

Airport

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AIRPORT DEPARTMENT

Budget Highlights	FY 2018 Actual	FY 2019 Budget	FY 2020 Requested	% Change From FY 2019 Budget
<u>Expenses</u>				
Employee Expense	1,474,267	1,470,242	1,499,643	2.0 %
Supplies and Services	2,652,996	2,038,414	2,539,391	24.6 %
Machinery and Equipment	175,706	215,175	166,700	(22.5)%
Total	4,302,969	3,723,831	4,205,734	12.9 %
Abated Debt	354,420	359,000	356,266	(0.8)%
Total Expense	4,657,389	4,082,831	4,562,000	11.7 %
<u>Resources</u>				
Passenger Facility Charge	204,934	202,034	199,134	(1.4)%
Sales Tax	96,930	95,010	94,046	(1.0)%
Operating Revenue	3,527,347	3,015,551	3,572,021	18.5 %
Total Revenue	3,829,211	3,312,595	3,865,201	16.7 %
Total Property Tax Support	828,178	770,236	696,799	(73,437)
Percent Increase				(9.5)%
Percent Self Supporting	84.5%	84.2%	87.4%	
Personnel - Authorized FTE	17.96	17.96	19.16	

Improvement Package Summary

1 of 2

This improvement package provides funding for 1,095 additional hours for part-time Line Service Workers in the Fixed Base Operations (0.53 FTE). The Dubuque Jet Center is open from 5:00 a.m. to 10:00 p.m., 365 days of the year for aircraft ground handling and customer support duties. Additional hours are needed due to increased activity servicing larger aircraft. To accommodate the extra business, an additional three hours has been added to the morning shift starting at 5:30 a.m. This allows personnel to be available to fuel American Airlines aircraft, remove based local corporate or transient aircraft from hangars, do fuel quality tests, deice aircraft if necessary, receive catering and rental car orders. This improvement package provides for having two staff on shift from 5:30 a.m. (one starting at 5:00 a.m.) until 6:00 p.m. each day. One person is also on duty from 6:00 p.m. to 10:00 p.m. every day. This improvement relates to the City Council goal of a Financially Responsible, High Performance City Organization: Sustainable, Equitable and Effective Service Delivery with a priority of providing City services responsive to the community.

Related Cost: \$ 16,963 Tax Funds

Property Tax Impact: \$ 0.0067 0.06%

Activity: Fixed Base Operations

Recurring

Recommend - Yes

2 of 2

This improvement package provides funding for updating the current Airport security program as required by CFR1542. DHS/TSA requires Part 139 airports with scheduled commercial service of 60 or more passengers to have a complete airport security program. Dubuque currently has a partial program. Dubuque scheduled service is currently 50 seated aircraft but these aircraft are being phased out and being replaced with 70 or more seated aircraft, hence the need to update the security program from partial to a full program. This would include purchasing a fingerprint machine, supplies and a monitoring service. Non-recurring expense is the cost of the fingerprint machine. Recurring cost is the ongoing monitoring and supplies. This improvement relates to the City Council goal of a Connected Community: Equitable Transportation, Technology Infrastructure, and Mobility with a priority of an Airport Security Program: Upgrade.

Related Cost:	\$ 6,000	Tax Funds	Recurring	Recommend - Yes
Related Cost:	\$ 3,000	Tax Funds	Non-Recurring	
Total Cost:	<u>\$ 9,000</u>			
Property Tax Impact:	\$ 0.0035	0.03%		
Activity:	Operations and Maintenance			

Significant Line Items at Maintenance Level **(Without Recommended Improvement Packages)**

Employee Expense

1. FY 2020 employee expense reflects a 1.5% wage package increase.
2. The Iowa Public Employee Retirement System (IPERS) City contribution of 9.44% is unchanged from FY 2019 The employee contribution of 6.29% is unchanged from FY 2019.
3. The City portion of health insurance expense decreased from \$1,193 in FY 2019 to \$921 in FY 2020 per month per contract which results in annual savings of \$41,688 or 22.77%.
4. The sick leave payout included in Airport's budget decreased from \$4,882 in FY 2019 to \$2,611 in FY 2020.
5. Overtime is unchanged from \$134,775 in FY 2019 to \$134,775 in FY 2020. FY 2018 actual was \$112,279.
6. During Fiscal Year 2018, it was approved to discontinue the contracted custodial agreement for the Airport terminal and use existing Airport Laborer staff to preform custodial duties. This change resulted in an increase of 0.68 FTE (+\$27,069) in part-time Laborer and a decrease in the contracted custodial line item (\$-34,687) in FY 2020.

Supplies & Services

7. Property Maintenance decreased from \$68,000 in FY 2019 to \$61,119 in FY 2020 based on a three-year average.

8. Electricity increased from \$135,911 in FY 2019 to \$137,240 in FY 2020 based on FY 2018 actual.
9. General Liability unchanged from \$69,106 in FY 2019 to \$69,106 in FY 2020.
10. Contractor Services unchanged from \$55,000 in FY 2019 to \$55,000 in FY 2020. This line item represents the annual runway/taxiway painting.
11. Motor Vehicle Fuel increased from \$280,996 in FY 2019 to \$379,523 in FY 2020 based on FY 2018 actual. Motor Vehicle Fuel expense includes fuel purchased for Airport vehicle usage and Airport tenant fuel sales and is mostly offset by Motor Vehicle Fuel revenue received from tenants. In FY 2018 there was a net fuel cost of \$19,586; in FY 2019 there is projected net fuel revenue of \$13,759; and in FY 2020 there is projected net fuel cost of \$19,586. FY 2020 estimated usage is as follows: Airport Administration 245 gallons; Airport Operations and Maintenance 5,960 gallons; and FBO Operations 130,526 gallons (includes fuel sold to Airport tenants).
12. Aviation Fuel expense increased from \$901,431 in FY 2019 to \$1,280,381 in FY 2020 based on FY 2018 actual of \$1,280,381 and 505,043 gallons sold. The purchase of Aviation Fuel is offset by Aviation Fuel Sales. FY 2018 actual Aviation Fuel Sales was \$2,023,008 with a net revenue of \$742,627; FY 2019 budgeted Aviation Fuel Sales is \$1,586,782 with projected net revenue of \$685,351; and FY 2020 budgeted Aviation Fuel Sales is \$2,023,008 with projected net revenue of \$742,627.
13. Promotion increased from \$90,151 in FY 2019 to \$91,793 in FY 2020. FY 2018 actual was \$126,635. Fixed Base Operations promotion increased from \$1,235 in FY 2019 to \$2,877 in FY 2020 due to an increase in web hosting fees.

The history of promotion spending is as follows:

Fiscal Year	Property Tax	Air Service Sustainment Grant	Total Promotion
2020	\$ 91,793	\$ —	\$ 91,793
2019	\$ 75,151	\$ 15,000	\$ 90,151
2018	\$ 115,960	\$ 28,000	\$ 143,960
2017	\$ 95,250	\$ 25,000	\$ 120,250
2016	\$ 92,990	\$ —	\$ 92,990
2015	\$ 115,730	\$ —	\$ 115,730
2014	\$ 119,669	\$ —	\$ 119,669
2013	\$ 105,026	\$ —	\$ 105,026
2012	\$ 130,090	\$ —	\$ 130,090
2011	\$ 134,147	\$ 20,000	\$ 154,147
Total Promotion	\$ 1,075,806	\$ 88,000	\$ 1,163,806

Machinery & Equipment

14. Equipment Replacements for FY 2020 includes (\$166,700):

<u>Fixed Base Operations</u>	
Sport Utility Vehicle	\$ 23,530
Aircraft Towbars	\$ 1,500
Handheld Radios	\$ 600
Floor Scrubber	\$ 15,000
Safety Equipment	\$ 220
Shop Equipment	\$ 200
<u>Airport Operations</u>	
Utility Dump Truck	\$ 70,000
Shop Equipment	\$ 3,000
Airfield Signage	\$ 5,000
Safety Equipment	\$ 24,000
Handheld Radios	\$ 500
<u>Terminal Building Maintenance</u>	
Shop Equipment	\$ 150
Recommended Improvement Packages	\$ 23,000
Total	<u>\$166,700</u>

Debt Service

15. FY 2020 annual debt service includes the following (\$356,266):

Amount	Debt Series	Source	Purpose	Final Payment	Call Date
\$ 26,207	2017A	Sales Tax 20%	Airport Improvements	2030	2025
\$ 150,778	2012C	PFC	New Terminal	2032	2019
\$ 10,685	2012C	Sales Tax 20%	Airport Improvements	2032	2019
\$ 63,086	2012I	General Fund	T-Hangar Construction	2020	2018
\$ 62,107	2014B	Sales Tax 20%	Airport Improvements	2029	2021
\$ 43,403	2016C	PFC	Terminal Roads/Apron	2036	2024
\$ 356,266	Total Airport Annual Debt Service				

Revenue

16. TSA Rent increased from \$49,416 in FY 2019 to \$49,419 in FY 2020 based on FY 2018 actual of \$49,419.
17. Car Rental decreased from \$95,904 in FY 2019 to \$95,000 in FY 2020 based on FY 2018 actual of \$89,877.
18. FAA Office rent remains unchanged at \$25,127 in FY 2020.

19. Advertising Displays decreased from \$7,200 in FY19 Budget to \$0 in FY20 Budget. The Airport is now handling advertising in-house at the terminal using digital monitors and there are no current advertising contracts.
20. American Eagle is unchanged from \$79,000 in FY 2019 to \$79,000 in FY 2020.
21. Aircraft Service fees decreased from \$79,171 in FY 2019 to \$79,000 in FY 2020. FY 2018 actual was \$79,000.
22. Aviation Fuel Sales increased from \$1,586,782 in FY 2019 to \$2,023,008 in FY 2020 based on FY 2018 actual and is offset by Aviation Fuel expense.
23. Auto Gas Fuel Sales increased from \$294,755 in FY 2019 to \$359,937 in FY 2020 based on FY 2018 actual and is offset by Motor Vehicle Fuel.
24. Farm Land Rent increased from \$98,000 in FY 2019 to \$100,526 in FY 2020 based on FY 2018 actual of \$100,526.
25. Army Reserve Center lease increased from \$0 in FY 2019 to \$45,000 in FY 2020 based on a new lease.
26. University of Dubuque lease increased from \$85,400 in FY 2019 to \$116,000 in FY 2020 based on lease of additional space.

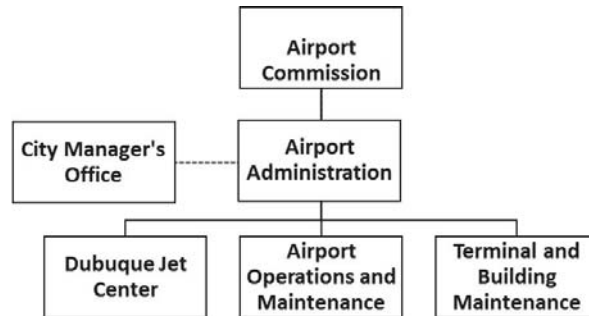
Miscellaneous

27. The Airport Department budget with abated debt is 87.4% self-supporting in FY 2020 versus the 84% self-supporting in FY 2019.

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DUBUQUE REGIONAL AIRPORT

The Dubuque Regional Airport provides quality, viable, competitive Airport services and facilities while promoting sustainable economic development within the region.



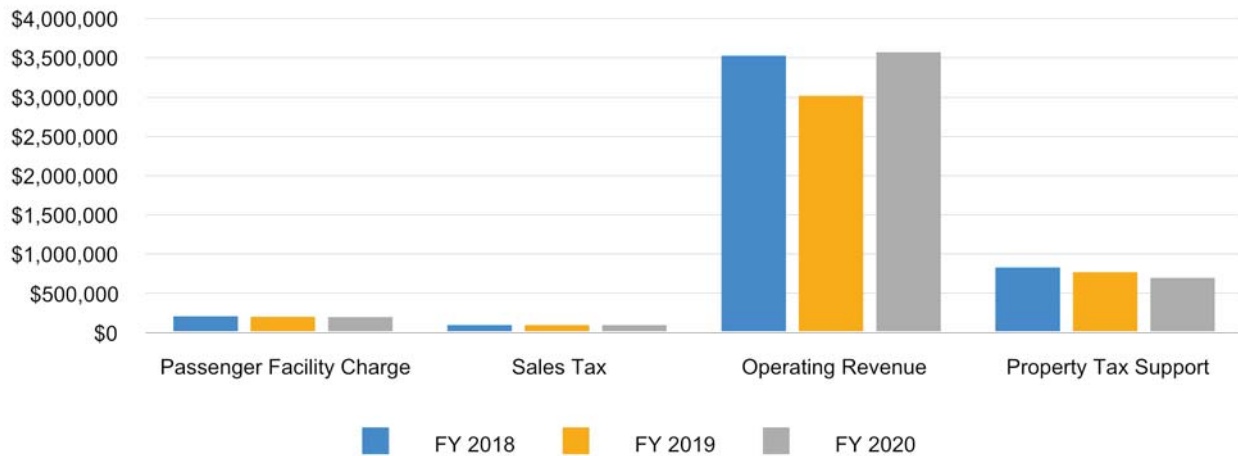
SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES



DUBUQUE REGIONAL AIRPORT

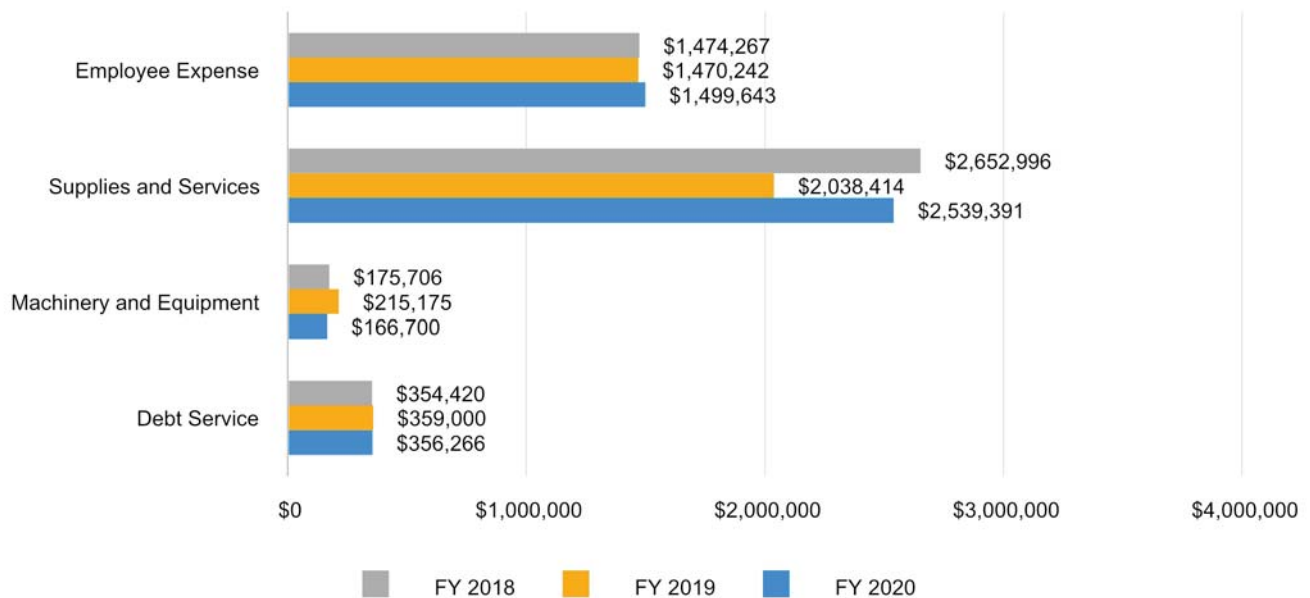
	FY 2018	FY 2019	FY 2020
Full-Time Equivalent	17.96	17.96	19.16

Resources and Property Tax Support



The Airport is supported by 19.16 full-time equivalent employees, which accounts for only 32.87% of the department expense as seen below. Overall, the departments' expenses are expected to increase by 11.74% in FY 2020 compared to FY 2019.

Expenditures by Category by Fiscal Year



DUBUQUE REGIONAL AIRPORT

Airport Administration

Overview

The Dubuque Regional Airport is owned by the City of Dubuque and is operated and managed by an Airport Commission as a department of the City of Dubuque. Airport Administration is responsible for the analysis, priorities, and the appropriate allocation of resources for the management and control of all Airport employees, facilities, property and legislative priorities. The Airport consists of 1,248 acres, two runways (6,500 x 100 and 6,325 x 150), air traffic control tower, airline and general aviation terminals, numerous corporate and private-use hangars and a joint-use facility, which includes airfield maintenance and 24-hour aircraft rescue firefighting staff.

The Airport tenants include commercial airline service with American Airlines providing regional jet service through Chicago O'Hare International Airport and leisure flights with Sun Country Airlines to Laughlin, NV and Gulfport/Biloxi, MS. The University of Dubuque fields a fleet of approximately 24 light aircraft for their aviation program. Multiple local companies base their corporate aircraft fleet at the Airport while other smaller general aviation aircraft are based locally and have aircraft maintenance services provided by a privately-owned company.

Administration Funding Summary			
	FY 2018 Actual	FY 2019 Budget	FY 2020 Requested
Expenditures	\$540,138	\$504,763	\$506,544
Resources	\$704,826	\$696,603	\$762,644

Administration Position Summary	
	FY 2020
Airport Manager	1.00
Airport Operations/Maint. Supervisor	1.00
Accountant	0.75
Marketing Coordinator	0.70
Total Full-Time Equivalent Employee's	3.45

DUBUQUE REGIONAL AIRPORT

Highlights of the Past Year

This past year was an exciting time at the Airport. Some accomplishments include:

- July 3rd Aircraft viewing
- Construction of entrance road signs on the general aviation side as well as the commercial terminal side
- Passed annual Federal Aviation Administration Part 139 inspection with no discrepancies
- Completion of terminal auto fuel tank and dispenser
- Initial planting of commercial terminal landscaping plants
- Participated in National Mississippi River Museum Aviation Day
- Hosted President Trump
- Staff conducted close to 30 tours for students and others



Over 3,000 people attended the July 2nd air show aircraft viewing at the Airport prior to the Radio Dubuque Air Show and Fireworks display over the river on July 3rd (Above).

DUBUQUE REGIONAL AIRPORT

Construction was completed on the general aviation and commercial terminal signage in FY18:



Above: General aviation sign; Below: Commercial terminal sign



New terminal fuel dispenser for rental car agencies.



The Airport is required to have an annual FAA inspection for Part 139 compliance. This incorporates everything the Airport can control such as, pavement conditions, maintenance, emergency procedures, lighting, navigational aids and equipment to maintain these items and all the building necessary to house equipment and staff.

DUBUQUE REGIONAL AIRPORT



Terminal Landscape Planting Day: 36 volunteers helped plant nearly 2,000 plants.



**National Mississippi River Museum Aviation Day
(Museum officials reported close to 1,500 people attended this day).**

DUBUQUE REGIONAL AIRPORT

Performance Measures

Airport Administration - Activity Statement

Provide quality, viable, competitive airport services and facilities while promoting sustainable economic development within the region.

MYTH: Dubuque Can't have a Red Lobster because the airport's runways are too short to fly in live lobsters.



FALSE.

Dubuque doesn't have a Red Lobster because Darden Restaurants hasn't decided to locate here yet!

MYTH: The last flight to arrive in Dubuque always cancels.



FALSE.

The cancellation rate for the late flight arrival is 4.54%. Out of 327 flights possible, just 15 flights canceled. 14 of those were due to weather.

MYTH: Airfares are always higher out of Dubuque.



FALSE.

When true costs are used (Airfare + parking fees + mileage + fuel + tolls + lost time) Dubuque is usually cheaper than other area airports (Cedar Rapids, Moline, O'Hare).

DUBUQUE REGIONAL AIRPORT



Goal: Robust Local Economy



Outcome #1: Economic Development by continuing to promote the Airport provided services while providing the highest level of service and continued safe operation in full compliance with all applicable security regulations.

- The Airport held their annual Open House/EAA Fly-In Breakfast in September with an estimated over 2,000 people in attendance. This event is hosted by the Airport with American Airlines, TSA, University of Dubuque and other Airport tenants providing staff and information to the public.



Transportation Security Administration booth at Airport Open House

DUBUQUE REGIONAL AIRPORT



Goal: Connected Community



Outcome #2: Continue to stabilize and expand commercial airline service for the Tri-State region to meet existing and future passenger traffic needs.

Airport Staff met with American Airlines, Sun Country Airlines, Allegiant and Eastern Airlines for continued or expanded service.

Dubuque Jet Center



Overview

The Airport Commission operates the Dubuque Jet Center which offers a Fixed Based Operation (FBO) to assist with all general aviation needs. The FBO normally operates 17 hours a day (24 hours with notice) providing sales of aviation fuel, ground handling, hangaring and concierge services for general aviation, corporations, and the commercial airlines. The FBO makes arrangements for catering, car rental, hotels, chartering services, recommends places to visit, restaurants to dine, directions to local facilities and attractions, as well as calls for reservations and shuttles.

Dubuque Jet Center Funding Summary			
	FY 2018 Actual	FY 2019 Budget	FY 2020 Requested
Expenditures	\$2,426,675	\$1,838,171	\$2,370,702
Resources	\$2,628,476	\$2,134,685	\$2,620,781

Dubuque Jet Center Position Summary	
	FY 2020
Fixed Base Operations Supervisor	1.00
Asst. fixed Base Operations Supervisor	1.00
Accountant	0.25
Line Service Worker	4.05
Receptionist	0.75
Customer Service Rep	0.75
Total Full-Time Equivalent Employees	7.05

DUBUQUE REGIONAL AIRPORT

Highlights of the Past Year

The Dubuque Jet Center hosted the 13th annual formation clinic for the North American Trainer Association (NATA) members prior to the week-long Air Venture event in Oshkosh, WI. NATA is an independent, non-profit corporation dedicated to the restoration and safe flying of North American Trainers such as the AT-6/SNJ/Harvard, NA-64, NA-50, TB-25, TF-51 Mustang, and T-28 aircraft. In 1987, a formation flying program was started and has expanded to cover virtually all organizations who have members flying warbirds. Dubuque has continually been selected to host the T-6 aircraft.



Annual North American Trainers Association Formation Clinic in Dubuque

Performance Measures

Dubuque Jet Center - Activity Statement

Provide the aviation community with a responsive and customer service driven Fixed Base Operation (FBO), which characterizes our slogan of "Hospitality is our Hallmark" by providing all aircraft, crew and passengers with competitive quality services in a safe, efficient, and hospitable manner.



Goal: Financially Responsible, High Performance Organization 

Outcome #1: Maintain and operate a safe, responsive, efficient and hospitable oriented Fixed Base Operation to promote fueling and aviation ground handling services at Dubuque Jet Center.

- The FBO helps to support local and transient businesses by providing ground handling services for their aircraft and passengers. Ground handling services for the commercial charter airlines includes servicing the aircraft with fuel, lavatory services, light cleaning of interior of aircraft and deicing, loading and unloading of passenger baggage, and check-in and boarding of passengers.

DUBUQUE REGIONAL AIRPORT



The Airport hosted President Trump in July, 2018



Dubuque Jet Center staff fuel various types of aircraft including crop dusters, business/corporate and University of Dubuque aircraft.

DUBUQUE REGIONAL AIRPORT

Airport Operations and Maintenance

Overview

Dubuque Regional Airport Operations and Maintenance Staff provide an airport which is open to the flying public year-round by ensuring Airport safety and compliance and is responsible for meeting FAA Part 139 compliance standards for all the runways, taxiways, navigational aids, fueling agents, firefighting, parking areas and roadways, as well as ensuring compliance with EPA, OSHA, DNR, FCC, NFPA, Spill Prevention Control Program and Storm Water Pollution Prevention Plan, ADA, and TSA requirements.

24-hour coverage is provided by three Operations Specialists whose duties include aircraft rescue and firefighting services (ARFF), medical first responder and security services for certified air carriers. Airport Maintenance is responsible for maintaining the Airport in an operationally safe, secure, and efficient manner by providing for the maintenance of runways and taxiways, parking lots, entrance road, supervision of farm lease operations, weed and grass control, snow/ice removal on both landside and airside areas including all Airport owned buildings, aircraft hangars and the Commercial Airline Terminal.

The Airport is required to have an annual FAA inspection for Part 139 compliance. This incorporates everything the airport can control such as pavement conditions, maintenance, emergency procedures, lighting, navigational aids, and equipment to maintain these items as well as all the buildings necessary to house equipment and staff. The airport is unable to control outside influences such as aircraft arrivals and departures.

Operations and Maintenance Funding Summary			
	FY 2018 Actual	FY 2019 Budget	FY 2020 Requested
Expenditures	\$1,080,347	\$1,159,213	\$1,080,576
Resources	\$194,045	\$184,263	\$188,596

Operations and Maintenance Position Summary	
	FY 2020
Airport Operations Specialist	3.00
Mechanic	1.00
Maintenance Worker	3.00
Line Serviceworker	0.68
Laborer	0.23
Total FT Equivalent Employees	7.91

DUBUQUE REGIONAL AIRPORT

Performance Measures

Airport Operations and Maintenance - Activity Statement

Ensure continued safe operations of the Airport and all facilities while maintaining safety and security for regional travelers.



Goal: Connected Community



Outcome #1: Ensure airport safety by maintaining Part 139 safety compliance.

- Maintain a secure facility in full compliance with all applicable FAA and TSA security regulations and policies.
- Extensive documentation utilizing all the Federal Aviation Administration guidelines for safety and security is maintained daily. This documentation includes an airport snow and ice plan, emergency evacuation plan, drivers program, and daily inspections of airside and landside facilities.

Outcome #2: Maintain a safe airside and landside by providing a maintenance program for 28 miles of pavement, 450 acres of grass and six miles of security fence.

- Maintaining a safe airside and landside includes mowing to remove visual and operational hazards for aircraft and maintaining the aesthetics of the grounds by keeping them properly trimmed, efficient snow removal in winter, pavement improvements to prevent deterioration of runways, taxiways and all landside road surfaces and maintain all airfield signage, lighting, pavement markings.



Airport staff work on replacing an area of concrete on a taxiway

DUBUQUE REGIONAL AIRPORT

Outcome #3: Airport Rescue and Fire Fighting (ARFF)

- Provide 24 hour FAA Part 139 Aircraft Rescue Fire Fighting and First Responder Medical services.
- Provide aircraft rescue and fire-fighting coverage, emergency medical, security, and law enforcement support in accordance with applicable FAA and TSA requirements.

Did you know? Airport staff provides an average of one tour per week during the summer months for area preschool, Boy and Girl Scouts, University of Dubuque Career advancement and others.



Prescott Preschool Tour



Youngun's Preschool Tour

Recommended Operating Revenue Budget - Department Total

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Fund	Account	Account Title	FY17 Actual Revenue	FY18 Actual Revenue	FY19 Adopted Budget	FY20 Recomm'd Budget
252	43110	INVESTMENT EARNINGS	2,349	1,834	2,349	1,734
400	43110	INVESTMENT EARNINGS	353	0	0	0
100	43236	ADVERTISING DISPLAYS	4,833	11,000	7,200	0
100	43238	AIRCRAFT SERVICE FEE	79,171	77,335	79,171	79,000
100	43242	RENT, FARM LAND	67,136	100,526	98,000	100,526
100	43251	RENTS & CONCESSIONS	7,474	14,482	10,500	14,482
100	43253	PROMOTION ITEMS	63	75	63	75
100	43255	VENDING MACH COMMISSION	2,108	2,244	2,108	1,326
100	43257	RENTAL, TRAILER LOT	2,040	2,420	2,400	2,420
100	43270	ARMY RESERVE RENT	0	0	0	45,000
100	43271	T HANGAR RENT	75,963	76,374	79,000	76,229
100	43272	TSA RENT	49,160	49,419	49,416	49,419
100	43274	NORTH FARM HOUSE RNT	6,620	3,850	6,620	0
100	43275	CAR RENTAL	95,904	89,877	95,904	95,000
100	43276	FAA OFFICE RENT	25,127	25,077	25,127	25,127
100	43278	A.Y. MCDONALD	4,634	5,194	5,200	5,300
100	43279	UNIVERSITY OF DUBUQUE	82,998	77,962	85,400	116,000
100	43280	LANDING FEES	7,959	10,916	7,959	10,916
100	43283	AIRLINE STORAGE/UPLIFT	33,575	18,183	25,701	17,742
100	43285	AMERICAN EAGLE	65,166	75,252	79,000	79,000
100	43286	HANGARING, GEN.AVIATION	96,925	94,773	96,925	94,773
100	43287	MAINT HANGAR RENT	20,139	19,010	19,335	19,010
100	43290	CORPORATE HANGAR	72,996	80,713	74,959	80,713
100	43291	COMMERCIAL LAND RENT	13,582	14,605	14,000	14,605
43	USE OF MONEY AND PROPERTY - Total		816,275	851,123	866,337	928,397
400	44100	BAB SUBSIDY NON GRANT	2,780	0	0	0
44	INTERGOVERNMENTAL - Total		2,780	0	0	0
100	45701	STATE GRANTS	12,463	0	15,000	0
45	STATE GRANTS - Total		12,463	0	15,000	0
100	51178	CREDIT CARD FEE	(10,564)	(13,022)	0	0
100	51340	LONG-TERM PARKING FEES	90	270	0	270
100	51505	PUBLIC SAFETY	78,450	78,450	78,450	80,000
100	51510	AVIATION FUEL SALES	1,597,253	2,023,008	1,586,782	2,023,008
100	51515	AUTO GAS FUEL SALES	306,869	359,937	294,755	359,937
100	51520	OIL	1,847	1,399	1,847	1,399
100	51525	FUEL FLOW	127,898	144,173	116,099	126,261
252	51535	RENTAL CAR FEE	59,127	57,801	59,127	57,801
100	51540	CHARTERS GROUND HANDLING	32,001	32,643	32,001	32,643
100	51926	PILOT SUPPLIES	68	134	68	134
100	51963	CATERING	15,247	10,255	15,247	10,255
100	51986	PLANE WASHING	350	0	0	0
51	CHARGES FOR SERVICES - Total		2,208,636	2,695,048	2,184,376	2,691,708
100	53204	IOWA FUEL TAX REFUND	70	0	70	0
100	53605	MISCELLANEOUS REVENUE	413	45	0	45
100	53620	REIMBURSEMENTS-GENERAL	11,244	40,765	11,244	11,406
53	MISCELLANEOUS - Total		11,727	40,810	11,314	11,451
400	54210	GO BOND PROCEEDS	285,482	0	0	0
400	54220	BOND DISCOUNT	9,196	0	0	0
54	OTHER FINANCING SOURCES - Total		294,678	0	0	0
400	59100	FR GENERAL	48,006	52,556	61,956	63,086
400	59350	FR SALES TAX CONSTRUCTION	97,807	96,930	95,010	94,046
400	59391	FR PASSENGER FACILITY	202,865	204,934	202,034	199,134
59	TRANSFER IN AND INTERNAL - Total		348,678	354,420	359,000	356,266
AIRPORT - Total			3,695,236	3,941,402	3,436,027	3,987,822

Recommended Operating Expenditure Budget - Department Total

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Fund	Account	Account Title	FY17 Actual Expense	FY18 Actual Expense	FY19 Adopted Budget	FY 20 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	728,081	737,744	747,123	763,493
100	61020	PART-TIME EMPLOYEES	189,838	196,179	181,759	204,565
100	61030	SEASONAL EMPLOYEES	6,538	5,995	5,298	30,937
100	61050	OVERTIME PAY	113,982	112,279	134,775	134,775
100	61071	HOLIDAY PAY-OVERTIME	1,154	839	0	0
100	61091	SICK LEAVE PAYOFF	12,396	7,228	4,882	2,611
100	61092	VACATION PAYOFF	1,892	0	0	0
100	61310	IPERS	92,797	94,198	100,911	107,030
100	61320	SOCIAL SECURITY	78,109	77,765	82,145	86,930
100	61410	HEALTH INSURANCE	190,800	190,798	171,720	130,032
100	61415	WORKMENS' COMPENSATION	48,373	48,580	40,399	37,937
100	61416	LIFE INSURANCE	611	621	630	733
100	61645	TOOL ALLOWANCE	200	200	200	200
100	61660	EMPLOYEE PHYSICALS	1,616	1,842	400	400
61 - WAGES AND BENEFITS			1,466,385	1,474,267	1,470,242	1,499,643
100	62010	OFFICE SUPPLIES	1,013	633	1,013	633
100	62011	UNIFORM PURCHASES	3,264	2,484	3,264	3,364
100	62013	UNIFORM MAINTENANCE	377	348	221	221
100	62030	POSTAGE AND SHIPPING	688	337	689	346
100	62032	FLAGS	0	270	250	1,040
100	62060	O/E MAINT CONTRACTS	0	0	10,100	17,000
100	62061	DP EQUIP. MAINT CONTRACTS	16,268	16,291	5,475	14,857
100	62062	JANITORIAL SUPPLIES	8,585	11,243	8,019	11,243
100	62064	ELECTRICAL SUPPLIES	11,175	2,744	9,327	2,744
100	62090	PRINTING & BINDING	204	933	204	998
100	62110	COPYING/REPRODUCTION	604	913	604	977
100	62130	LEGAL NOTICES & ADS	581	872	37	872
100	62140	PROMOTION	90,152	126,635	90,151	91,793
100	62170	SUBSCRIPTIONS-BOOKS-MAPS	5,694	3,567	7,588	8,336
100	62190	DUES & MEMBERSHIPS	3,536	3,205	3,536	3,269
100	62206	PROPERTY INSURANCE	31,344	29,379	25,581	29,779
100	62208	GENERAL LIABILITY INSURAN	71,041	64,641	69,106	69,106
100	62210	SALES TAX	201	17	201	0
100	62211	PROPERTY TAX	1,908	1,962	1,908	1,962
100	62240	MISCELLANEOUS	0	2,890	0	0
100	62310	TRAVEL-CONFERENCES	5,217	18,956	7,217	7,217
100	62320	TRAVEL-CITY BUSINESS	3,577	3,259	3,326	3,326
100	62340	MILEAGE/LOCAL TRANSP	1,704	2,604	1,583	2,812
100	62360	EDUCATION & TRAINING	14,200	22,765	14,201	20,616
100	62411	UTILITY EXP-ELECTRICITY	120,810	137,240	135,911	137,240
100	62412	UTILITY EXP-GAS	20,353	27,360	21,370	27,360
100	62418	UTILITY EXP-REFUSE	3,803	4,300	3,804	4,459
100	62421	TELEPHONE	9,062	8,446	9,061	8,446
100	62431	PROPERTY MAINTENANCE	68,589	78,752	68,000	61,119
100	62436	RENTAL OF SPACE	1,924	4,626	1,924	4,626
100	62438	FIRE SUPPRESSION	0	0	0	8,025
100	62511	FUEL, MOTOR VEHICLE	282,928	379,524	280,996	379,523
100	62514	FUEL, AVIATION	923,460	1,280,381	901,431	1,280,381
100	62515	FUEL, AVIATION - FLOW	127,977	144,173	116,099	126,261
100	62516	FUEL, AVIATION - STORAGE	2,215	2,497	2,215	2,215
100	62521	MOTOR VEHICLE MAINT.	27,230	45,544	20,481	20,890
100	62528	MOTOR VEH. MAINT. OUTSOUR	1,874	3,922	300	2,718
100	62611	MACH/EQUIP MAINTENANCE	34,016	41,925	29,482	38,874
100	62614	EQUIP MAINT CONTRACT	3,680	232	3,680	232
100	62615	MACH/EQUIP MAINT. OUTSOUR	1,710	5,069	1,710	5,069
100	62627	CAMERA MAINTENANCE	0	2,847	2,790	2,847
100	62636	DE-ICING PRODUCTS	20,545	36,392	34,735	37,392

Recommended Operating Expenditure Budget - Department Total

51 - AIRPORT

Fund	Account	Account Title	FY17 Actual Expense	FY18 Actual Expense	FY19 Adopted Budget	FY 20 Recomm'd Budget
100	62642	FOOD PRODUCTS	13,314	10,145	13,720	10,145
100	62645	SPECIAL EVENTS	200	0	200	0
100	62647	AMMUNITION	0	210	0	210
100	62649	BEVERAGE/ICE	2,345	2,365	2,673	2,365
100	62664	LICENSE/PERMIT FEES	1,069	162	1,069	862
100	62666	CREDIT CARD CHARGE	1,731	0	15,000	0
100	62667	DATA SERVICES	2,583	3,167	2,583	3,167
100	62681	LUBRICATION PRODUCTS	2,276	1,239	1,489	1,239
100	62691	AIR SHOW EXPENSE	1,103	1,691	1,103	1,691
100	62692	LANDFILL FEES	170	104	170	104
100	62710	CONTRACTOR SERVICES	53,077	53,467	55,000	55,000
100	62712	CONSULTING ENGINEERS	417	0	0	0
100	62713	LEGAL SERVICES	70,659	2,259	0	0
400	62713	LEGAL SERVICES	596	0	0	0
100	62717	CRIMINAL BACKGROUND CHECK	0	0	0	6,000
400	62721	FINANCIAL CONSULTANT	515	0	0	0
100	62726	AUDIT SERVICES	2,500	5,700	0	2,500
400	62731	MISCELLANEOUS SERVICES	1,369	0	0	0
100	62733	CONTRACT CUSTODIAL	38,187	27,232	38,187	3,500
100	62747	MACH/EQUIPMENT RENTAL	420	385	420	420
100	62761	PAY TO OTHER AGENCY	6,400	9,000	6,400	12,000
100	62767	ENVIRON. TESTING/MON.	2,810	15,695	2,810	0
62 - SUPPLIES AND SERVICES			2,123,254	2,652,996	2,038,414	2,539,391
100	71120	PERIPHERALS, COMPUTER	0	6,000	0	0
100	71156	FURNITURE	0	249	0	0
100	71227	SIGNAGE	7,870	4,968	5,000	5,000
100	71310	AUTO/JEEP REPLACEMENT	0	21,981	0	23,530
100	71313	TRACTOR-REPLACEMENT	0	60,675	50,000	0
100	71314	TRUCK-REPLACEMENT	106,050	20,772	35,000	70,000
100	71410	SHOP EQUIPMENT	4,417	6,159	3,350	3,350
100	71420	EARTH COMPACTOR	3,661	0	5,000	0
100	71511	PUMPS	0	13,227	0	0
100	71550	MISCELLANEOUS EQUIPMENT	86,472	0	110,395	3,000
100	71610	CUSTODIAL EQUIPMENT	0	0	0	15,000
100	71611	MOWING EQUIPMENT	0	18,175	0	0
100	71615	LEAF BLOWER	0	0	750	0
100	71616	SNOW BLOWER	0	2,604	0	0
100	71619	OTHER MAINT. EQUIPMENT	15,065	780	0	1,500
100	72113	OTHER SAFETY EQUIPMENT	9,895	4,088	1,220	24,220
100	72310	CONCESSION EQUIPMENT	8,805	6,880	0	0
100	72410	PAGER/RADIO EQUIPMENT	1,223	3,052	1,100	1,100
100	72417	CAMERA RELATED EQUIPMENT	0	5,603	0	20,000
100	72418	TELEPHONE RELATED	3,540	493	3,360	0
71 - EQUIPMENT			246,996	175,706	215,175	166,700
400	74111	PRINCIPAL PAYMENT	526,429	247,443	258,343	261,043
400	74112	INTEREST PAYMENT	117,578	106,977	100,657	95,223
74 - DEBT SERVICE			644,007	354,420	359,000	356,266
252	91390	TO AIRPORT CONSTRUCTION	15,784	8,984	0	0
91 - TRANSFER TO			15,784	8,984	0	0
51 - AIRPORT TOTAL			4,496,426	4,666,373	4,082,831	4,562,000

Recommended Expenditure Budget Report by Activity & Funding Source

51 - AIRPORT

AIRPORT ADMIN. - 51100

FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Adopted Budget	FY20 Recomm'd Budget
EQUIPMENT	493	1,440	—
SUPPLIES AND SERVICES	168,918	125,306	130,536
WAGES AND BENEFITS	370,728	378,017	376,008
AIRPORT ADMIN.	540,138	504,763	506,544
FBO OPERATION - 51200			

FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Adopted Budget	FY20 Recomm'd Budget
EQUIPMENT	19,411	1,500	41,050
SUPPLIES AND SERVICES	1,987,671	1,436,817	1,909,638
WAGES AND BENEFITS	419,593	399,854	420,014
FBO OPERATION	2,426,675	1,838,171	2,370,702
AIRPORT OPERATIONS - 51300			

FUNDING SOURCE: DEBT SERVICE

Account	FY18 Actual Expense	FY19 Adopted Budget	FY20 Recomm'd Budget
DEBT SERVICE	354,420	359,000	356,266
SUPPLIES AND SERVICES	—	—	—
AIRPORT OPERATIONS	354,420	359,000	356,266
AIRPORT OPERATIONS - 51400			

FUNDING SOURCE: CUSTOMER FACILITY CHARGE

Account	FY18 Actual Expense	FY19 Adopted Budget	FY20 Recomm'd Budget
EQUIPMENT	144,331	212,085	125,500
SUPPLIES AND SERVICES	263,112	254,757	278,524
TRANSFER TO	8,984	—	—
WAGES AND BENEFITS	672,904	692,371	676,552
AIRPORT OPERATIONS	1,089,331	1,159,213	1,080,576
TERMINAL, BLDG MAINT. - 51700			

FUNDING SOURCE: GENERAL

Account	FY18 Actual Expense	FY19 Adopted Budget	FY20 Recomm'd Budget
EQUIPMENT	11,471	150	150
SUPPLIES AND SERVICES	233,296	221,534	220,693
WAGES AND BENEFITS	11,042	—	27,069
TERMINAL, BLDG MAINT.	255,809	221,684	247,912
AIRPORT TOTAL \$	4,666,373.13 \$	4,082,831.00 \$	4,562,000.00

CITY OF DUBUQUE, IOWA
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT
51 AIRPORT DEPARTMENT

FD	JC	WP-GR	JOB CLASS	FY 2018		FY 2019		FY 2020	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
61010 Full Time Employee Expense									
100	3250	GE-41	AIRPORT MANAGER	1.00	\$ 111,147	1.00	\$ 113,932	1.00	\$ 116,538
100	1995	GE-35	OPER/MAINT.SUPERVISOR	1.00	\$ 82,122	1.00	\$ 84,163	1.00	\$ 86,060
100	1875	GE-33	FBO SUPERVISOR	1.00	\$ 73,123	1.00	\$ 74,878	1.00	\$ 76,662
100		GE-30	ASSISTANT FBO SUPERVISOR	1.00	\$ 62,504	1.00	\$ 63,779	1.00	\$ 64,608
100	460	GE-30	ACCOUNTANT	1.00	\$ 64,045	1.00	\$ 65,017	1.00	\$ 66,508
100	2525	GD-10	MECHANIC	1.00	\$ 56,498	1.00	\$ 57,818	1.00	\$ 58,365
100	2205	GD-06	MAINTENANCE WORKER	3.00	\$154,166	3.00	\$ 162,932	3.00	\$ 166,509
100	1875	NA-13	AIRPORT OPER SPECIALIST	3.00	\$120,309	3.00	\$ 124,604	3.00	\$ 128,243
TOTAL FULL TIME EMPLOYEES				12.00	\$723,914	12.00	\$ 747,123	12.00	\$ 763,493
61020 Part Time Employee Expense									
100		NA-44	RECEPTIONIST	1.50	\$ 48,484	1.50	\$ 50,380	0.75	\$ 28,107
100		NA-44	CUSTOMER SERVICE REP	0.00	\$ —	0.00	\$ —	0.75	\$ 22,684
100	236	GE-28	MARKETING COORDINATOR	0.70	\$ 38,376	0.70	\$ 38,951	0.70	\$ 39,849
100	1,927	NA-27	LINE SERVICEWORKER	3.53	\$ 90,335	3.53	\$ 92,428	4.73	\$ 137,043
TOTAL PART TIME EMPLOYEES				5.73	\$177,195	5.73	\$ 181,759	6.93	\$ 227,683
61030 Seasonal Employee Expense									
100	896	NA-11	LABORER	0.23	\$ 5,219	0.23	\$ 5,298	0.23	\$ 7,819
TOTAL SEASONAL EMPLOYEES				0.23	\$ 5,219	0.23	\$ 5,298	0.23	\$ 7,819
TOTAL AIRPORT				17.96	\$906,328	17.96	\$ 934,180	19.16	\$ 998,995

CITY OF DUBUQUE, IOWA
ACTIVITY PERSONNEL COMPLEMENT SUMMARY

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2018		FY 2019		FY 2020		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
Airport Administration-FT											
10051100	61010	100	3250	GE-41	AIRPORT MANAGER	1.00	\$ 111,147	1.00	\$ 113,932	1.00	\$ 116,538
10051100	61010	100	460	GE-30	ACCOUNTANT	0.75	\$ 48,034	0.75	\$ 48,763	0.75	\$ 49,881
10051100	61010	100	1995	GE-35	OPER/MAINT.SUPERVISOR	1.00	\$ 82,122	1.00	\$ 84,163	1.00	\$ 86,060
Total						2.75	\$ 241,303	2.75	\$ 246,858	2.75	\$ 252,479
Airport Administration-PT											
10051100	61020	100	236	GE-28	MARKETING COORDINATOR	0.70	\$ 38,376	0.70	\$ 38,951	0.70	\$ 39,849
Total						0.70	\$ 38,376	0.70	\$ 38,951	0.70	\$ 39,849
Airport Operations-FT											
10051400	61010	100	2525	GD-10	MECHANIC	1.00	\$ 56,498	1.00	\$ 57,818	1.00	\$ 58,365
10051400	61010	100	2205	GD-06	MAINTENANCE WORKER	3.00	\$ 154,166	3.00	\$ 162,932	3.00	\$ 166,509
10051400	61010	100	1875	NA-13	AIRPORT OPER SPECIALIST	3.00	\$ 120,309	3.00	\$ 124,604	3.00	\$ 128,243
Total						7.00	\$ 330,973	7.00	\$ 345,354	7.00	\$ 353,117
Airport Operations-Seasonal and Part-Time											
10051400	61030	100	892	NA-03	LABORER	0.23	\$ 5,219	0.23	\$ 5,298	0.23	\$ 7,819
Total						0.23	\$ 5,219	0.23	\$ 5,298	0.23	\$ 7,819
FBO Operation-FT											
10051200	61010	100	1875	GE-33	FBO SUPERVISOR	1.00	\$ 73,123	1.00	\$ 74,878	1.00	\$ 76,662
10051200	61010	100	460	GE-30	ACCOUNTANT	0.25	\$ 16,011	0.25	\$ 16,254	0.25	\$ 16,627
		100		GE-30	ASSISTANT FBO SUPERVISOR	1.00	\$ 62,504	1.00	\$ 63,779	1.00	\$ 64,608
Total						2.25	\$ 151,638	2.25	\$ 154,911	2.25	\$ 157,897
FBO Operation-PT											
10051200	61020	100	1927	NA-27	LINE SERVICEWORKER	3.53	\$ 90,335	3.53	\$ 92,428	4.05	\$ 113,925
10051200	61020	100		NA-44	RECEPTIONIST	1.50	\$ 48,484	1.50	\$ 50,380	0.75	\$ 28,107
Total						5.03	\$ 138,819	5.03	\$ 142,808	5.55	\$ 164,716
TOTAL AIRPORT DEPARTMENT						17.96	\$ 906,328	17.96	\$ 934,180	19.16	\$ 998,995

Capital Improvement Projects by Department/Division					
AIRPORT					
CIP Number	Capital Improvement Project Title	FY 17 Actual Expense	FY 18 Actual Expense	FY 19 Adopted Budget	FY 20 Recomm'd Budget
2522447	RESTRICTED TERMINAL PROJ	—	273,164	—	—
3901060	PAVEMENT CONDITION INDEX	—	46,505	—	—
3901439	AIRPORT APRON	—	—	—	5,000,000
3901448	FBO IMPROVEMENTS	11,439	21,017	—	—
3901489	SNOW BROOM AND BLOWER	—	—	1,100,000	230,000
3901497	AIRPORT FENCING/HAZARD ST	1,026	1,993	—	—
3901691	RUNWAY SENSOR UPDATE	—	—	—	1,564,000
3901723	AIRPORT IMPROVEMENTS	6,170	—	—	—
3901893	EXTEND GENL AVIATION RAMP	49,116	—	—	—
3902008	HANGER REPAIRS/REPLACE	74,595	21,595	—	—
3902009	TERMINAL SITEWORK	521,914	1,103,804	—	—
3902010	TERMINAL UTIL IMPROVEMENT	—	—	—	—
3902011	ONSITE WATER & WASTEWATER	18,887	4,020	—	—
3902125	PAINT HANGAR EXTERIORS	5,181	—	—	—
3902126	TERMINAL BOILER REPLACE	—	—	—	—
3902213	TERMINAL DESIGN & BUILD	54,779	—	—	—
3902214	OLD AIRLINE TERM ASSESS	—	—	160,000	190,000
3902215	REPLACE RUNWAY REGULATORS	—	—	—	—
3902282	AIRPORT GIS	—	—	—	559,930
3902316	NEW TERM FAC - RDS & APRN	264,691	997,045	—	—
3902403	HVAC JOINT USE BLDG	2,646	—	—	—
3902448	ADF CONTAINMENT	—	—	—	—
3902475	NEW TERM PARKING 1 & 2	620,162	132,408	—	—
3902531	NEW TERM FURNISH EQUIP	158,582	7,615	—	—
3902532	NEW TERM PASSENGER BRIDGE	51,622	4,721	—	—
3902534	NEW TERM GUIDANCE SIGNAGE	—	—	—	—
3902535	NEW TERM LANDSCAPING	—	2,341	25,000	—
3902538	AIRPORT WATER,SEWER, ELEC	13,329	—	—	—
3902602	ELECT FUEL TANK GUAGE SYS	—	55,178	—	—
3902660	DECOMMISS AIRPORT LAGOON	670	25,871	—	—
3902661	FBO RESTROOM UPDATE	—	—	—	—
3902662	AIRPORT STORM DRAIN IMPRO	14,201	—	—	—
3902664	AIRPORT ASPHALT REPAIR	95,422	30,615	—	—
3902715	REPLACE GARAGE DOORS JUF	—	15,644	38,513	—
3902716	NEW TERM ENTRANCE SIGN	—	100,714	—	—
3902731	AIRPORT CAR RENTAL LOT	0	2,940	0	0
3902751	AIRPORT CAP OLD WELLS	0	0	28,000	0
3902752	AIRPORT JET CENTER DOORS	0	0	30,000	0
3902753	AIRPORT WIRELESS NETWORK	0	0	35,000	0
3902788	AIRPORT CAR WASH	0	0	0	72,750
39110391	UNDISTRIBUTED	3,728	0	0	0
39151900	AIRPORT CAPITAL IMPR.	202,865	204,934	202,034	199,134
AIRPORT	TOTAL	2,171,023	3,052,123	1,618,547	7,815,814

PROGRAM/DEPT	PROJECT DESCRIPTION	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL	PAGE
AIRPORT								
Public Works								
	North Apron Reconstruction	\$5,000,000	\$—	\$—	\$—	\$—	\$5,000,000	103
	Rehabilitate Runway Lighting	\$1,564,000	\$—	\$—	\$—	\$—	\$1,564,000	104
	Update Airport Layout Plan and GIS	\$559,930	\$—	\$—	\$—	\$—	\$559,930	105
	Replace Snow Removal Equipment (SRE)	\$230,000	\$—	\$—	\$—	\$—	\$230,000	106
	Relocate D-Marc to New Terminal/ De-construct Old Terminal	\$190,000	\$—	\$—	\$—	\$—	\$190,000	107
	Terminal Automated Vehicle Wash Facility	\$72,750	\$485,000	\$—	\$—	\$—	\$557,750	108
	Rehabilitate Taxiway A	\$—	\$350,000	\$4,750,000	\$5,250,000	\$2,500,000	\$12,850,000	109
	Terminal Entrance Sign and Regrading	\$—	\$216,138	\$—	\$—	\$—	\$216,138	110
	Aviation Fueling Facilities NFPA Update	\$—	\$54,050	\$—	\$—	\$—	\$54,050	111
	Pavement Condition Index (PCI)	\$—	\$50,200	\$—	\$—	\$53,272	\$103,472	112
	Asphalt Pavement Repair	\$—	\$—	\$150,000	\$—	\$—	\$150,000	113
	Perimeter Fence Improvements	\$—	\$—	\$10,000	\$—	\$—	\$10,000	114
	Corporate Hangar Facilities Repair/ Replacement	\$—	\$—	\$—	\$—	\$20,000	\$20,000	115
	Storm Drain Improvements	\$—	\$—	\$—	\$—	\$20,000	\$20,000	116
Grand Total		\$7,616,680	\$1,155,388	\$4,910,000	\$5,250,000	\$2,593,272	\$21,525,340	