



Philadelphia International Airport (PHL) Northeast Philadelphia Airport (PNE)

Shaquan Duncan

Budget Officer 2

January 2024



City of Philadelphia,
Department of Aviation



PHILADELPHIA INTERNATIONAL AIRPORT
NORTHEAST PHILADELPHIA AIRPORT



Department of Aviation's Budget Unit



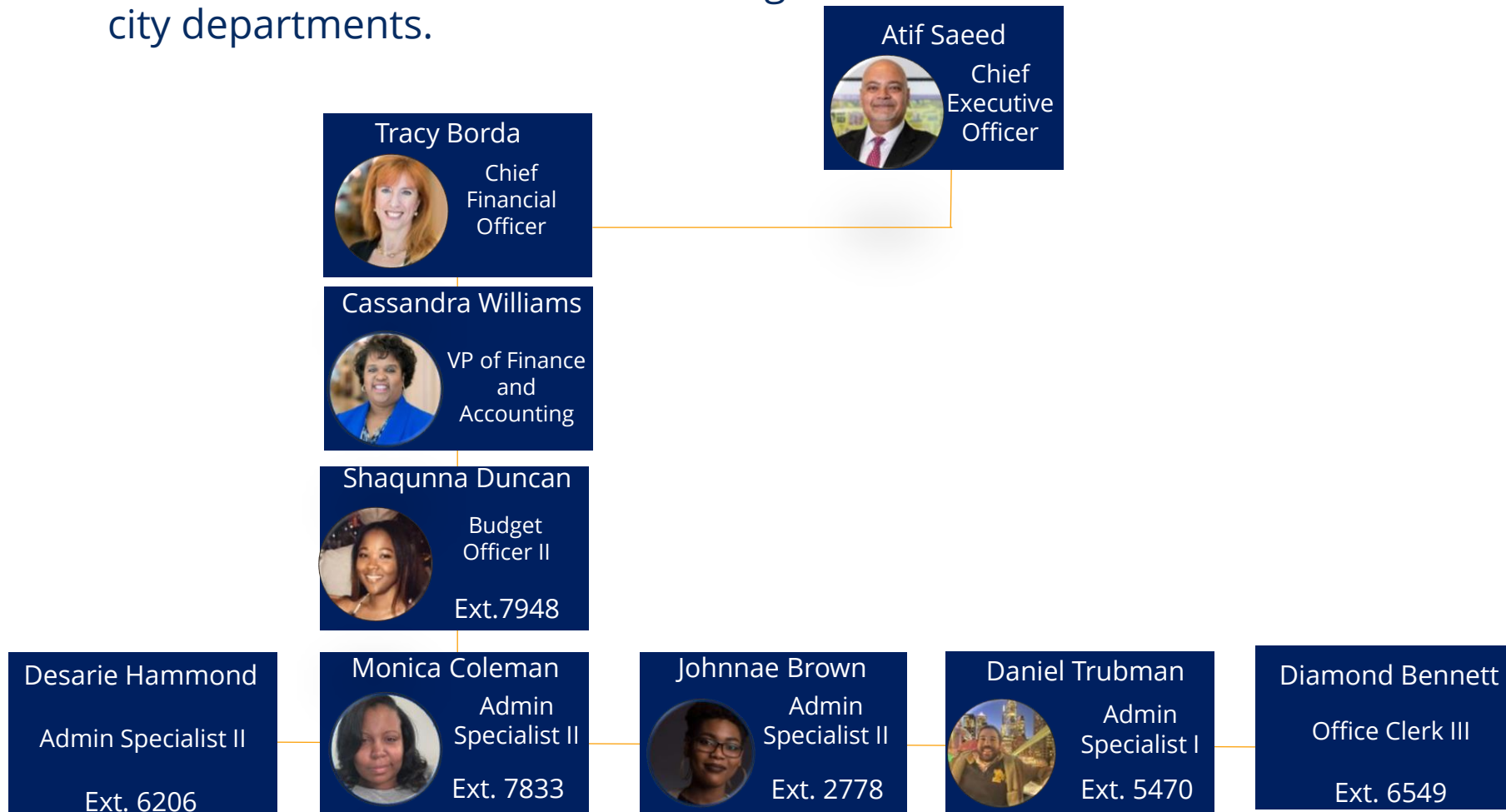
PHLPNE

PHILADELPHIA INTERNATIONAL AIRPORT
NORTHEAST PHILADELPHIA AIRPORT

Overview



The Budget Unit manages one of the city's largest Operating Budgets. We allocate specific budget to each individual unit within the organization based on their need/function, in addition to other city departments.



Aviation as a Department & Fund



- Aviation is a new department to the City of Philadelphia “92”
 - We were once a division under the Commerce Department “42”
- Aviation is one of the city’s two enterprise funds
 - Water Dept is the city’s other enterprise fund
- Aviation is both a department and a fund
 - They’re several departments that’s on our fund
- Unlike any other city departments, Aviation have multiple operating budgets
 - Mayor’s Budget (City Budget)
 - Rates and Charges Budget (Airline/Airport Budget)
 - Operating Budget (Unit’s Budget)

Aviation's Budgets



- Mayor's Budget (City Budget)
 - The Mayor's Budget gives the authority/permission to spend funding
 - The Operating Budget Call comes out Dec 1st and all requests are due the top of the calendar year
 - Requires City Council approval
- Rates and Charges Budget (Airline/Airport Budget)
 - Airline negotiating meetings are *"typically"* Apr/May
 - An agreement for the coming fiscal budget is *"typically"* agreed upon late May/early June
- Operating Budget
 - This budget is created once the R/C budget is final and it's administered earliest late June, but no later than July 1st
- Operating Fiscal Year is July 1 – June 30

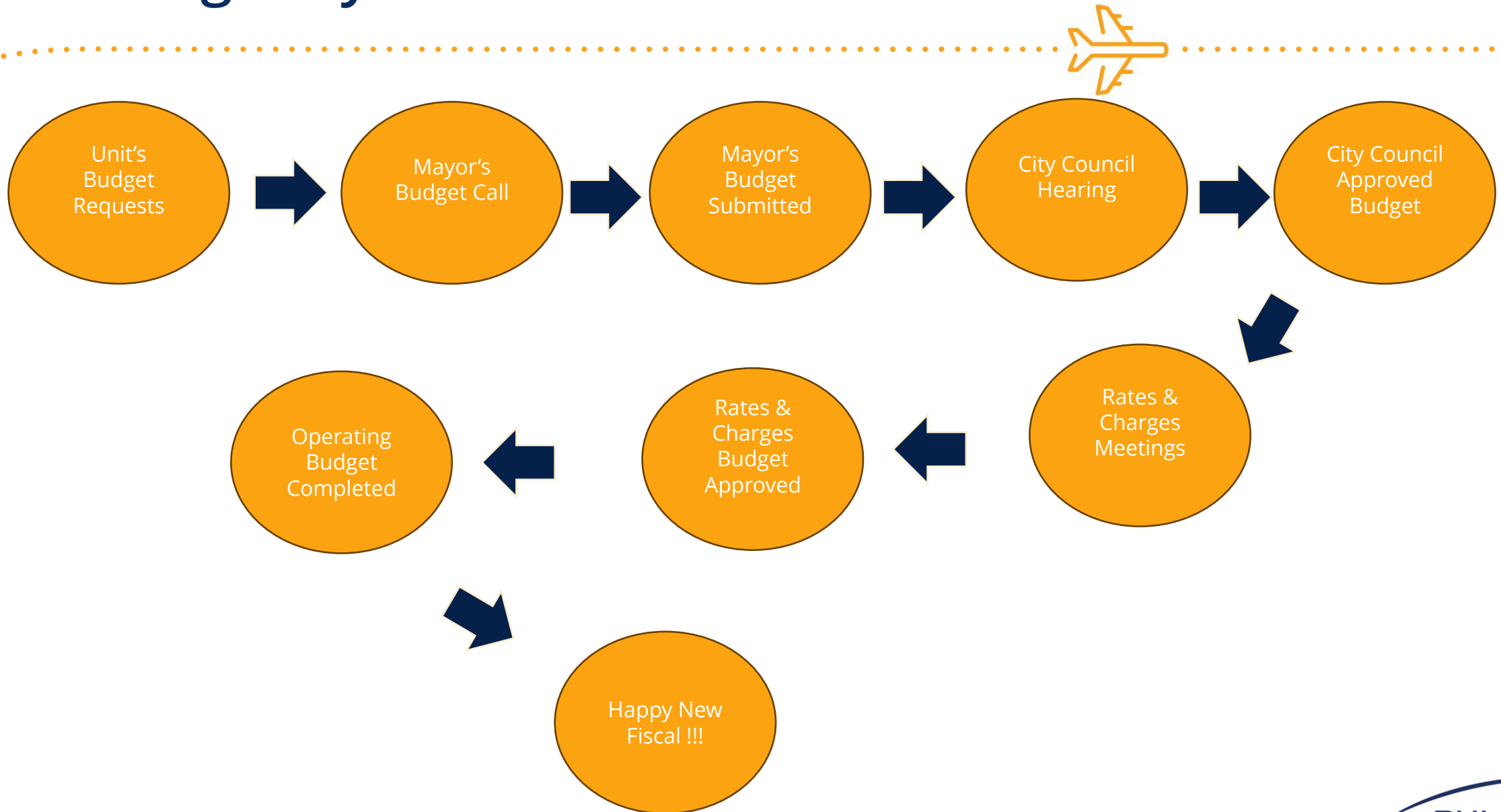
Budget Structure



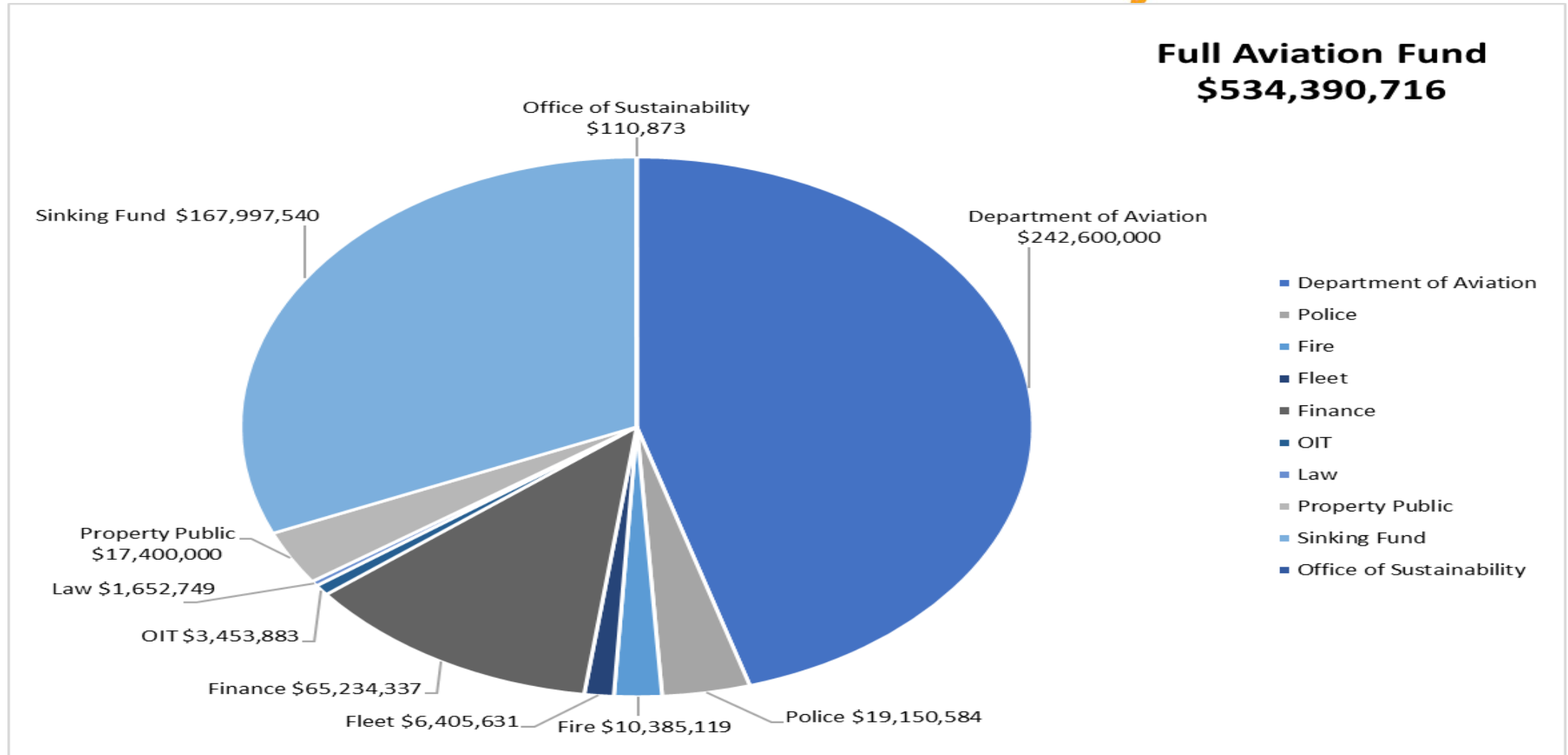
Class 100	Class 200	Class 300	Class 400	Class 500	Class 800
Personal Services	Contractual Services	Materials & Supplies	Furniture & Equipment	Taxes	Payment to Renewal Fund
Overtime (OT), Sick, and Vacation Cost	Professional Services, Travel, Memberships	Publications, Cleaning Supp., Small Tools	Furniture, Computers, Printers	DE County, Tincum Township, Interboro School	Payments to Water and General Fund



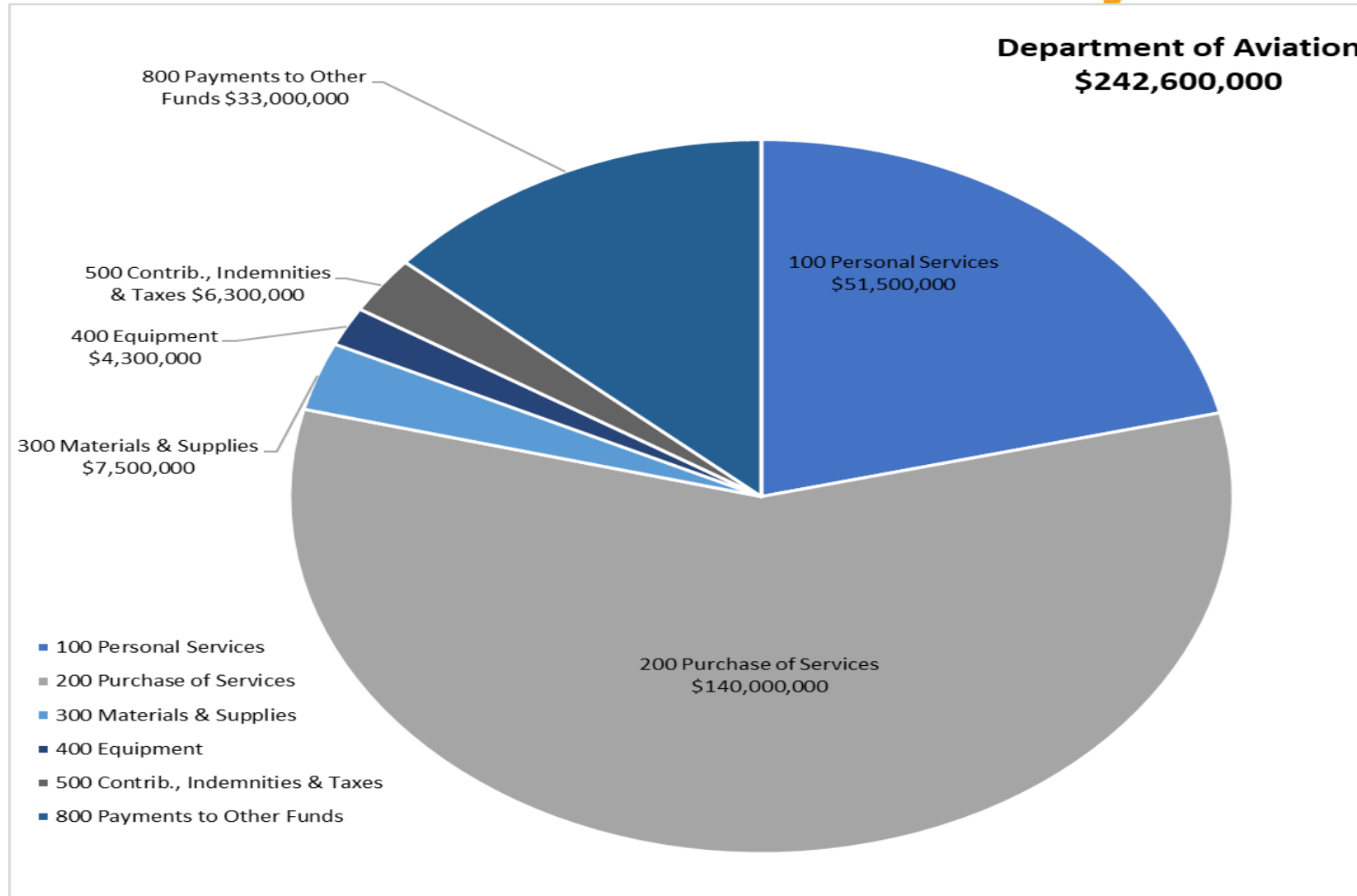
Budget Cycle



FY24 Aviation & Aviation Fund Budgets



FY24 Department of Aviation Budget



Impact on the Department of Aviation's Mission & Vision



Vision

We are a World Class Global Gateway of Choice

Mission

Proudly Connecting Philadelphia with the World

The Budget Unit contributes to our Mission/Vision through securing funding for daily operations, as well as securing funding for new initiatives that bring more business, passengers and revenue.

We help hold each unit accountable for the budgets they develop to meet our annual targets and stay cost competitive.

Collaboration



Throughout each fiscal year we work with units to help manage and stay within their appropriated budget(s). This allows Budget to understand each unit's specific expenses/needs and helps prepare us for any unexpected expenses.

Tools:

- Quarterly Budget Meetings
- OBTR (Operating Budget Tracking Report)
- Various Reports
- Ongoing communication w/Budget Reps
- Ongoing communication with interdepartmental depts
- Budget Training

Unit Budget Reps



INDEX CODE	BUDGETARY UNIT	BUDGET REPRESENTATIVE	INDEX CODE	BUDGETARY UNIT	BUDGET REPRESENTATIVE
921800	Engineering	Desarie / Daniel	925157	Maintenance-Utility (HVAC)	Monica / Johnnae
921884	Warehouse	Monica / Johnnae	925165	Maintenance-Electronics	Monica / Johnnae
921891	Airside Operations	Desarie / Daniel	925173	Maintenance-P & G	Monica / Johnnae
921982	Safety & Security	Desarie / Daniel	925181	Communications	Johnnae / Daniel
922071	Executive	Desarie / Daniel	925199	Purchasing Admin. (PAU)	Desarie/Johnnae
922089	Financial Services	Desarie / Daniel	926437	Administrative Support Svc.	Johnnae / Daniel
922097	Human Resources	Desarie / Daniel	928128	Information Technology	Monica / Johnnae
922105	Revenue	Desarie / Daniel	040551	O.I.T.	Monica / Shaqunna
922162	Northeast Phila. Airport	Desarie / Daniel	928136	Airport Ops Center (AOC)	Desarie / Daniel
925132	Terminal & Landside Ops.	Desarie / Daniel	928144	Airport Police	Monica / Shaqunna
258045	Maintenance-Auto / Fleet	Monica / Shaqunna	928151	Airport Fire	Monica / Shaqunna
923277	Maintenance-Custodial	Monica / Johnnae	928154	Planning & Environmental Stewardship (Capital Devel)	Desarie / Daniel
925124	Maintenance-Electrical	Monica / Johnnae	928155	Office of Bus. Diversity (OBD)	Desarie/Johnnae
925140	Maintenance-Bldg Maint	Monica / Johnnae	925182	Regulatory Affairs	Desarie/Johnnae
920303	Maintenance-Admin	Monica / Johnnae			

Successes



Achievement	Impact
Gradually and strategically reinstated budget funding levels, which had been reduced by 30% during the pandemic.	Prevented drastic increases and helped offset unexpected expenditures due to supply chain shortages and inflationary industry costs.
Continuously monitored budget-to-actual results.	Allowed funding for several un-funded projects.
Organized educational and teambuilding tours of PNE Airport and the PHL Fire Unit for the Finance/PAU/OBD teams.	Allowed for an increased understanding of how these units operate, discussion of unit challenges, and a view of recent successes as it relates to capital projects and acquisitions.
Providing monthly budget information to each unit.	Allows for units to make more timely transfers and project/ task decisions.

Aspirations



- Continue collaborating with units post pandemic
- Continue staying within overall budget
- Full utilization of AIS Mercury