

2010-2011
ADMINISTRATION / OPERATIONS BUDGET
COUNTY AIRPORT FUND
STATEMENT OF CASH AND ESTIMATED REVENUE AVAILABLE FOR THE BUDGET

| | | | |
|----|--|----------------|-----------------------|
| A. | CASH AND INVESTMENTS (On Hand June 30, 2010) | | \$ 195,000 |
| | Less: | | |
| | Unpaid Bills on June 30, 2010 | \$ 15,000 | |
| | Administration/Operations Reserve Fund | \$ 80,000 | |
| | Total Amount To Be Deducted | | <u>(95,000)</u> |
| | UNENCUMBERED CASH BALANCE JUNE 30, 2010 AVAILABLE FOR BUDGET | | <u><u>100,000</u></u> |
| | | | |
| B. | ESTIMATED REVENUE | | |
| | 1. Other Than Tax Revenues | <u>512,726</u> | |
| | (See A-1) | | |

SUMMARY OF CASH AND ESTIMATED REVENUE AVAILABLE AND REQUIREMENTS FOR THE BUDGET

| | | | |
|-------------------|--------------------------------------|----------------|---------------------------------|
| TOTAL REQUIREMENT | | | <u>762,715</u> |
| Less: | | | |
| | Cash Available | <u>100,000</u> | |
| | Anticipated Revenue | <u>512,726</u> | |
| | TOTAL | | <u><u>612,726</u></u> |
| | AMOUNT TO BE FUNDED BY COUNTY | | <u><u>\$ 149,989</u></u> |

**COUNTY AIRPORT FUND
SUMMARY OF AIRPORT APPROPRIATIONS
BUDGET 2010-2011**

| | PRIOR YR. 2009-2010 <u>BUDGET</u> | PROJECTED 2009-2010 <u>EXPENSE</u> | 2010-2011 DEPARTMENT <u>REQUEST</u> | FINAL APPROVAL <u>BY BOARD</u> |
|-----------------------------------|--|---|--|---|
| C-1 Administration | \$ 675,788 | \$ 665,208 | \$ 636,710 | \$ - |
| C-2 Operation | 141,705 | 111,546 | 126,005 | - |
| <hr/> | | | | |
| Total Airport Fund Appropriations | 817,493 | 776,754 | 762,715 | - |
| <hr/> | | | | |
| Cash Reserve | 80,000 | 80,000 | 80,000 | - |
| TOTALS | <u>\$ 817,493</u> | <u>\$ 776,754</u> | <u>\$ 762,715</u> | <u>\$ -</u> |

**COUNTY AIRPORT FUND
ESTIMATED REVENUES OTHER THAN TAX REVENUES
SCHEDULE A-1 2010-2011**

| <u>ACCOUNT NUMBER</u> | <u>SOURCE</u> | <u>PROJECTED 2009-2010 REVENUE</u> | <u>2010-2011 ESTIMATED REVENUE</u> | <u>FINAL APPROVAL BY BOARD</u> |
|---------------------------|-----------------------|--|--|--|
| 5608 | Landing Fees | \$ 31,300 | \$ 27,603 | \$ - |
| 5609 | Terminal Rents | 60,000 | 60,360 | - |
| 5610 | Fuel Flowage Fees | 47,070 | 46,940 | - |
| 5611 | FBO Revenue | 48,370 | 54,836 | - |
| 5612 | Hangar Rentals | 52,000 | 54,367 | - |
| 5613 | Commercial Park | 147,541 | 161,227 | - |
| 5614 | Vending / Concessions | 1,200 | 5,500 | - |
| 5615 | Rental Cars | 31,358 | 30,568 | - |
| 5618 | Interest Income | 5,800 | 11,250 | - |
| 5624 | Agriculture | 37,991 | 37,500 | - |
| 5633 | 4 Cent Gas Tax Rebate | 14,290 | 17,200 | - |
| 5654 | Phone/Fax Income | - | 75 | - |
| 5652 | WAC Marketing Grant | 10,000 | 5,000 | - |
| 5655 | Miscellaneous | 1,770 | 300 | - |
| | SUBTOTALS | \$ 488,690 | \$ 512,726 | \$ - |
| 5650 | *County Fund | 200,000 | 149,989 | - |
| | TOTALS | \$ 688,690 | \$ 662,715 | \$ - |

* Identified on front page

COUNTY AIRPORT FUND - ADMINISTRATION - C-1
 BUDGET 2010-2011

| <u>ACCOUNT NUMBER</u> | <u>DESCRIPTION</u> | <u>PRIOR YR. 2009-2010 BUDGET</u> | <u>PROJECTED 2009-2010 EXPENSE</u> | <u>2010-2011 DEPARTMENT REQUEST</u> | <u>FINAL APPROVAL BY BOARD</u> |
|---------------------------|---|---|--|---|--|
| 6701 | Salaries (Full Time) | \$ 377,601 | \$ 376,601 | \$ 345,288 | \$ - |
| 6704 | Contract Labor/Temporary Salaries | 1,300 | 550 | - | - |
| 6705 | Janitorial Supplies & Equipment | 5,000 | 4,656 | 5,000 | - |
| 6709 | Meetings and Public Relations | 2,500 | 2,631 | 5,000 | - |
| 6710 | Clothing and Uniforms | 1,000 | 884 | 1,000 | - |
| 6712 | Laundry | 75 | - | 50 | - |
| 6713 | Social Security | 28,886 | 28,152 | 26,415 | - |
| 6717 | Retirement | 42,480 | 42,625 | 38,845 | - |
| 6721 | Workers Compensation | 6,391 | 5,146 | 5,534 | - |
| 6725 | Health Insurance | 89,940 | 89,953 | 88,680 | - |
| 6729 | Utilities | 51,600 | 49,112 | 56,760 | - |
| 6730 | Sewer/Water/Garbage | 9,640 | 9,603 | 10,604 | - |
| 6731 | Telephone | 5,160 | 4,966 | 4,500 | - |
| 6732 | Postage | 1,200 | 1,034 | 1,200 | - |
| 6733 | Office Supplies | 2,000 | 1,928 | 2,500 | - |
| 6734 | Office Equipment & Furniture | 5,350 | 3,569 | 4,350 | - |
| 6737 | Dues & Subscriptions | 1,765 | 1,783 | 1,665 | - |
| 6741 | Insurance | 11,200 | 9,500 | 12,320 | - |
| 6745 | Professional Fees | 8,500 | 9,400 | 8,500 | - |
| 6747 | Airport/Air Service Marketing | 20,000 | 19,924 | 10,000 | - |
| 6749 | Computer Upgrades & Supplies | 3,500 | 2,291 | 4,000 | - |
| 6760 | Office Equipment - Repair & Maintenance | 700 | 100 | 1,000 | - |
| 6714 | Vending / Concession | - | 800 | 3,000 | - |
| 6703 | Miscellaneous | - | - | 500 | - |
| SUBTOTAL (Administration) | | \$ 675,788 | \$ 665,208 | \$ 636,710 | \$ - |

**COUNTY AIRPORT FUND - OPERATION - C-2
BUDGET 2010-2011**

| <u>ACCOUNT NUMBER</u> | <u>DESCRIPTION</u> | <u>PRIOR YR. 2009-2010 BUDGET</u> | <u>PROJECTED 2009-2010 EXPENSE</u> | <u>2010-2011 DEPARTMENT REQUEST</u> | <u>FINAL APPROVAL BY BOARD</u> |
|---------------------------|--|---|--|---|--|
| 7903 | Equipment & Vehicle Repair & Maintenance | \$ 17,000 | \$ 14,815 | \$ 18,000 | \$ - |
| 7909 | Contractual Equipment Rental | 2,000 | 1,786 | 1,500 | - |
| 7915 | New Equipment | 2,000 | 1,390 | 1,500 | - |
| 7921 | Building/Grounds Repair & Maintenance | 34,000 | 27,122 | 35,000 | - |
| 7927 | Runway & Ramp Repair & Maintenance | 17,000 | 9,040 | 14,000 | - |
| 7926 | Airport Roads/ Parking Lot Repair & Maintenance | 15,000 | 9,034 | 4,000 | - |
| 7928 | Wildlife Hazard Control <i>(combined with Electric Fence maint.)</i> | 2,500 | 1,863 | 6,000 | - |
| 7929 | Security Gates Repair & Maintenance | 1,200 | 3,600 | 2,000 | - |
| 7930 | Perimeter Fencing <i>(incorporated with Wildlife Hazard Control)</i> | 1,500 | 750 | - | - |
| 7933 | Shop Expense | 5,000 | 4,089 | 5,000 | - |
| 7939 | Vehicle Fuel | 26,000 | 16,000 | 22,000 | - |
| 7945 | Agriculture | 6,705 | 5,471 | 5,705 | - |
| 7951 | ARFF Operations & Training | 6,500 | 3,871 | 6,000 | - |
| 7920 | Fuel Fam Maintenance and Repair | 5,000 | 11,798 | 5,000 | - |
| 7963 | Miscellaneous | 300 | 917 | 300 | - |
| SUBTOTAL (Operations) | | \$ 141,705 | \$ 111,546 | \$ 126,005 | \$ - |
| TOTALS | | <u>\$ 817,493</u> | <u>\$ 776,754</u> | <u>\$ 762,715</u> | <u>\$ -</u> |

COUNTY AIRPORT FUND
ESTIMATED REVENUES 2010-2011

| <u>ACCOUNT NUMBER</u> | <u>DESCRIPTION</u> | <u>AMOUNT PROJECTED</u> | <u>REMARKS</u> | |
|-----------------------|--------------------|-------------------------|--|--|
| 5608 | Landing Fees | 27,603 | Landings: Richland Aviation Great Lakes Aviation | 2,100 25,503 |
| | | | | 25/month @ \$7.00 x 12 14/wk@21.93+13/wk@14.11*52 |
| 5609 | Terminal Rents | 60,360 | Great Lakes Aviation FAA Terminal Office Space TSA Sign Products Century 21 BHJ Big Horn Airways Sign Powder Horn City of Sheridan/Kendrick Golf National Communication Systems SAWS Fly Shop of the Bighorns Bradford Briton Memorial Public Arts Committee Sheridan County Historical Society | 30,444 8,100 5,772 1,500 435 258 352 105 1,344 11,400 135 230 150 135 |
| | | | | 12 @ 2,537 12 @ 675 12 @481.00 12 @ 125.00 1 @ 435 1 @ 258.00 1 @ 352 1 @ 105 12 @ 112 12 @ 950 1 @ 135 1 @ 230 1 @ 150.00 1 @ 135.00 |
| 5610 | Fuel Flowage Fee | 46,940 | Bighorn Airways (avg. 300,000 gal./year) Great Lakes Aviation (130,000 gal/year) | 42,000 4,940 |
| | | | | .14/gal .038/gal |
| 5611 | FBO / SASO Revenue | 54,836 | Bighorn Airways Falcon Flight Avcon Electronics RoCo, Inc | 8,900 21,600 11,736 12,600 |
| | | | | 12 @ 741.70 12 @ 1,800 12 @ 978 12 @ 1,050 |
| 5612 | Hangar Rentals | 54,367 | A & B Hangars C Hangars D Hangars E Hangars F Hangars F1 Hangar Less 5% vacancy rate | 14,400 12,660 17,088 6,288 5,652 1,140 (2,861) |
| | | | | 10 @ 120x12 5 @ 211x12 4 @ 356x12 4 @ 131x12 3 @ 157x12 1 @ 95x12 |
| | Subtotal | \$ 244,106 | | |

COUNTY AIRPORT FUND
ESTIMATED REVENUES 2010-2011

| <u>ACCOUNT NUMBER</u> | <u>DESCRIPTION</u> | <u>AMOUNT PROJECTED</u> | <u>REMARKS</u> | | |
|-----------------------|-----------------------|-------------------------|--|----------------------------------|--------|
| 5613 | Commercial Park | 161,227 | Spin-A-Lure | 12 @ 182.25 | 2,187 |
| | | | Weed & Pest | Per Agreement no rent until 2019 | - |
| | | | Children's Trust (UPS) | 12 @ 303 | 3,636 |
| | | | DCI | 12 @ 2,726.83 | 32,722 |
| | | | Federal Express | 12 @ 2,211.00 | 26,532 |
| | | | Seven Pillars (Emit Technology) | 12 @ 383 | 4,596 |
| | | | Seven Pillars - Business Park Hangar | 12 @ 230 | 2,760 |
| | | | Sheridan Area Rural Fire Protection District | 12 @ 500 | 6,000 |
| | | | Seven Pillars / Business Park | 12 @ 243 | 2,916 |
| | | | Road and Bridge | 1 @ 25,000 | 25,000 |
| | | | Vista Investments, LLC | 12 @ 1,270 | 15,240 |
| | | | SAWS Pump Station | 1 @ 2,042 | 2,042 |
| | | | FAA Garage Lease | 1 @ 600 | 600 |
| | | | Search and Rescue | 12 @ 1,200 | 14,400 |
| | | | ROVAR Avis - Commercial Park | 12 @ 311 | 3,732 |
| | | | Joe Scott Enterprises - NST Investments, LLC | 12 @ 572 | 6,864 |
| 5614 | Vending /Concessions | 5,500 | Airport Pop/Candy Machines and Cup Cakes By Design | 1 @ 5,000; 1 @ 500 | 5,500 |
| 5615 | Rental Cars | 30,568 | ROVAR, LLC - Avis/Big Horn Mountain - Terminal | 12 @ 1,514 | 18,168 |
| | | | ROVAR 8% Commission | | 10,000 |
| | | | Enterprise - 10% Access Fees | 12 @ 200 | 2,400 |
| 5618 | Interest Income | 11,250 | WYO Star Investment, SSB, Late Fees | @ 2.5% Interest rate | 11,250 |
| 5624 | Agriculture | 37,500 | Approximately 500 Ton of Hay | 500 ton @ \$65.00/Ton | 32,500 |
| | | | Pasture | 1 @ 5000.00 | 5,000 |
| 5633 | 4 Cent Gas Tax Rebate | 17,200 | 430,000 @ .04 | | 17,200 |
| 5654 | Phone/Copy Income | 75 | Pay phones & copy Income | | |
| 5652 | WAC Marketing Grant | 5,000 | Airport/Air Service Marketing/Promotion | | 5,000 |
| 5655 | Miscellaneous Income | 300 | Unanticipated income throughout year | | |
| | Total Revenue | \$ 512,726 | | | |

COUNTY AIRPORT FUND
 ADMINISTRATION C-1 2010-2011

| <u>ACCOUNT NUMBER</u> | <u>DESCRIPTION</u> | <u>AMOUNT PROJECTED</u> | <u>REMARKS</u> | |
|-----------------------|-----------------------------------|-------------------------|---|------------------------------------|
| 6701 | Salaries | 345,288 | Full Time Salaries (See attached page 13) Overtime & Holiday Pay | 322,888 22,400 |
| 6704 | Contract Labor/Temporary Salaries | - | Various times during year (Office Assistant & Field Maintenance) | - |
| 6705 | Janitorial Supplies & Equipment | 5,000 | Supplies, paper products @ Terminal, Manager's Office, ARFF Station, Shop, Mops, buckets, brushes, filters, belts, hoses, cleaning tools | 5,000 |
| 6709 | Meetings and Public Relations | 5,000 | FAA/WAOA Meeting Expenses, Registration Fees, Travel, Office Errands Mileage, Employee Meetings, Airport PR etc. | 5,000 |
| 6710 | Clothing & Uniforms | 1,000 | Coveralls, Shirts, Hats, ARFF Patches | |
| 6712 | Laundry | 50 | Cleaning of Airport Uniforms | 50 |
| 6713 | Social Security | 26,415 | Based on Payroll @ 7.65% | |
| 6717 | Retirement | 38,845 | Based on Payroll @ 11.25 % | |
| 6721 | Worker's Compensation | 5,534 | Based on Hazardous @ 1.95 %, Clerical @ .42% | |
| 6725 | Health Insurance | 88,680 | Health: 4 Family @ 1407 x 12 (employee pay \$211.05/month) 1 Employees Only @ 463 x 12 (employee pay \$69.45/month) 1 Employee/Spouse @ 1,027 x 12 (employee pay \$154.05/month) 1 Employee/Children @ 842 x 12 (employee pays \$126.30/month) | 57,600 4,740 10,500 8,640 |
| | | | Delta Dental: 4 Family @ 84.40x 12 1 Employees only @ 26.70 x 12 1 Employee and Child @ 64.60 x 12 1 Employee and Spouse @ 53.50 x 12 | 4,080 672 780 660 |
| | | | United Life: 7 employees @ 12 x 12 | 1,008 |
| | Subtotal | \$ 515,811 | | |

COUNTY AIRPORT FUND
 ADMINISTRATION C-1 2010-2011

| <u>ACCOUNT NUMBER</u> | <u>DESCRIPTION</u> | <u>AMOUNT PROJECTED</u> | <u>REMARKS</u> | |
|-----------------------|-----------------------------------|-------------------------|---|-------|
| 6731 | Telephone | 4,500 | FSH - 12 @ 66.00 (Pay Phone) | |
| | | | Cellular One - 12 @ 55.00 (two phones) | 720 |
| | | | ACT Emergency Line @ Terminal 12 @ 35.00 | 420 |
| | | | Bresnan Phones / Internet - 12 @ 280 | 3,360 |
| 6732 | Postage | 1,200 | Federal Express, USPO (Stamps), Miscellaneous shipping | |
| 6733 | Office Supplies | 2,500 | Copier supplies, Copy and printer paper, envelopes, binders, files, graphing, framing, film developing, | 2,500 |
| | ARFF / Operations Office Supplies | 1,500 | Copier supplies, printer ink, coffee, cups, binders, etc. | 1,500 |
| 6734 | Office Equipment & Furniture | 4,350 | Lease copy machine | 2,850 |
| | | | Office Furniture, Fire Proof File Cabinets, etc. | 1,500 |
| 6737 | Dues and Subscriptions | 1,665 | AAAE | 235 |
| | | | NW Chapter of AAAE | 75 |
| | | | WAOA | 1,200 |
| | | | Government Publications | 155 |
| 6741 | Insurance | 12,320 | Building and Vehicle Insurance (WARM) | 8,000 |
| | | | Local Government Liability Pool (LGLP) | 3,200 |
| 6745 | Professional Fees | 8,500 | Accounting Fees: Year End Compilation, | |
| | | | Engineering: ALP updates, Surveying & Appraisal, | |
| | | | Design, Geotech - Drug and Alcohol Testing, Help Ads, | |
| | | | DBE Consulting, CIP Consulting, Grant Writing | 7,500 |
| | | | Public Official Surety Bond - Airport Manager | 500 |
| | | | Public Official Surety Bond - Bookkeeper | 500 |
| Subtotal | | \$ 36,535 | | |

COUNTY AIRPORT FUND
 ADMINISTRATION C-1 2010-2011

| <u>ACCOUNT NUMBER</u> | <u>DESCRIPTION</u> | <u>AMOUNT PROJECTED</u> | <u>REMARKS</u> | |
|-----------------------------|--|-------------------------|---|-------------------------|
| 6747 | Airport /Air Service Marketing | 10,000 | Fly Local Program (Book for Bucks) Participation Web Site Maintenance Airport / Air Service Marketing | 10,000 |
| 6749 | Computer and Printer Upgrades & Supplies | 4,000 | Computer & Software Upgrades, Training, New Office Printer Fax Machine, etc. | 4,000 |
| 6760 | Office Equipment Repair & Maintenance | 1,000 | Any necessary repairs during year | 1,000 |
| 6729 | Utilities | 56,760 | Includes Utilities for ARFF Station, Managers Office, Fuel Farm and Terminal, Building 15 - 12 @ 4300 | 51,600 |
| 6730 | Sewer/Water/Garbage | 10,604 | City Water & Sewer - 6 @ 1,066 Circle S Sanitation - Garbage - 12 @ 170 Pilot Toilet - 12 @ 100 | 6,400 2,040 1,200 |
| 6714 | Vending / Concessions | 3,000 | Purchase of pop/candy/snacks; maintenance on machines | 3,000 |
| 6703 | Miscellaneous | 500 | | |
| Total Administration | | \$ 628,210 | | |

COUNTY AIRPORT FUND
 OPERATION C-2 2010-2011

| <u>ACCOUNT NUMBER</u> | <u>DESCRIPTION</u> | <u>AMOUNT PROJECTED</u> | <u>REMARKS</u> | |
|-----------------------|--|-------------------------|--|----------------|
| 7903 | Equipment & Vehicle Repair & Maintenance | 18,000 | Tires, Hydraulic repairs, brushes for broom, Normal Repair & Maintenance, Oil, Filters, Batteries, Plow blades, Snow plow repairs, etc. | 18,000 |
| 7909 | Contractual Equipment | 1,500 | Covers rental of small equipment & oxygen cylinder bottles that the County does not own | 1,500 |
| 7915 | New Equipment | 1,500 | Misc (lawnmower, weedeater, welder, etc.) | 1,500 |
| 7921 | Buildings/Grounds Repair & Maintenance | 35,000 | Light Bulbs, Ballasts, Globes, Lenses, Heating & Cooling Service Contract Normal Repair & Maintenance, Painting, Lock Repair, Fixtures, Glass, Terminal Repointing, Repair Masonry, Electric Doors, Roofs, | 35,000 |
| 7927 | Runway & Ramp Repair & Maintenance | 14,000 | Light bulbs, Lenses, Fixtures & Normal Repair & Maintenance Emergency Generator Repair, Windssocks, Reflectors, Asphalt Repairs, Crack Sealing & Painting, NAVAID Maintenance, Rotating Beacon Incandescent to Quartz change over | 6,500 7,500 |
| 7931 | Airport Roads/ Parking Lot Repair & Maint. | 4,000 | Pavement repair, maintenance, painting etc. | 4,000 |
| 7928 | Wildlife Hazard Control | 6,000 | Purchase of pyrotechnics (whistlers, screamer, bangars), rifle ammunition, gun cleaning supplies, latex gloves, etc; <u>electric and perimeter fence repair</u> and maintenance, chemicals for weed control, fish and aqualic control etc. | 6,000 |
| 7929 | Security Gates Repair & Maintenance | 2,000 | Normal Repair and Maintenance | 2,000 |
| 7920 | Fuel Farm Maintenance and Repair | 5,000 | Normal Repair and Maintenance | 5,000 |
| | Subtotal | \$ 87,000 | | |

COUNTY AIRPORT FUND
 OPERATION C-2 2010-2011

| <u>ACCOUNT NUMBER</u> | <u>DESCRIPTION</u> | <u>AMOUNT PROJECTED</u> | <u>REMARKS</u> | |
|-----------------------|----------------------------|-------------------------|--|--------|
| 7930 | Perimeter Fencing | - | Incorporated in with Wildlife Hazard Control | 0 |
| 7933 | Shop Expense | 5,000 | Tools, Stock items, Ladders, Solvents, Detergents, Shop Towels, welding supplies | 5,000 |
| 7939 | Vehicle Fuel | 22,000 | | 22,000 |
| 7945 | Agriculture | 5,705 | Water Shares: Colorado Colony Ditch Company | 2,205 |
| | | | Big Horn Reservoir Company | 1,000 |
| | | | Spraying, Plowing, Seed, Fertilizer, loading hay, etc. | 2,500 |
| 7951 | ARFF Operations & Training | 6,000 | Dry Chemical, AFFF Foam, Schooling, Pit Burns, Disaster Drill, Recertify SCBA's, Fire Ext Maintenance., Etc. | 6,000 |
| 7963 | Miscellaneous | 300 | To cover any small unanticipated items | |
| | Total Operations | \$ 126,005 | | |