DEPARTMENT: Public Works/Airport

RECOMMENDED ACTION AND JUSTIFICATION:

Approve budget action accepting California Aid to Airports Program (CAAP) Funds in the amount of $10,000 as unanticipated revenue and transferring the funds to the Fixed Assets line item #06-44 in the Airport Operations budget (#0303).

Correspondence from the California Department of Transportation dated July 25, 2003 (copy attached) indicated that the $10,000 annual grant we had received in prior years for the airport was slated by the Governor to be suspended for the Fiscal Year 2003-04. Based on this information we did not include this funding in our budgets. We were notified in December 2003 that the grant funds had not been suspended, and filled out the appropriate forms required to receive our annual allocation of $10,000. The actual funds were sent to the County on January 7, 2004.

Our “Request for Disbursement” of the funds (copy attached) specified that the funds would be used to help pay for the replacement of the failing septic system (at the airport manager’s residence). We are therefore asking approval to transfer the CAAP funds to line item #06-44 in the airport operations budget, which is where the cost of the new septic system will be charged.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

From time to time the Board approves the allocation of unanticipated revenue in budget units to allow for additional expenditures.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve the requested budget action, which would not allow us to utilize these grant funds to help cover the cost of the septic system replacement.

Financial Impact? (X) Yes ( ) No Current FY Cost: $10,000
Budgeted In Current FY? (X) Yes ( ) No ( ) Partially Funded
Amount in Budget: $10,000
Additional Funding Needed: $10,000
Source:
Internal Transfer
Unanticipated Revenue (X) 4/5’s vote
Transfer Between Funds 4/5’s vote
Contingency 4/5’s vote
( ) General ( ) Other

List Attachments, number pages consecutively
2. Caltrans Request for Disbursement
3. Budget Action Form

Revised Dec. 2002
CLERK'S USE ONLY:
Res. No. 24-37  Ord. No. ______
Vote – Ayes: 5  Noes: ______
Absent: ______
Approved
( ) 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
County of Mariposa, State of California
By: __________________________
Deputy

COUNTY ADMINISTRATIVE OFFICER:
☑ Requested Action Recommended
( ) No Opinion
Comments:
________________________________________
________________________________________
________________________________________

CAO: [Signature]
July 25, 2003

TO: AIRPORT SPONSORS

Each year, airport sponsors are required to certify the eligibility of all airports under their control in order to receive State funding such as Annual Grants, Acquisition & Development (A&D) Grants, and Airport Improvement Program (AIP) Matching Grants.

The Governor’s mid-year spending reduction proposal of December 6, 2002 proposes to suspend the 2003/04 Annual Grant Credit. If this transfer is in the final budget, airports will not receive the $10,000 credit for the 2003/04 fiscal year. At this time, there is no proposal to continue the suspension of the Annual Grant credit in future years.

The enclosed “Certification of Airport Eligibility” Form DOA 0007 (Rev 5/96) should be completed for each eligible airport and returned to the California Department of Transportation (Department) no later than August 31, 2003. (If you have multiple eligible airports in your control, photocopy the enclosed form as needed). The Department intends to complete the certification process for the 2003/04 fiscal year by the end of September 2003.

In the event the Annual Grant credit is not suspended for 2003/04, those airports eligible for the Annual Grant will be notified by mail of the exact date on which their airport account will be credited with the $10,000. At that time, a “Request for Disbursement of Annual Funds” Form DOA 0009 will be sent to you.

Typically, each airport account can accumulate their annual $10,000 credit for up to five years to a maximum of $50,000. However, any funds remaining in the Annual Grant accounts as of June 30, 2003 have been disencumbered in anticipation of the proposed transfer. If this transfer does not occur, those funds will be returned to those accounts.

If you have any questions or concerns about these procedures or the program, please contact me at (916) 654-5470 or Gwyn Reese at (916) 654-4718.

Sincerely,

R. AUSTIN WISWELL, Chief
Division of Aeronautics

Enclosure
PART I. CALIFORNIA AID TO AIRPORTS PROGRAM (CAAP) ANNUAL FUNDS REQUEST FOR DISBURSEMENT

The Mariposa County Department of Public Works (Public Entity) requests $10,000 from the account of Mariposa-Yosemite (Airport Name) for expenditure solely on this airport during the fiscal year of 2003/04.

SIGNATURE (Airport Manager) Maria Siddel Phone (209) 966-2143

Expenditure requested for the following items:

$10,000 Item: Engineered Septic System

$ Item:

$ Item:

$ Item:

$ Item:

Attach additional sheets if needed

PART II. FINANCIAL CERTIFICATION

I hereby certify that a SPECIAL AVIATION FUND has been established and will be maintained with a separate account for said airport in accordance with Public Utilities Code Section 21684. The funds requested will be disbursed from this account, pursuant to Public Utilities Code Section 21681 and the CAAP Regulations, for the above stated purposes.

SIGNATURE (Finance Officer)

PRINT NAME Carl Casey TITLE Fiscal Officer

BUSINESS ADDRESS 4639 Ben Hur Rd., Mariposa 95338 BUSINESS PHONE (209) 966-5356

DATE

FOR AERONAUTICS USE ONLY

VERIFIED BY

DATE

FISCAL INFORMATION

F.Y. AMOUNT F.Y. AMOUNT

F.Y. AMOUNT F.Y. AMOUNT

Send Completed Original Request to:
CALIFORNIA DEPARTMENT OF TRANSPORTATION
AERONAUTICS PROGRAM - MS #40
P. O. BOX 942873
SACRAMENTO, CA 94273-0001

OCA 96-00008

attachment #2
### BUDGET ACTION FORM

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#### TRANSFER BETWEEN FUNDS

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**TOTAL**

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**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 appropriations from one budget to another, or between categories within a budget unit;

**JUSTIFICATION:** To appropriate unanticipated revenue from CAAP program.

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**DEPT HEAD SIGNATURE**

**DATE** 01/16/04

**APPROVED BY RES NO. 04-37**

**CLERK**

**DATE** 2-3-04

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**0303 Airport Operations**