

2013-2014
ADMINISTRATION/OPERATIONS BUDGET
COUNTY AIRPORT FUND
STATEMENT OF CASH AND ESTIMATED
REVENUE AVAILABLE FOR THE BUDGET

2013-2014
ADMINISTRATION / OPERATIONS BUDGET
COUNTY AIRPORT FUND
STATEMENT OF CASH AND ESTIMATED REVENUE AVAILABLE FOR THE BUDGET

A.	CASH AND INVESTMENTS (On Hand June 30, 2013)		\$ 220,000
	Less:		
	Unpaid Bills on June 30, 2013	\$ 13,000	
	Administration/Operations Reserve Fund	\$ 60,000	
	Total Amount To Be Deducted		<u>(73,000)</u>
	UNENCUMBERED CASH BALANCE JUNE 30, 2013 AVAILABLE FOR BUDGET		<u><u>147,000</u></u>
B.	ESTIMATED REVENUE		
	1. Other Than Tax Revenues	<u>530,774</u>	
	(See A-1)		

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

TOTAL REQUIREMENT			<u>847,774</u>
Less:			
	Cash Available	<u>147,000</u>	
	Anticipated Revenue	<u>530,774</u>	
	TOTAL		<u><u>677,774</u></u>
	 AMOUNT TO BE FUNDED BY COUNTY		 <u><u>\$ 170,000</u></u>

**COUNTY AIRPORT FUND
SUMMARY OF AIRPORT APPROPRIATIONS
BUDGET 2013-2014**

		PRIOR YR. 2012-2013 <u>BUDGET</u>	PROJECTED 2012-2013 <u>EXPENSE</u>	2013-2014 DEPARTMENT <u>REQUEST</u>	FINAL APPROVAL <u>BY BOARD</u>
C-1 Administration	\$	715,368	\$ 653,899	\$ 706,404	\$ 706,404
C-2 Operation		133,370	107,223	141,370	141,370
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Total Airport Fund Appropriations		848,738	761,122	847,774	847,774
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Cash Reserve		50,000	80,000	60,000	60,000
TOTALS	\$	<u>848,738</u>	<u>\$ 761,122</u>	<u>\$ 847,774</u>	<u>\$ 847,774</u>

**COUNTY AIRPORT FUND
ESTIMATED REVENUES OTHER THAN TAX REVENUES
SCHEDULE A-1 2013-2014**

<u>ACCOUNT NUMBER</u>	<u>SOURCE</u>	<u>PRIOR YR. 2012-2013 BUDGET</u>	<u>PROJECTED 2012-2013 REVENUE</u>	<u>2013-2014 ESTIMATED REVENUE</u>	<u>FINAL APPROVAL BY BOARD</u>
5608	Landing Fees	\$ 24,757	\$ 21,000	\$ 26,048	\$ 26,048
5609	Terminal Rents	50,786	52,000	52,817	52,817
5610	Fuel Flowage Fees	51,080	57,600	52,450	52,450
5611	FBO Revenue	62,874	63,200	67,875	67,875
5612	Hangar Rentals	60,386	62,800	61,021	61,021
5613	Commercial Park	171,548	167,000	174,789	174,789
5614	Vending / Concessions	5,500	2,991	5,500	5,500
5615	Rental Cars	28,974	33,412	29,724	29,724
5618	Interest Income	5,500	900	5,500	5,500
5624	Agriculture	42,500	25,336	35,000	35,000
5633	4 Cent Gas Tax Rebate	16,000	21,450	16,000	16,000
5652	WAC Marketing Grant	5,000	-	3,750	3,750
5655	Miscellaneous	300	60	300	300
	SUBTOTALS	\$ 525,205	\$ 507,749	\$ 530,774	\$ 530,774
5650	*County Fund	184,534	185,000	170,000	170,000
	TOTALS	\$ 709,739	\$ 692,749	\$ 700,774	\$ 700,774

* Identified on front page

**COUNTY AIRPORT FUND - ADMINISTRATION - C-1
BUDGET 2013-2014**

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>PRIOR YR. 2012-2013 BUDGET</u>	<u>PROJECTED 2012-2013 EXPENSE</u>	<u>2013-2014 DEPARTMENT REQUEST</u>	<u>FINAL APPROVAL BY BOARD</u>
6701	Salaries (Full Time)	\$ 367,131	\$ 339,997	\$ 361,072	\$ 361,072
6704	Contract Labor/Temporary Salaries	4,000	3,125	4,000	4,000
6705	Janitorial Supplies & Equipment	5,000	1,980	5,000	5,000
6706	ARFF / Operations Office Supplies	1,250	885	1,250	1,250
6709	Meetings and Public Relations	7,000	6,879	7,000	7,000
6710	Clothing and Uniforms	1,200	240	1,200	1,200
6713	Social Security	28,086	25,339	24,372	24,372
6714	Vending / Concession	3,000	1,497	3,000	3,000
6717	Retirement	51,839	48,818	36,107	36,107
6721	Workers Compensation	10,420	9,773	12,842	12,842
6725	Health Insurance	98,328	85,088	108,161	108,161
6729	Utilities	56,760	47,303	56,760	56,760
6730	Sewer/Water/Garbage	12,000	22,386	14,900	14,900
6731	Telephone	4,920	4,857	4,920	4,920
6732	Postage	1,200	793	1,200	1,200
6733	Office Supplies	2,500	1,908	2,000	2,000
6734	Office Equipment & Furniture	4,350	3,123	4,350	4,350
6735	Bank Service Charge	7,800	109	4,500	4,500
6737	Dues & Subscriptions	1,450	2,481	1,450	1,450
6741	Insurance	11,635	14,536	17,363	17,363
6745	Professional Fees	12,500	24,158	14,457	14,457
6747	Airport/Air Service Marketing	10,000	-	7,500	7,500
6749	IT Services and Upgrades	11,000	8,549	11,000	11,000
6760	Office Equipment - Repair & Maintenance	1,500	35	1,500	1,500
6703	Miscellaneous	500	40	500	500
SUBTOTAL (Administration)		\$ 715,369	\$ 653,899	\$ 706,404	\$ 706,404

**COUNTY AIRPORT FUND - OPERATION - C-2
BUDGET 2013-2014**

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>PRIOR YR. 2012-2013 BUDGET</u>	<u>PROJECTED 2012-2013 EXPENSE</u>	<u>2013-2014 DEPARTMENT REQUEST</u>	<u>FINAL APPROVAL BY BOARD</u>
7903	Equipment & Vehicle Repair & Maintenance	\$ 18,000	\$ 24,429	\$ 23,000	\$ 23,000
7909	Contractual Equipment Rental	1,500	280	1,500	1,500
7915	New Equipment	2,500	-	2,000	2,000
7920	Fuel Fam Maintenance and Repair	5,500	3,409	6,500	6,500
7921	Building/Grounds Repair & Maintenance	35,000	33,153	39,500	39,500
7926	Airport Roads/ Parking Lot Repair & Maintenance	2,500	-	2,500	2,500
7927	Runway & Ramp Repair & Maintenance	11,000	5,332	9,500	9,500
7928	Wildlife Hazard Control	7,000	1,243	7,000	7,000
7929	Security Gates Repair & Maintenance	2,000	481	2,000	2,000
7901	Weather Station	2,000	3,985	1,500	1,500
7933	Shop Expense	5,000	2,817	5,000	5,000
7939	Vehicle Fuel	26,500	23,508	26,500	26,500
7945	Agriculture	8,070	6,124	8,070	8,070
7951	ARFF Operations & Training	6,500	2,462	6,500	6,500
7963	Miscellaneous	300	-	300	300
	SUBTOTAL (Operations)	\$ 133,370	\$ 107,223	\$ 141,370	\$ 141,370
	TOTALS	<u>\$ 848,739</u>	<u>\$ 761,122</u>	<u>\$ 847,774</u>	<u>\$ 847,774</u>

**COUNTY AIRPORT FUND
ESTIMATED REVENUES 2013-2014**

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>AMOUNT PROJECTED</u>	<u>REMARKS</u>		
5608	Landing Fees	26,048	Landings: Richland Aviation Great Lakes Aviation	25/month @ \$7.00 x 12 21/wk @ 21.93 *52	2,100 23,948
5609	Terminal Rents	52,817	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 @ 2,816 12 @ 695 12 @ 504 12 @ 133.00 1 @ 467 1 @ 258.00 1 @ 352 1 @ 105 12 @ 116 12 @ 1 @ 135 1 @ 230 1 @ 135.00 1 @ 260.00 1 @ 100	33,792 8,340 6,048 1,596 467 352 105 1,392 - - 230 135 260 100
5610	Fuel Flowage Fee	52,450	Bighorn Airways (avg. 310,000 gal./year) Great Lakes Aviation (130,000 gal/year)	.152/gal .041/gal	47,120 5,330
5611	FBO / SASO Revenue	67,875	Bighorn Airways BHA Tract II - annual payment Falcon Flight Avcon Electronics RoCo, Inc	12 @ 1,240 1 @ 804 12 @ 2,111 3 @ 978 9 @ 1105 12 @ 1,165	14,880 804 25,332 12,879 13,980
5612	Hangar Rentals	61,021	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 16,664 6,960 6,228 1,272 (2,543)
	Subtotal	\$ 260,211			

**COUNTY AIRPORT FUND
ESTIMATED REVENUES 2013-2014**

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>AMOUNT PROJECTED</u>	<u>REMARKS</u>	
5613	Commercial Park	174,789	Sensational Kids - Building #18	8 @ 700 4 @ 720 8,480
			Spin-A-Lure	12 @ 182.25 2,187
			Weed & Pest	Per Agreement no rent until 2019 -
			Children's Trust (UPS)	12 @ 329 3,948
			DCI	1 @ 34,161 34,161
			Federal Express	12 @ 2,277 27,324
			Seven Pillars (Emit Technology)	12 @ 396 4,752
			Seven Pillars - Business Park Hangar	4 @ 230 8 @ 241.5 2,852
			Sheridan Area Rural Fire Protection District	12 @ 500 6,000
			Seven Pillars / Business Park	12 @ 303 3,636
			Road and Bridge	1 @ 28,750 28,750
			Vista Investments, LLC	12 @ 1,050 12,600
			SAWS Pump Station	1 @ 2,154 2,154
			FAA Garage Lease	1 @ 625 625
			Search and Rescue	5 @ 1,200 7 @ 1260 14,820
			ROVAR Avis - Commercial Park	12 @ 367 4,404
			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	29,724	ROVAR, LLC - Avis/Big Horn Mountain - Terminal	12 @ 1,652 19,824
			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	35,000	Approximately 400 Ton of Hay	400 ton @ \$75.00/Ton 30,000
			Pasture	1 @ 5000.00 5,000
5633	4 Cent Gas Tax Rebate	16,000	400,000 @ .04	16,000
5652	WAC Marketing Grant	3,750	Airport/Air Service Marketing/Promotion	3,750
5655	Miscellaneous Income	300	Unanticipated income throughout year	
	Total Revenue	\$ 530,774		

COUNTY AIRPORT FUND
 ADMINISTRATION C-1 2013-2014

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>AMOUNT PROJECTED</u>	<u>REMARKS</u>	
6701	Salaries	361,072	Full Time Salaries (See attached page 13) Overtime & Holiday Pay	336,072 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	24,372	Based on Payroll @ 6.75%	
6714	Vending / Concessions	3,000	Purchase of pop/candy/snacks; maintenance on machines	3,000
6717	Retirement	36,107	Based on Payroll @ 10 %	
6721	Worker's Compensation	12,842	Based on Regular @ 3.63 %, Clerical @ .51%	
6725	Health Insurance	108,160.80	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)	52,524 5,748 12,780 19,392
			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	3,528 768 1,824 756
			United Life: 7 employees @ 12 x 12	1,008
6729	Utilities	56,760	Includes Utilities for ARFF Station, Managers Office, Fuel Farm and Terminal, Building 15 - 12 @ 4730	56,760
	Subtotal	\$ 620,764		

**COUNTY AIRPORT FUND
ADMINISTRATION C-1 2013-2014**

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>AMOUNT PROJECTED</u>	<u>REMARKS</u>	
6730	Sewer/Water/Garbage	14,900	City Water & Sewer - 12 @ 675 Circle S Sanitation - Garbage - 12 @ 225 Pilot Toilet - 12 @ 100	11,000 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	2,000	Copier supplies, Copy and printer paper, envelopes, binders, files, graphing, framing,	2,000
6734	Office Equipment & Furniture	4,350	Lease copy machine Office Furniture, File Cabinets, etc.	2,850 1,500
6735	Bank Service Charges	4,500	Service Charges on various Airport Bank Accounts	4,500
6737	Dues and Subscriptions	1,450	AAAE NW Chapter of AAAE WAOA Government Publications	275 175 800 200
6741	Insurance	17,363	Building and Vehicle Insurance (WARM) Local Government Liability Pool (LGLP) Copier lease	11,250 3,300 2,813
6745	Professional Fees	14,457	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	13,457 500 500
	Subtotal	\$ 65,140		

COUNTY AIRPORT FUND
ADMINISTRATION C-1 2013-2014

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>AMOUNT PROJECTED</u>	<u>REMARKS</u>	
6747	Airport /Air Service Marketing	7,500	Fly Local Program Participation, Web Site Maintenance Airport / Air Service Marketing	7,500
6749	IT Services and Upgrades	11,000	Ptolemy Services, Hardware & Software Upgrades, Licenses, Training, Fax Machine, etc.	11,000
6760	Office Equipment Repair & Maintenance	1,500	Any necessary repairs during year	1,500
6703	Miscellaneous	500		
	Total Administration	\$ 706,404		

COUNTY AIRPORT FUND
OPERATION C-2 2013-2014

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>AMOUNT PROJECTED</u>	<u>REMARKS</u>	
7903	Equipment & Vehicle Repair & Maintenance	23,000	Tires, Hydraulic repairs, brushes for broom, Normal Repair & Maintenance, Oil, Filters, Batteries, Plow blades, Snow plow repairs, etc.	23,000
7909	Contractual Equipment	1,500	Covers rental of small equipment & oxygen cylinder bottles that the County does not own	1,500
7915	New Equipment	2,000	Misc (lawnmower, weedeater, welder, etc.)	2,000
7920	Fuel Farm Maintenance and Repair	6,500	Normal Repair and Maintenance	6,500
7921	Buildings/Grounds Repair & Maintenance	39,500	Light Bulbs, Ballasts, Globes, Lenses, Heating & Cooling Service Contract Normal Repair & Maintenance, Painting, Lock Repair, Fixtures, Glass, Terminal Repointing, Repair Masonry, Electric Doors, Roofs,	39,500
7927	Runway & Ramp Repair & Maintenance	9,500	Light bulbs, Lenses, Fixtures & Normal Repair & Maintenance Emergency Generator Repair, Windsocks, Reflectors, Asphalt Repairs, Crack Sealing, Painting, NAVAID Maintenance, Rotating Beacon Maintenance	9,500
7926	Airport Roads/ Parking Lot Repair & Maintenance	2,500	Pavement repair, maintenance, painting etc.	2,500
7928	Wildlife Hazard Control	7,000	Purchase of pyrotechnics (whistlers, screamer, bangars), rifle ammunition, gun cleaning supplies, latex gloves, etc; electric and perimeter fence repair and maintenance, chemicals for weed control, fish and aquatic control etc.	7,000
7929	Security Gates Repair & Maintenance	2,000	Normal Repair and Maintenance	2,000
7901	Weather Station	1,500	Misc. supplies etc.	1,500
	Subtotal	\$ 95,000		

**COUNTY AIRPORT FUND
OPERATION C-2 2013-2014**

<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 Maintenance., Etc.	6,500
7963	Miscellaneous	300	To cover any small unanticipated items	
Total Operations		\$	141,370	