



# MEMORANDUM

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**To:** Mayor and City Councilors  
**From:** Rich Olson, City Manager  
**Date:** March 19, 2015  
**Re:** Consideration – Adoption of Budget Amendment for Airport Authority Grant Local Match

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***BACKGROUND:***

The Airport Authority has received a grant award from NCDOT through their State Aid to Airports Program. The total project cost is estimated to be \$4,105,000. The FAA will fund \$3,694,500 while the Airport Authority will be responsible for a \$410,500 local match. The work to be done at the airport consists of rehabilitating the existing general aviation ramp that is used for refueling and parking for civil and military aircraft. The work items include construction and maintenance of erosion control measures, replacement of the existing drainage system, full depth reclamation of existing asphalt pavement and aggregate base for incorporation into a new cement-trussed base consisting of approximately 25,500 square yards of new concrete pavement and finally, miscellaneous work in conjunction with this work.

***ANALYSIS:***

The City of Elizabeth City continues to manage the Aviation Park account under a tri-party agreement executed on December 4, 2009. In the past, the City has been the fiscal agent for the Airport Authority on most grant projects. The Airport Authority has decided to handle the grant administration of this grant and will be responsible for approving all pay requests associated with this project. Through the Aviation Park Account, the City will provide the required \$410,500 local match. The Airport Authority will process the pay requests and make a request to the City for 10% of the pay request. Attached, you will find a spreadsheet, which should provide an actual cash flow for the Aviation Park Account for the next five years.

***FINANCIAL:***

The Finance Committee discussed this matter during their meeting of March 19, 2015. Upon motion made by Councilman Horton, seconded by Mayor Peel, the committee recommended approval by the City Council.

**STAFF RECOMMENDATION:**

By motion, adopt the attached budget amendment in the amount of \$410,500 from the Aviation Park Account fund balance for the local match as described.

RCO/vdw

## AVIATION CASH BALANCE

FISCAL YEAR	REVENUE	EXPENDITURE	CASH BALANCE
			\$1,002,376
<b>FY2014-15</b>			
DRS	\$555,120		\$1,557,496
Ramp		\$410,500	
Phase II		\$148,980	
DIG		\$80,000	
<b>FY2015-16</b>			\$918,516
DRS*	\$239,120		
Phase II		\$125,756	
DIG		\$80,000	
<b>FY2016-17</b>			\$951,880
DRS*	\$239,120		
Phase II		\$125,756	
DIG		\$80,000	
<b>FY2017-18</b>			\$985,244
DRS*	\$239,120		
Phase II		\$125,756	
DIG		\$80,000	
<b>FY2018-19</b>			\$1,018,608
DRS*	\$239,120		
Phase II		\$125,756	
DIG		\$80,000	
<b>FY2019-20</b>			\$1,051,972
DRS*	\$239,120		
Phase II		\$125,756	
DIG		\$80,000	
<b>TOTAL</b>			<b>\$1,085,336</b>

\* CIP Adjustment

**BUDGET AMENDMENT**

**BE IT ORDAINED** by the City Council of the City of Elizabeth City that the following amendment be made to the project ordinance for fiscal year ending June 30, 2015:

**SECTION I.** That the Aviation Park Fund Balance Appropriated (633990.0001) and Airport Authority Apron Grant Match (639080.6000) be increased by \$410,500.

(To record Airport Authority's 10% match for apron upgrade.)

**ADOPTED**, this 23<sup>rd</sup> day of March 2015.

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**Joseph W. Peel**  
Mayor

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**Vivian D. White, CMC/NCCMC**  
City Clerk