



**BOARD OF COMMISSIONERS  
REGULAR MEETING and ANNUAL MEETING  
WEDNESDAY, JANUARY 24, 2018; 3:00 p.m.**

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

**TENTATIVE AGENDA**

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

**RECESS REGULAR MEETING**

**CONVENE ANNUAL MEETING**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. ELECTION OF OFFICERS FOR THE 2018 FISCAL YEAR**
  - a. Chairman**
  - b. Vice-Chairman**
  - c. Treasurer**
  - d. Secretary**
  - e. Assistant Treasurer**
  - f. Assistant Secretary**

**4. REVIEW OF COMMITTEE ASSIGNMENTS**

**TAB #1**

**PAGE #6**

**5. ADJOURNMENT OF ANNUAL MEETING**

**RECONVENE REGULAR MEETING**

4. **APPROVAL OF MINUTES** **TAB #2** **PAGE #7**  
 a. **November 2, 2017 Special Executive Committee Meeting**  
 b. **November 15, 2017 Regular Board Meeting**  
 c. **December 21, 2017 Special Board Meeting**
5. **DIRECTOR'S REPORT** **TAB #3** **PAGE #16**
6. **REVIEW OF FINANCIAL STATEMENTS** **TAB #4** **PAGE #20**
7. **REPORT OF OFFICERS/COMMITTEES**  
 a. **Internal Policy and Compliance Committee**  
 b. **Finance, Budget & Audit Committee**  
 c. **Golf Committee**  
 d. **Capital Development, Leasing & Customer Fees Committee**  
 e. **DuPage Business Center**
8. **OLD BUSINESS**  
 None
9. **NEW BUSINESS**  
 a. **Proposed Ordinance 2018-317; Adopting Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2018 and Ending December 31, 2018.**  
*– Finance Committee* **TAB #5** **PAGE #30**
- b. **Proposed Ordinance 2018-318; An Ordinance of the DuPage Airport Authority Promulgating Regulations Under the Freedom of Information Act.**  
**TAB #6** **PAGE #38**
- c. **Proposed Ordinance 2018-319; Amending the DuPage Airport Authority Employee Handbook.**  
*Ordinance amends the Authority's Employee Handbook to comply with latest amendments to the Illinois State Officials and Employees Ethics Act by modifying policies regarding sexual harassment.*  
*– Policy Committee* **TAB #7** **PAGE #52**
- d. **Proposed Resolution 2018-2130; Approving the Use of Outside Attorneys for the Fiscal Year 2018 Beginning January 1, 2018 and Ending December 31, 2018.**  
*Approves utilizing the firms of Schirott, Luetkehans and Garner, LLC and SheppardMullin to provide legal services for the 2018 fiscal year.*  
**TAB #8** **PAGE #58**

- e. **Proposed Resolution 2018-2131; Authorizing the Execution of a Professional Services Agreement with Serafin & Associates Inc. for Marketing and Communication Services.**  
*Approves an Agreement for providing strategic marketing and communications services for the Airport, Flight Center, and Prairie Landing Golf Club for a total cost not-to-exceed \$42,500.*  
**– Finance Committee** **TAB #9** **PAGE #62**
- f. **Proposed Resolution 2018-2132; Award of Contract to Harris Golf Cars for the Procurement of 76 Model Year 2018 Electric Golf Carts with GPS and Cart Control.**  
*Approves the procurement of (76) 2018 Model Yamaha Drive 2 Electric Golf Carts with YamaTrack Fleet Control System and the trade-in of (76) 2011 Model ClubCar Golf Carts with GPS for a total cost of \$299,912 F.O.B. Prairie Landing Golf Club.*  
**– Finance Committee** **TAB #10** **PAGE #65**
- g. **Proposed Resolution 2018-2133; Award of Contract to Petroleum Traders Corporation for the Procurement of Gasoline and Diesel Fuel.**  
*Approves a one (1) year Contract, subject to two (2) one (1) year extensions with Petroleum Traders Corporation for the as-needed procurement of gasoline and diesel fuel for Airport vehicles and equipment. Per gallon fee based on the Low Chicago OPIS Daily Rate + .0496 unleaded gasoline and + .0505 diesel fuel.*  
**– Finance Committee** **TAB #11** **PAGE #70**
- h. **Proposed Resolution 2018-2134; Delegation of Authority to the Executive Director to Procure One (1) Used Ground Roller.**  
*Delegation of Authority to the Executive Director to accept the lowest, responsive and responsible bid of no greater than \$40,000 for the purchase of a used ground roller.*  
**– Finance Committee** **TAB #12** **PAGE #74**
- i. **Proposed Resolution 2018-2135; Authorizing the Procurement of One (1) John Deere 8270R Tractor from a Joint Purchasing Contract with the County of Rock Island and John Deere.**  
*Approves the procurement of one (1) 2018 Model 8270R John Deere Tractor from AHW, LLC. for a total cost of \$212,158.56 F.O.B. DuPage Airport, utilizing the Joint Purchasing Contract with the County of Rock Island and John Deere.*  
**– Finance Committee** **TAB #13** **PAGE #78**

**j. Proposed Resolution 2018-2136; Disposal/Destruction of Surplus Personal Property.**

*Approves the disposition of (60) low profile barricades with hazard lights, (1) 1991 John Deere Model 318 Tractor, and (2) 2004 New Holland TL100 Tractors through sale by a public internet auction.*

**– Finance Committee**

**TAB #14**

**PAGE #81**

**k. Proposed Resolution 2018-2137; Authorizing the Execution of a Cash Farm Lease with Galusha Farm LLC for 96 Acres.**

*Authorizes the execution of a one (1) year Cash Farm Lease for 96 acres at \$175 per acre, \$16,800 annual rent. Subject to two (2) one (1) year extensions at the sole discretion of the Authority.*

**– Capital Development Committee**

**TAB #15**

**PAGE #87**

**l. Proposed Resolution 2018-2138; Authorizing the Execution of Task Order No. 10 with CH2M for Professional Consulting Services Associated with Preliminary Bridging Documents for the Federal Inspection Services Facility at the DuPage Flight Center.**

*Authorizes the execution of Task Order 10 with CH2M for preliminary bridging document preparation for a new U.S. Customs Federal Inspection Services (FIS) Facility incorporated into the existing Flight Center facilities. Total fees not-to-exceed \$37,375.*

**– Capital Development Committee**

**TAB #16**

**PAGE #90**

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

**11. RECONVENE REGULAR SESSION**

**12. OTHER BUSINESS**

**a. Proposed Resolution 2018-2139; Authorizing the Execution of a Vacant Land Purchase Agreement with Discovery Drive Investors, LLC.**

*Authorizes the execution of a Vacant Land Purchase Agreement with Discovery Drive Investors, LLC. for the sale of approximately 38.93 acres in the DuPage Business Center at a price of \$4,917,793.32, along with an option to purchase an additional 46.1 acres.*

**TAB #17**

**PAGE #94**

**b. Proposed Resolution 2018-2140; Authorizing the Execution of an Option Agreement with DMCS LLC.**

*Authorizes the execution of an Option Agreement with DMCS LLC for the option to lease approximately 9.98 acres of property for 21 years, plus an additional option to lease for another 5 years. Said option must be exercised within 270 days.*

**TAB #18      PAGE #99**

**c. Proposed Resolution 2018-2141; Authorizing the Execution of a Letter of Intent with GSI Family Offices, LLC.**

*Authorizes the execution of a Letter of Intent with GSI Family Offices LLC for the sale of approximately 40 acres in the DuPage Business Center at an approximate price of \$5,662,800.*

**TAB #19      PAGE #112**

**d. Proposed Resolution 2018-2142; Authorizing the Destruction of Certain Verbatim Recordings of Closed Sessions.**

**TAB #20      PAGE #116**

**13. ADJOURNMENT**



# DUPAGE AIRPORT AUTHORITY

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

### **DRAFT FOR REVIEW**

### **STANDING COMMITTEES**

#### **FINANCE, BUDGET & AUDIT COMMITTEE**

**[REDACTED], Chair (VACANT)**

**Charles E. Donnelly, Member**

**Michael V. Ledonne, Member**

**Gregory J. Posch, Member**

**Donald C. Sharp, Member**

**Daniel J. Wagner, Member**

**Mark Doles, Staff**

**Patrick Hoard, Staff**

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

**Daniel J. Wagner, Chair**

**Juan E. Chavez, Member**

**Michael V. Ledonne, Member**

**Gregory J. Posch, Member**

**Donald C. Sharp, Member**

**Mark Doles, Staff**

#### **GOLF COMMITTEE**

**Charles E. Donnelly, Chair**

**[REDACTED], Member**

**Michael V. Ledonne, Member**

**Patrick Hoard, Staff**

#### **INTERNAL POLICY & COMPLIANCE COMMITTEE**

**Gina R. LaMantia, Chair**

**Juan E. Chavez, Member**

**Michael V. Ledonne, Member**

**Gregory J. Posch, Member**

**Patrick Hoard, Staff**

**DuPAGE AIRPORT AUTHORITY  
SPECIAL MEETING OF THE CHAIRMAN'S SPECIAL EXECUTIVE COMMITTEE  
Thursday, November 2, 2017**

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A Special Meeting of the Chairman's Special Executive Committee of the DuPage Airport Authority was convened at 401 S. Carlton Avenue, Wheaton, Illinois, Second Floor Conference Room; Thursday, November 2, 2017. Chairman Davis called the meeting to order at 8:00 a.m. and a quorum was present for the meeting.

**Commissioners Present:** Chavez, Davis, LaMantia.

**Commissioners Absent:** None.

**Others in Attendance:** Attorneys Phil Luetkehans, Schirott, Luetkehans and Garner and Kevin Cloutier of SheppardMullin

**Members of the Press:**

None.

**PUBLIC COMMENT:**

None.

**RECESS TO EXECUTIVE SESSION:**

A **MOTION** was made by Commissioner LaMantia to recess to Executive Session for the discussion of employee matters. The **motion was seconded** by Commissioner Chavez and passed unanimously by roll call vote (3-0).

The Regular Meeting was recessed to Executive Session at 8:02 a.m. and was reconvened at 9:08 a.m.; upon roll call, a quorum was present.

A **MOTION** was made by Commissioner LaMantia to adjourn the Chairman's Special Executive Committee Meeting of the DuPage Airport Authority Board of Commissioners. The **motion was seconded** by Commissioner Chavez and was passed unanimously by voice vote; the meeting was adjourned at 9:09 a.m.

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**Stephen L. Davis  
Chairman**

**(ATTEST)**

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**Gina R. LaMantia  
Secretary**

**DuPAGE AIRPORT AUTHORITY  
REGULAR BOARD MEETING  
Wednesday, November 15, 2017**

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The Regular Meeting of the Board of Commissioners of the DuPage Airport Authority was convened at the Daniel L. Goodwin Flight Center Building, 2700 International Drive, West Chicago, Illinois, First Floor Conference Room; Wednesday, November 15, 2017. Chairman Davis called the meeting to order at 3:00 p.m. and a quorum was present for the meeting.

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

**Commissioners Absent:** Donnelly

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

**Others in Attendance:** Phil Luetkehans, Schirott, Luetkehans and Garner; Mikela Sutrina, SheppardMullin; Sean Maher, PRG; Junaid Yahama, Burns & McDonnell; Don Baxmann, DuPage Pilot's Association; Capt. Russell Danwin; pilot and private citizen.

**Members of the Press:**

None

**PUBLIC COMMENT**

Captain Russell Danwin asked about hangar occupancy rates for DuPage Airport in comparison to other General Aviation Airports in this area. He stated he is aware of a waiting list at Schaumburg for hangar vacancies. Mark Doles responded there are hangar vacancies; DuPage has approximately 60% to 70% occupancy. Captain Danwin suggested that DuPage advertise the availability of hangars for rent. Executive Director Bird responded that the best way to advertise to the General Aviation community is by word-of-mouth. Discussion continued.

**APPROVAL OF MINUTES**

Chairman Davis asked for additions or corrections to the minutes of the September 20, 2017 Regular Board Meeting and there were none. Commissioner Sharp made a **MOTION** to approve the minutes of the September 20, 2017 Regular Board Meeting and Commissioner Chavez **seconded the motion**. The motion was passed unanimously by roll call vote (6-0).

Commissioner Huizenga and Commissioner Ledonne were not present for the vote.

Chairman Davis asked for additions or corrections to the minutes of the October 12, 2017 Special Executive Committee Meeting and there were none. Commissioner Posch made a **MOTION** to approve the minutes of the October 12, 2017 Special Executive Committee Meeting and Commissioner Sharp **seconded the motion**. The motion was passed unanimously by roll call vote (6-0). Commissioner Huizenga and Commissioner Ledonne were not present for the vote.

Chairman Davis asked for additions or corrections to the minutes of the September 20, 2017 Capital Development, Leasing and Customer Fees Committee Meeting and there were none. Commissioner Sharp made a **MOTION** to approve the minutes of the September 20, 2017 Capital Development, Leasing and Customer Fees Committee Meeting and Commissioner Chavez **seconded the motion**. The motion was



passed unanimously by roll call vote (6-0). Commissioner Huizenga and Commissioner Ledonne were not present for the vote.

Chairman Davis asked for additions or corrections to the minutes of the September 20, 2017 Finance, Budget and Audit Committee Meeting and there were none. Commissioner Sharp made a **MOTION** to approve the minutes of the September 20, 2017 Finance, Budget and Audit Committee Meeting and Commissioner Chavez **seconded the motion**. The motion was passed unanimously by roll call vote (6-0). Commissioner Huizenga and Commissioner Ledonne were not present for the vote.

Chairman Davis asked for additions or corrections to the minutes of the October 25, 2017 Special Finance, Budget and Audit Committee Meeting and there were none. Commissioner Sharp made a **MOTION** to approve the minutes of the October 25, 2017 Special Finance, Budget and Audit Committee Meeting and Commissioner Posch **seconded the motion**. The motion was passed unanimously by roll call vote (6-0). Commissioner Huizenga and Commissioner Ledonne were not present for the vote.

**Commissioner Huizenga joined the meeting at 3:11 p.m.**

#### **DIRECTOR'S REPORT**

Executive Director Bird discussed the monthly operating statistics:

##### *Fuel Sales (September):*

100LL fuel sales were down nearly 13%.

Jet A sales increased 18%.

Total gallons of fuel sold increased 15.2%; 0.3% 2017 versus 2016.

##### *Operations (September):*

Total operations for the month of September were decreased by 3.2%; decreased 9% 2017 versus 2016.

##### *Fuel Sales (October):*

100LL fuel sales decreased 26%; Jet A fuel sales decreased 1.4%.

Total fuel sales for October decreased 3.9% for the month; 0.2% 2017 versus 2016.

A Table Top Emergency Exercise was held on October 27; 50 people attended, representing 8 agencies. This was a very successful and well attended exercise. Discussion followed.

The Airport Authority was recently recognized by the Government Finance Officers Association (GFOA) for excellent financial reporting. Executive Director Bird stated this award is a result of the efforts of Patrick Hoard and his Accounting Staff, specifically Robb Walker. Robb Walker was introduced and the Board offered congratulations for receiving this award.

DuPage Flight Center is a member of the Paragon Group, an international group of Flight Based Operators (FBOs). The Paragon Group met recently at the National Business Aviation Association (NBAA) Conference in Las Vegas and the DuPage Flight Center was awarded "FBO of the Year" by the Paragon Group; Brian Decoudres, DuPage Flight Center General Manager, was awarded "Manager of the Year". Congratulations was extended by the Board.

#### **REVIEW OF FINANCIAL STATEMENTS**

Executive Director Bird asked Patrick Hoard to review the Financial Statements for October 2017 and discussion followed.

**REPORT OF COMMITTEES**

**Finance, Budget and Audit Committee:**

Commissioner Huizenga reported the Finance Committee did not meet on this day. A Special Committee Meeting was held on October 25 to discuss the 2018 budget process. Discussion followed.

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

Commissioner Wagner advised the Capital Development Committee did not meet and no report was given.

**Internal Policy and Compliance Committee:**

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

**Golf Committee:**

Commissioner Donnelly was not in attendance; no report was given.

**DuPage Business Center:**

Executive Director Bird advised that the Airport Authority is in the process of transitioning to an agreement with NIA Hiffman to market and to broker deals for the Business Center. He continued that some activity is being seen and there are items on the Board Meeting Agenda for consideration. Discussion continued.

**OLD BUSINESS**

None

**NEW BUSINESS**

**Approving the 2018 Board and Committee Meeting Calendar.**

Executive Director Bird stated the 2018 Board Meeting Calendar is presented for final approval of the Board. Chairman Davis reminded the Board if adjustments to the meeting calendar are needed during the year, this can be accommodated.

**A MOTION** was made by Commissioner LaMantia to approve the 2018 Board and Committee Meeting Calendar. The **motion was seconded** by Commissioner Sharp and was unanimously passed by roll call vote (7-0). Commissioner Ledonne was not present for the vote.

**Commissioner Ledonne arrived at 3:35 p.m.**

**Proposed Ordinance 2017-315; Adopting the Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2018 and Ending December 31, 2018.**

Executive Director Bird read into the record Proposed Ordinance 2017-315. Mr. Hoard stated the Board is required by statute to pass the Budget and Appropriations within the first quarter of each fiscal year. He continued this document is the Tentative Budget and Appropriations and with Board approval, will be submitted to the DuPage County Board Chairman for a 30-day review period. A Public Hearing will be held and the 2018 Budget and Appropriations will be brought to the Board at the January 24 meeting for final approval. Mr. Hoard provided a detail review of the budget document and discussion followed.

**A MOTION** was made by Commissioner Wagner to approve Proposed Ordinance 2017-315; Adopting the Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2018 and Ending December 31, 2018. The **motion was seconded** by Commissioner Ledonne and was unanimously passed by roll call vote (8-0).

**Proposed Ordinance 2017-316; An Ordinance of the DuPage Airport Authority Levying Taxes for the Fiscal Year Beginning January 1, 2017 and Ending December 31, 2017.**

Executive Director Bird read into the record Proposed Ordinance 2017-316.

Mr. Hoard stated the Board is required by statute to pass this Ordinance for the Airport Authority to levy taxes for the Fiscal Year 2017; payable in Fiscal Year 2018. The Airport Authority will levy the same amount as has been since 2012. Discussion followed.

**MOTION** was made by Commissioner Huizenga to approve Proposed Ordinance 2017-316; An Ordinance of the DuPage Airport Authority Levying Taxes for the Fiscal Year Beginning January 1, 2017 and Ending December 31, 2017. The **motion was seconded** by Commissioner Sharp and was unanimously passed by roll call vote (8-0).

**Proposed Resolution 2017-2122; Authorizing the Execution of a Listing Agreement with NAI Hiffman for DuPage Business Center Real Estate Brokerage Services.**

*Appoints the firm of NAI Hiffman as real estate broker for the DuPage Business Center. One (1) year term commencing on November 15, 2017 subject to two (2) one (1) year extensions at the sole discretion of the Authority.*

Executive Director Bird read into the record Proposed Resolution 2017-2122.

Attorney Luetkehans explained with the expiration of the CenterPoint Properties Trust Development and Lease Agreement, it was determined that a Request for Proposal (RFP) process would be conducted for real estate brokerage services; NAI Hiffman was the firm selected. Discussion followed regarding this brokerage services agreement and Attorney Luetkehans advised further details would be provided during the Executive Session. Discussion continued.

A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2017-2122; Authorizing the Execution of a Listing Agreement with NAI Hiffman for DuPage Business Center Real Estate Brokerage Services. The **motion was seconded** by Commissioner Ledonne and was unanimously passed by roll call vote (8-0).

**Proposed Resolution 2017-2123; Award of Contract to Burrink Commercial Services, Inc. for Snow Removal Services.**

*Approves a snow removal services Contract for the 2017/2018 winter season. Contractor response at 2" of snow for parking lots and sidewalks. \$90 per hour pickups, \$125 per hour skid loaders and \$26.50 per hour shoveling. Subject to two (2) winter season extensions at the sole discretion of the Authority.*

Executive Director Bird read into the record Proposed Resolution 2017-2123. Dan Barna advised two bids were received and after review Burrink Commercial Services was the low, responsive and responsible bidder. He reviewed the scope of this contract and discussion followed.

A **MOTION** was made by Commissioner Huizenga to approve Proposed Resolution 2017-2123; Award of Contract to Burrink Commercial Services, Inc. for Snow Removal Services. The **motion was seconded** by Commissioner Wagner and was unanimously passed by roll call vote (8-0).

**Proposed Resolution 2017-2124; Authorizing the Execution of a Cash Farm Lease with Donald and Beth Young.**

*Authorizes the execution of a one (1) year Cash Farm Lease for 109.4 acres at \$295 per acre, \$32,273 annual rent. Subject to two (2) one (1) year extensions at the sole discretion of the Authority.*

Executive Director Bird read into the record Proposed Resolution 2017-2124. Dan Barna advised the Airport Authority recently purchased property on Smith Road and Powis Road, known as the Oliver Hoffman Property. This property was previously farmed under a cash farm lease with Donald and Beth Young which has now expired. Mr. Barna explained the Airport Authority would like to enter a new cash

farm lease with Donald and Beth Young. Mr. Barna reviewed the terms of this Cash Farm Lease and costs associated. Discussion followed.

A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2017-2124; Authorizing the Execution of a Cash Farm Lease with Donald and Beth Young. The **motion was seconded** by Commissioner Chavez and was passed by roll call vote (8-0).

**Proposed Resolution 2017-2125; Authorizing the Execution of a Site Access Agreement Between the DuPage Airport Authority and Pritzker Realty Group.**

*Provides site access to real property of approximately 38.8 acres in the DuPage Business Center to the Pritzker Realty Group and its contractors to perform environmental and geotechnical testing and take soil borings on said property until March 31, 2018.*

Executive Director Bird read into the record Proposed Resolution 2017-2125.

Attorney Luetkehans stated preliminary discussions have been underway with Pritzker Realty Group regarding the purchase of property in the DuPage Business Center. Pritzker Realty Group has requested from the Airport Authority a Site Access Agreement to allow for performing various testing and soil borings on this property. Attorney Luetkehans reviewed the terms of this agreement and recommended Board approval. Discussion followed.

A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2017-2125; Authorizing Publication of Notice Requesting Offers to Purchase Authority Property. The **motion was seconded** by Commissioner LaMantia and was passed by roll call vote (8-0).

**Proposed Resolution 2017-2126; Authorizing Publication of Notice Requesting Offers to Purchase Authority Property.**

*Declares the unsold portions of the DuPage Business Center surplus real property with a value over \$1,000. Also, authorizes the publication of a public notice seeking offers to purchase all or a portion of said real property.*

Executive Director Bird read into the record Proposed Resolution 2017-2126. Attorney Luetkehans stated this is the same resolution as previously passed by the Board when real estate was to be sold to CenterPoint Properties. He continued that prior to the sale of real estate the Airport Authority must declare the property for sale and no longer needed by the Authority. Given the point that NAI Hiffman is the broker and negotiations with potential buyers will be ongoing, advertising the entire park's availability for sale will alleviate the need to bring this Resolution to the Board in the future each time a sale occurs. Discussion continued.

A **MOTION** was made by Commissioner Wagner to approve Proposed Resolution 2017-2126; Authorizing Publication of Notice Requesting Offers to Purchase Authority Property. The **motion was seconded** by Commissioner Posch and was passed by roll call vote (8-0).

**RECESS TO EXECUTIVE SESSION**

A **MOTION** was made by Commissioner LaMantia to recess to Executive Session for the discussion of pending, probable or imminent litigation; employee matters; the setting of a price for sale or lease of property owned by the DuPage Airport Authority and the discussion and semiannual review of lawfully closed executive session minutes. The **motion was seconded** by Commissioner Ledonne and was passed unanimously by roll call vote (8-0).

The Regular Meeting was recessed to Executive Session at 4:05 p.m. and was reconvened at 5:25 p.m.; upon roll call, a quorum was present.

**BUSINESS**

**Proposed Resolution 2017-2127; Disclosure of Executive Session Minutes.**

A **MOTION** was made by Commissioner Wagner to approve Proposed Resolution 2017-2127; Disclosure of Executive Session Minutes. The **motion was seconded** by Commissioner Sharp and was passed by roll call vote (8-0).

A **MOTION** was made by Commissioner LaMantia to adjourn the Regular Meeting of the DuPage Airport Authority Board of Commissioners. The **motion was seconded** by Commissioner Posch and was passed unanimously by voice vote; the meeting was adjourned at 5:31 p.m.

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**Stephen L. Davis**  
Chairman

(ATTEST)

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**Gina R. LaMantia**  
Secretary

**DuPAGE AIRPORT AUTHORITY  
SPECIAL BOARD MEETING  
Thursday, December 21, 2017**

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The Special Meeting of the DuPage Airport Authority Board of Commissioners was convened at the Daniel L. Goodwin Flight Center Building, First Floor Conference Room, 2700 International Drive, West Chicago, Illinois on Thursday, December 21, 2017. Chairman Davis called the meeting to order at 10:02 a.m. and a quorum was present for the meeting.

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

**Commissioners Absent:** None

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

**Others in Attendance:** Phil Luetkehans, Schirott, Luetkehans and Garner; Kevin Cloutier, SheppardMullin.

**Members of the Press:**

None

**PUBLIC COMMENT**

None

**RECESS TO EXECUTIVE SESSION**

There was no executive session needed.

**NEW BUSINESS**

**Proposed Resolution 2017-2128; Approving the Execution of a Vacant Land Purchase Agreement with Norix Group, Inc.**

*Authorizes execution of a Purchase Agreement whereby Norix Group, Inc. agrees to purchase 22.16 acres of land from the DuPage airport Authority for \$2,683,505.00, subject to completion of due diligence.*

Executive Director Bird read into the record Proposed Resolution 2017-2128 and discussion followed.

A **MOTION** was made by Commissioner Wagner to approve Proposed Resolution 2017-2128; Approving the Execution of a Vacant Land Purchase Agreement with Norix Group, Inc. The **motion was seconded** by Commissioner Ledonne and was unanimously passed by roll call vote (9-0).

**Proposed Resolution 2017-2129; Authorizing the Execution of Employment Agreement.**  
*Authorizes the execution of an Employment Agreement for an Executive Director upon terms and conditions contained therein.*

Chairman Davis read into the record Proposed Resolution 2017-2129. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2017-2129; Authorizing the Execution of Employment Agreement. The **motion was seconded** by Commissioner LaMantia and discussion followed. Commissioner Huizenga expressed his various concerns and issues and discussion continued. Commissioner LaMantia then asked to call the question for this proposed resolution and Commissioner Wagner seconded. The motion was then passed by roll call vote (8-1).

**OTHER BUSINESS**

None

A **MOTION** was made by Commissioner LaMantia to adjourn the Special Board Meeting of the DuPage Airport Authority Board of Commissioners. The **motion was seconded** by Commissioner Chavez and was passed unanimously by voice vote; the meeting was adjourned at 10:24 a.m.

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**Stephen L. Davis, Chairman**

**(ATTEST)**

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**Gina R. LaMantia, Secretary**



## MONTHLY STATISTICS

**November 2017**

	Nov.. '17	Nov. '16	'17 vs. '16	Nov. Percent Change	YTD 2017	YTD 2016	'17 vs. '16	Percent Change
<b>FUEL</b>								
100LL	17,449	20,318	(2,869)	-14.1%	199,332	234,944	(35,612)	-15.2%
Jet A	205,370	199,041	6,329	3.2%	2,221,564	2,185,950	35,614	1.6%
<b>Total Gallons</b>	<b>222,819</b>	<b>219,359</b>	<b>3,460</b>	<b>1.6%</b>	<b>2,420,896</b>	<b>2,420,894</b>	<b>2</b>	<b>0.0%</b>

### OPERATIONS

Local	3,536	3,293	243	7.4%	42,217	45,958	(3,741)	-8.1%
Itinerant	3,843	4,503	(660)	-14.7%	43,612	49,627	(6,015)	-12.1%
<b>Total Ops</b>	<b>7,379</b>	<b>7,796</b>	<b>(417)</b>	<b>-5.3%</b>	<b>85,829</b>	<b>95,585</b>	<b>(9,756)</b>	<b>-10.2%</b>

### REGIONAL OPS

<u>Total OPS</u>	Nov.. '17	Nov. '16	'17 vs. '16	Nov. Percent Change	YTD 2017	YTD 2016	'17 vs. '16	Percent Change
DuPAGE	7,379	7,796	(417)	-5.3%	85,829	95,585	(9,756)	-10.2%
Palwaukee	5,899	6,329	(430)	-6.8%	70,627	74,663	(4,036)	-5.4%
Aurora	3,439	4,054	(615)	-15.2%	42,444	55,569	(13,125)	-23.6%
Waukegan	3,026	3,106	(80)	-2.6%	38,737	41,874	(3,137)	-7.5%
State of Illinois	153,784	155,204	(1,420)	-0.9%	1,742,700	1,768,895	(26,195)	-1.5%
Teterboro	16,496	16,904	(408)	-2.4%	163,932	162,732	1,200	0.7%
Van Nuys	20,719	17,659	3,060	17.3%	206,453	198,788	7,665	3.9%
Centennial	27,178	25,331	1,847	7.3%	300,404	310,990	(10,586)	-3.4%
<u>Local OPS</u>								
DuPAGE	3,536	3,293	243	7.4%	42,217	45,958	(3,741)	-8.1%
Palwaukee	1,374	1,409	(35)	-2.5%	18,115	19,401	(1,286)	-6.6%
Aurora	1,534	1,858	(324)	-17.4%	19,917	26,714	(6,797)	-25.4%
Waukegan	1,060	920	140	15.2%	11,883	14,597	(2,714)	-18.6%
State of Illinois	27,292	27,824	(532)	-1.9%	319,876	322,785	(2,909)	-0.9%
Teterboro	0	0	0		0	0	0	
Van Nuys	7,231	5,386	1,845	34.3%	67,732	61,610	6,122	9.9%
Centennial	12,848	11,764	1,084	9.2%	141,985	148,106	(6,121)	-4.1%
<u>Itinerant OPS</u>								
DuPAGE	3,843	4,503	(660)	-14.7%	43,612	49,627	(6,015)	-12.1%
Palwaukee	4,525	4,920	(395)	-8.0%	52,512	55,262	(2,750)	-5.0%
Aurora	1,905	2,196	(291)	-13.3%	22,527	28,855	(6,328)	-21.9%
Waukegan	1,966	2,186	(220)	-10.1%	26,854	27,277	(423)	-1.6%
State of Illinois	126,492	127,380	(888)	-0.7%	1,422,824	1,446,110	(23,286)	-1.6%
Teterboro	16,496	16,904	(408)	-2.4%	163,932	162,732	1,200	0.7%
Van Nuys	13,488	12,273	1,215	9.9%	138,721	137,178	1,543	1.1%
Centennial	14,330	13,567	763	5.6%	158,419	162,884	(4,465)	-2.7%

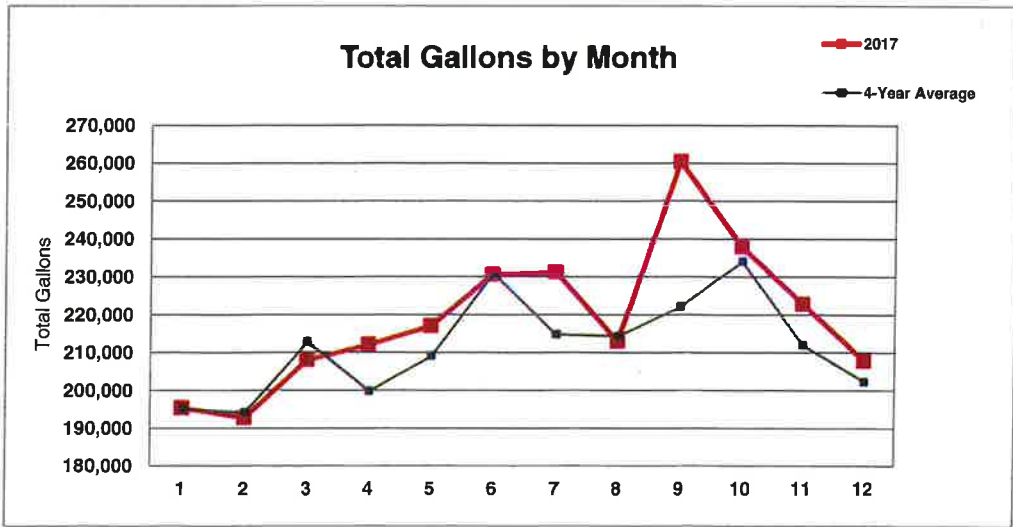
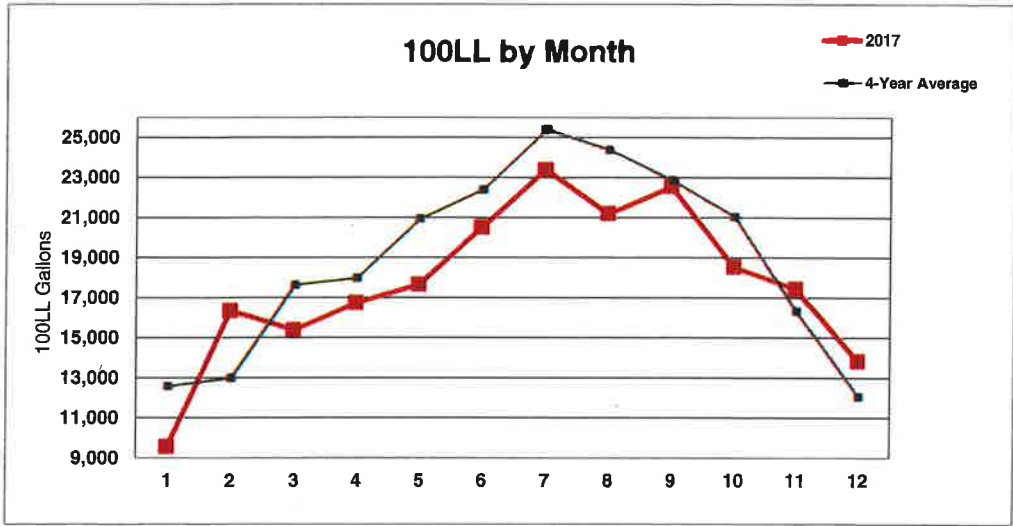
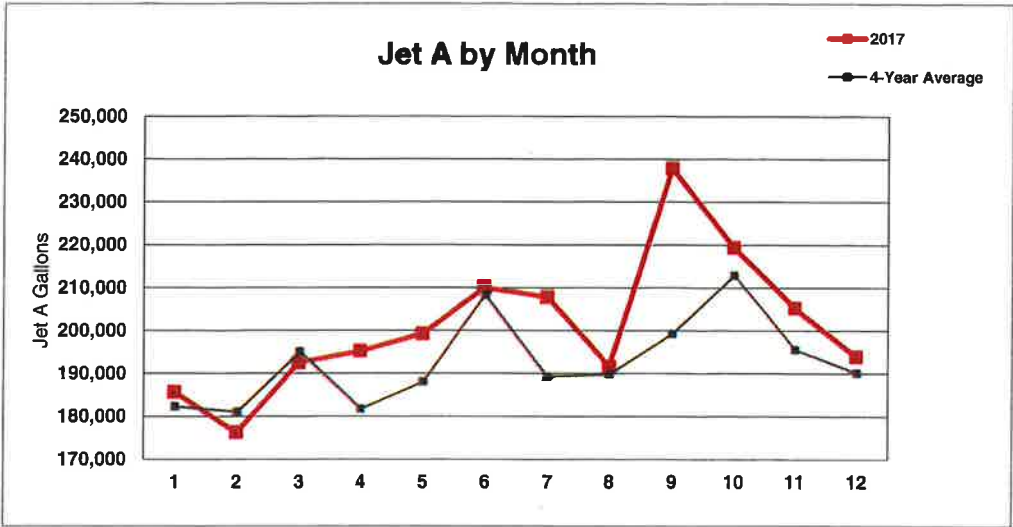


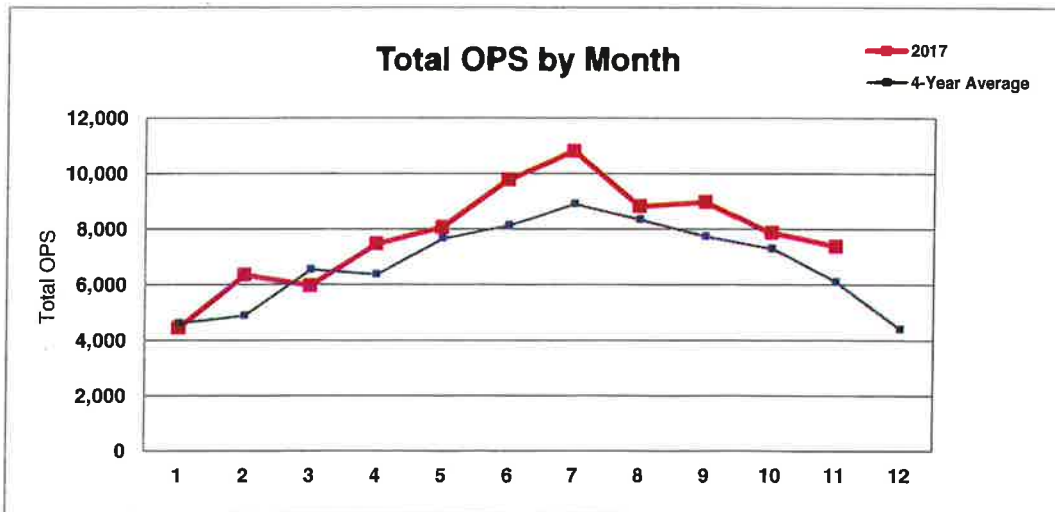
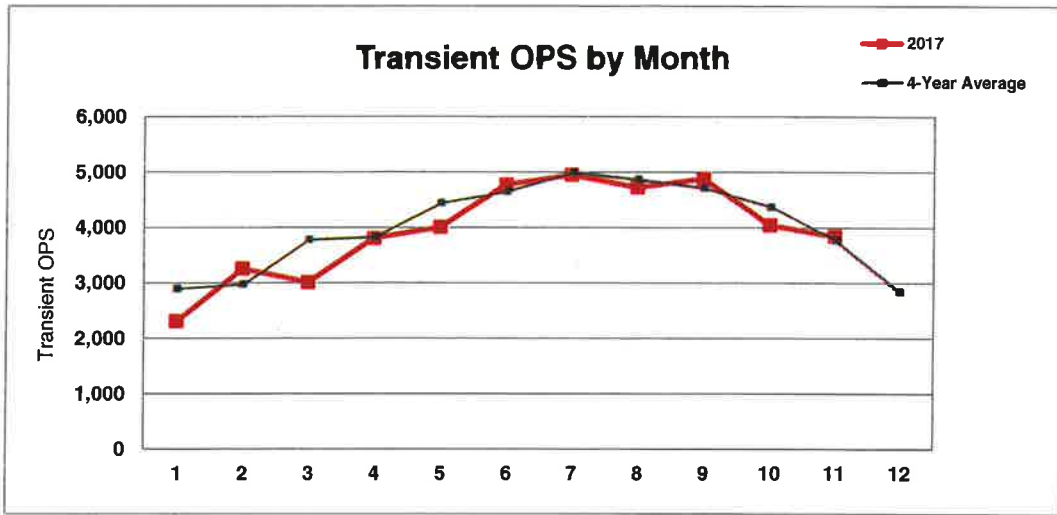
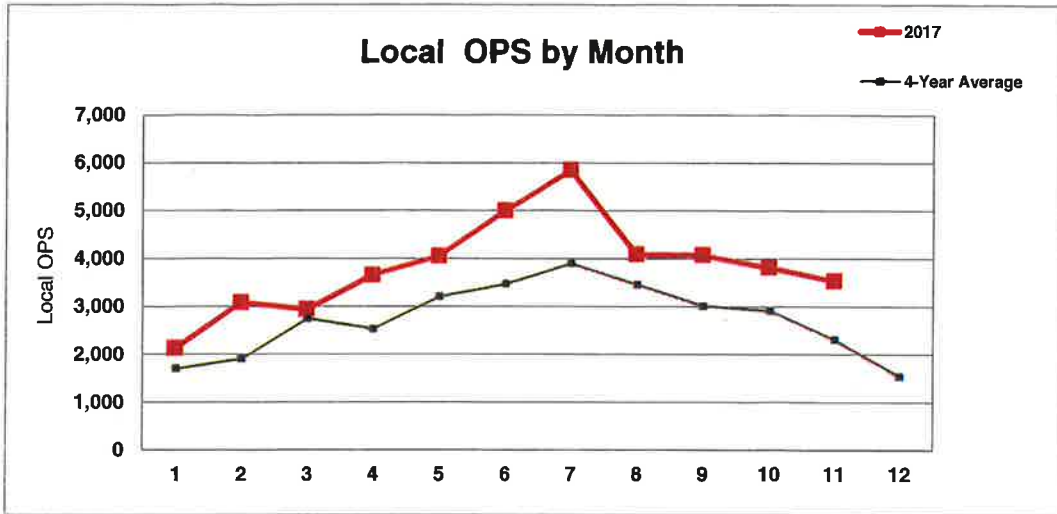


## MONTHLY STATISTICS

**December 2017**

	<u>Dec., '17</u>	<u>Dec. '16</u>	<u>'17 vs. '16</u>	<u>Dec. Percent Change</u>	<u>YTD 2017</u>	<u>YTD 2016</u>	<u>'17 vs. '16</u>	<u>Percent Change</u>
<b>FUEL</b>								
100LL	13,832	12,955	877	6.8%	213,164	247,899	(34,735)	-14.0%
Jet A	193,986	187,002	6,984	3.7%	2,415,550	2,372,952	42,598	1.8%
<b>Total Gallons</b>	<b>207,818</b>	<b>199,957</b>	<b>7,861</b>	<b>3.9%</b>	<b>2,628,714</b>	<b>2,620,851</b>	<b>7,863</b>	<b>0.3%</b>







# DUPAGE AIRPORT AUTHORITY

**12/31/2017**

**FINANCIALS  
PRE-AUDIT  
COMMISSIONERS**

**Board Summary**  
**DuPage Airport Authority**  
**YTD December 2017**

	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Percent Change Actual vs Budget</u>
Beginning Cash Balance- Unrestricted	12,210,895	12,210,895	
Beginning Cash Balance - Restricted	7,912,119	7,912,119	
	<b>20,123,014</b>	<b>20,123,014</b>	
<b><u>OPERATING REVENUES</u></b>			
Airport Operations	3,767,101	3,671,966	-3%
Flight Center Fuel Operations	9,805,668	10,493,332	7%
Prairie Landing Golf Club	2,573,559	2,289,565	-11%
<b>TOTAL OPERATING REVENUES</b>	<b>16,146,328</b>	<b>16,454,863</b>	<b>2%</b>
<b><u>OPERATING EXPENSES</u></b>			
Airport Operations	6,909,337	6,464,208	-6%
Flight Center Fuel Operations	6,824,490	7,374,687	8%
Prairie Landing Golf Club	2,298,936	2,081,572	-9%
<b>TOTAL OPERATING EXPENSES</b>	<b>16,032,763</b>	<b>15,920,468</b>	<b>-1%</b>
<b>Net Profit (Loss) from Operations</b>	<b>113,565</b>	<b>534,394</b>	<b>371%</b>
<b><u>NON-OPERATING REVENUES</u></b>			
Miscellaneous Taxes	60,000	59,007	-2%
Property Taxes/Abatements	6,001,500	6,050,368	1%
Federal & State Grants	1,012,279	666,869	-34%
Investment Income	24,996	36,036	44%
Unrealized Gain (Loss) from Investments	0	(36)	0%
Gain (Loss) on Sale of Fixed Assets	30,000	422,856	1310%
<b>TOTAL NON-OPERATING REVENUES</b>	<b>7,128,775</b>	<b>7,235,101</b>	<b>1%</b>
<b><u>NON-OPERATING EXPENSES</u></b>			
Property Tax (DAA)	213,000	217,037	2%
Property Tax (PLGC)	249,996	235,717	-6%
<b>TOTAL NON-OPERATING EXPENSES</b>	<b>462,996</b>	<b>452,754</b>	<b>-2%</b>
<b>Net Profit (Loss) from Non-Operations</b>	<b>6,665,779</b>	<b>6,782,346</b>	<b>2%</b>
<b>Net Profit (Loss) Excluding Depreciation</b>	<b>6,779,344</b>	<b>7,316,741</b>	<b>8%</b>
<b>Total YTD Revenues</b>	<b>23,275,103</b>	<b>23,689,963</b>	<b>2%</b>
<b>Total YTD Expenditures</b>	<b>16,495,759</b>	<b>16,373,222</b>	<b>-1%</b>
<b>CAPITAL DEVELOPMENT PROGRAMS</b>	<b>15,100,492</b>	<b>16,985,632</b>	<b>12%</b>
<b>MAJOR MAINTENANCE</b>	<b>545,700</b>	<b>236,299</b>	<b>-57%</b>
<b>FUTURE PROJECT EXPENSE</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>TRANSFERS IN (OUT)</b>	<b>0</b>	<b>0</b>	<b>0%</b>
Adjustment for Non-Cash Activities	0	(2,486,945)	
<b>Cash Balance - Ending</b>	<b>11,256,166</b>	<b>7,730,879</b>	<b>-31%</b>

**DUPAGE AIRPORT AUTHORITY**  
**COMBINING BALANCE SHEET**  
 Month of December 2017

	AIRPORT OPERATIONS	DuPAGE FLIGHT CENTER	PRAIRIE LANDING GOLF CLUB	TOTALS
<b>ASSETS</b>				
<b>Current Assets</b>				
Cash & Cash Equivalents	(6,983,327)	14,430,815	283,391	7,730,879
Receivables				
Property Taxes	6,021,666	-	-	6,021,666
Accounts Receivable	18,486	350,260	415	369,161
Notes Receivable TEA Current Portion	47,400	-	-	47,400
Notes Receivable TEA Long term Portion	25,032	-	-	25,032
Due To/From Prairie Landing Golf Club	1,262,307	-	-	1,262,307
Due To/From DuPage Bus. Park Owner Assoc.	30,000	-	-	30,000
Prepaid Expenses	446,113	21,799	12,833	480,745
Vehicle Fuel Inventory	27,845	-	-	27,845
Inventories	-	156,025	58,054	214,079
<b>Total Current Assets</b>	<b>895,523</b>	<b>14,958,898</b>	<b>354,693</b>	<b>16,209,114</b>
<b>Other Assets</b>				
Pension Items - IMRF	899,220	375,235	384,396	1,658,850
<b>Total Other Assets</b>	<b>899,220</b>	<b>375,235</b>	<b>384,396</b>	<b>1,658,850</b>
<b>Capital Assets</b>				
Cost	350,304,242	880,465	2,416,616	353,601,323
Construction in Progress	2,817,427	-	-	2,817,427
	353,121,669	880,465	2,416,616	356,418,751
Accumulated Depreciation/Amortization	(188,501,611)	(772,816)	(2,385,826)	(191,660,253)
<b>Total Capital Assets</b>	<b>164,620,058</b>	<b>107,649</b>	<b>30,790</b>	<b>164,758,498</b>
<b>TOTAL ASSETS</b>	<b>166,414,801</b>	<b>15,441,782</b>	<b>769,879</b>	<b>182,626,462</b>

**DUPAGE AIRPORT AUTHORITY**  
**COMBINING BALANCE SHEET**  
 Month of December 2017

	AIRPORT OPERATIONS	DuPAGE FLIGHT CENTER	PRAIRIE LANDING GOLF CLUB	TOTALS
<b>LIABILITIES</b>				
<b>Current Liabilities</b>				
Accounts Payable	515,509	155,162	24,092	694,763
Accrued Liabilities	697,482	136,825	398,829	1,233,135
Due to/from DuPage Airport Authority	-	-	1,262,307	1,262,307
Deferred Income - Operations	1,601,117	73,784	-	1,674,901
Deferred Income Property Taxes	6,021,665	-	-	6,021,665
Total Current Liabilities	8,835,773	365,771	1,685,228	10,886,773
<b>Long-Term Liabilities</b>				
Security Deposits	90,174	-	103,678	193,852
Net Pension Liability	786,574	328,229	336,242	1,451,045
Total Long-Term Liabilities	876,748	328,229	439,921	1,644,897
<b>TOTAL LIABILITIES</b>	<b>9,712,521</b>	<b>694,000</b>	<b>2,125,149</b>	<b>12,531,670</b>
<b>NET ASSETS</b>				
<b>Net Assets</b>				
Investment in Capital Assets, January 1	154,521,836	122,841	62,799	154,707,477
Changes in Net Capital Assets	10,040,650	(15,192)	(32,009)	9,993,449
Net Investment in Capital Assets	164,562,486	107,649	30,790	164,700,925
Restricted for Future Capital Assets, January 1	-	-	-	-
Changes in Restricted for Future Capital Assets	-	-	-	-
Net Restricted for Future Capital Assets	-	-	-	-
Designated for Future Capital Assets, January 1	7,912,119	-	-	7,912,119
Changes in Designated for Future Capital Assets	(7,852,857)	-	-	(7,852,857)
Net Designated for Future Capital Assets	59,261	-	-	59,261
Unrestricted Assets, January 1	(2,833,788)	11,521,489	(1,358,336)	7,329,366
Changes in Unrestricted Assets	(2,187,792)	15,192	32,009	(2,140,591)
Net Income (Loss)	(2,897,887)	3,103,452	(59,733)	145,831
Intrafund Transfers	-	-	-	-
Net Unrestricted Assets	(7,919,467)	14,640,133	(1,386,060)	5,334,606
<b>TOTAL NET ASSETS</b>	<b>156,702,280</b>	<b>14,747,783</b>	<b>(1,355,270)</b>	<b>170,094,793</b>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>166,414,801</b>	<b>15,441,782</b>	<b>769,879</b>	<b>182,626,462</b>



**DUPAGE AIRPORT AUTHORITY**  
**STATEMENT OF REVENUES AND EXPENSES**  
YTD December 2017

	AIRPORT OPERATIONS	DuPAGE FLIGHT CENTER	PRAIRIE LANDING GOLF CLUB	TOTALS
<b>Revenues</b>				
Field Operations	806,969	0	0	806,969
Building Operations	2,445,025	0	0	2,445,025
Flight Center Building	231,193	0	0	231,193
Administrative	188,780	0	0	188,780
Fuel and Oil Sales	0	10,133,961	0	10,133,961
De-ice, Lav Service, Preheats, APU, Tows	0	43,625	0	43,625
Overnight Fees - Transient	0	32,761	0	32,761
Hangar Rental	0	259,190	0	259,190
Golf Operations	0	0	1,335,632	1,335,632
Food and Beverage	0	16,123	261,496	277,619
Kitty Hawk Deli	0	0	25,062	25,062
Banquet	0	0	664,399	664,399
Miscellaneous	0	7,671	2,975	10,646
<b>Total Revenues</b>	<b>3,671,966</b>	<b>10,493,332</b>	<b>2,289,565</b>	<b>16,454,863</b>
<b>Operating Expenses</b>				
Field Operations	1,658,891	0	0	1,658,891
Building Operations	881,636	0	0	881,636
Flight Center Building	238,744	0	0	238,744
Shop Equipment	495,103	0	0	495,103
Projects & Procurement	346,947	0	0	346,947
Fuel and Oil	0	5,278,638	0	5,278,638
Maintenance	0	255,620	0	255,620
Credit Card Expense	0	127,298	44,812	172,109
Golf Course Maintenance	0	0	712,106	712,106
Golf Operations	0	0	331,774	331,774
Food and Beverage	0	76,260	294,027	370,287
Kitty Hawk - Deli	0	0	25,062	25,062
Banquet	0	0	311,650	311,650
<b>Total Operating Expenses</b>	<b>3,621,322</b>	<b>5,737,815</b>	<b>1,719,431</b>	<b>11,078,568</b>
<b>Gross Profit (Loss)</b>	<b>50,644</b>	<b>4,755,516</b>	<b>570,134</b>	<b>5,376,294</b>
<b>General and Administrative</b>				
Administration	2,322,684	1,594,771	362,141	4,279,596
Commissioners	104,835	0	0	104,835
Business Development & Marketing	75,650	42,102	0	117,751
Accounting	339,717	0	0	339,717
<b>Total General &amp; Administrative</b>	<b>2,842,886</b>	<b>1,636,872</b>	<b>362,141</b>	<b>4,841,900</b>
<b>Operating Income (Loss) Before Depreciation &amp; Principal Reductions</b>	<b>(2,792,242)</b>	<b>3,118,644</b>	<b>207,992</b>	<b>534,394</b>
<b>Non-Operating Revenues (Expenses)</b>				
Taxes - Property	6,050,368	0	0	6,050,368
Taxes - Other	59,007	0	0	59,007
Taxes - Paid	(217,037)	0	(235,717)	(452,754)
Federal & State Grants	666,869	0	0	666,869
Investment Income	36,036	0	0	36,036
Unrealized Gain (Loss) from Investments	(36)	0	0	(36)
Amortization (Expense)	0	0	0	0
Gain (Loss) on Sale of Fixed Assets	422,856	0	0	422,856
Other Revenue (Expenses)	0	0	0	0
<b>Total Non-Operating Revenues (Expenses)</b>	<b>7,018,063</b>	<b>0</b>	<b>(235,717)</b>	<b>6,782,346</b>
<b>Net Income (Loss) before Adjustments</b>	<b>4,225,821</b>	<b>3,118,644</b>	<b>(27,724)</b>	<b>7,316,741</b>
Depreciation	6,887,409	15,192	32,009	6,934,610
Major Maintenance Expense	142,349	0	93,950	236,299
Future Project Expense	0	0	0	0
Transfers (In) Out	93,950	0	(93,950)	0
<b>Net Income</b>	<b>(2,897,887)</b>	<b>3,103,452</b>	<b>(59,733)</b>	<b>145,831</b>



**Total DuPage Airport Authority**  
STATEMENT OF REVENUES AND EXPENSES  
For the Month Ending 12/31/2017

	Month			YTD			2017 Annual			Month			YTD			
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Actual	Budget	Variance	2017	2016	Variance	2017	2016	Variance
<b>REVENUES</b>																
Airport Operations	\$ 296,508	\$ 289,505	\$ (7,997)	\$ 3,671,966	\$ 3,767,101	\$ (95,135)	\$ 3,767,101	\$ 3,671,966	\$ 4,160,700	\$ (488,734)	\$ 296,508	\$ 250,381	\$ 36,127	\$ 3,671,966	\$ 4,160,700	\$ (488,734)
Prairie Landing Golf Club	\$ 54,706	\$ 33,133	\$ 21,573	\$ 2,289,565	\$ 2,573,559	\$ (283,994)	\$ 2,573,559	\$ 2,289,565	\$ 2,462,458	\$ (172,893)	\$ 54,706	\$ 16,888	\$ 37,817	\$ 2,289,565	\$ 2,462,458	\$ (172,893)
DuPage Flight Center	\$ 898,982	\$ 817,139	\$ 81,813	\$ 10,493,332	\$ 9,805,668	\$ 687,664	\$ 9,805,668	\$ 10,493,332	\$ 9,563,874	\$ 929,458	\$ 898,982	\$ 794,399	\$ 104,581	\$ 10,493,332	\$ 9,563,874	\$ 929,458
<b>Total Revenues</b>	\$ 1,250,165	\$ 1,149,777	\$ 100,388	\$ 16,454,863	\$ 16,146,328	\$ 308,535	\$ 16,146,328	\$ 16,454,863	\$ 16,187,092	\$ 267,771	\$ 1,250,165	\$ 1,071,660	\$ 178,505	\$ 16,454,863	\$ 16,187,092	\$ 267,771
<b>OPERATING EXPENSES</b>																
Airport Operations	\$ 430,138	\$ 413,516	\$ 16,622	\$ 3,621,322	\$ 4,012,549	\$ (391,227)	\$ 4,012,549	\$ 3,621,322	\$ 3,986,316	\$ (364,994)	\$ 430,138	\$ 799,635	\$ (369,497)	\$ 3,621,322	\$ 3,986,316	\$ (364,994)
Prairie Landing Golf Club	\$ 120,368	\$ 102,482	\$ 17,886	\$ 1,674,619	\$ 1,838,805	\$ (164,186)	\$ 1,838,805	\$ 1,674,619	\$ 1,858,866	\$ (184,246)	\$ 120,368	\$ 257,271	\$ (136,904)	\$ 1,674,619	\$ 1,858,866	\$ (184,246)
DuPage Flight Center	\$ 500,757	\$ 424,913	\$ 75,844	\$ 5,737,815	\$ 5,098,956	\$ 638,859	\$ 5,098,956	\$ 5,737,815	\$ 5,017,419	\$ 720,396	\$ 500,757	\$ 421,029	\$ 79,729	\$ 5,737,815	\$ 5,017,419	\$ 720,396
<b>Total Cost of Sales</b>	\$ 1,051,263	\$ 940,911	\$ 110,352	\$ 11,033,756	\$ 10,950,310	\$ 83,446	\$ 10,950,310	\$ 11,033,756	\$ 10,862,601	\$ 71,156	\$ 1,051,263	\$ 1,477,935	\$ (426,671)	\$ 11,033,756	\$ 10,862,601	\$ 71,156
<b>Gross Profit/(Loss)</b>	\$ 198,902	\$ 208,866	\$ (9,964)	\$ 5,421,106	\$ 5,196,018	\$ 225,088	\$ 5,196,018	\$ 5,421,106	\$ 5,324,482	\$ 96,624	\$ 198,902	\$ (406,274)	\$ 605,176	\$ 5,421,106	\$ 5,324,482	\$ 96,624
<b>GENERAL AND ADMINISTRATIVE</b>																
Airport Operations	\$ 341,360	\$ 291,658	\$ 49,702	\$ 2,842,886	\$ 2,896,788	\$ (53,902)	\$ 2,896,788	\$ 2,842,886	\$ 3,204,816	\$ (361,930)	\$ 341,360	\$ 612,440	\$ (271,079)	\$ 2,842,886	\$ 3,204,816	\$ (361,930)
Prairie Landing Golf Club	\$ 39,688	\$ 39,450	\$ 238	\$ 406,953	\$ 460,131	\$ (53,178)	\$ 460,131	\$ 406,953	\$ 491,357	\$ (84,404)	\$ 39,688	\$ 75,719	\$ (36,030)	\$ 406,953	\$ 491,357	\$ (84,404)
DuPage Flight Center	\$ 208,230	\$ 205,093	\$ 3,137	\$ 1,636,872	\$ 1,725,534	\$ (88,662)	\$ 1,725,534	\$ 1,636,872	\$ 1,677,100	\$ (40,228)	\$ 208,230	\$ 372,906	\$ (164,677)	\$ 1,636,872	\$ 1,677,100	\$ (40,228)
<b>Total G&amp;A Costs</b>	\$ 589,279	\$ 536,201	\$ 53,078	\$ 4,886,712	\$ 5,082,453	\$ (195,741)	\$ 5,082,453	\$ 4,886,712	\$ 5,373,273	\$ (486,562)	\$ 589,279	\$ 1,061,065	\$ (471,786)	\$ 4,886,712	\$ 5,373,273	\$ (486,562)
<b>Operating Income/(Loss)</b>	\$ (390,376)	\$ (327,335)	\$ (63,041)	\$ 534,394	\$ 113,565	\$ 420,829	\$ 113,565	\$ (390,376)	\$ (1,467,359)	\$ 1,076,963	\$ (390,376)	\$ (1,467,359)	\$ 1,076,963	\$ 534,394	\$ (48,842)	\$ 583,236
<b>NON-OPERATING REVENUES/(EXPENSES)</b>																
Property and Other Tax Revenue	\$ 61,052	\$ 74,933	\$ (13,881)	\$ 6,109,374	\$ 6,061,500	\$ 47,874	\$ 6,061,500	\$ 6,109,374	\$ 6,107,554	\$ 1,820	\$ 61,052	\$ 62,528	\$ (1,476)	\$ 6,109,374	\$ 6,107,554	\$ 1,820
Property Tax Expenses	\$ (37,936)	\$ (38,583)	\$ 647	\$ (452,754)	\$ (462,996)	\$ 10,242	\$ (462,996)	\$ (452,754)	\$ (391,647)	\$ (61,107)	\$ (37,936)	\$ (37,570)	\$ (366)	\$ (452,754)	\$ (391,647)	\$ (61,107)
Federal & State Grants	\$ -	\$ -	\$ -	\$ 666,869	\$ 1,012,279	\$ (345,410)	\$ 1,012,279	\$ 666,869	\$ -	\$ 666,869	\$ -	\$ -	\$ -	\$ 666,869	\$ -	\$ 666,869
Investment Income	\$ 3,390	\$ 2,083	\$ 1,307	\$ 36,036	\$ 24,996	\$ 11,040	\$ 24,996	\$ 36,036	\$ 160,435	\$ (124,399)	\$ 3,390	\$ 9,196	\$ (5,806)	\$ 36,036	\$ 160,435	\$ (124,399)
Unrealized Gain/Loss from Investments	\$ -	\$ -	\$ -	\$ (36)	\$ -	\$ (36)	\$ (36)	\$ (36)	\$ (71,447)	\$ 71,411	\$ -	\$ (13,884)	\$ 13,884	\$ (36)	\$ (71,447)	\$ 71,411
Amortization (Expense)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gain on Sale of Fixed Assets	\$ -	\$ 2,500	\$ (2,500)	\$ 422,856	\$ 30,000	\$ 392,856	\$ 30,000	\$ 422,856	\$ 1,086,921	\$ (664,065)	\$ -	\$ -	\$ -	\$ 422,856	\$ 1,086,921	\$ (664,065)
<b>Total Non-Operating Revenues/(Expenses)</b>	\$ 26,506	\$ 40,933	\$ (14,427)	\$ 6,782,346	\$ 6,665,779	\$ 116,567	\$ 6,665,779	\$ 6,782,346	\$ 6,891,817	\$ (109,471)	\$ 26,506	\$ 20,271	\$ 6,235	\$ 6,782,346	\$ 6,891,817	\$ (109,471)
<b>Net Income/(Loss) before Depreciation</b>	\$ (363,870)	\$ (286,402)	\$ (77,468)	\$ 7,316,741	\$ 6,779,344	\$ 537,397	\$ 6,779,344	\$ (363,870)	\$ (1,447,068)	\$ 1,083,198	\$ (363,870)	\$ (1,447,068)	\$ 1,083,198	\$ 7,316,741	\$ 6,842,975	\$ 473,766
Depreciation	\$ 644,872	\$ 581,180	\$ 63,692	\$ 6,934,610	\$ 6,974,160	\$ (39,550)	\$ 6,974,160	\$ 644,872	\$ 6,928,720	\$ 5,890	\$ 644,872	\$ 611,326	\$ 33,546	\$ 6,934,610	\$ 6,928,720	\$ 5,890
<b>Net Income/(Loss) after Depreciation</b>	\$ (1,008,742)	\$ (867,582)	\$ (141,160)	\$ 382,131	\$ (194,816)	\$ 576,947	\$ (194,816)	\$ (1,008,742)	\$ (2,058,395)	\$ 1,049,653	\$ (1,008,742)	\$ (2,058,395)	\$ 1,049,653	\$ 382,131	\$ (85,745)	\$ 467,875
Major Maintenance	\$ 31,593	\$ 159,000	\$ (127,407)	\$ 236,299	\$ 545,700	\$ (309,401)	\$ 545,700	\$ 31,593	\$ 474,296	\$ (442,703)	\$ 31,593	\$ 474,296	\$ (442,703)	\$ 236,299	\$ 1,006,579	\$ (770,280)
Engineering Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers (In) Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Income/(Loss)</b>	\$ (1,040,335)	\$ (1,026,582)	\$ (13,753)	\$ 145,831	\$ (740,516)	\$ 886,347	\$ (740,516)	\$ (1,040,335)	\$ (2,532,691)	\$ 1,492,355	\$ (1,040,335)	\$ (2,532,691)	\$ 1,492,355	\$ 145,831	\$ (1,107,700)	\$ 1,253,531

**Airport and Administration**  
STATEMENT OF REVENUES AND EXPENSES  
for the Month Ending 12/31/2017

	Month			YTD			2017 Annual Budget			Month			YTD		
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Actual	2017	2016	Variance	2017	2016	Variance	
<b>REVENUES</b>															
Administrative	\$ 13,904	\$ 13,093	\$ 811	\$ 188,780	\$ 157,116	\$ 31,664	\$ 157,116	\$ 188,780	\$ 10,179	\$ 3,724	\$ 188,780	\$ 148,102	\$ 40,679		
Field Operations	\$ 53,692	\$ 64,634	\$ (10,942)	\$ 806,969	\$ 951,447	\$ (144,478)	\$ 951,447	\$ 53,692	\$ 68,117	\$ (14,425)	\$ 806,969	\$ 1,046,234	\$ (239,265)		
Building Operations	\$ 209,353	\$ 202,979	\$ 6,374	\$ 2,445,025	\$ 2,432,950	\$ 12,075	\$ 2,432,950	\$ 209,353	\$ 163,448	\$ 45,905	\$ 2,445,025	\$ 2,746,568	\$ (301,543)		
Flight Center	\$ 19,559	\$ 18,799	\$ 760	\$ 231,193	\$ 225,588	\$ 5,605	\$ 225,588	\$ 19,559	\$ 18,636	\$ 923	\$ 231,193	\$ 219,797	\$ 11,396		
<b>Total Revenues</b>	<b>\$ 296,508</b>	<b>\$ 299,505</b>	<b>\$ (2,997)</b>	<b>\$ 3,671,966</b>	<b>\$ 3,767,101</b>	<b>\$ (95,135)</b>	<b>\$ 3,767,101</b>	<b>\$ 296,508</b>	<b>\$ 260,381</b>	<b>\$ 36,127</b>	<b>\$ 3,671,966</b>	<b>\$ 4,160,700</b>	<b>\$ (488,734)</b>		
<b>OPERATING EXPENSES</b>															
Field Operations	\$ 207,767	\$ 184,129	\$ 23,638	\$ 1,658,891	\$ 1,799,293	\$ (140,402)	\$ 1,799,293	\$ 207,767	\$ 361,750	\$ (153,983)	\$ 1,658,891	\$ 1,884,608	\$ (225,717)		
Building Operations	\$ 97,626	\$ 102,309	\$ (4,683)	\$ 881,636	\$ 1,011,199	\$ (129,563)	\$ 1,011,199	\$ 97,626	\$ 179,943	\$ (82,317)	\$ 881,636	\$ 957,992	\$ (76,356)		
Flight Center	\$ 23,375	\$ 24,706	\$ (1,331)	\$ 238,744	\$ 296,472	\$ (57,728)	\$ 296,472	\$ 23,375	\$ 70,482	\$ (47,107)	\$ 238,744	\$ 335,322	\$ (96,578)		
Shop Equip. Operations	\$ 60,758	\$ 59,753	\$ 1,005	\$ 495,103	\$ 544,900	\$ (49,797)	\$ 544,900	\$ 60,758	\$ 135,873	\$ (75,115)	\$ 495,103	\$ 549,624	\$ (54,521)		
Projects & Procurement	\$ 40,613	\$ 42,619	\$ (2,006)	\$ 346,947	\$ 360,685	\$ (13,738)	\$ 360,685	\$ 40,613	\$ 51,588	\$ (10,975)	\$ 346,947	\$ 258,770	\$ 88,177		
<b>Total Cost of Sales</b>	<b>\$ 430,138</b>	<b>\$ 413,516</b>	<b>\$ 16,622</b>	<b>\$ 3,621,322</b>	<b>\$ 4,012,549</b>	<b>\$ (391,227)</b>	<b>\$ 4,012,549</b>	<b>\$ 430,138</b>	<b>\$ 799,635</b>	<b>\$ (369,497)</b>	<b>\$ 3,621,322</b>	<b>\$ 3,986,316</b>	<b>\$ (364,994)</b>		
<b>Gross Profit/(Loss)</b>	<b>\$ (133,630)</b>	<b>\$ (114,011)</b>	<b>\$ (19,619)</b>	<b>\$ 50,644</b>	<b>\$ (245,448)</b>	<b>\$ 296,092</b>	<b>\$ (245,448)</b>	<b>\$ (133,630)</b>	<b>\$ (539,254)</b>	<b>\$ 405,624</b>	<b>\$ 50,644</b>	<b>\$ 174,384</b>	<b>\$ (123,740)</b>		
<b>GENERAL AND ADMINISTRATIVE</b>															
Administrative	\$ 281,842	\$ 231,635	\$ 50,207	\$ 2,322,684	\$ 2,332,254	\$ (9,570)	\$ 2,332,254	\$ 281,842	\$ 503,854	\$ (222,012)	\$ 2,322,684	\$ 2,580,452	\$ (257,768)		
Commissioners	\$ 8,511	\$ 8,703	\$ (192)	\$ 104,835	\$ 104,436	\$ 399	\$ 104,436	\$ 8,511	\$ 8,618	\$ (107)	\$ 104,835	\$ 105,011	\$ (176)		
Business Dev./Marketing	\$ 5,111	\$ 9,125	\$ (4,014)	\$ 75,650	\$ 109,500	\$ (33,850)	\$ 109,500	\$ 5,111	\$ 14,992	\$ (9,880)	\$ 75,650	\$ 135,392	\$ (59,743)		
Accounting	\$ 45,896	\$ 42,195	\$ 3,701	\$ 339,717	\$ 350,598	\$ (10,881)	\$ 350,598	\$ 45,896	\$ 84,976	\$ (39,080)	\$ 339,717	\$ 383,961	\$ (44,243)		
<b>Total G&amp;A Costs</b>	<b>\$ 341,360</b>	<b>\$ 291,658</b>	<b>\$ 49,702</b>	<b>\$ 2,842,886</b>	<b>\$ 2,896,788</b>	<b>\$ (53,902)</b>	<b>\$ 2,896,788</b>	<b>\$ 341,360</b>	<b>\$ 612,440</b>	<b>\$ (271,079)</b>	<b>\$ 2,842,886</b>	<b>\$ 3,204,816</b>	<b>\$ (361,930)</b>		
<b>Operating Income/(Loss)</b>	<b>\$ (474,991)</b>	<b>\$ (405,669)</b>	<b>\$ (69,322)</b>	<b>\$ (2,792,242)</b>	<b>\$ (3,142,236)</b>	<b>\$ 349,994</b>	<b>\$ (3,142,236)</b>	<b>\$ (474,991)</b>	<b>\$ (1,151,694)</b>	<b>\$ 676,703</b>	<b>\$ (2,792,242)</b>	<b>\$ (3,030,432)</b>	<b>\$ 238,190</b>		
<b>NON-OPERATING REVENUES/(EXPENSES)</b>															
Property and Other Tax Revenue	\$ 61,052	\$ 74,933	\$ (13,881)	\$ 6,109,374	\$ 6,061,500	\$ 47,874	\$ 6,061,500	\$ 61,052	\$ 62,528	\$ (1,476)	\$ 6,109,374	\$ 6,107,554	\$ 1,820		
Property Tax Expenses	\$ -	\$ (17,750)	\$ (150)	\$ (217,037)	\$ (213,000)	\$ (4,037)	\$ (213,000)	\$ (17,900)	\$ (17,370)	\$ (530)	\$ (217,037)	\$ (199,296)	\$ (17,742)		
Federal & State Grants	\$ -	\$ -	\$ -	\$ 666,869	\$ 1,012,279	\$ (345,410)	\$ 1,012,279	\$ -	\$ -	\$ -	\$ 666,869	\$ -	\$ 666,869		
Investment Income	\$ 3,390	\$ 2,083	\$ 1,307	\$ 36,036	\$ 24,996	\$ 11,040	\$ 24,996	\$ 3,390	\$ 9,196	\$ (5,806)	\$ 36,036	\$ 160,433	\$ (124,397)		
Unrealized Gain/Loss from Investments	\$ -	\$ -	\$ -	\$ (36)	\$ -	\$ (36)	\$ -	\$ -	\$ (13,884)	\$ 13,884	\$ (36)	\$ (71,447)	\$ 71,411		
Amortization (Expense)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Gain on Sale of Fixed Assets	\$ -	\$ 2,500	\$ (2,500)	\$ 422,856	\$ 30,000	\$ 392,856	\$ 30,000	\$ -	\$ -	\$ -	\$ 422,856	\$ 1,083,265	\$ (660,409)		
<b>Total Non-Operating Revenues/(Expenses)</b>	<b>\$ 46,542</b>	<b>\$ 61,766</b>	<b>\$ (15,224)</b>	<b>\$ 7,018,063</b>	<b>\$ 6,915,775</b>	<b>\$ 102,288</b>	<b>\$ 6,915,775</b>	<b>\$ 46,542</b>	<b>\$ 40,471</b>	<b>\$ 6,072</b>	<b>\$ 7,018,063</b>	<b>\$ 7,080,510</b>	<b>\$ (62,447)</b>		
<b>Net Income/(Loss) before Depreciation</b>	<b>\$ (428,448)</b>	<b>\$ (343,903)</b>	<b>\$ (84,545)</b>	<b>\$ 4,225,821</b>	<b>\$ 3,773,539</b>	<b>\$ 452,282</b>	<b>\$ 3,773,539</b>	<b>\$ (428,448)</b>	<b>\$ (1,111,223)</b>	<b>\$ 682,775</b>	<b>\$ 4,225,821</b>	<b>\$ 4,050,078</b>	<b>\$ 175,743</b>		
Depreciation	\$ 640,942	\$ 577,247	\$ 63,695	\$ 6,887,409	\$ 6,926,964	\$ (39,555)	\$ 6,926,964	\$ 640,942	\$ 605,223	\$ 35,719	\$ 6,887,409	\$ 6,852,605	\$ 34,804		
<b>Net Income/(Loss) after Depreciation</b>	<b>\$ (1,069,390)</b>	<b>\$ (921,150)</b>	<b>\$ (148,240)</b>	<b>\$ (2,661,588)</b>	<b>\$ (3,153,425)</b>	<b>\$ 491,837</b>	<b>\$ (3,153,425)</b>	<b>\$ (1,069,390)</b>	<b>\$ (1,716,446)</b>	<b>\$ 647,056</b>	<b>\$ (2,661,588)</b>	<b>\$ (2,802,527)</b>	<b>\$ 140,938</b>		
Major Maintenance	\$ 31,593	\$ 159,000	\$ (127,407)	\$ 142,349	\$ 458,000	\$ (315,651)	\$ 458,000	\$ 31,593	\$ 27,473	\$ 4,121	\$ 142,349	\$ 299,771	\$ (157,421)		
Engineering Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Transfers (In) Out	\$ 93,950	\$ -	\$ 93,950	\$ 93,950	\$ -	\$ 93,950	\$ 93,950	\$ 93,950	\$ 706,808	\$ (612,859)	\$ 93,950	\$ 706,808	\$ (612,859)		
<b>Net Income/(Loss)</b>	<b>\$ (1,194,933)</b>	<b>\$ (1,080,150)</b>	<b>\$ (114,783)</b>	<b>\$ (2,897,887)</b>	<b>\$ (3,611,425)</b>	<b>\$ 713,538</b>	<b>\$ (3,611,425)</b>	<b>\$ (1,194,933)</b>	<b>\$ (2,450,727)</b>	<b>\$ 1,255,794</b>	<b>\$ (2,897,887)</b>	<b>\$ (3,824,482)</b>	<b>\$ 926,594</b>		



**DuPage Flight Center**  
STATEMENT OF REVENUES AND EXPENSES  
For the Month Ending 12/31/2017

	Month			YTD			2017 Annual Budget			Month			YTD					
	Budget		Variance	Actual		Budget	Variance		2017		2016	Variance		2017		2016	Variance	
	Actual	Budget	Variance	Actual	Budget	Variance	2017	2016	Variance	2017	2016	Variance	2017	2016	Variance			
<b>REVENUES</b>																		
Hangar Rentals	\$ 43,995	\$ 19,167	\$ 24,828	\$ 259,190	\$ 230,004	\$ 29,186	\$ 43,995	\$ 28,945	\$ 15,050	\$ 259,190	\$ 259,993	\$ (803)	\$ 43,995	\$ 28,945	\$ 15,050	\$ 259,190	\$ 259,993	\$ (803)
Ramp Tie Downs & Overnight fees	\$ 4,121	\$ 2,250	\$ 1,871	\$ 32,761	\$ 27,000	\$ 5,761	\$ 4,121	\$ 1,517	\$ 2,604	\$ 32,761	\$ 36,631	\$ (3,870)	\$ 4,121	\$ 1,517	\$ 2,604	\$ 32,761	\$ 36,631	\$ (3,870)
Fuel and Oil Sales	\$ 843,428	\$ 791,137	\$ 52,291	\$ 10,133,961	\$ 9,493,644	\$ 640,317	\$ 843,428	\$ 740,892	\$ 102,536	\$ 10,133,961	\$ 9,208,894	\$ 925,067	\$ 843,428	\$ 740,892	\$ 102,536	\$ 10,133,961	\$ 9,208,894	\$ 925,067
Volume Rebate	\$ -	\$ (3,125)	\$ 3,125	\$ -	\$ (37,500)	\$ 37,500	\$ -	\$ -	\$ -	\$ -	\$ (36,801)	\$ 681	\$ -	\$ -	\$ -	\$ -	\$ (36,801)	\$ 681
Line Service Other	\$ 5,965	\$ 4,943	\$ 1,022	\$ 43,625	\$ 59,316	\$ (15,691)	\$ 5,965	\$ 21,499	\$ (15,535)	\$ 43,625	\$ 63,384	\$ (19,759)	\$ 5,965	\$ 21,499	\$ (15,535)	\$ 43,625	\$ 63,384	\$ (19,759)
Aircraft Catering	\$ 739	\$ 2,000	\$ (1,261)	\$ 16,123	\$ 24,000	\$ (7,877)	\$ 739	\$ 1,044	\$ (305)	\$ 16,123	\$ 23,669	\$ (7,546)	\$ 739	\$ 1,044	\$ (305)	\$ 16,123	\$ 23,669	\$ (7,546)
Non Airfield Rent/Lease/Maintenance Revenue	\$ 705	\$ 767	\$ (62)	\$ 7,671	\$ 9,204	\$ (1,533)	\$ 705	\$ 494	\$ 211	\$ 7,671	\$ 8,703	\$ (1,032)	\$ 705	\$ 494	\$ 211	\$ 7,671	\$ 8,703	\$ (1,032)
<b>Total Revenue</b>	\$ 898,952	\$ 817,139	\$ 81,813	\$ 30,499,332	\$ 29,805,668	\$ 693,664	\$ 898,952	\$ 794,391	\$ 104,561	\$ 30,499,332	\$ 29,563,874	\$ 935,458	\$ 898,952	\$ 794,391	\$ 104,561	\$ 30,499,332	\$ 29,563,874	\$ 935,458
<b>OPERATING EXPENSES</b>																		
Fuel and Oil Cost of Sales	\$ 459,813	\$ 387,715	\$ 72,098	\$ 5,277,749	\$ 4,652,580	\$ 625,169	\$ 459,813	\$ 364,797	\$ 95,016	\$ 5,277,749	\$ 4,518,396	\$ 759,353	\$ 459,813	\$ 364,797	\$ 95,016	\$ 5,277,749	\$ 4,518,396	\$ 759,353
De Ice Cost of Goods	\$ 372	\$ 2,083	\$ (1,711)	\$ 888	\$ 24,996	\$ (24,108)	\$ 372	\$ 4,917	\$ (4,545)	\$ 888	\$ 47,213	\$ (46,324)	\$ 372	\$ 4,917	\$ (4,545)	\$ 888	\$ 47,213	\$ (46,324)
Credit Card Expense	\$ 9,865	\$ 10,000	\$ (135)	\$ 127,298	\$ 120,000	\$ 7,298	\$ 9,865	\$ 12,914	\$ (3,049)	\$ 127,298	\$ 123,568	\$ 3,730	\$ 9,865	\$ 12,914	\$ (3,049)	\$ 127,298	\$ 123,568	\$ 3,730
Food - COGS	\$ 9,058	\$ 6,398	\$ 2,660	\$ 76,260	\$ 76,776	\$ (516)	\$ 9,058	\$ 7,913	\$ 1,145	\$ 76,260	\$ 83,668	\$ (7,408)	\$ 9,058	\$ 7,913	\$ 1,145	\$ 76,260	\$ 83,668	\$ (7,408)
Maintenance	\$ 21,649	\$ 18,717	\$ 2,932	\$ 255,620	\$ 224,604	\$ 31,016	\$ 21,649	\$ 30,488	\$ (8,838)	\$ 255,620	\$ 244,574	\$ 11,046	\$ 21,649	\$ 30,488	\$ (8,838)	\$ 255,620	\$ 244,574	\$ 11,046
<b>Total Cost of Sales</b>	\$ 500,757	\$ 424,913	\$ 75,844	\$ 5,737,815	\$ 5,098,956	\$ 638,859	\$ 500,757	\$ 421,029	\$ 79,729	\$ 5,737,815	\$ 5,017,419	\$ 720,396	\$ 500,757	\$ 421,029	\$ 79,729	\$ 5,737,815	\$ 5,017,419	\$ 720,396
<b>Gross Profit/(Loss)</b>	\$ 398,195	\$ 392,226	\$ 5,969	\$ 4,755,516	\$ 4,706,712	\$ 48,804	\$ 398,195	\$ 373,363	\$ 24,832	\$ 4,755,516	\$ 4,546,455	\$ 209,061	\$ 398,195	\$ 373,363	\$ 24,832	\$ 4,755,516	\$ 4,546,455	\$ 209,061
<b>GENERAL AND ADMINISTRATIVE</b>																		
Operating Income/(Loss)	\$ 208,230	\$ 205,093	\$ 3,137	\$ 1,656,872	\$ 1,725,534	\$ (68,662)	\$ 208,230	\$ 372,906	\$ (164,677)	\$ 1,656,872	\$ 1,677,100	\$ (20,228)	\$ 208,230	\$ 372,906	\$ (164,677)	\$ 1,656,872	\$ 1,677,100	\$ (20,228)
Gain on Sale of Fixed Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Income/(Loss) before Depreciation</b>	\$ 189,965	\$ 187,133	\$ 2,832	\$ 1,899,655	\$ 2,981,178	\$ (137,466)	\$ 189,965	\$ 456	\$ 189,509	\$ 1,899,655	\$ 2,873,011	\$ 245,633	\$ 189,965	\$ 456	\$ 189,509	\$ 1,899,655	\$ 2,873,011	\$ 245,633
Depreciation	\$ 1,266	\$ 1,266	\$ (0)	\$ 15,192	\$ 15,192	\$ 0	\$ 1,266	\$ 1,266	\$ -	\$ 15,192	\$ 18,067	\$ (2,875)	\$ 1,266	\$ 1,266	\$ -	\$ 15,192	\$ 18,067	\$ (2,875)
<b>Net Income/(Loss)</b>	\$ 188,699	\$ 185,867	\$ 2,832	\$ 3,103,452	\$ 2,965,986	\$ 137,466	\$ 188,699	\$ (810)	\$ 189,509	\$ 3,103,452	\$ 2,854,944	\$ 248,508	\$ 188,699	\$ (810)	\$ 189,509	\$ 3,103,452	\$ 2,854,944	\$ 248,508

**Prairie Landing Golf Club**  
STATEMENT OF REVENUES AND EXPENSES  
For the Month Ending 12/31/2017

	2017 Annual Budget			2017 Actual			2017 Variance			2017 YTD			2016 YTD			2016 Variance		
	Budget			Actual			Variance			2017			2016			2016		
<b>REVENUES</b>																		
P100 - Golf Administration	\$ 3,500	\$ 3,500	\$ (525)	\$ 2,975	\$ 3,500	\$ (525)	\$ 115	\$ 57	\$ 58	\$ 2,975	\$ 4,757	\$ (1,782)	\$ 1,335,632	\$ 1,533,554	\$ (197,921)	\$ 844	\$ 844	\$ -
P300 - Golf Operations	\$ 1,451,995	\$ 1,451,995	\$ (116,363)	\$ 1,335,632	\$ 1,451,995	\$ (116,363)	\$ 26,856	\$ 1,428	\$ 25,428	\$ 1,335,632	\$ 1,533,554	\$ (197,921)	\$ 261,496	\$ 289,533	\$ (28,037)	\$ 12,041	\$ 12,041	\$ -
P400 - Food and Beverage	\$ 316,250	\$ 316,250	\$ (54,754)	\$ 261,496	\$ 316,250	\$ (54,754)	\$ 844	\$ -	\$ 844	\$ 261,496	\$ 289,533	\$ (28,037)	\$ 288,302	\$ 339,282	\$ (50,980)	\$ 13,823	\$ 14,403	\$ (580)
P500 - Weddings	\$ 238,900	\$ 238,900	\$ 49,402	\$ 288,302	\$ 238,900	\$ 49,402	\$ 12,041	\$ -	\$ 12,041	\$ 288,302	\$ 339,282	\$ (50,980)	\$ 115,514	\$ 114,821	\$ 693	\$ 1,027	\$ 1,000	\$ 28
P600 - Private Events	\$ 141,349	\$ 141,349	\$ (25,835)	\$ 115,514	\$ 141,349	\$ (25,835)	\$ 13,823	\$ 14,403	\$ (580)	\$ 115,514	\$ 114,821	\$ 693	\$ 25,062	\$ 27,550	\$ (2,488)	\$ 54,706	\$ 16,888	\$ 37,817
P700 - Golf Outings	\$ 392,765	\$ 392,765	\$ (132,182)	\$ 260,583	\$ 392,765	\$ (132,182)	\$ 1,027	\$ -	\$ -	\$ 260,583	\$ 152,962	\$ 107,621	\$ 2,289,565	\$ 2,462,458	\$ (172,893)	\$ 47,350	\$ 136,439	\$ (89,089)
P900 - Kitty Hawk Café	\$ 28,800	\$ 28,800	\$ (3,738)	\$ 25,062	\$ 28,800	\$ (3,738)	\$ 17,551	\$ 1,000	\$ 28	\$ 25,062	\$ 40,068	\$ 15,007	\$ 712,106	\$ 786,795	\$ (74,688)	\$ 31,441	\$ 19,627	\$ 11,814
<b>Total Revenue</b>	\$ 2,573,559	\$ 2,573,559	\$ (283,994)	\$ 2,289,565	\$ 2,573,559	\$ (283,994)	\$ 120,368	\$ 257,271	\$ (12,491)	\$ 2,289,565	\$ 1,858,866	\$ (430,700)	\$ 614,945	\$ 603,592	\$ 11,353	\$ 39,688	\$ 75,719	\$ (36,030)
<b>OPERATING EXPENSES</b>																		
P200 - Golf Maintenance	\$ 762,385	\$ 762,385	\$ (50,279)	\$ 712,106	\$ 762,385	\$ (50,279)	\$ 47,350	\$ 136,439	\$ (89,089)	\$ 712,106	\$ 786,795	\$ (74,688)	\$ 331,774	\$ 413,312	\$ (81,538)	\$ 19,590	\$ 55,593	\$ (36,003)
P300 - Golf Operations	\$ 383,617	\$ 383,617	\$ (51,843)	\$ 331,774	\$ 383,617	\$ (51,843)	\$ 17,551	\$ 28,575	\$ (11,024)	\$ 331,774	\$ 413,312	\$ (81,538)	\$ 294,027	\$ 326,170	\$ (32,142)	\$ 31,441	\$ 19,627	\$ 11,814
P400 - Food and Beverage	\$ 318,237	\$ 318,237	\$ (24,210)	\$ 294,027	\$ 318,237	\$ (24,210)	\$ 31,441	\$ 19,627	\$ 11,814	\$ 294,027	\$ 326,170	\$ (32,142)	\$ 254,107	\$ 235,344	\$ 18,763	\$ 3,407	\$ 3,518	\$ (111)
P500 - Weddings	\$ 253,114	\$ 253,114	\$ 993	\$ 254,107	\$ 253,114	\$ 993	\$ 3,407	\$ -	\$ -	\$ 254,107	\$ 235,344	\$ 18,763	\$ 25,151	\$ 25,268	\$ (117)	\$ 1,027	\$ 13,519	\$ (12,491)
P600 - Private Events	\$ 35,711	\$ 35,711	\$ (10,560)	\$ 25,151	\$ 35,711	\$ (10,560)	\$ -	\$ -	\$ -	\$ 25,151	\$ 25,268	\$ (117)	\$ 32,392	\$ 31,909	\$ 484	\$ -	\$ -	\$ -
P700 - Golf Outings	\$ 56,941	\$ 56,941	\$ (24,549)	\$ 32,392	\$ 56,941	\$ (24,549)	\$ -	\$ -	\$ -	\$ 32,392	\$ 31,909	\$ 484	\$ 25,062	\$ 40,068	\$ (15,007)	\$ -	\$ -	\$ -
P900 - Kitty Hawk Café	\$ 28,800	\$ 28,800	\$ (3,738)	\$ 25,062	\$ 28,800	\$ (3,738)	\$ 1,027	\$ 13,519	\$ (12,491)	\$ 25,062	\$ 40,068	\$ 15,007	\$ 1,674,619	\$ 1,858,866	\$ (184,246)	\$ 65,662	\$ 240,383	\$ (174,721)
<b>Total Cost of Sales</b>	\$ 1,838,805	\$ 1,838,805	\$ (164,186)	\$ 1,674,619	\$ 1,838,805	\$ (164,186)	\$ (65,662)	\$ 240,383	\$ (174,721)	\$ 1,674,619	\$ 1,858,866	\$ (184,246)	\$ 614,945	\$ 603,592	\$ 11,353	\$ 39,688	\$ 75,719	\$ (36,030)
<b>Gross Profit/(Loss)</b>	\$ 734,754	\$ 734,754	\$ (119,809)	\$ 614,945	\$ 734,754	\$ (119,809)	\$ 39,688	\$ 75,719	\$ (36,030)	\$ 614,945	\$ 491,357	\$ (123,412)	\$ 207,992	\$ 112,235	\$ 95,758	\$ 105,351	\$ 316,102	\$ (210,751)
<b>GENERAL AND ADMINISTRATIVE</b>																		
Operating Income/(Loss)	\$ 460,131	\$ 460,131	\$ (53,178)	\$ 406,953	\$ 460,131	\$ (53,178)	\$ 39,688	\$ 75,719	\$ (36,030)	\$ 406,953	\$ 491,357	\$ (84,404)	\$ 105,351	\$ 316,102	\$ (210,751)	\$ 20,036	\$ (20,200)	\$ 164
<b>NON-OPERATING REVENUES/(EXPENSES)</b>																		
Property Tax Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Investment Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gain on Sale of Fixed Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Income/(Loss) before Depreciation &amp; Adj.</b>	\$ 460,131	\$ 460,131	\$ (53,178)	\$ 406,953	\$ 460,131	\$ (53,178)	\$ 39,688	\$ 75,719	\$ (36,030)	\$ 406,953	\$ 491,357	\$ (84,404)	\$ 105,351	\$ 316,102	\$ (210,751)	\$ 20,036	\$ (20,200)	\$ 164
Depreciation	\$ 32,004	\$ 32,004	\$ 5	\$ 32,009	\$ 32,004	\$ 5	\$ 2,664	\$ 4,837	\$ (2,173)	\$ 32,009	\$ 58,048	\$ (26,039)	\$ 2,664	\$ 4,837	\$ (2,173)	\$ 2,664	\$ 4,837	\$ (2,173)
Major Maintenance	\$ 87,700	\$ 87,700	\$ 6,250	\$ 93,950	\$ 87,700	\$ 6,250	\$ -	\$ -	\$ -	\$ 93,950	\$ 706,808	\$ (612,859)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers (In) Out	\$ -	\$ -	\$ (93,950)	\$ (93,950)	\$ -	\$ (93,950)	\$ (93,950)	\$ -	\$ -	\$ (93,950)	\$ (706,808)	\$ 612,859	\$ (93,950)	\$ (93,950)	\$ (93,950)	\$ (93,950)	\$ (93,950)	\$ (93,950)
<b>Net Income/(Loss)</b>	\$ (95,977)	\$ (95,977)	\$ 35,344	\$ (95,973)	\$ (95,977)	\$ 35,344	\$ (34,101)	\$ (132,259)	\$ 98,198	\$ (95,973)	\$ (138,162)	\$ 78,429	\$ (34,101)	\$ (132,259)	\$ 98,198	\$ (34,101)	\$ (132,259)	\$ 98,198




## Accounts Receivable Aging Report Over 60 Days Past Due

Customer No.	Customer Name	Current @ 12/31/17	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	-	-	-	-	24,915.00	24,915.00	30.25%
A-PRR03	PHEASANT RUN RESORT	-	4,830.31	4,830.31	(6.00)	14,490.93	24,145.55	29.32%
A-CIP01	CIVIL AIR PATROL	-	-	-	-	12,483.48	12,483.48	15.16%
A-SPD01	STATE POLICE DEPARTMENT	-	2,081.21	2,081.21	-	4,162.42	8,324.84	10.11%
A-REH01	RESOURCE HOLDINGS LLC	-	-	-	-	5,428.91	5,428.91	6.59%
A-GLL01	Glenway Leasing	-	519.78	512.10	-	2,539.83	3,571.71	4.34%
A-PDT01	PDT AVIATION, LLC	-	3,394.30	-	-	98.82	3,493.12	4.24%
<b>Report Total:</b>		-	10,825.60	7,423.62	(6.00)	64,119.39	82,362.61	
<b>Percent of Total:</b>		0.00%	13.14%	9.01%	-0.01%	77.85%	100.00%	



**DUPAGE AIRPORT  
AUTHORITY**

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

**FROM:** David Bird   
Executive Director

**RE:** Proposed Ordinance 2018-317; Adopting Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year beginning January 1, 2018 and Ending December 31, 2018.

**DATE:** January 15, 2018

**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 15, 2017 and forwarded to DuPage County Board Chairman Cronin on November 17, 2017. 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 2018 Tentative Budget and Appropriations. A notice was published in the *Daily Herald* announcing the Public Hearing to be held on January 15, 2018, at 10:00 a.m. in the 1<sup>st</sup> Floor Conference Room of the Daniel L. Goodwin Flight Center Building. The purpose of the Public Hearing is to provide an opportunity for public review and comment. The Airport Authority has met all statutory requirements for passage of the 2018 Budget and Appropriations.

**PREVIOUS COMMITTEE/BOARD ACTION:**

November 15, 2017 - the DuPage Airport Authority Board passed Ordinance 2017-315; Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year beginning January 1, 2018 and Ending December 31, 2018.

January 24, 2018 – the DuPage Airport Authority Board of Commissioners Finance Committee will review the 2018 Budget and Appropriations.

**REVENUE OR FUNDING IMPLICATIONS:**

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

**STAKEHOLDER PROCESS:**

No stakeholders have been identified at this time.

**LEGAL REVIEW:**

Legal review of this item is not necessary.

**ATTACHMENTS:**

Proposed Ordinance 2018-317; Adopting Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2018 and Ending December 31, 2018.

**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 2018-317; Adopting the Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2018 and Ending December 31, 2018.

**BUDGET & APPROPRIATIONS ORDINANCE**  
**for the DUPAGE AIRPORT AUTHORITY**  
**for the FISCAL YEAR BEGINNING**  
**JANUARY 1, 2018 AND ENDING DECEMBER 31, 2018**

WHEREAS, The Board of Commissioners of the DuPage Airport Authority, an Illinois Special District, has adopted a fiscal year beginning January 1, 2018 and ending December 31, 2018, 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 2018.

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, 2018 and ending December 31, 2018 the following sums of money below are hereby budgeted and appropriated for the corporate purposes of the Corporate Fund of the DuPage Airport Authority:

<b>Estimated Beginning Cash Balance</b>	<b>\$ 8,547,765</b>
 <b><u>OPERATING REVENUES</u></b>	
Airport Operations	\$ 3,476,852
Flight Center Fuel Operations	\$ 10,370,504
Prairie Landing Golf Course	\$ 2,578,115
<b>TOTAL OPERATING REVENUES</b>	<b><u>\$ 16,425,471</u></b>
 <b><u>OPERATING EXPENSES</u></b>	
Airport Operations	\$ 6,754,090
Flight Center Fuel Operations	\$ 7,348,370
Prairie Landing Golf Course	\$ 2,280,352
<b>TOTAL OPERATING EXPENSES</b>	<b><u>\$ 16,382,812</u></b>
 <b><u>NON OPERATING - DEBT SERVICE/CAPITAL/TAXES</u></b>	
<b>REVENUES</b>	
Miscellaneous Taxes	\$ 60,000
Property Taxes/Abatement	\$ 6,038,000
Federal & State Grants	\$ 174,930
Interest Income	\$ 15,000
Unrealized Gain/Loss from Investments	\$ -
Gain of Sale from Fixed Assets	\$ 30,000
<b>TOTAL NON-OPERATING REVENUES</b>	<b><u>\$ 6,317,930</u></b>
 <b>EXPENSES</b>	
Property Tax (DAA)	\$ 219,000
Property Tax (PLGC)	\$ 246,324
<b>TOTAL NON-OPERATING EXPENSES</b>	<b><u>\$ 465,324</u></b>
 <b><u>CAPITAL DEVELOPMENT PROGRAM</u></b>	
AVIATION PROGRAMS / EQUIPMENT	\$ 4,274,709
GOLF COURSE PROGRAMS / EQUIPMENT	\$ 627,828
MAJOR MAINTENANCE OF CAPITAL ASSETS	\$ 1,203,764
<b>TOTAL CAPITAL DEVELOPMENT PROGRAM</b>	<b><u>\$ 6,106,301</u></b>
 <b>TOTAL REVENUES</b>	 <b>\$ 22,743,401</b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 22,954,437</u></b>
 <b>CASH BALANCE - ENDING</b>	 <b><u>\$ 8,336,729</u></b>



**AIRPORT ADMINISTRATION / OPERATIONS**

<b>REVENUES</b>	
HANGAR RENTALS	\$ 2,390,334
COLLECTION, SERVICE, TOWING FEES	\$ 840
COMMISSIONS	\$ 32,241
CUSTOMS FEES	\$ 112,994
RAMP, TIE DOWN, OVERNIGHT FEES	\$ 154,163
NON AIRFIELD, RENT/LEASE REVENUE	\$ 761,284
MISCELLANEOUS	\$ 24,996
<b>TOTAL REVENUES</b>	<b>\$ 3,476,852</b>
<b>CASH ON HAND - BEGINNING</b>	<b>\$ (5,661,707)</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ (2,184,855)</b>
<b>EXPENDITURES</b>	
<b>SALARIES</b>	
STAFF & COMMISSIONERS	\$ 2,341,742
<b>SALARIES TOTAL</b>	<b>\$ 2,341,742</b>
<b>BENEFITS</b>	
FICA	\$ 171,806
UNEMPLOYMENT INSURANCE	\$ 24,671
GROUP INSURANCE	\$ 394,644
UNIFORMS	\$ 10,296
IMRF	\$ 200,704
<b>BENEFITS TOTAL</b>	<b>\$ 802,121</b>
<b>GENERAL &amp; ADMINISTRATIVE</b>	
EDUCATION / TRAINING / TRAVEL	\$ 7,512
DUES & SUBSCRIPTIONS	\$ 17,435
COMPUTER AND SOFTWARE	\$ 46,396
COMMUNICATIONS	\$ 48,640
GENERAL OFFICE	\$ 6,300
MISCELLANEOUS	\$ 3,360
<b>GEN. &amp; ADMIN. TOTAL</b>	<b>\$ 129,643</b>
<b>OUTSIDE SERVICES</b>	
CONSULTING SERVICES	\$ 177,800
ACCOUNTING / AUDIT	\$ 32,004
CUSTOMS/CONTROL TOWER	\$ 759,996
MISC OUTSIDE SERVICES	\$ 282,504
LEGAL	\$ 210,000
SNOW REMOVAL/ICE CONTROL	\$ 45,000
ARFF	\$ 482,592
<b>OUTSIDE TOTAL</b>	<b>\$ 1,989,696</b>
<b>MAINTENANCE</b>	
EQUIPMENT LEASE / MAINT. CONTRACTS	\$ 164,996
SUPPLIES/HANDTOOLS & SMALL EQUIPMENT	\$ 47,304
FUEL/OIL VEHICLES & EQUIPMENT	\$ 63,504
FIELD MAINTENANCE	\$ 140,004
BUILDING MAINTENANCE	\$ 190,596
MACHINE & EQUIPMENT	\$ 50,004
<b>MAINTENANCE TOTAL</b>	<b>\$ 656,408</b>
<b>INSURANCE</b>	<b>\$ 267,672</b>
<b>INSURANCE TOTAL</b>	<b>\$ 267,672</b>
<b>MARKETING / PUBLIC RELATIONS</b>	<b>\$ 92,004</b>
<b>MARKETING / PUBLIC RELATIONS TOTAL</b>	<b>\$ 92,004</b>
<b>UTILITIES</b>	
GARBAGE REMOVAL / JANITORIAL	\$ 12,300
GAS HEAT	\$ 133,200
ELECTRIC	\$ 297,300
WATER/SEWER	\$ 32,004
<b>TOTAL UTILITIES</b>	<b>\$ 474,804</b>
<b>TOTAL EXPENDITURES:</b>	
<b>AUTHORITY ADMINISTRATION &amp; OPERATIONS</b>	<b>\$ 6,754,090</b>
<b>CASH ON HAND ENDING</b>	<b>\$ (8,938,945)</b>

**DUPAGE FLIGHT CENTER FUEL OPERATIONS**

<b>REVENUES</b>	
FUEL & OIL SALES	\$ 10,040,952
SERVICES & CATERING	\$ 321,000
MISCELLANEOUS INCOME	\$ 8,552
<b>TOTAL REVENUES</b>	<b>\$ 10,370,504</b>
<b>CASH ON HAND - BEGINNING</b>	<b>\$ 14,110,959</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 24,481,463</b>
<b>EXPENDITURES</b>	
<b>SALARIES</b>	
STAFF	\$ 1,035,518
<b>SALARIES TOTAL</b>	<b>\$ 1,035,518</b>
<b>BENEFITS</b>	
FICA	\$ 79,217
UNEMPLOYMENT INSURANCE	\$ 17,290
GROUP INSURANCE	\$ 200,892
UNIFORMS	\$ 12,000
IMRF	\$ 93,818
<b>BENEFITS TOTAL</b>	<b>\$ 403,217</b>
<b>COST OF SALES</b>	
COST OF SALES - FUEL/OIL	\$ 5,202,996
COST OF SALES - DE-ICE	\$ 24,996
COST OF SALES - CATERING	\$ 81,211
<b>COST OF SALES TOTAL</b>	<b>\$ 6,309,203</b>
<b>GENERAL &amp; ADMINISTRATIVE</b>	
BUILDING RENT	\$ 48,000
EDUCATION / TRAINING / TRAVEL	\$ 12,108
DUES & SUBSCRIPTIONS	\$ 2,760
MISC OFFICE EXPENSE	\$ 19,212
SOFTWARE	\$ 6,996
COMMUNICATIONS	\$ 8,496
CREDIT CARD EXPENSE	\$ 123,144
MARKETING	\$ 36,504
<b>GEN. &amp; ADMIN. TOTAL</b>	<b>\$ 257,220</b>
<b>OUTSIDE SERVICES</b>	
CONSULTING SERVICES/LEGAL	\$ 35,100
<b>OUTSIDE SERVICES TOTAL</b>	<b>\$ 35,100</b>
<b>MAINTENANCE / OPERATIONS</b>	
EQUIPMENT LEASE / MAINT. CONTRACTS	\$ 138,900
SUPPLIES	\$ 23,004
FUEL / OIL VEHICLES	\$ 10,008
MAINTENANCE EXPENSE	\$ 36,000
<b>MAINTENANCE TOTAL</b>	<b>\$ 207,912</b>
<b>INSURANCE</b>	
<b>INSURANCE TOTAL</b>	<b>\$ 96,996</b>
<b>UTILITIES</b>	
ELECTRIC	\$ 3,204
<b>UTILITIES TOTAL</b>	<b>\$ 3,204</b>
<b>TOTAL EXPENDITURES:</b>	
<b>FLIGHT CENTER FUEL OPERATIONS</b>	<b>\$ 7,348,370</b>
<b>CASH ON HAND ENDING</b>	<b>\$ 17,133,093</b>

**PRAIRIE LANDING GOLF COURSE**

<b>REVENUES</b>	
<b>GOLF OPERATIONS</b>	
GREENS FEES/CART RENTAL	\$ 1,219,000
ASSOCIATION MEMBERSHIPS	\$ 140,000
RENTALS	\$ 4,000
PRACTICE CENTER	\$ 135,000
PRO SHOP SALES	\$ 108,500
<b>TOTAL GOLF OPERATIONS</b>	<b>\$ 1,606,500</b>
<b>FOOD &amp; BEVERAGE</b>	
CLUBHOUSE	\$ 300,000
KITTY HAWK - DELI	\$ 27,600
BANQUET	\$ 640,515
<b>TOTAL FOOD &amp; BEVERAGE</b>	<b>\$ 968,115</b>
<b>MISCELLANEOUS INCOME</b>	<b>\$ 3,500</b>
<b>TOTAL MISCELLANEOUS INCOME</b>	<b>\$ 3,500</b>
<b>TOTAL REVENUES</b>	<b>\$ 2,578,115</b>
<b>CASH ON HAND - BEGINNING</b>	<b>\$ 98,514</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 2,676,629</b>
<b>EXPENDITURES</b>	
<b>SALARIES</b>	
STAFF	\$ 1,064,145
<b>SALARIES TOTAL</b>	<b>\$ 1,064,145</b>
<b>BENEFITS</b>	
FICA	\$ 81,403
UNEMPLOYMENT INSURANCE	\$ 39,302
GROUP INSURANCE	\$ 142,560
UNIFORMS	\$ 7,650
IMRF	\$ 71,948
<b>BENEFITS TOTAL</b>	<b>\$ 342,863</b>
<b>COST OF SALES</b>	
COST OF SALES - GOLF	\$ 88,200
COST OF SALES - GRILL, EVENT, BANQUETS	\$ 218,843
COST OF SALES - KITTY HAWK	\$ 15,000
CREDIT CARD FEES	\$ 47,040
<b>COST OF SALES TOTAL</b>	<b>\$ 369,083</b>
<b>GENERAL &amp; ADMINISTRATIVE</b>	
EDUCATION / TRAINING / TRAVEL	\$ 1,000
DUES & SUBSCRIPTIONS	\$ 11,390
COMPUTER AND SOFTWARE	\$ 2,004
COMMUNICATIONS	\$ 15,300
TRANSFER COSTS TO FLIGHT CENTER	\$ (64,207)
MARKETING	\$ 44,000
<b>GEN. &amp; ADMIN. TOTAL</b>	<b>\$ 9,487</b>
<b>OUTSIDE SERVICES</b>	
CONSULTING SERVICES / LEGAL	\$ 47,000
<b>OUTSIDE SERVICES TOTAL</b>	<b>\$ 47,000</b>
<b>MAINTENANCE / OPERATIONS</b>	
COURSE MAINTENANCE	\$ 116,500
SUPPLIES	\$ 84,196
RENTAL EQUIPMENT	\$ 37,640
FUEL / OIL VEHICLES	\$ 14,000
BUILDING MAINTENANCE EXPENSE	\$ 54,500
<b>MAINTENANCE TOTAL</b>	<b>\$ 306,836</b>
<b>INSURANCE</b>	<b>\$ 62,700</b>
<b>INSURANCE TOTAL</b>	<b>\$ 62,700</b>
<b>UTILITIES</b>	
GARBAGE REMOVAL / JANITORIAL	\$ 4,488
GAS HEAT	\$ 12,000
ELECTRIC	\$ 54,100
WATER/SEWER	\$ 7,650
<b>UTILITIES TOTAL</b>	<b>\$ 78,238</b>
<b>TOTAL EXPENDITURES:</b>	
<b>PRAIRIE LANDING GOLF COURSE</b>	<b>\$ 2,280,352</b>
<b>CASH ON HAND ENDING</b>	<b>\$ 396,277</b>

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

MISCELLANEOUS TAXES	\$ 60,000
PROPERTY TAXES	\$ 6,038,000
FEDERAL & STATE GRANTS	\$ 174,930
INTEREST INCOME	\$ 15,000
UNREALIZED GAIN/LOSS FROM INVESTMENTS	\$ -
GAIN OF SALE FROM FIXED ASSETS	\$ 30,000
<b>TOTAL NON-OPERATING REVENUES</b>	<b>\$ 6,317,930</b>

**CAPITAL DEVELOPMENT PROGRAM**

AVIATION PROGRAMS / EQUIPMENT	\$ 4,274,709
GOLF COURSE PROGRAMS / EQUIPMENT	\$ 627,828
MAJOR MAINTENANCE OF CAPITAL ASSETS	\$ 1,203,764
<b>TOTAL CAPITAL DEVELOPMENT</b>	<b>\$ 6,106,301</b>

**PROPERTY TAX**

PROPERTY TAX (DAA)	\$ 219,000
PROPERTY TAX (PLGC)	\$ 246,324
<b>TOTAL DEBT SERVICE</b>	<b>\$ 465,324</b>

<b>TOTAL REVENUES</b>	<b>\$ 22,743,401</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 22,954,437</b>
<b>CASH ON HAND ENDING</b>	<b>\$ 8,336,729</b>

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. 6035) 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, 2018, 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 24, 2018.

Record of Roll Call Vote:

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

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\_\_\_\_\_  
Chairman


(seal)  
ATTEST:

\_\_\_\_\_  
Secretary



# DUPAGE AIRPORT AUTHORITY

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

**FROM:** David Bird   
Executive Director

**RE:** Proposed Ordinance 2018-318; An Ordinance of the DuPage Airport Authority  
Promulgating Regulations Under the Freedom of Information Act.

**DATE:** January 15, 2018

**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 18, 2017 – Annual and Regular Board Meeting. The Board of Commissioners passed Ordinance 2017-309; An Ordinance of the DuPage Airport Authority Promulgating Regulations Under the Freedom of Information Act.

**REVENUE OR FUNDING IMPLICATIONS:**

N/A

**STAKEHOLDER PROCESS:**

N/A

**LEGAL REVIEW:**

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

**ATTACHMENTS:**

Proposed Ordinance 2018-318; 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 2018-318; An Ordinance of the DuPage Airport Authority Promulgating Regulations Under the Freedom of Information Act.

**ORDINANCE 2018 - 318**  
**AN ORDINANCE OF THE DUPAGE AIRPORT AUTHORITY**  
**PROMULGATING REGULATIONS UNDER THE FREEDOM**  
**OF INFORMATION ACT**

**RECITALS**

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

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

**SECTION 1. Definitions:**

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

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

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

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

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

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

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



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

**SECTION 5. Prior Ordinances:** This ordinance repeals Ordinance 2017-309 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 24th day of January 2018.

Roll Call:

Juan E. Chavez  
Stephen L. Davis  
Charles E. Donnelly  
Gina R. LaMantia

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

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

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\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary

**ORDINANCE 2018-318**

## **DuPAGE AIRPORT AUTHORITY**

### **Fee Schedule for Duplication of Public Records**

Cost for copies effective date:        January 1, 2018

Paper copy from paper original on copy machine:

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

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

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

All fees for copying are payable in advance.

## **DuPAGE AIRPORT AUTHORITY**

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

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

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

On January 1, 2018, the DAA had 56 full-time employees and 21 part-time employees. The total budgeted revenue is \$22,743,401 for the fiscal year ending December 31, 2018. The total budgeted expenditures for the year are \$22,954,437. This includes \$16,848,136 for general operating costs and \$6,106,301 for capital expenditures and major maintenance projects.

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

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

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

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

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

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

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

## **DuPAGE AIRPORT AUTHORITY**

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

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

DuPAGE AIRPORT AUTHORITY

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David Bird  
Executive Director

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

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

**DuPAGE AIRPORT AUTHORITY**

**A-1.**

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

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

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

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

\_\_\_\_\_  
Signature

For DAA Use Only

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

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

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

TO:

FROM:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

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

DESCRIPTION OF REQUESTED RECORD(S):

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

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

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

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

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

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

\_\_\_\_\_  
Date



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

TO:

FROM:

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_

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

DESCRIPTION OF REQUESTED RECORD(S):

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

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

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

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

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

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

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

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

\_\_\_\_\_  
DAA Freedom of Information Officers  
Pamela Miller and Diane DeWitte

**DuPAGE AIRPORT AUTHORITY**

**A-4.**

**DEFERRAL OF RESPONSE TO REQUEST FOR PUBLIC RECORDS**

TO:

FROM:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

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

DESCRIPTION OF REQUESTED RECORD(S):

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

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

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

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

\_\_\_\_\_  
DAA Freedom of Information Officers  
Pamela Miller and Diane DeWitte

\_\_\_\_\_  
Date

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

TO:

FROM:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

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

DESCRIPTION OF REQUESTED RECORD(S):

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

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

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

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

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

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

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

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

\_\_\_\_\_  
DAA Freedom of Information Officers  
Pamela Miller and Diane DeWitte

\_\_\_\_\_  
Date

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**MEMORANDUM**

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**TO:** David Bird

**FROM:** Phillip A. Luetkehans  
Brian J. Armstrong  
Schrott, Luetkehans & Garner, LLC

**SUBJECT:** Sexual Harassment Policy

**DATE:** December 15, 2017

**OUR FILE:** DuPage Airport Authority  
Our File No. 2407

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Public Act 100-0554, effective November 16, 2017, amended the State Officials and Employees Ethics Act (“Ethics Act”) to require, *inter alia*, all governmental entities to adopt an ordinance or resolution establishing a policy prohibiting sexual harassment. (5 ILCS 430/70-5). The ordinance or resolution must be adopted by January 15, 2018.

At a minimum, the policy must include:

1. A prohibition on sexual harassment;
2. Details on how an individual can report an allegation of sexual harassment, including options for making a confidential report, to a supervisor, ethics officer, inspector general, or the Illinois Department of Human Rights;
3. A prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the Ethics Act, the Whistleblower Act (740 ILCS 174/1 *et seq.*) and the Illinois Human Rights Act (775 ILCS 5/1-101 *et seq.*);
4. The consequences of a violation of the prohibition on sexual harassment; and
5. The consequences for knowingly making a false report.

We have reviewed the DuPage Airport Authority’s policy prohibiting sexual harassment contained in the Employee Handbook that you provided to us. While the current policy complies with many of the new requirements, there are several items where the policy omits information that is now required. In particular:

1. The policy must provide details of how employees may make a report of sexual harassment, including confidentially. The policy must provide details on how employees may report incidents to the Illinois Department of Human Rights. This information should probably be added to the "Filing A Complaint" section.
2. The policy must state that the Ethics Act provides whistleblower protection against retaliation for making a complaint or participating in an investigation or proceeding; that a separate statute, the Whistleblower Act, (740 ILCS 174/1 *et seq.*), prohibits retaliation against an employee who discloses information in court, an administrative proceeding, or before a legislative commission or committee, or in another proceeding, regarding a potential violation of state or federal law, rule or regulation; and that the Illinois Human Rights Act, (775 ILCS 5/6-101 *et seq.*), prohibits retaliation for complaining or participating in an investigation regarding sexual harassment. This information should probably be added to the "Retaliation" section.
3. The policy must inform employees of (a) the consequences of a violation of the prohibition on sexual harassment and (b) the consequences for knowingly making a false report. Information regarding potential consequences of engaging in harassment does appear in the current policy in the "Conducting The Investigation" section, but the policy does not address consequences for knowingly filing a false report. Such information should be added to the policy.

We have prepared a draft Ordinance to amend the current policy in the Employee Handbook to comply with the requirements of Public Act 100-0554.

**ORDINANCE NO. 2018-319**

**AN ORDINANCE AMENDING THE DUPAGE AIRPORT AUTHORITY EMPLOYEE HANDBOOK**

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

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

**WHEREAS**, pursuant to Public Act 100-0554, the State Officials and Employees Ethics Act (the "Act") has been amended to require, *inter alia*, that all governmental entities adopt an ordinance or resolution establishing a policy prohibiting sexual harassment and containing other requirements regarding such policy;

**WHEREAS**, the Employee Handbook currently contains a policy prohibiting sexual harassment; and

**WHEREAS**, the Board of Commissioners of the Authority deems it to be in the Authority's best interests to amend the Employee Handbook consistent with the requirements of Public Act 100-0554.

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

1. The Employee Handbook is hereby amended as set forth in Exhibit A attached hereto and incorporated herein.

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

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

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

Passed & approved by the Board of Commissioners of the DuPage Airport Authority this 24th day of January 2018.

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
SECRETARY

**Ordinance 2018-319**

## EXHIBIT A

1. The "Filing A Complaint" paragraph is amended by adding the following at the end of the paragraph:

Employees may also make a report of sexual harassment confidentially by submitting a report to his/her Supervisor, the Executive Director, or the Authority's General Counsel. Employees may also make a report to the Illinois Department of Human Rights ([www.illinois.gov/dhr/](http://www.illinois.gov/dhr/)) (Illinois Department of Human Rights, 100 W. Randolph Street, 10<sup>th</sup> Floor, Intake Unit, Chicago, IL 60601 (312) 814-6200.)

2. The "Conducting the Investigation" paragraph is amended by adding the following at the end of the paragraph:

All allegations, including anonymous reports, will be accepted and investigated regardless of how the matter comes to the attention of the Commission. However, because of the serious implications of sexual harassment charges and the difficulties associated with their investigation and the questions of credibility involved, the claimant's willing cooperation is a vital component of an effective inquiry and an appropriate outcome.

In addition to any and all other discipline that may be applicable pursuant to DuPage Airport Authority policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreement, any person who violates this policy or the Prohibition on Sexual Harassment contained in 5 ILCS 430/5-65, may be subject to a fine of up to \$5,000 per offense, applicable discipline or discharge by the municipality and any applicable fines and penalties established pursuant to local ordinance, State law or Federal law. Each violation may constitute a separate offense. Any discipline imposed by the DuPage Airport Authority shall be separate and distinct from any penalty imposed by an ethics commission and any fines or penalties imposed by a court of law or a State or Federal agency.

3. The "Retaliation" paragraph is amended by adding the following at the end of the paragraph:

No DuPage Airport Authority official, employee or agency or office shall take any retaliatory action against any employee due to an employee's:

1. Disclosure or threatened disclosure of any violation of this policy,

2. The provision of information related to or testimony before any public body conducting an investigation, hearing or inquiry into any violation of this policy, or
3. Assistance or participation in a proceeding to enforce the provisions of this policy.

For the purposes of this policy, retaliatory action means the reprimand, discharge, suspension, demotion, denial of promotion or transfer, or change in the terms or conditions of employment of any municipal employee that is taken in retaliation for a municipal employee's involvement in protected activity pursuant to this policy.

No individual making a report will be retaliated against even if a report made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

Similar to the prohibition against retaliation contained herein, the State Officials and Employees Ethics Act (5 ILCS 430/15-10) provides whistleblower protection from retaliatory action such as reprimand, discharge, suspension, demotion, or denial of promotion or transfer that occurs in retaliation for an employee who does any of the following:

1. Discloses or threatens to disclose to a supervisor or to a public body an activity, policy, or practice of any officer, member, State agency, or other State employee that the State employee reasonably believes is in violation of a law, rule, or regulation,
2. Provides information to or testifies before any public body conducting an investigation, hearing, or inquiry into any violation of a law, rule, or regulation by any officer, member, State agency or other State employee, or
3. Assists or participates in a proceeding to enforce the provisions of the State Officials and Employees Ethics Act.

Pursuant to the Whistleblower Act (740 ILCS 174/15(a)), an employer may not retaliate against an employee who discloses information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. In addition, an employer may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. (740 ILCS 174/15(b)).



According to the Illinois Human Rights Act (775 ILCS 5/6-101), it is a civil rights violation for a person, or for two or more people to conspire, to retaliate against a person because he/she has opposed that which he/she reasonably and in good faith believes to be sexual harassment in employment, because he/she has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under the Illinois Human Rights Act.

An employee who is suddenly transferred to a lower paying job or passed over for a promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge – due within 180 days (IDHR) or 300 days (EEOC) of the alleged retaliation.

4. A new paragraph titled “False Reporting” is added after the “Grievance” paragraph to state:

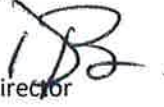
A false report is a report of sexual harassment made by an accuser using the sexual harassment report to accomplish some end other than stopping sexual harassment or retaliation for reporting sexual harassment. A false report is not a report made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false or frivolous report is a severe offense that can itself result in disciplinary action. Any person who intentionally makes a false report alleging a violation of any provision of this policy shall be subject to discipline or discharge pursuant to applicable DuPage Airport Authority policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreements.

In addition, any person who intentionally makes a false report alleging a violation of any provision of the State Officials and Employees Ethics Act to an ethics commission, an inspector general, the State Police, a State’s Attorney, the Attorney General, or any other law enforcement official is guilty of a Class A misdemeanor. An ethics commission may levy an administrative fine of up to \$5,000 against any person who intentionally makes a false, frivolous or bad faith allegation



# DUPAGE AIRPORT AUTHORITY

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

**FROM:** David Bird   
Executive Director

**RE:** Proposed Resolution 2018-2130; Resolution Approving the Use of Outside Attorneys  
for the Year 2018.

**DATE:** January 9, 2017

**SUMMARY:**

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

It is recommended that Schirott, Luetkehans & Garner, LLC be retained as the general counsel attorneys for 2018. The rates for 2018 are reflected in Exhibit A of the Proposed Resolution as well as a comparison of the rates from 2017. It is recommended that the attorney providing Human Resources legal services for the Airport Authority, SheppardMullin be retained for 2018. The rates for 2018 are reflected in Exhibit B of the Proposed Resolution as well as a comparison of the rates from 2017.

**PREVIOUS COMMITTEE/BOARD ACTION:**

January 15, 2017 – Annual and Regular Board Meeting. The Board of Commissioners passed Resolution 2017-2066; Resolution Approving the Use of Outside Attorneys for the Year 2017.

**REVENUE OR FUNDING IMPLICATIONS:**

Rates as provided have been included as part of the 2018 Budget and Appropriations for the Airport Authority.

**STAKEHOLDER PROCESS:**

N/A

**LEGAL REVIEW:**

N/A

**ATTACHMENTS:**

Proposed Resolution 2018-2130; Resolution Approving the Use of Outside Attorneys for the Year 2018.

**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 2018-2130; Resolution Approving the Use of Outside Attorneys for the Year 2018.

**RESOLUTION 2018-2130**  
**RESOLUTION APPROVING THE USE OF OUTSIDE**  
**ATTORNEYS FOR THE YEAR 2018**

**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 Schirott, Luetkehans & Garner, LLC and SheppardMullin, as its outside attorneys for the year 2018 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 Schirott, Luetkehans & Garner, LLC and SheppardMullin as its outside attorneys for the year 2018 at the hourly rates set forth on the attached Exhibits A and B.

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

Juan E. Chavez \_\_\_\_\_  
Stephen L. Davis \_\_\_\_\_  
Charles E. Donnelly \_\_\_\_\_  
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 24<sup>th</sup> day of January 2018.

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Secretary

**RESOLUTION 2018-2130**

**EXHIBIT A**

**SCHIROTT LUTKEHANS & GARNER, LLC**

**HOURLY RATES**

	<b><u>2017</u></b>	<b><u>2018</u></b>
<b>PARTNERS</b>	<b>\$235</b>	<b>\$235</b>
<b>ASSOCIATES</b>	<b>\$195</b>	<b>\$195</b>
<b>LAW CLERKS</b>	<b>\$ 75</b>	<b>\$ 75</b>


**EXHIBIT B**

**SHEPPARDMULLIN**

**HOURLY RATES**

	<b><u>2017</u></b>	<b><u>2018</u></b>
<b>ALL ATTORNEYS</b>	<b>\$445</b>	<b>\$460</b>



TO: Board of Commissioners  
FROM: David Bird   
Executive Director  
RE: Proposed Resolution 2018-2131; Authorizing the Execution of a Professional Services Agreement with Serafin & Associates, Inc. for Marketing and Communication Services  
DATE: January 17, 2018

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**SUMMARY:**

Since 2011, Serafin & Associates, Inc. has been working with the DuPage Airport Authority to provide strategic marketing and communications services for the Airport, Flight Center and Prairie Landing Golf Club through the production of marketing materials, press releases, and the coordination of events.

Some highlights of work performed by Serafin in 2017 include: partnering with the City of West Chicago, local school districts and WGN News to promote the benefits of the Airport to the local community through the Back to School Celebration Event; participating in the Airport's Tabletop Emergency Exercise as a simulated media component; conducting Crisis Communications and Public Information Officer Training for employees and emergency responders; as well as issuing several press releases to promote the benefits of the Airport.

In 2018, Serafin will be a valuable resource in marketing strategies to promote the opening of the Prairie Landing Golf Club; advocate services and capabilities of the Airport and DuPage Flight Center to the aviation industry; showcase real estate opportunities on the Airport as well as development activity in the DuPage Business Center.

Staff recommends renewing the Agreement with Serafin for Fiscal Year 2018 beginning January 1, 2018 and ending on December 31, 2018 for an amount not-to-exceed \$42,500. This amount remains the same as 2017.

**PREVIOUS COMMITTEE/BOARD ACTION:**

January 24, 2018 Finance, Budget and Audit Committee – this item is being reviewed by the Committee.

**REVENUE OR FUNDING IMPLICATIONS:**

The services provided by Serafin & Associates have been funded in the FY-2018 budget.

**STAKEHOLDER PROCESS:**

N/A

**LEGAL REVIEW:**

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

**ATTACHMENTS:**

- Proposed Resolution 2018-2131; Authorizing the Execution of a Professional Services Agreement with Serafin & Associates, Inc. for Marketing and Communication Services.

**ALTERNATIVES:**

The Board can deny, modify or amend this issue.

**RECOMMENDATION:**

It is the recommendation of the Executive Director and Staff that the Board approve Proposed Resolution 2018-2131; Authorizing the Execution of a Professional Services Agreement with Serafin & Associates, Inc. for Marketing and Communication Services.

**RESOLUTION 2018-2131**

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

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

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

**WHEREAS**, the Authority desires to enter into another Professional Services Agreement with Serafin for Marketing and Communication Services for a total not-to-exceed amount of \$42,500 for Fiscal Year 2018 beginning January 1, 2018 and continuing through December 31, 2018; and

**WHEREAS**, the Authority has sufficient funds in the FY-2018 Budget to fund this Professional Services Agreement for Marketing and Communication Services with Serafin; and

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

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

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

Juan E. Chavez \_\_\_\_\_  
Stephen L. Davis \_\_\_\_\_  
Charles E. Donnelly \_\_\_\_\_  
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 24th day of January, 2018.

\_\_\_\_\_  
CHAIRMAN

(ATTEST)


\_\_\_\_\_  
SECRETARY


**RESOLUTION 2018-2131**





TO: Board of Commissioners

FROM: Dan Barna   
Operations and Capital Program Manager

THROUGH: David Bird   
Executive Director

RE: Proposed Resolution 2018-2132; Award of Contract to Harris Golf Cars for the Procurement of 76 Model Year 2018 Electric Golf Carts with GPS and Cart Control

DATE: January 17, 2018

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**SUMMARY:**

The Airport Authority's 2018 Capital Program includes the replacement of the entire fleet of 76 golf carts at the Prairie Landing Golf Club. The existing 2011 ClubCar Precedent i2 fleet has 7 seasons of use and will be traded-in as part of the procurement of the new golf carts to include batteries, battery chargers, and the Par-View/Pro-Link GPS system.

Staff solicited a Request for Proposals ("RFP") for the procurement of (76) 2018 model year electric golf carts with GPS and cart control functionality in the December 9, 2017 edition of the Daily Herald newspaper. Two (2) proposals were received on January 8, 2018 from the following golf cart distributors:

- Nadler Golf Car Sales – Aurora, Illinois
- Harris Golf Cars – Sugar Grove, Illinois

An evaluation panel was appointed by the Executive Director to evaluate the proposals based on distributor qualifications, proposed golf cart including GPS and cart control system, and the pricing proposal. The evaluation panel selected Harris Golf Cars as the best and most advantageous to the Authority for this procurement. Golf carts proposed by Harris Golf Cars are as follows:

**Golf Carts (Qty 76) – w/Trade-In of Existing Fleet**

Yamaha 2018 Drive DC Electric Golf Carts.

Color: Garnet

ClimaGard Sun Top, Trojan Hydro Link Watering System, Yamaha Charger, (6) 8-Volt Trojan T875 Batteries, 5MPH Safety Bumpers, Strut & Independent Coil Spring Suspension, Self-Adjusting Brakes, Custom Club Logo, Standard One Color Seat, Clear Hinged Windshield, Custom Grip Steering Wheel, USB Dual Power Ports, Service & Operators Manuals, and Maintenance Training. Limited 4-Year Warranty.



**YamaTrack Fleet Control System – 4 Year Hardware and Software Subscription**

YamaTrack is a comprehensive system that allows Prairie Landing to set up geofences to protect sensitive areas, manage cart speed, monitor amp hours and battery conditions, monitor pace of play to assist with scheduling rounds, manage tee sheets in the clubhouse, and point-of-sale food and beverage ordering while on the course. In addition, YamaTrack provides players with a mobile app with accurate course diagrams and a GPS precise distance-to-pin feature enabling players to gauge their shots.



**Pricing Proposal**

	Harris Golf Cars Initial Proposal	Harris Golf Cars Negotiated Proposal	Nadler Golf Car Proposal
(76) Model Year 2018 Electric Golf Carts w/GPS & Cart Control Trade-In (76) Model Year 2011 Club Car Golf Carts	\$303,544  2018 Yamaha Drive 2 w/YamaTrack	<b>\$299,912</b>  2018 Yamaha Drive 2 w/YamaTrack	\$387,980  2018 Club Car Precedent i2 w/Visage

**PREVIOUS COMMITTEE/BOARD ACTION:**

January 24, 2018 Finance, Budget and Audit Committee – this item is being reviewed by the Committee.

**REVENUE OR FUNDING IMPLICATIONS:**

2018 Capital Budget Golf Cart Fleet Replacement	\$300,000
Harris Golf Cars (76) 2018 Model Year Yamaha Drive 2 Electric Golf Carts w/YamaTrack Fleet Control System including trade-in of existing fleet. F.O.B. Prairie Landing Golf Club	(\$299,912)
	\$88

**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 2018-2132; Award of Contract to Harris Golf Cars for the Procurement of 76 Model Year 2018 Electric Golf Carts with GPS and Cart Control.
- 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 2018-2132; Award of Contract to Harris Golf Cars for the Procurement of 76 Model Year 2018 Electric Golf Carts with GPS and Cart Control.

**RESOLUTION 2018-2132**

**Award of Contract to Harris Golf Cars for the Procurement of 76 Model Year 2018 Electric Golf Carts with GPS and Cart Control**

**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 for the procurement of 76 electric golf carts with GPS and cart control to include the trade-in of 76 model year 2011 ClubCar electric golf carts with GPS for the Prairie Landing Golf Club; and

**WHEREAS**, the Authority has received and reviewed two (2) proposals through a Request for Proposal evaluation committee process; and

**WHEREAS**, the Authority has determined that Harris Golf Cars ranked the best and most advantageous to the Authority for their supplier qualifications, proposed golf cart, proposed GPS and cart control system, and pricing proposal; and

**WHEREAS**, the Board of Commissioners of the Authority hereby deem it to be in the best interests of the Authority to enter into a Contract with Harris Golf Cars for the procurement of 76 model year 2018 Yamaha Drive 2 Electric Golf Carts with a 4-Year YamaTrack Fleet Control System subscription including the trade-in of 76 model year 2011 ClubCar electric golf carts with GPS; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Authority be authorized to enter into a written Contract with Harris Golf Cars for the procurement of 76 model year 2018 Yamaha Drive 2 Electric Golf Carts with a 4-Year YamaTrack Fleet Control System subscription including the trade-in of 76 model year 2011 ClubCar electric golf carts with GPS for a total cost not-to-exceed \$299,912 F.O.B. Prairie Landing Golf Club; and

**FURTHER, BE IT RESOLVED**, that the Board of Commissioners of the DuPage Airport Authority hereby authorizes the Executive Director, David Bird, to execute said Contract with Harris Golf Cars and to take whatever steps necessary to effectuate the terms of said Contract.

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

Juan E. Chavez \_\_\_\_\_  
Stephen L. Davis \_\_\_\_\_  
Charles E. Donnelly \_\_\_\_\_  
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 24th day of January, 2018.

**DUPAGE AIRPORT AUTHORITY  
REQUEST FOR PROPOSALS (RFP)  
ELECTRIC GOLF CARTS  
SOLICITATION NO. 2017-1208**

**STATEMENT OF POLITICAL CONTRIBUTIONS**

**HARRIS GOLF CARS**

\_\_\_\_\_  
(name of entity or individual)

**155 N. Crescent Ridge**  
\_\_\_\_\_  
**Dubuque, IA 52003**  
\_\_\_\_\_

\_\_\_\_\_  
(address of entity or individual)

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

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

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

**VERIFICATION:**

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

1/2/2018  
(date)

*S Harris*  
(signature)

President  
(title of signer, if a business)



DUPAGE AIRPORT  
AUTHORITY

TO: Board of Commissioners

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

THROUGH: David Bird *DB*  
Executive Director

RE: Proposed Resolution 2018-2133; Award of Contract to Petroleum Traders Corporation for the Procurement of Gasoline and Diesel Fuel

DATE: January 17, 2018

**SUMMARY:**

The Airport Authority purchases gasoline and diesel fuel on an as-needed basis for airport ground support and maintenance vehicles. The Airport's average annual usage for the past three (3) years was 23,000 gallons of diesel fuel and 10,000 gallons of unleaded gasoline.

Based upon an effective pricing model that is utilized by DuPage County, the Airport Authority secures gasoline and diesel fuel pricing pursuant to a guaranteed + or - per gallon cost added to the daily Oil Price Information Service (OPIS) low benchmark.

OPIS is an independent reporting service that publishes regional benchmarks for fuel pricing. OPIS receives more than 70,000 daily rack and spot prices for gasoline, diesel, ethanol, biodiesel, LP-gas, jet fuel, propane, feedstocks, and kerosene. The OPIS benchmark is a nationally accepted industry pricing standard utilized by fuel suppliers.

The Authority's previous wholesale fuel supplier Contract with Petroleum Traders Corporation expired on December 31, 2017. Staff solicited sealed bids for a new one (1) year Contract, subject to two (2) one (1) year extensions in the December 11, 2017 edition of the Daily Herald newspaper. Three (3) sealed bids were received and opened at 2:00 p.m. on December 28, 2017. Bid results are as follows:

Bidder	Per Gallon Cost Added to OPIS Low Unleaded	Per Gallon Cost Added to OPIS Low Diesel
Petroleum Traders Corporation Fort Wayne, IN	+ .0496	+ .0505
Al Warren Oil Company, Inc. Hammond, IN	+ .06	+ .06
Blu Petroleum, Inc. Mundelein, IL	+ .10	+ .10

Upon review of the bid tabulations, it is apparent that Petroleum Traders Corporation is the low, responsive and responsible bidder.

**PREVIOUS COMMITTEE/BOARD ACTION:**

January 24, 2018 Finance, Budget and Audit Committee – this item is being reviewed by the Committee.

**REVENUE OR FUNDING IMPLICATIONS:**

The Airport Authority purchases gasoline and diesel fuel on an as-needed basis, the amount that is purchased is dependent upon factors such as snow removal or grass cutting. The Airport's average annual usage for the past three (3) years was 23,000 gallons of diesel fuel and 10,000 gallons of unleaded gasoline. The average per gallon cost was \$1.75 for diesel and \$1.80 for unleaded gasoline.

Funding for this item is included in the FY2018 budget.

**STAKEHOLDER PROCESS:**

No stakeholders have been identified at this time.

**LEGAL REVIEW:**

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

**ATTACHMENTS:**

- Proposed Resolution 2018-2133; Award of Contract to Petroleum Traders Corporation for the Procurement of Gasoline and Diesel Fuel.
- 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 2018-2133; Award of Contract to Petroleum Traders Corporation for the Procurement of Gasoline and Diesel Fuel.

**RESOLUTION 2018-2133**

**Award of Contract to Petroleum Traders Corporation for Procurement of Gasoline and Diesel Fuel**

**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 gasoline and diesel fuel; and

**WHEREAS**, the Authority has received and reviewed three (3) sealed bids on December 28, 2017; and

**WHEREAS**, it is apparent that Petroleum Traders Corporation is the low, responsive and responsible bidder for the guaranteed per gallon pricing of the published Oil Price Information Service low rate for unleaded gasoline fuel +.0496 and +.0505 for diesel fuel; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Authority be authorized to enter into a written Purchase Order Contract with Petroleum Traders Corporation for providing gasoline and diesel fuel an as-needed basis during the period of January 1, 2018 through December 31, 2018, subject to two (2) one (1) year extensions at the sole discretion of the Authority; and

**FURTHER, BE IT RESOLVED**, that the Board of Commissioners of the DuPage Airport Authority hereby authorizes the Executive Director, David Bird to execute said Purchase Order Contract with Petroleum Traders Corporation and to take whatever steps necessary to effectuate the terms of said Purchase Order Contract.

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

Juan E. Chavez \_\_\_\_\_  
Stephen L. Davis \_\_\_\_\_  
Charles E. Donnelly \_\_\_\_\_  
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 24th day of January, 2018.

\_\_\_\_\_  
CHAIRMAN

(ATTEST)

\_\_\_\_\_  
SECRETARY



**DUPAGE AIRPORT AUTHORITY  
GASOLINE AND DIESEL FUEL  
SOLICITATION NO. 2017-1206**

**STATEMENT OF POLITICAL CONTRIBUTIONS**

Petroleum Traders Corporation  
(name of entity or individual)

7120 Pointe Inverness Way  
Fort Wayne, IN 46804

(address of entity or individual)

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

Elected Official	Office	Date	Amount	Form
N/A				

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

**VERIFICATION:**


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


12/26/2017  
(date)

  
(signature)

Vicki Himes, Vice President  
(title of signer, if a business)

TO: Board of Commissioners

FROM: Dan Barna   
Operations and Capital Program Manager

THROUGH: David Bird   
Executive Director

RE: Proposed Resolution 2018-2134; Delegation of Authority to the Executive Director to Procure One (1) Used Ground Roller

DATE: January 17, 2018

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**SUMMARY:**

The Airport Authority's 2018 Capital Program includes \$40,000 for the procurement of one (1) used 25' ground roller. Over the years, the airfield has become very rough and difficult to mow; damaging mowing equipment frames, bearings and other components due to heavy bouncing.

Procurement of a used ground roller will smooth out the airfield so it can be better maintained and creates a safer surface for aircraft leaving airfield pavement.

Given the unique circumstances of locating a used ground roller that conforms the Authority's requirements and may only be available to purchase for a limited time frame; staff is requesting that the Board of Commissioners delegate to the Executive Director the authority to accept a bid and enter into a contract immediately for the procurement of a used ground roller.

Delegation of Authority is contingent upon the Executive Director accepting the lowest, responsive and responsible bid and the purchase amount is no greater than \$40,000.



*Example – Ground Roller Tractor Attachment*

**PREVIOUS COMMITTEE/BOARD ACTION:**

January 24, 2018 Finance, Budget and Audit Committee – this item is being reviewed by the Committee.

**REVENUE OR FUNDING IMPLICATIONS:**

\$40,000 is included in the 2018 Capital Program for the procurement of a used ground roller.

**STAKEHOLDER PROCESS:**

No stakeholders have been identified at this time.

**LEGAL REVIEW:**

Legal counsel has previously reviewed the procurement of this item through the Board's Delegation of Authority to the Executive Director.

**ATTACHMENTS:**

- Proposed Resolution 2018-2134; Delegation of Authority to the Executive Director to Procure One (1) Used Ground Roller.

**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 2018-2134; Delegation of Authority to the Executive Director to Procure One (1) Used Ground Roller.

**RESOLUTION 2018-2134**

**Delegation of Authority to the Executive Director to Procure One (1) Used Ground Roller**

**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 2018 Capital Budget includes \$40,000 for the procurement of a used ground roller; and

**WHEREAS**, a used ground roller will need to conform with the specific requirements of the Authority; and

**WHEREAS**, a used ground roller with the specific requirements of the Authority may only be available for a very limited period of time; and

**WHEREAS**, Chapter 6-5-3 of the DuPage Airport Authority Procurement Code (the "Code") permits the Board of Commissioners to delegate to the Executive Director the authority to accept a bid and enter into a contract immediately if the product or service involves unique subject matter; and

**WHEREAS**, the Board of Commissioners has determined that procurement of the used ground roller constitutes a unique subject matter under Chapter 6-5-3 of the Code; and

**WHEREAS**, the Board of Commissioners deems it to be in the best interests of the Authority to delegate to the Executive Director the authority, without further action by the Board of Commissioners, to accept a bid and enter into a contract for the procurement of a used ground roller, provided that the Executive Director accepts the lowest, responsive and responsible bid and the purchase amount is no greater than \$40,000; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners hereby delegates to the Executive Director the authority to procure one (1) used ground roller provided that the Executive Director accepts the lowest , responsive and responsible bid and the purchase amount is no greater than \$40,000.

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

Juan E. Chavez \_\_\_\_\_  
Stephen L. Davis \_\_\_\_\_  
Charles E. Donnelly \_\_\_\_\_  
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 24th day of January, 2018.

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CHAIRMAN

(ATTEST)

---

SECRETARY

**RESOLUTION 2018-2134**



TO: Board of Commissioners

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

THROUGH: David Bird *DB*  
Executive Director

RE: Proposed Resolution 2018-2135; Authorizing the Procurement of One (1) John Deere 8270R Tractor from a Joint Purchasing Contract with the County of Rock Island and John Deere

DATE: January 17, 2018

**SUMMARY:**

The Airport Authority's 2018 Capital Program includes the procurement of One (1) 250HP Tractor. The tractor will be utilized by the Field Maintenance Department to pull a 42' airfield mower, which is also included in the 2018 Capital Program. The tractor will perform the work of three (3) existing mowers and may be utilized during snow operations for plowing.

The Airport Authority's Procurement Code and the Illinois Governmental Joint Purchasing Act (30 ILCS 525/1 *et seq.*) allows for the utilization of purchases made off of another Contract or agreement written by another state, county, or federal government agency for identical goods or services, in which goods and services have been formally competed by the entity within the prior twelve (12) months.

Staff has determined that the County of Rock Island, IL has contracted for a tractor that conforms with the requirements of the Authority. Therefore, staff recommends the purchase of One (1) John Deere 8270R Tractor for a total cost of \$212,158.56 F.O.B. DuPage Airport from John Deere through its distributor, AHW LLC.

**PREVIOUS COMMITTEE/BOARD ACTION:**

January 24, 2018 Finance, Budget and Audit Committee – this item is being reviewed by the Committee.

**REVENUE OR FUNDING IMPLICATIONS:**

2018 Capital Budget	\$250,000
County of Rock Island / John Deere Contract AHW LLC - John Deere 8270R Tractor F.O.B. DuPage Airport	(\$212,158.56)
	\$37,841.44

**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 2018-2135; Authorizing the Procurement of One (1) John Deere 8270R Tractor from a Joint Purchasing Contract with the County of Rock Island and John Deere.
- 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 2018-2135; Authorizing the Procurement of One (1) John Deere 8270R Tractor from a Joint Purchasing Contract with the County of Rock Island and John Deere.



**RESOLUTION 2018-2135**

**Authorizing the Procurement of One (1) John Deere 8270R Tractor from a Joint Purchasing Contract with the County of Rock Island and John Deere**

**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**, Section 6-8 of the Authority’s Procurement Code and the Illinois Governmental Joint Purchasing Act (30 ILCS 525/1 *et seq.*) allow for the utilization of purchases made off of another Contract or agreement written by another state, county, or federal government agency for identical goods or services, in which goods and services have been formally competed by said entity within the prior twelve (12) months; and

**WHEREAS**, the County of Rock Island has contracted for a tractor within the past twelve (12) months that conforms with the requirements of the Authority; and

**WHEREAS**, the Authority has budgeted for said equipment in 2018; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Authority be authorized to generate the necessary purchase order for the Procurement of One (1) 2018 Model John Deere 8270R Tractor for a total cost of \$212,158.56 F.O.B. DuPage Airport; and

**FURTHER, BE IT RESOLVED**, that the Board of Commissioners of the DuPage Airport Authority hereby authorizes the Executive Director, David Bird to execute said Purchase Order with the John Deere Company through its distributor, AHW LLC. 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.

Juan E. Chavez \_\_\_\_\_  
Stephen L. Davis \_\_\_\_\_  
Charles E. Donnelly \_\_\_\_\_  
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 24th day of January, 2018.

\_\_\_\_\_  
CHAIRMAN

(ATTEST)

\_\_\_\_\_  
SECRETARY





TO: Board of Commissioners

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

THROUGH: David Bird *DB*  
Executive Director

RE: Proposed Resolution 2018-2136; Disposal / Destruction of Surplus Personal Property

DATE: January 17, 2018

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**SUMMARY:**

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

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

- (60) Low Profile Barricades w/Hazard Lights
- (1) 1991 John Deere 318 Tractor
- (2) 2004 New Holland TL100 Tractors

**PREVIOUS COMMITTEE/BOARD ACTION:**

January 24, 2018 Finance, Budget and Audit Committee – this item is being reviewed by the Committee.

**REVENUE OR FUNDING IMPLICATIONS:**

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

**STAKEHOLDER PROCESS:**

No stakeholders have been identified at this time.

**LEGAL REVIEW:**

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

**ATTACHMENTS:**

- Proposed Resolution 2018-2136; Disposal / Destruction of Surplus Personal Property.
- Exhibit A.

**ALTERNATIVES:**

The Board can deny, modify or amend this issue.

**RECOMMENDATION:**

It is the recommendation of the Executive Director and Staff that the Board approve Proposed Resolution 2018-2136; Disposal / Destruction of Surplus Personal Property.

**RESOLUTION 2018-2136**  
**RESOLUTION FOR DISPOSAL/DESTRUCTION OF SURPLUS PERSONAL**  
**PROPERTY**

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

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

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

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

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

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

1. The Board declares that the personal property described in Exhibit A attached hereto is surplus and, hence, no longer needed by, appropriate to, required for the use of, or profitable to the Authority and that the continued ownership of the property is not in the best interests of the Authority;
2. That the Executive Director, or his designated employee representative, is hereby authorized and directed to sell, assign, transfer, convey or otherwise dispose of all of the surplus personal property identified in Exhibit A and is authorized and directed to place such items for sale on eBay or any other Internet-based public auction vehicle;
3. The Executive Director, or his designated employee representative, is hereby authorized and directed to execute any and all bills of sale, title or other documents necessary to effectuate the sale, assignment, transfer or conveyance of the property;
4. The Executive Director is authorized to and has the right to reject any and all offers to purchase for any reason whatsoever as deemed appropriate; and
5. That the Executive Director, or his designated employee representative, is hereby authorized and directed to destroy all of the surplus personal property identified in

Exhibit A that is not purchased pursuant to the methods set forth in Paragraph 2 above. Said destruction shall be completed in the most economical and legal means practicable.

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

Juan E. Chavez \_\_\_\_\_  
Stephen L. Davis \_\_\_\_\_  
Charles E. Donnelly \_\_\_\_\_  
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 24th day of January, 2018.


\_\_\_\_\_  
CHAIRMAN


(ATTEST)


\_\_\_\_\_  
SECRETARY

**RESOLUTION 2018-2136**

**Resolution 2018-2136 Disposal / Destruction of Surplus Personal Property  
Exhibit A**

Qty	Description
60	Low Profile Barricades w/Hazard Lights <i>Utilized during the Clear Span Hangar construction. No longer needed by the Authority.</i>
	


Qty	Description
1	1991 John Deere 318 Tractor <i>No longer utilized by the Authority.</i>
	

Qty	Description
2	2004 New Holland TL100 Tractors <i>To be replaced by John Deere 8270R Tractor</i>
 A photograph of a blue New Holland TL100 tractor. The tractor is shown from a side profile, facing left. It has a blue body with a white stripe and the New Holland logo. The tractor is parked on a dark surface, possibly in a garage or at night. The background is dark, with some faint lights visible. The tractor has large, heavy-duty tires and a prominent front grille.	



TO: Board of Commissioners

FROM: Dan Barna  
Operations and Capital Program Manager

THROUGH: David Bird   
Executive Director

RE: Proposed Resolution 2018-2137; Authorizing the Execution of a Cash Farm Lease with Galusha Farm, LLC for 96 Acres

DATE: January 17, 2018

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**SUMMARY:**

The Airport Authority currently leases approximately 576 acres of farm parcels to local farmers under cash farm leases. A comparison of 2017 and 2018 farm revenue is as follows:

**2017 Cash Farm Leases**

Donald and Beth Young 109.4 acres @ \$295 per acre	\$32,273 annual rent (Corn)
Henry Harvell 96 acres @ \$185 per acre	\$17,760 annual rent (Alfalfa)
Jeff Laczynski 220 acres @ \$105 per acre	\$23,100 annual rent (Soybeans)
Dale Pitstick 216 acres @ 167.50 per acre	<u>\$36,180 annual rent (Soybean/Corn)</u>
	\$109,313

**2018 Cash Farm Leases**

Donald and Beth Young 109.4 acres @ \$295 per acre	\$32,273 annual rent (Corn)
<b>Galusha Farm, LLC (Proposed Cash Farm Lease)</b>	
<b>96 acres @ \$175 per acre</b>	<b>\$16,800 annual rent (Alfalfa)</b>
*Jeff Laczynski 155 acres @ \$105 per acre	\$16,275 annual rent (Soybeans)
Dale Pitstick 216 acres @ 167.50 per acre	<u>\$36,180 annual rent (Soybean/Corn)</u>
	\$101,528

\* Reduction in acreage due to pending DuPage Business Center development.

The cash farm lease with Henry Harvell for 96 acres in the DuPage Business Center expired on December 31, 2017. Staff has received cash rent offers from three (3) farmers and has negotiated a cash farm lease that is in the best interest and most advantageous to the Authority with Galusha Farm LLC. at a rental rate of \$175 per acre (\$16,800 annual rent), payable on March 15<sup>th</sup>.

The cash farm lease is for a one (1) year term, subject to two (2) one (1) year extensions at the sole discretion of the Authority.

**PREVIOUS COMMITTEE/BOARD ACTION:**

January 24, 2018 Capital Development, Leasing and Customer Fees Committee – this item is being reviewed by the Committee.

**REVENUE OR FUNDING IMPLICATIONS:**

The cash farm lease with Galusha Farm, LLC is for a one year term commencing on January 1, 2018 through December 31, 2018, subject to two (2) one (1) year extensions at the sole discretion of the Authority, with a rental rate of \$175 per acre (\$16,800 annual rent), payable annually on March 15<sup>th</sup>.

**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 2018-2137; Authorizing the Execution of a Cash Farm Lease with Galusha Farm, LLC for 96 Acres.

**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 2018-2137; Authorizing the Execution of a Cash Farm Lease with Galusha Farm, LLC for 96 Acres.



*Galusha Farm LLC Leased Farm Parcels*



**RESOLUTION 2018-2137**

**Authorizing the Execution of a Cash Farm Lease with Galusha Farm, LLC for 96 Acres**

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

**WHEREAS**, the Authority, as Landlord, and Galusha Farm, LLC, as Tenant, have negotiated a Cash Farm Lease for approximately 96 acres; and

**WHEREAS**, rent of \$16,800 (\$175 per acre) shall be payable annually commencing on March 15, 2018; and

**WHEREAS**, the Board of Commissioners of the Authority hereby deem it to be in the best interests of the Authority to lease approximately 96 acres of Authority owned farm land to Galusha Farm, LLC; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Authority be authorized to enter into a Cash Farm Lease with Galusha Farm, LLC for the term of January 1, 2018 through December 31, 2018, subject to two (2) one (1) year extensions at the sole discretion of the Authority, with a rental rate of \$175 per acre (\$16,800 annual rent), payable annually on March 15<sup>th</sup>; and

**FURTHER, BE IT RESOLVED**, that the Board of Commissioners of the DuPage Airport Authority hereby authorizes the Executive Director, David Bird to execute said Lease with Galusha Farm, LLC and to take whatever steps necessary to effectuate the terms of said Lease.

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

Juan E. Chavez \_\_\_\_\_  
Stephen L. Davis \_\_\_\_\_  
Charles E. Donnelly \_\_\_\_\_  
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 24th day of January, 2018.

\_\_\_\_\_  
CHAIRMAN

(ATTEST)

\_\_\_\_\_  
SECRETARY



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

**RE:** Authorization of Proposed Resolution 2018-2138 Authorizing the Execution of a Task Order with CH2M, Inc. for Professional Consulting Services Associated with Preliminary Bridging Document for Federal Inspection Services Facility at DuPage Flight Center

**DATE:** January 17, 2018

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**SUMMARY:**

The 2018 DuPage Airport Authority (“DAA”) Capital Budget contains a project to construct Federal Inspection Services facilities (“FIS”) for U.S. Customs and Border Protection (“CBP”) in support of the User-Fee services provided at DuPage Airport.

As you will recall, DuPage Airport has provided User-Fee U.S. Customs Service since 1997. Unlike at O’Hare and Midway airports, User-Fee Customs is a program whereby an airport can pay CBP to provide staff and equipment to allow for clearances at a facility that would not normally have this service. In conjunction with these services, the Airport sponsor must provide facilities to CBP at no cost. Other airports in Chicagoland, besides DuPage, that currently provide this User-Fee service include; Chicago Executive (“PWK”) and Waukegan (“UGN”) and we believe this is an important component of the service we offer at DuPage.

CBP has previously approved physical facilities for FIS at each of the airports that vary drastically in their design and amenities. At DuPage, we have provided facilities within the Flight Center building. At PWK, the airport has leased space within one of their tenant’s buildings and at UGN the airport housed CBP in office trailers. CBP is now applying standards for all User-Fee FIS facilities that will result in all airports either modifying existing space or constructing standalone facilities to fully comply. None of the airports currently provide facilities that fully comply. If airports do not comply, CBP will remove their personnel and the airport will lose User-Fee services.

DuPage has an advantage as we have two possible scenarios for required FIS facilities:

1. Adding additional space to the existing CBP Facility by utilizing the 1<sup>st</sup> Floor Conference Room and/or adding space to the building on the south deck.
2. Constructing a new standalone facility adjacent to the Fire Station on the north side of the Flight Center.

Staff believes that from both a customer service perspective and financial impact, providing additional space within the Flight Center for these FIS facilities could be the most beneficial to the Airport Authority. Staff has included funds in the FY 2018 Capital Budget to accommodate up to a standalone FIS facility.

In order to analyze and identify the best option, the feasibility of remodeling existing space must be completed.

Previously, the DAA successfully utilized the Design/Build method for the delivery and construction of numerous hangar facilities. Staff is desirous of continuing to utilize this delivery method again for this project. Design/Build allows for a single contract with an entity that will both design and construct this facility. This process will allow both an expeditious schedule along with potential costs savings in design fees and value engineering during the final design and construction process. The Design/Build firm will be responsible not only for the design, but also the pricing and contracting of all sub-trades required for the project along with a guaranteed-maximum price (GMAX) for the project.

The Design/Build process will utilize a Request for Proposal (“RFP”) with pre-qualified firms having previous experience designing and constructing similar facilities.

In support of utilizing the Design/Build method, we have requested CH2M assist us with analysis of the existing FIS facilities in support of future bridging documentation that will allow for a competitive qualification based process to hire a Design/Build firm. This bridging documentation will set the basic scope and design features required by the DAA without having to hire an architect and fund a final set of plans for the project. This documentation will then provide the basis to the RFP.

CH2M has an internal architectural division, that we successfully engaged for the hangar project, to support them with this first phase of a bridging task order.

A majority of this fee is for work that can be utilized directly toward final plans if remodeling of the existing facility is deemed feasible (infrastructure and site survey, layouts, architectural details, preliminary design).

In order to commence this project utilizing the Design/Build process, Staff is requesting authorization for the Executive Director to execute this Task Order with CH2M in an amount not-to-exceed \$37,374.97.

**PREVIOUS COMMITTEE/BOARD ACTION:**

January 24, 2018      Capital Development, Leasing and Customer Fees Committee – this item is on the agenda for review and consideration.

**REVENUE OR FUNDING IMPLICATIONS:**

The budget for this project is \$2.555M. Funds for this task order will be charged to the project.

**STAKEHOLDER PROCESS:**

CBP staff will be engaged when it is determined if remodeling of the Flight Center is a viable option.

**LEGAL REVIEW:**

Legal counsel has previously reviewed the Master Agreement to which this Task Order with CH2M will apply.

**ATTACHMENTS:**

- Proposed Resolution 2018-2138; Authorizing the Execution of a Task Order with CH2M, Inc. for Professional Consulting Services Associated with Preliminary Bridging Document for Federal Inspection Services Facility at DuPage Flight Center

**ALTERNATIVES:**

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

**RECOMMENDATION:**

It is the recommendation of the Executive Director and staff that the Board approves 2018-2138; Authorizing the Execution of a Task Order with CH2M, Inc. for Professional Consulting Services Associated with Preliminary Bridging Document for Federal Inspection Services Facility at DuPage Flight Center at the January 24, 2018 Board meeting.

**RESOLUTION 2018-2138**

**AUTHORIZATION TO EXECUTE TASK ORDER NO. 10 WITH CH2M FOR PROFESSIONAL CONSULTING SERVICES ASSOCIATED WITH PRELIMINARY BRIDGING DOCUMENT FOR FEDERAL INSPECTION SERVICES FACILITY AT DUPAGE FLIGHT CENTER**

**WHEREAS**, the DuPage Airport Authority (the "Authority"), a special district, previously selected CH2M, Inc. to provide planning, design and construction services for various construction projects pursuant to the Local Government Professional Services Selection Act, 50 ILCS 510/0.01 et seq. (the "Act");

**WHEREAS**, the Authority expects to pursue the accomplishment of a project described as: U.S. Customs and Border Protection Facility (the "Project");

**WHEREAS**, the Authority desires to utilize the services of CH2M to produce preliminary bridging documentation for a not-to-exceed fee of \$37,374.97, for the Project; and

**WHEREAS**, the Authority finds it to be in the best interest of the Authority to enter into a Task Order (attached hereto as Exhibit A) for said services; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the DuPage Airport Authority hereby authorizes the execution of the Task Order, attached hereto as Exhibit A, with CH2M, Inc. by the Executive Director, and authorizes the Executive Director to take whatever steps necessary to effectuate the terms of this Task Order.

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

Juan E. Chavez \_\_\_\_\_  
Stephen L. Davis \_\_\_\_\_  
Charles E. Donnelly \_\_\_\_\_  
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 24<sup>th</sup> day of January 2018.

\_\_\_\_\_  
CHAIRMAN

(ATTEST)

\_\_\_\_\_  
SECRETARY

**Resolution 2018-2138**

**RESOLUTION 2018-2139**  
**APPROVING THE EXECUTION OF A VACANT LAND PURCHASE AGREEMENT**  
**WITH DISCOVERY DRIVE INVESTORS, LLC**

**WHEREAS**, the DuPage Airport Authority owns a certain 38.93-acre parcel of real property depicted on the attached Exhibit A (the "Subject Property") in fee simple interest; and

**WHEREAS**, on November 15, 2017, the Authority declared certain real estate in the DuPage Business Center, including the Subject Property, to be surplus and authorized the publication of a Notice for Public Sale to the general public for the sale of the Subject Property and other real estate in the DuPage Business Center; and

**WHEREAS**, on November 30, 2017, the Authority offered certain real estate in the DuPage Business Center, including the Subject Property, for sale to the general public by publishing said offer in the Daily Herald and asking for written offers to be received by the Executive Director of the Authority; and

**WHEREAS**, Discovery Drive Investors, LLC was the only prospective purchaser to make an offer and has offered to purchase the Subject Property for the sum of \$4,917,793.32, subject to the terms contained in the published Notice of Public Sale; and

**WHEREAS**, the Authority deems it in the best interests of the Authority and the general public to enter into the Letter of Intent attached hereto as Exhibit B with Discovery Drive Investors, LLC.

**NOW, THEREFORE, BE IT RESOLVED, THAT:** the Board of Commissioners of the DuPage Airport Authority hereby authorizes the Executive Director to execute the Vacant Land Purchase Agreement with Discovery Drive Investors, LLC, attached hereto and made a part hereof as Exhibit B, and take whatever steps necessary to effectuate the terms of this Letter of Intent on behalf of the Authority.

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

Juan E. Chavez \_\_\_\_\_  
Stephen L. Davis \_\_\_\_\_  
Charles E. Donnelly \_\_\_\_\_  
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 24<sup>th</sup> day of January 2018.

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
SECRETARY

**RESOLUTION 2018-2139**

**RESOLUTION 2018-2140**

**AUTHORIZING THE EXECUTION OF AN OPTION WITH DMCS LLC FOR A GROUND LEASE**

**WHEREAS**, The DuPage Airport Authority (the "Authority") owns approximately 9.98 acres of land as depicted on the attached Exhibit A, in West Chicago, Illinois (the "Property"); and

**WHEREAS**, DMCS LLC ("DMCS") is interested in purchasing an option of up to 270 days to lease the Property from the Authority; and

**WHEREAS**, if DMCS were to exercise the option, DMCS and the DAA would enter into a lease for 21 years, plus an additional 5 years at DMCS' option; and

**WHEREAS**, pursuant to Section 6-2-4 of the Authority Code, the lease of real property is exempt from the competitive bidding requirements of said Code; and

**WHEREAS**, the Authority finds that it is in the best interest of the Authority to enter into the Option Agreement with DMCS, attached hereto as Exhibit B; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the DuPage Airport Authority hereby authorizes the execution of the Option Agreement with DMCS LLC by the Executive Director, and authorizes the Executive Director to take whatever steps necessary to effectuate the terms of the Option Agreement.

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

Juan E. Chavez \_\_\_\_\_  
Stephen L. Davis \_\_\_\_\_  
Charles E. Donnelly \_\_\_\_\_  
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 24th day of January 2018.

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
SECRETARY

**RESOLUTION 2018-2140**

**RESOLUTION 2018-2141**  
**APPROVING THE EXECUTION OF A LETTER OF INTENT**  
**WITH GSI FAMILY OFFICES LLC**

**WHEREAS**, the DuPage Airport Authority owns a certain 40-acre parcel of real property depicted on the attached Exhibit A (the "Subject Property") in fee simple interest; and

**WHEREAS**, on November 15, 2017, the Authority declared certain real estate in the DuPage Business Center, including the Subject Property, to be surplus and authorized the publication of a Notice for Public Sale to the general public for the sale of the Subject Property and other real estate in the DuPage Business Center; and

**WHEREAS**, on November 30, 2017, the Authority offered certain real estate in the DuPage Business Center, including the Subject Property, for sale to the general public by publishing said offer in the Daily Herald and asking for written offers to be received by the Executive Director of the Authority; and

**WHEREAS**, GSI Family Office LLC was the only prospective purchaser to make an offer and has offered to purchase the Subject Property for the sum of approximately \$5,662,800.00, subject to the terms contained in the published Notice of Public Sale; and

**WHEREAS**, the Authority deems it in the best interests of the Authority and the general public to enter into the Letter of Intent attached hereto as Exhibit B with GSI Family Offices LLC.

**NOW, THEREFORE, BE IT RESOLVED, THAT:** the Board of Commissioners of the DuPage Airport Authority hereby authorizes the Executive Director to execute the Letter of Intent with GSI Family Office LLC, attached hereto and made a part hereof as Exhibit B, and take whatever steps necessary to effectuate the terms of this Letter of Intent on behalf of the Authority.

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

Juan E. Chavez \_\_\_\_\_  
Stephen L. Davis \_\_\_\_\_  
Charles E. Donnelly \_\_\_\_\_  
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 24<sup>th</sup> day of January 2018.

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
SECRETARY

**RESOLUTION 2018-2141**



## RESOLUTION 2018-2142

### Authorizing the Destruction of Certain Verbatim Recordings of Closed Sessions

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

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

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

- September 16, 2015 – Regular Board Meeting
- November 11, 2015 – Regular Board Meeting
- December 17, 2015 – Special Executive Session Board Meeting
- January 13, 2016 – Regular Board Meeting
- March 16, 2016 – Regular Board Meeting
- April 21, 2016 – Regular Board Meeting
- May 18, 2016 – Regular Board Meeting
- June 15, 2016 – Capital Development and Leasing Committee Meeting

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

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

Juan E. Chavez \_\_\_\_\_  
Stephen L. Davis \_\_\_\_\_  
Charles E. Donnelly \_\_\_\_\_  
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 24<sup>th</sup> day of January 2018.

\_\_\_\_\_  
CHAIRMAN

(ATTEST)

\_\_\_\_\_  
SECRETARY

**RESOLUTION 2018-2142**