





# Airport FY22 Budget

## Pioneer Aviation Addition

### Line Item

### Background / Details

**Full Time Benefits-** This line item will cover the benefits (health, retirement, ect...) of the Airport Manager position, which will become full time July 1<sup>st</sup>.

**Overtime / Holiday Pay-** This will cover any hours outside of daily operations for both the full time Airport Manager position and the part time (19 hour / week) employee. It is expected that some holiday coverage will be needed to secure daily operations.

**Part Time Employee-** This will create a new part time (19 hour / week) position to assist with the additional required staffing for the daily operations of Pioneer Aviation and the Airport. This will be a non benefited position, wages will be \$14.00 to \$17.00. This is a non union position.

**Utility-** This will cover the electricity, natural gas, water, sewer, and internet costs for Pioneer Aviation. This included 3 electrical services expected to cost \$275 per month, internet / communications expecting to cost \$120 per month, the remaining covering water and sewer.

**Building / Grounds-** This will be used to perform minor repairs to buildings including minor ADA upgrades, lighting swap over to LED, and general upkeep. This will also be used to cover the costs of maintaining grounds including spring cleanup, mowing, vegetation maintenance, and pest control.

**Beacon Lights-** This will be used to fund the installation of additional taxiway lighting onto the "Pioneer Aviation" ramp area. This will also cover the maintenance of existing exterior lighting and needed repairs.

**Legal-** New and renewal of leases and agreements will be part of the annual costs of operating "Pioneer Aviation", and will require legal review before execution.

**Insurance-** This will be used to cover the cost of insurance on the 3 purchased structures, fuel distribution point, and other associated property. Additional coverage will be used to cover any associated "risk" will retailing aviation fuels.

**Office Supply-** Initial startup of "Pioneer Aviation" will require the purchase of a desktop computer and printer as well as miscellaneous office items.

**Gasoline-** Cost is associated with mowing, maintenance, and general grounds maintenance. This will also be used to cover the cost of any related operations requiring gasoline or diesel fuel such as standby generators and aircraft tugs.

**Misc Parts and Accessory-** For the purchase of small items such as janitorial supply, fuel farm supply, and small maintenance parts.

**Indirect Expense-** Expenses associated with services provided by the town, such as accounting, billing, taxation, and personnel board would be paid out of this. Since this is the first year we do not have a firm cost, however allocated funds should cover the total costs.

**Snow Removal Services-** This will be allocated towards the cost of items related to snow removal such as fuel, salt, sand, de-icing agent, and hand tools. Since the airport already has equipment to perform the bulk of the work in house there is expected to be minimal additional cost for snow removal.

**LT Debt / LT Interest-** These costs will be to cover the "local share" associated with the purchase of "Pioneer Aviation". At this time we do not have a firm funding plan in place, however the total for the local contribution will remain almost the same no matter what source of funding is secured.

## Pioneer Aviation Purchase Projected Revenue

Revenue Source	Monthly Revenue	Location / Building	Total After Expenses
Aircraft Tie Downs	\$750	Outdoors	\$9,000
Aircraft Hanger Storage	\$1,250	Hanger P1, P2	\$15,000
Aircraft Maintenance	\$1,000	Hanger P2	\$12,000
Aviation Fuel	\$1,200	Outside / Hanger P1	\$14,400
Industrial Storage	\$8,400	Hanger P1, Warehouse	\$100,800
Aviation User Fees	\$500	Hanger P1, P2, Outside	\$6,000
Non Aviation User Fees	\$1,200	Outside	\$14,400

\*P1- Pioneer Hanger, P2 Maintenance Hanger

**Total Monthly Revenue- \$14,300**

**Revenue (expected) 1/1/21-7/1/21- \$60,000**

**Total Annual Revenue- \$171,600**

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## Projected Expenses FY21 Budgeted Repairs / Improvements

**Lighting Repairs \$2,500-** Exterior lighting on warehouse, hangers needs to be replaced for security and safety.

**Safety Upgrades \$1,900-** Fire protection inspected, First Aid Kits, proper PPE

**Security \$2,000-** Camera systems and door locks to be installed and or replaced.

**Fuel System \$4,000-** Repair and leaking pipes, replace hoses, ground reel, certify metering, safety signs.

**Buildings / Grounds \$3,000-** Remove overgrown trees, replace damaged windows, remove trash and scrap metal.

**Environmental \$2,900-** Install secondary containment where needed, establish spill response procedures, spill kits.

Pioneer

Title / Name	Account #	FY21 Base	FY21 Increase	FY21 Total	FY22 Expected
P/T Wages	600-5-482-511	22,869.00	11,500.00	34,369.00	
Intern / Co-Op	600-5-482-512	6,500.00	9,500.00	16,000.00	
Electricity	600-5-482-521	1,250.00	2,500.00	3,750.00	
Natural Gas	600-5-482-521	950.00	1,000.00	1,950.00	
Water	600-5-482-523	500.00	1,500.00	2,000.00	
Building & Grounds	600-5-482-524	5,000.00	6,500.00	11,500.00	
Beacon Lights	600-5-482-525	2,000.00	2,500.00	4,500.00	
Legal	600-5-482-530	0.00	1,650.00	1,650.00	
Seminars / Training	600-5-482-531	500.00	1,800.00	2,300.00	
Prof / Technical	600-5-482-531	500.00	1,100.00	1,600.00	
Internet	600-5-482-534	1,650.00	1,500.00	3,150.00	
Misc Parts & Acc	600-5-482-544	850.00	1,000.00	1,850.00	
Gasoline	600-5-482-548	3,000.00	2,000.00	5,000.00	
Clothing Allowance	600-5-482-558	300.00	1,250.00	1,550.00	
Insurance	600-5-482-574	4,250.00	7,000.00	11,250.00	
Cell Phone	600-5-482-514	300.00	0.00	300.00	
Snow Removal	600-5-482-527	1,100.00	0.00	1,100.00	
Postage	600-5-482-534	125.00	0.00	125.00	
Advertising	600-5-482-534	1,250.00	0.00	1,250.00	
Office Supply	600-5-482-542	800.00	0.00	800.00	
House Expense	600-5-482-550	650.00	0.00	650.00	
Dues	600-5-482-573	400.00	0.00	400.00	
Travel	600-5-482-571	950.00	0.00	950.00	
<b>Part Time Worker</b>	-----	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Indirect Expenses (Tov</b>	-----	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
Total Expense	-----	55,694.00	52,300.00	107,994.00	
Expected Revenue	-----	54,290.00	57,000.00	111,290.00	
<b>Surplus / Profit</b>		<b>-1,404.00</b>	<b>4,700.00</b>	<b>3,296.00</b>	

FY21 Base= Original budget allocated at annual town meeting

FY21 Increase= Needed additional funds to operate Pioneer Aviation (Jan to July)

FY21 Total= Original and "Pioneer" allocation budget total

FY22 Expected= The FY22 operational budget expected as of Nov 7<sup>th</sup> 2020

Indirect Expenses (Town)= Expenses related to town provided services to be reimbursed from revenue