



**BOARD OF COMMISSIONERS
REGULAR MEETING and ANNUAL MEETING
WEDNESDAY, JANUARY 18, 2017; 3:00 p.m.**

**DUPAGE AIRPORT AUTHORITY
DANIEL L. GOODWIN FLIGHT CENTER BUILDING
2700 INTERNATIONAL DRIVE
WEST CHICAGO, ILLINOIS 60185**

TENTATIVE AGENDA

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

RECESS REGULAR MEETING

CONVENE ANNUAL MEETING

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. ELECTION OF OFFICERS FOR THE 2017 FISCAL YEAR**
 - a. Chairman**
 - b. Vice-Chairman**
 - c. Treasurer**
 - d. Secretary**
 - e. Assistant Treasurer**
 - f. Assistant Secretary**
- 4. REVIEW OF COMMITTEE ASSIGNMENTS TAB #1 PAGE #6**
- 5. APPROVAL OF 2017 MEETING CALENDAR TAB #2 PAGE #7**
- 6. ADJOURNMENT OF ANNUAL MEETING**

RECONVENE REGULAR MEETING

4. **APPROVAL OF MINUTES** **TAB #3** **PAGE #9**
- a. **November 16, 2016 Regular Board Meeting**
 - b. **November 16, 2016 Capital Development, Leasing and Customer Fees Committee Meeting**
 - c. **November 18, 2016 Special Capital Development, Leasing And Customer Fees Committee Meeting**
 - d. **December 16, 2016 Special Capital Development, Leasing And Customer Fees Committee Meeting**
 - e. **November 16, 2016 Finance, Budget and Audit Committee Meeting**
5. **DIRECTOR'S REPORT** **TAB #4** **PAGE #27**
6. **REVIEW OF FINANCIAL STATEMENTS** **TAB #5** **PAGE #31**
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**
None
9. **NEW BUSINESS**
- a. **Proposed Ordinance 2017-305; Adoption of the Revised By-Laws for the DuPage Airport Authority Board of Commissioners.**
Modifies the By-Laws of the DuPage Airport Authority to make the Board Chairman an ex-officio member of each committee and allows Committee chairpersons to appoint other Commissioners as temporary committee members.
– Policy Committee **TAB #6** **PAGE #41**
 - b. **Proposed Ordinance 2017-306; Prohibiting Recreational Operation of Small Unmanned Aircraft on or Above DuPage Airport Authority Property.**
Amends the DuPage Airport Authority Rules and Regulations by prohibiting the operation of small unmanned aircraft (a/k/a drones) without a commercial license on or above property owned by the DuPage Airport Authority.
– Policy Committee **TAB #7** **PAGE #51**

- c. **Proposed Ordinance 2017-307; Amending the DuPage Airport Authority Procurement Policy.**
Provides the Board Chairman of the DuPage Airport Authority the ability to appoint someone, other than the Executive Director, to decide bid protests.
– Policy Committee **TAB #8** **PAGE #58**
- d. **Proposed Ordinance 2017-308; Adopting Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2017 and Ending December 31, 2017.**
– Finance Committee **TAB #9** **PAGE #62**
- e. **Proposed Ordinance 2017-309; An Ordinance of the DuPage Airport Authority Promulgating Regulations Under the Freedom of Information Act.**
TAB #10 **PAGE #71**
- f. **Proposed Ordinance 2017-310; An Ordinance Rescinding the Abatement of the Levy of Tax Authorized by Ordinance 2016-293.**
– Finance Committee **TAB #11** **PAGE #86**
- g. **Proposed Resolution 2017-2065; Approving Travel Requests and Expense Reimbursement Policy.**
Enacts a Travel Requests and Expense Reimbursement Policy to comply with Public Act 99-0604 – the Local Government Travel Expense Control Act.
– Policy Committee **TAB #12** **PAGE #88**
- h. **Proposed Resolution 2017-2066; Approving the Use of Outside Attorneys for the Fiscal Year 2017 Beginning January 1, 2017 and Ending December 31, 2017.**
Approves utilizing the firms of Schirott, Luetkehans and Garner, LLC and SheppardMullin to provide legal services for the 2017 fiscal year.
TAB #13 **PAGE #98**
- i. **Proposed Resolution 2017-2067; Authorizing the Execution of a Professional Services Agreement with Serafin & Associates Inc. for Marketing and Communication Services.**
Approves an Agreement for providing marketing and communications support for the Flight Center, DuPage Business Center and Prairie Landing Golf Club for a total not-to exceed cost of \$42,500.
– Finance Committee **TAB #14** **PAGE #102**

- j. Proposed Resolution 2017-2068; Disposal/Destruction of Surplus Personal Property.**
Approves the disposition of One (1) 1993 Emergency Firefighting Rapid Intervention Vehicle through sale by a public internet auction.
– Finance Committee **TAB #15** **PAGE #104**
- k. Proposed Resolution 2017-2069; Award of a Uniform and Mat Rental Contract to Cintas Corporation.**
Approves a three (3) year Uniform and Mat Rental Contract. Three (3) year cost of \$42,000.
– Finance Committee **TAB #16** **PAGE #109**
- l. Proposed Resolution 2017-2070; Award of a Janitorial Services Contract to Emerald Restoration & Cleaning Service, Ltd.**
Approves a one (1) year Janitorial Contract, subject to two (2) one (1) year extensions at the sole discretion of the Authority. \$98,446 (year 1), \$100,817 (year 2), and \$103,126 (year 3).
– Finance Committee **TAB #17** **PAGE #113**
- m. Proposed Resolution 2017-2071; Ratification of the Executive Director’s Execution of a Change Order to the Purchase Order Contract with Rosenbauer Minnesota, LLC. for the Procurement of One (1) 4x4 Aircraft Rescue and Firefighting Vehicle.**
Ratifies the Executive Director’s execution of a \$12,305 Change Order for the addition of critical options required during the fabrication of the 4x4 Aircraft Rescue and Firefighting Vehicle.
– Finance Committee **TAB #18** **PAGE #117**
- n. Proposed Resolution 2017-2072; Authorizing the Execution of a Cash Farm Lease with Henry Harvell for 338 Acres.**
Authorizes the execution of a three (3) year Cash Farm Lease for 338 acres located in the DuPage Business Center. \$185 per acre lease rate, \$62,530 annual cash farm rent.
– Capital Committee **TAB #19** **PAGE #121**
- o. Proposed Resolution 2017-2074; Authorizing the Execution of Task Order No. 35 with Kluber Architects and Engineers for the Project: Replace DuPage Flight Center Boilers/Pumps and Retrofit VAV Boxes.**
Authorizes a task order for design and construction phase services related to the Flight Center Boiler Replacement and VAV Retrofit Project. Task order fee not-to-exceed \$47,379.
– Capital Committee **TAB #20** **PAGE #126**

p. Proposed Resolution 2017-2075; Authorizing the Execution of an Amendment to the Intergovernmental Agreement with West Chicago Fire Protection District.

Approves the execution of an Amendment to the IGA with the West Chicago Fire Protection District to provide the 320 Kress Road building for additional training space.

– Capital Committee

TAB #21

PAGE #129

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

- 11. RECONVENE REGULAR SESSION**

- 12. OTHER BUSINESS**

- 13. ADJOURNMENT**



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

2017

**Stephen L. Davis, Chairman
Juan E. Chavez, Vice Chairman
Gina R. LaMantia, Secretary
Peter H. Huizenga, Treasurer**

**Charles E. Donnelly, Commissioner
Michael V. Ledonne, Commissioner
Gregory J. Posch, Commissioner
Donald C. Sharp, Commissioner
Daniel J. Wagner, Commissioner
Patrick Hoard, Assistant Treasurer
Mark Doles, Assistant Secretary**

STANDING COMMITTEES

FINANCE, BUDGET & AUDIT COMMITTEE

**Peter H. Huizenga, Chair
Charles E. Donnelly, Member
Michael V. Ledonne, Member
Gregory J. Posch, Member
Donald C. Sharp, Member
Daniel J. Wagner, Member
Mark Doles, Staff
Patrick Hoard, Staff**

CAPITAL DEVELOPMENT, LEASING & CUSTOMER FEES COMMITTEE

**Daniel J. Wagner, Chair
Juan E. Chavez, Member
Michael V. Ledonne, Member
Gregory J. Posch, Member
Donald C. Sharp, Member
Mark Doles, Staff**

GOLF COMMITTEE

**Charles E. Donnelly, Chair
Peter H. Huizenga, Member
Michael V. Ledonne, Member
Patrick Hoard, Staff**

INTERNAL POLICY & COMPLIANCE COMMITTEE

**Gina R. LaMantia, Chair
Juan E. Chavez, Member
Michael V. Ledonne, Member
Gregory J. Posch, Member
Patrick Hoard, Staff**



DUPAGE AIRPORT AUTHORITY

BOARD OF COMMISSIONERS MEETING/HOLIDAY CALENDAR 2017

January

01/01/17	Sunday	-- -- --	New Years Day	
01/02/17	Monday	-- -- --	DAA HOLIDAY – New Years Day Observed	
01/04/17	Wednesday	8:00 a.m.	Internal Policy & Compliance Committee	Flight Center
01/18/17	Wednesday	12:00 Noon	Golf Committee	Flight Center
01/18/17	Wednesday	1:00 p.m.	Finance, Budget & Audit Committee	Flight Center
01/18/17	Wednesday	2:00 p.m.	Capital Development, Leasing and Customer Fees Committee	Flight Center
01/18/17	Wednesday	3:00 p.m.	Regular/Annual Board Meeting	Flight Center

February

NO SCHEDULED MEETINGS

March

03/01/17	Wednesday	8:00 a.m.	Internal Policy & Compliance Committee	Flight Center
03/08/17	Wednesday	12:00 Noon	Golf Committee	Flight Center
03/08/17	Wednesday	1:00 p.m.	Finance, Budget & Audit Committee	Flight Center
03/08/17	Wednesday	2:00 p.m.	Capital Development, Leasing and Customer Fees Committee	Flight Center
03/08/17	Wednesday	3:00 p.m.	Regular Board	Flight Center

April

NO SCHEDULED MEETINGS

May

05/10/17	Wednesday	8:00 a.m.	Internal Policy & Compliance Committee	Flight Center
05/17/17	Wednesday	12:00 Noon	Golf Committee	Flight Center
05/17/17	Wednesday	1:00 p.m.	Finance, Budget & Audit Committee	Flight Center
05/17/17	Wednesday	2:00 p.m.	Capital Development, Leasing and Customer Fees Committee	Flight Center
05/17/17	Wednesday	3:00 p.m.	Regular Board	Flight Center
05/29/17	Monday	---	DAA HOLIDAY – Memorial Day	

June

06/07/17	Wednesday	8:00 a.m.	Internal Policy & Compliance Committee	Flight Center
06/14/17	Wednesday	12:00 Noon	Golf Committee	Flight Center
06/14/17	Wednesday	1:00 p.m.	Finance, Budget & Audit Committee	Flight Center
06/14/17	Wednesday	2:00 p.m.	Capital Development, Leasing and Customer Fees Committee	Flight Center
06/14/17	Wednesday	3:00 p.m.	Regular Board	Flight Center

July**NO SCHEDULED MEETINGS**

07/04/17	Tuesday	--	DAA Holiday – Independence Day	
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August**NO SCHEDULED MEETINGS****September**

09/04/17	Monday	--	DAA Holiday – Labor Day	
09/13/17	Wednesday	8:00 a.m.	Internal Policy & Compliance Committee	Flight Center
09/20/17	Wednesday	12:00 Noon	Golf Committee	Flight Center
09/20/17	Wednesday	1:00 p.m.	Finance, Budget & Audit Committee	Flight Center
09/20/17	Wednesday	2:00 p.m.	Capital Development, Leasing and Customer Fees Committee	Flight Center
09/20/17	Wednesday	3:00 p.m.	Regular Board	Flight Center

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

11/08/17	Wednesday	8:00 a.m.	Internal Policy & Compliance Committee	Flight Center
11/15/17	Wednesday	12:00 Noon	Golf Committee	Flight Center
11/15/17	Wednesday	1:00 p.m.	Finance, Budget & Audit Committee	Flight Center
11/15/17	Wednesday	2:00 p.m.	Capital Development, Leasing and Customer Fees Committee	Flight Center
11/15/17	Wednesday	3:00 p.m.	Regular Board	Flight Center
11/23/17	Thursday	--	DAA HOLIDAY – Thanksgiving Day	

December**NO SCHEDULED MEETINGS**

12/25/17	Monday	--	DAA HOLIDAY – Christmas Day	
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January 2018

01/01/18	Monday	---	DAA HOLIDAY – New Years Day	
01/10/18	Wednesday	8:00 a.m.	Internal Policy & Compliance Committee	Flight Center
01/17/18	Wednesday	12:00 Noon	Golf Committee	Flight Center
01/17/18	Wednesday	1:00 p.m.	Finance, Budget & Audit Committee	Flight Center
01/17/18	Wednesday	2:00 p.m.	Capital Development, Leasing and Customer Fees Committee	Flight Center
01/17/18	Wednesday	3:00 p.m.	Regular/Annual Board Meeting	Flight Center

Address for Meetings:

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

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

**DuPAGE AIRPORT AUTHORITY
REGULAR BOARD MEETING
Wednesday, November 16, 2016**

The Regular Meeting of the Board of Commissioners of the DuPage Airport Authority was convened at the Daniel L. Goodwin Flight Center Building, First Floor Conference Room, 2700 International Drive, West Chicago, Illinois on Wednesday, November 16, 2016. Chairman Davis called the meeting to order at 3:00 p.m. and a quorum was present for the meeting.

Commissioners Present: Chavez, Davis, Donnelly, Huizenga, LaMantia, Ledonne, Posch, Wagner

Commissioners Absent: Sharp

DuPage Airport Authority Staff Present: David Bird, Executive Director; Mark Doles, Director of Aviation Facilities and Properties; Patrick Hoard, Director of Finance and Prairie Landing Golf Club; Dan Barna, Procurement Manager; Brian DeCoudres, Flight Center General Manager; Pamela Miller, Executive Assistant and Board Liaison.

Others in Attendance: Phil Luetkehans, Schirott, Luetkehans and Garner; Ed Harrington, CenterPoint Properties Trust; Michael Vonic, CH2M; Michael Toth, JWJ; Captain Russell Danwin, public attendee.

Members of the Press:

None

PUBLIC COMMENT

None

APPROVAL OF MINUTES

Chairman Davis asked for additions or corrections to the minutes of the September 14, 2016 Regular Board Meeting; there were none. Commissioner LaMantia made a **MOTION** to approve the minutes of the September 14, 2016 Regular Board Meeting and Commissioner Posch **seconded the motion**. The motion was passed unanimously by roll call vote (8-0).

Chairman Davis asked for additions or corrections to the minutes of the September 14, 2016 Capital Development, Leasing and Customer Fees Committee Meeting; there were none. Commissioner Wagner made a **MOTION** to approve the minutes of the September 14, 2016 Capital Development, Leasing and Customer Fees Committee Meeting and Commissioner Chavez **seconded the motion**. The motion was passed unanimously by roll call vote (8-0).

Chairman Davis asked for additions or corrections to the minutes of the October 17, 2016 Special Capital Development, Leasing and Customer Fees Committee Meeting; there were none. Commissioner Wagner made a **MOTION** to approve the minutes of the October 17, 2016 Capital Development, Leasing and Customer Fees Committee Meeting and Commissioner Posch **seconded the motion**. The motion was passed unanimously by roll call vote (8-0).

Chairman Davis asked for additions or corrections to the minutes of the September 14, 2016 Finance, Budget and Audit Committee; there were none. Commissioner Huizenga made a **MOTION** to approve the minutes of the September 14, 2016 Finance, Budget and Audit Committee Meeting and Commissioner Donnelly **seconded the motion**. The motion was passed unanimously by roll call vote (8-0).

Chairman Davis asked for additions or corrections to the minutes of the October 18, 2016 Special Finance, Budget and Audit Committee; there were none. Commissioner Huizenga made a **MOTION** to approve the minutes of the October 18, 2016 Special Finance, Budget and Audit Committee Meeting and Commissioner Donnelly **seconded the motion**. The motion was passed unanimously by roll call vote (8-0).

Chairman Davis asked for additions or corrections to the minutes of the September 14, 2016 Golf Committee; there were none. Commissioner Donnelly made a **MOTION** to approve the minutes of the September 14, 2016 Golf Committee Meeting and Commissioner Posch **seconded the motion**. The motion was passed unanimously by roll call vote (8-0).

DIRECTOR'S REPORT

Executive Director Bird advised that long term employee Scott Thompson retired from his position of Flight Center Manager due illness. He continued that a nationwide search was conducted and three individuals were interviewed for this position; Brian DeCoudres was chosen as the new Flight Center General Manager. Mr. DeCoudres has come to the DuPage Airport from Southern California – Clay Lacy. Mr. DeCoudres spoke briefly regarding his previous experience. Executive Director Bird added that Mr. DeCoudres was a member of the Paragon Group who conducted the Flight Center audit earlier this year. Chairman Davis welcomed Mr. Decoudres on behalf of the Board.

Executive Director Bird reviewed the draft 2017 Board and Committee Meeting Calendar which will be presented for final approval at the January 18, 2017 Board Meeting. Executive Director Bird advised if there are needed adjustments, these can be made prior to the January meeting. Commissioner Ledonne and Commissioner LaMantia were not available for a Policy Committee Meeting on January 11; this adjustment will be made prior to approval in January.

Executive Director Bird discussed the monthly operating statistics:

*Total gallons of fuel sold for October 2016 increased 6.4% from 2015.
100LL sales increased significantly at nearly 25% for the month of October.
Jet A fuel sales increased nearly 5% from October 2015.
Total gallons sold year-to-date decreased 3% from 2015.*

Total Gallons of fuel sold in September 2016 increased 4.3%; Jet A sales are up 3% and 100LL sales are up 15%. Year to Date Total gallons of fuel sold decreased 4% from 2015.

Total Operations increased 26% from September 2015.

Discussion followed.

Executive Director Bird asked Dan Barna to review the Aircraft Response and Fire Fighting Emergency Exercise held at the Airport on October 22 with 15 different agencies participating; Fire Protection and Police Department agencies, FAA, NTSB. The *Daily Herald* and *Tribune* were also participants. Executive Director Bird advised that commercial airports are required to conduct this emergency exercise every three years and DuPage Airport will also comply with this training schedule. Discussion followed.

Executive Director Bird advised that the Drone Policy Working Group has met twice and the policy is evolving for developing procedures critical to surrounding communities. This drone user policy will be posted on the Airport 's website. Executive Director Bird stated the Internal Policy and Compliance Committee will meet in January to consider an Ordinance covering this issue as well as some additional ordinances for consideration.

Executive Director Bird asked Mark Doles to report on activities for the Flight Center. Mr. Doles further reviewed fuel sales, pricing and operations at the Flight Center. He reported on the progress of the new hangar construction with completion of the hangar anticipated for February or early March. He commented on the subgrade issues at the hangar construction site that will be addressed later in the Board meeting. Discussion followed.

Executive Director Bird asked Mike Toth of J. A. Watts Inc. to provide the Capital Projects update. Mr. Toth proceeded to review several major projects ongoing and their budgets; discussion followed.

REVIEW OF FINANCIAL STATEMENTS

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

REPORT OF COMMITTEES

Finance, Budget and Audit Committee:

Commissioner Huizenga reported the Finance Committee met this day and reviewed Resolutions and Ordinances appearing on the Board meeting agenda; all were favorably recommended by the Committee for approval.

Capital Development, Leasing and Customer Fees:

Commissioner Wagner reported that a Special Capital Development Committee Meeting will be held on Friday, November 18, to continue discussions for future development of the DuPage Business Center. He added that all items appearing on the Board meeting agenda for the Capital Development Committee were reviewed and favorably recommended for approval.

Internal Policy and Compliance Committee:

Commissioner LaMantia advised the Policy Committee had not met and there was no report.

Golf Committee:

Commissioner Donnelly advised that the Golf Committee did not meet in November and the Committee was provided a thorough report on golf course activities and financial standings at the September Golf Committee Meeting. Commissioner Donnelly advised staff is doing a good job and continues to work hard to attract business for wedding and outings for 2017.

DuPage Business Center:

Ed Harrington of CenterPoint Properties Trust updated the Board regarding completion of the DS Container facility in the Business Center. He advised there are a few prospects looking at the park, however, the market is quiet. Discussion followed.

OLD BUSINESS

None

NEW BUSINESS

Proposed Ordinance 2016-297; Adopting the Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2017 and Ending December 31, 2017.

Executive Director Bird read into the record Proposed Ordinance 2016-297 and advised this was considered by the Finance Committee and unanimously recommended for Board approval. There was no further discussion.

A **MOTION** was made by Commissioner Posch to approve Proposed Ordinance 2016-297; The **motion was seconded** by Commissioner Chavez and was unanimously passed by roll call vote (8-0).

Proposed Ordinance 2016-298; An Ordinance of the DuPage Airport Authority Levying Taxes for the Fiscal Year Beginning January 1, 2016 and Ending December 31, 2016.

Executive Director Bird read into the record Proposed Ordinance 2016-298 and advised this was considered by the Finance Committee and unanimously recommended for Board approval. Discussion followed.

A **MOTION** was made by Commissioner Donnelly to approve Proposed Ordinance 2016-298; An Ordinance of the DuPage Airport Authority Levying Taxes for the Fiscal Year Beginning January 1, 2016 and Ending December 31, 2016. The **motion was seconded** by Commissioner Ledonne and was unanimously passed by roll call vote (8-0).

Proposed Ordinance 2016-299; Adoption of the Revised By-Laws for the DuPage Airport Authority Board of Commissioners.

Modifies the By-Laws of the DuPage Airport Authority to make the Board Chairman an ex-officio member of each committee and allows Committee Chairpersons to appoint other Commissioners as temporary committee members.

Executive Director Bird read into the record Proposed Ordinance 2016-299.

A **MOTION to TABLE** Ordinance 2016-299 was made by Commissioner and was seconded by Commissioner Wagner. The **motion to table was seconded** for Ordinance 2016-299; Adoption of the Revised By-Laws for the DuPage Airport Authority Board of Commissioners was unanimously passed by roll call vote (8-0).

Proposed Ordinance 2016-300; Authorizing the Acquisition of a Certain Property Commonly Known as the Oliver-Hoffman Property for Airport Purposes by the DuPage Airport Authority.

Settlement of eminent domain litigation wherein the Authority, for airport purposes, acquires approximately 114 acres of property located at the corner of Smith and Powis Roads for \$3,100,000.

Executive Director Bird read into the record Proposed Ordinance 2016-300 and advised this was considered by the Finance Committee and unanimously recommended for Board approval. Discussion followed. Attorney Luetkehans suggested a modification in language on Page 1 of the Ordinance. He stated the legal staff will add the language to read as follows:

2. That upon receipt of a clean Phase I Environmental Site Assessment, the Executive Director and Board of Commissioners of the Authority, acting through their authorized agent and attorney be, and they hereby are, empowered to take the necessary steps by negotiation to acquire title to the real estate, described in Exhibit A.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Ordinance 2016-300; Authorizing the Acquisition of a Certain Property Commonly Known as the Oliver-Hoffman Property for Airport Purposes by the DuPage Airport Authority with the modifications as discussed. The **motion was seconded** by Commissioner Wagner and was unanimously passed by roll call vote (8-0).

Proposed Resolution 2016-2056; Approving the Use of Outside Auditors for the Year 2017.

Authorizes the Authority to appoint Sikich LLP as its outside auditor for auditing the Authority's 2016 financial statements for an all-inclusive maximum fee of \$38,000.

Executive Director Bird read into the record Proposed Resolution 2016-2056 and advised this was considered by the Finance Committee and unanimously recommended for Board approval. There was no further discussion.

A **MOTION** was made by Commissioner Posch to approve Proposed Resolution 2016-2056; Approving the Use of Outside Auditors for the Year 2017. The **motion was seconded** by Commissioner Donnelly and was unanimously passed by roll call vote (8-0).

Proposed Resolution 2016-2057; Award of a Master Agreement to C. Armbrust Plumbing & Heating, Inc. for On-Call Plumbing Repair and Maintenance Services.

Approves a two (2) year time and material Master Agreement for as-needed plumbing repair services. Not-to-exceed \$25,000 annually or \$5,000 per project.

Executive Director Bird read into the record Proposed Resolution 2016-2057 and advised this was considered by the Finance Committee and unanimously recommended for Board approval. There was no further discussion.

A **MOTION** was made by Commissioner Chavez to approve Proposed Resolution 2016-2057; Award of a Master Agreement to C. Armbrust Plumbing & Heating, Inc. for On-Call Plumbing Repair and Maintenance Services. The **motion was seconded** by Commissioner Posch and was unanimously passed by roll call vote (8-0).

Proposed Resolution 2016-2058; Award of Contract to Advent Systems, Inc. for Access Control System Repair and Maintenance Services.

Approves a one (1) year time and material contract subject to two (2) one (1) year extensions at the sole discretion of the Authority for as-needed access control system repair services.

Executive Director Bird read into the record Proposed Resolution 2016-2058 and advised this was considered by the Finance Committee and unanimously recommended for Board approval. There was no further discussion.

A **MOTION** was made by Commissioner Chavez to approve Proposed Resolution 2016-2058; Award of Contract to Advent Systems, Inc. for Access Control System Repair and Maintenance Services. The **motion was seconded** by Commissioner LaMantia and was passed unanimously by roll call vote (8-0).

Proposed Resolution 2016-2059; Award of Contract to Urban Elevator Service, LLC. for Elevator Maintenance Services.

Approves a one (1) year contract subject to two (2) one (1) year extensions at the sole discretion of the Authority for elevator maintenance services. Annual cost of \$27,924.

Executive Director Bird read into the record Proposed Resolution 2016-2059 and advised this was considered by the Finance Committee and unanimously recommended for Board approval. There was no further discussion.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2016-2059; Award of Contract to Urban Elevator Service, LLC. for Elevator Maintenance Services. The **motion was seconded** by Commissioner Chavez and was passed unanimously by roll call vote (8-0).

Proposed Resolution 2016-2060; Delegation of Authority to the Executive Director to Accept and Enter into Electric Power and Natural Gas Supplier Agreements.

Delegates authority to the Executive Director to enter into lowest bid electric energy and natural gas supplier contracts from pre-qualified firms through a Request for Proposal process.

Executive Director Bird read into the record Proposed Resolution 2016-2060 and advised this was considered by the Finance Committee and unanimously recommended for Board approval. Discussion followed.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2016-2060; Delegation of Authority to the Executive Director to Accept and Enter into Electric Power and Natural Gas Supplier Agreements. The **motion was seconded** by Commissioner Wagner and was passed unanimously by roll call vote (8-0).

Proposed Resolution 2016-2061; Award of Contract to Engineered Security and Sound, Inc. for Video Surveillance Equipment Replacement.

Approves a contract to remove, replace and add new video surveillance equipment throughout Airport property. Total authorized construction cost not-to-exceed \$51,008.10.

Executive Director Bird read into the record Proposed Resolution 2016-2061 and advised this was considered by the Capital Development Committee and unanimously recommended for Board approval. There was no further discussion.

A **MOTION** was made by Commissioner Wagner to approve Proposed Resolution 2016-2061; Award of Contract to Engineered Security and Sound, Inc. for Video Surveillance Equipment Replacement. The **motion was seconded** by Commissioner Chavez and was passed unanimously by roll call vote (8-0).

Proposed Resolution 2016-2062; Award of Contract to Roberts Environmental control corporation for the Golf Course Clubhouse A/C Unit and Kitchen Exhaust Makeup Air System Replacement.

Approves a contract to replace two kitchen grill exhaust make-up air systems and an A/C unit at the Prairie Landing Clubhouse. Total authorized construction cost not-to-exceed \$53,628.48, which includes an 8% owner's contingency.

Executive Director Bird read into the record Proposed Resolution 2016-2062 and advised this was considered by the Capital Development Committee and unanimously recommended for Board approval. There was no further discussion.

A **MOTION** was made by Commissioner Wagner to approve Proposed Resolution 2016-2062; Award of Contract to Roberts Environmental Control Corporation for the Golf Course Clubhouse A/C Unit and Kitchen Exhaust Makeup Air System Replacement. The **motion was seconded** by Commissioner Donnelly and was passed unanimously by roll call vote (8-0).

Chairman Davis advised that for the next two Resolutions he would respectfully abstain from voting due to his personal business relationship with Harbour Contractors, Inc.

Commissioner Ledonne made a **MOTION** to combine the remaining two Resolutions for discussion and action; Resolution 2016-2063 and Resolution 2016-2064. The **motion was seconded** by Commissioner Wagner and was unanimously passed by voice vote.

Proposed Resolution 2016-2063; Authorizing Execution of a Change Order to a Design-Build Contract with Harbour Contractors Inc. for Clear Span Hangar Construction.

Approves Change Order with Harbour Contractors for the sum of \$244,817.00 for mitigation of unsuitable soils and inlet repairs.

Proposed Resolution 2016-2064; Authorizing Execution of a Change Order to Task Order No. 40 with CH2M for the Project: Design-Build Clear Span Aircraft Hangar.

Approves Change Order to Task Order to Task Order No. 40 with CH2M in the sum of \$21,014.00 for construction phase services related to the hangar project.

Executive Director Bird read into the record Proposed Resolution 2016-2063 and Resolution 2016-2064 and advised these two Resolutions are relative to the same project; transient hangar construction. These resolutions were considered by the Capital Development Committee and unanimously recommended for Board approval.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2016-2063; Authorizing Execution of a Change Order to a Design-Build contract with Harbour Contractors Inc. for Clear Span Hangar Construction and Proposed Resolution 2016-2064; Authorizing Execution of a Change Order to Task Order No. 40 with CH2M for the Project: Design-Build Clear Span Aircraft Hangar. The **motion was seconded** by Commissioner Posch and was passed by roll call vote (7-0) with one abstention.

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; 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 Donnelly and was passed unanimously by roll call vote (8-0). The meeting was recessed to Executive Session at 4:07 p.m. and was reconvened at 4:57 p.m. Upon roll call, a quorum was present for the remainder of the Regular Board Meeting.

OTHER BUSINESS

None

A **MOTION** was made by Commissioner Ledonne to adjourn the Regular Meeting of the DuPage Airport Authority Board of Commissioners. The **motion was seconded** by Commissioner Donnelly and was passed unanimously by voice vote; the meeting was adjourned at 4:59 p.m.

Stephen L. Davis, Chairman

(ATTEST)

Gina R. LaMantia, Secretary

**DuPAGE AIRPORT AUTHORITY
CAPITAL DEVELOPMENT, LEASING AND CUSTOMER FEES COMMITTEE
WEDNESDAY, NOVEMBER 16, 2016**

The meeting of the Capital Development, Leasing and Customer Fees Committee of the DuPage Airport Authority Board of Commissioners was convened at the Daniel L. Goodwin Flight Center Building, First Floor Conference Room, 2700 International Drive, West Chicago, Illinois on Wednesday, November 16, 2016. Committee Chairman Wagner called the meeting to order at 2:30 p.m. A quorum was present for this meeting.

Commissioners Present: Chavez, Ledonne, Posch, Wagner.

Absent: Sharp

DAA Staff Present: Executive Director David Bird; Mark Doles, Director of Aviation Facilities and Properties; Patrick Hoard, Director of Finance and Prairie Landing Golf Club; Dan Barna, Procurement Manager; Pamela Miller, Executive Assistant and Board Liaison.

Others: Phil Luetkehans, Schirott, Luetkehans and Garner; Michael Vonic, CH2M; Michael Toth, JWI.

Press: None

CAPITAL DEVELOPMENT

NEW BUSINESS

Proposed Resolution 2016-2061; Award of Contract to Engineered Security and Sound, Inc. for Video Surveillance Equipment Replacement.

Approves a contract to remove, replace and add new video surveillance equipment throughout Airport property. Total authorized construction costs not-to-exceed \$41,008.10, which includes a 10% owner's contingency.

Dan Barna reported that the Airport needed to replace the airport access control and surveillance equipment upgrades.

This phase of the project replaces the existing surveillance cameras which are 10 years old and also adding some new camera locations. The base bid includes replacing 16 existing surveillance cameras throughout the airport and two new camera locations in the new hangar. There is an alternate bid which includes 7 additional new camera locations at PLGC. He explained the benefits of the new equipment and advised 7 bids were received; Engineered Security and Sound Inc. was determined to be the low, responsive and responsible bidder. Staff recommended approval and discussion followed.

A **MOTION** was made by Commissioner Ledonne for Proposed Resolution 2016-2061; Award of Contract to Engineered Security and Sound, Inc. for Video Surveillance Equipment Replacement. The **motion was seconded** by Commissioner Chavez and was unanimously passed by roll call vote (4-0).

Proposed Resolution 2016-2062; Award of Contract to Roberts Environmental Control Corporation for the Golf Course Clubhouse A/C Unit and Kitchen Exhaust Makeup Air System Replacement.

Approves a contract to replace two kitchen grill exhaust make-up air systems and one A/C unit at the Prairie Landing Clubhouse. Total authorized construction cost not-to-exceed \$53,628.48, which includes an 8% owner's contingency.

Mr. Barna advised this is the original A/C unit in the Pro Shop at Prairie Landing and this equipment has been problematic and is now no longer repairable. He reviewed the scope of this project and the costs associated. Discussion followed and staff recommended approval.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2016-2062; Award of Contract to Roberts Environmental Control Corporation for the Golf Course Clubhouse A/C Unit and Kitchen Exhaust Makeup Air System Replacement. The **motion was seconded** by Commissioner Chavez and was unanimously passed by roll call vote (4-0).

Proposed Resolution 2016-2063; Authorizing the Execution of a Change Order to a Design-Build Contract with Harbour Contractors, Inc. for Clear Span Hangar Construction.

Approves Change Order with Harbour Contractors Inc. for the sum of \$244,817.00 for mitigation of unsuitable soils and inlet repairs.

Mark Doles stated that both of the next two resolutions are related to the new transient hangar construction project. He began by explaining that proposed Resolution 2016-2063 is authorizing a Change Order with Harbour Contractors as a result of the discovery of bad soil conditions under the apron when concrete was removed. This issue was discussed at the September Board Meeting and the Board at that time determined staff should move forward with the best solution; both teams of engineers determined the best solution would be to remove and replace concrete to the same depth. When the engineers began this process it was discovered that some of the inlets have severely degraded and would need attention in the very near future. A price for the three inlet structures was provided by Harbour Contractors to be included in this project. Discussion followed. Mr. Doles continued that proposed resolution 2016-2064 would be for a Change Order to a previous Task Order with CH2M for the oversight of this work. The costs associated with both the Change Order for Harbour contractors and the Task Order for CH2M was reviewed. Discussion continued and staff recommended approval of the following two resolutions.

A **MOTION** was made by Commissioner Chavez to approve Proposed Resolution 2016-2063; Authorizing the Execution of a Change Order to a Design-Build Contract with Harbour Contractors, Inc. for Clear Span Hangar Construction. The **motion was seconded** by Commissioner Ledonne and was passed unanimously by roll call vote (4-0).

Proposed Resolution 2016-2064; Authorizing the Execution of a Change Order to Task Order No. 40 with CH2M for the Project: Design-Build Clear Span Aircraft Hangar.

Approves Change Order to Task Order No. 40 with CH2M in the sum of \$21,014.00 for construction phase services related to the hangar project.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2016-2064; Authorizing the Execution of a Change Order to Task Order No. 40 with CH2M for the Project: Design-Build Clear Span Aircraft Hangar. The **motion was seconded** by Commissioner Chavez and was passed unanimously by roll call vote (4-0).

Michael Ledonne: at the board meeting he will make a motion to combiners. 2016-2063 and 2016-2063 for discussion and action at the full Board meeting.

RECESS TO EXECUTIVE SESSION

There was no Executive Session.

OTHER BUSINESS

None

Commissioner Ledonne made a **MOTION** to adjourn the Capital Development, Leasing and Customer Fees Committee Meeting; the **motion was seconded** by Commissioner Posch and was passed by unanimous voice vote. The committee meeting was adjourned at 2:56 p.m.

Daniel J. Wagner, Chairman
Capital Development, Leasing and Customer Fees Committee

**DuPAGE AIRPORT AUTHORITY
CAPITAL DEVELOPMENT, LEASING AND CUSTOMER FEES
SPECIAL COMMITTEE MEETING
FRIDAY, NOVEMBER 18, 2016**

A special meeting of the Capital Development, Leasing and Customer Fees Committee of the DuPage Airport Authority Board of Commissioners was convened at the Daniel L. Goodwin Flight Center Building, First Floor Conference Room, 2700 International Drive, West Chicago, Illinois on Friday, November 18, 2016. Committee Chairman Wagner called the meeting to order at 7:05 a.m. A quorum was present for this meeting.

Commissioners Present: Chavez, Davis, Ledonne, Posch, Wagner.

Absent: Sharp

DAA Staff Present: Mark Doles, Director of Aviation Facilities and Properties; Patrick Hoard, Director of Finance and Prairie Landing Golf Club; Pamela Miller, Executive Assistant and Board Liaison.

Others: Phil Luetkehans, Schirott, Luetkehans and Garner; John Whitehead, NAI Hiffman; Mark Moran, NAI Hiffman; Jim Adler, NAI Hiffman; Ed Harrington, CenterPoint Properties Trust; David Prell, CBRE; Kevin Segerson, CBRE.

Press: None

NEW BUSINESS

Discussion of Concepts and Alternatives for Development of the DuPage Business Center.

Chairman Wagner asked the representatives from NAI Hiffman to begin their presentation; Mark Moran, John Whitehead and Jim Adler. They proceeded to outline their company's ideas and vision for future development and marketing of the DuPage Business Center. Discussion followed.

The next discussion was held with Ed Harrington of CenterPoint Properties, the current developer for the Business Center. He stated that CenterPoint would like to establish and review what they have learned in the past with marketing and developing the Business Center and the current activity at the business center. He stated that CenterPoint would like the DAA Board's feedback to clarify their vision going forward. Mr. Harrington stated he feels CenterPoint is taking what has been learned over the years and is getting better with marketing and development efforts as time goes on. He commented on some existing limitations with development in the business center and discussion followed. Attorney Luetkehans stated that CenterPoint's development agreement will be nearing its term during 2017 and asked if CenterPoint is still interested in being involved in the Business Center and if so how would CenterPoint want to structure a development agreement going forward. Mr. Harrington stated that CenterPoint does wish to continue with the Business Center; discussion continued. Attorney Luetkehans stated that the Board is currently going through the process of reviewing future development opportunities and asked if CenterPoint could provide a proposal for future development and terms for structuring the new agreement. Mr. Harrington agreed to provide a proposal to the DAA Board and staff. Discussion followed.

The next presentation was given by the company CBRE and was represented by David Prell and Kevin Segerson. These representatives provided an overview of how CBRE could help to bring new businesses to the DuPage Business Center and to continue its success. Mr. Segerson stated that a current tenant of the Business Center, Simpson Strong-Tie, was CBRE's client and CBRE was instrumental in bringing this company to the DuPage Business Center. Discussion followed.

Attorney Luetkehans confirmed the next Special Capital Development Committee meeting is scheduled for Friday, December 16 at 7:30 a.m. Discussion occurred regarding individuals and companies to be invited to address the committee on December 16.

RECESS TO EXECUTIVE SESSION

There was no Executive Session held.

OTHER BUSINESS

None

Commissioner Posch made a **MOTION** to adjourn the Special Meeting of the Capital Development, Leasing and Customer Fees Committee; the **motion was seconded** by Commissioner Ledonne and was passed by unanimous voice vote. The committee meeting was adjourned at 9:25 a.m.

Daniel J. Wagner, Chairman
Capital Development, Leasing and Customer Fees Committee

**DuPAGE AIRPORT AUTHORITY
CAPITAL DEVELOPMENT, LEASING AND CUSTOMER FEES
SPECIAL COMMITTEE MEETING
FRIDAY, DECEMBER 16, 2016**

A special meeting of the Capital Development, Leasing and Customer Fees Committee of the DuPage Airport Authority Board of Commissioners was convened at the Daniel L. Goodwin Flight Center Building, First Floor Conference Room, 2700 International Drive, West Chicago, Illinois on Friday, December 18, 2016. Committee Chairman Wagner called the meeting to order at 7:30 a.m. A quorum was present for this meeting.

Commissioners Present: Chavez, Davis, Ledonne, Posch, Sharp, Wagner.
DAA Board Chairman Davis was also in attendance.

Absent: None

DAA Staff Present: Mark Doles, Director of Aviation Facilities and Properties; Patrick Hoard, Director of Finance and Prairie Landing Golf Club; Pamela Miller, Executive Assistant and Board Liaison.

Others: Phil Luetkehans, Schirott, Luetkehans and Garner; Dom Carbonari, Jones Lang LaSalle; Chad Buch, Jones Lang LaSalle; Tammy Baldwin, Jones Lang LaSalle; Frank Griffin, Jones Lang LaSalle; Michael Guttman, City of West Chicago, Luis A. Martinez, City of West Chicago; John Said, City of West Chicago; John Carpenter, Choose DuPage.

Press: None

NEW BUSINESS

Discussion of Concepts and Alternatives for Development of the DuPage Business Center. Chairman Wagner stated this would be the third special meeting held for the Special Capital Development to discuss the future of the DuPage Business Center.

Representatives from the firm of Jones Lang LaSalle presented their ideas for the future development at the DuPage Business Center: Dom Carbonari, Frank Griffin, Tammy Baldwin, Chad Buch. Discussion followed.

The next discussion was held with John Carpenter, President and CEO of *Choose DuPage*. Mr. Carpenter shared with the Committee his experiences working in the City of Chicago and the suburbs as well as his experiences with federal, state and local governments. He expressed his specific interest in airport development issues and provided insight into the primary areas of focus for *Choose DuPage* and specific development opportunities and strategies. Discussion followed.

City Administrator Michael Guttman with the City of West Chicago discussed their vision with regard to future development of the DuPage Business Center. Discussion followed regarding the type of incentive packages or opportunities that might be considered by the City of West Chicago for attracting development. Mr. Guttman expressed his appreciation for the good working relationship experienced with the Airport Authority and Executive Director Bird agreed

that this working relationship is strong. Also in attendance from the City of West Chicago was Luis A. Martinez and John Said.

Aaron Gruen and Debra Jean Gruen represented the firm of Gruen Gruen + Associates and discussed the recent report prepared by their firm regarding future development at the DuPage Business Center; *Planning, Marketing and Implementing Revenue Development on Land Owned by the DuPage Airport Authority and not Designated for Aeronautical Uses*. Discussion occurred regarding their findings and recommendations for structuring a future development plan and options for various development concepts and models.

Attorney Luetkehans stated the next Special Capital Development Committee meeting will be scheduled in January. Discussion occurred regarding individuals and companies to be invited to address the committee in January.

RECESS TO EXECUTIVE SESSION

There was no Executive Session held.

OTHER BUSINESS

None

Commissioner Sharp made a **MOTION** to adjourn the Special Meeting of the Capital Development, Leasing and Customer Fees Committee; the **motion was seconded** by Commissioner Posch and was passed by unanimous voice vote. The committee meeting was adjourned at 9:50 a.m.

Daniel J. Wagner, Chairman
Capital Development, Leasing and Customer Fees Committee

**DuPAGE AIRPORT AUTHORITY
FINANCE, BUDGET AND AUDIT COMMITTEE
WEDNESDAY, NOVEMBER 16, 2016**

A meeting of the Finance, Budget and Audit Committee of the DuPage Airport Authority Board of Commissioners was convened at the Daniel L. Goodwin Flight Center Building, First Floor Conference Room, 2700 International Drive, West Chicago, Illinois on Wednesday, November 16, 2016. Committee Chairman Huizenga called the meeting to order at 1:30 p.m. A quorum was present for the committee meeting.

Commissioners Present: Donnelly, Huizenga, Ledonne, Posch, Wagner
Commissioners Absent: Sharp

DuPage Airport Authority Staff Present:

Executive Director David Bird; Mark Doles, Director of Aviation Facilities and Properties; Patrick Hoard, Director of Finance and Prairie Landing Golf Club; Dan Barna, Procurement Manager; Pamela Miller, Executive Assistant and Board Liaison.

Others: None

OLD BUSINESS

None

NEW BUSINESS

REVIEW OF FINANCIAL STATEMENTS

Patrick Hoard reviewed the October 2016 Financial Statements and discussion followed: He reported that all is proceeding directly on track and the same as reported in previous meetings. Margins

Operating Revenues:

Airport Operations revenues are on budget for the year; *Flight Center Fuel Operations* decreased 15%; *Total Operating Revenues* are down 9%; actual versus budget.

Operating Expenses:

Every business is doing well with keeping expenses down. *Total Operating Expenses* decreased 15% actual versus budget.

Net Profit from Operations: Year-to-Date actual net profit from operations is significantly higher for this time period actual vs. budget.

Total Non-Operating Revenues: Showing no significant changes since the last report; \$7.2 million actual versus \$5.4 million budgeted.

Total Non-Operating Expenses: Decreased 26% which is being driven by Property Taxes at the Prairie Landing Golf Club.

Capital Development Program: Projects are underway and this will be reflected in the budget as projects are completed.

Cash Ending Balance Ending: Actual Year-to-Date Ending Cash Balance through October 2016 is \$23,610,184. Cash balance is estimated to be approximately \$15 million at the end of Fiscal Year 2016.

NEW BUSINESS

Proposed Ordinance 2016-297; Adopting the Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2017 and Ending December 31, 2017.

Patrick Hoard reported one change made in the budget document since the October Special Finance Committee Meeting; Non-Operating Revenue, Federal/State grants – zero dollars is now shown there. Executive Director Bird stated this budget contains a much less aggressive capital development program for 2017 due to the land acquisitions. Discussion followed.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Ordinance 2016-297; Adopting the Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year beginning January 1, 2017 and Ending December 31, 2017. The **motion was seconded** by Commissioner Posch and was unanimously passed by roll call vote (5-0).

Proposed Ordinance 2016-298; An Ordinance of the DuPage Airport Authority Levying Taxes for the Fiscal Year Beginning January 1, 2016 and Ending December 31, 2016.

Mr. Hoard stated that the Airport Authority Board is required by statute to pass this Ordinance each year in order to levy taxes. He continued that the same amount as in the previous four years; \$5,976,024 will be levied. Mr. Hoard reviewed the history for the Airport Authority regarding the property tax levy and discussion followed.

A **MOTION** was made by Commissioner Posch to approve Proposed Ordinance 2016-298; An Ordinance of the DuPage Airport Authority Levying Taxes for the Fiscal Year Beginning January 1, 2016 and Ending December 31, 2016. The **motion was seconded** by Commissioner Donnelly and was unanimously passed by roll call vote (5-0).

Proposed Ordinance 2016-300; Authorizing the Acquisition of a Certain Property Commonly Known as the Oliver-Hoffman Property for Airport Purposes by the DuPage Airport Authority.

Settlement of eminent domain litigation wherein the Authority, for airport purposes, acquires approximately 14 acres of property located at the corner of Smith and Powis Roads for \$3,100,000. Executive Director Bird asked Attorney Luetkehans to review the acquisition of this property and discussion followed.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Ordinance 2016-300; Authorizing the Acquisition of a Certain Property Commonly Known as the Oliver-Hoffman Property for Airport Purposes by the DuPage Airport Authority. The **motion was seconded** by Commissioner Posch and was unanimously passed by roll call vote (5-0).

Proposed Resolution 2016-2056; Approving the Use of Outside Auditors for the Year 2017.

Authorizes the Authority to appoint Sikich LLP as its outside auditor for auditing the Authority's 2016 financial statements for an all-inclusive maximum fee of \$38,000.

Mr. Hoard advised that in 2015, the Airport Authority conducted a Request for Proposal (RFP) process and the firm Sikich was selected as the Authority's outside auditing firm. He continued that this will be the fourth year in agreement with Sikich and they have submitted a proposal for an all-inclusive maximum fee of \$38,000. In 2017 the Airport Authority will again conduct an RFP process for a new auditing firm. Staff recommended approval of this resolution.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2016-2056; Approving the Use of Outside Auditors for the Year 2017. The **motion was seconded** by Commissioner Donnelly and was unanimously passed by roll call vote (5-0).

Proposed Resolution 2016-2057; Award of Master Agreement to C. Armbrust Plumbing & Heating, Inc. for On-Call Plumbing Repair and Maintenance Services.

Approves a two (2) year time and material Master Agreement for as-needed plumbing repair services. Not-to-exceed \$25,000 annually or \$5,000 per project.

Dan Barna explained this Master Agreement is utilized for various plumbing repairs as needed throughout the Airport and Prairie Landing Golf Club. Three bids were received and C. Armbrust Plumbing & Heating, Inc. was determined to be low, responsive and responsible bidder. Staff recommended approval. Discussion continued.

A **MOTION** was made by Commissioner Posch to approve Proposed Resolution 2016-2057; Award of Master Agreement to C. Armbrust Plumbing & Heating, Inc. for On-Call Plumbing Repair and Maintenance Services. The **motion was seconded** by Commissioner Donnelly and was unanimously passed by roll call vote (5-0).

Proposed Resolution 2016-2058; Award of Contract to Advent Systems, Inc. for Access Control System Repair and Maintenance Services.

Approves a one (1) year time and material contract subject to two (2) one (1) year extensions at the sole discretion of the Authority for as-needed access control system repair services.

Mr. Barna stated that the Airport Authority utilizes a qualified access control contractor to repair, replace and program access control system components; two bids were received and Advent Systems, Inc. was determined to be the low, responsive and responsible bidder. He discussed the terms of this agreement and costs associated. Discussion followed and staff recommended approval.

A **MOTION** was made by Commissioner Wagner to approve Proposed Resolution 2016-2058; Award of Contract to Advent Systems, Inc. for Access Control System Repair and Maintenance Services. The **motion was seconded** by Commissioner Ledonne and was unanimously passed by roll call vote (5-0).

Proposed Resolution 2016-2059; Award of Contract to Urban Elevator Service, LLC for Elevator Maintenance Services.

Approves a one (1) year contract subject to two (2) one (1) year extensions at the sole discretion of the Authority for elevator maintenance services. Annual cost of \$27,924.

Dan Barna explained that the Airport Authority utilizes an elevator maintenance contractor servicing eight elevators located at the Flight Center, Control Tower, Government Center and Prairie Landing Clubhouse. He continued that Otis Elevator Service is the current provider however staff felt Otis did not provide quality service or the required preventative maintenance as mandated by the contract. He continued that the current contract will expire on January 1, 2017 and with Otis Elevators performance issues, staff elected not to extend their contract. Bids were solicited for a new one-year contract with two one-year extensions and four bids were received. Urban Elevator Service, LLC was the low, responsive and responsible bidder. Discussion followed and staff recommended approval.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2016-2059; Award of Contract to Urban Elevator Service, LLC for Elevator Maintenance Services. The **motion was seconded** by Commissioner Donnelly and was unanimously passed by roll call vote (5-0).

Proposed Resolution 2016-2060; Delegation of Authority to the Executive Director to Accept and Enter into Electric Power and Natural Gas Supplier Agreements.

Delegates authority to the Executive Director to enter into lowest bid electric energy and natural gas supplier contracts from pre-qualified firms through a Request for Proposal process.

Mr. Barna advised that for the past few years the Airport Authority has purchased deregulated electric energy and recently natural gas from retail energy suppliers. The Authority's current contract for energy expires in December 2016 and the natural gas contract expires April 2017. Mr. Barna continued that a Request for Proposal (RFP) for an electric energy and natural gas supplier was issued with proposals due on November 14, 2016. He explained the process for approval and the terms of the contract. Mr. Barna advised this resolution allows the Board to delegate authority to the Executive Director to enter into a contract with two bidders under the unique circumstances for obtaining best and final pricing quotes from bidders and executing a contract the same day. Discussion followed and staff recommended approval.

A **MOTION** was made by Commissioner Wagner to approve Proposed Resolution 2016-2060; Delegation of Authority to the Executive Director to Accept and Enter into Electric Power and Natural Gas Supplier Agreements. The **motion was seconded** by Commissioner Ledonne and was unanimously passed by roll call vote (5-0).

OTHER BUSINESS

None

A **MOTION** was made by Commissioner Wagner to adjourn the Finance, Budget and Audit Committee; the **motion was seconded** by Commissioner Posch and was passed unanimously by voice vote. The meeting adjourned at 2:15 p.m.

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



MONTHLY STATISTICS

December 2016

	<u>Dec. '16</u>	<u>Dec. '15</u>	<u>'16 vs. '15</u>	<u>Dec. Percent Change</u>	<u>YTD 2016</u>	<u>YTD 2015</u>	<u>'16 vs. '15</u>	<u>Percent Change</u>
FUEL								
100LL	12,955	11,647	1,308	11.2%	247,899	220,655	27,244	12.3%
Jet A	187,002	192,934	(5,932)	-3.1%	2,372,952	2,472,500	(99,548)	-4.0%
Total Gallons	199,957	204,581	(4,624)	-2.3%	2,620,851	2,693,155	(72,304)	-2.7%



MONTHLY STATISTICS

November 2016

	Nov. '16	Nov. '15	'16 vs. '15	Nov. Percent Change	YTD 2016	YTD 2015	'16 vs. '15	Percent Change
FUEL								
100LL	20,318	15,402	4,916	31.9%	234,944	209,008	25,936	12.4%
Jet A	199,041	203,991	(4,950)	-2.4%	2,185,950	2,279,566	(93,616)	-4.1%
Total Gallons	219,359	219,393	(34)	0.0%	2,420,894	2,488,574	(67,680)	-2.7%

OPERATIONS

Local	3,293	2,417	876	36.2%	45,958	27,636	18,322	66.3%
Itinerant	4,503	3,799	704	18.5%	49,627	44,519	5,108	11.5%
Total Ops	7,796	6,216	1,580	25.4%	95,585	72,155	23,430	32.5%

REGIONAL OPS

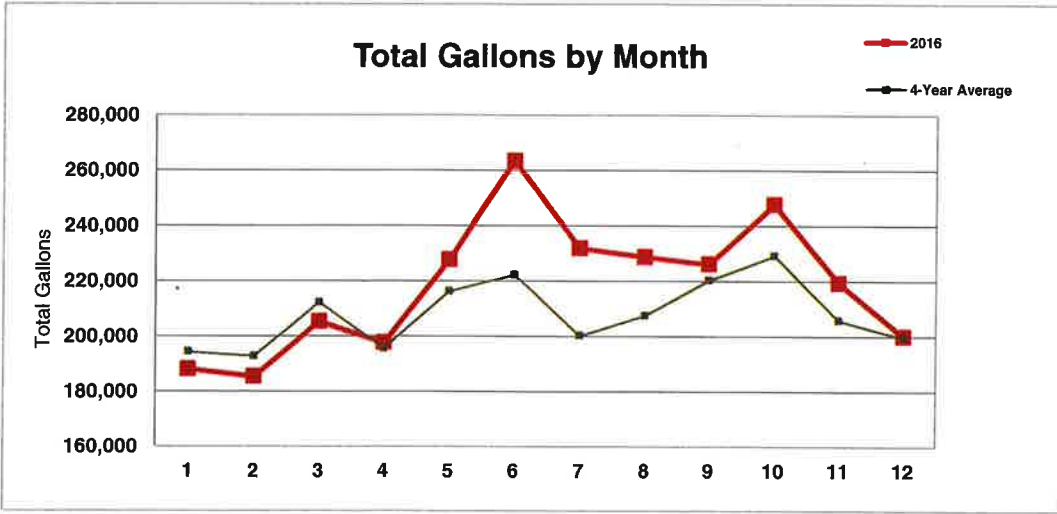
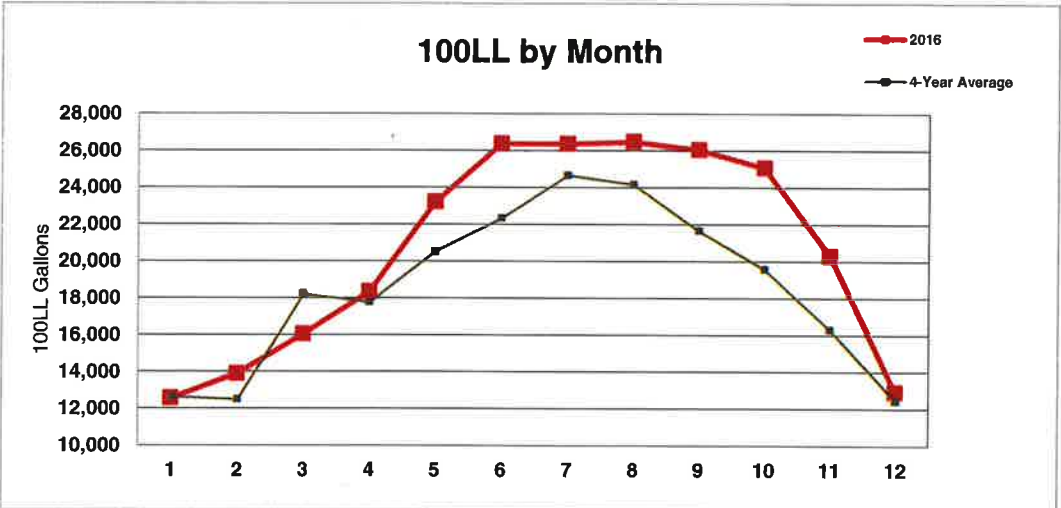
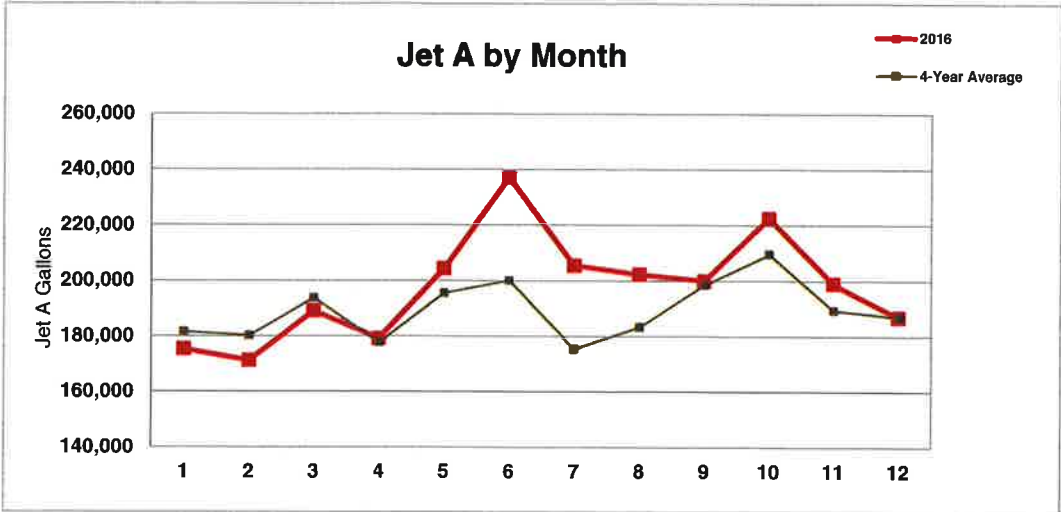
	Nov. '16	Nov. '15	'16 vs. '15	Nov. Percent Change	YTD 2016	YTD 2015	'16 vs. '15	Percent Change
Total OPS								
DuPAGE	7,796	6,216	1,580	25.4%	95,585	72,155	23,430	32.5%
Palwaukee	6,329	5,770	559	9.7%	74,663	70,902	3,761	5.3%
Aurora	4,054	4,630	(576)	-12.4%	55,569	59,064	(3,495)	-5.9%
Waukegan	3,106	3,681	(575)	-15.6%	41,874	37,609	4,265	11.3%
State of Illinois	155,204	150,631	4,573	3.0%	1,768,895	1,733,877	35,018	2.0%
Teterboro	16,904	15,582	1,322	8.5%	162,732	157,381	5,351	3.4%
Van Nuys	17,659	16,369	1,290	7.9%	198,788	196,331	2,457	1.3%
Centennial	25,331	23,184	2,147	9.3%	310,990	290,124	20,866	7.2%

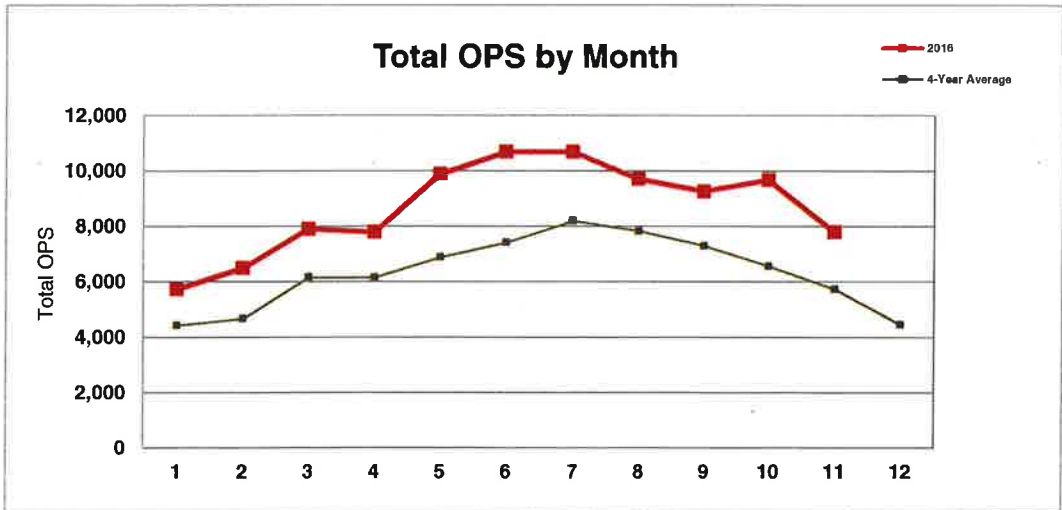
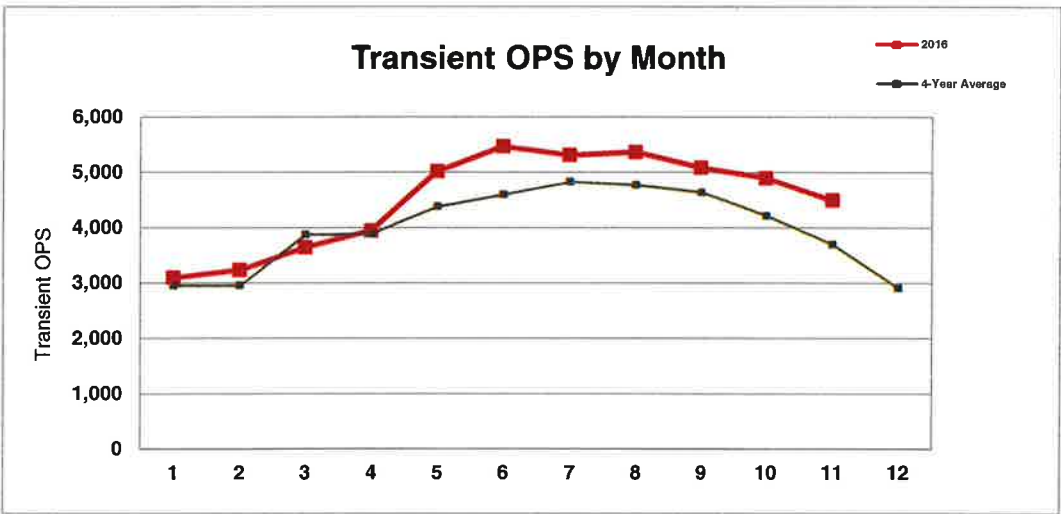
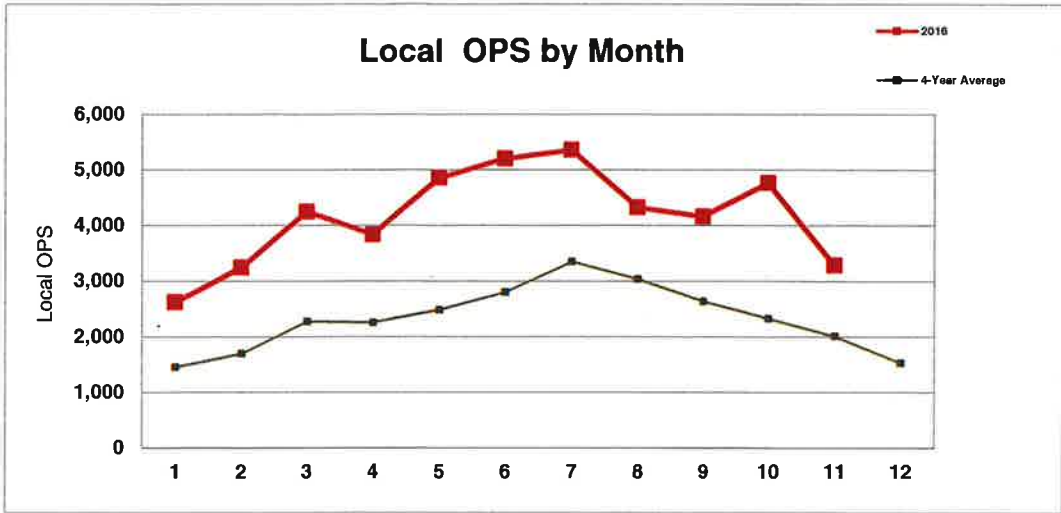
Local OPS

DuPAGE	3,293	2,417	876	36.2%	45,958	27,636	18,322	66.3%
Palwaukee	1,409	1,465	(56)	-3.8%	19,401	18,536	865	4.7%
Aurora	1,858	2,323	(465)	-20.0%	26,714	29,186	(2,472)	-8.5%
Waukegan	920	1,660	(740)	-44.6%	14,597	15,754	(1,157)	-7.3%
State of Illinois	27,824	26,976	848	3.1%	322,785	299,574	23,211	7.7%
Teterboro	0	0	0		0	0	0	
Van Nuys	5,386	5,381	5	0.1%	61,610	63,594	(1,984)	-3.1%
Centennial	11,764	10,610	1,154	10.9%	148,106	139,786	8,320	6.0%

Itinerant OPS

DuPAGE	4,503	3,799	704	18.5%	49,627	44,519	5,108	11.5%
Palwaukee	4,920	4,305	615	14.3%	55,262	52,366	2,896	5.5%
Aurora	2,196	2,307	(111)	-4.8%	28,855	29,878	(1,023)	-3.4%
Waukegan	2,186	2,021	165	8.2%	27,277	21,855	5,422	24.8%
State of Illinois	127,380	123,655	3,725	3.0%	1,446,110	1,434,303	11,807	0.8%
Teterboro	16,904	15,582	1,322	8.5%	162,732	157,381	5,351	3.4%
Van Nuys	12,273	10,988	1,285	11.7%	137,178	132,737	4,441	3.3%
Centennial	13,567	12,574	993	7.9%	162,884	150,338	12,546	8.3%







DUPAGE AIRPORT AUTHORITY

12/31/2016

**FINANCIALS
PRE-AUDIT
COMMISSIONERS**

Board Summary
DuPage Airport Authority
YTD December 2016

	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Percent Change Actual vs Budget</u>
Beginning Cash Balance- Unrestricted	10,534,049	10,534,049	
Beginning Cash Balance - Restricted	11,566,456	11,566,456	
	<u>22,100,505</u>	<u>22,100,505</u>	
<u>OPERATING REVENUES</u>			
Airport Operations	4,114,948	4,160,700	1%
Flight Center Fuel Operations	11,074,180	9,563,874	-14%
Prairie Landing Golf Club	2,565,491	2,462,458	-4%
TOTAL OPERATING REVENUES	<u>17,754,619</u>	<u>16,187,032</u>	<u>-9%</u>
<u>OPERATING EXPENSES</u>			
Airport Operations	6,592,234	6,667,097	1%
Flight Center Fuel Operations	8,526,764	6,517,279	-24%
Prairie Landing Golf Club	2,385,438	2,167,479	-9%
TOTAL OPERATING EXPENSES	<u>17,504,436</u>	<u>15,351,855</u>	<u>-12%</u>
Net Profit (Loss) from Operations	250,184	835,177	234%
<u>NON-OPERATING REVENUES</u>			
Miscellaneous Taxes	60,000	55,875	-7%
Property Taxes/Abatements	5,481,000	6,051,679	10%
Federal & State Grants	0	0	0%
Investment Income	25,000	160,435	542%
Unrealized Gain (Loss) from Investments	0	(71,447)	0%
Gain (Loss) on Sale of Fixed Assets	30,000	1,086,921	3523%
TOTAL NON-OPERATING REVENUES	<u>5,596,000</u>	<u>7,283,464</u>	<u>30%</u>
<u>NON-OPERATING EXPENSES</u>			
Property Tax (DAA)	220,000	199,296	-9%
Property Tax (PLGC)	294,000	192,351	-35%
TOTAL NON-OPERATING EXPENSES	<u>514,000</u>	<u>391,647</u>	<u>-24%</u>
Net Profit (Loss) from Non-Operations	5,082,000	6,891,817	36%
Net Profit (Loss) Excluding Depreciation	5,332,184	7,726,994	45%
Total YTD Revenues	23,350,620	23,470,496	1%
Total YTD Expenditures	18,018,436	15,743,502	-13%
CAPITAL DEVELOPMENT PROGRAMS	20,694,948	9,564,342	-54%
MAJOR MAINTENANCE	1,765,455	542,696	-69%
FUTURE PROJECT EXPENSE	0	15,376	0%
Adjustment for Non-Cash Activities	0	417,929	
Cash Balance - Ending	4,972,286	20,123,014	305%

DUPAGE AIRPORT AUTHORITY
COMBINING BALANCE SHEET
 Month of December 2016

ASSETS	AIRPORT OPERATIONS	DuPAGE FLIGHT CENTER	PRAIRIE LANDING GOLF CLUB	TOTALS
Current Assets				
Cash & Cash Equivalents	8,788,702	11,323,902	10,409	20,123,014
Receivables				
Property Taxes	5,511,115	-	-	5,511,115
Interest	36,858	-	-	36,858
Accounts Receivable	(15,727)	307,334	506	292,113
Notes Receivable TEA Current Portion	47,400	-	-	47,400
Notes Receivable TEA Long term Portion	75,612	-	-	75,612
Due To/From Prairie Landing Golf Club	1,263,217	-	-	1,263,217
Due To/From DuPage Bus. Park Owner Assoc.	30,000	-	-	30,000
Prepaid Expenses	576,789	45,444	6,950	629,183
Vehicle Fuel Inventory	18,643	-	-	18,643
Inventories	-	175,738	51,139	226,877
Total Current Assets	16,332,609	11,852,419	69,004	28,254,031
Other Assets				
Pension Items - IMRF	706,124	294,658	301,852	1,302,633
Total Other Assets	706,124	294,658	301,852	1,302,633
Capital Assets				
Cost	326,209,966	880,465	2,416,616	329,507,047
Construction in Progress	8,575,958	-	-	8,575,958
	334,785,924	880,465	2,416,616	338,083,005
Accumulated Depreciation/Amortization	(181,799,743)	(757,624)	(2,353,817)	(184,911,184)
Total Capital Assets	152,986,180	122,841	62,799	153,171,821
TOTAL ASSETS	170,024,913	12,269,918	433,654	182,728,485

DUPAGE AIRPORT AUTHORITY
COMBINING BALANCE SHEET
 Month of December 2016

	AIRPORT OPERATIONS	DuPAGE FLIGHT CENTER	PRAIRIE LANDING GOLF CLUB	TOTALS
LIABILITIES				
Current Liabilities				
Accounts Payable	980,189	162,837	9,128	1,152,155
Accrued Liabilities	664,380	126,229	391,043	1,181,652
Due to/from DuPage Airport Authority	-	-	1,263,217	1,263,217
Deferred Income - Operations	1,760,284	88,774	-	1,849,058
Deferred Income Property Taxes	5,511,114	-	-	5,511,114
Total Current Liabilities	8,915,967	377,840	1,663,388	10,957,195
Long-Term Liabilities				
Security Deposits	90,388	-	72,339	162,726
Net Pension Liability	786,574	328,229	336,242	1,451,045
Total Long-Term Liabilities	876,962	328,229	408,581	1,613,771
TOTAL LIABILITIES	9,792,929	706,068	2,071,969	12,570,967
NET ASSETS				
Net Assets				
Investment in Capital Assets, January 1	150,574,439	140,909	120,847	150,836,195
Changes in Net Capital Assets	2,411,741	(18,067)	(58,048)	2,335,626
Net Investment in Capital Assets	152,986,180	122,841	62,799	153,171,821
Restricted for Future Capital Assets, January 1	4,329,631	-	-	4,329,631
Changes in Restricted for Future Capital Assets	(4,329,631)	-	-	(4,329,631)
Net Restricted for Future Capital Assets	-	-	-	-
Designated for Future Capital Assets, January 1	7,236,824	-	-	7,236,824
Changes in Designated for Future Capital Assets	675,294	-	-	675,294
Net Designated for Future Capital Assets	7,912,119	-	-	7,912,119
Unrestricted Assets, January 1	665,258	8,390,757	(1,541,349)	7,514,666
Changes in Unrestricted Assets	1,242,596	18,067	58,048	1,318,711
Net Income (Loss)	(2,574,169)	3,032,184	(217,813)	240,202
Intrafund Transfers - Transfer from Tech Park	-	-	-	-
Net Unrestricted Assets	(666,315)	11,441,008	(1,701,114)	9,073,579
TOTAL NET ASSETS	160,231,984	11,563,850	(1,638,315)	170,157,519
TOTAL LIABILITIES AND NET ASSETS	170,024,913	12,269,918	433,654	182,728,485

DUPAGE AIRPORT AUTHORITY
STATEMENT OF REVENUES AND EXPENSES
YTD December 2016

	AIRPORT OPERATIONS	DuPAGE FLIGHT CENTER	PRAIRIE LANDING GOLF CLUB	TOTALS
Revenues				
Field Operations	1,046,234	0	0	1,046,234
Building Operations	2,746,568	0	0	2,746,568
Flight Center Building	219,797	0	0	219,797
Administrative	148,102	0	0	148,102
Fuel and Oil Sales	0	9,172,094	0	9,172,094
De-ice, Lav Service, Preheats, APU, Tows	0	63,384	0	63,384
Overnight Fees - Transient	0	36,631	0	36,631
Hangar Rental	0	259,393	0	259,393
Golf Operations	0	0	1,533,554	1,533,554
Food and Beverage	0	23,669	289,533	313,202
Kitty Hawk Deli	0	0	27,550	27,550
Banquet	0	0	607,065	607,065
Miscellaneous	0	8,703	4,757	13,460
Total Revenues	4,160,700	9,563,874	2,462,458	16,187,032
Operating Expenses				
Field Operations	1,743,923	0	0	1,743,923
Building Operations	901,845	0	0	901,845
Flight Center Building	291,473	0	0	291,473
Shop Equipment	507,711	0	0	507,711
Projects & Procurement	258,770	0	0	258,770
Fuel and Oil	0	4,565,609	0	4,565,609
Maintenance	0	244,574	0	244,574
Credit Card Expense	0	123,568	46,123	169,690
Golf Course Maintenance	0	0	706,198	706,198
Golf Operations	0	0	398,055	398,055
Food and Beverage	0	83,572	286,083	369,655
Kitty Hawk - Deli	0	0	27,550	27,550
Banquet	0	0	291,924	291,924
Total Operating Expenses	3,703,723	5,017,323	1,755,932	10,476,977
Gross Profit (Loss)	456,978	4,546,551	706,526	5,710,055
General and Administrative				
Administration	2,395,299	1,465,780	411,547	4,272,626
Commissioners	105,011	0	0	105,011
Business Development & Marketing	125,805	34,176	0	159,981
Accounting	337,260	0	0	337,260
Total General & Administrative	2,963,375	1,499,956	411,547	4,874,878
Operating Income (Loss) Before Depreciation & Principal Reductions	(2,506,397)	3,046,595	294,979	835,177
Non-Operating Revenues (Expenses)				
Taxes - Property	6,051,679	0	0	6,051,679
Taxes - Other	55,875	0	0	55,875
Taxes - Paid	(199,296)	0	(192,351)	(391,647)
Federal & State Grants	0	0	0	0
Investment Income	160,433	0	2	160,435
Unrealized Gain (Loss) from Investments	(71,447)	0	0	(71,447)
Amortization (Expense)	0	0	0	0
Gain (Loss) on Sale of Fixed Assets	1,083,265	3,656	0	1,086,921
Other Revenue (Expenses)	0	0	0	0
Total Non-Operating Revenues (Expenses)	7,080,510	3,656	(192,349)	6,891,817
Net Income (Loss) before adjustments	4,574,113	3,050,251	102,630	7,726,994
Depreciation	6,852,606	18,067	58,048	6,928,720
Major Maintenance Expense	280,301	0	262,395	542,696
Future Project Expense	15,376	0	0	15,376
Net Income	(2,574,169)	3,032,184	(217,813)	240,202

Total DuPage Airport Authority
STATEMENT OF REVENUES AND EXPENSES
For the Month Ending 12/31/2015

	Month			YTD			2016 Annual			Month			YTD		
	Budget		Variance	Actual		Variance	Budget		Variance	2016		Variance	2016		Variance
	Actual	Budget		Actual	Budget		Budget		2016	2015		2016	2015		
REVENUES															
Airport Operations	\$ 260,381	\$ 301,178	\$ (40,798)	\$ 4,160,700	\$ 4,114,948	\$ 45,752	\$ 4,114,948	\$ 4,114,948	\$ -	\$ 260,381	\$ 616,946	\$ (356,565)	\$ 4,160,700	\$ 4,698,970	\$ (538,270)
Prairie Landing Golf Club	\$ 16,888	\$ 46,433	\$ (29,545)	\$ 2,462,458	\$ 2,565,491	\$ (103,033)	\$ 2,565,491	\$ 2,565,491	\$ -	\$ 16,888	\$ 119,785	\$ (102,896)	\$ 2,462,458	\$ 2,723,144	\$ (260,686)
DuPage Flight Center	\$ 794,391	\$ 870,658	\$ (76,267)	\$ 9,563,874	\$ 11,074,180	\$ (1,510,306)	\$ 11,074,180	\$ 11,074,180	\$ -	\$ 794,391	\$ 740,060	\$ 54,332	\$ 9,563,874	\$ 11,005,565	\$ (1,441,691)
Total Revenues	\$ 1,071,660	\$ 1,218,270	\$ (146,609)	\$ 16,187,032	\$ 17,754,619	\$ (1,567,587)	\$ 17,754,619	\$ 17,754,619	\$ -	\$ 1,071,660	\$ 1,476,790	\$ (405,130)	\$ 16,187,032	\$ 18,427,680	\$ (2,240,647)
OPERATING EXPENSES															
Airport Operations	\$ 517,041	\$ 352,678	\$ 164,364	\$ 3,703,723	\$ 3,768,353	\$ (64,631)	\$ 3,768,353	\$ 3,768,353	\$ -	\$ 517,041	\$ 515,954	\$ 1,088	\$ 3,703,723	\$ 3,590,500	\$ 113,222
Prairie Landing Golf Club	\$ 108,214	\$ 119,125	\$ (10,910)	\$ 1,709,809	\$ 1,914,044	\$ (204,235)	\$ 1,914,044	\$ 1,914,044	\$ -	\$ 108,214	\$ 181,785	\$ (73,571)	\$ 1,709,809	\$ 1,913,372	\$ (203,563)
DuPage Flight Center	\$ 420,933	\$ 535,864	\$ (114,931)	\$ 5,017,323	\$ 6,861,042	\$ (1,843,720)	\$ 6,861,042	\$ 6,861,042	\$ -	\$ 420,933	\$ 400,771	\$ 20,162	\$ 5,017,323	\$ 5,974,795	\$ (957,473)
Total Cost of Sales	\$ 1,046,188	\$ 1,007,666	\$ 38,522	\$ 10,430,854	\$ 12,543,440	\$ (2,112,585)	\$ 12,543,440	\$ 12,543,440	\$ -	\$ 1,046,188	\$ 1,098,509	\$ (52,321)	\$ 10,430,854	\$ 11,478,667	\$ (1,047,813)
Gross Profit/(Loss)	\$ 25,472	\$ 210,604	\$ (185,132)	\$ 5,756,178	\$ 5,211,180	\$ 544,998	\$ 5,211,180	\$ 5,211,180	\$ -	\$ 25,472	\$ 378,281	\$ (352,809)	\$ 5,756,178	\$ 6,949,012	\$ (1,192,834)
GENERAL AND ADMINISTRATIVE															
Airport Operations	\$ 370,998	\$ 266,002	\$ 104,996	\$ 2,963,375	\$ 2,823,880	\$ 139,494	\$ 2,823,880	\$ 2,823,880	\$ -	\$ 370,998	\$ 573,201	\$ (202,202)	\$ 2,963,375	\$ 3,004,541	\$ (41,167)
Prairie Landing Golf Club	\$ 42,031	\$ 39,813	\$ 2,218	\$ 457,670	\$ 471,394	\$ (13,724)	\$ 471,394	\$ 471,394	\$ -	\$ 42,031	\$ 34,336	\$ 7,695	\$ 457,670	\$ 574,819	\$ (117,150)
DuPage Flight Center	\$ 195,762	\$ 188,815	\$ 6,947	\$ 1,499,956	\$ 1,665,721	\$ (165,765)	\$ 1,665,721	\$ 1,665,721	\$ -	\$ 195,762	\$ 233,138	\$ (37,376)	\$ 1,499,956	\$ 1,578,878	\$ (78,921)
Total G&A Costs	\$ 608,792	\$ 494,631	\$ 114,161	\$ 4,921,001	\$ 4,960,996	\$ (39,995)	\$ 4,960,996	\$ 4,960,996	\$ -	\$ 608,792	\$ 840,675	\$ (231,883)	\$ 4,921,001	\$ 5,158,238	\$ (237,238)
Operating Income/(Loss)	\$ (583,320)	\$ (284,027)	\$ (299,293)	\$ 835,177	\$ 250,184	\$ 584,994	\$ 250,184	\$ 250,184	\$ -	\$ (583,320)	\$ (462,394)	\$ (120,926)	\$ 835,177	\$ 1,790,774	\$ (955,596)
NON-OPERATING REVENUES/(EXPENSES)															
Property and Other Tax Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Property Tax Expenses	\$ 62,528	\$ 76,417	\$ (13,889)	\$ 6,107,554	\$ 5,541,000	\$ 566,554	\$ 5,541,000	\$ 5,541,000	\$ -	\$ 62,528	\$ 69,285	\$ (6,757)	\$ 6,107,554	\$ 6,107,463	\$ 91
Federal & State Grants	\$ (37,570)	\$ (42,833)	\$ 5,263	\$ (391,647)	\$ (514,000)	\$ 122,353	\$ (514,000)	\$ (514,000)	\$ -	\$ (37,570)	\$ (23,816)	\$ (13,754)	\$ (391,647)	\$ (455,224)	\$ 63,577
Investment Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 614,826	\$ (614,826)
Unrealized Gain/Loss from Investments	\$ 9,196	\$ 2,083	\$ 7,113	\$ 160,495	\$ 25,000	\$ 135,435	\$ 25,000	\$ 25,000	\$ -	\$ 9,196	\$ 6,514	\$ 2,683	\$ 160,435	\$ 69,536	\$ 90,899
Amortization (Expense)	\$ (13,884)	\$ -	\$ (13,884)	\$ (71,447)	\$ -	\$ (71,447)	\$ -	\$ -	\$ -	\$ (13,884)	\$ (12,492)	\$ (1,392)	\$ (71,447)	\$ (17,810)	\$ (53,637)
Gain on Sale of Fixed Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ 2,500	\$ (2,500)	\$ 1,086,921	\$ 30,000	\$ 1,056,921	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ (241)	\$ 241	\$ 1,086,921	\$ 1,436,894	\$ (349,973)
Total Non-Operating Revenues/(Expenses)	\$ 20,271	\$ 38,167	\$ (17,896)	\$ 6,891,817	\$ 5,082,000	\$ 1,809,817	\$ 5,082,000	\$ 5,082,000	\$ -	\$ 20,271	\$ 39,250	\$ (18,979)	\$ 6,891,817	\$ 7,755,686	\$ (863,869)
Net Income/(Loss) before Depreciation	\$ (563,049)	\$ (245,860)	\$ (317,189)	\$ 7,726,994	\$ 5,332,184	\$ 2,394,810	\$ 5,332,184	\$ 5,332,184	\$ -	\$ (563,049)	\$ (423,144)	\$ (139,905)	\$ 7,726,994	\$ 9,546,459	\$ (1,819,465)
Depreciation	\$ 611,327	\$ 540,926	\$ 70,401	\$ 6,928,720	\$ 6,491,113	\$ 437,607	\$ 6,491,113	\$ 6,491,113	\$ -	\$ 611,327	\$ 898,809	\$ (287,482)	\$ 6,928,720	\$ 6,830,416	\$ 98,304
Net Income/(Loss) after Depreciation	\$ (1,174,376)	\$ (786,786)	\$ (387,590)	\$ 798,274	\$ (1,158,929)	\$ 1,957,203	\$ (1,158,929)	\$ (1,158,929)	\$ -	\$ (1,174,376)	\$ (1,321,953)	\$ 147,577	\$ 798,274	\$ 2,716,043	\$ (1,917,769)
Major Maintenance	\$ 10,413	\$ 1,038,855	\$ (1,028,442)	\$ 542,696	\$ 1,765,455	\$ (1,222,759)	\$ 1,765,455	\$ 1,765,455	\$ -	\$ 10,413	\$ 8,244	\$ 2,168	\$ 542,696	\$ 138,118	\$ 404,577
Engineering Costs	\$ -	\$ -	\$ -	\$ 15,376	\$ -	\$ 15,376	\$ -	\$ -	\$ -	\$ -	\$ 7,817	\$ (7,817)	\$ 15,376	\$ 12,479	\$ 2,896
Net Income/(Loss)	\$ (1,184,789)	\$ (1,825,641)	\$ 640,853	\$ 240,202	\$ (2,924,384)	\$ 3,164,586	\$ (2,924,384)	\$ (2,924,384)	\$ -	\$ (1,184,789)	\$ (1,338,015)	\$ 153,226	\$ 240,202	\$ 2,565,445	\$ (2,325,243)

Airport and Administration
STATEMENT OF REVENUES AND EXPENSES
For the Month Ending 12/31/2015

	Month			YTD			2016 Annual Budget			Month			YTD		
	Actual		Variance	Budget		Variance	2016		2015	Variance	2016		2015	Variance	
REVENUES															
Administrative	\$ 10,179	\$ 13,476	\$ (3,297)	\$ 162,170	\$ (14,068)	\$ 148,102	\$ 162,170	\$ (14,068)	\$ 148,102	\$ 475,987	\$ (327,885)	\$ 1,046,234	\$ 1,201,580	\$ (155,347)	
Field Operations	\$ 68,117	\$ 76,299	\$ (8,182)	\$ 1,141,134	\$ (94,900)	\$ 1,046,234	\$ 1,141,134	\$ (94,900)	\$ 68,117	\$ 67,705	\$ 412	\$ 1,046,234	\$ 1,201,580	\$ (155,347)	
Building Operations	\$ 163,448	\$ 197,043	\$ (33,594)	\$ 2,639,326	\$ 107,242	\$ 2,746,568	\$ 2,639,326	\$ 107,242	\$ 163,448	\$ 232,000	\$ (68,552)	\$ 2,746,568	\$ 2,845,814	\$ (99,247)	
Flight Center	\$ 18,636	\$ 14,360	\$ 4,276	\$ 173,318	\$ 47,479	\$ 219,797	\$ 173,318	\$ 47,479	\$ 18,636	\$ 17,800	\$ 836	\$ 219,797	\$ 175,589	\$ 44,208	
Total Revenues	\$ 260,381	\$ 301,178	\$ (40,798)	\$ 4,114,948	\$ 45,752	\$ 4,160,700	\$ 4,114,948	\$ 45,752	\$ 260,381	\$ 616,946	\$ (356,565)	\$ 4,160,700	\$ 4,698,970	\$ (538,270)	
OPERATING EXPENSES															
Field Operations	\$ 221,065	\$ 140,685	\$ 80,380	\$ 1,710,992	\$ 32,991	\$ 1,743,923	\$ 1,710,992	\$ 32,991	\$ 221,065	\$ 262,476	\$ (41,411)	\$ 1,743,923	\$ 1,848,921	\$ (104,998)	
Building Operations	\$ 123,796	\$ 96,057	\$ 27,739	\$ 1,014,145	\$ (112,300)	\$ 901,845	\$ 1,014,145	\$ (112,300)	\$ 123,796	\$ 150,948	\$ (27,152)	\$ 901,845	\$ 998,796	\$ (96,951)	
Flight Center	\$ 26,633	\$ 25,758	\$ 874	\$ 291,300	\$ 173	\$ 291,473	\$ 291,300	\$ 173	\$ 26,633	\$ 24,383	\$ 2,250	\$ 291,473	\$ 244,312	\$ 47,162	
Shop Equip. Operations	\$ 93,960	\$ 54,899	\$ 39,061	\$ 522,769	\$ (15,058)	\$ 507,711	\$ 522,769	\$ (15,058)	\$ 93,960	\$ 78,147	\$ 15,813	\$ 507,711	\$ 498,472	\$ 9,239	
Projects & Procurement	\$ 51,588	\$ 35,278	\$ 16,309	\$ 229,147	\$ 29,623	\$ 258,770	\$ 229,147	\$ 29,623	\$ 51,588	\$ -	\$ 51,588	\$ 258,770	\$ -	\$ 258,770	
Total Cost of Sales	\$ 517,041	\$ 352,678	\$ 164,364	\$ 3,768,353	\$ (64,631)	\$ 3,703,723	\$ 3,768,353	\$ (64,631)	\$ 517,041	\$ 515,954	\$ 1,088	\$ 3,703,723	\$ 3,590,500	\$ 113,222	
Gross Profit/(Loss)	\$ (256,661)	\$ (51,499)	\$ (205,161)	\$ 346,595	\$ 110,383	\$ 456,978	\$ 346,595	\$ (110,383)	\$ (256,661)	\$ 100,992	\$ (357,653)	\$ 456,978	\$ 1,108,470	\$ (651,492)	
GENERAL AND ADMINISTRATIVE															
Administrative	\$ 318,701	\$ 201,071	\$ 117,630	\$ 2,164,355	\$ 230,944	\$ 2,395,299	\$ 2,164,355	\$ 230,944	\$ 318,701	\$ 506,172	\$ (187,471)	\$ 2,395,299	\$ 2,400,315	\$ (5,016)	
Commissions	\$ 8,618	\$ 8,665	\$ (47)	\$ 103,985	\$ 1,026	\$ 105,011	\$ 103,985	\$ 1,026	\$ 8,618	\$ 8,666	\$ (47)	\$ 105,011	\$ 100,553	\$ 4,458	
Business Dev./Marketing	\$ 5,404	\$ 20,436	\$ (15,032)	\$ 210,894	\$ (85,090)	\$ 125,805	\$ 210,894	\$ (85,090)	\$ 5,404	\$ 9,876	\$ (4,472)	\$ 125,805	\$ 168,251	\$ (42,447)	
Accounting	\$ 38,276	\$ 35,830	\$ 2,445	\$ 344,646	\$ (7,386)	\$ 337,260	\$ 344,646	\$ (7,386)	\$ 38,276	\$ 48,487	\$ (10,212)	\$ 337,260	\$ 335,422	\$ 1,838	
Total G&A Costs	\$ 370,998	\$ 266,002	\$ 104,996	\$ 2,823,880	\$ 139,494	\$ 2,963,375	\$ 2,823,880	\$ 139,494	\$ 370,998	\$ 573,201	\$ (202,202)	\$ 2,963,375	\$ 3,004,541	\$ (41,167)	
Operating Income/(Loss)	\$ (627,659)	\$ (317,502)	\$ (310,157)	\$ (2,477,285)	\$ (29,111)	\$ (2,506,397)	\$ (2,477,285)	\$ (29,111)	\$ (627,659)	\$ (472,208)	\$ (155,451)	\$ (2,506,397)	\$ (1,896,071)	\$ (610,325)	
NON-OPERATING REVENUES/(EXPENSES)															
Property and Other Tax Revenue	\$ 62,528	\$ 76,417	\$ (13,889)	\$ 5,541,000	\$ 566,554	\$ 6,107,554	\$ 5,541,000	\$ 566,554	\$ 62,528	\$ 69,285	\$ (6,757)	\$ 6,107,554	\$ 6,107,463	\$ 91	
Property Tax Expenses	\$ (17,370)	\$ (18,333)	\$ 963	\$ (220,000)	\$ 20,704	\$ (199,296)	\$ (220,000)	\$ 20,704	\$ (17,370)	\$ -	\$ (17,370)	\$ (199,296)	\$ (204,964)	\$ 5,669	
Federal & State Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 614,826	\$ (614,826)	
Investment Income	\$ 9,196	\$ 2,083	\$ 7,113	\$ 25,000	\$ 135,433	\$ 160,433	\$ 25,000	\$ 135,433	\$ 9,196	\$ 6,513	\$ 2,683	\$ 160,433	\$ 69,534	\$ 90,899	
Unrealized Gain/Loss from Investments	\$ (13,884)	\$ -	\$ (13,884)	\$ -	\$ (71,447)	\$ (71,447)	\$ -	\$ (71,447)	\$ (13,884)	\$ (12,492)	\$ (1,392)	\$ (71,447)	\$ (17,810)	\$ (53,637)	
Amortization (Expense)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Gain on Sale of Fixed Assets	\$ -	\$ 2,500	\$ (2,500)	\$ 30,000	\$ 1,053,265	\$ 1,083,265	\$ 30,000	\$ 1,053,265	\$ -	\$ (761)	\$ 761	\$ 1,083,265	\$ 1,437,069	\$ (353,804)	
Total Non-Operating Revenues/(Expenses)	\$ 40,471	\$ 62,667	\$ (22,196)	\$ 5,376,000	\$ 1,704,510	\$ 7,080,510	\$ 5,376,000	\$ 1,704,510	\$ 40,471	\$ 62,546	\$ (22,075)	\$ 7,080,510	\$ 8,006,118	\$ (925,608)	
Net Income/(Loss) before Depreciation	\$ (587,189)	\$ (254,835)	\$ (332,354)	\$ 2,898,715	\$ 1,675,398	\$ 4,574,113	\$ 2,898,715	\$ 1,675,398	\$ (587,189)	\$ (409,663)	\$ (177,526)	\$ 4,574,113	\$ 6,110,047	\$ (1,535,934)	
Depreciation	\$ 605,224	\$ 534,485	\$ 70,739	\$ 6,413,817	\$ 438,789	\$ 6,852,606	\$ 6,413,817	\$ 438,789	\$ 605,224	\$ 890,342	\$ (285,118)	\$ 6,852,606	\$ 6,726,864	\$ 125,741	
Net Income/(Loss) after Depreciation	\$ (1,192,412)	\$ (789,320)	\$ (403,092)	\$ (3,515,102)	\$ 1,236,610	\$ (2,278,493)	\$ (3,515,102)	\$ 1,236,610	\$ (1,192,412)	\$ (1,300,004)	\$ 107,592	\$ (2,278,493)	\$ (616,818)	\$ (1,661,675)	
Major Maintenance	\$ 8,003	\$ 239,250	\$ (231,248)	\$ 890,850	\$ (610,549)	\$ 280,301	\$ 890,850	\$ (610,549)	\$ 8,003	\$ 5,330	\$ 2,673	\$ 280,301	\$ 77,279	\$ 203,022	
Engineering Costs	\$ -	\$ -	\$ -	\$ -	\$ 15,376	\$ 15,376	\$ -	\$ 15,376	\$ -	\$ 7,817	\$ (7,817)	\$ 15,376	\$ 12,479	\$ 2,896	
Net Income/(Loss)	\$ (1,200,415)	\$ (1,028,570)	\$ (171,845)	\$ (4,405,952)	\$ 1,831,783	\$ (2,574,169)	\$ (4,405,952)	\$ 1,831,783	\$ (1,200,415)	\$ (1,313,151)	\$ 112,736	\$ (2,574,169)	\$ (706,576)	\$ (1,867,593)	

DuPage Flight Center
STATEMENT OF REVENUES AND EXPENSES
For the Month Ending 12/31/2016

	Month			YTD			Month			YTD				
	Actual		Variance	Budget		Variance	2016		2015	Variance	2016		2015	Variance
REVENUES														
Hangar Rentals	\$ 28,945	\$ 15,833	\$ 13,112	\$ 190,000	\$ 69,393	\$ 190,000	\$ 259,393	\$ 15,542	\$ 13,403	\$ 28,945	\$ 15,542	\$ 227,716	\$ 31,677	
Ramp Tie Downs & Overnight fees	\$ 1,517	\$ 1,667	\$ (150)	\$ 20,000	\$ 16,631	\$ 20,000	\$ 36,631	\$ 1,585	\$ (68)	\$ 1,517	\$ 1,585	\$ 29,230	\$ 7,401	
Fuel and Oil Sales	\$ 740,892	\$ 844,600	\$ (103,708)	\$ 10,798,980	\$ (1,590,086)	\$ 10,798,980	\$ 9,208,894	\$ 712,330	\$ 28,562	\$ 740,892	\$ 712,330	\$ 10,618,479	\$ (1,409,585)	
Volume Rebate	\$ -	\$ -	\$ -	\$ (37,500)	\$ 689	\$ (37,500)	\$ (36,801)	\$ -	\$ -	\$ -	\$ -	\$ (36,801)	\$ (36,801)	
Line Service Other	\$ 21,499	\$ 4,042	\$ 17,458	\$ 48,500	\$ 14,884	\$ 48,500	\$ 63,384	\$ 8,468	\$ 13,032	\$ 21,499	\$ 8,468	\$ 76,494	\$ (13,109)	
Aircraft Catering	\$ 1,044	\$ 3,750	\$ (2,706)	\$ 45,000	\$ (21,331)	\$ 45,000	\$ 23,669	\$ 1,881	\$ (837)	\$ 1,044	\$ 1,881	\$ 45,013	\$ (21,344)	
Non Airfield Rent/Lease/Maintenance Revenue	\$ 494	\$ 767	\$ (273)	\$ 9,200	\$ (497)	\$ 9,200	\$ 8,703	\$ 253	\$ 241	\$ 494	\$ 253	\$ 8,634	\$ 69	
Total Revenue	\$ 794,391	\$ 870,658	\$ (76,267)	\$ 11,074,180	\$ (1,510,306)	\$ 11,074,180	\$ 9,563,874	\$ 740,060	\$ 54,332	\$ 794,391	\$ 740,060	\$ 11,005,565	\$ (1,441,691)	
OPERATING EXPENSES														
Fuel and Oil Cost of Sales	\$ 364,797	\$ 492,840	\$ (128,043)	\$ 6,344,760	\$ (1,826,364)	\$ 6,344,760	\$ 4,518,396	\$ 334,741	\$ 30,056	\$ 364,797	\$ 334,741	\$ 5,482,534	\$ (964,138)	
De Ice Cost of Goods	\$ 4,917	\$ 2,083	\$ 2,834	\$ 25,000	\$ 22,213	\$ 25,000	\$ 47,213	\$ 19,775	\$ (14,857)	\$ 4,917	\$ 19,775	\$ 20,842	\$ 26,371	
Credit Card Expense	\$ 12,914	\$ 12,500	\$ 414	\$ 150,000	\$ (26,432)	\$ 150,000	\$ 123,568	\$ 10,033	\$ 2,881	\$ 12,914	\$ 10,033	\$ 147,092	\$ (23,525)	
Food - COGS	\$ 7,817	\$ 11,000	\$ (3,183)	\$ 132,000	\$ (48,428)	\$ 132,000	\$ 83,572	\$ 15,106	\$ (7,289)	\$ 7,817	\$ 15,106	\$ 123,612	\$ (40,040)	
Maintenance	\$ 30,488	\$ 17,440	\$ 13,047	\$ 209,282	\$ 35,292	\$ 209,282	\$ 244,574	\$ 21,116	\$ 9,371	\$ 30,488	\$ 21,116	\$ 200,715	\$ 43,859	
Total Cost of Sales	\$ 420,933	\$ 535,864	\$ (114,931)	\$ 6,861,042	\$ (1,843,720)	\$ 6,861,042	\$ 5,017,323	\$ 400,771	\$ 20,162	\$ 420,933	\$ 400,771	\$ 5,974,795	\$ (957,473)	
Gross Profit/(Loss)	\$ 373,459	\$ 334,795	\$ 38,664	\$ 4,213,138	\$ 333,413	\$ 4,213,138	\$ 4,546,551	\$ 339,289	\$ 34,170	\$ 373,459	\$ 339,289	\$ 5,030,770	\$ (484,218)	
GENERAL AND ADMINISTRATIVE														
	\$ 195,762	\$ 188,815	\$ 6,947	\$ 1,665,721	\$ (165,765)	\$ 1,665,721	\$ 1,499,956	\$ 233,138	\$ (37,376)	\$ 195,762	\$ 233,138	\$ 1,578,878	\$ (78,921)	
Operating Income/(Loss)	\$ 177,696	\$ 145,979	\$ 31,717	\$ 2,547,417	\$ 499,178	\$ 2,547,417	\$ 3,046,595	\$ 106,151	\$ 71,546	\$ 177,696	\$ 106,151	\$ 3,451,892	\$ (405,297)	
Gain on Sale of Fixed Assets	\$ -	\$ -	\$ -	\$ -	\$ 3,656	\$ -	\$ 3,656	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,656	
Net Income/(Loss) before Depreciation	\$ 177,696	\$ 145,979	\$ 31,717	\$ 2,547,417	\$ 502,834	\$ 2,547,417	\$ 3,050,251	\$ 106,151	\$ 71,546	\$ 177,696	\$ 106,151	\$ 3,451,892	\$ (401,641)	
Depreciation	\$ 1,266	\$ 1,506	\$ (240)	\$ 18,067	\$ (0)	\$ 18,067	\$ 18,067	\$ 1,553	\$ (288)	\$ 1,266	\$ 1,553	\$ 18,642	\$ (575)	
Net Income/(Loss)	\$ 176,430	\$ 144,474	\$ 31,956	\$ 2,529,350	\$ 502,834	\$ 2,529,350	\$ 3,032,184	\$ 104,597	\$ 71,833	\$ 176,430	\$ 104,597	\$ 3,433,250	\$ (401,066)	

Prairie Landing Golf Club
STATEMENT OF REVENUES AND EXPENSES

For the Month Ending 12/31/2016

	Month			YTD			2016 Annual			Month			YTD		
	Budget		Variance	Actual		Variance	Budget		Variance	2016		Variance	2016		Variance
	Actual														
REVENUES															
P100 - Golf Administration	\$ 57	\$ 200	\$ (143)	\$ 4,757	\$ 3,500	\$ 1,257	\$ 3,500	\$ 3,500	\$ 57	\$ 80,059	\$ (80,002)	\$ 4,757	\$ 103,433	\$ (98,676)	
P300 - Golf Operations	\$ 1,428	\$ 4,000	\$ (2,572)	\$ 1,533,554	\$ 1,598,525	\$ (64,971)	\$ 1,598,525	\$ 1,598,525	\$ 1,428	\$ 6,680	\$ (5,202)	\$ 1,533,554	\$ 1,580,478	\$ (46,924)	
P400 - Food and Beverage	\$ -	\$ -	\$ -	\$ 289,533	\$ 261,000	\$ 28,533	\$ 261,000	\$ 261,000	\$ -	\$ -	\$ -	\$ 289,533	\$ 288,437	\$ 1,096	
P500 - Weddings	\$ -	\$ 14,000	\$ (14,000)	\$ 339,282	\$ 420,000	\$ (80,718)	\$ 420,000	\$ 420,000	\$ -	\$ 10,094	\$ (10,094)	\$ 339,282	\$ 486,316	\$ (147,034)	
P600 - Private Events	\$ 14,403	\$ 26,033	\$ (11,630)	\$ 114,821	\$ 127,659	\$ (12,838)	\$ 127,659	\$ 127,659	\$ 14,403	\$ 21,291	\$ (6,887)	\$ 114,821	\$ 109,714	\$ 5,107	
P700 - Golf Outings	\$ -	\$ -	\$ -	\$ 152,962	\$ 128,407	\$ 24,555	\$ 128,407	\$ 128,407	\$ -	\$ -	\$ -	\$ 152,962	\$ 125,244	\$ 27,718	
P900 - Kitty Hawk Café	\$ 1,000	\$ 2,200	\$ (1,200)	\$ 27,550	\$ 26,400	\$ 1,150	\$ 26,400	\$ 26,400	\$ 1,000	\$ 1,711	\$ (711)	\$ 27,550	\$ 29,523	\$ (1,974)	
Total Revenue	\$ 16,888	\$ 46,433	\$ (29,545)	\$ 2,462,458	\$ 2,565,491	\$ (103,033)	\$ 2,565,491	\$ 2,565,491	\$ 16,888	\$ 119,785	\$ (102,896)	\$ 2,462,458	\$ 2,723,144	\$ (260,686)	
OPERATING EXPENSES															
P200 - Golf Maintenance	\$ 55,842	\$ 46,905	\$ 8,937	\$ 706,198	\$ 799,745	\$ (93,547)	\$ 799,745	\$ 799,745	\$ 55,842	\$ 76,619	\$ (20,778)	\$ 706,198	\$ 761,709	\$ (55,512)	
P300 - Golf Operations	\$ 13,318	\$ 26,447	\$ (13,129)	\$ 398,055	\$ 435,398	\$ (37,343)	\$ 435,398	\$ 435,398	\$ 13,318	\$ 42,227	\$ (28,909)	\$ 398,055	\$ 406,385	\$ (8,330)	
P400 - Food and Beverage	\$ 15,506	\$ 12,668	\$ 2,838	\$ 286,083	\$ 332,072	\$ (45,989)	\$ 332,072	\$ 332,072	\$ 15,506	\$ 32,137	\$ (16,631)	\$ 286,083	\$ 351,414	\$ (65,331)	
P500 - Weddings	\$ 19,627	\$ 23,094	\$ (3,467)	\$ 235,344	\$ 300,408	\$ (65,064)	\$ 300,408	\$ 300,408	\$ 19,627	\$ 24,071	\$ (4,444)	\$ 235,344	\$ 306,518	\$ (71,174)	
P600 - Private Events	\$ 2,921	\$ 7,810	\$ (4,889)	\$ 24,671	\$ 41,498	\$ (16,827)	\$ 41,498	\$ 41,498	\$ 2,921	\$ 5,020	\$ (2,099)	\$ 24,671	\$ 28,895	\$ (4,224)	
P700 - Golf Outings	\$ -	\$ -	\$ -	\$ 31,909	\$ 38,523	\$ (6,614)	\$ 38,523	\$ 38,523	\$ -	\$ -	\$ -	\$ 31,909	\$ 28,927	\$ 2,981	
P900 - Kitty Hawk Café	\$ 1,000	\$ 2,200	\$ (1,200)	\$ 27,550	\$ 26,400	\$ 1,150	\$ 26,400	\$ 26,400	\$ 1,000	\$ 1,711	\$ (711)	\$ 27,550	\$ 29,523	\$ (1,974)	
Total Cost of Sales	\$ 108,214	\$ 119,125	\$ (10,910)	\$ 1,709,809	\$ 1,914,044	\$ (204,235)	\$ 1,914,044	\$ 1,914,044	\$ 108,214	\$ 181,785	\$ (73,571)	\$ 1,709,809	\$ 1,913,372	\$ (203,563)	
Gross Profit/(Loss)	\$ (91,326)	\$ (72,692)	\$ (18,634)	\$ 752,649	\$ 651,447	\$ 101,202	\$ 651,447	\$ 651,447	\$ (91,326)	\$ (62,000)	\$ (29,325)	\$ 752,649	\$ 809,772	\$ (57,123)	
GENERAL AND ADMINISTRATIVE															
Operating Income/(Loss)	\$ 42,031	\$ 39,813	\$ 2,218	\$ 457,670	\$ 471,394	\$ (13,724)	\$ 471,394	\$ 471,394	\$ 42,031	\$ 34,336	\$ 7,695	\$ 457,670	\$ 574,819	\$ (117,150)	
NON-OPERATING REVENUES/(EXPENSES)															
Property Tax Expenses	\$ (20,200)	\$ (24,500)	\$ 4,300	\$ (192,351)	\$ (294,000)	\$ 101,649	\$ (294,000)	\$ (294,000)	\$ (20,200)	\$ (23,816)	\$ 3,616	\$ (192,351)	\$ (250,260)	\$ 57,909	
Investment Income	\$ 0	\$ 0	\$ 0	\$ 2	\$ 2	\$ -	\$ 2	\$ 2	\$ 0	\$ 0	\$ 0	\$ 2	\$ 2	\$ 0	
Gain on Sale of Fixed Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 520	\$ (520)	\$ -	\$ (175)	\$ 175	
Net Income/(Loss) before Depreciation	\$ (153,557)	\$ (137,005)	\$ (16,552)	\$ 102,630	\$ (113,947)	\$ 216,578	\$ (113,947)	\$ (113,947)	\$ (153,557)	\$ (119,632)	\$ (33,925)	\$ 102,630	\$ (15,479)	\$ 118,109	
Depreciation	\$ 4,837	\$ 4,936	\$ (98)	\$ 58,048	\$ 59,229	\$ (1,181)	\$ 59,229	\$ 59,229	\$ 4,837	\$ 6,914	\$ (2,077)	\$ 58,048	\$ 84,910	\$ (26,862)	
Major Maintenance	\$ 2,410	\$ 799,605	\$ (797,195)	\$ 262,395	\$ 874,605	\$ (612,210)	\$ 874,605	\$ 874,605	\$ 2,410	\$ 2,915	\$ (505)	\$ 262,395	\$ 60,840	\$ 201,555	
Net Income/(Loss)	\$ (160,804)	\$ (941,545)	\$ 780,741	\$ (217,813)	\$ (1,047,781)	\$ 829,969	\$ (51,047,781)	\$ (51,047,781)	\$ (160,804)	\$ (129,461)	\$ (31,343)	\$ (217,813)	\$ (161,229)	\$ (56,584)	



Accounts Receivable Aging Report Over 60 Days Past Due

Customer No.	Customer Name	Current @ 12/31/16	1 to 30		31 to 60		61 to 90		91+		Total	% of Total
			Days Overdue	Days Overdue	Days Overdue	Days Overdue	Days Overdue	Days Overdue	Days Overdue			
A-TEA01	TRAVEL EXPRESS AVIATION	-	-	-	-	-	-	-	72,431.70	-	72,431.70	74.45%
A-CIP01	CIVIL AIR PATROL	-	-	4,161.16	-	-	-	-	8,322.32	-	12,483.48	12.83%
A-REH01	RESOURCE HOLDINGS LLC	-	548.29	553.03	74.21	-	-	-	4,475.37	-	5,650.90	5.81%
A-SPD01	STATE POLICE DEPARTMENT	-	2,069.78	2,069.78	-	-	-	-	2,069.78	-	6,209.34	6.38%
A-FSX01	FSX Chicago, LLC	-	444.00	-	-	-	-	-	66.00	-	510.00	0.52%
Report Total:		-	3,062.07	6,783.97	74.21	87,365.17	66.00	87,365.17	97,285.42	100.00%		
Percent of Total:		0.00%	3.15%	6.97%	0.08%	89.80%						

MEMORANDUM

TO: DuPage Airport Authority Policy Committee
FROM: Phillip A. Luetkehans, Schirott, Luetkehans & Garner, LLC
DATE: January 10, 2017
RE: By-Law Modifications

We have drafted two revisions to the By-Laws for your consideration. The proposed changes are set forth in redline on the attached set of the By-Laws.

The first modification is to **Article III, Section 5**. We are suggesting this change to allow the Chairman of the Authority to attend, participate in and vote at any Committee meetings that he or she wishes to attend.

The second modification is to **Article IV, Section 2**. This modification would allow Committee Chairpersons to appoint other Commissioners to his or her Committee on a temporary basis for a particular Committee meeting. This change could be used to assist the Committee in obtaining a quorum where the Committee does not have enough members in attendance.

At the Internal Policy Committee meeting which I was unfortunately unable to attend, the Committee recommended the last paragraph of this Section 2 read as follows:

The Chairman has the right to participate as a member at any committee meeting. The Chairman shall not be counted as a committee member for purposes of determining the total number of members of the committee for purposes of determining a quorum. However, if the Chairman is present at a committee meeting, the Chairman shall be entitled to vote, and his or her attendance shall be counted when determining whether the minimum number of Commissioners is present for a majority vote.

As some of you know, we have been struggling with the best way to draft this language. Upon further reflection and in an attempt to provide the Board with another option and to clarify what we believe was the intent of the Committee, David, Mark and I have revised that last paragraph by modifying the paragraph to read as follows with the modified language being shown in underline:

The Chairman has the right to participate as a voting member at any committee meeting. The Chairman shall not be counted as a committee member for purposes of determining the total number of members of the committee for purposes of determining a quorum. However, the Chairman shall only be counted toward a quorum if there are not sufficient committee members in attendance to conduct business.

Obviously, the decision is the Board's to make. We just wanted to provide a different option for consideration under the circumstances. Please note that any amendments to the By-Laws must, according to Article X, by a two-thirds (2/3) vote of the Board of Commissioners.

BY-LAWS OF THE DuPAGE AIRPORT AUTHORITY

ARTICLE I

PRINCIPAL OFFICE. The principal office of the DuPage Airport Authority is located at 2700 International Drive, West Chicago, DuPage County, Illinois or at such other place within the territorial limits of the DuPage Airport Authority as the Board of Commissioners shall select.

ARTICLE II

SECTION 1. REGULAR MEETING. The Board of Commissioners shall meet on such dates and times as determined by the Chairman with the approval of the Board of Commissioners. However, the Board of Commissioners shall be required to meet during the month of January of each year to elect a Chairman, Vice Chairman, Secretary, Assistant Secretary, Treasurer and Assistant Treasurer.

SECTION 2. SPECIAL MEETING. Special meetings of the Board of Commissioners may be called by the Chairman or at the written request of five Commissioners.

SECTION 3. PLACE OF MEETING. The Board of Commissioners may designate any place within the territorial limits of the DuPage Airport Authority as the place of meeting for any regular meeting. Special meetings may be held either within or without said Airport Authority territorial limits, upon the consent or approval of five or more members of the Board or the Chairman.

SECTION 4. NOTICE. Notice of any regular, special, reconvened or rescheduled regular meeting shall be given in accordance with the Illinois Open Meetings Act, 5 ILCS 120/1, *et seq.*

SECTION 5. QUORUM. A majority of the Board of Commissioners who are duly appointed and qualified and who are physically present at the location of the meeting shall constitute a quorum for the transaction of business at any meeting of the Board of Commissioners, provided that, if less than a majority of such Commissioners are physically present at said meeting, a majority of the Commissioners physically present may adjourn the meeting to a future time and place certain, without further notice.

SECTION 6. MANNER OF ACTING. The act of the majority of the Commissioners attending a meeting at which a quorum is physically present shall be the act of the Board of Commissioners.

SECTION 6.A. ELECTRONIC ATTENDANCE. If a quorum of the Board of Commissioners is physically present at a meeting, a member may attend and participate in a regular board meeting, special board meeting or committee meeting through electronic means. "Electronic means" shall mean by audio or video conference.

If a Commissioner wishes to attend via electronic means, he or she must notify the Secretary of the Board before the meeting unless advance notice is impractical. The manner of attendance shall be reflected in the minutes. Any Commissioner attending a regular board meeting or special board meeting via electronic means shall not be entitled to vote on any matters presented.

SECTION 7. VACANCIES. Any vacancy occurring in the office of Commissioner shall be filled in accordance with the act entitled "An Act in Relation to Airport Authorities," 70 ILCS 5/1, *et seq.* effective April 4, 1945, as amended (hereinafter, the "Act").

SECTION 8. COMPENSATION. Each Commissioner shall be paid the maximum amount of compensation permitted to be paid under the provisions of said Act.

SECTION 9. GENERAL POWERS OF BOARD. The Board of Commissioners shall have and exercise all the powers vested in said Authority under the provision of said Act, except insofar as executive or administrative duties may be lawfully vested in officers, employees or agents of the Authority by action of said Board of Commissioners, or professional services may be authorized and secured by said Board.

SECTION 10. ORDER OF BUSINESS. The order of business at any regular meeting of the Board of Commissioners shall be as follows:

1. Call to Order.
2. Roll Call.
3. Consent Agenda.
4. Public Comment.
5. Report of Officers.
6. Report of Standing Committees.
7. Consideration of Old Business.
8. Consideration of New Business.
9. Order of Adjournment.

At the January meeting each year, the election of new officers shall immediately follow the reports of the retiring officers. At any special meeting, all order of business may be dispensed with except the roll call and the item or items of special business, the consideration of which prompted the call of such special meeting. Robert's Rules of Order, as interpreted by the Chairman, shall govern the actions of the Board at all regular and special meetings except as may be otherwise provided by these by-laws or by ordinance or resolution of the Board. Any by-law or rule respecting the consideration of business of the Board may be suspended by a two-thirds (2/3) vote of the Board in respect to the business

considered at any meeting, but any such suspension shall not apply to subsequent meetings of the Board.

ARTICLE III

SECTION 1. **NUMBER.** The officers of the DuPage Airport Authority shall be Chairman, one Vice-Chairman, a Treasurer, an Assistant Treasurer, a Secretary and Assistant Secretary and such other officers as may be elected in accordance with the provisions of this Article. Any two or more offices may be held by the same person, except the offices of Chairman and Secretary. The offices of Assistant Secretary and Assistant Treasurer may be held by individuals who are not duly appointed Commissioners.

SECTION 2. **ELECTION, TERM OF OFFICE AND VACANCIES.** The officers of the Authority shall be elected annually by the Board of Commissioners at the January meeting of the Board. Each officer shall hold office until his or her successor shall have been duly elected and shall have qualified or until said office has been declared vacant by the Board of Commissioners by reason of death, resignation, removal, disqualification, or otherwise.

SECTION 3. **REMOVAL.** Any officer or agent elected or appointed by the Board of Commissioners may be removed by a two-thirds (2/3) vote of the Board whenever in its judgment the best interests of the Authority would be served thereby; such removal shall be without prejudice to the contract rights, if any, of the person so removed.

SECTION 4. **VACANCIES.** A vacancy in any office, except the office of Commissioner, because of death, resignation, removal, disqualification or otherwise may be filled by the Board of Commissioners for the unexpired portion of the term. A vacancy in the office of Commissioner shall be filled as provided by said Act.

SECTION 5. **CHAIRMAN.** The Chairman or his designee shall serve as the spokesperson for the Board. The Chairman shall be responsible for overseeing, through the Airport's Executive Director, the implementation of the Board's decisions. The Chairman shall preside at all meetings of the Board of Commissioners and communicate to the Executive Director the directions as determined by the Board. The Chairman has the authority to schedule regular meetings, call special meetings, cancel regular meetings or cancel those special meetings called solely at the Chairman's authority. The Chairman will form committees and appoint committee members. The Chairman will set and approve the agenda for full Board meetings. The Chairman will sign Board Resolutions and Ordinances, but the Chairman will not be expected to sign contracts, vendor agreements, purchase orders, deeds, mortgages, bonds, leases or other legal instruments.

The Chairman has the right to participate as a member at any committee meeting. The Chairman shall not be counted as a committee member for purposes of determining the total number of members of the committee for purposes of determining a quorum. However, if the Chairman is present at a committee meeting, the Chairman shall be entitled to vote, and his or her attendance shall be counted when determining whether the minimum number of Commissioners is present for a majority vote.

SECTION 6. **VICE-CHAIRMAN.** In the absence of the Chairman, the Vice-Chairman shall perform the duties of the Chairman and, when so acting, shall have all the powers of, and be subject to all the restrictions upon, the Chairman. The Vice-Chairman shall perform such other duties as from time to time may be assigned to him by the Chairman or by the Board of Commissioners.

SECTION 7. **TREASURER.** The Treasurer shall give a bond for the faithful discharge of his or her duties in such sum and with such surety or sureties as the Board of Commissioners shall determine. He or she shall have supervision and general responsibility for all funds and securities of the Authority and for the receipt of monies due and payable to the Authority. He or she shall, in general, perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to the Treasurer by the Chairman or by the Board of Commissioners.

SECTION 8. **SECRETARY.** The Secretary shall keep the minutes of the Board of Commissioners' meetings in one or more books provided for that purpose; shall see that all notices are fully given in accordance with the corporate records and of the seal of the Authority; shall see that the seal of the corporation under its seal is duly authorized and is in accordance with provisions of these by-laws; and shall perform the duties ordinarily performed by the Secretary of the governing body of an Illinois Special District and such other duties as from time to time may be assigned to him or her by the Chairman or by the Board of Commissioners.

SECTION 9. **ASSISTANT TREASURER.** The Assistant Treasurer may be an employee of the Authority. Under the general supervision of the Treasurer, the Assistant Treasurer shall have charge and custody of and be primarily responsible for all funds and securities of the Authority, for the receipt of monies due and payable to the Authority from any source whatsoever and for the deposit of all such monies in the name of the Authority in such banks, trust companies or other depositories as shall be authorized by the Board of Commissioners. The Assistant Treasurer shall also perform such duties as shall be assigned to him or her by the Treasurer or by the Board of Commissioners.

SECTION 10. **ASSISTANT SECRETARY.** The Assistant Secretary may be an employee of the Authority. Under the general supervision of the Secretary, the Assistant Secretary shall sign with the Chairman, the Vice-Chairman or any other officer

thereunto authorized by the Board of Commissioners any instruments which the Board of Commissioners has authorized to be executed, according to the requirements of the form of the instrument, except when a different mode of execution is expressly prescribed by the Board of Commissioners. The Assistant Secretary shall also perform such duties as shall be assigned to him or her by the Secretary or by the Board of Commissioners.

ARTICLE IV

COMMITTEES

SECTION 1. **COMMITTEE OF THE WHOLE.** There shall be a Committee of the Whole which shall consist of all of the members of the Board of Commissioners and which shall perform such duties as authorized by the Chairman or by the Board of Commissioners.

SECTION 2. **STANDING COMMITTEES.** There shall be an Internal Policy and Compliance committee, a Finance committee, a Golf committee and a Capital Development, Leasing and Customer Fees committee that shall consist of members appointed by the Chairman. These committees shall meet regularly, shall comply with the Illinois Open Meetings Act and shall follow the same procedures and practices as the Board of Commissioners, except as otherwise set forth herein. Each committee shall have a chairperson appointed by the Chairman of the Board of Commissioners and shall perform such duties as authorized by the Chairman or by the Board of Commissioners. Committee Chairpersons may appoint Commissioners who are not a member of their committee as a temporary member of the committee for purposes of a particular committee meeting. Committee Chairpersons may also create temporary sub-committees and appoint the members thereof.

SECTION 3. **AD HOC COMMITTEES.** There may be a number of other committees authorized by the Board of Commissioners or the Board Chairman which shall consist of members appointed by the Chairman and which shall perform such duties as authorized by the Chairman or by the Board of Commissioners.

ARTICLE V

PERSONNEL. The Executive Director shall have the authority to hire employees for those positions previously budgeted for by the Board of Commissioners. All non-employees must be hired in accordance with the Procurement Policies and Procedures of the DuPage Airport Authority. However, outside attorneys and auditors shall be hired and approved by the Board of Commissioners annually.

ARTICLE VI

CONTRACTS, LOANS, CHECKS AND DEPOSITS

- SECTION 1. **CONTRACTS.** The Executive Director, upon ordinance or resolution passed by the Board of Commissioners authorizing same, shall enter into any contract or execute and deliver any instrument in the name of, and on behalf of, the Authority, and such Authority may be general or confined to specific instances. If the Executive Director is unavailable, he or she may authorize the Assistant Treasurer or the Assistant Secretary to execute any such documents in his or her absence.
- SECTION 2. **LOANS.** No loans shall be contracted on behalf of the Authority, and no evidence of indebtedness shall be issued in its name unless authorized by ordinance or resolution of the Board of Commissioners. Such authority may be general or confined to specific instances.
- SECTION 3. **CHECKS, DRAFTS, ETC.** All checks, drafts or other orders for the payment of money, notes or other evidence of indebtedness issued shall, from time to time, be authorized by ordinance or resolution of the Board of Commissioners; provided, however, that any and every person who as Commissioner, officer, Treasurer or employee of the Authority is authorized by the Board of Commissioners to make or enter into contracts of deposit or withdrawal or to collect, receipt for, or enter into contracts therefor or to or for the expenditure or disbursement of the funds of the Authority shall be named as principal upon a fidelity bond with a corporate surety approved by the Board of Commissioners and in an amount which shall be hereafter specified by appropriate action of the Board. Any such bond shall fully protect and save harmless the Authority from any wrongful deposit, withdrawal, conversion, use or expenditure of funds of the Authority and shall be placed and remain on file in the office of the Authority at DuPage Airport.
- SECTION 4. **DEPOSITS.** All funds of the Authority not otherwise employed shall be deposited, from time to time, to the credit of the Authority in such banks, trust companies or other depositories as the Board of Commissioners may select. Funds of the Authority not needed for current expenditure may be invested in tax anticipation warrants of other political subdivisions of Kane and DuPage Counties, Certificates of Deposit or other interest bearing securities as the Board of Commissioners may authorize or direct. The safekeeping of any such securities shall be a responsibility of the Treasurer of the Authority and, in the case of Certificates of Deposit or Treasury Bills, may be permitted to remain with the bank of deposit in which the account from which such funds are derived is maintained.

ARTICLE VII

FISCAL YEAR. The fiscal year of the Authority shall begin on the 1st day of January in each year and end on the 31st day of December of the same year.

ARTICLE VIII

SEAL. The Board of Commissioners shall provide an official seal for the DuPage Airport Authority which shall be impressed on the official copy of these By-laws contained in the corporate minute book.

ARTICLE IX

WAIVER OF NOTICE. Whenever any notice whatever is required to be given under the provisions of these By-laws, waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

ARTICLE X

AMENDMENTS. Except for temporary suspension of a by-law pursuant to Article II, Section 10, these By-laws may be altered, amended or repealed and new by-laws may be adopted as follows: such alterations, amendments or repealed provisions may be proposed at any meeting of the Committee of the Whole or at any monthly meeting or special meeting of the Board of Commissioners of the Authority; such changes must be approved by a two-thirds (2/3) vote of the Board of Commissioners.

As amended and enacted by the Board of Commissioners this 18th day of January, 201706.

{SEAL}

Secretary

Chairman

ORDINANCE NO. 2017-305

ADOPTION OF THE REVISED BY-LAWS OF THE DUPAGE AIRPORT AUTHORITY

WHEREAS, the Board of Commissioners of the DuPage Airport Authority (the "Board") previously passed the By-Laws of the DuPage Airport Authority (the "By-Laws"); and

WHEREAS, the Board of Commissioners hereby deem it in the best interests of the DuPage Airport Authority (the "Authority") to update and revise its By-Laws in the manner attached hereto as Exhibit A.

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

1. The Board does hereby approve and adopt the revised By-Laws, attached hereto.

This Ordinance shall be in full force and effect immediately upon its adoption and approval by a 2/3 vote of the Board of Commissioners.

Juan E. Chavez _____
Stephen L. Davis _____
Charles E. Donnelly _____
Peter H. Huizenga _____
Gina R. LaMantia _____

Michael V. Ledonne _____
Gregory J. Posch _____
Donald C. Sharp _____
Daniel J. Wagner _____

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 18th day of January, 2017.

CHAIRMAN

(ATTEST)

SECRETARY

ORDINANCE 2017-306

AN ORDINANCE PROHIBITING RECREATIONAL OPERATION OF SMALL UNMANNED AIRCRAFT ON OR ABOVE DUPAGE AIRPORT AUTHORITY PROPERTY

WHEREAS, the DuPage Airport Authority (“DAA”) is an Illinois airport authority organized and existing under 70 ILCS 5/0.01 *et seq.*;

WHEREAS, pursuant to its statutory powers, DAA may police its property and exercise police powers in respect therein and in respect to the enforcement or any rule or regulation provided by the ordinances of the DAA and to protect the safety of the airport and the public;

WHEREAS, the Federal Aviation Administration does not regulate the recreational operation of small unmanned aircraft (aka “drones”);

WHEREAS, pilots across the nation have reported dozens of cases in which small unmanned aircraft flew too close to their aircraft;

WHEREAS, the use of drones on or above DAA property poses a threat to the public health, safety and welfare including, but not limited to, danger to manned aircraft taking off, landing or operating at or near the airport, and privacy, nuisance and trespass concerns; and

WHEREAS, the Board of Commissioners of the DuPage Airport Authority deems it to be in the Authority's best interests to prohibit the operation of small unmanned aircraft on or above DAA property.

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

Section 1. The Rules and Regulations of the DuPage Airport Authority shall be amended to add new section 3-5-21 as follows:

3-5-21 Small Unmanned Aircraft.

a) Definitions. As used in this section:

"DAA airspace" means the airspace above the land, water and waterways within the boundaries of the property owned by the DuPage Airport Authority.

"Operate" means to pilot, steer, direct, fly or manage a small unmanned aircraft through the air whether from within the aircraft or remotely. The term "operate" includes managing or initiating a computer system that pilots, steers, directs, flies or manages a small unmanned aircraft.

"Small unmanned aircraft" means an aircraft that (1) is operated without the possibility of direct human intervention from within or on the aircraft, and (2) weighs less than 55 pounds at the time of the operation, including the weight of any payload or fuel. The term "small unmanned aircraft" does not include "toy aircraft" or "public aircraft" as defined herein.

(b) Operating Regulations. Except as otherwise provided in subsection (c) of this section, no person may operate any small unmanned aircraft in DAA airspace without the prior written permission of the DAA's Executive Director.

(c) Construction of Section.

(1) Operations Authorized by the FAA – Exception. Notwithstanding the prohibitions set forth in this section, nothing in this section shall be construed to prohibit, limit or otherwise restrict any person who is authorized by the Federal Aviation Administration to operate a small unmanned aircraft in DAA air space, pursuant to 14 C.F.R. Part 107, Section 333 of the FAA Modernization and Reform Act of 2012 or a certificate of waiver, certificate of authorization or airworthiness certificate under Section 44704 of Title 49 of the United States Code or other Federal Aviation Administration grant of authority for a specific flight operation(s), from conducting such operation(s) in accordance with the authority granted by the Federal Aviation Administration.

(2) Operations Prohibited by the FAA – Clarification. Nothing in this section shall be construed to authorize the operation of any small unmanned aircraft in DAA airspace in violation of any Federal statute or rules promulgated thereunder, including, but not limited to, any temporary flight restrictions or notices to airmen issued by the Federal Aviation Administration.

(3) Operations Authorized by the State of Illinois – Exception. Notwithstanding the prohibitions set forth in this section, nothing in this section shall be construed to prohibit the use of a drone by a law enforcement agency in accordance with Section 15 of the Freedom from Drone Surveillance Act, codified at 725 ILCS 167/1, et seq., or its successor provision.

Section 2. “No Drone Zone” signs shall be erected at each entrance to DAA property and in any other location(s) determined appropriate by the Executive Director. A sample of the sign to be erected is attached hereto as Exhibit 1.

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

Juan E. Chavez _____
Stephen L. Davis _____
Charles E. Donnelly _____
Peter H. Huizenga _____
Gina R. LaMantia _____

Michael V. Ledonne _____
Gregory J. Posch _____
Donald C. Sharp _____
Daniel J. Wagner _____

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 18th day of January, 2017.

CHAIRMAN

(ATTEST)

SECRETARY

MEMORANDUM

TO: Board of Commissioners
DuPage Airport Authority

FROM: Phillip A. Luetkehans
Brian J. Armstrong

SUBJECT: Amendments to Chapter 6 (Procurement) of DAA Code

DATE: January 10, 2017

FILE: DAA 2407

Pursuant to the request of Staff, we have drafted proposed amendments to Chapter 6 (Procurement) of the DAA Code. While the changes are outlined below, redlined copies of the amended sections are attached.

1. Staff had requested that Section 6-10 be amended to allow certain types of contracts to exceed 4 years. After meeting with the Internal Policy Committee, Executive Director Bird has decided not to proceed with the proposed change at this time and will bring the matter before the Board at a later date. Accordingly, you are not being asked to vote on any changes to Section 6-10.
2. On the other hand, Section 6-27 is proposed to be amended to clarify certain procedures in the event the award of a contract is protested. In particular, the proposed amendments allow the Executive Director to decide protests unless he/she was involved in the evaluation of the protested award, in which case the Authority's Chairman shall designate someone to hear the protest.

This policy change is being instituted to give the Executive Director greater ability to participate in evaluating bids, RFP's etc. by providing another avenue for protests to be decided other than by the Executive Director. If the Executive Director is not on the evaluation committee, then he or she can decide the protest. However, in the instances where the Executive Director is part of the evaluation team, then the Chairman can appoint either the Authority counsel or someone else to hear the bid protest.

We recommend the enactment of the modifications to Section 6-27 to the Procurement Policy.

6-27 **PROTEST.**

- 6-27-1 **Protested Solicitations.** Any actual or qualified prospective bidder, offeror, or contractor who has timely submitted a bid or offer and who is aggrieved in connection with the solicitation or Award of a Contract may protest in writing to the Executive Director. Protests may be submitted anytime prior to Award; however, a Protest of an Award must be submitted in writing to and received by the Executive Director within three (3) business days after the DuPage Airport Authority announces its intention to make the Award.
- 6-27-2 **Subject of Protest.** Protesters may file protest on any phase of solicitation, Bid, Proposal, or Award, including, but not limited to, procedure, specification, Award or disclosure of information marked confidential in the Bid or offer.
- 6-27-3 **Form.** The written Protest shall include, as a minimum, the following:
- (a) The name and address of the protester.
 - (b) Appropriate identification of the procurement.
 - (c) A statement of the reasons for the Protest.
 - (d) Any available exhibit, evidence or documents substantiating the Protest.
- 6-27-4 **Decision.** If the Executive Director did not participate in evaluating the bids or offers, the Executive Director may decide the Protest or may designate the Authority's general counsel to decide the Protest. If the Executive Director participated in evaluating the bids or offers, the Authority's Chairman shall designate a person not involved in the evaluation (the "Designee") to decide the Protest. The Executive Director or Designee shall provide a written determination to the protester within five (5) business days after receiving all relevant requested information.
- 6-27-5 **Appeals.** A written appeal of the decision issued by the Executive Director or Designee must be received by the Authority-Executive Director within three (3) business days after the protestor's receipt of the decision. The Executive Director, or the Designee if the decision was made by a Designee, prior to making the final decision may in his sole and exclusive discretion elect to:

EXHIBIT 1

- (a) Render an immediate decision in the matter;
- (b) Request additional documentation or meetings with parties involved;
- (c) Request that the Authority's Chairman Sselect a panel of two (2) or more people who are not employees of the Authority employees who are not involved with the protested requirement to jointly conduct a hearing with individuals on either side of the issue; or
- (d) Utilize any other method deemed appropriate to bring the matter to timely resolution.

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However, the decision, once issued, shall be final and will complete the administrative procedure. The Executive Director or Designee shall issue the final decision within seven (7) calendar days after receiving such an appeal unless extended by mutual agreement by both parties involved. Nothing herein shall give a protester the right to a hearing by a panel as described in subsection (c) above; the determination to provide such a hearing is in the sole and exclusive discretion of the Authority's Chairman.

6-27-6 **Stay of Procurement During Protest.** In the event of a protest in accordance with this Section, the Executive Director shall not proceed further with solicitation or Award of Contract until administrative remedies have been exhausted or until a written determination is made that Award of a Contract without delay is necessary to protect substantial interests of the DuPage Airport Authority.

EXHIBIT 1

ORDINANCE NO. 2017-307
AMENDING THE DuPAGE AIRPORT AUTHORITY PROCUREMENT POLICY

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

WHEREAS, the Authority has previously enacted the DuPage Airport Authority Code (hereinafter the "Code") regarding rules, regulations, standards, practices and policies applicable to the Authority, users of the airport and the public;

WHEREAS, as set forth in Chapter 6 of the Code (titled "Procurement"), the Authority has implemented policies regarding procurement of goods and services;

WHEREAS, the Policy Committee of the Board of Commissioners of the Authority has reviewed the proposed amendments and recommends that the amendments be approved; and

WHEREAS, the Authority deems it to be in the best interests of the Authority, users of the airport and the public to amend certain provisions of Section 6-27 of Chapter 6 of the Code as set forth in Exhibit 1 attached hereto and incorporated herein by reference.

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the DuPage Airport Authority that the DuPage Airport Authority Code be, and hereby is, amended by amending Section 6-27 of Chapter 6 of the Code as set forth in Exhibit 1.

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

Juan E. Chavez	_____	Michael V. Ledonne	_____
Stephen L. Davis	_____	Gregory J. Posch	_____
Charles E. Donnelly	_____	Donald C. Sharp	_____
Peter H. Huizenga	_____	Daniel J. Wagner	_____
Gina R. LaMantia	_____		

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 18th day of January, 2017.

(ATTEST)


CHAIRMAN

SECRETARY



DUPAGE AIRPORT AUTHORITY

TO: DuPage Airport Authority
Board of Commissioners

FROM: David Bird 
Executive Director

RE: Proposed Ordinance 2017-308; Adopting Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year beginning January 1, 2017 and Ending December 31, 2017.

DATE: January 9, 2017

SUMMARY:

Pursuant to Illinois Statute, the Airport Authority is required to pass within the first quarter of their fiscal year, a Budget and Appropriations Ordinance. The Tentative Budget and Appropriations Ordinance was passed on November 16, 2016 and forwarded to DuPage County Board Chairman Cronin on November 28, 2016. As authorized by Illinois Statute, the County Board Chairman has thirty (30) days to review the Airport Authority Budget and Appropriations and has the right of line item veto. The Airport Authority has received no comments or questions from the County Board Chairman's office with regard to the 2017 Budget and Appropriations. A notice was published in the *Daily Herald* announcing the Public Hearing to be held on January 9, 2017, at 10:00 a.m. in the 1st Floor Conference Room of the Daniel L. Goodwin Flight Center Building. The purpose of the Public Hearing is to provide an opportunity for public review and comment. The Airport Authority has met all of its statutory requirements for passage of the 2017 Budget and Appropriations.

PREVIOUS COMMITTEE/BOARD ACTION:

November 16, 2016 - the DuPage Airport Authority Board passed Ordinance 2016-297; Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year beginning January 1, 2017 and Ending December 31, 2017.

January 18, 2017 – the DuPage Airport Authority Board of Commissioners Finance Committee will review the 2017 Budget and Appropriations.

REVENUE OR FUNDING IMPLICATIONS:

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

STAKEHOLDER PROCESS:

No stakeholders have been identified at this time.

LEGAL REVIEW:

Legal review of this item is not necessary.

ATTACHMENTS:

Proposed Ordinance 2017-308; Adopting Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2017 and Ending December 31, 2017.

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 2017-308; Adopting the Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2017 and Ending December 31, 2017.

BUDGET & APPROPRIATIONS ORDINANCE
for the DUPAGE AIRPORT AUTHORITY
for the FISCAL YEAR BEGINNING
JANUARY 1, 2017 AND ENDING DECEMBER 31, 2017

WHEREAS, The Board of Commissioners of the DuPage Airport Authority, an Illinois Special District, has adopted a fiscal year beginning January 1, 2017 and ending December 31, 2017, and has estimated the sums of money necessary to pay the costs of operating the DuPage Airport Authority and all other expenses and liabilities of the Authority for Fiscal Year 2017.

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

SECTION 1: For the fiscal year beginning January 1, 2017 and ending December 31, 2017 the following sums of money below are hereby budgeted and appropriated for the corporate purposes of the Corporate Fund of the DuPage Airport Authority:

Estimated Beginning Cash Balance	\$ 13,440,141
<u>OPERATING REVENUES</u>	
Airport Operations	\$ 3,767,101
Flight Center Fuel Operations	\$ 9,805,668
Prairie Landing Golf Course	\$ 2,570,789
TOTAL OPERATING REVENUES	\$ 16,143,558
<u>OPERATING EXPENSES</u>	
Airport Operations	\$ 6,909,337
Flight Center Fuel Operations	\$ 6,824,490
Prairie Landing Golf Course	\$ 2,296,166
TOTAL OPERATING EXPENSES	\$ 16,029,993
<u>NON OPERATING - DEBT SERVICE/CAPITAL/TAXES</u>	
REVENUES	
Miscellaneous Taxes	\$ 60,000
Property Taxes/Abatement	\$ 6,001,500
Federal & State Grants	\$ 1,012,279
Interest Income	\$ 24,996
Unrealized Gain/Loss from Investments	\$ -
Gain of Sale from Fixed Assets	\$ 30,000
TOTAL NON-OPERATING REVENUES	\$ 7,128,775
EXPENSES	
Property Tax (DAA)	\$ 213,000
Property Tax (PLGC)	\$ 249,996
TOTAL NON-OPERATING EXPENSES	\$ 462,996
<u>CAPITAL DEVELOPMENT PROGRAM</u>	
AVIATION PROGRAMS / EQUIPMENT	\$ 14,940,496
GOLF COURSE PROGRAMS / EQUIPMENT	\$ 160,000
MAJOR MAINTENANCE OF CAPITAL ASSETS	\$ 545,700
TOTAL CAPITAL DEVELOPMENT PROGRAM	\$ 15,646,196
TOTAL REVENUES	\$ 23,272,333
TOTAL EXPENDITURES	\$ 32,139,185
CASH BALANCE - ENDING	\$ 4,573,289

SECTION 2: That the following budget and appropriations, containing an estimate of the receipts and expenditures for FISCAL YEAR 2017, be and are hereby adopted as the budget and appropriations of the Corporate Fund of the DuPage Airport Authority for said fiscal year:

AIRPORT ADMINISTRATION / OPERATIONS

REVENUES

HANGAR RENTALS	\$ 2,175,177
COLLECTION, SERVICE, TOWING FEES	\$ 492
COMMISSIONS	\$ 37,116
CUSTOMS FEES	\$ 99,996
RAMP, TIE DOWN, OVERNIGHT FEES	\$ 140,943
NON AIRFIELD, RENT/LEASE REVENUE	\$ 1,293,373
MISCELLANEOUS	\$ 20,004
TOTAL REVENUES	\$ 3,767,101

CASH ON HAND - BEGINNING \$ 2,585,771

TOTAL FUNDS AVAILABLE \$ 6,352,872

EXPENDITURES

SALARIES

STAFF & COMMISSIONERS	\$ 2,316,295
SALARIES TOTAL	\$ 2,316,295

BENEFITS

FICA	\$ 170,165
UNEMPLOYMENT INSURANCE	\$ 24,570
GROUP INSURANCE	\$ 443,799
UNIFORMS	\$ 11,400
IMRF	\$ 205,043
BENEFITS TOTAL	\$ 854,977

GENERAL & ADMINISTRATIVE

EDUCATION / TRAINING / TRAVEL	\$ 26,644
DUES & SUBSCRIPTIONS	\$ 15,227
COMPUTER AND SOFTWARE	\$ 131,980
COMMUNICATIONS	\$ 37,740
GENERAL OFFICE	\$ 6,504
MISCELLANEOUS	\$ 2,112
GEN. & ADMIN. TOTAL	\$ 220,207

OUTSIDE SERVICES

CONSULTING SERVICES	\$ 187,196
ACCOUNTING / AUDIT	\$ 45,000
CUSTOMS/CONTROL TOWER	\$ 710,000
MISC OUTSIDE SERVICES	\$ 295,092
LEGAL	\$ 219,996
SNOW REMOVAL/ICE CONTROL	\$ 60,000
ARFF	\$ 481,578
OUTSIDE TOTAL	\$ 1,998,862

MAINTENANCE

EQUIPMENT LEASE / MAINT. CONTRACTS	\$ 70,524
SUPPLIES/HANDTOOLS & SMALL EQUIPMENT	\$ 52,416
FUEL/OIL VEHICLES & EQUIPMENT	\$ 69,996
FIELD MAINTENANCE	\$ 182,004
BUILDING MAINTENANCE	\$ 165,000
MACHINE & EQUIPMENT	\$ 54,996
MAINTENANCE TOTAL	\$ 594,936

INSURANCE	\$ 317,856
INSURANCE TOTAL	\$ 317,856

MARKETING / PUBLIC RELATIONS	\$ 92,004
MARKETING / PUBLIC RELATIONS TOTAL	\$ 92,004

UTILITIES

GARBAGE REMOVAL / JANITORIAL	\$ 10,704
GAS HEAT	\$ 168,000
ELECTRIC	\$ 303,000
WATER/SEWER	\$ 32,496
TOTAL UTILITIES	\$ 514,200

TOTAL EXPENDITURES:
AUTHORITY ADMINISTRATION & OPERATIONS \$ 6,909,337

CASH ON HAND ENDING \$ (556,465)

DUPAGE FLIGHT CENTER FUEL OPERATIONS

REVENUES

FUEL & OIL SALES	\$ 9,456,144
SERVICES & CATERING	\$ 340,320
MISCELLANEOUS INCOME	\$ 9,204
TOTAL REVENUES	\$ 9,805,668

CASH ON HAND - BEGINNING \$ 11,098,809

TOTAL FUNDS AVAILABLE \$ 20,904,477

EXPENDITURES

SALARIES

STAFF	\$ 1,054,360
SALARIES TOTAL	\$ 1,054,360

BENEFITS

FICA	\$ 80,659
UNEMPLOYMENT INSURANCE	\$ 24,700
GROUP INSURANCE	\$ 183,708
UNIFORMS	\$ 12,504
IMRF	\$ 95,103
BENEFITS TOTAL	\$ 396,674

COST OF SALES

COST OF SALES - FUEL/OIL	\$ 4,652,580
COST OF SALES - DE-ICE	\$ 24,996
COST OF SALES - CATERING	\$ 76,776
COST OF SALES TOTAL	\$ 4,754,352

GENERAL & ADMINISTRATIVE

BUILDING RENT	\$ 48,000
EDUCATION / TRAINING / TRAVEL	\$ 10,992
DUES & SUBSCRIPTIONS	\$ 504
MISC OFFICE EXPENSE	\$ 36,504
SOFTWARE	\$ 15,000
COMMUNICATIONS	\$ 9,504
CREDIT CARD EXPENSE	\$ 120,000
MARKETING	\$ 36,000
GEN. & ADMIN. TOTAL	\$ 276,504

OUTSIDE SERVICES

CONSULTING SERVICES/LEGAL	\$ 7,908
OUTSIDE SERVICES TOTAL	\$ 7,908

MAINTENANCE / OPERATIONS

EQUIPMENT LEASE / MAINT. CONTRACTS	\$ 141,996
SUPPLIES	\$ 24,000
FUEL / OIL VEHICLES	\$ 13,200
MAINTENANCE EXPENSE	\$ 36,504
MAINTENANCE TOTAL	\$ 215,700

INSURANCE	\$ 114,996
INSURANCE TOTAL	\$ 114,996

UTILITIES

ELECTRIC	\$ 3,996
UTILITIES TOTAL	\$ 3,996

TOTAL EXPENDITURES:
FLIGHT CENTER FUEL OPERATIONS \$ 6,824,490

CASH ON HAND ENDING \$ 14,079,987

PRAIRIE LANDING GOLF COURSE

REVENUES

GOLF OPERATIONS

GREENS FEES/CART RENTAL	\$ 1,280,765
ASSOCIATION MEMBERSHIPS	\$ 130,000
RENTALS	\$ 5,625
PRACTICE CENTER	\$ 126,000
PRO SHOP SALES	\$ 130,500
TOTAL GOLF OPERATIONS	\$ 1,672,890

FOOD & BEVERAGE

CLUBHOUSE	\$ 316,250
KITTY HAWK - DELI	\$ 28,800
BANQUET	\$ 549,349
TOTAL FOOD & BEVERAGE	\$ 894,399

MISCELLANEOUS INCOME

	\$ 3,500
TOTAL MISCELLANEOUS INCOME	\$ 3,500

TOTAL REVENUES **\$ 2,570,789**

CASH ON HAND - BEGINNING

\$ (244,439)

TOTAL FUNDS AVAILABLE

\$ 2,326,350

EXPENDITURES

SALARIES

STAFF	\$ 1,048,975
SALARIES TOTAL	\$ 1,048,975

BENEFITS

FICA	\$ 80,243
UNEMPLOYMENT INSURANCE	\$ 38,350
GROUP INSURANCE	\$ 123,093
UNIFORMS	\$ 7,650
IMRF	\$ 71,589
BENEFITS TOTAL	\$ 320,925

COST OF SALES

COST OF SALES - GOLF	\$ 125,000
COST OF SALES - GRILL,EVENT, BANQUETS	\$ 213,168
COST OF SALES - KITTY HAWK	\$ 14,400
CREDIT CARD FEES	\$ 43,200
COST OF SALES TOTAL	\$ 395,768

GENERAL & ADMINISTRATIVE

EDUCATION / TRAINING / TRAVEL	\$ 1,500
DUES & SUBSCRIPTIONS	\$ 11,125
COMPUTER AND SOFTWARE	\$ 8,004
COMMUNICATIONS	\$ 14,820
TRANSFER COSTS TO FLIGHT CENTER	\$ (54,279)
MARKETING	\$ 40,000
GEN. & ADMIN. TOTAL	\$ 21,170

OUTSIDE SERVICES

CONSULTING SERVICES / LEGAL	\$ 49,204
OUTSIDE SERVICES TOTAL	\$ 49,204

MAINTENANCE / OPERATIONS

COURSE MAINTENANCE	\$ 106,500
SUPPLIES	\$ 93,904
RENTAL EQUIPMENT	\$ 32,200
FUEL / OIL VEHICLES	\$ 15,000
BUILDING MAINTENANCE EXPENSE	\$ 60,492
MAINTENANCE TOTAL	\$ 308,096

INSURANCE

	\$ 74,796
INSURANCE TOTAL	\$ 74,796

UTILITIES

GARBAGE REMOVAL / JANITORIAL	\$ 4,932
GAS HEAT	\$ 15,500
ELECTRIC	\$ 50,000
WATER/SEWER	\$ 6,800
UTILITIES TOTAL	\$ 77,232

TOTAL EXPENDITURES:

PRAIRIE LANDING GOLF COURSE **\$ 2,296,166**

CASH ON HAND ENDING

\$ 30,184

NON OPERATING - REVENUE / DEBT SERVICE / CAPITAL / TAXES

MISCELLANEOUS TAXES	\$ 60,000
PROPERTY TAXES	\$ 6,001,500
FEDERAL & STATE GRANTS	\$ 1,012,279
INTEREST INCOME	\$ 24,996
UNREALIZED GAIN/LOSS FROM INVESTMENTS	\$ -
GAIN OF SALE FROM FIXED ASSETS	\$ 30,000
TOTAL NON-OPERATING REVENUES	\$ 7,128,775

CAPITAL DEVELOPMENT PROGRAM

AVIATION PROGRAMS / EQUIPMENT	\$ 14,940,496
GOLF COURSE PROGRAMS / EQUIPMENT	\$ 160,000
MAJOR MAINTENANCE OF CAPITAL ASSETS	\$ 545,700
TOTAL CAPITAL DEVELOPMENT	\$ 15,646,196

PROPERTY TAX

PROPERTY TAX (DAA)	\$ 213,000
PROPERTY TAX (PLGC)	\$ 249,996
TOTAL DEBT SERVICE	\$ 462,996

TOTAL REVENUES \$ 23,272,333

TOTAL EXPENDITURES \$ 32,139,185

CASH ON HAND ENDING \$ 4,573,289

Said appropriation items shall constitute the Budget for the Corporate Fund of the Authority for FISCAL YEAR 2017.

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

The amounts specified are the maximum estimated for probable expenditures or commitments prior to December 31, 2017, and there is included in the appropriated amounts, funds derived from other sources than local taxation, and which may be spent for the benefit of the authority without actually being received and expended by it.

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

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

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 18th day of January, 2017.

Record of Roll Call Vote:

Juan E. Chavez	_____
Stephen L. Davis	_____
Charles E. Donnelly	_____
Peter H. Huizenga	_____
Gina R. LaMantia	_____
Michael V. Ledonne	_____
Gregory J. Posch	_____
Donald C. Sharp	_____
Daniel J. Wagner	_____

Chairman

(seal)
ATTEST:

Secretary

New Business


- 9.(d.) Proposed Ordinance 2017-308; Adopting Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2017 and Ending December 31, 2017.**

**Budget Document Provided
Under Separate Cover.**



DUPAGE AIRPORT
AUTHORITY

TO: DuPage Airport Authority
Board of Commissioners

FROM: David Bird 
Executive Director

RE: Proposed Ordinance 2017-309; An Ordinance of the DuPage Airport Authority Promulgating Regulations Under the Freedom of Information Act.

DATE: January 9, 2017

SUMMARY:

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

PREVIOUS COMMITTEE/BOARD ACTION:

January 13, 2016 – Annual Board Meeting. The Board of Commissioners passed Ordinance 2016-291; An Ordinance of the DuPage Airport Authority Promulgating Regulations Under the Freedom of Information Act.

REVENUE OR FUNDING IMPLICATIONS:

N/A

STAKEHOLDER PROCESS:

N/A

LEGAL REVIEW:

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

ATTACHMENTS:

Proposed Ordinance 2017-309; An Ordinance of the DuPage Airport Authority Promulgating Regulations Under the Freedom of Information Act.

ALTERNATIVES:

The Board can deny, modify or amend this issue.

RECOMMENDATION:

It is the recommendation of the Executive Director that the Board approve Proposed Ordinance 2017-309; An Ordinance of the DuPage Airport Authority Promulgating Regulations Under the Freedom of Information Act.

ORDINANCE 2017 - 309
AN ORDINANCE OF THE DUPAGE AIRPORT AUTHORITY
PROMULGATING REGULATIONS UNDER THE FREEDOM
OF INFORMATION ACT

RECITALS

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

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

SECTION 1. Definitions:

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

SECTION 2. Application for Inspection or Copying:

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

organization and the office or position of the applicant with that organization.

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

SECTION 3. Denial of Request and Appeal:

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

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

SECTION 5. Prior Ordinances: This ordinance repeals Ordinance 2016-291 and shall be placed in DuPage Airport Authority Code.

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

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 18th day of January, 2017.

Roll Call:

Juan E. Chavez _____
Stephen L. Davis _____
Charles E. Donnelly _____
Peter H. Huizenga _____

Gina R. LaMantia _____
Michael V. Ledonne _____
Gregory J. Posch _____
Donald C. Sharp _____
Daniel J. Wagner _____

Chairman

Secretary

ORDINANCE 2017-309

DuPAGE AIRPORT AUTHORITY

Fee Schedule for Duplication of Public Records

Cost for copies effective date: January 1, 2017

Paper copy from paper original on copy machine:

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

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

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

All fees for copying are payable in advance.

DuPAGE AIRPORT AUTHORITY

DESCRIPTIONS REQUIRED UNDER SECTION 4 OF THE FREEDOM OF INFORMATION ACT

A. Description of DuPage Airport Authority:

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

On January 1, 2017, the DAA had 55 full-time employees and 22 part-time employees. The total budgeted revenue is \$23,272,333 for the fiscal year ending December 31, 2017. The total budgeted expenditures for the year are \$32,139,185. This includes \$16,492,989 for general operating costs and \$15,646,196 for capital expenditures and major maintenance projects.

B. Procedure for Requesting Information and Public Records:

Any person may obtain public records for inspection or copying in accordance with the provisions of the Freedom of Information Act by submitting a written request to the DAA providing the name, address and telephone number of the applicant and describing the documents sought. DAA suggests, but shall not require, that applicants submit the request on a Request for Public Records (Form FOI 500) to the DAA's office during normal working hours. The request shall state whether any record shall be used in any form for sale, resale or solicitation or advertisement for sales or services. FOI Requests should be directed to the attention of the DAA's Freedom of Information Officer, DuPage Airport Authority, 2700 International Drive, Suite 200, West Chicago, IL 60185. The requested record will be provided promptly and in accordance with DAA Ordinance 2016-291 (an Ordinance of DAA promulgating regulations under the Freedom of Information Act). Except for unusual circumstances permitted under the Act and for records requested for a commercial purpose as defined by the Act, the record will be supplied within five (5) business days of receipt of the written request. Under certain conditions permitted by law, the DAA may extend this time limit by another five (5) business days. Records requested for a commercial purpose, as defined by the Act, will be provided in the time frame provided in the Act for such records. In the event that the Request for Public Records cannot be complied with, a written denial stating the detailed factual basis for the denial of the application or any claimed exemption(s) will be mailed to the person making the request within five (5) business days after receipt of the request or after the

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

C. Fee Charged for Copies of Records:

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

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

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

DuPAGE AIRPORT AUTHORITY

CATEGORIES OF RECORDS AVAILABLE IN AUTHORITY OFFICE

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

DuPAGE AIRPORT AUTHORITY

David Bird
Executive Director

**DUPAGE AIRPORT AUTHORITY OFFICERS/COMMISSIONERS
AS OF JANUARY 18, 2017**

**STEPHEN L. DAVIS, CHAIRMAN
JUAN E. CHAVEZ, VICE-CHAIRMAN
PETER H. HUIZENGA, TREASURER
GINA R. LAMANTIA, SECRETARY**

**CHARLES E. DONNELLY, COMMISSIONER
GREGORY J. POSCH, COMMISSIONER
MICHAEL V. LEDONNE, COMMISSIONER
DONALD C. SHARP, COMMISSIONER
DANIEL J. WAGNER, COMMISSIONER**

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

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

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

DuPAGE AIRPORT AUTHORITY

A-1.

REQUEST FOR INSPECTION OR COPYING OF PUBLIC RECORDS

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

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

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

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

4. Specify documents of which copies are requested:

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

Signature

For DAA Use Only

Date Received _____ Time Received _____ Date Response Due _____

Notations regarding oral communications or other items: _____

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

TO:

FROM:

Name

Name

Address

Office or Title

DESCRIPTION OF REQUESTED RECORD(S):

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

_____ The documents you requested are enclosed.

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

_____ You may inspect the records at _____ on _____.

DAA Approval

Date

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

TO:

FROM:

Name

Address

Name

Office or Title

DESCRIPTION OF REQUESTED RECORD(S):

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

- _____ Are enclosed.
- _____ Will be made available upon payment of copying costs in the amount of \$_____.
- _____ May be inspected at _____ on _____.

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

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

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

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

DAA Freedom of Information Officers
Pamela Miller and Diane DeWitte

DuPAGE AIRPORT AUTHORITY

A-4.

DEFERRAL OF RESPONSE TO REQUEST FOR PUBLIC RECORDS

TO:

FROM:

Name

Name

Address

Office or Title

DESCRIPTION OF REQUESTED RECORD(S):

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

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

DAA Freedom of Information Officers
Pamela Miller and Diane DeWitte

Date

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

TO:

FROM:

Name

Name

Address

Office or Title

DESCRIPTION OF REQUESTED RECORD(S):

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

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

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

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

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

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

DAA Freedom of Information Officers
Pamela Miller and Diane DeWitte

Date

ORDINANCE 2017-310

**AN ORDINANCE RESCINDING THE ABATEMENT OF THE LEVY OF TAX
AUTHORIZED BY ORDINANCE 2016-293**

WHEREAS, the Board of Commissioners of the DuPage Airport Authority on November 11, 2015 adopted Ordinance No 2015-286: An Ordinance Levying Taxes for Corporate Purposes of the DuPage Airport Authority for the Fiscal Year January 1, 2015 and ending December 31, 2015;

WHEREAS, Ordinance 2015-286 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 Board of Commissioners of the DuPage Airport Authority, having previously determined that there would be sufficient funds available to abate Five Hundred Thousand Dollars and No Cents (\$500,000.00) of the required tax levy, enacted Ordinance 2016-293: An Ordinance Abating Levy of Tax Authorized by Ordinance 2015-286;

WHEREAS, due to a clerical error, Ordinance No. 2016-293 was not delivered to the County Clerk of DuPage County, Illinois in time to be abated by the County of DuPage for the taxes collected in 2016;

WHEREAS, since the enactment of Ordinance 2016-293, due to possible development in the area that would have affected the safety of the DuPage Airport and the surrounding areas, the Authority has found it necessary to budget over Ten Million Dollars (\$10,000,000.00) for land acquisition;

WHEREAS, the Board of Commissioners of the DuPage Airport Authority has determined that there are no longer sufficient funds to abate Five Hundred Thousand Dollars and No Cents (\$500,000.00) as enacted in Ordinance 2016-293; and

WHEREAS, the Board of Commissioners of the DuPage Airport Authority has determined that it is in the best interests of the DuPage Airport Authority to rescind Ordinance 2016-293 which would have abated Five Hundred Thousand Dollars and No Cents (\$500,000.00).

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

Section 1. That Ordinance 2016-293 is hereby rescinded.

Section 2. That the County Clerk of DuPage County is hereby authorized and directed to not abate the amount of Five Hundred Thousand Dollars and No Cents (\$500,000.00) from the 2015 DuPage Airport Authority tax levy as originally sought in Ordinance 2016-293.

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 18th day of January, 2017.

Juan E. Chavez _____
Stephen L. Davis _____
Charles E. Donnelly _____
Peter H. Huizenga _____


Gina R. LaMantia _____
Michael V. Ledonne _____
Gregory J. Posch _____
Donald C. Sharp _____
Daniel J. Wagner _____

Chairman

Secretary

MEMORANDUM

TO: DuPage Airport Authority Board of Commissioners

FROM: David Bird 
Phillip A. Luetkehans
Brian J. Armstrong

SUBJECT: Local Government Travel Expense Control Act

DATE: December 20, 2016

FILE: DuPage Airport Authority
Our File No. 2407

The Governor recently signed into law Public Act 99-0604, the Local Government Travel Expense Control Act (the "Act"), imposing new statutory requirements on local governments' approval of travel expense reimbursement and recordkeeping for travel expenses. The new law becomes effective January 1, 2017. The following is a summary of important aspects of the statute.

A. The Act applies to all units of local government except home rule units. Thus, the Act applies to the DuPage Airport Authority (the "DAA"). The Act covers reimbursement of travel expenditures directly incident to official travel by employees and officers of the local public agency, including in our case the DAA's Commissioners. It also applies to direct payments by local governmental agencies to private agencies providing transportation or related services.

B. All local public agencies must enact a resolution or ordinance regulating the reimbursement of all travel, meal and lodging expenses of officers and employees including, but not limited to: (1) the types of official business for which travel, meal and lodging expenses are allowed; (2) the maximum allowable reimbursement for travel, meal and lodging expenses; and (3) provision of a standardized form for submission of travel, meal and lodging expenses, which must be supported by the following types of documentation: (a) an estimate of the cost of travel, meals or lodging expenses if those expenses have not yet been incurred; (b) a receipt for the cost of travel, meals or lodging expenses if the expenses have already been incurred; (c) the name of the individual who received or is requesting the travel, meal or lodging expense; (d) the job title or office of the individual who received or is requesting the travel, meal or lodging expense; and (e) the date or dates and nature of the official business in which the travel, meal or lodging expense will be expended. All of these records are public records pursuant to the Freedom of Information Act.

C. Beginning 180 days after the effective date of the Act (June 30, 2017), a local public agency may not approve a travel, meal or lodging expense unless it has adopted a resolution or ordinance promulgating regulations under the Act.

D. Effective 60 days from the effective date of the Act (March 3, 2017), expenses for travel, meals and lodging of: (1) any officer or employee that exceeds the maximum expenses allowed under the local public agency's ordinance or resolution; or (2) any member of the governing board or corporate authorities of a local public agency, may only be approved by roll call vote at an open meeting of the governing board of the local public agency.

E. Finally, no public agency may reimburse a governing board member, employee or officer for any entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events or any other place of public or private entertainment or amusement unless ancillary to the purpose of the program or event.

In our opinion, the proposed Travel Requests and Expense Reimbursement Policy conforms with the requirements of the Act and we recommend passage of this Policy.



TRAVEL REQUESTS AND EXPENSE REIMBURSEMENT POLICY

Statement of Purpose and Responsibilities

This policy establishes guidelines for governing the reimbursement of travel, entertainment and other business expenses incurred during the conduct of DuPage Airport Authority business. It is DuPage Airport Authority's policy to reimburse commissioners and/or employees for ordinary, necessary and reasonable expenses when directly related to the transaction of business and within the budgetary constraints established by the DuPage Airport Authority Board of Commissioners, at the lowest practicable costs.

The DuPage Airport Authority will utilize GSA (U.S. General Services Administration) Rates for Per Diem Rates; POV (Privately Owned Vehicle) Mileage rates; Reimbursement Rates for Hotels, Airfares, and Meals and IE (Incidental Expenses).

<http://www.gsa.gov>

Directly related expenses are those in which there is the expectation of deriving some current or future benefit for the DuPage Airport Authority, the commissioner/employee is actively engaged in a business meeting or activity necessary to the performance of their job duties, or an activity where there is a clear business purpose. Commissioners/employees are expected to exercise prudent business judgement regarding expenses covered by this policy.

Reimbursement for expenses that are not in compliance with this policy requires the prior written approval of the DuPage Airport Authority Executive Director.

DuPage Airport Authority Commissioners and employees are responsible for complying with this policy. Commissioners/employees submitting expenses that are not in compliance with this policy risk delayed, partial or forfeited reimbursement.

Documentation

Prior to traveling, all employees must receive approval from the Executive Director by submitting a *Travel Request/Reimbursement Form* and completing Section I of this form (*Exhibit A*). Upon approval of the Executive Director, this form must remain on file until expense reimbursement is submitted after travel has occurred.

Prior to traveling, all Commissioners should, to the extent a commissioner is aware of the possible travel prior to a meeting of the Board of Commissioners, receive approval from the Board of Commissioners at a Board Meeting by open roll call vote.

Requests for reimbursement of business expenses must then be submitted on the same

Travel Request/Reimbursement Form, completing Section II of this form (*Exhibit A*). Each expense shall be separately identified and forms shall be dated and signed by the commissioner/employee. The DuPage Airport Authority complies with IRS regulations, which require that all business expenses be substantiated with adequate records. This must include information relating to the following topics: (1) the amount of the expenditure; (2) the time and place of the expenditure; (3) the business purpose of the expenditure; and (4) the names and the business relationships of individuals other than the employee for whom the expenditures were made.

Receipts are required for all expenses submitted for reimbursement. Requests for reimbursement lacking complete information will be returned to the requesting employee.

Employee requests for exceptions to this policy should document extenuating circumstances and be approved by the Executive Director.

Approvals

Employee Travel Request/Reimbursement Forms, together with required documentation, must be promptly submitted to the employee's immediate supervisor for review and approval.

Reimbursement Forms of commissioners and employees shall be promptly submitted, and in no event more than thirty (30) days after the expense. Reimbursement requests more than thirty (30) days old may be rejected.

The supervisor approving the reimbursement form is responsible for ensuring that expenses reported are proper and reimbursable under this policy; the form is completed accurately and has the required documentation; and expenses are reasonable and necessary. The Executive Director will have final approval of all expense reimbursement for employees. However, any reimbursement of expenses for an employee in excess of the DAA's limits requires approval of the Board of Commissioners at a Board Meeting by open roll call vote.

Reimbursement Forms of commissioners shall be submitted to the Executive Director for inclusion at the next possible Board Meeting. Any reimbursement to a commissioner requires approval by the Board of Commissioners at a Board Meeting by open roll call vote.

Reimbursable Expenses

The following are reimbursable expenses, as long as they are in compliance with the applicable provision of this policy, and are for business purposes: Hotel charges and related tips; airfare, train fare, bus fare, taxi cabs, and related tips; meals, including tips; business telephone calls; charges for internet connectivity at the hotel; car rental expenses; personal mileage, if using own vehicle; toll and parking charges; conference and convention fees; business center costs (i.e. copying, facing, etc.); other reasonable and necessary business expenses. Examples of expenses that are not allowable include: alcoholic beverages, parking fines or tickets, personal travel expenses, entertainment expense or personal medication.

When the cost of a *meal(s) for an approved professional/educational conference, seminar or business meeting is included as a portion of the Registration Fee*, the commissioner/employee shall not request meal reimbursement in lieu of the meal in the registration cost. If the commissioner/employee does not partake in the meal, the cost of the replacement meal is not reimbursable.

DuPage Airport Authority will not reimburse a commissioner, officer of the board or employee for any *entertainment expenses*. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events or any other place of public or private entertainment or amusement unless ancillary to the purpose of the program or event.

Reimbursement for *alcoholic beverages* is not allowable, except where such reimbursement is appropriate giving due regard to the circumstances and with the approval of the Executive Director.

Related personal travel: Any personal expenses incurred during, before, or after official DuPage Airport Authority business are the responsibility of the commissioner/employee. If the commissioner/employee wishes to take a side trip before or after the official business trip, then any expenses associated with these trips are the responsibility of the commissioner/employee.

A commissioner/employee may *extend a business trip over a weekend* when attending a meeting or conference that begins on a Monday or ends on a Friday. The DuPage Airport Authority will reimburse the commissioner/employee for authorized travel expenses associated with such trips provided there is a net savings to the DuPage Airport Authority. Such travel expenses must be approved in advance by the Executive Director.

A commissioner/employee may *combine vacation or personal leave* with a business trip, if it is approved in advance by the Executive Director. The DuPage Airport Authority will reimburse the commissioner/employee for authorized travel expenses associated with such trips provided there is a net savings to the DuPage Airport Authority. The DuPage Airport Authority is not responsible for any costs (e.g. transportation, lodging, or meals) associated with the vacation or personal days.

Any additional costs associated with a *commissioner's/employee's traveling companion* cannot be charged to the DuPage Airport Authority and are the responsibility of the employee (i.e., spouses/guests traveling with the DuPage Airport Authority commissioners/employees are responsible for paying their own individual expenses).

No policy can anticipate every situation that might give rise to legitimate business expenses. Reasonable and necessary expenses may be incurred. Each commissioner/employee must use his/her best professional judgement in determining if an expense is reimbursable under this policy.

Air Travel

Commissioners/employees are encouraged to search for the lowest available fare. Personal frequent flyer credits may be used to upgrade travel class; however, no reimbursement will be made and no contribution recorded on behalf of the commissioner/employee for the business use of frequent flyer credits.

The cost of cancelling and/or rebooking of flights is not reimbursable, unless it can be shown that it was necessary or required for legitimate business reasons (such as changed meeting date). All unused airline tickets are to be returned to the DuPage Airport Authority promptly. Commissioners/employees must identify and pay for all personal flights, even if such flights are incorporated into a flight schedule that serves business purposes.

Lodging

Prudent judgement should be used when selecting a hotel. For all lodging expenditures, hotel receipts must be submitted. The DuPage Airport Authority will not reimburse a commissioner or employee for separate travel costs associated with his/her spouse or partner.

Rental Cars

It is expected that reservations will be made for a compact vehicle, depending on the type of travel. Occasionally a mid-size vehicle may be appropriate when more than one employee will be using the vehicle. Reimbursement will be made as appropriate.

Commissioners/employees are expected to accept "Loss Damage Waiver" coverage so that any damage to the rental car is covered with no deductible. Employees driving rental cars for business purposes will have liability coverage under the DuPage Airport Authority's business liability policy.

Personal Vehicles

Commissioners/employees who utilize personal vehicles for business purposes are required to have a valid driver's license and at least the minimum insurance coverage required by law. Mileage will be reimbursed at the currently allowable IRS rate. Miles submitted for reimbursement should be net of any normal commuting miles.

Primary insurance for commissioners/employees who use their personal vehicles for business purposes shall be through their own personal automobile insurance policy, and will be responsible for any damage to the vehicle, as well as for liability.

The expenses related to gasoline consumed by personal vehicles are the responsibility of the commissioner/employee. The owner/driver of the vehicle is responsible for all parking fines and moving violation tickets.

Policy Exceptions

Generally, any exception to this policy must have the prior written approval of the Executive Director. Requests for exception should document extenuating circumstances or proposed overall savings to the DuPage Airport Authority.

TRAVEL REQUEST

At Least 15 Working Days PRIOR to Travel, Complete Form and Submit to Department Head
 Within 10 Days AFTER Return Attach All Receipts and Submit to Department Head

Name		Position/Title			Date	
Purpose of Travel:				Vacation Leave Combined with Travel? () Yes () No	Hours Away From Duty:	
DEPARTING LOCATION:						
From:			Date/Hour Departure:			
To:			Date/Hour Arrival:			
FINAL DESTINATION:						
From:			Date/Hour Departure:			
To:			Date/Hour Arrival:			
		Prior to travel fill out ESTIMATED EXPENSES SECTION I			After return fill out EXPENSE REPORT SECTION II	
ITEM	Expenses DAA Credit Card	Paid Directly to Vendor Through Voucher	Paid by Employee	Expenses DAA Credit Card	Paid Directly to Vendor Through Voucher	Amount Paid by Employee
TRANSPORTATION:						
Airfare	\$	\$	\$	\$	\$	\$
Vehicle: (DAA) (Personal)	\$	\$	\$	\$	\$	\$
Miles:						
Rental Car	\$	\$	\$	\$	\$	\$
Shuttle/Taxi	\$	\$	\$	\$	\$	\$
LODGING AND MEALS:						
Hotel (Per Diem) (Actual)	\$	\$	\$	\$	\$	\$
# Nights _____						
Rate: \$/night _____						
Meals & Incidental Expenses:	\$	\$	\$	\$	\$	\$
# Days _____						
Rate: \$/day _____						
REGISTRATION COSTS:						
Total Costs Seminar/Registration (attach copy of agenda)	\$	\$	\$	\$	\$	\$
OTHER:						
(Describe)	\$	\$	\$	\$	\$	\$
COLUMN TOTAL	\$	\$	\$	\$	\$	\$
Sum of Total Columns			\$	Sum of Total Columns		\$
Account:				Final Payment Reconciliation:		
				Amount Owed to DAA		\$
				Amount Owed to Employee		\$

APPROVALS PRIOR TO TRAVEL

Employee: (Employee's Signature indicates knowledge of and agreement with all provisions of the Travel Policy)	Date:
Department Head/Budget Authority	Date:
Executive Director	Date:

APPROVALS AFTER TRAVEL

*Employee (Employee's Signature indicates knowledge of and agreement with all provisions of the Travel Policy)	Date:
Department Head/Budget Authority	Date:
Executive Director	Date:

GSA Website for hotel and meals per diem: www.gsa.gov

Receipts are required for ALL expenditures (Excluding payments for per diem)

RESOLUTION 2017-2065

Approving Travel Requests and Expense Reimbursement Policy

WHEREAS, the State of Illinois has recently enacted Public Act 99-0604, the Local Government Travel Expense Control Act (the "Act") imposing new requirements on local governments' approval of travel expense reimbursement and recordkeeping for travel expenses which must be in place before June 30, 2017; and

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 deems it in the best interest of the Authority to enact the Travel Requests and Expense Reimbursement Policy in the form attached hereto as Exhibit A in compliance with the Act.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the DuPage Airport Authority that the Travel Requests and Expense Reimbursement Policy in the form attached hereto as Exhibit A is hereby enacted as the Policy of the Authority and hereby authorizes the Executive Director, David Bird, to take whatever steps necessary to effectuate the terms of this Policy.

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

Juan E. Chavez _____
Stephen L. Davis _____
Charles E. Donnelly _____
Peter H. Huizenga _____
Gina R. LaMantia _____

Michael V. Ledonne _____
Gregory J. Posch _____
Donald C. Sharp _____
Daniel J. Wagner _____

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 18th day of January, 2017.

CHAIRMAN

(ATTEST)

SECRETARY



TO: Board of Commissioners

FROM: David Bird *DB*
Executive Director

RE: Proposed Resolution 2017-2066; Approving the Use of Outside Attorneys for the Fiscal Year Beginning January 1, 2017 and Ending December 31, 2017

DATE: January 9, 2017

SUMMARY:

As required by the Airport Authority's By-Laws, the Board of Commissioners each year must approve the outside attorneys to be utilized by the Airport Authority. It is recommended that Schirott, Luetkehans & Garner, LLC be retained as the general counsel attorneys for 2017. The rates for 2017 are reflected in Exhibit A of the Proposed Resolution, as well as a comparison of the rates from 2016.

It is also recommended that SheppardMullin, the attorney providing Human Resources legal services for the Airport Authority be retained for 2017. The rates for 2017 are reflected in Exhibit B of the Proposed Resolution as well as a comparison of rates from 2016.

PREVIOUS COMMITTEE/BOARD ACTION:

January 18, 2017 Regular Board Meeting – this item is being reviewed by the Board.

REVENUE OR FUNDING IMPLICATIONS:

Legal counsel rates as provided have been included in the FY-2017 budget.

STAKEHOLDER PROCESS:

N/A

LEGAL REVIEW:

N/A

ATTACHMENTS:

- Proposed Resolution 2017-2066; Approving the Use of Outside Attorneys for the Fiscal Year Beginning January 1, 2017 and Ending December 31, 2017.

ALTERNATIVES:

The Board can deny, modify or amend this issue.

RECOMMENDATION:

It is the recommendation of the Executive Director that the Board approve Proposed Resolution 2017-2066; Approving the Use of Outside Attorneys for the Fiscal Year Beginning January 1, 2017 and Ending December 31, 2017.

RESOLUTION 2017-2066

Approving the Use of Outside Attorneys for the Fiscal Year Beginning January 1, 2017 and Ending December 31, 2017

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 previously enacted By-Laws for its operation; and

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

WHEREAS, the Authority desires and deems it to be in the best interest of the Authority to appoint Schirott, Luetkehans & Garner, LLC and SheppardMullin as its outside attorneys for the year 2017 at the hourly rates attached hereto as Exhibits A and B respectively; and

NOW, THEREFORE, BE IT RESOLVED, that the Authority hereby approves the hiring of Schirott, Luetkehans & Garner, LLC and SheppardMullin as its outside attorneys for the year 2017 at the hourly rates set forth on the attached Exhibits A and B.

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

Juan E. Chavez _____
Stephen L. Davis _____
Charles E. Donnelly _____
Peter H. Huizenga _____
Gina R. LaMantia _____

Michael V. Ledonne _____
Gregory J. Posch _____
Donald C. Sharp _____
Daniel J. Wagner _____

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 18th day of January 2017.

CHAIRMAN

(ATTEST)

SECRETARY

RESOLUTION 2017-2066

EXHIBIT A

SCHIROTT, LUETKEHANS & GARNER, LLC


HOURLY RATES

	<u>2016</u>	<u>2017</u>
PARTNERS	\$225	\$235
ASSOCIATES	\$190	\$195
LAW CLERKS	\$70	\$75

EXHIBIT A
SHEPPARDMULLIN
HOURLY RATES

	<u>2016</u>	<u>2017</u>
ALL ATTORNEYS	\$435	\$445



TO: Board of Commissioners
FROM: David Bird
Executive Director 
RE: Proposed Resolution 2017-2067; Authorizing the Execution of a Professional Services Agreement with Serafin & Associates, Inc. for Marketing and Communication Services
DATE: January 9, 2017

SUMMARY:

Since 2011, Serafin & Associates, Inc. has provided marketing and communication services for the Authority. Serafin produces marketing materials, press releases and coordination of events to promote the benefits of the Authority to the aviation industry and to the community.

Serafin & Associates has provided a valuable link to the media outlets, expertise on messaging, and valuable advice on communicating effectively with local communities. In addition, this year they will conduct a crisis communication seminar for the Board and staff to ensure we are fully prepared to handle public communications in the event of a significant aviation incident. Therefore, it is recommended that the Authority renew its Agreement with Serafin for Fiscal Year 2017 beginning January 1, 2017 and ending on December 31, 2017 for an amount not-to-exceed \$42,500. This amount remains the same as 2016.

PREVIOUS COMMITTEE/BOARD ACTION:

January 18, 2017 Finance, Budget and Audit Committee – this item is being reviewed by the Committee.

REVENUE OR FUNDING IMPLICATIONS:

The services provided by Serafin & Associates have been funded in the FY-2017 budget.

STAKEHOLDER PROCESS:

N/A

LEGAL REVIEW:

Legal counsel has previously reviewed the Agreement with Serafin & Associates.

ATTACHMENTS:

- Proposed Resolution 2017-2067; Authorizing the Execution of a Professional Services Agreement with Serafin & Associates, Inc. for Marketing and Communication Services.

ALTERNATIVES:

The Board can deny, modify or amend this issue.

RECOMMENDATION:

It is the recommendation of the Executive Director that the Board approve Proposed Resolution 2017-2067; Authorizing the Execution of a Professional Services Agreement with Serafin & Associates, Inc. for Marketing and Communication Services.

RESOLUTION 2017-2067

Authorizing the Execution of a Professional Services Agreement with Serafin & Associates Inc. for Marketing and Communications Services

WHEREAS, the DuPage Airport Authority (“Authority”) has previously entered into Professional Services Agreements with Serafin and Associates Inc. (“Serafin”) for Marketing and Communications Services; and

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

WHEREAS, the Authority desires to enter into another Professional Services Agreement with Serafin for Marketing and Communication Services for a total not-to-exceed amount of \$42,500 for Fiscal Year 2017 beginning January 1, 2017 through December 31, 2017; and

WHEREAS, the Authority has sufficient funds in the FY-2017 Budget to fund this Professional Services Agreement for Marketing and Communication Services with Serafin; and

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the DuPage Airport Authority hereby authorizes the Executive Director, David Bird to execute said Professional Services Agreement with Serafin and Associates, Inc. for a total not-to-exceed amount of \$42,500, and to take whatever steps necessary to effectuate the terms of said Agreement.

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

Juan E. Chavez _____
Stephen L. Davis _____
Charles E. Donnelly _____
Peter H. Huizenga _____
Gina R. LaMantia _____

Michael V. Ledonne _____
Gregory J. Posch _____
Donald C. Sharp _____
Daniel J. Wagner _____

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 18th day of January 2017.

CHAIRMAN

(ATTEST)

SECRETARY

RESOLUTION 2017-2067

TO: Board of Commissioners

FROM: Dan Barna *DB*
Operations and Capital Program Manager

THROUGH: David Bird *DB*
Executive Director

RE: Proposed Resolution 2017-2068; Disposal / Destruction of Surplus Personal Property

DATE: January 9, 2017

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 the same.

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

- (1) 1993 Emergency One Model R-500 Rapid Intervention Vehicle (RIV) –**
Replaced by 2017 Rosenbauer 4x4 Panther Aircraft Rescue and Firefighting Vehicle.



PREVIOUS COMMITTEE/BOARD ACTION:

January 18, 2017 Finance, Budget and Audit Committee – this item is being reviewed by the Committee.

REVENUE OR FUNDING IMPLICATIONS:

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

STAKEHOLDER PROCESS:

No stakeholders have been identified at this time.

LEGAL REVIEW:

Legal counsel has previously drafted the resolution for disposal / destruction of surplus personal property.

ATTACHMENTS:

- Proposed Resolution 2017-2068; Disposal / Destruction of Surplus Personal Property
- Exhibit A.

ALTERNATIVES:

The Board can deny, modify or amend this issue.

RECOMMENDATION:

It is the recommendation of the Executive Director and Staff that the Board approve Proposed Resolution 2017-2068; Disposal / Destruction of Surplus Personal Property.

RESOLUTION 2017-2068
RESOLUTION FOR DISPOSAL/DESTRUCTION OF SURPLUS PERSONAL
PROPERTY

WHEREAS, Airport Authorities are authorized to dispose of surplus personal property in such manner as the Board of Commissioners may specify, 70 ILCS 5/16.1; and

WHEREAS, the Board of Commissioners of the DuPage Airport Authority (the "Board") deems it in the best interest of the DuPage Airport Authority (the "Authority") to declare certain personal property of the Authority to be surplus and to dispose of same;

WHEREAS, the Board regularly declares certain personal property surplus and authorizes the Executive Director or his designated employee representative to sell, assign, transfer or convey such items for sale on eBay or any other Internet-based public auction vehicle;

WHEREAS, certain surplus personal property has insufficient value to make selling the items profitable; and

WHEREAS, the Board deems it in the best interests of the Authority to destroy the property of insufficient value.

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

1. The Board declares that the personal property described in Exhibit A attached hereto 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 Authority;

2. 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 personal 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;

3. 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 property;

4. The Executive Director is authorized to and has the right to reject any and all offers to purchase 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 personal 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 effective immediately upon its adoption and approval.

Juan E. Chavez _____
Stephen L. Davis _____
Charles E. Donnelly _____
Peter H. Huizenga _____
Gina R. LaMantia _____

Michael V. Ledonne _____
Gregory J. Posch _____
Donald C. Sharp _____
Daniel J. Wagner _____

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 18th day of January, 2017.


CHAIRMAN

(ATTEST)

SECRETARY

RESOLUTION 2017-2068

**Resolution 2017-2068 Disposal / Destruction of Surplus Personal Property
Exhibit A**

Qty	Description
1	1993 Emergency One Model R-500 Rapid Intervention Vehicle (RIV) <i>Replaced by 2017 Rosenbauer 4x4 Panther Aircraft Rescue and Firefighting Vehicle.</i>
	



TO: Board of Commissioners

FROM: Dan Barna *DB*
Operations and Capital Program Manager

THROUGH: David Bird *DB*
Executive Director

RE: Proposed Resolution 2017-2069; Award of a Uniform and Mat Rental Contract to Cintas Corporation

DATE: January 9, 2017

SUMMARY:

Approximately 15 employees from the Airport Authority Maintenance Departments and 13 employees from the Flight Center Line Service Department utilize uniform services for the rental and weekly cleaning of uniform attire and outer garments.

In addition, the uniform service provides approximately 54 floor mats at various buildings to include the Flight Center, Maintenance Building and Government Center. The current three (3) year contract with Aramark Uniform Services expires on January 31, 2017.

Staff solicited sealed bids for the procurement of a new three (3) year uniform and mat rental contract in the September 30, 2016 edition of the *Daily Herald Newspaper*. Two (2) sealed bids were received and opened at 2:30 p.m. on October 24, 2016. Bid results are as follows:

**Cintas Corporation
Romeoville, IL**

	Unit	Qty	Weekly Total
DuPage Airport Maintenance Employee Uniform Rental	\$7.18	15	\$107.70
DuPage Flight Center Employee Uniform Rental	\$4.21	13	\$54.73
3x5 Scraper Mat Rental	\$0.98	10	\$9.80
3x5 Mat Rental	\$1.18	18	\$21.24
4x6 Mat Rental	\$1.83	10	\$18.30
4x12 Mat Rental	\$4.40	4	\$17.60
3x10 Red Carpet Rental	\$2.48	12	\$29.76
			\$259.13
			+ \$9.95 Service Charge Each Delivery

**Lechner & Sons, Inc.
Mt. Prospect, IL**

	Unit	Qty	Weekly Total
DuPage Airport Maintenance Employee Uniform Rental	\$8.36	15	\$125.40
DuPage Flight Center Employee Uniform Rental	\$7.04	13	\$91.52
3x5 Scraper Mat Rental	\$0.98	10	\$9.80
3x5 Mat Rental	\$1.18	18	\$21.24
4x6 Mat Rental	\$1.83	10	\$18.30
4x12 Mat Rental	\$4.40	4	\$17.60
3x10 Red Carpet Rental	\$2.48	12	\$29.76
			\$313.62
			+ \$32 Service Charge Each Delivery

Upon evaluation of the bids, it is apparent that Cintas Corporation is the low, responsive and responsible bidder. Cintas Corporation has provided quality service to the Authority in the past.

PREVIOUS COMMITTEE/BOARD ACTION:

January 18, 2017 Finance, Budget and Audit Committee – this item is being reviewed by the Committee.

REVENUE OR FUNDING IMPLICATIONS:

Based on current employee count and rental item usage, staff anticipates the three (3) year cost of this contract to be approximately \$42,000.

Funding for this item is included in the 2017 Operating Budget.

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 2017-2069; Award of a Uniform and Mat Rental Contract to Cintas Corporation.
- Statement of Political Contributions.

ALTERNATIVES:

The Board can deny, modify or amend this issue.

RECOMMENDATION:

It is the recommendation of the Executive Director and Staff that the Board approve Proposed Resolution 2017-2069; Award of a Uniform and Mat Rental Contract to Cintas Corporation.

RESOLUTION 2017-2069

Award of a Uniform and Mat Rental Contract to Cintas Corporation

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 Uniform and Mat Rental Services; and

WHEREAS, the Authority has received and reviewed two (2) sealed bids on October 24, 2016; and

WHEREAS, it is apparent that Cintas Corporation is the low, responsive and responsible bidder at weekly per employee uniform rental rates of \$7.18 and \$4.21; weekly floor mat rental rates of \$1.18 (3x5 mat), \$1.83 (4x6 mat), \$4.40 (4 x12 mat), and \$2.48 (3x10 mat); and

NOW, THEREFORE, BE IT RESOLVED, that the Authority be authorized to enter into a written Contract with Cintas Corporation for the term commencing on February 1, 2017 and ending on February 1, 2020, for providing uniform and mat rental services; 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 Cintas Corporation and to take whatever steps necessary to effectuate the terms of said Contract.

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

Juan E. Chavez _____
Stephen L. Davis _____
Charles E. Donnelly _____
Peter H. Huizenga _____
Gina R. LaMantia _____

Michael V. Ledonne _____
Gregory J. Posch _____
Donald C. Sharp _____
Daniel J. Wagner _____

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 18th day of January, 2017.

CHAIRMAN

(ATTEST)

SECRETARY

RESOLUTION 2017-2069

**DUPAGE AIRPORT AUTHORITY
UNIFORM AND MAT RENTAL
SOLICITATION NO. 2016-1001**

STATEMENT OF POLITICAL CONTRIBUTIONS

Antas Corporation
(name of entity or individual)

1150 Windham Pkwy
Romeoville, IL 60446
(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."


10-24-16 *Melissa M* Sales Representative
(date) (signature) (title of signer, if a business)



DUPAGE AIRPORT
AUTHORITY

TO: Board of Commissioners

FROM: Dan Barna 
Operations and Capital Program Manager

THROUGH: David Bird 
Executive Director

RE: Proposed Resolution 2017-2070; Award of a Janitorial Services Contract to
Emerald Restoration & Cleaning Service, Ltd.

DATE: January 9, 2017

SUMMARY:

The Airport Authority utilizes a janitorial service provider to clean various locations throughout the Airport to include the Flight Center, Maintenance Building, Government Center, several hangar offices, and the Prairie Landing Clubhouse.

The previous contract for janitorial services with UBM Facility Services, Inc. was terminated in the fall of 2016 due to the company going out of business. Since that time, the Authority has procured janitorial services on a temporary and month-to-month basis until a new contract could be established.

The Authority desires a new one (1) year janitorial services contract commencing on February 1, 2017 and ending on February 1, 2018, subject to two (2) one (1) year extensions at the sole discretion of the Authority. Staff solicited a Request for Proposals (“RFP”) in the September 30, 2016 edition of the Daily Herald newspaper. A mandatory pre-proposal conference was conducted on October 25, 2016. Seven (7) proposals were received on November 4, 2016 from the following companies:

- Best Quality Facility Services – Franklin Park, IL
- Clintech Business Solutions – Chicago, IL
- Diverse Facility Solutions – Alsip, IL
- Emerald Restoration & Cleaning Service, Ltd. – West Chicago, IL
- Multisystem Management – Schaumburg, IL
- Perfect Cleaning Service – Chicago, IL
- Total Facility Maintenance – Wood Dale, IL

An evaluation panel was appointed by the Executive Director to evaluate the proposals based on quality control, qualifications and experience, pricing, and capabilities. Upon completion of the evaluation process, the panel selected Emerald Restoration & Cleaning Service, Ltd. as the highest ranked company for providing janitorial services.

Emerald has provided quality services to the Airport Authority in the past and recently fulfilling janitorial services on a temporary basis.

PREVIOUS COMMITTEE/BOARD ACTION:

January 18, 2017 Finance, Budget and Audit Committee – this item is being reviewed by the Committee.

REVENUE OR FUNDING IMPLICATIONS:

The proposal submitted by Emerald Restoration & Cleaning Service, Ltd. is an annual cost of \$98,446 (year 1), \$100,817 (year 2) and \$103,126 (year 3).

Funding for this item is included in the 2017 Operating Budget.

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 2017-2070; Award of a Janitorial Services Contract to Emerald Restoration & Cleaning Service, Ltd.
- Statement of Political Contributions.

ALTERNATIVES:

The Board can deny, modify or amend this issue.

RECOMMENDATION:

It is the recommendation of the Executive Director and Staff that the Board approve Proposed Resolution 2017-2070; Award of a Janitorial Services Contract to Emerald Restoration & Cleaning Service, Ltd.

RESOLUTION 2017-2070

Award of a Janitorial Services Contract to Emerald Restoration & Cleaning Service, Ltd.

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 proposals from qualified janitorial companies for providing janitorial services to the Authority; and

WHEREAS, the Authority has received and reviewed seven (7) proposals through a Request for Proposal evaluation committee process; and

WHEREAS, the Authority recommends entering into a Contract with Emerald Restoration & Cleaning Service, Ltd. for providing janitorial services to the Authority; and

NOW, THEREFORE, BE IT RESOLVED, that the Authority be authorized to enter into a written Contract with Emerald Restoration & Cleaning Service, Ltd. for providing janitorial services during the term of February 1, 2017 and ending on February 1, 2018, subject to two (2) one (1) year extensions contingent upon the future appropriations of the Authority and at the sole discretion of the Authority for annual costs of \$98,446 (year 1), \$100,817 (year 2) and \$103,126 (year 3); 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 Emerald Restoration & Cleaning Service, Ltd. and to take whatever steps necessary to effectuate the terms of said Contract.

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

Juan E. Chavez _____
Stephen L. Davis _____
Charles E. Donnelly _____
Peter H. Huizenga _____
Gina R. LaMantia _____

Michael V. Ledonne _____
Gregory J. Posch _____
Donald C. Sharp _____
Daniel J. Wagner _____

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 18th day of January, 2017.

CHAIRMAN

(ATTEST)

SECRETARY

**DUPAGE AIRPORT AUTHORITY
REQUEST FOR PROPOSALS (RFP)
JANITORIAL SERVICES
SOLICITATION NO. 2016-0930A**

STATEMENT OF POLITICAL CONTRIBUTIONS

EMERALD RESTORATION + CLEANING SERVICE LTD.
(name of entity or individual)

PO BOX 1093
WEST CHICAGO, IL 60186
(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.

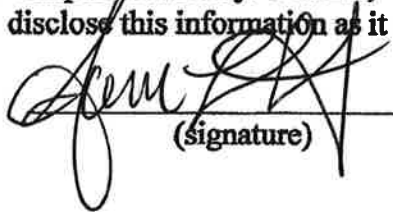
Elected Official	Office	Date	Amount	Form
N/A	N/A	N/A	N/A	N/A

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."

11.4.2016
(date)


(signature)

President
(title of signer, if a business)



TO: Board of Commissioners

FROM: Dan Barna *DB*
Operations and Capital Program Manager

THROUGH: David Bird *DB*
Executive Director

RE: Proposed Resolution 2017-2071; Ratification of the Executive Director's Execution of a Change Order to the Purchase Order Contract with Rosenbauer Minnesota, LLC. for the Procurement of One (1) 4x4 Aircraft Rescue and Firefighting Vehicle

DATE: January 10, 2017

SUMMARY:

Upon a final fabrication and pre-delivery inspection of the new 4x4 1,500 Gallon Rosenbauer Panther Aircraft Rescue and Firefighting Vehicle ("Vehicle") at the factory in Wyoming, Minnesota; staff identified that the Vehicle was missing three (3) significant options which were not originally specified by the Authority.

These options include:

- (1) Providing an additional spare wheel & tire - \$3,200
- (2) Installing a compression release engine brake and 2-piece valve cover - \$5,900
This option is important for stopping the vehicle quickly by activating an engine braking mechanism which opens exhaust valves in the engine cylinders and slows the vehicle.
- (3) Providing under truck nozzles - \$3,205
This option is important for extinguishing ground fires that have the potential to re-ignite as the truck passes over.

The specification intended for the Vehicle manufacturer to provide two (2) spare wheels, however a typo in the specifications led the manufacturer to only bid one (1) spare wheel.

The Vehicle specification was based on FAA Advisory Circular 150-5220-10E Guide Specification for Aircraft Rescue and Fire Fighting Vehicles ("AC") dated June 1, 2011. In this most recent version of the AC, staff was unaware that options (2) and (3) above had been removed from FAA specifications as a mandatory fabrication requirement; unlike the specification utilized for the 2007 Aircraft Rescue and Fire Fighting Vehicle purchase.

Due to the time sensitive nature of the Vehicle’s fabrication and delivery schedule, the Executive Director executed a Change Order in the amount of \$12,305, increasing the Purchase Order Contract with Rosenbauer Minnesota, LLC from \$597,705 to \$610,010.



12/14/16 Final Fabrication Inspection – Rosenbauer Plant – Wyoming, MN

PREVIOUS COMMITTEE/BOARD ACTION:

January 18, 2017 Finance, Budget and Audit Committee – this item is being reviewed by the Committee.

REVENUE OR FUNDING IMPLICATIONS:

2016 Capital Budget	\$600,000
2016 Capital Contingency	\$10,010
Rosenbauer Minnesota, LLC. F.O.B. DuPage Airport	(\$584,759)
10 Year Water & Foam Piping Warranty	(\$1,250)
5 Year Entire Vehicle Warranty	(\$11,696)
Change Order 1 (Ratification)	(\$12,305)
<ul style="list-style-type: none"> • Provide Additional Spare Wheel & Tire - \$3,200 • Install Compression Release Engine Brake and 2-Piece Valve Cover - \$5,900 • Provide Under Truck Nozzles - \$3,205 	
	\$0

STAKEHOLDER PROCESS:

No stakeholders have been identified at this time.

LEGAL REVIEW:

Legal counsel has reviewed this Change Order.

ATTACHMENTS:

- Proposed Resolution 2017-2071; Ratification of the Executive Director's Execution of a Change Order to the Purchase Order Contract with Rosenbauer Minnesota, LLC. for the Procurement of One (1) 4x4 Aircraft Rescue and Firefighting Vehicle.

ALTERNATIVES:

The Board can deny, modify or amend this issue.

RECOMMENDATION:

It is the recommendation of the Executive Director and Staff that the Board approve Proposed Resolution 2017-2071; Ratification of the Executive Director's Execution of a Change Order to the Purchase Order Contract with Rosenbauer Minnesota, LLC. for the Procurement of One (1) 4x4 Aircraft Rescue and Firefighting Vehicle.

RESOLUTION 2017-2071

Ratification of the Executive Director's Execution of a Change Order to the Purchase Order Contract with Rosenbauer Minnesota, LLC. for the Procurement of One (1) 4x4 Aircraft Rescue and Firefighting Vehicle

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

WHEREAS, on March 16, 2016, the Board of Commissioners of the Authority authorized the Executive Director, David Bird to execute a Purchase Order Contract with Rosenbauer Minnesota, LLC. for the procurement of One (1) Panther 4x4 1,500 Gallon Aircraft Rescue and Firefighting Vehicle (the "Vehicle") for a total cost of \$597,705 F.O.B. DuPage Airport; and

WHEREAS, upon a final fabrication punchlist inspection of the Vehicle, the Authority identified that the Vehicle was missing three (3) significant Vehicle options which were not originally specified by the Authority; and

WHEREAS, the cost to add the optional components resulted in a Change Order of \$12,305; and

WHEREAS, due to the timing of the need to execute the Change Order, the Executive Director has executed a Change Order in the amount of \$12,305, increasing the Purchase Order Contract with Rosenbauer Minnesota, LLC. from \$597,705 to \$610,010; and

WHEREAS, the Authority finds that the cost of the Change Order is reasonable and deems it to be in the best interest of the Authority to ratify the execution of the Change Order to the Purchase Order Contract with Rosenbauer Minnesota, LLC.; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the DuPage Airport Authority hereby ratifies the Executive Director's execution of the Change Order to the Purchase Order Contract with Rosenbauer Minnesota, LLC. and to take whatever steps necessary to effectuate the terms of said Change Order on behalf of the Authority.

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

Juan E. Chavez _____
Stephen L. Davis _____
Charles E. Donnelly _____
Peter H. Huizenga _____
Gina R. LaMantia _____

Michael V. Ledonne _____
Gregory J. Posch _____
Donald C. Sharp _____
Daniel J. Wagner _____

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 16th day of March, 2016.

CHAIRMAN


(ATTEST)


SECRETARY



DUPAGE AIRPORT
AUTHORITY

TO: Board of Commissioners

FROM: Dan Barna 
Operations and Capital Program Manager

THROUGH: David Bird 
Executive Director

RE: Proposed Resolution 2017-2072; Authorizing the Execution of a Cash Farm Lease with Henry Harvell for 338 Acres

DATE: January 9, 2017

SUMMARY:

In addition to the 216 acres of farmland that is currently under a three (3) year cash farm lease for farm parcels located north of the Prairie Landing Golf Club, the Airport Authority also leases approximately 338 acres of farm parcels in the DuPage Business Center.

Crops grown on the 338 acres are restricted to hay, soybeans or wheat; with the exception of corn in a 17 acre parcel located east of McChesney Road. Under a three (3) year cash farm lease, the Airport Authority reserves the right to add or reduce acreage as necessary. Annual cash rent is paid each year of the lease on March 15th.

The previous three (3) year cash farm lease between the Airport Authority and Henry Harvell expired on December 31, 2016. Staff solicited sealed bids for a new three (3) year cash farm lease in the September 30, 2016 edition of the Daily Herald Newspaper. One (1) sealed bid was received at 1:30 p.m. on October 24, 2016. Due to only one (1) bid received, a second solicitation for a cash farm lease was advertised in the December 7, 2016 edition of the Daily Herald Newspaper. Two (2) sealed bids were received and opened at 2:00 p.m. on December 29, 2016. Bid results are as follows:

Bidder	Per Acre Offer (338 Acres)	Annual Cash Farm Rent
Henry Harvell Elburn, IL	\$185	\$62,530
Dale Pitstick Genoa, IL	\$35	\$11,830

According to the Illinois Society of Professional Farm Managers and Rural Appraisers, recent cash rent trends for fair to average productivity in Northeastern Illinois is between \$150-\$225 per acre. The per acre offer submitted by Dale Pitstick may be reflective of the low interest in leasing this property by local farmers.

Upon evaluation of the bids, it is apparent that Henry Harvell submitted the highest and most advantageous per acre offer. Henry Harvell has maintained a good working relationship with the Airport Authority for several years.

PREVIOUS COMMITTEE/BOARD ACTION:

January 18, 2017 Capital Development, Leasing and Customer Fees Committee – this item is being reviewed by the Committee.

REVENUE OR FUNDING IMPLICATIONS:

3-Year Cash Farm Lease	Per Acre Offer	Annual Cash Farm Rent Based on 338 Acres
Henry Harvell 1/1/14 – 12/31/16	\$385	\$130,130
Henry Harvell 1/1/17 – 12/31/19	\$185	\$62,530
Reduction in Revenue	(\$200)	(\$67,600)

STAKEHOLDER PROCESS:

No stakeholders have been identified at this time.

LEGAL REVIEW:

Legal counsel has previously drafted the Cash Farm Lease between the DuPage Airport Authority and Henry Harvell.

ATTACHMENTS:

- Farm Parcel Exhibit
- Proposed Resolution 2017-2072; Authorizing the Execution of a Cash Farm Lease with Henry Harvell for 338 Acres.
- Statement of Political Contributions.

ALTERNATIVES:

The Board can deny, modify or amend this issue.

RECOMMENDATION:

It is the recommendation of the Executive Director and Staff that the Board approve Proposed Resolution 2017-2072; Authorizing the Execution of a Cash Farm Lease with Henry Harvell for 338 Acres.

EXHIBIT A 1



CHRISTOPHER B. BURKE ENGINEERING, LTD.
 3375 West Higgins Road, Suite 600
 Rosemont, Illinois 60018
 (630) 523-0100

OVERALL BUILDABLE AREA
 DUPAGE NATIONAL TECHNOLOGY PARK, R.F.P.

DATE	REV.	PROJECT NO.
08/11/04	001	04001
08/11/04	002	04001
08/11/04	003	04001
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RESOLUTION 2017-2072

Authorizing the Execution of a Cash Farm Lease with Henry Harvell for 338 Acres

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

WHEREAS, the Authority is desirous of leasing approximately 338 tillable acres of previously leased Authority owned farm land; and

WHEREAS, the Authority has received and reviewed two (2) sealed bids on December 29, 2016; and

WHEREAS, it is apparent that Henry Harvell is the high, responsive and responsible bidder at a per acre offer of \$185.00; and

WHEREAS, the Board of Commissioners of the Authority hereby deem it to be in the best interests of the Authority to lease approximately 338 acres of Authority owned farm land to Henry Harvell.

NOW, THEREFORE, BE IT RESOLVED, that the Authority be authorized to enter into a Cash Farm Lease with Henry Harvell for the term of January 1, 2017 through December 31, 2019 or earlier if final harvesting has occurred, with a rental rate of \$185.00 per acre (\$62,530 annual rent), payable annually on March 15th; 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 Lease with Henry Harvell and to take whatever steps necessary to effectuate the terms of said Lease.

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

Juan E. Chavez _____
Stephen L. Davis _____
Charles E. Donnelly _____
Peter H. Huizenga _____
Gina R. LaMantia _____

Michael V. Ledonne _____
Gregory J. Posch _____
Donald C. Sharp _____
Daniel J. Wagner _____

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 18th day of January, 2017.

CHAIRMAN

(ATTEST)

SECRETARY

**DUPAGE AIRPORT AUTHORITY
CASH FARM LEASE
SOLICITATION NO. 2016-1205**

STATEMENT OF POLITICAL CONTRIBUTIONS

HENRY HARVELL
(name of entity or individual)

46W 703 ELM
ELBURN, IL 60119
(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></u>	<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>	<u></u>	<u></u>

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

VERIFICATION:


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


12-26-16 Henry Harvell owner
(date) (signature) (title of signer, if a business)



DUPAGE AIRPORT
AUTHORITY

TO: Board of Commissioners

FROM: Dan Barna 
Operations and Capital Program Manager

THROUGH: David Bird 
Executive Director

RE: Proposed Resolution 2017-2074; Authorizing the Execution of Task Order No. 35 with Kluber Architects and Engineers for the Project: Replace DuPage Flight Center Boilers/Pumps and Retrofit VAV Boxes

DATE: January 10, 2017

SUMMARY:

The Airport Authority's 2017 Capital Budget includes a project to replace the hot water heating boilers for the DuPage Flight Center which are near the end of their service life. The boilers are the original units which were installed in 1993 during the construction of the Flight Center. Replacement of the boilers will be with high efficiency, condensing type boilers. The condensing type boilers will decrease energy usage and provide better control of space temperatures. The existing boilers operated at 80% efficiency when they were new. The new condensing boilers will have an efficiency of over 90%. The new boilers will require redesign of the boiler room piping and pumping to take full advantage of the high efficiency capabilities of the boilers. Boiler operations will be interfaced into the building control system so the system may be monitored and controlled remotely. The Authority will also retrofit all Variable Air Volume ("VAV") boxes which are near the end of their service life and have become expensive to maintain.

Presently, the Illinois Department of Commerce and Economic Opportunity ("DCEO") offers a rebate when the high efficiency boilers are installed to replace existing boilers. The program is expected to be continued, therefore the new boilers for the Flight Center would qualify. The rebate if not changed during the next program year would be \$70,000.

The Authority is in receipt of Task Order No. 35 from Kluber Architects and Engineers to provide DCEO rebate assistance, design and construction phase services necessary to complete this project. Task Order No. 35 is an amount not-to-exceed \$47,379.

PREVIOUS COMMITTEE/BOARD ACTION:

January 18, 2017 Capital Development, Leasing and Customer Fees Committee -- this item is being reviewed by the Committee.

REVENUE OR FUNDING IMPLICATIONS:

Kluber Task Order No. 35 to provide DCEO rebate assistance, design and construction phase services necessary to complete this project is an amount not-to-exceed \$47,379.

\$572,212 is included in the 2017 Capital Budget to fund this project.

STAKEHOLDER PROCESS:

None.

LEGAL REVIEW:

Standard form task order will be utilized.

ATTACHMENTS:

- Proposed Resolution 2017-2074; Authorizing the Execution of Task Order No. 35 with Kluber Architects and Engineers for the Project: Replace DuPage Flight Center Boilers/Pumps and Retrofit VAV Boxes.

ALTERNATIVES:

The Board can deny, modify or amend this issue.

RECOMMENDATION:

It is the recommendation of the Executive Director and Staff that the Board approve Proposed Resolution 2017-2074; Authorizing the Execution of Task Order No. 35 with Kluber Architects and Engineers for the Project: Replace DuPage Flight Center Boilers/Pumps and Retrofit VAV Boxes.

RESOLUTION 2017-2074

Authorizing the Execution of Task Order No. 35 with Kluber Architects and Engineers for the Project: Replace DuPage Flight Center Boilers/Pumps and Retrofit VAV Boxes

WHEREAS, the DuPage Airport Authority, an Illinois Special District (“Authority”), previously selected Kluber Architects and Engineers (“Kluber”) to provide planning, design and construction services for various construction projects involving mechanical engineering pursuant to the Local Government Professional Services Selection Act, 50 ILCS 510/0.01 et seq. (the "Act");

WHEREAS, the Authority expects to pursue the accomplishment of a project described as Replace DuPage Flight Center Boilers/Pumps and Retrofit VAV Boxes (the "Project"); and

WHEREAS, the Authority has previously entered into a Contract with Kluber for work at the DuPage Airport and is in receipt of Task Order No. 35 from Kluber for performing design and construction phase services on said Project for a total not-to-exceed amount of \$47,379; and

WHEREAS, the Authority finds that the cost to provide said services is reasonable and deems it to be in the best interest of the Authority to enter into Task Order No. 35 with Kluber for such design and construction phase services.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the DuPage Airport Authority hereby authorizes the Executive Director, David Bird to execute Task Order No. 35 with Kluber for a total not-to-exceed amount of \$47,379 and to take whatever steps necessary to effectuate the terms of said Task Order on behalf of the Authority.

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

Juan E. Chavez _____
Stephen L. Davis _____
Charles E. Donnelly _____
Peter H. Huizenga _____
Gina R. LaMantia _____

Michael V. Ledonne _____
Gregory J. Posch _____
Donald C. Sharp _____
Daniel J. Wagner _____


Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 18th day of January, 2017.


CHAIRMAN

(ATTEST)

SECRETARY

TO: Board of Commissioners

FROM: Mark Doles 
Director, Aviation Facilities and Properties

THROUGH: David Bird 
Executive Director

RE: Proposed Resolution 2017-2075, Authorizing the Execution of a First Amendment to Intergovernmental Agreement with the West Chicago Fire Protection District

DATE: January 12, 2017

SUMMARY:

Previously, the DuPage Airport Authority (“DAA”) and the West Chicago Fire Protection District (“WCFPD”) entered into an Intergovernmental Agreement (“IGA”) to provide aircraft rescue and firefighting (“ARFF”) services on DuPage Airport. This IGA provides for 24/7/365 coverage on the airport by WCFPD trained personnel, training for DAA personnel, airfield checks by WCFPD personnel, and the use of the DAA owned fire station and fire apparatuses. This current IGA runs through May 31, 2020.

The DAA staff has been discussing additional training opportunities with the WCFPD and have proposed the use of a vacant industrial building located at 320 Kress Road that may be a viable option. In order for the WCFPD to determine the viability of this program and facility, staff is proposing to allow the WCFPD to utilize the building on a month-to-month basis with a 60-day notice of cancellation by either party.

To allow the WCFPD to review the viability of the facility and training, in lieu of rent, the WCFPD will assume the utility costs and routine maintenance while it occupies the facility. These costs transferred to the WCFPD will save the DAA approximately \$1,000 per month.

If this facility and training is deemed to be viable, the DAA and WCFPD will enter into a revenue lease at a later date. If a more permanent tenant is found for the building, the WCFPD could either enter into a commensurate lease with the DAA, or the DAA could lease the building to another party with a 60-day notice to the WCFPD.

This is a request for authorization to enter into an Amendment to the IGA with the WCFPD to add their use of the 320 Kress Road building.

PREVIOUS COMMITTEE/BOARD ACTION:

March 16, 2016 Board adopts Resolution 2016-2010, Authorizing the Execution of an Intergovernmental Agreement with the West Chicago Fire Protection District for Aircraft Rescue and Fire Fighting Services

REVENUE OR FUNDING IMPLICATIONS:

The DAA will reduce monthly expenses by approximately \$1,000 by entering into this Amendment.

STAKEHOLDER PROCESS:

Not applicable.

LEGAL REVIEW:

Authority Legal Counsel drafted the Resolution and the proposed Amendment.

ATTACHMENTS:

- Memo from Atty. Garner
- Proposed Resolution 2017-2075, Authorizing the Execution of a First Amendment to Intergovernmental Agreement with the West Chicago Fire Protection District
- Proposed First Amendment to Intergovernmental Agreement with the WCFPD

ALTERNATIVES:

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

RECOMMENDATION:

It is the recommendation of the Executive Director and staff that the Board approves Resolution 2017-2075, Authorizing the Execution of a First Amendment to Intergovernmental Agreement with the West Chicago Fire Protection District, at the January 18, 2017 Board meeting.

MEMORANDUM

TO: Board of Commissioners, DuPage Airport Authority

FROM: Bruce E. Garner

SUBJECT: West Chicago Fire Protection District

DATE: January 11, 2017

In March, 2016, the DuPage Airport Authority ("Authority") and the West Chicago Fire Protection District ("WCFPD") entered into an Intergovernmental Agreement ("IGA") which provided for the licensing of Authority-owned fire trucks, the lease of the Authority's fire station and an agreement regarding the staffing of the Authority's fire station by the WCFPD. The current IGA expires on May 31, 2020. The parties have negotiated a First Amendment to the IGA which will add additional building space to the lease under the IGA.

The additional space is a vacant building owned by the Authority at 320 Kress Road. The First Amendment provides that the building will be used by the WCFPD for the training of personnel in airport/aircraft firefighting and emergency medical services. The lease of this space will be on a month to month basis. The WCFPD will perform routine maintenance for the building with the Authority responsible for any repair or replacement. All utilities will be paid by the WCFPD. As with the fire station lease, the WCFPD is required to indemnify the Authority, insure the building and name the Authority as an additional insured.

Against that backdrop, our law firm recommends execution of the First Amendment to the Intergovernmental Agreement.

RESOLUTION 2017-2075

AUTHORIZING THE EXECUTION OF A FIRST AMENDMENT TO THE INTERGOVERNMENTAL AGREEMENT WITH THE WEST CHICAGO FIRE PROTECTION DISTRICT

WHEREAS, Article VII, Section 10, of the Illinois Constitution of 1970 authorizes units of local government to cooperate with each other in order to accomplish common goals and objectives; and

WHEREAS, the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*) provides that any power or powers, privilege or authority exercised or which may be exercised by a public agency of this State may be exercised and enjoyed jointly with any other public agency; and

WHEREAS, the DuPage Airport Authority (the "Authority") and the West Chicago Fire Protection District ("WCFPD") are units of local government as defined in the Illinois Constitution; and

WHEREAS, the Authority and the WCFPD are public agencies pursuant to the Intergovernmental Cooperation Act; and

WHEREAS, the Authority and the WCFPD recognize the need to cooperate relating to public safety; and

WHEREAS, in March, 2016, the Authority and the WCFPD entered into an Intergovernmental Agreement which provided for the licensing of Authority-owned fire trucks, the lease of the Authority's fire station and an agreement regarding the staffing of the Authority's fire station by the WCFPD; and

WHEREAS, the Authority and WCFPD desire to execute a First Amendment to the Intergovernmental Agreement whereby the Authority will lease additional space to the WCFPD; and

WHEREAS, the Authority believes it is in the best interests of the Authority to enter into said First Amendment to the Intergovernmental Agreement; and

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the DuPage Airport Authority hereby authorizes the Executive Director, David Bird, to execute the First Amendment to the Intergovernmental Agreement attached hereto as Exhibit A, and take whatever steps necessary to effectuate the terms of said Intergovernmental Agreement.

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

Juan E. Chavez _____
Stephen L. Davis _____
Charles E. Donnelly _____
Peter H. Huizenga _____
Gina R. LaMantia _____

Michael V. Ledonne _____
Gregory J. Posch _____
Donald C. Sharp _____
Daniel J. Wagner _____

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 18th day of January, 2017.

CHAIRMAN

SECRETARY

RESOLUTION 2017-2075

**FIRST AMENDMENT TO INTERGOVERNMENTAL AGREEMENT
BY AND BETWEEN THE DUPAGE AIRPORT AUTHORITY AND
THE WEST CHICAGO FIRE PROTECTION DISTRICT**

This First Amendment is made and entered into as of January ___, 2017, by and between the DuPage Airport Authority, an Illinois municipal corporation (hereinafter the "Airport") and the West Chicago Fire Protection District, an Illinois fire protection district (hereinafter the "District") collectively referred to as the "Parties," which have approved this First Amendment in the manner provided by law.

WHEREAS, Article VII, Section 10, of the Illinois Constitution of 1970 authorizes units of local government to cooperate with each other in order to accomplish common goals and objectives; and

WHEREAS, the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*) provides that any power or powers, privilege or authority exercised or which may be exercised by a public agency of this State may be exercised and enjoyed jointly with any other public agency; and

WHEREAS, the Parties are units of local governments as defined in the Illinois Constitution; and

WHEREAS, the Parties are public agencies pursuant to the Intergovernmental Cooperation Act; and

WHEREAS, the Parties recognize the need to cooperate in maintaining their concern for public safety; and

WHEREAS, the Airport recognizes the benefit of services provided by the District and having its fire and emergency medical personnel and equipment located on Airport property; and

WHEREAS, the Airport recognizes that the District will provide a valuable and essential service to the patrons of the Airport and thus, in consideration, hereby agrees to consider a future plan of compensation to make payments to the District to assist the District in its efforts to deliver high-quality fire and emergency medical services for the visitors of the Airport; and

WHEREAS, the District recognizes the Airport's importance to the economic stability and growth of the area; and

WHEREAS, the Parties have previously entered into an Intergovernmental Agreement dated January 1, 2016 (the "IGA") for the license of airport and aircraft related fire and rescue equipment, the lease of a fire station and fire protection services; and

WHEREAS, the Parties desire to continue this relationship and to add additional premises to the IGA; and

WHEREAS, the Airport and the District believe it is in their best interests to enter into this First Amendment.

NOW, THEREFORE, in consideration of the foregoing recitals and mutual covenants contained herein, the West Chicago Fire Protection District and the DuPage Airport Authority agree as follows:

1. **RECITALS**. The Recitals are incorporated into this First Amendment as if fully set forth herein.

2. **DEFINITIONS**. All terms used herein, unless otherwise specified, shall have the meaning ascribed to them in the IGA.

3. **AMENDMENT TO IGA**. Effective as of January ____, 2017, the IGA shall be and hereby is amended as follows:

A. PREMISES. The definition of the term "Premises" in the IGA is amended to include the premises described on the attached Exhibit 3 (hereinafter referred to as the "Training Premises"), including the land and the use of the buildings thereon at 320 Kress Road, West Chicago, IL, and same are hereby leased to District by Airport solely for purposes upon the following terms and conditions.

B. TERM. The term for the lease of the Training Premises only shall be month to month but any termination shall require sixty (60) day's written notice to the other party.

C. USE. District shall have the right to use the Training Premises for the training of personnel in airport/aircraft firefighting and emergency medical services.

D. CONDITION; UPKEEP. District has examined and knows the condition of the Training Premises and shall be conclusively presumed to have accepted the Training Premises in the condition existing on the date hereof and to have waived all claims relating to the condition of the Training Premises. District acknowledges that no representations as to the condition or repair of the Training Premises have been made by Airport prior to or at the execution of this First Amendment. The Airport shall, at its own expense, keep all portions of the Training Premises (including, without limitation, all structural and exterior elements, roof, heating, ventilating, plumbing, air conditioning, electrical systems, components, equipment and fixtures) in good order, condition and repair during the term of this First Amendment. However, the District shall perform all routine maintenance for the foregoing items, but shall not be responsible for repair or replacement. The Airport shall maintain and repair, to the extent necessary, the parking lot, including, but not limited to, sealing, resurfacing and striping. District, at its own expense, shall keep the Training Premises in a clean and healthful condition according to all applicable federal, state, local and municipal statutes, ordinances, regulations at the direction of the appropriate public officials, and, upon termination of this First Amendment, will yield up the Training Premises in clean, good and tenantable condition and repair, ordinary wear excepted, failing which Airport may restore the Training Premises as necessary and District shall reimburse Airport promptly upon demand for such restoration. District shall, at its own expense, provide its own garbage removal, and shall not allow or permit accumulation of debris

in the Training Premises or adjacent thereto. In addition, the cost of performing any maintenance or repairs caused by the negligence of District, its employees, agents, servants, licensees, sublessees, contractors or invitees, or by the failure of District to perform its obligations under this First Amendment, shall be paid by District, except to the extent of insurance proceeds, if any, actually collected by Airport with regard to the damage necessitating such repairs. District shall pay for all snow removal at the Training Premises and Airport shall pay for all landscaping maintenance.

F. SERVICES FOR TRAINING PREMISES.

i. District shall pay directly for all electric, gas, water, fuel and other utilities used or consumed in the Training Premises, including the cost of installing any separate meters.

ii. Airport shall not be liable for the failure of services on account of machinery or equipment breakdown, strikes, accidents, unavoidable delays, civil commotion, riots, picketing, whether legal or illegal, inability to obtain fuel or supplies or any other causes beyond the reasonable control of Airport. No such failure of services shall give rise either to claims for damages or rent abatement.

4. **NO OTHER MODIFICATION.** The IGA is only modified as set forth herein and in all other respects remains in full force and effect.

5. **SUCCESSORS AND ASSIGNS.** This First Amendment shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns.

6. **MODIFICATION.** This First Amendment may not be modified or amended except by written agreement executed by the parties hereto.

7. **GOVERNING LAW.** The validity, meaning and effect of this First Amendment shall be determined in accordance with the laws of the State of Illinois.

8. **COUNTERPARTS.** This First Amendment may be executed in two counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

9. **SEVERABILITY.** The parties hereto intend and believe that each provision in this First Amendment comports with all applicable local, state and federal laws and judicial decisions. However, if any provision in this First Amendment is found by a court of law to be in violation of any applicable ordinance, statute, law, administrative or judicial decision, or public policy, and if such court should declare such provision to be illegal, void or unenforceable as written, then such provision shall be given force to the fullest possible extent that the same is legal, valid and enforceable and the remainder of this First Amendment shall be construed as if such provision was not contained therein.

10. **CONSTRUCTION.** The headings of this First Amendment are for convenience only and shall not define or limit the provisions hereof. Where the context so requires, words used in singular shall include the plural and vice versa, and words of one gender shall include all other genders. In the event of a conflict between the terms and conditions of the IGA and the terms and conditions of this First Amendment, the terms and conditions of this First Amendment shall prevail.

11. **NO THIRD PARTY BENEFICIARIES.** This First Amendment shall inure to the sole benefit of the parties hereto. Nothing contained herein shall create, or be construed to create, any right in any person not a party to this First Amendment.

12. **LEGAL REVIEW.** The parties hereto acknowledge that they have been advised by legal counsel of their choice in connection with the interpretation, negotiation, drafting and effect of this First Amendment and they are satisfied with such legal counsel and the advice which they have received.

13. **FACSIMILE OR ELECTRONIC SIGNATURES.** The parties hereto agree that the use of facsimile or electronic signatures for the negotiation and execution of this First Amendment shall be legal and binding and shall have the same full force and effect as if originally signed.

IN WITNESS WHEREOF, the Parties hereby enter into this First Amendment as of the date first above written.

DuPAGE AIRPORT AUTHORITY

WEST CHICAGO FIRE PROTECTION DISTRICT

Executive Director

President, Board of Trustees

ATTEST:

ATTEST:

Secretary, Board of Trustees

EXHIBIT 3 – TRAINING PREMISES

