



**BOARD OF COMMISSIONERS
REGULAR MEETING and ANNUAL MEETING
WEDNESDAY, JANUARY 15, 2014**

TENTATIVE AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. PUBLIC COMMENT

RECESS REGULAR MEETING

CONVENE ANNUAL MEETING

1. CALL TO ORDER
2. ROLL CALL
3. ELECTION OF OFFICERS FOR THE 2014 FISCAL YEAR
 - a. Chairman
 - b. Vice-Chairman
 - c. Treasurer
 - d. Secretary
 - e. Assistant Treasurer
 - f. Assistant Secretary

4. REVIEW OF COMMITTEE ASSIGNMENTS TAB #1 PAGE #4
5. APPROVAL OF 2014 MEETING CALENDAR TAB #2 PAGE #5
6. ADJOURNMENT OF ANNUAL MEETING

RECONVENE REGULAR MEETING

4. **DIRECTOR'S REPORT** **PAGE #7**
5. **REVIEW OF FINANCIAL STATEMENTS** **TAB #3** **PAGE #11**
6. **REPORT OF OFFICERS/COMMITTEES**
- a. **Internal Policy and Compliance Committee**
 - b. **Finance, Budget & Audit Committee**
 - c. **Golf Committee**
 - d. **Capital Development, Leasing & Customer Fees Committee**
 - e. **DuPage Business Center**
7. **CONSENT AGENDA – If any Commissioner wishes to have any item from the Consent Agenda removed from the Consent Agenda, said item will be removed and discussed and voted on separately.**
- a. **APPROVAL OF MINUTES** **TAB #4** **PAGE #20**
 - September 18, 2013 Regular Board Meeting**
 - November 20, 2013 Regular Board Meeting**
 - October 29, 2013 Internal Policy and Compliance Committee Meeting**
 - November 11, 2013 Special Internal Policy and Compliance Committee Meeting**
 - November 20, 2013 Finance Committee Meeting**
 - b. **Proposed Resolution 2014-1805; Resolution Approving the Use of Outside Attorneys for the Year 2014.** **TAB #5** **PAGE #45**
 - c. **Proposed Resolution 2014-1806; Authorizing Execution of a Contract with Serafin and Associates Inc. for Marketing and Communications Services.** **TAB #6** **PAGE #47**
 - d. **Proposed Resolution 2014-1807; Authorizing the Execution of a Change Order with Maclyn Group for Website Development Services.** **TAB #7** **PAGE #49**
 - e. **Proposed Resolution 2014-1808; Authorizing Tradition Energy to Provide Energy Broker Consulting Services.** **TAB #8** **PAGE #52**
 - f. **Proposed Resolution 2014-1809; Authorizing the Execution of a Task Order with CH2M Hill for Program Management Services.** **TAB #9** **PAGE #55**
 - g. **Proposed Resolution 2014-1811; Authorizing the Execution of an Amendment to an Agreement for Design Phase Engineering Services from Crawford, Murphy & Tilly, Inc. for the Project: Rehabilitate Runway 2L/20R and Taxiway W – Phase 1 Widen to 150'.** **TAB #10** **PAGE #58**

8. **OLD BUSINESS**
None

9. **NEW BUSINESS**
 - a. **Proposed Ordinance 2014-270; Adopting Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2014 and Ending December 31, 2014.** TAB #11 PAGE #61

 - b. **Discussion of Abating Levy of Taxes for the Fiscal Year January 1, 2013 through December 31, 2013.**

 - c. **Proposed Ordinance 2014-271; An Ordinance of the DuPage Airport Authority Promulgating Regulations Under the Freedom of Information Act.** TAB #12 PAGE #101

 - d. **Proposed Resolution 2014-1812; Ratifying the Execution of a First Amendment to Hangar Lease and Office Lease, Mutual Release and Settlement Agreement and New SASO Agreement with Mukenschnabl, Inc.** TAB #13 PAGE #113

10. **RECESS TO EXECUTIVE SESSION FOR THE DISCUSSION OF PENDING, PROBABLE OR IMMINENT LITIGATION; EMPLOYEE MATTERS; THE PURCHASE OR LEASE OF REAL PROPERTY FOR THE USE OF THE DUPAGE AIRPORT AUTHORITY; AND THE SETTING OF A PRICE FOR SALE OR LEASE OF PROPERTY OWNED BY THE DUPAGE AIRPORT AUTHORITY.**

11. **RECONVENE REGULAR SESSION**

12. **OTHER BUSINESS**

13. **ADJOURNMENT**



**DUPAGE AIRPORT AUTHORITY
BOARD OF COMMISSIONERS, OFFICERS AND COMMITTEES**

**Stephen L. Davis, Chairman
Gerald M. Gorski, Vice Chairman
Peter H. Huizenga, Treasurer
Dayle M. Gillett, Secretary**

**Juan E. Chavez, Commissioner
Charles E. Donnelly, Commissioner
Gina R. LaMantia, Commissioner
Gregory L. Posch, Commissioner
VACANT**

**Patrick Hoard, Assistant Treasurer
Mark Doles, Assistant Secretary**

**STANDING COMMITTEES
FINANCE, BUDGET & AUDIT COMMITTEE**

**Peter H. Huizenga, Chair
Charles E. Donnelly, Member
VACANT
Mark Doles, Staff
Patrick Hoard, Staff**

CAPITAL DEVELOPMENT, LEASING & CUSTOMER FEES COMMITTEE

**Gerald M. Gorski, Chair
Juan E. Chavez, Member
Gina R. LaMantia, Member
VACANT
VACANT
Byron Miller, Staff
Mark Doles, Staff**

**GOLF COMMITTEE
Charles E. Donnelly, Chair
Peter H. Huizenga, Member
Gerald M. Gorski, Member
VACANT
John Schlaman, Staff**

INTERNAL POLICY & COMPLIANCE COMMITTEE

**Dayle M. Gillett, Chair
Gina R. LaMantia, Member
VACANT
Patrick Hoard, Staff**



BOARD OF COMMISSIONERS MEETING/HOLIDAY CALENDAR 2014

January

01/01/14	Wednesday	-- -- --	DAA HOLIDAY – New Years Day	
01/08/14	Wednesday	11:00 a.m.	Internal Policy & Compliance Committee	Flight Center
01/15/14	Wednesday	12:00 Noon	Golf Committee	Flight Center
01/15/14	Wednesday	1:00 p.m.	Finance, Budget & Audit Committee	Flight Center
01/15/14	Wednesday	2:00 p.m.	Capital Development, Leasing and Customer Fees Committee	Flight Center
01/15/14	Wednesday	3:00 p.m.	Regular/Annual Board Meeting	Flight Center

February

NO SCHEDULED MEETINGS

March

03/12/14	Wednesday	11:00 a.m.	Internal Policy & Compliance Committee	Flight Center
03/19/14	Wednesday	12:00 Noon	Golf Committee	Flight Center
03/19/14	Wednesday	1:00 p.m.	Finance, Budget & Audit Committee	Flight Center
03/19/14	Wednesday	2:00 p.m.	Capital Development, Leasing and Customer Fees Committee	Flight Center
03/19/14	Wednesday	3:00 p.m.	Regular Board	Flight Center

April

NO SCHEDULED MEETINGS

May

05/07/14	Wednesday	11:00 a.m.	Internal Policy & Compliance Committee	Flight Center
05/14/14	Wednesday	12:00 Noon	Golf Committee	Flight Center
05/14/14	Wednesday	1:00 p.m.	Finance, Budget & Audit Committee	Flight Center
05/14/14	Wednesday	2:00 p.m.	Capital Development, Leasing and Customer Fees Committee	Flight Center
05/14/14	Wednesday	3:00 p.m.	Regular Board	Flight Center
05/26/14	Monday	----	DAA HOLIDAY – Memorial Day	

June

06/04/14	Wednesday	11:00 a.m.	Internal Policy & Compliance Committee	Flight Center
06/11/14	Wednesday	12:00 Noon	Golf Committee	Flight Center
06/11/14	Wednesday	1:00 p.m.	Finance, Budget & Audit Committee	Flight Center
06/11/14	Wednesday	2:00 p.m.	Capital Development, Leasing and Customer Fees Committee	Flight Center
06/11/14	Wednesday	3:00 p.m.	Regular Board	Flight Center

July

NO SCHEDULED MEETINGS

August**NO SCHEDULED MEETINGS****September**

09/01/14	Monday	--	DAA Holiday – Labor Day	
09/03/14	Wednesday	11:00 a.m.	Internal Policy & Compliance Committee	Flight Center
09/10/14	Wednesday	12:00 Noon	Golf Committee	Flight Center
09/10/14	Wednesday	1:00 p.m.	Finance, Budget & Audit Committee	Flight Center
09/10/14	Wednesday	2:00 p.m.	Capital Development, Leasing and Customer Fees Committee	Flight Center
09/10/14	Wednesday	3:00 p.m.	Regular Board	Flight Center

October**NO SCHEDULED MEETINGS****November**

11/05/14	Wednesday	11:00 a.m.	Internal Policy & Compliance Committee	Flight Center
11/12/14	Wednesday	12:00 Noon	Golf Committee	Flight Center
11/12/14	Wednesday	1:00 p.m.	Finance, Budget & Audit Committee	Flight Center
11/12/14	Wednesday	2:00 p.m.	Capital Development, Leasing and Customer Fees Committee	Flight Center
11/12/14	Wednesday	3:00 p.m.	Regular Board	Flight Center
11/27/14	Thursday	--	DAA HOLIDAY – Thanksgiving Day	

December**NO SCHEDULED MEETINGS****January 2015**

01/01/15	Thursday	---	DAA HOLIDAY – New Years Day	
01/07/15	Wednesday	11:00 a.m.	Internal Policy & Compliance Committee	Flight Center
01/14/15	Wednesday	12:00 Noon	Golf Committee	Flight Center
01/14/15	Wednesday	1:00 p.m.	Finance, Budget & Audit Committee	Flight Center
01/14/15	Wednesday	2:00 p.m.	Capital Development, Leasing and Customer Fees Committee	Flight Center
01/14/15	Wednesday	3:00 p.m.	Regular/Annual Board Meeting	Flight Center

Address for Meetings:

Regular Board Meeting;
Finance, Budget and Audit Committee;
Capital Development, Leasing and
Customer Fees Committee;
Golf Committee
Internal Policy and Compliance Committee

DuPage Airport Authority
Flight Center Building
2700 International Drive
West Chicago, Illinois 60185
(630) 584-2211



MONTHLY STATISTICS

November 2013

	Nov. '13	Nov. '12	'13 vs. '12	Nov. Percent Change	YTD 2013	YTD 2012	'13 vs. '12	Percent Change
FUEL								
100LL	16,882	20,250	(3,368)	-16.6%	221,593	218,667	2,926	1.3%
Jet A	177,545	174,021	3,524	2.0%	1,873,337	2,032,178	(158,841)	-7.8%
Total Gallons	194,427	194,271	156	0.1%	2,094,930	2,250,845	(155,915)	-6.9%
OPERATIONS								
Local	1,854	2,124	(270)	-12.7%	25,436	27,018	(1,582)	-5.9%
Itinerant	3,683	4,234	(551)	-13.0%	44,947	47,937	(2,990)	-6.2%
Total Ops	5,537	6,358	(821)	-12.9%	70,383	74,955	(4,572)	-6.1%
REGIONAL OPS								
	Nov. '13	Nov. '12	'13 vs. '12	Nov. Percent Change	YTD 2013	YTD 2012	'13 vs. '12	Percent Change
Total OPS								
DuPAGE	5,537	6,358	(821)	-12.9%	70,383	74,955	(4,572)	-6.1%
Palwaukee	5,774	7,105	(1,331)	-18.7%	75,279	79,476	(4,197)	-5.3%
Aurora	4,256	5,657	(1,401)	-24.8%	61,136	64,808	(3,672)	-5.7%
Waukegan	3,085	3,887	(802)	-20.6%	42,528	44,775	(2,247)	-5.0%
State of Illinois	153,166	160,253	(7,087)	-4.4%	1,792,270	1,778,221	14,049	0.8%
Teterboro	14,203	13,279	924	7.0%	148,198	146,045	2,153	1.5%
Van Nuys	20,648	20,329	319	1.6%	248,095	242,045	6,050	2.5%
Centennial	25,235	24,949	286	1.1%	272,091	277,290	(5,199)	-1.9%
Local OPS								
DuPAGE	1,854	2,124	(270)	-12.7%	25,436	27,018	(1,582)	-5.9%
Palwaukee	1,353	1,692	(339)	-20.0%	20,317	19,324	993	5.1%
Aurora	1,879	2,769	(890)	-32.1%	30,192	31,912	(1,720)	-5.4%
Waukegan	1,168	1,750	(582)	-33.3%	19,112	19,920	(808)	-4.1%
State of Illinois	25,941	30,289	(4,348)	-14.4%	311,554	293,372	18,182	6.2%
Teterboro	0	0	0		0	0	0	
Van Nuys	6,952	7,222	(270)	-3.7%	94,901	87,855	7,046	8.0%
Centennial	10,724	11,720	(996)	-8.5%	116,391	118,486	(2,095)	-1.8%
Itinerant OPS								
DuPAGE	3,683	4,234	(551)	-13.0%	44,947	47,937	(2,990)	-6.2%
Palwaukee	4,421	5,413	(992)	-18.3%	54,962	60,152	(5,190)	-8.6%
Aurora	2,377	2,888	(511)	-17.7%	30,944	32,896	(1,952)	-5.9%
Waukegan	1,917	2,137	(220)	-10.3%	23,416	24,855	(1,439)	-5.8%
State of Illinois	127,225	129,964	(2,739)	-2.1%	1,480,716	1,484,849	(4,133)	-0.3%
Teterboro	14,203	13,279	924	7.0%	148,198	146,045	2,153	1.5%
Van Nuys	13,696	13,107	589	4.5%	153,194	154,190	(996)	-0.6%
Centennial	14,511	13,229	1,282	9.7%	155,700	158,804	(3,104)	-2.0%

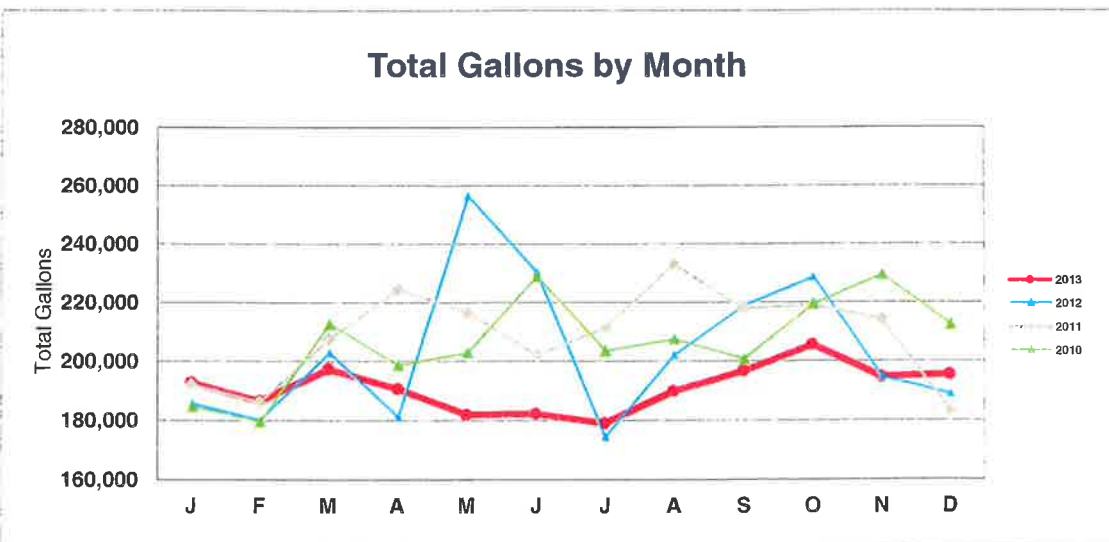
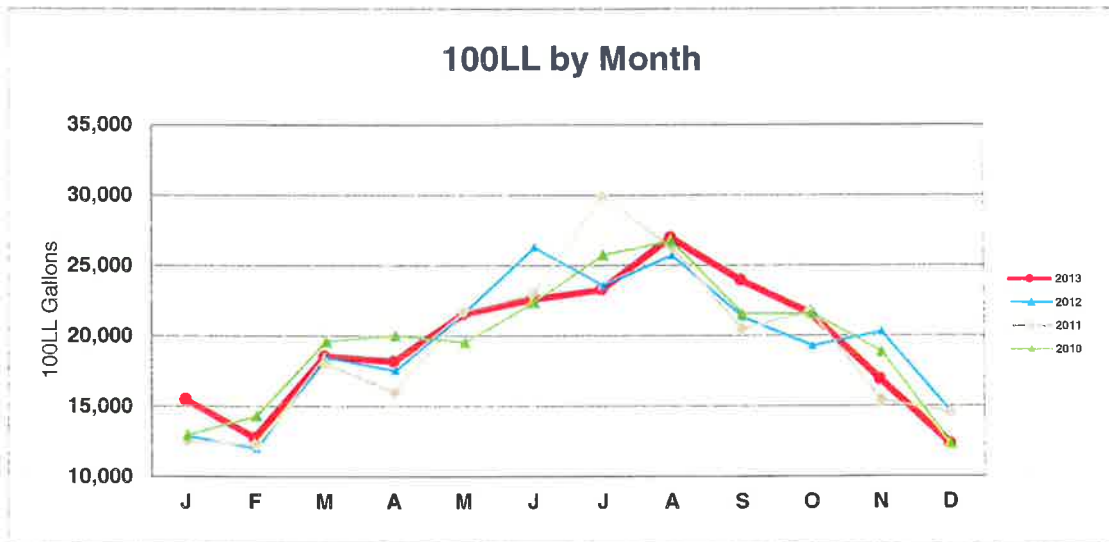
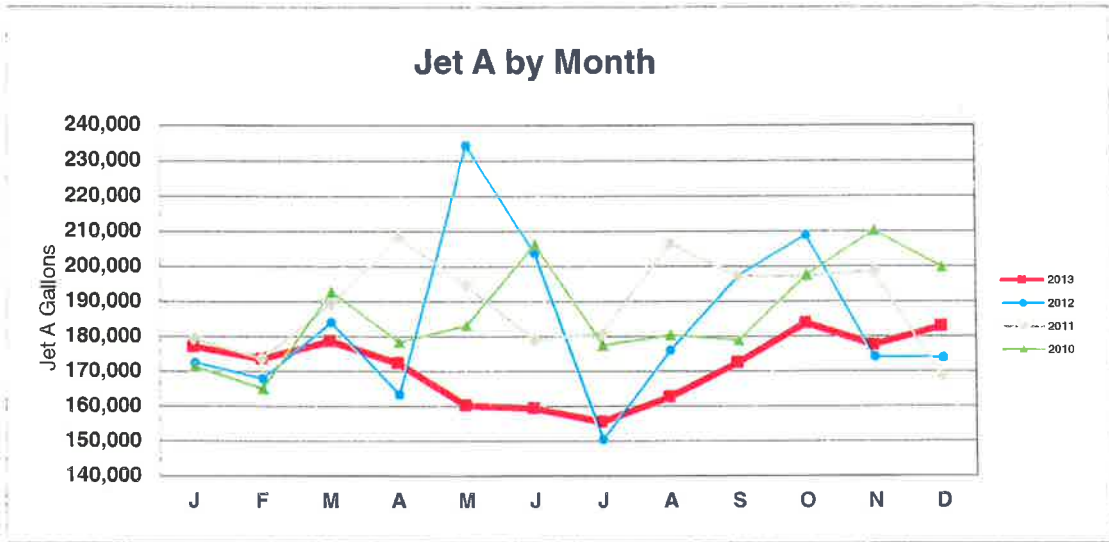


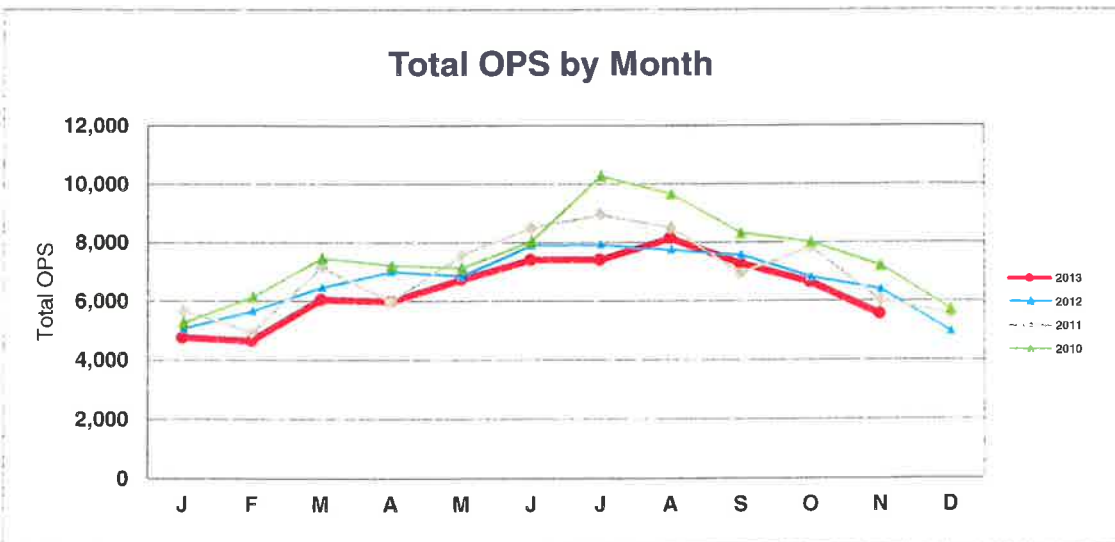
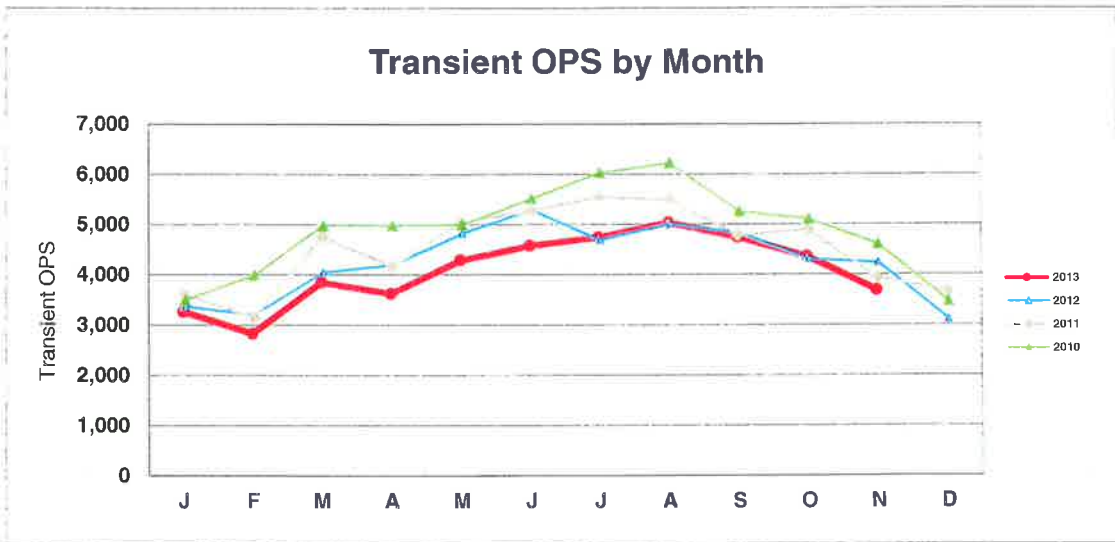
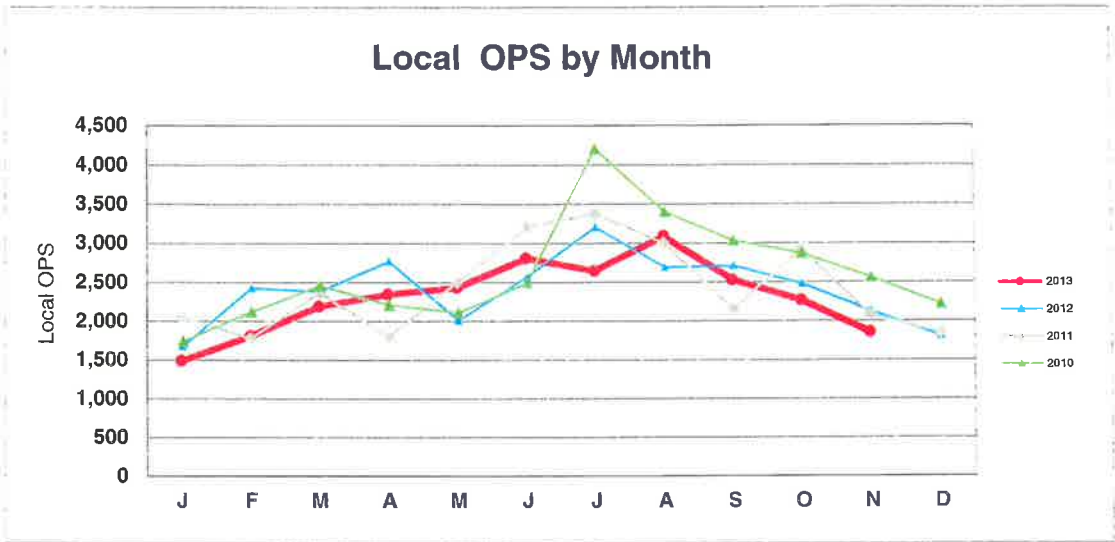
MONTHLY STATISTICS

December 2013

	<u>Dec. '13</u>	<u>Dec. '12</u>	<u>'13 vs. '12</u>	<u>Dec. Percent Change</u>	<u>YTD 2013</u>	<u>YTD 2012</u>	<u>'13 vs. '12</u>	<u>Percent Change</u>
FUEL								
100LL	12,327	14,519	(2,192)	-15.1%	233,920	233,186	734	0.3%
Jet A	182,858	173,944	8,914	5.1%	2,056,195	2,206,122	(149,927)	-6.8%
Total Gallons	195,185	188,463	6,722	3.6%	2,290,115	2,439,308	(149,193)	-6.1%

Please note, operating statistics for December 2013 will not be available from the FAA until 1/20/14.







DUPAGE AIRPORT AUTHORITY

12/31/2013

**FINANCIALS
PRE-AUDIT
COMMISSIONERS**

Board Summary
DuPage Airport Authority
YTD December 2013

	YTD Budget	YTD Actual	Percent Change Actual vs Budget
Beginning Cash Balance- Unrestricted	11,601,929	11,601,929	
Beginning Cash Balance - Restricted	15,874,118	15,874,118	
	<u>27,476,046</u>	<u>27,476,046</u>	
<u>OPERATING REVENUES</u>			
Airport Operations	4,374,898	4,500,370	3%
Flight Center Fuel Operations	12,257,310	11,656,234	-5%
Prairie Landing Golf Club	2,836,818	2,692,077	-5%
TOTAL OPERATING REVENUES	19,469,026	18,848,681	-3%
<u>OPERATING EXPENSES</u>			
Airport Operations	6,115,275	6,054,276	-1%
Flight Center Fuel Operations	10,652,941	9,844,141	-8%
Prairie Landing Golf Club	2,575,605	2,445,075	-5%
TOTAL OPERATING EXPENSES	19,343,821	18,343,492	-5%
Net Profit from Operations	125,205	505,189	303%
<u>NON-OPERATING REVENUES</u>			
Miscellaneous Taxes	53,500	57,442	7%
Property Taxes/Abatements	5,558,000	5,497,093	-1%
Federal & State Grants	0	238,347	0%
Interest Income	150,000	94,468	-37%
Unrealized Gain/Loss from Investments	0	(249,669)	0%
Gain/(Loss) on Sale of Fixed Assets	55,000	108,787	98%
TOTAL NON-OPERATING REVENUES	5,816,500	5,746,469	-1%
<u>NON-OPERATING EXPENSES</u>			
Property Tax (DAA)	198,000	196,756	-1%
Property Tax (PLGC)	256,000	247,305	-3%
CenterPoint Advance - Interest	0	0	0%
TOTAL NON-OPERATING EXPENSES	454,000	444,061	-2%
Net Profit from Non-Operations	5,362,500	5,302,408	-1%
Net Profit Excluding Depreciation	5,487,705	5,807,597	6%
Total YTD Revenues	25,285,526	24,595,150	-3%
Total YTD Expenditures	19,797,821	18,787,554	-5%
CAPITAL DEVELOPMENT PROGRAMS	16,873,250	5,217,888	-69%
MAJOR MAINTENANCE	732,340	316,765	-57%
FUTURE PROJECT EXPENSE	0	29,134	0%
Adjustment for Non-Cash Activities	0	(386,164)	
Cash Balance - Ending	15,358,161	27,333,693	78%

DUPAGE AIRPORT AUTHORITY
COMBINING BALANCE SHEET
Month of December 2013

	AIRPORT OPERATIONS	DuPAGE FLIGHT CENTER	PRAIRIE LANDING GOLF CLUB	TOTALS
ASSETS				
Current Assets				
Cash & Cash Equivalents	27,330,540	200	2,953	27,333,693
Receivables				
Property Taxes	5,997,045	-	-	5,997,045
Interest	51,249	-	-	51,249
Accounts Receivable	266,702	266,292	11,943	544,937
Due To/From DuPage Flight Center	74,236	-	-	74,236
Due To/From Prairie Landing Golf Club	863,217	-	-	863,217
Due To/From DuPage Bus. Park Owner Assoc.	10,000	-	-	10,000
Due To/From DuPage Airport Authority	-	(74,236)	-	(74,236)
Due To/From DuPage Airport Authority	-	-	(40,131)	(40,131)
Prepaid Expenses	357,824	22,349	5,949	386,122
Vehicle Fuel Inventory	27,865	-	-	27,865
Inventories	-	211,443	71,040	282,483
Total Current Assets	34,978,679	426,048	51,753	35,456,480
Other Assets				
Intangible Water Rights	454,680	-	-	454,680
Intangible Fuel Acquisition	-	1,000,000	-	1,000,000
Total Other Assets	454,680	1,000,000	-	1,454,680
Capital Assets				
Cost	289,580,932	934,560	2,998,088	293,513,579
Construction in Progress	15,644,636	-	-	15,644,636
	305,225,568	934,560	2,998,088	309,158,215
Accumulated Depreciation/Amortization	(161,197,400)	(1,755,015)	(2,667,989)	(165,620,404)
Total Capital Assets	144,028,168	(820,455)	330,099	143,537,811
TOTAL ASSETS	179,461,526	605,593	381,852	180,448,971

DUPAGE AIRPORT AUTHORITY
COMBINING BALANCE SHEET
Month of December 2013

	AIRPORT OPERATIONS	DuPAGE FLIGHT CENTER	PRAIRIE LANDING GOLF CLUB	TOTALS
LIABILITIES				
.Current Liabilities				
Accounts Payable	150,089	243,294	12,594	405,976
Accrued Liabilities	604,674	170,341	344,768	1,119,783
Due to/from DuPage Airport Authority	-	-	823,085	823,085
Deferred Income - Operations	2,137,221	47,798	-	2,185,019
Deferred Income Property Taxes	5,997,055	-	-	5,997,055
Deferred Income Land	105,000	-	-	105,000
Total Current Liabilities	8,994,039	461,433	1,180,447	10,635,919
Long-Term Liabilities				
Security Deposits	112,042	-	62,065	174,106
Total Long-Term Liabilities	112,042	-	62,065	174,106
TOTAL LIABILITIES	9,106,081	461,433	1,242,511	10,810,025
NET ASSETS				
Net Assets				
Investment in Capital Assets, January 1	146,865,300	215,042	464,654	147,544,996
Changes in Net Capital Assets	1,236,891	-	(33,656)	1,203,235
Net Investment in Capital Assets	148,102,191	215,042	430,998	148,748,231
Restricted Future Capital Assets, January 1	19,044,956	-	-	19,044,956
Changes in Future Capital Assets	-	-	-	-
Net Restricted Future Capital Assets	19,044,956	-	-	19,044,956
Unrestricted Net Assets, January 1	4,287,957	2,448,121	(924,451)	5,811,626
Changes in Net Capital Assets	(1,236,891)	-	33,656	(1,203,235)
Net Income (Loss)	(4,386,939)	1,773,927	(149,622)	(2,762,633)
Intrafund Transfers - Transfer from Tech Park	2,037,376	(2,037,376)	-	-
Net Unrestricted Assets	701,503	2,184,672	(1,040,416)	1,845,758
TOTAL NET ASSETS	167,848,650	2,399,715	(609,419)	169,638,946
TOTAL LIABILITIES AND NET ASSETS	176,954,731	2,861,148	633,093	180,448,971

DUPAGE AIRPORT AUTHORITY
STATEMENT OF REVENUES AND EXPENSES
YTD December 2013

	AIRPORT OPERATIONS	DuPAGE FLIGHT CENTER	PRAIRIE LANDING GOLF CLUB	TOTALS
Revenues				
Field Operations	1,268,818	0	0	1,268,818
Building Operations	2,863,559	0	0	2,863,559
Flight Center Building	223,175	0	0	223,175
Administrative	144,817	0	0	144,817
Fuel and Oil Sales	0	11,392,474	0	11,392,474
De-ice, Lav Service, Preheats, APU, Tows	0	58,149	0	58,149
Overnight Fees - Transient	0	25,404	0	25,404
Hangar Rental	0	139,219	0	139,219
Golf Operations	0	0	1,584,433	1,584,433
Food and Beverage	0	28,676	268,150	296,826
Kitty Hawk Deli	0	0	16,634	16,634
Banquet	0	0	817,099	817,099
Miscellaneous	0	12,313	5,761	18,074
Total Revenues	4,500,370	11,656,234	2,692,077	18,848,681
Cost of Sales				
Field Operations	1,638,336	0	0	1,638,336
Building Operations	1,019,631	0	0	1,019,631
Flight Center Building	243,289	0	0	243,289
Shop Equipment	426,064	0	0	426,064
Fuel and Oil	0	7,897,494	0	7,897,494
Maintenance	0	187,323	0	187,323
Credit Card Expense	0	150,580	46,348	196,928
Golf Course Maintenance	0	0	725,382	725,382
Golf Operations	0	0	332,925	332,925
Food and Beverage	0	70,788	388,728	459,515
Kitty Hawk - Deli	0	0	16,634	16,634
Banquet	0	0	368,046	368,046
Total Cost of Sales	3,327,320	8,306,185	1,878,063	13,511,567
Gross Profit/(Loss)	1,173,050	3,350,050	814,014	5,337,114
General and Administrative				
Administration	2,171,437	1,503,325	567,012	4,241,774
Commissioners	95,477	0	0	95,477
Business Development & Marketing	120,679	34,631	0	155,311
Accounting	339,363	0	0	339,363
Total General & Administrative	2,726,956	1,537,957	567,012	4,831,925
Operating Income (Loss) Before Depreciation & Principal Reductions	(1,553,906)	1,812,093	247,002	505,189
Non Operating Revenues (Expenses)				
Taxes - Property	5,497,093	0	0	5,497,093
Taxes - Other	57,442	0	0	57,442
Taxes - Paid	(196,756)	0	(247,305)	(444,061)
Federal & State Grants	238,347	0	0	238,347
Interest Income	94,467	1	1	94,468
Unrealized Gain/Loss from Investments	(249,669)	0	0	(249,669)
Amortization (Expense)	0	0	0	0
Gain on Sale of Fixed Assets	108,787	0	0	108,787
Other Revenue (Expenses)	(0)	0	0	(0)
Total Non Operating Revenues (Expenses)	5,549,711	1	(247,304)	5,302,408
Net Income (Loss) before adjustments	3,995,805	1,812,094	(302)	5,807,597
Depreciation	8,051,610	38,167	134,555	8,224,331
Major Maintenance Expense	302,000	0	14,765	316,765
Future Project Expense	29,134	0	0	29,134
Net Income	(4,386,939)	1,773,927	(149,622)	(2,762,633)

Total DuPage Airport Authority
STATEMENT OF REVENUES AND EXPENSES
For the Month Ending 12/31/2013

	Month			YTD			2013 Annual			Month			YTD		
	12/31/2013		Variance	12/31/2013		Variance	12/31/2013		Budget	12/31/2013		Variance	12/31/2013		Variance
	Actual	Budget		Actual	Budget		Actual	Budget		2013	2012		2013	2012	
REVENUES															
Airport Operations	\$ 374,926	\$ 4,374,898	\$ 1,25,471	\$ 4,374,898	\$ 4,374,898	\$ 1,25,471	\$ 4,374,898	\$ 4,374,898	\$ 898,251	\$ (523,325)	\$ 4,500,370	\$ 5,213,631	\$ (713,262)		
Prairie Landing Golf Club	\$ 61,511	\$ 79,956	\$ (18,445)	\$ 79,956	\$ 79,956	\$ (18,445)	\$ 79,956	\$ 89,821	\$ (8,865)	\$ (9,507)	\$ 2,692,077	\$ 2,826,279	\$ (134,202)		
DuPage Flight Center	\$ 974,527	\$ 995,713	\$ (21,186)	\$ 995,713	\$ 12,257,310	\$ (601,076)	\$ 11,656,234	\$ 12,257,310	\$ 952,474	\$ 22,053	\$ 11,656,234	\$ 12,451,812	\$ (795,577)		
Total Revenues	\$ 1,410,964	\$ 1,427,807	\$ (16,843)	\$ 1,427,807	\$ 19,469,026	\$ (620,345)	\$ 18,848,681	\$ 19,469,026	\$ 1,940,545	\$ (529,581)	\$ 18,848,681	\$ 20,491,722	\$ (1,643,041)		
COST OF SALES															
Airport Operations	\$ 389,718	\$ 328,058	\$ 61,660	\$ 328,058	\$ 3,361,754	\$ (34,434)	\$ 3,327,320	\$ 3,361,754	\$ 331,349	\$ 58,368	\$ 3,327,320	\$ 3,080,127	\$ 247,193		
Prairie Landing Golf Club	\$ 133,827	\$ 112,074	\$ 21,753	\$ 112,074	\$ 1,980,144	\$ (148,430)	\$ 1,831,715	\$ 1,980,144	\$ 143,334	\$ (9,507)	\$ 1,831,715	\$ 1,865,120	\$ (33,405)		
DuPage Flight Center	\$ 747,681	\$ 740,152	\$ 7,529	\$ 740,152	\$ 9,037,784	\$ (731,599)	\$ 8,306,185	\$ 9,037,784	\$ 871,858	\$ (124,177)	\$ 8,306,185	\$ 9,023,501	\$ (717,316)		
Total Cost of Sales	\$ 1,271,226	\$ 1,180,284	\$ 90,943	\$ 1,180,284	\$ 14,379,682	\$ (914,463)	\$ 13,465,219	\$ 14,379,682	\$ 1,346,542	\$ (75,316)	\$ 13,465,219	\$ 13,968,748	\$ (503,528)		
Gross Profit/(Loss)	\$ 139,737	\$ 247,523	\$ (107,785)	\$ 247,523	\$ 5,089,344	\$ 294,118	\$ 5,383,462	\$ 5,089,344	\$ 594,003	\$ (454,266)	\$ 5,383,462	\$ 6,522,974	\$ (1,139,512)		
GENERAL AND ADMINISTRATIVE															
Airport Operations	\$ 238,646	\$ 270,497	\$ (31,850)	\$ 270,497	\$ 2,753,521	\$ (26,565)	\$ 2,726,956	\$ 2,753,521	\$ 554,356	\$ (315,710)	\$ 2,726,956	\$ 2,825,885	\$ (98,929)		
Prairie Landing Golf Club	\$ 40,790	\$ 50,823	\$ (10,033)	\$ 50,823	\$ 595,461	\$ (17,900)	\$ 613,361	\$ 595,461	\$ 66,321	\$ (25,542)	\$ 613,361	\$ 613,261	\$ 100		
DuPage Flight Center	\$ 186,558	\$ 174,952	\$ 11,606	\$ 174,952	\$ 1,615,157	\$ (77,200)	\$ 1,537,957	\$ 1,615,157	\$ 160,196	\$ 26,362	\$ 1,537,957	\$ 1,488,982	\$ 48,975		
Total G&A Costs	\$ 465,994	\$ 496,271	\$ (30,278)	\$ 496,271	\$ 4,964,139	\$ (85,866)	\$ 4,878,273	\$ 4,964,139	\$ 780,883	\$ (314,890)	\$ 4,878,273	\$ 4,928,127	\$ (49,854)		
Operating Income/(Loss)	\$ (326,256)	\$ (248,749)	\$ (77,508)	\$ (248,749)	\$ 125,205	\$ 379,984	\$ 505,189	\$ 125,205	\$ (186,880)	\$ (139,376)	\$ 505,189	\$ 1,594,847	\$ (1,089,659)		
NON-OPERATING REVENUES/(EXPENSES)															
Property and Other Tax Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Property Tax Expenses	\$ 68,639	\$ 3,000	\$ 65,639	\$ 3,000	\$ 5,611,500	\$ (56,965)	\$ 5,554,535	\$ 5,611,500	\$ 30,647	\$ 37,992	\$ 5,554,535	\$ 6,091,692	\$ (537,156)		
Federal & State Grants	\$ -	\$ -	\$ -	\$ -	\$ (444,061)	\$ 9,939	\$ (444,061)	\$ (444,061)	\$ (1,700)	\$ 1,700	\$ (444,061)	\$ (433,070)	\$ (10,991)		
Interest Income	\$ (17,700)	\$ 12,500	\$ (30,200)	\$ 12,500	\$ 150,000	\$ (55,533)	\$ 94,467	\$ 150,000	\$ 2,718	\$ (20,418)	\$ 94,467	\$ 28,002	\$ 66,464		
Unrealized Gain/Loss from Investments	\$ (73,760)	\$ -	\$ (73,760)	\$ -	\$ -	\$ (249,669)	\$ (249,669)	\$ -	\$ -	\$ (73,760)	\$ (249,669)	\$ -	\$ (249,669)		
Gain on Sale of Fixed Assets	\$ -	\$ 4,583	\$ (4,583)	\$ 4,583	\$ 55,000	\$ 53,787	\$ 108,787	\$ 55,000	\$ 1,916	\$ (1,916)	\$ 108,787	\$ 4,324,243	\$ (4,215,456)		
Total Non-Operating Revenues/(Expenses)	\$ (22,820)	\$ 20,083	\$ (42,904)	\$ 20,083	\$ 5,362,500	\$ (60,094)	\$ 5,302,406	\$ 5,362,500	\$ 33,582	\$ (56,402)	\$ 5,302,406	\$ 10,010,867	\$ (4,708,461)		
Net Income/(Loss) before Depreciation	\$ (349,077)	\$ (228,666)	\$ (120,411)	\$ (228,666)	\$ 5,487,705	\$ 319,890	\$ 5,807,595	\$ 5,487,705	\$ (153,299)	\$ (195,778)	\$ 5,807,595	\$ 11,605,714	\$ (5,798,119)		
Depreciation	\$ 678,951	\$ 659,900	\$ 19,051	\$ 659,900	\$ 7,918,797	\$ 305,535	\$ 8,224,331	\$ 7,918,797	\$ 339,630	\$ 339,321	\$ 8,224,331	\$ 8,915,951	\$ (691,619)		
Net Income/(Loss) after Depreciation	\$ (1,028,027)	\$ (888,565)	\$ (139,462)	\$ (888,565)	\$ (2,431,092)	\$ 14,355	\$ (2,416,736)	\$ (2,431,092)	\$ (492,928)	\$ (535,099)	\$ (2,416,736)	\$ 2,689,763	\$ (5,106,500)		
Major Maintenance	\$ 46,500	\$ 61,028	\$ (14,529)	\$ 61,028	\$ 732,340	\$ (415,575)	\$ 316,765	\$ 732,340	\$ -	\$ 46,500	\$ 316,765	\$ -	\$ 316,765		
Engineering Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,134	\$ 29,134	\$ -	\$ -	\$ -	\$ 29,134	\$ -	\$ 29,134		
Net Income/(Loss)	\$ (1,074,527)	\$ (949,594)	\$ (124,933)	\$ (949,594)	\$ (3,163,432)	\$ 400,797	\$ (2,762,635)	\$ (3,163,432)	\$ (492,928)	\$ (581,599)	\$ (2,762,635)	\$ 2,689,763	\$ (5,452,398)		

Airport and Administration
STATEMENT OF REVENUES AND EXPENSES

For the Month Ending 12/31/2013

	Month				YTD				Month				YTD			
	Actual		Budget		Actual		Budget		Actual		Budget		Actual		Budget	
		Variance		Variance		Variance		Variance		Variance		Variance		Variance		Variance
REVENUES																
Administrative	\$ 15,780	\$ 11,362	\$ 4,418	\$ 144,817	\$ 136,344	\$ 8,473	\$ 1,651,814	\$ 1,651,814	\$ -	\$ 15,780	\$ 564,037	\$ (548,257)	\$ 144,817	\$ 702,052	\$ (57,235)	
Field Operations	\$ 95,107	\$ 96,847	\$ (1,740)	\$ 1,268,818	\$ 1,231,796	\$ 37,022	\$ 1,037,456	\$ 1,037,456	\$ -	\$ 95,107	\$ 76,865	\$ 18,243	\$ 1,268,818	\$ 1,145,594	\$ 123,224	
Building Operations	\$ 244,516	\$ 225,349	\$ 19,167	\$ 2,863,559	\$ 2,783,798	\$ 79,761	\$ 236,705	\$ 236,705	\$ -	\$ 244,516	\$ 240,783	\$ 3,733	\$ 2,863,559	\$ 3,163,196	\$ (299,637)	
Flight Center	\$ 19,523	\$ 18,580	\$ 943	\$ 223,175	\$ 223,960	\$ 215	\$ 435,779	\$ 435,779	\$ -	\$ 19,523	\$ 16,565	\$ 2,957	\$ 223,175	\$ 202,789	\$ 20,386	
Total Revenues	\$ 374,926	\$ 352,138	\$ 22,788	\$ 4,500,370	\$ 4,374,898	\$ 125,471	\$ 3,367,754	\$ 3,367,754	\$ -	\$ 374,926	\$ 898,251	\$ (523,325)	\$ 4,500,370	\$ 5,213,631	\$ (713,262)	
COST OF SALES																
Field Operations	\$ 174,008	\$ 165,155	\$ 8,853	\$ 1,638,336	\$ 1,651,814	\$ (13,478)	\$ 1,651,814	\$ 1,651,814	\$ -	\$ 174,008	\$ 159,209	\$ 14,799	\$ 1,638,336	\$ 1,491,066	\$ 147,270	
Building Operations	\$ 123,246	\$ 100,493	\$ 22,753	\$ 1,019,631	\$ 1,037,456	\$ (17,825)	\$ 1,037,456	\$ 1,037,456	\$ -	\$ 123,246	\$ 91,666	\$ 31,579	\$ 1,019,631	\$ 956,109	\$ 63,522	
Flight Center	\$ 22,459	\$ 19,725	\$ 2,734	\$ 243,289	\$ 236,705	\$ 6,584	\$ 236,705	\$ 236,705	\$ -	\$ 22,459	\$ 30,484	\$ (8,025)	\$ 243,289	\$ 250,961	\$ (7,672)	
Shop Equip. Operations	\$ 70,005	\$ 42,685	\$ 27,320	\$ 426,064	\$ 435,779	\$ (9,715)	\$ 435,779	\$ 435,779	\$ -	\$ 70,005	\$ 49,990	\$ 20,015	\$ 426,064	\$ 381,991	\$ 44,073	
Total Cost of Sales	\$ 389,718	\$ 328,058	\$ 61,660	\$ 3,327,320	\$ 3,367,754	\$ (40,434)	\$ 3,367,754	\$ 3,367,754	\$ -	\$ 389,718	\$ 331,349	\$ 58,368	\$ 3,327,320	\$ 3,080,127	\$ 247,193	
Gross Profit/(Loss)	\$ (14,792)	\$ 24,080	\$ (38,872)	\$ 1,173,050	\$ 1,013,144	\$ 159,905	\$ 1,013,144	\$ 1,013,144	\$ -	\$ (14,792)	\$ 566,901	\$ (581,693)	\$ 1,173,050	\$ 2,133,504	\$ (960,455)	
GENERAL AND ADMINISTRATIVE																
Administrative	\$ 195,847	\$ 208,852	\$ (13,005)	\$ 2,171,437	\$ 2,128,654	\$ 42,783	\$ 2,128,654	\$ 2,128,654	\$ -	\$ 195,847	\$ 492,604	\$ (296,757)	\$ 2,171,437	\$ 2,254,043	\$ (82,606)	
Commissioners	\$ 9,696	\$ 9,024	\$ 672	\$ 95,477	\$ 108,285	\$ (12,808)	\$ 108,285	\$ 108,285	\$ -	\$ 9,696	\$ 16,198	\$ (6,502)	\$ 95,477	\$ 114,973	\$ (19,496)	
Business Dev./Marketing	\$ 11,319	\$ 17,936	\$ (6,616)	\$ 120,679	\$ 194,604	\$ (73,925)	\$ 194,604	\$ 194,604	\$ -	\$ 11,319	\$ 14,617	\$ (3,297)	\$ 120,679	\$ 190,557	\$ (69,877)	
Accounting	\$ 21,784	\$ 34,685	\$ (12,901)	\$ 339,363	\$ 321,978	\$ 17,384	\$ 321,978	\$ 321,978	\$ -	\$ 21,784	\$ 30,937	\$ (9,153)	\$ 339,363	\$ 266,312	\$ 73,051	
Total G&A Costs	\$ 238,646	\$ 270,497	\$ (31,850)	\$ 2,726,956	\$ 2,753,521	\$ (26,565)	\$ 2,753,521	\$ 2,753,521	\$ -	\$ 238,646	\$ 554,356	\$ (315,710)	\$ 2,726,956	\$ 2,825,885	\$ (98,929)	
Operating Income/(Loss)	\$ (253,438)	\$ (246,417)	\$ (7,021)	\$ (1,553,906)	\$ (1,740,377)	\$ 186,471	\$ (1,740,377)	\$ (1,740,377)	\$ -	\$ (253,438)	\$ 12,545	\$ (265,984)	\$ (1,553,906)	\$ (692,380)	\$ (861,526)	
NON-OPERATING REVENUES/(EXPENSES)																
Property and Other Tax Revenue	\$ 68,639	\$ 3,000	\$ 65,639	\$ 5,554,535	\$ 5,611,500	\$ (56,965)	\$ 5,611,500	\$ 5,611,500	\$ -	\$ 68,639	\$ 30,647	\$ 37,992	\$ 5,554,535	\$ 6,091,692	\$ (537,156)	
Property Tax Expenses	\$ -	\$ -	\$ -	\$ (196,756)	\$ (198,000)	\$ 1,244	\$ (198,000)	\$ (198,000)	\$ -	\$ -	\$ (1,700)	\$ 1,700	\$ (196,756)	\$ (188,859)	\$ (7,897)	
Federal & State Grants	\$ -	\$ -	\$ -	\$ 238,347	\$ -	\$ 238,347	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 238,347	\$ -	\$ 238,347	
Interest Income	\$ (17,700)	\$ 12,500	\$ (30,200)	\$ 94,467	\$ 150,000	\$ (55,533)	\$ 150,000	\$ 150,000	\$ -	\$ (17,700)	\$ 2,718	\$ (20,418)	\$ 94,467	\$ 28,002	\$ 66,464	
Unrealized Gain/Loss from Investments	\$ (73,760)	\$ -	\$ (73,760)	\$ (249,669)	\$ -	\$ (249,669)	\$ -	\$ -	\$ -	\$ (73,760)	\$ -	\$ (73,760)	\$ (249,669)	\$ -	\$ (249,669)	
Gain on Sale of Fixed Assets	\$ -	\$ 4,583	\$ (4,583)	\$ 108,787	\$ 55,000	\$ 53,787	\$ 55,000	\$ 55,000	\$ -	\$ -	\$ 1,916	\$ (1,916)	\$ 108,787	\$ 4,324,243	\$ (4,215,456)	
Total Non-Operating Revenues/(Expenses)	\$ (22,820)	\$ 20,083	\$ (42,904)	\$ 5,549,711	\$ 5,618,500	\$ (68,789)	\$ 5,618,500	\$ 5,618,500	\$ -	\$ (22,820)	\$ 33,582	\$ (56,402)	\$ 5,549,711	\$ 10,355,078	\$ (4,705,367)	
Net Income/(Loss) before Depreciation	\$ (276,259)	\$ (226,333)	\$ (49,926)	\$ 3,995,805	\$ 3,878,123	\$ 117,682	\$ 3,878,123	\$ 3,878,123	\$ -	\$ (276,259)	\$ 46,127	\$ (322,386)	\$ 3,995,805	\$ 9,562,697	\$ (5,566,893)	
Depreciation	\$ 665,413	\$ 645,500	\$ 19,913	\$ 8,051,610	\$ 7,746,000	\$ 305,610	\$ 7,746,000	\$ 7,746,000	\$ -	\$ 665,413	\$ 322,325	\$ 343,088	\$ 8,051,610	\$ 8,706,052	\$ (654,442)	
Net Income/(Loss) after Depreciation	\$ (941,672)	\$ (871,833)	\$ (69,838)	\$ (4,055,805)	\$ (3,867,877)	\$ (187,928)	\$ (3,867,877)	\$ (3,867,877)	\$ -	\$ (941,672)	\$ (276,198)	\$ (665,473)	\$ (4,055,805)	\$ 856,645	\$ (4,912,450)	
Major Maintenance	\$ 143,741	\$ 56,220	\$ 87,521	\$ 302,000	\$ 674,640	\$ (372,640)	\$ 674,640	\$ 674,640	\$ -	\$ 143,741	\$ -	\$ 143,741	\$ 302,000	\$ -	\$ 302,000	
Engineering Costs	\$ -	\$ -	\$ -	\$ 29,134	\$ -	\$ 29,134	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,134	\$ -	\$ 29,134	
Net Income/(Loss)	\$ (1,085,413)	\$ (928,053)	\$ (157,360)	\$ (4,386,939)	\$ (4,542,517)	\$ 155,578	\$ (4,542,517)	\$ (4,542,517)	\$ -	\$ (1,085,413)	\$ (276,198)	\$ (809,215)	\$ (4,386,939)	\$ 856,645	\$ (5,243,584)	

DuPage Flight Center
STATEMENT OF REVENUES AND EXPENSES
For the Month Ending 12/31/2013

	Month				2013 Annual		YTD					
	Budget		Variance		Actual	Budget	2013		2012		Variance	
	Actual	Budget	Variance	Budget			2013	2012	2013	2012		
REVENUES												
Hanger Rentals	\$ 18,494	\$ 12,337	\$ 6,157	\$ 139,219	\$ 148,000	\$ (8,781)	\$ 148,000	\$ 139,219	\$ 154,520	\$ (15,301)	\$ 15,301	
Ramp Tie Downs & Overnight fees	\$ 492	\$ 2,250	\$ (1,758)	\$ 25,404	\$ 27,000	\$ (1,596)	\$ 27,000	\$ 25,404	\$ 39,805	\$ (14,401)	\$ 14,401	
Fuel and Oil Sales	\$ 945,685	\$ 972,682	\$ (26,997)	\$ 11,392,474	\$ 11,980,985	\$ (588,511)	\$ 11,980,985	\$ 11,392,474	\$ 12,197,811	\$ (805,338)	\$ 805,338	
Volume Rebate	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (37,428)	\$ 37,428	\$ 37,428	
Line Service Other	\$ 6,694	\$ 4,702	\$ 1,991	\$ 58,149	\$ 56,425	\$ 1,724	\$ 56,425	\$ 58,149	\$ 45,845	\$ 12,304	\$ 12,304	
Aircraft Catering	\$ 2,060	\$ 3,000	\$ (940)	\$ 28,676	\$ 36,000	\$ (7,324)	\$ 36,000	\$ 28,676	\$ 40,979	\$ (12,303)	\$ 12,303	
Customs Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Non Airfield Rent/Lease/Maintenance Revenue	\$ 1,102	\$ 742	\$ 361	\$ 12,313	\$ 8,900	\$ 3,413	\$ 8,900	\$ 12,313	\$ 10,280	\$ 2,033	\$ 2,033	
Total Revenue	\$ 974,527	\$ 995,713	\$ (21,186)	\$ 11,656,234	\$ 12,257,310	\$ (601,076)	\$ 12,257,310	\$ 11,656,234	\$ 12,451,812	\$ (795,577)	\$ (795,577)	
COST OF SALES												
Fuel and Oil Cost of Sales	\$ 689,840	\$ 694,625	\$ (4,785)	\$ 7,863,525	\$ 8,574,463	\$ (710,938)	\$ 8,574,463	\$ 7,863,525	\$ 8,545,911	\$ (682,386)	\$ 682,386	
De Ice Cost of Goods	\$ 17,782	\$ 9,000	\$ 8,782	\$ 33,969	\$ 25,000	\$ 8,969	\$ 25,000	\$ 17,782	\$ 15,654	\$ 18,315	\$ 18,315	
Credit Card Expense	\$ 12,995	\$ 13,917	\$ (922)	\$ 150,580	\$ 167,000	\$ (16,420)	\$ 167,000	\$ 12,995	\$ 173,255	\$ (22,675)	\$ 22,675	
Food - COGS	\$ 9,733	\$ 7,179	\$ 2,554	\$ 70,788	\$ 86,150	\$ (15,362)	\$ 86,150	\$ 9,733	\$ 97,212	\$ (26,424)	\$ 26,424	
Maintenance	\$ 17,331	\$ 15,431	\$ 1,900	\$ 187,323	\$ 185,171	\$ 2,152	\$ 185,171	\$ 17,331	\$ 191,470	\$ (4,147)	\$ 4,147	
Total Cost of Sales	\$ 747,681	\$ 740,152	\$ 7,530	\$ 8,306,185	\$ 9,037,784	\$ (731,599)	\$ 9,037,784	\$ 8,306,185	\$ 9,023,501	\$ (717,316)	\$ (717,316)	
Gross Profit/(Loss)	\$ 226,845	\$ 255,561	\$ (28,716)	\$ 3,350,050	\$ 3,219,526	\$ 130,524	\$ 3,219,526	\$ 3,350,050	\$ 3,428,311	\$ (78,261)	\$ (78,261)	
GENERAL AND ADMINISTRATIVE												
Operating Income/(Loss)	\$ 186,558	\$ 174,952	\$ 11,606	\$ 1,637,957	\$ 1,615,157	\$ (22,799)	\$ 1,615,157	\$ 186,558	\$ 1,488,982	\$ 126,175	\$ 126,175	
Investment Income	\$ -	\$ -	\$ -	\$ 1	\$ -	\$ 1	\$ -	\$ -	\$ 3	\$ (2)	\$ (2)	
Net Income/(Loss) before Depreciation	\$ 40,287	\$ 80,609	\$ (40,321)	\$ 1,812,093	\$ 1,604,369	\$ 207,725	\$ 1,604,369	\$ 1,812,093	\$ 1,939,379	\$ (127,286)	\$ (127,286)	
Depreciation	\$ 2,325	\$ 3,181	\$ (856)	\$ 38,167	\$ 38,172	\$ (5)	\$ 38,172	\$ 2,325	\$ 52,975	\$ (50,650)	\$ 50,650	
Net Income/(Loss)	\$ 37,963	\$ 77,428	\$ (39,465)	\$ 1,773,927	\$ 1,566,197	\$ 207,731	\$ 1,566,197	\$ 1,773,927	\$ 1,886,357	\$ (112,430)	\$ (112,430)	

Prairie Landing Golf Club
STATEMENT OF REVENUES AND EXPENSES
For the Month Ending 12/31/2013

	YTD				Month				YTD					
	2013		2012		2013		2012		2013		2012		2013	
	Actual	Variance	Budget	Variance	Actual	Variance	Budget	Variance	Actual	Variance	Budget	Variance	Actual	Variance
REVENUES														
P100 - Golf Administration	\$ 666	\$ 25	\$ 641	\$ 2,386	\$ 5,761	\$ 3,375	\$ 2,386	\$ 114	\$ 552	\$ 5,761	\$ 3,963	\$ 1,798	\$ 1,584,433	\$ 1,724,182
P300 - Golf Operations	\$ 2,557	\$ (943)	\$ 1,696,000	\$ (1,115,667)	\$ 1,584,433	\$ 1,696,000	\$ (1,115,667)	\$ 22,063	\$ (19,506)	\$ 1,584,433	\$ 1,724,182	\$ (139,748)	\$ 268,150	\$ 272,001
P400 - Food and Beverage	\$ -	\$ -	\$ 260,000	\$ 8,150	\$ 268,150	\$ 260,000	\$ 8,150	\$ 1,313	\$ (1,313)	\$ 268,150	\$ 272,001	\$ (3,851)	\$ 485,803	\$ 485,803
P500 - Weddings	\$ -	\$ (26,477)	\$ 43,799	\$ (43,799)	\$ 485,803	\$ 529,542	\$ (43,799)	\$ 63,395	\$ (63,395)	\$ 485,803	\$ 516,753	\$ (289,249)	\$ 178,406	\$ 178,406
P600 - Private Events	\$ 56,208	\$ 46,104	\$ 10,104	\$ 17,031	\$ 178,406	\$ 161,375	\$ 17,031	\$ -	\$ -	\$ 178,406	\$ -	\$ -	\$ 152,890	\$ 152,890
P700 - Golf Outings	\$ (549)	\$ -	\$ 9,564	\$ (26,566)	\$ 152,890	\$ 143,326	\$ 9,564	\$ (549)	\$ (549)	\$ 152,890	\$ -	\$ -	\$ 16,634	\$ 51,081
P900 - Kitty Hawk Café	\$ 2,629	\$ 3,850	\$ (1,221)	\$ (26,566)	\$ 16,634	\$ 43,200	\$ (26,566)	\$ 2,936	\$ (307)	\$ 16,634	\$ 51,081	\$ (34,447)	\$ 2,692,077	\$ 2,826,279
Total Revenue	\$ 61,511	\$ 79,956	\$ (18,445)	\$ (144,741)	\$ 2,692,077	\$ 2,836,818	\$ (144,741)	\$ 89,821	\$ (28,310)	\$ 2,692,077	\$ 2,826,279	\$ (134,202)		
COST OF SALES														
P200 - Golf Maintenance	\$ 60,287	\$ 42,395	\$ 17,892	\$ (25,211)	\$ 725,382	\$ 750,593	\$ (25,211)	\$ 57,624	\$ 2,663	\$ 725,382	\$ 692,761	\$ 32,622	\$ 332,925	\$ 355,695
P300 - Golf Operations	\$ 7,472	\$ 14,738	\$ (7,266)	\$ (9,874)	\$ 332,925	\$ 342,799	\$ (9,874)	\$ 20,009	\$ (12,538)	\$ 332,925	\$ 355,695	\$ 22,770)	\$ 388,728	\$ 248,830
P400 - Food and Beverage	\$ 19,957	\$ 15,386	\$ 4,572	\$ 37,374	\$ 388,728	\$ 351,354	\$ 37,374	\$ 25,243	\$ (5,286)	\$ 388,728	\$ 248,830	\$ 139,897	\$ 323,846	\$ 516,753
P500 - Weddings	\$ 31,819	\$ 24,378	\$ 7,441	\$ (93,491)	\$ 323,846	\$ 417,337	\$ (93,491)	\$ 42,615	\$ (10,796)	\$ 323,846	\$ 516,753	\$ (192,907)	\$ 31,200	\$ -
P600 - Private Events	\$ 13,082	\$ 11,328	\$ 1,754	\$ (8,448)	\$ 31,200	\$ 39,648	\$ (8,448)	\$ -	\$ 13,082	\$ 31,200	\$ -	\$ 31,200	\$ 12,999	\$ 12,999
P700 - Golf Outings	\$ -	\$ -	\$ -	\$ (22,215)	\$ 12,999	\$ 35,214	\$ (22,215)	\$ -	\$ -	\$ 12,999	\$ -	\$ -	\$ 16,634	\$ 51,081
P900 - Kitty Hawk Café	\$ 1,210	\$ 3,850	\$ (2,639)	\$ (26,566)	\$ 16,634	\$ 43,200	\$ (26,566)	\$ (2,157)	\$ 3,367	\$ 16,634	\$ 51,081	\$ (34,447)	\$ 1,831,715	\$ 1,865,120
Total Cost of Sales	\$ 133,827	\$ 112,074	\$ 21,753	\$ (148,450)	\$ 1,831,715	\$ 1,980,144	\$ (148,450)	\$ 149,334	\$ (9,507)	\$ 1,831,715	\$ 1,865,120	\$ (33,405)		
Gross Profit/(Loss)	\$ (72,316)	\$ (32,118)	\$ (40,198)	\$ 3,689	\$ 860,363	\$ 856,674	\$ 3,689	\$ (53,513)	\$ (18,803)	\$ 860,363	\$ 961,159	\$ (100,797)		
GENERAL AND ADMINISTRATIVE														
Operating Income/(Loss)	\$ 40,790	\$ 50,823	\$ (10,033)	\$ 17,900	\$ 613,361	\$ 595,461	\$ 17,900	\$ 66,331	\$ (25,542)	\$ 613,361	\$ 615,261	\$ 100	\$ 247,002	\$ 347,898
Property Tax Expenses	\$ -	\$ -	\$ -	\$ (8,695)	\$ -	\$ 256,000	\$ (8,695)	\$ -	\$ -	\$ -	\$ 244,211	\$ 3,094	\$ (303)	\$ 103,688
Net Income/(Loss) before Depreciation	\$ (113,106)	\$ (82,941)	\$ (30,165)	\$ (14,211)	\$ (113,106)	\$ (119,845)	\$ (6,739)	\$ (113,106)	\$ (119,845)	\$ (113,106)	\$ 347,898	\$ (103,990)	\$ 134,555	\$ 156,924
Depreciation	\$ 11,213	\$ 11,219	\$ (6)	\$ (70)	\$ 134,555	\$ 134,625	\$ (70)	\$ 13,077	\$ (1,864)	\$ 134,555	\$ 156,924	\$ (22,369)	\$ 14,765	\$ -
Major Maintenance	\$ (97,242)	\$ 4,808	\$ (102,050)	\$ (42,935)	\$ (97,242)	\$ 57,700	\$ (42,935)	\$ (97,242)	\$ (97,242)	\$ (97,242)	\$ 14,765	\$ -	\$ (27,077)	\$ (149,623)
Net Income/(Loss)	\$ (27,077)	\$ (98,968)	\$ 71,892	\$ 37,489	\$ (27,077)	\$ (187,112)	\$ 37,489	\$ (132,922)	\$ 105,845	\$ (27,077)	\$ (149,623)	\$ (53,236)	\$ 14,765	\$ -

**DuPAGE AIRPORT AUTHORITY
REGULAR BOARD MEETING**

Wednesday, September 18, 2013

The Regular Meeting of the Board of Commissioners of the DuPage Airport Authority was convened at the DuPage Flight Center, 2700 International Drive, West Chicago, Illinois, First Floor Conference Room; Wednesday, September 18, 2013. Chairman Davis called the meeting to order at 3:01 p.m. and a quorum was present for the meeting.

Commissioners Present: Chavez, Davis, Donnelly, Gillett, Gorski, Huizenga, LaMantia, Sabathne', Thompson.

Commissioners Absent: None

DuPage Airport Authority Staff Present: David Bird, Executive Director; Byron Miller, Director of Operations; Mark Doles, Director of Aviation Facilities and Properties; Patrick Hoard, Director of Finance; John Schlaman, General Manager Prairie Landing Golf Club; Dan Barna, Procurement Analyst; Anna Normoyle, Marketing Coordinator; Pam Miller, Executive Assistant and Board Liaison.

Others in Attendance: Phil Luetkehans, Schirott, Luetkehans and Garner; Michael Vonic, CH2M Hill; Dan Pape, Crawford, Murphy and Tilly; Wyatt Zastro, FAA; Ed Harrington, CenterPoint Properties.

Members of the Press: None

CONSENT AGENDA

Chairman Davis advised that the Consent Agenda consists of items that have been reviewed by the respective committees and unanimously recommended for Board approval. He continued that if any Board Member has concerns, items can be pulled from the Consent Agenda for discussion under the **NEW BUSINESS** portion of the meeting.

There being no objections, a **MOTION** was made by Commissioner Gorski for approval of the Consent Agenda, seconded by Commissioner Thompson and passed by roll call vote (9-0). The consent agenda included the June 12, 2013 Board Meeting Minutes, Finance Committee Meeting Minutes, Capital Development Committee Meeting Minutes and the following resolutions:

Resolution 2013-1760; Award of Contract to ADP, Inc. for Payroll, Time and Attendance Services.

Resolution 2013-1761; Award of Bid to Martam Construction Inc. for Utility Disconnect Project.

Resolution 2013-1762; Appointing the Firms of Wine Sergi Insurance and Nation Air Aviation as Insurance Broker.

Resolution 2013-1763; Award of Bid to LNT Solutions for Procurement of Sodium Formate Deicing Materials.

Resolution 2013-1764; Award of Bid to Nachurs Alpine Solutions for Procurement of Runway Deicing Fluid.

Resolution 2013-1766; Award of Contract to Discipio Enterprises, Inc. for Snow Removal Services.

Resolution 2013-1767; Award of Bid to Sparkle Painting and Construction Company for Flight Center Carpet Replacement and Painting.

Resolution 2013-1768; Award of Bid to UBM Mechanical Services for Flight Center Chiller Replacement.

Resolution 2013-1769; Award of Bid to Anthony Roofing Tecta America LLC for the Air Traffic Control Tower Roof Restoration Project.

Resolution 2013-1770; Award of Bid to Colley Elevator Company for a Hydraulic Elevator Jack Replacement.

Resolution 2013-1772; Award of Bid to Direct Fitness Solutions for the Procurement of Exercise Equipment.

Resolution 2013-1773; Disposition/Destruction of Surplus Personal Property.

Resolution 2013-1774; Authorizing the Purchase of a Mid Size 4-Door Sedan, Gas-Electric Hybrid Vehicle from the State of Illinois Joint Purchasing Contract.

PUBLIC COMMENT

None

DIRECTOR'S REPORT

Executive Director Bird discussed the monthly operating statistics:

Executive Director Bird introduced Dan Barna, newly hired Procurement Analyst. Anna Marano formerly served in this position and has taken a job with the Kane County Forest Preserve and Mr. Barna was available to come back to the Airport Authority in this position.

Operating Statistics for July:

Total gallons of fuel sold for July were up 2.8%. These statistics are compared against some very large volume months; May 2012 when the NATO Summit was held in Chicago, two presidential visits, and the Ryder Cup Golf Tournament held in September 2012. These are large events that will not occur this year.

Total operations for the year are down 8%.

Staff attended an NBAA Regional Forum held in Waukegan this month and everyone seemed more optimistic for forecasting industry growth.

Airfield Project Update:

Flight Center is structurally completed with only punch list items remaining. Furniture will be delivered at the end of this month. Everything should be completed by the November Board Meeting.

ARFF Station is scheduled for completion in November. Contractor continues to say the project is progressing ahead of schedule.

Runway Widening Project - the 80% plan for this project has been submitted by Crawford, Murphy and Tilly and is on schedule for the State's March 7 letting.

Prairie Landing Golf Club Parking lot has been resurfaced. The course remained open through the entire process with events ongoing. *Landscaping* around the building has also been completed.

Prairie Landing Golf Course Bunker Renovation Project – Staff continues to work through the permitting process and required documents have been received from Robert Trent Jones. Start up of this project is anticipated for spring 2014.

Executive Director Bird met with the City of West Chicago, Mayor Pineda and Ed Harrington of CenterPoint for an update on marketing efforts for the Business Park. Mr. Harrington will provide this update to the Board as part of his report.

Executive Director Bird advised that staff is currently in the 2014 budget preparation process. He added that the Finance Committee was given a preview of the proposed budget at their earlier committee meeting earlier this day. A more detailed draft of the Tentative Budget and Appropriations will be presented at a Special Finance Committee Meeting held in October. He continued that the Capital Improvements Plan was reviewed with the Capital Development Committee at their earlier meeting and staff is on schedule for the 2014 Tentative Budget and Appropriations to be presented to the Board at the November Meeting; forwarded to DuPage County Board Chairman Cronin during the first week of December.

Commissioner Gillett will be scheduling a Policy Committee Meeting in October for updates to the Procurement Policies and Procedures.

Mark Doles reported that between now and the end of the year there would potentially be eight new jet aircraft located on the airfield; three new aircraft have already arrived with the total of eight expected by January 1 2014. He explained that these new aircraft are from charter companies located on the East Coast and the Midwest. He continued that this also speaks to the need for additional community storage space and the construction of a new hangar; construction of this new hanger has been included in the proposed Tentative 2014 Budget and Appropriations. Discussion occurred.

DuPage Business Center:

Ed Harrington, CenterPoint Properties advised that he and Airport Authority staff met with the Mayor of the City of West Chicago in August to provide an update on CenterPoint's marketing efforts for the Business Center. He continued that market activity has increased and he discussed two requests for information from companies interested in locating in the Business Center. He reported specifically on these inquiries and discussion occurred. Mr. Harrington advised the data building had been leased to a local company in the data storage business. He added this is not a start up business and the company would be making the Business Center their primary facility headquarters.

REVIEW OF FINANCIAL STATEMENTS

Executive Director Bird asked Patrick Hoard to provide a review of the Financial Statements and discussion followed.

REPORT OF COMMITTEES

Internal Policy and Compliance Committee:

Commissioner Gillett advised that the Internal Policy and Compliance Committee had no reason to meet since the last Board Meeting. She advised there would be a Policy Committee meeting scheduled prior to the next Board meeting.

Finance, Budget and Audit Committee:

Commissioner Huizenga advised that the Finance Committee met earlier in the day and considered Resolutions shown on the Consent Agenda; all were unanimously recommended for Board approval. He continued that the Financials were reviewed as presented to the Board.

Golf Committee:

Commissioner Donnelly stated that the Golf Committee did not meet prior to the Board Meeting. He commented briefly on construction activity ongoing at the Prairie Landing Golf Course and the good job done by Mr. Schlaman and staff to keep events progressing during this time.

Capital Development, Leasing and Customer Fees:

Commissioner Gorski reported the Committee met earlier in the afternoon with all members present. He continued that agenda items 8.a., b, c, and d. were unanimously recommended for Board approval by the Committee and that agenda items 8 e. and f., relating to the Business Center, was tabled. These two items will be discussed in detail later in the meeting as they appear on the agenda under New Business.

OLD BUSINESS

None

NEW BUSINESS

Proposed Ordinance 2013-1778; Authorizing the Execution of an Intergovernmental Agreement with the County of DuPage for Lobbyist Services.

Executive Director Bird stated for a number of years the Airport Authority has participated with DuPage County in an Intergovernmental Agreement to share expenses for lobbyist services. He continued that for 2014 the County has requested that the Airport Authority absorb more of the costs for these services; from \$40,000 to \$60,000. Staff and the Finance Committee recommended Board approval. Discussion followed.

A **MOTION** was made by Commissioner Gorski to approve Proposed Resolution 2013-1778; Authorizing the Execution of an Intergovernmental Agreement with the County of DuPage for Lobbyist Services. The **motion was seconded** by Commissioner LaMantia and was passed by roll call vote (9-0).

Proposed Resolution 2013-1779; Authorization to Execute the Settlement Agreement and Release with Gray Insurance Company Regarding Z Corp.

Executive Director Bird asked Attorney Phil Luetkehans to address this proposed resolution. Attorney Luetkehans advised that ZCorp Services Company was the general contractor for Phase I of the Flight Center Renovation Project and near the end of the project it became apparent that ZCorp would not have funding to pay its subcontractors. ZCorp declared bankruptcy and its surety company, Gray Insurance Company stepped in immediately and is in the process of completing the warranty work. Gray Insurance has also paid off and received releases from all

subcontractors filing liens. Attorney Luetkehans proceeded to review the scope of this agreement. Discussion followed. Staff and the Capital Development Committee recommended Board approval.

A **MOTION** was made by Commissioner Sabathne' to approve Proposed Resolution 2013-1779; Authorization to Execute the Settlement Agreement and Release with Gray Insurance Company Regarding Z Corp. The **motion was seconded** by Commissioner Donnelly and was passed by roll call vote (9-0).

Proposed Resolution 2013-1781; Declaring Certain Real Property Surplus and Authorizing Publication of Notice Requesting Offers to Purchase Authority Real Property.

Executive Director David Bird asked Phil Luetkehans to discuss resolutions relating to the Business Center Property Owners Association. Attorney Luetkehans explained there were three resolutions relating to the Business Center: a resolution for the declaration of the ponds as surplus real estate of the Authority; a resolution declaring the amenities surplus personal property and conveying them to the Association; and the final resolution authorizing the Authority to enter into a license agreement with the Association for access to the personal property amenities in the rights of way.

Attorney Luetkehans stated that with the Business Center there are ponds owned by the Authority and these ponds must be conveyed to the Association. He continued that the Authority must declare these ponds surplus property and offer for sale to the public via publication in the local newspaper; this resolution accomplishes that task. He continued that during the Capital Development Committee there were modifications recommended and approved by the committee adding language to insure this surplus property would never be transferred without the direct consent of the Airport Authority Board. Discussion followed. Staff and the Capital Development Committee recommended Board approval with these modifications.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2013-1781; Declaring Certain Real Property Surplus and Authorizing Publication of Notice Requesting Offers to Purchase Authority Real Property subject to the modifications made by the Capital Development Committee as discussed.

The **motion was seconded** by Commissioner Gorski and was passed by roll call vote (9-0).

Proposed Resolution 2013-1782; Declaring Certain Real Property Surplus and Authorizing the Transfer of Property.

Attorney Luetkehans explained the Airport Authority currently owns a number of items of personal property in the Business Center. This resolution will declare this personal property surplus and authorizes the Executive Director to convey these items to the Association. He continued that no publication and offer to the public for sale of these items is necessary. Attorney Luetkehans stated that the same modifications as discussed for the previous resolution will be included. Discussion followed. Staff and the Capital Development Committee recommended Board approval subject to the modifications as noted.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2013-1782; Declaring Certain Real Property Surplus and Authorizing the Transfer of Property Subject to the modifications as discussed. The **motion was seconded** by Commissioner Gorski and was passed by roll call vote (9-0).

Proposed Resolution 2013-1783; Authorizing the Execution of a License Agreement with the DuPage Business Center Property Owners Association.

This proposed resolution was **TABLED** and will be addressed at the November Board Meeting.

Proposed Resolution 2013-1784; Approval of Easement to the City of St. Charles.

This proposed resolution was **TABLED** and will be addressed at the November Board Meeting.

Discussion of Status of the Air Traffic Control Tower Nighttime Operations.

Executive Director Bird advised that for a number of years the Airport Authority has funded night time operational hours of the Air Traffic Control Tower for 24-7 operations. He continued that at the June Board Meeting a reimbursable agreement with the FAA for continuing this service was approved for the amount of \$385,000. Executive Director Bird advised that subsequently, the FAA advised that a calculation error was made and the amount of this agreement would be \$535,000; the Airport Authority will need to determine if the nighttime hours should continue to be funded at this cost. Discussion occurred. Executive Director Bird stated the Airport Authority's recommendation is to negotiate with the FAA for a not to exceed amount of \$410,000 for staffing the tower Monday through Friday on a 24-7 basis and not funding tower operations on weekends; Saturday and Sunday night, 10:00 p.m. to 6:00 a.m. Discussion continued and Executive Director Bird advised if it is the decision of the Board is to negotiate a contract with the FAA as discussed, a proposed resolution will be presented at the November Meeting for Board approval. All Commissioners agreed.

Discussion of Ten-Year Capital Improvement Plan and Cash Flow Forecast.

Executive Director Bird asked Patrick Hoard to review the Capital Plan. Mr. Hoard stated that at a previous Capital Development Committee meeting, staff reviewed this plan in detail and the Committee's recommendations included. Discussion occurred.

RECESS TO EXECUTIVE SESSION

A **MOTION** was made by Commissioner LaMantia to recess to Executive Session for the discussion of pending, probable or imminent litigation; employee matters; and the setting of a price for sale or lease of property owned by the DuPage Airport Authority. The **motion was seconded** by Commissioner Gorski and was passed unanimously by roll call vote (9-0). The Regular Meeting was recessed to Executive Session at 3:57 p.m. and was reconvened at 4:49 p.m. Upon roll call, a quorum was present for the remainder of the Regular Meeting.

OTHER BUSINESS

Proposed Resolution 2013-1780; Authorizing the Execution of an Employment Agreement with the Executive Director of the DuPage Airport Authority.

A **MOTION** was made by Commissioner Thompson to approve Proposed Resolution 2013-1780; Authorizing the Execution of an Employment Agreement with the Executive Director of the DuPage Airport Authority. The **motion was seconded** by Commissioner Thompson and was passed by roll call vote (9-0).

A **MOTION** was made by Commissioner Thompson to adjourn the Regular Meeting of the DuPage Airport Authority Board of Commissioners. The **motion was seconded** by Commissioner Donnelly and was passed unanimously by voice vote; the meeting was adjourned at 4:51 p.m.

Stephen L. Davis
Chairman

(ATTEST)

Dayle M. Gillett
Secretary

**DuPAGE AIRPORT AUTHORITY
REGULAR BOARD MEETING**

Wednesday, November 20, 2013

The Regular Meeting of the Board of Commissioners of the DuPage Airport Authority was convened at the DuPage Flight Center, 2700 International Drive, West Chicago, Illinois, First Floor Conference Room; Wednesday, November 20, 2013. Chairman Davis called the meeting to order at 3:01 p.m. and a quorum was present for the meeting.

Commissioners Present: Chavez, Davis, Donnelly, Gillett, Gorski, Huizenga, LaMantia, Posch, Thompson.

Commissioners Absent: None

DuPage Airport Authority Staff Present: David Bird, Executive Director; Byron Miller, Director of Operations; Mark Doles, Director of Aviation Facilities and Properties; Patrick Hoard, Director of Finance; John Schlaman, General Manager Prairie Landing Golf Club; Dan Barna, Procurement Analyst; Anna Normoyle, Marketing Coordinator; Pam Miller, Executive Assistant and Board Liaison.

Others in Attendance: Phil Luetkehans, Schirott, Luetkehans and Garner; Michael Vonic, CH2M Hill; Dan Pape, Crawford, Murphy and Tilly; Ed Harrington, CenterPoint Properties; Steve Moulton, Burns & McDonnell.

Members of the Press: None

Commissioner David Sabathne' resigned his position with the DuPage Airport Authority Board. Chairman Davis thanked Commissioner Sabathne' for his five years of service and dedication to the Board. Commissioner Sabathne' spoke briefly thanking the Board and staff and then departed the meeting.

Chairman Davis welcomed newly appointed commissioner, Gregory J. Posch. Commissioner Posch spoke briefly.

CONSENT AGENDA

Chairman Davis advised that the Consent Agenda consists of items that have been reviewed by the respective committees and unanimously recommended for Board approval. He continued that if any Board Member has concerns, items can be pulled from the Consent Agenda for discussion under the **NEW BUSINESS** portion of the meeting.

Commissioner Gorski advised that the Capital Development Committee recommended Agenda Item 4.j. relating to the project to convert the general lighting system at the Flight Center Building be deferred for further review. There were no further objections and a **MOTION** was made by Commissioner Gorski for approval of the Consent Agenda Items 4.a. through 4.i. and 4.k. through 4.p.; pulling from the agenda Resolution 2013-1795; Authorization to Execute Task Order No. 002R Under the Master Agreement with Kluber, Inc. for the Project Partial Conversion of General Lighting System at the Flight Center Building. This motion was seconded by Commissioner Donnelly and passed by roll call vote (9-0). The consent agenda included the September 18, 2013 Finance Committee Meeting Minutes; Capital Development Committee Meeting Minutes; November 1, 2013 Special Finance Committee Meeting Minutes and the following resolutions:

Resolution 2013-1787; Award of Bid to Gary Spielman Plumbing for Procurement of On Call Plumbing Services.

Resolution 2013-1788; Award of Bid to RMR Electric, Inc. for on Call Electrical Repair and Maintenance Services.

Resolution 2013-1789; Award of Bid to Fox Valley Fire and Safety for Fire Alarm and Sprinkler Testing and Maintenance Services.

Resolution 2013-1790; Award of Bid to Aramark Uniform for Uniform Rental and Mat Rental Services.

Resolution 2013-1791; Award of Bid to Petroleum Traders Corporation for Procurement of Gasoline and Diesel Fuel.

Resolution 2013-1792; Award of Bid to Advance GSA Corporation for the Procurement of One (1) AC/DC Aircraft Ground Power Unit.

Resolution 2013-1793; Award of Bid to Tronair Inc. for Procurement of Aircraft Tow Bar and Attachment Heads.

Resolution 2013-1794; Authorizing the Execution of a Non-Federal Reimbursable Agreement with the Department of Transportation Federal Aviation Administration Related to the Project to Widen Runway 2L/20R.

Resolution 2013-1796; Award of Bid to Allpoints Inc. for Prairie landing Golf Course Grill Room A/C Replacement.

Resolution 2013-1798; Authorization to Execute Task Order No. 14 Under the General Engineering Services Agreement with CH2MHill for the Project to Route, Seal and Patch flight Center Apron Phase II.

Resolution 2013-1799; authorization to Execute Task Order No. 15 Under the General Engineering Services Agreement with CH2M Hill for the Project to Route, Seal and Patch Taxiway C and Runway 2L/20R Pavement.

Resolution 2013-1800; Authorizing the Execution of a Cash Farm Lease Agreement for 361 Acres with Henry Harvell.

Resolution 2013-1801; Award of Bid to Reinert Structures Inc. for Prairie Landing Golf Course Clubhouse Roof Access Platforms.

Resolution 2013-1802; Approving the Use of Outside Auditors for the Year 2014.

PUBLIC COMMENT

None

DIRECTOR'S REPORT

Executive Director Bird discussed the monthly operating statistics: Overall total fuel sales are down 10% for September and Year to Date sales have decreased 7.3%. Overall total operations for September are increased 3.5% and Year to Date operations have decreased 5.7%. Discussion followed.

National Business Aviation Association (NBAA) Conference was held in September and Mark Doles, Anna Normoyle and David Bird attended. Executive Director Bird stated that the aviation industry is now more optimistic and is forecasting growth for 2014. He indicated that Mr. Doles would share with the Board the significant number of aircraft recently coming on to the airfield which is the key to revenue growth. He added that month to month operations are volatile and in review of the regional airports overall all are down in operations. Executive Director Bird stated that staff continues to monitor these statistics month to month. Discussion continued briefly.

Executive Director Bird stated that relative to upcoming projects, the largest capital project for 2014 will be widening of Runway 2L 20R; the final phases of design are in process. He added the 100% design meeting will occur during the first week of December and anticipate bidding the project in late February early March for the 2014 construction season. Discussion followed.

Executive Director Bird advised the newly constructed Airport Rescue and Fire Fighting (ARFF) Station is anticipated to be occupied by end of the year. He added that the Flight Center Building Curtain Wall Replacement is 75% complete; with final completion by the end of the year. Discussion followed.

The following projects proposed for 2014 were reviewed: Runway 2L 20R widening; construction of new transient hangar early in 2014; design for the construction of new General Aviation facilities at the southeastern quadrant to eliminate the old facilities now located on North Avenue; Prairie Landing Golf Course Bunker Renovation as well as many smaller projects planned for 2014. Executive Director Bird advised that he would be meeting with Bill Viney, lobbyist for the Airport Authority, to discuss seeking possible funding sources for some of these capital projects. Discussion followed.

Mark Doles further reviewed the fuel sales for October and stated that staff is optimistic for 2014 and beyond. Mr. Doles continued that staff is budgeting for a new transient hangar to be constructed as earlier discussed and advised that no new leases are anticipated for the Airport at this time. He continued that eleven new jet and turbine aircraft have been added on the airfield during the past 90 to 120 days. Discussion followed.

John Schlaman reviewed the work being done on the golf course bunker refinement project and efforts to complete the permitting process with DuPage County.

DuPage Business Center:

Ed Harrington, CenterPoint Properties advised that business park activity is fairly slow with nothing of substance to report. He continued that the new tenants for the Data Center Building have gone to the City of West Chicago for permits. Mr. Harrington stated that one other strong prospect is looking at property in the Business Center. Discussion continued briefly.

Executive Director Bird stated that a draft 2014 Board Meeting Calendar is part of the meeting packet for review. Discussion followed briefly.

REVIEW OF FINANCIAL STATEMENTS

Executive Director Bird asked Patrick Hoard to provide a review of the Financial Statements and discussion followed.

REPORT OF COMMITTEES

Internal Policy and Compliance Committee:

Commissioner Gillett advised that the Internal Policy and Compliance Committee met on October 29 to review and update the DuPage Airport Authority Code. The Committee's discussions had to be continued in a subsequent meeting held on November 11 to address in detail the amendments that needed updating or changing. She thanked Commissioners LaMantia and Thompson for their participation. She continued that because of the current revisions in some legislation and the newly adopted DuPage County's Ethics Bill, there were 22 changes, additions and insertions that had to be discussed and agreed upon. She added that most of the 22 changes are revisions of language in a paragraph that more clearly defines the issue, to updating terms currently used, and even typos. For instance, updating the previous term FBO (Fixed Based Operation) to the now industry recognized term of SASO (Specialized Aviation Service Organization). Commissioner Gillett stated that on the more substantial issues, new language was added because of the relaxed requirements to requesting information of a government entity in the Freedom of Information Act (FOIA), along with the most important addition of incorporating the County's Ethics Code into the DuPage Airport Authority Code, but still keeping the DAA's stricter rules when there is a difference on the same issue with the County's Ethics Policy. These two amendments are just examples of the many changes the Policy Committee had to address. She continued by saying that as seen in the board meeting packet, Attorney Luetkehans and Attorney Brian Armstrong have issued a summary of the more complicated changes that required the Policy Committee's extended attention and Attorney Luetkehans will address these changes for the Board's benefit later on in the agenda under New Business. Commissioner Gillett stated that at the Policy Committee's November 11 meeting, interview as scheduled with Bob Kartholl, an attorney specializing in HR issues. She related that Jim Spizzo of Vedder Price has retired, so a replacement is needed and the Committee would like to interview at least two more candidates, which will be scheduled sometime in December.

Finance, Budget and Audit Committee:

Commissioner Huizenga advised that the Finance Committee met earlier in the day and considered Resolutions shown on the Consent Agenda 4.a. through 4.h. and 4.o. through 4.p.; all were unanimously recommended for Board approval. He commented briefly on Agenda Item 4.p. addressing the approval of auditors for 2014 and stated that Wolf and Company had provided auditing services for the Airport Authority for 25 years. He continued that John DeLand and his staff were very competent there was never a problem experienced with their work. Discussion followed regarding the evaluation process. He also commented that the Tentative 2014 Budget and Appropriations was put together in record time for this year and after Board approval would be presented to the DuPage County Board Chairman for review. Commissioner Huizenga added that at the January Board Meeting, the final 2014 Budget and Appropriations will be presented for approval. He continued that the Financials Statements were reviewed as presented to the Board.

Golf Committee:

Commissioner Donnelly stated that the Golf Committee did not meet prior to the Board Meeting. He commented that he had met with John Schlaman for a lunch meeting at the Kitty Hawk after its reopening; food and surroundings were great. He also discussed the budget preparation for Prairie Landing Golf Course. He stated that if not for the unexpected emergency repair of the sprinkler system and the property tax amount Prairie Landing Golf Course would have been making a profit for this year.

Capital Development, Leasing and Customer Fees:

Commissioner Gorski reported the Committee met earlier in the afternoon at 2 p.m. He continued that the committee considered five items that appeared on the consent agenda and recommended four of these agenda items for Board approval. Commissioner Gorski stated that the committee deferred action on Agenda Item 4.j. relating to the lighting in the Flight Center Building. He continued that the Committee also considered and recommended for Board Approval agenda items appearing under Old Business relating to the Business Park Owners Association and all members of the committee were present and participated.

DuPage Business Center:

Mr. Harrington spoke earlier. Nothing further to provide.

Commissioner LaMantia requested that the order of the Board Meeting agenda be moved so the consent agenda would be acted upon after the committee reports are given. She stated that this would provide board members an opportunity to hear from each committee chair regarding the items considered prior to approval of the Consent Agenda. All commissioners were in agreement.

OLD BUSINESS

Proposed Resolution 2013-1783; Authorizing the Execution of a License Agreement with the DuPage Business Center Property Owners Association.

Attorney Luetkehans discussed the following four Resolutions all relating to the DuPage Business Center.

Attorney Luetkehans advised that at the September Board Meeting Resolution 2013-1782 was passed authorizing a number of personal property items located within the DuPage Business Center to be conveyed to the Owners Association. These items are located within the right of way dedicated to the City of West Chicago. The Association will also need the right of enter the right of way to maintain the property and this license agreement authorizes this action. Discussion followed and Attorney Luetkehans and the Capital Development Committee recommended Board approval.

A **MOTION** was made by Commissioner Gorski to approve Proposed Resolution 2013-1783; Authorizing the Execution of a License Agreement with the DuPage Business Center Property Owners Association. The **motion was seconded** by Commissioner LaMantia and was passed by roll call vote (9-0).

Proposed Resolution 2013-1785; Rescinding Resolution 2013-1781; Declaring Certain Real Property Surplus and Authorizing Publication of Notice Requesting Offers to Purchase Authority Real Property.

Attorney Luetkehans continued by explaining that at the September Board Meeting a Resolution was passed declaring the ponds located in the DuPage Business Center to be surplus property and authorizing publication of a notice requesting offers to purchase the ponds. He continued that with further research it was determined the ponds were specifically excepted from the FAA land release in the Business Center and the Airport Authority cannot convey title to the ponds thus requiring this resolution to be rescinded. Discussion followed. Attorney Luetkehans and the Capital Development Committee recommended Board approval.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2013-1785; Rescinding Resolution 2013-1781; Declaring Certain Real Property Surplus and Authorizing Publication of Notice Requesting Offers to Purchase Authority Real Property. The **motion was seconded** by Commissioner Thompson and was passed by roll call vote (9-0).

Proposed Resolution 2013-1803; Authorizing the Execution of an Easement Agreement with the DuPage Business Center Property Owners Association.

Attorney Luetkehans continued to explain that since the ponds cannot be granted to the Business Owner's Association, another means is needed to allow for development of the Business Center and to utilize the ponds for drainage. He continued that this proposed easement agreement with the Business Center Property Owners Association reserves the Airport Authority's right to maintain the ponds and ensure the ponds are properly maintained. He continued that a modification to this easement agreement was recommended and passed by the Capital Development Committee; discussion followed. Attorney Luetkehans and the Capital Development Committee recommend Board approval as modified.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2013-1803; Authorizing the Execution of an Easement Agreement with the DuPage Business Center Property Owners Association as modified by the Capital Development Committee. The **motion was seconded** by Commissioner Gorski and was passed by roll call vote (9-0).

Proposed Resolution 2013-1784; Rescinding Resolution 2013-1782 and Declaring Certain Personal Property Surplus and Authorizing the Transfer of Property.

Attorney Luetkehans stated that as previously discussed, at the September Board Meeting the Authority approved Resolution 2013-1782 which authorized the transfer of a number of personal property items located within the Business Center including the pond aerators and pumps. He continued that since the Authority will not convey the ponds to the association, the pond pumps and aerators should not be conveyed to the Association but retained by the Airport Authority. Attorney Luetkehans stated that Resolution 2013-1784 will rescind resolution 2013-1882 and authorize conveyance of all the items listed except for the pond aerators and pumps. Attorney Luetkehans and the Capital Development Committee recommended Board approval. Discussion continued briefly.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2013-1784; Rescinding Resolution 2013-1782 and Declaring Certain Personal Property Surplus and Authorizing the Transfer of Property. The **motion was seconded** by Commissioner Thompson and was passed by roll call vote (9-0).

NEW BUSINESS

Proposed Ordinance 2013-268; An Ordinance Authorizing Amendments to the DuPage Airport Authority Code.

Attorney Luetkehans stated that in 2006 a codification of all of the Ordinances enacted was completed and adopted by the Airport Authority Board and since that time there have been modifications and mandated changes made to certain ordinances. He proceeded to summarize the revisions and modifications made to the DAA Code. The Internal Policy and Compliance Committee thoroughly vetted these revision and modifications and recommended Board approval. Discussion followed.

A **MOTION** was made by Commissioner Gorski to approve Proposed Ordinance 2013-268; An Ordinance Authorizing Amendments to the DuPage Airport Authority Code. The **motion was seconded** by Commissioner Thompson and was passed by roll call vote (9-0).

Proposed Ordinance 2013-269; Adopting the Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2014 and Ending December 31, 2014.

Executive Director Bird asked Patrick Hoard to review the 2014 Budget and Appropriations. Mr. Hoard stated that the 2014 budget had been reviewed by the Finance Committee at three separate meetings; the September Regular Committee Meeting, November Special Committee Meeting and the November Regular Committee Meeting. He continued that a high level of critiquing had been accomplished by the Finance Committee. He added that the Capital Development Committee was also provided a summary of the proposed capital program budget for 2014 and the Committee's comments were incorporated into the budget. Mr. Hoard added that the 2014 budget is status quo with no new positions included and continued to summarize the budget; discussion followed.

A **MOTION** was made by Commissioner Donnelly to approve Proposed Ordinance 2013-269; Adopting the Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2014 and Ending December 31, 2014. The **motion was seconded** by Commissioner Chavez and was passed by roll call vote (9-0).

RECESS TO EXECUTIVE SESSION

A **MOTION** was made by Commissioner LaMantia to recess to Executive Session for the setting of a price for sale or lease of property owned by the DuPage Airport Authority. The **motion was seconded** by Commissioner Gorski and was passed by roll call vote (8-0). Commissioner Huizenga was not present for this vote. The Regular Meeting was recessed to Executive Session at 4:32 p.m. and was reconvened at 4:55 p.m. Upon roll call, a quorum was present for the remainder of the Regular Meeting.

OTHER BUSINESS

A **MOTION** was made by Commissioner Gorski to accept the business terms of a global settlement regarding the outstanding balance and lease issues for Mukenschnabl Inc. based upon the business terms as outlined by Attorney Phil Luetkehans during the Executive Session. The **motion was seconded** by Commissioner Gillett and was unanimously by voice vote.

Commissioner Thompson stated this would be his last meeting as a member of the Airport Authority Board of Commissioners. He spoke briefly regarding the reasons for his departure and advised this had been one of the most satisfying experiences of his professional life. He thanked the Board, Airport Authority staff and legal staff for their work and support and stated that he feels few people realize the value and contribution to the County that is made by the DuPage Airport and its staff. Chairman Davis made a presentation to Commissioner Thompson commemorating his tenure with the Airport Authority Board.

A **MOTION** was made by Commissioner Thompson to adjourn the Regular Meeting of the DuPage Airport Authority Board of Commissioners. The **motion was seconded** by Commissioner Gillett and was passed unanimously by voice vote; the meeting was adjourned at 4:58 p.m.

Stephen L. Davis
Chairman

(ATTEST)

Dayle M. Gillett
Secretary

**DuPAGE AIRPORT AUTHORITY
INTERNAL POLICY AND COMPLIANCE COMMITTEE**

**Tuesday, October 29, 2013
The Inland Group
Oak Brook, Illinois**

The Internal Policy and Compliance Committee of the DuPage Airport Authority Board of Commissioners convened at the offices of The Inland Group in Oak Brook, Illinois on Tuesday, October 29, 2013. Chairwoman Gillett called the meeting to order at 11:05 a.m. and a quorum was present for the meeting.

Commissioners Present: Gillett, LaMantia

Absent: Thompson

DAA Staff Present: Executive Director David Bird; Patrick Hoard, Director of Finance; Dan Barna, Manager of Administration; Pam Miller, Executive Assistant and Board Liaison.

Others in Attendance: Brian Armstrong, Attorney.

Members of the Press: None

NEW BUSINESS

Proposed Ordinance 2013-268; An Ordinance Authorizing Amendments to the DuPage Airport Authority Code.

Chairwoman Gillett asked Attorney Brian Armstrong to begin the discussion. He advised the Code was adopted in 2005 and certain changes have been made that are not reflected consistently in the Code. Some of the changes in the revised code are non-substantive changes, mainly reformatting and reorganizing. Substantive changes are redlined. Commissioner LaMantia recommended that each point as numbered in the summary memorandum be addressed and a vote taken individually on each proposed change. She continued the committee wants to be sure everything is thoroughly vetted prior to presenting to the Board for adoption.

1. Sections 3-7-8 and 3-7-9: Recommended this section to state that the Board has authority to include additional or different terms to those contained in the sample standard agreement for tie down permits and hangar lease agreements shown in the Appendix. The agreements shown in the Code and Appendix have not been modified. Discussion occurred. Commissioner LaMantia made a **MOTION** to recommend Board approval of the modifications to Sections 3-7-8 and 3-7-9 as presented. Commissioner Gillett **seconded the motion** and was unanimously passed by roll call vote (2-0).
2. Section 4-4-2: Recommended to identify the sample standard SASO Agreement and to state that the Board has authority to include additional or different terms to those contained in the sample standard agreement. This modification is for clarification only. Discussion followed. Commissioner LaMantia made a **MOTION** to recommend Board approval of the modifications to Section 4-4-2 as

discussed. Commissioner Gillett **seconded the motion** and was unanimously passed by roll call vote (2-0).

2.b. Section 4-13-4 and 4-13-5:

Commissioner LaMantia made a **MOTION** to recommend Board approval of the modifications to Section 4-13-4 and 4-13-5 as presented. Commissioner Gillett **seconded the motion** and was unanimously passed by roll call vote (2-0).

3. Section 5-2-1: Clarifying that the FOIA request form provided by DAA is merely a suggested form. Freedom of Information Requests are not required to be submitted on a particular form provided by DAA. Commissioner Gillett asked that language to state the various ways that requests can be submitted be included such as "can request information using any written format. (Email, fax or hand written.)" Commissioner LaMantia recommended that the phrase "suggested form" be changed to read "sample form". Commissioner LaMantia made a **MOTION** to recommend Board approval of the modifications to Section 5-2-1 with the modifications as discussed. Commissioner Gillett **seconded the motion** and was unanimously passed by roll call vote (2-0).

3.b. Reference to Section 5-2-6 on Page 86: referred to format in the Code and it still appears in the Code. Commissioner LaMantia made a **MOTION** to recommend Board approval of the modifications to Section 5-2-6 as presented. Commissioner Gillett **seconded the motion** and was unanimously passed by roll call vote (2-0).

4. Section 6-5-3: Recommended adding language authorizing the Board to delegate by resolution its authority to approve contracts which typically may be authorized only by the Board. Certain contracts have unique characteristics which make this revision advisable (i.e. electricity supplier contract, which requires nearly immediate approval to secure electricity rates because the rates, and therefore the bids, fluctuate daily). The Bid may not be honored if not acted upon immediately. Discussion occurred. Commissioner LaMantia recommended the following language and Attorney Armstrong will make this change in language. *Notwithstanding anything herein to the contrary, the Executive Director with Resolution Authority (as defined below) can accept a bid immediately if it involves unique subject matter (by way of example, an electric or natural gas supply contract) provided the Board of Commissioners delegates the authority to the Executive Director in a Resolution prior to the commencement of the bidding process. The Resolution by the Board of Commissioners shall provide for specific instructions regarding the basis and criteria upon which the Executive Director is authorized to accept the bids.*

Commissioner LaMantia made a **MOTION** to recommend Board approval of the modifications to Section 6-5-3 as presented subject to changes as discussed. Commissioner Gillett **seconded the motion** and was unanimously passed by roll call vote (2-0).

5. Section 6-17: Recommending modifying this section to clarify that the dollar magnitudes and other provisions of this section apply only to contracts for construction. This is not a change of the current policy, merely a clarification of the language in the section. Discussion followed. Commissioner LaMantia made a **MOTION** to recommend Board approval of the modifications to Section 6-17 as presented. Commissioner Gillett **seconded the motion** and was unanimously passed by roll call vote (2-0).

6. Section 6-18-15: Recommended modifying this section to remove any limitation on the Executive Director's authority to reject any and all bids on projects where competitive bidding is the method of solicitation. Executive Director Bird explained this language will clarify that the Executive Director has authority to reject bids and to re scope the project as needed if determined that the bid specs are flawed in any manner due to misunderstanding as to what is being bid. Discussion occurred and the committee asked the language be changed as follows:
.....as determined by the Executive Director to be in the best interest of the Airport Authority.
 Commissioner LaMantia made a motion to recommend Board approval of the modifications to Section 6-18-15 with the changes as discussed. Commissioner Gillett seconded the motion and was unanimously passed by roll call vote (2-0).
 - 6.b. Section 6-19-9: This is a formatting change separating into sections 6-19-9, 10 and 11. Commissioner LaMantia made a **MOTION** to recommend Board approval of the modifications to Section 6-19-9 as presented. Commissioner Gillett **seconded the motion** and was unanimously passed by roll call vote (2-0).

7. Section 6-23-1 and 2: Recommended revisions to these sections would be made to attract more bidders for Master Agreements. Indications were that potential bidders for a Master Agreement were not interested in an agreement for only one year and this revision permits master agreements up to 2 years. Recommended change in language to say that Master Agreements would be bid at least every two years; not more than two years. Discussion followed Commissioner Gillett asked that the term "biannually" be changed to "every two years". Commissioner LaMantia made a **MOTION** to recommend Board approval of the modifications to Section 6-23-1 and 6-23-2 as presented. Commissioner Gillett **seconded the motion** and was unanimously passed by roll call vote (2-0).

8. Sections 6-25-3 and 6-25-5: Recommendations adding language to give the Executive Director broader discretion to reject bids in whole or in part and to rescope and/or resolicit bids. Attorney Armstrong stated this to be similar to the previous discussion and these changes are to clarify the Executive Director's authority to reject all bids and if rejected to make clear that the Executive Director has authority to rescope project and to re solicit for all new bids as determined by the Executive Director to be in the best interest of the Airport Authority. Discussion followed. Commissioner LaMantia made a **MOTION** to

recommend Board approval of the modifications to Section 6-25-3 and 6-25-5 as presented. Commissioner Gillett **seconded the motion** and was unanimously passed by roll call vote (2-0).

9. Chapter 7; Ethics Ordinance : Tabled for further discussion

10. Chapter 7; Ethics Ordinance: Tabled for further discussion.

It was determined that a Special Committee Meeting would be needed to thoroughly vet the remaining Code changes. Chairwoman Gillett advised this Special Policy Committee Meeting would be held on Monday, November 11, 2013 at Noon.

It was determined that all of the changes made at this meeting of the committee would be incorporated into this document for review at the Special Meeting.

OTHER BUSINESS

None

A **MOTION** was made by Commissioner LaMantia to adjourn the Internal Policy and Compliance Committee Meeting. The **motion was seconded** by Commissioner Gillett and was passed unanimously by voice vote. The meeting adjourned at 12:16 p.m.

Dayle M. Gillett, Chair
Internal Policy and Compliance Committee

**DuPAGE AIRPORT AUTHORITY
INTERNAL POLICY AND COMPLIANCE COMMITTEE
SPECIAL MEETING**

**Monday, November 11, 2013
The Inland Group
Oak Brook, Illinois**

A Special Meeting of the Internal Policy and Compliance Committee of the DuPage Airport Authority Board of Commissioners convened at the offices of The Inland Group in Oak Brook, Illinois on Monday, November 11, 2013. Chairwoman Gillett called the meeting to order at 12:10 p.m. and a quorum was present for the meeting.

Commissioners Present: Gillett, LaMantia, Thompson.

Absent: None

DAA Staff Present: Executive Director David Bird; Patrick Hoard, Director of Finance; Dan Barna, Manager of Administration; Pam Miller, Executive Assistant and Board Liaison.

Others in Attendance: Brian Armstrong, Attorney with Schirott, Luetkehans and Garner; Bob Kartholl, Attorney.

Members of the Press: None

Chairwoman Gillett stated that this Special Meeting of the Internal Policy and Compliance Committee was called to continue the discussion of needed amendments to the DuPage Airport Authority Code. She continued there were follow up issues with some of the amendments to be addressed and this Special Meeting will complete the process to develop a final document ready to present to the Board at the November 20 meeting.

Executive Director David Bird introduced a special guest, Bob Kartholl, an Attorney specializing in Employee Relations. Executive Director Bird advised that Jim Spizzo of Veddar Price served as the Airport Authority's Employee Relations Attorney and has retired from the firm; Veddar Price has no other Employee Relations Attorney to assume these duties. Executive Director Bird stated that he had asked Attorney Luetkehans for recommendations and he suggested the Committee meet Mr. Kartholl. Mr. Kartholl proceeded to provide background information and his employment history to the Policy Committee. Discussion followed. Mr. Kartholl departed and the committee meeting prior to the start of the Old Business portion of the agenda.

OLD BUSINESS

Proposed Ordinance 2013-268; An Ordinance Authorizing Amendments to the DuPage Airport Authority Code.

Attorney Brian Armstrong proceeded to review the proposed amendments to the Airport Authority Code:

SECTION 5-2. APPLICATION FOR INSPECTION OR COPYING

The Committee agreed that the wording in this section is acceptable as modified. A **MOTION** was made by Commissioner LaMantia to recommend Board approval. Commissioner Thompson **seconded this motion** and the motion was unanimously passed by roll call vote (3-0).

SECTION 6-5 ADMINISTRATIVE MATTERS.

SECTION 6-5-3: Purchase Order/Contract Signatory Authorities and Approval Thresholds.

Commissioner LaMantia provided changes in the language and Commissioner Gillett and Commissioner Thompson were in agreement with the following language modifications:

Executive Director shall solicit, sign and issue the notice of Award on all Contracts over \$9,999.99. Notwithstanding anything herein to the contrary, the Executive Director with Resolution Authority (as defined below) can accept a bid immediately if it involves a unique subject matter (by way of example, an electric or natural gas supply contract) provided the Board of Directors delegates the authority to the Executive Director in a resolution prior to the Commencement of the bidding process. The resolution by the Board of Directors shall provide for specific instructions regarding the basis and criteria upon which the Executive Director is authorized to accept the bid (collectively the "Resolution Authority").

A **MOTION** made by Commissioner LaMantia to recommend Board approval of these modifications as amended. Commissioner Thompson **seconded this motion** and the motion was unanimously passed by roll call vote (3-0).

SECTION 6-18 METHODS OF SOURCE SELECTION – COMPETITIVE SEALED BIDDING – (INVITATION FOR BIDS) FOR EQUIPMENT, SUPPLIES, MATERIALS, SERVICES AND CONSTRUCTION.

Section 6-18-15: Award Using Sealed Bidding.

The Committee agreed that the wording in this section is acceptable as modified. A **MOTION** was made by Commissioner LaMantia to recommend Board approval. Commissioner Thompson **seconded this motion** and the motion was unanimously passed by roll call vote (3-0).

SECTION 6-23 MASTER AGREEMENTS.

A **MOTION** was made by Commissioner LaMantia to recommend Board approval of the modifications as presented. Commissioner Thompson **seconded this motion** and the motion was unanimously passed by roll call vote (3-0).

SECTION 7-11 POLITICAL CONTRIBUTIONS.

Discussion occurred at the previous meeting regarding the County's Ethics Code. The Airport Authority's Ethics Code is more demanding than DuPage County's ethics ordinance regarding political contribution disclosure. With this version of the Code, the county's ethics ordinance's language regarding political contribution disclosure will remain stricken with but with the substitution added that anyone doing business must comply with the Airport Authority's Procurement Policies and Procedures relating to the political campaign disclosures. Commissioner LaMantia recommended that a reference be included that states, "See Chapter 6 of the DAA Code."

Also, changes to the dollar thresholds for political contribution limits are changed in the Code to be consistent with the revisions made by the county board regarding campaign contribution limits, which adopt the campaign contribution limits set forth in Section 9-8.5 of the Election Code (10 ILCS 5/9-8.5)."

A **MOTION** was made by Commissioner LaMantia to recommend Board approval of the modifications as presented. Commissioner Thompson **seconded this motion** and the motion was unanimously passed by roll call vote (3-0).

SECTION 7 ETHICS

The Committee was advised that the county board made numerous changes to the county's ethics ordinance and, therefore, similar changes are suggested to the chapter 7 of the Code to remain consistent with the county ethics code and some changes are made to reflect the DuPage Airport Authority and its Board/officers/employees etc. as the proper parties as applicable (as opposed to DuPage County).

Section 7-1-1 Purpose

Commissioner LaMantia stated that the language in this section be changed as follows: Define purpose of this section by striking "chairman of the county board" and adding *DuPage Airport Authority and the Board of Commissioners*. Also strike "guarantee" and add "provide for" as changed by the county board.

Commissioner LaMantia also asked to define Authority in this section by adding "hereinafter referred to as Authority". (See Section 3 Use same language).

7-1-2 Short Title

Strike "Ordinance" to Chapter and add "*Chapter*" to reflect that this is a chapter in the Code rather than a stand alone ordinance.

7-2-1 Application of Ordinance.

(a) Strike "county" add "*Board*". Continue to make this change throughout the chapter.

7-2- 453 Strike whole paragraph.

7-2-3 Shared Enforcement Agreements. Change to 7-2-2 and strike "governmental entity" and add "*Board*".

7-3-1 Definitions.

Define the Board as *The DuPage Airport Authority, An Illinois Special District, and its Board of Commissioners, officers and employees*.

7-3-1 Compensated time: strike "officer" and also strike "or other appointee". Changes made by the County to their Ordinance.

7-3-1 Family Member: strike "husband, wife" and add "*spouse, including a party to a civil union*". Changes made by the County to their Ordinance

7-3-1 Principals of a business: add "*and any person with a 7 ½% or greater ownership interest*". Strike "*a majority shareholder of a corporation or the majority equity owner of a business entity*". These changes were made by the County.

7-3-1 Prohibited source: add "an agent, or family member who is living with a "prohibited source". Strike "political action committee to which a prohibited source has contributed. Changes made by the County to their Ordinance

7-4 EMPLOYEE RESPONSIBILITIES

7-4-2 Whistleblower Protection.

Add "Authority's Executive Director or any member of" strike "Chairman of" and "county". Strike "any of its members or its chief of staff, the Authority's Executive Director." Add "the Authority's attorney," and add "*the employee's department head,*" Strike "personnel". Add in "*In the event that one of the above names officials or employees is*

not available, the person shall submit this evidence to the duly authorized designee acting in the stead of the absent official or employee."

7-5 MISCELLANEOUS PROVISIONS.

7-5-2 Transition and 7-5-3 Application of the Freedom of Information and Open Meetings Acts.

Changes reflect correction of typographical errors.

7-7 ETHICS COMMISSION

7-7-1 (g) Changes made by the County to their Ordinance.

7-8 ETHICS ADVISOR

7-8-1 Appointment and Qualifications of the Ethics Advisor.

Changes made by the County to their Ordinance.

7-9 INVESTIGATOR GENERAL

7-9-1 (e) Changes made by the County to their Ordinance.

7-10 GIFT BAN

7-10-1 Changes made by the County to their Ordinance.

7-10-2 Language changes made to reflect correct section of DAA code – Add "Section 7-10" and Striking "subpart A. Striking "following". Adding in "set forth in this Subsection 7-10-2." The following reflects a change made by the county board: Adding in " The exceptions set forth in this subsection 7-10-2 shall be construed in the same manner as those applicable to state officers and employees as set forth in the State Officials and Employees Ethics Act in effect now and as may be subsequently amended. "

7-10-2(h) Changes made by the County to their Ordinance.

7-11 CAMPAIGN CONTRIBUTIONS.

7-11-1 (a) and (b) Changes made by the County to their Ordinance in Sections.

7-11-1 (c) Airport Authority changes : Add "All persons seeking to do business with DuPage Airport Authority shall comply with the requirements of DuPage Airport Authority's Procurement Policy, including the Political Contributions Disclosure requirements therein. See Chapter 6 of the DuPage Airport Authority Code."

7-12 PROHIBITED POLITICAL ACTIVITY.

Changes made by the County to their Ordinance

7-13 CONFLICTS OF INTEREST

Changes made by the County to their Ordinance.

7-13-3 (c) This section was added by the County and is incorporated into the Code, with the only modification being changing "County of DuPage" to "DuPage Airport Authority."

7.13.5 Changes made by the County to their Ordinance.

CHAPTER 11 FUEL DISCOUNTS

11-1-3 Based Customers

DAA changes redefining FBO to SASO. On Page 11 of the DAA Rules and Regulations SASO is defined.

A **MOTION** made by Commissioner LaMantia to recommend Board approval of the modifications as presented in Chapter 7 ETHICS and Chapter 11 FUEL DISCOUNTS. Commissioner Thompson **seconded this motion** and the motion was unanimously passed by roll call vote (3-0).

OTHER BUSINESS

None

A **MOTION** was made by Commissioner Thompson to adjourn the Internal Policy and Compliance Committee Meeting. The **motion was seconded** by Commissioner LaMantia and was passed unanimously by voice vote. The meeting adjourned at 1:30 p.m.

Dayle M. Gillett, Chair
Internal Policy and Compliance Committee

**DuPAGE AIRPORT AUTHORITY
FINANCE, BUDGET AND AUDIT COMMITTEE
WEDNESDAY, NOVEMBER 20, 2013**

A meeting of the Finance, Budget and Audit Committee of the DuPage Airport Authority Board of Commissioners was convened at the DuPage Flight Center, 2700 International Drive, West Chicago, Illinois, Third Floor Conference Room, on Wednesday, November 20, 2013. Huizenga called the meeting to order at 2:00 p.m.

Commissioners Present: Donnelly, Huizenga. Board Chairman Davis was in attendance.

Commissioners Absent: None

DuPage Airport Authority Staff Present: Executive Director David Bird; Mark Doles, Director of Aviation Facilities and Properties; Byron Miller, Director of Operations; Patrick Hoard, Director of Finance; Dan Barna, Procurement Manager; Pam Miller, Executive Assistant and Board Liaison.

Others: Michael Vonic, CH2M Hill; Steve Moulton, Burns & McDonnell.

OLD BUSINESS

None

NEW BUSINESS

Review of Financial Statements

Mr. Hoard proceeded to review the October Financial Statements.

Beginning Cash Balance to start the year was at \$27.4 Million.

Total Operating Revenues were down 5% from budget through October 2012.

Total Operating Expenses were down 5%.

Mr. Hoard continued to review the remaining financial statements for October and discussion continued. Mr. Hoard states all businesses are doing fairly well.

Capital Development Programs were discussed

The Aged Receivables Report was provided for review; discussion occurred.

Proposed Ordinance 2013-269; Adopting the Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2014 and Ending December 31, 2014.

Executive Director Bird asked Patrick Hoard to review the 2014 Budget. Mr. Hoard advised that after Board approval the 2014 Budget and Appropriations will be forward to the DuPage County Board Chairman for a period of 30 days for review after which a Public Hearing will be held and the final 2014 Budget and Appropriations brought to the Board at the January Annual Meeting for final approval. Mr. Hoard then explained the minor changes made since the last review by the Finance Committee and Discussion followed. Staff recommended Board approval.

A **MOTION** was made by Commissioner Huizenga to recommend Board approval of Proposed Ordinance 2013-269; Adopting the Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2014 and Ending December 31, 2014. The motion was seconded by Commissioner Donnelly and was unanimously passed by roll call vote (2-0).

Proposed Resolution 2013-1787; Award of Bid to Gary Spielman Plumbing for Procurement of On Call Plumbing Services.

Executive Director Bird asked Dan Barna to review this proposed resolution. Mr. Barna explained that this Master Agreement is awarded on an annual basis and was put out for bid in October and only one bid was received. Procurement Policies and Procedures required in this situation this service will be put out for bid a second time and when this occurred there were two bids received. Gary Spielman Plumbing was the low responsive bid. He proceeded to review the terms of this Master Agreement and discussed the costs involved. Discussion followed and Staff recommended Board approval.

A **MOTION** was made by Commissioner Donnelly to recommend Board approval of Proposed Resolution 2013-1787; Award of bid to Gary Spielman Plumbing for Procurement of On Call Plumbing Services. The motion was seconded by Commissioner Huizenga and was unanimously passed by roll call vote (2-0).

Proposed Resolution 2013-1788; Award of Bid to RMR Electric, Inc. for On Call Electrical Repair and Maintenance Services.

Dan Barna continued this is a similar Master Agreement done on an annual basis for Electrical repair and maintenance services. The current provider is FDG Electric however this company did not bid for the 2014 master agreement. He continued that no bids were received when initially bid; the second time out to bid only one bid was received; RMR Electric, Inc. Discussion followed and staff recommended approval.

A **MOTION** was made by Commissioner Donnelly to recommend Board approval of Proposed Resolution 2013-1788; Award of Bid to RMR Electric, Inc. for On Call Electrical Repair and Maintenance Services. The **motion was seconded** by Commissioner Huizenga and was passed unanimously by roll call vote (2-0).

Proposed Resolution 2013-1789; Award of Bid to Fox Valley Fire and Safety for Fire Alarm and Sprinkler Testing and Maintenance Services.

Mr. Barna stated that the Airport Authority requires annual inspections, maintenance and testing for the Sprinkler and Fire Alarm system at the Airport. He continued that staff worked with Kluber Architects and Engineering to develop bid specifications for this service and four bids were solicited. Fox Valley Fire and Safety was the low responsive bidder. Mr. Barna reviewed the terms for this agreement and discussion followed. Staff recommended Board approval.

A **MOTION** was made by Commissioner Donnelly to recommend Board approval of Proposed Resolution 2013-1789; Award of Bid to Fox Valley Fire and Safety for Fire Alarm and Sprinkler Testing and Maintenance Services. The **motion was seconded** by Commissioner Huizenga and was passed unanimously by roll call vote (2-0).

Proposed Resolution 2013-1790; Award of Bid to Aramark Uniform for Uniform Rental and Mat Rental Services.

Dan Barna explained that the Airport Authority utilized a uniform rental and mater rental service agreement for approximately 35 employees who wear uniforms and to provide mats and linens at the public buildings at the airport. He continued that currently Unifirst is the service provider but chose not to bid for the 2014 agreement. Mr. Barna advised that two bids were received and that Aramark Uniform was the low responsive bidder; he discussed the terms of the agreement and the costs involved. Discussion followed and staff recommended Board approval.

A **MOTION** was made by Commissioner Donnelly to recommend Board approval of Proposed Resolution 2013-1790; Award of Bid to Aramark Uniform for Uniform Rental and Mat Rental Services. The **motion was seconded** by Commissioner Huizenga and was passed unanimously by roll call vote (2-0).

Proposed Resolution 2013-1791; Award of Bid to Petroleum Traders Corporation for Procurement of Gasoline and Diesel Fuel.

Dan Barna advised that each year the Airport Authority purchases petroleum gas and diesel fuel for vehicles kept on site. He continued that Parent Petroleum was the provider for 2013 and they chose not to bid this year. Staff solicited bids and three bids were received; Petroleum Traders Corporation was determined to be the low responsive bidder. Mr. Barna proceeded to explain the process for securing this agreement and discussed the pricing model utilized. Discussion continued briefly and staff recommended Board approval.

A **MOTION** was made by Commissioner Donnelly to recommend Board approval of Proposed Resolution 2013-1791; Award of Bid to Petroleum Traders Corporation for Procurement of Gasoline and Diesel Fuel. The **motion was seconded** by Commissioner Huizenga and was passed unanimously by roll call vote (2-0).

Proposed Resolution 2013-1792; Award of Bid for Procurement of One (1) AC/DC Aircraft Ground Power Unit.

Mr. Barna explained that the Airport Authority requests to purchase this truck mounted generator utilized by line service to provide power to an aircraft while on the ground. He advised two bids received and upon evaluation it was determined that Mark C. Pope was the sole responsible bidder for this purchase. Mr. Barna reviewed the costs involved for purchasing this aircraft ground power unit and advised that staff is recommending Board approval.

A **MOTION** was made by Commissioner Donnelly to recommend Board approval of Proposed Resolution 2013-1792; Award of Bid for Procurement of One (1) AC/DC Aircraft Ground Power Unit to Mark C. Pope. The **motion was seconded** by Commissioner Huizenga and was passed unanimously by roll call vote (2-0).

Proposed Resolution 2013-1793; Award of Bid to Tronair Inc. for Procurement of Aircraft Tow Bar and Attachment Heads.

Mr. Barna continued that the Airport Authority budgeted in 2013 to purchase a Tronair aircraft tow bar and attachment heads with goes in conjunction with the new Eagle Tug purchased earlier in the year. Tronair was the only sole source bid because all of the equipment of this type at the airport is Tronair and cannot be interchanged with other types of towheads. He continued to discuss this purchase and the costs involved. Staff recommended Board approval.

A **MOTION** was made by Commissioner Donnelly to recommend Board approval of Proposed Resolution 2013-1793; Award of Bid to Tronair Inc. for Procurement of Aircraft Tow Bar and Attachment Heads. The **motion was seconded** by Commissioner Huizenga and was passed unanimously by roll call vote (2-0).

Proposed Resolution 2013-1796; Award of Bid to Allpoints Inc. for Prairie Landing Golf Course Grill Room A/C Replacement.

Mr. Barna advised that the Airport Authority's Major Maintenance Program included a project to replace the Prairie Landing Golf Course grill room air handling unit which has reached the end of its serviceable life. He advised that Kluber Architects and Engineers provided specification for this project and staff solicited bids; six bids were received. Allpoints Inc. was the low responsive bidder and Kluber checked their references and scope of work and are confident with this award. Mr. Barna advised this project was budgeted for in 2013 year and will be carried over into 2014 for completion in March. Discussion followed and staff recommended Board approval.

A **MOTION** was made by Commissioner Donnelly to recommend Board approval of Proposed Resolution 2013-1796; Award of Bid to Allpoints Inc. for Prairie Landing Golf Course Grill Room A/C Replacement. The **motion was seconded** by Commissioner Huizenga and was passed unanimously by roll call vote (2-0).

Proposed Resolution 2013-1801; Award of Bid to Reinert Structures Inc. for Prairie Landing Golf Course Clubhouse Roof Access Platforms.

Dan Barna stated that the Airport Authority budgeted for fabrication and installation of two roof access platforms to be constructed in the Prairie Landing Golf Course Clubhouse for access to the roof. He explained that there currently is not a safe way for employees to access the clubhouse roof with ladders. He proceeded to review the scope of this project and the pricing. Mr. Barna advised that five bids were received with Reinert Structures Inc. being the low responsive bidder for this project. Discussion occurred and staff recommended Board approval.

A **MOTION** was made by Commissioner Donnelly to recommend Board approval of Proposed Resolution 2013-1801; Award of Bid to Reinert Structures Inc. for Prairie Landing Golf Course Clubhouse Roof Access Platforms. The **motion was seconded** by Commissioner Huizenga and was passed unanimously by roll call vote (2-0).

Proposed Resolution 2013-1802; Approving the Use of Outside Auditors for the Year 2014.

Patrick Hoard stated that as required by the Board's By-Laws, every year staff brings to the Board for approval their recommendations for outside auditors to be utilized by the Authority for the annual financial audit. Staff would survey various firms to ensure the rates remained competitive. He continued that for 2014 other companies had expressed an interest in providing these services and a Request for Proposal (RFP) process was conducted to allow other firms to compete for financial audit services; nine firms responded with proposals. An evaluation committee was established and after their review three firms were asked to provide oral presentations to the Committee; Baker Tilly, Wolf and Company and Sikich, LLP. After the oral presentations were evaluated by the evaluation committee, Mr. Hoard stated that Sikich, LLP was recommended to provide outside audit services for the Airport Authority in 2014. Discussion followed and Chairman Huizenga stated that Wolf and Company had been engaged by the Airport Authority Board for approximately 20 years and had provided excellent financial auditing services during that time. Mr. Hoard discussed the rates presented by each of the three firms and discussion continued briefly. Staff recommended Board approval.

A **MOTION** was made by Commissioner Donnelly to recommend Board approval of Proposed Resolution 2013-1802; Approving the Use of Outside Auditors for the Year 2014. The **motion was seconded** by Commissioner Huizenga and was passed unanimously by roll call vote (2-0).

Other Business

None.

A **MOTION** was made by Commissioner Donnelly to adjourn the Finance, Budget and Audit Committee; the **motion was seconded** by Commissioner Huizenga and was passed unanimously by voice vote. The meeting adjourned at 2:00 p.m.

Peter H. Huizenga, Chairman
Finance, Budget and Audit Committee



DUPAGE AIRPORT AUTHORITY

TO: DuPage Airport Authority
Board of Commissioners

FROM: David Bird
Executive Director

RE: Proposed Resolution 2014-1805; Resolution Approving the Use of Outside Attorneys for the Year 2014.

DATE: January 9, 2014

SUMMARY:

As required by the Airport Authority's By-Laws, The Board of Commissioners each year must approve the outside attorneys to be utilized by the Airport Authority. It is recommended that Schirott, Luetkehans & Garner, LLC be retained as the general counsel attorneys for 2014. The rates for 2014 are reflected in Exhibit A of the Proposed Resolution as well as a comparison of the rates from 2013.

The attorney with Veddar Price providing Human Resources legal services for the Airport Authority has retired from that firm and it was determined that a search be conducted to select a new firm to provide these services. The Internal Policy and Compliance Committee interviewed three separate firms and the final interviews were held on Wednesday January 9, 2014 at the committee meeting. At this time two firms are providing their proposed rate structures and this information will be forwarded to you under separate cover prior to the January 15 Board Meeting.

PREVIOUS COMMITTEE/BOARD ACTION:

January 9, 2013 – Annual Board Meeting. The Board of Commissioners passed Resolution 2013-1701; Resolution Approving the Use of Outside Attorneys for the Year 2013.

January 8, 2014 – The Internal Policy and Compliance Committee met for their regular meeting and conducted final interviews for the firm to provide Human Resources legal services.

REVENUE OR FUNDING IMPLICATIONS:

Rates as provided have been included as part of the 2014 Budget and Appropriations for the Airport Authority.

STAKEHOLDER PROCESS:

N/A

LEGAL REVIEW:

N/A

ATTACHMENTS:

Proposed Resolution 2014-1805; Resolution Approving the Use of Outside Attorneys for the Year 2014. (Provided under separate cover prior to the January 15 Board Meeting.)

ALTERNATIVES:

The Board can deny, modify or amend this issue.


RECOMMENDATION:

It is the recommendation of the Executive Director that the Board approve Proposed Resolution 2014-1805; Resolution Approving the Use of Outside Attorneys for the Year 2014.



DUPAGE AIRPORT
AUTHORITY

TO: DuPage Airport Authority Board of Commissioners

FROM: David Bird 
Executive Director

RE: Proposed Resolution 2014-1806; Authorizing the Execution of Contract with Serafin and Associates Inc. for Marketing and Communications Services

DATE: January 7, 2014

SUMMARY:

On January 9, 2013, the Airport Authority Board passed Resolution 2013-1701 authorizing the execution of a contract with Serafin and Associates for marketing and communications services. Under this contract Serafin and Associates produces marketing materials, press releases and coordination of events to promote the benefits of the Authority to the aviation industry and to the community. With the completion of the improvements to the Flight Center, we will be coordinating a marketing campaign around the improvements to our primary user groups – corporate and general aviation. Serafin and Associates has demonstrated a high level of competence in the performance of the services contained in this agreement, and there are a number of significant projects underway that are intended to enhance the competitive position of the DuPage Airport that requires their expertise to maximize the marketing opportunities. Therefore it is recommended that a contract be approved for Fiscal year 2014 beginning January 1, 2014 and ending December 31, 2014 for an amount not to exceed \$42,500. This amount remains the same as 2013.

COMMITTEE/BOARD ACTION:

None

REVENUE OR FUNDING IMPLICATIONS:

Funds are available within the FY-2014 budget for this purpose.

STAKEHOLDER PROCESS:

N/A

LEGAL REVIEW:

The Contract has been reviewed and approved by Phil Luetkehans prior to execution.

ATTACHMENTS:

Proposed Resolution 2014-1806; Authorizing the Execution of a Contract with Serafin and Associates Inc. for Marketing and Communications Services.

ALTERNATIVES:

None

RECOMMENDATION: I recommended approving Proposed Resolution 2014-1806; Authorizing the Execution of a Contract with Serafin and Associates Inc. for Marketing and Communications Services.

RESOLUTION 2014-1806

AUTHORIZING THE EXECUTION OF A CONTRACT WITH SERAFIN AND ASSOCIATES INC. FOR MARKETING AND COMMUNICATIONS SERVICES

WHEREAS, the DuPage Airport Authority (the "Authority) has previously entered into contracts with Serafin and Associates Inc. ("Serafin")for Marketing and Communications Services.

WHEREAS, Serafin has performed these services in an exemplary manner and has exhibited the expertise to continue providing these services; and

WHEREAS, the Authority wishes to enter into a contract with Serafin for Marketing and Communication Services for a total not-to-exceed amount of \$42,500 for Fiscal Year 2014 beginning January 1, 2014 through December 31, 2014; and

WHEREAS, the Authority has sufficient funds in the FY-2014 Budget to fund this contract; and

WHEREAS, the Authority deems it into the best interests of the Authority to enter into an Agreement for Marketing and Communication Services with Serafin.

NOW, THEREFORE, BE IT RESOLVED that the Executive Director of the DuPage Airport Authority be authorized and directed to execute the Professional Services Agreement with Serafin and Associates, Inc. for a total amount not-to-exceed \$42,500, and on behalf of the DuPage Airport Authority take whatever steps necessary to effectuate the terms of said Agreement.

This Resolution shall be in full force and effect immediately upon its adoption and approval.

Juan E. Chavez _____
Stephen L. Davis _____

Gerald M. Gorski _____
Peter H. Huizenga _____
Gina R. LaMantia _____
Gregory J. Posch _____

Charles E. Donnelly _____
Dayle M. Gillett _____

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 15th day of January, 2014.

CHAIRMAN


SECRETARY
RESOLUTION 2014-1806



DUPAGE AIRPORT
AUTHORITY

TO: Board of Commissioners

FROM: Dan Barna
Procurement Manager

THROUGH: David Bird 
Executive Director

RE: Proposed Resolution 2014-1807; Authorizing Execution of a Change Order with
Maclyn Group for Website Development Services

DATE: January 7, 2014

SUMMARY:

On June 12, 2013, the Board of Commissioners authorized the execution of a Contract with Maclyn Group for development of three (3) websites: www.dupageairport.com, www.dupageflightcenter.com, and www.prairielanding.com for a total cost of \$68,470. Such development included a complete redesign and migration of data from the existing websites that were more than 10 years old.

The new websites have been developed on a modern platform that is now compatible with multiple viewing devices, proper site structure, navigation, page flow, search engine optimization and a content management system for easily updating information.

In the course of a 40-week site development plan, staff has met with Maclyn Group several times to discuss site requirements. Upon review of the operational needs of both staff and the public, staff has determined that additional development work is needed in the sections of Procurement, Commissioners, Employees and Tenants.

The proposed Procurement Section involves significant work by developing a hosted database for IFB and RFP opportunities, tracking and archiving of data. In addition, public users will register and be able to easily download bid documents and receive solicitations for future opportunities. This section will contain a content management system for easily updating information. This new section will greatly broaden exposure for opportunities to do business with the Airport Authority.

The proposed Commissioner Section will allow secure web-based access to the Airport Easement Database tool created by CH2M Hill. The proposed Employee Section will include a secure login to employee payroll, benefits, policies, forms and updates. The proposed Tenant Section will include tenant specific updates and is intended to improve customer service through convenient communication with the Airport Authority.

Staff is in receipt of a Change Order in the amount of \$14,750 to accomplish the additional required developments.

PREVIOUS COMMITTEE/BOARD ACTION:

January 15, 2014 Finance, Budget and Audit Committee – this item is being reviewed by the Committee.

REVENUE OR FUNDING IMPLICATIONS:

Maclyn Group has provided a Change Order in the amount of \$14,750 to provide additional website development in the sections of Procurement, Commissioners, Employee and Tenants.

The Change Order for additional website development has been included in the 2014 budget.

STAKEHOLDER PROCESS:

N/A

LEGAL REVIEW:

Legal counsel has reviewed this item.

ATTACHMENTS:

- Proposed Resolution 2014-1807; Authorizing Execution of a Change Order with Maclyn Group for Website Development Services.

ALTERNATIVES:

The Board can deny, modify or amend this issue.

RECOMMENDATION:

Subject to the favorable recommendation of the Finance, Budget and Audit Committee at their January 15, 2014 meeting, it is the recommendation of the Executive Director and Staff that the Board approve Proposed Resolution 2014-1807; Authorizing Execution of a Change Order with Maclyn Group for Website Development Services.

RESOLUTION 2014-1807

Authorizing Execution of a Change Order with Maclyn Group for Website Development Services

WHEREAS, the DuPage Airport Authority (“Authority”), DuPage County, Illinois is a duly authorized and existing Airport Authority under the laws of the State of Illinois; and

WHEREAS, on June 12, 2013 the Authority and Maclyn Group entered into an Agreement for Website Development and Implementation Services (the “Project”) for a total fee of \$68,470, which was approved by Resolution 2013-1748; and

WHEREAS, the scope of work necessary to complete said Project has increased such that the Authority deems it to be in the best interests of the Authority to execute a Change Order with Maclyn Group for the additional work; and

WHEREAS, the Authority is in receipt of a Change Order from Maclyn Group in the amount of \$14,750 to complete the Project for a total cost of \$83,220; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the DuPage Airport Authority hereby approves said Change Order in the amount of \$14,750 and authorizes the Executive Director, David Bird to execute said Change Order with Maclyn Group and to take whatever steps necessary to effectuate the terms of said Change Order.

This resolution shall be in full force and effective immediately upon its adoption and approval.

Juan E. Chavez _____
Stephen L. Davis _____
Charles E. Donnelly _____
Dayle M. Gillett _____

Peter H. Huizenga _____
Gina LaMantia _____
Gregory J. Posch _____
Gerald M. Gorski _____

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 15th day of January 2014.

CHAIRMAN

(ATTEST)


SECRETARY



DUPAGE AIRPORT
AUTHORITY

TO: Board of Commissioners

FROM: Dan Barna
Procurement Manager

THROUGH: David Bird 
Executive Director

RE: Proposed Resolution 2014-1808; Authorizing Tradition Energy to Provide Energy
Broker and Consulting Services

DATE: January 7, 2014

SUMMARY:

The Airport Authority has procured electric energy from suppliers in the deregulated energy market since 2007 and desires to expand into other energy savings opportunities such as natural gas and bulk fuels.

To accomplish this task, the Authority requires the use of an Energy Consultant to assist in the procurement of energy through the preparation of RFP documents, evaluation of energy proposals and to analyze market conditions.

Energy brokers are paid for services rendered in accordance with normal brokerage commissions that are included in energy rates paid by the Authority.

The Authority's Procurement Policy in Section 2.6.c and the Illinois Governmental Joint Purchasing Act (30 ILCS 525/1 *et. seq.*) allows for the utilization of purchases made off of Contracts awarded through a joint purchasing alliance of which the Authority is a member and where the Contract was formally competed by the alliance or group.

U.S. Communities, a government purchasing alliance in conjunction with the City of Mesquite, Texas has awarded an Energy Broker and Consulting Services Agreement to Tradition Energy for providing consulting services in the procurement of electricity, natural gas and bulk fuel.

Staff desires utilizing the Contract with Tradition Energy for providing consulting services in the procurement of energy.

The proposed term for such services is for one (1) year with the option for 2 additional one (1) year extensions at the sole discretion of the Airport Authority.

PREVIOUS COMMITTEE/BOARD ACTION:

January 15, 2014 Finance, Budget and Audit Committee – this item is being reviewed by the Committee.

REVENUE OR FUNDING IMPLICATIONS:

Tradition Energy will be paid in accordance with normal brokerage commissions that are included in energy rates paid by the Authority.

STAKEHOLDER PROCESS:

No stakeholders have been identified at this time.

LEGAL REVIEW:

Legal counsel has reviewed this item.

ATTACHMENTS:

- Proposed Resolution 2014-1808; Authorizing Tradition Energy to Provide Energy Broker and Consulting Services

ALTERNATIVES:

The Board can deny, modify or amend this issue.

RECOMMENDATION:

Subject to the favorable recommendation of the Finance, Budget and Audit Committee at their January 15, 2014 meeting, it is the recommendation of the Executive Director and Staff that the Board approve Proposed Resolution 2014-1808; Authorizing Tradition Energy to Provide Energy Broker and Consulting Services.

RESOLUTION 2014-1808

Authorizing Tradition Energy to Provide Energy Broker and Consulting Services

WHEREAS, the DuPage Airport Authority (“Authority”), DuPage County, Illinois is a duly authorized and existing Airport Authority under the laws of the State of Illinois; and

WHEREAS, the Authority’s Procurement Policy in Section 2.6.c and the Illinois Governmental Joint Purchasing Act (30 ILCS 525/1 *et. seq.*) allows for the utilization of purchases made off of Contracts awarded through a joint purchasing alliance of which the Authority is a member and where the Contract was formally competitively bid by the alliance or group; and

WHEREAS, U.S. Communities, a government purchasing alliance in conjunction with the City of Mesquite, Texas has awarded an Energy Broker and Consulting Services Agreement to Tradition Energy for providing consulting services in the procurement of electricity, natural gas and bulk fuel; and

WHEREAS, the Authority deems it to be in the best interests of the Authority to utilize such consulting services in the procurement of its energy services.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the DuPage Airport Authority hereby authorizes the utilization of the services of Tradition Energy during the period of February 1, 2014 through January 31, 2015, subject to two additional one (1) year extensions at the sole discretion of the Authority. Such broker shall be paid for services rendered in accordance with normal brokerage commissions that are included in energy rates paid by the Authority; and

FURTHER, BE IT RESOLVED, that the Board of Commissioners of the DuPage Airport Authority hereby authorizes the Executive Director, David Bird to take whatever steps necessary to effectuate the terms of this Resolution.

This resolution shall be in full force and effective immediately upon its adoption and approval.

Juan E. Chavez	_____	Peter H. Huizenga	_____
Stephen L. Davis	_____	Gina LaMantia	_____
Charles E. Donnelly	_____	Gregory J. Posch	_____
Dayle M. Gillett	_____	Gerald M. Gorski	_____

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 15th day of January 2014.

CHAIRMAN

(ATTEST)

SECRETARY



DUPAGE AIRPORT AUTHORITY

TO: DuPage Airport Authority
Board of Commissioners

FROM: David Bird 
Executive Director

RE: Proposed Resolution 2014-1809; Authorizing the Execution of a Task Order with CH2M Hill for Program Management Services.

DATE: January 9, 2014

SUMMARY:

The DuPage Airport Authority has adopted one of the most aggressive capital improvement programs for airports our size in the country. In 2014 we will be engaged in projects that in the aggregate exceed \$20 million, including the widening of the primary runway, the construction of a 30,000 square foot transient hangar, course renovations at Prairie Landing Golf Course, and some significant major maintenance projects to various facilities. In order to establish the highest possible standards of contract administration for our CIP and ensure that our funds are expended in the most efficient way possible, I am recommending a task order with CH2M Hill for the purpose of program management. Under this task order CH2M Hill will serve as the clearinghouse for the administrative aspects of the project including reviewing and commenting on plans and designs, reviewing pay applications, and establishing a rigorous evaluation process for change orders. In the absence of having a professional engineer on staff, this contract will provide this function and serve as the Airport Authority's advocate as the projects proceed throughout 2014. This will significantly enhance the staff's ability to manage the projects from an operation and safety aspect and concurrently provide a higher level of professional expertise in the contract administration processes.

PREVIOUS COMMITTEE/BOARD ACTION:

None

REVENUE OR FUNDING IMPLICATIONS:

A budget not-to exceed \$55,000 has been established for 2014. Sufficient funds have been included in the 2014 Budget and Appropriations.

STAKEHOLDER PROCESS:

None

LEGAL REVIEW:

Standard form task order will be utilized.

ATTACHMENTS:

Proposed Resolution 2014-1809; Authorizing the Execution of a Task Order with CH2M Hill for Program Management Services.

ALTERNATIVES:

The Board can deny, modify or amend this issue.

RECOMMENDATION:

Subject to the favorable recommendation of the Capital Development, Leasing and Customer Fees Committee at their January 15, 2014 meeting, it is the recommendation of the Executive Director and Staff that the Board approve Proposed Resolution 2014-1809; Authorizing the Execution of a Task Order with CH2M Hill for Program Management Services.

RESOLUTION 2014-1809

Authorizing the Execution of Task Order No. 18 with CH2M Hill for Program Management Services

WHEREAS, the DuPage Airport Authority, an Illinois Special District ("Authority"), previously selected CH2M Hill, Inc. to provide planning, design and construction services for various construction projects pursuant to the Local Government Professional Services Selection Act, 50 ILCS 510/0.01 et seq. (the "Act"); and

WHEREAS, the DuPage Airport Authority (the "Authority") expects to pursue the accomplishment of a project described as Capital Improvement Program Management Services (the "Project"); and

WHEREAS, the Authority is in receipt of Task Order No. 18 from CH2M Hill, Inc., for Program Management Services for 2014 capital improvements for a total not-to-exceed amount of \$55,000, for the Project; and

WHEREAS, the Authority finds it to be in the best interest of the Authority to enter into Task Order No. 18 with CH2M Hill, Inc. for such services; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the DuPage Airport Authority hereby authorizes the Executive Director, David Bird to execute Task Order No.18 with CH2M Hill, Inc., and take whatever steps necessary to effectuate the terms of said Task Order on behalf of the Authority.

This resolution shall be in full force and effective immediately upon its adoption and approval.

Juan E. Chavez	_____	Peter H. Huizenga	_____
Stephen L. Davis	_____	Gina LaMantia	_____
Charles E. Donnelly	_____	Gregory J. Posch	_____
Dayle M. Gillett	_____	Gerald M. Gorski	_____

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 15th day of January 2014.

CHAIRMAN

(ATTEST)

SECRETARY



TO: Board of Commissioners

FROM: Byron Miller
Director, Operations

THROUGH: David Bird
Executive Director

RE: Proposed Resolution 2014-1811; Authorizing the Execution of Second Amendment to an Engineering Agreement with Crawford, Murphy & Tilly, Inc. for the Design Phase of Contract 1 – Widen Runway 2l/20r to 150’.

DATE: January 9, 2014

SUMMARY:

As you know the Airport Authority is in the design phase for widening, rehabilitating and strengthening runway 2L/20R.

On December 10, 2008 the Board approved an Agreement with Crawford, Murphy & Tilly, Inc. to provide design phase engineering services for the project: Rehabilitate Runway 2L/20R and Taxiway W-Phase 1 Widen to 150’. The Board approved the first amendment to this agreement on March 11, 2013.

Following the submittal of the preliminary (80%) project contract documents, several additional items of work were modified or added to the project scope through design progression that were previously not contemplated.

The first and largest item is the impacts associated with the widening of the shoulder pavement from 12’ to 15’. This required additional engineering effort in the grading plans. Due to the minimal grade difference in the project area the grading limits need to be expanded.

The second is the additional effort necessary to review and evaluate the existing runway pavement removal and replacement areas. Since the original agreement was executed, numerous existing concrete pavement panels on the existing runway have experienced cracking. The replacement/repair of these panels have now been incorporated into the project.

The third is associated with the changes to the design for the electrical system. After completion of the 35% design report, the design of the runway light electrical wiring was changed from direct burial cabling to unit duct due to life cycle costs.

Finally, there have been several items associated with the natural progression of the design:

Supplemental Drainage Review and evaluation of storm water detention capacity from the increase in the impervious area of the project.

Modifications to the sequence of Construction to accommodate the additional project scope.

Additional coordination with the FAA regarding a reimbursable agreement for FAA design and construction services for the PAPI relocation and threshold light bar associated with the project.

Due to the above mentioned changes in the project scope and design progression, CMT is requesting a second supplement to the engineering agreement for the Design Phase for Contract 1 –Widen Runway 2L/20R to 150’ for an additional \$81,700.00 for a total not-to-exceed amount of \$333,400.

An Independent Fee Review was performed by Burns & McDonnell and it was agreed that this fee is reasonable.

PREVIOUS COMMITTEE/BOARD ACTION:

On December 10, 2008, the Board approved Resolution 2008-1395, Authorizing an Agreement for Design Phase Engineering Services from Crawford, Murphy & Tilly, Inc. for the project: Rehabilitate Runway 2L/20R and Taxiway W-Phase 1 Widen to 150’ for a not to exceed amount of \$124,900.

On March 11, 2013 the Board approved Resolution 2013-1724, Authorizing the Execution of An Amendment to An Agreement for Design Phase Engineering Services from Crawford, Murphy & Tilly, Inc. For The Project: Rehabilitate Runway 2L/20R And Taxiway W-Phase 1 Widen To 150’ for an additional amount of \$126,800 which resulted in a total not to exceed amount of \$251,700.

REVENUE OR FUNDING IMPLICATIONS:

The FY 2013 Capital Budget contains \$9,800,000 for this project.

STAKEHOLDER PROCESS:

N/A

LEGAL REVIEW:

The Illinois Division of Aeronautics approved contract is standard and did not require legal review.

ATTACHMENTS:

Proposed Resolution 2014-1811; Authorizing the Execution of Second Amendment to an Engineering Agreement with Crawford, Murphy & Tilly, Inc. for the Design Phase of Contract 1 – Widen Runway 21/20r to 150’

ALTERNATIVES:

The Board can, deny, modify or amend this issue.

RECOMMENDATION:

Subject to the favorable recommendation of the Capital Development, Leasing and Customer Fees Committee, it is the recommendation of the Executive Director and Staff that the Board of Commissioners approve Proposed Resolution 2014-1811; Authorizing the Execution of Second Amendment to an Engineering Agreement with Crawford, Murphy & Tilly, Inc. for the Design Phase of Contract 1 – Widen Runway 21/20r to 150’.

RESOLUTION 2014-1811

**AUTHORIZING THE EXECUTION OF SECOND AMENDMENT TO AN
ENGINEERING AGREEMENT WITH CRAWFORD, MURPHY & TILLY, INC. FOR
THE DESIGN PHASE OF CONTRACT 1 – WIDEN RUNWAY 2L/20R TO 150’**

WHEREAS, on December 10, 2008 the DuPage Airport Authority (the "Authority") and Crawford, Murphy and Tilly, Inc. ("CMT") entered into a Professional Services Agreement (the "Agreement") for Design Phase Engineering Services for the project: Rehabilitate Runway 2L/20R and Taxiway W-Phase 1 Widen to 150'. (the "Project"), which was approved by the Authority under Resolution 2008-1395; and

WHEREAS, the Agreement provided for the payment to CMT of a sum not to exceed \$124,900; and

WHEREAS, on March 11, 2013, the Authority amended the scope of work necessary for CMT's completion of the Project and increased the total payment under the Agreement to an amount not to exceed \$251,700; and

WHEREAS, due to changes made throughout the design process, it has now been determined that additional design phase engineering will be required, thus incurring additional costs of \$81,700 for a new total not to exceed cost of \$333,400; and

WHEREAS, the Authority deems it to be in the best interests of the Authority to enter into a Second Amendment to the Agreement with CMT, which will modify the total cost of the Agreement to \$333,400.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the DuPage Airport Authority that the Agreement be amended as set forth in the Second Amendment to the Agreement with CMT and hereby authorize the Executive Director to execute said Amendment and take whatever steps necessary to effectuate the terms of this Second Amendment to the Agreement on behalf of the Authority.

This Resolution shall be in full force and effect immediately upon its adoption and approval.

Juan E. Chavez _____
Stephen L. Davis _____
Charles E. Donnelly _____
Dayle M. Gillett _____
Gerald M. Gorski _____

Peter H. Huizenga _____
Gina R. LaMantia _____
Gregory J. Posch _____

Passed & approved by the Board of Commissioners of the DuPage Airport Authority this 15th day of January, 2015.

SECRETARY


CHAIRMAN

RESOLUTION 2014-1811



DUPAGE AIRPORT AUTHORITY

TO: DuPage Airport Authority
Board of Commissioners

FROM: David Bird 
Executive Director

RE: Proposed Ordinance 2014-270; Adopting Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year beginning January 1, 2014 and Ending December 31, 2014.

DATE: January 7, 2014

SUMMARY:

Pursuant to Illinois Statute, the Airport Authority is required to pass within the first quarter of their fiscal year, a Budget and Appropriations Ordinance. The Tentative Budget and Appropriations Ordinance was passed on November 20, 2013 and forwarded to DuPage County Board Chairman Cronin on December 5, 2013. As authorized by Illinois Statute, the County Board Chairman has thirty (30) days to review the Airport Authority Budget and Appropriations and has the right of line item veto. The Airport Authority has received no comments or questions from the County Board Chairman's office with regard to the 2014 Budget and Appropriations. A notice was published in the *Daily Herald* announcing the Public Hearing to be held on January 13, 2014, at 10:00 a.m. in the 1st Floor Conference Room of the DuPage Flight Center. The purpose of the Public Hearing is to provide an opportunity for public review and comment. The Airport Authority has met all of its statutory requirements for passage of the 2014 Budget and Appropriations.

PREVIOUS COMMITTEE / BOARD ACTION:

November 20, 2013 - the DuPage Airport Authority Board passed Ordinance 2013-269; Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year beginning January 1, 2014 and Ending December 31, 2014.

January 15, 2014 – the DuPage Airport Authority Board of Commissioners Finance Committee will review the 2014 Budget and Appropriations.

REVENUE OR FUNDING IMPLICATIONS:

Illinois Statute requires passage of this Ordinance by the Board to enact the Authority's annual budget.

STAKEHOLDER PROCESS:

No stakeholders have been identified at this time.

LEGAL REVIEW:

Legal review of this item is not necessary.

ATTACHMENTS:

Proposed Ordinance 2014-270; Adopting Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2014 and Ending December 31, 2014.

ALTERNATIVES:

The Board can deny, modify or amend this issue.

RECOMMENDATION:

It is the recommendation of the Executive Director that the Board approve Proposed Ordinance 2014-270; Adopting the Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2014 and Ending December 31, 2014.

ORDINANCE 2014-270

BUDGET & APPROPRIATIONS ORDINANCE for the DUPAGE AIRPORT AUTHORITY for the FISCAL YEAR BEGINNING JANUARY 1, 2014 and ENDING DECEMBER 31, 2014

WHEREAS, The Board of Commissioners of the DuPage Airport Authority, an Illinois Special District, has adopted a fiscal year beginning January 1, 2014 and ending December 31, 2014, and has estimated the sums of money necessary to pay the costs of operating the DuPage Airport Authority and all other expenses and liabilities of the Authority for Fiscal Year 2014.

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the DuPage Airport Authority, an Illinois Special District, as follows:

SECTION 1: For the fiscal year beginning January 1, 2014 and ending December 31, 2014 the following sums of money below are hereby budgeted and appropriated for the corporate purposes of the Corporate Fund of the DuPage Airport Authority:

Estimated 2014 Beginning Cash Balance	\$ 28,124,179
<u>OPERATING REVENUES</u>	
Airport Operations	\$ 4,447,636
Flight Center Fuel Operations	\$ 11,499,739
Prairie Landing Golf Course	2,765,827
TOTAL OPERATING REVENUES	\$ 18,713,202
<u>OPERATING EXPENSES</u>	
Airport Operations	\$ 6,237,189
Flight Center Fuel Operations	9,705,160
Prairie Landing Golf Course	\$ 2,514,224
TOTAL OPERATING EXPENSES	\$ 18,456,573
<u>NON OPERATING - DEBT SERVICE/CAPITAL/TAXES</u>	
<u>REVENUES</u>	
Miscellaneous Taxes	\$ 55,000
Property Taxes/Abatement	\$ 5,520,000
Interest Income	\$ 145,000
Gain of Sale from Fixed Assets	\$ 60,000
TOTAL NON-OPERATING REVENUES	\$ 5,780,000
<u>EXPENSES</u>	
Property Tax (DAA)	\$ 204,000
Property Tax (PLGC)	\$ 248,000
TOTAL NON-OPERATING EXPENSES	\$ 452,000
<u>CAPITAL DEVELOPMENT PROGRAM</u>	
AVIATION PROGRAMS/EQUIPMENT	\$ 23,514,502
GOLF COURSE PROGRAMS/EQUIPMENT	\$ 2,237,000
Major Maintenance of Capital Assets	\$ 962,300
TOTAL CAPITAL DEVELOPMENT PROGRAM	\$ 26,713,802
Total FY2014 Revenues	\$ 24,493,202
Total FY2014 Expenditures	\$ 45,622,375
Cash Balance - Ending	\$ 6,995,006

SECTION 2: That the following budget and appropriations, containing an estimate of the receipts and expenditures for FISCAL YEAR 2014, be and are hereby adopted as the budget and appropriations of the Corporate Fund of the DuPage Airport Authority for said fiscal year:

AIRPORT ADMINISTRATION / OPERATIONS

REVENUES

HANGAR RENTALS	\$ 1,798,468
COLLECTION, SERVICE, TOWING FEES	\$ 250
COMMISSIONS	\$ 32,443
CUSTOMS FEES	\$ 80,000
RAMP, TIE DOWN, OVERNIGHT FEES	\$ 150,000
NON AIRFIELD, RENT/LEASE REVENUE	\$ 2,366,475
MISCELLANEOUS	\$ 20,000
TOTAL REVENUES	\$ 4,447,636

CASH ON HAND - BEGINNING

\$ 26,034,901

TOTAL FUNDS AVAILABLE

\$ 30,482,537

EXPENDITURES

SALARIES

STAFF & COMMISSIONERS	\$ 2,264,617
SALARIES TOTAL	\$ 2,264,617

BENEFITS

FICA	\$ 166,602
UNEMPLOYMENT INSURANCE	\$ 36,684
GROUP INSURANCE	\$ 454,261
UNIFORMS	\$ 10,100
IMRF	\$ 208,109
BENEFITS TOTAL	\$ 875,756

GENERAL & ADMINISTRATIVE

EDUCATION / TRAINING / TRAVEL	\$ 18,873
DUES & SUBSCRIPTIONS	\$ 14,460
COMPUTER AND SOFTWARE	\$ 42,650
COMMUNICATIONS	\$ 54,640
GENERAL OFFICE	\$ 12,540
MISCELLANEOUS	\$ 2,300
GEN. & ADMIN. TOTAL	\$ 145,463

OUTSIDE SERVICES

CONSULTING SERVICES	\$ 103,250
ACCOUNTING / AUDIT	\$ 48,500
CUSTOMS/CONTROL TOWER	\$ 536,000
MISC OUTSIDE SERVICES	\$ 176,257
LEGAL	\$ 200,000
SNOW REMOVAL/ICE CONTROL	\$ 20,100
ARFF	\$ 400,000
OUTSIDE TOTAL	\$ 1,484,107

MAINTENANCE

EQUIPMENT LEASE / MAINT. CONTRACTS	\$ 37,068
SUPPLIES/HANDTOOLS & SMALL EQUIPMENT	\$ 56,504
FUEL/OIL VEHICLES & EQUIPMENT	\$ 75,000
FIELD MAINTENANCE	\$ 146,856
BUILDING MAINTENANCE	\$ 181,560
MACHINE & EQUIPMENT	\$ 55,000
MAINTENANCE TOTAL	\$ 551,988

INSURANCE

\$ 313,165
\$ 313,165

MARKETING / PUBLIC RELATIONS

\$ 119,312
\$ 119,312

UTILITIES

GARBAGE REMOVAL / JANITORIAL	\$ 15,481
GAS HEAT	\$ 136,000
ELECTRIC	\$ 301,000
WATER/SEWER	\$ 30,300
TOTAL UTILITIES	\$ 482,781

**TOTAL EXPENDITURES AUTHORITY
ADMINISTRATION & OPERATIONS**

\$ 6,237,189

CASH ON HAND ENDING

\$ 24,245,348

DUPAGE FLIGHT CENTER FUEL OPERATIONS

REVENUES		
	FUEL & OIL SALES	\$ 11,228,814
	SERVICES & CATERING	\$ 261,425
	MISCELLANEOUS INCOME	\$ 9,500
	TOTAL REVENUES	\$ 11,499,739
CASH ON HAND - BEGINNING		\$ 2,005,378
TOTAL FUNDS AVAILABLE		\$ 13,505,117
EXPENDITURES		
SALARIES		
	STAFF	\$ 844,991
	SALARIES TOTAL	\$ 844,991
BENEFITS		
	FICA	\$ 64,642
	UNEMPLOYMENT INSURANCE	\$ 24,700
	GROUP INSURANCE	\$ 214,700
	UNIFORMS	\$ 12,800
	IMRF	\$ 80,866
	BENEFITS TOTAL	\$ 397,708
COST OF SALES		
	COST OF SALES - FUEL/OIL	\$ 7,715,280
	COST OF SALES - DEICE	\$ 25,000
	COST OF SALES - CATERING	\$ 90,000
	COST OF SALES TOTAL	\$ 7,830,280
GENERAL & ADMINISTRATIVE		
	BUILDING RENT	\$ 48,000
	EDUCATION / TRAINING / TRAVEL	\$ 8,200
	DUES & SUBSCRIPTIONS	\$ 1,000
	MISC OFFICE EXPENSE	\$ 35,250
	SOFTWARE	\$ 20,000
	COMMUNICATIONS	\$ 4,413
	CREDIT CARD EXPENSE	\$ 167,000
	MARKETING	\$ 36,000
	GEN. & ADMIN. TOTAL	\$ 319,863
OUTSIDE SERVICES		
	CONSULTING SERVICES/LEGAL	\$ 4,700
	OUTSIDE TOTAL	\$ 4,700
MAINTENANCE / OPERATIONS		
	EQUIPMENT LEASE / MAINT. CONTRACTS	\$ 122,500
	SUPPLIES	\$ 5,000
	FUEL / OIL VEHICLES	\$ 31,800
	MAINTENANCE EXPENSE	\$ 27,300
	MAINTENANCE TOTAL	\$ 186,600
INSURANCE		\$ 118,218
	INSURANCE TOTAL	\$ 118,218
UTILITIES		
	ELECTRIC	\$ 2,800
	UTILITIES TOTAL	\$ 2,800
TOTAL EXPENDITURES FLIGHT CENTER FUEL OPERATION		\$ 9,705,160
CASH ON HAND ENDING		\$ 3,799,957

PRAIRIE LANDING GOLF COURSE

REVENUES

GOLF OPERATIONS	
GREENS FEES/CART RENTAL	\$ 1,210,000
ASSOCIATION MEMBERSHIPS	\$ 153,000
RENTALS	\$ 7,000
PRACTICE CENTER	\$ 144,000
PRO SHOP SALES	\$ 155,000
TOTAL GOLF OPERATIONS	<u>\$ 1,669,000</u>
FOOD & BEVERAGE	
CLUBHOUSE	\$ 260,000
KITTY HAWK - DELI	\$ 50,900
BANQUET	\$ 782,427
TOTAL FOOD & BEVERAGE	<u>\$ 1,093,327</u>
MISCELLANEOUS INCOME	<u>\$ 3,500</u>
TOTAL MISCELLANEOUS INCOME	<u>\$ 3,500</u>
TOTAL REVENUES	<u>\$ 2,765,827</u>

CASH ON HAND - BEGINNING \$ 83,900

TOTAL FUNDS AVAILABLE **\$ 2,849,727**

EXPENSES

SALARIES	
STAFF	\$ 1,170,750
SALARIES TOTAL	<u>\$ 1,170,750</u>
BENEFITS	
FICA	\$ 97,628
STATE UNEMPLOYMENT (SUTA)	\$ 61,861
IMRF	\$ 95,406
GROUP INSURANCE	\$ 53,092
UNIFORMS	\$ 7,300
BENEFITS TOTAL	<u>\$ 315,287</u>
COST OF SALES	
COST OF SALES - GOLF	\$ 110,800
COST OF SALES - GRILL, EVENT, BANQUETS	\$ 259,927
COST OF SALES - KITTY HAWK	\$ 20,310
CREDIT CARD FEES	\$ 51,325
COST OF SALES TOTAL	<u>\$ 442,362</u>
GENERAL & ADMINISTRATIVE	
EDUCATION / TRAINING / TRAVEL	\$ 630
DUES & SUBSCRIPTIONS	\$ 11,675
COMPUTER/SOFTWARE	\$ 20,000
COMMUNICATIONS	\$ 20,100
TRANSFER COSTS TO FLIGHT CENTER	\$ (33,448)
MARKETING	\$ 47,300
GEN. & ADMIN. TOTAL	<u>\$ 66,257</u>
OUTSIDE SERVICES	
CONSULTING SERVICES/LEGAL	\$ 36,875
OUTSIDE TOTAL	<u>\$ 36,875</u>
MAINTENANCE / OPERATIONS	
COURSE MAINTENANCE	\$ 123,500
SUPPLIES	\$ 92,200
RENTAL EQUIPMENT	\$ 29,600
FUEL / OIL VEHICLES	\$ 25,000
BUILDING MAINTENANCE EXPENSE	\$ 59,900
MAINTENANCE TOTAL	<u>\$ 330,200</u>
INSURANCE	
INSURANCE TOTAL	<u>\$ 64,008</u>
UTILITIES	
GARBAGE REMOVAL / JANITORIAL	\$ 12,460
GAS HEAT	\$ 12,175
ELECTRIC	\$ 55,350
WATER/SEWER	\$ 8,500
UTILITIES TOTAL	<u>\$ 88,485</u>
TOTAL EXPENSES - PRAIRIE LANDING	<u>\$ 2,514,224</u>
CASH ON HAND ENDING	<u>\$ 335,503</u>

NON OPERATING - REVENUE/DEBT SERVICE/CAPITAL/TAXES

MISCELLANEOUS TAXES	\$ 55,000
PROPERTY TAXES	\$ 5,520,000
INTEREST INCOME	\$ 145,000
GAIN OF SALE FROM FIXED ASSETS	\$ 60,000
TOTAL NON-OPERATING REVENUES	\$ 5,780,000

CAPITAL DEVELOPMENT PROGRAM

AVIATION PROGRAMS/EQUIPMENT	\$ 23,514,502
GOLF COURSE PROGRAMS/EQUIPMENT	\$ 2,237,000
Major Maintenance of Capital Assets	\$ 962,300
TOTAL CAPITAL DEVELOPMENT	\$ 26,713,802

PROPERTY TAX

PROPERTY TAX (DAA)	\$ 204,000
PROPERTY TAX (PLGC)	\$ 248,000
TOTAL DEBT SERVICE	\$ 452,000

TOTAL REVENUES FY 2014	\$ 24,493,202
TOTAL EXPENDITURES FY 2014	\$ 45,622,375

CASH ON HAND ENDING	\$ 6,995,006
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Said appropriation items shall constitute the Budget for the Corporate Fund of the Authority for FISCAL YEAR 2014.

In support of said Budget and as part thereof, the following statement is made under Section 3 of "AN ACT providing for and regulating methods of adopting Budgets and making appropriations by certain tax levying bodies of this State" approved July 12, 1937, as amended, (Ill. Rev. Stats. Ch. 85, par. 8035) and Section 195-1/2 of the "Revenue Act of 1939, as amended (Ill. Rev. Stats. Ch. 120, par. 676A).

The amounts specified are the maximum estimated for probable expenditures or commitments prior to December 31, 2014, and there is included in the appropriated amounts, funds derived from other sources than local taxation, and which may be spent for the benefit of the authority without actually being received and expended by it.

All unexpended balance of any item or items of any general appropriation made by this Ordinance may be expended in making up any deficiency in any item or items in the same general appropriation made by this Ordinance.

SECTION 3: This Ordinance shall be in full force and effect immediately upon its adoption and approval.

Passed and approved by the Board of Commissioners of the DuPage Airport Authority on November 20, 2013.

Record of Roll Call Vote:

Juan E. Chavez
Stephen L. Davis
Charles E. Donnelly
Dayle M. Gillett
Gerald M. Gorski
Peter H. Huizenga
Gina R. Lamantia
Gregory J. Posch

Chairman

(seal)
ATTEST:

Secretary

DuPAGE AIRPORT AUTHORITY

2014

Budget & Appropriations



**DUPAGE AIRPORT AUTHORITY
PAYROLL HEADCOUNT WORKSHEET
FISCAL YEAR 2014 BUDGET**

DEPARTMENT	2013					2014				
	CURRENT		NEW/OPEN POSITIONS		TOTALS	CURRENT		NEW/OPEN POSITIONS		TOTALS
	FULL	PART TIME	FULL	PART TIME		FULL	PART TIME	FULL	PART TIME	
DAA COMMISSIONERS	9	0	0	0	9	9	0	0	0	9
DAA ADMINISTRATION	9	0	0	0	9	9	0	0	0	9
ADMINISTRATION	1	0	0	0	1	1	0	0	0	1
P/R MARKETING	4	0	0	0	4	4	0	0	0	4
ACCOUNTING										
TOTAL ADMINISTRATION	14	0	0	0	14	14	0	0	0	14
DAA OPERATIONS	10	0	0	2	12	10	0	0	0	10
FIELD	5	0	0	0	5	5	0	0	0	5
BUILDINGS	2	0	0	0	2	2	0	0	0	2
EQUIPMENT										
TOTAL OPERATIONS	17	0	0	2	19	17	0	0	0	17
TOTAL ADMIN & OPERATIONS	31	0	0	2	33	31	0	0	0	31
FLIGHT CENTER-FUEL OPS	15	0	0	0	15	14	0	0	0	14
LINE SERVICE	4	1	0	0	5	4	1	0	0	5
COUNTER	1	0	0	0	1	1	0	0	0	1
ACCOUNTING										
TOTAL-FUEL OPS	20	1	0	0	21	19	1	0	0	20
PRAIRIE LANDING GOLF*	7	15	0	0	22	7	15	0	0	22
FOOD,BEVERAGE,BANQUETS	0	0	0	0	0	0	0	0	0	0
ADMINISTRATION	1	0	0	0	1	1	0	0	0	1
GOLF OPERATIONS	4	0	0	0	4	4	0	0	0	4
MAINTENANCE										
*Does not include about 60 seasonal employees who work about the same number of hours each year.										
TOTAL PRAIRIE LANDING GOLF	12	15	0	0	27	12	15	0	0	27
FINAL ENDING TOTAL	63	16	0	2	81	62	16	0	0	78

Department A100 - Airport Administration

Statement of Revenues and Expenses

	2012	2013	2014	Percentage Change
	ACTUAL	PLAN	PLAN	2014 vs 2013
3195 SASO Commissions	\$ 31,970	\$ 31,344	\$ 32,443	4%
3250 Customs Fee	\$ 72,375	\$ 80,000	\$ 80,000	0%
3299 Non Airfield Rent/Lease/Maintenance Revenue	\$ (24)	\$ -	\$ -	0%
3910 Replacement Taxes	\$ 51,815	\$ 53,500	\$ 55,000	3%
3930 Prior Years Property Taxes	\$ 60,300	\$ 58,000	\$ 20,000	0%
3940 Property Taxes	\$ 6,035,758	\$ 5,500,000	\$ 5,500,000	0%
3970 Investment Income	\$ 28,002	\$ 150,000	\$ 145,000	-3%
3972 Unrealized Gain/Loss from Investments	\$ -	\$ -	\$ -	0%
3980 Finance Charge Income	\$ 452	\$ -	\$ -	0%
3981 Gain on Sale of Fixed Assets	\$ 4,324,243	\$ 55,000	\$ 60,000	9%
3990 Misc. Income	\$ 18,668	\$ 25,000	\$ 20,000	-20%
Total Revenue	\$ 10,623,560	\$ 5,952,844	\$ 5,912,443	-1%
5410 Equip Leases/Maint. Contracts	\$ (11,954)	\$ (14,000)	\$ (9,000)	-36%
5430 Supplies	\$ (15,151)	\$ (11,000)	\$ (9,500)	-14%
5440 DOT/Drug Testing/Background	\$ (461)	\$ (300)	\$ (1,300)	333%
5999 Miscellaneous Expense	\$ (35)	\$ -	\$ (500)	0%
6100 Salaries	\$ (729,914)	\$ (748,092)	\$ (810,409)	8%
6110 Payroll Taxes	\$ (59,511)	\$ (50,268)	\$ (55,353)	10%
6115 Unemployment taxes	\$ (10,251)	\$ (10,251)	\$ (9,880)	-4%
6120 Group Insurance	\$ (117,770)	\$ (115,000)	\$ (156,370)	36%
6130 Uniforms	\$ (496)	\$ -	\$ -	0%
6160 IMRF	\$ (74,408)	\$ (71,293)	\$ (77,556)	9%
6200 Property Tax	\$ (95,121)	\$ (100,000)	\$ (103,000)	3%
6300 Marketing/Advertising	\$ (121)	\$ -	\$ -	0%
6320 Community/Customer Relations	\$ (1,763)	\$ (3,000)	\$ (3,000)	0%
6330 Travel	\$ (2,390)	\$ (6,000)	\$ (9,000)	50%
6335 Education	\$ (6,645)	\$ (3,000)	\$ (3,443)	15%
6340 Dues, Subscriptions, Permits	\$ (12,034)	\$ (14,000)	\$ (11,000)	-21%
6350 Office Expense	\$ (4,118)	\$ (4,000)	\$ (4,300)	8%
6356 Computer and Software	\$ (24,031)	\$ (34,450)	\$ (37,650)	9%
6390 Communications	\$ (23,930)	\$ (26,000)	\$ (23,500)	-10%
6400 Interest Expense	\$ (97,152)	\$ -	\$ -	0%
6420 Bad Debt Expense	\$ (57,998)	\$ -	\$ -	0%
6430 Bank Charges	\$ (61)	\$ -	\$ (500)	0%
6525 Consulting Services	\$ (138,066)	\$ (100,000)	\$ (100,000)	0%
6527 Outside Services	\$ (168,925)	\$ (135,000)	\$ (5,000)	-96%
6529 Business Park Related Costs	\$ -	\$ -	\$ (75,000)	0%
6531 U.S. Customs	\$ (125,629)	\$ (160,000)	\$ (165,000)	3%
6532 Air Traffic Control Tower	\$ (353,541)	\$ (343,000)	\$ (371,000)	8%
6535 Legal	\$ (139,404)	\$ (200,000)	\$ (200,000)	0%
6770 Insurance	\$ (84,746)	\$ (80,000)	\$ (82,822)	4%
6999 Refund of Prior Year Expenditures	\$ -	\$ -	\$ -	0%
Total Expense	\$ (2,355,628)	\$ (2,228,654)	\$ (2,324,083)	4%
Net Income not including Depreciation or Major Maintenance	\$ 8,267,932	\$ 3,724,190	\$ 3,588,360	-4%

Department A200 - Field Maintenance

Statement of Revenues and Expenses

	2012	2013	2014	Percentage Change
	ACTUAL	PLAN	PLAN	2014 vs 2013
3190	\$ 2,435	\$ 50	\$ 50	0%
3191	\$ 146,637	\$ 150,000	\$ 150,000	0%
3299	\$ 1,091,638	\$ 1,081,746	\$ 1,220,584	13%
Total Revenue	\$ 1,240,709	\$ 1,231,796	\$ 1,370,634	11%
5205	\$ (140,062)	\$ (150,000)	\$ (146,856)	-2%
5410	\$ (2,660)	\$ (4,000)	\$ (3,000)	-25%
5415	\$ (5,283)	\$ (3,500)	\$ (6,011)	72%
5430	\$ (8,233)	\$ (10,000)	\$ (8,000)	-20%
5433	\$ (8,607)	\$ (20,000)	\$ (20,100)	0%
5720	\$ (55,937)	\$ (55,000)	\$ (60,000)	9%
6100	\$ (614,611)	\$ (636,285)	\$ (629,975)	-1%
6110	\$ (44,020)	\$ (48,676)	\$ (48,193)	-1%
6115	\$ (12,814)	\$ (15,075)	\$ (12,995)	-14%
6120	\$ (93,522)	\$ (120,000)	\$ (133,000)	11%
6130	\$ (4,058)	\$ (6,000)	\$ (6,300)	5%
6160	\$ (53,420)	\$ (58,358)	\$ (60,289)	3%
6330	\$	\$ (150)	\$ (50)	-67%
6335	\$ (1,625)	\$ (750)	\$ (730)	-3%
6340	\$ (359)	\$ (435)	\$ (435)	0%
6350	\$ (113)	\$	\$	0%
6390	\$ (1,320)	\$ (1,320)	\$ (1,520)	15%
6525	\$ (3,297)	\$ (3,100)	\$ (3,250)	5%
6527	\$ (23,827)	\$ (60,000)	\$ (30,000)	-50%
6548	\$ (365,482)	\$ (400,000)	\$ (400,000)	0%
6770	\$ (51,814)	\$ (59,165)	\$ (63,730)	8%
Total Expense	\$ (1,491,066)	\$ (1,651,814)	\$ (1,634,434)	-1%
Net Income not including Depreciation or Major Maintenance	\$ (250,357)	\$ (420,018)	\$ (263,800)	-37%

Department A300 - Building Maintenance

Statement of Revenues and Expenses

	2012	2013	2014	Percentage Change
	ACTUAL	PLAN	PLAN	2014 vs 2013
3180	\$ 1,309,147	\$ 1,240,824	\$ 1,798,468	45%
3190	\$ 170	\$ 200	\$ 200	0%
3299	\$ 1,853,880	\$ 1,542,774	\$ 909,103	-41%
Total Revenue	\$ 3,163,196	\$ 2,783,798	\$ 2,707,771	-3%
5205	\$ (157,426)	\$ (165,600)	\$ (140,760)	-15%
5206	\$ 24,759	\$ -	\$ -	0%
5410	\$ (5,950)	\$ (7,185)	\$ (4,082)	-43%
5415	\$ (7,077)	\$ (6,977)	\$ (7,270)	4%
5416	\$ (13,120)	\$ (17,880)	\$ (17,880)	0%
5430	\$ (5,447)	\$ (11,000)	\$ (11,000)	0%
5710	\$ (71,884)	\$ (100,000)	\$ (100,000)	0%
5720	\$ (106,503)	\$ (106,000)	\$ (115,000)	8%
5730	\$ (15,076)	\$ (13,390)	\$ (14,000)	5%
6100	\$ (335,626)	\$ (323,278)	\$ (334,125)	3%
6110	\$ (23,684)	\$ (24,731)	\$ (25,561)	3%
6115	\$ (6,407)	\$ (6,408)	\$ (6,175)	-4%
6120	\$ (65,494)	\$ (76,995)	\$ (82,360)	7%
6130	\$ (1,762)	\$ (1,606)	\$ (2,400)	49%
6160	\$ (29,171)	\$ (30,808)	\$ (31,976)	4%
6335	\$ (746)	\$ -	\$ -	0%
6340	\$ -	\$ -	\$ -	0%
6390	\$ (16,024)	\$ (15,711)	\$ (22,500)	43%
6525	\$ (77)	\$ -	\$ -	0%
6527	\$ (11,290)	\$ (6,800)	\$ (11,250)	65%
6770	\$ (108,103)	\$ (123,087)	\$ (120,000)	-3%
Total Expense	\$ (956,109)	\$ (1,037,456)	\$ (1,046,339)	1%
Net Income not including Depreciation or Major Maintenance	\$ 2,207,087	\$ 1,746,342	\$ 1,661,432	-5%

Department A400 - Flight Center Building

Statement of Revenues and Expenses

	2012	2013	2014	Percentage Change
	ACTUAL	PLAN	PLAN	2014 vs 2013
3299				
	\$ 202,789	\$ 222,960	\$ 236,788	6%
	\$ 202,789	\$ 222,960	\$ 236,788	6%
	\$ (40,036)	\$ (48,000)	\$ (40,800)	-15%
	\$ (20,462)	\$ (17,986)	\$ (17,986)	0%
	\$ (1,290)	\$ (1,331)	\$ (2,200)	65%
	\$ (26,514)	\$ (22,830)	\$ (27,552)	21%
	\$ (11,143)	\$ (11,500)	\$ (12,504)	9%
	\$ (20,685)	\$ (22,000)	\$ (26,000)	18%
	\$ (109,729)	\$ (92,000)	\$ (110,000)	20%
	\$ (18,399)	\$ (13,390)	\$ (15,000)	12%
	\$ (93,738)	\$ (98,000)	\$ (101,000)	3%
	\$ -	\$ -	\$ -	0%
	\$ (1,923)	\$ (1,793)	\$ (2,700)	51%
	\$ (779)	\$ (5,875)	\$ (9,575)	63%
	\$ (344,699)	\$ (334,705)	\$ (365,317)	9%
	\$ (141,910)	\$ (111,745)	\$ (128,529)	15%

Non Airfield Rent/Lease/Maintenance Revenue

Total Revenue

Maintenance Expense

Equip Leases/Maint. Contracts

Garbage/Waste Removal

Janitorial Services

Supplies

Utilities- Natural Gas

Utilities - Electric

Utilities - Water/Sewer

Property Tax

Education

Communications

Outside Services

Total Expense

Net Income not including Depreciation or Major Maintenance

Department A500 - Shop & Equipment
Statement of Revenues and Expenses

	2012	2013	2014	Percentage Change
	ACTUAL	PLAN	PLAN	2014 vs 2013
5205 Maintenance Expense	\$ (45,059)	\$ (57,000)	\$ (55,000)	-4%
5410 Equip Leases/Maint. Contracts	\$ (4,978)	\$ (7,000)	\$ (3,000)	-57%
5420 Fuel/Oil Vehicles Equipment	\$ (64,122)	\$ (85,000)	\$ (75,000)	-12%
5430 Supplies	\$ (2,973)	\$ (5,500)	\$ (5,500)	0%
5435 Small Equipment	\$ (359)	\$ (700)	\$ (5,700)	714%
5710 Utilities- Natural Gas	\$ (6,226)	\$ (8,000)	\$ (10,000)	25%
5720 Utilities - Electric	\$ (13,621)	\$ (13,000)	\$ (16,000)	23%
5730 Utilities - Water/Sewer	\$ (1,448)	\$ (1,339)	\$ (1,300)	-3%
6100 Salaries	\$ (152,116)	\$ (151,174)	\$ (154,190)	2%
6110 Payroll Taxes	\$ (10,849)	\$ (11,565)	\$ (11,796)	2%
6115 Unemployment taxes	\$ (2,563)	\$ (2,563)	\$ (2,470)	-4%
6120 Group Insurance	\$ (26,198)	\$ (28,175)	\$ (43,296)	54%
6130 Uniforms	\$ (897)	\$ (1,400)	\$ (1,400)	0%
6160 IMRF	\$ (13,221)	\$ (14,407)	\$ (14,756)	2%
6335 Education	\$ (425)	\$ -	\$ -	0%
6350 Office Expense	\$ (44)	\$ (150)	\$ (100)	-33%
6390 Communications	\$ (3,485)	\$ (5,000)	\$ (4,000)	-20%
6770 Insurance	\$ (33,407)	\$ (43,806)	\$ (34,953)	-20%
Total Expenses	\$ (381,991)	\$ (435,779)	\$ (438,461)	1%

Department A600 - Commissioners
Statement of Revenues and Expenses

	2012	2013	2014	Percentage Change
	ACTUAL	PLAN	PLAN	2014 vs 2013
5430	\$ (745)	\$ (1,000)	\$ (500)	-50%
6100	\$ (97,500)	\$ (90,000)	\$ (90,000)	0%
6110	\$ (7,459)	\$ (6,885)	\$ (6,885)	0%
6350	\$ (1,925)	\$ (1,750)	\$ (1,750)	0%
6390	\$ (37)	\$ (250)	\$ -	-100%
6770	\$ (7,308)	\$ (8,400)	\$ (8,000)	-5%
Total Expense	\$ (114,973)	\$ (108,285)	\$ (107,135)	-1%

Department A700 - Business Development/Marketing

Statement of Revenues and Expenses

	2012	2013	2014	Percentage Change
	ACTUAL	PLAN	PLAN	2014 vs 2013
5430	\$ (593)	\$ (4,000)	\$ (3,000)	-25%
6100	\$ (41,994)	\$ (41,996)	\$ (49,118)	17%
6110	\$ (3,213)	\$ (3,123)	\$ (3,758)	20%
6115	\$ (1,281)	\$ (1,281)	\$ (1,235)	-4%
6120	\$ -	\$ -	\$ -	0%
6160	\$ (3,650)	\$ (4,002)	\$ (4,701)	17%
6300	\$ (109,971)	\$ (99,812)	\$ (99,812)	0%
6320	\$ (17,359)	\$ (16,500)	\$ (16,500)	0%
6330	\$ (4,491)	\$ (5,650)	\$ (5,500)	-3%
6335	\$ (133)	\$ (30)	\$ (30)	0%
6340	\$ (5,651)	\$ (2,750)	\$ (3,025)	10%
6350	\$ (1,398)	\$ (13,580)	\$ (5,790)	-57%
6356	\$ (282)	\$ (1,000)	\$ (5,000)	400%
6390	\$ (540)	\$ -	\$ (420)	0%
6770	\$ (190,557)	\$ (194,604)	\$ (198,649)	-14%
Total Expense	\$ (190,557)	\$ (194,604)	\$ (198,649)	2%

Department A800 - Accounting
Statement of Revenues and Expenses

	2012	2013	2014	Percentage Change
	ACTUAL	PLAN	PLAN	2014 vs 2013
5430	\$ (959)	\$ (800)	\$ (800)	0%
6100	\$ (159,025)	\$ (187,702)	\$ (196,800)	5%
6110	\$ (11,353)	\$ (14,359)	\$ (15,056)	5%
6115	\$ (4,226)	\$ (3,841)	\$ (3,929)	2%
6120	\$ (27,496)	\$ (48,738)	\$ (39,235)	-19%
6160	\$ (13,819)	\$ (17,888)	\$ (18,831)	5%
6330	\$ (60)	\$ (120)	\$ (120)	0%
6335	\$ (24)	\$ (80)	\$ -	-100%
6350	\$ (545)	\$ (1,250)	\$ (600)	-52%
6527	\$ (47,185)	\$ (46,000)	\$ (48,500)	5%
6770	\$ (1,621)	\$ (1,200)	\$ (2,900)	142%
Total Expenses	\$ (266,312)	\$ (321,978)	\$ (326,771)	1%

CHICAGOLAND'S

DUPAGE FLIGHT CENTER



Department F100 - Flight Center Operations
Statement of Revenues and Expenses

	2012 ACTUAL	2013 PLAN	2014 PLAN	Percentage Change 2014 vs 2013
3180 Hanger Rentals	\$ 154,520	\$ 148,000	\$ 148,000	0%
3191 Ramp, Tie Downs & Overnight fees	\$ 39,805	\$ 27,000	\$ 27,000	0%
3200 Fuel and Oil Sales	\$ 12,197,811	\$ 11,980,985	\$ 11,228,814	-6%
3201 Volume Rebate	\$ (37,428)	\$ -	\$ -	0%
3210 Line Service - Other	\$ 45,845	\$ 56,425	\$ 56,425	0%
3215 Aircraft Catering	\$ 40,979	\$ 36,000	\$ 30,000	-17%
3250 Customs Fee	\$ -	\$ -	\$ -	0%
3299 Non Airfield Rent/Lease/Maintenance Revenue	\$ 10,280	\$ 8,900	\$ 9,500	7%
3970 Investment Income	\$ 3	\$ -	\$ -	0%
Total Revenue	\$ 12,451,815	\$ 12,257,310	\$ 11,499,739	-6%
4200 Fuel and Oil- Cost of Sales	\$ (8,545,911)	\$ (8,574,463)	\$ (7,715,280)	-10%
4220 De-ice Cost of Goods	\$ (15,654)	\$ (25,000)	\$ (25,000)	0%
4300 Credit Card Expense	\$ (173,255)	\$ (167,000)	\$ (167,000)	0%
4305 Rent Expense	\$ (48,000)	\$ (48,000)	\$ (48,000)	0%
4315 Food - COGS	\$ (97,212)	\$ (86,150)	\$ (90,000)	4%
5205 Maintenance Expense	\$ (28,380)	\$ (27,300)	\$ (27,300)	0%
5420 Fuel/Oil Vehicles Equipment	\$ (28,783)	\$ (28,071)	\$ (31,800)	13%
5430 Supplies	\$ (9,030)	\$ (4,300)	\$ (5,000)	16%
5436 Rental Equipment	\$ (122,357)	\$ (122,000)	\$ (122,500)	0%
5440 DOT/Drug Testing/Background	\$ (178)	\$ -	\$ (250)	0%
5720 Utilities - Electric	\$ (1,652)	\$ (2,300)	\$ (2,800)	22%
5999 Miscellaneous Expense	\$ 450	\$ -	\$ -	0%
6100 Salaries	\$ (881,726)	\$ (923,946)	\$ (844,991)	-9%
6110 Payroll Taxes	\$ (63,357)	\$ (70,682)	\$ (64,642)	-9%
6115 Unemployment taxes	\$ (24,975)	\$ (26,910)	\$ (24,700)	-8%
6120 Group Insurance	\$ (216,616)	\$ (245,000)	\$ (214,700)	-12%
6130 Uniforms	\$ (10,672)	\$ (9,632)	\$ (12,800)	33%
6160 IMRF	\$ (75,863)	\$ (88,052)	\$ (80,866)	-8%
6300 Marketing/Advertising	\$ (15,047)	\$ (35,000)	\$ (36,000)	3%
6330 Travel	\$ (7,917)	\$ (6,700)	\$ (6,700)	0%
6335 Education	\$ (359)	\$ (835)	\$ (1,500)	80%
6340 Dues, Subscriptions, Permits	\$ (622)	\$ (800)	\$ (1,000)	25%
6350 Office Expense	\$ (24,913)	\$ (30,000)	\$ (35,000)	17%
6356 Computer and Software	\$ (6,601)	\$ (7,000)	\$ (20,000)	186%
6390 Communications	\$ (4,084)	\$ (4,100)	\$ (4,413)	8%
6430 Bank Charges	\$ -	\$ -	\$ -	0%
6525 Consulting Services	\$ (3,125)	\$ (3,500)	\$ (3,500)	0%
6527 Outside Services	\$ (1,091)	\$ (1,200)	\$ (1,200)	0%
6770 Insurance	\$ (105,433)	\$ (115,000)	\$ (118,218)	3%
Total Expense	\$ (10,512,361)	\$ (10,652,941)	\$ (9,705,160)	-9%
Net Income not including Depreciation or Major Maintenance	\$ 1,939,453	\$ 1,604,369	\$ 1,794,579	12%



Department P100 - Golf Administration

Statement of Revenues and Expenses

	2012	2013	2014	Percentage Change
	ACTUAL	PLAN	PLAN	2014 vs 2013
3970	Investment Income	1 \$	- \$	0%
3990	Misc. Income	3,963 \$	3,375 \$	4%
	Total Revenue	3,964 \$	3,375 \$	4%
4300	Credit Card Expense	(57,555) \$	(57,500) \$	-13%
4400	Assn, Outing, Customer - Comps.	(5,171) \$	(6,500) \$	-17%
5205	Maintenance Expense	(33,851) \$	(35,000) \$	0%
5415	Garbage/Waste Removal	(2,328) \$	(2,200) \$	-5%
5416	Janitorial Services	(8,308) \$	(7,000) \$	-7%
5430	Supplies	(22,816) \$	(7,500) \$	-13%
5437	Rental - Towel, Linen etc	(1,864) \$	(1,600) \$	0%
5440	DOT/Drug Testing/Background	\$	- \$	0%
5710	Utilities- Natural Gas	(7,693) \$	(9,325) \$	-2%
5720	Utilities - Electric	(32,020) \$	(40,650) \$	-9%
5730	Utilities - Water/Sewer	(5,047) \$	(6,450) \$	-7%
5999	Miscellaneous Expense	(403) \$	- \$	0%
6100	Salaries	(256,126) \$	(190,950) \$	6%
6110	Payroll Taxes	(4,332) \$	(14,608) \$	6%
6115	Unemployment taxes	(1,238) \$	(8,357) \$	-53%
6120	Group Insurance	\$	(37,060) \$	-53%
6160	IMRF	(4,200) \$	(17,186) \$	11%
6200	Property Tax	(244,211) \$	(256,000) \$	-3%
6300	Marketing/Advertising	(49,079) \$	(55,000) \$	-15%
6320	Community/Customer Relations	\$	(300) \$	0%
6335	Education	(30) \$	(300) \$	-50%
6340	Dues, Subscriptions, Permits	(11,916) \$	(9,700) \$	0%
6350	Office Expense	(2,740) \$	(2,400) \$	0%
6356	Computer and Software	\$	- \$	0%
6390	Communications	(15,455) \$	(14,300) \$	9%
6430	Bank Charges	(35) \$	- \$	0%
6527	Outside Services	(16,041) \$	(16,575) \$	0%
6535	Legal	(9,141) \$	(3,000) \$	233%
6536	Computer and Software	(23,318) \$	(5,000) \$	-100%
6770	Insurance	(42,556) \$	(47,000) \$	0%
	Total Expense	(857,472) \$	(851,461) \$	-2%
	Net Income not Including Depreciation or Major Maintenance	(853,507) \$	(830,499) \$	-2%

Department P200 - Golf Maintenance

Statement of Revenues and Expenses

	2012	2013	2014	Percentage Change
	ACTUAL	PLAN	PLAN	2014 vs 2013
5205 Maintenance Expense	\$ (39,678)	\$ (45,000)	\$ (40,000)	-11%
5415 Garbage/Waste Removal	\$ (1,986)	\$ (2,100)	\$ (2,400)	14%
5416 Janitorial Services	\$ (41)	\$ (300)	\$ (500)	67%
5420 Fuel/Oil Vehicles Equipment	\$ (24,219)	\$ (25,000)	\$ (25,000)	0%
5430 Supplies	\$ (4,505)	\$ (5,000)	\$ (5,000)	0%
5432 Landscape Supplies	\$ (1,680)	\$ (3,000)	\$ (5,000)	67%
5434 Fertilizer/Pesticides	\$ (70,442)	\$ (85,000)	\$ (83,500)	-2%
5436 Rental Equipment	\$ (2,760)	\$ (5,500)	\$ (3,600)	-35%
5710 Utilities- Natural Gas	\$ (1,866)	\$ (2,575)	\$ (3,025)	17%
5720 Utilities - Electric	\$ (13,276)	\$ (12,525)	\$ (14,000)	12%
5730 Utilities - Water/Sewer	\$ (2,247)	\$ (2,775)	\$ (2,500)	-10%
6100 Salaries	\$ (412,712)	\$ (428,925)	\$ (450,698)	5%
6110 Payroll Taxes	\$ (31,101)	\$ (32,813)	\$ (34,478)	5%
6115 Unemployment taxes	\$ (20,904)	\$ (24,308)	\$ (21,000)	-14%
6120 Group Insurance	\$ (19,660)	\$ (25,350)	\$ (19,428)	-23%
6130 Uniforms	\$ (123)	\$ (2,800)	\$ (2,800)	0%
6160 IMRF	\$ (31,551)	\$ (32,200)	\$ (38,613)	20%
6335 Education	\$ (364)	\$ (1,000)	\$ (480)	-52%
6340 Dues, Subscriptions, Permits	\$ (1,225)	\$ (1,000)	\$ (1,400)	40%
6390 Communications	\$ (4,563)	\$ (4,575)	\$ (4,500)	-2%
6525 Consulting Services	\$ (1,981)	\$ (2,300)	\$ (2,500)	9%
6527 Outside Services	\$ (1,538)	\$ (1,400)	\$ (3,000)	114%
6770 Insurance	\$ (4,342)	\$ (5,147)	\$ (5,147)	0%
Total Expense	\$ (692,761)	\$ (750,593)	\$ (768,569)	2%

Department P300 - Golf Operations

Statement of Revenues and Expenses

	2012	2013	2014	Percentage Change
	ACTUAL	PLAN	PLAN	2014 vs 2013
3300 Greens Fees	\$ 1,009,807	\$ 950,000	\$ 950,000	0%
3310 Golf Cart Rentals	\$ 252,881	\$ 277,000	\$ 260,000	-6%
3320 Associate Memberships	\$ 148,507	\$ 153,000	\$ 153,000	0%
3330 Club Rentals	\$ 7,440	\$ 7,000	\$ 7,000	0%
3340 Golf Academy	\$ 9,972	\$ 4,000	\$ 4,000	0%
3350 Practice Center	\$ 130,594	\$ 150,000	\$ 140,000	-7%
3380 Golf Merchandise Sales	\$ 164,980	\$ 155,000	\$ 155,000	0%
Total Revenue	\$ 1,724,182	\$ 1,696,000	\$ 1,669,000	-2%
4330 Merchandise - COGS	\$ (114,271)	\$ (105,400)	\$ (105,400)	0%
5205 Maintenance Expense	\$ (9,120)	\$ (12,500)	\$ (12,500)	0%
5430 Supplies	\$ (6,735)	\$ (16,000)	\$ (16,000)	0%
5999 Miscellaneous Expense	\$ -	\$ -	\$ -	0%
6100 Salaries	\$ (154,376)	\$ (144,210)	\$ (136,065)	-6%
6110 Payroll Taxes	\$ (13,637)	\$ (12,113)	\$ (10,409)	-14%
6115 Unemployment taxes	\$ (11,425)	\$ (10,373)	\$ (9,058)	-13%
6120 Group Insurance	\$ (26,505)	\$ (26,400)	\$ (6,980)	-74%
6130 Uniforms	\$ (1,435)	\$ (1,500)	\$ (1,500)	0%
6160 IMRF	\$ (11,096)	\$ (7,700)	\$ (7,629)	-1%
6335 Education	\$ (69)	\$ -	\$ -	0%
6340 Dues, Subscriptions, Permits	\$ (4,820)	\$ (4,800)	\$ (4,800)	0%
6527 Outside Services	\$ (2,205)	\$ (1,803)	\$ (1,803)	0%
6770 Insurance	\$ -	\$ -	\$ -	0%
Total Expense	\$ (355,695)	\$ (342,799)	\$ (312,144)	-9%
Net Income not Including Depreciation or Major Maintenance	\$ 1,368,487	\$ 1,353,201	\$ 1,356,856	0%

Department P400 - Food & Beverage

Statement of Revenues and Expenses

	2012	2013	2014	Percentage Change
	ACTUAL	PLAN	PLAN	2014 vs 2013
3600 Food Sales	\$ 89,453	\$ 86,000	\$ 86,000	0%
3610 Beverage Sales	\$ 182,548	\$ 174,000	\$ 174,000	0%
Total Revenue	\$ 272,001	\$ 260,000	\$ 260,000	0%
4315 Food - COGS	\$ -	\$ (48,165)	\$ (40,562)	-16%
4320 Beverage - COGS	\$ -	\$ (25,935)	\$ (43,500)	68%
5205 Maintenance Expense	\$ (16,654)	\$ (10,000)	\$ (10,000)	0%
5430 Supplies	\$ (15,996)	\$ (15,000)	\$ (15,000)	0%
5435 Small Equipment	\$ (8,388)	\$ (6,000)	\$ (6,000)	0%
6100 Salaries	\$ (130,341)	\$ (146,125)	\$ (168,300)	15%
6110 Payroll Taxes	\$ (11,766)	\$ (16,074)	\$ (15,740)	-2%
6115 Unemployment taxes	\$ (9,961)	\$ (12,403)	\$ (11,594)	-7%
6120 Group Insurance	\$ (30,353)	\$ (40,725)	\$ (9,250)	-77%
6130 Uniforms	\$ (1,141)	\$ (2,000)	\$ (2,000)	0%
6160 IMRF	\$ (20,471)	\$ (24,335)	\$ (26,397)	8%
6335 Education	\$ (130)	\$ (500)	\$ -	-100%
6770 Insurance	\$ (3,629)	\$ (4,092)	\$ (4,092)	0%
Total Expense	\$ (248,830)	\$ (351,354)	\$ (352,435)	0%
Net Income not Including Depreciation or Major Maintenance	\$ 23,171	\$ (91,354)	\$ (92,435)	1%

Department P500 - Weddings

Statement of Revenues and Expenses

	2012	2013	2014	Percentage Change
	ACTUAL	PLAN	PLAN	2014 vs 2013
3600 Food Sales	\$ 662,930	\$ 456,502	\$ 376,250	-18%
3610 Beverage Sales	\$ -	\$ -	\$ -	0%
3620 Banquet Rental Income	\$ 112,122	\$ 73,040	\$ 75,250	3%
Total Revenue	\$ 775,052	\$ 529,542	\$ 451,500	-15%
4315 Food - COGS	\$ (164,003)	\$ (84,567)	\$ (93,132)	10%
4320 Beverage - COGS	\$ (92,557)	\$ (45,536)	\$ -	-100%
5430 Supplies	\$ (15,751)	\$ (15,000)	\$ (14,000)	-7%
5436 Rental Equipment	\$ (16,213)	\$ (20,000)	\$ (20,000)	0%
5437 Rental - Towel, Linen etc	\$ (24,335)	\$ (23,000)	\$ (23,000)	0%
6100 Salaries	\$ (169,587)	\$ (189,175)	\$ (174,332)	-8%
6110 Payroll Taxes	\$ (18,077)	\$ (19,955)	\$ (18,542)	-7%
6115 Unemployment taxes	\$ (12,916)	\$ (15,102)	\$ (13,941)	-8%
6130 Uniforms	\$ (752)	\$ (1,000)	\$ (500)	-50%
6770 Insurance	\$ (2,562)	\$ (4,002)	\$ (4,002)	0%
Total Expense	\$ (516,753)	\$ (417,337)	\$ (361,449)	-13%
Net Income not Including Depreciation or Major Maintenance	\$ 258,299	\$ 112,205	\$ 90,051	-20%

Department P600 - Private Events

Statement of Revenues and Expenses

	2012	2013	2014	Percentage Change
	ACTUAL	PLAN	PLAN	2014 vs 2013
3600 Private Event-Food Sales	\$ -	\$ 139,116	\$ 127,506	-8%
3620 Banquet Rental Income	\$ -	\$ 22,259	\$ 25,500	15%
Total Revenue	\$ -	\$ 161,375	\$ 153,006	-5%
4315 Food-COG	\$ -	\$ (25,771)	\$ (38,253)	48%
4320 Beverage-COG	\$ -	\$ (13,877)	\$ -	-100%
Total Expense	\$ -	\$ (39,648)	\$ (38,253)	-4%
Net Income not Including Depreciation or Major Maintenance	\$ -	\$ 121,727	\$ 114,753	-6%

Department P700 - Outings

Statement of Revenues and Expenses

	2012	2013	2014	Percentage Change
	ACTUAL	PLAN	PLAN	2014 vs 2013
3600 Food Sales	\$ -	\$ 123,556	\$ 148,268	20%
3620 Banquet Rental Income	\$ -	\$ 19,770	\$ 29,653	50%
Total Revenue	\$ -	\$ 143,326	\$ 177,921	24%
4315 Food - COGS	\$ -	\$ (22,889)	\$ (44,480)	94%
4320 Beverage - COGS	\$ -	\$ (12,325)	\$ -	-100%
Total Expense	\$ -	\$ (35,214)	\$ (44,480)	26%
Net Income not Including Depreciation or Major Maintenance	\$ -	\$ 108,112	\$ 133,441	23%

Department P400 thru P700 combined

Statement of Revenues and Expenses

	2012		2013		2014	Percentage Change
	ACTUAL	PLAN	ACTUAL	PLAN	PLAN	2014 vs 2013
3600	\$ 752,383	\$ 805,174	\$ 738,024			-8%
3610	\$ 182,548	\$ 174,000	\$ 174,000			0%
3620	\$ 112,122	\$ 115,069	\$ 130,403			13%
Total Revenue	\$ 1,047,053	\$ 1,094,243	\$ 1,042,427			-5%
4315	\$ (164,003)	\$ (181,392)	\$ (216,427)			19%
4320	\$ (92,557)	\$ (97,673)	\$ (43,500)			-55%
5205	\$ (16,654)	\$ (10,000)	\$ (10,000)			0%
5430	\$ (31,747)	\$ (30,000)	\$ (29,000)			-3%
5435	\$ (8,388)	\$ (6,000)	\$ (6,000)			0%
5436	\$ (16,213)	\$ (20,000)	\$ (20,000)			0%
5437	\$ (24,335)	\$ (23,000)	\$ (23,000)			0%
6100	\$ (299,927)	\$ (335,300)	\$ (342,632)			2%
6110	\$ (29,843)	\$ (36,029)	\$ (34,282)			-5%
6115	\$ (22,877)	\$ (27,505)	\$ (25,535)			-7%
6120	\$ (30,353)	\$ (40,725)	\$ (9,250)			-77%
6130	\$ (1,893)	\$ (3,000)	\$ (2,500)			-17%
6160	\$ (20,471)	\$ (24,335)	\$ (26,397)			8%
6335	\$ (130)	\$ (500)	\$ -			-100%
6770	\$ (6,191)	\$ (8,094)	\$ (8,094)			0%
Total Expense	\$ (765,583)	\$ (843,553)	\$ (796,617)			-6%
Net Income not Including Depreciation or Major Maintenance	\$ 281,469	\$ 250,690	\$ 245,810			-2%

Department P900 - Kitty Hawk Café

Statement of Revenues and Expenses

	2012	2013	2014	Percentage Change
	ACTUAL	PLAN	PLAN	2014 vs 2013
3215 Aircraft Catering	\$ 7,524	\$ 7,700	\$ 8,300	8%
3600 Food Sales	\$ 35,952	\$ 30,000	\$ 36,000	20%
3610 Beverage Sales	\$ 7,545	\$ 5,500	\$ 6,600	20%
3620 Banquet Rental Income	\$ 61	\$ -	\$ -	0%
6800 Kitty Hawk Loss Reimbursement	\$ 56,798	\$ 35,238	\$ 33,448	-5%
Total Revenue	\$ 107,879	\$ 78,438	\$ 84,348	8%
4300 Credit Card Expense	\$ (1,621)	\$ (1,125)	\$ (1,325)	18%
4315 Food - COGS	\$ (19,122)	\$ (15,000)	\$ (18,000)	20%
4320 Beverage - COGS	\$ (2,498)	\$ (1,925)	\$ (2,310)	20%
5205 Maintenance Expense	\$ (1,672)	\$ (2,000)	\$ (2,400)	20%
5415 Garbage/Waste Removal	\$ (700)	\$ (960)	\$ (960)	0%
5430 Supplies	\$ (3,483)	\$ (3,300)	\$ (3,700)	12%
5435 Small Equipment	\$ (1,200)	\$ -	\$ -	0%
5720 Utilities - Electric	\$ (3,989)	\$ (4,200)	\$ (4,200)	0%
5999 Miscellaneous Expense	\$ (87)	\$ -	\$ -	0%
6100 Salaries	\$ (50,146)	\$ (29,800)	\$ (39,336)	32%
6110 Payroll Taxes	\$ (3,863)	\$ (2,352)	\$ (3,004)	28%
6115 Unemployment taxes	\$ (3,765)	\$ (1,500)	\$ (2,301)	53%
6120 Group Insurance	\$ (7,875)	\$ (9,880)	\$ -	-100%
6130 Uniforms	\$ (4,915)	\$ (500)	\$ (500)	0%
6160 IMRF	\$ (30)	\$ (2,832)	\$ (3,768)	33%
6335 Education	\$ (550)	\$ (575)	\$ (575)	0%
6340 Dues, Subscriptions, Permits	\$ (2,364)	\$ (1,964)	\$ (1,964)	0%
6770 Insurance	\$ (107,879)	\$ (77,913)	\$ (84,343)	8%
Total Expense	\$ -	\$ 525	\$ 5	-99%
Net Income not Including Depreciation or Major Maintenance	\$ -	\$ 525	\$ 5	-99%



DUPAGE AIRPORT AUTHORITY

CHICAGO LAND'S

DUPAGE FLIGHT CENTER



*Prairie
Landing*

CAPITAL PROGRAM 2014

Capital Summary

Aviation	\$ 22,636,700
Golf	\$ 2,237,000
Total	\$ 24,873,700

Major Maintenance Summary

Aviation	\$ 948,300
Golf	\$ 14,000
Total	\$ 962,300

2013 Capital Items Carried Over to 2014 \$ 877,802

Total Capital plus Major Maintenance plus Carry-over \$ 26,713,802

Major Maintenance						
Aviation	Field	Route, Seal and Patch Taxiway C and Runway 2L/20R Pavement	\$ 300,000		Major Maintenance	
Aviation	Building	Refurbish/Replace Hangar Floors (1 High-Tail & 1 Four-Bay)	\$ 200,000		Major Maintenance	
Aviation	Building	Roof Of Various Buildings - Repairs	\$ 137,000		Major Maintenance	
Aviation	Field	Mill and Overlay Aviation Av and Associated Hangar Auto Parking	\$ 100,000		Major Maintenance	
Aviation	Building	E-21 Roof Rehabilitation	\$ 55,000		Major Maintenance	
Aviation	Building	Demolition of Old Fire Station	\$ 50,000		Major Maintenance	
Aviation	Field	Sidewalk settlement replace/remove	\$ 50,000		Major Maintenance	
Aviation	Building	Rehabilitate Flight Center Railings	\$ 40,000		Major Maintenance	
Aviation	Building	Travel Express - 2nd-floor Furnance Change-Out	\$ 9,500		Major Maintenance	
Aviation	Building	McDonalds Hangar 3-Ton Office Rooftop Unit	\$ 6,800		Major Maintenance	
Golf	Field	Patio Brick Paver Repairs	\$ 14,000		Major Maintenance	
Total Major Maintenance			\$ 962,300			

Capital						
Aviation	Field	Widening of Runway 2L/20R	\$ 9,800,000		Capital Project - Grant Funding TBD	
Aviation	Building	Transient Hangar (30,000 sq-foot Hangar)	\$ 5,000,000		Capital Project	
Aviation	Field	Acquire Avigation Easement (including prelim. appraisal/index)	\$ 2,053,000		Capital Project - Grant Funding TBD	
Aviation	Field	Upgrade Security and Wildlife Fence	\$ 1,521,000		Capital Project - Grant Funding TBD	
Aviation	Field	Construct West and North end perimeter roads phase 1	\$ 900,000		Capital Project - Grant Funding TBD	
Aviation	Field	Route, Seal and Patch Flight Center Apron Phase II	\$ 750,000		Capital Project	
Aviation	Equipment	Runway Plow Truck	\$ 675,000		Capital Asset	
Aviation	Field	Construct Perimeter Roadway - East end	\$ 500,000		Capital Project - Grant Funding TBD	
Aviation	Building	High Efficiency Lighting (includes design costs & new ceiling tiles)	\$ 262,600		Capital Project	
Aviation	Building	E-17 Reskin/Siding/Repair Roof/Replace Garage Doors/Astragals	\$ 145,000		Capital Project	
Aviation	Equipment	Access Control Remote Radio Replacement - DAA	\$ 125,000		Capital Asset	
Aviation	Building	Interior Of Various Buildings	\$ 107,000		Capital Project	
Aviation	Field	Replace Flight Center Irrigation Pump and Controls	\$ 100,000		Capital Project	
Aviation	Equipment	Fuel Farm Upgrades	\$ 90,000		Capital Asset	
Aviation	Field	Tower Road Stairs/retaining Wall	\$ 90,000		Capital Project	
Aviation	Building	Mechanicals Of Various Buildings	\$ 82,500		Capital Project	
Aviation	Field	Farm Tile Drainage	\$ 60,000		Capital Project	
Aviation	Equipment	Generator	\$ 55,000		Capital Asset	
Aviation	Building	New Websites For DAA, DFC, PLGC	\$ 25,000		Capital Project	
Aviation	Equipment	Access Control Camera Replacement	\$ 25,000		Capital Asset	
Aviation	Equipment	Access Control Remote UPS Replacement	\$ 25,000		Capital Asset	
Aviation	Equipment	Utility Vehicle 4X4 for Wildlife Control	\$ 20,000		Capital Asset	
Aviation	Building	TEA Hangar Door Astragals	\$ 18,000		Capital Project	
Aviation	Building	Mukenschnabl Heater Refits	\$ 16,000		Capital Project	
Aviation	Equipment	Virtualization Server for Disaster Recovery	\$ 15,000		Capital Asset	
Aviation	Equipment	CFA for Jeff Berls (per B. Dopke)	\$ 12,000		Capital Asset	
Aviation	Equipment	Fuel POS for DFC (per B. Dopke)	\$ 12,000		Capital Asset	
Aviation	Equipment	Zero-Turn Mower	\$ 12,000		Capital Asset	
Aviation	Equipment	Access Control Client Hardware	\$ 10,000		Capital Asset	
Aviation	Equipment	Network Switches - Phone System POE	\$ 10,000		Capital Asset	
Aviation	Equipment	Network Switches - Security System POE	\$ 10,000		Capital Asset	
Aviation	Equipment	Network UPS Replacement	\$ 10,000		Capital Asset	
Aviation	Equipment	Sql Server	\$ 10,000		Capital Asset	
Aviation	Equipment	Video Surveillance Server Hardware	\$ 10,000		Capital Asset	
Aviation	Equipment	Video Surveillance Software Upgrade	\$ 10,000		Capital Asset	
Aviation	Building	E-17 Radiant Heater Replacement Phase I	\$ 9,600		Capital Project	
Aviation	Equipment	FOD Boss	\$ 8,000		Capital Asset	
Aviation	Equipment	Contract Management for Marketing (per B. Dopke)	\$ 8,000		Capital Asset	
Aviation	Equipment	Domain Controller/File-Print Server	\$ 8,000		Capital Asset	
Aviation	Equipment	Access Control Software Upgrade	\$ 7,500		Capital Asset	
Aviation	Equipment	Wireless Security Network Server Hardware	\$ 7,500		Capital Asset	
Aviation	Building	Exterior Of Various Buildings	\$ 7,000		Capital Project	
Aviation	Equipment	Access Control Server Hardware	\$ 5,000		Capital Asset	

Capital				
Aviation	Equipment	Network Switches - Data	\$	5,000 Capital Asset
Aviation	Equipment	Wireless Security Network Software Upgrade	\$	5,000 Capital Asset
Golf	Field	Bunker Refinement	\$	1,600,000 Capital Project
Golf	Field	PLGC Entrance Design and Signage	\$	150,000 Capital Project
Golf	Equipment	Light Weight Fairway Mowers (2 @ \$55K ea.)	\$	110,000 Capital Asset
Golf	Building	Carpeting Postponed From 2013 (Entire Bldg inc. Banquet Room)	\$	100,000 Capital Project
Golf	Equipment	Access Control Remote Radio Replacement - PLGC	\$	50,000 Capital Asset
Golf	Equipment	Tractor 4WD 45HP	\$	42,000 Capital Asset
Golf	Building	Fixture Replacement(Bathroom Dividers, Lights, & Doors)	\$	25,000 Capital Project
Golf	Equipment	Unidentified Capital Items/Contingency	\$	25,000 Capital Asset
Golf	Building	Clubhouse Design Fee	\$	25,000 Capital Project
Golf	Equipment	Utility Vehicles (2)	\$	16,000 Capital Asset
Golf	Equipment	Patio/Umbrellas/Tables	\$	15,000 Capital Asset
Golf	Equipment	Bunker Rakes	\$	13,000 Capital Asset
Golf	Building	PLGC Main Kitchen Make-Up Heater Replacement	\$	8,500 Capital Project
Golf	Building	Refrigeration	\$	8,000 Capital Project
Golf	Building	Water Heater & Hvac Replacement/Changes	\$	8,000 Capital Project
Golf	Equipment	Audio/Visual Equipment - Grill/Sunroom Speakers	\$	7,500 Capital Asset
Golf	Building	PLGC Kitchen Exhaust Fan Replacement	\$	6,500 Capital Project
Golf	Equipment	Office Equipment/Copier/Fax	\$	6,000 Capital Asset
Golf	Equipment	PLGC Server	\$	6,000 Capital Asset
Golf	Equipment	Fertilizer Spreaders /Material Handler	\$	5,500 Capital Asset
Golf	Equipment	Driving Range Equipment	\$	5,000 Capital Asset
Golf	Equipment	Furnishings - Banquet Tables/Chairs	\$	5,000 Capital Asset
Total Capital			\$	24,873,700

2014 Capital Program

DuPage Airport Authority - Field Projects

Widen Runway 2L/20R (Grant Funding TBD)	\$9,800,000
One of the work elements of the Master Plan was to identify and evaluate alternatives for greater cross-wind capacity. According to analysis performed by the Jacobs team, the most cost effective means is to increase widen the runway from 100' to 150'.	
Acquire Avigation Easement (Grant Funding TBD)	\$2,053,000
In order for the Airport to protect its approaches by regulating the height of obstructions around the airport we need to purchase easements over surrounding property that we don't presently own.	
Upgrade Wildlife and Security Fence (Grant Funding TBD)	\$1,521,000
Currently the Illinois Division of Aeronautics is seeking discretionary money to replace the remaining 20-year-old 6-foot perimeter fence with 8-foot fence along our south boundary. At the same time the Airport will be adding a buried wildlife barrier to prevent wildlife from entering the airfield by burrowing under the fence.	
Construct West and North end perimeter roads phase 1 (Grant Funding TBD)	\$900,000
This project will allow the Airport to separate the movement of service vehicles, un-licensed fuel trucks and/or slow moving maintenance vehicles from the vehicular traffic on the Airports roadway system.	
Route, Seal and Patch Flight Center Apron Phase II	\$750,000
Although the pavement is outliving its 20-year life expectancy, some of the joints between the concrete panels are in need of being resealed and/or patched. These repairs are a cost effective measure to assist in the pavement staying in a good condition past its normal life expectancy.	
Construct Perimeter Roadway - East End (Grant Funding TBD)	\$500,000
This project will allow the Airport to separate the movement of service vehicles, un-licensed fuel trucks and/or slow moving maintenance vehicles from the vehicular traffic on the Airports roadway system.	
Replace Flight Center Irrigation Pump and Controls	\$100,000
Replacement of Flight Center landscaping irrigation pump and controls. Irrigation pump and controls have become un-repairable and are beyond life expectancy.	
Tower Road Stairs/Retaining Wall	\$90,000
Concrete stairs and hand railings located at the entrances to the hangars on West Tower Road have deteriorated beyond the point of normal maintenance. This project will extend the original useful life of these hangar access points.	

Farm Tile Drainage

\$60,000

The Airport currently rents out about 250 acres of land on the airfield and north of North Avenue. The existing farm tiles were installed more than 50 years ago and have failed in multiple places. The failed tiles are causing areas to become too wet to farm so they are turning into wetlands and are a wildlife attraction.

DuPage Airport Authority - Building Projects

Transient Hangar (30,000 sq-foot Hangar)

\$5,000,000

Additional transient hangar storage required to meet demand for the Flight Center operation. Additional based aircraft have removed space reserved for transient aircraft.

High Efficiency Lighting (includes design costs & new ceiling tiles)

\$229,000

Remove and replace obsolete fixtures with energy efficient fixtures. This project will replace lights in the elevators, Hallway, and 2nd and 3rd floor lighting of the Flight Center building. Old ceiling tiles will be damaged during retrofit and will need to be replaced.

E-17 Reskin/Siding/Repair Roof/Replace Garage Doors/Astragals

\$145,000

Re-skin/re-side E-17 due to age and rusting of wall panels/poor appearance. Roof is okay but needs some attention; boot and collar replacement.

Interior of Various Buildings

\$107,000

Tenant remodel and repaint/prep as required for new/relocated tenants.

Mechanicals of Various Buildings

\$82,500

Control Tower Base Bldg. small condensing unit changeout and piping (\$9,500). Old Admin. Switchgear and Electrical panel replacement (\$55,000). E2 Heater Replacement (\$18,000).

Mukenschnabl Heater Refits

\$16,000

Retrofit (8) radiant burner heads to existing radiant hangar heaters as existing heads are obsolete with no repair parts available. Burner tubes and vacuum pumps are okay.

E-17 Radiant Heater Replacement Phase I

\$9,600

Phase I of replacing the radiant tubular heaters. End of service life and unsupported.

Exterior of Various Buildings

\$7,000

Exterior paint and tuck pointing on N9.

DuPage Airport Authority – Equipment and Other

Runway Plow Truck	\$675,000
Replace 1993 Oshkosh plow truck with combo unit in anticipation of runway widening project.	
Access Control Remote Radio Replacement - DAA	\$125,000
Replace Wireless radio transmitters and antennas for the access control system at Government Center and Flight Center.	
Fuel Farm Upgrades	\$90,000
This would be upgrades for the 20-year old Fuel Farm that dispenses Jet A and Avgas fuels. Upgrade would be on existing fuel controls, piping, meters, valves, gauges, and miscellaneous items. Also, major painting needed and replacement of product decals to all piping and vessels to comply with aviation code.	
Generator	\$55,000
Replace 1968 Engine Generator in Government Center Building. Unit is obsolete and un-supported.	
55" Bucket Truck	\$50,000
Replace 1989 bucket truck purchased used in 2004 with another used newer used truck.	
Utility Tractor	\$48,000
Replace 1991 tractor used for right of way and business center ground maintenance.	
One (1) 1-Ton Van	\$28,000
Replace 2004 Cargo Van used for building maintenance. Including tool shelving and ladder racks.	
Pickup Truck w/Plow	\$27,000
Replace 1995 pickup.	
Access Control Camera Replacement	\$25,000
Replace faulting cameras at various points in the access control system.	
Access Control Remote UPS Replacement	\$25,000
Replace faulting Universal Power Supplies at varies points in the access control system.	
Utility Vehicle 4X4 for Wildlife Control	\$20,000
4x4 Off-Road utility vehicle used for wildlife control functions.	
Virtualization Server for Disaster Recovery	\$15,000
Implement virtualization server for backup and disaster recovery of network data.	

CFA for Jeff Berls	\$12,000
Upgrade current CMMS (Computerized Maintenance Management System) for Equipment Maintenance.	
Fuel POS for DFC	\$12,000
Implement new and upgraded POS (Point of Sale) software system for DFC.	
Zero-Turn Mower	\$12,000
Replacement for 2002 Scag zero-turn mower.	
Video Surveillance Server Hardware	\$10,000
Replace existing Exacq server for video surveillance software and data retention.	
Video Surveillance Software Upgrade	\$10,000
Upgrade current Exacq video surveillance software.	
Network UPS Replacement	\$10,000
Replace network-wide UPS (Universal Power Supply) at fiber-optic switch points.	
Network Switches - Security System POE	\$10,000
Replace existing PoE (Power over Ethernet) Switches for the access control system.	
Access Control Client Hardware	\$10,000
Replace current Access Control System client workstations.	
Network Switches - Phone System POE	\$10,000
Replace current PoE (Power over Ethernet) switches for the network telephone system.	
SQL Server	\$10,000
Server to host SQL programs and additional data storage capability to act as a backup library for files. Includes hardware and licensing costs.	
Golf Carts (2 carts)	\$10,000
Replacement of two 2006 golf carts that are utilized for movement of customers and their baggage for DuPage Flight Center operation.	
Contract Management for Marketing	\$8,000
Obtain and implement Contact Management software for Marketing and DFC.	

Domain Controller/File-Print Server	\$8,000
Domain controller and file server. Includes hardware and licensing costs. This will replace our current domain controller/File-print server which is reaching the end of its useful life.	
Access Control Software Upgrade	\$7,500
Upgrade current AMAG software for access control system.	
Wireless Security Network Server Hardware	\$7,500
Replace current AMAG server for access control system.	
Wireless Security Network Software Upgrade	\$5,000
Implement wireless management software for access control system.	
Access Control Server Hardware	\$5,000
Upgrade current AMAG server for access control system.	
Network Switches – Data	\$5,000
Upgrade current HP gigabit data switches- network wide.	

Prairie Landing Golf Club – Field

Bunker Refinement	\$1,600,000
In 2011, we contracted the service of RTJII to provide and plan for a golf course refinement as it relates to aging sand bunkers at PLGC, future sustainability and expense controls as it relates to the golf course. We budgeted for a three-year project to commence in 2012 and be completed in 2014. To date, we have not begun the earthwork, and many of the sand bunkers are in a further state of disrepair. The reasons for the delay are the architectural plans and permit-processing issues. RTJII is finishing the plans in Oct. 2013, and the pre-submittal meeting for county permits will be shortly after. The plan now is to complete all of the work in 2014.	
PLGC Entrance Design and Signage	\$150,000
Route 38 overpass construction will impact the PLGC entrance. Design work will include both signage and landscaping.	

Prairie Landing Golf Club – Building

Carpeting Postponed From 2013 (Entire Bldg inc. Banquet Room)	\$100,000
Re-carpet entire building (existing from 1998 and banquet carpet from 2005).	

Fixture Replacements	\$25,000
Replace bathroom dividers, lights, and doors.	
Clubhouse Design Fee	\$25,000
Project engineering work.	
PLGC Main Kitchen Make-Up Heater Replacement	\$8,500
Main kitchen make-up fan and heater at end of service life.	
Refrigeration	\$8,000
Refrigeration compressor unit replacement in PLGC main kitchen.	
Water Heater & HVAC Replacement/Changes	\$8,000
Second water heater replacement when needed.	
PLGC Kitchen Exhaust Fan Replacement	\$6,500
Main kitchen exhaust fan at end of service life.	
 <u>Prairie Landing Golf Club – Equipment</u>	
Lightweight Fairway Mowers	\$110,000
Replacing 2001 units plan to purchase two more in 2014.	
Access Control Remote Radio Replacement – PLGC	\$50,000
Replace radio transmitter and antenna for access control system at Prairie Landing Maintenance.	
Tractor 4WD 45HP	\$42,000
Replacing broken down old tractor(s) from 1992, worn beyond repair and not adequate needs.	
Unidentified Capital Items/Contingency	\$25,000
In case of emergency.	
Utility Vehicles (2)	\$16,000
Replacing broken down Club Car units from 1992.	
Patio/Umbrellas/Tables	\$15,000
Replaces current tables and chairs that are 12 years old.	
Bunker Rakes	\$13,000

Replacing one of the two machines we have for raking bunkers.

Audio/Visual Equipment - Grill/Sunroom Speakers **\$7,500**
For grill room entertainment system upgrade.

PLGC Server **\$6,000**
Domain Controller and File server for Prairie Landing. Pricing includes hardware and licensing. The server is to replace current domain controller/file server which is past useful life.

Office Equipment/Copier/Fax **\$6,000**
Replacing existing old technology.

Fertilizer Spreaders /Material Handler **\$5,500**
Replacing a 1993 spreader for back of utility vehicle.

Furnishings **\$5,000**
Banquet tables and chairs.

Driving Range Equipment **\$5,000**
Artificial turf mats for range tee.



DUPAGE AIRPORT AUTHORITY

CHICAGO LAND'S

DUPAGE FLIGHT CENTER



*Prairie
Landing*

MAJOR MAINTENANCE 2014

2014 Major Maintenance Program

DuPage Airport - Field Projects

- Route, Seal and Patch Taxiway C and Runway 2L/20R Pavement** **\$300,000**
Although the pavement is outliving its 20-year life expectancy, some of the joints between the concrete panels are in need of being resealed and/or patched. These repairs are a cost effective measure to assist in the pavement staying in a good condition past its normal life expectancy.
- Mill and Overlay Aviation Av and Associated Hangar Auto Parking** **\$100,000**
The pavement is now approaching the end its designed life and should be rehabilitated to prevent further deterioration.
- Sidewalk settlement replace/remove** **\$50,000**
Some of the sidewalk pavement adjacent to the Flight Center has settled and has become a trip hazard.

DuPage Airport - Building Projects

- Refurbish/Replace Hangar Floors (1 High-Tail & 1 Four-Bay)** **\$200,000**
Recoat of existing epoxy hangar floors due to age and/or new tenancy. Some may require just a scuff and recoat of the system or a full strip and replacement
- Roof of Various Buildings - Repairs** **\$137,000**
Reseal skylights, re-flash/reboot roof penetrations, patch or coat as necessary. The roofs are on the 98, 99 and North High-Tail, N-6 and N-7 hangars and Maintenance Building. All locations have cracked rubber boots, dried-out/sun-baked caulking, loose or rusty panels.
- E-21 Roof Rehabilitation** **\$55,000**
Roof rehabilitation due to age/rusting. Leaks are becoming problematic.
- Demolition of Old Fire Station** **\$50,000**
Demolition of building that is economically unfeasible to continue using.
- Rehabilitate Flight Center Railings** **\$40,000**
Refinish steel railings around exterior of the Flight Center Building.
- Travel Express - 2nd-floor Furnance Change-Out** **\$9,500**
Change out (2) Lennox furnaces in 2nd-floor utility closet. End of service life. Heat exchangers very rusty; 1987 vintage equipment.

McDonalds Hangar 3-Ton Office Rooftop Unit

\$6,800

Replacement of East rooftop unit due to age and failing heat exchanger.

Prairie Landing Golf Club – Field

Patio Brick Paver Repairs


\$14,000

Repair and reset brick pavers on back patio that have sunk and fallen into disrepair.



DUPAGE AIRPORT AUTHORITY

TO: DuPage Airport Authority
Board of Commissioners

FROM: David Bird 
Executive Director

RE: Proposed Ordinance 2014-271; An Ordinance of the DuPage Airport Authority
Promulgating Regulations Under the Freedom of Information Act.

DATE: January 8, 2014

SUMMARY:

Each year, the Airport Authority is required to repeal the Ordinance that pertains to the availability of public records and the procedures to be followed for obtaining such public records in compliance with the Freedom of Information Act. The annual repeal of this Ordinance is necessary to update information regarding descriptions, procedures, fees, record availability and current listing of Officers and Commissioners; the information relating to Board Officers/Commissioners will be updated pursuant to approval at the Annual Board Meeting.

PREVIOUS COMMITTEE/BOARD ACTION:

January 9, 2013 – Annual Board Meeting. The Board of Commissioners passed Ordinance 2013-261; An Ordinance of the DuPage Airport Authority Promulgating Regulations Under the Freedom of Information Act.

REVENUE OR FUNDING IMPLICATIONS:

N/A

STAKEHOLDER PROCESS:

N/A

LEGAL REVIEW:

This repeal is a routine annual function for the purposes of updating information.

ATTACHMENTS:

Proposed Ordinance 2014-271; An Ordinance of the DuPage Airport Authority Promulgating Regulations Under the Freedom of Information Act.

ALTERNATIVES:

The Board can deny, modify or amend this issue.

RECOMMENDATION:

It is the recommendation of the Executive Director that the Board approve Proposed Ordinance 2014-271; An Ordinance of the DuPage Airport Authority Promulgating Regulations Under the Freedom of Information Act.

ORDINANCE 2014 -271

**AN ORDINANCE OF THE DuPAGE AIRPORT AUTHORITY
PROMULGATING REGULATIONS UNDER THE FREEDOM
OF INFORMATION ACT**

RECITALS

- A. The DuPage Airport Authority (“DAA”), an Illinois Special District, is a public body within the meaning of the Freedom of Information Act (“Act”) (5 ILCS 140/1 *et seq.*)
- B. Under Section 3 of the Act, DAA is empowered to promulgate regulations pertaining to the availability of public records and procedures to be followed for obtaining such public records.

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the DuPage Airport Authority as follows:

SECTION 1. Definitions:

- 1.1 **Executive Director:** The person appointed by the DAA to manage and operate the DuPage Airport including any such person who is appointed acting Director.
- 1.2 **Applicant:** Any person making application to the DAA for inspection and/or copying of public records.
- 1.3 **Head of the DAA:** Within the meaning of Section 2(e) of the Act, the Chairman of the Board of Commissioners shall be deemed the “Head of the Public Body.”
- 1.4 **DAA Office Hours:** From 8:00 a.m. to 4:30 p.m. on Monday through Friday of each week, except on legal holidays.
- 1.5 **Freedom of Information Officer(s).** Pamela Miller and Diane DeWitte are hereby designated as the Freedom of Information Officer(s) pursuant to § 3.5 of the Act.

SECTION 2. Application for Inspection or Copying:

- 2.1 The Executive Director shall prepare and make available at the DAA office a suggested form of written application for requests for public documents under the Act [See Exhibit “A” attached]. Said application form shall require the following written information regarding each request under the Act:
 - A. Name, address and telephone number of the applicant.
 - B. If the application is on behalf of a public body, business organization,

civic organization or any other organization, the name and address of the organization and the office or position of the applicant with that organization.

- C. Written description of the public record requested with sufficient particularity to allow determination of whether such a public record exists and to allow location of the public record within a reasonable time.
- 2.2 All applicants for inspection or copying of public records in the possession of the DAA shall submit a written request containing the information set forth in section 2.1 at the DAA office during working hours.
- 2.3 All inspection of public records so requested shall be done during office hours at the DAA office, in the presence of DAA personnel. To the extent feasible, duplicating shall be done by DAA personnel at the DAA office during office hours.
- 2.4 The fees charged by the DAA for reproduction and certification of public records shall be set from time to time by the Executive Director. A written schedule of said fees shall be available to the applicant at the DAA office. Said fees shall not include costs for the search for documents. Black-and-white, letter-, legal- and ledger-size copies shall be charged at 15¢ per page. Copies of items reproduced on electronic media will be charged at the actual cost for each electronic media device (i.e., CD-Rom, DVD, etc.). If copy services outside the DAA office are required for large documents, blue prints, color copies or the like, the applicant shall reimburse the DAA for the actual cost of reproduction charged by the outside copy service. Notwithstanding the foregoing, the DAA shall not charge for the first 50 pages of black-and-white, letter-, legal- and ledger-size copies. The fee to certify a copy shall be \$1.00.
- 2.5 No public record shall be delivered to any applicant until all fees for reproduction have been paid.

SECTION 3. Denial of Request and Appeal:

- 3.1 Denial of an application for inspection and/or copying of public records shall be in writing, shall state a detailed factual basis for the denial or the application of any exemption(s) claimed and shall be signed by a Freedom of Information Officer or his/her designee. The response shall also inform the applicant of his/her right to review by the Public Access Counselor of any denial and shall provide the telephone number and address of the Public Access Counselor.
- 3.2 A written denial of an applicant's request shall be deemed delivered when deposited in the U.S. mail, first class, postage paid.

SECTION 4. Effective Date of Ordinance: The provisions of this ordinance shall be in full force and effect upon adoption by the Board of Commissioners.

SECTION 5. Prior Ordinances: This ordinance repeals Ordinance 2013-261 and shall be placed in DuPage Airport Authority Code.

SECTION 6. Separable Provisions: If any provision of this Ordinance shall be found by a court of competent jurisdiction to be invalid, the remaining provisions shall remain in full force and effect.

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 15th day of January, 2014.

Roll Call:

Juan E. Chavez _____
Stephen L. Davis _____
Charles E. Donnelly _____
Dayle M. Gillett _____
Gerald M. Gorski _____

Peter H. Huizenga _____
Gina R. LaMantia _____
Gregory J. Posch _____

Chairman

Secretary

ORDINANCE 2014-271

DuPAGE AIRPORT AUTHORITY

Fee Schedule for Duplication of Public Records

Cost for copies effective date: January 1, 2014

Paper copy from paper original on copy machine:

Black-and-white, Letter-size, legal-size, ledger-size: no charge for the first 50 pages; 15¢ per page thereafter.

Duplication in electronic format on electronic media shall be charged at the actual cost of the electronic media device(s).

All other copies (i.e., color copies, oversize documents, etc.) will be at the DAA's actual cost from the supplier of the copies.

All fees for copying are payable in advance.

DuPAGE AIRPORT AUTHORITY

DESCRIPTIONS REQUIRED UNDER SECTION 4 OF THE FREEDOM OF INFORMATION ACT

A. Description of DuPage Airport Authority:

The DuPage Airport Authority is an Illinois Special District located within DuPage County, Illinois. Its purpose is the ownership and operation of the DuPage Airport. Its Administrative office is located at 2700 International Drive, Suite 200, West Chicago, IL 60185. A nine-member Board of Commissioners governs the DAA. The DAA operates the DuPage Flight Center, a limited fixed base operation on the field, which provides fuel and line service. The DAA also owns, Prairie Landing Golf Club at 2325 Longest Drive, West Chicago, IL.

On January 1, 2014, the DAA had 62 full-time employees and 16 part-time employees. The total budgeted revenue is \$24,493,202 for the fiscal year ending December 31, 2014. The total budgeted expenditures for the year are \$45,622,375. This includes \$18,908,573 for general operating costs and \$26,713,802 for capital expenditures and major maintenance projects.

B. Procedure for Requesting Information and Public Records:

Any person may obtain public records for inspection or copying in accordance with the provisions of the Freedom of Information Act by submitting a written request to the DAA providing the name, address and telephone number of the applicant and describing the documents sought. DAA suggests, but shall not require, that applicants submit the request on a Request for Public Records (Form FOI 500) to the DAA's office during normal working hours. The request shall state whether any record shall be used in any form for sale, resale or solicitation or advertisement for sales or services. FOI Requests should be directed to the attention of the DAA's Freedom of Information Officer, DuPage Airport Authority, 2700 International Drive, Suite 200, West Chicago, IL 60185. The requested record will be provided promptly and in accordance with DAA Ordinance 2014-271 (an Ordinance of DAA promulgating regulations under the Freedom of Information Act). Except for unusual circumstances permitted under the Act and for records requested for a commercial purpose as defined by the Act, the record will be supplied within five (5) business days of receipt of the written request. Under certain conditions permitted by law, the DAA may extend this time limit by another five (5) business days. Records requested for a commercial purpose, as defined by the Act, will be provided in the time frame provided in the Act for such records. In the event that the Request for Public Records cannot be complied with, a written denial stating the detailed factual basis for the denial of the application or any claimed exemption(s) will be mailed to the person making the request within five (5) business days after receipt of the request or after the

extension of time, if extended. This denial notice will also include information on the right to review by the Public Access Counselor and his/her address and telephone number.

C. Fee Charged for Copies of Records:

There is no charge for the first 50 pages of black-and-white, letter-, legal- or ledger-size copies of records. Unless otherwise specified, the fee for each photocopy thereafter of a black-and-white, letter-, legal- or ledger-size item is fifteen cents (15¢) per page.

Copies of documents provided in electronic format on electronic media will be provided at the DAA's actual cost of the electronic media device(s).

Color copies and/or oversize copies will be charged at the actual cost of reproduction.

DuPAGE AIRPORT AUTHORITY

CATEGORIES OF RECORDS AVAILABLE IN AUTHORITY OFFICE

1. Information on the individual Board of Commissioners such as name, title, current term of office, appointment papers, and standing committee membership.
2. DAA budget, appropriations, expenditures, minutes of budget hearing meetings.
3. DAA Rules & Regulations and Minimum Standards.
4. Meeting schedules for all Committee and Board meetings for a given calendar year.
5. Board approved minutes of all Board and Committee meetings.
6. Board approved resolutions and ordinances.
7. Miscellaneous reports prepared by the DAA staff, provided that said reports are not in a draft or preliminary form.
8. Board approved engineering plans and specifications.
9. Board approved contracts and agreements relating to aviation services and miscellaneous aviation related records.

DuPAGE AIRPORT AUTHORITY

David Bird
Executive Director

**DUPAGE AIRPORT AUTHORITY OFFICERS/COMMISSIONERS
AS OF JANUARY 15, 2014**

**STEPHEN L. DAVIS, CHAIRMAN
GERALD M. GORSKI, VICE-CHAIRMAN
PETER H. HUIZENGA, TREASURER
DAYLE M. GILLETT, SECRETARY**

**JUAN E. CHAVEZ, COMMISSIONER
CHARLES E. DONNELLY, COMMISSIONER
GINA R. LAMANTIA, COMMISSIONER
GREGORY J. POSCH, COMMISSIONER
VACANT**

**PATRICK HOARD, ASSISTANT TREASURER
MARK DOLES, ASSISTANT SECRETARY**

DuPAGE AIRPORT AUTHORITY
EXHIBIT "A"
FREEDOM OF INFORMATION ACT FORMS

- A-1. Request for Inspection or Copying of Public Records (FOI 500)
- A-2. Approval of Request for Public Records (FOI 501)
- A-3. Partial Approval of Request for Public Records (FOI 502)
- A-4. Deferral of Response to Request for Public Records (FOI 503)
- A-5. Denial of Request for Public Records (FOI 504)

DuPAGE AIRPORT AUTHORITY
A-1.
REQUEST FOR INSPECTION OR COPYING OF PUBLIC RECORDS

1. Identification of person requesting information:
 - a) Name: _____
 - b) Address: _____
 - c) Telephone: _____

2. Additional information relating to organization. If this request is on behalf of a public body or a business, civic or other organization, please state the following:
 - a) Name of Organization: _____
 - b) Address of Organization: _____
 - c) Office or title within organization of person requesting information: _____

3. Description of public records requested. Please describe the records requested with sufficient detail to allow DAA office personnel to determine whether such public record exists and to locate it within a reasonable time:

(If additional space is required, use the reverse side of this sheet).

4. Specify documents of which copies are requested:

5. Will any part of the requested records be used in any form for sale, resale or solicitation or advertisement for sales or services? _____

Signature

For DAA Use Only

Date Received _____ Time Received _____ Date Response Due _____

Notations regarding oral communications or other items: _____

DuPAGE AIRPORT AUTHORITY
A-2.
APPROVAL OF REQUEST FOR PUBLIC RECORDS

TO:

FROM:

Name

Name

Address

Office or Title

DESCRIPTION OF REQUESTED RECORD(S):

Your request dated _____ for the above-captioned records has been approved.

_____ The documents you requested are enclosed.

_____ The documents will be made available upon payment of copying costs in the amount of \$_____.

_____ You may inspect the records at _____ on _____.

DAA Approval

Date

DuPAGE AIRPORT AUTHORITY
A-3.
PARTIAL APPROVAL OF REQUEST FOR PUBLIC RECORDS

TO:

FROM:

Name

Name

Address

Office or Title

DESCRIPTION OF REQUESTED RECORD(S):

Your request dated _____ for the above-captioned records has been partially approved. Those parts of your request which have been approved:

_____ Are enclosed.

_____ Will be made available upon payment of copying costs in the amount of \$_____.

_____ May be inspected at _____ on _____.

The following portions of your request have been denied for the reasons cited:

You have the right to review of this denial by a Public Access Counselor. The Public Access Counselor may be contacted at:

Public Access Bureau
Office of the Attorney General
500 S. Second Street
Springfield, IL 62706
217-558-0486
e-mail: publicaccess@atg.state.il.us

In requesting a review, you should include your original request as well as this denial.

DAA Freedom of Information Officers
Pamela Miller and Diane DeWitte

DuPAGE AIRPORT AUTHORITY
A-4.
DEFERRAL OF RESPONSE TO REQUEST FOR PUBLIC RECORDS

TO:

FROM:

Name

Name

Address

Office or Title

DESCRIPTION OF REQUESTED RECORD(S):

The response to your request dated _____ for the above-captioned records must be deferred. The delay in responding to your request is in accordance with Section 3 (e) of the Freedom of Information Act, specifically:

You will be notified by _____ as to the action taken on your request. By law, a five (5) business day extension to any request for public records is permitted. The DAA will respond to your request by _____.

DAA Freedom of Information Officers
Pamela Miller and Diane DeWitte

Date

DuPAGE AIRPORT AUTHORITY
A-5.
DENIAL OF REQUEST FOR PUBLIC RECORDS

TO:

FROM:

Name

Name

Address

Office or Title

DESCRIPTION OF REQUESTED RECORD(S):

Your request dated _____ for the above-described records has been denied for the following reasons.

_____ The request creates an undue burden on the public body in accordance with Section 3(g) of the Freedom of Information Act, and we were unable to negotiate a more reasonable request.

_____ The materials requested are exempt under Section 7 _____ of the Freedom of Information Act for the following reasons:

You have the right to review of the denial of the records you have requested by a Public Access Counselor. The Public Access Counselor may be contacted at:

Public Access Bureau
Office of the Attorney General
500 S. Second Street
Springfield, IL 62706
217-558-0486
e-mail: publicaccess@atg.state.il.us

In requesting a review, you should include your original request as well as this denial.

DAA Freedom of Information Officers
Pamela Miller and Diane DeWitte

Date

RESOLUTION 2014-1812
RATIFYING THE EXECUTION OF A FIRST AMENDMENT TO HANGAR LEASE AND
OFFICE LEASE, MUTUAL RELEASE AND SETTLEMENT AGREEMENT AND NEW
SASO AGREEMENT WITH MUKENSCHNABL, INC.

WHEREAS, the DUPAGE AIRPORT AUTHORITY ("Authority") and MUKENSCHNABL, INC. ("Muk"), previously entered into a Hangar Lease dated June 10, 2002 for the airport hangar containing approximately 16,796 square feet of space commonly known as 31 W 731 North Avenue, West Chicago, Illinois; and

WHEREAS, the Authority and Muk also previously entered into an Office Lease dated June 10, 2002, for approximately 2,011 square feet of office space commonly known as the first floor of 31 W 775 North Avenue, West Chicago, Illinois; and

WHEREAS, the Authority and Muk have negotiated terms for a First Amendment to Hangar Lease and Office Lease, Mutual Release and Settlement Agreement and new SASO Agreement; and

WHEREAS, the Executive Director of the Authority has previously executed each document listed above, with an effective date of December 1, 2013; and

WHEREAS, the Authority finds that it is in the best interest of the Authority to enter into the First Amendment to Hangar Lease and Office Lease, Mutual Release and Settlement Agreement, and new SASO Agreement; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the DuPage Airport Authority: that the Authority hereby ratifies the execution of the First Amendment to Hangar Lease and Office Lease, Mutual Release and Settlement Agreement, and new SASO Agreement on behalf of the Authority, *nunc pro tunc* as of December 1, 2013, and hereby authorizes the Executive Director of the Authority to take whatever steps necessary to effectuate the terms of said agreements.

This Resolution shall be in full force and effect immediately upon its adoption and approval.

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 15th day of January, 2014.

Juan E. Chavez _____
Stephen L. Davis _____
Charles E. Donnelly _____
Dayle M. Gillett _____
Gerald M. Gorski _____

Peter H. Huizenga _____
Gina R. LaMantia _____
Gregory J. Posch _____

CHAIRMAN

(ATTEST)

SECRETARY