

MEMO:

To: Board of Directors and Staff
From: Jane E. Dykstra
Subject: Fiscal 2012-2014 Budget
Date: September 6, 2013

Attached you will find a draft budget for the 2013-2014 fiscal year. This is being provided to you in advance of the Budget Workshop, which is to be held on September 16, 2013 at 1:00 PM. For review and comparison purposes **please have a copy of last year's budget available to reference at the workshop.** Consistent with prior years, flags (◀) have been added to denote items which require additional Board approval before funds may be expended.

Some budget highlights are as follows:

1. The number of gallons of both types of fuel to be sold in the 2013-14 fiscal year is budgeted based on an estimate of the number of gallons that will be sold in FY2013. Based on historical data for 100LL sales, the number of gallons sold is projected to decrease by 3%. The number of gallons to estimate for JetA is more difficult since two of the last five years Runway 11-29 has been at least partially impacted due to major pavement work. The number of gallons estimated is estimated to increase 7% from the estimated FY2013 sales. For reference, the number of gallons of 100LL sold in the current year are forecasted to be 85% of the number that were sold in the year ended 9/30/2010, while the number of gallons of JetA is forecasted to be 137% of the number sold that year.

The fuel revenues are budgeted based on a margin of \$0.75 being added to the purchase price of 100LL for self-serve sales and an additional \$0.55 added for full-serve 100LL sales (the distribution between self versus full-serve sales was made based on the ratio since the new pricing structure took effect in January). A margin of \$2.00 is added to the purchase price of JetA to arrive at the sales price. The District's purchase prices at August 20, 2013 were used to estimate revenues. The Other Business Leasing (OBL) tenant discount program (Careflight, Sierra Aero and Soar Truckee) has been budgeted based on discounts of \$0.10 per gallon for 100LL and \$0.50 per gallon for JetA. The budget assumes the same number of gallons will be sold to the OBL tenants in the upcoming fiscal year as they purchased in the August 2012 – July 2013 time frame.

The District will have a new fuel provider beginning in October. The opportunity to become a "contract fuel" provider is being considered. Contract fuel is sold directly from the fuel provider (Avgas) to the user. The District pumps the fuel and can set the margin desired. There is no projection for the possible effect on sales volumes or profits as it is unknown; the margin will be closely monitored. Staff feels there is significant potential to incentivize existing jet and turbo prop aircraft to purchase fuel through contract fuel programs and/or pricing our fuel to be regionally competitive. As we begin offering with Avfuel, we will have the opportunity to work with their pricing and contract fuel specialists to better understand our market – with the end goal of maximizing the average JetA uplift per aircraft, taking in to consideration our facility limitations, altitude and potential for increased annoyance.

2. Tiedown and Transient Use Fee revenues were budgeted based on the activity for the last twelve months (with an adjustment factored in for the time RWY 11-29 was closed) and the fee schedule currently in effect.

3. Hangar Rental Revenues have been budgeted based on the rates that went into effect September 1, 2013. The base rate for each hangar, less any annual prepayment discount, is

considered revenue, and the signatory incentives taken by the tenants are reflected as expenses in the General and Administrative section. A 12% vacancy rate has been factored into the budgeted revenues; the current vacancy rate is 9%.

The District has one executive hangar (A09) in the overnight hangar pool; note that when a T-hangar is vacant it can also be used as a nightly rental. The current year revenues from nightly hangar rentals are \$19,500 - \$20,000 have been included in the budget for the upcoming year.

4. A 1.0% CPI increase has been factored into the Rental Revenues for Other Business Leasing and Warehouse Revenues. No revenues have been budgeted for Hangar #2, as its disposition has yet to be decided.

5. Budgeted salaries, wages, and benefits (line 56) increased from last year's budget by 4.27%. This reflects an increase of 3.06% in salaries and wages, which includes the 1% COLA approved at the August Board Meeting.

The budget assumes all 19 positions are filled and, consistent with the prior year, includes seasonal snowplow workers in the Operations and Maintenance department. The District currently has 19 full-time (including one position filled by a temporary agency). A vacancy factor has been included in the budget – the factor was calculated as one-quarter of the total part-time wages budgeted (snow removal personnel) – AND – the wages equivalent to one of the District's hourly positions being open for one-quarter of the year (based on an average of all hourly positions). Personnel expenses are allocated among the departments in accordance with management's best estimate of task performance. The following chart shows the percentage allocation by budgetary column.

Personnel Cost Allocation by Department, by Position

	Airside Operations	Hangars	Other Business Leases	Warehouse	Admin	Maint	Comm. Outreach	Land Mgmt.
General Manager	0.100	0.050	0.050	0.050	0.350	0.100	0.300	
Dir Av. & Bus. Svcs.	0.150	0.150	0.025	0.025	0.425	0.050	0.175	
Dir. Finance & Admin.	0.200	0.100	0.050	0.050	0.500	0.050	0.050	
Dir. Ops & Maint.	0.250	0.050	0.050	0.050	0.300	0.150	0.050	0.100
Admin Clerk	0.100	0.020	0.010	0.010	0.600	0.010	0.250	
Com. & Env.Affairs Mgr.	0.100				0.150		0.700	0.050
District Clerk		0.400	0.010	0.010	0.500		0.080	
Ops & Maint Employees	0.500	0.030	0.020	0.020	0.100	0.280	0.050	
Snow Removal - Temps	0.500	0.250	0.050	0.050	0.070	0.080		

The District's CalPERS (line 46) contribution rate is currently 15.685%, and the most recent actuarial study forecasts that rate going to 16.6% in July 2014. However, CalPERS has advised all contracting agencies that changes they have made to their amortization policies may have an affect on the rate that goes into effect 7/1/14. To be conservative, the budget uses a rate of 17% for the period from July 1, 2014 – September 30, 2014. Line 46 includes both the District portion of the contribution and the employee portion – Line 47 then backs out the employee contribution that is made through payroll deductions. The District has three tiers of the pension plan in effect: the 2.7%@55 tier includes 17 of the current employees, the 2%@60 tier includes 2 employees, and the 2%@65 tier, which will be applicable to new employees going forward,

assuming they are not current PERS members. All employer contributions are calculated at the highest rate as the effect of the various tiers is not significant until a larger percentage of the employee population falls into the other tiers.

Employee Benefit Insurance (line 50) is budgeted to increase 2.8% from the prior year's budget. The change in the employee health insurance program, which added a self-insurance portion for the District, went into effect on August 1, 2012; the District's annual savings under the new program will not be known until all claims are filed for the year, but appear to be over \$70,000. The history of the first year in the program was used to calculate the self-insurance portion of the medical coverage for FY2014. The District's medical premiums paid to Anthem are budgeted to increase 12% beginning with the renewal on August 1, 2014. The dental and vision premiums are budgeted to increase by 7% at the time of the policy renewal. The amount shown as Employee Benefit Insurance is net of the 7% employees contribute toward the insurance.

The District's Workers' Comp Insurance (line 51) experience factor has increased from 103% to 119%. The increase over the prior year's budget is \$11,700 or 19%. The District had a large Workers' Comp claim in 2009, which will roll out of the experience factor calculations next year. Due to good claims history since then, the experience factor is expected to decrease next year. Training and Education (line 53) costs are budgeted at \$48,000 to reflect the Aviation Knowledge Certification Program, the general manager's aviation stipend, employee flight currency, and other employee training opportunities. Other Employee Benefits (line 54) include the General Manager's car allowance of \$500/month, cell phone and uniform allowances, plus insulated coveralls, rain gear and other safety clothing as needed.

6. Most Operating, General and Administrative Expenditures are based on actual amounts expended for the twelve-month period from 8/1/12 – 7/31/13 and then adjusting for specific circumstances. Detail is included in the Budget Assumption section.

7. Operating, G & A expenses (lines 60 – 121), in total, increased \$93,151 from last year's budget. Major (greater than \$10,000) variances are detailed below (line items in parenthesis correlate to the budget draft):

- ACAT (lines 62 - 66) has been budgeted at \$148,000 in total. The prior year budgeted amount was \$72,500. Hardy Bullock and the ACAT can address any questions related to their budget, a copy of which is attached to this memo.
- Air Show (line 69) has been budgeted at \$130,000 based on the latest thinking of the Air Fair and Family Festival Committee. The prior year budgeted amount was \$115,000; the actual amount expended was just over \$105,000.
- Aviation Safety Initiatives (line 71) have been budgeted at \$15,000, a decrease from the \$25,000 budgeted in the prior year. Actual expenditures through July 31, 2013 were \$5,275.
- Directors' Fees & Board Meeting Expenses (line 77) is budgeted at \$40,000 versus \$62,300 in the prior year; a decrease of \$22,300. The portion in the Community Outreach Department column (\$20,000) represents the estimated costs of broadcast/internet production. The amount in the prior year was \$40,000 as the costs for the process were unknown at that time.
- Election Expenses are not budgeted; in the prior year they were estimated at \$25,000.
- Geographic Information System (line 86) – Over the prior three years the District has

incurred costs related to the system setup and training. The current year budget includes \$37,000 in expenses – a decrease from the \$60,000 budgeted in the prior year.

- Insurance (line 85) is budgeted at \$10,000 less than the prior year (\$80,000 versus \$90,000) primarily due to the decrease in property coverage premiums related to the Public Entity Insurance Program.
- Office Equipment – Repair and Maintenance and Purchase (line 87) – The increase in this line item over the prior year budget is \$22,500. The increase in information technology equipment over the past three years contributes to the increase, as does the addition of a backup server site in the maintenance building (budgeted cost is \$10,000).
- The Outreach Program (lines 92-99) - The total of the line items was \$212,200 in the prior year and the FY2014 total is \$210,050 – which represents a slight decrease. The detail is being highlighted here because the amounts in some of the individual line items changed significantly. In the current year, there are \$24,000 budgeted for an outside consultant to help in building on the communications gains made with the master plan work; there were no funds budgeted for outside public relations consultants in the prior year. Another significant change is the breaking out of the Website expenses into their own line. The estimated fees to complete the new website are \$45,000; \$7,625 had been incurred through August 31, 2013. An additional \$15,000 has been budgeted for the development of a TTAD app.
- Professional Services – Computer Support/Network Administration (line 106) – have increased from \$21,700 in the FY2013 budget to \$61,500 in the FY2014 budget. The increase is the result of budgeting \$18,000 for an IT Content Management System, \$8,000 for penetration testing and an internal threat assessment, and increases to network and data monitoring services. As the new Director of Finance and Administration will not be as familiar with the software applications, the budget includes funds to purchase product support as needed.
- Professional Services - Other Professional Fees (line 107) are budgeted at \$279,000 for the 2013-2014 fiscal year. The anticipated projects include: \$150,000 for the Airport Master Plan, \$85,000 for aviation consulting (including the 'one-in/one-out' issue, visual RNAV, procedure projects, and operator outreach), \$30,000 in consulting costs related to the creation of a utility facilities plan, \$7,000 related to appraisals of potential land purchases, \$5,000 for the Art Coordinator, and \$2,000 for consultation related to employment issues. This represents an \$85,000 decrease from the prior year's budget.
- Professional Services – Engineering (line 108) has increased \$39,429 from the FY2013 budget. That reflects the inclusion of the \$36,429 in Design/Construction Administration costs related to the projects in the Facilities Maintenance Plan.
- Professional Services – Fiscal Analyst/Sustainability Evaluation (line 109) has increased from \$10,000 in the prior year to \$35,000 in FY2014. The current year's budget includes \$10,000 to evaluate the multipurpose community hangar project and \$35,000 to be used to be used as directed to evaluate projects such as the re-purposing of a row of T-hangars, evaluation of the District's minimum standards or other fiscal sustainability questions.

8. Repair and Maintenance Expense (lines 122 – 135) includes expenses related to the District's vehicles, equipment, airfield, and facilities. The projects contained in the Facility Maintenance Plan are included here. In addition, the forest management expenses are included in this section of the budget.

- The expenses for vehicles and equipment include fuel and insurance, in addition to repair and maintenance costs.
- The equipment expense (line 125) increased \$22,550 from the prior year budget. The increase represents \$10,000 in refurbishment to the older of the District's JetA trucks, \$10,000 for snow removal equipment blades (purchase and maintenance), an additional \$5,000 in diesel fuel (related to both an increase in cost and an anticipated increase in usage), and \$2,600 to replace the rear main seal on the new JetA truck.
- The airfield equipment line (line 126), is \$16,000 more than the prior year budget. The current total of \$86,600 includes \$65,000 in electrical repairs to the fuel farm and the self-serve fuel island suggested by the Facilities Maintenance Plan. The balance of the expenses relate to airfield signage, equipment, beacons and lights.
- The "R&M - Pavement Maintenance and Cracksealing" expense (line 128), includes funds (\$20,000) to purchase supplies for crack sealing performed by District employees and \$15,000 for an update to the Pavement Management Plan (PMP). It also includes a placeholder of \$695,750 for pavement maintenance projects to be completed next summer - the acceleration of the PMP has left only \$63,000 of work scheduled for the summer of 2014. The updating of the PMP this fall will rectify this situation. The \$695,750 assumes a project such as the "rehabilitation" of South Ramp will be planned. The projects are included in the budget with no assumption of FAA grant participation; timing and FAA funding priorities will determine if any of the cost of the projects is shared with the FAA.
- Repair and Maintenance - Facilities (line 131) includes facilities related maintenance expenses spread across the various departments. Of the \$528,180 budgeted, \$399,430 represents amounts taken from the Facilities Maintenance Plan detail. Budgeting for those projects was done using the amounts in the Plan; however, individual project costs will be analyzed and some costs may be lower if projects are completed by Staff.
- Estimated Forest Management expenses of \$266,800 have been included in this section (line 133), based on the approved Forest Management Plan.

9. Other Income and Expense includes the LAIF interest income which is calculated at 0.25% (July's effective yield was 0.267%), on a sliding balance that reflects the estimated timing of the in-flow of property tax revenues. Earnings on the certificates of deposit have been included as well.

10. Capital Expenditures have been broken into three sections: FAA Grant Eligible, Other Projects, and Land Purchases/Development.

- **FAA Grant Eligible** (lines 163-173): The only FAA Eligible capital item listed is the replacement of the 1990 OshKosh **Plow Truck**, which is also included in the ACIP as a 2014 expenditure. The specifications are being prepared so that the District can have the project on the FAA's desk when the next round of funding is discussed.
- **Other 2013-2014 Projects** (lines 178-191): The purchase of **Enhanced Aircraft Rescue and Firefighting Resources** is listed on line 179 – this asset would benefit not only the District, but also the community, in the event there was an aircraft accident/fire off of the airfield. It could also be used for regular assistance and emergency calls throughout the community. The **Design and Permitting for a Multipurpose Community Hangar** is included at \$375,000. The Godbe community survey showed that the constituents are in favor of this project. The

budget includes funds in line 109 to study the feasibility of the project. If the Board chooses to move to the next phase of the project, funds are budgeted for design and permitting, with construction anticipated in FY2015. The construction of the **Helipad for Emergency Services** on the Tahoe City golf course and the **Replacement of AWOS** are two projects that continue on the budget from the prior fiscal year. The helipad should break ground in 2014 and the AWOS project is underway. **Replacement of the Bald Mountain Beacon** is required due to height and safety issues. The replacement of the **2000 Man-lift** with a used model and **Replacement of the 2007 Operations Truck** were both anticipated by the Equipment Replacement Schedule, which is included in the Budget Workshop informational package. The District should make a more permanent **Jet Fuel Convault for Emergency Services** which will meet environmental and FAA requirements. A **Small 4WD SUV** would be used by District personnel for travel in winter (currently the van is used, but it is only 2WD), as a vehicle for outreach, administrative and operational needs. The **Vehicle Lift in the Maintenance Bay** requires replacement to allow personnel to safely service the District's equipment. The purchase of **Lease Management Software** will allow Staff to more effectively and efficiently manage the leased properties; the software was successfully demoed during FY2013.

- **Land Purchase/Development** (lines 193-195): Note that no funds have been allocated in the FY2014 budget for the purchase or development of additional property. At the September 2012 Board Meeting, the Board designated \$2 million in unrestricted net assets for this purpose. Staff is preparing the designations of unrestricted net assets for the September 2013 Board Meeting, and the \$750,000 that was budgeted in FY2013 for land acquisitions (and not spent) will be added to the existing \$2 million. There will then be \$2.75 million set aside for acquisitions, and those funds are accessible if a parcel becomes available, so no additional funding will be made in the FY2014 budget. The total net cash flow related to Land Management that is shown in line 204 (\$311,223) relates to forest management work on the parcels, general and administrative expenses related to the open space, and personnel costs of managing the property.

11. The assessed valuation of properties within the District's boundaries (from both counties) was slightly (2.85%) more than the prior year. Property Taxes (lines 207-212) have been estimated based on the Assessed Valuations received from the counties and the historical ratios of taxes received to prior valuations. The Estimated Allocations from the counties won't be received until after the budget is finalized. The budget assumes property tax revenues will increase by 1% for Placer County and 0.5% for Nevada County over the actual tax receipts in the July 1, 2012 – June 30, 2013 – those estimations include a reserve of 1%.

12. The Budget shows an estimated decrease of cash reserves of \$756,430. The chart on the following page shows a summary of the percentage of property tax revenues used by each of the categories highlighted by the Board's suggested budgeting parameters. Note that the ARFF truck, the multipurpose hangar and the helipad are all included in the "Other Capital Projects" category above, although a portion of each could be considered "Community Outreach."

Area/Program	% of Property Taxes in FY2014 Draft Budget	% of Property Taxes in FY2013 Budget
Loss from Operations	47	47
Included in above percentage:		
Master Plan	(2)	(4)
Pavement Maintenance	(17)	(21)
Facilities Maintenance Projects	<u>(11)</u>	<u>n/a</u>
Operating Loss – net of above	17	22
TTAD Portion of FAA Grant Projects	1	2
Annoyance Reduction Programs and Community Outreach Projects	29	27
Other Capital Projects	34	13
Land Purchase / Management	7	21

Please feel free to contact me before the Budget Workshop on the 16th with any questions you may have – note that I will be out of the office September 12 – 13. Many decisions must be made by the Board, and the workshop will go more smoothly if everyone has any technical questions on the formulation of the budget or the supporting schedules out of the way beforehand.

TRUCKEE TAHOE AIRPORT DISTRICT
FISCAL 2013-2014 BUDGET
Draft for 9/16/13 - Budget Workshop

				FY 2012-2013 BUDGET	FY 2012-2013 ESTIMATE	FY 2013-2014 BUDGET
OPERATING REVENUES				\$ 3,830,655	\$ 3,944,493	\$ 3,986,418
COST OF SALES				(1,137,802)	(1,195,789)	(1,283,972)
SALARIES, WAGES & BENEFITS				(2,090,322)	(1,910,506)	(2,179,591)
GROSS PROFIT				\$ 602,531	\$ 838,198	\$ 522,855
OPERATING, GENERAL & ADMIN. EXP.				(2,313,637)	(2,310,739)	(2,407,665)
REPAIRS & MAINTENANCE (NET OF OPERATING GRANTS)				(1,454,250)	(1,217,041)	(1,748,580)
NET LOSS FROM OPERATIONS				\$ (3,165,356)	\$ (2,689,582)	\$ (3,633,390)
PROPERTY TAX REVENUE				4,155,000	4,524,421	4,360,000
OTHER INCOME			A	535,000	64,622	30,000
NET INCOME BEFORE DEPRECIATION				\$ 1,524,644	\$ 1,899,461	\$ 756,610
CAPITAL FUNDING RECEIVED				828,360	433,745	387,360
CAPITAL EXPENDITURES NET OF PROCEEDS FROM SALES				(2,224,900)	(614,400)	(1,900,400)
NET INCREASE (DECREASE) IN CASH				\$ 128,104	\$ 1,718,806	\$ (756,430)
A Note that the \$500,000 receivable from the Joerger Family was budgeted to be received in FY2013.						

The FY2013 Estimate column shows an estimated increase to cash of \$1,718,806 for the fiscal year. This amount is only to be used in comparison with the FY2013 budgeted amount as it assumes all cash flows for the current year accrual expenses will occur by September 30, 2013 and it disregards expenditures related to FY2012 that were paid out in the current fiscal year.

TRUCKEE TAHOE AIRPORT DISTRICT
FISCAL 2013-2014 BUDGET
Draft for 9/16/13 - Budget Workshop

		AIRSIDE OPERATIONS	HANGARS	OTHER BUS. LEASES	WAREHOUSE	ADMINISTRATION	MAINTENANCE	COMMUNITY OUTREACH	LAND MANAGEMENT	CAPITAL IMPROVEMENTS	TOTAL	
	OPERATING REVENUES											
	Airside Operating Revenues											
1	Aviation Fuel Sales - 100LL	442,335	Based selling 3% more gallons then estimated to sell in the fiscal year ended 9/30/13.								442,335	1
2	Jet Fuel Sales including Prist	1,403,988	Based selling 7% more gallons then estimated to sell in the fiscal year ended 9/30/13.								1,403,988	2
3												3
4												4
5	Auto Parking	50,000	Based on 7/1/12 - 6/30/13 activity.								50,000	5
6	Tiedowns	90,000	Based on 7/1/12 - 6/30/13 activity, adjusted for 2012 runway closure.								90,000	6
7	Transient Use Fees	225,000	Based on 7/1/12 - 6/30/13 activity, adjusted for 2012 runway closure.								225,000	7
8												8
9	Oil and other Merchandise Sales	2,000	Based on 7/1/12 - 6/30/13 activity.								2,000	9
10	Services	27,565	Based on 7/1/12 - 6/30/13 activity.								27,565	10
11	Misc. Revenue - Coffee/Copies/Vending	500									500	11
12												12
13	Hangar Rental Income		1,231,000	Includes a 12 % vacancy factor.							1,231,000	13
14	Electricity Surcharge from Hangars		40,000								40,000	14
15												15
16	Other Business Leasing			155,730		Estimates a 1.0% CPI increase for OBL rents.					155,730	16
17												17
18	Warehouse Revenues				318,300	Estimates a 1.0% CPI increase for Warehouse rents.					318,300	18
19												19
20												20
21	TOTAL OPERATING REVENUES	2,241,388	1,271,000	155,730	318,300	0	0	0	0	0	3,986,418	21
22												22

TRUCKEE TAHOE AIRPORT DISTRICT
FISCAL 2013-2014 BUDGET
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		AIRSIDE		OTHER				COMMUNITY	LAND	CAPITAL		
		OPERATIONS	HANGARS	BUS. LEASES	WAREHOUSE	ADMINISTRATION	MAINTENANCE	OUTREACH	MANAGEMENT	IMPROVEMENTS	TOTAL	
23												23
24												24
25												25
26	COST OF GOODS SOLD											26
27												27
28	Aviation Fuel Cost - 100LL	374,100									374,100	28
29	Jet Fuel and Prist Cost	892,930									892,930	29
30	Oil & Lubricant Cost	900									900	30
31	Merchandise Purchases	1,500									1,500	31
32	Inventory Shrinkage	14,541	Estimate 1.5% of gallons sold for 100LL and 1% for JetA								14,541	32
33												33
34	TOTAL COST OF GOODS SOLD	1,283,972	0	0	0	0	0	0	0	0	1,283,972	34
35												35
36												36
37	PAYROLL AND EMPLOYEE BENEFITS											37
38												38
39	Salaries & Wages	358,300	69,550	28,886	28,886	296,328	184,051	173,823	12,559		1,152,383	39
40	Overtime	3,644	641	87	87	2,953	1,484	2,304			11,200	40
41	Other Pay	5,940	1,260	540	540	4,140	3,240	2,160	180		18,000	41
42	Vacation, Sick, and Holiday Pay (15%)	63,229	12,273	5,098	5,098	52,293	32,480	30,675	2,216		203,362	42
43												43
44	TOTAL SALARIES & WAGES	431,113	83,724	34,611	34,611	355,714	221,255	208,962	14,955	0	1,384,945	44
45												45
46	PERS Total Contributions	102,651	19,951	8,291	8,291	84,711	52,775	49,626	3,591		329,887	46
47	PERS Employee Contributions	(34,198)	(6,647)	(2,762)	(2,762)	(28,221)	(17,582)	(16,533)	(1,196)		(109,901)	47
48	Medicare Expense	6,251	1,214	502	502	5,267	3,208	3,135	218		20,297	48
49	FICA Expense - Temporary Employees	250	125	25	25	500	40	446			1,411	49
50	Employee Benefit Insurance	132,283	24,224	8,737	8,737	98,973	67,181	59,323	3,392		402,850	50
51	Workers' Compensation Insurance	29,165	2,619	1,629	1,629	13,307	15,577	8,163	963		73,052	51
52	State Unemployment	5,000					5,000				10,000	52
53	Training and Education (includes travel costs)	9,850				17,900	7,550	12,700			48,000	53
54	Other Employee Benefits	3,707				9,077	4,860	1,406			19,050	54
55												55
56	TOTAL PAYROLL AND BENEFITS	686,072	125,210	51,033	51,033	557,228	359,864	327,228	21,923	0	2,179,591	56
57												57
58	GROSS PROFIT (LOSS)	271,345	1,145,789	104,697	267,267	(557,228)	(359,864)	(327,228)	(21,923)	0	522,855	58
												59

TRUCKEE TAHOE AIRPORT DISTRICT
FISCAL 2013-2014 BUDGET
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		AIRSIDE OPERATIONS	HANGARS	OTHER BUS. LEASES	WAREHOUSE	ADMINISTRATION	MAINTENANCE	COMMUNITY OUTREACH	LAND MANAGEMENT	CAPITAL IMPROVEMENTS	TOTAL	
60	OPERATING, GENERAL, AND ADMINISTRATIVE EXPENSES											60
61												61
62	ACAT: See note A below											62
63	Meetings							15,800			15,800	63
64	Professional Services							14,000			14,000	64
65	Projects							104,700	A		104,700	65
66	Training and Education							13,500			13,500	66
67	Access Control / Security	1,000						500	500		2,000	67
68	Accidents and Damage	500	500			500	500				2,000	68
69	Air Show							130,000			130,000	69
70	Annoyance Reduction Programs (Includes Fly QT Program)							128,000			128,000	70
71	Aviation Safety Initiatives	10,000				5,000					15,000	71
72	Cash Over/Short	100									100	72
73	Communications - Phone/Radio/Internet	6,000	500			29,500	7,000	5,000			48,000	73
74	Conventions & Conferences					20,000		10,000			30,000	74
75	County Support - Tax Collection Fees					95,000					95,000	75
76	Credit Card Processing Fees	67,242	21,056								88,298	76
77	Directors' Fees & Board Meeting Expenses					20,000		20,000			40,000	77
78	Directors' Medical Insurance					76,000					76,000	78
79	Dues & Subscriptions	2,500				8,400	2,500	5,000			18,400	79
80	Employee Relations Activities	3,000	400			3,600	3,000	1,500			11,500	80
81	Employment Expenses	1,250				1,250	1,000				3,500	81
82	Equipment Rental					15,100					15,100	82
83	Geographic Information System	6,000				15,000	8,000	8,000			37,000	83
84	Homebasing Incentive	500	85,500								86,000	84
85	Insurance	11,200	25,600	1,600	3,200	32,000	6,400				80,000	85
86	Library and Reference Materials	1,000				500					1,500	86
87	Office Equipment - R & M & Purchase	2,000	500			28,000	2,500	7,500			40,500	87
88	Office Supplies	2,000	2,000			11,000	1,000	2,000			18,000	88
89	Operating Supplies/ Small Tools	6,500	500	250	250	4,500	9,500				21,500	89
90	Operating Supplies - Shop towels, laundry						4,000				4,000	90
91	Operations Monitoring					25,000		216,488			241,488	91
92	Outreach Program:											92
93	Consultant	5,000	3,000			6,000		10,000			24,000	93
94	Internet, Print, Broadcast and Direct Mail	4,000	1,000			9,250		40,000			54,250	94
95	Events and Programs							18,250			18,250	95
96	Sponsorships							25,000			25,000	96
97	Promotional Items							14,900			14,900	97
98	Pilot Outreach (includes EAA payment in-kind)							13,650			13,650	98
99	Website	30,000	5,000			15,000		10,000			60,000	99
100	Permits, Licenses, & Fees (Includes LAFCO fees)	2,500				33,100	2,700				38,300	100
101	Postage, Freight, and Delivery	100	1,200			2,200	500				4,000	101
102	Printing & Copying	1,000				3,000		1,000			5,000	102
103	Professional Services:											103
104	Accounting & Auditing					22,000					22,000	104
105	Legal					70,000		10,000			80,000	105
106	Computer Support / Network Administration	9,000	12,000			38,000		2,500			61,500	106
107	Other Professional Fees	80,000	7,500	7,500	7,500	39,500	30,000	85,000	22,000		279,000	107
108	Engineering	5,000	1,000			13,000	42,429				61,429	108
109	Fiscal Analyst - Sustainability Evaluation	8,000	3,000	2,000	2,000	25,000		5,000			45,000	109
110	Travel & Business Meals Expense (Local)	200				3,000		300			3,500	110
111	Utilities:											111
112	Electricity	34,500	67,500	4,500	6,000	15,000	16,500	6,000			150,000	112
113	Gas	2,750	250	3,250	250	4,250	9,250	2,000			22,000	113
114	Water & Sewer	2,000				10,000	1,000	2,000			15,000	114
115	Garbage	3,000	12,000			3,000	2,000	500			20,500	115
116	Fire Monitoring Service		4,000		400	2,200	900				7,500	116
117	Other (Income) and Expense					2,000					2,000	117
118												118
119	TOTAL OPERATING, G & A EXP	307,842	254,006	19,100	19,600	705,850	150,679	928,088	22,500	0	2,407,665	119
120												120
121	NET CASH TO HERE	(36,497)	891,783	85,597	247,667	(1,263,078)	(510,543)	(1,255,316)	(44,423)	0	(1,884,810)	121
	A The ACAT budget was prepared by the ACAT. The Projects budget contains \$18,700 to fund new projects; expenses in this category would be subject to Board approval before any funds are expended.											

TRUCKEE TAHOE AIRPORT DISTRICT
FISCAL 2013-2014 BUDGET
Draft for 9/16/13 - Budget Workshop

		AIRSIDE	HANGARS	OTHER	WAREHOUSE	ADMINISTRATION	MAINTENANCE	COMMUNITY	LAND	CAPITAL	TOTAL	
		OPERATIONS		BUS. LEASES				OUTREACH	MANAGEMENT	IMPROVEMENTS		
122	REPAIRS AND MAINTENANCE											122
123												123
124	Vehicles Expense (includes insurance \$7,200)	16,300					16,300				32,600	124
125	Equipment Expense	37,250					48,000				85,250	125
126	Airfield Equipment, Lights and Signs	86,000									86,000	126
127	Aviation Safety Related Equipment	5,000									5,000	127
128	R & M - Pavement Maintenance & Cracksealing	730,750									730,750	128
129	Anticipated Grant Funding for Eligible Pavement Maintenance	0									0	129
130												130
131	Repair and Maintenance - Facilities	13,000	284,420	100,860	54,500	53,800	21,600				528,180	131
132	Hazardous Material & Waste Disposal	6,000	500				7,500				14,000	132
133	Land Management								266,800		266,800	133
134												134
135	TOTAL REPAIRS & MAINTENANCE	894,300	284,920	100,860	54,500	53,800	93,400	0	266,800	0	1,748,580	135
136												136
137												137
138												138
139	NET CASH FLOW FROM OPERATIONS	(930,797)	606,863	(15,263)	193,167	(1,316,878)	(603,943)	(1,255,316)	(311,223)	0	(3,633,390)	139
140												140
141	Net Cash Flow from Operations, excluding Community Outreach and Land Management					(\$2,066,851)						141
142	Related Percentage of Property Taxes					-47.4%						142
143												143
144	Related Percentage of Property Taxes to Fund Pavement Work (included above)					-16.8%						144
145	Related Percentage of Property Taxes to fund Facilities Work per Plan (included above)					-10.7%						145
146												146
147						Net Cash Flow Related to Community Outreach		(\$1,255,316)				147
148						Related Percentage of Property Taxes		-28.8%				148
149												149
150												150
151	OTHER INCOME AND EXPENSE											151
152												152
153	Interest Income					30,000					30,000	153
154	Receipt of Long-Term Receivable from Joerger Family										0	154
155	Operating Grants										0	155
156												156
157	TOTAL OTHER INCOME AND EXPENSE	0	0	0	0	30,000	0	0	0	0	30,000	157
158												158
159	NET CASH FLOW BEFORE CAPITAL EXPENDITURES AND PROPERTY TAXES											159
160		(930,797)	606,863	(15,263)	193,167	(1,286,878)	(603,943)	(1,255,316)	(311,223)	0	(3,603,390)	160
161												161
162												162

TRUCKEE TAHOE AIRPORT DISTRICT
FISCAL 2013-2014 BUDGET
Draft for 9/16/13 - Budget Workshop

		AIRSIDE OPERATIONS	HANGARS	OTHER BUS. LEASES	WAREHOUSE	ADMINISTRATION	MAINTENANCE	COMMUNITY OUTREACH	LAND MANAGEMENT	CAPITAL IMPROVEMENTS	TOTAL	
163	CAPITAL EXPENDITURES FOR FY 2013-2014											163
164		Amounts designated by a ◀ require Board Approval prior to obligating any funds.										164
165	FAA GRANT ELIGIBLE PROJECTS/ITEMS											165
166	Replace Plow Truck									(430,400)	(430,400)	166
167												167
168												168
169												169
170												170
171												171
172	TOTAL OF GRANT ELIGIBLE ITEMS									(430,400)	(430,400)	172
173												173
174	ESTIMATED GRANT PROCEEDS									387,360	387,360	174
175												175
176	ESTIMATED TTAD CONTRIBUTION TO ABOVE ITEMS									(43,040)	(43,040)	176
177								Grant Eligible Projects As a Percentage of Property Tax Revenues			-1.0%	177
178	OTHER 2013 - 2014 PROJECTS											178
179	Enhanced ARFF Resources for Airport & Community									(450,000)	(450,000)	◀ 179
180	Design and Permitting for Multipurpose Community Hangar									(375,000)	(375,000)	◀ 180
181	Helipad for Emergency Services (Tahoe City)									(270,000)	(270,000)	181
182	Replace Bald Mountain Beacon									(100,000)	(100,000)	182
183	Automated Weather Observing System (AWOS) - YR 2									(80,000)	(80,000)	183
184	Replace 2000 Man-lift (assumes purchase of used equip)									(50,000)	(50,000)	184
185	Replace 2007 Operations Truck									(35,000)	(35,000)	185
186	Jet Fuel Convault for Emergency Services									(30,000)	(30,000)	186
187	Small 4WD SUV									(30,000)	(30,000)	187
188	Replace Vehicle Lift in the Maintenance Bay									(25,000)	(25,000)	188
189	Lease Management Software									(25,000)	(25,000)	189
190											0	190
191	TOTAL FOR OTHER PROJECTS									(1,470,000)	(1,470,000)	191
192								Total Other Projects as a Percentage of Property Tax Revenues			-33.7%	192
193	LAND PURCHASES / DEVELOPMENT											193
194	Allocation for land purchase/development								0		0	◀ 194
195	TOTAL FOR LAND PURCHASES / DEVELOPMENT								0		0	195
196												196
197												197
198	TOTAL CAPITAL EXPENDITURES (LINES 172 189 & 194)								0	(1,900,400)	(1,900,400)	198
199												199
200	ESTIMATED GRANT PROCEEDS (LINE 174)								0	387,360	387,360	200
201												201
202	NET CASH FLOW FOR CAPITAL EXPENDITURES	0	0	0	0	0	0	0	0	(1,513,040)	(1,513,040)	202
203												203
204	NET CASH FLOW after CAPITAL EXPENDITURES and BEFORE PROPERTY TAXES											204
205		(930,797)	606,863	(15,263)	193,167	(1,286,878)	(603,943)	(1,255,316)	(311,223)	(1,513,040)	(5,116,430)	205
206												206
207	PROPERTY TAXES					Net Cash Flow Related to Land Purchase / Management			(311,223)			207
208						Related Percentage of Property Taxes			-7.1%			208
209	Property Taxes - Nevada County					1,500,000					1,500,000	209
210	Property Taxes - Placer County					2,860,000					2,860,000	210
211												211
212	Total Property Tax Revenue					4,360,000					4,360,000	212
213												213
214	NET CASH FLOW	(930,797)	606,863	(15,263)	193,167	3,073,122	(603,943)	(1,255,316)	(311,223)	(1,513,040)	(756,430)	214
215								Related Percentage of Property Taxes			-17.3%	215



Line #	Budget Assumptions	Fiscal Year 2013-2014
	Operating Revenues	
1 - 2	<i>Aviation Fuel Sales and Jet Fuel Sales</i> – The budget assumes the sale of 3% fewer gallons of 100LL than the District estimates it will sell in FY2013; this reflects the trending of 100LL sales, which have decline 3% in each of the last three fiscal years. The budget assumes the sale of 7% more gallons of JetA than are estimated to be sold in FY2013. The District may 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 8/20/13 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 JetA. 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 JetA sales.	
5	<i>Auto Parking</i> - Budgeted amounts are based on actual results for the period from 7/1/12 - 6/30/13.	
6-7	<i>Tiedowns and Transient Use Fees (TUF)</i> - Revenues from Tiedowns and TUFs are estimated based on activity during the previous twelve month period (adjusting for the runway closure in 2012) using the rates and pricing structure in effect at July 31, 2013.	
9-11	<i>Other Airside Revenues</i> - Budgeted amounts are based on actual revenues for the period from 7/1/12 - 6/30/13 for existing services. Revenues for the ground power unit (which has only been in service since February) were annualized based on existing sales data.	
13	<i>Hangar Rental Income</i> - 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.	
16	<i>Other Business Leasing</i> - Rents for Red Truck, Sierra Aero, Hertz, Careflight, Soar Truckee and the Experimental Aircraft Association are calculated to increase by a 1.0% CPI adjustment in the month stated in the corresponding lease. 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 \$1,129 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.	
18	<i>Warehouse Revenues</i> - Rents for Clear Capital, Mt. Home Center, Porter's, Wholesale Resort and Porter Simon are included with a 1.0% CPI adjustment in the month stated by their lease.	
	Cost of Goods Sold	
28-29	<i>Aviation and Jet Fuel Cost</i> - The number of gallons of fuel that are being budgeted as sales were costed at the purchase price effective 8/20/13.	
32	<i>Inventory Shrinkage</i> is estimated at 1.5% of total cost of the number of gallons of 100LL the District anticipates selling and 1.0% of the cost of the JetA fuel the District is forecasting to sell. The actual rate for October 2012 through July of 2013 was 1.0% for 100LL and 1.0% for Jet A.	
	Payroll and Employee Benefits	
39-40	<i>Salaries and Wages</i> are budgeted based on full staffing levels, with a vacancy factor included. The exempt and administrative positions are budgeted at 2080 hours per year. The Operations/ Maintenance Technicians are budgeted at 2080 hours plus 88 hours of holiday pay. Seasonal employees (snow removal) are budgeted for a total of 380 hours. The overtime included in the budget was estimated to be the same as the number of hours of overtime incurred over the past twelve months for regular, full-time, hourly employees, adjusted for staffing changes. The cost of living increase approved by the Board of Directors at the August 22, 2013 meeting is included in the budget. Merit increases, which are at the discretion of the General Manager, have been included at an average of 2%. The Director of Finance and Administration position has been budgeted to have a three month overlap as the existing employee transitions out.	



Line #	Budget Assumptions	Fiscal Year 2013-2014
	Payroll and Employee Benefits (continued)	
41	<i>Other Pay</i> – Includes the following: Cost savings awards (\$2,500), Safety awards (\$2,850), safety officer assignment pay (\$1,500), Aviation Knowledge Certification Program pay (\$5,000), and \$6,150 in performance awards (at General Manager's discretion).	
42	<i>Vacation, Sick and Holiday Pay</i> - has been estimated at 15% of total straight-time wages and salaries, consistent with prior year. The actual rate for the first nine months of the 2012-2013 fiscal year was 14%.	
46-54	<i>Benefits</i> - PERS contributions are based on the contribution rate provided by PERS. The District's Contribution Rate is currently 15.685%; the estimated rate used for the next PERS fiscal year (7/1/14 - 6/30/15) is 16.6%; however, PERS has stated that rate may due to new actuarial policies. The District's budget uses a rate of 17% for the period from July 1, 2014 – September 30, 2014. The Employee portion of the contributions remains constant at 8%. The effect of the new (2 nd) tier of pension benefits is not calculated in the budget as it currently only effects two employees. Medicare and FICA expenses are based on current rates. <i>Employee Benefit Insurance</i> is budgeted based on the current medical insurance program with the District self-insuring for a portion of the coverage. The District's self-insurance payouts have been conservative estimated based on the first year's experience. The District's medical premiums are budgeted to increase 12% beginning with the renewal on August 1, 2014. The dental and vision premiums are budgeted to increase by 7% at the time of the policy renewal. The amount shown as the cost of <i>Employee Benefit Insurance</i> is net of the 7% employees contribute toward the insurance. The District's Workers' Comp Insurance experience factor has increased from 103% to 119%. <i>Training and Education</i> costs are budgeted at \$48,000 to reflect the Aviation Knowledge Certification Program, the general manager's aviation stipend, employee flight currency, and other employee training opportunities. <i>Other Employee Benefits</i> include the General Manager's car allowance of \$500/month, cell phone allowances, uniform allowances, plus insulated coveralls, rain gear and other safety gear as needed.	
	Operating, General and Administrative Expenses The majority of the Operating, General and Administrative Expenses were estimated based on the results of the previous twelve months. Other significant circumstances which were taken into consideration in the budgeting process are noted below.	
62-66	<i>ACAT</i> - ACAT's budget was generated by the team.	
69	<i>Air Show</i> - Based on the current estimate from the Air Fair Committee for next year's event.	
70	<i>Annoyance Reduction Programs</i> - The expense of the Signatory Incentive - Fly QT Program is included here. Other noise abatement expenses are budgeted to cover signage, printing, meetings or other outlays not connected to ACAT.	
71	<i>Aviation Safety Initiatives</i> – Provides funding for two fire fighters to attend ARFF training and other aviation safety programs identified through the year. This also provides funding for an aviation safety quarterly meeting series.	
73	<i>Communications</i> – This line item includes phone service/equipment and internet access. Includes \$5,000 for an additional repeater for the maintenance radio frequency.	
74	<i>Conventions and Conferences</i> - Attendance is anticipated at the Special District Institute conferences, ICAS, AAAE events, the UC Davis Eco-Aerovision Conference, FAA and CSDA events.	
75	<i>County Support</i> - Estimated at 2.09% of property taxes, based on prior year actuals.	
76	<i>Credit Card Processing Fee</i> - Estimated at 3% of Total Airside Operations Revenues (prior 6 month total was 2.7% of corresponding revenues). Fees for hangar rental payments were estimated based on 62% of hangar payments being made by credit card at 3.2% - rate is higher as cards are not swiped.	
77	<i>Director's Fees and Board Meeting Expenses</i> - Budgeted for 15 meetings at \$800 each and one offsite meetings at \$3,000. Also included are \$1,800 to cover technology related expenses. The expenses anticipated related to the broadcasting of the Board meetings (\$20,000) has been included in the Community Outreach category.	



Line #	Budget Assumptions	Fiscal Year 2013-2014
	Operating, General and Administrative Expenses (continued)	
78	<i>Directors' Medical Insurance</i> - has been budgeted based on the Directors' current policies with a 15% premium increase factored in.	
83	<i>Geographic Information System</i> - 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 – the utilities plan will be represented in the GIS.	
84	<i>Homebasing Incentive</i> - Based on the Signatory Incentive Election Forms currently on file for hangar tenants. An additional \$500 has been included to cover possible participation by annual tie-down customers.	
85	<i>Insurance</i> - Insurance premiums were budgeted based on the current policies with an estimated increase of 15% for liability coverage and 10% for property coverage. Current premiums: Property - \$45,642, Liability \$13,800, and Elected Officials - \$15,701.	
87	<i>Office Equipment</i> - Budget includes amount to purchase IT equipment (\$24,500) and other office equipment (\$5,000) as required for operations and in accordance with policy. In addition, \$10,000 has been budgeted to setup a backup server location in the maintenance building.	
89	<i>Operating Supplies / Small Tools</i> – Costs related to ongoing operations – which vary by department to include such items as tiedown rope and chocks for Airside Operations, software for the Administrative Department and offset wrenches for Maintenance.	
91	<i>Operations Monitoring</i> – Includes the WASP monitoring fee of \$18,000 and an additional \$3,000 for battery replacement. The recurring maintenance fees for the Flight Tracking System and the site leases (\$15,500) are included here as well as \$20,000 for maintenance, and \$2,500 for support services. The recurring maintenance fees total \$118,000 and include Volans, NavAid and ITT. Additionally, \$40,000 is budgeted for the FAA Facility Transmitting Authorization process. The \$25,000 in the Administrative Department column is related to potential costs for Air Traffic Control (ATC) certification and testing of the flight tracking system. If successful, this would permit the integration of our flight tracking data with ATC systems (Oakland Center and NorCal Approach).	
92-99	<i>Outreach Program</i> - The total is \$210,050 for the various elements of the Outreach Program. Line 93 "Consultant" represents fees for outside services. Line 94, "Internet, Print, Broadcast and Direct Mail" includes \$12,000 for radio outreach, \$6,000 for print ads and \$30,000 for the newsletters. The "Events and Programs" line includes various outreach meetings, the community bike program, and the Santa Fly-In. Sponsorships are contributions to various local events/agencies as determined by policy – the amount budgeted is \$25,000, which includes \$7,500 for Excellence in Education grants. The "Promotional Items" line includes funds for signage, handouts, gliders, etc. Line 98, "Pilot Outreach," includes the potential expense for the in-kind payment from EAA of \$13,650.	
100	<i>Permits, Licenses and Fees</i> – Included here are mandated fees for inspections and environmental monitoring, LAFCO expenses, fees paid to Paychex for the time tracking system, payroll processing and human resource administration.	
104	<i>Accounting and Audit</i> - Expenses are budgeted based on the Engagement Letter with the auditor.	
105	<i>Legal</i> - Legal expenses were estimated based on the activity in the previous twelve months (\$51,450), with an increase related to possible costs on the land lease issue. A request for proposals for District Counsel is being issued, and hourly rates could increase. FY 2014 legal fees will be budgeted to increase over the prior year actual experience. The legal expense in the Community Outreach Dept. is for specific aviation law support.	
106	<i>Computer Support/Network Administration</i> - The amount budgeted includes software support and maintenance contracts. Estimates of the annual maintenance costs by workstation were made by district staff to include monitoring of the District's IT network, backup services and data maintenance. There are \$18,000 budgeted for an IT Content Management System and \$8,000 budgeted for penetration testing and internal threat assessment.	



Line #	Budget Assumptions	Fiscal Year 2013-2014
	Operating, General and Administrative Expenses (continued)	
107	<i>Other Professional Fees</i> - The amount budgeted can be detailed as follows: \$150,000 for the Airport Master Plan, \$30,000 for consulting costs related to the creation of a capital facilities plan for utilities, \$85,000 for aviation consulting related to non-ACAT issues such as airspace and safety, \$7,000 related to land appraisals, \$5,000 for an Art Coordinator and \$2,000 for consultation related to employment issues.	
108	<i>Engineering</i> - Engineering fees are based on the level of service anticipated, including the Facility Maintenance Plan work. These are fees not attributable to capitalized projects.	
109	<i>Fiscal Analyst – Sustainability Evaluation</i> – Funds budgeted to provide resources for Staff and Board to analyze fiscal and operational sustainability of programs, projects and initiatives - including the multi-use hangar project.	
111-116	<i>Utilities</i> – The utility costs for the admin building are based on experiences. The electrical and gas utility costs related to the admin building are allocated to Operations, Administration and Community Outreach Departments.	
	Repair and Maintenance Expenses	
124-125	<i>Vehicle and Equipment Expense</i> - The previous twelve month expenses were calculated and then adjusted for expected expenses related to: refurbishment of the old JetA truck, replacement of a seal on the new JetA truck, purchase of a portable tug for aircraft, funds for replacement/repair of snow removal equipment cutting edges, and the purchase of a new snow blower. The vehicle expense line includes auto insurance (anticipated to increase slightly due to the budgeted purchase of a new vehicles) and the unleaded fuel used by District vehicles. The Equipment line includes the expense for diesel fuel for equipment - including snow removal equipment, in addition to the repair and maintenance of the District's equipment.	
126	<i>Airfield Equipment, Lights and Signs</i> - Costs of the fuel farm, self-serve station, airfield lights, signs and navigation aids are included here. The Facilities Maintenance Plan calls for \$30,000 in work on the fuel farm and \$35,000 for the fuel island. Those amounts are also included in this line. While we are budgeting in accordance with the Plan, Staff will investigate the requirements and ensure the needs are met at the most reasonable expense to the District.	
127	<i>Safety Related Equipment</i> – The budget includes \$3,000 to provide some type of heating to hangar A09 and \$2,000 for other projects which may develop.	
128	<i>Repair and Maintenance - Pavement Maintenance and Cracksealing</i> - Includes \$695,750 for pavement maintenance. Also included is \$20,000 for crack filling/repair including supplies for work performed by District personnel and \$15,000 for an update to the Pavement Management Plan (PMP). The updated PMP will detail the work to be completed in the summer of 2014. If the projects are determined to be capitalizable, they will be included as fixed assets and not expensed.	
129	<i>Anticipated Grant Funding for Airfield Pavement Maintenance</i> - The District is not anticipating any FAA or Caltrans funding of pavement maintenance projects.	
131	<i>Repair and Maintenance Expenses</i> – The Repair and Maintenance Expenses for the facilities were based on the Facilities Maintenance Plan plus specific projects noted by Staff. Of the total amount budgeted (\$528,180), projects identified by the Plan represent \$399,430 of the total. The cost of janitorial service for the admin building is also included at \$24,000.	
133	<i>Land Management</i> - Includes funding for the projects listed in the Forest Management Plan (\$166,800), plus \$80,000 in road repairs. Also included is \$10,000 for a Truckee River Watershed Council partnership contribution for parcel mitigation on the Martis Creek Estates and Ponderosa Golf Course parcels.	
	Other Income and Expense	
153	<i>Interest</i> - Interest on our LAIF account was estimated based on the July 2013 balance being adjusted for anticipated cash flow related to property tax payments. The interest rate used was 0.25% - current rate at LAIF. Also included is the interest earned by the certificates of deposit held by the District.	
154	<i>Receipt of Long-term Receivable from the Joerger Family</i> – Note that no funds are anticipated being received at this time. The anticipated payment date is now July 1, 2016.	



Line #	Budget Assumptions	Fiscal Year 2013-2014
	Capital Expenditures	
165-166	<i>FAA Grant Eligible Projects</i> – The Plow Truck (model year 1990) replacement is on the ACIP in 2014, and Staff hopes that by having the specs completed and the project ready to go the District can receive FAA funding in the current fiscal year.	
174	<i>Grant Funding</i> is estimated at 90% of project costs.	
178-191	<i>Other Capital Projects</i> - Projects included here are based on staff input, evaluation of asset condition and the equipment replacement schedule. Note that the AWOS is included here as the project will not be competed in fiscal year 2012-2013. The design and permitting for the multipurpose hangar have been included; it is assumed that the construction would occur in the next fiscal year.	
	Land Purchases / Development	
193-194	<i>Allocation for land purchase/development</i> – No amount has been budgeted for FY2014; there are \$2,750,000 designated in Unrestricted Net Assets for land acquisitions.	
	Property Taxes	
209-212	<i>Property Taxes</i> - The estimates for the current property tax year (7/1/13 - 6/30/14) were based on the assessed valuations received from the counties and historical percentages. The valuation of the property in both counties increased slightly (an overall increase of 2.85%). Based on historical tax receipt rates (ratio of revenues to valuation), the District will budget property tax revenues to increase by 1% for Placer County and 0.5% for Nevada County from actual receipts in the previous tax year – those estimations include a reserve of 1.0%.	