

CHICAGO EXECUTIVE AIRPORT

**FY 2020
Annual Budget
Fiscal Year Ending
April 30, 2020**



**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, 2020

Proposed Budget

Passed by the Chicago Executive Airport Board of Directors - March 20, 2019

Proposed to the City of Prospect Heights City Council - April 15, 2019

Proposed to the Village of Wheeling Board of Trustees – April 22, 2019

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

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Budget Document

Chicago Executive Airport (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 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 Vehicle & Equipment Reserve and the Building & Land 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 revenue and expense item. During 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 budgeted amounts. As part of its budgeting process for FY20 the Airport is using a Capital Improvement Plan (CIP) document. The CIP will look out five years using policies passed by the Board to better plan for all capital expenses and to ensure that sufficient funds are in place. The CIP will be updated on a continuous basis and will be a living document for planning purposes.

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, Administration & Finance Expenses, Operations & Maintenance Expenses, Interest Income, Other Expense, and Debt Service. This division was done so the Airport can more accurately determine the cost of services in the future.

Executive Summary

Operating income is operating revenues less operating expenses. It does not include the purchase of capital items or the expense of depreciation and amortization. Revenues and expenses are detailed below.

Revenues: FY20 total budgeted revenues are \$4,700,577 a \$358,234 (8.25%) increase from FY19. A Consumer Price Index (CPI) increase of 2.34% was instituted for most fees. A 1.53% CPI increase was used for budgeting purposes on long term leases. Most long-term leases have a CPI rent adjustment using that lease's anniversary date. The actual CPI percentage increase could be higher or lower.

Expenses: The operating budget is comprised of two departments, Administration & Finance (A&F) and Operations & Maintenance (O&M). Total FY20 budgeted operating expenses for the combined departments are \$3,375,018 a budgeted decrease of \$8,677 (-0.26%) from FY19.

Interest Income: Budgeted interest income is expected to increase from \$31,300 to \$41,400, an increase of \$10,100 (32.27%). The annual percentage interest rate on the Airport's MaxSafe account is currently at 2.67%. Most of the interest rates on the Airport's other accounts have also increased and this budget reflects our current interest returns.

Debt Service: Budgeted debt service expense increased by \$52,975 (10.28%), from \$515,147 to \$568,122. Construction of a standalone U.S. Customs and Border Protection facility will cause the Airport to take on new debt. This debt was also budgeted for in FY19 but did not take place. The new budget amount projects a higher loan amount and a higher interest rate. Airport staff will work to get the best interest rate possible and hopefully below the budgeted level. The FY20 budget includes seven months of new debt payments. The balloon payments for both the northeast t-hangars and runway safety area property are due May 2020.

Reserves: The Sewer Reserve fund was established in FY12. The sewer revenues generated on the airfield will go directly into the Sewer Reserve sub-fund. These funds are to be used for sewer repairs. In FY13 the Capital Equipment Reserve Fund (CERF) was established. This fund was renamed in FY20 as the Vehicle and Equipment Reserve Fund (VERF). In FY20 the scheduled VERF transfers total \$250,000. These funds are to be used for large and small vehicle and equipment purchases. If any vehicles or equipment are sold the funds received will go into the VERF. In FY16 the Building Reserve Fund was established. In FY20 this fund was renamed to the Buildings and Land Reserve Fund. The Airport is scheduled to transfer \$300,000 to the Building and Land Reserve in FY20. These funds are to be used for construction of buildings and for land. If any building or land is sold the funds received will go into the Building and Land Reserve Fund.

Capital “A” Projects: The total cost of all Capital A projects is estimated at \$10,447,000, of which the Airport’s remaining local share is expected to be \$888,676 with offsetting grant revenue of \$1,075,900.

Unrestricted Net Assets Available: The Airport Business Plan requires the Airport maintain an unrestricted net asset balance equal to 3 months (25%) of the current year’s budgeted operating expenses, which would be \$843,754 (\$3,375,018 x 25%) and the total local share of current year capital projects. The Airport’s projected beginning balance at May 1, 2019 of \$1,754,848 and projected ending balance of \$1,539,971 at April 30, 2020 are sufficient to cover these requirements.

Staffing, Compensation & Benefits

The number of Airport staff in FY20 will be the same as the end of FY19. The Director of Economic Development and Strategic Planning was added in FY19. The Airport also moved O&M staff to new positions in FY19. One Maintenance Technician became the Operations Coordinator and another Maintenance Technician became the Maintenance Lead. The Airport also hired two Maintenance Technicians to fill the vacancies created by those promotions. The Airport has five staff members in the Maintenance Technician position. In FY18 the Airport stopped outsourcing exterior lot snowplowing and utilized an additional seasonal maintenance person. The Airport expects to do the same in FY20. The Airport plans on continuing to hire four seasonal maintenance interns during the summer months. Staff counts are expected to be the same in FY20 at 14.59 FTE’s (Full Time Equivalents) as in FY19. Most employees have been budgeted at a three percent merit increase based upon their individual annual reviews. Merit increases are not guaranteed.

Airport staff will be comprised of one Executive Director, one Director of Economic Development and Strategic Planning, one Director of Finance, one Executive Secretary, one Administrative Assistant, one Maintenance and Operations Supervisor, one Operations Coordinator, one Maintenance Lead, five Maintenance Technicians, five Seasonal Maintenance Technicians and one Management Intern. All positions are full time except for the seasonal maintenance technicians and management intern. The Executive Director and Director of Economic Development and Strategic Planning report directly to the Airport Board of Directors.

Employee Benefits consist of health, optional dental, life, and disability insurance, retirement plan, service time awards, and the Airport's share of FICA and Medicare taxes. Operations and Maintenance employees are also eligible for a boot stipend and tool allowance reimbursement.

Detailed Budget Analysis

Revenues

FY20 revenues are budgeted to be \$4,700,577 an increase of \$358,234 from FY19. The Airport has 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's table to Chicago-Naperville-Elgin, IL-IN-WI. The Airport 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.

FY20 budgeted long-term lease revenues of \$2,436,897 comprise 51.84% of the total budgeted revenues. Long-term lease revenues are budgeted for a \$44,509 increase from FY19. Like most Airport revenues long-term leases receive an annual CPI increase adjustment. The timing of long-term lease increases varies and are dependent on the language in the long-term leases. The Airport used a CPI adjustment of 1.53% for budgeting purposes. Depending on the lease's anniversary date the CPI percentage can be higher or lower.

Budgeted FY20 fuel flowage fees of \$1,204,250 comprise 25.62% of budgeted revenues. An increase in the Fuel Flowage rate for FY20 is expected to add approximately \$169,050 to revenue. Fuel flowage is a per gallon fee calculated on the number of gallons of aviation fuel purchased by the Airport FBOs and put into their storage tanks. In FY20 the JetA fuel flowage rate is budgeted to increase to \$0.19 for on airport fuel and \$0.38 for off-airport fuel. 100LL fuel flowage rate is budgeted to be \$0.175 for on airport and \$0.35 off airport. Some Airport tenants purchase fuel at nearby airports that do not have the tax burden imposed by Cook County.

Tiedown and T-hangar fees comprise 9.98% of budgeted revenues. The Airport has switched to a square footage rate for t-hangars. All t-hangars now have the same rate per square foot of \$0.475. The southwest t-hangars are budgeted to increase about \$0.071 per square foot. The northeast t-hangars are budgeted to increase about \$0.019 per square foot. All 20 southwest and all the 48 northeast T-hangars were rented as of March 1, 2019, with a large increase in vacant hangar inquiries. Our budgeted revenues are conservative and assume that one unit in the southwest t-hangars will be vacant for three months and one unit in the northeast t-hangars will be vacant for 12 months. The Airport expects little, if any, increase in the number of tie-down tenants, demand is stagnant and cyclical. Tie-down revenues are 0.67% of budgeted revenues.

Short-term lease budgeted revenues have increased by \$17,831 compared to FY19. They comprise 1.95% of this year's budget. The Airport has budgeted for a decrease in Commercial Operating Permits fees. The Airport has had a decrease in the number of reported based charter aircraft. Airport staff will audit these this upcoming fiscal year.

The Airport has updated all U.S. Customs fees in FY20. The base fee structure was increased, the overtime fee was increased, and the Airport added a regulated waste disposal fee to help offset the cost of having U.S. Customs on the airfield. The current fee structure has been in place since 2004. The proposed budget increases U.S. Customs revenues to \$377,548, a 34.8% increase. Budgeted U.S. Customs fee are 8.03% of budgeted revenues.

Operating Budget

The operating budget is departmentalized by function –Administration & Finance and Operations & Maintenance. Expenses for the combined departments is expected to decrease \$8,677, or -0.26% compared to FY19.

Administration & Finance Department

FY20 budgeted Administration & Finance expenses are \$1,885,142, which is up \$9,090, or 0.48%, from FY19.

Personnel: The Personnel section's increase of \$35,061 to \$720,500, from FY19's \$685,439, is primarily due to the FY19-FY20 staff changes. Salaries include a 2.34% CPI adjustment and applicable taxes and benefits. The Airport is estimating a 5.0% increase in health insurance costs, which will change in July. The Airport also had staff switch to family health insurance plans for FY20.

Services and Supplies: This category is budgeted to decrease by \$27,301, from \$742,013 to \$714,712. The Consultant line item and the Airport Lease Development line item were decreased to reflect anticipated expenses in FY20. The Airport is anticipating redoing our Airport Business Plan along with reviewing and updating all Airport Primary Guiding Documents in FY20.

Other: This category shows an expense increase of \$1,330, from \$448,600 in FY19 to \$449,930 for FY20. The Airport is budgeting for an increase of \$980 in U.S. Customs expenses. This increase is caused by the projected increase in U.S. Customs collections fees to reflect the higher rates charged to U.S. Customs users. 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 Las Vegas. The Airport will be exhibiting at the convention this year. Representatives of the Airport will also be exhibiting and attending the NBAA Dispatcher's conference in Charlotte this year.

Operations and Maintenance Department: Overall, expenses are budgeted to decrease by \$17,766, or -1.18%, from \$1,507,642 in FY19 to \$1,489,876 in FY20.

Personnel: This section is budgeted to decrease \$115 to \$836,002. This reflects the salary and benefits for eight full-time and five seasonal personnel, with a 2.34% CPI salary adjustment along with increased applicable taxes and benefits. The Airport is estimating a 5.0% increase in health insurance costs, which will change in July. The Airport is anticipating a decrease in O&M insurance expenses but an increase in O&M salaries.

Services and Supplies: In FY20 this section is budgeted to decrease \$17,650 to \$623,874 from \$641,525. The Airport budgeted for a large decrease in Pavement Markings this year and adjusted the diesel fuel line item. The vehicle maintenance line items have been updated to ensure our fleet remains in good working order. The Airport will continue to reduce and shop for the lowest costs where possible.

Non-Operating Budget Items

Interest Income: The budget shows an increase in interest income from \$31,300 to \$41,400, an increase of \$10,100. The bank where the Airport holds the largest portion of our funds has increased our interest rate, depending on our balance, to 2.67%. Most Airport accounts have experienced interest rate increases.

Other Expense: The Airport expects Bank Fees to decrease in FY20 based off bank fees charged in FY19.

Debt Service: The Airport anticipates taking on new debt service in FY20 for the construction of the standalone U.S. Customs Border and Protection facility. The Airport expects a budgeted interest expense increase of \$32,415, from \$140,860 to \$173,276. The new debt service also creates an increase of \$20,559 in principal expense from \$374,287 to \$394,846. The Airport has budgeted for seven months of this new debt. Historically when the Airport has 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 FY20 budget as these funds have not been received in a few fiscal years.

Capital Budget

New to FY20 the Airport is developing a Capital Improvement Plan (CIP). The purpose of the CIP is to forecast and match projected revenues, transfers, interest, capital sales, and capital needs looking ahead five years on a continuous basis. It is an important management tool that strengthens the linkage between the Airport's infrastructure needs and the financial capacity of the Airport. This plan is a work in process but will be a useful tool in all budget planning.

The Capital Budget is comprised of 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:

Capital Improvements: Capital Improvements total \$255,000 and consists of \$70,000 for facilities improvements, \$10,000 for fence/gate/landscaping projects, and \$175,000 for pavement/sewer projects.

Capital Construction: A total of \$2,970,000 has been budgeted for Capital Construction. The U.S. Customs & Border Protection Facility has carried into FY20 minus the expenses incurred in FY18 and FY19. This also includes \$2,500,000 for the construction of the U.S. Customs facility.

Capital Outlay: Capital Outlay expenses total \$896,500. Budgeted Office Equipment is \$60,000. The vehicles sub-section, \$112,500, includes purchases of a new Airport 2, new Airport 5, an attachment for the Case Airport 13, and a Continuous Friction Measuring Equipment tow behind. Shop Equipment includes; \$74,00 for two new lighted "X"s, paint sprayer, and equipment trailers. Future capital of \$580,000 has been allocated for building construction or 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 11/21/2018 Final Submittal of the Transportation Improvement Program: Airports FFY2020-2024. 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%.

The Airport has budgeted \$888,676 for the local share of Airport Improvement and State Grants for the "A" Projects. The Airport is uncertain if any of these projects will be funded by the state and federal government, but they are budgeted as being programmed. 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 FY20 Revenues. Some, but not all, of the projects require the State to pay the Airport and then the Airport, in turn, pays the contractor, whereas, previously the State paid the contractors directly. The Airport 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. The Airport cannot be certain that, for each listed project, the revenues will all be received in FY20, so the Airport has 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 received in FY20.

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 is 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 FY20 budget.

A portion of the local share for the rehabilitation of runway 12/30 was expensed in FY19 but construction will begin in FY20. A line item for the U.S. Customs and Border Protection apron and taxiway is included in the Capital "A" projects. This apron and taxiway can be constructed after the US Customs building is in place, but the Airport wants to have the funds ready if the project happens sooner. The Airport has also been trying to rehabilitate the airfield lighting for some time. The Airport is working hard to move up a portion of this project for necessary updates to the Airfield Light Control and Monitoring System (ALCMS) and the Air Traffic Control Tower's lighting control panels. At this point modernizing this part of the system is crucial for our electric circuits. Residential soundproofing, as a result of the Part 150 noise study, is budgeted for a \$277,700 local share level and is also included in the Capital "A" projects. The local share amount comes from the amount programmed on the Airport's Transportation Improvement Plan (TIPs) document. The Airport will work with the FAA on implementation. Funds for Phase 3 of the Master Plan are also included in the Capital "A" project list. Funds spent on the Master Plan may be eligible for reimbursement at a later time. The Airport also needs to undergo a Master Drainage study to look at our current stormwater drainage systems.

Other: Starting with the FY18 Budget, 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 FY20, 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 northeast 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. 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 \$27,251 in revenue is expected to be generated from various sewer fees on the airfield in FY20. There are no scheduled sewer projects planned in FY20. The Airport would like to start being proactive in replacing any outdated sewer systems. Utilizing the CIP, the Airport will plan to fix sections of sewer on a continuous basis.

It is expected the balance in the Sewer Reserve Fund at the end of FY20 will be approximately \$479,817 after income and expenses.

Vehicle and Equipment Replacement Sub-Fund

The CERF was formally established by the Airport Board of Directors in FY13. The CERF was renamed to VERF in FY20. The Airport plans to have sufficient capital equipment reserves in place to cover the future purchase of all small vehicles, large vehicles, equipment, and their attachments. No CERF purchases were made in FY19. The Airport will use the VERF to purchase a new Airport 2, a new Airport 5, an attachment for the Case Airport 13, and a Continuous Friction Measuring Equipment tow behind. This year's budget is projecting a \$250,000 VERF transfer. If vehicles or equipment are sold the funds received will go back into this fund. Utilizing the CIP, the Airport will plan to replace vehicles and large equipment on a continuous basis.

The Capital Equipment Reserve Fund is expected to have a balance of approximately \$966,250 at the end of FY20 after transfers, income, and expenses.

Building Reserve Sub-Fund

The 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 used for building construction, airport improvements, and land purchases at the Board's discretion. This year's budget is projecting a \$300,000 transfer. Land purchases are not initially funded through grants, but they can be eligible for later Grant reimbursement if the Airport purchases the land within Federal guidelines. Grant monies received for purchase reimbursement will go back into this fund. Building construction is typically not eligible for Grant reimbursement and is the sole responsibility of the Airport. Certain things like aprons for an aviation building are put through the TIPs projects and will not use this fund. If buildings or land are sold the funds received will go back into this fund.

The Building Reserve Fund is expected to have a balance of approximately \$563,878 at the end of FY20.

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 at April 30, 2019, plus those amounts to be realized during FY20, will fund the budgeted operating and capital expenses, and will 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 \$843,754 (\$3,375,018 x 25%), plus sufficient funds

to meet the local share requirements of the Grant Service "A" list approved projects for the year of \$888,676.

The Business Plan also requires that operating expenses not exceed 90% of revenues. With budgeted revenues of \$4,700,577 and total operating expenses of \$3,375,018 operating expenses are 71.80% 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 southwest quadrant of the Airport. Repayment of the loan began in January 2005 with a 20-year 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 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 and Trust 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. The interest rate on this note was repriced from 4.17% to 3.25% in May 2015. The RSA note property is mostly vacant land. A portion of the property is being rented for truck trailer storage. This generates approximately \$30,000 per year to help offset the approximately \$185,000 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 and Trust of \$2,300,000 was negotiated for the construction of six buildings containing 48 T-hangars in the northeast 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 were repriced from 4.17% to 3.25% in May 2015.

In FY20 the Airport plans, 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 \$2,500,000 bank note. This loan has been budget as a seven-month expense and the building plans are still in the review stage. The bank notes for this facility will be partly funded by U.S. Customs operations revenues and other revenues set aside to offset the debt service expense.

Airport staff is working on reducing debt levels of all loans and will continue to work with lenders for the best possible rates.

Chicago Executive Airport

Total FY20 Budget

	FY19 Est Actual	FY19 Budget	FY20 Budget	FY20 vs FY19 Budget Change
OPERATING BUDGET:				
Revenues	\$ 4,398,044	\$ 4,342,343	\$ 4,700,577	\$ 358,234
Expenses:				
Administration Department	(1,561,760)	(1,876,052)	(1,885,142)	9,090
Operations and Maint Dept	(1,410,522)	(1,507,642)	(1,489,876)	(17,767)
Net Operating Expenses	(2,972,282)	(3,383,695)	(3,375,018)	(8,677)
Operating Income:	1,425,762	958,649	1,325,559	366,911
Other:				
Other Interest Income	62,468	31,300	41,400	10,100
Other Income and Expense	(1,325)	(7,000)	(5,000)	2,000
Debt Service	(420,228)	(515,147)	(568,122)	(52,975)
Total Other	(359,085)	(490,847)	(531,722)	(40,875)
Revenues less Net Expense	1,066,677	467,802	793,838	326,036
Transfers to Reserves-Sewer	-	-	-	-
Transfers to Reserves-VERF	(200,000)	(200,000)	(250,000)	(50,000)
Transfers to Reserves-Building & Land	(200,000)	(200,000)	(300,000)	(100,000)
Net	666,677	67,802	243,838	176,036
CAPITAL BUDGET:				
Capital Improvement	45,120	215,000	255,000	40,000
Capital Outlay	154,278	113,500	316,500	203,000
Capital Construction	56,458	2,245,880	2,970,000	724,120
Capital A Projects (Local Share)	459,291	1,510,000	888,676	(621,324)
Capital Future	705,608	700,000	580,000	(120,000)
	1,420,755	4,784,380	5,010,176	225,796
Less: Grant Revenue	(2,237)	(1,494,932)	(1,075,900)	419,032
Less: Sewer Reserve Funds	-	-	(25,000)	(25,000)
Less: VERF Reserve Funds	-	-	(182,500)	(182,500)
Less: Building & Land Reserve Funds	-	-	(580,000)	(580,000)
Less: Capital Financing	-	(2,000,000)	(2,500,000)	(500,000)
Net Capital Budget	1,418,518	1,289,448	646,776	(642,672)
Funding (from)/to Operating Reserves	(751,841)	(1,221,646)	(402,938)	818,708
NET	0	0	0	0

Operating Revenue Budget

Operating Revenues

FY20 Budget

Line Item Detail within Category

	FY20 Budget	Projected FY19 Actual	FY19 Budget	Budget Change
40000.00 Long Term Leases -	\$ 2,436,897	2,385,898	2,392,388	44,509

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 their respective anniversary date CPI. Following are the leases presently in effect and proposed to be in effect during FY20. We are using an estimated CPI increase of 1.53% for FY2020. Base FY19 ground lease rate is \$0.6810. Base FY20 ground lease rate is budgeted to be \$0.6929.

Property	FY20	Projected	FY19
Hangar #5 & #6	418,624	409,090	414,680
Hangar #8	186,507	182,259	184,750
Hangar #9	350,036	342,064	346,739
Hangar #10	272,853	266,639	270,283
Hangar #13-revenue split	4,900	4,864	4,800
Ground Lease - ACCO	7,685 1	7,685	7,685
Ground Lease - Hangar 15	73,139 2	72,037	71,888
Ground Lease - Hangar 16	38,662 2	38,079	38,001
Ground Lease - Hangar 18	46,829	45,259	46,486
Ground Lease - Hangar 19	68,976	67,178	68,425
Ground Lease - Hangar 20	39,143	37,427	38,603
Ground Lease - Fuel Farm	3,004	2,901	2,963
Ground Lease - Hangar 40	125,983	122,698	124,977
Ground Lease - Hangar 41	85,638	81,686	84,061
Ground Lease - Hangar 42	89,519	87,185	88,805
Ground Lease - Motel Parking Lot	5,000 3	3,000	4,000
Ground Lease - SFS Ramp	80,413	77,529	79,184
Ground Lease - SFS Terminal (24)	194,307	189,407	191,337
Ground Lease - Hawthorne FBO	241,419	256,214	239,145
Ground Lease - Hawthorne CharlieXX-/	74,414	37,018	76,440
Ground Lease - Hawthorne CharlieXX-E	- 4	-	-
Ground Lease - Hawthorne Charlie Ran	49,345		28,639
Ground Lease - Stery Trucking	30,500	30,500	30,500
	2,486,897		2,442,388
Less: Rent Reserve	(50,000)		(50,000)
	2,436,897		2,392,388

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 2020. The new rate is reflected in the budget.

4) Rent payments starts in January 2023 or if a hangar is constructed

Operating Revenue Budget

	<u>FY20 Budget</u>	<u>Projected FY19 Actual</u>	<u>FY19 Budget</u>	<u>Budget Change</u>
<u>Fuel Flowage Fees</u>	<u>\$ 1,204,250</u>	<u>1,085,265</u>	<u>\$ 1,035,200</u>	<u>169,050</u>
Fees received from fuel flowage were adjusted for FY20. The estimates are based on the past several years of Fuel Flowage. JetA Fuel Flowage rate is \$0.19 for on Airport fueling and \$0.38 for off Airport fueling. 100LL Fuel Flowage rate is \$0.175 for on Airport fueling and \$0.35 for off Airport fueling. Fuel flowage is paid based on fuel gallons put into the FBO fuel tanks, not into the aircraft.				
40460.01 JetA-On Airport, 5.4MM gal @ \$.19	1,026,000	924,601	880,000	
40460.03 JetA-Off Airport, 400,000 gal @ \$.38	152,000	133,606	128,000	
40460.02 100LL, 150,000 gal @ \$.175	26,250	27,058	27,200	
<u>T-Hangars -</u>	<u>\$ 437,387</u>	<u>404,564</u>	<u>\$ 405,787</u>	<u>31,601</u>
SW-Bldng 50 rent per month \$5,659, bldng 51 = \$6,730, possible total \$12,389, annual \$148,668. NE-40 small, 6 medium, and 2 large units; possible monthly rent of \$24,730, annual of \$296,760. Subtracting a vacancy rate of 3 months of 1 unit avg for SW (\$1,858) and 1 full unit of NE (\$6,183).				
40200.01 SW T-hangars	146,810	126,013	125,361	
40200.02 NE T-hangars	290,578	278,551	280,426	
<u>U.S. Customs Service -</u>	<u>\$ 377,548</u>	<u>257,426</u>	<u>\$ 280,000</u>	<u>97,548</u>
U.S. Customs inspection service - Budgeted amount includes the first price increase since 2004.				
40550.02 U.S. Customs Base Fees	296,848	254,000	280,000	
40700.02 U.S. Customs Overtime Fees	38,700	-	-	
40700.03 U.S. Customs Waste Disposal Fees	42,000	-	-	
40100.00 <u>Short Term Rental -</u>	<u>\$ 91,667</u>	<u>106,075</u>	<u>\$ 73,836</u>	<u>17,831</u>
Hangar #4 & #7 month-to-month rental, adjusted by CPI increases back to the lease start dates.				
NAJ Charter	12,655	31,639	-	
SFS	4,612	13,836	13,836	
Hangar #11	61,200	60,600	60,000	
Courtesy Car	13,200	60,600	-	
<u>Tie-Downs -</u>	<u>\$ 31,680</u>	<u>30,708</u>	<u>\$ 33,072</u>	<u>(1,392)</u>
Area 2 expected rent for FY20, 23 spots @\$110 = \$30,360				
We do not anticipate an increase in the number of tie-down tenants at this time.				
40310.02 Area #2	30,360	29,436	31,800	
40310.03 Area #3	1,320	1,272	1,272	
Area #3 used only with permission from Executive Director				

Operating Revenue Budget

		Projected		
	FY20 Budget	FY19 Actual	FY19 Budget	Budget Change
Permits/Fees -	\$ 72,415	70,985	\$ 78,031	(5,616)
Revenue derived from monthly Commercial Operating Permits (COP).				
Air taxi is terminal charge of \$35 per flight, plus monthly COP of \$85.				
40470.01 COP 5 @ \$85	5,100	4,980	4,951	
40470.01 COP 2 @ \$396	9,506	8,832	9,291	
40470.01 COP 25 @ \$170	50,999	49,800	57,790	
40470.01 COP 1 @ air taxi (3 months)	3,300	3,945	3,000	
40470.02 SFS - 2 Vehicle @\$111, 7 Fuel @\$219	1,755	1,714	1,500	
40470.02 Atlantic-1 Vehicle @\$111, 4 Fuel @\$21	987	964	856	
40470.02 Hawthorne-1 Vehicle @\$111, 3 Fuel @\$219	768	750	642	
40007.00 Easement Fees	\$ 29,737	29,240	\$ 29,143	594
Waste Management-stormwater, drainage & detention easement fee, adjusted for CPI increase.				
40490.01 Access Fee	\$ -	-	\$ -	-
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. Needs to be renegotiated.				
40550.09 Sign Rental	\$ 8,548	5,568	\$ 4,260	4,288
Monument sign rental-SFS @ \$356	4,274	4,176	4,260	
Monument sign rental-Hawth @ \$356	4,274	1,392	4,260	
Other -	\$ 6,948	6,413	\$ 7,126	(178)
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 \$279 mthly	3,348	3,276	3,276	
40550.04 Other Miscellaneous (ex: filming)	3,000	2,437	3,000	
40550.04 Deferred Revenue - Lease Ext. Agrmt	-	-	-	
40550.04 Deferred Revenue - SFS 94th Access	-	-	-	
40550.05 Waiting List Fees (cancellations)	100	200	100	
40550.08 Airfield Access / Parking decals	500	500	750	
40500.00 Late Charges -	\$ 3,500	15,901	3,500	-
Late charges are generally assessed at 10% per month for all T-hangar and most larger tenant leases.				
Total Revenues	\$ 4,700,577	\$ 4,398,043	\$ 4,342,343	358,234
% Change from FY20 Budget	8.25%			

Administration Department Budget

Administration Department

FY20 Budget

Line Item Detail within Category

	<u>FY20 Budget</u>	<u>Projected FY19 Actual</u>	<u>FY19 Budget</u>	<u>Budget Change</u>
Personnel Services				
50400.10 Salaries - Full-time	489,810	437,015	472,536	17,274
Salaries for five department personnel.				
50300.05 Salaries - Part-time	19,500	-	19,500	-
Salary for one management intern. One employee at \$15.00/hr. for 52 weeks @ 25 hours/week.				
50200.05 Overtime -	2,750	2,288	2,750	-
Overtime costs as required for two non-exempt employees of department.				
<u>Service Awards/Recognition</u>	13,033	9,315	13,110	(77)
50700.10 Airport Appreciation Functions	8,000	5,474	8,000	
50700.10 Apperception lunches - Staff in-house	400	638	400	
50700.15 Other-flowers, plaques, retirement	1,000	537	1,100	
50700.17 Staff recog (\$30 gift cert x 2, 6 emp)	960	250	360	
50700.17 Incentive program	1,923	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>	42,052	34,827	36,084	5,968
Payroll taxes as follows:				
50500.05 FICA, 6.20%, Medicare 1.45%	39,377	32,531	32,974	
50500.15 Unemployment, 2019 Rate 1.475%	2,675	2,296	3,110	
<u>Insurance -</u>	97,640	85,432	89,536	8,104
Premiums for employee insurance, provided by the Airport through the Village of Wheeling. Budgeting a 5.0% insurance increase; renewal date is July 1st.				
50100.03 Dental	-	-	-	
50100.05 Disability (5)	5,843	4,219	5,154	
50100.15 Health (5)	91,797	81,213	84,382	
<u>Retirement Contribution -</u>	23,165	20,287	19,373	3,792
Full time employee Retirement Contributions @ 4.5% of pay.				
50600.05 Employer Contributions	22,165	19,287	18,373	
50600.15 Annual fees (\$250/qtr.)	1,000	1,000	1,000	

Administration Department Budget

	<u>FY20 Budget</u>	<u>Projected FY19 Actual</u>	<u>FY19 Budget</u>	<u>Budget Change</u>
<u>Training -</u>	<u>3,750</u>	<u>288</u>	<u>3,750</u>	<u>-</u>
50800.10 Training-Other	750	288	750	
50800.11 Education reimbursement	3,000	-	3,000	
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	720,500	617,352	685,439	35,061

SERVICES AND SUPPLIES

<u>Airport Meetings</u>	<u>15,000</u>	<u>11,964</u>	<u>15,250</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	9,044	11,000	
52120.20 Joint Meetings (dinner)	4,000	2,920	4,250	
<u>Audit Services -</u>	<u>18,839</u>	<u>14,893</u>	<u>20,400</u>	<u>(1,561)</u>
52060.05 Cost to perform the annual audit	14,959	14,523	15,000	
52060.05 Single audit cost (if necessary)	3,500	-	5,000	
52060.10 GFOA CAFR (380) award fees	380	370	400	
52090.05 <u>Building Repairs -</u>	<u>3,000</u>	<u>4,152</u>	<u>3,000</u>	<u>-</u>
Cost for minor repairs or modifications of the administration office.				
<u>Computer & Software</u>	<u>34,748</u>	<u>31,017</u>	<u>32,000</u>	<u>2,748</u>
54050.01 Computer Hardware & Supplies	1,000	189	1,000	
54420.05 Computer Software & maint	7,000	5,676	7,000	
Accounting, Timberline, Qquest timeclock, FAS				
52210.05 Office network maintenance	20,748	19,435	20,000	
Backup service and monthly managed IT				
52540.05 Web hosting/internet service	6,000	5,717	4,000	

Administration Department Budget

	<u>FY20 Budget</u>	<u>Projected FY19 Actual</u>	<u>FY19 Budget</u>	<u>Budget Change</u>
<u>Conf and Meeting Registration</u>	<u>11,720</u>	<u>5,513</u>	<u>10,580</u>	<u>1,140</u>
Registration fees for conferences, seminars, and lunch meetings (Chamber).				
52120.05 AAAE-Conf Boston June 16-19 2019	735	-	-	
52120.05 AAAE-Ops Conf	450	450	400	
52120.05 AAAE-GA Issues & Security Conf	550	610	500	
52120.05 AAAE-Finance Conf	735	730	825	
52121.05 AAAE-Land & Economic Development	1,100	730	-	
52120.15 IGFOA Conf	400	400	350	
52120.15 GFOA Conf	-	-	-	
52120.16 CABAA Meetings-monthly	1,000	612	1,000	
52120.17 IL Aviation Conf	450	225	300	
52120.18 Conference Registration- Other	1,700	-	2,605	
52120.19 IPAA Fall Conf (Galena) 3	1,000	650	1,000	
52120.25 Meetings & Business Lunches	3,600	1,106	3,600	
 <u>Consultants -</u>	 <u>100,100</u>	 <u>42,233</u>	 <u>115,600</u>	 <u>(15,500)</u>
52510.08 Storm water consultant (SME)	10,100	7,366	10,600	
52540.20 Consultants - special projects	90,000	34,867	105,000	
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>72,904</u>	 <u>80,000</u>	 <u>-</u>
Costs for professional engineering services rendered by an outside engineer.				
 54090.05 <u>Equipment</u>	 <u>5,015</u>	 <u>2,776</u>	 <u>3,750</u>	 <u>1,265</u>
Administrative equipment and furniture purchased that cost less than \$2,000, individually.				
New desk and conference room phone.				
 <u>Equipment Rental and Maint</u>	 <u>8,396</u>	 <u>7,679</u>	 <u>8,545</u>	 <u>(149)</u>
Office equipment rental and maintenance cost-meter rent.				
Konica-Machine lease and copy charges				
52210.15 Mail machine-meter & base maint	2,196	1,996	2,195	
plus meter annual rental & supplies				
52210.20 Other repairs	200	54	350	
52210.25 Copier (includes use charges)	6,000	5,629	6,000	
 54150.05 <u>Fuel -</u>	 <u>1,000</u>	 <u>643</u>	 <u>1,000</u>	 <u>-</u>
Unleaded fuel cost for three department vehicles.				

Administration Department Budget

	<u>FY20 Budget</u>	<u>Projected FY19 Actual</u>	<u>FY19 Budget</u>	<u>Budget Change</u>
<u>Insurance -</u>	<u>110,760</u>	<u>110,436</u>	<u>112,644</u>	<u>(1,884)</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 2019.				
52300.05 Commercial Automobile	6,010	5,899	6,000	
52300.09 Broker fee	7,500	7,554	8,000	
52300.10 Commercial Crime	2,100	2,046	2,200	
52300.15 Airport Liability (incl. excess liability)	22,500	22,474	22,000	
52300.20 Commercial Property	41,000	40,314	41,000	
52300.25 Public Officials Liability	15,200	15,728	17,000	
52300.26 Environmental	15,800	15,794	15,744	
52300.30 Worker's Comp	650	627	700	
 56200.05 <u>Lease Development -</u>	 <u>60,000</u>	 <u>38,958</u>	 <u>70,000</u>	 <u>(10,000)</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>42,365</u>	 <u>60,000</u>	 <u>-</u>
Costs for the professional legal services provided by outside counsel.				
 <u>Membership Dues -</u>	 <u>7,570</u>	 <u>6,940</u>	 <u>7,240</u>	 <u>330</u>
Department employee and Airport membership dues as follows:				
52450.04 Dues- Other	575	-	575	
52450.05 AAAE (2) @\$275 JA	550	275	275	
52450.07 AAAE Great Lakes Chapter (1)	35	35	35	
52450.36 CABAA	300	300	300	
52450.17 Chamber of Comm/CVB	2,250	2,250	2,250	
52450.20 GFOA (1)	160	160	180	
52450.21 IGFOA (1)	300	300	300	
52450.30 IPAA (1)	1,500	1,500	1,500	
52450.27 NATA/IATA	1,350	1,300	1,300	
52450.35 NBAA	550	820	525	
 <u>Office Maintenance -</u>	 <u>12,626</u>	 <u>12,398</u>	 <u>12,450</u>	 <u>176</u>
Cost for routine office janitorial service.				
52480.10 Janitorial serv and supplies	10,914	10,790	10,700	
52480.15 Rug runners	800	708	850	
52480.20 Insect/Rodent control	912	900	900	

Administration Department Budget

	<u>FY20 Budget</u>	<u>Projected FY19 Actual</u>	<u>FY19 Budget</u>	<u>Budget Change</u>
<u>Other Services -</u>	<u>22,508</u>	<u>16,520</u>	<u>22,358</u>	<u>150</u>
Costs for other services not specifically listed any other categories.				
52420.15 Preemployment Physicals and drug. hearing, visual testings	270	274	270	
52510.02 Records disposal and storage	100	-	100	
52510.05 Credit crd, GovDeal, bckgrnd ck fees	1,200	686	1,200	
52510.06 Casualty loss deductibles, 1 @\$5,000	5,000	-	5,000	
52510.09 Contracted Labor - Office Temp	-	-	-	
52510.10 Payroll service - Paychex	3,200	3,428	3,000	
52510.11 Employee Hiring Exp	500	236	1,000	
52510.12 Office Security-Sentry	734	302	734	
52720.20 Fire Alarm-Office & Shop	3,504	4,688	3,504	
52510.15 Appraisals	6,000	5,600	6,000	
52540.23 Satellite programming	2,000	1,306	1,550	
 52600.15 <u>Postage -</u>	 <u>1,700</u>	 <u>1,391</u>	 <u>1,700</u>	 <u>-</u>
Cost for letter, parcel delivery, overnight delivery, and newsletter mailings.				
 <u>Printing -</u>	 <u>2,400</u>	 <u>1,150</u>	 <u>2,400</u>	 <u>-</u>
52630.05 Aerial photography	900	-	900	
52630.15 Duplication/enlarging/binding	1,500	1,150	1,500	
 52660.05 <u>Public Notices -</u>	 <u>1,600</u>	 <u>395</u>	 <u>1,600</u>	 <u>-</u>
Publication costs for public notices, bid documents, personnel ads, etc.				
 <u>Subscriptions -</u>	 <u>2,050</u>	 <u>6,795</u>	 <u>1,635</u>	 <u>415</u>
Periodicals subscribed to by department personnel as follows: Crain's, Daily Herald and Misc. books and maps.				
54450.40 Subscriptions-misc (Crain's)	100	98	85	
54450.40 Subscriptions-misc (Daily Herald)	1,000	1,010	600	
54450.40 Subscriptions-misc (Flight Aware)	950	5,687	950	
 54480.15 <u>Supplies -</u>	 <u>5,000</u>	 <u>3,445</u>	 <u>5,000</u>	 <u>-</u>
Purchase of stationary and office, computer, and copier supplies.				
 <u>Telephone/Data</u>	 <u>6,500</u>	 <u>7,015</u>	 <u>7,256</u>	 <u>(756)</u>
52720.05 Cellular-Verizon (3)	2,000	1,860	2,000	
52720.10 Local, long distance, fax (TDS)	4,500	5,046	4,500	
52720.12 Old-Pilot lounge wireless	-	23	396	
52720.03 Old-iPad data plan-1 @ \$30 each/mth	-	86	360	

Administration Department Budget

	FY20 Budget	Projected FY19 Actual	FY19 Budget	Budget Change
<u>Travel Expenses</u>	<u>13,150</u>	<u>6,887</u>	<u>12,275</u>	<u>875</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 Boston June 16-19 2019	2,060	-	-
52750.05	AAAE-GA Issues- Minneapolis, MN	1,115	947	1,500
52750.05	AAAE-Ops & Maint Conf- Rosemont	75	30	75
52750.05	AAAE-CM Academy	-	-	-
52750.05	AAAE-Finance Conf	1,100	1,002	1,100
52750.07	IPAA Conf-Fall (Galena) (3)	1,300	933	1,300
52750.09	IL Aviation Conf (3)	850	646	850
52750.10	IGFOA Conference-Peoria	450	463	450
52750.10	GFOA Conf (Chicago)	-	-	-
52750.11	Other - Various destinations	3,000	1,093	3,800
52750.11	Other - NBAA Dispatch Conference March 2020, Charlotte, NC - 2 staff	3,200	1,772	3,200

<u>Utilities</u>	<u>128,880</u>	<u>132,246</u>	<u>131,330</u>	<u>(2,450)</u>
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Monthly electric, natural gas, and water cost as follows:

Electricity:

52150.02	141378911, Gate 31	230	222	180
52150.03	141595480, Runway Lights	2,500	1,967	2,500
52150.04	141458406, Hgr 4 rd, blast fence	250	156	300
52150.05	141595499, Maint/Admin. Office	6,000	4,510	7,500
52150.08	115131215, Gate #27	500	421	500
52150.11	141437116 Hangar 4 & 7	10,000	13,728	20,000
52150.15	141599876, 12 REIL Lts, Blast Fnce	500	306	500
52150.17	141650725-Tiedown Gate	500	447	500
52150.20	141195850, Electric Vault	40,000	39,064	40,000
52150.24	4143198028 Hangar 11	-	-	-
52150.22	140401329, Hangar #50	1,100	944	1,100
52150.23	140401326, Hangar #51	1,500	1,496	1,500
52150.31	NE T-Hangars #52 (lounge)	3,500	3,089	3,500
52150.32	NE T-Hangars #53 (lights)	1,700	1,374	1,700
52150.33	NE T-Hangars #54 (bath)	2,700	2,612	2,700
52150.34	NE T-Hangars #55 (lights)	1,800	1,503	1,800
52150.35	NE T-Hangars #56 (bath)	6,000	6,112	3,200
52150.36	NE T-Hangars #57 (lights)	2,500	2,459	2,500
52150.16	Elec-Taxiway Q pole light (flat rate)	250	-	250
52150.37	206 Industrial Lane	3,000	2,840	-

Gas:

52150.26	3722672, Generator	1,300	1,070	1,300
52150.27	4478900 Hangar 4&7	6,500	12,794	10,000
52150.50	2584479, Maintenance	4,500	4,969	3,700
52150.55	3326641, Admin. Office	1,450	1,066	1,300
52150.56	2870325 Hangar 11	-	-	-

Administration Department Budget

		<u>FY20 Budget</u>	<u>Projected FY19 Actual</u>	<u>FY19 Budget</u>	<u>Budget Change</u>
52150.51	206 Industrial	4,700	4,676	-	
	Water:				
52150.60	Water-Maint./Admin. Office (1020)	5,400	5,232	4,700	
52150.61	Water-Entry Sign Area	4,500	4,424	3,600	
52150.62	Water-SW T-Hangar 50 & 51	2,800	2,465	3,300	
52150.63	Water-NE T-Hangar 52 (1018)	4,400	4,100	4,400	
52150.64	Water-NE T-Hangar 54 (1014)	4,400	4,100	4,400	
52150.65	Water-NE T-Hangar 56 (1010)	4,400	4,100	4,400	
52150.66	206 Industrial	1,440	894		
	Vehicle Maintenance -	2,150	30	4,000	(1,850)
	Vehicle maintenance service costs for three (3) administrative vehicles.				
54510.06	Airport #2, 2006 Ford Expedition	400	-	2,250	
54510.07	Airport #7, 2017 Ford Transit Van	750	-	500	
54510.37	Airport #37, 2006 Taurus Sedan	1,000	30	1,250	

Total Services and Supplies	714,712	580,745	742,013	(27,301)
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OTHER

	NBAA Convention -	42,000	27,409	44,300	(2,300)
	Village Officials, CEA Board members, and/or staff attending the NBAA Convention in Las Vegas, NV October 22				
56300.15	Exhibitor fee	7,400	7,329	6,200	
56300.16	Exhibit expenses	9,000	6,984	9,000	
56300.16	Exhibit shipping	600	-	600	
56300.19	Travel Exp-staff - 3	5,500	3,551	5,000	
56300.20	Travel Exp-CEA board members - 6	11,500	7,747	12,500	
56300.22	Travel-Communities - 4	8,000	1,798	11,000	
	Public Relations/Marketing	115,950	80,823	113,300	2,650
52405.05	Marketing specialists	62,400	38,987	63,000	
	Includes Marketing Consultant Services				
52405.10	Projects, videos, photos	5,000	3,620	5,000	
54255.05	Promo material-	7,000	5,908	7,000	
	Materials include various promotional items				
54255.22	Promo clothing	3,000	1,732	3,000	
54255.20	Special events	9,000	8,221	9,500	
	FY20 Special events: 5K Run-the-Runway + evening event				
54255.26	July 4th parade float	1,000	1,088	1,000	
54255.27	Chamber events & golf	2,500	3,925	1,800	
54255.28	CABAA golf events & sponsorship	5,750	5,155	5,200	
54270.05	Sponsorship- Scholarship Asst Fund	1,000	-	1,000	
54270.05	Other-community events	16,000	9,114	13,500	
	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	3,072	3,300	
	March 10 - March 13, 2020 Charlotte, NC				

Administration Department Budget

	<u>FY20 Budget</u>	<u>Projected FY19 Actual</u>	<u>FY19 Budget</u>	<u>Budget Change</u>
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<u>U.S. Customs Service</u>	<u>261,980</u>	<u>255,432</u>	<u>261,000</u>	<u>980</u>
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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	123,500	123,444	124,000
56550.02	U.S. Customs overtime charges	50,000	43,541	50,000
56550.03	Telecom (USCS network, cellphone)	25,000	25,594	25,000
56550.04	Waste removal services	40,000	42,753	40,000
56550.06	Other forms, supplies & services	1,000	359	1,000
56550.07	Collection fees	7,980	5,401	6,000
56550.08	Facilities costs	14,500	14,340	15,000

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

Total Other	449,930	363,664	448,600	1,330
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Total Administration	1,885,142	1,561,760	1,876,052	9,090
% Change from FY19 Budget	0.48%			

Operations and Maintenance Department Budget

Operations & Maintenance Department

FY20 Budget

Line Item Detail Within Category

	<u>FY20 Budget</u>	<u>Projected FY19 Actual</u>	<u>FY19 Budget</u>	<u>Budget Change</u>
Personnel Services				
60400.10 <u>Salaries - Full-time</u>	\$ 480,717	452,885	\$ 458,891	21,826
Salaries for eight department personnel.				
60300.05 <u>Salaries - Seasonal</u>	\$ 22,300	20,900	\$ 23,300	(1,000)
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>	\$ 70,000	91,082	\$ 60,000	10,000
Overtime costs as required, mainly for snow removal. Approx fifteen hundred hours are budgeted at a 1½ hourly rate of \$46.67.				
<u>Service Awards/Recognition</u>	\$ 5,607	5,088	\$ 4,230	1,377
Recognition of services provided by nine employees, 2 times per year @ \$30/gift cert.				
60700.17 Staff Recognition	1,280	1,338	480	
60700.17 Incentive program	3,077	2,500	2,500	
60700.20 Service Awards	1,250	1,250	1,250	
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>	\$ 47,946	48,615	\$ 47,085	861
60500.05 FICA, 6.20%, Medicare, 1.45%	44,167	43,871	42,002	
60500.15 Unemployment, 2019 rate 1.475%	3,779	4,744	5,083	
<u>Insurance -</u>	\$ 161,796	179,139	\$ 191,772	(29,976)
Premiums for employee insurance, provided by the Airport through the Village of Wheeling. Budgeting a 5.0% insurance increase; renewal date is July 1st.				
60100.03 Dental	-	-	-	
60100.05 Disability (8)	7,576	5,649	7,461	
60100.15 Health (8)	154,220	173,490	184,311	
60600.05 <u>Retirement Contribution -</u>	\$ 24,782	24,425	\$ 23,485	1,297
Full time employee Retirement Contributions @ 4.5% of pay.				
<u>Training -</u>	\$ 9,754	5,792	\$ 14,254	(4,500)
SAE certifications, Harper certifications. ANTN web based training from AAAE.				
60800.08 Other -	4,000	4,508	8,500	
Includes Oshkosh truck maintenance training for 2 staff members in October (\$4,500)				
60800.09 ANTN training system	1,254	1,284	1,254	
60800.07 Disaster drill	1,500	-	1,500	
60800.11 Education reimbursement	3,000	-	3,000	

Operations and Maintenance Department Budget

	FY20 Budget	Projected FY19 Actual	FY19 Budget	Budget Change
Uniforms -	\$ 13,100	13,843	\$ 13,100	-
Uniform cleaning and replacement for 6 Full-time employees & 4 seasonal employees plus \$120 boot allowance per FT employee.				
60900.03 Safety Equip	1,100	910	1,100	
60900.05 Uniforms (safety shoes, gloves, caps)	11,000	12,059	11,000	
60900.10 Uniforms part-time	1,000	874	1,000	
Total Personnel Services	\$ 836,002	\$ 841,769	\$ 836,117	\$ (115)

SERVICES AND SUPPLIES

62090.05	Building Repairs and Supplies -	\$ 20,000	30,218	\$ 15,000	5,000
Cost for the repair of Airport buildings and hangars.					
	Conf and Meeting Registration	\$ 4,565	5,298	\$ 5,260	(695)
Registration fees for conferences, seminars, and lunch meetings.					
62120.17	IL Aviation Conf (May) 1	175	-	175	
62120.30	AAAE conference & training	4,390	5,298	5,085	
Includes ACE Airport Operations class & ACE Lighting class - (\$1,150 & \$1,740)					
Includes Ops Conf- Rosemont for 2 staff members					
	Equipment/Tools -	\$ 56,645	13,406	\$ 20,450	36,195
Equipment purchased that cost less than \$2,000, individually.					
62210.05	Equipment maintenance cost.	6,000	5,361	6,000	
64090.05	Communication equipment	5,450	1,045	5,450	
64090.10	Shop equipment	9,000	7,000	9,000	
Includes iPad for inspections, battery chargers, constant current regulator					
64420.05	Operations & Maintenance Software	36,195	-	-	
New Airport Operations Inspection Software					
62240.05	Equipment Rental -	\$ 1,500	-	\$ 19,000	(17,500)
Temporary replacement of non-operative equipment, special equipment and tools.					
62270.05	Fence/Gate Supplies & Maint	\$ 4,000	12,568	\$ 3,000	1,000
Fencing and gate supplies purchased for repairs by department personnel.					
	Fuel -	\$ 63,000	49,058	\$ 73,000	(10,000)
64150.05	Diesel	48,000	38,174	58,000	
64150.10	Unleaded gasoline	15,000	10,884	15,000	
	Insurance -	\$ 58,219	57,556	\$ 52,365	5,854
Department vehicle and workers compensation insurance.					
NationAir is the Airport's insurance broker, whose fixed fee contract runs through Dec 2018.					
62300.05	Vehicles	13,461	12,199	12,265	
62300.30	Workers compensation	41,686	42,536	37,000	
62300.09	Broker fee	3,072	2,821	3,100	

Operations and Maintenance Department Budget

		Projected		Budget	
	FY20 Budget	FY19 Actual	FY19 Budget	Change	
<u>Landscaping Service & Supplies</u>	\$ 37,500	34,596	\$ 33,500	4,000	
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	2,091	3,000	
62330.07	Landscaping-Other	500	-	500	
62330.10	Tree trimming/removal	7,000	-	1,000	
62330.11	Perimeter landscaping services	24,000	30,877	24,000	
64210.05	Landscaping materials	3,000	1,628	5,000	
64240.05	<u>Lighting Service & Supplies</u>	\$ 30,000	27,134	\$ 30,000	-
Maintenance of and supplies for the Airport lighting system (runways, taxiways & street lights).					
	<u>Membership Dues -</u>	\$ 550	275	\$ 550	-
Membership dues for Operations Coordinator positions.					
62450.05	AAAE (2) AW, NM	550	275	550	
	<u>Other Services -</u>	\$ 13,377	13,971	\$ 15,549	(2,173)
Costs for other contractual services not specifically listed in this category.					
62420.15	Medical Exams plus annual hearing and vision exams.	1,000	540	1,000	
62510.05	Other-Permits, stormwater, MWRD	1,500	914	2,000	
62510.11	Employee Hiring Fees	125	-	125	
62540.05	Vehicle Towing-tenants	125	34	125	
62540.21	Other-Backflow Inspections (7)	1,800	1,687	2,820	
Hgr 50 (316) Hgr 51 (464) TH 52 (300) TH 54 (150) TH56 (150) sprinkler (170) admin (150)					
62540.22	Fuel Tank inspection - repairs	5,000	8,568	4,085	
62540.25	Monitor-Light Vault (\$235/qtr ADT)	959	852	940	
62540.26	Monitoring-SW Ts-Alarm line	400	400	-	
62540.27	Monitoring-Hangar 4 & 7-Alarm line	468	-	954	
62540.31	Snow plowing & hauling	2,000	975	3,500	
	<u>Other -</u>	\$ 3,250	6,105	\$ 3,000	250
Costs not defined by another account plus US flags, windsocks, construction safety flags, hotel for snow events.					
64270.10	Other-	1,750	3,605	1,500	
64270.05	Staff meals during snowplowing	1,500	2,500	1,500	
62570.10	<u>Pavement Marking -</u>	\$ 60,000	48,460	\$ 100,000	(40,000)
Annual pavement marking costs-FY20					

Operations and Maintenance Department Budget

	FY20 Budget	Projected FY19 Actual	FY19 Budget	Budget Change
<u>Materials -</u>	<u>\$ 68,338</u>	<u>77,875</u>	<u>\$ 72,750</u>	<u>(4,412)</u>
Materials used for Airport operations are as follows:				
64330.05 Asphalt	1,500	120	1,500	
64330.10 E36 - liquid runway/taxiway deicer	45,000	55,794	40,000	
64330.11 NAAC - solid runway deicer	15,000	13,056	25,000	
EPA requires us to use NAAC, a more expensive product, going forward rather than Urea.				
64330.15 Salt	3,000	2,000	3,000	
64330.20 Stone	250	-	250	
64330.25 Propane	1,800	1,533	1,400	
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	1,788	1,561	1,600	
<u>Sewer Maintenance & Supplies</u>	<u>\$ 2,000</u>	<u>13,796</u>	<u>\$ 2,000</u>	<u>-</u>
64360.00 Rodding, pipe, and supplies for minor repairs.				
<u>Signage Supplies</u>	<u>\$ 6,000</u>	<u>3,669</u>	<u>\$ 6,000</u>	<u>-</u>
64390.05 Safety, information, airfield guidance signs and replacement of damaged signs.				
<u>Supplies-Misc.</u>	<u>\$ 21,900</u>	<u>21,274</u>	<u>\$ 25,900</u>	<u>(4,000)</u>
64480.05 Aircraft tiedown	400	-	400	
64480.10 Environmental spill control	1,500	-	1,500	
64480.15 Shop supplies	13,000	11,590	13,000	
64480.20 Visual aids-taxiway markers	3,000	6,862	7,000	
64480.30 Hangar Supplies (fire ext, locks, keys)	4,000	2,822	4,000	
<u>Telephone</u>	<u>\$ 8,230</u>	<u>7,859</u>	<u>\$ 6,700</u>	<u>1,530</u>
62720.05 Cellular-Verizon (8 + iPad)	5,230	4,728	4,500	
62720.10 Telephone (TDS)	3,000	3,131	2,200	
<u>Travel Expenses</u>	<u>\$ 6,700</u>	<u>6,611</u>	<u>\$ 6,700</u>	<u>-</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>Waste Removal -</u>	<u>\$ 12,750</u>	<u>8,367</u>	<u>\$ 17,250</u>	<u>(4,500)</u>
Waste removal costs for Airport debris, used oil, and solvents.				
62810.05 Debris from airfield	10,000	5,878	15,000	
62810.10 Oil & Other Removal	2,500	2,447	2,000	
62810.15 Waste Removal-Regulatory (solvent)	250	42	250	
<u>Wildlife Control -</u>	<u>\$ 29,000</u>	<u>25,557</u>	<u>\$ 29,000</u>	<u>-</u>
64480.25 Wild Goose Chase bird control contract, bird bangers, misc supplies.		25,557		

Operations and Maintenance Department Budget

	FY20 Budget	Projected FY19 Actual	FY19 Budget	Budget Change
<u>Vehicle Maintenance -</u>	<u>\$ 116,350</u>	<u>105,100</u>	<u>\$ 104,550</u>	<u>11,800</u>
64510.05 General supplies	10,000	4,389	10,000	
Includes grease, oil, hydraulic fittings, filters etc...				
64510.01 Airport #1, 2019 Ford Interceptor	250	-	-	
64510.03 Airport #3, 2011 Ford F250 Pickup	900	865	900	
64510.04 Airport #4, 2005 Ford Expedition	1,000	723	1,000	
64510.07 Airport #5, 2006 Ford F350 Pickup	200	394	1,300	Being replaced
64510.06 Airport #6, 2013 Ford F250 Pickup	900	-	900	
64510.08 Airport #8, 2003 Chevy Pickup	800	247	1,200	
64510.09 Airport #9, 2015 Ford F350 Pickup w/b	2,150	1,022	1,500	
64510.10 Airport #10, 2008 Bobcat	2,000	529	2,200	
64510.11 Airport #11, 1990 Snow blower	4,500	3,775	4,500	
64510.12 Airport #12, Plow with Spreader	2,000	1,408	2,000	
64510.13 Airport #35, 2004 Yale forklift	500	2,821	500	
64510.14 Airport #14, Plow with Sprayer	2,000	1,715	2,000	
64510.15 Airport #13, Case Front-end Loader	750	-	2,000	
64510.16 Airport #16, JCB backhoe w/loader	2,500	-	1,000	
64510.17 Airport #17, 1997 Oshkosh Broom*	18,000	11,074	17,000	
64510.18 Airport #18, 2003 Oshkosh Broom*	18,000	32,071	17,000	
64510.19 Airport #19, 2007 Oshkosh Broom*	27,500	28,049	18,000	
64511.20 Airport #20, 2017 Oshkosh Broom*	17,000	12,688	15,000	
64510.21 Airport #21, New Holland Tractor	1,000	396	1,000	
64510.22 Airport #22, Deere mower	1,000	1,348	1,000	
64510.23 Airport #31, Deere mower was #23	1,000	512	1,000	
64510.25 Airport #25 Deere Tractor Mower	1,000	486	1,500	
64510.33 Airport #33, 2016 Ford Dump Truck	500	38	500	
64510.36 Airport #36, Tenant sweeper	250	84	250	
64510.28 Bobcat Mowers	500	466	1,000	
64510.40 Terrain King mower	150	-	300	

* Includes wafers and spacer rings for broom cores.

Total Services and Supplies	\$ 623,874	\$ 568,753	\$ 641,525	\$ (17,650)
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Other

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

Total Operations	\$ 1,489,876	\$ 1,410,522	\$ 1,507,642	\$ (17,766)
% Change from FY19 Budget	-1.18%			

Other Income and Expenses

Other Income and Expenses

FY20 Budget

	<u>FY20 Budget</u>	<u>Projected FY19 Actual</u>	<u>FY19 Budget</u>	<u>Budget Change</u>
Interest Income (Operating funds)				
90100.01 <u>Checking Account Interest</u>	\$ 40,000	60,543	30,000	10,000
The Airport receives an interest rate of about 2.6% depending on our balance.				
90100.03 <u>Illinois Funds Interest</u>	\$ 1,000	1,322	800	200
Account was necessary for the deposits of Illinois grants. Earns money market rate with no fees.				
90100.04 <u>Money Market Interest</u>	\$ 300	427	400	(100)
Account at MB Financial. Earns very little interest.				
90100.06 <u>IMET Interest</u>	\$ 100	176	100	-
Illinois Metropolitan Investment Pool. Enhanced money market rate.				

Total Interest Income	\$ 41,400	\$ 62,468	\$ 31,300	\$ 10,100
% Change from FY19 Budget	32.27%			

Other Income and Expenses

91050.03 <u>Bank Fees</u>	6,000	\$ 2,325	8,000	(2,000)
Fees to maintain the Northbrook checking account and First Midwest loan account.				
93000.10 <u>Gain or Loss of sale of fixed asset</u>	(1,000)	\$ (1,000)	(1,000)	-
Misc. income, expenses, plus gain/loss on sale of assets.				

Total Other Expense / (Income)	\$ 5,000	\$ 1,325	\$ 7,000	\$ (2,000)
% Change from FY19 Budget	-28.57%			

Other Income and Expenses

	<u>FY20 Budget</u>	<u>Projected FY19 Actual</u>	<u>FY19 Budget</u>	<u>Budget Change</u>
Debt Service				
<u>Loan/Note Interest</u>	<u>\$ 173,276</u>	<u>96,962</u>	<u>140,860</u>	<u>32,415.65</u>
Interest on three bank loans/notes.				
91000.03 First Midwest Bank-SW T-Hgrs	21,291	19,954	18,933	
91000.04 Northbrook Bk #1-NE T-Hgrs	45,630	48,121	48,540	
91000.05 Northbrook Bk #3-RSA Land	23,549	28,887	28,856	
91000.06 Northbrook Bk #4-US Customs building	82,806	-	44,531	
<u>Loan/Note Principal</u>	<u>\$ 394,846</u>	<u>323,266</u>	<u>374,287</u>	<u>20,559.14</u>
Principal on three bank loans/notes.				
91010.03 First Midwest Bank-SW T-Hgrs *	69,917	71,254	72,275	
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**	72,917	-	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 (FY20 Budgeted for 7 months)				
<u>Total Principal and Interest</u>	<u>\$ 568,122</u>	<u>\$ 420,228</u>	<u>\$ 420,616</u>	<u>147,505.79</u>
First Midwest Bank-SW T-Hgrs	91,208	91,208	91,208	
Northbrook Bk #1-NE T-Hgrs	137,634	140,125	140,544	
Northbrook Bk #3-RSA Land	183,557	188,895	188,864	
Northbrook Bk #4-US Customs building	155,723	-	94,531	
<u>Loan/Note Balances as of:</u>	<u>4/30/2018</u>	<u>4/30/2019</u>	<u>4/30/2020</u>	<u>Maturity</u>
	<u>\$ 3,015,367</u>	<u>\$ 2,692,910</u>	<u>\$ 4,673,064</u>	
First Midwest Bank*-SW T-Hgrs	551,385	\$ 480,940	\$ 411,023	Nov 2025
Northbrook Bk #1-NE T-Hgrs	1,515,139	1,423,135	1,331,131	May 2020
Northbrook Bk #3-RSA Land	948,843	788,835	628,827	May 2020
Northbrook Bk #4-US Customs building	-	-	2,302,083	Sept 2039
*Formerly Popular Community Bank				
Total Debt Service	\$ 568,122	\$ 420,228	\$ 515,147	\$ 52,975
% Change from FY19 Budget	10.28%			

Sewer Reserve Fund

FY20 Budget

Line Item Detail within Category

	FY20 Budget	Projected FY19 Actual	FY19 Budget	Budget Change
Revenues:				
80100.01 Sewer/Stormwater Annual Fees	\$ 27,251	25,548	\$ 29,573	(2,322)
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	
Hangar 7-sanitary sewer maint fee*	400	400	400	
Hangar 11-sanitary sewer maint fee*	400	400	400	
Hangar 16-sanitary sewer maint fee	485	477	476	
Hangar 16-stormwater fee	299	295	294	
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	656	646	651	
Hangar 19-stormwater fee	644	634	640	
Hangar 20-annual stormwater fee	1,206	1,188	1,190	
Hangar 20-sanitary sewer maint fee	404	398	399	
Hawthorne FBO-annual stormwater fee	7,370	7,259	7,198	
Hawthorne FBO-sanitary sewer fee	2,444	2,407	2,387	
Hawthorne Charlie Pad-storm fee	1,109	-	1,093	
Hawthorne Charlie Pad-sanitary fee	242	-	239	
Motel - annual sanitary sewer maint fee	2,153	2,121	2,103	
Motel - annual storm sewer maint fee**	1,804	1,777	1,762	
WM-200 Sumac-san sewer maint	302	298	295	
WM-various Sumac-san sewer maint	2,495	2,457	2,446	
WM Stormwater maintenance	-	-	2,432	
94th Aero Squadron site - storm sewer	3,049	3,003	2,978	
* No CPI Increase				
** Includes storm sewer from rented parking parcel				
80100.02 Sewer/Storm One-Time Fees	\$ -	26,766	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.				
	-	26,766	26,766	
80100.30 Interest	\$ 5,372	3,006	\$ 3,064	2,308
Interest earned				
Total revenue	\$ 32,623	\$ 55,320	\$ 57,186	\$ (26,780)

Sewer Reserve Fund
FY20 Budget
Line Item Detail within Category

Capital Outlay:

82000.01

	25,000	-	\$ -	25,000
Sewer Repairs	\$ 25,000			

Total expenses:	25,000.00	\$ -	\$ -	\$ 25,000
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Net Income:	\$ 7,623	\$ 55,320	\$ 57,186	\$ (26,833)
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Balance of Reserves:	FY20 Budget	FY19 Actual	FY19 Budget	
FY19 Beginning Balance				416,874
FY19 Budget		55,320	57,186	
FY20 Projected Beginning Balance:				472,194
FY20 Projected Budget Revenues:	7,623			
FY20 Projected ending balance:				479,817

Vehicle and Equipment Reserve Fund (VERF)
FY20 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. In FY20 this fund was renamed to the vehicle and equipment reserve fund.

	<u>FY20 Budget</u>	<u>Projected FY19 Actual</u>	<u>FY19 Budget</u>	<u>Budget Change</u>
Revenues:				
85100.30 Interest	\$ 9,028	6,153	\$ 2,965	6,063
Interest earned				
85100.01 Transfers In:	\$ 250,000	200,000	\$ 200,000	50,000
Total revenue	\$ 259,028	\$ 206,153	\$ 202,965	\$ 56,063

Capital Outlay:

	\$ 182,500.00	-	\$ -	182,500
New Airport 2 - Exact make & model to	42,000.00			
New Airport 5 - Exact make & model to	55,000.00			
Airport 13 Case 4in1 Multipurpose Buck	15,500.00			
Continuous Friction Measuring Equipme	70,000.00			

Total expenses:	182,500	0	0	182,500
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Net Income: \$ 76,528 \$ 206,153 \$ 252,965

Balance of Reserves:	FY20 Budget	FY19 Actual	FY19 Budget	
FY19 Beginning Balance				\$ 683,569
FY19 Budget		\$ 206,153	\$ 252,965	
FY20 Projected Beginning Balance				\$ 889,722
FY20 Budget	\$ 76,528			
FY20 Projected ending balance:				\$ 966,250

Building and Land Reserve Fund
FY20 Budget

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

	<u>FY20 Budget</u>	<u>Projected FY19 Actual</u>	<u>FY19 Budget</u>	<u>Budget Change</u>
Revenues:				
85100.01 Transfers In:	\$ 300,000	200,000	\$ 200,000	100,000
Transfer In	\$ 300,000			

85100.30 Interest	\$ 7,788	11,000	\$ 3,883	3,905
Interest earned on money market funds				

Total revenue	\$ 307,788	\$ 211,000	\$ 251,291	\$ 103,905
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Capital Outlay:

	\$ 580,000	0	0	580,000
Future Undesignated Capital Expense	\$ 580,000			

Total expenses:	\$ 580,000	0	0	580,000
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Net Income:	\$ (272,212)	\$ 211,000	\$ 251,291	
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Balance of Reserves:	FY20 Budget	FY19 Actual	FY19 Budget	
FY19 Beginning Balance				\$ 625,090
FY19 Actual - Budget		\$ 211,000	\$ 251,291	
FY20 Projected Beginning Balance				\$ 836,090
FY20 Budget	\$ (272,212)			
FY20 Projected ending balance:				\$ 563,878

Capital Summary

Does not include Sewer or CERF

	FY20	Projected	FY19
	Budget	Actual	Budget
Revenue			
Grant-GA Entitlement (applied to NE T loan)		-	
Grant-US Customs Apron-Taxiway	-	-	-
Grant-Rehab Runway 12/30	(172,500)		-
Grant-Airport Master Plan (Phase 2)	(175,000)		(175,000)
Grant-Lima Project (Taxiway Bypass)	(45,000)	(250)	(16,432)
Grant-Overlay East Access Road (Tower Rd.)	(48,200)		(283,500)
Grant-Part 150 NEM Update - Phase 1	(270,000)		(270,000)
Grant-Part 150 NCP Imp. - Phase 1	(277,700)		(750,000)
Grant-Part 150 NCP Imp. - Phase 2	-		-
Grant-Master Drainage Study	(87,500)		
Grant-Rehab Airfield Lighting - Phase 1	-		-
Grant-Airport Master Plan (Phase 3)	-		-
Grant-Expand East Quadrant GA Apron Design	-	(1,987)	-
Grant-Property RSA Acq-Montessori School	-		-
U.S. Customs Facility Loan	(2,500,000)		(2,000,000)
Total	(3,575,900)	(2,237)	(3,494,932)
Capital Improvements			
Building replacement/repair	3,040,000	54,073	2,275,880
Fence/Gate repair	10,000	2,385	35,000
Pavement & Sewer Repair	175,000	45,120	150,000
Total	3,225,000	101,578	2,460,880
Capital Outlay			
Office Equipment	60,000	-	10,000
Vehicles	182,500	148,241	90,000
Shop Equipment	74,000	6,037	13,500
Future Undesignated	580,000	705,608	700,000
Total	896,500	859,886	813,500
"A" Projects			
U.S. Customs Apron-Taxiway	39,750	-	795,000
Runway 16/34 rehab-Reimb by the State	-	-	-
Lima Project (Taxiway Bypass) Twy L1	-	32,587	-
Rehab Airfield Lighting - Phase 1	-	-	-
Rehab Runway 12/30	31,226	96,774	115,000
NW Entrance Rd-Design Engineering		-	-
Part 150 NEM Update - Phase 1	-	(96)	-
Part 150 NCP Implementation - Phase 1	277,700	-	100,000
Part 150 NCP Implementation - Phase 2	-	-	-
Rehab Airfield Lighting-Phase 1	15,000	-	-
Airport Master Plan - Phase 2	-	555	-
Airport Master Plan - Phase 3	350,000	297,771	500,000
Airport Master Drainage Study	175,000	-	
Overlay East Access Rd. (Tower Rd.)	-	31,700	-
Total	888,676	459,291	1,510,000
Other			
Debt Service-from GA entitlement grant	-	-	-
Total	-	-	-
Total	1,434,276	1,418,518	1,289,448

Capital Projects Budget
Capital Projects-Internally Funded
FY20 Budget
Line Item Detail within Category

		<u>FY20 Budget</u>	
CAPITAL IMPROVEMENTS			
Non-Reserve Fund			
72000.01	<u>Facilities</u>	<u>\$ 70,000</u>	
	Capital Improvements budgeted for Airport facilities are as follows:		
	Misc. building repairs		20,000
	T-Hangar conversion to LED lighting		50,000
72100.01	<u>Fencing, Gates, Landscaping -</u>	<u>\$ 10,000</u>	
	Repair/improvement of fencing and gates.		5,000
	Hangar 11 Security Cameras		5,000
72200.01	<u>Pavement Repairs</u>	<u>\$ 150,000</u>	
	Pavement replacement, crack sealing and sewer repair.		
	Airfield pavement & sewer (150,000)		150,000
Sewer Reserve Funded Project			
72200.01	<u>Sewer Repairs</u>	<u>\$ 25,000</u>	
	Updated sections of Airport sewer systems.		25,000
Total Capital Improvements		\$ 255,000	230,000
CAPITAL CONSTRUCTION			
73000.02	<u>Building renovation</u>	<u>\$ 2,970,000</u>	
73000.02	Customs & Border Protection Office Architectural Design		95,000
	Building Testing and Demolition		175,000
	Administration and SRE Office design		-
	This figure is to cover design and layout up to permitting.		
73000.02	US Customs & Border Protection construction financed partially by debt service.		2,700,000
Total Capital Construction		\$ 2,970,000	

Capital Projects Budget

		<u>FY20 Budget</u>	
CAPITAL OUTLAY			
74000.01	<u>Office Equipment -</u>	<u>\$ 60,000</u>	
	New Server and Employee workstations		45,000
	NBAA Booth display		15,000
74100.01	<u>Vehicles-</u>	<u>\$ 182,500</u>	
	New Airport 2 - Exact make & model to be determined		42,000
	New Airport 5 - Exact make & model to be determined		55,000
	Airport 13 Case 4in1 Multipurpose Bucket		15,500
	Continuous Friction Measuring Equipment (CFME) tow behind		70,000
74200.01	<u>Shop Equipment</u>	<u>\$ 74,000</u>	
	Walk behind paint sprayer		5,000
	Heavy Equipment & Paint sprayer trailers		9,000
	Two LED Lighted X's for runway closures		60,000
	<u>Future Undesignated Capital Expense</u>	<u>\$ 580,000</u>	
74300.01	Capital allocated for land purchases or other future capital expenditures.		380,000
	<i>Undesignated dollar amounts must be approved by the Chicago Executive Airport Board of Directors before use.</i>		200,000
Total Capital Outlay		\$ 896,500	896,500
Grand Total-Internally Funded		\$ 4,121,500.00	4,121,500

Grant Service "A" Projects

"A" Projects

FY20 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 FFY2020-2024, Final Submittal 11/21/18. The Airport Board of Directors approved the plan with Resolution 18-045 on November 21, 2018. Only projects that have been requested through FFY2020 are listed. Federal Fiscal Year (FFY) 2020 runs from October 1, 2019 to September 30, 2020.

	<u>Est FY20 Revenue</u>	<u>Local Share</u>	<u>Total Project Cost</u>
<u>U.S. Customs Apron-Taxiway</u>		39,750	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>	172,500	31,226	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>Runway 16/34 RSA/OFA-Contract 2a; Twy L1 (Bypass)</u>	45,000	-	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.

<u>Overlay East Access Road (Tower Rd.)</u>	48,200	-	315,000
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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 FFY2020-2024

Subtotal Airport Development	265,700	70,976	4,210,000
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	<u>Est FY20 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 reimbursement of CMT expenses.

IDOT Division of Aeronautics agreed to reimburse 50%.

Current funding program is Federal 50% & Local 50%

<u>Airport Master Plan (Phase 3) and AGIS</u>	-	350,000	1,010,000
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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>	277,700	277,700	2,777,000
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Residential soundproofing per noise study.

Current funding program is Federal 90% & Local 10%

Grant Service "A" Projects

Part 150 NCP Imp. / Residential Soundproofing- Phase 2

Residential soundproofing per noise study.

Current funding program is Federal 90% & Local 10%

-	-	1,000,000
<u>-</u>	<u>-</u>	<u>1,000,000</u>

Part 150 NEM Update - Phase 1

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.

270,000	-	300,000
<u>270,000</u>	<u>-</u>	<u>300,000</u>

Rehab Airfield Lighting-Phase 1

Install Airfield Light Control and Monitoring System (ALCMS) and replace Air Traffic Control Tower Control Panel.

-	15,000	300,000
<u>-</u>	<u>15,000</u>	<u>300,000</u>

Master Drainage Study

Study the Airport's current stormwater drainage systems.

Possible Federal funding. Currently budgeted State 50% Local 50%

87,500	175,000	350,000
<u>87,500</u>	<u>175,000</u>	<u>350,000</u>

<u>Est FY20 Revenue</u>	<u>Local Share</u>	<u>Total Project Cost</u>
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Total Grant Service "A" projects	1,075,900	888,676	10,447,000
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**"B" Projects
FY20 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 FY20 budget funding requirements.

	Local Share	Total Project Cost
<u>Widen Runway 12/30</u>	<u>180,000</u>	<u>2,200,000</u>
Widen runway 12/30 to 100'. Current funding program is Federal 90%, State 5%, Local 5%.		
<u>Customs-SRE-Admin Facilities</u>	<u>5,103,000</u>	<u>7,975,000</u>
Sitework and Construction of Customs General Aviation Facility, Airport Snow Removal Equipment (SRE) Storage Facility, and Administration Center; Demolish Existing Airport Building		
<u>Rehab Airfield Lighting-Phase 1</u>	<u>134,250</u>	<u>2,400,000</u>
Rehabilitate Airfield Lighting - Phase 1 - Including Signage Updates, Vault Modifications and Regulator Replacement, Install ALCMS and replace Air Traffic Control Tower Control Panel.		
<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>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>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.		

**"B" Projects
FY20 Budget**

	Local Share	Total Project Cost
<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%.		
<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	\$ 7,515,459	\$ 22,588,643

Unrestricted Net Position (Reserves) Available:

	<u>Operating</u>	<u>Building & Land Reserve</u>	<u>(VERF) Capital Reserve</u>	<u>Sewer Reserve</u>	<u>Total</u>
Balances @ 4/30/18 (from audit)	2,416,449	625,090	683,569	416,874	4,141,982
Projected results for FY19	(661,601)	211,000	206,153	55,320	(189,128)
Projected Running Balances @ 4/30/19	1,754,848	836,090	889,722	472,194	3,952,854

FY20 Budget:

Revenue Budget	4,673,326			27,251	4,700,577
Operating Expenses*	(3,375,018)				(3,375,018)
Other Income & Expense	14,213	7,788	9,028	5,372	36,400
Debt Service	(568,122)				(568,122)
Transfer to VERF	(250,000)		250,000		-
Transfer to Building & Land Reserve	(300,000)	300,000			-
Capital Improve (Facilities/Paving)	(230,000)	-		(25,000)	(255,000)
Capital Outlay (Vehicles/Equip)	(134,000)	(580,000)	(182,500)		(896,500)
Capital Construction	(2,970,000)				(2,970,000)
Grant revenue & Capital Financing	3,813,400				3,813,400
Grant Service "A" Projects	(888,676)				(888,676)
Capital Other	-				-
Projected results for FY20	(214,877)	(272,212)	76,528	7,623	(402,938)

Projected Running Balances @ 4/30/20	1,539,971	563,878	966,250	479,817	3,549,916
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Less 3 month operating reserve* (843,754)

Over/(short) 696,217

* FY20 budgeted operating expenses times 25% as required by the Airport's business plan.

LOCATION MAPS
FOR POTENTIAL
CAPITAL PROJECTS

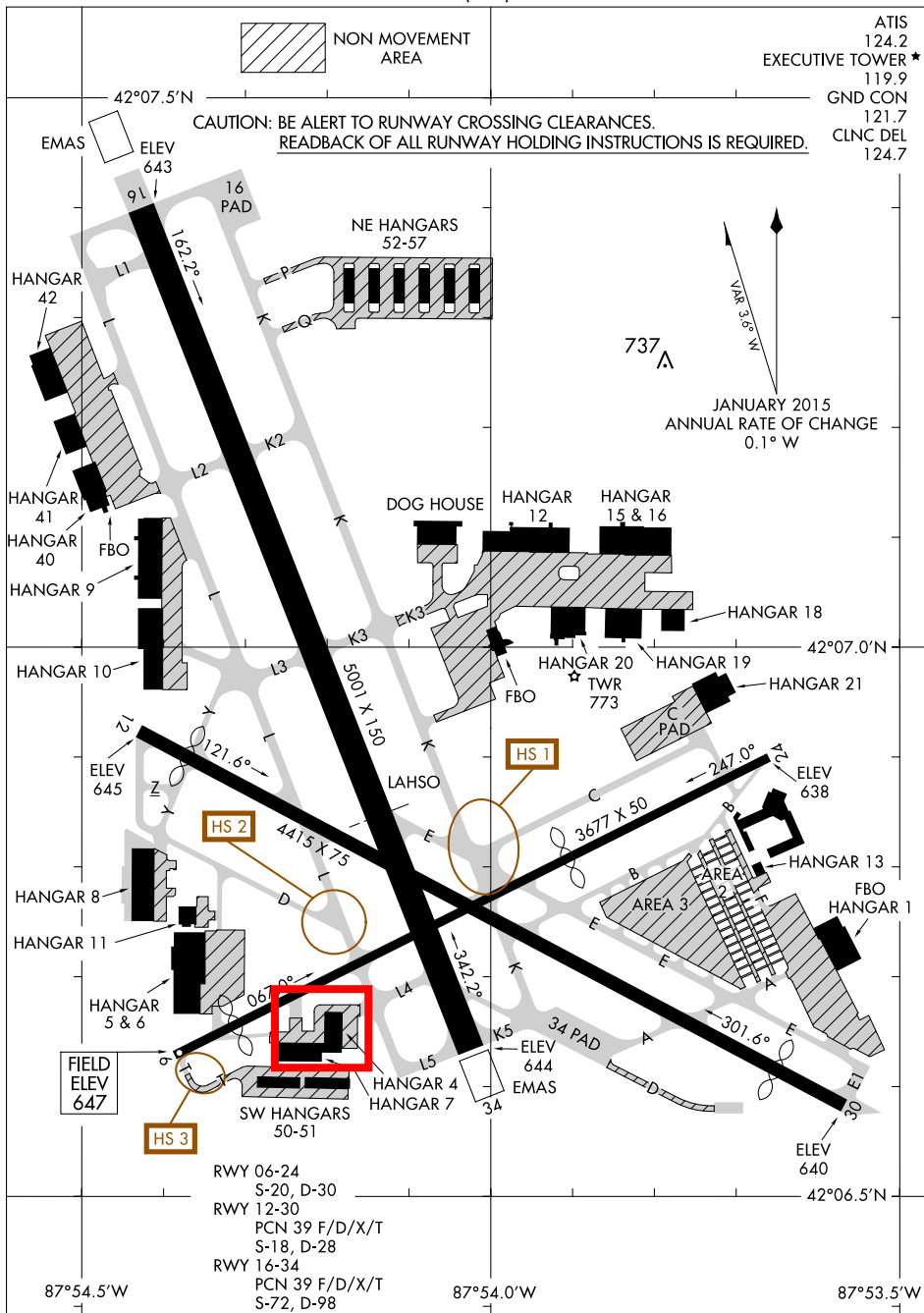
POTENTIAL U.S. CUSTOMS STANDALONE BUILDING

19003

AIRPORT DIAGRAM

AL-5028 (FAA)

CHICAGO EXECUTIVE (PWK)
CHICAGO/PROSPECT HEIGHTS/WHEELING, ILLINOIS



EC-3, 03 JAN 2019 to 31 JAN 2019

EC-3, 03 JAN 2019 to 31 JAN 2019

AIRPORT DIAGRAM

19003

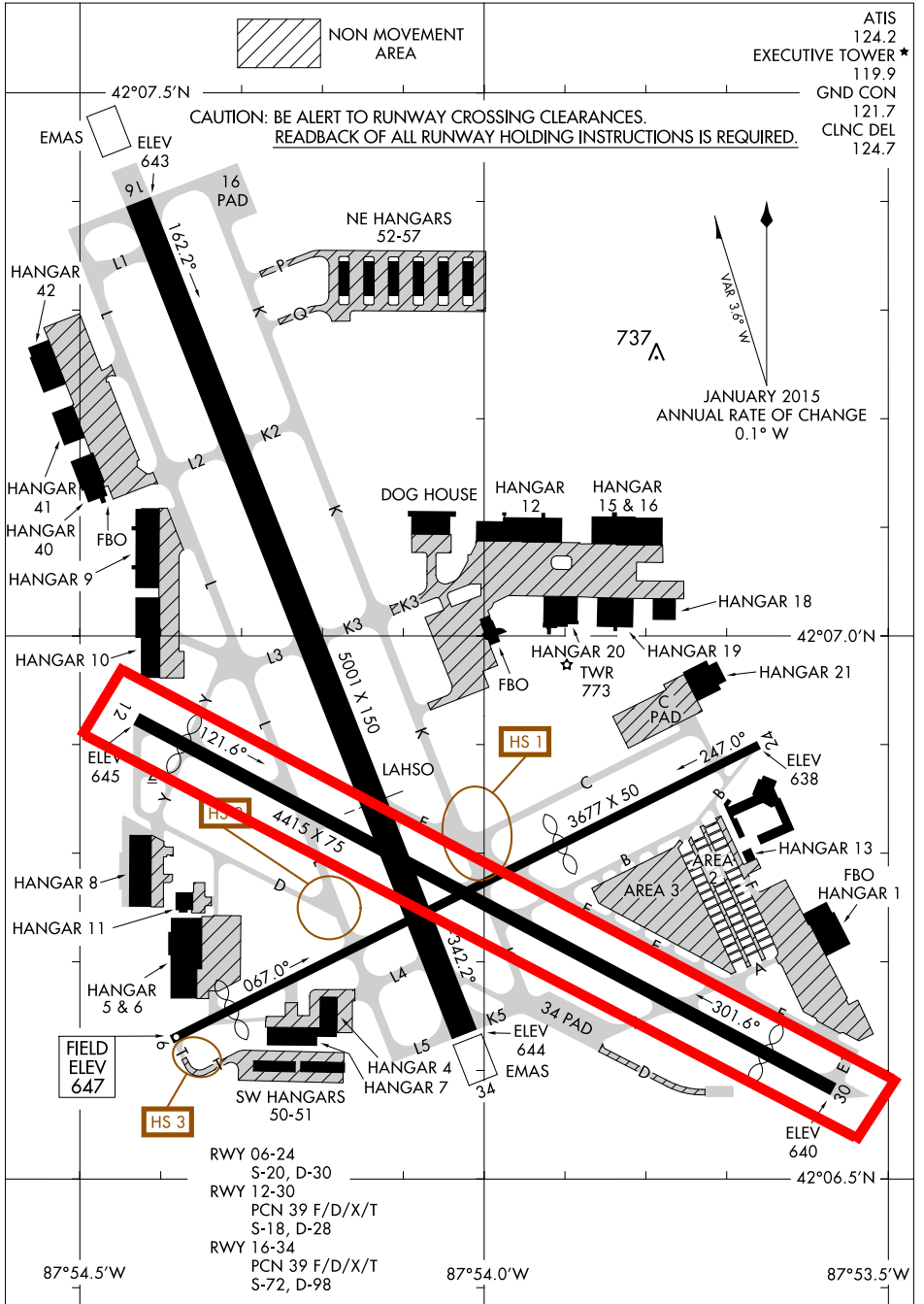
CHICAGO/PROSPECT HEIGHTS/WHEELING, ILLINOIS
CHICAGO EXECUTIVE (PWK)

REHAB RUNWAYS 12/30

19003

AIRPORT DIAGRAM

AL-5028 (FAA) CHICAGO/PROSPECT HEIGHTS/WHEELING, ILLINOIS
CHICAGO EXECUTIVE (PWK)



EC-3, 03 JAN 2019 to 31 JAN 2019

EC-3, 03 JAN 2019 to 31 JAN 2019

AIRPORT DIAGRAM

19003

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CHICAGO/PROSPECT HEIGHTS/WHEELING, ILLINOIS
CHICAGO EXECUTIVE (PWK)

CHICAGO EXECUTIVE (PWK)
CHICAGO/PROSPECT HEIGHTS/WHEELING, ILLINOIS



44

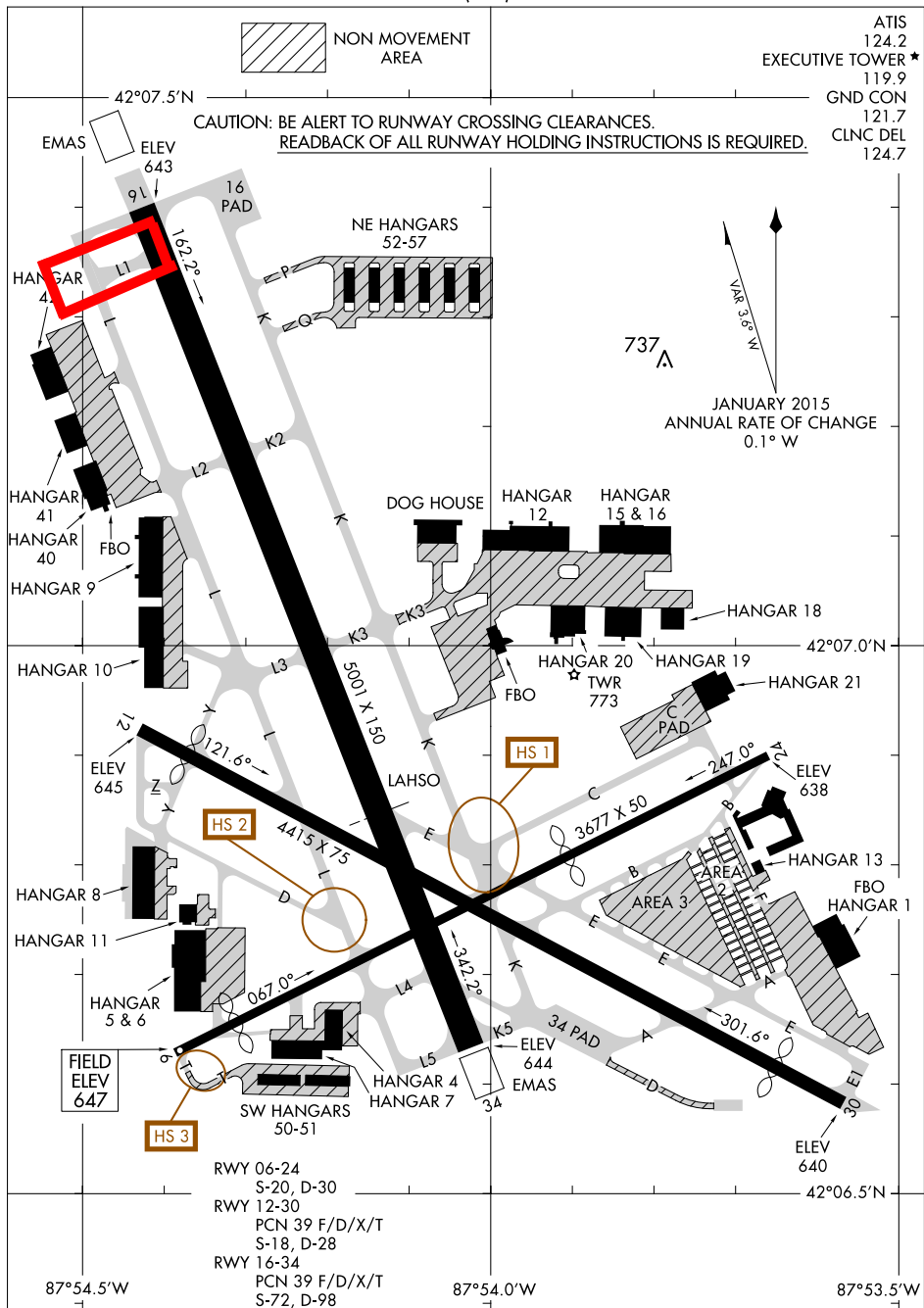
LIMA 1 BYPASS TAXIWAY

19003

AIRPORT DIAGRAM

AL-5028 (FAA)

CHICAGO EXECUTIVE (PWK)
CHICAGO/PROSPECT HEIGHTS/WHEELING, ILLINOIS



EC-3, 03 JAN 2019 to 31 JAN 2019

EC-3, 03 JAN 2019 to 31 JAN 2019

AIRPORT DIAGRAM

19003

CHICAGO/PROSPECT HEIGHTS/WHEELING, ILLINOIS
CHICAGO EXECUTIVE (PWK)

