



**BOARD OF COMMISSIONERS
REGULAR MEETING and ANNUAL MEETING
WEDNESDAY, JANUARY 19, 2022; 3:00 p.m.**

**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 2022 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 # 1**

ADJOURNMENT OF ANNUAL MEETING

RECONVENE REGULAR MEETING

4. **APPROVAL OF MINUTES** **TAB# 2** **PAGE # 2**
a. **November 17, 2021 Finance, Budget and Audit Committee Meeting**
b. **November 17, 2021 Capital Development, Leasing and Customer Fees Committee Meeting**
c. **November 17, 2021 Regular Board Meeting**
5. **DIRECTOR’S REPORT** **TAB# 3** **PAGE# 14**
6. **REVIEW OF FINANCIAL STATEMENTS** **TAB# 4** **PAGE# 20**
7. **REPORT OF OFFICERS/COMMITTEES**
a. **Finance, Budget & Audit Committee**
b. **Capital Development, Leasing & Customer Fees Committee**
c. **Internal Policy and Compliance Committee**
d. **Golf Committee**
e. **DuPage Business Center**
8. **NEW BUSINESS**
- a. **Proposed Ordinance 2022-374; Adopting Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2022 and Ending December 31, 2022.**
FINANCE **TAB# 5** **PAGE# 34**
- b. **Proposed Ordinance 2022-375; An Ordinance of the DuPage Airport Authority Promulgating Regulations Under the Freedom of Information Act.**
FINANCE **TAB# 6** **PAGE# 123**
- c. **Proposed Resolution 2022-2486; Approving the Use of Outside Attorneys for the Fiscal Year 2022 Beginning January 1, 2022 and Ending December 31, 2022.**
Approves utilizing the firms of Luetkehans, Brady, Garner & Armstrong and SheppardMullin to provide legal services for the 2022 fiscal year.
FINANCE **TAB# 7** **PAGE# 139**
- d. **Proposed Resolution 2022-2487; Authorizing the Destruction of Certain Verbatim Recordings of Closed Sessions.**
TAB# 8 **PAGE# 144**

- e. **Proposed Resolution 2022-2488; Authorizing the Procurement of One (1) 2022 Ford F350 4x4 Flatbed Truck from the State of Illinois Joint Purchasing Contract.**

Approves the procurement of one (1) 2022 Ford F350 4x4 flatbed truck from Morrow Brothers Ford for a total cost of \$54,780 F.O.B. DuPage Airport.

FINANCE

TAB# 9

PAGE# 145

- f. **Proposed Resolution 2022-2489; Award of Contract to Stafford Smith, Inc. for the Procurement of One (1) High Temperature Rack Conveyor Dishwashing Machine.**

Approves the procurement of one (1) Hobart high temperature rack conveyor dishwashing machine for a total cost of \$60,570.21 F.O.B. Prairie Landing Golf Club.

FINANCE

TAB# 10

PAGE# 148

- g. **Proposed Resolution 2022-2490; Award of Contract to Citywide Building Maintenance, Inc. for Janitorial Services.**

Approves a one (1) year janitorial contract, subject to two (2) one (1) year extensions at the sole discretion of the Authority. Year 1 cost - \$119,184, Year 2 cost - \$121,567.68, Year 3 cost - \$124,606.87.

FINANCE

TAB# 11

PAGE# 152

- h. **Proposed Resolution 2022-2491; Authorizing the Execution of a Cash Farm Lease with Dale Pitstick.**

Authorizes a three (3) year cash form lease for 184 acres with a rental rate of \$235 per acre. Annual rent of \$43,240.

CAPITAL

TAB# 12

PAGE# 157

- i. **Proposed Resolution 2022-2492; Ratification of the Executive Director's Execution of a Hangar and Office Lease Agreement with Victory Aviation**

Ratifies the actions of the Executive Director to execute a five (5) year lease with Victory Aviation with a five (5) option.

CAPITAL

TAB# 13

PAGE# 160

- j. **Proposed Resolution 2022-2493; Authorizing the Execution of a Hangar and Office Lease Agreement with Exelon Business Services Company, LLC**

Approves a two (2) year lease agreement with Exelon Business Services Company, LLC.

CAPITAL

TAB# 14

PAGE# 163

9. **RECESS TO EXECUTIVE SESSION FOR THE DISCUSSION OF PENDING, PROBABLE OR IMMINENT LITIGATION; EMPLOYEE MATTERS; THE PURCHASE OR LEASE OF REAL PROPERTY FOR THE USE OF THE DUPAGE AIRPORT AUTHORITY; 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.**
10. **RECONVENE REGULAR SESSION**
11. **OTHER BUSINESS**
 - k. **Proposed Resolution 2022-2494; Authorizing the Execution of an Agreement with Lakeshore Recycling Systems, LLC and Oscar, LLC Regarding a Proposed Municipal Waste and Hydro Excavation Waste Transfer Facility.**

TAB# 15 PAGE# 166
 - l. **Amendment to Vacant Land Sales Agreement with Patriot Development Group, LLC.**

If required, materials will be provided under separate cover by legal counsel
12. **ADJOURNMENT**



DUPAGE AIRPORT AUTHORITY COMMITTEES AS OF JANUARY 2022

STANDING COMMITTEES

FINANCE, BUDGET & AUDIT COMMITTEE

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

CAPITAL DEVELOPMENT, LEASING & CUSTOMER FEES COMMITTEE

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

GOLF COMMITTEE

Donald C. Sharp, Chair
Michael V. Ledonne, Member
Daniel J. Wagner, Member
Mark Doles, Staff
Patrick Hoard, Staff

INTERNAL POLICY & COMPLIANCE COMMITTEE

Gina R. LaMantia, Chair
Karyn M. Charvat, Member
Juan E. Chavez, Member
Michael V. Ledonne, Member
Gregory J. Posch, Member
Mark Doles, Staff
Patrick Hoard, Staff

**DuPAGE AIRPORT AUTHORITY
FINANCE, BUDGET AND AUDIT COMMITTEE
WEDNESDAY, NOVEMBER 17, 2021**

A meeting of the Finance, Budget and Audit Committee of the DuPage Airport Authority Board of Commissioners was convened at the Daniel L. Goodwin Flight Center Building, West Chicago, Illinois on Wednesday, November 17, 2021. Committee Chairman Ledonne called the meeting to order at 2:02 p.m. A quorum was present for the meeting.

Commissioners Present: Ledonne, Sharp, Wagner

Commissioners Absent: Posch

DuPage Airport Authority Staff Present:

Mark Doles, Executive Director; Patrick Hoard, Director of Finance; Tom Cleveland, Director of Operations & Facilities; Dan Barna, Operations and Capital Program Manager; Kristine Klotz, Executive Assistant and Board Liaison.

Others:

Brett Duffy, SPACECO; Dan Pape, CMT.

OLD BUSINESS

None

REVIEW OF FINANCIAL STATEMENTS

Patrick Hoard summarized the financial statements for October 2021 and discussion followed.

NEW BUSINESS

Proposed Ordinance 2021-371; Adopting the Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2022 and Ending December 31, 2022.

Executive Director Doles read into record Proposed Ordinance 2021-371. A **MOTION** was made by Commissioner Sharp to recommend Board approval of Proposed Ordinance 2021-371; Adopting the Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2022 and Ending December 31, 2022. The **motion was seconded** by Commissioner Wagner.

Executive Director Doles informed the Committee members that a tentative Public Hearing is scheduled for Monday, January 10, 2022 and the tentative budget will be presented to the full Board of Commissioners at their January 19, 2022 meeting. Executive Director Doles summarized the budget to the member of the Committee. Executive Director Doles explained to the Committee members that this budget document has minor adjustments from what was previously reviewed at the Special Finance Committee Meeting on October 28, 2021. Discussion followed.

Proposed Ordinance 2021-372; An Ordinance of the DuPage Airport Authority Levying Taxes for the Fiscal Year Beginning January 1, 2022 and Ending December 31, 2022.

Committee Chairman Ledonne read into record Proposed Ordinance 2021-372. A **MOTION** was made by Commissioner Sharp to recommend Board approval of Proposed Ordinance 2021-372; An Ordinance of the DuPage Airport Authority Levying Taxes for the Fiscal Year Beginning January 1, 2022 and Ending December 31, 2022. The **motion was seconded** by Commissioner Wagner.

Executive Director Doles informed the Committee that the tax levy has remained the same for nine years.

Proposed Resolution 2021-2475; Authorizing the Execution of a Financial Investment Services Agreement with PMA Asset Management, LLC.

Approves a Financial Investment Services Agreement for a three (3) year term, subject to two (2) additional one (1) year extensions at the sole discretion of the Authority.

Committee Chairman Ledonne read into record Proposed Resolution 2021-2475. A **MOTION** was made by Commissioner Sharp to recommend Board approval of Proposed Resolution 2021-2475; Authorizing the Execution of a Financial Investment Services Agreement with PMA Asset Management, LLC.

Executive Director Doles stated that there were three proposals from Mesirow Financial Investment Management Inc., PFM Asset Management LLC and PMA Asset Management, LLC. It was determined that PMA Asset Management, LLC be retained to provide financial investment services to the DuPage Airport Authority.

OTHER BUSINESS

None

A **MOTION** was made by Commissioner Sharp to adjourn the Finance, Budget and Audit Committee; the **motion was seconded** by Commissioner Wagner and was passed unanimously by voice vote. The meeting adjourned at 2:26 p.m.

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

**DuPAGE AIRPORT AUTHORITY
CAPITAL DEVELOPMENT, LEASING, AND CUSTOMER FEES COMMITTEE
WEDNESDAY, NOVEMBER 17, 2021**

A meeting of the Capital Development, Leasing, and Customer Fees Committee of the DuPage Airport Authority Board of Commissioners was convened at the Daniel L. Goodwin Flight Center Building, Third Floor Conference Room, 2700 International Drive, West Chicago, Illinois on Wednesday, November 17, 2021. Committee Chairman Wagner called the meeting to order at 2:30 p.m. A quorum was present for the committee meeting.

Commissioners Present: Ledonne, Sharp, Wagner

Commissioners Absent: Chavez, Getz

DuPage Airport Authority Staff Present: Mark Doles, Executive Director; Patrick Hoard, Director of Finance; Tom Cleveland, Director of Operations and Facilities; Dan Barna, Operations and Capital Programs Manager; Phil Luetkehans, Luetkehans, Brady, Garner and Armstrong LLC; Kristine Klotz, Executive Assistant and Board Liaison.

Others: Brett Duffy, SPACECO, Inc.; Dan Pape, CMT.

OLD BUSINESS

None

NEW BUSINESS

Proposed Resolution 2021-2476; Ratification of the Executive Director's Execution of a Change Order to the Contract with G.E. Riddiford Company, Inc. for Re-Roofing of DuPage Airport Authority Facilities.

Ratifies the Executive Director's execution of a \$63,847.92 change order for removing and replacing wet insulation on the Flight Center lower perimeter roof, which exceeded the original board approved construction cost by \$18,990.96.

Committee Chairman Wagner read into record Proposed Resolution 2021-2476. A **MOTION** was made by Commissioner Sharp to recommend Board approval for Proposed Resolution 2021-2476; Ratification of the Executive Director's Execution of a Change Order to the Contract with G.E. Riddiford Company, Inc. for Re-Roofing of DuPage Airport Authority Facilities. Executive Director Doles reported to the Committee that a moisture test was performed prior to formulation of plans and specifications. Sometime after plans were produced, a moisture issue arose and was confirmed during construction. Additional cost was incurred due to the moisture issue. Discussion followed. The **motion was seconded** by Commissioner Ledonne and was unanimously passed by a roll call vote (3-0).

Proposed Resolution 2021-2477; Award of a Design-Build Contract to Chapple Design-Build for the Prairie Landing Maintenance Building Expansion.

Approves a design-build contract for expanding the existing Prairie Landing Maintenance Building. Total authorized construction cost not-to-exceed \$405,000 which includes a 10% owner's contingency.

Committee Chairman Wagner read into record Proposed Resolution 2021-2477. A **MOTION** was made by Commissioner Sharp to recommend Board approval for Proposed Resolution 2021-2477; Award of a Design-Build Contract to Chapple Design-Build for the Prairie Landing Maintenance Building Expansion. Executive Director Doles stated that the maintenance building was built in the early 90's. This expansion will allow additional equipment to be stored properly and out of the elements. There was no further discussion. The **motion was seconded** by Commissioner Ledonne and was unanimously passed by a roll call (3-0).

Proposed Resolution 2021-2478; Award of a Contract to Integral Construction, Inc. for the Prairie Landing Clubhouse Locker Room Renovation Phase I.

Approves a contract for men's and women's locker room renovations at the Prairie Landing Clubhouse. Total authorized construction cost not-to-exceed \$190,520 which includes a 10% owner's contingency.

Committee Chairman Wagner read into record Proposed Resolution 2021-2478. A **MOTION** was made by Commissioner Sharp to recommend Board approval for Proposed Resolution 2021-2478; Award of a Contract to Integral Construction, Inc. for the Prairie Landing Clubhouse Locker Room Renovation Phase I. Executive Director Doles informed the Committee members that the redesign of the lower-level flex space in the locker rooms will provide additional space for a bridal suite. Mr. Doles stated that the redesign will improve marketability and gain useful space. Discussion followed. The **motion was seconded** by Commissioner Ledonne and was unanimously passed by a roll call vote (3-0).

Proposed Resolution 2021-2479; Ratifying the Execution of a Fourth Amendment to Vacant Land Purchase Agreement with Midwest Industrial Funds, Inc.

Ratifies Legal Counsel's execution of an Amendment to Vacant Land Purchase Agreement with Midwest Industrial Funds, Inc. repealing the executed Third Amendment related to possible infrastructure costs associated with development.

Committee Chairman Wagner read into record Proposed Resolution 2021-2479. A **MOTION** was made by Commissioner Sharp to recommend Board approval for Proposed Resolution 2021-2479; Ratifying the Execution of a Fourth Amendment to Vacant Land Purchase Agreement with Midwest Industrial Funds, Inc. Executive Director Doles stated legal counsel was required to take action to proceed with the purchase agreement. The fourth amendment also included a final survey of land from 23.75 acres to 24.32 acres. Discussion followed. The **motion was seconded** by Commissioner Ledonne and was unanimously passed by a roll call vote (3-0).

Proposed Resolution 2021-2480; Approving the Development Plan for Discovery Drive Investors II, LLC at 705 Discovery Drive.

Approves the Development Plan with deviations from the Minimum Design Standards for Discovery Drive Investors II, LLC at 705 Discovery Drive.

Committee Chairman Wagner read into record Proposed Resolution 2021-2480. A **MOTION** was made by Commissioner Sharp to recommend Board approval for Proposed Resolution 2021-2480; Approving the Development Plan for Discovery Drive Investors II, LLC at 705 Discovery Drive. Phil Luetkehans informed the Committee members that the screening and loading issues were resolved. Discussion followed. The **motion was seconded** by Commissioner Ledonne and was unanimously passed by a roll call vote (3-0).

OTHER BUSINESS

None

Commissioner Ledonne made a **MOTION** to adjourn the Capital Development, Leasing and Customer Fees Committee Meeting; the **motion was seconded** by Commissioner Sharp and was passed by a unanimous voice vote. The committee meeting was adjourned at 2:43 p.m.

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

**DuPAGE AIRPORT AUTHORITY
REGULAR BOARD MEETING
WEDNESDAY, NOVEMBER 17, 2021**

The Regular Meeting of the Board of Commissioners of the DuPage Airport Authority was convened at the Daniel L. Goodwin Flight Center Building, 2700 International Drive, West Chicago, Illinois, Third Floor Conference Room; Wednesday, November 17, 2021. Chairman Davis called the meeting to order at 3:01 p.m. and a quorum was present for the meeting. Chairman Davis stated that Commissioner LaMantia will be arriving a few minutes late to the meeting. Commissioner Sharp addressed the Board regarding a rumor of his not being a resident of DuPage County. Commissioner Sharp stated that those rumors are false, and that he resides in Glen Ellyn. He would like the Board to know that the rumors are untrue. Chairman Davis stated that the unity of the Board is vital, and the Board is very qualified and informed. Commissioner LaMantia arrived at 3:13 p.m.

Commissioners Present: Charvat, Davis, Chavez, LaMantia, Ledonne, Sharp, Wagner
Commissioners Absent: Getz, Posch

DuPage Airport Authority Staff Present: Mark Doles, Executive Director; Patrick Hoard, Director of Finance; Tom Cleveland, Director Operations and Facilities; Dan Barna, Operations and Capital Projects Programs Manager; Brian DeCoudres, Flight Center General Manager; Phil Luetkehans of Luetkehans, Brady, Garner, and Armstrong LLC.; Kristine Klotz, Executive Assistant and Board Liaison.

Others in Attendance: Dan Pape; CMT; Lori Phlamm, Travel Express Aviation; Cindy Mukenschnahl, Muks, Inc.; Jim Richards, Travel Express Aviation; Steve McLaughlin, Burns & McDonnell; Mark Moran, NAI Hiffman; Ehren Fornier, Faegre Drinker Biddle & Reath LLC.

Member of the Press:
None

PUBLIC COMMENT
None

APPROVAL OF MINUTES

Chairman Davis asked for additions or corrections to the minutes of the September 15, 2021 Finance, Budget and Audit Committee. Commissioner Ledonne made a **MOTION** to Combine the approval of September 15, 2021 Finance, Budget, and Audit Committee Minutes, September 15, 2021 Capital Development, Leasing & Customer Fees Committee Minutes, September 15, 2021 Regular Board Meeting, and October 28, 2021 Special Finance Committee Meeting Minutes. The **motion was second** by Commissioner Sharp. There was no further discussion, the motion passed by a roll call vote (6-0). Commissioner LaMantia was not present for this vote.

DIRECTOR'S REPORT

Executive Director Doles informed the Board the Midwest Industrial Funds, Inc. Phase III closed on November 2, 2021. Phase III is a 24.32 acre parcel located in the DuPage Business Park. The gross sale of Phase III is \$4,396,423.68 with a net to the DuPage Airport Authority of \$4,215,665.88.

Executive Director Doles advised the Board that staff is currently working with the State of Illinois for the DuPage Airport Authority to receive approximately \$149,000 as a grant for operating expenses from the sales tax collected on aviation fuel sales. Chairman Davis questioned the reasoning why the State of Illinois sales tax was incorrect. Executive Director Doles replied to Chairman Davis that the State of Illinois was not in compliance with the Federal tax. The State of Illinois is returning a portion of the sales tax revenue to comply with Federal Aviation Administration regulations which mandates the funds can only be used for aviation expenses.

Customs and Boarder Protection Facility Renovations are in the final phase of completion. Staff will be executing a punch list and the project is tentatively scheduled to complete by the end of the month. Serafin and Staff will work together to schedule a grand opening when completed.

Executive Director Doles stated that the Federal Aviation Administration and DuPage Airport Authority held the annual snow and ice control meeting on October 7, 2021. Plans are being implemented for this winter's snow events. Executive Director Doles informed the Board that the repainting project of runway 2L/20R was completed.

Executive Director Doles finalized a one-year office lease agreement with Northern Jet Management. This lease agreement is for 1,026 square feet of vacant office space, located on the third floor of the Flight Center Building. This one-year agreement totals \$19,000 of additional revenue to the DuPage Airport Authority.

Executive Director Doles discussed the operations for the month of October.

Executive Director Doles asked the Board of Commissioners to begin evaluating the vacant Committee spots. Commissioner Sharp and Commissioner Wagner requested to join the Golf Committee, and Commissioner Charvat requested to join Internal Policy and Compliance Committee. Officers and Committees will be approved at the Annual Board Meeting in January.

REVIEW OF FINANCIAL STATEMENTS

Patrick Hoard provided a review of the Financial Statements for October 2021 and discussion followed.

REPORT OF COMMITTEES

Finance, Budget and Audit Committee:

Commissioner Ledonne informed the Board of Commissioners the Finance, Budget and Audit Committee met twice, once on October 28, 2021 and again on November 17, 2021. Committee members all voted unanimously to pass the Tentative Budget for Board approval. Commissioner Ledonne also stated the Committee chose not to include a tax abatement.

Capital Development, Leasing and Customer Fees:

Commissioner Wagner reported the Capital Development Committee did meet, and the Committee members approved all the items on the current agenda.

Internal Policy and Compliance Committee:

Commissioner LaMantia advised that the Internal Policy and Compliance Committee did not meet, and no report was given.

Golf Committee:

Executive Director Doles stated that the Golf Committee was cancelled.

DuPage Business Center:

Mark Moran of NAI Hiffman reported strong activity continuing within the DuPage Business Park. He reviewed the development progress with each parcel. Discussion followed.

OLD BUSINESS

None

NEW BUSINESS

Approving the 2022 Board and Committee Meeting Calendar.

Executive Director Doles stated there is a typographical error on the agenda, reading into record approving the 2022 Board and Committee Calendar not 2021. A **MOTION** was made by Commissioner Ledonne to approve the 2022 Board and Committee Meeting Calendar. The **motion was seconded** by Commissioner Sharp. There was no further discussion, and the motion was unanimously passed by roll call vote (7-0).

Proposed Ordinance 2021-371; Adopting the Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2022 and Ending December 31, 2022.

Executive Director Doles read into record Proposed Ordinance 2021-371. A **MOTION** was made by Commissioner Ledonne to approve Proposed Ordinance 2021-371; Adopting the Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2022 and Ending December 31, 2022. The **motion was seconded** by Commissioner Sharp. There was no further discussion and the motion was unanimously passed by roll call vote (7-0).

Proposed Ordinance 2021-372; An Ordinance of the DuPage Airport Authority Levying Taxes for the Fiscal Year Beginning January 1, 2022 and Ending December 31, 2022.

Executive Director Doles read into record Proposed Ordinance 2021-372. A **MOTION** was made by Commissioner Ledonne to approve Proposed Ordinance 2021-372; An Ordinance of the DuPage Airport Authority Levying Taxes for the Fiscal Year Beginning January 1, 2022 and Ending December 31, 2022. The **motion was seconded** by Commissioner Sharp. There was no further discussion and the motion was unanimously passed by roll call vote (7-0).

Proposed Resolution 2021-2475; Authorizing the Execution of a Financial Investment Services Agreement with PMA Asset Management, LLC.

Approves a Financial Investment Services Agreement for a three (3) year term, subject to two (2) additional one (1) year extensions at the sole discretion of the Authority.

Executive Director Doles read into record Proposed Resolution 2021-2475. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2021-2475; Authorizing the Execution of a Financial Investment Services Agreement with PMA Asset Management, LLC. The **motion was seconded** by Commissioner Sharp. Discussion followed and the motion was unanimously passed by roll call vote (7-0).

Proposed Resolution 2021-2476; Ratification of the Executive Director's Execution of a Change Order to the Contract with G.E. Riddiford Company, Inc. for Re-Roofing of DuPage Airport Authority Facilities.

Ratifies the Executive Director's execution of a \$63,847.92 change order for removing and replacing wet insulation on the Flight Center lower perimeter roof, which exceeded the original board approved construction cost by \$18,990.96.

Executive Director Doles read into record Proposed Resolution 2021-2476. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2021-2476; Ratification of the Executive Director's Execution of a Change Order to the Contract with G.E. Riddiford Company, Inc. for Re-Roofing of DuPage Airport Authority Facilities. The **motion was seconded** by Commissioner Sharp. There was no further discussion and the motion was unanimously passed by roll call vote (7-0).

Proposed Resolution 2021-2477; Award of a Design-Build Contract to Chapple Design-Build for the Prairie Landing Maintenance Building Expansion.

Approves a design-build contract for expanding the existing Prairie Landing Maintenance Building. Total authorized construction cost not-to-exceed \$405,000 which includes a 10% owner's contingency.

Executive Director Doles read into record Proposed Resolution 2021-2477. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2021-2477; Award of a Design-Build Contract to Chapple Design-Build for the Prairie Landing Maintenance Building Expansion. The **motion was seconded** by Commissioner Sharp. There was no further discussion and the motion was unanimously passed by roll call vote (7-0).

Proposed Resolution 2021-2478; Award of a Contract to Integral Construction, Inc. for the Prairie Landing Clubhouse Locker Room Renovation Phase I.

Approves a contract for men's and women's locker room renovations at the Prairie Landing Clubhouse. Total authorized construction cost not-to-exceed \$190,520 which includes a 10% owner's contingency.

Executive Director Doles read into record Proposed Resolution 2021-2478.

Commissioner Charvat stated that she felt it necessary to vote no on this Resolution and explained her reasons for voting in that manner.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2021-2478; Award of a Contract to Integral Construction, Inc. for the Prairie Landing Clubhouse Locker Room Renovation Phase I. The **motion was seconded** by Commissioner Sharp. There was no further discussion and was passed by roll call vote (6-1).

Proposed Resolution 2021-2479; Ratifying the Execution of a Fourth Amendment to Vacant Land Purchase Agreement with Midwest Industrial Funds, Inc.

Ratifies Legal Counsel's execution of an Amendment to Vacant Land Purchase Agreement with Midwest Industrial Funds, Inc. repealing the executed Third Amendment related to possible infrastructure costs associated with development.

Executive Director Doles read into record Proposed Resolution 2021-2479. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2021-2479; Ratifying the Execution of a Fourth Amendment to Vacant Land Purchase Agreement with Midwest Industrial Funds, Inc. The **motion was seconded** by Commissioner Sharp. There was no further discussion and was passed unanimously by roll call vote (7-0).

Proposed Resolution 2021-2480; Approving the Development Plan for Discovery Drive Investors II, LLC at 705 Discovery Drive.

Approves the Development Plan with deviations from the Minimum Design Standards for Discovery Drive Investors II, LLC at 705 Discovery Drive.

Executive Director Doles read into record Proposed Resolution 2021-2480. A **MOTION** was made by Commissioner Ledonne to amend and approve Proposed Resolution 2021-2480 with legal counsels' corrections. The legal corrections made to Proposed Resolution 2021-2480 removed the following:

1. requirement of overnight storage of trailers being located in the rear and interior side yards; and

The **motion was seconded** by Commissioner Sharp. There was no further discussion and was passed unanimously by roll call vote (7-0).

RECESS TO EXECUTIVE SESSION

Commissioner LaMantia made a **MOTION** to recess to Executive Session for the discussion of pending, probable of imminent litigation; employee matters; the purchase of lease of real property for the use of the DuPage Airport Authority; the setting of a price for sale or lease of property owned by the DuPage Airport Authority; and the discussion and semi-annual review of lawfully closed executive session minutes. The **motion was seconded** by Commissioner Ledonne and was passed unanimously by roll call vote (7-0). The Regular Meeting was recessed to Executive Session at 3:38 p.m. and reconvened at 4:25 p.m. Upon roll call, a quorum was present for the remainder of the Regular Board Meeting.

OTHER BUSINESS

Proposed Resolution 2021-2481; 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 record Proposed Ordinance 2021-2481. A **MOTION** was made by Commissioner Ledonne to approve Proposed Ordinance 2021-2481; Disclosure of Executive Session Minutes. The **motion was seconded** by Commissioner Sharp. There was no further discussion, and the motion was passed by roll call vote (7-0).

Proposed Resolution 2021-2482; Travel Express Settlement Agreement.

Approves a Settlement Agreement between the DuPage Airport Authority and Travel Express Aviation.

Executive Director Doles read into record Proposed Resolution 2021-2482. A **MOTION** was made by Commissioner Ledonne to Combine Proposed Resolution 2021-2482; Travel Express Settlement Agreement, Proposed Resolution 2021-2483; Travel Express Lease Agreement, and Proposed Resolution 2021-2484; Travel Express Specialized Aviation Service Organization Agreement. These three Resolutions are all related to the same topic as discussed in Executive Session. The **motion was seconded** by Commissioner Sharp. There was no further discussion and the motion was unanimously passed by roll call vote (7-0).

Proposed Resolution 2021-2485; Approving the Execution of a Vacant Land Purchase Agreement with Scannell Properties #559, LLC.

Executive Director Doles read into record Proposed Resolution 2021-2484. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2021-2484; Approving the Execution of a Vacant Land Purchase Agreement with Scannell Properties #559, LLC. The **motion was seconded** by Commissioner Sharp. There was no further discussion and the motion was unanimously passed by roll call vote (7-0).

Proposed Ordinance 2021-373; Ordinance Providing for the Acquisition Through Negotiation of Condemnation of an Avigation Easement and a Restrictive Covenant over Certain Property Commonly Known as 445 Kautz Road, St. Charles, IL 60174 for Airport Purposes by the DuPage Airport Authority.

Executive Director Doles read into record Proposed Ordinance 2021-373. A **MOTION** was made by Commissioner Ledonne to approve Proposed Ordinance 2021-373; Ordinance Providing for the Acquisition Through Negotiation of Condemnation of an Avigation Easement

and a Restrictive Covenant over Certain Property Commonly Known as 445 Kautz Road, St. Charles, IL 60174 for Airport Purposes by the DuPage Airport Authority. The **motion was seconded** by Commissioner Sharp. No further discussion and the motion was passed by a roll call vote (7-0).

A **MOTION** was made by Commissioner Ledonne to adjourn the Regular Meeting of the DuPage Airport Board of Commissioner. The **motion was seconded** by Commissioner Sharp and was passed unanimously by voice vote; the meeting was adjourned at 4:29 p.m.

Stephen L. Davis, Chairman

(ATTEST)

Donald C. Sharp, Secretary

Executive Director's Report – Highlights January 2022

1. Airport Operations / Fuel / Prairie Landing Rounds data
2. The single day record for Jet fuel sold was set on 12/27/2021 – 28,730 gallons!

The previous record was during the NATO Summit in Chicago on 5/12/12 with 28,199 gallons.

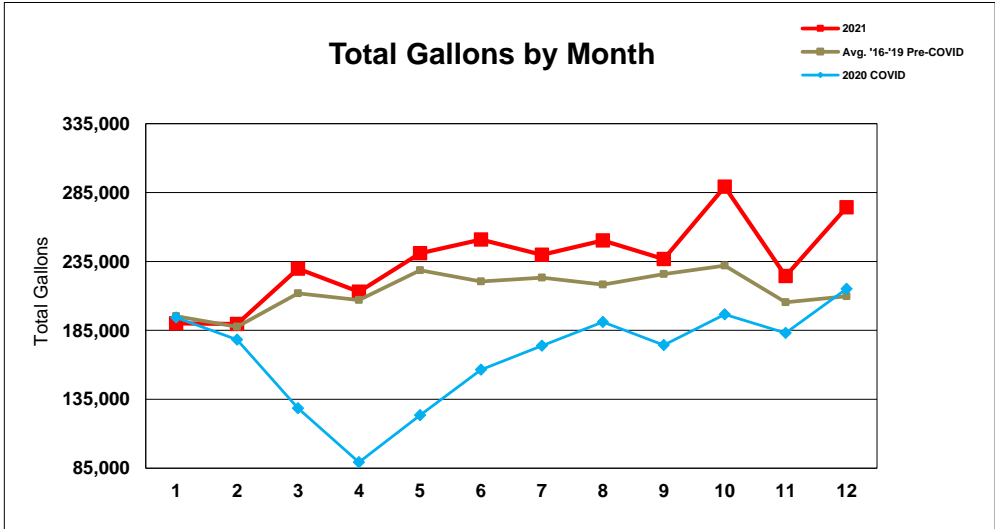
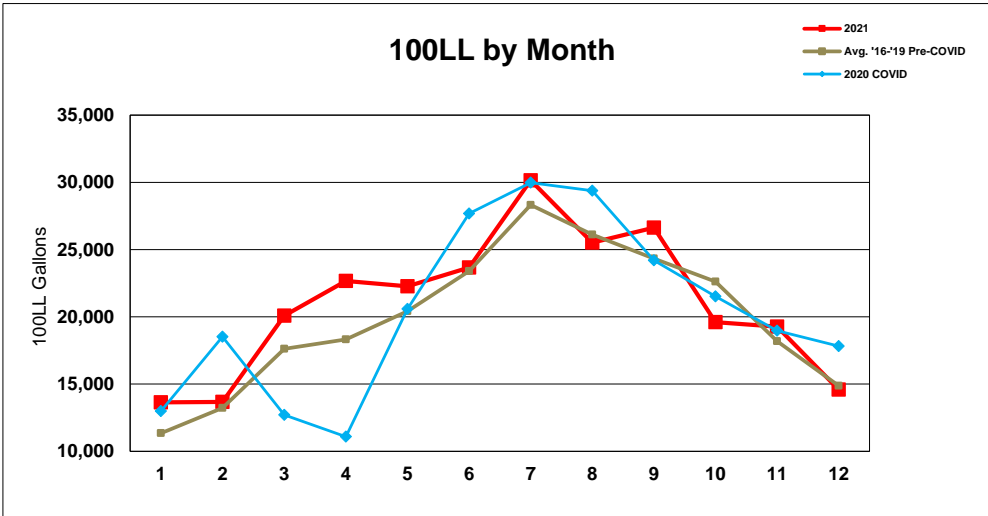
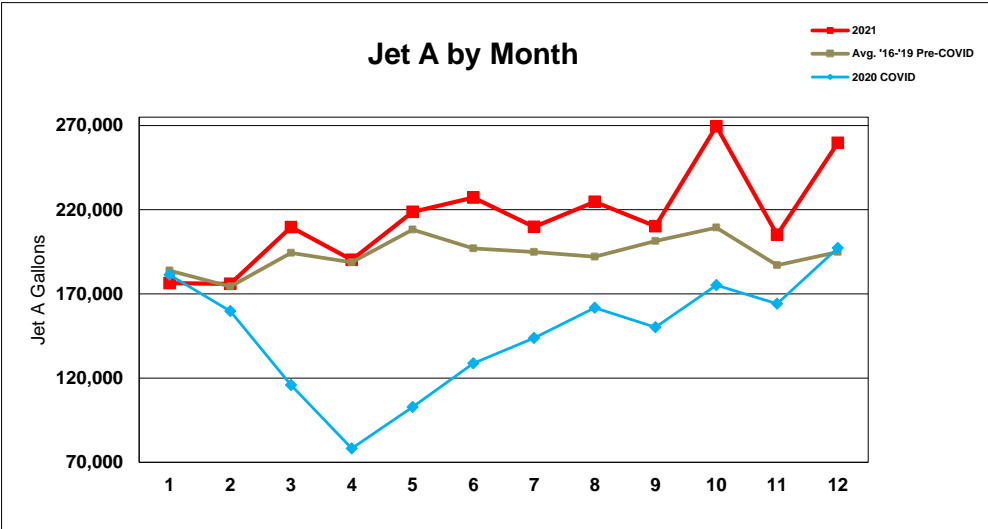
The 3-day total after Christmas for Jet gallons sold was 61,910 gallons versus last year's total of 36,980 gallons.
3. Two hangar leases are before the Board that retain major tenants, continue to lease over 50,000 SF of space providing both lease and fuel revenue.
4. Customs and Border Protection Facility Renovations should now be completed in January. The delay has been due to COVID and supply chain issues in receiving items.
5. Northern Jet Management, an aircraft management company, occupied 1,026 SF of vacant office space on the 3rd floor of the Flight Center.
6. COVID continues to be a challenge for staffing.
7. Two snow events, and a major ice event on 1/8/22.
8. Proposed 2022 Budget for final approval.

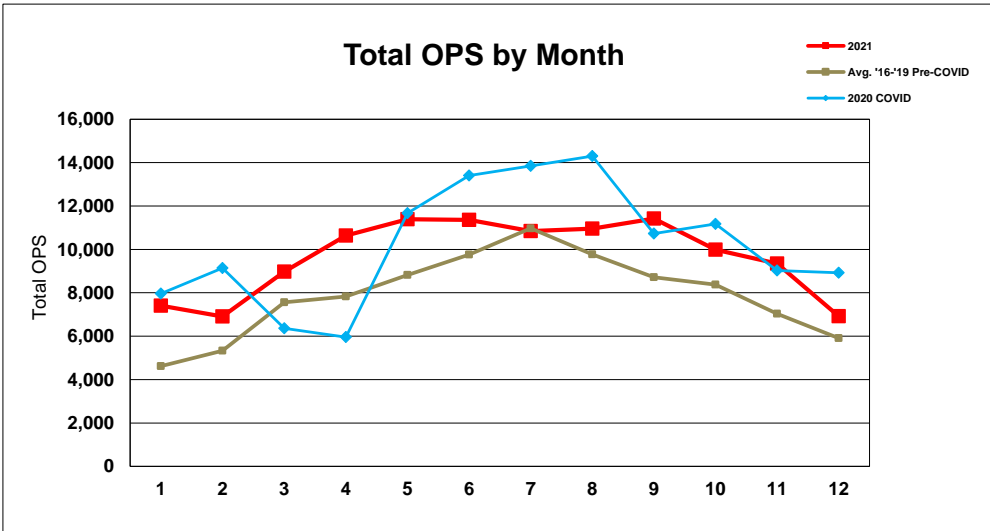
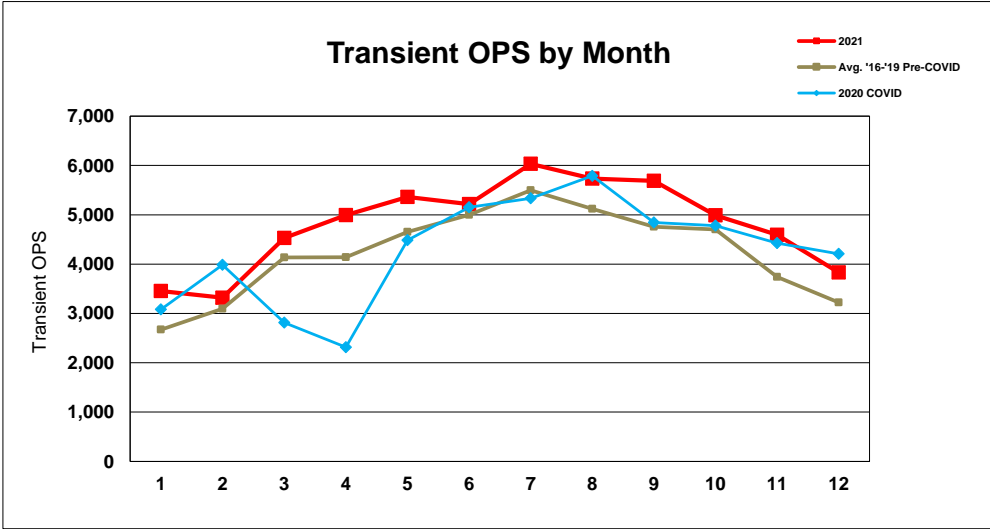
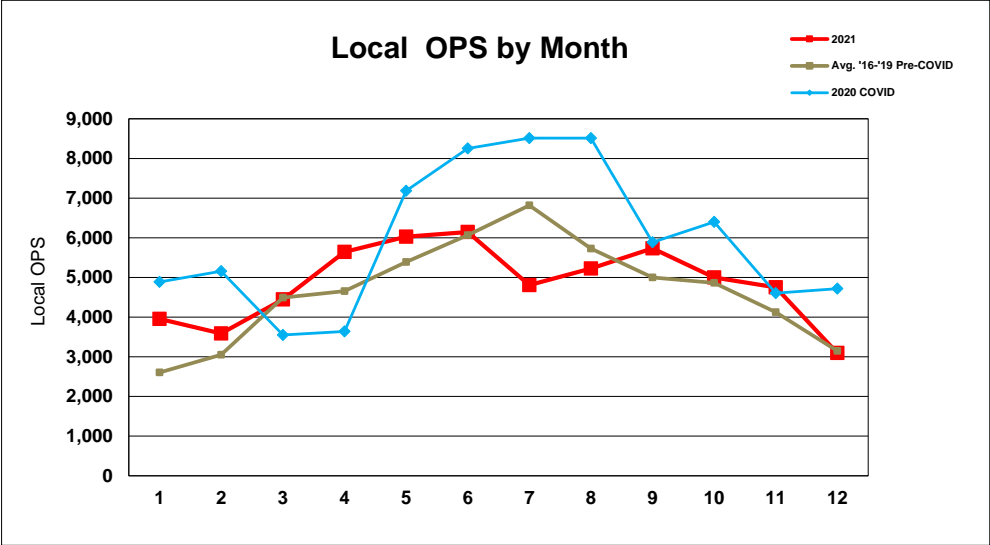


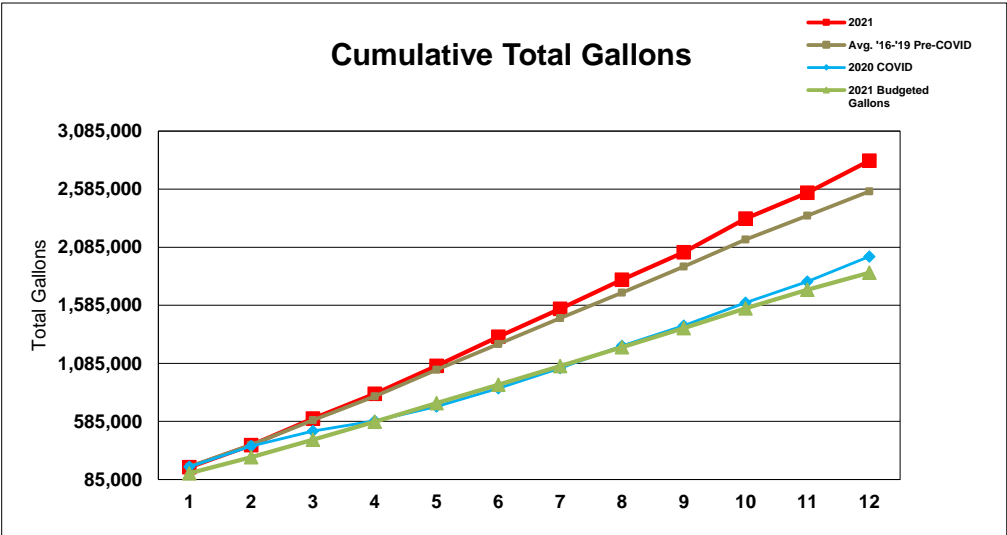
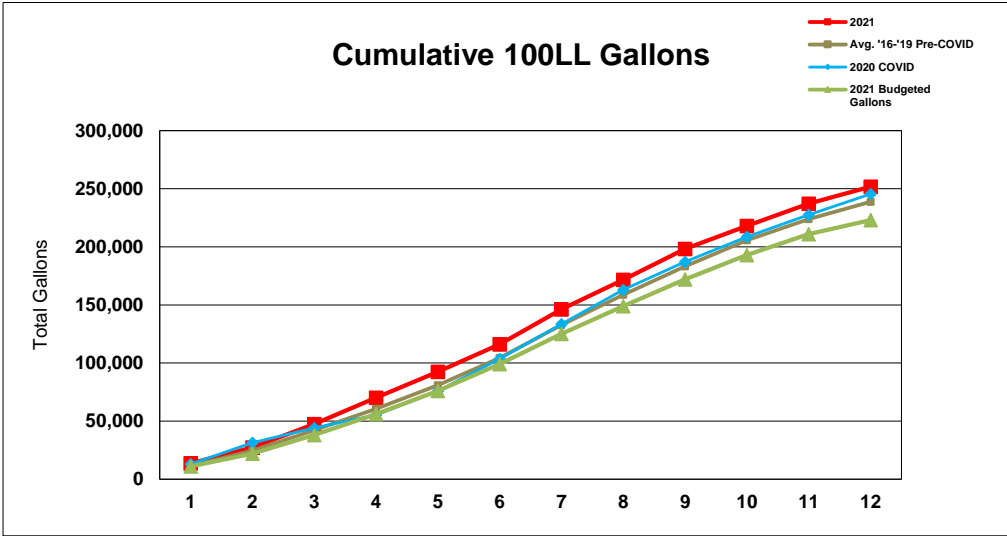
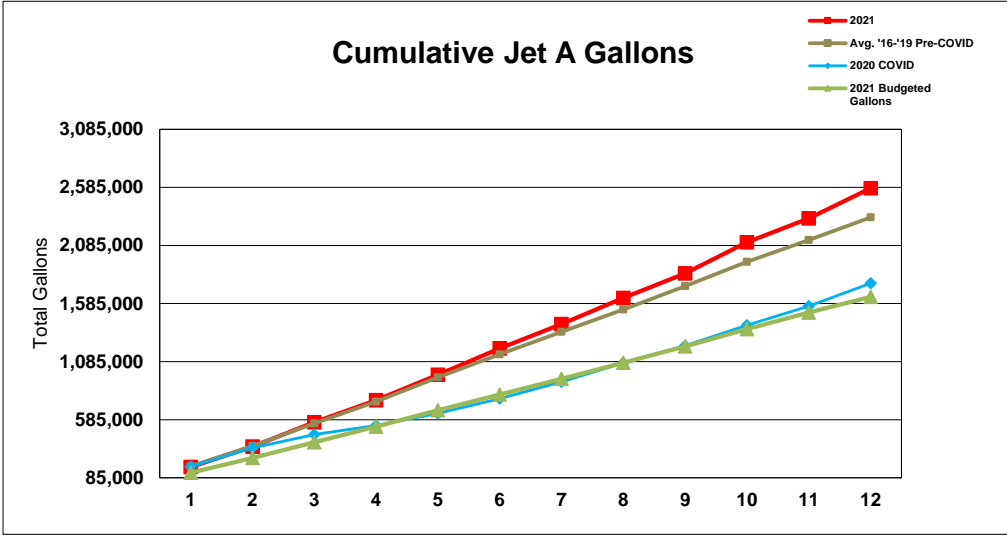
MONTHLY STATISTICS

December 2021

	<u>Dec. '21</u>	<u>Dec. '20</u>	<u>'21 vs. '20</u>	<u>Dec. Percent Change</u>	<u>YTD 2021</u>	<u>YTD 2020</u>	<u>'21 vs. '20</u>	<u>Percent Change</u>
FUEL								
100LL	14,590	17,823	(3,233)	-18.1%	251,782	245,454	6,328	2.6%
Jet A	259,697	197,326	62,371	31.6%	2,577,364	1,759,453	817,911	46.5%
Total Gallons	274,287	215,149	59,138	27.5%	2,829,146	2,004,907	824,239	41.1%
OPERATIONS								
Local	3,094	4,716	(1,622)	-34.4%	58,419	71,302	(12,883)	-18.1%
Itinerant	3,830	4,208	(378)	-9.0%	57,745	51,214	6,531	12.8%
Total Ops	6,924	8,924	(2,000)	-22.4%	116,164	122,516	(6,352)	-5.2%





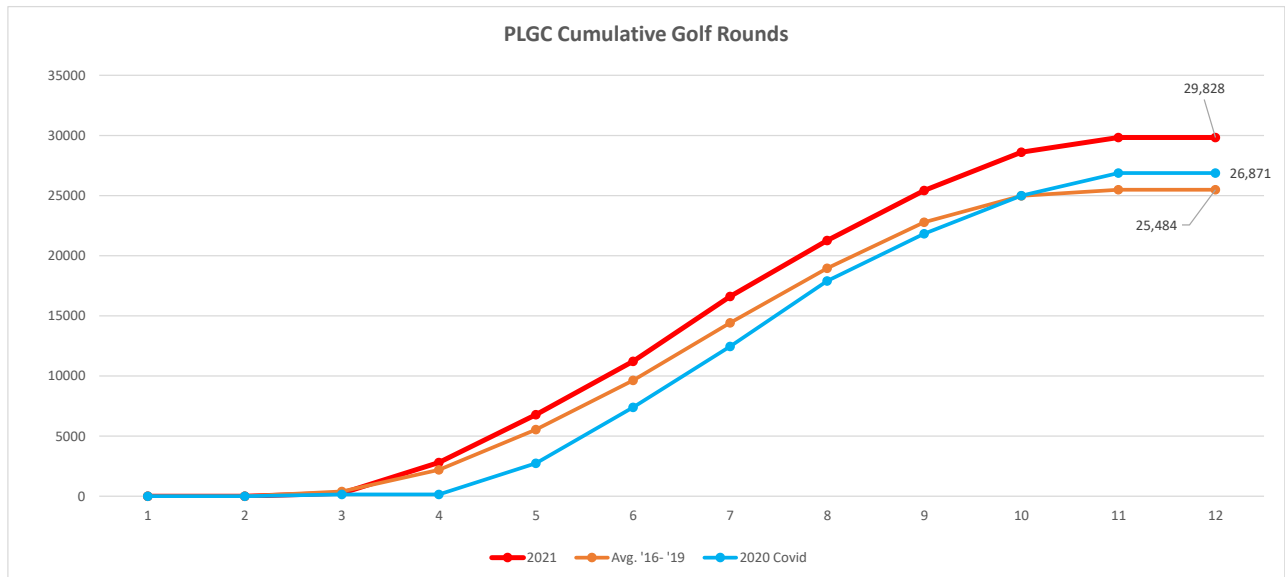
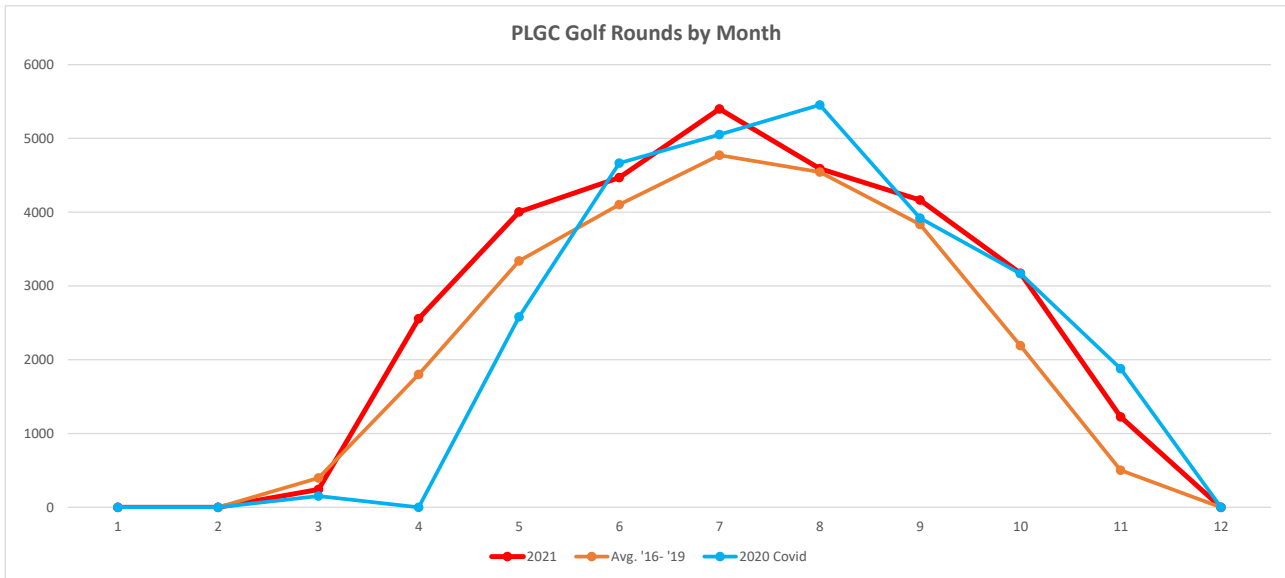




MONTHLY STATISTICS

December 2021

	<u>Dec. '21</u>	<u>Dec. '20</u>	<u>'21 vs. '20</u>	<u>Dec. Percent Change</u>	<u>YTD 2021</u>	<u>YTD 2020</u>	<u>'21 vs. '20</u>	<u>Percent Change</u>
Golf Rounds	0	0	0	0.0%	29,828	26,871	2,957	11.0%





DUPAGE AIRPORT AUTHORITY

11/30/2021

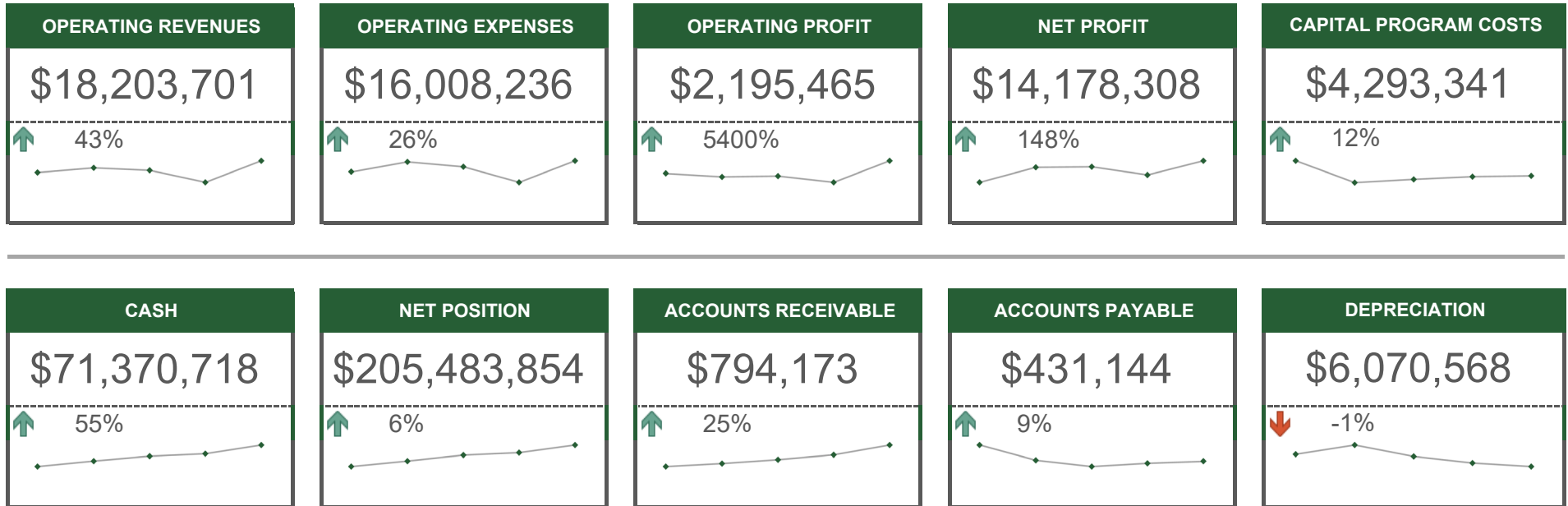
**FINANCIALS
PRE-AUDIT**

YTD FINANCIAL SUMMARY

DuPage Airport Authority

November 2021

KEY METRICS



YTD SUMMARY - BY OPERATION

DuPage Airport Authority
YTD November 2021

	AIRPORT			FLIGHT CENTER			PRAIRIE LANDING		
	YTD Budget	YTD Actual	Actual vs. Budget	YTD Budget	YTD Actual	Actual vs. Budget	YTD Budget	YTD Actual	Actual vs. Budget
OPERATING									
Operating Revenues	\$3,229,790	\$3,412,126	\$182,336	\$6,542,213	\$12,061,719	\$5,519,506	\$2,426,300	\$2,729,856	\$303,556
Operating Expenses	\$6,418,067	\$5,963,096	-\$454,971	\$4,978,690	\$7,803,189	\$2,824,499	\$2,187,602	\$2,241,951	\$54,349
Operating Profit	-\$3,188,277	-\$2,550,969	\$637,308	\$1,563,523	\$4,258,530	\$2,695,007	\$238,698	\$487,905	\$249,207
NON-OPERATING									
Non-Operating Revenues	\$13,826,581	\$19,393,598	\$5,567,017	\$0	\$0	\$0	\$0	\$2,175	\$2,175
Non-Operating Expenses	\$251,240	\$272,728	\$21,488	\$0	\$0	\$0	\$126,500	-\$21,757	-\$148,257
Non-Operating Profit	\$13,575,341	\$19,120,869	\$5,545,528	\$0	\$0	\$0	-\$126,500	\$23,932	\$150,432
Net Profit (Loss) Excluding Depreciation & Major Maintenance	\$10,387,064	\$16,569,900	\$6,182,836	\$1,563,523	\$4,258,530	\$2,695,007	\$112,198	\$511,837	\$399,639
Depreciation Expense	\$6,575,261	\$6,060,668	-\$514,593	\$7,623	\$7,628	\$5	\$2,277	\$2,272	-\$5
Major Maintenance	\$1,927,000	\$1,064,744	-\$862,256	\$285,000	\$8,226	-\$276,774	\$378,920	\$18,420	-\$360,500
Transfers In (Out)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Net Profit (Loss)	\$1,884,803	\$9,444,488	\$7,559,685	\$1,270,900	\$4,242,675	\$2,971,775	-\$268,999	\$491,145	\$760,144

YTD SUMMARY - TOTAL OPERATIONS

DuPage Airport Authority YTD November 2021

	YTD Budget	YTD Actual	Actual vs. Budget
<u>OPERATING</u>			
Operating Revenues	\$12,198,303	\$18,203,701	\$6,005,398
Operating Expenses	\$13,584,359	\$16,008,236	\$2,423,877
Operating Profit	-\$1,386,056	\$2,195,465	\$3,581,521
<u>NON-OPERATING REVENUES</u>			
Miscellaneous Taxes	\$57,855	\$99,020	\$41,165
Property Taxes/Abatements	\$5,980,806	\$6,043,384	\$62,578
Federal & State Grants	\$4,288,387	\$545,413	-\$3,742,974
Investment Income	\$69,200	\$65,142	-\$4,058
Unrealized Gain (Loss) from Investments	\$0	\$0	\$0
Gain (Loss) on Sale of Fixed Assets	\$3,430,333	\$12,642,814	\$9,212,481
Total Non-Operating Revenues	\$13,826,581	\$19,395,773	\$5,569,192
<u>NON-OPERATING EXPENSES</u>			
Property Tax (DAA)	\$251,240	\$272,728	\$21,488
Property Tax (PLGC)	\$126,500	-\$21,757	-\$148,257
Total Non-Operating Expenses	\$377,740	\$250,971	-\$126,769
Non-Operating Profit	\$13,448,841	\$19,144,802	\$5,695,961
Net Profit (Loss) Excluding Depreciation & Major Maintenance	\$12,062,785	\$21,340,267	\$9,277,482
Depreciation Expense	\$6,585,161	\$6,070,568	-\$514,593
Major Maintenance	\$2,590,920	\$1,091,391	-\$1,499,529
Net Profit (Loss)	\$2,886,704	\$14,178,308	\$11,291,604
Total YTD Revenues	\$26,024,884	\$37,599,474	\$11,574,590
Total YTD Expenditures	\$13,962,099	\$16,259,207	\$2,297,108
Capital Development Programs	\$14,412,672	\$4,293,341	-\$10,119,331
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 November 30, 2021

CURRENT ASSETS

Cash & Cash Equivalents	15,671,266
Cash & Cash Equivalents - Designated	7,094,490
Cash & Cash Equivalents - Restricted	48,604,962
Investments	-
Investments - Restricted	-
Investments - Designated	-
Receivables	
Property Taxes	6,061,752
Accounts	794,173
Accrued Interest	-
Long-term Note Receivable, Current Portion	-
Prepaid Expenses	728,999
Inventories	155,802

Total Current Assets 79,111,444

NONCURRENT ASSETS

Advance to Other Subfunds	-
Long-term Note Receivable, Net of Current Portion	-
Net Pension Asset - IMRF	213,902

Total Noncurrent Assets 213,902

Capital Assets

Not Being Depreciated	63,183,777
Being Depreciated	289,691,310
Less Accumulated Depreciation	(217,369,176)

Net Capital Assets 135,505,911

DEFERRED OUTFLOWS OF RESOURCES

Pension Items - IMRF	650,383
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Total Deferred Outflows of Resources 650,383

Total Noncurrent Assets 136,370,196

Total Assets 215,481,640

**DUPAGE AIRPORT AUTHORITY
WEST CHICAGO, ILLINOIS**

STATEMENT OF NET POSITION

For the Period Ended November 30, 2021

CURRENT LIABILITIES

Accounts Payable	431,144
Retainage Payable	-
Accrued Liabilities	428,360
Compensated Absences, Current Portion	77,282
Customer Deposits and Advances	196,313
Security Deposits	211,995
Unearned Revenue	124,795

Total Current Liabilities 1,469,890

NONCURRENT LIABILITIES

Unearned Revenue	1,001,522
Advance from Other Subfunds	-
Net Pension Liability - IMRF	-
Compensated Absences, Net of Current Portion	309,130

Total Noncurrent Liabilities 1,310,652

Total Liabilities 2,780,542

DEFERRED INFLOWS OF RESOURCES

Deferred Revenue - Property Taxes	6,039,715
Pension Items - IMRF	1,177,528

Total Deferred Inflows of Resources 7,217,243

**Total Liabilities and
Deferred Inflows of Resources** 9,997,785

NET POSITION

Net Investment in Capital Assets	135,505,911
Restricted for Aeronautical Purposes	48,604,962
Unrestricted	21,372,981

Total Net Position 205,483,854

**TOTAL LIABILITIES, DEFERRED INFLOWS
OF RESOURCES, AND NET POSITION** 215,481,640

**DUPAGE AIRPORT AUTHORITY
WEST CHICAGO, ILLINOIS**

STATEMENT OF CASH FLOWS

For the Period Ended November 30, 2021

CASH FLOWS FROM OPERATING ACTIVITIES

Receipts from customers and users	17,903,891
Payments to suppliers	(12,804,428)
Payments to and on behalf of employees	(5,447,106)

Net cash from operating activities (347,643)

**CASH FLOWS FROM NONCAPITAL
FINANCING ACTIVITIES**

Non-operating revenues - property taxes	6,043,384
Non-operating revenues - replacement taxes	99,020

Net cash from noncapital financing activities 6,142,404

**CASH FLOWS FROM CAPITAL AND RELATED
FINANCING ACTIVITIES**

Grant monies received	80,762
Acquisition and construction of capital assets	6,477,323
Gain (Loss) from sale of capital assets	12,642,814

Net cash from capital and related financing activities 19,200,898

CASH FLOWS FROM INVESTING ACTIVITIES

Net change in investments	3,645,746
Investment income	81,523

Net cash from investing activities 3,727,269

NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS 28,722,928

CASH AND CASH EQUIVALENTS, JANUARY 1 42,647,789

CASH AND CASH EQUIVALENTS, NOVEMBER 30 **71,370,718**

PRESENTED AS

Cash and cash equivalents	22,765,755
Cash and cash equivalents - restricted	48,604,962

Total cash and cash equivalents **71,370,718**

**DUPAGE AIRPORT AUTHORITY
WEST CHICAGO, ILLINOIS**

STATEMENT OF CASH FLOWS

For the Period Ended November 30, 2021

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

Operating income (loss)	(5,229,671)
Adjustments to reconcile operating income (loss) to net cash from operating activities	
Depreciation	6,070,568
Miscellaneous income	12,207
Changes in assets and liabilities	
Accounts receivable	(98,145)
Note receivable	-
Prepaid expenses	(578,400)
Inventories	34,815
Accounts payable	15,874
Accrued liabilities	(344,151)
Compensated absences	(4,384)
Net pension liability - IMRF	-
Pension items - IMRF	-
Customer deposits and advances	(140,176)
Security deposits	(58,146)
Unearned revenue	(28,034)

NET CASH FROM OPERATING ACTIVITIES

(347,643)

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

Contributions	464,651
Capital asset additions in accounts payable and retainage payable	(1,065,832)
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 November 30, 2021

	Airport Operations	Dupage Flight Center	Prairie Landing Golf Course	Total
OPERATING REVENUES				
Aircraft Storage	2,740,874	396,116	-	3,136,990
Leases, Commissions, Fees	666,268	-	-	666,268
Golf Course Operations	-	-	2,793,929	2,793,929
Line Service	-	11,660,147	-	11,660,147
Total Operating Revenues	3,407,143	12,056,263	2,793,929	18,257,335
OPERATING EXPENSES				
Direct Costs				
Airport Operations	5,044,107	-	-	5,044,107
Golf Course Operations	-	-	1,827,231	1,827,231
Line Service	-	6,366,715	-	6,366,715
General and Administrative				
Salaries and Benefits	1,259,347	1,262,641	157,498	2,679,486
Utilities	-	9,774	72,414	82,188
Office Expense	43,839	45,218	117,304	206,361
Insurance	113,120	100,259	66,135	279,514
Professional Services	311,623	-	12,840	324,463
Postage	6,550	-	3,975	10,525
Real Estate Tax	272,728	-	(21,757)	250,971
Advertising and Promotions	59,723	26,808	68,814	155,345
Miscellaneous	189,531	-	-	189,531
Total Operating Expenses	7,300,568	7,811,415	2,304,455	17,416,438
OPERATING INCOME (LOSS) BEFORE DEPRECIATION	(3,893,426)	4,244,848	489,474	840,897
Depreciation	6,060,668	7,628	2,272	6,070,568
OPERATING INCOME (LOSS)	(9,954,094)	4,237,220	487,202	(5,229,671)
NON-OPERATING REVENUES (EXPENSES)				
Property Taxes	6,043,384	-	-	6,043,384
Personal Property Replacement Tax	99,020	-	-	99,020
Investment Income	65,142	-	-	65,142
Miscellaneous Income	4,984	5,455	1,768	12,207
Gain (Loss) on Disposal of Capital Assets	12,640,639	-	2,175	12,642,814
Total Non-Operating Revenues (Expenses)	18,853,169	5,455	3,943	18,862,566
INCOME (LOSS) BEFORE CONTRIBUTIONS & TRANSFERS	8,899,075	4,242,675	491,145	13,632,895
Contributions	545,413	-	-	545,413
Transfers In (Out)	-	-	-	-
CHANGE IN NET POSITION	9,444,488	4,242,675	491,145	14,178,308
NET POSITION, JANUARY 1	168,505,808	24,260,425	(1,460,687)	191,305,546
NET POSITION, NOVEMBER 30	177,950,296	28,503,100	(969,542)	205,483,854

Total DuPage Airport Authority

STATEMENT OF REVENUES AND EXPENSES

For the Month Ending 11/30/2021

REVENUES	Month			YTD			2021 Annual Budget	Month			YTD		
	Actual	Budget	Variance	Actual	Budget	Variance		2021	2020	Variance	2021	2020	Variance
Total Revenues	\$ 1,553,456	\$ 930,416	\$ 623,040	\$ 18,203,701	\$ 12,198,303	\$ 6,005,398	\$ 13,074,391	\$ 1,553,456	\$ 1,113,096	\$ 440,360	\$ 18,203,701	\$ 12,709,192	\$ 5,494,509
OPERATING EXPENSES													
Total Cost of Sales	\$ 1,089,251	\$ 726,478	\$ 362,773	\$ 11,263,311	\$ 8,606,778	\$ 2,656,533	\$ 9,375,532	\$ 1,089,251	\$ 719,652	\$ 369,598	\$ 11,263,311	\$ 8,125,242	\$ 3,138,069
Gross Profit/(Loss)	\$ 464,205	\$ 203,938	\$ 260,267	\$ 6,940,390	\$ 3,591,525	\$ 3,348,865	\$ 3,698,859	\$ 464,205	\$ 393,443	\$ 70,762	\$ 6,940,390	\$ 4,583,949	\$ 2,356,440
GENERAL AND ADMINISTRATIVE													
Total G&A Costs	\$ 605,563	\$ 441,786	\$ 163,777	\$ 4,744,925	\$ 4,977,581	\$ (232,656)	\$ 5,490,644	\$ 605,563	\$ 457,336	\$ 148,227	\$ 4,744,925	\$ 4,544,031	\$ 200,893
Operating Income/(Loss)	\$ (141,357)	\$ (237,848)	\$ 96,491	\$ 2,195,465	\$ (1,386,056)	\$ 3,581,521	\$ (1,791,785)	\$ (141,357)	\$ (63,893)	\$ (77,465)	\$ 2,195,465	\$ 39,918	\$ 2,155,547
NON-OPERATING REVENUES/(EXPENSES)													
Total Non-Operating Revenues/(Expenses)	\$ 6,059,711	\$ 668,278	\$ 5,391,433	\$ 19,144,802	\$ 13,448,841	\$ 5,695,961	\$ 15,362,638	\$ 6,059,711	\$ 1,290,381	\$ 4,769,330	\$ 19,144,802	\$ 12,236,974	\$ 6,907,828
Net Income/(Loss) before Depreciation	\$ 5,918,354	\$ 430,430	\$ 5,487,924	\$ 21,340,267	\$ 12,062,785	\$ 9,277,482	\$ 13,570,853	\$ 5,918,354	\$ 1,226,488	\$ 4,691,865	\$ 21,340,267	\$ 12,276,892	\$ 9,063,375
Depreciation	\$ 543,363	\$ 598,651	\$ (55,288)	\$ 6,070,568	\$ 6,585,161	\$ (514,593)	\$ 7,183,812	\$ 543,363	\$ 555,982	\$ (12,619)	\$ 6,070,568	\$ 6,133,428	\$ (62,860)
Net Income/(Loss) after Depreciation	\$ 5,374,991	\$ (168,221)	\$ 5,543,212	\$ 15,269,699	\$ 5,477,624	\$ 9,792,075	\$ 6,387,041	\$ 5,374,991	\$ 670,507	\$ 4,704,485	\$ 15,269,699	\$ 6,143,465	\$ 9,126,234
Major Maintenance	\$ 481,853	\$ 16,000	\$ 465,853	\$ 1,091,391	\$ 2,590,920	\$ (1,499,529)	\$ 2,638,920	\$ 481,853	\$ 121,749	\$ 360,104	\$ 1,091,391	\$ 436,672	\$ 654,719
Engineering Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers (In) Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Income/(Loss)	\$ 4,893,138	\$ (184,221)	\$ 5,077,359	\$ 14,178,308	\$ 2,886,704	\$ 11,291,604	\$ 3,748,121	\$ 4,893,138	\$ 548,758	\$ 4,344,380	\$ 14,178,308	\$ 5,706,793	\$ 8,471,515

Airport and Administration

STATEMENT OF REVENUES AND EXPENSES

For the Month Ending 11/30/2021

	Month			YTD			2021 Annual Budget	Month			YTD		
	Actual	Budget	Variance	Actual	Budget	Variance		2021	2020	Variance	2021	2020	Variance
REVENUES													
Administrative	\$ 9,523	\$ 12,503	\$ (2,980)	\$ 108,026	\$ 138,058	\$ (30,032)	\$ 150,561	\$ 9,523	\$ 5,839	\$ 3,684	\$ 108,026	\$ 89,226	\$ 18,799
Field Operations	\$ 31,699	\$ 25,669	\$ 6,030	\$ 445,590	\$ 386,168	\$ 59,422	\$ 410,732	\$ 31,699	\$ 26,095	\$ 5,604	\$ 445,590	\$ 385,795	\$ 59,795
Field Operations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Building Operations	\$ 258,915	\$ 230,718	\$ 28,197	\$ 2,667,909	\$ 2,527,045	\$ 140,864	\$ 2,757,763	\$ 258,915	\$ 237,846	\$ 21,069	\$ 2,667,909	\$ 2,585,204	\$ 82,706
Flight Center	\$ 17,601	\$ 16,229	\$ 1,372	\$ 190,601	\$ 178,519	\$ 12,082	\$ 194,748	\$ 17,601	\$ 14,243	\$ 3,358	\$ 190,601	\$ 151,257	\$ 39,344
Total Revenues	\$ 317,738	\$ 285,119	\$ 32,619	\$ 3,412,126	\$ 3,229,790	\$ 182,336	\$3,513,804	\$ 317,738	\$ 284,023	\$ 33,715	\$ 3,412,126	\$ 3,211,482	\$ 200,645
OPERATING EXPENSES													
Field Operations	\$ 137,810	\$ 138,937	\$ (1,127)	\$ 1,538,124	\$ 1,697,407	\$ (159,283)	\$ 1,884,453	\$ 137,810	\$ 135,937	\$ 1,873	\$ 1,538,124	\$ 1,516,389	\$ 21,735
Building Operations	\$ 76,097	\$ 87,392	\$ (11,295)	\$ 901,569	\$ 990,353	\$ (88,784)	\$ 1,100,435	\$ 76,097	\$ 90,504	\$ (14,406)	\$ 901,569	\$ 807,279	\$ 94,290
Flight Center	\$ 23,401	\$ 29,198	\$ (5,797)	\$ 234,749	\$ 270,478	\$ (35,729)	\$ 296,976	\$ 23,401	\$ 27,447	\$ (4,046)	\$ 234,749	\$ 213,374	\$ 21,375
Shop Equip. Operations	\$ 31,121	\$ 27,208	\$ 3,913	\$ 319,398	\$ 311,592	\$ 7,806	\$ 345,314	\$ 31,121	\$ 32,252	\$ (1,132)	\$ 319,398	\$ 378,794	\$ (59,396)
Projects & Procurement	\$ 18,572	\$ 24,737	\$ (6,165)	\$ 213,000	\$ 227,087	\$ (14,087)	\$ 252,872	\$ 18,572	\$ 15,166	\$ 3,406	\$ 213,000	\$ 241,117	\$ (28,117)
Total Cost of Sales	\$ 287,000	\$ 307,472	\$ (20,472)	\$ 3,206,840	\$ 3,496,917	\$ (290,077)	\$3,880,050	\$ 287,000	\$ 301,306	\$ (14,306)	\$ 3,206,840	\$ 3,156,954	\$ 49,886
Gross Profit/(Loss)	\$ 30,738	\$ (22,353)	\$ 53,091	\$ 205,287	\$ (267,127)	\$ 472,414	-\$366,246	\$ 30,738	\$ (17,283)	\$ 48,021	\$ 205,287	\$ 54,528	\$ 150,759
GENERAL AND ADMINISTRATIVE													
Administrative	\$ 394,533	\$ 217,810	\$ 176,723	\$ 2,337,213	\$ 2,441,831	\$ (104,618)	\$ 2,688,136	\$ 394,533	\$ 253,979	\$ 140,555	\$ 2,337,213	\$ 2,262,946	\$ 74,267
Commissioners	\$ 9,001	\$ 8,832	\$ 169	\$ 98,138	\$ 97,152	\$ 986	\$ 105,984	\$ 9,001	\$ 8,916	\$ 85	\$ 98,138	\$ 96,284	\$ 1,855
Business Dev./Marketing	\$ 7,275	\$ 3,650	\$ 3,625	\$ 53,331	\$ 89,200	\$ (35,869)	\$ 95,850	\$ 7,275	\$ 5,469	\$ 1,807	\$ 53,331	\$ 58,533	\$ (5,202)
Accounting	\$ 28,663	\$ 25,730	\$ 2,933	\$ 267,574	\$ 292,967	\$ (25,393)	\$ 327,403	\$ 28,663	\$ 22,909	\$ 5,753	\$ 267,574	\$ 279,972	\$ (12,398)
Total G&A Costs	\$ 439,472	\$ 256,022	\$ 183,450	\$ 2,756,256	\$ 2,921,150	\$ (164,894)	\$3,217,373	\$ 439,472	\$ 291,272	\$ 148,200	\$ 2,756,256	\$ 2,697,734	\$ 58,522
Operating Income/(Loss)	\$ (408,734)	\$ (278,375)	\$ (130,359)	\$ (2,550,969)	\$ (3,188,277)	\$ 637,308	(\$3,583,619)	\$ (408,734)	\$ (308,555)	\$ (100,179)	\$ (2,550,969)	\$ (2,643,206)	\$ 92,237
NON-OPERATING REVENUES/(EXPENSES)													
Property and Other Tax Revenue	\$ 51,077	\$ 66,485	\$ (15,408)	\$ 6,142,404	\$ 6,038,661	\$ 103,743	\$ 6,092,400	\$ 51,077	\$ 865,791	\$ (814,714)	\$ 6,142,404	\$ 5,554,355	\$ 588,049
Property Tax Expenses	\$ (24,294)	\$ (22,840)	\$ (1,454)	\$ (272,728)	\$ (251,240)	\$ (21,488)	\$ (274,080)	\$ (24,294)	\$ (22,392)	\$ (1,902)	\$ (272,728)	\$ (308,422)	\$ 35,694
Federal & State Grants	\$ 19,906	\$ 629,133	\$ (609,227)	\$ 545,413	\$ 4,288,387	\$ (3,742,974)	\$ 6,175,785	\$ 19,906	\$ 364,084	\$ (344,179)	\$ 545,413	\$ 648,854	\$ (103,441)
Investment Income	\$ 2,410	\$ 4,500	\$ (2,090)	\$ 65,142	\$ 69,200	\$ (4,058)	\$ 73,700	\$ 2,410	\$ 10,114	\$ (7,704)	\$ 65,142	\$ 283,831	\$ (218,689)
Unrealized Gain/Loss from Investments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Amortization (Expense)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gain on Sale of Fixed Assets	\$ 6,015,525	\$ 2,500	\$ 6,013,025	\$ 12,640,639	\$ 3,430,333	\$ 9,210,306	\$ 3,432,833	\$ 6,015,525	\$ 82,393	\$ 5,933,133	\$ 12,640,639	\$ 6,155,561	\$ 6,485,078
Total Non-Operating Revenues/(Expenses)	\$ 6,064,625	\$ 679,778	\$ 5,384,847	\$ 19,120,869	\$ 13,575,341	\$ 5,545,528	\$15,500,638	\$ 6,064,625	\$ 1,299,990	\$ 4,764,634	\$ 19,120,869	\$ 12,334,179	\$ 6,786,690
Net Income/(Loss) before Depreciation	\$ 5,655,890	\$ 401,403	\$ 5,254,487	\$ 16,569,900	\$ 10,387,064	\$ 6,182,836	\$11,917,019	\$ 5,655,890	\$ 991,435	\$ 4,664,455	\$ 16,569,900	\$ 9,690,973	\$ 6,878,927
Depreciation	\$ 542,463	\$ 597,751	\$ (55,288)	\$ 6,060,668	\$ 6,575,261	\$ (514,593)	\$ 7,173,012	\$ 542,463	\$ 554,694	\$ (12,232)	\$ 6,060,668	\$ 6,119,266	\$ (58,598)
Net Income/(Loss) after Depreciation	\$ 5,113,428	\$ (196,348)	\$ 5,309,776	\$ 10,509,232	\$ 3,811,803	\$ 6,697,429	\$4,744,007	\$ 5,113,428	\$ 436,741	\$ 4,676,687	\$ 10,509,232	\$ 3,571,707	\$ 6,937,525
Major Maintenance	\$ 995,728	\$ 16,000	\$ 979,728	\$ 1,064,744	\$ 1,927,000	\$ (862,256)	\$1,975,000	\$ 995,728	\$ 121,749	\$ 873,979	\$ 1,064,744	\$ 420,030	\$ 644,715
Engineering Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers (In) Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Income/(Loss)	\$ 4,117,700	\$ (212,348)	\$ 4,330,048	\$ 9,444,488	\$ 1,884,803	\$ 7,559,685	\$2,769,007	\$ 4,117,700	\$ 314,992	\$ 3,802,708	\$ 9,444,488	\$ 3,151,677	\$ 6,292,810

DuPage Flight Center

STATEMENT OF REVENUES AND EXPENSES

For the Month Ending 11/30/2021

	Month			YTD			2021 Annual Budget	Month			YTD		
	Actual	Budget	Variance	Actual	Budget	Variance		2021	2020	Variance	2021	2020	Variance
REVENUES													
Hangar Rentals	\$ 39,332	\$ 35,417	\$ 3,915	\$ 396,116	\$ 389,587	\$ 6,529	\$ 425,004	\$ 39,332	\$ 42,223	\$ (2,891)	\$ 396,116	\$ 426,290	\$ (30,174)
Ramp Tie Downs & Overnight fees	\$ 2,438	\$ 1,939	\$ 499	\$ 35,198	\$ 21,329	\$ 13,869	\$ 23,268	\$ 2,438	\$ 1,745	\$ 693	\$ 35,198	\$ 18,004	\$ 17,194
Fuel and Oil Sales	\$ 1,098,504	\$ 564,567	\$ 533,937	\$ 11,541,328	\$ 6,102,983	\$ 5,438,345	\$ 6,613,226	\$ 1,098,504	\$ 689,152	\$ 409,352	\$ 11,541,328	\$ 7,007,804	\$ 4,533,524
Volume Rebate	\$ -	\$ (2,917)	\$ 2,917	\$ -	\$ (32,087)	\$ 32,087	\$ (35,004)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Line Service Other	\$ 6,366	\$ 4,167	\$ 2,199	\$ 77,063	\$ 45,837	\$ 31,226	\$ 50,004	\$ 6,366	\$ 3,660	\$ 2,706	\$ 77,063	\$ 53,769	\$ 23,294
Aircraft Catering	\$ 15	\$ 833	\$ (818)	\$ 6,558	\$ 9,163	\$ (2,605)	\$ 9,996	\$ 15	\$ 795	\$ (780)	\$ 6,558	\$ 6,490	\$ 68
Non Airfield Rent/Lease/Maintenance Revenue	\$ 417	\$ 491	\$ (74)	\$ 5,455	\$ 5,401	\$ 54	\$ 5,892	\$ 417	\$ 577	\$ (160)	\$ 5,455	\$ 4,672	\$ 783
Total Revenue	\$ 1,147,072	\$ 604,497	\$ 542,575	\$ 12,061,719	\$ 6,542,213	\$ 5,519,506	\$ 7,092,386	\$ 1,147,072	\$ 738,152	\$ 408,920	\$ 12,061,719	\$ 7,517,030	\$ 4,544,689
OPERATING EXPENSES													
Fuel and Oil Cost of Sales	\$ 613,106	\$ 278,165	\$ 334,941	\$ 5,865,014	\$ 3,013,060	\$ 2,851,954	\$ 3,263,090	\$ 613,106	\$ 282,424	\$ 330,683	\$ 5,865,014	\$ 3,046,740	\$ 2,818,274
De ice Cost of Goods	\$ 8,700	\$ -	\$ 8,700	\$ 13,208	\$ 22,000	\$ (8,792)	\$ 27,000	\$ 8,700	\$ -	\$ 8,700	\$ 13,208	\$ 25,515	\$ (12,307)
Credit Card Expense	\$ 15,495	\$ 6,630	\$ 8,865	\$ 157,927	\$ 72,930	\$ 84,997	\$ 79,560	\$ 15,495	\$ 8,351	\$ 7,144	\$ 157,927	\$ 88,237	\$ 69,690
Food - COGS	\$ 6,020	\$ 7,050	\$ (1,030)	\$ 72,786	\$ 77,550	\$ (4,764)	\$ 84,600	\$ 6,020	\$ 5,660	\$ 360	\$ 72,786	\$ 71,059	\$ 1,727
Maintenance	\$ 21,346	\$ 20,256	\$ 1,090	\$ 207,999	\$ 222,816	\$ (14,817)	\$ 243,072	\$ 21,346	\$ 19,028	\$ 2,318	\$ 207,999	\$ 214,404	\$ (6,405)
Total Cost of Sales	\$ 664,667	\$ 312,101	\$ 352,566	\$ 6,316,934	\$ 3,408,356	\$ 2,908,578	\$ 3,697,322	\$ 664,667	\$ 315,463	\$ 349,204	\$ 6,316,934	\$ 3,445,955	\$ 2,870,979
Gross Profit/(Loss)	\$ 482,404	\$ 292,396	\$ 190,008	\$ 5,744,785	\$ 3,133,857	\$ 2,610,928	\$ 3,395,064	\$ 482,404	\$ 422,689	\$ 59,716	\$ 5,744,785	\$ 4,071,075	\$ 1,673,710
GENERAL AND ADMINISTRATIVE	\$ 128,459	\$ 142,659	\$ (14,200)	\$ 1,486,255	\$ 1,570,334	\$ (84,079)	\$ 1,748,207	\$ 128,459	\$ 140,913	\$ (12,454)	\$ 1,486,255	\$ 1,466,922	\$ 19,334
Operating Income/(Loss)	\$ 353,945	\$ 149,737	\$ 204,208	\$ 4,258,530	\$ 1,563,523	\$ 2,695,007	\$ 1,646,857	\$ 353,945	\$ 281,775	\$ 72,170	\$ 4,258,530	\$ 2,604,153	\$ 1,654,377
Net Income/(Loss) before Depreciation	\$ 353,945	\$ 149,737	\$ 204,208	\$ 4,258,530	\$ 1,563,523	\$ 2,695,007	\$ 1,646,857	\$ 353,945	\$ 281,775	\$ 72,170	\$ 4,258,530	\$ 2,604,153	\$ 1,654,377
Depreciation	\$ 693	\$ 693	\$ 0	\$ 7,628	\$ 7,623	\$ 5	\$ 8,316	\$ 693	\$ 693	\$ -	\$ 7,628	\$ 7,628	\$ -
Major Maintenance	\$ (513,874)	\$ -	\$ (513,874)	\$ 8,226	\$ 285,000	\$ (276,774)	\$ 285,000	\$ (513,874)	\$ -	\$ (513,874)	\$ 8,226	\$ -	\$ 8,226
Net Income/(Loss)	\$ 867,126	\$ 149,044	\$ 718,082	\$ 4,242,675	\$ 1,270,900	\$ 2,971,775	\$ 1,353,541	\$ 867,126	\$ 281,082	\$ 586,044	\$ 4,242,675	\$ 2,596,525	\$ 1,646,150

Prairie Landing Golf Club

STATEMENT OF REVENUES AND EXPENSES

For the Month Ending 11/30/2021

REVENUES	Month			YTD			2021 Annual Budget	Month			YTD		
	Actual	Budget	Variance	Actual	Budget	Variance		2021	2020	Variance	2021	2020	Variance
P100 - Golf Administration	\$ 135	\$ 200	\$ (65)	\$ 1,768	\$ 3,300	\$ (1,532)	\$ 3,500	\$ 135	\$ 63	\$ 71	\$ 1,768	\$ 2,090	\$ (322)
P300 - Golf Operations	\$ 40,963	\$ 18,500	\$ 22,463	\$ 1,630,044	\$ 1,434,500	\$ 195,544	\$ 1,435,000	\$ 40,963	\$ 72,596	\$ (31,633)	\$ 1,630,044	\$ 1,445,210	\$ 184,834
P400 - Golf Food and Beverage	\$ 11,645	\$ 6,000	\$ 5,645	\$ 398,189	\$ 324,000	\$ 74,189	\$ 324,000	\$ 11,645	\$ 12,802	\$ (1,157)	\$ 398,189	\$ 295,366	\$ 102,823
P500 - Golf Banquets	\$ 35,062	\$ 12,650	\$ 22,412	\$ 220,685	\$ 338,290	\$ (117,605)	\$ 375,475	\$ 35,062	\$ 4,500	\$ 30,562	\$ 220,685	\$ 35,576	\$ 185,109
P600 - Golf In-house Events	\$ -	\$ 1,950	\$ (1,950)	\$ 16,390	\$ 57,310	\$ (40,920)	\$ 60,626	\$ -	\$ 1,706	\$ (1,706)	\$ 16,390	\$ 25,210	\$ (8,819)
P700 - Golf Outings	\$ -	\$ -	\$ -	\$ 453,798	\$ 250,000	\$ 203,798	\$ 250,000	\$ -	\$ (746)	\$ 746	\$ 453,798	\$ 171,842	\$ 281,957
P900 - Kitty Hawk Café	\$ 843	\$ 1,500	\$ (657)	\$ 8,982	\$ 18,900	\$ (9,918)	\$ 19,600	\$ 843	\$ -	\$ 843	\$ 8,982	\$ 5,387	\$ 3,595
Total Revenue	\$ 88,646	\$ 40,800	\$ 47,846	\$ 2,729,856	\$ 2,426,300	\$ 303,556	\$ 2,468,201	\$ 88,646	\$ 90,921	\$ (2,274)	\$ 2,729,856	\$ 1,980,680	\$ 749,176
OPERATING EXPENSES													
P200 - Golf Maintenance	\$ 52,850	\$ 55,833	\$ (2,983)	\$ 731,949	\$ 737,641	\$ (5,692)	\$ 781,993	\$ 52,850	\$ 51,330	\$ 1,520	\$ 731,949	\$ 708,026	\$ 23,923
P300 - Golf Operations	\$ 17,992	\$ 17,635	\$ 357	\$ 326,144	\$ 327,268	\$ (1,124)	\$ 335,514	\$ 17,992	\$ 25,117	\$ (7,125)	\$ 326,144	\$ 344,351	\$ (18,207)
P400 - Golf Food and Beverage	\$ 16,949	\$ 9,126	\$ 7,823	\$ 259,803	\$ 216,353	\$ 43,450	\$ 225,361	\$ 16,949	\$ 15,730	\$ 1,219	\$ 259,803	\$ 301,298	\$ (41,494)
P500 - Golf Banquets	\$ 34,937	\$ 10,506	\$ 24,431	\$ 187,383	\$ 186,418	\$ 965	\$ 207,031	\$ 34,937	\$ 9,336	\$ 25,602	\$ 187,383	\$ 127,050	\$ 60,334
P600 - Golf In-house Events	\$ 179	\$ 722	\$ (543)	\$ 6,535	\$ 21,807	\$ (15,272)	\$ 23,149	\$ 179	\$ 857	\$ (678)	\$ 6,535	\$ 9,308	\$ (2,773)
P700 - Golf Outings	\$ 828	\$ -	\$ 828	\$ 56,828	\$ 26,620	\$ 30,208	\$ 26,620	\$ 828	\$ 514	\$ 314	\$ 56,828	\$ 26,914	\$ 29,914
P800 - Golf Kitchen	\$ 13,006	\$ 11,583	\$ 1,423	\$ 161,913	\$ 166,498	\$ (4,585)	\$ 178,892	\$ 13,006	\$ -	\$ 13,006	\$ 161,913	\$ -	\$ 161,913
P900 - Kitty Hawk Café	\$ 843	\$ 1,500	\$ (657)	\$ 8,982	\$ 18,900	\$ (9,918)	\$ 19,600	\$ 843	\$ -	\$ 843	\$ 8,982	\$ 5,387	\$ 3,595
Total Cost of Sales	\$ 137,583	\$ 106,905	\$ 30,678	\$ 1,739,538	\$ 1,701,505	\$ 38,033	\$ 1,798,160	\$ 137,583	\$ 102,883	\$ 34,700	\$ 1,739,538	\$ 1,522,333	\$ 217,205
Gross Profit/(Loss)	\$ (48,937)	\$ (66,105)	\$ 17,168	\$ 990,318	\$ 724,795	\$ 265,523	\$ 670,041	\$ (48,937)	\$ (11,963)	\$ (36,974)	\$ 990,318	\$ 458,347	\$ 531,971
GENERAL AND ADMINISTRATIVE	\$ 37,632	\$ 43,105	\$ (5,473)	\$ 502,413	\$ 486,097	\$ 16,316	\$525,064	\$ 37,632	\$ 25,150	\$ 12,481	\$ 502,413	\$ 379,376	\$ 123,038
Operating Income/(Loss)	\$ (86,568)	\$ (109,210)	\$ 22,642	\$ 487,905	\$ 238,698	\$ 249,207	\$ 144,977	\$ (86,568)	\$ (37,113)	\$ (49,456)	\$ 487,905	\$ 78,971	\$ 408,933
NON-OPERATING REVENUES/(EXPENSES)													
Property Tax Expenses	\$ (4,913)	\$ (11,500)	\$ 6,587	\$ 21,757	\$ (126,500)	\$ 148,257	(\$138,000)	\$ (4,913)	\$ (11,134)	\$ 6,221	\$ 21,757	\$ (113,252)	\$ 135,010
Investment Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gain on Sale of Fixed Assets	\$ -	\$ -	\$ -	\$ 2,175	\$ -	\$ 2,175	\$ -	\$ -	\$ 1,525	\$ (1,525)	\$ 2,175	\$ 16,047	\$ (13,872)
Net Income/(Loss) before Depreciation & Adj.	\$ (91,482)	\$ (120,710)	\$ 29,228	\$ 511,837	\$ 112,198	\$ 399,639	\$ 6,977	\$ (91,482)	\$ (46,722)	\$ (44,760)	\$ 511,837	\$ (18,234)	\$ 530,071
Depreciation	\$ 207	\$ 207	\$ (0)	\$ 2,272	\$ 2,277	\$ (5)	\$2,484	\$ 207	\$ 594	\$ (387)	\$ 2,272	\$ 6,534	\$ (4,262)
Major Maintenance	\$ -	\$ -	\$ -	\$ 18,420	\$ 378,920	\$ (360,500)	\$378,920	\$ -	\$ -	\$ -	\$ 18,420	\$ 16,642	\$ 1,778
Transfers (In) Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Income/(Loss)	\$ (91,688)	\$ (120,917)	\$ 29,229	\$ 491,145	\$ (268,999)	\$ 760,144	(\$374,427)	\$ (91,688)	\$ (47,316)	\$ (44,372)	\$ 491,145	\$ (41,409)	\$ 532,554



Accounts Receivable Aging Report Over 60 Days Past Due

Customer No.	Customer Name	Current @ 11/30/21	1 to 30 Days Overdue	31 to 60 Days Overdue	61 to 90 Days Overdue	91+ Days Overdue	Total	% of Total
A-TEA01	Travel Express Aviation	0.00	0.00	100.00	0.00	110,054.00	110,154.00	32.99%
A-PEA02	Andrew Pempek	0.00	0.00	0.00	0.00	86,816.01	86,816.01	26.00%
A-RSA01	RSH Aviation, Inc.	0.00	3,272.00	3,272.00	3,272.00	34,098.48	43,914.48	13.15%
A-61L01	6-1 LLC	0.00	0.00	0.00	0.00	24,300.00	24,300.00	7.28%
A-MUM02	Matt Mukenschnabl	0.00	800.00	800.00	800.00	18,732.02	21,132.02	6.33%
A-AFS01	AVEL FLIGHT SCHOOL, INC.	0.00	1,040.00	1,040.00	0.00	13,640.00	15,720.00	4.71%
A-TEA03	TRAVEL EXPRESS MAINTENANCE	0.00	0.00	500.00	500.00	11,568.30	12,568.30	3.76%
A-GES01	GENERAL SERVICES ADMIN (GS-05B-1869	0.00	0.00	0.00	0.00	6,259.16	6,259.16	1.87%
A-GLL01	Glenway Leasing	0.00	493.00	493.00	493.00	4,894.13	6,373.13	1.91%
A-HAR04	Raza Haq	0.00	0.00	0.00	0.00	1,391.81	1,391.81	0.42%
A-THS01	Scott Thoman	0.00	0.00	0.00	0.00	1,288.00	1,288.00	0.39%
A-DOJ01	JOE DOLLENS	0.00	79.00	79.00	79.00	1,231.52	1,468.52	0.44%
A-FSX01	FSX Chicago, LLC	0.00	0.00	0.00	0.00	887.66	887.66	0.27%
A-GOB01	BROOKS GOTHAM	0.00	5.00	5.00	5.00	10.00	25.00	0.01%
A-ZEE02	Zee Enterprise, Inc.	0.00	0.00	0.00	0.00	9.00	9.00	0.00%
A-DOA03	ANDREW DOUGLAS	0.00	809.00	809.00	4.00	0.00	1,622.00	0.49%
Report Total:		-	6,498.00	7,098.00	5,153.00	315,180.09	333,929.09	
Percent of Total:		0.00%	1.95%	2.13%	1.54%	94.39%	100.00%	

TO: DuPage Airport Authority
Board of Commissioners

FROM: Mark Doles
Executive Director

RE: Proposed Ordinance 2022-374; Adopting Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year beginning January 1, 2022 and Ending December 31, 2022

DATE: January 13, 2022



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 17, 2021 and forwarded to DuPage County Board Chairman Cronin on December 3, 2021. 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 2022 Tentative Budget and Appropriations.

A notice was published in the *Daily Herald* announcing the Public Hearing to be held on January 10, 2021, 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. No public comment was received.

The Airport Authority has met all statutory requirements for passage of the 2022 Budget and Appropriations.

PREVIOUS COMMITTEE/BOARD ACTION:

October 28, 2021 Special Finance Committee reviewed the Preliminary FY'22 Operating and Capital Plan and forwarded to the Board for review.

November 17, 2021 DuPage Airport Authority Board passed Ordinance 2021-371; Adopting the Tentative Budget and Appropriations for the DuPage Airport Authority for the Fiscal Year beginning January 1, 2022 and Ending December 31, 2022.

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:

- FY'2022 Proposed Budget
- Proposed Ordinance 2022-374; Adopting Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2022 and Ending December 31, 2022 (last pages of the budget document)

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 2022-374; Adopting the Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2022 and Ending December 31, 2022.



2022

DUPAGE AIRPORT AUTHORITY
FOR THE FISCAL YEAR OF 2022

WEST CHICAGO, ILLINOIS

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DUPAGE AIRPORT AUTHORITY

Fiscal Year 2022 Operating and Capital Improvements Plan

For the period January 1, 2022 - December 31, 2022
DuPage Airport Authority
West Chicago, IL

Board of Commissioners

Stephen L. Davis, Chairman
Gina R. LaMantia, Vice Chairman
Donald C. Sharp, Secretary
Michael V. Ledonne, Treasurer
Karyn M. Charvat
Juan E. Chavez
Herbert A. Getz
Gregory J. Posch
Daniel J. Wagner

Mark Doles, Executive Director
Patrick Hoard, Director of Finance & Administration

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DUPAGE AIRPORT AUTHORITY

January 19, 2022

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

Honorable Commissioners:

We respectfully present for your consideration the 2022 DuPage Airport Authority Operating and Capital Improvements Budget for the fiscal year beginning January 1, 2022 and ending December 31, 2022. The Authority oversees three main areas of operations: the DuPage Airport, the DuPage Flight Center, and the Prairie Landing Golf Club.

The proposed FY 2022 Budget includes plans and resources to promote the Authority's strategic goals to:

- Operate a safe, secure, and efficient airport.
- Attract and retain quality aviation, business, and office tenants.
- Provide exceptional service and care for based and transient customers.
- Offer award-winning recreational and hospitality services.
- Advance the Authority's long-term Master Plan of continually improving infrastructure and service.
- Promote the business park as an economic engine for West Chicago and DuPage County.

Preparation of the annual budget began in June with staff review and development of the Capital Improvement Plans. The budget process continued in July with departmental Operating Budget requests. Throughout August and September, the proposed Operating and Capital Budgets were refined by department managers and directors, followed by a thorough review and analysis of overall projections by the Executive Director. After this review, the proposed Budget was distributed to the Finance Committee on October 28, 2021 for review before the formal presentation to the full Board of Commissioners on November 17, 2021.

The Board's approval of the Budget and Appropriation Ordinance is scheduled for January 19, 2022. Upon final approval by the Board, the Budget and Tax Levy Ordinance documents will be filed with the DuPage County Clerk.

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to DuPage Airport Authority, Illinois, for its Annual Budget for the fiscal year beginning January 1, 2021. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device. This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

The official FY2022 Budget will be the Authority's fifth consecutive budget submission to the GFOA. Implementing GFOA recommendations helps provide greater understanding of the Authority's financial condition and the long-range implications of its proposed Budget.

We thank all the staff of the Authority for their contributions and help with shaping the FY2022 Budget.



Patrick Heard
Director of Finance



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**DuPage Airport Authority
Illinois**

For the Fiscal Year Beginning

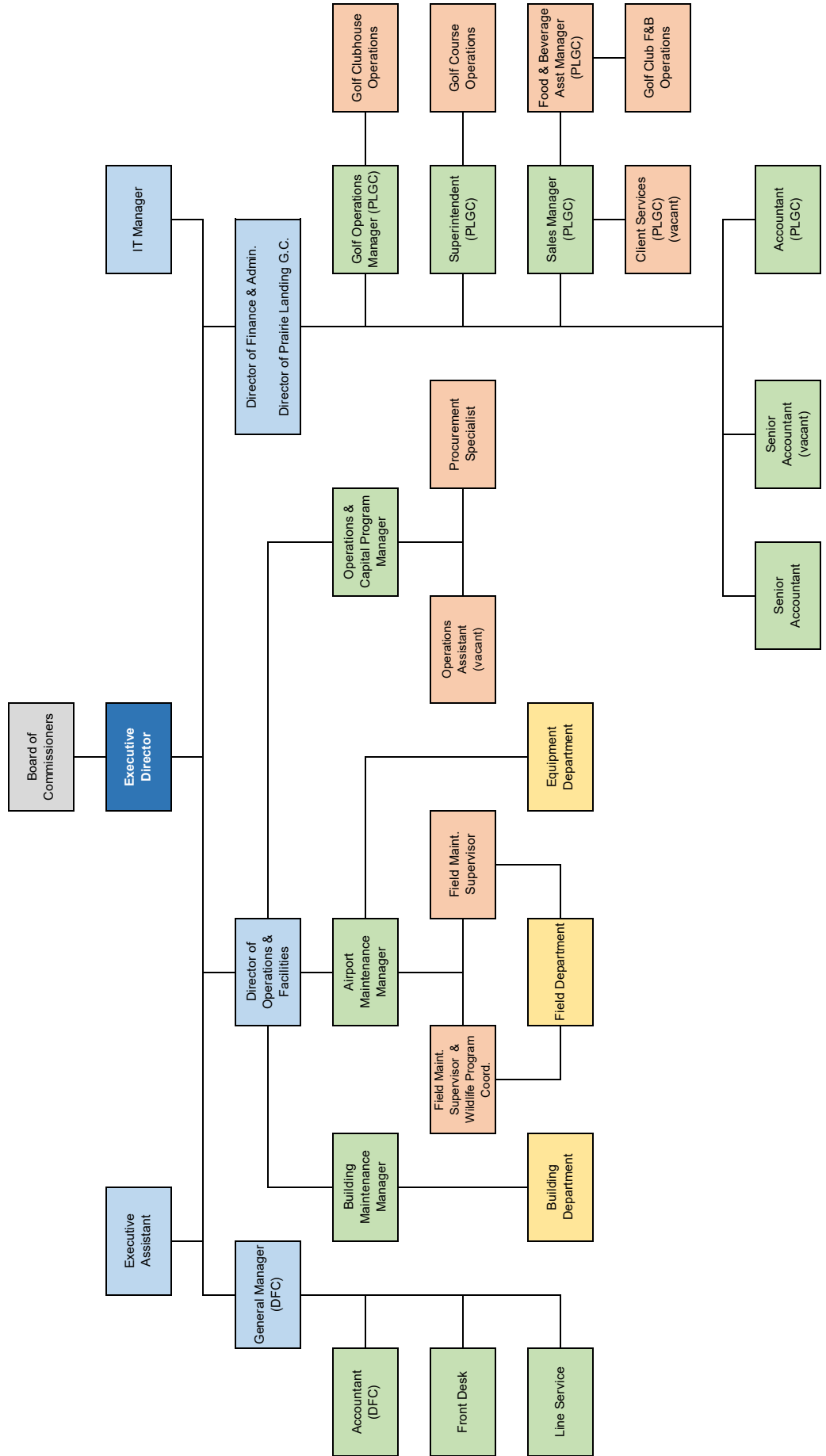
January 01, 2021

Christopher P. Morill

Executive Director



ORGANIZATIONAL CHART



**DUPAGE AIRPORT AUTHORITY
WEST CHICAGO, ILLINOIS**

SCHEDULE OF FULL-TIME EQUIVALENT EMPLOYEES BY DEPARTMENT
For the Budget Year Ending December 31, 2022

DEPARTMENT	FY2020 Prior	FY2021 Budget	FY2022 Budget	2022 vs. 2021
AIRPORT AUTHORITY				
DAA Commissioners	9	9	9	0
Administration	5	5	5	0
Procurement/Project Mgmt.	3	2	3	1
Field Maintenance	9	9	9	0
Buildings Maintenance	4	5	5	0
Equipment Maintenance	3	2	3	1
Marketing	0	0	0	0
Finance	3	2	2	0
TOTAL AIRPORT AUTHORITY	36	34	36	2
FLIGHT CENTER				
Line Service	14	14	16	2
Counter	4	4	4	0
Accounting	1	1	1	0
TOTAL FLIGHT CENTER	19	19	21	2
GOLF COURSE				
Food, Beverage, Banquets	4	4	5	1
Administration/Accounting	1	1	2	1
Golf Operations	3	2	1	-1
Maintenance	4	5	5	0
TOTAL GOLF COURSE	12	12	13	1
GRAND TOTAL	67	65	70	5

Notes on Staffing Changes: _____

The above are full time HC. The golf course hires many seasonal and/or part time employees as conditions warrant.

FINANCIAL POLICIES

The budget process and format shall be performance based and focused on goals, objectives and performance indicators.

Basis of Accounting

The accounting policies for the Authority conform to GAAP applicable to proprietary funds of governmental units. The financial records of the Authority are maintained by utilizing the accrual basis of accounting. Under this method, revenues are recorded when earned, and expenses are recorded when the liability is incurred or economic asset used.

Basis of Budgeting

The Authority's basis of budgeting is accrual; the same as its basis of accounting. The budget is created using a balanced approach whereby the Authority staff estimates all revenues and expenditures, including depreciation, based on historical trends and anticipated future results and aims to achieve at minimum a balanced net operating profit. Management's control of the budget is maintained at the department level. It is the responsibility of each department to administer its operations in such a manner as to ensure that the use of funds is consistent with the goals and programs authorized by the Board of Commissioners.

The Authority's definition of a balanced budget is one in which revenues and other resources equal or exceed expenditures and other uses. A balanced budget is an integral part of maintaining the Authority's financial integrity. Strategies employed to attain this balance include cost reductions, personnel and service efficiencies, and increasing fees to match related expenses.

Operating Revenues and Expenses

The Authority distinguishes operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services in connection with the Authority's operations. The principal operating revenues of the Authority are fuels sales, lease revenues, and golf, grill, and banquet revenues from Prairie Landing Golf Club. Operating expenses for the Authority include cost of sales and services, and general and administrative expenses. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

Cash, Cash Equivalents and Investments

The Authority considers all highly-liquid investments (including short-term investments) with maturity of three months or less when purchased to be cash equivalents.

Investments with a maturity of less than one year when purchased, non-negotiable certificates of deposit, and other nonparticipating investments are stated at cost or amortized cost. Investments with a maturity greater than one year when purchased and all investments of the pension trust funds are stated at fair value. Fair value is the price that would be received to sell an asset or paid to transfer the liability in an orderly transaction between market participants at the measurement date.

Custodial Credit Risk – Deposits: Custodial credit risk is the risk that in the event of bank failure, the Authority's deposits may not be returned to it. The Authority's investment policy requires pledging of collateral for all bank balances in excess of depository insurance, at an amount not less than 110% of the fair market value of the funds secured, with the collateral held by the Authority, an independent third party, or the Federal Reserve Bank in the Authority's name.

Credit Risk: The Authority may invest in public funds in certain types of security as allowed by the Public Funds Investment Act, 30 ILCS 235 et seq. Allowed investments are: insured commercial banks, savings and loan institutions, obligations of the U.S. Treasury and U.S. agencies, insured credit union shares, money market funds with portfolios of securities issued or guaranteed by the United States Government or agreements to repurchase these same obligations, repurchase agreements, short-term commercial paper rated with the three highest classifications by at least two standard rating services, and Illinois Funds.

Custodial Credit Risk – Investments: For an investment, custodial credit risk is the risk that, in the event of the failure of the counterparty to the investment, the Authority will not be able to recover the value of its investments that are in the possession of an outside party. To limit its exposure, the Authority’s investment policy requires all security transactions that are exposed to custodial credit risk to be processed on a delivery versus payment (DVP) basis with the underlying investments held by a third party acting as the Authority’s agent separate from where the investment was purchased.

Concentration of Credit Risk – Investments: The Authority’s investment policy specifies the following preferred asset allocations by investment type:

Cash and equivalents	5%
U.S. Treasury Securities/U.S. agency Securities	95%

Interest Rate Risk: Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. The Authority limits its exposure to interest rate risk by structuring the portfolio so that securities mature to meet cash requirements. Unless matched to a specific cash flow, the Authority does not directly invest in securities maturing more than ten years from the date of purchase. The maturity/modified duration of the portfolio will be maintained at approximately three years and will range from two to seven years.

Accounts Receivable

Accounts receivable includes amounts due from Authority tenants as well as amounts due from the federal and state governments for grants. The amount shown is reduced by an estimated reserve for uncollectible accounts.

Taxes Receivable

Taxes receivable include taxes levied in the current fiscal year that will be paid in the following fiscal year. The balance is fully deferred at year-end because the tax levy will be used to fund expenses of the following year.

Designated/Restricted Assets

Designated assets include all deposits and receivables that the board has designated for certain purposes. The board has designated that revenues received from property tax revenues are to only be used for:

- Capital Assets – Any purchase or project which qualifies as a Capital asset per the Authority’s Capital policy
- Major Maintenance – Any significant maintenance needed to be done on existing Capital assets that do not add to the value or service capacity of the asset or materially extend the assets useful life.
- Other – Any other project that is approved as part of the budgeting process that may not qualify as a Capital Asset per the Authority’s Capital policy but is deemed significant enough in expense and scope to be included.

Restricted assets are funds derived from the sale of land. Any gains from land sales are to only be used for aviation purposes.

Inventories

Inventories are valued at the lower of cost or market using the first-in/first-out (FIFO) method. Inventories are accounted for using the consumption method.

Prepaid Expenses

Payments made to vendors for services that will benefit future periods are recorded as prepaid expenses.

Capital Assets

An accounting and inventory of all capital assets is maintained to ensure proper accounting control resulting in accurate financial reports. All individual items with a cost in excess of \$5,000 that provide more than one year of economic benefit are capitalized. Depreciation is calculated by the straight-line method using the useful lives of the assets as classified below:

<u>Assets</u>	<u>Years</u>
Buildings	35
Building Improvements	10-20
Land Improvements	10-20
Equipment and Vehicles	3-10
Runways, Ramps, and Parking Lots	20
Office and Other Equipment	3-8

Routine maintenance and repairs are expensed as incurred. Significant betterment and improvements are capitalized and depreciated over their estimated useful lives.

Compensated Absences

The Authority accrues vacation and sick pay benefits as earned by its employees.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets, deferred outflows of resources, liabilities, deferred inflows of resources, disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

Net Position

In the government-wide financial statements, restricted net position is legally restricted by outside parties for a specific purpose. Net investment in capital assets represents the book value of capital assets less any outstanding long-term debt issued to acquire or construct the capital assets.

None of the restricted net position results from enabling legislation adopted by the Authority. The Authority's flow of funds assumption prescribes that the funds with the highest level of constraint are expended first. If restricted or unrestricted funds are available for spending, the restricted funds are spent first.

Tax Rate

The Authority has levied the same amount since 2012 (\$5,976,024). We plan to levy the same tax amount for the Fiscal Year 2021.

Risk Management

The Authority is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; illnesses of employees; and natural disasters. These risks are covered by commercial insurance purchased from independent third parties.

Rates & Charges

The Authority periodically approves a Rates & Charges Policy by resolution. The charges incorporated therein are determined by examining costs associated with the revenue stream. Rates & Charges are reviewed and amended periodically. Rates and Charges are based on a combination of both residual and compensatory methods.

Internal Controls

The Authority's internal control structure is an important and integral part of its entire accounting system. The current structure in place is designed to provide reasonable, but not absolute, assurance that:

- 1) Assets are safeguarded against loss from unauthorized use or disposition;
- 2) Transactions are executed in accordance with management's authorization;
- 3) Financial records are reliable for preparing financial statements and maintaining accountability for assets;
- 4) There is compliance with applicable laws and regulations; and
- 5) There is effectiveness and efficiency of operations.

The concept of reasonable assurance recognizes that the cost of control should not exceed the benefits that are likely to be derived from them, and that the evaluation of cost and benefits requires estimates and judgment by management.

Budget Document

Budgeting serves as an important management tool to plan, control and evaluate the operations of the Authority. The budget has been prepared in accordance with the standards set forth by the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award Program to fully disclose the financial operations of the Authority. Upon successful review and approval, this budget will be submitted to the GFOA for their consideration of this prestigious award. This will be the fourth time that the Authority has submitted its budget for consideration for this award.

The budget will be balanced with current revenues equal to or greater than current expenditures.

Budget Process

Budget Adoption: The Authority's budget is adopted by ordinance to comply with the provisions of State of Illinois Statute 70 ILCS 5/13, which requires a governing body to approve a budget within or before the first quarter of the fiscal year. In accordance with that same statute, the budget serves as the annual appropriations ordinance. The statute further requires that the County Board Chairman be presented with the approved ordinance as he has the power to veto or reduce any line item in the ordinance. The budget is prepared on an accrual basis, whereby all revenues and expenses are recognized in the period earned or incurred.

Budget Calendar: State law requires a tentative budget and appropriation ordinance be made conveniently available for public inspection at least thirty (30) days prior to final action thereon. Further, at least one (1) public hearing must be held prior to budget adoption and notice of this public hearing must be published in a newspaper at least thirty (30) days prior to the time of such hearing. The tentative schedule for this process is as follows:

Nov. 17, 2021 Approve Tentative Budget and Appropriation Ordinance
Dec. 01, 2021 Submit to DuPage County Board Chairman
Dec. 01, 2021 File available for public inspection
Dec. 01, 2021 Notice of Public Hearing to be published
Jan. 10, 2022 Public hearing to be held
Jan. 19, 2022 Budget and Appropriation Ordinance to be adopted

The departmental heads begin creating draft operating and capital budgets in June each year. The Executive and Finance Directors review the budgets, and there are multiple iterations over the next couple months. In October, the Executive Director and staff meet with the Finance Committee to perform a detailed review of the proposed budget that will be presented to the full Board in November.

Budget Amendment: The Budget is amended only upon the occurrence of an extraordinary event, as deemed by the Executive Director, with concurrence by a majority of the Board of Commissioners and then only if funds are available.

Budget Monitoring: The independent monitoring of the budget continues throughout the fiscal year for management control purposes. Monthly financial statements comparing to budget are presented to all Senior Staff and Board Members for review. In addition, there is a review and discussion of financials at every board meeting during the year.

2022 BUDGET TIMELINE

2022 Capital Plan

- 06/16/21 (Wednesday) – Communicate 2022 Plan schedule
- 06/18/21 (Friday) – Distribute 2021 YTD Capital Forecast and 2022 Capital Plan templates
- 07/23/21 (Friday) – All 2021 Fcst & 2022 Capital/Major Maintenance budget requests returned to Accounting
- 08/16/21 (Monday) - 2022 Capital Plan 1st Pass Review
- 10/06/21 (Wednesday) – 2022 Capital Plan revisions, Adjustments, Additions returned to Accounting
- 10/12/21 (Tuesday) - 2022 Capital Plan 2nd Pass Review
- 10/15/21 (Friday) - 2022 Capital Plan finalized

2021 Operating Forecast

- 07/09/21 (Friday) - 2021 Operating Forecast templates distributed
- 07/23/21 (Friday) - 2021 Operating Forecasts returned to Accounting
- 08/11/21 (Wednesday) – Review of 2021 Operating Forecasts with Managers

2022 Operating Plan

- 06/28/21 (Monday) – Department summaries/objectives to be distributed
- 07/09/21 (Friday) - Department summaries/objectives returned to Accounting
- 08/16/21 (Monday) - 2022 Operating Plan templates to be distributed
- 08/18/21 (Wednesday) - 2022 Operating Plan 1st Pass returned to Accounting
- 09/08/21 (Wednesday) - 2022 Operating Plan 1st Pass Review with managers
- 10/06/21 (Wednesday) - 2022 Operating Plan 2nd Pass returned to Accounting
- 10/12/21 (Tuesday) - 2022 Operating Plan 2nd Pass Review
- 10/15/21 (Friday) – 2021 Operating Plan details finalized

2022 Final Operating & Capital Plans

- 10/28/21 (Thursday) - 2022 Operating & Capital Plan detailed presentation to Finance Committee
- 11/18/21 (Wednesday) – Tentative 2022 Operating & Capital Plan presented to Board
- 01/10/22 (Monday) – Public Hearing for 2021 Operating & Capital Plan
- Estimated 01/19/22 (Wednesday) – Board approval of Ordinance adopting 2022 Operating & Capital Plan
- 04/19/22 (Tuesday) – Official 2022 Plan to be submitted to GFOA within 90 days of approval

BUDGET SUMMARY (ACFR VERSION)

The Budget presented has many highlights discussed in subsequent sections. Operating Revenue is budgeted at \$18,794,836 for FY2022. This is a 43.3% increase in Operating Revenue from the FY2021 Budget and is mostly due to higher projected fuel sales revenue. Operating Expenses are budgeted at \$19,554,529, a 8.7% increase from the prior year, which is also due mainly to the higher cost of fuel sales. Operating Expenses include \$1,031,201 for Major Maintenance costs, which is a 60.9% decrease (\$2,638,920) from last year. Net Operating Income is increasing 33.2% (\$3,996,856) from the FY2021 Budget. The overall change in Net Position will decrease 100.3% to -\$11K from last year's budgeted increase of \$3.75M. The FY2021 change in Net Position included a significant increase in anticipated grant revenue for capital projects and gains from anticipated land sales at both Pheasant Run and the DBC.

	ANNUAL BUDGET			FORECAST	PRIOR
	2022	2021	Change	2021	2020
OPERATING REVENUES					
Aircraft Storage	3,529,975	3,241,453	8.9%	3,410,595	3,269,081
Leases, Commissions, Fees	797,097	677,351	17.7%	652,699	691,334
Golf Course Operations	2,762,896	2,534,232	9.0%	2,670,935	2,050,205
Line Service	11,704,868	6,661,490	75.7%	10,089,810	7,943,385
Total Operating Revenues	18,794,836	13,114,526	43.3%	16,824,039	13,954,005
OPERATING EXPENSES					
Direct Costs					
Airport Operations	5,736,660	6,652,685	-13.8%	6,613,394	4,644,647
Golf Course Operations	2,157,873	2,256,070	-4.4%	2,275,705	1,672,636
Line Service	6,470,959	4,027,418	60.7%	6,541,098	3,891,007
General and Administrative					
Salaries and Benefits	3,174,208	3,052,322	4.0%	2,979,969	2,782,924
Utilities	80,729	80,885	-0.2%	89,057	76,968
Office Expense	284,756	236,953	20.2%	242,039	222,734
Insurance	309,948	320,124	-3.2%	297,244	261,154
Professional Services	577,308	506,100	14.1%	497,961	424,986
Postage	10,896	9,504	14.6%	10,841	12,182
Real Estate Tax	371,880	412,080	-9.8%	280,183	435,176
Advertising and Promotions	223,504	236,324	-5.4%	229,727	199,525
Miscellaneous	155,808	196,242	-20.6%	198,096	291,504
Total Operating Expenses	19,554,529	17,986,707	8.7%	20,255,314	14,915,443
OPERATING INCOME (LOSS) BEFORE DEPRECIATION	(759,693)	(4,872,181)	84.4%	(3,431,275)	(961,438)
Depreciation	7,299,444	7,183,812	1.6%	6,889,704	6,807,645
OPERATING INCOME (LOSS)	(8,059,137)	(12,055,993)	33.2%	(10,320,979)	(7,769,084)
NON-OPERATING REVENUES (EXPENSES)					
Property Taxes	6,032,004	6,032,400	0.0%	5,922,634	5,544,072
Personal Property Replacement Tax	70,000	60,000	16.7%	75,000	59,608
Investment Income	200,004	73,700	171.4%	107,000	294,287
Miscellaneous Income	23,461	29,396	-20.2%	23,263	36,202
Gain (Loss) on Disposal of Capital Assets	30,000	3,432,833	-99.1%	23,589,514	4,997,841
Total Non-Operating Revenues (Expenses)	6,355,469	9,628,329	-34.0%	29,717,411	10,932,009
INCOME (LOSS) BEFORE CONTRIBUTIONS	(1,703,668)	(2,427,664)	29.8%	19,396,432	3,162,925
Contributions	1,692,525	6,175,785	-72.6%	1,591,267	685,089
CHANGE IN NET POSITION	(11,143)	3,748,121	-100.3%	20,987,699	3,848,015
NET POSITION, JANUARY 1	212,293,246	191,305,546	11.0%	191,305,546	187,457,532
NET POSITION, DECEMBER 31	212,282,103	195,053,667	8.8%	212,293,246	191,305,546
CAPITAL DEVELOPMENT PROGRAM NOTES:					
Aviation Programs / Equipment	33,327,730	15,187,410	119.4%	9,120,020	4,799,071
Golf Course Programs / Equipment	1,522,352	1,079,181	41.1%	1,053,155	904,590
Major Maintenance of Capital Assets	1,031,201	2,638,920	-60.9%	2,671,343	438,446
Total Capital Development Program Costs	35,881,283	18,905,511	89.8%	12,844,517	6,142,107

BUDGET SUMMARY (Traditional Version)

The Budget presented on this page is for reference only and displays the summary format as reported in prior years. Compared to the CAFR budget summary, the main differences affect Operating Income. Major Maintenance expenses (\$1M) and Real Estate Tax expenses (\$280K) are now reported as Operating Expenses on the CAFR version, as they are on the Airport's annual audited financial reports. The Kitty Hawk Cafe reimbursement (\$74K) is now included as Operating Revenue for PLGC on the CAFR version, where before it was included as a credit in G&A expenses. Miscellaneous Income for all operations (\$23.3K) was previously reported as Operating Revenues but is now under Non-Operating Revenues on the CAFR version. Total Expenditures and Net Cash Flow remain unchanged. The Board has designated Property Tax Revenue to be used for Capital Program and Major Maintenance expenses, which is why Major Maintenance expenses were previously reported below the line with the Capital Program.

	Budget			Forecast	Prior
	2022	2021	Change	2021	2020
<u>Operating Revenues</u>					
Airport Operations	\$ 3,912,072	\$ 3,513,804	11.3%	\$ 3,653,290	\$ 3,503,027
Flight Center Operations	\$ 12,140,829	\$ 7,092,386	71.2%	\$ 10,520,706	\$ 8,434,766
Prairie Landing Golf Course Operations	\$ 2,691,400	\$ 2,468,201	9.0%	\$ 2,597,829	\$ 1,983,175
Total Operating Revenues	\$ 18,744,301	\$ 13,074,391	43.4%	\$ 16,771,825	\$ 13,920,968
<u>Operating Expenses</u>					
Airport Operations	\$ 7,331,316	\$ 7,097,423	3.3%	\$ 6,949,664	\$ 6,523,726
Flight Center Fuel Operations	\$ 8,223,372	\$ 5,445,529	51.0%	\$ 7,901,933	\$ 5,452,756
Prairie Landing Golf Course Operations	\$ 2,522,764	\$ 2,323,224	8.6%	\$ 2,376,714	\$ 1,996,100
Total Operating Expenses	\$ 18,077,452	\$ 14,866,176	21.6%	\$ 17,228,311	\$ 13,972,583
Operating Income	\$ 666,849	\$ (1,791,785)	137.2%	\$ (456,486)	\$ (51,615)
<u>Non-Operating Revenues</u>					
Miscellaneous Taxes	\$ 70,000	\$ 60,000	16.7%	\$ 75,000	\$ 59,608
Property Taxes/Abatement	\$ 6,032,004	\$ 6,032,400	0.0%	\$ 5,922,634	\$ 5,544,072
Federal & State Grants	\$ 1,692,525	\$ 6,175,785	-72.6%	\$ 1,591,267	\$ 685,089
Interest Income	\$ 200,004	\$ 73,700	171.4%	\$ 107,000	\$ 294,287
Unrealized Gain/Loss From Investments	\$ -	\$ -	0.0%	\$ -	\$ -
Gain from Sale of Fixed Assets	\$ 30,000	\$ 3,432,833	-99.1%	\$ 23,589,514	\$ 4,997,841
Total Non-Operating Revenues	\$ 8,024,533	\$ 15,774,718	-49.1%	\$ 31,285,415	\$ 11,580,897
<u>Non-Operating Expenses</u>					
Property Tax (DAA)	\$ 311,880	\$ 274,080	13.8%	\$ 297,030	\$ 353,790
Property Tax (PLGC)	\$ 60,000	\$ 138,000	-56.5%	\$ (16,847)	\$ 81,386
Total Non-Operating Expenses	\$ 371,880	\$ 412,080	-9.8%	\$ 280,183	\$ 435,176
Non-Operating Income	\$ 7,652,653	\$ 15,362,638	-50.2%	\$ 31,005,232	\$ 11,145,721
Net Profit	\$ 8,319,502	\$ 13,570,853	-38.7%	\$ 30,548,746	\$ 11,094,106
<u>Capital Development Program</u>					
Aviation Programs	\$ 33,327,730	\$ 15,187,410	119.4%	\$ 9,120,020	\$ 4,799,071
Golf Course Programs	\$ 1,522,352	\$ 1,079,181	41.1%	\$ 1,053,155	\$ 716,501
Major Maintenance of Capital Assets	\$ 1,031,201	\$ 2,638,920	-60.9%	\$ 2,671,343	\$ 438,446
Total Capital Development Program	\$ 35,881,283	\$ 18,905,511	89.8%	\$ 12,844,517	\$ 5,954,018
Total Revenues	\$ 26,768,834	\$ 28,849,109	-7.2%	\$ 48,057,240	\$ 25,501,865
Total Expenditures	\$ 54,330,615	\$ 34,183,767	58.9%	\$ 30,353,011	\$ 20,361,776
Net Cash Inflow / (Outflow)	\$(27,561,781)	\$ (5,334,658)	-416.7%	\$ 17,704,229	\$ 5,140,088

Please note, the narrative of the FY2022 Budget is based on the “ACFR” version of the budget summary, which is the version currently used for the Authority’s audited financial statements. In prior years, the narrative was based on the “Traditional” version of the budget summary. Please refer to the “Budget Summary (Traditional Version)” on page 17 for an explanation of the differences between the versions.

The FY2022 Budget process has faced similar challenges as the FY2021 budget. As we continue to navigate significant changes thrust upon the aviation industry by the COVID pandemic and attempt to balance changes in Operating Revenues and Operating Expenses to minimize any Operating Income shortfalls. Despite this continued impact, the Board and staff support continuing to provide the safest operations for our customers with no reductions in service, and the continued investment and protection of valuable assets.

The Authority’s total Operating Revenues are budgeted to increase 43.3% while Operating Expenses are expected to increase 8.7%. Operating Income (Loss) is planned to increase 84.4% from last year’s budget. The major contributor to this increase is higher fuel sales revenue at the Flight Center, as we rebound from the COVID pandemic.

In Operating Revenue, we have seen an increase in fuel prices and volumes in FY2021 and adjusted the 2022 fuel sales budget to reflect these increases. Fuel and Oil Sales revenue is budgeted to increase \$5M from the prior-year budget.

The FY2021 we have seen a robust increase in new rentals and are anticipating the increased business to continue in FY2022. The 2022 budget includes a planned rate increase of 3% for ordinance hangars/tiedowns in June 2022. Non-fuel aviation revenues (including hangar/tiedown leases and flight services) are planned to increase \$423K from the 2021 budget.

Revenue from Food & Beverage Sales and Events is anticipated to increase in 2022. This includes F&B revenues from Prairie Landing Golf Course and the Kitty Hawk Café at the Flight Center. Total F&B and Events-related revenue is budgeted to be \$22.7K higher than the 2021 plan. This increase is due to an increase in ala carte sales and the number of events for 2022. Non-F&B revenues from Golf operations at PLGC are budgeted to increase \$230.5K. This is due to increase in outing rounds, memberships and the average rate per golfer

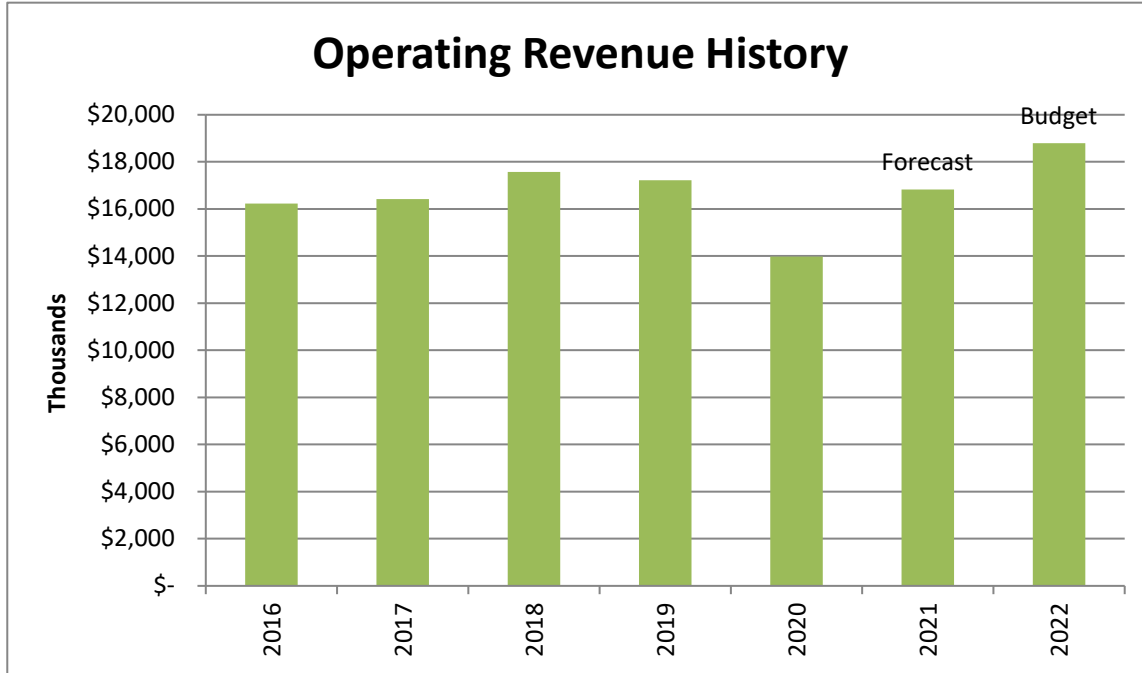
In Operating Expenses, the budget includes a couple of significant changes that are the main drivers of the overall 8.7% increase in costs. The cost of fuel sales is budgeted to increase \$2.6M in line with the expected increase in fuel sales revenue. However, Major Maintenance expenses for capital and fixed assets are decreasing \$1.6M compared to the 2021 plan. Insurance costs for property and casualty coverage will decrease \$10.2K due to premium rates not increasing as significantly as expected in 2021. Professional Services are anticipated to increase \$71K in 2022 mostly due to increased environmental consulting services. Office Expense are also increasing 20.2% (\$48K) mostly due to increase credit card expenses. This is due to the fact that revenues are increasing, and an increasing percentage of the fees are paid by credit cards.

Non-operating revenues are planned to decrease 49% in FY2022. Federal/State Grants are decreasing \$4.5M, due to the timing of the funds being received. Gain on Sales of Fixed Assets is decreasing \$3.4M due to no anticipated sales of land at DuPage Business Center for FY2022.

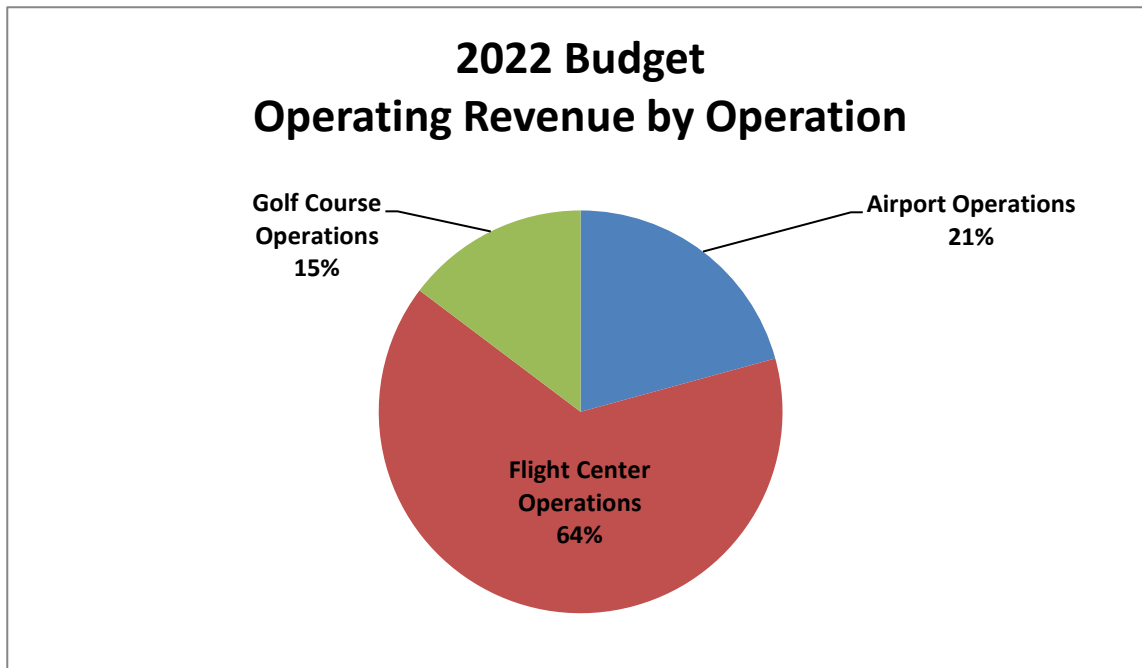
Through the combined budget efforts from all departments and the determination of Authority staff, we are pleased to present a budget with an overall positive Net Income of over \$8,319,502 for FY2022 (traditional version). ACFR version has a change in Net Position of -\$11,143.

Operating Revenue

The Authority budgets two types of revenue, operating and non-operating. Operating Revenue is derived from the day-to-day operations of the Airport, Flight Center, and Golf Course and includes fuel sales, hangar leases, building and office leases, farm and non-farm land leases, tiedown permits, airport services, golf activities, and food and beverage sales.



Total Operating Revenue for FY2022 is budgeted at \$18,794,836 and represents a 43.3% increase from the previous year's budget.

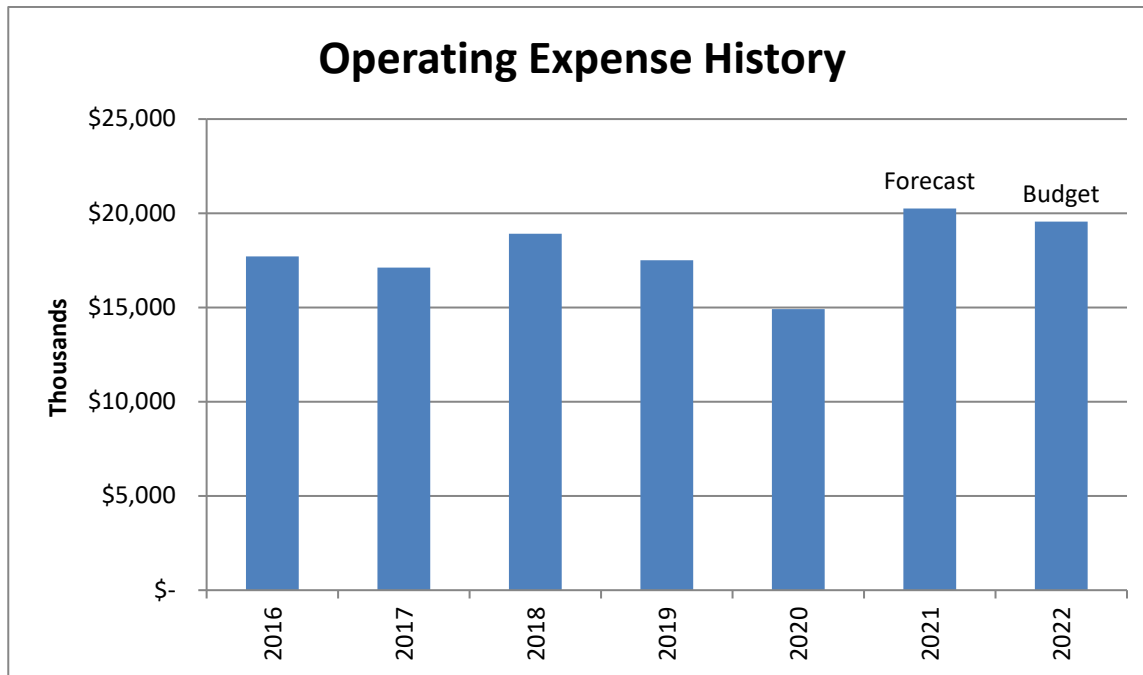


Most Operating Revenue (64%) comes from the Flight Center operations. The Authority maintains its own fuel farm and sells aviation fuel to its based tenants and itinerant customers. Fuel sale revenues are planned to increase in FY2022 due to a higher volume of fuel anticipated to be sold. Fuel sale revenues are budgeted 75% higher than the prior year's budget, and 16% higher than the 2021 forecast.

We are planning higher Operating Revenues from non-fuel aviation revenues as the Airport expects \$423K of increased hangar, tiedown, and lease revenue from itinerant customers and based tenants. The Authority plans a 3% rate increase for aviation leases in June 2022.

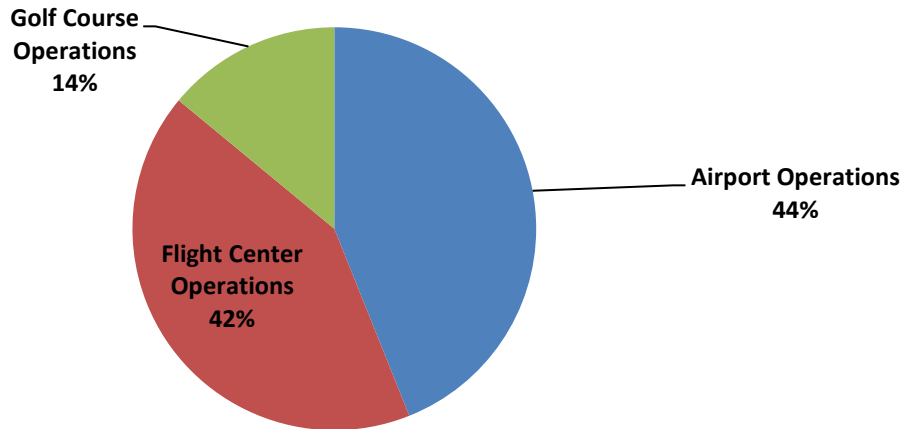
Operating Expenses

Like Operating Revenue, the Authority also budgets two types of expenses, operating and non-operating. Operating Expenses are directly related to the day-to-day operations of the Airport, Flight Center, and Golf Course and include the costs of fuel sold, payroll, utilities, general maintenance, major maintenance of capital assets, property taxes, supplies, and the costs of food, beverage, and merchandise sold.



Total Operating Expenses for FY2022 are budgeted at \$19,554,529 and represent a 8.7% increase from the previous year's budget.

2022 Budget Operating Expenses by Operation



Airport operations account for 44% of the planned Operating Expenses in 2022 and are budgeted to decrease 4.2%, going down mostly due to the decrease in planned Major Maintenance. Major Maintenance expenses for Airport operations are decreasing 29% (\$634K).

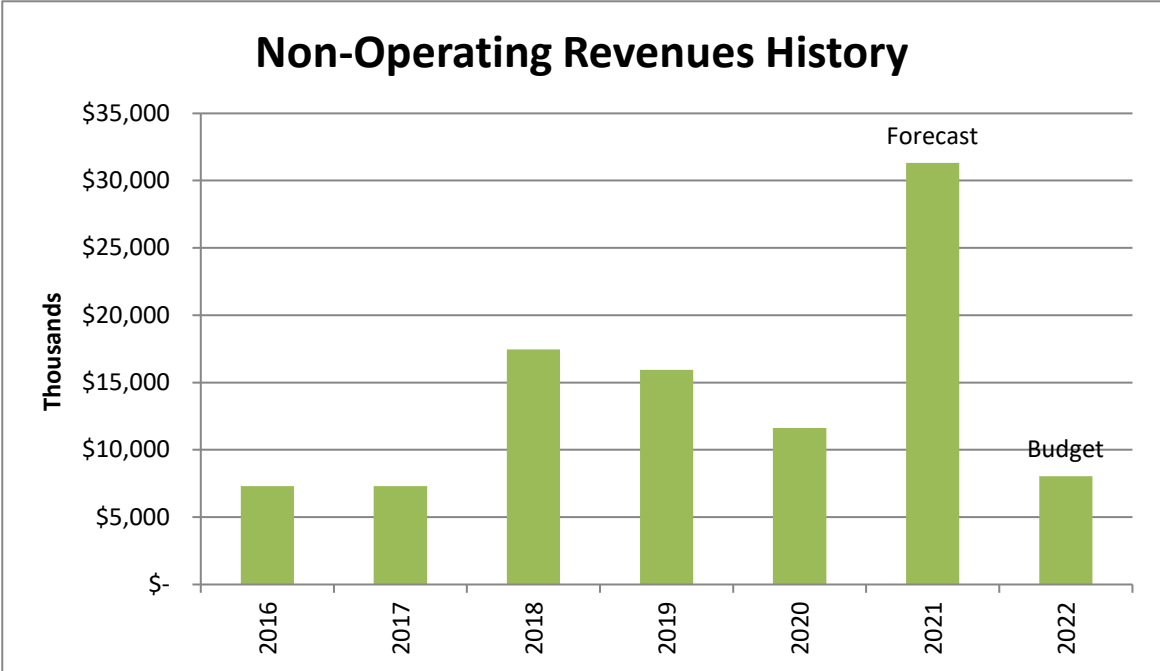
Flight Center operations account for 42% of the budgeted Operating Expenses and are due mostly to the purchase cost of aviation fuel sold to based tenants and itinerant customers. Costs of fuel are budgeted to increase 81% in 2022 due to higher sales and rising price of fuel

Golf Course operations account for 14% of total Operating Expenses in the FY2022 plan and are budgeted to decrease 5.9% (\$171K). Notable decreases include 78% (\$297K) for Major Maintenance costs, and a decrease of 57% (\$78K) for Real Estate Taxes.

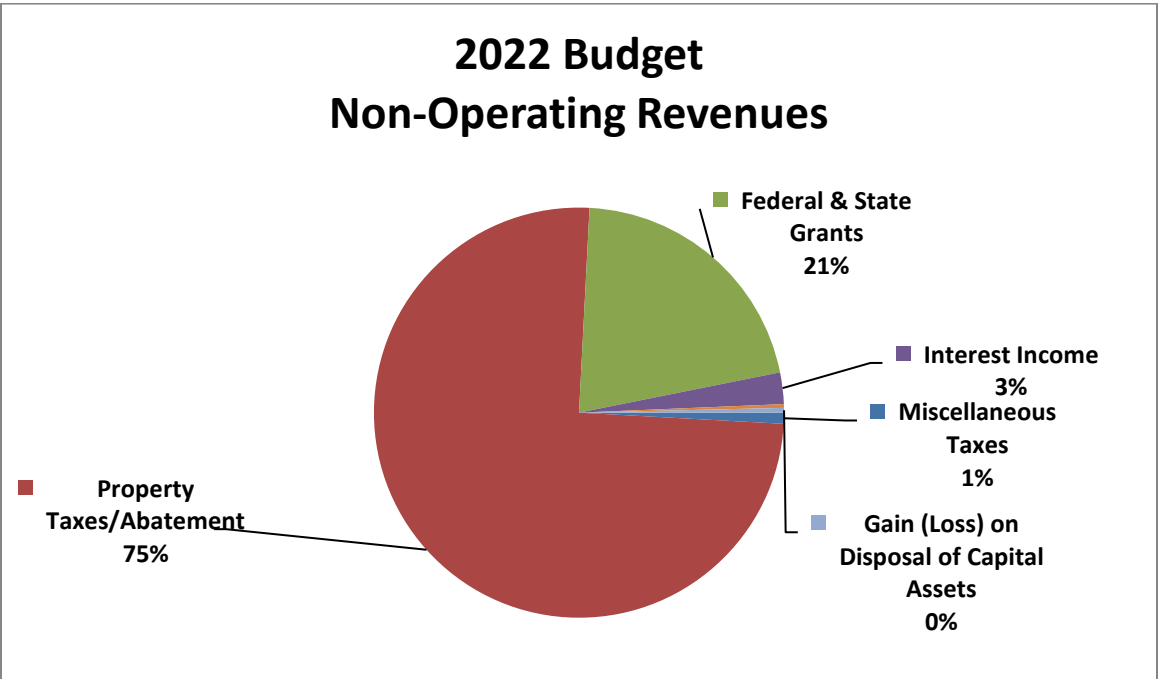
Other notable changes to Operating Expenses include a budgeted increase 14.1% (\$71K) increase in Professional Services. This is mostly due to increased environmental consulting services needed for SWPPP, SPCC, dam inspections. In addition, there is an increase in general engineering and IT consulting. Office Expense are increasing 20.2% (\$48K) mostly due to increase credit card expenses. This is due to the fact that revenues are increasing, and an increasing percentage of the fees are paid by credit cards.

Non-operating Revenue

Non-operating Revenue is derived from sources not associated with the daily operations of the Authority. This includes revenue from property taxes, federal and state grant programs, interest income, and gains from the sale of assets.



Total Non-operating Revenue for FY2022 is budgeted at \$6,355,469 and represents a 34% decrease in revenue from the previous year's budget. Actual FY2021 Non-operating Revenue is forecast at over \$29.7 million due to over \$23 million in gains from the sale of multiple parcels of land at the DuPage Business Center. These proceeds will be saved and restricted for future Airport infrastructure capital improvements.



The largest portion of the Non-operating Revenue budget in FY2022 comes from property taxes collected as a special assessment from DuPage County. Property tax revenue is specially designated to be used to fund capital development, major maintenance of Authority assets, and safety and security projects. \$500,000 will be allocated to Operating Expenses and used to help fund ATCT and ARFF services.

Contributions

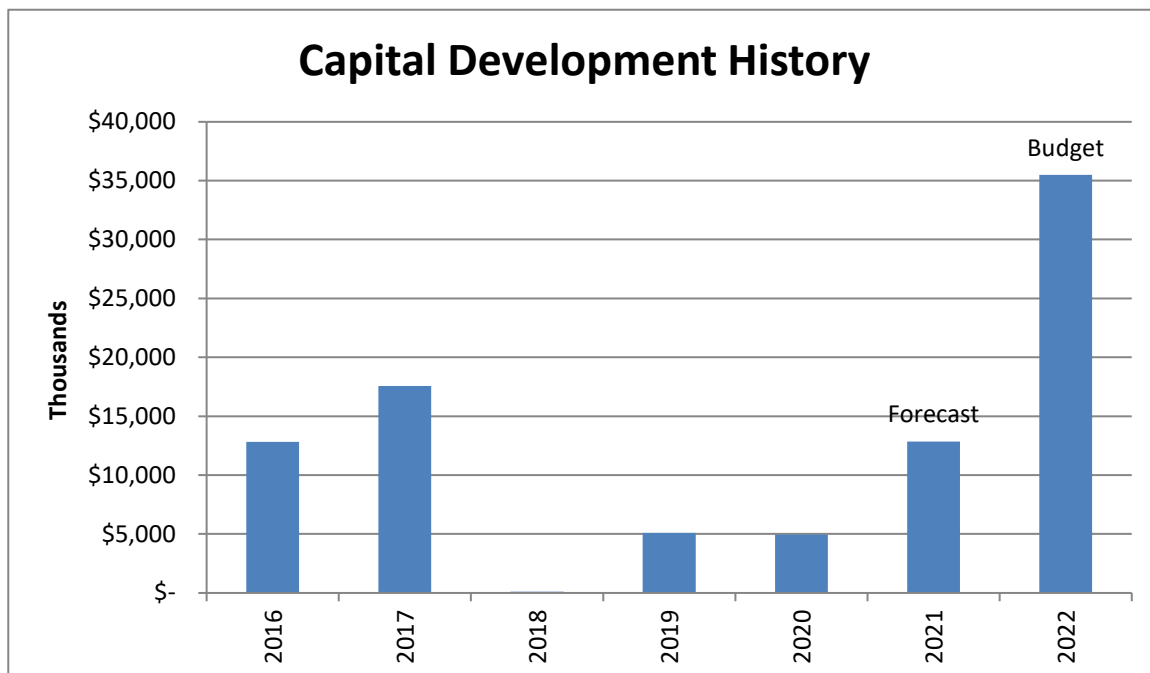
Contributions are related to funding from Federal and State grant programs. These tend to be large programs that often cover multiple years. For a list of grant funding projects refer to Capital Improvements and Major Maintenance Program. Contributions are budgeted at \$1.7M for FY2022 which is a decrease from \$6.2M in FY2021.

Non-operating Expenses

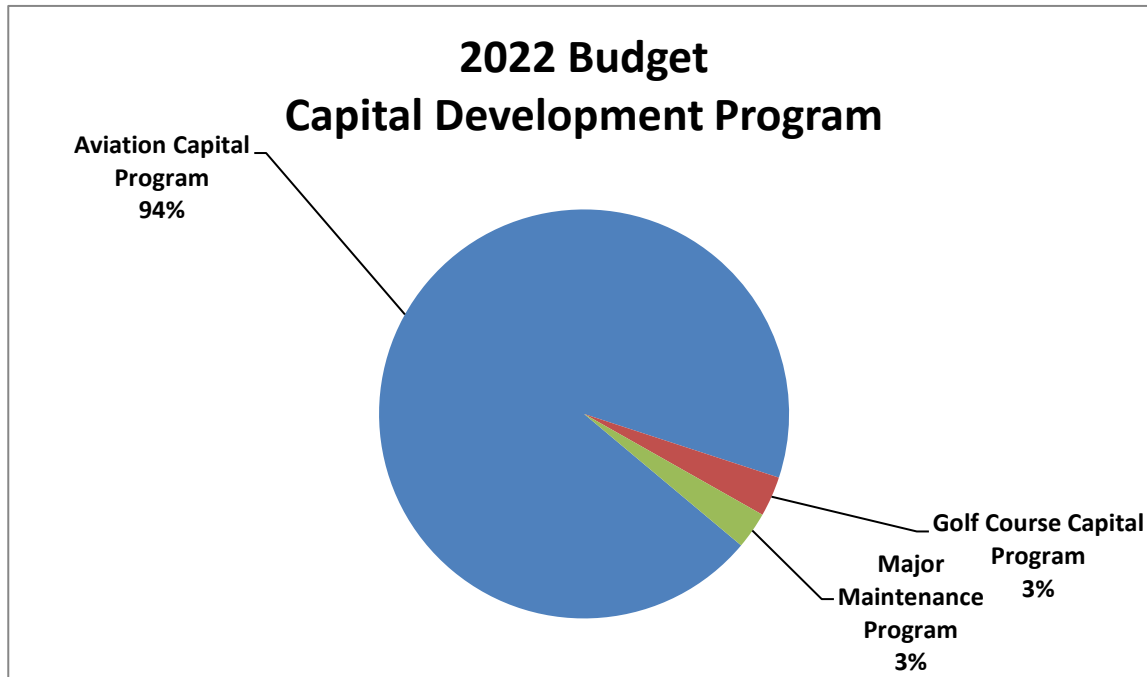
Non-operating Expenses are costs unrelated to the day-to-day operations of the Authority. Often these costs include debt service payments and interest expenses. In prior years, the Authority's only Non-operating Expenses were property taxes paid on the 2,800-plus acres of land on which the Airport, Flight Center, Golf Course, and DBC Business Park reside.

Capital Development Program

Costs associated with the Authority's Capital Development Program include capital projects, purchases of fixed assets and equipment, and major maintenance of capital assets for the Airport, Flight Center, and Golf Course. All project, asset, and equipment purchase costs are evaluated against the Authority's fixed asset policy. Costs that qualify for capitalization are recorded on the Airport's books and depreciated accordingly. Expenses for the major maintenance of capital assets are not capitalized but are included within Operating Expenses. However, due to the significant costs and time considerations usually associated with these projects, Major Maintenance costs are included for reference purposes within the Capital Development Program. Major Maintenance costs are expensed to their respective Authority operation (DAA, DFC, or PLGC).



Total Capital Development Program expenditures for FY2022 are budgeted at \$35,881,283 which represents an 89.9% increase from the previous year's budget.



The FY2022 Capital Development Program includes \$24 million in new funding requests, \$3.4 million in funds carried over from the previous budget year to complete projects already under construction, and \$8.5 million in funds from Federal and State grant programs.

Of the \$35.9 million budgeted for the Capital Development Program in FY2022, \$34.5 million is for capital projects, fixed assets, and equipment purchases. This includes \$33.2 million for Aviation capital projects, \$1.5 million for Golf Course capital projects, and \$100K reserved in contingency funding for unplanned, emergency expenditures. In addition to capital projects, another \$908K is budgeted for the major maintenance of capital assets.

Major expenditures in the FY2022 Capital Development Program include \$19.2M for new hightail hangar, \$3M for phases 2 & 3 of the security and wildlife perimeter fencing project, \$1.5M for Runway 10/28 Avigation Easement Acquisitions, \$1.3M to rehabilitate Runway 10/28, \$1M to overlay Taxiway B, \$900k replacement of Homerun ductbank, and \$800k replace ATP/AVEL ramp with PCC, as well as several smaller projects.

Debt Obligations

The Authority currently does not carry any debt obligations and has no plans to assume any debt in the foreseeable future. The budget process is carefully monitored, reviewed, and approved by department managers, executive staff, and the Board of Commissioners to ensure all operating and capital expenditures are fully funded by the anticipated operating revenues, property tax revenues, and any proceeds from the sales of Airport property.



DUPAGE AIRPORT AUTHORITY

A100 – Administration

The DuPage Airport Administration Department consists of (5) employees, including the Executive Director, the Director of Aviation Facilities & Properties, the Director of Finance & Administration, the IT Manager, and the Executive Assistant.

The department is used to aggregate revenues and costs that are enterprise-wide in nature.

Budget Summary

The FY2022 budget for the Administration Department includes \$7,900,544 in total revenues and \$2,928,491 in total expenses, excluding depreciation. The overall budgeted Net Income, excluding depreciation, is \$4,972,053 for FY2022. This is a 61% decrease from the previous year and includes a 50% decrease in total revenues and a 3% increase in total expenses.

- Decreased revenues are primarily driven by a significant decrease in anticipated Federal/State grant funding expected in FY2022 and gain on sale of fixed assets. Grant funds are budgeted to decrease 73% from the FY2021 budget of \$6.18M to \$1.69M. Also, Gain on Sale of Fixed Assets is expected to decrease 99% from \$3.4M in the FY21 budget to \$30K due to no expected DBC land sales in 2022.
- Salaries and related expenses comprise 29% of the total FY2022 budgeted expenses and include salaries, payroll taxes, unemployment taxes, group insurance, and IMRF contributions. Headcount expenses are flat from FY2021 budget.
- Air Traffic Control Tower (ATCT) and U.S. Customs (USC) expenses represent 30% of the total budgeted expenses (excluding depreciation) at \$874K. In FY2022, \$250K of Property Tax revenue will be used to cover a portion of ATCT services.

Significant Variances

Gain on Sale of Fixed Assets - Budgeted a decrease in FY2022 to \$30K. This is due to the fact that there are no expected DBC land sales in 2022.

Federal/State Grants - Revenue is budgeted with \$1.69M in total grant funding. While we will have active projects of \$8.5M, due to timing we don't expect to realize it all during this fiscal year.

Investment Income – Budgeted an increase of 171% (\$126k) in FY2022 due to a significantly higher invested funds. In addition, we will be working with an investment advisor in 2022.

Consulting Services – Expenses are expected to increase 27% in FY2022 (up \$81K) due to increased general engineering and IT consulting costs.

Property Tax – Property Taxes are budgeted to increase 18% (+\$30K) in 2022. This is mostly due to the continued development of land at the DBC. Some of the DAA-owned parcels are losing their tax-exempt “farm” status, which will increase our taxes owed until we find buyers for the available land.

Department A100 - Airport Administration
Statement of Revenues and Expenses

	ACTUALS			ANNUAL PLAN			
	2019		2020	2021		2022	Percent Change
	2018						
3195	\$ 32,245	\$ 32,245	\$ 32,245	\$ 32,045	\$ 32,241	\$ 32,241	0%
3250	\$ 109,647	\$ 114,273	\$ 38,699	\$ 73,155	\$ 98,316	\$ 78,770	-20%
3900	\$ 644,099	\$ 37,957	\$ 363,567	\$ 80,000	\$ -	\$ -	0%
3910	\$ 53,644	\$ 66,693	\$ 59,608	\$ 75,000	\$ 60,000	\$ 70,000	17%
3930	\$ 2,856	\$ 2,489	\$ 1,672	\$ 1,200	\$ 2,400	\$ 2,004	-17%
3940	\$ 6,029,918	\$ 5,535,612	\$ 5,542,400	\$ 5,421,434	\$ 5,530,000	\$ 5,530,000	0%
3945	\$ -	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ 250,000	0%
3960	\$ 321,306	\$ 68,189	\$ 321,522	\$ 1,511,267	\$ 6,175,785	\$ 1,692,525	-73%
3970	\$ 163,502	\$ 456,881	\$ 294,287	\$ 107,000	\$ 73,700	\$ 200,004	171%
3981	\$ 10,108,842	\$ 9,741,599	\$ 4,983,915	\$ 23,588,114	\$ 3,432,833	\$ 30,000	-99%
3990	\$ 125,663	\$ 18,675	\$ 28,922	\$ 15,000	\$ 20,004	\$ 15,000	-25%
Total Revenue	\$ 17,591,721	\$ 16,074,614	\$ 11,666,837	\$ 31,154,215	\$ 15,675,279	\$ 7,900,544	-50%
5410	\$ 48,949	\$ 86,326	\$ 55,723	\$ 77,196	\$ 77,196	\$ 34,248	-56%
5430	\$ 8,349	\$ 10,322	\$ 11,852	\$ 12,000	\$ 16,056	\$ 11,496	-28%
5440	\$ 973	\$ 862	\$ 948	\$ 500	\$ 852	\$ 996	17%
5999	\$ -	\$ 283	\$ 190	\$ -	\$ -	\$ -	0%
6100	\$ 674,798	\$ 622,162	\$ 658,063	\$ 671,948	\$ 678,107	\$ 695,203	3%
6110	\$ 43,671	\$ 42,529	\$ 44,212	\$ 42,295	\$ 46,891	\$ 47,702	2%
6115	\$ 4,423	\$ 3,742	\$ 2,946	\$ 3,346	\$ 5,850	\$ 4,538	-22%
6120	\$ 70,559	\$ 36,255	\$ 44,115	\$ 57,699	\$ 72,260	\$ 57,151	-21%
6130	\$ -	\$ 55	\$ -	\$ -	\$ -	\$ -	0%
6160	\$ 118,996	\$ 45,131	\$ 18,833	\$ 49,697	\$ 49,769	\$ 42,669	-14%
6200	\$ 106,471	\$ 114,841	\$ 247,866	\$ 187,168	\$ 166,092	\$ 196,524	18%
6300	\$ -	\$ -	\$ 235	\$ -	\$ -	\$ -	0%
6320	\$ 1,086	\$ 3,848	\$ 1,688	\$ 5,765	\$ 3,600	\$ 5,600	56%
6330	\$ 6,382	\$ 3,733	\$ 286	\$ 7,500	\$ 7,500	\$ 7,500	0%
6335	\$ 2,084	\$ 238	\$ 765	\$ 4,200	\$ 4,200	\$ 4,200	0%
6340	\$ 12,333	\$ 12,444	\$ 4,698	\$ 8,580	\$ 8,580	\$ 8,580	0%
6350	\$ 2,851	\$ 3,899	\$ 3,173	\$ 2,800	\$ 3,504	\$ 3,504	0%
6356	\$ 19,629	\$ 59,027	\$ 52,259	\$ 28,296	\$ 28,296	\$ 56,796	101%
6390	\$ 30,634	\$ 34,590	\$ 34,003	\$ 38,000	\$ 30,216	\$ 36,000	19%
6420	\$ 24,993	\$ 2,548	\$ 152,366	\$ 75,000	\$ 15,000	\$ 35,004	133%
6430	\$ 312	\$ 340	\$ 1,190	\$ 600	\$ 504	\$ 804	60%
6525	\$ 155,319	\$ 161,603	\$ 178,024	\$ 295,104	\$ 301,104	\$ 382,308	27%
6527	\$ 9,560	\$ 9,971	\$ 11,559	\$ 10,516	\$ 9,996	\$ 11,004	10%
6529	\$ 394,180	\$ 222,926	\$ 132,010	\$ 120,000	\$ 178,242	\$ 120,000	-33%
6531	\$ 148,460	\$ 151,118	\$ 217,327	\$ 205,158	\$ 197,232	\$ 200,004	1%
6532	\$ 601,464	\$ 623,105	\$ 637,240	\$ 653,985	\$ 653,985	\$ 673,656	3%
6535	\$ 181,300	\$ 141,851	\$ 222,115	\$ 180,000	\$ 180,000	\$ 180,000	0%
6770	\$ 41,683	\$ 46,336	\$ 90,048	\$ 107,628	\$ 117,084	\$ 113,004	-3%
6950	\$ 180,372	\$ 64,304	\$ 16,642	\$ 378,920	\$ -	\$ -	0%
Total Expense	\$ 2,889,834	\$ 2,504,386	\$ 2,840,377	\$ 3,223,901	\$ 2,852,116	\$ 2,928,491	3%
Net income not including Depreciation	\$ 14,701,887	\$ 13,570,227	\$ 8,826,460	\$ 27,930,314	\$ 12,823,163	\$ 4,972,053	-61%

A150 – Procurement & Project Management

The DuPage Airport Authority Procurement & Project Management Department employs three (3) full-time staff positions including the Operations and Capital Program Manager, Operations Assistant and the Procurement Specialist. The department manages the procurement functions for three business units and provides project management support for Capital Improvement Program projects. In addition, the department administers Airport safety, security, and environmental compliance programs.

Budget Summary

The total FY2022 budget for the Procurement & Project Management Department is \$322,090.

- Salaries and related costs are the largest portion of the department's budget. Payroll-related items comprise 93% of the total FY2022 budget and include salaries, payroll taxes, unemployment taxes, group insurance, and IMRF contributions.
- Computer and Software costs along with Supplies account for 2.7% of FY2022 budget and include subscriptions for airport inspection software, contract software, and security access control supplies.
- The remaining 4.3% of the FY2022 budget includes OSHA Bloodborne Pathogens Exposure Control Plan supplies, employee/contractor background checks and fingerprinting fees, regulatory training fees for all employees, subscription services, and education.

Significant Variances

Salaries - Compensation is budgeted to increase \$53.2K. This is due to the addition of the Operations Assistant. Plan includes standard annual COL and merit increases (about 4%).

Group Insurance - Costs are planned to increase about 26% (+\$8K) in FY2021 due to the additional headcount in this department.

Department A150 - Project & Procurement Management
Statement of Revenues and Expenses

	ACTUALS			FORECAST		ANNUAL PLAN		Percent Change
	2018	2019	2020	2021		2022		
	\$	\$	\$	\$	\$	\$	\$	
Total Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Maintenance Expense	\$ 1,622	\$ 644	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Equip Leases/Maint. Contracts	\$ 990	\$ 990	\$ 997	\$ 1,080	\$ 1,080	\$ 1,110	\$ 1,110	3%
Supplies	\$ 1,425	\$ 2,392	\$ 383	\$ 2,500	\$ 2,980	\$ 2,980	\$ 2,980	0%
DOT/Drug Testing/Background	\$ 45	\$ -	\$ -	\$ -	\$ 1,000	\$ 804	\$ 804	-20%
Salaries	\$ 228,737	\$ 243,809	\$ 190,601	\$ 171,292	\$ 170,728	\$ 223,927	\$ 223,927	31%
Payroll Taxes	\$ 16,362	\$ 17,822	\$ 13,983	\$ 12,900	\$ 13,061	\$ 17,130	\$ 17,130	31%
Unemployment taxes	\$ 3,538	\$ 2,245	\$ 1,768	\$ 1,315	\$ 2,387	\$ 2,726	\$ 2,726	14%
Group Insurance	\$ 49,015	\$ 30,540	\$ 30,447	\$ 32,544	\$ 32,544	\$ 40,895	\$ 40,895	26%
IMRF	\$ 42,645	\$ 18,159	\$ 6,032	\$ 13,652	\$ 13,607	\$ 15,093	\$ 15,093	11%
Travel	\$ 27	\$ 274	\$ 23	\$ 1,050	\$ 2,050	\$ 2,050	\$ 2,050	0%
Education	\$ -	\$ 764	\$ -	\$ 1,150	\$ 1,950	\$ 2,450	\$ 2,450	26%
Dues Subscriptions Permits	\$ 1,520	\$ 1,605	\$ 3,610	\$ 2,525	\$ 2,525	\$ 2,525	\$ 2,525	0%
Office Expense	\$ 20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Computer and Software	\$ 5,740	\$ 6,667	\$ 4,200	\$ 5,900	\$ 5,900	\$ 5,900	\$ 5,900	0%
Communications	\$ 2,568	\$ 2,499	\$ 2,402	\$ 2,280	\$ 3,060	\$ 2,280	\$ 2,280	-25%
Insurance	\$ 1,696	\$ 1,683	\$ 1,582	\$ 2,109	\$ 2,112	\$ 2,220	\$ 2,220	5%
Total Expense	\$ 355,950	\$ 330,094	\$ 256,028	\$ 250,297	\$ 254,984	\$ 322,090	\$ 322,090	26%
Net Income not including Depreciation	\$ (355,950)	\$ (330,094)	\$ (256,028)	\$ (250,297)	\$ (254,984)	\$ (322,090)	\$ (322,090)	-26%

A200 – Field Maintenance

The DuPage Airport Field Maintenance Department consists of nine employees, including (2) Airfield Maintenance Supervisors and (7) Airfield Maintenance Technician II positions.

The department maintains over 2.4 million square feet of runways and 1,100 acres of airfield and landside grounds. Responsibilities include snow removal, landscaping, and all maintenance tasks associated with the operational integrity of the runways, taxiways, and movement areas on the airfield along with maintaining the landside portion of the airport.

Budget Summary

The FY2022 budget for the Field Maintenance Department includes \$686,342 in total revenues and \$1,928,826 in total expenses. The overall budgeted Net Loss of \$1,242,484 for FY2022 is a 2% decrease from the previous year and includes a 4% increase in total revenues and a 2% increase in total expenses.

- Salaries and related costs are the largest portion of the Field Maintenance department's budget. Headcount-related expenses comprise 50.6% of the total FY2022 budget and include salaries, payroll taxes, unemployment taxes, group insurance, and IMRF contributions. There is a slight decrease of 1.8% in headcount-related costs compared to last year.
- Aircraft Rescue & Firefighting (ARFF) expenses represent 26.6% of the total budgeted expenses and are up 8% from the previous year's budget. In 2022, \$250K of Property Tax revenue will be budgeted towards ARFF expenses.
- Maintenance Expense is 6.7% of the total budgeted expense and is flat from the prior year's budget.

Significant Variances

IMRF – Department costs for IMRF contributions are decreasing 19% (\$11.1K) in 2022 due to lower contribution formulas required by the pension agency.

ARFF – Budgeted expenses related to ARFF are increasing 8% (\$39.6K) over last year's plan due to decreased interagency agreement costs. Property Tax revenue (\$250K) will be used to help offset ARFF expenses in 2022.

Ice Control Supplies- Budgeted expenses are increasing 28% (\$20.1K) over last year's plan due to increasing product and replenishing inventory levels.

Department A200 - Field Maintenance
Statement of Revenues and Expenses

	ACTUALS			ANNUAL PLAN		
	2018	2019	2020	2021	2022	Percent Change
3190	\$ 5,216	\$ 30	\$ 10	\$ 156	\$ 36	-77%
3191	\$ 139,798	\$ 137,985	\$ 134,837	\$ 130,164	\$ 150,532	16%
3299	\$ 274,139	\$ 282,710	\$ 276,654	\$ 280,412	\$ 285,774	2%
3945	\$ -	\$ -	\$ -	\$ 250,000	\$ 250,000	0%
Total Revenue	\$ 419,153	\$ 420,724	\$ 411,501	\$ 660,732	\$ 686,342	4%
5205	\$ 104,557	\$ 39,554	\$ 39,715	\$ 129,996	\$ 129,996	0%
5410	\$ 16,517	\$ 16,787	\$ 7,550	\$ 26,000	\$ 26,100	0%
5415	\$ 2,657	\$ 5,550	\$ 3,674	\$ 6,396	\$ 6,396	0%
5430	\$ 4,483	\$ 7,663	\$ 4,801	\$ 8,496	\$ 8,496	0%
5433	\$ 63,319	\$ 121,214	\$ 81,775	\$ 72,800	\$ 92,900	28%
5440	\$ -	\$ 340	\$ 475	\$ 756	\$ 756	0%
5720	\$ 44,365	\$ 45,009	\$ 47,750	\$ 45,000	\$ 56,800	26%
6100	\$ 660,246	\$ 697,172	\$ 711,353	\$ 748,685	\$ 717,543	-4%
6110	\$ 48,266	\$ 51,178	\$ 52,564	\$ 57,109	\$ 54,892	-4%
6115	\$ 7,961	\$ 6,736	\$ 5,303	\$ 10,530	\$ 8,553	-19%
6120	\$ 141,767	\$ 149,657	\$ 123,994	\$ 114,963	\$ 147,432	22%
6130	\$ 4,678	\$ 4,155	\$ 4,626	\$ 7,248	\$ 8,052	11%
6160	\$ 122,985	\$ 52,180	\$ 22,084	\$ 59,350	\$ 48,362	-19%
6330	\$ -	\$ 188	\$ -	\$ 300	\$ 204	-32%
6335	\$ 51	\$ 340	\$ 246	\$ 575	\$ 600	4%
6340	\$ -	\$ 35	\$ -	\$ 50	\$ 48	-4%
6350	\$ -	\$ -	\$ 223	\$ -	\$ -	0%
6390	\$ 1,540	\$ 1,957	\$ 1,610	\$ 1,540	\$ 1,596	4%
6525	\$ 1,800	\$ 1,500	\$ 1,500	\$ 1,800	\$ 1,800	0%
6527	\$ 36,251	\$ 24,333	\$ 14,081	\$ 50,000	\$ 50,004	0%
6548	\$ 474,020	\$ 493,084	\$ 483,553	\$ 473,316	\$ 512,880	8%
6770	\$ 49,732	\$ 57,740	\$ 50,763	\$ 65,988	\$ 55,416	-16%
Total Expense	\$ 1,785,194	\$ 1,776,373	\$ 1,657,641	\$ 1,884,453	\$ 1,928,826	2%
Net Income not including Depreciation	\$ (1,366,042)	\$ (1,355,650)	\$ (1,246,140)	\$ (1,223,721)	\$ (1,242,484)	-2%

A300 – Building Maintenance

The DuPage Airport Building Maintenance Department will employ (5) full-time staff members to maintain and repair the buildings on the airfield. The maintenance crew takes care of approximately 40 buildings. These buildings range in complexity from simple T-Hangars to the High-tail Jet Hangars, Air Traffic Control Tower, and The Prairie Landing Golf Course buildings. Responsibilities include scheduling and performing preventive maintenance on the buildings and all mechanical systems. Repairs required from age, weather damage, accidental damage or tenant requests. In addition to buildings, this crew performs maintenance and repairs on all outside building and street lighting, as well as repairs and maintenance on all power gate operators, and assists with the gate access control system. Staff also maintains inventory of repair parts and assists other departments as required.

Budget Summary

The FY2022 budget for the Building Maintenance Department includes \$3,137,433 in total revenues and \$1,077,158 in total expenses. The overall budgeted Net Income of \$2,060,275 for FY2022 is a 24% increase from the previous year and includes a 14% increase in total revenues and a 2% decrease in total expenses.

- Salaries and related expenses are the largest portion of the Building Maintenance department's budget. Headcount-related items comprise 48.4% of the total FY2022 budget and include salaries, payroll taxes, unemployment taxes, group insurance, and IMRF contributions. Total headcount-related costs are budgeted to decrease 0.9% (\$4K) compared to last year.
- Building utilities, including natural gas, electric, and water, represent 18.9% of the total budgeted expenses and are down 5.8% (-\$13K) from the previous year's budget.
- Insurance is 14.1% of the total budgeted expense and is down 14% (-\$25k) from last year's budget.

Significant Variances

Insurance – Costs are budgeted to decrease 14% (\$25k) due to previous year estimates were higher than actuals. We are budgeting for 4.8% increase from our 2021 forecast actual costs.

Group Insurance – The FY2022 budget is down 9% (\$9K) from last year's budget due to a change in the open enrollment mix.

Non-Airfield Rent/Lease/Maintenance Revenue is up 48% (\$97K) from last year's budget due to new tenants.

Department A300 - Building Maintenance
Statement of Revenues and Expenses

	ACTUALS			ANNUAL PLAN		
	2018	2019	2020	2021	2022	Percent Change
3180	\$ 2,421,116	\$ 2,484,866	\$ 2,575,699	\$ 2,554,372	\$ 2,837,196	11%
3190	\$ 390	\$ 2,344	\$ 1,282	\$ 1,200	\$ 1,200	0%
3299	\$ 237,968	\$ 235,545	\$ 249,180	\$ 202,191	\$ 299,037	48%
Total Revenue	\$ 2,659,474	\$ 2,722,756	\$ 2,826,160	\$ 2,757,763	\$ 3,137,433	14%
5205	\$ 86,282	\$ 111,676	\$ 94,688	\$ 105,996	\$ 119,004	12%
5206	\$ 910	\$ (10,619)	\$ 7,767	\$ -	\$ -	0%
5410	\$ 23,382	\$ 23,124	\$ 13,200	\$ 29,400	\$ 29,652	1%
5415	\$ 6,335	\$ 6,055	\$ 4,776	\$ 6,804	\$ 7,200	6%
5416	\$ 20,790	\$ 23,927	\$ 25,854	\$ 29,196	\$ 29,928	3%
5430	\$ 3,087	\$ 987	\$ 1,820	\$ 3,504	\$ 7,752	121%
5440	\$ -	\$ 230	\$ 55	\$ 300	\$ 300	0%
5710	\$ 109,977	\$ 112,695	\$ 94,433	\$ 101,189	\$ 100,408	-4%
5720	\$ 105,590	\$ 90,075	\$ 84,093	\$ 89,449	\$ 88,288	-7%
5730	\$ 14,068	\$ 13,210	\$ 15,796	\$ 16,000	\$ 14,736	-8%
6100	\$ 277,799	\$ 288,217	\$ 306,226	\$ 376,941	\$ 375,869	2%
6110	\$ 20,124	\$ 20,842	\$ 22,058	\$ 28,113	\$ 28,754	2%
6115	\$ 4,423	\$ 3,116	\$ 2,482	\$ 5,850	\$ 4,704	-20%
6120	\$ 72,126	\$ 82,352	\$ 73,298	\$ 87,799	\$ 86,409	-9%
6130	\$ 3,258	\$ 2,699	\$ 2,878	\$ 3,372	\$ 3,588	6%
6160	\$ 48,744	\$ 21,289	\$ 9,347	\$ 29,858	\$ 25,334	-14%
6340	\$ -	\$ -	\$ -	\$ -	\$ 156	0%
6390	\$ 3,974	\$ 1,395	\$ 2,082	\$ 2,400	\$ 2,820	18%
6770	\$ 119,781	\$ 124,002	\$ 136,573	\$ 177,552	\$ 152,256	-14%
Total Expense	\$ 920,649	\$ 915,273	\$ 897,427	\$ 1,100,435	\$ 1,077,158	-2%
	\$ 1,738,825	\$ 1,807,482	\$ 1,928,733	\$ 1,657,328	\$ 2,060,275	24%
Net Income not including Depreciation						

A400 – Flight Center Building Maintenance

The DuPage Airport Flight Center Building Maintenance Department is an extension of the Building Maintenance Department and utilizes the same staff. Duties include maintenance and repairs for the Flight Center building and all the systems and environmental controls associated with it.

The Flight Center building includes offices for 10 tenants as well as the DAA administrative offices, the Flight Center concierge services, Kitty Hawk Café, Pilot's Lounge, and multiple conference rooms.

Budget Summary

The FY2022 budget for the Flight Center Building Maintenance Department includes \$212,286 in total revenues and \$428,893 in total expenses. The overall budgeted Net Loss of \$216,607 for FY2022 represents a 3% decrease from the previous year, which includes a 9% increase in total revenue and a 6% increase in total expenses.

- Building utilities, including natural gas, electric, and water, represent 32% of the total budgeted expenses and are up 8.4% (+\$10K) from the previous year's budget.
- Property Taxes are 27% of the total budgeted expense and are up 7% (\$7K) from last year's budget.
- Janitorial Services account for 18% of total budgeted expenses and will decrease 3% (\$2K) from 2021.

Significant Variances

Non-Airfield Rent/Lease/Maintenance Revenue – Revenue is increasing 9% (+\$17.5K) from last year due. In 2021 we saw a robust increase in new rentals and the increased business is anticipated to continue in 2022.

Department A400 - Flight Center Building
Statement of Revenues and Expenses

	ACTUALS			ANNUAL PLAN		
	2018	2019	2020	2021	2022	Percent Change
3299						
	\$ 239,220	\$ 215,029	\$ 165,500	\$ 194,748	\$ 212,286	9%
Total Revenue	\$ 239,220	\$ 215,029	\$ 165,500	\$ 194,748	\$ 212,286	9%
5205	\$ 30,783	\$ 19,470	\$ 20,439	\$ 42,000	\$ 42,996	2%
5410	\$ 25,979	\$ 25,701	\$ 17,956	\$ 30,000	\$ 37,248	4%
5415	\$ 1,200	\$ 1,433	\$ 1,704	\$ 1,224	\$ 1,224	0%
5416	\$ 47,152	\$ 58,514	\$ 61,300	\$ 78,000	\$ 75,852	-3%
5430	\$ 9,198	\$ 4,915	\$ 4,321	\$ 11,000	\$ 11,004	0%
5710	\$ 19,875	\$ 22,778	\$ 16,097	\$ 19,916	\$ 19,453	-3%
5720	\$ 103,892	\$ 95,278	\$ 88,059	\$ 104,459	\$ 100,456	9%
5730	\$ 18,884	\$ 18,419	\$ 19,525	\$ 20,000	\$ 20,000	18%
6200	\$ 92,908	\$ 104,089	\$ 105,924	\$ 109,862	\$ 115,356	7%
6390	\$ -	\$ -	\$ 2,388	\$ 5,282	\$ -	0%
6527	\$ -	\$ -	\$ 3,500	\$ -	\$ -	0%
Total Expense	\$ 349,872	\$ 350,596	\$ 341,213	\$ 404,964	\$ 428,893	6%
	\$ (110,652)	\$ (135,568)	\$ (175,714)	\$ (210,216)	\$ (216,607)	-3%
Net Income not including Depreciation						

A500 – Equipment Maintenance

The DuPage Airport Equipment Maintenance department is responsible for maintaining all the Airport's equipment used in the Field Maintenance, Building Maintenance, Line Service, and Administration departments. This department employs three full-time mechanics who maintain 105 pieces of equipment including 13 standby generators, 6 trailers, and numerous pieces of small equipment such as chain saws, weed whips, lavatory and water carts, and other support equipment. Primary duties include scheduled/preventive maintenance on all equipment and repairs as required. This department maintains parts/supplies inventory for all mowers and snow equipment. It also helps other departments with snow removal and hangar door repairs.

Budget Summary

The total FY202 budget for the Equipment Maintenance Department is \$444,381, which is a 29% increase from the FY2021 budget.

- Salaries and related costs are the largest portion of the Equipment Maintenance department's budget. Headcount-related items account for 51% of the total FY2022 budget and include salaries, payroll taxes, unemployment taxes, group insurance, and IMRF contributions.
- Maintenance Expense – Costs to maintain equipment and vehicles are 18% of the budget and are expected to increase 18% (\$10K) in FY2022.
- Fuel/Oil Vehicles Equipment – Fuel & Oil costs for equipment are 18% of the budget and are expected to increase 50% (\$27k) in FY2022 due to the rising costs of fuel.

Significant Variances

Salaries and related expenses- Expenses are budgeted to increase \$59K (+35%) due to the hiring of a third full-time mechanic.

Department A500 - Shop & Equipment
Statement of Revenues and Expenses

	ACTUALS			ANNUAL PLAN		
	2018	2019	2020	2021	2022	Percent Change
	\$	\$	\$	\$	\$	
Total Revenue	-	-	-	-	-	0%
Maintenance Expense	45,135	56,734	37,673	54,996	65,004	18%
Equip Leases/Maint. Contracts	189	328	321	996	1,836	84%
Fuel/Oil Vehicles Equipment	61,907	62,216	38,524	53,196	80,004	50%
Supplies	4,160	2,488	2,046	3,500	3,996	0%
Small Equipment	4,287	1,048	850	1,500	2,496	66%
DOT/Drug Testing/Background	-	55	-	204	300	47%
Utilities Natural Gas	12,761	10,162	10,718	11,000	15,800	44%
Utilities Electric	15,554	10,032	1,701	15,000	15,468	3%
Utilities Water/Sewer	1,364	1,200	1,314	1,452	1,360	-6%
Salaries	248,410	245,823	240,179	131,099	183,020	40%
Payroll Taxes	17,972	17,833	15,778	10,029	14,001	40%
Unemployment taxes	2,654	2,608	2,238	2,372	2,776	17%
Group Insurance	43,691	43,308	30,930	16,193	17,208	6%
Uniforms	779	1,558	2,364	1,992	2,196	10%
IMRF	46,282	18,889	8,894	10,449	12,336	18%
Education	-	220	-	-	-	0%
Office Expense	-	160	-	-	-	0%
Communications	1,260	1,220	1,300	1,296	1,260	-3%
Insurance	21,778	24,289	22,725	29,544	25,320	-14%
Total Expense	528,182	500,169	417,555	345,314	444,381	29%
Net Income not including Depreciation	(528,182)	(500,169)	(417,555)	(345,314)	(444,381)	-29%

A600 – Commissioners

The Commissioners Department is used to capture the costs associated with board meetings and communications, as well as salaries and related payroll taxes. The DuPage Airport Authority Board is comprised of (9) members that are appointed by the DuPage County Chairman. The Commissioners attend 6 regular meetings throughout the year as well as special meetings, as needed.

The Board of Commissioners, in its capacity of governing the operations of the DuPage Airport Authority, enacts ordinances and resolutions to ensure efficient operational procedures and transparent expenditure of funds for capital projects and day-to-day operations.

Budget Summary

The total FY2022 budget for the Commissioners Department is \$108K, which is less than a 2% increase from the FY2021 budget.

- Salaries and related costs are the largest portion of the Commissioners department budget. Headcount-related items comprise 90% of the total FY2020 budget and includes salaries and payroll taxes
- Insurance is 5.4% (\$5.8K) of the total FY2022 operating budget for the Commissioners department. This line includes Crime and D&O insurance.
- The remaining 4.6% (\$5K) of the FY2022 budget is miscellaneous costs for Board meetings and communications.

Significant Variances

The total FY2022 budget is relatively unchanged from the prior year.

Department A600 - Commissioners
Statement of Revenues and Expenses

	ACTUALS			ANNUAL PLAN		
	2018	2019	2020	2021	2022	Percent Change
	\$	\$	\$	\$	\$	
Total Revenue	-	-	-	-	-	0%
5430 Supplies	904	332	-	600	504	-16%
6100 Salaries	87,500	90,000	90,000	90,000	90,000	0%
6110 Payroll Taxes	6,694	6,885	6,885	6,888	6,888	0%
6350 Office Expense	2,669	4,684	2,930	3,000	3,996	33%
6390 Communications	61	71	907	996	504	-49%
6770 Insurance	4,245	4,146	3,967	4,500	5,844	30%
Total Expense	102,073	106,117	104,688	105,984	107,736	2%
Net Income not including Depreciation	(102,073)	(106,117)	(104,688)	(105,984)	(107,736)	-2%

A700 – Business Development

The Business Development Department provides business development and marketing support services to all the departments and divisions of the Airport Authority, especially the DuPage Flight Center and Prairie Landing Golf Club.

The services and support provided through this department include development, production, and distribution of print, web and electronic media, logoed marketing items, coordination with media and local communities, trade show and conference coordination and logistics.

Budget Summary

The total FY2022 budget for Business Development is \$96K, which is no change from the FY2021 budget.

- Marketing/Advertising and Community/Customer Relations are the largest portions of the Business Development budget. These line items account for 97.4% of the total FY2022 budget and include outside communication, management services, promotional items, costs for aviation-related trade shows, and events to market the Airport, Flight Center, and Golf Course.
- Dues, Subscriptions, and Permits account for the remaining 2.6% (\$2.5K) of the total FY2022 budget and include newspaper/magazine subscriptions and chamber of commerce memberships.

Significant Variances

The total FY2022 budget is unchanged from the prior year.

Department A700 - Business Development/Marketing
Statement of Revenues and Expenses

	ACTUALS			FORECAST 2021	ANNUAL PLAN		Percent Change
	2018	2019	2020		2021	2022	
	\$	\$	\$		\$	\$	
Total Revenue	-	-	-	-	-	0%	
6300 Marketing/Advertising	58,966	60,820	67,450	75,850	75,850	0%	
6320 Community/Customer Relations	12,402	7,906	-	6,000	17,500	0%	
6340 Dues Subscriptions Permits	3,064	3,321	4,007	2,500	2,500	0%	
6350 Office Expense	-	677	195	-	-	0%	
Total Expense	74,433	72,724	71,652	84,350	95,850	0%	
Net Income not including Depreciation	(74,433)	(72,724)	(71,652)	(84,350)	(95,850)	0%	

A800 – Finance & Accounting

The DuPage Airport Finance & Accounting Department employs two full-time senior accountants. In conjunction with support staff from other departments, the Airport Accounting Department coordinates and facilitates the accounting functions for three business operations and one joint business venture.

Major functions and responsibilities include daily operational tasks for Accounts Payable, Accounts Receivable, Payroll, Fixed Assets, and Financial Reporting for the Airport, the Flight Center, the Prairie Landing Golf Club, and the DuPage Business Center Property Owners Association. The Accounting Department is also tasked with the annual financial audit, coordinating the annual operating and capital plans, capital improvement program maintenance and reporting, and administering multiple accounting and document management software applications across all operations at the airport and golf club.

Budget Summary

The total FY2022 budget for the Finance & Accounting Department is \$310K, which is an 5% (-\$18K) decrease from the FY2021 budget.

- Salaries and related costs are the largest portion of the Finance & Accounting department's budget. Headcount-related items comprise 85% of the total FY2022 budget and include salaries, payroll taxes, unemployment taxes, group insurance, and IMRF contributions.
- Outside Services is 13% (\$40K) of the total FY2022 operating budget for Finance & Accounting. This line includes costs for the annual audit, miscellaneous consulting services throughout the year from our accounting firm and our accounting software support company, and costs associated with developing and submitting the ACFR and Budget to the GFOA.
- The remaining 2% (\$5K) of the FY2022 budget includes monthly insurance premiums, education, and supplies.

Significant Variances

Salaries and related expenses – Expenses is budgeted to decrease 3.6% (-\$9K) due to reduction in the enrollment of group insurance.

Outside Services – Expenses are budgeted to decrease 17% (\$8K) in FY2022 due to one-time system improvement costs budgeted in 2021.

Department A800 - Accounting
Statement of Revenues and Expenses

	ACTUALS			FORECAST	ANNUAL PLAN		
	2018	2019	2020		2021	2022	Percent Change
	\$	\$	\$		\$	\$	
Total Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	0%	
5430 Supplies	\$ 1,137	\$ 703	\$ 239	\$ 1,200	\$ 996	20%	
6100 Salaries	\$ 216,701	\$ 229,949	\$ 206,348	\$ 192,831	\$ 196,116	6%	
6110 Payroll Taxes	\$ 15,369	\$ 16,326	\$ 15,097	\$ 14,565	\$ 15,003	6%	
6115 Unemployment taxes	\$ 2,654	\$ 2,245	\$ 1,709	\$ 1,315	\$ 2,340	-1%	
6120 Group Insurance	\$ 44,821	\$ 48,986	\$ 42,840	\$ 27,162	\$ 44,794	-43%	
6160 IMRF	\$ 40,266	\$ 16,900	\$ 7,079	\$ 15,369	\$ 15,630	-14%	
6335 Education	\$ -	\$ -	\$ -	\$ 1,000	\$ 2,496	-40%	
6350 Office Expense	\$ 25	\$ -	\$ 252	\$ 400	\$ -	0%	
6527 Outside Services	\$ 30,478	\$ 36,865	\$ 32,430	\$ 40,000	\$ 48,000	-17%	
6770 Insurance	\$ 1,662	\$ 1,683	\$ 1,582	\$ 2,082	\$ 2,028	3%	
Total Expense	\$ 353,111	\$ 353,657	\$ 307,576	\$ 295,924	\$ 327,403	-5%	
Net Income not including Depreciation	\$ (353,111)	\$ (353,657)	\$ (307,576)	\$ (295,924)	\$ (309,771)	5%	

CHICAGO LAND'S

DUPAGE FLIGHT CENTER 

F100 – DuPage Flight Center

The DuPage Flight Center is a 24/7/365 operation that provides aircraft and customer support products and services to both based and transient customers of DuPage Airport. These based and transient customer operations vary from student and recreational pilots to international corporate and private flight departments flying worldwide to and from DuPage Airport. This department has a total budgeted headcount of 21 including (1) General Manager, (15) line staff, (4) concierge staff, and (1) accounting position. The DuPage Flight Center is the major aviation revenue-producing department to assist in funding support of the day-to-day operations of the Airport.

The major functions and responsibilities of this department include quality control, fueling (both Jet A and 100LL), hangar storage of aircraft, ground support services (towing of aircraft, auxiliary power, lavatory and water service, de-icing of aircraft), concierge service for both crew and passengers, and support of the other Airport Authority departments.

The aviation market for Chicagoland is extremely competitive with 15 airports within 35 miles of DuPage Airport, and includes 19 other businesses that sell aviation fuel.

Budget Summary

The FY2022 budget for the Flight Center includes \$12.1M in total revenues and \$8.2M in total expenses for a Net Income of \$3.9M, which is a 138% increase from the FY2021 budget.

- Fuel and Oil Sales is the largest revenue line within the Flight Center budget at \$11.6M and accounts for 95% of the revenue for this department. This revenue is comprised of the sale of Jet A and 100LL aviation fuels.
- Revenue from Hangar Rentals is budgeted at \$430K for the storage of aircraft visiting DuPage Airport either for business or recreational purposes.
- Fuel and Oil Cost of Sales is the largest expense line within the DuPage Flight Center budget at \$5.9M and accounts for 72% of the expenses for this department.
- Salaries and related costs are the second-largest expense at \$1.5M and 18% of total expenses.

Significant Variances

Fuel and Oil Sales - Revenue in FY2022 is budgeted at a 75% (\$4.99M) increase due to business has bounced back post COVID pandemic. Fuel and Oil Cost of Sales is budgeted with a 75% increase from FY2021 as the budgeted volume of fuel sales as increased, it directly leads to a higher volume of fuel purchasing.

Credit Card Expense – Fees associated with accepting credit card payments is budgeted to increase 92% (+\$73K) in 2022 in tandem with increased fuel sales.

Salaries-Compensation is budgeted to increase \$74K. This is due to the addition of two additional headcounts.

Insurance – Property and casualty insurance premiums are anticipated to decrease. DFC’s insurance costs are budgeted to decrease 12% (\$15K) due to previous year estimates were higher than actuals. We are budgeted for 5% increase from our 2021 forecast actual costs.

Department F100 - Flight Center Operations
Statement of Revenues and Expenses

	ACTUALS			ANNUAL PLAN		
	2020		2021	2022		Percent Change
	2018	2019		2021	2022	
3180	\$ 344,923	\$ 461,017	\$ 486,310	\$ 425,004	\$ 430,000	1%
3191	\$ 26,597	\$ 28,278	\$ 18,891	\$ 23,268	\$ 24,000	3%
3200	\$ 11,217,638	\$ 10,834,624	\$ 7,857,814	\$ 6,613,236	\$ 11,601,368	75%
3201	\$ -	\$ -	\$ -	\$ (35,004)	\$ -	100%
3210	\$ 79,058	\$ 101,723	\$ 59,893	\$ 70,000	\$ 69,996	40%
3215	\$ 12,372	\$ 6,974	\$ 6,788	\$ 9,996	\$ 9,504	-5%
3299	\$ 6,759	\$ 6,998	\$ 5,071	\$ 5,892	\$ 5,961	1%
Total Revenue	\$ 11,687,347	\$ 11,439,614	\$ 8,434,766	\$ 7,092,386	\$ 12,140,829	71%
4200	\$ 6,320,109	\$ 5,755,884	\$ 3,409,532	\$ 5,716,330	\$ 5,910,691	81%
4220	\$ 18,763	\$ 23,067	\$ 25,515	\$ 27,000	\$ 34,000	26%
4300	\$ 144,004	\$ 147,740	\$ 98,921	\$ 140,000	\$ 152,812	92%
4305	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000	0%
4315	\$ 87,699	\$ 77,750	\$ 77,233	\$ 84,600	\$ 84,600	0%
5205	\$ 35,782	\$ 21,814	\$ 28,501	\$ 36,000	\$ 37,000	3%
5420	\$ 10,209	\$ 10,042	\$ 7,390	\$ 11,004	\$ 11,004	0%
5430	\$ 38,092	\$ 34,514	\$ 36,546	\$ 35,088	\$ 35,880	2%
5436	\$ 138,260	\$ 139,843	\$ 137,638	\$ 138,348	\$ 136,248	-2%
5440	\$ 225	\$ 348	\$ 715	\$ 600	\$ 600	0%
5720	\$ 2,600	\$ 2,121	\$ 1,870	\$ 2,400	\$ 2,400	4%
5999	\$ 5	\$ (0)	\$ (62)	\$ -	\$ -	0%
6100	\$ 1,019,672	\$ 1,030,857	\$ 1,043,853	\$ 1,010,846	\$ 1,101,519	7%
6110	\$ 74,535	\$ 74,897	\$ 75,815	\$ 75,278	\$ 84,266	7%
6115	\$ 17,662	\$ 16,686	\$ 12,467	\$ 13,082	\$ 18,746	-16%
6120	\$ 195,455	\$ 209,118	\$ 184,699	\$ 214,422	\$ 220,224	0%
6130	\$ 6,470	\$ 13,904	\$ 4,173	\$ 13,704	\$ 15,020	10%
6160	\$ 182,812	\$ 76,965	\$ 35,900	\$ 80,386	\$ 74,242	-9%
6300	\$ 51,310	\$ 36,811	\$ 46,141	\$ 50,364	\$ 51,260	2%
6330	\$ 10,609	\$ 8,859	\$ 1,571	\$ 12,396	\$ 12,400	0%
6335	\$ 1,086	\$ 1,503	\$ 2,830	\$ 6,888	\$ 7,181	4%
6340	\$ 3,574	\$ 3,609	\$ 3,814	\$ 3,900	\$ 3,900	0%
6350	\$ 11,380	\$ 12,105	\$ 10,013	\$ 17,592	\$ 20,772	18%
6356	\$ 8,601	\$ 12,225	\$ 18,960	\$ 16,296	\$ 17,975	10%
6390	\$ 10,067	\$ 19,836	\$ 12,223	\$ 15,456	\$ 6,696	-57%
6525	\$ 3,500	\$ 4,000	\$ 6,000	\$ 2,496	\$ -	-100%
6527	\$ 21,524	\$ 20,670	\$ 21,731	\$ 19,728	\$ 20,724	5%
6770	\$ 87,275	\$ 99,513	\$ 100,769	\$ 109,729	\$ 115,212	-12%
Total Expense	\$ 8,549,281	\$ 7,902,681	\$ 5,452,756	\$ 7,901,933	\$ 8,223,372	51%
Net Income not including Depreciation	\$ 3,138,066	\$ 3,536,933	\$ 2,982,010	\$ 1,646,857	\$ 3,917,457	138%



P100 - Golf Administration

The PLGC Administration Department employs 2 full-time employees (Staff Accountant and Sales Manager). The Golf Administration Department oversees the operations and accounting functions for eight departments within Prairie Landing Golf Club

The Administration Department also maintains all maintenance, supplies, utilities, marketing, legal, IT costs and insurance related to the Prairie Landing Clubhouse.

Budget Summary

The total FY2022 budget for the Golf Administration Department is \$584K, which is a 11% decrease from the FY2021 budget.

- Salaries and related costs are the largest portion of the Golf Administration department's budget and comprise 28% (\$167K) of the total FY2022 operating budget for the Golf Administration. Headcount-related items include salaries, payroll taxes, unemployment taxes, group insurance and IMRF contributions.
- Insurance is 12.6% (\$73.8K) of the total FY2022 budget. Insurance includes auto, commercial, liability, and workers compensation.
- Credit Card expense is 11.5% (\$67k) of the total FY2022 budget.
- Property Taxes of the Golf Administration department's budget and makes up 10.2% (\$60K) of the total FY2022 budget. This includes all property taxes related to the clubhouse and land at Prairie Landing Golf Club.

Significant Variances

Property Taxes- Expenses for property taxes at the golf club are budgeted to decrease 57% (-\$78k). This is related to the change in valuation of the land at the golf club.

Legal – Expenses for legal services at the golf club are budgeted to decrease 40% (\$10K) in FY2022. Legal costs are budgeted with a decrease in 2022 due to issues involving property tax appeals being completed.

Marketing/Advertising – FY2022 budget includes a 30% (\$17.9K) decrease in marketing costs. This is a result of us moving some marketing activities in-house.

Credit Card Expense – Credit card processing fees are budgeted to increase 26% (\$14K) in 2022. In 2021, due to the ongoing COVID pandemic, more people started using credit cards for most of their transactions. We expect this trend to continue into 2022.

Department P100 - Golf Administration
Statement of Revenues and Expenses

	ACTUALS			FORECAST	ANNUAL PLAN		
	2018	2019	2020		2021	2022	Percent Change
3981	\$ -	\$ -	\$ 13,926	\$ 1,400	\$ -	\$ -	0%
3990	\$ 8,367	\$ 15,672	\$ 2,209	\$ 2,371	\$ 3,500	\$ 2,500	-29%
Total Revenue	\$ 8,367	\$ 15,672	\$ 16,135	\$ 3,771	\$ 3,500	\$ 2,500	-29%
4300	\$ 48,862	\$ 47,655	\$ 56,731	\$ 65,572	\$ 53,000	\$ 67,000	26%
4400	\$ 4,742	\$ 2,590	\$ 1,840	\$ 1,754	\$ 4,000	\$ 3,000	-25%
5205	\$ 23,079	\$ 22,292	\$ 24,330	\$ 25,000	\$ 25,000	\$ 25,000	0%
5415	\$ 1,611	\$ 1,875	\$ 2,220	\$ 2,221	\$ 2,220	\$ 2,220	0%
5430	\$ 5,237	\$ 3,499	\$ 6,330	\$ 6,462	\$ 5,004	\$ 6,000	20%
5437	\$ 171	\$ -	\$ 352	\$ 360	\$ 350	\$ 600	71%
5440	\$ 3,063	\$ 2,108	\$ 3,110	\$ 2,950	\$ 3,500	\$ 3,000	-14%
5710	\$ 8,024	\$ 8,138	\$ 7,000	\$ 9,301	\$ 7,500	\$ 9,300	24%
5720	\$ 37,229	\$ 33,779	\$ 31,213	\$ 41,014	\$ 32,000	\$ 41,000	28%
5730	\$ 4,054	\$ 3,851	\$ 4,704	\$ 4,255	\$ 4,300	\$ 4,300	0%
5999	\$ (35)	\$ (17)	\$ 234	\$ -	\$ -	\$ -	0%
6100	\$ 84,508	\$ 81,933	\$ 43,924	\$ 154,926	\$ 141,739	\$ 144,111	2%
6110	\$ 6,029	\$ 5,835	\$ 3,353	\$ 12,390	\$ 10,846	\$ 11,025	2%
6115	\$ 1,278	\$ 748	\$ 1,173	\$ 1,257	\$ 1,820	\$ 1,848	2%
6120	\$ 26,060	\$ 24,644	\$ 4,123	\$ 276	\$ 8,130	\$ 343	-96%
6160	\$ 16,548	\$ 6,284	\$ 782	\$ 12,564	\$ 11,339	\$ 9,714	-14%
6200	\$ 242,308	\$ 33,367	\$ 81,386	\$ (16,847)	\$ 138,000	\$ 60,000	-57%
6300	\$ 36,210	\$ 56,608	\$ 64,433	\$ 57,608	\$ 59,900	\$ 42,000	-30%
6320	\$ -	\$ 457	\$ -	\$ -	\$ -	\$ -	0%
6330	\$ 120	\$ -	\$ -	\$ -	\$ -	\$ -	0%
6340	\$ 9,941	\$ 9,408	\$ 4,567	\$ 8,188	\$ 9,680	\$ 9,680	0%
6350	\$ 4,218	\$ 3,674	\$ 5,408	\$ 3,541	\$ 3,000	\$ 3,000	0%
6356	\$ 2,966	\$ 5,320	\$ 14,387	\$ 10,177	\$ 10,000	\$ 10,200	2%
6390	\$ 14,132	\$ 11,094	\$ 13,175	\$ 19,090	\$ 12,240	\$ 16,320	33%
6527	\$ 26,642	\$ 24,932	\$ 32,593	\$ 28,916	\$ 28,500	\$ 28,500	0%
6535	\$ -	\$ 19,103	\$ 24,848	\$ 20,140	\$ 24,996	\$ 15,000	-40%
6770	\$ 59,724	\$ 60,783	\$ 64,788	\$ 72,235	\$ 66,000	\$ 73,800	12%
Total Expense	\$ 666,719	\$ 469,961	\$ 497,004	\$ 543,350	\$ 663,064	\$ 586,961	-11%
Net Income not including Depreciation	\$ (658,352)	\$ (454,290)	\$ (480,870)	\$ (539,579)	\$ (659,564)	\$ (584,461)	11%

P200 - Golf Maintenance

The PLGC Maintenance Department is comprised of (5) full-time staff positions (Course Superintendent, Assistant Superintendent, 2 Foreman, and Mechanic), (12) full-time seasonal employees, and (4) positions classified as temporary summer help. The department's main objective is to provide championship-caliber golf course conditions on a daily basis for our membership and daily-fee players.

The Maintenance Department is responsible for daily mowing and maintenance of all playing surfaces, maintaining bunkers, setting up the course for daily play, integrated pest management, application of fungicides, insecticides and growth regulators, fertilization, water management, irrigation system management, management of sensitive wetland/native areas, tree care, native prairie-grass areas, clubhouse grounds and ornamental plantings, some building/structure maintenance, and upkeep/maintenance of all hard-surfaces including roads and parking lots. The department's mechanic is responsible for the upkeep/repair of all equipment necessary to complete these tasks. This department is also responsible for annual budgeting, course improvement/project development and planning, and capital development.

Budget Summary

The total FY2021 budget for Golf Maintenance is \$853K, which is a 9% increase from the FY2022 budget.

- Salaries and related costs are the largest portion of the Golf Maintenance budget. Headcount expenses are 79% (\$673.9K) of the total FY2022 budget and include salaries, payroll taxes, unemployment taxes, group insurance, and IMRF contributions.
- Fertilizer/Pesticides is 10% (\$85K) of the total FY2022 operating budget for Golf Maintenance. This line includes fertilizers and plant protectants used throughout the year on the golf course.
- The remaining 11% (\$94.6K) of expenses of the FY2022 budget includes maintenance for equipment, supplies for maintenance building and staff, fuel for vehicles and equipment, landscape supplies, utilities, staff uniforms, and bunker sands.

Significant Variances

Salaries – Salaries and related expenses are budgeted to increase about 12% (\$72K) due to anticipation of hiring a higher-level assistant, the standard annual COL and merit increases (4%) and market level conditions. Headcount expenses for this department are dependent on weather conditions, which affect the length of the golf season.

Department P200 - Golf Maintenance
Statement of Revenues and Expenses

	ACTUALS			ANNUAL PLAN		
	2018	2019	2020	2021	2022	Percent Change
	\$	\$	\$	\$	\$	
Total Revenue	-	-	-	-	-	0%
Maintenance Expense	26,330	31,996	33,228	31,000	31,000	0%
Garbage/Waste Removal	1,320	1,375	1,404	1,440	1,440	0%
Fuel/Oil Vehicles Equipment	13,220	14,548	9,238	14,500	14,500	0%
Supplies	2,701	6,906	3,400	5,500	5,500	0%
Top Dressing / Bunker Sands	6,679	7,792	5,684	8,000	8,000	0%
Landscape Supplies	4,265	2,473	1,014	4,500	5,000	11%
Fertilizer/Pesticides	83,916	77,251	89,844	81,500	85,000	4%
Rental Equipment	3,611	2,987	2,273	4,000	3,500	-13%
Utilities Natural Gas	2,662	2,996	2,371	2,700	2,670	-1%
Utilities Electric	9,196	8,523	11,243	7,710	7,711	-21%
Utilities Water/Sewer	4,417	3,622	3,928	4,000	3,770	-6%
Salaries	411,264	447,730	471,350	476,712	542,335	14%
Payroll Taxes	30,919	33,768	36,147	37,429	41,489	14%
Unemployment taxes	12,857	11,633	8,765	10,100	15,020	10%
Group Insurance	41,154	40,443	40,046	40,659	44,292	11%
Uniforms	102	1,872	789	1,984	2,000	0%
IMRF	76,735	29,562	6,933	34,132	30,741	-11%
Dues Subscriptions Permits	1,039	705	705	800	800	0%
Communications	4,476	6,047	6,094	7,020	5,220	-26%
Consulting Services	1,193	-	-	-	-	0%
Outside Services	1,965	2,921	2,629	4,000	3,500	-13%
Total Expense	740,022	735,150	737,084	781,993	853,488	9%
Net Income not including Depreciation	(740,022)	(735,150)	(737,084)	(781,993)	(853,488)	-9%

P300 - Golf Operations

The Prairie Landing Golf Club is an 18-hole course with two practice holes and a driving range. The Golf Operations Department has (1) full-time employees, (5) part-time employees, and (22) seasonal employees. The full-time and part-time employees include the golf operations manager, outing coordinator, and pro shop attendants. The seasonal employees include the outside service staff, which are the rangers, starters, marshals, and cart attendants.

Major functions and responsibilities include running the daily operations of the golf course, merchandising the Pro Shop, and maintaining the current fleet of 76 electric golf carts with GPS systems. The Golf Operations Department is also responsible for booking golf outings, working with clients to prepare for events, and making sure events run smoothly. Also, on a monthly basis, the Golf Operations department does a monthly physical inventory count to adjust inventory and reconcile cost of goods sold.

Budget Summary

The FY2022 budget for the Golf Operations Department includes total revenues of \$1.58M and total expenses of \$347K. The overall budgeted Net Income of \$1.23M for FY2022 is 12% higher than the FY2021 budget.

- Greens Fees & Golf Cart Rentals are the largest portion of revenue for the Golf Operations' budget. These items comprise 65% (\$1.04M) of the total FY2022 revenue. We are anticipating a total of 27,500 rounds of golf in FY2022.
- Memberships and Practice Center account for 27.5% (\$435K) of total revenues. We are anticipating 200 total memberships in FY2022.
- Salaries and related costs are the largest expense portion of the Golf Operations' budget. Headcount-related items comprise 70% (\$243K) of the total FY2022 expenses and include salaries, payroll taxes, unemployment taxes, group insurance, and IMRF contributions.

Significant Variances

Greens Fees & Golf Cart Rentals – Revenue from greens fees and golf cart rentals is budgeted to increase 4% (\$40K) in FY2022. This is due to the anticipated increase in the number of rounds to be played in 2022 vs. last year.

Memberships and Practice Center – Revenue from golf club memberships and practice center is budgeted to increase 32% (\$105K) in FY2022. Many members switched to higher-value memberships over the past couple years, and we anticipate that to carry through to FY2022. The FY2021 forecast is up 24% (\$111K) from the FY2021 budget. We are anticipating maintaining these gains into 2022.

Department P300 - Golf Operations
Statement of Revenues and Expenses

	ACTUALS			ANNUAL PLAN			Percent Change
	2018	2019	2020	2021	2022		
	FORECAST						
				2021			
3300 Greens Fees	\$ 541,027	\$ 579,196	\$ 770,100	\$ 692,759	\$ 640,000	\$ 680,000	6%
3310 Golf Cart Rentals	\$ 321,904	\$ 340,711	\$ 296,483	\$ 351,077	\$ 355,000	\$ 355,000	0%
3320 Memberships	\$ 174,142	\$ 176,853	\$ 186,857	\$ 364,551	\$ 260,000	\$ 340,000	31%
3330 Club Rentals	\$ 5,526	\$ 5,175	\$ 633	\$ 1,782	\$ 5,000	\$ 1,500	-70%
3340 Golf Academy	\$ 6,323	\$ 7,275	\$ 5,751	\$ 5,000	\$ 7,500	\$ 5,000	-33%
3350 Practice Center	\$ 114,091	\$ 147,769	\$ 129,780	\$ 81,512	\$ 70,000	\$ 95,000	36%
3380 Golf Merchandise Sales	\$ 102,731	\$ 99,052	\$ 81,897	\$ 105,072	\$ 99,000	\$ 105,000	6%
3385 Hole 'N One Contest	\$ 5,442	\$ 4,055	\$ 2,601	\$ 3,220	\$ 3,500	\$ 3,500	0%
3390 Awards Expense	\$ (756)	\$ (1,678)	\$ -	\$ -	\$ (1,500)	\$ -	100%
3395 Discount Expense	\$ (148)	\$ (29)	\$ (67)	\$ -	\$ (500)	\$ -	100%
3396 Discount Expense Deal Caddy	\$ (383)	\$ (6,397)	\$ (4,485)	\$ (3,000)	\$ (3,000)	\$ (3,000)	0%
3398 Discount Expense Member Incentives	\$ -	\$ -	\$ (22,823)	\$ -	\$ -	\$ -	0%
Total Revenue	\$ 1,269,900	\$ 1,351,980	\$ 1,446,727	\$ 1,601,973	\$ 1,435,000	\$ 1,582,000	10%
4330 Merchandise COGS	\$ 71,312	\$ 71,787	\$ 55,440	\$ 70,771	\$ 69,300	\$ 71,400	3%
5205 Maintenance Expense	\$ 3,451	\$ 1,385	\$ 4,109	\$ 8,939	\$ 3,500	\$ 9,000	157%
5430 Supplies	\$ 11,122	\$ 10,234	\$ 9,583	\$ 14,611	\$ 14,250	\$ 14,000	-2%
6100 Salaries	\$ 183,943	\$ 196,690	\$ 248,369	\$ 216,767	\$ 204,964	\$ 210,830	3%
6110 Payroll Taxes	\$ 14,112	\$ 15,015	\$ 19,318	\$ 17,156	\$ 15,680	\$ 16,126	3%
6115 Unemployment taxes	\$ 8,383	\$ 8,494	\$ 7,616	\$ 8,819	\$ 10,952	\$ 11,383	4%
6120 Group Insurance	\$ 7,989	\$ 5,328	\$ 112	\$ 167	\$ 144	\$ 132	-8%
6130 Uniforms	\$ 2,306	\$ 2,319	\$ 3,293	\$ 3,481	\$ 3,500	\$ 3,500	0%
6160 IMRF	\$ 20,940	\$ 7,897	\$ 2,063	\$ 7,185	\$ 6,974	\$ 4,826	-31%
6527 Outside Services	\$ 4,625	\$ 5,766	\$ 5,385	\$ 4,825	\$ 6,250	\$ 6,000	-4%
Total Expense	\$ 328,184	\$ 324,915	\$ 355,288	\$ 352,721	\$ 335,514	\$ 347,197	3%
Net Income not including Depreciation	\$ 941,716	\$ 1,027,065	\$ 1,091,438	\$ 1,249,252	\$ 1,099,486	\$ 1,234,803	12%

P400-P800 – Consolidated Food & Beverage

The various Food & Beverage-related departments at Prairie Landing Golf Club often use, split, and share operating resources including personnel, goods sold, supplies, and other operating expenses. For this reason, we present the following consolidated view of the budgets for the Food & Beverage-related departments at PLGC. This consolidated report includes the a la carte P400 Food & Beverage department, the P500 Weddings & Private Events department, the P600 In-House Events department, the P700 Golf Outings department, and the P800 is Kitchen department. Budgets and summaries for the individual departments follow the consolidated view.

Departments P400-P800 Consolidated Food & Beverage
Statement of Revenues and Expenses

	ACTUALS			FORECAST		ANNUAL PLAN		Percent Change
	2018	2019	2020	2021		2021	2022	
3300 Greens Fees	\$ 98,207	\$ 80,104	\$ 72,129	\$ 151,671	\$ 93,000	\$ 132,471	42%	
3310 Golf Cart Rentals	\$ 38,038	\$ 28,512	\$ 23,717	\$ 64,821	\$ 36,000	\$ 51,056	42%	
3380 Golf Merchandise Sales	\$ 4,586	\$ -	\$ -	\$ -	\$ -	\$ -	0%	
3600 Food Sales	\$ 598,376	\$ 470,907	\$ 176,275	\$ 455,004	\$ 562,250	\$ 562,714	0%	
3610 Beverage Sales	\$ 248,740	\$ 211,562	\$ 237,654	\$ 278,009	\$ 291,750	\$ 316,459	8%	
3620 Banquet Rental Income	\$ 81,376	\$ 45,888	\$ 19,078	\$ 30,780	\$ 27,101	\$ 30,000	11%	
Total Revenue	\$ 1,069,321	\$ 836,973	\$ 528,852	\$ 980,285	\$ 1,010,101	\$ 1,092,700	8%	
4315 Food COGS	\$ 115,193	\$ 110,117	\$ 65,440	\$ 119,524	\$ 122,735	\$ 168,816	38%	
4320 Beverage COGS	\$ 69,722	\$ 66,783	\$ 59,552	\$ 71,726	\$ 81,150	\$ 98,103	21%	
4330 Merchandise COGS	\$ 2,556	\$ -	\$ -	\$ -	\$ -	\$ -	0%	
5205 Maintenance Expense	\$ 5,837	\$ 4,613	\$ 4,058	\$ 14,960	\$ 6,000	\$ 8,996	50%	
5430 Supplies	\$ 17,253	\$ 14,751	\$ 13,798	\$ 25,434	\$ 19,000	\$ 19,996	5%	
5435 Small Equipment	\$ -	\$ 5,308	\$ 3,923	\$ 7,888	\$ 8,000	\$ 7,000	-13%	
5436 Rental Equipment	\$ 38,863	\$ 25,300	\$ 13,612	\$ 58,995	\$ 27,600	\$ 31,500	14%	
5437 Rental Towel Linen etc	\$ 20,129	\$ 16,150	\$ 6,187	\$ 12,143	\$ 15,000	\$ 15,000	0%	
6100 Salaries	\$ 263,267	\$ 238,148	\$ 261,954	\$ 274,358	\$ 297,246	\$ 332,997	12%	
6110 Payroll Taxes	\$ 26,036	\$ 22,874	\$ 23,798	\$ 26,680	\$ 27,732	\$ 25,475	-8%	
6115 Unemployment taxes	\$ 14,069	\$ 9,833	\$ 8,649	\$ 10,401	\$ 12,562	\$ 12,997	3%	
6120 Group Insurance	\$ 29,787	\$ 24,088	\$ 18,064	\$ 22,252	\$ 23,487	\$ 42,417	81%	
6130 Uniforms	\$ 1,900	\$ 2,892	\$ 2,522	\$ 2,353	\$ 3,000	\$ 3,500	17%	
6160 IMRF	\$ 40,382	\$ 12,917	\$ 3,399	\$ 15,741	\$ 17,541	\$ 14,121	-19%	
Total Expense	\$ 644,995	\$ 553,775	\$ 484,957	\$ 662,455	\$ 661,053	\$ 780,918	18%	
Net Income not including Depreciation	\$ 424,326	\$ 283,198	\$ 43,896	\$ 317,830	\$ 349,048	\$ 311,782	-11%	

P400 – Food & Beverage (a la carte)

The main a la carte Food & Beverage operation for PLGC is the McChesney Pub & Grill. The restaurant features daily specials paired with a selection of craft beer. With its unique architecture and casual dining, this cozy eatery is a great place to settle up or settle in for a high-definition TV sporting event.

The PLGC Food & Beverage Department (for a la carte operations) employs (1) full-time employees and (20) seasonal. The full-time staff includes the Food & Beverage Assistant Manager. The seasonal staff includes bartenders, servers, beverage cart staff, and halfway attendants.

This department is responsible for the daily operations of the restaurant, new bar, halfway café, and beverage carts.

Budget Summary

The FY2022 budget for the a la carte Food & Beverage Department includes \$365K in total revenues and \$255K of total expenses. The overall budgeted Net Income of \$110K is a 11% improvement from the FY2021 budget

- Salaries and related costs are the largest expense in the Food & Beverage Department's budget. Headcount-related expenses comprise 53% of the total FY2022 budget related to expenses. This includes salaries, payroll taxes, unemployment taxes, group insurance and IMRF contributions.
- Food & Beverage Cost of Goods Sold is 43.9% (\$112K) of the total expenses budgeted in FY2022. These line items include the cost of food and beverages related to the grillroom, bar, halfway cafe, and beverage carts. Food COGS is 30% of food sales and Beverage COGS is 31% of beverage sales.
- The remaining 16% (\$7.6K) of the FY2022 budgeted expenses includes maintenance to kitchen related items, supplies, purchase of small equipment and staff uniforms.

Significant Variances

Food & Beverage Sales - The FY2022 budget includes an 13% (\$41K) increase over last year's budget as we anticipate a higher volume of sales as the impact of COVID decreases.

Group Insurance –Group Insurance is budgeted to increase 73% (\$5.7K) due to change in employee elections.

Food & Beverage Cost of Goods Sold- Cost of Goods Sold is increasing 26.6% (\$23.6k) due a combination of increased sales, supplier limitations and pricing pressures.

Department P400 - Golf Food and Beverage
Statement of Revenues and Expenses

	ACTUALS			ANNUAL PLAN		
	2018	2019	2020	2021	2022	Percent Change
3600 Food Sales	\$ 63,344	\$ 57,171	\$ 62,642	\$ 96,000	\$ 100,000	4%
3610 Beverage Sales	\$ 186,416	\$ 174,663	\$ 232,724	\$ 228,000	\$ 265,000	16%
Total Revenue	\$ 249,760	\$ 231,834	\$ 295,366	\$ 324,000	\$ 365,000	13%
4315 Food COGS	\$ 12,161	\$ 13,369	\$ 23,255	\$ 20,160	\$ 30,000	49%
4320 Beverage COGS	\$ 56,301	\$ 58,571	\$ 58,642	\$ 68,400	\$ 82,150	20%
5205 Maintenance Expense	\$ 5,837	\$ 4,613	\$ 4,058	\$ -	\$ 2,000	0%
5430 Supplies	\$ 10,079	\$ 9,705	\$ 12,172	\$ 2,625	\$ 2,500	-5%
5435 Small Equipment	\$ -	\$ 5,308	\$ 3,923	\$ -	\$ 1,000	0%
6100 Salaries	\$ 142,748	\$ 154,585	\$ 166,502	\$ 102,185	\$ 105,272	3%
6110 Payroll Taxes	\$ 13,108	\$ 13,736	\$ 15,813	\$ 9,820	\$ 8,054	-18%
6115 Unemployment taxes	\$ 6,189	\$ 5,719	\$ 6,528	\$ 5,604	\$ 5,072	-9%
6120 Group Insurance	\$ 14,811	\$ 13,974	\$ 9,433	\$ 7,779	\$ 13,476	73%
6130 Uniforms	\$ 1,580	\$ 1,875	\$ 1,717	\$ 1,700	\$ 2,000	18%
6160 IMRF	\$ 40,382	\$ 12,917	\$ 3,399	\$ 7,088	\$ 3,904	-45%
Total Expense	\$ 303,195	\$ 294,373	\$ 305,442	\$ 225,361	\$ 255,428	13%
Net Income not including Depreciation	\$ (53,435)	\$ (62,539)	\$ (10,076)	\$ 98,639	\$ 109,572	11%

P500 – Banquets

The Prairie Landing Golf Club has an award-winning banquet facility which features floor-to-ceiling windows overlooking a beautiful Scottish links-style golf course. Prairie Landing offers both indoor and outdoor settings, as well as indoor and outdoor cocktail space options.

The Wedding Department employs (1) full-time staff and (10) part-time staff. The full-time staff includes the Client Services Manager. The part-time staffs include servers and bussers. With our in-house event coordinators, full-service catering, and all-inclusive packages, every detail of planning is covered.

This department tracks the food and beverage revenue and rental income related to weddings. It also tracks the expense related to all banquets (weddings, private events, and golf outings). These expenses are salaries and payroll-related items, rental linen and equipment, and banquet-related supplies.

Budget Summary

The FY2022 budget for the Banquets Department includes \$333K of total revenues and \$253K of total expenses. The overall budgeted Net Income of \$80K is a 53% decrease from the FY2021 budget.

- Total revenue for Food & Beverage Sales is \$303K for FY2022. These revenue line items include the food and beverage for 20 weddings budgeted in FY2022.
- Salaries and related costs are the largest expense in the Weddings department budget. Headcount-related items comprise 44% of the total FY2022 budget related to expenses and includes salaries, payroll taxes, unemployment taxes, group insurance, and IMRF. Headcount costs are variable depending on the volume of banquets.
- Food & Beverage Cost of Goods Sold is 36% (\$91.3K) of the total FY2022 expenses. These line items include the cost of the food and beverages related to the banquets. Food COGS is 30% of food sales and Beverage COGS is 31% of beverage sales.
- The remaining 20% (\$51K) of the FY2022 budget includes supplies, rental equipment, linens, and staff uniforms.

Significant Variances

Total F&B Revenue- Revenues are budgeted to decrease 11% (\$42.8k) from FY 2021 budget. However, they are budgeted to increase 66.3% from the 2021 Operating Forecast. FY2021 forecast is down significantly due to COVID, and we are expecting a rebound in banquets for FY2022.

Group Insurance – Health insurance costs are budgeted to increase \$13K in FY2022 due to changes in the coverage mix of participating employees.

Food & Beverage Cost of Goods Sold- Cost of Goods Sold is increasing 21% (\$15.9k) due a combination of supplier limitations and pricing pressures.

Department P500 - Golf Banquets
Statement of Revenues and Expenses

	ACTUALS			ANNUAL PLAN		
	2018	2019	2020	2021	2022	Percent Change
3600	\$ 279,786	\$ 172,869	\$ 16,324	\$ 284,625	\$ 251,241	-12%
3610	\$ 62,324	\$ 36,899	\$ 4,930	\$ 63,750	\$ 51,459	-19%
3620	\$ 75,639	\$ 38,808	\$ 14,322	\$ 27,100	\$ 30,000	11%
Total Revenue	\$ 417,749	\$ 248,577	\$ 35,576	\$ 375,475	\$ 332,700	-11%
4315	\$ 53,714	\$ 40,424	\$ 6,060	\$ 62,618	\$ 75,374	20%
4320	\$ 12,217	\$ 6,521	\$ 911	\$ 12,750	\$ 15,953	25%
5430	\$ 7,175	\$ 5,046	\$ 1,626	\$ 6,000	\$ 5,000	-17%
5436	\$ 38,863	\$ 25,300	\$ 13,612	\$ 25,000	\$ 30,000	20%
5437	\$ 20,129	\$ 16,150	\$ 6,187	\$ 15,000	\$ 15,000	0%
6100	\$ 120,519	\$ 83,563	\$ 95,451	\$ 71,431	\$ 84,239	18%
6110	\$ 12,928	\$ 9,138	\$ 7,985	\$ 6,573	\$ 6,444	-2%
6115	\$ 7,880	\$ 4,114	\$ 2,121	\$ 3,067	\$ 3,126	2%
6120	\$ 14,976	\$ 10,113	\$ 8,631	\$ 132	\$ 13,461	10098%
6130	\$ 320	\$ 1,017	\$ 805	\$ 1,000	\$ 1,000	0%
6160	\$ -	\$ -	\$ -	\$ 3,360	\$ 3,507	4%
Total Expense	\$ 288,721	\$ 201,387	\$ 143,390	\$ 207,031	\$ 253,104	22%
Net Income not including Depreciation	\$ 129,027	\$ 47,189	\$ (107,814)	\$ 168,444	\$ 79,596	-53%

P600 – In-House Events

The PLGC In-house Events Department tracks special events hosted by Prairie Landing. In-house Events includes events such as Valentine’s Day Dinner, Easter Brunch, Mother’s Day Brunch, Breakfast with Santa, themed dinners and live music. This department tracks the food and beverage revenue and costs related to these events, including supplies, rental equipment, payroll and related expenses.

Budget Summary

The total FY2022 Net Income budgeted for In-Hosue Events is \$22.5K, which is a 40% (\$15K) decrease from the FY2021 budget.

- Revenue in this department is from food sales related to In-House Events anticipated for 2022. The Food Sales Revenue is \$45K, which is a 26% (\$15.6K) decrease from the FY2021 budget.
- The expenses are related to cost of goods sold from the food sales. Cost of Goods Sold is 30% of the related food sales. The budgeted costs are \$13.5K, which is a 1% increase from the FY2021 budget.

Significant Variances

While the FY2021 budget for revenues was \$60k, our 2021 forecast is only \$25k. As people have been hesitant to attend these type of events due to COVID. The 2022 budget for revenues is \$45K as we are anticipating a significant rebound for 2022.

Department P600 - Golf In-house Events
Statement of Revenues and Expenses

	ACTUALS		FORECAST		ANNUAL PLAN		Percent Change
	2018	2019	2020	2021	2021	2022	
3600	\$ 117,814	\$ 130,565	\$ 25,644	\$ 25,340	\$ 60,625	\$ 45,000	-26%
3620	\$ 4,702	\$ 6,170	\$ 425	\$ 66	\$ 1	\$ -	-100%
Total Revenue	\$ 122,515	\$ 136,735	\$ 26,069	\$ 25,406	\$ 60,626	\$ 45,000	-26%
4315	\$ 22,934	\$ 30,531	\$ 9,520	\$ 5,931	\$ 13,337	\$ 13,500	1%
4320	\$ 1,204	\$ 1,691	\$ -	\$ -	\$ -	\$ -	0%
5430	\$ -	\$ -	\$ -	\$ 2,196	\$ 2,500	\$ 2,500	0%
5436	\$ -	\$ -	\$ -	\$ 1,976	\$ 2,500	\$ 1,500	-40%
6100	\$ -	\$ -	\$ -	\$ 1,812	\$ 4,244	\$ 4,500	6%
6110	\$ -	\$ -	\$ -	\$ 166	\$ 380	\$ 344	-9%
6115	\$ -	\$ -	\$ -	\$ 85	\$ 188	\$ 180	-4%
Total Expense	\$ 24,138	\$ 32,222	\$ 9,520	\$ 12,166	\$ 23,149	\$ 22,524	-3%
Net Income not including Depreciation	\$ 98,377	\$ 104,513	\$ 16,549	\$ 13,240	\$ 37,477	\$ 22,476	-40%

P700 - Golf Outings

The PLGC Golf Outings Department was established to track the revenue and costs related to golf outings. Golf Outings are defined as a group of 16 or more players. The golf portion can include greens fees, cart rentals, club rentals, and merchandise sales. The food and beverage portion can include lunch at the turn (hotdogs or brats), a buffet lunch or dinner, or a seated lunch or dinner.

Budget Summary

The total FY2022 Net Income budgeted for Golf Outings is \$300K, which is a increase of 34% (\$77K) from the FY2021 budget.

- Revenue in this department is from greens fees, cart rentals, and food sales related to Golf Outings anticipated for the 2022 golf season. Revenue estimates are based on 35 outings anticipated during the 2022 season.
- Expenses are related to cost of goods sold (COGS) from food sales. Food COGS is 30% of the related food sales.

Significant Variances

Outing Revenue – Greens fees, cart rentals, and food sales revenues are anticipated to increase for FY2022. FY2021 forecast is 63% over the FY2021 budget as there has been a strong demand for outings. We are anticipating a 40% (\$100k) increase in FY2022 from the FY2021 budget. We expect the demand for outings to remain strong.

Department P700 - Golf Outings
Statement of Revenues and Expenses

	ACTUALS				FORECAST		ANNUAL PLAN		Percent Change
	2018	2019	2020	2021		2021	2022		
3300	\$ 98,207	\$ 80,104	\$ 72,129	\$ 151,671	\$ 93,000	\$ 132,471		42%	
3310	\$ 38,038	\$ 28,512	\$ 23,717	\$ 64,821	\$ 36,000	\$ 51,056		42%	
3380	\$ 4,586	\$ -	\$ -	\$ -	\$ -	\$ -		0%	
3600	\$ 137,433	\$ 110,302	\$ 71,664	\$ 187,361	\$ 121,000	\$ 166,473		38%	
3620	\$ 1,035	\$ 910	\$ 4,331	\$ 4,408	\$ -	\$ -		0%	
Total Revenue	\$ 279,297	\$ 219,828	\$ 171,842	\$ 408,261	\$ 250,000	\$ 350,000		40%	
4315	\$ 26,385	\$ 25,793	\$ 26,604	\$ 35,480	\$ 26,620	\$ 49,942		88%	
4320	\$ -	\$ -	\$ -	\$ 203	\$ -	\$ -		0%	
4330	\$ 2,556	\$ -	\$ -	\$ -	\$ -	\$ -		0%	
Total Expense	\$ 28,940	\$ 25,793	\$ 26,604	\$ 35,683	\$ 26,620	\$ 49,942		88%	
Net Income not including Depreciation	\$ 250,357	\$ 194,034	\$ 145,237	\$ 372,578	\$ 223,380	\$ 300,058		34%	

P800 - Kitchen

The PLGC Kitchen Department is comprised of (2) full-time staff positions (Chef and Sous Chef) and (3) part-time line cooks.

The Kitchen Department is responsible for preparing the food for Ala Carte, Banquets and Golf Outings. The revenue and costs related to the food is tracked in their individual departments. This department is responsible for expenses related to the kitchen, including maintenance, supplies equipment cots, and payroll and related expenses.

This is a new department starting in 2021. We created this department to segregate the managed kitchen costs that were previously included in other departments.

Budget Summary

The total FY2022 Net Loss budgeted for the Kitchen is \$200K, which is an increase of 12% (\$21K) from the FY2021 budget.

- Salaries and related costs are the largest portion of the Kitchen budget. Headcount expenses are 88% (\$176.6K) of the total FY2022 budget and include salaries, payroll taxes, unemployment taxes, group insurance, and IMRF contributions.
- The remaining 12% (\$25.3K) of expenses of the FY2022 budget includes maintenance for equipment, supplies, small equipment and uniforms.

Significant Variances

Salaries – Salaries and related expenses are budgeted to increase about 12.6% (\$19.7K) due to market level conditions in 2021. We brought on another full-time position to replace part-time positions we were unable to fill. The part-time positions are budgeted at higher rates due to dictating market conditions.

Department P800 - Golf Kitchen
Statement of Revenues and Expenses

	ACTUALS		2020	FORECAST 2021	ANNUAL PLAN		Percent Change
	2018	2019			2021	2022	
Total Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
5205 Maintenance Expense	\$ -	\$ -	\$ -	\$ 14,000	\$ 6,000	\$ 6,996	17%
5430 Supplies	\$ -	\$ -	\$ -	\$ 13,857	\$ 7,875	\$ 9,996	27%
5435 Small Equipment	\$ -	\$ -	\$ -	\$ 7,888	\$ 8,000	\$ 6,000	-25%
6100 Salaries	\$ -	\$ -	\$ -	\$ 118,493	\$ 119,386	\$ 138,986	16%
6110 Payroll Taxes	\$ -	\$ -	\$ -	\$ 10,137	\$ 10,959	\$ 10,633	-3%
6115 Unemployment taxes	\$ -	\$ -	\$ -	\$ 2,893	\$ 3,703	\$ 4,619	25%
6120 Group Insurance	\$ -	\$ -	\$ -	\$ 12,590	\$ 15,576	\$ 15,480	-1%
6130 Uniforms	\$ -	\$ -	\$ -	\$ 293	\$ 300	\$ 500	67%
6160 IMRF	\$ -	\$ -	\$ -	\$ 6,693	\$ 7,093	\$ 6,710	-5%
Total Expense	\$ -	\$ -	\$ -	\$ 186,844	\$ 178,892	\$ 199,920	12%
Net Income not including Depreciation	\$ -	\$ -	\$ -	\$ (186,844)	\$ (178,892)	\$ (199,920)	-12%

P900- Kitty Hawk

Kitty Hawk Café is a restaurant featuring a modern and inviting setting for people to relax before, after, or between flights. It also services the tenants in the Flight Center building. The restaurant serves a variety of food items that can be enjoyed at the café or prepared to go. Offerings include salads, deli sandwiches, house-made chili, and rotating specials and soups.

The café employs (1) full-time employee that oversees managing the restaurant. This employee runs the daily activities, prepares daily specials, accounts for sales (cash and credit card), performs a monthly food and beverage inventory, and prepares requisitions to the PLGC kitchen for weekly food, beverages, and supplies.

Budget Summary

The FY2022 budget for Kitty Hawk Café includes \$14.2K in total revenues and \$88K in total expenses. The overall budgeted Net Loss of \$74K is reimbursed by the DuPage Flight Center and represents an 6% decrease from the FY2021 budget.

- Food & Beverage Sales are budgeted at \$14.2K and include pre-made ready-to-go meals and beverages.
- Salaries and related costs are the largest expense in the Kitty Hawk budget. Headcount-related items comprise 77% of the total FY2022 budget related to expenses. This consists of includes salaries, payroll taxes, unemployment taxes, and group insurance, and IMRF contributions
- Food & Beverage Cost of Goods Sold is 13.8% (\$12.2K) of total expenses budgeted in FY2022. These line items include the cost of the food and beverages sold at the café.
- The remaining 9.2% of budgeted expenses (\$8.2K) includes utilities, waste removal, equipment, credit card fees, supplies, and permits.

Significant Variances

The total FY2022 budget is relatively unchanged from the prior year.

Department P900 - Kitty Hawk Café
Statement of Revenues and Expenses

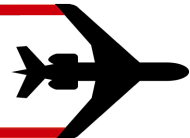
	ACTUALS			ANNUAL PLAN			Percent Change
	2018	2019	2020	2021	2022		
				FORECAST			
3600	\$ 18,236	\$ 15,475	\$ 4,816	\$ 12,000	\$ 17,200	\$ 13,000	-24%
3610	\$ 2,506	\$ 1,908	\$ 571	\$ 1,200	\$ 2,400	\$ 1,200	-50%
Total Revenue	\$ 20,742	\$ 17,383	\$ 5,387	\$ 13,200	\$ 19,600	\$ 14,200	-28%
4300	\$ 720	\$ 1,013	\$ 513	\$ 800	\$ 800	\$ 852	7%
4315	\$ 13,390	\$ 11,605	\$ 5,559	\$ 9,000	\$ 12,900	\$ 9,753	-24%
4320	\$ 2,509	\$ 2,711	\$ 2,037	\$ 2,500	\$ 1,200	\$ 2,400	100%
5205	\$ 765	\$ 225	\$ 167	\$ 480	\$ 480	\$ 480	0%
5415	\$ 960	\$ 594	\$ 252	\$ 300	\$ 300	\$ 300	0%
5430	\$ 3,588	\$ 1,680	\$ 1,518	\$ 2,400	\$ 2,400	\$ 2,400	0%
5435	\$ 1,140	\$ 1,140	\$ 1,140	\$ 3,709	\$ 1,140	\$ 1,140	0%
5720	\$ 2,451	\$ 2,853	\$ 2,416	\$ 2,600	\$ 2,825	\$ 2,882	2%
5999	\$ 7	\$ (67)	\$ (1)	\$ 25	\$ -	\$ -	0%
6100	\$ 34,059	\$ 34,463	\$ 34,394	\$ 37,809	\$ 37,809	\$ 39,690	5%
6110	\$ 2,280	\$ 2,306	\$ 2,266	\$ 2,892	\$ 2,892	\$ 3,036	5%
6115	\$ 917	\$ 820	\$ 558	\$ 658	\$ 910	\$ 908	0%
6120	\$ 25,623	\$ 24,979	\$ 20,181	\$ 22,146	\$ 21,891	\$ 21,333	-3%
6160	\$ 7,233	\$ 2,741	\$ 642	\$ 3,034	\$ 3,034	\$ 2,672	-12%
6340	\$ 554	\$ 561	\$ 749	\$ 324	\$ 550	\$ 350	-36%
6390	\$ 410	\$ -	\$ -	\$ -	\$ -	\$ -	0%
6800	\$ (75,863)	\$ (70,240)	\$ (69,238)	\$ (75,477)	\$ (69,531)	\$ (73,996)	-6%
Total Expense	\$ 20,742	\$ 17,383	\$ 3,153	\$ 13,200	\$ 19,600	\$ 14,200	-28%
Net Income not including Depreciation	\$ 0	\$ -	\$ 2,234	\$ -	\$ -	\$ -	0%



DUPAGE AIRPORT AUTHORITY

CHICAGO LANDS

DUPAGE FLIGHT CENTER



Capital Improvements & Major Maintenance Program 2022

DUPAGE AIRPORT AUTHORITY
2022 CAPITAL & MAJOR MAINTENANCE PLAN

Capital Summary	
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DAA	\$ 21,877,531
DFC	\$ 309,400
PLG	\$ 867,791
Total Capital	\$ 23,054,722

Major Maintenance Summary	
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DAA	\$ 908,782
DFC	\$ -
PLG	\$ -
Total Major Maintenance	\$ 908,782

NEW FUNDS REQUESTED FOR CAPITAL & MAJOR MAINTENANCE	\$ 23,963,504
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Capital Funds Carried Over from Prior Year	\$ 3,368,639
Grant Funding	\$ 8,549,144

TOTAL CAPITAL & MAJOR MAINTENANCE PLAN	\$ 35,881,287
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Capital Projects & Assets			New \$	Carryover \$	Grant \$	Total \$
DAA	Building	Construct New Hangar South Hightail Ramp	18,700,000	450,000	-	19,150,000
DAA	Field	Airport Perimeter Security & Wildlife Fencing - Phase 2 (IDOT #DPA-	-	84,612	1,607,624	1,692,235
DAA	Field	Runway 10/28 Avigation Easement Acquisition	-	1,500,000	-	1,500,000
DAA	Field	Rehabilitate Runway 10-28 (AIP Project)	65,000	-	1,235,000	1,300,000
DAA	Field	Airport Perimeter Security & Wildlife Fencing - Phase 3 (AIP Project)	-	63,580	1,208,024	1,271,604
DAA	Field	Taxiway B Overlay (AIP Project)	50,690	-	963,103	1,013,793
DAA	Field	Replacement of Homerun Ductbank (IDOT #DPA-4825)	-	-	894,874	894,874
DAA	Field	Replace ATP/Avel Ramp w/PCC (AIP Project)	-	39,584	752,091	791,675
DAA	Field	Perimeter Road Resurfacing - West Tower Road / DuPage Drive (AIP	33,000	-	627,000	660,000
DAA	Equipment	Flight Center Elevator Traction Car Driver Modification (2 Cars)	550,000	-	-	550,000
DAA	Field	Elevated Fixture Grounding Updates (100% CARES Act Funding)	-	-	482,146	482,146
DAA	Field	Taxiway Pavement Repairs: Lima/Golf, Whiskey/Golf, Yankee/Charl	475,000	-	-	475,000
DAA	Field	Taxiway E Reconfiguration (AIP Project)	22,881	-	434,745	457,626
DAA	Field	Construct New Parking Lot (AIP Project)	225,000	-	225,000	450,000
DAA	Field	Property Acquisition Parcel 1 - North of 64/East of Powis	60,260	382,590	-	442,850
DAA	Building	Replace Heaters at Hangars E1, E2, & E19	375,000	65,000	-	440,000
DAA	Building	North High Tail Hangar Gutter and Building Envelope Restoration	385,000	-	-	385,000
DAA	Equipment	6-Wheel Dump Truck & Sodium Spreader w/Wetting System	213,000	-	-	213,000
DAA	Field	Echo T-Hangar Pavement Rehab Phase III (AIP Project)	-	6,291	119,537	125,828
DAA	Field	Pave Area Between North Ramp Tiedowns and Muks Hangar	100,000	-	-	100,000
DAA	Building	Replace Fire Alarm System - Hangar E21 & Muks	71,500	-	-	71,500
DAA	Field	Add Electrical Panels to Hangar E9 and E20	64,800	-	-	64,800
DAA	Equipment	Replace Servers for IT Network	60,000	-	-	60,000
DAA	Equipment	Replace Surveillance and Access Control Hardware	50,000	-	-	50,000
DAA	Equipment	Mini Excavator	40,000	-	-	40,000
DAA	Building	Replace RTU Old Administration Building & AHU at TEA	39,900	-	-	39,900
DAA	Field	5010 Obstruction Tree Removal	30,000	-	-	30,000
DAA	Equipment	Tenant Leasing Software	25,000	-	-	25,000
DAA	Building	North High Tail Hangar Bay 4 Carpet, Paint, & Appliances	22,500	-	-	22,500
DAA	Building	Government Center First-floor Carpeting	22,000	-	-	22,000
DAA	Equipment	Cooling System for DAA Network Server Room	15,000	-	-	15,000
DAA	Field	Replace CCR in Airfield Vault	15,000	-	-	15,000
DAA	Field	Replace Perimeter Fence Signage	12,000	-	-	12,000
DAA	Equipment	Fertilizer Spreader	10,000	-	-	10,000
DAA	Building	New Gutters at 3N040 Powis Hangar	17,000	-	-	17,000
DAA	Equipment	2 Post Lift	8,000	-	-	8,000
DAA	Equipment	Tire Machine	8,000	-	-	8,000
DAA	Equipment	Sidewalk Snow Broom	6,000	-	-	6,000
DAA	Equipment	Wheel Balancer	6,000	-	-	6,000
DFC	Building	Flight Center Building Automation System Upgrade	82,400	-	-	82,400
DFC	Equipment	Dual Wheel Flatbed Truck & GPU	60,000	-	-	60,000
DFC	Equipment	Towable GPU	50,000	-	-	50,000
DFC	Equipment	4x4 Pickup Truck	45,000	-	-	45,000
DFC	Equipment	Courtesy Car	42,000	-	-	42,000
DFC	Equipment	Air Stairs	30,000	-	-	30,000
PLG	Building	Maintenance Building Storage Expansion & Overhead Door Replace	-	400,000	-	400,000
PLG	Building	Renovate Men's and Women's Locker Rooms at PLGC Clubhouse	116,250	200,000	-	316,250
PLG	Field	Prairie Landing Golf Club Bridge Repairs Phase I	225,000	-	-	225,000
PLG	Equipment	Diesel/Electric Triplex Greens Mowers (2)	90,000	-	-	90,000
PLG	Equipment	1-Ton Dump Truck	65,000	-	-	65,000
PLG	Equipment	Banquet Chairs	-	54,562	-	54,562
PLG	Field	Design for New Prairie Landing Irrigation System	50,000	-	-	50,000
PLG	Building	Clubhouse Tuckpointing	45,000	-	-	45,000
PLG	Building	Partition Wall Refurbishment	40,381	-	-	40,381
PLG	Equipment	Kitchen Supplies/Equipment	38,000	-	-	38,000
PLG	Building	New Kitchen Tile Flooring	33,000	-	-	33,000
PLG	Equipment	Replace Dishwasher at PLGC Clubhouse	28,000	-	-	28,000
PLG	Building	Kitchen RTU Replacement	27,360	-	-	27,360
PLG	Building	Main Furnace / AC Replacement	24,200	-	-	24,200
PLG	Building	Halfway House exterior	22,000	-	-	22,000
PLG	Building	Clubhouse Landscape Improvements	20,000	-	-	20,000
PLG	Building	Enclose Exterior Lower Level Grill Room Bar Area	15,000	-	-	15,000
PLG	Equipment	Beverage Station	11,000	-	-	11,000
PLG	Equipment	Cart Barn Ice Maker	9,600	-	-	9,600
PLG	Equipment	Beer Cooling Pack Replacement	8,000	-	-	8,000
DAA	Contingency	Contingency	100,000	-	-	100,000
Total Capital			23,054,722	3,246,219	8,549,144	34,850,085

Major Maintenance Projects			New \$	Carryover \$	Grant \$	Total \$
DAA	Building	1955 Aviation Dr. Hangar Epoxy Floor Coating	145,000	-	-	145,000
DAA	Field	Refurbish Airfield Signage	135,000	-	-	135,000
DAA	Building	Demo Communications Building - DuPage Business Center	25,000	75,000	-	100,000
DAA	Building	Demo Union Hall	100,000	-	-	100,000
DAA	Building	1955 Aviation Dr. Hangar Wall Caulking	100,000	-	-	100,000
DAA	Building	Refurbish Hangar Floors	80,000	-	-	80,000
DAA	Field	International Drive Tree Replacement	75,000	-	-	75,000
DAA	Field	Airfield Pavement Marking	73,535	-	-	73,535
DAA	Building	Demo Hangar N7 and Old Cameron Building	50,000	-	-	50,000
DAA	Field	Crackfill Longest Drive and Golf Maintenance Parking Lot	34,247	-	-	34,247
DAA	Building	Rehabilitate Trench Drains at DAA Maintenance Building	35,000	-	-	35,000
DAA	Field	Crackfill and Sealcoat North Avenue Parking Lot	23,000	-	-	23,000
DAA	Equipment	ARFF Truck Tires	18,000	-	-	18,000
DAA	Field	Mudjacking Various Locations	15,000	-	-	15,000
PLG	Building	Repair Banquet Hall Patio	-	30,000	-	30,000
PLG	Field	PLGC Pavement Repairs	-	17,420	-	17,420
Total Major Maintenance			908,782	122,420	-	1,031,202
Total Capital & Major Maintenance			23,963,504	3,368,639	8,549,144	35,881,287

DUPAGE AIRPORT AUTHORITY

Construct New Hangar South Hightail Ramp	\$19,150,000
Construction of a new 2-bay, 48,000 square foot hangar and office space on the South Hightail Ramp. DAA will utilize the hangar as a storage facility to accommodate various aircraft and associated ground support equipment. The hangar will be constructed to accommodate two (2) separate tenants if required.	
Airport Perimeter Security & Wildlife Fencing - Phase 2 (South End) (AIP Project)	\$1,692,235
Airport Improvement Program Project (Federal and/or State grant funds with local share participation). Upgrade airport perimeter fencing on the southern and western airport boundary. 6' fencing increased to 8' fencing, wildlife skirt and three (3) strands of barbed wire.	
Runway 10/28 Avigation Easement Acquisition	\$1,500,000
Acquire ALP defined RPZ and Approach/Transitional Zone Easements.	
Rehabilitate Runway 10-28 (AIP Project)	\$1,300,000
Airport Improvement Program Project (Federal and/or State grant funds with local share participation). Replace runway edge lights, base cans, and associated electrical infrastructure for Runway 10/28.	
Airport Perimeter Security & Wildlife Fencing - Phase 3 (North End) (AIP Project)	\$1,271,604
Airport Improvement Program Project (Federal and/or State grant funds with local share participation). Upgrade airport perimeter fencing on the northern airport boundary. 6' fencing increased to 8' fencing, wildlife skirt and three (3) strands of barbed wire.	
Taxiway B Overlay (AIP Project)	\$1,013,793
Airport Improvement Program Project (Federal and/or State grant funds with local share participation). Mill and overlay Taxiway Bravo.	
Replacement of Homerun Duct Bank (AIP Project)	\$894,874
Airport Improvement Program Project (Federal and/or State grant funds with local share participation). Replace existing electrical ductbank with approximately 3,400' of 6 way 2" PVC concrete encased ductbank that serves runway lighting circuits on the north airfield.	
Replace ATP/Avel Ramp w/PCC (AIP Project)	\$791,675
Airport Improvement Program Project (Federal and/or State grant funds with local share participation). Remove existing asphalt apron and replace with 8" PCC.	
Perimeter Road Resurfacing – West Tower Road/ DuPage Drive	\$660,000
State/Local Program Project (State grant funds with local share participation). Mill and overlay west Tower Road and DuPage Drive.	

Flight Center Elevator Traction Car Driver Modification	\$550,000
Phase I replacement of obsolete controls for two (2) passenger elevator cars in the DuPage Flight Center.	
Elevated Fixture Grounding Upgrades (AIP Project)	\$482,146
Airport Improvement Program Project (Federal and/or State grant funds with local share participation). Installation of grounding rods on existing airfield lighting fixtures to provide a ground path between the fixture stem and baseplate.	
Taxiway Pavement Repairs (AIP Project)	\$475,000
Airport Improvement Program Project (Federal and/or State grant funds with local share participation). Isolated full depth pavement repair and joint replacement at specific airfield pavement locations.	
Taxiway E Reconfiguration (AIP Project)	\$457,626
Airport Improvement Program Project (Federal and/or State grant funds with local share participation). Reconfiguration of Taxiway E between Runway 15/33 and Taxiway Bravo per Runway Safety Action Team recommendation.	
Construct New Parking Lot	\$450,000
State/Local Program Project (State grant funds with local share participation). Construct new parking lot at the proposed South Hightail Ramp hangar.	
Property Acquisition	\$442,850
Property acquisition north of Route 64 and east of Powis Road.	
Replace Hangar Heaters	\$440,000
Replacement of heaters at Hangar E1, E2 and E19 with Infra-Red system. The existing heaters are beyond their service life and are causing condensation build up from unvented combustion.	
North Hightail Gutter and Building Envelope Restoration	\$385,000
Restorations necessary to prevent rust leaching from top cap of precast on to face of building being caused by moisture penetration.	
6 wheel Dump Truck & Sodium Spreader	\$213,000
Replace a 22 year old truck and add the ability and to have a larger sodium formate spreader to accommodate the widened runway.	
Hangar Epoxy Floor Coating	\$145,000
Recoat hangar floor at 1955 Aviation Drive due to high traffic use and non-slip surface that has worn beyond its useful life.	
Refurbish Airfield Signage	\$135,000
Replace taxiway guidance signs which have not been upgraded to LED.	

Echo T-Hangar Pavement Rehab Phase III (AIP Project)	\$125,828
Airport Improvement Program Project (Federal and/or State grant funds with local share participation). Pavement resurfacing for apron areas at the Echo-T hangars per the Pavement Management System Update.	
North Ramp Paving	\$100,000
Asphalt paving of existing grass area between the North Ramp and Hangar apron.	
Demo Communication Building	\$100,000
Demo vacant obsolete building at the DuPage Business Center that is beyond repair and no longer feasible to maintain.	
Demo Union Hall	\$100,000
Demo vacant building on parcel north of Roosevelt Road that is beyond repair and no longer feasible to maintain.	
1955 Aviation Drive Hangar Wall Caulking	\$100,000
Replace original 20+ year old shrinking caulk causing water infiltration to hangar.	
Refurbish Hangar Floors	\$80,000
Refurbish hangar floor coatings at the North and South Hightail hangar transient bays due to poor condition caused by high traffic use.	
Tree Replacement	\$75,000
Replace trees on International Drive that were previously removed due to damage or disease.	
Airfield Pavement Marking	\$73,535
Runway, taxiway, and apron pavement marking; in addition to landside areas per 2022 schedule.	
Replace Fire Alarm System	\$71,500
Replace fire alarm panels that are not addressable per code at Hangar E21 and Muk's Aviation.	
Add Electrical Panels	\$64,800
Add electrical panels to Hangar E9 and E20. Existing panels currently share a single breaker with another hangar.	
Replace Servers, IT Network	\$60,000
Replace DAA's Hyper V network, which is currently beyond its useful life.	
Replace Surveillance and Access Control Hardware	\$50,000
As-needed repair and replacement of surveillance cameras, access control readers, and related hardware.	
Demo Hangar N7 and Old Cameron Building	\$50,000
Demo vacant hangar that is beyond repair and no longer feasible to maintain.	

Mini Excavator	\$40,000
Procurement of a small excavator to repair irrigation system and perimeter fencing wildlife skirt.	
Replace RTU Old Admin Building	\$39,900
Replace HVAC RTU at the Old Administration Build that is beyond its useful service life.	
Rehabilitate Trench Drains	\$35,000
Rehab floor drains at the DAA Maintenance Building that are currently not draining due to age and buildup of debris.	
Crackfill Longest Drive and Golf Maintenance Parking Lot	\$34,247
Route and crackfill Longest Drive and Golf Maintenance to preserve existing asphalt pavement.	
5010 Obstruction Tree Removal	\$30,000
Tree trimming and/or removal north of Route 64 for trees identified as a Part 77 surface obstruction.	
Tenant Leasing Software	\$25,000
New cloud based tenant leasing software.	
Crackfill and Sealcoat North Avenue Parking Lot	\$23,000
Route, crackfill and sealcoat North Avenue Parking lot to preserve asphalt pavement surface.	
North Hightail Hangar Bay Carpet, Paint, and Appliances	\$22,500
Tenant renovations required at North Hightail Hangar.	
Government Center First-Floor Carpeting	\$22,000
Replacement of high traffic common area carpet on the 1 st floor of the Government Center.	
ARFF Truck Tires	\$18,000
New tires for Aircraft Rescue and Fire Fighting vehicle.	
Gutter Replacement	\$17,000
Gutter replacement at flight school hangar due to damage caused by ice damming.	
Mudjacking	\$15,000
Repair sunken sidewalk panels and joints at various locations throughout the airport.	
Cooling System for DAA Network server Room	\$15,000
Add cooling to the server room due to additional equipment added.	
Replace CCR in Airfield Vault	\$15,000
Replace a 30KW airfield lighting regulator over 30 years old.	

Replace Perimeter Fence Signage	\$12,000
Replace missing or damaged airfield perimeter regulatory signs.	
Fertilizer Spreader	\$10,000
Procurement of a fertilizer spreader to add the ability to spread fertilizer/herbicide without damaging the irrigation system and eliminating outside contractor fees.	
2 Post Lift	\$8,000
Replaces a 27 year old in-ground lift for vehicle maintenance with a safer above ground two post vehicle lift.	
Tire Machine	\$8,000
Procurement of a tire machine to facilitate tire replacement for over 40 vehicles/trailers and to eliminate the expense of outside contractor fees.	
Sidewalk Snow Broom	\$6,000
Procurement of a snow broom attachment for an existing piece of equipment will facilitate snow and ice removal from sidewalks for customer and employee safety.	
Wheel Balancer	\$6,000
Procurement of a wheel balance will be utilized in conjunction with the tire machine to facilitate wheel balancing requirements.	

DUPAGE FLIGHT CENTER

Flight Center Building Automation	\$82,400
Replaces existing environmental controls in the DuPage Flight Center that is beyond its useful life and requiring modernization.	
Dual Wheel Flatbed Truck & GPU	\$60,000
Replaces an existing truck that is more than 10 years old and beyond it useful service life.	
Towable GPU	\$50,000
Procurement of a mobile 28v GPU for starting and servicing aircraft.	
4X4 Pickup Truck	\$45,000
Replaces a current line service truck that is more than 10 years old. The truck is utilized for plowing and light aircraft towing.	
Courtesy Car	\$42,000
Replaces the existing Flight Center courtesy car.	
Air Stairs	\$30,000
Pre-owned air stairs will be used on B-737 and MD-80 size aircraft that utilize DuPage Airport that do not have internal stairs. Also, will be used in the event of a large aircraft diverted to DuPage.	

PRAIRIE LANDING GOLF CLUB

PLGC Maintenance Building Addition	\$400,000
1,800 square foot expansion will provide additional space needed for the storage and protection of materials and equipment currently being stored outdoors.	
Renovate Men's and Women's Locker Rooms at PLGC Clubhouse	\$316,250
Renovate the existing men's and women's locker rooms including new walls, floor tiles, toilet partitions, toilet accessories, countertops, sinks and lighting. Modify swing locker room for new bridal dressing area.	
Golf Club Bridge Repairs Phase 1	\$225,000
Several of the bridges on the golf course property are in need of various levels of bulkhead/interface repair and restoration. Over time, watershed has caused the erosion of soil banks and the failure of the bulkheads. These failures are causing the cartpath/bridge interfaces to fail and become unstable in some situations. Repairs will restore these areas and construct new bulkheads to stop the erosion.	
Triplex Green Mowers (2)	\$90,000
Replaces two (2) 2015 model year units which are utilized for mowing greens. The new mowers will be utilized for tees and other areas.	
1 Ton Dump Truck	\$65,000
Replaces a 2001 dump truck which is beyond its useful service life. The dump truck is utilized for material handling, off-site material pickup, and snow removal.	
Banquet Chairs	\$54,562
Replace approximately 250 banquet chairs.	
Design for PLGC Irrigation System	\$50,000
Plans and specifications necessary to bid a new golf irrigation system for future replacement of Prairie Landing's current system, which was installed in 1993.	
Clubhouse Tuckpointing	\$45,000
Brick and mortar repairs necessary to protect the existing structure from further degradation.	
Partition Wall Refurbishment	\$40,381
Brick and mortar repairs necessary to protect the existing structure from further degradation in addition to correcting slip and fall hazards on the stairwell leading to the Cart Barn.	
Kitchen Equipment	\$38,000
Replace equipment as necessary. Most of this equipment is original equipment	

Kitchen Tile Flooring Replacement	\$33,000
Replace original kitchen and grill tile as it is currently slippery and difficult to clean	
Repair Banquet Hall Patio	\$30,000
Repair/replace banquet hall patio bricks	
Replace Dishwasher	\$28,000
Hobart dishwasher is 4-5 years past recommended service life and needs replacement.	
Kitchen RTU replacement	\$27,360
Unit is beyond its useful service life and requires replacement.	
Main Furnace AC replacement	\$24,200
Unit is beyond its useful service life and requires replacement.	
Halfway House Exterior	\$22,000
Replace halfway server window and make space more inviting to guests	
Clubhouse Landscape Improvements	\$20,000
Plant and hardscape materials necessary for landscape improvements at the Prairie Landing Clubhouse.	
PLGC Pavement Repairs	\$17,420
Crackfill, sealcoating and pavement marking of the Clubhouse parking lots.	
Enclose Lower-Level Grill Room area	\$15,000
Weather protection necessary to keep freezing conditions of heat piping from recurring.	
Beverage Station	\$11,000
New beverage station for grill room to allow better drink service for our customers	
Replace Cart Barn Ice Maker	\$9,600
Unit is beyond its useful service life and requires replacement.	
Beer Cooling Pack Replacement	\$8,000
Unit is beyond its useful service life and requires replacement.	
<u>Contingency Funds</u>	
Contingency Reserve – All Operations	\$100,000
Funding for any unplanned Capital or Major Maintenance projects (e.g. emergency repairs, replacements, or major unforeseen capital projects) will be pulled from contingency funds. Contingency funds will be replenished throughout the year with unused plan dollars from 2020 projects that are completed under budget.	

Fiscal Year 2022
Budget & Appropriations Ordinance
For the period January 1, 2022 - December 31, 2022
DuPage Airport Authority
West Chicago, IL

ORDINANCE 2022-374

**BUDGET & APPROPRIATIONS ORDINANCE
for the DUPAGE AIRPORT AUTHORITY
for the FISCAL YEAR BEGINNING
JANUARY 1, 2022 AND ENDING DECEMBER 31, 2022**

WHEREAS, The Board of Commissioners of the DuPage Airport Authority, an Illinois Special District, has adopted a fiscal year beginning January 1, 2022 and ending December 31, 2022, 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 2022.

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, 2022 and ending December 31, 2022 the following sums of money below are hereby budgeted and appropriated for the corporate purposes of the Corporate Fund of the DuPage Airport Authority:

Estimated Beginning Cash Balance	\$ 63,997,765
<u>OPERATING REVENUES</u>	
Airport Operations	\$ 3,912,072
Flight Center Fuel Operations	\$ 12,140,829
Prairie Landing Golf Course	\$ 2,691,400
TOTAL OPERATING REVENUES	<u>\$ 18,744,301</u>
<u>OPERATING EXPENSES</u>	
Airport Operations	\$ 7,331,316
Flight Center Fuel Operations	\$ 8,223,372
Prairie Landing Golf Course	\$ 2,522,764
TOTAL OPERATING EXPENSES	<u>\$ 18,077,452</u>
<u>NON OPERATING - REVENUE / DEBT SERVICE / CAPITAL / TAXES</u>	
REVENUES	
Miscellaneous Taxes	\$ 70,000
Property Taxes/Abatement	\$ 6,032,004
Federal & State Grants	\$ 1,692,525
Interest Income	\$ 200,004
Unrealized Gain/Loss from Investments	\$ -
Gain of Sale from Fixed Assets	\$ 30,000
TOTAL NON-OPERATING REVENUES	<u>\$ 8,024,533</u>
EXPENSES	
Property Tax (DAA)	\$ 311,880
Property Tax (PLGC)	\$ 60,000
TOTAL NON-OPERATING EXPENSES	<u>\$ 371,880</u>
<u>CAPITAL DEVELOPMENT PROGRAM</u>	
AVIATION PROGRAMS / EQUIPMENT	\$ 33,327,730
GOLF COURSE PROGRAMS / EQUIPMENT	\$ 1,522,352
MAJOR MAINTENANCE OF CAPITAL ASSETS	\$ 1,031,201
TOTAL CAPITAL DEVELOPMENT PROGRAM	<u>\$ 35,881,283</u>
TOTAL REVENUES	\$ 26,768,834
TOTAL EXPENDITURES	\$ 54,330,615
CASH BALANCE - ENDING	<u>\$ 36,435,984</u>

SECTION 2: That the following budget and appropriations, containing an estimate of the receipts and expenditures for FISCAL YEAR 2022, be and are hereby adopted as the budget and appropriations of the Corporate Fund of the DuPage Airport Authority for said fiscal year:

AIRPORT ADMINISTRATION / OPERATIONS

REVENUES	
HANGAR RENTALS	\$ 2,837,196
COLLECTION, SERVICE, TOWING FEES	\$ 1,236
COMMISSIONS	\$ 32,241
CUSTOMS FEES	\$ 78,770
RAMP, TIE DOWN, OVERNIGHT FEES	\$ 150,532
NON AIRFIELD, RENT/LEASE REVENUE	\$ 797,097
MISCELLANEOUS	\$ 15,000
TOTAL REVENUES	\$ 3,912,072
CASH ON HAND - BEGINNING	\$ 39,720,825
TOTAL FUNDS AVAILABLE	\$ 43,632,897
EXPENDITURES	
SALARIES	
STAFF & COMMISSIONERS	\$ 2,492,860
SALARIES TOTAL	\$ 2,492,860
BENEFITS	
FICA	\$ 185,225
UNEMPLOYMENT INSURANCE	\$ 25,607
GROUP INSURANCE	\$ 374,733
UNIFORMS	\$ 13,836
IMRF	\$ 157,281
BENEFITS TOTAL	\$ 756,682
GENERAL & ADMINISTRATIVE	
EDUCATION / TRAINING / TRAVEL	\$ 18,504
DUES & SUBSCRIPTIONS	\$ 13,809
COMPUTER AND SOFTWARE	\$ 62,696
COMMUNICATIONS	\$ 49,764
GENERAL OFFICE	\$ 7,896
MISCELLANEOUS	\$ 38,964
GEN. & ADMIN. TOTAL	\$ 191,633
OUTSIDE SERVICES	
CONSULTING SERVICES	\$ 384,108
ACCOUNTING / AUDIT	\$ 39,996
CUSTOMS/CONTROL TOWER	\$ 873,660
MISC OUTSIDE SERVICES	\$ 286,788
LEGAL	\$ 180,000
SNOW REMOVAL/ICE CONTROL	\$ 92,900
ARFF	\$ 512,880
OUTSIDE TOTAL	\$ 2,370,332
MAINTENANCE	
EQUIPMENT LEASE / MAINT. CONTRACTS	\$ 130,194
SUPPLIES/HANDTOOLS & SMALL EQUIPMENT	\$ 49,924
FUEL/OIL VEHICLES & EQUIPMENT	\$ 80,004
FIELD MAINTENANCE	\$ 129,996
BUILDING MAINTENANCE	\$ 162,000
MACHINE & EQUIPMENT	\$ 65,004
MAINTENANCE TOTAL	\$ 617,122
INSURANCE	\$ 356,148
INSURANCE TOTAL	\$ 356,148
MARKETING / PUBLIC RELATIONS	\$ 98,950
MARKETING / PUBLIC RELATIONS TOTAL	\$ 98,950
UTILITIES	
GARBAGE REMOVAL / JANITORIAL	\$ 14,820
GAS HEAT	\$ 135,661
ELECTRIC	\$ 261,012
WATER/SEWER	\$ 36,096
TOTAL UTILITIES	\$ 447,589
TOTAL EXPENDITURES:	
AUTHORITY ADMINISTRATION & OPERATIONS	\$ 7,331,316
CASH ON HAND ENDING	\$ 36,301,581

DUPAGE FLIGHT CENTER FUEL OPERATIONS

REVENUES	
FUEL & OIL SALES	\$ 11,601,368
SERVICES & CATERING	\$ 533,500
MISCELLANEOUS INCOME	\$ 5,961
TOTAL REVENUES	\$ 12,140,829
CASH ON HAND - BEGINNING	\$ 26,519,714
TOTAL FUNDS AVAILABLE	\$ 38,660,543
EXPENDITURES	
SALARIES	
STAFF	\$ 1,101,519
SALARIES TOTAL	\$ 1,101,519
BENEFITS	
FICA	\$ 84,266
UNEMPLOYMENT INSURANCE	\$ 18,746
GROUP INSURANCE	\$ 220,224
UNIFORMS	\$ 15,020
IMRF	\$ 74,242
BENEFITS TOTAL	\$ 412,498
COST OF SALES	
COST OF SALES - FUEL/OIL	\$ 5,910,691
COST OF SALES - DE-ICE	\$ 34,000
COST OF SALES - CATERING	\$ 84,600
COST OF SALES TOTAL	\$ 6,029,291
GENERAL & ADMINISTRATIVE	
BUILDING RENT	\$ 48,000
EDUCATION / TRAINING / TRAVEL	\$ 19,581
DUES & SUBSCRIPTIONS	\$ 3,900
MISC OFFICE EXPENSE	\$ 21,372
SOFTWARE	\$ 17,975
COMMUNICATIONS	\$ 6,696
CREDIT CARD EXPENSE	\$ 152,812
MARKETING	\$ 51,260
GEN. & ADMIN. TOTAL	\$ 321,596
OUTSIDE SERVICES	
CONSULTING SERVICES/LEGAL	\$ 20,724
OUTSIDE SERVICES TOTAL	\$ 20,724
MAINTENANCE / OPERATIONS	
EQUIPMENT LEASE / MAINT. CONTRACTS	\$ 136,248
SUPPLIES	\$ 35,880
FUEL / OIL VEHICLES	\$ 11,004
MAINTENANCE EXPENSE	\$ 37,000
MAINTENANCE TOTAL	\$ 220,132
INSURANCE	\$ 115,212
INSURANCE TOTAL	\$ 115,212
UTILITIES	
ELECTRIC	\$ 2,400
UTILITIES TOTAL	\$ 2,400
TOTAL EXPENDITURES:	
FLIGHT CENTER FUEL OPERATIONS	\$ 8,223,372
CASH ON HAND ENDING	\$ 30,437,171

PRAIRIE LANDING GOLF COURSE

REVENUES

GOLF OPERATIONS

GREENS FEES/CART RENTAL	\$ 1,218,527
ASSOCIATION MEMBERSHIPS	\$ 340,000
RENTALS	\$ 1,500
PRACTICE CENTER	\$ 100,000
PRO SHOP SALES	\$ 105,500
TOTAL GOLF OPERATIONS	\$ 1,765,527

FOOD & BEVERAGE

CLUBHOUSE	\$ 365,000
KITTY HAWK - DELI	\$ 14,200
BANQUET	\$ 544,173
TOTAL FOOD & BEVERAGE	\$ 923,373

MISCELLANEOUS INCOME

	\$ 2,500
TOTAL MISCELLANEOUS INCOME	\$ 2,500
TOTAL REVENUES	\$ 2,691,400

CASH ON HAND - BEGINNING

\$ (2,242,775)

TOTAL FUNDS AVAILABLE

\$ 448,625

EXPENDITURES

SALARIES

STAFF	\$ 1,269,963
SALARIES TOTAL	\$ 1,269,963

BENEFITS

FICA	\$ 97,151
UNEMPLOYMENT INSURANCE	\$ 42,156
GROUP INSURANCE	\$ 108,517
UNIFORMS	\$ 9,000
IMRF	\$ 62,074
BENEFITS TOTAL	\$ 318,898

COST OF SALES

COST OF SALES - GOLF	\$ 74,400
COST OF SALES - GRILL, EVENT, BANQUETS	\$ 266,919
COST OF SALES - KITTY HAWK	\$ 12,153
CREDIT CARD FEES	\$ 67,852
COST OF SALES TOTAL	\$ 421,324

GENERAL & ADMINISTRATIVE

EDUCATION / TRAINING / TRAVEL	\$ -
DUES & SUBSCRIPTIONS	\$ 10,830
COMPUTER AND SOFTWARE	\$ 10,200
COMMUNICATIONS	\$ 21,540
TRANSFER COSTS TO FLIGHT CENTER	\$ (73,996)
MARKETING	\$ 42,000
GEN. & ADMIN. TOTAL	\$ 10,574

OUTSIDE SERVICES

CONSULTING SERVICES / LEGAL	\$ 53,000
OUTSIDE SERVICES TOTAL	\$ 53,000

MAINTENANCE / OPERATIONS

COURSE MAINTENANCE	\$ 116,000
SUPPLIES	\$ 82,496
RENTAL EQUIPMENT	\$ 43,140
FUEL / OIL VEHICLES	\$ 14,500
BUILDING MAINTENANCE EXPENSE	\$ 43,476
MAINTENANCE TOTAL	\$ 299,612

INSURANCE

	\$ 73,800
INSURANCE TOTAL	\$ 73,800

UTILITIES

GARBAGE REMOVAL / JANITORIAL	\$ 3,960
GAS HEAT	\$ 11,970
ELECTRIC	\$ 51,593
WATER/SEWER	\$ 8,070
UTILITIES TOTAL	\$ 75,593

TOTAL EXPENDITURES:

PRAIRIE LANDING GOLF COURSE **\$ 2,522,764**

CASH ON HAND ENDING

\$ (2,074,139)

NON OPERATING - REVENUE / DEBT SERVICE / CAPITAL / TAXES

MISCELLANEOUS TAXES	\$ 70,000
PROPERTY TAXES	\$ 6,032,004
FEDERAL & STATE GRANTS	\$ 1,692,525
INTEREST INCOME	\$ 200,004
UNREALIZED GAIN/LOSS FROM INVESTMENTS	\$ -
GAIN OF SALE FROM FIXED ASSETS	\$ 30,000
TOTAL NON-OPERATING REVENUES	\$ 8,024,533

CAPITAL DEVELOPMENT PROGRAM

AVIATION PROGRAMS / EQUIPMENT	\$ 33,327,730
GOLF COURSE PROGRAMS / EQUIPMENT	\$ 1,522,352
MAJOR MAINTENANCE OF CAPITAL ASSETS	\$ 1,031,201
TOTAL CAPITAL DEVELOPMENT	\$ 35,881,283

PROPERTY TAX

PROPERTY TAX (DAA)	\$ 311,880
PROPERTY TAX (PLGC)	\$ 60,000
TOTAL PROPERTY TAX	\$ 371,880

TOTAL REVENUES	\$ 26,768,834
TOTAL EXPENDITURES	\$ 54,330,615
CASH ON HAND ENDING	\$ 36,435,984

Said appropriation items shall constitute the Budget for the Corporate Fund of the Authority for FISCAL YEAR 2022.

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, 2022, 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 19, 2022.

Record of Roll Call Vote:

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

Chairman

(seal)
ATTEST:

Secretary

TO: DuPage Airport Authority
Board of Commissioners

FROM: Mark Doles
Executive Director

RE: Proposed Ordinance 2022-375; An Ordinance of the DuPage Airport Authority Promulgating Regulations Under the Freedom of Information Act.

DATE: January 13, 2022



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 20, 2021 The Board of Commissioners passed Ordinance 2021-349; An Ordinance of the DuPage Airport Authority Promulgating Regulations Under the Freedom of Information Act.

REVENUE OR FUNDING IMPLICATIONS:

Not applicable.

STAKEHOLDER PROCESS:

Not applicable.

LEGAL REVIEW:

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

ATTACHMENTS:

- Proposed Ordinance 2022-375; An Ordinance of the DuPage Airport Authority Promulgating Regulations Under the Freedom of Information Act.

ALTERNATIVES:

The Board can deny, modify or amend this issue.

RECOMMENDATION:

It is the recommendation of the Executive Director that the Board approve Proposed Ordinance 2022-375; An Ordinance of the DuPage Airport Authority Promulgating Regulations Under the Freedom of Information Act.

ORDINANCE 2022 - 375
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).** Dan Barna and Kristine Klotz 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 2021-349 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 19th day of January 2022.

Karyn M. Charvat _____
Stephen L. Davis _____
Juan E. Chavez _____
Herbert A. Getz _____
Gina R. LaMantia _____

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

CHAIRMAN

(ATTEST)

SECRETARY

ORDINANCE 2022-375

DuPAGE AIRPORT AUTHORITY

Fee Schedule for Duplication of Public Records

Cost for copies effective date: January 1, 2022

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 which provides fuel and line service. The DAA also owns, Prairie Landing Golf Club at 2325 Longest Drive, West Chicago, IL.

On January 1, 2022, the DAA had 54 full-time employees and 21 part-time employees. The total budgeted revenue is \$26,842,830 for the fiscal year ending December 31, 2022. The total budgeted expenditures for the year are \$54,404,611. This includes \$18,523,328 for general operating costs and \$35,881,283 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 2022-375 (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

Mark Doles
Executive Director

**DUPAGE AIRPORT AUTHORITY OFFICERS/COMMISSIONERS
AS OF JANUARY 1, 2022**

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

KARYN M. CHARVAT, COMMISSIONER
JUAN E. CHAVEZ, 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
Dan Barna and Kristine Klotz

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
Dan Barna and Kristine Klotz

Date

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

TO:

FROM:

Name

Address

Name

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
Dan Barna and Kristine Klotz

Date

TO: DuPage Airport Authority
Board of Commissioners

FROM: Mark Doles
Executive Director

RE: Proposed Resolution 2022-2486; Approving the Use of Outside Attorneys
for the Fiscal Year 2022 Beginning January 1, 2022 and Ending December 31, 2022

DATE: January 13, 2022



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.

Staff solicited a Request for Proposal (“RFP”) for Legal Services (primary legal advisor to the Authority) in the October 11, 2021 edition of the Daily Herald newspaper. Three (3) proposals were received on October 28, 2021 from the following firms:

- Luetkehans, Brady, Garner & Armstrong LLC
- Robbins Schwartz
- Tressler LLP

An evaluation committee was appointed by the Chairman to evaluate the proposals based upon the following selection criteria:

- Related Experience - 40%
- Qualifications of Legal Team providing services to the Authority - 30%
- References – 20%
- Proposed Fees for Services – 10%

Upon completion of the evaluation process, the Committee ranked Luetkehans, Brady, Garner & Armstrong LLC as the best and most advantageous to the Authority for providing legal services.

It is recommended that Luetkehans, Brady, Garner & Armstrong LLC be retained as the general counsel attorneys for 2022. The rates for 2022 are reflected in Exhibit A of the proposed Resolution, as well as a comparison of the rates from 2021.

It is further recommended that the attorney currently providing Human Resources legal services for the Airport Authority, SheppardMullin, be retained for 2022. The rates for 2022 are reflected in Exhibit B of the proposed Resolution, as well as a comparison of the rates from 2021.

PREVIOUS COMMITTEE/BOARD ACTION:

Special evaluation Committee appointed by the Chairman ranked Luetkehans, Brady, Garner & Armstrong LLC as the best and most advantageous to the Authority for providing primary legal services.

REVENUE OR FUNDING IMPLICATIONS:

Rates as provided have been included as part of the 2022 Budget and Appropriations for the Airport Authority.

STAKEHOLDER PROCESS:

Not applicable.

LEGAL REVIEW:

Not applicable.

ATTACHMENTS:

- Proposed Resolution 2022-2486; Approving the Use of Outside Attorneys for the Fiscal Year 2022 Beginning January 1, 2022 and Ending December 31, 2022.

ALTERNATIVES:

The Board can deny, modify or amend this issue.

RECOMMENDATION:

It is the recommendation of the Executive Director that the Board approve Proposed Resolution 2022-2486; Approving the Use of Outside Attorneys for the Fiscal Year 2022 Beginning January 1, 2022 and Ending December 31, 2022.

RESOLUTION 2022-2486

**APPROVING THE USE OF OUTSIDE ATTORNEYS FOR THE FISCAL YEAR 2022
BEGINNING JANUARY 1, 2022 AND ENDING DECEMBER 31, 2022**

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 2022 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 2022 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.

Karyn M. Charvat _____
Juan E. Chavez _____
Stephen L. Davis _____
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 19th day of January 2022.

CHAIRMAN

(ATTEST)

SECRETARY

RESOLUTION 2022-2486

EXHIBIT A

LUETKEHANS, BRADY, GARNER & ARMSTRONG, LLC

HOURLY RATES

	<u>2021</u>	<u>2022</u>
PARTNERS	\$265	\$275
ASSOCIATES	\$215	\$225
LAW CLERKS	\$75	\$80

EXHIBIT B

SHEPPARDMULLIN

HOURLY RATES

	<u>2021</u>	<u>2022</u>
ALL ATTORNEYS	\$520	\$545

RESOLUTION 2022-2487

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:

- July 30, 2019 – Special Board Meeting
- September 4, 2019 – Special Board Meeting
- September 18, 2019 – Regular Board Meeting
- September 18, 2019 – Capital Development Meeting
- November 20, 2019 – Regular Board Meeting
- March 13, 2020 – Pheasant Run Subcommittee Meeting
- March 18, 2020 – Regular Board Meeting
- June 24, 2020 – 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.

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

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 19th day of January, 2022.

CHAIRMAN

(ATTEST)

SECRETARY

RESOLUTION 2022-2487



TO: Board of Commissioners

FROM: Dan Barna
Operations and Capital Program Manager

THROUGH: Mark Doles
Executive Director

RE: Proposed Resolution 2022-2488; Authorizing the Procurement of One (1) 2022 Ford F350 4x4 Flatbed Truck from the State of Illinois Joint Purchasing Contract

DATE: January 12, 2022

SUMMARY:

The Airport Authority’s 2022 Capital Budget includes the procurement of one (1) dual wheel flatbed truck that is utilized by line service to transport a ground power unit to start and service aircraft. The new truck will replace an existing vehicle that is more than 10 years old and beyond its useful service life.

The Authority’s Procurement Code and the Illinois Governmental Joint Purchasing Act allows for the utilization of the State of Illinois Joint Purchasing Program, in which goods and services have been formally competed by the State of Illinois.

Upon review of active Joint Purchasing Contracts for vehicles, staff has selected a vehicle that conforms to the requirements and budget for replacement of the dual wheel flatbed truck.

Staff recommends the purchase of one (1) 2022 Ford F350 4x4 Flatbed Truck from Morrow Brothers Ford, Inc. through the State of Illinois Joint Purchasing Contract for a total cost of \$54,780 F.O.B. DuPage Airport.

PREVIOUS COMMITTEE/BOARD ACTION:

January 19, 2022 Finance, Budget and Audit Committee – this item is being reviewed by the Committee.

REVENUE OR FUNDING IMPLICATIONS:

2022 Capital Budget	\$60,000
One (1) 2022 Ford F350 4x4 Flatbed Truck Morrow Brothers Ford, Inc State of Illinois Joint Purchasing Contract	(\$54,780)
	\$5,220

STAKEHOLDER PROCESS:

No stakeholders have been identified at this time.

LEGAL REVIEW:

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

ATTACHMENTS:

- Proposed Resolution 2022-2488; Authorizing the Procurement of One (1) 2022 Ford F350 4x4 Flatbed Truck from the State of Illinois Joint Purchasing Contract.

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 2022-2488; Authorizing the Procurement of One (1) 2022 Ford F350 4x4 Flatbed Truck from the State of Illinois Joint Purchasing Contract.

RESOLUTION 2022-2488

AUTHORIZING THE PROCUREMENT OF ONE (1) 2022 FORD F350 4X4 FLATBED TRUCK FROM THE STATE OF ILLINOIS JOINT PURCHASING CONTRACT

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 Procurement Code and the Illinois Governmental Joint Purchasing Act (30 ILCS 525/) allows for the utilization of the State of Illinois Joint Purchasing Program, in which goods and services have been formally competitively bid by the State of Illinois; and

WHEREAS, the State of Illinois has contracted with Morrow Brothers Ford, Inc. for a dual wheel 4x4 flatbed truck that conforms with the requirements of the Authority; and

WHEREAS, the Authority has budgeted for one (1) dual wheel 4x4 flatbed truck in 2022; and

WHEREAS, the Board of Commissioners of the Authority deem it to be in the best interests of the Authority to enter into a Purchase Order Contract with Morrow Brothers Ford, Inc. for the procurement of one (1) 2022 Ford F350 4x4 Flatbed Truck for a total cost of \$54,780 F.O.B. DuPage Airport; 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 said Purchase Order Contract with Morrow Brothers Ford, Inc. for the procurement of one (1) 2022 Ford F350 4x4 Flatbed Truck for a total cost of \$54,780 F.O.B. DuPage Airport and to take whatever steps necessary to effectuate the terms of said Purchase Order.

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

Karyn M. Charvat _____
Juan E. Chavez _____
Stephen L. Davis _____
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 19th day of January 2022.

CHAIRMAN

(ATTEST)

SECRETARY

RESOLUTION 2022-2488



TO: Board of Commissioners

FROM: Dan Barna
Operations and Capital Program Manager

THROUGH: Mark Doles
Executive Director

RE: Proposed Resolution 2022-2489; Award of Contract to Stafford Smith, Inc. for the Procurement of One (1) High Temperature Rack Conveyor Dishwashing Machine

DATE: January 12, 2022

SUMMARY:

The Airport Authority's 2022 Capital Budget includes the procurement of one (1) high temperature rack conveyor dishwashing machine for the Prairie Landing Golf Club. The new machine will replace the existing unit which is more than 30 years old and at the end of its useful service life. Procurement of the new unit will include the removal and disposal of the old unit and installation of the new.

A solicitation for sealed bids was advertised in the December 16, 2021 edition of the *Daily Herald Newspaper*. Four (4) sealed bids were received and opened at 2:30 pm on January 4, 2022. Bid results are as follows:

Bidder	Manufacturer & Model	Total Cost
*Douglas Food Stores, Inc. Bluefield, WV	Hobart CL44EN-BAS	\$59,787.53
Stafford Smith, Inc. Kalamazoo, MI	Hobart CL44EN-BAS	\$60,570.21
Boelter LLC Chicago, IL	Hobart CL44EN-BAS	\$66,269
Tiles in Style, LLC South Holland, IL	Hobart CL44EN-BAS	\$75,786

**Douglas Food Stores, Inc. does not meet specifications, no removal or installation included in total cost.*

Upon evaluation of the bids, it is apparent that Stafford Smith, Inc. is the low, responsive and responsible bidder.

PREVIOUS COMMITTEE/BOARD ACTION:

January 19, 2022 Finance, Budget and Audit Committee – this item is being reviewed by the Committee.

REVENUE OR FUNDING IMPLICATIONS:

2022 Capital Budget	\$28,000
2022 Capital Contingency	\$35,570.21
One (1) Hobart CL44EN-BAS High Temperature Rack Conveyor Dishwashing Machine F.O.B. Prairie Landing Golf Club	(\$60,570.21)
	\$0

STAKEHOLDER PROCESS:

No stakeholders have been identified at this time.

LEGAL REVIEW:

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

ATTACHMENTS:

- Proposed Resolution 2022-2489; Award of Contract to Stafford Smith, Inc. for the Procurement of One (1) High Temperature Rack Conveyor Dishwashing Machine.
- 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 2022-2489; Award of Contract to Stafford Smith, Inc. for the Procurement of One (1) High Temperature Rack Conveyor Dishwashing Machine.

RESOLUTION 2022-2489

AWARD OF CONTRACT TO STAFFORD SMITH, INC. FOR THE PROCUREMENT OF ONE (1) HIGH TEMPERATURE RACK CONVEYOR DISHWASHING MACHINE

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

WHEREAS, the Authority has solicited sealed bids for the procurement of one (1) high temperature rack conveyor dishwashing machine; and

WHEREAS, the Authority received and reviewed four (4) sealed bids on January 4, 2022; and

WHEREAS, it is apparent that Stafford Smith, Inc. is the low, responsive and responsible bidder at a total cost of \$60,570.21; and

WHEREAS, the Board of Commissioners of the Authority deem it to be in the best interests of the Authority to enter into a Purchase Order Contract with Stafford Smith, Inc. for the procurement of one (1) Hobart Model CL44EN-BAS High Temperature Rack Conveyor Dishwashing Machine for a total cost of \$60,570.21 F.O.B. Prairie Landing Golf Club; 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 said Purchase Order Contract with Stafford Smith, Inc. for the procurement of one (1) Hobart Model CL44EN-BAS High Temperature Rack Conveyor Dishwashing Machine for a total cost of \$60,570.21 F.O.B. Prairie Landing Golf Club and to take whatever steps necessary to effectuate the terms of said Purchase Order.

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

Karyn M. Charvat _____
Juan E. Chavez _____
Stephen L. Davis _____
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 19th day of January 2022.

CHAIRMAN

(ATTEST)

SECRETARY

RESOLUTION 2022-2489

**DUPAGE AIRPORT AUTHORITY
COMMERCIAL DISHWASHER
SOLICITATION NO. 2021-1213**

STATEMENT OF POLITICAL CONTRIBUTIONS

N/A STAFFORD SMITH, INC
(name of entity or individual)

N/A 3414 S. BURDICK ST
N/A KALAMAZOO, MI 49001
N/A
(address of entity or individual)

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

Elected Official	Office	Date	Amount	Form
<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>

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

VERIFICATION:

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

N/A N/A N/A
(date) (signature) (title of signer, if a business)



TO: Board of Commissioners

FROM: Dan Barna
Operations and Capital Program Manager

THROUGH: Mark Doles
Executive Director

RE: Proposed Resolution 2022-2490; Award of Contract to Citywide Building Maintenance, Inc. for Janitorial Services

DATE: January 12, 2022

SUMMARY:

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

The existing contract for janitorial services with Citywide Building Maintenance, Inc. expires on January 31, 2022. The Authority desires a new one (1) year contract commencing on February 1, 2022 and ending on January 31, 2023, subject to two (2) one (1) year extensions at the sole discretion of the Authority.

Staff solicited a Request for Proposals (“RFP”) in the October 21, 2021 edition of the Daily Herald newspaper. A mandatory pre-proposal conference was conducted on November 2, 2021. Eight (8) proposals were received on November 30, 2021 from the following companies:

- Alpha Building Maintenance Service, Inc. – Bridgeview, IL
- Atalian Global Services – Jersey City, NJ
- Best Quality Cleaning – Franklin Park, IL
- Bravo Services, Inc. – Chicago, IL
- Citywide Building Maintenance, Inc. – Itasca, IL
- GSF USA, Inc. – Des Plaines, IL
- Tidy Queens Corporation – Naperville, IL
- Vega Building Maintenance – Romeoville, IL

An evaluation committee was appointed by the Executive Director to evaluate the proposals based on the following selection criteria:

- Quality Control 40%
- Qualifications and Experience 30%
- Pricing Proposal 20%
- Capabilities 10%

Upon completion of the evaluation process, the committee ranked Citywide Building Maintenance, Inc. as the best and most advantageous to the Authority for providing janitorial services.

PREVIOUS COMMITTEE/BOARD ACTION:

January 19, 2022 Finance, Budget and Audit Committee – this item is being reviewed by the Committee.

REVENUE OR FUNDING IMPLICATIONS:

The current annual cost of janitorial services is \$114,606.60. The proposal submitted by Citywide Building Maintenance, Inc. is an annual cost of \$119,184 (year 1), \$121,567.68 (year 2) and \$124,606.87 (year 3).

Funding for this item is included in the 2022 Operating Budget.

STAKEHOLDER PROCESS:

No stakeholders have been identified at this time.

LEGAL REVIEW:

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

ATTACHMENTS:

- Pricing Proposals
- Proposed Resolution 2022-2490; Award of Contract to Citywide Building Maintenance, Inc. for Janitorial 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 2022-2490; Award of Contract to Citywide Building Maintenance, Inc. for Janitorial Services.

Proposed Resolution 2022-2490; Award of Contract to Citywide Building Maintenance, Inc. for Janitorial Services

Pricing Proposals

	Alpha Building Maintenance	Atalian Global Services	Best Quality Cleaning	Bravo Services	Citywide	Citywide Final Negotiated	GSF USA	Tidy Queens Corp	Vega Building Maintenance
Year 1 Cost	\$113,465	\$103,572	\$135,310	\$159,542	\$131,953.51	\$119,184	\$156,468.80	\$235,486.48	\$94,838.80
Year 2 Cost	\$116,299	\$105,624	\$135,310	\$159,542	\$134,592.58	\$121,567.68	\$162,727.55	\$239,411.25	\$94,838.80
Year 3 Cost	\$119,205	\$107,724	\$135,310	\$170,709.94	\$137,957.39	\$124,606.87	\$169,255.45	\$243,336.03	\$96,735.58
Total	\$348,969	\$316,920	\$405,930	\$489,793.94	\$404,503.48	\$365,358.55	\$488,451.80	\$718,233.76	\$286,413.18

RESOLUTION 2022-2490

AWARD OF CONTRACT TO CITYWIDE BUILDING MAINTENANCE, INC. FOR JANITORIAL SERVICES

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

WHEREAS, the Authority has solicited proposals from qualified janitorial companies to provide janitorial services to the Authority; and

WHEREAS, the Authority has received and reviewed eight (8) proposals through a Request for Proposal evaluation committee process; and

WHEREAS, upon evaluating the proposals, the Authority has determined that Citywide Building Maintenance, Inc. ranked the best and most advantageous to the Authority for providing janitorial 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 Citywide Building Maintenance, Inc. for a term of one (1) year, subject to two (2) one (1) year extensions at the sole discretion of the Authority; and

NOW, THEREFORE, BE IT RESOLVED, that the Authority be authorized to enter into a written Contract with Citywide Building Maintenance, Inc. to provide janitorial services during the term of February 1, 2022 and ending on January 31, 2023, subject to two (2) one (1) year extensions contingent upon the future appropriations of the Authority and at the sole discretion of the Authority for annual costs of \$119,184 (year 1), \$121,567.68 (year 2) and \$124,606.87 (year 3); and

FURTHER, BE IT RESOLVED, that the Board of Commissioners of the DuPage Airport Authority hereby authorizes the Executive Director, Mark Doles, to execute said Contract with Citywide Building Maintenance, Inc. and to take whatever steps necessary to effectuate the terms of said Contract.

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

Karyn M. Charvat _____
Juan E. Chavez _____
Stephen L. Davis _____
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 19th day of January, 2022.

CHAIRMAN

(ATTEST)

SECRETARY

RESOLUTION 2022-2490

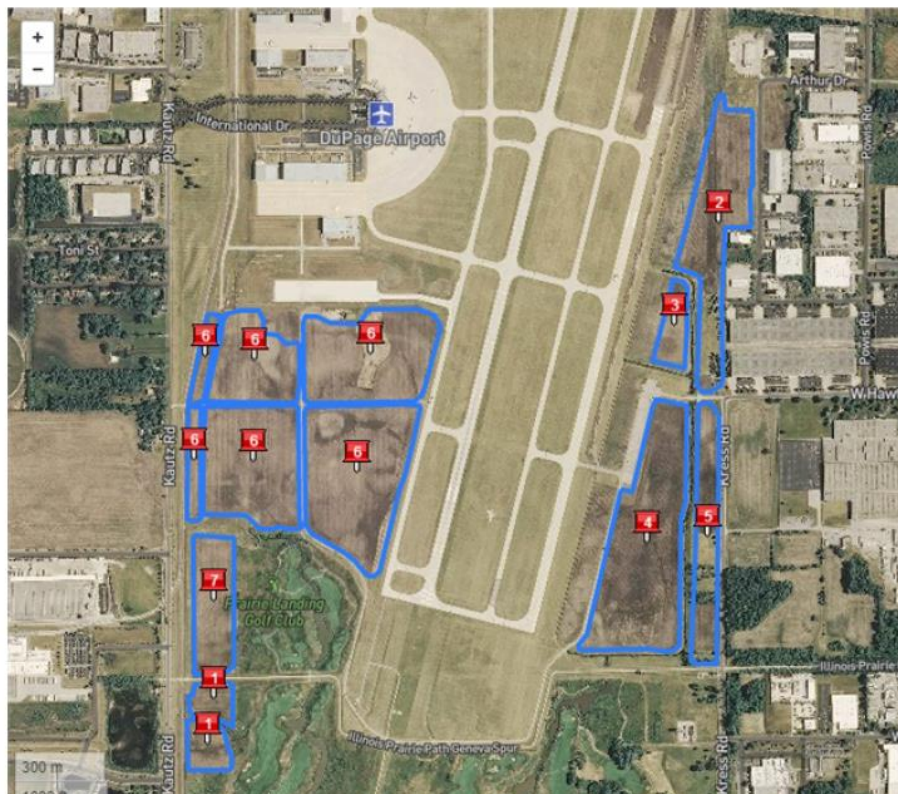
TO: Board of Commissioners
FROM: Dan Barna
Operations and Capital Program Manager
THROUGH: Mark Doles
Executive Director
RE: Proposed Resolution 2022-2491; Authorizing the Execution of a Cash Farm Lease
with Dale Pitstick
DATE: January 12, 2022



SUMMARY:

The Airport Authority currently leases 184 acres of farm parcels located adjacent to the south airfield and the Prairie Landing Golf Club. Crops planted on these parcels have been a corn and soybean rotation. The previous cash farm lease with Dale Pitstick for the parcels shown below expired on December 31, 2021.

DuPage Airport - All (184.13ac)



Staff has negotiated a new three (3) year cash farm lease with Dale Pitstick for 184 acres @ \$235 per acre (\$43,240 paid annually on March 15th).

A summary of all current cash farm lease revenue is below:

Dale Pitstick (expired 3-year cash farm lease) 184 acres @ \$235 per acre = \$43,240 annual rent.
Dale Pitstick (proposed 3-year cash farm lease) 184 acres @ \$235 per acre = \$43,240 annual rent.
*Galusha Farm, LLC 91 acres @ \$125 per acre = \$11,375 annual rent.
*Jeff Laczynski 25 acres @ \$125 per acre = \$3,125 annual rent.
Don and Beth Young 163 acres @ \$293 per acre = \$47,759 annual rent.

Total annual rent = *\$105,499 subject to reduction due to DuPage Business Center development.

PREVIOUS COMMITTEE/BOARD ACTION:

January 19, 2022 Capital Development, Leasing and Customer Fees Committee – this item is being reviewed by the Committee.

REVENUE OR FUNDING IMPLICATIONS:

The cash farm lease with Dale Pitstick is for a three (3) year term commencing on January 1, 2022 through December 31, 2024, with a rental rate of \$235 per acre (\$43,240 annual rent), payable annually on March 15th.

STAKEHOLDER PROCESS:

No stakeholders have been identified at this time.

LEGAL REVIEW:

Legal counsel has drafted the standard form Cash Farm Lease.

ATTACHMENTS:

- Proposed Resolution 2022-2491; Authorizing the Execution of a Cash Farm Lease with Dale Pitstick.

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 2022-2491; Authorizing the Execution of a Cash Farm Lease with Dale Pitstick.

RESOLUTION 2022-2491

AUTHORIZING THE EXECUTION OF A CASH FARM LEASE WITH DALE PITSTICK

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, as Landlord, and Dale Pitstick as Tenant, have negotiated a Cash Farm Lease for approximately 184 acres; and

WHEREAS, rent of \$43,240 (\$235 per acre) shall be payable annually commencing on March 15, 2022; and

WHEREAS, the Board of Commissioners of the Authority hereby deem it to be in the best interests of the Authority to lease approximately 184 acres of Authority owned farm land to Dale Pitstick; and

NOW, THEREFORE, BE IT RESOLVED, that the Authority be authorized to enter into a Cash Farm Lease with Dale Pitstick for the term of January 1, 2022 through December 31, 2024, with a rental rate of \$235 per acre (\$43,240 annual rent), payable annually on March 15th; and

FURTHER, BE IT RESOLVED, that the Board of Commissioners of the DuPage Airport Authority hereby authorizes the Executive Director, Mark Doles to execute said Lease with Dale Pitstick and to take whatever steps necessary to effectuate the terms of said Lease.

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

Karyn M. Charvat _____
Juan E. Chavez _____
Stephen L. Davis _____
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 19th day of January, 2022.

CHAIRMAN

(ATTEST)

SECRETARY

RESOLUTION 2022-2491



TO: Board of Commissioners

FROM: Mark Doles
Executive Director

RE: Authorization of Proposed Resolution 2022-2492, Ratification of Executive Director's Execution of a Hangar and Office Lease Agreement with Victory Aviation

DATE: January 12, 2022

SUMMARY:

This is a request to ratify the action of the Executive Director in the execution of a new Hangar and Office Building Lease with Victory Aviation ("VA"). This hangar and office is located at 2735 International Drive.

VA has occupied space at DuPage Airport since June 2003 and in this present location since January 2012. The current lease expired December 31, 2021. This new lease commenced January 1, 2022.

There are minor renovations of the facility consisting of carpet, floor tile and painting in the office areas required by the tenant. The lease requires these renovations to be completed by the Authority by April 30, 2022. The Authority's 2022 Budget includes \$22,500 to complete said renovations.

The terms of the new lease are as follows:

Tenant: Victory Aviation

Location: 2735 International Drive

Commencement: January 1, 2022

Termination: December 31, 2026

Renewal: 5-years (1/1/2027 – 12/31/2031)

Size: 20,700 SF

Rent over the Term: \$8.68 - \$9.13 per SF

Utilities: Paid by Tenant

Janitorial: By Tenant

Maintenance: Major by Landlord
Minor by Tenant

The maintenance terms are identical to those from the previous lease.

PREVIOUS COMMITTEE/BOARD ACTION:

January 19, 2022 Capital Development, Leasing and Customer Fees Committee - this item is on the agenda for review and consideration.

REVENUE OR FUNDING IMPLICATIONS:

Lease Revenue over the Initial 5-year Term: \$ 921,289

Lease Revenue over Renewal Term: \$ 994,303

Total Possible Lease Revenue: \$1,915,592

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

STAKEHOLDER PROCESS:

None identified at this time.

LEGAL REVIEW:

This is our standard form Hangar and Office Building Lease Document with business terms inserted.

ATTACHMENTS:

- Proposed Resolution 2022-2492 Ratification of the Executive Director’s Execution of a Hangar and Office Lease Agreement with Victory Aviation. Agreement is not attached.

ALTERNATIVES:

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

RECOMMENDATION:

It is the recommendation of the Executive Director and staff that the Board approves Resolution 2022-2492, Ratification of the Executive Director’s Execution of a Hangar and Office Lease Agreement with Victory Aviation at the January 19, 2022 Board meeting.

RESOLUTION 2022-2492
RATIFICATION OF THE EXECUTIVE DIRECTOR’S EXECUTION OF A HANGAR
AND OFFICE LEASE AGREEMENT WITH VICTORY AVIATION

WHEREAS, the DuPage Airport Authority, an Illinois Special District (the “Authority”), owns a hangar space commonly known as 2735 International Drive (the “Facility”); and

WHEREAS, the current Lease for the Facility between the Authority and Victory Aviation expired December 31, 2021; and

WHEREAS, the Authority, as Landlord, and Victory Aviation, as Tenant, have negotiated a Lease Agreement for a five-year term with a five-year option for the Facility with the initial term terminating December 31, 2026; and

WHEREAS, the Board of Commissioners finds that it is in the best interest of the Authority to enter into said Lease Agreement, attached hereto as Exhibit A; and

WHEREAS, due to the timing of the need to execute the Lease Agreement, the Executive Director, Mark Doles, has executed the Lease Agreement with Victory Aviation; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the DuPage Airport Authority hereby ratifies the Executive Director’s execution of a Lease Agreement with Victory Aviation and authorizes the Executive Director to take whatever steps necessary to effectuate the terms of this Lease Agreement.

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

Karyn M. Charvat _____
Juan E. Chavez _____
Stephen L. Davis _____
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 19th day of January 2022.

(ATTEST)

CHAIRMAN

SECRETARY

RESOLUTION 2022-2492



TO: Board of Commissioners

FROM: Mark Doles
Executive Director

RE: Authorization of Proposed Resolution 2022-2493, Authorizing Execution of a Hangar and Office Lease Agreement with Exelon Business Services Company, LLC

DATE: January 12, 2022

SUMMARY:

Exelon Business Services Company, LLC (“Exelon”) has been a tenant at DuPage Airport since 2012 and in their current location since 2015. Their current 2-year lease has an expiration date of January 31, 2022. The lease prior to this was a 5-year term with a 5-year option. Due to business concerns, Exelon previously requested a 2-year lease based upon the identical terms as were previously approved and included in what was the 5-year option.

Exelon is desirous of executing a new 2-year lease with the terms identical in what would have been years 8 and 9 from the previous lease.

The negotiated lease terms with Exelon and facility statistics are as follows:

Location: 2722 International Drive, Bay #1

Term: Two (2) years

Commencement: February 1, 2022

Termination: January 31, 2024

Total SF: 30,240 SF (24,000 SF Hangar, 6,240 SF Office)

Initial Hangar Rent: \$8.58 per SF

Initial Office Rent: \$14.76 per SF

Abatement: None

Maintenance: Major systems (roof, HVAC, hangar door) maintained by Landlord

Utilities: Paid by Tenant

Taxes: If applicable, paid by Tenant

The lease terms are commensurate with “like” facilities and are at, or above, current market conditions. Further, this lease utilizes the Authority’s standard form with business terms inserted. Authority’s Counsel has reviewed and approved.

PREVIOUS COMMITTEE/BOARD ACTION:

January 19, 2022 Capital Development, Leasing and Customer Fees Committee - this item is on the agenda for review and consideration.

REVENUE OR FUNDING IMPLICATIONS:

2-Year Lease Term Revenue \$ 600,747

Lease revenue over the term is identical to years 8 and 9 in the lease option term that was previously negotiated and approved. This is an increase of \$19,331 from the rent in the current term.

STAKEHOLDER PROCESS:

Not applicable

LEGAL REVIEW:

This is our standard form lease with the approved business terms inserted and is identical to the lease previously executed with Exelon for their current facility.

ATTACHMENTS:

- Proposed Resolution 2022-2493, Authorizing the Execution of a Hangar and Office Lease with Exelon Business Services Company, LLC. Lease Agreement is not attached.

ALTERNATIVES:

The Board can deny, modify or amend this issue.

RECOMMENDATION:

It is the recommendation of the Executive Director and staff that the Board approves Resolution 2022-2493, Authorizing the Execution of a Hangar and Office Lease Agreement with Exelon Business Services Company, LLC at the January 19, 2022 Board meeting.

RESOLUTION 2022-2493
AUTHORIZING THE EXECUTION OF A HANGAR AND OFFICE LEASE
AGREEMENT WITH EXELON BUSINESS SERVICES COMPANY, LLC

WHEREAS, the DuPage Airport Authority, an Illinois Special District (the “Authority”), is the owner of a hangar commonly known as 2722 International Drive, Bay #1 (the “Facility”); and

WHEREAS, the current Lease for the Facility between the Authority and Exelon Business Services Company, LLC is set to expire January 31, 2022; and

WHEREAS, the Authority, as Landlord, and Exelon Business Services Company, LLC, as Tenant, have negotiated a Lease Agreement for a two-year term for the Facility terminating on January 31, 2024; and

WHEREAS, the Board of Commissioners finds that it is in the best interest of the Authority to enter into said Lease Agreement (attached hereto as Exhibit A); and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the DuPage Airport Authority hereby authorizes the execution of the Lease Agreement, attached hereto as Exhibit A, with Exelon Business Services, LLC by the Executive Director, and authorizes the Executive Director to take whatever steps necessary to effectuate the terms of this Lease Agreement.

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

Karyn M. Charvat _____
Juan E. Chavez _____
Stephen L. Davis _____
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 19th day of January 2022.

(ATTEST)

CHAIRMAN

SECRETARY

RESOLUTION 2022-2493

Proposed Resolution 2022-2494
Materials Provided by Attorney Luetkehans Sent Under
Separate Cover

RESOLUTION 2022-2494

AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH LAKESHORE RECYCLING SYSTEMS, LLC AND OSCAR, LLC REGARDING A PROPOSED MUNICIPAL WASTE AND HYDRO EXCAVATION WASTE TRANSFER FACILITY

WHEREAS, the DuPage Airport Authority (the “Authority”) is an Illinois Special District that operates the DuPage Airport (the “Airport”); and

WHEREAS, Oscar, LLC (“Oscar”) owns an approximate 27.81-acre property located at 1655 Powis Road, West Chicago (the “Subject Property”) which is under the flight path for the Airport’s Runway 10-28; and

WHEREAS, Lakeshore Recycling Systems, LLC (“LRS”) operates a solid waste management facility on the Subject Property and intends to propose the permitting of a transfer facility with the ability to receive and transfer municipal solid waste and hydro excavation waste (the “Transfer Facility”); and

WHEREAS, the Authority has analyzed the proposed Transfer Facility and has negotiated to receive certain concessions from LRS and Oscar as it relates to the operation on the Subject Property, in exchange for not objecting to the proposed Transfer Facility; and

WHEREAS, the Authority believes that the negotiated concessions will make Airport traffic over and around the Subject Property safer than is currently existing; and

WHEREAS, via Resolution 2020-2346, the Authority previously approved and authorized execution of a prior version of the agreement between it and LRS and Oscar, but no longer approves or authorizes execution of the prior version of the agreement intends to repeal Resolution 2020-2346; and

WHEREAS, the Authority deems it to be in the best interest of the Authority to enter into the Agreement being attached hereto as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the DuPage Airport Authority hereby repeals Resolution 2020-2346 and authorizes the Executive Director, Mark Doles, to execute the Agreement between the DuPage Airport Authority, Oscar, LLC and Lakeshore Recycling Systems, LLC attached hereto as Exhibit A and take whatever steps necessary to effectuate the terms of that Agreement.

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

Karyn M. Charvat _____
Juan E. Chavez _____
Stephen L. Davis _____
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 19th day of January 2022.

CHAIRMAN

(ATTEST)

SECRETARY

RESOLUTION 2022-2494