



## TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTOR STAFF REPORT

**AGENDA TITLE: ADOPTION OF BUDGET FOR FISCAL YEAR SEPTEMBER 2017**

**MEETING DATE: September 28, 2016**

**PREPARED BY: Sally Lyon, Director of Finance and Administration**

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**RECOMMENDED ACTION:** Approve Final Budget for Fiscal Year End September 30, 2017

**DISCUSSION:** The budget process for fiscal year ended September 30, 2016 began back in late May 2016 with the distribution of budget suggestion worksheets to all Staff and Board Members. On July 11, 2016, we had a Special Budget Meeting to review the first draft Budget. Recommendations from that meeting were incorporated into the budget, and a second draft was reviewed by the Board of Directors at the August 24, 2016 meeting. The following changes are included in this third draft of the budget.

**Expenses:**

- **Line 34 Salaries and Wages-** Salaries increased by \$25,000 for temporary seasonal staff to assist with peak operation demand.
- **Line 36 Medicare and FICA Expense-** Increased tax expense for additional temporary staff.
- **Line 86 Professional Fees-** Increase cost of Economic Study from \$45,000 to \$65,000.
- **Line 94 Community/Agency Partnerships-** Increased by \$150,000 for regional housing solutions and opportunities.
- **Line 108 Pavement Maintenance-** Increased by \$500,000 for a total of \$700,000 for grant eligible projects that may not be funded by the FAA.
- **Line 109 Airfield-Facility Maintenance-** Increased by \$25,000 to relocate security gate next to Hangar 2.
- **Line 111 Other Business Buildings – Facility Maintenance-** Increased By \$24,400 for CAM expense for the Warehouse Office Building.

- **Line 114 Terminal Building-Facility Maintenance-** \$55,000 for playground/landscaping upgrades (carryforward from prior year).

**Non-Operational Costs-Capital Expenditures:**

- **Warehouse Office Building (WOB)-** Decreased costs to completion to \$1,000,000 due to expenditures in 2016.
- **Land Development-Utilities-** Decrease in the utility needs along Soaring Way from \$500,000 to \$200,000.
- **Maintenance Building Expansion-** Increase to \$950,000, with carryforward of \$400,000 from prior year.

**Items flagged by the Board of Directors:**

- Regional Housing Solutions Funding \$250,000.
- North Lake Tahoe Trail Connector \$100,000.
- Sustainability Management Planning and Initiatives \$200,000.
- Soaring Way Utility and Traffic Improvements \$200,000.
- Community/ Agency Partnership \$250,000.

**SAMPLE MOTION(S):** Move to approve the Fiscal Year 2016-2017 Budget (3<sup>rd</sup> Draft).

**ATTACHMENTS:** Operating and Capital Expenditure Budget 3<sup>rd</sup> Draft.

# Operating and Capital Expenditure Budget- 3rd Draft

## Fiscal Year 2016-2017





## SPENDING PRIORITIES REVIEW

Strategy area 5.2 of the Strategic Plan discusses the District's spending priorities. Presented below are the priorities as listed in the Plan for the Board to review.

### Objective 2

The District will apply the following hierarchy of spending priorities when making financial decisions:

- Protect the operational capabilities of the District
- Institute and maintain programs to reduce noise and annoyance
- Pre-fund future expense commitments when those commitments are certain, and it is financially feasible to do so
- Direct community investment will take priority over expenditures that would have an indirect community benefit.

Staff would like the Board to give direction either affirming or changing these priorities, as they directly affect decisions made during the budget process.

## Updated Items

### Expenses:

- **Line 34 Salaries and Wages-** Salaries increased by \$25,000 for temporary seasonal staff to assist with peak operation demand.
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### Non-Operational Costs-Capital Expenditures:



- **Warehouse Office Building (WOB)**- Decreased costs to completion to \$1,000,000 due to expenditures in 2016.
- **Land Development-Utilities**- Decrease in the utility needs along Soaring Way from \$500,000 to \$200,000.

**Maintenance Building Expansion**- Increase to \$950,000, with carryforward of \$400,000 from prior year.

## BUDGET ASSUMPTIONS

### Airside Revenues

- **1 100LL:** Sales of 100LL are tracking slightly less 2%, to the previous year's 79,000 gallons. The cost per gallon is down about 11% from a year ago. Gross profit over the past twelve months has been tracking at slightly above \$1 per gallon. We are recommending budgeting 100LL sales at 77,000 and gallons and a similar gross profit of about \$1.00 per gallon.
- **2 JetA:** Sales of JetA have been rising year over year for the past few years after the decline in sales brought on by the recession. Last year sales were 332,000 gallons and the current year looks like about 20% increase over the previous year depending on summer sales. The cost per gallon is down about 20% from a year ago. Gross profit over last year has been tracking at \$2.20 per gallon, slightly over 50%. We are recommending sales at 350,000 and a similar gross profit of about \$2.20 per gallon.
- **3-10 Other Airside Revenues:** Tiedowns and Transient Use Fees, the other significant airside revenues, are tracking slightly higher than budgeted. The rate schedule currently in place is under review and likely will see increases in rates and number of events.

### Other Revenues

- **13-14 Hangars:** Hangar rental rates are increased based on the Consumer Price Index (CPI) and are adjusted in September. We estimate 1% increase in September. Occupancy has increased slightly over previous years with waitlists for both T-hangars and Executive hangars.
  - T-Hangar Rental- \$970,000
  - Executive Hangar Rental \$380,000
- **17-18 Other Business Leases:** A CPI increase of .5-1% will be included for Red Truck, Hertz, Careflight, Soar Truckee, SurfAir and Sierra Aero. In addition, the 2016-17 year will have 9 months of rent, about \$180,000, from the new office building. Concessions (car rental), primarily from Hertz, is about \$80,000/year. We will budget similar revenues.
- **21 Warehouse Leases:** Similar CPI increase will be factored in the budget. We have had a vacancy in the current year, and will budget with the vacancy. In addition, we anticipate making improvements to the warehouse space to make it more appropriate for light industrial use.

### Cost of Goods

- **26-27 Fuel costs:** See the discussion above under Airside Revenues on fuel cost and gross profit on fuel sales. We will budget based on an average cost over the previous year.



of these positions enable a significant increase in community and pilot outreach. This past year we did utilize some snow removal staff, not a significant impact. This summer, staff will bring a cost of living adjustment to the Board based on the CPI, already discussed. In addition there will be a 3% merit increase factored into the budget.

- **35-38 Benefits:** The employer contribution for CalPERS for 2016/2017 will increase for all three tiers of pension coverage and will be budgeted accordingly. Additionally, there is an annual contribution of \$80,000 on top of these percentages:

Tier	Contribution Rate	# Employees
2.7%@55	11.63%	11
2%@60	7.06%	2
2%@62	6.56%	9

Health insurance includes medical, dental, vision, and life insurance. The employee contributes 7% towards the cost of these benefits. The medical and vision insurance policies are brokered through SDRMA and they recommend budgeting an increase of 3.5% on the medical and minimal change on the other coverages. The updated amount for health insurance has been confirmed for the calendar year 2017.

**39 Workers compensation** is also brokered through SDRMA and rates are based on a percentage employee's payroll. The current year expense is about \$55,000.

**40 Training, Education and Other** includes training opportunities for staff to attend various seminars and conferences through aviation oriented organizations including AAAE, NBAA, Avfuel, ICAS and UC Davis Noise Symposium. Uniforms and safety gear is included here such as high visibility jackets for operations and uniform allowances. Also included is the GM's aviation stipend, employee flight currency, cell phone allowances and the GM's auto allowance.

#### Operating, General and Administrative Expenses

**48 ACAT-**ACAT's budget is developed by the Airport Community Advisory Team and is budgeted at \$75,000.

**49-52 Annoyance Reduction Programs-** This is expense of the Fly Quiet Incentive and is budgeted \$36,000 higher than last year at \$162,000 to include an additions Fly Quiet Tier to be considered by the Board at a future date.

**55 Airshow-** This is based on the Air Show Committee's estimate of \$160,000, same as prior year.

**56 Aviation Safety Initiatives-** This includes \$86,500 for airspace phase 2 and Safety Management Systems continued implementation at \$5,000, \$6,500 for tabletop exercises, \$5,000 AAAE employee certification incentives, and miscellaneous \$6,500.

**58 Communications-** Replacement of analog radios to digital radios for \$20,000 and \$40,000 for internet, land lines, long distance and AWOS.

**59 Conventions and Conferences-** Attendance at AAAE, NBAA, CSDA and others by board members and budgeted at \$32,500. We have moved Board travel to this line item.

**60 County Support-** Estimated at about 2% of property tax revenue at \$110,000.

**61 Credit Card Processing Fees-** Fees average a little less than 3% of total credit card sales and are budgeted at \$73,500.

**62 Directors Fees and Expenses-** The budget includes \$10,000 for Director's stipend, \$3,000 Tech, \$10,000 meals and meeting meeting supplies, \$200 mileage, \$16,000 broadcasting, \$85,000 for medical insurance for a total of \$124,200.

**64 Dues & Subscriptions-** Budget is for Regional AirService Corp (RASC) \$10,000 and \$8,000 for AAAE and other.

**65 Election Expense-** Assuming an election, the District is anticipating costs of \$25,000.

**66 Employee Relations and Activities-** This includes cost of monthly staff meetings, a holiday party, various refreshments for other staff meetings, other staff and board activities, branded clothing, performance awards, summer event. \$16,300.

**69 Geographic Information System-** The GIS is used to assist pilot and community education, detail airfield history and the development of an open space acquisition plan. GIS is also integral in the flight tracking system capabilities and maintaining the District's infrastructure and property boundary verification. This is budgeted at \$30,000, down \$15,000 from the prior year.

**70 Grounds Maintenance/Landscaping-** This was previously included in Terminal maintenance. The budget includes quarterly upkeep of the grounds \$15,000, Landscaping for summer \$2,500.

**71 Janitor/Cleaning-** The budget is for janitorial for the terminal, shop and warehouse



\$36,000 , periodic floors and windows \$2,000, laundry \$7,000 and janitorial for the new office building \$16,600.

**72 Home-basing Incentives-** Based on signatory incentives election of the hangar tenants at \$87,500.

**73 Insurance-** Property \$34,400, Liability \$15,000, Auto \$8,500 and Elected Officials \$15,000.

**75 Office Equipment-** Community room microphones \$35,000, laptop and computer replacements \$35,000, Cameras for terminal building \$15,000 and other \$15,000.

**77 Operating Supplies and Small Tools-** The budget is for \$46,000 for airside and maintenance supplies and tools.

**78 Operations Monitoring-** The budget includes FAA data \$5,000, flight tracking NavAid \$100,000, VNOMS \$100,000, Site-leases \$13,000, Day wireless \$3,800, Cameras for touch and go monitoring \$35,000 and \$14,200 other.

**79 Permits-** The budget of \$21,000 includes various permits for airside and administration.

#### **82-88 Professional Fees-**

- **Accounting & Auditing-**The budget includes the audit \$30,000 and various accounting fees.
- **Legal-**\$105,000 total: this includes general counsel, aviation and human resources \$92,000 and \$13,000 for legal related to onsite operators.
- **Computer support and software leasing-** \$166,000 total: this includes the new Caselle financial software \$23,000, general computer support \$10,000, Wintensive \$10,000, Point of Sale upgrade \$50,000, Training \$8,000, VOIP for Unicom and Terminal \$25,000, Wireless system upgrade \$25,000, Data Content Management \$15,000.
- **Other professional-** Total budget \$936,500: this includes \$45,000 Greenhouse Gas Inventory, \$10,000 Facility Maintenance Plan Update, \$5,000 Forest Maintenance Plan Update, \$36,500 Godbe Survey Update, \$5,000 Art exhibit coordinator, \$10,000 Board off-site meeting, \$160,000 Executive Hangar Design, \$20,000 Storm Water Plan Update, \$80,000 Sustainability Maintenance Plan, \$65,000 Airport Economic Study, Temporary Tower \$500,000.
- **Engineering-** \$25,000-Acumen Engineering.
- **Fiscal sustainability and analytics-** \$30,000.



#### **89-96 Public Relations-**

- **Consulting-** \$18,000-Fresh Tracks
- **Internet, Print, Broadcast,& Direct Mail-** Website/internet \$50,000, Print \$25,000-Newsletter, \$30,000 Tranquility Campaign, Radio \$18,000.
- **Events-** \$10,000 Truckee Thursdays, block parties.
- **Sponsorships-** \$40,000-Community sponsorships-Level 1 (up to \$3,000).
- **Community/Agency Partnership-s** \$744,000 total. This is made up of Boys and girls club \$45,000, Hwy 267 bus route \$65,000, Excellence in Education \$8,500, Reno Air Service Corp \$10,000, TNT TMA for NLT Express \$3,500, Lakeside Trail \$100,000, Bike Share Program \$12,000, Housing \$250,000 and an additional unallocated flagged for board approval \$250,000.
- **Pilot Outreach-** \$118,000 total: this is made up of, Advertising and meeting expense for Pilot Outreach Coordinator \$55,000, Speaker series \$15,000, NBAA outreach \$25,000, rent offset for EAA \$14,000, Mustang orientation course for 2 employees \$9,000.
- **Promotional items-** \$25,000.

#### **Repairs and Maintenance**

**103-104 Vehicle and Equipment Expense-** This includes fuel for vehicles and equipment, parts and labor for repairs, insurance \$82,000.

**105 Airfield Equipment, Lights & Signs-** Total budget \$144,300- Runway lights \$4,300, Facility Maintenance Plan (FMP) \$30,000, FAA Obstruction Survey \$100,000

**108 Pavement Maintenance-** Striping, sealing, routine maintenance \$200,000 plus \$500,000 for grant eligible projects that may not be funded by the FAA.

**109-112, 114-115 Facility Maintenance-** The Facility Maintenance Plan (FMP) identifies \$515,463 in repairs and maintenance to the District facilities. Beyond, the FMP, staff is recommending fire alarm maintenance \$15,000, rekey hangars \$5,000, HVAC service \$15,000, Staff Kitchen expansion \$32,500, Golf Putting Green \$3,000, Cameras for Terminal Building \$15,000, Pavement for Shed Area \$25,000, Maintenance Shop Door Service \$2,800, Monument Sign on Highway 267 \$20,000, Playground/landscaping upgrades \$55,000 (carryforward from prior year) and \$10,000 for Warehouse upkeep.

**113 Firefighting & Haz Mat. Response-** This includes \$6,500 for fire extinguisher upkeep and additional safety equipment.

**116 Land Management-** Per the 14-year Forest Management Activity Tracking, \$331,300 in forest treatment.

**Other Income and (Expense)**

**125 Property Tax Revenue-** Revenues are budgeted at \$5,470,000, based on assessed valuations of both secured and unsecured property within the District. A 1% allowance is factored in to arrive at the budgeted amount. Projected property tax revenues by county: Placer \$3,730,000, Nevada \$1,740,000.

**127 Operating Grants-** FAA grants on \$1,509,000 of pavement maintenance at 90% reimbursement or \$1,358,100.

**129 Interest-** Interest is based on the prior 12 months. About 90% of our funds are invested at LAIF earning about .5%, and 10% is invested in CD's earning slightly over 1%.



**Truckee Tahoe Airport District**  
**Budget for the Fiscal Year Ended September 30, 2017**

	Proposed Budget 9/30/17	FY 9/30/16 Budget	Variance Budget 2017 to 2016	Previous 12 months 5/1/15- 4/30/16	FY 9/30/15 Actual
<b>Revenues</b>					
<b>Airside Operating Revenues</b>					
1 Aviation Fuel Sales	\$ 370,000	\$ 380,000	-2.6%	\$ 375,602	\$ 402,107
2 Jet Fuel Sales	1,472,100	1,484,700	-0.8%	1,376,224	1,503,690
3 Auto Parking	50,000	50,004	0.0%	66,608	57,350
4 Oil Sales	1,100	1,500	-26.7%	1,415	1,504
5 Tiedowns	95,000	95,004	0.0%	94,701	99,068
6 Transient Use Fees	230,000	213,204	7.9%	244,583	230,705
7 Merchandise	800	1,596	-49.9%	1,220	1,326
8 Services	40,000	30,000	33.3%	43,135	33,175
9 Vending	500	504	-0.8%	657	370
10 Miscellaneous Revenue	5,000	1,500	233.3%	12,015	24,730
11 <b>Total Airside Operating Revenue</b>	<b>2,264,500</b>	<b>2,258,012</b>	<b>0.3%</b>	<b>2,216,161</b>	<b>2,354,024</b>
<b>Hangar Rental Income</b>					
12 T-Hangar / Box Hangar Rental Income	1,350,000	1,299,996	3.8%	1,305,566	1,286,903
14 T-Hangar / Box Hangar Electricity Surcharge	48,000	46,500	3.2%	43,081	46,461
15 <b>Total Hangar</b>	<b>1,398,000</b>	<b>1,346,496</b>	<b>3.8%</b>	<b>1,348,647</b>	<b>1,333,365</b>
<b>Other Business Income</b>					
16 Other Business Leasing Income	283,100	98,700	186.8%	105,381	100,849
18 Concession Income	87,000	87,000	0.0%	90,082	87,066
19 <b>Total Other Business Income</b>	<b>370,100</b>	<b>185,700</b>	<b>99.3%</b>	<b>195,464</b>	<b>187,915</b>
<b>Warehouse Income</b>					
20 Warehouse Space Rental Income	280,000	279,996	0.0%	284,164	283,822
22 <b>Total Warehouse Income</b>	<b>280,000</b>	<b>279,996</b>	<b>0.0%</b>	<b>284,164</b>	<b>283,822</b>
23 <b>TOTAL REVENUES</b>	<b>\$ 4,312,600</b>	<b>\$ 4,070,204</b>	<b>6.0%</b>	<b>\$ 4,044,435</b>	<b>\$ 4,159,126</b>
<b>Cost of Goods Sold</b>					
24					
25					
26 Aviation Fuel Cost - 100 LL	\$ 280,500	\$ 283,000	-0.9%	\$ 291,387	\$ 310,441
27 Jet Fuel & Prist Cost	639,000	765,400	-16.5%	642,427	755,574
28 Oil and Lubricant Cost	800	1,200	-33.3%	1,368	1,019
29 Merchandise Purchases	600	1,500	-60.0%	8,866	4,109
31 Inventory Shrinkage	6,000	3,996	50.2%	4,715	2,350
32 <b>Total Cost of Goods Sold</b>	<b>\$ 926,900</b>	<b>\$ 1,055,096</b>	<b>-12.2%</b>	<b>\$ 948,764</b>	<b>\$ 1,073,493</b>
<b>Payroll and Employee Benefits</b>					
33					
34 Salaries and Wages	\$ 1,691,318	\$ 1,564,728	8.1%	\$ 1,555,476	\$ 1,467,756
35 PERS Contributions	234,850	213,708	9.9%	170,460	162,591
36 Medicare & FICA Expense	29,825	22,272	33.9%	23,899	24,284
37 Unemployment Taxes	3,000	2,604	15.2%	4,950	2,250
38 Employee Benefits (Insurance)	422,200	389,292	8.5%	361,107	344,762
39 Workers' Compensation Insurance	55,000	59,400	-7.4%	65,452	61,675
40 Training, Education and Other	68,000	69,492	-2.1%	63,293	64,702
41 <b>Total Payroll and Employee Benefits</b>	<b>2,504,193</b>	<b>2,321,496</b>	<b>7.9%</b>	<b>2,244,637</b>	<b>2,128,020</b>
42 <b>Total Cost of Goods and Payroll</b>	<b>\$ 3,431,093</b>	<b>\$ 3,376,592</b>	<b>1.6%</b>	<b>\$ 3,193,400</b>	<b>\$ 3,201,513</b>
44 <b>GROSS PROFIT (LOSS)</b>	<b>\$ 881,507</b>	<b>\$ 693,612</b>	<b>27.1%</b>	<b>\$ 851,035</b>	<b>\$ 957,612</b>

**Truckee Tahoe Airport District**  
**Budget for the Fiscal Year Ended September 30, 2017**

	Proposed Budget 9/30/17	FY 9/30/16 Budget	Variance Budget 2017 to 2016	Previous 12 months 5/1/15- 4/30/16	FY 9/30/15 Actual
<b>Expenses</b>					
<b>Operating, General &amp; Admin Expenses</b>					
ACAT	\$ 75,000	\$ 114,996	-34.8%	\$ 33,183	\$ 26,856
Annoyance Reduction Programs:	-	-		-	
Fly QT Program	162,000	126,000	28.6%	120,597	120,817
Other Noise Abatement Expenses	-	-	0.0%	3,558	3,625
Accidents and Damage	500	504	-0.8%	-	410
Access Control	30,000	12,996	130.8%	2,002	6,922
Airshow	160,000	159,996	0.0%	149,040	142,330
Aviation Safety Initiatives	109,500	281,508	-61.1%	170,747	98,199
Cash (Over)/Short - Bad Debt Expense	100	12	733.3%	72	32
Communications	60,000	69,084	-13.1%	54,538	58,135
Conventions, Conferences	32,500	21,996	47.8%	36,888	17,685
County Support	110,000	96,000	14.6%	95,837	95,837
Credit Card Fees & Finance Charges	73,500	76,500	-3.9%	70,788	75,313
Directors' Fees & Expenses	124,200	161,748	-23.2%	104,793	123,593
Dues & Subscriptions	18,000	26,196	-31.3%	13,327	15,367
Election Expense	25,000	996	2410.0%	50	750
Employee Relations Activities	16,300	18,600	-12.4%	13,511	14,052
Employment Expense	5,000	5,004	-0.1%	3,199	3,557
Equipment Rental	15,000	15,396	-2.6%	13,999	14,979
Geographic Information System	30,000	45,000	-33.3%	16,782	16,372
Grounds Maintenance/Landscaping	17,500	-	-	70	
Janitor/Cleaning	61,600	-	-	-	
Homebasing Incentive	87,500	87,504	0.0%	83,015	83,532
Insurance	72,900	65,904	10.6%	68,169	74,408
Library & Reference Materials	1,100	1,092	0.7%	746	608
Office Equipment	100,000	109,512	-8.7%	42,497	38,835
Office Supplies	27,500	29,028	-5.3%	24,104	24,957
Operating Supplies & Small Tools	46,000	68,832	-33.2%	45,632	26,123
Operations Monitoring Expenses	271,000	260,004	4.2%	232,710	394,804
Permits, Licenses & Fees	21,000	21,000	0.0%	35,654	38,223
Postage, Freight & Delivery	3,350	3,360	-0.3%	3,533	3,169
Printing, Copying, Publication of Legal Notices	6,000	5,448	10.1%	9,541	8,658
Professional Services	-	-		-	
Accounting & Auditing	30,000	21,996	36.4%	29,762	30,742
Legal	105,000	105,000	0.0%	93,441	95,288
Computer Support	166,000	80,196	107.0%	39,267	35,950
Other Professional	936,500	713,988	31.2%	408,546	398,875
Engineering	25,000	52,992	-52.8%	12,182	30,645
Fiscal Analyst - Sustainability	30,000	35,976	-16.6%	4,238	4,238
Public Relations - Outreach	-	-		-	
Consulting	18,000	18,000	0.0%	39,839	34,987
Internet, Print, Broadcast & Direct Mail	123,000	107,496	14.4%	84,111	100,718
Events and Programs	20,000	9,996	100.1%	7,946	6,693
Sponsorships	40,000	39,996	0.0%	52,485	50,547
Community/Agency Partnerships	744,000	215,004	246.0%	975,000	930,000
Pilot Outreach	118,000	59,004	100.0%	54,102	35,292
Promotional Items	25,000	24,996	0.0%	5,396	19,670
Travel	3,300	3,300	0.0%	2,378	2,444
Utilities	229,450	193,500	18.6%	204,765	194,436
Other (Income) Expense	-	-	-	1,779	5,557
<b>Operating, General &amp; Admin Expenses</b>	<b>\$ 4,375,300</b>	<b>\$ 3,565,656</b>	<b>22.7%</b>	<b>\$ 3,463,821</b>	<b>\$ 3,504,230</b>



**Truckee Tahoe Airport District**  
**Budget for the Fiscal Year Ended September 30, 2017**

	Proposed Budget 9/30/17	FY 9/30/16 Budget	Variance Budget 2017 to 2016	Previous 12 months 5/1/15- 4/30/16	FY 9/30/15 Actual
102 <b>Repairs and Maintenance</b>					
103 Vehicles Expense	\$ 32,000	\$ 31,608	1.2%	\$ 33,280	\$ 30,720
104 Equipment Expense	50,000	130,212	-61.6%	42,690	31,499
105 Airfield Equipment, Lights & Signs	134,300	187,824	-28.5%	33,596	47,148
106 Aviation Safety Equipment	10,000	9,996	0.0%	4,324	11,728
107 Unicom Enhancement		-	-	2,120	433
108 Pavement Maintenance	700,000	5,190,000	-86.5%	343,588	89,283
109 Airfield - Facility Maintenance	44,000	9,876	345.5%	10,194	8,445
110 Hangars - Facility Maintenance	446,263	269,844	65.4%	413,902	430,389
111 Other Business Buildings - Facility Maintenance	67,600	32,004	111.2%	117,435	124,209
112 Warehouse - Facility Maintenance	10,000	113,304	-91.2%	61,754	54,814
113 Firefighting & Haz Mat. Response	6,500	6,504	-0.1%	5,716	5,793
114 Terminal Building - Facility Maintenance	140,500	72,996	92.5%	44,709	66,577
115 Maintenance Buildings - Facility Maintenance	28,800	13,296	116.6%	35,023	26,860
116 Land Management	331,300	623,700	-46.9%	6,421	38,033
118 <b>Total Repairs &amp; Maintenance</b>	<b>\$ 2,001,263</b>	<b>\$ 6,691,164</b>	<b>-70.1%</b>	<b>\$ 1,154,752</b>	<b>\$ 965,934</b>
119					
120 <b>Depreciation</b>					
121 Depreciation Expense	\$ -	\$ -		\$ 1,128,094	\$ 1,942,895
122					
123 <b>NET OPERATING INCOME (LOSS)</b>	<b>\$ (5,495,056)</b>	<b>\$ (9,563,208)</b>	<b>-42.5%</b>	<b>\$ (4,895,632)</b>	<b>\$ (5,455,447)</b>
124 <b>Other Income and (Expense)</b>					
125 Property Tax Revenue	5,470,000	5,068,008	7.9%	5,350,617	5,029,326
126 Other Non-Operating Revenues	5,000	5,004	-0.1%	2,356	3,254
127 Operating Grants	1,358,100	4,440,000	-69.4%	551,054	301,124
128 Gain (Loss) on Disposal of Assets	-	-		-	-
129 Interest Income	53,000	47,100	12.5%	52,596	49,010
131 <b>Total Other Income and (Expense)</b>	<b>\$ 6,886,100</b>	<b>\$ 9,560,112</b>	<b>-28.0%</b>	<b>\$ 5,956,623</b>	<b>\$ 5,382,713</b>
132 <b>NET INCOME (LOSS)</b>	<b>\$ 1,391,044</b>	<b>\$ (3,096)</b>	<b>-45030.4%</b>	<b>\$ 1,060,991</b>	<b>\$ (72,734)</b>



**Truckee Tahoe Airport District**  
**Non-Operational Costs-Capital Expenditures**

CASH FLOW FROM OPERATIONS (NET OPERATING LOSS)	\$	1,391,044
CAPITAL EXPENDITURES FOR FY 2016-2017		
FAA GRANT ELIGIBLE PROJECTS/ITEMS (see note below)		
Runway 11-29-Saw/Seal		203,000
Hangar Taxilanes CD/DE reconstruct		564,000
Replacement Alder Hill Beacon Tower		132,000
Oshkosh Snow Blower		510,000
Obstruction Survey		100,000
TOTAL OF GRANT ELIGIBLE ITEMS		<u>1,509,000</u>
ESTIMATED GRANT PROCEEDS		(1,358,100)
ESTIMATED TTAD CONTRIBUTION TO ABOVE ITEMS		<u>150,900</u>
OTHER 2016 - 2017 PROJECTS		
Warehouse Office Building (WOB)-	\$	1,000,000
Land Development-Utilities		200,000
Ground Power Unit		35,000
Flat Bed 3/4 Ton		50,000
Helipad for Emergency Services (Tahoe City)		270,000
Replace Bald Mountain Beacon		100,000
Maintenance Building Expansion (\$400,000 carryforward from PY)		<u>950,000</u>
TOTAL FOR OTHER PROJECTS	\$	<u>2,605,000</u>
LAND PURCHASES / DEVELOPMENT		
Allocation for land purchase/development		-
TOTAL FOR LAND PURCHASES / DEVELOPMENT		<u>-</u>
TOTAL CAPITAL EXPENDITURES	\$	<u>4,114,000</u>
NET CASH REQUIREMENTS FOR CAPITAL EXPENDITURES	\$	<u>(2,722,956)</u>
DECREASE IN NET ASSETS FOR THE FISCAL YEAR 9/30/17	\$	<u>(2,722,956)</u>

**Note - FAA GRANT ELIGIBLE PROJECTS**

There are five projects that are FAA grant eligible with a 90% reimbursement. The Obstruction Survey would be expensed, the other 4 projects would be capitalized. If any of these projects do not get grant funding, staff would bring the unfunded projects for Board review.

TRUCKEE TAHOE AIRPORT DISTRICT  
Fiscal 2016-2017 Budget Summary Table

	FY 2015-2016 Budget	FY 2015-2016 Estimate	FY 2016-2017 Budget
<b>Operating Revenues</b>	\$ 4,070,200	\$ 4,304,000	\$ 4,312,600
Cost of Sales	(1,055,100)	(998,000)	(926,900)
Salaries, Wages & Benefits	(2,321,439)	(2,327,000)	(2,504,193)
Total Cost of Sales & Personnel	(3,376,539)	(3,325,000)	(3,431,093)
<b>Gross Profit</b>	\$ 693,661	\$ 979,000	\$ 881,507
<b>Expenses</b>			
Operating, General and Administration	(3,565,675)	(2,589,000)	(4,375,300)
Repairs & Maintenance Expense	(6,691,150)	(758,300)	(2,001,263)
FAA Grant Reimbursements	4,440,000	3,552,000	1,358,100
Total Expenses	(5,816,825)	204,700	(5,018,463)
<b>Net Gain (Loss) from Operations</b>	\$ (5,123,164)	\$ 1,183,700	\$ (4,136,956)
<b>Other Revenue and Expenses</b>			
Property Tax Revenue	5,068,000	5,631,800	5,470,000
Other Income (Interest)	47,100	58,000	53,000
Other Expense (Disposal of Assets)	5,000		5,000
Total Other Revenue and Expenses	5,120,100	5,689,800	5,528,000
<b>Net Income before Depreciation</b>	\$ (3,064)	\$ 6,873,500	\$ 1,391,044
<b>Capital Expenditures</b>			
Capital Expenditures	(6,391,000)	(6,100,200)	(4,114,000)
Capital Grants			
<b>Net Gain (Loss) from Capital Expenditures</b>	(6,391,000)	(6,100,200)	(4,114,000)
<b>Net Increase (Decrease) in Cash</b>	\$ (6,394,064)	\$ 773,300	\$ (2,722,956)

**Truckee Tahoe Airport District  
Budget for the Fiscal Year Ended September 30, 2017**

**Revenues**

<b>Airside Operating Revenues</b>												
	Airside Operation	Hangars	Other Business Leases	Warehouse	Administration	Maintenance	Noise Reduction	Aviation Services	Community Services	Land Management	Total	
1	Aviation Fuel Sales	\$ 370,000	-	-	-	-	-	-	-	-	370,000	1
2	Jet Fuel Sales	1,472,100	-	-	-	-	-	-	-	-	1,472,100	2
3	Auto Parking	50,000	-	-	-	-	-	-	-	-	50,000	3
4	Oil Sales	1,100	-	-	-	-	-	-	-	-	1,100	4
5	Tiedowns	95,000	-	-	-	-	-	-	-	-	95,000	5
6	Transient Use Fees	230,000	-	-	-	-	-	-	-	-	230,000	6
7	Merchandise	800	-	-	-	-	-	-	-	-	800	7
8	Services	40,000	-	-	-	-	-	-	-	-	40,000	8
9	Vending	500	-	-	-	-	-	-	-	-	500	9
10	Miscellaneous Revenue	5,000	-	-	-	-	-	-	-	-	5,000	10
11	<b>Total Airside Operating Revenue</b>	2,264,500	-	-	-	-	-	-	-	-	2,264,500	11
12	<b>Hangar Rental Income</b>											12
13	T-Hangar / Box Hangar Rental Income	-	1,350,000	-	-	-	-	-	-	-	1,350,000	13
14	T-Hangar / Box Hangar Electricity Surcharge	-	48,000	-	-	-	-	-	-	-	48,000	14
15	<b>Total Hangar</b>	-	1,398,000	-	-	-	-	-	-	-	1,398,000	15
16	<b>Other Business Income</b>											16
17	Other Business Leasing Income	-	-	283,100	-	-	-	-	-	-	283,100	17
18	Concession Income	-	-	87,000	-	-	-	-	-	-	87,000	18
19	<b>Total Other Business Income</b>	-	-	370,100	-	-	-	-	-	-	370,100	19
20	<b>Warehouse Income</b>											20
21	Warehouse Space Rental Income	-	-	-	280,000	-	-	-	-	-	280,000	21
22	<b>Total Warehouse Income</b>	-	-	-	280,000	-	-	-	-	-	280,000	22
23	<b>TOTAL REVENUES</b>	2,264,500	1,398,000	370,100	280,000	0	0	0	0	0	4,312,600	23
24												24
25	<b>Cost of Goods Sold</b>											25
26	Aviation Fuel Cost - 100 LL	\$ 280,500	-	-	-	-	-	-	-	-	280,500	26
27	Jet Fuel & Prist Cost	639,000	-	-	-	-	-	-	-	-	639,000	27
28	Oil and Lubricant Cost	800	-	-	-	-	-	-	-	-	800	28
29	Merchandise Purchases	600	-	-	-	-	-	-	-	-	600	29
30	Vending Machine Purchases	-	-	-	-	-	-	-	-	-	0	30
31	Inventory Shrinkage	6,000	-	-	-	-	-	-	-	-	6,000	31
32	<b>Total Cost of Goods Sold</b>	926,900	-	-	-	-	-	-	-	-	926,900	32
33	<b>Payroll and Employee Benefits</b>											33
34	Salaries and Wages	566,100	85,784	38,178	38,178	394,707	252,356	119,134	59,567	18,180	1,691,318	34
35	PERS Contributions	81,024	12,917	5,871	5,871	54,720	39,455	12,776	6,388	3,053	234,851	35
36	Medicare & FICA Expense	13,296	1,242	552.13	552.13	5,861	3,639	1,726	967	264	29,825	36
37	Unemployment Taxes	3,000	-	-	-	-	-	-	-	-	3,000	37
38	Employee Benefits (Insurance)	150,304	22,714	8,908	8,908	90,310	78,403	23,592	11,796	3,673	422,200	38
39	Workers' Compensation Insurance	23,100	1,650	1,100	1,100	9,350	13,200	1,980	990	550	55,000	39
40	Training, Education and Other	25,000	0	-	-	20,000	5,000	6,000	12,000	0	68,000	40
41	<b>Total Payroll and Employee Benefits</b>	861,824	124,307	54,609	54,609	574,948	392,053	165,208	79,708	25,720	2,504,194	41
42	<b>Total Payroll and Cost of Goods</b>	1,788,724	124,307	54,609	54,609	574,948	392,053	165,208	79,708	25,720	3,431,094	42
44	<b>GROSS PROFIT (LOSS)</b>	475,776	1,273,693	315,491	225,391	-574,948	-392,053	-165,208	-79,708	-25,720	881,506	44



**Truckee Tahoe Airport District**  
**Budget for the Fiscal Year Ended September 30, 2017**

	Airside Operation	Hangars	Other Business Leases	Warehouse	Administration	Maintenance	Noise Reduction	Aviation Services	Community Services	Land Management	Total
46 Expenses											46
47 Operating, General & Administrative Expenses											47
48 ACAT	-	-	-	-	-	-	65,000	5,000	5,000	-	75,000
49 Annoyance Reduction Programs:	-	-	-	-	-	-	-	-	-	-	0
50 Fly QT Program	-	-	-	-	-	-	162,000	-	-	-	162,000
53 Accidents and Damage	-	500	-	-	-	-	-	-	-	-	500
54 Access Control	15,000	-	-	-	15,000	-	-	-	-	-	30,000
55 Airshow	-	-	-	-	-	0	-	80,000	80,000	-	160,000
56 Aviation Safety Initiatives	5,000	-	-	-	-	-	-	64,500	40,000	-	109,500
57 Cash (Over)/Short - Bad Debt Expense	10	10	-	-	80	-	-	-	-	-	100
58 Communications	11,000	1,000	500	500	11,000	11,000	5,000	5,000	15,000	-	60,000
59 Conventions, Conferences	10,000	-	-	-	9,500	-	3,000	5,000	5,000	-	32,500
60 County Support	-	-	-	-	110,000	-	-	-	-	-	110,000
61 Credit Card Fees & Finance Charges	61,500	12,000	-	-	-	-	-	-	-	-	73,500
62 Directors' Fees & Expenses	-	-	-	-	115,200	-	7,000	1,000	1,000	-	124,200
64 Dues & Subscriptions	4,000	-	-	-	10,000	-	3,000	1,000	-	-	18,000
65 Election Expense	-	-	-	-	25,000	-	-	-	-	-	25,000
66 Employee Relations Activities	4,000	-	-	-	4,300	4,000	2,000	2,000	-	-	16,300
67 Employment Expense	1,500	-	-	-	1,500	-	-	2,000	-	-	5,000
68 Equipment Rental	3,000	1,000	-	-	4,000	3,000	-	2,000	2,000	-	15,000
69 Geographic Information System	10,000	1,000	1,000	1,000	5,000	1,000	3,300	3,400	3,300	1,000	30,000
70 Grounds Maintenance/Landscaping	2,000	-	-	-	10,500	-	-	-	5,000	-	17,500
71 Janitor/Cleaning	-	-	-	-	54,600	7,000	-	-	-	-	61,600
72 Homebased Incentive	-	87,500	-	-	-	-	-	-	-	-	87,500
73 Insurance	11,000	17,000	1,400	3,000	17,500	7,000	-	10,000	5,000	1,000	72,900
74 Library & Reference Materials	200	-	-	-	300	200	-	200	200	-	1,100
75 Office Equipment	5,000	-	-	-	50,000	5,000	16,000	16,000	8,000	-	100,000
76 Office Supplies	2,000	2,000	-	-	17,500	1,000	2,000	2,000	1,000	-	27,500
77 Operating Supplies & Small Tools	20,000	500	-	-	5,000	20,000	250	250	-	-	46,000
78 Operations Monitoring Expenses	123,500	-	-	-	-	-	123,500	11,000	13,000	-	271,000
79 Permits, Licenses & Fees	5,000	-	-	-	15,000	1,000	-	-	-	-	21,000
80 Postage, Freight & Delivery	300	-	-	-	3,000	50	-	-	-	-	3,350
81 Printing, Copying, Publication of Legal Notices	200	-	-	-	2,500	1,000	920	920	460	-	6,000
82 Professional Services	-	-	-	-	-	-	-	-	-	-	0
83 Accounting & Auditing	-	-	-	-	30,000	-	-	-	-	-	30,000
84 Legal	5,000	10,000	5,000	1,000	55,000	-	1,000	6,000	20,000	2,000	105,000
85 Computer Support	75,000	7,000	-	-	74,000	-	4,000	4,000	2,000	-	166,000
86 Other Professional	175,000	-	7,500	7,500	221,500	-	260,000	260,000	-	5,000	936,500
87 Engineering	16,000	-	-	-	9,000	-	-	-	-	-	25,000
88 Fiscal Analyst - Sustainability	10,000	-	3,000	3,000	10,000	-	1,500	1,500	1,000	-	30,000
89 Public Relations - Outreach	-	-	-	-	-	-	-	-	-	-	89
90 Consulting	-	-	-	-	-	-	4,500	13,500	-	-	18,000
91 Internet, Print, Broadcast & Direct Mail	9,200	5,000	-	-	25,000	-	10,000	49,200	24,600	-	123,000
92 Events and Programs	-	-	-	-	-	-	5,000	5,000	10,000	-	20,000
93 Sponsorships	-	-	-	-	-	-	-	-	40,000	-	40,000
94 Community/Agency Partnerships	-	-	-	-	-	-	-	-	74,000	-	74,000
95 Pilot Outreach	-	-	-	-	-	-	62,500	35,500	20,000	-	118,000
96 Promotional Items	-	-	-	-	-	-	-	18,750	6,250	-	25,000
97 Travel	-	-	-	-	1,500	-	720	720	360	-	3,300
98 Utilities	46,000	79,000	10,225	10,225	39,000	33,000	4,800	4,800	2,400	-	229,450
99 Other (Income) Expense	-	-	-	-	-	-	-	-	-	-	0
100											100
101 Total Operating, General & Administrative	630,410	223,510	28,625	26,225	951,480	94,250	746,990	610,240	1,054,570	9,000	4,375,300

**Truckee Tahoe Airport District**  
**Budget for the Fiscal Year Ended September 30, 2017**

	Airside Operation	Hangars	Other Business Leases	Warehouse	Administration	Maintenance	Noise Reduction	Aviation Services	Community Services	Land Management	Total	
102	Repairs and Maintenance											102
103	Vehicles Expense	18,000	-	-	200	13,800	-	-	-	-	32,000	103
104	Equipment Expense	20,000	-	-	-	30,000	-	-	-	-	50,000	104
105	Airfield Equipment, Lights & Signs	134,300	-	-	-	-	-	-	-	-	134,300	105
106	Aviation Safety Equipment	10,000	-	-	-	-	-	-	-	-	10,000	106
107	Unicom Enhancement	-	-	-	-	-	-	-	-	-	0	107
108	Pavement Maintenance	700,000	-	-	-	-	-	-	-	-	700,000	108
109	Airfield - Facility Maintenance	44,000	-	-	-	-	-	-	-	-	44,000	109
110	Hangars - Facility Maintenance	-	446,263	-	-	-	-	-	-	-	446,263	110
111	Other Business Buildings - Facility Maintenance	-	-	67,600	-	-	-	-	-	-	67,600	111
112	Warehouse - Facility Maintenance	-	-	-	10,000	-	-	-	-	-	10,000	112
113	Firefighting & Haz Mat. Response	2,500	500	250	500	2,500	-	-	-	-	6,500	113
114	Terminal Building - Facility Maintenance	-	-	-	140,500	-	-	-	-	-	140,500	114
115	Maintenance Buildings - Facility Maintenance	-	-	-	-	28,800	-	-	-	-	28,800	115
116	Land Management	-	-	-	-	-	-	-	-	331,300	331,300	116
117	<b>Total Repairs &amp; Maintenance</b>	928,800	446,763	67,850	10,250	75,100	0	0	0	331,300	2,004,263	117
119	Net Operating Income (Loss) Before Depreciation	-1,083,434	603,420	219,016	188,916	-1,667,628	-912,198	-781,448	-1,134,278	-366,020	-5,495,057	119
120												120
121	Depreciation Expense	-	-	-	-	-	-	-	-	-	-	121
122												122
123	NET OPERATING INCOME (LOSS)	-1,083,434	603,420	219,016	188,916	-1,667,628	-912,198	-781,448	-1,134,278	-366,020	-5,495,057	123
124	Other Income and (Expense)											124
125	Property Tax Revenue	-	-	-	-	5,470,000	-	-	-	-	5,470,000	125
126	Other Non-Operating Revenues	-	-	-	-	5,000	-	-	-	-	5,000	126
127	Operating Grants	1,358,100	-	-	-	-	-	-	-	-	1,358,100	127
128	Gain (Loss) on Disposal of Assets	-	-	-	-	-	-	-	-	-	0	128
129	Interest Income	-	1,000	-	-	52,000	-	-	-	-	53,000	129
131	<b>Total Other Income and (Expense)</b>	1,358,100	1,000	0	0	5,527,000	0	0	0	0	6,886,100	131
132	NET INCOME (LOSS)	274,666	604,420	219,016	188,916	3,859,372	-912,198	-781,448	-1,134,278	-366,020	1,391,043	132