SECTION 4
IMPLEMENTATION CHECKLIST

The following table provides an overview to the strategies of the Comprehensive Plan. The table contains information on whether the strategies include changes to City zoning ordinance, the proposed timeline, and the page number of the plan where the strategy is described in full. Strategies were placed into three categories: short-term, which should be worked on in the next two years; mid-term, which should be worked on in the next three to six years; long-term, which should be worked on in the next six to 10 years; and ongoing, which represent long-term initiatives.

Residential Uses

	Action Items	Requires Zoning Ordinance Change	Timeline	Related Policies
.1	Analyze underutilized properties in residential neighborhoods for potential redevelopment sites	X	Short-term (0-3 years)	page 61
.2	Review residential zoning regulations for consistency with the Comprehensive Plan vision and identify any needed revisions	X	Short-term (0-3 years)	page 61
.3	Actively market residential opportunity sites within the City to developers and coordinate proposals for new development with the goals of the Comprehensive Plan		Short-term (0-3 years)	page 61
.4	Acquire properties within areas designated for redevelopment		Mid-term (3-6 years)	page 61
.5	Identify strategic corridors to create new pedestrian and cycling connections from residential areas to community facilities and schools along arterial streets		planning for sidewalks: short-term (0-3 years); phased construction: mid-term (3-6 years)	page 61

Institutional Uses

	Action Items	Requires Zoning Ordinance Change	Timeline	Related Policies
.1	Coordinate with Harper College's strategic plan, encourage growth of the College by creating supportive zoning adjacent to the existing location site and supporting new transportation connections.	X	Short-term (0-3 years)	page 64
.2	Conduct a space utilization and parking needs assessment for each major community institution in the community to determine their future needs		Short-term (0-3 years)	page 64
.4	Identify opportunities for an additional library satellite facility within the City		Identify potential location: short-term (0-3 years); begin procurement process: mid-term (3-6 years); construct library: long-term (6-10 years)	page 64

Retail and Commercial Uses

	Action Items	Requires Zoning Ordinance Change	Timeline	Related Policies
C.1	Review existing zoning related to commercial uses and create a new designation to allow for mixed-use (retail and residential or retail and office) in strategic areas of the City.	X	Short-term (0-3 years)	page 63
C.2	Create special overlay districts (for example the Town Center or Metra Station Area) to provide the appropriate regulatory framework for new retail developments that meet the goals of the Comprehensive Plan recommendations.	X	Mid-term (3-6 years)	page 63
C.3	Develop a 'Town Center Master Plan' for the district located at the intersection of Elmhurst and Camp McDonald Roads to provide a concept for future streetscape improvements, transit connections, branding/signage. building design and redevelopment of strategic parcels. As part of the process discussions with relevant development professionals should be conducted.	X	Mid-term (3-6 years)	page 63
C.4	Develop a signage and streetscaping program to give retail/commercial areas an identity and reinforce their importance in the community.		Short-term (0-3 years)	page 63
C.5	Assess existing shopping centers for opportunities to develop additional out lot or infill developments to improve the character of arterial streets.		Mid-term (3-6 years)	page 63
C.6	Identify underutilized commercial parcels in the Palatine Road corridor that would benefit from acquisition and redevelopment.		Mid-term (3-6 years)	page 63
C.7	Create a system for effectively evaluating new retail and mixed use development projects to support the goals of the Comprehensive Plan		Mid-term (3-6 years)	page 63

Industrial Uses

	Action Items	Requires Zoning Ordinance Change	Timeline	Related Policies
D.1	Create an industrial overlay district surrounding the Chicago Executive Airport to create the regulatory framework for new, high quality businesses to locate in this area.		Short-term (0-3 years)	page 65
D.2	Identify opportunities for synergy between new industrial development and the Chicago Executive Airport by working closely with Airport leadership.		Short-term (0-3 years)	page 65
D.3	Incentivize new industrial developments to use sustainable building and landscaping techniques (such as LEED).	X	Long-term (6-10 years)	page 65
D.4	Conduct a property inventory of industrial parcels using the 'Site Viability Matrix' tool found in the appendix of this document to identify opportunity sites most ready for development or redevelopment.		Short-term (0-3 years)	page 65

Natural Resources, Parks and Open Space

	Action Items	Requires Zoning Ordinance Change	Timeline	Related Policies
.1	Identify opportunities for easements and setbacks on private property to allow for greater utilization of existing natural features where additional land would benefit the City the most.	X	Mid-term (3-6 years)	pages 96-101
.2	Create landscape guidelines for public areas that include a maintenance schedule, improvement location and planting zones for landscaping. Guidelines should be coordinated with existing and on-going studies.		On-going; Short-term (0-3 years)	pages 96-101
.3	Foster better communication between the City's public works department and Park District to implement open space and park improvements.		Short-term (0-3 years)	pages 96-101
.4	Identify locations for additional park and open space and create a plan for acquisition, development, maintenance and programming.	X	Identification of additional land: Short-term (0-3 years); Acquisition and development process: Mid-term (3-6 years)	pages 96-101
.5	Encourage stricter Stormwater controls to include Best Management Practices (BMP's) for all new development. These BMP's could include concepts such as permeable pavement for parking lots/driveways, rain gardens, green roofs, bioswales, naturally vegetated retention basins, ground water infiltration systems, etc.	X	Short-term (0-3 years)	pages 96-101
.6	Adopt a program to protect the existing natural habitat surrounding Hillcrest Lake, McDonald Creek and the Izaak Walton Slough. Coordinate with the Park District and local organizations for project maintenance. Utilize the Natural Resource Commission to assist with identification of habitats. Identify funding resources through the DNR to off-set maintenance costs associated with protection of these areas.		Short-term (0-3 years)	pages 96-101
.7	Accept and enforce the new MWRD Watershed Management Ordinance by incorporating management strategies into the City's operational practices.		Short-term (0-3 years)	pages 96-101
.8	Consider expansion of municipal water service. Work with neighboring communities and Northwest Water Commission to provide access to municipal water service for commercial properties by securing membership and continuing conversations on a regular basis with neighboring communities.		Short-term (0-3 years)	pages 96-101

Image and Identity

	Action Items	Requires Zoning Ordinance Change	Timeline	Related Policies
F.1	Create a plan for gateway signage, monuments and wayfinding at entries to the City.		Short-term (0-3 years)	page 66
F.2	Create a marketing plan in coordination with local tourism and business attraction organizations to advertise development opportunities within the City.		Short-term (0-3 years)	page 66
F.3	Improve the perception of the City in the region by actively marketing its natural resource and neighborhood assets.		Short-term (0-3 years)	page 66
F.4	Incentivize property improvements to retail and commercial properties through a façade improvement program, modernization program or maintenance program	X	Program development: Short-term (0-3 years); Funding: Mid-term (3-6 years)	page 66
F.5	Improve the community's sense of safety with the installation of additional lighting. Prioritize commercial corridors and areas near schools for additional lighting fixtures.		Short-term (0-3 years)	page 66
F.6	Create a sense of place by identifying key corridors in the City with branded signage.		Design and Implementation: Short-term (0-3 years)	page 66
F.7	Leverage the proximity of hotels, restaurants and entertainment adjacent to the Airport by providing travelers with additional amenities such as shuttles, car-sharing or cooperative agreements with businesses and corporations in the area.		Short-term (0-3 years)	page 66

Economic Development

	Action Items	Requires Zoning Ordinance Change	Timeline	Related Policies
G.1	Improve Prospect Heights geo-code and address problems for GPS systems and on-line maps so that customers can find local businesses accurately. Work with the U. S. Postal Service, U.S. Congressman and Senators to have the Prospect Heights ZIP code cover all areas of the City and accurately show Prospect Heights as an address.		Mid-term (3-6 years)	pages 81-84
G.2	Host tours for developers and real estate professionals to help market the City to business leaders.		Short-term (0-3 years)	pages 81-84
G.3	Identify business types and specific businesses that can complement existing ones in the City - specifically retail and commercial uses - and create an attraction strategy for those identified.		Identification of businesses: Short-term (0-3 years); Attraction strategy: Mid-term (3-6 years)	pages 81-84
G.4	Select a broker to market the Arena site for industrial development.		Short-term (0-3 years)	pages 81-84
G.5	Reach out to existing business owners to identify their areas of concern. Follow-up with the owners as to how the City is addressing their issues.		Short-term (0-3 years)	pages 81-84
G.6	Develop a comprehensive marketing and branding strategy for the city including websites, brochures, contacts, and available parcel matrix to help better market development opportunities in Prospect Heights.		Short-term (0-3 years)	pages 81-84
G.7	Research the benefits of different types of public incentives, their suitability for different areas within the city, and analyze the situations in which they might be useful.		Short-term (0-3 years)	pages 81-84

Transportation

	Action Items	Requires Zoning Ordinance Change	Timeline	Related Policies
4.1	Coordinate with IDOT to explore resolution to issues associated with modifying the frontage road ramping along Palatine Road to better serve the adjacent land uses, especially the Arena site for industrial development.		Short-term (0-3 years)	page 85-93
4.2	Create a master plan, phasing and funding program for sidewalks in the community including prioritization of connections between schools, commercial nodes and recreational areas.		Planning: Short-term (0-3 years); Implementation: Long-term (6-10 years)	page 85-93
4.3	Explore pedestrian and bicycle improvements within the rights of way along Euclid Avenue and Camp McDonald Road to connect Rob Roy Golf Club and the Woodland Trails Park with the park system east of Milwaukee Avenue and the Des Plaines River.		Planning: Short-term (0-3 years); Implementation: Long-term (6-10 years)	page 85-93
4.4	Adopt a Complete Streets Policy for any roadway improvement project.		Short-term (0-3 years)	page 85-93
4.5	Create a streetscape program for major arterials and include crosswalks, signalization and access to public transportation stops		Mid-term (3-6 years)	page 85-93
4.6	Identify funding options to offset construction costs related to improvements in the public right of way.		Mid-term (3-6 years)	page 85-93

Financial Incentives and Sources

Economic Development

Potential Funding Sources For Economic Development In Prospect Heights

Source	Program	Description
Municipal		
	TIF	Assist development, redevelopment, infrastructure improvements in blighted areas over 23-year period
	Sales Tax Rebate	Rebate portion of municipal sales tax over specified period of time to attract retailers
	Industrial Revenue Bonds	Below market rate financing for businesses and development
	Property Tax Incentives	Lowers assessment ratio for new and substantially rehabbed industrial and commercial property for 12 years
	Property Tax Abatement	Reduces property tax for specified period of time
County		
Cook County Bureau of Economic Development	Community Development Block Grant	Housing and economic development assistance
	Disaster Recovery Funds	Housing and economic development assistance
	BUILT in Cook	Business loan program for TOD, COD and business development
	Energy Efficiency and Conservation Block Grant	Assistance to businesses, families and individuals for energy improvements to property
Regional		
CMAP	Local Technical Assistance Program	Planning grants
RTA	Community Planning	Planning grants
State		
Department of Commerce and Economic Opportunity	Business Development Public Infrastructure Program and Large Business Development Program	Grants and loans for infrastructure improvements, purchase of land, buildings and equipment to support business expansion, retention and jobs
	Grant Management Program	Grants and subsidies through the General Assembly and Governor for economic development, environmental and quality of life improvements
	Tourism Attraction Development Grants	Matching grants to increase tourism in the state
	Workforce Development	Funding and training to retain and improve work force
Federal Transit Program	Various grants	Used for improving bicycle and pedestrian access to transit facilities and vehicles.

inancial Incentives and Sources

ransportation

Potential Funding Sources For Transportation In Prospect Heights

Source	Program	Description
egional		
	Congestion Mitigation and Air Quality (CMAQ) Improvement Program	Projects can include pedestrian and bicycle facilities and transit improvements.
	Surface Transportation Program (STP)	Flexible funding for transportation improvements with grant applications submitted through the Council of Mayors
TA	Community Planning	Planning grants
tate		
epartment of Transportation DOT)	Safe Routes to School	Can be used for infrastructure improvements to enable and encourage children to walk and bicycle to school.
	Transportation Enhancement Program (ITEP) Grants	This allows the scope of transportation projects to expand beyond the traditional accommodations for cars, trucks and transit to accommodate pedestrian or bicycles. Applicable if Palatine Road was to be improved.
ederal Transit Program	Various grants	Used for improving bicycle and pedestrian access to transit facilities and vehicles.

Financial Incentives and Sources

Natural Resources and Infrastructure

Potential Funding Sources For Natural Resources and Infrastructure in Prospect Heights

Source	Program	Description
Regional		
CMAP	Local Technical Assistance Program	Planning grants
RTA	Community Planning	Planning grants
State		
Environmental Protection Agency	Brownfields Redevelopment Grants and Loans	Grants and low interest loans for investigating and cleaning up brownfields
	Underground Storage Tank Fund	Cleanup of contamination from underground storage tanks
Environmental Protection Agency	Nonsource Point Pollution Reduction	Protection of water quality
Department of Natural Resources	Trails Grant Program	Bicycle paths and trails through communities
National Fish and Wildlife Foundation	Sustain Our Great Lakes	Grants for habitat restoration and delisting of habitat-related beneficial use impairments
Federal		
US Fish and Wildlife	Recreational Trails Program	Bicycle paths and trails through communities


POLICE CENTER

CHAPTER 5
APPENDIX

Supporting Documents and Information:

- Site Viability Check List and Matrix Tool
- Market Analysis Data

Site Viability Score Matrix - Summary

The 'Site Viability Matrix' (shown to the right) is a strategic analysis tool to assist City leadership in understanding which opportunity sites most ready for new development. The matrix rates each site on successful development characteristics based on industry best practices. The most highly rated, in terms of development readiness, are those that have a clear vision for redevelopment of the selected site, have had success in securing funding mechanisms to offset costs of site preparation and currently have developer interest or brokerage representation marketing the site. This tool can help City leadership to make critical decisions as well as help to prioritize marketing efforts and funding. The opportunity sites identified in the Comprehensive Plan have been rated using this tool as an example, a summary of their scores is located below and the complete matrix is located on the following pages.

Site Name	Address	Development Elements					
		1.0 Private Sector Analysis	2.0 Relationship with Municipal Goals and Objectives	3.0 Physical Determinants	4.0 Development Funding	5.0 Market Analysis	
Arena Land	Palatine Road	13	27	14	6	7	**67**
Town Center	Camp McDonald and Elmhurst Rd	8	23	12	3	6	**52**
Allstate Property	Sanders and Willow Rd	13	27	14	4	8	**66**
Metra Station	Wolf Rd and Edward Rd	6	20	10	3	4	**43**
Social Security Site	Euclid and Elmhurst Rd	6	22	9	3	4	**44**
Possible Points		18	30	24	9	12	**93**

The 'Development Readiness Checklist' was originally created by Business Districts Inc. , and was adapted for Prospect Heights

Development Readiness Checklist

	Development Criteria	Site				
		Arena Land	Town Center	Allstate Property	Metra Station	Social Security Site
		1 - not started	2 - in-progress	3 - completed		
1.0	**Private Sector Analysis**					
1.1	Potential anchor tenant identification and current business cluster strength analysis	3	1	2	1	1
1.2	Survey of purchasing power within 5- and 10-minutes drive time	1	2	3	1	1
1.3	Regional economic, market competition and potential for market growth analysis	2	1	3	1	1
1.4	Developer education on local issues	3	1	2	1	1
1.5	Identification of costs of doing business, including development costs	2	1	1	1	1
1.6	Establishment of consensus on development vision	2	2	2	1	1
		13	8	13	6	6
2.0	**Relationship of Potential Project to Municipal Goals and Objectives**					
2.1	Determination if ownership of the parcel should be retained or sold	3	1	3	1	1
2.2	Consideration of what type of use is desired	2	2	2	1	1
2.3	Determine the level of urgency for completing the desired project (timeline)	2	1	2	1	1
2.4	Establishment of expectations while considering the existing real estate market	2	2	2	1	2
2.5	Cooperation with municipal government and interests	3	3	3	3	3
2.6	Outline the development process	3	2	3	1	2
2.7	Provide adequate support mechanisms	3	3	3	3	3
2.8	Identify the principal party responsible for decision making	3	3	3	3	3
2.9	Establish an efficient municipal development review process	3	3	3	3	3
2.10	Foster municipal relationships with other state agencies for approvals	3	3	3	3	3
		27	23	27	20	22

The 'Development Readiness Checklist' was originally created by Business Districts Inc. , and was adapted for Prospect Heights

Development Readiness Checklist

	Development Criteria	Site				
		Arena Land	Town Center	Allstate Property	Metra Station	Social Security Site
		1 - not started	2 - in-progress		3 - completed	

3.0 Ability of the Proposed Site to Sustain the Project (Physical determinants)

3.1	Analysis of site access and traffic counts	1	3	1	1	1
3.2	Analysis of site visibility, size and configuration	2	2	2	2	1
3.3	Identify any brownfield, wetland and/or remediation/remodeling costs	1	1	1	1	1
3.4	Assess need for infrastructure support	1	1	1	1	1
3.5	Establish related land costs	3	1	3	1	1
3.6	Design a site program consistent with development goals	2	1	2	1	1
3.7	Assess impact on neighboring properties	2	1	2	1	1
3.8	Analyze current zoning, height, density, design regulations and guidelines	2	2	2	2	2
		14	12	14	10	9

4.0 Development Funding

4.1	Identify private funding mechanisms	2	1	2	1	1
4.2	Identify public funding mechanisms	3	1	1	1	1
4.3	Identify local financial incentives	1	1	1	1	1
		6	3	4	3	3

5.0 Market Analysis

5.1	Regional economics, demographics analysis	2	1	2	1	1
5.2	Market demand assessment	2	2	2	1	1
5.3	Business competition analysis	2	1	3	1	1
5.4	Highest and best use of land analysis	1	2	1	1	1
		7	6	8	4	4
	Total	**67**	**52**	**66**	**43**	**44**

North Suburban Market Data - Office

OFFICE MARKET TRENDS IN THE NORTH SUBURBAN SUBMARKET 2009-2013

Year-End		Rentable Building Area (SF)	Vacancy Rate	Annual Net Absorption	Gross Asking Lease Rates PSF	Available SF
2009		22,485,204	19.8%	-522,736	$22.80	
	Class A	8,203,672	18.4%	-142,104	$27.70	
	Class B	9,643,431	20.0%	-208,419	$21.80	
	Class C	4,638,101	21.5%	-172,213	$19.09	
2010		22,645,204	20.4%	-345,372	$22.38	
	Class A	8,363,672	17.8%	19,105	$27.21	
	Class B	9,643,431	20.6%	185,861	$22.28	
	Class C	4,638,101	24.7%	140,406	$18.74	
2011		22,645,204	21.1%	-225,487	$22.58	
	Class A	8,363,672	16.5%	55,712	$26.76	
	Class B	9,643,431	22.8%	-229,612	$22.14	
	Class C	4,638,101	25.9%	-51,587	$18.53	
2012		23,753,024	19.3%	211,826	$22.65	
	Class A	9,059,083	15.0%	68,818	$26.24	
	Class B	10,055,840	20.9%	88,078	$22.41	
	Class C	4,638,101	24.1%	54,930	$18.63	
2013		23,887,623	19.4%	-131,427	$23.45	19253424.14
2nd Qtr.	Class A	8,896,344	15.7%	-86,646	$27.20	7499617.99
	Class B	10,419,178	21.5%	-101,394	$22.96	8179054.73
	Class C	4,572,101	21.8%	56,613	$19.00	3575382.98

Note: Data from Fourth Quarter unless specified
Source: CB Richard Ellis

›rthwest Suburban Market Data - Industrial

NORTHEAST AND NORTHWEST COOK COUNTY INDUSTRIAL MARKET
2009-2013

Location	Year-End	Gross Building Area (SF)	Availability Rate	Vacancy Rate	YTD User Sale & Lease Activity (SF)	Net Absorption	Avg. Asking Lease Range/SF
›ortheast Cook County	2009	61,850,184	7.1%	6.4%	1,425,984	-869,631	$3.25-$5.25
	2010	62,003,561	9.4%	7.2%	1,582,289	-1,678,902	$3.25-$4.95
	2011	62,025,996	7.8%	5.9%	2,357,935	881,444	$3.25-$4.75
	2012	61,717,348	6.0%	3.6%	2,142,894	1,071,840	$3.25-$4.75
	2013*	61,728,609	6.9%	NA	973,631	-290,431	$3.25-$4.75
›orthwest Cook County	2009	37,447,296	13.2%	12.6%	1,658,930	-302,739	$4.05-$4.80
	2010	37,563,693	11.7%	10.9%	1,880,617	566,835	$3.75-$4.40
	2011	37,452,912	9.3%	8.7%	1,804,160	824,103	$3.15-$4.35
	2012	37,703,564	8.9%	7.6%	1,430,098	411,245	$3.85-$4.70
	2013*	37,802,518	8.8%	NA	387,870	138,181	$4.05-$4.85

›ote: Data are from Fourth Quarter unless otherwise noted.
›A: Not Available
'Data from Second Quarter, most recent data available.

›ource: CB Richard Ellis

Northwest Suburban Market Data - Retail

NORTHWEST SUBURBS RETAIL MARKET
2009-2013

Year-End	Gross Building Area (SF)	Vacancy Rate	Net Absorption (SF)	Average Asking Lease Range/SF
2009	15,874,756	13.3%	-643,011	$13.34-$19.54
2010*	15,720,219	13.3%	-133,984	$12.69-$17.16
2011	15,720,219	11.9%	220,083	$16.55-$21.62
2012	15,272,376	11.0%	-257,098	$16.07-$20.15
2013**	14,911,156	11.3%	-366,219	$16.64-$20.74

Note: Data from Fourth Quarter unless otherwise noted
*2010 data from Third Quarter; Fourth Quarter not available
**2013 data from Second Quarter, most recent available

Source: CB Richard Ellis

COMPARISON OF 2012 RETAIL SALES AND RETAIL STORE POTENTIAL

Municipality	Total Retail Sales	Total Retail Potential	Retail Surplus
Prospect Heights	$71,144,372	$161,030,524	($89,886,152)
Mount Prospect	1,104,040,347	576,594,252	$527,446,095
Arlington Heights	1,035,793,029	898,175,865	$137,617,164
Wheeling	503,098,659	392,287,606	$110,811,053
Total	$2,714,076,407	$2,028,088,246	$685,988,161

Note: Potential is estimated for 2013, the nearest period available.
Source: Illinois Department of Revenue, Demographics Now and Valerie S. Kretchmer Associates, Inc.

orthwest Suburban Market Data - Office

OFFICE MARKET TRENDS IN THE NORTHWEST SUBURBAN MARKET AREA
2009-2013

Year-End		Rentable Building Area (SF)	Vacancy Rate	Net Absorption	Gross Asking Lease Rates PSF
2009		27,875,918	24.4%	-799,640	$21.29
	Class A	14,565,486	21.3%	-363,292	$24.83
	Class B	7,355,800	26.3%	-351,211	$20.13
	Class C	5,954,632	29.8%	-85,137	$16.54
2010		27,876,978	25.7%	-612,249	$20.91
	Class A	14,566,546	23.2%	-458,782	$24.02
	Class B	7,355,800	27.1%	-125,199	$20.03
	Class C	5,954,632	30.3%	-28,268	$15.59
2011		28,092,191	26.6%	-635,717	$20.31
	Class A	14,701,759	24.5%	-490,803	$23.74
	Class B	7,355,800	26.8%	-29,393	$19.15
	Class C	6,034,632	31.6%	-115,521	$15.67
2012		28,092,191	26.0%	232,223	$19.44
	Class A	14,701,759	22.3%	347,261	$22.33
	Class B	7,355,800	29.5%	-169,070	$18.88
	Class C	6,034,632	30.7%	54,032	$15.50
2013		28,185,574	24.1%	499,575	$19.51
nd Qtr.	Class A	12,948,746	20.9%	128,155	$22.36
	Class B	9,248,960	24.8%	334,992	$19.08
	Class C	5,987,868	30.3%	36,428	$15.40

ote: Data from Fourth Quarter unless specified
urce: CB Richard Ellis

Northwest Suburban Market Data - Sales Tax Revenue

2012 Sales Taxes by Municipality and Type

Municipality	Households	Total Sales Taxes	Total/HH	Food	Food/HH	Eating/Drinking	ED/ HH	Drugs/Misc.	Drugs-Misc/HH
Arlington Heights	31,331	$10,357,930	$331	$1,940,299	$62	$1,450,277	$46	$1,397,958	$45
Mount Prospect	20,848	11,040,403	530	862,501	41	661,285	32	3,422,047	164
Prospect Heights	6,191	711,444	115	133,768	22	154,219	25	216,589	35
Wheeling	14,690	5,030,987	342	581,372	40	809,722	55	384,722	26
Prospect Heights Sales Taxes as % of Other Municipalities (2012)									
Arlington Heights		6.9%	34.8%	6.9%	34.9%	10.6%	53.8%	15.5%	78.4%
Mount Prospect		6.4%	21.7%	15.5%	52.2%	23.3%	78.5%	6.3%	21.3%
Wheeling		14.1%	33.6%	23.0%	54.6%	19.0%	45.2%	56.3%	133.6%
Sales Tax Increase from 2010-2012									
Arlington Heights		2.4%							
Mount Prospect		6.3%							
Prospect Heights		4.7%							
Wheeling		8.8%							

Note: 2013 household estimates used for simplicity.
Source: Illinois Department of Revenue, Demographics Now, Valerie S. Kretchmer Associates, Inc.

ɔrthwest Suburban Market Data - Sales Tax Revenue

2013 Year-to-Date (YTD) Sales Taxes by Municipality and Type

ınicipality	Households	Total Sales Taxes	Total/HH	Food	Food/HH	Eating/Drinking	ED/ HH	Drugs/Misc.	Drugs-Misc/HH
ington Heights	31,331	$5,306,725	$169	$955,119	$30	$687,441	$22	$754,890	$24
ıunt Prospect	20,848	5,257,978	$252	427,035	$20	364,890	$18	1,934,833	$93
ıspect Heights	6,191	383,379	$62	71,817	$12	88,753	$14	109,333	$18
ıeeling	14,690	2,644,134	$180	302,599	$21	420,425	$29	226,247	$15

2012 Sales Taxes by Municipality and Type

ınicipality	Households	Total Sales Taxes	Total/HH	Food	Food/HH	Eating/Drinking	ED/ HH	Drugs/Misc.	Drugs-Misc/HH
ington Heights	31,331	$10,357,930	$331	$1,940,299	$62	$1,450,277	$46	$1,397,958	$45
ıunt Prospect	20,848	11,040,403	$530	862,501	$41	661,285	$32	3,422,047	$164
ıspect Heights	6,191	711,444	$115	133,768	$22	154,219	$25	216,589	$35
ıeeling	14,690	5,030,987	$342	581,372	$40	809,722	$55	384,722	$26

2011 Sales Taxes by Municipality and Type

ınicipality	Households	Total Sales Taxes	Total/HH	Food	Food/HH	Eating/Drinking	ED/ HH	Drugs/Misc.	Drugs-Misc/HH
ngton Heights	31,331	$10,459,561	$334	$2,002,656	$64	$1,391,013	$44	$1,353,134	$43
unt Prospect	20,848	10,614,443	$509	895,984	$43	596,008	$29	3,393,073	$163
spect Heights	6,191	729,680	$118	152,351	$25	152,708	$25	210,793	$34
eeling	14,690	4,737,611	$323	453,858	$31	763,215	$52	377,917	$26

2010 Sales Taxes by Municipality and Type

nicipality	Households	Total Sales Taxes	Total/HH	Food	Food/HH	Eating/Drinking	ED/ HH	Drugs/Misc.	Drugs-Misc/HH
ngton Heights	31,331	$10,114,433	$323	$1,709,637	$55	$1,440,329	$46	$1,331,531	$42
unt Prospect	20,848	10,388,196	$498	944,631	$45	544,118	$26	3,699,398	$177
pect Heights	6,191	679,656	$110	121,171	$20	145,295	$23	205,095	$33
eeling	14,690	4,622,924	$315	423,103	$29	783,739	$53	370,237	$25

e: 2013 household estimates used for simplicity.
ce: Illinois Department of Revenue Services, Demographics Now, and Valerie S. Kretchmer Associates, Inc.

City of Prospect Heights
8 North Elmhurst Road
Prospect Heights, IL
p: 847.398.6070

City of Prospect Heights
Plan/Zoning Board of Appeals
July 24, 2014

The regular meeting of the Plan/Zoning Board of Appeals was called to order at 7:00 pm by Chairman Weidman, at City Hall, 8 N. Elmhurst Road, in Prospect Heights, Illinois.

ROLL CALL:

Present:	Commissioners Tammen, Dash, Roscoe, Frank-Watson and Chairman Weidman
Absent:	Commissioner Jones (by prior notice) and Wyatt

Present at the meeting: Director of Building & Zoning Steve Skiber and Administrative Assistant Julie Malik-Mordian.

APPROVAL OF June 26, 2014 MINUTES

Motion made by Commissioner Tammen, seconded by Commissioner Dash, to approve the meeting minutes from June 26, 2014 as presented. The motion was approved by a roll call vote.

ROLL CALL VOTE:

AYES:	**Commissioners Tammen, Dash, Frank-Watson, Roscoe and Chairman Weidman**
NAYS:	**None**
ABSENT:	**Commissioner Jones and Wyatt**
ABSTAIN:	

Motion carried.

Case No. 14-08V

Applicant: City of Prospect Heights

Address: 8 N. Elmhurst Rd.

Reason: Public comment and testimony concerning the proposed comprehensive Land Use Plan.

Mr. Chairman read a letter from Commissioner Jones who was absent. His apologies for being absent and would like to go on record to support the case being presented tonight, that being the new comprehensive plan for the City of Prospect Heights. Having served on the steering committee, I have witnessed this document evolve into what it is known before you, for review and approval. I hope you agree with me in recommending approval by our City Council. Thank you, respectfully, Timothy Jones Deputy Fire Chief

Mr. Chairman sworn in Christine Carlyle, Chicago, IL

You've all received the comprehensive plan and we talked about at the last meeting, this process is to review the highlights and components of the plan. We gave you a summary of the public participation process up-to-date. We had three community meetings as part of this public process. There was extensive outreach for those meetings; we had flyers given out in the grocery stores, e-mail chains and the City Newsletter.

We also had a series of focus groups through-out the comprehensive planning process that included inter-governmental groups and business owners. You're various

neighboring communities that we received information from served as sources over issues that are contained within the comprehensive plan. We have a website that is connected to the City website called "Speak Out"; we received over 212 comments and visits to the site. We had six steering community meetings which a number of you have been a part of and we appreciate all the input. This is our third PZBA meeting and it is a broad spectrum of public input and received a lot of good comments.

Mr. Skiber spoke regarding the comprehensive plan. As outlined by Mrs. Carlyle we have diligently followed the process with staff and the steering committee. We have had in-depth discussions regarding each step and each item of the process; please make sure that everyone has the 7/9/14 version, which is the final draft.

Mr. Chairman stated there are some proofreading and grammar changes on the final draft of the comprehensive plan.

Commissioner Frank-Watson had some changes on page 10 for private schools, there is a school in Prospect Heights called St. Alphonsus which is grades K-8. On page 50 Palatine and Elmhurst Rd (the orange overlay) is not zoned accurately, it isn't a commercial zoning area. On page 42 land use and zoning, it should be residential zoning. Where the social security office was it shows it as single family, it should be commercial. Mr. Skiber stated that the southwest and southeast corners of Palatine and Elmhurst are B-1and the northwest cornwer is B4. The Aldi Property on Thomas and Rand Rd are all commercial zoning.

Mr. Chairman stated the text on the following page under commercial, the third bullet point identifies Camp McDonald at Palatine; it should be Camp McDonald at Elmhurst. Also please remove Ken Lopez as the City Administrator and leave it blank. On page 22, 4th sentence down, "participants generally favor preservation of their existing neighbors and did not want to introduce sidewalks within the residential blocks," it should say "on the local neighborhood streets". On page 38 the first line should it be "other" or "others", will change to other businesses. On page 81 & 82 should be switched. On page 89 sidewalk improvements that's labeled number 4 is off Camp McDonald Rd., it should be Rand Rd., not Randhurst Village. On page 91 area number 5 was located, it's blank for #5, and this should have comments. Thank you Christine, you did a tremendous job!

Mr. Chairman sworn in Resident Edward Madden at 611 N. Elmhurst Rd Prospect Heights, IL 60070

First of all I'm a resident of the City; I really feel this process was done very well both with the City, CMAP and consultant team. I attended the community meetings and felt that I really had a part in the development. I'm also a commissioner for the Natural Resources; speaking as a resident the workshops are very beneficial. The comprehensive plan is an important tool for a municipality, also for businesses and developers. It also provides them with potential legal leverage, if an undesirable plan where to be brought before the City there is a comprehensive plan showing commercial use for example on some residential properties. That would have some unattended consequences and you have covered it. Mainly just wanted to say thanks and you did a great job.

Motion made by Commissioner Tammen, Second by Commissioner Roscoe to approve the Final Draft of the Comprehensive Land Use Plan, as corrected.

ROLL CALL VOTE:

AYES:	**Commissioners Tammen, Dash, Roscoe, Frank-Watson and Chairman Weidman**
NAYS:	**None**
ABSENT:	**Commissioner Jones and Wyatt**
ABSTAIN:	**None**

Motion carried.

COMMUNICATIONS

We have not received an application for the meeting on 8/28/14, though there is some information regarding the proposed Assisted Living project on Palatine Rd and Elmhurst Rd

OLD BUSINESS

None

NEW BUSINESS

None

ADJOURNMENT

The July 24, 2014 Plan/Zoning Board of Appeals meeting was adjourned by unanimous voice vote, at 7:35pm with a motion made by Commissioner Dash and seconded by Commissioner Frank-Watson.

Respectfully Submitted,

Julie Malik-Mordian, Recording Secretary

Memorandum

To: **Prospect Heights Mayor and City Council**

From: **Thomas Weidman – Chairman**

Plan / Zoning Board of Appeals

Date: **August 19, 2014**

Subject: **Recommendation**

Case No. 14-02MA/SU/PUD

Applicant: City of Prospect Heights

Property Address: 8 N Elmhurst Rd, Prospect Heights, IL

Hearing Date: July 24, 2014

I. Purpose

The City received a grant from CMAP to develop a new Comprehensive Land Use Plan. In accordance with the established schedule, the final draft was presented at the July 24th 2014 PZBA Public Hearing.

Continued on page 2.

II. Comments and Testimonies

Christine Carlyle from Solomon Cordwell Buenz gave an overview of the Comprehensive Land Use Plan process and a recap of the public meetings. She continued with input from the website 'Speak Out' and Steering Committee.
Edward Madden, 611 N Elmhurst Rd, affirmed the process, participated at the meetings and thanked Christine for her efforts.

III. Board and Staff Comments

Commissioner Jones was absent by prior notice, however, he provided a statement of support for recommending the draft plan, that was read and recorded. The Board and Staff approved the process and diligence demonstrated by SCB. There were several corrections noted in the text and mapping, provided by the Board.

Continued on Page 3.

IV. Decisions and Findings

A motion was made by Commissioner Tammen to approve the final draft of the Comprehensive Land Use Plan, and seconded by Commissioner Roscoe. The results of a roll call vote were five affirmative votes, (5-0). The result of the vote is that there is a recommendation from this Board to approve this request.

Memorandum

To: **Prospect Heights Mayor and City Council**

From: **Thomas Weidman – Chairman**

Plan / Zoning Board of Appeals

Date: **August 19, 2014**

Subject: **Recommendation**

Case No. 14-08 TA

Applicant: City of Prospect Heights

Property Address: 8 N Elmhurst Rd, Prospect Heights, IL

Hearing Date: July 24, 2014

I. Purpose

The City received a grant from CMAP to develop a new Comprehensive Land Use Plan. In accordance with the established schedule, the final draft was presented at the July 24th 2014 PZBA Public Hearing.

Continued on page 2.

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Christine Carlyle from Solomon Cordwell Buenz gave an overview of the Comprehensive Land Use Plan process and a recap of the public meetings. She continued with input from the website 'Speak Out' and Steering Committee.
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Continued on Page 3.

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A motion was made by Commissioner Tammen to approve the final draft of the Comprehensive Land Use Plan, and seconded by Commissioner Roscoe. The results of a roll call vote were five affirmative votes, (5-0). The result of the vote is that there is a recommendation from this Board to approve this request.

Prospect Heights

To: Mayor Nicholas J. Helmer and the Prospect Heights City Council

From: Steve Skiber, Director of Building and Zoning S.S.

Date: August 19th 2014

Re: PZBA Case # 14-08TA City of Prospect Heights

Issue: The City received a grant from CMAP to develop a new Comprehensive Land Use Plan.

Analysis: The PZBA held a Public Hearing on July 24th 2014 to hear public testimony and comments on the Final Draft of the new Comprehensive Land Use Plan. Christine Carlyle of Solomon Cordwell Buenz presented an overview of the new plan and the process followed for implementation. Resident Edward Madden testified that he participated in the process and supports the final draft.

Recommendation: Staff is recommending that the City Council concur with the PZBA 5-0 recommendation to approve the Final Draft, (with corrections from the PZBA).

Thank You.

N

Summary of Amended FY15 Budget Changes

Administration Department

Personnel Services	Amended FY15 Budget	Original FY15 Budget	Budget Change
Salaries - Full-time	$ 410,000	$ 460,000	$ (50,000)

The Personnel section's decrease is due to the replacement salary for a new Executive Director being less than the outgoing Executive Director. Originally the potential Assistant Director salary was budgeted for the whole year. This line item was adjusted to include only 6 months of expense to recognize that when this individual is hired, 6 months of the year may have passed.

	Amended FY15 Budget	Original FY15 Budget	Budget Change
Payroll taxes -	$ 39,364	$ 41,646	$ (2,282)

These figures are calculated based on what the salary line items are. They changed because the salary line item changed.

	Amended FY15 Budget	Original FY15 Budget	Budget Change
Consultants -	$ 101,000	$ 76,000	$ 25,000
Consultant - special projects	95,000	70,000	25,000

The increase in Consultant Fees includes compensation for the consultant who will help with the Airport Development Project and the possible engagement of a potential marketing firm.

Operations Department

	Amended FY15 Budget	Original FY15 Budget	Budget Change
Waste Removal -	$ 87,750	$ 12,750	$ 75,000

Waste removal costs for Airport debris, used oil, solvents, and Port-O-Let rentals.

Debris from airfield	85,000	10,000	

An additional $75,000 was added to FY15 which includes necessary funds to complete soil removal from the Hawthorne site

Reserve Funds Transfers

	Amended FY15 Budget	Original FY15 Budget	Budget Change
Transfer to CERF	$ 220,000	$ 250,000	$ (30,000)

The Board decided to decrease the transfer to the CERF Fund Account to $220,000 from $250,000 which was originally proposed.

	Amended FY15 Budget	Original FY15 Budget	Budget Change
Change in Net Income	$ 7,133	$ 36,901	$ (29,768)

CAPITAL IMPROVEMENTS

Airport Development (Phase 1) - Initial project work on the feasibility study and Airport Layout Plan updates. Costs are estimated to be approximately $200,000. These funds are available in Unrestricted Funds and will not affect reserves at this time.

	Amended FY15 Budget	Original FY15 Budget	Budget Change
Total Additional Captial Improvments	$ 200,000	$ -	$ 200,000

Chicago Executive Airport Budget
(Amended)

Fiscal Year Ending

April 30, 2015

Approved at the CEA Board Meeting held July 16, 2014

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

Budget Document

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

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

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

Executive Review

Operating income is operating revenues less operating expenses. It does not include the purchase of capital items or the expense of depreciation and amortization. Operating income is budgeted to decrease in FY15 by $419,140. Most of this decrease is because FY14 included the budgeted one-time receipt of $350,000. FY15 also includes additional consultant fees and a reduction in rent from a tenant due to rent credit per their lease agreement.

Revenues: FY15 total budgeted revenues are $3,696,158, which is a $360,067 (8.75%) decrease from FY14. As noted above, a one-time receipt in FY14 and reduced rent from a tenant going forward in FY15 are the main causes. Removing the one-time payment from FY14 and FY15 revenue falls below FY14 by $10,067, or 0.97%. Rent credits to Hawthorne amount to approximately a $95,000 reduction in revenue for FY15. FY15 does include a full year's rent from the newly constructed Tin Goose Garage hangar. The CPI increase of 1.25% was instituted for almost all fees.

Expenses: The operating budget is comprised of two departments, Finance & Administration (F&A) and Operations & Maintenance (O&M). Total budgeted operating expenses for the combined departments are slightly above FY14, increasing about $59,000, or 2.00%, from $2,921,690 in FY14 to $2,980,763 in FY15.

Interest Income: The budget shows a decrease in interest income from $9,450 to $4,375, a decrease of $5,075, this continues to reflect our decreasing cash balance and the poor rate of return on investments as a result of the sluggish economy.

Debt Service: We expect an interest expense decrease of $9,928, from $194,705 to $184,777. This is mainly due to the decreased interest costs on the declining loan/note balances as the principal is paid down each month. No new debt is planned.

Reserves: Continuing in the FY15 budget is that sewer revenues will go directly into the Sewer Reserve sub-fund, instead of being received in the Joint Airport Fund and then being transferred into the reserve sub-fund. This began in FY14. Additionally, the budget contains a $220,000 transfer into the Capital Equipment Replacement sub-fund (CERF) for future vehicle purchases, building replacement and other major expenses. This transfer was reduced for FY15 from $250,000 to facilitate the balancing of the budget.

Capital "A" Projects: The total cost of all the projects is estimated at $2,549,330 with the Airport's share expected to be $665,412 with offsetting grant revenue of $1,417,600. The FAA's recent Reauthorization Act doubled the Airport's local share from 2.5% to 5% of the project cost.

Unrestricted Net Assets Available: The Airport Business Plan requires that the Airport maintain an unrestricted net asset balance equal to 3 months (25%) of the current year's budgeted operating expenses, which would be $745,191 ($2,980,763 x 25%). The Airport's estimated running balance at April 30, 2015 will be sufficient to cover this requirement.

Staffing, Compensation & Benefits

The number of staff positions will remain unchanged from FY14 at 14.59 FTEs (Full Time Equivalents). Personnel compensation has been budgeted using a CPI increase of 1.25%. Provisions have also been included to provide for up to a three percent merit increase for those employees who have not reach the top of their pay grade and whose performance justifies such action.

Employee Benefits consist of health, life and disability insurance, retirement plan, and the Airport's share of FICA and Medicare taxes. Health insurance has been budgeted to include an expected 1.6% increase.

Airport staff will be comprised of one Executive Director, one Assistant Director, one Chief Financial Officer, one Executive Secretary, one Accountant, one Administrative Assistant, one Management Intern, one Operations Coordinator, one Lead Maintenance Worker, five Maintenance Technicians, and four Seasonal Maintenance Technicians. All positions are full time with the exception of the seasonal maintenance technicians and management intern. The Executive Director reports to the Boards of Directors of the municipalities.

Detailed Budget Analysis

Revenues

Revenues are budgeted to decrease $360,067 from what was budgeted the previous year. The decrease is primarily due to FY14 having a one-time receipt from property sold relating to the 94th Aero Squadron transaction. Long-term leases, T-hangar rentals and most other revenues incurred a CPI increase of 1.25%. The Airport uses 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. Additionally, per the lease agreement with Hawthorne, rent credits due them will amount to approximately a $95,000 reduction in Lease revenue for FY15. A similar reduction in rent from Hawthorne will be realized in FY16. FY15 does however, include a full year's rent from the newly constructed Tin Goose Garage hangar.

Long-term lease revenues comprise 59% of the total revenues generated on the Airport and, like nearly all Airport revenues, receives an annual CPI increase, depending on the language in the lease.

Fuel flowage fees comprise 16% of budgeted revenues. Fuel flowage is a per gallon fee calculated on the number of gallons of aviation fuel purchased by the Airport FBOs. Using an average volume over the past several years, fuel flowage revenues are expected to increase slightly this year due from $615,800 to $620,844; actual gallons dispersed is expected to remain flat at an estimated 4.5 million gallons. The number of flights flown remains flat, plus newer aircraft are more fuel efficient, reducing overall fuel needs. Additionally, some airport tenants purchase fuel at nearby airports that do not have the tax burden imposed by Cook County. We are optimistic that the addition of Hawthorne will be positive but do not expect this to be a growing revenue in future years until the economy increases significantly. Fuel flowage is quite unpredictable and is budgeted conservatively. Fuel flowage rates were adjusted using the CPI of 1.25%

Tiedown and T-hangar fees comprise about 10% of budgeted revenues. All of the 20 southwest and nearly all of the 48 newer northeast T-hangars were rented as of April 1, 2014 with just five vacant. Our budgeted revenues are conservative and assume that one unit in the SW Ts will be vacant for three months and one unit in the NE Ts will be vacant for 12 months. We expect little, if any, increase in the number of tie down tenants, as demand is stagnant.

FY14 showed a One-time Revenue of $350,000 for a payment under a land purchase agreement which is not present in FY15. Another pending revenue from this transaction is an annual Access Fee of $15,000, which is directly offset against the purchase of a property that is included in Capital Outlay-Other. This offset, which is adjusted by CPI annually, is expected to continue for nine or ten years.

Operating Budget

The operating budget is departmentalized by function – Finance & Administration and Operations & Maintenance. Expenses for the combined departments are budgeted to increase by approximately $59,000, or 2.11% compared to FY14.

Finance & Administration Department
FY15 budgeted Finance & Administration expenses are $1,639,064, which is down $36,476, or 2.23%, from FY14.

Personnel: The Personnel section's decrease of $99,988 is due to the replacement salary for a new Executive Director being less than the outgoing Executive Director. A potential Assistant Director salary was adjusted to include only 6 months of expense to account for the time it will take to find the proper candidate. It does however; include a 1.25% CPI salary adjustment and applicable taxes and benefits. We are anticipating only a 1.6% increase in health insurance costs, which will change in July.

Services and Supplies: This category is up by $51,012, from $591,610 to $642,622. Most of the difference is related to the expense of hiring a consultant relating to the Airport's proposed development plan. Other significant changes include non-health Insurance costs of $106,500 which includes $8,000 for the estimated premium cost for the $5.8 million EMAS bed that scheduled to be constructed this summer. Most other line items remain flat to last year.

Other: This category shows an expense increase of $12,500, from $340,700 to $353,200. This is a combination of a reduction if Public Relations/Marketing and an increase in NBAA budgeted expenses. FY14 showed the Airport participating in & hosting AAAE's General Aviation Issue's conference, and sponsorship of the local BMW PGA Tour golf tournament. CEA will not be participating in either of these events in FY15. CEA will be exhibiting and attending the NBAA convention in Orlando this year.

Operations and Maintenance Department: Overall, expenses are up by $95,549, or 7.67%, from the FY14 budget to $1,341,699. The bulk of this increase is related to the expense of removing contaminated soil from the Hawthorne site.

Personnel: this section's increase of $9,184 to $678,524 reflects the salary and benefits for seven full-time and four seasonal personnel, with a 1.25% CPI salary adjustment and increased applicable taxes and benefits. We have also increased the training budget by $8,000 for educational reimbursements.

Services and Supplies: up to $633,175 from $551,810 for FY15. Most categories are flat with the exception of fuel which is budgeted to increase $15,000 due to higher fuel prices and waste removal, which is up $75,000 for contaminated soil removal.

Non-Operating Budget Items

Interest Income: The budget shows a decrease in interest income from $9,450 to $4,375, a decrease of $5,075, this continues to reflect our decreasing cash balance and the poor rate of return on investments.

Other Expense: Bank Fees, which will remain basically the same.

Debt Service: We expect debt service expense to decrease by $9,216, from $498,953 to $589,735, mainly due to the decreased interest costs on the declining loan/note balances as the principal is paid down each month.

Capital Budget

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

There are four categories of Capital expenditures: Capital Improvements, Capital Construction, Capital Outlay, and Grant Service. In all categories, the expected expense must be in excess of $2,000 to be included. With the exception of 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 and is presented graphically in Figure 2 which follows:

> **Capital Improvements:** Capital Improvements consists of $55,000 for facilities improvements, $40,000 for fence/gate/landscaping projects, and $160,000 for pavement/sewer projects. In subsequent years, remaining pavement surfaces will continue to be repaired on an incremental basis as engineering evaluations dictate and funding becomes available.
>
> **Capital Construction:** $30,000 in improvements to the lighting and other upgrades are planned for the Administration Building.

Capital Outlay: The vehicles sub-section, $162,000, includes refurbishing two pieces of snow equipment, including a 16 year-old snow broom (AP17), to extend the useful life of the items; a replacement of the 10 year-old dump truck (AP33), replacement of an 18 year-old pickup truck (AP9); a ramp plow blade for the snow vehicle that is expected to be leased for the winter. Shop Equipment includes $10,000 for a portable generator/light plant, and Other includes $20,000 for redesign of the Airport's website, $15,000 annual offset to a property purchase related to the 94th Aero Squadron sale and $20,000 for a wildlife study.

Grant Service: This information has been taken from the 12/12/13 Final Submittal of the Transportation Improvement Program: Airports FFY2014-2019. Congress has 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, and the Airport's funding has been changed to 5% instead of the previous 2.5%. This has <u>doubled the cost</u> of the Airport's local share for most projects.

We have budgeted $665,412 for the local share of Airport Improvement and State Grants for the "A" Projects. We are uncertain if any of these projects will be funded by the state and federal government, but they are still being budgeted. The construction resulting from these projects will continue to enhance the safety of this already safe Airport.

Continuing in this year's Grant "A" budget are Estimated FY15 Revenues. Some of the projects require the State to pay the Airport and then we, in turn, pay the contractor, whereas, previously the State paid the contractors directly. We will show these payments received as grant revenue. Although the Airport's final cost should be 5% of the total project cost, some of revenues listed for the projects are short of offsetting 95% of the cost. We cannot be certain that, for each listed project, the revenues will all be received in FY15, so we have reduced our estimated grant revenue budget. Another issue with grant revenue is that the FAA directed the State to implement a 10% funds holdback program as an incentive to encourage timely submittal of project closeout paperwork. The holdback funds are supposed to be released upon finalization of the project, which will delay receipt of the Airport's reimbursement funds, and most likely will not be in FY15.

The "B" projects are listed in the budget for informational purposes only and are <u>not</u> included in the expense numbers. It is highly unlikely that any of them will be funded. Also listed are the "C" category projects. These projects have already been paid for by the Airport and we are hoping to receive reimbursement from the FAA and State of Illinois. As there is little likelihood of these funds being received in FY15, they are <u>not</u> included in the budget numbers.

Other: In the FY14 Budget, a Grant-GA Entitlement for $148,500 was listed. This amount is available only if the FAA budget reaches a certain level. It is uncertain whether or not these funds will be received. All GA Entitlement Funds received will be used to pay down the NE T-hangar note principal, so there is no effect on the budget for these two items.

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. Final payment was made against the Hangar 43 sewer line extension, which had a cost of $30,000. To reduce future costs, the sanitary sewer line was extended during the construction of Hangar 42 in 2012, in anticipation of the eventual construction of Hangar 43 in the same area. There are no proposed plans for a Hangar 43 at this time. Sewer and storm water related revenues are deposited directly into the Sewer Reserve Sub-Fund, starting in FY14. In FY12 and FY13, sewer and storm water revenues were received into the operating fund and transferred into the Sewer Reserve Sub-Fund.

Capital Equipment Replacement Sub-Fund
The Capital Equipment Replacement Sub-Fund (CERF) was formally established by the Airport Board of Directors in FY13. The budget contains $220,000 for a transfer from the operating fund into the CERF. This is a reduction from $250,000 done in past years. In order to avoid the issuance of debt, this sub-fund is used to set aside money, for not only capital equipment, but for the future construction, improvement, and repair of Airport buildings as well. As the six major Airport pieces of snow removal equipment age, they are being refurbished to extend their useful life, hopefully by 10 or more years. However, they cannot last indefinitely. The estimated cost of replacing the three snow brooms is $700,000 each, the snow blower is $300,000, and the two snow plows/sprayer/spreaders are $250,000 each, which totals $2,900,000. The plan is to have sufficient capital equipment reserves in place to cover the future replacement of these vehicles. We are projecting that there will be sufficient monies available in the fund in FY15 to start purchasing vehicles out of the fund, assuming sufficient annual transfers continue to be made into the fund.

Unfortunately, there aren't sufficient reserve funds planned yet to replace/improve/repair the Airport's office building, maintenance facility, and nine owned hangars. The Airport has contracted with a consultant to identify additional sources of revenue and possible cost savings to generate an improvement to the bottom line.

Operating and Reserve Funds Available

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

The working capital projected as of April 30, 2014, plus those amounts to be realized during FY15, will fund the budgeted operating and capital outlays, and will provide a minimum balance to allow the Airport to operate. The Airport's Business Plan requires that the Airport maintain an unrestricted net asset balance equal to 25% of the current year's budgeted operating expenses, which would be $745,191 ($2,980,763 x 25%), plus the capital improvement and outlay balances totaling $512,000, plus sufficient funds to meet the local share requirements of the Grant Service "A" list approved projects for the year, which is $665,412 after expected offsetting revenues.

The Business Plan also requires that operating expenses not exceed 90% of revenues. No unusual expenses are expected in FY15. With expected revenues to be $3,696,158; total operating expenses of $2,980,763 are 81% of the revenues.

Debt Obligations

We expect an interest expense decrease of $9,928 to $184,777, mainly due to the decreased interest costs due to declining outstanding loan/note balances.

In January 2004, the Airport, through its owning communities, entered into a loan arrangement with an area national bank for a loan totaling $1,237,000 for the purpose of constructing two buildings containing 10 small T-hangars each in the SW quadrant of the Airport. Repayment of the loan began in January 2005 with a 20-year period amortization period. The interest rate is variable to be reset every 5 years. Pricing on this loan reset in January 2014 from 4.55% to 4.74%. The loan interest rate is priced by using the 5 year Treasury rate, adding 3.00% and adjusting the result for our tax exempt status. Airport revenues generated by the new hangars will cover the required debt service over the period of the loan.

A revenue anticipation note for $4,700,000 was issued in December 2006 by Northbrook Bank for the Village of Wheeling, one of the owning communities, to fund a portion of the purchase price of land designated as a runway safety area (RSA) for the Airport. The note was reduced by $1,500,000 in November 2008 and refinanced in April 2010 for 10 years with a balloon payment upon maturity. The Airport received a grant in April 2011 that was used to pay down $984,426 of the principal, thus reducing interest cost.

Also in April 2010, a construction loan from Northbrook Bank of $2,300,000 was negotiated for the construction of six buildings containing 48 T-hangars in the NE quadrant. This note was interest only until June 1, 2011, when payment of both monthly principal and interest was required. The note matures in May 2020 with a balloon payment upon maturity.

No general obligation bonds of either airport-owning community have been issued for the above borrowings, and no new loans or notes are planned to be issued at this time. The two T-hangar projects generate sufficient revenue to cover the principal and interest costs, plus operating expenses. The RSA note property is vacant land, therefore, no revenue is currently being generated to cover the approximately $230,000 annual debt service payment. Airport staff are 1) looking into reducing the size of the necessary runway safety area, sell off the unnecessary land, and use the proceeds to pay down the debt; 2) developing a revenue producing project on the land outside the building limits of the safety area to cover some or all of the debt payments; and 3) working with the FAA to obtain additional purchase cost reimbursement that would be applied to the outstanding debt. Any reduction in the debt payment would help alleviate the strain of funding upcoming capital projects and equipment as previously mentioned.

Chicago Executive Airport
Total Proposed FY15 Budget

OPERATING BUDGET:	FY14 Est Actual	FY14 Budget	FY15 Budget	FY14 vs FY15 Budget Change
Revenues	$ 4,113,369	$ 4,056,225	**$ 3,696,158**	$ (360,067)
Expenses:				
Administration Department	(1,633,420)	(1,675,540)	**(1,639,064)**	36,476
Operations and Maint Dept	(1,160,304)	(1,246,150)	**(1,341,699)**	(95,549)
Net Operating Expenses	(2,793,724)	(2,921,690)	**(2,980,763)**	(59,073)
Operating Income:	1,319,646	1,134,535	**715,395**	(419,140)
Other:				
Other Income	4,125	9,450	**4,375**	(5,075)
Other Expense	8,839	(2,900)	**(2,900)**	-
Debt Service	(499,921)	(498,953)	**(489,737)**	9,216
Total Other	(486,957)	(492,403)	**(488,262)**	4,141
Revenues less Net Expense	832,689	642,132	**227,133**	(414,999)
Transfers to Reserves-Sewer	-	-	**-**	-
Transfers to Reserves-CERF	(250,000)	(250,000)	**(220,000)**	30,000
CERF Transfer Reduced in FY2015 to Balance Budget				
Net	582,689	392,132	**7,133**	(384,999)

CAPITAL BUDGET:				
Capital Improvement	196,720	275,926	**255,000**	(20,926)
Capital Outlay	247,597	251,000	**227,000**	(24,000)
Capital Construction	0	0	**30,000**	30,000
Grant Service	663,867	4,693,089	**665,412**	(4,027,677)
Capital Other	-	148,500	**-**	(148,500)
	1,108,184	5,368,515	**1,177,412**	(4,191,103)
Less: Grant Revenue	(217,927)	(4,132,250)	**(1,417,600)**	2,714,650
Less: Capital Financing	-	-	**-**	-
Net Capital Budget	890,258	1,236,265	**(240,188)**	(1,476,453)
Funding (from)/to Reserve Funds	(307,568)	(844,133)	**247,321**	1,091,454
NET	0	0	**0**	0

Operating Revenues
FY15 Proposed Budget
Line Item Detail within Category

		Proposed FY15 Budget	Projected FY14 Actual	FY14 Budget	Budget Change
40000.00	**Long Term Leases -**	$ 2,161,933	2,234,896	2,204,642	(42,708)

Long term revenue is derived from leases with a term of more than one (1) year. These leases are comprised of hangar, building and ground leases. To the extent possible, lease rents increase annually with the CPI. Following are the leases presently in effect and proposed to be in effect during FY15. We are assuming a 1.25% CPI increase for 2015.
The 2014 ground lease rate is .63545 per square foot, 2015 will be .64815.

Property	FY15		Projected	FY14
Hangar #5 & #6	309,860		302,000	302,375
Hangar #8	240,718		236,000	236,218
Hangar #9	334,338		328,000	328,088
Hangar #10	260,614		255,000	255,745
Hangar #11 IPO	121,915		119,000	119,560
Hangar #13-revenue split	4,100		4,100	4,100
Ground Lease - ACCO	7,283	2	7,193	7,193
Ground Lease - Hangar 15	68,866		68,000	68,370
Ground Lease - Hangar 16	36,421		35,600	35,569
Ground Lease - Hangar 18	45,032	4	14,936	29,872
Ground Lease - Hangar 19	65,121		64,600	64,643
Ground Lease - Hangar 20	37,076		36,600	36,568
Ground Lease - Fuel Farm	2,839		2,800	2,813
Ground Lease - Hangar 40	118,934		117,000	118,068
Ground Lease - Hangar 41	81,434		80,000	79,858
Ground Lease - Hangar 42	84,513	1	84,000	83,895
Ground Lease - Exec Inn Pkg Lot	-	3		-
Ground Lease - SFS Ramp	76,545		74,660	74,765
Ground Lease - SFS Terminal (24)	184,964		180,407	180,658
Ground Lease - Sovereign	131,361	5	225,000	226,281
	2,211,933			2,254,642
Less: Rent Reserve	(50,000)			(50,000)
	2,161,933			2,204,642

1) Newly constructed with occupancy in November 2012. Rent on all 3 Atlantic hangars adjusted due to reconfiguring lot sizes.
2) CPI increase only done every five years. Adjusted for FY15.
3) The Airport took back its property in November 2012.
4) Occupancy began in Januray 2014. Monthly rent is $3,753, annually $45,032.
5) Revenue figure reflects rent credits due Hawthorne per lease agreement of $7,900 per month.

Proposed Operating Revenue Budget

		Proposed FY15 Budget	Projected FY14 Actual	FY14 Budget	Budget Change
	Fuel Flowage Fees	$ 620,844	645,412	615,800	5,044
	Fees received from fuel flowage and were adjusted for the 1.25% 2014 CPI increase. The estimates are based on the past several years of Fuel Flowage. Fuel flowage is paid when the fuel is put into the FBO fuel tanks, not into the aircraft.				
40460.01	JetA-On Arpt, 3.9MM gal @ $.1271	495,690	531,541	495,000	
40460.03	JetA-Off Arpt, 400,000 gal @ $.2541	101,640	92,071	95,000	
40460.02	100LL, 185,000 gal @ $.1271/gal.	23,514	21,800	25,800	
	T-Hangars -	$ 380,257	370,844	375,140	5,117
	Rents are adjusted by the 2014 CPI change of 1.25. SW-Bldng 50 rent per month $4,530, bldng 51 = $5,372, possible total $9,902, annual $118,824. NE-40 small, 6 medium, and 2 large units; possible monthly rent of $22,376, annual of $268,512. Subtracting a vacancy rate of 3 months of 1 unit avg for SW ($1,485) and 1 full unit of NE ($5,594).				
40200-01	SW T-hangars	117,339	110,818	115,740	
40200-02	NE T-hangars	262,918	260,025	259,400	
	One-time revenue	$ -	355,395	$ 350,000	(350,000)
40550.02	**U.S. Customs Service -**	$ 275,000	288,960	250,000	25,000
	U.S. Customs inspection service - this is a break-even service we provide to CEA users.				
40100.00	**Short Term Rental -**	$ 123,832	115,344	122,355	1,477
	Hangar #4 & #7 month-to-month rental, adjusted by CPI increases back to the lease start dates.				
	Eclipse	108,894	101,508	107,614	
	SFS	14,938	13,836	14,741	
	Tie-Downs -	$ 39,500	32,265	39,500	-
	Area 2 expected rent for FY15, 8 spots @$159 = $15,264. Area 3 expected rent for FY15, 20 spots @$98 = $23,520. We do not anticipate an increase in the number of tie-down tenants at this time.				
40310.02	Area #2	15,500	11,066	15,500	
40310.03	Area #3	24,000	21,198	24,000	

Proposed Operating Revenue Budget

Account	Description	Proposed FY15 Budget	Projected FY14 Actual	FY14 Budget	Budget Change
	Permits/Fees -	$ 39,846	33,519	39,480	366
	Revenue derived from monthly Commercial Operating Permits (COP), which were subject to the CPI increase of 1.25%. Air taxi is per seat of $1.40 and terminal chg $30 per flight, plus monthly COP of $78.				
40470.01	COP 6 @ $78	5,613	5,472	5,544	
40470.01	COP 2 @ $361	8,675	8,533	8,568	
40470.01	COP 11 @ $156	20,582	14,647	20,328	
40470.01	COP 1 @ air taxi (3 months)	2,500	2,429	2,500	
40470.02	Vehicle, fuel - SFS 10 @$206	2,060	2,030	2,030	
40470.02	Vehicle, fuel - Atlantic 4 @$104	416	408	408	
40007.00	**Easement Fees**	$ 28,050	27,500	27,500	550
	Waste Management-stormwater, drainage & detention easement fee, adjusted for CPI increase.				
40490.01	**Access Fee**	$ 15,000	-	15,000	-
	Access Fee Agreement in process. Due annually, for the term of the agreement. The first $180,000 in payments to be offset against the Airport's purchase of a property, then due in cash. Subject to annual CPI increase. FY2016 Balance to offset $165,000				
40550.09	**Sign Rental**	$ 4,010	3,960	3,960	50
	CPI increase of 1.25%.				
	Monument sign rental-SFS @ $334	4,010	3,960	3,960	
	Other -	$ 4,286	2,540	9,248	(4,962)
	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 mngmt (CPI + 1.25%) $257 mthly	3,086	2,540	3,048	
40550.04	Other Miscellaneous	1,000	-	1,000	
40550.05	Waiting List Fees (cancellations)	100	-	100	
40550.08	Parking decals	100	-	100	
40550.10	GA Issues Conf donations	-		5,000	
40500.00	**Late Charges -**	$ 3,600	2,735	3,600	-
	Late charges are generally assessed at 10% per month for all T-hangar and most larger tenant leases.				

	Proposed FY15 Budget	Projected FY14 Actual	FY14 Budget	Budget Change
Total Revenues	**$ 3,696,158**	**$ 4,113,369**	**$ 4,056,225**	**(360,067)**
% Change from FY14	**-8.88%**			

Administration Department
FY15 Proposed Budget
Line Item Detail within Category

		Proposed FY15 Budget	Projected FY14 Actual	FY14 Budget	Budget Change
Personnel Services					
50400.10	**Salaries - Full-time**	$ 410,000	468,927	505,000	(95,000)
	Salaries of five full-time existing department personnel plus potential Assistant Director				
	Because AD would be hired mid year, only 6 months of salary are included for the potential Assistant Director				
50300.05	**Salaries - Part-time**	$ 14,300	57,645	14,170	130
	Salary for one management intern. One employee at $11.00/hr. for 52 weeks @ 25 hours/week.				
50200.05	**Overtime** -	$ 3,000	1,738	3,000	0
	Overtime costs as required for non-exempt employees of department.				
	Service Awards/Recognition	$ 13,600	12,524	14,410	(810)
50700.10	Holiday party -Board/staff/officials	9,000	7,963	9,000	
50700.10	Holiday lunch - Staff in-house	300	-	300	
50700.15	Other-flowers, plaques, retirement	1,000	907	1,000	
50700.17	Staff recog ($30 gift cert x 2, 5 emp)	300	-	360	
50700.17	Incentive program	2,500	2,404	2,500	
50700.20	Service Awards	500	1,250	1,250	
	Pay for 1 employee with greater than five (5) years of service at $500				
	Payroll taxes -	$ 39,364	45,228	44,600	(5,236)
	Payroll taxes as follows:				
50500.05	FICA, 6.20%, Medicare 1.45%	32,908	38,296	38,000	
50500.15	Unemployment, (7.15%, was 2.05%)	6,456	6,931	6,600	
	Insurance -	$ 98,678	92,708	106,500	(7,822)
	Premiums for employee insurance, provided by the Airport.				
	Wheeling is projecting a 1.6% insurance increase; renewal date is July 1st.				
50100.03	Dental	-	(114)		
50100.05	Disability (6)	7,522	12,679	9,500	

Proposed Administration Department Budget

		Proposed FY15 Budget	Projected FY14 Actual	FY14 Budget	Budget Change
50100.15	Health (6)	91,156	80,143	97,000	
	Retirement Contribution -	**$ 25,000**	5,755	24,250	750
	Full time employee Retirement Contributions @ 4.5% of pay.				
50600.05	Employer Contributions	23,750	4,505	23,000	
50600.15	Annual fees ($250 annual + $250/qtr.)	1,250	1,250	1,250	
	Training -	**$ 10,500**	2,000	2,500	8,000
50800.05	CPE-seminars	-	-	-	
50800.10	Training-Other	500	-	500	
50800.11	Education reimbursement	10,000	2,000	2,000	
50400.05	**Board/Community Reimb**	**$ 28,800**	26,400	28,800	0
	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 $3,000 per year for admin costs.				
50400.05	Community Reimbursement	6,000	6,000	6,000	
50400.05	Board stipends	22,800	20,400	22,800	
	Total Personnel Services	**$ 643,242**	**$ 712,924**	**$ 743,230**	**$ (99,988)**

SERVICES AND SUPPLIES

		Proposed FY15 Budget	Projected FY14 Actual	FY14 Budget	Budget Change
	Airport Meetings	**$ 12,500**	10,317	15,000	(2,500)
	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	10,000	6,848	10,000	
52120.20	Joint Meetings (dinner)	2,500	3,469	5,000	
	Audit Services -	**$ 11,200**	14,355	11,200	0
52060.05	Cost to perform the annual audit	10,600	13,800	10,600	
52060.05	Single audit cost (if necessary)	-		-	
52060.10	GFOA CAFR (400) & Budget award (200) fees	600	555	600	
52090.05	**Building Repairs -**	**$ 2,500**	1,046	2,500	0
	Cost for minor repairs or modifications of the administration office.				

Proposed Administration Department Budget

		Proposed FY15 Budget	Projected FY14 Actual	FY14 Budget	Budget Change
	Computer & Software	$ 29,000	16,855	36,000	(7,000)
	Accounting and other administrative software purchases, update and support programs-Timberline (2300), Qquest Timeclock (250), FAS (1035), Symantec (884), SonicWall (105) and related training.				
54050.01	Computer Hardware & Supplies	-	341	-	
54420.05	Software & maint	6,000	1,253	6,000	
54480.05	Hardware & Supplies	4,000	-	4,000	
52210.05	Office network maintenance	16,000	15,261	16,000	
52540.05	Web hosting/internet service	3,000	8,264	10,000	
	Conf and Meeting Registration	$ 4,550	1,247	5,350	(800)
	Registration fees for conferences, seminars, and lunch meetings (Chamber).				
52120.05	AAAE-Annual - Jamie	800	-	800	
52120.05	AAAE-Finance - Scott	500	-	500	
52120.10	FAA Conf (Chicago) 0	0	-	-	
52120.15	IGFOA Conf (Bloomington) 1	350	-	350	
52120.15	GFOA Conf (Chicago) 1	0	-	-	
52120.16	CABAA Meetings-monthly	400	30	400	
52120.17	IL Aviatn Conf (Moline) 3	700	310	700	
52120.19	IPAA Fall Conf (Galena) 3	1,000	425	1,000	
52120.25	Meetings & Luncheons	800	482	800	
	Consultants -	$ 101,000	44,268	28,000	73,000
52510.08	Storm water consultant (LFR-Arcadis)	6,000	6,850	6,000	
52540.20	Consultant - special projects	95,000	37,418	22,000	
	Includes 10 Month's Compensation for CP and Potential marketing firm				
52180.10	**Engineering Services -**	$ 60,000	71,632	60,000	0
	Costs for professional engineering services rendered by an outside engineer.				
54090.05	**Equipment**	$ 2,000	1,682	2,000	0
	Administrative equipment and furniture purchased that cost less than $2,000, individually.				

Proposed Administration Department Budget

		Proposed FY15 Budget	Projected FY14 Actual	FY14 Budget	Budget Change
	Equipment Rental and Maint	**$ 7,000**	4,850	7,000	0
	Office equipment rental and maintenance cost-meter rent.				
	Ricoh copier maint (920 annual), Konica-copy charges only.				
52210.15	Mail machine-meter & base maint plus meter annual rental & supplies	1,500	2,689	1,500	
52210.20	Other repairs	500	-	500	
52210.25	Copiers-2 (per page charges)	5,000	2,161	5,000	
52210.35	Telephone	-	-	-	
54150.05	**Fuel -**	**$ 8,000**	5,674	8,500	(500)
	Unleaded fuel cost for four department vehicles.				
	Insurance -	**$ 106,500**	92,903	110,900	(4,400)
	The environmental policy is due August 1, 2014. All the other policies run Dec 1 through Nov 30th.				
	NationAir is the Airport's insurance broker, whose fixed fee contract runs through Dec 2014.				
	We are anticipating the first EMAS bed will be finished in FY15, therefore the need for insurance.				
	The annual expected cost of Airport insurance is as follows:				
52300.05	Commercial Automobile	5,000	5,255	6,000	
52300.09	Broker fee	9,500	9,566	9,500	
52300.10	Commercial Crime	2,000	1,894	2,500	
52300.15	Airport Liability (incl. excess liability)	25,000	24,712	27,500	
52300.20	Commercial Property	24,000	22,370	24,500	
52300.25	Public Officials Liability	19,000	16,240	17,500	
52300.26	Environmental	12,000	11,758	15,000	
52300.30	Worker's Comp	2,000	1,109	1,400	
52300.35	EMAS System insurance (estimate)	8,000	-	7,000	
56200.05	**Lease Development -**	**$ 55,000**	50,096	55,000	0
	Expenses incurred for new leases, i.e. survey, site selection, legal including reimbursable items.				
52360.05	**Legal Services -**	**$ 60,000**	62,635	60,000	0
	Costs for the professional legal services provided by outside counsel.				
	Membership Dues -	**$ 12,980**	10,345	13,280	(300)
	Department employee and Airport membership dues as follows:				
52450.05	AAAE (2) @$275 JA, SC	550	275	900	
52450.07	AAAE Great Lakes Chapter (2)	80	35	80	
52450.37	AAAE Regulatory and Legislative	7,500	7,500	7,000	
52450.12	AOPA	-	-	50	

Proposed Administration Department Budget

		Proposed FY15 Budget	Projected FY14 Actual	FY14 Budget	Budget Change
52450.36	CABAA	300	275	300	
52450.17	Chamber of Comm/CVB	250	200	250	
52450.41	GA Airport Coalition (GAAC)	500	-	500	
52450.20	GFOA (1)	200	160	200	
52450.21	IGFOA (2)	400	400	400	
52450.40	IL CPA Society	-	-	400	
52450.30	IPAA (1)	1,500	1,500	1,500	
52450.27	NATA/IATA	1,200	-	1,200	
52450.35	NBAA	500	683	500	
	Office Maintenance -	$ 11,882	11,022	11,870	12
	Cost for routine office janitorial service.				
52480.10	Janitorial serv $794 and supplies	10,350	9,501	10,350	
52480.15	Rug runners	800	796	800	
52480.20	Insect/Rodent control-$61 per	732	725	720	
	Other Services -	$ 22,650	91,740	22,650	0
	Costs for other services not specifically listed any other categories.				
52420.15	Medical exams & drug testing plus annual hearing and vision exams.	500	-	500	
52510.02	Records disposal and storage	500	-	500	
52510.05	Credit crd, GovDeal, bckgrnd ck fees	1,200	679	1,200	
52510.06	Casualty loss deductibles, 1 @$5,000	5,000	500	5,000	
52510.06	Casualty loss deductibles, DR		72,278		
52510.10	Payroll serv-switch to Paychex 1/12	2,200	2,673	2,200	
52510.11	Employee Hiring Exp	2,100	585	2,100	
52510.12	Office Security-ADT (qtr 1075)	4,400	4,397	4,400	
52720.20	Alarm line-Office (145 mth)	1,750	1,582	1,750	
52720.20	Alarm line-hgr 4&7 (32 but net=0)	0		0	
52510.15	Appraisals	4,000	8,000	4,000	
52540.23	Satellite programming	1,000	1,046	1,000	
52600.15	**Postage -**	$ 3,000	2,862	3,000	0
	Cost for letter, parcel delivery, overnight delivery, and newsletter mailings.				
	Printing -	$ 2,000	-	2,000	0
52630.05	Aerial photography	1,000	-	1,000	
52630.15	Duplication/enlarging/binding	1,000	-	1,000	
52660.05	**Public Notices -**	$ 2,000	1,616	2,000	0
	Publication costs for public notices, bid documents, personnel ads, etc.				

Proposed Administration Department Budget

		Proposed FY15 Budget	Projected FY14 Actual	FY14 Budget	Budget Change
	Subscriptions -	$ 3,800	3,538	3,800	0
	Periodicals subscribed to by department personnel as follows: Crains, Daily Herald and Misc books and maps.				
54450.31	Flight Tracker	3,300	3,419	3,300	
54450.40	Subscriptions-misc (Crains)	200	119	500	
54451.40	Subscriptions-misc (Daily Hearld)	300	279	501	
54480.15	**Supplies -**	$ 7,000	5,734	7,000	0
	Purchase of stationary and office, computer, and copier supplies.				
	Telephone/Data	$ 8,000	9,233	10,100	(2,100)
52720.05	Cellular-Sprint (1)	1,500	2,125	3,000	
52720.10	Local, long distance, fax	5,200	5,606	5,200	
52720.12	Pilot lounge wireless	700	483	700	
52720.03	iPad data plan-1 @ $50 each/mth	600	1,018	1200	
	The Cellular-Sprint & iPad YTD lines FY14 reflect 2 units. Going forward there will be only 1 uint for each.				
	Travel Expenses	$ 7,550	1,108	10,050	(2,500)
	Travel costs (commercial transportation, $500; ground transportation, $50/day; hotel, $175/night; meals and $50 per diem associated with attendance at conferences for department employees.				
52750.05	AAAE-Conf TBD	-	0	2,500	
52750.05	AAAE-Conf TBD Jamie	2,500	0	2,500	
52750.05	AAAE-Finance Scott	1,200	0	1,200	
52750.07	IPAA Conf-Fall (Galena) (3)	1,500	676	1,500	
52750.09	IL Aviation Conf (3)	1,000	0	1,000	
52750.10	IGFOA Conference-IL	350	0	350	
52750.10	GFOA Conf (Chicago)	0	0	-	
52750.11	Other	1,000	432	1,000	
	Utilities	$ 96,510	91,247	98,410	(1,900)
	Monthly electric, natural gas, and water cost as follows:				
Electricity:					
52150.02	141378911, Gate 31	50	97	50	
52150.03	141595480, Runway Lights	2,800	2,618	2,800	
52150.04	141458406, Hgr 4 rd, blast fence	700	624	700	
52150.05	141595499, Maint/Admin. Office	11,000	9,637	12,000	
52150.08	115131215, Gate #27	500	334	500	
52150.11	141437116 Hangar 4&7 (shd be 0)	0	-	0	
52150.15	141599876, 12 REIL Lts, Blast Fnce	700	607	700	
52150.17	141650725-CAP Trailer Gate	300	198	300	
52150.20	141195850, Electric Vault	45,000	40,931	45,000	

Proposed Administration Department Budget

		Proposed FY15 Budget	Projected FY14 Actual	FY14 Budget	Budget Change
52150.22	140401329, Hangar #50	1,000	1,069	800	
52150.23	140401326, Hangar #51	1,200	1,325	1,200	
52150.28	140291821 Beacon	360	311	360	
52150.31	NE T-Hangars #52 (lounge)	3,200	3,350	3,500	
52150.32	NE T-Hangars #53 (lights)	2,000	1,920	2,000	
52150.33	NE T-Hangars #54 (bath)	2,500	2,265	3,000	
52150.34	NE T-Hangars #55 (lights)	1,500	1,329	2,000	
52150.35	NE T-Hangars #56 (bath)	2,500	2,646	3,200	
52150.36	NE T-Hangars #57 (lights)	2,500	2,547	2,500	
52150.16	Elec-Taxiway Q pole light (flat rate)	500	-	500	
Gas:					
52150.26	3722672, Generator	1,100	1,003	1,200	
52150.27	Hangar 4&7 (shd be 0)	0	-	0	
52150.50	2584479, Maintenance	5,000	7,745	4,000	
52150.55	3326641, Admin. Office	1,200	1,619	1,200	
Water:					
52150.60	Water-Maint./Admin. Office (1020)	2,200	1,921	1,800	
52150.61	Water-Entry Sign Area	6,000	4,473	7,000	
52150.62	Water-SW T-Hangar 50 & 51	2,400	2,386	1,800	
52150.63	Water-NE T-Hangar 52 (1018)	100	95	100	
52150.64	Water-NE T-Hangar 54 (1014)	100	95	100	
52150.65	Water-NE T-Hangar 56 (1010)	100	101	100	
	Vehicle Maintenance -	$ 6,000	6,832	6,000	0
	Vehicle maintenance service costs for four (4) administrative vehicles.				
54510.05	Airport #1, 2006 Expedition	1,000	1,499	1,000	
54510.06	Airport #2, 2002 Tahoe	2,500	5,217	2,500	
54510.07	Airport #7, 1997 Tour Van	1,250	116	1,250	
54510.37	Airport #37, 2006 Taurus Sedan	1,250	-	1,250	
	Total Services and Supplies	**$ 642,622**	**$ 612,837**	**$ 591,610**	**$ 51,012**

OTHER

		Proposed FY15 Budget	Projected FY14 Actual	FY14 Budget	Budget Change
	NBAA Convention -	$ 21,500	25,181	-	21,500
	Exhibiting and attendancing the NBAA Convention in Orlando October 22-23, 2014. Large exhibit booth sold in 2012, replaced by lightweight booth.				
56300.15	Exhibitor fee	6,000	1,070	-	
56300.16	Exhibit expenses	0	5,296	-	
56300.21	Exhibit storage fees	0	-	-	
56300.18	Exhibit shipping	500	-	-	
56300.19	Travel Exp-staff (2)	5,000	3,797	-	
56300.20	Travel Exp-CEA board members-4	10,000	11,066	-	
56300.22	Travel-Communities	0	3,952	-	

Proposed Administration Department Budget

		Proposed FY15 Budget	Projected FY14 Actual	FY14 Budget	Budget Change
	Public Relations/Marketing	**$ 51,700**	51,920	65,700	(14,000)
52405.05	Marketing specialists	5,000	4,890	5,000	
52405.10	Projects, videos, photos	3,000	8,013	3,000	
54255.05	Promo material-	8,000	4,464	10,000	
	Materials include various promotional items				
54255.22	Promo clothing	3,500	-	3,500	
52405.15	PACE expenses	100	-	100	
54255.20	Special events	20,000	23,648	26,000	
	FY15 Special events: 5K Runway Run-A-Way				
54255.26	July 4th parade float	1,500	903	1,500	
54255.27	Chamber events & golf	1,600	592	1,600	
54255.28	CABAA golf events & sponsorship	4,000	3,149	4,000	
52120.08	EAA -Oshkosh	0	-	-	
54270.05	Scholarship-Dollars for Scholars	1,000	1,000	1,000	
54270.05	Donations-food pantries		2,000		
54270.05	Other-community events	4,000	3,261	4,000	
	Other also includes Young Eagles, Puttin on the Ritz, breakfasts, and misc community events.				
54255.60	NBAA Dispatch Conf-Jan (exhibit)	-	-	6,000	
	Not attending in FY15				
	U.S. Customs Service	**$ 250,000**	230,558	250,000	0
	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	125,000	123,438	125,000	
56550.02	U.S. Customs overtime charges	51,000	48,685	51,000	
56550.03	Telecom (USCS network, cellphone)	20,000	9,981	20,000	
56550.04	Waste removal services	30,000	25,357	30,000	
56550.06	Other forms, supplies & services	2,000	2,243	2,000	
56550.07	Collection fees	6,000	6,515	6,000	
56550.08	Facilities costs	16,000	14,340	16,000	
56600.01	**Contingencies -**	**$ 30,000**	-	25,000	5,000
	Account for unanticipated and underestimated department expenditures.				
	Total Other	**$ 353,200**	**$ 307,659**	**$ 340,700**	**$ 12,500**
	Total Administration	**$ 1,639,064**	**$ 1,633,420**	**$ 1,675,540**	**$ (36,476)**
	% Change from FY14	**-2.18%**			

Operations & Maintenance Department
FY15 Proposed Budget
Line Item Detail Within Category

		Proposed FY15 Budget	Projected FY14 Actual	FY14 Budget	Budget Change
Personnel Services					
60400.10	**Salaries - Full-time**	$ 375,000	373,792	$ 370,000	5,000
	Department salaries (6 maint)				
	Operations Coordinator (1)				
60300.05	**Salaries - Seasonal**	$ 19,620	25,970	$ 19,620	-
	Four summer positions, 12 weeks for 37.5 hours/week at $10.90/hour = $19,620, plus 1 as needed.				
60200.05	**Overtime**	$ 60,000	75,162	$ 60,000	-
	Overtime costs as required, mainly for snow removal. Approx fifteen hundred hours are budgeted at a 1½ hourly rate of $37.84. Includes weekend airfield inspections.				
	Service Awards/Recognition	$ 5,670	4,145	$ 4,920	750
	Recognition of services provided by seven employees, 2 times per year @ $30/gift cert.				
60700.17	Recognition awards	420	-	420	
60700.17	Incentive program	2,500	2,145	2,500	
60700.20	Service Awards	2,750	2,000	2,000	
	Pay for 1 employee with twenty or more years of service at $1,000, 1 employee with 15 through 19 years of service at $750, 1 with 10 through 15 years of service at $500 and 2 with 5 through 9 years of service at $250.				
	Payroll taxes -	$ 43,332	45,868	$ 44,400	(1,068)
60500.05	FICA, 6.20%, Medicare, 1.45%	35,122	36,140	36,000	
60500.15	Unemployment, 7.15% (was 2.05%)	8,210	9,728	8,400	
	Insurance -	$ 130,002	110,879	$ 133,500	(3,498)
	Premiums for the following employee insurance, provided by the Airport: Wheeling is projecting a 1.6% insurance increase; renewal date is July 1st.				
60100.03	Dental		(435)		
60100.05	Disability (7)	8,205	7,868	8,500	
60100.15	Health (7)	121,797	103,446	125,000	
60600.05	**Retirement Contribution -**	$ 20,000	12,035	$ 20,000	-
	Full time employee Retirement Contributions @ 4.5% of pay.				

Proposed Operations and Maintenance Department Budget

		Proposed FY15 Budget	Projected FY14 Actual	FY14 Budget	Budget Change
	Training -	$ 14,900	6,542	$ 6,900	8,000
	SAE certifications, Harper certifications. ANTN web based training from AAAE.				
60800.08	Other - Local	2,000	1,740	2,000	
60800.09	ANTN training system	1,400	1,254	1,400	
60800.07	Disaster drill	1,500	-	1,500	
60800.11	Education reimbursement	10,000	3,548	2,000	
	Includes AAAE CM Academy - KN				
	Uniforms -	$ 10,000	7,975	$ 10,000	-
	Uniform cleaning and replacement for 6 employees at $1055/yr & 4 seasonal employees at $360 per year, plus $120 boot allowance per FT employee.				
60900.03	Safety Equip	500	161	500	
60900.05	Uniforms (safety shoes, gloves, caps)	8,500	6,989	8,500	
60900.10	Uniforms part-time	1,000	824	1,000	
	Total Personnel Services	$ 678,524	$ 662,368	$ 669,340	$ 9,184

SERVICES AND SUPPLIES

		Proposed FY15 Budget	Projected FY14 Actual	FY14 Budget	Budget Change
62090.05	**Building Repairs and Supplies -**	$ 10,000	7,920	$ 10,000	-
	Cost for the repair of Airport buildings and hangars.				
	Conf and Meeting Registration	$ 800	-	$ 860	(60)
	Registration fees for conferences, seminars, and lunch meetings. IAC is in Moline May 2013.				
62120.17	IL Aviatn Conf (Spring) 1	200	-	200	
62120.16	CABAA Meetings-monthly	-	-	60	
62120.30	AAAE conference	600	-	600	
	Equipment/Tools -	$ 20,000	14,203	$ 20,000	-
	Equipment purchased that cost less than $2,000, individually.				
62210.05	Equipment maintenance cost.	6,000	6,255	6,000	
64090.05	Communication equipment	8,000	6,549	8,000	
	Includes purchase of 4 replacement radios at $1,400 each				
64090.10	Shop equipment	6,000	1,399	6,000	
62240.05	**Equipment Rental -**	$ 20,000	156	$ 20,000	-
	Temporary replacement of non-operative equipment, special equipment and tools. New in FY15, rental of additional piece of snow equipment.				

Proposed Operations and Maintenance Department Budget

Account	Description	Proposed FY15 Budget	Projected FY14 Actual	FY14 Budget	Budget Change
62270.05	**Fence/Gate Supplies & Maint**	$ 3,000	268	$ 3,000	-
	Fencing and gate supplies purchased for repairs by department personnel.				
	Fuel -	$ 75,000	87,053	$ 60,000	15,000
	Budget is up due to increased fuel prices.				
64150.05	Diesel	60,000	72,585	47,000	
64150.10	Unleaded gasoline	15,000	14,467	13,000	
	Insurance -	$ 44,500	57,051	$ 61,100	(16,600)
	Department vehicle and workers compensation insurance. NationAir is the Airport's insurance broker, whose fixed fee contract runs through Dec 2014.				
62300.05	Vehicles	11,000	10,411	10,500	
62300.30	Workers compensation	27,000	41,207	44,600	
62300.09	Broker fee	6,500	5,434	6,000	
	Landscaping Service & Supplies	$ 34,800	20,956	$ 34,500	300
	Application of growth inhibitor, tree trimming and perimeter landscape services. Purchase of flowers, fertilizer, grass seed, holiday decorations.				
62330.05	Growth inhibitor, weed control	5,000	2,601	5,000	
62330.07	Landscaping-Other	500	11	500	
62330.10	Tree trimming/removal	2,000	-	2,000	
62330.11	Perimeter landscaping services	17,300	15,445	17,000	
64210.05	Landscaping materials	10,000	2,899	10,000	
64240.05	**Lighting Service & Supplies**	$ 29,000	17,056	$ 29,000	-
	Maintenance of and supplies for the Airport lighting system (runways, taxiways & street lights).				
	Membership Dues -	$ 275	550	$ 300	(25)
	Membership dues for Operations Coordinator position.				
62450.05	AAAE (1) KN	275	550	300	

Proposed Operations and Maintenance Department Budget

		Proposed FY15 Budget	Projected FY14 Actual	FY14 Budget	Budget Change
	Other Services -	$ 18,300	18,802	$ 17,250	1,050
	Costs for other contractual services not specifically listed in this category.				
62420.15	Medical Exams plus annual hearing and vision exams.	1,400	295	1,400	
62510.05	Other-Permits, stormwater, MWRD	1,500	1,195	1,500	
62510.11	Employee Hiring Fees	-	1,549	-	
62540.05	Vehicle Towing-tenants	200	-	200	
62540.21	Other-Backflow Inspections (7)	3,000	1,916	3,000	
	Hgr 50 (520) Hgr 51 (733) TH 52 (190) TH 54 (190) TH56 (190) sprinkler (300) admin (300)				
62540.22	Fuel Tank inspection	1,500	1,285	800	
62540.25	Monitor-Light Vault ($175/qtr ADT)	700	681	700	
62540.25	Alarm line-Light Vault ($125/mth ATI	1,500	1,191	1,150	
62540.26	Monitoring-SW Ts-Alarm line (ATT 2,500) FSS (700) permits/misc (300)	3,500	3,025	3,500	
62540.27	Monitoring-Hanger 4 & 7				
62540.31	Snow plowing & hauling	5,000	7,667	5,000	
	Other -	$ 3,000	1,545	$ 4,000	(1,000)
	Costs not defined by another account plus US flags, windsocks, construction safety flags.				
64270.10	Other	2,000	279	3,000	
64270.05	Staff meals during snowplowing	1,000	1,265	1,000	
62570.10	**Pavement Marking -**	$ 60,000	42,938	$ 65,000	(5,000)
	Annual pavement marking costs-FY15				
	Materials -	$ 72,250	65,182	$ 70,250	2,000
	Materials used for Airport operations are as follows:				
64330.05	Asphalt	1,500	161	1,500	
64330.10	E36 - liquid runway/taxiway deicer	40,000	45,569	35,000	
64330.15	Salt	4,000	5,384	2,000	
64330.20	Stone	500	-	500	
64330.25	Propane	1,000	507	1,000	
64330.27	Urea-solid runway deicer	25,000	12,683	30,000	
64330.30	Welding	250	878	250	
	Sewer Maintenance & Supplies	$ 3,000	-	$ 3,000	-
64360.00	Rodding, pipe, and supplies for minor repairs.		-		

Proposed Operations and Maintenance Department Budget

		Proposed FY15 Budget	Projected FY14 Actual	FY14 Budget	Budget Change
	Signage Supplies	$ 8,000	12,757	$ 6,000	2,000
64390.05	Safety, information, airfield guidance signs and replacement of damaged signs.				
	Supplies-Misc	$ 19,000	14,805	$ 19,000	-
64480.05	Aircraft tiedown	500	-	500	
64480.10	Environmental spill control	1,500	-	1,500	
64480.15	Shop supplies	15,000	11,488	15,000	
64480.20	Visual aids-taxiway markers	1,000	-	1,000	
64480.30	NE T Supplies (fire ext, locks, keys)	1,000	3,316	1,000	
	Telephone	$ 4,600	4,377	$ 4,600	-
62720.05	Cellular-Sprint (2 + puck)	2,800	2,677	2,800	
62720.10	Telephone (warehouse)	1,800	1,700	1,800	
	Travel Expenses	$ 2,500	719	$ 1,500	1,000
62750.04	Travel costs (commercial transportation, hotel, per diem, $50 AAAE CM Academy - KN				
	Vehicle Maintenance -	$ 88,400	82,662	$ 80,700	7,700
	Cost for vehicle supplies for department vehicles.				
64510.05	General supplies	9,000	10,330	9,000	
64510.03	Airport #3, 2011 Chevy pickup	800	1,122	800	
64510.04	Airport #4, 2005 Expedition (Ops)	1,000	1,143	1,000	
64510.07	Airport #5, 2006 F-350 Pickup	1,000	139	1,300	
64510.06	Airport #6, 2013 F- 250 Pickup	800	24	1,300	
64510.08	Airport #8, 2003 Chevy Pickup	1,300	253	1,300	
64510.09	Airport #9, 1999 Chevy Pickup w/box*	-	2,026	1,500	
64510.10	Airport #10, 2008 Bobcat	500	2,308	500	
64510.11	Airport #11, 1990 Snow blower	4,500	1,088	4,500	
64510.12	Airport #12, Plow with Spreader	3,500	863	3,500	
64510.13	Airport #35, 2004 Yale forklift	1,000	-	1,000	
64510.14	Airport #14, Plow with Sprayer	2,000	2,682	2,000	
64510.15	Airport #15, Case Front-end Loader	2,000	1,636	2,000	
64510.16	Airport #16, JCB backhoe w/loader	2,000	-	2,000	
64510.17	Airport #17, 1997 Oshkosh Broom**	11,000	18,200	13,000	
64510.18	Airport #18, 2003 Oshkosh Broom	15,000	17,355	11,000	
64510.19	Airport #19, 2007 Oshkosh Broom	20,000	18,140	11,000	
64510.21	Airport #21, Tractor (new in FY13)	1,500	330	1,500	
64510.22	Airport #22, Deere mower (FY13)	1,500	874	1,500	
64510.23	Airport #23, Deere mower (FY13)	1,500	874	1,500	
64510.25	Airport #25 Mower (new in 1990)	1,500	1,359	1,500	
64510.33	Airport #33, 2003 Dump Truck	5,000	192	5,000	
64510.36	Airport #36, Tenant sweeper	500	994	500	
64510.28	Bobcat Mowers	1,000	731	2,000	
64510.40	Terrain King mower	500	-	500	

Proposed Operations and Maintenance Department Budget

		Proposed FY15 Budget	Projected FY14 Actual	FY14 Budget	Budget Change
	*Vehicle is scheduled to be replaced				
	**Vehicle is scheduled for refurbishment				
	Waste Removal -	$ 87,750	27,590	$ 12,750	75,000
	Waste removal costs for Airport debris, used oil, solvents, and Port-O-Let rentals.				
62810.05	Debris from airfield	85,000	25,333	10,000	
	FY15 Includes $75,000 expense to complete soil removal from Hawthorne site.				
	FY14 Projected includes $21,793 Hawthorne tank soil removal by SET (10/2013)				
62810.10	Oil & Other Removal	2,500	2,040	2,500	
62810.15	Waste Removal-Regulatory (solvent)	250	217	250	
	Wildlife Control -	$ 29,000	21,347	$ 29,000	-
64480.25	Wild Goose Chase bird control contract, bird bangers, mis		21,347		
	Total Services and Supplies	**$ 633,175**	**$ 497,935**	**$ 551,810**	**$ 81,365**
Other					
66600.01	**Contingencies -**	$ 30,000	-	$ 25,000	5,000
	Account for unanticipated and underestimated department expenditures.				
	Total Operations	**$ 1,341,699**	**$ 1,160,304**	**$ 1,246,150**	**$ 95,549**
	% Change from FY14 Budget	**7.67%**			

Other Income and Expenses
FY15 Proposed Budget
Line Item Detail within Category

Interest Income (Operating funds)		Proposed FY15 Budget	Projected FY14 Actual	FY14 Budget	Budget Change
90100.01	**Checking Account Interest**	$ 3,000	2,800	5,400	(2,400)
	The Airport now receives an interest rate of .45 on its checking accounts at Northbrook Bank.				
90100.02	**Certificates of Deposit Interest**	500 #	500	1,625	(1,125)
	2 year CD with Wheaton Bank & Trust-matures 12/20/14				
90100.03	**Illinois Funds Interest**	$ 25	25	25	-
	Account is necessary for the deposits of Illinois grants. Earns money market rate with no fees.				
90100.04	**Money Market Interest**	$ 600	600	600	-
	Account at MB Financial.				
90100.06	**IMET Interest**	$ 250	200	1,800	(1,550)
	Illinois Metropolitan Investment Pool. Enhanced money market rate.				

Total Interest Income	$ 4,375	$ 4,125	$ 9,450	$ (5,075)
% Change from FY13	-53.70%			

Other Income and Expenses

91050.03	**Bank Fees**	3,900	$ 3,850	3,900	-
	Fees to maintain the Northbrook checking account and Popular loan account.				
93000.xx	**Other (Income) and Expenses**	(1,000)	$ (12,689)	(1,000)	-
	Misc income, expenses, plus gain/loss on sale of assets.				

Total Other Expense	$ 2,900	$ (8,839)	$ 2,900	$ -
% Change from FY14	0.00%			

Other Income and Expenses

Interest Income (Operating funds) Debt Service		Proposed FY15 Budget	Projected FY14 Actual	FY14 Budget	Budget Change
	Loan/Note Interest	$ 184,777	196,002	194,705	(9,928)
	Interest on three bank loans/notes.				
91000.03	Banco Popular-SW T-Hgrs	38,260	38,458	38,035	
91000.04	Northbrook Bk #1-NE T-Hgrs	83,040	87,118	86,800	
91000.05	Northbrook Bk #3-RSA Land	63,477	70,426	69,870	
	Loan/Note Principal	$ 304,960	303,918	304,248	712
	Principal on three bank loans/notes.				
91010.03	Banco Popular-SW T-Hgrs *	52,948	51,906	52,236	
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	

* Fixed monthly payment-principal and interest varies.
+ Fixed monthly principal payments of $7,667.
^ Fixed monthly principal payments of $13,334.

Total Principal and Interest	$ 489,737
Banco Popular-SW T-Hgrs	91,208
Northbrook Bk #1-NE T-Hgrs	175,044
Northbrook Bk #3-RSA Land	223,485

Loan/Note Balances as of:	4/30/2014	4/30/2015	Maturity
	$ 4,427,708	$ 4,122,748	
Banco Popular-SW T-Hgrs	807,178	754,230	Nov 2025
Northbrook Bk #1-NE T-Hgrs	2,031,655	1,939,651	May 2020
Northbrook Bk #3-RSA Land	1,588,875	1,428,867	May 2020

Total Debt Service	$ 489,737	$ 499,921	$ 498,953	$ (9,216)
% Change from FY14	-1.85%			

Unrestricted Net Assets (Reserves) Available:

	Operating	(CERF) Capital Reserves	Sewer Reserves	Total
Balances @ 4/30/13 (from audit)	**1,893,591**	**250,125**	**114,353**	**2,258,069**
FY14 Projected Results:				
Revenues	4,113,369		199,741	4,313,110
Operating Expenses	(2,793,724)			(2,793,724)
Other Income & Expense	12,964	1,300	1,293	15,557
Debt Service	(499,921)			(499,921)
Transfer to reserves	(250,000)	250,000		0
Grant revenue	241,333			241,333
Capital Improvements	(195,298)		(14,919)	(210,217)
Capital Outlay	(42,072)			(42,072)
Capital Construction	0			0
Grant Service "A" Projects	(446,089)			(446,089)
Capital Other	(148,500)			(148,500)
Projected results for FY14	**(7,935)**	**251,300**	**186,114**	**429,479**
Projected Running Balances @ 4/30/14	1,885,656	501,425	300,467	2,687,548
FY15 Budget:				
Revenue Budget	3,696,158		54,093	3,750,251
Operating Expenses	(2,980,763)			(2,980,763)
Other Income & Expense	1,475	1,750	1,500	4,725
Debt Service	(489,737)			(489,737)
Transfer to CERF	(220,000)	220,000		0
Capital Improve (Facilities/Paving)	(255,000)		0	(255,000)
Capital Outlay (Vehicles/Equip)	(227,000)			(227,000)
Capital Construction	(30,000)			(30,000)
Grant revenue	1,417,600			1,417,600
Grant Service "A" Projects	(665,412)			(665,412)
Capital Other	-			0
Projected results for FY15	**247,321**	**221,750**	**55,593**	**524,664**
Est Running Balances @ 4/30/15	**2,132,976**	**723,175**	**356,061**	**3,212,212**
Less 3 month operating reserve*	(745,191)			
Over/(short)	**1,387,786**			

* FY15 budgeted operating expenses times 25% as required by the Airport's business plan.

Capital Summary

Does not include Sewer or CERF

	FY15 Budget	Projected FY14 Actual	FY14 Budget
Revenue			
Grant-GA Entitlement (applied to NE T loan)			(148,500)
Grant-Lima Project			
Grant-Echo Project		(147,448)	
Grant-EMAS	(506,603)		(3,728,750)
Grant-Runway 34 Hold Pad	-	(93,885)	(70,000)
Grant-Rehab East Quad GA Apron (HFC)	(910,997)		(135,000)
Grant-Develop East Quad GA Apron	-		(50,000)
Grant-Develop Airport Expansion Plan			
Total	**(1,417,600)**	**(241,333)**	**(4,132,250)**
Capital Improvements			
Building replacement/repair	85,000	26,764	55,000
Fence/Gate repair	40,000	975	30,000
Pavement Repair	160,000	167,559	190,926
Total	**285,000**	**195,298**	**275,926**
Capital Outlay			
Office Equipment	-	7,667	32,000
Vehicles	162,000	31,005	174,000
Shop Equipment	10,000	3,400	10,000
Other	55,000	-	35,000
Total	**227,000**	**42,072**	**251,000**
"A" Projects			
Overlay and Extend Taxiway Echo-Construct	5,000	-	10,000
Property RSA Acquisition-Montessori School	13,365	961	13,365
Relocate Beacon to ADS-B Tower	9,600	9,600	12,120
EMAS-Design Engineering Reviews	30,000	62,280	30,000
EMAS-Design Engineering	13,635	196,085	169,827
EMAS-Blocks/Construction/Phase Services	278,365		278,365
Rehab 34 Hold Apron	5,000	85,600	108,317
Rehab East Quad GA Apron (HFC)	47,947	45,553	223,000
Develop East Quad GA Apron	62,500		62,500
Airport Development Plan	200,000		
Property Acquisition			
FAA Airspace Study			
Hawthorn Water Main Extension		46,009	
Total	**665,412**	**446,089**	**907,494**
Other			
Debt Service-from GA entitlement grant	-	148,500	148,500
Total	-	**148,500**	**148,500**
Total	**(240,188)**	**590,625**	**(2,549,330)**

Capital Projects-Internally Funded
FY15 Proposed Budget
Line Item Detail within Category

		Proposed FY15 Budget	
CAPITAL IMPROVEMENTS			
72000.01	**Facilities**	**$ 55,000**	
	Capital Improvements budgeted for Airport facilities are as follows:		
	Runway 06/24 Eectrical Recabling (10,000)		10,000
	Repaint electrical vault roof (8,000)		8,000
	IPO Indeck lease agreement (12,000) 10% credit for repairs		12,000
	Misc building repairs (25,000)		25,000
72100.01	**Fencing, Gates, Landscaping -**	**$ 40,000**	
	Repair/improvement of fencing and gates. (20,000)		20,000
	Hangar 5 & 6 gate & landscaping (20,000)		20,000
72200.01	**Pavement & Sewer -**	**$ 160,000**	
	Pavement replacement, crack sealing and sewer repair.		
	Airfield pavement & sewer (150,000)		150,000
	Address stormwater drainage issue at hanger 5 & 6		10,000
	Total Capital Improvements	**$ 255,000**	255,000
CAPITAL CONSTRUCTION			
73000.01	**Building renovation**	**30,000**	
	Lighting and other Adminsistration building upgrades		30,000
	Total Capital Construction	**30,000**	

Capital Projects Proposed Budget

		Proposed FY15 Budget	
CAPITAL OUTLAY			
74000.01	**Office Equipment -**	**$ -**	
			0
			0
74100.01	**Vehicles-**	**$ 162,000**	
	Bobcat Track Loader-Replace Prog. (4,000)		4,000
	Refurbish snow equipment-AP17 + ? (50,000)		50,000
	Dump truck includes radios-replace AP33 (52,000)		52,000
	Pickup truck includes radios-replace AP9 (40,000)		40,000
	Ramp plow blade for leased vehicle (16,000): Plow is for a Case Tractor to be leased.		16,000
	Shop Equipment	**10,000**	
74200.01	Portable generator/light plant (10,000)		10,000
	Other	**$ 55,000**	
74300.01	Website redesign (20,000)		20,000
	SFS Purchase Agreement (15,000): Balance remaining $165,000 For a property purchase, which is offset by the $15,000 annual CPI adjusted access fee revenue until the purchase price is paid off.		15,000
	Wildlife study (20,000): $40,000 upfront cost with $20,000 reimbursement from the state.		20,000
	Total Capital Outlay	**$ 227,000**	227,000
	Grand Total-Internally Funded	**$ 512,000**	512,000

"A" Projects
FY15 Proposed 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 FFY2014-2019, Final Submittal 12/12/13. The Airport Board of Directors approved the plan with Resolution____________on ___________. Only projects that have been requested through FFY2015 are listed. Federal Fiscal Year (FFY) 2014 runs from Oct 1, 2014 to Sept 30, 2015.

	Est FY15 Revenue	Local Share	Total Project Cost
Overlay & Extend Taxiway Echo-Construction	-	5,000	5,000

PWK-3244 Project started in FY12. Extension of Taxiway Echo and Overlay of Taxiways Echo and Bravo. This project is waiting on the State to finish the paperwork. The current balance owed is $131, but is subject to change until we receive the "Final" invoice. Approved on resolution 11-041.

	Est FY15 Revenue	Local Share	Total Project Cost
Property RSA Acquisition-Montessori School	-	13,365	267,305

Acquisition of a portion of Runway 6 End RSA. Total reimbursement and local share for this project are $267,305 and $13,365 respectively. This property will not be purchased unless there is FAA funding. Approved on Resolution 11-032.

Relocate Beacon

PWK-4287 Relocate Beacon from ATCT to ADS-B Tower. Total cost and local share are $60,000 and $3,000 respectively. Current funding is federal 90%, state 5%, local 5%.
From TIPs FFY2014-2018

	Est FY15 Revenue	Local Share	Total Project Cost
a) Relocate Beacon-Engineering	-	9,600	9,600

Agreement with CM&T to engineer Beacon move. No Board resolution. Final local share is estimated to be $480 after reimbursement from the State.

	Est FY15 Revenue	Local Share	Total Project Cost
b) Relocate Beacon-construction	-	-	-

Actual construction relocating the beacon has been postponed. It will become part of a larger project in the future.

	Est FY15 Revenue	Local Share	Total Project Cost
Subtotal Relocate Beacon Project:	-	**9,600**	**9,600**

Grant Service "A" Projects

	Est FY15 Revenue	Local Share	Total Project Cost
EMAS (Engineered Material Arresting System) - Phase 2 Design of EMAS beds on both ends of Runway 16/34 plus planned construction of departure end 16 bed (Hintz Rd). Current funding program is federal 90%, state 5%, local 5%. Total project is $6,440,000 and local share is $320,000, not including FAA Design Review.			
a) EMAS-FAA Design Engineering Reviews-additional funding FAA required review of the EMAS engineering. Estimated cost-we will be charged for the actual time spent, any unspent funds will be returned. Total estimated cost $135,755, $87,280 paid in FY14. Phase 1 project provides $82,916 in funds returning to the Airport This is 95% reimbursable from AIP funds.	30,000	30,000	30,000
b) Rnwy 16/34 EMAS-Design Departure end 16 (Hintz Rd) Agreement with CM&T for ESCO to design both EMAS beds on Runway 16/34. Includes $105,000 for ESCO (total $210,000 for both) Final local share is $13,635 after State reimbursement. Approved on resolution 11-051	268,565	13,635	272,700
c) Rnwy 16/34 EMAS 16 End (Hintz Rd)-construction phase service Construction obsrvation for the EMAS bed and block installation. Final local share is estimated to be $3,750 after reimbursement from the State.	208,038	10,912	218,210
d) EMAS site preparation and block purchase-Contract 2 (Hintz Rd) Includes block purchase from ESCO and site work/preparation for installation of EMAS.	-	267,453	267,453
Subtotal EMAS Project	**506,603**	**322,000**	**788,363**
Rehab Rwy 34 Hold Apron PWK-4181 Rehabilitate Runway 34 Hold Pad. Total funding approved is $1,048,600 and local share is $52,000. This project is waiting on the State to finish the paperwork. Approved on resolution 12-003.	-	**5,000**	**5,000**

Grant Service "A" Projects

	Est FY15 Revenue	Local Share	Total Project Cost
Rehab East Quadrant GA Apron			
PWK-4262 Rehabilitate HFC apron and land acquisition reimbursement. Total cost and local share are $958,944 and $47,947, respectively. Expected funding is federal 90%, state 5%, local 5%.			
a) Rehab East Quadrant GA Apron-design CMT contract to design the rehab of East Quadrant GA Apron (HFC) Approved on resolution 12-046. Final local share is estimated to be $3,400 after State reimbursement.	64,600	3,400	68,000
b) Rehab East Quadrant GA Apron-construction phase services (est) Construction oversight for the rehab of the HFC taxiway by CMT. Approved on resolution 14-008. Final local share is estimated to be $4,130 after State reimbursement.	78,470	4,130	82,600
c) Rehab East Quadrant GA Apron-construction/local share (est) Approved on Board Resolution 14-009. Final local share is estimated to be $40,417 Contingency of approximately $26,000 has been added From TIPs FFY2014-2018	767,927	40,417	808,344
Subtotal Rehab East Quadrant GA Apron	**910,997**	**47,947**	**958,944**
Develop East Quadrant GA Apron			
Development of the East Quadrant GA Apron & sitework. Total cost and local share for this project are $910,000 and $227,500. Current funding program is federal 0%, state 75%, and local 25%. From TIPs FFY2014-2018			
a) Develop East Quadrant GA Apron-design 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.	-	62,500	62,500
Subtotal Develop East Quadrant GA Apron	**-**	**62,500**	**62,500**
Airport Development (Phase 1)			
Initial project work on feasabiltiy study and Airport Layout Plan updates. Costs are estimated to be approximately $200,000 and will be bourne by the Airport until the project is approved.			
	-	200,000	200,000
Subtotal Airport Development	**-**	**200,000**	**200,000**
Total Grant Service "A" projects	**1,417,600**	**665,412**	**2,296,712**

"B" Projects
FY14 Proposed 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 FY14 budget funding requirements.

	Local Share	Total Project Cost
b) Develop East Quad GA Apron-construction phase services (est) 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.	79,000	79,000
c) Develop East Quadrant GA Apron-construction/local share (est) Development of the East Quadrant GA Apron & sitework. No Board resolution yet.	200,000	768,500
16/34 RSA/OFA-Contract 2 PWK 4182 16/34 RSA/OFA safety grading and clearing, EMAS 16 end Total cost and local share is $7,500,000 and $375,000, respectively. Current funding program is federal 90%, state 5%, local 5%.	330,000	6,900,000
Rnwy 16/34 RSA/OFA-Contract 2a; Twy L1 (Bypass) Runway 16/34 RSA/OFA safety grading and clearing, construct taxiway Lima 1 (bypass). Total cost and local share is $700,000 and $35,000, respectively. Current funding program is federal 90%, state 5%, local 5%.	35,000	700,000
RSA Acquisition-Phase 3B Land purchased south of Palatine Rd in 2006 at a cost of $10.5 million for a Runway Safety Area (RSA). Current funding program is federal 90%, state 5%, local 5%. Total cost and local share is $3,924,541 and $196,227, respectively. Any funds received will be applied to the outstanding loan first.	196,227	3,924,541
RSA Acquisition-Phase 3-Clearing and Fencing To clean, grade, seed and fence RSA property south of Palatine Rd. Current funding program is federal 90%, state 5%, local 5%. Total cost and local share is $400,000 and $20,000, respectively.	20,000	400,000
EA for Land Acquisition 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%.	25,000	500,000
Rehabilitate Runway 16/34 Rehabilitate Runway 16/34-estimate. Total cost and local share is $5,500,000 and $275,000, respectively. Current funding program is federal 90%, state 5%, local 5%.	275,000	5,500,000

"B" Projects
FY14 Proposed Budget

	Local Share	Total Project Cost
Overlay East Access Road Overlay East Quadrant Access Road (Tower Rd) Current funding program is federal 0%, state 90%, local 10%. Total cost and local share for this project is $225,000 and $22,500.	22,500	225,000
Develop NW Quad GA Apron-Phase 1 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%.	312,500	1,250,000
SE Quad Apron-Phase 1 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.	1,116,409	2,233,643
Rehab Hangar 9 Apron Rehabilitate Hangar 9 Apron Current funding program is federal 90%, state 5%, local 5%. Total cost and local share for this project is $850,000 and $42,500.	42,500	850,000
Acquire Avigation Easements-Phase 3 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%.	100,000	2,000,000
East Quad Apron-Phase 3 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.	128,500	2,570,000
SW Quadrant Apron 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 $137,500.	137,500	550,000
Total Grant Service "B" projects-not included in proposed budget	**$ 3,020,136**	**$ 28,450,684**

"C" Projects
FY14 Proposed Budget

Project Reimbursements

Projects already paid for by the Airport that we have requested reimbursement from the FAA. Although these items have been submitted, we do not have information that reimbursement is forthcoming, therefore, the potential revenue and local share cost are not included in the budget numbers. This is informational only.

	Local Share Cost	Possible Revenue
Water Line Relocation Reimbursement	6,250	125,000
Water line moved for taxiway expansion. Total request is $125,000. Current funding program is federal 90%, state 5%, local 5%.		
ALP Reimbursement-	8,000	160,000
Airport Layout Plan reimbursement. Total request is $160,000, local share is $8,000. Current funding program is federal 90%, state 5%, local 5%.		
Total Reimbursement "C" projects (not included in proposed budget)	**$ 14,250**	**$ 285,000**

Sewer Reserve Fund
FY15 Proposed Budget

		Proposed FY15 Budget	Projected FY14 Actual	Budget FY14	Budget Change
Revenues:					
80100.01	**Sewer/Stormwater Annual Fees**	$ 18,177	16,345	19,572	(1,395)
	Fees for annual sanitary maintenance or stormwater assessement fees. All the rates are subject to an annual CPI increase. Square Foot rates vary by service type and location on the Airport.				
	Hangar 19-sanitary sewer maint fee	617	608	614	
	Hangar 19-stormwater fee	606	597	603	
	Hangar 16-sanitary sewer maint fee	461	457	451	
	Hangar 16-stormwater fee	285	283	278	
	IPO-sanitary sewer maint fee	400	400	400	
	Hangar 7-sanitary sewer maint fee	400	400	400	
	Hangar 4-sanitary sewer maint fee	400	400	400	
	Motel				
	WM-various Sumac-san sewer maint	2,314	2,321	2,320	
	WM-200 Sumac-san sewer maint	285	281	278	
	Hgr 20-sanitary sewer maint fee	381	376	377	
	Hgr 20-annual stormwater fee	1,138	1,121	1,125	
	Hgr 18-sanitary sewer maint fee	447		451	
	Hgr 18-annual stormwater fee	1,342		1,361	
	Sovereign-sanitary sewer maint fee	2,266	2,266	2,266	
	Sovereign-annual stormwater fee	6,834	6,834	6,834	
	Annual stormwater-pending agrmt	-		1,414	
80100.02	**Sewer/Storm One-Time Fees**	$ 35,916	183,396	248,305	(212,389)
	Fees for one-time connection or stormwater assessement fees. All the rates are subject to an annual CPI increase. Square Foot rates vary by service type and location on the Airport.				
	Hgr 18-sanitary sewer-connection	26,878		9,188	
	Hgr 18-stormwater assessment	9,039		27,331	
	Hawthorne-san sewer-connection		46,141	46,141	
	Hawthorne-stormwater assessment		137,255	137,255	
	One-time-pending agreement	-		28,390	
80100.30	**Interest**	$ 1,500	1,293	$ 500	1,000
	Interest earned on money market funds				
	Total revenue	**$ 55,593**	**$ 201,034**	**$ 268,377**	**$ (212,784)**

Sewer Reserve Fund
FY15 Proposed Budget

Capital Outlay:

82500.01	Hangar 43 Sewer Construction Reimbursement funds were completely paid out in FY14	0	(14,919)	$ (15,000)	15,000
82500.02	Admin office sewer repair	0	-	$ (10,000)	10,000
	Total expenses:	**$ -**	**$ (14,919)**	**$ (25,000)**	**$ 25,000**
	Net Income:	**$ 55,593**	**$ 186,114**	**$ 243,377**	**$ (187,784)**

Balance of Reserves:	**FY15 Budget**	**FY14 Actual**	**FY14 Budget**	
FY14 Beginning Balance				129,359
FY14 Actual - Budget		186,114	243,377	
FY15 Beginning Balance				315,473
FY15 Budget	55,593			
FY15 Projected ending balance:				371,066

Capital Equipment Reserve Fund
FY15 Proposed 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.

		Proposed FY15 Budget	Projected FY14 Actual	Budget FY14	Budget Change
	Revenues:				
85100.30	**Interest**	$ 1,750	1,300	$ 1,000	750
	Interest earned on money market funds				
85100.01	**Transfers In:**	$ 220,000	250,000	$ 250,000	(30,000)
	CERF Transfer Reduced in FY15 to Balance Budget				
	Total revenue	$ 221,750	$ 251,300	$ 251,000	$ (29,250)
	Capital Outlay:				
	None	0	0	0	0
	Total expenses:	0	0	0	0
	Net Income:	221,750	251,300	251,000	

Balance of Reserves:	FY15 Budget	FY14 Actual	FY14 Budget	
FY13 Beginning balance:				0
FY13 Actual		250,181		
FY14 Beginning Balance				250,181
FY14 Actual - Budget		251,300	251,000	
FY15 Beginning Balance				501,481
FY15 Budget	221,750			
FY15 Projected ending balance:				723,231

GREEN | ASSOCIATES

ARCHITECTURE
CONSTRUCTION SERVICES

20 August 2014

Mr. Balling
City Administrator
City of Prospect Heights
8 N. Elmhurst Road
Prospect Heights, IL 60070

Re: Public Works Facility Addition
Project No. 0526-201416

Dear Mr. Balling

On August 15, 2014 at 10:00 A.M. we received and opened bids for the referenced project. Thirteen bids were received and are summarized on the attached Bidders Tabulation List.

The low bidder was Chapple Design-Build with a Base Bid of $1,097,480.00 and an Alternate No. 2 bid, for the additional removal and replacement of asphalt paving, in the amount of $57,580.00. Chapple Design-Build is the low bidder whether or not Alternate No. 2 is awarded.

The Bid Form acknowledged all addenda that were issued and a Bid Bond was included with the Bid. The specified Contractor Compliance and Certifications were completed and attached to the Bid Form.

The Unit Prices on the Bid Form were submitted incorrectly and were not submitted in unit price ($/SF) form. These Unit Prices would need to be corrected as part of the Owner – Contractor Agreement if a contract award is made to this contractor. Per the Instructions to Bidders included in the Project Manual, "The Owner shall have the right to waive informalities and irregularities in a Bid received and to accept the Bid which, in the Owner's judgment, is in the Owner's best interest." In my opinion, the incorrect identification of unit prices could be considered an irregularity that could be waived in consideration of this bid.

I have reviewed the scope of work with Mr. Jeff Pedersen of Chapple Design-Build. He indicated that there were no qualifications or exceptions to his bid, and his review of the scope of work was complete. He has confirmed that all the specified Allowances are included in the Base Bid. Mr. Pedersen attended the Pre-Bid Meeting prior to submitting their bid, and he is familiar with the existing conditions of the building and site. In addition, he indicated that he is aware of the specified project schedule and has no concerns about meeting the schedule.

Chapple Design-Build submitted five project references for projects of similar size and scope, per the Instructions to Bidders. We have spoken with four of those references and have received consistently very positive reports on previous experience with Chapple Design-Build.

On the basis of our review of the bid submitted and the reports from project references, we recommend that an award of this contract be made to Chapple Design-Build for the Base Bid and Alternate No. 2 in the combined amount of $1,155,060.00.

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www.greenassociates.com

George W. Reigle, AIA
Carole Donovan Pugh, AIA
Colin A. Marshall, AIA
Gerald L. Guy, PE
William H.R. Taylor, AIA
Lynn D. Gibbons

Illinois Wisconsin

Should you have any other questions regarding this project and the bids received, please let me know.

Respectfully,

Colin A. Marshall, AIA
Project Manager

Enc.

BIDDERS TABULATION LIST

GreenAssociates, Inc.
111 Deerlake Road, Suite 135
Deerfield, Illinois 60015
Telephone 847-317-0852
Facsimile 847-317-0899

Client: City of Prospect Heights
Project: Public Works Facility Addition
Project Number: 0526-201416
Date/Time: 15 Aug 14 10:00 AM

GREEN ASSOCIATES
ARCHITECTURE
CONSTRUCTION SERVICES

	Bidder	Bid Bond	Addenda 1	2	3	4	Base Bid	Alternate 1 (60'x60' Heated Vehicle Storage Add.)	Alternate 2 (Additional Removal & Replacement of Asphalt South of Entrance)	Total: Base Bid + Alternate 2
1	Boller Construction Co.	√	√	√	√	√	$1,223,000.00	($68,000.00)	$50,000.00	$1,273,000.00
2	Chapple Design- Build	√	√	√	√	√	$1,097,480.00	($89,000.00)	$57,580.00	$1,155,060.00
3	The Lombard Company	√	√	√	√	√	$1,314,000.00	($83,000.00)	$49,500.00	$1,363,500.00
4	Maman Corporation	√	√	√	√	√	$1,333,598.00	($120,888.00)	$54,983.00	$1,388,581.00
5	Manusos General Contractors	√	√	√	√	√	$1,195,527.00	($75,000.00)	$52,470.00	$1,247,997.00
6	Pacific Construction Services	√	√	√	√	√	$1,279,545.00	($81,920.00)	$54,043.00	$1,333,588.00
7	Poulos, Inc.	√	√	√	√	√	$1,259,000.00	($75,000.00)	$49,000.00	$1,308,000.00
8	Schaefges Brothers, Inc.	√	√	√	√	√	$1,330,000.00	($100,000.00)	$53,000.00	$1,383,000.00
9	R.L. Sohol General Contractor	√	√	√	√	√	$1,195,000.00	($81,000.00)	$54,000.00	$1,249,000.00
10	Stenstrom General Contractor	√	√	√	√	√	$1,295,000.00	($80,000.00)	$56,000.00	$1,351,000.00
11	Stuckey Construction Co. Inc.	√	√	√	√	√	$1,175,000.00	($82,000.00)	$52,000.00	$1,227,000.00
12	Tower Contracting, LLC	√	√	√	√	√	$1,155,000.00	($71,000.00)	$51,000.00	$1,206,000.00
13	Tuscany Construction, Inc.	√	√	√	√	√	$1,195,000.00	($85,000.00)	$60,000.00	$1,255,000.00
14										
15										

APPROVAL OF WARRANTS

R

8/25/14-COUNCIL MEETING		
Checks		
General Fund	$ 176,519.44	
MFT Fund	188.34	
Palatine/Milwaukee TIF	21,698.32	
Tourism District	1,489.49	
Development Fund	1,685.70	
DEA Fund	7,392.63	
Solid Waste Fund	510.94	
S S Area #1	459.38	
S S Area #2	454.70	
S S Area #3	506.25	
S S Area #4	454.69	
S S Area #5	506.25	
S S Area #8 - Levee Wall #37	1,563.55	
S S Area-Constr#6(Water Main)	909.38	
S S Area-Debt#6		
Road Construction	18,293.50	
Road Construction Debt		
Water Fund	31,501.19	
Parking Fund	794.66	
Road/Building Bond Escrow	2,500.00	
TOTAL	$ 267,428.41	
Wire Payments		
7/25/14 Payroll	123,512.49	
8/8/14 Payroll	128,111.57	
Police Pension 8/18/14	23,641.64	
JULY 2014 IMRF	18,301.86	
Total Warrant	$ 560,995.97	