

96-209

MARIPOSA COUNTY
BOARD OF SUPERVISORS

AGENDA
ACTION FORM

AGENDA DATE: 5/14/96
AGENDA ITEM NO.: 4

DEPARTMENT: Public Works

By: Michael Edwards

Phone: 966-5356

RECOMMENDED ACTION AND JUSTIFICATION:

(Policy Item: Yes ___ No X)

Resolution approving Airport management items:

1. Purchase Yosemite Aviation assets for total of \$ 2,052.79. (ATTACHMENT 2)
2. Modify budget for remainder of 1995-96 FY to accommodate management changes (ATTACHMENT 1 & 3)
3. Establish petty cash account for the airport of \$200.

Maria Liddle was selected as the contract manager for the airport, with an effective date of May 1, 1996, with monthly compensation of \$2,000, plus use of the on-site house.

The changes are needed to operate the airport effectively and provide for a smooth transition to County management.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

On February 27, 1996, the Board directed Public Works to establish a contract manager at the airport. The contract with Yosemite Aviation expired on February 28, and has been extended on a month-to-month basis until the manager could be hired.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Without the requested actions, the airport can not function as desired.

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COSTS: () Not Applicable	
A. Budgeted current FY>	\$ _____
B. Total anticipated Costs>	\$ <u>10,100</u>
C. Required additional funding>	\$ <u>7,800</u>
D. Internal transfers>	\$ _____
COSTS: (x) 4/5th Vote Required	
A. Unanticipated revenues>	\$ <u>4,800</u>
B. Reserve for contingencies>	_____
C. Source description: >\$ <u>3,000</u> Taxiway fund *	_____
Balance in Reserve Contingencies, If Approved:	
\$ _____	_____

SPECIAL INSTRUCTIONS:

List the attachments and number the pages consecutively:

1. Proposed budget modifications _____
2. List of assets to be transferred to County _____
3. Budget action form _____

* \$ 32, 993.24 remaining in taxiway fund after
_____ this expenditure _____

CLERK'S USE ONLY

Res. No.: 96-209 Ord. No.: _____

Vote - Ayes: 4 Noes: _____

Absent: _____ Abstained: _____

Approved Denied
 Minute Order Attached No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office Date: _____

ATTEST: _____
MARGIE WILLIAMS, Clerk of the Board

By: _____
Deputy

ADMINISTRATIVE OFFICER'S RECOMMENDATION:

This item on agenda as:

- Recommended
- Not Recommended
- For Policy Determination
- Submitted for Comment
- Returned for Further Action

Comment _____

A.O. Initials: ME

**MARIPOSA/YOSEMITE AIRPORT
PROPOSED BUDGET MODIFICATIONS for
MAY/JUNE 1996**

The County will be taking over operation of the airport for the remainder of the fiscal year from Yosemite Aviation, the current Fixed Base Operator (FBO). There are one time costs associated with this change, plus operational costs for the two months.

EXPENSES

item:	unit	cost per unit	number of units	total amount	comments
OPERATIONAL COSTS					
Manager salary	months	\$2,000.00	2	\$4,000	per contract
Extra help	hours	\$10.54	232	\$2,450	40 hrs 1st week + 24 hrs 8 weeks
Accounting	hours	\$33.33	15	\$500	(professional services)
Communications	month	\$150.00	2	\$300	phone, postage
Additional utilities	month	\$25.00	2	\$50	PG&E for County hangars & buildings
Travel	miles	\$0.30	187	\$60	travel to airport Manager's meeting
Operational costs SUBTOTAL				\$7,360	
ONE-TIME COSTS					
purchase of FBO assets (see Attachment 2)				\$2,053	
visitor improvements to apron				\$687	
one time costs SUBTOTAL				\$2,740	
TOTAL--ALL EXPENSES				\$10,100	

REVENUE

Unanticipated revenue: (revenues County will receive for the 2 months, in addition to normal revenues)

fuel	lump sum	1950	1	\$1,950	15% now paid FBO based on May & June, 1995
tie downs & leases	months	1425	2	\$2,850	
car rental				unknown	
counter sales				unknown	
vending machines		new coke machine will be installed by employees association			
Unanticipated revenue SUBTOTAL				\$4,800	
TRANSFER FROM TAXIWAY FUND SUBTOTAL				\$3,000	
EXISTING BUDGET					
Professional services				\$2,300	
Existing budget SUBTOTAL				\$2,300	
TOTAL ALL REVENUE:				\$10,100	

* "visitor improvements to apron" include marking of transient spaces so visitors will know where to park, pavement markings to direct visitors to fuel and parking areas, new tie-down chains to replace missing and old chain on the aircraft parking area, and a box to collect overnight parking fees.

INVENTORY AIRPORT ASSETS	
MAY 1, 1996	
ITEMS	COST
Calculator	20.00
Coffee table	10.00
Sofa, sectional, 2 piece	50.00
Lounge chairs 2ea	20.00
Weather station with peripheral wind sensors	65.00
Binoculars, Howard Official 7x50	20.00
Clock, 24 hr. Zulu Time, electric	42.00
Indoor/outdoor thermometer ,Taylor 2ea	24.00
Fire extinguisher, GFE Corp. , Model T61	60.00
Fire extinguisher, ALFITE	40.00
Fire extinguisher,w/cart, General Triplex (AVG	145.00
Ladder, aluminum, refueling, w/rollers	30.00
Metal file cabinet gray, 4 drawer, 16" wide	30.00
Metal file cabinet gray, 4 drawer, 13" wide	30.00
Metal file cabinet gray, 2 plus roller drawer	18.00
Counter, 90 degree, wood with glass showcas	125.00
Cabinet, wood, 4 sliding doors, under counter	45.00
Freezer, Kenmore	145.00
Microwave, oven	75.00
Refrigerator	75.00
Paper cutter, Premier	25.00
3 hole punch, Punchodex	10.00
Metal cash drawer, red	12.00
Metal safe	20.00
Auxillary power unit, high voltage	250.00
Extension cord, heavy 125 ft.	27.00
2ea desks	30.00
Foyer seat	15.00
Air bottle	12.00
Stencils	10.00
Lawnmower	40.00
16 ea chairs	80.00
11 ea waste baskets	20.00
Bulletin boards, 1ea cork, 1ea felt	42.00
Custodial supplies	85.00
Extension cord	4.00
Charts	119.20
Oil	132.24
Misc. aerosol and other maint. supplies	25.00
Oil can adapter	2.00
2 ea funnels	5.00
5 ea rolls duplex paper	18.35
TOTAL COST	2,052.79

COUNTY OF
MARIPOSA

BUDGET ACTION FORM

DEPT/DIV: Public Works

CONTACT: Michael D. Edwards

DATE: May 1, 1996

PHONE: 966-5356

ACTION REQUESTED: (Check All That Apply)

- (X) Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the County Budget, or in any one fund of the budget, or appropriating Reserve for Contingencies;
- () Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriation from one budget to another, or between categories within a budget unit;
- () Transfer by Administrator: Moving existing appropriations within a single budget category between line items (i.e. services and supplies, etc.);
- () Transfer by Auditor: Moving salaries between line items to accommodate variances internal to salaries; OR transfers within the County budget under \$50.00 to accommodate minor variations from the budget.

FUND/DEPT/ACCT NO.	LINE ITEM DESCRIPTION	AMOUNT (FROM)/TO
001-0303-304-3203	Unanticipated Revenues	\$2,850
	Hangar/Tie Downs	
001-0303-308-0127	Unanticipated Revenue	\$1,950
	Fuel Sales	
303-0309-593-0787	Taxiway Transfer Out	(\$3,000)
001-0303-309-1600	Airport Transfer In	\$3,000
001-0303-591-0201	Extra Help	\$2,248
001-0303-591-0301	Benefits	\$202
001-0303-591-0435	Airport Spec. Dept.	\$2,740
001-0303-591-0418	Airport Prof. Services	\$2,610
001-0303-309-1600	Unanticipated Revenue	\$1,600 \$3,000 <i>7/0</i>

Justification: See attached Board item.

Department Head Signature: *Michael D. Edwards* Date: 5/2/96
 Approved By: Res. No. 96-209 Clerk: *mmw* Date: 5-14-96
 Administrator: _____ Date: _____
 Auditor: *Karl Janta* Date: 5/2/96

AUDITOR'S USE ONLY:
 Description: _____ Transfer No.: _____
 _____ B.R. No.: _____