



## KITTITAS COUNTY DEPARTMENT OF PUBLIC WORKS

### 2016 Budget Narrative Kittitas County – AIRPORT FUND

#### Total Airport Fund - \$623,123

Delivering consistent levels of service in a constantly changing world is a big challenge. Airfield infrastructure declines over time and the cost to maintain or repair it continues rising due to increasing costs of materials and construction.

The Airport Fund provides the financial resources needed to manage, develop, and maintain the Bowers Field Airport's Aeronautical & Industrial Areas – totaling approximately 1,300 acres. Midstate Aviation is responsible for the day-to-day operations of the Aeronautical Area. Central Washington University leases space at the airport for their contractor to provide flight training to CWU students.



The Airport Fund completed improvements to the airport apron and tie-down areas in 2013. This was funded by Federal Aviation Administration funds, Washington State Department of Transportation (WSDOT) Aeronautical funds, and local matching funds. Design for extending runway 11/29 is expected to begin in 2020. Construction of the runway extension is anticipated in 2021.

#### Airport General Administration - \$65,000

Public Works provides administration services for the Bowers Field Airport. Technical assistance is provided by a consultant specializing in airport operations. The airport manager and administrative assistant manage all leases and airport grants with assistance from Public Works accounting staff.

#### Airport Planning - \$167,923

Airport Planning is a vital component of airfield management. Bowers Field was awarded a grant from FAA and WSDOT Aviation (2015) to up-date the Bowers Field Airport Master Plan document. The master plan outlines the capital improvements planned for construction. In addition, the county will be completing a survey to up-date the Visual Glide Slope Indicator information for visual runways. The up-dates are required as a precursor to any future FAA funded runway improvements.

#### Airport Maintenance - \$66,500

Airport maintenance is required to repair damage and keep runways, taxi-ways, and taxi-lanes functional. This includes everything from filling cracks and re-striping, to lighting repairs and cleaning up undeveloped land for future leases.

#### Airport Operations General - \$56,200

Airport operations are the costs that are required to keep the day to day operation of the airport going. These include costs for both the Aeronautical area and the Industrial area. Some operational costs of note include snow removal, weed and

# Kittitas County - AIRPORT FUND

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vegetation control, and utility costs for the airport lighting. Maintenance also must be available for emergent needs such as flooding.

## **Airport Extraordinary Repairs - \$2,500**

Snow removal operations vary year to year. Heavy snow years require additional removal services and a small amount of funding is held in reserve offsetting additional snow removal costs.

## **Airport Capital Improvement Projects - \$0**

The county installed a self-fueling station in 2015. Management of the facility is included in our lease with Midstate Aviation, acting as the County's Fixed Base Operator. The next airport improvement project scheduled for Bower's Field is the extension of Runway 11/29. Funding for the project is contingent on future FAA funds, WSDOT Aviation funds, Airport reserve funds and Public Facilities funds. The current proposed schedule for constructing improvements to 11/29 is 2021.

## **Airport Ending Fund Balance: - \$265,000**

A funding reserve is maintained to manage any unanticipated emergency expenses during any one fiscal year. Reserves are also used to match potential grant opportunities.

## **Airport Fund Revenue 2016 - \$623,123**

The airport fund revenue is supported by rentals, leases, and royalties. The fund has reserves of \$265,000 for future improvement projects and unanticipated airport maintenance. In addition to revenue from T-hanger and ground leases, the budget also includes \$167,923 in grant funds from FAA and WSDOT Aviation Division.



# Kittitas County, Public Works 2017 Airport Fund Revenue Budget - PRELIMINARY

2017 Air Revenue, PRELIMINARY 11/16/16	2013 Actual		2014 Actual		2015 Actual		2016 BUDGET		2016		2017 BUDGET		2017 COMMENTS
	Receipts		Receipts		Receipts		ADOPTED	As of 06/30/16	PRELIMINARY				
RES #2016-XXX													
291 70 DESIGN. FUND BAL. - Snow Removal, JAN. 1	\$10,000		\$10,000		\$10,000		\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	Snow Removal Reserve
292 70 DESIGN. FUND BAL. - Hanger Door Repairs, JAN. 1	\$80,000		\$50,000		\$50,000		\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	Hanger Door Imprv & Repairs
292 70 DESIGN. FUND BAL. - Security Fence Card Reader, JAN. 1	\$0		\$15,000		\$15,000		\$15,000	\$20,000	\$20,000	\$20,000	\$15,000	\$15,000	Future Replacement / Upgrade in 2022 (\$50k)
291 70 DESIGN. FUND BAL. - Capital Proj / Matching Funds, JAN. 1	\$0		\$0		\$0		\$30,000	\$0	\$0	\$0	\$30,000	\$30,000	Business Plan
291 70 DESIGN. FUND BAL. - Capital Proj / Matching Funds, JAN. 1	\$0		\$0		\$0		\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	VCSI Survey for Aeronautical Lighting
291 70 DESIGN. FUND BAL. - Capital Proj / Matching Funds, JAN. 1	\$0		\$0		\$16,121		\$0	\$16,121	\$16,121	\$16,121	\$0	\$0	2015 Master Plan Up-date
291 70 DESIGN. FUND BAL. - Capital Proj / Matching Funds, JAN. 1	\$30,000		\$30,000		\$100,000		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	FAA Capital Project 2018 Runway Reserve
291 70 UNDESIGNATED FUND BAL. - JAN. 1	\$203,612		\$95,000		\$97,270		\$70,000	\$136,730	\$136,730	\$90,000	\$90,000	\$90,000	
<b>Total Beginning Fund Balance</b>	<b>\$323,612</b>		<b>\$200,000</b>		<b>\$313,391</b>		<b>\$300,000</b>	<b>\$357,851</b>	<b>\$357,851</b>	<b>\$320,000</b>	<b>\$320,000</b>	<b>\$320,000</b>	Kathy to update F. Bal
<b>Grants:</b>													
331 20 106 FAA - Airport Terminal / Beacon Project	\$42,190		\$0		\$0		\$0	\$0	\$0	\$0	\$0	\$0	Pending FAA final review
331 20 107 FAA - Master Plan Up-date	\$0		\$0		\$3,071		\$287,018	(\$3,072)	(\$3,072)	\$114,807	\$114,807	\$114,807	Master Plan Up-date (90% FAA Required, Total Proj \$318,909)
334 03 613 State Aero. Grant - Aero Preservation	\$0		\$0		\$171		\$0	\$0	\$0	\$0	\$0	\$0	Pending pavement eval. Propose in 2017
334 03 6xx State Aero. Grant - Airport Beacon Project	\$1,235		\$0		\$0		\$0	\$0	\$0	\$0	\$0	\$0	
334 03 6xx State Aero. Grant - Master Plan Up-date	\$0		\$0		\$0		\$15,770	(\$171)	(\$171)	\$6,308	\$6,308	\$6,308	WSDOT Aviation Master Plan Match
337 XX XXX Local Grant - CWUJ Aeronautics	\$0		\$0		\$0		\$0	\$0	\$0	\$0	\$0	\$0	Gate Controller - CWUJ Access
<b>** Total Grants</b>	<b>\$43,425</b>		<b>\$0</b>		<b>\$3,242</b>		<b>\$302,788</b>	<b>(\$3,243)</b>	<b>(\$3,243)</b>	<b>\$121,115</b>	<b>\$121,115</b>	<b>\$121,115</b>	
<b>Interest Earnings</b>													
361 11 000 Investment Interest	\$0		\$58		\$450		\$100	\$503	\$503	\$500	\$500	\$500	
361 41 000 Interest on Accounts Receivable	\$85		\$79		\$227		\$100	\$92	\$92	\$100	\$100	\$100	
<b>** Total Interest Earnings</b>	<b>\$85</b>		<b>\$137</b>		<b>\$676</b>		<b>\$200</b>	<b>\$594</b>	<b>\$594</b>	<b>\$600</b>	<b>\$600</b>	<b>\$600</b>	
<b>Rent, Leases, Royalties</b>													
362 50 010 Rentals / Grazing (Summary)	\$46,255		\$38,485		\$38,485		\$38,485	\$9,100	\$9,100	\$46,292	\$46,292	\$46,292	
362 50 020 Rentals / T-Hangers	\$18,583		\$18,553		\$18,798		\$18,500	\$10,460	\$10,460	\$18,500	\$18,500	\$18,500	
362 50 030 Rentals / Tie Downs	\$2,269		\$2,391		\$2,354		\$2,470	\$603	\$603	\$2,400	\$2,400	\$2,400	
362 50 040 Rentals / Others	\$91,175		\$72,626		\$110,044		\$87,000	\$53,651	\$53,651	\$93,900	\$93,900	\$93,900	
362 50 040 Interfd Rent - Gen Fund / CWUJ Lease	\$3,717		\$0		\$7,434		\$3,717	\$0	\$0	\$8,466	\$8,466	\$8,466	Central to beginn paying Feb 1, 2017
362 50 042 Airport Use Agreement	\$0		\$0		\$500		\$500	\$0	\$0	\$1,500	\$1,500	\$1,500	
362 90 000 Fuel Royalties	\$5,723		\$3,943		\$4,310		\$4,500	\$2,457	\$2,457	\$4,000	\$4,000	\$4,000	
362 95 000 KR Water Sale (Summary)	\$607		\$7,841		\$7,853		\$6,350	\$2,270	\$2,270	\$6,350	\$6,350	\$6,350	
<b>** Total Rent, Leases, Royalties</b>	<b>\$168,329</b>		<b>\$143,839</b>		<b>\$189,777</b>		<b>\$161,522</b>	<b>\$78,540</b>	<b>\$78,540</b>	<b>\$181,408</b>	<b>\$181,408</b>	<b>\$181,408</b>	
369 90 000 Miscellaneous Revenues	\$111		\$161		\$313		\$150	\$0	\$0	\$0	\$0	\$0	
369 90 010 Misc - Keys/Security Fence	\$0		\$0		\$0		\$0	\$150	\$150	\$0	\$0	\$0	FAA-Master-Plan-Match Wasn't funded
397 92 000 Oper. Trn In - Public Fac. Fund	\$27,100		\$0		\$0		\$0	\$0	\$0	\$0	\$0	\$0	
<b>**** TOTAL AIRPORT REVENUE BUDGET</b>	<b>\$562,662</b>		<b>\$344,137</b>		<b>\$507,398</b>		<b>\$764,660</b>	<b>\$433,893</b>	<b>\$433,893</b>	<b>\$623,123</b>	<b>\$623,123</b>	<b>\$623,123</b>	

Kittitas County Public Works  
2017 Airport Fund Job Cost Budget - PRELIMINARY

2017 Air Expense PRELIMINARY 11/16/16	2013 Actual		2014 ACTUAL		2015 ACTUAL		2016 BUDGET		2016 ACTUAL		2017 BUDGET		2017 COMMENTS
	Expend		Expend		Expend		ADOPTED	As of 06/30/16	PRELIM				
RES #2016-291 81 Ending Designated Fund Balance - Snow Removal	\$10,000		\$10,000		\$10,000		\$10,000	\$10,000	\$10,000			\$10,000	Snow Removal Reserve
291 81 Ending Designated Fund Bal. - Hanger Improv. & Repairs	\$80,000		\$50,000		\$50,000		\$50,000	\$50,000	\$50,000			\$50,000	Hanger Improv. & Repair Reserve
291 81 Ending Designated Fund Bal. - Security Fence Card Reader	\$10,000		\$15,000		\$20,000		\$20,000	\$20,000	\$20,000			\$20,000	Future Replacement / Upgrade in 2022 (\$50k)
291 81 Ending Designated Fund Bal. - Master Plan	\$0		\$0		\$0		\$0	\$0	\$0			\$20,000	Business Plan
291 81 Ending Designated Fund Balance - Aero Area Capital Improv.	\$0		\$0		\$16,121		\$0	\$0	\$0			\$15,000	FAA Master Plan Match
291 81 Ending Designated Fund Balance - Aero Area Capital Improv.	\$50,000		\$50,000		\$100,000		\$80,000	\$80,000	\$80,000			\$100,000	FAA Capital Improv. Proj. 2018 Match
291 84 Ending Unreserved Fund Balance	\$163,985		\$30,000		\$161,730		\$39,250	\$39,250	\$39,250			\$50,000	
<b>* 291 - AIRPORT ENDING FUND BALANCE</b>	<b>\$313,985</b>		<b>\$155,000</b>		<b>\$357,851</b>		<b>\$199,250</b>	<b>\$199,250</b>	<b>\$199,250</b>			<b>\$265,000</b>	
<b>AIRPORT OPERATIONS</b>													
<b>Airport General Administration</b>													
AP7001-11 Administration - Airpt Mgr. Gen Admin	44,326		10,061		17,621		22,000	22,000	2,472			26,000	
AP7001-12 Administration - Accounting	6,745		11,862		9,990		12,000	12,000	6,871			15,000	
AP7001-13 Leases - General	288		3,104		7,043		9,000	9,000	245			9,000	
AP7001-14 Consultant Services - General Oper.	0		735		4,173		15,000	15,000	0			15,000	Airport Consultant General Services
<b>* 011 - Airport General Admin.</b>	<b>\$51,359</b>		<b>\$25,562</b>		<b>\$38,827</b>		<b>\$58,000</b>	<b>\$58,000</b>	<b>\$9,588</b>			<b>\$65,000</b>	
<b>Airport Debt Service Admin.</b>													
AP7001-20 Interfund Loan	0		0		0		0	0	0			0	
<b>* 012 - Airport Debt Service Admin.</b>	<b>\$0</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>			<b>\$0</b>	
<b>** 010 - AIRPORT ADMINISTRATION</b>													
<b>Airport Planning</b>													
AP7010-11 General Planning	0		1,640		0		1,000	1,000	0			1,000	
AP7010-13 Airport Rezone & Lease Land Survey	192		2,243		4,889		1,500	1,500	0			0	General Lease, Lot Amendments
AP7012-10 Airport Needs Assessment / ALP Plan Update	1,059		0		3,412		0	0	62,057			0	
AP7014-10 Airport Plan-Hydrologic Study	0		5,730		3,680		0	0	0			15,000	
AP7015-2 Planning - Pavement Evaluation, 7/25	0		0		0		0	0	0			0	
AP7016-1 Planning - VGSI Survey	0		0		0		25,000	25,000	0			0	VGSI Survey required for Airport grants
AP7017-1 Planning - Business Plan	0		0		0		30,000	30,000	0			22,016	Business Plan
AP7018-1 Planning - Joint Facility Plan	0		0		0		10,000	10,000	0			2,500	Joint Capital Facility Plan
<b>AP712X Master Plan Up-date</b>	<b>0</b>		<b>0</b>		<b>0</b>		<b>318,910</b>	<b>318,910</b>	<b>0</b>			<b>127,407</b>	Master Plan Up-date (FAA Required)
<b>** 020 - AIRPORT PLANNING</b>	<b>\$1,251</b>		<b>\$9,613</b>		<b>\$11,981</b>		<b>\$386,410</b>	<b>\$386,410</b>	<b>\$62,057</b>			<b>\$167,923</b>	
<b>Airport Maintenance Activities</b>													
<b>Aeronautical Area Mtrc.</b>													
AP7020-50 Aero Area/Runway Maintenance	2,083		3,071		1,396		2,000	2,000	113			2,000	Including minor maintenance on Runways
AP7020-53 Aero Area Flood Control	0		0		0		0	0	2,023			2,000	
AP7020-54 Aero Area Maint.-Crack Seal	0		3,515		0		7,000	7,000	4,936			7,000	E Taxiway and Tie-down Area
AP7020-55 Aero Area Striping	0		1,860		0		2,500	2,500	1,314			2,000	
AP7020-56 Aero Area Maint.-Crackseal/Fogseal	0		0		0		13,000	13,000	0			5,000	Private hanger taxiways and pad (104,090 sf)
AP7022-50 Aero Area Security Fence/Gate Maint	222		576		2,247		3,000	3,000	111			2,000	Including Gates
AP7025-50 Main Hanger Maintenance	1,739		872		1,975		4,000	4,000	1,290			4,000	
AP7026-50 T-Hanger Maintenance	182		0		362		500	500	57			2,500	
AP7027-50 Runway Lighting Maintenance	2,690		6,171		2,831		3,000	3,000	2,436			3,000	

Kittitas County Public Works  
2017 Airport Fund Job Cost Budget - PRELIMINARY

2017 Air Expense PRELIMINARY 11/16/16	2013 Actual		2014 ACTUAL		2015 ACTUAL		2016 BUDGET		2016 ACTUAL		2017 BUDGET		2017 COMMENTS
	Expend		Expend		Expend		ADOPTED	As of 06/30/16	PRELIM				
RES #2016-													
AP7027-51 Area Lights Maintenance	92	370		1,134			1,000	0	1,500				
AP7028-50 Aeronautical Fuel Facility Maint.	0	3,970		1,709			1,000	1,291	2,000				Increased for Self Serve Facility
AP7029-50 Aeronautical Runway Maint.	0	0		0			0	284	1,000				Increased for Self Serve Facility
<b>Industrial Area Mtn.</b>													
AP7060-50 Industrial Area Maintenance	0	2,130		265			2,000	0	4,000				
AP7060-52 Industrial Area Clean-up	0	6,625		2,168			10,000	0	2,000				Demo, Remove/Dispose Concrete throughout area
AP7060-54 Industrial Area Maint.-Undeveloped Lots	0	0		0			5,000	0	6,000				Grade & seed for future development, fire camp
AP7065-50 Industrial Area Bldg Maint/Repairs	0	48		241			0	0	500				Replace Doors & Roof on Block Storage Bldg
AP7092-50 Trap & Sleet Lead Removal/Dust Ctrl	606	0		0			1,000	0	0				Monitoring requirements
AP7901-10 Sand & Sags Race Clean-up	0	219		0			0	0	0				Reimbursable clean-up following car races
AP7903-3 Cascade Pallet Site Clean-up	0	0		4,084			10,000	0	20,000				Clean-up site, potential claim, Brownfield Site
<b>** 050 - AIRPORT MAINTENANCE</b>	<b>\$7,613</b>	<b>\$29,427</b>		<b>\$18,412</b>			<b>\$65,000</b>	<b>\$13,855</b>	<b>\$66,500</b>				
<b>Airport Operations - General</b>													
<b>Aeronautical Area Operations</b>													
AP7020-80 Aero Area - Operations	15,119	13,956		13,893			17,000	13,611	16,000				
AP7021-80 Snow Removal - Aeronautical Area -	527	1,703		4,483			4,000	5,013	10,000				
AP7022-80 Security Fence - Operations	604	901		585			1,000	283	1,000				
AP7023-80 Weed Control / Mowing - Aero. Area	2,057	10,258		2,984			5,000	1,463	5,000				
AP7025-80 Main Hanger Operations	430	10		390			2,000	0	2,000				
AP7026-80 T-Hanger Operations	141	40		359			500	105	1,000				
AP7027-80 Runway Lighting Oper./Electrical Vault	3,006	3,458		3,132			3,800	1,679	2,500				
AP7027-81 Area Lighting Operations	149	130		159			500	82	200				
AP7028-80 Aeronautical Fuel Facility Oper.	0	0		290			500	995	1,000				Self-serve facility installed in 2015
<b>Industrial Area Operations</b>													
AP7060-80 Industrial Area Operations	3,070	2,675		2,189			3,500	2,031	5,000				
AP7064-80 Weed Control / Mowing - Ind. Area	229	104		23,188			16,500	4,694	10,000				
AP7065-80 Building Oper. - Industrial Area	306	122		10			500	0	1,000				
AP7070-80 Industrial Area Lights / Street Lights	892	1,099		1,141			1,200	506	1,500				
<b>** 080 - AIRPORT OPER - GENERAL</b>	<b>\$26,529</b>	<b>\$34,456</b>		<b>\$52,803</b>			<b>\$56,000</b>	<b>\$30,461</b>	<b>\$56,200</b>				
<b>*** 546 00 AIRPORT OPERATIONS</b>	<b>\$86,752</b>	<b>\$99,058</b>		<b>\$122,023</b>			<b>\$565,410</b>	<b>\$115,961</b>	<b>\$355,623</b>				
<b>EXTRAORDINARY REPAIRS - Snow Storm</b>													
XP79XX-XX AP-Extraordinary Repairs and Maint	0	0		0			0	0	2,500				
<b>*** 546 50 AIRPT EXTRAORD. REPAIRS</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>			<b>\$0</b>	<b>\$0</b>	<b>\$2,500</b>				
<b>090 - AIRPORT CAPITAL IMPRVMTS</b>													
AP71XX Airport	0	0		0			0	0	0				Capital improvements
AP7120 Airport Terminal Area	50,947	0		0			0	0	0				Complete in 2013
AP7121 Airport Beacon Replacement	0	0		0			0	0	0				Complete in 2012
AP7122 Airport Fuel Card Sys	0	613		18,531			0	0	0				Complete in 2015
<b>AP712X Environmental - Runway 11/29 Ext</b>	<b>0</b>	<b>0</b>		<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>				Environmental, Master Plan Req. Prior To
<b>*** 594 46 AIRPT CAPITAL IMPRVMTS / EQUIP.</b>	<b>\$50,947</b>	<b>\$613</b>		<b>\$18,531</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>				
<b>**** TOTAL AIRPORT EXPENDITURES</b>	<b>\$451,684</b>	<b>\$254,672</b>		<b>\$498,405</b>			<b>\$764,660</b>	<b>\$315,211</b>	<b>\$623,123</b>				