



**TRUCKEE TAHOE AIRPORT DISTRICT
BOARD OF DIRECTOR STAFF REPORT**

AGENDA TITLE: Adoption of Final Budget for Calendar Year January to December 2019

MEETING DATE: November 28, 2018

PREPARED BY: Sally Lyon, Director of Finance and Administration & Kevin Smith, General Manager

RECOMMENDED ACTION: (Approve by Consent) Approve Final Budget for Calendar Year End December 31, 2019

DISCUSSION: This memorandum introduces a budget for Calendar year December 31, 2019. Included in this document are proposed Revenues, Expenses for the year as well as proposed Capital Projects to provide analysis of Cash Flow needs to insure financial viability of the District.

The budget process began in August 2018 when the Board of Directors reviewed budget goals and funding opportunities for the calendar year 2019. To assist the Board, staff has also provided a 5 year forecast. At the September meeting, the board of Directors reviewed the first draft of the detailed budget and narrative. The changes highlighted below reflect the recommendations from the Board at that September meeting. At the October meeting, the Board by motion re-inserted the Automated Dependent Surveillance-Broadcast (ADS-B) project as a flagged item in the Capital Projects list. That addition and a few other staff recommended changes, increasing expenditures by \$182,000 are discussed below. The 2019 final Budget will be presented at the November 28th Board Meeting.

In this 3rd draft of the Budget, Unrestricted Cash is projected to begin the year at \$9.3 million and end the year at \$3.6 million.

For purposes of comparison, the budget is compared to a Calendar Year estimate and budget for 2018 as well as actual results for the fifteen-month year ending December 31, 2017.

Changes from the Draft Budget reviewed October 24, 2018:

Operating Budget

- **Airshow:** At the October Board Meeting, the Board approved an additional \$15,000 funding for the Airshow from current year revenues from special events in Aug. to Oct. 2018.
- **Operations Monitoring:** Operations monitoring increased \$25,000 to include software fees for Plane Noise.
- **Air Traffic Tower Staffing:** Tower Staffing increased \$17,000 to reflect contract.
- **Public Relations-Consulting:** Public Relations increased \$50,000 to allow for additional PR and communications with the community.
- **Community/Agency Partnerships:** Community/Agency Partnerships increased \$75,000. TDRPD irrigation project \$125,000 removed, funding has been secured elsewhere. North Tahoe PUD Trailhead Project committed funds \$160,000 and local Truckee shuttle support committed funds \$40,000.
- **Facility Maintenance:** Warehouse maintenance increased by \$75,000 for required improvements to the building.

The above operational changes increased expenditures by \$182,000.

Capital Expenditures

- **ADS-B:** This project was in the September preliminary budget for \$1,750,000, removed for the October Draft and by Board motion, added back in at the October Budget review as a flagged item.

The above Capital Expenditure changes increased 2019 Capital Projects by \$1,750,000.

The Director of Finance and Administration and General Manager would like to thank all who participated in the annual budget process. We are pleased to present the CY2019 Budget for approval.

The Budget was also discussed and amendments proposed at the August 22, 2018 and September 26, 2018 Board Meetings. All discussion and amendments have been incorporated into this final draft of the CY2019 Annual Budget.

ATTACHMENTS:

CY2019 Operating and Capital Expenditure Final Budget