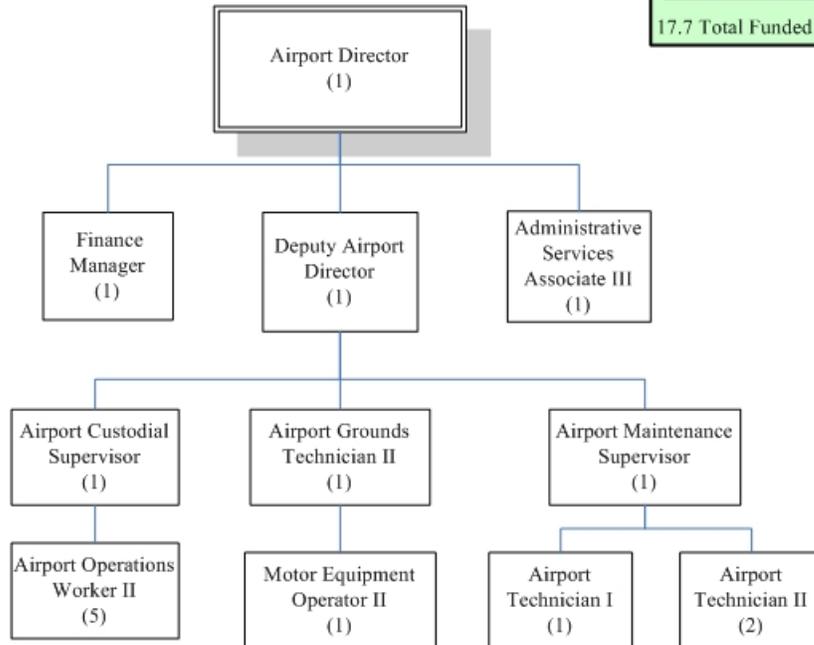




LYNCHBURG REGIONAL AIRPORT

POSITION SUMMARY
.....
16.0 City Funded Positions
1.7 Wage Positions

17.7 Total Funded Positions

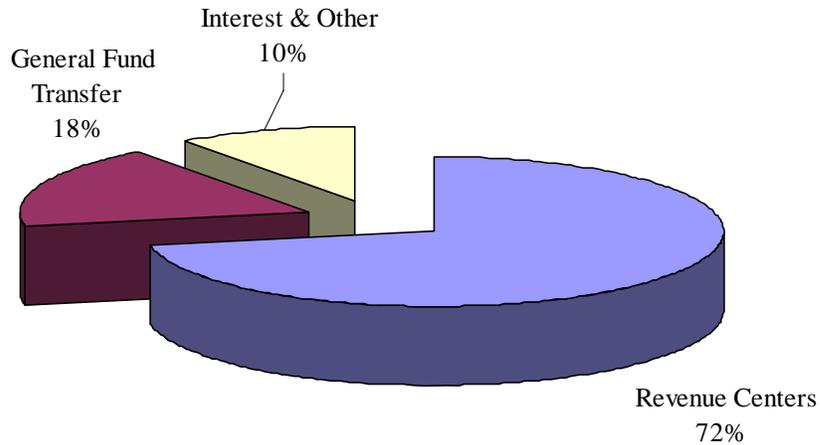




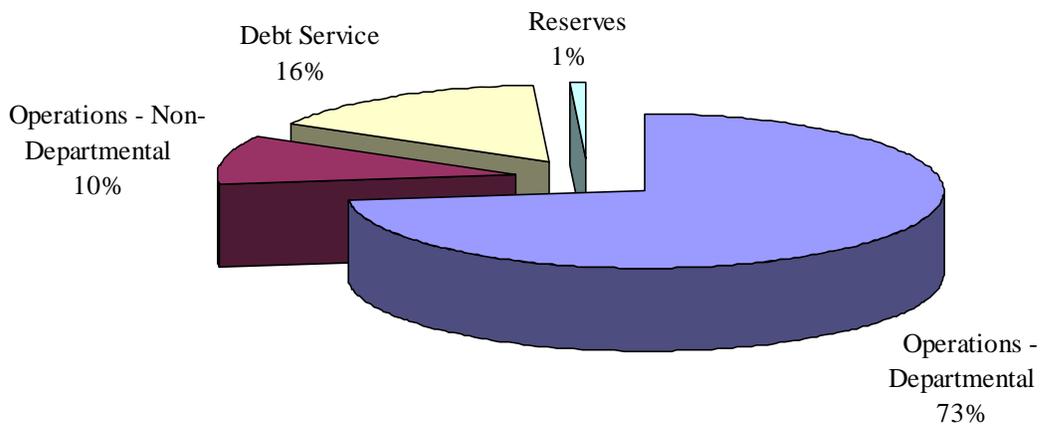
Lynchburg Regional Airport

Lynchburg Regional Airport is the main commercial service airport serving Lynchburg and the surrounding four-county region. It is served by the regional affiliates of two airlines, Delta Airlines and US Airways, and serves over 120,000 arriving and departing passengers a year. The airport is home base to approximately 70 private and business aircraft. The Federal Aviation Administration (FAA) owns and operates the air traffic control facility at the airport. Airport Administration manages the operations, safety, security, and capital improvements required by the FAA; maintains the airport complex; responds to crash, fire, medical, and other emergencies; promotes the airport; and administers contracts and leases with airlines, concessions, and tenants. Airport Fund revenues are from fees, leases, or rents paid by airlines, the fixed-based operator that services private and business aircraft, and other concessionaires and tenants.

FY 2008 REVENUES AND USE OF RETAINED EARNINGS
\$2,387,242



FY 2008 EXPENSES
\$2,387,242





Airport Fund

	Actual FY 2006	Adopted FY 2007	Department Requested FY 2008	Manager's Proposed FY 2008	Adopted FY 2008
AIRPORT FUND SUMMARY					
BEGINNING RETAINED EARNINGS	\$112,810	\$73,505	\$100,000	\$100,000	\$100,000
USE OF RESERVES					
Encumbrances	\$87,686	\$0	\$0	\$0	\$0
TOTAL USE OF RESERVES	\$87,686	\$0	\$0	\$0	\$0
REVENUES					
Revenue Centers	\$1,755,941	\$1,640,132	\$1,717,909	\$1,717,909	\$1,717,909
General Fund Transfer	398,485	482,666	430,205	430,205	430,205
Miscellaneous	202,113	242,945	236,180	236,180	236,180
TOTAL REVENUES	\$2,356,539	\$2,365,743	\$2,384,294	\$2,384,294	\$2,384,294
EXPENDITURES					
Operations - Departmental	\$1,681,426	\$1,701,136	\$1,744,945	\$1,744,945	\$1,744,945
Operations - Non-Departmental	172,910	228,321	241,744	241,744	241,744
Debt Service	386,640	419,786	381,753	381,753	381,753
Reserve for Debt Service	17,713	16,500	18,800	18,800	18,800
Reserve for Maintenance	44,974	0	0	0	0
Year-end Encumbrances	83,944	0	0	0	0
TOTAL EXPENDITURES	\$2,387,607	\$2,365,743	\$2,387,242	\$2,387,242	\$2,387,242
ENDING RETAINED EARNINGS	\$169,428	\$73,505	\$97,052	\$97,052	\$97,052
Key Ratios:					
General Fund Transfer as a % of Total Expenditures	17%	20%	18%	18%	18%



Airport Fund

	Actual FY 2006	Adopted FY 2007	Department Requested FY 2008	Manager's Proposed FY 2008	Manager's Proposed FY 2008
AIRPORT REVENUE SUMMARY					
REVENUE CENTERS					
Airfield Revenue Center	\$140,821	\$126,500	\$126,500	\$126,500	\$126,500
Terminal Revenue Center	1,206,551	1,062,349	1,122,709	1,122,709	1,122,709
General Aviation Revenue Center	274,244	263,480	274,200	274,200	274,200
Other Airport Revenue Center	134,325	187,803	194,500	194,500	194,500
TOTAL	\$1,755,941	\$1,640,132	\$1,717,909	\$1,717,909	\$1,717,909
TRANSFERS					
Transfer from General Fund	\$398,485	\$482,666	\$430,205	\$430,205	\$430,205
TOTAL	\$398,485	\$482,666	\$430,205	\$430,205	\$430,205
MISCELLANEOUS:					
Interest	\$13,112	\$5,000	\$9,000	\$9,000	\$9,000
Charges for Services	6,884	9,000	9,000	9,000	9,000
State Airport Aid	71,962	85,000	85,000	85,000	85,000
Federal Security Aid	101,204	139,945	129,180	129,180	129,180
All Other	8,951	4,000	4,000	4,000	4,000
TOTAL	\$202,113	\$242,945	\$236,180	\$236,180	\$236,180
TOTAL REVENUES	\$2,356,539	\$2,365,743	\$2,384,294	\$2,384,294	\$2,384,294



Airport Fund Expense Summary

LYNCHBURG REGIONAL AIRPORT FUND - EXPENSES

	Actual FY 2006	Adopted FY 2007	Department Requested FY 2008	Manager's Proposed FY 2008	Adopted FY 2008
PERSONNEL SUMMARY					
Total FTE Positions	18.00	17.70	17.70	17.70	17.70
BUDGET SUMMARY					
DEPARTMENTAL					
Salaries	\$517,011	\$593,477	\$599,609	\$599,609	\$599,609
Employee Benefits	170,799	224,633	226,151	226,151	226,151
Contractual Services					
Maintenance & Repair	171,793	101,550	117,408	117,408	117,408
Professional Services	1,469	3,125	4,700	4,700	4,700
Advertising & Public Relations	50,302	50,100	50,500	50,500	50,500
Airport Rescue & Fire Fighting	230,786	225,000	231,000	231,000	231,000
Miscellaneous	83,793	62,006	68,730	68,730	68,730
Fleet Service Charges	20,024	20,546	16,196	16,196	16,196
Other Charges					
Supplies & Materials	110,361	80,910	87,350	87,350	87,350
Utilities	139,309	150,000	170,600	170,600	170,600
Travel & Training	8,295	10,354	11,000	11,000	11,000
Telecommunications	5,230	6,650	5,800	5,800	5,800
Postage & Mailing	1,340	1,450	1,500	1,500	1,500
Dues & Memberships	3,879	3,500	4,250	4,250	4,250
Equipment Rental	2,814	2,900	2,900	2,900	2,900
Payments to Other Funds					
Indirect Cost Allocation	112,011	105,867	91,002	91,002	91,002
Self-Insurance	52,210	59,068	56,249	56,249	56,249
TOTAL	\$1,681,426	\$1,701,136	\$1,744,945	\$1,744,945	\$1,744,945
NON-DEPARTMENTAL					
Security Personnel (Federal Program)	\$99,925	\$139,945	\$129,180	\$129,180	\$129,180
Maintenance (State Program)	29,965	50,000	50,000	50,000	50,000
Independent Financial Audit	6,519	13,000	13,000	13,000	13,000
Uncollectible Accounts	1,181	5,000	5,000	5,000	5,000
Other Non-Departmental	7,320	10,376	14,564	14,564	14,564
Transfer to Capital Projects	28,000	10,000	30,000	30,000	30,000
Sub-Total	\$172,910	\$228,321	\$241,744	\$241,744	\$241,744
Debt Service	\$386,640	\$419,786	\$381,753	\$381,753	\$381,753
Reserve for Debt Service	17,713	16,500	18,800	18,800	18,800
Reserve for Maintenance	44,974	0	0	0	0
Year-end Encumbrances	83,944	0	0	0	0
Sub-Total	\$533,271	\$436,286	\$400,553	\$400,553	\$400,553
GRAND TOTAL	\$2,387,607	\$2,365,743	\$2,387,242	\$2,387,242	\$2,387,242



Airport Fund Budget Description

The Department Requested FY 2008 Lynchburg Regional Airport budget of \$2,387,242 represents a .9% increase of \$21,499 as compared to the Adopted FY 2007 budget of \$2,365,743.

Significant changes introduced in the Department Requested FY 2007 budget include:

- \$15,858 increase in Maintenance and Repair due to recently completed additional facilities and normal annual increases in maintenance agreements.
- \$20,600 increase in Utilities due to a recently implemented 25% increase in electric rates by Appalachian Power.
- \$14,865 decrease in the Indirect Cost Allocation payment to the General Fund due to decreased use of City administrative support.
- \$10,765 decrease in Security Personnel due to a projected decrease in the number of hours that the security checkpoint is open.
- \$20,000 increase in Transfer to Capital Projects for the local match portion of planned airport capital projects.
- \$38,033 decrease in Debt Service due to scheduled decreases and less than expected debt service on the new T-hangar project.

All major items requested are proposed for funding by the City Manager.

The Proposed FY 2008 Lynchburg Regional Airport budget was adopted by City Council without changes.

Airport Fund Performance Measures

Goal 1:

Increase number of daily departure seats available from the Airport

Objective:

Increasing daily departure seats will attract additional passengers, potentially reduce airfares, and contribute to the City's overall economic development potential.

Performance Measure:	Target FY 2006	Actual FY 2006	Projected FY 2007	Projected FY 2008
Number of daily departure seats available	438	320	320	382

Goal 2:

Increase airline passenger traffic served by the Airport

Objective:

Increasing airline passenger traffic will produce significant increases in direct and secondary revenue to the Airport.

Performance Measure:	Target FY 2006	Actual FY 2006	Projected FY 2007	Projected FY 2008
Airline passenger traffic	140,112	124,093	124,000	132,000



Airport Fund – Administration Expenses

	Actual FY 2006	Adopted FY 2007	Department Requested FY 2008	Manager's Proposed FY 2008	Adopted FY 2008
PERSONNEL SUMMARY					
Total FTE Positions	5	4.7	4.7	4.7	4.7
BUDGET SUMMARY					
Salaries	\$221,537	\$236,549	\$250,881	\$250,881	\$250,881
Employee Benefits	69,527	81,684	85,139	85,139	85,139
Contractual Services					
Professional Services	1,289	3,000	4,500	4,500	4,500
Temporary Personnel					
Advertising & Public Relations	49,967	50,000	50,000	50,000	50,000
Miscellaneous	48,919	40,000	41,000	41,000	41,000
Other Charges					
Supplies & Materials	7,921	6,200	6,400	6,400	6,400
Travel & Training	7,720	8,054	8,750	8,750	8,750
Telecommunications	2,247	2,650	2,350	2,350	2,350
Postage & Mailing	1,257	1,350	1,400	1,400	1,400
Dues & Memberships	3,879	3,500	4,250	4,250	4,250
Rentals & Leases	2,814	2,900	2,900	2,900	2,900
Payments to Other Funds					
Payment to City - Indirect Costs	112,011	105,867	91,002	91,002	91,002
Payment to City - Self Insurance	52,210	59,068	56,249	56,249	56,249
TOTAL	\$581,297	\$600,822	\$604,821	\$604,821	\$604,821

Airport Fund – Administration Budget Description

The Department Requested FY 2008 Lynchburg Regional Airport/Administration budget of \$604,821 represents a 0.7% increase of \$3,999 as compared to the Adopted FY 2007 budget of \$600,822.

Significant changes introduced in the Requested FY 2008 budget include:

- \$14,332 increase in Salaries due to the reclassification of an administrative position and the operations manager position.
- \$14,865 decrease in Payments to the City for Indirect Costs per the most recent indirect cost calculations.

All major items requested are proposed for funding by the City Manager.

The Proposed FY 2008 Lynchburg Regional Airport/Administration budget was adopted by City Council without changes.



Airport Fund – Terminal Expenses

	Actual FY 2006	Adopted FY 2007	Department Requested FY 2008	Manager's Proposed FY 2008	Adopted FY 2008
PERSONNEL SUMMARY					
Total FTE Positions	8	8	8	8	8
BUDGET SUMMARY					
Salaries	\$188,822	\$207,524	\$204,430	\$204,430	\$204,430
Employee Benefits	64,091	90,540	89,472	89,472	89,472
Contractual Services					
Maintenance & Repair	119,497	68,850	74,658	74,658	74,658
Professional Services	180	125	200	200	200
Advertising & Public Relations	335	100	500	500	500
Miscellaneous	26,969	13,496	15,830	15,830	15,830
Fleet Service Charges	5,746	8,821	7,082	7,082	7,082
Other Charges					
Supplies & Materials	29,835	27,550	28,700	28,700	28,700
Utilities	88,922	94,700	105,500	105,500	105,500
Travel & Training	18	900	500	500	500
Telecommunications	149	200	150	150	150
TOTAL	\$524,565	\$512,806	\$527,022	\$527,022	\$527,022

Airport Fund – Terminal Budget Description

The Department Requested FY 2008 Lynchburg Regional Airport/Terminal budget of \$527,022 represents a 2.8% increase of \$14,216 as compared to the Adopted FY 2007 budget of \$512,806.

Significant changes introduced in the Requested FY 2008 budget include:

- \$5,808 increase in Maintenance & Repair due to anticipated increases in facilities and systems maintenance agreements.
- \$10,800 increase in Utilities reflecting a recently implemented 25% increase in electric rates.

All major items requested are proposed for funding by the City Manager.

The Proposed FY 2008 Lynchburg Regional Airport/Terminal budget was adopted by City Council without changes.



Airport Fund – Airfield Expenses

	Actual FY 2006	Adopted FY 2007	Department Requested FY 2008	Manager's Proposed FY 2008	Adopted FY 2008
PERSONNEL SUMMARY					
Total FTE Positions	4	4	4	4	4
BUDGET SUMMARY					
Salaries	\$88,952	\$117,641	\$114,164	\$114,164	\$114,164
Employee Benefits	30,422	41,225	40,634	40,634	40,634
Contractual Services					
Maintenance & Repair	3,931	9,700	11,750	11,750	11,750
Miscellaneous	1,513	3,850	4,800	4,800	4,800
Fleet Service Charges	13,996	11,425	8,814	8,814	8,814
Other Charges					
Supplies & Materials	37,686	28,660	33,550	33,550	33,550
Utilities	20,875	22,400	26,600	26,600	26,600
Travel & Training	557	1,400	1,750	1,750	1,750
Telecommunications	1,966	2,800	2,300	2,300	2,300
Postage & Mailing	83	100	100	100	100
TOTAL	\$199,982	\$239,201	\$244,462	\$244,462	\$244,462

Airport Fund – Airfield Budget Description

The Department Requested FY 2008 Lynchburg Regional Airport/Airfield budget of \$244,462 represents a 2.2% increase of \$5,261 as compared to the Adopted FY 2007 budget of \$239,201.

Significant changes introduced in the Requested FY 2008 budget include:

- \$4,890 increase in Supplies & Materials due to anticipated additional cost of maintaining an extended runway.
- \$4,200 increase in Utilities reflecting a recently implemented 25% increase in electric rates.

All major items requested are proposed for funding by the City Manager.

The Proposed FY 2008 Lynchburg Regional Airport/Airfield budget was adopted by City Council without changes.



Airport Fund – General Aviation Expenses

	Actual FY 2006	Adopted FY 2007	Department Requested FY 2008	Manager's Proposed FY 2008	Adopted FY 2008
PERSONNEL SUMMARY					
Total FTE Positions	1	1	1	1	1
BUDGET SUMMARY					
Salaries	\$13,181	\$23,763	\$23,134	\$23,134	\$23,134
Employee Benefits	6,418	10,572	10,370	10,370	10,370
Contractual Services					
Maintenance & Repair	4,177	2,000	4,000	4,000	4,000
Misc Contractual Services	243	1,360	1,300	1,300	1,300
Other Charges					
Supplies & Materials	609	1,750	1,700	1,700	1,700
Utilities	7,235	10,000	10,500	10,500	10,500
TOTAL	\$31,863	\$49,445	\$51,004	\$51,004	\$51,004

Airport Fund – General Aviation Budget Description

The Department Requested FY 2008 Lynchburg Regional Airport/General Aviation budget of \$51,004 represents a 3.2% increase of \$1,559 as compared to the Adopted FY 2007 budget of \$49,445.

Significant changes introduced in the Requested FY 2008 budget include:

- No significant changes requested.

All major items requested are proposed for funding by the City Manager.

The Proposed FY 2008 Lynchburg Regional Airport/General Aviation budget was adopted by City Council without changes.



Airport Fund – Other Operations Expenses

	Actual FY 2006	Adopted FY 2007	Department Requested FY 2008	Manager's Proposed FY 2008	Adopted FY 2008
BUDGET SUMMARY					
Contractual Services					
Maintenance & Repair	\$36,317	\$14,000	\$18,000	\$18,000	\$18,000
Professional Services	0	0	0	0	0
Misc Contractual Services		1,000	1,000	1,000	1,000
Other Charges					
Supplies & Materials	1,186	1,600	2,000	2,000	2,000
Utilities	22,277	22,900	28,000	28,000	28,000
TOTAL	\$59,779	\$39,500	\$49,000	\$49,000	\$49,000

Airport Fund – Other Operations Budget Description

The Department Requested FY 2008 Lynchburg Regional Airport/Other Operations budget of \$49,000 represents a 24.1% increase of \$9,500 as compared to the Adopted FY 2007 budget of \$39,500.

Significant changes introduced in the Requested FY 2008 budget include:

- \$4,000 increase in Maintenance & Repair reflecting increases in maintenance costs for the aging airport control tower building and the new T-hangar units.
- \$5,100 increase in Utilities reflecting a recently implemented 25% increase in electric rates and additional electricity costs for the new T-Hangar units.

All major items requested are proposed for funding by the City Manager.

The Proposed FY 2008 Lynchburg Regional Airport/Other Operations budget was adopted by City Council without changes.



Airport Fund – Fire and Rescue Expenses

	Actual FY 2006	Adopted FY 2007	Department Requested FY 2008	Manager's Proposed FY 2008	Adopted FY 2008
BUDGET SUMMARY					
Salaries	\$1,768	\$0	\$0	\$0	\$0
Employee Benefits	135	0	0	0	0
TOTAL	\$1,903	\$0	\$0	\$0	\$0

Airport Fund – Fire and Rescue Budget Description

This entire budget has been eliminated and replaced by a Contractual Services line item in the Airport Public Safety sub-department.



Airport Fund – Safety (Law Enforcement) Expense

	Actual FY 2006	Adopted FY 2007	Department Requested FY 2008	Manager's Proposed FY 2008	Adopted FY 2008
PERSONNEL SUMMARY					
Total FTE Positions ¹	3	3	3	3	3
BUDGET SUMMARY					
Salaries	\$92,824	\$130,000	\$120,000	\$120,000	\$120,000
Employee Benefits	7,101	9,945	9,180	9,180	9,180
Contractual Services					
Maintenance & Repair	3,538	1,000	3,500	3,500	3,500
Airport Rescue & Fire Fighting	230,786	225,000	231,000	231,000	231,000
Misc Contractual Services	4,482	500	3,000	3,000	3,000
Other Charges					
Supplies & Materials	26,137	2,500	2,500	2,500	2,500
Telecommunications	867	1,000	1,000	1,000	1,000
TOTAL	\$365,735	\$369,945	\$370,180	\$370,180	\$370,180

¹ The cost of these positions is funded through a federal grant reflected under Non-Departmental in the Expense Summary.

Airport Fund – Safety (Law Enforcement) Budget Description

The Department Requested FY 2008 Lynchburg Regional Airport/Public Safety budget of \$370,180 represents a 0.1% increase of \$235 as compared to the Adopted FY 2007 budget of \$369,945.

Significant changes introduced in the Requested FY 2008 budget include:

- \$10,000 decrease in Salaries due to a projected decrease in the number of hours that the security checkpoint is open.
- \$11,000 increase in Contractual Services primarily for anticipated increases relating to the recently privatized Airport Rescue & Fire Fighting unit and non-reimbursable expenses related to the new airport police unit.

All major items requested are proposed for funding by the City Manager.

The Proposed FY 2008 Lynchburg Regional Airport/Public Safety budget was adopted by City Council without changes.



Airport Fund – Snow Removal Expenses

	Actual FY 2006	Adopted FY 2007	Department Requested FY 2008	Manager's Proposed FY 2008	Adopted FY 2008
BUDGET SUMMARY					
Salaries	\$2,750	\$8,000	\$7,000	\$7,000	\$7,000
Employee Benefits	206	612	536	536	536
Contractual Services					
Maintenance & Repair	4,334	6,000	5,500	5,500	5,500
Misc Contractual Services	1,668	1,800	1,800	1,800	1,800
Fleet Service Charges	282	300	300	300	300
Other Charges					
Supplies & Materials	6,987	12,650	12,500	12,500	12,500
TOTAL	\$16,226	\$29,362	\$27,636	\$27,636	\$27,636

Airport Fund – Snow Removal Budget Description

The Department Requested FY 2008 Lynchburg Regional Airport/Snow Removal budget of \$27,636 represents a 5.9% decrease of \$1,727 as compared to the Adopted FY 2007 budget of \$29,362.

No significant changes were introduced in the Department Requested FY 2008 budget.

All major items requested are proposed for funding by the City Manager.

The Proposed FY 2008 Lynchburg Regional Airport/Snow Removal budget was adopted by City Council without changes.