

**2012-2013  
ADMINISTRATION / OPERATIONS BUDGET  
COUNTY AIRPORT FUND**

**STATEMENT OF CASH AND ESTIMATED REVENUE AVAILABLE FOR THE BUDGET**

A.	CASH AND INVESTMENTS (On Hand June 30, 2012)		\$	<u>202,000</u>
	Less:			
	Unpaid Bills on June 30, 2012	\$		13,000
	Administration/Operations Reserve Fund	\$		50,000
	Total Amount To Be Deducted			<u>(63,000)</u>
	UNENCUMBERED CASH BALANCE JUNE 30, 2012 AVAILABLE FOR BUDGET			<u><u>139,000</u></u>
B.	ESTIMATED REVENUE			
	1. Other Than Tax Revenues			<u>525,205</u>
	(See A-1)			

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

TOTAL REQUIREMENT				<u>848,738</u>
Less:				
Cash Available		<u>139,000</u>		
Anticipated Revenue		<u>525,205</u>		
TOTAL				<u><u>664,205</u></u>
 <b>AMOUNT TO BE FUNDED BY COUNTY</b>				 <b><u><u>\$ 184,534</u></u></b>

**COUNTY AIRPORT FUND  
SUMMARY OF AIRPORT APPROPRIATIONS  
BUDGET 2012-2013**

		<b>PRIOR YR. 2011-2012 <u>BUDGET</u></b>	<b>PROJECTED 2011-2012 <u>EXPENSE</u></b>	<b>2012-2013 DEPARTMENT <u>REQUEST</u></b>	<b>FINAL APPROVAL <u>BY BOARD</u></b>
C-1 Administration	\$	681,454	\$ 636,268	\$ 715,368	\$ 715,368
C-2 Operation		127,005	114,593	133,370	133,370
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Total Airport Fund Appropriations		808,459	750,861	848,738	848,738
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Cash Reserve		50,000	80,000	50,000	50,000
<b>TOTALS</b>	<b>\$</b>	<b><u>808,459</u></b>	<b><u>\$ 750,861</u></b>	<b><u>\$ 848,738</u></b>	<b><u>\$ 848,738</u></b>

**COUNTY AIRPORT FUND  
ESTIMATED REVENUES OTHER THAN TAX REVENUES  
SCHEDULE A-1 2012-2013**

<u>ACCOUNT NUMBER</u>	<u>SOURCE</u>	<u>PRIOR YR. 2011-2012 BUDGET</u>	<u>PROJECTED 2011-2012 REVENUE</u>	<u>2012-2013 ESTIMATED REVENUE</u>	<u>FINAL APPROVAL BY BOARD</u>
5608	Landing Fees	\$ 24,757	\$ 20,793		\$ 24,757
5609	Terminal Rents	50,684	50,929	50,786	50,786
5610	Fuel Flowage Fees	48,600	57,852	51,080	51,080
5611	FBO Revenue	56,996	63,713	62,874	62,874
5612	Hangar Rentals	58,414	66,232	60,386	60,386
5613	Commercial Park	161,516	164,634	171,548	171,548
5614	Vending / Concessions	5,500	3,200	5,500	5,500
5615	Rental Cars	28,608	39,626	28,974	28,974
5618	Interest Income	5,500	1,600	5,500	5,500
5624	Agriculture	37,500	46,527	42,500	42,500
5633	4 Cent Gas Tax Rebate	16,000	21,170	16,000	16,000
5652	WAC Marketing Grant	-	-	5,000	5,000
5655	Miscellaneous	300	3,981	300	300
	<b>SUBTOTALS</b>	<b>\$ 494,375</b>	<b>\$ 540,257</b>	<b>\$ 500,448</b>	<b>\$ 525,205</b>
5650	*County Fund	177,083	179,166	209,291	184,534
	<b>TOTALS</b>	<b>\$ 671,458</b>	<b>\$ 719,423</b>	<b>\$ 709,738</b>	<b>\$ 709,739</b>

*\* Identified on front page*

**COUNTY AIRPORT FUND - ADMINISTRATION - C-1  
BUDGET 2012-2013**

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>PRIOR YR. 2011-2012 BUDGET</u>	<u>PROJECTED 2011-2012 EXPENSE</u>	<u>2012-2013 DEPARTMENT REQUEST</u>	<u>FINAL APPROVAL BY BOARD</u>
6701	Salaries (Full Time)	\$ 357,157	\$ 347,442	\$ 367,131	\$ 367,131
6704	Contract Labor/Temporary Salaries	1,000	500	4,000	4,000
6705	Janitorial Supplies & Equipment	5,000	3,049	5,000	5,000
6706	ARFF / Operations Office Supplies	1,250	1,475	1,250	1,250
6709	Meetings and Public Relations	5,000	4,888	7,000	7,000
6710	Clothing and Uniforms	1,000	1,092	1,200	1,200
6713	Social Security	27,323	25,370	28,086	28,086
6714	Vending / Concession	3,000	2,553	3,000	3,000
6717	Retirement	50,431	48,886	51,839	51,839
6721	Workers Compensation	10,139	7,325	10,420	10,420
6725	Health Insurance	92,724	79,681	98,328	98,328
6729	Utilities	56,760	50,447	56,760	56,760
6730	Sewer/Water/Garbage	12,000	11,326	12,000	12,000
6731	Telephone	4,740	4,687	4,920	4,920
6732	Postage	1,200	675	1,200	1,200
6733	Office Supplies	2,500	1,980	2,500	2,500
6734	Office Equipment & Furniture	4,350	4,653	4,350	4,350
6735	Bank Service Charge	7,800	-	7,800	7,800
6737	Dues & Subscriptions	1,100	837	1,450	1,450
6741	Insurance	10,480	10,279	11,635	11,635
6745	Professional Fees	11,000	17,433	12,500	12,500
6747	Airport/Air Service Marketing	2,500	2,400	10,000	10,000
6749	IT Services and Upgrades	11,000	8,822	11,000	11,000
6760	Office Equipment - Repair & Maint.	1,500	468	1,500	1,500
6703	Miscellaneous	500	-	500	500
SUBTOTAL (Administration)		\$ 681,454	\$ 636,268	\$ 715,368	\$ 715,369

**COUNTY AIRPORT FUND - OPERATION - C-2  
BUDGET 2012-2013**

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>PRIOR YR. 2011-2012 BUDGET</u>	<u>PROJECTED 2011-2012 EXPENSE</u>	<u>2012-2013 DEPARTMENT REQUEST</u>	<u>FINAL APPROVAL BY BOARD</u>
7903	Equipment & Vehicle Repair & Maint.	\$ 18,000	\$ 18,911	\$ 18,000	\$ 18,000
7909	Contractual Equipment Rental	1,500	440	1,500	1,500
7915	New Equipment	2,000	1,380	2,500	2,500
7920	Fuel Fam Maintenance and Repair	5,000	6,003	5,500	5,500
7921	Building/Grounds Repair & Maintenance	35,000	35,305	35,000	35,000
7926	Airport Roads/ Parking Lot Repair & Maint.	4,000	2,022	2,500	2,500
7927	Runway & Ramp Repair & Maintenance	11,000	7,500	11,000	11,000
7928	Wildlife Hazard Control	6,000	3,800	7,000	7,000
7929	Security Gates Repair & Maintenance	2,000	1,985	2,000	2,000
7931	Weather Station	-	-	2,000	2,000
7933	Shop Expense	5,000	4,885	5,000	5,000
7939	Vehicle Fuel	25,000	19,500	26,500	26,500
7945	Agriculture	5,705	6,322	8,070	8,070
7951	ARFF Operations & Training	6,500	6,500	6,500	6,500
7963	Miscellaneous	300	40	300	300
SUBTOTAL (Operations)		\$ 127,005	\$ 114,593	\$ 133,370	\$ 133,370
TOTALS		<u>\$ 808,459</u>	<u>\$ 750,861</u>	<u>\$ 848,738</u>	<u>\$ 848,739</u>

# COUNTY AIRPORT FUND ESTIMATED REVENUES 2012-2013

ACCOUNT NUMBER	DESCRIPTION	AMOUNT PROJECTED	REMARKS		
5608	Landing Fees	24,757	Landings: Richland Aviation Great Lakes Aviation	25/month @ \$7.00 x 12 7/wk@21.93 + 20/wk@14.11*52	2,100 22,657
5609	Terminal Rents	50,786	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 Empty Office Area in Terminal Fly Shop of the Bighorns Bradford Briton Memorial Sheridan County Historical Society Marie Lowe, ERA Carroll Realty Dandy Candy	12 @ 2,657 12 @ 682 12 @494.00 12 @ 125.00 1 @ 435 1 @ 258.00 1 @ 352 1 @ 105 12 @ 106.7 12 @ 1 @ 135 1 @ 230 1 @ 135.00 1 @ 260.00 1 @ 100	31,884 8,184 5,928 1,500 435 258 352 105 1,280 - 135 230 135 260 100
5610	Fuel Flowage Fee	51,080	Bighorn Airways (avg. 310,000 gal./yr) Great Lakes Aviation (130,000 gal/yr)	.149/gal .041/gal	45,880 5,200
5611	FBO / SASO Revenue	62,874	Bighorn Airways Falcon Flight Avcon Electronics RoCo, Inc	8 @ 741.70 4@1,650 12 @ 2,167 12 @ 978 12 @ 1,050	12,534 26,004 11,736 12,600
5612	Hangar Rentals	60,386	A & B Hangars C Hangars D Hangars E Hangars F Hangars F1 Hangar Less 5% vacancy rate	10 @ 133x12 5 @ 238x12 4 @ 393x12 4 @ 145x12 3 @ 173x12 1 @ 106x12	15,960 14,280 18,864 6,960 6,228 1,272 (3,178)
Subtotal \$		249,883			

**COUNTY AIRPORT FUND  
ESTIMATED REVENUES 2012-2013**

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>AMOUNT PROJECTED</u>	<u>REMARKS</u>		
5613	Commercial Park	171,548	Sensational Kids - Building #18	12 @ 700	8,400
			Spin-A-Lure	12 @ 182.25	2,187
			Weed & Pest	Per Agrmnt no rent until 2019	-
			Children's Trust (UPS)	12 @ 316	3,792
			DCI	12 @ 2,726.83	32,722
			Federal Express	12 @ 2,277	27,324
			Seven Pillars (Emit Technology)	2 @ 374, 10 @ 387	4,618
			Seven Pillars - Business Park Hangar	12 @ 230	2,760
			Sheridan Area Rural Fire Protection Dist.	12 @ 500	6,000
			Seven Pillars / Business Park	12 @ 303	3,636
			Road and Bridge	1 @ 28,750	28,750
			Vista Investments, LLC	12 @ 1,032	12,384
			SAWS Pump Station	1 @ 2,154	2,154
			FAA Garage Lease	1 @ 593	593
			Search and Rescue	12 @ 1,200	14,400
			ROVAR Avis - Commercial Park	12 @ 311	3,732
			Joe Scott Enterprises - NST Investments, LLC	12 @ 858	10,296
			Cloud Peak Aviation, LLC	12 @ 650	7,800
5614	Vending /Concessions	5,500	Pop/Candy Machines	1 @ 5,000; 1 @ 500	5,500
5615	Rental Cars	28,974	ROVAR, LLC - Avis/Big Horn Mountain - Trmnl	6 @ 1,559, 6 @ 1,620	19,074
			ROVAR 8% Commission		7,500
			Enterprise - 10% Access Fees	12 @ 200	2,400
5618	Interest Income	5,500	WYO Star Investment, SSB, Late Fees	@ ± 1% Interest rate	5,500
5624	Agriculture	42,500	Approximately 500 Ton of Hay	500 ton @ \$75.00/Ton	37,500
			Pasture	1 @ 5000.00	5,000
5633	4 Cent Gas Tax Rebate	16,000	400,000 @ .04		16,000
5652	WAC Marketing Grant	5,000	Airport/Air Service Marketing/Promotion		5,000
5655	Miscellaneous Income	300	Unanticipated income throughout year		
<b>Total Revenue</b>		<b>\$ 525,205</b>			



**COUNTY AIRPORT FUND  
ADMINISTRATION C-1 2012-2013**

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>AMOUNT PROJECTED</u>	<u>REMARKS</u>	
6701	Salaries	367,131	Full Time Salaries (See attached page 13) Overtime & Holiday Pay	342,131 25,000
6704	Contract Labor/Temporary Salaries	4,000	Various times during year (Office Assistant & Field Maintenance)	4,000
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
6706	ARFF / Operations Office Supplies	1,250	Copier supplies, printer ink, coffee, cups, binders, laundry soap, etc.	1,250
6709	Meetings and Public Relations	7,000	FAA/WAOA Meeting Expenses, Registration Fees, Travel, Office Errands Mileage, Employee/Staff Meetings, Airport PR etc.	7,000
6710	Clothing & Uniforms	1,200	Coveralls, Shirts, Hats, ARFF Patches	1,200
6713	Social Security	28,086	Based on Payroll @ 7.65%	
6714	Vending / Concessions	3,000	Purchase of pop/candy/snacks; maintenance on machines	3,000
6717	Retirement	51,839	Based on Payroll @ 14.12 %	
6721	Worker's Compensation	10,420	Based on Regular @ 2.74 %, Clerical @ .50%	
6725	Health Insurance	98,328.00	Health: 3 Family @ 1688 x 12 (employee pay \$337.58/month) 1 Employees Only @ 555 x 12 (employee pay \$110.91/month) 1 Employee/Spouse @ 1,232 x 12 (employee pay \$246.34/month) 2 Employee/Children @ 1009 x 12 (employee pays \$201.86/month)  Delta Dental: 3 Family @ 84.40x 12 1 Employees only @ 26.70 x 12 2 Employee and Child @ 64.60 x 12 1 Employee and Spouse @ 53.50 x 12 United Life: 7 employees @ 12 x 12	52,524 5,748 12,780 19,392  3,528 768 1,824 756 1,008
6729	Utilities	56,760	Includes Utilities for ARFF Station, Managers Office, Fuel Farm and Terminal, Building 15 - 12 @ 4730	56,760
Subtotal		\$ 634,013		

**COUNTY AIRPORT FUND  
ADMINISTRATION C-1 2012-2013**

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>AMOUNT PROJECTED</u>	<u>REMARKS</u>	
6730	Sewer/Water/Garbage	12,000	City Water & Sewer - 12 @ 675 Circle S Sanitation - Garbage - 12 @ 225 Pilot Toilet - 12 @ 100	8,100 2,700 1,200
6731	Telephone	4,920	AT&T - 12 @ 30.00 (ARFF phone) ACT Phone, Internet, Emergency Line, etc. 12 @ 375.00	360 4,560
6732	Postage	1,200	Federal Express, USPO (Stamps), Miscellaneous shipping	1,200
6733	Office Supplies	2,500	Copier supplies, Copy and printer paper, envelopes, binders, files, graphing, framing, film developing,	2,500
6734	Office Equipment & Furniture	4,350	Lease copy machine Office Furniture, File Cabinets, etc.	2,850 1,500
6735	Bank Service Charges	7,800	Service Charges on various Airport Bank Accounts	7,800
6737	Dues and Subscriptions	1,450	AAAE NW Chapter of AAAE WAOA Government Publications	275 175 800 200
6741	Insurance	11,635	Building and Vehicle Insurance (WARM) Local Government Liability Pool (LGLP)	7,375 4,260
6745	Professional Fees	12,500	Accounting Fees: Year End Compilation, Engineering: ALP updates, Surveying & Appraisal, Design, Geotech - Drug and Alcohol Testing, Help Ads, DBE Consulting, CIP Consulting, Grant Writing Public Official Surety Bond - Airport Manager Public Official Surety Bond - Bookkeeper	11,500 500 500
Subtotal \$		58,355		

**COUNTY AIRPORT FUND  
ADMINISTRATION C-1 2012-2013**

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>AMOUNT PROJECTED</u>	<u>REMARKS</u>	
6747	Airport /Air Service Marketing	10,000	Fly Local Program Participation, Web Site Maintenance Airport / Air Service Marketing	10,000
6749	IT Services and Upgrades	11,000	Ptolemy Services, Hardware & Software Upgrades, Licenses, Training, Fax Machine, etc.	11,000
6760	Office Eqpt Repair & Maint.	1,500	Any necessary repairs during year	1,500
6703	Miscellaneous	500		
<b>Total Administration</b>		<b>\$ 715,368</b>		

**COUNTY AIRPORT FUND  
OPERATION C-2 2012-2013**

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>AMOUNT PROJECTED</u>	<u>REMARKS</u>	
7903	Equipment & Vehicle Repair & Maint.	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	2,500	Misc (lawnmower, weedeater, welder, etc.)	2,500
7920	Fuel Farm Maintenance and Repair	5,500	Normal Repair and Maintenance	5,500
7921	Buildings/Grounds Repair & Maint.	35,000	Light Bulbs, Ballasts, Globes, Lenses, Heating & Cooling Svc Contract Normal Repair & Maintenance, Painting, Lock Repair, Fixtures, Glass, Terminal Repointing, Repair Masonry, Electric Doors, Roofs,	35,000
7927	Runway & Ramp Repair & Maint.	11,000	Light bulbs, Lenses, Fixtures & Normal Repair & Maintenance Emergency Generator Repair, Windsocks, Reflectors, Asphalt Repairs, Crack Sealing, Painting, NAVAID Maintenance, Rotating Beacon Maint.	11,000
7926	Airport Rds/Prkng Lot Rpr & Maint.	2,500	Pavement repair, maintenance, painting etc.	2,500
7928	Wildlife Hazard Control	7,000	Purchase of pyrotechnics (whistlers, screamer, bangars), rifle ammo gun cleaning supplies, latex gloves, etc; electric and perimeter fence rpr and maint., chemicals for weed control, fish and aquatic control etc.	7,000
7929	Security Gates Repair & Maint.	2,000	Normal Repair and Maintenance	2,000
7931	Weather Station	2,000	Misc. supplies etc.	2,000
Subtotal		\$ 87,000		

**COUNTY AIRPORT FUND  
OPERATION C-2 2012-2013**

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>AMOUNT PROJECTED</u>	<u>REMARKS</u>	
7933	Shop Expense	5,000	Tools, Stock items, Ladders, Solvents, Detergents, Shop Towels, welding supplies	5,000
7939	Vehicle Fuel	26,500	Diesel fuel, No-lead, engine and hydraulic oils	26,500
7945	Agriculture	8,070	Water Shares: Colorado Colony Ditch Company Big Horn Reservoir Company Spraying, Plowing, Seed, Fertilizer, loading hay, etc.	4,225 1,345 2,500
7951	ARFF Operations & Training	6,500	Dry Chemical, AFFF Foam, Schooling, Pit Burns, Disaster Drill, Recertify SCBA's, Fire Ext Maint., Etc.	6,500
7963	Miscellaneous	300	To cover any small unanticipated items	
<b>Total Operations</b>		<b>\$</b>	<b><u>133,370</u></b>	