

Final Budget

Cheyenne Regional Airport Board	
<small>Budget Hearing Information</small>	
PO Box 2210	Location: 4020 Airport Parkway, Cheyenne, WY 82001
Cheyenne, WY 82001	Date: 7/13/2023
307-634-7071	Time: 3:00 PM
Laramie County	Budget Prepared by: Jennifer Nelson

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

The Airport Board has prepared the enclosed proposed budget for the fiscal year 2024. 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 continue to fluctuate due to runway construction and fuel prices. The runway construction will cause a decrease in landing fees, Passenger Facility Charges, and other aeronautical revenue for three months into FY 2024. 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 24 as it is expected to cross fiscal years. There have been significant changes in Airport Management and admin staff in the last fiscal year including a new finance director and a new office manager. The staff will continue to focus on updating policies and procedures over the next year.

S-B RESERVE DESCRIPTION

N/A

S-C

Names of Board Members	Date of End of Term	Does the district have regular office hours exceeding 20 hours per week?
Keith Zabka-President	12/31/25	<input checked="" type="checkbox"/> Yes
Kevin Paintner-Vice President	12/31/24	<p>If Yes, enter</p> <p>Address of office: 1401 Airport Parkway, Suite 305</p> <p>City, State, Zip: Cheyenne, WY 82001</p> <p>Phone Number: 307-634-7071</p> <p>Hours Open: 8AM-5PM</p>
Melissa Amick-Secretary	12/31/23	
Jeff Storey-Treasurer	12/31/26	
Kim Brokaw-Member at Large	12/31/27	

Where are the minutes of your board meeting available for public review?
 1401 Airport Parkway, Suite 305, 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.cheyenairport.com

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

FINAL BUDGET SUMMARY

OVERVIEW		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
S-1	Total Budgeted Expenditures	\$14,093,430	\$13,687,465	\$36,083,516	\$35,905,160
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$0	\$0	\$0	\$0
S-4	Total General Fund and Forecasted Revenues Available	\$21,522,582	\$19,233,561	\$38,547,351	\$38,547,351
S-5	<i>Amount requested from County Commissioners</i>	\$0	\$0	\$0	\$0
S-6	Additional Funding Needed :			\$0	\$0
	Projected Surplus:			\$2,463,835	\$2,642,191

REVENUE SUMMARY		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
S-7	Operating Revenues	\$5,191,034	\$6,162,272	\$6,007,592	\$6,007,592
S-8	Tax levy (From the County Treasurer)	\$0	\$0	\$0	\$0
S-9	Government Support	\$0	\$214,616	\$200,746	\$200,746
S-10	Grants	\$10,134,528	\$5,788,814	\$26,756,225	\$26,756,225
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$24,815	\$27,823	\$36,692	\$36,692
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0
S-14	Total Revenue	\$15,350,377	\$12,193,525	\$33,001,255	\$33,001,255

FY 7/1/23-6/30/24 Cheyenne Regional Airport Board

EXPENDITURE SUMMARY		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
S-15	Capital Outlay	\$8,759,509	\$7,184,799	\$30,121,731	\$29,943,375
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$1,174,721	\$986,745	\$927,213	\$927,213
S-18	Operations	\$3,979,883	\$5,349,055	\$4,807,706	\$4,807,706
S-19	Indirect Costs	\$179,317	\$166,866	\$226,866	\$226,866
S-20R	Expenditures paid by Reserves	\$0	\$0	\$0	\$0
S-20	Total Expenditures	\$14,093,430	\$13,687,465	\$36,083,516	\$35,905,160

DEBT SUMMARY		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
S-22	TOTAL GENERAL FUNDS	\$6,172,205	\$7,040,036	\$5,546,096	\$5,546,096

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

Date adopted by Special District _____

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

DISTRICT ADDRESS: PO Box 2210
Cheyenne, WY 82001

PREPARED BY: Jennifer Nelson

DISTRICT PHONE: 307-634-7071

Final Budget

Cheyenne Regional Airport Board _____

FYE 6/30/2024

NAME OF DISTRICT/BOARD

PROPERTY TAXES AND ASSESSMENTS

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 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	2021-2022 Actual	2022-2023 Estimated	2023-2024 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	\$214,616	\$200,746	\$200,746
R-2.5 Total Government Support		\$0	\$214,616	\$200,746	\$200,746
R-3 Operating Revenues					
R-3.1 Customer Charges	4300	\$2,568,515	\$2,219,431	\$6,007,592	\$6,007,592
R-3.2 Sales of Goods or Services	4300	\$2,622,519	\$3,942,841	\$0	
R-3.3 Other Assessments	4503	\$0	\$0	\$0	
R-3.4 Total Operating Revenues		\$5,191,034	\$6,162,272	\$6,007,592	\$6,007,592
R-4 Grants					
R-4.1 Direct Federal Grants	4201	\$8,379,098	\$5,642,070	\$21,016,375	\$21,016,375
R-4.2 Federal Grants thru State Agencies	4201	\$0	\$0	\$0	
R-4.3 Grants from State Agencies	4211	\$1,755,430	\$146,744	\$5,739,850	\$5,739,850
R-4.4 Total Grants		\$10,134,528	\$5,788,814	\$26,756,225	\$26,756,225
R-5 Miscellaneous Revenue					
R-5.1 Interest	4501	\$24,815	\$27,823	\$36,692	\$36,692
R-5.2 Other: Specify _____	4500	\$0	\$0	\$0	
R-5.3 Other: Additional _____					
R-5.4 Total Miscellaneous		\$24,815	\$27,823	\$36,692	\$36,692
R-5.5 Total Forecasted Revenue		\$15,350,377	\$12,193,525	\$33,001,255	\$33,001,255
R-6 Other Forecasted Revenue					
R-6.1 a. Other past due as estimated by Co. Treas.	4004				
R-6.2 b. Other forecasted revenue (specify):					
R-6.3 _____	4500				
R-6.4 _____	4500				
R-6.5 _____					
R-6.6 Total Other Forecasted Revenue (a+b)		\$0	\$0	\$0	\$0

Final Budget

Cheyenne Regional Airport Board

FYE 6/30/2024

NAME OF DISTRICT/BOARD

CAPITAL OUTLAY BUDGET

		DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
E-1	Capital Outlay					
E-1.1	Real Property	6201	\$309,364	\$1,103,576	\$0	
E-1.2	Vehicles	6210	\$0	\$76,700	\$0	
E-1.3	Office Equipment	6211	\$0	\$0	\$0	
E-1.4	Other (Specify)					
E-1.5	Runway Construction	6200	\$7,682,448	\$5,443,900	\$24,180,346	\$24,180,346
E-1.6	Pavement Seal	6200	\$267,042	\$163,170	\$130,000	\$130,000
E-1.7	see additional details		\$500,655	\$397,453	\$5,811,385	\$5,633,029
E-1.8	TOTAL CAPITAL OUTLAY		\$8,759,509	\$7,184,799	\$30,121,731	\$29,943,375

ADMINISTRATION BUDGET

		DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
E-2	Personnel Services					
E-2.1	Administrator	7002	\$671,614	\$678,840	\$617,164	\$617,164
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				
E-2.6		7005				
E-2.7						
E-3	Board Expenses					
E-3.1	Travel	7011	\$0	\$0	\$0	
E-3.2	Mileage	7012	\$0	\$0	\$0	
E-3.3	Other (Specify)					
E-3.4		7013				
E-3.5		7013				
E-3.6						
E-4	Contractual Services					
E-4.1	Legal	7021	\$10,378	\$15,746	\$15,746	\$15,746
E-4.2	Accounting/Auditing	7022	\$280,254	\$44,810	\$44,810	\$44,810
E-4.3	Other (Specify)					
E-4.4	Temp Personnel	7023	\$0	\$10,595	\$0	
E-4.5	Marketing	7023	\$1,165	\$5,993	\$5,993	\$5,993
E-4.6	see additional details			\$33,602	\$32,102	\$32,102
E-5	Other Administrative Expenses					
E-5.1	Office Supplies	7031	\$12,138	\$4,523	\$3,977	\$3,977
E-5.2	Office equipment, rent & repair	7032	\$51,384	\$9,540	\$9,540	\$9,540
E-5.3	Education	7033	\$8,117	\$7,906	\$7,906	\$7,906
E-5.4	Registrations	7034	\$0	\$0	\$0	
E-5.5	Other (Specify)					
E-5.6	Booth Rental	7035	\$0	\$3,495	\$3,495	\$3,495
E-5.7	Advertising and Promotion	7035	\$70,440	\$75,859	\$104,779	\$104,779
E-5.8	see additional details		\$69,231	\$95,836	\$81,701	\$81,701
E-6	TOTAL ADMINISTRATION		\$1,174,721	\$986,745	\$927,213	\$927,213

Final Budget

OPERATIONS BUDGET

		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
E-7	Personnel Services				
E-7.1	Wages--Operations	\$464,579	\$424,816	\$481,401	\$481,401
E-7.2	Service Contracts				
E-7.3	Other (Specify)				
E-7.4	Wages--FBO	\$605,511	\$617,725	\$648,525	\$648,525
E-7.5					
E-7.6					
E-8	Travel				
E-8.1	Mileage				
E-8.2	Other (Specify)				
E-8.3	Employee Travel Reimbursement	\$28,958	\$10,927	\$9,927	\$9,927
E-8.4					
E-8.5					
E-9	Operating supplies (List)				
E-9.1	Supplies and Products	\$12,148	\$30,684	\$30,684	\$30,684
E-9.2	Motor Vehicle and Airplane Supplies	\$53,628	\$40,754	\$40,754	\$40,754
E-9.3	Fuel for Sale	\$1,986,191	\$3,290,144	\$2,636,434	\$2,636,434
E-9.4					
E-9.5					
E-10	Program Services (List)				
E-10.1					
E-10.2					
E-10.3					
E-10.4					
E-10.5					
E-11	Contractual Arrangements (List)				
E-11.1	Inspectors	\$0	\$3,210	\$3,210	\$3,210
E-11.2	Custodial Services	\$156,937	\$138,073	\$138,073	\$138,073
E-11.3	Landscaping Services	\$45,271	\$79,300	\$70,300	\$70,300
E-11.4	Other	\$0	\$10,579	\$10,579	\$10,579
E-11.5					
E-12	Other operations (Specify)				
E-12.1	Equipment Rental	\$6,240	\$4,667	\$4,667	\$4,667
E-12.2	Repairs and Maintenance	\$180,294	\$170,844	\$195,820	\$195,820
E-12.3	Utilities	\$440,126	\$527,332	\$537,332	\$537,332
E-12.4					
E-12.5					
E-13	TOTAL OPERATIONS	\$3,979,883	\$5,349,055	\$4,807,706	\$4,807,706

Final Budget

INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
E-14 Insurance					
E-14.1 Liability	7502	\$29,768	\$30,863	\$30,863	\$30,863
E-14.2 Buildings and vehicles	7503	\$149,549	\$135,828	\$195,828	\$195,828
E-14.3 Equipment	7504				
E-14.4 Other (Specify)					
E-14.5 Bond	7505	\$0	\$175	\$175	\$175
E-14.6	7505				
E-14.7					
E-15 Indirect payroll costs:					
E-15.1 FICA (Social Security) taxes	7511				
E-15.2 Workers Compensation	7512				
E-15.3 Unemployment Taxes	7513				
E-15.4 Retirement	7514				
E-15.5 Health Insurance	7515				
E-15.6 Other (Specify)					
E-15.7	7516				
E-15.8	7516				
E-15.9					
E-17 TOTAL INDIRECT COSTS		\$179,317	\$166,866	\$226,866	\$226,866

DEBT SERVICE BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
D-1 Debt Service					
D-1.1 Principal	6401				
D-1.2 Interest	6410				
D-1.3 Fees	6420				
D-2 TOTAL DEBT SERVICE		\$0	\$0	\$0	\$0

Final Budget

Cheyenne Regional Airport Board
 NAME OF DISTRICT/BOARD _____

FYE 6/30/2024

GENERAL FUNDS				
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	DOA Chart of Accounts	End of Year	Beginning	Beginning	Final Approval
		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	
C-1 Balances at Beginning of Fiscal Year					
C-1.1 General Fund Checking	1010	\$5,745,581	\$5,745,581	\$645,485	\$645,485
C-1.2 Savings and Investments	1040	\$1,294,455	\$1,294,455	\$4,900,611	\$4,900,611
C-1.3 General Fund CD Balance	1050		\$0		
C-1.4 All Other Funds	1020		\$0		
C-1.5 Reserves (From Below)		\$0	\$0	\$0	\$0
C-1.6 Total Estimated Cash and Investments on Hand		\$7,040,036	\$7,040,036	\$5,546,096	\$5,546,096

C-2 General Fund Reductions:					
C-2.1 a. Unpaid bills at FYE	2010	\$867,831			
C-2.2 b. Reserves		\$0	\$0	\$0	\$0
C-2.3 Total Deductions (a+b)		\$867,831	\$0	\$0	\$0
C-2.4 Estimated Non-Restricted Funds Available		\$6,172,205	\$7,040,036	\$5,546,096	\$5,546,096

	DOA Chart of Accounts			
SINKING & DEBT SERVICE FUNDS	1070			

		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
C-3					
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

RESERVES	1090			
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		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
C-4					
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

BOND FUNDS	1060			
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		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
C-5					
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