



## Staff Report

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**File #:** 22-505

**Version:** 1

**Date:** 11/2/2022

**Item #:** 2.b.

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**TO:** Mayor and City Council

**THROUGH:** Keith Stahley, City Manager

**FROM:** Josh Eggleston, Chief Financial Officer

### **SUBJECT:**

Transfer of appropriations within the City's Fiscal Year 2023 Budget for Airport terminal design costs.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance; Safe, Reliable and Efficient Infrastructure; Strong and Diverse Economy; Welcoming and Livable Community.

### **SUMMARY:**

An appropriations transfer is needed to move forward with design and permitting for the Airport terminal interior improvements and modular units to facilitate commercial air service as directed by Council during the October 24, 2022 City Council meeting. The resolution authorizes a transfer of \$129,500 in General Fund contingency to the Airport Fund.

### **ISSUE:**

Shall City Council adopt Resolution No. 2022-53 authorizing a transfer of appropriations within the City's Fiscal Year 2023 budget for the Airport terminal design and permitting costs?

### **RECOMMENDATION:**

Adopt Resolution No. 2022-53 authorizing a transfer of appropriations within the City's Fiscal Year 2023 budget for the Airport terminal design and permitting costs.

### **FACTS AND FINDINGS:**

Fund 101, General Fund, Non-Departmental

FROM: Non-Departmental, Contingency, 101-60961000-61110, \$129,500

TO: Non-Departmental, Transfers to other funds, 101-60961000-62110, \$129,500

Fund 160, Airport Fund, UD-Airport

Add: UD-Airport, Interfund Transfers, 160-64131500-39110, \$129,500

Add: UD-Airport, Engineering/Architect Services, 160-64131500-52640, \$129,500

During the October 24, 2022, City Council meeting, Council adopted following motion: "I move to direct staff to implement Option 1 with a goal of May 1, as described in the staff report. By proceeding with design and permitting for the interior improvements and modular units to facilitate commercial air service and to return to Council for direction to proceed with construction after design and permitting has been completed and bring back for Council's consideration a Resolution to transfer funds from the General Fund contingency to Airport operations to fund the design and permitting activities for Option 1."

As directed in the motion, Resolution No. 2022-53 is attached to this report for Council's consideration to facilitate the transfer of funds from the General Fund Contingency to Airport operations.

## BACKGROUND:

Detailed information on improvement costs, revenue and expense forecasts, funding options, and project timelines were included in the staff report provided to Council at their October 10, 2022 meeting.

In response to Council direction to provide cost estimates to complete design work for the airport terminal infrastructure project, two potential options were presented to Council during their October 24, 2022 meeting that reflect minimal improvements to meet Transportation Security Administration (TSA) and building and safety code requirements.

Option 1: This option addresses ***only*** renovations and upgrades in the existing building footprint. It does not contemplate any expansion of space outside the building footprint. This option will be faster and cheaper to implement than Option 2 but does not address building occupancy limits. Exceeding building occupancy limits would require management and mitigation, and could require that staff monitor building occupancy and only allow passengers into the terminal to proceed through check-in and security as terminal space becomes available. In addition to outbound passengers, building occupancy must also account for inbound passengers, airport staff, airline staff, car rental staff and others already operating in the terminal and may require those dropping off or greeting passengers wait outside the terminal along with departing passengers until those who have deplaned have retrieved their baggage and exited the building. Managing admission to the building may be needed to control the number of people in the holding room as well as the baggage claim and security line areas, as too many people will create space conflicts and exceed occupancy limits for these areas. This option may result in extended wait times between flights to allow passenger processing within a constrained physical environment.

RYAN ZINK  
BUDGET OFFICER, AIC

Attachments:

1. Resolution No. 2022-53