

FYE2017 BUDGET ACTIVITY NARRATIVE

FUND: 010 General	DEPARTMENT: 29 Airport	ACTIVITY: 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 FYE2014	CERTIFIED FYE2015	CERTIFIED FYE2016	PROPOSED FYE2017 *	DEPT REQUEST FYE2017	CERTIFIED FYE2017
Director of Aviation	1	1	1	1	1	
Bookkeeper	0.8	0.8	0.8	0.8	0.8	
Maintenance	3	3	3	3	3	
Maintenance Foreman	1	1	1	1	1	
TOTAL FULL-TIME EQUIVALENT POSITIONS	5.8	5.8	5.8	5.8	5.8	0

* AT CURRENT FYE16 STAFFING LEVEL



Department Proposed Budget Worksheet

Budget Year 2017

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount thru 12/31/15	2016 Amended Budget	2016 Adopted Budget	2017 Base Level	2017 Additional Dept Requests	2017 Mayor-Staff Revisions Rnd 1	% Change from 2016 Adopted
Fund 010 - General Fund									
REVENUE									
Department 29 - Airport Commission									
Activity 7700 - Airport Administration									
Use Of Money & Property									
010-29-7700 3620	Rent & Property Leases	812,062.44	411,456.71	815,000.00	815,000.00	815,000.00	815,000.00	815,000.00	.00
	<i>Use Of Money & Property Totals</i>	\$812,062.44	\$411,456.71	\$815,000.00	\$815,000.00	\$815,000.00	\$815,000.00	\$815,000.00	0.00%
<i>Charges for Fees & Service</i>									
010-29-7700 3449	Parking Lot Revenue - Regular	90,252.00	54,835.00	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	.00
010-29-7700 3453	Airport Landing Fee	39,482.17	24,519.13	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	.00
010-29-7700 3477	Sale of Gas & Oil	45,982.74	20,939.52	70,000.00	70,000.00	70,000.00	70,000.00	70,000.00	.00
010-29-7700 3621	Equipment Rental Fee	1,602.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	.00
010-29-7700 3626	Tenant Security Deposits	260.00	260.00	.00	.00	.00	.00	.00	.00
010-29-7700 3873	Reimbursement for Service	6,822.38	.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	.00
	<i>Charges for Fees & Service Totals</i>	\$184,401.29	\$101,553.65	\$187,000.00	\$187,000.00	\$187,000.00	\$187,000.00	\$187,000.00	0.00%
<i>Miscellaneous Revenue</i>									
010-29-7700 3800	Miscellaneous Revenue	1,653.65	785.14	9,500.00	9,500.00	9,500.00	9,500.00	9,500.00	.00
	<i>Miscellaneous Revenue Totals</i>	\$1,653.65	\$785.14	\$9,500.00	\$9,500.00	\$9,500.00	\$9,500.00	\$9,500.00	0.00%
<i>Refunds</i>									
010-29-7700 3820	Sales Tax Refunds	515.84	342.02	450.00	450.00	450.00	450.00	450.00	.00
	<i>Refunds Totals</i>	\$515.84	\$342.02	\$450.00	\$450.00	\$450.00	\$450.00	\$450.00	0.00%
	Activity 7700 - Airport Administration Totals	\$998,633.22	\$514,137.52	\$1,011,950.00	\$1,011,950.00	\$1,011,950.00	\$1,011,950.00	\$1,011,950.00	0.00%
	Department 29 - Airport Commission Totals	\$998,633.22	\$514,137.52	\$1,011,950.00	\$1,011,950.00	\$1,011,950.00	\$1,011,950.00	\$1,011,950.00	0.00%
	REVENUE TOTALS	\$998,633.22	\$514,137.52	\$1,011,950.00	\$1,011,950.00	\$1,011,950.00	\$1,011,950.00	\$1,011,950.00	0.00%
EXPENSE									
Department 29 - Airport Commission									
Activity 7700 - Airport Administration									
Personal Services - Salaries & Benefits									
010-29-7700 1111	Salaries - Regular	298,929.48	174,318.23	344,845.00	344,845.00	353,308.00	353,308.00	353,308.00	2.45
010-29-7700 1112	Salaries - Part-time	105.00	.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	.00
010-29-7700 1113	Longevity Pay	4,619.86	2,014.55	3,932.00	3,932.00	4,200.00	4,200.00	4,200.00	6.81
010-29-7700 1114	Time & Half Pay	57,030.51	20,798.35	29,989.00	29,989.00	29,989.00	29,989.00	29,989.00	.00
010-29-7700 1117	Double Time Pay	4,444.76	1,337.65	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	.00
010-29-7700 1118	Bonus Pay	3,333.73	277.14	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	.00
010-29-7700 1121	FICA - City Contribution	29,577.09	15,202.49	29,665.00	29,665.00	30,332.00	30,332.00	30,332.00	2.24
010-29-7700 1122	IPERS - City Contribution	32,919.43	17,747.96	34,359.00	34,359.00	35,139.00	35,139.00	35,139.00	2.27



Department Proposed Budget Worksheet

Budget Year 2017

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount thru 12/31/15	2016 Amended Budget	2016 Adopted Budget	2017 Base Level	2017 Additional Dept Requests	2017 Mayor-Staff Revisions Rnd 1	% Change from 2016 Adopted
Fund 010 - General Fund									
EXPENSE									
Department 29 - Airport Commission									
Activity 7700 - Airport Administration									
<i>Personal Services - Salaries & Benefits</i>									
010-29-7700 1123	Life & Disability Insurance	1,884.79	1,013.64	2,029.00	2,029.00	2,075.00	2,075.00	2,075.00	2.26
010-29-7700 1128	Retirement Pay	20,935.96	.00	.00	.00	.00	.00	.00	.00
010-29-7700 1130	Employee Benefit Reimbursement	2,128.41	3,015.73	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	.00
010-29-7700 1131	Health Insurance	98,736.00	62,832.00	125,664.00	125,664.00	125,664.00	125,664.00	125,664.00	.00
<i>Personal Services - Salaries & Benefits Totals</i>		\$554,645.02	\$298,557.74	\$579,483.00	\$579,483.00	\$589,707.00	\$589,707.00	\$589,707.00	1.76%
Comments									
<i>Contractual Services</i>	<i>Account</i>	<i>Level</i>	<i>Comment</i>						
010-29-7700 1314	Health Services	315.15	65.49	200.00	200.00	200.00	200.00	200.00	.00
010-29-7700 1315	Educational & Training Services	.00	.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	.00
010-29-7700 1319	Other Professional Services	245.38	3,697.09	23,041.00	30,191.00	30,191.00	55,191.00	55,191.00	82.80
010-29-7700 1343	Postage & Mailing Expense	676.33	163.17	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	.00
010-29-7700 1344	Telephone & Fax Expense	1,690.10	676.54	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	.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	.00	3,500.00	3,500.00	3,500.00	5,000.00	5,000.00	42.85
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	6,997.50	11,000.00	4,000.00	4,000.00	32,000.00	32,000.00	700.00
010-29-7700 1364	Tort Liability Insurance	8,157.00	.00	8,203.00	8,203.00	8,203.00	8,203.00	8,203.00	.00
010-29-7700 1371	Building & Grounds Maintenance	104,658.83	71,092.06	110,773.00	110,773.00	110,773.00	110,773.00	110,773.00	.00
010-29-7700 1376	Office Equipment Repair & Maintenance	746.31	599.02	1,000.00	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	500.00	500.00	500.00	500.00	500.00	.00
010-29-7700 1387	Radio & Related Equipment	2,564.52	1,310.96	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	.00
010-29-7700 1390	Other Contractual Services	450.00	.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	.00
010-29-7700 1391	Dues & Memberships	660.00	275.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	.00
010-29-7700 1392	Subscriptions	341.65	.00	300.00	300.00	300.00	300.00	300.00	.00
010-29-7700 1400	Utility Service	104,471.81	43,911.04	120,000.00	120,000.00	120,000.00	120,000.00	120,000.00	.00
<i>Contractual Services Totals</i>		\$231,492.42	\$129,211.42	\$307,317.00	\$307,467.00	\$307,467.00	\$361,967.00	\$361,967.00	17.73%
Comments									
<i>Account</i>	<i>Level</i>	<i>Comment</i>							
1319	Additional Dept Requests	Increase Prof Services for: Air Service Consultant, 45,000 AECOM General Svcs Agreement, \$10,000							
1346	Additional Dept Requests	Increase to cover travel expenses to Washington, D.C. with Cedar Valley Coalition							
1351	Additional Dept Requests	Increase to \$32,000 to cover \$7,000 for IDOT Air Service match plus an additional \$25,000 for additional advertising for Airport.							



Department Proposed Budget Worksheet

Budget Year 2017

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount thru 12/31/15	2016 Amended Budget	2016 Adopted Budget	2017 Base Level	2017 Additional Dept Requests	2017 Mayor-Staff Revisions Rnd 1	% Change from 2016 Adopted
Fund 010 - General Fund									
EXPENSE									
Department 29 - Airport Commission									
Activity 7700 - Airport Administration									
Commodities									
010-29-7700 1504	Credit Card Fees	4,584.10	2,807.44	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00	.00
010-29-7700 1522	Light Bulbs	1,457.35	532.82	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	.00
010-29-7700 1533	Fuel Expense	22,557.21	10,824.27	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	.00
010-29-7700 1538	Fuel for Resale	33,980.89	13,008.65	55,000.00	55,000.00	55,000.00	55,000.00	55,000.00	.00
010-29-7700 1541	Janitorial Supplies	.00	.00	250.00	250.00	250.00	250.00	250.00	.00
010-29-7700 1547	Oils & Greases	1,226.46	99.90	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	.00
010-29-7700 1555	Minor Equipment & Supplies	.00	.00	500.00	500.00	500.00	2,000.00	2,000.00	300.00
010-29-7700 1561	Office Supplies & Minor Equipment	1,585.34	1,142.35	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	.00
010-29-7700 1569	Vehicle Replacement Parts	2,429.78	5,783.56	6,000.00	6,000.00	6,000.00	16,000.00	16,000.00	166.66
010-29-7700 1571	Machinery & Equipment Replacement Parts	34,847.89	3,769.73	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	.00
010-29-7700 1573	Safety & Protective Equipment	1,830.13	2,024.74	1,750.00	1,750.00	1,750.00	4,250.00	4,250.00	142.85
010-29-7700 1710	Claims, Judgments & Contingencies	.00	375.00	.00	.00	.00	.00	.00	.00
010-29-7700 1785	Refund Payments	302.00	20.00	150.00	.00	.00	.00	.00	.00
Commodities Totals		\$104,801.15	\$40,388.46	\$116,650.00	\$116,500.00	\$116,500.00	\$130,500.00	\$130,500.00	12.02%
Comments									
Account	Level	Comment							
1555	Additional Dept Requests	Increase to \$2,000 to cover needed AFFF fire-fighting foam.							
1569	Additional Dept Requests	Increase to \$16,000 to cover replacement of tires on OshKosh ARFF truck.							
1573	Additional Dept Requests	Increase to \$4,250 to cover new boots, helmets, safety shields for fire fighting.							
Capital Outlay									
010-29-7700 2106	Computer Equipment	.00	.00	8,500.00	8,500.00	8,500.00	8,500.00	8,500.00	.00
Capital Outlay Totals		\$0.00	\$0.00	\$8,500.00	\$8,500.00	\$8,500.00	\$8,500.00	\$8,500.00	0.00%
Activity 7700 - Airport Administration Totals		\$890,938.59	\$468,157.62	\$1,011,950.00	\$1,011,950.00	\$1,022,174.00	\$1,090,674.00	\$1,090,674.00	7.78%
Department 29 - Airport Commission Totals		\$890,938.59	\$468,157.62	\$1,011,950.00	\$1,011,950.00	\$1,022,174.00	\$1,090,674.00	\$1,090,674.00	7.78%
EXPENSE TOTALS		\$890,938.59	\$468,157.62	\$1,011,950.00	\$1,011,950.00	\$1,022,174.00	\$1,090,674.00	\$1,090,674.00	7.78%
Fund 010 - General Fund Totals									
REVENUE TOTALS		\$998,633.22	\$514,137.52	\$1,011,950.00	\$1,011,950.00	\$1,011,950.00	\$1,011,950.00	\$1,011,950.00	0.00%
EXPENSE TOTALS		\$890,938.59	\$468,157.62	\$1,011,950.00	\$1,011,950.00	\$1,022,174.00	\$1,090,674.00	\$1,090,674.00	7.78%
Fund 010 - General Fund Totals		\$107,694.63	\$45,979.90	\$0.00	\$0.00	(\$10,224.00)	(\$78,724.00)	(\$78,724.00)	+++
Net Grand Totals									
REVENUE GRAND TOTALS		\$998,633.22	\$514,137.52	\$1,011,950.00	\$1,011,950.00	\$1,011,950.00	\$1,011,950.00	\$1,011,950.00	0.00%
EXPENSE GRAND TOTALS		\$890,938.59	\$468,157.62	\$1,011,950.00	\$1,011,950.00	\$1,022,174.00	\$1,090,674.00	\$1,090,674.00	7.78%



Department Proposed Budget Worksheet

Budget Year 2017

Net Grand Totals	\$107,694.63	\$45,979.90	\$0.00	\$0.00	(\$10,224.00)	(\$78,724.00)	(\$78,724.00)	+++
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FYE2017 BUDGET ACTIVITY NARRATIVE

FUND: 291 Airport FAA Projects	DEPARTMENT: 29 Airport	ACTIVITY: 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.
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PERSONNEL SUMMARY:						
FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2014	CERTIFIED FYE2015	CERTIFIED FYE2016	PROPOSED FYE2017 *	DEPT REQUEST FYE2017	CERTIFIED FYE2017
TOTAL FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0	0

* AT CURRENT FYE16 STAFFING LEVEL



Department Proposed Budget Worksheet

Budget Year 2017

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount thru 12/31/15	2016 Amended Budget	2016 Adopted Budget	2017 Base Level	2017 Additional Dept Requests	2017 Mayor-Staff Revisions Rnd 1	% Change from 2016 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	137.68	.00	.00	.00	.00	.00	.00
	<i>Use Of Money & Property Totals</i>	\$297.40	\$137.68	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
<i>Federal Grants & Reimbursements</i>									
291-29-7750 3350	Federal Grant	796,401.39	909,244.64	1,003,500.00	1,003,500.00	1,003,500.00	1,764,855.00	1,764,855.00	75.86
	<i>Federal Grants & Reimbursements Totals</i>	\$796,401.39	\$909,244.64	\$1,003,500.00	\$1,003,500.00	\$1,003,500.00	\$1,764,855.00	\$1,764,855.00	75.87%
Comments									
Account	Level	Comment							
3350	Additional Dept Requests	Per FAA Go Letter for FY17 AIP Project (FAA FY16, City FY17).							
Activity 7750 - Airport Federal Projects Totals		\$796,698.79	\$909,382.32	\$1,003,500.00	\$1,003,500.00	\$1,003,500.00	\$1,764,855.00	\$1,764,855.00	75.87%
Department 29 - Airport Commission Totals		\$796,698.79	\$909,382.32	\$1,003,500.00	\$1,003,500.00	\$1,003,500.00	\$1,764,855.00	\$1,764,855.00	75.87%
	REVENUE TOTALS	\$796,698.79	\$909,382.32	\$1,003,500.00	\$1,003,500.00	\$1,003,500.00	\$1,764,855.00	\$1,764,855.00	75.87%
EXPENSE									
Department 29 - Airport Commission									
Activity 7750 - Airport Federal Projects									
Capital Outlay									
291-29-7750 2103	Engineering & Consulting	138,063.19	86,081.07	193,500.00	193,500.00	193,500.00	252,450.00	252,450.00	30.46
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	810,000.00	810,000.00	810,000.00	1,512,405.00	1,512,405.00	86.71
	<i>Capital Outlay Totals</i>	\$1,163,038.21	\$678,649.83	\$1,003,500.00	\$1,003,500.00	\$1,003,500.00	\$1,764,855.00	\$1,764,855.00	75.87%
Comments									
Account	Level	Comment							
2103	Additional Dept Requests	Per AECOM estimate of FY17 project.							
2169	Additional Dept Requests	AIP Rehabilitation of Taxiway C (north of Runway 12/30), Runway 12/30 joint repair and Runway and Taxiway repainting.							
Activity 7750 - Airport Federal Projects Totals		\$1,163,038.21	\$678,649.83	\$1,003,500.00	\$1,003,500.00	\$1,003,500.00	\$1,764,855.00	\$1,764,855.00	75.87%
Department 29 - Airport Commission Totals		\$1,163,038.21	\$678,649.83	\$1,003,500.00	\$1,003,500.00	\$1,003,500.00	\$1,764,855.00	\$1,764,855.00	75.87%
	EXPENSE TOTALS	\$1,163,038.21	\$678,649.83	\$1,003,500.00	\$1,003,500.00	\$1,003,500.00	\$1,764,855.00	\$1,764,855.00	75.87%
Fund 291 - Airport FAA Projects Totals		\$796,698.79	\$909,382.32	\$1,003,500.00	\$1,003,500.00	\$1,003,500.00	\$1,764,855.00	\$1,764,855.00	75.87%
	REVENUE TOTALS	\$796,698.79	\$909,382.32	\$1,003,500.00	\$1,003,500.00	\$1,003,500.00	\$1,764,855.00	\$1,764,855.00	75.87%
	EXPENSE TOTALS	\$1,163,038.21	\$678,649.83	\$1,003,500.00	\$1,003,500.00	\$1,003,500.00	\$1,764,855.00	\$1,764,855.00	75.87%
Fund 291 - Airport FAA Projects Totals		(\$366,339.42)	\$230,732.49	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
	Net Grand Totals								



Department Proposed Budget Worksheet

Budget Year 2017

REVENUE GRAND TOTALS	\$796,698.79	\$909,382.32	\$1,003,500.00	\$1,003,500.00	\$1,003,500.00	\$1,764,855.00	\$1,764,855.00	75.87%
EXPENSE GRAND TOTALS	\$1,163,038.21	\$678,649.83	\$1,003,500.00	\$1,003,500.00	\$1,003,500.00	\$1,764,855.00	\$1,764,855.00	75.87%
Net Grand Totals	(\$366,339.42)	\$230,732.49	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++

FYE2017 BUDGET ACTIVITY NARRATIVE

FUND: 291 Airport FAA Projects	DEPARTMENT: 29 Airport	ACTIVITY: 7755 Passenger Facility Program
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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.
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PERSONNEL SUMMARY:						
FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2014	CERTIFIED FYE2015	CERTIFIED FYE2016	PROPOSED FYE2017 *	DEPT REQUEST FYE2017	CERTIFIED FYE2017
TOTAL FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0	0

* AT CURRENT FYE16 STAFFING LEVEL



Department Proposed Budget Worksheet

Budget Year 2017

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount thru 12/31/15	2016 Amended Budget	2016 Adopted Budget	2017 Base Level	2017 Additional Dept Requests	2017 Mayor-Staff Revisions Rnd 1	% Change from 2016 Adopted
Fund 291 - Airport FAA Projects									
REVENUE									
Department 29 - Airport Commission									
Activity 7755 - Passenger Facility Program									
Use Of Money & Property									
291-29-7755 3614	Interest - Savings Account	118.28	29.37	.00	.00	.00	.00	.00	.00
	<i>Use Of Money & Property Totals</i>	\$118.28	\$29.37	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
<i>Charges for Fees & Service</i>									
291-29-7755 3456	Passenger Facility Charge	105,047.16	58,265.88	95,000.00	95,000.00	101,000.00	189,595.00	189,595.00	99.57
	<i>Charges for Fees & Service Totals</i>	\$105,047.16	\$58,265.88	\$95,000.00	\$95,000.00	\$101,000.00	\$189,595.00	\$189,595.00	99.57%
<div> Comments Account Level Comment 3456 Additional Dept Requests Requesting additional sponsor match to cover full local cost share of construction improvements (reference discussion/email to CFO). Total planned project costs = \$1,960,950 Federal AIP grant = \$1,764,855 10% match required = \$196,095 Add'l 100% PFC funded expenses = \$18,500 </div>									
<i>Other Financing Sources</i>									
291-29-7755 3000	Cash on Hand	.00	.00	31,000.00	31,000.00	25,000.00	25,000.00	25,000.00	(19.35)
	<i>Other Financing Sources Totals</i>	\$0.00	\$0.00	\$31,000.00	\$31,000.00	\$25,000.00	\$25,000.00	\$25,000.00	(19.35%)
<div> Comments Account Level Comment 3000 Base Level Estimating cash available at 6-30-16 of only about \$25K </div>									
Activity 7755 - Passenger Facility Program Totals		\$105,165.44	\$58,295.25	\$126,000.00	\$126,000.00	\$126,000.00	\$214,595.00	\$214,595.00	70.31%
Department 29 - Airport Commission Totals		\$105,165.44	\$58,295.25	\$126,000.00	\$126,000.00	\$126,000.00	\$214,595.00	\$214,595.00	70.31%
REVENUE TOTALS		\$105,165.44	\$58,295.25	\$126,000.00	\$126,000.00	\$126,000.00	\$214,595.00	\$214,595.00	70.31%
EXPENSE									
Department 29 - Airport Commission									
Activity 7755 - Passenger Facility Program									
Contractual Services									
291-29-7755 1317	Audit Expense	1,550.00	.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	.00
291-29-7755 1319	Other Professional Services	18,608.35	5,075.14	11,000.00	11,000.00	11,000.00	15,000.00	15,000.00	36.36
	<i>Contractual Services Totals</i>	\$20,158.35	\$5,075.14	\$14,500.00	\$14,500.00	\$14,500.00	\$18,500.00	\$18,500.00	27.59%
<div> Comments Account Level Comment 1319 Additional Dept Requests Increased to cover additional anticipated cost of PFC administration. </div>									
<i>Capital Outlay</i>									
291-29-7755 2103	Engineering & Consulting	15,340.38	6,289.09	21,500.00	21,500.00	21,500.00	28,050.00	28,050.00	30.46



Department Proposed Budget Worksheet

Budget Year 2017

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount thru 12/31/15	2016 Amended Budget	2016 Adopted Budget	2017 Base Level	2017 Additional Dept Requests	2017 Mayor-Staff Revisions Rnd 1	% Change from 2016 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	67,216.77	90,000.00	90,000.00	90,000.00	168,045.00	168,045.00	86.71
<i>Capital Outlay Totals</i>		\$129,226.47	\$75,405.53	\$111,500.00	\$111,500.00	\$111,500.00	\$196,095.00	\$196,095.00	75.87%
Comments									
Account	Level	Comment							
2103	Additional Dept Requests	See notes under 7750.							
2169	Additional Dept Requests	See notes under 7750.							
Activity 7755 - Passenger Facility Program Totals		\$149,384.82	\$80,480.67	\$126,000.00	\$126,000.00	\$126,000.00	\$214,595.00	\$214,595.00	70.31%
Department 29 - Airport Commission Totals		\$149,384.82	\$80,480.67	\$126,000.00	\$126,000.00	\$126,000.00	\$214,595.00	\$214,595.00	70.31%
EXPENSE TOTALS		\$149,384.82	\$80,480.67	\$126,000.00	\$126,000.00	\$126,000.00	\$214,595.00	\$214,595.00	70.31%
Fund 291 - Airport FAA Projects Totals									
REVENUE TOTALS		\$105,165.44	\$58,295.25	\$126,000.00	\$126,000.00	\$126,000.00	\$214,595.00	\$214,595.00	70.31%
EXPENSE TOTALS		\$149,384.82	\$80,480.67	\$126,000.00	\$126,000.00	\$126,000.00	\$214,595.00	\$214,595.00	70.31%
Fund 291 - Airport FAA Projects Totals		(\$44,219.38)	(\$22,185.42)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Net Grand Totals									
REVENUE GRAND TOTALS		\$105,165.44	\$58,295.25	\$126,000.00	\$126,000.00	\$126,000.00	\$214,595.00	\$214,595.00	70.31%
EXPENSE GRAND TOTALS		\$149,384.82	\$80,480.67	\$126,000.00	\$126,000.00	\$126,000.00	\$214,595.00	\$214,595.00	70.31%
Net Grand Totals		(\$44,219.38)	(\$22,185.42)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++

FYE2017 BUDGET ACTIVITY NARRATIVE

FUND: 291 Airport FAA Projects	DEPARTMENT: 29 Airport	ACTIVITY: 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.

PERSONNEL SUMMARY:						
FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2014	CERTIFIED FYE2015	CERTIFIED FYE2016	PROPOSED FYE2017 *	DEPT REQUEST FYE2017	CERTIFIED FYE2017
TOTAL FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0	0

* AT CURRENT FYE16 STAFFING LEVEL



Department Proposed Budget Worksheet

Budget Year 2017

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount thru 12/31/15	2016 Amended Budget	2016 Adopted Budget	2017 Base Level	2017 Additional Dept Requests	2017 Mayor-Staff Revisions Rnd 1	% Change from 2016 Adopted
Fund 291 - Airport FAA Projects									
REVENUE									
Department 29 - Airport Commission									
Activity 7760 - Airport State Projects									
State Government Grants									
291-29-7760 3361	State Grant	113,142.00	46,559.00	159,000.00	131,000.00	131,000.00	131,000.00	131,000.00	.00
	<i>State Government Grants Totals</i>	\$113,142.00	\$46,559.00	\$159,000.00	\$131,000.00	\$131,000.00	\$131,000.00	\$131,000.00	0.00%
	Activity 7760 - Airport State Projects Totals	\$113,142.00	\$46,559.00	\$159,000.00	\$131,000.00	\$131,000.00	\$131,000.00	\$131,000.00	0.00%
	Department 29 - Airport Commission Totals	\$113,142.00	\$46,559.00	\$159,000.00	\$131,000.00	\$131,000.00	\$131,000.00	\$131,000.00	0.00%
	REVENUE TOTALS	\$113,142.00	\$46,559.00	\$159,000.00	\$131,000.00	\$131,000.00	\$131,000.00	\$131,000.00	0.00%
EXPENSE									
Department 29 - Airport Commission									
Activity 7760 - Airport State Projects									
Contractual Services									
291-29-7760 1319	Other Professional Services	1,669.40	2,528.64	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	.00
291-29-7760 1351	Advertising Expense	.00	25,600.00	38,000.00	10,000.00	10,000.00	10,000.00	10,000.00	.00
	<i>Contractual Services Totals</i>	\$1,669.40	\$28,128.64	\$56,000.00	\$28,000.00	\$28,000.00	\$28,000.00	\$28,000.00	0.00%
<i>Capital Outlay</i>									
291-29-7760 2103	Engineering & Consulting	23,409.27	6,679.87	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	.00
291-29-7760 2169	Airport Improvements	92,285.00	61,061.35	85,000.00	85,000.00	85,000.00	85,000.00	85,000.00	.00
	<i>Capital Outlay Totals</i>	\$115,694.27	\$67,741.22	\$103,000.00	\$103,000.00	\$103,000.00	\$103,000.00	\$103,000.00	0.00%
	Activity 7760 - Airport State Projects Totals	\$117,363.67	\$95,869.86	\$159,000.00	\$131,000.00	\$131,000.00	\$131,000.00	\$131,000.00	0.00%
	Department 29 - Airport Commission Totals	\$117,363.67	\$95,869.86	\$159,000.00	\$131,000.00	\$131,000.00	\$131,000.00	\$131,000.00	0.00%
	EXPENSE TOTALS	\$117,363.67	\$95,869.86	\$159,000.00	\$131,000.00	\$131,000.00	\$131,000.00	\$131,000.00	0.00%
	Fund 291 - Airport FAA Projects Totals								
	REVENUE TOTALS	\$113,142.00	\$46,559.00	\$159,000.00	\$131,000.00	\$131,000.00	\$131,000.00	\$131,000.00	0.00%
	EXPENSE TOTALS	\$117,363.67	\$95,869.86	\$159,000.00	\$131,000.00	\$131,000.00	\$131,000.00	\$131,000.00	0.00%
	Fund 291 - Airport FAA Projects Totals	(\$4,221.67)	(\$49,310.86)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
	Net Grand Totals								
	REVENUE GRAND TOTALS	\$113,142.00	\$46,559.00	\$159,000.00	\$131,000.00	\$131,000.00	\$131,000.00	\$131,000.00	0.00%
	EXPENSE GRAND TOTALS	\$117,363.67	\$95,869.86	\$159,000.00	\$131,000.00	\$131,000.00	\$131,000.00	\$131,000.00	0.00%
	Net Grand Totals	(\$4,221.67)	(\$49,310.86)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++



INTER-DEPARTMENTAL CORRESPONDENCE

TO: Michelle Weidner, CFO

CC: Mayor Quentin Hart

FROM: Keith Kaspari, MPA, C.M., Director of Aviation

SUBJ: FY-2017 Budget Development – Impact Statement – Post 2/8/16 Budget Meeting

DATE: February 9, 2016

Ms. Weidner -

As per our conversation yesterday with Mayor Hart, and our email communication, please find my response to the Impacts. I hope you find the below satisfactory, as follows:

Account No: 1319 – Other Professional Services

IMPACT: A reduction in \$25,191.00 for this will not allow me to perform the Economic Impact Study via a Consultant who has extensive knowledge and understanding of small airports in U.S., in addition providing an assessment of, and complete redevelopment of the Airport Website.

However, per our conversation, in contrast with vetting the Economic Impact Study to an organization that is not ideally familiar with the full Scope of Work that includes all of the elements contained in an EIS, I would like to hold off completing this to a future Fiscal Year.

I remain optimistic that Staff would be able to complete a True Market Study / Leakage Analysis estimated at \$15,000. This would be an important report to receive to understand where exactly our passengers are flying to.

This would provide staff a report of how best to begin to reverse the leakage of passengers to other airports.

As one of many City departments, I would recommend that a complete update of the airport website be completed ASAP.

Account No: 1344 – Phone Expense

IMPACT: Would a reduction in phone expense of \$1,000 be able to cover all airport phone lines (admin, admin fax, maintenance shop, fire station phone, fire station fax, crash-phone, pay-on-foot station, parking lot exit lane and reimbursement to the extent allowed for all staff-owned cell phones. If so, I'm fine with the reduction.

Account No: 1351 – Advertising

IMPACT: To reduce the request by \$25,000 really limits our ability to get a consistent message of advertising or messaging and branding of the airport throughout a full calendar year.

We would then have to rely solely on the \$35,000 dollars total (\$28,000 IDOT and \$7,000 ALO) provided via IDOT's Office of Aviation and their Air Service Marketing Program.

Staff has been fortunate and has received 2:1 match support from local businesses (KWWL, Courier) and three radio stations (Coloff Media, NRG Media and Waterloo Broadcasting), yet these are basically for concentrated programs – yet do not carry a message for a full year's term. Of note, the recent advertising has been via the use of IDOT's FY-2015 program funds.

And while both the KWWL and The Courier have been supportive for the use of FY-2015 funds, and will again for FY-2016 funds, I cannot guarantee that Staff will continue to receive 2:1 match support after the FY-2016 funds are exhausted.

A consistent branding theme of the airport and our single airline, and carrying that message throughout the full Fiscal or Calendar Year, can only result in more passengers using the airport, whereby additional parking revenue at \$5.00 per day would be a positive result, in addition to increasing our PFC account from additional passengers flying to and from ALO.

Account No: 1390 – Other Contractual Services

IMPACT: I have no concerns with a reduction of \$1,300.

Account No: 1533 – Fuel for Airport Use

IMPACT: I have no concerns, at this time, with a reduction in fuel for airport use from \$25,000 to \$22,000.

However, pending FAA compliance and certification, it is difficult to guess-timate fuel usage to conduct snow removal operations throughout the winter season of 2016-2017, and to conduct maintenance (mowing operations) of the Runway and Taxiway Safety Areas so that the high grass does not contribute to wildlife nesting and issues with wildlife control.

Personal Comment: While I am remain hopeful, and as we approach FY-2017, I am not optimistic that we will continue to see fuel for both diesel and unleaded fuels at the prices per gallon of \$1.69 and \$1.89 respectively.

Example: In February of 2015, we paid \$2.79 and \$2.54 per gallon for diesel and unleaded.

Account No: 1538 – Fuel For Resale

IMPACT: First, as per our conversation, we need to lock our diesel fuel tank when fuel is not being pumped from this above-ground storage tank, in contrast with having the fuel pump being unlocked 24-hours per day, where-as the current system for fuel tracking that is, “On the Honor”, with a clip board that identifies what tenant (airline, FBO, other) purchases fuel for their ground support equipment or other vehicles.

Account No: 1785 – Refunds

IMPACT: I have requested an amount of \$250 for refunds due to faulty parking equipment.

See Next Page for PFC:

PASSENGER FACILITY CHARGES:

The collection of Passenger Facility Charges (PFS's) is the funding vehicle that the City of Waterloo uses to provide a full 10% match for our FAA projects.

For this summer, we have a high priority construction program with regard to the:

- Rehabilitation of Taxiway Charlie (north of Runway 12/30);
- Repair of a failed joint on Waterloo's primary Runway (12/30);
- Provide crack-seal pavement maintenance to the northern one-third of the runway from the approach end of Runway 12, to the intersection of Taxiway Charlie;
- Repainting of the Airfield Markings on Runway 12/30, Runway 18/36 and Taxiways Bravo and Echo and the Air Carrier Apron.

All total, this project including design, construction and construction administration will run in excess of \$1.75M.

Unfortunately, for our FAA FY-2016 project, we do not collect enough PFC's to fully match \$1,000,000, so Airport Staff needs permission from Senior City Leadership to obtain approximately \$75,000 to cover the remaining shortfall in order to fully match the 90% funding that we receive from the FAA.

IMPACT: SIGNIFICANT

With this year's project, we are using the unused AIP Entitlement funds from previous fiscal years.

If we decide as a community that we do not want to proceed with the above work, this will end up resulting in higher costs to cover the project over two fiscal years, due to the General Conditions of the work that will cost twice as much.

Additionally, we will then forgo unused entitlement funds from previous fiscal years (that can only be carried over for a period of three years) that will be returned to Washington, DC, for use by another airport for the completion of their capital projects.

Lastly, due to basic compliance with the Federal Aviation Administration and Federal Aviation Regulation (FAR) Part 139, we have a number of outstanding painting issues to comply with to get back into regulatory compliance.

Summary: Would the City rather see funding assistance for the completion of the above work (Ex: airfield painting) at 90%, or have the City require full compliance at 100% of City costs?

Any questions, I stand ready to assist.

Respectfully, Keith