



# DUPAGE AIRPORT AUTHORITY

**BOARD OF COMMISSIONERS  
REGULAR MEETING**

**WEDNESDAY, MARCH 13, 2013  
DuPAGE FLIGHT CENTER  
3<sup>rd</sup> FLOOR CONFERENCE ROOM**

## TENTATIVE AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF MINUTES** **TAB#1** **PAGE #4**  
**January 9, 2013 Finance, Budget and Audit Committee Meeting**  
**January 9, 2013 Capital Development, Leasing and Customer Fees**  
**Committee Meeting**
4. **PUBLIC COMMENT**
5. **DIRECTOR'S REPORT** **PAGE #9**
6. **REVIEW OF FINANCIAL STATEMENTS** **TAB#2** **PAGE #11**
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. **DuPage Business Center**
8. **OLD BUSINESS**
9. **NEW BUSINESS**
  - a. **Proposed Ordinance 2013-263; An Ordinance Abating Levy of Tax**  
**Authorized by Ordinance 2012-256; An Ordinance of the DuPage Airport**  
**Authority Levying Taxes for Corporate Purposes of the DuPage Airport**  
**Authority for the Fiscal Year January 1, 2012 through December 31,**  
**2012.** **TAB#3** **PAGE #25**
  - b. **Proposed Ordinance 2013-264; An Ordinance Amending the Investment**  
**Policy for the DuPage Airport Authority and Repealing Ordinance 2012-**  
**255.** **TAB#4** **PAGE #28**

- c. **Proposed Resolution 2013-1714; Appointment of an Illinois Municipal Retirement Fund Authorized Agent for the DuPage Airport Authority.**  
**TAB#5 PAGE #43**
- d. **Proposed Resolution 2013-1715; Award of Bid to Eagle Tugs for the Procurement of One (1) All Wheel Drive Diesel Powered Aircraft Tug.**  
**TAB#6 PAGE #46**
- e. **Proposed Resolution 2013-1716; Award of Bid to Advance Disposal Services Solid Waste Midwest, LLC for Garbage Disposal Services.**  
**TAB#7 PAGE #50**
- f. **Proposed Resolution 2013-1717; Award of an Electric Energy Supplier Agreement.**  
**TAB#8 PAGE #54**
- g. **Proposed Resolution 2013-1718; Award of Contract to Valley Linen Supply for Linen and Towel Rental Services.**  
**TAB#9 PAGE #56**
- h. **Proposed Resolution 2013-1719; Award of Bid to Alaniz Landscape Group, Inc. for Landscape Maintenance Service for the DuPage Business Center.**  
**TAB#10 PAGE #61**
- i. **Proposed Resolution 2013-1720; Disposition of Surplus Personal Property.**  
**TAB#11 PAGE #65**
- j. **Proposed Resolution 2013-1721; Award of Bid to Precision Wall Systems, Inc. for the Curtain Wall Replacement.**  
**TAB#12 PAGE #75**
- k. **Proposed Resolution 2013-1722; Award of Bid to Schramm Construction for the Aircraft Rescue and Fire Fighting Station.**  
**TAB#13 PAGE #79**
- l. **Proposed Resolution 2013-1726; Authorizing the Execution of an Agreement with FGM for Construction Administration Services for the Aircraft Rescue and Fire Fighting Station.** **TAB#14 PAGE #83**
- m. **Proposed Resolution 2013-1723; Award of Bid to Anthony Roofing, Inc. for Removal of the Mansard Roof on E-20 Hangar.**  
**TAB#15 PAGE #86**
- n. **Proposed Resolution 2013-1724; Authorizing the Execution of an Amendment to an Agreement for Engineering Services from Crawford, Murphy and Tilly, Inc. for the Project to Rehabilitate Runway 2L/20R and Taxiway W – Phase 1 Widen to 150’.**  
**TAB#16 PAGE #90**
- o. **Proposed Resolution 2013-1725; Authorizing the Execution of an Amendment to a Professional Services Agreement with Crawford, Murphy and Tilly, Inc. for Construction Phase Engineering Services for Construction of the East Side Drainage System – Phase 1.**  
**TAB#17 PAGE #95**

- p. Proposed Resolution 2013-1727; Authorizing the Execution of an Amended Hangar Lease Agreement for Travel Express Aviation.**

**TAB#18 PAGE #102**

- 10. RECESS TO EXECUTIVE SESSION FOR THE DISCUSSION OF PENDING, PROBABLE OR IMMINENT LITIGATION; EMPLOYEE MATTERS; THE PURCHASE OR LEASE OF REAL PROPERTY FOR THE USE OF THE DUPAGE AIRPORT AUTHORITY; AND THE SETTING OF A PRICE FOR SALE OR LEASE OF PROPERTY OWNED BY THE DUPAGE AIRPORT AUTHORITY.**
- 11. RECONVENE REGULAR SESSION**
- 12. OTHER BUSINESS**
- 13. ADJOURNMENT**

**DuPAGE AIRPORT AUTHORITY  
FINANCE, BUDGET AND AUDIT COMMITTEE  
WEDNESDAY, JANUARY 9, 2013**

A meeting of the Finance, Budget and Audit Committee of the DuPage Airport Authority Board of Commissioners was convened at the DuPage Flight Center, 2700 International Drive, West Chicago, Illinois, First Floor Conference Room, on Wednesday, January 9, 2013. Chairman Huizenga was absent from this meeting and Commissioner Donnelly acted as Chairman for this meeting. Acting Chairman Donnelly called the meeting to order at 2:02 p.m.

**Commissioners Present:** Davis, Donnelly.  
**Commissioners Absent:** Huizenga

**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 November 2012 Financial Statements**

Mr. Hoard reviewed the financial statements and discussion followed.

*Total Operating Revenues* increased overall by 5%. Airport Operations, Flight Center and Prairie Landing is 3%, 4% and 6% respectively ahead of budget for revenues.

*Total Operating Expenses* 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 with the extended golf season and more banquets held.

*Net Profit* has increased 90% from 2011. Gain of sale of fixed assets is showing a significant increase; 4.2% of that gain is from the sale of land to CenterPoint and the Illinois Department of Transportation; this is not a cash gain to report but a fiscal gain.

*Total Non Operating Revenues* are increased 68% and *Total Non Operating Expenses* are decreased 20% from 2011.

*Over all Ending Cash Balance* is \$27.6 million; the Airport Authority is anticipated to end the year roughly the same.

Executive Director Bird discussed the Accounts Receivable Aging Report provided for the Committee's review and advised this report will be provided to the Finance Committee at each meeting. Discussion followed.

**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.**

Executive Director Bird advised that all statutory requirements for passage of the 2013 Budget have been met by the Airport Authority. He continued that the Tentative Budget was sent to DuPage County Board Chairman Cronin on December 3, 2012 and no comments have been received from either Chairman Cronin or his staff. He added that a public hearing was held on

January 8, 2013 and there were no comments received. Staff recommended approval of the 2013 Budget and Appropriations.

A **MOTION** was made by Commissioner Davis to recommend Board approval of Proposed Ordinance 2013-260; 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 Donnelly and was unanimously passed by roll call vote (2-0).

**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.**

Executive Director Bird asked John Schlaman to discuss this purchase. Mr. Schlaman advised that Prairie Landing had budgeted funds in 2012 for replacement of the currently utilized Toro irrigation satellite controllers and their installation. He continued that Toro installed these satellite controllers in 1992 and in 2003 announced that these irrigation satellite controllers and replacement parts would be phased out; Toro committed to continue supporting the existing system through December 2010 or until inventory was exhausted. Mr. Schlaman advised that now the current sprinklers are obsolete and are no longer supported by Toro for repair or replacement parts. He continued that the equipment and the installation were bid separately and the contract for installation services would be discussed as the next agenda item. Mr. Schlaman reported that three bids were received and Reinders Inc. was the low bidder at \$100,000. Reinders Inc. is a contracted member of the National IPA, a cooperative purchasing client, and will deliver the IPA price to Prairie Landing. Staff recommended approval and discussion followed.

A **MOTION** was made by Commissioner Davis to recommend Board approval of 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. The **motion was seconded** by Commissioner Donnelly and was passed unanimously by roll call vote (2-0).

**Proposed Resolution 2013-1706; Award of Contract to Liebold, Inc. for Procurement of Installation of Golf Irrigation Satellite Controllers for Prairie Landing Golf Club.**

Mr. Schlaman continued to explain this contract is for the installation of the golf irrigation satellite controllers as discussed. He reported that five bids were received for this contract and staff is recommending award to Liebold, Inc. He continued that this vendor's bid was substantially lower and discussion followed. Staff recommended approval.

A **MOTION** was made by Commissioner Davis to recommend Board approval of Proposed Resolution 2013-1706; Award of Contract to Liebold, Inc. for Procurement of Installation of Golf Irrigation Satellite Controllers for Prairie Landing Golf Club. The **motion was seconded** by Commissioner Donnelly and was passed unanimously by roll call vote (2-0).

**Proposed Resolution 2013-1707; Authorizing Execution of FBO Services Agreement with Paragon Aviation Group.**

Executive Director Bird and Mark Doles to review this proposed agreement. Mr. Doles explained that the Paragon Aviation Group is a network of premier independent FBO's who have joined efforts to compete within the market with the major branded operations. He continued that this group is made up of 18 members and that the DuPage Flight Center has been invited for membership. Mr. Doles stated that staff is requesting to enter into an agreement with the Paragon Aviation Group, explained the benefits of this membership and reviewed the terms of the agreement. Discussion followed. Staff recommended approval.

A **MOTION** was made by Commissioner Davis to recommend Board approval of Proposed Resolution 2013-1707; Authorizing Execution of FBO Services Agreement with Paragon Aviation Group. The **motion was seconded** by Commissioner Donnelly and was passed unanimously by roll call vote (2-0).

**Other Business**

None.

A **MOTION** was made by Commissioner Davis to adjourn the Finance, Budget and Audit Committee; the **motion was seconded** and was passed unanimously by voice vote. The meeting adjourned at 2:30 p.m.

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**Chuck Donnelly, Acting Chairman**  
**Finance, Budget and Audit Committee**

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

**DuPAGE AIRPORT AUTHORITY  
CAPITAL DEVELOPMENT, LEASING AND CUSTOMER FEES COMMITTEE  
WEDNESDAY, JANUARY 9, 2013**

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, January 9, 2013. Chairman Gorski called the meeting to order at 2:30 p.m. and a quorum was present.

**Commissioners Present:** Davis, Gillett, Gorski, LaMantia, Sabathne'

**Absent:** None

**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; John Schlaman, General Manager of Prairie Landing Golf Club; 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 advised there were no significant issues to report.

**NEW BUSINESS**

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

Mr. Doles explained that the execution of this Purchase Order Contract was administratively approved by the Executive Director and ratification of this action is requested. Mr. Doles discussed the terms of the Contract with KBR for these modifications. He explained that negotiations have been ongoing with the Congressman's staff since August 2012 and in early November plans began to solidify for office space on the 2<sup>nd</sup> floor of the Flight Center Building. At that time it became apparent to the Congressman's staff that the area located on the 2<sup>nd</sup> floor was too small for their needs. Mr. Doles stated that he negotiated with an existing tenant currently located on the 3<sup>rd</sup> floor for the vacant office space on the 2<sup>nd</sup> floor that would be more suited to their needs. This would free the 3<sup>rd</sup> floor office space for the Congressman. Both tenants were agreeable to the new arrangement and relocation and the terms of the lease agreement will be discussed in the following agenda item. Mr. Doles stated that the Congressman's staff required some modifications to be made in the office space on the 3<sup>rd</sup> floor of the Flight Center Building for security and operational requirements. Due to time constraints Staff went to Kellogg Brown and Root Services (KBR) to secure pricing and utilized the Job Order Contracting Program for KBR to perform these modifications. The timing of this transaction required that the Executive Director sign this lease agreement and authorize the office space modifications prior to Board approval and staff is now requesting ratification of the Executive Director's actions.

A **MOTION** was made by Commissioner LaMantia to recommend Board approval for Proposed Resolution 2013-1709; Ratifying the Execution by the Executive Director of a Purchase Order Contract to Kellogg Brown and Root Services, Inc. for 3<sup>rd</sup> Floor Office Renovations located at

2700 International Drive. The motion was seconded by Commissioner Davis and was passed by roll call vote (5-0).

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

Mr. Doles continued to review the terms of the lease agreement and discussion continued. Staff recommended approval.

A **MOTION** was made by Commissioner Davis to recommend Board approval for Proposed Resolution 2013-1707; Ratifying the Execution by the Executive Director of U.S. House of Representatives District Office Lease with Peter J. Roskam. The motion was seconded by Commissioner Gillett and was passed by roll call vote (5-0).

**RECESS TO EXECUTIVE SESSION**

A **MOTION** was made by Commissioner LaMantia to recess to Executive Session for the discussion of pending, probable or imminent litigation; employee matters; the purchase or lease of real property for the use of the DuPage Airport Authority; and the setting of a price for sale or lease of property owned by the DuPage Airport Authority. The **motion was seconded** by Commissioner Davis and was passed unanimously by voice vote. The Regular Meeting was recessed to Executive Session at 2:50 p.m. and was reconvened at 3:00 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 3:03 p.m.

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





## MONTHLY STATISTICS

**January 2013**

	<u>Jan. '13</u>	<u>Jan. '12</u>	<u>'12 vs. '11</u>	<u>January Percent Change</u>
<b>FUEL</b>				
100LL	15,450	12,857	2,593	20.2%
Jet A	177,089	172,435	4,654	2.7%
<b>Total Gallons</b>	<b>192,539</b>	<b>185,292</b>	<b>7,247</b>	<b>3.9%</b>

### OPERATIONS

Local	1,486	1,670	-184	-11.0%
Itinerant	3,257	3,359	-102	-3.0%
<b>Total Ops</b>	<b>4,743</b>	<b>5,029</b>	<b>-286</b>	<b>-5.7%</b>

### REGIONAL OPS

	<u>Jan. '13</u>	<u>Jan. '12</u>	<u>'12 vs. '11</u>	<u>January Percent Change</u>
<b><u>Total OPS</u></b>				
DuPAGE	4,743	5,029	-286	-5.7%
Palwaukee	4,606	5,041	-435	-8.6%
Aurora	4,296	4,037	259	6.4%
Waukegan	2,980	2,895	85	2.9%
State of Illinois	134,115	132,545	1,570	1.2%
Teterboro	11,484	11,364	120	1.1%
Van Nuys	18,860	20,283	-1,423	-7.0%
Centennial	23,954	23,473	481	2.0%

### Local OPS

DuPAGE	1,486	1,670	-184	-11.0%
Palwaukee	920	1,335	-415	-31.1%
Aurora	2,242	1,964	278	14.2%
Waukegan	1,366	1,272	94	7.4%
State of Illinois	18,691	17,557	1,134	6.5%
Teterboro	0	0	0	
Van Nuys	6,078	6,534	-456	-7.0%
Centennial	9,989	9,745	244	2.5%

### Itinerant OPS

DuPAGE	3,257	3,359	-102	-3.0%
Palwaukee	3,686	3,706	-20	-0.5%
Aurora	2,054	2,073	-19	-0.9%
Waukegan	1,614	1,623	-9	-0.6%
State of Illinois	115,424	114,988	436	0.4%
Teterboro	11,484	11,364	120	1.1%
Van Nuys	12,782	13,749	-967	-7.0%
Centennial	13,965	13,728	237	1.7%

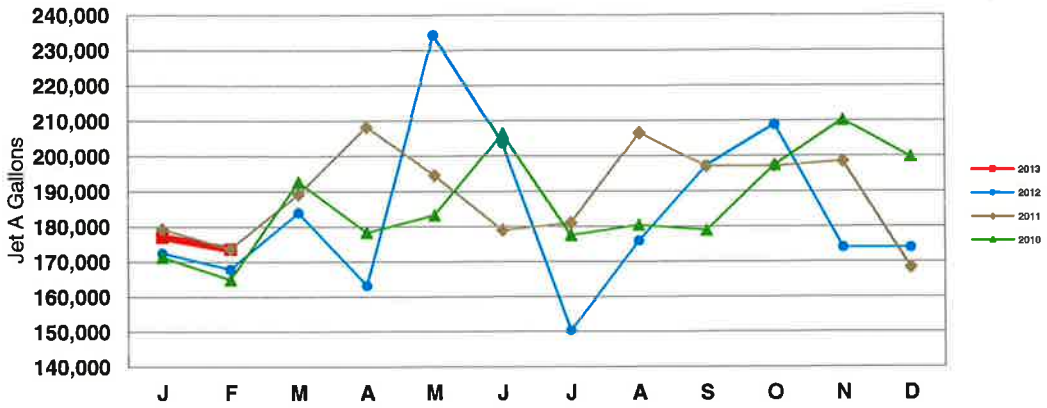


**MONTHLY STATISTICS**

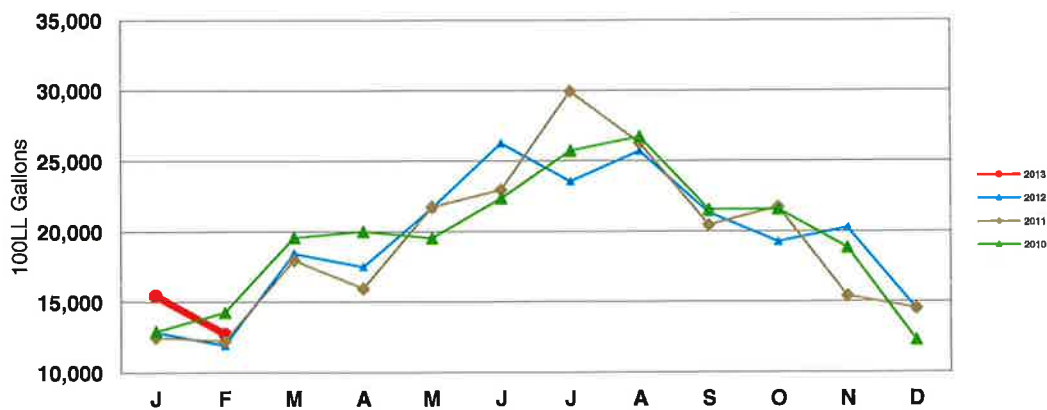
**February 2013**

	<u>Feb. '13</u>	<u>Feb. '12</u>	<u>'12 vs. '11</u>	<u>February Percent Change</u>	<u>YTD 2013</u>	<u>YTD 2012</u>	<u>'13 vs. '12</u>	<u>Percent Change</u>
<b>FUEL</b>								
100LL	12,758	11,931	827	6.9%	28,208	24,788	3,420	13.8%
Jet A	173,583	167,822	5,761	3.4%	350,672	340,257	10,415	3.1%
<b>Total Gallons</b>	<b>186,341</b>	<b>179,753</b>	<b>6,588</b>	<b>3.7%</b>	<b>378,880</b>	<b>365,045</b>	<b>13,835</b>	<b>3.8%</b>

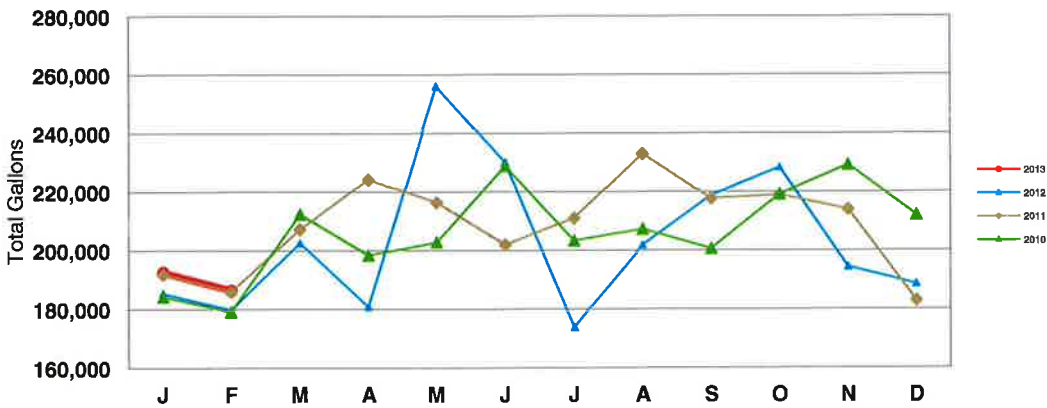
### Jet A by Month



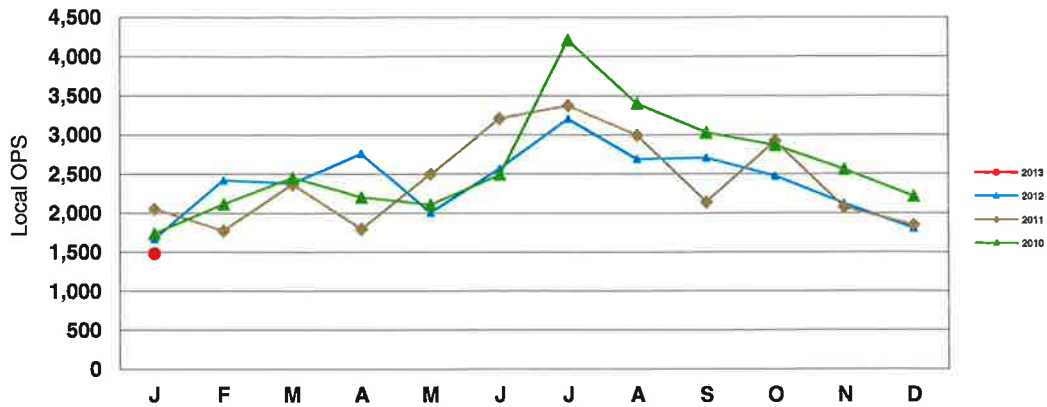
### 100LL by Month



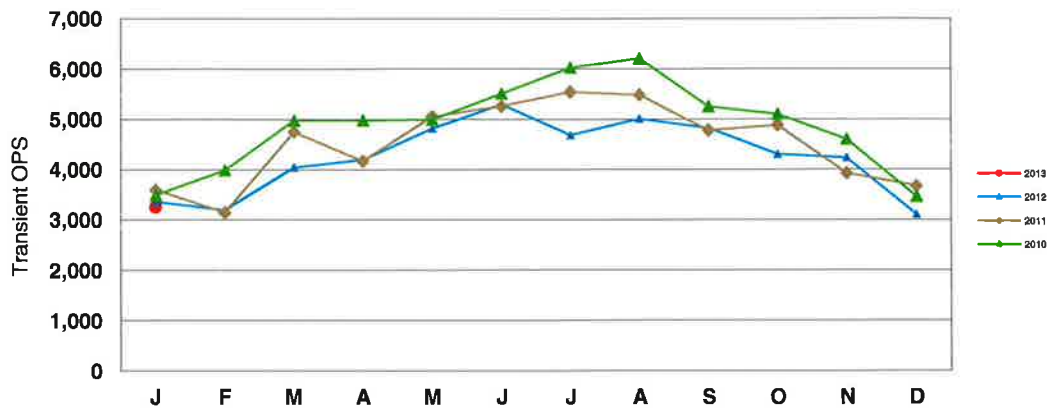
### Total Gallons by Month



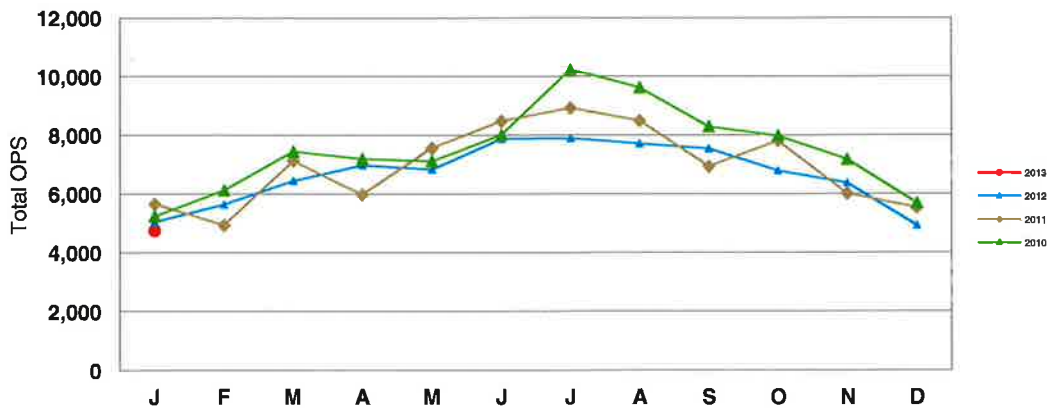
### Local OPS by Month



### Transient OPS by Month



### Total OPS by Month





# DUPAGE AIRPORT AUTHORITY

**Dec-12**

**FINANCIALS  
PRE-AUDIT  
COMMISSIONERS**

**Board Summary**  
**DuPage Airport Authority**  
**YTD December 2012**

	YTD Budget	YTD Actual	Percent Change Actual vs Budget
Beginning Cash Balance- Unrestricted	11,054,669	11,054,669	
Beginning Cash Balance - Restricted	15,860,903	15,860,903	
	26,915,572	26,915,572	
<b><u>OPERATING REVENUES</u></b>			
Airport Operations	3,427,758	4,730,136	38%
Flight Center Fuel Operations	9,016,328	12,451,812	38%
Prairie Landing Golf Club	2,289,061	2,826,279	23%
<b>TOTAL OPERATING REVENUES</b>	<b>14,733,147</b>	<b>20,008,227</b>	<b>36%</b>
<b><u>OPERATING EXPENSES</u></b>			
Airport Operations	4,595,209	5,815,324	27%
Flight Center Fuel Operations	7,935,265	10,512,361	32%
Prairie Landing Golf Club	1,833,941	2,478,381	35%
<b>TOTAL OPERATING EXPENSES</b>	<b>14,364,415</b>	<b>18,806,066</b>	<b>31%</b>
<b>Net Profit from Operations</b>	<b>368,732</b>	<b>1,202,161</b>	<b>226%</b>
<b><u>NON-OPERATING REVENUES</u></b>			
Miscellaneous Taxes	35,000	51,815	48%
Property Taxes/Abatements	5,689,843	6,096,057	7%
Interest Income	105,000	28,006	-73%
Gain/(Loss) on Sale of Fixed Assets	41,250	4,324,243	10383%
<b>TOTAL NON-OPERATING REVENUES</b>	<b>5,871,093</b>	<b>10,500,122</b>	<b>79%</b>
<b><u>NON-OPERATING EXPENSES</u></b>			
Property Tax (DAA)	179,208	188,859	5%
Property Tax (PLGC)	250,000	244,211	-2%
CenterPoint Advance - Interest	0	97,152	0%
<b>TOTAL NON-OPERATING EXPENSES</b>	<b>429,208</b>	<b>530,222</b>	<b>24%</b>
<b>Net Profit from Non-Operations</b>	<b>5,441,885</b>	<b>9,969,900</b>	<b>83%</b>
<b>Net Profit Excluding Depreciation</b>	<b>5,810,617</b>	<b>11,172,061</b>	<b>92%</b>
<b>Total YTD Revenues</b>	<b>20,604,240</b>	<b>30,508,349</b>	<b>48%</b>
<b>Total YTD Expenditures</b>	<b>14,793,623</b>	<b>19,336,288</b>	<b>31%</b>
<b>CAPITAL DEVELOPMENT PROGRAMS</b>	<b>13,337,768</b>	<b>8,216,100</b>	<b>-38%</b>
<b>Non Cash Transactions</b>		<b>(2,395,487)</b>	
<b>Cash Balance - Ending</b>	<b>19,388,421</b>	<b>27,476,046</b>	<b>39%</b>

**DuPAGE AIRPORT AUTHORITY**  
**STATEMENT OF REVENUES AND EXPENSES**  
**YTD December 2012**

	AIRPORT OPERATIONS	DuPAGE FLIGHT CENTER	PRAIRIE LANDING GOLF CLUB	TOTALS
<b>Revenues</b>				
Field Operations	1,240,709	0	0	1,240,709
Building Operations	3,163,196	0	0	3,163,196
Flight Center Building	202,789	0	0	202,789
Administrative	123,442	0	0	123,442
Fuel and Oil Sales		12,160,383	0	12,160,383
Deice, Lav Service, Preheats, APU, Tows		45,845	0	45,845
Overnight Fees - Transient		39,805	0	39,805
Hangar Rental		154,520	0	154,520
Golf Operations		0	1,724,182	1,724,182
Food and Beverage	0	40,979	272,001	312,980
Kitty Hawk Deli	0	0	51,081	51,081
Banquet	0		775,052	775,052
Miscellaneous	0	10,280	3,963	14,244
<b>Total Revenues</b>	<b>4,730,136</b>	<b>12,451,812</b>	<b>2,826,279</b>	<b>20,008,227</b>
<b>Cost of Sales</b>				
Field Operations	1,491,066	0	0	1,491,066
Building Operations	956,109	0	0	956,109
Flight Center Building	250,961	0	0	250,961
Shop Equipment	381,991	0	0	381,991
Fuel and Oil	0	8,561,565	0	8,561,565
Maintenance	0	191,470	0	191,470
Credit Card Expense	0	173,255	57,555	230,809
Golf Course Maintenance	0	0	692,761	692,761
Golf Operations	0	0	355,695	355,695
Food and Beverage	0	97,212	248,830	346,042
Kitty Hawk - Deli	0	0	51,081	51,081
Banquet	0	0	516,753	516,753
<b>Total Cost of Sales</b>	<b>3,080,127</b>	<b>9,023,501</b>	<b>1,922,674</b>	<b>14,026,302</b>
<b>Gross Profit/(Loss)</b>	<b>1,650,009</b>	<b>3,428,311</b>	<b>903,605</b>	<b>5,981,925</b>
<b>General and Administrative</b>				
Administration	2,260,507	1,473,813	555,706	4,290,026
Commissioners	114,973	0	0	114,973
Business Development & Marketing	190,557	15,047	0	205,604
Accounting	266,312	0	0	266,312
<b>Total General &amp; Administrative</b>	<b>2,832,349</b>	<b>1,488,861</b>	<b>555,706</b>	<b>4,876,916</b>
<b>Operating Income (Loss) Before Depreciation &amp; Principal Reductions</b>	<b>(1,182,339)</b>	<b>1,939,450</b>	<b>347,898</b>	<b>1,105,009</b>
<b>Non Operating Revenues (Expenses)</b>				
Taxes - Property	6,096,057	0	0	6,096,057
Taxes - Other	51,815	0	0	51,815
Taxes - Paid	(188,859)	0	(244,211)	(433,070)
Interest Income	28,002	3	1	28,006
Amortization (Expense)	0	0	0	0
Gain on Sale of Fixed Assets	4,324,243	0	0	4,324,243
<b>Total Non Operating Revenues (Expenses)</b>	<b>10,311,259</b>	<b>3</b>	<b>(244,210)</b>	<b>10,067,052</b>
<b>Net Income (Loss) before Depreciation</b>	<b>9,128,919</b>	<b>1,939,453</b>	<b>103,689</b>	<b>11,172,061</b>
Depreciation	9,092,203	52,975	156,924	9,302,102
<b>Net Income</b>	<b>36,716</b>	<b>1,886,478</b>	<b>(53,235)</b>	<b>1,869,959</b>

**DuPAGE AIRPORT AUTHORITY**  
**COMBINING BALANCE SHEET**  
**Month of December 2012**

	AIRPORT OPERATIONS	DuPAGE FLIGHT CENTER	PRAIRIE LANDING GOLF CLUB	TOTALS
<b>ASSETS</b>				
<b>Current Assets</b>				
Cash and Cash Equivalents	27,078,298	273,220	124,528	27,476,046
Receivables				
Property Taxes	6,060,801	-	-	6,060,801
Accounts Receivable	609,921	375,007	24,342	1,009,269
Due To/From Prairie Landing Golf Club	530,198	-	-	530,198
Due To/From DuPage Airport Authority	-	(0)	-	(0)
Prepaid Expenses	547,278	44,698	61,127	653,103
Vehicle Fuel Inventory	36,862	-	-	36,862
Inventories	-	192,359	57,632	249,991
<b>Total Current Assets</b>	<b>34,863,359</b>	<b>885,284</b>	<b>267,628</b>	<b>36,016,271</b>
<b>Other Assets</b>				
Intangible Water Rights	539,389	-	-	539,389
Intangible Fuel Acquisition	-	1,000,000	-	1,000,000
<b>Total Other Assets</b>	<b>539,389</b>	<b>1,000,000</b>	<b>-</b>	<b>1,539,389</b>
<b>Capital Assets</b>				
Cost	284,795,753	934,560	2,998,088	288,728,401
Const in Progress 2004	49,666	-	-	49,666
Const in Progress 2005	30,724	-	-	30,724
Const in Progress 2006	42,956	-	-	42,956
Const in Progress 2007	227,928	-	-	227,928
Const in Progress 2008	233,599	-	-	233,599
Const in Progress 2009	169,842	-	-	169,842
Const in Progress 2010	1,567,414	-	-	1,567,414
Const in Progress 2011	5,862,125	-	-	5,862,125
Const in Progress 2012	7,177,625	-	-	7,177,625
	300,157,633	934,560	2,998,088	304,090,281
Accumulated Depreciation/Amortization	(153,436,897)	(1,719,515)	(2,533,435)	(157,689,846)
<b>Total Capital Assets</b>	<b>146,720,736</b>	<b>(784,956)</b>	<b>464,654</b>	<b>146,400,434</b>
<b>TOTAL ASSETS</b>	<b>182,123,483</b>	<b>1,100,328</b>	<b>732,282</b>	<b>183,956,094</b>



**DuPAGE AIRPORT AUTHORITY**  
**COMBINING BALANCE SHEET**  
**Month of December 2012**

	AIRPORT OPERATIONS	DuPAGE FLIGHT CENTER	PRAIRIE LANDING GOLF CLUB	TOTALS
<b>LIABILITIES</b>				
<b>Current Liabilities</b>				
Accounts Payable	961,220	285,753	159,887	1,406,861
Accrued Liabilities	609,336	120,580	361,343	1,091,259
Due to/from DuPage Airport Authority	-	-	530,198	530,198
Deferred Income - Operations	2,256,118	68,086	-	2,324,204
Deferred Income Property Taxes	6,004,630	-	-	6,004,630
Deferred Income Land	105,000	-	-	105,000
Total Current Liabilities	9,936,305	474,420	1,051,428	11,462,153
<b>Long-Term Liabilities</b>				
Security Deposits	113,262	-	140,651	253,913
Total Long-Term Liabilities	113,262	-	140,651	253,913
<b>TOTAL LIABILITIES</b>	<b>10,049,567</b>	<b>474,420</b>	<b>1,192,079</b>	<b>11,716,066</b>
<b>NET ASSETS</b>				
<b>Net Assets</b>				
Investment in Capital Assets, January 1	144,685,444	270,287	825,154	145,780,885
Changes in Net Capital Assets	2,510,138	(55,244)	(360,500)	2,094,394
Net Investment in Capital Assets	147,195,582	215,042	464,654	147,875,278
Restricted Future Capital Assets, January 1	15,856,862	-	-	15,856,862
Changes in Future Capital Assets	-	-	-	-
Net Restricted Future Capital Assets	15,856,862	-	-	15,856,862
Unrestricted Net Assets, January 1	3,463,001	2,818,151	(1,231,716)	5,049,436
Changes in Net Capital Assets	2,375,015	(1,147,023)	360,500	1,588,492
Net Income (Loss)	36,716	1,886,478	(53,235)	1,869,959
Intrafund Transfers - Transfer from Tech Park	3,146,741	(3,146,741)	-	-
Net Unrestricted Assets	9,021,472	410,866	(924,451)	8,507,887
<b>TOTAL NET ASSETS</b>	<b>172,073,917</b>	<b>625,908</b>	<b>(459,797)</b>	<b>172,240,028</b>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>182,123,483</b>	<b>1,100,328</b>	<b>732,282</b>	<b>183,956,094</b>



# DUPAGE AIRPORT AUTHORITY

**Jan-13**

**FINANCIALS  
PRE-AUDIT  
COMMISSIONERS**

**Board Summary**  
**DuPage Airport Authority**  
**YTD January 2013**

	YTD Budget	YTD Actual	Percent Change Actual vs Budget
<b>Beginning Cash Balance</b>	<b>27,476,046</b>	<b>27,476,046</b>	
<b><u>OPERATING REVENUES</u></b>			
Airport Operations	376,233	388,256	3%
Flight Center Fuel Operations	940,412	962,689	2%
Prairie Landing Golf Club	49,463	85,688	73%
<b>TOTAL OPERATING REVENUES</b>	<b>1,366,108</b>	<b>1,436,633</b>	<b>5%</b>
<b><u>OPERATING EXPENSES</u></b>			
Airport Operations	397,072	346,809	-13%
Flight Center Fuel Operations	787,041	774,918	-2%
Prairie Landing Golf Club	103,151	93,426	-9%
<b>TOTAL OPERATING EXPENSES</b>	<b>1,287,264</b>	<b>1,215,153</b>	<b>-6%</b>
<b>Net Profit from Operations</b>	<b>78,844</b>	<b>221,480</b>	<b>181%</b>
<b><u>NON-OPERATING REVENUES</u></b>			
Miscellaneous Taxes	6,700	7,904	18%
Property Taxes/Abatements	56,000	1	-100%
Interest Income	12,500	2,554	-80%
Gain/(Loss) on Sale of Fixed Assets	4,583	0	-100%
<b>TOTAL NON-OPERATING REVENUES</b>	<b>79,783</b>	<b>10,458</b>	<b>-87%</b>
<b><u>NON-OPERATING EXPENSES</u></b>			
Property Tax (DAA)	0	0	0%
Property Tax (PLGC)	0	0	0%
CenterPoint Advance - Interest	0	0	0%
<b>TOTAL NON-OPERATING EXPENSES</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Net Profit from Non-Operations</b>	<b>79,783</b>	<b>10,458</b>	<b>-87%</b>
<b>Net Profit Excluding Depreciation</b>	<b>158,627</b>	<b>231,938</b>	<b>46%</b>
<b>Total YTD Revenues</b>	<b>1,445,891</b>	<b>1,447,091</b>	<b>0%</b>
<b>Total YTD Expenditures</b>	<b>1,287,264</b>	<b>1,215,153</b>	<b>-6%</b>
<b>CAPITAL DEVELOPMENT PROGRAMS</b>	<b>1,467,133</b>	<b>85,212</b>	<b>-94%</b>
Changes In: Accounts Receivable		19,251	
Changes In: Inventories		48,529	
Changes In: Prepaid Expenses		132,840	
Changes In: Accounts Payable		(704,590)	
Changes In: Accrued Liabilities		(122,928)	
Changes In: Security Deposits		12,710	
Changes In: Deferred Income		(12,781)	
<b>Cash Balance - Ending</b>	<b>26,167,540</b>	<b>26,594,563</b>	<b>2%</b>

**DuPAGE AIRPORT AUTHORITY**  
**STATEMENT OF REVENUES AND EXPENSES**  
YTD January 2013

	AIRPORT OPERATIONS	DuPAGE FLIGHT CENTER	PRAIRIE LANDING GOLF CLUB	TOTALS
<b>Revenues</b>				
Field Operations	93,961	0	0	93,961
Building Operations	265,624	0	0	265,624
Flight Center Building	19,099	0	0	19,099
Administrative	9,571	0	0	9,571
Fuel and Oil Sales	0	950,848	0	950,848
De-ice, Lav Service, Preheats, APU, Tows	0	6,761	0	6,761
Overnight Fees - Transient	0	1,405	0	1,405
Hangar Rental	0	11,547	0	11,547
Golf Operations	0	0	62,438	62,438
Food and Beverage	0	1,444	7	1,450
Kitty Hawk Deli	0	0	3,829	3,829
Banquet	0	0	19,286	19,286
Miscellaneous	0	(9,315)	128	(9,186)
<b>Total Revenues</b>	<b>388,256</b>	<b>962,689</b>	<b>85,688</b>	<b>1,436,633</b>
<b>Cost of Sales</b>				
Field Operations	117,424	0	0	117,424
Building Operations	70,019	0	0	70,019
Flight Center Building	19,698	0	0	19,698
Shop Equipment	15,400	0	0	15,400
Fuel and Oil	0	660,362	0	660,362
Maintenance	0	14,631	0	14,631
Credit Card Expense	0	11,905	1,056	12,961
Golf Course Maintenance	0	0	16,429	16,429
Golf Operations	0	0	8,301	8,301
Food and Beverage	0	1,618	8,762	10,379
Kitty Hawk - Deli	0	0	8,404	8,404
Banquet	0	0	20,737	20,737
<b>Total Cost of Sales</b>	<b>222,542</b>	<b>688,515</b>	<b>63,689</b>	<b>974,745</b>
<b>Gross Profit/(Loss)</b>	<b>165,714</b>	<b>274,175</b>	<b>21,999</b>	<b>461,888</b>
<b>General and Administrative</b>				
Administration	111,709	81,928	29,737	223,375
Commissioners	971	0	0	971
Business Development & Marketing	2,466	4,475	0	6,941
Accounting	9,122	0	0	9,122
<b>Total General &amp; Administrative</b>	<b>124,267</b>	<b>86,403</b>	<b>29,737</b>	<b>240,408</b>
<b>Operating Income (Loss) Before Depreciation &amp; Principal Reductions</b>	<b>41,447</b>	<b>187,772</b>	<b>(7,738)</b>	<b>221,480</b>
<b>Non Operating Revenues (Expenses)</b>				
Taxes - Property	1	0	0	1
Taxes - Other	7,904	0	0	7,904
Taxes - Paid	0	0	0	0
Interest Income	2,553	0	0	2,554
Amortization (Expense)	0	0	0	0
Gain on Sale of Fixed Assets	0	0	0	0
Other Revenue (Expenses)	0	0	0	0
<b>Total Non Operating Revenues (Expenses)</b>	<b>10,458</b>	<b>0</b>	<b>0</b>	<b>10,458</b>
<b>Net Income (Loss) before adjustments</b>	<b>51,904</b>	<b>187,772</b>	<b>(7,738)</b>	<b>231,938</b>
Depreciation	645,236	0	11,219	656,454
<b>Net Income</b>	<b>(593,331)</b>	<b>187,772</b>	<b>(18,957)</b>	<b>(424,516)</b>

**DuPAGE AIRPORT AUTHORITY**  
**COMBINING BALANCE SHEET**  
**Month of January 2013**

	AIRPORT OPERATIONS	DuPAGE FLIGHT CENTER	PRAIRIE LANDING GOLF CLUB	TOTALS
<b>ASSETS</b>				
<b>Current Assets</b>				
Cash & Cash Equivalents	26,175,680	302,499	116,384	26,594,563
Receivables				
Property Taxes	6,060,801	-	-	6,060,801
Accounts Receivable	647,830	379,634	1,055	1,028,520
Due To/From DuPage Flight Center	34,404	-	-	34,404
Due To/From Prairie Landing Golf Club	530,198	-	-	530,198
Due To/From DuPage Airport Authority	-	(34,404)	-	(34,404)
Prepaid Expenses	574,776	132,538	78,630	785,943
Vehicle Fuel Inventory	36,862	-	-	36,862
Inventories	-	240,449	58,071	298,520
<b>Total Current Assets</b>	<b>34,060,552</b>	<b>1,020,715</b>	<b>254,140</b>	<b>35,335,407</b>
<b>Other Assets</b>				
Intangible Water Rights	539,389	-	-	539,389
Intangible Fuel Acquisition	-	1,000,000	-	1,000,000
<b>Total Other Assets</b>	<b>539,389</b>	<b>1,000,000</b>	<b>-</b>	<b>1,539,389</b>
<b>Capital Assets</b>				
Cost	284,795,753	934,560	2,998,088	288,728,401
Const in Progress 2004	49,666	-	-	49,666
Const in Progress 2005	30,724	-	-	30,724
Const in Progress 2006	42,956	-	-	42,956
Const in Progress 2007	227,928	-	-	227,928
Const in Progress 2008	233,599	-	-	233,599
Const in Progress 2009	169,842	-	-	169,842
Const in Progress 2010	1,567,414	-	-	1,567,414
Const in Progress 2011	5,862,125	-	-	5,862,125
Const in Progress 2012	7,177,625	-	-	7,177,625
Const in Progress 2013	85,212	-	-	85,212
	300,242,845	934,560	2,998,088	304,175,493
Accumulated Depreciation/Amortization	(154,082,132)	(1,719,515)	(2,544,653)	(158,346,301)
<b>Total Capital Assets</b>	<b>146,160,713</b>	<b>(784,956)</b>	<b>453,435</b>	<b>145,829,192</b>
<b>TOTAL ASSETS</b>	<b>180,760,653</b>	<b>1,235,760</b>	<b>707,575</b>	<b>182,703,988</b>

**DuPAGE AIRPORT AUTHORITY**  
**COMBINING BALANCE SHEET**  
**Month of January 2013**

	AIRPORT OPERATIONS	DuPAGE FLIGHT CENTER	PRAIRIE LANDING GOLF CLUB	TOTALS
<b>LIABILITIES</b>				
<b>Current Liabilities</b>				
Accounts Payable	235,907	272,925	193,439	702,271
Accrued Liabilities	554,280	104,715	309,337	968,332
Due to/from DuPage Airport Authority	-	-	530,198	530,198
Deferred Income - Operations	2,266,983	44,440	-	2,311,423
Deferred Income Property Taxes	6,004,630	-	-	6,004,630
Deferred Income Land	105,000	-	-	105,000
Total Current Liabilities	9,166,800	422,080	1,032,974	10,621,854
<b>Long-Term Liabilities</b>				
Security Deposits	113,267	-	153,356	266,623
Total Long-Term Liabilities	113,267	-	153,356	266,623
<b>TOTAL LIABILITIES</b>	9,280,068	422,080	1,186,329	10,888,476
<b>NET ASSETS</b>				
<b>Net Assets</b>				
Investment in Capital Assets, January 1	147,195,582	215,042	464,654	147,875,278
Changes in Net Capital Assets	85,212	-	(11,219)	73,994
Net Investment in Capital Assets	147,280,794	215,042	453,435	147,949,272
Restricted Future Capital Assets, January 1	15,856,862	-	-	15,856,862
Changes in Future Capital Assets	-	-	-	-
Net Restricted Future Capital Assets	15,856,862	-	-	15,856,862
Unrestricted Net Assets, January 1	5,874,732	3,557,607	(924,451)	8,507,887
Changes in Net Capital Assets	(85,212)	-	11,219	(73,994)
Net Income (Loss)	(593,331)	187,772	(18,957)	(424,516)
Intrafund Transfers - Transfer from Tech Park	3,146,741	(3,146,741)	-	-
Net Unrestricted Assets	8,342,929	598,638	(932,189)	8,009,378
<b>TOTAL NET ASSETS</b>	171,480,585	813,680	(478,754)	171,815,512
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>180,760,653</b>	<b>1,235,760</b>	<b>707,575</b>	<b>182,703,988</b>

# Total DuPage Airport Authority

## STATEMENT OF REVENUES AND EXPENSES

For the Month Ending 1/31/2013

	Month		Month		YTD		YTD		2013 Annual		Month		YTD	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Budget	2013	2012	Variance	2013	Variance
<b>REVENUES</b>														
Airport Operations	\$ 388,256	\$ 376,233	\$ 388,256	\$ 376,233	\$ 12,023	\$ 12,023	\$ 388,256	\$ 376,233	\$ 12,023	\$ 388,256	\$ 381,928	\$ 6,328	\$ 388,256	\$ 381,928
Prairie Landing Golf Club	\$ 85,688	\$ 49,463	\$ 85,688	\$ 49,463	\$ 36,225	\$ 36,225	\$ 85,688	\$ 49,463	\$ 36,225	\$ 85,688	\$ 69,170	\$ 16,518	\$ 85,688	\$ 69,170
DuPage Flight Center	\$ 962,689	\$ 940,412	\$ 962,689	\$ 940,412	\$ 22,278	\$ 22,278	\$ 962,689	\$ 940,412	\$ 22,278	\$ 962,689	\$ 922,010	\$ 40,679	\$ 962,689	\$ 922,010
<b>Total Income</b>	<b>\$ 1,436,633</b>	<b>\$ 1,366,108</b>	<b>\$ 1,436,633</b>	<b>\$ 1,366,108</b>	<b>\$ 70,526</b>	<b>\$ 70,526</b>	<b>\$ 1,436,633</b>	<b>\$ 1,366,108</b>	<b>\$ 70,526</b>	<b>\$ 1,436,633</b>	<b>\$ 1,373,108</b>	<b>\$ 63,525</b>	<b>\$ 1,436,633</b>	<b>\$ 1,373,108</b>
<b>COST OF SALES</b>														
Airport Operations	\$ 222,542	\$ 218,851	\$ 222,542	\$ 218,851	\$ 3,690	\$ 3,690	\$ 222,542	\$ 218,851	\$ 3,690	\$ 222,542	\$ 236,223	\$ (13,682)	\$ 222,542	\$ 236,223
Prairie Landing Golf Club	\$ 62,633	\$ 62,197	\$ 62,633	\$ 62,197	\$ 436	\$ 436	\$ 62,633	\$ 62,197	\$ 436	\$ 62,633	\$ 57,897	\$ 4,736	\$ 62,633	\$ 57,897
DuPage Flight Center	\$ 688,515	\$ 702,253	\$ 688,515	\$ 702,253	\$ (13,738)	\$ (13,738)	\$ 688,515	\$ 702,253	\$ (13,738)	\$ 688,515	\$ 664,426	\$ 24,089	\$ 688,515	\$ 664,426
<b>Total Cost of Sales</b>	<b>\$ 973,690</b>	<b>\$ 983,301</b>	<b>\$ 973,690</b>	<b>\$ 983,301</b>	<b>\$ (9,612)</b>	<b>\$ (9,612)</b>	<b>\$ 973,690</b>	<b>\$ 983,301</b>	<b>\$ (9,612)</b>	<b>\$ 973,690</b>	<b>\$ 958,546</b>	<b>\$ 15,144</b>	<b>\$ 973,690</b>	<b>\$ 958,546</b>
<b>Gross Profit (Loss)</b>	<b>\$ 462,944</b>	<b>\$ 382,806</b>	<b>\$ 462,944</b>	<b>\$ 382,806</b>	<b>\$ 80,137</b>	<b>\$ 80,137</b>	<b>\$ 462,944</b>	<b>\$ 382,806</b>	<b>\$ 80,137</b>	<b>\$ 462,944</b>	<b>\$ 414,562</b>	<b>\$ 48,382</b>	<b>\$ 462,944</b>	<b>\$ 414,562</b>
<b>GENERAL AND ADMINISTRATIVE</b>														
Airport Operations	\$ 124,267	\$ 178,221	\$ 124,267	\$ 178,221	\$ (53,954)	\$ (53,954)	\$ 124,267	\$ 178,221	\$ (53,954)	\$ 124,267	\$ 186,601	\$ (62,334)	\$ 124,267	\$ 186,601
Prairie Landing Golf Club	\$ 30,793	\$ 40,954	\$ 30,793	\$ 40,954	\$ (10,160)	\$ (10,160)	\$ 30,793	\$ 40,954	\$ (10,160)	\$ 30,793	\$ 30,926	\$ (133)	\$ 30,793	\$ 30,926
DuPage Flight Center	\$ 86,403	\$ 84,788	\$ 86,403	\$ 84,788	\$ 1,615	\$ 1,615	\$ 86,403	\$ 84,788	\$ 1,615	\$ 86,403	\$ 89,923	\$ (3,520)	\$ 86,403	\$ 89,923
<b>Total G&amp;A Costs</b>	<b>\$ 241,464</b>	<b>\$ 303,962</b>	<b>\$ 241,464</b>	<b>\$ 303,962</b>	<b>\$ (62,499)</b>	<b>\$ (62,499)</b>	<b>\$ 241,464</b>	<b>\$ 303,962</b>	<b>\$ (62,499)</b>	<b>\$ 241,464</b>	<b>\$ 307,450</b>	<b>\$ (65,986)</b>	<b>\$ 241,464</b>	<b>\$ 307,450</b>
<b>Operating Income(Profit)</b>	<b>\$ 221,480</b>	<b>\$ 78,844</b>	<b>\$ 221,480</b>	<b>\$ 78,844</b>	<b>\$ 142,636</b>	<b>\$ 142,636</b>	<b>\$ 221,480</b>	<b>\$ 78,844</b>	<b>\$ 142,636</b>	<b>\$ 221,480</b>	<b>\$ 107,112</b>	<b>\$ 114,368</b>	<b>\$ 221,480</b>	<b>\$ 107,112</b>
<b>NON OPERATING REVENUES (EXPENSES)</b>														
Property and Other Tax Revenue	\$ 7,904	\$ 62,700	\$ 7,904	\$ 62,700	\$ (54,796)	\$ (54,796)	\$ 7,904	\$ 62,700	\$ (54,796)	\$ 7,904	\$ 63,890	\$ (55,986)	\$ 7,904	\$ 63,890
Property Tax Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Income	\$ 2,553	\$ 12,500	\$ 2,553	\$ 12,500	\$ (9,947)	\$ (9,947)	\$ 2,553	\$ 12,500	\$ (9,947)	\$ 2,553	\$ 2,409	\$ 144	\$ 2,553	\$ 2,409
Gain on Sale of Fixed Assets	\$ -	\$ 4,583	\$ -	\$ 4,583	\$ (4,583)	\$ (4,583)	\$ -	\$ 4,583	\$ (4,583)	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Non Operating Revenues (Expenses)</b>	<b>\$ 10,458</b>	<b>\$ 79,783</b>	<b>\$ 10,458</b>	<b>\$ 79,783</b>	<b>\$ (69,326)</b>	<b>\$ (69,326)</b>	<b>\$ 10,458</b>	<b>\$ 79,783</b>	<b>\$ (69,326)</b>	<b>\$ 10,458</b>	<b>\$ 66,299</b>	<b>\$ (55,841)</b>	<b>\$ 10,458</b>	<b>\$ 66,299</b>
<b>Net Income/(Loss) before Depreciation</b>	<b>\$ 231,938</b>	<b>\$ 158,627</b>	<b>\$ 231,938</b>	<b>\$ 158,627</b>	<b>\$ 73,311</b>	<b>\$ 73,311</b>	<b>\$ 231,938</b>	<b>\$ 158,627</b>	<b>\$ 73,311</b>	<b>\$ 231,938</b>	<b>\$ 173,411</b>	<b>\$ 58,527</b>	<b>\$ 231,938</b>	<b>\$ 173,411</b>
<b>Net Income/(Loss)</b>	<b>\$ 231,938</b>	<b>\$ 158,627</b>	<b>\$ 231,938</b>	<b>\$ 158,627</b>	<b>\$ 73,311</b>	<b>\$ 73,311</b>	<b>\$ 231,938</b>	<b>\$ 158,627</b>	<b>\$ 73,311</b>	<b>\$ 231,938</b>	<b>\$ 173,411</b>	<b>\$ 58,527</b>	<b>\$ 231,938</b>	<b>\$ 173,411</b>

**Airport and Administration**  
STATEMENT OF REVENUES AND EXPENSES  
For the Month Ending 1/31/2013

	Month		YTD		2013 Annual Budget		Month		YTD		2013		YTD	
	Actual	Budget	Actual	Budget	Variance		2013	2012	Variance	2013	2012	Variance	2012	Variance
<b>REVENUES</b>														
Administrative	\$ 9,571	\$ 11,362	\$ 9,571	\$ 11,362	\$ (1,791)	\$ 136,344	\$ 9,571	\$ 10,415	\$ (844)	\$ 9,571	\$ 10,415	\$ (844)	\$ 9,571	\$ 10,415
Field Operations	\$ 93,961	\$ 96,576	\$ 93,961	\$ 96,576	\$ (2,615)	\$ 1,231,796	\$ 93,961	\$ 95,566	\$ (1,605)	\$ 93,961	\$ 95,566	\$ (1,605)	\$ 93,961	\$ 95,566
Building Operations	\$ 265,624	\$ 249,715	\$ 265,624	\$ 249,715	\$ 15,910	\$ 2,783,798	\$ 265,624	\$ 259,395	\$ 6,230	\$ 265,624	\$ 259,395	\$ 6,230	\$ 265,624	\$ 259,395
Flight Center	\$ 19,099	\$ 18,580	\$ 19,099	\$ 18,580	\$ 519	\$ 222,960	\$ 19,099	\$ 16,552	\$ 2,547	\$ 19,099	\$ 16,552	\$ 2,547	\$ 19,099	\$ 16,552
<b>Total Revenues</b>	<b>\$ 388,256</b>	<b>\$ 376,233</b>	<b>\$ 388,256</b>	<b>\$ 376,233</b>	<b>\$ 12,023</b>	<b>\$ 4,374,898</b>	<b>\$ 388,256</b>	<b>\$ 381,928</b>	<b>\$ 6,328</b>	<b>\$ 388,256</b>	<b>\$ 381,928</b>	<b>\$ 6,328</b>	<b>\$ 388,256</b>	<b>\$ 381,928</b>
<b>COST OF SALES</b>														
Field Operations	\$ 117,424	\$ 102,234	\$ 117,424	\$ 102,234	\$ 15,190	\$ 1,651,814	\$ 117,424	\$ 106,457	\$ 10,968	\$ 117,424	\$ 106,457	\$ 10,968	\$ 117,424	\$ 106,457
Building Operations	\$ 70,019	\$ 68,372	\$ 70,019	\$ 68,372	\$ 1,647	\$ 1,037,456	\$ 70,019	\$ 82,432	\$ (12,414)	\$ 70,019	\$ 82,432	\$ (12,414)	\$ 70,019	\$ 82,432
Flight Center	\$ 19,698	\$ 19,726	\$ 19,698	\$ 19,726	\$ (27)	\$ 236,705	\$ 19,698	\$ 12,474	\$ 7,224	\$ 19,698	\$ 12,474	\$ 7,224	\$ 19,698	\$ 12,474
Shop Equip. Operations	\$ 15,400	\$ 28,519	\$ 15,400	\$ 28,519	\$ (13,119)	\$ 435,779	\$ 15,400	\$ 34,860	\$ (19,460)	\$ 15,400	\$ 34,860	\$ (19,460)	\$ 15,400	\$ 34,860
<b>Total Cost of Sales</b>	<b>\$ 222,542</b>	<b>\$ 218,851</b>	<b>\$ 222,542</b>	<b>\$ 218,851</b>	<b>\$ 3,690</b>	<b>\$ 3,361,754</b>	<b>\$ 222,542</b>	<b>\$ 236,223</b>	<b>\$ (13,682)</b>	<b>\$ 222,542</b>	<b>\$ 236,223</b>	<b>\$ (13,682)</b>	<b>\$ 222,542</b>	<b>\$ 236,223</b>
<b>Gross Profit (Loss)</b>	<b>\$ 165,714</b>	<b>\$ 157,382</b>	<b>\$ 165,714</b>	<b>\$ 157,382</b>	<b>\$ 8,333</b>	<b>\$ 1,013,144</b>	<b>\$ 165,714</b>	<b>\$ 145,705</b>	<b>\$ 20,009</b>	<b>\$ 165,714</b>	<b>\$ 145,705</b>	<b>\$ 20,009</b>	<b>\$ 165,714</b>	<b>\$ 145,705</b>
<b>GENERAL AND ADMINISTRATIVE</b>														
Administrative	\$ 111,709	\$ 138,034	\$ 111,709	\$ 138,034	\$ (26,325)	\$ 2,128,654	\$ 111,709	\$ 136,722	\$ (25,013)	\$ 111,709	\$ 136,722	\$ (25,013)	\$ 111,709	\$ 136,722
Commissioners	\$ 971	\$ 9,024	\$ 971	\$ 9,024	\$ (8,053)	\$ 108,285	\$ 971	\$ 9,496	\$ (8,526)	\$ 971	\$ 9,496	\$ (8,526)	\$ 971	\$ 9,496
Business Dev./Marketing	\$ 2,466	\$ 14,031	\$ 2,466	\$ 14,031	\$ (11,566)	\$ 194,604	\$ 2,466	\$ 32,423	\$ (29,957)	\$ 2,466	\$ 32,423	\$ (29,957)	\$ 2,466	\$ 32,423
Accounting	\$ 9,122	\$ 17,132	\$ 9,122	\$ 17,132	\$ (8,010)	\$ 321,978	\$ 9,122	\$ 7,959	\$ 1,163	\$ 9,122	\$ 7,959	\$ 1,163	\$ 9,122	\$ 7,959
<b>Total G&amp;A Costs</b>	<b>\$ 124,267</b>	<b>\$ 178,221</b>	<b>\$ 124,267</b>	<b>\$ 178,221</b>	<b>\$ (53,954)</b>	<b>\$ 2,753,521</b>	<b>\$ 124,267</b>	<b>\$ 186,601</b>	<b>\$ (62,334)</b>	<b>\$ 124,267</b>	<b>\$ 186,601</b>	<b>\$ (62,334)</b>	<b>\$ 124,267</b>	<b>\$ 186,601</b>
<b>Operating Income(Profit)</b>	<b>\$ 41,447</b>	<b>\$ (20,839)</b>	<b>\$ 41,447</b>	<b>\$ (20,839)</b>	<b>\$ 62,286</b>	<b>\$ (1,740,377)</b>	<b>\$ 41,447</b>	<b>\$ (40,896)</b>	<b>\$ 82,343</b>	<b>\$ 41,447</b>	<b>\$ (40,896)</b>	<b>\$ 82,343</b>	<b>\$ 41,447</b>	<b>\$ (40,896)</b>
<b>NON OPERATING REVENUES (EXPENSES)</b>														
Property and Other Tax Revenue	\$ 7,904	\$ 62,700	\$ 7,904	\$ 62,700	\$ (54,796)	\$ 5,611,500	\$ 7,904	\$ 63,890	\$ (55,986)	\$ 7,904	\$ 63,890	\$ (55,986)	\$ 7,904	\$ 63,890
Property Tax Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (198,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Income	\$ 2,553	\$ 12,500	\$ 2,553	\$ 12,500	\$ (9,947)	\$ 150,000	\$ 2,553	\$ 2,409	\$ 144	\$ 2,553	\$ 2,409	\$ 144	\$ 2,553	\$ 2,409
Gain on Sale of Fixed Assets	\$ -	\$ 4,583	\$ -	\$ 4,583	\$ (4,583)	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Non Operating Revenues (Expenses)</b>	<b>\$ 10,458</b>	<b>\$ 79,783</b>	<b>\$ 10,458</b>	<b>\$ 79,783</b>	<b>\$ (69,326)</b>	<b>\$ 5,618,500</b>	<b>\$ 10,458</b>	<b>\$ 66,299</b>	<b>\$ (55,841)</b>	<b>\$ 10,458</b>	<b>\$ 66,299</b>	<b>\$ (55,841)</b>	<b>\$ 10,458</b>	<b>\$ 66,299</b>
<b>Net Income/(Loss) before Depreciation</b>	<b>\$ 51,904</b>	<b>\$ 58,944</b>	<b>\$ 51,904</b>	<b>\$ 58,944</b>	<b>\$ (7,039)</b>	<b>\$ 3,878,123</b>	<b>\$ 51,904</b>	<b>\$ 25,403</b>	<b>\$ 26,502</b>	<b>\$ 51,904</b>	<b>\$ 25,403</b>	<b>\$ 26,502</b>	<b>\$ 51,904</b>	<b>\$ 25,403</b>



# DuPage Flight Center

## STATEMENT OF REVENUES AND EXPENSES

For the Month Ending 1/31/2013

	Month		Month		Month		YTD		2013 Annual Budget	Month		YTD		YTD Variance
	Actual	Budget	Budget	Variance	2013	2012	Variance	2013		2012	Variance	2013	2012	
<b>REVENUES</b>														
Hangar Rentals	\$ 11,547	\$ 12,333	\$ 12,333	\$ (786)	\$ 11,547	\$ 12,333	\$ (786)	\$ 148,000	\$ 11,547	\$ 21,407	\$ (9,860)	\$ 11,547	\$ 21,407	\$ (9,860)
Ramp Tie Downs & Overnight fees	\$ 1,405	\$ 2,250	\$ 2,250	\$ (845)	\$ 1,405	\$ 2,250	\$ (845)	\$ 27,000	\$ 1,405	\$ 785	\$ 620	\$ 1,405	\$ 785	\$ 620
Fuel and Oil Sales	\$ 950,848	\$ 917,385	\$ 917,385	\$ 33,463	\$ 950,848	\$ 917,385	\$ 33,463	\$ 11,980,985	\$ 950,848	\$ 889,111	\$ 61,738	\$ 950,848	\$ 889,111	\$ 61,738
Volume Rebate	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (3,750)	\$ 3,750	\$ -	\$ (3,750)	\$ 3,750
Line Service Other	\$ 6,761	\$ 4,702	\$ 4,702	\$ 2,058	\$ 6,761	\$ 4,702	\$ 2,058	\$ 56,425	\$ 6,761	\$ 11,007	\$ (4,246)	\$ 6,761	\$ 11,007	\$ (4,246)
Aircraft Catering	\$ 1,444	\$ 3,000	\$ 3,000	\$ (1,556)	\$ 1,444	\$ 3,000	\$ (1,556)	\$ 36,000	\$ 1,444	\$ 2,824	\$ (1,380)	\$ 1,444	\$ 2,824	\$ (1,380)
Non Airfield Rent/Lease/Maintenance Revenue	\$ (9,315)	\$ 742	\$ (9,315)	\$ (10,056)	\$ (9,315)	\$ 742	\$ (10,056)	\$ 8,900	\$ (9,315)	\$ 627	\$ (9,942)	\$ (9,315)	\$ 627	\$ (9,942)
<b>Total Revenue</b>	<b>\$ 962,689</b>	<b>\$ 940,412</b>	<b>\$ 940,412</b>	<b>\$ 22,278</b>	<b>\$ 962,689</b>	<b>\$ 940,412</b>	<b>\$ 22,278</b>	<b>\$ 12,257,310</b>	<b>\$ 962,689</b>	<b>\$ 972,010</b>	<b>\$ (40,679)</b>	<b>\$ 962,689</b>	<b>\$ 972,010</b>	<b>\$ (40,679)</b>
<b>COST OF SALES</b>														
Fuel and Oil Cost of Sales	\$ 660,362	\$ 654,726	\$ 654,726	\$ 5,636	\$ 660,362	\$ 654,726	\$ 5,636	\$ 8,574,463	\$ 660,362	\$ 634,645	\$ 25,717	\$ 660,362	\$ 634,645	\$ 25,717
Deice Cost of Goods	\$ -	\$ 11,000	\$ 11,000	\$ (11,000)	\$ -	\$ 11,000	\$ (11,000)	\$ 25,000	\$ -	\$ 397	\$ (397)	\$ -	\$ 397	\$ (397)
Credit Card Expense	\$ 11,905	\$ 13,917	\$ 13,917	\$ (2,012)	\$ 11,905	\$ 13,917	\$ (2,012)	\$ 167,000	\$ 11,905	\$ 12,024	\$ (118)	\$ 11,905	\$ 12,024	\$ (118)
Food - COGS	\$ 1,618	\$ 7,179	\$ 7,179	\$ (5,562)	\$ 1,618	\$ 7,179	\$ (5,562)	\$ 86,150	\$ 1,618	\$ 2,841	\$ (1,223)	\$ 1,618	\$ 2,841	\$ (1,223)
Maintenance	\$ 14,631	\$ 15,431	\$ 15,431	\$ (800)	\$ 14,631	\$ 15,431	\$ (800)	\$ 185,171	\$ 14,631	\$ 14,519	\$ 111	\$ 14,631	\$ 14,519	\$ 111
<b>Total Cost of Sales</b>	<b>\$ 688,515</b>	<b>\$ 702,253</b>	<b>\$ 702,253</b>	<b>\$ (13,738)</b>	<b>\$ 688,515</b>	<b>\$ 702,253</b>	<b>\$ (13,738)</b>	<b>\$ 9,037,784</b>	<b>\$ 688,515</b>	<b>\$ 664,426</b>	<b>\$ 24,089</b>	<b>\$ 688,515</b>	<b>\$ 664,426</b>	<b>\$ 24,089</b>
<b>Gross Profit/(Loss)</b>	<b>\$ 274,175</b>	<b>\$ 238,159</b>	<b>\$ 238,159</b>	<b>\$ 36,016</b>	<b>\$ 274,175</b>	<b>\$ 238,159</b>	<b>\$ 36,016</b>	<b>\$ 3,219,526</b>	<b>\$ 274,175</b>	<b>\$ 257,585</b>	<b>\$ 16,590</b>	<b>\$ 274,175</b>	<b>\$ 257,585</b>	<b>\$ 16,590</b>
General and Admin	\$ 86,403	\$ 84,788	\$ 84,788	\$ 1,615	\$ 86,403	\$ 84,788	\$ 1,615	\$ 1,615,157	\$ 86,403	\$ 89,923	\$ (3,520)	\$ 86,403	\$ 89,923	\$ (3,520)
<b>Operating Income/(Loss)</b>	<b>\$ 187,772</b>	<b>\$ 153,371</b>	<b>\$ 153,371</b>	<b>\$ 34,400</b>	<b>\$ 187,772</b>	<b>\$ 153,371</b>	<b>\$ 34,400</b>	<b>\$ 1,604,369</b>	<b>\$ 187,772</b>	<b>\$ 167,662</b>	<b>\$ 20,110</b>	<b>\$ 187,772</b>	<b>\$ 167,662</b>	<b>\$ 20,110</b>
Interest Income	\$ 0	\$ -	\$ -	\$ 0	\$ 0	\$ -	\$ 0	\$ -	\$ 0	\$ 0	\$ -	\$ 0	\$ 0	\$ -
<b>Net Income before Depreciation</b>	<b>\$ 187,772</b>	<b>\$ 153,371</b>	<b>\$ 153,371</b>	<b>\$ 34,400</b>	<b>\$ 187,772</b>	<b>\$ 153,371</b>	<b>\$ 34,400</b>	<b>\$ 1,604,369</b>	<b>\$ 187,772</b>	<b>\$ 167,662</b>	<b>\$ 20,110</b>	<b>\$ 187,772</b>	<b>\$ 167,662</b>	<b>\$ 20,110</b>

# Prairie Landing Golf Club

## STATEMENT OF REVENUES AND EXPENSES For the Month Ending 1/31/2013


	Month		Month		Month		Month		Month		YTD		YTD	
	Actual	Budget	Actual	Variance	Budget	Variance	2013	2012	2013	2012	2013	2012	Variance	Variance
<b>REVENUES</b>														
P100 - Golf Administration	\$ 128	\$ 100	\$ 128	\$ 28	\$ 100	\$ 28	\$ 128	\$ 161	\$ 128	\$ 161	\$ 128	\$ 161	\$ (32)	\$ (32)
P300 - Golf Operations	\$ 62,438	\$ 27,200	\$ 62,438	\$ 35,238	\$ 27,200	\$ 35,238	\$ 62,438	\$ 47,818	\$ 62,438	\$ 47,818	\$ 62,438	\$ 47,818	\$ 14,620	\$ 14,620
P400 - Food and Beverage	\$ 7	\$ -	\$ 7	\$ 7	\$ -	\$ 7	\$ 7	\$ 714	\$ 7	\$ 714	\$ 7	\$ 714	\$ (708)	\$ (708)
P500 - Weddings	\$ 18,264	\$ 13,239	\$ 18,264	\$ 5,025	\$ 13,239	\$ 5,025	\$ 18,264	\$ 16,482	\$ 18,264	\$ 16,482	\$ 18,264	\$ 16,482	\$ 1,782	\$ 1,782
P600 - Private Events	\$ 1,022	\$ 8,924	\$ 1,022	\$ (7,902)	\$ 8,924	\$ (7,902)	\$ 1,022	\$ -	\$ 1,022	\$ -	\$ 1,022	\$ -	\$ 1,022	\$ 1,022
P700 - Golf Outings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
P900 - Kitty Hawk Café	\$ 3,829	\$ -	\$ 3,829	\$ 3,829	\$ -	\$ 3,829	\$ 3,829	\$ 3,995	\$ 3,829	\$ 3,995	\$ 3,829	\$ 3,995	\$ (166)	\$ (166)
<b>Total Revenue</b>	<b>\$ 85,688</b>	<b>\$ 49,463</b>	<b>\$ 85,688</b>	<b>\$ 36,225</b>	<b>\$ 49,463</b>	<b>\$ 36,225</b>	<b>\$ 85,688</b>	<b>\$ 69,170</b>	<b>\$ 85,688</b>	<b>\$ 69,170</b>	<b>\$ 85,688</b>	<b>\$ 69,170</b>	<b>\$ 16,518</b>	<b>\$ 16,518</b>
<b>COST OF SALES</b>														
P200 - Golf Maintenance	\$ 16,429	\$ 19,406	\$ 16,429	\$ (2,977)	\$ 19,406	\$ (2,977)	\$ 16,429	\$ 21,625	\$ 16,429	\$ 21,625	\$ 16,429	\$ 21,625	\$ (5,196)	\$ (5,196)
P300 - Golf Operations	\$ 8,301	\$ 7,743	\$ 8,301	\$ 558	\$ 7,743	\$ 558	\$ 8,301	\$ 7,580	\$ 8,301	\$ 7,580	\$ 8,301	\$ 7,580	\$ 721	\$ 721
P400 - Food and Beverage	\$ 8,762	\$ 14,634	\$ 8,762	\$ (5,872)	\$ 14,634	\$ (5,872)	\$ 8,762	\$ 9,449	\$ 8,762	\$ 9,449	\$ 8,762	\$ 9,449	\$ (687)	\$ (687)
P500 - Weddings	\$ 20,533	\$ 18,219	\$ 20,533	\$ 2,314	\$ 18,219	\$ 2,314	\$ 20,533	\$ 11,101	\$ 20,533	\$ 11,101	\$ 20,533	\$ 11,101	\$ 9,431	\$ 9,431
P600 - Private Events	\$ 205	\$ 2,192	\$ 205	\$ (1,987)	\$ 2,192	\$ (1,987)	\$ 205	\$ -	\$ 205	\$ -	\$ 205	\$ -	\$ 205	\$ 205
P700 - Golf Outings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
P900 - Kitty Hawk Café	\$ 8,404	\$ 4	\$ 8,404	\$ 8,400	\$ 4	\$ 8,400	\$ 8,404	\$ 8,142	\$ 8,404	\$ 8,142	\$ 8,404	\$ 8,142	\$ 262	\$ 262
<b>Total Cost of Sales</b>	<b>\$ 62,633</b>	<b>\$ 62,197</b>	<b>\$ 62,633</b>	<b>\$ 436</b>	<b>\$ 62,197</b>	<b>\$ 436</b>	<b>\$ 62,633</b>	<b>\$ 57,897</b>	<b>\$ 62,633</b>	<b>\$ 57,897</b>	<b>\$ 62,633</b>	<b>\$ 57,897</b>	<b>\$ 4,736</b>	<b>\$ 4,736</b>
<b>Gross Profit (Loss)</b>	<b>\$ 23,055</b>	<b>\$ (12,734)</b>	<b>\$ 23,055</b>	<b>\$ 35,789</b>	<b>\$ (12,734)</b>	<b>\$ 35,789</b>	<b>\$ 23,055</b>	<b>\$ 11,273</b>	<b>\$ 23,055</b>	<b>\$ 11,273</b>	<b>\$ 23,055</b>	<b>\$ 11,273</b>	<b>\$ 11,782</b>	<b>\$ 11,782</b>
General and Administrative	\$ 30,793	\$ 40,954	\$ 30,793	\$ (10,160)	\$ 40,954	\$ (10,160)	\$ 30,793	\$ 30,926	\$ 30,793	\$ 30,926	\$ 30,793	\$ 30,926	\$ (133)	\$ (133)
<b>Operating Profit</b>	<b>\$ (7,738)</b>	<b>\$ (53,688)</b>	<b>\$ (7,738)</b>	<b>\$ 45,950</b>	<b>\$ (53,688)</b>	<b>\$ 45,950</b>	<b>\$ (7,738)</b>	<b>\$ (19,653)</b>	<b>\$ (7,738)</b>	<b>\$ (19,653)</b>	<b>\$ (7,738)</b>	<b>\$ (19,653)</b>	<b>\$ 11,915</b>	<b>\$ 11,915</b>
Property Tax Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Profit</b>	<b>\$ (7,738)</b>	<b>\$ (53,688)</b>	<b>\$ (7,738)</b>	<b>\$ 45,950</b>	<b>\$ (53,688)</b>	<b>\$ 45,950</b>	<b>\$ (7,738)</b>	<b>\$ (19,653)</b>	<b>\$ (7,738)</b>	<b>\$ (19,653)</b>	<b>\$ (7,738)</b>	<b>\$ (19,653)</b>	<b>\$ 11,915</b>	<b>\$ 11,915</b>



# DUPAGE AIRPORT AUTHORITY

## MEMORANDUM

**TO:** DuPage Airport Authority  
Board of Commissioners

**FROM:** David Bird   
Executive Director

**RE:** Proposed Ordinance 2013-263; An Ordinance Abating Levy of Tax  
Authorized by Ordinance 2012-256; An Ordinance of the DuPage Airport  
Authority Levying Taxes for Corporate Purposes of the DuPage Airport  
Authority for the Fiscal Year January 1, 2012 through December 31, 2012.

**DATE:** March 4, 2013

### **SUMMARY:**

At the January Board Meeting it was determined that the tax levy could again be reduced by \$500,000 without compromising the ability to finance future capital needs of the Airport Authority. The attached Ordinance accomplishes this action.

### **PREVIOUS COMMITTEE/BOARD ACTION:**

January 9, 2013 Annual and Regular Board Meeting - Discussion occurred regarding the abatement of the Property Tax Levy.

### **REVENUE OR FUNDING IMPLICATIONS:**

Illinois Statute requires passage of this Ordinance by the Board during the first quarter of the Fiscal Year.

### **STAKEHOLDER PROCESS:**

No stakeholders have been identified at this time.

### **LEGAL REVIEW:**

Attorney Luetkehans has reviewed and approved the Ordinance.

**ATTACHMENTS:**

Proposed Ordinance 2013-263; An Ordinance Abating Levy of Tax Authorized by Ordinance 2012-256; An Ordinance of the DuPage Airport Authority Levying Taxes for Corporate Purposes of the DuPage Airport Authority for the fiscal year January 1, 2012 through December 31, 2012.

**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 2013-263; An Ordinance of the DuPage Airport Authority Levying Taxes for Corporate Purposes of the DuPage Airport Authority for the Fiscal Year January 1, 2012 through December 31, 2012.

**ORDINANCE 2013-263**

**AN ORDINANCE ABATING LEVY OF TAX AUTHORIZED BY  
ORDINANCE 2012-256; AN ORDINANCE OF THE DUPAGE AIRPORT AUTHORITY LEVYING TAXES  
FOR CORPORATE PURPOSES OF THE DUPAGE AIRPORT AUTHORITY FOR THE FISCAL YEAR  
JANUARY 1, 2012 THROUGH DECEMBER 31, 2012**

**WHEREAS**, the Board of Commissioners of the DuPage Airport Authority did adopt on June 13, 2012, Ordinance No 2012-256; An Ordinance Levying Taxes for Corporate Purposes of the DuPage Airport Authority for the Fiscal Year January 1, 2012 and ending December 31, 2012;

**WHEREAS**, Ordinance 2012-256 authorized a direct annual tax for corporate purposes to be levied upon all of the taxable property within the DuPage Airport Authority's tax base;

**WHEREAS**, the tax levy so authorized by Ordinance 2012-256, to be collected in 2013 is Five Million Nine Hundred Seventy-Six Thousand Twenty-Four Dollars and No Cents (\$5,976,024.00); and

**WHEREAS**, the Board of Commissioners of the DuPage Airport Authority has determined that there are or will be sufficient funds available to be made to abate Five Hundred Thousand Dollars and No Cents (\$500,000.00) of the required tax levy;

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

**Section 1.** That the County Clerk of DuPage County be and is hereby authorized and directed to abate the amount of Five Hundred Thousand Dollars and No Cents (\$500,000.00) from the 2012 DuPage Airport Authority tax levy to be collected in 2013.

**Section 2.** That the total amount of the 2012 DuPage Airport Authority tax levy for taxes to be collected in 2013 shall be Five Million Four Hundred Seventy-Six Thousand Twenty-Four Dollars and No Cents (\$5,476,024.00) following the abatement set forth in Section 1.

**Section 3.** That the Executive Director of the DuPage Airport Authority is hereby authorized and directed to file a certified copy of this Ordinance with the County Clerk of DuPage County, Illinois.

**Section 4.** This Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 13th day of March, 2013.

Stephen L. Davis \_\_\_\_\_  
Charles E. Donnelly \_\_\_\_\_  
Dayle M. Gillett \_\_\_\_\_  
Gerald M. Gorski \_\_\_\_\_

Peter H. Huizenga \_\_\_\_\_  
Gina R. Lamantia \_\_\_\_\_  
David J. Sabathne' \_\_\_\_\_  
Perry R. Thompson \_\_\_\_\_

\_\_\_\_\_  
**STEPHEN L. DAVIS, CHAIRMAN**


\_\_\_\_\_  
**DAYLE M. GILLETT, SECRETARY**



# DUPAGE AIRPORT AUTHORITY

**TO:** DuPage Airport Authority  
Board of Commissioners

**FROM:** Patrick Hoard  
Director of Finance

**THROUGH:** David Bird   
Executive Director

**RE:** Proposed Ordinance 2013-264; Ordinance Amending Investment Policy for the  
DuPage Airport Authority.

**DATE:** March 4, 2013

**SUMMARY:**

The DuPage Airport Authority Board of Commissioners adopted an Investment Policy for the Airport Authority on May 16, 2012 and now wishes to make some amendments to this Policy. These changes were recommended by PNC Capital and reviewed by Patrick Hoard. The changes are being made to more accurately reflect the model portfolio that is appropriate for the DuPage Airport Authority and also is consistent with what is allowed by state statute.

The following amendments are recommended:

9.2 Change normal modified duration of the portfolio from five (5) years to three (3) years.

Change allocation guidelines from:

	<u>Normal Allocation</u>	<u>Range of Allocation</u>
Cash, Money Market, IPTIP accounts:	0%	0 - 10%
Bank Certificates of Deposit:	0%	0 - 10%
U.S. Treasury Securities:	10%	0 - 40%
U.S. Government Agency Securities:	50%	0 - 75%
U.S. Government Agency MBS's:	0%	0 - 20%
Taxable Municipal Securities:	10%	0 - 20%
Corporate Bonds:	30%	0 - 50%

New allocation guidelines:

	<u>Normal Allocation(3)</u>	<u>Range of Allocation</u>
Cash & Equivalents (1,2)	5%	0 - 100%
U.S. Treasury/Agency Securities:	95%	0 - 100%
Municipal Securities:	0%	0 - 20%

9.3 Changed maximum security maturation term from seven (7) to ten (10) years.

10.2	Changed benchmark to the Barclays Intermediate Government Index from:	
	<u>Application</u>	<u>Benchmark</u>
	Cash Equivalents	90 - day U.S. Treasury Bills
	Fixed Income	B of A Merrill Lynch Treasury/Agency Index (excludes Corporate Bonds)
	Corporate Bond	B of A Merrill Lynch 1-10 Year Corporate

**PREVIOUS COMMITTEE/BOARD ACTION:**

May 16, 2012 the DuPage Airport Authority Board of Commissioners adopted Ordinance 2012-255; Ordinance Approving Investment Policy.

March 13, 2013 the Finance Committee will consider the proposed amendments to this policy and adoption of Ordinance 2013-264.

**REVENUE OR FUNDING IMPLICATIONS:**

Adoption of the investment policy would allow for a significant increase (on a percentage basis) of interest/investment revenue compared to the modest revenue currently earned.

**STAKEHOLDER PROCESS:**

N/A

**LEGAL REVIEW:**

Attorney Phil Luetkehans has reviewed the amendments to Investment Policy and the proposed Ordinance.

**ATTACHMENTS:**

- Proposed Ordinance 2013-264; An Ordinance Amending Investment Policy for the DuPage Airport Authority.
- Proposed Amended Investment Policy.

**ALTERNATIVES:**

The Board can deny, modify or amend this issue.

**RECOMMENDATION:**

Subject to the favorable recommendation of the Finance, Budget and Audit Committee at the March 13, 2013 committee meeting, it is the recommendation of the Executive Director and staff that the Board approve Proposed Ordinance 2013-264; An Ordinance Amending the Investment Policy for the DuPage Airport Authority.

**ORDINANCE 2013-264  
ORDINANCE AMENDING INVESTMENT POLICY  
FOR THE DUPAGE AIRPORT AUTHORITY**

**WHEREAS**, public agencies, including the DuPage Airport Authority (the "Authority"), are permitted to invest public funds pursuant to a written investment policy, 30 ILCS 235/2.5; and

**WHEREAS**, the Board of Commissioners of the DuPage Airport Authority (the "Board") on May 16, 2012, adopted Ordinance 2012-255; Ordinance Approving Investment Policy for the DuPage Airport Authority; and

**WHEREAS**, the Board of Commissioners of the DuPage Airport Authority (the "Board") wishes to amend this written investment policy; and

**WHEREAS**, the Board finds that the Amended Investment Policy attached hereto as Exhibit A is appropriate for and in the best interests of the Authority.

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

1. The Board declares that the Amended Investment Policy attached hereto as Exhibit A is the policy of the Authority to be followed when investing the funds of the Authority;
2. That the Executive Director and the Finance Director take whatever steps necessary to ensure that all future investments are made in compliance with the attached Amended Investment Policy.

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 this 13th day of March 2013.

Stephen L. Davis \_\_\_\_\_  
Charles E. Donnelly \_\_\_\_\_  
Dayle M. Gillett \_\_\_\_\_  
Gerald M. Gorski \_\_\_\_\_

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

\_\_\_\_\_  
**STEPHEN L. DAVIS  
CHAIRMAN**

(ATTEST)

\_\_\_\_\_  
**DAYLE M. GILLETT  
SECRETARY**

**ORDINANCE 2013-264**





# DUPAGE AIRPORT AUTHORITY

## INVESTMENT POLICY

3-13-13

**DuPage Airport Authority  
Investment Policy  
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# **DuPage Airport Authority Investment Policy**

## **1.0 POLICY PURPOSE**

The purpose of this Investment Policy Statement is to clarify the investment objectives of the Investment Account and to make certain these objectives are aligned with the financial goals of the Investment Account. This Investment Policy Statement should be reviewed at least annually with revisions applied as needed.

The Chief Investment Officer (CIO) is responsible for the management of daily receipt and investment of cash and related accounting operations. The Finance Director is the Chief Investment Officer of the DuPage Airport Authority (DAA) and investments may be directed by the CIO or designee, in accordance with this Policy.

It is the policy of the CIO to invest all funds under DAA control in a manner that provides the highest investment return using authorized instruments while meeting the DAA's daily cash flow demands.

## **2.0 SCOPE OF POLICY:**

This Policy applies to all funds held by the DAA. Except for cash in restricted funds, the DAA will consolidate cash balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

## **3.0 OBJECTIVES:**

The primary objectives of investment activities shall be safety, liquidity, and yield:

### **3.1 Safety**

The safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio, while mitigating credit and interest rate risks.

#### **3.11 Credit Risk**

The DAA will minimize credit risk, the risk of loss due to the failure of the security issuer or backer by:

- a. Limiting investments to the safest types of securities
- b. Pre-qualifying the financial institutions, brokers, intermediaries and advisors with which the DAA will do business, and
- c. Diversifying the investment portfolio so that potential losses on individual securities will be minimized.

### **3.12 Interest Rate Risk**

The DAA will minimize the risk that the market value of the securities in the portfolio will fall due to changes in general interest rates by:

- a. Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity,
- b. Investing operating funds primarily in shorter-term securities, money market mutual funds or investment pools.

### **3.2 Liquidity**

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Furthermore, since all possible cash demands cannot be anticipated, the portfolio will have a significant portion of the portfolio invested in money market mutual funds or investment pools which offer very quick liquidity for short-term funds.

### **3.3 Yield**

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. The core investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed.

## **4.0 STANDARDS OF CARE**

### **4.1 Prudence**

The standard of prudence to be used by the investment officials shall be the “prudent person,” which states,

*“Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.”*

Board Members and Investment officers acting in accordance with written procedures and this policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes.

#### **4.2 Delegation of Authority**

Authority to manage the investment program is granted to the Director of Finance (Chief Investment Officer) derived from the following: 30 ILCS 235 et. seq. The CIO or designee shall establish written procedures and internal controls for the operation of the investment program that is consistent with the investment policy.

No person shall engage in an investment transaction except as provided under the terms of this policy and the procedures established by the CIO. The CIO shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials, including outside investment managers.

#### **4.3 Ethics and Conflicts of Interest**

DAA employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or could impair their ability to make impartial decisions. Employees involved in the investment process shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the DAA.

### **5.0 CONTRACTS WITH FINANCIAL INSTITUTIONS**

#### **5.1 Depositories**

The CIO or designee shall deposit funds in such depositories that are members of the Federal Deposit and Loan Insurance Corporation or the Federal Savings and Loan Insurance Corporation and who are willing and capable of pledging the required collateral for funds in excess of insurable limits.

The DAA currently has monies with three Financial Institutions, after approval of this investment policy the DAA will implement the Government Finance Officers Association best practice for procuring banking services. This will include meeting with multiple banks to understand products/services that the DAA would be interested in procuring. The DAA will then use a RFP process to select the Financial Institution(s) with which the DAA will do business. The process will be repeated at a minimum of every three years.

## **5.2 Financial Dealers and Institutions**

A list will be maintained of the financial institutions and depositories that the Board of Commissioners has authorized to provide financial or investment services to the DAA.

Only primary government securities dealers or regional dealers that qualify under Securities and Exchange Commission Rule 15C3-1(uniform net capital rule) are eligible to apply for inclusion on the approved list.

All financial institutions or broker/dealers who desire to become qualified for investment transactions must supply the following as appropriate:

- Audited financial statements demonstrating compliance with state and federal guidelines
- Proof of National Association of Securities Dealers certification
- Proof of state registration
- Completed broker/dealer questionnaire
- Certification of having read and understood and agreeing to comply with the DAA's investment policy
- Evidence of adequate insurance coverage

The number of primary dealers and regional brokers on the approved list shall not exceed a combined total of 7 at any single time.

The CIO shall conduct annual reviews, of the financial condition and the registrations of all approved broker/dealers in order to determine whether they should remain on the approved list.

## **6.0 SAFEKEEPING AND CUSTODY**

### **6.1 Delivery vs. Payment**

All trades of marketable securities will be executed by delivery vs. payment(DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds.

### **6.2 Safekeeping**

Securities will be held by an independent third-party custodian selected by the DAA as evidenced by the safekeeping receipts in the DAA's name.

### **6.3 Internal Controls**

The CIO is responsible for establishing and maintaining an internal control structure designed to ensure that assets of the DAA are protected from loss, theft, or misuse. The internal control structure shall be designed to provide

reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived, and the valuation of costs and benefits requires estimates and judgments by management.

## 7.0 INVESTMENT INSTRUMENTS

The DAA will make investments in accordance with the Illinois Public Funds Investment Act, 30 ILCS 235/0.01 et seq. A summary of investment instruments are as follows, while the list below is intended to be complete the Illinois Public Funds Investment Act will be the official list of allowed investment instruments:

- A. Savings accounts, certificates of deposit and other time accounts of Commercial banks insured by the Federal Deposit Insurance Corporation.
- B. Securities of savings and loan associations the shares or investment certificates of which are insured by the Federal Savings and Loan Insurance Corporation
- C. Bonds, notes, certificate of indebtedness, treasury bills, or other securities which are guaranteed by full faith and credit of the United States of America.
- D. Short term discount obligations of the Federal National Mortgage Association.
- E. Commercial paper issued by corporations organized in the United States with assets exceeding \$500,000,000.
- F. Short term obligations of the Federal National Mortgage Association.
- G. Money market mutual funds registered under the investment company act of 1940 limited to investments in securities guaranteed by full faith and credit of the United States of America
- H. Local government investment pools(Illinois Metropolitan Investment Pool and Illinois Public Treasurer's Investment Pool).
- I. Municipal bonds issued by Illinois municipalities or the State of Illinois.

## 8.0 COLLATERALIZATION

It is the policy of the Fund to require that all deposits in excess of FDIC insurable limits (applies to bank Certificates of Deposit) be secured by collateral in order to protect deposits from default.

1. Eligible collateral instruments and collateral ratios (market value divided by deposit) are as follows:
  - a. U.S. Government Securities = 110%
  - b. Obligations of Federal Agencies = 115%
  - c. Obligations of the State of Illinois = 115%
  - d. Local and Municipal Bonds rated "A" or better by Moody's = 115%

The ratio of fair market value of collateral to the amount of funds secured shall be reviewed at least quarterly and additional collateral shall be requested when the ratio declines below the level required.

## **9.0 INVESTMENT PARAMETERS`**

### **9.1 Diversification**

The investments shall be diversified by:

- Limiting investments to avoid overconcentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities)
- Limiting investment in securities that are grade A or better
- Investing in securities with varying maturities
- Continuously investing a portion of the portfolio in readily available funds such as local government investment pools, money market funds or overnight repurchase agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

### **9.2 Diversification / Strategy for funds not needed for short term, ongoing obligations.**

The average maturity/duration of the portfolio will be managed based upon the current existing interest rate environment. Under most circumstances the maturity/modified duration of the portfolio will be maintained at approximately 3.0 years and will range from 2.0 years to 7.0 years. This type of strategy will result in increasing the maturity/duration of the portfolio when interest rates are rising and decreasing the maturity/duration of the portfolio if interest rates are declining. The investment manager may change the duration of the portfolio as the market conditions permit.



The allocation guidelines, by asset class, for the fixed income investments are as follows:

	<u>Normal Allocation(3)</u>	<u>Range of Allocation</u>
Cash &Equivalents (1,2)	5%	0 - 100%
U.S. Treasury/Agency Securities:	95%	0 - 100%
Municipal Securities:	0%	0 - 20%

Notes:

1. Cash will be maintained to manage cash flow of the Fund or as a transition asset.
2. Bank certificates of deposit will only be used if market returns are favorable. They will be used as a substitute for the Treasury and Agency portion of the portfolio.
3. Under normal market conditions the structure of the portfolio will be within these limits; however the portfolio manager may diverge from the above suggestions due to abnormal market conditions.

### 9.3 Maximum Maturities

To the extent possible, the DAA shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the DAA will not directly invest in securities maturing more than ten (10) years from the date of purchase.

Reserve funds and other funds with longer-term investment horizons may be invested in securities exceeding ten (10) years if the maturities of such investments are made to coincide as nearly as practicable with the expected use of the funds. The intent to invest in securities with longer maturities shall be disclosed in writing to the Board of Commissioners.

Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as local government investment pools, money market funds, or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations. These funds are separate and not considered when calculating investment allocation as defined in 9.2

## 10.0 REPORTING

### 10.1 Methods

The CIO shall prepare a quarterly investment report, including a management summary that provides an analysis of the status of the current investment portfolio and the individual transactions executed over the last quarter. The report will be

provided to the Executive Director and the Board of Commissioners. The report will include the following:

- Listing of individual securities held at the end of the reporting period and including book value, market value and unrealized gain or loss.
- Average weighted yield to maturity of portfolio on investments as compared to applicable benchmarks.
- Listing of investment by maturity date.
- Percentage of the total portfolio which each type of investment represents.

### **10.2 Performance Standards**

Performance will be calculated using professional standards as established by the CFA Institute (formerly the Association for Investment Management Research). The CIO shall utilize the following benchmarks for evaluating the performance:

#### **Application**

#### **Benchmark**

**Entire Portfolio**

**Barclays Intermediate Government Index**

### **10.3 Marking to Market**

The market value of the portfolio shall be calculated quarterly and a statement of the market value of the portfolio shall be issued. This will ensure that the review of the investment portfolio, in terms of value and price volatility, has been performed consistent with the GFOA recommended practice on “Mark-to-Market Practices for State and Local Government Investment Portfolios and Investment Pools.”

## **11.0 POLICY CONSIDERATIONS**

### **11.1 Exemption**

Any investment currently held that does not meet the guidelines of this policy shall be temporarily exempted from the requirements of this policy. Investments must come in conformance with the policy within six months of the policy’s adoption or the Board of Commissioners must be presented with a plan through which investments will come into conformance.

### **11.2 Amendments**

This policy shall be reviewed on an annual basis. Any changes must be approved by the CIO and the Board of Commissioners.

## **12.0 APPROVAL OF INVESTMENT POLICY**

The investment policy shall be formally approved and adopted by the Board of Commissioners and reviewed annually.

The Board and Chief Investment Officer shall review this Policy periodically to ensure its effectiveness in meeting the DAA's needs for safety, liquidity, rate of return, and diversification, and its general performance. Any changes shall be presented to the Board for its approval. Whenever this policy is amended, the Board shall file a copy of the new policy with the Illinois Department of Financial and Professional Regulation within thirty (30) days.

## DEFINITIONS

**Beneficiary** - person eligible for or receiving benefits from a pension fund.

**Book Entry Security** - securities that can be transferred from institution to institution using the federal electronic wire system, thus eliminating the physical transfer of certificates. Records are maintained on a computer system at the Federal Reserve.

**Collateral** - the pledging of a security to guarantee performance of an obligation.

**Commercial Paper** - unsecured promissory notes of corporations issued for 270 days or less.

**Fiduciary** - person entrusted with the control of assets for the benefit of others.

**Investment Manager** - an individual or organization that provides investment management services for a fee, either on a discretionary or nondiscretionary basis. Under Illinois law, an investment manager is considered a fiduciary with respect to the Fund.

**IL Funds (also known as the Illinois Public Treasurers' Investment Pool)** - a short-term money market fund for public funds in Illinois.

**Market Value** - the present price of a given security.

**Barclays Intermediate Government Index**: The Barclays Intermediate Government Index tracks the performance of intermediate U.S. government securities.

**Return** - the profit or interest as payment for investment.

**Security** - any note, stock, bond, certificate of interest or certificate of deposit.

**Treasury Bill** - short-term debt obligation of U.S. government which will mature within ten years at the time of original issuance.

**Treasury Bond** - longer debt obligations of U.S. government which will mature in ten years or longer at the time of original issuance.


**Yield** - percentage measured by taking annual interest from an investment and dividing by current market value.



# DUPAGE AIRPORT AUTHORITY

**TO:** DuPage Airport Authority  
Board of Commissioners

**FROM:** Patrick Hoard  
Director of Finance

**THROUGH:** David Bird   
Executive Director

**RE:** Proposed Resolution 2013-1714; Resolution Authorizing the Appointment of an Illinois Municipal Retirement Fund Authorized Agent.

**DATE:** March 7, 2013

**SUMMARY:**

DuPage Airport Authority employees that work over 1000 hours a year are enrolled in the Illinois Municipal Retirement Fund(IMRF). The IMRF requires a resolution authorizing someone to act as the Agent for the DuPage Airport Authority. The Agent is necessary to: 1) centralize local administration of IMRF in one person. 2) file payroll reports and member forms, pay contributions, file benefit applications for members and advise members and local governing bodies. 3) to act as the agent of the governing body in IMRF matters.

**PREVIOUS COMMITTEE/BOARD ACTION:**

January 1998 the DuPage Airport Authority Board of Commissioners adopted resolution 1998-686 appointing Julie Meo as the Authority's Illinois Municipal Retirement Fund Authorized Agent.

March 13, 2013 the Finance Committee will consider the proposed amendments to this policy and adoption of Ordinance 2013-1714.

**REVENUE OR FUNDING IMPLICATIONS:**

No revenue or funding implications

**STAKEHOLDER PROCESS:**

N/A

**LEGAL REVIEW:**

No legal review

**ATTACHMENTS:**

None

**ALTERNATIVES:**

The Board can deny, modify or amend this issue.

**RECOMMENDATION:**

Subject to the favorable recommendation of the Finance, Budget and Audit Committee at the March 13, 2013 committee meeting, it is the recommendation of the Executive Director and staff that the Board approve Proposed Resolution 2013-1714; A Resolution Authorizing the Appointment of an Illinois Municipal Retirement Fund Authorized Agent.

**RESOLUTION 2013-1714  
AUTHORIZING THE APPOINTMENT OF AN  
ILLINOIS MUNICIPAL RETIREMENT FUND AUTHORIZED AGENT  
FOR THE DUPAGE AIRPORT AUTHORITY**

**WHEREAS**, the DuPage Airport Authority (the "Authority"), an Illinois Special District, is an airport authorized and existing under the Airport Authorities Act, 70 ICLS5/1 et seq.; and

**WHEREAS**, the DuPage Airport Authority had previously appointed Julie Meo as the Authority's Illinois Municipal Retirement Fund (IMRF) Authorized Agent in January 1998, under Resolution 1998-686; and

**WHEREAS**, Julie Meo will be retiring after twenty-seven years and six months of service effective April 1, 2013; and

**WHEREAS**, the Authority recommends appointing Chuck Serrurier as its new Authorized Agent for the Illinois Municipal Retirement Fund (IMRF).

**NOW THEREFORE BE IT RESOLVED**, that the DuPage Airport Authority, does hereby appoint Chuck Serrurier as its Authorized Agent for the Illinois Municipal Retirement Fund (IMRF).

**FURTHER BE IT RESOLVED**, that said Authorized Agent have all the general powers specified in the IMRF Act and also the specific power of doing the following acts on behalf of the Airport Authority:

- I Filing petitions for nominating of an Executive Trustee of IMRF.
- II Casting ballots for election of and Executive Trustee of IMRF.

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

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

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 13th day of March, 2013.

\_\_\_\_\_  
**CHAIRMAN**

\_\_\_\_\_  
**SECRETARY**

**RESOLUTION 2013-1714**



TO: Board of Commissioners

FROM: Anna Marano *AM*  
Procurement Analyst

THROUGH: David Bird *DB*  
Executive Director

RE: Proposed Resolution 2013-1715; Award of Bid to Eagle Tugs  
for the Procurement of One (1) All Wheel Drive Diesel Powered Aircraft Tug.

DATE: March 13, 2013

---

**SUMMARY:**

Included in the FY2013 Capital Budget is \$75,000 for the procurement of One (1) Model Year 2013 All Wheel Drive Diesel Powered Aircraft Tug for the Flight Center operation. This aircraft tug is an additional unit that will provide redundancy and allow for the safer movement of larger aircraft especially during winter operations.

Staff solicited sealed bids for the procurement of One (1) Model Year 2013 All Wheel Drive Diesel Powered Aircraft Tug in the January 11, 2013, edition of the *Daily Herald Newspaper*. Three (3) sealed bids were received and opened at 2:00 p.m. on February 1, 2013. Bid tabulations are as follows:

Bidders	Model	Amount
Eagle Tugs Taylor, Michigan	TT-12D	\$72,992.00
Aero Specialties Boise, Idaho	TT-12D	\$73,742.00
Tug Technologies Corp Kennesaw, Georgia	MT12-34T	\$74,984.00

Upon evaluation of the bids, it is apparent that Eagle Tugs is the low, responsive and responsible bidder.

**PREVIOUS COMMITTEE/BOARD ACTION:**

March 13, 2013, Finance, Budget, and Audit Committee – this item is being reviewed by the Committee.



## **REVENUE OR FUNDING IMPLICATIONS**

Staff budgeted \$75,000 for the purchase of One (1) Model Year 2013 Diesel Powered Aircraft Tug. The bid submitted by Eagle Tugs is for the amount \$72,992 which is \$2,008 less than 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.

## **ATTACHMENTS**

- ✦ Proposed Resolution 2013-1715 Award of Bid to Eagle Tugs for the Procurement of (1) One Model Year 2013 All Wheel Drive Diesel Powered Aircraft Tug.
- ✦ Statement of Political Contributions.

## **ALTERNATIVES:**

The Board can deny, modify or amend this issue.

## **RECOMMENDATION:**

Subject to the favorable recommendation of the Finance Budget and Audit Committee at their March 13, 2013 meeting; it is the recommendation of the Executive Director and Staff that the Board approve Proposed Resolution 2013-1715 ; Award of Bid to Eagle Tugs for the Procurement of (1) One Model Year 2013 All Wheel Drive Diesel Powered Aircraft Tug.

**RESOLUTION 2013 - 1715**

**Award of Bid to Eagle Tugs for the Procurement of (1) One  
All Wheel Drive Diesel Powered Aircraft Tug**

**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 an All Wheel Drive Diesel Powered Aircraft Tug; and

**WHEREAS**, the Authority has received and reviewed (3) three sealed bids on January 11, 2013; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Authority be authorized to generate the necessary purchase order for the procurement of (1) One All Wheel Drive Diesel Powered Aircraft Tug for an amount of \$72,992 F.O.B. DuPage Airport; 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 Eagle Tugs 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	_____	Peter H. Huizenga	_____
Charles Donnelly	_____	Gina LaMantia	_____
Dayle M. Gillett	_____	David J. Sabathne’	_____
Gerald M. Gorski	_____	Perry R. Thompson	_____

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 13th day of March, 2013.

\_\_\_\_\_  
CHAIRMAN

(ATTEST)

\_\_\_\_\_  
SECRETARY

RESOLUTION 2013-1715

**DUPAGE AIRPORT AUTHORITY  
 MODEL YEAR 2013 DIESEL POWERED AIRCRAFT TUG  
 SOLICITATION NO. 2013-1101**

**STATEMENT OF POLITICAL CONTRIBUTIONS**

Eagle Industrial Truck MFG LLC dba Eagle Tugs  
 (name of entity or individual)

26111 Northline Rd.  
Taylor, MI 48180  
 \_\_\_\_\_  
 (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>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</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."

1/15/13  
 (date)


  
 (signature)


President  
 (title of signer, if a business)



# DUPAGE AIRPORT AUTHORITY

TO: Board of Commissioners

FROM: Anna Marano   
Procurement Analyst

THROUGH: David Bird   
Executive Director

RE: Proposed Resolution 2013-1716 Award of Bid to Advanced Disposal Services  
Solid Waste Midwest, LLC For Garbage Disposal Services.

DATE: March 6, 2013

**SUMMARY:**

The current contract for garbage disposal with Waste Management expires on April 15, 2013. Such services include eighteen (18) Airport and two (2) Prairie Landing locations.

To continue this service, staff solicited bids for a three (3) year garbage disposal contract in the January 11, 2013, edition of the Daily Herald Newspaper. Five (5) sealed bids were received and opened at 2:00 p.m. CST on February 1, 2013. Bid tabulations are as follows:

Vendor	Annual Cost to DuPage Airport Authority	Annual Cost to Prairie Landing Golf Course	Annual Cost
Advance Disposal Batavia, Illinois	6780.00	3,256.00	\$10,036.00
Waste Management Batavia, Illinois	7,308.00	3,025.00	\$10,333.00
Republic Services Elgin, Illinois	8,964.00	3,408.00	\$12,372.00
Groot Industries Elk Grove Village, Illinois	9,158.04	4,025.61	\$13,183.65
Flood Brothers Chicago, Illinois	12,122.40	4,738.40	\$16,860.80

Upon evaluation of the bids, it is apparent that Advance Disposal is the low, responsive and responsible bidder.

**PREVIOUS COMMITTEE/BOARD ACTION:**

March 13, 2013 Finance, Budget, and Audit Committee – this item is being reviewed by the Committee.

## **REVENUE OR FUNDING IMPLICATIONS**

The bid received by Advanced Disposal is within the budgeted amount for 2013.

## **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.

## **ATTACHMENTS**

- Proposed Resolution 2013-1716; Award of Bid to Advanced Disposal Services Solid Waste Midwest, LLC
- Statement of Political Contributions.

## **ALTERNATIVES:**

The Board can deny, modify or amend this issue.

## **RECOMMENDATION:**

- Subject to the favorable recommendation of the Finance Budget and Audit Committee at their March 13, 2013, meeting; it is the recommendation of the Executive Director and Staff that the Board approve Proposed Resolution 2013-1716; Award of Bid to Advance Disposal for Garbage Disposal Services.

**RESOLUTION 2013-1716**

**Award of Bid to Advanced Disposal Services Solid Waste Midwest, LLC  
for Garbage Disposal Services**

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

**WHEREAS**, the Authority has solicited sealed bids for Garbage Disposal Services; and

**WHEREAS**, the Authority has received and reviewed (5) five sealed bids on February 1, 2013; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Authority be authorized to enter into a written Contract with Advanced Disposal Services Solid Waste Midwest, LLC for providing garbage disposal services during the period of April 15, 2013 through April 15, 2016; 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 Advanced Disposal Services Solid Waste Midwest, LLC 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 \_\_\_\_\_  
Gerald M. Gorski \_\_\_\_\_

Peter H. Huizenga \_\_\_\_\_  
Gina LaMantia \_\_\_\_\_  
Thomas F. Meagher \_\_\_\_\_  
David J. Sabathne' \_\_\_\_\_

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 13th day of March, 2013.

\_\_\_\_\_  
CHAIRMAN

(ATTEST)

\_\_\_\_\_  
SECRETARY

**DUPAGE AIRPORT AUTHORITY  
GARBAGE DISPOSAL  
SOLICITATION NO. 2013-1101**

**STATEMENT OF POLITICAL CONTRIBUTIONS**

Advanced Disposal  
(name of entity or individual)

1660 Hubbard Ave  
BATAVIA IL 60510

(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>None</u>	<u>None</u>	<u>None</u>	<u>None</u>	<u>None</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."

1/31/13  
(date)


  
(signature)

General Manager  
(title of signer, if a business)



**TO:** Board of Commissioners

**FROM:** Anna Marano  
Procurement Analyst

**THROUGH:** David Bird   
Executive Director

**RE:** Proposed Resolution 2013-1717 Award of an Electric Energy Supplier Agreement to be disclosed at the March 13, 2013 Board Meeting

**DATE:** March 6, 2013

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**SUMMARY:**

As you may recall, the Airport Authority has been purchasing electric energy from suppliers in the deregulated electric energy market since 2007.

Last year the Board awarded a one (1) year Agreement to Integrys Electric Energy for providing electrical energy to the airport for the period of February 1, 2012 to present date. Therefore, staff solicited a Request for Proposals (RFP) for an Electric Energy Supplier in the January 9, 2013 edition of the ***DAILY HERALD NEWSPAPER***. Proposals were due on February 6, 2013.

The airport received proposals from the following six (6) companies:

- MidAmerican Energy
- Integrys Energy Services
- AEP Energy Services, Inc.
- Vanguard Energy Services
- Reliant Energy Services
- Energy Me Services

Integrys Energy Services is represented by Endurant Energy, which is based in Westmont, Illinois and has been providing regulated electric energy since 2005.

MidAmerican Energy is headquartered in Des Moines, Iowa and has provided deregulated electric energy to approximately 12,000 commercial, industrial and government customers since 1999.

AEP Energy Services is based in Chicago, Illinois and a supplier since 2002 with 180,000 customers.

Vanguard Energy Services is located in Naperville, Illinois. Ameren Corporation is the parent company of Vanguard which was founded in 2000.



Reliant Energy Northeast LLC dba NRG Business Solutions located in Princeton, New Jersey has been serving energy since 2011.

Energy Me Services is based in Chicago has been servicing the area since 2011.

Due to the volatility of the electric energy market, fixed kWh pricing is only valid for twenty four (24) hours. Therefore, staff requested to submit the "Final and Best Offer" on March 13, 2013 for:

Fixed around the clock Electric Supply only. (No on/off peak) kWh rate for the entire term. Congestion charges included. No collars, no minimum or maximum KWH usage requirements.

Outline the method(s) of how Local Delivery Charges are to be billed and provide a full disclosure of any other energy charges.

Upon review of proposal pricing and proposer experience staff has determined that entering into a one (1) year Agreement with **the company to be disclosed at the March 13, 2013 Board Meeting** is most advantageous to the Airport Authority.

**PREVIOUS COMMITTEE/BOARD ACTION:**

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

**REVENUE OR FUNDING IMPLICATION**

The new rates will be **disclosed at the March 13, 2013 Board Meeting.**

**STAKEHOLDER PROCESS**

No stakeholders have been identified at this time.

**LEGAL REVIEW**

Legal counsel is currently reviewing the proposals.

**ATTACHMENTS**

- Proposed Resolution 2013-1717; Award of an Electric Energy Supplier Agreement with the company to **be disclosed at the March 13, 2013 Board Meeting.**

**ALTERNATIVES:**

The Board can deny, modify or amend this issue.


**RECOMMENDATION:**

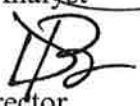
Subject to the favorable recommendation of the Finance Budget and Audit Committee, it is the recommendation of the Executive Director and Staff that the Board approve Proposed Resolution 2013-1717; Award of an Electric Energy Supplier Agreement with **the company to be disclosed at the March 13, 2013 Board Meeting.**



# DUPAGE AIRPORT AUTHORITY

TO: Board of Commissioners

FROM: Anna Marano   
Procurement Analyst

THROUGH: David Bird   
Executive Director

RE: Proposed Resolution 2013-1718 Award of Contract to Valley Linen Supply for  
Linen and Towel Rental Service

DATE: March 6, 2013

**SUMMARY:**

The Prairie Landing Golf Club utilizes a linen and towel rental service for providing napkins, table clothes and aprons at Prairie Landing and The Kitty Hawk Cafe. Such service is responsible for maintaining in-stock inventory pick-up of soiled items, cleaning, ironing, processing, bundling and delivery of items to both locations.

Staff solicited sealed bids for a (2) two year linen and towel rental contract in the January 7, 2013 edition of the *Daily Herald Newspaper*. Only one bid was received. Per our procurement policy the contract was re-bid. Staff solicited sealed bids again for a (2) year period on February 4, 2013 edition of the *Daily Herald Newspaper*.

One (1) sealed bid was received and opened at 2:00 p.m. on February 25, 2013. Bid tabulations are as follows:

Type	Anticipated Inventory/Frequency	Per Item Cost Valley Supply Service Aurora, Illinois
20"x 20" Napkins "Champagne/Ivory" Colored spun poly	800 weekly + As-needed	\$0.07 ea
20"x 20" Napkins Color spun poly	As-needed (200 of each color)	Standard \$0.09 ea. Premium \$0.14 ea.
Tablecloth Ivory 52"x 114"	20 weekly + As-needed	\$1.20 ea.
Tablecloth "Champagne/Ivory" Colored 90"	100 weekly + As-needed	\$1.35 ea.
Bath Towel White 27"x 54"	200 weekly + As-needed	\$0.38 ea.
Tablecloth White 52"x 52"	20 weekly + As-needed	\$0.51 ea

Tablecloth White 52"x 114"	40 weekly + As-needed	\$1.15 ea
Tablecloth White 90"	20 weekly + As-needed	\$1.29 ea
20"x 20" Napkins White spun poly	As-needed	\$0.07
Tablecloth White/Ivory 120"Round	As-needed	\$4.35
Tablecloth White/Ivory 132" Round	As-needed	\$5.90
Tablecloth 156" x 90" colored spun poly	As-needed	Quote on Request
Non-rental Property Chef Coat	60 weekly + As needed	\$0.80 ea \$1.50 press
Delivery		\$8.00
Storage Bin at Golf Club		\$4.00

Upon evaluation of the bid, it is apparent that the bid submitted by Valley Linen Supply is responsive and responsible.

**PREVIOUS COMMITTEE/BOARD ACTION:**

March 13, 2013 Finance, Budget, and Audit Committee – this item is being reviewed by the Committee.

**REVENUE OR FUNDING IMPLICATIONS**

Sufficient monies exist in the 2013 budget to fund this Contract.

**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.

**ATTACHMENTS**

- Proposed Resolution 2013-1718; Award of Contract to Valley Linen Supply.
- Statement of Political Contributions.

**ALTERNATIVES:**

The Board can deny, modify or amend this issue.

**RECOMMENDATION:**

- Subject to the favorable recommendation of the Finance, Budget and Audit Committee at their March 13, 2013, meeting; it is the recommendation of the Executive Director and Staff that the Board approve Proposed Resolution 2013-1718; Award of Contract to Valley Linen Supply for Linen and Towel Rental Service.

**RESOLUTION 2013-1718**

**Award of Contract to Valley Linen Supply for Linen and Towel Services**

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

**WHEREAS**, the Authority has solicited sealed bids for the procurement of Linen and Towel Rental Services; and

**WHEREAS**, the Authority has received and reviewed one (1) sealed bid on February 25, 2013; and

**WHEREAS**, It is apparent that Valley Linen Supply is the low, responsive and responsible bidder per the attached rate sheet ; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Authority enter into a written Contract with Valley Linen Supply for the term of March 16, 2013 through March 16, 2015 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 Valley Linen Supply, 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 \_\_\_\_\_  
Gerald M. Gorski \_\_\_\_\_

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

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 16th day of March, 2013.

\_\_\_\_\_  
CHAIRMAN

(ATTEST)

\_\_\_\_\_  
SECRETARY

Type	Anticipated Inventory/Frequency	Per Item Cost Valley Supply Service Aurora, Illinois
20"x 20" Napkins "Champagne/Ivory" Colored spun poly	800 weekly + As-needed	\$0.07 ea
20"x 20" Napkins Color spun poly	As-needed (200 of each color)	Standard \$0.09 ea. Premium \$0.14 ea.
Tablecloth Ivory 52"x 114"	20 weekly + As-needed	\$1.20 ea.
Tablecloth "Champagne/Ivory" Colored 90"	100 weekly + As-needed	\$1.35 ea.
Bath Towel White 27"x 54"	200 weekly + As-needed	\$0.38 ea.
Tablecloth White 52"x 52"	20 weekly + As-needed	\$0.51 ea
Tablecloth White 52"x 114"	40 weekly + As-needed	\$1.15 ea
Tablecloth White 90"	20 weekly + As-needed	\$1.29 ea
20"x 20" Napkins White spun poly	As-needed	\$0.07
Tablecloth White/Ivory 120"Round	As-needed	\$4.35
Tablecloth White/Ivory 132" Round	As-needed	\$5.90
Tablecloth 156" x 90" colored spun poly	As-needed	Quote on Request
Non-rental Property Chef Coat	60 weekly + As needed	\$0.80 ea \$1.50 press
Delivery		\$8.00
Storage Bin at Golf Club		\$4.00

**DUPAGE AIRPORT AUTHORITY  
LINEN AND TOWEL SERVICE  
SOLICITATION NO. 2013-2502**

**STATEMENT OF POLITICAL CONTRIBUTIONS**

Aurora Laundry Company dba Valley Linen Supply  
(name of entity or individual)

Leo J. Ahasic  
562 S. River St.  
Aurora, Illinois 60506  
(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>NONE</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."

2/7/13  
(date)

Leo J. Ahasic  
(signature)


President  
(title of signer, if a business)



# DUPAGE AIRPORT AUTHORITY

TO: Board of Commissioners

FROM: Anna Marano  
Procurement Analyst

THROUGH: David Bird   
Executive Director

RE: Proposed Resolution 2013-1719; Award of Bid To Alaniz Landscape Group, Inc  
for Landscape Maintenance Service for the DuPage Business Center.

DATE: March 1, 2013

**SUMMARY:**

Previously the DuPage Business Center had an agreement with Wingren Landscaping Inc. to maintain the landscaped areas in the park. The maintenance service is essential for the development and appearance of the business center. The agreement was for a three year period and is now expired.

DuPage Airport Authority solicited sealed bids for the Landscape Maintenance Service which was advertised in the February 1, 2013 edition of the *Daily Herald Newspaper*.

Eight (8) sealed bids were received and opened at 2:00 p.m. CST on February 22, 2013. Bid tabulations are as follows:

Company	2013	2014	2015
Alaniz Landscape Group, Inc. Elgin, IL	50,774	47,989	47,989
WA Management West Chicago, IL	63,650	60,550	62,400
Landscape Concepts Aurora, IL	65,918	65,188	66,949
The TLC Group, Ltd Clarendon Hills, IL	68,560	65,710	65,710
Windren Landscape, Inc. Downers Grove, IL	69,757	69,019	71,067
Mitch's GreenThumb Spring Grove, IL	82,749	80,075	81,345
Serbert Landscaping Bartlett, IL	91,274	91,274	91,274
Atrium Landscape Lemont, IL	100,440	97,065	97,065

Upon evaluation of the bids, it is apparent that Alaniz Landscape Group, Inc. is the low, responsive and responsible bidder.

**PREVIOUS COMMITTEE/BOARD ACTION:**

March 13, 2013 Finance, Budget, and Audit Committee – this item is being reviewed by the Committee.

**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.

**ATTACHMENTS**

- Proposed Resolution 2013-1719; Award of Bid to Alaniz Landscape Group, Inc. For Landscape Maintenance Service for the DuPage Business Center.
- Statement of Political Contributions.

**ALTERNATIVES:**

The Board can deny, modify or amend this issue.

**RECOMMENDATION:**

Subject to the favorable recommendation of the Finance Budget and Audit Committee at their March 13, 2013, meeting; it is the recommendation of the Executive Director and Staff that the Board approve Proposed Resolution 2013-1719; Award of Bid To Alaniz Landscape Group, Inc. For Landscape Maintenance Service for the DuPage Business Center.



**RESOLUTION 2013 -1719**

**Award of Bid to Alaniz Landscape Group, Inc.**

**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 Landscape Maintenance Service for the DuPage Business Center; and

**WHEREAS**, the Authority has received and reviewed (8) eight sealed bids on February 22, 2013; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Authority be authorized to generate the necessary Contract for the Landscape Maintenance Service with Alaniz Landscape Group, Inc. for an amount not to exceed \$146,752 for a three year period; 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 Alaniz Landscape Group, 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	_____	Peter H. Huizenga	_____
Charles Donnelly	_____	Gina LaMantia	_____
Dayle M. Gillett	_____	David J. Sabathne'	_____
Gerald M. Gorski	_____	Perry R.Thompson	_____

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 13th day of March, 2013.

\_\_\_\_\_  
CHAIRMAN

(ATTEST)

\_\_\_\_\_  
SECRETARY

**DUPAGE AIRPORT AUTHORITY  
 LANDSCAPE MAINTENANCE SERVICE  
 FOR THE DUPAGE BUSINESS CENTER  
 SOLICITATION NO. 2013-0102**

**STATEMENT OF POLITICAL CONTRIBUTIONS**

Alaniz Lawncare Inc.  
 (name of entity or individual)

P.O. Box 1148  
Elgin IL 60121  
 (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
			\$ 0.00	


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."

2-22-13 (date)       (signature)      PRESIDENT. (title of signer, if a business)



**TO:** Board of Commissioners  
**FROM:** Byron Miller  
Director, Operations  
**THROUGH:** David Bird   
Executive Director  
**RE:** Proposed Resolution 2013-1720; Disposition of Surplus Personal Property  
**DATE:** February 15, 2013

**SUMMARY:**

Periodically, departments of the Airport Authority accumulate personal property that is no longer functional and/or has been replaced by similar items. Disposition of such items requires staff to obtain approval from the Board, declaring such property surplus and authorizing the disposition and sale of the property through a public auction or destruction of same.

Staff seeks the Board's approval for disposition of the following surplus personal property attached hereto in Exhibit A:

1999 Dodge 2500 4x4 Pick-up with Western snow plow	Serial Number 1B7KF23Z5XJ590956
2000 John Deere Model 2653A Diesel Utility Mower	Serial Number TC2653D082013
1992 Clubcar Carry-All utility cart	Serial Number EG9245310266
1992 Clubcar Carry-All utility cart	Serial Number EG9245310267
1992 Clubcar Carry-All utility cart	Serial Number EG9245310268
1994 Clubcar Carry-All utility cart	Serial Number EG9437402049
1992 Ryan GA-60 Turf Aerator	Serial Number 92005437
1992 Ryan GA-24 Turf Aerator.	Serial Number 92510488
1992 Ryan GA-24 Turf Aerator.	Serial Number 92510489
1993 Ryan GA-24 Turf Aerator	Serial Number 93517802
1997 Jacobsen Model 422 greens mower	Serial Number 622444122

1997 Jacobsen Model 422 greens mower	Serial Number 622443034
2000 Jacobsen Model 422 greens mower	Serial Number 622642284
2000 Jacobsen Model 422 greens mower	Serial Number 622642285
2000 Jacobsen Model 422 greens mower	Serial Number 622642286
2000 Jacobsen Model 422 greens mower	Serial Number 622642288
1999 John Deere 624H Rubber Tired Loader	Serial Number DW624HX572620
1994 Excel UTR 9400 mower	Serial Number 001198
1992 Excel UTR 9400 mower	Serial Number N206565
1993 Excel UTR 9400 mower	Serial Number 4310259
1993 Excel UTR 9400 mower (parts machine)	Serial Number 4310261

**PREVIOUS COMMITTEE/BOARD ACTION:**

No previous Committee or Board action has occurred.

**REVENUE OR FUNDING IMPLICATIONS:**

No revenue or funding implications have been identified at this time.

**STAKEHOLDER PROCESS:**

No stakeholders have been identified at this time.

**LEGAL REVIEW:**

Legal counsel has reviewed this resolution for disposition of surplus personal property.

**ATTACHMENTS:**

- Attached Exhibit A
- Proposed Resolution 2013-1720; Disposition/Destruction of Surplus Personal Property.

**ALTERNATIVES:**

The Board can deny, modify or amend this issue.

**RECOMMENDATION:**

Subject to the favorable recommendation of the Finance, Budget and Audit Committee at their March 13, 2013 meeting, it is the recommendation of the Executive Director and Staff that the Board approve Proposed Resolution 2013-1720; Disposition/Destruction of Surplus Personal Property.

# Exhibit A

Qty	Description	Age of Item
1	1999 Dodge 2500 4x4 Pick-up with Western snow plow. Serial Number 1B7KF23Z5XJ590956	14 years



Qty	Description	Age of Item
1	2000 John Deere Model 2653A Diesel Utility Mower Serial Number TC2653D082013	13 years



Qty	Description	Age of Item
1	1992 Clubcar Carry-All utility cart. Serial Number	21years



Qty	Description	Age of Item
1	1992 Clubcar Carry-All utility cart. Serial Number	21years



Qty	Description	Age of Item
1	1992 Clubcar Carry-All utility cart. Serial Number	21 years



Qty	Description	Age of Item
1	1994 Clubcar Carry-All utility cart. Serial Number	19 years



Qty	Description	Age of Item
1	1992 Ryan GA-60 Turf Aerator. Serial Number	21 years



Qty	Description	Age of Item
	1992 Ryan GA-24 Turf Aerator. Serial Number 92510488	21 years



Qty	Description	Age of Item
1	1992 Ryan GA-24 Turf Aerator. Serial Number 92510489	21 years



Qty	Description	Age of Item
1	1993 Ryan GA-24 Turf Aerator. Serial Number 93517802	20



Qty	Description	Age of Item
1	1997 Jacobsen Model 422 greens mower. Serial Number 622444122	16 years



Qty	Description	Age of Item
1	1997 Jacobsen Model 422 greens mower. Serial Number 622443034	16 years



Qty	Description	Age of Item
1	2000 Jacobsen Model 422 greens mower. Serial Number 622642284	13 years



Qty	Description	Age of Item
1	2000 Jacobsen Model 422 greens mower. Serial Number 622642285	13 years



Qty	Description	Age of Item
1	2000 Jacobsen Model 422 greens mower. Serial Number 622642286	13 years



Qty	Description	Age of Item
1	2000 Jacobsen Model 422 greens mower. Serial Number 622642288	13 years





Qty	Description	Age of Item
1	1999 John Deere 624H Rubber Tired Loader. Serial Number DW624HX572620	14 years



Qty	Description	Age of Item
1	1994 Excel UTR 9400 mower. Serial Number 001198	19 years



Qty	Description	Age of Item
1	1992 Excel UTR 9400 mower. Serial Number N206565	21 years



Qty	Description	Age of Item
1	1993 Excel UTR 9400 mower. Serial Number 4310259	20 years



Qty	Description	Age of Item
1	1993 Excel UTR 9400 mower (parts machine) Serial Number 4310261	20 years



**RESOLUTION 2013-1720; RESOLUTION FOR DISPOSITION/DESTRUCTION OF  
SURPLUS PERSONAL PROPERTY**

WHEREAS, the DuPage Airport Authority (THE "Authority") is authorized by law to dispose of surplus personal property in such manner as the Board of Commissioners may specify; and

WHEREAS, the Board of Commissioners of the Authority finds that the personal property described in Exhibit A attached hereto (the "Surplus Property") is surplus and, hence, no longer needed by, appropriate to, required for the use of, or profitable to the Authority and that the continued ownership of the property is not in the best interests of the ; and

WHEREAS, the it is in the best interest of the Authority to sell, assign, transfer or convey the Surplus Property on eBay or any other Internet-based public auction vehicle; and

WHEREAS, some of the Surplus Property has insufficient value to make selling the items profitable; and

WHEREAS, the Board finds it in the best interests of the Authority to destroy the Surplus Property of insufficient value.

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

1. That the Executive Director, or his designated employee representative, is hereby authorized and directed to sell, assign, transfer, convey or otherwise dispose of all of the Surplus Property identified in Exhibit A and is authorized and directed to place such items for sale on eBay or any other Internet-based public auction vehicle;
2. The Executive Director, or his designated employee representative, is hereby authorized and directed to execute any and all bills of sale, title or other documents necessary to effectuate the sale, assignment, transfer or conveyance of the Surplus Property hereby sold;
4. The Executive Director is authorized to and has the right to reject any and all offers to purchase the Surplus Property for any reason whatsoever as deemed appropriate; and
5. That the Executive Director, or his designated employee representative, is hereby authorized and directed to destroy all of the Surplus Property identified in Exhibit A that is not purchased pursuant to the methods set forth in Paragraph 2 above. Said destruction shall be completed in the most economical and legal means practicable.

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

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 13th day of March, 2013.

Stephen L. Davis \_\_\_\_\_  
Charles E. Donnelly \_\_\_\_\_  
Dayle M. Gillett \_\_\_\_\_  
David J. Sabathne' \_\_\_\_\_

Gerald M. Gorski \_\_\_\_\_  
Peter H. Huizenga \_\_\_\_\_  
Gina R. LaMantia \_\_\_\_\_  
Perry R. Thompson \_\_\_\_\_

\_\_\_\_\_  
CHAIRMAN

(ATTEST)


\_\_\_\_\_  
SECRETARY


**RESOLUTION 2013-1720**



# DUPAGE AIRPORT AUTHORITY

**TO:** Board of Commissioners

**FROM:** Anna Marano  
Procurement Analyst 

**THROUGH:** David Bird  
Executive Director 

**RE:** Proposed Resolution 2013-1721 Award of Bid to Precision Wall Systems, Inc.  
for the Curtain Wall Replacement.

**DATE:** March 6, 2013

**SUMMARY:**

The Flight Center building has experienced water infiltration through the curtain wall (window glass) for several years. The DAA hired Ghafari to conduct an evaluation of the current curtain wall system, they determined that the existing system was structurally deficient and would need to be replaced.

Staff solicited sealed bids for the Curtain Wall Replacement which was advertised in the February 1, 2013 edition of the *Daily Herald Newspaper*. Five (5) sealed bids were received and opened at 2:00 p.m. on February 20, 2013. Bid tabulations are as follows:

	East	West	North	South	Total
Precision Wall Systems South Bend, IN	\$729,300	\$374,000	\$277,200	\$277,200	\$1,657,700
Mack Construction Tinley Park, IL	760,000	430,000	271,000	271,000	\$1,732,000
Foxfield Construction Co. Bartlett, IL	815,000	455,974	325,000	325,000	\$1,920,974
Reflection Windows Chicago, IL	898,000	495,000	309,000	309,000	\$1,887,800
Accurate Glass Non-Responsive					

Upon evaluation of the bids, it is apparent that Precision Wall Systems, Inc. is the low, responsive and responsible bidder.

**PREVIOUS COMMITTEE/BOARD ACTION:**

September 8, 2010, the Board approved Resolution 2010-1543; Authorizing the execution of an agreement with Ghafari associates, LLC for design and construction phase services for repairs to the curtain wall system on the DuPage Airport Flight Center Building.

March 13, 2013 Capital Development Committee – this item is being reviewed by the Committee.

**REVENUE OR FUNDING IMPLICATION**

The FY 2013 Capital Budget contains \$1,000,000 for the first phase of the curtain wall replacement. Since there are not sufficient funds to complete the work at this time, and the bid allowed the Authority to award a minimum of two (2) sides; staff is recommending that we replace the curtain walls on the West, North and South sides. This cost would total \$928,400 and Precision Wall Systems, Inc. is still the low bid.

Staff recommends including an owners contingency of 5% for a total not to exceed amount of \$974,820.

**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.

**ATTACHMENTS**

- Proposed Resolution 2013-1721 Award of Bid to Precision Wall Systems, Inc. For the Curtain Wall Replacement.
- Statement of Political Contributions.

**ALTERNATIVES:**

The Board can deny, modify or amend this issue.

**RECOMMENDATION:**

- Subject to the favorable recommendation of the Capital Development Committee at their March 13, 2013 meeting; it is the recommendation of the Executive Director and Staff that the Board approve Proposed Resolution 2013-1721 Award of Bid to Precision Wall Systems, Inc. for the Curtain Wall Replacement.

**RESOLUTION 2013 - 1721**

**Award of Bid to Precision Wall Systems, Inc. for the Curtain Wall Replacement**

**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 Curtain Wall Replacement Project; and

**WHEREAS**, the Authority has received and reviewed (5) five sealed bids on February 20, 2013; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Authority be authorized to generate the necessary Contract with Precision Wall Systems, Inc. for an amount not to exceed \$974,820; 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 Precision Wall Systems, 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 \_\_\_\_\_  
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 13th day of March, 2013.

\_\_\_\_\_  
CHAIRMAN

(ATTEST)

\_\_\_\_\_  
SECRETARY

G H A F A R I  
PROJECT 107114.013

**DUPAGE AIRPORT AUTHORITY**

MAIN TERMINAL  
DUPAGE AIRPORT FLIGHT CENTER  
CURTAIN WALL REPLACEMENT  
WEST CHICAGO, IL

DUPAGE AIRPORT FLIGHT CENTER  
MAIN TERMINAL CURTAIN WALL REPLACEMENT  
WEST CHICAGO, IL

for

DUPAGE AIRPORT AUTHORITY

**STATEMENT OF POLITICAL CONTRIBUTIONS**

Precision Wall Systems, Inc  
(name of entity or individual)

3801 S Main Street

South Bend, IN 46614  
(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
NONE				

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."

2/15/2013  
(date)

(signature)

Jim Mroz - President  
(title of signer, if a business)






# DUPAGE AIRPORT AUTHORITY

TO: Board of Commissioners

FROM: Anna Marano   
Procurement Analyst

THROUGH: David Bird   
Executive Director

RE: Proposed Resolution 2013-1722; Award of Bid to Schramm Construction for the Aircraft Rescue and Firefighting Station.

DATE: March 6, 2013

**SUMMARY:**

In 2013, the Airport Authority budgeted a total of \$1,675,000 for an Aircraft Rescue and Firefighting Station. Staff solicited sealed bids for the procurement for an Aircraft Rescue and Firefighting Station in the January 31, 2013 edition of the *Daily Herald Newspaper*. Thirteen (13) Bids were received on February 26, 2013 at 2:00 p.m.

Schramm Construction St Charles, IL	\$1,295,000
Chicago land Building Construction Addison, IL	\$1,339,000
Construction Solutions Inc Alsip, IL	\$1,367,723
Lite Construction Montgomery, IL	\$1,397,000
L.J. Morse Construction Aurora, IL	\$1,417,800
Prairie Forge Group St Charles, IL	\$1,440,360
Bergen Construction Corporation Palatine, IL	\$1,443,000
Foxfield Construction Bartlett, IL	\$1,450,000
Sigalos & Associates, Ltd Itasca, IL	\$1,509,000
Tri-State Enterprises Romeoville, IL	\$1,511,786
Schwartz Construction Group, Inc. Countryside, IL	\$1,599,000

Simpson Construction Co. Bellwood, Il	\$1,686,500
M/M Peters Construction Co. Aurora, Il	\$1,793,786.

Upon evaluation of bids and recommendation of FGM, Schramm Construction is the low, responsive and responsible bidder.

**PREVIOUS COMMITTEE/BOARD ACTION:**

September 8, 2010, Resolution 2010-1532; Authorized the Execution of an Agreement for Architectural Services with FGM Architects for the design of a new fire station building

March 13, 2013 Capital Development, Leasing and Customer Fees Committee – this item is on the agenda for review and consideration

**REVENUE OR FUNDING IMPLICATION**

The FY 2013 Capital Budget includes \$1,675,000 for the Aircraft Rescue and Firefighting Station.

The bid submitted was in the amount \$1,295,000. With a 10% owner’s contingency of \$129,500.00, the total authorized construction cost would be \$1,424,500.

**STAKEHOLDER PROCESS**

No stakeholders have been identified at this time.

**LEGAL REVIEW**

Legal counsel has previously reviewed the AIA contract provided by FGM, Inc. to be utilized for this project.

**ATTACHMENTS**

- Proposed Resolution 2013-1722; Award of Bid to Schramm Construction for the Aircraft Rescue and Firefighting Station.
- Statement of Political Contributions.

**ALTERNATIVES:**

The Board can deny, modify or amend this issue.

**RECOMMENDATION:**

Subject to the favorable recommendation of the Capital Development, Leasing and Customer Fees Committee at their, March 13, 2013 meeting; it is the recommendation of the Executive Director and Staff that the Board approve Proposed Resolution 2013-1722; Award of Bid to Schramm Construction for the Aircraft Rescue and Firefighting Station.

**RESOLUTION 2013-1722**

**Award of Bid to Schramm Construction  
for the Aircraft Rescue and Firefighting Station**

**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 Aircraft Rescue and Firefighting Station for the DuPage Airport Authority;

**WHEREAS**, the Authority has received and reviewed thirteen (13) sealed bids on February 26, 2013; and

**WHEREAS**, it is apparent that Schramm Construction is the low, responsive and responsible bidder at a cost of \$1,295,000.

**NOW, THEREFORE, BE IT RESOLVED**, that the Authority enter into a written Contract with Schramm Construction for the total amount not to exceed a cost of \$1,424,500 which includes a 10% owners contingency; 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 Schramm Construction 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 \_\_\_\_\_  
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 13th day of March.

\_\_\_\_\_  
CHAIRMAN

(ATTEST)

\_\_\_\_\_  
SECRETARY



STATEMENT OF POLITICAL CONTRIBUTIONS

Schramm Construction Corp  
(name of entity or individual)

3520 Swenson Ave  
St. Charles IL 60174

(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>N/A</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."

2/26/13  
(date)

[Signature]  
(signature)


President  
(title of signer, if a business)



# DUPAGE AIRPORT AUTHORITY

**TO:** Board of Commissioners

**FROM:** Byron Miller

**THROUGH:** David Bird   
Executive Director

**RE:** Proposed Resolution 2013-1726; Authorizing the Execution of an Agreement with FGM for Construction Services.

**DATE:** March 5, 2013

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**SUMMARY:**

In conjunction with the previous Resolution 2013-1722, Award of a Contract to Schramm Construction for the Construction of the Airport Aircraft Rescue and Firefighting Station an additional service is required. That service is Construction Administration to include: on-site meetings to ensure that the contractor(s) are adhering to the plans and specifications bid, that the work is being performed properly and all submittals for materials and equipment to be installed are reviewed by certified architects and engineers. FGM Architects (FGM), the architectural design firm retained by the Authority has provided a proposal to provide said Construction Administration Services for this project.

The total not-to-exceed price provided by FGM for these services is \$37,100. Their services would include weekly construction meetings, permit submittal and review, pay request review, shop drawing submittal and change order review.

**PREVIOUS COMMITTEE/BOARD ACTION:**

March 13, 2013, Capital Development, Leasing and Customer Fees Committee – this item is on the agenda for review and consideration

**REVENUE OR FUNDING IMPLICATION**

The FY' 2012 Capital Budget includes \$1,675,000 for the construction of the Airport Aircraft Rescue and Firefighting Station. The cost of construction and construction administration services will be approximately \$1,500,000. The remaining funds are programmed for furniture, fixtures and equipment (FF&E). These additional items will be obtained in accordance with our Purchasing Policy.

**STAKEHOLDER PROCESS**

The building layout and equipment needs have been reviewed with the West Chicago Fire Protection District.

**LEGAL REVIEW**

Legal counsel has previously reviewed the AIA contract provided by FGM.

**ATTACHMENTS**

Proposed Resolution 2013-1726; Authorizing the Execution of an Agreement with FGM for Construction Administration Services.

**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, and the approval of Resolution 2013-1722; it is the recommendation of the Executive Director and staff that the Board approve Proposed Resolution 2013-1726; Authorizing the Execution of an Agreement with FGM for Construction Administration Services at the March 13, 2013 Board meeting.

**RESOLUTION 2013-1726**

**AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH FGM ARCHITECTS  
FOR CONSTRUCTION ADMINISTRATION SERVICES FOR THE AIRPORT  
AIRCRAFT RESCUE AND FIREFIGHTING STATION**

**WHEREAS**, the DuPage Airport Authority (the "Authority") has planned and budgeted for the construction of a Airport Aircraft Rescue and Firefighting Station; and

**WHEREAS**, the Authority has received a proposal from FGM Architects ("FGM") for a not-to-exceed amount of \$37,100 to provide construction administration services for said project; and

**WHEREAS**, the Authority finds it to be in the best interest of the Authority to enter into an Agreement with FGM for such services; and

**NOW, THEREFORE, BE IT RESOLVED**, that the DuPage Airport Authority enter into an Agreement to provide the aforementioned services for the Airport Aircraft Rescue And Firefighting Station; and

**FURTHER, BE IT RESOLVED**, that the Executive Director of the DuPage Airport Authority be and is hereby authorized to execute said Agreement attached here to 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 \_\_\_\_\_  
Perry R. Thompson \_\_\_\_\_

Peter H. Huizenga \_\_\_\_\_  
Gina R. LaMantia \_\_\_\_\_  
David J. Sabathne \_\_\_\_\_  
Gerald M. Gorski \_\_\_\_\_

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 13<sup>th</sup> day of March, 2013.

\_\_\_\_\_  
CHAIRMAN

(ATTEST)


\_\_\_\_\_  
SECRETARY  
**RESOLUTION 2013-1726**



**DUPAGE AIRPORT  
AUTHORITY**

**TO:** Board of Commissioners

**FROM:** Byron Miller

**THROUGH:** David Bird   
Executive Director

**RE:** Proposed Resolution 2013-1723; Award of Bid to Anthony Roofing, Inc. for removal of the Mansard Roof on E-20 Hangar.

**DATE:** March 1, 2013

---

**SUMMARY:**

The E-20 Hangar built in the early 1980's. Last year we noticed that the structural steel supporting the mansard roof on hangar was in poor condition due to corrosion.

After reviewing the cost of repairing the structural supports for the mansard vs. removing the mansard the staff determined that it would be more cost effective to remove the mansard and add some decorative metal trim to cover the holes left in the sliding when the supports were removed.

The base bid includes using architectural panels to cover the metal patch panels; the alternate bid is for contrasting color metal panel covers. Since the other hangars in the area do not have any mansards or other architectural features the staff recommends using the alternate contrasting metal panels and utilizing the savings for a possible owner's contingency.

Staff solicited sealed bids to remove the E-20 Mansard which was advertised in the February 8, 2013 edition of the *Daily Herald Newspaper*. Two (2) sealed bids were received and opened on March 1, 2013 at 2:00 p.m. Bid tabulations are as follows:

Vendor	Base Bid	Alternative Bid
Anthony Roofing Aurora, Illinois	\$46,635.00	\$42,740.00
Riddiford Roofing Co Arlington Heights, IL	\$86,701.00	\$62,750.00

Upon evaluation of the bids, it is apparent that Anthony Roofing is the low, responsive and responsible bidder.



**PREVIOUS COMMITTEE/BOARD ACTION:**

March 13, 2013, Finance, Budget, and Audit Committee – this item is being reviewed by the Committee.

**REVENUE OR FUNDING IMPLICATION**

The FY 2013 Major Maintenance Budget contains \$48,000 for this project. The

Staff recommends including an owners contingency of 10% for a total not to exceed amount of \$\$47,014.00.

**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.

**ATTACHMENTS**

- Proposed Resolution 2013-1723
- Statement of Political Contributions.

**ALTERNATIVES:**

The Board can deny, modify or amend this issue.

**RECOMMENDATION:**

- Subject to the favorable recommendation of the Capital Development, Leasing and Customer Fees Committee at their March 13, 2013, meeting; it is the recommendation of the Executive Director and Staff that the Board approve Proposed Resolution 2013- 1723.

**RESOLUTION 2013 - 1723**

**Award of Bid to Anthony Roofing, Inc. for Hangar Echo 20 Roof Project**

**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 Hangar Echo 20 Roof Project; and

**WHEREAS**, the Authority has received and reviewed (2) two sealed bids on March 13, 2013; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Authority be authorized to generate the necessary Contract with Anthony Roofing, Inc for an amount not to exceed \$47,014 which includes a 10% contingency of \$4,274; 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 Anthony Roofing, 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 \_\_\_\_\_  
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 13th day of March, 2013.

\_\_\_\_\_  
CHAIRMAN

(ATTEST)

\_\_\_\_\_  
SECRETARY

February 01, 2013

Charles Vincent George  
Architects, Inc.  
Project No. 2012-126

DuPage Airport Authority  
Hangar Echo 20 Mansard  
Roof Removal

HANGAR ECHO 20 MANSARD ROOF REMOVAL  
32 W 731 Tower Rd., West Chicago, IL

for

DUPAGE AIRPORT AUTHORITY

**STATEMENT OF POLITICAL CONTRIBUTIONS**

**Anthony Roofing Tecta America LLC**

(Name of entity or individual)

**2555 White Oak Circle**

**Aurora, Illinois 60502**

(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
<b>N/A</b>				

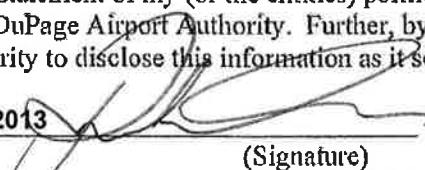
NOTE: If this statement of political contributions is being made on behalf of a business entity or other type of organization, a separate, additional, statement of political contributions may be required by the DuPage Airport Authority. When making this statement of political contributions in an individual 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."

**March 1, 2013**

(Date)



(Signature)

**Rob Cisneros**

**President**

(Title of signer, if a business)

**TO:** Board of Commissioners

**FROM:** Byron Miller  
Director, Operations

**THROUGH:** David Bird   
Executive Director

**RE:** Proposed Resolution 2013-1724 - Authorizing the Execution of an Amendment to an Agreement for Design Phase Engineering Services from Crawford, Murphy & Tilly, Inc. for the project: Rehabilitate Runway 2L/20R and Taxiway W-Phase 1 Widen to 150'.

**DATE:** February 28, 2013

---

**SUMMARY:**

Our main instrument runway 2L/20R was constructed in 1991 and has reached its designed life. Also the original pavement design was for aircraft weighing less than 45,000 pounds. Today it's being used by aircraft weighing over 80,000 pounds.

The DAA Staff has been planning to rehabilitate and strengthen this runway for the past five years. Currently Runway 10/28 is our crosswind runway with an instrument landing system approach on Runway 10, but at 4,750' in length, it is too short for some of the aircraft to use, resulting in some aircraft operators diverting to other airports. One of the work elements of the Master Plan study was to identify and evaluate alternatives for greater cross-wind capacity. According to the analysis performed by the Leigh Fisher Team, the most cost effective means to increase our crosswind capacity is to widen Runway 2L/20R from 100' to 150'. Additionally, the widening to 150' meets the FAA design criteria for large aircraft including the Boeing Business Jet.

In 2008 we entered into an agreement with Crawford, Murphy & Tilly, Inc. ("CMT") for the design phase of the widening project. The original project provided a 25' (each side) bituminous widening of the existing concrete pavement on Runway 2L/20R with construction to be completed during night and weekend closures of the primary runway. To minimize disruption to operations at the airport, particularly business jet operations that cannot routinely utilize the Airport's other runways, a bituminous pavement section was selected due to its ability to open the pavement area to traffic each day.

After numerous meetings with the FAA and the Illinois Division of Aeronautics, it was apparent those agencies would not participate in the funding of either the widening or strengthening of the primary runway at that time. Therefore, DAA Staff re-ordered our project priorities and began the process to lengthen runway 2R/20L.

With the lengthening of Runway 2R/20L in 2012, a complete closure phasing plan of Runway 2L/20R can now be utilized for the widening of the existing runway. This change in the proposed phasing plan and sequence of construction provides an opportunity to construct the widening in concrete to provide a consistent pavement structure with the existing runway. Also the FAA has updated two Airport related advisory circulars, accordingly, the current contract documents will need to be revised based on these FAA updates.

Due to the change in project scope CMT is requesting a supplement to the engineering agreement for the Design Phase for Contract 1 –Widen Runway 2L/20R to 150’ for an additional \$126,800 for a total not to exceed amount of \$251,700. This will increase the estimated total project cost for the widening and associated improvements to \$8,576,465.

An Independent Fee Review was preformed and it was agreed that this fee is reasonable.

**PREVIOUS COMMITTEE/BOARD ACTION:**

On December 10, 2008, the Board approved Resolution 2008-1395, authorizing an Agreement for Design Phase Engineering Services from Crawford, Murphy & Tilly, Inc. for the project: Rehabilitate Runway 2L/20R and Taxiway W-Phase 1 Widen to 150’.

**REVENUE OR FUNDING IMPLICATIONS:**

The FY 2013 Capital Budget contains \$9,200,000 for this project.

The original Agreement was for a not to exceed fee of \$124,900. This amendment will increase the fee to a not to exceed amount of \$251,700.

**STAKEHOLDER PROCESS:**

N/A

**LEGAL REVIEW:**

The IDA approved contract is standard and did not require legal review.

**ATTACHMENTS:**

CH2MHill letter dated March 4, 2013.

Proposed Resolution 2013-1724 - Authorizing the Execution of an Amendment to an Agreement for Design Phase Engineering Services from Crawford, Murphy & Tilly, Inc. for the project: Rehabilitate Runway 2L/20R and Taxiway W-Phase 1 Widen to 150’.

**ALTERNATIVES:**

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

**RECOMMENDATION:**

It is the recommendation of the Executive Director, Staff and the Capital Development, Leasing and Customer Fees Committee that the Board of Commissioners approve Proposed Resolution 2013-1724 - Authorizing the Execution of an Amendment to an Agreement for Design Phase Engineering Services from Crawford, Murphy & Tilly, Inc. for the project: Rehabilitate Runway 2L/20R and Taxiway W-Phase 1 Widen to 150'.



March 4, 2013

Mr. David Bird  
DuPage Airport Authority  
2700 International Drive, Suite 200  
West Chicago, IL 60185-1658

Subject: IFE – Supplemental to Design Widening of Runway 2L-20R

Dear Mr. Bird:

CH2M HILL appreciates the opportunity to review the scope of services for the Design and Bidding of the supplemental design to the Widening of Runway 2L-20R . Attached you will find our Independent Fee Review. I utilized two methods of estimation for the approximate hours required to complete this scope. Approximately 25 final design sheets require significant modification to complete this scope. This relates to approximately 40 hours of labor per sheet or 1,000 hrs in total. This compares closely to the itemized task method (attached) which results in 914 hrs of labor in total. Though both of these methods are significantly less hours than the CMT proposal, the total fee presented is comparable. This is due to CMT's use of lower cost engineering technician's in their proposal.

The distribution of hours and rates appear to be reasonable for this scope of work.

If you should have any questions regarding this analysis, please do not hesitate to contact me at 312 972-1680.

Sincerely,

Michael Vonic, PE  
Sr. Project Manager  
Client Service Manager / CH2M HILL  
8735 W. Higgins Road  
Suite 400  
Chicago, Illinois 60631

**RESOLUTION 2013-1724**

**AUTHORIZING THE EXECUTION OF AN AMENDMENT TO AN AGREEMENT FOR DESIGN PHASE ENGINEERING SERVICES FROM CRAWFORD, MURPHY & TILLY, INC. FOR THE PROJECT: REHABILITATE RUNWAY 2L/20R AND TAXIWAY W-PHASE 1 WIDEN TO 150'.**

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

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

**WHEREAS**, the scope of work necessary for CMT's completion of the Project has increased such that the Authority believes it is in the best interests of the Authority to amend the original Agreement; and

**WHEREAS**, this Amendment shall increase the scope of work to be provided by CMT and increase the cost of the Project by \$126,800; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the DuPage Airport Authority that the Agreement be amended; and

**FURTHER BE IT RESOLVED**, that the Board of Commissioners of the DuPage Airport Authority hereby authorize the Executive Director to execute said Amendment, attached hereto as Exhibit A, and take whatever steps necessary to effectuate the terms of this Amended Agreement on behalf of the Authority.

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

Stephen Davis \_\_\_\_\_  
Charles E. Donnelly \_\_\_\_\_  
Dayle M. Gillett \_\_\_\_\_  
Perry R. Thompson \_\_\_\_\_

Peter H. Huizenga \_\_\_\_\_  
Gina LaMantia \_\_\_\_\_  
David J. Sabathne' \_\_\_\_\_  
Gerald M. Gorski \_\_\_\_\_

Passed & approved by the Board of Commissioners of the DuPage Airport Authority this 13<sup>th</sup> day of March, 2013.

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
SECRETARY

**RESOLUTION 2013-1724**






**DUPAGE AIRPORT  
AUTHORITY**

**TO:** Board of Commissioners

**FROM:** Byron Miller  
Director, Operations

**THROUGH:** David Bird   
Executive Director

**RE:** Proposed Resolution 2013-1725; Authorizing the Execution of an Amendment to a Professional Services Agreement with Crawford, Murphy & Tilly, Inc. For Construction Phase Engineering Services for Construction of the East Side Drainage System – Phase 1; DPA-3891

**DATE:** March 6, 2013

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**SUMMARY:**

In the spring of 2011 Glenbrook Excavating started a Grant funded project identified as “Construct East Side Drainage System”. The storm water drainage from the Airports northeast side had been problematic due to the routing of the drainage channel after it left the Airport. This project re-routed the drainage outfall from the east side of the Airport into the main drainage canal system that exits through the Golf Course.

As you are aware, Illinois Department of Transportation, Division of Aeronautics (“IDA”) and the Federal Aviation Administration require construction phase engineering services for grant funded projects. IDA is funding 97.5% of eligible work for this project, (Due to certain items of work not being eligible for Grant funds the total funding split works out to be approximately 81.5% Federal, 2.4% State and 16.1% Local.)

On November 10, 2010 the DAA approved an engineering agreement for the Construction Phase of this project with Crawford, Murphy and Tilly, Inc. (CMT) for not to exceed fee of \$155,400. This agreement was based on the expected construction schedule starting March 1, 2011 and ending July 26, 2011 for a total of 150 calendar days. Due to a number of unforeseen utility coordination issues along the Powis Road utility corridor the contractor used 166 calendar days of work and did not finish until July 17, 2012.

During this additional one year of construction time CMT also spent an additional 354 hours of time on this project and is requesting an additional fee of \$41,080.32. Our share of this Amendment would be approximately \$1,027.01 (2.5%). The Illinois Department of Transportation, Division of Aeronautics (IDA) has reviewed and approved the amount of this request.

**PREVIOUS COMMITTEE/BOARD ACTION:**

November 10, 2010 the Board approved Resolution 2010-1549, Authorizing The Execution Of A Professional Services Agreement With Crawford, Murphy & Tilly, Inc. For Construction Phase Engineering Services for Construction of the East Side Drainage System – Phase 1; Dpa-3891, for a sum not to exceed \$155,400.

**REVENUE OR FUNDING IMPLICATIONS:**

Our share of this Amendment would be approximately \$1,027.01 (2.5%).

**STAKEHOLDER PROCESS:**

N/A

**LEGAL REVIEW:**

The IDA approved contracts are standard and did not require legal review.

**ATTACHMENTS:**

- Letter dated December 29, 2012 from CMT, requesting to amendment to an engineering agreement.
- Letter dated January 10, 2013 from IDA approving CMT’s request.
- Proposed Resolution 2013-1725; Authorizing the Execution of an Amendment to a Professional Services Agreement with Crawford, Murphy & Tilly, Inc. For Construction Phase Engineering Services for Construction of the East Side Drainage System – Phase 1; DPA-3891

**ALTERNATIVES:**

The Board can deny, modify or amend these issues.

**RECOMMENDATION:**

Subject to the favorable recommendation of the Capital Development, Leasing, and Customer Fees Committee at their March 13, 2013 meeting; it is the recommendation of the Executive Director and Staff that the Board approve Proposed Resolution 2013-1725; Authorizing the Execution of an Amendment to a Professional Services Agreement with Crawford, Murphy & Tilly, Inc. For Construction Phase Engineering Services for Construction of the East Side Drainage System – Phase 1; Dpa-3891



**CRAWFORD, MURPHY & TILLY, INC.**  
CONSULTING ENGINEERS

December 28, 2012

DuPage Airport Authority  
2700 International Drive, Suite 200  
West Chicago, IL 60185

Attn: Mr. David Bird  
Executive Director

Re: 08257-03-06

DuPage Airport  
West Chicago, IL  
IL Proj: DPA-3891  
A.I.P. Proj.: 3-17-0017-B24  
**Construct East Side Drainage System – Phase 1**  
**Construction Phase Engineering Amendment**

Dear David:

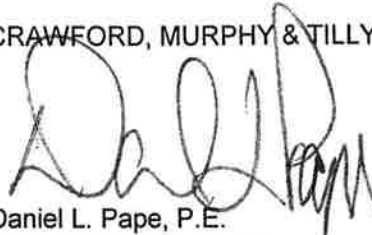
As you are aware, construction on the referenced project has been completed and the final inspection has been held. Enclosed is an information copy of a request for an amendment to the construction phase engineering agreement on the project that we have transmitted to the Illinois Department of Transportation, Division of Aeronautics (IDA) for review and approval. The amendment is necessary due to the extended period of work on the project. The construction observation contract provided for an expected period of performance between March 1, 2011 and July 26, 2011. You may recall the contractor originally intended to initiate work during the winter months of 2011. However, due to other project commitments the construction did not actually commence until July 31, 2011. The contractor utilized 166 calendar days to complete the work versus the 150 calendar days provided for by the contract documents. The construction work on the project was substantially complete on July 17, 2012, approximately one year after the original estimated completion date.

The project had several delays throughout the construction period that were necessary to evaluate and resolve various unknown utility issues. These delays extended the period of construction into 2012 and our firm was required to continue the construction observation. While we were able to minimize construction staffing and gained some economies due to other ongoing projects, we exceeded our construction phase engineering agreement. The amendment represents an increase in 354 hours of engineering time on the project over a time span of an additional year of construction work. We should also note that our original construction phase agreement was reduced by the Division during our original contract negotiations by over \$15,000. Therefore, the combination of an initial reduction in fee and the nearly year of additional performance of work on the project necessitated our request for the amendment.

Once IDA has completed their review, we will incorporate any comments and transmit it to the airport for your review and approval. If you have any questions regarding this transmittal or require additional information, please contact our office.

Sincerely,

CRAWFORD, MURPHY & TILLY, INC.



Daniel L. Pape, P.E.  
Senior Project Engineer

DLP  
Encl.

cc: DPA – Byron Miller  
CMT – Tom Roy  
CMT – BW, file

# Funding Allocation AS OF 12/28/12

DuPage Airport Development Program  
 East Side Drainage System Development - AS Bid Project Costs with Additions per Construction Changes  
 Revised: 12/28/2012

Line #	Description of Project Costs	Vendor	Proposed Project Funding Allocation/Contribution of Costs				Total Cost \$ - (%)
			Federal Share \$ - (%)	State Share \$ - (%)	Local Share \$ - (%)	Total Cost \$ - (%)	
1	<b>CONSTRUCTION</b>						
1	Construct East Side Drainage System Construction Cost - East Side Drainage System BASEAs - Bid	Contractor - Glenbrook Excavating and Concrete, Inc.	\$ 1,444,950.00 95.0%	\$ 38,025.00 2.5%	\$ 38,025.00 2.5%	\$ 1,521,000.00 74.9%	
1Sum	Summary of Construction Change Orders #1- #3	Glenbrook	\$ 11,992.19 12.7%	\$ 315.58 0.3%	\$ 82,472.37 87.0%	\$ 94,780.15 4.7%	
1A	Construction - Change Order # CWC review (Approved by IDA on 11/29/11)- LOCAL ONLY SHARE	Glenbrook	\$ - -	\$ - -	\$ 54,768.00 100%	\$ 54,768.00 2.7%	
1B	Construction - Change Order # Other (Approved by IDA on 11/29/11)- STATE PARTICIPATION SHARE	Glenbrook	\$ (44,840.95) 95.0%	\$ (1,180.03) 2.5%	\$ (1,180.03) 2.5%	\$ (47,201.00) -2.3%	
1C	Construction - Change Order # Bypass Pumping (Approved by IDA on 9/12/12)- LOCAL ONLY SHARE	Glenbrook	\$ - -	\$ - -	\$ 760.52 100%	\$ 760.52 0.0%	
1D	Construction - Change Order # Quantities (Approved by IDA on 9/12/12)- STATE PARTICIPATION SHARE	Glenbrook	\$ (137.19) 95.0%	\$ (3.61) 2.5%	\$ (3.61) 2.5%	\$ (144.41) 0.0%	
1E	Construction - Extras and T&M Claimed by Contractor (Glenbrook) - STATE PARTICIPATION SHARE	Glenbrook	\$ 56,970.33 95.0%	\$ 1,499.22 2.5%	\$ 1,499.22 2.5%	\$ 59,968.77 3.0%	
1E	Construction - Extras and T&M Claimed by Contractor (Glenbrook) - LOCAL ONLY SHARE	Glenbrook	\$ - -	\$ - -	\$ 26,628.27 100%	\$ 26,628.27 1.3%	
4	<b>ENGINEERING</b>						
4A	Construction Phase Engineering (Original) Constr Engr. - Adjustment for Actual Costs in orig. Agmmt. (Approved)	CMT	\$ 162,450.00 95.0%	\$ 4,275.00 2.5%	\$ 4,275.00 2.5%	\$ 171,000.00 8.4%	
4B	Construction Phase Engr. Amendment - Pending	CMT	\$ (14,820.00) 95.0%	\$ (390.00) 2.5%	\$ (390.00) 2.5%	\$ (15,600.00) -0.8%	
5	Administration (1% of Federal)	IDA	\$ 39,026.30 95.0%	\$ 1,027.01 2.5%	\$ 1,027.01 2.5%	\$ 41,080.32 2.0%	
2	Design Phase Engineering - Sponsor Reimbursement to DPA Airport (Approved)	CMT	\$ 17,620.00 100.0%	\$ - -	\$ - -	\$ 17,620.00 0.9%	
3	Special Services (Permitting/Drain. Model) - Sponsor Reimbursement to DPAA Airport (Approved)	CMT/C. Burke	\$ 104,120.00 95.0%	\$ 2,740.00 2.5%	\$ 2,740.00 2.5%	\$ 109,600.00 5.4%	
3A	Supplemental Special Services for Permitting and Review - (Approved by Board on	CMT/C. Burke	\$ 50,540.00 95.0%	\$ 1,300.00 2.5%	\$ 1,300.00 2.5%	\$ 53,200.00 2.6%	
6	FUNDING adjustment due to Federal Shortfall	FAA	\$ 36,364.16 95.0%	\$ 956.95 2.5%	\$ 956.95 2.5%	\$ 38,276.06 1.9%	
			\$ (196,092.85)	\$ -	\$ 196,092.65	\$ - 0.0%	
	<b>Total Project Costs =</b>		\$ 1,658,150.00 81.5%	\$ 48,279.54 2.4%	\$ 326,628.98 16.1%	\$ 2,030,958.53 100%	
	<b>Approved Funding as of 11/30/10 - (Per IDOT + DAA Board) =</b>		\$ 1,656,150.00	\$ 43,582.00	\$ 172,688.00	\$ 1,872,420.00	
	<b>Approved Changes by DAA Board 11/16/11 =</b>		\$ -	\$ -	\$ 50,139.24	\$ 50,139.24	
	<b>Subtotal (Total Approved Changes to Date) =</b>		\$ (0.00)	\$ (4,697.54)	\$ (103,701.74)	\$ (108,399.29)	
	<b>Current Pending Shortfall Variance (Additional Amount Requested) =</b>		\$ -	\$ -	\$ 222,827.24	\$ 222,827.24	

Note: Airport Agreement with DPA County States the County will Pay 50% of the Airport Share of Costs on the Project up to \$600,000.00.



# Illinois Department of Transportation

Division of Aeronautics

1 Langhorne Bond Drive / Springfield, Illinois / 62707-8415

January 10, 2012

Mr. Dan Pape  
Crawford, Murphy & Tilly, Inc.  
550 N. Commons Drive, Suite 116  
Aurora, Illinois 60504-8172



RE: DuPage Airport (West Chicago)  
Illinois Project: DPA-3891  
A.I.P. Project: 3-17-0017-B24  
Engineering Amendment

Dear Mr. Pape:

We are responding to your letter dated December 28, 2012, concerning the above referenced Amendment to the Agreement for Engineering Services.

After a thorough review, we have determined that the amendment is warranted on the merits claimed in the proposal. The revised Not-To-Exceed may be increased by an amount of \$41,080.32 to bring the final Not-To-Exceed to an amount of \$196,480.32. It is understood there is no increase in the fixed fee. Federal and State participation are subject to availability of funds.

The executed amendment must be sent to this office to the attention of Mike Wilhelm within 10 days of the date of execution. Any delay in returning the executed amendment may result in non-participation with state and federal funds.

Sincerely,

Handwritten signature of Michael F. Wilhelm in cursive.

Michael F. Wilhelm, P. E.  
Engineer of Construction and Materials

MFW/bmn

cc: David Bird, DuPage Airport  
Al Mlacnik, IDA Planning and Programming Section  
Christina Pearce, IDA Contracts Section

**RESOLUTION 2013-1725**

**AUTHORIZING THE EXECUTION OF AN AMENDMENT TO A PROFESSIONAL SERVICES AGREEMENT WITH CRAWFORD, MURPHY & TILLY, INC. FOR CONSTRUCTION PHASE ENGINEERING SERVICES FOR CONSTRUCTION OF THE EAST SIDE DRAINAGE SYSTEM – PHASE 1; DPA-3891**

**WHEREAS**, on November 10, 2010, the DuPage Airport Authority (the "Authority") and Crawford, Murphy and Tilly, Inc. ("CMT") entered into a Professional Services Agreement with Crawford, Murphy & Tilly, Inc. ("CMT") for Construction Phase Engineering Services for Construction of the East Side Drainage System – Phase 1; Dpa-3891 (the "Agreement"), which was approved by the Authority under Resolution 2010-1549; and

**WHEREAS**, such Agreement provided for payment to CMT of a sum not to exceed \$155,400; and

**WHEREAS**, CMT has spent an additional 354 hours of service time on the project due to unforeseen utility coordination issues; and

**WHEREAS**, the Authority finds it is in the best interests of the Authority to amend the original Agreement to provide for an additional amount of \$41,080.32 in funding for CMT's work; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the DuPage Airport Authority that the Agreement be revised to provide a total not-to-exceed amount of \$196,480.32.

**FURTHER BE IT RESOLVED**, that the Board of Commissioners of the DuPage Airport Authority hereby authorize the Executive Director to execute said Amendment and take whatever steps necessary to effectuate the terms of this Amendment on behalf of the Authority.

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

Stephen Davis \_\_\_\_\_  
Charles E. Donnelly \_\_\_\_\_  
Dayle M. Gillett \_\_\_\_\_  
Perry R. Thompson \_\_\_\_\_

Peter H. Huizenga \_\_\_\_\_  
Gina LaMantia \_\_\_\_\_  
David J. Sabathne' \_\_\_\_\_  
Gerald M. Gorski \_\_\_\_\_

Passed & approved by the Board of Commissioners of the DuPage Airport Authority this 13<sup>th</sup> day of March, 2013.

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
SECRETARY

**RESOLUTION 2013-1725**

**RESOLUTION 2013-1727**  
**AUTHORIZING THE EXECUTION OF A FIRST AMENDMENT TO LEASE WITH**  
**TRAVEL EXPRESS AVIATION**

WHEREAS, the DuPage Airport Authority (the "Authority") entered into a hangar lease with Travel Express Aviation, L.L.C. ("TEA") for a 40,000 square foot commonly known as 3N060 Powis Road, West Chicago, Illinois, which commenced on November 1, 2009 and which is set to terminate on October 31, 2014; and

WHEREAS, the Authority and TEA have negotiated terms for a First Amendment to Lease;

WHEREAS, the Authority finds that it is in the best interest of the Authority to enter into the First Amendment to Lease with TEA.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the DuPage Airport Authority:

That the Executive Director of the Authority is hereby authorized and directed to execute the First Amendment to Lease, attached hereto as Exhibit A, and to take whatever action is necessary to effectuate the terms of said Agreement on behalf of the DuPage Airport Authority.

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

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 13th day of March, 2013.

Stephen L. Davis \_\_\_\_\_  
Charles E. Donnelly \_\_\_\_\_  
Dayle M. Gillett \_\_\_\_\_  
David J. Sabathne' \_\_\_\_\_

Gerald M. Gorski \_\_\_\_\_  
Peter H. Huizenga \_\_\_\_\_  
Gina R. LaMantia \_\_\_\_\_  
Perry R. Thompson \_\_\_\_\_

\_\_\_\_\_  
CHAIRMAN

(ATTEST)

\_\_\_\_\_  
SECRETARY

**RESOLUTION 2013-1727**