

# Airport

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## AIRPORT DEPARTMENT

Budget Highlights	FY 2019 Actual	FY 2020 Budget	FY 2021 Requested	% Change From FY 2020 Budget
<u>Expenses</u>				
Employee Expense	1,485,327	1,499,643	1,505,966	0.4 %
Supplies and Services	2,800,171	2,539,391	2,815,747	10.9 %
Machinery and Equipment	229,931	166,700	176,811	6.1 %
Total	<u>4,515,429</u>	<u>4,205,734</u>	<u>4,498,524</u>	<u>7.0 %</u>
Abated Debt	359,149	356,266	316,183	(11.3)%
Total Expense	<u>4,874,578</u>	<u>4,562,000</u>	<u>4,814,707</u>	<u>5.5 %</u>
<u>Resources</u>				
Passenger Facility Charge	202,034	199,134	201,334	1.1 %
Sales Tax	95,010	94,046	114,849	22.1 %
Operating Revenue	<u>4,044,717</u>	<u>3,572,021</u>	<u>4,092,754</u>	<u>14.6 %</u>
Total Revenue	<u>4,341,761</u>	<u>3,865,201</u>	<u>4,408,937</u>	<u>14.1 %</u>
Total Property Tax Support	532,817	696,799	405,770	(291,029)
Percent Decrease				(41.8)%
Percent Self Supporting	91.6%	87.4%	90.0%	
<b>Personnel - Authorized FTE</b>	<b>17.96</b>	<b>19.16</b>	<b>19.16</b>	

### Improvement Package Summary

#### 1 of 4

This improvement request is for the Airport's direct financial sponsor support to the Great Lakes Chapter of the American Association of Airport Executives conference budget. The Dubuque Airport is hosting this conference in August of 2020. The Great Lakes Chapter is a not-for-profit professional organization which includes approximately 400 airports and industry-related members representing twelve Midwestern states and two provinces of Canada. The Chapter conducts an annual conference in one of the states or provinces that it represents. Those states are Nebraska, Iowa, Minnesota, Missouri, Michigan, Wisconsin, Illinois, North Dakota, South Dakota, Ohio, Indiana, Kentucky, and Ontario and Manitoba. The conference program includes a variety of topics covering items of current interest, sessions on federal programs, subjects of interest to Airport Boards and Commissions members and informational discussion sessions. This funding will relate to the City Council goal of generating additional tourism/consumer spending.

Related Cost:	<u>\$ 8,500</u>	Tax Funds	Non-Recurring	<b>Recommend - Yes</b>
Property Tax Impact:	\$ 0.0033	0.03%		
Activity: Administration				

**2 of 4**

This improvement package request is for Customer Experience/Customer Service Training Program for all airport employees and tenants. This will involve providing access to an outside trainer for employee proficiency development such as, professional communication abilities, consistency in "people skills", and help with supporting the Airport's "brand". This program is being initiated at the request of Greater Dubuque Development Corporation after discussions they have had with local businesses regarding Airport services and conveyed in their Existing Businesses Quarterly Report.

Related Cost:                 \$ 11,200 Tax Funds                                 Recurring                 **Recommend - No**  
Property Tax Impact:     \$ 0.0044 0.04%  
Activity: Administration

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This improvement package request is for air service development studies used for "pitching" to airlines. The Airport needs to be prepared with research, statistics, analysis and planning reports. True Market Studies and Pro Formas will be used when meeting with prospective airlines and when writing grants for additional air service. These studies are industry standards and are well known and recognized by airlines and aviation officials. This additional funding will relate to the City Council goal of generating additional tourism/consumer spending through air service. This additional funding will relate to the City Council goal of generating additional tourism/consumer spending through air service.

Related Cost:                 \$ 19,000 Tax Funds                                 Recurring                 **Recommend - No**  
Property Tax Impact:     \$ 0.0075 0.07%  
Activity: Administration

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This improvement request is for a digital cutting machine. Each piece of Airport equipment and machinery, such as tractors, trucks and vehicles are marked with an asset number. Each hangar is also marked with a number. This machine would provide for those needs and would also be capable of cutting metal and gaskets for equipment.

Related Cost:                 \$ 1,500 Tax Funds                                 Non-Recurring                 **Recommend - No**  
Total Cost:                    \$ 1,500  
Property Tax Impact:     \$ 0.0006 0.01%  
Activity: FBO Operations

**Significant Line Items**

**Employee Expense**

1.     FY 2021 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 2020 The employee contribution of 6.29% is unchanged from FY 2020.
3.     The City portion of health insurance expense increased from \$921 in FY 2020 to \$1,013 in FY 2021 per month per contract which results in annual cost increase of \$17,520 or 9.99%.

4. Five-Year Retiree Sick leave payout decreased from \$2,611 in FY 2020 to \$0 in FY 2021.
5. Overtime expense is \$134,775 and unchanged from FY 2020. FY 2019 actual was \$113,442.

**Supplies & Services**

6. Property Maintenance decreased from \$61,119 in FY 2020 to \$58,242 in FY 2021 based on FY 2019 actual.
7. Electricity increased from \$137,240 in FY 2020 to \$143,694 in FY 2021 based on FY 2019 actual plus 8%.
8. General Liability increased from \$69,106 in FY 2020 to \$70,723 in FY 2021.
9. Contractor Services increased from \$55,000 in FY 2020 to \$70,000 in FY 2021 due to the need to replace airfield runway painting. This line item also represents the annual runway/taxiway painting.
10. Motor Vehicle Fuel decreased from \$379,523 in FY 2020 to \$357,149 in FY 2021 based on FY 2019 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 2019 there was a net fuel cost of \$41,608; in FY 2020 there is projected net fuel revenue of \$19,586; and in FY 2021 there is projected net fuel cost of \$41,609. FY 2021 estimated usage is as follows: Airport Administration 200 gallons; Airport Operations and Maintenance 6,601 gallons; and FBO Operations 126,919 gallons (includes fuel sold to Airport tenants).
11. Aviation Fuel expense increased from \$1,280,381 in FY 2020 to \$1,512,009 in FY 2021 based on FY 2019 actual of 505,043 gallons sold. The purchase of Aviation Fuel is offset by Aviation Fuel Sales. FY 2019 actual Aviation Fuel Sales was \$2,422,736 with a net revenue of \$910,727; FY 2020 budgeted Aviation Fuel Sales is \$2,023,008 with projected net revenue of \$742,627; and FY 2021 budgeted Aviation Fuel Sales is \$2,422,736 with projected net revenue of \$910,727.
12. Promotion is \$91,793 in FY 2021 and is unchanged from FY 2020. FY 2019 actual was \$122,581. Fixed Base Operations promotion of \$2,877 is unchanged from FY 2020.

The history of promotion spending is as follows:

Fiscal Year	Property Tax	Air Service Development Program*	Total Promotion
2021	\$ 91,793	\$ —	\$ 91,793
2020	\$ 91,793	\$ 35,000	\$ 126,793
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

Fiscal Year	Property Tax	Air Service Development Program*	Total Promotion
2014	\$ 119,669	\$ —	\$ 119,669
2013	\$ 105,026	\$ —	\$ 105,026
2012	\$ 130,090	\$ —	\$ 130,090
2011	\$ 134,147	\$ 20,000	\$ 154,147
<b>Total Promotion</b>	<b>\$ 1,075,806</b>	<b>\$ 123,000</b>	<b>\$ 1,198,806</b>

\*In FY2020 the name of this grant changed from the Air Service Sustainment Grant to the Air Service Development Program.

13. Aviation Fuel Flow increased from \$126,261 in FY 2020 to \$159,787 in FY 2021 based on FY 2019 actual.

### Machinery & Equipment

13. Equipment Replacements for FY 2021 includes (\$176,811):

<u>Airport Administration</u>	
Smart Phone (3)	\$ 1,215
<u>Fixed Base Operations</u>	
Smart Phone (1)	\$ 405
Aircraft Towbars	\$ 1,500
Handheld Radios	\$ 1,800
Safety Equipment	\$ 220
Shop Equipment	\$ 200
<u>Airport Operations</u>	
John Deere 4720 Tractor	\$ 45,350
Smartphones (3)	\$ 1,215
Shop Equipment	\$ 3,000
Snow V Push Blade	\$ 7,200
Airfield Signage	\$ 5,000
Safety Equipment	\$ 1,000
Handheld Radios	\$ 500
Security Cameras and Terminal Monitors	\$ 15,000
Zero Turn Mower and Mower for 4720 Tractor	\$ 40,816
<u>Terminal Building Maintenance</u>	
Shop Equipment	\$ 150
Emergency Generator	\$ 12,240
Terminal Deice Truck Burner Chamber	\$ 40,000
<b>Total</b>	<b><u>\$176,811</u></b>

## Debt Service

14. FY 2021 annual debt service includes the following (\$316,183):

Amount	Debt Series	Source	Purpose	Final Payment	Call Date
\$ 26,043	2017A	Sales Tax 20%	Airport Improvements	2030	2025
\$ 153,878	2012C	PFC	New Terminal	2032	2019
\$ 10,480	2012C	Sales Tax 20%	Airport Improvements	2032	2019
\$ 60,863	2014B	Sales Tax 20%	Airport Improvements	2029	2021
\$ 42,828	2016C	PFC	Terminal Roads/Apron	2036	2024
\$ 8,942	2020	Sales Tax 20%	Runway Lighting	2040	
\$ 13,149	2020	Sales Tax 20%	Snow Removal Equip	2040	
<u>\$ 316,183</u>	Total Airport Annual Debt Service				

## Revenue

15. TSA Rent increased from \$49,419 in FY 2020 to \$49,495 in FY 2021 based on FY 2019 actual.
16. Car Rental increased from \$95,000 in FY 2020 to \$102,421 in FY 2021 based on FY 2019 actual.
17. FAA Office rent decreased from \$25,127 in FY 2020 to \$0 in FY 2021 due to the FAA no longer being located in the terminal building.
18. American Eagle is unchanged from \$79,000 in FY 2020 to \$79,000 in FY 2021.
19. Aircraft Service fees decreased from \$79,000 in FY 2020 to \$72,000 in FY 2021 based on FY 2019 actual of \$72,000.
20. Aviation Fuel Sales increased from \$2,023,008 in FY 2020 to \$2,422,736 in FY 2021 based on FY 2019 actual and is offset by Aviation Fuel expense.
21. Auto Gas Fuel Sales increased from \$359,937 in FY 2020 to \$398,758 in FY 2021 based on FY 2019 actual and is offset by Motor Vehicle Fuel expenses.
22. Farm Land Rent increased from \$100,526 in FY 2020 to \$125,782 in FY 2021 based on FY 2019 actual of \$125,782. In FY2019 the Airport bid this out and the three-year contract increased.
23. Army Reserve Center lease is \$45,000 and unchanged from FY 2020.
24. University of Dubuque lease increased from \$116,000 in FY 2020 to \$133,000 in FY 2021 due to the University occupying new building.
25. Fuel flow increased from \$126,261 in FY 2020 to \$159,787 in FY 2021 based on FY 2019 actual and is offset by Aviation Fuel Flow expense.

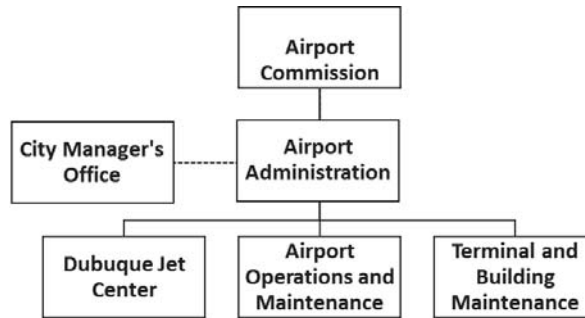
## **Miscellaneous**

26. The Airport Department budget with abated debt is 90% self-supporting in FY 2021 versus 87% self-supporting in FY 2020.

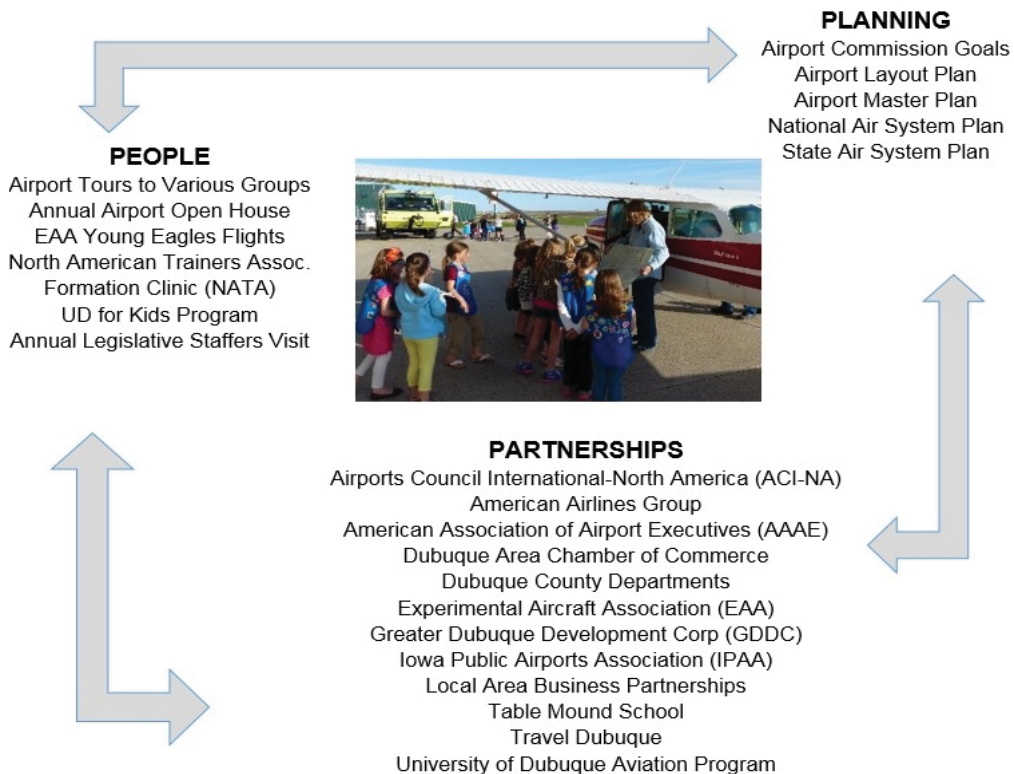


# DUBUQUE REGIONAL AIRPORT

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



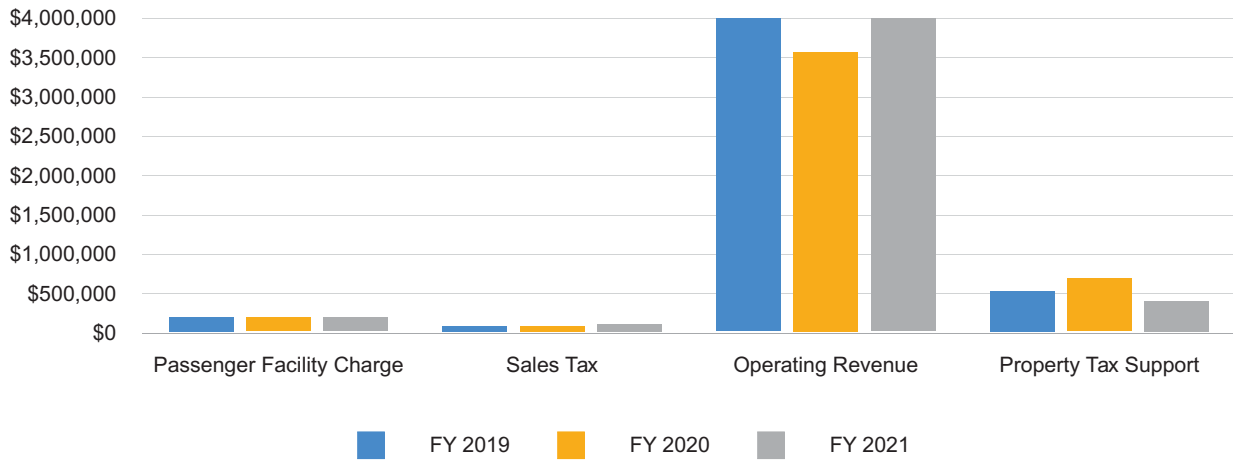
## SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES



# DUBUQUE REGIONAL AIRPORT

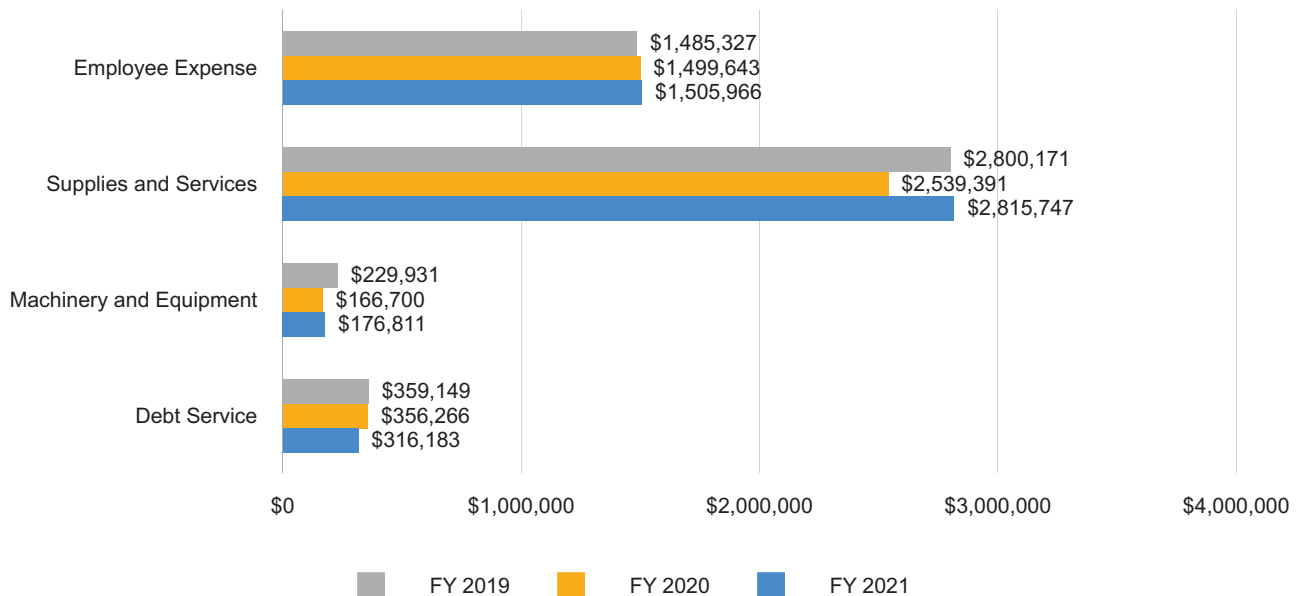
	FY 2019	FY 2020	FY 2021
Full-Time Equivalent	17.96	19.16	19.16

## Resources and Property Tax Support



The Airport is supported by 19.16 full-time equivalent employees, which accounts for only 31.28% of the department expense as seen below. Overall, the departments' expenses are expected to increase by 5.54% in FY 2021 compared to FY 2020.

## Expenditures by Category by Fiscal Year



# DUBUQUE REGIONAL AIRPORT

## Airport Administration

### Mission & Services

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. Responsibilities include management and control of all Airport employees, facilities, property and legislative priorities.

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 26 light aircraft and 5 helicopters 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 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$543,701	\$506,544	\$498,621
Resources	\$795,251	\$762,644	\$804,148

Administration Position Summary	
	FY 2021
Airport Director	1.00
Assistant Airport Director	1.00
Accountant	0.75
Marketing Coordinator	0.70
Total Full-Time Equivalent Employee’s	3.45

### Performance Measures

**City Council Goal: Partnership for a Better Dubuque**

- 1 Activity Objective: Promote the high-quality of Airport services and expand the number of Airport outreach events to large groups.**

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
# of Attendees at Open House/July 3rd Aircraft Viewing-weather dependent	N/A	2,000	3,000	3,000	N/A
# of Attendees at University of Dubuque Breakfast-weather dependent	N/A	325	375	450	N/A
# of Attendees at Experimental Aviation Aircraft Breakfast-weather dependent	N/A	1264	565	1000	N/A
# of Attendees at University of Dubuque Fun Run on the Runways-weather dependent	N/A	-	367	400	N/A

**City Council Goal: Connected Community**

- 1 **Activity Objective: Continue to stabilize and expand commercial airline service for the Tri-State region to meet existing and future passenger traffic needs.**

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
# of Commercial Airline Meetings	N/A	5	8	7	N/A
# of Commercial Airline Passenger Enplanements	N/A	37,351	36,592	36,750	N/A

**City Council Goal: Robust Local Economy**

- 1 **Activity Objective: Continue to stabilize and expand corporate and business aircraft facilities for customer needs.**

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
# of Large Corporate Hangars	N/A	14	14	15	N/A
% of Occupancy of Large Corporate Hangars	N/A	100%	100%	100%	N/A

# DUBUQUE REGIONAL AIRPORT

## Dubuque Jet Center

### Mission & Services

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 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$2,641,540	\$2,370,702	\$2,594,153
Resources	\$3,062,277	\$2,620,781	\$3,076,478

Dubuque Jet Center Position Summary	
	FY 2021
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
<b>Total Full-Time Equivalent Employees</b>	<b>7.05</b>

### Performance Measures

**City Council Goal: Financially Responsible, High Performance Organization**

<sup>1</sup> **Activity Objective: Continue to be financially responsible by increasing yearly aviation fuel sales**

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
Gallons of Aviation Fuel Sold	N/A	505,043	565,800	565,800	N/A

# 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 2019 Actual	FY 2020 Budget	FY 2021 Requested
Expenditures	\$1,095,133	\$1,080,576	\$1,104,287
Resources	\$187,189	\$188,596	\$212,128

Operations and Maintenance Position Summary	
	FY 2021
Airport Operations Specialist	3.00
Mechanic	1.00
Maintenance Worker	3.00
Line Serviceworker	0.68
Laborer	0.23
<b>Total FT Equivalent Employees</b>	<b>7.91</b>

### Performance Measures

**City Council Goal: Partnership for a Better Dubuque**

**1 Activity Objective: Promote the high-quality of Airport services and expand the number of Airport facilities tours to Tri-State area Preschools, Schools, Boy/Girl Scouts and other groups.**

Performance Measure (KPI)	Target	FY18 Actual	FY19 Actual	FY20 Estimate	Performance Indicator
# of Airport Tours Given	N/A	56	62	65	N/A

## Recommended Operating Revenue Budget - Department Total

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Fund	Account	Account Title	FY18 Actual Revenue	FY19 Actual Revenue	FY20 Adopted Budget	FY21 Recomm'd Budget
252	43110	INVESTMENT EARNINGS	1,834	2,589	1,734	2,330
100	43236	ADVERTISING DISPLAYS	11,000	0	0	0
100	43238	AIRCRAFT SERVICE FEE	77,335	71,855	79,000	72,000
100	43242	RENT, FARM LAND	100,526	100,526	100,526	125,782
100	43251	RENTS & CONCESSIONS	14,482	13,429	14,482	14,482
100	43253	PROMOTION ITEMS	75	101	75	75
100	43255	VENDING MACH COMMISSION	2,244	3,745	1,326	3,745
100	43257	RENTAL, TRAILER LOT	2,420	2,676	2,420	2,640
100	43270	ARMY RESERVE RENT	0	41,256	45,000	45,000
100	43271	T HANGAR RENT	76,374	74,421	76,229	75,000
100	43272	TSA RENT	49,419	49,467	49,419	49,495
100	43274	NORTH FARM HOUSE RNT	3,850	0	0	0
100	43275	CAR RENTAL	89,877	102,421	95,000	102,421
100	43276	FAA OFFICE RENT	25,077	25,077	25,127	0
100	43278	A.Y. MCDONALD	5,194	5,335	5,300	5,335
100	43279	UNIVERSITY OF DUBUQUE	77,962	87,584	116,000	133,000
100	43280	LANDING FEES	10,916	15,873	10,916	15,873
100	43282	SECURITY GATE FEES	0	20	0	0
100	43283	AIRLINE STORAGE/UPLIFT	18,183	31,720	17,742	31,720
100	43285	AMERICAN EAGLE	75,252	68,511	79,000	79,000
100	43286	HANGARING, GEN.AVIATION	94,773	104,281	94,773	104,281
100	43287	MAINT HANGAR RENT	19,010	19,438	19,010	20,000
100	43290	CORPORATE HANGAR	80,713	80,716	80,713	80,716
100	43291	COMMERCIAL LAND RENT	14,605	15,029	14,605	15,300
<b>43</b>	<b>USE OF MONEY AND PROPERTY - Total</b>		<b>851,123</b>	<b>916,070</b>	<b>928,397</b>	<b>978,195</b>
100	45701	STATE GRANTS	0	28,000	0	0
<b>45</b>	<b>STATE GRANTS - Total</b>		<b>0</b>	<b>28,000</b>	<b>0</b>	<b>0</b>
100	51178	CREDIT CARD FEE	(13,022)	(14,096)	0	0
100	51215	LATE PAYMENT PENALTY	0	427	0	0
100	51340	LONG-TERM PARKING FEES	270	360	270	270
100	51505	PUBLIC SAFETY	78,450	79,125	80,000	79,800
100	51510	AVIATION FUEL SALES	2,023,008	2,422,736	2,023,008	2,422,736
100	51515	AUTO GAS FUEL SALES	359,937	398,758	359,937	398,758
100	51520	OIL	1,399	1,544	1,399	1,544
100	51525	FUEL FLOW	144,173	159,787	126,261	159,787
252	51535	RENTAL CAR FEE	57,801	60,630	57,801	60,630
100	51540	CHARTERS GROUND HANDLING	32,643	38,800	32,643	38,800
100	51926	PILOT SUPPLIES	134	67	134	67
100	51963	CATERING	10,255	6,333	10,255	6,333
<b>51</b>	<b>CHARGES FOR SERVICES - Total</b>		<b>2,695,048</b>	<b>3,154,471</b>	<b>2,691,708</b>	<b>3,168,725</b>
100	53201	REFUNDS	0	902	0	0
100	53605	MISCELLANEOUS REVENUE	45	(300)	45	0
100	53620	REIMBURSEMENTS-GENERAL	40,765	8,794	11,406	8,794
<b>53</b>	<b>MISCELLANEOUS - Total</b>		<b>40,810</b>	<b>9,396</b>	<b>11,451</b>	<b>8,794</b>
100	54107	VEHICLE SALES	1	0	0	0
<b>54</b>	<b>OTHER FINANCING SOURCES - Total</b>		<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
400	59100	FR GENERAL	52,556	62,105	63,086	0
400	59350	FR SALES TAX CONSTRUCTION	96,930	95,010	94,046	114,849
400	59391	FR PASSENGER FACILITY	204,934	202,034	199,134	201,334
<b>59</b>	<b>TRANSFER IN AND INTERNAL - Total</b>		<b>354,420</b>	<b>359,149</b>	<b>356,266</b>	<b>316,183</b>
<b>AIRPORT</b>	<b>- Total</b>		<b>3,941,402</b>	<b>4,467,086</b>	<b>3,987,822</b>	<b>4,471,897</b>

## Recommended Operating Expenditure Budget - Department Total

### 51 - AIRPORT

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	737,744	751,389	763,493	740,878
100	61020	PART-TIME EMPLOYEES	196,179	212,621	204,565	209,081
100	61030	SEASONAL EMPLOYEES	5,995	5,723	30,937	31,276
100	61050	OVERTIME PAY	112,279	113,442	134,775	134,775
100	61071	HOLIDAY PAY-OVERTIME	839	652	0	0
100	61091	SICK LEAVE PAYOFF	7,228	4,882	2,611	0
100	61096	50% SICK LEAVE PAYOUT	0	0	0	6,889
100	61310	IPERS	94,198	101,870	107,030	105,352
100	61320	SOCIAL SECURITY	77,765	79,641	86,930	85,904
100	61410	HEALTH INSURANCE	190,798	171,720	130,032	147,552
100	61415	WORKMENS' COMPENSATION	48,580	40,399	37,937	39,361
100	61416	LIFE INSURANCE	621	621	733	733
100	61645	TOOL ALLOWANCE	200	200	200	200
100	61655	CAR ALLOWANCE	0	0	0	1,800
100	61660	EMPLOYEE PHYSICALS	1,842	2,165	400	2,165
<b>61 - WAGES AND BENEFITS</b>			<b>1,474,267</b>	<b>1,485,327</b>	<b>1,499,643</b>	<b>1,505,966</b>
100	62010	OFFICE SUPPLIES	633	544	633	688
100	62011	UNIFORM PURCHASES	2,484	3,333	3,364	3,333
100	62013	UNIFORM MAINTENANCE	348	319	221	319
100	62030	POSTAGE AND SHIPPING	337	496	346	546
100	62032	FLAGS	270	2,285	1,040	1,269
100	62060	O/E MAINT CONTRACTS	0	6,643	17,000	22,500
100	62061	DP EQUIP. MAINT CONTRACTS	16,291	9,984	14,857	12,174
100	62062	JANITORIAL SUPPLIES	11,243	7,948	11,243	8,108
100	62064	ELECTRICAL SUPPLIES	2,744	13,530	2,744	8,642
100	62090	PRINTING & BINDING	933	133	998	143
100	62110	COPYING/REPRODUCTION	913	1,335	977	1,181
100	62130	LEGAL NOTICES & ADS	872	45	872	45
100	62140	PROMOTION	126,635	122,581	91,793	91,793
100	62170	SUBSCRIPTIONS-BOOKS-MAPS	3,567	3,695	8,336	6,286
100	62190	DUES & MEMBERSHIPS	3,205	3,973	3,269	3,969
100	62206	PROPERTY INSURANCE	29,379	26,601	29,779	27,932
100	62208	GENERAL LIABILITY INSURAN	64,641	67,355	69,106	70,723
100	62210	SALES TAX	17	0	0	0
100	62211	PROPERTY TAX	1,962	2,012	1,962	2,092
100	62230	COURT COSTS & RECORD FEES	0	12	0	12
100	62240	MISCELLANEOUS	2,890	0	0	0
100	62310	TRAVEL-CONFERENCES	18,956	9,289	7,217	7,217
100	62320	TRAVEL-CITY BUSINESS	3,259	7,509	3,326	3,326
100	62340	MILEAGE/LOCAL TRANSP	2,604	1,117	2,812	1,157
100	62360	EDUCATION & TRAINING	22,765	6,609	20,616	8,166
100	62411	UTILITY EXP-ELECTRICITY	137,240	133,050	137,240	143,694
100	62412	UTILITY EXP-GAS	27,360	25,709	27,360	25,709
100	62418	UTILITY EXP-REFUSE	4,300	4,300	4,459	4,471
100	62421	TELEPHONE	8,446	8,834	8,446	8,833
100	62431	PROPERTY MAINTENANCE	78,752	58,241	61,119	58,242
100	62436	RENTAL OF SPACE	4,626	7,561	4,626	7,581
100	62438	FIRE SUPPRESSION	0	3,424	8,025	10,424
100	62511	FUEL, MOTOR VEHICLE	379,524	357,150	379,523	357,149
100	62514	FUEL, AVIATION	1,280,381	1,512,009	1,280,381	1,512,009
100	62515	FUEL, AVIATION - FLOW	144,173	159,787	126,261	159,787
100	62516	FUEL, AVIATION - STORAGE	2,497	2,811	2,215	2,508
100	62521	MOTOR VEHICLE MAINT.	45,544	14,414	20,890	18,927
100	62528	MOTOR VEH. MAINT. OUTSOUR	3,922	14,913	2,718	2,718
100	62611	MACH/EQUIP MAINTENANCE	41,925	42,293	38,874	42,293
100	62614	EQUIP MAINT CONTRACT	232	1,854	232	1,854
100	62615	MACH/EQUIP MAINT. OUTSOUR	5,069	991	5,069	991



## Recommended Operating Expenditure Budget - Department Total

### 51 - AIRPORT

Fund	Account	Account Title	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY 21 Recomm'd Budget
100	62627	CAMERA MAINTENANCE	2,847	2,448	2,847	2,448
100	62636	DE-ICING PRODUCTS	36,392	54,359	37,392	54,728
100	62642	FOOD PRODUCTS	10,145	4,968	10,145	6,969
100	62647	AMMUNITION	210	0	210	0
100	62649	BEVERAGE/ICE	2,365	2,376	2,365	2,376
100	62664	LICENSE/PERMIT FEES	162	207	862	207
100	62667	DATA SERVICES	3,167	2,344	3,167	2,025
100	62681	LUBRICATION PRODUCTS	1,239	1,272	1,239	1,272
100	62691	AIR SHOW EXPENSE	1,691	1,891	1,691	1,891
100	62692	LANDFILL FEES	104	0	104	0
100	62710	CONTRACTOR SERVICES	53,467	57,360	55,000	70,000
100	62713	LEGAL SERVICES	2,259	4,162	0	0
100	62717	CRIMINAL BACKGROUND CHECK	0	0	6,000	3,000
100	62726	AUDIT SERVICES	5,700	2,600	2,500	2,600
100	62733	CONTRACT CUSTODIAL	27,232	800	3,500	3,500
100	62734	SPEAKERS/PROGRAMS	0	0	0	8,500
100	62747	MACH/EQUIPMENT RENTAL	385	695	420	420
100	62761	PAY TO OTHER AGENCY	9,000	20,000	12,000	12,000
100	62767	ENVIRON. TESTING/MON.	15,695	0	0	5,000
<b>62 - SUPPLIES AND SERVICES</b>			<b>2,652,996</b>	<b>2,800,171</b>	<b>2,539,391</b>	<b>2,815,747</b>
100	71120	PERIPHERALS, COMPUTER	6,000	0	0	0
100	71156	FURNITURE	249	0	0	0
100	71227	SIGNAGE	4,968	8,335	5,000	5,000
100	71310	AUTO/JEEP REPLACEMENT	21,981	0	23,530	0
100	71313	TRACTOR-REPLACEMENT	60,675	31,847	0	45,350
100	71314	TRUCK-REPLACEMENT	20,772	32,399	70,000	0
100	71410	SHOP EQUIPMENT	6,159	7,664	3,350	3,350
100	71416	PLOWS	0	0	0	7,200
100	71511	PUMPS	13,227	0	0	0
100	71550	MISCELLANEOUS EQUIPMENT	0	145,673	3,000	52,240
100	71610	CUSTODIAL EQUIPMENT	0	0	15,000	0
100	71611	MOWING EQUIPMENT	18,175	0	0	40,816
100	71615	LEAF BLOWER	0	525	0	0
100	71616	SNOW BLOWER	2,604	0	0	0
100	71619	OTHER MAINT. EQUIPMENT	780	0	1,500	1,500
100	72113	OTHER SAFETY EQUIPMENT	4,088	236	24,220	1,220
100	72310	CONCESSION EQUIPMENT	6,880	0	0	0
100	72410	PAGER/RADIO EQUIPMENT	3,052	986	1,100	2,300
100	72417	CAMERA RELATED EQUIPMENT	5,603	0	20,000	15,000
100	72418	TELEPHONE RELATED	493	2,267	0	2,835
<b>71 - EQUIPMENT</b>			<b>175,706</b>	<b>229,931</b>	<b>166,700</b>	<b>176,811</b>
400	74111	PRINCIPAL PAYMENT	247,443	258,343	261,043	211,078
400	74112	INTEREST PAYMENT	106,977	100,806	95,223	105,105
<b>74 - DEBT SERVICE</b>			<b>354,420</b>	<b>359,149</b>	<b>356,266</b>	<b>316,183</b>
252	91390	TO AIRPORT CONSTRUCTION	8,984	0	0	155,000
<b>91 - TRANSFER TO</b>			<b>8,984</b>	<b>0</b>	<b>0</b>	<b>155,000</b>
<b>51 - AIRPORT TOTAL</b>			<b>4,666,373</b>	<b>4,874,578</b>	<b>4,562,000</b>	<b>4,969,707</b>

## Recommended Expenditure Budget Report by Activity & Funding Source

### 51 - AIRPORT

**AIRPORT ADMIN. - 51100**

**FUNDING SOURCE: GENERAL**

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	493	890	—	1,215
SUPPLIES AND SERVICES	168,918	171,477	130,536	142,219
WAGES AND BENEFITS	370,728	371,334	376,008	355,187
<b>AIRPORT ADMIN.</b>	<b>540,138</b>	<b>543,701</b>	<b>506,544</b>	<b>498,621</b>
	<b>FBO OPERATION</b>	<b>- 51200</b>		

**FUNDING SOURCE: GENERAL**

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	19,411	72,311	41,050	4,125
SUPPLIES AND SERVICES	1,987,671	2,145,920	1,909,638	2,154,682
WAGES AND BENEFITS	419,593	423,308	420,014	435,346
<b>FBO OPERATION</b>	<b>2,426,675</b>	<b>2,641,540</b>	<b>2,370,702</b>	<b>2,594,153</b>
	<b>AIRPORT OPERATIONS</b>	<b>- 51300</b>		

**FUNDING SOURCE: DEBT SERVICE**

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
DEBT SERVICE	354,420	359,149	356,266	316,183
<b>AIRPORT OPERATIONS</b>	<b>354,420</b>	<b>359,149</b>	<b>356,266</b>	<b>316,183</b>
	<b>AIRPORT OPERATIONS</b>	<b>- 51400</b>		

**FUNDING SOURCE: CUSTOMER FACILITY CHARGE**

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	144,331	156,226	125,500	119,081
SUPPLIES AND SERVICES	263,112	271,453	278,524	297,199
TRANSFER TO	8,984	—	—	155,000
WAGES AND BENEFITS	672,904	667,455	676,552	688,007
<b>AIRPORT OPERATIONS</b>	<b>1,089,331</b>	<b>1,095,133</b>	<b>1,080,576</b>	<b>1,259,287</b>
	<b>TERMINAL, BLDG MAINT.</b>	<b>- 51700</b>		

**FUNDING SOURCE: GENERAL**

Account	FY18 Actual Expense	FY19 Actual Expense	FY20 Adopted Budget	FY21 Recomm'd Budget
EQUIPMENT	11,471	504	150	52,390
SUPPLIES AND SERVICES	233,296	211,321	220,693	221,647
WAGES AND BENEFITS	11,042	23,230	27,069	27,426
<b>TERMINAL, BLDG MAINT.</b>	<b>255,809</b>	<b>235,055</b>	<b>247,912</b>	<b>301,463</b>
<b>AIRPORT TOTAL</b>	<b>\$4,666,373</b>	<b>\$4,874,578</b>	<b>\$4,562,000</b>	<b>\$4,969,707</b>

CITY OF DUBUQUE, IOWA  
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

51 AIRPORT DEPARTMENT

FD	JC	WP-GR	JOB CLASS	FY 2019		FY 2020		FY 2021	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
<b>61010 Full Time Employee Expense</b>									
100	3250	GE-41	AIRPORT MANAGER	1.00	\$ 113,932	1.00	\$ 116,538	1.00	\$ 107,881
100	1995	GE-35	OPER/MAINT.SUPERVISOR	1.00	\$ 84,163	1.00	\$ 86,060	1.00	\$ 67,589
100	1875	GE-33	FBO SUPERVISOR	1.00	\$ 74,878	1.00	\$ 76,662	1.00	\$ 77,510
100		GE-30	ASSISTANT FBO SUPERVISOR	1.00	\$ 63,779	1.00	\$ 64,608	1.00	\$ 65,320
100	460	GE-30	ACCOUNTANT	1.00	\$ 65,017	1.00	\$ 66,508	1.00	\$ 67,241
100	2525	GD-10	MECHANIC	1.00	\$ 57,818	1.00	\$ 58,365	1.00	\$ 58,142
100	2205	GD-06	MAINTENANCE WORKER	3.00	\$162,932	3.00	\$ 166,509	3.00	\$ 167,518
100	1875	NA-13	AIRPORT OPER SPECIALIST	3.00	\$124,604	3.00	\$ 128,243	3.00	\$ 129,677
<b>TOTAL FULL TIME EMPLOYEES</b>				<b>12.00</b>	<b>\$747,123</b>	<b>12.00</b>	<b>\$ 763,493</b>	<b>12.00</b>	<b>\$ 740,878</b>
<b>61020 Part Time Employee Expense</b>									
100		NA-44	RECEPTIONIST	1.50	\$ 50,380	0.75	\$ 28,107	0.75	\$ 28,423
100		NA-44	CUSTOMER SERVICE REP	0.00	\$ —	0.75	\$ 22,684	0.75	\$ 23,418
100	236	GE-28	MARKETING COORDINATOR	0.70	\$ 38,951	0.70	\$ 39,849	0.70	\$ 40,296
100	1,927	NA-27	LINE SERVICEMAN	3.53	\$ 92,428	4.73	\$ 137,043	4.73	\$ 140,315
<b>TOTAL PART TIME EMPLOYEES</b>				<b>5.73</b>	<b>\$181,759</b>	<b>6.93</b>	<b>\$ 227,683</b>	<b>6.93</b>	<b>\$ 232,452</b>
<b>61030 Seasonal Employee Expense</b>									
100	896	NA-11	LABORER	0.23	\$ 5,298	0.23	\$ 7,819	0.23	\$ 7,905
<b>TOTAL SEASONAL EMPLOYEES</b>				<b>0.23</b>	<b>\$ 5,298</b>	<b>0.23</b>	<b>\$ 7,819</b>	<b>0.23</b>	<b>\$ 7,905</b>
<b>TOTAL AIRPORT</b>				<b>17.96</b>	<b>\$934,180</b>	<b>19.16</b>	<b>\$ 998,995</b>	<b>19.16</b>	<b>\$ 981,235</b>

**CITY OF DUBUQUE, IOWA**  
**ACTIVITY PERSONNEL COMPLEMENT SUMMARY**

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2019		FY 2020		FY 2021		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
<b>Airport Administration-FT</b>											
10051100	61010	100	3250	GE-41	AIRPORT MANAGER	1.00	\$ 113,932	1.00	\$ 116,538	1.00	\$ 107,881
10051100	61010	100	460	GE-30	ACCOUNTANT	0.75	\$ 48,763	0.75	\$ 49,881	0.75	\$ 50,430
10051100	61010	100	1995	GE-35	OPER/MAINT.SUPERVISOR	1.00	\$ 84,163	1.00	\$ 86,060	1.00	\$ 67,589
<b>Total</b>						2.75	\$ 246,858	2.75	\$ 252,479	2.75	\$ 225,900
<b>Airport Administration-PT</b>											
10051100	61020	100	236	GE-28	MARKETING COORDINATOR	0.70	\$ 38,951	0.70	\$ 39,849	0.70	\$ 40,296
<b>Total</b>						0.70	\$ 38,951	0.70	\$ 39,849	0.70	\$ 40,296
<b>Airport Operations-FT</b>											
10051400	61010	100	2525	GD-10	MECHANIC	1.00	\$ 57,818	1.00	\$ 58,365	1.00	\$ 58,142
10051400	61010	100	2205	GD-06	MAINTENANCE WORKER	3.00	\$ 162,932	3.00	\$ 166,509	3.00	\$ 167,518
10051400	61010	100	1875	NA-13	AIRPORT OPER SPECIALIST	3.00	\$ 124,604	3.00	\$ 128,243	3.00	\$ 129,677
<b>Total</b>						7.00	\$ 345,354	7.00	\$ 353,117	7.00	\$ 355,337
<b>Airport Operations-Seasonal and Part-Time</b>											
10051400	61030	100	892	NA-03	LABORER	0.23	\$ 5,298	0.23	\$ 7,819	0.23	\$ 7,905
<b>Total</b>						0.23	\$ 5,298	0.23	\$ 7,819	0.23	\$ 7,905
<b>FBO Operation-FT</b>											
10051200	61010	100	1875	GE-33	FBO SUPERVISOR	1.00	\$ 74,878	1.00	\$ 76,662	1.00	\$ 77,510
10051200	61010	100	460	GE-30	ACCOUNTANT	0.25	\$ 16,254	0.25	\$ 16,627	0.25	\$ 16,811
		100		GE-30	ASSISTANT FBO SUPERVISOR	1.00	\$ 63,779	1.00	\$ 64,608	1.00	\$ 65,320
<b>Total</b>						2.25	\$ 154,911	2.25	\$ 157,897	2.25	\$ 159,641
<b>FBO Operation-PT</b>											
10051200	61020	100	1927	NA-27	LINE SERVICEWORKER	3.53	\$ 92,428	4.05	\$ 113,925	4.05	\$ 116,944
10051200	61020	100	2070	NA-44	CUSTOMER SERVICE REP	0.00	\$ —	0.75	\$ 22,684	0.75	\$ 23,418
10051200	61020	100		NA-44	RECEPTIONIST	1.50	\$ 50,380	0.75	\$ 28,107	0.75	\$ 28,423
<b>Total</b>						5.03	\$ 142,808	5.55	\$ 164,716	5.55	\$ 168,785
<b>Terminal Maintenance-PT</b>											
10051700	61020	100	1927	NA-27	LINE SERVICEWORKER	0.00	\$ —	0.68	\$ 23,118	0.68	\$ 23,371
<b>Total</b>						0.00	\$ —	0.68	\$ 23,118	0.68	\$ 23,371
<b>TOTAL AIRPORT DEPARTMENT</b>						<b>17.96</b>	<b>\$ 934,180</b>	<b>19.16</b>	<b>\$ 998,995</b>	<b>19.16</b>	<b>\$ 981,235</b>

**Capital Improvement Projects by Department/Division**

<b>AIRPORT</b>					
<b>CIP Number</b>	<b>Capital Improvement Project Title</b>	<b>FY 18 Actual Expense</b>	<b>FY 19 Actual Expense</b>	<b>FY 20 Adopted Budget</b>	<b>FY 21 Recomm'd Budget</b>
2522447	RESTRICTED TERMINAL PROJ	280,583	—	—	—
3901060	PAVEMENT CONDITION INDEX	46,505	—	—	50,200
3901439	AIRPORT APRON	—	—	5,000,000	—
3901448	FBO IMPROVEMENTS	21,017	—	—	—
3901488	AIRPORT MASTER PLAN	—	75	—	—
3901489	SNOW BROOM AND BLOWER	5,716	18,399	230,000	—
3901497	AIRPORT FENCING/HAZARD ST	1,993	2,471	—	—
3901503	ADDTL FUEL STORAGE TANK	—	—	—	54,050
3901691	RUNWAY SENSOR UPDATE	—	—	1,564,000	—
3901723	AIRPORT IMPROVEMENTS	—	—	—	—
3902008	HANGER REPAIRS/REPLACE	21,595	23,052	—	41,000
3902009	TERMINAL SITEWORK	1,103,804	—	—	—
3902011	ONSITE WATER & WASTEWATER	4,020	—	—	—
3902125	PAINT HANGAR EXTERIORS	—	—	—	—
3902126	TERMINAL BOILER REPLACE	—	13,975	—	—
3902214	OLD AIRLINE TERM ASSESS	—	35,286	190,000	—
3902215	REPLACE RUNWAY REGULATORS	—	—	—	—
3902282	AIRPORT GIS	—	—	559,930	—
3902316	NEW TERM FAC - RDS & APRN	997,045	—	—	—
3902475	NEW TERM PARKING 1 & 2	132,408	—	—	—
3902531	NEW TERM FURNISH EQUIP	7,615	—	—	—
3902532	NEW TERM PASSENGER BRIDGE	4,721	—	—	—
3902534	NEW TERM GUIDANCE SIGNAGE	431	—	—	—
3902535	NEW TERM LANDSCAPING	2,341	10,578	—	—
3902602	ELECT FUEL TANK GUAGE SYS	55,178	26,726	—	—
3902660	DECOMMISS AIRPORT LAGOON	25,871	—	—	—
3902661	FBO RESTROOM UPDATE	—	15,167	—	—
3902662	AIRPORT STORM DRAIN IMPRO	—	—	—	—
3902664	AIRPORT ASPHALT REPAIR	30,615	—	—	—
3902715	REPLACE GARAGE DOORS JUF	15,644	37,348	—	—
3902716	NEW TERM ENTRANCE SIGN	100,714	156,359	—	—
3902731	AIRPORT CAR RENTAL LOT	8,422	—	—	—
3902751	AIRPORT CAP OLD WELLS	—	12,749	—	—
3902752	AIRPORT JET CENTER DOORS	—	—	—	—
3902753	AIRPORT WIRELESS NETWORK	—	616	—	—
3902788	AIRPORT CAR WASH	0	0	72,750	227,750
3902842	REHAB TAXIWAY A	0	0	0	350,000
39151900	AIRPORT CAPITAL IMPR.	204,934	202,034	199,134	201,334
<b>AIRPORT</b>	<b>TOTAL</b>	<b>3,071,171</b>	<b>554,835</b>	<b>7,815,814</b>	<b>924,334</b>

<b>PROGRAM/DEPT</b>	<b>PROJECT DESCRIPTION</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>TOTAL</b>	<b>PAGE</b>
<b>AIRPORT</b>								
<b>Public Works</b>								
	Replace DJC Hangar Floor Coating	\$41,000	\$—	\$—	\$—	\$—	\$41,000	133
	Terminal Automated Vehicle Wash Facility	\$227,750	\$—	\$—	\$—	\$—	\$227,750	134
	Rehabilitate Taxiway A	\$350,000	\$4,702,500	\$5,152,300	\$2,475,000	\$—	\$12,679,800	135
	Aviation Fueling Facilities NFPA Update	\$54,050	\$—	\$—	\$—	\$—	\$54,050	136
	Pavement Condition Study	\$50,200	\$—	\$—	\$53,272	\$—	\$103,472	137
	Asphalt Pavement Repair	\$—	\$150,000	\$—	\$—	\$—	\$150,000	138
	Perimeter Fence Improvements	\$—	\$10,000	\$—	\$—	\$—	\$10,000	139
	Corporate Hangar Facilities Maintenance	\$—	\$20,000	\$—	\$20,000	\$—	\$40,000	140
	Storm Drain Improvements	\$—	\$—	\$—	\$20,000	\$—	\$20,000	141
	Extend Runway 18/36	\$—	\$—	\$—	\$—	\$268,000	\$268,000	142
	<b>TOTAL</b>	<b>\$723,000</b>	<b>\$4,882,500</b>	<b>\$5,152,300</b>	<b>\$2,568,272</b>	<b>\$268,000</b>	<b>\$13,594,072</b>	