



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

**AGENDA TITLE:** Review and Discussion on Second Draft of Preliminary Budget

**MEETING DATE:** October 28, 2020

**PREPARED BY:** Kelly Woo, Director of Finance and Administration and Kevin Smith, General Manager

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**RECOMMENDATION:** Review Budget and hear presentation from Staff regarding second draft of preliminary budget. Provide direction to staff in preparation of final Budget adoption at the December 2, 2020 Board Meeting.

**DISCUSSION:** The Board held the first Budget workshop on August 26, 2020 for the FY2021 which begins on January 1, 2021 and ends December 31, 2021. Guidance and direction received at the August 26<sup>th</sup> workshop was incorporated into the 1<sup>st</sup> Draft of the Preliminary Budget presented at the September 23, 2020 Board of Directors meeting. After a thorough review by the Board with additional guidance and direction received, staff has prepared the 2<sup>nd</sup> Draft of the Preliminary Budget for Board and public review. While many changes were made the following list are highlights of revisions in this second draft.

- The Narrative now list information and description for all budget line items.
- Greenhouse Gas Initiatives were raised from \$50,000 to \$75000 (line 99).
- Additional detail was included for Facility Maintenance projects (line 117-123)
- \$1,000,000 was included for Land Acquisitions (Capital Projects list).
- Administration Building addition was removed for Capital Projects list.
- The following items have been Flagged requiring Board approval before expenditures can be made during Budget Year. These are:
  - o Admin Building Parking Lot Expansion
  - o Hangar 1 Door Replacement
  - o Agency Partnership, Transportation, and Housing Funds
  - o The Godbe Community Survey

- The Budget Summary and the Budget Detail with the 3 Departments detail have a more user-friendly reference system.
- Updated office lease to \$45,000 (line 79)
- Updated Fire Suppression Equipment to \$25,000 (line 121)
- Fly Quiet Program to \$180,000 (95% participation). This includes \$50k for an additional Fly Quite incentive under consideration. (line 62)

One item of note to consider is the projected \$1.9 million Total Cash Available Dec. 31<sup>st</sup>. This is our maximum exposure number if we spend every dollar programmed in 2021. It is unlikely to occur as we usually outperform this number but should be recognized. Staff is comfortable going into the 2021 Budget year with this potential end of year cash balance but recommends a mid-year (June or July 2021) budget review to check District performance in both revenue and expenditures to see if adjustments are necessary.

**SAMPLE MOTION:** No motion is necessary for this request.

**ATTACHMENTS:**

2<sup>ND</sup> Draft of Preliminary Budget