



# DUPAGE AIRPORT AUTHORITY

BOARD OF COMMISSIONERS  
REGULAR MEETING and ANNUAL MEETING  
WEDNESDAY, JANUARY 15, 2020; 3:00 p.m.

DuPAGE AIRPORT AUTHORITY  
DANIEL L. GOODWIN FLIGHT CENTER BUILDING  
THIRD FLOOR CONFERENCE ROOM  
2700 INTERNATIONAL DRIVE  
WEST CHICAGO, ILLINOIS 60185

## TENTATIVE AGENDA

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

### RECESS REGULAR MEETING

### CONVENE ANNUAL MEETING

1. CALL TO ORDER
2. ROLL CALL
3. ELECTION OF OFFICERS FOR THE 2020 FISCAL YEAR
  - a. Chairman
  - b. Vice-Chairman
  - c. Treasurer
  - d. Secretary
  - e. Assistant Treasurer
  - f. Assistant Secretary

4. REVIEW OF COMMITTEE ASSIGNMENTS      *TAB #1*      *PAGE #5*

**ADJOURNMENT OF ANNUAL MEETING**

**RECONVENE REGULAR MEETING**

4. **APPROVAL OF MINUTES** *TAB #2* *PAGE #6*
  - a. **November 20, 2019 Regular Board Meeting**
  - b. **November 20, 2019 Internal Policy and Compliance Committee Meeting**
  - c. **November 20, 2019 Capital Development, Leasing and Customer Fees Committee Meeting**
  - d. **November 20, 2019 Finance, Budget and Audit Committee Meeting**
  - e. **November 1, 2019 Special Finance Committee Meeting**
  
5. **DIRECTOR'S REPORT** *TAB #3* *PAGE #30*
  
6. **REVIEW OF FINANCIAL STATEMENTS** *TAB #4* *PAGE #34*
  
7. **REPORT OF OFFICERS/COMMITTEES**
  - a. **Internal Policy and Compliance Committee**
  - b. **Finance, Budget & Audit Committee**
  - c. **Golf Committee**
  - d. **Capital Development, Leasing & Customer Fees Committee**
  - e. **DuPage Business Center**
  
8. **OLD BUSINESS**

None
  
9. **NEW BUSINESS**
  - a. **Proposed Ordinance 2020-341; Adopting Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2020 and Ending December 31, 2020.**  
*FINANCE* *TAB #5* *PAGE #50*
  
  - b. **Proposed Ordinance 2020-342; An Ordinance of the DuPage Airport Authority Promulgating Regulations Under the Freedom of Information Act.**  
*TAB #6* *PAGE #135*
  
  - c. **Proposed Resolution 2020-2317; Approving the Use of Outside Attorneys for the Fiscal Year 2020 Beginning January 1, 2020 and Ending December 31, 2020.**  
*Approves utilizing the firms of Luetkehans, Brady, Garner & Armstrong and SheppardMullin to provide legal services for the 2020 fiscal year.*  
*TAB #7* *PAGE #151*

**d. Proposed Resolution 2020-2318; Award of Contract to Phillips 66 Company for Aviation Fuel Supplier Services.**

*Approves the Executive Director and Legal Counsel to finalize and execute required contract documents with Phillips 66 Company to be the aviation fuel supplier for the DuPage Airport Authority for a 5-year term commencing April 1, 2020.*

**FINANCE**

**TAB #8**

**PAGE #156**

**e. Proposed Resolution 2020-2319; Authorizing the Execution of Service Order No. 9 with Wight & Company for Professional Consulting Services Associated with Construction Plans for Prairie Landing Golf Club Banquet and Sunroom Renovations.**

*Approves a Service Order to develop plans, specifications and to provide construction observation services for renovations to the Prairie Landing Clubhouse banquet and sunroom facilities for a fixed fee of \$25,600 plus reimbursable expenses.*

**CAPITAL**

**TAB #9**

**PAGE #161**

**f. Proposed Resolution 2020-2320; Ratification of the Executive Director's Execution of Change Order No. 4 to the Contract with Pandecon, Inc. for the Prairie Landing Golf Club Bar Addition.**

*Ratifies the Executive Director's execution of a change order in the amount of \$2,073 for changes to completed finishes on doorframes, millwork, cabinets and additional fixtures.*

**CAPITAL**

**TAB #10**

**PAGE #164**

**g. Proposed Resolution 2020-2321; Ratification of the Executive Director's Execution of a Contract with KCW Environmental Conditioning, Inc. for Emergency Replacement of an HVAC Rooftop Unit at the Prairie Landing Golf Course Clubhouse.**

*Ratifies the Executive Director's execution of a Contract to replace a 25-ton HVAC rooftop unit at the Prairie Landing Clubhouse in the amount of \$29,473.*

**CAPITAL**

**TAB #11**

**PAGE #167**

**h. Proposed Ordinance 2020-343; Approving the Execution of an Intergovernmental Agreement with the City of West Chicago, West Chicago Library District, West Chicago Fire Protection District, West Chicago Elementary District 33, Community High School District 94 and Innovation Partners, LLC and Midwest Industrial Funds, Inc. in Regard to a Property Tax Abatement Relative to the Development of the Midwest Industrial Funds Inc. Property.**

*Approves the granting of a tax abatement to Midwest Industrial Funds, Inc. Group for the property located at 2525 Enterprise Circle. Abatement is limited to \$4,000,000 over ten years.*

**CAPITAL**

**TAB #12**

**PAGE #170**

**i. Proposed Ordinance 2020-344; Ordinance Providing for Real Estate Tax Abatement Related to Midwest Industrial Funds Inc.**

*Approves the submittal of the tax abatement in Ordinance 2020-344 to the County Clerk of DuPage County.*

**CAPITAL**

**TAB #13**

**PAGE #173**

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

**11. RECONVENE REGULAR SESSION**

**12. OTHER BUSINESS**

**a. Proposed Resolution 2020-2322; Authorizing the Destruction of Certain Verbatim Recordings of Closed Sessions.**

**TAB #14**

**PAGE #176**

**13. ADJOURNMENT**



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

Stephen L. Davis, Chairman  
Gina R. LaMantia, Vice Chairman  
Donald C. Sharp, Secretary  
Michael V. Ledonne, Treasurer

Juan E. Chavez, Commissioner  
Charles E. Donnelly, Commissioner  
Herbert A. Getz, Commissioner  
Gregory J. Posch, Commissioner  
Daniel J. Wagner, Commissioner

Patrick Hoard, Assistant Treasurer  
Daniel J. Barna, Assistant Secretary

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

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

**CAPITAL DEVELOPMENT, LEASING & CUSTOMER FEES COMMITTEE**

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

**GOLF COMMITTEE**

Charles E. Donnelly, Chair  
Herbert A. Getz, Member  
Michael V. Ledonne, Member  
Patrick Hoard, Staff

**INTERNAL POLICY & COMPLIANCE COMMITTEE**

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

**DuPAGE AIRPORT AUTHORITY  
REGULAR BOARD MEETING  
Wednesday, November 20, 2019**

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The Regular Meeting of the Board of Commissioners of the DuPage Airport Authority was convened at Prairie Landing Golf Club, 2325 Longest Drive, West Chicago, Illinois on Wednesday, November 22, 2019. Chairman Davis called the meeting to order at 3:00 p.m. and a quorum was present for the meeting.

**Commissioners Present:** Chavez, Davis, Donnelly, Getz, LaMantia, Ledonne, Posch, Sharp, Wagner.

**Commissioners Absent:** None

**DuPage Airport Authority Staff Present:** Mark Doles, Executive Director; Patrick Hoard, Director of Finance & Administration and Prairie Landing Golf Club; Dan Barna, Operations and Capital Programs Manager; Brian DeCoudres, DuPage Flight Center General Manager; Pamela Miller, Executive Assistant and Board Liaison.

**Others in Attendance:** Phil Luetkehans, Luetkehans, Brady, Garner & Armstrong, LLC.; John Whitehead, NAI Hiffman; Michael Vonic, CH2M Jacobs; Kevin Fuhr, Hanson Professional Services; Randy Machelski, SmithGroup; Paul Rio, Morgan Harbour Construction, LLC.; Nick Eboli, Lee & Associates; Paul Lipsky, Haeger Engineering Ltd.; Captain Russell Danwin, DuPage Pilot's Association, AOPA, ASUN;

**Members of the Press:**

None

**PUBLIC COMMENT**

Captain Russ Danwin, representing the DuPage Pilots Association, AOPA and ASUN, thanked the Airport Authority for the Emergency Exercise for crash, fire and rescue recently conducted on the airfield and stated this exercise was very well done. He provided the Board with an article discussing career shortages being experienced in the aviation industry; pilots, mechanics, crews and other aviation trades. Captain Danwin challenged the Airport Authority to do whatever possible to support aviation education. Chairman Davis thanked Captain Danwin for his comments and added there are four Flight Schools located on the airfield at this time and commented on the efforts of the Tuskegee Next Program.

**APPROVAL OF MINUTES**

Chairman Davis asked for additions or corrections to the minutes of the September 4, 2019 Special Board Meeting and there were none. Commissioner Ledonne made a **MOTION** to approve the minutes of the September 4, 2019 Special Board Meeting and Commissioner Posch **seconded the motion**. The motion was passed by roll call vote (9-0).

Chairman Davis asked for additions or corrections to the minutes of the September 4, 2019 Executive Search Committee Meeting and there were none. Commissioner Sharp made a **MOTION** to approve the minutes of the September 4, 2019 Executive Search Committee Meeting and Commissioner LaMantia **seconded the motion**. The motion was passed by roll call vote (9-0).

Chairman Davis asked for additions or corrections to the minutes of the September 18, 2019 Regular Board Meeting and there were none. Commissioner Sharp made a **MOTION** to approve the minutes of the September 18, 2019 Regular Board Meeting and Commissioner Posch **seconded the motion**. The motion was passed by roll call vote (9-0).

Chairman Davis asked for additions or corrections to the minutes of the September 18, 2019 Capital Development, Leasing and Customer Fees Committee Meeting and there were none. Commissioner Getz made a **MOTION** to approve the minutes of the September 18, 2019 Capital Development, Leasing and Customer Fees Committee and Commissioner Chavez **seconded the motion**. The motion was passed by roll call vote (9-0).

Chairman Davis asked for additions or corrections to the minutes of the September 18, 2019 Finance, Budget and Audit Committee and there were none. Commissioner Sharp made a **MOTION** to approve the minutes of the September 18, 2019 Finance, Budget and Audit Committee Meeting and Commissioner Chavez **seconded the motion**. The motion was passed by roll call vote (9-0).

## **DIRECTOR'S REPORT**

Executive Director Doles reviewed the monthly operating statistics:

Fuel sales data has not changed significantly for this time period.

100 LL fuel sales increased 23% and Jet A fuel sales are down 4.3%.

Total gallons of fuel sold decreased 1.7% from October 2018.

Total fuel sales year to date 2019 versus 2018 decreased 3.6%.

Operations for October: Itinerant operations are increased 4 ½% –local operations are increased 46%.

Total operations are increased 25% for the year.

DuPage continues to be the 3<sup>rd</sup> ranked Airport in terms of total operations.

Executive Director Doles advised the proposed Duke Realty Development at the Weber Farm Property has been

dropped as well as the request for a railroad spur on Kautz Road; there will be no development at this time and

this is not a result of any action or decision of the Airport Authority.

Executive Director Doles continued his report as follows:

Staff has been working hard to complete the 2020 Budget and Appropriations. A Special Finance Committee Meeting was held on November 1 for a detailed budget review as well as earlier this day at their regular committee meeting. The Tentative Budget and Appropriations will be presented to the Board for approval later in this meeting agenda.

The DuPage Airport Authority has been recognized by the Government Finance Officers Association (GFOA) with a Distinguished Award for Budgeting. Congratulations to Patrick Hoard, Robb Walker and the Accounting Staff.

DuPage recently hosted a National Business Aviation Association (NBAA) Roundtable with 20 major flight departments in attendance.

On October 17 the Airport conducted an Emergency drill, Aircraft Rescue and Firefighting Emergency drill. This operation was conducted during nighttime hours for the first time. 15 fire departments and 32 total agencies were a part of this emergency exercise as well as 100's of other participants. This was a very successful and impressive effort. Discussion followed.

State Representative Karina Villa recently visited DuPage Airport and toured facilities. Executive Director Doles and Airport Lobbyist Pat Brady met with her during her visit.

Executive Director Doles and Commissioner Wagner were invited to speak to the Wheaton Rotary for their October 30 meeting.

Executive Director Doles commented on a very nice story that recently appeared in the Beacon News regarding his appointment as Executive Director.

Discussion occurred regarding recent news that Pheasant Run Resort is being sold. Executive Director Doles reported that the lease with the driving range at Pheasant Run has been extended for September 2019 through October 2020.

Executive Director Doles advised an RFP (Request for Proposal) has been issued for an Aviation Fuel Supplier. The current contract with Phillips will be expiring in 2020. He continued that six (6) submittals have been received and analysis by the evaluation team is now in process; the recommended supplier will be brought to the Board for approval in January and the new contract will begin in April 2020.

Plans for the U.S. Customs facilities renovations are ongoing with the submission of the 30 % planning documents; next move will be to the proposed 60% plans then to 90% plans and out for bid.

Executive Director Doles advised that Flight Center General Manager, Brian DeCoudres, will be bringing two (2) additional aircraft to the airfield very soon.



## **REVIEW OF FINANCIAL STATEMENTS**

Patrick Hoard reviewed the financial statements for October 2019. Discussion followed.

## **REPORT OF COMMITTEES**

### **Finance, Budget and Audit Committee:**

Commissioner Ledonne advised that Commissioner Sharp served as Chair for the Finance Committee Meeting in his absence. Commissioner Sharp reported all items were approved for recommendation to the Board. Commissioner Ledonne then stated a Special Finance Committee Meeting was held on November 1 to review the 2020 budget and the Committee is confident for Board approval of this budget. Commissioner Ledonne complimented Patrick Hoard and his team for an outstanding job maintaining the expense levels of the Airport to maintain operating excellence.

### **Capital Development, Leasing and Customer Fees:**

Commissioner Wagner reported the items appearing on the Board Meeting Agenda were discussed and favorably recommended for passage by the Board with the exception of items relating to the Alton Industry Development. The Committee recommended Board approval pending more in-depth discussion with the full Board.

### **Internal Policy and Compliance Committee:**

Commissioner LaMantia advised the Internal Policy and Compliance Committee met; thanks to all members in attendance. She reported the Committee recommended Board approval of the proposed Ordinance for changes in the Employee Handbook relating to the new cannabis laws which become effective January 1.

### **Golf Committee:**

Commissioner Donnelly reported the Golf Committee did not meet. He invited commissioners to see the improvements at the new bar addition in the Grill Room. He stated he is looking forward to how this will positively impact and enhance next year's golf rounds and outings.

### **DuPage Business Center:**

John Whitehead of NAI Hiffman reported that progress continues at the Business Center with the current deals. He reviewed ongoing activities and development as well as potential new interests. Discussion followed.

## **NEW BUSINESS**

### **Approving the 2020 Board and Committee Meeting Calendar.**

Executive Director Doles read into the record this proposed agenda item. A **MOTION** was made by Commissioner Ledonne to approve the 2020 Board and Committee Meeting Calendar. The **motion was seconded** by Commissioner Sharp. All Commissioners agreed to select Option #2, the afternoon meeting schedule, for the 2020 Calendar. Discussion followed and the **motion was passed** by roll call vote (9-0).

**Proposed Ordinance 2019-336; An Ordinance Amending the DuPage Airport Authority Employee Handbook.**

*Amends the Employee Handbook to comply with State of Illinois laws relating to cannabis use.*

Executive Director Doles read into the record Proposed Ordinance 2019-336. A **MOTION** was made by Commissioner LaMantia to approve Proposed Ordinance 2019-336 An Ordinance Amending the DuPage Airport Authority Employee Handbook. The **motion was seconded** by Commissioner Ledonne. Discussion followed regarding the cannabis laws to be enacted in January for Illinois. Executive Director Doles reviewed the changes to be made in the Employee Handbook relevant to maintaining a drug free workplace at DuPage Airport. The **motion was passed** by roll call vote (9-0).

**Proposed Ordinance 2019-337; Adopting the Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2020 and Ending December 31, 2020.**

Executive Director Doles read into the record Proposed Ordinance 2019-337. A **MOTION** was made by Commissioner Sharp to approve Proposed Ordinance 2019-337; Adopting the Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2020 and Ending December 31, 2020. The **motion was seconded** by Commissioner Ledonne. There was brief discussion and the **motion was passed** by roll call vote (9-0).

**Proposed Ordinance 2019-338; An Ordinance of the DuPage Airport Authority Levying Taxes for the Fiscal Year Beginning January 1, 2019 and Ending December 31, 2019.**

Executive Director Doles read into the record Proposed Ordinance 2019-338. A **MOTION** was made by Commissioner Ledonne to approve Proposed Ordinance 2019-338; An Ordinance of the DuPage Airport Authority Levying Taxes for the Fiscal Year Beginning January 1, 2019 and Ending December 31, 2019. The **motion was seconded** by Commissioner Sharp. Discussion followed. The **motion was passed** by roll call vote (9-0).

**Proposed Resolution 2019-2302; Disposal/Destruction of Surplus Personal Property.**

*Approves the sale of surplus property through public internet auction. Equipment to be sold includes five (5) golf course mowers, one (1) 2000 Jeep Cherokee, One (1) 2011 Clubcar Beverage Cart, and one (1) group of restaurant tables and chairs.*

Executive Director Doles read into the record Proposed Resolution 2019-2302. A **MOTION** was made by Commissioner Posch to approve Proposed Resolution 2019-2302; Disposal/Destruction of Surplus Personal Property. The **motion was seconded** by Commissioner Ledonne. There was no further discussion and the **motion was passed** by roll call vote (9-0).

**Proposed Resolution 2019-2303; Award of Contract to Southwest Industries d/b/a Anderson Elevator for Elevator Maintenance Services.**

*Approves a one (1) year elevator maintenance contract subject to two (2) one (1) year extensions. Annual maintenance contract fee of \$27,600 for eight (8) elevators.*

Executive Director Doles read into the record Proposed Resolution 2019-2303. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2019-2303; Award of Contract to Southwest Industries d/b/a Anderson elevator for Elevator Maintenance Services. The **motion was seconded** by Commissioner Sharp. There was no further discussion and the **motion was passed** by roll call vote (9-0).

**Proposed Resolution 2019-2304; Award of Contract to KCW Environmental Conditioning, Inc. for HVAC Rooftop Unit Replacements.**

*Approves a contract to replace two (2) HVAC rooftop units at the DuPage Airport Government Center Building. Total authorized construction not-to-exceed \$18,267.70, which includes a 10% owner's contingency.*

Executive Director Doles read into the record Proposed Resolution 2019-2304. A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2019-2304; Award of Contract to KCW Environmental Conditioning, Inc. for HVAC Rooftop Unit Replacements. The **motion was seconded** by Commissioner Ledonne. There was no further discussion and the **motion was passed** by roll call vote (9-0).

**Proposed Resolution 2019-2305; Award of Contract to Sound Incorporated for Access Control System Upgrades.**

*Approves a contract to replace existing access control system hardware, software and components. Total authorized construction not-to-exceed \$95,785.60, which includes a 10% owner's contingency, extended warranties and software support.*

Executive Director Doles read into the record Proposed Resolution 2019-2305. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2019-2305; Award of Contract to Sound Incorporated for Access Control System Upgrades. The **motion was seconded** by Commissioner Sharp. There was no further discussion and the **motion was passed** by roll call vote (9-0).

**Proposed Resolution 2019-2306; Award of Contract to Fitzgerald's Electrical Contracting, Inc. for Electrical Vault Upgrades.**

*Approves a contract to replace existing airfield lighting outgoing wireways within the Airport Maintenance Building Electrical Vault. Total authorized construction not-to-exceed \$71,242.60, which includes a 10% owner's contingency.*

Executive Director Doles read into the record Proposed Resolution 2019-2306. A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2019-2306; Award of Contract to Fitzgerald's Electrical Contracting, Inc. for Electrical Vault Upgrades. The **motion was seconded** by Commissioner Posch. There was no further discussion and the **motion was passed** by roll call vote (9-0).

**Proposed Resolution 2019-2307; Authorizing Change Order No. 1 to the Construction Phase Task Order No. 20 with CH2M for the Project: Construction of Ingenuity Way at the DuPage Business Center.**

*Approves a change order in the amount of \$14,866.95 to fund additional construction observation, increasing the original task order amount of \$55,300 to \$70,166.95.*

Executive Director Doles read into the record Proposed Resolution 2019-2307. A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2019-2307; Authorizing Change Order No. 1 to the Construction Phase Task Order No. 20 with CH2M for the Project: Construction of Ingenuity Way at the DuPage Business Center. The **motion was seconded** by Commissioner Wagner. There was no further discussion and the **motion was passed** by roll call vote (9-0).

**Proposed Resolution 2019-2308; Ratification of the Executive Director's Execution of an Agreement Authorizing an Intergovernmental Agreement with the State of Illinois Department of Transportation, Division of Aeronautics for Participation in the Airport Improvement Program Project Known as: Upgrade Airport Perimeter Fencing Phase III Per 2008 Wildlife Hazard Assessment.**

*Ratifies the Executive director's time sensitive execution of an Intergovernmental Agreement with IDOT and release of \$270,741 local share participation in the Airport improvement Program project known as: Upgrade Airport Perimeter Fencing Phase III Per 2008 Wildlife Hazard Assessment.*

Executive Director Doles read into the record Proposed Resolution 2019-2308. A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2019-2308; Ratification of the Executive Director's Execution of an Agreement Authorizing an Intergovernmental Agreement with the State of Illinois Department of Transportation, Division of Aeronautics for Participation in the Airport Improvement Program Project Known as: Upgrade Airport Perimeter Fencing Phase III Per 2008 Wildlife Hazard Assessment. The **motion was seconded** by Commissioner Posch. There was no further discussion and the **motion was passed** by roll call vote (9-0).

**Proposed Resolution 2019-2309; Authorizing the Execution of a Construction Phase Engineering Services Agreement with CH2M for the Airport Improvement Program Project Known as: Upgrade Airport Perimeter Fencing Phase III Per 2008 Wildlife Hazard Assessment.**

*Approves a task order in the amount of \$109,044.05 for construction observation related to the Airport Improvement Program project known as: Upgrade Airport Perimeter Fencing Phase III Per 2008 Wildlife Hazard Assessment. 79% reimbursement from Federal and State funding anticipated.*

Executive Director Doles read into the record Proposed Resolution 2019-2309. A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2019-2309; Authorizing the Execution of a Construction Phase Engineering Services Agreement with CH2M for the Airport Improvement Program Project Known as: Upgrade Airport Perimeter Fencing Phase III Per 2008 Wildlife Hazard Assessment. 79% reimbursement from Federal and State funding anticipated. The **motion was seconded**

by Commissioner Chavez. There was no further discussion and the **motion was passed** by roll call vote (9-0).

Commissioner Ledonne made a Motion to combine the agenda items relating to Alton Industries; Agenda Items 8.m. through 8. r. Chairman Davis stated these items should be considered individually in the event there were questions to be discussed by the Board. The motion was not seconded and Commissioner Ledonne withdrew his motion.

**Proposed Resolution 2019-2310; Approving the Development Plan of Alton Industries Ltd. Group for 643 Innovation Drive.**

*Approves the Development Plan for an approximate 192,880 square foot building on a 12-acre parcel at 643 Innovation Drive for warehouse, distribution and office facilities.*

Executive Director Doles read into the record Proposed Resolution 2019-2310. A

**MOTION** was made by Commissioner Wagner to approve Proposed Resolution 2019-2310; Approving the Development Plan of Alton industries Ltd. Group for 643

Innovation Drive. The **motion was seconded** by Commissioner Posch.

Attorney Luetkehans stated there were three variances which needed to be reviewed with regard to the Development Plan.

1/waiver of the required twenty-foot paving setback from the Northern Property land as required under Section 105-3.

2/ a reduction of the requirement that there be a minimum of 15 feet between the front yard building façade and parking lot under Section 10.5-5 Section (F) (1).

3/ Seeking to have more than 30% of the parking for the Subject Property in front of the street façade of building it services. While this is not a variance, this does require specific approval from the DAA board under the Minimum Design Standards.

Discussion followed and Attorney Luetkehans recommended Board approval. The **motion was passed** by roll call vote (9-0).

**Proposed Ordinance 2019-339; Approving the Execution of an Intergovernmental Agreement with the City of West Chicago Library District, West Chicago Fire Protection District, West Chicago Elementary District 22, Community High School District 94 and Innovation Partners, LLC and Alton Industry Ltd. Group in Regard to a Property Tax Abatement Relative to the Development of the Alton Property.**

*Approves the granting of a tax abatement to Alton Industry Ltd. Group for the property located at 643 Innovation Drive. Abatement is limited to \$4,000,000 over ten years.*

Executive Director Doles read into the record Proposed Ordinance 2019-338. A

**MOTION** was made by Commissioner Sharp to approve Proposed Ordinance 2019-338; An Ordinance of the DuPage Airport Authority Levying Taxes for the Fiscal Year

Beginning January 1, 2019 and Ending December 31, 2019. The **motion was seconded** by Commissioner Wagner. There was no further discussion. The **motion was passed** by roll call vote (9-0).

**Proposed Ordinance 2019-340; Ordinance Providing for Real Estate Tax Abatement Related to Alton Industry Ltd. Group.**

*Approves the submittal of the abatement in Ordinance 2019-340 to the County Clerk of DuPage County.*

Executive Director Doles read into the record Proposed Ordinance 2019-340. A **MOTION** was made by Commissioner Sharp to approve Proposed Ordinance 2019-340; Ordinance Providing for Real Estate Tax Abatement Related to Alton Industry Ltd. Group. The **motion was seconded** by Commissioner Ledonne. There was no further discussion. The **motion was passed** by roll call vote (9-0).

Attorney Luetkehans advised the next three agenda items are agreements with Alton Industry related to a shared access at Innovation Drive for property located directly to the North. There were particular questions brought forth and discussed by the Capital Development Committee relating to the Recapture Agreement, Proposed Resolution 2019-2312 and the ultimate amount this would involve for future property sales. After continued discussion Attorney Luetkehans reported that the engineering company for Alton, Haeger Engineering, provided the following estimated costs for this project; \$100,000 with a 50% recapture, which would result in an amount of \$50,000. The Representative from Haeger Engineering, Paul Lipsky, was present at the meeting and agreed that this was their estimated cost. Discussion continued and the next agenda items relating to this Alton Industry Ltd. were addressed by the Board.

**Proposed Resolution 2019-2311; Approving the Execution of a Temporary Construction Easement Agreement with Alton Industries Ltd. Group.**

*Provides access to DAA property to Alton Industries Ltd. Group to build a shared access drive at the northern property line at 643 Innovation Drive.*

Executive Director Doles read into the record Proposed Resolution 2019-2311. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2019-2311; Approving the Execution of a Temporary Construction Easement Agreement with Alton Industries Ltd. Group. The **motion was seconded** by Commissioner Wagner and the **motion was passed** by roll call vote (9-0).

**Proposed Resolution 2019-2312; Approving the Execution of a Recapture Agreement with Alton Industries Ltd. Group.**

*Allows Alton Industries Ltd. Group to recapture 50% of the costs it incurs to construct the driveway improvements on the northern property line of 643 Innovation Drive.*

Executive Director Doles read into the record Proposed Resolution 2019-2312. A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2019-2312; Approving the Execution of a Recapture Agreement with Alton Industries Ltd. Group. The **motion was seconded** by Commissioner Wagner. There was no further discussion and the **motion was passed** by roll call vote (9-0).

**Proposed Resolution 2019-2313; Approving the Execution of a Reciprocal Non-Exclusive Access, Ingress and Egress Easement Agreement with Alton Industries Ltd. Group.**

*Approves the use of DAA property for the access, ingress and egress for the property located at 643 Innovation Drive and provides access to the DAA to the property located at 643 Innovation Drive for those same purposes.*

Executive Director Doles read into the record Proposed Resolution 2019-2313. A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2019-2313; Approving the Execution of a Reciprocal Non-Exclusive Access, Ingress and Egress Easement Agreement with Alton Industries Ltd. Group. The **motion was seconded** by Commissioner Posch. There was no further discussion and the **motion was passed** by roll call vote (9-0).

**Proposed Resolution 2019-2314; Ratification of the Execution of the Termination Letter of the 2006 Intergovernmental Agreement with the City of Batavia.**

*Terminates the 2006 Intergovernmental Agreement related to the sharing of fiber optic cable in the DuPage Business Center.*

Executive Director Doles read into the record Proposed Resolution 2019-2314. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2019-2314; Ratification of the Execution of the Termination Letter of the 2006 Intergovernmental Agreement with the City of Batavia. The **motion was seconded** by Commissioner Posch. There was no further discussion and the **motion was passed** by roll call vote (9-0).

**RECESS TO EXECUTIVE SESSION**

A **MOTION** was made by Commissioner LaMantia to recess to Executive Session for the discussion of pending, probable or imminent litigation; the setting of a price for sale or lease of property owned by the DuPage Airport Authority; and the discussion and semi-annual review of lawfully closed executive session minutes. The **motion was seconded** by Commissioner Sharp and was passed unanimously by roll call vote (9-0). The Regular Meeting was recessed to Executive Session at 4:25 p.m. and was reconvened at 4:42 p.m. Upon roll call, a quorum was present for the remainder of the Regular Board Meeting. Commissioner Chavez departed the meeting at the close of the Executive Session.

**OTHER BUSINESS**

**Proposed Resolution 2019-2315; Disclosure of Executive Session Minutes.**

*Approves the disclosure of Executive Session Minutes that the Board of Commissioners has determined are no longer necessary to keep confidential.*

Executive Director Doles read into the record Proposed Resolution 2019-2315. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2019-2315; Disclosure of Executive Session Minutes. The **motion was seconded** by Commissioner Posch. There was no further discussion and the **motion was passed** by roll call vote (9-0).

A **MOTION** was made by Commissioner Wagner to adjourn the Regular Meeting of the DuPage Airport Authority Board of Commissioners. The **motion was seconded** by Commissioner Sharp and was passed unanimously by voice vote; the meeting was adjourned at 4:46 p.m.

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**Stephen L. Davis, Chairman**

**(ATTEST)**

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**Donald C. Sharp, Secretary**



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

**Wednesday, November 20, 2019**

Prairie Landing Golf Club  
2325 Longest Drive  
West Chicago, Illinois 60185

The Regular Meeting of the Internal Policy and Compliance Committee of the DuPage Airport Authority Board of Commissioners convened at Prairie Landing Golf Club, 2325 Longest Drive, West Chicago, Illinois on Wednesday, November 20, 2019. Committee Chair LaMantia called the meeting to order at 2:36 p.m. and a quorum was present for the meeting.

**Commissioners Present:** Chavez, LaMantia, Posch  
**Absent:** Ledonne

**DAA Staff Present:** Executive Director Mark Doles; Patrick Hoard, Director of Finance and Administration and Prairie Landing Golf Club; Dan Barna, Operations and Capital Program Manager; Brian DeCoudres, DuPage Flight Center General Manager; Pamela Miller, Executive Assistant and Board Liaison.

**Others in Attendance:** Phil Luetkehans, Luetkehans, Brady, Garner & Armstrong LLC.; Michael Vonic, CH2M; Steve McLaughlin, Burns & McDonnell; Kevin Fuhr, Hanson Professional Services.

**Members of the Press:** None

**NEW BUSINESS**

**Proposed Ordinance 2019-336; An Ordinance Amending the DuPage Airport Authority Employee Handbook.**

*Amends the Employee Handbook to comply with State of Illinois laws relating to cannabis use.*

Executive Director Doles read into the record Proposed Ordinance 2019-336. A **MOTION** was made by Commissioner Chavez to recommend Board approval of Proposed Ordinance 2019-336; An Ordinance Amending the DuPage Airport Authority Employee Handbook. The **motion was seconded** by Commissioner Posch. Executive Director Doles explained these revisions in the Employee Handbook are a result of changes in the new cannabis laws to be enacted in January for the State of Illinois. He reviewed these changes as shown in Exhibit A of the Ordinance. Discussion followed. The motion was passed unanimously by roll call vote (3-0).

**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 2:40 p.m.

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**Gina LaMantia, Chair**  
**Internal Policy and Compliance Committee**

**DuPAGE AIRPORT AUTHORITY  
CAPITAL DEVELOPMENT, LEASING AND CUSTOMER FEES COMMITTEE  
WEDNESDAY, NOVEMBER 20, 2019**

The meeting of the Capital Development, Leasing and Customer Fees Committee of the DuPage Airport Authority Board of Commissioners was convened at the Prairie Landing Golf Club, 2325 Longest Drive, West Chicago, Illinois on Wednesday, November 20, 2019. Committee Chairman Wagner called the meeting to order at 2:00 p.m. There was a quorum present for the meeting.

**Commissioners Present:** Chavez, Getz, Posch, Sharp, Wagner.  
(Commissioner Chavez arrived at 2:25 p.m.)

**Absent:** Ledonne.

**DAA Staff Present:** Executive Director Mark Doles; Patrick Hoard, Director of Finance and Prairie Landing Golf Club; Dan Barna, Operations and Capital Program Manager; Brian DeCoudres, DuPage Flight Center General Manager; Pamela Miller, Executive Assistant and Board Liaison.

**Others:** Phil Luetkehans, Luetkehans, Brady, Garner & Armstrong, LLC; Michael Vonic, CH2M Jacobs; Steve McLaughlin, Burns & McDonnell; Kevin Fuhr, Hanson Professional Services.

**Press:** None

**CAPITAL DEVELOPMENT**  
**NEW BUSINESS**

**Proposed Resolution 2019-2304; Award of Contract to KCW Environmental Conditioning, Inc. for HVAC Rooftop Unit Replacements.**

*Approves a contract to replace two (2) HVAC rooftop units at the DuPage Airport Government Center Building. Total authorized construction not-to-exceed \$18,267.70*  
Executive Director Doles read into the record Proposed Resolution 2019-2304. A **MOTION** was made by Commissioner Sharp to recommend Board approval for Proposed Resolution 2019-2304; Award of Contract to KCW Environmental Conditioning, Inc. for HVAC Rooftop Unit Replacements. The **motion was seconded** by Commissioner Posch. Dan Barna stated the HVAC rooftop units located at the Government Center can no longer provide adequate heat for this location and are in need of replacement. He continued that (9) nine bids were received and KCW Environmental Conditioning, Ince is recommended to be awarded this contract. Discussion continued briefly and the **motion was passed** by roll call vote (4-0). Commissioner Chavez was not present for this vote.

**Proposed Resolution 2019-2305; Award of Contract to Sound Incorporated for Access Control System Upgrades.**

*Approves a contract to replace existing access control system hardware, software and components. Total authorized construction not-to-exceed \$95,785.60, which includes a 10% owner's contingency, extended warranties and software support.*

A **MOTION** was made by Commissioner Sharp to recommend Board approval of Proposed Resolution 2019-2305; Award of Contract to Sound Incorporated for Access Control System Upgrades. The **motion was seconded** by Commissioner Posch. Mr. Barna stated this contract will allow for replacing the existing access control system hardware and software which is over 10 years old. This includes 54 access card readers at gates along 8 miles of perimeter fence, building locations, Servers, network communications equipment, control panels, and gate operators. Mr. Barna continued to review the scope of this project and advised (8) eight bids were received. Sound Incorporated is recommended for award of this contract. Discussion followed. The **motion was passed** by roll call vote (4-0). Commissioner Chavez was not present for this vote.

**Proposed Resolution 2019-2306; Award of Contract to Fitzgerald's Electrical Contracting, Inc. for Electrical Vault Upgrades.**

*Approves a contract to replace existing airfield lighting outgoing wireways within the Airport Maintenance Building Electrical Vault. Total authorized construction not-to-exceed \$71,242.60, which includes a 10% owner's contingency.*

Executive Director Doles read into the record Proposed Resolution 2019-2306. A **MOTION** was made by Commissioner Posch to recommend Board approval of Proposed Resolution 2018-2306; Award of Contract to Fitzgerald's Electrical Contracting, Inc. for Electrical Vault Upgrades. The **motion was seconded** by Commissioner Getz. Mr. Barna explained the scope of this project and advised CH2M assisted with preparation of the plans and specifications for this project. He continued that (3) three bids were received and Fitzgerald's Electrical Contracting, Inc. is recommended to be awarded this contract. Discussion followed. The **motion was passed** by roll call vote (4-0). Commissioner Chavez was not present for this vote.

**Proposed Resolution 2019-2307; Authorizing Change Order No. 1 to the Construction Phase Task Order No. 20 with CH2M for the Project: Construction of Ingenuity Way at the DuPage Business Center.**

*Approves a change order in the amount of \$14,866.95 to fund additional construction observation, increasing the original task order amount of \$55,300 to \$70,166.95.*

Executive Director Doles read into the record Proposed Resolution 2019-2307. A **MOTION** was made by Commissioner Getz to recommend Board approval of Proposed Resolution 2019-2307; Authorizing Change Order No. 1 to the Construction Phase Task Order No. 20 with CH2M for the Project: Construction of Ingenuity Way at the DuPage Business Center. The **motion was seconded** by Commissioner Sharp. Mr. Barna explained that as part of the Development Agreement with Norix the Airport Authority agreed to install an access road as part of the Purchase agreement. He continued that Task Order No. 20 included up to 14 weeks of part time field observation during the Ingenuity Way construction project. Mr. Barna advised during the construction process

more construction observation time was needed as well as additional coordination with the City of West Chicago thus requiring this Change Order to the Task Order with CH2M. Discussion followed regarding the scope of this project and its progress up to this time. Ingenuity Road is anticipated to be completed in early December. The **motion was passed** by roll call vote (4-0). Commissioner Chavez was not present for this vote

**Proposed Resolution 2019-2308; Ratification of the Executive Director's Execution of an Agreement Authorizing an Intergovernmental Agreement with the State of Illinois Department of Transportation, Division of Aeronautics for Participation in the Airport Improvement Program Project Known as: Upgrade Airport Perimeter Fencing Phase III Per 2008 Wildlife Hazard Assessment.**

*Ratifies the Executive Director's time-sensitive execution of an Intergovernmental Agreement with IDOT and release of \$270,741 local share participation in the Airport Improvement Program Project known as: Upgrade Airport Perimeter Fencing Phase III Per 2008 Wildlife Hazard Assessment.*

Executive Director Doles read into the record Proposed Resolution 2019-2308. A **MOTION** was made by Commissioner Sharp to recommend Board approval of Proposed Resolution 2019-2308; Ratification of the Executive Director's Execution of an Agreement Authorizing an Intergovernmental Agreement with the State of Illinois Department of Transportation, Upgrade Airport Perimeter Fencing Phase III Per 2008 Wildlife Hazard Assessment. The **motion was seconded** by Commissioner Getz. Mr. Barna explained this project is anticipated to begin soon and due to timing requirements of the Illinois Division of Aeronautics construction letting process, the executive Director needed to execute this IGA prior to Board Approval and release the Airport Authority's local share payment for the project. This will complete this Airport Improvement Program (AIP) project for upgrading airport perimeter fencing. Staff is seeking ratification of the Executive Director's execution of this Agreement. Discussion followed. The **motion was passed** by roll call vote (4-0). Commissioner Chavez was not present for this vote.

**Proposed Resolution 2019-2309; Authorizing the Execution of a Construction Phase Engineering Services Agreement with CH2M for the Airport Improvement Program Project Known as: Upgrade Airport Perimeter Fencing Phase III Per 2008 Wildlife Hazard Assessment.**

*Approves a task order in the amount of \$109,044.05 for construction observation related to the Airport Improvement Program project known as: Upgrade Airport Perimeter Fencing Phase III Per 2008 Wildlife Hazard Assessment. 79% reimbursement from Federal and State funding anticipated.*

Executive Director Doles read into the record Proposed Resolution 2019-2309. A **MOTION** was made by Commissioner Sharp to recommend Board approval of Proposed Resolution 2019-2309; Authorizing the Execution of a Construction Phase Engineering Services Agreement with CH2M for the Airport Improvement Program Project Known as: Upgrade Airport Perimeter Fencing Phase III Per 2008 Wildlife Hazard Assessment. The **motion was seconded** by Commissioner Getz. Mr. Barna advised that construction phase engineering will also be needed to continue this project and CH2M will provide

these services. He reviewed the associated costs for this agreement and advised the Airport Authority anticipated 79% reimbursement from Federal and State funding for construction phase engineering services. Discussion followed. The **motion was passed** by roll call vote (4-0). Commissioner Chavez was not present for this vote.

**Proposed Resolution 2019-2310; Approving the Development Plan for Alton Industries Ltd. Group for 643 Innovation Drive.**

*Approves the Development Plan for an approximate 192,880 square foot building on a 12-acre parcel at 643 Innovation Drive for warehouse, distribution and office facilities.*

Executive Director Doles read into the record Proposed Resolution 2019-2310. A **MOTION** was made by Commissioner Posch to recommend Board approval of Proposed Resolution 2019-2310; Approving the Development Plan for Alton Industries Ltd. Group for 643 Innovation Drive. The **motion was seconded** by Commissioner Sharp.

Attorney Luetkehans stated there were three variances which needed to be reviewed with regard to the Development Plan. He reviewed these variances as outlined in the Resolution. Discussion followed and the Committee felt this should be further discussed in the full Board Meeting and recommended Board approval subject discussion by the full board. The **motion was passed** by roll call vote (4-0). Commissioner Chavez was not present for this vote.

**Proposed Ordinance 2019-339; Approving the Execution of an Intergovernmental Agreement with the City of West Chicago Library District, West Chicago Fire Protection District, West Chicago Elementary District 22, Community High School District 94 and Innovation Partners, LLC and Alton Industry Ltd. Group in Regard to a Property Tax Abatement Relative to the Development of the Alton Property.**

*Approves the granting of a tax abatement to Alton Industry Ltd. Group for the property located at 643 Innovation Drive. Abatement is limited to \$4,000,000 over ten years.*

Executive Director Doles read into the record Proposed Ordinance 2019-339. A **MOTION** was made by Commissioner Sharp to recommend Board approval of Proposed Ordinance 2019-339; Approving the Execution of an Intergovernmental Agreement with the City of West Chicago Library District, West Chicago Fire Protection District, West Chicago Elementary District 22, Community High School District 94 and Innovation Partners, LLC and Alton Industry Ltd. Group in Regard to a Property Tax Abatement Relative to the Development of the Alton Property. The **motion was seconded** by Commissioner Posch.

Attorney Luetkehans explained this IGA is similar to previous ordinances for other properties the City of West Chicago and other local taxing bodies have agreed to abate up to 50% of Alton's assessed real estate taxes for the next 10 years. The Airport Authority must abate the same percentage of its real estate tax for the same period. The **motion was passed** by roll call vote (4-0). Commissioner Chavez was not present for this vote.

**Proposed Ordinance 2019-340; Ordinance Providing for Real Estate Tax Abatement Related to Alton Industry Ltd. Group.**

*Approves the submittal of the abatement in Ordinance 2019-339 to the county clerk of DuPage County.*

Executive Director Doles read into the record Proposed Ordinance 2019-340. A **MOTION** was made by Commissioner Sharp to recommend Board approval of Proposed Ordinance 2019-340; Ordinance Providing for Real Estate Tax Abatement Related to Alton Industry Ltd. Group. The **motion was seconded** by Commissioner Getz. There was no further discussion and the **motion was passed** by roll call vote (4-0). Commissioner Chavez was not present for this vote.

**Proposed Resolution 2019-2311; Approving the Execution of a Temporary Construction Easement Agreement with Alton Industries Ltd. Group.**

*Provides access to DAA property to Alton Industries Ltd. Group to build a shared access drive at the northern property line at 643 Innovation Drive.*

Executive Director Doles read into the record Proposed Resolution 2019-2311. A **MOTION** was made by Commissioner Sharp to recommend Board approval of Proposed Resolution 2019-2311; Approving the Execution of a Temporary Construction Easement Agreement with Alton Industries Ltd. Group. The **motion was seconded** by Commissioner Donnelly. Attorney Luetkehans briefly reviewed the next three agreement relating to the Alton Vacant Land Purchase Agreement. There were questions by the Committee members relating to these agreements and it was agreed the Committee would recommended Board approval subject to further discussion at the Board Meeting. The **motion was passed** by roll call vote (4-0). Commissioner Chavez was not present for this vote.

**Proposed Resolution 2019-2312; Approving the Execution of a Recapture Agreement with Alton Industries Ltd. Group.**

*Allows Alton Industries Ltd. Group to recapture 50% of the costs it incurs to construct the driveway improvements on the northern property line of 643 Innovation Drive.*

Executive Director Doles read into the record Proposed Resolution 2019-2312. A **MOTION** was made by Commissioner Posch to recommend Board approval of Proposed Resolution 2019-2312; Approving the Execution of a Recapture Agreement with Alton Industries Ltd. Group. The **motion was seconded** by Commissioner Sharp. After continued discussion, the committee recommend Board approval subject to further discussion at the Board Meeting. The **motion was passed** by roll call vote (4-0-1 Abstain). Commissioner Chavez Abstained.

**Proposed Resolution 2019-2313; Approving the Execution of a Reciprocal Non-Exclusive Access, Ingress and Egress Easement Agreement with Alton Industries Ltd. Group.**

*Approves the use of DAA property for the access, ingress and egress for the property located at 643 Innovation Drive and provides access to the DAA to the property located at 643 Innovation Drive for those same purposes.*

Executive Director Doles read into the record Proposed Resolution 2019-2313. A **MOTION** was made by Commissioner Sharp to recommend Board approval of Proposed

Resolution 2019-2313; Approving the Execution of a Temporary Construction Easement Agreement with Alton Industries Ltd. Group. The **motion was seconded** by Commissioner Getz. After continued discussion, the committee recommended Board approval subject to further discussion at the Board Meeting. The **motion was passed** by roll call vote (4-0-1 Abstain). Commissioner Chavez Abstained.

**Proposed Resolution 2019-2314; Ratification of the Execution of the Termination Letter of the 2006 Intergovernmental Agreement with the City of Batavia.**

*Terminates the 2006 Intergovernmental Agreement related to the sharing of fiber optic cable in the DuPage Business Center.*

Executive Director Doles read into the record Proposed Resolution 2019-2314. A **MOTION** was made by Commissioner Sharp to recommend Board approval of Proposed Resolution 2019-2314; Ratification of the Execution of the Termination Letter of the 2006 Intergovernmental Agreement with the City of Batavia. The **motion was seconded** by Commissioner Chavez. Attorney Luetkehans explained the Airport Authority entered into an IGA with the City of Batavia in 2006 for sharing fiber optic cable located in the DuPage Business Center, then DuPage National Technology Park. He reviewed the scope of this issue and advised this termination letter will allow all parties to be free of any responsibility under the terms of the IGA. Discussion followed and ratification of the Executive Director's execution of this termination letter is requested. The **motion was passed** by roll call vote (5-0).

**RECESS TO EXECUTIVE SESSION**

None

**OTHER BUSINESS**

None

Commissioner Sharp made a **MOTION** to adjourn the Capital Development, Leasing and Customer Fees Committee Meeting; the **motion was seconded** by Commissioner Chavez and was passed by unanimous voice vote. The committee meeting was adjourned at 2:34 p.m.

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



**DuPAGE AIRPORT AUTHORITY  
FINANCE, BUDGET AND AUDIT COMMITTEE  
WEDNESDAY, NOVEMBER 20, 2019**

A meeting of the Finance, Budget and Audit Committee of the DuPage Airport Authority Board of Commissioners was convened at Prairie Landing Golf Club, 2325 Longest Drive, West Chicago, Illinois on Wednesday, November 20, 2019. Committee Chairman Ledonne was absent from this meeting and Commissioner Sharp called the meeting to order at 1:30 p.m. A quorum was present for the meeting.

**Commissioners Present:** Donnelly, Posch, Sharp, Wagner.

**Commissioners Absent:** Ledonne

***DuPage Airport Authority Staff Present:***

Executive Director Mark Doles; Patrick Hoard, Director of Finance & Administration and Prairie Landing Golf Club; Dan Barna, Operations and Capital Program Manager; Pamela Miller, Executive Assistant and Board Liaison.

***Others:***

Steve McLaughlin, Burns & McDonnell.

**OLD BUSINESS**

None

**NEW BUSINESS**

**REVIEW OF FINANCIAL STATEMENTS**

Patrick Hoard summarized the financial statements for October 2019 and discussion followed.

**Proposed Ordinance 2019-337; Adopting the Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2020 and Ending December 31, 2020.**

Executive Director Doles read into the record Proposed Ordinance 2019-337. A **MOTION** was made by Commissioner Wagner to recommend Board approval of Proposed Ordinance 2019-337; Adopting the Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2020 and Ending December 31, 2020. The **motion was seconded** by Commissioner Posch. Executive Director Doles explained this budget document is basically identical as previously reviewed at the Special Finance Committee Meeting on November 1, with only minor adjustments. He advised the final budget is passed during the first quarter of each fiscal year. The Tentative Budget and Appropriations once approved by the Board is transmitted to the DuPage County Board Chairman for his review and a Public Hearing will be scheduled prior to the final budget being approved by the Board in January. Mr. Doles continued to summarize these adjustments and reviewed the highlights of the 2020 budget. Discussion followed regarding the inclusion of \$500,000 abatement in the

budget which will be addressed at the March 2020 meeting. Discussion continued. The **motion was passed** by roll call vote (4-0).

**Proposed Ordinance 2019-338; An Ordinance of the DuPage Airport Authority Levying Taxes for the Fiscal Year Beginning January 1, 2019 and Ending December 31, 2019.**

Executive Director Doles read into the record Proposed Ordinance 2019-338. A **MOTION** was made by Commissioner Wagner to recommend Board approval of Proposed Ordinance 2019-338; An Ordinance of the DuPage Airport Authority Levying Taxes for the Fiscal Year Beginning January 1, 2019 and Ending December 31, 2019. The **motion was seconded** by Commissioner Posch. Discussion followed. The **motion was passed** by roll call vote (4-0).

**Proposed Resolution 2019-2302; Disposal/Destruction of Surplus Personal Property.**

*Approves the sale of surplus property through public internet auction. Equipment to be sold includes five (5) golf course mowers, one (1) 2000 Jeep Cherokee, One (1) 2011 Clubcar Beverage Cart, and one (1) group of restaurant tables and chairs.*

Executive Director Doles read into the record Proposed Resolution 2019-2302. A **MOTION** was made by Commissioner Wagner to recommend Board approval of Proposed Resolution 2019-2302; Disposal/Destruction of Surplus Personal Property. The **motion was seconded** by Commissioner Donnelly.

Mr. Barna reviewed the list of equipment that will be either sold through public internet auction or will be destroyed. Discussion followed and staff recommended approval. The **motion was passed** by roll call vote (4-0).

**Proposed Resolution 2019-2303; Award of Contract to Southwest Industries d/b/a Anderson Elevator for Elevator Maintenance Services.**

*Approves a one (1) year elevator maintenance contract subject to two (2) one (1) year extensions. Annual maintenance contract fee of \$27,600 for eight (8) elevators.*

Executive Director Doles read into the record Proposed Resolution 2019-2303. A **MOTION** was made by Commissioner Wagner to recommend Board approval of Proposed Resolution 2019-2303; Award of Contract to Southwest Industries d/b/a Anderson Elevator for Elevator Maintenance Services. The **motion was seconded** by Commissioner Donnelly. Mr. Barna reviewed the terms of the contract and the locations designated around the airfield and Prairie Landing Golf Club. Discussion followed and the **motion was passed** by roll call vote (4-0).

**OTHER BUSINESS**

None

A **MOTION** was made by Commissioner Posch to adjourn the Finance, Budget and Audit Committee; the **motion was seconded** by Commissioner Donnelly and was passed unanimously by voice vote. The meeting adjourned at 1:49 p.m.

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**Michael V. Ledonne, Chairman**  
**Finance, Budget and Audit Committee**

**DuPAGE AIRPORT AUTHORITY  
FINANCE, BUDGET AND AUDIT COMMITTEE  
SPECIAL MEETING  
FRIDAY, NOVEMBER 1, 2019**

A Special Meeting of the Finance, Budget and Audit Committee of the DuPage Airport Authority Board of Commissioners was convened at the DuPage Airport Authority, Daniel L. Goodwin Flight Center Building, Third Floor Conference Room on Friday, November 1, 2019. Committee Chairman Ledonne called the meeting to order at 8:01 a.m. and a quorum was present for the meeting.

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

***DuPage Airport Authority Staff Present:*** Executive Director Mark Doles; Dan Barna, Operations and Capital Program Manager; Robb Walker, Senior Accountant; Brian Decoudres, DuPage Flight Center General Manager; Pamela Miller, Executive Assistant and Board Liaison.

***Others:*** None

**Discussion of the Tentative Budget and Appropriations for the Fiscal Year  
Beginning January 1, 2020 and Ending December 31, 2020.**

Committee Chairman Ledonne commented that after review and discussion with Board Chairman Davis, this draft 2020 budget looks very good. Executive Director Doles advised the 2020 budget is actually a minimally deficit operating budget and discussed the reasons, reviewing the forecasts for revenue and expenses for the Airport Authority, Prairie Landing Golf Club and Flight Center fuel costs and pricing. Discussion also occurred regarding capital projects anticipated for the Airport Authority in 2020 and the State and Federal funding for capital projects. Staff continued to review by line item each of the specific departments and highlighted the significant changes. The proposed 2020 Budget Summary outlined for discussion the following items:

***Operating Revenues and Expenses:***

Operating Revenues for 2020 are anticipated at \$17.303 million and Operating Expenses are anticipate at \$17.457 million (\$154,437) thus showing a minimal deficit.

***Property Taxes:*** An abatement of \$500,000 is included in the 2020 Budget. This will be the second year of abatement; a third year would make this a permanent abatement and it is recommended that the Airport Authority not do an abatement for the third year in 2021. Total abatements since 2010 will be \$3,500,000 and the permanent reduction in that same time frame is \$4,000,000. Total abatements and reductions are \$7,500,000 since 2010. Discussion followed. Committee Chairman Ledonne then discussed a possible increase in the abatement to \$1,000,000 from \$500,000 for 2020 with the long-term plan not to

abate next year. There was lengthy discussion regarding the Property Tax Levy and this recommendation will be brought to the Board in November for further consideration.

***Capital & Major Maintenance:*** Executive Director Doles stated this is a robust plan for 2020 however the budgeted amounts are rarely met due to the timing for completion of construction projects and receiving federal grant funds. These funds are carried over into the next year. Discussion followed.

***Employees:*** 67 positions are included in the 2020 budget which is an increase of one position for Prairie Landing Golf Club. Three employee retirements are anticipated in this budget year and all positions will be replaced with junior staff employees. Executive Director Doles' previous position has been retained in the budget and is anticipated to be filled. The medical insurance provider for employees has been changed for 2020 from BlueCross BlueShield to United Health Care at a cost savings. Funds are budgeted for employee raises at 4%; 2% Cost of Living and 2% Merit pool. Discussion followed.

***Anticipated Funds as of 1/1/2020; Anticipated Funds as of 12/31/2020; Funds Net Change for 2020:***

These anticipated amounts were reviewed, and Executive Director Doles advised these numbers are basically conservative amounts.

After lengthy discussion Executive Director Doles advised the budget changes as reviewed would be made to the final Tentative Budget and Appropriations document. The Finance Committee will have another opportunity for review on November 20 prior to Board consideration and approval at the Board Meeting. Committee Chairman Ledonne asked the Committee and staff to be open to increasing the amount of the abatement from \$500,000 to \$1,000,000. This will be brought to the Board for more discussion.

There were no other questions from Committee Members. Committee Chairman Ledonne complimented staff on a great job of putting together a thorough budget document.

A **MOTION** was made by Commissioner Posch to adjourn the Special Meeting of the Finance, Budget and Audit Committee; the motion was seconded by Commissioner Sharp and was passed unanimously by voice vote. The meeting adjourned at 9:03 a.m.

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**Michael Ledonne, Chairman  
Finance, Budget and Audit Committee**



# DUPAGE AIRPORT AUTHORITY

## MONTHLY STATISTICS

December 2019

	<u>Dec. '19</u>	<u>Dec. '18</u>	<u>'19 vs. '18</u>	<u>Dec. Percent Change</u>	<u>YTD 2019</u>	<u>YTD 2018</u>	<u>'19 vs. '18</u>	<u>Percent Change</u>
<b>FUEL</b>								
100LL	17,497	15,207	2,290	15.1%	273,383	220,721	52,662	23.9%
Jet A	211,582	186,971	24,611	13.2%	2,194,069	2,323,254	(129,185)	-5.6%
<b>Total Gallons</b>	<b>229,079</b>	<b>202,178</b>	<b>26,901</b>	<b>13.3%</b>	<b>2,467,452</b>	<b>2,543,975</b>	<b>(76,523)</b>	<b>-3.0%</b>



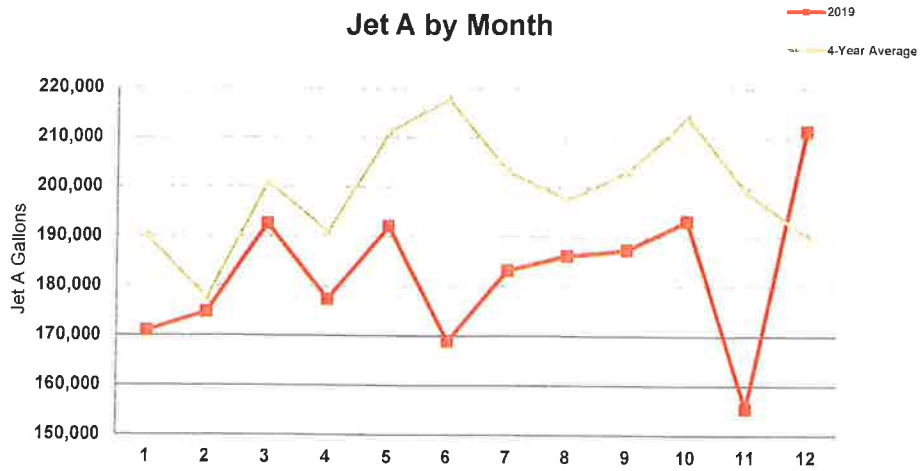
# DUPAGE AIRPORT AUTHORITY

## MONTHLY STATISTICS

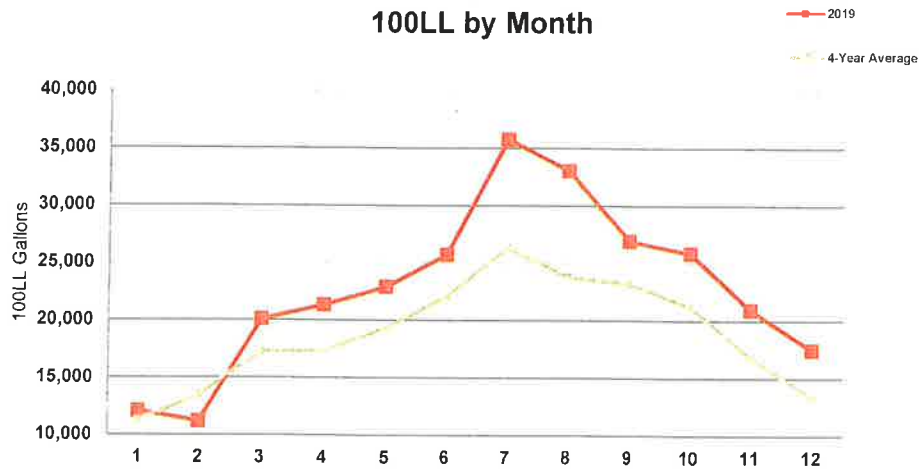
November 2019

	Nov. '19	Nov. '18	'19 vs. '18	Nov. Percent Change	YTD 2019	YTD 2018	'19 vs. '18	Percent Change
<b>FUEL</b>								
100LL	20,956	14,042	6,914	49.2%	255,886	205,514	50,372	24.5%
Jet A	155,464	188,580	(33,116)	-17.6%	1,982,487	2,136,283	(153,796)	-7.2%
<b>Total Gallons</b>	<b>176,420</b>	<b>202,622</b>	<b>(26,202)</b>	<b>-12.9%</b>	<b>2,238,373</b>	<b>2,341,797</b>	<b>(103,424)</b>	<b>-4.4%</b>
<b>OPERATIONS</b>								
Local	5,749	3,911	1,838	47.0%	72,653	50,311	22,342	44.4%
Itinerant	4,180	3,638	542	14.9%	51,817	48,652	3,165	6.5%
<b>Total Ops</b>	<b>9,929</b>	<b>7,549</b>	<b>2,380</b>	<b>31.5%</b>	<b>124,470</b>	<b>98,963</b>	<b>25,507</b>	<b>25.8%</b>
<b>REGIONAL OPS</b>								
<b>Total OPS</b>	Nov. '19	Nov. '18	'19 vs. '18	Nov. Percent Change	YTD 2019	YTD 2018	'19 vs. '18	Percent Change
DuPAGE	9,929	7,549	2,380	31.5%	124,470	98,963	25,507	25.8%
Palwaukee	5,936	5,629	307	5.5%	68,258	73,590	(5,332)	-7.2%
Aurora	4,945	4,797	148	3.1%	60,085	49,873	10,212	20.5%
Waukegan	3,464	3,661	(197)	-5.4%	39,732	38,528	1,204	3.1%
State of Illinois	159,954	152,206	7,748	5.1%	1,811,878	1,753,936	57,942	3.3%
Teterboro	15,508	15,852	(344)	-2.2%	158,915	160,538	(1,623)	-1.0%
Van Nuys	17,670	18,564	(894)	-4.8%	195,677	236,407	(40,730)	-17.2%
Centennial	26,167	25,964	203	0.8%	320,587	310,761	9,826	3.2%
<b>Local OPS</b>								
DuPAGE	5,749	3,911	1,838	47.0%	72,653	50,311	22,342	44.4%
Palwaukee	1,641	1,329	312	23.5%	16,865	18,985	(2,120)	-11.2%
Aurora	2,961	2,927	34	1.2%	33,999	25,263	8,736	34.6%
Waukegan	1,212	1,584	(372)	-23.5%	13,070	13,066	4	0.0%
State of Illinois	31,799	28,323	3,476	12.3%	355,337	309,999	45,338	14.6%
Teterboro	0	0	0		0	0	0	
Van Nuys	4,969	6,135	(1,166)	-19.0%	54,260	83,380	(29,120)	-34.9%
Centennial	12,661	12,810	(149)	-1.2%	153,470	151,122	2,348	1.6%
<b>Itinerant OPS</b>								
DuPAGE	4,180	3,638	542	14.9%	51,817	48,652	3,165	6.5%
Palwaukee	4,295	4,300	(5)	-0.1%	51,393	54,605	(3,212)	-5.9%
Aurora	1,984	1,870	114	6.1%	26,086	24,610	1,476	6.0%
Waukegan	2,252	2,077	175	8.4%	26,662	25,462	1,200	4.7%
State of Illinois	128,155	123,883	4,272	3.4%	1,456,541	1,443,937	12,604	0.9%
Teterboro	15,508	15,852	(344)	-2.2%	158,915	160,538	(1,623)	-1.0%
Van Nuys	12,701	12,429	272	2.2%	141,417	153,027	(11,610)	-7.6%
Centennial	13,506	13,154	352	2.7%	167,117	159,639	7,478	4.7%

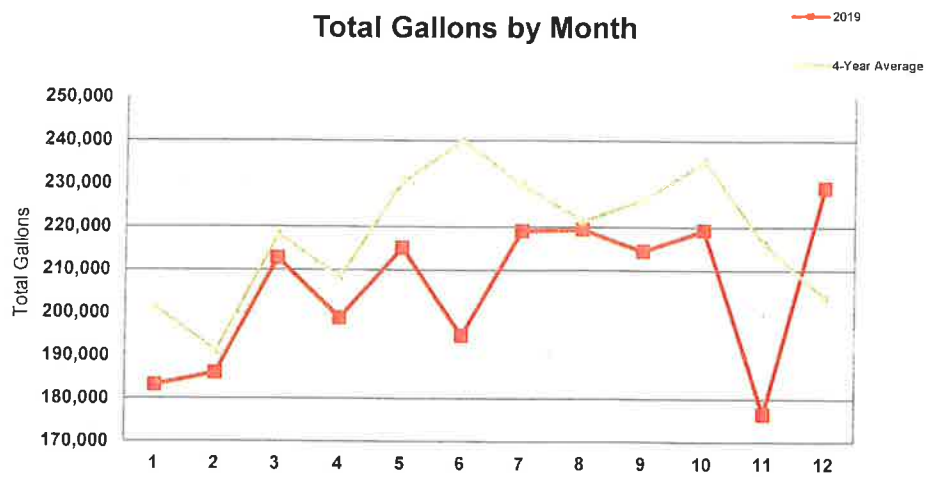
### Jet A by Month



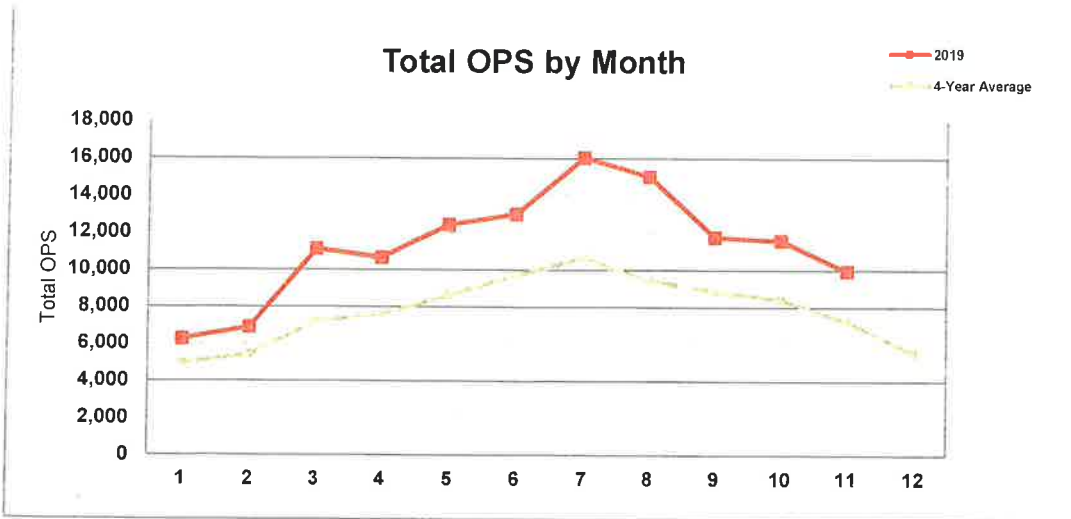
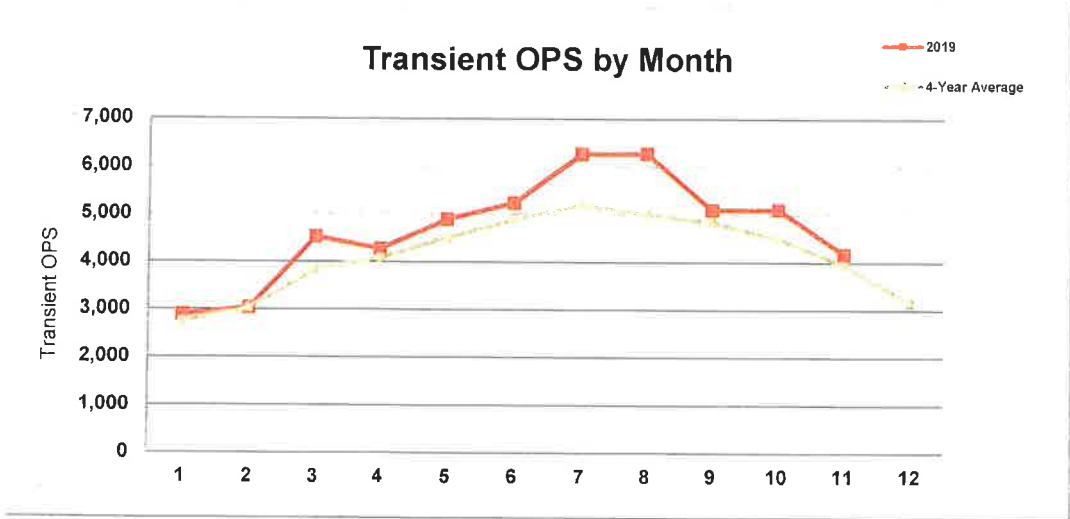
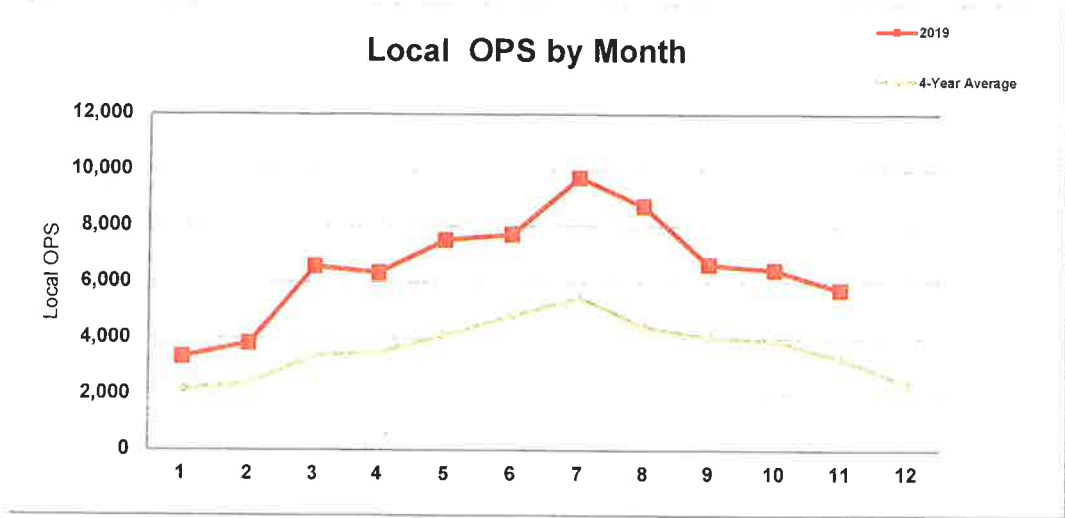
### 100LL by Month



### Total Gallons by Month









# DUPAGE AIRPORT AUTHORITY

**12/31/2019**

**FINANCIALS  
PRE-AUDIT  
COMMISSIONERS**

# YTD FINANCIAL SUMMARY

DuPage Airport Authority

December 2019

## KEY METRICS

<b>OPERATING REVENUES</b> <b>\$17,194,204</b> -3%	<b>OPERATING EXPENSES</b> <b>\$16,504,365</b> -7%	<b>OPERATING PROFIT</b> <b>\$689,840</b> 1596%	<b>NET PROFIT</b> <b>\$9,000,313</b> -1%	<b>CAPITAL PROGRAM COSTS</b> <b>\$3,147,543</b> 16%
<b>CASH</b> <b>\$38,775,946</b> 61%	<b>NET POSITION</b> <b>\$187,673,277</b> 5%	<b>ACCOUNTS RECEIVABLE</b> <b>\$530,465</b> -7%	<b>ACCOUNTS PAYABLE</b> <b>\$514,775</b> -35%	<b>DEPRECIATION</b> <b>\$6,810,385</b> -3%

# YTD SUMMARY - BY OPERATION

DuPage Airport Authority  
YTD December 2019

	AIRPORT		FLIGHT CENTER		PRAIRIE LANDING	
	YTD Budget	YTD Actual vs. Budget	YTD Budget	YTD Actual vs. Budget	YTD Budget	YTD Actual vs. Budget
<b>OPERATING</b>						
Operating Revenues	\$3,545,412	\$3,532,383	\$12,090,912	\$11,439,614	\$2,558,585	\$2,222,207
Operating Expenses	\$6,847,827	\$6,560,217	\$8,949,872	\$7,881,908	\$2,246,658	\$2,062,239
<b>Operating Profit</b>	<b>-\$3,302,415</b>	<b>-\$3,027,834</b>	<b>\$3,141,040</b>	<b>\$3,557,706</b>	<b>\$311,927</b>	<b>\$159,968</b>
		-\$13,029		-\$651,298		-\$336,378
		\$287,610		-\$1,067,964		-\$184,419
		\$274,581		\$416,666		-\$151,959
<b>NON-OPERATING</b>						
Non-Operating Revenues	\$6,258,084	\$15,911,673	\$0	\$0	\$0	\$940
Non-Operating Expenses	\$214,020	\$218,930	\$0	\$0	\$249,204	\$33,367
<b>Non-Operating Profit</b>	<b>\$6,044,064</b>	<b>\$15,692,743</b>	<b>\$0</b>	<b>\$0</b>	<b>-\$249,204</b>	<b>-\$32,427</b>
		\$9,653,589		\$0		\$940
		\$4,910		\$0		-\$215,837
		\$9,648,679		\$0		\$216,777
<b>Net Profit (Loss) Excluding Depreciation &amp; Major Maintenance</b>	<b>\$2,741,649</b>	<b>\$12,664,909</b>	<b>\$3,141,040</b>	<b>\$3,557,706</b>	<b>\$62,723</b>	<b>\$127,540</b>
		\$9,923,260		\$416,666		\$64,817
Depreciation Expense	\$7,147,092	\$6,791,312	\$11,952	\$11,946	\$7,128	\$7,128
Major Maintenance	\$787,466	\$475,153	\$0	\$0	\$0	\$64,304
Transfers In (Out)	\$0	-\$64,304	\$0	\$0	\$0	\$64,304
<b>Net Profit (Loss)</b>	<b>-\$5,192,909</b>	<b>\$5,334,141</b>	<b>\$3,129,088</b>	<b>\$3,545,760</b>	<b>\$55,595</b>	<b>\$120,413</b>
		\$10,527,050		\$416,672		\$64,818

# YTD SUMMARY - TOTAL OPERATIONS

DuPage Airport Authority

YTD December 2019

	YTD Budget	YTD Actual	Actual vs. Budget
<b><u>OPERATING</u></b>			
Operating Revenues	\$18,194,909	\$17,194,204	-\$1,000,705
Operating Expenses	\$18,044,357	\$16,504,365	-\$1,539,992
Operating Profit	\$150,552	\$689,840	\$539,288
<b><u>NON-OPERATING REVENUES</u></b>			
Miscellaneous Taxes	\$60,000	\$66,693	\$6,693
Property Taxes/Abatements	\$5,538,000	\$5,538,102	\$102
Federal & State Grants	\$505,080	\$109,337	-\$395,743
Investment Income	\$125,004	\$456,881	\$331,877
Unrealized Gain (Loss) from Investments	\$0	\$0	\$0
Gain (Loss) on Sale of Fixed Assets	\$30,000	\$9,741,599	\$9,711,599
Total Non-Operating Revenues	\$6,258,084	\$15,912,613	\$9,654,529
<b><u>NON-OPERATING EXPENSES</u></b>			
Property Tax (DAA)	\$214,020	\$218,930	\$4,910
Property Tax (PLGC)	\$249,204	\$33,367	-\$215,837
Total Non-Operating Expenses	\$463,224	\$252,297	-\$210,927
Non-Operating Profit	\$5,794,860	\$15,660,316	\$9,865,456
<b>Net Profit (Loss) Excluding Depreciation &amp; Major Maintenance</b>	<b>\$5,945,412</b>	<b>\$16,350,155</b>	<b>\$10,404,743</b>
Depreciation Expense	\$7,166,172	\$6,810,385	-\$355,787
Major Maintenance	\$787,466	\$539,457	-\$248,009
<b>Net Profit (Loss)</b>	<b>-\$2,008,226</b>	<b>\$9,000,313</b>	<b>\$11,008,539</b>
Total YTD Revenues	\$24,452,993	\$33,106,817	\$8,653,824
Total YTD Expenditures	\$18,507,581	\$16,756,662	-\$1,750,919
Capital Development Programs	\$7,683,425	\$3,147,543	-\$4,535,882
Future Project Expense	\$0	\$0	\$0
Transfers In (Out)	\$0	\$0	\$0

**DUPAGE AIRPORT AUTHORITY  
WEST CHICAGO, ILLINOIS**

**STATEMENT OF NET POSITION**

**For the Period Ended December 31, 2019**

<b>CURRENT ASSETS</b>	
Cash & Cash Equivalents	8,370,916
Cash & Cash Equivalents - Designated	5,355,180
Cash & Cash Equivalents - Restricted	10,709,554
Investments	-
Investments - Restricted	14,340,297
Investments - Designated	-
Receivables	
Property Taxes	5,530,895
Accounts	530,465
Accrued Interest	67,993
Long-term Note Receivable, Current Portion	-
Prepaid Expenses	543,858
Inventories	239,174
	<u>45,688,331</u>
<b>Total Current Assets</b>	<u>45,688,331</u>
<b>NONCURRENT ASSETS</b>	
Advance to Other Subfunds	-
Long-term Note Receivable, Net of Current Portion	-
Net Pension Asset - IMRF	555,418
	<u>555,418</u>
<b>Total Noncurrent Assets</b>	<u>555,418</u>
<b>Capital Assets</b>	
Not Being Depreciated	72,222,778
Being Depreciated	284,333,752
Less Accumulated Depreciation	(205,176,604)
	<u>151,379,925</u>
<b>Net Capital Assets</b>	<u>151,379,925</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Pension Items - IMRF	487,901
	<u>487,901</u>
<b>Total Deferred Outflows of Resources</b>	<u>487,901</u>
<b>Total Noncurrent Assets</b>	<u>152,423,244</u>
<b>Total Assets</b>	<u>198,111,575</u>

**DUPAGE AIRPORT AUTHORITY  
WEST CHICAGO, ILLINOIS**

**STATEMENT OF NET POSITION**

**For the Period Ended December 31, 2019**

<b>CURRENT LIABILITIES</b>	
Accounts Payable	514,775
Retainage Payable	-
Accrued Liabilities	629,533
Compensated Absences, Current Portion	83,361
Customer Deposits and Advances	306,650
Security Deposits	220,834
Unearned Revenue	124,795
	<hr/>
<b>Total Current Liabilities</b>	<b>1,879,949</b>
	<hr/>
<b>NONCURRENT LIABILITIES</b>	
Unearned Revenue	1,154,351
Advance from Other Subfunds	-
Net Pension Liability - IMRF	-
Compensated Absences, Net of Current Portion	333,444
	<hr/>
<b>Total Noncurrent Liabilities</b>	<b>1,487,795</b>
	<hr/>
<b>Total Liabilities</b>	<b>3,367,743</b>
	<hr/>
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Deferred Revenue - Property Taxes	5,530,894
Pension Items - IMRF	1,539,660
	<hr/>
<b>Total Deferred Inflows of Resources</b>	<b>7,070,554</b>
	<hr/>
<b>Total Liabilities and Deferred Inflows of Resources</b>	<b>10,438,298</b>
	<hr/>
<b>NET POSITION</b>	
Net Investment in Capital Assets	151,379,925
Restricted for Aeronautical Purposes	25,049,850
Unrestricted	11,243,502
	<hr/>
<b>Total Net Position</b>	<b>187,673,277</b>
	<hr/>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION</b>	<b>198,111,575</b>
	<hr/> <hr/>

**DUPAGE AIRPORT AUTHORITY  
WEST CHICAGO, ILLINOIS**

**STATEMENT OF CASH FLOWS**

**For the Period Ended December 31, 2019**

<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	
Receipts from customers and users	17,200,559
Payments to suppliers	(11,881,201)
Payments to and on behalf of employees	(5,863,770)
Net cash from operating activities	<u>(544,413)</u>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>	
Non-operating revenues - property taxes	5,538,102
Non-operating revenues - replacement taxes	66,693
Net cash from noncapital financing activities	<u>5,604,795</u>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>	
Grant monies received	71,380
Acquisition and construction of capital assets	(715,971)
Gain (Loss) from sale of capital assets	9,741,599
Net cash from capital and related financing activities	<u>9,097,009</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>	
Net change in investments	(340,297)
Investment income	465,317
Net cash from investing activities	<u>125,020</u>
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	14,282,411
CASH AND CASH EQUIVALENTS, JANUARY 1	10,153,238
<b>CASH AND CASH EQUIVALENTS, DECEMBER 31</b>	<b>24,435,649</b>
<b>PRESENTED AS</b>	
Cash and cash equivalents	13,726,095
Cash and cash equivalents - restricted	10,709,554
Total cash and cash equivalents	<u><u>24,435,649</u></u>



**DUPAGE AIRPORT AUTHORITY  
WEST CHICAGO, ILLINOIS**

**STATEMENT OF CASH FLOWS**

For the Period Ended December 31, 2019

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**RECONCILIATION OF OPERATING INCOME (LOSS)  
TO NET CASH FROM OPERATING ACTIVITIES**

Operating income (loss)	(6,962,093)
Adjustments to reconcile operating income (loss) to net cash from operating activities	
Depreciation	6,810,385
Miscellaneous income	49,793
Changes in assets and liabilities	
Accounts receivable	40,087
Note receivable	-
Prepaid expenses	(60,153)
Inventories	17,664
Accounts payable	(279,661)
Accrued liabilities	(89,162)
Compensated absences	(32,881)
Net pension liability - IMRF	-
Pension items - IMRF	-
Customer deposits and advances	14,106
Security deposits	72,297
Unearned revenue	(124,795)
<b>NET CASH FROM OPERATING ACTIVITIES</b>	<b><u>(544,413)</u></b>

**NON-CASH INVESTING, CAPITAL, AND  
FINANCING ACTIVITIES**

Contributions	37,957
Capital asset additions in accounts payable and retainage payable	176,201
Change in the fair value of investments	-

**DUPAGE AIRPORT AUTHORITY  
WEST CHICAGO, ILLINOIS**

**STATEMENT OF REVENUES, EXPENSES AND  
CHANGES IN NET POSITION - BY SUBFUND**

For the Period Ended December 31, 2019

	Airport Operations	Dupage Flight Center	Prairie Landing Golf Course	Total
<b>OPERATING REVENUES</b>				
Aircraft Storage	2,772,176	461,017	-	3,233,193
Leases, Commissions, Fees	733,284	-	-	733,284
Golf Course Operations	-	-	2,276,380	2,276,380
Line Service	-	10,971,599	-	10,971,599
<b>Total Operating Revenues</b>	<b>3,505,459</b>	<b>11,432,616</b>	<b>2,276,380</b>	<b>17,214,456</b>
<b>OPERATING EXPENSES</b>				
Direct Costs				
Airport Operations	4,864,907	-	-	4,864,907
Golf Course Operations	-	-	1,780,712	1,780,712
Line Service	-	6,265,681	-	6,265,681
General and Administrative				
Salaries and Benefits	1,453,354	1,404,726	94,471	2,952,551
Utilities	-	21,956	63,762	85,719
Office Expense	71,188	51,221	97,531	219,940
Insurance	52,164	99,513	60,783	212,461
Professional Services	298,289	-	19,103	317,393
Postage	9,418	-	3,474	12,892
Real Estate Tax	218,930	-	33,367	252,297
Advertising and Promotions	76,770	36,811	76,751	190,332
Miscellaneous	209,279	2,000	-	211,279
<b>Total Operating Expenses</b>	<b>7,254,300</b>	<b>7,881,908</b>	<b>2,229,956</b>	<b>17,366,163</b>
<b>OPERATING INCOME (LOSS) BEFORE DEPRECIATION</b>	<b>(3,748,840)</b>	<b>3,550,708</b>	<b>46,425</b>	<b>(151,707)</b>
Depreciation	6,791,312	11,946	7,128	6,810,385
<b>OPERATING INCOME (LOSS)</b>	<b>(10,540,152)</b>	<b>3,538,762</b>	<b>39,297</b>	<b>(6,962,093)</b>
<b>NON-OPERATING REVENUES (EXPENSES)</b>				
Property Taxes	5,538,102	-	-	5,538,102
Personal Property Replacement Tax	66,693	-	-	66,693
Investment Income	456,881	-	-	456,881
Miscellaneous Income	26,924	6,998	15,872	49,793
Gain (Loss) on Disposal of Capital Assets	9,740,659	-	940	9,741,599
<b>Total Non-Operating Revenues (Expenses)</b>	<b>15,829,259</b>	<b>6,998</b>	<b>16,812</b>	<b>15,853,069</b>
<b>INCOME (LOSS) BEFORE CONTRIBUTIONS &amp; TRANSFERS</b>	<b>5,289,108</b>	<b>3,545,760</b>	<b>56,108</b>	<b>8,890,976</b>
Contributions	109,337	-	-	109,337
Transfers In (Out)	(64,304)	-	64,304	-
<b>CHANGE IN NET POSITION</b>	<b>5,334,141</b>	<b>3,545,760</b>	<b>120,413</b>	<b>9,000,313</b>
<b>NET POSITION, JANUARY 1</b>	<b>162,385,582</b>	<b>17,761,750</b>	<b>(1,474,369)</b>	<b>178,672,964</b>
<b>NET POSITION, DECEMBER 31</b>	<b>167,719,723</b>	<b>21,307,510</b>	<b>(1,353,956)</b>	<b>187,673,277</b>

**Total DuPage Airport Authority**  
STATEMENT OF REVENUES AND EXPENSES  
For the Month Ending 4/23/2019

	Month			YTD			2019 Annual			Month			YTD			
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Actual	Budget	Variance	2019	2018	Variance	2019	2018	Variance
<b>REVENUES</b>																
Airport Operations	\$ 291,827	\$ 295,451	\$ (3,624)	\$ 3,545,412	\$ 3,545,412	\$ (13,029)	\$ 3,545,412	\$ 3,545,412	\$ (13,029)	\$ 291,827	\$ 280,972	\$ 10,855	\$ 3,532,383	\$ 3,585,402	\$ (53,019)	
Prairie Landing Golf Club	\$ 44,631	\$ 19,775	\$ 24,856	\$ 2,558,585	\$ 2,558,585	\$ (336,378)	\$ 2,558,585	\$ 2,558,585	\$ (336,378)	\$ 44,631	\$ 34,287	\$ 10,343	\$ 2,222,207	\$ 2,368,331	\$ (146,124)	
DuPage Flight Center	\$ 1,095,045	\$ 1,007,576	\$ 87,469	\$ 12,090,912	\$ 12,090,912	\$ (651,298)	\$ 12,090,912	\$ 12,090,912	\$ (651,298)	\$ 1,095,045	\$ 900,164	\$ 194,881	\$ 11,439,614	\$ 11,687,347	\$ (247,733)	
<b>Total Revenues</b>	<b>\$ 1,431,503</b>	<b>\$ 1,322,802</b>	<b>\$ 108,701</b>	<b>\$ 18,194,909</b>	<b>\$ 18,194,909</b>	<b>\$ (1,000,705)</b>	<b>\$ 18,194,909</b>	<b>\$ 18,194,909</b>	<b>\$ (1,000,705)</b>	<b>\$ 1,431,503</b>	<b>\$ 1,215,424</b>	<b>\$ 216,079</b>	<b>\$ 17,194,204</b>	<b>\$ 17,641,080</b>	<b>\$ (446,876)</b>	
<b>OPERATING EXPENSES</b>																
Airport Operations	\$ 346,168	\$ 359,084	\$ (12,916)	\$ 3,934,218	\$ 3,934,218	\$ (174,400)	\$ 3,934,218	\$ 3,934,218	\$ (174,400)	\$ 346,168	\$ 523,370	\$ (177,203)	\$ 3,760,018	\$ 3,846,939	\$ (86,920)	
Prairie Landing Golf Club	\$ 94,850	\$ 86,617	\$ 8,233	\$ 1,810,986	\$ 1,810,986	\$ (185,441)	\$ 1,810,986	\$ 1,810,986	\$ (185,441)	\$ 94,850	\$ 164,796	\$ (69,945)	\$ 1,625,543	\$ 1,733,943	\$ (108,398)	
DuPage Flight Center	\$ 536,873	\$ 601,559	\$ (64,686)	\$ 7,195,312	\$ 7,195,312	\$ (975,162)	\$ 7,195,312	\$ 7,195,312	\$ (975,162)	\$ 536,873	\$ 488,181	\$ 48,692	\$ 6,220,150	\$ 6,817,268	\$ (597,118)	
<b>Total Cost of Sales</b>	<b>\$ 977,891</b>	<b>\$ 1,047,260</b>	<b>\$ (69,369)</b>	<b>\$ 12,940,516</b>	<b>\$ 12,940,516</b>	<b>\$ (1,334,803)</b>	<b>\$ 12,940,516</b>	<b>\$ 12,940,516</b>	<b>\$ (1,334,803)</b>	<b>\$ 977,891</b>	<b>\$ 1,176,347</b>	<b>\$ (198,456)</b>	<b>\$ 11,605,713</b>	<b>\$ 12,398,149</b>	<b>\$ (792,436)</b>	
<b>Gross Profit/(Loss)</b>	<b>\$ 453,612</b>	<b>\$ 275,542</b>	<b>\$ 178,070</b>	<b>\$ 5,254,393</b>	<b>\$ 5,254,393</b>	<b>\$ 334,098</b>	<b>\$ 5,254,393</b>	<b>\$ 5,254,393</b>	<b>\$ 334,098</b>	<b>\$ 453,612</b>	<b>\$ 39,077</b>	<b>\$ 414,535</b>	<b>\$ 5,588,491</b>	<b>\$ 5,242,931</b>	<b>\$ 345,560</b>	
<b>GENERAL AND ADMINISTRATIVE</b>																
Airport Operations	\$ 230,516	\$ 265,605	\$ (35,089)	\$ 2,913,609	\$ 2,913,609	\$ (113,410)	\$ 2,913,609	\$ 2,913,609	\$ (113,410)	\$ 230,516	\$ 391,863	\$ (161,348)	\$ 2,800,199	\$ 3,132,607	\$ (332,408)	
Prairie Landing Golf Club	\$ 38,922	\$ 46,412	\$ (7,490)	\$ 435,672	\$ 435,672	\$ 1,022	\$ 435,672	\$ 435,672	\$ 1,022	\$ 38,922	\$ 37,936	\$ 985	\$ 436,694	\$ 424,411	\$ 12,283	
DuPage Flight Center	\$ 161,637	\$ 168,094	\$ (6,457)	\$ 1,754,560	\$ 1,754,560	\$ (92,801)	\$ 1,754,560	\$ 1,754,560	\$ (92,801)	\$ 161,637	\$ 247,369	\$ (85,732)	\$ 1,661,759	\$ 1,732,013	\$ (70,254)	
<b>Total G&amp;A Costs</b>	<b>\$ 431,074</b>	<b>\$ 480,111</b>	<b>\$ (49,037)</b>	<b>\$ 5,103,841</b>	<b>\$ 5,103,841</b>	<b>\$ (205,189)</b>	<b>\$ 5,103,841</b>	<b>\$ 5,103,841</b>	<b>\$ (205,189)</b>	<b>\$ 431,074</b>	<b>\$ 677,168</b>	<b>\$ (246,094)</b>	<b>\$ 4,898,652</b>	<b>\$ 5,289,031</b>	<b>\$ (390,380)</b>	
<b>Operating Income/(Loss)</b>	<b>\$ 22,538</b>	<b>\$ (204,569)</b>	<b>\$ 227,107</b>	<b>\$ 150,552</b>	<b>\$ 150,552</b>	<b>\$ 539,288</b>	<b>\$ 150,552</b>	<b>\$ 150,552</b>	<b>\$ 539,288</b>	<b>\$ 22,538</b>	<b>\$ (638,091)</b>	<b>\$ 660,629</b>	<b>\$ 689,840</b>	<b>\$ (46,100)</b>	<b>\$ 735,940</b>	
<b>NON-OPERATING REVENUES/(EXPENSES)</b>																
Property and Other Tax Revenue	\$ 38,810	\$ 57,050	\$ (18,240)	\$ 5,988,000	\$ 5,988,000	\$ 6,795	\$ 5,988,000	\$ 5,988,000	\$ 6,795	\$ 38,810	\$ 54,683	\$ (15,872)	\$ 5,604,795	\$ 6,086,417	\$ (481,622)	
Property Tax Expenses	\$ (29,317)	\$ (38,602)	\$ 9,285	\$ (463,224)	\$ (463,224)	\$ 210,927	\$ (463,224)	\$ (463,224)	\$ 210,927	\$ (29,317)	\$ (37,098)	\$ 7,781	\$ (252,297)	\$ (441,687)	\$ 189,390	
Federal & State Grants	\$ -	\$ 42,090	\$ (42,090)	\$ 505,080	\$ 505,080	\$ (395,743)	\$ 505,080	\$ 505,080	\$ (395,743)	\$ -	\$ 110,685	\$ (110,685)	\$ 109,337	\$ 965,405	\$ (856,068)	
Investment Income	\$ 41,362	\$ 10,417	\$ 30,945	\$ 125,004	\$ 125,004	\$ 331,877	\$ 125,004	\$ 125,004	\$ 331,877	\$ 41,362	\$ 83,857	\$ (42,495)	\$ 456,881	\$ 163,502	\$ 293,379	
Unrealized Gain/Loss from Investments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Amortization (Expense)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Gain on Sale of Fixed Assets	\$ (1,071,357)	\$ 2,500	\$ (1,073,857)	\$ 30,000	\$ 30,000	\$ 9,711,599	\$ 30,000	\$ 30,000	\$ 9,711,599	\$ (1,071,357)	\$ -	\$ (1,071,357)	\$ 9,741,599	\$ 10,108,842	\$ (367,243)	
<b>Total Non-Operating Revenues/(Expenses)</b>	<b>\$ (1,020,501)</b>	<b>\$ 73,455</b>	<b>\$ (1,093,956)</b>	<b>\$ 5,794,860</b>	<b>\$ 5,794,860</b>	<b>\$ 9,865,456</b>	<b>\$ 5,794,860</b>	<b>\$ 5,794,860</b>	<b>\$ 9,865,456</b>	<b>\$ (1,020,501)</b>	<b>\$ 212,127</b>	<b>\$ (1,232,628)</b>	<b>\$ 15,660,316</b>	<b>\$ 16,882,479</b>	<b>\$ (1,222,163)</b>	
<b>Net Income/(Loss) before Depreciation</b>	<b>\$ (997,963)</b>	<b>\$ (131,114)</b>	<b>\$ (866,849)</b>	<b>\$ 5,945,412</b>	<b>\$ 5,945,412</b>	<b>\$ 10,404,743</b>	<b>\$ 5,945,412</b>	<b>\$ 5,945,412</b>	<b>\$ 10,404,743</b>	<b>\$ (997,963)</b>	<b>\$ (425,964)</b>	<b>\$ (571,998)</b>	<b>\$ 16,350,155</b>	<b>\$ 16,836,378</b>	<b>\$ (486,223)</b>	
Depreciation	\$ 558,721	\$ 597,181	\$ (38,460)	\$ 7,166,472	\$ 7,166,472	\$ (355,787)	\$ 7,166,472	\$ 7,166,472	\$ (355,787)	\$ 558,721	\$ 581,660	\$ (22,939)	\$ 6,810,385	\$ 7,040,126	\$ (229,741)	
<b>Net Income/(Loss) after Depreciation</b>	<b>\$ (1,556,684)</b>	<b>\$ (728,295)</b>	<b>\$ (828,389)</b>	<b>\$ 1,220,760</b>	<b>\$ 1,220,760</b>	<b>\$ 10,760,530</b>	<b>\$ 1,220,760</b>	<b>\$ 1,220,760</b>	<b>\$ 10,760,530</b>	<b>\$ (1,556,684)</b>	<b>\$ (1,007,624)</b>	<b>\$ (549,060)</b>	<b>\$ 9,539,770</b>	<b>\$ 9,796,252</b>	<b>\$ (256,482)</b>	
Major Maintenance	\$ 15,913	\$ 27,000	\$ (11,087)	\$ 787,466	\$ 787,466	\$ (248,009)	\$ 787,466	\$ 787,466	\$ (248,009)	\$ 15,913	\$ 102,265	\$ (86,352)	\$ 539,457	\$ 698,085	\$ (158,628)	
Engineering Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Transfers (In) Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Net Income/(Loss)</b>	<b>\$ (1,572,596)</b>	<b>\$ (755,295)</b>	<b>\$ (817,301)</b>	<b>\$ 2,008,226</b>	<b>\$ 2,008,226</b>	<b>\$ 10,674,441</b>	<b>\$ 2,008,226</b>	<b>\$ 2,008,226</b>	<b>\$ 10,674,441</b>	<b>\$ (1,572,596)</b>	<b>\$ (1,109,889)</b>	<b>\$ #VALUE!</b>	<b>\$ 9,000,313</b>	<b>\$ 9,098,167</b>	<b>\$ #VALUE!</b>	

**Airport and Administration**  
STATEMENT OF REVENUES AND EXPENSES  
For the Month Ending 31/3/2019

REVENUES	Month				YTD				2019 Annual				Month				YTD			
	Actual		Variance		Budget		Variance		2019		2018		Variance		2019		2018		Variance	
Administrative	\$ 19,957	\$ 13,521	\$ 6,436	\$ 11,190	\$ 162,252	\$ 11,190	\$ 162,252	\$ 15,859	\$ 10,343	\$ 5,516	\$ 9,614	\$ 173,442	\$ 287,556	\$ (94,113)	\$ 19,957	\$ 10,343	\$ 9,614	\$ 173,442	\$ 287,556	\$ (94,113)
Field Operations	\$ 25,457	\$ 35,611	\$ (10,154)	\$ (6,175)	\$ 427,332	\$ (6,175)	\$ 427,332	\$ 25,457	\$ 28,429	\$ 2,972	\$ 2,028	\$ 421,157	\$ 419,153	\$ 2,004	\$ 25,457	\$ 28,429	\$ 2,972	\$ 421,157	\$ 419,153	\$ 2,004
Building Operations	\$ 233,964	\$ 226,385	\$ 7,579	\$ 6,136	\$ 2,716,620	\$ 6,136	\$ 2,716,620	\$ 233,964	\$ 227,263	\$ 6,701	\$ 6,681	\$ 2,722,756	\$ 2,659,474	\$ 63,281	\$ 233,964	\$ 227,263	\$ 6,701	\$ 2,722,756	\$ 2,659,474	\$ 63,281
Flight Center	\$ 12,448	\$ 19,934	\$ (7,486)	\$ (24,179)	\$ 239,208	\$ (24,179)	\$ 239,208	\$ 12,448	\$ 19,917	\$ 2,529	\$ (7,469)	\$ 215,029	\$ 239,220	\$ (24,191)	\$ 12,448	\$ 19,917	\$ (7,469)	\$ 215,029	\$ 239,220	\$ (24,191)
<b>Total Revenues</b>	<b>\$ 291,827</b>	<b>\$ 295,451</b>	<b>\$ (3,624)</b>	<b>\$ (13,039)</b>	<b>\$ 3,545,412</b>	<b>\$ (13,039)</b>	<b>\$ 3,545,412</b>	<b>\$ 291,827</b>	<b>\$ 280,972</b>	<b>\$ 10,855</b>	<b>\$ 10,855</b>	<b>\$ 3,532,383</b>	<b>\$ 3,585,402</b>	<b>\$ (53,019)</b>	<b>\$ 291,827</b>	<b>\$ 280,972</b>	<b>\$ 10,855</b>	<b>\$ 3,532,383</b>	<b>\$ 3,585,402</b>	<b>\$ (53,019)</b>
<b>OPERATING EXPENSES</b>																				
Field Operations	\$ 156,859	\$ 165,849	\$ (8,990)	\$ (36,426)	\$ 1,806,314	\$ (36,426)	\$ 1,806,314	\$ 156,859	\$ 243,246	\$ (86,387)	\$ (86,387)	\$ 1,769,888	\$ 1,785,194	\$ (15,306)	\$ 156,859	\$ 243,246	\$ (86,387)	\$ 1,769,888	\$ 1,785,194	\$ (15,306)
Building Operations	\$ 93,551	\$ 82,583	\$ 4,968	\$ (7,755)	\$ 984,239	\$ (7,755)	\$ 984,239	\$ 93,551	\$ 115,229	\$ (21,678)	\$ (21,678)	\$ 911,484	\$ 920,649	\$ (9,165)	\$ 93,551	\$ 115,229	\$ (21,678)	\$ 911,484	\$ 920,649	\$ (9,165)
Flight Center	\$ 26,729	\$ 24,043	\$ 2,686	\$ (42,009)	\$ 288,516	\$ (42,009)	\$ 288,516	\$ 26,729	\$ 28,167	\$ (1,438)	\$ 5,532	\$ 246,507	\$ 256,964	\$ (10,457)	\$ 26,729	\$ 28,167	\$ (1,438)	\$ 246,507	\$ 256,964	\$ (10,457)
Shop Equip. Operations	\$ 35,476	\$ 48,533	\$ (13,057)	\$ (6,877)	\$ 511,897	\$ (6,877)	\$ 511,897	\$ 35,476	\$ 88,615	\$ (53,138)	\$ (53,138)	\$ 505,020	\$ 528,182	\$ (23,161)	\$ 35,476	\$ 88,615	\$ (53,138)	\$ 505,020	\$ 528,182	\$ (23,161)
Projects & Procurement	\$ 33,552	\$ 32,076	\$ 1,476	\$ (16,133)	\$ 343,252	\$ (16,133)	\$ 343,252	\$ 33,552	\$ 52,084	\$ (18,532)	\$ (18,532)	\$ 327,119	\$ 355,950	\$ (28,831)	\$ 33,552	\$ 52,084	\$ (18,532)	\$ 327,119	\$ 355,950	\$ (28,831)
<b>Total Cost of Sales</b>	<b>\$ 346,168</b>	<b>\$ 359,084</b>	<b>\$ (12,916)</b>	<b>\$ (174,200)</b>	<b>\$ 3,934,218</b>	<b>\$ (174,200)</b>	<b>\$ 3,934,218</b>	<b>\$ 346,168</b>	<b>\$ 523,370</b>	<b>\$ (177,203)</b>	<b>\$ (177,203)</b>	<b>\$ 3,760,018</b>	<b>\$ 3,846,939</b>	<b>\$ (86,920)</b>	<b>\$ 346,168</b>	<b>\$ 523,370</b>	<b>\$ (177,203)</b>	<b>\$ 3,760,018</b>	<b>\$ 3,846,939</b>	<b>\$ (86,920)</b>
<b>Gross Profit/(Loss)</b>	<b>\$ (54,341)</b>	<b>\$ (63,633)</b>	<b>\$ 9,292</b>	<b>\$ 161,171</b>	<b>\$ (388,806)</b>	<b>\$ 161,171</b>	<b>\$ (388,806)</b>	<b>\$ (54,341)</b>	<b>\$ (242,398)</b>	<b>\$ 188,057</b>	<b>\$ 188,057</b>	<b>\$ (227,635)</b>	<b>\$ (261,536)</b>	<b>\$ 33,901</b>	<b>\$ (54,341)</b>	<b>\$ (242,398)</b>	<b>\$ 188,057</b>	<b>\$ (227,635)</b>	<b>\$ (261,536)</b>	<b>\$ 33,901</b>
<b>GENERAL AND ADMINISTRATIVE</b>																				
Administrative	\$ 182,799	\$ 212,293	\$ (29,494)	\$ (89,041)	\$ 2,368,220	\$ (89,041)	\$ 2,368,220	\$ 182,799	\$ 317,017	\$ (134,217)	\$ (134,217)	\$ 2,279,179	\$ 2,602,990	\$ (323,812)	\$ 182,799	\$ 317,017	\$ (134,217)	\$ 2,279,179	\$ 2,602,990	\$ (323,812)
Commissioners	\$ 8,580	\$ 8,770	\$ (190)	\$ 877	\$ 105,240	\$ 877	\$ 105,240	\$ 8,580	\$ 9,172	\$ (591)	\$ (591)	\$ 106,117	\$ 102,073	\$ 4,044	\$ 8,580	\$ 9,172	\$ (591)	\$ 106,117	\$ 102,073	\$ 4,044
Business Dev./Marketing	\$ 7,182	\$ 7,844	\$ (662)	\$ (21,404)	\$ 94,128	\$ (21,404)	\$ 94,128	\$ 7,182	\$ 9,257	\$ (2,075)	\$ (2,075)	\$ 72,724	\$ 74,433	\$ (1,709)	\$ 7,182	\$ 9,257	\$ (2,075)	\$ 72,724	\$ 74,433	\$ (1,709)
Accounting	\$ 31,954	\$ 36,698	\$ (4,744)	\$ (3,841)	\$ 346,021	\$ (3,841)	\$ 346,021	\$ 31,954	\$ 56,418	\$ (24,464)	\$ (24,464)	\$ 342,180	\$ 353,111	\$ (10,931)	\$ 31,954	\$ 56,418	\$ (24,464)	\$ 342,180	\$ 353,111	\$ (10,931)
<b>Total G&amp;A Costs</b>	<b>\$ 230,516</b>	<b>\$ 265,605</b>	<b>\$ (35,089)</b>	<b>\$ (113,410)</b>	<b>\$ 2,913,609</b>	<b>\$ (113,410)</b>	<b>\$ 2,913,609</b>	<b>\$ 230,516</b>	<b>\$ 391,863</b>	<b>\$ (161,348)</b>	<b>\$ (161,348)</b>	<b>\$ 2,800,199</b>	<b>\$ 3,132,607</b>	<b>\$ (332,408)</b>	<b>\$ 230,516</b>	<b>\$ 391,863</b>	<b>\$ (161,348)</b>	<b>\$ 2,800,199</b>	<b>\$ 3,132,607</b>	<b>\$ (332,408)</b>
<b>Operating Income/(Loss)</b>	<b>\$ (284,856)</b>	<b>\$ (329,218)</b>	<b>\$ 44,382</b>	<b>\$ 274,581</b>	<b>\$ (3,302,415)</b>	<b>\$ 274,581</b>	<b>\$ (3,302,415)</b>	<b>\$ (284,856)</b>	<b>\$ (634,262)</b>	<b>\$ 349,405</b>	<b>\$ 349,405</b>	<b>\$ (3,027,834)</b>	<b>\$ (3,394,143)</b>	<b>\$ 366,309</b>	<b>\$ (284,856)</b>	<b>\$ (634,262)</b>	<b>\$ 349,405</b>	<b>\$ (3,027,834)</b>	<b>\$ (3,394,143)</b>	<b>\$ 366,309</b>
<b>NON-OPERATING REVENUES/(EXPENSES)</b>																				
Property and Other Tax Revenue	\$ 38,810	\$ 57,050	\$ (18,240)	\$ 6,795	\$ 5,598,000	\$ 6,795	\$ 5,598,000	\$ 38,810	\$ 54,683	\$ (15,872)	\$ (15,872)	\$ 5,604,795	\$ 6,086,417	\$ (481,622)	\$ 38,810	\$ 54,683	\$ (15,872)	\$ 5,604,795	\$ 6,086,417	\$ (481,622)
Property Tax Expenses	\$ (17,632)	\$ (17,835)	\$ 203	\$ (4,910)	\$ (214,020)	\$ (4,910)	\$ (214,020)	\$ (17,632)	\$ (16,739)	\$ (894)	\$ (894)	\$ (218,930)	\$ (199,379)	\$ (19,550)	\$ (17,632)	\$ (16,739)	\$ (894)	\$ (218,930)	\$ (199,379)	\$ (19,550)
Federal & State Grants	\$ -	\$ 42,090	\$ (42,090)	\$ (395,743)	\$ 505,080	\$ (395,743)	\$ 505,080	\$ -	\$ 110,685	\$ (110,685)	\$ (110,685)	\$ 109,337	\$ 965,405	\$ (856,068)	\$ -	\$ 110,685	\$ (110,685)	\$ 109,337	\$ 965,405	\$ (856,068)
Investment Income	\$ 41,362	\$ 10,417	\$ 30,945	\$ 331,877	\$ 125,004	\$ 331,877	\$ 125,004	\$ 41,362	\$ 83,857	\$ (42,495)	\$ (42,495)	\$ 456,881	\$ 163,502	\$ 293,379	\$ 41,362	\$ 83,857	\$ (42,495)	\$ 456,881	\$ 163,502	\$ 293,379
Unrealized Gain/(Loss) from Investments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Amortization (Expense)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gain on Sale of Fixed Assets	\$ (1,071,357)	\$ 2,500	\$ (1,073,857)	\$ 9,710,659	\$ 30,000	\$ 9,710,659	\$ 30,000	\$ (1,071,357)	\$ -	\$ (1,071,357)	\$ (1,071,357)	\$ 9,740,659	\$ 10,108,842	\$ (368,183)	\$ (1,071,357)	\$ -	\$ (1,071,357)	\$ 9,740,659	\$ 10,108,842	\$ (368,183)
<b>Total Non-Operating Revenues/(Expenses)</b>	<b>\$ (1,008,816)</b>	<b>\$ 94,222</b>	<b>\$ (1,103,038)</b>	<b>\$ 9,648,679</b>	<b>\$ 6,044,064</b>	<b>\$ 9,648,679</b>	<b>\$ 6,044,064</b>	<b>\$ (1,008,816)</b>	<b>\$ 232,486</b>	<b>\$ (1,241,302)</b>	<b>\$ (1,241,302)</b>	<b>\$ 15,692,743</b>	<b>\$ 17,124,787</b>	<b>\$ (1,432,043)</b>	<b>\$ (1,008,816)</b>	<b>\$ 232,486</b>	<b>\$ (1,241,302)</b>	<b>\$ 15,692,743</b>	<b>\$ 17,124,787</b>	<b>\$ (1,432,043)</b>
<b>Net Income/(Loss) before Depreciation</b>	<b>\$ (1,293,673)</b>	<b>\$ (235,016)</b>	<b>\$ (1,058,657)</b>	<b>\$ 9,923,260</b>	<b>\$ (64,405,443)</b>	<b>\$ 9,923,260</b>	<b>\$ (64,405,443)</b>	<b>\$ (1,293,673)</b>	<b>\$ (401,776)</b>	<b>\$ (891,897)</b>	<b>\$ (891,897)</b>	<b>\$ 12,664,909</b>	<b>\$ 13,730,643</b>	<b>\$ (1,065,734)</b>	<b>\$ (1,293,673)</b>	<b>\$ (401,776)</b>	<b>\$ (891,897)</b>	<b>\$ 12,664,909</b>	<b>\$ 13,730,643</b>	<b>\$ (1,065,734)</b>
Depreciation	\$ 557,434	\$ 595,591	\$ (38,157)	\$ (365,780)	\$ 7,147,092	\$ (365,780)	\$ 7,147,092	\$ 557,434	\$ 579,308	\$ (21,874)	\$ (21,874)	\$ 6,791,312	\$ 7,011,891	\$ (220,579)	\$ 557,434	\$ 579,308	\$ (21,874)	\$ 6,791,312	\$ 7,011,891	\$ (220,579)
<b>Net Income/(Loss) after Depreciation</b>	<b>\$ (1,851,106)</b>	<b>\$ (830,607)</b>	<b>\$ (1,020,499)</b>	<b>\$ 10,279,041</b>	<b>\$ (64,405,443)</b>	<b>\$ 10,279,041</b>	<b>\$ (64,405,443)</b>	<b>\$ (1,851,106)</b>	<b>\$ (981,084)</b>	<b>\$ (870,023)</b>	<b>\$ (870,023)</b>	<b>\$ 5,873,598</b>	<b>\$ 6,718,752</b>	<b>\$ (845,155)</b>	<b>\$ (1,851,106)</b>	<b>\$ (981,084)</b>	<b>\$ (870,023)</b>	<b>\$ 5,873,598</b>	<b>\$ 6,718,752</b>	<b>\$ (845,155)</b>
Major Maintenance	\$ 15,722	\$ 27,000	\$ (11,278)	\$ (312,313)	\$ 787,466	\$ (312,313)	\$ 787,466	\$ 15,722	\$ 93,432	\$ (77,710)	\$ (77,710)	\$ 475,153	\$ 517,713	\$ (42,560)	\$ 15,722	\$ 93,432	\$ (77,710)	\$ 475,153	\$ 517,713	\$ (42,560)
Engineering Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers (In) Out	\$ 64,304	\$ -	\$ 64,304	\$ 64,304	\$ -	\$ 64,304	\$ -	\$ 64,304	\$ -	\$ (64,304)	\$ (64,304)	\$ 64,304	\$ 180,372	\$ (116,068)	\$ 64,304	\$ -	\$ (64,304)	\$ 64,304	\$ 180,372	\$ (116,068)
<b>Net Income/(Loss)</b>	<b>\$ (1,931,133)</b>	<b>\$ (857,607)</b>	<b>\$ (1,073,536)</b>	<b>\$ 10,527,050</b>	<b>\$ (55,192,909)</b>	<b>\$ 10,527,050</b>	<b>\$ (55,192,909)</b>	<b>\$ (1,931,133)</b>	<b>\$ (1,254,888)</b>	<b>\$ (676,245)</b>	<b>\$ (676,245)</b>	<b>\$ 5,334,141</b>	<b>\$ 6,020,667</b>	<b>\$ (686,526)</b>	<b>\$ (1,931,133)</b>	<b>\$ (1,254,888)</b>	<b>\$ (676,245)</b>	<b>\$ 5,334,141</b>	<b>\$ 6,020,667</b>	<b>\$ (686,526)</b>



**DuPage Flight Center**  
STATEMENT OF REVENUES AND EXPENSES  
For the Month Ending 12/31/2019

	Month			YTD			2019 Annual Budget			Month			YTD		
	Actual		Variance	Actual		Budget	Actual		Variance	2019		2018	Variance		
	Budget			Budget			2019			2018		2019			
<b>REVENUES</b>															
Hangar Rentals	\$ 25,667	\$ 49,338	\$ 23,671	\$ 308,004	\$ 153,013	\$ 75,005	\$ 37,009	\$ 37,996	\$ 308,004	\$ 116,094	\$ 461,017	\$ 344,823	\$ 116,094		
Ramp Tie Downs & Overnight fees	\$ 1,134	\$ (783)	\$ 1,917	\$ 23,004	\$ 5,274	\$ 1,134	\$ 1,064	\$ 70	\$ 23,004	\$ 1,681	\$ 28,278	\$ 26,597	\$ 1,681		
Fuel and Oil Sales	\$ 977,500	\$ 33,920	\$ 1,011,420	\$ 11,730,000	\$ (895,376)	\$ 1,011,420	\$ 853,338	\$ 158,082	\$ 11,730,000	\$ (383,014)	\$ 10,834,624	\$ 11,217,638	\$ (383,014)		
Volume Rebate	\$ -	\$ (3,125)	\$ 3,125	\$ (37,500)	\$ 37,500	\$ -	\$ -	\$ -	\$ (37,500)	\$ -	\$ -	\$ -	\$ -		
Line Service Other	\$ 3,750	\$ 3,198	\$ 6,948	\$ 45,000	\$ 56,723	\$ 6,948	\$ 7,450	\$ (502)	\$ 45,000	\$ 22,665	\$ 101,723	\$ 79,058	\$ 22,665		
Aircraft Catering	\$ 1,250	\$ (1,056)	\$ 194	\$ 15,000	\$ (8,026)	\$ 194	\$ 840	\$ (646)	\$ 15,000	\$ 22,665	\$ 6,974	\$ 12,372	\$ (5,397)		
Non Airfield Rent/Lease/Maintenance Revenue	\$ 617	\$ (273)	\$ 344	\$ 7,404	\$ (4,066)	\$ 344	\$ 463	\$ (119)	\$ 7,404	\$ 239	\$ 6,998	\$ 6,759	\$ 239		
<b>Total Revenue</b>	<b>\$ 1,007,576</b>	<b>\$ 87,469</b>	<b>\$ 1,095,045</b>	<b>\$ 12,090,912</b>	<b>\$ (651,298)</b>	<b>\$ 1,095,045</b>	<b>\$ 900,164</b>	<b>\$ 194,881</b>	<b>\$ 12,090,912</b>	<b>\$ (247,733)</b>	<b>\$ 11,439,614</b>	<b>\$ 11,687,947</b>	<b>\$ (247,733)</b>		
<b>OPERATING EXPENSES</b>															
Fuel and Oil Cost of Sales	\$ 588,524	\$ (67,711)	\$ 491,213	\$ 6,707,088	\$ (965,477)	\$ 491,213	\$ 442,734	\$ 48,480	\$ 6,707,088	\$ (578,498)	\$ 5,741,611	\$ 6,320,109	\$ (578,498)		
De Ice Cost of Goods	\$ 5,000	\$ (5,000)	\$ -	\$ 25,000	\$ (1,933)	\$ -	\$ -	\$ -	\$ 25,000	\$ 4,303	\$ 23,067	\$ 18,763	\$ 4,303		
Credit Card Expense	\$ 12,175	\$ 1,276	\$ 13,451	\$ 146,100	\$ 1,640	\$ 13,451	\$ 11,537	\$ 1,913	\$ 146,100	\$ 3,737	\$ 147,740	\$ 144,004	\$ 3,737		
Food - COGS	\$ 6,875	\$ (427)	\$ 6,448	\$ 82,500	\$ (4,945)	\$ 6,448	\$ 12,814	\$ (6,366)	\$ 82,500	\$ (10,144)	\$ 77,555	\$ 87,699	\$ (10,144)		
Maintenance	\$ 18,385	\$ 7,175	\$ 25,760	\$ 234,624	\$ (4,447)	\$ 25,760	\$ 21,096	\$ 4,665	\$ 234,624	\$ (16,516)	\$ 230,177	\$ 246,693	\$ (16,516)		
<b>Total Cost of Sales</b>	<b>\$ 601,559</b>	<b>\$ (64,886)</b>	<b>\$ 536,873</b>	<b>\$ 7,195,312</b>	<b>\$ (975,162)</b>	<b>\$ 536,873</b>	<b>\$ 488,181</b>	<b>\$ 48,692</b>	<b>\$ 7,195,312</b>	<b>\$ (597,118)</b>	<b>\$ 6,720,150</b>	<b>\$ 6,817,268</b>	<b>\$ (597,118)</b>		
Gross Profit/(Loss)	\$ 406,017	\$ 152,155	\$ 558,172	\$ 4,895,600	\$ 323,864	\$ 558,172	\$ 411,984	\$ 146,189	\$ 4,895,600	\$ 349,385	\$ 5,219,464	\$ 4,870,079	\$ 349,385		
<b>GENERAL AND ADMINISTRATIVE</b>															
Operating Income/(Loss)	\$ 168,094	\$ (6,457)	\$ 161,637	\$ 1,754,560	\$ (92,801)	\$ 161,637	\$ 247,369	\$ (85,732)	\$ 1,754,560	\$ (70,254)	\$ 1,661,759	\$ 1,732,013	\$ (70,254)		
Net Income/(Loss) before Depreciation	\$ 237,923	\$ 158,613	\$ 396,536	\$ 3,141,040	\$ 416,666	\$ 396,536	\$ 164,615	\$ 231,921	\$ 3,141,040	\$ 419,640	\$ 3,557,706	\$ 3,138,066	\$ 419,640		
Depreciation	\$ 996	\$ (303)	\$ 693	\$ 11,952	\$ (6)	\$ 693	\$ 1,266	\$ (573)	\$ 11,952	\$ (3,246)	\$ 11,946	\$ 15,192	\$ (3,246)		
<b>Net Income/(Loss)</b>	<b>\$ 236,927</b>	<b>\$ 158,915</b>	<b>\$ 395,842</b>	<b>\$ 3,129,088</b>	<b>\$ 416,672</b>	<b>\$ 395,842</b>	<b>\$ 163,349</b>	<b>\$ 232,493</b>	<b>\$ 3,129,088</b>	<b>\$ 422,886</b>	<b>\$ 3,545,760</b>	<b>\$ 3,122,874</b>	<b>\$ 422,886</b>		

**Prairie Landing Golf Club**  
STATEMENT OF REVENUES AND EXPENSES  
For the Month Ending 3/31/2019

REVENUES	Month			YTD			2019 Annual Budget			Month			YTD		
	Actual		Variance	Actual		Variance	Budget		2019		Variance	2018		Variance	
P100 - Golf Administration	\$ 12,164	\$ 200	\$ 11,964	\$ 15,872	\$ 3,500	\$ 12,372	\$ 3,500	\$ 12,164	\$ 1,144	\$ 11,020	\$ 1,144	\$ 8,367	\$ 7,505		
P300 - Golf Operations	\$ 2,420	\$ 2,000	\$ 420	\$ 1,351,980	\$ 1,464,500	\$ (112,520)	\$ 1,464,500	\$ 2,420	\$ 1,589	\$ 830	\$ 1,589	\$ 1,269,900	\$ 82,079		
P500 - Food and Beverage	\$ -	\$ -	\$ -	\$ 231,834	\$ 280,000	\$ (48,166)	\$ 280,000	\$ -	\$ -	\$ -	\$ -	\$ 249,760	\$ (17,926)		
P500 - Weddings	\$ -	\$ -	\$ -	\$ 248,577	\$ 391,500	\$ (142,923)	\$ 391,500	\$ -	\$ -	\$ -	\$ -	\$ 417,749	\$ (169,172)		
P600 - Private Events	\$ 29,052	\$ 16,425	\$ 12,627	\$ 136,735	\$ 118,285	\$ 18,450	\$ 118,285	\$ 29,052	\$ 30,737	\$ (1,684)	\$ 136,735	\$ 122,515	\$ 14,219		
P700 - Golf Outings	\$ -	\$ -	\$ -	\$ 219,828	\$ 274,800	\$ (54,972)	\$ 274,800	\$ -	\$ -	\$ -	\$ -	\$ 219,828	\$ (99,470)		
P900 - Kitty Hawk Café	\$ 995	\$ 1,150	\$ (155)	\$ 17,383	\$ 26,000	\$ (8,617)	\$ 26,000	\$ 995	\$ 817	\$ 178	\$ 17,383	\$ 20,742	\$ (3,359)		
<b>Total Revenue</b>	<b>\$ 44,631</b>	<b>\$ 19,775</b>	<b>\$ 24,856</b>	<b>\$ 2,222,207</b>	<b>\$ 2,558,585</b>	<b>\$ (336,378)</b>	<b>\$ 2,558,585</b>	<b>\$ 44,631</b>	<b>\$ 34,287</b>	<b>\$ 10,343</b>	<b>\$ 2,222,207</b>	<b>\$ 2,368,331</b>	<b>\$ (146,124)</b>		
<b>OPERATING EXPENSES</b>															
P200 - Golf Maintenance	\$ 39,702	\$ 39,348	\$ 354	\$ 730,204	\$ 776,609	\$ (46,405)	\$ 776,609	\$ 39,702	\$ 87,660	\$ (47,958)	\$ 730,204	\$ 740,022	\$ (9,818)		
P300 - Golf Operations	\$ 17,528	\$ 14,369	\$ 3,159	\$ 324,208	\$ 340,605	\$ (16,397)	\$ 340,605	\$ 17,528	\$ 25,548	\$ (8,020)	\$ 324,208	\$ 328,184	\$ (3,976)		
P400 - Food and Beverage	\$ 16,484	\$ 10,552	\$ 5,932	\$ 291,948	\$ 302,250	\$ (10,302)	\$ 302,250	\$ 16,484	\$ 36,956	\$ (20,473)	\$ 291,948	\$ 303,195	\$ (11,247)		
P500 - Weddings	\$ 12,029	\$ 17,584	\$ (5,555)	\$ 203,786	\$ 306,085	\$ (102,299)	\$ 306,085	\$ 12,029	\$ 9,155	\$ 2,875	\$ 203,786	\$ 288,721	\$ (84,935)		
P600 - Private Events	\$ 8,167	\$ 3,614	\$ 4,553	\$ 32,222	\$ 27,524	\$ 4,698	\$ 27,524	\$ 8,167	\$ 6,689	\$ 1,478	\$ 32,222	\$ 24,138	\$ 8,084		
P700 - Golf Outings	\$ (55)	\$ -	\$ (55)	\$ 25,793	\$ 31,913	\$ (6,120)	\$ 31,913	\$ (55)	\$ (2,029)	\$ 1,974	\$ 25,793	\$ 28,940	\$ (3,147)		
P900 - Kitty Hawk Café	\$ 995	\$ 1,150	\$ (155)	\$ 17,383	\$ 26,000	\$ (8,617)	\$ 26,000	\$ 995	\$ 817	\$ 178	\$ 17,383	\$ 20,742	\$ (3,359)		
<b>Total Cost of Sales</b>	<b>\$ 94,850</b>	<b>\$ 86,617</b>	<b>\$ 8,233</b>	<b>\$ 1,625,545</b>	<b>\$ 1,810,986</b>	<b>\$ (185,441)</b>	<b>\$ 1,810,986</b>	<b>\$ 94,850</b>	<b>\$ 164,796</b>	<b>\$ (69,945)</b>	<b>\$ 1,625,545</b>	<b>\$ 1,733,943</b>	<b>\$ (108,398)</b>		
<b>Gross Profit/(Loss)</b>	<b>\$ (50,220)</b>	<b>\$ (66,842)</b>	<b>\$ 16,622</b>	<b>\$ 596,662</b>	<b>\$ 747,599</b>	<b>\$ (150,937)</b>	<b>\$ 747,599</b>	<b>\$ (50,220)</b>	<b>\$ (130,508)</b>	<b>\$ 80,289</b>	<b>\$ 596,662</b>	<b>\$ 634,388</b>	<b>\$ (37,726)</b>		
<b>GENERAL AND ADMINISTRATIVE</b>															
Operating Income/(Loss)	\$ 38,922	\$ 46,412	\$ (7,490)	\$ 436,694	\$ 435,672	\$ 1,022	\$ 435,672	\$ 38,922	\$ 37,936	\$ 985	\$ 436,694	\$ 424,411	\$ 12,283		
<b>NON-OPERATING REVENUES/(EXPENSES)</b>															
Property Tax Expenses	\$ (11,684)	\$ (20,767)	\$ 9,083	\$ (33,367)	\$ (249,204)	\$ 215,837	\$ (249,204)	\$ (11,684)	\$ (20,359)	\$ 8,675	\$ (33,367)	\$ (242,308)	\$ 208,940		
Investment Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Gain on Sale of Fixed Assets	\$ -	\$ -	\$ -	\$ 940	\$ -	\$ 940	\$ -	\$ -	\$ -	\$ -	\$ 940	\$ -	\$ 940		
<b>Net Income/(Loss) before Depreciation &amp; Adj.</b>	<b>\$ (100,826)</b>	<b>\$ (134,021)</b>	<b>\$ 33,195</b>	<b>\$ (100,826)</b>	<b>\$ (62,723)</b>	<b>\$ 64,817</b>	<b>\$ 62,723</b>	<b>\$ (100,826)</b>	<b>\$ (188,804)</b>	<b>\$ 87,978</b>	<b>\$ (100,826)</b>	<b>\$ (32,331)</b>	<b>\$ 159,871</b>		
Depreciation	\$ 594	\$ (0)	\$ (594)	\$ 7,128	\$ 7,128	\$ (0)	\$ 7,128	\$ 594	\$ 1,086	\$ (492)	\$ 7,128	\$ 13,043	\$ (5,916)		
Major Maintenance	\$ 190	\$ 190	\$ -	\$ 64,304	\$ -	\$ 64,304	\$ -	\$ 190	\$ 8,833	\$ (8,642)	\$ 64,304	\$ 180,372	\$ (116,068)		
Transfers (In) Out	\$ (64,304)	\$ -	\$ (64,304)	\$ (64,304)	\$ -	\$ 64,304	\$ -	\$ (64,304)	\$ (180,372)	\$ 116,068	\$ (64,304)	\$ (180,372)	\$ 116,068		
<b>Net Income/(Loss)</b>	<b>\$ (37,306)</b>	<b>\$ (134,615)</b>	<b>\$ 97,309</b>	<b>\$ (120,413)</b>	<b>\$ 55,595</b>	<b>\$ 64,818</b>	<b>\$ 55,595</b>	<b>\$ (37,306)</b>	<b>\$ (18,350)</b>	<b>\$ (18,956)</b>	<b>\$ (120,413)</b>	<b>\$ (45,374)</b>	<b>\$ 165,787</b>		



## Accounts Receivable Aging Report Over 60 Days Past Due

Customer No.	Customer Name	Current @ 12/31/19	1 to 30 Days Overdue	31 to 60 Days Overdue	61 to 90 Days Overdue	91+ Days Overdue	Total	% of Total
A-RSA01	RSH Aviation, Inc.	-	3,403.31	3,354.23	251.34	5,230.58	12,239.46	25.87%
A-BAJ02	Joseph Bartosiak	-	3,187.18	3,187.18	92.79	3,093.00	9,560.15	20.21%
A-TEA01	TRAVEL EXPRESS AVIATION	-	131.33	131.33	127.50	8,627.50	9,017.66	19.06%
A-SPD01	STATE POLICE DEPARTMENT	-	2,092.97	2,092.97	-	4,185.94	8,371.88	17.70%
A-MUM02	Matt Mukenschmabl	-	860.90	848.90	36.00	3,224.00	4,969.80	10.50%
A-TEA03	TRAVEL EXPRESS MAINTENANCE	-	515.00	500.00	-	500.00	1,515.00	3.20%
A-FSX01	FSX Chicago, LLC	-	-	-	-	887.66	887.66	1.88%
A-HAT02	TFH Aviation 1, LLC	-	-	-	-	267.00	267.00	0.56%
A-LAJ02	Jeff Laczynski	-	-	-	-	250.00	250.00	0.53%
A-DOJ01	JOE DOLLENS	-	79.31	77.00	-	77.00	233.31	0.49%
<b>Report Total:</b>		-	<b>10,270.00</b>	<b>10,191.61</b>	<b>507.63</b>	<b>26,342.68</b>	<b>47,311.92</b>	
<b>Percent of Total:</b>		<b>0.00%</b>	<b>21.71%</b>	<b>21.54%</b>	<b>1.07%</b>	<b>55.68%</b>	<b>100.00%</b>	



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

**FROM:** Mark Doles   
Executive Director

**RE:** Proposed Ordinance 2020-341; Adopting Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year beginning January 1, 2020 and Ending December 31, 2020.

**DATE:** January 8, 2020

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**SUMMARY:**

Illinois Statute requires the Airport Authority to pass within the first quarter of their fiscal year, a Budget and Appropriations Ordinance.

The Tentative Budget and Appropriations Ordinance was passed on November 20, 2019 and forwarded to DuPage County Board Chairman Cronin on December 2, 2019. As authorized by Illinois Statute, the County Board Chairman has thirty (30) days to review the Airport Authority Tentative Budget and Appropriations and has the right of line item veto. The Airport Authority has received no comments or questions from the County Board Chairman's office regarding the 2020 Tentative Budget and Appropriations.

A notice was published in the *Daily Herald* announcing the Public Hearing to be held on January 13, 2020, at 10:00 a.m. in the Third Floor Conference Room of the Daniel L. Goodwin Flight Center Building. The purpose of the Public Hearing is to provide an opportunity for public review and comment. The Airport Authority has met all statutory requirements for passage of the 2020 Budget and Appropriations.

**PREVIOUS COMMITTEE/BOARD ACTION:**

November 20, 2019 DuPage Airport Authority Board passed Ordinance 2019-337; Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year beginning January 1, 2020 and Ending December 31, 2020.

January 15, 2020 DuPage Airport Authority Board of Commissioners Finance Committee will review proposed Ordinance 2020-341; Adopting Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year beginning January 1, 2020 and Ending December 31, 2020



**REVENUE OR FUNDING IMPLICATIONS:**

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

**STAKEHOLDER PROCESS:**

No stakeholders have been identified at this time.

**LEGAL REVIEW:**

Legal review of this item is not necessary.

**ATTACHMENTS:**

Proposed Ordinance 2020-341; Adopting Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2020 and Ending December 31, 2020.

**ALTERNATIVES:**

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

**RECOMMENDATION:**

It is the recommendation of the Executive Director and staff that the Board approve Proposed Ordinance 2020-341; Adopting the Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2020 and Ending December 31, 2020.

**ORDINANCE 2020-341**

**BUDGET & APPROPRIATIONS ORDINANCE**  
**for the DUPAGE AIRPORT AUTHORITY**  
**for the FISCAL YEAR BEGINNING**  
**JANUARY 1, 2020 AND ENDING DECEMBER 31, 2020**

WHEREAS, The Board of Commissioners of the DuPage Airport Authority, an Illinois Special District, has adopted a fiscal year beginning January 1, 2020 and ending December 31, 2020, and has estimated the sums of money necessary to pay the costs of operating the DuPage Airport Authority and all other expenses and liabilities of the Authority for Fiscal Year 2020.

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

SECTION 1: For the fiscal year beginning January 1, 2020 and ending December 31, 2020 the following sums of money below are hereby budgeted and appropriated for the corporate purposes of the Corporate Fund of the DuPage Airport Authority:

<b>Estimated Beginning Cash Balance</b>	<b>\$ 41,675,239</b>
<b><u>OPERATING REVENUES</u></b>	
Airport Operations	\$ 3,521,719
Flight Center Fuel Operations	\$ 11,406,787
Prairie Landing Golf Course	\$ 2,374,600
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 17,303,106</b>
<b><u>OPERATING EXPENSES</u></b>	
Airport Operations	\$ 6,971,773
Flight Center Fuel Operations	\$ 8,308,003
Prairie Landing Golf Course	\$ 2,177,767
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 17,457,543</b>
<b><u>NON OPERATING - REVENUE / DEBT SERVICE / CAPITAL / TAXES</u></b>	
<b>REVENUES</b>	
Miscellaneous Taxes	\$ 57,996
Property Taxes/Abatement	\$ 5,538,000
Federal & State Grants	\$ 3,088,879
Interest Income	\$ 399,996
Unrealized Gain/Loss from Investments	\$ -
Gain of Sale from Fixed Assets	\$ 30,000
<b>TOTAL NON-OPERATING REVENUES</b>	<b>\$ 9,114,871</b>
<b>EXPENSES</b>	
Property Tax (DAA)	\$ 219,504
Property Tax (PLGC)	\$ 143,040
<b>TOTAL NON-OPERATING EXPENSES</b>	<b>\$ 362,544</b>
<b><u>CAPITAL DEVELOPMENT PROGRAM</u></b>	
AVIATION PROGRAMS / EQUIPMENT	\$ 15,610,752
GOLF COURSE PROGRAMS / EQUIPMENT	\$ 590,165
MAJOR MAINTENANCE OF CAPITAL ASSETS	\$ 715,826
<b>TOTAL CAPITAL DEVELOPMENT PROGRAM</b>	<b>\$ 16,916,743</b>
<b>TOTAL REVENUES</b>	<b>\$ 26,417,977</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 34,736,830</b>
<b>CASH BALANCE - ENDING</b>	<b>\$ 33,356,386</b>

SECTION 2: That the following budget and appropriations, containing an estimate of the receipts and expenditures for FISCAL YEAR 2020, be and are hereby adopted as the budget and appropriations of the Corporate Fund of the DuPage Airport Authority for said fiscal year:

**AIRPORT ADMINISTRATION / OPERATIONS**

<b>REVENUES</b>	
HANGAR RENTALS	\$ 2,550,764
COLLECTION, SERVICE, TOWING FEES	\$ 804
COMMISSIONS	\$ 32,241
CUSTOMS FEES	\$ 111,941
RAMP, TIE DOWN, OVERNIGHT FEES	\$ 144,906
NON AIRFIELD, RENT/LEASE REVENUE	\$ 661,059
MISCELLANEOUS	\$ 20,004
<b>TOTAL REVENUES</b>	<b>\$ 3,521,719</b>
<b>CASH ON HAND - BEGINNING</b>	<b>\$ 21,815,907</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 25,337,626</b>
<b>EXPENDITURES</b>	
<b>SALARIES</b>	
STAFF & COMMISSIONERS	\$ 2,431,328
<b>SALARIES TOTAL</b>	<b>\$ 2,431,328</b>
<b>BENEFITS</b>	
FICA	\$ 180,700
UNEMPLOYMENT INSURANCE	\$ 24,593
GROUP INSURANCE	\$ 366,453
UNIFORMS	\$ 11,928
IMRF	\$ 187,773
<b>BENEFITS TOTAL</b>	<b>\$ 771,447</b>
<b>GENERAL &amp; ADMINISTRATIVE</b>	
EDUCATION / TRAINING / TRAVEL	\$ 14,512
DUES & SUBSCRIPTIONS	\$ 14,373
COMPUTER AND SOFTWARE	\$ 34,348
COMMUNICATIONS	\$ 38,184
GENERAL OFFICE	\$ 6,504
MISCELLANEOUS	\$ 10,658
<b>GEN. &amp; ADMIN. TOTAL</b>	<b>\$ 118,579</b>
<b>OUTSIDE SERVICES</b>	
CONSULTING SERVICES	\$ 202,404
ACCOUNTING / AUDIT	\$ 36,000
CUSTOMS/CONTROL TOWER	\$ 791,205
MISC OUTSIDE SERVICES	\$ 377,088
LEGAL	\$ 210,000
SNOW REMOVAL/ICE CONTROL	\$ 72,804
ARFF	\$ 512,196
<b>OUTSIDE TOTAL</b>	<b>\$ 2,201,697</b>
<b>MAINTENANCE</b>	
EQUIPMENT LEASE / MAINT. CONTRACTS	\$ 191,532
SUPPLIES/HANDTOOLS & SMALL EQUIPMENT	\$ 51,188
FUEL/OIL VEHICLES & EQUIPMENT	\$ 53,196
FIELD MAINTENANCE	\$ 125,004
BUILDING MAINTENANCE	\$ 155,004
MACHINE & EQUIPMENT	\$ 50,004
<b>MAINTENANCE TOTAL</b>	<b>\$ 625,928</b>
<b>INSURANCE</b>	<b>\$ 267,852</b>
<b>INSURANCE TOTAL</b>	<b>\$ 267,852</b>
<b>MARKETING / PUBLIC RELATIONS</b>	<b>\$ 96,950</b>
<b>MARKETING / PUBLIC RELATIONS TOTAL</b>	<b>\$ 96,950</b>
<b>UTILITIES</b>	
GARBAGE REMOVAL / JANITORIAL	\$ 14,592
GAS HEAT	\$ 148,000
ELECTRIC	\$ 265,000
WATER/SEWER	\$ 30,400
<b>TOTAL UTILITIES</b>	<b>\$ 457,992</b>
<b>TOTAL EXPENDITURES:</b>	
<b>AUTHORITY ADMINISTRATION &amp; OPERATIONS</b>	<b>\$ 6,971,773</b>
<b>CASH ON HAND ENDING</b>	<b>\$ 18,365,853</b>

**DUPAGE FLIGHT CENTER FUEL OPERATIONS**

<b>REVENUES</b>	
FUEL & OIL SALES	\$ 10,964,788
SERVICES & CATERING	\$ 435,109
MISCELLANEOUS INCOME	\$ 6,890
<b>TOTAL REVENUES</b>	<b>\$ 11,406,787</b>
<b>CASH ON HAND - BEGINNING</b>	<b>\$ 20,813,301</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 32,220,088</b>
<b>EXPENDITURES</b>	
<b>SALARIES</b>	
STAFF	\$ 1,053,408
<b>SALARIES TOTAL</b>	<b>\$ 1,053,408</b>
<b>BENEFITS</b>	
FICA	\$ 80,586
UNEMPLOYMENT INSURANCE	\$ 19,201
GROUP INSURANCE	\$ 191,387
UNIFORMS	\$ 13,704
IMRF	\$ 84,483
<b>BENEFITS TOTAL</b>	<b>\$ 389,361</b>
<b>COST OF SALES</b>	
COST OF SALES - FUEL/OIL	\$ 6,059,611
COST OF SALES - DE-ICE	\$ 25,000
COST OF SALES - CATERING	\$ 80,700
<b>COST OF SALES TOTAL</b>	<b>\$ 6,165,311</b>
<b>GENERAL &amp; ADMINISTRATIVE</b>	
BUILDING RENT	\$ 48,000
EDUCATION / TRAINING / TRAVEL	\$ 15,940
DUES & SUBSCRIPTIONS	\$ 3,900
MISC OFFICE EXPENSE	\$ 18,192
SOFTWARE	\$ 18,750
COMMUNICATIONS	\$ 11,280
CREDIT CARD EXPENSE	\$ 150,996
MARKETING	\$ 50,368
<b>GEN. &amp; ADMIN. TOTAL</b>	<b>\$ 317,426</b>
<b>OUTSIDE SERVICES</b>	
CONSULTING SERVICES/LEGAL	\$ 24,368
<b>OUTSIDE SERVICES TOTAL</b>	<b>\$ 24,368</b>
<b>MAINTENANCE / OPERATIONS</b>	
EQUIPMENT LEASE / MAINT. CONTRACTS	\$ 176,229
SUPPLIES	\$ 34,092
FUEL / OIL VEHICLES	\$ 11,004
MAINTENANCE EXPENSE	\$ 36,000
<b>MAINTENANCE TOTAL</b>	<b>\$ 257,325</b>
<b>INSURANCE</b>	
<b>INSURANCE TOTAL</b>	<b>\$ 98,004</b>
<b>UTILITIES</b>	
ELECTRIC	\$ 2,800
<b>UTILITIES TOTAL</b>	<b>\$ 2,800</b>
<b>TOTAL EXPENDITURES:</b>	
<b>FLIGHT CENTER FUEL OPERATIONS</b>	<b>\$ 8,308,003</b>
<b>CASH ON HAND ENDING</b>	<b>\$ 23,912,085</b>

**PRAIRIE LANDING GOLF COURSE**

**REVENUES**

**GOLF OPERATIONS**

GREENS FEES/CART RENTAL	\$ 1,102,700
ASSOCIATION MEMBERSHIPS	\$ 175,000
RENTALS	\$ 5,000
PRACTICE CENTER	\$ 150,000
PRO SHOP SALES	\$ 105,500
<b>TOTAL GOLF OPERATIONS</b>	<b>\$ 1,538,200</b>

**FOOD & BEVERAGE**

CLUBHOUSE	\$ 292,000
KITTY HAWK - DELI	\$ 19,600
BANQUET	\$ 521,300
<b>TOTAL FOOD &amp; BEVERAGE</b>	<b>\$ 832,900</b>

**MISCELLANEOUS INCOME**

	\$ 3,500
<b>TOTAL MISCELLANEOUS INCOME</b>	<b>\$ 3,500</b>
<b>TOTAL REVENUES</b>	<b>\$ 2,374,600</b>

**CASH ON HAND - BEGINNING**

**\$ (953,989)**

**TOTAL FUNDS AVAILABLE**

**\$ 1,420,611**

**EXPENDITURES**

**SALARIES**

STAFF	\$ 1,080,564
<b>SALARIES TOTAL</b>	<b>\$ 1,080,564</b>

**BENEFITS**

FICA	\$ 87,585
UNEMPLOYMENT INSURANCE	\$ 39,036
GROUP INSURANCE	\$ 103,428
UNIFORMS	\$ 7,500
IMRF	\$ 65,340
<b>BENEFITS TOTAL</b>	<b>\$ 302,889</b>

**COST OF SALES**

COST OF SALES - GOLF	\$ 76,500
COST OF SALES - GRILL, EVENT, BANQUETS	\$ 188,980
COST OF SALES - KITTY HAWK	\$ 14,100
CREDIT CARD FEES	\$ 44,784
<b>COST OF SALES TOTAL</b>	<b>\$ 324,364</b>

**GENERAL & ADMINISTRATIVE**

EDUCATION / TRAINING / TRAVEL	\$ -
DUES & SUBSCRIPTIONS	\$ 10,350
COMPUTER AND SOFTWARE	\$ 5,500
COMMUNICATIONS	\$ 18,120
TRANSFER COSTS TO FLIGHT CENTER	\$ (66,434)
MARKETING	\$ 45,000
<b>GEN. &amp; ADMIN. TOTAL</b>	<b>\$ 12,536</b>

**OUTSIDE SERVICES**

CONSULTING SERVICES / LEGAL	\$ 42,746
<b>OUTSIDE SERVICES TOTAL</b>	<b>\$ 42,746</b>

**MAINTENANCE / OPERATIONS**

COURSE MAINTENANCE	\$ 112,500
SUPPLIES	\$ 78,000
RENTAL EQUIPMENT	\$ 35,640
FUEL / OIL VEHICLES	\$ 14,000
BUILDING MAINTENANCE EXPENSE	\$ 36,600
<b>MAINTENANCE TOTAL</b>	<b>\$ 276,740</b>

**INSURANCE**

	\$ 65,004
<b>INSURANCE TOTAL</b>	<b>\$ 65,004</b>

**UTILITIES**

GARBAGE REMOVAL / JANITORIAL	\$ 4,020
GAS HEAT	\$ 9,800
ELECTRIC	\$ 50,604
WATER/SEWER	\$ 8,500
<b>UTILITIES TOTAL</b>	<b>\$ 72,924</b>

**TOTAL EXPENDITURES:**

**PRAIRIE LANDING GOLF COURSE** **\$ 2,177,767**

**CASH ON HAND ENDING**

**\$ (757,136)**

**NON OPERATING - REVENUE / DEBT SERVICE / CAPITAL / TAXES**

MISCELLANEOUS TAXES	\$ 57,996
PROPERTY TAXES	\$ 5,538,000
FEDERAL & STATE GRANTS	\$ 3,088,879
INTEREST INCOME	\$ 399,996
UNREALIZED GAIN/LOSS FROM INVESTMENTS	\$ -
GAIN OF SALE FROM FIXED ASSETS	\$ 30,000
<b>TOTAL NON-OPERATING REVENUES</b>	<b>\$ 9,114,871</b>

**CAPITAL DEVELOPMENT PROGRAM**

AVIATION PROGRAMS / EQUIPMENT	\$ 15,610,752
GOLF COURSE PROGRAMS / EQUIPMENT	\$ 590,165
MAJOR MAINTENANCE OF CAPITAL ASSETS	\$ 715,826
<b>TOTAL CAPITAL DEVELOPMENT</b>	<b>\$ 16,916,743</b>

**PROPERTY TAX**

PROPERTY TAX (DAA)	\$ 219,504
PROPERTY TAX (PLGC)	\$ 143,040
<b>TOTAL PROPERTY TAX</b>	<b>\$ 362,544</b>
<b>TOTAL REVENUES</b>	<b>\$ 28,417,977</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 34,736,830</b>
<b>CASH ON HAND ENDING</b>	<b>\$ 33,356,386</b>

Said appropriation items shall constitute the Budget for the Corporate Fund of the Authority for FISCAL YEAR 2020.

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

The amounts specified are the maximum estimated for probable expenditures or commitments prior to December 31, 2020, and there is included in the appropriated amounts, funds derived from other sources than local taxation, and which may be spent for the benefit of the authority without actually being received and expended by it.

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

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

Passed and approved by the Board of Commissioners of the DuPage Airport Authority on January 15, 2020.

Record of Roll Call Vote:

Juan E. Chavez  
Stephen L. Davis  
Charles E. Donnelly  
Herbert A. Getz  
Gina R. LaMantia  
Michael V. Ledonne  
Gregory J. Posch  
Donald C. Sharp  
Daniel J. Wagner

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\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Chairman

(seal)  
ATTEST:

\_\_\_\_\_  
Secretary



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

**FROM:** Mark Doles   
Executive Director

**RE:** Proposed Ordinance 2020-342; An Ordinance of the DuPage Airport Authority Promulgating Regulations Under the Freedom of Information Act.

**DATE:** January 8, 2020

---

**SUMMARY:**

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

**PREVIOUS COMMITTEE/BOARD ACTION:**

January 17, 2019      Annual and Regular Board Meeting. The Board of Commissioners passed Ordinance 2019-332; An Ordinance of the DuPage Airport Authority Promulgating Regulations Under the Freedom of Information Act.

**REVENUE OR FUNDING IMPLICATIONS:**

Not applicable.

**STAKEHOLDER PROCESS:**

No stakeholders have been identified at this time.

**LEGAL REVIEW:**

This repeal is a routine annual function for the purposes of updating information. This proposed Ordinance has been reviewed by Counsel.

**ATTACHMENTS:**

Proposed Ordinance 2020-342; An Ordinance of the DuPage Airport Authority Promulgating Regulations Under the Freedom of Information Act.



**ALTERNATIVES:**

The Board can deny, modify or amend this issue.

**RECOMMENDATION:**

It is the recommendation of the Executive Director and Staff that the Board approve Proposed Ordinance 2020-342; An Ordinance of the DuPage Airport Authority Promulgating Regulations Under the Freedom of Information Act.

**ORDINANCE 2020 - 342**  
**AN ORDINANCE OF THE DUPAGE AIRPORT AUTHORITY**  
**PROMULGATING REGULATIONS UNDER THE FREEDOM**  
**OF INFORMATION ACT**

**RECITALS**

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

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

**SECTION 1. Definitions:**

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

**SECTION 2. Application for Inspection or Copying:**

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

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

**SECTION 3. Denial of Request and Appeal:**

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

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

**SECTION 5. Prior Ordinances:** This ordinance repeals Ordinance 2019-332 and shall be placed in DuPage Airport Authority Code.

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

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 15th day of January 2020.

Roll Call:

Juan E. Chavez \_\_\_\_\_  
Stephen L. Davis \_\_\_\_\_  
Charles E. Donnelly \_\_\_\_\_  
Herbert A. Getz \_\_\_\_\_  
Gina R. LaMantia \_\_\_\_\_

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

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary

**ORDINANCE 2020-342**

**DuPAGE AIRPORT AUTHORITY**

**Fee Schedule for Duplication of Public Records**

Cost for copies effective date: January 1, 2020

Paper copy from paper original on copy machine:

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

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

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

All fees for copying are payable in advance.

## DuPAGE AIRPORT AUTHORITY

### DESCRIPTIONS REQUIRED UNDER SECTION 4 OF THE FREEDOM OF INFORMATION ACT

#### A. **Description of DuPage Airport Authority:**

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

On January 1, 2020, the DAA had 57 full-time employees and 22 part-time employees. The total budgeted revenue is \$26,484,411 for the fiscal year ending December 31, 2020. The total budgeted expenditures for the year are \$34,803,264. This includes \$17,886,521 for general operating costs and \$16,916,743 for capital expenditures and major maintenance projects.

#### B. **Procedure for Requesting Information and Public Records:**

Any person may obtain public records for inspection or copying in accordance with the provisions of the Freedom of Information Act by submitting a written request to the DAA providing the name, address and telephone number of the applicant and describing the documents sought. DAA suggests, but shall not require, that applicants submit the request on a Request for Public Records (Form FOI 500) to the DAA's office during normal working hours. The request shall state whether any record shall be used in any form for sale, resale or solicitation or advertisement for sales or services. FOI Requests should be directed to the attention of the DAA's Freedom of Information Officer, DuPage Airport Authority, 2700 International Drive, Suite 200, West Chicago, IL 60185. The requested record will be provided promptly and in accordance with DAA Ordinance 2020-342 (an Ordinance of DAA promulgating regulations under the Freedom of Information Act). Except for unusual circumstances permitted under the Act and for records requested for a commercial purpose as defined by the Act, the record will be supplied within five (5) business days of receipt of the written request. Under certain conditions permitted by law, the DAA may extend this time limit by another five (5) business days. Records requested for a commercial purpose, as defined by the Act, will be provided in the time frame provided in the Act for such records. In the event that the Request for Public Records cannot be complied with, a written denial stating the detailed factual basis for the denial of the application or any claimed exemption(s) will be mailed to the person making the request within five (5) business days after receipt of the request or after the extension of time, if extended.

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

**C. Fee Charged for Copies of Records:**

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

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

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

## **DuPAGE AIRPORT AUTHORITY**

### **CATEGORIES OF RECORDS AVAILABLE IN AUTHORITY OFFICE**

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

DuPAGE AIRPORT AUTHORITY

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Mark Doles  
Executive Director



**DUPAGE AIRPORT AUTHORITY OFFICERS/COMMISSIONERS  
AS OF JANUARY 15, 2020**

STEPHEN L. DAVIS, CHAIRMAN  
GINA R. LAMANTIA, VICE-CHAIRMAN  
MICHAEL V. LEDONNE, TREASURER  
DONALD C. SHARP, SECRETARY

JUAN E. CHAVEZ, COMMISSIONER  
CHARLES E. DONNELLY, COMMISSIONER  
HERB A. GETZ, COMMISSIONER  
GREGORY J. POSCH, COMMISSIONER  
DANIEL J. WAGNER, COMMISSIONER

PATRICK HOARD, ASSISTANT TREASURER  
DANIEL J. BARNA, ASSISTANT SECRETARY

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

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

**DuPAGE AIRPORT AUTHORITY  
A-1.**

**REQUEST FOR INSPECTION OR COPYING OF PUBLIC RECORDS**

1. Identification of person requesting information:
  - a) Name: \_\_\_\_\_
  - b) Address: \_\_\_\_\_
  - c) Telephone: \_\_\_\_\_
  
2. Additional information relating to organization. If this request is on behalf of a public body or a business, civic or other organization, please state the following:
  - a) Name of Organization: \_\_\_\_\_
  - b) Address of Organization: \_\_\_\_\_
  - c) Office or title within organization of person requesting information: \_\_\_\_\_
  
3. Description of public records requested. Please describe the records requested with sufficient detail to allow DAA office personnel to determine whether such public record exists and to locate it within a reasonable time:  
  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

4. Specify documents of which copies are requested:  
  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
5. Will any part of the requested records be used in any form for sale, resale or solicitation or advertisement for sales or services? \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
For DAA Use Only

Date Received \_\_\_\_\_ Time Received \_\_\_\_\_ Date Response Due \_\_\_\_\_

Notations regarding oral communications or other items: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

TO:

FROM:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Office or Title

DESCRIPTION OF REQUESTED RECORD(S):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_ The documents you requested are enclosed.

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

\_\_\_\_\_ You may inspect the records at \_\_\_\_\_ on \_\_\_\_\_.

\_\_\_\_\_  
DAA Approval

\_\_\_\_\_  
Date

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

TO:

FROM:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Office or Title

DESCRIPTION OF REQUESTED RECORD(S):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_ Are enclosed.

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

\_\_\_\_\_ May be inspected at \_\_\_\_\_ on \_\_\_\_\_.

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

\_\_\_\_\_  
DAA Freedom of Information Officers  
Pamela Miller and Dan Barna

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

TO:

FROM:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address  
\_\_\_\_\_

\_\_\_\_\_  
Office or Title

DESCRIPTION OF REQUESTED RECORD(S):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
DAA Freedom of Information Officers  
Pamela Miller and Dan Barna

\_\_\_\_\_  
Date

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

TO:

FROM:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Office or Title

DESCRIPTION OF REQUESTED RECORD(S):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

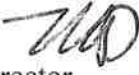
In requesting a review, you should include your original request as well as this denial.

\_\_\_\_\_  
DAA Freedom of Information Officers  
Pamela Miller and Dan Barna

\_\_\_\_\_  
Date



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

**FROM:** Mark Doles   
Executive Director

**RE:** Proposed Resolution 2020-2317; Approving the Use of Outside Attorneys  
for 2020

**DATE:** January 8, 2020

---

**SUMMARY:**

As required by the Airport Authority's By-Laws, The Board of Commissioners each year must approve the outside attorneys to be utilized by the Airport Authority.

It is recommended that Luetkehans, Brady, Garner & Armstrong, LLC be retained as the general counsel attorneys for 2020. Further, it is recommended that the law firm providing Human Resources legal services for the Airport Authority, SheppardMullin be retained for 2020.

The rates for 2020 are reflected in Exhibit A of the Proposed Resolution as well as a comparison of the rates from 2019.

**PREVIOUS COMMITTEE/BOARD ACTION:**

January 17, 2019 Annual and Regular Board Meeting. The Board of Commissioners passed Resolution 2019-2223; Resolution Approving the Use of Outside Attorneys for the Year 2019.

**REVENUE OR FUNDING IMPLICATIONS:**

Rates as provided have been included as part of the 2020 Budget and Appropriations for the Airport Authority.

**STAKEHOLDER PROCESS:**

Not applicable.

**LEGAL REVIEW:**

Not applicable.



**ATTACHMENTS:**

Proposed Resolution 2020-2317; Approving the Use of Outside Attorneys for 2020.

**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 2020-2317; Approving the Use of Outside Attorneys for 2020.

**RESOLUTION 2020-2317**  
**RESOLUTION APPROVING THE USE OF OUTSIDE**  
**ATTORNEYS FOR THE YEAR 2020**

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

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

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

**WHEREAS**, the Authority desires and deems it to be in the best interest of the Authority to appoint Luetkehans, Brady, Garner & Armstrong, LLC and SheppardMullin, as its outside attorneys for the year 2020 at the hourly rates attached hereto on Exhibits A and B respectively.

**NOW, THEREFORE, BE IT RESOLVED**, that the Authority hereby approves the hiring of Luetkehans, Brady, Garner & Armstrong, LLC and SheppardMullin as its outside attorneys for the year 2020 at the hourly rates set forth on the attached Exhibits A and B.

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

Juan E. Chavez \_\_\_\_\_  
Stephen L. Davis \_\_\_\_\_  
Charles E. Donnelly \_\_\_\_\_  
Herbert A. Getz \_\_\_\_\_  
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 15<sup>th</sup> day of January 2020.

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Secretary

**RESOLUTION 2020-2317**

**EXHIBIT A**

**LUETKEHANS, BRADY, GARNER & ARMSTRONG, LLC**

**HOURLY RATES**

	<b><u>2019</u></b>	<b><u>2020</u></b>
<b>PARTNERS</b>	<b>\$245</b>	<b>\$255</b>
<b>ASSOCIATES</b>	<b>\$200</b>	<b>\$210</b>
<b>LAW CLERKS</b>	<b>\$ 75</b>	<b>\$75</b>

**EXHIBIT B**

**SHEPPARDMULLIN**

**HOURLY RATES**

	<u>2019</u>	<u>2020</u>
ALL ATTORNEYS	\$465	\$525

TO: DuPage Airport Authority  
Board of Commissioners

FROM: Mark Doles   
Executive Director

RE: Proposed Resolution 2020-2318; Award of Contract to Phillips 66  
Company for Aviation Fuel Supplier Services

DATE: January 8, 2020

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**SUMMARY:**

The DuPage Airport Authority, through the DuPage Flight Center, is the sole supplier of aviation fuels (Jet A and 100LL) at DuPage Airport. As such, every 5 years the Authority solicits a Request for Proposals (“RFP”) from fuel suppliers for this contract. The current 5-year contract with Phillips 66 expires March 31, 2020.

Aviation Management Consulting Group (“AMCG”) was retained to assist in development of the RFP documents and review of those proposals. The DuPage Airport Authority received six (6) responses to the RFP from the following suppliers:

Associated Energy Group, LLC (“AEG”)  
Ascent Aviation Group, Inc. (“World Fuel”)  
Avfuel Corporation  
Epic Fuels  
Phillips 66 Company  
Titan Aviation Fuels

Five years ago, the Airport Authority received a total of five responses (Avfuel, Air BP, Epic, Phillips 66 and Shell Aviation) to the RFP.

All responses were reviewed against identical criteria, including the following:

- Qualifications
- Fuel Supply
- Fuel Pricing
- Refueling Vehicle Leasing and Maintenance Program
- Credit Card Fees
- Insurance Program
- Training Program
- Marketing Program
- Equipment Upgrades and Improvements
- Organization

A panel of five evaluators (four staff plus our consultant) ranked the proposals utilizing the following rating standards and weighting:

Fee Proposal	(40%)
Qualifications & Experience	(30%)
Marketing and Advertising	(20%)
Quality Control	(10%)

The following is a summary of the tabulation from the evaluation panel:

Evaluator	AEG	World Fuel	Avfuel	Epic Fuels	Phillips 66	Titan
1	6.90	9.10	7.10	8.30	<b>10.00</b>	7.30
2	6.40	8.90	7.30	8.10	<b>10.00</b>	7.30
3	6.30	6.50	5.40	8.20	<b>9.70</b>	6.00
4	4.20	6.10	5.20	5.10	<b>7.30</b>	4.00
5	6.60	8.60	7.30	7.60	<b>10.00</b>	5.80
Total	30.40	39.20	32.30	37.30	<b>47.00</b>	30.40

Upon review of the proposals, it was the unanimous determination of the panel that Phillips 66 submitted the best overall proposal to the Authority for a 5-year contract.

**PREVIOUS COMMITTEE/BOARD ACTION:**

January 15, 2020 Finance, Budget and Audit Committee – this item is being reviewed by the Committee.

**REVENUE OR FUNDING IMPLICATIONS:**

The proposal from Phillips 66 is the most advantageous to the Airport Authority from a financial perspective. The following table summarizes all the proposals over a 5-year contract based upon current fuel volumes, anticipated gallon increases of 2.5%, fuel truck leasing costs, credit card fees and cooperative marketing funding from the fuel suppliers:

	AEG	World Fuel	Avfuel	Epic Fuels	Phillips 66	Titan
Calculated Cost over 5-Year Term	\$34,141,537	\$33,798,583	\$34,531,066	\$34,035,235	\$33,276,074	\$34,729,118
Difference From Lowest	+\$865,463	+\$522,509	+\$1,254,992	+\$759,161	\$0	+\$1,453,044

Using the Phillips 66 proposal as the baseline, this table depicts the spread between Phillips and the other five proposals. Clearly, the Phillips proposal is the most advantageous financially for the Airport Authority by an estimated \$522,509 over a 5-year term, or almost \$105,000 annually.

**LEGAL REVIEW:**

As with the previous fuel supplier contract, Authority Legal Counsel will review and approve all contract documents required. As the current fuel supplier is Phillips 66, we anticipate minimal contract revisions from the existing documents.

**ATTACHMENTS:**

- Proposed Resolution 2020-2318; Award of Contract to Phillips 66 Company for Aviation Fuel Supplier Services.
- 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 2020-2318; Award of Contract to Phillips 66 Company for Aviation Fuel Supplier Services.

**RESOLUTION 2020-2318**

**Award of Contract to Phillips 66 Company for Aviation Fuel Supplier Services**

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

**WHEREAS**, the Authority's current aviation fuel supplier contract with Phillips 66 Company (“Phillips”) expires on March 31, 2020; and

**WHEREAS**, the Authority has solicited a Request for Proposals (“RFP”) from qualified aviation fuel suppliers for a new fuel supplier contract and utilized the services of Aviation Management Consulting Group to assist with the preparation of the RFP and review of the proposals received; and

**WHEREAS**, the Authority has received and reviewed six (6) proposals through an RFP evaluation committee process; and

**WHEREAS**, upon evaluating the proposals, the Authority has determined that Phillips ranked the best and most advantageous to the Authority for providing aviation fuel supplier services; and

**WHEREAS**, the Board of Commissioners of the Authority deems it to be in the best interests of the Authority to enter into a Contract with Phillips for a term of five (5) years; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Executive Director, Mark Doles and legal counsel be authorized and directed to finalize and execute said Contract with Phillips 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 \_\_\_\_\_  
Herbert A. Getz \_\_\_\_\_  
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 15th day of January, 2020.

\_\_\_\_\_  
CHAIRMAN

(ATTEST)

\_\_\_\_\_  
SECRETARY

**RESOLUTION 2020-2318**





**P. Statement of Political Contributions**

Name of Proposer: Phillips 66 Company

Mailing Address: 411 S. Keeler  
Bartlesville, OK  
74004

List the name and office of every elected official, as that term is defined in the Authority's Procurement Policy, whom a contribution, exceeding one hundred fifty dollars (\$150.00) total, was made to in the twenty-four (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.

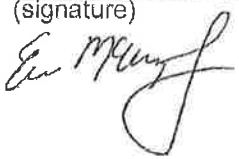
Elected Official	Office	Date	Amount	Form
None				

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 Authority. When making this statement of political contributions in an individual capacity, you must include contribution(s) made by your spouse and dependent children. See pages 11-13 of the Procurement Policy of the 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 Authority. Further, by signing this document I authorize the Authority to disclose this information as it sees fit."

11/1/2019  
(date)

Eric McMurphy  
(signature)  



Sales Manager  
(title of signer, if a business)



DUPAGE AIRPORT  
AUTHORITY

TO: Board of Commissioners

FROM: Dan Barna   
Operations and Capital Program Manager

THROUGH: Mark Doles   
Executive Director

RE: Proposed Resolution 2020-2319; Authorizing the Execution of Service Order No. 9 with Wight & Company for Professional Consulting Services Associated with Construction Plans for Prairie Landing Golf Club Banquet and Sunroom Renovations

DATE: January 8, 2020

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**SUMMARY:**

The Airport Authority's 2020 Capital Budget includes project(s) to renovate the banquet hall and sunroom at the Prairie Landing Clubhouse. Work to be performed includes:

**Banquet Hall and Sunroom**

- Replace existing broadloom carpet with new carpet tile.
- Repaint existing walls, trim, and ceiling.
- Replace ceiling tiles at acoustical ceilings.
- Replace existing light fixtures with LED light fixtures.
- Install new ceramic tile at service counter/walkup bar.
- Replace existing folder door panels with new full height sliding glass panels.

**Banquet Hall Restroom Upgrades**

- Replace existing wall and floor tile.
- Repaint gypsum board walls, trim, and ceilings.
- Replace toilets and urinals.
- Replace toilet partitions.
- Replace existing sinks and countertops.
- Replace existing lighting with LED fixtures.
- Provide new toilet accessories including toilet tissue dispenser, soap, dispensers and hand dryers.

Staff is in receipt of Service Order No. 9 from Wight & Company and has negotiated a fee in the amount of \$25,600 plus reimbursable expenses to develop bidding plans and specifications for this project including 24 hours of construction observation services.

**PREVIOUS COMMITTEE/BOARD ACTION:**

January 15, 2020 Capital Development, Leasing and Customer Fees Committee – this item is being reviewed by the Committee.

**REVENUE OR FUNDING IMPLICATIONS:**

2020 Capital Budget – Renovate Upper Washrooms at Clubhouse	\$164,625
2020 Capital Budget – Replace Carpeting, Partition Wall, Tile and Painting at Clubhouse	\$42,500
Wight & Company Service Order No. 9 Fixed Fee Plus Reimbursable Expenses	(\$25,600)
	\$181,525

**STAKEHOLDER PROCESS:**

None.

**LEGAL REVIEW:**

Legal counsel has previously drafted the standard form service order being utilized for this project.

**ATTACHMENTS:**

- Proposed Resolution 2020-2319; Authorizing the Execution of Service Order No. 9 with Wight & Company for Professional Consulting Services Associated with Construction Plans for Prairie Landing Golf Club Banquet and Sunroom Renovations.

**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 2020-2319; Authorizing the Execution of Service Order No. 9 with Wight & Company for Professional Consulting Services Associated with Construction Plans for Prairie Landing Golf Club Banquet and Sunroom Renovations.

RESOLUTION 2020-2319

Authorizing the Execution of Service Order No. 9 with Wight & Company for Professional Consulting Services Associated with Construction Plans for Prairie Landing Club Banquet and Sunroom Renovations

WHEREAS, the DuPage Airport Authority, an Illinois Special District ("Authority"), previously selected Wight & Company ("Wight") to provide architectural consulting services pursuant to the Local Government Professional Services Selection Act, 50 ILCS 510/0.01 et seq.;

WHEREAS, the Authority expects to pursue the accomplishment of a project described as: Prairie Landing Golf Club Banquet and Sunroom Renovations (the "Project"); and

WHEREAS, the Authority desires to utilize the services of Wight to produce plans and specifications to accomplish the Project including construction observation for a fixed fee of \$25,600, plus reimbursable expenses; and

WHEREAS, the Authority finds that the cost to provide said services is reasonable and the Board of Commissioners of the Authority deem it to be in the best interest of the Authority to enter into Service Order No. 9 with Wight for producing plans and specifications including construction observation to accomplish the Project; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the DuPage Airport Authority hereby authorizes the Executive Director, Mark Doles to execute Service Order No. 9 with Wight for a fixed fee of \$25,600, plus reimbursable expenses and to take whatever steps necessary to effectuate the terms of said Service Order on behalf of the Authority.

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

Juan E. Chavez \_\_\_\_\_  
Stephen L. Davis \_\_\_\_\_  
Charles E. Donnelly \_\_\_\_\_  
Herbert A. Getz \_\_\_\_\_  
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 15<sup>th</sup> day of January, 2020.

\_\_\_\_\_  
CHAIRMAN


(ATTEST)


\_\_\_\_\_  
SECRETARY



# DUPAGE AIRPORT AUTHORITY

TO: Board of Commissioners

FROM: Dan Barna   
Operations and Capital Program Manager

THROUGH: Mark Doles   
Executive Director

RE: Proposed Resolution 2020-2320; Ratification of the Executive Director's Execution of Change Order No. 4 to the Contract with Pandecon, Inc. for the Prairie Landing Golf Club Bar Addition.

DATE: January 8, 2020

**SUMMARY:**

On March 20, 2019 the Board authorized the execution of a Contract with Pandecon, Inc. for the construction of the Prairie Landing Golf Club Bar Addition. The Contract was authorized in an amount not-to-exceed \$520,079.70, which included a 5% owner's contingency.

During construction, the Airport Authority authorized the following change orders:

Board Authorized Construction Budget	\$520,079.70
Pandecon, Inc. Construction Contract	(\$495,314)
<u>Change Order No. 1</u> <i>Credit Fire Treated Wood, Tile Flooring, Additional Concrete, ERV Control Change, Sprinkler Relocation.</i>	(\$12,189)
<u>Change Order No. 2</u> <i>Deck Size Extension</i>	(\$8,086)
<u>Change Order No. 3</u> <i>Masonry Stabilization, A/V Conduit, Electrical and Plumbing Changes</i>	(\$3,678)
<u>Change Order No. 4</u> <i>Finish Changes – Sand, Prime, Paint &amp; Seal Doorframes, Millwork &amp; Cabinets, Additional Trim, Additional Stainless Steel Footrails, Cabinet Credit.</i>	(\$2,073)

(1,260.30)

Prior to completion of the project, it was determined that several changes to the originally specified and completed finishes on doorframes, millwork and cabinets were necessary. Also, additional trim and stainless steel footrails were added. This work was accomplished under Change Order No. 4.

Due to the timing of the need to execute the work, the Executive Director executed Change Order No. 4 in the amount of \$2,073, which exceeded the Board authorized construction budget by \$1,260.30.

Staff seeks the Board's approval in ratifying this action.

**PREVIOUS COMMITTEE/BOARD ACTION:**

January 15, 2020 Capital Development, Leasing and Customer Fees Committee – this item is being reviewed by the Committee.

**REVENUE OR FUNDING IMPLICATIONS:**

The execution of Change Order No. 4 increases the original not-to-exceed construction cost of \$520,079.70 to \$521,340; and exceeds the Board authorized construction budget by \$1,260.30.

**STAKEHOLDER PROCESS:**

None.

**LEGAL REVIEW:**

Legal counsel has previously approved the standard form Change Order.

**ATTACHMENTS:**

- Proposed Resolution 2020-2320; Ratification of the Executive Director's Execution of Change Order No. 4 to the Contract with Pandecon, Inc. for the Prairie Landing Golf Club Bar Addition.

**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 2020-2320; Ratification of the Executive Director's Execution of Change Order No. 4 to the Contract with Pandecon, Inc. for the Prairie Landing Golf Club Bar Addition.

RESOLUTION 2020-2320

Ratification of the Executive Director's Execution of Change Order No. 4 to the Contract with Pandecon, Inc. for the Prairie Landing Golf Club Bar Addition

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

WHEREAS, on March 20, 2019, the Board of Commissioners of the Authority authorized the execution of a Contract with Pandecon, Inc. ("Pandecon") for construction of the Prairie Landing Golf Club Bar Addition (the "Project") in an amount not-to-exceed \$520,079.70, which included a 5% owner's contingency; and

WHEREAS, prior to completion of the Project, it was determined that several changes to the originally specified and completed finishes on doorframes, millwork and cabinets were necessary; and

WHEREAS, the cost to implement the requested finish changes resulted in a Change Order No. 4 in the amount of \$2,073, which exceeds the total not-to-exceed construction cost of \$520,079.70; and

WHEREAS, due to the timing of the need to execute the Change Order, the Executive Director has executed Change Order No. 4 with Pandecon, increasing the original not-to-exceed construction cost of \$520,079.70 to \$521,340; and

WHEREAS, the Authority finds that the cost of the Change Order is reasonable and deems it to be in the best interest of the Authority to ratify the execution of Change Order No. 4 to the Contract with Pandecon in the amount of \$2,073; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the DuPage Airport Authority hereby ratifies the Executive Director's execution of Change Order No. 4 to the Contract with Pandecon in the amount of \$2,073 and authorizes the Executive Director to take whatever steps necessary to effectuate the terms of said Change Order on behalf of the Authority.

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

Juan E. Chavez \_\_\_\_\_  
Stephen L. Davis \_\_\_\_\_  
Charles E. Donnelly \_\_\_\_\_  
Herbert A. Getz \_\_\_\_\_  
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 15<sup>th</sup> day of January, 2020.

\_\_\_\_\_  
CHAIRMAN


(ATTEST)


\_\_\_\_\_  
SECRETARY



DUPAGE AIRPORT  
AUTHORITY

TO: Board of Commissioners

FROM: Dan Barna   
Operations and Capital Program Manager

THROUGH: Mark Doles   
Executive Director

RE: Proposed Resolution 2020-2321; Ratification of the Executive Director's Execution of a Contract with KCW Environmental Conditioning, Inc. for the Emergency Replacement of an HVAC Rooftop Unit at the Prairie Landing Golf Course Clubhouse

DATE: January 8, 2020

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**SUMMARY:**

In December 2019, the 25-ton HVAC rooftop unit that provides heat to the Prairie Landing Clubhouse banquet and kitchen facilities stopped working. It was determined that the unit had deficiencies beyond repair and was unsafe to utilize.

In efforts to quickly restore heat, staff solicited proposals from three (3) HVAC contractors for the emergency replacement of the unit. Proposals are as follows:

The YMI Group - \$23,000 (unit not in-stock, 4+ week lead time)  
Elk Grove Village, IL

KCW Environmental Conditioning, Inc. - \$27,823 (unit in-stock)  
Carol Stream, IL

Amber Mechanical - \$28,413 (unit in-stock)  
Alsip, IL

Due to the timing of the need to replace the HVAC unit, the Executive Director executed a Contract with KCW Environmental Conditioning, Inc. in the amount of \$27,823. During installation of the unit, the contractor encountered unforeseen electrical and venting conditions resulting in a change order of \$1,650. The change order increased the original contract amount of \$27,823 to \$29,473.

Staff seeks the Board's approval in ratifying this action.



**PREVIOUS COMMITTEE/BOARD ACTION:**

January 15, 2020 Capital Development, Leasing and Customer Fees Committee – this item is being reviewed by the Committee.

**REVENUE OR FUNDING IMPLICATIONS:**

Emergency replacement of the 25-ton HVAC rooftop unit at the Prairie Landing Clubhouse in the amount of \$29,473 was funded with contingency from the 2019 Capital Budget.

**STAKEHOLDER PROCESS:**

None.

**LEGAL REVIEW:**

Legal counsel has previously drafted the A101-2017 Standard Form of Agreement Between Owner and Contractor and the A201-2017 General Conditions of the Contract for Construction.

**ATTACHMENTS:**

- Proposed Resolution 2020-2321; Ratification of the Executive Director's Execution of a Contract with KCW Environmental Conditioning, Inc. for the Emergency Replacement of an HVAC Rooftop Unit at the Prairie Landing Golf Course Clubhouse.

**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 2020-2321; Ratification of the Executive Director's Execution of a Contract with KCW Environmental Conditioning, Inc. for the Emergency Replacement of an HVAC Rooftop Unit at the Prairie Landing Golf Course Clubhouse.

RESOLUTION 2020-2321

Ratification of the Executive Director's Execution of a Contract with KCW Environmental Conditioning, Inc. for the Emergency Replacement of an HVAC Rooftop Unit at the Prairie Landing Golf Course Clubhouse

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, in December 2019, the 25-ton HVAC rooftop unit that provides heat to the Prairie Landing Clubhouse banquet and kitchen facilities stopped working and was deemed unrepairable; and

WHEREAS, the Authority solicited three (3) proposals from HVAC contractors for the emergency replacement of the rooftop unit in a timely and cost-effective manner; and

WHEREAS, due to the timing of the need to replace the HVAC unit, the Executive Director executed a Contract with KCW Environmental Conditioning, Inc. in the amount of \$27,823 for replacement of the 25-ton HVAC unit; and

WHEREAS, during installation of the unit, KCW Environmental Conditioning, Inc. encountered unforeseen electrical and venting conditions resulting in a change order of \$1,650 which increased the original contract amount of \$27,823 to \$29,473; and

WHEREAS, the Authority finds that the cost to replace the 25-ton HVAC unit including the change order for unforeseen conditions is reasonable and deems it to be in the best interest of the Authority to ratify the execution of the Contract with KCW Environmental Conditioning, Inc. in the amount of \$29,473; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the DuPage Airport Authority hereby ratifies the Executive Director's execution of the Contract with KCW Environmental Conditioning, Inc. in the amount of \$29,473 and authorizes the Executive Director to take whatever steps necessary to effectuate the terms of said Contract on behalf of the Authority.

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

Juan E. Chavez \_\_\_\_\_  
Stephen L. Davis \_\_\_\_\_  
Charles E. Donnelly \_\_\_\_\_  
Herbert A. Getz \_\_\_\_\_  
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 15<sup>th</sup> day of January, 2020.

\_\_\_\_\_  
CHAIRMAN

(ATTEST)

\_\_\_\_\_  
SECRETARY

**ORDINANCE 2020-343**

**APPROVING THE EXECUTION OF AN INTERGOVERNMENTAL AGREEMENT WITH THE CITY OF WEST CHICAGO, WEST CHICAGO LIBRARY DISTRICT, WEST CHICAGO FIRE PROTECTION DISTRICT, WEST CHICAGO ELEMENTARY DISTRICT 33, COMMUNITY HIGH SCHOOL DISTRICT 94 AND INNOVATION PARTNERS, LLC AND MIDWEST INDUSTRIAL FUNDS, INC. IN REGARD TO A PROPERTY TAX ABATEMENT RELATIVE TO THE DEVELOPMENT OF THE MIDWEST PROPERTY**

**WHEREAS**, the DuPage Airport Authority (the "Authority") owns a certain 16-acre parcel of real property (the "Subject Property") in fee simple interest and has entered into a Vacant Land Purchase Agreement, as amended, for the sale of the Subject Property to Midwest Industrial Funds, Inc. ("Midwest"); and

**WHEREAS**, in order to induce Midwest to develop the Subject Property, the City of West Chicago, the Authority, the West Chicago Library District, the West Chicago Fire Protection District, the West Chicago Elementary District 33 and the Community High School District 94 (collectively the "Units of Local Government") agree to provide Midwest with a partial real estate tax abatement in regard to certain of the real estate taxes assessed by the Units of Local Government against the Subject Property pursuant to 35 ILCS 200/18-165; and

**WHEREAS**, the Authority deems it in the best interests of the Authority and the general public to enter into the Intergovernmental Agreement attached hereto as Exhibit A with Midwest and the other Units of Local Government to provide a partial real estate tax abatement in regard to certain of the real estate taxes assessed by the Units of Local Government against the Subject Property, subject to certain conditions as set forth in the Intergovernmental Agreement.

**NOW, THEREFORE, BE IT ORDAINED THAT:** the Board of Commissioners of the DuPage Airport Authority hereby authorizes the Executive Director to execute the Intergovernmental Agreement with Midwest Industrial Funds, Inc., the City of West Chicago, the West Chicago Library District, the West Chicago Fire Protection District, the West Chicago Elementary District 33 and the Community High School District 94 in the form attached hereto and made a part hereof as Exhibit A, and take whatever steps necessary to effectuate the terms of this Intergovernmental Agreement on behalf of the Authority.

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

Juan E. Chavez \_\_\_\_\_  
Stephen L. Davis \_\_\_\_\_  
Charles E. Donnelly \_\_\_\_\_  
Herbert A. Getz \_\_\_\_\_  
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 15<sup>th</sup> day of January, 2020.

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
SECRETARY

**EXHIBIT A**  
**INTERGOVERNMENTAL AGREEMENT**

**ORDINANCE 2020-344**  
**ORDINANCE PROVIDING FOR REAL ESTATE TAX ABATEMENT**  
**RELATED TO MIDWEST INDUSTRIAL FUNDS, INC.**

**WHEREAS**, the Illinois Property Tax Code, 35 ILCS 200/18-165, authorizes any taxing district to abate its taxes in relation to a specific property; and

**WHEREAS**, in “An Intergovernmental Agreement Between the City of West Chicago, DuPage Airport Authority, West Chicago Library District, West Chicago Fire Protection District, West Chicago Elementary School District 33, Community High School District 94 and Midwest Industrial Funds, Inc. in Regard to a Property Tax Abatement Relative to the Development of the Subject Property,” (“IGA”), the Board of Commissioners of the DuPage Airport Authority previously determined it to be in its best interests to abate a portion of its taxes on the real estate legally described in Exhibit 1, attached hereto and made a part hereof (“Subject Property”), in order to encourage a commercial firm to redevelop the Subject Property; and

**WHEREAS**, the conditions of the IGA for the abatement of a portion of the taxes on the Subject Property have been met; and

**WHEREAS**, in the IGA, this Board of Commissioners previously determined such abatement of taxes to be in the best interests of its tax payers in order to encourage a commercial firm to redevelop the Subject Property, increase the tax base, and increase employment opportunities; and

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

**Section 1.** The Board of Commissioners of the DuPage Airport Authority hereby finds that all of the recitals contained in the preambles to this Ordinance are full, true and correct and does now incorporate the same herein by reference.

**Section 2.** The County Clerk of DuPage County, Illinois is hereby ordered to abate the real estate taxes to be extended on the Subject Property, on behalf of the DuPage Airport Authority according to the rate set forth in Section 3 below, but excluding any levy or levies for debt service (“Abatement Rate”), commencing at the start of the next calendar year after the year in which this Ordinance is passed. However, in no event shall the aggregate abatement of real estate taxes levied against the Subject Property by the DuPage Airport Authority, together with real estate taxes levied against the Subject Property and abated in previous and future years by all other taxing districts, exceed the total of Four Million and No/100 Dollars (\$4,000,000.00).

**Section 3.** The Abatement Rate shall be Fifty Percent (50%) of the real estate taxes to be extended on the Subject Property on behalf of the DuPage Airport Authority.

**Section 4.** The Chairman and Secretary of the DuPage Airport Authority are hereby authorized and directed to execute this Ordinance and cause a certified copy of the same to be filed with the County Clerk of DuPage County, Illinois.

**Section 5.** This Ordinance shall be in full force and effect upon its adoption and publication.

**PASSED** this 15th day of January, 2020 by the Corporate Authorities of the DuPage Airport Authority on a roll call vote as follows:

Juan E. Chavez \_\_\_\_\_  
Stephen L. Davis \_\_\_\_\_  
Charles E. Donnelly \_\_\_\_\_  
Herbert A. Getz \_\_\_\_\_  
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 15th day of January, 2020.

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Secretary

**ORDINANCE 2020-344**

**EXHIBIT 1**

RESOLUTION 2020-2322

Authorizing the Destruction of Certain Verbatim Recordings of Closed Sessions

WHEREAS, Subsection 2.06(a) of the Illinois Open Meetings Act (“Act”) [5 ILCS 120/1, et seq.] requires that the DuPage Airport Authority (the “Authority”) maintain a verbatim record of all closed sessions of the Authority’s Board of Commissioners in the form of an audio or video recording;

WHEREAS, Subsection 2.06(b) of the Act permits a particular verbatim record to be destroyed without notification to or the approval of a records commission under the Local Records Act, no less than eighteen (18) months after the completion of the closed meeting in closed session recorded, if: (1) the Authority’s Board of Commissioners approves the destruction of the particular recording; and (2) the Authority’s Board of Commissioners approves or has approved written minutes of the closed meeting or closed session that meet the written minutes requirements of Subsection 2.06(a) of the Act; and

WHEREAS, the Authority’s Board of Commissioners has approved written minutes of the following closed sessions which conform to the requirements of Subsection 2.06(a) of the Act, more than eighteen (18) months have passed since each such meeting or closed session was completed, and the Authority’s Board of Commissioners deems it appropriate that the verbatim recordings of each of such closed meetings and closed sessions (collectively the “Verbatim Records”) be destroyed:

- September 20, 2017 – Regular Board Meeting
- October 12, 2017 – Special Board Meeting
- November 2, 2017 – Special Board Meeting
- November 15, 2017 – Regular Board Meeting
- January 24, 2018 – Regular Board Meeting
- March 14, 2018 – Regular Board Meeting
- March 22, 2018 – Special Board Meeting
- April 12, 2018 – Special Board Meeting
- June 20, 2018 – Regular Board Meeting

NOW, THEREFORE, BE IT RESOLVED, that the Authority hereby finds that all of the recitals contained in the preamble to this Resolution are true and correct and does hereby incorporate them into this Resolution by this reference, and hereby approves the destruction of the Verbatim Records and directs the Executive Director of the Authority to take whatever steps necessary to destroy and properly dispose of same.

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

Juan E. Chavez \_\_\_\_\_  
 Stephen L. Davis \_\_\_\_\_  
 Charles E. Donnelly \_\_\_\_\_  
 Herbert A. Getz \_\_\_\_\_  
 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 15<sup>th</sup> day of January, 2020.

\_\_\_\_\_  
CHAIRMAN

(ATTEST)

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SECRETARY