

2024

AIRPORT FUND BUDGET



BUDGET
APPROVED BY
CITY COUNCIL



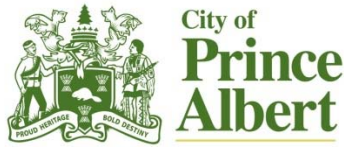
City of
**Prince
Albert**

2024 APPROVED AIRPORT FUND OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2024

2024 AIRPORT FUND BUDGET	PAGE
Airport Fund Budget Overview	1
Capital Committed	20
Airport Improvement Fund Balance	21
Passenger Facility Fee Reserve	22
Airport Maintenance Reserve	23

BUDGET OVERVIEW



The City of Prince Albert received ownership of the Airport in 1996 and since that time, has attempted to operate the facility as a self-funding entity. In 2006 City Council authorized a transfer of 30 percent of the total cost of the Airport operation to be funded from the City’s General Fund, and in 2010 implemented the Passenger Facility Fee (PFF) as a means to fund capital Airport improvements.

OVERVIEW AND FINANCIAL HIGHLIGHTS

The Airport Fund will require a transfer from the Airport Improvement Fund in the amount of \$158,550.

The Airport Improvement Fund with that transfer to balance the 2024 Budget will have a projected ending **deficit balance of \$221,822**.

2024 Operating Revenues	\$1,044,160
2024 Operating Expenditures	\$1,184,570
Operating Deficit	(\$140,410)
Transfer from General Fund	\$381,150
Transfer from Utility Fund - City Facilities	\$3,710
Airport Fund Surplus with Interfund Transfers	\$244,450
Transfer: Passenger Facility Fee Reserve	(\$310,000)
Transfer: Airport Maintenance Reserve (Net)	\$10,000
Funding for Capital Projects	(\$103,000)
Airport Fund Deficit – Transfer from Airport Improvement Fund	(\$158,550)

2024 APPROVED AIRPORT FUND OPERATING AND CAPITAL BUDGET

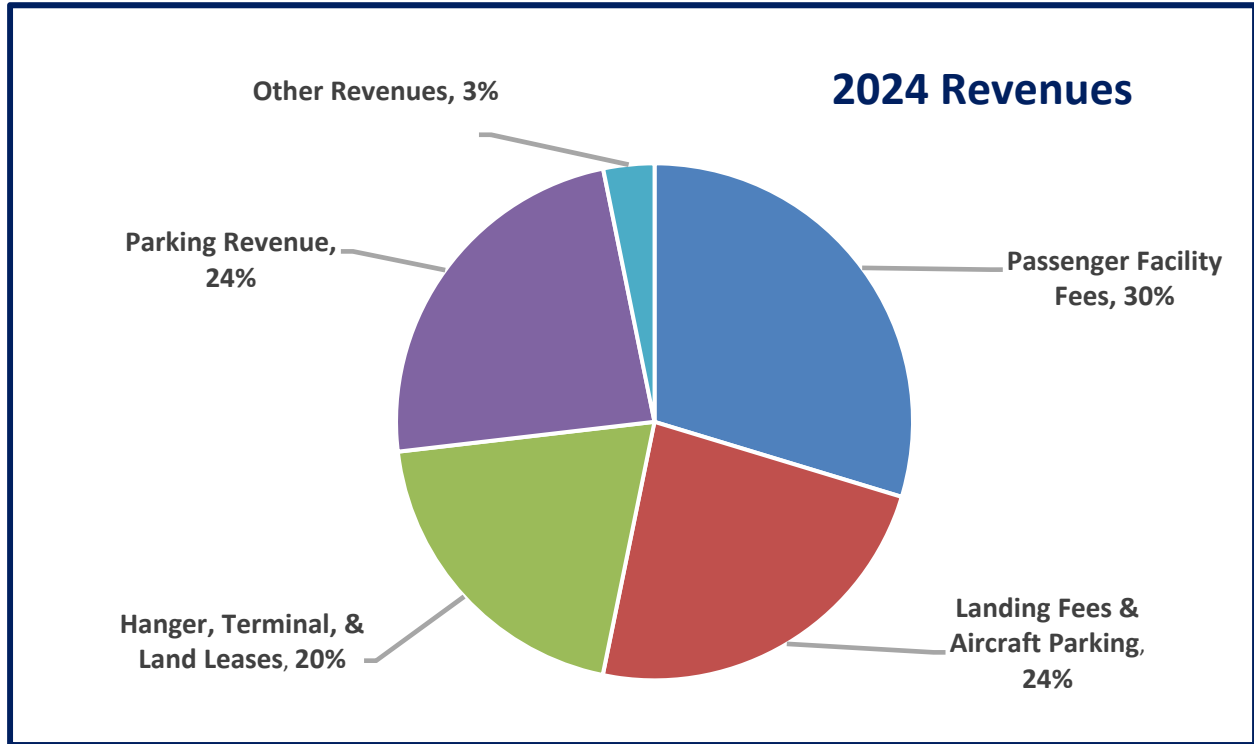
For the Year Ending December 31, 2024

2024 AIRPORT FUND BUDGET APPROVED

	2024 Budget	2023 Budget	Variance Change
REVENUES			
Aircraft Landing Fees	\$240,000	\$240,000	\$0
Aircraft Parking Fees	\$5,600	\$8,600	(\$3,000)
Passenger Facility Fees	\$310,000	\$380,000	(\$70,000)
Parking Revenue	\$247,000	\$225,000	\$22,000
Airport Lease Revenue	\$224,060	\$224,510	(\$450)
Call out Fees and ATM	\$10,000	\$10,000	\$0
Interest and Penalties	\$1,500	\$1,500	\$0
Sundry	\$6,000	\$6,000	\$0
Total Revenues	\$1,044,160	\$1,095,610	(\$51,450)
EXPENSES			
Salaries Wages and Benefits	\$632,660	\$617,820	\$14,840
Contracted and General Services	\$104,500	\$183,300	(\$78,800)
Financial Charges	\$750	\$750	\$0
Utilities	\$127,310	\$137,710	(\$10,400)
Fleet Expenses	\$152,870	\$132,390	\$20,480
Maintenance Materials and Supplies	\$138,260	\$172,230	(\$33,970)
Insurance	\$25,520	\$23,600	\$1,920
Bad Debt Expense	\$2,700	\$2,700	\$0
Total Expenses	\$1,184,570	\$1,270,500	(\$85,930)
Operating Deficit	(\$140,410)	(\$174,890)	\$34,480
CAPITAL AND INTERFUND TRANSACTIONS			
Amortization	(\$745,000)	(\$745,000)	\$0
Interfund Transfers	\$384,860	\$341,570	\$43,290
Capital and Interfund Transactions	(\$360,140)	(\$403,430)	\$43,290
TOTAL DEFICIT	(\$500,550)	(\$578,320)	\$77,770
Allocated as Follows:			
Total Deficit	(\$500,550)	(\$578,320)	\$77,770
Non-Cash Adjustment - Amortization	\$745,000	\$745,000	\$0
Total Surplus - Adjusted for Amortization	\$244,450	\$166,680	\$77,770
Passenger Facility Fee Reserve	(\$310,000)	(\$380,000)	\$70,000
Airport Maintenance Reserve	(\$10,000)	(\$10,000)	\$0
Transfer from Airport Maintenance Reserve	\$20,000	\$60,000	(\$40,000)
Transfer for Capital Funding	(\$103,000)	(\$9,000)	(\$94,000)
Transfer from Airport Improvement Fund	\$158,550	\$172,320	(\$13,770)
	(\$244,450)	(\$166,680)	(\$77,770)
TOTAL - BALANCED BUDGET	\$0	\$0	\$0

2024 AIRPORT FUND REVENUES

The 2024 Airport Revenues are as follows:



The revenues for the Prince Albert Airport decreased in the amount of **\$51,450**, representing a decrease of 4.70%.

Airport Revenues	2024 Revenue	2023 Revenue	Increased (Decreased) Revenue
User Charges and Fees	\$1,036,660	\$1,088,110	(\$51,450)
Interest and Penalties	\$1,500	\$1,500	\$0
Sundry	\$6,000	\$6,000	\$0
Total Revenues	\$1,044,160	\$1,095,610	(\$51,450)

2024 APPROVED AIRPORT FUND OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2024

USER CHARGES AND FEES REVENUE

\$51,450 decrease in User Charges and Fees Revenue as follows:

- **\$70,000 decrease** in the Passenger Facility Fee Revenue. Rates have been set at \$20 per departing passenger originating from the Prince Albert Airport. The decrease in Passenger Facility Fee Revenue is reflective of decreased passengers and reduced flights. **There will be a corresponding decrease of \$70,000 in the transfer to the Passenger Facility Fee Reserve.** The decrease is reflective of historical passengers and the Mining Industry still recovering.
- **\$3,000 decrease** in Aircraft Parking Fees. Annual or daily fees for parking aircraft on public aprons. Budget for 2024 is based on a review of actual revenues over the past years.
- **\$1,050 decrease** in Advertising Revenue. Advertising space in the airport terminal public areas is rented to a single vendor to sell advertising.
- **\$22,000 increase** in Parking Revenue at the Airport. The mining industry is recovering and the corporations are anticipated to rent more parking spaces in 2024. There is a potential for 70 vacant stall being rented in 2024. Rates increased from \$677.63 /stall to \$691.19 in 2024. Budget for 2024 is based on current rented stalls only at the new rate.
- **\$600 increase** in revenue to be generated from the ATM.

User Charges and Fees	2024 Revenue	2023 Revenue	Increased (Decreased) Revenue
Aircraft Landing Fees	\$240,000	\$240,000	\$0
Aircraft Parking Fees	\$5,600	\$8,600	(\$3,000)
Leases - Rentals - Hangars	\$126,200	\$126,200	\$0
Leases - Rentals - Terminal	\$67,500	\$67,500	\$0
Land Rentals - Agriculture	\$14,560	\$14,560	\$0
Snowbird Fuel - Truck Diesel Sales	\$15,000	\$15,000	\$0
Parking Revenue	\$222,000	\$200,000	\$22,000
Airport Pay & Display Revenue	\$25,000	\$25,000	\$0
Passenger Facility Fee Revenue	\$310,000	\$380,000	(\$70,000)
Airport Call Out Fee	\$10,000	\$10,000	\$0
Airport Sundry - ATM Revenue	\$200	(\$400)	\$600
Advertising Revenue	\$600	\$1,650	(\$1,050)
Total User Charges and Fees	\$1,036,660	\$1,088,110	(\$51,450)

2024 APPROVED AIRPORT FUND OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2024

\$1,044,160 Total User Charges and Fees as follows:

\$240,000 Aircraft Landing Fees – The revenue from aircraft landing fees. Rates were restructured in 2021 to capture the most typical aircraft used at YPA. Rates have been set until 2026. Revenue the same as Year 2023. Aircraft movements (Landings - Takeoffs) have been holding steady since the recovery in 2021. Our regional airline is using larger seat capacity aircraft then previous years. This has resulted in fewer aircraft movements but facilitates the same passenger capacity. The move to larger capacity aircraft has been identified as a trend across the industry. Landing fees are based on weight so a significant impact on revenue is not anticipated.

Aircraft Landing Fees	
Year 2018 Revenue	\$221,379
Year 2019 Revenue	\$209,077
Year 2020 Revenue	\$158,369
Year 2021 Revenue	\$205,418
Year 2022 Revenue	\$223,095

\$5,600 Aircraft Parking Fees - Annual or daily fees for parking aircraft on public aprons. Budget for 2024 has been decreased by \$3,000 based on a review of actual revenues over the past years.

\$126,200 Leases – Hangars –Revenue generated from leases for rental of the Hangars at the Prince Albert Airport. A lease rate of \$2.20/m² was established for 2021 through 2026 on hangar land lease space. In 2023 there was 57,376m² leased. 2022 Actual Revenue was \$97,739. 2023 Revenue ending October 2023 is \$125,259.

Below is listing of leases:

- Rise Air (formerly Transwest Air)
- RCMP “F” Division
- Environment Canada
- Chelco Investments Inc.
- PA Shopper
- Ministry of Central Services

\$67,500 Leases – Rentals – Terminal – Budget is based on current leases in place. Relates to lease of check-in counter, cargo rooms and office space within the airport terminal building to facilitate airline operations. The leases that the City have are with Rise Air (Transwest Air).

\$14,560 Land Rentals – Agriculture - Based on current leases in place. Relates to lease of land within the airfield for agricultural use not currently needed for airport operations. Such use is also beneficial to manage wildlife which also reduces airport maintenance costs. 2022 Revenue and 2023 Revenue of \$14,555 as per leases in place.

2024 APPROVED AIRPORT FUND OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2024

\$15,000 Snowbird Fuel - Truck Diesel Sales - Diesel fuel sold to Snowbird Aviation for their Mobile Fuel Trucks, Deicer Trucks and Tugs that service aircraft. These vehicles are not street legal to purchase fuel elsewhere. Fuel is sold at retail cost within the City. Estimate 12,000L of sales base on historical records. Budget is based on expectations for 2024. This revenue offsets costs in Maintenance Materials and Supplies.

\$222,000 Parking Revenue – Increased revenue for 2024 in the amount of \$22,000. The mining industry is recovering and the corporations are anticipated to rent more parking spaces in 2024. There is a potential for 70 vacant stall being rented in 2024. Rates increased from \$677.63 /stall to \$691.19 in 2024. Budget for 2024 is based on current rented stalls only at the new rate.

\$25,000 Airport Park & Display Revenue – Revenue generated from 80 parking stalls adjacent to the airport terminal are used for public parking. These stalls are managed using a pay station system. Passenger levels are holding steady and budget is based on expectations for 2024.

\$600 Advertising Revenue relating to advertising space in the airport terminal public areas. **Decrease** of \$1,050 as advertising for 2024 is currently rented to a single vendor to sell advertising.

\$310,000 Passenger Facility Fee Revenue – **Decrease** in Revenue of **\$70,000**. Revenue generated from the Passenger Facility Fee. That fee applies to all departing enplaned passengers originating in Prince Albert. The revenue collected from the Passenger Facility Fee is credited to the Passenger Facility Fee Reserve. Rates have been set at \$20 per departing passenger originating from the Prince Albert Airport. The decrease in Passenger Facility Fee Revenue is reflective of decreased passengers and reduced flights. **There will be a resulting decrease of \$70,000 transfer to the Passenger Facility Fee Reserve.** The decrease is reflective of historical passengers and the Mining Industry still recovering.

\$10,000 Call Out Fee Revenue – This is revenue for callout fees. It is a regulatory requirement for qualified airport staff to be in attendance at the airport for scheduled passenger flights. When flights are late the Airlines must call for coverage to be able to land or takeoff. This coverage and work is tracked and charged back to the airline as a callout fee. Although it is not a regulatory requirement to be in attendance for other flights such as private aircraft, medevacs or charters, these flights sometimes need winter maintenance and or runway conditions reports performed after our published hours of operation to land safely. This coverage and work is tracked and charged back to the aircraft owner as a callout fee.

Call-out Charges Estimate:

Priority 1 Snow Removal Operation \$600

Priority 1 Deicing Operation \$3,000 to \$6,000 depending on severity of conditions.

Runway Conditions Report \$90.00

Administration 15%

\$200 Airport Sundry – Revenue to be generated in 2024 from the ATM machine.

INTEREST AND PENALTIES

The revenue for 2024 is the same as Year 2023 with a **revenue of \$1,500** for interest and penalties. This revenue relates to finance charges on outstanding amounts owing related primarily to parking fees that are paid late by customers.

SUNDRY REVENUE

\$6,000 Total Sundry Revenue as follows:

\$6,000 Concession Vending Machine. These are food and beverage vending machines in the terminal for passenger use. The Airport receives a royalty payment of the sales. This contract is managed by Community Services along with all other public facilities vending.

PASSENGER FACILITY FEE RESERVE

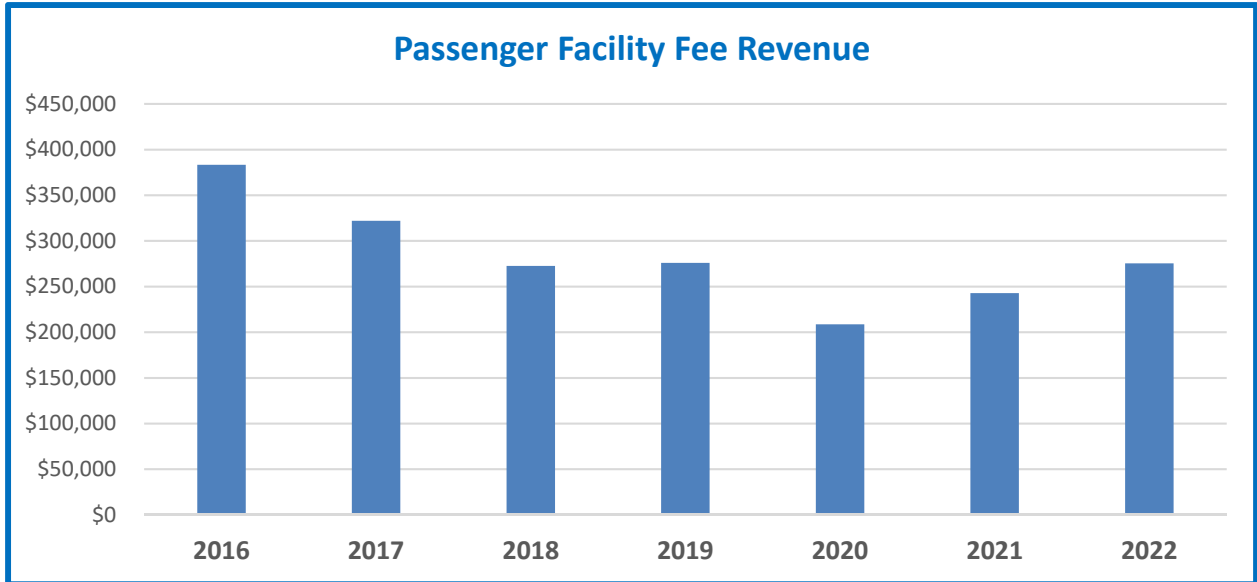
City Council, at its meeting of Tuesday, September 8, 2009 approved: *That Administration implement a Passenger Facility Fee for the Prince Albert Municipal Airport effective January 1, 2010.*"

The Passenger Facility Fee will assist the City of Prince Albert to fund capital projects such as building improvements, replacement and upgrading of major equipment and systems and runway reconstruction work like runway resurfacing and replacement of runway drainage systems. The fee will also assist with any operational costs required to keep the airport safe and secure, comfortable, competitive and up-to-date.

2024 APPROVED AIRPORT FUND OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2024

The Passenger Facility Fee revenue collected over the last several years is as follows:



The budgeted revenue to be collected for 2024 is **\$310,000**. The Passenger Facility Fee revenue collected is credited to the Passenger Facility Fee Reserve. **With that budgeted transfer for 2024, it is projected that the ending Passenger Facility Fee Reserve will have a surplus of \$1,540,708 ending Year 2024.**

2024 APPROVED AIRPORT FUND OPERATING AND CAPITAL BUDGET

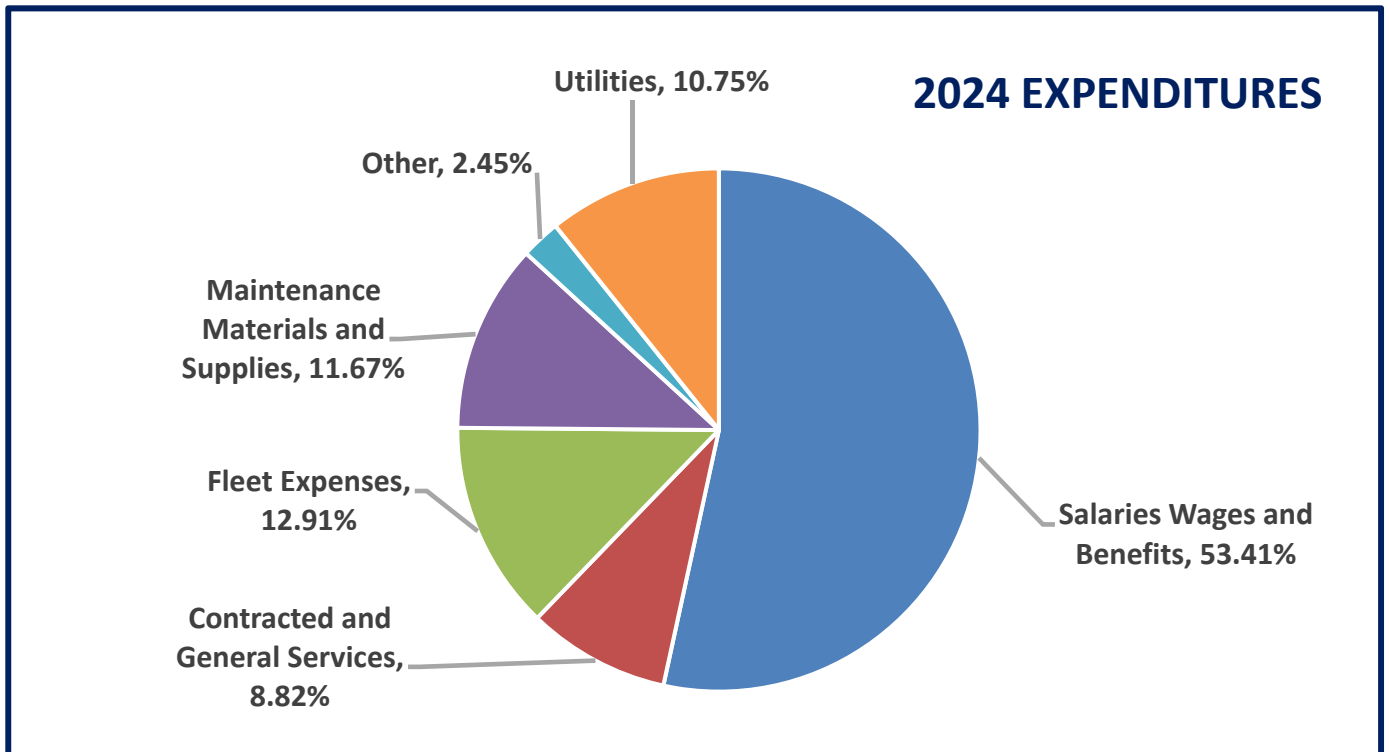
For the Year Ending December 31, 2024

2024 AIRPORT FUND EXPENDITURES

The decrease in expenditures from Year 2023 is **\$85,930**, which represents a 6.76% decrease from Year 2023:

Expenditures	2024 Budget	2023 Budget	Increase (Decrease)	% Change	% of Total Expenses
Salaries Wages and Benefits	\$632,660	\$617,820	\$14,840	2.40%	53.41%
Contracted and General Services	\$104,500	\$183,300	(\$78,800)	-42.99%	8.82%
Financial Charges	\$750	\$750	\$0	0.00%	0.06%
Utilities	\$127,310	\$137,710	(\$10,400)	-7.55%	10.75%
Fleet Expenses	\$152,870	\$132,390	\$20,480	15.47%	12.91%
Maintenance Materials and Supplies	\$138,260	\$172,230	(\$33,970)	-19.72%	11.67%
Insurance	\$25,520	\$23,600	\$1,920	8.14%	2.15%
Bad Debt Expense	\$2,700	\$2,700	\$0	0.00%	0.23%
Total Expenditures	\$1,184,570	\$1,270,500	(\$85,930)	-6.76%	100.00%

The major drivers for expenditures is as follows for Year 2024:



SALARY WAGES AND BENEFITS

The 2024 Budget includes an increase to general wages, including applicable step increases, and payroll benefit increases.

General Wage Adjustments – Out of Scope Employees

Motion of Special City Council Meeting August 21, 2023

That City of Prince Albert Out of Scope Staff, excluding Out of Scope Staff at the Prince Albert Police Service and Prince Albert Fire Department, be provided with a general wage increase in the following amounts:

1. Zero Percent (0%) effective January 1, 2022;
2. Three Percent (3%) effective January 1, 2023;
3. Two Percent (2%) effective August 21, 2023;
4. Three Percent (3%) effective January 1, 2024; and,
5. Three Percent (3%) effective January 1, 2025.

Payroll Benefits

Payroll Benefits have increased as follows:

1. The maximum CPP cost will increase to \$3,820 in 2024 from \$3,754 in 2023. The employer matches the employee cost for CPP.
2. The WCB costs have risen from \$1.94/\$100 of WCB assessable earnings in 2022 to \$2.25/\$100 of WCB assessable earnings in 2023.

Airfield Maintenance: Airfield maintenance work includes checking fence lines, completing wildlife checks, and inspecting for regulated airfield conditions, including lights, and guidance equipment.

Airfield Snow Clearing: Snow clearing work completed on airside to ensure safe aviation conditions and compliance with regulatory requirements for snow removal.

Airfield Grass Cutting: Grass cutting completed on airside to ensure compliance with regulated specifications for grass lengths.

Terminal Building: Maintenance work on terminal building.

Building Maintenance: Maintenance work completed for the maintenance garage.

2024 APPROVED AIRPORT FUND OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2024

\$14,840 increase in Salaries Wages Benefits as follows:

Salaries Regular – Decrease of \$17,020

- \$12,980 increase as per awarded general wage increases approved by City Council, including applicable step increases.
- \$30,000 **decrease** as the prior year’s retro accrual was removed and anticipated settlements in 2023 and 2024 have been incorporated into the actual budget lines where costs will be charged.

Wages Regular

\$17,230 increase relating to awarded general wage increases approved by City Council, including applicable step increases.

Wages Overtime

\$5,340 increase in Wages Overtime relating to increases for awarded general wage increases approved by City Council, including applicable step increases.

Payroll Benefits

\$9,290 increase in Payroll Benefits as per increased rates for CPP and WCB.

Salaries Wages and Benefits	2024 Budget	2023 Budget	Increase (Decrease)
Salaries Regular	\$165,530	\$182,550	(\$17,020)
Wages Regular	\$284,980	\$267,750	\$17,230
Wages Overtime	\$37,340	\$32,000	\$5,340
Payroll Benefits	\$144,810	\$135,520	\$9,290
Total Salaries Wages and Benefits	\$632,660	\$617,820	\$14,840

Salaries Wages and Benefits	2024 Budget	2023 Budget	Increase (Decrease)	%
				Change
Administration	\$199,675	\$211,680	(\$12,005)	-5.67%
Airfield Maintenance	\$256,385	\$243,920	\$12,465	5.11%
Airfield Snow Clearing	\$63,335	\$55,200	\$8,135	14.74%
Airfield Grass Cutting	\$13,220	\$12,140	\$1,080	8.90%
Terminal Building	\$95,580	\$92,460	\$3,120	3.37%
Building Maintenance	\$4,465	\$2,420	\$2,045	84.50%
Total Salaries Wages and Benefits	\$632,660	\$617,820	\$14,840	2.40%

2024 APPROVED AIRPORT FUND OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2024

Administration: The budget for Administration includes the salaries and wages for the permanent position of **Airport Manager (100%)**. **As well, the budget includes an allocation of 10% staffing cost for the Director of Public Works and 10% of the staffing cost for the Manager of Capital Projects. The budget also includes an allocation of 15% of the Engineering Services Manager position.** The allocation reflects the percentage of Senior Administrative time to the Airport.

CONTRACTED AND GENERAL SERVICES

Contracted and General Services have **decreased** by the amount of **\$78,800**, representing a 42.99% decrease over Year 2023 as follows:

- **\$54,200 decrease** for Airport Maintenance. Removal of 2023 budget relating to airfield marking. This is completed every second year, and was completed in 2023.
- **\$30,000 decrease** for **one-time expenditure** budgeted in 2023. By requirement of the Canadian Aviation Regulations, the airport operator must conduct a Safety Management System - Quality Assurance Audit every three years to maintain airport certification. The next scheduled audit will be in 2026.
- **\$10,000 decrease** for Quality Assurance Audit - Corrective Action Plans (CAP). Budget is not required for Year 2024.
- **\$10,000 increase** for building maintenance. The total budget of \$14,500 is required for the following: \$5,500 base budget for various repairs and maintenance required where specialized skills are not available from City staff. \$6,000 for lighting replacement for the Field Electrical Centre. \$3,000 for sliding window replacement at the Apron III building.
- **\$5,400 increase** for programming. iFIDS is the computer program that tracks and calculates landing data and fees. It also provides arrival departure scheduling that is displayed on the screens in the terminal and website. TracrNG is the inspection vehicles onboard computerized system that senses and reports runway conditions to the NavCanada NOTAM system. AIM (GIS System) is the computerized system use to track maintenance issues and report wildlife and safety incidents. It also tracks, trends and is used to prepare reports to Transport Canada. Other City relates internet and computer services.

\$104,500 Total Contracted and General Services as follows:

- \$5,000 for Aviation Consultant to assist in regulatory and related procedure development reviews, design information to support external funding applications like ACAP and CAP.
- \$15,000 for commissionaire security services. Security is a requirement of our Federal permit for securely stored items.

Security Patrols:

Weekdays after hours of operation 2 patrols between 8 pm and 5 am.

Weekends and statutory holidays 3 patrols over the entire day.

Call backs for alarms or incidents.

- \$50,000 for Airport Maintenance. Crack sealing the airfield's paved movement surfaces is scheduled for every second year. Annual Decelerometer calibration by the manufacturer; which are the instruments used to determine the slipperiness on the runway. Transport Canada regulations require proof of calibration. Gycol disposal; aircraft deicer is hazardous to the environment and is collected on the apron. A specialist contractor is used for collection and disposal. The airfield electrical systems for navigational aids is highly regulated and requires a contracted airfield electrical specialist to maintain. **The Airport Maintenance Reserve will be funding \$20,000 for the crack sealing budgeted in 2024. This will be illustrated by a Reserve Transfer. The Airport Maintenance Reserve balance will have a projected surplus of \$10,000 at the end of 2024 with this project included.**
- \$14,500 for building maintenance. This budget is required for the following: \$5,500 base budget for various repairs and maintenance required where specialized skills are not available from City staff. \$6,000 for lighting replacement for the Field Electrical Centre. \$3,000 for sliding window replacement at the Apron III building.
- \$16,000 for iFIDS is the computer program that tracks and calculates landing data and fees. It also provides arrival departure scheduling that is displayed on the screens in the terminal and website and other programming illustrated above.
- \$2,800 for Terminal Building contractor with specialized skills not available in the city staff such as overhead doors, security systems, HVAC, luggage carousel etc.
- \$1,200 for General Aviation Pilots Terminal Septic Tank Pump-outs.

2024 APPROVED AIRPORT FUND OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2024

FINANCE CHARGES

\$750 budget for Finance Charges as the City pays a monthly fee for the Airport Park & Display pay station machines.

UTILITIES

Heating:

- SaskEnergy:
 - The Government of Saskatchewan has approved SaskEnergy's commodity rate decrease of 24.5 per cent, bringing it from \$4.20 per gigajoule (GJ) to \$3.20/GJ, as well as its five per cent delivery service rate increase.
 - Effective October 1, 2023, this combined rate adjustment will result in an overall bill decrease of nearly eight per cent or \$6.52 per month for the average residential customer.

Utilities have **decreased** by the amount of **\$10,400**, representing a 7.55% decrease over 2023.

The decrease is primarily attributed to electricity costs as follows:

Utilities	2024 Budget	2023 Budget	Increase (Decrease)	% Change
Water and Sewer	\$3,710	\$3,880	(\$170)	-4.38%
Heating Fuels	\$17,990	\$19,000	(\$1,010)	-5.32%
Electricity	\$105,610	\$114,830	(\$9,220)	-8.03%
Total Utilities	\$127,310	\$137,710	(\$10,400)	-7.55%

Utilities	2024 Budget	2023 Budget	Increase (Decrease)
Airfield Maintenance - Electricity	\$45,760	\$44,950	\$810
Terminal Building - Water and Sewer	\$1,540	\$1,770	(\$230)
Terminal Building - Heating Fuels	\$7,040	\$6,500	\$540
Terminal Building - Electricity	\$40,960	\$46,470	(\$5,510)
Building Maintenance - Water and Sewer	\$2,170	\$2,110	\$60
Building Maintenance - Heating Fuels	\$10,950	\$12,500	(\$1,550)
Building Maintenance - Electricity	\$18,890	\$23,410	(\$4,520)
Total Utilities	\$127,310	\$137,710	(\$10,400)

2024 APPROVED AIRPORT FUND OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2024

FLEET EXPENSES

Fleet expenses have **increased** by **\$20,480** for 2024. The 2024 Budget **incorporates a 0% increase related to the general fleet charge**. There are **two areas** that fleet was increased based on historical spending and actuals.

Fleet has **increased** by **\$20,480** over Year 2023 as follows:

Fleet	2024 Budget	2023 Budget	Increase (Decrease)
Administration	\$19,320	\$8,840	\$10,480
Airfield Maintenance	\$42,400	\$42,400	\$0
Airfield Snow Clearing	\$78,900	\$68,900	\$10,000
Airfield Grass Cutting	\$11,660	\$11,660	\$0
Terminal Building Maintenance	\$590	\$590	\$0
Total Fleet	\$152,870	\$132,390	\$20,480

Below is the historical spending for fleet charges:

	Airfield Snow Clearing	Administration
Year 2023 (as of Sept/23)	\$58,606	\$14,970
Year 2022	\$92,372	\$17,640
Year 2021	\$65,544	\$8,340
Year 2020	\$78,095	\$8,340
Proposed 2024 Budget	\$78,900	\$19,320

The budget for Airport Administration includes two (2) Trucks. Increase was reflective in 2022 when an Airport Truck previously charged to Airport Maintenance was changed to Airport Administration. Budget is being adjusted in 2024 to reflect this and the Airport Maintenance budget remains unchanged based on a review of actuals and expectations for 2024.

Airfield snow clearing fleet is reflective in the amount of snow to be cleared in the given year. 2022 was a large snowfall year. Budget has been increased by \$10,000 as per above historical spending.

MAINTENANCE MATERIALS AND SUPPLIES

There is a **decrease** in Maintenance Materials and Supplies for Year 2024 in the amount of **\$33,970**, representing a 19.72% decrease over Year 2023 as follows:

- **\$23,100 decrease** for **one-time expenditure** budgeted in 2023 for Terminal Building Maintenance. The 2023 Budget included the replacement of the Fire Alarm System. The Terminal Building was built in 1983 and therefore a replacement of the fire alarm was completed in 2023.
- **\$14,000 decrease** for granular material. This is a **removal of 2023 expenditure** for budget required to fix the groundside gravel roadways at the airport.
- **\$4,950 decrease** in Airside relating to replacement parts for the lighting and signs system. A single LED fixture averages \$1,500 each. A functional navigation lighting system is a regulatory requirement. Decreased as per historical spending.
- **\$2,100 decrease** in Airside supplies, such as air band radio, runway friction testing instruments & airfield navigational aids.
- **\$5,040 increase** in supplies for the Terminal Building such as: light bulbs, parts for repairs to waiting room chairs, replacement of damaged wooden picnic tables with metal tables similar to those in city parks, etc.
- **\$2,000 increase** in housekeeping for the Terminal Building. Products like cleaning supplies and consumable sanitary paper products.
- **\$1,940 increase** in Administration memberships and dues. CAC is an industry association that lobbies the federal government on issues that affect business interests of Canadian Airports. IAAE is a training provider via classroom and or website. Coarse cost savings for members offset the membership fee. RCAC is a national organization dedicated to promoting the viability of regional and community airports. AAMA is a local airports managers association that provide seminars, training, and information resources. SAC promote and enhance aviation in Saskatchewan.
- **\$1,200 increase** for repairs like overhead doors, damages to walls and security systems etc. in the Terminal Building.

2024 APPROVED AIRPORT FUND OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2024

INSURANCE

Insurance has **increased** by the amount of **\$1,920** over 2023, representing an 8.14% increase.

The increase also incorporates estimates for annual increases provided from the City’s Insurance Broker and insurance related to new property additions since prior year’s budget.

Insurance	2024 Budget	2023 Budget	Increase (Decrease)
Administration - Insurance	\$10,910	\$10,240	\$670
Terminal Building	\$5,440	\$5,460	(\$20)
Building Maintenance	\$9,170	\$7,900	\$1,270
Total Insurance	\$25,520	\$23,600	\$1,920

Administration Insurance: The insurance is for the Airport’s Owner & Operator Liability Insurance. This is a separate policy as SGI does not provide this coverage as it is specialized.

INSURANCE

Bad Debt is budgeted at **\$2,700** relating to outstanding amounts owing related primarily to parking fees and landing fees that are not paid by customers.

2024 APPROVED AIRPORT FUND OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2024

Interfund Transfers

The Interfund Transfers have **increased** in the amount of **\$43,290** over 2023 as follows:

Interfund Transfers	2024 Budget	2023 Budget	(Increase) Decrease	% Change
Transfer from General Fund	\$381,150	\$337,690	\$43,460	12.87%
Transfer from Utility Fund – City Facilities	\$3,710	\$3,880	(\$170)	-4.38%
Total Interfund Transfers	\$384,860	\$341,570	\$43,290	12.67%

- **\$381,150 Transfer from General Fund** - In 2006 City Council authorized a transfer of 30% of the total cost of the Airport operation to be funded from the City’s General Fund to fund the operations of the Airport. As per approved 2023 Total Expenditures, the Transfer from General Fund for 2024 is the amount of 381,150, **an increase of \$43,460 from the General Fund.**

General Fund - Funding to Airport		30%
2022 Approved Total Expenditures	\$1,125,630	\$337,690
2023 Approved Total Expenditures	\$1,270,500	\$381,150

INSURANCE

Amortization is an accounting method for spreading out the cost of a capital asset over the expected useful life of that asset (i.e. the cost is spread out over multiple years). The City budgets for 100% of the cost of a capital asset within the capital budget. Due to this difference, amortization is shown as a non-cash adjustment within the budget.

For Year 2024, Amortization is **\$745,000** as budgeted in Year 2023.

2024 AIRPORT IMPROVEMENT FUND BALANCE

A summary of the 2024 budget’s impact on the Airport Improvement Fund balance is as follows:

- The budgeted deficit from operations to be funded by the Airport Improvement Fund in 2024 is \$55,550.
- A transfer of \$103,000 to the Capital Committed Reserve is required for 2024 capital expenditures.
- This results in an estimated net decrease to the Airport Improvement Fund in 2024 of **\$158,550** and an estimated closing DEFICT balance of \$221,822.

2024 AIRPORT FUND CAPITAL

Airport Improvement Fund	
Airfield Cameras (50% cost share)	\$33,000
Terminal Building - Cargo Room	\$20,000
Field Electrical Centre Building Ventilation	\$50,000
Community Airport Partnership (CAP)	
Airfield Cameras (50% cost share)	\$33,000
Airport Capital Assistance Program (ACAP)	
Replace Case Loader	\$489,375
Total 2024 Airport Capital Projects	\$625,375
Airport Improvement Fund	\$103,000
Community Airport Partnership	\$33,000
Airport Capital Assistance Program (ACAP)	\$489,375
Total 2024 Airport Capital Projects	\$625,375

2024 APPROVED AIRPORT FUND OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2024

CAPITAL COMMITTED

CAPITAL COMMITTED RESERVE	2024 Budget	2023 Budget
Budgeted Transactions		
Funding:		
Funding for Capital - via transfer from Airport Improvement Fund Balance (Uncommitted)	\$103,000	\$9,000
Airport Capital Assistance Program (ACAP)	\$489,375	
Community Airport Partnership (CAP)	\$33,000	\$9,000
Total Funding	\$625,375	\$18,000
Expenditures:		
Automated Opener Gate #2 for Ambulance		(\$18,000)
Airfield Cameras	(\$66,000)	
Field Electrical Centre Building Ventilation	(\$50,000)	
Terminal Building - Cargo Room	(\$20,000)	
Replace Case Loader	(\$489,375)	
Total Expenditures	(\$625,375)	(\$18,000)
	\$0	\$0

Airport Improvement Fund	\$103,000
Airport Capital Assistance Program (ACAP)	\$489,375
Community Airport Partnership (CAP)	\$33,000

2024 APPROVED AIRPORT FUND OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2024

AIRPORT IMPROVEMENT FUND BALANCE

AIRPORT IMPROVEMENT FUND BALANCE (UNCOMMITTED EQUITY)	2024 Budget	2023 Budget
Budgeted Transactions		
Funding:		
Total Surplus	\$244,450	\$166,680
Transfer: Airport Improvement Reserve	10,000	50,000
Transfer: Passenger Facility Fee Reserve	(310,000)	(380,000)
Total Funding	(55,550)	(163,320)
Expenditures:		
Transfer to Capital Committed Reserve	(103,000)	(9,000)
Budgeted Increase (Decrease)	(158,550)	(172,320)
Fund Surplus (Deficit), beginning of year (estimated)	(63,272)	109,048
Fund Surplus (Deficit), end of year (estimated)	(221,822)	(63,272)

2024 APPROVED AIRPORT FUND OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2024

PASSENGER FACILITY FEE RESERVE

PASSENGER FACILITY FEE RESERVE	2024 Budget	2023 Budget
Budgeted Transactions		
Funding:		
Passenger Facility Fee Levies	\$310,000	\$380,000
Expenditures:		
Airport Terminal - Detailed Design	-	(1,333,710)
Budgeted Increase (Decrease) to Reserve	310,000	(953,710)
Reserve Balance, beginning of year (estimated)	1,230,708	2,197,318
Capital Carryforward - Outstanding from Prior Years	-	(12,900)
Reserve Balance, end of year (estimated)	1,540,708	1,230,708

2024 APPROVED AIRPORT FUND OPERATING AND CAPITAL BUDGET

For the Year Ending December 31, 2024

AIRPORT MAINTENANCE RESERVE

AIRPORT MAINTENANCE RESERVE	2024 Budget	2023 Budget
Budgeted Transactions		
Funding:		
Funding for Reserve - via transfer from Airport Improvement Fund Balance (Uncommitted) - Note 1	\$10,000	\$10,000
Expenditures:		
Cracksealing	(20,000)	-
Airfield Line Markings Repainting & Airport Maintenance	-	(60,000)
Budgeted Increase (Decrease) to Reserve	(10,000)	(50,000)
Reserve Balance, beginning of year (estimated)	20,000	70,000
Reserve Balance, end of year (estimated)	10,000	20,000
Notes:		
1) In the 2016 Budget, Council approved \$10,000 per year to be transferred to reserve for future cracksealing costs at the Airport.		



**PREPARED BY
FINANCIAL SERVICES**



City of
**Prince
Albert**