

Fiscal Year

Start Year

2024

—

End Year

2024

*Authority Budget of:  
Essex County Improvement Authority*

State Filing Year

2024

*For the Period:*

*January 1, 2024 to December 31, 2024*

[www.ecianj.com](http://www.ecianj.com)

Authority Web Address



*Division of Local Government Services*

**2024 AUTHORITY BUDGET  
CERTIFICATION SECTION**

# FISCAL YEAR 2024

Essex County Improvement Authority

## AUTHORITY BUDGET

FISCAL YEAR: January 01, 2024 to December 31, 2024

*For Division Use Only*

### CERTIFICATION OF APPROVED BUDGET

*It is hereby certified that the approved Budget made a part hereof complies with the requirements of law and the rules and regulations of the Local Finance Board, and approval is given pursuant to N.J.S.A. 40A:5A-11.*

*State of New Jersey  
Department of Community Affairs  
Director of the Division of Local Government Services*

By: \_\_\_\_\_ Date: \_\_\_\_\_

### CERTIFICATION OF ADOPTED BUDGET

*It is hereby certified that the adopted Budget made a part hereof has been compared with the approved Budget previously certified by the Division, and any amendments made thereto. This adopted Budget is certified with respect to such amendments and comparisons only.*

*State of New Jersey  
Department of Community Affairs  
Director of the Division of Local Government Services*

By: \_\_\_\_\_ Date: \_\_\_\_\_

# 2024 PREPARER'S CERTIFICATION

Essex County Improvement Authority

## AUTHORITY BUDGET

**FISCAL YEAR: January 01, 2024 to December 31, 2024**

It is hereby certified that the Authority Budget, including the Annual Budget and the Capital Budget/Program annexed hereto, represents the members of the governing body's resolve with respect to statute in that; all estimates of revenue are reasonable, accurate and correctly stated; all items of appropriation are properly set forth; and in form, and content, the budget will permit the exercise of the comptroller function within the Authority.

It is further certified that all proposed budgeted amounts and totals are correct. Also, I hereby provide reasonable assurance that all assertions contained herein are accurate and all required schedules are completed and attached.

Preparer's Signature:	gstank@sklein-cpa.com
Name:	Gerard Stankiewicz, CPA, RMA, PSA
Title:	Partner
Address:	36 West Main Street, Suite 303 Freehold, NJ 07728
Phone Number:	732-780-2600
Fax Number:	732-780-1030
E-mail Address:	gstank@sklein-cpa.com

# AUTHORITY INTERNET WEBSITE CERTIFICATION

Authority's Web Address:

www.ecianj.com

All authorities shall maintain either an Internet website or a webpage on the municipality's or county's Internet website. The purpose of the website or webpage shall be to provide increased public access to the authority's operations and activities. N.J.S.A. 40A:5A-17.1 requires the following items to be included on the Authority's website at a minimum for public disclosure. Check the boxes below to certify the Authority's compliance with N.J.S.A. 40A:5A-17.1.

- ☒ A description of the Authority's mission and responsibilities.
- ☒ The budgets for the current fiscal year and immediately preceding two prior years.
- ☒ The most recent Comprehensive Annual Financial Report (Unaudited) or similar financial information *(Similar information includes items such as Revenue and Expenditure pie charts, or other types of charts, along with other information that would be useful to the public in understanding the finances/budget of the Authority).*
- ☒ The complete (all pages) annual audits (not the Audit Synopsis) for the most recent fiscal year and immediately preceding two prior years.
- ☒ The Authority's rules, regulations and official policy statements deemed relevant by the governing body of the Authority to the interests of the residents within the Authority's service area or jurisdiction.
- ☒ Notice posted pursuant to the "Open Public Meetings Act" for each meeting of the Authority, setting forth the time date, location and agenda of each meeting.
- ☒ The approved minutes of each meeting of the Authority including all resolutions of the board and their committees; for at least three consecutive fiscal years.
- ☒ The name, mailing address, electronic mail address and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the Authority.
- ☒ A list of attorneys, advisors, consultants and any other person, firm, business, partnership, corporation or other organization which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered to the Authority.

It is hereby certified by the below authorized representative of the Authority that the Authority's website or webpage as identified above complies with the minimum statutory requirements of N.J.S.A. 40A:5A-17.1 as listed above. A check in each of the above boxes signifies compliance.

Name of Officer Certifying Compliance:

Lucy Sapinski

Title of Officer Certifying Compliance:

Director of Operations

Signature:

lsapinski@ecia.essexcountynj.org

# 2024 APPROVAL CERTIFICATION

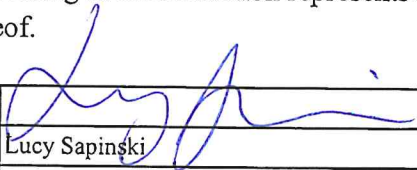
Essex County Improvement Authority

## AUTHORITY BUDGET

**FISCAL YEAR: January 01, 2024 to December 31, 2024**

It is hereby certified that the Authority Budget, including all schedules appended hereto, are a true copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body Essex County Improvement Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on October 31, 2023.

It is further certified that the recorded vote appearing in the resolution represents not less than a of the full membership of the governing body thereof.

<b>Officer's Signature:</b>	
<b>Name:</b>	Lucy Sapinski
<b>Title:</b>	Director of Operations
<b>Address:</b>	27 Wright Way Fairfield, NJ 07004
<b>Phone Number:</b>	973-575-0952
<b>Fax Number:</b>	973-808-0528
<b>E-mail Address:</b>	lsapinski@ecia.essexcountynj.org

# 2024 AUTHORITY BUDGET RESOLUTION

Essex County Improvement Authority

**FISCAL YEAR: January 01, 2024 to December 31, 2024**

WHEREAS, the Annual Budget for Essex County Improvement Authority for the fiscal year beginning January 01, 2024 and ending December 31, 2024 has been presented before the governing body of the Essex County Improvement Authority at its open public meeting of October 31, 2023; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$10,472,116.00, Total Appropriations including any Accumulated Deficit, if any, of \$10,472,116.00, and Total Unrestricted Net Position planned to be utilized as funding thereof, of NONE; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$5,167,930.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of NONE; and

WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Essex County Improvement Authority, at an open public meeting held on October 31, 2023 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the) Essex County Improvement Authority for the fiscal year beginning January 01, 2024 and ending December 31, 2024, is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Essex County Improvement Authority will consider the Annual Budget and Capital Budget/Program for Adoption on November 28, 2023.

(Secretary's Signature)

10/31/2023  
(Date)

### Governing Body Recorded Vote

[illegible]

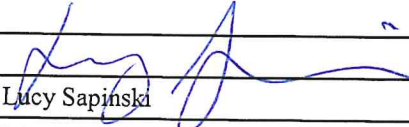
# 2024 ADOPTION CERTIFICATION

Essex County Improvement Authority

## AUTHORITY BUDGET

**FISCAL YEAR: January 01, 2024 to December 31, 2024**

It is hereby certified that the Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the governing body of the Essex County Improvement Authority, pursuant to N.J.A.C 5:31-2.3, on November 28, 2023.

<b>Officer's Signature:</b>			
<b>Name:</b>	Lucy Sapinski		
<b>Title:</b>	Director of Operations		
<b>Address:</b>	27 Wright Way Fairfield, NJ 07004		
<b>Phone Number:</b>	973-575-0952	<b>Fax:</b>	973-808-0528
<b>E-mail address:</b>	lsapinski@ecia.essexcountynj.org		

# 2024 ADOPTED BUDGET RESOLUTION

## Essex County Improvement Authority

**FISCAL YEAR: January 01, 2024 to December 31, 2024**

WHEREAS, the Annual Budget and Capital Budget/Program for the Essex County Improvement Authority for the fiscal year beginning January 01, 2024 and ending December 31, 2024 has been presented for adoption before the governing body of the Essex County Improvement Authority at its open public meeting of November 28, 2023; and

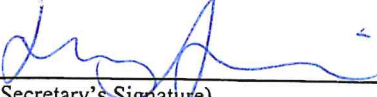
WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget presented for adoption reflects Total Revenues of \$10,472,116.00, Total Appropriations, including any Accumulated Deficit, if any, of \$10,472,116.00, and Total Unrestricted Net Position utilized of NONE; and

WHEREAS, the Capital Budget as presented for adoption reflect Total Capital Appropriations of \$5,167,930.00 and Total Unrestricted Net Position Utilized of NONE; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Essex County Improvement Authority at an open public meeting held on November 28, 2023 that the Annual Budget and Capital Budget/Program of the Essex County Improvement Authority for the fiscal year beginning January 01, 2024 and ending December 31, 2024 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

  
(Secretary's Signature)

11/28/2023  
(Date)

### Governing Body Recorded Vote

Member	Aye	Nay	Abstain	Absent
Steven H. Klinghoffer	X			
Ronald Brown	X			
Gerard A. Spiesbach	X			
Clifford Ross				X
Jacqueline Yustein	X			
Anthony Nardone				X
VACANT				

**2024 AUTHORITY BUDGET  
NARRATIVE AND INFORMATION SECTION**

# 2024 AUTHORITY BUDGET MESSAGE & ANALYSIS

Essex County Improvement Authority

**FISCAL YEAR: January 01, 2024 to December 31, 2024**

*Answer all questions below using the space provided. Do not attach answers as a separate document.*

1. Complete a brief statement on the Fiscal Year 2024 proposed Annual Budget and make comparison to the Fiscal Year 2023 adopted budget for each Revenues and Appropriations. Explain any variances over +/-10% (as shown on budget pages F-2 and F-4) for each individual revenue and appropriation line item. Explanations of variances should include a description of the reason for the increase or decrease in the budgeted line item, not just an indication of the amount and percent of change. Upload any supporting documentation that will help explain the reason for the increase or decrease in the budgeted line item.

The 2024 Essex County Improvement Authority (ECIA) Operating Budget permits the ECIA to continue to carry out its functions in a fiscally sound and efficient manner.

In 2024 the ECIA will continue to operate the Essex County Airport, Parking Facilities in Newark, and provide financial assistance within its statutory authority.

There is no greater than ten percent increase or decrease in Revenue or Expense.

Finally, the Administrative-Development portion of the budget continues to provide a healthy stream of financing to the ECIA.

2. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Program.

The state of the local/regional economy portrays stability. And while Essex is a complex County with suburban and urban cores, the local/regional economy should have no real impact on the proposed Annual Budget including the planned Capital Budget program.

3. Describe the reasons for utilizing Unrestricted Net Position in the proposed Annual Budget (i.e. rate stabilization, debt service reduction, to balance the budget, etc.) If the Authority's budget anticipated a use of Unrestricted Net Position, this question must be answered.

There is no plan to utilize Unrestricted Net Position in the Operating Budget.

# 2024 AUTHORITY BUDGET MESSAGE & ANALYSIS

## Essex County Improvement Authority

**FISCAL YEAR: January 01, 2024 to December 31, 2024**

*Answer all questions below using the space provided. Do not attach answers as a separate document.*

4. Identify any sources of funds transferred to the County/Municipality as a budget subsidy or shared service payments, pilot payments, or other types of contracts or agreements. (Example - To provide police services to the Authority, etc. and explain the reason for the transfer (i.e. to balance the County/Municipal Budget, etc.)

ECIA has a P.I.L.O.T. Agreement with the Township of Fairfield. The annual payment is \$110,000 and it's part of the Airport budget.

5. The proposed budget must not reflect an anticipated deficit from 2023 operations. If there exists an accumulated deficit from prior year's budgets (and funding is included in the proposed budget as a result of a prior year deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question.

Basic Financials - No deficit, therefore no budget requirement.

GASB #68 and #75 caused a theoretical deficit.

(Prepare a response to deficits in most recent audit report pertaining to Deficits to Unrestricted Net Position caused by recording Pension and Post-Employment Benefits liabilities as required by GASB 68 and GASB 75) and similar types of deficits in the audit report. How would these deficits be funded?

# 2024 AUTHORITY BUDGET MESSAGE & ANALYSIS

Essex County Improvement Authority

**FISCAL YEAR: January 01, 2024 to December 31, 2024**

*Answer the question below using the space provided.*

6. Attach in FAST a schedule of the Authority's existing rate structure (connection fees, parking fees, service charges, etc.) if it has been changed since the prior year budget submission and a schedule of the proposed rate structure for the upcoming fiscal year. Explain any proposed changes in the rate structure and attach the resolution approving the change in rate structure, if applicable. (If no changes to fees or rates, indicate answer as "**Rates Are Staying The Same**".

Parking rates are staying the same.

Airport rates are changing. See attached rate schedule.

# ESSEX COUNTY IMPROVEMENT AUTHORITY

## RESOLUTION OF THE BOARD OF COMMISSIONERS

**TITLE: RESOLUTION APPROVING CHANGES IN FEES FOR TIE DOWNS AND T-HANGARS AT THE ESSEX COUNTY AIRPORT EFFECTIVE JANUARY 1, 2024**

FACTUAL CONTENTS CERTIFIED BY:

  
STEVEN C. ROTHER  
EXECUTIVE DIRECTOR

**WHEREAS**, the Essex County Improvement Authority (the “Authority”) owns and operates the Essex County Airport located in Fairfield, New Jersey; and

**WHEREAS**, the Authority charges fees for Tie-Downs and T-Hangars at the Airport pursuant to Resolutions adopted from time to time by its Board of Commissioners; and

**WHEREAS**, the Authority has determined that it is appropriate and reasonable to increase Tie Downs and T-Hangars fees effective January 1, 2024 as per attached; and


**WHEREAS**, the Airport Manager have reviewed the proposed changes and recommend that they be approved.

**NOW, THEREFORE BE IT RESOLVED** by the Board of Commissioners of the Authority that the schedule of charges for Tie-Downs and T-Hangars at the Airport set forth the schedule attached hereto be and it hereby is approved effective January 1, 2024.

RESOLUTION MOVED BY: COMMISSIONER Brown SECONDED BY: COMMISSIONER ROSS

COMMISSIONER	YES	NO	ABSTAIN	ABSENT	COMMISSIONER	YES	NO	ABSTAIN	ABSENT
BROWN	X								
NARDONE	X				YUSTEIN	X			
ROSS	X				KLINGHOFFER	X			
SPIESBACH				X					

THIS RESOLUTION WAS ACTED UPON AT THE MEETING OF October 31, 2023

  
RECORDING SECRETARY

**ESSEX COUNTY AIRPORT**  
**2024 Tie-Down / T-Hangar Monthly Rate Schedule**

	<u>2023 Rate</u>		<u>2024 Rate</u>
<u>Outdoor Tie-Downs</u>			
Tie-Down -	\$310	➡	\$320

<u>T-Hangar Units</u>			
Standard T-Hangar -	\$785	➡	\$810
Deluxe T-Hangar -	\$1,080		\$1,110

<u>Storage Units</u>			
Standard Storage -	\$270		\$280
Standard w/ Garage Door -	\$295	➡	\$305
Large w/ Garage Door -	\$405		\$420

# AUTHORITY CONTACT INFORMATION

## FISCAL YEAR 2024

Please complete the following information regarding this Authority. All information requested below must be completed.

<b>Name of Authority:</b>	Essex County Improvement Authority		
<b>Federal ID Number:</b>	22-2023989		
<b>Address:</b>	27 Wright Way		
<b>City, State, Zip:</b>	Fairfield	NJ	07004
<b>Phone: (ext.)</b>	973-575-0952	<b>Fax:</b>	973-808-0528

<b>Preparer's Name:</b>	Gerard Stankiewicz, CPA, RMA, PSA		
<b>Preparer's Address:</b>	36 West Main Street, Suite 303		
<b>City, State, Zip:</b>	Freehold	NJ	07728
<b>Phone: (ext.)</b>	732-780-2600	<b>Fax:</b>	732-780-1030
<b>E-mail:</b>	gstank@sklein-cpa.com		

<b>Chief Executive Officer*</b>	Steven C. Rother - Executive Director		
<i>*Or person who performs these functions under another title.</i>			
<b>Phone: (ext.)</b>	973-575-0952	<b>Fax:</b>	973-808-0528
<b>E-mail:</b>	srother@postpolak.com		

<b>Chief Financial Officer*</b>	Lucy Sapinski - Director of Operations		
<i>*Or person who performs these functions under another title.</i>			
<b>Phone: (ext.)</b>	973-575-0952	<b>Fax:</b>	973-808-0528
<b>E-mail:</b>	lsapinski@ecia.essexcountynj.org		

<b>Name of Auditor:</b>	Gerard Stankiewicz, CPA, RMA, PSA		
<b>Name of Firm:</b>	Samuel Klein and Company		
<b>Address:</b>	36 West Main Street, Suite 303		
<b>City, State, Zip:</b>	Freehold	NJ	07728
<b>Phone: (ext.)</b>	732-780-2600	<b>Fax:</b>	732-780-1030
<b>E-mail:</b>	gstank@sklein-cpa.com		

# AUTHORITY INFORMATIONAL QUESTIONNAIRE

## Essex County Improvement Authority

**FISCAL YEAR: January 01, 2024 to December 31, 2024**

1. Provide the number of individuals employed as reported on the Authority's most recent Form W-3, Transmittal of Wage, and Tax Statement:

36

2. Provide the amount of total salaries and wages reported on the Authority's most recent Form W-3, Transmittal of Wage, and Tax Statements:

\$ 1,500,823.64

3. Provide the number of regular voting members of the governing body:

7

(5 or 7 per State statute, possibly more for regional authorities)

4. Provide the number of alternate voting members of the governing body:

0

(Maximum is 2)

5. **Regional Authorities Only** - Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year because of their relationship with the Authority file the form as required?

Yes

Check to see if individuals filed their FDS on the FDS webpage: <https://www.nj.gov/dca/divisions/dlgs/resources/fds.html>.

If "no", provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.

6. Does the Authority have any amounts receivable from current or former commissioners, officers, key employees, or the highest compensated employee?

No

If "yes", provide a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.

7. Was the Authority a party to a business transaction with one of the following parties:

a. A current or former commissioner, officer, key employee, or highest compensated employee?

No

b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee?

No

c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner?

No

If the answer to any of the above is "yes", provide a description of the transaction including the name of the commissioner, officer, key employee, or highest compensated employee (or family member thereof) of the Authority; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.

8. Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract\*?

No

\*A personal benefit contract is generally any life insurance, annuity, or endowment contract that benefits, directly or indirectly, the transferor, a member of the transferor's family, or any other person designated by the transferor.

If "yes", provide a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.

9. Explain the Authority's process for determining compensation for all persons listed on Page N-4. Include whether the Authority's process includes any of the following: 1) review and approval by the commissioners or a committee thereof; 2) study or survey of compensation data for comparable positions in similarly sized entities; 3) annual or periodic performance evaluation; 4) independent compensation consultant; and/or 5) written employment contract. Attach a narrative of your Authority's procedures for all individuals listed on Page N-4 (2 of 2).

# AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Essex County Improvement Authority

**FISCAL YEAR: January 01, 2024 to December 31, 2024**

10. Did the Authority pay for meals or catering during the current fiscal year?

No

*If "yes", provide a detailed list of all meals and/or catering invoices for the current fiscal year and provide an explanation for each expenditure listed.*

11. Did the Authority pay for travel expenses for any employee of individual listed on Page N-4?

No

*If "yes", provide a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed.*

12. Did the Authority provide any of the following to or for a person listed on Page N-4 or any other employee of the Authority?

- a. First class or charter travel
- b. Travel for companions
- c. Tax indemnification and gross-up payments
- d. Discretionary spending account
- e. Housing allowance or residence for personal use
- f. Payments for business use of personal residence
- g. Vehicle/auto allowance or vehicle for personal use
- h. Health or social club dues or initiation fees
- i. Personal services (i.e. maid, chauffeur, chef)

No

No

No

No

No

No

No

No

No

*If the answer to any of the above is "yes", provide a description of the transaction including the name and position of the individual and the amount expended.*

13. Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement?

Yes

*If "no", attach an explanation of the Authority's process for reimbursing employees and commissioners for expenses. (If your authority does not allow for reimbursements, indicate that in answer).*

14. Did the Authority make any payments to current or former commissioners or employees for severance or termination?

No

*If "yes", provide explanation, including amount paid.*

15. Did the Authority make payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses?

No

*If "yes", provide explanation including amount paid.*

16. Did the Authority receive any notices from the Department of Environmental Protection or any other entity regarding maintenance or repairs required to the Authority's systems to bring them into compliance with current regulations and standards that it has not yet taken action to remediate?

No

*If "yes", provide explanation as to why the Authority has not yet undertaken the required maintenance or repairs and describe the Authority's plan to address the conditions identified.*

# AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Essex County Improvement Authority

**FISCAL YEAR: January 01, 2024 to December 31, 2024**

17. Did the Authority receive any notices of fines or assessments from the Department of Environmental Protection or any other entity due to noncompliance with current regulations (i.e. sewer overflow, etc.)?

*If "yes", provide description of the event or condition that resulted in the fine/assessment and indicate the amount of the fine/assessment.*

# AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Essex County Improvement Authority

**FISCAL YEAR: January 01, 2024 to December 31, 2024**

*Use the space below to provide clarification for any Questionnaire responses.*

Answer to Question #9 from N-3:

ECIA employees receive an annual and/or periodic review by the Executive Director, Director of Operations, and the Managers of various operations. ECIA surveys compensation data for comparable positions in similar operations. Furthermore, compensation is determined by making a recommendation to the Commissioners for increase based on merit, appraisal, and comparable compensation with similar type employees, as well as, comparison to how the County of Essex handles compensation. Commissioners do not get compensation.

Answer to Question #17 from N-3(3):

In 2023 the Authority received two Notices from the Department of Environmental Protection:

1) The DEP issued a Notice of Civil Administrative Penalty Assessment for the Essex County Airport dated February 2, 2023, for violations of the Underground Storage of Hazardous Substances Act and the Air Pollution Control Act. All issues resolved. Total penalties paid amount to \$6,000.00.

2) The DEP issued a Notice of Civil Administrative Penalty Assessment for the Essex County Airport dated August 7, 2023, for violations of the Air Pollution Control Act. All issues resolved. Total penalties paid amount to \$600.00.

# **AUTHORITY SCHEDULE OF COMMISSIONERS, OFFICERS, KEY EMPLOYEES HIGHEST COMPENSATED EMPLOYEES AND INDEPENDENT CONTRACTORS**

## **Essex County Improvement Authority**

**FISCAL YEAR: January 01, 2024 to December 31, 2024**

*Complete the attached table for all persons required to be listed per #1-4 below.*

- 1) List all of the Authority's current commissioners and officers and amount of compensation from the Authority as defined below. Enter zero if no compensation was paid.
- 2) List all of the Authority's key employees and highest compensated employees other than a commissioner or officer as defined below and amount of compensation from the Authority.
- 3) List all of the Authority's former officers, key employees, and highest compensated employees who received more than \$100,000 in reportable compensation from the Authority during the most recent fiscal year completed.
- 4) List all of the Authority's former commissioners who received more than \$10,000 in reportable compensation from the Authority during the most recent fiscal year completed.

**Commissioner:** A member of the governing body of the authority with voting rights. Include alternates for the purposes of this schedule.

**Officer:** A person elected or appointed to manage the authority's daily operations at any time during the year, such as the chairperson, vice-chairperson, secretary, or treasurer. For the purposes of this schedule, treat the authority's top management official and top financial officer as officers, if applicable. A member of the governing body may be both a commissioner and an officer for the purposes of this schedule.

**Key Employee:** An employee or independent contractor of the authority (other than a commissioner or officer) who meets

- a) The individual received reportable compensation from the authority and other public entities in excess of \$150,000 for the most recent fiscal year completed; and
- b) The individual has responsibilities or influence over the authority as a whole or has power to control or determine 10% or more of the authority's capital expenditures or operating budget.

**Highest Compensated Employee:** One of the five highest compensated employees or independent contractors of the authority other than current commissioners, officers, or key employees whose aggregate reportable compensation from the authority and other public entities is greater than \$100,000 for the most recent fiscal year completed.

**Compensation:** All forms of cash and non-cash payments or benefits provided in exchange for services, including salaries and wages, bonuses, severance payments, deferred payments, retirement benefits, fringe benefits, and other financial arrangements or transactions such as personal vehicles, meals, housing, personal, and family education benefits, below-market loans, payment of personal or family travel, entertainment, and personal use of the Authority's property. Compensation includes payments and other benefits provided to both employees and independent contractors in exchange for services.

**Reportable Compensation** (Use the most recent W-2 available): The aggregate compensation that is reported (or required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the most recent calendar year ended 60 days before the start of the proposed budget year.

Essex County Improvement Authority  
For the Period January 01, 2024 to December 31, 2024

	Name	Title	Average Hours per Week Dedicated to Position	Position	Reportable Compensation from Authority (W-2/ 1099)				Estimated amount of other compensation from the Authority (health benefits, pension, etc.)	Total Compensation from Authority
					Commissioner	Officer	Key Employee	Highest Compensated Former		
1	Steven Klinghoffer	Chairman		X						
2	Ronald Brown	Vice-Chairman		X						
3	Carla Stanziale	Secretary		X						
4	Gerard Spiesbach	Treasurer		X						
5	Clifford Ross	Commissioner		X						
6	Jacqueline Yustein	Commissioner		X						
7	Anthony Nardone	Commissioner		X						
8	Steven C. Rother	Executive Director	32	X						
9	Lucy Sapinski	Director of Operations	35	X						
10	Nia H. Gill	General Counsel	32							
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30										
31										
32										
33										
34										
35										
Total:										
					\$ 300,332.03	\$ -	\$ -	\$ -	\$ 45,400.00	\$ 345,732.03

# Schedule of Health Benefits - Detailed Cost Analysis

Essex County Improvement Authority

For the Period: January 01, 2024 to December 31, 2024

If no health benefits, check this box: ☐

	# of Covered Members (Medical & Rx) Proposed Budget	Annual Cost Estimate per Employee Proposed Budget	Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Current Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
<b>Active Employees - Health Benefits - Annual Cost</b>								
Single Coverage	16	17,000.00	272,000.00	15	15,000.00	225,000.00	47,000.00	20.9%
Parent & Child	4	30,000.00	120,000.00	4	27,000.00	108,000.00	12,000.00	11.1%
Employee & Spouse (or Partner)	6	33,000.00	198,000.00	5	30,000.00	150,000.00	48,000.00	32.0%
Family	4	42,000.00	168,000.00	3	40,800.00	122,400.00	45,600.00	37.3%
Employee Cost Sharing Contribution (enter as negative - )			(55,000.00)				(55,000.00)	
Subtotal	30		703,000.00	27		605,400.00	97,600.00	16.1%
<b>Commissioners - Health Benefits - Annual Cost</b>								
Single Coverage			-			-	-	-
Parent & Child			-			-	-	-
Employee & Spouse (or Partner)			-			-	-	-
Family			-			-	-	-
Employee Cost Sharing Contribution (enter as negative - )			-			-	-	-
Subtotal			-			-	-	-
<b>Retirees - Health Benefits - Annual Cost</b>								
Single Coverage	5	6,000.00	30,000.00	2	7,000.00	14,000.00	16,000.00	114.3%
Parent & Child			-			-	-	-
Employee & Spouse (or Partner)	1	10,500.00	10,500.00	1	9,600.00	9,600.00	900.00	9.4%
Family			-			-	-	-
Employee Cost Sharing Contribution (enter as negative - )			-			-	-	-
Subtotal	6		40,500.00	3		23,600.00	16,900.00	71.6%
GRAND TOTAL	36		743,500.00	30		629,000.00	114,500.00	18.2%

Is medical coverage provided by the SHBP (Yes or No)?	Yes
Is prescription drug coverage provided by the SHBP (Yes or No)?	Yes

**Essex County Improvement Authority**  
**For the Period: January 01, 2024 to December 31, 2024**

Complete the below table for the Authority's accrued liability for compensated absences.  
If no accumulated absences, check this box: ☐

Individuals Eligible for Benefit		Gross Days of Accumulated Compensated Absences per Most Recent Audit	Dollar Value of Accrued Compensated Absence Liability	Approved Labor Agreement	Resolution	Individual Employment Agreement
	Herb Perez	279 hrs x \$46.02/hr	\$ 12,839.58	X		
Total liability for accumulated compensated absences at per most recent audit (this page only)			\$ 12,839.58			



**Essex County Improvement Authority**

**If no shared services, check this box:** ☒

Amount to be  
Received by/  
Paid from  
Authority

[illegible]

**2024 AUTHORITY BUDGET  
FINANCIAL SCHEDULES SECTION**

# SUMMARY

Essex County Improvement Authority  
For the Period: January 01, 2024 to December 31, 2024

	FY 2024 Proposed Budget					FY 2023 Adopted Budget		\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Juror Parking	Airport	Sportsplex Garage	Administration	N/A	N/A	Total All Operations		
								All Operations	All Operations
REVENUES									
Total Operating Revenues	\$ 2,739,966	\$ 5,961,950	\$ 300,000	\$ 1,470,200	\$ -	\$ -	\$ 10,472,116	\$ 487,781	4.9%
Total Non-Operating Revenues	-	-	-	-	-	-	-	-	
Total Anticipated Revenues	2,739,966	5,961,950	300,000	1,470,200	-	-	10,472,116	487,781	4.9%
APPROPRIATIONS									
Total Administration	-	-	-	1,470,200	-	-	1,470,200	116,200	8.6%
Total Cost of Providing Services	2,739,966	4,717,000	300,000	-	-	-	7,756,966	365,181	4.9%
Total Principal Payments on Debt Service in Lieu of Depreciation	-	880,000	-	-	-	-	880,000	40,000	4.8%
Total Operating Appropriations	2,739,966	5,597,000	300,000	1,470,200	-	-	10,107,166	521,381	5.4%
Total Interest Payments on Debt	-	364,950	-	-	-	-	364,950	(33,600)	-8.4%
Total Other Non-Operating Appropriations	-	-	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	364,950	-	-	-	-	364,950	(33,600)	-8.4%
Accumulated Deficit	-	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	2,739,966	5,961,950	300,000	1,470,200	-	-	10,472,116	487,781	4.9%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	2,739,966	5,961,950	300,000	1,470,200	-	-	10,472,116	487,781	4.9%
ANTICIPATED SURPLUS (DEFICIT)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!

# Revenue Schedule

Essex County Improvement Authority  
For the Period: January 01, 2024 to December 31, 2024

	FY 2024 Proposed Budget						FY 2023 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Juror Parking	Airport	Sportsplex Garage	Administration	N/A	N/A	Total All Operations	Total All Operations	All Operations
<b>OPERATING REVENUES</b>									
<i>Service Charges</i>									
Residential							\$ -	\$ -	#DIV/0!
Business/Commercial							-	-	#DIV/0!
Industrial							-	-	#DIV/0!
Intergovernmental							-	-	#DIV/0!
Other		5,961,950					5,961,950	5,755,050	206,900
Total Service Charges	-	5,961,950	-	-	-	-	5,961,950	5,755,050	206,900
<i>Connection Fees</i>									
Residential							-	-	#DIV/0!
Business/Commercial							-	-	#DIV/0!
Industrial							-	-	#DIV/0!
Intergovernmental							-	-	#DIV/0!
Other							-	-	#DIV/0!
Total Connection Fees	-	-	-	-	-	-	-	-	-
<i>Parking Fees</i>									
Meters							-	-	#DIV/0!
Permits							-	-	#DIV/0!
Fines/Penalties							-	-	#DIV/0!
Other	2,613,566						2,613,566	2,452,081	161,485
Total Parking Fees	2,613,566	-	-	-	-	-	2,613,566	2,452,081	161,485
<i>Other Operating Revenues (List)</i>									
Other	126,400		300,000	1,470,200			1,896,600	1,777,204	119,396
							-	-	#DIV/0!
							-	-	#DIV/0!
							-	-	#DIV/0!
							-	-	#DIV/0!
							-	-	#DIV/0!
							-	-	#DIV/0!
							-	-	#DIV/0!
							-	-	#DIV/0!
							-	-	#DIV/0!
Total Other Revenue	126,400	-	300,000	1,470,200	-	-	1,896,600	1,777,204	119,396
Total Operating Revenues	2,739,966	5,961,950	300,000	1,470,200	-	-	10,472,116	9,984,335	487,781
<b>NON-OPERATING REVENUES</b>									
<i>Other Non-Operating Revenues (List)</i>									
							-	-	#DIV/0!
							-	-	#DIV/0!
							-	-	#DIV/0!
							-	-	#DIV/0!
							-	-	#DIV/0!
							-	-	#DIV/0!
							-	-	#DIV/0!
							-	-	#DIV/0!
Total Other Non-Operating Revenue	-	-	-	-	-	-	-	-	-
<i>Interest on Investments &amp; Deposits (List)</i>									
Interest Earned							-	-	#DIV/0!
Penalties							-	-	#DIV/0!
Other							-	-	#DIV/0!
Total Interest	-	-	-	-	-	-	-	-	-
Total Non-Operating Revenues	-	-	-	-	-	-	-	-	-
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 2,739,966</b>	<b>\$ 5,961,950</b>	<b>\$ 300,000</b>	<b>\$ 1,470,200</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,472,116</b>	<b>\$ 9,984,335</b>	<b>\$ 487,781</b>

4.9%

### Prior Year Adopted Revenue Schedule

**Essex County Improvement Authority**

	FY 2023 Adopted Budget						Total All Operations
	Juror Parking	Airport	Sportsplex Garage	Administration	N/A	N/A	
<b>OPERATING REVENUES</b>							
<i>Service Charges</i>							
Residential							\$ -
Business/Commercial							-
Industrial							-
Intergovernmental							-
Other		5,755,050					5,755,050
Total Service Charges	-	5,755,050	-	-	-	-	5,755,050
<i>Connection Fees</i>							
Residential							-
Business/Commercial							-
Industrial							-
Intergovernmental							-
Other							-
Total Connection Fees	-	-	-	-	-	-	-
<i>Parking Fees</i>							
Meters							-
Permits							-
Fines/Penalties							-
Other	2,452,081						2,452,081
Total Parking Fees	2,452,081	-	-	-	-	-	2,452,081
<i>Other Operating Revenues (List)</i>							
Other	123,204		300,000	1,354,000			1,777,204
							-
							-
							-
							-
							-
							-
							-
							-
Total Other Revenue	123,204	-	300,000	1,354,000	-	-	1,777,204
Total Operating Revenues	2,575,285	5,755,050	300,000	1,354,000	-	-	9,984,335
<b>NON-OPERATING REVENUES</b>							
<i>Other Non-Operating Revenues (List)</i>							
							-
							-
							-
							-
							-
							-
<i>Other Non-Operating Revenues</i>	-	-	-	-	-	-	-
<i>Interest on Investments &amp; Deposits</i>							
Interest Earned							-
Penalties							-
Other							-
Total Interest	-	-	-	-	-	-	-
Total Non-Operating Revenues	-	-	-	-	-	-	-
<b>TOTAL ANTICIPATED REVENUES</b>	\$ 2,575,285	\$ 5,755,050	\$ 300,000	\$ 1,354,000	\$ -	\$ -	\$ 9,984,335

# Appropriations Schedule

Essex County Improvement Authority  
For the Period: January 01, 2024 to December 31, 2024

	FY 2024 Proposed Budget						FY 2023	\$ Increase	% Increase
	Juror Parking	Airport	Sportsplex Garage	Administration	N/A	N/A	Adopted Budget	(Decrease) Proposed vs Adopted	(Decrease) Proposed vs. Adopted
						Total All Operations	Total All Operations	All Operations	All Operations
<b>OPERATING APPROPRIATIONS</b>									
Administration - Personnel									
Salary & Wages				\$ 518,000		\$ 518,000	\$ 480,000	\$ 38,000	7.9%
Fringe Benefits				369,000		369,000	343,000	26,000	7.6%
Total Administration - Personnel	-	-	-	887,000	-	887,000	823,000	64,000	7.8%
Administration - Other (List)									
Other Administration Expenses #1				583,200		583,200	531,000	52,200	9.8%
						-	-	-	#DIV/0!
						-	-	-	#DIV/0!
Miscellaneous Administration*						-	-	-	#DIV/0!
Total Administration - Other	-	-	-	583,200	-	583,200	531,000	52,200	9.8%
Total Administration	-	-	-	1,470,200	-	1,470,200	1,354,000	116,200	8.6%
Cost of Providing Services - Personnel									
Salary & Wages	416,700	776,500	75,000			1,268,200	1,208,000	60,200	5.0%
Fringe Benefits	318,400	578,800	66,000			963,200	902,000	61,200	6.8%
Total COPS - Personnel	735,100	1,355,300	141,000	-	-	2,231,400	2,110,000	121,400	5.8%
Cost of Providing Services - Other (List)									
Other COPS Expenses #1	2,004,866	3,361,700	159,000			5,525,566	5,281,785	243,781	4.6%
						-	-	-	#DIV/0!
						-	-	-	#DIV/0!
Miscellaneous COPS*						-	-	-	#DIV/0!
Total COPS - Other	2,004,866	3,361,700	159,000	-	-	5,525,566	5,281,785	243,781	4.6%
Total Cost of Providing Services	2,739,966	4,717,000	300,000	-	-	7,756,966	7,391,785	365,181	4.9%
Total Principal Payments on Debt Service in Lieu of Depreciation	-	880,000	-	-	-	880,000	840,000	40,000	4.8%
Total Operating Appropriations	2,739,966	5,597,000	300,000	1,470,200	-	10,107,166	9,585,785	521,381	5.4%
<b>NON-OPERATING APPROPRIATIONS</b>									
Total Interest Payments on Debt	-	364,950	-	-	-	364,950	398,550	(33,600)	-8.4%
Operations & Maintenance Reserve						-	-	-	#DIV/0!
Renewal & Replacement Reserve						-	-	-	#DIV/0!
Municipality/County Appropriation						-	-	-	#DIV/0!
Other Reserves						-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	364,950	-	-	-	364,950	398,550	(33,600)	-8.4%
<b>TOTAL APPROPRIATIONS</b>	2,739,966	5,961,950	300,000	1,470,200	-	10,472,116	9,984,335	487,781	4.9%
<b>ACCUMULATED DEFICIT</b>									
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	2,739,966	5,961,950	300,000	1,470,200	-	10,472,116	9,984,335	487,781	4.9%
<b>UNRESTRICTED NET POSITION UTILIZED</b>									
Municipality/County Appropriation	-	-	-	-	-	-	-	-	#DIV/0!
Other						-	-	-	#DIV/0!
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	-	#DIV/0!
<b>TOTAL NET APPROPRIATIONS</b>	\$ 2,739,966	\$ 5,961,950	\$ 300,000	\$ 1,470,200	\$ -	\$ 10,472,116	\$ 9,984,335	\$ 487,781	4.9%

\* Miscellaneous line items may not exceed 5% of total operating appropriations shown below. If amount in miscellaneous is greater than the amount shown below, then the line item must be itemized above.

5% of Total Operating Appropriations \$ 136,998.30 \$ 279,850.00 \$ 15,000.00 \$ 73,510.00 \$ - \$ - \$ 505,358.30

# AUTHORITY PROPOSED APPROPRIATIONS

## APPROPRIATION DETAIL PAGE

Essex County Improvement Authority

For the Period: January 01, 2024 to December 31, 2024

*Use the space below to provide further detail of any Appropriations listed on "F-4 Appropriations (Proposed)"*

Line Item:	Juror Parking	Airport	Sportsplex	Administration	N/A	N/A
Other Administration Expenses #1						
Professional services				165,000.00		
Non-professional services				32,000.00		
Insurance				200,000.00		
Travel				2,200.00		
Stationary & office supplies				37,000.00		
Facility maint. repair supplies				82,500.00		
Utilities				39,500.00		
Other equipment services				5,000.00		
Bank Fees				20,000.00		
Total				583,200.00		
Other COPS Expenses #1						
Permits	1,000.00	25,600.00	500.00			
Facility maint. repair supplies	132,000.00	254,000.00	59,000.00			
Vehicle maint. repair supplies		59,000.00				
Other equipment services	28,500.00	66,500.00				
Professional services	104,000.00	154,400.00	20,000.00			
Non-professional services	34,000.00	26,500.00	15,000.00			
Insurance	131,000.00	166,500.00	30,000.00			
Stationary & office supplies	14,200.00	33,500.00	4,000.00			
Mileage reimbursement	3,200.00					
Tickets	14,200.00					
Uniforms	6,500.00	13,200.00				
Utilities	131,000.00	123,500.00	30,000.00			
Travel		3,000.00				
Bank fees/cc fees	25,000.00	41,000.00	500.00			
Fairfield (Pilot)		110,000.00				
Fuel		2,285,000.00				
Management/Admin. fee	126,400.00					
County juror rent	743,866.00					
County payment	408,000.00					
ECIA payment	102,000.00					
Total	2,004,866.00	3,361,700.00	159,000.00			

# Prior Year Adopted Appropriations Schedule

Essex County Improvement Authority

	FY 2023 Adopted Budget						
	Juror Parking	Airport	Sportsplex Garage	Administration	N/A	N/A	Total All Operations
<b>OPERATING APPROPRIATIONS</b>							
<i>Administration - Personnel</i>							
Salary & Wages				\$ 480,000			\$ 480,000
Fringe Benefits				343,000			343,000
Total Administration - Personnel	-	-	-	823,000	-	-	823,000
<i>Administration - Other (List)</i>							
Other Administration #1				531,000			531,000
Miscellaneous Administration*							-
Total Administration - Other	-	-	-	531,000	-	-	531,000
Total Administration	-	-	-	1,354,000	-	-	1,354,000
<i>Cost of Providing Services - Personnel</i>							
Salary & Wages	379,000	754,000	75,000				1,208,000
Fringe Benefits	291,000	545,000	66,000				902,000
Total COPS - Personnel	670,000	1,299,000	141,000	-	-	-	2,110,000
<i>Cost of Providing Services - Other (List)</i>							
Other COPS Expenses #1	1,905,285	3,217,500	159,000				5,281,785
Miscellaneous COPS*							-
Total COPS - Other	1,905,285	3,217,500	159,000	-	-	-	5,281,785
Total Cost of Providing Services	2,575,285	4,516,500	300,000	-	-	-	7,391,785
Total Principal Payments on Debt Service in Lieu of Depreciation	-	840,000	-	-	-	-	840,000
Total Operating Appropriations	2,575,285	5,356,500	300,000	1,354,000	-	-	9,585,785
<b>NON-OPERATING APPROPRIATIONS</b>							
Total Interest Payments on Debt	-	398,550	-	-	-	-	398,550
Operations & Maintenance Reserve							-
Renewal & Replacement Reserve							-
Municipality/County Appropriation							-
Other Reserves							-
Total Non-Operating Appropriations	-	398,550	-	-	-	-	398,550
<b>TOTAL APPROPRIATIONS</b>	2,575,285	5,755,050	300,000	1,354,000	-	-	9,984,335
<b>ACCUMULATED DEFICIT</b>							
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	2,575,285	5,755,050	300,000	1,354,000	-	-	9,984,335
<b>UNRESTRICTED NET POSITION UTILIZED</b>							
Municipality/County Appropriation	-	-	-	-	-	-	-
Other							-
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-
<b>TOTAL NET APPROPRIATIONS</b>	\$ 2,575,285	\$ 5,755,050	\$ 300,000	\$ 1,354,000	\$ -	\$ -	\$ 9,984,335

\* Miscellaneous line items may not exceed 5% of total operating appropriations shown below. If amount in miscellaneous is greater than the amount shown below, then the line item must be itemized above.

5% of Total Operating Appropriations      \$ 128,764.25    \$ 267,825.00    \$ 15,000.00    \$ 67,700.00    \$ -    \$ -    \$ 479,289.25

# AUTHORITY PRIOR YEAR ADOPTED APPROPRIATIONS

## APPROPRIATION DETAIL PAGE

Essex County Improvement Authority

FY 2023 Adopted Budget

*Use the space below to provide further detail of any Appropriations listed on "F-5 Appropriations (PY Adopted)"*

Line Item:	Juror Parking	Airport	Sportsplex Garage	Administration	N/A	N/A
Other Administration Expenses #1						
Professional services				158,000.00		
Non-professional services				30,000.00		
Insurance				188,000.00		
Travel				2,000.00		
Stationary & office supplies				36,000.00		
Facility maint. repair supplies				76,000.00		
Utilities				36,000.00		
Other equipment services				5,000.00		
Total				531,000.00		
Other COPS Expenses #1						
Permits	1,000.00	25,000.00	500.00			
Facility maint. repair supplies	120,000.00	247,500.00	59,000.00			
Vehicle maint. repair supplies		58,000.00				
Other equipment services	26,000.00	65,000.00				
Professional services	95,000.00	150,000.00	20,000.00			
Non-professional services	31,000.00	26,000.00	15,000.00			
Insurance	120,000.00	162,000.00	30,000.00			
Stationary & office supplies	13,000.00	33,000.00	4,000.00			
Mileage reimbursement	3,000.00					
Tickets	13,000.00					
Uniforms	6,000.00	13,000.00				
Utilities	120,000.00	120,000.00	30,000.00			
Travel		3,000.00				
Bank fees/cc fees	23,000.00	40,000.00	500.00			
Fairfield (Pilot)		110,000.00				
Fuel		2,165,000.00				
Management/Admin. fee	123,204.00					
County juror rent	701,081.00					
County payment	408,000.00					
ECIA payment	102,000.00					
Total	1,905,285.00	3,217,500.00	159,000.00			

# Debt Service Schedule - Principal

Essex County Improvement Authority

If Authority has no debt, check this box: ☐

	Date of Local Finance Board Approval	Fiscal Year Ending in						Total Principal Outstanding
		2023 (Adopted Budget)	2024 (Proposed Budget)	2025	2026	2027	2028	Thereafter
<i>Juror Parking</i>								
Total Principal		-	-	-	-	-	-	\$ -
<i>Airport</i>								
Series 2019		840,000	880,000	720,000	760,000	800,000	840,000	4,200,000
Total Principal		840,000	880,000	720,000	760,000	800,000	840,000	9,075,000
<i>Sportsplex Garage</i>								
Total Principal		-	-	-	-	-	-	-
<i>Administration</i>								
Total Principal		-	-	-	-	-	-	-
<i>N/A</i>								
Total Principal		-	-	-	-	-	-	-
<i>N/A</i>								
Total Principal		-	-	-	-	-	-	-
<b>TOTAL PRINCIPAL ALL OPERATIONS</b>		\$ 840,000	\$ 880,000	\$ 720,000	\$ 760,000	\$ 800,000	\$ 840,000	\$ 4,200,000
								\$ 9,075,000

Indicate the Authority's most recent bond rating and the year of the rating by ratings service.

	Moody's	Fitch	Standard & Poors
Bond Rating			
Year of Last Rating			

# Debt Service Schedule - Interest

Essex County Improvement Authority

If Authority has no debt, check this box: ☐

	Fiscal Year Ending in								Total Interest Payments Outstanding
	2023 (Adopted Budget)	2024 (Proposed Budget)	2025	2026	2027	2028	2029	Thereafter	
Jurat Parking									
									\$
Total Interest Payments									
Airport									
Series 2019	398,550	364,950	320,950	284,950	246,950	206,950	164,950	299,175	1,888,875
Total Interest Payments	398,550	364,950	320,950	284,950	246,950	206,950	164,950	299,175	1,888,875
Sportsplex Garage									
Total Interest Payments									
Administration									
Total Interest Payments									
N/A									
Total Interest Payments									
N/A									
Total Interest Payments									
Total Interest Payments									
TOTAL INTEREST ALL OPERATIONS									



# **FISCAL YEAR 2024**

**Essex County Improvement Authority**

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(Authority Name)

**2024 AUTHORITY CAPITAL BUDGET/PROGRAM**

# 2024 CERTIFICATION OF AUTHORITY CAPITAL BUDGET / PROGRAM

**Essex County Improvement Authority**


(Authority Name)

**Fiscal Year: January 01, 2024 to December 31, 2024**

*Check the box for the applicable statement below:*

☒ It is hereby certified that the Authority Capital Budget/Program annexed hereto is a true copy of the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, of governing body of the Essex County Improvement Authority, on October 31, 2023.

☐ It is hereby certified that the governing body of the Essex County Improvement Authority have elected **NOT** to adopt and Capital Budget/Program for the aforesaid fiscal year, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget by the governing body of the Essex County Improvement for the following reason(s):

<b>Officer's Signature:</b>	
<b>Name:</b>	Lucy Sapinski
<b>Title:</b>	Director of Operations
<b>Address:</b>	27 Wright Way Fairfield, NJ 07004
<b>Phone Number:</b>	973-575-0952
<b>Fax Number:</b>	973-808-0528
<b>E-mail Address:</b>	lsapinski@ecia.essexcountynj.org

# 2024 CAPITAL BUDGET/PROGRAM MESSAGE

Essex County Improvement Authority

Fiscal Year: January 01, 2024 to December 31, 2024

*Answer all questions below using the space provided.*

1. Has each municipality or county affected by the actions of the authority participated in the development of the capital plan and reviewed or approved the plans or projects included within the Capital Budget/Program (this may include the governing body or certain officials, such as planning boards, Construction Code Officials) as to these projects?

Yes

2. Has each capital project/project financing been developed from a specific capital improvement plan or report; does it include lifecycle costs; and is it consistent with the appropriate elements of Master Plans or other plans in the jurisdiction(s) served by the authority?

Yes

Yes

Yes

3. Has a long-term (5 years or more) infrastructure needs and other capital items (Vehicles, Equipment) needs assessment been prepared?

Yes

4. If amounts are on Page CB-3 in the column Debt Authorizations, indicate the primary source of funding the debt service for the Debt Authorizations (example - rate increase).

User fees.

5. Please indicate which capital projects/project financings are being undertaken in the Metropolitan or Suburban Planning Areas as defined in the State Development and Redevelopment Plan.

N/A

6. Please indicate which capital projects/project financings are being undertaken within the boundary of a State Planning Commission-designated Center and/or Endorsed Plan and if the project was included in the Plan Implementation Agenda for that Center/Endorsed Plan.

N/A

# Proposed Capital Budget

Essex County Improvement Authority  
For the Period: January 01, 2024 to December 31, 2024

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Juror Parking</i>						
	\$ -					
	-					
	-					
	-					
Total	-	-	-	-	-	-
<i>Airport</i>						
See attached CB-3A	5,167,930			\$ 1,203,867	\$ 3,964,063	
	-					
	-					
	-					
Total	5,167,930	-	-	1,203,867	3,964,063	-
<i>Sportsplex Garage</i>						
	-					
	-					
	-					
	-					
Total	-	-	-	-	-	-
<i>Administration</i>						
	-					
	-					
	-					
	-					
Total	-	-	-	-	-	-
<i>N/A</i>						
	-					
	-					
	-					
	-					
Total	-	-	-	-	-	-
<i>N/A</i>						
	-					
	-					
	-					
	-					
Total	-	-	-	-	-	-
<b>TOTAL PROPOSED CAPITAL BUDGET</b>	<b>\$ 5,167,930</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,203,867</b>	<b>\$ 3,964,063</b>	<b>\$ -</b>

Enter brief description of up to four projects for each operation above. For operations with more than four budgeted projects, please utilize the additional pages. Input total amount of all projects for the operation on single line and enter "See Additional Pages" instead of project description.

Essex County Improvement Authority

For the Period January 1, 2024 to December 31, 2024

Project No	Project Name	Estimated Total Cost	Funding Sources			
			Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants Other Sources
1	Environmental - Hangar 1 & 3	10,000			10,000	
2	Rehab Runway 10-28	580,000			29,000	551,000
3	Obstruction Removal	20,000			20,000	
4	Rehab Apron C	1,285,707			64,285	1,221,422
5	Runway 4-22 Papi and Reil	1,580,000			185,000	1,395,000
6	Drainage Improvements	200,000			22,970	177,030
7	Hangar Improvements	100,000			100,000	
8	Security Improvements	40,000			40,000	
9	Rehab Taxi Lanes H and 11	652,223			32,612	619,611
10	South Parcel Improvements	700,000			700,000	
11	Rehab Taxi Lanes 4 and 6	0				
12	Rehab Runway D Apron	0				
		5,167,930	0	0	1,203,867	3,964,063
						0

# 5 Year Capital Improvement Plan

Essex County Improvement Authority  
For the Period: January 01, 2024 to December 31, 2024

		Fiscal Year Ending in					
	Estimated Total Cost	2024 (Proposed Budget)	2025	2026	2027	2028	2029
<i>Juror Parking</i>							
	\$ -	\$ -					
	-	-					
	-	-					
	-	-					
Total	-	-	-	-	-	-	-
<i>Airport</i>							
See attached CB-4A	16,837,930	5,167,930	\$ 3,320,000	\$ 2,970,000	\$ 2,950,000	\$ 310,000	\$ 2,120,000
	-	-					
	-	-					
	-	-					
Total	16,837,930	5,167,930	3,320,000	2,970,000	2,950,000	310,000	2,120,000
<i>Sportsplex Garage</i>							
	-	-					
	-	-					
	-	-					
	-	-					
Total	-	-	-	-	-	-	-
<i>Administration</i>							
	-	-					
	-	-					
	-	-					
	-	-					
Total	-	-	-	-	-	-	-
<i>N/A</i>							
	-	-					
	-	-					
	-	-					
	-	-					
Total	-	-	-	-	-	-	-
<i>N/A</i>							
	-	-					
	-	-					
	-	-					
	-	-					
Total	-	-	-	-	-	-	-
<b>..TOTAL</b>	<b>\$ 16,837,930</b>	<b>\$ 5,167,930</b>	<b>\$ 3,320,000</b>	<b>\$ 2,970,000</b>	<b>\$ 2,950,000</b>	<b>\$ 310,000</b>	<b>\$ 2,120,000</b>

Essex County Improvement Authority  
For the Period January 1, 2024 to December 31, 2024

Project No	Project Name	Estimated Total Cost	Fiscal Year Beginning in				
			Current Budget Year 2024	2025	2026	2027	2028
1	Environmental - Hangar 1 & 3	10,000	10,000				
2	Rehab Runway 10-28	6,180,000	580,000		2,800,000	2,800,000	
3	Obstruction Removal	150,000	20,000	20,000	20,000	50,000	20,000
4	Rehab Apron C	1,285,707	1,285,707				
5	Runway 4-22 Papi and Reil	1,580,000	1,580,000				
6	Drainage Improvements	2,400,000	200,000	2,200,000			
7	Hangar Improvements	650,000	100,000	100,000	150,000	100,000	100,000
8	Security Improvements	40,000	40,000				
9	Rehab Taxi Lanes H and 11	652,223	652,223				
10	South Parcel Improvements	1,700,000	700,000	1,000,000			
11	Rehab Taxi Lanes 4 and 6	660,000	0				60,000
12	Rehab Runway D Apron	1,530,000	0				130,000
		16,837,930	5,167,930	3,320,000	2,970,000	2,950,000	310,000
							2,120,000

# 5 Year Capital Improvement Plan Funding Sources

Essex County Improvement Authority  
For the Period: January 01, 2024 to December 31, 2024

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Juror Parking</i>						
	\$ -					
	-					
	-					
	-					
Total	-	-	-	-	-	-
<i>Airport</i>						
See attached CB-5A	16,837,930			\$ 3,493,367	\$ 13,344,563	
	-					
	-					
	-					
Total	16,837,930	-	-	3,493,367	13,344,563	-
<i>Sportsplex Garage</i>						
	-					
	-					
	-					
	-					
Total	-	-	-	-	-	-
<i>Administration</i>						
	-					
	-					
	-					
	-					
Total	-	-	-	-	-	-
<i>N/A</i>						
	-					
	-					
	-					
	-					
Total	-	-	-	-	-	-
<i>N/A</i>						
	-					
	-					
	-					
	-					
Total	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 16,837,930</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,493,367</b>	<b>\$ 13,344,563</b>	<b>\$ -</b>
Total 5 Year Plan per CB-4	<u>\$ 16,837,930</u>					
Balance check		- If amount is other than zero, verify that projects listed above match projects listed on CB-4.				

Essex County Improvement Authority  
For the Period January 1, 2024 to December 31, 2024

Project No	Project Name	Estimated Total Cost	Funding Sources			
			Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants Other Sources
1	Environmental - Hangar 1 & 3	10,000			10,000	
2	Rehab Runway 10-28	6,180,000			309,000	5,871,000
3	Obstruction Removal	150,000			150,000	
4	Rehab Apron C	1,285,707			64,285	1,221,422
5	Runway 4-22 Papi and Reil	1,580,000			185,000	1,395,000
6	Drainage Improvements	2,400,000			242,970	2,157,030
7	Hangar Improvements	650,000			650,000	
8	Security Improvements	40,000			40,000	
9	Rehab Taxi Lanes H and 11	652,223			32,612	619,611
10	South Parcel Improvements	1,700,000			1,700,000	
11	Rehab Taxi Lanes 4 and 6	660,000			33,000	627,000
12	Rehab Runway D Apron	1,530,000			76,500	1,453,500
		16,837,930	0	0	3,493,367	13,344,563
						0

Annual List of Change Orders Approved  
Pursuant to N.J.A.C. 5:30-11

Contracting Unit: \_\_\_\_\_ Essex County Improvement Authority \_\_\_\_\_ Year Ending: \_\_\_\_\_ December 31, 2022

The following is a complete list of all change orders which caused the originally awarded contract price to be exceeded by more than 20 percent. For regulatory details please consult N.J.A.C. 5:30-11.1 et seq. Please identify each change order by name of the project.

--

For each change order listed above, submit with introduced budget a copy of the governing body resolution authorizing the change order and an Affidavit of Publication for the newspaper notice required by N.J.A.C. 5:30-11.9(d). (Affidavit must include a copy of the newspaper notice.)

If you have not had a change order exceeding the 20 percent threshold for the year indicated above, please check here ☒ and certify below.

10/31/2023  
Date

Isapinski@ecia.essexcountynj.org  
Clerk/Secretary to the Governing Body

Appendix to Budget Document