

**DuPAGE AIRPORT AUTHORITY
BOARD OF COMMISSIONERS**

ANNUAL AND REGULAR MEETING

**WEDNESDAY, JANUARY 9, 2013
DuPAGE FLIGHT CENTER
FIRST FLOOR CONFERENCE ROOM**

TENTATIVE AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF MINUTES** TAB #1 PAGE #4
 - November 14, 2012 Regular Board Meeting
 - November 14, 2012 Capital Development, Leasing
and Customer Fees Committee Meeting
 - November 14, 2012 Finance, Budget and Audit Committee Meeting
 - September 11, 2012 Internal Policy and Compliance
Committee Meeting
 - September 26, 2012 Golf Committee Meeting
4. **PUBLIC COMMENT**
5. **DIRECTOR'S REPORT** PAGE #18
6. **REVIEW OF NOVEMBER 2012 FINANCIAL STATEMENTS** TAB #2 PAGE #22
7. **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. Business Park

RECESS REGULAR MEETING

CONVENE ANNUAL MEETING

1. **CALL TO ORDER**
2. **ROLL CALL**

3. ELECTION OF OFFICERS FOR THE 2013 FISCAL YEAR

- a. Chairman
- b. Vice-Chairman
- c. Treasurer
- d. Secretary
- e. Assistant Treasurer
- f. Assistant Secretary

4. REVIEW OF COMMITTEE ASSIGNMENTS TAB #3 PAGE #23

5. APPROVAL OF 2013 MEETING CALENDAR TAB #4 PAGE #24

6. ADJOURNMENT OF ANNUAL MEETING

RECONVENE REGULAR MEETING

8. OLD BUSINESS

9. NEW BUSINESS

- a. **Proposed Ordinance 2013-260; Adopting Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2013 and Ending December 31, 2013.**
TAB #5 PAGE #26
- b. **Proposed Ordinance 2013-261; An Ordinance of the DuPage Airport Authority Promulgating Regulations Under the Freedom of Information Act.**
TAB #6 PAGE #69
- c. **Proposed Ordinance 2013-262; An Ordinance Enacting an Ethics Ordinance and Repealing Ordinance 2012-258.**
TAB #7 PAGE #81
- d. **Proposed Resolution 2013-1703; Authorizing the Execution of an Amended Intergovernmental Agreement with the County of DuPage Relating to a Shared Ethics Officer.**
TAB #8 PAGE #110
- e. **Proposed Resolution 2013-1701; Resolution Approving the Use of Outside Attorneys and Auditors for the Year 2013.**
TAB #9 PAGE #115
- f. **Proposed Resolution 2013-1711; Authorizing Execution of a Contract with Serafin and Associates Inc. for Marketing and Communications Services.**
TAB #10 PAGE #120
- g. **Proposed Resolution 2013-1705; Award of Bid to Reinders, Inc. for the Procurement of TORO® Network VP Irrigation Satellite Controllers for Prairie Landing Golf Club.**
TAB #11 PAGE #122

- h. Proposed Resolution 2013-1706; Award of Contract to Liebold, Inc. for Procurement of Installation of Golf Irrigation Satellite Controllers for Prairie Landing Golf Club. TAB #12 PAGE #125**
- i. Proposed Resolution 2013-1707; Authorizing Execution of FBO Services Agreement with Paragon Aviation Group. TAB #13 PAGE #129**
- j. Proposed Resolution 2013-1708; Ratifying the Execution by the Executive Director of U.S. House of Representatives District Office Lease with Peter J. Roskam. TAB #14 PAGE #140**
- k. Proposed Resolution 2013-1709; Ratifying the Execution by the Executive Director of a Purchase Order Contract to Kellogg Brown and Root Services, Inc. for 3rd Floor Office Renovations located at 2700 International Drive. TAB #15 PAGE #144**

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; THE SETTING OF A PRICE FOR SALE OR LEASE OF PROPERTY OWNED BY THE DUPAGE AIRPORT AUTHORITY; AND THE DISCUSSION AND SEMI ANNUAL REVIEW OF LAWFULLY CLOSED EXECUTIVE SESSION MINUTES.

11. RECONVENE REGULAR SESSION

12. OTHER BUSINESS

- a. Proposed Resolution 2013-1702; Disclosure of Executive Session Minutes. TAB #16 PAGE #147**

13. ADJOURNMENT

**DuPAGE AIRPORT AUTHORITY
REGULAR BOARD MEETING**

**Wednesday, November 14, 2012
DuPage Flight Center, 2700 International Drive, West Chicago
1st Floor Conference Room**

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, 1st Floor Conference Room; Wednesday, November 14, 2012. Vice Chairman Gorski called the meeting to order at 3:17 p.m. and a quorum was present for the meeting. Chairman Goodwin joined the meeting at approximately 3:22 p.m. and proceeded to chair the meeting.

Commissioners Present: Donnelly, Gillett, Goodwin, Gorski, Huizenga, LaMantia, Sabathne'
Commissioners Absent: Davis, Thompson

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

Others in Attendance: Phil Luetkehans, Schirott & Luetkehans; Michael Vonic, CH2M Hill; Dan Pape, Crawford Murphy and Tilly.

Members of the Press: None

APPROVAL OF MINUTES

Vice Chairman Gorski asked for additions or corrections to the minutes of the September 26, 2012 Regular Board Meeting and there were none. Commissioner LaMantia made a **MOTION** to approve the minutes of the September 26, 2012 Regular Board Meeting and Commissioner Donnelly **seconded this motion**. The motion was passed by roll call vote (6-0).

Executive Director Bird asked that action by the Board for the minutes of the September 11, 2012 Internal Policy and Compliance Committee Meeting be deferred until the January 2013 Board Meeting.

Vice Chairman Gorski asked for additions or corrections to the minutes of the June 13, 2012 Capital Development Leasing and Customer Fees Committee and there were none. Commissioner LaMantia made a **MOTION** to approve the minutes of the June 13, 2012 Capital Development, Leasing and Customer Fees Committee Meeting and Commissioner Donnelly **seconded this motion**. The motion was passed by roll call vote (6-0).

Vice Chairman Gorski asked for additions or corrections to the minutes of the September 26, 2012 Capital Development, Leasing and Customer Fees Committee Meeting and there were none. Commissioner Sabathne' made a **MOTION** to approve the minutes of the September 26, 2012 Capital Development, Leasing and Customer Fees Committee Meeting and Commissioner LaMantia **seconded this motion**. The motion was passed by roll call vote (6-0).

Vice Chairman Gorski asked for additions or corrections to the minutes of the September 26, 2012 Finance, Budget and Audit Committee Meeting and there were none. Commissioner Huizenga made a **MOTION** to approve the minutes of the September 26, 2012 Finance, Budget and Audit Committee Meeting and Commissioner Donnelly **seconded this motion**. The motion was passed by roll call vote (6-0).

Vice Chairman Gorski asked for additions or corrections to the minutes of the October 26, 2012 Special Finance, Budget and Audit Committee Meeting and there were none. Commissioner Donnelly made a **MOTION** to approve the minutes of the October 26, 2012 Special Finance, Budget and Audit Committee

Meeting and Commissioner Huizenga **seconded this motion**. The motion was passed by roll call vote (6-0).

PUBLIC COMMENT

None

The meeting was recessed briefly by Vice Chairman Gorski to await Chairman Goodwin's arrival. Chairman Goodwin arrived at 3:22 p.m. and proceeded to chair the meeting.

DIRECTOR'S REPORT

Executive Director Bird provided a progress report on the following topics:

Monthly Operating Statistics:

Fuel sales for the month of September showed an increase; total gallons sold for Jet A increased 3.5% and 100 LL increased 4.2%. Fuel sales for the year were down in total nearly 3%. Operations in September for both local and itinerate were up with a total increase of nearly 9%; total operations were down for the year. Operating statistics are trending with the rest of the airports in the Chicagoland area, but are exceeding some of airports around the country. This is reflective of the success of the Ryder Cup event for DuPage Airport; 50% of the fuel sold during that time was tied to the Ryder Cup. For October, fuel sales were increased a total of 4.3%; 6% in Jet A fuel sales.

The City of West Chicago presented DuPage Airport Authority with their "*Brilliance in Business*" Award. A copy of the press release from the City of West Chicago announcing this award was provided.

Runway 2R 20L Extension is completed and is ready to open during the week of Thanksgiving. The project team worked together great; Airport Authority Maintenance Staff, CH2M Hill and Martam Construction. The project was on schedule, on budget, and the quality of construction is excellent. This is one of the only projects of this type done with 100% local funding by any airport in the country.

HARPO Productions Flight Department is now operating from DuPage Airport. The Airport Authority is working with two other flight departments to locate at DuPage Airport; one of which would be a newly established flight department. The key for airports such as DuPage is to have the maximum amount of based aircraft purchasing fuel.

The annual Transportation Improvement Program meeting was held on October 18 with the Illinois Division of Aeronautics (IDOA) in Springfield regarding the Airport Authority's Capital Improvement Program. IDOA indicated support for the proposed widening of the primary runway and was optimistic that the Airport Authority would receive federal funding for this project if budgeted for 2014. This would still require that the design and bids be done in 2013 in order to be ready for the project to get started in 2014.

REVIEW OF FINANCIAL STATEMENTS

Executive Director Bird stated that Patrick Hoard is in the final stages of updating the financial reporting systems. He asked Mr. Hoard to review the Financial Statements. Mr. Hoard updated the Board on financial information from August, September and October and advised that the full financial package would be provided at the January 2013 Meeting. Discussion followed.

REPORT OF COMMITTEES

Internal Policy and Compliance Committee:

Commissioner Gillett reported the Internal Policy and Compliance Committee had no reason to meet since the last Board Meeting; no report was given.

Finance, Budget and Audit Committee:

Commissioner Huizenga reported that the Finance Committee met earlier in the day and at a Special Committee Meeting on October 26, 2012 to review the Proposed 2013 Tentative Budget and Appropriations. He stated the Committee discussed items included under Tabs 3, 4, 5 and 6 relating to various bid awards as well as the Tentative Budget and Appropriations; all recommended for Board approval and will be discussed later in the meeting.

Golf Committee:

Commissioner Donnelly advised that the Golf Committee had not met since the last Board Meeting.

Capital Development, Leasing and Customer Fees:

Commissioner Gorski reported that the Capital Development, Leasing and Customer Fees Committee met just before the Board meeting; all committee members were present with the exception of Commissioner Davis. The Committee recommended approval of the full Board for items 9.e. through 9j. relating to runway construction projects, an Easement Agreement with the City of West Chicago and a Cash Farm Lease. He continued that Executive Director Bird provided a report on the ongoing capital projects. Commissioner Gorski also stated the Committee went into Executive Session to discuss a matter that will come before the full Board at a later meeting.

DuPage Business Center:

Executive Director Bird advised there were no representatives from CenterPoint in attendance. Executive Director Bird and Mark Doles recently attended the Marketing Meeting conducted by CenterPoint and Jones Lang LaSalle. Executive Director Bird reported that CenterPoint and Jones Lang LaSalle are ramping up marketing efforts and seem to be much more optimistic about the future of the Business Center. He advised that at the January Board Meeting Ed Harrington will provide a full report on CenterPoint's future marketing plans. Discussion followed.

OLD BUSINESS

None

Chairman Goodwin recessed the meeting at 4:30 p.m. and the meeting was reconvened at 4:45 p.m.

NEW BUSINESS

Proposed Ordinance 2012-259; Adopting Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2013 and Ending December 31, 2013.

Executive Director Bird advised that staff is presenting a status quo budget to the Board with no significant program enhancements and only one new position included for Prairie Landing; this position will support the increased number of banquets to be hosted in 2013. He continued there will be some revenue impacts with the termination of two leases at the end of the year. He continued that HARPO Productions has located their flight department at DuPage Airport as well as another new tenant anticipated to lease space in the Flight Center Building in early 2013; this will help to offset the other losses of revenue. Executive Director Bird advised that Prairie Landing's increased expenditures in 2013 reflect the increased number of banquets booked for 2013. He added that any further expenses for CenterPoint have been eliminated and the increased Non Operating Expenditures are related to marketing efforts and reconfiguring the websites for the Airport Authority and Prairie Landing.

Chairman Goodwin discussed the possibility of abating the property tax levy again for 2013 and stated that he recommends the Board should consider this abatement at the same level as before. Discussion followed and the Board unanimously agreed with Chairman Goodwin. Mr. Hoard will make this adjustment in the 2013 Tentative Budget and Appropriations document which will be submitted to DuPage County Board Chairman Cronin on December 3, 2012. Mr. Hoard continued his review of the budget document and discussion continued.

A **MOTION** was made by Commissioner Huizenga to approve Proposed Ordinance 2012-259; Adopting the Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2013 and ending December 31, 2013. The **motion was seconded** by Commissioner Donnelly. Discussion continued briefly and Commissioner Huizenga **amended the motion** to adopt the 2013 Tentative Budget and Appropriations subject to including the property tax abatement. The **amendment to the motion** was seconded by Commissioner Gorski and was passed unanimously by roll call vote (7-0).

Proposed Resolution 2012-1689; Directing the Use of Property Tax Revenue.

Executive Director Bird advised that discussion occurred at the September Finance Committee Meeting regarding the manner in which the Capital Reserve Accounts are reported from an accounting standpoint. He continued that Commissioner Huizenga recommended the Board's directive on the use of property tax dollars for capital projects should be memorialized by resolution. Mr. Hoard stated it is important to note that this resolution is meant to acknowledge the manner in which the Airport Authority currently utilizes property tax dollars to fund capital projects and is not adding anything new into the current policy. Discussion continued.

Commissioner Huizenga made a **MOTION** to approve Proposed Resolution 2012-1689; Directing the Use of Property Tax Revenue. Commissioner Donnelly **seconded the motion** and discussion continued. The motion was passed unanimously by roll call vote (7-0).

Proposed Resolution 2012-1700; Authorizing the Execution of a Non-Federal Reimbursable Agreement Between the Department of Transportation Federal Aviation Administration and the DuPage Airport Authority.

Executive Director Bird explained this Agreement with the FAA is considered each year for payment of nighttime staffing hours for the Air Traffic Control Tower. He continued that this reflects the FAA's rules to have two people in the control tower at all times which increases the cost to the Airport Authority. Executive Director Bird advised the Airport Authority is agreeable to these mandates as it is very important for marketing to potential users and is significant when approaching corporate flight departments to locate at DuPage Airport; O'Hare and Midway Airports are the only other Air Traffic Control Towers maintained on a 24 hours basis in the Chicagoland area.

A **MOTION** was made by Commissioner Donnelly to approve Proposed Resolution 2012-1700; Authorizing the Execution of a Non-Federal Reimbursable Agreement Between the Department of Transportation Federal Aviation Administration and the DuPage Airport Authority. The **motion was seconded** by Commissioner Huizenga and was passed unanimously by roll call vote (7-0).

Proposed Resolution 2012-1690; Award of Bid to Foxfield Construction for the Flight Center Renovation Project Phase II.

Executive Director Bird asked Mark Doles to discuss Phase II of the Flight Center Renovations. Mr. Doles reported that Phase I of the renovations is substantially complete and the Board, at a previous meeting agreed to proceed with Phase II of this project. GHAFARI and Associates has performed the final design and has prepared the construction documents for Phase II bidding; ten bids were received and Foxfield Construction was determined to be the low, responsive and responsible bidder. Mr. Doles reviewed the scope of Phase II renovations and discussion followed. Staff and the Capital Development Committee recommended Board approval.

A **MOTION** was made by Commissioner Gorski to approve Proposed Resolution 2012-1690; Award of Bid to Foxfield Construction for the Flight Center Renovation Project Phase II. The **motion was seconded** by Commissioner Gillett and was passed unanimously by roll call vote (7-0).

Proposed Resolution 2012-1691; Authorizing the Execution of an Agreement with GHAFARI Associates LLC for Construction Administration Services for the Flight Center Renovation Project Phase II.

Mr. Doles continued that this proposed resolution is also related to Phase II of Flight Center Renovations. He explained that GHAFARI Associates will provide the construction administration services for this project including onsite meetings and review of the work being performed by the contractor. Staff and the Capital Development Committee recommended Board approval.

A **MOTION** was made by Commissioner Gorski to approve Proposed Resolution 2012-1691; Authorizing the Execution of an Agreement with GHAFARI Associates LLC for Construction Administration Services for the Flight Center Renovation Project Phase II. The **motion was seconded** by Commissioner LaMantia and was passed unanimously by roll call vote (7-0).

Proposed Resolution 2012-1692; Ratification of the Executive Director's Action for Concurrence of Award with the State of Illinois for the Project Described as Runway 10-28 and Associated Taxiway Connector Overlay; DPA-4122, to the Lowest Responsive Bidder.

Executive Director Bird asked Byron Miller to review this runway project. Mr. Miller explained that earlier in the year, the Illinois Division of Aeronautics (IDOA) previously went out to bid for this project. He continued that Plote was the low bidder however, federal funds were not released in time to award the project; IDOA was forced to rebid this project later in the year and Plote was again the low bidder. He continued that due to timing issues, the Executive Director needed to concur with this award to the lowest responsive bidder prior to the Board meeting; this proposed resolution will ratify the Executive Director's action. Staff and the Capital Development Committee recommended Board approval.

A **MOTION** was made by Commissioner Gorski to approve Proposed Resolution 2012-1692; Ratification of the Executive Director's Action for Concurrence of Award with the State of Illinois for the Project Described as Runway 10-28 and Associated Taxiway Connector Overlay; DPA-4122, to the Lowest Responsive Bidder. The **motion was seconded** by Commissioner LaMantia and was passed unanimously by roll call vote (7-0).

Proposed Resolution 2012-1693; Authorizing the Execution of a Participation Agreement with the State of Illinois for the Project Described as Runway 10-28 and Associated Taxiway Connector Overlay; DPA-4122.

Mr. Miller continued that this proposed resolution relates to the same runway project and authorizes the execution of a Participation Agreement with the State of Illinois to act as our agent for this project. Executive Director Bird added that construction observation services remain in place with CH2M Hill at the same price as was established earlier in the year. Discussion continued and Staff and the Capital Development Committee recommended approval.

A **MOTION** was made by Commissioner Sabathne' to approve Proposed Resolution 2012-1693; Authorizing the Execution of a Participation Agreement with the State of Illinois for the Project Described as Runway 10-28 and Associated Taxiway Connector Overlay; DPA-4122. The **motion was seconded** by Commissioner Gorski and was passed unanimously by roll call vote (7-0).

Proposed Resolution 2012-1694; Authorizing Entering into a Purchase Order Contract with Kellogg Brown and Root Services, Inc. to Repair the Roof on the Hangar Buildings Located at 32 W521 and 32W515 Tower Road.

Executive Director Bird asked Mr. Miller to discuss this item and he explained that in July 2012, four buildings at the Airport received storm damage and significant roof damage occurred to one of the hangars. He stated that the Airport Authority's Architects provided a cost estimate of \$40,000 for this roof repair and when bids were received, the cost was approximately \$150,000; consequently the project was not awarded. Mr. Miller continued to explain that a Job Order Contract (JOC) was requested from Kellogg Brown and Root Services (KBR) for this roof repair project and a proposal was received for the amount of \$34,804.92. Discussion followed and Staff and the Capital Development Committee recommended Board approval.

A **MOTION** was made by Commissioner Gorski to approve Proposed Resolution 2012-1694; Authorizing Entering into a Purchase Order Contract with Kellogg Brown and Root Services, Inc. to Repair the Roof on the Hangar Buildings Located at 32 W521 and 32W515 Tower Road. The **motion was seconded** by Commissioner Gillett and was passed by roll call vote (7-0).

Proposed Resolution 2012-1698; Authorization to Enter Into a Cash Farm Lease Between the DuPage Airport Authority and Dale Pitstick.

Executive Director Bird asked Byron Miller to review this proposed resolution. Mr. Miller stated that the Airport Authority currently farms approximately 190 acres in areas around the airfield. He continued that bids were solicited for a three-year cash farm lease for these locations and four bids were received. Mr. Miller advised that Dale Pitstick was the high, responsive and responsible bidder. Staff and the Finance Committee recommended Board approval.

A **MOTION** was made by Commissioner Gillett to approve Proposed Resolution 2012-1698; Authorization to Enter Into a Cash Farm Lease Between the DuPage Airport Authority and Dale Pitstick. The **motion was seconded** by Commissioner LaMantia and was passed by roll call vote (7-0).

Proposed Resolution 2012-1696; Authorizing the Execution of an Easement Agreement with the City of West Chicago.

Executive Director Bird asked Mark Doles to discuss the Easement Agreement with the City of West Chicago. Mr. Doles stated that the City of West Chicago is seeking this easement in order to facilitate the relocation of a waterline required by Illinois Department of Transportation's overpass project at Route 38 and Kautz Road. He proceeded to explain the areas involved and the scope of this agreement; exhibits were provided for review. Discussion followed and staff and the Capital Development Committee recommended Board approval.

A **MOTION** was made by Commissioner Sabathne' to approve Proposed Resolution 2012-1696; Authorizing the Execution of an Easement Agreement with the City of West Chicago. The **motion was seconded** by Commissioner Donnelly and was passed unanimously by roll call vote (7-0).

Proposed Resolution 2012-1697; A Resolution Authorizing the Destruction of Certain Verbatim Recordings of Closed Sessions.

Attorney Phil Luetkehans stated that as required by Illinois Statute, the Airport Authority records and maintains recordings of Executive Session discussion and these tapes are stored at the law offices of Schirott and Luetkehans. He continued that statute also allows for destruction of these recordings after 18 months and with the Board's approval of this proposed resolution, tapes older than 18 months will be destroyed.

A **MOTION** was made by Commissioner Donnelly to approve Proposed Resolution 2012-1697; A Resolution Authorizing the Destruction of Certain Verbatim Recordings of Closed Sessions. The **motion was seconded** by Commissioner Sabathne' and was passed unanimously by roll call vote (7-0).

RECESS TO EXECUTIVE SESSION

There was no Executive Session held.

OTHER BUSINESS

None

A **MOTION** was made by Commissioner Gillett to adjourn the Regular Meeting of the DuPage Airport Authority Board of Commissioners. The motion was seconded by Commissioner Gorski and was passed unanimously by voice vote; the meeting was adjourned at 4:45 p.m.

Daniel L. Goodwin, Chairman

(ATTEST)

Dayle M. Gillett
Secretary

**DuPAGE AIRPORT AUTHORITY
CAPITAL DEVELOPMENT, LEASING AND CUSTOMER FEES COMMITTEE
WEDNESDAY, NOVEMBER 14, 2012**

The meeting of the Capital Development, Leasing and Customer Fees Committee of the DuPage Airport Authority Board of Commissioners was convened at the DuPage Flight Center, 2700 International Drive, West Chicago, Illinois, First Floor Conference Room on Wednesday, November 14, 2012. Chairman Gorski called the meeting to order at 2:02 p.m. and a quorum was present.

Commissioners Present: Gillett, Gorski, LaMantia, Sabathne'

Absent: Davis

DAA Staff Present: Executive Director David Bird; Mark Doles, Director of Aviation Facilities and Properties; Byron Miller, Director of Operations; Patrick Hoard, Director of Finance; Anna Marano, Procurement Analyst; Pam Miller, Executive Assistant and Board Liaison.

Others: Dan Pape, Crawford, Murphy & Tilly; Michael Vonic, CH2M Hill.

Press: None

**CAPITAL DEVELOPMENT
OLD BUSINESS**

Project Implementation

Executive Director Bird reported the *Extension of Runway 2R 20L* is completed and will be open for Thanksgiving week. He advised this project was very successful; completed on schedule, on budget and DAA staff, CH2M Hill and Martam worked well together. Executive Director Bird advised that DuPage Airport Authority may be the only airport in the country to have undertaken a project of this size at 100% local funding; this is worthy of a press release and staff will be working with Serafin and Associates for this announcement. Discussion followed.

NEW BUSINESS

Proposed Resolution 2012-1690; Award of Bid to Foxfield Construction for the Flight Center Renovation Project Phase II.

Executive Director Bird asked Mark Doles to discuss Phase II of Flight Center Renovations. Mr. Doles reported that Phase I of this project is completed and Phase II will involve moving from the center core of the building into the remaining public washrooms, crew lounge, conference room, VIP lounge and the Customs area as well as minor upgrades to the line service locker rooms and exercise room for tenants and customers. GHAFARI and Associates has performed the final design and has prepared the constructions documents for Phase II bidding; ten bids were received and Foxfield Construction was determined to be the low, responsive and responsible bidder. Mr. Doles reviewed the scope of Phase II renovations and discussion followed. Staff recommended approval.

A **MOTION** was made by Commissioner Sabathne' to recommend Board approval for Proposed Resolution 2012-1690; Award of Bid to Foxfield Construction for the Flight Center Renovation Project Phase II. The motion was seconded by Commissioner Gillett and was passed by roll call vote (3-0). Commissioner LaMantia was not present for this vote.

Proposed Resolution 2012-1691; Authorizing the Execution of an Agreement with GHAFARI Associates LLC for Construction Administration Services for the Flight Center Renovation Project Phase II.

Mr. Doles continued that this proposed resolution also relates to Phase II of Flight Center Renovations and will allow GHAFARI Associates to provide construction administration services for this project. This will include onsite meetings and review of the work being performed by the contractor.

A **MOTION** was made by Commissioner Gillett to recommend Board approval for Proposed Resolution 2012-1691; Authorizing the Execution of an Agreement with GHAFARI Associates LLC for Construction Administration Services for the Flight Center Renovation Project Phase II. The motion was seconded by Commissioner Sabathne' and was passed by roll call vote (3-0). Commissioner LaMantia was not present for this vote.

Proposed Resolution 2012-1692; Ratification of the Executive Director's Action for Concurrence of Award with the State of Illinois for the Project Described as Runway 10-28 and Associated Taxiway Connector Overlay; DPA-4122, to the Lowest Responsive Bidder.

Mr. Miller explained that earlier in the year, the Illinois Division of Aeronautics (IDOA) went out to bid for this project and Plote was the low bidder. He continued that federal funds were not released in time to award the project and IDOA was forced to rebid the project later in the year. Plote was again the low bidder. He continued that due to timing issues, the Executive Director needed to concur with this award to the lowest responsive bidder prior to the Board meeting; this proposed resolution will ratify the Executive Director's action. Discussion continued. Staff recommended approval.

A **MOTION** was made by Commissioner Sabathne' to recommend Board approval for Proposed Resolution 2012-1692; Ratification of the Executive Director's Action for Concurrence of Award with the State of Illinois for the Project Described as Runway 10-28 and Associated Taxiway Connector Overlay; DPA-4122, to the Lowest Responsive Bidder. The motion was seconded by Commissioner Gillett and was passed by roll call vote (3-0). Commissioner LaMantia was not present for this vote.

Proposed Resolution 2012-1693; Authorizing the Execution of a Participation Agreement with the State of Illinois for the Project Described as Runway 10-28 and Associated Taxiway Connector Overlay; DPA-4122.

Mr. Miller continued that this resolution will approve a Participation Agreement with the State of Illinois to act as our agent for this runway project. He continued that construction observation remains in place with CH2M Hill at the same price as was established earlier in the year. Discussion followed and staff recommended approval.

A **MOTION** was made by Commissioner Gillett to recommend Board approval for Proposed Resolution 2012-1693; Authorizing the Execution of a Participation Agreement with the State of Illinois for the Project Described as Runway 10-28 and Associated Taxiway Connector Overlay; DPA-4122. The motion was seconded by Commissioner Sabathne' and was passed by roll call vote (3-0). Commissioner LaMantia was not present for this vote.

Commissioner LaMantia arrived at 2:20 p.m.

Discussion of Job Order Contracting (JOC).

Byron Miller explained this is a new concept for the Airport Authority to handle smaller to mid size construction projects faster and at a significantly lower cost. He continued that job order contracting has existed for a number of years and is now utilized by nearly all branches of government; DuPage County Department of Procurement utilizes JOC. He proceeded to discuss the services that can be provided by JOC contractors and reviewed the manner of pricing for each specific construction project. Discussion followed.

Proposed Resolution 2012-1694; Authorizing Entering into a Purchase Order Contract with Kellogg Brown and Root Services, Inc. to Repair the Roof on the Hangar Buildings located at 32W521 and 32W515 Tower Road.

Mr. Miller advised that in July 2012, four buildings at the airport received storm damage with significant roof damage to one hangar. He stated that the Airport Authority's Architects provided a cost estimate of \$40,000 for this roof repair and when bids were received, the cost was approximately \$150,000; consequently the project was not awarded. Mr. Miller continued to explain that a Job Order Contract (JOC) was requested from Kellogg Brown and Root Services (KBR) for this roof repair project and a proposal was received for the amount of \$34,804.92. Discussion continued. Staff recommended approval.

A **MOTION** was made by Commissioner LaMantia to recommend Board approval for Proposed Resolution 2012-1694; Authorizing Entering into a Purchase Order Contract with Kellogg Brown and Root Services, Inc. to Repair the Roof on the Hangar Buildings located at 32 W521 and 32W515 Tower Road. The motion was seconded by Commissioner Gillett and was passed by roll call vote (4-0).

LEASING AND CUSTOMER FEES
OLD BUSINESS

NEW BUSINESS

Proposed Resolution 2012-1698; Authorization to Enter into a Cash Farm Lease between the DuPage Airport Authority and Dale Pitstick.

Executive Director Bird asked Byron Miller to review this proposed resolution. Mr. Miller stated that the Airport Authority currently farms approximately 190 acres in areas around the airfield. He continued that bids were solicited for a three-year cash farm lease for these locations and four bids were received. Mr. Miller advised that Dale Pitstick was the high, responsive and responsible bidder. Discussion followed and staff recommended approval.

A **MOTION** was made by Commissioner LaMantia to recommend Board approval for Proposed Resolution 2012-1698; Authorization to Enter into a Cash Farm Lease between the DuPage Airport Authority and Dale Pitstick. The motion was seconded by Commissioner Sabathne' and was passed by roll call vote (4-0).

Proposed Resolution 2012-1696; Authorizing the Execution of an Easement Agreement with the City of West Chicago.

Executive Director Bird asked Mark Doles to address this easement and Mr. Doles stated the City of West Chicago is seeking this easement in order to facilitate the relocation of a waterline required by Illinois Department of Transportation's overpass project at Route 38 and Kautz Road. He proceeded to explain the areas involved and the scope of this agreement; exhibits were provided for review. Discussion followed and staff recommended approval.

A **MOTION** was made by Commissioner Gillett to recommend Board approval for Proposed Resolution 2012-1696; Authorizing the Execution of an Easement Agreement with the City of West Chicago. The motion was seconded by Commissioner LaMantia and was passed by roll call vote (4-0).

Discussion of a Proposed Amendment to the Lease Agreement with Travel Express.
Committee Chairman Gorski stated this matter would be discussed in Executive Session.

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 Gillett and was passed unanimously by voice vote. The Regular Meeting was recessed to Executive Session at 2:40 p.m. and was reconvened at 3:05 p.m. Upon roll call, a quorum was present for the remainder of the Regular Committee Meeting.

OTHER BUSINESS

None

Commissioner Sabathne' made a **MOTION** to adjourn the Capital Development, Leasing and Customer Fees Committee Meeting; the **motion was seconded** by Commissioner LaMantia and was unanimously passed by voice vote. The meeting was adjourned at 3:06 p.m.

Gerald M. Gorski, Chairman
Capital Development, Leasing and Customer Fees Committee

**DuPAGE AIRPORT AUTHORITY
FINANCE, BUDGET AND AUDIT COMMITTEE
Wednesday, November 14, 2012**

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, First Floor Conference Room, on Wednesday, November 14, 2012. Chairman Huizenga called the meeting to order at 1:00 p.m.

Commissioners Present: Donnelly, Huizenga.

Commissioners Absent: Davis

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; John Schlaman, General Manager of Prairie Landing Golf Club; Anna Marano, Procurement Analyst; Pam Miller, Executive Assistant and Board Liaison.

Others: None

OLD BUSINESS

None

NEW BUSINESS

Review of 2012 Financial Statements

Executive Director Bird asked Patrick Hoard to discuss the Financial Statements.

Mr. Hoard reported that the process of finalizing the system upgrade of the general ledger is nearly complete; a cash flow statement and balance sheet cannot be provided for review at this time but going forward all will be in place. Executive Director Bird stated that all business units are doing an excellent job holding the line in expenses. He stated that Mr. Hoard has implemented and continues to implement tight controls for expenditures. Mr. Hoard reviewed the financial statements and discussion followed.

Revenues increased overall by nearly 3%. Every business is ahead of budget for revenues.

Expenditures decreased 4% overall from the budgeted amount. The Airport Authority and Flight Center are slightly below the total budgeted for expenditures for this time period. Prairie Landing expenditures increased as a result of the good weather that extended the golf season.

Net Profit has increased nearly 300% from the budget for this time of year. Gain of sale of fixed assets is showing a significant increase which is entirely from the exchange of land to CenterPoint. This is not a cash gain to report but a fiscal gain.

Over all Ending Cash Balance is \$26.7 million now and anticipated to be slightly down by the end of 2012. Every business looks very positive. Preliminary numbers are not yet available for October however all airport businesses appear to be basically flat for October.

Proposed Ordinance 2012-259; Adopting Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2013 and Ending December 31, 2013.

Patrick Hoard stated that since the Special Finance Committee Meeting there have been only minor changes in the budget document; he reviewed these changes. Mr. Hoard also reviewed the Capital Projects and Major Maintenance items included for 2013 and discussion followed. Staff recommended approval.

A **MOTION** was made by Commissioner Donnelly to recommend Board approval of Proposed Ordinance 2012-259; Adopting Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2013 and Ending December 31, 2013. The motion was seconded by Commissioner Huizenga and was unanimously passed by roll call vote (2-0).

Proposed Resolution 2012-1689; Directing the Use of Property Tax Revenue.

Mr. Hoard explained that at the last Finance Committee Meeting discussion occurred regarding the manner in which the Capital Reserve Accounts are reported from an accounting standpoint. He continued that Commissioner Huizenga recommended the Board should memorialize their directive on the use of property tax dollars for capital projects by adopting a resolution establishing this directive. Mr. Hoard stated it is important to note that this resolution is meant to acknowledge the way the Airport Authority currently utilizes property tax dollars to fund capital projects and major maintenance. He continued this directive will not add anything new into the current policy and will make sure everyone can be clear on how property tax dollars are managed. Discussion occurred.

A **MOTION** was made by Commissioner Donnelly to recommend Board approval of Proposed Resolution 2012-1689; Directing the Use of Property Tax Revenue. The **motion was seconded** by Commissioner Huizenga and was passed unanimously by roll call vote (2-0).

Proposed Resolution 2012-1700; Authorizing the Execution of a Non-Federal Reimbursable Agreement Between the Department of Transportation Federal Aviation Administration and the DuPage Airport Authority.

Mark Doles explained that each year the Board is asked to consider an agreement with the FAA for payment of nighttime staffing hours for the Air Traffic Control Tower. He continued this reflects the FAA's mandates to have two people in the control tower at all times and has resulted in increased costs to the Airport Authority. The Airport Authority is agreeable to these mandates as it is very important for marketing to potential users and is significant when approaching corporate flight departments to locate at DuPage Airport. Discussion continued briefly and staff recommended approval.

A **MOTION** was made by Commissioner Donnelly to recommend Board approval of Proposed Resolution 2012-1700; Authorizing the Execution of a Non-Federal Reimbursable Agreement between the Department of Transportation Federal Aviation Administration and the DuPage Airport Authority. The **motion was seconded** by Commissioner Huizenga and was passed unanimously by roll call vote (2-0).

Other Business

Mark Doles advised that Phase I of the Flight Center Renovations have been successfully completed. He continued that Phase II of the project will be addressed by the Capital Development Committee and the Board at this meeting. Discussion followed.

A **MOTION** was made by Commissioner Donnelly to adjourn the Finance, Budget and Audit Committee; the **motion was seconded** and was passed unanimously by voice vote. The meeting adjourned at 1:37 p.m.

**Peter Huizenga, Chairman
Finance, Budget and Audit Committee**

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

**Tuesday, September 11, 2012
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, September 11, 2012. Chairwoman Gillett called the meeting to order at 11:10 a.m. and a quorum was present for the meeting.

Commissioners Present: Gillett, Gorski,

Absent: Thompson (participated via telephone conference call)

DAA Staff Present: Executive Director David Bird; Pam Miller, Executive Assistant and Board Liaison.

Others in Attendance: Phil Luetkehans, Attorney.

Members of the Press: None

OLD BUSINESS

None

NEW BUSINESS

Proposed Ordinance 2012-258; An Ordinance Amending the DuPage Airport Authority Ethics Ordinance and Repealing Ordinance 2012-253.

Proposed Resolution 2012-1674; Authorizing the Execution of an Intergovernmental Agreement with the County of DuPage Relating to a Shared Ethics Officer.

Chairwoman Gillett asked Attorney Luetkehans to begin discussion regarding these two agenda items. Attorney Luetkehans reviewed the DuPage County Ordinance and the Intergovernmental Agreement (IGA). He stated that the Airport Authority Board has basically two options to consider:

- (1) The Board can proceed to enter into this IGA and to adopt the DuPage County Ethics Ordinance as provided.
- (2) The Board can advise the County that the Airport Authority feels with the amendments made to the Airport Authority Ethics Ordinance earlier in the year, and as a result of the County's consultant's recommendations, the Ordinances are very similar. The Airport Authority Ethics Ordinance can be modified to include other language contained in the County's Ethics Ordinance addressing the positions of Ethics Officer, Investigator General, and an Ethics Commission.

Discussion occurred. Chairwoman Gillett stated that she felt this is a serious matter and that the Committee is not prepared to make a recommendation for adoption at this time. She added that this matter should be taken before the full Board at the September 26 Meeting; all committee members agreed.

OTHER BUSINESS

None

A **MOTION** was made by Commissioner Gorski to adjourn the Internal Policy and Compliance Committee Meeting. The **motion was seconded** by Commissioner Thompson and was passed unanimously by voice vote. The meeting adjourned at 11:48 a.m.

Dayle M. Gillett, Chair
Internal Policy and Compliance Committee

**DuPAGE AIRPORT AUTHORITY
GOLF COMMITTEE MEETING
Wednesday, September 26, 2012**

The Golf Committee of the DuPage Airport Authority Board of Commissioners was convened at the DuPage Flight Center, 2700 International Drive, West Chicago, Illinois, First Floor Conference Room on Wednesday, September 26, 2012. Chairman Donnelly called the meeting to order at 10:02 p.m. and a quorum was present for the meeting.

Commissioners Present: Donnelly, Huizenga, Davis, Sabathne', Thompson.

Commissioners Absent: None

DuPage Airport Authority Staff Present: Executive Director David Bird; John Schlaman, Director of Golf for Prairie Landing Golf Course; Pam Miller, Executive Assistant and Board Liaison.

REVIEW OF GOLF, FOOD AND BEVERAGE AND BANQUET PERFORMANCE.

John Schlaman provided the following review:

Banquet revenue significantly up and trending up through the end of 2012. Weekday golf traffic is significantly slower and is a result of a lack of business golfers and corporate outings. Discussion followed on weather related issues that have created problems on the course as well as dealing with tight revenue streams.

For *August 2012*, paid golf rounds are down 8%; prepaid member rounds are up 16%; golf revenue is down 6%; F & B Alacart is up 10% and banquets are up 33%.

September 2012 sales are trending strong in both Golf and F & B due to Ryder Cup traffic. Banquet revenue is trending well for the remainder of the year. F & B Alacart sales are up due to a 15% increase in sales per round. September is trending up in total revenues of 38% mainly as a result of the increased Ryder Cup traffic.

Mr. Schlaman stated that staff is taking a hard line approach in managing the budget. Executive Director Bird advised that facility upgrades will continue to be made both inside and outside at Prairie Landing and it is important to review these upgrade very critically. He continued that new software has been implemented and improvements made in the Banquets office to provide better conditions for working with clients; also there are plans for additional landscaping in 2013.

REVIEW OF 2012 CAPITAL PROJECTS; PROGRESS REPORT FOR THE BUNKER RENOVATION PROJECT.

Mr. Schlaman summarized capital projects for the golf club that are ongoing and reported specifically on the Golf Course Renovation project. He continued that Robert Trent Jones had not yet provided the final plans for golf course renovations. He added that GIS Mapping is complete and some of the bunker repairs have been done. In summary Mr. Schlaman advised that all is trending well for 2013. Discussion followed.

Chairman Donnelly stated that in 2013 plans should be developed for some promotional events in an effort to generate increased revenue. Mr. Schlaman stated staff is focusing on leads for golf outings. Discussion continued.

OTHER BUSINESS

None

A **MOTION** was made by Commissioner Thompson to adjourn the meeting of the Golf Committee and Commissioner Davis seconded this motion. The motion was unanimously passed by voice vote and was adjourned at 10:35 a.m.

Charles E. Donnelly, Committee Chairman



MONTHLY STATISTICS

November 2012

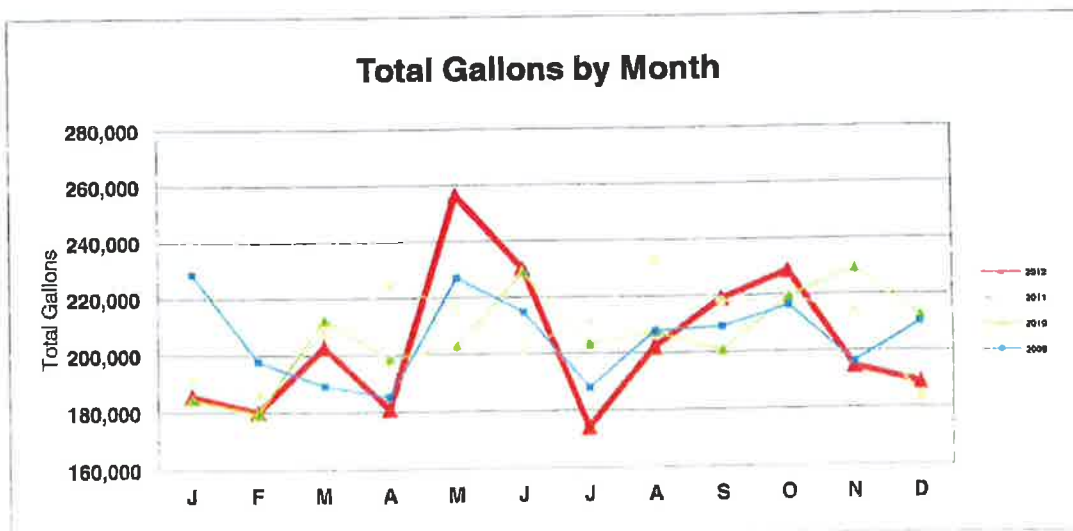
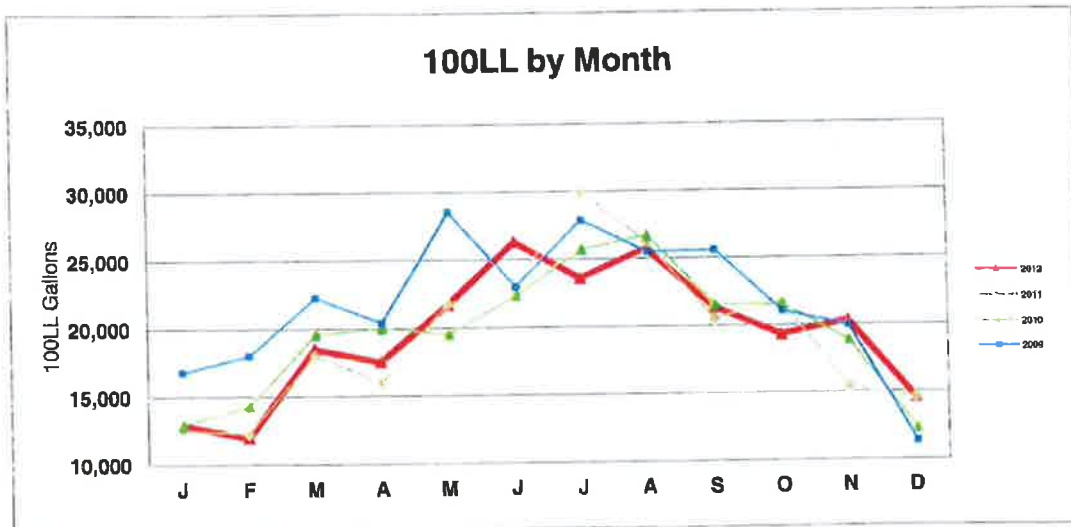
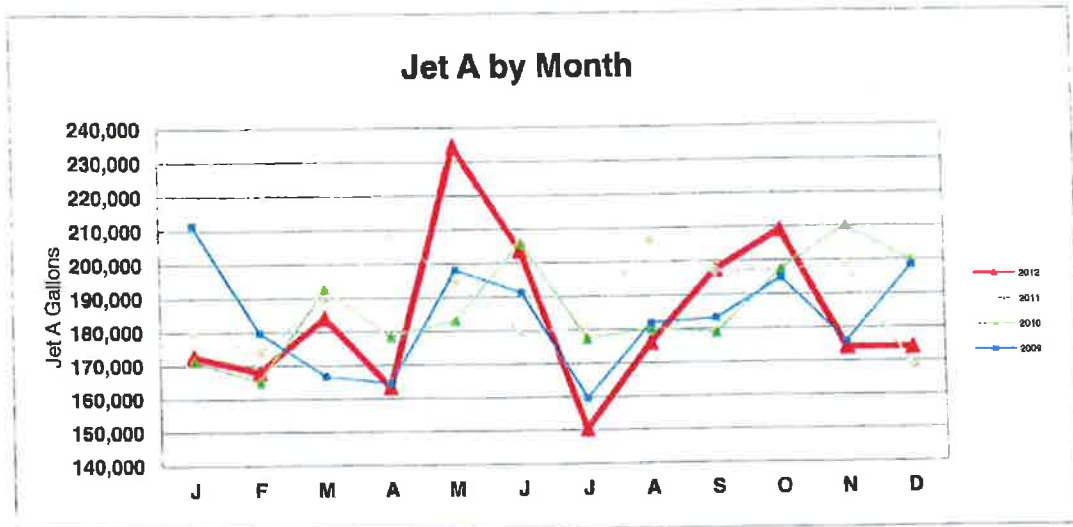
	Nov. '12	Nov. '11	'12 vs. '11	November Percent Change	YTD 2012	YTD 2011	'12 vs. '11	Percent Change
FUEL								
100LL	20,250	15,411	4,839	31.4%	218,667	217,191	1,476	0.7%
Jet A	174,021	198,527	(24,506)	-12.3%	2,032,178	2,097,916	(65,738)	-3.1%
Total Gallons	194,271	213,938	(19,667)	-9.2%	2,250,845	2,315,107	(64,262)	-2.8%
OPERATIONS								
Local	2,124	2,075	49	2.4%	27,018	27,218	(200)	-0.7%
Itinerant	4,234	3,927	307	7.8%	47,937	50,593	(2,656)	-5.2%
Total Ops	6,358	6,002	356	5.9%	74,955	77,811	(2,856)	-3.7%
REGIONAL OPS								
	Nov. '12	Nov. '11	'12 vs. '11	November Percent Change	YTD 2012	YTD 2011	'12 vs. '11	Percent Change
Total OPS								
DuPAGE	6,358	6,002	356	5.9%	74,955	77,811	(2,856)	-3.7%
Palwaukee	7,105	5,903	1,202	20.4%	79,476	78,327	1,149	1.5%
Aurora	5,657	4,487	1,170	26.1%	64,808	70,178	(5,370)	-7.7%
Waukegan	3,887	3,291	596	18.1%	44,775	42,353	2,422	5.7%
State of Illinois	160,253	144,349	15,904	11.0%	1,778,221	1,787,451	(9,230)	-0.5%
Teterboro	13,279	15,176	(1,897)	-12.5%	146,045	147,334	(1,289)	-0.9%
Van Nuys	20,329	19,861	468	2.4%	242,045	278,774	(36,729)	-13.2%
Centennial	24,949	23,453	1,496	6.4%	277,290	273,963	3,327	1.2%
Local OPS								
DuPAGE	2,124	2,075	49	2.4%	27,018	27,218	(200)	-0.7%
Palwaukee	1,692	1,456	236	16.2%	19,324	21,268	(1,944)	-9.1%
Aurora	2,769	1,964	805	41.0%	31,912	31,142	770	2.5%
Waukegan	1,750	1,441	309	21.4%	19,920	18,864	1,056	5.6%
State of Illinois	30,289	20,649	9,640	46.7%	293,372	295,196	(1,824)	-0.6%
Teterboro	0	0	0		0	0	0	
Van Nuys	7,222	6,584	638	9.7%	87,855	89,043	(1,188)	-1.3%
Centennial	11,720	10,197	1,523	14.9%	118,486	120,562	(2,076)	-1.7%
Itinerant OPS								
DuPAGE	4,234	3,927	307	7.8%	47,937	50,593	(2,656)	-5.2%
Palwaukee	5,413	4,447	966	21.7%	60,152	57,059	3,093	5.4%
Aurora	2,888	2,523	365	14.5%	32,896	39,036	(6,140)	-15.7%
Waukegan	2,137	1,850	287	15.5%	24,855	23,489	1,366	5.8%
State of Illinois	129,964	123,700	6,264	5.1%	1,484,849	1,492,255	(7,406)	-0.5%
Teterboro	13,279	15,176	(1,897)	-12.5%	146,045	147,334	(1,289)	-0.9%
Van Nuys	13,107	13,277	(170)	-1.3%	154,190	189,731	(35,541)	-18.7%
Centennial	13,229	13,256	(27)	-0.2%	158,804	153,401	5,403	3.5%

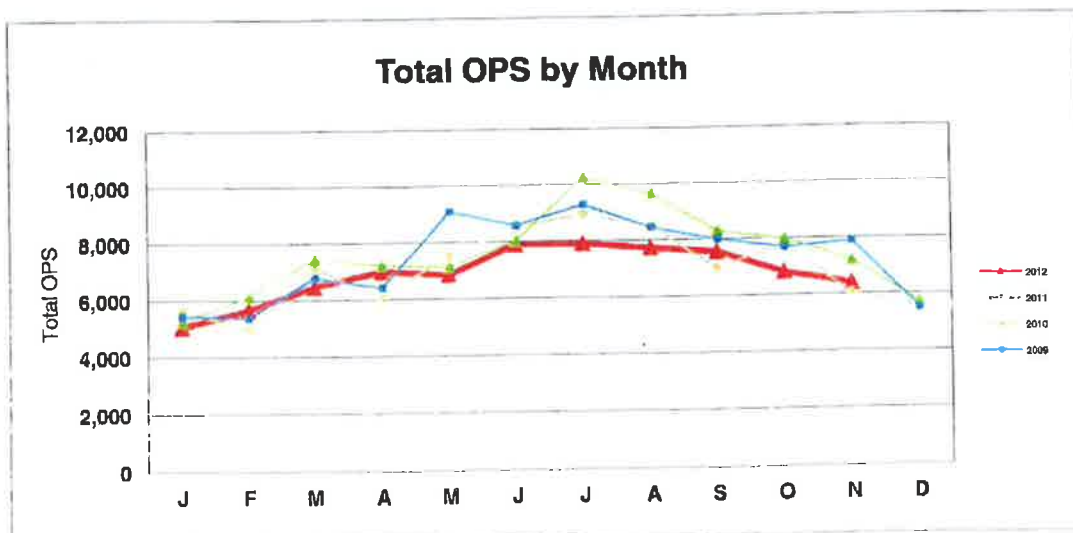
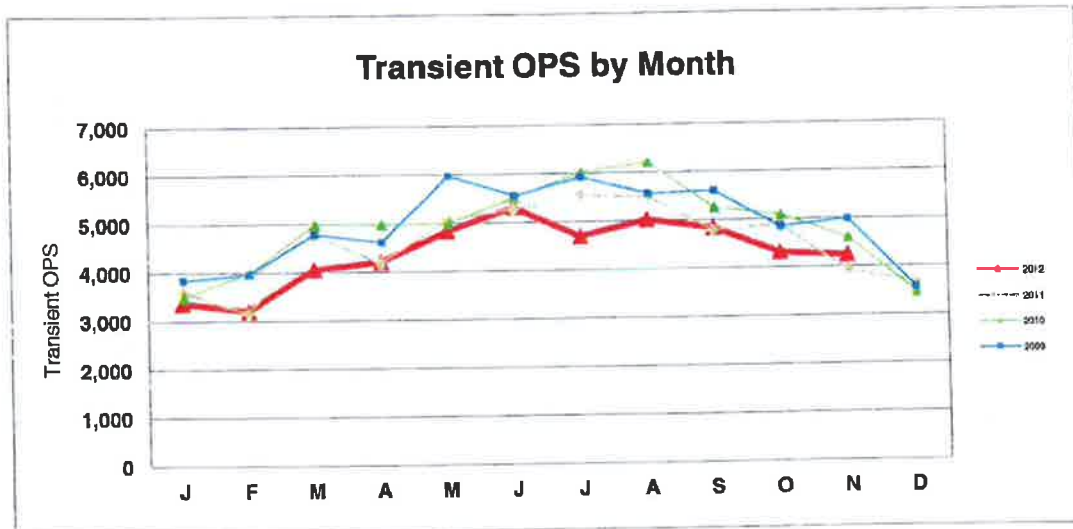
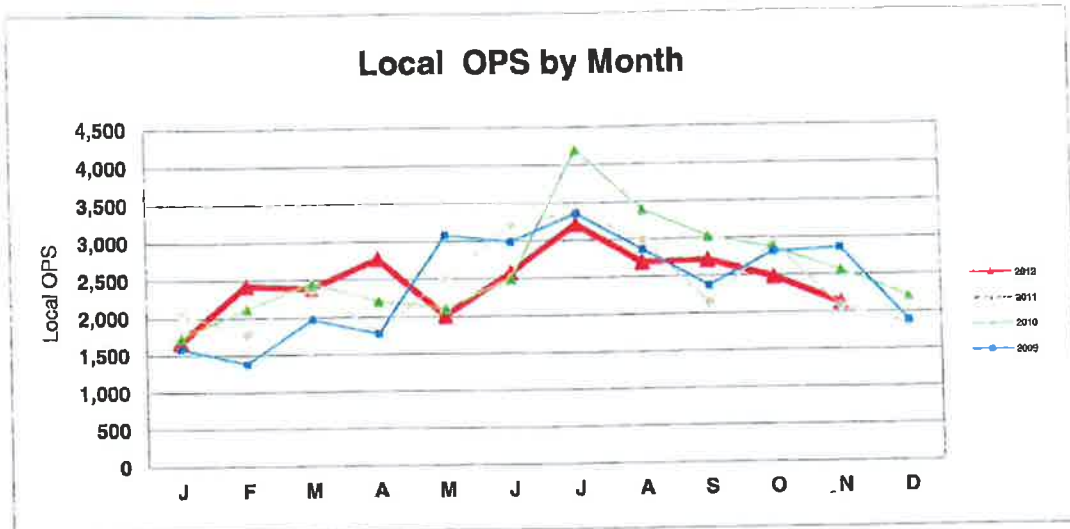


MONTHLY STATISTICS

December 2012

	<u>Dec. '12</u>	<u>Dec. '11</u>	<u>'12 vs. '11</u>	<u>December Percent Change</u>	<u>YTD 2012</u>	<u>YTD 2011</u>	<u>'12 vs. '11</u>	<u>Percent Change</u>
FUEL								
100LL	14,519	14,560	(41)	-0.3%	233,186	231,751	1,435	0.6%
Jet A	173,944	168,320	5,624	3.3%	2,206,122	2,266,236	(60,114)	-2.7%
Total Gallons	188,463	182,880	5,583	3.1%	2,439,308	2,497,987	(58,679)	-2.3%





**DuPAGE AIRPORT AUTHORITY
BOARD OF COMMISSIONERS**

**ANNUAL AND REGULAR MEETING
WEDNESDAY, JANUARY 9, 2013**

TENTATIVE AGENDA

6. Review of Financial Statements

**Supporting materials will be provided
under separate cover.**



DUPAGE AIRPORT AUTHORITY

DUPAGE AIRPORT AUTHORITY BOARD OF COMMISSIONERS, OFFICERS AND COMMITTEES

Daniel L. Goodwin, Chairman
Gerald M. Gorski, Vice Chairman
Stephen L. Davis, Treasurer
Dayle M. Gillett, Secretary
Charles E. Donnelly, Commissioner
Peter H. Huizenga, Commissioner
Gina R. LaMantia, Commissioner
David J. Sabathne', Commissioner
Perry R. Thompson, Commissioner

Patrick Hoard, Assistant Treasurer
Mark Doles, Assistant Secretary

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

Peter H. Huizenga, Chairman
Charles E. Donnelly, Member
Stephen L. Davis, Member
Mark Doles, Staff
Patrick Hoard, Staff

CAPITAL DEVELOPMENT, LEASING & CUSTOMER FEES COMMITTEE

Gerald M. Gorski, Chairman
Dayle M. Gillett, Member
Gina R. LaMantia, Member
Stephen L. Davis, Member
David J. Sabathne', Member
Byron Miller, Staff
Mark Doles, Staff

GOLF COMMITTEE

Charles E. Donnelly, Chairman
Stephen L. Davis, Member
Peter H. Huizenga, Member
David J. Sabathne', Member
Perry R. Thompson, Member
John Schlaman, Staff

INTERNAL POLICY & COMPLIANCE COMMITTEE

Dayle M. Gillett, Chairman
Gerald M. Gorski, Member
Perry R. Thompson, Member
Patrick Hoard, Staff

January 2013



**BOARD OF COMMISSIONERS
MEETING/HOLIDAY CALENDAR
2013**

January

01/01/13	Tuesday	---	DAA HOLIDAY – New Years Day	
01/02/13	Wednesday	11:00 a.m.	Internal Policy & Compliance Committee	The Inland Group
01/09/13	Wednesday	12:00 Noon	Golf Committee	Flight Center
01/09/13	Wednesday	1:00 p.m.	Finance, Budget & Audit Committee	Flight Center
01/09/13	Wednesday	2:30 p.m.	Capital Development, Leasing and Customer Fees Committee	Flight Center
01/09/13	Wednesday	3:00 p.m.	Regular/Annual Board Meeting	Flight Center

February

NO SCHEDULED MEETINGS

March

03/06/13	Wednesday	11:00 a.m.	Internal Policy & Compliance Committee	The Inland Group
03/13/13	Wednesday	12:00 Noon	Golf Committee	Flight Center
03/13/13	Wednesday	1:00 p.m.	Finance, Budget & Audit Committee	Flight Center
03/13/13	Wednesday	2:00 p.m.	Capital Development, Leasing and Customer Fees Committee	Flight Center
03/13/13	Wednesday	3:00 p.m.	Regular Board	Flight Center

April

NO SCHEDULED MEETINGS

May

05/01/13	Wednesday	11:00 a.m.	Internal Policy & Compliance Committee	The Inland Group
05/08/13	Wednesday	12:00 Noon	Golf Committee	Flight Center
05/08/13	Wednesday	1:00 p.m.	Finance, Budget & Audit Committee	Flight Center
05/08/13	Wednesday	2:00 p.m.	Capital Development, Leasing and Customer Fees Committee	Flight Center
05/08/13	Wednesday	3:00 p.m.	Regular Board	Flight Center
05/27/13	Monday	---	DAA HOLIDAY – Memorial Day	

June

06/05/13	Wednesday	11:00 a.m.	Internal Policy & Compliance Committee	The Inland Group
06/12/13	Wednesday	12:00 Noon	Golf Committee	Flight Center
06/12/13	Wednesday	1:00 p.m.	Finance, Budget & Audit Committee	Flight Center
06/12/13	Wednesday	2:00 p.m.	Capital Development, Leasing and Customer Fees Committee	Flight Center
06/12/13	Wednesday	3:00 p.m.	Regular Board	Flight Center

July

NO SCHEDULED MEETINGS

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

09/02/13	Monday	--	DAA Holiday – Labor Day	
09/04/13	Wednesday	11:00 a.m.	Internal Policy & Compliance Committee	The Inland Group
09/11/13	Wednesday	12:00 Noon	Golf Committee	Flight Center
09/11/13	Wednesday	1:00 p.m.	Finance, Budget & Audit Committee	Flight Center
09/11/13	Wednesday	2:00 p.m.	Capital Development, Leasing and Customer Fees Committee	Flight Center
09/11/13	Wednesday	3:00 p.m.	Regular Board	Flight Center

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

11/06/13	Wednesday	11:00 a.m.	Internal Policy & Compliance Committee	The Inland Group
11/13/13	Wednesday	12:00 Noon	Golf Committee	Flight Center
11/13/13	Wednesday	1:00 p.m.	Finance, Budget & Audit Committee	Flight Center
11/13/13	Wednesday	2:00 p.m.	Capital Development, Leasing and Customer Fees Committee	Flight Center
11/13/13	Wednesday	3:00 p.m.	Regular Board	Flight Center
11/28/13	Thursday	--	DAA HOLIDAY – Thanksgiving Day	

December**NO SCHEDULED MEETINGS****January 2014**

01/01/13	Tuesday	---	DAA HOLIDAY – New Years Day	
01/08/14	Wednesday	11:00 a.m.	Internal Policy & Compliance Committee	The Inland Group
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

Address for Meetings:

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

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


Internal Policy and
Compliance Committee

The Inland Group
2901 Butterfield Rd.
Oak Brook, Illinois 60523
(630) 218-4942



DUPAGE AIRPORT AUTHORITY

TO: DuPage Airport Authority
Board of Commissioners

FROM: David Bird 
Executive Director

RE: Proposed Ordinance 2013-260; Adopting Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year beginning January 1, 2013 and Ending December 31, 2013.

DATE: January 2, 2013

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 14, 2012 and forwarded to DuPage County Board Chairman Cronin on December 3, 2012. 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 2013 Budget and Appropriations. A notice was published in the *Daily Herald* announcing the Public Hearing which was held on January 8, 2013, at 10:00 a.m. in the 1st Floor Conference Room of the DuPage Flight Center. The purpose of the Public Hearing was to provide an opportunity for public review and comment. There were no comments and no members of the public in attendance. The Airport Authority has met all of its statutory requirements for passage of the 2013 Budget and Appropriations.

PREVIOUS COMMITTEE/BOARD ACTION:

November 14, 2012 - the DuPage Airport Authority Board passed Ordinance 2012-259; Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year beginning January 1, 2013 and Ending December 31, 2013.

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 2013-260; Adopting Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2013 and Ending December 31, 2013.

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 2012-260; Adopting the Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2013 and Ending December 31, 2013.

ORDINANCE 2013-260

TENTATIVE BUDGET & APPROPRIATIONS ORDINANCE for the DUPAGE AIRPORT AUTHORITY for the FISCAL YEAR BEGINNING JANUARY 1, 2013 and ENDING DECEMBER 31, 2013

WHEREAS, The Board of Commissioners of the DuPage Airport Authority, an Illinois Special District, has adopted a fiscal year beginning January 1, 2013 and ending December 31, 2013, 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 2013.

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, 2013 and ending December 31, 2013 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 Cash Balance - Beginning - Non Designated	\$ 8,485,590
Estimated Cash Balance - Beginning - Designated	\$ 17,195,994
	\$ 25,681,584
<u>OPERATING REVENUES</u>	
Airport Operations	\$ 4,374,898
Flight Center Fuel Operations	\$ 12,257,310
Prairie Landing Golf Course	2,836,818
TOTAL OPERATING REVENUES	\$ 19,469,026
<u>OPERATING EXPENSES</u>	
Airport Operations	\$ 6,121,157
Flight Center Fuel Operations	10,652,941
Prairie Landing Golf Course	\$ 2,575,606
TOTAL OPERATING EXPENSES	\$ 19,349,704
<u>NON OPERATING - DEBT SERVICE/CAPITAL/TAXES</u>	
<u>REVENUES</u>	
Miscellaneous Taxes	\$ 53,500
Property Taxes/Abatement	\$ 5,558,000
Interest Income	\$ 150,000
Gain of Sale from Fixed Assets	\$ 55,000
TOTAL NON-OPERATING REVENUES	\$ 5,816,500
<u>EXPENSES</u>	
Property Tax (DAA)	\$ 198,000
Property Tax (PLGC)	\$ 256,000
TOTAL NON-OPERATING EXPENSES	\$ 454,000
<u>CAPITAL DEVELOPMENT PROGRAM</u>	
AIRPORT OPERATIONS	\$ 13,804,450
FLIGHT CENTER	\$ 1,300,000
GOLF COURSE CAPITAL	\$ 767,000
EQUIPMENT (all businesses)	\$ 1,001,800
Major Maintenance of Capital Assets	\$ 732,340
TOTAL CAPITAL DEVELOPMENT PROGRAM	\$ 17,605,590
Total FY2013 Revenues	\$ 25,285,526
Total FY2013 Expenditures	\$ 37,409,294
Cash Balance - Ending	\$ 13,557,816 *

* **Cash Balance - Ending split as follows:**

Capital Designated	\$ 5,148,404
Non Designated Cash Ending	\$ 8,409,412

SECTION 2: That the following budget and appropriations, containing an estimate of the receipts and expenditures for FISCAL YEAR 2013, 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		
	AIRCRAFT STORAGE	\$ 1,390,824
	COMMISSIONS	\$ 31,344
	LAND/BUILDING LEASES	\$ 2,847,480
	CUSTOM FEE	\$ 80,000
	MISCELLANEOUS	\$ 25,250
	TOTAL REVENUES	\$ 4,374,898
CASH ON HAND - BEGINNING		\$ 6,467,690
TOTAL FUNDS AVAILABLE		\$ 10,842,588
EXPENDITURES		
SALARIES		
	STAFF & COMMISSIONERS	\$ 2,183,639
	SALARIES TOTAL	\$ 2,183,639
BENEFITS		
	FICA	\$ 159,950
	UNEMPLOYMENT INSURANCE	\$ 39,419
	GROUP INSURANCE	\$ 388,908
	UNIFORMS	\$ 9,006
	IMRF	\$ 197,183
	BENEFITS TOTAL	\$ 794,466
GENERAL & ADMINISTRATIVE		
	EDUCATION / TRAINING / TRAVEL	\$ 15,780
	DUES & SUBSCRIPTIONS	\$ 17,185
	PRINTING AND POSTAGE	\$ 20,730
	COMPUTER AND SOFTWARE	\$ 35,450
	COMMUNICATIONS	\$ 50,074
	GENERAL OFFICE	\$ 54,800
	MISCELLANEOUS	\$ 900
	GEN. & ADMIN. TOTAL	\$ 194,919
OUTSIDE SERVICES		
	CONSULTING SERVICES	\$ 103,100
	ACCOUNTING / AUDIT	\$ 46,000
	CUSTOMS/CONTROL TOWER	\$ 503,000
	MISC OUTSIDE SERVICES	\$ 135,000
	LEGAL	\$ 200,000
	BUILDING INSPECTION SERVICES	\$ 12,675
	SNOW REMOVAL/ICE CONTROL	\$ 80,000
	ARFF	\$ 400,000
	OUTSIDE TOTAL	\$ 1,479,775
MAINTENANCE		
	EQUIPMENT LEASE / MAINT. CONTRACTS	\$ 50,171
	SUPPLIES/HANDTOOLS & SMALL EQUIPMENT	\$ 700
	FUEL/OIL VEHICLES & EQUIPMENT	\$ 85,000
	FIELD MAINTENANCE	\$ 150,000
	BUILDING MAINTENANCE	\$ 213,000
	MACHINE & EQUIPMENT	\$ 57,000
	MAINTENANCE TOTAL	\$ 555,871
INSURANCE		\$ 316,538
		\$ 316,538
MARKETING / PUBLIC RELATIONS		\$ 119,312
		\$ 119,312
UTILITIES		
	GARBAGE REMOVAL / JANITORIAL	\$ 52,518
	GAS HEAT	\$ 130,000
	ELECTRIC	\$ 266,000
	WATER/SEWER	\$ 28,119
	TOTAL UTILITIES	\$ 476,637
TOTAL EXPENDITURES AUTHORITY		\$ 6,121,157
ADMINISTRATION & OPERATIONS		\$ 6,121,157
CASH ON HAND ENDING		\$ 4,721,431

DUPAGE FLIGHT CENTER FUEL OPERATIONS

REVENUES

FUEL & OIL SALES	\$ 11,980,985
SERVICES & CATERING	\$ 267,425
MISCELLANEOUS INCOME	\$ 8,900
TOTAL REVENUES	\$ 12,257,310

CASH ON HAND - BEGINNING

\$ 1,578,385

TOTAL FUNDS AVAILABLE

\$ 13,835,695

EXPENDITURES

SALARIES

STAFF	\$ 923,946
SALARIES TOTAL	\$ 923,946

BENEFITS

FICA	\$ 70,682
UNEMPLOYMENT INSURANCE	\$ 26,910
GROUP INSURANCE	\$ 245,000
UNIFORMS	\$ 9,632
IMRF	\$ 88,052
BENEFITS TOTAL	\$ 440,276

COST OF SALES

COST OF SALES - FUEL/OIL	\$ 8,574,463
COST OF SALES - DEICE	\$ 25,000
COST OF SALES - CATERING	\$ 86,150
COST OF SALES TOTAL	\$ 8,685,613

GENERAL & ADMINISTRATIVE

BUILDING RENT	\$ 48,000
EDUCATION / TRAINING / TRAVEL	\$ 7,535
DUES & SUBSCRIPTIONS	\$ 800
PRINTING AND POSTAGE	\$ 30,000
SOFTWARE	\$ 7,000
COMMUNICATIONS	\$ 4,100
CREDIT CARD EXPENSE	\$ 167,000
MARKETING	\$ 35,000
GEN. & ADMIN. TOTAL	\$ 299,435

OUTSIDE SERVICES

CONSULTING SERVICES/LEGAL	\$ 4,700
OUTSIDE TOTAL	\$ 4,700

MAINTENANCE / OPERATIONS

EQUIPMENT LEASE / MAINT. CONTRACTS	\$ 122,000
SUPPLIES	\$ 4,300
FUEL / OIL VEHICLES	\$ 28,071
MAINTENANCE EXPENSE	\$ 27,300
MAINTENANCE TOTAL	\$ 181,671

INSURANCE

INSURANCE TOTAL	\$ 115,000
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UTILITIES

ELECTRIC	\$ 2,300
UTILITIES TOTAL	\$ 2,300

**TOTAL EXPENDITURES FLIGHT
CENTER FUEL OPERATION**

\$ 10,652,941

CASH ON HAND ENDING

\$ 3,182,754

PRAIRIE LANDING GOLF COURSE

REVENUES

GOLF OPERATIONS	
GREENS FEES	\$ 1,227,000
ASSOCIATION MEMBERSHIPS	\$ 153,000
RENTALS	\$ 7,000
PRACTICE CENTER	\$ 154,000
PRO SHOP SALES	\$ 155,000
TOTAL GOLF OPERATIONS	<u>\$ 1,696,000</u>
FOOD & BEVERAGE	
CLUBHOUSE	\$ 260,000
KITTY HAWK - DELI	\$ 43,200
BANQUET	\$ 834,243
TOTAL FOOD & BEVERAGE	<u>\$ 1,137,443</u>
MISCELLANEOUS INCOME	\$ 3,375
TOTAL MISCELLANEOUS INCOME	<u>\$ 3,375</u>
TOTAL REVENUES	<u>\$ 2,836,818</u>

CASH ON HAND - BEGINNING \$ 439,515

TOTAL FUNDS AVAILABLE \$ 3,276,333

EXPENSES

SALARIES	
STAFF	\$ 1,129,185
SALARIES TOTAL	<u>\$ 1,129,185</u>

BENEFITS	
FICA	\$ 97,915
STATE UNEMPLOYMENT (SUTA)	\$ 72,043
WORKMAN'S COMP	
IMRF	\$ 64,253
GROUP INSURANCE	\$ 139,415
UNIFORMS	\$ 7,800
BENEFITS TOTAL	<u>\$ 401,426</u>

COST OF SALES	
COST OF SALES - GOLF	\$ 111,900
COST OF SALES - GRILL,EVENT, BANQUETS	\$ 302,065
COST OF SALES - KITTY HAWK	\$ 16,925
CREDIT CARD FEES	\$ 58,625
COST OF SALES TOTAL	<u>\$ 489,515</u>

GENERAL & ADMINISTRATIVE	
BUILDING RENT	\$ 1,300
EDUCATION / TRAINING / TRAVEL	\$ 11,775
DUES & SUBSCRIPTIONS	\$ 2,400
PRINTING AND POSTAGE	\$ 5,000
SOFTWARE	\$ 18,875
COMMUNICATIONS	\$ 58,700
GENERAL SUPPLIES	\$ (35,238)
TRANSFER COSTS TO FLIGHT CENTER	\$ 55,525
MARKETING	\$ 118,337
GEN. & ADMIN. TOTAL	<u>\$ 118,337</u>

OUTSIDE SERVICES	
CONSULTING SERVICES/LEGAL	\$ 28,075
OUTSIDE TOTAL	<u>\$ 28,075</u>

MAINTENANCE / OPERATIONS	
COURSE MAINTENANCE	\$ 57,500
SUPPLIES	\$ 93,000
RENTAL EQUIPMENT	\$ 31,500
FUEL / OIL VEHICLES	\$ 25,000
BUILDING MAINTENANCE EXPENSE	\$ 47,000
MAINTENANCE TOTAL	<u>\$ 254,000</u>

INSURANCE	
INSURANCE TOTAL	<u>\$ 64,008</u>

UTILITIES	
GARBAGE REMOVAL / JANITORIAL	\$ 12,560
GAS HEAT	\$ 11,900
ELECTRIC	\$ 57,375
WATER/SEWER	\$ 9,225
UTILITIES TOTAL	<u>\$ 91,060</u>

TOTAL EXPENSES - PRAIRIE LANDING \$ 2,575,606

CASH ON HAND ENDING \$ 700,727

NON OPERATING - REVENUE/DEBT SERVICE/CAPITAL/TAXES

MISCELLANEOUS TAXES	\$ 53,500
PROPERTY TAXES	\$ 5,558,000
INTEREST INCOME	\$ 150,000
GAIN OF SALE FROM FIXED ASSETS	\$ 55,000
TOTAL NON-OPERATING REVENUES	\$ 5,816,500

CAPITAL DEVELOPMENT PROGRAM

AIRPORT OPERATIONS	\$ 13,804,450
FLIGHT CENTER	\$ 1,300,000
GOLF COURSE CAPITAL	\$ 767,000
EQUIPMENT (all businesses)	\$ 1,001,800
Major Maintenance of Capital Assets	\$ 732,340
TOTAL CAPITAL DEVELOPMENT	\$ 17,605,590

PROPERTY TAX

PROPERTY TAX (DAA)	\$ 198,000
PROPERTY TAX (PLGC)	\$ 256,000
TOTAL DEBT SERVICE	\$ 454,000

TOTAL REVENUES FY 2013	\$ 26,285,520
TOTAL EXPENDITURES FY 2013	\$ 37,409,294

CASH ON HAND ENDING	\$ 13,557,816 *
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*** Cash on Hand - Ending split as follows:**

Capital Designated	\$ 5,148,404
Operating Cash Ending	\$ 8,409,412

Said appropriation items shall constitute the Budget for the Corporate Fund of the Authority for FISCAL YEAR 2013.

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, 2013, 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 January 9th, 2013.

Record of Roll Call Vote:

Stephen L. Davis	_____
Charles E. Donnelly	_____
Dayle M. Gillett	_____
Daniel L. Goodwin	_____
Gerald M. Gorski	_____
Peter H. Huizenga	_____
Gina R. Lamanlia	_____
David J. Sabathne'	_____
Perry R. Thompson	_____

Chairman

(seal)
ATTEST:

Secretary



DUPAGE AIRPORT
AUTHORITY

**BUDGET
AND
APPROPRIATIONS**

2013

**DUPAGE AIRPORT AUTHORITY
PAYROLL HEADCOUNT WORKSHEET
FISCAL YEAR 2013 BUDGET**

DEPARTMENT	2012					2013				
	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	2	12
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	2	19
TOTAL ADMIN & OPERATIONS	31	0	0	2	33	31	0	0	2	33
FLIGHT CENTER-FUEL OPS	15	0	0	0	15	15	0	0	0	15
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	20	1	0	0	21
PRAIRIE LANDING GOLF*	6	15	0	0	20	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	10	15	0	0	25	12	15	0	0	27
FINAL ENDING TOTAL	61	16	0	2	79	63	16	0	2	81



DUPAGE AIRPORT AUTHORITY

Total Airport Operations and Administration

STATEMENT OF REVENUES AND EXPENSES

	AUDIT TOTAL 2008	AUDIT TOTAL 2009	AUDIT TOTAL 2010	AUDIT TOTAL 2011	2012 Plan	2013 Plan	Percentage Change 2013 vs 2012
REVENUE							
Field Operations	1,249,579	1,585,078	1,966,157	1,447,418	1,246,197	1,231,796	-1%
Building Operations	3,867,774	3,336,450	3,029,397	3,012,171	2,979,585	2,783,798	-7%
Flight Center	462,148	453,335	404,921	203,864	175,534	222,960	27%
Admin - Misc	329,334	222,788	221,593	148,109	139,200	136,344	-2%
Property Taxes	6,534,899	6,530,221	6,044,028	6,058,256	6,046,024	6,058,000	0%
Replacement Taxes	64,524	54,435	58,714	51,721	58,000	53,500	-8%
Interest Income	357,226	196,798	140,110	43,760	150,000	150,000	0%
Gain on Sale of Fixed Assets	20,669	46,401	59,290	62,004	55,000	55,000	0%
TOTAL REVENUES	12,886,154	12,425,506	11,924,208	11,027,303	10,849,540	10,691,398	-1%
EXPENSE							
Field Operations	1,327,390	1,278,106	1,424,948	1,620,243	1,641,914	1,651,814	1%
Building Operations	998,307	958,836	977,461	1,046,612	976,342	1,037,456	6%
Flight Center	476,178	420,000	392,594	383,637	403,394	334,705	-17%
Shop Equipment	476,161	391,606	424,398	392,138	461,938	435,779	-6%
Administration	2,912,299	2,795,047	2,067,204	2,172,024	2,031,368	2,228,654	10%
Commissioners	97,420	103,191	106,602	105,917	107,355	108,285	1%
Business Development and Marketing	83,154	85,545	90,413	145,412	166,079	194,604	17%
Accounting	256,617	257,473	246,466	258,255	293,797	327,860	12%
Interest Expense				286,388	255,974	0	-100%
TOTAL EXPENSES	6,627,526	6,289,803	5,730,087	6,390,626	6,338,151	6,319,157	0%
NET INCOME	6,258,628	6,135,703	6,194,121	4,636,677	4,511,389	4,372,241	-3%

Department A100 - Airport Administration
Statement of Revenues and Expenses

	2011 ACTUAL	2012 PLAN	2013 PLAN	Percentage Change 2013 vs 2012
3195 SASO Commissions	\$ 32,385	\$ 40,000	\$ 31,344	-22%
3250 Customs Fee	\$ 78,450	\$ 80,000	\$ 80,000	0%
3299 Non-Airfield Rent/Lease/Maintenance Revenue	\$ 13,765	\$ -	\$ -	0%
3910 Replacement Taxes	\$ 51,721	\$ 58,000	\$ 53,500	-8%
3930 Prior Years Property Taxes	\$ 2,501	\$ 70,000	\$ 58,000	-17%
3940 Property Taxes	\$ 6,055,755	\$ 5,976,024	\$ 6,000,000	0%
3970 Interest Income	\$ 49,018	\$ 150,000	\$ 150,000	0%
3980 Finance Charge Income	\$ (5,258)	\$ 1,200	\$ -	-100%
3981 Gain on Sale of Fixed Assets	\$ 62,004	\$ 55,000	\$ 55,000	0%
3990 Misc. Income	\$ 23,059	\$ 18,000	\$ 25,000	39%
Total Revenue	\$ 6,363,399	\$ 6,448,224	\$ 6,452,844	0%
5410 Equip Leases/Maint. Contracts	\$ (20,489)	\$ (13,900)	\$ (14,000)	1%
5430 Supplies	\$ (16,846)	\$ (10,000)	\$ (11,000)	10%
5440 DOT/Drug Testing/Background	\$ (1,300)	\$ (300)	\$ (300)	0%
6100 Salaries	\$ (608,649)	\$ (691,272)	\$ (748,092)	8%
6110 Payroll Taxes	\$ (65,888)	\$ (47,621)	\$ (50,268)	6%
6115 Unemployment taxes	\$ (10,702)	\$ (8,561)	\$ (10,251)	20%
6120 Group Insurance	\$ (103,374)	\$ (111,035)	\$ (115,000)	4%
6160 IMRF	\$ (84,139)	\$ (60,947)	\$ (71,293)	17%
6200 Property Tax	\$ (91,337)	\$ (91,336)	\$ (100,000)	9%
6320 Community/Customer Relations	\$ (3,080)	\$ (3,500)	\$ (3,000)	-14%
6330 Travel	\$ (5,436)	\$ (12,000)	\$ (6,000)	-50%
6335 Education	\$ (3,137)	\$ (2,520)	\$ (3,000)	19%
6340 Dues, Subscriptions, Permits	\$ (9,415)	\$ (14,000)	\$ (14,000)	0%
6350 Printing and Postage	\$ (4,219)	\$ (4,000)	\$ (4,000)	0%
6356 Computer and Software	\$ (29,921)	\$ (25,000)	\$ (34,450)	38%
6390 Communications	\$ (26,174)	\$ (28,000)	\$ (26,000)	-7%
6400 Interest Expense	\$ (268,388)	\$ (255,974)	\$ -	-100%
6420 Bad Debt Expense	\$ (137,267)	\$ -	\$ -	0%
6430 Bank Charges	\$ (5,051)	\$ (4,800)	\$ -	-100%
6525 Consulting Services	\$ (134,425)	\$ (95,000)	\$ (100,000)	5%
6527 Outside Services	\$ (124,161)	\$ (103,471)	\$ (135,000)	31%
6531 U.S. Customs	\$ (161,029)	\$ (161,000)	\$ (160,000)	-1%
6532 Air Traffic Control Tower	\$ (270,679)	\$ (246,316)	\$ (343,000)	39%
6535 Legal	\$ (271,478)	\$ (202,800)	\$ (200,000)	-1%
6770 Insurance	\$ (81,999)	\$ (94,039)	\$ (80,000)	-15%
6999 Refund of Prior year Expenditures	\$ 96,394	\$ -	\$ -	0%
Total Expense	\$ (2,442,190)	\$ (2,287,342)	\$ (2,228,654)	-3%
Net Income not including Depreciation or Major Maintenance	\$ 3,921,209	\$ 8,735,566	\$ 8,681,498	-1%

Department A200 - Field Maintenance
Statement of Revenues and Expenses

	2011 ACTUAL	2012 PLAN	2013 PLAN	Percentage Change 2013 vs 2012
3190	\$ 30	\$ 40	\$ 50	25%
3191	\$ 157,387	\$ 149,400	\$ 150,000	0%
3299	\$ 1,290,001	\$ 1,096,757	\$ 1,081,746	-1%
Total Revenue	\$ 1,447,418	\$ 1,246,197	\$ 1,231,796	-1%
5205	\$ (106,260)	\$ (157,760)	\$ (150,000)	-5%
5410	\$ (1,244)	\$ (12,750)	\$ (4,000)	-69%
5415	\$ (3,089)	\$ (5,400)	\$ (3,500)	-35%
5430	\$ (9,119)	\$ (10,000)	\$ (10,000)	0%
5433	\$ (42,478)	\$ (57,072)	\$ (20,000)	-65%
5720	\$ (62,210)	\$ (59,669)	\$ (55,000)	-8%
6100	\$ (588,044)	\$ (616,150)	\$ (636,285)	3%
6110	\$ (46,584)	\$ (47,135)	\$ (48,676)	3%
6115	\$ (10,702)	\$ (12,710)	\$ (15,075)	19%
6120	\$ (103,450)	\$ (113,191)	\$ (120,000)	6%
6130	\$ (3,690)	\$ (8,500)	\$ (6,000)	-29%
6160	\$ (57,738)	\$ (51,464)	\$ (58,358)	13%
6330	\$ (64)	\$ (50)	\$ (150)	200%
6335	\$ (868)	\$ (1,500)	\$ (750)	-50%
6340	\$ (350)	\$ (150)	\$ (435)	190%
6350	\$ (1,320)	\$ (300)	\$ (1,320)	-100%
6390	\$ (1,800)	\$ (2,883)	\$ (3,100)	-2%
6525	\$ (165,095)	\$ (60,000)	\$ (60,000)	8%
6527	\$ (365,821)	\$ (370,094)	\$ (400,000)	0%
6548	\$ (50,316)	\$ (53,786)	\$ (59,165)	8%
6770	\$ (1,620,742)	\$ (1,641,914)	\$ (1,651,814)	10%
Total Expense	\$ (1,620,742)	\$ (1,641,914)	\$ (1,651,814)	1%
Net Income not Including Depreciation or Major Maintenance	\$ (172,824)	\$ (395,717)	\$ (420,018)	-6%

Department A300 - Building Maintenance

Statement of Revenues and Expenses

	2011	2012	2013	2013	2012	2013	2013	Percentage Change
	ACTUAL	PLAN	PLAN	PLAN	ACTUAL	PLAN	PLAN	2013 vs 2012
3180	\$	1,236,206	\$	1,244,856	\$	1,240,824		0%
3190	\$	180	\$	150	\$	200		33%
3299	\$	1,775,785	\$	1,734,579	\$	1,542,774		-11%
	\$	3,012,171	\$	2,979,585	\$	2,783,798		-7%
5205	\$	(205,634)	\$	(120,500)	\$	(165,600)		37%
5206	\$	8,655	\$	6,000	\$	-		-100%
5410	\$	(6,779)	\$	(4,000)	\$	(7,185)		80%
5415	\$	(6,583)	\$	(7,000)	\$	(6,977)		0%
5416	\$	(19,262)	\$	(22,000)	\$	(17,880)		-19%
5430	\$	(10,675)	\$	(10,000)	\$	(11,000)		10%
5710	\$	(119,388)	\$	(128,484)	\$	(100,000)		-22%
5720	\$	(108,648)	\$	(100,310)	\$	(106,000)		6%
5730	\$	(14,289)	\$	(13,000)	\$	(13,390)		3%
6100	\$	(316,292)	\$	(315,431)	\$	(323,278)		2%
6110	\$	(25,787)	\$	(24,130)	\$	(24,731)		2%
6115	\$	(5,351)	\$	(5,351)	\$	(6,408)		20%
6120	\$	(64,415)	\$	(71,888)	\$	(76,995)		7%
6130	\$	(1,501)	\$	(1,300)	\$	(1,606)		24%
6160	\$	(31,952)	\$	(27,411)	\$	(30,808)		12%
6335	\$	(632)	\$	(500)	\$	-		-100%
6340	\$	(105)	\$	(90)	\$	-		-100%
6350	\$	-	\$	(50)	\$	(15,711)		-100%
6390	\$	(14,963)	\$	(13,000)	\$	-		21%
6525	\$	-	\$	(500)	\$	-		-100%
6527	\$	(5,014)	\$	(5,500)	\$	(6,800)		24%
6770	\$	(96,219)	\$	(111,897)	\$	(123,087)		10%
	\$	(1,044,834)	\$	(976,342)	\$	(1,037,456)		6%
	\$	1,967,337	\$	2,003,243	\$	1,746,342		-13%

Net income not including Depreciation or Major Maintenance

Department A400 - Flight Center Building

Statement of Revenues and Expenses

	2011 ACTUAL	2012 PLAN	2013 PLAN	Percentage Change
				2013 vs 2012
3299	\$ 203,864	\$ 175,534	\$ 222,960	27%
	\$ 203,864	\$ 175,534	\$ 222,960	27%
Non Airfield Rent/Lease/Maintenance Revenue				
	Total Revenue			
5205	\$ (50,363)	\$ (47,300)	\$ (48,000)	1%
5410	\$ (16,810)	\$ (46,000)	\$ (17,986)	-61%
5415	\$ (1,244)	\$ (1,600)	\$ (1,331)	-17%
5416	\$ (48,144)	\$ (45,000)	\$ (22,830)	-49%
5430	\$ (10,090)	\$ (9,500)	\$ (11,500)	21%
5710	\$ (28,588)	\$ (29,310)	\$ (22,000)	-25%
5720	\$ (120,896)	\$ (120,703)	\$ (92,000)	-24%
5730	\$ (16,076)	\$ (13,000)	\$ (13,390)	3%
6200	\$ (87,872)	\$ (87,872)	\$ (98,000)	12%
6390	\$ (1,692)	\$ (1,600)	\$ (1,793)	12%
6527	\$ (1,864)	\$ (1,500)	\$ (5,875)	292%
	\$ (383,638)	\$ (403,385)	\$ (334,705)	-17%
Net Income not including Depreciation or Major Maintenance				
	\$ (179,774)	\$ (227,851)	\$ (111,745)	51%

Department A500 - Shop & Equipment

Statement of Revenues and Expenses

	2011	2012	2013	Percentage Change
	ACTUAL	PLAN	PLAN	2013 vs 2012
5205 Maintenance Expense	\$ (44,101)	\$ (57,300)	\$ (57,000)	-1%
5410 Equip Leases/Maint. Contracts	\$ (18,195)	\$ (12,000)	\$ (7,000)	-42%
5420 Fuel/Oil Vehicles Equipment	\$ (58,410)	\$ (98,000)	\$ (85,000)	-13%
5430 Supplies	\$ (5,144)	\$ (5,500)	\$ (5,500)	0%
5435 Small Equipment	\$ -	\$ (500)	\$ (700)	40%
5710 Utilities- Natural Gas	\$ (12,928)	\$ (15,949)	\$ (8,000)	-50%
5720 Utilities - Electric	\$ (18,047)	\$ (17,359)	\$ (13,000)	-25%
5730 Utilities - Water/Sewer	\$ (1,325)	\$ (1,300)	\$ (1,339)	3%
6100 Salaries	\$ (145,342)	\$ (151,659)	\$ (151,174)	0%
6110 Payroll Taxes	\$ (13,082)	\$ (11,601)	\$ (11,565)	0%
6115 Unemployment taxes	\$ (2,140)	\$ (2,140)	\$ (2,563)	20%
6120 Group Insurance	\$ (25,766)	\$ (28,755)	\$ (28,175)	-2%
6130 Uniforms	\$ (877)	\$ (1,000)	\$ (1,400)	40%
6160 IMRF	\$ (16,149)	\$ (12,929)	\$ (14,407)	11%
6335 Education	\$ (154)	\$ (83)	\$ -	-100%
6350 Printing and Postage	\$ -	\$ (75)	\$ (150)	100%
6390 Communications	\$ (1,665)	\$ (5,965)	\$ (5,000)	-16%
6770 Insurance	\$ (28,813)	\$ (39,824)	\$ (43,806)	10%
Total Expenses	\$ (392,138)	\$ (461,939)	\$ (435,779)	-6%

Department A600 - Commissioners
Statement of Revenues and Expenses

	2011	2012	2013	Percentage Change
	ACTUAL	PLAN	PLAN	2013 vs 2012
5430	\$ (1,012)	\$ (1,000)	\$ (1,000)	0%
6100	\$ (90,000)	\$ (90,000)	\$ (90,000)	0%
6110	\$ (6,885)	\$ (6,886)	\$ (6,885)	0%
6350	\$ (1,739)	\$ (1,800)	\$ (1,750)	-3%
6390	\$ -	\$ (100)	\$ (250)	150%
6770	\$ (6,282)	\$ (7,569)	\$ (8,400)	11%
Total Expense	\$ (105,918)	\$ (107,355)	\$ (108,285)	1%

Department A700 - Business Development/Marketing

Statement of Revenues and Expenses

	2011	2012	2013	Percentage Change
	ACTUAL	PLAN	PLAN	2013 vs 2012
5430	\$ (3,519)	\$ (3,825)	\$ (4,000)	5%
6100	\$ (38,619)	\$ (40,296)	\$ (41,996)	4%
6110	\$ (3,108)	\$ (3,082)	\$ (3,123)	1%
6115	\$ (1,070)	\$ (1,070)	\$ (1,281)	20%
6160	\$ (3,635)	\$ (3,446)	\$ (4,002)	16%
6300	\$ (86,132)	\$ (74,300)	\$ (99,812)	34%
6320	\$ (646)	\$ (16,500)	\$ (16,500)	0%
6330	\$ (2,545)	\$ (5,650)	\$ (5,650)	0%
6335	\$ (24)	\$ (30)	\$ (30)	0%
6340	\$ (3,719)	\$ (2,500)	\$ (2,750)	10%
6350	\$ (1,221)	\$ (13,580)	\$ (13,580)	0%
6356	\$ (564)	\$ (1,000)	\$ (1,000)	0%
6770	\$ (610)	\$ (800)	\$ (880)	10%
Total Expense	\$ (145,412)	\$ (166,079)	\$ (194,604)	17%

Department A800 - Accounting
Statement of Revenues and Expenses

	2011		2012		2013		Percentage Change 2013 vs 2012
	ACTUAL	PLAN	PLAN	PLAN	PLAN	PLAN	
5430	\$ (909)	\$ (900)	\$ (800)				-11%
6100	\$ (133,435)	\$ (139,759)	\$ (192,814)				38%
6110	\$ (12,898)	\$ (12,265)	\$ (14,702)				20%
6115	\$ (3,210)	\$ (3,211)	\$ (3,841)				20%
6120	\$ (42,381)	\$ (46,740)	\$ (48,738)				4%
6160	\$ (15,769)	\$ (13,932)	\$ (18,315)				31%
6330	\$ (470)	\$ (100)	\$ (120)				20%
6335	\$ (73)	\$ (50)	\$ (80)				60%
6350	\$ (1,381)	\$ (1,600)	\$ (1,250)				-22%
6527	\$ (45,952)	\$ (42,903)	\$ (46,000)				7%
6770	\$ (1,776)	\$ (2,337)	\$ (1,200)				-49%
Total Expenses	\$ (258,254)	\$ (263,797)	\$ (327,860)				24%

CHICAGO LAND'S

DUPAGE FLIGHT CENTER 

Department F100 - Flight Center Operations
Statement of Revenues and Expenses

	2011 ACTUAL	2012 PLAN	2013 PLAN	Percentage Change 2013 vs 2012
3180	\$ 201,757	\$ 140,000	\$ 148,000	6%
3191	\$ 29,846	\$ 25,000	\$ 27,000	8%
3200	\$ 11,626,351	\$ 11,768,070	\$ 11,980,985	2%
3201	\$ (44,486)	\$ (36,000)	\$ -	-100%
3210	\$ 55,246	\$ 82,000	\$ 56,425	-31%
3215	\$ 32,666	\$ 32,200	\$ 36,000	12%
3299	\$ 9,438	\$ 9,000	\$ 8,900	-1%
3970	\$ 812	\$ 1,500	\$ -	-100%
Total Revenue	\$ 11,911,641	\$ 12,021,770	\$ 12,257,310	2%
4200	\$ (8,548,488)	\$ (8,598,096)	\$ (8,574,463)	0%
4220	\$ (17,721)	\$ (35,000)	\$ (25,000)	-29%
4300	\$ (170,123)	\$ (167,000)	\$ (167,000)	0%
4305	\$ (48,000)	\$ (48,000)	\$ (48,000)	0%
4315	\$ (32,455)	\$ (90,033)	\$ (86,150)	-4%
5205	\$ (25,309)	\$ (27,300)	\$ (27,300)	0%
5420	\$ (27,699)	\$ (28,000)	\$ (28,071)	0%
5430	\$ (4,505)	\$ (4,300)	\$ (4,300)	0%
5436	\$ (119,799)	\$ (120,599)	\$ (122,000)	1%
5440	\$ (149)	\$ (500)	\$ -	-100%
5720	\$ (2,459)	\$ (3,652)	\$ (2,300)	-37%
6100	\$ (839,628)	\$ (869,443)	\$ (923,946)	6%
6110	\$ (65,311)	\$ (66,512)	\$ (70,682)	6%
6115	\$ (22,255)	\$ (22,473)	\$ (26,910)	20%
6120	\$ (206,018)	\$ (223,024)	\$ (245,000)	10%
6130	\$ (4,778)	\$ (9,000)	\$ (9,632)	7%
6160	\$ (79,927)	\$ (75,823)	\$ (88,052)	16%
6300	\$ (11,565)	\$ (22,800)	\$ (35,000)	54%
6330	\$ (3,688)	\$ (4,350)	\$ (6,700)	54%
6335	\$ (363)	\$ (2,500)	\$ (835)	-67%
6340	\$ (613)	\$ (1,000)	\$ (800)	-20%
6350	\$ (28,094)	\$ (28,200)	\$ (30,000)	6%
6356	\$ (5,820)	\$ (10,000)	\$ (7,000)	-30%
6390	\$ (4,164)	\$ (4,747)	\$ (4,100)	-14%
6430	\$ (3,095)	\$ (3,000)	\$ -	-100%
6525	\$ (3,125)	\$ -	\$ (3,500)	-88%
6527	\$ (1,095)	\$ (10,000)	\$ (1,200)	10%
6770	\$ (99,193)	\$ (105,000)	\$ (115,000)	10%
Total Expense	\$ (10,375,438)	\$ (10,580,352)	\$ (10,652,941)	1%
Net Income not including Depreciation or Major Maintenance	\$ 1,536,203	\$ 1,441,418	\$ 1,604,369	11%



Prairie Landing Golf Club
STATEMENT OF REVENUES AND EXPENSES

	AUDIT TOTAL 2008	AUDIT TOTAL 2009	AUDIT TOTAL 2010	AUDIT TOTAL 2011	2012 Plan	2013 Plan	Percentage Change 2013 vs 2012
REVENUE							
Golf Operations	2,014,946	1,792,779	1,781,244	1,605,597	1,683,206	1,696,000	1%
Food & Beverage	319,862	277,732	289,775	243,361	251,745	260,000	3%
Kitty Hawk	98,941	81,163	65,712	57,907	115,893	78,438	-32%
Weddings	624,263	481,284	484,847	471,510	669,330	529,542	-21%
Private Events						161,375	100%
Outings						143,326	100%
Misc - Admin	9,787	11,830	5,613	4,295	4,010	3,375	-16%
TOTAL REVENUES	3,067,798	2,644,787	2,627,191	2,382,670	2,724,184	2,872,056	5%
EXPENSE							
Golf Operations	383,563	359,921	363,893	370,594	320,759	342,799	7%
Food & Beverage	212,324	219,193	210,748	224,161	224,743	351,354	56%
Kitty Hawk	151,690	135,136	123,552	95,759	115,894	78,438	-32%
Weddings	499,963	421,417	435,365	389,018	467,001	417,337	-11%
Private Events						39,648	100%
Outings						35,214	100%
Administration	856,851	747,745	836,942	832,412	830,179	851,461	3%
Maintenance	817,451	781,500	757,795	726,094	737,568	750,593	2%
TOTAL EXPENSES	2,921,841	2,664,911	2,728,295	2,638,028	2,696,144	2,866,844	6%
NET INCOME	145,957	(20,124)	(101,103)	(255,358)	28,040	5,212	-81%

Department P100 - Golf Administration

Statement of Revenues and Expenses

	2011		2012		2013		Percentage Change 2013 V 2012
	ACTUAL	PLAN	ACTUAL	PLAN	ACTUAL	PLAN	
3970 Interest Income	\$ 223	\$ 255	\$ -	\$ -	\$ -	\$ -	-100%
3990 Misc Income	\$ 4,072	\$ 3,755	\$ 3,755	\$ 3,375	\$ 3,375	\$ 3,375	-10%
Total Revenue	\$ 4,295	\$ 4,010	\$ 3,755	\$ 3,375	\$ 3,375	\$ 3,375	-16%
4300 Credit Card Expense	\$ (50,909.00)	\$ (40,700.00)	\$ (50,909.00)	\$ (40,700.00)	\$ (57,500.00)	\$ (57,500.00)	41%
4400 Assn, Outing, Customer - Comps.	\$ (287.00)	\$ (5,700.00)	\$ (287.00)	\$ (5,700.00)	\$ (6,500.00)	\$ (6,500.00)	14%
5205 Maintenance Expense	\$ (40,347.00)	\$ (34,000.00)	\$ (40,347.00)	\$ (34,000.00)	\$ (35,000.00)	\$ (35,000.00)	3%
5415 Garbage/Waste Removal	\$ (2,105.00)	\$ (2,400.00)	\$ (2,105.00)	\$ (2,400.00)	\$ (2,200.00)	\$ (2,200.00)	-8%
5416 Janitorial Services	\$ (6,865.00)	\$ (7,000.00)	\$ (6,865.00)	\$ (7,000.00)	\$ (7,000.00)	\$ (7,000.00)	0%
5430 Supplies	\$ (7,110.00)	\$ (8,050.00)	\$ (7,110.00)	\$ (8,050.00)	\$ (7,500.00)	\$ (7,500.00)	-7%
5437 Rental - Towel, Linen etc	\$ (1,578.00)	\$ (1,650.00)	\$ (1,578.00)	\$ (1,650.00)	\$ (1,600.00)	\$ (1,600.00)	-3%
5710 Utilities- Natural Gas	\$ (8,344.00)	\$ (11,675.00)	\$ (8,344.00)	\$ (11,675.00)	\$ (9,325.00)	\$ (9,325.00)	-20%
5720 Utilities - Electric	\$ (37,182.00)	\$ (41,400.00)	\$ (37,182.00)	\$ (41,400.00)	\$ (40,650.00)	\$ (40,650.00)	-2%
5730 Utilities - Water/Sewer	\$ (5,265.00)	\$ (7,680.00)	\$ (5,265.00)	\$ (7,680.00)	\$ (6,450.00)	\$ (6,450.00)	-16%
5999 Miscellaneous Expense	\$ (3,461.00)	\$ (250.00)	\$ (3,461.00)	\$ (250.00)	\$ -	\$ -	-100%
6100 Salaries	\$ (278,009.00)	\$ (262,875.00)	\$ (278,009.00)	\$ (262,875.00)	\$ (190,950.00)	\$ (190,950.00)	-27%
6110 Payroll Taxes	\$ (729.00)	\$ (755.44)	\$ (729.00)	\$ (755.44)	\$ (14,608.00)	\$ (14,608.00)	1834%
6115 Unemployment taxes	\$ (868.00)	\$ (829.50)	\$ (868.00)	\$ (829.50)	\$ (8,357.00)	\$ (8,357.00)	907%
6120 Employee Health Insurance	\$ -	\$ -	\$ -	\$ -	\$ (37,060.00)	\$ (37,060.00)	
6160 IMRF	\$ -	\$ -	\$ -	\$ -	\$ (17,186.00)	\$ (17,186.00)	
6200 Property Tax	\$ (236,811.00)	\$ (250,000.00)	\$ (236,811.00)	\$ (250,000.00)	\$ (256,000.00)	\$ (256,000.00)	2%
6300 Marketing/Advertising	\$ (55,438.00)	\$ (56,128.00)	\$ (55,438.00)	\$ (56,128.00)	\$ (55,000.00)	\$ (55,000.00)	-2%
6320 Community/Customer Relations	\$ (638.00)	\$ (500.00)	\$ (638.00)	\$ (500.00)	\$ (300.00)	\$ (300.00)	-40%
6335 Education	\$ (83.00)	\$ (57.50)	\$ (83.00)	\$ (57.50)	\$ (300.00)	\$ (300.00)	422%
6340 Dues, Subscriptions, Permits	\$ (9,593.00)	\$ (9,875.00)	\$ (9,593.00)	\$ (9,875.00)	\$ (9,700.00)	\$ (9,700.00)	-2%
6350 Printing and Postage	\$ (2,919.00)	\$ (3,075.00)	\$ (2,919.00)	\$ (3,075.00)	\$ (2,400.00)	\$ (2,400.00)	-22%
6390 Communications	\$ (14,160.00)	\$ (14,300.00)	\$ (14,160.00)	\$ (14,300.00)	\$ (14,300.00)	\$ (14,300.00)	0%
6430 Bank Charges	\$ (4,716.00)	\$ (1,000.00)	\$ (4,716.00)	\$ (1,000.00)	\$ -	\$ -	-100%
6527 Outside Services	\$ (17,598.00)	\$ (16,765.00)	\$ (17,598.00)	\$ (16,765.00)	\$ (16,575.00)	\$ (16,575.00)	-1%
6535 Legal	\$ (975.00)	\$ (2,000.00)	\$ (975.00)	\$ (2,000.00)	\$ (3,000.00)	\$ (3,000.00)	50%
6536 Computer and Software	\$ (3,864.00)	\$ (7,000.00)	\$ (3,864.00)	\$ (7,000.00)	\$ (5,000.00)	\$ (5,000.00)	-29%
6770 Insurance	\$ (42,558.00)	\$ (44,513.56)	\$ (42,558.00)	\$ (44,513.56)	\$ (47,000.00)	\$ (47,000.00)	6%
Total Expense	\$ (832,412)	\$ (830,179)	\$ (832,412)	\$ (830,179)	\$ (851,461)	\$ (851,461)	3%
Net Income not Including Depreciation or Major Maintenance	\$ (828,117)	\$ (826,169)	\$ (828,117)	\$ (826,169)	\$ (848,086)	\$ (848,086)	3%

Department P200 - Golf Maintenance

Statement of Revenues and Expenses

	2011	2012	2013	Percentage Change
	ACTUAL	PLAN	PLAN	2013 V 2012
5205 Maintenance Expense	\$ (39,071.00)	\$ (45,250.00)	\$ (45,000.00)	-1%
5415 Garbage/Waste Removal	\$ (1,955.00)	\$ (2,040.00)	\$ (2,100.00)	3%
5416 Janitorial Services	\$ (207.00)	\$ (450.00)	\$ (300.00)	-33%
5420 Fuel/Oil	\$ (24,521.00)	\$ (18,000.00)	\$ (25,000.00)	39%
5430 Supplies	\$ (4,003.00)	\$ (4,200.00)	\$ (5,000.00)	19%
5432 Landscape Supplies	\$ (2,530.00)	\$ (800.00)	\$ (3,000.00)	275%
5434 Fertilizer/Pesticides	\$ (85,123.00)	\$ (85,000.00)	\$ (85,000.00)	0%
5436 Rental Equipment	\$ (2,790.00)	\$ (3,000.00)	\$ (5,500.00)	83%
5710 Utilities - Natural Gas	\$ (2,604.00)	\$ (3,260.00)	\$ (2,575.00)	-21%
5720 Utilities - Electric	\$ (10,902.00)	\$ (13,125.00)	\$ (12,525.00)	-5%
5730 Utilities-Water/Sewer	\$ (2,521.00)	\$ (3,300.00)	\$ (2,775.00)	-16%
6100 Salaries	\$ (428,307.00)	\$ (443,111.00)	\$ (428,925.00)	-3%
6110 Payroll Taxes	\$ (31,696.00)	\$ (33,897.99)	\$ (32,813.00)	-3%
6115 Unemployment taxes	\$ (17,832.00)	\$ (21,782.95)	\$ (24,308.00)	12%
6120 Employee Health Insurance	\$ (16,747.00)	\$ (24,576.90)	\$ (25,350.00)	3%
6130 Uniforms	\$ (2,551.00)	\$ (200.00)	\$ (2,800.00)	1300%
6160 IMRF	\$ (37,560.00)	\$ (20,778.75)	\$ (32,200.00)	55%
6335 Education	\$ (253.00)	\$ -	\$ (1,000.00)	11%
6340 Dues, Subscriptions, Permits	\$ (895.00)	\$ (900.00)	\$ (1,000.00)	14%
6390 Communications	\$ (4,127.00)	\$ (4,000.00)	\$ (4,575.00)	-23%
6525 Consulting	\$ (2,036.00)	\$ (3,000.00)	\$ (2,300.00)	-22%
6527 Outside Services	\$ (1,968.00)	\$ (1,800.00)	\$ (1,400.00)	1%
6770 Insurance	\$ (5,895.00)	\$ (5,095.78)	\$ (5,147.00)	2%
Total Expense	\$ (726,094)	\$ (737,568)	\$ (750,593)	2%

Department P300 - Golf Operations

Statement of Revenues and Expenses

	2011		2012		2013		Percentage Change 2013 V 2012
	ACTUAL	PLAN	ACTUAL	PLAN	ACTUAL	PLAN	
3300 Greens Fees	\$ 983,741	\$ 1,020,771	\$ 950,000				-7%
3310 Golf Cart Rentals	\$ 219,312	\$ 268,556	\$ 277,000				3%
3320 Associate Memberships	\$ 118,281	\$ 116,000	\$ 153,000				32%
3330 Club Rentals	\$ 6,679	\$ 5,826	\$ 7,000				20%
3340 Golf Academy	\$ 8,730	\$ 9,000	\$ 4,000				-56%
3350 Practice Center	\$ 123,575	\$ 122,750	\$ 150,000				22%
3380 Golf Merchandise	\$ 145,279	\$ 140,304	\$ 155,000				10%
Total Revenue	\$ 1,605,597	\$ 1,683,206	\$ 1,695,000				1%
4330 Merchandise-COG	\$ (99,241.00)	\$ (89,876.99)	\$ (105,400.00)				17%
5205 Maintenance Expense	\$ (17,954.00)	\$ (12,500.00)	\$ (12,500.00)				0%
5430 Supplies	\$ (11,895.00)	\$ (10,900.00)	\$ (16,000.00)				47%
6100 Salaries	\$ (173,618.00)	\$ (146,783.00)	\$ (144,210.00)				-2%
6110 Payroll Taxes	\$ (15,305.00)	\$ (13,527.47)	\$ (12,113.00)				-10%
6115 Unemployment taxes	\$ (9,923.00)	\$ (8,469.13)	\$ (10,373.00)				22%
6120 Employee Health Insurance	\$ (18,086.00)	\$ (19,406.24)	\$ (26,400.00)				36%
6130 Uniforms	\$ (1,435.00)	\$ (1,500.00)	\$ (1,500.00)				0%
6160 IMRF	\$ (13,662.00)	\$ (11,250.99)	\$ (7,700.00)				-32%
6335 Education	\$ (49.00)	\$ (57.50)	\$ -				-100%
6340 Dues, Subscriptions, Permits	\$ (2,083.00)	\$ -	\$ (4,800.00)				0%
6527 Outside Services	\$ (4,860.00)	\$ (4,800.00)	\$ (1,803.00)				7%
6770 Insurance	\$ (2,483.00)	\$ (1,688.00)	\$ -				7%
Total Expense	\$ (370,594)	\$ (320,759)	\$ (342,799)				7%
Net Income not Including Depreciation or Major Maintenance	\$ 1,235,003	\$ 1,362,446	\$ 1,353,201				-1%

Department P400 - Food & Beverage

Statement of Revenues and Expenses

	2011 ACTUAL	2012 PLAN	2013 PLAN	Percentage Change 2013 V 2012
3600 Food Sales	\$ 78,490	\$ 86,807	\$ 86,000	-1%
3610 Beverage Sales	\$ 164,871	\$ 164,938	\$ 174,000	5%
Total Revenue	\$ 243,361	\$ 251,745	\$ 260,000	3%
4315 Food-COG	\$ -	\$ -	\$ (48,165.00)	
4320 Beverage-COG	\$ -	\$ -	\$ (25,935.00)	
5205 Maintenance Expense	\$ (9,412.00)	\$ (10,000.00)	\$ (10,000.00)	0%
5430 Supplies	\$ (14,512.00)	\$ (11,100.00)	\$ (15,000.00)	35%
5435 Small Equipment	\$ (2,234.00)	\$ (2,000.00)	\$ (6,000.00)	200%
6100 Salaries	\$ (121,040.00)	\$ (121,250.00)	\$ (146,125.00)	21%
6110 Payroll Taxes	\$ (12,013.00)	\$ (11,417.43)	\$ (16,074.00)	41%
6115 Unemployment taxes	\$ (8,190.00)	\$ (9,096.58)	\$ (12,403.00)	36%
6120 Employee Health Insurance	\$ (30,603.00)	\$ (32,938.24)	\$ (40,725.00)	24%
6130 Uniforms	\$ (1,643.00)	\$ (2,000.00)	\$ (2,000.00)	0%
6160 IMRF	\$ (20,520.00)	\$ (21,303.10)	\$ (24,335.00)	14%
6335 Education	\$ (128.00)	\$ -	\$ (500.00)	
6770 Insurance	\$ (3,856.00)	\$ (3,637.50)	\$ (4,092.00)	12%
Total Expense	\$ (224,151)	\$ (224,743)	\$ (351,354)	56%
Net Income not Including Depreciation or Major Maintenance	\$ 19,210	\$ 27,003	\$ (91,354)	-438%

Department P500 - Weddings

Statement of Revenues and Expenses

	2011 ACTUAL	2012 PLAN	2013 PLAN	Percentage Change 2013 V 2012
3600	\$ 432,679	\$ 603,000	\$ 456,502	-24%
3620	\$ 38,831	\$ 66,330	\$ 73,040	10%
	\$ 471,510	\$ 669,330	\$ 529,542	-21%
4315	\$ (116,729.00)	\$ (166,675.35)	\$ (84,567.00)	-49%
4320	\$ (79,810.00)	\$ (89,748.27)	\$ (45,536.00)	-49%
5430	\$ (5,173.00)	\$ (11,000.00)	\$ (15,000.00)	36%
5436	\$ (6,382.00)	\$ (6,800.00)	\$ (20,000.00)	194%
5437	\$ (20,294.00)	\$ (23,000.00)	\$ (23,000.00)	0%
6100	\$ (133,999.00)	\$ (143,520.00)	\$ (189,175.00)	32%
6110	\$ (14,605.00)	\$ (15,787.20)	\$ (19,955.00)	26%
6115	\$ (8,783.00)	\$ (7,681.38)	\$ (15,102.00)	97%
6130	\$ (504.00)	\$ (1,000.00)	\$ (1,000.00)	0%
6770	\$ (2,739.00)	\$ (1,788.48)	\$ (4,002.00)	124%
	\$ (389,018)	\$ (467,001)	\$ (417,337)	-11%
	\$ 82,492	\$ 202,329	\$ 112,205	-45%

Net Income not Including Depreciation or Major Maintenance

Department P600 - Private Events

Statement of Revenues and Expenses

	2011	2012	2013
	ACTUAL	PLAN	PLAN
3600 Private Event-Food Sales	\$ -	\$ -	\$ 139,116
3620 Banquet Rental Income	\$ -	\$ -	\$ 22,259
Total Revenue	\$ -	\$ -	\$ 161,375
4315 Food-COG	\$ -	\$ -	\$ (25,771.00)
4320 Beverage-COG	\$ -	\$ -	\$ (13,877.00)
Total Expense	\$ -	\$ -	\$ (39,648)
Net Income not Including Depreciation or Major Maintenance	\$ -	\$ -	\$ 121,727

Department P700 - Outings
Statement of Revenues and Expenses

	2011 ACTUAL	2012 PLAN	2013 PLAN
3600 Outing-Food Sales	\$ -	\$ -	\$ 123,556
3620 Banquet Rental Income	\$ -	\$ -	\$ 19,770
Total Revenue	\$ -	\$ -	\$ 143,326
4315 Food-COG	\$ -	\$ -	\$ (22,889.00)
4320 Beverage-COG	\$ -	\$ -	\$ (12,325.00)
Total Expense	\$ -	\$ -	\$ (35,214)
Net Income not Including Depreciation or Major Maintenance	\$ -	\$ -	\$ 108,112

Department P900 - Kitty Hawk Café

Statement of Revenues and Expenses

	2011 ACTUAL	2012 PLAN	2013 PLAN	Percentage Change 2013 V 2012
3215 Catering	\$ 10,503	\$ 11,425	\$ 7,700	-33%
3600 Food Sales	\$ 40,870	\$ 39,100	\$ 30,000	-23%
3610 Beverage Sales	\$ 6,277	\$ 5,125	\$ 5,500	7%
3620 Catering Rental Income	\$ 257	\$ 411	\$ -	-100%
6800 Kitty Hawk Loss Reimbursement	\$ -	\$ 59,832	\$ 35,238	-41%
Total Revenue	\$ 57,907	\$ 115,893	\$ 78,438	-32%
4300 Credit Card Expense	\$ (1,659.00)	\$ (1,600.00)	\$ (1,125.00)	-30%
4315 Food-COG	\$ (26,130.00)	\$ (22,736.25)	\$ (15,000.00)	-34%
4320 Beverage-COG	\$ (4,025.00)	\$ (2,306.25)	\$ (1,925.00)	-17%
5205 Maintenance Expense	\$ (1,411.00)	\$ (2,500.00)	\$ (2,000.00)	-20%
5415 Waste Disposal	\$ (381.00)	\$ (900.00)	\$ (960.00)	7%
5430 Supplies	\$ (4,271.00)	\$ (5,750.00)	\$ (3,300.00)	-43%
5435 Small Equipment	\$ (1,043.00)	\$ (1,000.00)	\$ -	-100%
5720 Utilities-Electric	\$ (4,061.00)	\$ (4,000.00)	\$ (4,200.00)	5%
5999 Miscellaneous Expense	\$ (7.00)	\$ -	\$ -	
6100 Salaries	\$ (37,015.00)	\$ (46,000.00)	\$ (29,800.00)	-35%
6110 Payroll Taxes	\$ (3,176.00)	\$ (3,680.00)	\$ (2,352.00)	-36%
6115 Unemployment taxes	\$ (1,682.00)	\$ (1,861.67)	\$ (1,500.00)	-19%
6120 Employee Health Insurance	\$ (4,388.00)	\$ (15,487.26)	\$ (9,880.00)	-36%
6130 Uniforms	\$ (387.00)	\$ (375.00)	\$ (500.00)	33%
6160 IMRF	\$ (3,317.00)	\$ (4,081.20)	\$ (2,832.00)	-31%
6300 Marketing/Advertising	\$ -	\$ (500.00)	\$ (525.00)	5%
6330 Travel/Mileage	\$ -	\$ (240.00)	\$ -	-100%
6335 Education	\$ (71.00)	\$ (100.00)	\$ -	-100%
6340 Dues & Subscriptions	\$ (580.00)	\$ (600.00)	\$ (575.00)	-4%
6770 Insurance	\$ (2,155.00)	\$ (2,175.93)	\$ (1,964.00)	-10%
Total Expense	\$ (95,759)	\$ (115,894)	\$ (78,438)	-32%
Net Income not including Depreciation or Major Maintenance	\$ (37,852)	\$ (0)	\$ -	-100%

Department P400 thru P700 combined

Statement of Revenues and Expenses

	2011 ACTUAL	2012 PLAN	2013 PLAN	Percentage Change 2013 V 2012
3600 Food Sales	\$ 511,169	\$ 689,807	\$ 805,174	17%
3610 Beverage Sales	\$ 164,871	\$ 164,938	\$ 174,000	5%
3620 Banquet Rental Income	\$ 38,831	\$ 66,330	\$ 115,069	73%
Total Revenue	\$ 714,871	\$ 921,075	\$ 1,094,243	19%
4315 Food-COG	\$ (116,729.00)	\$ (166,675.35)	\$ (181,392.00)	9%
4320 Beverage-COG	\$ (79,810.00)	\$ (89,748.27)	\$ (97,673.00)	9%
5205 Maintenance Expense	\$ (9,412.00)	\$ (10,000.00)	\$ (10,000.00)	0%
5430 Supplies	\$ (19,685.00)	\$ (22,100.00)	\$ (30,000.00)	36%
5435 Small Equipment	\$ (2,234.00)	\$ (2,000.00)	\$ (6,000.00)	200%
5436 Rental Equipment	\$ (6,382.00)	\$ (6,800.00)	\$ (20,000.00)	194%
5437 Rental-Linens	\$ (20,294.00)	\$ (23,000.00)	\$ (23,000.00)	0%
6100 Salaries	\$ (255,039.00)	\$ (264,770.00)	\$ (335,300.00)	27%
6110 Payroll Taxes	\$ (26,618.00)	\$ (27,204.63)	\$ (36,029.00)	32%
6115 Unemployment taxes	\$ (16,973.00)	\$ (16,777.96)	\$ (27,505.00)	64%
6120 Employee Health Insurance	\$ (30,603.00)	\$ (32,938.24)	\$ (40,725.00)	24%
6130 Uniforms	\$ (2,147.00)	\$ (3,000.00)	\$ (3,000.00)	0%
6160 IMRF	\$ (20,520.00)	\$ (21,303.10)	\$ (24,335.00)	14%
6335 Education	\$ (128.00)	\$ -	\$ (500.00)	49%
6770 Insurance	\$ (6,595.00)	\$ (5,425.98)	\$ (8,094.00)	22%
Total Expense	\$ (613,169)	\$ (691,744)	\$ (843,553)	
Net Income not Including Depreciation or Major Maintenance	\$ 101,702	\$ 229,332	\$ 250,690	9%



DUPAGE AIRPORT AUTHORITY

CHICAGO LAND'S

DUPAGE FLIGHT CENTER



*Prairie
Landing*

CAPITAL & MAJOR MAINTENANCE SUMMARY 2013

Capital Summary	
Airport	\$14,175,950
DFC	\$ 1,502,300
PLGC	\$ 1,195,000
Total	\$16,873,250

Major Maintenance Summary	
Airport	\$ 674,640
PLGC	\$ 57,700
	\$ 732,340

Total Capital plus Maintenance	
	\$17,605,590

Major Maintenance				
DAA	Building	Replace Flight center 2nd and 3rd floor carpet	\$ 121,440	Major Maintenance
DAA	Field	Misc asphalt rehab	\$ 100,000	Major Maintenance
DAA	Field	Misc Pavement Rehab Concrete	\$ 90,000	Major Maintenance
DAA	Building	Hangar Roof Repair	\$ 85,000	Major Maintenance
DAA	Building	Building Demolition/Utility Disconnects	\$ 73,000	Major Maintenance
DAA	All	Equipment Contingency	\$ 50,000	Major Maintenance
DAA	Building	E-20 Mansard repair/removal	\$ 48,000	Major Maintenance
DAA	Building	Hangar floor Refinish	\$ 40,000	Major Maintenance
GoF	Building	Banquet room carpet	\$ 31,000	Major Maintenance
DAA	Building	ATCT Roof Replacement	\$ 29,000	Major Maintenance
DAA	Building	Control Tower HVAC Repairs	\$ 17,700	Major Maintenance
GoF	Building	Grill Room A/C	\$ 13,300	Major Maintenance
DAA	Building	McDonald's hangar east rooftop unit	\$ 11,000	Major Maintenance
DAA	Building	Control Tower A/C Compressor Replacement	\$ 9,500	Major Maintenance
GoF	Building	PLGC Clubhouse Water Heaters	\$ 8,500	Major Maintenance
GoF	Building	Halfway café cooler doors	\$ 5,000	Major Maintenance
		Total Major Maintenance	\$ 732,340	

Capital				
DAA	Field	Widen Runway 21/20R	\$ 9,200,000	Capital
DAA	Building	Construct new fire station	\$ 1,675,000	Capital
DFC	Building	Flight Center Renovations Phase II	\$ 1,300,000	Capital
DAA	Building	Flight Center Curtain Wall Replacement	\$ 1,000,000	Capital
DAA	Field	Upgrade Security and wildlife Fence	\$ 577,000	Capital - our share of \$1.521M
DAA	Building	Flight Center Chiller	\$ 560,000	Capital
GoF	Field	Bunker Refinement	\$ 500,000	Capital
DAA	Field	Flight Center PCC Joint Repairs	\$ 350,000	Capital
GoF	Field	Parking Lot repair	\$ 185,000	Capital
GoF	Equipment	Irrigation Controllers	\$ 140,000	Capital
GoF	Equipment	Standby Generator	\$ 120,000	Capital
DAA	All	Contingency	\$ 100,000	Capital
DAA	Field	Rehabilitate Runway 10/28	\$ 95,000	Capital - our share of \$1.9M
DAA	Building	High efficiency lighting project	\$ 81,950	Capital
DFC	Equipment	Aircraft Tug	\$ 75,000	Capital
DAA	Equipment	45-50 foot diesel aerial lift	\$ 70,000	Capital
DAA	Equipment	skid steer loader	\$ 65,000	Capital
DAA	Field	Tower Road Stairs/retaining Wall	\$ 60,000	Capital
GoF	Equipment	300 gallon sprayer	\$ 60,000	Capital
DAA	Equipment	Two 1 ton vans	\$ 56,000	Capital
DFC	Equipment	Aircraft Ground Power Unit	\$ 55,000	Capital
DAA	Equipment	New Websites for DAA, DFC, PLGC	\$ 50,000	Capital
GoF	Equipment	Banquet Chairs	\$ 50,000	Capital
DAA	Equipment	Towable Generator	\$ 40,000	Capital
DFC	Equipment	Passenger Van	\$ 30,000	Capital
GoF	Field	PLGC Entrance Design	\$ 30,000	Capital
GoF	Field	Clubhouse Landscaping	\$ 30,000	Capital
DAA	Field	Farm Tile Drainage	\$ 30,000	Capital (extend useful life)
DAA	Equipment	Network Security Enhancement	\$ 25,000	Capital
DAA	Equipment	DFC Holiday Décor	\$ 25,000	Capital
DAA	Field	North Perimeter Access Road	\$ 25,000	Capital our share of \$500K
DFC	Equipment	Courtesy Vehicle	\$ 24,000	Capital
GoF	Equipment	Chair/Tables for Grill Groom	\$ 24,000	Capital
GoF	Building	Ladder Platforms	\$ 22,000	Capital
DAA	Field	Construct Perimeter Road Runway 10 End	\$ 20,500	Capital - our share of \$410K
DFC	Equipment	Heavy Duty tow bar and heads	\$ 18,300	Capital
GoF	Equipment	Beverage cart	\$ 18,000	Capital
DAA	Field	Irrigation pump Controls	\$ 15,000	Capital
DAA	Field	Wildlife habitat Modification	\$ 15,000	Capital
DAA	Equipment	SQL Server	\$ 10,000	Capital
DAA	Equipment	Exchange Server	\$ 10,000	Capital
GoF	Equipment	Food Steamer	\$ 10,000	Capital
DAA	Equipment	Domain Controller/File-Print Server	\$ 8,000	Capital
DAA	Equipment	E-Mail Archiver Server	\$ 7,500	Capital
GoF	Equipment	PLGC Server	\$ 6,000	Capital
DAA	Equipment	IP Camera Added to Access Control System IAA	\$ 5,000	Capital
		Total Capital	\$16,873,250	



DUPAGE AIRPORT AUTHORITY

CHICAGO LAND'S

DUPAGE FLIGHT CENTER



*Prairie
Landing*

**CAPITAL PROGRAM
2013**

2013 Capital Program

DuPage Airport - Field Projects

Widen Runway 2L/20R

\$9,200,000

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'.

Upgrade Security and Wildlife Fence

\$1,521,000 (our share

of the project is \$77,000 for the fence and \$500,000 for the wild life barrier)

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.

Flight Center Apron PCC Joint Repairs

\$350,000

The joints between the concrete panels on the Flight Center Apron are in need of being resealed to prevent water infiltration through the joints into the sub-base. This will extend the life of the pavement.

Rehabilitate Runway 10-28

\$1,900,000 (our share \$95,000)

Runway 10-28, our secondary instrument runway, was last rehabilitated in 1998 and is now approaching the end of its designed life and needs to be rehabilitated to prevent further deterioration. The Illinois Department of Transportation Division of Aeronautics has agreed with our determination. This project will mill and replace the asphalt runway surface.

Repair/Replace Tower Road Stairs / Retaining Walls

\$60,000

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 Repairs

\$30,000

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.

North Perimeter Access Road **\$500,000 (our share \$25,000)**

The Airport determined that it is in the best interest of the DAA 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. This project is the second phase and would complete the interior airport perimeter roadway system that would allow airport support vehicles to go from the Flight Center area to the North ramp area without driving on any public accessible road and/or across runways.

Construct Perimeter Road Runway **\$410,000 (our share \$20,500)**

The Airport determined that it is in the best interest of the DAA 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. This project would be the first phase of an interior airport perimeter roadway system that would allow airport support vehicles to go from the Flight Center area to the North ramp area without driving on any public accessible road and/or across runways.

Irrigation Pump Controls **\$15,000**

Replacement of Flight Center landscaping irrigation pump and controls. Irrigation pump and controls have become un-repairable and are beyond life expectancy.

Wildlife Habitat Modification **\$15,000**

Clear overgrowth and/or improve drainage to reduce habitat attractions to wildlife on and adjacent to the airfield.

DuPage Airport - Building Projects

Fire Station **\$1,675,000**

Project will be to replace existing 40+ year old existing fire station. Location of fire station will be moved to a more centrally located area of the airport. This location will offer better response time for emergency equipment to the primary runways.

Flight Center Curtain Wall Replacement **\$1,000,000**

The Flight Center Building has been experiencing water infiltration through the curtain wall (window glass) under certain weather conditions. This project will replace the remainder of the curtain wall not replaced under the 2012 Flight Center renovation project.

Flight Center Chiller **\$560,000**

Replacement of Chiller on the roof of the Flight Center building due to impending "end of life" issues. These chillers serve as the only source of cooling for the building. Replacement will be of the more efficient screw-type compressor chiller.

High efficiency lighting project **\$81,950**
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.

DuPage Airport – Equipment and Other

45'-50' Diesel Operated Off-road Aerial Lift **\$70,000**
Replace 1990 Genie Z-30 Electric boom. Unit is aged and marginal for many applications needed at the airport.

Skid Steer Loader with Attachments and Trailer **\$65,000**
Replace 1991 Bobcat loader. Current unit is too small and does not have the hydraulic system to operate certain attachments.

Two (2) 1-Ton Cargo Vans with Shelves and Racks **\$56,000**
Replace a 2000 van and a 2002 1 ton van used in the building department.

Website development for DAA, DFC and PLGC **\$50,000**
Discovery, development, design, creation and implementation of new websites for the airport, flight center and golf course.

50Kw Towable generator **\$40,000**
Replace 1991 USM 30Kw generator that does not offer the voltage selections required for all buildings and is undersized.

DFC Holiday Décor **\$25,000**
Professional design and purchase of holiday decorations for the DuPage Flight Center

Network Security Enhancement **\$25,000**
Evaluation, consultation and implementation (including software, hardware, and programming) for anti-virus, malware protection, internet monitoring, PCI compliance, firewall and disaster recovery.

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.

Exchange Server **\$10,000**
Server to host Exchange email program. Includes hardware and licensing costs. This will replace our current Exchange server which is reaching the end of its useful life.

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.

Email Archive Server

\$7,500

Hardware to act as a mail archive. Includes hardware and licensing costs. The size of mailboxes keep growing and this standalone server will ease taxing of our mail server.

IP Camera

\$5,000

Camera to be added to Access Control System at IAA. Price includes hardware, mount, and installation. Location will be where a current radio and controller operates a man gate.

DuPage Flight Center – Building Projects

Flight Center Renovations Phase II

\$1,300,000

The project includes the remaining areas of the 1st floor not renovated in Phase I. These areas include: the North and South public bathrooms, crew lounge, VIP room, conference room and Café area. These renovations will include bringing the finish schedule from Phase I into the remainder of the 1st floor and allows the better utilization of space for airport customers. This project includes required furnishings and equipment.

DuPage Flight Center – Equipment

Aircraft Tug

\$75,000

This tug is required to maintain operational capability to move larger aircraft. The tug is all-wheel drive to allow for the ability to move mid to large aircraft during winter operations.

Aircraft Ground Power Unit

\$55,000

This unit will replace a 1998 unit that provides power to customer aircraft. The Flight Center operation requires two of these units. The other unit, purchased in 2005, will be maintained. These diesel units provide power while the aircraft is on the ground, prior to engine start. The purpose is to assist with starting and to power systems and air conditioning prior to departure.

Flight Center Passenger Van

\$30,000

Replacement of a 2004 passenger van utilized for movement of customers and their baggage.

Flight Courtesy Vehicle **\$24,000**
Vehicle will be utilized to provide a service to flight center crew members for short trips to the immediate area for access to food and shopping. A courtesy vehicle is an amenity provided at no-charge in our industry. Currently we are reliant upon the rental car companies that service the Flight Center to provide vehicles for this use.

Heavy Duty Tow bar and Heads **\$18,300**
New heavy duty tow bar and interchangeable heads for large aircraft. This piece of equipment is utilized for moving transient and based aircraft through the Flight Center operation. This tow bar system will be used with the new aircraft tug.

Prairie Landing Golf Club – Field

Bunker Refinement **\$500,000**
Bunker and design refinement – year 1. Scope of renovation work to be determined by RTJ2 architect. This will be year one of a three year phased bunker renovation project. Potentially includes removal of some bunkers.

Parking Lot Overlay **\$185,000**
Mill and overlay of both the upper and lower clubhouse parking lots. Needed as both lots have begun to deteriorate and large cracks have formed.

Entrance Design Work **\$30,000**
Route 38 overpass construction will impact the PLGC entrance. Design work will include both signage and landscaping.

Clubhouse Landscaping **\$30,000**
Clubhouse is in need of updated landscaping and plantings to provide a better visual experience for wedding and banquets. Design work and installation of plants and fencing around loading dock area are included.

Prairie Landing Golf Club – Building

Ladder Platforms **\$22,000**
Fabrication and installation of ladder platforms on both east and west roof access points at clubhouse to facilitate maintenance of equipment mounted on separate roofs. These platforms will be made from aluminum and permanently installed. Engineering, fabrication, and installation are included.

Prairie Landing Golf Club – Equipment

Irrigation Controllers	\$140,000
Replacement of our existing Toro Network 8000 irrigation satellite controllers as needed. Toro has phased out this line of controllers and will no longer support or inventory replacement parts.	
Standby Generator	\$120,000
150kw Standby Generator for Prairie Landing Club House to be used to maintain critical systems in the event of a prolonged power outage.	
300 gallon Dedicated Sprayer	\$60,000
300 gallon turf sprayer with Sharpshooter and EnvsioPro control options. Currently there are two dedicated turf sprayers in our fleet which were purchased in 1992 and 2008. The 1992 sprayer is unreliable, inefficient and not safe to operate without risk of turf injury.	
Banquet Chairs	\$50,000
Our current banquet chairs are 12 years old and in worn shape. This is to purchase 200 chairs, which will also reduce our need to rent chairs for larger events.	
Grill Room Furniture	\$24,000
Tables and chairs are mismatched and worn. The current chairs are also difficult to move and store when needed. The new furniture would better match PLGC décor and be easier to move and store.	
Beverage Cart	\$18,000
Purchase of this larger cart would enable us to stock more product and increase sales. Existing cart would be used for outings and busy days rather than utility cart we currently use on such occasions.	
Food Steamer	\$10,000
Our steamer has failed and is unrepairable. Our current and future event calendars require the replacement of the steamer in order to perform the necessary cooking volume.	
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.	



DUPAGE AIRPORT AUTHORITY

CHICAGO LAND'S

DUPAGE FLIGHT CENTER



*Prairie
Landing*

MAJOR MAINTENANCE
2013

2013 Major Maintenance Program

DuPage Airport - Field Projects

Asphalt Pavement Repair **\$100,000**
Remove and replace failing asphalt on roadways and in parking lots in various locations.

Pavement Rehab **\$90,000**
Remove and replace various cracked/failing concrete panels on aprons, sidewalks, and curbs.

DuPage Airport - Building Projects

Replace Flight Center Carpet **\$121,440**
Replace 20 year old carpet in 2nd floor offices and in the 2nd and 3rd floor hallways.

Hangar Roof Repair **\$85,000**
Repair storm damage to 99 Jet and E-10 Hangars

Building Demolition/Utility Disconnects **\$73,000**
Demolition of "Old Cameron Aircraft" building and stabilization of N-7 Hangar. Disconnections of utilities from "Old Ross/Cameron Aircraft hangars" and the abandoned NIU site at the business center.

E-20 Mansard Removal **\$48,000**
Structural steel that is supporting the mansard on hangar E20 has rusted beyond economic repair and must be removed.

Hangar Floor Refinish **\$40,000**
Funding to refurbish up to 10,000 sq. feet of hangar floor coating in existing hangars.

ATCT Roof Replacement **\$29,000**
Control Tower roof is approximately 20 years old and recently experienced recurrent leakage. This project would re-coat the existing membrane roof with a membrane and sealer.

Control Tower HVAC Repairs **\$17,700**
Cost to replace leaking refrigerant lines serving the FAA base building A/C units.

1955 N. Aviation Avenue Hangar office East rooftop unit **\$11,000**
Replacement of East rooftop unit due to age and failing heat exchanger.

Control Tower A/C Compressor Replacement

\$9,500

Change 2 A/C compressors for the South SAC unit that provides cooling to the Control Tower cab. One compressor has failed and the other unit could fail due to age.

Prairie Landing Golf Club – Building

Banquet Room Carpet

\$31,000

Replacement of carpet from the sunroom, through ballroom, into sales office and down the bathroom hallway. Carpet is showing signs of wear and tear and has many stains.

Prairie Landing Grill room A/C

\$13,200

End of service life. Needs replacement for reliability and service cost issues. Will be replaced with more energy efficient and environmentally friendly system.

PLGC Clubhouse Hot water Heater

\$8,500

Replacement of domestic hot water heater due to age. Similar heater has already been replaced.

Halfway House Cooler Doors


\$5,000

Cooler doors in halfway house are failing. Parts are no longer available for this model. Doors do not currently function properly. Will replace sliding doors with hinged doors.



DUPAGE AIRPORT AUTHORITY

TO: DuPage Airport Authority
Board of Commissioners

FROM: David Bird 
Executive Director

RE: Proposed Ordinance 2013-261; An Ordinance of the DuPage Airport Authority
Promulgating Regulations Under the Freedom of Information Act.

DATE: January 2, 2013

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 26, 2012 – Annual Board Meeting. The Board of Commissioners passed Ordinance 2012-248; 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 2013-261; 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 2013-261; An Ordinance of the DuPage Airport Authority Promulgating Regulations Under the Freedom of Information Act.

ORDINANCE 2013 -261

**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 2012-248 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 9th day of January, 2013.

Roll Call:

Stephen L. Davis _____
Charles E. Donnelly _____
Dayle M. Gillett _____
Daniel L. Goodwin _____
Gerald M. Gorski _____

Peter H. Huizenga _____
Gina R. LaMantia _____
David J. Sabathne' _____
Perry R. Thompson _____

Chairman

Secretary

ORDINANCE 2013-261

DuPAGE AIRPORT AUTHORITY

Fee Schedule for Duplication of Public Records

Cost for copies effective date: January 1, 2013

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, 2013, the DAA had 63 full-time employees and 16 part-time employees. The total budgeted operating revenue is \$25,285,526 for the fiscal year ending December 31, 2013. The total budgeted expenditures for the year are \$37,409,294. This includes \$19,803,704 for general operating costs and \$17,605,590 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 2013-261 (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
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

Address

Name

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

Address

Name

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

MEMORANDUM

To: Board of Commissioners
From: Phillip A. Luetkehans
Date: December 31, 2012
File: DuPage Airport Authority/2407
Re: DuPage County Ethics Ordinance and IGA

As you will recall, in September 2012, the Authority adopted almost all of the County's Ethics Ordinance as its Ethics Ordinance at the request of the County and also approved an Intergovernmental Agreement with the County approving of the use of shared Ethics Officers (the "IGA"). The Board also advised this law firm to send a letter with the approved IGA advising the County, among other things, of concerns we had with certain language in the Ethics Ordinance as it related to entities such as the Authority. Before I sent that letter to the County, I learned that the County was already in the process of revising its Ethics Ordinance and the IGA.

Fortunately, much of the ambiguities we found in the first Ethics Ordinance proposed by the County have now been corrected. Accordingly, we feel that the passage of this revised Ethics Ordinance is appropriate for the Authority. However, the revised Ethics Ordinance still contains the Contractor Disclosure provisions (Section 2-476) that the Authority opted not to include in its prior Ordinance because the County's Contractor Disclosure section was less stringent than the one found in the Authority's Procurement Code. Accordingly, the attached Ordinance 2013-262 again removes Section 2-476 from the Ethics Ordinance being passed by the Authority.

As for the IGA, the version in your packet now also includes new Sections 5.5, 5.6 and 5.7. Sections 5.5 and 5.6 are the two sections that were discussed at our last meeting that the County revised for the DuPage Water Commission. These two sections provide an ability to verify expenses and reserve the right to take action against any employees who violate the Ethics Ordinance, including referring the matter to the State's Attorney's Office. Section 5.7 provides a method for adopting and enforcing future amendments that may be made to the County's Ethics Ordinance.

You should also note that the automatic termination date of December 2012 in the original IGA has now been removed. However, the IGA is still terminable by either party with thirty (30) days written notice.

With these changes, we would recommend the enactment of Ordinance 2013-262 and Resolution 2013-1703 by the Airport Authority Board of Commissioners.

ORDINANCE NO. 2013-262

**AN ORDINANCE ENACTING AN ETHICS ORDINANCE
AND REPEALING ORDINANCE 2012-258**

WHEREAS, the DuPage Airport Authority (hereafter the "Authority") is a duly authorized and existing Special District authority under the laws of the State of Illinois;

WHEREAS, on September 26, 2012, the Board of Commissioners of the DuPage Airport Authority (the "Board") previously passed an ethics ordinance under Ordinance 2012-258 substantially similar to the Ethics Ordinance enacted by the County of DuPage (the "DuPage Airport Authority Ethics Ordinance");

WHEREAS, the County of DuPage (the "County") has revised its Ethics Ordinance in a manner that has provided clarity to certain provisions of its Ethics Ordinance;

WHEREAS, the Board believes that it will further promote efficiency and consistency to have the DuPage Airport Authority's Ethics Ordinance mirror the Ethics Ordinance enacted by the County attached hereto as Exhibit A;

WHEREAS, the current Procurement Code of the Authority provides more stringent disclosure requirements than does Section 2-476 of the Ethics Ordinance of the County of DuPage;

WHEREAS, the Board deems it to be in the best interests of the public and the Authority to keep the more stringent disclosure requirements in place and not include Section 2-476 of the County's Ethics Ordinance in the DuPage Airport Authority Ethics Ordinance; and

WHEREAS, the Board deems it necessary and in the best interests of the public and the Authority to repeal Ordinance 2012-258 and enact the Ethics Ordinance attached hereto as Exhibit A;

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

1. The Board does hereby approve and adopt the DuPage Airport Authority Ethics Ordinance which is attached hereto and made a part hereof as Exhibit A.
2. The Board hereby repeals DuPage Airport Authority Ordinance 2012-258.
3. Executive Director David Bird shall take the necessary steps to effectuate the terms of the Ethics Ordinance attached hereto as Exhibit A.

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

Stephen Davis _____
Charles E. Donnelly _____
Dayle M. Gillett _____
Daniel L. Goodwin _____
Gerald M. Gorski _____

Peter H. Huizenga _____
Gina LaMantia _____
David J. Sabathne' _____
Perry R. Thompson _____

Passed & approved by the Board of Commissioners of the DuPage Airport Authority this 9th day of January, 2013.

CHAIRMAN

(ATTEST)

SECRETARY

ORDINANCE 2013-262

DuPage County Ethics Ordinance of 2012

Adopted Pursuant to 5 ILCS 430/70-5

CODE OF DU PAGE COUNTY

CHAPTER 2. ADMINISTRATION.

ARTICLE VII DUPAGE COUNTY ETHICS ORDINANCE OF 2012

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Part 1 – General Provisions

Subpart A – Purpose and Short Title

Section 2-450 – Purpose

It is the goal of the chairman of the county board and each of its members to guarantee fair, efficient, and honest government and to ensure the integrity and objectivity of county officers and employees. The purpose of this ordinance is to provide a framework for ethical activities for county officers and employees to follow while conducting the business of government and to provide a roadmap for other public officers and entities, including countywide officers, other units of local government, and their employees to follow in their efforts on behalf of the community they serve. No one policy can comprehensively encompass all aspects of appropriate business behavior. The fundamental principle underlying all policies is that all activities of public officials and employees must meet appropriate ethical and legal standards.

Section 2-451 – Short Title

This ordinance may be cited as the “DuPage County Ethics Ordinance of 2012.”

Subpart B – Application and Adoption by Governmental Entities

Section 2-452 – Application of Ordinance

This ordinance applies to the following entities and persons upon its effective date:

- (a) The county board.
- (b) All governmental boards, commissions, committees or other entities created by the county board.

- (c) All governmental boards, commissions, committees or other entities for which the county board may by law define powers and duties, or to which ordinances adopted by the county board are generally applicable.
- (d) Any governmental entity which has adopted this ordinance and any of that entity's subordinate bodies.
- (e) All officers and employees of any of the above entities, including, but not limited to the chairman and each member of the county board.

Section 2-453 – Adoption by Other Governmental Entities

The county board encourages other governmental entities, including, but not limited to, countywide officers, independent boards or commissions whose governing bodies are appointed by the chairman of the county board, or by the county board, and other units of local government to adopt this ordinance in whole, or in part or to maintain an ethics policy with provisions no less restrictive than those contained herein.

Section 2-454 – Shared Enforcement Agreements

The county may enter into an agreement with any governmental entity that has adopted this ordinance, or an ordinance or policy substantially similar to it, when that governmental entity desires that the county's ethics officers shall also serve as its ethics officers. Any agreement adopted under this section shall fully set forth the ethics ordinance or policy of the other entity and shall provide that the other entity shall be solely responsible for any costs associated with the investigation or adjudication of any ethics complaint.

Subpart C – Definitions

Section 2-455 – Definitions

For purposes of this ordinance, the following terms are defined as follows:

- (a) "business entity" means the actual organization or individual to which a governmental entity subject to this ordinance has awarded a contract or to which such contract is to be awarded and includes any of the business's principals, family members of the business's principals, and any other legal entities in which those principals or family members have a controlling interest or have control over the disbursement of funds of the business.
- (b) "campaign for elective office" means any activity in furtherance of an effort to influence the selection, nomination, election or appointment of any individual to any federal, state or local public office or office in a political organization, or the selection, nomination, or election of presidential or vice-presidential electors, but does not include activities (1) relating to the support or opposition of any executive, legislative or administrative action, (2) relating to collective bargaining, or (3) that are otherwise in furtherance of a person's official duties.
- (c) "candidate" means an individual who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in Section 1-3 of the Election Code (10 ILCS 5/1-3).

- (d) "collective bargaining" has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 315/3).
- (e) "compensated time" means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this ordinance, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to an officer, employee, or other appointee whose hours are not fixed, "compensated time" includes any period of time when such person is executing his or her official duties, regardless of location.
- (f) "compensatory time off" means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of minimum work time required of that employee as a condition of his or her employment.
- (g) "contractor or vendor" means owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters' counsel, subcontractors and corporate entities under the control of the contracting entity, and political action committees to which the contracting person has made contributions.
- (h) "contribution" has the same meaning as the term is defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4).
- (i) "commission" means the ethics commission created pursuant to this ordinance.
- (j) "countywide officials" means the auditor, clerk, clerk of the circuit court, coroner, recorder of deeds, regional superintendent of education, sheriff, state's attorney, and treasurer.
- (k) "ethics officers" means the members of the commission, the ethics adviser, the investigator general and his or her assistants, collectively.
- (l) "employee" means any person, other than an officer, employed by a governmental entity subject to this ordinance on a full time, part time, temporary, or contractual basis, but does not include an independent contractor. "Employee" includes current employees and any person who was employed at the time of the conduct which is the subject of any complaint filed with the commission in conformance with the provisions of this ordinance.
- (m) "family member" means those individuals related to a person subject to this ordinance as father, mother, son, daughter, brother, sister, uncle, aunt, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, and stepsister.
- (n) "gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having a fair cash market value including but not limited to cash, food, drink and honoraria for speaking engagements related to or attributable to government employment or the official position of any officer or employee subject to this ordinance.
- (o) "governmental entity" means any legislative, executive, administrative, judicial, or advisory bodies of the State, state universities and colleges, counties, countywide officials, townships, cities, villages, incorporated towns, school districts and all other municipal corporations, boards, bureaus,

committees, or commissions of this State or another, any subsidiary bodies of any of the foregoing including but not limited to committees and subcommittees thereof.

- (p) "intra-governmental gift" means any gift given to a person by an officer or employee of the same governmental entity.
- (q) "inter-governmental gift" means any gift given to a person by an officer or employee of another governmental entity.
- (r) "market value" means the price that a gift would bring for tangible or intangible assets of like type, quality and quantity in the local market at the time of acquisition.
- (s) "officer" means a person elected or appointed to the principal executive office of a governmental entity subject to this ordinance or as a member of any administrative or legislative body thereof, for a term as defined by law. Officers include, but are not limited to, the chairman and each member of the county board, elected countywide officers subject to this ordinance, and members of all boards, commissions or committees subject to this ordinance.
- (t) "person" or "person subject to this ordinance" means any officer or employee of a governmental entity subject to this ordinance.
- (u) "political" means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (1) relating to the support or opposition of any executive, legislative or administrative action or (2) relating to collective bargaining, or (3) that are otherwise in furtherance of the person's official duties.
- (v) "political organization" means a party, committee, association, fund or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3), but only with regard to those activities that require filing with the State Board of Elections or a county clerk.
- (w) "principals" of a business shall mean an officer of a business entity, a majority shareholder of a corporation, or the majority equity owner of a business entity.
- (x) "prohibited source" means any person or entity who (1) is seeking official action by an officer; or in the case of an employee, by the employee, or by an officer or another employee directing that employee; (2) does business or seeks to do business with the governmental entity subject to this ordinance or in the case of an employee, by the employee or by the officer, or another employee directing the employee; (3) conducts activities regulated by the officer or in the case of an employee, by the employee or by the officer, or another employee directing the employee; (4) has interests that may be substantially affected by the performance or non-performance of the official duties of the person subject to this ordinance; (5) is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act or ordinance pertaining to the registration of lobbyists enacted by the governmental entity, except that an entity not otherwise a prohibited source does not become a prohibited source merely because a registered lobbyist is one of its members or serves on its board of directors; or (6) is a political action committee to which a prohibited source has contributed.
- (y) "ultimate jurisdictional authority" means
 - (1) In the case of an employee, the head of any department to which the employee reports;

- (2) In the case of the head of a department, the highest-ranking employee of the governmental entity or that person's designee;
- (3) In the case of the highest-ranking employee of a governmental entity, the presiding officer of the entity's corporate authorities or the officer authorized by law to control the entity's internal operations; and
- (4) For the presiding officer of a governmental entity's corporate authorities or any member of such entity's corporate authorities, the remaining members of such corporate authorities.

Subpart D – Employee Responsibilities

Section 2-456 – Employee Cooperation

All persons subject to this ordinance shall be obligated to cooperate during the course of an investigation and to comply with requests for information from the investigator general and the commission. Subject to constitutional or statutory limitations, the failure or refusal of any person to comply with reasonable requests for information shall constitute a violation of this ordinance and may be considered by the ultimate jurisdictional authority as grounds for discipline consistent with the enforcement provisions of this ordinance.

Section 2-457 – Whistleblower Protection

- (a) Whenever any person subject to this ordinance reasonably believes evidence exists that another employee has perpetrated gross mismanagement, gross misuse or waste of public resources or funds, abuse of authority in connection with the administration of a public program or execution of a public contract, a violation of a federal, state, or local law, rule or regulation which is not merely of a technical or minimal nature, or a substantial and specific danger to the public health and safety exists, such person shall bring this evidence to the immediate attention of the chairman of the county board, any of its members or its chief of staff, the state's attorney, the auditor, or human resources personnel. In the case of an employee of a governmental entity subject to this ordinance other than the county, he or she may also bring such evidence to the attention of the entity's chief executive officer, corporate authorities or governing board, or legal counsel.
- (b) Any person who reports a violation or concern, in good faith, shall not be subjected to retaliation, harassment, abuse, threats, and discrimination or any adverse employment consequences as a result of coming forward.
- (c) Any person who reports a violation or concern in good faith, on behalf of another person, shall not be subjected to retaliation, harassment, abuse, threats, and discrimination or any adverse employment consequences as a result of coming forward.
- (d) This section shall not apply to any person who makes a report known to that person to be false on his or her own behalf or on behalf of another.
- (e) The commission shall develop formal procedures and forms for reporting complaints of improper or unethical behavior and shall make information available on the county's intranet.

Section 2-458 –Training

All persons subject to this ordinance, within six (6) months after adoption of this ordinance and at least annually thereafter, must complete an ethics training program approved by the commission. A new employee must complete his or her initial ethics training during orientation within the first month of employment or as soon thereafter as such training is available within the first six (6) months of employment. Officers shall attend a training program within six (6) months of being elected or appointed (or as soon thereafter as an ethics training is available) and at least annually thereafter, an ethics training program approved by the commission in conjunction with the ethics adviser. The ethics adviser shall assist human resources personnel in maintaining records related to each person's completion of such training programs.

Subpart E - Miscellaneous Provisions

Section 2-459 – Severability

- (a) The provisions of this ordinance are severable.
- (b) If any court of competent jurisdiction shall adjudge any provision, or part thereof, of this ordinance to be invalid, such judgment shall not affect any other provision, or part thereof, of this ordinance which are not declared to be invalid in said judgment.
- (c) If any court of competent jurisdiction shall adjudge invalid the application of any provision, or part thereof, of this ordinance to a particular person, such judgment shall not affect the application of said provision, or part thereof, to any other person not specifically included in said judgment.

Section 2-460 – Transition

- (a) Members of the DuPage County Ethics Commission appointed pursuant to OFI-003C-04 shall continue as members of the commission for the duration of the terms to which they were appointed.
- (b) The Ethics Officer of DuPage County appointed pursuant to OFI-003C-04 shall serve as the ethics adviser for the duration of the term to which he or she was appointed.
- (c) The Investigator General of DuPage County appointed pursuant to OFI-003C-04 shall serve as the investigator general for the duration of the term to which he or she was appointed.

Section 2-461 – Application of the Freedom of Information and Open Meetings Acts

- (a) Documents generated by the Investigator general under this ordinance are exempt as allowed by law from the provisions of the Freedom of Information Act.
- (b) Any allegations and related pleadings submitted to the commission are exempt from the Freedom of Information Act so long as the commission does not make a finding of a violation of this ordinance.
- (c) If the commission finds that a violation has occurred, the entire record of proceedings before the commission, the decision and recommendations and the mandatory report are not exempt from the provisions of the Freedom of Information Act, but information contained therein that is otherwise exempt from the Freedom of Information Act must be redacted before disclosure as provided in Section 8 of the Freedom of Information Act.

- (d) The commission may close portions of its meeting including hearings under ordinance in the manner authorized by the Open Meetings Act.

Section 2-462 – Notices

- (a) Whenever any provision of this ordinance requires an ethics officer to provide written notice to any individual or entity, such officer shall provide such notice through the use of certified mail, return receipt requested, unless, except in the case of a complainant or respondent as set forth in Part 4, the ethics officer and the individual or entity to whom such officer is to provide notice agree in writing to accept such correspondence in any other written form, including electronic mail, provided that such officer retains a physical copy of all such correspondence.
- (b) Failure of an ethics officer to provide notice to any individual or entity other than a respondent in the manner required by paragraph (a) shall not invalidate any action taken by such officer or the commission.

Section 2-463 – Effective Date

This ordinance becomes effective on January 1, 2013.

Part 2 – Ethics Officers

Subpart A – General Provisions

Section 2-464 – Indemnification of Ethics Officers

The ethics officers shall be entitled to all immunities and defenses available to employees and officers of a local public entity, including those immunities and defenses granted by the Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/1-101 *et. seq.*), for any claims, lawsuits or actions brought against them for injuries arising out of the performance of their duties under this ordinance or state law. Additionally, such persons shall be entitled to the indemnification provided pursuant to the provisions of the ordinance to Indemnify County Officers and Employees (OFI-008A-99), enacted on September 14, 1999 and as may be subsequently revised.

Section 2-465 – Compensation of Ethics Officers

- (a) The chairman of the ethics commission, the investigator general and his or her assistants, and the ethics adviser shall be compensated at the rate of \$185 per hour for all time spent in the furtherance of his or her official duties and shall be reimbursed for reasonable expenses incurred in the performance of such duties.
- (b) The members of the commission shall be compensated at a per diem rate of \$175 for official meetings of the commission.

Subpart B – Ethics Commission

Section 2-466 – Composition and Organization of the Ethics Commission

- (a) The commission shall consist of five (5) commissioners appointed by the county board upon the nomination of the chairman of the county board.
- (b) The chairman of the county board shall from time to time designate one commissioner to serve as chairman of the commission.
- (c) All commissioners shall be residents of DuPage County. No commissioner may during his or her term of appointment: (1) become a candidate for any elective public office; or (2) hold any other elected or appointed public office, except for appointment to a governmental advisory board, study commission, or as an ethics official of another governmental entity; provided, however, a commissioner may resign to become a candidate for elective office or to accept an appointment to a public office. No more than three (3) commissioners shall be members of the same political party. Prior to nomination, the chairman of the county board shall obtain a sworn affidavit of party affiliation from each prospective appointee.
- (d) Each commissioner shall serve a term of two (2) years and until their successors are appointed and qualified. Commissioners serving as members of the commission established pursuant to OFI-003C-04 shall continue to serve as ethics commissioners under this ordinance until such time as their terms have expired or their successors are appointed and qualified. Thereafter, the chairman shall nominate commissioners for appointment to two (2) year terms, or in the case of an unexpired term, to the remainder of the term.
- (e) The commission shall hold an organizational meeting within thirty (30) days of its appointment and thereafter as often as necessary to perform its duties and shall meet at least annually on the anniversary of its first meeting. The Commission shall meet upon the call of its chairman, any two (2) commissioners, or the chairman of the county board.
- (f) Action at a hearing by the commission shall require the affirmative vote of four (4) commissioners. Action of any other meeting by the commission shall require the affirmative vote of three (3) commissioners.
- (g) The chairman of the county board may remove a commissioner, with or without cause upon written notice of removal presented to the county board, with a copy sent to the commissioner by certified mail, return receipt requested. The county board may overrule the removal of the commissioner by majority vote of such members elected within sixty (60) days of the notice at a regularly-scheduled meeting

Section 2-467 – Powers and Duties of the Ethics Commission

The commission shall have the following powers and duties:

- (a) To exercise jurisdiction over all persons subject to this ordinance.
- (b) To promulgate procedures and rules in addition to those contained in this ordinance governing the performance of its duties and the exercise of its powers and those of the investigator general.

- (c) To act only upon the receipt of a report or petition from the investigator general and not on its own prerogative.
- (d) To consider an investigator general's petition to proceed to a hearing on a formal complaint and to consider any written argument of the respondent which is filed within thirty (30) days of respondent's receipt of the petition of the investigator general.
- (e) To receive, review and rule on the record of the investigator general and respondent's submission. The commission shall either concur in the investigator general's recommendation to issue a formal complaint or reject the recommendation of the investigator general and dispose of the original complaint.
- (f) To refer to the investigator general for investigation any allegations of violations of this ordinance received by the commission.
- (g) To the extent authorized by this ordinance and in accordance with law to deliberate, issue recommendations for disciplinary actions, impose fines and/or penalties, if appropriate, and refer to the appropriate authority violations of law outside the purview of this ordinance.
- (h) To conduct a fair administrative hearing, receive evidence, under oath, in support of the complaint and from the subject of the complaint in defense of the allegations in the complaint. The commission may compel attendance of witnesses and the production of materials relevant to matters to be heard and, if necessary, petition the Circuit Court of DuPage County for an order that a party comply with the commission's requests. The commission shall employ a court reporter, the reasonable cost of which shall be paid by DuPage County after submission and approval of an invoice.
- (i) To prepare, file and serve a written report to include findings of fact and a decision regarding a complaint, assessment of fines, penalties and recommendation for disposition by the ultimate jurisdictional authority.
- (j) To exercise its powers and duties strictly limited to matters clearly within the purview of this ordinance.
- (k) To seek and receive legal advice from the state's attorney who shall provide legal advice without charge to the commission.
- (l) To employ necessary staff persons and contract for services that cannot be satisfactorily performed by the county employees; provided, however, that the costs thereof shall be paid by the county pursuant to approved budget, or if there is no budget, to a maximum of \$5,000 without specific authorization of the ultimate jurisdictional authority.

Subpart C – Ethics Adviser

Section 2-468 Appointment and Qualifications of the Ethics Adviser

- (a) An ethics adviser shall be appointed by the county board upon the nomination of the chairman of the county board for a term of two (2) years and until his or her successor is appointed and qualified.

- (b) The chairman of the county board may remove the ethics adviser, with or without cause, by notice to the ethics adviser, by certified mail, return receipt requested. The county board may overrule the removal of the ethics adviser at its next regularly scheduled meeting by a majority vote of the members elected.
- (c) The ethics adviser shall not (1) become a candidate for any elective office; or (2) hold any other elected or appointed public office except for appointment to a governmental advisory board, study commission, or as an ethics official of another governmental entity; provided, however, the ethics adviser may resign to become a candidate for elective office or to accept an appointment to a public office.
- (d) If the ethics adviser is a county employee, the county board shall determine the rate at which he or she is compensated in lieu the provisions of this ordinance.

Section 2-469 – Duties of the Ethics Adviser

The ethics adviser shall:

- (a) Provide guidance to any person subject to this ordinance in the interpretation and implementation of this ordinance, upon a written inquiry, with a written response;
- (b) Review statements of economic interest and disclosure forms of any person subject to this ordinance;
- (c) Assist in the preparation and publication of manuals and guides explaining the duties of individuals covered by this ordinance;
- (d) Assist in the preparation of public information materials to facilitate compliance, implementation, and enforcement of this ordinance;
- (e) Assist in maintaining accurate records of attendance of persons at training seminars and appropriate distribution of compliance materials; and
- (f) Provide such guidance and assistance as set forth in this section to all persons subject to the ordinance.

Subpart D – Investigator General

Section 2-470 – Appointment and Qualifications of the Investigator General

- (a) The county board shall appoint an investigator general upon the nomination of the chairman of the county board for a period of four (4) years and until his or her successor is appointed and qualified. A person serving as investigator general under OFI-003C-04 on the effective date of this ordinance shall serve as investigator general for the duration of such person's term and until his or her successor is appointed and qualified.
- (b) The investigator general shall not be an employee of any governmental entity.
- (c) The investigator general shall be an attorney licensed to practice law in the State of Illinois.
- (d) During the time in which the investigator general holds office, he or she shall not (1) become a candidate for any elective office, or (2) hold any other elected or appointed public office except for

appointment to an uncompensated advisory board or study commission or as an ethics official to another governmental entity; provided, however, the investigator general may resign to become a candidate for elective office or to accept an appointment to a public office.

- (e) The chairman of the county board may remove an investigator general with or without cause, by notice to the chairman of the commission and the investigator general, by certified mail, return receipt requested, provided that a majority of the members elected to the county board may overrule the removal of the investigator general at the county board's next regularly-scheduled meeting.

Section 2-471 – Powers and Duties of the Investigator General

The investigator general shall:

- (a) Provide guidance to the commission and assist it in the discharge of its duties;
- (b) Provide fair notice to each person alleged to have violated this ordinance in accordance with the procedures set forth in this ordinance;
- (c) Receive complaints, and conduct investigations in accordance with the procedures set forth in this ordinance;
- (d) Provide a status report to the commission within thirty (30) days after receipt of a complaint, and every thirty (30) days thereafter until the investigation is closed and the cause concluded;
- (e) In the course of the preliminary investigation, compel testimony under oath and the production of any material from any person or source relevant to the preliminary investigation, and, if necessary, petition the Circuit Court of DuPage County for the issuance of a court order compelling compliance;
- (f) Give written notice to a person providing information under this Section of his or her right to:
 - (1) refuse to provide self-incriminating testimony;
 - (2) retain an attorney at his or her sole option and expense;
 - (3) have such an attorney or, if required by any collective bargaining agreement, a union representative present during any interview; and
 - (4) when the person being interviewed is the subject of the investigation, be informed in writing of the nature of the investigation.
- (g) Present evidence of alleged violations of this ordinance to the commission;
- (h) Compile and refer to the chairman of the commission and to the chairman of the county board, an annual statistical report for each year consisting of:
 - (1) the number of complaints filed,
 - (2) the number of complaints he or she deemed to have sufficiently alleged a violation of this ordinance,
 - (3) the number of complaints resolved,

- (4) the decision issued for each complaint resolved, and
- (5) the status of any pending complaints.

Section 2-472 – Assistant Investigators General

The county board may, in its discretion, appoint such assistant investigators general as the chairman of the county board may nominate to assist the investigator general in the performance of his or her duties under this ordinance for a term of two (2) years. Such assistant investigators general shall possess the same qualifications of the investigator general and be vested with all of the powers and duties of the investigator general under this ordinance subject to the control and direction of the investigator general, provided that in the event a conflict exists between the investigator general and a matter to be investigated, the chairman of the commission shall authorize an assistant investigator general to perform his or her duties absent the control and direction of the investigator general.

Part 3 – Prohibited Conduct

Subpart A – Gift Ban

Section 2-473 – Gift Ban

- (a) No person subject to this ordinance, or a spouse or family member of such person (collectively hereinafter referred to as “recipients”) shall intentionally solicit or accept any gift from any prohibited source or in violation of any ordinance, federal or state statute, rule or regulation. No prohibited source shall intentionally offer or make a gift that violates this section.
- (b) A recipient does not violate this section if the recipient promptly takes reasonable action to return the prohibited gift to its source.
- (c) A recipient does not violate this section if the recipient gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501(c)(3) of the Internal Revenue Code of 1986 as now or hereafter amended, renumbered or succeeded.

Section 2-474 – Exceptions

The restrictions set forth in this Subpart A of this ordinance shall not apply to the following exceptions, each of which is mutually exclusive and independent of one another:

- (a) Opportunities, benefits and services which are available on the same conditions as for the general public.
- (b) Anything for which the recipient pays the fair cash market value.
- (c) Any (1) contribution that is lawfully made under the Election Code or under this ordinance or (2) activities associated with a fund-raising event in support of a political organization or candidate.
- (d) Educational materials and missions.
- (e) Travel expenses related to meetings to discuss official governmental business.

- (f) A gift from a relative, meaning (for the purposes of the gift ban provisions of this ordinance only) those people related to the recipient as a family member, fiancé or fiancée, or a half-brother, half-sister, or the father, mother, grandfather, or grandmother of the recipient's spouse, fiancé or fiancée.
- (g) Anything provided to a recipient on the basis of a personal friendship, unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient and not because of the personal friendship. In determining whether a gift is provided on the basis of a personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (1) the history of the relationship between the individual giving the gift and the recipient, including any previous exchange of gifts between those individuals; (2) whether to the actual knowledge of the recipient, the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (3) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other recipients.
- (h) Food or refreshments not exceeding \$25 per person in value on a single calendar day; provided that the food or refreshments are (1) consumed on the premises from which they were purchased or prepared or (2) catered. For the purpose of this section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.
- (i) Food, refreshments, lodging, transportation and other benefits resulting from the outside business or employment activities (or outside activities that are not connected to the duties of the recipients) of the recipients if the benefits have not been offered or enhanced because of the official position or employment of the recipient and are customarily provided to others in similar circumstances.
- (j) Intra-governmental and inter-governmental gifts.
- (k) Bequests, inheritances and other transfers at death.
- (l) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$25.

Subpart B – Political Contributions

Section 2-475 – Political Contribution Limits

- (a) No officer shall intentionally solicit or accept
 - (1) cumulative campaign contributions in excess of \$1,000 per calendar year from any prohibited source which has obtained or is seeking contracts or change orders, or from lobbyists, agents or representatives in which their owners, officers, managers, lobbyists, agents or consultants are members who have obtained or are seeking contracts or change orders with the entity such officer serves; or
 - (2) cumulative campaign contributions in excess of \$1,000 per calendar year from any individual appointed or applying for appointment by the officer to serve on a board, commission, authority, task force, advisory committee or other governmental entity when such officer is empowered by law to nominate or vote to give his or her advice and consent to such appointment.

- (b) This prohibition applies to contracts for all goods and services, including those for professional services and those otherwise exempt from bid under Illinois law or any ordinance or policy applicable to the governmental entity subject to this ordinance.

~~Section 2-476 – Contractor Disclosure of Campaign Contributions~~

- ~~(a) A person responsible for preparing a contract for the procurement of goods or services, or change order thereto, for consideration by a governmental entity shall, prior to approval, obtain from the contractor, union, or other vendor, a written disclosure of all contributions made by such entity within the current and previous calendar year to any incumbent officer who will, in any way, participate in, or whose office will benefit, from the award of such contract or change order. Such disclosure shall be updated annually during the term of a multi-year contract on the anniversary of the contract's award.~~
- ~~(b) The requirements of this Section apply to all procurements, including change orders and renewals, in excess of the threshold amount including those in which the governmental entity employed a procurement process other than competitive bidding to award the contract for such goods or services.~~
- ~~(c) For the purpose of this Section, "threshold amount" means an amount at or in excess of \$5,000 less than an amount set by the statute applicable to the governmental entity that would otherwise require procurement through a competitive bidding process. In the event that no statute imposes a competitive bidding requirement upon the governmental entity, the threshold amount shall be \$5,000 less than the amount set forth in Section 5-1022(a) of the Counties Code at the time of the procurement.~~

Subpart C – Prohibited Political Activity

Section 2-477 – Prohibited Political Activity Defined

"Prohibited political activity" means:

- (a) preparing for, organizing or participating in any political meeting, political rally, political demonstration, or other political event; soliciting contributions, including but not limited to the purchase of, selling, distributing or receiving payment for tickets for any political fundraiser, political meeting, or other political event;
- (b) soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution;
- (c) planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question;
- (d) surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question;
- (e) assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question;

- (f) soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls;
- (g) initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question;
- (h) making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office;
- (i) preparing or reviewing responses to candidate questionnaires;
- (j) distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question;
- (k) campaigning for any elective office or for or against any referendum question;
- (l) managing or working on a campaign for elective office or for or against any referendum question; serving as a delegate, alternate, or proxy to a political party convention; or
- (m) participating in any recount or challenge to the outcome of any election.

Section 2-478 – Prohibitions

- (a) No person subject to this ordinance shall intentionally perform any prohibited political activity during any compensated time. Nor shall such person intentionally use any public property or resources in connection with any prohibited political activity for the benefit of any campaign for elective office, any political organization or for or against any referendum question.
- (b) No person subject to this ordinance shall at any time intentionally misappropriate the services of any employee by requiring that employee to perform any prohibited political activity (1) as part of that employee's duties, (2) as a condition of employment, or (3) during any time off that is compensated, including, but not limited to vacation, holidays or personal time off.
- (c) No person subject to this ordinance shall require an employee at any time to participate in any prohibited political activity in consideration for that employee being awarded any additional compensation or employee benefit, in the form of salary adjustment, bonus, compensatory time off, continued employment or otherwise awarded any additional compensation or employee benefit in consideration of participating in any prohibited political activity.
- (d) No person subject to this ordinance shall award an employee any additional compensation or employee benefit, in the form of salary adjustment, bonus, compensatory time off, continued employment or otherwise awarded any additional compensation or employee benefit in consideration of voluntarily participating in any prohibited political activity.
- (e) No person subject to this ordinance shall deny or deprive an employee of employment or tenure solely because such person is a member or an officer of a political committee, political party, political organization, or political club.
- (f) No person subject to this ordinance shall require an employee to (1) purchase tickets, solicit others to purchase tickets, sell, distribute or receive payment for political tickets for any political fundraiser or campaign fund for a specific candidate for political office or (2) financially contribute to any

political organization, political party, political rally, political fundraiser, political meeting or political event.

- (g) No person subject to this ordinance shall intentionally solicit or accept political contributions upon the real property of a governmental entity subject to this ordinance. An inadvertent acceptance of a political contribution shall not be considered a violation of this ordinance, if reasonable and timely action is taken to return the contribution to its source.
- (h) Nothing in this section prohibits activities that are otherwise appropriate for an employee to engage in as a part of his or her official employment duties or activities that he or she undertakes on a voluntary basis as permitted by law.

Subpart D – Conflicts of Interest

Section 2-479 – Financial Interest Disclosure

- (a) All officers subject to this ordinance shall disclose their financial interests and holdings in any business seeking a relationship with the government entity in which the officer holds office where such person has an ownership interest of 7 ½% or greater in the manner required by the Public Officer Prohibited Activities Act, (50 ILCS 105/et seq.).
- (b) An officer making a disclosure as required by paragraph (a) shall:
 - (1) publicly disclose the nature and extent of interest prior to or during deliberations concerning the proposed award of the contract;
 - (2) withdraw from discussion of the subject matter; and
 - (3) abstain from any vote on the award of the contract.

Section 2-480 – Conflict of Interest

- (a) No person, subject to this ordinance and while representing or employed by their governmental entity, shall engage in any act that is in conflict with the performance such person's official duties. A conflict of interest exists whenever official action could result in a personal advantage or disadvantage to the interested person, including, but not limited to the following:
 - (1) receives or has any financial interests in any purchase, sale or lease to or by the governmental entity where that purchase, sale or lease was obtained with prior knowledge that the entity intended to take such action;
 - (2) represents, or whose firm represents, any individual or business entity who would receive direct financial benefit as a result of the official action under consideration;
 - (3) accepts or seeks any employment, travel, compensation or gift from any person doing business or seeking to do business with the governmental entity for which person has responsibility;
 - (4) receives or accepts a gift, compensation, or travel that was given for the purpose of obtaining special consideration or to influence official action where a reasonable and prudent person

would believe that the purpose was to obtain special consideration or to influence official action; or

- (5) violates any provision of the Public Officer Prohibited Activities Act. (50 ILCS 105/01 *et seq.*)
- (b) Any officer who has a conflict situation should abstain from discussion and shall not vote on any contract with the person or business involved in the conflict. If the conflict situation is an action that is prohibited by the Public Officer Prohibited Activities Act, an officer cannot avoid the conflict by abstaining from discussion or vote on the contract.
- (c) Any person who becomes aware that he or she may have a conflict of interest that arises in the course of his or her official duties shall notify, in writing, his or her ultimate jurisdictional authority or the ethics adviser of such conflict. The ethics adviser shall state the disposition of the potential conflict in writing and maintain an official copy of such disposition. No officer shall participate in deliberations where such officer has a conflict of interest as defined by this ordinance and shall not in any way participate in the decision.
- (d) Notwithstanding any other law or ordinance, a person, his or her family members living with that person is ineligible to serve on a board, commission, authority, or task force authorized or created by the governmental entity with respect to which such person serves (1) if that person is entitled to receive more than 7 ½% of the total distributable income under a contract let by such entity other than an employment contract or (2) if that person together with his or her family member living with that person are entitled to receive more than 15% in the aggregate of the total distributable income under a contract let by such entity other than an employment contract; except this provision does not apply to any of the following:
 - (i) a person, his or her family member living with that person, who is serving in an elective public office, whether elected or appointed to fill a vacancy; and
 - (ii) a person, his or her family member living with that person, who is serving on an advisory body that makes non-binding recommendations to an agency of the governmental entity, but does not make binding recommendations or determinations or take any other substantive action.

Section 2-481 – **Future Employment**

- (a) No person subject to this ordinance, may accept or discuss an offer of future employment with any individual or entity doing or seeking to do business with the governmental entity such person serves if either:
 - (1) The person knows or has reason to believe that the offer of employment was intended as compensation or reward or to influence official action pertaining to the business;
 - (2) The person has decision-making responsibility for a matter and that individual or entity is offering employment to the decision maker unless that person has disclosed in writing to his or her ultimate jurisdictional authority that the employee intends to discuss future employment with this person or business. In this case, the person shall be removed from any decision-making relative to this person or business. This section shall apply to persons with approval authority, or

input on approval or selection, but shall not include those persons who fill a review or compliance function in the approval/selection process.

- (b) In the situation where an officer is offered future employment by an individual doing business with such officer's governmental entity, the officer shall promptly, disclose to the ethics adviser, in writing, the intention of discussing future employment and such officer shall withdraw from discussion and shall not vote on any contract with the business entity.

Section 2-482 – Former Employment Relationships

No employee, within one (1) year of entering employment with a governmental entity subject to this ordinance, may participate in the decision making or awarding of a contract to a business by whom they were formerly employed unless the employee, in writing, has disclosed the prior employment relationship to such employee's ultimate jurisdictional authority before participating in any decision making regarding the former employer.

Section 2-483 – Prohibited Employment

No person subject to this ordinance shall be employed in any other business, position or occupation (including self-employment) or have an ownership interest in any company that interferes with such person's official position or the full and proper performance of such person's duties, including, but not limited to:

- (a) Employment with any vendor, individual or entity that transacts any business with the governmental entity which such person serves.
- (b) Any employment that interferes with or compromises the employee's position with said governmental entity in order to further such person's own personal interests or those of another.
- (c) Any employment that the public may reasonably interpret to be in conflict with the person's official duties.
- (d) Any employment that conflicts with said governmental entity's purpose, duties and interests.
- (e) Any ownership interest in any business or entity which transacts or engages in any business with said governmental entity.

Section 2-484 – Improper Use of Proprietary or Confidential Information

- (a) No person may intentionally disclose or use for his or her personal benefit or for the benefit of another, any information acquired in the course of official duties, which is not available as a matter of public knowledge or public record.
- (b) The identity of any person reporting any possible or alleged misconduct to the investigator general shall be kept confidential and may not be disclosed without the consent of that person, unless the law otherwise requires such disclosure. However, the investigator general may provide any information in his or her possession to any law enforcement agency with jurisdiction to investigate any matter which has come to the investigator general's attention. The confidentiality granted by this section does not preclude the disclosure of the identity of a person in any capacity other than as the source of an allegation. Ethics commissioners, the investigator general, individuals appearing before the commission and their representatives shall not disclose information which may lawfully be exempted from disclosure under the Freedom of Information Act or this ordinance.

- (c) No person subject to this ordinance may intentionally disclose any information discussed during a meeting lawfully closed pursuant to the Illinois Open Meetings Act.

Subpart E – Other Prohibited Conduct

Section 2-485 – Disregard of Obligations Under this Ordinance

- (a) Subject to constitutional and statutory limitations, no person shall refuse to cooperate during the course of an investigation or refuse to comply with requests for information from the investigator general and the commission.
- (b) No person shall provide, or cause another to provide, any information such person knows to be false, frivolous, or made in bad faith, to any ethics officer or ultimate jurisdictional authority in relation to their duties under this ordinance.
- (c) No person shall intentionally obstruct or interfere with any ethics officer, investigation, or hearing conducted under this ordinance.

Section 2-486 – Whistleblower Protection

No person subject to this ordinance shall retaliate against any person who has reported a suspected violation of this ordinance in good faith. Any such person who violates the provisions of this section subjects themselves to disciplinary action which may include, but is not limited to; a demotion, denial of promotion or merit increase, reassignment of responsibilities, or other disciplinary action including termination of employment.

Part 4 – Complaint and Hearing Procedures

Section 2-487 – Complaint Filing Procedure

- (a) A person alleging a violation of this ordinance shall submit a written complaint to the office of the investigator general. Such complaint shall include the following:
 - (1) The complainant's name and contact information, including the complainant's mailing address, telephone number, and electronic mail address, if any;
 - (2) The name, employment position held, and all contact information known to the complainant regarding the person who is the subject of the complaint;
 - (3) A detailed description of the act or acts alleged by the complainant to be violations of this ordinance; and
 - (4) A list of all known witnesses who may provide relevant information or testimony regarding the allegations contained in the complaint, along with all known contact information for those witnesses.
- (b) Whenever a person submits a complaint to an officer, governmental entity or employee subject to this ordinance other than the investigator general, the recipient of such complaint shall immediately forward the complaint to the office of the investigator general.

- (c) Upon receipt of a complaint, the investigator general shall promptly notify the complainant and the chairman of the commission in writing of his or her receipt of the complaint, including a copy of the complaint in such correspondence.
- (d) Any person who, acting in good faith, submits a complaint pursuant to this ordinance shall have all of the protections against retaliation afforded to a whistleblower under the provisions of this ordinance and the laws of the State of Illinois, and his or her identity shall be kept confidential and may not be disclosed without his or her consent, unless the disclosure of the person's identity is otherwise required by law. However, the disclosure of the identity of a complainant in any capacity other than as the source of an allegation is not prohibited, and, notwithstanding any other provision of this ordinance or the laws of the State of Illinois, the investigator general is authorized to, as he or she deems appropriate, provide any and all information, including the identity of a complainant, to any administrative or law enforcement agency with jurisdiction to investigate any suspected criminality or other impropriety that may come to his or her attention.

Section 2-488 - Investigative Procedure by Investigator General

- (a) Upon receipt of a complaint, the investigator general shall promptly conduct a jurisdictional investigation to determine whether the commission possesses personal jurisdiction over the person, and subject matter jurisdiction over the act(s), named and alleged in the complaint.
 - (1) Should the jurisdictional investigation result in a finding that the commission does not possess both personal jurisdiction over the person and subject matter jurisdiction over any act, named and alleged in the complaint, then the investigator general shall close the investigation of the complaint, and shall thereafter promptly notify the chairman of the commission and the complainant in writing of the closure of the investigation of the complaint and the basis therefore. If the investigator general determines that jurisdiction to investigate any person or act alleged named or alleged in the complaint is vested with another authority, prior to closing the investigation, the investigator shall notify the complainant of the proper authority with which the complaint should be filed and, at the option and direction of the complainant (i) forward the complaint to such authority or (ii) provide the complainant with information necessary for the complainant to forward the complaint to such authority unless the public interest requires the inspector general to immediately refer the complaint to the proper authority. The closure of an investigation by the investigator general does not bar the investigator general from resuming the investigation if the circumstances warrant, and is not subject to review by any court or administrative tribunal absent fraud on the part of the investigator general.
 - (2) Should the jurisdictional investigation result in a finding that the commission does possess both personal jurisdiction over the person and subject matter jurisdiction over any act, named and alleged in the complaint, the investigator general shall promptly notify the person subject to the complaint (hereinafter referred to as the "respondent") and the appropriate ultimate jurisdictional authority in writing that a complaint against the respondent has been submitted to the investigator general, and of the act or acts alleged in the complaint, unless, in the sole discretion of the investigator general, such notice would interfere with a potential or ongoing law enforcement investigation or prosecution. The notice shall inform the respondent that he or she shall, within thirty (30) days of the date of the notice, respond in writing to the complaint, by submitting a written response to the office of the investigator general.

- (b) Upon the investigator general's determination that both personal and subject matter jurisdiction exists over the matter as set forth in paragraph (a) of this section, the investigator general shall promptly engage in a preliminary investigation to determine whether reasonable cause exists to believe that a violation of this ordinance has occurred. In the course of the preliminary investigation, the investigator general may compel testimony under oath and the production of any material from any person or source relevant to the preliminary investigation, and the investigator general may, if necessary, petition the Circuit Court of DuPage County for the issuance of a court order compelling compliance. The investigator general shall give written notice to a person providing information under this Section of his or her right to (1) refuse to provide self-incriminating testimony; (2) retain an attorney at his or her sole option and expense; and (3) to have such attorney or, if required by any collective bargaining agreement, union representative, present during any interview.
- (c) Upon the conclusion of the preliminary investigation, the investigator general shall promptly issue a written summary report and deliver the same to the chairman of the commission, the complainant, the respondent, and the appropriate ultimate jurisdictional authority. The summary report of the preliminary investigation shall include the following:
- (1) a description of the act(s) alleged in the complaint to be violations of this ordinance;
 - (2) the finding of the investigator general as to whether reasonable cause exists to believe that a violation of the ordinance has occurred, and the basis therefore;
 - (3) any recommendation for any corrective or disciplinary action to be taken as a result of the act(s) alleged to be in violation of this ordinance, including but not limited to termination;
 - (4) a determination by the investigator general as to whether a petition for leave to file a formal complaint will be submitted to the chairman of the commission; and
 - (5) any other information that the investigator general deems appropriate and relevant to the preliminary investigation, the finding, and any resulting recommendation.
- (d) Should the preliminary investigation result in a finding that no reasonable cause exists to believe that a violation of this ordinance has occurred, the investigator general shall close the investigation of the complaint, and shall thereafter promptly notify the chairman of the commission, the complainant, the respondent, and the appropriate ultimate jurisdictional authority, in writing, of the closure of the investigation of the complaint and the basis therefore. The closure of an investigation by the investigator general does not bar the investigator general from resuming the investigation if the circumstances warrant, and is not subject to review by any court or administrative tribunal absent fraud on the part of the investigator general.
- (e) Should the preliminary investigation result in a finding that reasonable cause exists to believe that a violation of this ordinance has occurred, the investigator general may, in his or her sole discretion, promptly submit to the chairman of the commission a petition for leave to file a formal complaint against the respondent. The petition shall set forth the act(s) alleged to be in violation of this ordinance, and the grounds that exist to support the issuance of a formal complaint. The investigator general shall submit the petition to the chairman of the commission, and serve a copy of the petition and written notice of the submission upon the respondent and the appropriate ultimate jurisdictional authority. The notice shall inform the respondent of the nature of the

investigation, the respondent's right to refuse to provide self-incriminating testimony and to retain an attorney at his or her sole option and expense, and that the respondent shall, within thirty (30) days of the date of the notice respond in writing to the petition by submitting a written response to the chairman of the commission, with a copy to the office of the investigator general.

- (f) Upon the submission of the respondent's written response to the petition of the investigator general for the issuance of a formal complaint, the commission shall meet and determine whether it shall grant or deny the petition.
 - (1) Should the commission deny the petition, the commission shall close the cause and promptly send written notice of its decision and the basis therefore to the investigator general, the respondent, and the ultimate jurisdictional authority.
 - (2) Should the commission grant the petition, the petition shall serve as the formal complaint against the respondent and the commission shall set a hearing date within six (6) weeks thereafter and promptly provide written notice of the decision to grant the petition and the hearing date to the investigator general, the respondent, and the ultimate jurisdictional authority.
- (g) During the course of an investigator general's review of any complaint under this Section, the investigator general shall provide a written status report to the commission within thirty (30) days after receipt of a complaint, and every thirty (30) days thereafter until the investigation is closed and the cause concluded.

Section 2-489 - Hearing Procedure by Ethics Commission

- (a) The commission shall conduct any hearing upon any complaint before it fairly and in accordance with such rules as it may from time to time adopt.
- (b) The rules of evidence applicable to civil and/or criminal trials shall not strictly apply to the commission hearings, but the chairman of the commission may exclude any material he or she deems irrelevant, immaterial, incompetent or unduly repetitious.
- (c) On the hearing date scheduled by the commission, the commission shall conduct a closed meeting as permitted by law. The commission shall make an audio recording of the proceedings, including of all testimony presented to the commission and any of the commission's deliberations. The commission, may, in its sole discretion, retain the services of a court reporter.
- (d) The investigator general shall prosecute the complaint before the commission and carries the burden of proving the allegations against the respondent by a preponderance of the evidence.
- (e) The respondent may appear *pro se* at any commission hearing or, at the respondent's option, retain legal counsel at his or her own expense.
- (f) If required by any collective bargaining agreement, the respondent may have a union representative present during any hearing.

Section 2-490 - Ethics Commission Decisions and Reconsideration

- (a) Within the appropriate time proscribed by rules of the commission, but not later than forty-five (45) days from the close of the hearing, the commission shall (1) deny the complaint or (2) grant the

complaint and issue findings and any recommendation of discipline or imposition of any penalty upon the respondent. The commission need not include a copy of evidence it received as part of its written findings.

- (b) The commission shall promptly transmit written notice of its findings and recommendations to the complainant, the respondent, the ultimate jurisdictional authority and the investigator general. Where the commission recommends or imposes any disciplinary sanctions, the notice to the respondent shall inform the respondent of his or her right to petition the commission for reconsideration.
- (c) A respondent's petition for reconsideration shall be in writing and filed with the commission within fourteen (14) days of the commission's mailing of its decision. The commission shall decide the petition for reconsideration only on the formal record. The decision of the commission becomes final upon the expiration of fourteen (14) day period following the commission's mailing of its findings to the respondent, or upon the commission's decision on a petition for reconsideration of the commission.
- (d) A decision by the commission to impose a penalty is subject to judicial review under the Administrative Review Act. All other decisions by the commission are final and not subject to administrative or judicial review.

Part 5 – Authorized Dispositions

Section 2-491 – Recommendations for Discipline

- (a) When the investigator general has recommended that a complaint be resolved other than by formal complaint or where the commission has found that a respondent has violated any provision of this ordinance, the commission may recommend to a respondent's ultimate jurisdictional authority one or more of the following courses of disciplinary action against the respondent:
 - (1) A reprimand.
 - (2) To cease and desist the offensive action.
 - (3) A return or refund of money or other items, or an amount of restitution for services, received in violation of this ordinance.
 - (4) Suspension or termination of an employee.
 - (5) Donation to a charity of an amount equal to a prohibited gift or excess campaign contribution.
- (b) Upon receipt of any recommendations from the commission under this Section, the ultimate jurisdictional authority of a respondent who violates any provision of this ordinance may take disciplinary action against the respondent, as recommended by the commission or as it deems appropriate, to the extent it is constitutionally permissible for the ultimate jurisdictional authority to take such action. The ultimate jurisdictional authority shall make its action, or determination to take no action, available to the public.

Section 2-492 – Imposition of Fines

- (a) The commission may impose an administrative fine of up to \$5,000 per violation against any person who violates any provision of this ordinance, which it shall require be deposited into the governmental entity's general revenue fund.
- (b) No ultimate jurisdictional authority may waive or reduce any fine imposed under this Section.

Section 2-493 – Collective Bargaining Restriction

Any recommendation for discipline or any action taken against any employee pursuant to this ordinance by the commission is subject to the provisions of any collective bargaining agreement or merit commission action that apply to the employee on the effective date of this ordinance. Collective bargaining agreements executed after the effective date of this ordinance shall include a provision which incorporates the substantive terms of this ordinance as part of such agreement.

Part 6 – Administrative Review

Section 2-494 – Administrative Review

The decision of the commission to dismiss a complaint is not subject to administrative review under the Illinois Code of Civil Procedure. The commission's imposition of any penalty, fine or sanction is a final decision and subject to administrative review pursuant to the Illinois Code of Civil Procedure.

RESOLUTION 2013-1703

AUTHORIZING THE EXECUTION OF AN INTERGOVERNMENTAL AGREEMENT WITH THE COUNTY OF DUPAGE AND REPEALING RESOLUTION 2012-1674

WHEREAS, the DuPage Airport Authority (the "Authority") on September 26, 2012 enacted Resolution 2012-1674 adopting an Intergovernmental Agreement with the County of DuPage (the "County") relating to shared Ethics Officers;

WHEREAS, the County has proposed a revised Intergovernmental Agreement relating to shared Ethics Officers in a manner that has provided further clarity to certain provisions of the Intergovernmental Agreement; and

WHEREAS, the Authority has determined that it is in the best interests of the Authority to enter into the revised Intergovernmental Agreement with the County attached hereto as Exhibit A and repeal Resolution 2012-1674.

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

1. The Board does hereby approve and adopt the Intergovernmental Agreement with the County of DuPage, which is attached hereto and made a part hereof as Exhibit A.
2. The Board hereby repeals DuPage Airport Authority Ordinance 2012-1674.
3. Executive Director David Bird shall take the necessary steps to effectuate the terms of the Intergovernmental Agreement attached hereto as Exhibit A.

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

Stephen L. Davis _____
Charles E. Donnelly _____
Dayle M. Gillett _____
Daniel L. Goodwin _____

Gerald M. Gorski _____
Peter H. Huizenga _____
Gina R. LaMantia _____
David J. Sabathne' _____
Perry R. Thompson _____

Passed & approved by the Board of Commissioners of the DuPage Airport Authority this 9th day of January, 2013.

CHAIRMAN

SECRETARY

RESOLUTION 2013-1703

**Intergovernmental Agreement
Shared Ethics Officers**

This INTERGOVERNMENTAL AGREEMENT (Agreement) is entered into by and between the County of DuPage (County), Illinois, a body corporate and politic and the DuPage Airport Authority, (contracting governmental entity) an Illinois Special District, (collectively "the Parties").

Recitals

WHEREAS, the Illinois Constitution and Illinois law provide that any power or powers, privileges, functions, or authority exercised or which may be exercised by a public agency of this State may be exercised, combined, transferred, and enjoyed jointly with any other public agency of this State except as prohibited by law; and

WHEREAS, the State Officials and Employees Ethics Act (Act) requires governmental entities to adopt an ordinance or resolution that regulates, in a manner no less restrictive than the provisions of the Act, (i) the political activities of officers and employees of the governmental entity and (ii) the soliciting and accepting of gifts by and the offering and making of gifts to officers and employees of the governmental entity; and

WHEREAS, in compliance with the Act, the County has adopted the Ethics Ordinance of DuPage County;

WHEREAS, in compliance with the Act, the contracting governmental entity has adopted [the DuPage County Ethics Ordinance of 2012 by reference with minor modifications , a certified copy of which is attached to and incorporated into this document Agreement as Exhibit A;

WHEREAS, in order to promote uniformity, efficiency, and consistency in the application of ethical standards throughout DuPage County, the Parties desire to utilize common ethics officers to enforce their respective Ethics Ordinance; and

WHEREAS, the use of a common ethics officers will result in a conservation of public resources and enhanced transparency; and

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the Parties hereto hereby agree as follows:

Part 1 - Incorporation of the Recitals

Section 1.1 - Recitals Incorporated. The recitals set forth above are incorporated in this Agreement by reference and made a part of this Agreement.

Part 2 - Common Ethics Adviser or Ethics Officer

Section 2.1 - Generally. The Ethics Adviser of DuPage County shall serve as the Ethics Adviser or Ethics Officer, as the case may be, of the contracting governmental entity. In this capacity, he or she shall have all of the powers and duties conferred by the ethics ordinance of the contracting governmental entity on that officer.

Section 2.2 – Reimbursement for Services and Expenses. The contracting governmental entity shall reimburse the County for all expenses incurred through the use of its Ethics Adviser pursuant to this agreement. The County shall provide the contracting governmental entity with a detailed, itemized invoice for all services rendered by the Ethics Adviser to it. The contracting governmental entity shall pay such invoice in accordance with the provisions of the Local Government Prompt Payment Act.

Section 2.3 – Rate of Compensation for Services. An hourly rate of \$185.00 an hour, billed at 1/6th hour increments, shall be the rate of compensation for the services of the Ethics Adviser.

Section 2.4 – Expenses incurred by the Ethics Adviser or the County. The contracting governmental entity shall reimburse the County for all expenses incurred by the County or by the Ethics Adviser.

Part 3 – Common Ethics Commission

Section 3.1 – Generally. The Ethics Commission of DuPage County appointed pursuant to the DuPage County Ethics Ordinance shall serve as the as the Ethics Commission of the contracting governmental entity. In this capacity, the Commission and its members shall have all of the powers and duties conferred by the ethics ordinance of the contracting governmental entity on its Ethics Commission.

Part 4 – Common Investigators General

Section 4.1 – Generally. The Investigator General of DuPage County or any of his or her assistants appointed pursuant to the DuPage County Ethics Ordinance shall serve as the as the Investigator(s) General of the contracting governmental entity. In this capacity, the Investigator(s) General and his or her assistants shall have all of the powers and duties conferred by the ethics ordinance of contracting governmental entity on its Investigator General.

Section 4.2 – Reimbursement for Services and Expenses. The contracting governmental entity shall reimburse the County for all expenses incurred through the use of its Investigaor General pursuant to this agreement. The County shall provide the contracting governmental entity with a detailed, itemized invoice for all services rendered by the Investigator(s) General to it. The contracting governmental entity shall pay such invoice in accordance with the provisions of the Local Government Prompt Payment Act.

Section 4.3 – Rate of Compensation for Services. An hourly rate of \$185.00 an hour, billed at 1/6th hour increments, shall be the rate of compensation for the services of the Investigator(s) General.

Section 4.4 – Expenses incurred by the Investigator(s) General or the County. The contracting governmental entity shall reimburse the County for all expenses incurred by the County or by the Investigator(s) General.

Part 5 – Additional Terms

Section 5.1 – Indemnification. The contracting governmental entity hereby releases and agrees that it shall indemnify and hold harmless the County and all of its present, former and future officers, including board members, commissioners, employees, attorneys, agents and assigns from and against any and all losses, liabilities, damages, claims, demands, fines, penalties, causes of action, costs and expenses whatsoever, including, but not limited to, attorneys' fees and court costs,

present or future, known or unknown, sounding in law or equity that arise out of or from or otherwise relate, directly or indirectly, to this Agreement to the extent authorized by law.

Section 5.2 - Covenant Not to Sue. The contracting governmental entity hereby covenants and agrees that it shall not sue, institute, cause to be instituted or permit to be instituted on its behalf, or by or on behalf of its past, present or future officials, officers, employees, attorneys, agents or assigns, any proceeding or other action with or before any local, state and/or federal agency, court or other tribunal, against the County, its board members, officers, commissioners, employees, attorneys, agents or assigns, arising out of, or from, or otherwise relating, directly or indirectly, to this Agreement to the extent authorized by law.

Section 5.3 - No Joint Venture. This Agreement shall not be construed in such a way that either party is deemed to be, the representative, agent, employee, partner, or joint venture of the other. The Parties shall not have the authority to enter into any agreement, nor to assume any liability, on behalf of the other party, nor to bind or commit the other party in any manner, except as expressly provided herein.

Section 5.4 - Entire Agreement. This Agreement constitutes the entire agreement of Parties with respect to the subject matter hereof and supersedes all other prior and contemporary agreements, understandings, representations, negotiations, and commitments between the Parties with respect to the subject matter hereof.

Section 5.5 - Verification of Expenses. The contracting governmental entity shall retain the right to verify all costs associated with services and expenses billed pursuant to Part 2 and Part 4 of this Agreement. This shall include the right to request a current total of outstanding charges that have been provided to the County's billing department which have not yet been submitted to the contracting governmental entity for reimbursement. In no case does this verification process allow the contracting governmental entity to refuse to pay an invoice in accordance with the provisions of the Local Government Prompt Payment Act.

Section 5.6. - Rights Reserved. Nothing in this Agreement shall prevent the contracting governmental entity from taking action against any of its officers or employees (up to and including termination of employment) or from referring any matter to the State's Attorney's Office for investigation or prosecution.

Section 5.7 - Subsequent Adoption of Amendments to County Ethics Ordinances. Whenever the contracting governmental entity adopts ethics ordinances or policies which are the same or substantially similar to ordinances or policies which have already been adopted by the County Board, the contracting governmental entity may request that the authority of the Ethics Commission and Investigator(s) General conferred by this Agreement be extended consistent with the subsequent amendments. Such request shall be in writing, fully set forth the new ordinance or policy adopted by the contracting governmental entity and directed to the Chairman of the DuPage County Ethics Commission.

Part 6 - Term

Section 6.1. - Term of Agreement. This Agreement shall become effective upon ratification by the Parties' respective corporate authority. The Agreement shall remain in effect until or unless terminated in accordance with Section 6.2.

Section 6.2 – Termination of Agreement. Either Party may cancel this Agreement at any time upon thirty (30) day's written notice of such, authorized by the governing board of the cancelling Party, directed to the Chairman or Chairperson of the other Party. However, any cancellation of this Agreement shall not be effective as to any investigation by the County Investigator General or proceeding before the County Ethics Commission pending at the time the cancellation is effective and such investigation or proceeding shall remain with the County Investigator General or the County Ethics Commission until concluded by them.

WHEREFORE, the Parties have signed and executed this Agreement as of the date written below in the County of DuPage, State of Illinois.

COUNTY OF DUPAGE:

:

Daniel J. Cronin
DuPage County Board Chairman

David Bird
DuPage Airport Authority Executive Director

Attest:
DuPage County Clerk

Attest:

Date:


Date:

Attachment List: Exhibit A – DuPage Airport Authority Ethics Ordinance



DUPAGE AIRPORT AUTHORITY

TO: DuPage Airport Authority
Board of Commissioners

FROM: David Bird 
Executive Director

RE: Proposed Resolution 2013-1701; Resolution Approving the Use of Outside Attorneys and Auditors for the Year 2013.

DATE: January 2, 2013

SUMMARY:

As required by the Airport Authority's By-Laws, The Board of Commissioners each year must approve the outside attorneys and auditors to be utilized by the Airport Authority. It is recommended that Wolf and Company be retained as the outside auditors and that Schirott & Luetkehans and VedderPrice be retained as the outside attorneys for 2013. The rates for 2013 are reflected in Exhibit A, B and C of the Proposed Resolution as well as a comparison of the rates from 2012. Staff has obtained additional quotes from law firms and auditing firms to establish fair and competitive rates.

PREVIOUS COMMITTEE/BOARD ACTION:

January 26, 2012 – Annual Board Meeting. The Board of Commissioners passed Resolution 2012-1628; Resolution Approving the Use of Outside Auditors and Attorneys for the Year 2012.

REVENUE OR FUNDING IMPLICATIONS:

Rates as provided have been included as part of the 2013 Budget and Appropriations for the Airport Authority.

STAKEHOLDER PROCESS:

N/A

LEGAL REVIEW:

N/A

ATTACHMENTS:

Proposed Resolution 2013-1701; Resolution Approving the Use of Outside Auditors and Attorneys for the Year 2013.

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 2013-1701; Resolution Approving the Use of Outside Auditors and Attorneys for the Year 2013.

RESOLUTION 2013-1701
RESOLUTION APPROVING THE USE OF OUTSIDE
AUDITORS AND ATTORNEYS FOR THE YEAR 2013

WHEREAS, the DuPage Airport Authority (hereinafter "Authority"), DuPage County, Illinois is a duly authorized and existing Special District under the laws of the State of Illinois; and

WHEREAS, the Authority has previously enacted By-Laws for its operation; and

WHEREAS, Article V of the Authority's By-Laws requires that outside auditors and attorney's for the Authority be hired and approved by the Board of Commissioners on an annual basis; and

WHEREAS, the Authority desires and deems it to be in the best interest of the Authority to appoint Wolf & Company as its outside auditor for the year 2013 at the hourly rates set forth in the Attached Exhibit A; and

WHEREAS, the Authority desires and deems it to be in the best interest of the Authority to appoint Schirott & Luetkehans, PC and Vedder, Price PC, as its outside attorneys for the year 2013 at the hourly rates attached hereto on Exhibits B and C respectively.

NOW, THEREFORE, BE IT RESOLVED, that the Authority hereby approves the hiring of Wolf & Company as its outside auditors; and Schirott & Luetkehans, PC and Vedder Price PC as its outside attorneys for the year 2013 at the hourly rates set forth on the attached Exhibits A, B and C.

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

Stephen L. Davis _____
Charles E. Donnelly _____
Dayle M. Gillett _____
Daniel L. Goodwin _____
Gerald M. Gorski _____

Peter H. Huizenga _____
Gina R. LaMantia _____
David J. Sabathne' _____
Perry R. Thompson _____

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 9th day of January, 2013.

Chairman

ATTEST:

Secretary

RESOLUTION 2013-1701

WOLF & COMPANY

HOURLY RATES

	<u>2012</u>	<u>2013</u>
ENGAGEMENT PARTNER	\$240	\$245
CONCURRING PARTNER	\$210	\$215
MANAGER	\$178	\$183
SENIOR AUDITOR	\$162	\$166
STAFF AUDITOR	\$146	\$150
INTERN	\$90	\$ 90
ADMINISTRATIVE SUPPORT	\$50	\$ 50

EXHIBIT A

SCHIROTT & LUTKEHANS PC

HOURLY RATES

	<u>2012</u>	<u>2013</u>
PARTNERS	\$200	\$200
ASSOCIATES	\$175	\$175
LAW CLERKS	\$ 65	\$ 70

EXHIBIT B

VEDDER PRICE PC

HOURLY RATES

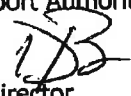
	<u>2012</u>	<u>2013</u>
ALL ATTORNEYS	\$290	\$300

EXHIBIT C



DUPAGE AIRPORT
AUTHORITY

TO: DuPage Airport Authority Board of Commissioners

FROM: David Bird 
Executive Director

RE: Proposed Resolution 2013-1711; Authorizing the Execution of Contract with Serafin and Associates Inc. for Marketing and Communications Services

DATE: January 2, 2013

SUMMARY:

On January 11, 2011, the Airport Authority Board passed Resolution 2011-1561 authorizing the execution of a contract with Serafin and Associates for marketing and communications services. This contract amount has been used for the production of marketing materials, press releases and coordination of events to promote the benefits of the Authority to the aviation industry and to the community. 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 2013 beginning January 1, 2013 and ending December 31, 2013 for an amount not to exceed \$42,500.

COMMITTEE/BOARD ACTION:

None

REVENUE OR FUNDING IMPLICATIONS:

Funds are available within the FY-2013 budget for this purpose.

STAKEHOLDER PROCESS:

N/A

LEGAL REVIEW:

The Contract will be reviewed and approved by Phil Luetkehans prior to execution.

ATTACHMENTS:

Proposed Resolution 2013-1711; Authorizing the Execution of a Contract with Serafin and Associates Inc. for Marketing and Communications Services.

ALTERNATIVES:

None

RECOMMENDATION: I recommended approving Proposed Resolution 2013-1711; Authorizing the Execution of a Contract with Serafin and Associates Inc. for Marketing and Communications Services.

RESOLUTION 2013-1711

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

WHEREAS, the DuPage Airport Authority Board of Commissioners, on January 12, 2011 passed Resolution 2011-1561; Authorizing the Execution of a Contract with Serafin and Associates Inc. for Marketing and Communications Services.

WHEREAS, the DuPage Airport Authority Board of Commissioners, on September 14, 2011 passed Resolution 2011-1603; amending this agreement to increase the contract amount by \$35,000 for a not-to-exceed amount of \$60,000.

WHEREAS, the DuPage Airport Authority Board of Commissioners, on May 16, 2012 passed Resolution 2012-1664; amending this agreement to increase the contract amount by \$35,000 for a not-to-exceed amount of \$95,000.

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

WHEREAS, the DuPage Airport Authority wishes to a contract with Serafin and Associates Inc. for Marketing and Communication Services for a total not-to-exceed amount of \$42,500 for Fiscal Year 2013 beginning January 1, 2013 through December 31, 2013; and

WHEREAS, the DuPage Airport Authority has sufficient funds in the FY-2013 Budget to fund this contract; and

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 Amendment.

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

Stephen L. Davis _____
Charles E. Donnelly _____
Dayle M. Gillett _____
Daniel L. Goodwin _____

Gerald M. Gorski _____
Peter H. Huizenga _____
Gina R. LaMantia _____
David J. Sabathne' _____
Perry R. Thompson _____

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 9th day of January, 2013.

CHAIRMAN

SECRETARY


RESOLUTION 2012-1664



**DUPAGE AIRPORT
AUTHORITY**

TO: DuPage Airport Authority
Board of Commissioners

FROM: John Schlaman, General Manager
Prairie Landing Golf Club

THROUGH: David Bird 
Executive Director

RE: Proposed Resolution 2013-1705: Award of Contract to Reinders, Inc. for the
Procurement of Toro@Network VP Irrigation Satellite Controllers for
Prairie Landing Golf Club.

DATE: January 2, 2013

SUMMARY:

The 2012 Capital Budget for Prairie Landing included \$140,000 for costs associated with the replacement of twenty four (24) Toro@Network 8000 irrigation satellite controllers utilized for the purpose of golf irrigation system control, including installation.

The Toro@Network 8000 satellite is a proprietary system that was originally installed during golf course construction in 1992. In 2003, Toro@Co. introduced to the golf marketplace the Toro@VP irrigation satellite controller and the new accompanying control platform. Toro also announced the beginning of the phase out for Network 8000@ satellites and replacement part productions. Toro has also committed to continue repair parts support for existing users through December 2010 or until existing parts inventory stock is exhausted. As a result the system in place at Prairie Landing is obsolete and no longer supported by Toro.

This irrigation satellite replacement plan includes replacement of all necessary satellites and components, operating software; lightning protection and radio interface hardware. This will provide for a fully-operable upgrade and conversion to irrigation satellites of suitable format. The irrigation satellite replacements shall include installation by a qualified irrigation contractor selected via a separate sealed bid early next year.

Due to the proprietary Toro System in Place, the Toro@ brand must be specified. Reinders, Inc. is the only area distributor that exclusively supplies Toro@ products in the Chicago Market. Reinders, Inc. is a contracted member with National IPA, a cooperative purchasing client. The Toro@Network 8000 Irrigation Satellite Controllers cost is \$100,164.66.

In order to ensure the cooperative purchasing price was the lowest, staff solicited sealed bids for the procurement installation of satellite irrigation controllers in the November 14, 2012, edition of the Daily Herald Newspaper. Three (3) sealed bids were received and Opened at 2:00 p.m. on December 5, 2012. Bid tabulations were as follows:

Vendor	Amount
National IPA Joint Purchasing/ Reinders, Inc. Franklin Park, Illinois	\$100,164.66
Reinders, Inc. Franklin Park, Illinois	\$100,264.66
Kenney Machinery Corporation Indianapolis, Illinois	\$139,499.00
MTI Distributing Brooklyn Center, MN	\$148,555.91

Upon Evaluation of the bids, it is apparent that Reinders, Inc. – Joint Purchasing Coop is the low and responsible bidder.

PREVIOUS COMMITTEE/BOARD ACTION:

January 9, 2013 Finance, Budget, and Audit Committee – this item is being reviewed by the Committee.

REVENUE OR FUNDING IMPLICATIONS

In 2012, the Prairie Landing Golf Club budgeted \$140,000 for the procurement of an Irrigation Satellite Replacement Project. This cost is within the budgeted amount.

STAKEHOLDER PROCESS

No stakeholders have been identified at this time.

LEGAL REVIEW

Legal counsel has previously drafted the standard contract utilized for the procurement of this item.

ALTERNATIVES

The Board can deny, modify or amend these issues.

RECOMMENDATIONS

Subject to favorable recommendation of the Finance, Budget and Audit Committee, the Executive Director and Staff recommend Board approval of Proposed Resolution 2013-1705; Award of Contract to Reinders, Inc. for the Procurement of Toro@Network VP Irrigation Satellite Controllers for Prairie Landing Golf Club.

RESOLUTION 2013-1705

**Award of Contract to Reinders, Inc. for Procurement
of TORO Network VP Irrigation Satellite Controllers for
Prairie Landing Golf Club**

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 is utilizing a Joint Cooperative Purchasing Agreement with Reinders, Inc. through National IPA for procurement of an Irrigation Satellite for the Prairie Landing Golf Club;

NOW, THEREFORE, BE IT RESOLVED, that the Authority enter into a written Contract with Reinders, Inc. for the total amount of \$100,164.66 and;

FURTHER, BE IT RESOLVED, that the Board of Commissioners of the DuPage Airport Authority hereby authorizes the Executive Director, David Bird to execute said Contract with Reinders, Inc. and to take whatever steps necessary to effectuate the terms of said Contract.

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

Stephen Davis _____
Charles Donnelly _____
Dayle M. Gillett _____
Daniel L. Goodwin _____
Gerald M. Gorski _____

Peter H. Huizenga _____
Gina LaMantia _____
David J. Sabathne' _____
Perry R. Thompson _____

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 9th day of January, 2013.

CHAIRMAN

(ATTEST)

SECRETARY



**DUPAGE AIRPORT
AUTHORITY**

TO: DuPage Airport Authority
Board of Commissioners

FROM: John Schlaman, General Manager
Prairie Landing Golf Club

THROUGH: David Bird 
Executive Director

RE: Proposed Resolution 2013-1706: Award of Contract to Liebold, Inc. for the
Procurement of Installation of Golf Satellite Controllers for
Prairie Landing Golf Club.

DATE: January 2, 2013

SUMMARY:

The 2012 Capital Budget for Prairie Landing included \$140,000 for the replacement and installation of all thirty-three (33) Toro®Network 8000 irrigation satellite controllers utilized for the purpose of golf irrigation system control. The cost of the irrigation satellite controllers is \$100,164.66. We then had to separately bid for the installation.

Staff solicited sealed bids for the procurement of installation of satellite irrigation controller services in the November 21, 2012, edition of the *Daily Herald Newspaper*. Five (5) sealed bids were received and opened at 2:00 p.m. on December 12, 2012. Bid tabulations are as follows:

Bidders	Amount
Liebold, Inc. East Dubuque, Illinois	\$12,650.00
Commercial Irrigation & Turf, Inc. East Peoria, Illinois	\$24,500.00
Midwest Irrigation, Inc. East Dubuque, Illinois	\$31,800.00
Peterson Companies, Inc. Chisago City, Minnesota	\$45,000.00
Halloran & Yauch, Inc. Lake Forest, Illinois	\$50,990.00

Upon Evaluation of the bids, it is apparent that Liebold, Inc. is the low responsive and responsible bidder

PREVIOUS COMMITTEE/BOARD ACTION:

January 9, 2013 Finance, Budget, and Audit Committee – this item is being reviewed by the Committee.

REVENUE OR FUNDING IMPLICATIONS

In 2012, the Prairie Landing Golf Club budgeted \$140,000 for the procurement of an Irrigation Satellite Replacement Project. The cost of the controllers is \$100,164.66. Therefore the cost of the installation is within the budgeted amount.

STAKEHOLDER PROCESS

No stakeholders have been identified at this time.

LEGAL REVIEW

Legal counsel has previously drafted the standard contract utilized for the procurement of this item.

ALTERNATIVES

The Board can deny, modify or amend these issues.

RECOMMENDATIONS

Subject to the favorable recommendation of the Finance, Budget and Audit Committee, the Executive Director and Staff recommend Board approval of Proposed Resolution 2013-1706; Award of Contract to Liebold, Inc. for Procurement of Installation of Golf Satellite Controllers for Prairie Landing Golf Club.

RESOLUTION 2013-1706

**Award of Contract to Liebold Inc. for Procurement
of Installation of Golf Irrigation Satellite Controllers
for Prairie Landing Golf Club**

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 has solicited sealed bids for the procurement of Installation of Golf Irrigation Satellite Controllers for Prairie Landing Golf Club; and

WHEREAS, the Authority has received and reviewed (5) five sealed bids on December 17, 2012; and

NOW, THEREFORE, BE IT RESOLVED, that the Authority be authorized to generate the necessary purchase order for the Procurement of Installation of Golf Irrigation Satellite Controllers for Prairie Landing Golf Club; and

FURTHER, BE IT RESOLVED, that the Board of Commissioners of the DuPage Airport Authority hereby authorizes the Executive Director, David Bird to execute said Purchase Order Contract with Liebold, Inc. and to take whatever steps necessary to effectuate the terms of said Contract.

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

Stephen Davis _____
Charles Donnelly _____
Dayle M. Gillett _____
Daniel L. Goodwin _____
Gerald M. Gorski _____

Peter H. Huizenga _____
Gina LaMantia _____
David J. Sabathne' _____
Perry R. Thompson _____

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 9th day of January, 2013.

CHAIRMAN

(ATTEST)

SECRETARY

**DUPAGE AIRPORT AUTHORITY
 INSTALLATION OF SATELLITE IRRIGATION CONTROLLER
 SOLICITATION NO. 2012-2111**

STATEMENT OF POLITICAL CONTRIBUTIONS

LEIBOLD IRRIGATION, INC.
 (name of entity or individual)

18950 COUNTY HIGHWAY 5 WEST
EAST DUBUQUE, IL 61025
 (address of entity or individual)

1. List the name and office of every elected official, as that term is defined in the DuPage Airport Authority's Procurement Policy, whom a contribution, exceeding \$150.00 total, was made to in the 24 months preceding the execution of this form. For each elected official, provide, in the space provided, the date of the contribution(s), the amount of the contribution(s) and the form of the contribution(s). If additional space is needed, please attach a separate sheet of paper containing a full and complete list.


Elected Official	Office	Date	Amount	Form
<u>NO CONTRIBUTIONS</u>				

NOTE: If this statement of political contributions is being made on behalf of a business entity or other type of organization, a separate, additional, statement of political contributions may be required by the DuPage Airport Authority. When making this statement of political contributions in an individual capacity, you must include contribution(s) made by your spouse and dependant children. See pages 11-13 of the Procurement Policy of the DuPage Airport Authority for said requirements.

VERIFICATION:

"I declare that this statement of political contributions (including any accompanying lists of contributions) has been examined by me and to the best of my knowledge and belief is a true, correct and complete statement of my (or the entities) political contributions as required by the Procurement Policy of the DuPage Airport Authority. Further, by signing this document I authorize the DuPage Airport Authority to disclose this information as it sees fit."

12-10-12
 (date)


 (signature)

V.P.
 (title of signer, if a business)



TO: Board of Commissioners

FROM: Mark Doles *MD*
 Director, Aviation Facilities and Properties

THROUGH: David Bird *DB*
 Executive Director

RE: Authorization of Proposed 2013-1707, Authorizing the Execution of an FBO Services Agreement with Paragon Aviation Group

DATE: January 3, 2012

=====

SUMMARY:

Staff proposes entering into an agreement for the DuPage Flight Center with the Paragon Aviation Group (“Paragon”). Paragon was started by a retired executive from Air BP and is a network of premier independent FBO’s that have joined efforts to better compete within the market against the major branded operations such as Signature and Atlantic. Membership does not require renaming or rebranding of an FBO. Membership is like the affiliations of elite hotels such as “Luxury Boutique Hotels and Spas”. These affiliations give recognition and status to independent operators, in addition to marketing and purchasing strength, yet allows them to keep their identities and unique qualities.

Current members of the Paragon Aviation Group include:

- | | |
|--------------------------------------|---------------------------------|
| Tampa Jet at TPA Tampa | Odyssey at MYNN Nassau Bahamas |
| Odyssey at MYEF Exuma Bahamas | Maguire at VNY Van Nuys |
| Aero Air at HIO Portland | Galvin at BFI Seattle |
| First Aviation at TEB Teterboro | Xjet Aviation at APA Denver |
| Texas jet at FTW Fort Worth | Legacy Jet Center at TUL Tulsa |
| Lane Aviation at CMH Columbus | Executive Air at GRB Green Bay |
| Business Jet at DAL Dallas | Business Jet at OAK Oakland, CA |
| National Jets at FLL Fort Lauderdale | Star Port at SFB Orlando |
| Hendricksen Jet Center at EDC Austin | APP Jet Center at HEF Manassas |

The DuPage Flight Center has been extended a graduated discounted rate the first year of membership. The membership fee starts the first quarter at \$750/month and increases \$250/month each quarter up to \$1,500/month the last quarter for an average cost of \$1,125/month the first year. Membership requires an initial one (1) year commitment. The first year will be \$13,500. The agreement calls for automatic renewal for one year periods thereafter if we do not give notification of our intent to terminate. Each year after the first year will cost \$18,000. Adequate funds are included in the 2013 Flight Center marketing budget for this expense. Only a slight increase in Jet A sales (less than 1.5%) would cover this additional expense.

Per our proposed agreement, no other FBO in Chicago at a competing airport would be considered for inclusion in this network. DuPage Flight Center would be the only Paragon Aviation Group FBO in Chicagoland.

The Paragon members are held to high standards for facilities and service provided. Further, discounted services and fuel are provided by each member to aircraft that are based with other Paragon members. Therefore, all of DuPage Airport's based customers will be guaranteed the same high quality service and facilities provided at their home base when traveling to a Paragon Aviation Group FBO.

PREVIOUS COMMITTEE/BOARD ACTION:

January 9, 2013 Finance Committee – this item is on the agenda for review and consideration

REVENUE OR FUNDING IMPLICATIONS:

FY'2013	\$13,500
FY'2014	\$18,000
Total Agreement	\$31,500 for two years

Anticipating approval of this program, funding has been included in the 2013 operating budget for the DuPage Flight Center.

STAKEHOLDER PROCESS:

Not applicable

LEGAL REVIEW:

Attorney Garner has reviewed and revised the Paragon Agreement.

ATTACHMENTS:

- Proposed Resolution 2013-1707, Authorizing the Execution of an FBO Services Agreement with Paragon Aviation Group
- Proposed FBO Services Agreement with Paragon Aviation Group

ALTERNATIVES:

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

RECOMMENDATION:

Subject to the favorable recommendation of the Finance Committee, it is the recommendation of the Executive Director and staff that the Board approves Proposed Resolution 2013-1707, Authorizing the Execution of an FBO Services Agreement with Paragon Aviation Group at the January 9, 2013 Board meeting.

**RESOLUTION 2013-1707
AUTHORIZING THE EXECUTION OF AN FBO SERVICES AGREEMENT WITH
PARAGON AVIATION GROUP**

WHEREAS, Paragon Aviation Group ("Paragon") is in the business of facilitating group marketing, purchasing and sales efforts on behalf of select individual fixed base operators; and

WHEREAS, the DuPage Airport Authority (the "Authority") desires to enter into an agreement with Paragon to become a member of Paragon's marketing group; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Authority deem it to be in the best interests of the Authority to enter into the FBO Services Agreement with Paragon Aviation Group; and

FURTHER, BE IT RESOLVED, that the Executive Director of the DuPage Airport Authority be and is hereby authorized to execute said FBO Services Agreement, attached hereto and made a part hereof as Exhibit "A", for and on behalf of the DuPage Airport Authority.

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

Stephen L. Davis _____
Charles E. Donnelly _____
Dayle M. Gillett _____
Daniel L. Goodwin _____
Gerald M. Gorski _____

Peter H. Huizenga _____
Gina R. LaMantia _____
David J. Sabathne _____
Perry R. Thompson _____

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 9th day of January, 2013.

ATTEST:

CHAIRMAN

SECRETARY

RESOLUTION 2013-1707

MEMORANDUM

TO: DuPage Airport Authority - Board of Commissioners
FROM: Bruce E. Garner
SUBJECT: Paragon Aviation – FBO Services Agreement
DATE: January 3, 2013

DuPage Airport Authority ("DAA") Staff proposes entering into an agreement with the Paragon Aviation Group ("Paragon"). The agreement would make the DAA a member of a network of independent Fixed Base Operators that have joined efforts to better compete within the market against the major branded operations such as Signature and Atlantic. The FBO Services Agreement ("Agreement") in your meeting packet was modified by DAA counsel through negotiations with Paragon management. Membership requires an initial one (1) year commitment. The fee for the first year will be \$13,500. The agreement calls for automatic renewal for one year periods thereafter if we do not give notification of our intent to terminate. Each year after the first year will cost \$18,000. The Agreement contains an indemnification clause, a DuPage County exclusive venue/jurisdiction clause, and a clause giving the DAA exclusive membership rights in a 50 mile radius from the DAA.

The law firm of Schirott, Luetkehans & Garner, LLC has negotiated the FBO Services Agreement, and the terms of same are acceptable to this firm. Therefore, we recommend approval and execution of the Agreement.



FBO SERVICES AGREEMENT

THIS FBO SERVICES AGREEMENT (the "**Agreement**"), made and entered into effective as of _____ 2013 (the "**Effective Date**"), is by and between **Delk's Valley Oil, Inc., dba Paragon Aviation Group**, an Oregon corporation, 3300 25th Street SE Salem, Oregon 97302, hereinafter referred to as "**Paragon**," and DuPage Airport Authority, an Illinois Special District, d/b/a DuPage Flight Center (hereinafter referred to as the "**FBO**").

FBO: DUPAGE AIRPORT AUTHORITY D/B/A DUPAGE FLIGHT CENTER
2700 International Drive
West Chicago, IL 60185

RECITALS:

Paragon Aviation Group™ is in the business of providing and facilitating group marketing, purchasing and sales efforts on behalf of select individual and small chain FBOs. FBOs that engage Paragon Aviation Group are referred to in this Agreement as "Paragon Aviation Group FBOs." The above-listed FBO wishes to engage the services of Paragon Aviation Group and to become a Paragon Aviation Group FBO along with other selected FBOs.

IN CONSIDERATION of the mutual covenants contained herein, the parties agree as follows:

1. General Paragon Aviation Group Objectives

The general objectives of Paragon Aviation Group are to achieve efficiencies in marketing, operations, purchasing, sales, and to identify effective business strategies for the benefit of Paragon Aviation Group FBOs. Each FBO that becomes a Paragon Aviation Group FBO is committed to Paragon Aviation Group minimum standards.

2. Paragon/FBO Responsibilities & Scope

- A.** The FBO agrees to the following: (i) to conduct business in accordance with Paragon Minimum Standards as identified on **Exhibit 1**, and as may be reasonably amended from time-to-time by Paragon with the input of the Advisory Council; (ii) to provide fuel discounts to base tenants of each Paragon Aviation Group FBO in the minimum amount of 40 cpg from list price; (iii) to allow periodic evaluations of FBO's operations and to correct deficiencies within thirty (30) days or as otherwise mutually agreed between the parties; (iv) to participate in certain programs offered by Paragon as identified on **Exhibit 2**; and (v) that this Agreement includes each of FBO's business locations, as identified on **Exhibit 3**.
- B.** Paragon agrees to perform the following: (i) affiliate FBO with other member FBO's and allow FBO access to information (as provided by Paragon Member FBOs) regarding base tenants and transient customers that use or frequent

other FBO member locations; (ii) supply and allow FBO use and access to Paragon's customized flight tracking software at Paragon's vendor discounted pricing; (iii) include FBO in trade show marketing efforts conducted by Paragon; (iv) include FBO in all advertising that Paragon participates in; (v) provide FBO special pricing through bulk purchasing of FBO vendor services; and (vi) allow use of the Paragon name and trademark as detailed herein.

3. Duration

This Agreement shall commence on the Effective Date and shall continue for a period of 1 year. Thereafter, this Agreement shall automatically renew for successive additional terms of one (1) year each; provided, however, that either party may terminate this Agreement at the end of the initial term, or any renewal term, upon at least 30 days' prior written notice. The right of a party to terminate at the end of any term of this Agreement shall be in addition to any other right to terminate described herein.

4. Pricing and Terms

For the first 3 months of this agreement, the FBO will pay \$750 per month (the "**FBO Alliance Fee**"). Each subsequent quarter, the monthly fee will increase by \$250/mth until the monthly fee reaches \$1500/mth. The monthly fee will then remain at \$1500/mth for the balance of any renewal term of this agreement. All payments shall be paid to Paragon on the 1st day of each month. On the 15th day of each month, FBO will deliver to Paragon a confidential report detailing the prior monthly sales in gallons.

5. Additional Provisions

The Additional Contract Terms beginning of page 3 of this Agreement, and any attachments, are specifically made a part of this Agreement by reference hereto.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

**PARAGON
DELK'S VALLEY OIL, INC.,
DBA PARAGON AVIATION GROUP**

FBO

By: _____
Michael W. Delk, President

By: _____
Its: _____

ADDITIONAL CONTRACT TERMS:

1. **Relationship of Parties.** Paragon and FBO (or FBO's employees) are not engaged in a joint venture and are not partners, agents, or employees of the other. Neither Paragon nor FBO is authorized to represent, obligate, or bind the other. Except as otherwise provided herein, nothing in this Agreement shall be construed as giving Paragon any right to exercise any control over FBO's operations or over the manner and method by which FBO conducts its operations. The Paragon Aviation Group FBOs are not engaged in a joint venture or partnership with each other and are not agents or employees of each other. No Paragon Aviation Group FBO is authorized to represent, obligate, or bind another Paragon Aviation Group FBO. Nothing in this Agreement shall be construed as giving any Paragon Aviation Group FBO any right to exercise any control over any other Paragon Aviation Group FBO's operations or the manner and method by which any FBO conducts its operation.
2. **Non-Exclusive Use of Trademarks.** Paragon hereby grants to FBO, during the term of this Agreement, the non-exclusive right and limited license to use the name "*Paragon Aviation Group™*" (the "*Trademark*"), and FBO accepts such grant. FBO shall only use such Trademark in compliance with the standards set forth by Paragon from time-to-time. FBO will not display the Trademark in such a manner that its distinctiveness, reputation or validity might be impaired and will not display the Trademark in such relation to a mark of any other person or company (including FBO) as to suggest that the two marks constitute a single or composite mark. Paragon shall have the right to terminate this Agreement forthwith in the event of any action by the FBO which in Paragon's opinion would endanger the reputation or validity of the Trademark. For the purposes of this Section, "*Trademark(s)*" also includes all trademarks, service marks, names or logos of Paragon at any time designated by Paragon for use by Paragon Aviation Group FBOs. Upon termination of this Agreement for any reason, FBO will immediately discontinue use of any such Trademarks.
3. **Insurance.** FBO shall maintain, at its sole cost, at all times during the term of this Agreement, the insurance coverage set forth below with companies satisfactory to Paragon with policy limits not less than as stated: (i) Worker's compensation insurance as required by law; (ii) Employer's liability coverage with a limit of not less than One Hundred Thousand (\$100,000) aggregate limit of liability and, in addition, not less than One Hundred Thousand (\$100,000) aggregate limit of liability per policy year for disease, including death at any time resulting therefrom, not caused by accident; (iii) a comprehensive general liability insurance policy (including airport premises and contractual liability) with combined single limit per occurrence of not less than Ten Million Dollars (\$10,000,000); (iv) comprehensive automobile liability insurance (for owned, hired, and non-owned automotive equipment) with combined single limit per occurrence of not less than Five Hundred Thousand Dollars (\$500,000) per occurrence; and (v) pollution liability coverage with limits reasonably satisfactory to Paragon. FBO shall also provide a certificate of insurance with a thirty (30) day notice of cancellation.
4. **Indemnity.** Each party shall indemnify, defend, and hold harmless the other party, any subsidiary and affiliated companies and their respective directors, officers, agents, and employees, from and against all expense (including attorneys' fees and costs), liability, and claims of whatsoever kind and nature, including but not limited to, those for damage to property (including the party's property) or injury to or death of persons, directly or indirectly resulting, alleged to result, or arising from the party's alleged negligence, reckless or intentional acts, the operation of the party's business or from anything occurring from any cause on or about or in conjunction with the parties actions pursuant to this Agreement, the maintenance, upkeep, repair, replacement, operation, or use of any premises owned and/or operated by the party, or anything located thereon, including, but not limited to, FBO's performance of its Legal Requirements.
5. **Legal Requirements.** FBO shall comply with all applicable federal, state and local laws, ordinances, regulations, rules, orders and guidelines, including, but not limited to, those governing health, human safety and the environment, fuel dispensing equipment, pollution, the labeling of fuel dispensing equipment and the loading, storage, transportation, handling and sale of petroleum products. Failure to strictly comply with each of the foregoing requirements shall be grounds for immediate termination of this Agreement.
6. **Confidential Information.** Paragon and FBO each acknowledge that all information concerning the subject matter of this Agreement, including but not limited to, standards, names, know-how, techniques, marketing and sales materials, materials, or any other information made available to a party hereunder, are valuable, special, and unique assets of Paragon and FBO. Such information is "*Confidential Information.*" To the extent allowed by law, the parties hereby mutually agree for themselves and their employees, staff, agents and representatives, that Paragon and FBO shall not use or disclose, either during or after the term of this Agreement, any Confidential Information of the other party, to any person, firm, corporation, or other entity for any reason or purpose, except as may be contemplated by this Agreement or as may be required by law. Upon termination of

this Agreement, Paragon and FBO will immediately discontinue use of the Confidential Information owned by the other party, and upon request, shall return any Confidential Information to the owner.

7. **Default.** In the event a party shall fail to perform any of the terms, covenants, conditions, or obligations of this Agreement, then such party shall be in default and the non-defaulting party may, subject to the requirements of notice hereunder provided, have the right to exercise any legal or equitable remedy available. If the FBO Alliance Fee is not paid within ten (10) days of the due date, then the balance due shall bear interest at the default rate of 18% per annum, from and after the date of default, provided that if such rate is usurious under governing law, then the default rate of interest shall equal the highest rate permitted by law. No notice of default shall be required for any failure to make payment hereunder. Paragon may immediately terminate this Agreement, without advanced notice, if FBO fails to pay any fees when due. In addition to any other remedy, if a party fails to timely cure a default as provided herein, the non-defaulting party may then automatically terminate this Agreement.
8. **Notices.** No party shall be deemed in default for failure to perform any covenant or condition of this contract, other than the failure to make payments as provided for herein, until notice of the default has been given to the defaulting party and such party shall have failed to remedy the default within thirty (30) days after notice. If the default is of such nature that it cannot be completely remedied within the thirty (30) day period, this provision shall be complied with if the defaulting party begins correction of the default within the thirty (30) day period and proceeds with reasonable diligence to remedy the default. All notices and other communications shall be in writing and delivered to the addresses first written above. Notice shall be deemed to be given (a) on the date of personal delivery, (b) at the expiration of the 3rd day after the date of deposit in the United States mail, or (c) on the date of confirmed delivery by facsimile or overnight delivery service.
9. **Governing Law; Jurisdiction/Venue.** This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois, without regard to conflict-of-law principles. In any action or proceeding, including any arbitration (if arbitration is mutually agreed to by the parties), seeking to enforce any provision(s) of, or based on any right(s) arising out of, or related to or concerning this Agreement, the parties hereto consent to the exclusive jurisdiction of the courts of the State of Illinois and of any duly appointed arbitrator. In any such action or proceeding, venue shall lie exclusively in DuPage County, Illinois, and in no other location. The parties agree that in any such action or proceeding the parties shall appear for deposition at their own expense in DuPage County, Illinois.
10. **Miscellaneous Provisions.** In the event of a default, the defaulting party shall reimburse the non defaulting party for all costs and expenses reasonably incurred by the non defaulting party in connection with the default, including without limitation attorney fees, and whether or not a suit or other form of dispute resolution is filed. If any arbitration, suit or action is instituted to interpret or enforce the provisions of this Agreement, to rescind this Agreement, or otherwise with respect to the subject matter of this Agreement, the party prevailing on an issue shall be entitled to recover with respect to such issue, in addition to costs, reasonable attorney fees incurred in preparation or in prosecution or defense of such arbitration, suit, or action as determined by the arbitrator or trial court, and if any appeal is taken from such decision, reasonable attorney fees as determined on appeal. FBO shall not sell or assign any right, interest, or obligations under this Agreement without prior written consent of Paragon. This Agreement is completely integrated and contains the final expression of the terms of the relationship between the parties hereto. This Agreement will be binding on and inure to the benefit of the parties and their respective successors and authorized assigns. Except for Paragon Minimum Standards which may be reasonably amended from time-to-time, this Agreement may be amended only by an instrument in writing executed by all the parties, which writing must expressly refer to this Agreement. The waiver by either party of the breach of any provision hereof by the other party shall not be deemed to be a waiver of the breach of any other provision or provisions hereof or of any subsequent or continuing breach.
11. **Exclusive Geographic Region.** Paragon and FBO agree that so long as this Agreement is in effect, Paragon shall not enter into the same or similar agreement with any other airport or fixed base operator within 50 miles from the Dupage Airport. The parties agree that the purpose of this provision is to grant FBO the exclusive rights and privileges afforded to Paragon member FBO's for the aforementioned geographic region.

EXHIBIT 1

PARAGON MINIMUM STANDARDS

Safety

- Ramp is in good and safe condition, free of foreign object debris (FOD)
- Safety vests or other approved safety gear are worn by ramp personnel at all times
- Marshall aircraft in and out
- Utilize wing walkers at all times
- Properly cone aircraft parked on ramp

Facilities

- Kitchen or food service vendor available for crews
- Executive level conference facilities (6+pp)
- Pilot Lounge separated from passenger lounge
- Flight Planning Area available to include weather system
- Argus Traqpak flight tracking program in place and properly utilized
- Computer with Internet access and printer available
- Restrooms are cleaned several times throughout the day

Programs

- Participate in all PAG Programs unless otherwise agreed in writing
- NATA Safety First Certified line service personnel or equivalent

Service

- Crew cars and/or courtesy shuttle are available for use and are clean, neat, and in good repair
- Coffee and bottled water are available as a courtesy to customers
- Coffee station in lobby will include: PAG approved premium brand individual cup serving available in the lobby or Starbucks/other approved Premium brand of coffee station available in air pots
- Standardized restroom amenities available
- Information readily available for local catering, hotels, cleaning service options, and local attractions
- Line Service Technician (LST) or Customer Service Representative (CSR) available to meet and assist all passengers with luggage during hours of operation
- FBO open 24/7 or offers after hours service (unless airport hours do not warrant this service)

EXHIBIT 2

PARAGON AVIATION GROUP FBO PROGRAMS

ARGUS TRAQPAK

JETSET MEDIA DISPLAY PROGRAM

Network Benefits to PAG based and affiliate aircraft:

Discounts

- One time fuel discount
- Continuing discount of 40 cpg minimum
- Discounted Handling (10% +/-)
- Discounted hangar space (10%+/-)
- Discounted maintenance (where available)

Other Complimentary Benefits

- Priority Parking (if applicable at your location)
- Priority reservations for Crew Cars
- Lav service
- Potable Water
- GPU

EXHIBIT 3

PARAGON AVIATION GROUP FBO's BUSINESS LOCATIONS

DUPAGE FLIGHT CENTER
2700 International Drive
West Chicago, IL 60185



TO: Board of Commissioners

FROM: Mark Doles *MD*
Director, Aviation Facilities and Properties

THROUGH: David Bird *DB*
Executive Director

RE: Authorization of Proposed Resolution 2013-1708, Ratifying the Execution by the Executive Director of U.S. House of Representatives District Office Lease with Peter J. Roskam

DATE: January 3, 2012

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SUMMARY:

Staff has been working with the Congressman Peter Roskam's staff since August 2012 regarding the possible move of their district office into the Flight Center Building. The Congressman's district now includes the Airport and Prairie Landing. The Business Park is in Congressman Hultgren's district.

After the election, plans began to solidify. Initially, space on the 2nd floor was proposed. In late November, it was determined by the Congressman's staff that the 2nd floor space was too small. We presented a new proposal to relocate an existing tenant, the Hawker Beechcraft sales office, from the 3rd floor down to vacant space on the 2nd and lease the Congressman the 3rd floor space (1,957 actual SF, 2,433 billable SF). This proposal was acceptable to both tenants.

The 3rd floor space required modifications for security/operational requirements. Airport staff worked with the Congressman's office and KBR to price and facilitate starting these modifications in a very short time frame. The Congressman's staff began moving items into the space December 21, 2012 and modifications began December 27th and. The office needs to be operational by January 3, 2013. Pricing for the required changes is \$23,312 with an expedited 15-calendar day construction. These changes are equal to 9-months rent. We will receive over \$60,000 in rent over the 24-month initial term.

This issue was very fluid and required the lease and required modification work to be administratively approved by the Executive Director for acceptance by the House of Representatives. As such, this is a request is to ratify the actions of the Executive Director. Ratification of approval for the office space modification work is included under a separate memo.

This lease utilizes the standard form U.S. House of Representatives District Office Lease. This document was reviewed by Airport Counsel and approved as to form even though no modifications were made.

The terms of the two (2) year lease are as follows:

Tenant: Congressman Peter J. Roskam
Location: 2700 International Drive, Suite 304
Commencement: January 3, 2013
Termination: January 2, 2015
Size: 1,957 SF
Monthly Rent: \$2,534
Gross Revenue Over Term: \$60,816
Utilities: Included in Rent

PREVIOUS COMMITTEE/BOARD ACTION:

January 9, 2013 Capital, Development, Leasing and Customer Fees Committee – this item is on the agenda for review and consideration

REVENUE OR FUNDING IMPLICATIONS:

Initial Year Lease Revenue: \$ 30,408
Lease Revenue over the 2-year Term: \$60,816

STAKEHOLDER PROCESS:

Not applicable

LEGAL REVIEW:

This is the standard form lease utilized by U.S. House of Representatives for their member's District Offices with the approved business terms inserted.

ATTACHMENTS:

- Proposed Resolution 2013-1708 Ratifying the Execution of U.S. House of Representatives District Office Lease with Peter J. Roskam. Lease Agreement is not attached.

ALTERNATIVES:

The Committee/ 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 approves Resolution 2013-1708 Ratifying the Execution of U.S. House of Representatives District Office Lease with Peter J. Roskam at the January 9, 2013 Board meeting.

RESOLUTION 2013-1708
RATIFYING THE EXECUTION BY THE EXECUTIVE DIRECTOR OF U.S. HOUSE
OF REPRESENTATIVES DISTRICT OFFICE LEASE WITH PETER J. ROSKAM

WHEREAS, the DuPage Airport Authority, an Illinois Special District (the "Authority"), is in receipt of a U.S. House of Representatives District Office Lease with Peter J. Roskam ("the Congressman"); and

WHEREAS, the Authority, as Landlord, and Congressman, as Tenant, have negotiated a Lease for office space to be utilized by the Congressman in the building commonly known as 2700 International Drive; and

WHEREAS, due to the expediency necessary to enter into the Lease with the Congressman, the Executive Director executed said Lease on behalf of the Authority; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Authority deem it to be in the best interests of the Authority to enter into the U.S. House of Representatives District Office Lease with Peter J. Roskam; and

FURTHER, BE IT RESOLVED, that the Board of Commissioners of the DuPage Airport Authority hereby ratify the execution of said Lease, attached hereto and made a part hereof as Exhibit "A", for and on behalf of the DuPage Airport Authority.

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

Stephen L. Davis _____
Charles E. Donnelly _____
Dayle M. Gillett _____
Daniel L. Goodwin _____
Gerald M. Gorski _____

Peter H. Huizenga _____
Gina R. LaMantia _____
David J. Sabathne _____
Perry R. Thompson _____

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 9th day of January, 2013.

ATTEST:

CHAIRMAN

SECRETARY

RESOLUTION 2013-1708



TO: Board of Commissioners

FROM: Mark Doles *MD*
Director, Aviation Facilities and Properties

THROUGH: David Bird *DB*
Executive Director

RE: Authorization of Proposed Resolution 2013-1709, Ratifying the Execution by the Executive Director of a Purchase Order Contract to Kellogg Brown and Root Services, Inc. for 3rd Floor Office Renovations at 2700 International Drive

DATE: January 3, 2012

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SUMMARY:

This item is to facilitate office renovations required for the office lease with Congressman Peter Roskam. As described in the previous memo, the 3rd floor space to be occupied by Congressman Roskam required renovations for security and operational reasons. These renovations included a new front door to allow for a secured waiting room, conversion of a space into the waiting room for constituents along with other minor interior renovations.

The price provided by KBR to perform these required renovations was \$23,312.31.

Due to time constraints to begin this work, the Job Order Contracting Program through Kellogg Brown and Root Services, Inc. ("KBR") was utilized and administratively approved by the Executive Director.

PREVIOUS COMMITTEE/BOARD ACTION:

January 9, 2013 Capital, Development, Leasing and Customer Fees Committee –
this item is on the agenda for review and consideration

REVENUE OR FUNDING IMPLICATIONS:

Adequate funds are contained in the capital budget to complete this work. The associated lease will provide the Authority \$30,408 of lease revenue for the initial year and \$60,816 for the term.

STAKEHOLDER PROCESS:

Not applicable

LEGAL REVIEW:

This is the standard form Purchase Order Contract; therefore no legal review is necessary.

ATTACHMENTS:

- Proposed Resolution 2013-1709 Ratifying the Execution by the Executive Director of a Purchase Order Contract to Kellogg Brown and Root Services, Inc. for 3rd Floor Office Renovations at 2700 International Drive

ALTERNATIVES:

The Committee/ 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 approves Resolution 2013-1709 Ratifying the Execution by the Executive Director of a Purchase Order Contract to Kellogg Brown and Root Services, Inc. for 3rd Floor Office Renovations at 2700 International Drive at the January 9, 2013 Board meeting.

RESOLUTION 2013-1709

**RATIFYING THE EXECUTION BY THE EXECUTIVE DIRECTOR OF A PURCHASE ORDER
CONTRACT TO KELLOGG BROWN AND ROOT SERVICES, INC. FOR 3RD FLOOR OFFICE
RENOVATIONS AT 2700 INTERNATIONAL DRIVE**

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 required office renovations for tenant space; and

WHEREAS, pursuant to Section 2.6(c), the Authority’s Procurement Policy allows purchases to be made by utilizing Contracts awarded through a joint purchasing alliance of which the DuPage Airport Authority is a member, where the Contract was formally competitively bid by the alliance or group.; and

WHEREAS, the DuPage County Department of Procurement in conjunction with the National IPA Joint Purchasing Alliance (“IPA”) awarded a national cooperative contract for a Job Order Contracting Program (“JOC”) with Kellogg Brown and Root Services, Inc. (KBR); and

WHEREAS, the Authority is a member of IPA; and

WHEREAS, KBR has submitted a JOC to perform said office renovations, at a cost of \$23,312.31; and

WHEREAS, due to the expediency necessary to perform said office renovations, the Executive Director executed said purchase order contract on behalf of the Authority; and

NOW, THEREFORE, BE IT RESOLVED, that the Authority be authorized to execute a purchase order contract with KBR for a total cost not to exceed \$23,312.31, and

FURTHER, BE IT RESOLVED, that the Board of Commissioners of the DuPage Airport Authority hereby ratify the execution of the Purchase Order Contract with Kellogg Brown and Root Services, Inc. attached hereto as Exhibit A and to take whatever steps necessary to effectuate the terms of said Contract.

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

Stephen Davis _____
Charles E. Donnelly _____
Dayle M. Gillett _____
Daniel L. Goodwin _____
Gerald M. Gorski _____

Peter H. Huizenga _____
Gina LaMantia _____
David J. Sabathne’ _____
Perry R. Thompson _____

Passed & approved by the Board of Commissioners of the DuPage Airport Authority this 9th day of January, 2013.

ATTEST:

CHAIRMAN

SECRETARY

RESOLUTION 2013-1702
Disclosure of Executive Session Minutes

WHEREAS, pursuant to the Illinois Open Meetings Act, 5 ILCS 120/2.06, the Board of Commissioners of the DuPage Airport Authority semi-annually reviews and makes available for public inspection non-confidential portions of executive session minutes;

WHEREAS, the Board of Commissioners met in executive session on January 9, 2013 to review the minutes of all previously non-disclosed executive sessions;

WHEREAS, after consultation with legal counsel, the Board of Commissioners has determined that the need for confidentiality still exists for certain executive session minutes; and

WHEREAS, after consultation with legal counsel, the Board of Commissioners has determined that the executive session minutes attached hereto no longer require confidential treatment and should be made available for public inspection in their final form within seven (7) days from the date of this Resolution.

NOW, THEREFORE, BE IT RESOLVED, that, pursuant to the Illinois Open Meetings Act, the DuPage Airport Authority hereby makes available for public inspection those portions of the executive session minutes, which are attached hereto.

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

Stephen L. Davis _____
Charles E. Donnelly _____
Dayle M. Gillett _____
Daniel L. Goodwin _____

Gerald M. Gorski _____
Peter H. Huizenga _____
Gina R. LaMantia _____
David J. Sabathne' _____
Perry R. Thompson _____

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 9th day of Januar, 2013.

CHAIRMAN

SECRETARY

RESOLUTION 2013-1702