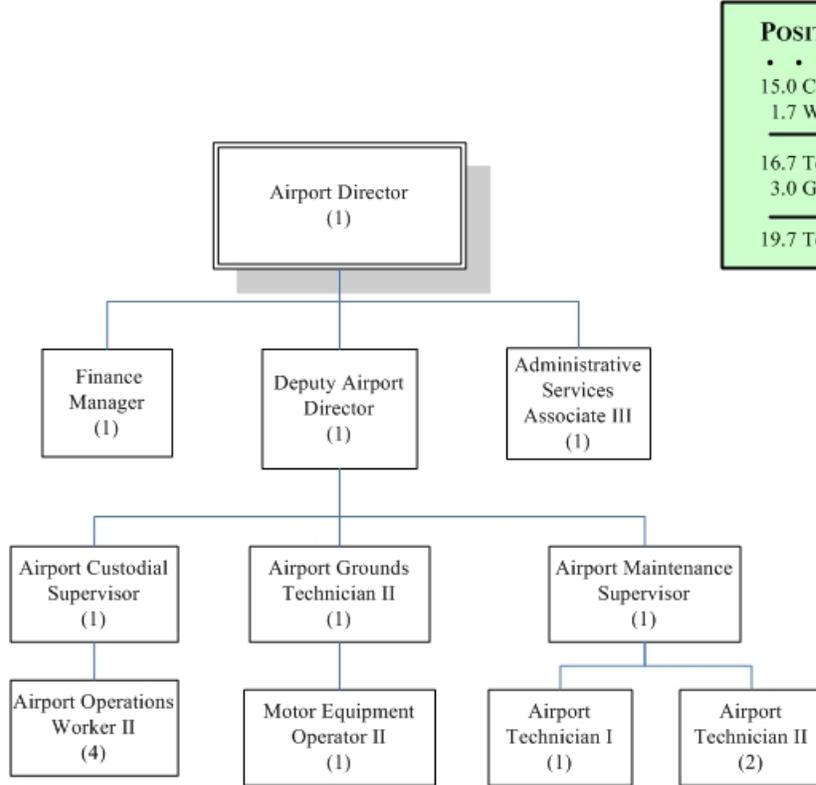




LYNCHBURG REGIONAL AIRPORT



POSITION SUMMARY

 15.0 City Funded Positions
 1.7 Wage Positions

 16.7 Total City Funded Positions
 3.0 Grant Funded Wage Positions

 19.7 Total Funded Positions

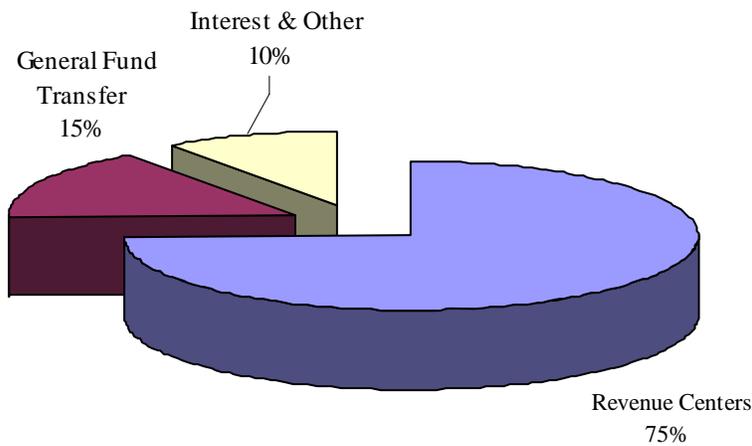


Lynchburg Regional Airport

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.

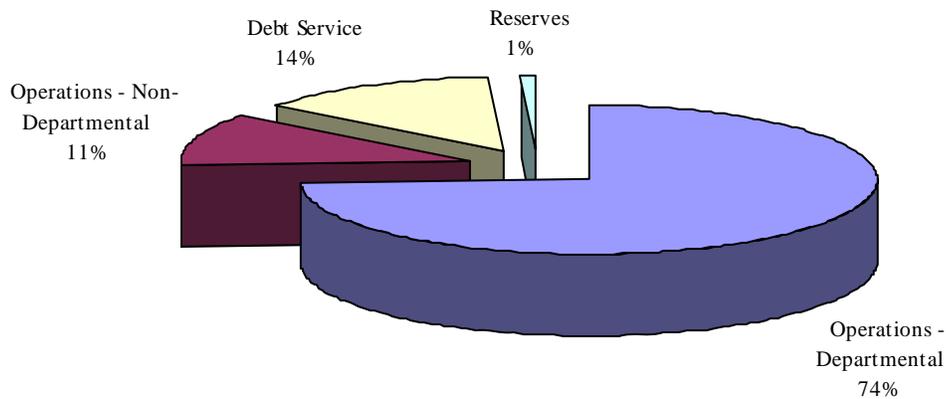
FY 2009 REVENUES

\$2,399,525



FY 2009 EXPENSES

\$2,399,525





Airport Fund

	Actual FY 2007	Adopted FY 2008	Department Requested FY 2009	Manager's Proposed FY 2009	Adopted FY 2009
AIRPORT FUND POSITION SUMMARY					
City Funded Full-Time	16.0	16.0	15.0	15.0	15.0
City Funded Non-Seasonal Wage	4.7	4.7	4.7	4.7	4.7
TOTAL FTE	20.7	20.7	19.7	19.7	19.7

AIRPORT FUND SUMMARY

BEGINNING NET ASSETS	\$20,294,521				
Less: Invested in Capital Assets, net of related debt	(19,970,299)				
BEGINNING UNRESTRICTED NET ASSETS	\$324,222	\$100,000	\$100,000	\$100,000	\$100,000
REVENUES					
Airfield	\$133,908	\$126,500	\$114,500	\$114,500	\$114,500
Terminal	1,230,430	1,122,709	1,188,611	1,188,611	1,188,611
General Aviation	281,955	274,200	288,400	288,400	288,400
Other Leased Property	189,630	194,500	203,800	203,800	203,800
State Airport Aid	57,471	85,000	85,000	85,000	85,000
Federal Security Aid	101,144	129,180	118,415	118,415	118,415
Transfer from General Fund	367,337	430,205	408,260	378,260	367,799
Interest and Other	81,372	22,000	33,000	33,000	33,000
TOTAL REVENUES	\$2,443,247	\$2,384,294	\$2,439,986	\$2,409,986	\$2,399,525
EXPENDITURES					
Airfield Operations	\$209,952	\$244,462	\$269,633	\$269,633	\$269,633
Terminal Operations	558,630	527,022	534,158	534,158	534,158
General Aviation	53,803	51,004	54,274	54,274	54,274
Administration	592,382	604,821	608,349	608,349	608,349
Airport Public Safety	332,415	370,180	371,100	362,100	362,100
Other Operations	105,534	49,000	53,200	53,200	53,200
Snow Removal	13,660	27,636	23,182	23,182	23,182
Debt Service	410,318	381,753	337,610	337,610	327,149
Transfer to Airport Capital Funds	6,000	30,000	30,000	20,000	20,000
Miscellaneous	166,367	101,364	158,480	147,480	147,480
TOTAL EXPENDITURES	\$2,449,061	\$2,387,242	\$2,439,986	\$2,409,986	\$2,399,525
ENDING UNRESTRICTED NET ASSETS	\$318,408	\$97,052	\$100,000	\$100,000	\$100,000

Note: Ending Unrestricted Net Assets for FY 2007 does not agree to Beginning Unrestricted Net Assets for FY 2008 as Amended due to the difference in reporting capital outlay, debt service and certain revenue items in the CAFR and the Budget.

Key Ratios:

General Fund Subsidy as a % of Total Expenditures	15%	18%	17%	16%	15%
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Airport Fund

	Actual FY 2007	Adopted FY 2008	Department Requested FY 2009	Manager's Proposed FY 2009	Adopted FY 2009
REVENUE SUMMARY					
REVENUE CENTERS					
Airfield Revenue Center	\$133,908	\$126,500	\$114,500	\$114,500	\$114,500
Terminal Revenue Center	1,230,430	1,122,709	1,188,611	1,188,611	1,188,611
General Aviation Revenue Center	281,955	274,200	288,400	288,400	288,400
Other Airport Revenue Center	189,630	194,500	203,800	203,800	203,800
TOTAL REVENUE CENTERS	\$1,835,923	\$1,717,909	\$1,795,311	\$1,795,311	\$1,795,311
TRANSFERS					
Transfer from General Fund	\$367,337	\$430,205	\$408,260	\$378,260	\$367,799
TOTAL TRANSFERS	\$367,337	\$430,205	\$408,260	\$378,260	\$367,799
MISCELLANEOUS REVENUE					
Interest	\$21,730	\$9,000	\$20,000	\$20,000	\$20,000
Charges for Services	12,186	9,000	9,000	9,000	9,000
State Airport Aid	57,471	85,000	85,000	85,000	85,000
Federal Security Aid	101,144	129,180	118,415	118,415	118,415
All Other	47,456	4,000	4,000	4,000	4,000
TOTAL MISCELLANEOUS REVENUE	\$239,987	\$236,180	\$236,415	\$236,415	\$236,415
TOTAL REVENUES	\$2,443,247	\$2,384,294	\$2,439,986	\$2,409,986	\$2,399,525



Airport Fund Expense Summary

	Actual FY 2007	Adopted FY 2008	Department Requested FY 2009	Manager's Proposed FY 2009	Adopted FY 2009
POSITION SUMMARY					
Total FTE Positions	20.70	20.70	19.70	19.70	19.70
EXPENDITURE BUDGET SUMMARY					
DEPARTMENTAL					
Salaries	\$544,436	\$599,609	\$611,770	\$611,770	\$611,770
Employee Benefits	207,951	226,151	223,392	223,392	223,392
Contractual Services					
Maintenance and Repair	214,376	117,408	129,122	129,122	129,122
Professional	9,644	4,700	7,750	7,750	7,750
Advertising and Public Relations	51,634	50,500	51,000	51,000	51,000
Airport Rescue and Fire Fighting	215,893	231,000	232,000	223,000	223,000
Miscellaneous	50,598	68,730	73,380	73,380	73,380
Internal Services					
Fleet Service Charges	17,039	16,196	39,077	39,077	39,077
Other Charges					
Supplies and Materials	96,152	87,350	95,450	95,450	95,450
Utilities	173,918	170,600	161,000	161,000	161,000
Training and Conferences	6,978	11,000	10,100	10,100	10,100
Telecommunications	5,088	5,800	5,400	5,400	5,400
Postage and Mailing	1,019	1,500	1,400	1,400	1,400
Dues and Memberships	2,245	4,250	4,000	4,000	4,000
Miscellaneous	72		2,000	2,000	2,000
Equipment Rental	2,919	2,900	3,600	3,600	3,600
Payments to Other Funds					
Indirect Cost Allocation	105,867	91,002	81,716	81,716	81,716
Self-Insurance	56,128	56,249	57,939	57,939	57,939
TOTAL DEPARTMENTAL EXPENDITURES	\$1,761,957	\$1,744,945	\$1,790,096	\$1,781,096	\$1,781,096
NON-DEPARTMENTAL					
Security Personnel (Federal Program)	\$104,419	\$129,180	\$123,800	\$123,800	\$123,800
Non-Recurring Maintenance	71,099	50,000	80,000	80,000	80,000
Independent Financial Audit	10,939	13,000	13,000	13,000	13,000
Uncollectible Accounts	718	5,000	5,000	5,000	5,000
Other Non-Departmental	10,820	14,564	41,480	30,480	30,480
Transfer to Capital Projects	6,000	30,000	30,000	20,000	20,000
TOTAL NON-DEPARTMENTAL EXPENDITURES	\$203,995	\$241,744	\$293,280	\$272,280	\$272,280
DEBT SERVICE AND RESERVES					
Debt Service	\$410,318	\$381,753	\$337,610	\$337,610	\$327,149
Reserve for Debt Service	19,711	18,800	19,000	19,000	19,000
Reserve for Maintenance	12,950	0	0	0	0
Year-end Encumbrances	40,130	0	0	0	0
TOTAL DEBT SERVICE AND RESERVES	\$483,109	\$400,553	\$356,610	\$356,610	\$346,149
TOTAL EXPENDITURES AND RESERVES	\$2,449,061	\$2,387,242	\$2,439,986	\$2,409,986	\$2,399,525



Airport Fund Performance Measures

Goal 1:

Increase number of daily departure seats available from the Airport by attracting a northern hub feed airline service.

Objective:

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

Performance Measure:	Projected FY 2007	Actual FY 2007	Projected FY 2008	Projected FY 2009
Number of daily departure seats available	320	298	287	353

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:	Projected FY 2007	Actual FY 2007	Projected FY 2008	Projected FY 2009
Airline passenger traffic	124,000	115,560	112,000	124,800



Airport Fund – Administration Expenses

	Actual FY 2007	Adopted FY 2008	Department Requested FY 2009	Manager's Proposed FY 2009	Adopted FY 2009
POSITION SUMMARY					
Total FTE Positions	4.7	4.7	4.7	4.7	4.7
BUDGET SUMMARY					
Salaries	\$241,551	\$250,881	\$252,712	\$252,712	\$252,712
Employee Benefits	81,610	85,139	85,682	85,682	85,682
Contractual Services					
Professional	5,894	4,500	6,500	6,500	6,500
Advertising and Public Relations	50,347	50,000	50,000	50,000	50,000
Miscellaneous	27,313	41,000	44,000	44,000	44,000
Other Charges					
Supplies and Materials	8,501	6,400	7,850	7,850	7,850
Training and Conferences	6,656	8,750	8,600	8,600	8,600
Telecommunications	2,355	2,350	2,450	2,450	2,450
Postage and Mailing	924	1,400	1,300	1,300	1,300
Dues and Memberships	2,245	4,250	4,000	4,000	4,000
Miscellaneous	72	0	2,000	2,000	2,000
Rentals & Leases	2,919	2,900	3,600	3,600	3,600
Payments to Other Funds					
Payment to City - Indirect Costs	105,867	91,002	81,716	81,716	81,716
Payment to City - Self Insurance	56,128	56,249	57,939	57,939	57,939
TOTAL	\$592,382	\$604,821	\$608,349	\$608,349	\$608,349

Airport Fund – Administration Budget Description

The Requested FY 2009 Lynchburg Regional Airport – Administration budget of \$608,349 represents a 0.6% increase of \$3,528 as compared with the Adopted FY 2008 budget of \$604,821.

No significant changes are being introduced in the Requested FY 2009 budget.

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

The Proposed FY 2009 Lynchburg Regional Airport/Administration budget was adopted by City Council without changes.



Airport Fund – Terminal Expenses

	Actual FY 2007	Adopted FY 2008	Department Requested FY 2009	Manager's Proposed FY 2009	Adopted FY 2009
POSITION SUMMARY					
Total FTE Positions	8	8	7	7	7
BUDGET SUMMARY					
Salaries	\$185,246	\$204,430	\$201,433	\$201,433	\$201,433
Employee Benefits	79,938	89,472	82,019	82,019	82,019
Contractual Services					
Maintenance and Repair	131,752	74,658	88,922	88,922	88,922
Professional	250	200	250	250	250
Advertising and Public Relations	1,287	500	1,000	1,000	1,000
Miscellaneous	13,239	15,830	14,580	14,580	14,580
Internal Services					
Fleet Service Charges	5,196	7,082	16,604	16,604	16,604
Other Charges					
Supplies and Materials	28,530	28,700	28,950	28,950	28,950
Utilities	113,042	105,500	100,000	100,000	100,000
Training and Conferences	0	500	250	250	250
Telecommunications	150	150	150	150	150
TOTAL	\$558,630	\$527,022	\$534,158	\$534,158	\$534,158

Airport Fund – Terminal Budget Description

The Requested FY 2009 Lynchburg Regional Airport – Terminal budget of \$534,161 represents a 1.4% increase of \$7,139 as compared with the Adopted FY 2008 budget of \$527,022.

Significant changes introduced in the Requested FY 2009 budget include:

- \$10,450 decrease in Salaries and Employee Benefits reflecting the elimination of one vacant airport operations worker position in the passenger terminal.
- \$14,264 increase in Maintenance and Repair reflecting anticipated increases in facilities and systems maintenance agreements for the Rental Car Facility.
- \$9,522 increase in Fleet Service charges reflecting a recently implemented city-wide vehicle capital charge for depreciation expense.
- \$5,500 decrease in Utilities reflecting electric rates being lower than the rates in effect during the budget process last year.

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

The Proposed FY 2009 Lynchburg Regional Airport/Terminal budget was adopted by City Council without changes.



Airport Fund – Airfield Expenses

	Actual FY 2007	Adopted FY 2008	Department Requested FY 2009	Manager's Proposed FY 2009	Adopted FY 2009
POSITION SUMMARY					
Total FTE Positions	4	4	4	4	4
BUDGET SUMMARY					
Salaries	\$88,435	\$114,164	\$125,515	\$125,515	\$125,515
Employee Benefits	35,492	40,634	44,145	44,145	44,145
Contractual Services					
Maintenance and Repair	4,139	11,750	7,200	7,200	7,200
Miscellaneous	5,726	4,800	6,500	6,500	6,500
Internal Services					
Fleet Service Charges	8,132	8,814	21,873	21,873	21,873
Other Charges					
Supplies and Materials	42,986	33,550	37,800	37,800	37,800
Utilities	22,803	26,600	23,500	23,500	23,500
Training and Conferences	228	1,750	1,000	1,000	1,000
Telecommunications	1,916	2,300	2,000	2,000	2,000
Postage and Mailing	95	100	100	100	100
TOTAL	\$209,952	\$244,462	\$269,633	\$269,633	\$269,633

Airport Fund – Airfield Budget Description

The Requested FY 2009 Lynchburg Regional Airport – Airfield budget of \$269,633 represents a 10.3% increase of \$25,171 as compared with the Adopted FY 2008 budget of \$244,462.

Significant changes introduced in the Requested FY 2009 budget include

- \$11,351 increase in Salaries and Employee Benefits due to previously vacant positions being filled at pay rates above the minimum for the grade.
- \$13,059 increase in Fleet Service charges reflecting a recently implemented city-wide vehicle capital charge for depreciation expense.

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

The Proposed FY 2009 Lynchburg Regional Airport/Airfield budget was adopted by City Council without changes.



Airport Fund – General Aviation Expenses

	Actual FY 2007	Adopted FY 2008	Department Requested FY 2009	Manager's Proposed FY 2009	Adopted FY 2009
POSITION SUMMARY					
Total FTE Positions	1	1	1	1	1
BUDGET SUMMARY					
Salaries	\$28,070	\$23,134	\$27,110	\$27,110	\$27,110
Employee Benefits	10,828	10,370	11,164	11,164	11,164
Contractual Services					
Maintenance and Repair	5,883	4,000	5,000	5,000	5,000
Miscellaneous	320	1,300	800	800	800
Other Charges					
Supplies and Materials	415	1,700	1,200	1,200	1,200
Utilities	8,287	10,500	9,000	9,000	9,000
TOTAL	\$53,803	\$51,004	\$54,274	\$54,274	\$54,274

Airport Fund – General Aviation Budget Description

The Requested FY 2009 Lynchburg Regional Airport – General Aviation budget of \$54,274 represents a 6.4% increase of \$3,270 as compared with the Adopted FY 2008 budget of \$51,004.

Significant changes introduced in the Requested FY 2009 budget include:

- \$2,500 increase in Salaries and Employee Benefits for anticipated overtime reflecting the elimination of one vacant airport operations worker position in the passenger terminal.

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

The Proposed FY 2009 Lynchburg Regional Airport/General Aviation budget was adopted by City Council without changes.



Airport Fund – Other Operations Expenses

	Actual FY 2007	Adopted FY 2008	Department Requested FY 2009	Manager's Proposed FY 2009	Adopted FY 2009
BUDGET SUMMARY					
Contractual Services					
Maintenance and Repair	\$67,729	\$18,000	\$20,000	\$20,000	\$20,000
Professional	3,500	0	1,000	1,000	1,000
Miscellaneous	0	1,000	1,000	1,000	1,000
Other Charges					
Supplies and Materials	4,519	2,000	2,700	2,700	2,700
Utilities	29,786	28,000	28,500	28,500	28,500
TOTAL	\$105,534	\$49,000	\$53,200	\$53,200	\$53,200

Airport Fund – Other Operations Budget Description

The Requested FY 2009 Lynchburg Regional Airport – Other Operations budget of \$53,200 represents an 8.6% increase of \$4,200 as compared with the Adopted FY 2008 budget of \$49,000.

Significant changes introduced in the Requested FY 2009 budget include:

- \$2,000 increase in Maintenance and Repair reflecting increases in maintenance costs for the aging airport control tower building and the new T-hangar units.

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

The Proposed FY 2009 Lynchburg Regional Airport/Other Operations budget was adopted by City Council without changes.



Airport Fund – Safety (Law Enforcement) Expense

	Actual FY 2007	Adopted FY 2008	Department Requested FY 2009	Manager's Proposed FY 2009	Adopted FY 2009
POSITION SUMMARY					
Total FTE Positions	3	3	3	3	3
BUDGET SUMMARY					
Salaries	\$96,999	\$120,000	\$115,000	\$115,000	\$115,000
Employee Benefits	7,420	9,180	8,800	8,800	8,800
Contractual Services					
Maintenance and Repair	3,360	3,500	4,000	4,000	4,000
Professional					
Temporary Personnel					
Advertising and Public Relations					
Airport Rescue and Fire Fighting	215,893	231,000	232,000	223,000	223,000
Miscellaneous	2,450	3,000	4,500	4,500	4,500
Internal Services					
Fleet Service Charges	162	0	300	300	300
Other Charges					
Supplies and Materials	5,370	2,500	5,450	5,450	5,450
Utilities					
Training and Conferences	94	0	250	250	250
Telecommunications	667	1,000	800	800	800
TOTAL	\$332,415	\$370,180	\$371,100	\$362,100	\$362,100

Airport Fund – Safety (Law Enforcement) Budget Description

The Requested FY 2009 Lynchburg Regional Airport – Public Safety budget of \$371,100 represents a 0.2% increase of \$920 as compared with the Adopted FY 2008 budget of \$370,180.

Significant changes introduced in the Requested FY 2009 budget include:

- \$5,000 decrease in Salaries and Employee Benefits reflecting a projected decrease in the number of hours that the security checkpoint is open.
- \$2,950 increase in Supplies and Materials reflecting the need for propane for Airport Rescue and Firefighting training exercises.

Major items requested not proposed by the City Manager for funding:

- \$9,000 reduction in Contractual Services - Airport Rescue and Fire Fighting.

The Proposed FY 2009 Lynchburg Regional Airport/Public Safety budget was adopted by City Council without changes.



Airport Fund – Snow Removal Expenses

	Actual FY 2007	Adopted FY 2008	Department Requested FY 2009	Manager's Proposed FY 2009	Adopted FY 2009
BUDGET SUMMARY					
Salaries	\$1,134	\$7,000	\$5,000	\$5,000	\$5,000
Employee Benefits	83	536	382	382	382
Contractual Services					
Maintenance and Repair	1,513	5,500	4,000	4,000	4,000
Miscellaneous	1,550	1,800	2,000	2,000	2,000
Internal Services					
Fleet Service Charges	3,549	300	300	300	300
Other Charges					
Supplies and Materials	5,831	12,500	11,500	11,500	11,500
TOTAL	\$13,660	\$27,636	\$23,182	\$23,182	\$23,182

Airport Fund – Snow Removal Budget Description

The Requested FY 2009 Lynchburg Regional Airport – Snow Removal budget of \$23,182 represents a 16.1% decrease of \$4,454 as compared with the Adopted FY 2008 budget of \$27,636.

Significant changes introduced in the Requested FY 2007 budget include:

- \$2,000 decrease in Salaries and Employee Benefits reflecting historical cost of overtime.

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

The Proposed FY 2009 Lynchburg Regional Airport/Snow Removal budget was adopted by City Council without changes.



HISTORICAL FACT:

From April 6 to 10, 1865, Lynchburg served as the capital of Virginia. Under Governor William Smith, the executive and legislative branches of the Commonwealth moved to Lynchburg for the few days between the fall of Richmond and the fall of the Confederacy.

