



**DUPAGE AIRPORT
AUTHORITY**

**BOARD OF COMMISSIONERS
REGULAR MEETING
WEDNESDAY, MAY 17, 2017; 3:00 p.m.**

**DANIEL L. GOODWIN FLIGHT CENTER BUILDING
FIRST FLOOR CONFERENCE ROOM
2700 INTERNATIONAL DRIVE
WEST CHICAGO, ILLINOIS 60185**

TENTATIVE AGENDA

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES** **TAB #1** **PAGE #4**
March 8, 2017 Regular Board Meeting
March 8, 2017 Capital Development, Leasing
and Customer Fees Committee
March 30, 2017 Special Capital Development, Leasing
and Customer Fees Committee
April 20, 2017 Special Capital Development, Leasing
and Customer Fees Committee
March 8, 2017 Finance Committee Meeting
March 8, 2017 Golf Committee Meeting
April 26, 2017 Special Internal Policy and Compliance
Committee Meeting
- 5. DIRECTOR'S REPORT** **TAB #2** **PAGE #27**
- 6. REVIEW OF FINANCIAL STATEMENTS** **TAB #3** **PAGE #31**
- 7. REPORT OF OFFICERS/COMMITTEES**
 - a. Finance, Budget & Audit Committee**
 - b. Capital Development, Leasing & Customer Fees Committee**
 - c. Internal Policy and Compliance Committee**
 - d. Golf Committee**
 - e. DuPage Business Center**

8. NEW BUSINESS

- a. **Presentation and Review of the Annual Financial Audit.**
FINANCE (Audit Report Provided Under Separate Cover)

- b. **Proposed Ordinance 2017-311; Amending the DuPage Airport Authority Procurement Policy.**
Provides exceptions to allow certain types of contracts to be extended by the Board of Commissioners for an additional period of time.
POLICY TAB #4 PAGE #41

- c. **Proposed Ordinance 2017-312; Amending the DuPage Airport Authority Employee Handbook.**
Incorporates criminal history records check procedures for employees who require unescorted access to the Airport Operations Area.
POLICY TAB #5 PAGE #47

- d. **Proposed Resolution 2017-2092; Award of Contract to Voris Mechanical, Inc. for the Flight Center Boiler Replacement Project.**
Approves a contract for the replacement of the boilers, hot water pumps, and retrofit of the variable air volume boxes at the DuPage Flight Center. Total authorized construction cost not-to-exceed \$471,625 which includes a 10% owner's contingency.
CAPITAL DEVELOPMENT TAB #6 PAGE #60

- e. **Proposed Resolution 2017-2093: Authorizing the Execution of a Change Order to Task Order No. 48 with CH2M for the Project: Hangar Apron Pavement Repair.**
Approves a Change Order in the amount of \$9,966.82 for additional survey and design resulting in a new Contract amount not-to-exceed \$22,666.82.
CAPITAL DEVELOPMENT TAB #7 PAGE #65

- f. **Proposed Resolution 2017-2094; Ratifying the Execution by the Executive Director of GSA Lease Amendment No. 1 to GS-05B-18903 with the Government of the United States of America.**
Ratifies the action of the Executive Director for the execution of a lease with the Government of the United States of America to continue leasing hangar and office space for a 3-year term, one year firm. Total lease payments over the firm term will be \$44,568.
CAPITAL DEVELOPMENT TAB #8 PAGE #68

- g. **Proposed Resolution 2017-2095; Authorizing the Execution of Supplement to Lease with the United States of America.**
Authorizes execution by the Execution Director of a Supplemental Lease Agreement with the United States of America to exercise their option to extend the lease for the Airport traffic control tower for a year-to-year term ending September 30, 2036.
CAPITAL DEVELOPMENT TAB #9 PAGE #71

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

10. RECONVENE REGULAR SESSION

11. OTHER BUSINESS

- a. **Proposed Resolution 2017-2096; Authorizing the Execution of an Intergovernmental Agreement with the City of West Chicago Providing for the Dedication for Purposes of a Public Road of Certain Real Estate Near Powis Road and Smith Road in West Chicago, Illinois.**

Authorizing the Executive Director to execute an Intergovernmental Agreement with the City of West Chicago, Illinois in which the Authority will dedicate certain Authority owned land near the intersection of Powis Road and Smith Road to the City of West Chicago for use as a public roadway and grants Authority rights to use the dedicated property.

TAB #10 PAGE #75

- b. **Proposed Resolution 2017-2097; Authorizing the Execution of Early Lease Termination Agreement with CenterPoint Properties Trust.**

Authorizes the Executive Director to execute an Early Termination and Release Agreement which releases both the Authority and CenterPoint Properties Trust from any further obligations under the Amended and Restated Agreement to Develop and Lease pertaining to the property known as the DuPage Business Center.

TAB #11 PAGE #85

- c. **Proposed Resolution 2017-2098; Authorizing Publication of Notice Requesting Offers to Purchase Authority Real Property.**

Authorizes the Executive Director to publish a notice requesting offers to purchase Authority owned developable property in the DuPage Business Center.

TAB #12 PAGE #86

- d. **Proposed Resolution 2017-2099; Approving Exception to Competitive Bidding Requirements and Authorizing the Execution of a Cash Farm Lease with Donald and Beth Young for Authority Property at Smith Road and Powis Road.**

Authorizes execution of a Cash Farm Lease for a term of one year with Donald and Beth Young for property recently acquired by the Authority. Total lease payment will be \$32,273.

TAB #13 PAGE #109

12. ADJOURNMENT

**DuPAGE AIRPORT AUTHORITY
REGULAR BOARD MEETING
Wednesday, March 8, 2017**

The Regular Meeting of the Board of Commissioners of the DuPage Airport Authority was convened at the Daniel L. Goodwin Flight Center Building, 2700 International Drive, West Chicago, Illinois, First Floor Conference Room; Wednesday, March 8, 2017. Chairman Davis called the meeting to order at 3:15 p.m. and a quorum was present for the meeting.

Commissioners Present: Chavez, Davis, Donnelly, Huizenga, LaMantia, Ledonne, Sharp.

Commissioners Absent: Posch, Wagner.

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, Operations and Capital Programs Manager; Brian DeCoudres, Flight Center General Manager; Pamela Miller, Executive Assistant and Board Liaison.

Others in Attendance: Phil Luetkehans, Schirott, Luetkehans and Garner; Michael Vonic, CH2M; Brian Quinlan, Burns & McDonnell; Michael Toth, JWI, Inc.; Mark Shoonveld, JWI Inc.; Ed Harrington, CenterPoint Properties Trust.

Members of the Press:

None

PUBLIC COMMENT

None

APPROVAL OF MINUTES

Chairman Davis asked for additions or corrections to the minutes of the January 18, 2017 Regular Board Meeting and there were none. Commissioner Huizenga made a **MOTION** to approve the minutes of the January 18, 2017 Regular Board Meeting and Commissioner Sharp **seconded the motion**. The motion was passed unanimously by roll call vote (6-0). Commissioner LaMantia was not present for the vote.

Chairman Davis asked for additions or corrections to the minutes of the January 18, 2017 Finance, Budget and Audit Committee Meeting and there were none. Commissioner Ledonne made a **MOTION** to approve the minutes of the January 18, 2017 Finance, Budget and Audit Committee Meeting and Commissioner Sharp **seconded the motion**. The motion was passed unanimously by roll call vote (6-0). Commissioner LaMantia was not present for the vote.

Chairman Davis asked for additions or corrections to the minutes of the January 18, 2017 Capital Development, Leasing and Customer Fees Committee Meeting and there were none. Commissioner Ledonne made a **MOTION** to approve the minutes of the January 18, 2017 Capital Development, Leasing and Customer Fees Committee Meeting and Commissioner Sharp **seconded the motion**. The motion was passed unanimously by roll call vote (6-0). Commissioner LaMantia was not present for the vote.

Chairman Davis asked for additions or corrections to the minutes of the January 20, 2017 Special Capital Development Committee Meeting and there were none. Commissioner Sharp made a **MOTION** to approve the minutes of the January 20, 2017 Special Capital Development Committee Meeting and

Commissioner Chavez **seconded the motion**. The motion was passed unanimously by roll call vote (6-0). Commissioner LaMantia was not present for the vote.

Chairman Davis asked for additions or corrections to the minutes of the February 16, 2017 Special Capital Development Committee Meeting and there were none. Commissioner Sharp made a **MOTION** to approve the minutes of the February 16, 2017 Special Capital Development Committee Meeting and Commissioner Ledonne **seconded the motion**. The motion was passed unanimously by roll call vote (6-0). Commissioner LaMantia was not present for the vote.

Chairman Davis asked for additions or corrections to the minutes of the January 4, 2017 Internal Policy and Compliance Committee Meeting and there were none. Commissioner Ledonne made a **MOTION** to approve the minutes of the January 4, 2017 Internal Policy and Compliance Committee Meeting and Commissioner Sharp **seconded the motion**. The motion was passed unanimously by roll call vote (6-0). Commissioner LaMantia was not present for the vote.

Commissioner LaMantia arrived at 3:24 p.m.

DIRECTOR'S REPORT

Executive Director Bird discussed the monthly operating statistics:

Fuel Sales:

100LL sales were decreased for January; Jet A sales were increased. Total gallons sold Year-To-Date were up 3.8%.

100 LL sales were up 17% for the month of February 2017 versus 2016. Jet A Fuel for February is up 4.4% for the year; seeing some growth. Discussion continued

Operations:

Total operations across the country were soft for both January and February. Staff will continue to monitor these trends.

Executive Director Bird reviewed a new report added to the Board Meeting Packet. This reports shows rankings, in terms of operations, for all airports in Illinois having Air Traffic Control Towers. DuPage is ranked the fourth busiest airport in Illinois after O'Hare and Midway. Discussion followed.

Executive Director Bird reported the Airport Authority is working with the FAA Air Traffic Control Tower to hold a Runway Safety Action Team (RSAT) meeting at DuPage. This regional group made up of representatives from the FAA, West Chicago Fire Protection District, Airport Authority staff and other interested parties will evaluate all safety aspects of the airfield. Presentations on various topics will be made including the Airport Authority's new drone program, Aircraft Rescue and Fire Fighting (ARFF) services, and the Airport's extensive wildlife control program. Executive Director Bird advised this forum will also provide a great marketing opportunity for the Airport Authority. Discussion continued briefly.

Executive Director Bird reported the Drone Program is now present on the Airport Authority's webpage and staff is already fielding questions. Copies of the new brochure will be circulated around local communities, school districts and community events. Copies were provided for the Boards review. Discussion followed.

Executive Director reviewed the selection process for updating the Airport Master Plan. Crawford, Murphy and Tilly is the firm selected to undertake this project and has put together a very good team. Crawford Murphy and Tilly (CMT) has done much work at the Airport for many years. Negotiations are in progress and a fee for this project will be brought to the May Board Meeting along with an Independent Fee Analysis to substantiate CMT's fee proposal. Discussion continued.

Executive Director Bird added that all the traditional elements will be included in the master plan process and CMT will also be asked to include the addition of a strategic plan component for setting goals and options for the next 20 years. This is expected to be a multiyear project.

Chairman Davis referred to the 2013 DuPage Airport Authority Brochure and suggested that this brochure be updated. Discussion followed.

Executive Director Bird stated the new transient hangar will be open after the Board Meeting for a walk-through tour if anyone is interested.

Chairman Davis mentioned that he and Executive Director Bird recently attended the DuPage County Board Meeting and provided an update and review of the Airport Authority. He stated that members of the County Board were very receptive and there were no questions or comments following the presentation. Executive Director Bird stated there was applause by Board members at the completion of the presentation; it was a very positive reception by the County Board. Discussion followed.

Executive Director Bird asked Mike Toth of J. A. Watts Inc. to report on the Capital Improvement Program. Mr. Toth introduced Mark Shoonveld who is the Executive Vice President of JWI. Mr. Toth advised the topics to be covered in his report were the West Perimeter Road project; Transient Hangar construction and May Board Meeting topics. Mr. Toth reported staff will be tracking 23 Capital Improvement Program (CIP) projects for 2017. He added that some projects have not yet closed out but are anticipated to be completed by the May Board Meeting and reported upon at that time. He stated that many requests will be made at this Board Meeting for new projects in preparation for the construction season, June through August. Budgeted expenditures for these projects were reviewed. Mr. Toth reported on the West Perimeter Road Project and the progress and near completion of the new Transient Hangar. He then provided a "look ahead" to the May Board Meeting and some of the anticipated projects to be brought forth for Board consideration. Discussion followed.

REVIEW OF FINANCIAL STATEMENTS

Executive Director Bird asked Patrick Hoard to provide a review of the Financial Statements for February 2017 and discussion followed.

REPORT OF COMMITTEES

Finance, Budget and Audit Committee:

Commissioner Huizenga advised the Finance, Budget and Audit Committee met and the resolutions appearing on the Board Meeting agenda were discussed and favorably recommended for Board approval. He added the February Financial Statements were discussed as presented by Patrick Hoard

Capital Development, Leasing and Customer Fees:

Commissioner Chavez chaired the meeting in Committee Chairman Wagner's absence and reported there were nine items appearing on the Board Meeting Agenda. All proposed resolutions were reviewed and discussed by the Committee and favorably recommended for passage by the Board.

Internal Policy and Compliance Committee:

Commissioner LaMantia advised the Internal Policy and Compliance Committee did not meet in March. She referenced the Drone Policy brochure that was circulated earlier in the meeting and related this was a recommendation from the January 4 Policy Committee Meeting. Discussion followed.

Golf Committee:

Commissioner Donnelly stated that the Golf Committee met prior to the Board Meeting. He added topics reviewed were staffing, marketing efforts and weddings booked for 2017. Discussion followed.

DuPage Business Center:

Ed Harrington of CenterPoint Properties Trust provided an update on recent park activities and advised CenterPoint is tracking six (6) deals currently for the Park. Discussion followed regarding marketing and advertising efforts and the future vision for the Business Center. Chairman Davis emphasized the Board's continued desire to support CenterPoint in any way possible for development at the Business Center.

OLD BUSINESS

None

NEW BUSINESS

Proposed Resolution 2017-2076; Resolution Authorizing the Borrowing of Funds for the DuPage Airport Authority and the Execution of a Loan Agreement with MB Financial Bank, N.A.

Authorizes the execution of a Loan Agreement with MB Financial Bank, N.A. which will allow the DuPage Airport Authority to borrow short term funds in the event they are needed to achieve the Authorities 2017 Capital Improvement Program.

Executive Director Bird read into the record Proposed Resolution 2017-2076 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 Sharp to approve Proposed Resolution 2017-2076; Resolution Authorizing the Borrowing of Funds for the DuPage Airport Authority and the Execution of a Loan Agreement with MB Financial Bank, N.A. The **motion was seconded** by Commissioner Chavez and was unanimously passed by roll call vote (7-0).

Proposed Resolution 2017-2077; Award of Bid to Burris Equipment Company for the Procurement of Two (2) Golf Course Greens Rollers.

Approves the procurement of two (2) Smithco XL70 units for a total cost of \$29,353 F.O.B. Prairie Landing Golf Club.

Executive Director Bird read into the record Proposed Resolution 2017-2077 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 Donnelly to approve Proposed Resolution 2017-2077; Award of Bid to Burris Equipment Company for the Procurement of Two (2) Golf Course Greens Rollers. The **motion was seconded** by Commissioner Sharp and was unanimously passed by roll call vote (7-0).

Proposed Resolution 2017-2078; Award of Bid to J.W. Turf, Inc. for the Procurement of One (1) Golf Course Turf Aerator.

Approves the procurement of One (1) John Deere Aercore 1500 for a total cost of \$21,995.27 F.O.B. Prairie Landing Golf Club.

Executive Director Bird read into the record Proposed Resolution 2017-2078 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 Sharp to approve Proposed Resolution 2017-2078; Award of Bid to J.W. Turf, Inc. for the Procurement of One (1) Golf Course Turf Aerator. The **motion was seconded** by Commissioner Donnelly and was unanimously passed by roll call vote (7-0).

Proposed Resolution 2017-2079; Award of a Tree Maintenance Services Contract to Clean Cut Tree Services, Inc.

Approves a one (1) year Tree Maintenance Services Contract, subject to two (2) one (1) year extensions at the sole discretion of the Authority. Annual cost of \$10,617 (year 1), \$10,829.34 (year 2), and \$11,045.93 (year 3).

Executive Director Bird read into the record Proposed Resolution 2017-2079 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 Sharp to approve Proposed Resolution 2017-2079; Award of a Tree Maintenance Services Contract to Clean Cut Tree Services, Inc. The **motion was seconded** by Commissioner Chavez and was unanimously passed by roll call vote (7-0).

Commissioner Ledonne complimented Dan Barna on his continued good job in handling the bidding process. Bids being brought to the Board are consistently coming in at or below budget and saving taxpayer dollars; all Board Members agreed.

Proposed Resolution 2017-2080; Award of Contract to Martam Construction for the SW Drainage Project.

Approves a contract to construct approximately 2,500' of 36" storm sewer to convey farm field underdrainage. Total authorized construction cost not-to-exceed \$325,582.13, which includes a 10% owner's contingency.

Executive Director Bird read into the record Proposed Resolution 2017-2080 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 Ledonne to approve Proposed Resolution 2017-2080; Award of Contract to Martam Construction for the SW Drainage Project. The **motion was seconded** by Commissioner Sharp and was unanimously passed by roll call vote (7-0).

Proposed Resolution 2017-2081; Authorizing the Execution of Construction Phase Task Order No. 2 with CH2M for the Project: SW Drainage Project.

Authorizes a task order for construction phase services related to the SW Drainage Project. Task order not-to-exceed \$29,777.61.

Executive Director Bird read into the record Proposed Resolution 2017-2081 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 Ledonne to approve Proposed Resolution 2017-2081; Authorizing the Execution of Construction Phase Task Order No. 2 with CH2M for the Project: SW Drainage Project. The **motion was seconded** by Commissioner Sharp and was unanimously passed by roll call vote (7-0).

Proposed Resolution 2017-2082; Award of Contract to Biofoam, Inc. for Spray-On Closed Cell Insulation of a Hangar Roof.

Approves a contract to spray coat closed cell polyurethane insulation on the ceiling of Hangar E1 Bays 1 and 2 including the removal of existing insulation. Total authorized construction cost not-to-exceed \$43,200.30, which includes a 10% owner's contingency.

Executive Director Bird read into the record Proposed Resolution 2017-2082 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 Chavez to approve Proposed Resolution 2017-2082; Award of contract to Biofoam, Inc. for Spray-On Closed Cell insulation of a Hangar Roof. The **motion was seconded** by Commissioner Sharp and was passed by roll call vote (7-0).

Proposed Resolution 2017-2083; Award of Contract to DCG Roofing Solutions, Inc. for a Membrane Roof Replacement Project.

Approves a contract to replace the PVC membrane roof at the N. Hightail Hangar Bay 1 Office, the project also includes perimeter coping cap and window sill flashing. Total authorized construction cost not-to-exceed \$23,964.60, which includes a 10% owner's contingency.

Executive Director Bird read into the record Proposed Resolution 2017-2083 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 Sharp to approve Proposed Resolution 2017-2083; Award of Contract to DCG Roofing Solutions, Inc. for a Membrane Roof Replacement Project. The **motion was seconded** by Commissioner Donnelly and was passed by roll call vote (7-0).

Proposed Resolution 2017-2084; Award of Contract to Gate Options for the Replacement of Three (3) Electric Gate Operators.

Approves a contract to replace three (3) Hy-Security model electric gate operators. Total authorized construction cost not-to-exceed \$50,589, which includes a 10% owner's contingency.

Executive Director Bird read into the record Proposed Resolution 2017-2084 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 Ledonne to approve Proposed Resolution 2017-2084; Award of Contract to Gate Options for the Replacement of Three (3) Electric Gate Operators. The **motion was seconded** by Commissioner Sharp and was passed by roll call vote (7-0).

Proposed Resolution 2017-2086; Ratifying the Execution by the Executive Director of GSA Lease No. GS-05P-LIL19312 with the Government of the United States of America.

Ratifies the action of the Executive Director for the execution of a lease with the Government of the United State of America to continue leasing hangar and office space for a 10-year term, 5-years firm. Total lease payments over the firm term will be \$364,930.

Executive Director Bird read into the record Proposed Resolution 2017-2086 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 Sharpe to approve Proposed Resolution 2017-2086; Ratifying the Execution by the Executive Director of GSA Lease No. GS-05P-LIL19312 with the Government of the United States of America. The **motion was seconded** by Commissioner Ledonne and was passed unanimously by roll call vote (7-0).

Proposed Resolution 2017-2087; Authorizing the Execution of a Utility Easement with Commonwealth Edison.

Authorizes the execution of an electric utility easement adjacent to Powis Road in the Northeast Quadrant of Airport property.

Executive Director Bird read into the record Proposed Resolution 2017-2087 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 Ledonne to approve Proposed Resolution 2017-2087; Authorizing the Execution of a Utility Easement with Commonwealth Edison. The **motion was seconded** by Commissioner Sharp and was passed unanimously by roll call vote (7-0).

Proposed Resolution 2017-2088; Authorizing the Execution of an Intergovernmental Agreement with the Illinois Department of Transportation.

Authorizes the execution of an Intergovernmental Agreement with the Illinois Department of Transportation for the sale of two vacant parcels of land adjacent to the Rt. 64; Powis Road intersection totaling 1.771 acres for the sum of \$396,605.

Executive Director Bird read into the record Proposed Resolution 2017-2088 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 Sharpe to approve Proposed Resolution 2017-2088; Authorizing the Execution of an Intergovernmental Agreement with the Illinois Department of Transportation. The **motion was seconded** by Commissioner Chavez and was passed unanimously by roll call vote (7-0).

Proposed Resolution 2017-2089; Authorizing the Execution of an Intergovernmental Agreement with the County of DuPage.

Authorizes the execution of an Intergovernmental Agreement with the County to grant a temporary construction easement over two parcels of Authority land for the County's completion of the road widening and storm sewer project at Illinois Route 64 and Powis Road.

Executive Director Bird read into the record Proposed Resolution 2017-2089 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 Ledonne to approve Proposed Resolution 2017-2089; Authorizing the Execution of an Intergovernmental Agreement with the County of DuPage. The **motion was seconded** by Commissioner Sharp and was passed unanimously by roll call vote (7-0).

RECESS TO EXECUTIVE SESSION

A **MOTION** was made by Commissioner LaMantia to recess to Executive Session for the discussion of pending, probable or imminent litigation; employee matters; the purchase or lease of real property for the use of the DuPage Airport Authority; the discussion and semiannual review of lawfully closed executive session minutes and discussion of destruction of certain verbatim recordings of closed sessions. The **motion was seconded** by Commissioner Sharp and was passed unanimously by roll call vote (7-0). The Regular Meeting was recessed to Executive Session at 4:14 p. m. and was reconvened at 5:01 p.m.; upon roll call, a quorum was present. Commissioner LaMantia was not present for the remainder of the Regular Board Meeting.

OTHER BUSINESS

Proposed Resolution 2017-2090; Disclosure of Executive Session Minutes.

Executive Director Bird read into the record Proposed Resolution 2017-2090; there was no further discussion.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2017-2090; Disclosure of Executive Session Minutes. The **motion was seconded** by Commissioner Sharp and was passed unanimously by roll call vote (7-0).

Proposed Resolution 2017-2091; A Resolution Authorizing the Destruction of Certain Verbatim Recordings of Closed Sessions.

Executive Director Bird read into the record Proposed Resolution 2017-2091; there was no further discussion.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2017-2091; A Resolution Authorizing the Destruction of Certain Verbatim Recordings of Closed Sessions. The **motion was seconded** by Commissioner Sharp and was passed unanimously by roll call vote (7-0).

A **MOTION** was made by Commissioner Sharp to adjourn the Regular Meeting of the DuPage Airport Authority Board of Commissioners. The **motion was seconded** by Commissioner Chavez and was passed unanimously by voice vote; the meeting was adjourned at 5:04 p.m.

Stephen L. Davis
Chairman

(ATTEST)

Gina R. LaMantia
Secretary

**DuPAGE AIRPORT AUTHORITY
CAPITAL DEVELOPMENT, LEASING AND CUSTOMER FEES COMMITTEE
WEDNESDAY, MARCH 8, 2017**

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 was absent from this committee meeting. Commissioner Chavez served as Acting Chair and called the meeting to order at 2:32 p.m. A quorum was present for this meeting.

Commissioners Present: Chavez, Ledonne, Sharp.
(Commissioner Huizenga also attended)

Absent: Posch, Wagner.

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 2017-2080; Award of Contract to Martam for the SW Drainage Project.

Approves a contract to construct approximately 2,500' of 36" storm sewer to convey farm field underdrainage. Total authorized construction cost not-to-exceed \$325,582.13, which includes a 10% owner's contingency.

Dan Barna stated that a project has been underway to repair farm tiles after drainage problems were discovered; these drainage issues were caused by old farm tiles damaged over time. Mr. Barna explained the scope of work required for completing this project. He continued that CH2M and Christopher B. Burke developed plans and specifications for this project; a Mandatory Pre-Bid Meeting was held and seven (7) bids were received. He continued that Martam was the low, responsive and responsible bidder. Discussion continued and staff recommended approval.

A **MOTION** was made by Commissioner Ledonne for Proposed Resolution 2017-2080; Award of Contract to Martam for the SW Drainage Project. The **motion was seconded** by Commissioner Sharp and was unanimously passed by roll call vote (3-0).

Proposed Resolution 2017-2081; Authorizing the Execution of Construction Phase Task Order No. 2 with CH2M for the Project: SW Drainage Project.

Authorizes a task order for construction phase services related to the SW Drainage Project. Task order not-to-exceed \$29,777.61.

Mr. Barna advised that CH2M submitted a Task Order to provide construction phase support and observation services over a four-week period for the project discussed; SW Drainage project. Discussion followed. Board approval was recommended.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2017-2081; Authorizing the Execution of Construction Phase Task Order No. 2 with CH2M for the Project: SW Drainage Project. The **motion was seconded** by Commissioner Sharp and was unanimously passed by roll call vote (3-0).

Proposed Resolution 2017-2082; Award of Contract to Biofoam, Inc. for Spray-On-Closed Cell Insulation of a Hangar Roof.

Approves a contract to spray coat closed cell polyurethane insulation on the ceiling of Hangar E1 Boys 1 and 2 including the removal of existing insulation. Total authorized construction cost not-to-exceed \$43,200.30, which includes a 10% owner's contingency.

Mr. Barna explained a roofing project was undertaken last year for various hangars on the airfield. The roof replacement for Hangar E1 was not a project planned for 2017. He continued that it became necessary when after the new roof was installed the insulation under the new roof was discovered to be wet and leaking due to condensation and saturation of the insulation. Mr. Barna continued to explain the scope of work required for solving this issue and the costs associated. A mandatory Pre-Bid Meeting was conducted and four bids were received; Biofoam, Inc. was the low, responsive and responsible bidder. Discussion followed. Board approval was recommended.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2017-2082; Award of contract to Biofoam, Inc. for Spray-On Closed Cell Insulation of a Hangar Roof. The **motion was seconded** by Commissioner Sharp and was passed unanimously by roll call vote (3-0).

Proposed Resolution 2017-2083; Award of Contract to DCG Roofing Solutions, Inc. for a Membrane Roof Replacement Project.

Approves a contract to replace the PVC membrane roof at the N. Hightail Hangar Bay 1 office, the project also includes perimeter coping cap and window sill flashing. Total authorized construction cost not-to-exceed \$23,394.60, which includes a 10% owner's contingency.

Mr. Barna reported this roof is 16 years old, leaking and in need of replacement. He reviewed the scope of this project and costs associated. Seven (7) bids were received and DCG Roofing Solutions was the low bidder. Discussion followed. Board approval was recommended.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2017-2083; Award of Contract to DCG Roofing Solutions, Inc. for a Membrane Roof Replacement Project. The **motion was seconded** by Commissioner Sharp and was unanimously passed by roll call vote (3-0).

Proposed Resolution 2017-2084; Award of Contract to Gate Options for the Replacement of Three (3) Electric Gate Operators.

Approves a contract to replace three (3) Hy-Security model electric gate operators. Total authorized construction cost not-to-exceed \$50,589, which includes a 10% owner's contingency.

Mr. Barna advised the Airport Authority budgeted for three (3) electric vehicle gate operators to be replaced in 2017 due to their age and unreliability. He reviewed the scope of this project and advised four (4) bids were received. Gate Options was the low, responsive and responsible bidder. He reviewed the costs associated with this project and stated that Gate Options has done quality work at the Airport many times in past years. Discussion followed and Board approval was recommended.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2017-2084; Award of Contract to Gate Options for the Replacement of Three (3) Electric Gate Operators. The **motion was seconded** by Commissioner Sharp and was unanimously passed by roll call vote (3-0).

Proposed Resolution 2017-2086; Ratifying the Execution by the Executive Director of GSA Lease No. GS-05P-LIL19312 with the Government of the United States of America.

Ratifies the action of the Executive Director for the execution of a lease with the Government of the United States of America to continue leasing hangar and office space for a 10-year term, 5-years firm. Total lease payments over the firm term will be \$364,930.

Mark Doles explained this Federal Governmental Agency has been an existing tenant at DuPage for five years and their current lease expired February 25, 2017. Because of the timing associated with this lease renewal and the process for GSA approvals, it was necessary for the Executive Director to execute this lease prior to the March 8 Board Meeting; ratification of this action is requested. Mr. Doles continued to review the terms of the lease agreement and anticipated revenues for the Airport Authority. Discussion followed. Board approval was recommended.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2017-2086; Ratifying the Execution by the Executive Director of GSA Lease No. GS-05P-LIL19312 with the Government of the United States of America. The **motion was seconded** by Commissioner Sharp and was unanimously passed by roll call vote (3-0).

Proposed Resolution 2017-2087; Authorizing the Execution of a Utility Easement with Commonwealth Edison.

Authorizes the execution of an electric utility easement adjacent to Powis Road in the Northeast Quadrant of Airport property.

Dan Barna reported that in the fall of 2016 the Board awarded a project to remove old perimeter fencing and to install new security fencing and wildlife skirt for 2.1 miles of the airfield. He continued that during the last phase of this project the contractor encountered a power line located directly under the old fence and short of the easement. Mr. Barna added that because of the danger involved, this project could not move forward. There were no existing records found reflecting the location of this line under the Airport fence. Attorney Luetkehans has been working with Commonwealth Edison to develop an easement agreement to allow Commonwealth Edison to install a new power line east of the existing line. Attorney Luetkehans explained Commonwealth Edison has agreed to pay the Airport Authority the additional fees incurred in conjunction with this easement agreement. Discussion followed. Board approval was recommended.

A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2017-2087; Authorizing the Execution of a Utility Easement with Commonwealth Edison. The **motion was seconded** by Commissioner Ledonne and was unanimously passed by roll call vote (3-0).

Proposed Resolution 2017-2088; Authorizing the Execution of an Intergovernmental Agreement with the Illinois Department of Transportation.

Authorizes the execution of an Intergovernmental Agreement with the Illinois Department of Transportation for the sale of two vacant parcels of land adjacent to the Rt. 64/Powis Road Intersection totaling 1.771 acres for the sum of \$396,605.

Attorney Luetkehans advised that the Airport Authority negotiated and sold certain parcels of land adjacent to Route 38 (Roosevelt Road) to the Illinois Department of Transportation for the overpass construction project. He continued that at the same time the Airport Authority and the Illinois Department of Transportation (IDOT) negotiated for the sale of certain parcels of land adjacent to Route 64 (North Avenue) and Powis Road for the road widening project at Route 64. Attorney Luetkehans advised that this Intergovernmental Agreement (IGA) has been drafted to reflect the land sale at Route 64 and Powis Road and reviewed the terms of the IGA. Discussion followed and Board approval was recommended.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2017-2088; Authorizing the Execution of an Intergovernmental Agreement with the Illinois Department of Transportation. The **motion was seconded** by Commissioner Sharp and was unanimously passed by roll call vote (3-0).

Proposed Resolution 2017-2089; Authorizing the Execution of an Intergovernmental Agreement with the County of DuPage.

Authorizes the execution of an Intergovernmental Agreement with the County to grant a temporary construction easement over two parcels of Authority land for the County's completion of the road widening and storm sewer project at Illinois Route 64 and Powis Road.

Attorney Luetkehans stated that DuPage County has taken on the completion of the road widening project at Illinois Route 64 and Powis Road. He continued that part of this completion is the construction of the storm water sewer project on DAA property. Attorneys for the County and DAA have drafted this Intergovernmental Agreement (IGA) which grants a temporary construction easement over two Airport Authority land parcels adjacent to Route 64. Attorney Luetkehans explained the terms of the IGA with DuPage County. Board approval was recommended.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2017-2089; Authorizing the Execution of an Intergovernmental Agreement with the County of DuPage. The **motion was seconded** by Commissioner Sharp and was unanimously passed by roll call vote (3-0).

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 Sharp and was passed by unanimous voice vote. The committee meeting was adjourned at 3:00 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
THURSDAY, MARCH 30, 2017**

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 Thursday, March 30, 2017. Committee Chairman Wagner called the meeting to order at 8:00 a.m. A quorum was present for this meeting.

Commissioners Present: Chavez, Ledonne, Davis, Wagner.

Absent: Posch, Sharp

DAA Staff Present: David Bird, Executive Director; Patrick Hoard, Director of Finance and Prairie Landing Golf Club; Pamela Miller, Executive Assistant and Board Liaison.

Others: Phil Luetkehans, Schirott, Luetkehans and Garner; Ed Harrington, CenterPoint Properties Trust.

Press: None

NEW BUSINESS

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

Chairman Wagner asked Executive Director Bird to update the committee regarding the Eola Road Extension. Executive Director Bird stated that he had learned there is now positive movement for the extension; discussion followed. DuPage County Chairman Cronin has established *DuPage Connects* for the development of a Long-Range Transportation Plan. Executive Director Bird was invited to participate on this Advisory Steering Committee for DuPage Connects and at the first meeting stated that the Eola Road extension is a priority for the Airport Authority; access is one of the constraints for attracting development to the DuPage Business Center. Discussion followed.

Committee Chairman Wagner invited Ed Harrington of CenterPoint Properties Trust to begin his presentation. Executive Director Bird commented prior to Mr. Harrington's presentation that CenterPoint has the most experience with the Business Center dating back to 2001. He added that much has happened during these years and it is valuable for the Committee to know CenterPoint's view of the strengths and weaknesses of the Business Center.

Mr. Harrington acknowledged that CenterPoint has had a long history at the Business Center and his involvement has been mostly over the last two years. He continued that changes since the recession have had a big and lasting effect on the industry and the market is now starting to catch up. Mr. Harrington related how CenterPoint has evolved and grown into a national company but has not abandoned their Chicago roots. CenterPoint has properties on the East Coast, West Coast and the Midwest; CenterPoint has a presence in approximately 20 states. Mr. Harrington discussed the current development agreement as it was rewritten in 2013 and shared his ideas for structuring the future agreement. Discussion occurred regarding the following topics:

- Spec Development and the risks involved.
- The importance of incentives with both the City of West Chicago and the Airport Authority. Working with the local taxing districts for incentives.

- More aggressive pricing and marketing strategies.
Possibly offering incentives to CenterPoint in the way of pricing cuts or profit sharing.
- The need for streamlining the approval process with the City of West Chicago and the Airport Authority for proposed development. Recommended standards be relaxed somewhat regarding zoning and landscaping in order make the process less complicated and prohibitive for interested companies.

Mr. Harrington closed by saying that CenterPoint is a partner with no other conflicting business interests in this area; the Business Center is CenterPoint's primary focus for Western DuPage. He continued that CenterPoint is credible in the industry and a strong financial partner. Mr. Harrington stated that CenterPoint is invested at the Business Center and if CenterPoint is allowed to continue as developer, working on a day-to-day basis, it will be beneficial for the future of the Park. He expressed thanks for the opportunity to address the Committee. Mr. Harrington left the meeting at this point.

The Committee continued discussion regarding the Request for Proposal (RFP) process and Executive Director Bird advised that RFP drafts will be distributed to the Committee for review prior to the next Special Committee Meeting. The next Special Committee Meeting will be planned for late April. Discussion continued.

RECESS TO EXECUTIVE SESSION

There was no Executive Session held.

OTHER BUSINESS

None

Commissioner Ledonne made a **MOTION** to adjourn the Special Meeting of the Capital Development, Leasing and Customer Fees Committee; the **motion was seconded** by Commissioner Chavez and was passed by unanimous voice vote. The committee meeting was adjourned at 9:14 a.m.

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

**DuPAGE AIRPORT AUTHORITY
CAPITAL DEVELOPMENT, LEASING AND CUSTOMER FEES
SPECIAL COMMITTEE MEETING
THURSDAY, APRIL 20, 2017**

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 Thursday, April 20, 2017. Committee Chairman Wagner called the meeting to order at 8:00 a.m. A quorum was present for this meeting.

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

Absent: None

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

Others: Phil Luetkehans, Schirott, Luetkehans and Garner.

Press: None

RECESS TO EXECUTIVE SESSION

A **MOTION** was made by Commissioner Sharp 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 Ledonne and was passed unanimously by roll call vote (6-0). The Special Committee Meeting was recessed to Executive Session at 8:01 a.m. and was reconvened at 8:43 a.m.; upon roll call, a quorum was present. Board Chairman Davis was not present for the remainder of the Special Committee Meeting.

NEW BUSINESS

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

Executive Director Bird reviewed two drafts provided for the Committee's consideration:

- Request for Proposal (RFP) for Real Estate Brokerage Services
- Request for Proposal (RFP) for Sale of Property

Discussion followed and Executive Director Bird advised once finalized the RFP's will be published and a selection committee will be established; Committee Chairman Wagner has asked to participate in the selection process.

Commissioner Ledonne complimented staff once again for the excellent progress made at the Airport and stated taxpayers can be very proud. He continued that, as a citizen of DuPage County it is good to see a unit of government working well together to accomplish good things; committee members agreed.

OTHER BUSINESS

None

Commissioner Ledonne made a **MOTION** to adjourn the Special Meeting of the Capital Development, Leasing and Customer Fees Committee; the **motion was seconded** by Commissioner Chavez and was passed unanimously by roll call vote (5-0). The committee meeting was adjourned at 9:14 a.m.

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

**DuPAGE AIRPORT AUTHORITY
FINANCE, BUDGET AND AUDIT COMMITTEE
WEDNESDAY, MARCH 8, 2017**

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, March 8, 2017. Committee Chairman Huizenga called the meeting to order at 2:00 p.m. A quorum was present for the committee meeting.

Commissioners Present: Donnelly, Huizenga, Ledonne, Sharp,

Commissioners Absent: Posch, Wagner

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 February 2017 Financial Statements and discussion followed:

Operating Revenues:

Airport Operations revenues are up 2% actual versus budget.

Flight Center Fuel Operations revenues decreased 8% due to volumes not being where they were expected when budgeted. Good winter weather has slowed the use and sale of deicing materials. During inclement weather conditions, there are normally many diverted operations from Midway Airport to DuPage; this year that did not happen.

Prairie Landing Golf Club increased 10% from the budgeted amount with increased memberships.

Total Operating Revenues are down 5%; actual versus budget.

Operating Expenses:

Airport Operations are down 12%.

Flight Center Operations are roughly flat from what was expected; down 3%.

Prairie Landing Golf Club down 16% with all managers doing a good job of managing and maintaining expense.

Total Operating Expenses decreased 8% actual versus budget.

Net Profit from Operations:

Showing a profit from the amount budgeted; \$43,389 actual year to date.

Total Non-Operating Revenues/ Total Non-Operating Expenses:

In comparison, there is a large percentage change with these two lines, however, the dollar amounts are small. PNC has been instructed to liquidate the Airport Authority's investments. These funds were transferred to MB Financial to be utilized for the new transient hangar and the land acquisitions.

Cash Ending Balance Ending: Actual Year-to-Date Ending Cash Balance through Year to Date is \$17,643.868.

NEW BUSINESS**Proposed Resolution 2017-2076; Resolution Authorizing the Borrowing of Funds for the DuPage Airport Authority and the Execution of a Loan Agreement with MB Financial Bank, N.A.**

Authorizes the execution of a Loan Agreement with MB Financial Bank, N.A. which will allow the DuPage Airport Authority to borrow short term funds in the event they are needed to achieve the Authorities 2017 Capital Improvement Program.

Patrick Hoard stated that the 2017 Capital and Major Maintenance Plan totals \$15.6 million which includes the land acquisitions; currently there is \$17 million in cash available. Mr. Hoard continued that it is possible the appropriated cash budget may get low with these impending expenditures. Mr. Hoard explained that this agreement with MB Financial to have a \$3 million line of credit will serve as a backup however it is not expected to be needed. The terms of the agreement were reviewed and discussion occurred. Board approval was recommended.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2017-2076; Authorizing the Borrowing of Funds for the DuPage Airport Authority and the Execution of a Loan Agreement with MB Financial Bank, N.A. The **motion was seconded** by Commissioner Sharp and was unanimously passed by roll call vote (4-0).

Proposed Resolution 2017-2079; Award of a Tree Maintenance Services Contract to Clean Cut Tree Services, Inc.

Approves a one (1) year Tree Maintenance Services Contract, subject to two (2) one (1) year extensions at the sole discretion of the Authority. Annual cost of \$10,617 (year 1), \$10,829.34 (year 2), and \$11,045.93 (year 3).

Dan Barna explained that approximately 280 trees on the International Drive Campus are maintained each year by a contracted tree maintenance company and applications are conducted at specified times throughout the year. Mr. Barna advised that two bids were received for this contract and Clean Cut Tree Services, Inc. was the low, responsive and responsible bidder. The Airport Authority has worked with Clean Cut Tree Services in prior years and has provided quality services. Board approval was recommended. Discussion followed.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2017-2079; Award of a Tree Maintenance Services Contract to Clean Cut Tree Services, Inc. The **motion was seconded** by Commissioner Donnelly and was unanimously passed by roll call vote (4-0).

Commissioner Ledonne complimented Dan Barna on a good job conducting the bid process and saving taxpayer dollars. All committee members agreed. Discussion continued briefly.

OTHER BUSINESS

None

A **MOTION** was made by Commissioner Ledonne to adjourn the Finance, Budget and Audit Committee; the **motion was seconded** by Commissioner Sharp and was passed unanimously by voice vote. The meeting adjourned at 2:25 p.m.

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

**DuPAGE AIRPORT AUTHORITY
GOLF COMMITTEE MEETING
Wednesday, March 8, 2017**

The Golf 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, March 8, 2017. Chairman Donnelly called the meeting to order at 1:30 p.m. and a quorum was present for the meeting.

Commissioners Present: Donnelly, Huizenga, Ledonne

Commissioners Absent: None

DuPage Airport Authority Staff Present: Executive Director David Bird; Patrick Hoard, Director of Finance and Prairie Landing Golf Club; Dan Barna, Operations and Capital Programs Manager; Becky Taylor, Accountant for Prairie Landing Golf Club; Pamela Miller, Executive Assistant and Board Liaison.

Others in Attendance:

NONE

NEW BUSINESS

a. DIRECTOR'S REPORT

Patrick Hoard reviewed the following topics as part of the Director's Report:

Staffing: Management staff remains the same as the past two years: JR. Starnes is Golf Operations Manager; Eric Mundt is Golf Course Grounds Superintendent and has worked at the golf course for 10 years; Erin Bobsin is Food and Beverage Manager and has been with Prairie Landing for six years. Bryant Gaines is a new employee for Prairie Landing and will assist with marketing, bringing contacts from his previous job at Indian Lakes that was recently closed. The driving range opened on February 17 and the golf course opened for play on March 4.

Golf Operations: Memberships forecast 5% up in total from 186; Membership Revenue forecasted to be up almost 20% 5% increase in rounds. The goal is 2800 rounds for 2017. Revenues up 9% year over year.

Food & Beverage: Budgeted for 17 weddings in 2017 and 16 weddings have been booked for 2017 at this point. Likely to meet or

exceed the budget. Lots of inquiries for weddings for 2018; momentum is building

Marketing:

On the wedding side, Prairie Landing utilizes a publication called *The Knott* as well as *Chicago Style*. Many inquiries on the Prairie Landing *Facebook* page for advertising. For this year, Erin Bobsin and Ashley Greenlund attended a Bride Show in Rosemont and have booked weddings from their attendance. There will be a similar event held in Naperville and they will attend. This seems to be good way to pursue leads for potential wedding bookings. There have been 1800 *likes* from people visiting the Prairie Landing website. Prairie Landing is currently the highest rated golf course in DuPage County on Trip advisor.

The use of *Deal Caddy* has been successful; 700-1000 people have bought in 2016.

Becky Taylor is now updating the Prairie Landing website and Newsletter with more to come for the *Facebook* page and website.

Executive Director Bird advised there is a very cohesive team in place now at Prairie Landing which is bringing about the progress Patrick has reported. Discussion followed.

Capital Program:

At the May Board Meeting, there will be a project coming to this committee for replacement of the cedar trim around the clubhouse. Discussion continued briefly.

b. Proposed Resolution 2017-2077; Award of Bid to Burris Equipment Company for the Procurement of Two (2) Golf Course Greens Rollers.

Approves the procurement of two (2) Smithco XL 70 units for a total cost of \$29,353 F.O.B. Prairie Landing Golf Club.

Dan Barna stated that Prairie Landing does not currently own units dedicated to greens rolling and staff feels this will improve play for customers and the health of the greens.

Mr. Barna reported that four (4) bids were received however the lowest bid did not meet the required specifications. Discussion followed regarding this deviation from the specifications. Burris Equipment Company was determined to be the lowest, responsive and responsible

bidder and is \$3600 under the amount budgeted for this purchase. Staff recommended approval.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2017-2077; Award of Bid to Burris Equipment Company for the Procurement of Two (2) Smithco XL 70 units for a total cost of \$29,353 F.O.B. Prairie Landing Golf Club. The **motion was seconded** by Commissioner Huizenga and was unanimously passed by roll call vote (3-0).

c. Proposed Resolution 2017-2078; Award of Bid to J.W. Turf, Inc. for the Procurement of One (1) Golf course Turf Aerator.

Approves the procurement of one (1) John Deere Aerco 1500 for a total cost of \$1,995.27 F.O.B. Prairie Landing Golf Club.

Mr. Barna advised the Airport Authority budgeted for the procurement of one (1) golf course turf aerator. The golf course currently has two walk behind units and this new unit will be mounted on the back of a tractor. Mr. Barna advised that three (3) bids were received and the lowest bidder did not meet the required specifications. Discussion followed regarding this deviation from the specifications. J.W. Turf was determined to be the low, responsive, responsible bidder at \$8,000 under the amount budgeted for procurement of this unit.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2017-2078; Award of Bid to J.W. Turf, Inc. for the Procurement of One (1) Golf Course Turf Aerator. The **motion was seconded** by Commissioner Huizenga and was unanimously passed by roll call vote (3-0).

Discussion followed briefly and a **MOTION** was made by Commissioner Ledonne to adjourn the meeting of the Golf Committee and Commissioner Huizenga seconded this motion. The motion was unanimously passed by voice vote and was adjourned at 1:55 p.m.

Charles E. Donnelly
Committee Chairman

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

Wednesday, April 26, 2017

DuPage Airport Authority
Daniel L. Goodwin Flight Center Building
2700 International Drive
West Chicago, Illinois 60185

The Special Meeting of the Internal Policy and Compliance Committee of the DuPage Airport Authority Board of Commissioners convened at the Daniel L. Goodwin Flight Center Building, 2700 International Drive, West Chicago, Illinois on Wednesday, April 26, 2017. Committee Chairwoman LaMantia called the meeting to order at 8:06 a.m. and a quorum was present for the meeting.

Commissioners Present: Chavez, LaMantia, Ledonne, Posch

Absent: None

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, Operations and Capital Program Manager; Pamela Miller, Executive Assistant and Board Liaison.

Others in Attendance: Phil Luetkehans, Schirott, Luetkehans & Garner, LLC.

Members of the Press: None

NEW BUSINESS

Proposed Ordinance 2017-311; Amending the DuPage Airport Authority Procurement Policy.

Provides exceptions to allow certain types of contracts to be extended by the Board of Commissioners for an additional period.

Committee Chairwoman LaMantia reminded the committee that at the January Policy Committee Meeting this amendment was discussed and legal staff was directed to conduct further analysis and report back to this committee. She continued that it was suggested that anything over the 5-year term would be reviewed on a case-by-case basis. Dan Barna explained the current Procurement Policy has a cap on contract terms; not to exceed four (4) years in duration and requiring the Board to waive the requirement of the Code when approving a longer contract term. Mr. Barna stated that with certain unique types of contracts it may not be in the best interest of the Airport Authority to have shorter terms due to changes in services, equipment and software. He continued there are significant costs and operational burdens involved with changing certain types of contracts, particularly those that involve any type of software or IT services such as timekeeping and payroll, accounting systems, and point-of-sale systems. Staff is asking for the flexibility to extend the initial term up to five (5) years if there is a unique contract situation; this request would be brought for approval. Discussion followed.

A **MOTION** was made by Commissioner Ledonne to recommend Board approval of Proposed Ordinance 2017-311; Amending the DuPage Airport Authority Procurement Policy. The **motion was seconded** by Commissioner Chavez and was passed unanimously by roll call vote (4-0).

Proposed Ordinance 2017-312; Amending the DuPage Airport Authority Employee Handbook.

Incorporates criminal history records check procedures for employees who require unescorted access to the airport Operations Area.

Dan Barna stated the Airport Authority has made significant security improvements since September 11, 2001. He reviewed the Photo ID Access Control Badging Program for employees, tenants and contractors who require unescorted access to restricted areas of the Airport, primarily Airport Operations Areas (AOA). He continued that all employees who require unescorted access to Airport Operations Areas also undergo fingerprinting and criminal history checks and these results are reviewed by the Executive Director. This badging program is consistent with Transportation Security Administration (TSA) Guidelines for General Aviation Airports and this is currently addressed in the Employee Handbook. Mr. Barna advised this amendment will formalize and enhance the existing procedures consistent with airport security standards and in compliance with Federal/State laws and Employer Best Practices. The Airport Authority legal counsel, Schirott Luetkehans & Garner; and Sheppard Mullin, the Airport Authority's personnel counsel, have reviewed the proposed amendments for the Employee Handbook. Discussion followed.

A **MOTION** was made by Commissioner Ledonne to recommend Board approval of Proposed Ordinance 2017-312; Amending the DuPage Airport Authority Employee Handbook. The **motion was seconded** by Commissioner Posch and was passed unanimously by roll call vote (4-0).

OTHER BUSINESS

None

A **MOTION** was made by Commissioner Chavez to adjourn the Internal Policy and Compliance Committee Meeting. The **motion was seconded** by Commissioner Posch and was passed unanimously by voice vote. The meeting adjourned at 8:46 a.m.

Gina LaMantia, Chair
Internal Policy and Compliance Committee



MONTHLY STATISTICS

April 2017

| | <u>Apr. '17</u> | <u>Apr. '16</u> | <u>'17 vs. '16</u> | <u>Apr. Percent Change</u> | <u>YTD 2017</u> | <u>YTD 2016</u> | <u>'17 vs. '16</u> | <u>Percent Change</u> |
|----------------------|-----------------|-----------------|--------------------|----------------------------|-----------------|-----------------|--------------------|-----------------------|
| FUEL | | | | | | | | |
| 100LL | 16,740 | 18,360 | (1,620) | -8.8% | 57,952 | 60,916 | (2,964) | -4.9% |
| Jet A | 195,280 | 179,245 | 16,035 | 8.9% | 749,869 | 715,177 | 34,692 | 4.9% |
| Total Gallons | 212,020 | 197,605 | 14,415 | 7.3% | 807,821 | 776,093 | 31,728 | 4.1% |



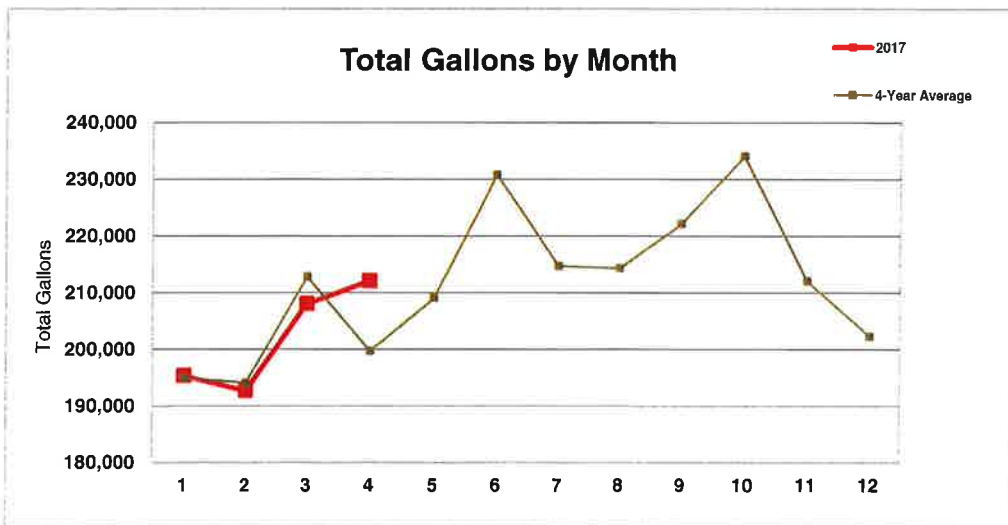
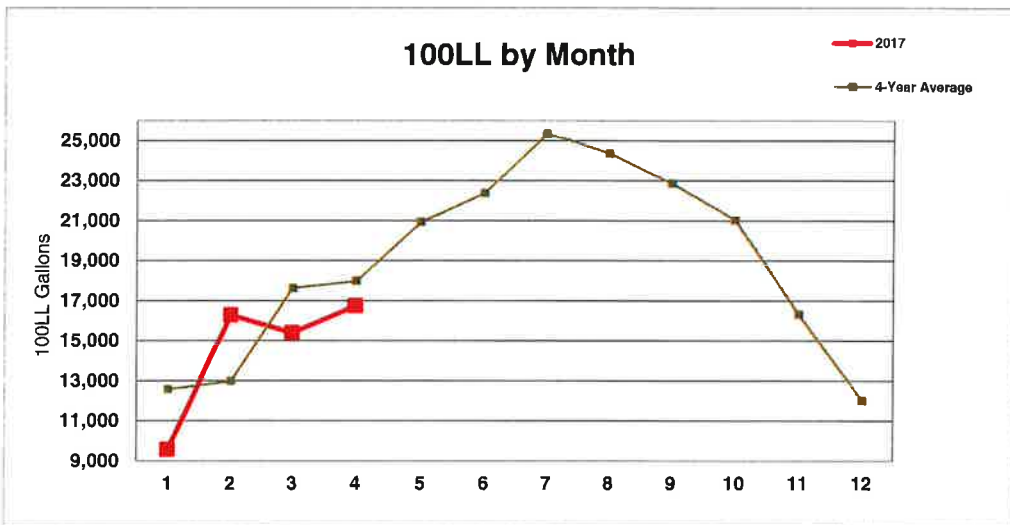
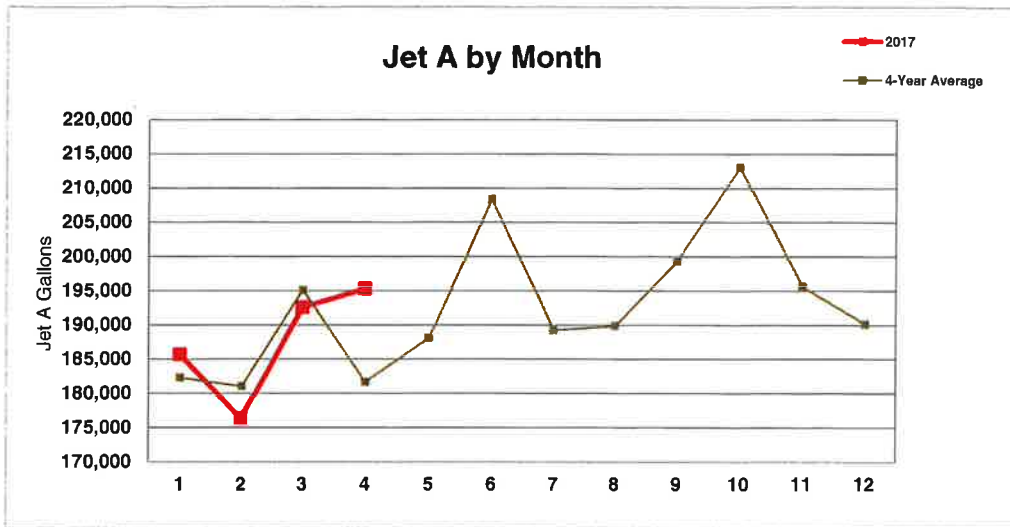
MONTHLY STATISTICS

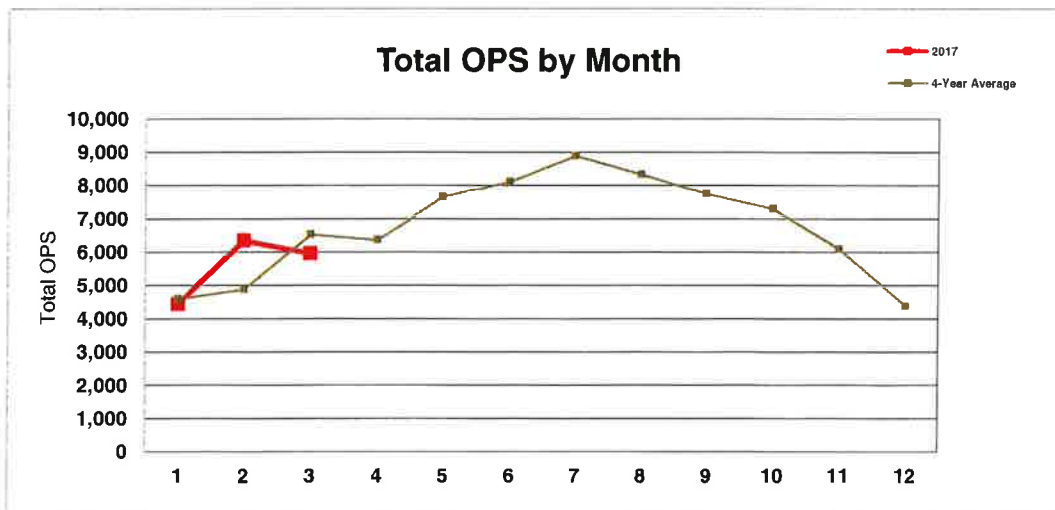
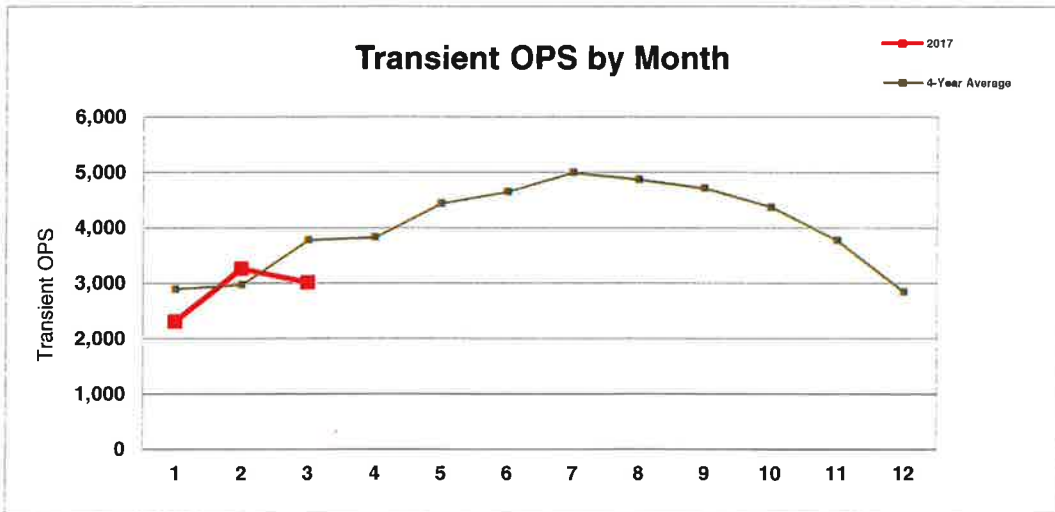
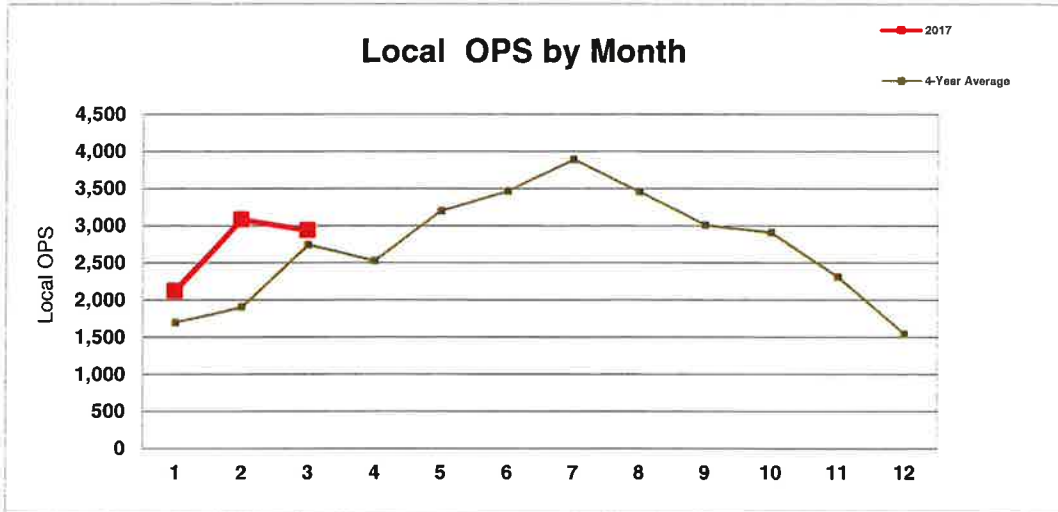
March 2017

| | Mar. '17 | Mar. '16 | '17 vs. '16 | Mar. Percent Change | YTD 2017 | YTD 2016 | '17 vs. '16 | Percent Change |
|----------------------|----------------|----------------|----------------|---------------------|----------------|----------------|----------------|----------------|
| FUEL | | | | | | | | |
| 100LL | 15,385 | 16,066 | (681) | -4.2% | 41,212 | 42,556 | (1,344) | -3.2% |
| Jet A | 192,590 | 189,155 | 3,435 | 1.8% | 554,589 | 535,932 | 18,657 | 3.5% |
| Total Gallons | 207,975 | 205,221 | 2,754 | 1.3% | 595,801 | 578,488 | 17,313 | 3.0% |
| OPERATIONS | | | | | | | | |
| Local | 2,940 | 4,252 | (1,312) | -30.9% | 8,151 | 10,125 | (1,974) | -19.5% |
| Itinerant | 3,011 | 3,649 | (638) | -17.5% | 8,577 | 9,991 | (1,414) | -14.2% |
| Total Ops | 5,951 | 7,901 | (1,950) | -24.7% | 16,728 | 20,116 | (3,388) | -16.8% |

REGIONAL OPS

| | Mar. '17 | Mar. '16 | '17 vs. '16 | Mar. Percent Change | YTD 2017 | YTD 2016 | '17 vs. '16 | Percent Change |
|----------------------|----------|----------|-------------|---------------------|----------|----------|-------------|----------------|
| Total OPS | | | | | | | | |
| DuPAGE | 5,951 | 7,901 | (1,950) | -24.7% | 16,728 | 20,116 | (3,388) | -16.8% |
| Palwaukee | 5,266 | 5,833 | (567) | -9.7% | 14,417 | 16,507 | (2,090) | -12.7% |
| Aurora | 3,506 | 4,279 | (773) | -18.1% | 10,112 | 12,110 | (1,998) | -16.5% |
| Waukegan | 2,489 | 3,248 | (759) | -23.4% | 7,523 | 8,922 | (1,399) | -15.7% |
| State of Illinois | 149,501 | 153,373 | (3,872) | -2.5% | 411,264 | 426,242 | (14,978) | -3.5% |
| Teterboro | 14,105 | 13,953 | 152 | 1.1% | 40,093 | 38,234 | 1,859 | 4.9% |
| Van Nuys | 18,840 | 16,808 | 2,032 | 12.1% | 49,741 | 48,907 | 834 | 1.7% |
| Centennial | 25,790 | 25,113 | 677 | 2.7% | 67,064 | 72,928 | (5,864) | -8.0% |
| Local OPS | | | | | | | | |
| DuPAGE | 2,940 | 4,252 | (1,312) | -30.9% | 8,151 | 10,125 | (1,974) | -19.5% |
| Palwaukee | 1,651 | 1,686 | (35) | -2.1% | 3,975 | 4,718 | (743) | -15.7% |
| Aurora | 1,858 | 2,069 | (211) | -10.2% | 5,486 | 6,196 | (710) | -11.5% |
| Waukegan | 636 | 1,407 | (771) | -54.8% | 2,092 | 3,824 | (1,732) | -45.3% |
| State of Illinois | 27,467 | 27,428 | 39 | 0.1% | 73,826 | 76,637 | (2,811) | -3.7% |
| Teterboro | 0 | 0 | 0 | | 0 | 0 | 0 | |
| Van Nuys | 5,895 | 5,195 | 700 | 13.5% | 15,522 | 13,855 | 1,667 | 12.0% |
| Centennial | 12,461 | 11,827 | 634 | 5.4% | 31,263 | 33,060 | (1,797) | -5.4% |
| Itinerant OPS | | | | | | | | |
| DuPAGE | 3,011 | 3,649 | (638) | -17.5% | 8,577 | 9,991 | (1,414) | -14.2% |
| Palwaukee | 3,615 | 4,147 | (532) | -12.8% | 10,442 | 11,789 | (1,347) | -11.4% |
| Aurora | 1,648 | 2,210 | (562) | -25.4% | 4,626 | 5,914 | (1,288) | -21.8% |
| Waukegan | 1,853 | 1,841 | 12 | 0.7% | 5,431 | 5,098 | 333 | 6.5% |
| State of Illinois | 122,034 | 125,945 | (3,911) | -3.1% | 337,438 | 349,605 | (12,167) | -3.5% |
| Teterboro | 14,105 | 13,953 | 152 | 1.1% | 40,093 | 38,234 | 1,859 | 4.9% |
| Van Nuys | 12,945 | 11,613 | 1,332 | 11.5% | 34,219 | 35,052 | (833) | -2.4% |
| Centennial | 13,329 | 13,286 | 43 | 0.3% | 35,801 | 39,868 | (4,067) | -10.2% |







DUPAGE AIRPORT AUTHORITY

4/30/2017

**FINANCIALS
PRE-AUDIT
COMMISSIONERS**

Board Summary
DuPage Airport Authority
YTD April 2017

| | YTD Budget | YTD Actual | Percent Change Actual vs Budget |
|---|-------------------|-------------------|------------------------------------|
| Beginning Cash Balance- Unrestricted | 12,210,895 | 12,210,895 | |
| Beginning Cash Balance - Restricted | 7,912,119 | 7,912,119 | |
| | 20,123,014 | 20,123,014 | |
| <u>OPERATING REVENUES</u> | | | |
| Airport Operations | 1,358,744 | 1,362,051 | 0% |
| Flight Center Fuel Operations | 3,268,556 | 3,153,779 | -4% |
| Prairie Landing Golf Club | 382,102 | 389,970 | 2% |
| TOTAL OPERATING REVENUES | 5,009,402 | 4,905,800 | -2% |
| <u>OPERATING EXPENSES</u> | | | |
| Airport Operations | 2,208,185 | 2,019,424 | -9% |
| Flight Center Fuel Operations | 2,234,646 | 2,203,793 | -1% |
| Prairie Landing Golf Club | 489,303 | 417,226 | -15% |
| TOTAL OPERATING EXPENSES | 4,932,134 | 4,640,442 | -6% |
| Net Profit (Loss) from Operations | 77,268 | 265,358 | 243% |
| <u>NON-OPERATING REVENUES</u> | | | |
| Miscellaneous Taxes | 25,200 | 15,167 | -40% |
| Property Taxes/Abatements | 500 | 1,295 | 159% |
| Federal & State Grants | 0 | 40,176 | 0% |
| Investment Income | 8,332 | 6,816 | -18% |
| Unrealized Gain (Loss) from Investments | 0 | (36) | 0% |
| Gain (Loss) on Sale of Fixed Assets | 10,000 | 25,616 | 156% |
| TOTAL NON-OPERATING REVENUES | 44,032 | 89,035 | 102% |
| <u>NON-OPERATING EXPENSES</u> | | | |
| Property Tax (DAA) | 71,000 | 70,000 | -1% |
| Property Tax (PLGC) | 83,332 | 83,332 | 0% |
| TOTAL NON-OPERATING EXPENSES | 154,332 | 153,332 | -1% |
| Net Profit (Loss) from Non-Operations | (110,300) | (64,297) | 42% |
| Net Profit (Loss) Excluding Depreciation | (33,032) | 201,061 | 709% |
| Total YTD Revenues | 5,053,434 | 4,994,835 | -1% |
| Total YTD Expenditures | 5,086,466 | 4,793,774 | -6% |
| CAPITAL DEVELOPMENT PROGRAMS | 12,510,850 | 4,644,219 | -63% |
| MAJOR MAINTENANCE | 42,540 | 17,514 | -59% |
| FUTURE PROJECT EXPENSE | 0 | 0 | 0% |
| TRANSFERS IN (OUT) | 0 | 0 | 0% |
| Adjustment for Non-Cash Activities | 0 | (2,080,605) | |
| Cash Balance - Ending | 7,536,592 | 13,581,737 | 80% |

DUPAGE AIRPORT AUTHORITY

COMBINING BALANCE SHEET

Month of April 2017

| ASSETS | AIRPORT OPERATIONS | DuPAGE FLIGHT CENTER | PRAIRIE LANDING GOLF CLUB | TOTALS |
|---|-----------------------|-------------------------|------------------------------|--------------------|
| Current Assets | | | | |
| Cash & Cash Equivalents | 1,021,180 | 12,222,075 | 338,481 | 13,581,737 |
| Receivables | | | | |
| Property Taxes | 6,021,666 | - | - | 6,021,666 |
| Accounts Receivable | 114,835 | 375,488 | 28,335 | 518,658 |
| Notes Receivable TEA Current Portion | 47,400 | - | - | 47,400 |
| Notes Receivable TEA Long term Portion | 25,032 | - | - | 25,032 |
| Due To/From Prairie Landing Golf Club | 1,262,307 | - | - | 1,262,307 |
| Due To/From DuPage Bus. Park Owner Assoc. | 30,000 | - | - | 30,000 |
| Prepaid Expenses | 466,033 | 45,444 | 6,950 | 518,427 |
| Vehicle Fuel Inventory | 18,643 | - | - | 18,643 |
| Inventories | - | 160,370 | 93,280 | 253,650 |
| Total Current Assets | 9,007,097 | 12,803,377 | 467,046 | 22,277,521 |
| Other Assets | | | | |
| Pension Items - IMRF | 899,220 | 375,235 | 384,396 | 1,658,850 |
| Total Other Assets | 899,220 | 375,235 | 384,396 | 1,658,850 |
| Capital Assets | | | | |
| Cost | 326,025,848 | 880,465 | 2,416,616 | 329,322,929 |
| Construction in Progress | 14,755,833 | - | - | 14,755,833 |
| | 340,781,680 | 880,465 | 2,416,616 | 344,078,762 |
| Accumulated Depreciation/Amortization | (183,820,901) | (762,688) | (2,364,489) | (186,948,078) |
| Total Capital Assets | 156,960,779 | 117,777 | 52,127 | 157,130,683 |
| TOTAL ASSETS | 166,867,096 | 13,296,389 | 903,569 | 181,067,054 |

DUPAGE AIRPORT AUTHORITY
COMBINING BALANCE SHEET
 Month of April 2017

| | AIRPORT OPERATIONS | DuPAGE FLIGHT CENTER | PRAIRIE LANDING GOLF CLUB | TOTALS |
|---|-----------------------|-------------------------|------------------------------|--------------------|
| LIABILITIES | | | | |
| Current Liabilities | | | | |
| Accounts Payable | 885,271 | 166,044 | 35,980 | 1,087,296 |
| Accrued Liabilities | 670,708 | 105,241 | 523,691 | 1,299,640 |
| Due to/from DuPage Airport Authority | - | - | 1,262,307 | 1,262,307 |
| Deferred Income - Operations | 1,663,036 | 107,622 | - | 1,770,658 |
| Deferred Income Property Taxes | 6,021,665 | - | - | 6,021,665 |
| Total Current Liabilities | 9,240,680 | 378,908 | 1,821,978 | 11,441,566 |
| Long-Term Liabilities | | | | |
| Security Deposits | 90,434 | - | 172,513 | 262,947 |
| Net Pension Liability | 786,574 | 328,229 | 336,242 | 1,451,045 |
| Total Long-Term Liabilities | 877,008 | 328,229 | 508,755 | 1,713,992 |
| TOTAL LIABILITIES | 10,117,688 | 707,136 | 2,330,734 | 13,155,558 |
| NET ASSETS | | | | |
| Net Assets | | | | |
| Investment in Capital Assets, January 1 | 154,521,836 | 122,841 | 62,799 | 154,707,477 |
| Changes in Net Capital Assets | 2,438,943 | (5,064) | (10,672) | 2,423,207 |
| Net Investment in Capital Assets | 156,960,779 | 117,777 | 52,127 | 157,130,683 |
| Restricted for Future Capital Assets, January 1 | - | - | - | - |
| Changes in Restricted for Future Capital Assets | - | - | - | - |
| Net Restricted for Future Capital Assets | - | - | - | - |
| Designated for Future Capital Assets, January 1 | 7,912,119 | - | - | 7,912,119 |
| Changes in Designated for Future Capital Assets | (5,794,108) | - | - | (5,794,108) |
| Net Designated for Future Capital Assets | 2,118,011 | - | - | 2,118,011 |
| Unrestricted Assets, January 1 | (2,833,788) | 11,521,489 | (1,358,336) | 7,329,366 |
| Changes in Unrestricted Assets | 3,355,165 | 5,064 | 10,672 | 3,370,901 |
| Net Income (Loss) | (2,850,759) | 944,922 | (131,628) | (2,037,465) |
| Intrafund Transfers - Transfer from Tech Park | - | - | - | - |
| Net Unrestricted Assets | (2,329,382) | 12,471,476 | (1,479,292) | 8,662,802 |
| TOTAL NET ASSETS | 156,749,408 | 12,589,253 | (1,427,165) | 167,911,496 |
| TOTAL LIABILITIES AND NET ASSETS | 166,867,096 | 13,296,389 | 903,569 | 181,067,054 |

DUPAGE AIRPORT AUTHORITY
STATEMENT OF REVENUES AND EXPENSES
YTD April 2017

| | AIRPORT OPERATIONS | DuPAGE FLIGHT CENTER | PRAIRIE LANDING GOLF CLUB | TOTALS |
|---|-----------------------|-------------------------|------------------------------|--------------------|
| Revenues | | | | |
| Field Operations | 378,936 | 0 | 0 | 378,936 |
| Building Operations | 814,166 | 0 | 0 | 814,166 |
| Flight Center Building | 75,879 | 0 | 0 | 75,879 |
| Administrative | 93,070 | 0 | 0 | 93,070 |
| Fuel and Oil Sales | 0 | 3,057,651 | 0 | 3,057,651 |
| De-ice, Lav Service, Preheats, APU, Tows | 0 | 15,924 | 0 | 15,924 |
| Overnight Fees - Transient | 0 | 5,034 | 0 | 5,034 |
| Hangar Rental | 0 | 67,470 | 0 | 67,470 |
| Golf Operations | 0 | 0 | 276,473 | 276,473 |
| Food and Beverage | 0 | 4,813 | 19,658 | 24,470 |
| Kitty Hawk Deli | 0 | 0 | 9,195 | 9,195 |
| Banquet | 0 | 0 | 83,613 | 83,613 |
| Miscellaneous | 0 | 2,888 | 1,032 | 3,920 |
| Total Revenues | 1,362,051 | 3,153,779 | 389,970 | 4,905,800 |
| Operating Expenses | | | | |
| Field Operations | 500,576 | 0 | 0 | 500,576 |
| Building Operations | 338,488 | 0 | 0 | 338,488 |
| Flight Center Building | 81,043 | 0 | 0 | 81,043 |
| Shop Equipment | 151,686 | 0 | 0 | 151,686 |
| Projects & Procurement | 105,545 | 0 | 0 | 105,545 |
| Fuel and Oil | 0 | 1,566,334 | 0 | 1,566,334 |
| Maintenance | 0 | 75,136 | 0 | 75,136 |
| Credit Card Expense | 0 | 38,731 | 5,410 | 44,141 |
| Golf Course Maintenance | 0 | 0 | 109,145 | 109,145 |
| Golf Operations | 0 | 0 | 66,572 | 66,572 |
| Food and Beverage | 0 | 21,695 | 46,266 | 67,961 |
| Kitty Hawk - Deli | 0 | 0 | 9,195 | 9,195 |
| Banquet | 0 | 0 | 64,302 | 64,302 |
| Total Operating Expenses | 1,177,338 | 1,701,896 | 300,889 | 3,180,122 |
| Gross Profit (Loss) | 184,714 | 1,451,883 | 89,081 | 1,725,678 |
| General and Administrative | | | | |
| Administration | 696,572 | 493,496 | 116,337 | 1,306,404 |
| Commissioners | 35,367 | 0 | 0 | 35,367 |
| Business Development & Marketing | 20,760 | 8,401 | 0 | 29,160 |
| Accounting | 89,389 | 0 | 0 | 89,389 |
| Total General & Administrative | 842,087 | 501,897 | 116,337 | 1,460,320 |
| Operating Income (Loss) Before Depreciation & Principal Reductions | (657,373) | 949,986 | (27,256) | 265,358 |
| Non-Operating Revenues (Expenses) | | | | |
| Taxes - Property | 1,295 | 0 | 0 | 1,295 |
| Taxes - Other | 15,167 | 0 | 0 | 15,167 |
| Taxes - Paid | (70,000) | 0 | (83,332) | (153,332) |
| Federal & State Grants | 40,176 | 0 | 0 | 40,176 |
| Investment Income | 6,816 | 0 | 0 | 6,816 |
| Unrealized Gain (Loss) from Investments | (36) | 0 | 0 | (36) |
| Amortization (Expense) | 0 | 0 | 0 | 0 |
| Gain (Loss) on Sale of Fixed Assets | 25,616 | 0 | 0 | 25,616 |
| Other Revenue (Expenses) | 0 | 0 | 0 | 0 |
| Total Non-Operating Revenues (Expenses) | 19,035 | 0 | (83,332) | (64,297) |
| Net Income (Loss) before Adjustments | (638,338) | 949,986 | (110,587) | 201,061 |
| Depreciation | 2,205,276 | 5,064 | 10,672 | 2,221,012 |
| Major Maintenance Expense | 7,145 | 0 | 10,369 | 17,514 |
| Future Project Expense | 0 | 0 | 0 | 0 |
| Transfers (In) Out | 0 | 0 | 0 | 0 |
| Net Income | (2,850,759) | 944,922 | (131,628) | (2,037,465) |

Total DuPage Airport Authority
STATEMENT OF REVENUES AND EXPENSES
For the Month Ending 4/30/2017

| | Month | | | YTD | | | YTD | | |
|--|---------------------|---------------------|--------------------|-----------------------|-----------------------|---------------------|----------------------|---------------------|-------------------|
| | 2017 | | 2016 | 2017 | | 2016 | 2017 | | 2016 |
| | Actual | Budget | Variance | Actual | Budget | Variance | Actual | Budget | Variance |
| REVENUES | | | | | | | | | |
| Airport Operations | \$ 344,640 | \$ 298,208 | \$ 46,432 | \$ 1,362,051 | \$ 1,358,744 | \$ 3,307 | \$ 3,767,101 | \$ 3,767,101 | \$ - |
| Prairie Landing Golf Club | \$ 182,671 | \$ 184,214 | \$ (1,543) | \$ 389,970 | \$ 382,102 | \$ 7,868 | \$ 2,573,559 | \$ 193,550 | \$ (10,879) |
| DuPage Flight Center | \$ 836,417 | \$ 817,139 | \$ 19,278 | \$ 3,153,779 | \$ 3,268,556 | \$ (114,777) | \$ 9,805,668 | \$ 709,477 | \$ (126,940) |
| Total Revenues | \$ 1,363,728 | \$ 1,299,561 | \$ 64,167 | \$ 4,905,800 | \$ 5,009,402 | \$ (103,602) | \$ 16,146,328 | \$ 1,245,051 | \$ 118,677 |
| OPERATING EXPENSES | | | | | | | | | |
| Airport Operations | \$ 264,809 | \$ 315,708 | \$ (50,899) | \$ 1,177,338 | \$ 1,285,201 | \$ (107,863) | \$ 4,012,549 | \$ 328,503 | \$ (63,694) |
| Prairie Landing Golf Club | \$ 128,877 | \$ 141,790 | \$ (12,913) | \$ 295,479 | \$ 342,541 | \$ (47,062) | \$ 1,838,805 | \$ 122,022 | \$ 6,856 |
| DuPage Flight Center | \$ 427,832 | \$ 424,913 | \$ 2,919 | \$ 1,701,896 | \$ 1,699,652 | \$ 2,244 | \$ 5,098,956 | \$ 344,766 | \$ 83,066 |
| Total Cost of Sales | \$ 821,518 | \$ 882,411 | \$ (60,893) | \$ 3,174,712 | \$ 3,327,394 | \$ (152,682) | \$ 10,950,310 | \$ 795,290 | \$ 26,228 |
| Gross Profit/(Loss) | \$ 542,210 | \$ 417,150 | \$ 125,060 | \$ 1,731,088 | \$ 1,682,008 | \$ 49,080 | \$ 5,196,018 | \$ 449,761 | \$ 92,449 |
| GENERAL AND ADMINISTRATIVE | | | | | | | | | |
| Airport Operations | \$ 248,450 | \$ 234,281 | \$ 14,169 | \$ 842,087 | \$ 922,984 | \$ (80,897) | \$ 2,896,788 | \$ 207,242 | \$ 41,208 |
| Prairie Landing Golf Club | \$ 35,263 | \$ 40,657 | \$ (5,394) | \$ 121,746 | \$ 146,762 | \$ (25,016) | \$ 460,131 | \$ 44,371 | \$ (9,108) |
| DuPage Flight Center | \$ 124,980 | \$ 137,650 | \$ (12,670) | \$ 501,897 | \$ 534,994 | \$ (33,097) | \$ 1,725,534 | \$ 116,734 | \$ 8,245 |
| Total G&A Costs | \$ 408,693 | \$ 412,588 | \$ (3,895) | \$ 1,465,730 | \$ 1,604,740 | \$ (139,010) | \$ 5,082,453 | \$ 368,347 | \$ 40,346 |
| Operating Income/(Loss) | \$ 133,517 | \$ 4,562 | \$ 128,955 | \$ 265,358 | \$ 77,268 | \$ 188,090 | \$ 113,565 | \$ 81,414 | \$ 52,104 |
| NON-OPERATING REVENUES/(EXPENSES) | | | | | | | | | |
| Property and Other Tax Revenue | \$ 12 | \$ 13,625 | \$ (13,613) | \$ 16,462 | \$ 25,700 | \$ (9,238) | \$ 6,061,500 | \$ 11,712 | \$ (11,700) |
| Property Tax Expenses | \$ (37,163) | \$ (38,583) | \$ 1,420 | \$ (153,332) | \$ (154,332) | \$ 1,000 | \$ (462,996) | \$ (42,660) | \$ 5,497 |
| Federal & State Grants | \$ 2,009 | \$ - | \$ 2,009 | \$ 40,176 | \$ - | \$ 40,176 | \$ 1,012,279 | \$ - | \$ 2,009 |
| Investment Income | \$ 2,244 | \$ 2,083 | \$ 161 | \$ 6,816 | \$ 8,332 | \$ (1,516) | \$ 24,996 | \$ 18,850 | \$ (16,606) |
| Unrealized Gain/Loss from Investments | \$ - | \$ - | \$ - | \$ (36) | \$ - | \$ (36) | \$ - | \$ (11,658) | \$ 11,658 |
| Amortization (Expense) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Gain on Sale of Fixed Assets | \$ 25,616 | \$ 2,500 | \$ 23,116 | \$ 25,616 | \$ 10,000 | \$ 15,616 | \$ 30,000 | \$ 25,616 | \$ 25,616 |
| Total Non-Operating Revenues/(Expenses) | \$ (7,283) | \$ (20,375) | \$ 13,092 | \$ (64,297) | \$ (110,300) | \$ 46,003 | \$ 6,665,779 | \$ (23,756) | \$ 16,474 |
| Net Income/(Loss) before Depreciation | \$ 126,235 | \$ (15,813) | \$ 142,048 | \$ 201,061 | \$ (33,032) | \$ 234,093 | \$ 6,779,344 | \$ 57,658 | \$ 68,577 |
| Depreciation | \$ 554,721 | \$ 581,180 | \$ (26,459) | \$ 2,221,012 | \$ 2,324,720 | \$ (103,708) | \$ 6,974,160 | \$ 572,561 | \$ (17,840) |
| Net Income/(Loss) after Depreciation | \$ (428,486) | \$ (596,993) | \$ 168,507 | \$ (2,019,951) | \$ (2,357,752) | \$ 337,801 | \$ (194,816) | \$ (514,903) | \$ 86,417 |
| Major Maintenance | \$ 5,625 | \$ 28,540 | \$ (22,915) | \$ 17,514 | \$ 42,540 | \$ (25,026) | \$ 545,700 | \$ 37,142 | \$ (81,517) |
| Engineering Costs | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Transfers (In) Out | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Net Income/(Loss) | \$ (434,111) | \$ (625,533) | \$ 191,422 | \$ (2,037,465) | \$ (2,400,292) | \$ 362,827 | \$ (740,516) | \$ (552,045) | \$ 117,935 |

Airport and Administration
STATEMENT OF REVENUES AND EXPENSES

For the Month Ending 4/30/2017

| | YTD | | | Month | | | 2017 Annual | | | YTD | | | | |
|--|-----------------------|-----------------------|---------------------|---------------------|---------------------|--------------------|------------------------|------------------------|---------------------|---------------------|--------------------|-----------------------|-----------------------|-----------------------|
| | 2017 | | Variance | 2016 | | Variance | 2017 | | Variance | 2016 | | Variance | | |
| | Actual | Budget | | Actual | Budget | | Budget | | Actual | Budget | | | | |
| REVENUES | | | | | | | | | | | | | | |
| Administrative | \$ 93,070 | \$ 52,372 | \$ 40,698 | \$ 44,679 | \$ 12,376 | \$ 32,303 | \$ 157,116 | \$ 1,799,293 | \$ 124,228 | \$ 179,441 | \$ (55,212) | \$ 500,576 | \$ 619,862 | \$ (119,286) |
| Field Operations | \$ 378,936 | \$ 421,497 | \$ (42,561) | \$ 76,067 | \$ 70,953 | \$ 5,114 | \$ 951,447 | \$ 1,011,199 | \$ 66,967 | \$ 70,573 | \$ (3,606) | \$ 338,488 | \$ 286,406 | \$ 52,082 |
| Building Operations | \$ 814,166 | \$ 809,679 | \$ 4,487 | \$ 203,970 | \$ 240,880 | \$ (36,910) | \$ 2,432,950 | \$ 296,472 | \$ 12,414 | \$ 22,573 | \$ (10,159) | \$ 81,043 | \$ 74,670 | \$ 6,373 |
| Flight Center | \$ 75,879 | \$ 75,196 | \$ 683 | \$ 19,924 | \$ 17,815 | \$ 2,109 | \$ 225,588 | \$ 544,900 | \$ 34,143 | \$ 32,059 | \$ 2,084 | \$ 151,686 | \$ 152,642 | \$ (957) |
| Total Revenues | \$ 1,362,051 | \$ 1,358,744 | \$ 3,307 | \$ 344,640 | \$ 342,024 | \$ 2,616 | \$ 5,767,101 | \$ 6,012,549 | \$ 1,177,338 | \$ 328,503 | \$ (63,694) | \$ 1,362,051 | \$ 1,563,002 | \$ (200,951) |
| OPERATING EXPENSES | | | | | | | | | | | | | | |
| Field Operations | \$ 500,576 | \$ 582,549 | \$ (81,973) | \$ 124,228 | \$ 179,441 | \$ (55,212) | \$ 1,799,293 | \$ 1,799,293 | \$ 124,228 | \$ 179,441 | \$ (55,212) | \$ 500,576 | \$ 619,862 | \$ (119,286) |
| Building Operations | \$ 338,488 | \$ 329,511 | \$ 8,977 | \$ 66,967 | \$ 70,573 | \$ (3,606) | \$ 1,011,199 | \$ 1,011,199 | \$ 66,967 | \$ 70,573 | \$ (3,606) | \$ 338,488 | \$ 286,406 | \$ 52,082 |
| Flight Center | \$ 81,043 | \$ 98,824 | \$ (17,781) | \$ 12,414 | \$ 22,573 | \$ (10,159) | \$ 296,472 | \$ 296,472 | \$ 12,414 | \$ 22,573 | \$ (10,159) | \$ 81,043 | \$ 74,670 | \$ 6,373 |
| Shop Equip. Operations | \$ 151,686 | \$ 169,998 | \$ (18,312) | \$ 34,143 | \$ 43,426 | \$ (9,283) | \$ 544,900 | \$ 544,900 | \$ 34,143 | \$ 32,059 | \$ 2,084 | \$ 151,686 | \$ 152,642 | \$ (957) |
| Projects & Procurement | \$ 105,545 | \$ 104,319 | \$ 1,226 | \$ 27,056 | \$ 27,007 | \$ 49 | \$ 360,685 | \$ 360,685 | \$ 27,056 | \$ 23,857 | \$ 3,199 | \$ 105,545 | \$ 23,857 | \$ 81,687 |
| Total Cost of Sales | \$ 1,177,338 | \$ 1,285,201 | \$ (107,863) | \$ 264,809 | \$ 315,708 | \$ (50,899) | \$ 4,012,549 | \$ 4,012,549 | \$ 264,809 | \$ 328,503 | \$ (63,694) | \$ 1,177,338 | \$ 1,157,437 | \$ 19,900 |
| Gross Profit/(Loss) | \$ 184,714 | \$ 73,543 | \$ 111,171 | \$ 79,832 | \$ 13,521 | \$ 66,310 | \$ -524,548 | \$ -524,548 | \$ 79,832 | \$ 13,521 | \$ 66,310 | \$ 184,714 | \$ 405,565 | \$ (220,851) |
| GENERAL AND ADMINISTRATIVE | | | | | | | | | | | | | | |
| Administrative | \$ 696,572 | \$ 744,977 | \$ (48,405) | \$ 206,825 | \$ 189,084 | \$ 17,741 | \$ 2,332,254 | \$ 2,332,254 | \$ 206,825 | \$ 166,941 | \$ 39,883 | \$ 696,572 | \$ 657,123 | \$ 39,449 |
| Commissioners | \$ 35,367 | \$ 34,812 | \$ 555 | \$ 8,806 | \$ 8,550 | \$ 256 | \$ 104,436 | \$ 104,436 | \$ 8,806 | \$ 8,550 | \$ 256 | \$ 35,367 | \$ 34,876 | \$ 490 |
| Business Dev./Marketing | \$ 20,760 | \$ 36,500 | \$ (15,740) | \$ 9,828 | \$ 8,611 | \$ 1,217 | \$ 109,500 | \$ 109,500 | \$ 9,828 | \$ 8,611 | \$ 1,217 | \$ 20,760 | \$ 47,035 | \$ (26,275) |
| Accounting | \$ 89,389 | \$ 106,695 | \$ (17,306) | \$ 22,991 | \$ 23,140 | \$ (148) | \$ 350,598 | \$ 350,598 | \$ 22,991 | \$ 23,140 | \$ (148) | \$ 89,389 | \$ 113,464 | \$ (24,075) |
| Total G&A Costs | \$ 842,087 | \$ 922,984 | \$ (80,897) | \$ 248,450 | \$ 207,242 | \$ 41,208 | \$ 2,896,788 | \$ 2,896,788 | \$ 248,450 | \$ 207,242 | \$ 41,208 | \$ 842,087 | \$ 852,498 | \$ (10,411) |
| Operating Income/(Loss) | \$ (657,373) | \$ (849,441) | \$ 192,068 | \$ (168,618) | \$ (193,720) | \$ 25,102 | \$ (53,142,236) | \$ (53,142,236) | \$ (168,618) | \$ (193,720) | \$ 25,102 | \$ (657,373) | \$ (446,933) | \$ (210,440) |
| NON-OPERATING REVENUES/(EXPENSES) | | | | | | | | | | | | | | |
| Property and Other Tax Revenue | \$ 16,462 | \$ 25,700 | \$ (9,238) | \$ 12 | \$ 11,712 | \$ (11,700) | \$ 6,061,500 | \$ 6,061,500 | \$ 12 | \$ 11,712 | \$ (11,700) | \$ 16,462 | \$ 23,412 | \$ (6,950) |
| Property Tax Expenses | \$ (70,000) | \$ (71,000) | \$ 1,000 | \$ (16,330) | \$ (18,160) | \$ 1,830 | \$ (213,000) | \$ (213,000) | \$ (16,330) | \$ (18,160) | \$ 1,830 | \$ (70,000) | \$ (72,640) | \$ 2,640 |
| Federal & State Grants | \$ 40,176 | \$ - | \$ 40,176 | \$ 2,009 | \$ - | \$ 2,009 | \$ 1,012,279 | \$ 1,012,279 | \$ 2,009 | \$ - | \$ 2,009 | \$ 40,176 | \$ - | \$ 40,176 |
| Investment Income | \$ 6,816 | \$ 8,332 | \$ (1,516) | \$ 2,244 | \$ 18,850 | \$ (16,606) | \$ 24,996 | \$ 24,996 | \$ 2,244 | \$ 18,850 | \$ (16,606) | \$ 6,816 | \$ 48,159 | \$ (41,344) |
| Unrealized Gain/Loss from Investments | \$ (36) | \$ - | \$ (36) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ (36) | \$ - | \$ (36) |
| Amortization (Expense) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Gain on Sale of Fixed Assets | \$ 25,616 | \$ 10,000 | \$ 15,616 | \$ 25,616 | \$ 2,500 | \$ 23,116 | \$ 30,000 | \$ 30,000 | \$ 25,616 | \$ - | \$ 25,616 | \$ 25,616 | \$ 1,039,630 | \$ (1,014,014) |
| Total Non-Operating Revenues/(Expenses) | \$ 19,035 | \$ (26,968) | \$ 46,003 | \$ 13,550 | \$ 458 | \$ 13,092 | \$ 6,915,775 | \$ 6,915,775 | \$ 13,550 | \$ 744 | \$ 12,807 | \$ 19,035 | \$ 1,145,085 | \$ (1,126,050) |
| Net Income/(Loss) before Depreciation | \$ (638,338) | \$ (876,409) | \$ 238,071 | \$ (155,068) | \$ (192,977) | \$ 37,909 | \$ 3,773,539 | \$ 3,773,539 | \$ (155,068) | \$ (192,977) | \$ 37,909 | \$ (638,338) | \$ 698,152 | \$ (1,336,491) |
| Depreciation | \$ 2,205,276 | \$ 2,308,988 | \$ (103,712) | \$ 550,787 | \$ 566,170 | \$ (15,383) | \$ 6,926,964 | \$ 6,926,964 | \$ 550,787 | \$ 566,170 | \$ (15,383) | \$ 2,205,276 | \$ 2,263,926 | \$ (58,650) |
| Net Income/(Loss) after Depreciation | \$ (2,843,614) | \$ (3,185,397) | \$ 341,783 | \$ (705,854) | \$ (759,147) | \$ 53,293 | \$ (3,153,425) | \$ (3,153,425) | \$ (705,854) | \$ (759,147) | \$ 53,293 | \$ (2,843,614) | \$ (1,565,774) | \$ (1,277,840) |
| Major Maintenance | \$ 7,145 | \$ 13,800 | \$ (6,655) | \$ - | \$ 13,800 | \$ (13,800) | \$ 458,000 | \$ 458,000 | \$ - | \$ 4,214 | \$ (4,214) | \$ 7,145 | \$ 9,337 | \$ (2,192) |
| Engineering Costs | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 50 | \$ 50 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Transfers (In) Out | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Net Income/(Loss) | \$ (2,850,759) | \$ (3,199,197) | \$ 348,438 | \$ (705,854) | \$ (842,370) | \$ 136,516 | \$ (3,611,425) | \$ (3,611,425) | \$ (705,854) | \$ (842,370) | \$ 136,516 | \$ (2,850,759) | \$ (1,575,111) | \$ (1,275,648) |

DuPage Flight Center
STATEMENT OF REVENUES AND EXPENSES
For the Month Ending 4/30/2017

| | Month | | | YTD | | | 2017 Annual | | | Month | | | YTD | | | | |
|--|-------------------|-------------------|------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------|-------------------|-------------------|-------------------|---------------------|---------------------|--------------------|------|----------|
| | Budget | | Variance | Budget | | Variance | Budget | | Variance | 2017 | | 2016 | Variance | 2017 | | 2016 | Variance |
| | Actual | | | Actual | | | Budget | | | | | | | | | | |
| REVENUES | | | | | | | | | | | | | | | | | |
| Hangar Rentals | \$ 17,106 | \$ 19,167 | \$ (2,061) | \$ 67,470 | \$ 76,668 | \$ (9,198) | \$ 230,004 | \$ 230,004 | \$ - | \$ 17,106 | \$ 19,409 | \$ (2,303) | \$ 67,470 | \$ 98,048 | \$ (30,578) | | |
| Ramp Tie Downs & Overnight fees | \$ 2,471 | \$ 2,250 | \$ 221 | \$ 5,034 | \$ 9,000 | \$ (3,966) | \$ 27,000 | \$ 27,000 | \$ - | \$ 2,471 | \$ 2,357 | \$ 114 | \$ 5,034 | \$ 5,104 | \$ (70) | | |
| Fuel and Oil Sales | \$ 811,054 | \$ 791,137 | \$ 19,917 | \$ 3,057,651 | \$ 3,164,548 | \$ (106,897) | \$ 9,493,644 | \$ 9,493,644 | \$ - | \$ 811,054 | \$ 683,121 | \$ 127,934 | \$ 3,057,651 | \$ 2,638,067 | \$ 419,584 | | |
| Volume Rebate | \$ - | \$ (3,125) | \$ 3,125 | \$ - | \$ (12,500) | \$ 12,500 | \$ (37,500) | \$ (37,500) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | |
| Line Service Other | \$ 3,230 | \$ 4,943 | \$ (1,713) | \$ 15,924 | \$ 19,772 | \$ (3,849) | \$ 59,316 | \$ 59,316 | \$ - | \$ 3,230 | \$ 2,525 | \$ 705 | \$ 15,924 | \$ 27,406 | \$ (11,483) | | |
| Aircraft Catering | \$ 1,479 | \$ 2,000 | \$ (521) | \$ 4,813 | \$ 8,000 | \$ (3,187) | \$ 24,000 | \$ 24,000 | \$ - | \$ 1,479 | \$ 1,177 | \$ 303 | \$ 4,813 | \$ 6,358 | \$ (1,545) | | |
| Non Airfield Rent/Lease/Maintenance Revenue | \$ 1,076 | \$ 767 | \$ 309 | \$ 2,888 | \$ 3,068 | \$ (180) | \$ 9,204 | \$ 9,204 | \$ - | \$ 1,076 | \$ 889 | \$ 187 | \$ 2,888 | \$ 2,582 | \$ 306 | | |
| Total Revenue | \$ 836,417 | \$ 817,139 | \$ 19,278 | \$ 3,153,779 | \$ 3,268,556 | \$ (114,777) | \$ 9,805,668 | \$ 9,805,668 | \$ - | \$ 836,417 | \$ 709,477 | \$ 126,940 | \$ 3,153,779 | \$ 2,777,565 | \$ 376,214 | | |
| OPERATING EXPENSES | | | | | | | | | | | | | | | | | |
| Fuel and Oil Cost of Sales | \$ 395,898 | \$ 387,715 | \$ 8,183 | \$ 1,566,191 | \$ 1,550,860 | \$ 15,331 | \$ 4,652,580 | \$ 4,652,580 | \$ - | \$ 395,898 | \$ 307,783 | \$ 88,115 | \$ 1,566,191 | \$ 1,133,126 | \$ 433,064 | | |
| De Ice Cost of Goods | \$ - | \$ 2,083 | \$ (2,083) | \$ 144 | \$ 8,332 | \$ (8,188) | \$ 24,996 | \$ 24,996 | \$ - | \$ - | \$ - | \$ - | \$ 144 | \$ 16,212 | \$ (16,068) | | |
| Credit Card Expense | \$ 9,666 | \$ 10,000 | \$ (334) | \$ 38,731 | \$ 40,000 | \$ (1,269) | \$ 120,000 | \$ 120,000 | \$ - | \$ 9,666 | \$ 8,557 | \$ 1,108 | \$ 38,731 | \$ 33,644 | \$ 5,087 | | |
| Food - COGS | \$ 5,965 | \$ 6,398 | \$ (433) | \$ 21,695 | \$ 25,592 | \$ (3,897) | \$ 76,776 | \$ 76,776 | \$ - | \$ 5,965 | \$ 6,460 | \$ (495) | \$ 21,695 | \$ 29,563 | \$ (7,868) | | |
| Maintenance | \$ 16,303 | \$ 18,717 | \$ (2,414) | \$ 75,136 | \$ 74,868 | \$ 268 | \$ 224,604 | \$ 224,604 | \$ - | \$ 16,303 | \$ 21,966 | \$ (5,662) | \$ 75,136 | \$ 79,901 | \$ (4,765) | | |
| Total Cost of Sales | \$ 427,832 | \$ 424,913 | \$ 2,919 | \$ 1,701,896 | \$ 1,699,652 | \$ 2,244 | \$ 5,098,956 | \$ 5,098,956 | \$ - | \$ 427,832 | \$ 344,766 | \$ 83,066 | \$ 1,701,896 | \$ 1,292,446 | \$ 409,450 | | |
| Gross Profit/(Loss) | \$ 408,585 | \$ 392,226 | \$ 16,359 | \$ 1,451,883 | \$ 1,568,904 | \$ (117,021) | \$ 4,706,712 | \$ 4,706,712 | \$ - | \$ 408,585 | \$ 364,711 | \$ 43,873 | \$ 1,451,883 | \$ 1,485,119 | \$ (33,236) | | |
| GENERAL AND ADMINISTRATIVE | | | | | | | | | | | | | | | | | |
| | \$ 124,980 | \$ 137,650 | \$ (12,670) | \$ 501,897 | \$ 534,994 | \$ (33,097) | \$ 1,725,534 | \$ 1,725,534 | \$ - | \$ 124,980 | \$ 116,734 | \$ 8,245 | \$ 501,897 | \$ 451,747 | \$ 50,150 | | |
| Operating Income/(Loss) | \$ 283,605 | \$ 254,576 | \$ 29,029 | \$ 949,986 | \$ 1,033,910 | \$ (83,924) | \$ 2,981,178 | \$ 2,981,178 | \$ - | \$ 283,605 | \$ 247,977 | \$ 35,628 | \$ 949,986 | \$ 1,033,372 | \$ (83,386) | | |
| Net Income/(Loss) before Depreciation | \$ 283,605 | \$ 254,576 | \$ 29,029 | \$ 949,986 | \$ 1,033,910 | \$ (83,924) | \$ 2,981,178 | \$ 2,981,178 | \$ - | \$ 283,605 | \$ 247,977 | \$ 35,628 | \$ 949,986 | \$ 1,033,372 | \$ (83,386) | | |
| Depreciation | \$ 1,266 | \$ 1,266 | \$ (0) | \$ 5,064 | \$ 5,064 | \$ 0 | \$ 15,192 | \$ 15,192 | \$ - | \$ 1,266 | \$ 1,553 | \$ (288) | \$ 5,064 | \$ 6,214 | \$ (1,150) | | |
| Net Income/(Loss) | \$ 282,339 | \$ 253,310 | \$ 29,029 | \$ 944,922 | \$ 1,028,846 | \$ (83,924) | \$ 2,965,986 | \$ 2,965,986 | \$ - | \$ 282,339 | \$ 246,423 | \$ 35,915 | \$ 944,922 | \$ 1,027,158 | \$ (82,256) | | |

Prairie Landing Golf Club
STATEMENT OF REVENUES AND EXPENSES

For the Month Ending 4/30/2017

| | Month | | | YTD | | | Month | | | YTD | | |
|---|--------------------|--------------------|--------------------|---------------------|---------------------|--------------------|--------------------|--------------------|--------------------|---------------------|---------------------|--------------------|
| | Actual | Budget | Variance | Actual | Budget | Variance | 2017 | 2016 | Variance | 2017 | 2016 | Variance |
| | | | | | | | | | | | | |
| REVENUES | | | | | | | | | | | | |
| P100 - Golf Administration | \$ 444 | \$ 400 | \$ 44 | \$ 1,032 | \$ 800 | \$ 232 | \$ 444 | \$ 476 | \$ (32) | \$ 1,032 | \$ 2,196 | \$ (1,164) |
| P300 - Golf Operations | \$ 96,380 | \$ 111,731 | \$ (15,351) | \$ 276,473 | \$ 266,231 | \$ 10,242 | \$ 96,380 | \$ 104,642 | \$ (8,262) | \$ 276,473 | \$ 282,222 | \$ (5,749) |
| P400 - Food and Beverage | \$ 19,062 | \$ 24,150 | \$ (5,088) | \$ 19,658 | \$ 24,150 | \$ (4,492) | \$ 19,062 | \$ 20,903 | \$ (1,842) | \$ 19,658 | \$ 25,539 | \$ (5,881) |
| P500 - Weddings | \$ 27,510 | \$ 13,700 | \$ 13,810 | \$ 27,630 | \$ 26,400 | \$ 1,230 | \$ 27,510 | \$ 34,538 | \$ (7,028) | \$ 27,630 | \$ 49,723 | \$ (22,093) |
| P600 - Private Events | \$ 23,787 | \$ 15,544 | \$ 8,243 | \$ 42,629 | \$ 38,632 | \$ 3,997 | \$ 23,787 | \$ 25,354 | \$ (1,567) | \$ 42,629 | \$ 42,371 | \$ 257 |
| P700 - Golf Outings | \$ 13,354 | \$ 16,289 | \$ (2,935) | \$ 13,354 | \$ 16,289 | \$ (2,935) | \$ 13,354 | \$ 4,872 | \$ 8,482 | \$ 13,354 | \$ 5,928 | \$ 7,427 |
| P900 - Kitty Hawk Café | \$ 2,134 | \$ 2,400 | \$ (266) | \$ 9,195 | \$ 9,600 | \$ (405) | \$ 2,134 | \$ 2,766 | \$ (631) | \$ 9,195 | \$ 10,399 | \$ (1,205) |
| Total Revenue | \$ 182,671 | \$ 184,214 | \$ (1,543) | \$ 389,970 | \$ 382,102 | \$ 7,868 | \$ 182,671 | \$ 193,550 | \$ (10,879) | \$ 389,970 | \$ 418,379 | \$ (28,409) |
| OPERATING EXPENSES | | | | | | | | | | | | |
| P200 - Golf Maintenance | \$ 45,400 | \$ 56,897 | \$ (11,497) | \$ 109,145 | \$ 135,274 | \$ (26,129) | \$ 45,400 | \$ 42,120 | \$ 3,280 | \$ 109,145 | \$ 139,776 | \$ (30,631) |
| P300 - Golf Operations | \$ 34,955 | \$ 33,436 | \$ 1,519 | \$ 66,572 | \$ 66,751 | \$ (179) | \$ 34,955 | \$ 29,339 | \$ 5,617 | \$ 66,572 | \$ 87,570 | \$ (20,998) |
| P400 - Food and Beverage | \$ 18,785 | \$ 24,515 | \$ (5,730) | \$ 46,266 | \$ 58,186 | \$ (11,920) | \$ 18,785 | \$ 20,301 | \$ (1,516) | \$ 46,266 | \$ 50,781 | \$ (4,515) |
| P500 - Weddings | \$ 20,941 | \$ 19,954 | \$ 987 | \$ 50,617 | \$ 59,632 | \$ (9,015) | \$ 20,941 | \$ 20,097 | \$ 844 | \$ 50,617 | \$ 53,274 | \$ (2,657) |
| P600 - Private Events | \$ 5,648 | \$ 3,575 | \$ 2,073 | \$ 12,672 | \$ 12,085 | \$ 587 | \$ 5,648 | \$ 6,061 | \$ (413) | \$ 12,672 | \$ 13,275 | \$ (603) |
| P700 - Golf Outings | \$ 1,013 | \$ 1,013 | \$ 0 | \$ 1,013 | \$ 1,013 | \$ 0 | \$ 1,013 | \$ 1,337 | \$ (324) | \$ 1,013 | \$ 1,752 | \$ (739) |
| P900 - Kitty Hawk Café | \$ 2,134 | \$ 2,400 | \$ (266) | \$ 9,195 | \$ 9,600 | \$ (405) | \$ 2,134 | \$ 2,766 | \$ (631) | \$ 9,195 | \$ 10,399 | \$ (1,205) |
| Total Cost of Sales | \$ 128,877 | \$ 141,790 | \$ (12,913) | \$ 295,479 | \$ 342,541 | \$ (47,062) | \$ 128,877 | \$ 122,022 | \$ 6,856 | \$ 295,479 | \$ 356,827 | \$ (61,348) |
| Gross Profit/(Loss) | \$ 53,794 | \$ 42,424 | \$ 11,370 | \$ 94,491 | \$ 39,561 | \$ 54,930 | \$ 53,794 | \$ 71,528 | \$ (17,734) | \$ 94,491 | \$ 61,552 | \$ 32,939 |
| GENERAL AND ADMINISTRATIVE | | | | | | | | | | | | |
| Operating Income/(Loss) | \$ 35,263 | \$ 40,657 | \$ (5,394) | \$ 121,746 | \$ 146,762 | \$ (25,016) | \$ 35,263 | \$ 44,371 | \$ (9,108) | \$ 121,746 | \$ 135,355 | \$ (13,609) |
| NON-OPERATING REVENUES/(EXPENSES) | | | | | | | | | | | | |
| Property Tax Expenses | \$ (20,833) | \$ (20,833) | \$ - | \$ (83,332) | \$ (83,332) | \$ - | \$ (20,833) | \$ (24,500) | \$ 3,667 | \$ (83,332) | \$ (98,000) | \$ 14,668 |
| Investment Income | \$ - | \$ - | \$ - | \$ 0 | \$ - | \$ 0 | \$ - | \$ 0 | \$ (0) | \$ 0 | \$ 1 | \$ (0) |
| Gain on Sale of Fixed Assets | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Net Income/(Loss) before Depreciation & Adj. | \$ (2,302) | \$ (19,066) | \$ 16,764 | \$ (110,587) | \$ (190,533) | \$ 79,946 | \$ (2,302) | \$ 2,658 | \$ (4,960) | \$ (110,587) | \$ (171,803) | \$ 61,216 |
| Depreciation | \$ 2,668 | \$ 2,667 | \$ 1 | \$ 10,672 | \$ 10,668 | \$ 4 | \$ 2,668 | \$ 4,837 | \$ (2,169) | \$ 10,672 | \$ 19,349 | \$ (8,677) |
| Major Maintenance | \$ 5,625 | \$ 14,740 | \$ (9,115) | \$ 10,369 | \$ 28,740 | \$ (18,371) | \$ 5,625 | \$ 32,928 | \$ (27,303) | \$ 10,369 | \$ 32,928 | \$ (22,559) |
| Transfers (In) Out | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Net Income/(Loss) | \$ (10,596) | \$ (36,473) | \$ 25,877 | \$ (131,628) | \$ (229,941) | \$ 98,313 | \$ (10,596) | \$ (35,108) | \$ 24,512 | \$ (131,628) | \$ (224,080) | \$ 92,452 |

Accounts Receivable Aging Report Over 60 Days Past Due


| Customer No. | Customer Name | Current @ 04/30/17 | | | | | Total | % of Total |
|--------------------------|----------------------------|--------------------|-----------------|-----------------|------------------|------------------|--------|------------|
| | | 1 to 30 | 31 to 60 | 61 to 90 | 91+ | Total | | |
| | | Days Overdue | Days Overdue | Days Overdue | Days Overdue | | | |
| A-TEA01 | TRAVEL EXPRESS AVIATION | - | - | - | 56,526.70 | 56,526.70 | 61.45% | |
| A-CIP01 | CIVIL AIR PATROL | - | - | - | 12,483.48 | 12,483.48 | 13.57% | |
| A-SPD01 | STATE POLICE DEPARTMENT | 2,069.78 | 2,069.78 | 2,069.78 | 4,139.56 | 10,348.90 | 11.25% | |
| A-REH01 | RESOURCE HOLDINGS LLC | 558.95 | 550.69 | 471.75 | 4,791.02 | 6,372.41 | 6.93% | |
| A-JDA01 | JDN AIRCRAFT HOLDINGS, LLC | 2,188.00 | - | - | 65.64 | 2,253.64 | 2.45% | |
| A-GLL01 | Glenway Leasing | 495.76 | 488.43 | 474.00 | 488.22 | 1,946.41 | 2.12% | |
| A-SJI01 | SCHAUMBURG-JET, INC. | - | - | 1,608.00 | - | 1,608.00 | 1.75% | |
| A-COA02 | COLUMBUS AERO, LLC | - | - | - | 444.00 | 444.00 | 0.48% | |
| Report Total: | | 5,312.49 | 3,108.90 | 4,623.53 | 78,938.62 | 91,983.54 | | |
| Percent of Total: | | 0.00% | 3.38% | 5.03% | 85.82% | 100.00% | | |






DUPAGE AIRPORT
AUTHORITY

TO: Board of Commissioners

FROM: Dan Barna 
Operations and Capital Program Manager

THROUGH: David Bird 
Executive Director

RE: Proposed Ordinance 2017-311; An Ordinance Amending the DuPage Airport
Authority Procurement Policy

DATE: April 21, 2017

SUMMARY:

Staff proposes changes to Sections 6-10 Contract Duration and 6-12 Option Periods of the Procurement chapter of the DuPage Airport Authority Code. The proposed changes would allow flexibility for certain types of unique contracts that have a longer term such as the Engineering Consultant Agreement or the Fuel Provider Agreement; both of which allow for a term of up to five (5) years. The current Code has a requirement that contract terms may not exceed four (4) years in duration; requiring the Board to waive the requirements of the Code when approving a longer term contract.

Staff also encounters certain types of unique contracts that may not be in the best interest of the Authority to change services, equipment or software upon the expiration of a 4-5 year contract term due to the significant costs or operational burdens that may be incurred. Examples of these unique contracts include:

- Timeclock & Payroll Services
- Point-of-Sale System Services
- Security and Access Control System Services
- Telephone Equipment Services
- Fuel Dispensing Systems Services
- Network and Data Hosting Services

The proposed changes to Sections 6-10 and 6-12 of the Procurement Code address the above issues and are explained in a memo from counsel attached.

PREVIOUS COMMITTEE/BOARD ACTION:

April 26, 2017 Internal Policy and Compliance Committee – this item is being reviewed by the Committee.

REVENUE OR FUNDING IMPLICATIONS:

Not applicable.

STAKEHOLDER PROCESS:

Not applicable.

LEGAL REVIEW:

Legal counsel has drafted the proposed revisions to Sections 6-10 and 6-12 (Procurement) of the DuPage Airport Authority Code.

ATTACHMENTS:

- ❑ Memo from legal counsel.
- ❑ Proposed Ordinance 2017-311; An Ordinance Amending the DuPage Airport Authority Procurement Policy.
- ❑ Current Section 6-10 and 6-12.
- ❑ Proposed Section 6-10 and 6-12.

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 Ordinance 2017-311; An Ordinance Amending the DuPage Airport Authority Procurement Policy.

MEMORANDUM

TO: DuPage Airport Authority Policy Committee

FROM: Phillip A. Luetkehans
Brian J. Armstrong

SUBJECT: Amendments to Sections 6-10 and 6-12 (Procurement) of DAA Code

DATE: April 21, 2017

FILE: DAA 2407

Pursuant to the request of Staff, and in conjunction with Staff, we have prepared proposed amendments to Sections 6-10 and 6-12 of the Procurement chapter of the DAA Code.

The change to Section 6-10 clarifies the existing policy that contracts longer than one year typically should be written with a one year term with options to extend, but also adds that extensions should not exceed a total of five years. Further, the section now clarifies that the criteria set forth in Section 6-12 be considered in deciding whether to exercise the option to extend.

However, the second paragraph of Section 6-10 is new and permits the Board of Commissioners to specifically approve a contract with a longer initial term of up to five (5) years and allows the Board to approve extensions for up to five (5) additional years. Again, the criteria in Section 6-12 are to be considered. This modification is being recommended because certain contracts are not amenable to annual terms and annual renewals and the DuPage Airport Authority is better served by some contracts having longer terms and longer extension periods (e.g. fuel providers, engineers, architects, timeclocks, point-of-sale systems, etc.).

Section 6-12 is amended to clarify the criteria to be considered in deciding whether to exercise an option to extend a contract.

We recommend enactment of these modifications to the Procurement section of the DAA Code.

ORDINANCE NO. 2017-311
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 Sections 6-10 and 6-12 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 Sections 6-10 and 6-12 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 _____
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 17th day of May, 2017.

CHAIRMAN

(ATTEST)

SECRETARY

6-10 **CONTRACT DURATION.** The length or duration of Contracts for goods or services may be written for a period up to but not to exceed four (4) years, unless circumstances or conditions exist which are documented to be in the best interest of the DuPage Airport Authority to enter into Contracts for longer periods of time. Each requirement will be closely looked at by the Executive Director to determine the duration of the requirement to ensure the DuPage Airport Authority will benefit from Contracts with longer or shorter durations. The normal procedure for Contracts that are longer than one (1) year in duration will be to write them on a yearly basis with option-to-extend provisions, which will be exercised at the sole discretion of the DuPage Airport Authority each year contingent upon annual appropriations of the DuPage Airport Authority.

6-12 **OPTION PERIODS.** Contractors should be notified in writing of the DuPage Airport Authority's intent whether to exercise an option period within thirty (30) calendar days from the expiration date of the current Contract period. The DuPage Airport Authority will consider the following criteria prior to exercising or entering into an extension of a Contract under an option provision:

- (a) Contractor has performed satisfactorily under original Contract term.
- (b) Services are still required under the Contract.
- (c) Current market conditions have not changed from original Contract, therefore the contractor's prices under the option period are still considered fair and reasonable.
- (d) Scopes of services have not significantly changed from original Contract. (If scopes of services are significantly changed then re-bid of Contract is recommended.)
- (e) Contractor has fully complied with all political contribution disclosure requirements under this Chapter.

6-10 CONTRACT DURATION. The normal procedure for Contracts that are longer than one (1) year in duration will be to write them on a yearly basis with option-to-extend provisions provided that the initial term and all extensions shall not exceed five (5) years in total. The decision to exercise an option to extend a Contract will be at the sole discretion of the DuPage Airport Authority each year and shall be contingent on annual appropriations of the DuPage Airport Authority and shall consider the criteria set forth in Section 6-12.

If the Board of Commissioners expressly finds it to be in the best interest of the DuPage Airport Authority to do so, the Board of Commissioners may approve a Contract with an initial term of up to five (5) years with annual options to extend the Contract for up to five (5) additional years if the Board of Commissioners deems it in the best interests of the DuPage Airport Authority to do so. The decision to exercise an option to extend such a Contract will be at the sole discretion of the Board of Commissioners in each option period and shall be contingent on annual appropriations of the DuPage Airport Authority. In deciding whether to extend such a Contract beyond the initial term, the Board of Commissioners shall consider at a minimum the criteria set forth in Section 6-12.


6-12 CONTRACT EXTENSION. In deciding whether to renew or extend a Contract beyond its initial term, the following criteria shall be considered prior to exercising the option to extend or entering into a renewal:


- (a) The need to extend the Contract for goods and services is unique and it is in the best interest of the Authority to do so.
- (b) The Contractor has performed satisfactorily under the original Contract term.
- (c) The services are still required under the Contract.
- (d) The current market conditions have not changed from the original Contract, therefore the contractor's prices are still considered fair and reasonable.
- (e) The scope of services has not significantly changed from the original Contract. (If the scope of services is significantly changed then re-bid of the Contract is recommended).
- (f) The Contractor has fully complied with all political contribution disclosure requirements under this Chapter.

Contractors should be notified in writing of the DuPage Airport Authority's intent to exercise or decline to exercise an option at least thirty (30) calendar days before the expiration date of the current Contract term.



TO: Board of Commissioners

FROM: Dan Barna 
Operations and Capital Program Manager

THROUGH: David Bird 
Executive Director

RE: Proposed Ordinance 2017-312; An Ordinance Amending the DuPage Airport Authority Employee Handbook

DATE: April 21, 2017

SUMMARY:

As part of the Airport Authority's significant security improvements that occurred shortly after September 11, 2001; the Authority implemented a photo ID access control badge program for employees, tenants and contractors who require unescorted access to restricted areas (primarily the Airport Operations Area "AOA") of the airport.

Such badging program is consistent with recommendations from Transportation Security Administration Guidelines for General Aviation Airports that was published in May of 2004. Since the inception of the Authority's badging program, all employees who require unescorted access to the AOA undergo a fingerprint based criminal history record check that is reviewed by the Executive Director prior to receiving an access control badge. Requirements for employee background checks are currently identified in Section 6 of the DuPage Airport Authority Employee Handbook dated May 20, 2015.

In efforts to formalize and enhance existing criminal background check activities, the Authority desires implementing a new policy and procedure that is consistent with airport security standards and in compliance with applicable federal law, state law and employer best practices.

Legal counsel has assisted staff in preparing an Appendix to the Employee Handbook that describes the requirements and procedures for the fingerprint based criminal history record check process. Such procedures are modeled after airport security regulations set forth in 49 CFR 1542.

Livescan fingerprinting is conducted at the Authority's badging office located at the Administration by employee(s) who are licensed to capture and submit fingerprints to the Illinois State Police and Federal Bureau of Investigation.

PREVIOUS COMMITTEE/BOARD ACTION:

April 26, 2017 Internal Policy and Compliance Committee – this item is being reviewed by the Committee.

REVENUE OR FUNDING IMPLICATIONS:

Not applicable.

STAKEHOLDER PROCESS:

Not applicable.

LEGAL REVIEW:

The Authority's general counsel and employment law counsel have developed the proposed policy and procedure in compliance with applicable federal law, state law and best practices including compliance with the Fair Credit Reporting Act, Illinois Ban the Box Act, EEOC guidance and Title VII – Discrimination laws.

ATTACHMENTS:

- Memo from legal counsel.
- Proposed Ordinance 2017-312; An Ordinance Amending the DuPage Airport Authority Employee Handbook.
- Employee Handbook Appendix – Criminal History Records Check Policy for Employees Who Require Unescorted Access to the Airport Operations Area.

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 Ordinance 2017-312; An Ordinance Amending the DuPage Airport Authority Employee Handbook.

MEMORANDUM

TO: DuPage Airport Authority Policy Committee

FROM: Phillip A. Luetkehans
Brian J. Armstrong

DATE: April 20, 2017

RE: Employee Handbook Amendment re: Criminal History Background Checks Regarding Unescorted Access to the Airport Operations Area

Pursuant to staff's request, and in conjunction with staff, we have drafted the attached proposed amendment to the DuPage Airport Authority Employee Handbook for your consideration. This is a new policy which implements a criminal history background check procedure for employees whose position requires he/she have unescorted access to the Airport Operations Area ("AOA"), which is in accordance with DuPage Airport Authority's existing "Security" policy as set forth in Section 6-7 of the current Employee Handbook.

There is no federal regulation or policy applicable to general aviation airports regarding criminal history background checks of airport employees. However, the TSA has implemented regulations for criminal background checks of airport employees at commercial aviation airports (49 CFR § 1542). The attached policy is modeled after those TSA regulations. In sum, the policy requires that any employee who requires unescorted access to the AOA first be fingerprinted and pass a criminal history background check to confirm they have not been convicted of a crime which would disqualify them from eligibility for unescorted access to the AOA due to legitimate security concerns. The list of disqualifying convictions is identical to those set forth by the TSA in 49 CFR § 1542. If the criminal history background check reveals that a candidate for employment has been convicted of a disqualifying offense in the last ten (10) years, he/she will be ineligible for the position, pending a process by which the applicant may dispute and/or correct the information contained in the criminal history background check. If a background check on a current employee reveals a conviction within the last ten (10) years for such a disqualifying offense, his/her unescorted access will be suspended pending investigation of the disposition of the case. The employee has an opportunity to correct any misinformation. Confirmation of a disqualifying conviction will result in termination. Additionally, any current employee whose unescorted access is suspended, or who is terminated, may request a hearing with the Executive Director to review the employment action taken against him/her based on the results of the criminal history background check.

ORDINANCE NO. 2017-312

AN ORDINANCE AMENDING THE DUPAGE AIRPORT AUTHORITY EMPLOYEE HANDBOOK

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

WHEREAS, the Authority has previously enacted an Employee Handbook setting forth the Authority's policies and practices as it relates to the employees of the Authority; and

WHEREAS, the Board of Commissioners of the Authority deems it to be in the Authority's best interests to modify the Employee Handbook and to enact a new policy regarding criminal history background checks for candidates for employment and employees who seek or have unescorted access to the Airport Operations Area of the airport.

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the DuPage Airport Authority that the Employee Handbook is hereby amended to include the procedures for criminal history background checks for candidates for employment and employees who seek or have unescorted access to the Airport Operations Area attached to this Ordinance as Exhibit A.

This Ordinance shall be in full force and effect 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 & approved by the Board of Commissioners of the DuPage Airport Authority this 17th day of May, 2017

CHAIRMAN

SECRETARY

Ordinance 2017-312

DAA EMPLOYEE HANDBOOK APPENDIX

Criminal History Records Check Policy for Employees Who Require Unescorted Access to the Airport Operations Area

(a) *Criminal History Records Check.* In accordance with the Authority's existing Security policies, as set forth in the Employee Handbook, each employee who may require or be permitted unescorted access to the Airport Operations Area ("AOA") will be subject to a fingerprint-based criminal history records check ("CHRC") before being permitted unescorted access to the AOA. When a CHRC discloses any disqualifying criminal offense (defined below), the employee will be ineligible to obtain unescorted access authority to the AOA. The Authority in its discretion may also conduct a CHRC for any employee who already has unescorted access to the AOA at any time during his/her employment. When a CHRC of an employee who already is permitted unescorted access to the AOA discloses any disqualifying criminal offense which was not previously disclosed, the Authority may, subject to the provisions of paragraph (k) below, revoke or suspend the employee's unescorted access authority or terminate the employee's employment. For purposes of this policy, unless otherwise noted, the phrase "unescorted access authority" refers only to the AOA.

(b) *Disqualifying criminal offenses.* An individual has a disqualifying criminal offense if the individual has been convicted, or found not guilty by reason of insanity, of any of the disqualifying crimes listed in this paragraph (b)(1)-(b)(28) in any jurisdiction during the ten (10) years before the date of the individual's application for unescorted access authority or a job position which requires unescorted access authority, or while the individual has unescorted access authority. The disqualifying criminal offenses are as follows:

- (1) Forgery of certificates, false marking of aircraft, and other aircraft registration violation; 49 U.S.C. 46306.
- (2) Interference with air navigation; 49 U.S.C. 46308.
- (3) Improper transportation of a hazardous material; 49 U.S.C. 46312.
- (4) Aircraft piracy; 49 U.S.C. 46502.
- (5) Interference with flight crew members or flight attendants; 49 U.S.C. 46504.
- (6) Commission of certain crimes aboard aircraft in flight; 49 U.S.C. 46506.
- (7) Carrying a weapon or explosive aboard aircraft; 49 U.S.C. 46505.
- (8) Conveying false information and threats; 49 U.S.C. 46507.
- (9) Aircraft piracy outside the special aircraft jurisdiction of the United States; 49 U.S.C. 46502(b).
- (10) Lighting violations involving transporting controlled substances; 49 U.S.C. 46315.

- (11) Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements; 49 U.S.C. 46314.
- (12) Destruction of an aircraft or aircraft facility; 18 U.S.C. 32.
- (13) Murder.
- (14) Assault with intent to murder.
- (15) Espionage.
- (16) Sedition.
- (17) Kidnapping or hostage taking.
- (18) Treason.
- (19) Rape or aggravated sexual abuse.
- (20) Unlawful possession, use, sale, distribution, or manufacture of an explosive or weapon.
- (21) Extortion.
- (22) Armed or felony unarmed robbery.
- (23) Distribution of, or intent to distribute, a controlled substance.
- (24) Felony arson.
- (25) Felony involving a threat.
- (26) Felony involving—
 - (i) Willful destruction of property;
 - (ii) Importation or manufacture of a controlled substance;
 - (iii) Burglary;
 - (iv) Theft;
 - (v) Dishonesty, fraud, or misrepresentation;
 - (vi) Possession or distribution of stolen property;
 - (vii) Aggravated assault;

(viii) Bribery; or

(ix) Illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than 1 year.

(27) Violence at international airports; 18 U.S.C. 37.

(28) Conspiracy or attempt to commit any of the criminal acts listed in this paragraph (d).

(c) *Fingerprint application and processing.*

(1) At the time of fingerprinting, the Authority will provide the individual to be fingerprinted a Fingerprint Consent Application (attached hereto as Exhibit A) that includes the following:

(i) An express request for authorization to conduct a finger-print based criminal background check and express authorization for the release of any criminal history record information that may exist regarding the individual.

(ii) A notification that the individual has the right to challenge any information disseminated from criminal justice agencies regarding the individual that may be inaccurate or incomplete pursuant to applicable federal, state, and local law.

(iii) A list of the disqualifying criminal offenses described in paragraph (b) of this section.

(iv) A statement that the individual signing the application does not have a disqualifying criminal offense.

(v) A statement informing the individual that he/she has a continuing obligation to disclose to the Authority within 24 hours if he or she is convicted of any disqualifying criminal offense that occurs while he or she has unescorted access authority.

(vi) A statement reading, "The information I have provided on this application is true, complete, and correct to the best of my knowledge and belief and is provided in good faith. I understand that a knowing and willful false statement on this application can be punished by fine or imprisonment or both. (See section 1001 of Title 18 United States Code.)"

(vii) A line for the printed name of the individual.

(viii) A line for the individual's signature and date of signature.

(2) Each individual must complete and sign the application prior to submitting his or her fingerprints.

(3) The Authority will verify the identity of the individual through acceptable primary and secondary identification (attached hereto as Exhibit B).

(4) The Authority will advise the individual that:

(i) A copy of the criminal record received from the Illinois State Police and/or FBI will be provided to the individual, if requested by the individual in writing;

(ii) If the Authority decides not to hire the individual or takes other adverse employment action against an employee based on information contained in a criminal record received from the Illinois State Police and/or FBI, the Authority will provide the individual with such information and the contact information for the agency that provided the criminal record;

(iii) The individual has the right to challenge any information in a criminal record that may be inaccurate or incomplete; and

(iv) The Authority's Airport Security Coordinator ("ASC") is the individual's point of contact if he or she has questions about the results of the CHRC.

(5) The Authority will collect, control, and process one set of legible and classifiable fingerprints under direct observation of the ASC.

(6) Fingerprints may be obtained and processed electronically, or recorded on fingerprint cards approved by the Illinois State Police and FBI.

(d) *Fingerprinting fees.* The Authority will pay all fees for fingerprints and the criminal history records check.

(e) *Determination of arrest status.* (1) When a CHRC on an individual seeking unescorted access authority to the AOA discloses an arrest for any disqualifying criminal offense listed in paragraph (b) of this section and no final disposition is indicated, the Authority must determine, after investigation, that the arrest did not result in a disqualifying criminal offense before granting unescorted access authority. If there is no disposition, or if the disposition did not result in a conviction or in a finding of not guilty by reason of insanity of in one of the offenses listed in paragraph (b) of this section, the individual is not disqualified under this section.

(2) When a CHRC on an individual with unescorted access authority discloses a previously undisclosed arrest for any disqualifying criminal offense without indicating a disposition, the Authority may suspend the individual's unescorted access authority not later than 45 days after obtaining the CHRC results unless the Authority determines, after investigation, that the arrest did not result in a disqualifying criminal offense. If there is no disposition, or if the disposition did not result in a conviction or in a finding of not guilty by reason of insanity of in one of the offenses listed in paragraph (b) of this section, the individual is not disqualified under this section.

(f) *Correction of Illinois State Police/FBI conviction records and notification of disqualification.*

(1) Before making a final decision to deny unescorted access authority to an individual, the Authority must advise him or her that the Illinois State Police and/or FBI criminal record or other CHRC results discloses information that would disqualify him or her from receiving or retaining unescorted access authority and provide the individual with a copy of the record disclosing such information if he or she requests it.

(2) The Authority must notify an individual that a final decision has been made to grant or deny unescorted access authority.

(3) Immediately following the suspension of unescorted access authority of an individual, the Authority must advise him or her that the Illinois State Police and/or FBI criminal record or other CHRC results discloses information that disqualifies him or her from retaining unescorted access authority and provide the individual with a copy of the information if he or she requests it.

(g) *Corrective action by the individual.* The individual may contact the local jurisdiction responsible for the information and/or the Illinois State Police and FBI to complete or correct the information contained in his or her record, subject to the following conditions

(1) For an individual seeking unescorted access authority, the following applies:

(i) Within 30 days after being advised that the criminal record received from the Illinois State Police and/or FBI discloses a disqualifying criminal offense, the individual must notify the Airport Operator in writing of his or her intent to correct any information he or she believes to be inaccurate. The Authority may, but need not, accept a copy from the individual of the revised record or a certified true copy of the information from the appropriate court, prior to granting unescorted access authority.

(ii) If no notification, as described in paragraph (e)(1) of this section, is received within 30 days, the Airport Operator may make a final determination to deny unescorted access authority, which will be considered on a case-by-case basis.

(2) For an individual with unescorted access authority which is suspended pursuant to (e)(2) of this section, the following applies: Within 30 days after being advised of suspension because of a criminal record received from the CHRC which discloses a disqualifying criminal offense, the individual must notify the Authority in writing of his or her intent to correct any information he or she believes to be inaccurate. The Authority may, but need not, accept a copy from the individual of the revised record, or a certified true copy of the information from the appropriate court, prior to reinstating unescorted access authority.

(h) *Limits on dissemination of results.* Criminal record information provided by the Illinois State Police and/or FBI or other sources may be used only to carry out this section. No person may disseminate the results of a CHRC to anyone other than the individual to whom the record pertains,

or that individual's authorized representative. All records obtained from the Illinois State Police, the FBI, or any other agency will be kept strictly confidential.

(i) *Recordkeeping.* The records required by this section must be maintained in a manner that protects the confidentiality of the individual. Only direct airport operator employees may carry out the responsibility for maintaining, controlling, and destroying criminal records.

(j) *Continuing responsibilities.*

(1) Each individual with unescorted access authority on April 1, 2017, who had a disqualifying criminal offense in paragraph (b) of this section on or after April 1, 2007, must, by April 2, 2017, report the conviction to the airport operator and surrender the AOA access medium to the issuer.

(2) Each individual with unescorted access authority who has a disqualifying criminal offense must report the offense to the Authority and surrender the AOA access medium to the issuer within 24 hours of the conviction or the finding of not guilty by reason of insanity.

(3) If information becomes available to the Authority indicating that an individual with unescorted access authority has a disqualifying criminal offense, the Authority must determine the status of the conviction. If conviction of a disqualifying offense is confirmed, the Authority must immediately revoke any unescorted access authority and notify the individual in writing of the revocation and the disqualifying criminal offense discovered by the Authority. The Authority will immediately provide the individual with the contact information of the agency which issued the criminal record containing information regarding a disqualifying criminal offense. Upon written request of the individual, the Authority will provide the individual with the record or information received by the Authority which discloses a disqualifying criminal offense. The individual may request a hearing pursuant to section (k) below.

(k) *Hearing.* When an individual's unescorted access authority is suspended or revoked, or an employee is notified he/she will be terminated, following disclosure of a disqualifying criminal offense, the individual may request a hearing to review the employment action. The individual must submit a written request for hearing to the Executive Director, which must be received by the Executive Director no later than seven (7) business days following the Authority's written notification to the individual of the employment action. Failure to timely deliver the request for hearing shall result in waiver of the hearing. Upon receipt of a request for hearing, the Executive Director shall set a hearing to review the employment action and the nature and status of the disqualifying criminal offense and record thereof. The Executive Director may act as the hearing officer or may appoint a designee to be a hearing officer. It shall be the individual's burden to establish, by preponderance of evidence that the information received by the Authority that the individual has been convicted of a disqualifying criminal offense is incorrect or that the Authority for other reasons should not take the employment action.

EXHIBIT A



**Uniform Conviction Information Act (UCIA)
Live Scan Fingerprint Consent Form
Airport Operations Area ("AOA") and Restricted Area Access
Page 1 of 2**

Pursuant to the DuPage Airport Authority ("Authority") Airport Security Program, applicants who have a need for unescorted access to the Airport Operations Area ("AOA") and/or other Restricted Areas must have a UCIA fingerprint-based criminal history record information background check. This form captures the information required by the Authority to ensure your fingerprints are submitted properly. A transaction control number (TCN) will be issued by the Authority at the time of transmission of fingerprints. The TCN is verification your prints were taken and the Authority must fill-in the TCN on this consent form. The Authority will use the applicant information to help confirm your identification documentation before the fingerprints are taken. This document also serves as your consent form. The form must be signed in order to authorize the release of any criminal history record information that may exist. The results of the criminal history background check will be forwarded to the DuPage Airport Authority for review.

Facility Information

| | |
|--|--|
| Facility Name: DuPage Airport Authority | Requesting Agency ORI Identifier: ILL13632S |
| Requesting Agency Address: 2700 International Drive, Suite 200 West Chicago, IL 60185 | |
| Contact Person Name: Jeff Jorgensen | Contact E-mail and Phone #: jjorgensen@dupageairport.com 630-208-5601 |
| Facility Cost Center (if any): 3928 | Transaction Control Number (TCN): |

Applicant Information

| | | | |
|-----------------|--------------------|-------------------------|-----------------------------|
| Name: | Gender: | Race: | Date of Birth (mm/dd/yyyy): |
| Address: | City: | | ZIP Code: |
| SSN (optional): | Drivers License #: | Driver's License State: | |

Applicant Fingerprint Appointment Information

| | | |
|--|--|-------------------|
| Live Scan Fingerprint Location: DuPage Airport Authority Badging Office | Address: 2nd Floor - 2700 International Drive, Suite 200 West Chicago, IL 60185 | |
| Phone Number: 630-208-5601 | Appointment Date: | Appointment Time: |

Privacy Statement

I, the undersigned, hereby authorize the release of any criminal history record information that may exist regarding me from any agency, organization, institution or entity having such information on file. I am aware and understand my fingerprints may be retained and will be used to check the criminal history record information files of the Illinois State Police and/or the Federal Bureau of Investigation where permitted by law. I also understand if my photo was taken, my photo may be shared only for employment or licensing purposes. I further understand I have the right to challenge any information disseminated from these criminal justice agencies regarding me that may be inaccurate or incomplete pursuant to Title 28 Code of Federal Regulation 16.34 and Chapter 20 ILCS 2630/7 of the Criminal Identification Act.

Applicant Consent

| | |
|-----------------------------|-------|
| Applicant Name (printed): | Date: |
| Applicant Name (signature): | Date: |

| | |
|-------------------------|------|
| Applicant Name (Print): | TCN: |
|-------------------------|------|

During the ten (10) year period prior to the date of this application, I ____ have / ____ have not been convicted or found not guilty by reason of insanity, any of the disqualifying criminal offenses listed below:

- | | |
|---|---|
| <ul style="list-style-type: none"> (1) Forgery of certificates, false marking of aircraft, and other aircraft registration violation; 49 U.S.C. 46306. (2) Interference with air navigation; 49 U.S.C. 46308. (3) Improper transportation of a hazardous material; 49 U.S.C. 46312. (4) Aircraft piracy; 49 U.S.C. 46502. (5) Interference with flight crew members or flight attendants; 49 U.S.C. 46504. (6) Commission of certain crimes aboard aircraft in flight; 49 U.S.C. 46506. (7) Carrying a weapon or explosive aboard aircraft; 49 U.S.C. 46505. (8) Conveying false information and threats; 49 U.S.C. 46507. (9) Aircraft piracy outside the special aircraft jurisdiction of the United States; 49 U.S.C. 46502(b). (10) Lighting violations involving transporting controlled substances; 49 U.S.C. 46315. (11) Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements; 49 U.S.C. 46314. (12) Destruction of an aircraft or aircraft facility; 18 U.S.C. 32. (13) Murder. (14) Assault with intent to murder. | <ul style="list-style-type: none"> (15) Espionage. (16) Sedition. (17) Kidnapping or hostage taking. (18) Treason. (19) Rape or aggravated sexual abuse. (20) Unlawful possession, use, sale, distribution, or manufacture of an explosive or weapon. (21) Extortion. (22) Armed or felony unarmed robbery. (23) Distribution of, or intent to distribute, a controlled substance. (24) Felony arson. (25) Felony involving a threat. (26) Felony involving— <ul style="list-style-type: none"> (i) Willful destruction of property; (ii) Importation or manufacture of a controlled substance; (iii) Burglary; (iv) Theft; (v) Dishonesty, fraud, or misrepresentation; (vi) Possession or distribution of stolen property; (vii) Aggravated assault; (viii) Bribery; or (ix) Illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than 1 year. (27) Violence at international airports; 18 U.S.C. 37. (28) Conspiracy or attempt to commit any of the criminal acts listed in offenses (1) – (27). |
|---|---|

The information I have provided on this application is true, complete, and correct to the best of my knowledge and belief and is provided in good faith. I understand that a knowing and willful false statement on this application can be punished by fine or imprisonment or both. (See section 1001 of Title 18 United States Code.)

I do not have a disqualifying criminal offense listed above.

I further acknowledge that I have a continuing obligation to disclose to the DuPage Airport Authority ("Authority") within 24 hours of a conviction of any disqualifying criminal offense that occurs while I have been granted unescorted access to the Airport Operations Area or other Restricted Areas by the Authority.

| | |
|----------------------|-------|
| Applicant Signature: | Date: |
|----------------------|-------|

EXHIBIT B


Identity Verification – Acceptable Primary and Secondary Identification


Employees shall present one selection from List A or a combination of one selection from List B and one selection from List C.

| LIST A Documents that Establish Both Identity and Employment Authorization | OR | LIST B Documents that Establish Identity | AND | LIST C Documents that Establish Employment Authorization |
|---|----|--|-----|--|
| <ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-788) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI | OR | <ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record | AND | <ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of Birth Abroad issued by the Department of State (Form FS-545) 3. Certification of Report of Birth issued by the Department of State (Form DS-1350) 4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 5. Native American tribal document 6. U.S. Citizen ID Card (Form I-197) 7. Identification Card for Use of Resident Citizen in the United States (Form I-179) 8. Employment authorization document issued by the Department of Homeland Security |



TO: Board of Commissioners

FROM: Dan Barna 
Operations and Capital Program Manager

THROUGH: David Bird 
Executive Director

RE: Proposed Resolution 2017-2092; Award of Contract to Voris Mechanical, Inc. for the Flight Center Boiler Replacement Project

DATE: May 9, 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%.

Boiler operations will be interfaced into the building control system so that the system may be monitored and controlled remotely. The Authority will also retrofit all variable air volume boxes which are near the end of their service life and have become expensive to maintain. This project qualifies for a \$70,000 rebate through the Illinois Department of Commerce and Economic Opportunity ("DCEO").

Staff utilized the services of Kluber Architects and Engineers to design this project. The base bid includes the replacement of two (2) existing boilers with four (4) high efficiency boilers, building hot water pumps and the retrofit of controls for variable air volume boxes. The alternate bid includes providing new software and networking for the boilers and the building automation system.

A solicitation for sealed bids was advertised in the April 8, 2017 edition of the *Daily Herald Newspaper*. A mandatory pre-bid meeting was conducted on April 13, 2017. Seven (7) sealed bids were received and opened at 2:00 p.m. on April 28, 2017. Bid results are as follows:

| Bidder | Base Bid | Alternate Bid |
|--|-----------------|----------------------|
| Voris Mechanical Inc. Glendale Heights, IL | 406,970.00 | 21,780.00 |
| C. Acitelli Heating & Piping Villa Park, IL | 435,000.00 | 21,000.00 |
| The YMI Group Elk Grove Village, IL | 445,500.00 | 22,000.00 |
| Monaco Mechanical Inc. Lisle, IL | 460,800.00 | 24,400.00 |
| Premier Mechanical Inc. Addison, IL | 463,000.00 | 26,000.00 |
| Amber Mechanical Contractors Alsip, IL | 468,000.00 | 22,300.00 |
| F.E. Moran, Inc. Downers Grove, IL | 495,000.00 | 22,000.00 |

Upon evaluation of the bids, it is apparent that Voris Mechanical Inc. is the low, responsive and responsible bidder. Kluber and staff conducted a scope of work interview with Voris Mechanical and confirmed full compliance with project specifications.

Voris Mechanical received several positive references for completion of similar work.

PREVIOUS COMMITTEE/BOARD ACTION:

May 17, 2017 Capital Development, Leasing and Customer Fees Committee – this item is being reviewed by the Committee.

REVENUE OR FUNDING IMPLICATIONS:

| | |
|---|-------------|
| 2017 Capital Budget | \$572,212 |
| Voris Mechanical Base Bid and Alternate Bid Construction Costs | (\$428,750) |
| Owner's Contingency (10%) | (\$42,875) |
| Kluber Architects and Engineers Design and Construction Phase Fees (Not-to-Exceed) | (\$47,379) |
| | \$53,208 |

In addition, this project qualifies for a \$70,000 DCEO rebate.

STAKEHOLDER PROCESS:

None.

LEGAL REVIEW:

Legal counsel has previously drafted the standard contract utilized for this project.

ATTACHMENTS:

- Proposed Resolution 2017-2092; Award of Contract to Voris Mechanical, Inc. for the Flight Center Boiler Replacement Project.
- 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 2017-2092; Award of Contract to Voris Mechanical, Inc. for the Flight Center Boiler Replacement Project.



Existing Boilers



Existing Hot Water Pumps

RESOLUTION 2017-2092

Award of Contract to Voris Mechanical, Inc. for the Flight Center Boiler Replacement Project

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

WHEREAS, the Authority has solicited sealed bids for the replacement of two (2) existing boilers with four (4) high efficiency boilers, building hot water pumps and the retrofit of controls for variable air volume boxes at the DuPage Flight Center; and

WHEREAS, the Authority has received and reviewed seven (7) sealed bids on April 28, 2017; and

WHEREAS, it is apparent that Voris Mechanical, Inc. is the low, responsive and responsible bidder at a lump sum cost of \$428,750 for the Base Bid and Alternate 1 Bid; and

WHEREAS, the Board of Commissioners of the Authority hereby deem it to be in the best interests of the Authority to enter into a Contract with Voris Mechanical, Inc. for the replacement of two (2) existing boilers with four (4) high efficiency boilers, building hot water pumps and the retrofit of controls for variable air volume boxes at the DuPage Flight Center; and

NOW, THEREFORE, BE IT RESOLVED, that the Authority is authorized to enter into a written Contract with Voris Mechanical, Inc. for the Base Bid and Alternate 1 Bid at a total cost not-to-exceed \$471,625, which includes a 10% owner’s contingency; and

FURTHER, BE IT RESOLVED, that the Board of Commissioners of the DuPage Airport Authority hereby authorizes the Executive Director, David Bird to execute said Contract with Voris Mechanical, Inc. 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 17th day of May, 2017.

CHAIRMAN

(ATTEST)

SECRETARY

**DUPAGE AIRPORT AUTHORITY
 FLIGHT CENTER BOILER REPLACEMENT
 SOLICITATION NO. 2017-0401**

STATEMENT OF POLITICAL CONTRIBUTIONS

Voris Mechanical Inc.
 (name of entity or individual)

PO Box 5488, 370 Windy Point Drive
Glendale Heights IL 60139

(address of entity or individual)

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

| Elected Official | Office | Date | Amount | Form |
|------------------|--------|-------|--------|-------|
| _____ NONE _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

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

VERIFICATION:

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

April 28, 2017
 (date)

Kimberley A. Voris
 (signature)

Kimberley A. Voris, 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 2017-2093; Authorizing the Execution of a Change Order to Task Order No. 48 with CH2M for the Project: Hangar Apron Pavement Repair

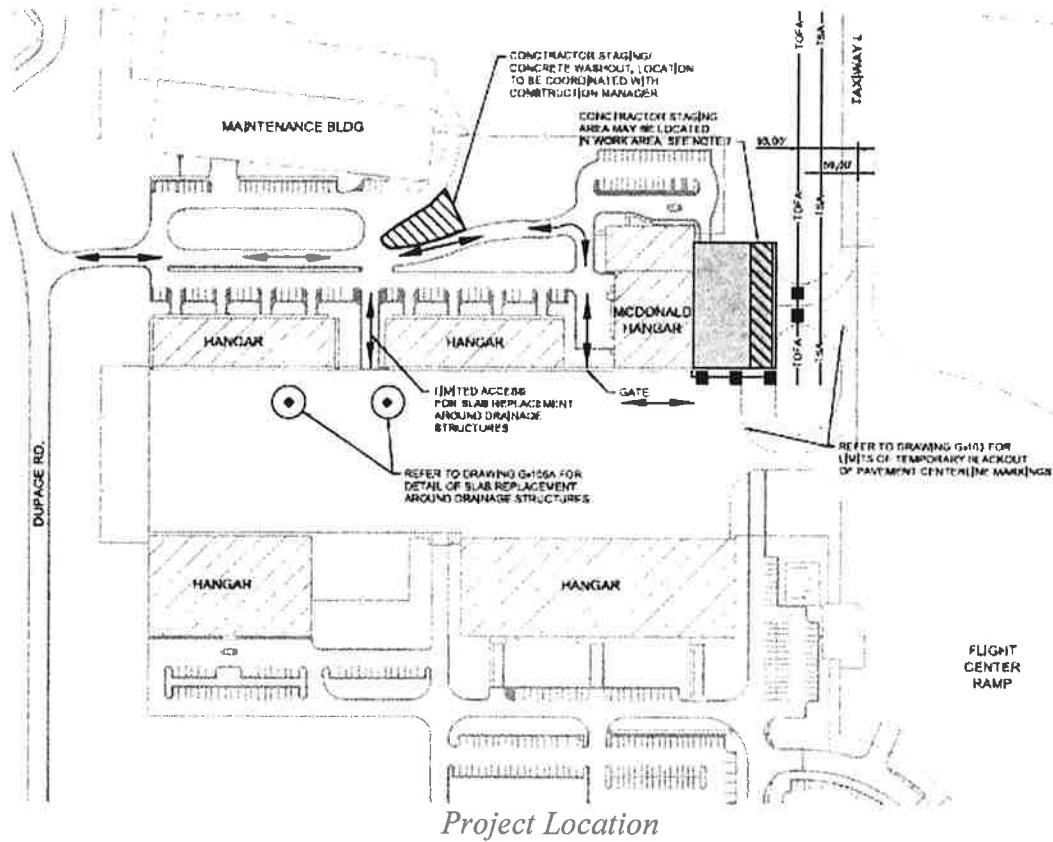
DATE: May 9, 2017

SUMMARY:

The Airport Authority previously entered into Task Order No. 48 with CH2M for the design of a hangar apron pavement repair project. This project includes the full depth removal and replacement of approximately 23 cracked/damaged concrete apron panels at the McDonald's Hangar Apron.

Upon development of the project plans and specifications, it was determined that a bid alternate for the removal and replacement of the full apron (180' x 130') would be advantageous. Additional survey and design is required to document existing grades required to accomplish the bid alternate.

Staff is in receipt of a Change Order from CH2M in an amount not-to-exceed \$9,966.82 to complete the additional survey and design work. Approval of the proposed Change Order increases the original Task Order Contract from an amount not-to-exceed \$12,700 to an amount not-to-exceed \$22,666.82.



PREVIOUS COMMITTEE/BOARD ACTION:

March 8, 2017 Capital Development, Leasing and Customer Fees Committee – this item is being reviewed by the Committee.

REVENUE OR FUNDING IMPLICATIONS:

| | | |
|--------------------------------|---------------|--------------|
| 2017 Capital Budget | | \$177,202 |
| Design Phase Task Order No. 48 | Not-to-Exceed | (\$12,700) |
| Proposed Change Order | Not-to-Exceed | (\$9,966.82) |
| | | \$154,535.18 |

STAKEHOLDER PROCESS:

None.

LEGAL REVIEW:

Standard form task order will be utilized.

ATTACHMENTS:

- Proposed Resolution 2017-2093; Authorizing the Execution of a Change Order to Task Order No. 48 with CH2M for the Project: Hangar Apron Pavement Repair.

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 2017-2093; Authorizing the Execution of a Change Order to Task Order No. 48 with CH2M for the Project: Hangar Apron Pavement Repair.

RESOLUTION 2017-2093

**Authorizing the Execution of a Change Order to Task Order No. 48 with CH2M for the Project:
Hangar Apron Pavement Repair**

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

WHEREAS, the Authority has previously entered into Task Order No. 48 (the “Task Order”) with CH2M for design phase services related to the project known as: Hangar Apron Pavement Repair; and

WHEREAS, CH2M has requested approval of a Change Order (attached hereto as Exhibit A) for additional survey and design required for the development of a construction bid alternate; and

WHEREAS, the Authority has received and reviewed the Change Order and finds same to be in the best interest of the Authority; and

NOW, THEREFORE, BE IT RESOLVED, that the Authority be authorized to enter into a written Change Order to the Task Order with CH2M for a total cost not-to-exceed \$9,966.82, resulting in a new Contract total cost not-to-exceed \$22,666.82; 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 Change Order with CH2M and to take whatever steps necessary to effectuate the terms of said Change Order.

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

Juan E. Chavez _____
Stephen L. Davis _____
Charles E. Donnelly _____
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 17th day of May, 2017.

CHAIRMAN

(ATTEST)

SECRETARY



TO: Board of Commissioners
FROM: Mark Doles *MD*
Director, Aviation Facilities and Properties
THROUGH: David Bird *DB*
Executive Director

RE: Authorization of Proposed Resolution 2017-2094, Ratifying the Execution by the Executive Director of Lease Amendment No. 1 to GSA Lease No. GS-05B-18903 with the Government of the United States of America

DATE: May 10, 2017

SUMMARY:

Staff worked with the General Services Administration (“GSA”) to provide a lease amendment for an existing Government tenant. This issue was very fluid and required the lease amendment to be administratively approved by the Executive Director for acceptance by the GSA. As such, this request is to ratify the actions of the Executive Director.

This lease utilizes the GSA standard form U.S. Government Lease for Real Property (Short Form) previously executed by the Authority for several transactions. The lease is for a total of 4,900 SF commonly known as 2750 North Aviation Avenue, Bay #2. This hangar has been occupied by the Government for the last five (5) years and the existing lease expired 2/28/2017. The new lease is for a total of three (3) years, one (1) year firm.

The terms of the three (3) year lease are as follows:

Tenant: United States of America
Location: 2750 North Aviation Avenue, Bay #2
Commencement: 3/1/2017
Termination: 2/28/2020
Size: 4,900 SF
Rent over the Term: Monthly Rent \$3,714 to \$3,940 (total rent over firm term \$44,568)
Utilities: Included in Rent

PREVIOUS COMMITTEE/BOARD ACTION:

May 16, 2012 Board approves Resolution 2012-1662 authorizing execution of GSA Lease No. GS-GS-05B-18903 with the Government of the United States of America for Hangar Space.

REVENUE OR FUNDING IMPLICATIONS:

Initial Year Lease Revenue: \$ 44,568

Lease Revenue over the 3-year Term: \$137,755

These proposed lease rates are equal to or above current lease(s) in the building and for “like” facilities on the Airport.

STAKEHOLDER PROCESS:

Not applicable

LEGAL REVIEW:

This is the standard form lease amendment utilized by GSA with the approved business terms inserted. This U.S. Government Lease for Real Property has been utilized and executed by the Authority for previous leases with the Federal Government.

ATTACHMENTS:

- Proposed Resolution 2017-2094, Ratifying the Execution by the Executive Director of Lease Amendment No. 1 to GSA Lease No. GS-05B-18903 with the Government of the United States of America. Lease Amendment is not attached.

ALTERNATIVES:

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

RECOMMENDATION:

It is the recommendation of the Executive Director and staff that the Board approves Resolution 2017-2094, Ratifying the execution by the Executive Director of Lease Amendment No. 1 to GSA Lease No. GS-05B-18903 with the Government of the United States of America at the May 17, 2017 Board meeting.

RESOLUTION 2017-2094
RATIFYING THE EXECUTION BY THE EXECUTIVE DIRECTOR OF GSA LEASE
AMENDMENT NO. 1 TO GS-05B-18903 WITH THE GOVERNMENT OF THE
UNITED STATES OF AMERICA

WHEREAS, on February 22, 2012, the DuPage Airport Authority (the "Authority") and the Government of the United States of America ("GSA") entered into a lease for the building commonly known as 2750 North Aviation Avenue, Bay #2 which terminated on February 28, 2017; and

WHEREAS, the Authority, as Landlord, and GSA, as Tenant, have negotiated a Lease Amendment extending the term of the lease between the parties by three years; and

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Authority deem it to be in the best interests of the Authority to enter into Lease Amendment No. 1 to GS-05B-18903 with GSA; and

FURTHER, BE IT RESOLVED, that the Board of Commissioners of the DuPage Airport Authority hereby ratifies the action of the Executive Director, David Bird, in executing said Lease Amendment attached hereto as Exhibit A, for and on behalf of the DuPage Airport Authority and authorizes the Executive Director 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 17th day of May, 2017.


CHAIRMAN

SECRETARY

RESOLUTION 2017-2094



TO: Board of Commissioners

FROM: Mark Doles 
Director, Aviation Facilities and Properties

THROUGH: David Bird 
Executive Director

RE: Authorization of Proposed Resolution 2017-2095, Authorizing the Execution of Supplement to Lease with the United States of America for Airport Traffic Control Tower

DATE: May 10, 2017

SUMMARY:

The DuPage Airport Authority (“DAA”) and the United States of America (“USA”), through the Federal Aviation Administration (“FAA”), entered into a Lease for Real Property (“Lease”) in 1992 for the Airport Traffic Control Tower (“ATCT”) located at DuPage Airport. This Lease provided for a term with renewals that expired September 30, 2016. The original Lease contains a Term Extension provision whereby the FAA has the “sole and exclusive right to extend this lease beyond September 30, 2016 for a year to year term for a maximum of 20 years until September 30, 2036, at no rental cost to the Government...”.

The FAA does not pay rent for ATCTs at airports, but did participate in the original construction costs for this facility at DuPage Airport and does reimburse for maintenance costs associated with the facility.

Staff has been working with the FAA and now has a Supplemental Lease Agreement, as provided for in the original Lease, to extend said Lease through September 30, 2036.

The original Lease contains a provision whereby the FAA reimburses the DAA for annual maintenance costs associated with the ATCT. This provision remains and is supplemented with language whereby the DAA will provide quarterly updates to the FAA on current maintenance costs, and further that any single expenditure exceeding \$3,500 shall be coordinated with the FAA. This provision will allow the FAA to better plan for the annual reimbursement payment to the DAA that is required within 30-days after the receipt of the invoice.

PREVIOUS COMMITTEE/BOARD ACTION:

February 26, 1992 Board approves Resolution 1992-297, authorizing the DAA to enter into a Lease for Real Property with the USA for the new ATCT

REVENUE OR FUNDING IMPLICATIONS:

The last 5-years of maintenance costs associated with the ATCT that were reimbursed by the FAA are as follows:

| | |
|-------------|-----------------|
| 2012 | \$28,283 |
| 2013 | \$18,221 |
| 2014 | \$27,210 |
| 2015 | \$ 9,821 |
| <u>2016</u> | <u>\$ 9,002</u> |

Total \$92,537

The decrease in years 2015 and 2016 is a result of major maintenance/replacement of aging components that were completed in the 2010-2014 time frame as they reached the age of 20 years.

STAKEHOLDER PROCESS:

Not applicable

LEGAL REVIEW:

This Supplemental Lease Agreement has been reviewed and approved as to form by our Counsel. A memo from our Legal Counsel is attached.

ATTACHMENTS:

- Attorney Memo
- Proposed Resolution 2017-2095, Authorizing the Execution of Supplement to Lease with the United States of America for Airport Traffic Control Tower

ALTERNATIVES:

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

RECOMMENDATION:

It is the recommendation of the Executive Director and staff that the Board approves Resolution 2017-2095, Authorizing the Execution of Supplement to Lease with the United States of America for Airport Traffic Control Tower at the May 17, 2017 Board meeting.

MEMORANDUM

TO: DuPage Airport Authority Board of Commissioners

FROM: Bruce E. Garner

SUBJECT: Supplement to Lease with the United States of America for Airport Traffic Control Tower

DATE: May 5, 2017

On April 4, 1992, the Authority and the Government of the United States of America (“USA”) entered into a lease (the “Lease”) for the Airport Traffic Control Tower building commonly known as 2710 West International Drive, West Chicago, Illinois and said Lease has been amended from time to time. That Lease actually expired on September 30, 2016. Pursuant to the Lease terms, the USA has an option to extend the Lease for maximum period of an additional twenty (20) years and has initiated that option. The Authority and USA have negotiated a Supplement to the Lease extending the term of the lease between the parties through September 30, 2036 based on year to year terms that automatically renew unless the USA notifies the Authority that it does not wish to renew. While the USA does not pay any actual rent for use of the premises, under the Lease, the USA pays for all maintenance on the building by reimbursing the Authority’s actual maintenance costs. Under the extension term, that maintenance reimbursement by the USA will continue, as will the payment of all utilities by the USA.

In your packets is a resolution authorizing the Executive Director to execute Supplement to Lease No. DTFA14-92-L-R1433. Our law firm recommends that the Board of Commissioners authorize the Executive Director to execute the Lease Supplement.

RESOLUTION 2017-2095
AUTHORIZING THE EXECUTION OF SUPPLEMENT TO LEASE WITH THE UNITED STATES OF AMERICA FOR AIRPORT TRAFFIC CONTROL TOWER

WHEREAS, on April 4, 1992, the DuPage Airport Authority (the "Authority") and the United States of America ("USA") entered into a lease (the "Lease") for the Airport Traffic Control Tower building commonly known as 2710 West International Drive, West Chicago, Illinois and said Lease has been amended from time to time; and

WHEREAS, the USA has an option to extend the Lease for a twenty (20) year term and has initiated that option; and

WHEREAS, the Authority, as Landlord, and USA, as Tenant, have negotiated a Supplement to the Lease extending the term of the lease between the parties through September 30, 2036; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Authority deem it to be in the best interests of the Authority to enter into a Supplement to Lease No. 35 to Lease DTFA14-92-L-R1433; and

FURTHER, BE IT RESOLVED, that the Board of Commissioners of the DuPage Airport Authority hereby authorizes the Executive Director to execute Supplement No. 35 to Lease No. DTFA14-92-L-R1433, attached hereto, and authorizes the Executive Director to take whatever steps necessary to effectuate the terms of said Lease Supplement.

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 17th day of May, 2017.

CHAIRMAN

SECRETARY

RESOLUTION 2017-2095

RESOLUTION 2017-2096

AUTHORIZING THE EXECUTION OF AN INTERGOVERNMENTAL AGREEMENT WITH WEST CHICAGO PROVIDING FOR THE DEDICATION FOR PURPOSES OF A PUBLIC ROAD OF CERTAIN REAL ESTATE NEAR POWIS ROAD AND SMITH ROAD IN WEST CHICAGO, ILLINOIS

WHEREAS, the DuPage Airport Authority (the “Authority”) has recently acquired approximately 117 acres of property previously known as the Oliver-Hoffman Parcel near the intersection of Powis and Smith Roads in City of West Chicago (the “City”); and

WHEREAS, the Oliver-Hoffman Parcel was subject to a prior annexation agreement with the City; and

WHEREAS, the Annexation Agreement required that the property owner dedicate a specific portion, which entails approximately 1.5 acres (the “Subject Property”), of the Oliver-Hoffman Parcel to the City; and

WHEREAS, the Authority is the current owner of the Subject Property and the Authority’s Board of Commissioners deem it in the best interests of the Authority to dedicate the Subject Property to the City under the terms of the Intergovernmental Agreement attached hereto as Exhibit 1; and

WHEREAS, the City has determined that it is in the City’s best interests to accept the dedication of the Subject Property under the terms of the Intergovernmental Agreement attached hereto as Exhibit 1.

NOW, THEREFORE, BE IT RESOLVED that the Authority hereby approves the terms of the Intergovernmental Agreement as set forth in Exhibit 1 attached hereto, and that the Executive Director of the Authority is hereby authorized to take whatever steps necessary to execute the terms of this Intergovernmental Agreement, including executing the Plat of Dedication, on behalf of the Authority.

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

Juan E. Chavez _____
Stephen L. Davis _____
Charles E. Donnelly _____
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 17th day of May, 2017.

CHAIRMAN

SECRETARY

RESOLUTION 2017-2096

RESOLUTION 2017-2098
AUTHORIZING PUBLICATION OF NOTICE REQUESTING OFFERS TO
PURCHASE AUTHORITY PROPERTY

WHEREAS, the DuPage Airport Authority owns a certain parcel of real property described in the attached Exhibit A (the "Subject Property") in fee simple interest; and

WHEREAS, the Authority has reviewed the Subject Property and the Authority's short and long term needs and finds that the Subject Property is no longer needed by, appropriate to, required for the use of, or profitable to the Authority and therefore finds that the continued ownership of the Subject Property is not in the best interest of the Authority; and

WHEREAS, the Authority has estimated the value of the Subject Property and finds that said value exceeds \$1,000.00; and

WHEREAS, the Authority deems it in the best interests of the Authority and the general public to negotiate for the sale of all or a portion of the Subject Property, pursuant to 70 ILCS 5/16.1, subject to certain conditions to ensure that the future use of the Subject Property does not interfere with the objectives of the Authority.

NOW, THEREFORE, BE IT RESOLVED, THAT:

1) Pursuant to 70 ILCS 5/16.1, the Executive Director is authorized and directed to take whatever steps necessary to publish the Authority's intention to accept offers and negotiate for the sale of all or a portion of the Subject Property, which the Board hereby deems to be in the best interests of the Authority considering its future needs and objectives, subject to the following deed restrictions and other matters:

a. The Purchaser shall file a notice consistent with the requirements of Federal Aviation Regulation ("FAR") Part 77 (FAA Form 7460-1) prior to constructing any facility, structure, or other item on the Subject Property and the Subject Property shall remain in compliance with FAR Part 77 at all times; and

b. The Subject Property shall remain subject the Intergovernmental Agreement, dated March 22, 2001, by and between the Authority and the City of West Chicago, Illinois, as amended by Resolution No. 2005-1176 enacted by Seller on August 8, 2005, and Resolution No. 05-R-0092 enacted by the City of West Chicago, Illinois on August 15, 2005, and all subsequent amendments thereto including, but not limited to Exhibit C to the Intergovernmental Agreement; and

c. The Subject Property shall at all times comply with the current Section 10.5 of the Zoning Ordinance of the City of West Chicago, Illinois, except as agreed to in writing by the DuPage Airport Authority; and

d. A restriction shall be placed on the deed conveying the Subject Property which shall reserve for the Authority all air rights over the Subject Property; and

e. The Purchaser shall execute and deliver to the Authority at closing, an Avigation Easement acceptable to the Authority which grants to the Authority all air rights over the Subject Property and waives all claims to said air rights; and

f. The Declaration of Covenants, Conditions, Restrictions and Easements for DuPage Business Center recorded in the Office of the DuPage County Recorder, DuPage County, Illinois on August 10, 2012 as Document Number R2012-105089 and re-recorded on October 2, 2012 as Document Number R2012-137015, along with the First Amendment to same recorded on December 24, 2014 as Document Number R2014-121800; and

g. General taxes for the year 2016 and subsequent years; special taxes or assessments for improvements not yet completed; building lines and building and liquor restrictions of record; zoning and building ordinances; roads and highways, if any; private, public and utility easements of record; drainage ditches, feeders, laterals and drain tile, pipe or other conduit, if any; covenants, conditions and restrictions of record.

2) All offers to purchase the Subject Property shall be made in writing to the Executive Director of the DuPage Airport Authority and shall contain an offer amount and a description of the real property sought to be purchased; and

3) The Executive Director of the DuPage Airport Authority is authorized to negotiate with any qualified offerors and bring a proposed sales contract to the Board for consideration and possible action; and

4) The Board reserves the right not to sell any or all of the Subject Property.

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 17th day of May, 2017.

CHAIRMAN

SECRETARY

RESOLUTION 2017-2098

MEMORANDUM

TO: DuPage Airport Authority Board of Commissioners

FROM: Bruce E. Garner

SUBJECT: Cash Farm Lease with Donald and Beth Young for property located at Smith Road and Powis Road

DATE: May 5, 2017

The Authority recently acquired the property at Smith Road and Powis Road (approximately 109.4 acres of tillable farm land) from Oliver-Hoffmann via the settlement of the eminent domain case brought by the Authority. The previous owner had rented the land to Donald and Beth Young under a cash farm lease. Because the property was just acquired on March 7, 2017, the Authority has not had sufficient time to request bids for the rental of the farm land. Accordingly, counsel for the Authority contacted Donald and Beth Young and confirmed that they were interested in renting the farm land again for another year at the same rate as the previous year.

Chapter 6 of the Authority Code generally requires competitive bidding for leases of Authority property such as the subject farm land. However, Section 6-8(i) allows for exceptions to the competitive bidding requirement when an unusual and compelling urgency precludes full and open competition and the delay in granting said lease would result in serious injury, financial or otherwise, to the Authority. In this situation, because the Authority only recently acquired the property, it did not have sufficient time to advertise for bids for a lease of the property. Further, if the Authority does not lease the subject property for farming purposes, the Authority risks losing the agricultural assessment for real estate tax purposes and will be taxed at a much higher rate. Accordingly, this situation fits squarely within the exception found in Section 6-8(i) of the Authority Code. Section 6-8 requires a memorandum of the exception to be signed by the approving authority – in the case, the Board - and placed in the lease file.

As indicated, the lease term is for a one year term with no options for renewal. Counsel and Authority staff have utilized the Airport Authority's standard Cash Farm Lease form used in all similar leases with provisions covering such issues as indemnification, insurance, farming practices, damage and destruction, and environmental indemnity. The tenant has tendered the sum of \$6,455 for the May 1 payment and will pay the additional sum of \$25,818 by December 1, 2017. The effective rate is \$295 per acre.

Our law firm recommends that the Board of Commissioners approve an exception to the competitive bidding requirements pursuant to Authority Code Section 6-8(i) and authorize the Executive Director to execute the Cash Farm Lease with Donald and Beth Young.

**MEMORANDUM FROM THE BOARD OF COMMISSIONERS, DUPAGE AIRPORT
AUTHORITY**

TO: Lease File

FROM: DuPage Airport Authority Board of Commissioners

SUBJECT: Exception to Competitive Bidding Requirement - Cash Farm Lease with Donald and Beth Young for property located at Smith Road and Powis Road

DATE: May 5, 2017

The Authority recently acquired the property at Smith Road and Powis Road (approximately 109.4 acres of tillable farm land) from Oliver-Hoffmann via the settlement of the eminent domain case brought by the Authority. The previous owner had rented the land to Donald and Beth Young under a cash farm lease. Because the property was just acquired on March 7, 2017, the Authority has not had sufficient time to request bids for the rental of the farm land. Accordingly, counsel for the Authority contacted Donald and Beth Young and confirmed that they were interested in renting the farm land again for another year at the same rate as the previous year.

Chapter 6 of the Authority Code generally requires competitive bidding for leases of Authority property such as the subject farm land. However, Section 6-8(i) allows for exceptions to the competitive bidding requirement when an unusual and compelling urgency precludes full and open competition and the delay in granting said lease would result in serious injury, financial or otherwise, to the Authority. In this situation, because the Authority only recently acquired the property, it did not have sufficient time to advertise for bids for a lease of the property. Further, if the Authority does not lease the subject property for farming purposes, the Authority risks losing the agricultural assessment for real estate tax purposes and will be taxed at a much higher rate. Accordingly, the Board of Commissioners finds that this situation fits squarely within the exception found in Section 6-8(i) of the Authority Code.

Executed on this 17th day of May, 2017 on behalf of the Board of Commissioners of the DuPage Airport Authority.

By: Stephen L. Davis, Chairman

RESOLUTION 2017-2099

APPROVING EXCEPTION TO COMPETITIVE BIDDING REQUIREMENTS AND AUTHORIZING THE EXECUTION OF A CASH FARM LEASE WITH DONALD AND BETH YOUNG FOR AUTHORITY PROPERTY AT SMITH ROAD AND POWIS ROAD

WHEREAS, The DuPage Airport Authority (the "Authority") owns 109.4 acres of tillable farm land located near the intersection of Smith Road and Powis Road in West Chicago, Illinois (the "Property"); and

WHEREAS, Donald and Beth Young desire to rent the Property under a Cash Farm Lease for a one-year term; and

WHEREAS, the Authority, pursuant to Section 6-8(i) of the Authority Code, finds that said lease is properly excepted from the competition requirements of said Code because an unusual and compelling urgency precludes full and open competition and the delay in executing said lease would result in serious injury, financial or otherwise, to the Authority.

WHEREAS, the Authority finds that it is in the best interest of the Authority to enter into a Cash Farm Lease (attached hereto) with Donald and Beth Young; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the DuPage Airport Authority hereby approves the exception to the Authority's competitive bidding requirements, as stated herein, and authorizes the execution of the Cash Farm Lease by the Executive Director, and authorizes the Executive Director to take whatever steps necessary to effectuate the terms of the Cash Farm 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 17th day of May, 2017.

CHAIRMAN

SECRETARY

RESOLUTION 2017-2099