

Final Budget

Cheyenne Regional Airport Board	
Budget Hearing Information	
4000 Airport Parkway	Location: 4020 Airport Parkway, Cheyenne, WY 82001
Cheyenne, WY 82001	Date: 7/14/2022
307-634-7071	Time: 3:00pm
Laramie County	Budget Prepared by: Jennifer Nelson/Tim Bradshaw

S-A BUDGET MESSAGE W.S. 16-12-403 (c)

The Airport Board has prepared the enclosed proposed budget for the fiscal year 2023. The budget development process includes all members of management staff in an effort to produce the budget both for compliance with State Statutes, and to serve as an operational planning tool. Legend Aeroserve (Cheyenne Airport Fixed Base Operator, or "FBO") operations have continued to suffer due to runway construction and fuel prices. The runway construction has also caused a decrease in landing fees, Passenger Facility Charges, and other aeronautical revenue. The revenue, including mostly federal grants, related to the runway construction, was estimated based on the approximate amount of the project that will be completed during FY 23 as it is expected to cross fiscal years. There have been significant changes in Airport Management in the last fiscal year including a new director, a new finance director, and a new office manager. The staff will be focused on updating policies and procedures over the next year.

S-B RESERVE DESCRIPTION

Reserves include a calculated amount for accumulated depreciation of airport 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?
Kim Brokaw-President	12/31/22	<input checked="" type="checkbox"/> Yes
Keith Zabka-Vice President	12/31/25	<p>If Yes, enter</p> <p>Address of office: 4000 Airport Parkway</p> <p>City, State, Zip: Cheyenne, WY 82001</p> <p>Phone Number: 307-634-7071</p> <p>Hours Open: 8AM-5PM</p>
Kevin Paintner-Secretary	12/31/24	
Carey Ryerson-Treasurer	12/31/23	
Jeff Storey-Member at Large	12/31/27	

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 for meetings are posted for the public in the Wyoming Tribune Eagle and on www.cheyenneairport.com

Where are the public meetings held?
 4020 Airport Parkway Cheyenne, WY 82001

FINAL BUDGET SUMMARY

OVERVIEW		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
S-1	Total Budgeted Expenditures	\$4,094,478	\$12,627,240	\$29,617,849	\$29,617,849
S-2	Total Principal to Pay on Debt	\$1	\$0	\$750,000	\$750,000
S-3	Total Change to Restricted Funds	\$0	\$0	\$0	\$0
S-4	Total General Fund and Forecasted Revenues Available	\$16,555,616	\$19,394,870	\$35,765,000	\$35,765,000
S-5	Amount requested from County Commissioners	\$0	\$0	\$0	\$0
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
S-7	Operating Revenues	\$1,900,462	\$2,363,893	\$2,563,032	\$2,563,032
S-8	Tax levy (From the County Treasurer)	\$0	\$0	\$0	\$0
S-9	Government Support	\$0	\$0	\$0	\$0
S-10	Grants	\$7,197,190	\$8,553,120	\$21,090,750	\$21,090,750
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$1,877,278	\$2,897,171	\$4,320,660	\$4,320,660
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0

S-14	Total Revenue	\$10,974,930	\$13,814,185	\$27,974,442	\$27,974,442
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FY 7/1/22-6/30/23

Cheyenne Regional Airport Board

EXPENDITURE SUMMARY		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
S-15	Capital Outlay	\$999	\$7,401,836	\$22,613,003	\$22,613,003
S-16	Interest and Fees On Debt	\$68,488	\$0	\$0	\$0
S-17	Administration	\$826,581	\$1,196,931	\$1,220,153	\$1,220,153
S-18	Operations	\$3,055,558	\$3,849,156	\$5,516,658	\$5,516,658
S-19	Indirect Costs	\$142,852	\$179,317	\$268,034	\$268,034
S-20R	Expenditures paid by Reserves	\$0	\$0	\$0	\$0
S-20	Total Expenditures	\$4,094,478	\$12,627,240	\$29,617,849	\$29,617,849

DEBT SUMMARY		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
S-21	Principal Paid on Debt	\$1	\$0	\$750,000	\$750,000

CASH AND INVESTMENTS		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
S-22	TOTAL GENERAL FUNDS	\$5,580,685	\$5,580,685	\$7,790,558	\$7,790,558

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	\$0	\$0	\$0
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$0	\$0	\$0	\$0
S-27	Amount to be added				
S-28	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-29	b. Reserves	\$0	\$0	\$0	\$0
S-30	c. Bond Funds	\$0	\$0	\$0	\$0
	Total to be added (a+b+c)	\$0	\$0	\$0	\$0
S-31	Subtotal	\$0	\$0	\$0	\$0
S-32	Less Total to be spent	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$0	\$0	\$0	\$0

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: Jennifer Nelson/Tim Bradshaw

DISTRICT PHONE: 307-634-7071

Prepared in compliance with the Uniform Municipal Fiscal Procedures Act (W.S. 16-12-401 et seq.) as it applies.

5/4/22 Form approved by Wyoming Department of Audit, Public Funds Division

Final Budget

Cheyenne Regional Airport Board

FYE 6/30/2023

NAME OF DISTRICT/BOARD

PROPERTY TAXES AND ASSESSMENTS

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
R-1 Property Taxes and Assessments Received					
R-1.1 Tax Levy (From the County Treasurer)	4001	\$0	\$0	\$0	
R-1.2 Other County Support (see note on the right)	4005	\$0	\$0	\$0	

FORECASTED REVENUE

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
R-2 Revenues from Other Governments					
R-2.1 State Aid	4211	\$0	\$0	\$0	
R-2.2 Additional County Aid (non-treasurer)	4237	\$0	\$0	\$0	
R-2.3 City (or Town) Aid	4237	\$0	\$0	\$0	
R-2.4 Other (Specify)	4237	\$0	\$0	\$0	
R-2.5 Total Government Support		\$0	\$0	\$0	\$0
R-3 Operating Revenues					
R-3.1 Customer Charges	4300	\$1,900,462	\$2,363,893	\$2,563,032	\$2,563,032
R-3.2 Sales of Goods or Services	4300	\$0	\$0	\$0	
R-3.3 Other Assessments	4503	\$0	\$0	\$0	
R-3.4 Total Operating Revenues		\$1,900,462	\$2,363,893	\$2,563,032	\$2,563,032
R-4 Grants					
R-4.1 Direct Federal Grants	4201	\$7,082,692	\$8,477,103	\$20,155,750	\$20,155,750
R-4.2 Federal Grants thru State Agencies	4201	\$0	\$0	\$0	
R-4.3 Grants from State Agencies	4211	\$114,498	\$76,017	\$935,000	\$935,000
R-4.4 Total Grants		\$7,197,190	\$8,553,120	\$21,090,750	\$21,090,750
R-5 Miscellaneous Revenue					
R-5.1 Interest	4501	\$3,817	\$24,814	\$29,172	\$29,172
R-5.2 Other: Specify _____	4500	\$0	\$0	\$0	
R-5.3 Other: See Additior See Additional Details		\$1,873,461	\$2,872,356	\$4,291,488	\$4,291,488
R-5.4 Total Miscellaneous		\$1,877,278	\$2,897,171	\$4,320,660	\$4,320,660
R-5.5 Total Forecasted Revenue		\$10,974,930	\$13,814,185	\$27,974,442	\$27,974,442
R-6 Other Forecasted Revenue					
R-6.1 a. Other past due as estimated by Co. Treas.	4004	\$0	\$0	\$0	
R-6.2 b. Other forecasted revenue (specify):					
R-6.3 _____	4500	\$0	\$0	\$0	
R-6.4 _____	4500	\$0	\$0	\$0	
R-6.5 _____					
R-6.6 Total Other Forecasted Revenue (a+b)		\$0	\$0	\$0	\$0

Final Budget

Cheyenne Regional Airport Board

FYE 6/30/2023

NAME OF DISTRICT/BOARD

CAPITAL OUTLAY BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
E-1 Capital Outlay					
E-1.1 Real Property	6201	\$0	\$0	\$0	
E-1.2 Vehicles	6210	\$0	\$0	\$0	
E-1.3 Office Equipment	6211	\$0	\$0	\$0	
E-1.4 Other (Specify)					
E-1.5 Terminal Construction	6200	\$0	\$3,433	\$0	
E-1.6 Runway Construction	6200	\$0	\$6,573,906	\$21,100,000	\$21,100,000
E-1.7 see additional details		\$1,000	\$824,497	\$1,513,003	\$1,513,003
E-1.8 TOTAL CAPITAL OUTLAY		\$999	\$7,401,836	\$22,613,003	\$22,613,003

ADMINISTRATION BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
E-2 Personnel Services					
E-2.1 Administrator	7002	\$617,631	\$792,282	\$804,790	\$804,790
E-2.2 Secretary	7003	\$0	\$0	\$0	
E-2.3 Clerical	7004	\$0	\$0	\$0	
E-2.4 Other (Specify)					
E-2.5	7005	\$0	\$0	\$0	
E-2.6	7005	\$0	\$0	\$0	
E-2.7					
E-3 Board Expenses					
E-3.1 Travel	7011	\$17,863	\$28,958	\$18,702	\$18,702
E-3.2 Mileage	7012	\$0	\$0	\$0	
E-3.3 Other (Specify)					
E-3.4	7013	\$0	\$0	\$0	
E-3.5	7013	\$0	\$0	\$0	
E-3.6					
E-4 Contractual Services					
E-4.1 Legal	7021	\$10,080	\$10,378	\$10,000	\$10,000
E-4.2 Accounting/Auditing	7022	\$160,376	\$283,559	\$270,000	\$270,000
E-4.3 Other (Specify)					
E-4.4	7023	\$0	\$0	\$0	
E-4.5	7023	\$0	\$0	\$0	
E-4.6					
E-5 Other Administrative Expenses					
E-5.1 Office Supplies	7031	\$20,288	\$12,234	\$16,261	\$16,261
E-5.2 Office equipment, rent & repair	7032	\$0	\$0	\$0	
E-5.3 Education	7033	\$0	\$0	\$0	
E-5.4 Registrations	7034	\$0	\$0	\$0	
E-5.5 Other (Specify)					
E-5.6 Legal Advertising	7035	\$342	\$723	\$0	
E-5.7 Promotion, Marketing, Recruitment	7035	\$0	\$67,197	\$100,400	\$100,400
E-5.8 see additional details			\$1,600		
E-6 TOTAL ADMINISTRATION		\$826,581	\$1,196,931	\$1,220,153	\$1,220,153

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OPERATIONS BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
E-7 Personnel Services					
E-7.1 Wages--Operations	7202	\$676,489	\$809,803	\$850,293	\$850,293
E-7.2 Service Contracts	7203	\$0	\$0	\$0	
E-7.3 Other (Specify)					
E-7.4 _____	7204	\$0	\$0	\$0	
E-7.5 _____	7204	\$0	\$0	\$0	
E-7.6 _____					
E-8 Travel					
E-8.1 Mileage	7211	\$0	\$0	\$0	
E-8.2 Other (Specify)					
E-8.3 Lodging and Meals	7212	\$0	\$0	\$0	
E-8.4 _____	7212	\$0	\$0	\$0	
E-8.5 _____					
E-9 Operating supplies (List)					
E-9.1 Fuel for Sale	7220	\$1,207,224	\$1,961,770	\$3,481,000	\$3,481,000
E-9.2 Supplies FBO	7220	\$34,726	\$48,756	\$41,741	\$41,741
E-9.3 _____	7220	\$0	\$0	\$0	
E-9.4 _____	7220	\$0	\$0	\$0	
E-9.5 _____					
E-10 Program Services (List)					
E-10.1 Airport Repairs and Maint.	7230	\$411,169	\$214,739	\$236,117	\$236,117
E-10.2 Equipment Rental	7230	\$0	\$0	\$7,736	\$7,736
E-10.3 _____	7230	\$0	\$0	\$0	
E-10.4 _____	7230	\$0	\$0	\$0	
E-10.5 _____					
E-11 Contractual Arrangements (List)					
E-11.1 Custodial Services	7400	\$137,997	\$127,822	\$0	
E-11.2 Lawn and Snow	7400	\$27,180	\$41,161	\$0	
E-11.3 Contract Services	7400	\$0	\$0	\$203,356	\$203,356
E-11.4 _____	7400	\$0	\$0	\$0	
E-11.5 _____					
E-12 Other operations (Specify)					
E-12.1 Utilities	7450	\$487,227	\$551,653	\$652,547	\$652,547
E-12.2 _____	7450	\$0	\$0	\$0	
E-12.3 _____	7450	\$0	\$0	\$0	
E-12.4 _____	7450	\$0	\$0	\$0	
E-12.5 see additional details		\$73,545	\$93,452	\$43,869	\$43,869
E-13 TOTAL OPERATIONS		\$3,055,558	\$3,849,156	\$5,516,658	\$5,516,658

Final Budget

INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
E-14 Insurance					
E-14.1 Liability	7502	\$1,739	\$29,768	\$0	
E-14.2 Buildings and vehicles	7503	\$141,113	\$149,549	\$0	
E-14.3 Equipment	7504	\$0	\$0	\$0	
E-14.4 Other (Specify)					
E-14.5 Insurance	7505	\$0	\$0	\$268,034	\$268,034
E-14.6	7505	\$0	\$0	\$0	
E-14.7					
E-15 Indirect payroll costs:					
E-15.1 FICA (Social Security) taxes	7511	\$0	\$0	\$0	
E-15.2 Workers Compensation	7512	\$0	\$0	\$0	
E-15.3 Unemployment Taxes	7513	\$0	\$0	\$0	
E-15.4 Retirement	7514	\$0	\$0	\$0	
E-15.5 Health Insurance	7515	\$0	\$0	\$0	
E-15.6 Other (Specify)					
E-15.7	7516	\$0	\$0	\$0	
E-15.8	7516	\$0	\$0	\$0	
E-15.9					
E-17 TOTAL INDIRECT COSTS		\$142,852	\$179,317	\$268,034	\$268,034

DEBT SERVICE BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
D-1 Debt Service					
D-1.1 Principal	6401	\$1	\$0	\$750,000	\$750,000
D-1.2 Interest	6410	\$68,488	\$0	\$0	
D-1.3 Fees	6420	\$0	\$0	\$0	
D-2 TOTAL DEBT SERVICE		\$68,489	\$0	\$750,000	\$750,000

Final Budget

Cheyenne Regional Airport Board

FYE 6/30/2023

NAME OF DISTRICT/BOARD

GENERAL FUNDS

C-1	Balances at Beginning of Fiscal Year	DOA Chart of Accounts	End of Year	Beginning	Beginning	Final Approval
			2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	
C-1.1	General Fund Checking	1010	\$3,892,612	\$3,892,612	\$5,298,693	\$5,298,693
C-1.2	Savings and Investments	1040	\$1,688,073	\$1,688,073	\$1,741,865	\$1,741,865
C-1.3	General Fund CD Balance	1050		\$0		
C-1.4	All Other Funds	1020		\$0	\$750,000	\$750,000
C-1.5	Reserves (From Below)		\$0	\$0	\$0	\$0
C-1.6	Total Estimated Cash and Investments on Hand		\$5,580,685	\$5,580,685	\$7,790,558	\$7,790,558

C-2	General Fund Reductions:	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
C-2.1	a. Unpaid bills at FYE	2010	\$1,222,382	\$740,519	\$751,771	\$751,771
C-2.2	b. Reserves		\$0	\$0	\$0	\$0
C-2.3	Total Deductions (a+b)		\$1,222,382	\$740,519	\$751,771	\$751,771
C-2.4	Estimated Non-Restricted Funds Available		\$4,358,303	\$4,840,166	\$7,038,787	\$7,038,787

	DOA Chart of Accounts
SINKING & DEBT SERVICE FUNDS	1070

C-3		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
C-3.1	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-3.2	<i>Date of Reserve Approval in Minutes:</i>				
C-3.3	Amount to be added to the reserve				
C-3.4	<i>Date of Reserve Approval in Minutes:</i>				
C-3.5	SUB-TOTAL	\$0	\$0	\$0	\$0
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	<i>Date of Reserve Approval in Minutes:</i>				
C-3.11	TOTAL CAPITAL OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
C-3.12	Balance to be retained	\$0	\$0	\$0	\$0

	DOA Chart of Accounts
RESERVES	1090

C-4		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
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	SUB-TOTAL	\$0	\$0	\$0	\$0
C-4.6	Identify the amount and project to be spent				
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	TOTAL OTHER RESERVE OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
C-4.12	Balance to be retained	\$0	\$0	\$0	\$0

	DOA Chart of Accounts
BOND FUNDS	1060

C-5		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
C-5.1	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-5.2	<i>Date of Reserve Approval in Minutes:</i>				
C-5.3	Amount to be added to the reserve				
C-5.4	<i>Date of Reserve Approval in Minutes:</i>				
C-5.5	SUB-TOTAL	\$0	\$0	\$0	\$0
C-5.6	Identify the amount and project to be spent				
C-5.7	<i>Date of Reserve Approval in Minutes:</i>				
C-5.8	Balance to be retained	\$0	\$0	\$0	\$0
C-5.9	TOTAL TO BE SPENT	\$0	\$0	\$0	\$0