

# Final Budget

Cheyenne Regional Airport Board	
Budget Hearing Information	
4000 Airport Parkway	Location: 4000 Airport Parkway Cheyenne, WY 82001
Cheyenne, WY 82001	Date: 7/11/2019
307-634-7071	Time: 2:00 PM
Laramie County	Budget Prepared by: James Childress, CPA

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

The Airport Board has developed the enclosed proposed budget for fiscal year 2020 on the basis of conservative projections of upcoming revenues and expenses, in concert with known projected changes in 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. 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. No significant changes in financial policy took place during the prior fiscal year. The Terminal Construction project completed during the prior fiscal year.

**S-B RESERVE DESCRIPTION**

Reserves include a calculated amount for fiscal year 2020 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
Carey Ryerson	12/31/23
Kim Brokaw	12/31/22
Frank Gerstenkorn	12/31/20
Kevin Paintner	12/31/19
Pete Illoway	12/31/21

Does the district have regular office hours exceeding 20 hours per week?	<input type="checkbox"/> Yes
<b>If Yes, enter</b>	
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?  
 Notices of meetings are posted for the public in the Wyoming Tribune Eagle

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

## FINAL BUDGET SUMMARY

OVERVIEW		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
S-1	Total Budgeted Expenditures	\$17,281,324	\$9,694,443	\$6,213,119	\$6,893,327
S-2	Total Principal to Pay on Debt	\$277,078	\$255,268	\$304,356	\$304,356
S-3	Total Change to Restricted Funds	\$3,183,194	-\$1,302,227	\$0	\$0
S-4	Total General Fund and Forecasted Revenues Available	\$13,332,513	\$8,794,353	\$6,797,877	\$7,831,297
S-5	Amount requested from County Commissioners	\$0	\$0	\$0	\$0
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
S-7	Operating Revenues	\$2,471,573	\$2,344,983	\$1,758,622	\$2,208,045
S-8	Tax levy (From the County Treasurer)	\$0	\$0	\$0	\$0
S-9	Government Support	\$0	\$0	\$0	\$0
S-10	Grants	\$7,701,695	\$1,690,032	\$319,786	\$319,786
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$2,538,440	\$4,138,532	\$4,131,850	\$4,692,850
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0
S-14	Total Revenue	\$12,711,707	\$8,173,547	\$6,210,258	\$7,220,681

FY 7/1/19-6/30/20 Cheyenne Regional Airport Board

EXPENDITURE SUMMARY		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
S-15	Capital Outlay	\$10,009,433	\$3,226,635	\$487,286	\$526,286
S-16	Interest and Fees On Debt	\$78,211	\$72,055	\$85,911	\$85,911
S-17	Administration	\$331,006	\$371,708	\$410,676	\$413,243
S-18	Operations	\$3,444,689	\$4,239,846	\$4,767,110	\$5,391,086
S-19	Indirect Costs	\$447,986	\$481,972	\$462,136	\$476,802
S-20R	Expenditures paid by Reserves	\$2,970,000	\$1,302,227	\$0	\$0
S-20	Total Expenditures	\$17,281,324	\$9,694,443	\$6,213,119	\$6,893,327

DEBT SUMMARY		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
S-21	Principal Paid on Debt	\$277,078	\$255,268	\$304,356	\$304,356

CASH AND INVESTMENTS		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
S-22	TOTAL GENERAL FUNDS	\$620,805	\$620,805	\$587,619	\$610,616

**Summary of Reserve Funds**

S-23	Beginning Balance in Reserve Accounts				
S-24	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-25	b. Reserves	\$0	\$3,183,194	\$1,880,967	\$1,880,967
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	<b>Total Reserves (a+b+c)</b>	\$0	\$3,183,194	\$1,880,967	\$1,880,967
S-27	Amount to be added				
S-28	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-29	b. Reserves	\$6,153,194	\$0	\$0	\$0
S-30	c. Bond Funds	\$0	\$0	\$0	\$0
	<b>Total to be added (a+b+c)</b>	\$6,153,194	\$0	\$0	\$0
S-31	Subtotal	\$6,153,194	\$3,183,194	\$1,880,967	\$1,880,967
S-32	Less Total to be spent	\$2,970,000	\$1,302,227	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$3,183,194	\$1,880,967	\$1,880,967	\$1,880,967

*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: James Childress, CPA

DISTRICT PHONE: 307-634-7071

# Final Budget

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

FYE 6/30/2020 \_\_\_\_\_

## PROPERTY TAXES AND ASSESSMENTS

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
R-1	<b>Property Taxes and Assessments Received</b>				
R-1.1	<b>Tax Levy (From the County Treasurer)</b>				
R-1.2	Other County Support				

## FORECASTED REVENUE

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
R-2	<b>Revenues from Other Governments</b>				
R-2.1	State Aid	\$0	\$0	\$0	
R-2.2	Additional County Aid (non-treasurer)	\$0	\$0	\$0	
R-2.3	City (or Town) Aid	\$0	\$0	\$0	
R-2.4	Other (Specify) _____				
R-2.5	<b>Total Government Support</b>	\$0	\$0	\$0	\$0
R-3	<b>Operating Revenues</b>				
R-3.1	Customer Charges	\$2,471,573	\$2,344,983	\$1,758,622	\$2,208,045
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>	\$2,471,573	\$2,344,983	\$1,758,622	\$2,208,045
R-4	<b>Grants</b>				
R-4.1	Direct Federal Grants	\$3,886,043	\$177,829	\$200,094	\$200,094
R-4.2	Federal Grants thru State Agencies	\$0	\$0	\$0	
R-4.3	Grants from State Agencies	\$3,815,652	\$1,512,203	\$119,692	\$119,692
R-4.4	<b>Total Grants</b>	\$7,701,695	\$1,690,032	\$319,786	\$319,786
R-5	<b>Miscellaneous Revenue</b>				
R-5.1	Interest	\$30,310	\$31,560	\$2,600	\$2,600
R-5.2	Other: Specify _____ Sale of Equipment	\$0	\$13,000	\$2,500	\$2,500
R-5.3	Other: See Additional _____	\$2,508,130	\$4,093,972	\$4,126,750	\$4,687,750
R-5.4	<b>Total Miscellaneous</b>	\$2,538,440	\$4,138,532	\$4,131,850	\$4,692,850
R-5.5	<b>Total Forecasted Revenue</b>	\$12,711,707	\$8,173,547	\$6,210,258	\$7,220,681
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

# Final Budget

Cheyenne Regional Airport Board

FYE 6/30/2020

NAME OF DISTRICT/BOARD

## CAPITAL OUTLAY BUDGET

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
<b>E-1</b>	<b>Capital Outlay</b>				
E-1.1	Real Property				
E-1.2	Vehicles				
E-1.3	Office Equipment				
E-1.4	Other (Specify)				
E-1.5	<u>Airport Terminal</u>	\$9,746,462	\$3,091,244	\$287,286	\$277,286
E-1.6		\$0	\$0	\$0	
E-1.7	see additional details	\$262,970	\$135,391	\$200,000	\$249,000
E-1.8	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$10,009,433</b>	<b>\$3,226,635</b>	<b>\$487,286</b>	<b>\$526,286</b>

## ADMINISTRATION BUDGET

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
<b>E-2</b>	<b>Personnel Services</b>				
E-2.1	Administrator	\$234,434	\$257,891	\$232,776	\$233,343
E-2.2	Secretary	\$0	\$0	\$0	
E-2.3	Clerical	\$0	\$0	\$0	
E-2.4	Other (Specify)				
E-2.5		\$0	\$0	\$0	
E-2.6		\$0	\$0	\$0	
E-2.7					
<b>E-3</b>	<b>Board Expenses</b>				
E-3.1	Travel	\$11,880	\$17,888	\$15,000	\$15,000
E-3.2	Mileage	\$0	\$0	\$0	
E-3.3	Other (Specify)				
E-3.4		\$0	\$0	\$0	
E-3.5		\$0	\$0	\$0	
E-3.6					
<b>E-4</b>	<b>Contractual Services</b>				
E-4.1	Legal	\$17,655	\$19,419	\$60,000	\$62,000
E-4.2	Accounting/Auditing	\$47,717	\$38,676	\$70,000	\$70,000
E-4.3	Other (Specify)				
E-4.4		\$0	\$0	\$0	
E-4.5		\$0	\$0	\$0	
E-4.6					
<b>E-5</b>	<b>Other Administrative Expenses</b>				
E-5.1	Office Supplies	\$13,536	\$30,101	\$20,700	\$20,700
E-5.2	Office equipment, rent & repair	\$0	\$0	\$0	
E-5.3	Education	\$5,034	\$7,125	\$10,950	\$10,950
E-5.4	Registrations	\$0	\$0	\$0	
E-5.5	Other (Specify)				
E-5.6	<u>Legal Advertising</u>	\$750	\$609	\$1,250	\$1,250
E-5.7		\$0	\$0	\$0	
E-5.8					
<b>E-6</b>	<b>TOTAL ADMINISTRATION</b>	<b>\$331,006</b>	<b>\$371,708</b>	<b>\$410,676</b>	<b>\$413,243</b>

# Final Budget

## OPERATIONS BUDGET

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
<b>E-7</b>	<b>Personnel Services</b>				
E-7.1	Wages--Operations	\$523,552	\$575,937	\$519,848	\$521,114
E-7.2	Service Contracts	\$0	\$0	\$0	
E-7.3	Other (Specify)				
E-7.4	_____	\$0	\$0	\$0	
E-7.5	_____	\$0	\$0	\$0	
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	\$3,862	\$6,437	\$6,000	\$6,000
E-8.4	_____				
E-8.5	_____				
<b>E-9</b>	<b>Operating supplies (List)</b>				
E-9.1	Fuel For Sale	\$1,503,919	\$2,252,201	\$1,750,000	\$2,350,000
E-9.2	_____	\$0	\$0	\$0	
E-9.3	_____	\$0	\$0	\$0	
E-9.4	_____	\$0	\$0	\$0	
E-9.5	_____				
<b>E-10</b>	<b>Program Services (List)</b>				
E-10.1	Airport Repairs and Maint	\$93,504	\$72,701	\$110,300	\$80,300
E-10.2	_____	\$0	\$0	\$0	
E-10.3	_____	\$0	\$0	\$0	
E-10.4	_____	\$0	\$0	\$0	
E-10.5	_____				
<b>E-11</b>	<b>Contractual Arrangements (List)</b>				
E-11.1	Custodial Services	\$100,129	\$107,242	\$96,648	\$117,697
E-11.2	Lawn and Snow	\$16,987	\$25,678	\$25,302	\$27,028
E-11.3	_____	\$0	\$0	\$0	
E-11.4	_____	\$0	\$0	\$0	
E-11.5	_____				
<b>E-12</b>	<b>Other operations (Specify)</b>				
E-12.1	Utilities	\$356,809	\$394,728	\$394,564	\$398,999
E-12.2	_____	\$0	\$0	\$0	
E-12.3	_____	\$0	\$0	\$0	
E-12.4	_____	\$0	\$0	\$0	
E-12.5	see additional details	\$845,927	\$804,921	\$1,864,448	\$1,889,948
<b>E-13</b>	<b>TOTAL OPERATIONS</b>	<b>\$3,444,689</b>	<b>\$4,239,846</b>	<b>\$4,767,110</b>	<b>\$5,391,086</b>

# Final Budget

Cheyenne Regional Airport Board

FYE 6/30/2020

## INDIRECT COSTS BUDGET

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
<b>E-14</b>	<b>Insurance</b>				
E-14.1	Liability	\$11,650	\$12,845	\$7,000	\$12,600
E-14.2	Buildings and vehicles	\$95,430	\$94,111	\$116,643	\$124,884
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	\$57,208	\$62,933	\$56,804	\$56,942
E-15.2	Workers Compensation	\$9,134	\$10,048	\$9,069	\$9,091
E-15.3	Unemployment Taxes	\$0	\$0	\$0	
E-15.4	Retirement	\$128,858	\$141,751	\$127,946	\$128,258
E-15.5	Health Insurance	\$145,705	\$160,284	\$144,674	\$145,027
E-15.6	Other (Specify)	\$0	\$0	\$0	
E-15.7	_____				
E-15.8	_____				
E-15.9					
<b>E-17</b>	<b>TOTAL INDIRECT COSTS</b>	<b>\$447,986</b>	<b>\$481,972</b>	<b>\$462,136</b>	<b>\$476,802</b>

## DEBT SERVICE BUDGET

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
<b>D-1</b>	<b>Debt Service</b>				
D-1.1	Principal	\$277,078	\$255,268	\$304,356	\$304,356
D-1.2	Interest	\$78,211	\$72,055	\$85,911	\$85,911
D-1.3	Fees	\$0	\$0	\$0	
<b>D-2</b>	<b>TOTAL DEBT SERVICE</b>	<b>\$355,289</b>	<b>\$327,323</b>	<b>\$390,267</b>	<b>\$390,267</b>

# Final Budget

Cheyenne Regional Airport Board  
 NAME OF DISTRICT/BOARD

FYE 6/30/2020

## GENERAL FUNDS

	End of Year	Beginning	Beginning	Final Approval
	2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	
<b>C-1 Balances at Beginning of Fiscal Year</b>				
C-1.1 General Fund Checking Account Balance	\$84,590	\$84,590	\$402,950	\$425,947
C-1.2 Savings and Investments Account Balance	\$536,216	\$536,216	\$184,669	\$184,669
C-1.3 General Fund CD Balance	\$0	\$0	\$0	\$0
C-1.4 All Other Funds		\$0		
C-1.5 Reserves (From Below)	\$3,183,194	\$3,183,194	\$1,880,967	\$1,880,967
C-1.6 <b>Total Estimated Cash and Investments on Hand</b>	<b>\$3,803,999</b>	<b>\$3,803,999</b>	<b>\$2,468,586</b>	<b>\$2,491,583</b>
<b>C-2 General Fund Reductions:</b>				
C-2.1 a. Unpaid bills at FYE				
C-2.2 b. Reserves	\$3,183,194	\$1,880,967	\$1,880,967	\$1,880,967
C-2.3 <b>Total Deductions (a+b)</b>	<b>\$3,183,194</b>	<b>\$1,880,967</b>	<b>\$1,880,967</b>	<b>\$1,880,967</b>
C-2.4 <b>Estimated Non-Restricted Funds Available</b>	<b>\$620,805</b>	<b>\$1,923,032</b>	<b>\$587,619</b>	<b>\$610,616</b>

## SINKING & DEBT SERVICE FUNDS

	2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
<b>C-3</b>				
C-3.1 Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-3.2 Date of Reserve Approval in Minutes: _____				
C-3.3 Amount to be added to the reserve				
C-3.4 Date of Reserve Approval in Minutes: _____				
C-3.5 <b>SUB-TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
C-3.6 Identify the amount and project to be spent				
C-3.7 a. _____				
C-3.8 b. _____				
C-3.9 c. _____				
C-3.10 Date of Reserve Approval in Minutes: _____				
C-3.11 <b>TOTAL CAPITAL OUTLAY (a+b+c)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
C-3.12 Balance to be retained	\$0	\$0	\$0	\$0

## RESERVES

	2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
<b>C-4</b>				
C-4.1 Beginning Balance in Reserve Account (end of previous year)		\$3,183,194	\$1,880,967	\$1,880,967
C-4.2 Date of Reserve Approval in Minutes: _____				
C-4.3 Amount to be added to the reserve	\$6,153,194			
C-4.4 Date of Reserve Approval in Minutes: 7/13/2017				
C-4.5 <b>SUB-TOTAL</b>	<b>\$6,153,194</b>	<b>\$3,183,194</b>	<b>\$1,880,967</b>	<b>\$1,880,967</b>
C-4.6 Identify the amount and project to be spent				
C-4.7 a. Airport Terminal/Depreci	\$2,970,000	\$1,302,227		
C-4.8 b. _____				
C-4.9 c. _____				
C-4.10 Date of Reserve Approval in Minutes: _____				
C-4.11 <b>TOTAL OTHER RESERVE OUTLAY (a+b+c)</b>	<b>\$2,970,000</b>	<b>\$1,302,227</b>	<b>\$0</b>	<b>\$0</b>
C-4.12 Balance to be retained	\$3,183,194	\$1,880,967	\$1,880,967	\$1,880,967

## BOND FUNDS

	2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
<b>C-5</b>				
C-5.1 Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-5.2 Date of Reserve Approval in Minutes: _____				
C-5.3 Amount to be added to the reserve				
C-5.4 Date of Reserve Approval in Minutes: _____				
C-5.5 <b>SUB-TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
C-5.6 Identify the amount and project to be spent				
C-5.7 Date of Reserve Approval in Minutes: _____				
C-5.8 Balance to be retained	\$0	\$0	\$0	\$0
C-5.9 <b>TOTAL TO BE SPENT</b>	<b>\$2,970,000</b>	<b>\$1,302,227</b>	<b>\$0</b>	<b>\$0</b>



