



## Budget Assumptions

## Fiscal Year 2014-2015

Attached is the revised 2014-2015 budget and assumptions.

The following changes were made based on the discussion at the September 3, 2014 Budget Workshop meeting. **The changes are highlighted in green.**

<b>Operations Monitoring Expenses-</b> Removed \$6,000 for a duplication	(6,000)
<b>Professional Fees-</b> Executive hangar study	30,000
Commercial Operating Standards project (Minimum Standards)	40,000
Removed maintenance professional fees	(27,000)
<b>Facility Maintenance-</b> Also included is maintenance carried forward from FYE 2014	253,650

The following are changes proposed by staff since the Budget Workshop meeting. **The changes are highlighted in blue.**

<b>Office Equipment-</b> O&M desk-workstation	\$5,000
<b>Public Relations, Outreach-</b> Regional Marketing Cooperative- More information Is in the GM Report	15,000
<b>Vehicle and Equipment Expense-</b> Purchase of small tug	17,000
<b>Airfield Equipment, Lights &amp; Safety-</b> Lighted windsocks and signs	7,100
<b>Facility Maintenance-</b> Terminal maintenance-Staff is still determining terminal building needs and may propose additional funding later in the budget year	(40,000)
<b>Land Management-</b> Alder Hill cleanup	<u>5,000</u>
<b>Total Changes</b>	<b>\$299,750</b>

Items in red are contingent on subsequent Board of Directors approval.

Items in green are changes from discussion at the Budget Workshop meeting.

Items in blue are changes proposed by staff since the Budget Workshop meeting.



## Budget Assumptions

## Fiscal Year 2014-2015

### Revenues:

**Aviation Fuel Sales**-The budget assumes the sale of 5% more gallons of 100LL than the District estimates it will sell in FY 2014. Through July 2014, 100LL sales are up 14% over the same 10 months of the prior year. This equates to sales of about 100,000 gallons of 100LL. For Jet A, the budget assumes sales of 15% more gallons than the District estimates it will sell in FY 2014. Through July 2014, Jet A sales are up 39% over the same 10 months of the prior year. This equates to sales of about 350,000 gallons of Jet A. The District will begin to sell contract fuel in the upcoming year, and the effect that will have on sales cannot be quantified. The sales prices per gallon used for budgeting purposes are derived by taking the District's purchase price at 7/31/14 and adding on a gross margin of seventy-five cents per gallon for 100LL self-serve, \$1.30 for 100LL full-serve, and \$2.00 per gallon for Jet A. Revenues from fuel sold to SASOs (based on quantities in the preceding 12 months) are estimated based on a discount of ten cents per gallon of 100LL sales and fifty cents per gallon on Jet A sales.

**Auto Parking**- Budgeted amounts are based on actual results for the period from 7/1/13-6/30/14.

**Tiedowns and Transient Use Fees (TUF)**-Revenues from Tiedowns and TUFs are estimated based on activity during the previous 12 months ending 6/30/14 using rates in effect at July 31, 2014.

**Other Airside Revenues**-Budgeted amounts are based on actual revenues for the previous 12 months ending 6/30/14. There are merchandise sales (oil, logo items), services (towing, lav service, jump starts and GPU), vending machine commission and some miscellaneous sales.

**Hangar Rental Income**- The Hangar Rental Income line includes monthly hangar rent at the base rate and share fees. Annual pre-payment discounts of \$13,560 are netted out of that total (they are assumed to continue at the current level). Based on current occupancy, a 12% vacancy rate is factored in. Nightly hangar revenues (\$20,000) are also included on this line.

**Other Business Income**- Rents for Red Truck, Sierra Aero, Hertz, Careflight, Soar Truckee, and the Experimental Aircraft Association are calculated to increase by a 1.9% CPI adjustment in the month stated in the corresponding lease. In addition, Red Truck's lease was increased from an introductory rate of \$240 to \$1,200 per month. No rental revenues have been included for Hangar #2. In the twelve months ended 6/30/13 the District received \$70,995 from Hertz in concession revenues. The current budget includes \$70,000 for Hertz Concessions. EAA revenues are included at \$1,143 per month (pre-CPI), and an offsetting expense is included in Other Public Relations - Community Outreach, as we anticipate payment-in-kind in accordance with their current contract.

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**Warehouse Income-** Rents for Clear Capital, Mt. Home Center, Wholesale Resort and Porter Simon are included with a 1.9% CPI adjustment in the month stated by their lease. The space vacated by Clear Capital is budgeted to be occupied for only half of the year.

#### Cost of Goods Sold:

**Aviation and Jet Fuel Cost-** The cost of fuel is calculated based on the price effective 7/31/14.

**Inventory Shrinkage-** The budget is estimated at 1.5% of total cost of the number of gallons of 100LL and 1.0% of JetA the District anticipates selling.

**Payroll and Employee Benefits-** The budget assumes 19 full-time position, 1 full-time temporary and 1 temporary 4 month summer staff and some seasonal snow removal workers (380 hours total). A seasonal factor equivalent to one hourly position being open for one quarter of the year. Budgeted salaries are increased by 1.9% COLA approved at the August 2014 Board Meeting and up to 3% merit increase at the discretion of the General Manager. The Operations/Maintenance staff are budgeted at 2080 hours plus 88 hours of holiday pay. Overtime is based on the previous 12 months experience. Personnel expenses are allocated by departments based on management's best estimate of tasks performed. The following chart shows these allocations:

	Airside Operations	Hangars	Other Business Leasing	Warehouse	Admin	Maintenance	Community Outreach	Land Mgmt
<b>POSITION</b>								
GENERAL MANAGER	0.100	0.050	0.050	0.050	0.350	0.100	0.300	
DIR AVIATION & COMMUNITY SERVICE	0.150	0.150	0.025	0.025	0.375	0.050	0.175	0.050
DIR FINANCE & ADMINISTRATION	0.200	0.100	0.050	0.050	0.500	0.050	0.050	
DIR OPERATIONS AND MAINTENANCE	0.250	0.050	0.050	0.050	0.300	0.150	0.050	0.100
ADMINISTRATIVE CLERK	0.120	0.050	0.010	0.010	0.560		0.250	
AVIATION & COMMUNITY SERVICES MANAGER	0.250				0.250		0.500	
DISTRICT CLERK		0.400	0.010	0.010	0.500		0.080	
OM TECHNICIANS/SUPERVISORS	0.500	0.030	0.020	0.020	0.100	0.280	0.050	
AVIATION & COMMUNITY SERVICE ASSOCIATE / STANDARDS & TRAINING	0.300				0.300	0.100	0.300	
AVIATION & COMMUNITY SERVICE ASSOCIATE / PROGRAM COORDINATOR	0.250				0.250		0.500	
SNOW REMOVAL - ON CALL	0.500	0.250	0.050	0.050	0.070	0.080		

**Other Pay-** The budget includes \$2,850 for safety awards, \$6,250 in performance awards (at the GM's discretion) and \$5,000 for AAAE's Airport Certified Employee.

**Vacation, Sick, Holiday Pay-** This is estimated at 13% of the regular wages, consistent with the prior year.

**PERS Contributions-** PERS contribution have 3 tiers of 16.69%, 8% and 6.25%. 25% of the staff is now in one of the lower tiers. Currently the average amount paid per pay period is 13.75% of PERS wages.

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**Employee Benefits (Health Insurance)-** This is budgeted based on the current plans. Medical Insurance is with Blue Shield through SDRMA and makes up the 89% of the benefits. The employees contribute 7% towards the cost of the premiums. We are not anticipating much change in the other policies (dental, vision and life).

**Workers' Comp Insurance** -This is based on an estimate by SDRMA. The rates vary from .57 for clerical to 7.24 for airport operations. Our rates are reduced by 10% due to a good experience rating.

**Training, Education & Other-** This includes Aviation Orientation Program, the GM's aviation stipend, employee flight currency, and other training opportunities. Also included is the GM's car allowance at \$500/month, cell phone allowances and uniform allowances and other specialized gear.

**Operating, General and Administrative Expenses:** Generally, expenses are estimated based on the results of the previous twelve months. In addition, the following expense items are noted below.

**ACAT-** ACAT's budget is developed by the Airport Community Advisory Team and is included in Tab 6.

**Annoyance Reduction Programs-** This includes the expense of the Signatory Incentives; Fly Quite Program is included here.

**Airshow-** This is based on the AirShow Committee's estimates for next year and is included in Tab 6.

**Aviation Safety Initiatives-** This includes Safety Management Systems implementation for \$125,000, Speakers Series \$10,000 and AAAE employee training certification \$5,000.

**Communications-** Replacement of radios for operations \$42,000, Internet \$26,000, AWOS \$6,500, and land lines and long distance at \$13,000.

**Conventions and Conferences-** Attendance is anticipated at AAAE events, Government Finance Officers Assoc., NBAA, CSDA, FAA.

**County Support-** Estimated at 2.07% of property taxes, based on prior year.

**Credit Card Processing Fees-** Fees average at 2.63% of total credit card sales. Credit card transactions are generated in airside sales and hangar rent. The fees were increased over prior year corresponding to increased fuel sales. Contract fueling is moving forward, will significantly reduce Credit Card fees, and would have an offsetting reduction in gross margin.

**Directors Fees & Expenses-** The budget includes \$9,000 for Director's stipend, \$2,000 for IT, \$7,000 for meeting meals, \$18,000 for broadcasting, \$62,000 for Director's medical insurance and \$300 for mileage reimbursement.

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**Election Expense-** With no election, the District is anticipating minimal costs. No one is running against Directors Morrison and Jones.

**Employee Relations Activities-** This includes cost of monthly staff meetings, a holiday party, various snacks for other staff meetings and other staff appreciation.

**Geographic Information System-** The GIS is used to assist pilot and community education, detail airfield history, and in the development and implementation of an Open Space Acquisition Plan. GIS is also integral in the Flight Tracking System capabilities and maintaining the District's infrastructure and including property boundary verification and grant encumbered responsibilities.

**Homebasing Incentives-** Based on the signatory incentive election of the hangar tenants.

**Insurance-** Insurance is based on current policies of Property \$45,600, Liability \$15,000 and Elected Officials \$15,800.

**Office Equipment-** Anticipated expenditures include \$17,000 for computer replacements, \$5,000 for AV equipment, \$15,000 for a back-up server, \$3000 for treadmill desk, **\$5,000 O&M desk-workstation and \$6,000 other.**

**Operating Supplies-** A new refrigerator for the maintenance shop is included here plus airside supplies.

**Operations Monitoring-** The additional cost in this year relates to our mandate on a new interrogator at \$75,000. There is additional interrogator programming and engineer installation costs estimated at \$30,000. Also budgeted are \$4,000 for cyber security, \$70,000 for VNOMS, \$16,000 for site leases, \$6,000 for a long-term parking tracking gate/system. Consulting and services from NavAid at \$75,600 and \$28,800 for additional data interegration work with the FAA. **Funds for additional WASP cameras are estimated to cost \$50,000. Removed a duplicated item \$6,000.**

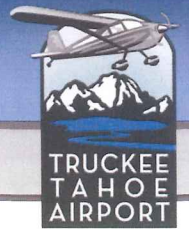
**Permits-** This is based on last year and includes various environmental permits \$7,000, payroll processing \$25,000, LAFCO fees \$5,000.

**Professional Fees-** The budget includes \$22,000 for the audit, \$98,000 for legal that includes general, aviation and human resources support, \$82,000 for computer support and software leasing, \$562,000 for other professional (\$164,000 for CEQA for the master plan, \$400,000 for Hangar 3 design, \$30,000 for the Airport lands title report, \$30,000 creation of charted visuals of arrivals and departures, \$15,000 data content, 10,000 Trails Master Plan, \$20,500 for general engineering, **\$30,000 for executive hangar study, \$40,000 for Commercial Operating Standards project (Minimum Standards) and \$15,000 for fiscal analysis. Removed \$27,000 maintenance professional fees.**

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**Public Relations, Outreach-** The total of these items are \$161,548 and is made up of the following: Consulting for outside services provided currently by FreshTracks Communications \$45,000, Internet Print, Broadcast & Direct Mail that is a combination of radio \$8,500, **\$15,000 for regional marketing co-op**, website \$50,000, graphic design \$3,000 and print ads \$7,500, Sponsorships of \$30,000, Pilot Outreach of \$20,548 that includes Pilot News, and Promotional Items of \$18,000.

**Utilities-** This is based on prior year. The portion attributed to the hangars is reimbursed by the hangar tenants through their rent.

#### **Repairs and Maintenance:**

**Vehicle and Equipment Expense-** This includes fuel for vehicles and equipment, parts and labor for repairs. See Tab 5 for the Equipment Replacement Schedule. **Staff is recommending \$17,000 for a small tug.**

**Airfield Equipment, Lights & Signs-** The Facilities Maintenance Plan calls for \$4,500 for work on various towers, \$3,500 of various building maintenance. In addition \$8,000 is budgeted for a camera for runway 2-20 as recommended in the Unicom enhancement, **\$7,100 for lighted windsocks and signs** and \$10,000 in fueling equipment upgrades recommended by AvFuel.

**Pavement Maintenance-** The Pavement Maintenance and Rehabilitation Schedule proposes six projects for 2015 for a total of \$2,450,000. The District would anticipate FAA grant funding on four of the six projects for a reimbursement of \$1,923,300. See Tab 5 for the Maintenance and Rehabilitation Schedule.

**Facility Maintenance-** The Facility Maintenance Plan (FMP) identifies \$381,331 in repairs and maintenance to the District facilities. Beyond the FMP, staff is recommending two warehouse emergency exits for \$8,000 and cleaning of the maintenance building. See Tab 5 for the Facility Maintenance Budget. **Also included is \$253,650 of maintenance carried forward from FYE 2014. \$40,000 removed for maintenance on the terminal building.**

**Firefighting & Haz Mat. Response-** This includes \$5,000 for fire extinguisher upkeep and additional safety equipment.

**Land Management-** Per the 14-year Forest Management Activity Tracking, \$169,600 in forest treatment and \$80,000 of road repair. See Tab 5 for the 14 Year Forest Management Activity Tracking and Cost Summary. **An additional \$5,000 for Alder Hill cleanup is included.**

#### **Other Income and (Expense):**

**Property Tax Revenue-** Revenues are budgeted 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 \$3,015,000, Nevada \$1,570,000.

**Operating Grants-** FAA grants on \$2,137,000 of pavement maintenance (four of the six projects) at 90% reimbursement or \$1,923,300.

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**Interest-** Interest is based on the prior 12 months. About 90% of our funds are invested at LAIF earning about .25%, and 10% is invested in CD's earning slightly over 1%.

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**Truckee Tahoe Airport District  
Draft Budget**

**Consolidated**

<b>FYE September 30, 2015</b>	<b>Proposed Budget 9/30/15</b>	<b>Last 12 Months 7/1/13-6/30/14</b>	<b>Current Year Budget FY 9/30/14</b>	<b>Prior Year Actual FY 9/30/13</b>
<b>Revenues</b>				
<b>Airside Operating Revenues</b>				
Aviation Fuel Sales	581,166	544,254	442,335	486,151
Truck Roll Revenues	-	-	-	153
Jet Fuel Sales	1,832,373	1,629,252	1,403,988	1,390,854
Auto Fuel Sales	-	-	-	-
Auto Parking	50,000	49,708	50,000	51,450
Oil Sales	1,560	1,567	1,340	1,544
Tiedowns	100,000	98,766	90,000	90,613
Transient Use Fees	193,000	192,890	225,000	223,664
Merchandise	1,600	1,547	660	1,622
Services	30,200	31,815	27,565	20,865
Vending	500	386	-	392
Miscellaneous Revenue	1,500	1,023	500	2,651
<b>Total Airside Operating Revenue</b>	<b>2,791,899</b>	<b>2,551,208</b>	<b>2,241,388</b>	<b>2,269,959</b>
<b>Hangar Rental Income</b>				
T-Hangar / Box Hangar Rental Income	1,295,400	1,269,288	1,231,000	1,275,148
T-Hangar / Box Hangar Electricity Surcharge	45,883	41,712	40,000	41,884
<b>Total Hangar</b>	<b>1,341,283</b>	<b>1,311,000</b>	<b>1,271,000</b>	<b>1,317,032</b>
<b>Other Business Income</b>				
Other Business Leasing Income	93,900	82,443	85,730	78,276
Concession Income	80,100	83,875	70,000	84,367
<b>Total Other Business Income</b>	<b>174,000</b>	<b>166,318</b>	<b>155,730</b>	<b>162,643</b>
<b>Warehouse Income</b>				
Warehouse Space Rental Income	304,600	311,967	318,300	314,153
Other Warehouse Income	-	-	-	-
<b>Total Warehouse Income</b>	<b>304,600</b>	<b>311,967</b>	<b>318,300</b>	<b>314,153</b>
<b>TOTAL REVENUES</b>	<b>4,611,782</b>	<b>4,340,493</b>	<b>3,986,418</b>	<b>4,063,787</b>
<b>Cost of Goods Sold</b>				
Aviation Fuel Cost - 100 LL	505,100	436,844	374,100	415,210
Jet Fuel & Prist Cost	1,137,400	1,016,277	892,930	853,069
Oil and Lubricant Cost	1,750	1,702	900	1,868
Merchandise Purchases	1,800	1,761	1,500	2,051
Vending Machine Purchases	-	-	-	-
Inventory Shrinkage	3,400	2,931	14,542	3,401
<b>Total Cost of Goods Sold</b>	<b>1,649,450</b>	<b>1,459,515</b>	<b>1,283,972</b>	<b>1,275,599</b>
<b>Payroll and Employee Benefits</b>				
Salaries and Wages	1,209,872	1,141,792	1,153,458	1,108,020
Overtime	5,940	10,154	11,200	14,920
Vacation, Holiday & Sick Pay	180,396	149,378	203,551	166,772
Other Pay	14,100	8,804	18,000	10,828
PERS Contributions	190,965	187,614	220,191	188,393
Medicare & FICA Expense	20,167	20,152	21,726	19,296
Unemployment Taxes	5,650	5,685	10,000	4,552
Employee Benefits (Insurance)	346,827	309,637	402,850	307,639
Workers' Compensation Insurance	50,498	59,836	73,052	55,387



**Truckee Tahoe Airport District  
Draft Budget**

**Consolidated**

FYE September 30, 2015	Current Year			
	Proposed Budget 9/30/15	Last 12 Months 7/1/13-6/30/14	Budget FY 9/30/14	Prior Year Actual FY 9/30/13
Training, Education and Other	67,200	69,337	68,550	52,935
<b>Total Payroll and Employee Benefits</b>	<b>2,091,615</b>	<b>1,962,389</b>	<b>2,182,578</b>	<b>1,928,742</b>
<b>Allocated Wages and Benefits</b>	<b>-</b>	<b>37,559</b>	<b>-</b>	<b>10,681</b>
<b>Total Payroll, Benefits and Allocation</b>	<b>2,091,615</b>	<b>1,999,948</b>	<b>2,182,578</b>	<b>1,939,423</b>
<b>GROSS PROFIT (LOSS)</b>	<b>870,717</b>	<b>881,030</b>	<b>519,868</b>	<b>848,765</b>

**Expenses**

**Operating, General & Administrative Expenses**

ACAT	115,000	106,453	148,000	107,986
Annoyance Reduction Programs:	-	-	-	-
Fly QT Program	128,000	128,100	124,000	129,047
B Zone Projects	-	-	-	-
Other Noise Abatement Expenses	-	(5,664)	4,000	3,223
Accidents and Damage	500	211	2,000	1,715
Access Control	8,000	1,490	2,000	12,108
Airshow	140,000	111,947	130,000	102,934
Aviation Safety Initiatives	141,500	20,675	25,000	19,290
Cash (Over)/Short - Bad Debt Expense	10	12	100	14
Communications	87,500	45,585	51,200	42,021
Conventions, Conferences	30,000	23,156	30,000	23,604
County Support	94,910	92,921	95,000	91,665
Credit Card Fees & Finance Charges	98,100	91,016	88,298	86,377
Directors' Fees & Expenses	98,300	91,347	116,000	93,760
Disaster Relief	-	-	-	-
Dues & Subscriptions	14,900	14,062	18,400	16,183
Election Expense	1,000	-	-	19,337
Employee Relations Activities	12,300	12,102	11,500	9,927
Employment Expense	4,500	7,142	3,500	1,980
Equipment Rental	15,400	14,955	15,100	15,275
Geographic Information System	45,000	51,743	37,000	41,781
Homebasing Incentive	86,000	87,900	86,000	87,677
Insurance	76,400	75,411	77,050	81,297
Library & Reference Materials	1,600	1,397	6,000	1,229
Office Equipment	58,000	25,857	40,500	25,744
Office Supplies	20,400	17,200	18,000	18,145
Operating Supplies & Small Tools	25,000	18,006	25,250	20,398
Operations Monitoring Expenses	355,400	206,385	216,488	197,088
Permits, Licenses & Fees	38,500	36,331	38,300	37,453
Postage, Freight & Delivery	2,920	2,854	4,000	2,259
Printing, Copying, Publication of Legal Notices	4,250	3,679	5,000	3,178
Professional Services	-	-	-	-
Accounting & Auditing	22,000	22,069	22,000	21,100
Legal	98,000	88,867	80,000	63,284
Computer Support	82,000	68,899	61,500	27,457
Other Professional	719,000	243,403	279,000	402,755
Engineering	31,600	20,904	61,429	4,813
Fiscal Analyst - Sustainability	40,000	22,548	45,000	17,203
Public Relations - Outreach	-	-	-	-
Consulting	45,000	13,737	10,000	-

**Truckee Tahoe Airport District  
Draft Budget**

**Consolidated**

	Current Year			
	Proposed Budget	Last 12 Months	Budget FY	Prior Year Actual
FYE September 30, 2015	9/30/15	7/1/13-6/30/14	9/30/14	FY 9/30/13
Internet, Print, Broadcast & Direct Mail	84,000	107,940	122,750	49,754
Events and Programs	-	-	-	-
Sponsorships	30,000	33,031	25,000	54,102
Pilot Outreach	20,548	19,990	14,650	15,933
Promotional Items	18,000	16,874	33,150	8,141
Travel	1,500	1,134	3,500	3,184
Utilities	193,611	189,685	229,500	176,994
Other (Income) Expense	-	(1,180)	12,500	9,036
<b>Total Operating, General &amp; Administrative</b>	<b>3,088,648</b>	<b>2,130,174</b>	<b>2,417,665</b>	<b>2,146,451</b>
<b>Repairs and Maintenance</b>				
Vehicles Expense	45,000	30,653	32,600	32,188
Equipment Expense	41,900	39,023	85,250	36,257
Airfield Equipment, Lights & Signs	34,100	29,471	96,000	17,620
Aviation Safety Equipment	5,000	2,664	5,000	49,387
Pavement Maintenance	2,450,000	2,017,747	730,750	1,637,433
Airfield - Facility Maintenance	74,700	5,934	13,000	5,043
Hangars - Facility Maintenance	427,925	46,709	307,420	11,533
Other Business Buildings - Facility Maintenance	92,306	19,044	100,860	18,177
Warehouse - Facility Maintenance	70,900	6,522	54,500	11,460
Firefighting & Haz Mat. Response	8,500	5,168	13,500	10,729
Terminal Building - Facility Maintenance	4,750	43,739	53,800	43,076
Maintenance Buildings - Facility Maintenance	4,400	8,053	21,600	7,705
Land Management	289,600	66,984	302,300	31,127
<b>Total Repairs &amp; Maintenance</b>	<b>3,549,081</b>	<b>2,321,711</b>	<b>1,816,580</b>	<b>1,911,735</b>
<b>Net Operating Income (Loss) Before Depreciation</b>	<b>(5,767,012)</b>	<b>(3,570,855)</b>	<b>(3,714,377)</b>	<b>(3,209,421)</b>
Depreciation Expense	-	1,874,320	1,823,814	1,853,450
<b>NET OPERATING INCOME (LOSS)</b>	<b>(5,767,012)</b>	<b>(5,445,175)</b>	<b>(5,538,191)</b>	<b>(5,062,871)</b>
<b>Other Income and (Expense)</b>				
Property Tax Revenue	4,585,000	4,496,787	4,360,000	4,530,359
Other Non-Operating Revenues	-	-	-	433,745
Operating Grants	1,923,300	1,053,000	387,360	962,252
Gain (Loss) on Disposal of Assets	-	(38,597)	-	(33,598)
Interest Income	55,000	55,695	30,000	54,407
Interest Expense	-	-	-	-
Federal & State Capital Contributions	-	56,304	-	-
<b>Total Other Income and (Expense)</b>	<b>6,563,300</b>	<b>5,623,189</b>	<b>4,777,360</b>	<b>5,947,165</b>
<b>NET INCOME (LOSS)</b>	<b>796,288</b>	<b>178,014</b>	<b>(760,831)</b>	<b>884,294</b>



Truckee Tahoe Airport District

Budget worksheet

Consolidated

FYE September 30, 2015	Airside Operation	Hangars	Other Business Leases	Warehouse	Administration	Maintenance	Aviation & Community Services	Land Management	Total
<b>Revenues</b>									
<b>Airside Operating Revenues</b>									
Aviation Fuel Sales	581,166	-	-	-	-	-	-	-	581,166
Truck Roll Revenues	-	-	-	-	-	-	-	-	-
Jet Fuel Sales	1,832,373	-	-	-	-	-	-	-	1,832,373
Auto Fuel Sales	-	-	-	-	-	-	-	-	-
Auto Parking	50,000	-	-	-	-	-	-	-	50,000
Oil Sales	1,560	-	-	-	-	-	-	-	1,560
Tiedowns	100,000	-	-	-	-	-	-	-	100,000
Transient Use Fees	193,000	-	-	-	-	-	-	-	193,000
Merchandise	1,600	-	-	-	-	-	-	-	1,600
Services	30,200	-	-	-	-	-	-	-	30,200
Vending	500	-	-	-	-	-	-	-	500
Miscellaneous Revenue	1,500	-	-	-	-	-	-	-	1,500
<b>Total Airside Operating Revenue</b>	<b>2,791,899</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,791,899</b>
<b>Hangar Rental Income</b>									
T-Hangar / Box Hangar Rental Income	-	1,295,400	-	-	-	-	-	-	1,295,400
T-Hangar / Box Hangar Electricity Surcharge	-	45,883	-	-	-	-	-	-	45,883
<b>Total Hangar</b>	<b>-</b>	<b>1,341,283</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,341,283</b>
<b>Other Business Income</b>									
Other Business Leasing Income	-	-	93,900	-	-	-	-	-	93,900
Concession Income	-	-	80,100	-	-	-	-	-	80,100
<b>Total Other Business Income</b>	<b>-</b>	<b>-</b>	<b>174,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>174,000</b>
<b>Warehouse Income</b>									
Warehouse Space Rental Income	-	-	-	304,600	-	-	-	-	304,600
Other Warehouse Income	-	-	-	-	-	-	-	-	-
<b>Total Warehouse Income</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>304,600</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>304,600</b>
<b>TOTAL REVENUES</b>	<b>2,791,899</b>	<b>1,341,283</b>	<b>174,000</b>	<b>304,600</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,611,782</b>
<b>Cost of Goods Sold</b>									
Aviation Fuel Cost - 100 LL	505,100	-	-	-	-	-	-	-	505,100
Jet Fuel & Prist Cost	1,137,400	-	-	-	-	-	-	-	1,137,400
Oil and Lubricant Cost	1,750	-	-	-	-	-	-	-	1,750
Merchandise Purchases	1,800	-	-	-	-	-	-	-	1,800
Vending Machine Purchases	-	-	-	-	-	-	-	-	-
Inventory Shrinkage	3,400	-	-	-	-	-	-	-	3,400
<b>Total Cost of Goods Sold</b>	<b>1,649,450</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,649,450</b>
<b>Payroll and Employee Benefits</b>									
Salaries and Wages	414,498	70,370	30,851	30,851	280,645	214,890	153,381	14,386	1,209,872
Overtime	2,134	478	87	87	1,386	964	804	-	5,940
Vacation, Holiday & Sick Pay	61,937	10,515	4,610	4,610	41,935	32,110	22,919	1,760	180,396
Other Pay	4,000	1,000	500	500	4,000	2,000	2,000	100	14,100
PERS Contributions	65,313	11,000	4,813	4,813	44,550	33,963	24,241	2,274	190,965
Medicare & FICA Expense	6,917	1,160	508	508	4,698	3,582	2,556	240	20,167
Unemployment Taxes	5,600	-	-	-	-	50	-	-	5,650

# Truckee Tahoe Airport District

## Budget worksheet

## Consolidated

FYE September 30, 2015	Airside Operation	Hangars	Other Business Leases	Warehouse	Administration	Maintenance	Aviation & Community Services	Land Management	Total
Employee Benefits (Insurance)	127,700	18,818	8,224	8,224	83,347	65,497	35,017	-	346,827
Workers' Compensation Insurance	21,423	1,688	1,161	1,161	7,915	11,731	4,771	648	50,498
Training, Education and Other	13,700	2,000	-	-	33,000	7,500	11,000	-	67,200
<b>Total Payroll and Employee Benefits</b>	<b>723,221</b>	<b>117,029</b>	<b>50,753</b>	<b>50,753</b>	<b>501,476</b>	<b>372,286</b>	<b>256,690</b>	<b>19,407</b>	<b>2,091,615</b>
<b>Allocated Wages and Benefits</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Payroll, Benefits and Allocation</b>	<b>723,221</b>	<b>117,029</b>	<b>50,753</b>	<b>50,753</b>	<b>501,476</b>	<b>372,286</b>	<b>256,690</b>	<b>19,407</b>	<b>2,091,615</b>
<b>GROSS PROFIT (LOSS)</b>	<b>419,228</b>	<b>1,224,254</b>	<b>123,247</b>	<b>253,847</b>	<b>(501,476)</b>	<b>(372,286)</b>	<b>(256,690)</b>	<b>(19,407)</b>	<b>870,717</b>
<b>Expenses</b>									
<b>Operating, General &amp; Administrative Expenses</b>									
ACAT	-	-	-	-	-	-	115,000	-	115,000
Annoyance Reduction Programs:	-	-	-	-	-	-	-	-	-
Fly QT Program	-	-	-	-	-	-	128,000	-	128,000
B Zone Projects	-	-	-	-	-	-	-	-	-
Other Noise Abatement Expenses	-	-	-	-	-	-	-	-	-
Accidents and Damage	-	500	-	-	-	-	-	-	500
Access Control	8,000	-	-	-	-	-	-	-	8,000
Airshow	-	-	-	-	-	-	140,000	-	140,000
Aviation Safety Initiatives	1,500	-	-	-	-	-	140,000	-	141,500
Cash (Over)/Short - Bad Debt Expense	-	10	-	-	-	-	-	-	10
Communications	29,000	600	250	250	31,000	26,400	-	-	87,500
Conventions, Conferences	-	-	-	-	20,000	-	10,000	-	30,000
County Support	-	-	-	-	94,910	-	-	-	94,910
Credit Card Fees & Finance Charges	-	-	-	-	-	-	-	-	98,100
Directors' Fees & Expenses	77,000	21,100	-	-	80,300	-	18,000	-	98,300
Disaster Relief	-	-	-	-	-	-	-	-	-
Dues & Subscriptions	4,000	-	-	-	10,400	-	500	-	14,900
Election Expense	-	-	-	-	1,000	-	-	-	1,000
Employee Relations Activities	2,500	400	-	-	6,500	1,400	1,500	-	12,300
Employment Expense	1,500	-	-	-	3,000	-	-	-	4,500
Equipment Rental	-	400	-	-	15,000	-	-	-	15,400
Geographic Information System	15,000	-	-	-	15,000	-	15,000	-	45,000
Homebased Incentive	-	-	-	-	-	-	-	-	86,000
Insurance	11,400	86,000	-	-	31,000	6,500	-	-	76,400
Library & Reference Materials	100	22,500	2,000	3,000	1,500	-	-	-	1,600
Office Equipment	5,000	-	-	-	10,000	-	43,000	-	58,000
Office Supplies	1,000	100	-	-	19,000	-	300	-	20,400
Operating Supplies & Small Tools	4,000	500	250	250	8,000	12,000	-	-	25,000
Operations Monitoring Expenses	6,000	-	-	-	-	-	349,400	-	355,400
Permits, Licenses & Fees	7,000	-	-	-	30,000	1,500	-	-	38,500
Postage, Freight & Delivery	150	200	-	-	2,500	20	50	-	2,920
Printing, Copying, Publication of Legal Notice	-	150	-	-	3,000	1,000	100	-	4,250
Professional Services	-	-	-	-	-	-	-	-	-
Accounting & Auditing	-	-	-	-	22,000	-	-	-	22,000
Legal	-	-	-	-	85,000	-	13,000	-	98,000
Computer Support	1,000	28,800	-	-	52,200	-	-	-	82,000
Other Professional	293,333	30,000	-	-	177,334	-	218,333	-	719,000



Truckee Tahoe Airport District

Budget worksheet

Consolidated

FYE September 30, 2015	Airside Operation	Hangars	Other Business Leases	Warehouse	Administration	Maintenance	Aviation & Community Services	Land Management	Total
Engineering	8,500	-	-	-	23,100	-	-	-	31,600
Fiscal Analyst - Sustainability	10,000	4,000	4,000	1,000	10,000	1,000	10,000	-	40,000
Public Relations - Outreach	-	-	-	-	-	-	-	-	-
Consulting	-	-	-	-	-	-	45,000	-	45,000
Internet, Print, Broadcast & Direct Mail	-	-	-	-	15,000	-	69,000	-	84,000
Events and Programs	-	-	-	-	-	-	-	-	-
Sponsorships	-	-	-	-	-	-	30,000	-	30,000
Pilot Outreach	-	7,000	13,548	-	-	-	-	-	20,548
Promotional Items	-	-	-	-	-	-	18,000	-	18,000
Travel	-	-	-	-	1,500	-	-	-	1,500
Utilities	37,000	67,611	10,000	7,000	35,000	25,000	12,000	-	193,611
Other (Income) Expense	-	-	-	-	-	-	-	-	-
<b>Total Operating, General &amp; Admini:</b>	522,983	269,871	30,048	11,500	803,244	74,820	1,376,183	-	3,088,648
<b>Repairs and Maintenance</b>									
Vehicles Expense	33,400	-	-	-	100	11,500	-	-	45,000
Equipment Expense	23,800	-	-	-	100	18,000	-	-	41,900
Airfield Equipment, Lights & Signs	34,100	-	-	-	-	-	-	-	34,100
Aviation Safety Equipment	5,000	-	-	-	-	-	-	-	5,000
Pavement Maintenance	2,450,000	-	-	-	-	-	-	-	2,450,000
Airfield - Facility Maintenance	74,700	-	-	-	-	-	-	-	74,700
Hangars - Facility Maintenance	-	427,925	-	-	-	-	-	-	427,925
Other Business Buildings - Facility Maintenan	-	-	92,306	-	-	-	-	-	92,306
Warehouse - Facility Maintenance	-	-	-	70,900	-	-	-	-	70,900
Firefighting & Haz Mat. Response	2,500	2,500	250	250	500	2,500	-	-	8,500
Terminal Building - Facility Maintenance	-	-	-	-	4,750	-	-	-	4,750
Maintenance Buildings - Facility Maintenan	-	-	-	-	-	4,400	-	-	4,400
Land Management	-	-	-	-	-	-	-	289,600	289,600
<b>Total Repairs &amp; Maintenance</b>	2,623,500	430,425	92,556	71,150	5,450	36,400	-	289,600	3,549,081
<b>Net Operating Income (Loss) Before Depreciation</b>	(2,727,255)	523,959	643	171,197	(1,310,170)	(483,506)	(1,632,873)	(309,007)	(5,767,012)
Depreciation Expense	-	-	-	-	-	-	-	-	-
<b>NET OPERATING INCOME (LOSS)</b>	(2,727,255)	523,959	643	171,197	(1,310,170)	(483,506)	(1,632,873)	(309,007)	(5,767,012)
<b>Other Income and (Expense)</b>									
Property Tax Revenue	-	-	-	-	4,585,000	-	-	-	4,585,000
Other Non-Operating Revenues	-	-	-	-	-	-	-	-	-
Operating Grants	1,923,300	-	-	-	-	-	-	-	1,923,300
Gain (Loss) on Disposal of Assets	-	-	-	-	-	-	-	-	-
Interest Income	-	-	-	-	55,000	-	-	-	55,000
Interest Expense	-	-	-	-	-	-	-	-	-
Federal & State Capital Contributions	-	-	-	-	-	-	-	-	-
<b>Total Other Income and (Expense)</b>	1,923,300	-	-	-	4,640,000	-	-	-	6,563,300
<b>NET INCOME (LOSS)</b>	(803,955)	523,959	643	171,197	3,329,831	(483,506)	(1,632,873)	(309,007)	796,288

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

CASH FLOW FROM OPERATIONS (NET OPERATING LOSS)	796,288
CAPITAL EXPENDITURES FOR FY 2013-2014	
FAA GRANT ELIGIBLE PROJECTS/ITEMS	
Cat Loader	(460,000)
Sweepster Lighted X's	(80,000)
TOTAL OF GRANT ELIGIBLE ITEMS	(540,000)
ESTIMATED GRANT PROCEEDS	486,000
ESTIMATED TTAD CONTRIBUTION TO ABOVE ITEMS	(54,000)
OTHER 2013 - 2014 PROJECTS	
Enhanced ARFF Resources for Airport & Community	(450,000)
Helipad for Emergency Services (Tahoe City)	(270,000)
Replace Bald Mountain Beacon	(100,000)
Jet Fuel Convault for Emergency Services	(50,000)
Replace Plow Truck	(430,400)
TOTAL FOR OTHER PROJECTS	(1,300,400)
LAND PURCHASES / DEVELOPMENT	
Allocation for land purchase/development	-
TOTAL FOR LAND PURCHASES / DEVELOPMENT	-
TOTAL CAPITAL EXPENDITURES	(1,840,400)
ESTIMATED GRANT PROCEEDS	486,000
NET CASH REQUIREMENTS FOR CAPITAL EXPENDITURES	(1,354,400)
	(558,112)



TRUCKEE TAHOE AIRPORT DISTRICT  
Fiscal 2014-2015 Budget Summary Table

	FY 2013-2014 Budget	FY 2013-2014 Estimate	FY 2014-2015 Budget
<b>Operating Revenues</b>	\$ 3,986,418	\$ 4,340,493	\$ 4,611,782
Cost of Sales	(1,283,972)	(1,459,515)	(1,649,450)
Salaries, Wages & Benefits	(2,182,577)	(1,999,948)	(2,091,615)
Total Cost of Sales & Personnel	(3,466,549)	(3,459,463)	(3,741,065)
<b>Gross Profit</b>	\$ 519,869	\$ 881,030	\$ 870,717
<b>Expenses</b>			
Operating, General and Administration	(2,417,665)	(2,130,174)	(3,088,648)
Repairs & Maintenance Expense	(1,816,580)	(2,321,711)	(3,549,081)
FAA Grant Reimbursements		1,053,000	1,923,300
Total Expenses	(4,234,245)	(3,398,885)	(4,714,429)
<b>Net Gain (Loss) from Operations</b>	\$ (3,714,376)	\$ (2,517,855)	\$ (3,843,712)
<b>Other Revenue and Expenses</b>			
Property Tax Revenue	4,360,000	4,496,787	4,585,000
Other Income (Interest)	30,000	55,695	55,000
Other Expense (Disposal of Assets)		(38,597)	
Total Other Revenue and Expenses	4,390,000	4,552,482	4,640,000
<b>Net Income before Depreciation</b>	\$ 675,624	\$ 2,034,627	\$ 796,288
<b>Capital Expenditures</b>			
Capital Expenditures	(1,900,400)		(1,840,400)
Capital Grants	387,360		486,000
<b>Net Gain (Loss) from Capital Expenditures</b>	(1,513,040)	-	(1,354,400)
<b>Net Increase (Decrease) in Cash</b>	\$ (837,416)	\$ 2,034,627	\$ (558,112)

### Summary Usage of Property Taxes

Area Program	% of Property Taxes in FY2014 Estimate	% of Property Taxes in FY2015 Draft Budget
Loss from Operations	40%	47%
Master Plan/CEQA	-2%	-4%
Hangar 3 Design	0%	-9%
Pavement Maintenance	-15%	-11%
Facilities Maintenance	-10%	-14%
Forest Manangement	-4%	-6%
Loss from Operations-net of above	9%	3%
TTAD Portion of FAA Grant Projects	0%	1%
Annoyance Reduction Programs and Community Outreach Projects	26%	36%
Other Capital Projects	15%	30%