

Proposed Budget

Cheyenne Regional Airport Board	
Budget Hearing Information	
PO Box 2210	Location: 4020 Airport Parkway, Cheyenne, WY 82001
Cheyenne, WY 82001	Date: 7/11/2024
307-634-7071	Time: 3:00 PM
Laramie County	Budget Prepared by: Jennifer Nelson

S-A	BUDGET MESSAGE	W.S. 16-12-403 (c)
<p>The Airport Board has prepared the enclosed proposed budget for the fiscal year 2025. The budget development process includes all members of management staff in an effort to produce the budget both for compliance with State Statutes, and to serve as an operational planning tool. Legend Aeroserve (Cheyenne Airport Fixed Base Operator, or "FBO") operations continue to fluxuate due to fuel prices. The staff will continue to focus on updating policies and procedures over the next year.</p>		

S-B	RESERVE DESCRIPTION
N/A	

S-C		

Where are the minutes of your board meeting available for public review?
 1401 Airport Parkway, Suite 305, 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 and on www.cheyenneairport.com

Where are the public meetings held?
 4020 Airport Parkway, Cheyenne, WY 82001

Does the district have regular office hours exceeding 20 hours per week?	Yes
If Yes, enter	
Address of office:	1401 Airport Parkway, Suite 305
City, State, Zip:	Cheyenne, WY 82001
Phone Number:	307-634-7071
Hours Open:	8AM-5PM

PROPOSED BUDGET SUMMARY

OVERVIEW		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$21,564,980	\$28,705,155	\$10,807,055	\$10,807,055
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$0	\$0	\$0	\$0
S-4	Total General Fund and Forecasted Revenues Available	\$23,980,543	\$37,408,259	\$16,561,160	\$16,561,160
S-5	Amount requested from County Commissioners	\$0	\$0	\$0	\$0
Additional Funding Needed :				\$0	\$0
Projected Surplus:				\$5,754,106	\$5,754,106

REVENUE SUMMARY		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
S-7	Operating Revenues	\$6,327,595	\$6,016,954	\$6,839,754	\$6,839,754
S-8	Tax levy (From the County Treasurer)	\$0	\$0	\$0	\$0
S-9	Government Support	\$223,882	\$224,845	\$224,846	\$224,846
S-10	Grants	\$9,825,830	\$23,358,491	\$3,022,347	\$3,022,347
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$36,447	\$89,322	\$63,790	\$63,790
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0

S-14	Total Revenue	\$16,413,754	\$29,689,612	\$10,150,737	\$10,150,737
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FY 7/1/24-6/30/25 Cheyenne Regional Airport Board

EXPENDITURE SUMMARY		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
S-15	Capital Outlay	\$15,535,722	\$22,854,945	\$4,396,515	\$4,396,515
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$814,327	\$956,443	\$873,897	\$873,897
S-18	Operations	\$4,553,567	\$4,145,649	\$4,709,319	\$4,709,319
S-19	Indirect Costs	\$661,364	\$748,118	\$827,324	\$827,324
S-20R	Expenditures paid by Reserves	\$0	\$0	\$0	\$0
S-20	Total Expenditures	\$21,564,980	\$28,705,155	\$10,807,055	\$10,807,055

DEBT SUMMARY		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
S-22	TOTAL GENERAL FUNDS	\$7,566,789	\$7,718,647	\$6,410,423	\$6,410,423

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	\$0	\$0	\$0	\$0
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$0	\$0	\$0	\$0
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
	Total to be added (a+b+c)	\$0	\$0	\$0	\$0
S-31	Subtotal	\$0	\$0	\$0	\$0
S-32	Less Total to be spent	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$0	\$0	\$0	\$0

End of Summary

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

Date adopted by Special District 4/11/2024

DISTRICT ADDRESS: PO Box 2210
Cheyenne, WY 82001

PREPARED BY: Jennifer Nelson

DISTRICT PHONE: 307-634-7071

Prepared in compliance with the Uniform Municipal Fiscal Procedures Act (W.S. 16-12-401 et seq.) as it applies.

5/31/23 *Form approved by Wyoming Department of Audit, Public Funds Division*

Proposed Budget

Cheyenne Regional Airport Board

FYE 6/30/2025

NAME OF DISTRICT/BOARD _____

PROPERTY TAXES AND ASSESSMENTS

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
R-1 Property Taxes and Assessments Received					
R-1.1 Tax Levy (From the County Treasurer)	4001				
R-1.2 Other County Support (see note on the right)	4005				

FORECASTED REVENUE

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
R-2 Revenues from Other Governments					
R-2.1 State Aid	4211				
R-2.2 Additional County Aid (non-treasurer)	4237				
R-2.3 City (or Town) Aid	4237				
R-2.4 Other (Specify)	4237	\$223,882	\$224,845	\$224,846	\$224,846
R-2.5 Total Government Support		\$223,882	\$224,845	\$224,846	\$224,846
R-3 Operating Revenues					
R-3.1 Customer Charges	4300	\$2,567,864	\$2,704,051	\$3,070,478	\$3,070,478
R-3.2 Sales of Goods or Services	4300	\$3,759,731	\$3,312,903	\$3,769,276	\$3,769,276
R-3.3 Other Assessments	4503				
R-3.4 Total Operating Revenues		\$6,327,595	\$6,016,954	\$6,839,754	\$6,839,754
R-4 Grants					
R-4.1 Direct Federal Grants	4201	\$8,116,001	\$18,631,294	\$2,812,452	\$2,812,452
R-4.2 Federal Grants thru State Agencies	4201				
R-4.3 Grants from State Agencies	4211	\$1,709,829	\$4,727,197	\$209,895	\$209,895
R-4.4 Total Grants		\$9,825,830	\$23,358,491	\$3,022,347	\$3,022,347
R-5 Miscellaneous Revenue					
R-5.1 Interest	4501	\$36,447	\$82,722	\$57,790	\$57,790
R-5.2 Other: Specify _____	4500				
R-5.3 Other: See Addition See Additional Details _____			\$6,600	\$6,000	\$6,000
R-5.4 Total Miscellaneous		\$36,447	\$89,322	\$63,790	\$63,790
R-5.5 Total Forecasted Revenue		\$16,413,754	\$29,689,612	\$10,150,737	\$10,150,737
R-6 Other Forecasted Revenue					
R-6.1 a. Other past due as estimated by Co. Treas.	4004				
R-6.2 b. Other forecasted revenue (specify): _____					
R-6.3 _____	4500				
R-6.4 _____	4500				
R-6.5 _____					
R-6.6 Total Other Forecasted Revenue (a+b)		\$0	\$0	\$0	\$0

Proposed Budget

NAME OF DISTRICT/BOARD

CAPITAL OUTLAY BUDGET

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
E-1 Capital Outlay					
E-1.1 Real Property	6201	\$1,110,060	\$526,939	\$264,800	\$264,800
E-1.2 Vehicles	6210	\$76,700	\$0	\$100,000	\$100,000
E-1.3 Office Equipment	6211				
E-1.4 Other (Specify)					
E-1.5 Runway Construction	6200	\$13,663,959	\$17,412,490	\$0	
E-1.6 Pavement Seal	6200	\$161,154	\$39,914	\$80,000	\$80,000
E-1.7 see additional details		\$523,849	\$4,875,602	\$3,951,715	\$3,951,715
E-1.8 TOTAL CAPITAL OUTLAY		\$15,535,722	\$22,854,945	\$4,396,515	\$4,396,515

ADMINISTRATION BUDGET

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
E-2 Personnel Services					
E-2.1 Administrator	7002				
E-2.2 Secretary	7003				
E-2.3 Clerical	7004				
E-2.4 Other (Specify)					
E-2.5 Administration	7005	\$480,736	\$458,134	\$481,041	\$481,041
E-2.6	7005				
E-2.7					
E-3 Board Expenses					
E-3.1 Travel	7011				
E-3.2 Mileage	7012				
E-3.3 Other (Specify)					
E-3.4	7013				
E-3.5	7013				
E-3.6					
E-4 Contractual Services					
E-4.1 Legal	7021	\$19,083	\$24,465	\$21,794	\$21,794
E-4.2 Accounting/Auditing	7022	\$45,386	\$38,041	\$37,950	\$37,950
E-4.3 Other (Specify)					
E-4.4 Marketing	7023	\$10,115	\$44,352	\$44,932	\$44,932
E-4.5 IT Services	7023	\$2,144	\$5,912	\$5,087	\$5,087
E-4.6 see additional details		\$41,595	\$211,094	\$89,673	\$89,673
E-5 Other Administrative Expenses					
E-5.1 Office Supplies	7031	\$4,312	\$3,559	\$3,950	\$3,950
E-5.2 Office equipment, rent & repair	7032	\$43,275	\$32,915	\$33,682	\$33,682
E-5.3 Education	7033	\$10,131	\$12,057	\$15,408	\$15,408
E-5.4 Registrations	7034				
E-5.5 Other (Specify)					
E-5.6 Booth Rental	7035	\$3,495	\$3,635	\$3,635	\$3,635
E-5.7 Advertising and Promotion	7035	\$64,962	\$38,027	\$59,794	\$59,794
E-5.8 see additional details		\$89,093	\$84,252	\$76,953	\$76,953
E-6 TOTAL ADMINISTRATION		\$814,327	\$956,443	\$873,897	\$873,897

Proposed Budget

OPERATIONS BUDGET

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
E-7 Personnel Services					
E-7.1	Wages--Operations	7202 \$310,595	\$333,365	\$423,582	\$423,582
E-7.2	Service Contracts	7203			
E-7.3	Other (Specify)				
E-7.4	Wages--FBO	7204 \$429,557	\$436,198	\$464,538	\$464,538
E-7.5		7204			
E-7.6					
E-8 Travel					
E-8.1	Mileage	7211			
E-8.2	Other (Specify)				
E-8.3	Employee Travel Reimbursement	7212 \$11,580	\$8,948	\$12,131	\$12,131
E-8.4		7212			
E-8.5					
E-9 Operating supplies (List)					
E-9.1	Supplies and Products	7220 \$29,518	\$26,229	\$29,288	\$29,288
E-9.2	Motor Vehicle and Airplane Supplies	7220 \$30,562	\$24,775	\$26,594	\$26,594
E-9.3	Fuel and Purchases for Sale	7220 \$2,849,126	\$2,436,591	\$2,775,721	\$2,775,721
E-9.4		7220			
E-9.5					
E-10 Program Services (List)					
E-10.1		7230			
E-10.2		7230			
E-10.3		7230			
E-10.4		7230			
E-10.5					
E-11 Contractual Arrangements (List)					
E-11.1	Inspectors	7400 \$3,844	\$8,037	\$8,745	\$8,745
E-11.2	Custodial Services	7400 \$152,565	\$113,091	\$123,676	\$123,676
E-11.3	Landscaping Services	7400 \$73,635	\$83,124	\$83,018	\$83,018
E-11.4	Other	7400 \$8,443	\$8,006	\$7,260	\$7,260
E-11.5					
E-12 Other operations (Specify)					
E-12.1	Equipment Rental	7450 \$13,904	\$19,806	\$20,529	\$20,529
E-12.2	Repairs and Maintenance	7450 \$170,598	\$244,785	\$296,286	\$296,286
E-12.3	Utilities	7450 \$469,639	\$402,692	\$437,950	\$437,950
E-12.4		7450			
E-12.5					
E-13 TOTAL OPERATIONS		\$4,553,567	\$4,145,649	\$4,709,319	\$4,709,319

Proposed Budget

INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
E-14	Insurance				
E-14.1	Liability	\$30,863	\$17,205	\$22,367	\$22,367
E-14.2	Buildings and vehicles	\$122,828	\$131,301	\$172,039	\$172,039
E-14.3	Equipment				
E-14.4	Other (Specify)				
E-14.5	Bond	\$175	\$175	\$228	\$228
E-14.6	Management Liability	\$0	\$6,047	\$7,861	\$7,861
E-14.7	see additional details		\$18,954	\$24,641	\$24,641
E-15	Indirect payroll costs:				
E-15.1	FICA (Social Security) taxes	\$91,830	\$91,925	\$95,654	\$95,654
E-15.2	Workers Compensation	\$19,629	\$18,471	\$19,701	\$19,701
E-15.3	Unemployment Taxes	-\$3,141	\$0	\$0	
E-15.4	Retirement	\$206,771	\$212,919	\$238,254	\$238,254
E-15.5	Health Insurance	\$187,733	\$246,377	\$241,570	\$241,570
E-15.6	Other (Specify)				
E-15.7	Life Insurance	\$4,677	\$4,743	\$5,010	\$5,010
E-15.8					
E-15.9					
E-17	TOTAL INDIRECT COSTS	\$661,364	\$748,118	\$827,324	\$827,324

DEBT SERVICE BUDGET

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
D-1	Debt Service				
D-1.1	Principal				
D-1.2	Interest				
D-1.3	Fees				
D-2	TOTAL DEBT SERVICE	\$0	\$0	\$0	\$0

Proposed Budget

Cheyenne Regional Airport Board

FYE 6/30/2025

NAME OF DISTRICT/BOARD

GENERAL FUNDS	
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	DOA Chart of Accounts	End of Year	Beginning	Beginning	Pending Approval
		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	
C-1 Balances at Beginning of Fiscal Year					
C-1.1 General Fund Checking	1010	\$2,902,226	\$2,902,226	\$3,886,684	\$3,886,684
C-1.2 Savings and Investments	1040	\$4,816,421	\$4,816,421	\$2,523,740	\$2,523,740
C-1.3 General Fund CD Balance	1050		\$0		
C-1.4 All Other Funds	1020		\$0		
C-1.5 Reserves (From Below)		\$0	\$0	\$0	\$0
C-1.6 Total Estimated Cash and Investments on Hand		\$7,718,647	\$7,718,647	\$6,410,423	\$6,410,423
C-2 General Fund Reductions:					
C-2.1 a. Unpaid bills at FYE	2010	\$151,858			
C-2.2 b. Reserves		\$0	\$0	\$0	\$0
C-2.3 Total Deductions (a+b)		\$151,858	\$0	\$0	\$0
C-2.4 Estimated Non-Restricted Funds Available		\$7,566,789	\$7,718,647	\$6,410,423	\$6,410,423

SINKING & DEBT SERVICE FUNDS	DOA Chart of Accounts	
	1070	

		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
C-3					
C-3.1 Beginning Balance in Reserve Account (end of previous year)			\$0	\$0	
C-3.2 Date of Reserve Approval in Minutes:					
C-3.3 Amount to be added to the reserve					
C-3.4 Date of Reserve Approval in Minutes:					
C-3.5 SUB-TOTAL		\$0	\$0	\$0	\$0
C-3.6 Identify the amount and project to be spent					
C-3.7 a. _____					
C-3.8 b. _____					
C-3.9 c. _____					
C-3.10 Date of Reserve Approval in Minutes:					
C-3.11 TOTAL CAPITAL OUTLAY (a+b+c)		\$0	\$0	\$0	\$0
C-3.12 Balance to be retained		\$0	\$0	\$0	\$0

RESERVES	1090	
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		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
C-4					
C-4.1 Beginning Balance in Reserve Account (end of previous year)			\$0	\$0	
C-4.2 Date of Reserve Approval in Minutes:					
C-4.3 Amount to be added to the reserve					
C-4.4 Date of Reserve Approval in Minutes:					
C-4.5 SUB-TOTAL		\$0	\$0	\$0	\$0
C-4.6 Identify the amount and project to be spent					
C-4.7 a. _____					
C-4.8 b. _____					
C-4.9 c. _____					
C-4.10 Date of Reserve Approval in Minutes:					
C-4.11 TOTAL OTHER RESERVE OUTLAY (a+b+c)		\$0	\$0	\$0	\$0
C-4.12 Balance to be retained		\$0	\$0	\$0	\$0

BOND FUNDS	1060	
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		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
C-5					
C-5.1 Beginning Balance in Reserve Account (end of previous year)			\$0	\$0	
C-5.2 Date of Reserve Approval in Minutes:					
C-5.3 Amount to be added to the reserve					
C-5.4 Date of Reserve Approval in Minutes:					
C-5.5 SUB-TOTAL		\$0	\$0	\$0	\$0
C-5.6 Identify the amount and project to be spent					
C-5.7 Date of Reserve Approval in Minutes:					
C-5.8 Balance to be retained		\$0	\$0	\$0	\$0
C-5.9 TOTAL TO BE SPENT		\$0	\$0	\$0	\$0