

**FYE2018 BUDGET ACTIVITY NARRATIVE**

<b>FUND:</b> 010 General	<b>DEPARTMENT:</b> 29 Airport	<b>ACTIVITY:</b> 7700 Airport Administration
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**DEPARTMENT/ACTIVITY DESCRIPTION:**  
 Waterloo Regional Airport builds and maintains infrastructure allowing commercial, corporate, military, and general aviation air service to the Cedar Valley.

**DEPARTMENT/ACTIVITY OBJECTIVES:**  
 Implement FAA Security Programs and Procedures: Airport will work to implement and improve security inspections and programs.  
 Implement FAA Safety Programs and Procedures: Airport will work to implement and improve safety inspections and programs.  
 Build and Maintain Airport Infrastructure: Airport will administer \$1M+ in capital improvements.  
 Promote and Market Business Development: Airport will work with AA to add more jet service and better fares to ALO.

**PERSONNEL SUMMARY:**

FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2015	CERTIFIED FYE2016	CERTIFIED FYE2017	PROPOSED FYE2018 *	DEPT REQUEST FYE2018	CERTIFIED FYE2018
Director of Aviation	1	1	1	1		
Bookkeeper	0.8	0.8	0.8	0.8		
Maintenance	3	3	3	3		
Maintenance Foreman	1	1	1	1		
<b>TOTAL FULL-TIME EQUIVALENT POSITIONS</b>	5.8	5.8	5.8	5.8	0	0

\* AT CURRENT FYE17 STAFFING LEVEL



# Department Budget Worksheet Draft #1

Budget Year 2018

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Actual Amt thru 12/31/16	2017 Amended Budget	2017 Adopted Budget	2018 Base Level	2018 Additional Dept Needs	% Change from 2017 Adopted
<b>Fund 010 - General Fund</b>									
<b>REVENUE</b>									
Department <b>29 - Airport Commission</b>									
Activity <b>7700 - Airport Administration</b>									
<i>Use Of Money &amp; Property</i>									
010-29-7700 3620	Rent & Property Leases	812,062.44	780,686.83	437,629.22	815,000.00	815,000.00	815,000.00	815,000.00	.00
	<i>Use Of Money &amp; Property Totals</i>	<u>812,062.44</u>	<u>780,686.83</u>	<u>437,629.22</u>	<u>815,000.00</u>	<u>815,000.00</u>	<u>815,000.00</u>	<u>815,000.00</u>	<u>0.00%</u>
<i>State Government Grants</i>									
010-29-7700 3361	State Grant	.00	2,742.28	.00	.00	.00	.00	.00	.00
	<i>State Government Grants Totals</i>	<u>\$0.00</u>	<u>\$2,742.28</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>+++</u>
<i>Charges for Fees &amp; Service</i>									
010-29-7700 3449	Parking Lot Revenue - Regular	90,252.00	115,050.00	57,766.00	90,000.00	90,000.00	90,000.00	120,000.00	33.33
010-29-7700 3453	Airport Landing Fee	39,482.17	46,171.50	21,403.53	48,000.00	48,000.00	48,000.00	50,000.00	4.16
010-29-7700 3477	Sale of Gas & Oil	45,982.74	35,319.34	16,000.54	70,000.00	70,000.00	70,000.00	48,307.00	(30.99)
010-29-7700 3621	Equipment Rental Fee	1,602.00	2,003.75	1,200.00	1,000.00	1,000.00	1,000.00	1,000.00	.00
010-29-7700 3626	Tenant Security Deposits	260.00	340.00	80.00	.00	.00	.00	.00	.00
010-29-7700 3873	Reimbursement for Service	6,822.38	.00	.00	1,000.00	1,000.00	1,000.00	1,000.00	.00
	<i>Charges for Fees &amp; Service Totals</i>	<u>\$184,401.29</u>	<u>\$198,884.59</u>	<u>\$96,450.07</u>	<u>\$210,000.00</u>	<u>\$210,000.00</u>	<u>\$210,000.00</u>	<u>\$220,307.00</u>	<u>4.91%</u>
<b>Comments</b>									
<i>Account</i>	<i>Level</i>	<i>Comment</i>							
3477	Additional Dept Needs	Staff requests decrease to 3-year average due to decreased sales and cost per gallon.							
<i>Miscellaneous Revenue</i>									
010-29-7700 3800	Miscellaneous Revenue	1,653.65	1,760.44	630.01	9,500.00	9,500.00	9,500.00	9,500.00	.00
010-29-7700 3871	Damage Claims	.00	.00	.00	7,565.00	.00	.00	.00	.00
	<i>Miscellaneous Revenue Totals</i>	<u>\$1,653.65</u>	<u>\$1,760.44</u>	<u>\$630.01</u>	<u>\$17,065.00</u>	<u>\$9,500.00</u>	<u>\$9,500.00</u>	<u>\$9,500.00</u>	<u>0.00%</u>
<i>Refunds</i>									
010-29-7700 3820	Sales Tax Refunds	515.84	731.62	366.61	450.00	450.00	450.00	600.00	33.33
	<i>Refunds Totals</i>	<u>\$515.84</u>	<u>\$731.62</u>	<u>\$366.61</u>	<u>\$450.00</u>	<u>\$450.00</u>	<u>\$450.00</u>	<u>\$600.00</u>	<u>33.33%</u>
<b>Comments</b>									
<i>Account</i>	<i>Level</i>	<i>Comment</i>							
3820	Additional Dept Needs	Staff requests increase due to per gallon increase of fuel tax refund.							
<b>Activity 7700 - Airport Administration Totals</b>		<u>\$998,633.22</u>	<u>\$984,805.76</u>	<u>\$535,075.91</u>	<u>\$1,042,515.00</u>	<u>\$1,034,950.00</u>	<u>\$1,034,950.00</u>	<u>\$1,045,407.00</u>	<u>1.01%</u>
<b>Department 29 - Airport Commission Totals</b>		<u>\$998,633.22</u>	<u>\$984,805.76</u>	<u>\$535,075.91</u>	<u>\$1,042,515.00</u>	<u>\$1,034,950.00</u>	<u>\$1,034,950.00</u>	<u>\$1,045,407.00</u>	<u>1.01%</u>
<b>REVENUE TOTALS</b>		<u>\$998,633.22</u>	<u>\$984,805.76</u>	<u>\$535,075.91</u>	<u>\$1,042,515.00</u>	<u>\$1,034,950.00</u>	<u>\$1,034,950.00</u>	<u>\$1,045,407.00</u>	<u>1.01%</u>

**EXPENSE**

Department **29 - Airport Commission**



# Department Budget Worksheet Draft #1

Budget Year 2018

Activity **7700 - Airport Administration**

*Personal Services - Salaries & Benefits*

010-29-7700 1111	Salaries - Regular	298,929.48	348,816.00	179,830.92	353,308.00	353,308.00	362,702.00	362,702.00	2.65
010-29-7700 1112	Salaries - Part-time	105.00	157.50	.00	2,000.00	2,000.00	2,000.00	2,000.00	.00
010-29-7700 1113	Longevity Pay	4,619.86	4,084.54	2,069.99	4,200.00	4,200.00	4,365.00	4,365.00	3.92
010-29-7700 1114	Time & Half Pay	57,030.51	40,702.12	19,714.85	29,989.00	29,989.00	29,989.00	29,989.00	.00
010-29-7700 1117	Double Time Pay	4,444.76	2,730.94	1,100.29	3,000.00	3,000.00	3,000.00	3,000.00	.00
010-29-7700 1118	Bonus Pay	3,333.73	586.44	304.80	1,000.00	1,000.00	1,000.00	1,000.00	.00
010-29-7700 1121	FICA - City Contribution	29,577.09	30,137.43	15,269.17	30,332.00	30,332.00	31,692.00	31,692.00	4.48
010-29-7700 1122	IPERS - City Contribution	32,919.43	35,444.86	18,129.77	35,139.00	35,139.00	35,993.00	35,993.00	2.43
010-29-7700 1123	Life & Disability Insurance	1,884.79	2,027.28	904.74	2,075.00	2,075.00	1,852.00	1,852.00	(10.74)
010-29-7700 1128	Retirement Pay	20,935.96	.00	.00	.00	.00	11,079.00	11,079.00	.00
010-29-7700 1130	Employee Benefit Reimbursement	2,128.41	3,165.73	150.00	3,000.00	3,000.00	150.00	150.00	(95.00)
010-29-7700 1131	Health Insurance	98,736.00	125,664.00	62,832.00	125,664.00	125,664.00	118,860.00	118,860.00	(5.41)
<i>Personal Services - Salaries &amp; Benefits Totals</i>		\$554,645.02	\$593,516.84	\$300,306.53	\$589,707.00	\$589,707.00	\$602,682.00	\$602,682.00	2.20%

Comments

Account	Level	Comment
1128	Additional Dept Needs	Staff anticipates Airport Maintenance foreman may retire by June 30, 2018. Estimated retirement payout is included for this line item.

*Contractual Services*

010-29-7700 1314	Health Services	315.15	126.49	122.00	200.00	200.00	200.00	200.00	.00
010-29-7700 1315	Educational & Training Services	.00	187.16	114.00	10,000.00	10,000.00	10,000.00	10,000.00	.00
010-29-7700 1319	Other Professional Services	245.38	3,833.61	1,902.68	29,170.00	30,000.00	30,000.00	30,000.00	.00
010-29-7700 1335	Public Info & Education	.00	.00	829.59	830.00	.00	.00	.00	.00
010-29-7700 1343	Postage & Mailing Expense	676.33	531.52	274.93	1,000.00	1,000.00	1,000.00	1,000.00	.00
010-29-7700 1344	Telephone & Fax Expense	1,690.10	1,198.97	1,577.41	4,000.00	4,000.00	4,000.00	4,000.00	.00
010-29-7700 1345	Travel - City Business	57.75	.00	.00	.00	.00	.00	.00	.00
010-29-7700 1346	Travel - Professional Training	1,046.08	3,441.52	914.31	5,000.00	5,000.00	5,000.00	10,000.00	100.00
010-29-7700 1348	Interviewee Travel Expense	4,381.45	.00	.00	.00	.00	.00	.00	.00
010-29-7700 1351	Advertising Expense	291.00	14,476.10	3,068.00	10,000.00	7,000.00	7,000.00	37,000.00	428.57
010-29-7700 1364	Tort Liability Insurance	8,157.00	8,157.00	.00	8,203.00	8,203.00	8,203.00	8,203.00	.00
010-29-7700 1371	Building & Grounds Maintenance	104,658.83	113,152.55	46,511.41	118,338.00	110,773.00	110,773.00	135,773.00	22.56
010-29-7700 1376	Office Equipment Repair & Maintenance	746.31	858.82	61.43	1,000.00	1,000.00	1,000.00	1,000.00	.00
010-29-7700 1377	Radio Equipment Repair & Maintenance	739.06	423.55	60.12	500.00	500.00	500.00	500.00	.00
010-29-7700 1387	Radio & Related Equipment	2,564.52	10,377.28	1,338.12	10,000.00	10,000.00	10,000.00	10,000.00	.00
010-29-7700 1390	Other Contractual Services	450.00	.00	.00	500.00	500.00	500.00	500.00	.00
010-29-7700 1391	Dues & Memberships	660.00	945.00	775.00	1,000.00	1,000.00	1,000.00	1,000.00	.00
010-29-7700 1392	Subscriptions	341.65	167.31	.00	300.00	300.00	300.00	300.00	.00
010-29-7700 1400	Utility Service	104,471.81	93,413.64	40,429.14	120,000.00	120,000.00	120,000.00	120,000.00	.00
<i>Contractual Services Totals</i>		\$231,492.42	\$251,290.52	\$97,978.14	\$320,041.00	\$309,476.00	\$309,476.00	\$369,476.00	19.39%

Comments

Account	Level	Comment
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Budget Year 2018

1346	Additional Dept Needs	Staff anticipates business travel of \$8,000 plus ARFF training costs of \$2,000.
1351	Additional Dept Needs	See attached interdepartmental correspondence from Airport Staff.
1371	Additional Dept Needs	See attached interdepartmental correspondence from Airport Staff.

**Commodities**

010-29-7700 1504	Credit Card Fees	4,584.10	5,990.31	3,501.14	4,500.00	4,500.00	4,500.00	6,000.00	33.33
010-29-7700 1522	Light Bulbs & Lamps	1,457.35	1,102.68	302.01	1,500.00	1,500.00	1,500.00	1,500.00	.00
010-29-7700 1533	Fuel Expense	22,557.21	16,160.99	9,452.42	21,517.00	21,517.00	21,517.00	21,517.00	.00
010-29-7700 1538	Fuel for Resale	33,980.89	25,653.96	7,655.33	52,000.00	55,000.00	55,000.00	55,000.00	.00
010-29-7700 1541	Janitorial Supplies	.00	.00	.00	250.00	250.00	250.00	250.00	.00
010-29-7700 1547	Oils & Greases	1,226.46	552.64	285.02	1,500.00	1,500.00	1,500.00	1,500.00	.00
010-29-7700 1555	Minor Equipment & Supplies	.00	497.98	.00	2,000.00	2,000.00	2,000.00	2,000.00	.00
010-29-7700 1561	Office Supplies & Minor Equipment	1,585.34	4,776.41	1,254.42	5,500.00	5,500.00	5,500.00	5,500.00	.00
010-29-7700 1569	Vehicle Replacement Parts	2,429.78	5,920.13	1,582.01	16,000.00	16,000.00	16,000.00	16,000.00	.00
010-29-7700 1571	Machinery & Equipment Replacement Parts	34,847.89	26,685.27	4,616.25	15,000.00	15,000.00	15,000.00	25,000.00	66.66
010-29-7700 1573	Safety & Protective Equipment	1,830.13	2,024.74	1,553.28	4,250.00	4,250.00	4,250.00	20,000.00	370.58
010-29-7700 1710	Claims, Judgments & Contingencies	.00	375.00	.00	.00	.00	.00	.00	.00
010-29-7700 1785	Refund Payments	302.00	220.00	40.00	250.00	250.00	250.00	250.00	.00
<b>Commodities Totals</b>		<b>\$104,801.15</b>	<b>\$89,960.11</b>	<b>\$30,241.88</b>	<b>\$124,267.00</b>	<b>\$127,267.00</b>	<b>\$127,267.00</b>	<b>\$154,517.00</b>	<b>21.41%</b>

**Comments**

Account	Level	Comment
1504	Additional Dept Needs	Staff anticipates a 33% increase, based on recent usage. See attached interdepartmental correspondence.
1533	Additional Dept Needs	Staff requests increase to three-year average of \$25,000.
1571	Additional Dept Needs	Three-year average is \$30,603. Staff requests increase to \$25,000. See attached interdepartmental correspondence.
1573	Additional Dept Needs	Staff requests increase to start replacing outdated fire proximity equipment. See interdepartmental correspondence.

**Capital Outlay**

010-29-7700 2106	Computer Equipment	.00	4,858.69	.00	8,500.00	8,500.00	8,500.00	8,500.00	.00
<b>Capital Outlay Totals</b>		<b>\$0.00</b>	<b>\$4,858.69</b>	<b>\$0.00</b>	<b>\$8,500.00</b>	<b>\$8,500.00</b>	<b>\$8,500.00</b>	<b>\$8,500.00</b>	<b>0.00%</b>

Activity	<b>7700 - Airport Administration</b>	Totals	\$890,938.59	\$939,626.16	\$428,526.55	\$1,042,515.00	\$1,034,950.00	\$1,047,925.00	\$1,135,175.00	9.68%
Department	<b>29 - Airport Commission</b>	Totals	\$890,938.59	\$939,626.16	\$428,526.55	\$1,042,515.00	\$1,034,950.00	\$1,047,925.00	\$1,135,175.00	9.68%
<b>EXPENSE TOTALS</b>			<b>\$890,938.59</b>	<b>\$939,626.16</b>	<b>\$428,526.55</b>	<b>\$1,042,515.00</b>	<b>\$1,034,950.00</b>	<b>\$1,047,925.00</b>	<b>\$1,135,175.00</b>	<b>9.68%</b>
Fund	<b>010 - General Fund</b>	Totals	\$998,633.22	\$984,805.76	\$535,075.91	\$1,042,515.00	\$1,034,950.00	\$1,034,950.00	\$1,045,407.00	1.01%
<b>REVENUE TOTALS</b>			<b>\$998,633.22</b>	<b>\$984,805.76</b>	<b>\$535,075.91</b>	<b>\$1,042,515.00</b>	<b>\$1,034,950.00</b>	<b>\$1,034,950.00</b>	<b>\$1,045,407.00</b>	<b>1.01%</b>
<b>EXPENSE TOTALS</b>			<b>\$890,938.59</b>	<b>\$939,626.16</b>	<b>\$428,526.55</b>	<b>\$1,042,515.00</b>	<b>\$1,034,950.00</b>	<b>\$1,047,925.00</b>	<b>\$1,135,175.00</b>	<b>9.68%</b>
Fund	<b>010 - General Fund</b>	Totals	\$107,694.63	\$45,179.60	\$106,549.36	\$0.00	\$0.00	(\$12,975.00)	(\$89,768.00)	+++
<b>Net Grand Totals</b>			<b>\$998,633.22</b>	<b>\$984,805.76</b>	<b>\$535,075.91</b>	<b>\$1,042,515.00</b>	<b>\$1,034,950.00</b>	<b>\$1,034,950.00</b>	<b>\$1,045,407.00</b>	<b>1.01%</b>
<b>REVENUE GRAND TOTALS</b>			<b>\$998,633.22</b>	<b>\$984,805.76</b>	<b>\$535,075.91</b>	<b>\$1,042,515.00</b>	<b>\$1,034,950.00</b>	<b>\$1,034,950.00</b>	<b>\$1,045,407.00</b>	<b>1.01%</b>
<b>EXPENSE GRAND TOTALS</b>			<b>\$890,938.59</b>	<b>\$939,626.16</b>	<b>\$428,526.55</b>	<b>\$1,042,515.00</b>	<b>\$1,034,950.00</b>	<b>\$1,047,925.00</b>	<b>\$1,135,175.00</b>	<b>9.68%</b>
<b>Net Grand Totals</b>			<b>\$107,694.63</b>	<b>\$45,179.60</b>	<b>\$106,549.36</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$12,975.00)</b>	<b>(\$89,768.00)</b>	<b>+++</b>

**FYE2018 BUDGET ACTIVITY NARRATIVE**

<b>FUND:</b> 291 Airport FAA Projects	<b>DEPARTMENT:</b> 29 Airport	<b>ACTIVITY:</b> 7750 Airport Federal Projects
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**DEPARTMENT/ACTIVITY DESCRIPTION:**  
 Funds 90% of Airport's capital improvements.

**DEPARTMENT/ACTIVITY OBJECTIVES:**  
 Funding will allow critical capital improvements to maintain safe infrastructure for operations.

<b>PERSONNEL SUMMARY:</b>						
<b>FULL-TIME EQUIVALENT POSITIONS:</b>	<b>CERTIFIED FYE2015</b>	<b>CERTIFIED FYE2016</b>	<b>CERTIFIED FYE2017</b>	<b>PROPOSED FYE2018 *</b>	<b>DEPT REQUEST FYE2018</b>	<b>CERTIFIED FYE2018</b>
<b>TOTAL FULL-TIME EQUIVALENT POSITIONS</b>	0	0	0	0	0	0

\* AT CURRENT FYE17 STAFFING LEVEL



# Department Budget Worksheet Draft #1

Budget Year 2018

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Actual Amt thru 12/31/16	2017 Amended Budget	2017 Adopted Budget	2018 Base Level	2018 Additional Dept Needs	% Change from 2017 Adopted
Fund 291 - Airport FAA Projects									
REVENUE									
Department 29 - Airport Commission									
Activity 7750 - Airport Federal Projects									
Use Of Money & Property									
291-29-7750 3614	Interest - Savings Account	297.40	261.99	159.78	.00	.00	.00	.00	.00
	<i>Use Of Money &amp; Property Totals</i>	\$297.40	\$261.99	\$159.78	\$0.00	\$0.00	\$0.00	\$0.00	+++
Federal Grants & Reimbursements									
291-29-7750 3350	Federal Grant	796,401.39	958,057.51	293,019.10	1,764,855.00	1,764,855.00	1,764,855.00	2,545,219.00	44.21
	<i>Federal Grants &amp; Reimbursements Totals</i>	\$796,401.39	\$958,057.51	\$293,019.10	\$1,764,855.00	\$1,764,855.00	\$1,764,855.00	\$2,545,219.00	44.22%
Comments									
<i>Account</i>	<i>Level</i>	<i>Comment</i>							
3350	Additional Dept Needs	FY16 and FY17 AIP entitlement grants will be combined due to the scope of work anticipated.							
Activity 7750 - Airport Federal Projects Totals		\$796,698.79	\$958,319.50	\$293,178.88	\$1,764,855.00	\$1,764,855.00	\$1,764,855.00	\$2,545,219.00	44.22%
Department 29 - Airport Commission Totals		\$796,698.79	\$958,319.50	\$293,178.88	\$1,764,855.00	\$1,764,855.00	\$1,764,855.00	\$2,545,219.00	44.22%
REVENUE TOTALS		\$796,698.79	\$958,319.50	\$293,178.88	\$1,764,855.00	\$1,764,855.00	\$1,764,855.00	\$2,545,219.00	44.22%
EXPENSE									
Department 29 - Airport Commission									
Activity 7750 - Airport Federal Projects									
Capital Outlay									
291-29-7750 2103	Engineering & Consulting	138,063.19	218,959.78	68,254.33	252,450.00	252,450.00	252,450.00	509,044.00	101.64
291-29-7750 2117	Motor Vehicles & Equipment	811,159.47	17,097.01	.00	.00	.00	.00	.00	.00
291-29-7750 2169	Airport Improvements	213,815.55	575,471.75	157,747.92	1,512,405.00	1,512,405.00	1,512,405.00	2,036,175.00	34.63
	<i>Capital Outlay Totals</i>	\$1,163,038.21	\$811,528.54	\$226,002.25	\$1,764,855.00	\$1,764,855.00	\$1,764,855.00	\$2,545,219.00	44.22%
Comments									
<i>Account</i>	<i>Level</i>	<i>Comment</i>							
2103	Additional Dept Needs	FY16 and FY17 AIP grants are being combined. This is the anticipated Engineering and Consulting cost.							
2169	Additional Dept Needs	FY16 and FY17 grants are being combined. This is the anticipated construction cost.							
Activity 7750 - Airport Federal Projects Totals		\$1,163,038.21	\$811,528.54	\$226,002.25	\$1,764,855.00	\$1,764,855.00	\$1,764,855.00	\$2,545,219.00	44.22%
Department 29 - Airport Commission Totals		\$1,163,038.21	\$811,528.54	\$226,002.25	\$1,764,855.00	\$1,764,855.00	\$1,764,855.00	\$2,545,219.00	44.22%
EXPENSE TOTALS		\$1,163,038.21	\$811,528.54	\$226,002.25	\$1,764,855.00	\$1,764,855.00	\$1,764,855.00	\$2,545,219.00	44.22%
Fund 291 - Airport FAA Projects Totals									
REVENUE TOTALS		\$796,698.79	\$958,319.50	\$293,178.88	\$1,764,855.00	\$1,764,855.00	\$1,764,855.00	\$2,545,219.00	44.22%
EXPENSE TOTALS		\$1,163,038.21	\$811,528.54	\$226,002.25	\$1,764,855.00	\$1,764,855.00	\$1,764,855.00	\$2,545,219.00	44.22%
Fund 291 - Airport FAA Projects Totals		(\$366,339.42)	\$146,790.96	\$67,176.63	\$0.00	\$0.00	\$0.00	\$0.00	+++
Net Grand Totals									
REVENUE GRAND TOTALS		\$796,698.79	\$958,319.50	\$293,178.88	\$1,764,855.00	\$1,764,855.00	\$1,764,855.00	\$2,545,219.00	44.22%



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EXPENSE GRAND TOTALS	\$1,163,038.21	\$811,528.54	\$226,002.25	\$1,764,855.00	\$1,764,855.00	\$1,764,855.00	\$2,545,219.00	44.22%
Net Grand Totals	(\$366,339.42)	\$146,790.96	\$67,176.63	\$0.00	\$0.00	\$0.00	\$0.00	+++

**FYE2018 BUDGET ACTIVITY NARRATIVE**

<b>FUND:</b> 291 Airport FAA Projects	<b>DEPARTMENT:</b> 29 Airport	<b>ACTIVITY:</b> 7755 Passenger Facility Program
---------------------------------------	-------------------------------	--------------------------------------------------

**DEPARTMENT/ACTIVITY DESCRIPTION:**  
 Funds 10% local match for approved federal projects.

**DEPARTMENT/ACTIVITY OBJECTIVES:**  
 Funds local match for capital improvements.  
 Ensures Airport is operating safely and securely.

<b>PERSONNEL SUMMARY:</b>						
<b>FULL-TIME EQUIVALENT POSITIONS:</b>	<b>CERTIFIED FYE2015</b>	<b>CERTIFIED FYE2016</b>	<b>CERTIFIED FYE2017</b>	<b>PROPOSED FYE2018 *</b>	<b>DEPT REQUEST FYE2018</b>	<b>CERTIFIED FYE2018</b>
<b>TOTAL FULL-TIME EQUIVALENT POSITIONS</b>	0	0	0	0	0	0

\* AT CURRENT FYE17 STAFFING LEVEL





# Department Budget Worksheet Draft #1

Budget Year 2018

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Actual Amt thru 12/31/16	2017 Amended Budget	2017 Adopted Budget	2018 Base Level	2018 Additional Dept Needs	% Change from 2017 Adopted								
<b>Fund 291 - Airport FAA Projects</b>																	
REVENUE																	
Department <b>29 - Airport Commission</b>																	
Activity <b>7755 - Passenger Facility Program</b>																	
Use Of Money & Property																	
291-29-7755 3614	Interest - Savings Account	118.28	53.17	42.39	.00	.00	.00	.00	.00								
	<i>Use Of Money &amp; Property Totals</i>	<b>\$118.28</b>	<b>\$53.17</b>	<b>\$42.39</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>								
<i>Charges for Fees &amp; Service</i>																	
291-29-7755 3456	Passenger Facility Charge	105,047.16	117,808.57	49,413.28	189,595.00	189,595.00	189,595.00	282,802.00	49.16								
	<i>Charges for Fees &amp; Service Totals</i>	<b>\$105,047.16</b>	<b>\$117,808.57</b>	<b>\$49,413.28</b>	<b>\$189,595.00</b>	<b>\$189,595.00</b>	<b>\$189,595.00</b>	<b>\$282,802.00</b>	<b>49.16%</b>								
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Comments</th> <th style="text-align: left;">Account</th> <th style="text-align: left;">Level</th> <th style="text-align: left;">Comment</th> </tr> </thead> <tbody> <tr> <td></td> <td>3456</td> <td>Additional Dept Needs</td> <td>FY16 and FY17 AIP programs are being combined in order to complete the scheduled construction. PFC revenues from both years will be used; Staff also requests funding from sale of unused equipment and corporate hangar rent be added to PFC Revenue, as needed, to supplement the AIP match.</td> </tr> </tbody> </table>										Comments	Account	Level	Comment		3456	Additional Dept Needs	FY16 and FY17 AIP programs are being combined in order to complete the scheduled construction. PFC revenues from both years will be used; Staff also requests funding from sale of unused equipment and corporate hangar rent be added to PFC Revenue, as needed, to supplement the AIP match.
Comments	Account	Level	Comment														
	3456	Additional Dept Needs	FY16 and FY17 AIP programs are being combined in order to complete the scheduled construction. PFC revenues from both years will be used; Staff also requests funding from sale of unused equipment and corporate hangar rent be added to PFC Revenue, as needed, to supplement the AIP match.														
<i>Other Financing Sources</i>																	
291-29-7755 3000	Cash on Hand	.00	.00	.00	25,000.00	25,000.00	25,000.00	25,000.00	.00								
	<i>Other Financing Sources Totals</i>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$25,000.00</b>	<b>\$25,000.00</b>	<b>\$25,000.00</b>	<b>\$25,000.00</b>	<b>0.00%</b>								
Activity <b>7755 - Passenger Facility Program Totals</b>		<b>\$105,165.44</b>	<b>\$117,861.74</b>	<b>\$49,455.67</b>	<b>\$214,595.00</b>	<b>\$214,595.00</b>	<b>\$214,595.00</b>	<b>\$307,802.00</b>	<b>43.43%</b>								
Department <b>29 - Airport Commission Totals</b>		<b>\$105,165.44</b>	<b>\$117,861.74</b>	<b>\$49,455.67</b>	<b>\$214,595.00</b>	<b>\$214,595.00</b>	<b>\$214,595.00</b>	<b>\$307,802.00</b>	<b>43.43%</b>								
<b>REVENUE TOTALS</b>		<b>\$105,165.44</b>	<b>\$117,861.74</b>	<b>\$49,455.67</b>	<b>\$214,595.00</b>	<b>\$214,595.00</b>	<b>\$214,595.00</b>	<b>\$307,802.00</b>	<b>43.43%</b>								
EXPENSE																	
Department <b>29 - Airport Commission</b>																	
Activity <b>7755 - Passenger Facility Program</b>																	
<i>Contractual Services</i>																	
291-29-7755 1317	Audit Expense	1,550.00	1,600.00	.00	3,500.00	3,500.00	3,500.00	3,500.00	.00								
291-29-7755 1319	Other Professional Services	18,608.35	12,109.17	2,971.60	15,000.00	15,000.00	15,000.00	15,000.00	.00								
	<i>Contractual Services Totals</i>	<b>\$20,158.35</b>	<b>\$13,709.17</b>	<b>\$2,971.60</b>	<b>\$18,500.00</b>	<b>\$18,500.00</b>	<b>\$18,500.00</b>	<b>\$18,500.00</b>	<b>0.00%</b>								
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Comments</th> <th style="text-align: left;">Account</th> <th style="text-align: left;">Level</th> <th style="text-align: left;">Comment</th> </tr> </thead> <tbody> <tr> <td></td> <td>1319</td> <td>Additional Dept Needs</td> <td>This is the anticipated match required for the combined FY16 and FY17 AIP projects.</td> </tr> </tbody> </table>										Comments	Account	Level	Comment		1319	Additional Dept Needs	This is the anticipated match required for the combined FY16 and FY17 AIP projects.
Comments	Account	Level	Comment														
	1319	Additional Dept Needs	This is the anticipated match required for the combined FY16 and FY17 AIP projects.														
<i>Capital Outlay</i>																	
291-29-7755 2103	Engineering & Consulting	15,340.38	23,219.97	2,593.82	28,050.00	28,050.00	28,050.00	56,560.00	101.63								



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Budget Year 2018

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Actual Amt thru 12/31/16	2017 Amended Budget	2017 Adopted Budget	2018 Base Level	2018 Additional Dept Needs	% Change from 2017 Adopted
Fund 291 - Airport FAA Projects									
EXPENSE									
Department 29 - Airport Commission									
Activity 7755 - Passenger Facility Program									
Capital Outlay									
291-29-7755 2117	Motor Vehicles & Equipment	90,128.83	1,899.67	.00	.00	.00	.00	.00	.00
291-29-7755 2169	Airport Improvements	23,757.26	63,941.30	17,527.55	168,045.00	168,045.00	168,045.00	226,242.00	34.63
	<i>Capital Outlay Totals</i>	<b>\$129,226.47</b>	<b>\$89,060.94</b>	<b>\$20,121.37</b>	<b>\$196,095.00</b>	<b>\$196,095.00</b>	<b>\$196,095.00</b>	<b>\$282,802.00</b>	<b>44.22%</b>
Comments									
<i>Account</i>	<i>Level</i>	<i>Comment</i>							
2169	Additional Dept Needs	This is the anticipated construction cost of the combined FY16 and FY17 AIP projects.							
Activity 7755 - Passenger Facility Program Totals		\$149,384.82	\$102,770.11	\$23,092.97	\$214,595.00	\$214,595.00	\$214,595.00	\$301,302.00	40.40%
Department 29 - Airport Commission Totals		\$149,384.82	\$102,770.11	\$23,092.97	\$214,595.00	\$214,595.00	\$214,595.00	\$301,302.00	40.40%
EXPENSE TOTALS		\$149,384.82	\$102,770.11	\$23,092.97	\$214,595.00	\$214,595.00	\$214,595.00	\$301,302.00	40.40%
Fund 291 - Airport FAA Projects Totals									
REVENUE TOTALS		\$105,165.44	\$117,861.74	\$49,455.67	\$214,595.00	\$214,595.00	\$214,595.00	\$307,802.00	43.43%
EXPENSE TOTALS		\$149,384.82	\$102,770.11	\$23,092.97	\$214,595.00	\$214,595.00	\$214,595.00	\$301,302.00	40.40%
Fund 291 - Airport FAA Projects Totals		(\$44,219.38)	\$15,091.63	\$26,362.70	\$0.00	\$0.00	\$0.00	\$6,500.00	+++
Net Grand Totals									
REVENUE GRAND TOTALS		\$105,165.44	\$117,861.74	\$49,455.67	\$214,595.00	\$214,595.00	\$214,595.00	\$307,802.00	43.43%
EXPENSE GRAND TOTALS		\$149,384.82	\$102,770.11	\$23,092.97	\$214,595.00	\$214,595.00	\$214,595.00	\$301,302.00	40.40%
Net Grand Totals		(\$44,219.38)	\$15,091.63	\$26,362.70	\$0.00	\$0.00	\$0.00	\$6,500.00	+++

**FYE2018 BUDGET ACTIVITY NARRATIVE**

<b>FUND:</b> 291 Airport FAA Projects	<b>DEPARTMENT:</b> 29 Airport	<b>ACTIVITY:</b> 7760 Airport State Projects
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**DEPARTMENT/ACTIVITY DESCRIPTION:**  
 Funds 100% of approved vertical infrastructure projects.

**DEPARTMENT/ACTIVITY OBJECTIVES:**  
 Provides funding to upgrade & invest in airport facilities.

<b>PERSONNEL SUMMARY:</b>						
<b>FULL-TIME EQUIVALENT POSITIONS:</b>	<b>CERTIFIED FYE2015</b>	<b>CERTIFIED FYE2016</b>	<b>CERTIFIED FYE2017</b>	<b>PROPOSED FYE2018 *</b>	<b>DEPT REQUEST FYE2018</b>	<b>CERTIFIED FYE2018</b>
<b>TOTAL FULL-TIME EQUIVALENT POSITIONS</b>	0	0	0	0	0	0

\* AT CURRENT FYE17 STAFFING LEVEL



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Budget Year 2018

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Actual Amt thru 12/31/16	2017 Amended Budget	2017 Adopted Budget	2018 Base Level	2018 Additional Dept Needs	% Change from 2017 Adopted
<b>Fund 291 - Airport FAA Projects</b>									
REVENUE									
Department 29 - Airport Commission									
Activity 7760 - Airport State Projects									
State Government Grants									
291-29-7760 3361	State Grant	113,142.00	136,496.00	205,704.00	260,196.00	131,000.00	131,000.00	491,000.00	274.80
	<i>State Government Grants Totals</i>	<b>\$113,142.00</b>	<b>\$136,496.00</b>	<b>\$205,704.00</b>	<b>\$260,196.00</b>	<b>\$131,000.00</b>	<b>\$131,000.00</b>	<b>\$491,000.00</b>	<b>274.81%</b>
Comments									
<i>Account</i>	<i>Level</i>	<i>Comment</i>							
3361	Additional Dept Needs	This is the anticipated total of IDOT grant funding (CSVI and Air Service programs), if the proposal by IPAA to increase the CSVI program is approved by the state.							
Activity 7760 - Airport State Projects Totals		\$113,142.00	\$136,496.00	\$205,704.00	\$260,196.00	\$131,000.00	\$131,000.00	\$491,000.00	274.81%
Department 29 - Airport Commission Totals		\$113,142.00	\$136,496.00	\$205,704.00	\$260,196.00	\$131,000.00	\$131,000.00	\$491,000.00	274.81%
REVENUE TOTALS		\$113,142.00	\$136,496.00	\$205,704.00	\$260,196.00	\$131,000.00	\$131,000.00	\$491,000.00	274.81%
EXPENSE									
Department 29 - Airport Commission									
Activity 7760 - Airport State Projects									
Contractual Services									
291-29-7760 1319	Other Professional Services	1,669.40	5,122.53	925.04	1,226.00	18,000.00	18,000.00	.00	(100.00)
291-29-7760 1351	Advertising Expense	.00	55,514.40	2,408.00	28,000.00	10,000.00	10,000.00	28,000.00	180.00
	<i>Contractual Services Totals</i>	<b>\$1,669.40</b>	<b>\$60,636.93</b>	<b>\$3,333.04</b>	<b>\$29,226.00</b>	<b>\$28,000.00</b>	<b>\$28,000.00</b>	<b>\$28,000.00</b>	<b>0.00%</b>
Capital Outlay									
291-29-7760 2103	Engineering & Consulting	23,409.27	7,221.26	18,540.49	34,900.00	18,000.00	18,000.00	100,000.00	455.55
291-29-7760 2169	Airport Improvements	92,285.00	62,590.89	215,940.54	196,070.00	85,000.00	85,000.00	363,000.00	327.05
	<i>Capital Outlay Totals</i>	<b>\$115,694.27</b>	<b>\$69,812.15</b>	<b>\$234,481.03</b>	<b>\$230,970.00</b>	<b>\$103,000.00</b>	<b>\$103,000.00</b>	<b>\$463,000.00</b>	<b>349.51%</b>
Comments									
<i>Account</i>	<i>Level</i>	<i>Comment</i>							
2103	Additional Dept Needs	Anticipated Engineering costs if the larger CSVI funding is approved by the state.							
2169	Additional Dept Needs	See interdepartmental correspondence to Mayor and CFO of 95/5 allocation of approximately \$463,000, requiring City of Waterloo to provide 5% local match equating to approximately \$25,000. This need was also communicated to CIP panel members during CIP meeting 12/15/16							
Activity 7760 - Airport State Projects Totals		\$117,363.67	\$130,449.08	\$237,814.07	\$260,196.00	\$131,000.00	\$131,000.00	\$491,000.00	274.81%
Department 29 - Airport Commission Totals		\$117,363.67	\$130,449.08	\$237,814.07	\$260,196.00	\$131,000.00	\$131,000.00	\$491,000.00	274.81%
EXPENSE TOTALS		\$117,363.67	\$130,449.08	\$237,814.07	\$260,196.00	\$131,000.00	\$131,000.00	\$491,000.00	274.81%
Fund 291 - Airport FAA Projects Totals		\$113,142.00	\$136,496.00	\$205,704.00	\$260,196.00	\$131,000.00	\$131,000.00	\$491,000.00	274.81%
REVENUE TOTALS		\$113,142.00	\$136,496.00	\$205,704.00	\$260,196.00	\$131,000.00	\$131,000.00	\$491,000.00	274.81%
EXPENSE TOTALS		\$117,363.67	\$130,449.08	\$237,814.07	\$260,196.00	\$131,000.00	\$131,000.00	\$491,000.00	274.81%
Fund 291 - Airport FAA Projects Totals		(\$4,221.67)	\$6,046.92	(\$32,110.07)	\$0.00	\$0.00	\$0.00	\$0.00	+++



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Net Grand Totals									
REVENUE GRAND TOTALS	\$113,142.00	\$136,496.00	\$205,704.00	\$260,196.00	\$131,000.00	\$131,000.00	\$491,000.00	274.81%	
EXPENSE GRAND TOTALS	\$117,363.67	\$130,449.08	\$237,814.07	\$260,196.00	\$131,000.00	\$131,000.00	\$491,000.00	274.81%	
Net Grand Totals	(\$4,221.67)	\$6,046.92	(\$32,110.07)	\$0.00	\$0.00	\$0.00	\$0.00		+++