

## Proposed Budget

Yellowstone Regional Airport	
Budget Hearing Information	
P.O. Box 2748	Location: YRA Boardroom
Cody, WY 82414	Date: 6/14/2023
(307) 587-5096	Time: 8:00 AM
Park County	Budget Prepared by: James W. Reilly, CPA

**S-A BUDGET MESSAGE** W.S. 16-12-403 (c)

The Proposed Budget for Yellowstone Regional Airport's fiscal year 2024 has significant changes to revenues and expenditures from the prior year. The significant decrease in both revenues and expenses is due to the CARES funding projects being finished by fiscal year 2024. There are slight increases to Operating and Miscellaneous revenue as well as Administration, Operations and Indirect Costs.

**S-B RESERVE DESCRIPTION**

The reserves for Yellowstone Regional Airport are determined by the Passenger Facility Charge and the Car Customer Facility charge that are collected per flight which means it is dependent on use.

**S-C**

Names of Board Members	Date of End of Term															
Doug Johnston	12/31/23	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Does the district have regular office hours exceeding 20 hours per week?</td> <td style="width: 40%; text-align: center;"><b>Yes</b></td> </tr> <tr> <td colspan="2"><b>If Yes, enter</b></td> </tr> <tr> <td>Address of office:</td> <td>2101 Roger Sedam</td> </tr> <tr> <td>City, State, Zip:</td> <td>Cody, WY 82414</td> </tr> <tr> <td>Phone Number:</td> <td>(307) 587-5096</td> </tr> <tr> <td>Hours Open:</td> <td>8am - 5 pm</td> </tr> <tr> <td colspan="2" style="height: 30px;"></td> </tr> </table>	Does the district have regular office hours exceeding 20 hours per week?	<b>Yes</b>	<b>If Yes, enter</b>		Address of office:	2101 Roger Sedam	City, State, Zip:	Cody, WY 82414	Phone Number:	(307) 587-5096	Hours Open:	8am - 5 pm		
Does the district have regular office hours exceeding 20 hours per week?	<b>Yes</b>															
<b>If Yes, enter</b>																
Address of office:	2101 Roger Sedam															
City, State, Zip:	Cody, WY 82414															
Phone Number:	(307) 587-5096															
Hours Open:	8am - 5 pm															
Bob Redmond	12/31/25															
Harold Musser	12/31/23															
Heidi Rasmussen	12/31/24															
Zach Bowman	12/31/25															
Paul Leroux	12/31/25															
Shawn Warner	12/31/24															

Where are the minutes of your board meeting available for public review?

How and where are the notices of meeting posted for the public?

Where are the public meetings held?

## PROPOSED BUDGET SUMMARY

OVERVIEW		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-1	<b>Total Budgeted Expenditures</b>	\$7,306,265	\$8,713,284	\$4,716,195	\$4,716,195
S-2	<b>Total Principal to Pay on Debt</b>	\$0	\$0	\$0	\$0
S-3	<b>Total Change to Restricted Funds</b>	\$0	\$143,895	\$875,157	\$875,157
S-4	<b>Total General Fund and Forecasted Revenues Available</b>	\$9,747,574	\$11,121,203	\$7,005,021	\$7,005,021
S-5	<i>Amount requested from County Commissioners</i>	\$0	\$0	\$0	\$0
<b>Additional Funding Needed :</b>				<b>\$0</b>	<b>\$0</b>
<b>Projected Surplus:</b>				<b>\$3,163,983</b>	<b>\$3,163,983</b>

REVENUE SUMMARY		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-7	<b>Operating Revenues</b>	\$1,010,186	\$944,057	\$873,953	\$873,953
S-8	<b>Tax levy (From the County Treasurer)</b>	\$0	\$0	\$0	\$0
S-9	<b>Government Support</b>	\$0	\$0	\$0	\$0
S-10	<b>Grants</b>	\$6,916,969	\$8,461,458	\$3,370,380	\$3,370,380
S-11	<b>Other County Support (Not from Co. Treas.)</b>	\$0	\$0	\$0	\$0
S-12	<b>Miscellaneous</b>	\$32,142	\$71,306	\$208,874	\$208,874
S-13	<b>Other Forecasted Revenue</b>	\$0	\$0	\$0	\$0

S-14 **Total Revenue** \$7,959,297    \$9,476,821    \$4,453,207    \$4,453,207

FY 7/1/23-6/30/24 Yellowstone Regional Airport

EXPENDITURE SUMMARY		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-15	<b>Capital Outlay</b>	\$5,970,496	\$7,330,826	\$3,303,500	\$3,303,500
S-16	<b>Interest and Fees On Debt</b>	\$0	\$0	\$0	\$0
S-17	<b>Administration</b>	\$370,917	\$381,476	\$405,288	\$405,288
S-18	<b>Operations</b>	\$665,057	\$665,234	\$676,438	\$676,438
S-19	<b>Indirect Costs</b>	\$299,795	\$335,748	\$330,969	\$330,969
S-20R	<b>Expenditures paid by Reserves</b>	\$0	\$0	\$0	\$0
S-20	<b>Total Expenditures</b>	\$7,306,265	\$8,713,284	\$4,716,195	\$4,716,195

DEBT SUMMARY		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-21	<b>Principal Paid on Debt</b>	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-22	<b>TOTAL GENERAL FUNDS</b>	\$1,788,277	\$1,644,382	\$2,551,814	\$2,551,814

**Summary of Reserve Funds**

S-23	<b>Beginning Balance in Reserve Accounts</b>	\$0	\$0	\$0	\$0
S-24	a. Sinking and Debt Service Funds				
S-25	b. Reserves	\$939,586	\$939,586	\$1,083,481	\$1,083,481
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	<b>Total Reserves (a+b+c)</b>	<b>\$939,586</b>	<b>\$939,586</b>	<b>\$1,083,481</b>	<b>\$1,083,481</b>
S-27	<b>Amount to be added</b>				
S-28	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-29	b. Reserves	\$0	\$143,895	\$875,157	\$875,157
S-30	c. Bond Funds	\$0	\$0	\$0	\$0
	<b>Total to be added (a+b+c)</b>	<b>\$0</b>	<b>\$143,895</b>	<b>\$875,157</b>	<b>\$875,157</b>
S-31	<b>Subtotal</b>	\$939,586	\$1,083,481	\$1,958,638	\$1,958,638
S-32	<b>Less Total to be spent</b>	\$0	\$0	\$0	\$0
S-33	<b>TOTAL RESERVES AT END OF FISCAL YEAR</b>	<b>\$939,586</b>	<b>\$1,083,481</b>	<b>\$1,958,638</b>	<b>\$1,958,638</b>

*End of Summary*

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

Date adopted by Special District \_\_\_\_\_

**DISTRICT ADDRESS:** P.O. Box 2748  
Cody, WY 82414

**PREPARED BY:** James W. Reilly, CPA

**DISTRICT PHONE:** (307) 587-5096

# Proposed Budget

Yellowstone Regional Airport

FYE 6/30/2024

**NAME OF DISTRICT/BOARD** \_\_\_\_\_

<b>PROPERTY TAXES AND ASSESSMENTS</b>
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	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
<b>R-1 Property Taxes and Assessments Received</b>					
R-1.1 <b>Tax Levy (From the County Treasurer)</b>	4001				
R-1.2 Other County Support (see note on the right)	4005				

<b>FORECASTED REVENUE</b>
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	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
<b>R-2 Revenues from Other Governments</b>					
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				
R-2.5 <b>Total Government Support</b>		\$0	\$0	\$0	\$0
<b>R-3 Operating Revenues</b>					
R-3.1 Customer Charges	4300	\$1,010,186	\$944,057	\$873,953	\$873,953
R-3.2 Sales of Goods or Services	4300				
R-3.3 Other Assessments	4503				
R-3.4 <b>Total Operating Revenues</b>		\$1,010,186	\$944,057	\$873,953	\$873,953
<b>R-4 Grants</b>					
R-4.1 Direct Federal Grants	4201	\$6,893,523	\$8,303,353	\$3,335,880	\$3,335,880
R-4.2 Federal Grants thru State Agencies	4201				
R-4.3 Grants from State Agencies	4211	\$23,446	\$158,105	\$34,500	\$34,500
R-4.4 <b>Total Grants</b>		\$6,916,969	\$8,461,458	\$3,370,380	\$3,370,380
<b>R-5 Miscellaneous Revenue</b>					
R-5.1 Interest	4501	\$303	\$23,037	\$175,334	\$175,334
R-5.2 Other: Specify _____	4500	\$21,839	\$38,269	\$18,540	\$18,540
R-5.3 Other: See Additior <u>See Additional Details</u>		\$10,000	\$10,000	\$15,000	\$15,000
R-5.4 <b>Total Miscellaneous</b>		\$32,142	\$71,306	\$208,874	\$208,874
R-5.5 <b>Total Forecasted Revenue</b>		\$7,959,297	\$9,476,821	\$4,453,207	\$4,453,207
<b>R-6 Other Forecasted Revenue</b>					
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 <b>Total Other Forecasted Revenue (a+b)</b>		\$0	\$0	\$0	\$0

# Proposed Budget

Yellowstone Regional Airport  
 NAME OF DISTRICT/BOARD

FYE 6/30/2024

## CAPITAL OUTLAY BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
<b>E-1</b>	<b>Capital Outlay</b>				
E-1.1	Real Property	\$5,970,496	\$7,330,826	\$3,303,500	\$3,303,500
E-1.2	Vehicles				
E-1.3	Office Equipment				
E-1.4	Other (Specify)				
E-1.5	_____				
E-1.6	_____				
E-1.7	_____				
E-1.8	<b>TOTAL CAPITAL OUTLAY</b>	\$5,970,496	\$7,330,826	\$3,303,500	\$3,303,500

## ADMINISTRATION BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
<b>E-2</b>	<b>Personnel Services</b>				
E-2.1	Administrator	\$96,154	\$96,154	\$96,154	\$96,154
E-2.2	Secretary	\$43,420	\$38,792	\$38,792	\$38,792
E-2.3	Clerical	\$57,036	\$60,798	\$60,798	\$60,798
E-2.4	Other (Specify)				
E-2.5	Misc Fees	\$1,298	\$1,959	\$1,550	\$1,550
E-2.6	_____				
E-2.7	_____				
<b>E-3</b>	<b>Board Expenses</b>				
E-3.1	Travel				
E-3.2	Mileage				
E-3.3	Other (Specify)				
E-3.4	Board Meetings	\$3,829	\$4,634	\$7,350	\$7,350
E-3.5	_____				
E-3.6	_____				
<b>E-4</b>	<b>Contractual Services</b>				
E-4.1	Legal				
E-4.2	Accounting/Auditing	\$19,908	\$23,027	\$27,350	\$27,350
E-4.3	Other (Specify)				
E-4.4	Utilities	\$108,823	\$116,840	\$118,900	\$118,900
E-4.5	_____				
E-4.6	_____				
<b>E-5</b>	<b>Other Administrative Expenses</b>				
E-5.1	Office Supplies	\$5,128	\$5,461	\$5,650	\$5,650
E-5.2	Office equipment, rent & repair	\$5,790	\$2,991	\$4,000	\$4,000
E-5.3	Education	\$3,420	\$0	\$1,710	\$1,710
E-5.4	Registrations	\$1,470	\$1,480	\$5,534	\$5,534
E-5.5	Other (Specify)				
E-5.6	Property Taxes	\$1,488	\$1,324	\$1,500	\$1,500
E-5.7	Professional Development	\$23,153	\$28,016	\$36,000	\$36,000
E-5.8	_____				
<b>E-6</b>	<b>TOTAL ADMINISTRATION</b>	\$370,917	\$381,476	\$405,288	\$405,288

# Proposed Budget

## OPERATIONS BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
<b>E-7</b>	<b>Personnel Services</b>				
E-7.1	Wages--Operations	7202 \$373,709	\$401,908	\$432,733	\$432,733
E-7.2	Service Contracts	7203			
E-7.3	Other (Specify)				
E-7.4	Employee Development	7204 \$555	\$1,747	\$6,985	\$6,985
E-7.5		7204			
E-7.6					
<b>E-8</b>	<b>Travel</b>				
E-8.1	Mileage	7211			
E-8.2	Other (Specify)				
E-8.3		7212			
E-8.4		7212			
E-8.5					
<b>E-9</b>	<b>Operating supplies (List)</b>				
E-9.1	Pest Control	7220 \$3,940	\$3,739	\$2,500	\$2,500
E-9.2	Janitorial Supplies	7220 \$11,118	\$10,632	\$11,000	\$11,000
E-9.3	Shop Supplies	7220 \$5,768	\$3,692	\$3,000	\$3,000
E-9.4		7220			
E-9.5					
<b>E-10</b>	<b>Program Services (List)</b>				
E-10.1	Promotion	7230 \$56,237	\$46,632	\$71,000	\$71,000
E-10.2	Veoci	7230 \$16,450	\$15,960	\$16,620	\$16,620
E-10.3		7230			
E-10.4		7230			
E-10.5					
<b>E-11</b>	<b>Contractual Arrangements (List)</b>				
E-11.1	QTA Expense	7400 \$4,077	\$48,311	\$0	
E-11.2		7400			
E-11.3		7400			
E-11.4		7400			
E-11.5					
<b>E-12</b>	<b>Other operations (Specify)</b>				
E-12.1	Repairs and Maintenance	7450 \$150,053	\$116,021	\$112,300	\$112,300
E-12.2	ARFF	7450 \$7,680	\$8,064	\$7,250	\$7,250
E-12.3	Safety	7450 \$35,470	\$8,528	\$13,050	\$13,050
E-12.4		7450			
E-12.5					
<b>E-13</b>	<b>TOTAL OPERATIONS</b>	\$665,057	\$665,234	\$676,438	\$676,438

# Proposed Budget

Yellowstone Regional Airport

FYE 6/30/2024

## INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
<b>E-14</b>	<b>Insurance</b>				
E-14.1	Liability	\$44,934	\$49,438	\$40,000	\$40,000
E-14.2	Buildings and vehicles				
E-14.3	Equipment				
E-14.4	Other (Specify)				
E-14.5					
E-14.6					
E-14.7					
<b>E-15</b>	<b>Indirect payroll costs:</b>				
E-15.1	FICA (Social Security) taxes	\$42,952	\$45,713	\$44,500	\$44,500
E-15.2	Workers Compensation	\$7,598	\$7,341	\$10,450	\$10,450
E-15.3	Unemployment Taxes				
E-15.4	Retirement	\$65,917	\$70,609	\$74,730	\$74,730
E-15.5	Health Insurance	\$128,250	\$125,268	\$149,364	\$149,364
E-15.6	Other (Specify)				
E-15.7	Life Insurance	\$394	\$415	\$425	\$425
E-15.8	Insurance Adjustments	\$0	\$27,839	\$0	
E-15.9	see additional details	\$9,750	\$9,125	\$11,500	\$11,500
<b>E-17</b>	<b>TOTAL INDIRECT COSTS</b>	<b>\$299,795</b>	<b>\$335,748</b>	<b>\$330,969</b>	<b>\$330,969</b>

## DEBT SERVICE BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
<b>D-1</b>	<b>Debt Service</b>				
D-1.1	Principal				
D-1.2	Interest				
D-1.3	Fees				
<b>D-2</b>	<b>TOTAL DEBT SERVICE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

# Proposed Budget

Yellowstone Regional Airport  
 NAME OF DISTRICT/BOARD \_\_\_\_\_

FYE 6/30/2024

## GENERAL FUNDS

		End of Year	Beginning	Beginning		
		2021-2022	2022-2023	2023-2024	Pending	
		Actual	Estimated	Proposed	Approval	
C-1	Balances at Beginning of Fiscal Year	DOA Chart of Accounts				
C-1.1	General Fund Checking	1010	\$1,788,277	\$1,788,277	\$901,814	\$901,814
C-1.2	Savings and Investments	1040		\$0		
C-1.3	General Fund CD Balance	1050		\$0	\$1,650,000	\$1,650,000
C-1.4	All Other Funds	1020		\$0		
C-1.5	Reserves (From Below)		\$939,586	\$939,586	\$1,958,638	\$1,958,638
C-1.6	<b>Total Estimated Cash and Investments on Hand</b>		\$2,727,863	\$2,727,863	\$4,510,452	\$4,510,452

C-2	General Fund Reductions:	2010			
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves		\$939,586	\$1,083,481	\$1,958,638
C-2.3	<b>Total Deductions (a+b)</b>		\$939,586	\$1,083,481	\$1,958,638
C-2.4	<b>Estimated Non-Restricted Funds Available</b>		\$1,788,277	\$1,644,382	\$2,551,814

C-3	SINKING & DEBT SERVICE FUNDS	DOA Chart of Accounts
		1070

C-3		2021-2022	2022-2023	2023-2024	Pending
		Actual	Estimated	Proposed	Approval
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	<b>SUB-TOTAL</b>	\$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	<b>TOTAL CAPITAL OUTLAY (a+b+c)</b>	\$0	\$0	\$0	\$0
C-3.12	Balance to be retained	\$0	\$0	\$0	\$0

C-4	RESERVES	1090
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C-4		2021-2022	2022-2023	2023-2024	Pending
		Actual	Estimated	Proposed	Approval
C-4.1	Beginning Balance in Reserve Account (end of previous year)	\$939,586	\$939,586	\$1,083,481	\$1,083,481
C-4.2	Date of Reserve Approval in Minutes: _____				
C-4.3	Amount to be added to the reserve		\$143,895	\$875,157	\$875,157
C-4.4	Date of Reserve Approval in Minutes: _____				
C-4.5	<b>SUB-TOTAL</b>	\$939,586	\$1,083,481	\$1,958,638	\$1,958,638
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	<b>TOTAL OTHER RESERVE OUTLAY (a+b+c)</b>	\$0	\$0	\$0	\$0
C-4.12	Balance to be retained	\$939,586	\$1,083,481	\$1,958,638	\$1,958,638

C-5	BOND FUNDS	1060
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C-5		2021-2022	2022-2023	2023-2024	Pending
		Actual	Estimated	Proposed	Approval
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	<b>SUB-TOTAL</b>	\$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	<b>TOTAL TO BE SPENT</b>	\$0	\$0	\$0	\$0