

Proposed Budget

Cheyenne Regional Airport Board	
Budget Hearing Information	
4000 Airport Parkway	Location: 4000 Airport Parkway Cheyenne, WY 82001
Cheyenne, WY 82001	Date: TBD
307-634-7071	Time: TBD
Laramie County	Budget Prepared by: James Childress, CPA

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

The Airport Board has prepared the enclosed proposed budget for fiscal year 2022 on the basis of a conservative outlook for future revenues and expenditures. 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 Bixied Base Operator, or "FBO") operations have suffered a significant drop related to COVID-19. In addition, a general decrease in aviation traffic has resulted in decreased landing fees, Passenger Facility Charges, and other aeronautical revenue. Airport management expects to know more in the coming weeks regarding the projections made for FY22, and also expects material changes in this proposed budget for FY22 by the end of the fiscal year. The CARES Act allows for additional funding to be made available to airports, and a portion of that funding is included in this forecasted budget. However, the amount which the Cheyenne Airport will ultimately have made available to them during FY22 is unknown at this time.

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. In the absence of additional funding sources, the Airport Board is considering using depreciation reserves for replacement of long held, fully depreciated assets during FY22. The presence or absence of additional funding sources for this purpose is

S-C

Names of Board Members	Date of End of Term	Does the district have regular office hours exceeding 20 hours per week?
Carey Ryerson - Secretary	12/31/23	<input checked="" type="checkbox"/> Yes
Kim Brokaw - VP	12/31/22	
Pete Iloway - President	12/31/21	
Kevin Paintner - Member at Large	12/31/24	
Keith Zabka - Treasurer	12/31/25	

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?
 Notices for meetings 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		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$6,217,186	\$5,261,204	\$15,830,726	\$15,830,726
S-2	Total Principal to Pay on Debt	\$284,471	\$2,048,058	\$0	\$0
S-3	Total Change to Restricted Funds	\$0	\$0	-\$1,574,000	-\$1,574,000
S-4	Total General Fund and Forecasted Revenues Available	\$8,861,710	\$8,412,268	\$14,257,429	\$14,257,429
S-5	Amount requested from County Commissioners	\$0	\$0	\$0	\$0
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
S-7	Operating Revenues	\$2,315,188	\$1,857,430	\$1,947,918	\$1,947,918
S-8	Tax levy (From the County Treasurer)	\$0	\$0	\$0	\$0
S-9	Government Support	\$0	\$0	\$0	\$0
S-10	Grants	\$1,169,108	\$3,300,350	\$8,415,902	\$8,415,902
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$3,852,824	\$1,729,897	\$2,200,950	\$2,200,950
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0

S-14	Total Revenue	\$7,337,119	\$6,887,677	\$12,564,769	\$12,564,769
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FY 7/1/21-6/30/22

Cheyenne Regional Airport Board

EXPENDITURE SUMMARY		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
S-15	Capital Outlay	\$1,780,178	\$1,727,591	\$9,998,150	\$9,998,150
S-16	Interest and Fees On Debt	\$84,111	\$71,478	\$0	\$0
S-17	Administration	\$832,228	\$720,512	\$1,121,712	\$1,121,712
S-18	Operations	\$3,394,589	\$2,591,251	\$2,980,515	\$2,980,515
S-19	Indirect Costs	\$126,079	\$150,372	\$156,350	\$156,350
S-20R	Expenditures paid by Reserves	\$0	\$0	\$1,574,000	\$1,574,000
S-20	Total Expenditures	\$6,217,186	\$5,261,204	\$15,830,726	\$15,830,726

DEBT SUMMARY		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
S-21	Principal Paid on Debt	\$284,471	\$2,048,058	\$0	\$0

CASH AND INVESTMENTS		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
S-22	TOTAL GENERAL FUNDS	\$1,524,591	\$1,524,591	\$1,692,660	\$1,692,660

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	\$1,647,359	\$1,647,359	\$1,647,359	\$1,647,359
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$1,647,359	\$1,647,359	\$1,647,359	\$1,647,359
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	\$1,647,359	\$1,647,359	\$1,647,359	\$1,647,359
S-32	Less Total to be spent	\$0	\$0	\$1,574,000	\$1,574,000
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$1,647,359	\$1,647,359	\$73,359	\$73,359

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

Proposed Budget

Cheyenne Regional Airport Board

FYE 6/30/2022

NAME OF DISTRICT/BOARD

PROPERTY TAXES AND ASSESSMENTS					
	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending 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	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending 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	\$2,315,188	\$1,857,430	\$1,947,918	\$1,947,918
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		\$2,315,188	\$1,857,430	\$1,947,918	\$1,947,918
R-4 Grants					
R-4.1 Direct Federal Grants	4201	\$983,246	\$3,196,820	\$8,053,752	\$8,053,752
R-4.2 Federal Grants thru State Agencies	4201	\$0	\$0	\$0	
R-4.3 Grants from State Agencies	4211	\$185,862	\$103,530	\$362,150	\$362,150
R-4.4 Total Grants		\$1,169,108	\$3,300,350	\$8,415,902	\$8,415,902
R-5 Miscellaneous Revenue					
R-5.1 Interest	4501	\$25,603	\$2,908	\$3,540	\$3,540
R-5.2 Other: Specify _____	4500	\$27,270	\$0	\$0	
R-5.3 Other: See Additional _____		\$3,799,951	\$1,726,988	\$2,197,409	\$2,197,409
R-5.4 Total Miscellaneous		\$3,852,824	\$1,729,897	\$2,200,950	\$2,200,950
R-5.5 Total Forecasted Revenue		\$7,337,119	\$6,887,677	\$12,564,769	\$12,564,769
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

Proposed Budget

NAME OF DISTRICT/BOARD _____

CAPITAL OUTLAY BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending 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 Airport Terminal	6200	\$337,292	\$0	\$250,000	\$250,000
E-1.6 _____	6200	\$0	\$0	\$0	
E-1.7 _____ see additional details		\$1,442,886	\$1,727,591	\$9,748,150	\$9,748,150
E-1.8 TOTAL CAPITAL OUTLAY		\$1,780,178	\$1,727,591	\$9,998,150	\$9,998,150

ADMINISTRATION BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
E-2 Personnel Services					
E-2.1 Administrator	7002	\$635,038	\$553,453	\$970,688	\$970,688
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	\$4,888	\$4,975	\$2,834	\$2,834
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	\$8,589	\$8,947	\$7,340	\$7,340
E-4.2 Accounting/Auditing	7022	\$152,260	\$133,341	\$122,729	\$122,729
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	\$28,981	\$19,655	\$17,965	\$17,965
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	\$2,472	\$142	\$156	\$156
E-5.7 _____	7035	\$0	\$0	\$0	
E-5.8 _____					
E-6 TOTAL ADMINISTRATION		\$832,228	\$720,512	\$1,121,712	\$1,121,712

Proposed Budget

OPERATIONS BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
E-7	Personnel Services				
E-7.1	Wages--Operations	\$491,827	\$599,415	\$538,500	\$538,500
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	_____				
E-8	Travel				
E-8.1	Mileage	\$0	\$0	\$0	
E-8.2	Other (Specify)				
E-8.3	Lodging and Meals	\$4,718	\$854	\$7,500	\$7,500
E-8.4	_____	\$0	\$0	\$0	
E-8.5	_____				
E-9	Operating supplies (List)				
E-9.1	Fuel for Sale	\$2,050,325	\$1,190,385	\$1,557,714	\$1,557,714
E-9.2	_____	\$0	\$0	\$0	
E-9.3	_____	\$0	\$0	\$0	
E-9.4	_____	\$0	\$0	\$0	
E-9.5	_____				
E-10	Program Services (List)				
E-10.1	Airport Repairs and Maint.	\$120,534	\$87,644	\$119,222	\$119,222
E-10.2	_____	\$0	\$0	\$0	
E-10.3	_____	\$0	\$0	\$0	
E-10.4	_____	\$0	\$0	\$0	
E-10.5	_____				
E-11	Contractual Arrangements (List)				
E-11.1	Custodial Services	\$133,763	\$127,233	\$119,488	\$119,488
E-11.2	Lawn and Snow	\$42,319	\$19,258	\$18,966	\$18,966
E-11.3	_____	\$0	\$0	\$0	
E-11.4	_____	\$0	\$0	\$0	
E-11.5	_____				
E-12	Other operations (Specify)				
E-12.1	Utilities	\$422,524	\$443,267	\$452,793	\$452,793
E-12.2	_____	\$0	\$0	\$0	
E-12.3	_____	\$0	\$0	\$0	
E-12.4	_____	\$0	\$0	\$0	
E-12.5	_____ see additional details	\$128,578	\$123,195	\$166,332	\$166,332
E-13	TOTAL OPERATIONS	\$3,394,589	\$2,591,251	\$2,980,515	\$2,980,515

Proposed Budget

Cheyenne Regional Airport Board

FYE 6/30/2022

INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
E-14 Insurance					
E-14.1	Liability	\$1,195	\$44	\$15,237	\$15,237
E-14.2	Buildings and vehicles	\$124,884	\$150,328	\$141,113	\$141,113
E-14.3	Equipment	\$0	\$0	\$0	
E-14.4	Other (Specify)				
E-14.5	_____	\$0	\$0	\$0	
E-14.6	_____	\$0	\$0	\$0	
E-14.7					
E-15 Indirect payroll costs:					
E-15.1	FICA (Social Security) taxes	\$0	\$0	\$0	
E-15.2	Workers Compensation	\$0	\$0	\$0	
E-15.3	Unemployment Taxes	\$0	\$0	\$0	
E-15.4	Retirement	\$0	\$0	\$0	
E-15.5	Health Insurance	\$0	\$0	\$0	
E-15.6	Other (Specify)				
E-15.7	_____	\$0	\$0	\$0	
E-15.8	_____	\$0	\$0	\$0	
E-15.9					
E-17 TOTAL INDIRECT COSTS		\$126,079	\$150,372	\$156,350	\$156,350

DEBT SERVICE BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
D-1 Debt Service					
D-1.1	Principal	\$284,471	\$2,048,058	\$0	
D-1.2	Interest	\$84,111	\$71,478	\$0	
D-1.3	Fees	\$0	\$0	\$0	
D-2 TOTAL DEBT SERVICE		\$368,582	\$2,119,536	\$0	\$0

Proposed Budget

Cheyenne Regional Airport Board

FYE 6/30/2022

NAME OF DISTRICT/BOARD

GENERAL FUNDS

		End of Year	Beginning	Beginning	
C-1	Balances at Beginning of Fiscal Year	2019-2020	2020-2021	2021-2022	Pending
	DOA Chart of Accounts	Actual	Estimated	Proposed	Approval
C-1.1	General Fund Checking	\$1,322,463	\$1,322,463	\$1,322,463	\$1,322,463
C-1.2	Savings and Investments	\$202,128	\$202,128	\$370,197	\$370,197
C-1.3	General Fund CD Balance		\$0		
C-1.4	All Other Funds	\$0	\$0	\$0	
C-1.5	Reserves (From Below)	\$1,647,359	\$1,647,359	\$73,359	\$73,359
C-1.6	Total Estimated Cash and Investments on Hand	\$3,171,950	\$3,171,950	\$1,766,019	\$1,766,019
C-2 General Fund Reductions:					
C-2.1	a. Unpaid bills at FYE	\$0		\$0	
C-2.2	b. Reserves	\$1,647,359	\$1,647,359	\$73,359	\$73,359
C-2.3	Total Deductions (a+b)	\$1,647,359	\$1,647,359	\$73,359	\$73,359
C-2.4	Estimated Non-Restricted Funds Available	\$1,524,591	\$1,524,591	\$1,692,660	\$1,692,660

DOA Chart of Accounts	1070
SINKING & DEBT SERVICE FUNDS	

C-3		2019-2020	2020-2021	2021-2022	Pending
	DOA Chart of Accounts	Actual	Estimated	Proposed	Approval
C-3.1	Beginning Balance in Reserve Account (end of previous year)	\$0	\$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. _____	\$0			
C-3.8	b. _____	\$0			
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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C-4		2019-2020	2020-2021	2021-2022	Pending
	DOA Chart of Accounts	Actual	Estimated	Proposed	Approval
C-4.1	Beginning Balance in Reserve Account (end of previous year)	\$1,647,359	\$1,647,359	\$1,647,359	\$1,647,359
C-4.2	<i>Date of Reserve Approval in Minutes:</i>				
C-4.3	Amount to be added to the reserve	\$0			
C-4.4	<i>Date of Reserve Approval in Minutes:</i>				
C-4.5	SUB-TOTAL	\$1,647,359	\$1,647,359	\$1,647,359	\$1,647,359
C-4.6	Identify the amount and project to be spent				
C-4.7	a. Replacements and Repa	\$0		\$1,574,000	\$1,574,000
C-4.8	b. _____	\$0			
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	\$1,574,000	\$1,574,000
C-4.12	Balance to be retained	\$1,647,359	\$1,647,359	\$73,359	\$73,359

BOND FUNDS	1060
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C-5		2019-2020	2020-2021	2021-2022	Pending
	DOA Chart of Accounts	Actual	Estimated	Proposed	Approval
C-5.1	Beginning Balance in Reserve Account (end of previous year)	\$0	\$0	\$0	
C-5.2	<i>Date of Reserve Approval in Minutes:</i>				
C-5.3	Amount to be added to the reserve	\$0			
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	\$0			
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	\$1,574,000	\$1,574,000