



*Moore County Airport Authority Retreat
February 14th & 15th, 2017 at 10:00 a.m.*

RETREAT AGENDA

CALL TO ORDER

- A.** Regular Board Meeting Open Session **(10:00 am)** *Separate Agenda*

LUNCH (12:30 PM)

RECONVENE (1:30 PM)

- B.** Airport Assessment Presentation, provided by Talbert & Bright, Inc., & State of the Airport, reported by Executive Director, Greg Hudson
- C.** Discuss a Master Plan Update for the Moore County Airport, Led by Authority Chairman, Bob Zschoche & Talbert & Bright, Inc.
- D.** Develop an Economic Plan for the Moore County Airport

RECESS FOR THE DAY (5:00 PM)

Moore County Airport Authority Retreat will reconvene on Wednesday, February 15th, 2017 at 10:00 a.m. in the Conference Room of the Department of Social Services, located at 1036 Carriage Oaks, Drive, Carthage, NC.

CALL TO ORDER (RECONVENE – DAY 2)

- E.** Day 1 Retreat Recap (Questions and/or Comments)
- F.** Flight Center:
- ☐ Improvement Plan
 - ☐ Aircraft Upgrades/Trades/Purchases
 - Complex/Additional Primary
 - ☐ Flight Center Resources
 - Staffing/Simulator/Training Tools
 - ☐ Subsidize/Other Options
- G.** Airport Infrastructure:
- ☐ Security Improvements
 - New Equipment/Upgrades
 - ☐ Office Re-Design/Re-Location
 - ☐ Computer Equipment

- Hardware/Software New/Upgrades
- ☐ Telephone/Radio/Other Communication Devices
 - New/Upgrade
- ☐ Outsource Facility Cleaning Services
- ☐ Base Customer Requests

LUNCH (12:00 P.M.)

H. Airport Marketing

- ☐ Customer Services
- ☐ Community Outreach
 - Sandhills Community College/Resorts/Military/Other Businesses
 - High School Career Day Participation
 - Public Events (Airport Open House/Young Eagles)
- ☐ Flight Center
 - Improvement Plan

I. Revise Merit/COLA/Performance Evaluation Policy

- ☐ Coincide with Budget year
- ☐ Personnel Policy Revision

RECESS (15 MINUTES)

J. Consider current Contract to continue service or to solicit new bid.

- ☐ Fuel Supplier: Shell Contract Fuel
(Current contract expires 9/30/2017)
- ☐ Engineering Firm: Talbert & Bright, Inc.
(Current contract expires 2/14/2018)

K. Preliminary Proposed Budget (FY 2017/2018)

- ☐ 10 Year Capital Plan
- ☐ Fee Schedule
- ☐ Airport Revenue/Expenses/Summary

L. Retreat Summary with Action Items

CLOSING STATEMENTS & ADJOURNMENT

From: Steve Borden <sborden@moorecountyairport.com>
Sent: Thursday, November 17, 2016 2:46 PM
To: 'Ron Faber'; 'James'; 'Colin Smith Jr.'
Cc: Bobbie Cox; kklug@moorcountyairport.com; Crystal Meyers
Subject: RE: Itemized List for Moore County - Hangar 57
Attachments: 20161116 - Hangar 57 Hit Sheet for Moore County items.docx

Hi Ron,

Thank you for sending the improvement listing request list for Hangar 57. Some of the items may fall into the category of leasehold improvements while others will likely be categorized as airport capital improvements. The Authority will have to review the list and decide those issues. We will add this to their Retreat discussions and let you know the outcome.

Regards,

Steve

Steve Borden
Executive Director
Moore County Airport
www.moorecountyairport.com
Phone: (910) 692-3212 X227
Fax: (910)693-4378

Email correspondence to and from this sender is subject to the N.C. Public Records Law and may be disclosed to third parties.

-----Original Message-----

From: Ron Faber [mailto:rfaber@dstllc.net]
Sent: Wednesday, November 16, 2016 3:00 PM
To: sborden@moorecountyairport.com; James; Colin Smith Jr.
Subject: Itemized List for Moore County - Hangar 57

Hi Steve, here is the list of items that we would like to be discussed at the planning retreat in February.

Thanks,

Ron Faber

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Ronald S. Faber
DST, LLC
DOM/IA
7825 Aviation Dr
Carthage, NC 28327
301-797-8897 w
352-353-1209 c
rfaber@dstllc.net

*Year Built: 1994
 Units: 1
 *Square Feet: 13500

Property: **Hangar 57 KSOP**
 Address: **7825 Aviation Drive**
 City, State: **Carthage, NC 28327**

Description	Per Bid	Detailed Description of Recommended Work
EXTERIOR		
Parking/Paving	22,500	Horner Paving Bid: Widen asphalt tarmac/taxi lane in front of hanger 25'x170', (6" type II, 2" asphalt; 4,250 sf @ \$4.60/sf = \$19,520.00) . Repair existing asphalt, (9,100 sf), crack fill with hot rubberized sealer 500 lft, skim coat low lying areas and seal coat all asphalt, (11,400 sf @ \$.18/sf = \$2,025.00). Stripe as required., \$500.00
Fencing/Gates	9,000	CSS Bid Pending: Install automatic vehicle gate entry system at existing manual gate to North of Hangar, to include Goose Neck/Prox card reader, safety and exit loops. Trench from Hangar to operator location for 110v and 24v power (Verbal Estimate, written Pending)
Exterior Lighting	7,500	Fowler Electric Bid: Install 9 - 23 watt LED or similar exterior "Shoe-Box" light fixtures at Hangar Bldg., 2 on corners of North, South and West walls, 3 on East wall above bi-fold door, to include conduit, wiring, photo cells and override switches (9 @ \$750.00 = \$6,750.00)
INTERIOR		
Electrical and Light Fixtures	9,920	Fowler Electric Bid: Replace 16 ineffective 200 watt HPS Hangar Light Fixtures with T-5 or T-8 florescent: 16 @ \$620.00 = \$9,920.00
Insulation repair / replacement	2,000	Unsure of amount, Moore County has people on staff that perform this task

DEPARTMENT	DESCRIPTION	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	TOTAL (not inc TBD amount)	TBD Amount	Funded By:
	Airport Enterprise Fund - Component Unit of Moore County													
Airport Enterprise Fund	Pavement Condition (Runway)	\$6,175,000										\$6,175,000		10% Local Match
Airport Enterprise Fund	Runway Lights, Airfield Signage	\$674,000										\$674,000		10% Local Match
Airport Enterprise Fund	Taxiway Lights, Airfield Signage	\$577,600										\$577,600		10% Local Match
Airport Enterprise Fund	Pavement Condition (Taxiway)		\$2,500,000									\$2,500,000		10% Local Match
Airport Enterprise Fund	Pavement Condition (Apron)		\$6,714,500									\$6,714,500		10% Local Match
Airport Enterprise Fund	Hangar Development			\$1,500,000								\$1,500,000		10% Local Match
Airport Enterprise Fund	T-Hangar Taxiways - Phase II			\$640,000								\$640,000		10% Local Match
Airport Enterprise Fund	Hangar Development					\$1,000,000						\$1,000,000		10% Local Match
Airport Enterprise Fund	Airfield Service Road and Hangar Parking					\$575,000						\$575,000		10% Local Match
Airport Enterprise Fund	T-Hangar Taxiways - Phase III					\$662,000						\$662,000		10% Local Match
Airport Enterprise Fund	Hangar Development					\$1,000,000						\$1,000,000		10% Local Match
Airport Enterprise Fund	Expand and Improve Airport Utilities - Phase II								\$685,745			\$685,745		10% Local Match
Airport Enterprise Fund	Land Acquisition									\$147,000		\$147,000		10% Local Match
Airport Enterprise Fund	Access Road/Auto Parking Reconfiguration										\$617,000	\$617,000		10% Local Match
Airport Enterprise Fund	ARFF Vehicle			\$600,000								\$600,000		10% Local Match
	Total Airport Enterprise Fund	\$7,426,600	\$9,214,500	\$2,740,000	\$0	\$3,237,000	\$0	\$0	\$685,745	\$147,000	\$617,000	\$24,067,845	\$0	

**Proposed Changes to Fee Schedule
FY17/18 Budget**

		FY16/17 Current Rates	FY17/FY18 Proposed 3% Incr.	FY16/17 In Season Current Rates	3% Incr New In Season
<u>Overnight Hangar (If available)</u>					
Single Engine	Per Day	\$33	\$34	\$40	\$41
Twin Engine	Per Day	\$55	\$57	\$65	\$67
Turbo Prop	Per Day	\$110	\$113	\$130	\$134
Very Light Jet	Per Day	\$110	\$113	\$130	\$134
Light Jet	Per Day	\$165	\$170	\$195	\$201
Medium Jet (If size permits)	Per Day	\$220	\$227	\$260	\$268
<u>Other Services</u>					
GPU (per half hr)		\$44	\$45	\$55	\$57
LAV Service		\$55	\$57	\$65	\$67
Call Out Fee (per hour)		\$83	\$85	\$100	\$103
<u>Overnight Tie down & Ramp Fees</u>					
Max charge is 4 days					
Single Engine		\$11	\$11	\$15	\$15
Twin Engine		\$17	\$18	\$20	\$21
Small Turbo Prop		\$55	\$57	\$65	\$67
Medium Turbo Prop		\$83	\$85	\$100	\$103
Very Light Jet (VLJ)		\$25	\$26	\$30	\$31
Light		\$83	\$85	\$100	\$103
Medium		\$110	\$113	\$130	\$134
Heavy		\$138	\$142	\$165	\$170
Extra Large		\$165	\$170	\$195	\$201
Helicopter		\$55	\$57	\$65	\$67
<u>User Fees - Per Operation</u>					
Single	No Charge	\$0	\$0	\$0	\$0
Twin	No Charge	\$0	\$0	\$0	\$0
Small Turbo Prop	Waived with 75 gallons	\$50	\$55	\$65	\$67
Medium Turbo Prop	Waived with 100 gallons	\$75	\$83	\$100	\$103
Light Jet	Waived with 125 gallons	\$100	\$110	\$130	\$134
Medium Jet	Waived with 175 gallons	\$125	\$138	\$165	\$170
Heavy Jet	Waived with 225 gallons	\$150	\$165	\$195	\$201
Extra Large	Waived with 300 gallons	\$200	\$220	\$260	\$268
Helicopter (Jet fuel only)	Waived with 50 gallons	\$50	\$55	\$65	\$67

**Proposed Changes to Fee Schedule
FY17/18 Budget**

	FY16/17 Current Rates	FY17/FY18 Proposed 3% Incr
<u>Monthly Rental Space</u>		
Single Space Group Hangars # 3, 4 & 5	\$187	\$193
Monthly Ramp Tie Down	\$45	\$46
<u>T-Hangars</u>		
Sliding (# 7-18)	\$215	\$221
Sliding (# 25-48)	\$227	\$234
Bi-Fold (# 49-56)	\$283	\$291
Box (# 19-24)	\$340	\$350
Hangar (# 57)	\$2,651	\$2,730
New Bi-fold (# 58-69)	\$340	\$350
Hangar # 1	\$2,410	\$2,482
<u>Executive Hangars</u>		
E (# 1-5)	\$1,246	\$1,283
<u>Office Space</u>		
Office #1	\$267	\$275
Office #2	\$315	\$324
Office #3		
Office #5	\$255	\$263
Office #20	\$510	\$525
<u>Storage Rental</u>		
Storage Units (#1-4)	\$45	\$46
Storage Units (#5-12)	\$97	\$100
Storage Units (#13-14)	\$170	\$175

	FY16/17 Current Rates	FY17/FY18 Proposed
<u>Aircraft Rental</u>		
C-172SP Dual (N139ME)	\$185	\$200
C-172SP Solo (3% Tax) (N139ME)	\$140	\$150
C-172 Solo (3% Tax) (N292KF & N291KF)	\$120	\$130
C-172 Dual (N292KF & N291KF)	\$165	\$180
Ground Instruction	\$45	\$50
Flight Instruction	\$45	\$50
Owner's aircraft	\$55	\$60
<u>Other Services</u>		
Ice/Bag	\$3.75	\$3.75
Dishwashing/Load	\$20	\$20
Ram Access/FOB Fee Annual	\$250	\$250
<u>Conference Room Rental</u>		
Small Conference Room - \$355.78 per month; \$179 for two weeks; \$89 for one week; \$25 per hour		
Large Conference Room - \$1,460 per month; \$730 for two weeks; \$365 for one week, \$50 per hour		
Excludes non-profit organizations: Civil Air Patrol		

Moore County Airport

FY2017–2018 BUDGET WORKING PAPERS

Moore County Airport Authority Budget Outline

- ▶ Budget Summary and Outlook
- ▶ Staffing
- ▶ Capital Projects
- ▶ Fuel Volume
- ▶ Revenues and Expenses By Category
- ▶ Fee Schedule

Economic Outlook

Assumptions

- ▶ FY17/18 will be economically solid, with no recession or other adverse events
- ▶ Modest growth
- ▶ Fuel will slowly rise in price and cost
- ▶ Airport staff headcount remains unchanged
- ▶ Flight department is seeing considerable growth over the prior year and projected to continue

Budget Summary

- ▶ Proposed Cash Budget is \$3,046,996
 - Increase of 1.2% over prior year budget
 - Amount needed from Retained Earnings is \$35K
 - Includes \$100K in capital
 - Full Accrual operating loss of \$134K (includes depreciation and excludes capital outlay)
 - Proposed grant matches of \$34K included in budget
- ▶ Items not included in budget:
 - Airport-sponsored maintenance services
 - Complex aircraft

Projected Operating Income (Loss)

Operating Revenues	Full Actual FY15/16	Cash Budget FY16/17	Cash Budget Proposed FY17/18	>3% Change
Fuel	1,444,269	2,065,964	2,119,134	
Facility Rental Income	382,421	391,944	407,869	4.1%
Flight Training	153,068	152,930	299,277	95.7%
Aircraft Services	167,736	165,046	176,145	6.7%
Miscellaneous	6,129	5,500	5,500	
Aircraft Maintenance (Closed)	80,096	0	0	
Insurance Funds	2,882	0	0	
Total Operating Revenues	2,236,601	2,781,384	3,007,925	8.1%

Operating Expenses

Fuel	871,500	1,550,989	1,537,520	
Administrative	439,930	485,139	574,898	18.5%
Line/Customer Service	341,385	372,448	393,964	5.8%
Flight	124,134	322,709	279,249	
Depreciation Est.	195,370	195,370	195,370	
Facility Maintenance	133,471	145,312	161,365	11.0%
Aircraft Maintenance (Closed)	113,330	0	0	
Total Expenses	2,219,119	3,071,968	3,142,366	

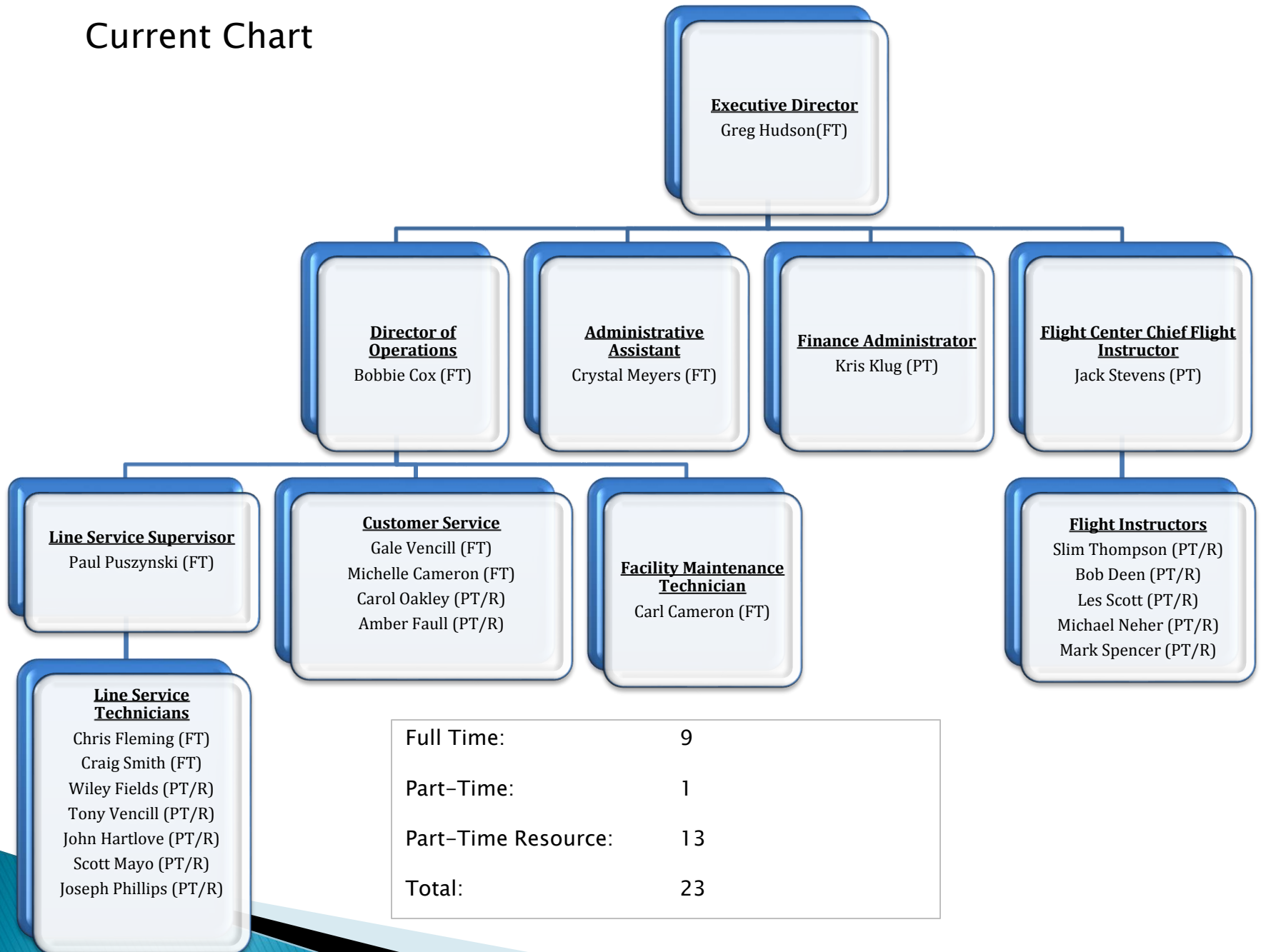
Est. Operating Income (Loss)	17,482	(290,584)	(134,441)	← Excludes Depreciation (non-cash)
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Cash Budget Income (Loss) Before Capital Outlay	212,852	(95,214)	60,929
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Capital Outlay	0	135,000	100,000	
Interest Income	3,914	2,000	4,000	100.0%

Cash Budget Operating Income (Loss)	216,766	(228,214)	(35,071)	← Funds required from MCA reserve to balance cash budget
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Current Chart



Headcount/Benefit Summary

- ▶ Headcount
 - No headcount changes to current org chart
- ▶ 3.0% COLA/Merit (1 / 2 year)
- ▶ Healthcare costs \$8,400/full-time employee
 - Waiting to find out increase if any from County
 - Additional cost of \$500/full-time employee for Wellness Works
- ▶ 401K match up to 3%
- ▶ Retirement at 7.35% (Do not have current rate)
 - Employee rate is 6%
- ▶ Longevity full amount – \$3,500
- ▶ Merit/Bonus/Salary Increase amount \$30K for year

Proposed Capital Projects

Items in FY17/18 Budget

Hangars 5	Roof and Doors	\$15,000
Main Hangar Roof	Leaks in roof need repairs or replacement - last repairs done in 2007	\$10,000
HVAC's on Terminal Building	Replacement of 3 HVACs	\$30,000
Cameras	New camera system and updates to access control	\$10,000
*ADSB Compliance	Replacement for 1 aircraft	\$10,000
N291KF	Engine Overhaul	\$25,000
Total		\$100,000

Items not included in FY17/18 Budget (Wish List)

Tractor	Replace John Deere Tractor with like model	\$40,000
Hangars 4 & 6	Roof repairs	\$5,000
Complex Aircraft	Purchase Used	\$150,000
Aircraft Interior	Replace interior on 291KF and 292KF	\$14,000
Golf Carts	Replacing/Refreshing 3 golf carts	\$15,000
Replace Gravely Mower	Currently has 1,270 hours	\$15,000
Total		\$239,000

* N139ME is expected to be ADSB compliant in FY16/17. Transponder from ME will be reconfigured and used in one of the KF aircraft at a cost of \$3K to become ADSB compliant. The \$10K is for the third rental aircraft.

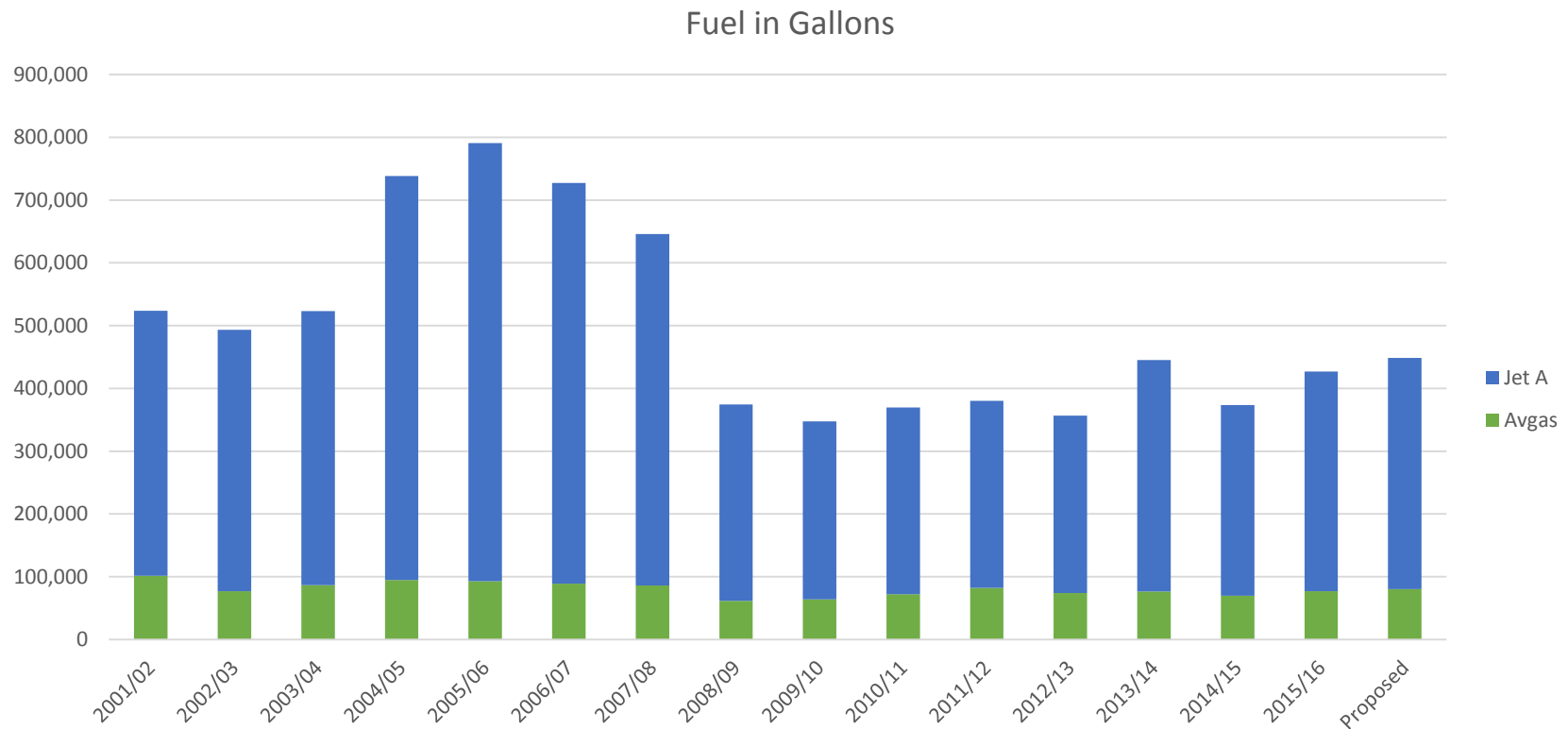
Fuel Revenue and Expense Assumptions

- ▶ Avgas volume increase of 5% over FY16
 - 80,512 gallons (increase of 3,834)
 - Increase partly due to flight school
- ▶ Jet Volume increase of 5% over FY16
 - 367,798 gallons (increase of 17,514)
- ▶ Total gallons 448,310
 - (increase of 21,348 over FY16)
- ▶ No change in margins
- ▶ No change to base customer discount

Fuel Volume History

	FY11/12	FY12/13	FY13/14	FY14/15	FY15/16	Proposed FY17/18
Jet Base	46,810	47,201	49,890	48,753	61,136	
Jet Transient	250,957	235,647	318,984	254,847	289,148	
Total Jet	297,767	282,848	368,874	303,600	350,284	367,798
Avgas Base	47,951	44,508	41,921	38,679	42,276	
Avgas Transient	30,082	25,334	26,526	25,344	27,891	
Avgas MCA	4,353	4,015	7,908	5,807	6,511	
Total Avgas	82,386	73,857	76,355	69,830	76,678	80,512
Total Gallons	380,153	356,705	445,229	373,430	426,962	448,310
% Change	2.8%	-6.1%	24.8%	-16.1%	14.3%	5.0%

Fuel Volume History



Fuel Revenue and Expense

		Cash Budget FY16/17	Cash Proposed FY17/18	> 3% Change
Fuel Revenue	FY15/16			
Jet A Fuel	1,151,588	1,644,284	1,728,652	5.1%
Avgas Fuel	292,680	421,680	390,483	
Total Fuel Revenue	1,444,269	2,065,964	2,119,134	

		Cash Budget FY16/17	Cash Proposed FY17/18	>3% Change
Fuel Expense	FY15/16			
Jet-A-Fuel	628,637	1,174,489	1,195,344	
AV Gas 100LL	242,863	376,500	342,176	
Total Fuel Expense	871,500	1,550,989	1,537,520	

Revenue Assumptions – Facility Rental

- ▶ 3% increase for hangar, office and storage rents
 - Not included in increase– EMS, Land and Hertz (Contract)
 - 3% increase = \$9,576 hangars, \$177 office, \$413 storage units
- ▶ EMS rent in for half year

Facility Rental Revenue

Facility Rental	FY15/16	Cash Budget	Cash Proposed	> 3% Change
		FY16/17	FY17/18	
EMS Rent	8,940	4,470	4,470	
EMS Utilities	2,403	1,900	1,900	
Hangar Rental	303,641	316,297	331,632	4.8%
Land Rent	7,167	7,167	7,167	
Car Rental Space Rental	39,592	42,000	42,000	
Office Rental	7,239	6,267	6,444	
Storage Unit Rental	13,440	13,843	14,256	
	382,421	391,944	407,869	4.1%

Revenue Assumptions – Services

- ▶ 3% increase to current fee schedule for transient services
 - User Fees
 - After Hours
 - LAV
 - GPU
 - Overnight Parking

Services – Revenue

		Cash Budget FY16/17	Cash Proposed FY17/18	> 3% Change
Aircraft Services	FY15/16			
User Fees	43,925	41,580	45,000	8.2%
After Hour Charges	10,875	12,976	12,976	
LAV Service Charges	3,730	3,620	3,800	5.0%
Power Cart Charges	7,655	7,440	7,800	4.8%
Ramp Parking Fees	88,097	83,601	90,740	8.5%
Rental Car Fuel Sales	9,514	13,469	13,469	
Oil	3,940	2,360	2,360	
	167,736	165,046	176,145	6.7%

Expense Assumptions – Line/CSR

- ▶ No headcount changes
 - 3 full-time line staff and 2 full-time CSR's
 - Remaining hours filled by resource employees
- ▶ Hours of operation remain 8 a.m. – 8 p.m.
- ▶ Community Events – \$10K
 - Includes customer appreciation meal, Young Eagles fuel, Open House fuel and expenses

Line/CSR Expenses

Line/Customer Service	FY15/16	Cash Budget FY16/17	Cash Proposed FY17/18	>3% Change
Salaries	124,387	116,344	139,916	20.3%
Overtime	2,407	3,990	3,534	
Salaries/Part-time	0	0	0	
Salaries Resource	78,853	77,387	72,644	
Longevity	1,256	583	751	28.7%
FICA/Med	7,854	9,618	7,648	
Retirement	8,671	8,568	10,214	19.2%
Deferred Compensation	2,603	3,610	4,303	19.2%
Health Insurance	30,046	33,600	33,600	
Life Insurance	545	549	654	19.2%
ARFF Supplies and Services	249	0	0	
Uniforms	1,665	2,500	2,500	
Catering	5,056	7,000	7,000	
Vehicle/Equipment Fuel	12,493	20,000	20,000	
Aircraft Oil	4,529	3,000	3,000	
Operating Supplies	339	600	600	
Travel/Training	68	1,500	1,500	
Equipment and Repairs	11,812	20,000	20,000	
Insurance Claim Deduction	0	1,000	1,000	
Credit Card Fees	41,257	48,000	50,000	4.2%
Wellness Works Assessment	2,000	2,000	2,500	25.0%
Dues and Subscriptions	1,079	1,600	1,600	
Community Events	4,152	10,000	10,000	
Bad Debt Expense	61	1,000	1,000	
Total Line/Customer Service	341,385	372,448	393,964	5.8%

Revenue Assumptions – Flight

- ▶ Goal of 133 hours of flight time per month
 - Average of last 12 months is 107 hrs/mth with a 25% increase.
 - 533 hrs/annually for each aircraft
 - Estimated 80% of flight time is dual the remaining is solo
- ▶ Increase in rental and instruction rates
 - Instruction rate from \$45/hr to \$50/hr
 - Owner aircraft rate from \$55/hr to \$60/hr
 - 291KF and 292KF rental rate from \$120/hr to \$130/hr
 - 139ME rental rate from \$140/hr to \$150/hr
 - Additional revenue of \$23,386 due to increased rates

Flight Department Revenue

Flight Training	FY15/16	Cash Budget	Cash Budget	> 3% Change
		FY16/17	Proposed FY17/18	
N292KF Dual Rental	22,998	20,100	49,889	148.2%
N292KF Solo Rental	5,581	9,990	12,472	24.8%
N291KF Dual Rental	20,902	20,100	49,889	148.2%
N291KF Solo Rental	9,688	9,990	12,472	24.8%
Flight Instruction	30,201	22,500	56,100	149.3%
Ground Time Instruction	19,931	9,000	33,850	276.1%
N139ME Solo Rental	8,013	7,322	14,391	96.5%
N139ME Dual Rental	25,280	18,676	57,564	208.2%
Owner Aircraft Inst	6,625	5,500	5,500	
Headset Rental	45	0	0	
Pilot Supplies	3,806	5,000	7,150	43.0%
Complex Aircraft Solo Rental	0	8,244	0	
Complex Aircraft Dual Rental	0	16,508	0	
	153,068	152,930	299,277	95.7%

Actual Flight Department revenue from July–December 2016 is \$114K.

Expense Assumptions – Flight

- ▶ \$20K contribution to SCC for Pilot Program development
- ▶ Expenses based on current year actual expenses with a 25% increase due to increase in flight hours by 25%

Flight Expenses

			Cash Budget	Cash Budget	
			FY16/17	Proposed	>3%
	Flight	FY15/16		FY17/18	Change
64044083 51200	Salaries	0	103,530	0	
64044083 51200	Salaries Ground	-103	0	0	
64044083 51202	Salaries Part-time	1,803	0	0	
64044083 51203	Salaries Resource	44,822	69,229	97,582	41.0%
64044083 51207	Bonuses/Merit	0	0	0	
64044083 51810	Social Security/Medicare	3,567	13,216	7,465	
64044083 51816	Life Insurance	2	472	0	
64044083 51811	Retirement	123	7,371	0	
64044083 51812	Deferred Compensation	0	3,106	0	
64044083 51813	Health Insurance	0	17,000	0	
64044083 52102	Uniforms	0	0	0	
64044083 52107	Fuel - N139ME	8,042	10,500	22,386	113.2%
64044083 52108	Aircraft Maintenance - N139ME	10,567	8,000	25,000	212.5%
64044083 52109	Simulator Lease Expense	0	0	0	
64044083 52110	Fuel - N291KF	5,956	6,125	13,058	113.2%
64044083 52111	Aircraft Maintenance - N291KF	12,020	8,000	25,000	212.5%
64044083 52500	Fuel - N292KF	5,968	6,125	13,058	113.2%
64044083 52601	Operating Supplies	3,394	2,000	2,000	
64044083 52605	Pilot Supplies	3,242	6,500	5,500	
64044083 52622	Fuel Complex Aircraft	1,000	10,395	0	
64044083 52623	Aircraft Maintenance - Complex	0	12,000	0	
64044083 53100	Travel/Training	0	1,000	1,000	
64044083 53600	Advertising	0	2,000	2,000	
64044083 53858	Engine Reserve	0	0	0	
64044083 53859	Supplies/Parts	0	3,000	3,000	
64044083 53872	Lease Expense	0	0	0	
64044083 53920	Aircraft Maintenance - N292KF	0	8,000	25,000	212.5%
64044083 54500	Insurance	11,459	20,000	13,000	
64044083 54803	Wellness Works	0	1,000	0	
64044083 52626	SCC Pilot Program Contribution	0	0	20,000	
64044083 54910	Dues/Subscriptions	12,272	4,140	4,200	
	Total Flight Department	124,134	322,709	279,249	

Expense Assumptions – Admin

- ▶ No change to Administrative headcount
- ▶ Contingency \$15K
- ▶ Grant matches – 2 NPE matches \$34K
 - Runway overlay project???
- ▶ Advertising/Marketing \$14K
 - \$10K additional in budget for advertising
- ▶ Telephone increase of \$2K for fiber
- ▶ Insurance increase of \$9K – includes worker's comp, facility, pollution, auto, equipment and crime
 - Worker's comp will increase with wages

Admin – Expenses

Administration	FY15/16	Cash Budget FY16/17	Cash Proposed FY17/18	>3% Change
Salaries	149,557	154,822	174,356	12.6%
Salaries Part Time	39,198	39,033	39,811	
Salaries Resource	0	0	0	
Longevity	2,513	2,589	2,666	
Bonuses/Merit	0	16,000	30,000	87.5%
Social Security/Medicare	5,290	6,492	6,836	5.3%
Retirement	13,511	14,921	16,367	9.7%
401K Ret	4,665	5,125	5,711	11.4%
Health Insurance	16,800	16,800	25,200	50.0%
Unemployment	0	0	0	
Life Insurance	722	957	1,050	9.7%
LGERS Expense	-5,104	0	0	
Office Supplies	3,145	5,000	5,000	
Miscellaneous Exp/Operating Sup	2,240	1,800	1,800	
Equipment	5,968	7,000	7,000	
Travel/Training	5,652	5,500	5,500	
Telephone	9,830	9,300	11,300	21.5%
Postage	820	1,500	1,500	
Printing	0	300	300	
Advertising	5,885	4,000	14,000	250.0%
Airport Penalties	237	500	500	
OPEB Insurance	8,631	12,000	12,000	
Professional Services	29,944	35,000	35,000	
Insurance	81,566	90,000	90,000	
Wellness Works Assessment	1,000	1,000	1,500	50.0%
Dues/Subscriptions	5,583	8,500	8,500	
Interlocal Agreement	46,131	15,000	15,000	
Contingency	0	0	15,000	
Grant Matches	0	17,000	34,000	100.0%
Legal Fees	6,146	15,000	15,000	
Operating Supplies	-1	0	0	
Total Administration	439,930	485,139	574,898	18.5%

Expense Assumptions – Facility Maint.

- ▶ Additional building and grounds maintenance expense \$10K
- ▶ Added \$10K for cleaning or mowing service to Service/Maintenance Contracts

Facility Maint. – Expenses

Facilities Maintenance	FY15/16	Cash Budget FY16/17	Cash Proposed FY17/18	>3% Change
Salaries	24,852	25,094	25,855	3.0%
Salaries Resource	0	0	0	
Overtime	0	0	200	
Longevity	0	0	0	
Bonuses/Merit	0	0	0	
Social Security/Med	375	364	375	3.0%
Retirement	1,730	1,787	1,841	3.0%
Deferred Compensation	0	753	776	3.0%
Health Insurance	8,500	8,500	8,500	
Life Insurance	115	114	118	3.0%
Janitorial Supplies	1,718	1,500	1,500	
Uniforms	1,212	1,700	1,700	
Pcard services	0	0	0	
Pcard supplies	0	0	0	
Utilities	50,783	65,000	65,000	
Building Maintenance/Ground Maint	39,267	30,000	40,000	33.3%
Service/Maintenance Contracts	4,419	10,000	15,000	50.0%
Wellness Works Assessment	500	500	500	
Total Facilities Maintenance	133,471	145,312	161,365	11.0%

Proposed FY17/18 Balanced Budget

	Full Acrua	Cash Budget	Cash Budget	>3%
Revenues	FY15/16	FY16/17	Proposed FY17/18	Change
Facility Rental Income	382,421	391,944	407,869	4.1%
Aircraft Maintenance	80,096	0	0	
Fuel	1,444,269	2,065,964	2,119,134	
Aircraft Services	167,736	165,046	176,145	6.7%
Flight Training	153,068	152,930	299,277	95.7%
Miscellaneous	6,129	5,500	5,500	
Insurance Funds	2,882	0	0	
Retained Earnings	0	228,214	35,071	
Interest Income	3,914	2,000	4,000	100.0%
	3,503,131	3,011,598	3,046,996	

Expenses

Hangar Debt Interest	15,659	0	0	
Administrative	439,930	485,139	574,898	18.5%
Depreciation	195,370	0	0	
Facility Maintenance	133,471	145,312	161,365	11.0%
Aircraft Maintenance	113,330	0	0	
Line/Customer Service	341,385	372,448	393,964	5.8%
Fuel	871,500	1,550,989	1,537,520	
Flight	124,134	322,709	279,249	
Capital Project	2,275	0	0	
Capital Outlay	0	135,000	100,000	
	2,237,053	3,011,598	3,046,996	