

# MEMO:

To: Board of Directors and Staff  
From: Jane E. Dykstra  
Subject: Fiscal 2012-2013 Budget  
Date: September 11, 2012

Attached is the revised 2012-2013 budget and assumptions. The following changes were made based on the discussion at the September 6, 2012 Budget Workshop:

1. The 1,040 hours of part-time seasonal labor budgeted for the Operations/Maintenance Department was deleted. This results in a decrease in Total Payroll and Benefits (line 56) of \$19,062.
2. A flag was added to line 50 related to Employee Benefit Insurance renewals.
3. Lines 69 and 70 in the draft budget ("Fly QT Program" and "Other Noise Abatement Expenses") have been combined into line 71, "Annoyance Reduction Programs (Includes Fly QT Program)." This was due to the space requirements for the requested addition of two new line items to the table. Lines have been reordered and renumbered as appropriate.
4. The requested safety programming shows up in two places; line 72 and line 128. "Aviation Safety Initiatives," shown on line 72, has \$25,000 split between Airside Operations and Administration (note that this includes \$7,000 that was previously in line 96 – Outreach Events). Any consulting, meeting or presentation programming related to safety would be included here. "Aviation Safety Related Equipment," is included in the Repairs and Maintenance section of the budget and it includes the purchase of physical objects that will help the airport in its efforts to improve safety. Line 128 includes \$10,000 for the installation of four density altitude signs and \$4,600 for lighted windsocks – these amounts were previously included in the line above (Airfield Equipment, Lights and Signs). The amount related to the density altitude signs has been decreased as the signs are being purchased out of FY2012's budget and the installation only will need to be covered in FY2013. This will allow the signs to be operational sooner.
5. Line 91, "Operating Supplies / Small Tools" has been increased by \$1,500 to cover the cost of *FBO Toolbox*, a Web-based, market-analysis and flight-tracking application. The new software offers users an in-depth look into the flying habits of both current and potential customers.
6. In line 95, "Internet, Print, Broadcast and Direct Mail," the \$70,000 allocated for the budget and the \$15,000 for the creation of an Airport app for iPads was redistributed across the department columns with one-third going to each Airside Operations, Administration and Community Outreach. This reflects the three

categories the website is divided into: Community, Pilot & Passengers, and Airport.

7. Line 96, "Events and Programs," has been decreased by \$7,000 – the amount included that related to pilot and aviation group safety meetings. Those funds are now included in the Aviation Safety Initiatives (line 72) total of \$25,000.
8. Line 99, "Pilot Outreach," was redistributed to show the \$2,000 related to pilot incentive programs in the Airside Operations column; the \$13,500 related to the payment-in-kind from the EAA has been left in the Community Outreach column as the programs they provide to earn rent credit are primarily non-airport community based.
9. Other Professional Fees (line 107) was decreased by \$50,000 to eliminate the rules and regs/minimum standards work. The consulting projects included were allocated across departments based on staff's estimation of the relationship each project has to the various revenue/cost centers. Engineering expenses have also been allocated to the various departments.
10. Line 109 "Fiscal Analyst – Sustainability Evaluation" was added for \$10,000.
11. Line 132 has a note added to it related to the M Row hangar roof repair.

A summary of changes to Line 215, "Net Cash Flow," follows:

Net Cash Flow – draft of 9/6/12	\$	84,542
Decrease in Personnel Costs		19,062
Eliminate Rules & Regs/Minimum Stds Consulting		50,000
Add <i>FBO Toolbox</i>		(1,500)
Decrease amount related to density altitude signs		9,000
Add amount for sustainability consultation		(10,000)
Add amount for safety programming		(18,000)
Net Cash Flow – Revised	\$	<u>133,104</u>

The budget will not be published until the fiscal 2011-2012 audit is completed, as those numbers appear in the final document. Please keep the attached copy for reference until the bound editions are distributed in December.