that manufacture or provide aviation related products and services, including airline operators, charter companies and fixed based operators to become NvAA Corporate Members. Encourage corporate flight departments, Part 121 and 135 operators (to include helicopter and UAV operators) to become Associate Members. Encourage other aviation related organizations, associations, and government agencies to become Associate Members to the benefit of their companies and organizations.
- Utilize the gathering at the spring conference to be the launch of the NvAA lobbying strategy for the 2023 legislative session.
 - Task - Draft and RFQ and solicit submittals for government lobbying firm with 45 days of spring conference.
- Provide a unified voice on airport and aviation related policies and funding.
 - Task - Establish an Aviation Caucus in the Nevada Legislature.
- Sustain and improve airport infrastructure. Airports are at the heart of all aeronautical activities. One of the goals of the NvAA should be the infrastructure initiatives identified in the NAHSP.
 - Task - Obtain permanent state funding for FAA matching grants.
- Progress Report: NvAA members were requested to submit a suggestion for the use of federal funds that were allocated to the state via the American Rescue Plan. A \$5M deposit in the Nevada Fund for Aviation Program would allow counties to fund airport maintenance and infrastructure improvements in the amount of \$50M.
 - Task - Identify other funding sources for asset management and capital improvement projects.

- Task - Research the availability and use of federal and state grants including, State Infrastructure Bank Grants, Community Development Block Grants and U.S. Department of Agriculture, Rural Development Grants for funding airport improvements and leveraging AIP grants.
 - Challenge: Identify a project champion to develop a strategy in the second quarter to identify other sources of grant funding available to Nevada airports.
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- Implement of the recommendations of the NAHSP.
 - Create a strategic plan to accomplish the initiatives identified in the NAHSP. (Below is a quick review of strategic plan initiatives.)
 - Promote local understanding of the value of aviation and airports to the community.
 - Elevate the role of aviation within the Nevada Department of Transportation to the same level as highway transportation.
 - Task – Create and participate on an *Advisory Committee* for the implementation of NDOT’s NAHSP. Lead a public private partnership to develop and maintain a statewide aviation tracking and reporting system.
 - Progress Report: ADS-B tracking is currently available at 16 Nevada airports.
 - Task - Thirty-one more to go.
 - Augment aviation economic impact report in NAHSP to include aerospace manufacturing, UAS/AAM activity in Nevada, and military aeronautical impact on state’s economy.
 - Task - Determine budget, scope of work, and enter into an agreement with University of Nevada, Reno, or other qualified contractor to prepare the economic impact report.
 - Progress Report: Economic impact study is included in the NASHP.
 - Update, create, and distribute a Nevada aviation economic impact fact sheet.
 - Progress Report: Nevada aviation fact sheet will be incorporated into the NvAA Membership Brochure and the NASHP brochures.
 - Develop and participate in a public outreach program.
 - Task - Prepare an NvAA centric PowerPoint presentation and collateral materials for NvAA Members and staff to use in presentations to local governments, community groups, and schools in their local communities.
 - Follow up: Identify a project champion to development the project in the second quarter of 2022.
 - Enhance the NvAA website and utilize social media.
 - Task – Re-design the NvAA website to include a news feed, an events page, and add a paid advertising feature.
 - Follow up: Redesign NvAA website to include a “News” page prior to the end of the second quarter 2022. Develop a process for updating a weekly news feed. Additionally, develop an opportunity to add an advertising feature for aeronautical/aviation service providers.
 - Task: Establish an NvAA internship program for Nevada high school students interested in pursuing a secondary education in aviation management.
 - Task – Identify sustainable funding and solicit participation by corporate partners. Include NVWorks in the internship process

- Issue NvAA policy statements on relevant aviation issues.
 - Task - Monitor proposed federal, state, and local aviation related issues, proposed regulations, and funding issues. Develop NvAA position papers as appropriate. Provide a forum for NvAA members to opine on aviation related technology and topics of interest.
 - Follow up: Identify Board member by the second quarter of 2022 to lead a group of members to develop a process for developing position papers for NvAA Board approval and dissemination news outlets and regulatory agencies.
- Conduct Board monthly conference calls. Host fall and spring conferences.
 - Task – Schedule monthly NvAA Board meetings which are open to all NvAA members. Follow up: Schedule and produce two conferences per calendar year.
 - Progress Report: Monthly calls have been scheduled on the third Wednesday of the month and began in October 2021. Fall NvAA conference held in September 2021 and a spring conference will be held March 28, 29 & 30, 2022 in Reno.
- Conduct training webinars for NvAA members.
 - Task – Schedule regular monthly webinars beginning in the second quarter 2022.
 - Task: Identify project champion to lead a quarterly webinar. Goal to host first session in second quarter 2022.
 - Task: Create downloadable templates for airport leases, permits, and other useable airport management compliance documents.
 - Task –Develop “Resources” page on NvAA [websiteResourceshttps://nevadaaviation.org/page-18065](https://nevadaaviation.org/page-18065)
 - Progress Report: Two items have already been developed and uploaded to website. Identify project champion to lead a committee and continue to make progress on useable materials for airport management compliance documents. The two documents are, “Airport Marketing & Public Relations Guide”, and “Fire Support Resource Document”. A History of the NvAA is also available on the website.
- Promote and increase utilization of ANTN Digicast.
 - Task - Evaluate the feasibility of establishing an “Airport Operator Certificate” using ANTN as the educational framework.
 - Progress Report: NvAA to work with AAAP and Nevada System of Higher Education to develop a certificate program for airport Nevada staff. Identify a project champion by the second quarter of 2022 to research this process.

Nevada Aviation Association
Board of Directors
Meeting Minutes of the February 16, 2022

Call to Order and Determination of Quorum – President Moen called the meeting of the Nevada Aviation Association (Association) Board of Directors (Board) to order at 1:00 p.m. The meeting was held via Zoom. Upon roll call, it was determined a quorum was present.

Members Present:

Kenneth Moen – President
Shawn Burt – President Elect
Wendy Rudder – Secretary
Marissa Adou – Past President
David Dietz – Corporate Director
Phil Derner – Corporate Director
Larry Rackley – Associate Director

Members Absent:

Reza Karamooz
Peggy Quigg
Shane Dyer

- 1. President's Report** – There were no questions on the Presidents report previously provided.
- 2. Membership Report:** Wendy reported KCA is still working on the membership audit. There are approximately 78 members, which may include a few duplicates. The membership audit should be finished soon.
- 3. Approval of minutes of the January 19, 2022** – Shawn made a motion to approve the minutes. Dave seconded. Motion carried.
- 4. Membership Drive** - There are a few new Regular members, as well as corporate and associate members.
- 5. Aviation Scholarships** – Ken commented on some ideas for providing training scholarships to members looking to further their education and skills in airport management. This would be related to our mission statement. Wendy commented she had also hoped to see some scholarships for students started. Discussion followed that this should go to the General Membership to see what they would like to do.

6. Spring Conference March 28-30, 2022 – Ken reported on the sponsorships. Sponsorships are slow coming in. He asked if the board could reach out to sponsors. Based on average 40 registrants there is estimate \$5200 income. He has budgeted \$11,000 for income based on Tonopah. Meals haven't been finalized yet. Sponsorships should cover that, four meals plus the Presidents Dinner and refreshment breaks. Audio visual will be a high priced item. Two quote received, for about \$2,500. In Tonopah the AV was included in the rental. He is still working on resolving that. There is a budget item for an admin person manning the registration table. Tonopah had \$1,300 for that. Still working on that. Line item for KCA for back end work on the conference. That can come out of a different pot, organizational expense, estimated \$1,200. Supplies \$300 for name badges, etc. Estimate \$15,000 expenses and \$16,000 income. The final income/expense may look different, but we shouldn't lose money. Still waiting on the sponsorships to come in. Wendy asked if this is the same budget shared before, Ken commented it is very close. The meals will be a little more expensive due to 20% service charge and taxes which aren't included on the menu. Catering minimum for Eldorado is \$3,000 and it will be doubled on this budget. He will send this updated information to Wendy to include in these minutes. Dave will reach out to the sponsors from last year Ken still working on some. General Membership meeting was discussed. If someone is holding an officer seat and not participating, how long do we go without reappointing that seat. Dave asked about the Executive Director position. Committee is Ken, Dave, Wendy. Needs to be finalized to present to the BOD for the general meeting. Phil asked about the Sponsorships available. Ken commented on the Sponsorships and what is included in that. Marissa commented that on the website, when the sponsor goes to sign up, it will show what is available. Phil commented he definitely wants to sponsor and will get that done. For the agenda, the Key Note speaker is Robin Titus. Welcome speaker from Reno/Tahoe Authority. There is a Chamber of Commerce meeting in DC at the same time as conference. Ken discussed the draft conference agenda. Copy attached to these minutes. Ken thanked everyone for participating. We need to get the people out to conference. The final agenda should be read to be posted, but for now is posted on the website as a draft. He will be doing mass mailing every week.

7. Board Member Comments. – None

8. Next Executive Board Meeting – The next meeting of the Board was scheduled for March 28, 2022 at 4:00 p.m.

Adjourn – There being no further business and no objections, the meeting was adjourned at 1:50 pm.

Adopted: _____

Attest: _____

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NvAA Spring Conference Draft Agenda

Monday, March 28

3:00 pm to 5:30 pm Conference Registration Opens, Exhibitor Set-Up Eldorado Hotel & Casino

[Bordeaux/Tuscany](#) located in the lower level of main casino

4:00 pm to 5:30 pm NvAA Board of Directors meeting

6:00 pm to 8:00 pm Reception - Eldorado Hotel & Casino [NoVi Lounge](#) located on the main level.

Join

conference attendees for Hors D'oeuvres and adult beverages

Tuesday, March 29

7:30 am to 8:15 am Hot Breakfast with Exhibitors – Learning/Networking Opportunity Breakfast

sponsored by - TBA

[Bordeaux/Tuscany](#)

8:15 am to 8:30 am Opening Ceremonies - Eldorado Hotel & Casino [Claret/Chardonnay](#) located next door to the [Bordeaux/Tuscany](#) rooms

Welcome Speaker – TBA

NvAA President – Kenneth G. Moen, A.A.E. Special Projects Manager Armstrong

Consultants

8:30 am to 9:15 am Keynote Presentation – Dr. Robin L. Titus, Minority Leader of the Nevada Assembly

9:15 am to 10:15 am Nevada Airport and Heliport System (NAHSP) Plan Update. At the September NvAA conference, Kimley Horn provided a progress report on the NAHSP project.

The final report is due, and this presentation will include the economic impact of aviation across the state of Nevada and will incorporate alternatives and recommendations for the development of a state-wide aviation system.

Speakers: Kurt Haukohl, Nevada Department of Transportation

Pam Keidel-Adams - Vice President, Kimley Horn

[Claret/Chardonnay](#)

22nd Annual Conference

March 28 - 30, 2022

Eldorado Hotel & Casino | Reno, Nevada

“NvAA 2022 Is Cleared for Takeoff”

10:15am to 10:45 am Break with Exhibitors – Refreshments Learning/Networking Opportunity/Raffles.

Refreshments sponsored by – TBA

[Bordeaux/Tuscany](#)

10:45 am to 11:45 am Alternative Fuels like SAF (aka Biojet) and no lead avgas are hot topics these days as the industry and the government urge the development of sustainable alternatives to traditional aviation fuels. This panel will discuss alternative fuels and the timing of distribution as it relates to the future of commercial and general aviation.

Moderator: David Mittleman (AvFuel)

Speakers:

Phil Derner NBAA

Melissa McCaffrey, AOPA

[Claret/Chardonnay](#)

11:45 am to 1:00 pm Lunch with Exhibitors. Sponsored by – TBA
NvAA General Membership Meeting

Bordeaux/Tuscany

1:00 pm to 2:00 pm This is a “How to Session” on developing a successful FAA grant funded project from start to finish at a public use airport. The role of the consultant in communication with the airport sponsor and the regulatory agency are three cogs in the process and necessary for a successful project. All three need to work together to deliver an FAA grant funded project on-time and within budget.

Moderator: Chris Nocks, Armstrong Consultants

Speakers: Alicia Heiser, City Manager, City of Winnemucca
Jared Raymond, FAA ADO

Claret/Chardonnay

22nd Annual Conference

March 28 - 30, 2022

Eldorado Hotel & Casino | Reno, Nevada

“NvAA 2022 Is Cleared for Takeoff”

2:00 pm to 3:00 pm Aeromedical operations and support requirements necessary to operate in Nevada. This session will describe current operations and discuss challenges and facility needs.

Moderator: David Dietz, Armstrong Consultants

Speakers: Stacey Ingram, Program Director, REACH

Ron Walter, Executive Director of Care Flight, REMSA + Care Flight

TBA, MedX AirOne

Claret/Chardonnay

3:00 pm to 3:30 pm Break with Exhibitors – Refreshments Learning/Networking Opportunity/Raffles.

Refreshments sponsored by – TBA

Bordeaux/Tuscany

3:30 pm to 4:30 pm Airport incident/accident recovery management is critical to returning to normal airport operations. A discussion of first steps and a logical sequence of subsequent actions are important to preserving life and property. A case study of the recent accident at a local GA airport involving an aircraft collision with the ground short of the runway will be discussed and lessons learned will be shared with attendees.

Moderator: Kevin Smith, Truckee-Tahoe Airport

Speakers: Mike Dikun, Armstrong Consultants

Lee Oscar, FAA Flight Standards District Office, FAASTeam Program Manager (AW)

Airworthiness

Larry Cheek, FAA Flight Standards District Office, FAASTeam Lead

Claret/Chardonnay

4:30 pm to 5:30 pm Southern Nevada Supplemental Airport is a proposed airport in the planning stages by the Clark County Department of Aviation (CCDOA). CCDOA owns and operates various airport facilities in Clark County, Nevada. The airport has experienced robust growth as Las Vegas has become a major leisure destination market and conference venue. The forecast aviation growth cannot all be accommodated at the present LAS site; thus, the CCDOA is planning the construction and operation of the Southern Nevada Supplemental Airport. The

Airport is intended to provide long-term aviation capacity for the Las Vegas metropolitan area, primarily serving charter, long-haul domestic, and international flights.

Moderator: TBA

Speakers: TBA

[Claret/Chardonnay](#)

6:00 pm to 8:00 pm President's Dinner – Sponsored by – TBA

[Louis' Basque Corner. 301 E 4th Street Downtown Reno](#)

8:30 - pm to 11:00 pm Reception and networking opportunity at the Eldorado Hotel. Location and sponsor TBA.

22nd Annual Conference

March 28 - 30, 2022

Eldorado Hotel & Casino | Reno, Nevada

“NvAA 2022 Is Cleared for Takeoff”

Wednesday, March 30

7:30 am to 8:15 am Hot Breakfast with Exhibitors – Learning/Networking Opportunity Breakfast sponsored by – TBA

[Bordeaux/Tuscany](#)

8:15 am to 9:15 am Airports want to attract commercial aeronautical service providers to provide airport tenants and transient pilots with needed services. Starting a commercial, aeronautical business at grant-funded, public use airport is complex and not necessarily straight forward. Different airports have different criteria and procedures. This session will answer the questions about the who, what, and how to navigate the process to provide aeronautical services at grant-funded, public use airports.

Moderator: Adam Tennant, General Aviation Property Manager, Reno-Tahoe Airport Authority

Speakers: Jarin Sillitoe, Aviation Maintenance Technician, Instruction at College of Southern Nevada

Tom Luria, Contracts Manager, Reno-Tahoe Airport Authority

Brad Kost, General Manager, Stellar Aviation

[Claret/Chardonnay](#)

9:15 am to 10:15 am Attracting and keeping great talent is a hot topic in all industries and has become a top concern for airport operators, aeronautical service providers, and airport consultants. This session will discuss the supply and demand of quality talent, as well as available resources for employers to attract, hire, train, and retain exceptional personnel.

Moderator: Pete Parker, Executive Director of Pathways to Aviation

Speakers: Milt Stewart, NVWorks

Maggie McGrew, Reno-Tahoe Airport Authority

Jen Fonda, Great Basin Aviation (?)

[Claret/Chardonnay](#)

10:15 am to 10:45 am Break with Exhibitors – Refreshments Learning/Networking Opportunity/Raffles. Refreshments sponsored by – TBA

[Bordeaux/Tuscany](#)

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NvAA Board of Directors

Monthly meeting

2/16/2022

22nd Annual Conference
March 28 - 30, 2022
Eldorado Hotel & Casino | Reno, Nevada
“NvAA 2022 Is Cleared for Takeoff”

10:45 am to 11:45 am This session will involve a deep discussion of NvAA legislative strategy for the upcoming 2023 Nevada Legislative session. The development of a NvAA state legislative playbook and a strategy for communication with Nevada’s congressional delegation is a top priority for the association over the next several months. Topics will include the formation of a legislative aviation caucus and legislative lobbying plan for the 82nd Nevada Legislative session scheduled to open on February 1, 2023.

Moderator: Nikki Baily-Lundahl, Nevada Mining Association

Speakers:

[*Claret/Chardonnay*](#)

11:45 am to 12:00 pm Close Conference

12:00 pm to 1:00 pm Lunch with Exhibitors. Sponsored by – TBA

Draft

Nevada Airports Association

Balance Sheet

As of December 31, 2021

Cash Basis

	Dec 31, 21	Dec 31, 20	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Heritage Bank 6504	38,583.26	39,021.15	-437.89	-1.12%
Total Checking/Savings	38,583.26	39,021.15	-437.89	-1.12%
Total Current Assets	38,583.26	39,021.15	-437.89	-1.12%
TOTAL ASSETS	38,583.26	39,021.15	-437.89	-1.12%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable	-	-	0.00	0.0%
Total Accounts Payable	-	-	0.00	0.0%
Total Current Liabilities	-	-	0.00	0.0%
Total Liabilities	-	-	0.00	0.0%
Equity				
Opening Bal Equity	16,695.39	16,695.39	0.00	0.0%
Retained Earnings	22,325.76	26,107.00	-3,781.24	-14.48%
Net Income	(437.89)	(3,781.24)	3,343.35	88.42%
Total Equity	38,583.26	39,021.15	-437.89	-1.12%
TOTAL LIABILITIES & EQUITY	38,583.26	39,021.15	-437.89	-1.12%

Nevada Airports Association
Profit & Loss
As of December 31, 2021

Cash Basis

	Dec 31, 21	Dec 31, 20	\$ Change	% Change	2021 YTD
Ordinary Income/Expense					
Income					
NVAA Conference					
Membership					
Associate	200.00	-	200.00	100.0%	1,800.00
Corporate 1	200.00	200.00	0.00	0.0%	1,600.00
Corporate 2	-	-	0.00	0.0%	275.00
Total Membership	400.00	200.00	200.00	100.0%	3,675.00
Registration					
Early Bird	-	-	0.00	0.0%	1,430.00
Non-Early Bird	-	25.00	-25.00	-100.0%	2,650.00
Total Registration	-	25.00	-25.00	-100.0%	4,080.00
Sponsorship	-	-	0.00	0.0%	6,500.00
Total NVAA Conference	400.00	225.00	175.00	77.78%	14,255.00
Sales	-	-	0.00	0.0%	-
Subscriptions	-	-	0.00	0.0%	-
Total Income	400.00	225.00	175.00	77.78%	14,255.00
Expense					
Conference Expenses					
Conference Services	-	-	0.00	0.0%	7,538.54
Venue	-	-	0.00	0.0%	-
Total Conference Services	-	-	0.00	0.0%	7,538.54
Contributions	-	-	0.00	0.0%	475.00
General & Administrative					
Advertising & Promotion	-	-	0.00	0.0%	-
Bank Service Charges	-	-	0.00	0.0%	-
Computer & Internet Expenses	-	-	0.00	0.0%	-
Dues & Subscriptions	-	-	0.00	0.0%	-

Insurance Expense	-	-	0.00	0.0%	-
Meals & Entertainment	-	-	0.00	0.0%	-
Merchant Service Fees	8.54	-	8.54	100.0%	301.33
Office Supplies	-	-	0.00	0.0%	-
Postage & Delivery	-	-	0.00	0.0%	22.65
Printing & Reproduction	-	-	0.00	0.0%	-
Rent Expense	-	-	0.00	0.0%	-
Software	-	-	0.00	0.0%	50.00
Telephone Expense	-	-	0.00	0.0%	-
Travel Expense	-	-	0.00	0.0%	-
Utilities	-	-	0.00	0.0%	-
Total General & Administrative	8.54	-	8.54	100.0%	373.98
Misc. Expenses	-	-	0.00	0.0%	39.60
Meeting Expenses					
Board Meetings	47.25	-	47.25	100.0%	126.00
Total Meeting Expenses	47.25	-	47.25	100.0%	126.00
Professional Fees					
Accounting/Contract Labor	-	3,550.00	-3,550.00	-100.0%	4,037.25
Consulting	-	-	0.00	0.0%	-
KCA Management Fees	-	-	0.00	0.0%	462.25
Taxes/Tax Filings	-	-	0.00	0.0%	100.00
Total Professional Fees	-	3,550.00	-3,550.00	-100.0%	4,599.50
Website	-	-	0.00	0.0%	1,546.18
Total Expense	55.79	3,550.00	-3,494.21	-98.43%	14,698.80
Net Ordinary Income	344.21	(3,325.00)	3,669.21	110.35%	(443.80)
Other Income/Expense					
Other Income					
Interest Income	0.49	0.85	-0.36	-42.35%	5.91
Total Other Income	0.49	0.85	-0.36	-42.35%	5.91
Net Other Income	0.49	0.85	-0.36	-42.35%	5.91
Net Income	344.70	(3,324.15)	3,668.85	110.37%	(437.89)

Nevada Airports Association

Profit & Loss

For the twelve months ending December 31, 2021

Cash Basis

	Jan - Dec, 21	Jan - Dec, 20	\$ Change	% Change
Ordinary Income/Expense				
Income				
NVAA Conference				
Membership				
Associate	1,800.00	1,750.00	50.00	2.86%
Corporate 1	1,600.00	1,200.00	400.00	33.33%
Corporate 2	275.00	-	275.00	100.0%
Total Membership	3,675.00	2,950.00	725.00	24.58%
Registration				
Early Bird	1,430.00	3,250.00	-1,820.00	-56.0%
Non-Early Bird	2,650.00	2,000.00	650.00	32.5%
Total Registration	4,080.00	5,250.00	-1,170.00	-22.29%
Sponsorship	6,500.00	7,500.00	-1,000.00	-13.33%
Total NVAA Conference	14,255.00	15,700.00	-1,445.00	-9.2%
Sales	-	-	0.00	0.0%
Subscriptions	-	-	0.00	0.0%
Total Income	14,255.00	15,700.00	-1,445.00	-9.2%
Expense				
Conference Expenses				
Conference Services	7,538.54	233.11	7,305.43	3,133.9%
Venue	-	-	0.00	0.0%
Total Conference Services	7,538.54	233.11	7,305.43	3,133.9%
Contributions	475.00	100.00	375.00	375.0%
General & Administrative				
Advertising & Promotion	-	-	0.00	0.0%
Bank Service Charges	-	-	0.00	0.0%
Computer & Internet Expenses	-	-	0.00	0.0%
Dues & Subscriptions	-	-	0.00	0.0%

Insurance Expense	-	-	0.00	0.0%
Meals & Entertainment	-	-	0.00	0.0%
Merchant Service Fees	301.33	423.87	-122.54	-28.91%
Office Supplies	-	58.57	-58.57	-100.0%
Postage & Delivery	22.65	-	22.65	100.0%
Printing & Reproduction	-	-	0.00	0.0%
Rent Expense	-	-	0.00	0.0%
Software	50.00	-	50.00	100.0%
Telephone Expense	-	-	0.00	0.0%
Travel Expense	-	-	0.00	0.0%
Utilities	-	-	0.00	0.0%
Total General & Administrative	373.98	482.44	-108.46	-22.48%
Misc. Expenses	39.60	325.00	-285.40	-87.82%
Meeting Expenses				
Board Meetings	126.00	-	126.00	100.0%
Total Meeting Expenses	126.00	-	126.00	100.0%
Professional Fees				
Accounting/Contract Labor	4,037.25	15,650.00	-11,612.75	-74.2%
Consulting	-	-	0.00	0.0%
KCA Management Fees	462.25	1,057.50	-595.25	-56.29%
Taxes/Tax Filings	100.00	-	100.00	100.0%
Total Professional Fees	4,599.50	16,707.50	-12,108.00	-72.47%
Website	1,546.18	1,668.60	-122.42	-7.34%
Total Expense	14,698.80	19,516.65	-4,817.85	-24.69%
Net Ordinary Income	(443.80)	(3,816.65)	3,372.85	88.37%
Other Income/Expense				
Other Income				
Interest Income	5.91	35.41	-29.50	-83.31%
Total Other Income	5.91	35.41	-29.50	-83.31%
Net Other Income	5.91	35.41	-29.50	-83.31%
Net Income	(437.89)	(3,781.24)	3,343.35	88.42%

Nevada Airports Association
General Ledger
 As of December 31, 2021

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>
Heritage Bank 6504				
	Check	12/02/2021		
	Deposit	12/07/2021		
	Check	12/07/2021	1222	Alex Tanchek
	Deposit	12/15/2021		
	Deposit	12/17/2021		
	Deposit	12/21/2021		
	Deposit	12/31/2021		
Total Heritage Bank 6504				
Paypal				
Total Paypal				
Undeposited Funds				
	Sales Receipt	12/07/2021		Robert Switzer
	Deposit	12/07/2021		Robert Switzer
	Sales Receipt	12/15/2021		Matthew McAlevey
	Deposit	12/15/2021		Matthew McAlevey
	Sales Receipt	12/17/2021		Les Goldsmith
	Sales Receipt	12/17/2021		David Sharp
	Deposit	12/17/2021		Les Goldsmith
	Deposit	12/17/2021		David Sharp
	Sales Receipt	12/21/2021		Steven Tackes
	Deposit	12/21/2021		Steven Tackes
Total Undeposited Funds				
Prepaid Conference Expenses				
Total Prepaid Conference Expenses				
Accumulated Depreciation				
Total Accumulated Depreciation				
Furniture and Equipment				
Total Furniture and Equipment				
Clearing Account				

Total Clearing Account

Accounts Payable

Total Accounts Payable

Deferred NVAA Conference

Membership

Total Membership

Registration

Total Registration

Sponsorship

Total Sponsorship

Deferred NVAA Conference - Other

Total Deferred NVAA Conference - Other

Total Deferred NVAA Conference

Payroll Liabilities

Total Payroll Liabilities

Opening Balance Equity

Total Opening Balance Equity

Opening Bal Equity

Total Opening Bal Equity

Retained Earnings.

Total Retained Earnings.

Retained Earnings

Total Retained Earnings

Perm. Restricted Net Assets

Total Perm. Restricted Net Assets

Temp. Restricted Net Assets

Total Temp. Restricted Net Assets

NVAA Conference

Membership

Associate

Sales Receipt	12/07/2021	Robert Switzer
Sales Receipt	12/15/2021	Matthew McAlevey
Sales Receipt	12/17/2021	David Sharp
Sales Receipt	12/21/2021	Steven Tackes

Total Associate

Corporate 1

Sales Receipt

12/17/2021

Les Goldsmith

Total Corporate 1

Corporate 2

Total Corporate 2

Membership - Other

Total Membership - Other

Total Membership

Registration

Early Bird

Total Early Bird

Non-Early Bird

Total Non-Early Bird

Registration - Other

Total Registration - Other

Total Registration

Sponsorship

Total Sponsorship

NVAA Conference - Other

Total NVAA Conference - Other

Total NVAA Conference

Sales

Total Sales

Subscriptions

Total Subscriptions

Automobile Expense

Total Automobile Expense

Conference Expenses

Conference Services

Total Conference Services

Venue

Total Venue

Conference Expenses - Other

Total Conference Expenses - Other

Total Conference Expenses

Contributions

Total Contributions

Gifts

Total Gifts

General & Administrative

Advertising and Promotion

Total Advertising and Promotion

Bank Service Charges

Total Bank Service Charges

Computer and Internet Expenses

Total Computer and Internet Expenses

Dues & Subscriptions

Total Dues & Subscriptions

Insurance Expense

Total Insurance Expense

Meals and Entertainment

Total Meals and Entertainment

Merchant Service Fees

Check

12/02/2021

Total Merchant Service Fees

Office Supplies

Total Office Supplies

Postage & Delivery

Total Postage & Delivery

Printing & Reproduction

Total Printing & Reproduction

Rent Expense

Total Rent Expense

Software

Total Software

Telephone Expense

Total Telephone Expense

Travel Expense

Total Travel Expense

Utilities

Total Utilities

General & Administrative - Other

Total General & Administrative - Other

Total General & Administrative

Misc. Expenses

Total Misc. Expenses

Meeting Expenses

Board Meetings

Check	12/07/2021	1222	Alex Tanchek
-------	------------	------	--------------

Total Board Meetings

Meeting Expenses - Other

Total Meeting Expenses - Other

Total Meeting Expenses

Payroll Expenses

Total Payroll Expenses

Professional Fees

Accounting/Contract Labor

Total Accounting/Contract Labor

Consulting

Total Consulting

KCA Management Fees

Total KCA Management Fees

Taxes/Tax Filings

Total Taxes/Tax Filings

Professional Fees - Other

Total Professional Fees - Other

Total Professional Fees

Website

Total Website

Repairs and Maintenance

Total Repairs and Maintenance

Interest Income

Deposit

12/31/2021

Total Interest Income

Depreciation Expense

Total Depreciation Expense

Interest Expense

Total Interest Expense

Reconciliation Discrepancies

Total Reconciliation Discrepancies

Ask My Accountant

Total Ask My Accountant

No acct

Total no acct

TOTAL

Total Reconciliation Discrepancies

Ask My Accountant

Total Ask My Accountant

No acct

Total no acct

TOTAL

<u>Memo</u>	<u>Split</u>	<u>Debit</u>	<u>Credit</u>	<u>Original Amount</u>	<u>Cash Basis Balance</u>
					38,238.56
Service Charge	Merchant Service Fees		8.54	-8.54	38,230.02
Deposit	Undeposited Funds	50.00		50.00	38,280.02
	Board Meetings		47.25	-47.25	38,232.77
Deposit	Undeposited Funds	50.00		50.00	38,282.77
Deposit	-SPLIT-	250.00		250.00	38,532.77
Deposit	Undeposited Funds	50.00		50.00	38,582.77
Interest	Interest Income	0.49		0.49	38,583.26
		<u>400.49</u>	<u>55.79</u>		<u>38,583.26</u>
					0.00
					0.00
					0.00
	Associate	50.00		50.00	50.00
Deposit	Heritage Bank 6504		50.00	-50.00	0.00
	Associate	50.00		50.00	50.00
Deposit	Heritage Bank 6504		50.00	-50.00	0.00
	Corporate 1	200.00		200.00	200.00
	Associate	50.00		50.00	250.00
Deposit	Heritage Bank 6504		200.00	-200.00	50.00
Deposit	Heritage Bank 6504		50.00	-50.00	0.00
	Associate	50.00		50.00	50.00
Deposit	Heritage Bank 6504		50.00	-50.00	0.00
		<u>400.00</u>	<u>400.00</u>		<u>0.00</u>
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00

	0.00	200.00		-1,800.00
				-1,400.00
Undeposited Funds	<u>0.00</u>	<u>200.00</u>	-200.00	<u>-1,600.00</u>
	0.00	200.00		-1,600.00
				-275.00
				-275.00
				0.00
				0.00
	<u>0.00</u>	<u>400.00</u>		<u>-3,675.00</u>
				-4,080.00
				-1,430.00
				-1,430.00
				-2,650.00
				-2,650.00
				0.00
				0.00
	<u>0.00</u>	<u>400.00</u>		<u>-4,080.00</u>
				-6,500.00
				-6,500.00
				0.00
				0.00
	<u>0.00</u>	<u>400.00</u>		<u>-14,255.00</u>
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				7,538.54
				7,538.54
				7,538.54
				0.00
				0.00
				0.00

Service Charge

Heritage Bank 6504

		<u> </u>	<u> </u>		<u> </u>
					0.00
					7,538.54
					475.00
					475.00
					0.00
					0.00
					365.44
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					292.79
					301.33
		<u>8.54</u>	<u> </u>	8.54	<u>301.33</u>
		8.54	0.00		301.33
					0.00
					0.00
					22.65
					22.65
					0.00
					0.00
					0.00
					0.00
					50.00
					50.00
					0.00
					0.00

					-5.42
Interest	Heritage Bank 6504	<u> </u>	<u> </u>		<u>-5.91</u>
		0.00	0.49	-0.49	-5.91
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
		<u> </u>	<u> </u>		<u>0.00</u>
		856.28	856.28		0.00
		<u> </u>	<u> </u>		<u> </u>
					0.00
					0.00
					0.00
					0.00
					0.00
		<u> </u>	<u> </u>		<u> </u>
		16,086.16	16,086.16		0.00
		<u> </u>	<u> </u>		<u> </u>

Nevada Airports Association Balance Sheet

As of February 28, 2022

Cash Basis

	Feb 28, 22	Feb 28, 21	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Heritage Bank 6504	53,241.83	41,083.75	12,158.08	29.59%
Paypal	(429.09)	-	-429.09	-100.0%
Total Checking/Savings	52,812.74	41,083.75	11,728.99	28.55%
Total Current Assets	52,812.74	41,083.75	11,728.99	28.55%
TOTAL ASSETS	52,812.74	41,083.75	11,728.99	28.55%
LIABILITIES & EQUITY				
Equity				
Opening Bal Equity	16,695.39	16,695.39	0.00	0.0%
Retained Earnings	21,887.87	22,325.76	-437.89	-1.96%
Net Income	14,229.48	2,062.60	12,166.88	589.88%
Total Equity	52,812.74	41,083.75	11,728.99	28.55%
TOTAL LIABILITIES & EQUITY	52,812.74	41,083.75	11,728.99	28.55%

Nevada Airports Association
Profit & Loss
 January - February, 2022

Cash Basis

	Jan - Feb, 22	Jan - Feb, 21	\$ Change	% Change	2021 YTD
Ordinary Income/Expense					
Income					
NVAA Conference					
Membership					
Associate	1,500.00	1,300.00	200.00	15.39%	1,800.00
Corporate 1	1,600.00	1,000.00	600.00	60.0%	1,600.00
Corporate 2	-	-	0.00	0.0%	275.00
Total Membership	3,100.00	2,300.00	800.00	34.78%	3,675.00
Registration					
Early Bird	4,600.00	-	4,600.00	100.0%	1,430.00
Non-Early Bird	-	-	0.00	0.0%	2,650.00
Total Registration	4,600.00	-	4,600.00	100.0%	4,080.00
Sponsorship	9,400.00	-	9,400.00	100.0%	6,500.00
Total NVAA Conference	17,100.00	2,300.00	14,800.00	643.48%	14,255.00
Sales	-	-	0.00	0.0%	-
Subscriptions	-	-	0.00	0.0%	-
Total Income	17,100.00	2,300.00	14,800.00	643.48%	14,255.00
Expense					
Conference Expenses					
Conference Services	-	-	0.00	0.0%	7,538.54
Venue	-	-	0.00	0.0%	-
Total Conference Services	-	-	0.00	0.0%	7,538.54
Contributions	-	100.00	-100.00	-100.0%	475.00
General & Administrative					
Advertising & Promotion	-	-	0.00	0.0%	-
Bank Service Charges	-	-	0.00	0.0%	-
Computer & Internet Expenses	-	-	0.00	0.0%	-
Dues & Subscriptions	-	-	0.00	0.0%	-

Insurance Expense	-	-	0.00	0.0%	-
Meals & Entertainment	-	-	0.00	0.0%	-
Merchant Service Fees	93.29	87.19	6.10	7.0%	301.33
Office Supplies	-	-	0.00	0.0%	-
Postage & Delivery	-	-	0.00	0.0%	22.65
Printing & Reproduction	-	-	0.00	0.0%	-
Rent Expense	-	-	0.00	0.0%	-
Software	50.00	-	50.00	100.0%	50.00
Telephone Expense	-	-	0.00	0.0%	-
Travel Expense	-	-	0.00	0.0%	-
Utilities	-	-	0.00	0.0%	-
Total General & Administrative	143.29	87.19	56.10	64.34%	373.98
Misc. Expenses	100.00	-	100.00	100.0%	39.60
Meeting Expenses					
Board Meetings	-	-	0.00	0.0%	126.00
Total Meeting Expenses	-	-	0.00	0.0%	126.00
Professional Fees					
Accounting/Contract Labor	250.00	-	250.00	100.0%	4,037.25
Consulting	-	-	0.00	0.0%	-
KCA Management Fees	1,730.75	-	1,730.75	100.0%	462.25
Taxes/Tax Filings	-	-	0.00	0.0%	100.00
Total Professional Fees	1,980.75	-	1,980.75	100.0%	4,599.50
Website	648.00	51.32	596.68	1,162.67%	1,546.18
Total Expense	2,872.04	238.51	2,633.53	1,104.16%	14,698.80
Net Ordinary Income	14,227.96	2,061.49	12,166.47	590.18%	(443.80)
Other Income/Expense					
Other Income					
Interest Income	1.52	1.11	0.41	36.94%	5.91
Total Other Income	1.52	1.11	0.41	36.94%	5.91
Net Other Income	1.52	1.11	0.41	36.94%	5.91
Net Income	14,229.48	2,062.60	12,166.88	589.88%	(437.89)

Nevada Airports Association
General Ledger
 As of February 28, 2022

Heritage Bank 6504

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>
Deposit	01/01/2022		
Bill Pmt -Check	01/01/2022	1223	KCA
Check	01/01/2022	1224	Jeffrey Jorgensen
Check	01/02/2022		
Deposit	01/03/2022		
Transfer	01/03/2022		
Deposit	01/04/2022		
Deposit	01/07/2022		
Check	01/11/2022	auto	Wild Apricot
Bill Pmt -Check	01/20/2022	1226	KCA
Deposit	01/31/2022		
Deposit	02/01/2022		
Deposit	02/02/2022		
Check	02/02/2022		
Deposit	02/04/2022		
Deposit	02/07/2022		
Check	02/07/2022	1228	City of Boulder City
Deposit	02/08/2022		
Check	02/08/2022	ref	Matthew McAlevey
Deposit	02/09/2022		
Deposit	02/10/2022		
Bill Pmt -Check	02/10/2022	1229	KCA
Deposit	02/11/2022		
Deposit	02/14/2022		
Deposit	02/15/2022		
Check	02/15/2022	ref	Corey Jenkins
Deposit	02/16/2022		
Deposit	02/17/2022		
Deposit	02/17/2022		

Deposit	02/21/2022
Deposit	02/23/2022
Deposit	02/24/2022
Deposit	02/25/2022
Deposit	02/26/2022
Deposit	02/28/2022
Deposit	02/28/2022
Deposit	02/28/2022

Total Heritage Bank 6504

Paypal

Transfer	01/03/2022
Deposit	01/22/2022

Total Paypal

Undeposited Funds

Sales Receipt	01/01/2022	Travis Anderson
Sales Receipt	01/01/2022	Jeffrey Jorgensen
Sales Receipt	01/01/2022	Kyle Potvin
Sales Receipt	01/01/2022	Peggy Quigg
Sales Receipt	01/01/2022	Carmen Rose
Sales Receipt	01/01/2022	Ryan Toner
Sales Receipt	01/01/2022	Heath Hildebrandt
Sales Receipt	01/01/2022	Reza Karamooz
Sales Receipt	01/01/2022	Corey Jenkins
Sales Receipt	01/01/2022	Lisa Gibson
Sales Receipt	01/01/2022	Brian Fitzgerald
Sales Receipt	01/01/2022	Peggy Quigg
Sales Receipt	01/01/2022	Jarin Sillitoe
Sales Receipt	01/01/2022	Phil Derner
Sales Receipt	01/01/2022	Claire Korzekwa
Sales Receipt	01/01/2022	Michael Coster
Sales Receipt	01/01/2022	Betty Easley
Sales Receipt	01/01/2022	Marissa Adou
Sales Receipt	01/01/2022	David Sharp
Sales Receipt	01/01/2022	Les Goldsmith

Sales Receipt	01/01/2022	David Meyer
Sales Receipt	01/01/2022	Robert McDougal
Deposit	01/01/2022	Travis Anderson
Deposit	01/01/2022	Jeffrey Jorgensen
Deposit	01/01/2022	Kyle Potvin
Deposit	01/01/2022	Peggy Quigg
Deposit	01/01/2022	Carmen Rose
Deposit	01/01/2022	Ryan Toner
Deposit	01/01/2022	Heath Hildebrandt
Deposit	01/01/2022	Reza Karamooz
Deposit	01/01/2022	Corey Jenkins
Deposit	01/01/2022	Lisa Gibson
Deposit	01/01/2022	Brian Fitzgerald
Deposit	01/01/2022	Peggy Quigg
Deposit	01/01/2022	Jarin Sillitoe
Deposit	01/01/2022	Phil Derner
Deposit	01/01/2022	Claire Korzekwa
Deposit	01/01/2022	Michael Coster
Deposit	01/01/2022	Betty Easley
Deposit	01/01/2022	Marissa Adou
Deposit	01/01/2022	David Sharp
Deposit	01/01/2022	Les Goldsmith
Deposit	01/01/2022	David Meyer
Deposit	01/01/2022	Robert McDougal
Sales Receipt	01/01/2022	Matthew McAlevey
Deposit	01/01/2022	Matthew McAlevey
Sales Receipt	01/03/2022	Eric Hamrey
Deposit	01/03/2022	Eric Hamrey
Sales Receipt	01/04/2022	Kenneth Moen
Deposit	01/04/2022	Kenneth Moen
Sales Receipt	01/22/2022	Larry Rackley
Sales Receipt	01/22/2022	Darrin Tuck
Deposit	01/22/2022	Larry Rackley
Sales Receipt	02/01/2022	Wendy Rudder

Deposit	02/01/2022	Wendy Rudder
Sales Receipt	02/02/2022	Kenneth Moen
Deposit	02/02/2022	Kenneth Moen
Sales Receipt	02/04/2022	Wendy Rudder
Sales Receipt	02/04/2022	Burt Rudder
Sales Receipt	02/04/2022	Linda Mae Hivert
Deposit	02/04/2022	Wendy Rudder
Deposit	02/04/2022	Burt Rudder
Sales Receipt	02/07/2022	Gustavo Estrada
Sales Receipt	02/07/2022	Sierra Segrest
Sales Receipt	02/07/2022	Corl Leach
Deposit	02/07/2022	Linda Mae Hivert
Deposit	02/07/2022	Gustavo Estrada
Deposit	02/07/2022	Sierra Segrest
Deposit	02/07/2022	Corl Leach
Sales Receipt	02/08/2022	David Sharp
Sales Receipt	02/08/2022	Nadine Burgard
Sales Receipt	02/08/2022	David Meyer
Sales Receipt	02/08/2022	Robert Switzer
Deposit	02/08/2022	David Sharp
Deposit	02/08/2022	Nadine Burgard
Deposit	02/08/2022	David Meyer
Deposit	02/09/2022	Robert Switzer
Sales Receipt	02/10/2022	Sam Murphy
Sales Receipt	02/10/2022	David Mittleman
Sales Receipt	02/10/2022	Peggy Quigg
Deposit	02/10/2022	Sam Murphy
Deposit	02/10/2022	David Mittleman
Deposit	02/10/2022	Peggy Quigg
Sales Receipt	02/11/2022	Georgia Twyerould
Sales Receipt	02/11/2022	Carmen Rose
Deposit	02/11/2022	Georgia Twyerould
Deposit	02/11/2022	Carmen Rose
Sales Receipt	02/14/2022	Thomas Hall

Deposit	02/14/2022	Thomas Hall
Sales Receipt	02/15/2022	Shane Dyer
Sales Receipt	02/15/2022	Claire Korzekwa
Sales Receipt	02/15/2022	Joni Eastley
Sales Receipt	02/15/2022	Linda Mae Hivert
Sales Receipt	02/15/2022	James Foster
Deposit	02/15/2022	Shane Dyer
Deposit	02/15/2022	Claire Korzekwa
Deposit	02/15/2022	Joni Eastley
Deposit	02/15/2022	Linda Mae Hivert
Deposit	02/15/2022	James Foster
Sales Receipt	02/16/2022	Jeb Rowley
Sales Receipt	02/16/2022	Don Leffler
Sales Receipt	02/16/2022	Phil Derner
Deposit	02/16/2022	Jeb Rowley
Deposit	02/16/2022	Don Leffler
Deposit	02/16/2022	Phil Derner
Sales Receipt	02/17/2022	Claire Korzekwa
Sales Receipt	02/17/2022	Matt Quick
Deposit	02/17/2022	Claire Korzekwa
Deposit	02/17/2022	Matt Quick
Deposit	02/17/2022	Darrin Tuck
Sales Receipt	02/21/2022	Mike Dane Haak
Sales Receipt	02/21/2022	Larry Rackley
Deposit	02/21/2022	Mike Dane Haak
Deposit	02/21/2022	Larry Rackley
Sales Receipt	02/23/2022	Kyle Potvin
Sales Receipt	02/23/2022	Pete Parker
Deposit	02/23/2022	Kyle Potvin
Deposit	02/23/2022	Pete Parker
Sales Receipt	02/24/2022	Brian Fitzgerald
Deposit	02/24/2022	Brian Fitzgerald
Sales Receipt	02/25/2022	Kyle Potvin
Sales Receipt	02/25/2022	Kevin Smith

Sales Receipt	02/25/2022		Jeffrey Page
Deposit	02/25/2022		Kyle Potvin
Deposit	02/25/2022		Kevin Smith
Deposit	02/25/2022		Jeffrey Page
Sales Receipt	02/26/2022		Robert McDougal
Sales Receipt	02/26/2022		Corl Leach
Deposit	02/26/2022		Robert McDougal
Deposit	02/26/2022		Corl Leach
Sales Receipt	02/28/2022		Alicia Heiser
Sales Receipt	02/28/2022		Duane Boreham
Sales Receipt	02/28/2022		Grant Bishop
Sales Receipt	02/28/2022		James Foster
Sales Receipt	02/28/2022		Robert Switzer
Sales Receipt	02/28/2022		Corey Jenkins
Deposit	02/28/2022		Alicia Heiser
Deposit	02/28/2022		Duane Boreham
Deposit	02/28/2022		Grant Bishop
Deposit	02/28/2022		James Foster
Deposit	02/28/2022		Robert Switzer
Deposit	02/28/2022		Corey Jenkins

Total Undeposited Funds

Prepaid Conference Expenses

Total Prepaid Conference Expenses

Accumulated Depreciation

Total Accumulated Depreciation

Furniture and Equipment

Total Furniture and Equipment

Clearing Account

Total Clearing Account

Accounts Payable

Bill Pmt -Check	01/01/2022	1223	KCA
Bill Pmt -Check	01/20/2022	1226	KCA
Bill	01/31/2022	94744	KCA
Bill Pmt -Check	02/10/2022	1229	KCA

Bill 02/28/2022 94814 KCA

Total Accounts Payable

Deferred NVAA Conference

Membership

Total Membership

Registration

Total Registration

Sponsorship

Total Sponsorship

Deferred NVAA Conference - Other

Total Deferred NVAA Conference - Other

Total Deferred NVAA Conference

Payroll Liabilities

Total Payroll Liabilities

Opening Balance Equity

Total Opening Balance Equity

Opening Bal Equity

Total Opening Bal Equity

Retained Earnings.

Total Retained Earnings.

Retained Earnings

Total Retained Earnings

Perm. Restricted Net Assets

Total Perm. Restricted Net Assets

Temp. Restricted Net Assets

Total Temp. Restricted Net Assets

NVAA Conference

Membership

Associate

Sales Receipt	01/01/2022	Travis Anderson
Sales Receipt	01/01/2022	Jeffrey Jorgensen
Sales Receipt	01/01/2022	Peggy Quigg
Sales Receipt	01/01/2022	Carmen Rose
Sales Receipt	01/01/2022	Ryan Toner

Sales Receipt	01/01/2022		Reza Karamooz
Sales Receipt	01/01/2022		Corey Jenkins
Sales Receipt	01/01/2022		Lisa Gibson
Sales Receipt	01/01/2022		Peggy Quigg
Sales Receipt	01/01/2022		Jarin Sillitoe
Sales Receipt	01/01/2022		Claire Korzekwa
Sales Receipt	01/01/2022		Michael Coster
Sales Receipt	01/01/2022		Betty Easley
Sales Receipt	01/01/2022		Marissa Adou
Sales Receipt	01/01/2022		David Sharp
Sales Receipt	01/01/2022		Robert McDougal
Sales Receipt	01/01/2022		Matthew McAlevey
Check	01/01/2022	1224	Jeffrey Jorgensen
Sales Receipt	01/03/2022		Eric Hamrey
Sales Receipt	01/04/2022		Kenneth Moen
Sales Receipt	01/22/2022		Larry Rackley
Sales Receipt	01/22/2022		Darrin Tuck
Sales Receipt	02/01/2022		Wendy Rudder
Sales Receipt	02/07/2022		Gustavo Estrada
Sales Receipt	02/07/2022		Corl Leach
Sales Receipt	02/08/2022		Robert Switzer
Check	02/08/2022	ref	Matthew McAlevey
Sales Receipt	02/14/2022		Thomas Hall
Sales Receipt	02/15/2022		Joni Eastley
Sales Receipt	02/15/2022		Linda Mae Hivert
Sales Receipt	02/15/2022		James Foster
Check	02/15/2022	ref	Corey Jenkins
Sales Receipt	02/23/2022		Pete Parker
Sales Receipt	02/25/2022		Jeffrey Page
Sales Receipt	02/28/2022		James Foster
Sales Receipt	02/28/2022		Corey Jenkins

Total Associate

Corporate 1

Sales Receipt	01/01/2022		Kyle Potvin
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Sales Receipt	01/01/2022	Heath Hildebrandt
Sales Receipt	01/01/2022	Brian Fitzgerald
Sales Receipt	01/01/2022	Phil Derner
Sales Receipt	01/01/2022	Les Goldsmith
Sales Receipt	01/01/2022	David Meyer
Deposit	01/07/2022	
Sales Receipt	02/23/2022	Kyle Potvin

Total Corporate 1

Corporate 2

Total Corporate 2

Membership - Other

Total Membership - Other

Total Membership

Registration

Early Bird

Sales Receipt	02/02/2022	Kenneth Moen
Sales Receipt	02/04/2022	Wendy Rudder
Sales Receipt	02/04/2022	Burt Rudder
Sales Receipt	02/04/2022	Linda Mae Hivert
Sales Receipt	02/07/2022	Gustavo Estrada
Sales Receipt	02/08/2022	David Sharp
Sales Receipt	02/08/2022	Nadine Burgard
Sales Receipt	02/08/2022	David Meyer
Sales Receipt	02/10/2022	Sam Murphy
Sales Receipt	02/10/2022	David Mittleman
Sales Receipt	02/10/2022	Peggy Quigg
Sales Receipt	02/11/2022	Georgia Twyerould
Sales Receipt	02/11/2022	Carmen Rose
Sales Receipt	02/15/2022	Claire Korzekwa
Sales Receipt	02/16/2022	Jeb Rowley
Sales Receipt	02/21/2022	Mike Dane Haak
Sales Receipt	02/21/2022	Larry Rackley
Sales Receipt	02/23/2022	Kyle Potvin
Sales Receipt	02/24/2022	Brian Fitzgerald

Sales Receipt	02/25/2022	Kevin Smith
Sales Receipt	02/25/2022	Jeffrey Page
Sales Receipt	02/26/2022	Robert McDougal
Sales Receipt	02/26/2022	Corl Leach
Sales Receipt	02/28/2022	Alicia Heiser
Sales Receipt	02/28/2022	Grant Bishop
Sales Receipt	02/28/2022	James Foster
Sales Receipt	02/28/2022	Robert Switzer
Sales Receipt	02/28/2022	Corey Jenkins

Total Early Bird

Non-Early Bird

Total Non-Early Bird

Registration - Other

Total Registration - Other

Total Registration

Sponsorship

Sales Receipt	02/07/2022	Sierra Segrest
Sales Receipt	02/08/2022	David Sharp
Sales Receipt	02/15/2022	Shane Dyer
Sales Receipt	02/16/2022	Don Leffler
Sales Receipt	02/16/2022	Don Leffler
Sales Receipt	02/16/2022	Don Leffler
Sales Receipt	02/16/2022	Phil Derner
Sales Receipt	02/17/2022	Claire Korzekwa
Sales Receipt	02/17/2022	Matt Quick
Sales Receipt	02/25/2022	Kyle Potvin
Sales Receipt	02/28/2022	Duane Boreham

Total Sponsorship

NVAA Conference - Other

Total NVAA Conference - Other

Total NVAA Conference

Sales

Total Sales

Subscriptions

Total Subscriptions

Automobile Expense

Total Automobile Expense

Conference Expenses

Conference Services

Total Conference Services

Venue

Total Venue

Conference Expenses - Other

Total Conference Expenses - Other

Total Conference Expenses

Contributions

Total Contributions

Gifts

Total Gifts

General & Administrative

Advertising and Promotion

Total Advertising and Promotion

Bank Service Charges

Total Bank Service Charges

Computer and Internet Expenses

Total Computer and Internet Expenses

Dues & Subscriptions

Total Dues & Subscriptions

Insurance Expense

Total Insurance Expense

Meals and Entertainment

Total Meals and Entertainment

Merchant Service Fees

Check	01/02/2022		
Check	01/11/2022	auto	Wild Apricot
Check	02/02/2022		

Total Merchant Service Fees

Office Supplies

Total Office Supplies

Postage & Delivery

Total Postage & Delivery

Printing & Reproduction

Total Printing & Reproduction

Rent Expense

Total Rent Expense

Software

Bill	01/31/2022	94744	KCA
Bill	02/28/2022	94814	KCA

Total Software

Telephone Expense

Total Telephone Expense

Travel Expense

Total Travel Expense

Utilities

Total Utilities

General & Administrative - Other

Total General & Administrative - Other

Total General & Administrative

Misc. Expenses

Check	02/07/2022	1228	City of Boulder City
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Total Misc. Expenses

Meeting Expenses

Board Meetings

Total Board Meetings

Meeting Expenses - Other

Total Meeting Expenses - Other

Total Meeting Expenses

Payroll Expenses

Total Payroll Expenses

Professional Fees

Accounting/Contract Labor

Bill	01/31/2022	94744	KCA
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Total Accounting/Contract Labor	Bill	02/28/2022	94814	KCA
Consulting				
Total Consulting				
KCA Management Fees				
	Bill	01/31/2022	94744	KCA
	Bill	02/28/2022	94814	KCA
	Bill	02/28/2022	94814	KCA
Total KCA Management Fees				
Taxes/Tax Filings				
Total Taxes/Tax Filings				
Professional Fees - Other				
Total Professional Fees - Other				
Total Professional Fees				
Website				
	Check	01/11/2022	auto	Wild Apricot
Total Website				
Repairs and Maintenance				
Total Repairs and Maintenance				
Interest Income				
	Deposit	01/31/2022		
	Deposit	02/28/2022		
	Deposit	02/28/2022		
Total Interest Income				
Depreciation Expense				
Total Depreciation Expense				
Interest Expense				
Total Interest Expense				
Reconciliation Discrepancies				
Total Reconciliation Discrepancies				
Ask My Accountant				
Total Ask My Accountant				
No acct				
Total no acct				

TOTAL

Memo	Split	Debit	Credit	Balance
				38,583.26
Deposit	-SPLIT-	2,050.00		40,633.26
	Accounts Payable		1,513.00	39,120.26
	Associate		50.00	39,070.26
Service Charge	Merchant Service Fees		12.28	39,057.98
Deposit	Undeposited Funds	50.00		39,107.98
Funds Transfer	Paypal	479.09		39,587.07
Deposit	Undeposited Funds	50.00		39,637.07
Deposit	Corporate 1	200.00		39,837.07
	-SPLIT-		653.18	39,183.89
	Accounts Payable		167.50	39,016.39
Interest	Interest Income	0.50		39,016.89
Deposit	Undeposited Funds	50.00		39,066.89
Deposit	Undeposited Funds	150.00		39,216.89
Service Charge	Merchant Service Fees		75.83	39,141.06
Deposit	-SPLIT-	300.00		39,441.06
Deposit	-SPLIT-	2,900.00		42,341.06
	Misc. Expenses		100.00	42,241.06
Deposit	-SPLIT-	950.00		43,191.06
	Associate		50.00	43,141.06
Deposit	Undeposited Funds	50.00		43,191.06
Deposit	-SPLIT-	550.00		43,741.06
	Accounts Payable		350.25	43,390.81
Deposit	-SPLIT-	350.00		43,740.81
Deposit	Undeposited Funds	50.00		43,790.81
Deposit	-SPLIT-	1,300.00		45,090.81
	Associate		50.00	45,040.81
Deposit	-SPLIT-	1,850.00		46,890.81
Deposit	-SPLIT-	2,000.00		48,890.81
Deposit	Undeposited Funds	50.00		48,940.81

Deposit	-SPLIT-	350.00		49,290.81
Deposit	-SPLIT-	400.00		49,690.81
Deposit	Undeposited Funds	150.00		49,840.81
Deposit	-SPLIT-	1,150.00		50,990.81
Deposit	-SPLIT-	300.00		51,290.81
Deposit	-SPLIT-	1,950.00		53,240.81
Interest	Interest Income	0.51		53,241.32
Interest	Interest Income	0.51		53,241.83
		<u>17,680.61</u>	<u>3,022.04</u>	<u>53,241.83</u>
				0.00
Funds Transfer	Heritage Bank 6504		479.09	-479.09
Deposit	Undeposited Funds	50.00		-429.09
		<u>50.00</u>	<u>479.09</u>	<u>-429.09</u>
				0.00
	Associate	50.00		50.00
	Associate	50.00		100.00
	Corporate 1	200.00		300.00
	Associate	50.00		350.00
	Associate	50.00		400.00
	Associate	50.00		450.00
	Corporate 1	200.00		650.00
	Associate	50.00		700.00
	Associate	50.00		750.00
	Associate	50.00		800.00
	Corporate 1	200.00		1,000.00
	Associate	50.00		1,050.00
	Associate	50.00		1,100.00
	Corporate 1	200.00		1,300.00
	Associate	50.00		1,350.00
	Associate	50.00		1,400.00
	Associate	50.00		1,450.00
	Associate	50.00		1,500.00
	Associate	50.00		1,550.00
	Corporate 1	200.00		1,750.00

	Corporate 1	200.00		1,950.00
	Associate	50.00		2,000.00
Deposit	Heritage Bank 6504		50.00	1,950.00
Deposit	Heritage Bank 6504		50.00	1,900.00
Deposit	Heritage Bank 6504		200.00	1,700.00
Deposit	Heritage Bank 6504		50.00	1,650.00
Deposit	Heritage Bank 6504		50.00	1,600.00
Deposit	Heritage Bank 6504		50.00	1,550.00
Deposit	Heritage Bank 6504		200.00	1,350.00
Deposit	Heritage Bank 6504		50.00	1,300.00
Deposit	Heritage Bank 6504		50.00	1,250.00
Deposit	Heritage Bank 6504		50.00	1,200.00
Deposit	Heritage Bank 6504		200.00	1,000.00
Deposit	Heritage Bank 6504		50.00	950.00
Deposit	Heritage Bank 6504		50.00	900.00
Deposit	Heritage Bank 6504		200.00	700.00
Deposit	Heritage Bank 6504		50.00	650.00
Deposit	Heritage Bank 6504		50.00	600.00
Deposit	Heritage Bank 6504		50.00	550.00
Deposit	Heritage Bank 6504		50.00	500.00
Deposit	Heritage Bank 6504		50.00	450.00
Deposit	Heritage Bank 6504		200.00	250.00
Deposit	Heritage Bank 6504		200.00	50.00
Deposit	Heritage Bank 6504		50.00	0.00
	Associate	50.00		50.00
Deposit	Heritage Bank 6504		50.00	0.00
	Associate	50.00		50.00
Deposit	Heritage Bank 6504		50.00	0.00
	Associate	50.00		50.00
Deposit	Heritage Bank 6504		50.00	0.00
	Associate	50.00		50.00
	Associate	50.00		100.00
Deposit	Paypal		50.00	50.00
	Associate	50.00		100.00

Deposit	Heritage Bank 6504		50.00	50.00
	Early Bird	150.00		200.00
Deposit	Heritage Bank 6504		150.00	50.00
	Early Bird	150.00		200.00
	Early Bird	150.00		350.00
	Early Bird	150.00		500.00
Deposit	Heritage Bank 6504		150.00	350.00
Deposit	Heritage Bank 6504		150.00	200.00
	-SPLIT-	200.00		400.00
	Sponsorship	2,500.00		2,900.00
	Associate	50.00		2,950.00
Deposit	Heritage Bank 6504		150.00	2,800.00
Deposit	Heritage Bank 6504		200.00	2,600.00
Deposit	Heritage Bank 6504		2,500.00	100.00
Deposit	Heritage Bank 6504		50.00	50.00
	-SPLIT-	650.00		700.00
	Early Bird	150.00		850.00
	Early Bird	150.00		1,000.00
	Associate	50.00		1,050.00
Deposit	Heritage Bank 6504		650.00	400.00
Deposit	Heritage Bank 6504		150.00	250.00
Deposit	Heritage Bank 6504		150.00	100.00
Deposit	Heritage Bank 6504		50.00	50.00
	Early Bird	200.00		250.00
	Early Bird	200.00		450.00
	Early Bird	150.00		600.00
Deposit	Heritage Bank 6504		200.00	400.00
Deposit	Heritage Bank 6504		200.00	200.00
Deposit	Heritage Bank 6504		150.00	50.00
	Early Bird	200.00		250.00
	Early Bird	150.00		400.00
Deposit	Heritage Bank 6504		200.00	200.00
Deposit	Heritage Bank 6504		150.00	50.00
	Associate	50.00		100.00

Deposit	Heritage Bank 6504		50.00	50.00
	Sponsorship	1,000.00		1,050.00
	Early Bird	150.00		1,200.00
	Associate	50.00		1,250.00
	Associate	50.00		1,300.00
	Associate	50.00		1,350.00
Deposit	Heritage Bank 6504		1,000.00	350.00
Deposit	Heritage Bank 6504		150.00	200.00
Deposit	Heritage Bank 6504		50.00	150.00
Deposit	Heritage Bank 6504		50.00	100.00
Deposit	Heritage Bank 6504		50.00	50.00
	Early Bird	200.00		250.00
	-SPLIT-	900.00		1,150.00
	Sponsorship	750.00		1,900.00
Deposit	Heritage Bank 6504		200.00	1,700.00
Deposit	Heritage Bank 6504		900.00	800.00
Deposit	Heritage Bank 6504		750.00	50.00
	Sponsorship	1,000.00		1,050.00
	Sponsorship	1,000.00		2,050.00
Deposit	Heritage Bank 6504		1,000.00	1,050.00
Deposit	Heritage Bank 6504		1,000.00	50.00
Deposit	Heritage Bank 6504		50.00	0.00
	Early Bird	200.00		200.00
	Early Bird	150.00		350.00
Deposit	Heritage Bank 6504		200.00	150.00
Deposit	Heritage Bank 6504		150.00	0.00
	-SPLIT-	350.00		350.00
	Associate	50.00		400.00
Deposit	Heritage Bank 6504		350.00	50.00
Deposit	Heritage Bank 6504		50.00	0.00
	Early Bird	150.00		150.00
Deposit	Heritage Bank 6504		150.00	0.00
	Sponsorship	750.00		750.00
	Early Bird	200.00		950.00

	-SPLIT-	200.00		1,150.00
Deposit	Heritage Bank 6504		750.00	400.00
Deposit	Heritage Bank 6504		200.00	200.00
Deposit	Heritage Bank 6504		200.00	0.00
	Early Bird	150.00		150.00
	Early Bird	150.00		300.00
Deposit	Heritage Bank 6504		150.00	150.00
Deposit	Heritage Bank 6504		150.00	0.00
	Early Bird	200.00		200.00
	Sponsorship	1,000.00		1,200.00
	Early Bird	200.00		1,400.00
	-SPLIT-	200.00		1,600.00
	Early Bird	150.00		1,750.00
	-SPLIT-	200.00		1,950.00
Deposit	Heritage Bank 6504		200.00	1,750.00
Deposit	Heritage Bank 6504		1,000.00	750.00
Deposit	Heritage Bank 6504		200.00	550.00
Deposit	Heritage Bank 6504		200.00	350.00
Deposit	Heritage Bank 6504		150.00	200.00
Deposit	Heritage Bank 6504		200.00	0.00
		<u>17,050.00</u>	<u>17,050.00</u>	<u>0.00</u>
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				-1,680.50
	Heritage Bank 6504	1,513.00		-167.50
	Heritage Bank 6504	167.50		0.00
	-SPLIT-		350.25	-350.25
	Heritage Bank 6504	350.25		0.00

Undeposited Funds		50.00	-300.00
Undeposited Funds		50.00	-350.00
Undeposited Funds		50.00	-400.00
Undeposited Funds		50.00	-450.00
Undeposited Funds		50.00	-500.00
Undeposited Funds		50.00	-550.00
Undeposited Funds		50.00	-600.00
Undeposited Funds		50.00	-650.00
Undeposited Funds		50.00	-700.00
Undeposited Funds		50.00	-750.00
Undeposited Funds		50.00	-800.00
Undeposited Funds		50.00	-850.00
Heritage Bank 6504	50.00		-800.00
Undeposited Funds		50.00	-850.00
Undeposited Funds		50.00	-900.00
Undeposited Funds		50.00	-950.00
Undeposited Funds		50.00	-1,000.00
Undeposited Funds		50.00	-1,050.00
Undeposited Funds		50.00	-1,100.00
Undeposited Funds		50.00	-1,150.00
Undeposited Funds		50.00	-1,200.00
Heritage Bank 6504	50.00		-1,150.00
Undeposited Funds		50.00	-1,200.00
Undeposited Funds		50.00	-1,250.00
Undeposited Funds		50.00	-1,300.00
Undeposited Funds		50.00	-1,350.00
Heritage Bank 6504	50.00		-1,300.00
Undeposited Funds		50.00	-1,350.00
Undeposited Funds		50.00	-1,400.00
Undeposited Funds		50.00	-1,450.00
Undeposited Funds		50.00	-1,500.00
	<u>150.00</u>	<u>1,650.00</u>	<u>-1,500.00</u>
			0.00
Undeposited Funds		200.00	-200.00

	Undeposited Funds	200.00	-400.00
	Undeposited Funds	200.00	-600.00
	Undeposited Funds	200.00	-800.00
	Undeposited Funds	200.00	-1,000.00
	Undeposited Funds	200.00	-1,200.00
unknown customer	Heritage Bank 6504	200.00	-1,400.00
	Undeposited Funds	200.00	-1,600.00
	<u>0.00</u>	<u>1,600.00</u>	<u>-1,600.00</u>
			0.00
			0.00
			0.00
			0.00
	<u>150.00</u>	<u>3,250.00</u>	<u>-3,100.00</u>
			0.00
			0.00
	Undeposited Funds	150.00	-150.00
	Undeposited Funds	150.00	-300.00
	Undeposited Funds	150.00	-450.00
	Undeposited Funds	150.00	-600.00
	Undeposited Funds	150.00	-750.00
	Undeposited Funds	150.00	-900.00
	Undeposited Funds	150.00	-1,050.00
	Undeposited Funds	150.00	-1,200.00
	Undeposited Funds	200.00	-1,400.00
	Undeposited Funds	200.00	-1,600.00
	Undeposited Funds	150.00	-1,750.00
	Undeposited Funds	200.00	-1,950.00
	Undeposited Funds	150.00	-2,100.00
	Undeposited Funds	150.00	-2,250.00
	Undeposited Funds	200.00	-2,450.00
	Undeposited Funds	200.00	-2,650.00
	Undeposited Funds	150.00	-2,800.00
	Undeposited Funds	150.00	-2,950.00
	Undeposited Funds	150.00	-3,100.00

Undeposited Funds	200.00	-3,300.00
Undeposited Funds	150.00	-3,450.00
Undeposited Funds	150.00	-3,600.00
Undeposited Funds	150.00	-3,750.00
Undeposited Funds	200.00	-3,950.00
Undeposited Funds	200.00	-4,150.00
Undeposited Funds	150.00	-4,300.00
Undeposited Funds	150.00	-4,450.00
Undeposited Funds	150.00	-4,600.00
	<u>0.00</u>	<u>4,600.00</u>
		0.00
		0.00
		0.00
		0.00
	<u>0.00</u>	<u>4,600.00</u>
		0.00
Undeposited Funds	2,500.00	-2,500.00
Undeposited Funds	500.00	-3,000.00
Undeposited Funds	1,000.00	-4,000.00
Undeposited Funds	200.00	-4,200.00
Undeposited Funds	200.00	-4,400.00
Undeposited Funds	500.00	-4,900.00
Undeposited Funds	750.00	-5,650.00
Undeposited Funds	1,000.00	-6,650.00
Undeposited Funds	1,000.00	-7,650.00
Undeposited Funds	750.00	-8,400.00
Undeposited Funds	1,000.00	-9,400.00
	<u>0.00</u>	<u>9,400.00</u>
		0.00
		0.00
	<u>150.00</u>	<u>17,250.00</u>
		0.00
		0.00
		0.00

				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
QuickBooks Software Fee	Accounts Payable	10.00		10.00
QuickBooks Software Fee	Accounts Payable	10.00		20.00
		<u>20.00</u>	<u>0.00</u>	<u>20.00</u>
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
		<u>113.29</u>	<u>0.00</u>	<u>113.29</u>
				0.00
unknown	Heritage Bank 6504	100.00		100.00
		<u>100.00</u>	<u>0.00</u>	<u>100.00</u>
				0.00
				0.00
				0.00
				0.00
				0.00
		<u>50.00</u>		<u>50.00</u>
Financial Service Fee	Accounts Payable	50.00		50.00

Financial Service Fee	Accounts Payable	50.00		100.00
		<u>100.00</u>	<u>0.00</u>	<u>100.00</u>
				0.00
				0.00
				0.00
Association Management - 6.75 hrs @ \$43/ Accounts Payable		290.25		290.25
Association Management - 6.50 hrs @ \$43/ Accounts Payable		279.50		569.75
Conference Management - 8.75 hrs @ \$43/ Accounts Payable		375.65		945.40
		<u>945.40</u>	<u>0.00</u>	<u>945.40</u>
				0.00
				0.00
				0.00
				0.00
		<u>1,045.40</u>	<u>0.00</u>	<u>1,045.40</u>
				0.00
	Heritage Bank 6504	648.00		648.00
		<u>648.00</u>	<u>0.00</u>	<u>648.00</u>
				0.00
				0.00
				0.00
Interest	Heritage Bank 6504		0.50	-0.50
Interest	Heritage Bank 6504		0.51	-1.01
Interest	Heritage Bank 6504		0.51	-1.52
		<u>0.00</u>	<u>1.52</u>	<u>-1.52</u>
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00

38,868.05

38,868.05

0.00

Member list

Summary [Keyword search](#) [Advanced search](#) [Saved searches](#)

Level	Total (Bundles)	Active	Renewal overdue	Lapsed	Pending			New in last	
					New	Renewal	Level change	7 days	30 days
Associate Membership	24	21	2	2	1	-	-	1	4
Corporate Membership 1	28 (17)	18	8	8	2	-	-	1	5
Corporate Membership 2	7 (1)	7	-	-	-	-	-	-	-
Executive Director	-	-	-	-	-	-	-	-	-
Regular Membership	34	20	12	11	1	2	-	-	6
Total	93 (18)	66	22	21	4	2	-	2	15



**Nevada Aviation Association
Board of Directors
Policies and Procedures
Adopted _____**

1. All requests by the Board to issue checks for NvAA expenses, shall require approval by two officers, via phone call, followed up by an email to the Treasurer.
2. Refunds: The Treasurer will issue checks for all refunds.
 - A. Conference registration refunds: Cancellation Policy: Attendees are eligible for a full refund if the registration is canceled more than 21 days in advance of the start date of the event. Cancellations made 21 days or less than the start date of the event are eligible for a refund less 30% of all fees paid, not to exceed \$150 administrative processing fee. Request for refund must be in writing. Refunds will be processed no more than 30 days following a request.
 - B. Membership overpayment refunds: Membership overpayment refunds must be in writing. Refunds will be processed no more than 30 days following a request.
3. Any officer not participating in three consecutive Board Meetings will be replaced by the Board of Directors and that seat filled by another appointee.

Event registration date	First name	Last name	Email	Job Title	Registration type/Invitee reply	Fee
March 02, 2022 6:56 AM	Tyler	Allred	tallred@qdconstruction.com	Services Manager	NvAA - Complimentary Sponsor Re	\$0.00
March 18, 2022 6:56 AM	Roben	Armstrong	robena@mccarran.com	Strategic Planning Manager	NvAA - Complimentary Speaker Re	\$0.00
March 07, 2022 12:20 PM	Kay	Bennett	kbennett@silverspringsairport.com		NvAA - Complimentary Sponsor Re	\$0.00
February 28, 2022 1:22 PM	Grant	Bishop	tstanifer@silentfalconuas.com	CEO / President	NvAA Non-Member - Early Bird Re	\$200.00
March 17, 2022 7:12 AM	Wilde	Brough	wbrough@elkocountynv.net	Elko County Commissioner	NvAA Member - Regular Registrati	\$200.00
February 08, 2022 12:43 PM	Nadine	Burgard	nburgard@armstrongconsultants.com	Airport Project Manager	NvAA - Complimentary Sponsor Re	\$0.00
February 15, 2022 1:27 PM	Larry	Cheek	larry.d.cheek@faa.gov	Safety Program Manager	NvAA - Complimentary Speaker Re	\$0.00
February 21, 2022 9:35 AM	Mike	Dane	mdane@centurywest.com	Senior Airport Planner	NvAA Non-Member - Early Bird Re	\$200.00
February 08, 2022 12:47 PM	Dave	Dietz	ddietz@armstrongconsultants.com	Senior Airport Planner	NvAA - Complimentary Sponsor Re	\$0.00
February 08, 2022 12:52 PM	Mike	Dikun	mdikun@armstrongconsultants.com	Territory Manager Western Pacific Region	NvAA Member - Early Bird Registrat	\$150.00
February 15, 2022 2:49 PM	Shane	Dyer	sdyer@jub.com	Area Manager, P.E.	NvAA - Complimentary Sponsor Re	\$0.00
February 07, 2022 12:54 PM	Gustavo	Estrada	gestrada@elkocountynv.net	Lead Public Works	NvAA Member - Early Bird Registrat	\$150.00
February 24, 2022 10:07 AM	Brian	Fitzgerald	bfitzgerald@esengr.com	Senior Engineer	NvAA Member - Early Bird Registrat	\$150.00
March 02, 2022 6:52 AM	LaMonte	Forgays	dboreham@qdconstruction.com	Operations Manager	NvAA - Complimentary Sponsor Re	\$0.00
February 28, 2022 3:05 PM	James	Foster	jfoster@elkocitynv.gov	Airport Manager	NvAA Member - Early Bird Registrat	\$150.00
February 28, 2022 2:18 PM	Kurt	Haukohl	khaukohl@dot.nv.gov	State Aviation Manager	NvAA Non-Member - Early Bird Re	\$200.00
February 28, 2022 10:29 AM	Alicia	Heiser	manager@winnemuccacity.org	City Manager/Engineer	NvAA Non-Member - Early Bird Re	\$200.00
March 21, 2022 1:21 PM	Heath	Hildebrandt	heath.hildebrandt@kimley-horn.com	Project Manager	NvAA Member - Regular Registrati	\$200.00
February 07, 2022 12:04 PM	Linda	Hivert	info@nifti.com	Sports Aviation Foundation- Director	NvAA Member - Early Bird Registrat	\$150.00
March 01, 2022 5:58 PM	Mark	Holloway	mholloway@whitepinecountynv.gov	Airport Manager	NvAA Member - Early Bird Registrat	\$150.00
March 08, 2022 2:04 PM	Brian	Hugill	bhugill@elkocountynv.net	Jackpot Fire Chief	NvAA Non-Member - Regular Regi	\$250.00
February 28, 2022 3:29 PM	Corey	Jenkins	corey.jenkins@brokyo.com	Airport Manager	NvAA Member - Early Bird Registrat	\$150.00
March 11, 2022 11:04 AM	Cris	Jensen	cjensen@renoairport.com	Chief Operations and Public Safety Officer	NvAA - Complimentary Speaker Re	\$0.00
February 28, 2022 7:43 PM	Pam	Keidel-Adams	pam.keidel-adams@kimley-horn.com	Vice President	NvAA - Complimentary Speaker Re	\$100.00
February 24, 2022 10:39 AM	Claire	Korzekwa	claire.korzekwa@delasoft.com	Product manager	NvAA - Complimentary Sponsor Re	\$0.00
March 07, 2022 2:33 PM	Peter	Krueger	peter@cpnv.us	Senior Partner	NvAA Non-Member - Regular Regi	\$250.00
February 26, 2022 10:05 AM	Corl	Leach	corl@planenv.com	Managing Member	NvAA Member - Early Bird Registrat	\$150.00
February 16, 2022 8:49 AM	Don	Leffler	dleffler@avfuel.com	Area Manager	NvAA - Complimentary Sponsor Re	\$0.00
February 25, 2022 7:21 AM	Kory	Lewis	klewis@coffmanassociates.com	Principal	NvAA - Complimentary Sponsor Re	\$0.00
March 21, 2022 9:13 AM	Celeste	Low	celeste.low@horrocks.com	Sr. Aviation Project Manager	NvAA - Complimentary Sponsor Re	\$0.00
March 07, 2022 12:21 PM	Jim	Manly	ssairport@outlook.com		NvAA - Complimentary Sponsor Re	\$0.00
March 02, 2022 12:04 PM	Brian	Martinezmoles	bmartinezmoles@woodrogers.com	Principal Engineer	NvAA - Complimentary Sponsor Re	\$0.00
February 26, 2022 9:46 AM	robert	mcdougal	rbm619@gmail.com	Airport Authority Member	NvAA Member - Early Bird Registrat	\$150.00
March 17, 2022 10:33 AM	Michael	McNerney	mmcnerney@silentfalconuas.com	Pavement Engineer / Project Manager	NvAA - Complimentary Sponsor Re	\$0.00
February 08, 2022 1:13 PM	David	Meyer	dmeyer@jub.com	Aviation Project Manager	NvAA Member - Early Bird Registrat	\$150.00
February 10, 2022 9:14 AM	David	Mittleman	dmittleman@avfuel.com	Senior Sales Manager	NvAA Non-Member - Early Bird Re	\$200.00
February 02, 2022 2:53 PM	Kenneth	Moen	kmoen@armstrongconsultants.com	Special Projects Manager	NvAA Member - Early Bird Registrat	\$150.00
February 10, 2022 8:57 AM	Sam	Murphy	smurphy@criticalarccx.com	Opportunity Manager	NvAA - Complimentary Sponsor Re	\$0.00
February 08, 2022 12:40 PM	Chris	Nocks	cnocks@armstrongconsultants.com	Engineering Operations Manager	NvAA - Complimentary Sponsor Re	\$0.00
February 15, 2022 2:13 PM	Lee	Oscar	lee.a.oscar@faa.gov	Aviation Safety Inspector FAASTeam Progr	NvAA - Complimentary Speaker Re	\$0.00
February 25, 2022 4:47 PM	Jeff	Page	jpage@lyon-county.org	County Manager	NvAA Member - Early Bird Registrat	\$150.00
February 16, 2022 8:55 AM	Eric	Pfister	epfister@avfuel.com	Account Executive	NvAA - Complimentary Sponsor Re	\$0.00
February 23, 2022 7:48 AM	Kyle	Potvin	kpotvin@appliedpavement.com	Program Director	NvAA - Complimentary Sponsor Re	\$0.00
February 25, 2022 7:23 AM	Matt	Quick	mquick@coffmanassociates.com	Principal	NvAA - Complimentary Sponsor Re	\$0.00
February 10, 2022 11:09 AM	Peggy	Quigg	peggy@silverspringsairport.com	Manager	NvAA Member - Early Bird Registrat	\$150.00
February 21, 2022 10:48 AM	Larry	Rackley	larry@rackleyfarm.com	Commissioner	NvAA Member - Early Bird Registrat	\$150.00
March 11, 2022 7:11 AM	Jared	Raymond	jared.raymond@faa.gov	Community Planner	NvAA Member - Early Bird Registrat	\$150.00

February 11, 2022 7:47 AM	Carmen	Rose	carmen.rose@dibblecorp.com	Project Manager	NvAA Member - Early Bird Registrat	\$150.00
February 16, 2022 8:33 AM	Jeb	Rowley	jrowley@eurekacountynv.gov	Public Works Director	NvAA Non-Member - Early Bird Re	\$200.00
February 04, 2022 1:42 PM	Burt	Rudder	lincolnairinc@gmail.com	Manager Alamo Landing Field	NvAA Member - Early Bird Registrat	\$150.00
February 04, 2022 1:33 PM	Wendy	Rudder	wendyrudder.laigroup@gmail.com	Manager LC Airport-Panaca	NvAA Member - Early Bird Registrat	\$150.00
March 17, 2022 10:29 AM	Valerie	Saur	vsaur@silentfalconuas.com	Operations Manager	NvAA - Complimentary Sponsor Re	\$0.00
March 03, 2022 3:59 PM	Dean	Schultz	dschultz@woodrogers.com	Principal	NvAA - Complimentary Sponsor Re	\$0.00
February 08, 2022 5:53 AM	David	Sharp	david.sharp@honeywell.com	Account Executive	NvAA Member - Early Bird Registrat	\$150.00
February 25, 2022 10:19 AM	Kevin	Smith	ksmith@fly2trk.com	General Manager	NvAA Non-Member - Early Bird Re	\$200.00
February 28, 2022 3:13 PM	Robert	Switzer	manager@yerington.net	City Manager	NvAA Member - Early Bird Registrat	\$150.00
March 14, 2022 1:20 PM	Adam	Tennant	atennant@renoairport.com	General Aviation Property Manager	NvAA Member - Regular Registrati	\$200.00
February 15, 2022 7:38 PM	Robin	Titus	robin.titus@asm.state.nv.us	Assembly Minority Leader	NvAA - Complimentary Speaker Re	\$0.00
February 11, 2022 5:13 AM	Georgia	Twyerould	georgia.twyerould@kimley-horn.com	Project Planner	NvAA Non-Member - Early Bird Re	\$200.00
March 01, 2022 6:27 AM	Lee	Underwood	lee.underwood@horrocks.com	Aviation Manager	NvAA - Complimentary Sponsor Re	\$0.00
March 16, 2022 10:51 AM	Rob	Vernon	rob.vernon@meadhunt.com	Aviation Services	NvAA Non-Member - Regular Regi	\$250.00
March 21, 2022 11:19 AM	Kyle	Voorhees	kyle@titanfuels.aero	Southwestern Sales Rep	NvAA Non-Member - Regular Regi	\$250.00
February 15, 2022 12:08 PM	Jay	West	claire.korzekwa@revjet360.com	Founder	NvAA - Complimentary Sponsor Re	\$0.00
February 15, 2022 2:50 PM	Mike	Wilhelm	mwilhelm@jub.com	P.E.	NvAA - Complimentary Sponsor Re	\$0.00
March 11, 2022 7:06 AM	Mike	Williams	mike.n.williams@faa.gov	Manager	NvAA Member - Early Bird Registrat	\$150.00
March 11, 2022 4:07 PM	Paul	Young	paul@tomclarksolutions.com	Government Affairs Director	NvAA Non-Member - Regular Regi	\$250.00
						\$6,700.00

Timestamp	First and Last Name	Will you be attending the banquet?
3/21/2022 14:08	Wendy Rudder	Yes
3/21/2022 14:10	Heath Hildebrandt	Yes
3/21/2022 14:10	Burt Rudder	Yes
3/21/2022 14:11	Sam Murphy	Yes
3/21/2022 14:17	Ken Moen	Yes
3/21/2022 14:26	David Meyer	Yes
3/21/2022 14:31	Rob McDougal	Yes
3/21/2022 14:54	Dean Schultz	Yes
3/21/2022 14:59	Robert Switzer	Yes
3/21/2022 15:00	Nadine Burgard	Yes
3/21/2022 15:54	Matt Quick	Yes
3/21/2022 17:10	Larry Rackley	Yes
3/22/2022 6:49	Grant Bishop	Yes
3/22/2022 6:50	Mike Mc Nerney	Yes
3/22/2022 6:51	Valerie Saur	Yes
3/22/2022 7:11	Kory Lewis	Yes
3/22/2022 7:29	David Mittleman	Yes
3/22/2022 8:51	Don Leffler	Yes
3/22/2022 9:05	Eric J. Pfister	Yes
3/22/2022 12:59	Mike Wilhelm	Yes
3/23/2022 12:10	Claire Korzekwa	Yes
3/23/2022 12:10	Jay West	Yes

Date Registered	Sponsor	Contact	Email	Level	Exhibit Booth Power?
2/25/2022	Applied Pavement Technology	Kyle Potvin	kpotvin@appliedpavement.com	Silver	
3/11/2022	Critical Arc	Samuel Murphy	smurphy@criticalarccx.com	Silver	
2/16/2022	NBAA	Phil Derner	pderner@nbaa.org	Silver	
3/10/2022	Advanced Aviation Reno	Sam Dragoli	samd@advancedaviationreno.com	Platinum	No Response
2/7/2022	Armstrong Consultants	Sierra Segrest	ssegrest@armstrongconsultants.com	Platinum	Yes
2/16/2022	AVFUEL	Kelci Gormley	kgormley@avfuel.com	Gold	No Response
2/17/2022	Coffman Associates	Matt Quick	mquick@coffmanassociates.com	Gold	No Response
3/15/2022	Horrocks Engineers	Tabetha Patterson	tabethap@horrocks.com	Gold	Yes
2/10/2022	J-U-B Engineers, Inc.	Shane Dyer	amyers@jub.com	Gold	No Response
2/28/2022	Q&D Construction	Duane Boreham	dboreham@qdconstruction.com	Gold	No Response
3/11/2022	Reno Tahoe Airport Authority	Scott Gordon	cjensen@renoairport.com	Gold	No Response
2/17/2022	RevJet	Claire Korzekwa	claire.korzekwa@revjet360.com	Gold	Yes
3/11/2022	Silent Falcon	Grant Bishop	tstanifer@silentfalconuas.com	Gold	No Response
3/6/2022	Silver Springs Regional Airport	Peggy Quigg	peggy@silverspringsairport.com	Gold	No Response
2/28/2022	Wood Rodgers	Brian Martinezmoles	bmartinezmoles@woodrodgers.com	Gold	No Response
3/11/2022	All Weather, Inc.	Barbara Baca	bbaca@allweatherinc.com	Bronze	
2/23/2022	AOPA	Melissa McCaffrey	melissa.mccaffrey@aopa.org	Bronze	
3/1/2022	Asphalt Systems, Inc.	Mitch Manning	mitch@asphaltssystemsin.com	Bronze	
2/8/2022	Honeywell	David Sharp	david.sharp@honeywell.com	Bronze	
3/22/2022	Kimley-Horn	Heath Hildebrandt	heath.hildebrandt@kimley-horn.com	Bronze	

Selected on Registration

Total \$	Additional Benefit
\$750.00	Tuesday Night Reception
\$750.00	
\$750.00	All Breaks
\$1,500.00	Monday Evening Reception
\$2,500.00	President's Dinner
\$1,000.00	
\$1,000.00	Tuesday Breakfast
\$1,000.00	
\$1,000.00	Wednesday Breakfast
\$1,000.00	
\$1,000.00	All Breaks
\$1,000.00	
\$1,000.00	Wednesday Lunch
\$1,000.00	Tuesday Lunch
\$1,000.00	
\$500.00	
\$500.00	
\$500.00	
\$500.00	
\$500.00	
\$18,750.00	



**Nevada Aviation Association
General Membership Meeting
March 29, 2022
11:30 am**

1. Call to Order and Determination of Quorum
2. Approval of Minutes of the September 28, 2021 General Membership Meeting
3. President's Report
4. Treasurer's Report
5. Membership Report
6. Election of Officers
 - Board of Directors Positions Expiring Fall Conference
7. Changes to Bylaws – Attach Board of Directors Policies
8. Discussion and Possible Action regarding the position description for NvAA Executive Director
9. NvAA 2022 Strategic Initiatives
10. NvAA and the NAHSP
11. NvAA's membership growth plan
12. General Discussion – A time set aside for members to discuss issues of concern or bring forward future agenda items

Adjourn

NvAA Conference Budget				
			Expense	Income
Meals				
Eldorado No VI			\$2,601.00	
Tuesday Breakfast			\$1,122.00	
Tuesday Lunch			\$1,632.00	
Wednesday Breakfast			\$1,122.00	
Wednesday Lunch			\$1,122.00	
Refreshment Breaks			\$1,158.55	
Eldorado Meals subtotal			\$8,757.55	
Service Chg/Taxes	28.625%		\$2,033.00	
Catering Total			\$10,790.55	
Louis' President's Dinner			\$2,000.00	
Meal Totals			\$12,790.55	
Admin			\$1,200.00	
KCA			\$1,200.00	
A/V			\$2,000.00	
Tuesday night reception			\$500.00	
Supplies			\$300.00	
Expenses			\$5,200.00	
Registration				\$7,000.00
Sponsorships				\$19,250.00
Total			\$17,990.55	\$26,250.00
Net Income			\$8,259.45	

Nevada Aviation Association
Board of Directors
Officer Elections – Fall Conference

Bylaws Section 7.0 Board of Directors

All positions shall be held for two (2) years. The outgoing President shall fill the Past President position. The President-Elect, First Vice President shall be elected in alternating (odd) years starting in 2005. All other positions shall be elected in even years.

President - Ken Moen	Term expires 2023
President-Elect – Shawn Burt	Term expires 2023
V President - Peggy Quigg	Term expires 2023
Secretary – Wendy Rudder	Term expires Fall 2022
Shane Dyer – Treasurer	Term expires Fall 2022
Associate Director – Larry Rackley	Term expires Fall 2022
Associate Director – Vacant	Term expires Fall 2022
Corporate Director – David Dietz	Term Expires Fall 2022
Corporate Director – Phil Derner	Term Expires Fall 2022



107 S. Southgate Dr.
Chandler, AZ 85226-3222 USA

(480) 893-6110

(480) 893-7775

www.kc-a.com

CONTRACT FOR April 1, 2022 – March 31, 2023

Contract of Services between:
Nevada Aviation Association (NVAA) and KCA, Inc.

INTRODUCTION

The purpose of this CONTRACT is to provide the Nevada Aviation Association (NVAA) with association management services. Throughout this CONTRACT, the term NVAA refers to the Nevada Aviation Association, and the term “Management Company” refers to KCA, Inc. The scope of service and specific activities to be performed by the MANAGEMENT COMPANY for and on behalf of NVAA include those outlined herein.

ADMINISTRATIVE MANAGEMENT

1. Provide necessary equipment for MANAGEMENT COMPANY staff including fax machine, computers, software, telephone system, copier and printers to perform required duties, within reason, at the MANAGEMENT COMPANY business office.
2. Handle correspondence, inquiries, etc., with an attempted response time within forty-eight business hours.
3. Serve as a liaison to the general public and NVAA membership.
4. Complete and submit any necessary filings with local, state, and federal agencies.
5. Supply guidance, recommendations and support for Committee Chairs and volunteers who implement conferences, scholarships, awards, membership and other functions as requested. Guidance, recommendations and support is defined as providing direction to Committee Chairs on annual tasks and following up to ensure outstanding committee action items are being completed throughout the year. Virtual attendance by MANAGEMENT COMPANY administrator at committee meetings/teleconferences as requested.
6. Other duties as requested by President of the Chapter, other Board members, and/or Committee Chairs.
7. Maintain electronic storage of all Chapter documents and records.
8. Distribute hard copies of any documents to Secretary, Treasurer as needed/requested.

COMMUNICATIONS/WEBSITE

1. Administer email accounts for the current Board of Directors (add new Board members, delete old accounts, etc.) as requested.
2. Route incoming email, voicemail, facsimile and postal mail as appropriate.
3. Send out Chapter correspondence by email, voicemail and facsimile.
4. Create and distribute email to NVAA’s electronic mailing regarding routine communications/chapter programs and other activities. If HTML communications need to be created, there could be additional fees.
5. Manage upcoming event calendar on website and update per the association’s activity tracker.
6. Communications to members, Board and committee as needed via Outlook or the existing Wild Apricot account. Respond to member questions/forward to appropriate chapter leader(s) as required.
7. Manage the existing NVAA website on Wild Apricot and update as necessary/requested.

The contract herein was designed exclusively for NVAA and its content and respective pricing is proprietary in nature. In this respect, you must honor KCA’s proprietary rights to the content of this contract and refrain from disclosing any of its contents to our competitors or any unauthorized parties.

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KCA | 107 S. Southgate Drive | Chandler, AZ 85226 USA | P: +1(480) 893-6110

BOARD MEETING/OFFICER SUPPORT

1. Assist with Zoom logistics for Board meetings as requested.
2. Act as Parliamentarian as requested.
3. Maintain records, Board directory, checklists and other resource information to provide for effective functioning of the Board.
4. Provide information as requested by officers.
5. Maintain communication with officers on information/questions from members, committees' and other associations.

MEMBERSHIP AND DATABASE MANAGEMENT

1. Process and support of all membership types on an annual basis (January – December).
2. Membership processing tasks include membership type verification, processing appropriate payment and sending confirmation/receipt of payment for new and existing/renewing members.
3. Maintain an accurate database of NVAA members, prospects and past members.
4. Maintain Chapter e-mail database including assistants and an alternate email/phone contact.

FINANCIAL MANAGEMENT SUPPORT (ACCOUNTING AND BANKING)

1. Maintain a QuickBooks accounting system for NVAA expenses and income. QuickBooks Software Fee: \$10 per month.
2. Record association income to include: membership dues, conference registration fees, sponsor fees, conference sponsor and exhibitor fees, item sales fees and other miscellaneous revenue in a timely manner. NVAA treasurer to send information for checks received.
3. Maintain the existing checking account and reconcile monthly bank statements provided by NVAA (or via a KCA login).
4. Issue payments for services rendered and/or products purchased on behalf of, and as approved by, NVAA.
5. Provide quarterly financial reports to the Board, including Profit and Loss and Balance Sheet.
6. Assist with monitoring cost containment and fiscal responsibility for the association.
7. Maintain charge card capabilities for members/conference attendees via existing NVAA Merchant Account. Reconcile charges monthly. Merchant processing fees may apply.
8. Fee for annual filing of taxes by CPA will be an additional expense billed at the prevailing 990/990T rate.
9. NVAA Corporate Commission Filing by request (filing fees apply).

EVENT MANAGEMENT

1. Build registration form(s) on NVAA's existing Wild Apricot website.
2. Review and manage registrations to ensure individuals are registered for the correct category (Member, Early Bird Rate, etc.) and follow up if incorrect.
3. Provide registration reports upon request.
4. Send event registration lists to event sponsors per prospectus. Manage sponsor deliverables.
5. Reconcile registration data and income at conclusion of each event.
6. Speaker management, to include agreement letter and management of deliverables based on agreement and request payments as necessary.
7. Respond in a timely manner to inquiries and manage any deliverables from potential and registered attendees, guests, exhibitors, sponsors and event venue.
8. Manage electronic payment portals.

The contract herein was designed exclusively for NVAA and its content and respective pricing is proprietary in nature. In this respect, you must honor KCA's proprietary rights to the content of this contract and refrain from disclosing any of its contents to our competitors or any unauthorized parties. ©2022

9. Create and distribute email blasts via Wild Apricot to promote events; content to be supplied by client.
10. Day of assistance virtually only per request. If in person support is requested by MANAGEMENT COMPANY, an out of scope will be presented for NVAA's consideration.

MANAGEMENT COMPANY COMPENSATION AND TERM: Total professional service fees will be billed at \$44 per hour.

The monthly professional services fee to be paid by NVAA to MANAGEMENT COMPANY shall be paid upon presentation of a month end invoice. This is submitted to President for approval and Treasurer for payment post approval.

This service fee includes staffing and planning to successfully complete contracted tasks, even in the event NVAA chooses to cancel an activity or task.

SUMMARY OF PROFESSIONAL SERVICES INCLUDED IN MANAGEMENT COMPANY FEE:

1. KCA is a registered Women Owned Business through WBENC; we maintain general liability insurance of \$2M with a \$3M umbrella; our staff is covered under Arizona Workman's Compensation. In addition, we also carry a "crime shield policy" covering loss of any monies by our employees or through their negligence – this is our version of "bonded".
2. Executive oversight by one (1) KCA Executive staff member to ensure financial and quality control, effective account management and Board interface as needed. Assignment of one (1) Administrator Coordinator to act as your dedicated association team and as a specific point of contact to organize and manage the day-to-day requirements.

EXCLUSIONS/REIMBURSABLES:

NVAA will reimburse the MANAGEMENT COMPANY expenses incurred in providing the services outlined herein upon submission of an invoice by the MANAGEMENT COMPANY. These expenses are in addition to the hourly professional service and will be billed as incidentals in the month of occurrence with a 15% management fee to cover processing, accounting, reconciliation, and stocking/restocking.

1. MANAGEMENT COMPANY'S monthly out-of-pocket expenses and association incidentals, such as but not limited to, mileage, travel (if requested), copies, printing, mailing envelopes, postage, express shipments, couriers, and any contracted or purchased vendor services and equipment in support of the mission/activities of NVAA.
2. Fee(s) for conference supplies such as, but not limited to, name badge paper and plastic holders, ribbons, tent cards, place cards, flip charts, directional arrows, gift procurement and wrapping, etc.
3. Basic technology package to include use and routine maintenance/service of MANAGEMENT COMPANY'S current software, computer equipment, telephone system/equipment, office equipment, fax machines, server, backup systems and T-1/DSL, copy machine (lease and service) in the MANAGEMENT COMPANY'S office. You don't have to own or service or update any equipment – this is done for you at a flat fee of \$25 per month (not subject to 15% management fee).
4. Renting of MANAGEMENT COMPANY'S equipment such as laptops and projectors is available for an additional, discounted fee.
5. Use of MANAGEMENT COMPANY'S QuickBooks account: \$10 flat fee per month (not subject to 15% management fee).
6. **OPTIONAL:** Telephone and answering service should NVAA approve the service: \$50 per month (not subject to 15% management fee).

The contract herein was designed exclusively for NVAA and its content and respective pricing is proprietary in nature. In this respect, you must honor KCA's proprietary rights to the content of this contract and refrain from disclosing any of its contents to our competitors or any unauthorized parties. ©2022

WORK OUT OF SCOPE: Should work be requested of the MANAGEMENT COMPANY that is not included within this contract, MANAGEMENT COMPANY will provide NVAA with a “Scope of Service Authorization form” in advance and receive approval before initiating work. The Out of Scope Agreement will outline work scope and estimate of costs (hourly or flat fee) based on the work required.

CONFIDENTIALITY: The MANAGEMENT COMPANY agrees that it will reveal to no person, agency, company or other entity any information relating to NVAA members, clients, methods of operation or other pertinent data of which the MANAGEMENT COMPANY may gain knowledge of at any time during or after the termination of the working relationship detailed herein between NVAA and the MANAGEMENT COMPANY. An exception to this provision can only be made upon the prior written specific consent of NVAA by its authorized representative or as compelled by court order.

DURATION OF AGREEMENT: NVAA has contracted with the MANAGEMENT COMPANY for professional services for a 12-month period to begin April 1, 2022. The duration, services and compensation provided for in the AGREEMENT may be modified, but only with the prior written consent of both parties (electronic is acceptable). This contract can be extended for up to two (2), one-year terms with an additional COLA of \$2 per hour added per year with a signed addendum. If NVAA does not wish to renew the AGREEMENT, a 90-day written notice is required.

TERMINATION OF AGREEMENT: The services to be provided by the MANAGEMENT COMPANY and the professional fee payments provided for herein, are the respective obligations of the MANAGEMENT COMPANY and NVAA for the duration of the AGREEMENT stipulated. Either party has the right and the ability to terminate the MANAGEMENT COMPANY services and the professional fees paid for such services with ninety (90) days written notice. In the event of a termination initiated by either party, even after contract expiration, the MANAGEMENT Company’s services and professional fees paid by NVAA for said services will continue for the ninety (90) days thereafter to facilitate a transition unless there is a written agreement by the parties to the contrary. The rate will be based on the average monthly hours accumulated at the time of notification. This aides both parties with a seamless transition.

TRANSFERABILITY: Either party may transfer its rights and duties as outlined under this Agreement to another organization without prior approval from the other party. If rights and duties are transferred, all parties will work collaboratively towards a smooth transition.

INDEMNIFICATIONS: NVAA and MANAGEMENT COMPANY mutually agrees to indemnify, defend and hold harmless each other, and their respective officers, directors, shareholders, employees and subcontractors, material – men and agents, from all costs, claims, damages and liabilities (including reasonable attorney’s fees) for the personal injury or death of any person or persons, or damage to property or any other person or entity related to either party, caused by the negligence, intentional act, errors or omissions of their respective designated agents or employees arising out of or related to the Services.

DISPUTE RESOLUTION: In the event of any legal actions (including arbitrations) between the Parties regarding the subject matter of this Agreement, the prevailing Party shall be entitled to reasonable attorneys’ fees, costs and other expenses incurred by said Party in connection therewith, regardless of whether such legal action is prosecuted to judgment. Any and all controversies, questions, or disputes arising under or in connection with this Agreement or the performance thereof shall upon the written request of any Party be resolved by mediation first, followed by arbitration if necessary. Such mediation/arbitration shall be held in Phoenix, Arizona and conducted by the American Arbitration Association, through its Phoenix Tribunal, in accordance with Arizona Code of Civil Procedure, and its rules and practices then prevailing. Should mediation and arbitration fail each Party hereby consents to the jurisdiction of, and any action

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concerning the Agreement shall be brought and tried in, the Maricopa County, Arizona federal and state courts.

LICENSE: NVAA hereby grants MANAGEMENT COMPANY the non-exclusive royalty free right and license to use NVAA's name and logo(s) and other copyrighted materials and other intellectual property (collectively, NVAA Materials") in connection with providing services for NVAA. NVAA represents and warrants that any and all logos, slogans, ideas, songs, pictures, graphs, audio recordings, videos, materials or other intellectual property of similar nature which NVAA, or a party requested by NVAA, provides MANAGEMENT COMPANY under this Agreement are owned by NVAA, or that NVAA has the right to use, and to grant MANAGEMENT COMPANY the rights to use such materials. All costs associated with obtaining the rights to use such materials are borne by the NVAA unless specified in writing mutually by both parties. Except for materials independently created or invented by any entertainers (i.e. speakers, comedians, singers, etc.), MANAGEMENT COMPANY represents and warrants that any and all slogans, ideas, songs, pictures, graphs, audio recordings, videos, materials or other intellectual property of similar nature that MANAGEMENT COMPANY utilized to provide the services are licensed for use by MANAGEMENT COMPANY, and grants to NVAA the nonexclusive right to use such materials solely for the purpose of the services. NVAA and MANAGEMENT COMPANY agree to allow the use of their logo and name to be utilized on respective websites and/or in marketing materials.

FORCE MAJEURE: KCA is not liable for failure to perform the obligations of this AGREEMENT if such failure is as a result of Acts of God (including fire, flood, earthquake, storm, hurricane or other natural disaster), war, invasion, act of foreign enemies, hostilities (regardless of whether war is declared), civil war, rebellion, revolution, insurrection, military or usurped power of confiscation, terrorist activities, nationalization, government sanction, blockage, embargo, labor dispute, strike, travel restrictions, lockout or interruption or failure of electricity, telephone or Internet service, or if the health and/or safety of the NVAA, attendees and/or KCA, Inc. staff is at risk as determined by the World Health Organization and/or the Centers for Disease Control and Prevention.

CANCELLATION OF ACTIVITY OR TASK: The monthly professional service rate covers the services detailed in this AGREEMENT and includes dedicated staff hours. The fee includes staffing and planning time to successfully complete contracted tasks, even in the event NVAA chooses to cancel an activity or task.

COMPLETE UNDERSTANDING: All preliminary understanding and negotiations, both written and oral, have been merged in this Agreement, which is the entire agreement between the parties, no representation, inducement or promise has been made by either party, or is relied on by the other, unless set out herein or in a future subsequent scope of work documents. This agreement may be altered or changed only in writing by both parties.

IMPLEMENTATION: NVAA represents and warrants that the person signing this agreement on behalf of the NVAA has been authorized to do so by NVAA. If the foregoing is in accordance with your understanding, please indicate approval and acceptance of these terms in the space provided for your signature and return the document to MANAGEMENT COMPANY. MANAGEMENT COMPANY will provide an authorized signature and return the fully executed agreement for your records. NVAA indicates its acceptance of the agreement by signature of the authorized NVAA official. Forwarding of one copy of the executed AGREEMENT to each party binds the parties.

The contract herein was designed exclusively for NVAA and its content and respective pricing is proprietary in nature. In this respect, you must honor KCA's proprietary rights to the content of this contract and refrain from disclosing any of its contents to our association or meeting planning competitors or any unauthorized parties.

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AGREEMENT ACCEPTANCE (pages 1-5)

BY: _____
NVAA Authorized Executive

DATE: _____

BY: _____
*Cathy Herring, President
KCA, Inc.*

DATE: _____



Scope of Service Authorization

SCOPE OF WORK DESIRED

DATE: 2/19/2021

Transfer of QuickBooks files and financial management for the Nevada Aviation Association (NVAA).

Date	Client Project	Task Description	KCA Fee
February - March, 2021	Transfer of QuickBooks files	Transition and audit of electronic QuickBooks files to KCA's accounting system.	Fee Estimate: \$600* <i>Once KCA receives and reviews the files provided by NVAA, this fee may change. NVAA will be notified of any fee change for approval.</i>
February 19, 2021 - February 28, 2022	Financial Management/Accounting	<ol style="list-style-type: none"> 1. Maintain a QuickBooks accounting system for NVAA expenses and income. 2. Record all association income to include: membership dues, conference registration fees, sponsor fees, conference sponsor and exhibitor fees, item sales fees and other miscellaneous revenue in a timely manner. 3. Maintain the existing checking account and reconcile monthly bank statements provided by NVAA (or via a KCA login). 4. Issue payments for services rendered and/or products purchased on behalf of, and as approved by, NVAA. 5. Review and make recommendations to the Board for financial savings accounts (Money Market or investments). 6. Provide quarterly financial reports to the Board, including Profit and Loss and Balance Sheet. 7. Assist with monitoring cost containment and fiscal responsibility for the association. 8. Maintain charge card capabilities for members/conference attendees via existing NVAA Merchant Account. Reconcile charges monthly. Merchant processing fees may apply. 9. Fee for annual filing of taxes by CPA will be an additional expense billed at the prevailing 990/990T rate. 10. NVAA Corporate Commission Filing (filing fees apply). 	Service Fee: \$50 per month* <i>*Fee includes up to two hours of management per month. Additional hours spent on financial management will be billed at \$43 per hour.</i> QuickBooks Software Fee: \$10 per month

Work will begin upon receipt of a signed Scope of Service Authorization. This signed agreement authorizes KCA, Inc. to proceed and receive payment for the Scope of Work as outlined above. The monthly professional services fee to be paid by NVAA to KCA, Inc. shall be paid upon presentation of a month end invoice (please note credit card payments are subject to a 5% processing fee).

Fax or scanned transmission of this document is agreed by both parties to be acceptable.

Authorized By:
NVAA

Date: Feb. 20, 2021

Authorized By:
KCA

Date: 4/7/21

Katherine Christensen & Associates, Inc.
 107 S. Southgate Drive | Chandler, Arizona 85226-9222
 P: 480-893-6110 | F: 480-893-7775 | www.kc-a.com



Scope of Service Authorization

SCOPE OF WORK DESIRED

DATE: 3/7/2022

Transfer of QuickBooks files and financial management for the Nevada Aviation Association (NVAA).

Date	Client Project	Task Description	KCA Fee
March 1, 2022 - February 28, 2023	Financial Management/Accounting	<ol style="list-style-type: none"> 1. Maintain a QuickBooks accounting system for NVAA expenses and income. 2. Record association income to include: membership dues, conference registration fees, sponsor fees, conference sponsor and exhibitor fees, item sales fees and other miscellaneous revenue in a timely manner. NVAA treasurer to send information for checks received. 3. Maintain the existing checking account and reconcile monthly bank statements provided by NVAA (or via a KCA login). 4. Issue payments for services rendered and/or products purchased on behalf of, and as approved by, NVAA. 5. Review and make recommendations to the Board for financial savings accounts (Money Market or investments). 6. Provide quarterly financial reports to the Board, including Profit and Loss and Balance Sheet. 7. Assist with monitoring cost containment and fiscal responsibility for the association. 8. Maintain charge card capabilities for members/conference attendees via existing NVAA Merchant Account. Reconcile charges monthly. Merchant processing fees may apply. 9. Fee for annual filing of taxes by CPA will be an additional expense billed at the prevailing 990/990T rate. 10. NVAA Corporate Commission Filing by request (filing fees apply). 	<p>Service Fee: \$50 per month*</p> <p><i>*Fee includes up to two hours of management per month. Additional hours spent on financial management will be billed at \$43 per hour.</i></p> <p>QuickBooks Software Fee: \$10 per month</p>

Work will begin upon receipt of a signed Scope of Service Authorization. This signed agreement authorizes KCA, Inc. to proceed and receive payment for the Scope of Work as outlined above. The monthly professional services fee to be paid by NVAA to KCA, Inc. shall be paid upon presentation of a month end invoice (please note credit card payments are subject to a 5% processing fee).

Fax or scanned transmission of this document is agreed by both parties to be acceptable.

Authorized By:
NVAA

Date:

Authorized By:
KCA

Date:

KCA, Inc.
1800 E. Ray Road, Suite 106A | Chandler, Arizona 85225
P: 480-893-6110 | F: 480-893-7775 | www.kc-a.com

Executive Director Position

Our needs have changed since we started contracting for many of our administrative needs. We need to define what our ongoing needs are. Some possible choices are:

- Lobbying/testifying/commenting on proposed regulations/prepare position papers
 - Nevada legislature: only meets biennially, is there a need at other times?
 - Congress?
 - FAA re: changes in funding or regulation?
 - Department of Defense re: airspace issues?
- Membership growth:
 - Coordinate outreach efforts of NvAA members
 - Initiate some contacts directly
 - Outreach to other NV organizations/agencies: aviation, economic development, etc.
 - Outreach to NV aviation businesses
 - Outreach to two NV hub airports
 - Outreach to other state aviation organizations as source of ideas or joint action.
 - Develop marketing materials
- Annual conference:
 - Support efforts of conference committee
- Marketing NvAA:
 - Direct contact with other organizations directly or indirectly linked to aviation, outside of membership recruitment to make NvAA more visible.
 - With support of members, prepare press releases.
 - Establish a presence on Linked In: build links and post comments
- Administration
 - Oversee work by KCA
 - Contact aeronautical colleges and technical schools re: NvAA scholarships.