



BUDGET ADJUSTMENT REQUEST FORM

Fiscal Year: 2025-2026

Prepared By: Jeff Crechriou, Airport Director

Date: 10/23/2025

DH Approval: J.P.O. Lechion

(Round up to the nearest dollar)

Fund	Cost Center	Account Number	Account Title	Project Code	Increase	Decrease
601	1100	799999	Transfer Out	C2403	127,400.00	
212	1000	490999	Transfer In	C2403	127,400.00	
212	1000	430016	State Grant	C2403	150,000.00	
212	1000	430021	Federal Grant	C2403	130,500.00	
212	4200	701001	Salaries Regular	C2403	40,000.00	
212	4200	730000	Professional Services	C2403	160,000.00	
Total:					735,300.00	

Summary and Justification:

The Airport/City received a FAA grant for the Runway 6 Safety Improvements Project in July 2023. It was anticipated the project fiscal activity and grant closeout would be completed in FY 2024/2025 which did not happen. The Budget Adjustment Request establishes the FY 2025/2026 Budget to complete the project fiscal activity and grant closeout and identifies the necessary appropriations in the Airport Enterprise Fund 601 and the Feederal Aviation Admin Grant Fund 212.

***Route to Finance, for review, prior to approvals.**

Approvals

FOR FINANCE USE ONLY:

Finance Review: _____

Date: _____

BA Entered By: _____

City Manager Approval: _____

Date: _____

Date: _____

City Council Approval: _____

Date Approved: _____

Journal No. _____