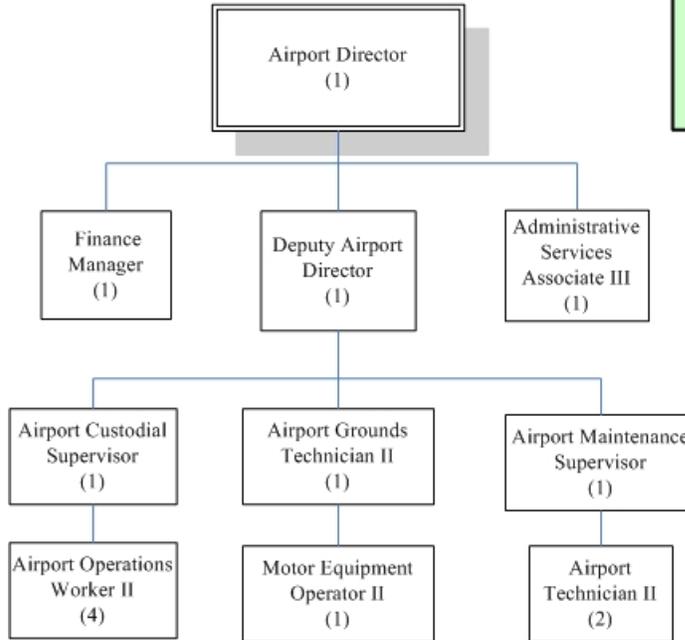




LYNCHBURG REGIONAL AIRPORT



POSITION SUMMARY
.....
14.0 City Funded Positions
0.7 Temporary Position

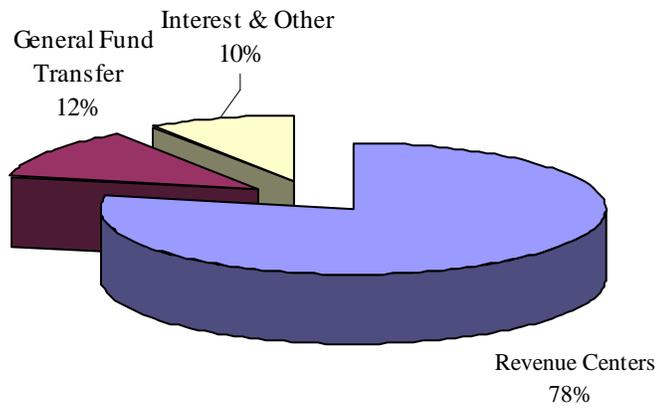
14.7 Total City Funded Positions
3.0 Grant Funded Temporary Positions

17.7 Total Funded Positions

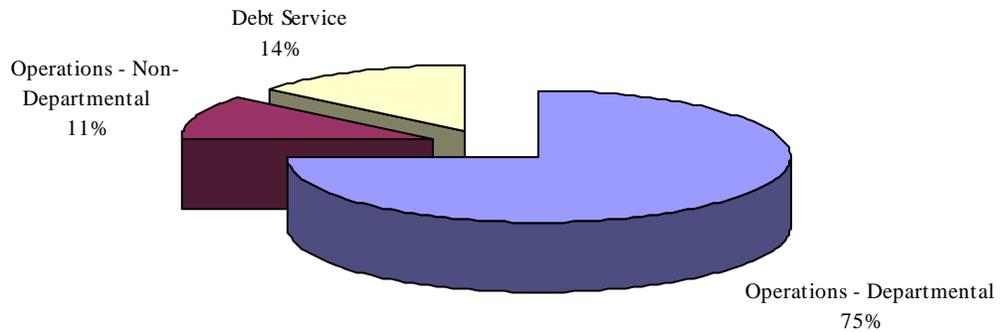


Lynchburg Regional Airport. Lynchburg Regional Airport is the main commercial service airport serving Lynchburg and the surrounding four-county region. It is served by the regional affiliates of two airlines, Delta Airlines and US Airways, and serves over 100,000 arriving and departing passengers a year. The airport is home base to approximately 85 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 operators that service private and business aircraft, and other concessionaires and tenants.

FY 2010 REVENUES
\$2,378,702



FY 2010 EXPENSES
\$2,378,702



**Airport Fund**

Mission Statement: To offer a full range of high quality aviation and air transportation services to the citizens of Central Virginia while fulfilling its role as a key ingredient in the region's economic development.

	Actual FY 2008	Adopted FY 2009	Department Requested FY 2010	Manager's Proposed FY 2010	Adopted FY 2010
AIRPORT FUND POSITION SUMMARY					
City Funded Full-Time	16.0	15.0	15.0	14.0	14.0
City Funded Temporary	1.7	1.7	1.7	0.7	0.7
Grant Funded Full-Time	3.0	3.0	3.0	3.0	3.0
TOTAL FTE	20.7	19.7	19.7	17.7	17.7
AIRPORT FUND SUMMARY					
BEGINNING NET ASSETS	\$19,943,233	\$100,000	\$100,000	\$100,000	\$100,000
Less: Invested in Capital Assets, net of related debt	(19,546,546)	0	0	0	0
BEGINNING UNRESTRICTED NET ASSETS	\$396,687	\$100,000	\$100,000	\$100,000	\$100,000
REVENUES					
Airfield	\$105,838	\$114,500	\$102,500	\$102,500	\$102,500
Terminal	1,223,556	1,188,611	1,182,486	1,182,486	1,182,486
General Aviation	295,530	288,400	373,800	373,800	373,800
Other Leased Property	202,018	203,800	205,100	205,100	205,100
State Airport Aid	80,263	85,000	85,000	85,000	85,000
Federal Security Aid	100,390	118,415	118,415	118,415	118,415
Transfer from General Fund	359,364	367,799	361,623	286,401	286,401
Interest and Other	43,002	33,000	25,000	25,000	25,000
TOTAL REVENUES	\$2,409,961	\$2,399,525	\$2,453,924	\$2,378,702	\$2,378,702
EXPENDITURES					
Airfield Operations	\$281,374	\$272,593	\$283,083	\$260,411	\$260,411
Terminal Operations	529,085	534,158	536,297	497,606	497,606
General Aviation	55,477	55,373	55,827	55,697	55,697
Administration	595,370	614,990	645,564	645,174	645,174
Airport Public Safety	350,420	371,100	373,668	373,668	373,668
Other Operations	59,215	53,200	55,200	55,200	55,200
Snow Removal	10,121	23,182	20,106	20,106	20,106
Debt Service	386,755	327,149	335,126	335,126	335,126
Transfer to Airport Capital Funds	0	30,000	30,000	30,000	30,000
Non-Departmental - Maintenance/Audit/Uncollectible	183,561	117,780	116,148	105,714	105,714
TOTAL EXPENDITURES	\$2,451,378	\$2,399,525	\$2,451,019	\$2,378,702	\$2,378,702
ENDING UNRESTRICTED NET ASSETS	\$355,267	\$100,000	\$102,905	\$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%	15%	15%	12%	12%
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Airport Fund

	Actual FY 2008	Adopted FY 2009	Department Requested FY 2010	Manager's Proposed FY 2010	Adopted FY 2010
REVENUE SUMMARY					
REVENUE CENTERS					
Airfield Revenue Center	\$105,838	\$114,500	\$102,500	\$102,500	\$102,500
Terminal Revenue Center	1,223,556	1,188,611	1,182,486	1,182,486	1,182,486
General Aviation Revenue Center	295,530	288,400	373,800	373,800	373,800
Other Airport Revenue Center	202,018	203,800	205,100	205,100	205,100
TOTAL REVENUE CENTERS	\$1,826,942	\$1,795,311	\$1,863,886	\$1,863,886	\$1,863,886
TRANSFERS					
Transfer from General Fund	\$359,364	\$367,799	\$361,623	\$286,401	\$286,401
TOTAL TRANSFERS	\$359,364	\$367,799	\$361,623	\$286,401	\$286,401
MISCELLANEOUS REVENUE					
Interest	\$18,905	\$20,000	\$11,000	\$11,000	\$11,000
Charges for Services	12,742	9,000	10,000	10,000	10,000
State Airport Aid	80,263	85,000	85,000	85,000	85,000
Federal Security Aid	100,390	118,415	118,415	118,415	118,415
All Other	11,355	4,000	4,000	4,000	4,000
TOTAL MISCELLANEOUS REVENUE	\$223,655	\$236,415	\$228,415	\$228,415	\$228,415
TOTAL REVENUES	\$2,409,961	\$2,399,525	\$2,453,924	\$2,378,702	\$2,378,702



Airport Fund Expense Summary

	Actual FY 2008	Adopted FY 2009	Department Requested FY 2010	Manager's Proposed FY 2010	Adopted FY 2010
POSITION SUMMARY					
City Funded Full-Time	16.0	15.0	15.0	14.0	14.0
City Funded Temporary	1.7	1.7	1.7	0.7	0.7
Grant Funded Full-Time	3.0	3.0	3.0	3.0	3.0
TOTAL FTE	20.7	19.7	19.7	17.7	17.7
EXPENDITURE BUDGET SUMMARY					
DEPARTMENTAL					
Salaries	\$598,139	\$620,209	\$616,459	\$565,009	\$565,009
Employee Benefits	222,088	225,653	233,023	218,798	218,798
Contractual Services					
Maintenance and Repair	158,766	129,122	130,235	130,235	130,235
Professional	12,368	7,750	7,750	7,750	7,750
Advertising and Public Relations	57,733	51,000	51,000	51,000	51,000
Airport Rescue and Fire Fighting	212,639	232,000	229,000	229,000	229,000
Miscellaneous	65,652	73,380	74,880	74,880	74,880
Internal Services					
Fleet Service Charges	13,803	39,077	37,497	36,289	36,289
Other Charges					
Supplies and Materials	129,236	95,450	107,500	107,500	107,500
Utilities	142,898	161,000	168,000	173,000	173,000
Training and Conferences	5,861	10,100	10,150	10,150	10,150
Telecommunications	5,442	5,400	5,400	5,400	5,400
Postage and Mailing	924	1,400	1,400	1,400	1,400
Dues and Memberships	4,374	4,000	4,000	4,000	4,000
Miscellaneous	470	2,000	2,000	2,000	2,000
Equipment Rental	3,563	3,600	3,700	3,700	3,700
Payments to Other Funds					
Indirect Cost Allocation	91,002	81,716	109,950	109,950	109,950
Self-Insurance	53,309	57,939	57,233	57,233	57,233
TOTAL DEPARTMENTAL EXPENDITURES	\$1,778,267	\$1,800,796	\$1,849,177	\$1,787,294	\$1,787,294
NON-DEPARTMENTAL					
Security Personnel (Federal Program)	\$102,795	\$123,800	\$120,568	\$120,568	\$120,568
Non-Recurring Maintenance	159,277	80,000	80,000	80,000	80,000
Independent Financial Audit	8,946	13,000	10,000	10,000	10,000
Uncollectible Accounts	634	5,000	5,000	5,000	5,000
Other Non-Departmental	14,704	19,780	21,148	10,714	10,714
Transfer to Capital Projects	0	30,000	30,000	30,000	30,000
TOTAL NON-DEPARTMENTAL EXPENDITURES	\$286,356	\$271,580	\$266,716	\$256,282	\$256,282
DEBT SERVICE AND RESERVES					
Debt Service	\$386,755	\$327,149	\$335,126	\$335,126	\$335,126
TOTAL DEBT SERVICE AND RESERVES	\$386,755	\$327,149	\$335,126	\$335,126	\$335,126
TOTAL EXPENDITURES AND RESERVES	\$2,451,378	\$2,399,525	\$2,451,019	\$2,378,702	\$2,378,702



Airport Fund – Administration Expenses

	Actual FY 2008	Adopted FY 2009	Department Requested FY 2010	Manager's Proposed FY 2010	Adopted FY 2010
POSITION SUMMARY					
City Funded Full-Time	4.0	4.0	4.0	4.0	4.0
City Funded Temporary	0.7	0.7	0.7	0.7	0.7
TOTAL FTE	4.7	4.7	4.7	4.7	4.7
BUDGET SUMMARY					
Salaries	\$254,759	\$257,959	\$258,893	\$258,893	\$258,893
Employee Benefits	84,831	87,076	89,188	88,798	88,798
Contractual Services					
Maintenance & Repair	424	0	0	0	0
Professional	12,114	6,500	6,500	6,500	6,500
Advertising and Public Relations	57,290	50,000	50,000	50,000	50,000
Miscellaneous	24,822	44,000	44,000	44,000	44,000
Other Charges					
Supplies and Materials	3,456	7,850	7,850	7,850	7,850
Training and Conferences	1,490	8,600	8,600	8,600	8,600
Telecommunications	2,899	2,450	2,450	2,450	2,450
Postage and Mailing	674	1,300	1,300	1,300	1,300
Dues and Memberships	4,374	4,000	4,000	4,000	4,000
Miscellaneous	470	2,000	2,000	2,000	2,000
Rentals & Leases	3,456	3,600	3,600	3,600	3,600
Payments to Other Funds					
Payment to City - Indirect Costs	91,002	81,716	109,950	109,950	109,950
Payment to City - Self Insurance	53,309	57,939	57,233	57,233	57,233
TOTAL	\$595,370	\$614,990	\$645,564	\$645,174	\$645,174

Airport Fund – Administration Budget Description

The Department Requested FY 2010 Lynchburg Regional Airport – Administration budget of \$645,564 represents a 5.0% increase of \$30,574 as compared with the Adopted FY 2009 budget of \$614,990.

Significant changes introduced in the Requested FY 2010 budget include:

- \$28,234 increase in the Indirect Cost Allocation payment to the General Fund reflecting increased costs of City Administrative support.

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

- 3% in Salaries and Employee Benefits reflecting a 3% salary reduction for all employees. This savings is recognized as a lump sum in the Other Non-Departmental line item of the Expenditure Summary.
- \$360 in Employee Benefits per full-time classified employee due to realized savings in health care costs from employee participation in the Health Management Program. This savings is recognized as a lump sum in the Non-Departmental – Other line item of the Expenditure Summary.

The Proposed FY 2010 Lynchburg Regional Airport – Administration budget was adopted by City Council without changes.



Airport Fund – Terminal Expenses

	Actual FY 2008	Adopted FY 2009	Department Requested FY 2010	Manager's Proposed FY 2010	Adopted FY 2010
POSITION SUMMARY					
City Funded Full-Time	8	7	7	6	6
TOTAL FTE	8	7	7	6	6
BUDGET SUMMARY					
Salaries	\$190,822	\$201,433	\$198,237	\$165,549	\$165,549
Employee Benefits	83,780	82,019	85,757	73,487	73,487
Contractual Services					
Maintenance and Repair	111,810	88,922	89,035	89,035	89,035
Professional	254	250	250	250	250
Advertising and Public Relations	443	1,000	1,000	1,000	1,000
Miscellaneous	16,750	14,580	14,580	14,580	14,580
Internal Services					
Fleet Service Charges	4,549	16,604	14,988	16,255	16,255
Other Charges					
Supplies and Materials	29,803	28,950	28,950	28,950	28,950
Utilities	90,218	100,000	103,000	108,000	108,000
Training and Conferences	399	250	250	250	250
Telecommunications	150	150	150	150	150
Miscellaneous	107	0	100	100	100
TOTAL	\$529,085	\$534,158	\$536,297	\$497,606	\$497,606

Airport Fund – Terminal Budget Description

The Department Requested FY 2010 Lynchburg Regional Airport – Terminal budget of \$536,297 represents a 0.4% increase of \$2,139 as compared with the Adopted FY 2009 budget of \$534,158.

Significant changes introduced in the Requested FY 2010 budget include:

- \$3,000 increase in Utilities reflecting anticipated rate increases.

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

- \$44,828 reduction in Salaries and Employee Benefits reflecting the elimination of a full-time Airport Tech I position.
- 3% in Salaries and Employee Benefits reflecting a 3% salary reduction for all employees. This savings is recognized as a lump sum in the Other Non-Departmental line item of the Expenditure Summary.
- \$360 in Employee Benefits per full-time classified employee due to realized savings in health care costs from employee participation in the Health Management Program. This savings is recognized as a lump sum in the Non-Departmental – Other line item of the Expenditure Summary.

The Proposed FY 2010 Lynchburg Regional Airport – Terminal budget was adopted by City Council without changes.



Airport Fund – Airfield Expenses

	Actual FY 2008	Adopted FY 2009	Department Requested FY 2010	Manager's Proposed FY 2010	Adopted FY 2010
POSITION SUMMARY					
City Funded Full-Time	3	3	3	3	3
City Funded Temporary	1	1	1	0	0
TOTAL FTE	4	4	4	3	3
BUDGET SUMMARY					
Salaries	\$124,810	\$127,854	\$127,366	\$108,604	\$108,604
Employee Benefits	42,385	44,766	45,908	44,473	44,473
Contractual Services					
Maintenance and Repair	12,178	7,200	7,200	7,200	7,200
Miscellaneous	9,700	6,500	6,500	6,500	6,500
Internal Services					
Fleet Service Charges	8,475	21,873	21,709	19,234	19,234
Other Charges					
Supplies and Materials	61,145	37,800	47,800	47,800	47,800
Utilities	16,882	23,500	23,500	23,500	23,500
Training and Conferences	3,711	1,000	1,000	1,000	1,000
Telecommunications	1,838	2,000	2,000	2,000	2,000
Postage and Mailing	250	100	100	100	100
TOTAL	\$281,374	\$272,593	\$283,083	\$260,411	\$260,411

Airport Fund – Airfield Budget Description

The Department Requested FY 2010 Lynchburg Regional Airport – Airfield budget of \$283,083 represents a 3.8% increase of \$10,490 as compared with the Adopted FY 2009 budget of \$272,593.

Significant changes introduced in the Requested FY 2010 budget include:

- \$10,000 increase in Supplies and Materials for ongoing replacement of runway lighting system circuits and bulbs.

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

- \$20,197 reduction in Salaries and Employee Benefits reflecting the elimination of a Motor Equipment Operator II wage position.
- 3% in Salaries and Employee Benefits reflecting a 3% salary reduction for all employees. This savings is recognized as a lump sum in the Other Non-Departmental line item of the Expenditure Summary.
- \$360 in Employee Benefits per full-time classified employee due to realized savings in health care costs from employee participation in the Health Management Program. This savings is recognized as a lump sum in the Non-Departmental – Other line item of the Expenditure Summary.

The Proposed FY 2010 Lynchburg Regional Airport – Airfield budget was adopted by City Council without changes.



Airport Fund – General Aviation Expenses

	Actual FY 2008	Adopted FY 2009	Department Requested FY 2010	Manager's Proposed FY 2010	Adopted FY 2010
POSITION SUMMARY					
City Funded Full-Time	1	1	1	1	1
TOTAL FTE	1	1	1	1	1
BUDGET SUMMARY					
Salaries	\$26,092	\$27,963	\$27,963	\$27,963	\$27,963
Employee Benefits	10,966	11,410	11,864	11,734	11,734
Contractual Services					
Maintenance and Repair	746	5,000	5,000	5,000	5,000
Miscellaneous	7,106	800	800	800	800
Other Charges					
Supplies and Materials	185	1,200	1,200	1,200	1,200
Utilities	10,382	9,000	9,000	9,000	9,000
TOTAL	\$55,477	\$55,373	\$55,827	\$55,697	\$55,697

Airport Fund – General Aviation Budget Description

The Requested FY 2010 Lynchburg Regional Airport – General Aviation budget of \$55,827 represents a 0.8% increase of \$454 as compared with the Adopted FY 2009 budget of \$55,373.

No significant changes are being introduced in the Requested FY 2010 budget.

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

- 3% in Salaries and Employee Benefits reflecting a 3% salary reduction for all employees. This savings is recognized as a lump sum in the Other Non-Departmental line item of the Expenditure Summary.
- \$360 in Employee Benefits per full-time classified employee due to realized savings in health care costs from employee participation in the Health Management Program. This savings is recognized as a lump sum in the Non-Departmental – Other line item of the Expenditure Summary.

The Proposed FY 2010 Lynchburg Regional Airport – General Aviation budget was adopted by City Council without changes.



Airport Fund – Other Operations Expenses

	Actual FY 2008	Adopted FY 2009	Department Requested FY 2010	Manager's Proposed FY 2010	Adopted FY 2010
BUDGET SUMMARY					
Contractual Services					
Maintenance and Repair	\$26,580	\$20,000	\$20,000	\$20,000	\$20,000
Professional	0	1,000	1,000	1,000	1,000
Miscellaneous	2,441	1,000	1,000	1,000	1,000
Other Charges					
Supplies and Materials	6,596	2,700	2,700	2,700	2,700
Utilities	23,598	28,500	30,500	30,500	30,500
TOTAL	\$59,215	\$53,200	\$55,200	\$55,200	\$55,200

Airport Fund – Other Operations Budget Description

The Requested FY 2010 Lynchburg Regional Airport – Other Operations budget of \$55,200 represents a 3.8% increase of \$2,000 as compared with the Adopted FY 2009 budget of \$53,200.

Significant changes introduced in the Requested FY 2010 budget include:

- \$2,000 increase in Utilities reflecting anticipated rate increases.

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

The Proposed FY 2010 Lynchburg Regional Airport – Other Operations budget was adopted by City Council without changes.



Airport Fund – Safety (Law Enforcement) Expense

	Actual FY 2008	Adopted FY 2009	Department Requested FY 2010	Manager's Proposed FY 2010	Adopted FY 2010
POSITION SUMMARY					
Grant Funded Full-Time	3	3	3	3	3
TOTAL FTE	3	3	3	3	3
BUDGET SUMMARY					
Salaries	\$95,490	\$115,000	\$112,000	\$112,000	\$112,000
Employee Benefits	7,305	8,800	8,568	8,568	8,568
Contractual Services					
Maintenance and Repair	6,355	4,000	5,500	5,500	5,500
Airport Rescue and Fire Fighting	212,639	232,000	229,000	229,000	229,000
Miscellaneous	4,216	4,500	6,500	6,500	6,500
Internal Services					
Fleet Service Charges	426	300	500	500	500
Other Charges					
Supplies and Materials	21,355	5,450	8,500	8,500	8,500
Utilities	1,818	0	2,000	2,000	2,000
Training and Conferences	261	250	300	300	300
Telecommunications	555	800	800	800	800
TOTAL	\$350,420	\$371,100	\$373,668	\$373,668	\$373,668

Airport Fund – Safety (Law Enforcement) Budget Description

The Requested FY 2010 Lynchburg Regional Airport – Safety (Law Enforcement) budget of \$373,668 represents a 0.7% increase of \$2,568 as compared with the Adopted FY 2009 budget of \$371,100.

Significant changes introduced in the Requested FY 2010 budget include:

- \$3,000 decrease in Salaries and Employee Benefits reflecting a projected decrease in the number of hours that the security checkpoint is open.
- \$3,050 increase in Supplies and Materials for start-up items needed for the new Airfield Rescue and Fire Fighting (ARFF) facility.
- \$2,000 increase in Utilities reflecting anticipated rate increases.

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

The Proposed FY 2010 Lynchburg Regional Airport – Safety (Law Enforcement) budget was adopted by City Council without changes.



Airport Fund – Snow Removal Expenses

	Actual FY 2008	Adopted FY 2009	Department Requested FY 2010	Manager's Proposed FY 2010	Adopted FY 2010
BUDGET SUMMARY					
Salaries	\$1,656	\$5,000	\$4,000	\$4,000	\$4,000
Employee Benefits	126	382	306	306	306
Contractual Services					
Maintenance and Repair	673	4,000	3,500	3,500	3,500
Miscellaneous	617	2,000	1,500	1,500	1,500
Internal Services					
Fleet Service Charges	353	300	300	300	300
Other Charges					
Supplies and Materials	6,696	11,500	10,500	10,500	10,500
TOTAL	\$10,121	\$23,182	\$20,106	\$20,106	\$20,106

Airport Fund – Snow Removal Budget Description

The Requested FY 2010 Lynchburg Regional Airport – Snow Removal budget of \$20,106 represents a 13.3% decrease of \$3,076 as compared with the Adopted FY 2009 budget of \$23,182.

No significant changes are being introduced in the Requested FY 2010 budget.

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

The Proposed FY 2010 Lynchburg Regional Airport – Snow Removal budget was adopted by City Council without changes.