

# Final Budget

<b>Cheyenne Regional Airport Board</b>	
Budget Hearing Information	
4000 Airport Parkway	<b>Location:</b> 4000 Airport Parkway Cheyenne, WY 82001
Cheyenne, WY 82001	<b>Date:</b> 7/1/2021
307-634-7071	<b>Time:</b> 11:00 AM
Laramie County	<b>Budget Prepared by:</b> James Childress, CPA

**S-A BUDGET MESSAGE** W.S. 16-4-104(d)

The Airport Board has prepared the enclosed final and proposed budget for fiscal year 2022 on the basis of a conservative outlook for future revenues and expenditures. The budget development process engages all members of supervisory and management staff in an effort to produce the budget in compliance with State Statutes and to further serve as an operational diagnostic and planning tool. Legend Aeroserve (Cheyenne Airport Bixed Base Operator, or "FBO") operations suffered a significant drop related to COVID-19 in FY20/21. In addition, a general decrease in aviation traffic has resulted in decreased landing fees, Passenger Facility Charges, and other aeronautical revenue. Commercial tenant leases also incurred a reduction. Airport management expects to know more in the coming months regarding the projections made for FY22. The CARES Act allows for additional funding to be made available to airports, and a portion of that funding is included in this forecasted budget. However, the amount which the Cheyenne Airport will ultimately have made available to them during FY22 is unknown at this time. Additionally, future funding sources may become available that are not yet a part of this final budget, which, in turn, may lead to additional capital projects happening earlier than expected.

**S-B RESERVE DESCRIPTION**

Reserves include a calculated amount for accumulated depreciation of airport assets considered to require replacement. Additionally, an amount is held in cash by the Board for the contingency of an airport emergency requiring immediate and unplanned expenditure. In the absence of additional funding sources, the Airport Board is considering using depreciation reserves for replacement of long held, fully depreciated assets during FY22. The presence or absence of additional funding sources for this purpose is unknown at this time.

**S-C**

Names of Board Members	Date of End of Term	Does the district have regular office hours exceeding 20 hours per week?
Carey Ryerson - Secretary	12/31/23	<input checked="" type="checkbox"/> <b>Yes</b>
Kim Brokaw - VP	12/31/22	
Pete Iloway - President	12/31/21	
Kevin Paintner - Member at Large	12/31/24	
Keith Zabka - Treasurer	12/31/25	

**If Yes, enter**

Address of office:	4000 Airport Parkway
City, State, Zip:	Cheyenne, WY 82001
Phone Number:	307-634-7071
Hours Open:	8AM-5PM

Where are the minutes of your board meeting available for public review?  
 4000 Airport Parkway Cheyenne, WY 82001

How and where are the notices of meeting posted for the public?  
 Notices for meetings are posted for the public in the Wyoming Tribune Eagle

Where are the public meetings held?  
 4000 Airport Parkway Cheyenne, WY 82001

## FINAL BUDGET SUMMARY

OVERVIEW		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
S-1	Total Budgeted Expenditures	\$6,216,511	\$5,261,204	\$15,830,728	\$22,309,872
S-2	Total Principal to Pay on Debt	\$284,471	\$2,048,058	\$0	\$0
S-3	Total Change to Restricted Funds	\$0	\$0	-\$1,574,000	\$0
S-4	Total General Fund and Forecasted Revenues Available	\$8,861,710	\$8,412,268	\$18,145,457	\$25,246,504
S-5	Amount requested from County Commissioners	\$0	\$0	\$0	\$0
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
S-7	Operating Revenues	\$2,315,188	\$1,857,430	\$1,947,918	\$1,912,872
S-8	Tax levy (From the County Treasurer)	\$0	\$0	\$0	\$0
S-9	Government Support	\$0	\$0	\$0	\$0
S-10	Grants	\$1,169,108	\$3,300,350	\$8,415,902	\$15,548,935
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$3,852,824	\$1,729,897	\$2,200,950	\$2,204,009
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0

S-14	Total Revenue	\$7,337,119	\$6,887,677	\$12,564,770	\$19,665,816
FY 7/1/21-6/30/22		Cheyenne Regional Airport Board			

EXPENDITURE SUMMARY		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
S-15	Capital Outlay	\$1,780,178	\$1,727,591	\$9,998,150	\$17,993,826
S-16	Interest and Fees On Debt	\$84,111	\$71,478	\$0	\$0
S-17	Administration	\$832,228	\$720,512	\$1,121,712	\$1,006,555
S-18	Operations	\$3,393,914	\$2,591,251	\$2,980,516	\$3,038,645
S-19	Indirect Costs	\$126,079	\$150,372	\$156,350	\$270,845
S-20R	Expenditures paid by Reserves	\$0	\$0	\$1,574,000	\$0
S-20	Total Expenditures	\$6,216,511	\$5,261,204	\$15,830,728	\$22,309,872

DEBT SUMMARY		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
S-21	Principal Paid on Debt	\$284,471	\$2,048,058	\$0	\$0

CASH AND INVESTMENTS		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
S-22	TOTAL GENERAL FUNDS	\$1,524,591	\$1,524,591	\$5,580,688	\$5,580,688

**Summary of Reserve Funds**

S-23	Beginning Balance in Reserve Accounts				
S-24	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-25	b. Reserves	\$1,647,359	\$1,647,359	\$1,647,359	\$1,647,359
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	<b>Total Reserves (a+b+c)</b>	<b>\$1,647,359</b>	<b>\$1,647,359</b>	<b>\$1,647,359</b>	<b>\$1,647,359</b>
S-27	Amount to be added				
S-28	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-29	b. Reserves	\$0	\$0	\$0	\$0
S-30	c. Bond Funds	\$0	\$0	\$0	\$0
	<b>Total to be added (a+b+c)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
S-31	Subtotal	\$1,647,359	\$1,647,359	\$1,647,359	\$1,647,359
S-32	Less Total to be spent	\$0	\$0	\$1,574,000	\$0
S-33	<b>TOTAL RESERVES AT END OF FISCAL YEAR</b>	<b>\$1,647,359</b>	<b>\$1,647,359</b>	<b>\$73,359</b>	<b>\$1,647,359</b>

*End of Summary*

\_\_\_\_\_  
Budget Officer / District Official (if not same as "Submitted by")

Date adopted by Special District 7/1/2021

DISTRICT ADDRESS: 4000 Airport Parkway  
Cheyenne, WY 82001

PREPARED BY: James Childress, CPA

DISTRICT PHONE: 307-634-7071

Prepared in compliance with the Uniform Municipal Fiscal Procedures Act (W.S. 16-4-101 through 124) as it applies.

1/23/19 Form approved by Wyoming Department of Audit, Public Funds Division

# Final Budget

Cheyenne Regional Airport Board

FYE 6/30/2022

**NAME OF DISTRICT/BOARD**

## PROPERTY TAXES AND ASSESSMENTS

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
<b>R-1 Property Taxes and Assessments Received</b>					
R-1.1 Tax Levy (From the County Treasurer)	4001	\$0	\$0	\$0	
R-1.2 Other County Support (see note on the right)	4005	\$0	\$0	\$0	

## FORECASTED REVENUE

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
<b>R-2 Revenues from Other Governments</b>					
R-2.1 State Aid	4211	\$0	\$0	\$0	
R-2.2 Additional County Aid (non-treasurer)	4237	\$0	\$0	\$0	
R-2.3 City (or Town) Aid	4237	\$0	\$0	\$0	
R-2.4 Other (Specify)	4237	\$0	\$0	\$0	
R-2.5 <b>Total Government Support</b>		\$0	\$0	\$0	\$0
<b>R-3 Operating Revenues</b>					
R-3.1 Customer Charges	4300	\$2,315,188	\$1,857,430	\$1,947,918	\$1,912,872
R-3.2 Sales of Goods or Services	4300	\$0	\$0	\$0	
R-3.3 Other Assessments	4503	\$0	\$0	\$0	
R-3.4 <b>Total Operating Revenues</b>		\$2,315,188	\$1,857,430	\$1,947,918	\$1,912,872
<b>R-4 Grants</b>					
R-4.1 Direct Federal Grants	4201	\$983,246	\$3,196,820	\$8,053,752	\$15,508,935
R-4.2 Federal Grants thru State Agencies	4201	\$0	\$0	\$0	
R-4.3 Grants from State Agencies	4211	\$185,862	\$103,530	\$362,150	\$40,000
R-4.4 <b>Total Grants</b>		\$1,169,108	\$3,300,350	\$8,415,902	\$15,548,935
<b>R-5 Miscellaneous Revenue</b>					
R-5.1 Interest	4501	\$25,603	\$2,908	\$3,540	\$3,486
R-5.2 Other: Specify _____	4500	\$27,270	\$0	\$0	
R-5.3 Other: See Additional _____		\$3,799,951	\$1,726,988	\$2,197,410	\$2,200,522
R-5.4 <b>Total Miscellaneous</b>		\$3,852,824	\$1,729,897	\$2,200,950	\$2,204,009
R-5.5 <b>Total Forecasted Revenue</b>		\$7,337,119	\$6,887,677	\$12,564,770	\$19,665,816
<b>R-6 Other Forecasted Revenue</b>					
R-6.1 a. Other past due as estimated by Co. Treas.	4004	\$0	\$0	\$0	
R-6.2 b. Other forecasted revenue (specify): _____					
R-6.3 _____	4500	\$0	\$0	\$0	
R-6.4 _____	4500	\$0	\$0	\$0	
R-6.5 _____					
R-6.6 <b>Total Other Forecasted Revenue (a+b)</b>		\$0	\$0	\$0	\$0

# Final Budget

Cheyenne Regional Airport Board

FYE 6/30/2022

**NAME OF DISTRICT/BOARD**

## CAPITAL OUTLAY BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
<b>E-1 Capital Outlay</b>					
E-1.1 Real Property	6201	\$0	\$0	\$0	
E-1.2 Vehicles	6210	\$0	\$0	\$0	
E-1.3 Office Equipment	6211	\$0	\$0	\$0	
E-1.4 Other (Specify)					
E-1.5 Airport Terminal	6200	\$337,292	\$0	\$250,000	
E-1.6 _____	6200	\$0	\$0	\$0	
E-1.7 _____ see additional details		\$1,442,886	\$1,727,591	\$9,748,150	\$17,993,826
E-1.8 <b>TOTAL CAPITAL OUTLAY</b>		\$1,780,178	\$1,727,591	\$9,998,150	\$17,993,826

## ADMINISTRATION BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
<b>E-2 Personnel Services</b>					
E-2.1 Administrator	7002	\$635,038	\$553,453	\$970,688	\$789,135
E-2.2 Secretary	7003	\$0	\$0	\$0	
E-2.3 Clerical	7004	\$0	\$0	\$0	
E-2.4 Other (Specify)					
E-2.5 _____	7005	\$0	\$0	\$0	
E-2.6 _____	7005	\$0	\$0	\$0	
E-2.7 _____					
<b>E-3 Board Expenses</b>					
E-3.1 Travel	7011	\$4,888	\$4,975	\$2,834	\$30,000
E-3.2 Mileage	7012	\$0	\$0	\$0	
E-3.3 Other (Specify)					
E-3.4 _____	7013	\$0	\$0	\$0	
E-3.5 _____	7013	\$0	\$0	\$0	
E-3.6 _____					
<b>E-4 Contractual Services</b>					
E-4.1 Legal	7021	\$8,589	\$8,947	\$7,340	\$20,000
E-4.2 Accounting/Auditing	7022	\$152,260	\$133,341	\$122,729	\$145,000
E-4.3 Other (Specify)					
E-4.4 _____	7023	\$0	\$0	\$0	
E-4.5 _____	7023	\$0	\$0	\$0	
E-4.6 _____					
<b>E-5 Other Administrative Expenses</b>					
E-5.1 Office Supplies	7031	\$28,981	\$19,655	\$17,965	\$22,120
E-5.2 Office equipment, rent & repair	7032	\$0	\$0	\$0	
E-5.3 Education	7033	\$0	\$0	\$0	
E-5.4 Registrations	7034	\$0	\$0	\$0	
E-5.5 Other (Specify)					
E-5.6 Legal Advertising	7035	\$2,472	\$142	\$156	\$300
E-5.7 _____	7035	\$0	\$0	\$0	
E-5.8 _____					
<b>E-6 TOTAL ADMINISTRATION</b>		\$832,228	\$720,512	\$1,121,712	\$1,006,555

# Final Budget

## OPERATIONS BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
<b>E-7</b>	<b>Personnel Services</b>				
E-7.1	Wages--Operations	\$491,827	\$599,415	\$538,500	\$551,641
E-7.2	Service Contracts	\$0	\$0	\$0	
E-7.3	Other (Specify)				
E-7.4	_____	\$0	\$0	\$0	
E-7.5	_____	\$0	\$0	\$0	
E-7.6	_____				
<b>E-8</b>	<b>Travel</b>				
E-8.1	Mileage	\$0	\$0	\$0	
E-8.2	Other (Specify)				
E-8.3	Lodging and Meals	\$4,718	\$854	\$7,500	\$12,000
E-8.4	_____	\$0	\$0	\$0	
E-8.5	_____				
<b>E-9</b>	<b>Operating supplies (List)</b>				
E-9.1	Fuel for Sale	\$2,050,325	\$1,190,385	\$1,557,714	\$1,500,000
E-9.2	_____	\$0	\$0	\$0	
E-9.3	_____	\$0	\$0	\$0	
E-9.4	_____	\$0	\$0	\$0	
E-9.5	_____				
<b>E-10</b>	<b>Program Services (List)</b>				
E-10.1	Airport Repairs and Maint.	\$120,534	\$87,644	\$119,222	\$141,011
E-10.2	_____	\$0	\$0	\$0	
E-10.3	_____	\$0	\$0	\$0	
E-10.4	_____	\$0	\$0	\$0	
E-10.5	_____				
<b>E-11</b>	<b>Contractual Arrangements (List)</b>				
E-11.1	Custodial Services	\$133,763	\$127,233	\$119,488	\$115,328
E-11.2	Lawn and Snow	\$42,319	\$19,258	\$18,966	\$33,283
E-11.3	_____	\$0	\$0	\$0	
E-11.4	_____	\$0	\$0	\$0	
E-11.5	_____				
<b>E-12</b>	<b>Other operations (Specify)</b>				
E-12.1	Utilities	\$422,524	\$443,267	\$452,793	\$516,678
E-12.2	_____	\$0	\$0	\$0	
E-12.3	_____	\$0	\$0	\$0	
E-12.4	_____	\$0	\$0	\$0	
E-12.5	_____ see additional details	\$127,903	\$123,195	\$166,334	\$168,705
<b>E-13</b>	<b>TOTAL OPERATIONS</b>	<b>\$3,393,914</b>	<b>\$2,591,251</b>	<b>\$2,980,516</b>	<b>\$3,038,645</b>

# Final Budget

## INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
<b>E-14 Insurance</b>					
E-14.1 Liability	7502	\$1,195	\$44	\$15,237	\$93,102
E-14.2 Buildings and vehicles	7503	\$124,884	\$150,328	\$141,113	\$177,744
E-14.3 Equipment	7504	\$0	\$0	\$0	
E-14.4 Other (Specify)					
E-14.5 _____	7505	\$0	\$0	\$0	
E-14.6 _____	7505	\$0	\$0	\$0	
E-14.7 _____					
<b>E-15 Indirect payroll costs:</b>					
E-15.1 FICA (Social Security) taxes	7511	\$0	\$0	\$0	
E-15.2 Workers Compensation	7512	\$0	\$0	\$0	
E-15.3 Unemployment Taxes	7513	\$0	\$0	\$0	
E-15.4 Retirement	7514	\$0	\$0	\$0	
E-15.5 Health Insurance	7515	\$0	\$0	\$0	
E-15.6 Other (Specify)					
E-15.7 _____	7516	\$0	\$0	\$0	
E-15.8 _____	7516	\$0	\$0	\$0	
E-15.9 _____					
<b>E-17 TOTAL INDIRECT COSTS</b>		<b>\$126,079</b>	<b>\$150,372</b>	<b>\$156,350</b>	<b>\$270,845</b>

## DEBT SERVICE BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
<b>D-1 Debt Service</b>					
D-1.1 Principal	6401	\$284,471	\$2,048,058	\$0	
D-1.2 Interest	6410	\$84,111	\$71,478	\$0	
D-1.3 Fees	6420	\$0	\$0	\$0	
<b>D-2 TOTAL DEBT SERVICE</b>		<b>\$368,582</b>	<b>\$2,119,536</b>	<b>\$0</b>	<b>\$0</b>

# Final Budget

Cheyenne Regional Airport Board

FYE 6/30/2022

NAME OF DISTRICT/BOARD

## GENERAL FUNDS

C-1	Balances at Beginning of Fiscal Year	DOA Chart of Accounts	End of Year	Beginning	Beginning	Final Approval
			2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	
C-1.1	General Fund Checking	1010	\$1,322,463	\$1,322,463	\$3,892,612	\$3,892,612
C-1.2	Savings and Investments	1040	\$202,128	\$202,128	\$1,688,075	\$1,688,075
C-1.3	General Fund CD Balance	1050		\$0	\$0	
C-1.4	All Other Funds	1020	\$0	\$0	\$0	
C-1.5	Reserves (From Below)		\$1,647,359	\$1,647,359	\$73,359	\$1,647,359
C-1.6	<b>Total Estimated Cash and Investments on Hand</b>		\$3,171,950	\$3,171,950	\$5,654,047	\$7,228,047

  

C-2	General Fund Reductions:	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
C-2.1	a. Unpaid bills at FYE	2010	\$0		\$0	
C-2.2	b. Reserves		\$1,647,359	\$1,647,359	\$73,359	\$1,647,359
C-2.3	<b>Total Deductions (a+b)</b>		\$1,647,359	\$1,647,359	\$73,359	\$1,647,359
C-2.4	<b>Estimated Non-Restricted Funds Available</b>		\$1,524,591	\$1,524,591	\$5,580,688	\$5,580,688

	DOA Chart of Accounts
<b>SINKING &amp; DEBT SERVICE FUNDS</b>	1070

C-3		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
C-3.1	Beginning Balance in Reserve Account (end of previous year)	\$0	\$0	\$0	
C-3.2	Date of Reserve Approval in Minutes:				
C-3.3	Amount to be added to the reserve			\$0	
C-3.4	Date of Reserve Approval in Minutes:				
C-3.5	<b>SUB-TOTAL</b>	\$0	\$0	\$0	\$0
C-3.6	Identify the amount and project to be spent				
C-3.7	a. _____	\$0		\$0	
C-3.8	b. _____	\$0		\$0	
C-3.9	c. _____				
C-3.10	Date of Reserve Approval in Minutes:				
C-3.11	<b>TOTAL CAPITAL OUTLAY (a+b+c)</b>	\$0	\$0	\$0	\$0
C-3.12	Balance to be retained	\$0	\$0	\$0	\$0

	DOA Chart of Accounts
<b>RESERVES</b>	1090

C-4		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
C-4.1	Beginning Balance in Reserve Account (end of previous year)	\$1,647,359	\$1,647,359	\$1,647,359	\$1,647,359
C-4.2	Date of Reserve Approval in Minutes:				
C-4.3	Amount to be added to the reserve	\$0		\$0	
C-4.4	Date of Reserve Approval in Minutes:				
C-4.5	<b>SUB-TOTAL</b>	\$1,647,359	\$1,647,359	\$1,647,359	\$1,647,359
C-4.6	Identify the amount and project to be spent				
C-4.7	a. Replacements and Repa	\$0		\$1,574,000	
C-4.8	b. _____	\$0		\$0	
C-4.9	c. _____				
C-4.10	Date of Reserve Approval in Minutes:				
C-4.11	<b>TOTAL OTHER RESERVE OUTLAY (a+b+c)</b>	\$0	\$0	\$1,574,000	\$0
C-4.12	Balance to be retained	\$1,647,359	\$1,647,359	\$73,359	\$1,647,359

	DOA Chart of Accounts
<b>BOND FUNDS</b>	1060

C-5		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
C-5.1	Beginning Balance in Reserve Account (end of previous year)	\$0	\$0	\$0	
C-5.2	Date of Reserve Approval in Minutes:				
C-5.3	Amount to be added to the reserve	\$0		\$0	
C-5.4	Date of Reserve Approval in Minutes:				
C-5.5	<b>SUB-TOTAL</b>	\$0	\$0	\$0	\$0
C-5.6	Identify the amount and project to be spent	\$0		\$0	
C-5.7	Date of Reserve Approval in Minutes:				
C-5.8	Balance to be retained	\$0	\$0	\$0	\$0
C-5.9	<b>TOTAL TO BE SPENT</b>	\$0	\$0	\$1,574,000	\$0