



FY 2019

Annual Budget

Fiscal Year Ending

April 30, 2019



**An Intergovernmental Cooperative of
The City of Prospect Heights, Illinois and
The Village of Wheeling, Illinois**

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Chicago Executive Airport Budget

Fiscal Year Ending

April 30, 2019

Approved

Approved by the Chicago Executive Airport Board - March 22, 2018

Approved by the City of Prospect Heights City Council - April 2018

Approved by the Village of Wheeling Board of Trustees – April 2018

**An Intergovernmental Cooperative of
The City of Prospect Heights, Illinois and
The Village of Wheeling, Illinois**

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Budget Document

The Airport has one enterprise fund, the Joint Airport Fund. The budget basis for this fund is the accrual basis of accounting whereby revenues are recorded in the period in which they are earned and expenditures are recorded in the period in which they are incurred. This basis is the same as our financial statement reporting except for: depreciation and amortization are not included in the budget, and capital outlays and the receipt of long-term debt proceeds are not included in operations within the financial statements. While the Sewer Reserve, the Capital Equipment Reserve and the Building Reserve sub-funds are presented in the budget as separate funds, they are combined into the Joint Airport Fund for financial reporting purposes, and the reserve balance information is notated in the footnotes.

The budget is prepared considering historic costs as well as anticipated costs for the coming fiscal year. The budget is developed using a line-item form for each category that details and describes each income and expense item. During the course of the fiscal year, any expense category overages are covered by either contingency amounts or budget surplus amounts in other categories. The Airport Board of Directors and the two municipalities would need to approve any budget adjustment necessary to cover a department or capital budget section that exceeds the approved budget.

The budget document is divided into six components, **Budget Overview, Revenue Budget, Operating Budget, Non-Operating Budget, Capital Budget, and Supplemental Information.** The Operating Budget is divided into six sub parts: Revenues, Finance & Administration Expenses, Operations & Maintenance Expenses, Interest Income, Other Expense, and Debt Service. This division was done so that the Airport can more accurately determine the cost of services in the future.

Executive Review

Operating income is operating revenues less operating expenses. It does not include the purchase of capital items or the expense of depreciation and amortization. FY19 Operating income is budgeted to be \$958,649 a decrease of \$208,935 compared to the FY18 budget. This is a result of a smaller increase to budgeted revenues and an increase in budgeted expenses. Revenues and expenses are detailed below.

Revenues: FY19 total budgeted revenues are \$4,342,343 which is a \$124,970 (2.96%) increase from FY18. The CPI increase of 1.88% was instituted for almost all fees.

Expenses: The operating budget is comprised of two departments, Finance & Administration (F&A) and Operations & Maintenance (O&M). Total FY19 budgeted operating expenses for the combined departments are \$3,383,694 a budgeted increase of \$333,905 (10.95%) over FY18.

Interest Income: The budget shows a large increase in budgeted interest income from \$5,350 to \$31,300, an increase of \$25,950 (485.05%). Our interest rates have increased and this budget reflects our current interest returns.

Debt Service: Budgeted debt service expense is expected to increase by \$86,227 (20.10%), from \$428,920 to \$515,147. Construction of a new standalone US Customs and Border Protection

facility has caused the Airport to take on new debt. FY19 budget includes six months of this new debt.

Reserves: The Sewer Reserve fund was established in FY12 and continues in the FY19 budget; the sewer revenues generated on the field will go directly into the Sewer Reserve sub-fund. The Capital Equipment Reserve Fund (CERF) was established in FY13 and continues in FY19 with scheduled transfers totaling \$200,000. There were no purchases from the fund in FY18. Our third fund, created in FY16, is an additional Reserve Fund for new buildings. We are scheduled to transfer \$200,000 to the Building Reserve in FY19.

Capital “A” Projects: The total cost of all the projects is estimated at \$7,010,000, of which the Airport’s local share expected to be \$1,510,000 with offsetting grant revenue of \$1,494,932. One of our biggest project this year is the rehabilitation on runway 12/30. A line item for the U.S. Customs and Border Protection apron is included in the Capital “A” projects. The Airport may have to fund the construction of this apron outright and seek reimbursement from the FAA later. We have budgeted for this scenario. Residential soundproofing as a result of the Part 150 noise study at a \$100,000 local share level has also been included in the Capital “A” projects. We will work with the FAA on implementation. Funds for Phase 3 of the Master Plan are included in the Capital “A” project list as well.

Unrestricted Net Assets Available: The Airport Business Plan requires that the Airport maintain an unrestricted net asset balance equal to 3 months (25%) of the current year’s budgeted operating expenses, which would be \$845,924 (\$3,383,694 x 25%) and the total local share of current year capital projects. The Airport’s estimated running balance at April 30, 2019 of \$2,444,510 will be sufficient to cover this requirement.

Staffing, Compensation & Benefits

For FY19 there are changes to Airport staff. The Director of Operations and the Maintenance Lead positions have been eliminated. We moved current staff to new positions in FY18, the Accountant became the Director of Finance, the Operations Coordinator became the Maintenance & Operations Supervisor and the Assistant Operations Coordinator became the Operations Coordinator. We hired one Maintenance Technician so there are now six staff members in that position. In FY18 we stopped outsourcing exterior lot snowplowing and utilized an additional seasonal maintenance person. We expect to do the same in FY19. Besides seasonal staff we expect to have the same staff in these positions for FY19. There has been no talk of filling an Assistant Director position for FY19. With the position changes total staff counts are expected to change in FY19 to 13.82 FTE’s (Full Time Equivalents) from 14.59 in FY18. Personnel compensation has been budgeted using a CPI increase of 1.88%. Provisions have also been included to provide for up to a five percent merit increase for those employees who have not reached the top of their pay grade and whose performance justifies such action.

Employee Benefits consist of health, life and disability insurance, retirement plan, and the Airport’s share of FICA and Medicare taxes. Health insurance has been budgeted to include an expected 5.0% increase.

Airport staff will be comprised of one Executive Director, one Director of Finance, one Executive Secretary, one Administrative Assistant, one Maintenance and Operations Supervisor, one Operations Coordinator, six Maintenance Technicians, five Seasonal Maintenance Technicians

and one Management Intern. All positions are full time with the exception of the seasonal maintenance technicians and management intern. The Executive Director reports to the Airport Board of Directors.

Detailed Budget Analysis

Revenues

FY19 revenues are budgeted to be \$4,342,343 an increase of \$124,970 from FY18. An increase in the Fuel Flowage rate and Fuel Flowage gallons for FY19 is expected to add approximately \$183,200 to revenue. Long-term leases, T-hangar rentals and most other revenues incurred are budgeted at a CPI increase of 1.88%. The Airport historically used figures from the Bureau of Labor Statistics Table (CPI-U) Chicago-Gary-Kenosha, IL-IN-WI, all items 1982-84=100, CUURA207SA0, for its calculations. In January 2018 the Bureau of Labor Statistics has changed the name of this region to Chicago-Naperville-Elgin, IL-IN-WI. We will now be using Bureau of Labor Statistics Table (CPI-U) Chicago-Naperville-Elgin, IL-IN-WI, all items 1982-84=100, CUURS23ASA0 for calculations. All CPI numbers match the data from the previous table CUURA207SA0.

FY19 budgeted long-term lease revenues of \$2,392,388 comprise 55.09% of the total revenues generated on the Airport and are a \$109,466 increase from FY18. Like most Airport revenues long-term leases receive an annual CPI increase. The timing of these increases vary and are dependent on the language in the lease. We use the CPI number of 1.88% for budgeting purposes but depending on the lease the CPI percentage can be higher or lower. The FY18 budget includes a partial year of new tenant revenue for a hangar on the Charlie pad.

FY19 fuel flowage fees comprise 24% of budgeted revenues. Fuel flowage is a per gallon fee calculated on the number of gallons of aviation fuel purchased by the Airport FBOs. We did not change the fuel flowage rate for FY18. In FY19 the rates are \$0.16 for on airport fuel and \$0.32 for off-airport fuel. Using an average volume over the past several years, fuel flowage revenues are expected to increase this year from \$852,000 to \$1,035,200; FBO gallons purchased is expected to increase to an estimated 5.9 million gallons. Some airport tenants purchase fuel at nearby airports that do not have the tax burden imposed by Cook County. Fuel flowage is quite unpredictable and is budgeted conservatively.

Tiedown and T-hangar fees comprise about 10% of budgeted revenues. All 20 southwest and nearly all the 48 northeast T-hangars were rented as of March 1, 2018, with just one vacant. Our budgeted revenues are conservative and assume that one unit in the SW Ts will be vacant for three months and one unit in the NE Ts will be vacant for 12 months. We expect little, if any, increase in the number of tie down tenants, demand is cyclical and stagnant.

Other FY19 revenue changes compared to FY18 budget are short-term leases revenues are decreased by \$111,345 and comprise 2% of this year's budget. This is the largest change in the budget revenues. In FY14, the airport received a One-time Revenue of \$350,000 for a payment under a land purchase agreement. This agreement will need to be renegotiated and is not included in this budget.

Operating Budget

The operating budget is departmentalized by function – Finance & Administration and Operations & Maintenance. Expenses for the combined departments is expected to increase \$333,905, or 10.95% compared to FY18.

Finance & Administration Department

FY19 budgeted Finance & Administration expenses are \$1,876,053, which is up \$271,182, or 16.90%, from FY18.

Personnel: The Personnel section's decrease of \$30,775 to \$560,439, from FY18's \$591,214, is primarily due to the FY18-FY19 staff changes. Salaries include a 1.88% CPI adjustment and applicable taxes and benefits. We are estimating a 5.0% increase in health insurance costs, which will change in July. We are also anticipating staff switching to family health insurance plans for FY19.

Services and Supplies: This category is up by \$289,757, from \$577,257 to \$867,014. The Consultant line items are up. We are anticipating redoing our Airport Business Plan, reviewing and updating all Airport Primary Guiding Documents, and consulting on various potential projects. We have also increased the General Engineering line item based off historical numbers. The Lease Development number was increased in part to cover the increasing costs of hangar development. Leases have taken longer to develop causing the Airport to incur more costs associated to hangar development. Utility costs are also much higher this year. We are budgeting at a worst-case scenario for utilities at an older hangar the Airport could be solely responsible for in FY19.

Other: This category shows an expense increase of \$12,200, from \$436,400 in FY18 to \$448,600 for FY19. We are budgeting for an increase of \$12,000 in U.S. Customs expenses. This is partly caused by U.S. Customs secure communications equipment upgrades. We have also noticed an increase in the disposal of U.S. Customs waste and the line item has been increased to reflect the increase. As part of an aviation educational initiative, representatives of the Board and Public Officials of our two communities are planning on attending the NBAA National Convention in Orlando. Also, we will again exhibit at the convention this year. Representatives of the airport will again be exhibiting and attending the NBAA Dispatcher's conference in San Antonio this year.

Operations and Maintenance Department: Overall, expenses are up by \$62,723, or 4.34%, from \$1,444,919 in FY18 to \$1,507,642 in FY19. The bulk of this increases are in Pavement Markings, Vehicle Maintenance, and insurance.

Personnel: This section's increase of \$32,498 to \$836,117 reflects the salary and benefits for eight full-time and five seasonal personnel, with a 1.88% CPI salary adjustment and increased applicable taxes and benefits. We are estimating a 5.0% increase in health insurance costs, which will change in July. We anticipate multiple employees switching from single plans to family plans. The Airport has also agreed to fund the COBRA payments for a former employee.

Services and Supplies: In FY19 this section is up \$30,225 to \$641,525 from \$611,300. We expect an increase in Pavement Markings this year per Operations and Engineers requests. The vehicle maintenance line items have been updated to ensure our fleet remains in good working order. We will continue to reduce or shop for the lowest costs where possible.

Non-Operating Budget Items

Interest Income: The budget shows a large increase in interest income from \$5,350 to \$31,300, an increase of \$25,950. The bank where we hold the largest portion of our funds has increased our interest rate, depending on our balance, to 1.15%-1.2%.

Other Expense: We expect Bank Fees to increase in FY19. Surplus items listed for sale impact this line item.

Debt Service: We anticipate taking on new debt service in FY19 for the construction of the standalone U.S. Customs Border and Protection facility. We expect an interest expense increase of \$33,641, from \$107,220 to \$140,860. The new debt service also creates an increase of \$52,587 in principal expense from \$321,701 to \$374,287. We have budgeted for six months of this new debt. Historically when we have received entitlement monies of \$148,500 these monies have been applied to the principle balance on the Northeast T Hangar loan. This has not been included in the FY19 budget as these funds were not received in FY18.

Capital Budget

The Capital Budget includes expenses for Capital items (Improvements, Construction and Outlay), and Grant Service (“A” Projects).

There are four categories of Capital expenditures: Capital Improvements, Capital Construction, Capital Outlay, and Grant Service. In all categories, the expected expense must be more than \$2,000 to be included. Except for Grant Service, the capital items are fully-funded internally by the Airport. A Capital Improvement is a cost for an improvement on an already existing asset of the Airport. In contrast, a Capital Outlay is for the purchase of a new asset; except for buildings. Capital Construction is for buildings and major building improvements. Grant Service projects are only partially-funded by the Airport with additional State and Federal funds providing the remainder of the funding. Projects in this category are taken directly from the Transportation Improvement Program (TIPs) submitted annually to the Illinois Department of Transportation, Division of Aeronautics (IDOT), for projects eligible for state and federal grant funding. Illinois is one of 10 states that participate in the State Block Grant Program. Under this program, the State assumes responsibility for administering Airport Improvement Program (AIP) grants at general aviation and “other than primary” airports. Each State is responsible for determining which locations will receive funds for ongoing project administration.

This year’s budget includes the following subcategories as follows:

Capital Improvements: Capital Improvements consists of \$30,000 for facilities improvements, \$35,000 for fence/gate/landscaping projects, and \$150,000 for pavement/sewer projects.

Capital Construction: A total of \$2,245,880 has been budgeted for Capital Construction. The U.S. Customs & Border Protection Facility design has carried into FY19 minus the expenses incurred in FY18. This also includes \$2,000,000 for the construction of the U.S. Customs facility. Funds have also been budgeted for the continued design of a potential new Administration and Snow Removal Equipment building.

Capital Outlay: Capital expenses for Office Equipment is \$10,000. The vehicles sub-section, \$90,000, includes purchases of a new Airport 2 and new Airport 4. Shop Equipment includes; \$13,500 for new barricades and equipment upgrades. Future capital of \$700,000 has been allocated for any potential land purchases. The Airport has several Capital projects in mind but cannot do all of them. This funding will allow the Airport to do those the Board approves.

Grant Service: This information has been taken from the 11/15/17 Final Submittal of the Transportation Improvement Program: Airports FFY2019-2023. Some years ago, Congress reduced funding levels for future projects from 95% to 90%. The State of Illinois increased their funding to 5% from 2.5% to make up half of the reduction. This changed the Airport's funding to 5% instead of the previous 2.5%.

We have budgeted \$1,510,000 for the local share of Airport Improvement and State Grants for the "A" Projects. We are uncertain if any of these projects will be funded by the state and federal government, but they are still being budgeted. The construction resulting from these projects will continue to enhance the safety of this already safe Airport.

Continuing in this year's Grant "A" budget are Estimated FY19 Revenues. Some, but not all, of the projects require the State to pay the Airport and then we, in turn, pay the contractor, whereas, previously the State paid the contractors directly. We will show these payments received as grant revenue. Although the Airport's final cost should be 5% of the total project cost, some of revenues listed for the projects are short of offsetting 95% of the cost. We cannot be certain that, for each listed project, the revenues will all be received in FY19, so we have reduced our estimated grant revenue budget. Another issue with grant revenue is that the FAA directed the State to implement a 10% funds holdback program as an incentive to encourage timely submittal of project closeout paperwork. The holdback funds are supposed to be released upon finalization of the project, which will delay receipt of the Airport's reimbursement funds, and most likely will not be in FY19.

The "B" projects are listed in the budget for informational purposes only and are not included in the expense numbers. It is highly unlikely that any of them will be funded.

"C" category projects are those projects which have already been paid for by the Airport and we are hoping to receive reimbursement from the FAA and State of Illinois or are very unlikely to be sponsored by the FAA and State of Illinois. There is a high probability these amounts will be required and are not included in the FY19 budget.

Other: In the FY18 Budget, a Grant-GA Entitlement was not listed as expected revenue. Grant-GA Entitlement amounts are available only if the FAA budget reaches a certain level. For FY19, it is uncertain if these funds will be received so they are not included in the budget. All GA Entitlement Funds received will be used to pay down the NE T-hangar note principal, so there is no effect on the budget.

Reserve Funds

Sewer Reserve Sub-Fund

A Sewer Reserve sub-fund was established by the Airport Board in FY12 to allow for the future repair and maintenance of both the sanitary sewer and storm water systems without the issuance of debt. To reduce future costs, the sanitary sewer line was extended during the construction of Hangar 42 in 2012, in anticipation of the eventual construction of Hangar 43 in the same area.

There are no proposed plans for a Hangar 43 at this time. Beginning in FY14, sewer and storm water related revenues were deposited directly into the Sewer Reserve Sub-Fund. This practice continued in subsequent budget years and will do so into the future. Approximately \$59,402 in revenue is expected to be generated from various sewer fees on the airfield in FY19. No new sewer projects are planned in FY19.

It is expected the balance in the Sewer Reserve Fund at the end of FY19 will be approximately \$480,595 after income and expenses.

Capital Equipment Replacement Sub-Fund

The Capital Equipment Replacement Sub-Fund (CERF) was formally established by the Airport Board of Directors in FY13. To avoid the issuance of debt, this sub-fund is used to set aside money for capital equipment. As the major Airport snow removal equipment age, they are being refurbished to extend their useful life, hopefully by 10 or more years. However, they cannot last indefinitely. The estimated cost of replacing the three older snow brooms is \$700,000 each, the snow blower is \$400,000, and the two snow plows/sprayer/spreaders are \$300,000 each, which totals \$3,100,000. The plan is to have sufficient capital equipment reserves in place to cover the future replacement of these vehicles. No CERF purchases were made in FY18. Our typical transfer to the CERF fund has been \$250,000. This year's budget is calling for a \$200,000 transfer.

The Capital Equipment Reserve Fund is expected to have a balance of approximately \$887,533 at the end of FY19 after income and expenses.

Building Reserve Sub-Fund

A new Building Reserve fund was established in FY16. This fund operates like our other sub-funds and allows the airport to set aside monies for future improvements. This fund will be for building construction and airport improvements per the Board's discretion. Normally the transfer to this fund would be \$250,000. This year's budget is calling for a \$200,000 transfer.

The Building Reserve Fund is expected to have a balance of approximately \$831,657 at the end of FY19.

Operating and Reserve Funds Available

The Airport uses a Joint Airport Fund for its operating activities. Revenues are deposited into this fund and operating expenses are drawn from it.

The working capital projected as of April 30, 2018, plus those amounts to be realized during FY19, will fund the budgeted operating and capital outlays, and will provide a minimum balance to allow the Airport to operate. The Airport's Business Plan requires that the Airport maintain an unrestricted net asset balance equal to 25% of the current year's budgeted operating expenses, which would be \$845,924 ($\$3,383,694 \times 25\%$), plus sufficient funds to meet the local share requirements of the Grant Service "A" list approved projects for the year of \$1,510,000.

The Business Plan also requires that operating expenses not exceed 90% of revenues. With expected revenues to be \$4,342,343; total operating expenses of \$3,383,694 are 77.92% of revenues.

Debt Obligations

In January 2004, the Airport, through its owning communities, entered into a loan arrangement with an area national bank for a loan totaling \$1,237,000 for the purpose of constructing two buildings containing 10 small T-hangars each in the SW quadrant of the Airport. Repayment of the loan began in January 2005 with a 20-year period amortization period. The interest rate is variable to be reset every 5 years. Staff efforts allowed us to reprice this loan in May 2015 from 4.74% to 3.65%. The loan interest rate is priced by using the 5-year Treasury rate, adding 3.00% and adjusting the result for our tax-exempt status. Airport revenues generated by the new hangars will cover the required debt service over the period of the loan.

A revenue anticipation note for \$4,700,000 was issued in December 2006 by Northbrook Bank for the Village of Wheeling, one of the owning communities, to fund a portion of the purchase price of land designated as a runway safety area (RSA) for the Airport. The note was reduced by \$1,500,000 in November 2008 and refinanced in April 2010 for 10 years with a balloon payment upon maturity. The Airport received a grant in April 2011 that was used to pay down \$984,426 of the principal, thus reducing interest cost. Staff efforts also effected an interest rate reduction on this note. The interest rate on this note was repriced from 4.17% to 3.25% in May 2015. The RSA note property is vacant land and is being rented for truck trailer storage. This generates approximately \$30,000 per year to help offset the approximately \$200,000 annual debt service payment. Airport staff are working with the FAA to obtain additional purchase cost reimbursement that would be applied to the outstanding debt.

Also, in April 2010, a construction loan from Northbrook Bank of \$2,300,000 was negotiated for the construction of six buildings containing 48 T-hangars in the NE quadrant. This note was interest only until June 1, 2011, when payment of both monthly principal and interest was required. The note matures in May 2020 with a balloon payment upon maturity. Through staff efforts, interest rate on this note also repriced from 4.17% to 3.25% in May 2015.

In FY19 the Airport hopes, through one of the owning communities, to take on new debt service to fund the U.S. Customs and Border Protection facility by negotiating a \$2,000,000 bank note. This loan has been budget as a six-month year expense and plans are still in the review stage. The bank notes for this facility will be partly funded by U.S. Customs operations revenues.

Chicago Executive Airport
Total FY19 Budget

	FY18 Est Actual	FY18 Budget	FY19 Budget	FY18 vs FY19 Budget Change
OPERATING BUDGET:				
Revenues	\$ 4,409,164	\$ 4,217,374	\$ 4,342,343	\$ 124,970
Expenses:				
Administration Department	(1,579,336)	(1,604,871)	(1,876,053)	271,182
Operations and Maint Dept	(1,258,976)	(1,444,919)	(1,507,642)	62,723
Net Operating Expenses	(2,838,313)	(3,049,790)	(3,383,694)	333,905
Operating Income:	1,570,851	1,167,584	958,649	(208,935)
Other:				
Other Income	35,770	5,350	31,300	25,950
Other Expense	(6,706)	(4,200)	(7,000)	(2,800)
Debt Service	(437,711)	(428,920)	(515,147)	(86,227)
Total Other	(408,648)	(427,770)	(490,847)	(63,077)
Revenues less Net Expense	1,162,203	739,814	467,802	(272,012)
Transfers to Reserves-Sewer	-	-	-	-
Transfers to Reserves-CERF	(250,000)	(250,000)	(200,000)	50,000
Transfers to Reserves-Building	(250,000)	(250,000)	(200,000)	50,000
Net	662,203	239,814	67,802	(172,012)
CAPITAL BUDGET:				
Capital Improvement	146,250	150,000	215,000	65,000
Capital Outlay	5,092	45,000	113,500	68,500
Capital Construction	37,628	280,000	2,245,880	1,965,880
Capital A Projects (Local Share)	323,326	606,500	1,510,000	903,500
Capital Future	-	1,315,585	700,000	(615,585)
	512,297	2,397,085	4,784,380	2,387,295
Less: Grant Revenue	(325,573)	(1,255,000)	(1,494,932)	(239,932)
Less: Capital Financing	-	-	(2,000,000)	(2,000,000)
Net Capital Budget	186,725	1,142,085	1,289,448	147,363
Funding (from)/to Reserve Funds	475,478	(902,271)	(1,221,646)	(319,375)
NET	0	0	0	0

Operating Revenue Budget

Operating Revenues

FY19 Budget

Line Item Detail within Category

	<u>FY19 Budget</u>	<u>Projected FY18 Actual</u>	<u>FY18 Budget</u>	<u>Budget Change</u>
40000.00 Long Term Leases -	\$ 2,392,388	2,316,293	2,282,923	109,466
Long term revenue is derived from leases with a term of more than one (1) year. These leases are comprised of hangar, building and ground leases. To the extent possible, lease rents increase annually with the CPI. Following are the leases presently in effect and proposed to be in effect during FY19. We are using a CPI increase of 1.88% for FY2019.				
The FY18 ground lease rate is \$0.6685. FY19 is budgeted to be \$0.6873.				
<u>Property</u>	<u>FY19</u>	<u>Projected</u>	<u>FY18</u>	
Hangar #5 & #6	414,680	407,622	405,460	
Hangar #8	184,750	181,605	180,642	
Hangar #9	346,739	340,837	339,029	
Hangar #10	270,283	265,683	264,273	
Hangar #13-revenue split	4,800	4,864	4,800	
Ground Lease - ACCO	7,685 ¹	7,685	7,685	
Ground Lease - Hangar 15	71,888 ²	70,562	70,681	
Ground Lease - Hangar 16	38,001 ²	37,299	37,363	
Ground Lease - Hangar 18	46,486	45,259	45,413	
Ground Lease - Hangar 19	68,425	67,178	67,186	
Ground Lease - Hangar 20	38,603	37,427	37,733	
Ground Lease - Fuel Farm	2,963	2,901	2,901	
Ground Lease - Hangar 40	124,977	122,698	122,714	
Ground Lease - Hangar 41	84,061	81,686	82,990	
Ground Lease - Hangar 42	88,805	87,185	87,196	
Ground Lease - Motel Parking Lot	4,000 ³	3,000	3,000	
Ground Lease - SFS Ramp	79,184	77,529	78,427	
Ground Lease - SFS Terminal (24)	191,337	189,407	188,491	
Ground Lease - Hawthorne FBO	239,145	255,368	235,233	
Ground Lease - Hawthorne New Devl.	76,440 ⁴	-	41,205	
Ground Lease - Hawthorne Charlie Rai	28,639 ⁴		-	
Ground Lease - Stery Trucking	30,500	30,500	30,500	
	2,442,388		2,332,923	
Less: Rent Reserve	(50,000)		(50,000)	
	2,392,388		2,282,923	

1) CPI increase only done every five years. Adjusted for FY16 next adjustment FY21.

2) Leases on Hangars 15 & 16 were sold to the tenant. The leases above are ground leases only.

3) A new lease on this property began in FY16. Ground Lease was abated until January 2017. This will be increased by \$1,000 in January 2019. The new rate is reflected in the budget.

4) Rent payments start in October 2018.

Operating Revenue Budget

		<u>FY19 Budget</u>	<u>Projected FY18 Actual</u>	<u>FY18 Budget</u>	<u>Budget Change</u>
<u>Fuel Flowage Fees</u>		<u>\$ 1,035,200</u>	<u>990,215</u>	<u>852,000</u>	<u>183,200</u>
Fees received from fuel flowage were adjusted for FY19. The estimates are based on the past several years of Fuel Flowage. Fuel Flowage rate is \$0.16 for on Airport fueling and \$0.32 for off Airport fueling. Fuel flowage is paid when the fuel is put into the FBO fuel tanks, not into the aircraft.					
40460.01	JetA-On Arpt, 5.5MM gal @ \$.16	880,000	828,795	712,500	
40460.03	JetA-Off Arpt, 400,000 gal @ \$.32	128,000	134,978	112,500	
40460.02	100LL, 170,000 gal @ \$.16/gal.	27,200	26,442	27,000	
<u>T-Hangars -</u>		<u>\$ 405,787</u>	<u>394,391</u>	<u>\$ 398,034</u>	<u>7,753</u>
Rents are adjusted by a CPI change of 1.88%					
SW-Bldng 50 rent per month \$4,748, bldng 51 = \$5,623, possible total \$10,371, annual \$124,452.					
NE-40 small, 6 medium, and 2 large units; possible monthly rent of \$23,416, annual of \$280,992.					
Subtracting a vacancy rate of 3 months of 1 unit avg for SW (\$1,556) and 1 full unit of NE (\$5,854).					
40200-01	SW T-hangars	125,361	121,655	122,896	
40200-02	NE T-hangars	280,426	272,736	275,138	
40550.02	<u>U.S. Customs Service -</u>	<u>\$ 280,000</u>	<u>291,824</u>	<u>275,000</u>	<u>5,000</u>
U.S. Customs inspection service - this is a break-even service we provide to CEA users.					
40100.00	<u>Short Term Rental -</u>	<u>\$ 73,836</u>	<u>165,303</u>	<u>185,181</u>	<u>(111,345)</u>
Hangar #4 & #7 month-to-month rental, adjusted by CPI increases back to the lease start dates.					
	Eclipse	-	100,167	152,145	
	SFS	13,836	13,836	13,836	
	Hangar #11	60,000	51,300	19,200	
Hangar #11 was budgeted as a Long-Term Rental in FY2017					
<u>Tie-Downs -</u>		<u>\$ 33,072</u>	<u>37,817</u>	<u>32,448</u>	<u>624</u>
Area 2 expected rent for FY19, 25 spots @\$106 = \$31,200					
We do not anticipate an increase in the number of tie-down tenants at this time.					
40310.02	Area #2	31,800	36,569	31,200	
40310.03	Area #3	1,272	1,248	1,248	
All aircraft occupying Area #3 have been relocated to Area #2					

Operating Revenue Budget

		Projected		
	FY19 Budget	FY18 Actual	FY18 Budget	Budget Change
Permits/Fees -	\$ 78,031	77,259	70,298	7,733
Revenue derived from monthly Commercial Operating Permits (COP), which were subject to the CPI increase of 1.88%. Air taxi is terminal chg \$33 per flight, plus monthly COP of \$83.				
40470.01 COP 7 @ \$83	4,951	4,860	6,845	
40470.01 COP 2 @ \$387	9,291	8,832	9,119	
40470.01 COP 27 @ \$166	57,790	56,724	48,893	
40470.01 COP 1 @ air taxi (3 months)	3,000	3,901	2,500	
40470.02 SFS - 2 Vehicle @\$108, 6 Fuel @\$214	1,500	1,472	1,472	
40470.02 Atlantic - 4 Fuel @\$214	856	840	840	
40470.02 Hawthorne - 3 Fuel @\$214	642	630	630	
 40007.00 Easement Fees	 \$ 29,143	 30,912	 28,304	 839
Waste Management-stormwater, drainage & detention easement fee, adjusted for CPI increase.				
 40490.01 Access Fee	 \$ -	 15,279	 15,513	 (15,513)
Access Fee Agreement is in place, due annually for the term of the agreement. The first \$180,000 in payments to be offset against the Airport's purchase of an adjacent property, then due in cash. Subject to annual CPI increase. FY2018 Balance to offset \$119,207				
 40550.09 Sign Rental	 \$ 4,260	 4,176	 4,152	 108
CPI increase of 1.88%. Monument sign rental-SFS @ \$355				
	4,260	4,176	4,152	
 Other -	 \$ 7,126	 70,520	 \$ 70,021	 (62,895)
Revenue from other miscellaneous sources (parking decals, plan fees, flag sales, etc). The fuel management fee is for the use of the Airport's vehicle fueling station.				
40550.01 Fuel management \$273 mthly	3,276	3,216	3,216	
40550.04 Other Miscellaneous (ex: filming)	3,000	3,629	3,000	
40550.04 Deferred Revenue - Lease Ext. Agrmt	-	45,455	45,455	
40550.04 Deferred Revenue - SFS 94th Access	-	17,500	17,500	
40550.05 Waiting List Fees (cancellations)	100	-	100	
40550.08 Airfield Access / Parking decals	750	720	750	
 40500.00 Late Charges -	 \$ 3,500	 15,175	 3,500	 -
Late charges are generally assessed at 10% per month for all T-hangar and most larger tenant leases.				
Total Revenues	\$ 4,342,343	\$ 4,409,164	\$ 4,217,374	124,970
% Change from FY19 Budget	2.96%			

Administration Department Budget

**Administration Department
FY19 Budget**

Line Item Detail within Category

	<u>FY19 Budget</u>	<u>Projected FY18 Actual</u>	<u>FY18 Budget</u>	<u>Budget Change</u>
Personnel Services				
50400.10 <u>Salaries - Full-time</u>	347,536	390,630	380,000	(32,464)
Salaries for five department personnel.				
50300.05 <u>Salaries - Part-time</u>	19,500	-	19,500	-
Salary for one management intern. One employee at \$15.00/hr. for 52 weeks @ 25 hours/week.				
50200.05 <u>Overtime -</u>	2,750	3,194	4,000	(1,250)
Overtime costs as required for two non-exempt employees of department. We had 3 non-exempt employees for part of FY18.				
<u>Service Awards/Recognition</u>	13,110	10,608	13,850	(740)
50700.10 Airport Appreciation Functions	8,000	6,034	9,000	
50700.10 Apperception lunches - Staff in-house	400	613	300	
50700.15 Other-flowers, plaques, retirement	1,100	1,294	1,000	
50700.17 Staff recog (\$30 gift cert x 2, 6 emp)	360	250	300	
50700.17 Incentive program	2,500	1,667	2,500	
50700.20 Service Awards	750	750	750	
Pay for 1 employee with greater than ten (10) years of service at \$500 and one employee with greater then five (5) years of service at \$250.				
<u>Payroll taxes -</u>	36,084	33,090	37,337	(1,253)
Payroll taxes as follows:				
50500.05 FICA, 6.20%, Medicare 1.45%	32,974	29,505	31,116	
50500.15 Unemployment, (3.925%)	3,110	3,585	6,221	
<u>Insurance -</u>	89,536	82,159	82,801	6,735
Premiums for employee insurance, provided by the Airport. Wheeling is projecting a 5.0% insurance increase; renewal date is July 1st.				
50100.03 Dental	-	-	-	
50100.05 Disability (5)	5,154	5,263	5,250	
50100.15 Health (5)	84,382	76,896	77,551	
<u>Retirement Contribution -</u>	19,373	18,415	18,426	947
Full time employee Retirement Contributions @ 4.5% of pay.				
50600.05 Employer Contributions	18,373	17,415	17,426	
50600.15 Annual fees (\$250/qtr.)	1,000	1,000	1,000	

Administration Department Budget

	<u>FY19 Budget</u>	<u>Projected FY18 Actual</u>	<u>FY18 Budget</u>	<u>Budget Change</u>
<u>Training -</u>	<u>3,750</u>	<u>202</u>	<u>6,500</u>	<u>(2,750)</u>
50800.10 Training-Other	750	202	500	
50800.11 Education reimbursement	3,000	-	6,000	
50400.05 <u>Board/Community Reimb</u>	<u>28,800</u>	<u>27,900</u>	<u>28,800</u>	<u>-</u>
Stipends for six Airport Board of Directors at \$250 each for 12 meetings. The Chairman receives \$400 per meeting for 12 meetings. Each community receives \$3,000 per year for admin costs.				
50400.05 Community Reimbursement	6,000	6,000	6,000	
50400.05 Board stipends	22,800	21,900	22,800	
Total Personnel Services	560,439	566,198	591,214	(30,775)

SERVICES AND SUPPLIES

<u>Airport Meetings</u>	<u>15,250</u>	<u>14,173</u>	<u>15,000</u>	<u>250</u>
Provisions and costs incurred for in-house, BOD meetings, and staff purposes. One community joint meeting tentatively scheduled for the fall.				
54060.15 Airport Meetings	11,000	10,444	10,000	
52120.20 Joint Meetings (dinner)	4,250	3,729	5,000	
<u>Audit Services -</u>	<u>20,400</u>	<u>14,965</u>	<u>18,575</u>	<u>1,825</u>
52060.05 Cost to perform the annual audit	15,000	14,595	13,500	
52060.05 Single audit cost (if necessary)	5,000	-	4,675	
52060.10 GFOA CAFR (400) award fees	400	370	400	
52090.05 <u>Building Repairs -</u>	<u>3,000</u>	<u>2,432</u>	<u>3,000</u>	<u>-</u>
Cost for minor repairs or modifications of the administration office.				
<u>Computer & Software</u>	<u>32,000</u>	<u>29,094</u>	<u>31,000</u>	<u>1,000</u>
54050.01 Computer Hardware & Supplies	1,000	-	-	
54420.05 Computer Software & maint	7,000	5,969	7,500	
Accounting, Timberline, Qquest timeclock, FAS				
52210.05 Office network maintenance	20,000	19,239	20,000	
Backup service and monthly managed IT				
52540.05 Web hosting/internet service	4,000	3,886	3,500	

Administration Department Budget

	<u>FY19 Budget</u>	<u>Projected FY18 Actual</u>	<u>FY18 Budget</u>	<u>Budget Change</u>
<u>Conf and Meeting Registration</u>	<u>10,580</u>	<u>11,490</u>	<u>5,945</u>	<u>4,635</u>
Registration fees for conferences, seminars, and lunch meetings (Chamber).				
52120.05 AAAE-Conf 2 in FY18 next June 2019	-	5,200	800	
52120.05 AAAE-Ops Conf	400	395	400	
52120.05 AAAE-GA Issues & Security Conf	500	495	-	
52120.05 AAAE-CM Academy & Law Work	-	2,680	1,895	
52120.05 AAAE-Finance Conf	825	-	-	
52120.15 IGFOA Conf	350	350	350	
52120.16 CABAA Meetings-monthly	1,000	1,049	400	
52120.17 IL Aviation Conf	300	175	300	
52120.18 Conference Registration- Other	2,605	-	-	
52120.19 IPAA Fall Conf (Galena) 3	1,000	825	1,000	
52120.25 Meetings & Business Lunches	3,600	321	800	
 <u>Consultants -</u>	 <u>240,600</u>	 <u>28,153</u>	 <u>20,000</u>	 <u>220,600</u>
52510.08 Storm water consultant (SME)	10,600	25,654	10,000	
52540.20 Consultants - special projects	230,000	2,499	10,000	
Stormwater Pollution Prevention Plan compliance monitoring				
Review of all Primary Guiding Documents, update CEA's Business Plan, and various projects				
 52180.10 <u>Engineering Services -</u>	 <u>80,000</u>	 <u>110,369</u>	 <u>60,000</u>	 <u>20,000</u>
Costs for professional engineering services rendered by an outside engineer.				
 54090.05 <u>Equipment</u>	 <u>3,750</u>	 <u>3,194</u>	 <u>4,750</u>	 <u>(1,000)</u>
Administrative equipment and furniture purchased that cost less than \$2,000, individually.				
 <u>Equipment Rental and Maint</u>	 <u>8,545</u>	 <u>7,830</u>	 <u>8,500</u>	 <u>45</u>
Office equipment rental and maintenance cost-meter rent.				
Konica-Machine lease and copy charges				
52210.15 Mail machine-meter & base maint	2,195	1,997	2,000	
plus meter annual rental & supplies				
52210.20 Other repairs	350	126	500	
52210.25 Copier (includes use charges)	6,000	5,707	6,000	
 54150.05 <u>Fuel -</u>	 <u>1,000</u>	 <u>743</u>	 <u>1,000</u>	 <u>-</u>
Unleaded fuel cost for three department vehicles.				

Administration Department Budget

		<u>FY19 Budget</u>	<u>Projected FY18 Actual</u>	<u>FY18 Budget</u>	<u>Budget Change</u>
	<u>Insurance -</u>	<u>112,644</u>	<u>107,961</u>	<u>113,000</u>	<u>(356)</u>
	The environmental policy renewed Dec 1, 2017 for a 3 year term. All the other policies run Dec 1 through Nov 30th. Gallagher Aviation is the Airport's insurance broker, whose fixed fee contract runs through Dec 2018				
52300.05	Commercial Automobile	6,000	5,320	6,000	
52300.09	Broker fee	8,000	7,542	8,000	
52300.10	Commercial Crime	2,200	2,013	2,000	
52300.15	Airport Liability (incl. excess liability)	22,000	21,092	22,000	
52300.20	Commercial Property	41,000	39,977	41,000	
52300.25	Public Officials Liability	17,000	16,358	17,000	
52300.26	Environmental	15,744	15,058	16,000	
52300.30	Worker's Comp	700	601	1,000	
56200.05	<u>Lease Development -</u>	<u>70,000</u>	<u>65,348</u>	<u>50,000</u>	<u>20,000</u>
	Expenses incurred for new leases, i.e. survey, site selection, legal including reimbursable items.				
52360.05	<u>Legal Services -</u>	<u>60,000</u>	<u>48,928</u>	<u>60,000</u>	<u>-</u>
	Costs for the professional legal services provided by outside counsel.				
	<u>Membership Dues -</u>	<u>7,240</u>	<u>7,010</u>	<u>7,450</u>	<u>(210)</u>
	Department employee and Airport membership dues as follows:				
52450.04	Dues- Other	575	-	-	
52450.05	AAAE (1) @\$275 JA	275	550	550	
52450.07	AAAE Great Lakes Chapter (1)	35	35	50	
52450.36	CABAA	300	300	300	
52450.17	Chamber of Comm/CVB	2,250	2,250	2,250	
52450.41	GA Airport Coalition (GAAC)	-	-	300	
52450.20	GFOA (1)	180	160	200	
52450.21	IGFOA (1)	300	400	400	
52450.30	IPAA (1)	1,500	1,500	1,500	
52450.27	NATA/IATA	1,300	1,300	1,400	
52450.35	NBAA	525	515	500	
	<u>Office Maintenance -</u>	<u>12,450</u>	<u>12,338</u>	<u>12,765</u>	<u>(315)</u>
	Cost for routine office janitorial service.				
52480.10	Janitorial serv \$800 and supplies	10,700	10,627	11,000	
52480.15	Rug runners	850	822	925	
52480.20	Insect/Rodent control-\$72 per	900	889	840	

Administration Department Budget

	<u>FY19 Budget</u>	<u>Projected FY18 Actual</u>	<u>FY18 Budget</u>	<u>Budget Change</u>
<u>Other Services -</u>	<u>22,358</u>	<u>13,864</u>	<u>21,172</u>	<u>1,186</u>
Costs for other services not specifically listed any other categories.				
52420.15 Preemployment Physicals and drug. hearing, visual testings	270	126	500	
52510.02 Records disposal and storage	100	126	500	
52510.05 Credit crd, GovDeal, bckgrnd ck fees	1,200	625	1,200	
52510.06 Casualty loss deductibles, 1 @\$5,000	5,000	-	5,000	
52510.09 Contracted Labor - Office Temp	-	-	1,500	
52510.10 Payroll service - Paychex	3,000	3,199	2,500	
52510.11 Employee Hiring Exp	1,000	790	2,100	
52510.12 Office Security-Sentry	734	1,239	800	
52720.20 Fire Alarm-Office & Shop	3,504	810	1,800	
52510.15 Appraisals	6,000	5,499	4,000	
52540.23 Satellite programming	1,550	1,450	1,272	
 52600.15 <u>Postage -</u>	 <u>1,700</u>	 <u>1,327</u>	 <u>2,000</u>	 <u>(300)</u>
Cost for letter, parcel delivery, overnight delivery, and newsletter mailings.				
 <u>Printing -</u>	 <u>2,400</u>	 <u>1,002</u>	 <u>4,000</u>	 <u>(1,600)</u>
52630.05 Aerial photography	900	249	1,000	
52630.15 Duplication/enlarging/binding	1,500	753	3,000	
 52660.05 <u>Public Notices -</u>	 <u>1,600</u>	 <u>1,352</u>	 <u>2,000</u>	 <u>(400)</u>
Publication costs for public notices, bid documents, personnel ads, etc.				
 <u>Subscriptions -</u>	 <u>1,635</u>	 <u>6,795</u>	 <u>2,100</u>	 <u>(465)</u>
Periodicals subscribed to by department personnel as follows: Crains, Daily Herald and Misc books and maps.				
54450.40 Subscriptions-misc (Crains)	85	84	200	
54450.40 Subscriptions-misc (Daily Herald)	600	753	600	
54450.40 Subscriptions-misc (Flight Aware)	950	5,958	1,300	
 54480.15 <u>Supplies -</u>	 <u>5,000</u>	 <u>2,844</u>	 <u>7,000</u>	 <u>(2,000)</u>
Purchase of stationary and office, computer, and copier supplies.				
 <u>Telephone/Data</u>	 <u>7,256</u>	 <u>7,821</u>	 <u>8,500</u>	 <u>(1,244)</u>
52720.05 Cellular-Sprint (1)	2,000	1,936	2,000	
52720.10 Local, long distance, fax (TDS)	4,500	5,089	5,400	
52720.12 Pilot lounge wireless	396	437	600	
52720.03 iPad data plan-1 @ \$30 each/mth	360	359	500	
The Cellular-Sprint & iPad YTD lines				

Administration Department Budget

		Projected		Budget
	FY19 Budget	FY18 Actual	FY18 Budget	Change
<u>Travel Expenses</u>	<u>12,275</u>	<u>8,558</u>	<u>10,850</u>	<u>1,425</u>
Travel costs commercial transportation, \$500; ground transportation, \$50/day; hotel, \$175/night; and max meals per diem \$65, per travel policy, associated with attendance at conferences for department employees.				
52750.05	AAAE-Conf FY20 June 2019	-	1,383	2,500
52750.05	AAAE-GA Issues- Ft. Myers, FL	1,500	1,885	-
52750.05	AAAE-Ops & Maint Conf- Rosemont	75	30	-
52750.05	AAAE-CM Academy	-	1,285	1,200
52750.05	AAAE-Finance Conf	1,100	-	-
52750.07	IPAA Conf-Fall (Galena) (3)	1,300	933	1,500
52750.09	IL Aviation Conf (3)	850	646	1,000
52750.10	IGFOA Conference-Peoria	350	237	350
52750.10	GFOA Conf (Chicago)	100	-	100
52750.11	Other - Various destinations	3,800	358	1,000
52750.11	Other - NBAA Dispatch Conference	3,200	1,802	3,200
Jan-Feb 2019, San Antonio, TX - 2 staff				
<u>Utilities</u>	<u>131,330</u>	<u>90,898</u>	<u>104,150</u>	<u>27,180</u>
Monthly electric, natural gas, and water cost as follows:				
Electricity:				
52150.02	141378911, Gate 31	180	136	200
52150.03	141595480, Runway Lights	2,500	2,220	2,800
52150.04	141458406, Hgr 4 rd, blast fence	300	302	700
52150.05	141595499, Maint/Admin. Office	7,500	5,920	10,000
52150.08	115131215, Gate #27	500	458	800
52151.08	141437116 Hangar 4 & 7	20,000	-	-
52150.15	141599876, 12 REIL Lts, Blast Fnce	500	327	700
52150.17	141650725-Tiedown Gate	500	443	500
52150.20	141195850, Electric Vault	40,000	35,534	40,000
52150.24	4143198028 Hangar 11	-	-	-
52150.22	140401329, Hangar #50	1,100	909	1,200
52150.23	140401326, Hangar #51	1,500	1,331	1,700
52150.31	NE T-Hangars #52 (lounge)	3,500	2,883	3,700
52150.32	NE T-Hangars #53 (lights)	1,700	1,459	1,800
52150.33	NE T-Hangars #54 (bath)	2,700	2,367	2,900
52150.34	NE T-Hangars #55 (lights)	1,800	1,524	1,900
52150.35	NE T-Hangars #56 (bath)	3,200	2,733	3,500
52150.36	NE T-Hangars #57 (lights)	2,500	2,220	2,700
52150.16	Elec-Taxiway Q pole light (flat rate)	250	250	250
Gas:				
52150.26	3722672, Generator	1,300	1,299	1,300
52150.27	4478900 Hangar 4&7	10,000	-	-
52150.50	2584479, Maintenance	3,700	2,861	3,800
52150.55	3326641, Admin. Office	1,300	1,066	1,200
52150.56	2870325 Hangar 11	-	-	-

Administration Department Budget

		FY19 Budget	Projected FY18 Actual	FY18 Budget	Budget Change
Water:					
52150.60	Water-Maint./Admin. Office (1020)	4,700	5,282	4,700	
52150.61	Water-Entry Sign Area	3,600	4,456	3,600	
52150.62	Water-SW T-Hangar 50 & 51	3,300	3,179	2,200	
52150.63	Water-NE T-Hangar 52 (1018)	4,400	3,913	4,000	
52150.64	Water-NE T-Hangar 54 (1014)	4,400	3,913	4,000	
52150.65	Water-NE T-Hangar 56 (1010)	4,400	3,913	4,000	
	<u>Vehicle Maintenance -</u>	<u>4,000</u>	<u>1,210</u>	<u>4,500</u>	<u>(500)</u>
	Vehicle maintenance service costs for three (3) administrative vehicles.				
54510.06	Airport #2, 2006 Ford Expedition	2,250	564	2,250	
54510.07	Airport #7, 2017 Ford Transit Van	500	249	1,000	
54510.37	Airport #37, 2006 Taurus Sedan	1,250	397	1,250	
Total Services and Supplies		867,014	599,699	577,257	289,757

OTHER

	<u>NBAA Convention -</u>	<u>44,300</u>	<u>37,779</u>	<u>45,800</u>	<u>(1,500)</u>
	CEA Board members and/or staff attending the NBAA Convention in Orlando, FL October 16-18, 2018				
56300.15	Exhibitor fee	6,200	7,026	6,200	
56300.16	Exhibit expenses	9,000	6,984	9,000	
56300.16	Exhibit shipping	600	-	600	
56300.19	Travel Exp-staff - 3	5,000	3,703	6,000	
56300.20	Travel Exp-CEA board members - 6	12,500	12,223	12,000	
56300.22	Travel-Communities - 4	11,000	7,843	12,000	
	<u>Public Relations/Marketing</u>	<u>113,300</u>	<u>122,171</u>	<u>111,600</u>	<u>1,700</u>
52405.05	Marketing specialists	63,000	62,225	60,000	
	Includes Marketing Consultant Services				
52405.10	Projects, videos, photos	5,000	20,812	5,000	
54255.05	Promo material-	7,000	6,849	8,000	
	Materials include various promotional items				
54255.22	Promo clothing	3,000	1,117	3,500	
54255.20	Special events	9,500	18,862	20,000	
	FY18 Special events: 5K Run-the-Runway + evening event				
54255.26	July 4th parade float	1,000	241	1,000	
54255.27	Chamber events & golf	1,800	1,755	1,600	
54255.28	CABAA golf events & sponsorship	5,200	5,214	4,500	
54270.05	Sponsorship- Scholarship Asst Fund	1,000	700	1,000	
54270.05	Other-community events	13,500	1,036	4,000	
	Other also includes Collings Foundation, Taste of the Town, official airport golf sponsorships, breakfasts, and misc community events.				
54255.60	NBAA Dispatch Conf - (exhibit)	3,300	3,360	3,000	
	January 29 - February 1, 2019 San Antonio, TX				

Administration Department Budget

	<u>FY19 Budget</u>	<u>Projected FY18 Actual</u>	<u>FY18 Budget</u>	<u>Budget Change</u>
<u>U.S. Customs Service</u>	<u>261,000</u>	<u>253,490</u>	<u>249,000</u>	<u>12,000</u>
Operating costs to provide inspection service on a break-even basis to CEA users.				
The service cost is the total cost of providing an agent, which is calculated annually and billed to us quarterly.				
We receive the annual connectivity fee invoice in November, so the telecom number is an estimate.				
56550.01 U.S. Customs service cost	124,000	123,704	125,000	
56550.02 U.S. Customs overtime charges	50,000	45,415	50,000	
56550.03 Telecom (USCS network, cellphone)	25,000	14,079	15,000	
56550.04 Waste removal services	40,000	49,218	30,000	
56550.06 Other forms, supplies & services	1,000	994	2,000	
56550.07 Collection fees	6,000	5,739	7,000	
56550.08 Facilities costs	15,000	14,340	20,000	

56600.01 <u>Contingencies -</u>	<u>30,000</u>	<u>-</u>	<u>30,000</u>	<u>-</u>
Account for unanticipated and underestimated department expenditures.				

Total Other	448,600	413,440	436,400	12,200
Total Administration	1,876,053	1,579,336	1,604,871	271,182
% Change from FY18 Budget	16.90%			

Operations and Maintenance Department Budget

Operations & Maintenance Department

FY19 Budget

Line Item Detail Within Category

	<u>FY19 Budget</u>	<u>Projected FY18 Actual</u>	<u>FY18 Budget</u>	<u>Budget Change</u>
Personnel Services				
60400.10 <u>Salaries - Full-time</u>	\$ 458,891	436,511	\$ 455,000	3,891
Salaries for eight department personnel.				
60300.05 <u>Salaries - Seasonal</u>	\$ 23,300	21,255	\$ 19,620	3,680
Four summer positions, 12 weeks for 37.5 hours/week at \$11.00/hour = \$19,620. One seasonal plow driver at \$15.00/hour				
60200.05 <u>Overtime</u>	\$ 60,000	63,978	\$ 60,000	-
Overtime costs as required, mainly for snow removal. Approx fourteen hundred hours are budgeted at a 1½ hourly rate of \$45.00.				
<u>Service Awards/Recognition</u>	\$ 4,230	4,636	\$ 4,730	(500)
Recognition of services provided by nine employees, 2 times per year @ \$30/gift cert.				
60700.17 Staff Recognition	480	1,081	480	
60700.17 Incentive program	2,500	1,806	2,500	
60700.20 Service Awards	1,250	1,750	1,750	
Pay for 2 employees with 10-14 years of service at \$500 and 1 with 5-9 years of service at \$250.				
<u>Payroll taxes -</u>	\$ 47,085	48,120	\$ 51,088	(4,003)
60500.05 FICA, 6.20%, Medicare, 1.45%	42,002	40,407	41,224	
60500.15 Unemployment, 3.925%	5,083	7,713	9,864	
<u>Insurance -</u>	\$ 191,772	160,122	\$ 154,215	37,557
Premiums for the following employee insurance, provided by the Airport: Wheeling is projecting a 5.0% insurance increase; renewal date is July 1st.				
60100.03 Dental	-	-	-	
60100.05 Disability (8)	7,461	7,232	7,442	
60100.15 Health (9)	184,311	152,890	146,773	
60600.05 <u>Retirement Contribution -</u>	\$ 23,485	21,677	\$ 23,366	119
Full time employee Retirement Contributions @ 4.5% of pay.				

Operations and Maintenance Department Budget

	<u>FY19 Budget</u>	<u>Projected FY18 Actual</u>	<u>FY18 Budget</u>	<u>Budget Change</u>
<u>Training -</u>	<u>\$ 14,254</u>	<u>15,138</u>	<u>\$ 21,900</u>	<u>(7,646)</u>
SAE certifications, Harper certifications. ANTN web based training from AAAE.				
60800.08 Other -	8,500	13,854	13,000	
Includes Oshkosh truck maintenance training for 3 staff members in October (\$4,500)				
60800.09 ANTN training system	1,254	1,284	1,400	
60800.07 Disaster drill	1,500	-	1,500	
60800.11 Education reimbursement	3,000	-	6,000	
<u>Uniforms -</u>	<u>\$ 13,100</u>	<u>14,263</u>	<u>\$ 13,700</u>	<u>(600)</u>
Uniform cleaning and replacement for 6 employees at \$1055/yr & 4 seasonal employees at \$360 per year, plus \$120 boot allowance per FT employee.				
60900.03 Safety Equip	1,100	787	1,500	
60900.05 Uniforms (safety shoes, gloves, caps)	11,000	12,601	11,000	
60900.10 Uniforms part-time	1,000	875	1,200	
Total Personnel Services	\$ 836,117	\$ 785,700	\$ 803,619	\$ 32,498

SERVICES AND SUPPLIES

62090.05 <u>Building Repairs and Supplies -</u>	<u>\$ 15,000</u>	<u>5,135</u>	<u>\$ 20,000</u>	<u>(5,000)</u>
Cost for the repair of Airport buildings and hangars.				
<u>Conf and Meeting Registration</u>	<u>\$ 5,260</u>	<u>5,880</u>	<u>\$ 3,900</u>	<u>1,360</u>
Registration fees for conferences, seminars, and lunch meetings.				
62120.17 IL Aviation Conf (May) 1	175	-	200	
62120.30 AAAE conference & training	5,085	5,880	3,700	
Includes ACE Airport Operations class & ACE Electrical class - BW & RH (\$3,200 & \$3,200)				
Airfield Safety & Sign Conference AW				
Includes Ops Conf- Rosemont for 2 staff members				
<u>Equipment/Tools -</u>	<u>\$ 20,450</u>	<u>16,686</u>	<u>\$ 23,000</u>	<u>(2,550)</u>
Equipment purchased that cost less than \$2,000, individually.				
62210.05 Equipment maintenance cost.	6,000	6,633	6,000	
64090.05 Communication equipment	5,450	3,843	8,000	
64090.10 Shop equipment	9,000	6,211	9,000	
Includes air compressor, battery chargers, wildlife camera, spot lights				
62240.05 <u>Equipment Rental -</u>	<u>\$ 19,000</u>	<u>-</u>	<u>\$ 20,000</u>	<u>(1,000)</u>
Temporary replacement of non-operative equipment, special equipment and tools.				

Operations and Maintenance Department Budget

		<u>FY19 Budget</u>	<u>Projected FY18 Actual</u>	<u>FY18 Budget</u>	<u>Budget Change</u>
62270.05	<u>Fence/Gate Supplies & Maint</u>	<u>\$ 3,000</u>	<u>1,399</u>	<u>\$ 3,000</u>	<u>-</u>
	Fencing and gate supplies purchased for repairs by department personnel.				
	<u>Fuel -</u>	<u>\$ 73,000</u>	<u>44,761</u>	<u>\$ 75,000</u>	<u>(2,000)</u>
64150.05	Diesel	58,000	34,751	60,000	
64150.10	Unleaded gasoline	15,000	10,010	15,000	
	<u>Insurance -</u>	<u>\$ 52,365</u>	<u>50,846</u>	<u>\$ 53,100</u>	<u>(735)</u>
	Department vehicle and workers compensation insurance.				
	NationAir is the Airport's insurance broker, whose fixed fee contract runs through Dec 2018.				
62300.05	Vehicles	12,265	10,881	12,000	
62300.30	Workers compensation	37,000	36,926	38,000	
62300.09	Broker fee	3,100	3,039	3,100	
	<u>Landscaping Service & Supplies</u>	<u>\$ 33,500</u>	<u>31,871</u>	<u>\$ 35,500</u>	<u>(2,000)</u>
	Application of growth inhibitor, tree trimming and perimeter landscape services. Purchase of flowers, fertilizer, grass seed, holiday decorations.				
62330.05	Growth inhibitor, weed control	3,000	2,734	4,000	
62330.07	Landscaping-Other	500	126	500	
62330.10	Tree trimming/removal	1,000	750	1,000	
62330.11	Perimeter landscaping services	24,000	25,550	24,000	
64210.05	Landscaping materials	5,000	2,711	6,000	
64240.05	<u>Lighting Service & Supplies</u>	<u>\$ 30,000</u>	<u>27,203</u>	<u>\$ 30,000</u>	<u>-</u>
	Maintenance of and supplies for the Airport lighting system (runways, taxiways & street lights).				
	<u>Membership Dues -</u>	<u>\$ 550</u>	<u>275</u>	<u>\$ 550</u>	<u>-</u>
	Membership dues for Operations Coordinator positions.				
62450.05	AAAE (2) AW, BW	550	275	550	

Operations and Maintenance Department Budget

	<u>FY19 Budget</u>	<u>Projected FY18 Actual</u>	<u>FY18 Budget</u>	<u>Budget Change</u>
<u>Other Services -</u>	<u>\$ 15,549</u>	<u>9,924</u>	<u>\$ 17,000</u>	<u>(1,451)</u>
Costs for other contractual services not specifically listed in this category.				
62420.15 Medical Exams plus annual hearing and vision exams.	1,000	618	1,000	
62510.05 Other-Permits, stormwater, MWRD	2,000	915	2,000	
62510.11 Employee Hiring Fees	125	-	-	
62540.05 Vehicle Towing-tenants	125	34	200	
62540.21 Other-Backflow Inspections (7) Hgr 50 (520) Hgr 51 (733) TH 52 (190) TH 54 (190) TH56 (190) sprinkler (300) admin (300)	2,820	2,670	3,000	
62540.22 Fuel Tank inspection	4,085	1,417	1,500	
62540.25 Monitor-Light Vault (\$235/qtr ADT)	940	910	1,800	
62540.26 Monitoring-SW Ts-Alarm line	-	-	500	
62540.27 Monitoring-Hangar 4 & 7-Alarm line	954	-	-	
62540.31 Snow plowing & hauling	3,500	3,360	7,000	
<u>Other -</u>	<u>\$ 3,000</u>	<u>2,927</u>	<u>\$ 3,000</u>	<u>-</u>
Costs not defined by another account plus US flags, windsocks, construction safety flags, hotel for snow events.				
64270.10 Other-	1,500	1,495	2,000	
64270.05 Staff meals during snowplowing	1,500	1,432	1,000	
 62570.10 <u>Pavement Marking -</u>	 <u>\$ 100,000</u>	 <u>60,471</u>	 <u>\$ 60,000</u>	 <u>40,000</u>
Annual pavement marking costs-FY19				
<u>Materials -</u>	<u>\$ 72,750</u>	<u>63,162</u>	<u>\$ 82,000</u>	<u>(9,250)</u>
Materials used for Airport operations are as follows:				
64330.05 Asphalt	1,500	120	1,500	
64330.10 E36 - liquid runway/taxiway deicer	40,000	42,955	40,000	
64330.11 NAAC - solid runway deicer	25,000	12,056	35,000	
EPA requires us to use NAAC, a more expensive product, going forward rather than Urea.				
64330.15 Salt	3,000	1,574	3,000	
64330.20 Stone	250	-	500	
64330.25 Propane	1,400	1,330	1,000	
64330.27 Urea-solid runway deicer	-	3,811	-	
EPA requires us to use NAAC, a more expensive product, going forward rather than Urea.				
64330.30 Welding	1,600	1,315	1,000	
 <u>Sewer Maintenance & Supplies</u>	 <u>\$ 2,000</u>	 <u>-</u>	 <u>\$ 2,500</u>	 <u>(500)</u>
64360.00 Rodding, pipe, and supplies for minor repairs.				

Operations and Maintenance Department Budget

		FY19 Budget	Projected FY18 Actual	FY18 Budget	Budget Change
	<u>Signage Supplies</u>	<u>\$ 6,000</u>	3,598	<u>\$ 7,000</u>	<u>(1,000)</u>
64390.05	Safety, information, airfield guidance signs and replacement of damaged signs.				
	<u>Supplies-Misc</u>	<u>\$ 25,900</u>	<u>20,001</u>	<u>\$ 19,000</u>	<u>6,900</u>
64480.05	Aircraft tiedown	400	397	500	
64480.10	Environmental spill control	1,500	250	1,500	
64480.15	Shop supplies	13,000	11,560	15,000	
64480.20	Visual aids-taxiway markers	7,000	1,610	1,000	
64480.30	Hangar Supplies (fire ext, locks, keys)	4,000	6,184	1,000	
	<u>Telephone</u>	<u>\$ 6,700</u>	<u>7,668</u>	<u>\$ 6,500</u>	<u>200</u>
62720.05	Cellular-Sprint (8 + puck)	4,500	4,544	4,000	
62720.10	Telephone (TDS)	2,200	3,124	2,500	
	<u>Travel Expenses</u>	<u>\$ 6,700</u>	<u>5,458</u>	<u>\$ 5,000</u>	<u>1,700</u>
62750.04	Travel costs commercial transportation, \$500; ground transportation, \$50/day; hotel, \$175/night; and max meals per diem \$65, per travel policy, associated with attendance at conferences for department employees.				
	<u>Vehicle Maintenance -</u>	<u>\$ 104,550</u>	<u>81,207</u>	<u>\$ 88,500</u>	<u>16,050</u>
64510.05	General supplies	10,000	9,132	10,000	
	Includes grease, oil, hydraulic fittings, filters etc...				
64510.03	Airport #3, 2011 Ford F250 Pickup	900	865	900	
64510.04	Airport #4, 2005 Ford Expedition	1,000	913	2,000	
64510.07	Airport #5, 2006 Ford F350 Pickup	1,300	163	800	
64510.06	Airport #6, 2013 Ford F250 Pickup	900	1,835	800	
64510.08	Airport #8, 2003 Chevy Pickup	1,200	1,342	800	
64510.09	Airport #9, 2015 Ford F350 Pickup w/t	1,500	3,583	500	
64510.10	Airport #10, 2008 Bobcat	2,200	426	2,200	
64510.11	Airport #11, 1990 Snow blower	4,500	2,936	4,500	
64510.12	Airport #12, Plow with Spreader	2,000	2,573	2,000	
64510.13	Airport #35, 2004 Yale forklift	500	340	500	
64510.14	Airport #14, Plow with Sprayer	2,000	1,359	2,000	
64510.15	Airport #15, Case Front-end Loader	2,000	1,880	2,000	
64510.16	Airport #16, JCB backhoe w/loader	1,000	166	1,000	
64510.17	Airport #17, 1997 Oshkosh Broom*	17,000	10,486	16,000	
64510.18	Airport #18, 2003 Oshkosh Broom*	17,000	11,406	16,000	
64510.19	Airport #19, 2007 Oshkosh Broom*	18,000	20,530	16,000	
64511.20	Airport #20, 2017 Oshkosh Broom*	15,000	6,391	2,000	
64510.21	Airport #21, New Holland Tractor	1,000	650	1,500	
64510.22	Airport #22, Deere mower	1,000	1,091	1,500	
64510.23	Airport #23, Deere mower	1,000	1,010	1,500	
64510.25	Airport #25 Deere Tractor Mower	1,500	1,541	1,500	
64510.33	Airport #33, 2016 Ford Dump Truck	500	175	500	
64510.36	Airport #36, Tenant sweeper	250	84	500	

Operations and Maintenance Department Budget

		FY19 Budget	Projected FY18 Actual	FY18 Budget	Budget Change
64510.28	Bobcat Mowers	1,000	245	1,000	
64510.40	Terrain King mower	300	84	500	
	* Includes wafers and spacer rings for broom cores.				

Waste Removal -	\$ 17,250	9,031	\$ 27,750	(10,500)
Waste removal costs for Airport debris, used oil, and solvents.				

62810.05	Debris from airfield	15,000	7,656	25,000	
62810.10	Oil & Other Removal	2,000	1,333	2,500	
62810.15	Waste Removal-Regulatory (solvent)	250	42	250	

Wildlife Control -	\$ 29,000	25,773	\$ 29,000	-
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64480.25	Wild Goose Chase bird control contract, bird bangers, mis	25,773			
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Total Services and Supplies	\$ 641,525	\$ 473,276	\$ 611,300	\$ 30,225
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Other

66600.01	Contingencies -	\$ 30,000	-	\$ 30,000	-
	Account for unanticipated and underestimated department expenditures.				

Total Operations	\$ 1,507,642	\$ 1,258,976	\$ 1,444,919	\$ 62,723
% Change from FY18 Budget	4.34%			

Other Income and Expenses

Other Income and Expenses

FY19 Budget

Line Item Detail within Category

	<u>FY19 Budget</u>	<u>Projected FY18 Actual</u>	<u>FY18 Budget</u>	<u>Budget Change</u>
Interest Income (Operating funds)				
90100.01 <u>Checking Account Interest</u>	\$ 30,000	34,288	4,000	26,000
The Airport receives an interest rate of 1.15%-1.2% depending on our balance.				
90100.03 <u>Illinois Funds Interest</u>	\$ 800	875	800	-
Account is necessary for the deposits of Illinois grants. Earns money market rate with no fees.				
90100.04 <u>Money Market Interest</u>	\$ 400	504	500	(100)
Account at MB Financial.				
90100.06 <u>IMET Interest</u>	\$ 100	103	50	50
Illinois Metropolitan Investment Pool. Enhanced money market rate.				
Total Interest Income	\$ 31,300	\$ 35,770	\$ 5,350	\$ 25,950
% Change from FY18 Budget	485.05%			

Other Income and Expenses

91050.03 <u>Bank Fees</u>	8,000	\$ 7,706	5,200	2,800
Fees to maintain the Northbrook checking account and First Midwest loan account.				
93000.10 <u>Other (Income) and Expenses</u>	(1,000)	\$ (1,000)	(1,000)	-
Misc income, expenses, plus gain/loss on sale of assets.				
Total Other Expense / (Income)	\$ 7,000	\$ 6,706	\$ 4,200	\$ 2,800
% Change from FY18 Budget	66.67%			

Other Income and Expenses

	<u>FY19 Budget</u>	<u>Projected FY18 Actual</u>	<u>FY18 Budget</u>	<u>Budget Change</u>
Debt Service				
<u>Loan/Note Interest</u>	<u>\$ 140,860</u>	<u>118,813</u>	<u>107,220</u>	<u>33,640.46</u>
Interest on three bank loans/notes.				
91000.03 First Midwest Bank-SW T-Hgrs	18,933	24,148	21,519	
91000.04 Northbrook Bk #1-NE T-Hgrs	48,540	56,790	51,572	
91000.05 Northbrook Bk #3-RSA Land	28,856	37,875	34,128	
91000.06 Northbrook Bk #4-US Customs buildir	44,531	-	-	

<u>Loan/Note Principal</u>	<u>\$ 374,287</u>	<u>318,898</u>	<u>321,701</u>	<u>52,586.60</u>
Principal on three bank loans/notes.				
91010.03 First Midwest Bank-SW T-Hgrs *	72,275	66,886	69,689	
91010.04 Northbrook Bk #1-NE T-Hgrs +	92,004	92,004	92,004	
91010.05 Northbrook Bk #3-RSA Land ^	160,008	160,008	160,008	
91010.06 Northbrook Bk #4-US Customs**	50,000	-	-	

* Fixed monthly payment-principal and interest varies.

+ Fixed monthly principal payments of \$7,667.

^ Fixed monthly principal payments of \$13,334.

** Estimated as Fixed monthly principal over 20 years (FY19 Budgeted for 6 months)

<u>Total Principal and Interest</u>	<u>\$ 420,616</u>
First Midwest Bank-SW T-Hgrs	91,208
Northbrook Bk #1-NE T-Hgrs	140,544
Northbrook Bk #3-RSA Land	188,864
Northbrook Bk #4-US Customs buildir	94,531

<u>Loan/Note Balances as of:</u>	<u>4/30/2017</u>	<u>4/30/2018</u>	<u>4/30/2019</u>	<u>Maturity</u>
	<u>\$ 3,337,297</u>	<u>\$ 3,013,010</u>	<u>\$ 4,641,309</u>	
First Midwest Bank*-SW T-Hgrs	621,303	549,028	\$ 479,339	Nov 2025
Northbrook Bk #1-NE T-Hgrs	1,607,143	1,515,139	1,423,135	May 2020
Northbrook Bk #3-RSA Land	1,108,851	948,843	788,835	May 2020
Northbrook Bk #4-US Customs buildir	-	-	1,950,000	April 2038

*Formerly Popular Community Bank

Total Debt Service	\$ 515,147	\$ 437,711	\$ 428,920	\$ 86,227
% Change from FY18 Budget	20.10%			

**Sewer Reserve Fund
FY19 Budget**

	<u>FY19 Budget</u>	<u>Projected FY18 Actual</u>	<u>FY18 Budget</u>	<u>Budget Change</u>
Revenues:				
80100.01 Sewer/Stormwater Annual Fees	\$ 29,573	27,775	29,249	323
Fees for annual sanitary maintenance or stormwater assessment fees. Most rates are subject to an annual CPI increase. Square Foot rates vary by service type and location on the Airport.				
Hangar 4-sanitary sewer maint fee*	400	400	400	
Hangar 7-sanitary sewer maint fee*	400	400	400	
Hangar 11-sanitary sewer maint fee*	400	400	400	
Hangar 16-sanitary sewer maint fee	476	468	466	
Hangar 16-stormwater fee	294	289	288	
Hangar 18-annual stormwater fee*	1,342	1,342	1,342	
Hangar 18-sanitary sewer maint fee*	447	447	447	
Hangar 19-sanitary sewer maint fee	651	639	636	
Hangar 19-stormwater fee	640	628	624	
Hangar 20-annual stormwater fee	1,190	1,168	1,157	
Hangar 20-sanitary sewer maint fee	399	392	388	
Hawthorne FBO-annual stormwater fee	7,198	7,065	7,153	
Hawthorne FBO-sanitary sewer fee	2,387	2,343	2,372	
Hawthorne Charlie Pad-storm fee	1,093	-	1,093	
Hawthorne Charlie Pad-sanitary fee	239	-	239	
Motel - annual sanitary sewer maint fee	2,103	2,064	2,090	
Motel - annual storm sewer maint fee**	1,762	1,730	1,751	
WM-200 Sumac-san sewer maint	295	290	294	
WM-various Sumac-san sewer maint	2,446	2,401	2,391	
WM Stormwater maintenance	2,432	2,387	2,361	
94th Aero Squadron site - storm sewer	2,978	2,923	2,959	
* No CPI Increase				
** Includes storm sewer from rented parking parcel				
80100.02 Sewer/Storm One-Time Fees	\$ 26,766	-	26,766	-
Fees for one-time connection or stormwater assessment fees. All the rates are subject to an annual CPI increase. Square Foot rates vary by service type and location on the Airport.				
New Charlie Pad development	26,766	-	26,766	
Storm / Sanitary connection fee for Parcel 1A				
80100.30 Interest	\$ 3,064	3,008	\$ 1,170	1,893
Interest earned				
Total revenue	\$ 59,402	\$ 30,783	\$ 57,186	\$ 2,217

**Sewer Reserve Fund
FY19 Budget**

Capital Outlay:

82000.01

-	-	\$ -	-
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Total expenses:	-	\$ -	\$ -	\$ -
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Net Income:	\$ 59,402	\$ 30,783	\$ 57,186	\$ 2,217
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Balance of Reserves:	FY19 Budget	FY18 Actual	FY18 Budget	
FY18 Beginning Balance				390,409
FY18 Actual - Budget		30,783	57,186	
FY19 Beginning Balance				421,193
FY19 Budget	59,402			
FY19 Projected ending balance:				480,595

Capital Equipment Reserve Fund (CERF)
FY19 Budget

This fund was established in FY13 to provide money for the future purchase of vehicles and equipment; plus facilities repair and construction, including new administration and maintenance buildings.

	<u>FY19 Budget</u>	<u>Projected FY18 Actual</u>	<u>FY18 Budget</u>	<u>Budget Change</u>
Revenues:				
85100.30 Interest	\$ 4,479	4,263	\$ 2,965	1,514
Interest earned				
85100.01 Transfers In:	\$ 200,000	250,000	\$ 250,000	(50,000)
Total revenue	\$ 204,479	\$ 254,263	\$ 252,965	\$ (48,486)

Capital Outlay:

	\$ -	-	\$ -	-
Total expenses:	0	0	0	0

Net Income: 204,479 254,263 252,965

Balance of Reserves:	FY19 Budget	FY18 Actual	FY18 Budget
FY18 Beginning Balance			428,790
FY18 Actual - Budget		254,263	252,965
FY19 Beginning Balance			683,054
FY19 Budget	204,479		
FY19 Projected ending balance:			887,533

Building Reserve Fund
FY19 Budget

This fund, newly established in FY16, is to provide funds for the future construction of airport improvements; including new administration and maintenance buildings and other facility improvement:

	<u>FY19 Budget</u>	<u>Projected FY18 Actual</u>	<u>FY18 Budget</u>	<u>Budget Change</u>
Revenues:				
85100.30 Interest	\$ 3,883	3,808	\$ 1,291	2,591
Interest earned on money market funds				
85100.01 Transfers In:	\$ 200,000	250,000	\$ 250,000	(50,000)
Total revenue	\$ 203,883	\$ 253,808	\$ 251,291	\$ (47,409)

Capital Outlay:

	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total expenses:	0	0	0	0

Net Income: 203,883 253,808 251,291

Balance of Reserves:	FY19 Budget	FY18 Actual	FY18 Budget
FY18 Beginning Balance			373,967
FY18 Actual - Budget		253,808	251,291
FY19 Beginning Balance			627,775
FY19 Budget	203,883		
FY19 Projected ending balance:			831,657

Capital Summary

Does not include Sewer or CERF

	FY19 Budget	Projected FY18 Actual	FY18 Budget
Revenue			
Grant-GA Entitlement (applied to NE T loan)		-	
Grant-Rehab Runway 16 /34		(122,495)	
Grant-Lima Project (Taxiway Bypass)	(16,432)	(77,967)	(760,000)
Grant-Rehab Airfield Lighting - Phase 1	-		-
Grant-EMAS		(117,357)	
Grant-Rehab Runway 12/30	-		-
Grant-Expand East Quadrant GA Apron Desig	-	(7,754)	-
Grant-Property RSA Acq-Montessori School	-		-
Grant-Airport Master Plan (Phase 2)	(175,000)		-
Grant-Part 150 NEM Update - Phase 1	(270,000)		(270,000)
Grant-Part 150 NCP Imp. - Phase 1	(750,000)		(225,000)
Grant-Overlay East Access Road (Tower Rd.)	(283,500)		
U.S. Customs Facility Loan	(2,000,000)		
Total	(3,494,932)	(325,573)	(1,255,000)
Capital Improvements			
Building replacement/repair	2,275,880	17,806	260,000
Fence/Gate repair	35,000	19,822	20,000
Pavement Repair	150,000	146,250	150,000
Total	2,460,880	183,879	430,000
Capital Outlay			
Office Equipment	10,000	-	-
Vehicles	90,000	-	16,000
Shop Equipment	13,500	5,092	29,000
Future Undesignated	700,000	-	1,315,585
Total	813,500	5,092	1,360,585
"A" Projects			
U.S. Customs Apron-Taxiway	795,000	-	
Runway 16/34 rehab-Reimb by the State		7,362	
Runway 16/34 RSA/OFA Twy L1 (Bypass)	-	131,661	-
Rehab Airfield Lighting - Phase 1	-		75,000
EMAS	-	-	
Rehab Runway 12/30	115,000	-	162,500
Expand East Quad GA Apron - Design	-	-	62,500
Rehab East Quad GA Apron (HFC)		(53,000)	
Airport Master Plan - Phase 2	-	127,957	250,000
Airport Master Plan - Phase 3	500,000	-	-
Taxiway Lima-final			
NW Entrance Rd-Design Engineering			
Part 150 NEM Update - Phase 1	-	109,346	-
Part 150 NCP Implementation - Phase 1	100,000		25,000
Overlay East Access Rd. (Tower Rd.)	-		31,500
Total	1,510,000	323,326	606,500
Other			
Debt Service-from GA entitlement grant	-	-	-
Total	-	-	-
Total	1,289,448	186,725	1,142,085

Capital Projects Budget

**Capital Projects-Internally Funded
FY19 Budget
Line Item Detail within Category**

		<u>FY19 Budget</u>	
CAPITAL IMPROVEMENTS			
72000.01	<u>Facilities</u>	<u>\$ 30,000</u>	
	Capital Improvements budgeted for Airport facilities are as follows:		
	Misc building repairs		30,000
72100.01	<u>Fencing, Gates, Landscaping -</u>	<u>\$ 35,000</u>	
	Repair/improvement of fencing and gates. (15,000)		15,000
	Four new Gate Operators		20,000
72200.01	<u>Pavement & Sewer -</u>	<u>\$ 150,000</u>	
	Pavement replacement, crack sealing and sewer repair.		
	Airfield pavement & sewer (150,000)		150,000
Total Capital Improvements		\$ 215,000	215,000
CAPITAL CONSTRUCTION			
73000.01	<u>Building renovation</u>	<u>\$ 2,245,880</u>	
73000.02	Customs & Border Protection Office design		145,880
	Administration and SRE Office design		100,000
	This figure is to cover design and layout up to permitting.		
73000.02	US Customs & Border Protection construction financed by debt service.		2,000,000
Total Capital Construction		\$ 2,245,880	

Capital Projects Budget

		<u>FY19 Budget</u>	
CAPITAL OUTLAY			
74000.01	<u>Office Equipment -</u>	<u>\$ 10,000</u>	10,000
74100.01	<u>Vehicles-</u>	<u>\$ 90,000</u>	
	New Airport 2 - Exact make & model to be determined		40,000
	New Airport 4 - Exact make & model to be determined		50,000
74200.01	<u>Shop Equipment</u>	<u>\$ 13,500</u>	
	FOD Boss or other Equipment		7,000
	Barricades		6,500
	<u>Future Undesignated Capital Expense</u>	<u>\$ 700,000</u>	
74300.01	Capital allocated for land purchases or other future capital expenditures. <i>Undesignated dollar amounts must be approved by the Chicago Executive Airport Board of Directors before use.</i>		700,000
	SFS Purchase Agreement (15,585): Balance remaining \$134,720 <i>For a property purchase, which is offset by the annual CPI adjusted access fee revenue until the purchase price is paid off.</i>		0
Total Capital Outlay		\$ 813,500	813,500
Grand Total-Internally Funded		\$ 3,274,380.00	3,274,380

Grant Service "A" Projects

"A" Projects FY19 Budget

Grant Service

The "A", "B" and "C" projects listed are taken directly from the IL Dept of Transportation, Division of Aeronautics, Transportation Improvement Program: Airports FFY2019-2023, Final Submittal 11/15/17. The Airport Board of Directors approved the plan with Resolution 17-036 on November 15, 2017. Only projects that have been requested through FFY2019 are listed. Federal Fiscal Year (FFY) 2019 runs from October 1, 2018 to September 30, 2019

	<u>Est FY19 Revenue</u>	<u>Local Share</u>	<u>Total Project Cost</u>
<u>U.S. Customs Apron-Taxiway</u>		795,000	795,000

Paving and electrical for apron and taxiway in preparation for a new standalone U.S. Customs & Border Protection facility to fulfill USCBP requirements. Seeking Federal Funds. If funding available funding becomes Federal 90%, State 5%, Local 5%.

<u>Rehabilitate Runway 12/30</u>	-	115,000	2,300,000
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This is the rehabilitation of the runway surface as it continues to deteriorate and includes airfield lighting. Current funding program is Federal 90%, State 5%, Local 5%.

<u>Rnwy 16/34 RSA/OFA-Contract 2a; Twy L1 (Bypass)</u>	16,432	-	800,000
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Runway 16/34 RSA/OFA safety grading and clearing, construct taxiway Lima 1 (bypass)

Total cost and local share is \$800,000 and \$40,000, respectively.

Current funding program is Federal 90%, State 5%, Local 5%.

Approved on Resolution 15-036.

Subtotal Airport Development	16,432	910,000	3,895,000
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	<u>Est FY19 Revenue</u>	<u>Local Share</u>	<u>Total Project Cost</u>
<u>Airport Master Plan (Phase 2)</u>	175,000	-	500,000

Secondary project work on the Master Plan update. This amount is for CMT expenses and are estimated to be approximately \$250,000 for FY17. A similar amount will be necessary for FY18. They will be borne by the Airport until any projects relating to the Master Plan are approved.

Current funding program is Federal 50% & Local 50%

<u>Airport Master Plan (Phase 3) and AGIS</u>	-	500,000	1,000,000
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Secondary project work on the Master Plan update. Costs will be borne by the Airport until any projects relating to the Master Plan are approved. Possible future Federal reimbursement.

<u>Part 150 NCP Imp. / Residential Soundproofing- Phase 1</u>	750,000	100,000	1,000,000
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Residential soundproofing per noise study.

Current funding program is Federal 90% & Local 10%

<u>Part 150 NEM Update - Phase 1</u>	270,000	-	300,000
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The FAA requires an update to the Noise Exposure Map (NEM) prior to undertaking elements of the Noise Compatibility Program (NCP). The NEM report is one of two components of a 14 CFR Part 150 Study update.

Grant Service "A" Projects

<u>Overlay East Access Road (Tower Rd.)</u>	<u>283,500</u>	<u>-</u>	<u>315,000</u>
Rehabilitation of Tower Rd. east access. Cost is expected to be \$315,000. Current funding program is federal 0%, state 90%, and local 10%. From TIPs FFY2015-2019			
	Est FY19 Revenue	Local Share	Total Project Cost
Total Grant Service "A" projects	1,494,932	1,510,000	7,010,000

**"B" Projects
FY19 Budget**

The following grant-supported projects, while important to the development of the Airport, are not expected to be funded during the fiscal year due to the funding level being provided by the FAA & IDOT for other projects carrying higher funding priorities. There is a high probability these amounts will not be required, so they are not included in our FY18 budget funding requirements.

	Local Share	Total Project Cost
<u>Widen Runway 12/30</u>	<u>110,000</u>	<u>2,200,000</u>
Widen runway 12/30 to 100'. Current funding program is Federal 90%, State 5%, Local 5%.		
<u>Master Drainage Study</u>	<u>270,000</u>	<u>270,000</u>
Study the Airport's current stormwater drainage systems. Possible Federal funding. Currently all Local.		
<u>Acquire Avigation Easements-Phase 3</u>	<u>100,000</u>	<u>2,000,000</u>
Acquire Avigation Easements-All Runway Approach Zones-phase 3. Total cost and local share for this project is \$2,000,000 and \$100,000. Current funding program is federal 90%, state 5%, local 5%.		
<u>EA for Land Acquisition</u>	<u>25,000</u>	<u>500,000</u>
Environmental Assessment for Land Acquisition per ALP/Master Plan. Total cost and local share for this project is \$500,000 and \$25,000. Current funding program is federal 90%, state 5%, local 5%.		
<u>Expand East Quadrant GA Apron-design</u>	<u>62,500</u>	<u>62,500</u>
CMT contract to design the development of the East Quad GA Apron. Approved on resolution 12-045. Final local share is estimated to be \$3,125 if Federally funded.		
<u>Develop East Quad GA Apron-construction phase services (est)</u>	<u>15,800</u>	<u>79,000</u>
Construction oversight for the East Quad Apron development by CMT. No Board resolution yet. Final local share is estimated to be \$3,950 after reimbursement from the State.		
<u>Develop East Quadrant GA Apron-construction/local share (est)</u>	<u>200,000</u>	<u>768,500</u>
Development of the East Quadrant GA Apron & sitework. No Board resolution yet.		
<u>Develop NW Quad GA Apron-Phase 1</u>	<u>312,500</u>	<u>1,250,000</u>
Sitework for northwest quad GA apron (phase 1) . Total cost and local share is \$1,250,000 and \$312,500, respectively. Current funding program is federal 0%, state 75%, local 25%.		

**"B" Projects
FY19 Budget**

	Local Share	Total Project Cost
<u>East Quad Apron-Phase 3</u>	<u>128,500</u>	<u>2,570,000</u>
Construct east quadrant GA apron-phase 3		
Current funding program is federal 90%, state 5%, local 5%.		
Total cost and local share for this project is \$2,570,000 and \$128,500.		
<u>SW Quadrant Apron</u>	<u>137,500</u>	<u>550,000</u>
SW quadrant apron construction.		
Current funding program is federal 0%, state 75%, local 25%.		
Total cost and local share for this project is \$550,000 and \$137,500.		
<u>SE Quad Apron-Phase 1</u>	<u>1,116,409</u>	<u>2,233,643</u>
Reconstruct and develop of southeast quadrant apron including EA reimbursement. Alternative financing option.		
Current funding program is federal 48.7%, state 1.3%, local 50%.		
Total cost and local share for this project is \$2,233,643 and \$1,116,409.		
Total Grant Service "B" projects-not included in proposed budget		
	\$ 2,478,209	\$ 12,483,643

Unrestricted Net Assets (Reserves) Available:

	<u>Operating</u>	<u>Building Reserve</u>	<u>(CERF) Capital Reserve</u>	<u>Sewer Reserve</u>	<u>Total</u>
Projected Running Balances @ 4/30/18	3,666,156	624,605	683,054	421,193	5,395,008

FY19 Budget:

Revenue Budget	4,342,343			56,339	4,398,682
Operating Expenses	(3,383,694)				(3,383,694)
Other Income & Expense	24,300	3,883	4,479	3,064	35,725
Debt Service	(515,147)				(515,147)
Transfer to CERF	(200,000)		200,000		0
Transfer to Building Reserve	(200,000)	200,000			0
Capital Improve (Facilities/Paving)	(215,000)	0		0	(215,000)
Capital Outlay (Vehicles/Equip)	(813,500)		0		(813,500)
Capital Construction	(2,245,880)				(2,245,880)
Grant revenue & Capital Financing	3,494,932				3,494,932
Grant Service "A" Projects	(1,510,000)				(1,510,000)
Capital Other	-				0
Projected results for FY18	(1,221,646)	203,883	204,479	59,402	(753,882)
Est Running Balances @ 4/30/19	2,444,510	828,487	887,533	480,595	4,641,125
Less 3 month operating reserve*	(845,924)				
Over/(short)	1,598,586				

* FY19 budgeted operating expenses times 25% as required by the Airport's business plan.

LOCATION MAPS
FOR POTENTIAL
CAPITAL PROJECTS

CHICAGO EXECUTIVE AIRPORT - 2018

Possible Locations Highlighted in Red

REQUIRED SAFETY AREAS			
RUNWAY	16/34	12/30	6/24
RUNWAY SAFETY AREA WIDTH (RSA)	500'	150'	120'
RUNWAY OBJECT FREE AREA WIDTH (ROFA)	800'	500'	400'

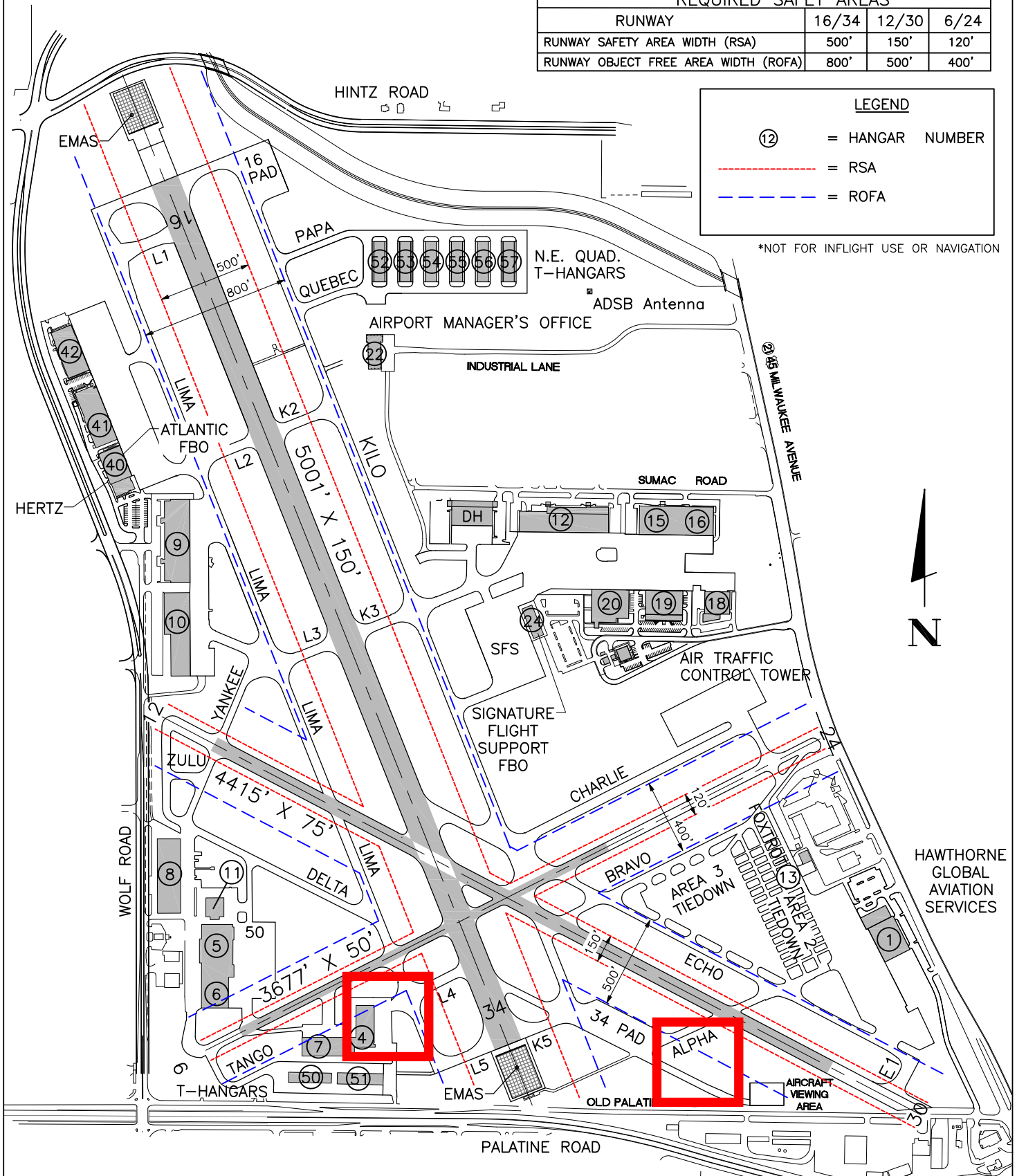
LEGEND

⑫ = HANGAR NUMBER

----- = RSA

----- = ROFA

*NOT FOR INFLIGHT USE OR NAVIGATION



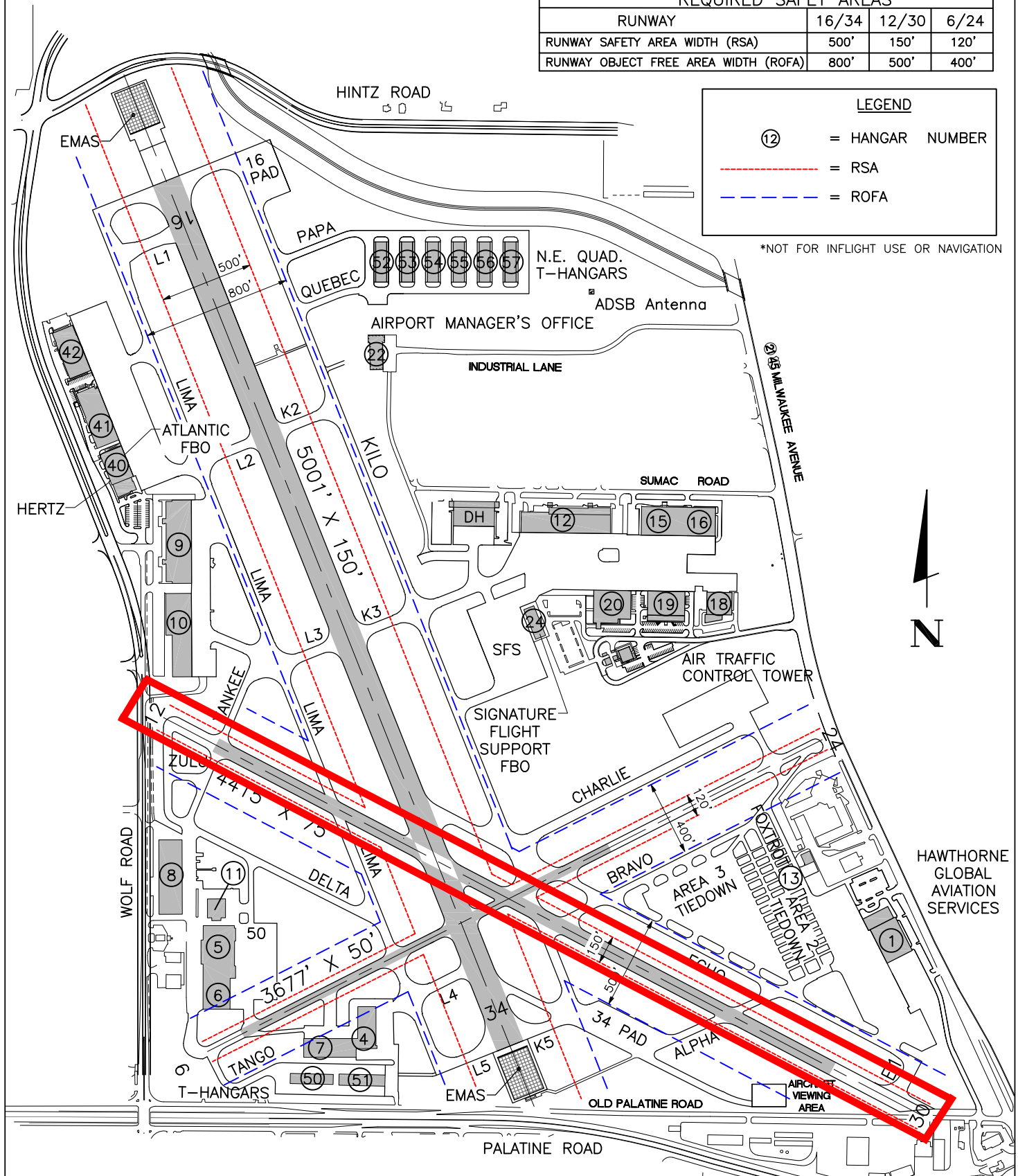
* BASED ON SOURCE DATA FROM FAA 5010 INFORMATION FOR KPWK, MAY 13, 2014.

CHICAGO EXECUTIVE AIRPORT - 2018

REQUIRED SAFETY AREAS			
RUNWAY	16/34	12/30	6/24
RUNWAY SAFETY AREA WIDTH (RSA)	500'	150'	120'
RUNWAY OBJECT FREE AREA WIDTH (ROFA)	800'	500'	400'

LEGEND	
(12)	= HANGAR NUMBER
---	= RSA
---	= ROFA

*NOT FOR INFLIGHT USE OR NAVIGATION



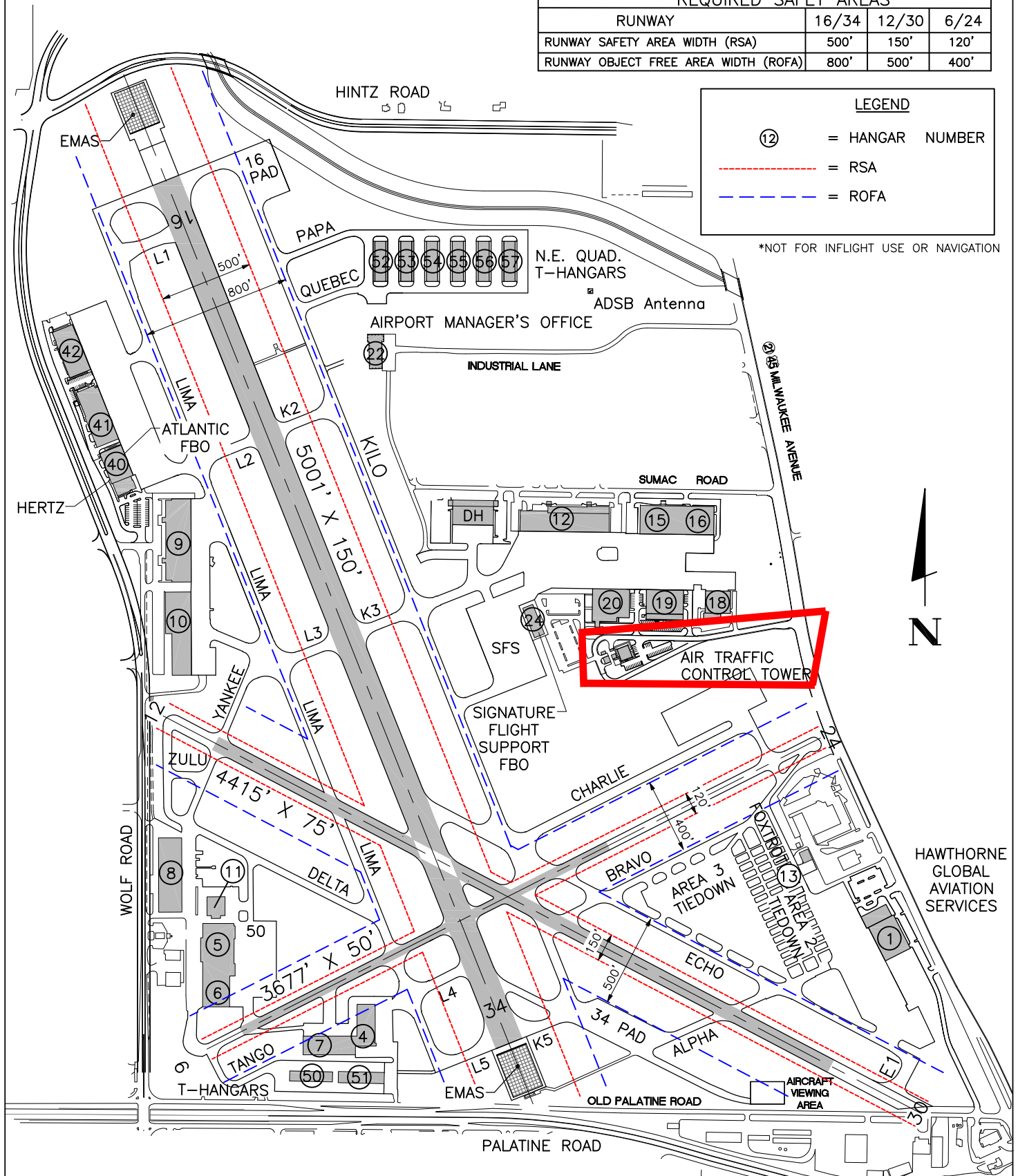
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CHICAGO EXECUTIVE AIRPORT - 2018

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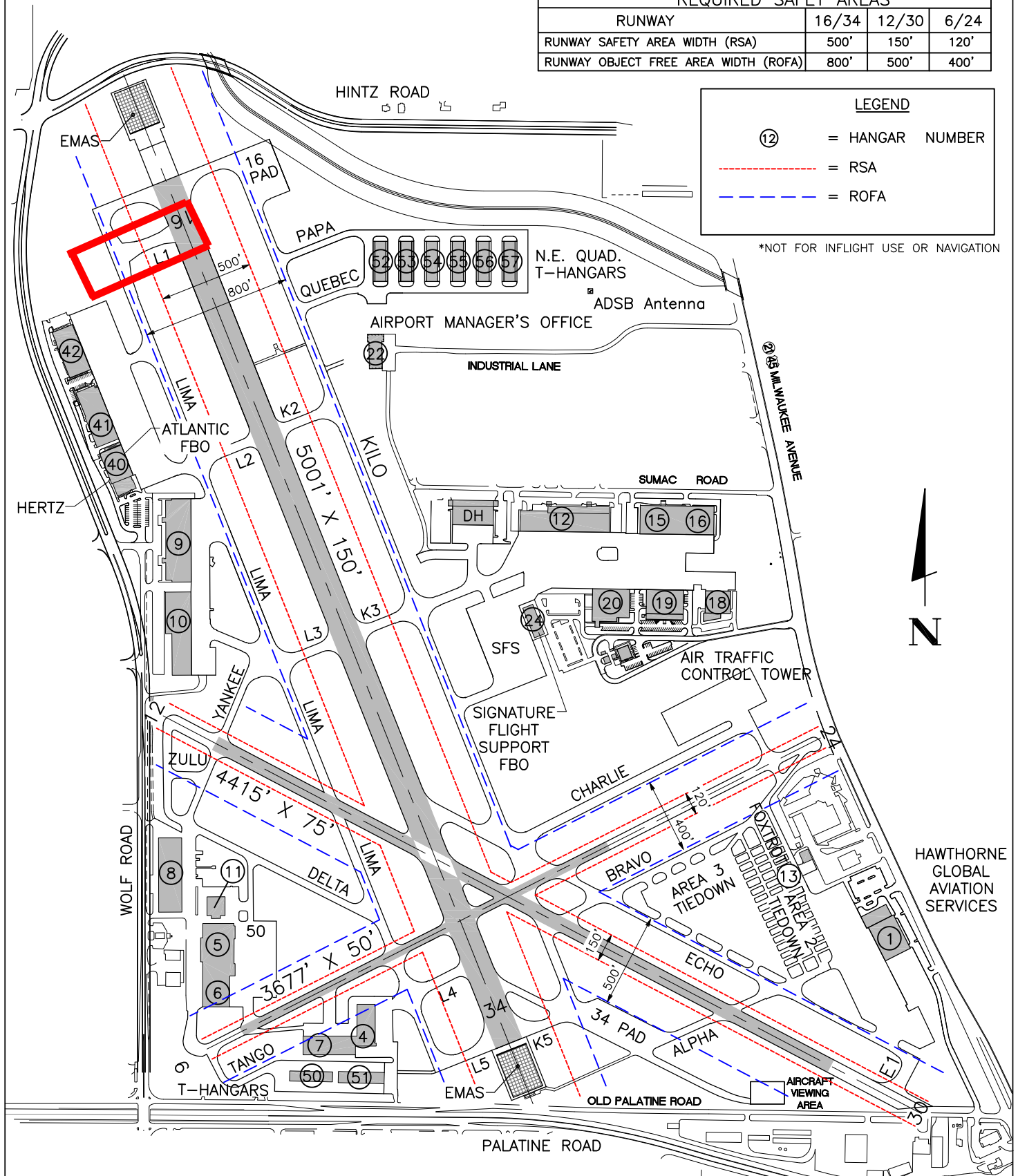
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CHICAGO EXECUTIVE AIRPORT - 2018

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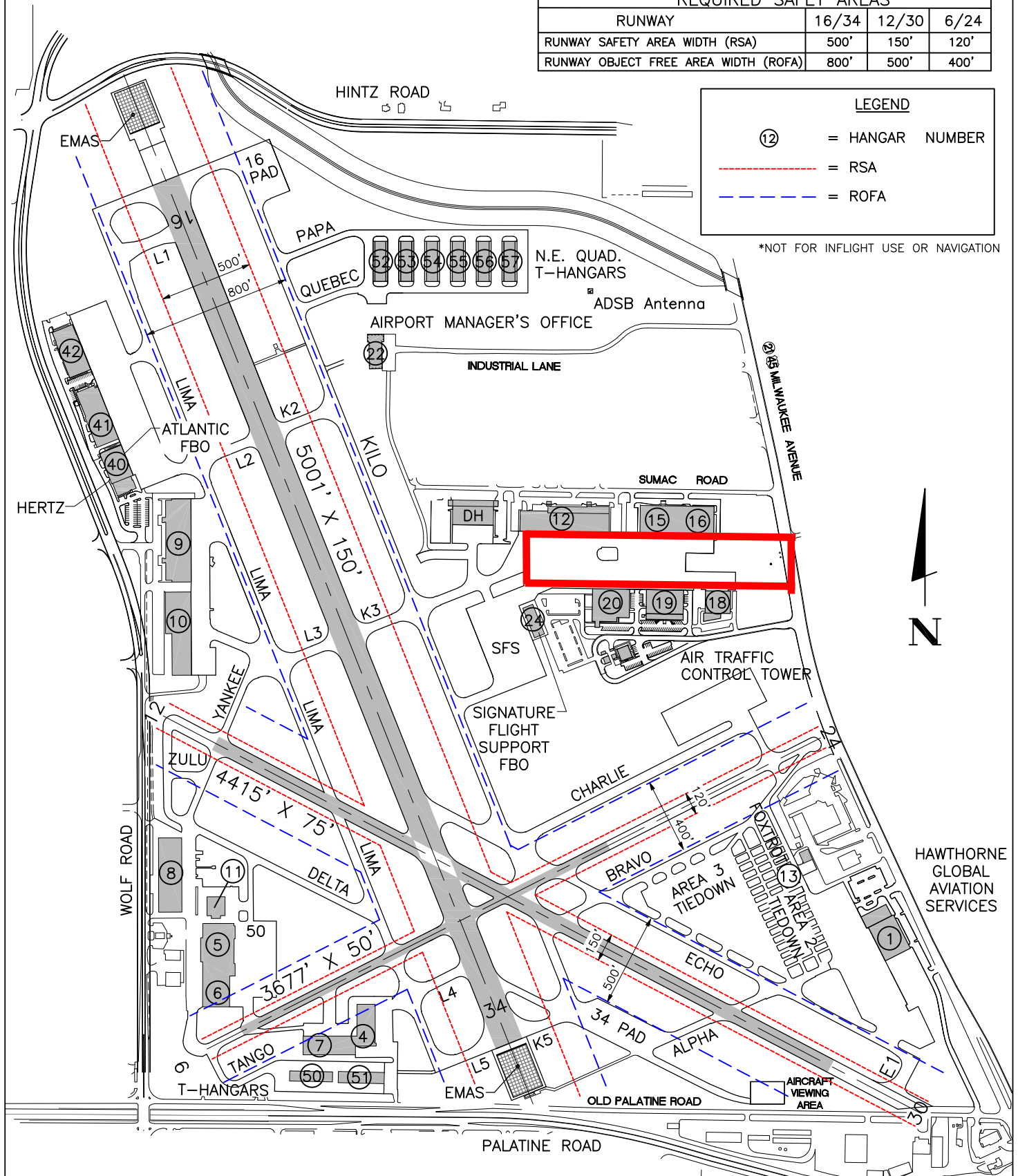
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CHICAGO EXECUTIVE AIRPORT - 2018

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