

## Proposed Budget

<b>Cheyenne Regional Airport Board</b>	
Budget Hearing Information	
4000 Airport Parkway	<b>Location:</b> 4000 Airport Parkway, Cheyenne, WY 82001
Cheyenne, WY 82001	<b>Date:</b> TBD
307-634-7071	<b>Time:</b> TBD
Laramie County	<b>Budget Prepared by:</b> Judy Clemons

**S-A BUDGET MESSAGE** W.S. 16-4-104(d)

The Airport Board has developed the enclosed preliminary budget for fiscal year 2019 on the basis of conservative projections of upcoming revenues and expenses, in concert with known projected changes costs and the cash flows of upcoming capital projects. The budget development process engages all members of supervisory and management staff in an effort to produce the budget in compliance with State Statutes and to further serve as an operational diagnostic and planning tool. The construction of the new terminal building is the largest capital project for fiscal year 2019, and will be partially offset by federal and state grant monies in the same fiscal year, as well as amounts received for that same purpose from prior fiscal years. Legend Aeroserve (Cheyenne Airport Fixed Base Operator, or "FBO") operations continue to expand, and related income and expenses are budgeted in relationship to this growth.

**S-B RESERVE DESCRIPTION**

Reserves include a calculated amount for fiscal year 2019 accumulated depreciation for assets considered to require replacement within the upcoming five years. Additionally, an amount is held in cash by the Board for the contingency of an airport emergency requiring immediate and unplanned expenditure.

**S-C**

Names of Board Members	Date of End of Term	Does the district have regular office hours exceeding 20 hours per week?
Ken Mccann	12/31/18	<input type="checkbox"/> Yes
Kim Brokaw	12/31/23	
Frank Gerstenkorn	12/31/20	
Kevin Paintner	12/31/19	
Pete Illoyay	12/31/21	

**If Yes, enter**

Address of office:	4000 Airport Parkway
City, State, Zip:	Cheyenne, WY 82001
Phone Number:	307-634-7071
Hours Open:	8AM - 5PM

Where are the minutes of your board meeting available for public review?  
 4000 Airport Parkway, Cheyenne, WY 82001

How and where are the notices of meeting posted for the public?  
 Noticed of meeting are posted for the public in the Wyoming Tribune Eagle.

Where are the public meetings held?  
 4000 Airport Parkway, Cheyenne, WY 82001

## PROPOSED BUDGET SUMMARY

OVERVIEW		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-1	<b>Total Budgeted Expenditures</b>	\$6,074,343	\$15,229,188	\$9,091,096	
S-2	<b>Total Principal to Pay on Debt</b>	\$938,024	\$213,369	\$244,706	
S-3	<b>Total Change to Restricted Funds</b>	\$6,284,161	-\$3,020,377	\$0	
S-4	<b>Total General Fund and Forecasted Revenues Available</b>	\$15,741,352	\$15,150,927	\$9,359,699	
S-5	<i>Amount requested from County Commissioners</i>	\$0	\$0	\$0	
S-6	<b>Additional Funding Needed :</b>			<b>\$0</b>	

REVENUE SUMMARY		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-7	<b>Operating Revenues</b>	\$2,585,327	\$2,145,022	\$2,108,159	
S-8	<b>Tax levy (From the County Treasurer)</b>	\$0	\$0	\$0	
S-9	<b>Government Support</b>	\$865,317	\$377,442	\$1,580,774	
S-10	<b>Grants</b>	\$2,088,933	\$7,404,454	\$3,402,887	
S-11	<b>Other County Support (Not from Co. Treas.)</b>	\$0	\$0	\$0	
S-12	<b>Miscellaneous</b>	\$2,104,939	\$1,932,661	\$2,240,315	
S-13	<b>Other Forecasted Revenue</b>	\$0	\$0	\$0	
S-14	<b>Total Revenue</b>	\$7,644,516	\$11,859,578	\$9,332,135	

Cheyenne Regional Airport Board

EXPENDITURE SUMMARY		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-15	<b>Capital Outlay</b>	\$2,447,236	\$11,575,447	\$4,925,012	
S-16	<b>Interest and Fees On Debt</b>	\$107,256	\$113,909	\$110,583	
S-17	<b>Administration</b>	\$474,045	\$356,777	\$487,726	
S-18	<b>Operations</b>	\$2,597,679	\$2,773,575	\$3,051,672	
S-19	<b>Indirect Costs</b>	\$448,126	\$409,481	\$516,103	
S-20	<b>Total Expenditures</b>	\$6,074,343	\$15,229,188	\$9,091,096	

DEBT SUMMARY		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-21	<b>Principal Paid on Debt</b>	\$938,024	\$213,369	\$244,706	

CASH AND INVESTMENTS		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-22	<b>TOTAL GENERAL FUNDS</b>	\$8,096,836	\$3,291,348	\$27,564	

**Summary of Reserve Funds**

S-23	<b>Beginning Balance in Reserve Accounts</b>				
S-24	a. Depreciation Reserve	\$0	\$6,153,194	\$3,173,684	
S-25	b. Other Reserve	\$0	\$0	\$0	
S-26	c. Emergency Reserve (Cash)	\$0	\$130,967	\$90,100	
	<b>Total Reserves (a+b+c)</b>	\$0	\$6,284,161	\$3,263,784	
S-27	<b>Amount to be added</b>				
S-28	a. Depreciation Reserve	\$6,153,194	\$1,357,748	\$0	
S-29	b. Other Reserve	\$0	\$0	\$0	
S-30	c. Emergency Reserve (Cash)	\$130,967	\$0	\$0	
	<b>Total to be added (a+b+c)</b>	\$6,284,161	\$1,357,748	\$0	
S-31	<b>Subtotal</b>	\$6,284,161	\$7,641,909	\$3,263,784	
S-32	<b>Less Total to be spent</b>	\$0	\$4,378,125	\$0	
S-33	<b>TOTAL RESERVES AT END OF FISCAL YEAR</b>	\$6,284,161	\$3,263,784	\$3,263,784	

*End of Summary*

Budget Officer / District Official (if not same as "Submitted by") \_\_\_\_\_

Date adopted by Special District \_\_\_\_\_

**DISTRICT ADDRESS:** 4000 Airport Parkway  
Cheyenne, WY 82001

**PREPARED BY:** Judy Clemons

**DISTRICT PHONE:** 307-634-7071

# Proposed Budget

Cheyenne Regional Airport Board  
 NAME OF DISTRICT/BOARD \_\_\_\_\_

FYE 6/30/2019 \_\_\_\_\_

## PROPERTY TAXES AND ASSESSMENTS

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
R-1	<b>Property Taxes and Assessments Received</b>				
R-1.1	Tax Levy (From the County Treasurer)	\$0	\$0	\$0	
R-1.2	Other County Support	\$0	\$0	\$0	

## FORECASTED REVENUE

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
R-2	<b>Revenues from Other Governments</b>				
R-2.1	State Aid	\$83,559	\$0	\$0	
R-2.2	Additional County Aid (non-treasurer)	\$781,758	\$377,442	\$1,580,774	
R-2.3	City (or Town) Aid	\$0	\$0	\$0	
R-2.4	Other (Specify)				
R-2.5	<b>Total Government Support</b>	\$865,317	\$377,442	\$1,580,774	\$1,580,774
R-3	<b>Operating Revenues</b>				
R-3.1	Customer Charges	\$2,585,327	\$2,145,022	\$2,108,159	
R-3.2	Sales of Goods or Services	\$0	\$0	\$0	
R-3.3	Other Assessments	\$0	\$0	\$0	
R-3.4	<b>Total Operating Revenues</b>	\$2,585,327	\$2,145,022	\$2,108,159	\$2,108,159
R-4	<b>Grants</b>				
R-4.1	Direct Federal Grants	\$0	\$3,712,205	\$561,730	
R-4.2	Federal Grants thru State Agencies	\$2,088,933	\$0	\$0	
R-4.3	Grants from State Agencies	\$0	\$3,692,249	\$2,841,158	
R-4.4	<b>Total Grants</b>	\$2,088,933	\$7,404,454	\$3,402,887	\$3,402,887
R-5	<b>Miscellaneous Revenue</b>				
R-5.1	Interest	\$40,652	\$32,747	\$1,665	
R-5.2	Other: Specify <u>Equipment Sales</u>	-\$9,109	\$0	\$10,000	
R-5.3	Other: See Additional	\$2,073,396	\$1,899,914	\$2,228,650	\$2,228,650
R-5.4	<b>Total Miscellaneous</b>	\$2,104,939	\$1,932,661	\$2,240,315	\$2,240,315
R-5.5	<b>Total Forecasted Revenue</b>	\$7,644,516	\$11,859,578	\$9,332,135	\$9,332,135
R-6	<b>Other Forecasted Revenue</b>				
R-6.1	a. Other past due-as estimated by Co. Treas.	\$0	\$0	\$0	
R-6.2	b. Other forecasted revenue (specify):				
R-6.3	_____				
R-6.4	_____				
R-6.5	_____				
R-6.6	<b>Total Other Forecasted Revenue (a+b)</b>	\$0	\$0	\$0	\$0

# Proposed Budget

Cheyenne Regional Airport Board

FYE 6/30/2019

NAME OF DISTRICT/BOARD

## CAPITAL OUTLAY BUDGET

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
<b>E-1</b>	<b>Capital Outlay</b>				
E-1.1	Real Property	\$0	\$0	\$0	
E-1.2	Vehicles	\$0	\$0	\$0	
E-1.3	Office Equipment	\$0	\$0	\$0	
E-1.4	Other (Specify)				
E-1.5	<u>Airport Terminal</u>	\$2,409,768	\$11,300,558	\$4,761,762	
E-1.6	<u>FBO Fueling Test Equippr</u>	\$4,219	\$0	\$0	
E-1.7	see additional details	\$33,249	\$274,889	\$163,250	\$163,250
E-1.8	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$2,447,236</b>	<b>\$11,575,447</b>	<b>\$4,925,012</b>	<b>\$4,925,012</b>

## ADMINISTRATION BUDGET

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
<b>E-2</b>	<b>Personnel Services</b>				
E-2.1	Administrator	\$263,248	\$274,558	\$391,176	
E-2.2	Secretary	\$0	\$0	\$0	
E-2.3	Clerical	\$0	\$0	\$0	
E-2.4	Other (Specify)				
E-2.5	_____				
E-2.6	_____				
E-2.7	_____				
<b>E-3</b>	<b>Board Expenses</b>				
E-3.1	Travel	\$0	\$0	\$0	
E-3.2	Mileage	\$0	\$0	\$0	
E-3.3	Other (Specify)				
E-3.4	<u>Board Accomodations</u>	\$4,971	\$70	\$500	
E-3.5	_____				
E-3.6	_____				
<b>E-4</b>	<b>Contractual Services</b>				
E-4.1	Legal	\$13,219	\$14,471	\$50,000	
E-4.2	Accounting/Auditing	\$32,085	\$47,422	\$35,000	
E-4.3	Other (Specify)				
E-4.4	_____				
E-4.5	_____				
E-4.6	_____				
<b>E-5</b>	<b>Other Administrative Expenses</b>				
E-5.1	Office Supplies	\$10,723	\$5,547	\$8,300	
E-5.2	Office equipment, rent & repair	\$0	\$0	\$0	
E-5.3	Education	\$0	\$0	\$0	
E-5.4	Registrations	\$0	\$0	\$0	
E-5.5	Other (Specify)				
E-5.6	<u>Legal Advertising</u>	\$2,504	\$818	\$2,750	
E-5.7	_____				
E-5.8	see additional details	\$147,296	\$13,890		
<b>E-6</b>	<b>TOTAL ADMINISTRATION</b>	<b>\$474,045</b>	<b>\$356,777</b>	<b>\$487,726</b>	<b>\$487,726</b>

# Proposed Budget

<b>OPERATIONS BUDGET</b>
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		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
<b>E-7</b>	<b>Personnel Services</b>				
E-7.1	Wages--Operations	\$468,708	\$503,955	\$486,702	
E-7.2	Service Contracts	\$0	\$0	\$0	
E-7.3	Other (Specify)				
E-7.4	_____				
E-7.5	_____				
E-7.6	_____				
<b>E-8</b>	<b>Travel</b>				
E-8.1	Mileage	\$0	\$0	\$0	
E-8.2	Other (Specify)				
E-8.3	Lodging, and Meals	\$11,601	\$12,437	\$11,000	
E-8.4	_____				
E-8.5	_____				
<b>E-9</b>	<b>Operating supplies (List)</b>				
E-9.1	Tower Supplies	\$0	\$0	\$0	
E-9.2	_____				
E-9.3	_____				
E-9.4	_____				
E-9.5	_____				
<b>E-10</b>	<b>Program Services (List)</b>				
E-10.1	_____				
E-10.2	_____				
E-10.3	_____				
E-10.4	_____				
E-10.5	_____				
<b>E-11</b>	<b>Contractual Arrangements (List)</b>				
E-11.1	_____				
E-11.2	_____				
E-11.3	_____				
E-11.4	_____				
E-11.5	_____				
<b>E-12</b>	<b>Other operations (Specify)</b>				
E-12.1	_____				
E-12.2	_____				
E-12.3	_____				
E-12.4	_____				
E-12.5	see additional details	\$2,117,370	\$2,257,183	\$2,553,970	\$2,553,970
<b>E-13</b>	<b>TOTAL OPERATIONS</b>	<b>\$2,597,679</b>	<b>\$2,773,575</b>	<b>\$3,051,672</b>	<b>\$3,051,672</b>

# Proposed Budget

## INDIRECT COSTS BUDGET

			2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
<b>E-14</b>	<b>Insurance</b>					
E-14.1	Liability		\$11,650	\$12,709	\$11,990	
E-14.2	Buildings and vehicles		\$109,307	\$104,106	\$121,993	
E-14.3	Equipment		\$0	\$0	\$0	
E-14.4	Other (Specify)					
E-14.5	_____					
E-14.6	_____					
E-14.7						
<b>E-15</b>	<b>Indirect payroll costs:</b>					
E-15.1	FICA (Social Security) taxes		\$54,989	\$58,642	\$66,852	
E-15.2	Workers Compensation		\$9,714	\$10,446	\$9,757	
E-15.3	Unemployment Taxes		\$1,610	\$320	\$2,500	
E-15.4	Retirement		\$114,370	\$108,583	\$124,067	
E-15.5	Health Insurance		\$146,486	\$114,674	\$178,944	
E-15.6	Other (Specify)		\$0	\$0	\$0	
E-15.7	_____					
E-15.8	_____					
E-15.9						
<b>E-16</b>	<b>Depreciation Expenses</b>					
<b>E-17</b>	<b>TOTAL INDIRECT COSTS</b>		<b>\$448,126</b>	<b>\$409,481</b>	<b>\$516,103</b>	<b>\$516,103</b>

## DEBT SERVICE BUDGET

			2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
<b>D-1</b>	<b>Debt Service</b>					
D-1.1	Principal		\$938,024	\$213,369	\$244,706	
D-1.2	Interest		\$107,256	\$113,909	\$110,583	
D-1.3	Fees		\$0	\$0	\$0	
<b>D-2</b>	<b>TOTAL DEBT SERVICE</b>		<b>\$1,045,280</b>	<b>\$327,278</b>	<b>\$355,289</b>	<b>\$355,289</b>

# Proposed Budget

Cheyenne Regional Airport Board

FYE 6/30/2019

**NAME OF DISTRICT/BOARD**

## GENERAL FUNDS

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
<b>C-1</b>	<b>Balances at Beginning of Fiscal Year</b>				
C-1.1	General Fund Checking Account Balance	\$0	\$493,237	\$493,237	
C-1.2	Savings and Investments Account Balance	\$7,093,332	\$2,789,606	-\$474,178	
C-1.3	General Fund CD Balance	\$1,003,505	\$8,505	\$8,505	
C-1.4	All Other Funds	\$0	\$0	\$0	
C-1.5	Reserves (From Below)	\$6,284,161	\$3,263,784	\$3,263,784	\$3,263,784
C-1.6	<b>Total Estimated Cash and Investments on Hand</b>	<b>\$14,380,997</b>	<b>\$6,555,133</b>	<b>\$3,291,348</b>	<b>\$3,291,348</b>
<b>C-2</b>	<b>General Fund Reductions:</b>				
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	\$6,284,161	\$3,263,784	\$3,263,784	\$3,263,784
C-2.3	<b>Total Deductions (a+b)</b>	<b>\$6,284,161</b>	<b>\$3,263,784</b>	<b>\$3,263,784</b>	<b>\$3,263,784</b>
C-2.4	<b>Estimated Non-Restricted Funds Available</b>	<b>\$8,096,836</b>	<b>\$3,291,348</b>	<b>\$27,564</b>	<b>\$27,564</b>

## DEPRECIATION RESERVE (CAPITAL OUTLAY - REPLACEMENT)

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
<b>C-3</b>					
C-3.1	Beginning Balance in Reserve Account (end of previous year)		\$6,153,194	\$3,173,684	\$3,173,684
C-3.2	<i>Date of Reserve Approval in Minutes:</i> _____				
C-3.3	Amount to be added to the reserve	\$6,153,194	\$1,357,748		
C-3.4	<i>Date of Reserve Approval in Minutes:</i> _____				
C-3.5	<b>SUB-TOTAL</b>	<b>\$6,153,194</b>	<b>\$7,510,942</b>	<b>\$3,173,684</b>	<b>\$3,173,684</b>
C-3.6	Identify the amount to be spent from "Reserve for Capital Outlay"				
C-3.7	a. Terminal Construction		\$4,337,258		
C-3.8	b. _____				
C-3.9	c. _____				
C-3.10	<i>Date of Reserve Approval in Minutes:</i> _____				
C-3.11	<b>TOTAL CAPITAL OUTLAY (a+b+c)</b>	<b>\$0</b>	<b>\$4,337,258</b>	<b>\$0</b>	<b>\$0</b>
C-3.12	Balance to be retained in Depreciation Reserve Account	\$6,153,194	\$3,173,684	\$3,173,684	\$3,173,684

## OTHER RESTRICTED FUND BALANCES - RESERVE (LEGALLY ENFORCED)

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
<b>C-4</b>					
C-4.1	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-4.2	<i>Date of Reserve Approval in Minutes:</i> _____				
C-4.3	Amount to be added to the reserve				
C-4.4	<i>Date of Reserve Approval in Minutes:</i> _____				
C-4.5	<b>SUB-TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
C-4.6	Identify the amount and project to be spent from "Other"				
C-4.7	a. _____				
C-4.8	b. _____				
C-4.9	c. _____				
C-4.10	<i>Date of Reserve Approval in Minutes:</i> _____				
C-4.11	<b>TOTAL OTHER RESERVE OUTLAY (a+b+c)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
C-4.12	Balance to be retained in Other Reserve Account	\$0	\$0	\$0	\$0

## ASSIGNED FUND BALANCE (EMERGENCY RESERVE - NOT COMMITTED)

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
<b>C-5</b>					
C-5.1	Beginning Balance in Reserve Account (end of previous year)		\$130,967	\$90,100	\$90,100
C-5.2	<i>Date of Reserve Approval in Minutes:</i> _____				
C-5.3	Amount to be added to the reserve	\$130,967			
C-5.4	<i>Date of Reserve Approval in Minutes:</i> _____				
C-5.5	<b>SUB-TOTAL</b>	<b>\$130,967</b>	<b>\$130,967</b>	<b>\$90,100</b>	<b>\$90,100</b>
C-5.6	Amount to be spent from Emergency Reserve (Cash)		\$40,867		
C-5.7	<i>Date of Reserve Approval in Minutes:</i> _____				
C-5.8	Balance to be retained in Assigned Fund Balance	\$130,967	\$90,100	\$90,100	\$90,100
C-5.9	<b>TOTAL TO BE SPENT</b>	<b>\$0</b>	<b>\$4,378,125</b>	<b>\$0</b>	<b>\$0</b>