



DUPAGE AIRPORT AUTHORITY

BOARD OF COMMISSIONERS
REGULAR MEETING
WEDNESDAY, NOVEMBER 18, 2020; 3:00 p.m.

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

TENTATIVE AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. PUBLIC COMMENT
4. APPROVAL OF MINUTES *TAB #1* *PAGE #4*
September 16, 2020 Regular Board Meeting
October 15, 2020 Special Board Meeting
5. DIRECTOR'S REPORT *TAB #2* *PAGE #17*
6. REVIEW OF FINANCIAL STATEMENTS *TAB #3* *PAGE #23*
7. REPORT OF OFFICERS/COMMITTEES
 - a. Finance, Budget & Audit Committee
 - b. Capital Development, Leasing & Customer Fees Committee
 - c. Internal Policy and Compliance Committee
 - d. Golf Committee
 - e. DuPage Business Center
8. NEW BUSINESS
 - a. Approving the 2021 Board and Committee Meeting Calendar.
TAB #4 *PAGE #37*

- b. **Proposed Ordinance 2020-346; Adopting the Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2021 and Ending December 31, 2021.**
FINANCE **TAB #5** **PAGE #39**
- c. **Proposed Ordinance 2020-347; An Ordinance of the DuPage Airport Authority Levying Taxes for the Fiscal Year Beginning January 1, 2020 and Ending December 31, 2020.**
FINANCE **TAB #6** **PAGE #129**
- d. **Proposed Resolution 2020-2395; Award of Master Agreement to Gary Spielman Plumbing Inc. for On-Call Plumbing Repair Services.**
Approves a two (2) year Master Agreement for as-needed plumbing repair services. M-F 7AM-3:30PM hourly rates \$105 Journeyman, \$75 Apprentice, 15% material markup.
FINANCE **TAB #7** **PAGE #137**
- e. **Proposed Resolution 2020-2396; Award of Contract to AB Petroleum Services Inc. for the Procurement of Gasoline and Diesel Fuel.**
Approves a contract to procure gasoline and diesel fuel for airport ground support and maintenance vehicles on an as-needed basis. Term one (1) year, subject to two (2) one (1) year extensions. .035 added to daily Oil Price Information Service (OPIS) benchmark for unleaded gasoline and diesel fuel.
FINANCE **TAB #8** **PAGE #142**
- f. **Proposed Resolution 2020-2397; Award of Contract to AMS Mechanical Systems, Inc. for HVAC Controls and Hardware Upgrades.**
Approves a contract to upgrade HVAC controls and hardware in the Flight Center and Air Traffic Control Tower. Total authorized construction not-to-exceed \$157,740, which includes a 10% owner's contingency.
CAPITAL **TAB #9** **PAGE #146**
- g. **Proposed Resolution 2020-2398; Ratification of the Executive Director's Execution of a Contract with Fox Valley Fire & Safety Company for Hangar E17 Fire Alarm Equipment Replacement.**
Ratifies the Executive Director's execution of a contract in the amount of \$17,600 for emergency replacement of the fire alarm system at Hangar E17.
CAPITAL **TAB #10** **PAGE #150**
- h. **Proposed Resolution 2020-2399; Authorizing the Execution of a Vacant Land Sales Agreement with GD Investment Group, LLC.**
Approves the sale of an approximate 83.5 acre parcel of land which was formerly part of the Pheasant Run Golf Course for \$3.10 per square foot.
TAB #11 **PAGE #153**

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

10. RECONVENE REGULAR SESSION

11. OTHER BUSINESS

a. Proposed Resolution 2020-2400; Disclosure of Executive Session Minutes.

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

TAB #12 PAGE #156

12. ADJOURNMENT

**DuPAGE AIRPORT AUTHORITY
REGULAR BOARD MEETING
WEDNESDAY, SEPTEMBER 16, 2020**

The Regular Meeting of the Board of Commissioners of the DuPage Airport Authority was convened at the Daniel L. Goodwin Flight Center Building, 2700 International Drive, West Chicago, Illinois, Third Floor Conference Room; Wednesday, September 16, 2020. Chairman Davis called the meeting to order at 3:00 p.m. and a quorum was present for the meeting. He expressed his appreciation that everyone was able to join this virtual meeting.

Commissioners Present: Chavez, Davis, Donnelly, Getz, LaMantia, Ledonne, Posch, Sharp, Wagner. (Chairman Davis, Commissioner LaMantia and Commissioner Ledonne were physically present for the meeting. All other board members attended the meeting virtually.)

Commissioners Absent: None

DuPage Airport Authority Staff Present: Mark Doles, Executive Director; Tom Cleveland, Director of Operations and Facilities; Patrick Hoard, Director of Finance and Prairie Landing Golf Club; Dan Barna, Operations and Capital Program Manager; Pamela Miller, Executive Assistant and Board Liaison.
(Staff members were all physically present and observed the required social distancing requirements.)

Others in Attendance: Phil Luetkehans of Luetkehans, Brady, Garner and Armstrong LLC., Kevin Fuhr, Hanson Professional Services.

Others in Attendance (Remotely): Caroline Levenda, CKL Engineers; Kevin Spitz, CKL Engineers; Tom Merrihew, Jacobs; Steve McLaughlin, Burns & McDonnell; Junaid Yahya, Burns & McDonnell; John Whitehead, NAI Hiffman;

Members of the Press:

None

PUBLIC COMMENT

None

APPROVAL OF MINUTES

Chairman Davis asked for additions or corrections to the minutes of the June 24, 2020 Regular Board Meeting and there were none. Commissioner Ledonne made a **MOTION** to approve the minutes of the June 24, 2020 Regular Board Meeting and Commissioner LaMantia **seconded the motion**. The motion was passed unanimously by roll call vote (9-0).

Chairman Davis asked for additions or corrections to the minutes of the August 18, 2020 Special Board Meeting and there were none. Commissioner Ledonne made a **MOTION** to approve the minutes of the August 18, 2020 Special Board Meeting and Commissioner LaMantia **seconded the motion**. The motion was passed unanimously by roll call vote (9-0).

DIRECTOR'S REPORT

Executive Director Doles reported that all Airport Authority staff and families continue to remain well. He commented on the September 10 email sent to the Board and the memo attached; Impacts – COVID-19 v 2.0. Commissioner Ledonne and staff worked to finalize this version 2.0 analysis. The worst-case scenario was initially anticipated but because of stronger than anticipated fuel sale volumes, reduction in fuel costs, golf related revenues and control of expenditures, as well as Business Park land sales timing, the operating loss now anticipated reduction to be 58%; \$2.697 million vs. \$6.45 million. Discussion followed.

Executive Director Doles commented on the 2021 budget overview and draft plan for capital projects. He advised the Finance Committee will hold a Special Committee Meeting in November to review the 2021 Budget; the Tentative Budget and Appropriations will be brought to the full Board at the November 18 Regular Board Meeting. Final approval of the budget will happen at the January 2021 Board meeting.

Executive Director Doles continued that several items appear on this agenda regarding Pheasant Run and the DuPage Business Center. He continued the City of Geneva will be undertaking a project to upgrade Kautz road. A Public Hearing Open House was held recently, and the project is anticipated to begin in 2022. Discussion followed.

Executive Director Doles advised DuPage County has reached out to the Airport Authority regarding DuPage Airport be considered as a site for administering the COVID-19 vaccine; distribution and/or delivery through inoculations may take place. Discussion followed.

October 13, 14, 15 a “live fire exercise” will be conducted by Fire Protection personnel. Airport will not participate but will provide the facilities for this live exercise.

Executive Director Doles advised the 2021 draft meeting calendar is provided in the meeting packet for the Board’s review with final approval to be made at the November 18, 2020 Board Meeting.

Executive Director Doles then reviewed the fuel sales and operations statistics for August. Discussion followed.

REVIEW OF FINANCIAL STATEMENTS

Patrick Hoard provided a review of the Financial Statements for August 2020 and discussion followed.

REPORT OF COMMITTEES

Internal Policy and Compliance Committee:

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

Finance, Budget, and Audit Committee:

Commissioner Ledonne commented on the financial stress test, Impacts – COVID-19 v 2.0., released to the Board. He advised that on November 2, a Special Finance Committee meeting will be held to review the FY2021 Budget and Appropriations and asked committee members to make note on their calendar for this Special Committee Meeting. The Board will Review the Tentative Budget and Appropriations at the November 18 Board Meeting and the Final Budget for 2021 will be approved by the Board at the January 2021 Board Meeting. Discussion continued.

Golf Committee:

Commissioner Donnelly stated that the Golf Committee did not meet. He recently visited Prairie Landing and he met the new Chef and the food was great. He continued there were several groups present and all seemed to be enjoying themselves. The Prairie Landing staff were all very friendly. Discussion followed.

Capital Development, Leasing and Customer Fees:

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

DuPage Business Center:

John Whitehead of NAI Hiffman provided an update relating to current activities of the DuPage Business Center relating to the Alton II sale, MIF Phase II and Greco. He asked if the Board would want to discuss any future for the land north of Roosevelt Road. Chairman Davis agreed and charged the Capital Development Committee to help navigate this conversation with NAI Hiffman. Discussion continued briefly.

OLD BUSINESS

None

NEW BUSINESS

Proposed Resolution 2020-2369: Disposition of Surplus Personal Property.

Approves the internet auction of one of one (1) 2009 Ford Escape SUV, one (1) 2003 Chevy K2500 Pickup Truck, one (1) 2004 Chevy K 2500 Pickup Truck, two (2) aircraft lavatory carts, and one (1) aircraft water cart.

Executive Director Doles read into the record Proposed Resolution 2020-2369. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2020-2369; Disposition of Surplus Personal Property. The **motion was seconded** by Commissioner Ledonne. There was no further discussion and the motion was unanimously passed by roll call vote (9-0).

Proposed Resolution 2020-2370; Award of Contract to Nachurs Alpine Solutions Industrial for the Procurement of Potassium, Acetate Runway Deicing Fluid.

Approves the procurement of up to 8,000 gallons of Potassium Acetate on an as-needed basis for the 2020/2021 winter season for an amount not-to-exceed \$32,160.

Executive Director Doles read into the record Proposed Resolution 2020-2370. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2020-2370; Award of Contract to Nachurs Alpine Solutions Industrial for the Procurement of Potassium, Acetate Runway Deicing Fluid. The **motion was seconded** by Commissioner Ledonne. There was no further discussion and the motion was unanimously passed by roll call vote (9-0).

Proposed Resolution 2020-2371; Award of Contract to Nachurs Alpine Solutions Industrial for the Procurement of Sodium Formate Runway Deicing Material.

Approves the procurement of up to 12 tons of Sodium Formate on an as-needed basis for the 2020/2021 winter season for an amount not-to-exceed \$17,701.80.

Executive Director Doles read into the record Proposed Resolution 2020-2371. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2020-2371; Award of Contract to Nachurs Alpine Solutions Industrial for the Procurement of Sodium Formate Runway Deicing Material. The **motion was seconded** by Commissioner Ledonne. There was no further discussion and the motion was unanimously passed by roll call vote (9-0).

Proposed Resolution 2020-2372; Award of Contract to Khione Management Services for Snow Removal Services.

Approves a snow removal contract commencing on 10/15/20 – 4/15/21, subject to two winter season extensions. Contractor response at 2" of snow accumulation. \$108 per hour – skid loader with operator, \$32 per hour shoveling rate.

Executive Director Doles read into the record Proposed Resolution 2020-2372. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2020-2372; Award of Contract to Khione Management Services for Snow Removal Services. The **motion was seconded** by Commissioner Ledonne. There was no further discussion and the motion was unanimously passed by roll call vote (9-0).

Proposed Resolution 2020-2373; Award of Master Agreement to Volt Electric, Inc. for On-Call Electrical Repair Services.

Approves a two-year Master Agreement for as-needed on-call electrical repair services. M-F hourly rates 7am -3:30pm \$129 Journeymen, \$60.90 Apprentice. 4.9% markup on materials.

Executive Director Doles read into the record Proposed Resolution 2020-2373. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2020-2373; Award of Master Agreement to Volt Electric, Inc. for On-Call Electrical Repair Services. The **motion was seconded** by Commissioner Ledonne. There was no further discussion and the motion was unanimously passed by roll call vote (9-0).

Proposed Resolution 2020-2374; Award of Master Agreement to KCW Environmental, Inc. for On-Call HVAC Repair Services.

Approves a two-year Master Agreement for as-needed on-call HVAC repair services. M-F hourly rates 7am-3:30 pm, \$115 Journeymen, \$85 Apprentice. 10% markup on materials.

Executive Director Doles read into the record Proposed Resolution 2020-2374. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2020-2374; Award of Master Agreement to KCW Environmental, Inc. for On-Call HVAC Repair Services. The **motion was seconded** by Commissioner Ledonne. There was no further discussion and the motion was unanimously passed by roll call vote (9-0).

Proposed Resolution 2020-2375; Award of Master Agreement to Combined Roofing Services LLC for On-Call Roof Repair Services.

Approves a two-year Master Agreement for as-needed on-call roof repair services. M-F hourly rates 7am-3:30 pm \$106 Journeymen. 15% markup on materials.

Executive Director Doles read into the record Proposed Resolution 2020-2375. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2020-2375; Award of Master Agreement to Combined Roofing Services LLC for On-Call Roof Repair Services. The **motion was seconded** by Commissioner Ledonne. There was no further discussion and the motion was unanimously passed by roll call vote (9-0).

Proposed Resolution 2020-2376; Award of Contract to Jerry Biggers Chevrolet for the Procurement of Two (2) 4WD Pickup Trucks.

Approves the procurement of two (2) 2021 Chevy Silverado 2500 4WD pickup trucks with lift gate and snowplow attachments. \$69,552.

Executive Director Doles read into the record Proposed Resolution 2020-2376. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2020-2376; Award of Contract to Jerry Biggers Chevrolet for the Procurement of Two (2) 4WD Pickup Trucks. The **motion was seconded** by Commissioner Ledonne. There was no further discussion and the motion was unanimously passed by roll call vote (9-0).

Proposed Resolution 2020-2377; Appointing the Firm of USI Insurance Services LLC as Property & Casualty Insurance Broker.

Appoints USI as property & casualty insurance broker for a one (1) year term, subject to three (3) one (1) year extensions at the sole discretion of the Authority. Standard brokerage commissions included in premiums paid by the Authority.

Executive Director Doles read into the record Proposed Resolution 2020-2377. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2020-2377; Appointing the Firm of USI Insurance Services LLC as Property & Casualty Insurance Broker. The **motion was seconded** by Commissioner Ledonne. There was no further discussion and the motion was unanimously passed by roll call vote (9-0).

Proposed Resolution 2020-2378; Approving the Use of Outside Auditors for the Year 2021.

Appoints the firm of Sikich LLP as outside auditor for the year 2021. Audit of 2020 financial statements for an all-inclusive maximum fee of \$32,500.

Executive Director Doles read into the record Proposed Resolution 2020-2378. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2020-2378; Approving the Use of Outside Auditors for the Year 2021. The **motion was seconded** by Commissioner Ledonne. There was no further discussion and the motion was unanimously passed by roll call vote (9-0).

Proposed Resolution 2020-2379; Authorizing Payment Under a Non-Federal Reimbursable Agreement Between Department of Transportation Federal Aviation Administration and the DuPage Airport Authority for Air Traffic Control Services at the DuPage Airport Traffic Control Tower for the Period Between October 1, 2020 and September 30, 2021.

Approves Payment under an Agreement between the Federal Aviation Administration ("FAA") and the DuPage Airport Authority whereby the FAA will provide staffing of the DuPage Air Traffic Control Tower from 10:00 PM to 6:00 AM for the period of October 1, 2020 through September 30, 2021. Total authorized cost of \$649,110.91 for FY 2021.

Executive Director Doles read into the record Proposed Resolution 2020-2379. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2020-2379; Authorizing Payment Under a Non-Federal Reimbursable Agreement Between Department of Transportation Federal Aviation Administration and the DuPage Airport Authority for Air Traffic Control Services at the DuPage Airport Traffic Control Tower for the Period Between October 1, 2020 and September 30, 2021. The **motion was seconded** by Commissioner Ledonne. Discussion followed and the motion was unanimously passed by roll call vote (9-0).

Chairman Davis stated he would recuse himself from voting on Proposed Resolution 2020-2380 and asked Vice-Chair LaMantia to take over the meeting in his absence. Chairman Davis departed the meeting room at 3:47 pm while the vote was taken.

Proposed Resolution 2020-2380; Award of Contract to J.A. Watts, Inc. for Replacement of the Airport Rotating Beacon.

Approves a contract to replace the rotating beacon. Total authorized construction cost not-to-exceed \$156,200, which includes a 10% owner's contingency.

Executive Director Doles read into the record Proposed Resolution 2020-2380. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2020-2380; Award of Contract to J.A. Watts, Inc. for replacement of the Airport Rotating Beacon. The **motion was seconded** by Commissioner LaMantia. There was no further discussion and the motion was passed by roll call vote (8-0). Chairman Davis recused himself and was not present for the vote. He returned to the meeting room at 3:49 p.m.

Proposed Resolution 2020-2381; Award of Contract to Unified Construction Group, LLC for the DuPage Airport Authority Maintenance Building Expansion.

Approves a 16,500-sf addition to the DAA Maintenance Building. Total authorized construction cost not-to-exceed \$2,021,923.71, which includes a 10% owner's contingency.

Executive Director Doles read into the record Proposed Resolution 2020-2381. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2020-2381; Award of Contract to Unified Construction Group, LLC for the DuPage Airport Authority Maintenance Building Expansion. The **motion was seconded** by Commissioner Ledonne. Executive Director Doles advised that for the past several budget years, the maintenance building project has been delayed and removed from the budget and now is being brought forward. He continued the maintenance building expansion is a much-needed project with the amount and size of the equipment being housed in this building. Discussion followed. The motion was unanimously passed by roll call vote (9-0).

Proposed Resolution 2020-2382; Authorizing the Execution of Construction Phase Task Order No. 35 with CH2M for the Project: DuPage Airport Authority Maintenance Building Expansion.

Approves construction observation services for the DAA Maintenance Building Expansion. Not-to-exceed amount of \$185,652.19.

Executive Director Doles read into the record Proposed Resolution 2020-2382. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2020-2382; Authorizing the Execution of Construction Phase Task Order No. 35 with CH2M for the Project: DuPage Airport Authority Maintenance Building Expansion. The **motion was seconded** by Commissioner Ledonne. There was no further discussion and the motion was unanimously passed by roll call vote (9-0).

Proposed Resolution 2020-2383; Authorizing the Execution of Structural Design Services Task Order No. 38 with CH2M for the Project: DuPage Airport Authority Maintenance Building Expansion.

Approves structural design services for the DAA Maintenance Building Expansion. Not-to-Exceed amount of \$17,618.69.

Executive Director Doles read into the record Proposed Resolution 2020-2383. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2020-2383; Authorizing the Execution of Structural Design Services Task Order No. 38 with CH2M for the Project: DuPage Airport Authority Maintenance Building Expansion. The **motion was seconded** by Commissioner Ledonne. There was no further discussion and the motion was unanimously passed by roll call vote (9-0).

Proposed Resolution 2020-2384; Award of Contract to Pavement Systems, Inc. for Crackfill and Sealcoat Prairie Landing Clubhouse Parking Lots.

Approves a contract to crackfill and sealcoat Prairie Landing Clubhouse parking lots. Total authorized construction cost not-to-exceed \$17,419.88, which includes a 10% owner's contingency.

Executive Director Doles read into the record Proposed Resolution 2020-2384. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2020-2384; Award of Contract to Pavement Systems, Inc. for Crackfill and Sealcoat Prairie Landing Clubhouse Parking Lots. The **motion was seconded** by Commissioner Ledonne. There was no further discussion and the motion was unanimously passed by roll call vote (9-0).

Proposed Resolution 2020-2385; Award of Contract to Anthony Roofing Tecta America, LLC for Hangar Roof Renovations at 31W731 North Avenue.

Approves a contract to provide a hangar roof overlay at 31W731 North Avenue. Total authorized construction cost not-to-exceed \$76,995.60, which includes a 10% owner's contingency.

Executive Director Doles read into the record Proposed Resolution 2020-2385. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2020-2385; Award of Contract to Anthony Roofing Tecta America, LLC for Hangar Roof Renovations at 31W731 North Avenue. The **motion was seconded** by Commissioner Ledonne. There was no further discussion and the motion was unanimously passed by roll call vote (9-0).

Proposed Resolution 2020-2386; Award of Contract to Correct Electric, Inc. for Prairie Landing Clubhouse Fire Alarm System Replacement.

Approves a contract to replace the fire alarm system at the Prairie Landing Clubhouse. Total authorized construction cost not-to-exceed \$57,625.70, which includes a 10% owner's contingency.

Executive Director Doles read into the record Proposed Resolution 2020-2386. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2020-2386; Award of Contract to Correct Electric, Inc. for Prairie Landing Clubhouse Fire Alarm System Replacement. The **motion was seconded** by Commissioner Ledonne. There was no further discussion and the motion was unanimously passed by roll call vote (9-0).

Proposed Resolution 2020-2387; Award of Contract to Geneva Construction Company for Mill and Overlay Various Locations.

Approves a contract to mill and overlay various asphalt parking lots and roadways, including full depth pavement replacement. Total authorized construction costs not-to-exceed \$100,387.32, which includes a 10% owner's contingency.

Executive Director Doles read into the record Proposed Resolution 2020-2387. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2020-2387; Award of Contract to Geneva Construction Company for Mill and Overlay Various Locations. The **motion was seconded** by Commissioner Ledonne. There was no further discussion and the motion was unanimously passed by roll call vote (9-0).

Proposed Resolution 2020-2388; Authorizing the Execution of a Design Phase Engineering Services Agreement with CH2M for the Airport Improvement Program Project Known as: Elevated Fixture Grounding Updates.

Approves design engineering for the Airport Improvement Program project: Elevated Fixture Grounding Updates. Not-to-exceed amount of \$55,505.28, 100% reimbursement from federal grant funding.

Executive Director Doles read into the record Proposed Resolution 2020-2388. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2020-2388; Authorizing the Execution of a Design Phase Engineering Services Agreement with CH2M for the Airport Improvement Program Project Known as: Elevated Fixture Grounding Updates. The **motion was seconded** by Commissioner Ledonne. There was no further discussion and the motion was unanimously passed by roll call vote (9-0).

Attorney Luetkehans advised the public attendees to leave the *GoToMeeting* virtual meeting for the Executive Session portion of the Board Meeting. At the conclusion of the Executive Session, Board Members will return to the public portion of the meeting via *GoToMeeting* and public attendees will be able access and continue via *GoToMeeting* for the remainder of the Board Meeting.

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 and the setting of a price for sale or lease of property owned by the DuPage Airport Authority. The **motion was seconded** by Commissioner Ledonne and was passed unanimously by roll call vote (9-0). The Regular Meeting was recessed to Executive Session at 4:02 p.m. was reconvened at 4:34 p.m. Upon roll call, a quorum was present for the remainder of the Regular Board Meeting.

OTHER BUSINESS

Proposed Resolution 2020-2389; Approving the Execution of a Vacant Land Purchase Agreement with MIF 2555 Enterprise (West Chicago) LLC.

Approves the sale of 11 acres owned by the DuPage Airport Authority in the DuPage Business Center to MIF 2555 Enterprise (West Chicago), LLC for the approximate purchase price of \$1,938,686.77 pursuant to the exercise of a previously entered option to purchase the property.

Executive Director Doles read into the record Proposed Resolution 2020-2389. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2020-2389; Approving the Execution of a Vacant Land Purchase Agreement with MIF 2555 Enterprise (West Chicago) LLC. The **motion was seconded** by Commissioner LaMantia. There was no further discussion and the motion was unanimously passed by roll call vote (9-0).

Proposed Resolution 2020-2390; Approving the Final Development Plan of Enterprise West Chicago LLC. (Phase II).

Approves the Final Development Plan for a 501,408 square foot industrial building on a 28.3-acre parcel on Enterprise Drive in the DuPage Business Center.

Executive Director Doles read into the record Proposed Resolution 2020-2390. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2020-2390; Approving the Final Development Plan of Enterprise West Chicago LLC. (Phase II). The **motion was seconded** by Commissioner Sharp. Discussion followed briefly and the motion was unanimously passed by roll call vote (9-0).

Proposed Resolution 2020-2391; Rescinding Resolution 2020-2364 and Approval of Non-Exclusive Access, Ingress and Egress Easement with St. Charles Resort, LLC.
Rescinds prior Resolution approving an access easement between the Authority's Pheasant Run parcel and Route 64 and approves a new access easement in the same location.

Executive Director Doles read into the record Proposed Resolution 2020-2391. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2020-2391; Rescinding Resolution 2020-2364 and Approval of Non-Exclusive Access, Ingress and Egress Easement with St. Charles Resort, LLC., and to allow attorneys to amend the language during negotiations. The **motion was seconded** by Commissioner LaMantia. There was no further discussion and the motion was unanimously passed by roll call vote (9-0).

Proposed Resolution 2020-2392; Rescinding Resolution 2020-2365 and Approval of Amended and Restated Reciprocal Drainage and Sewer Easement Agreement with St. Charles Resort, LLC.

Rescinds prior Resolution revising prior easement agreement related to modification of sewer and drainage easements on the Pheasant Run parcel and approves amendments to the Reciprocal Drainage and Sewer Easement Agreement with St. Charles Resort, LLC.

Executive Director Doles read into the record Proposed Resolution 2020-2392. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2020-2392; Rescinding Resolution 2020-2365 and Approval of Amended and Restated Reciprocal Drainage and Sewer Easement Agreement with St. Charles Resort, LLC., and to allow attorneys to amend the language during negotiations. The **motion was seconded** by Commissioner LaMantia. There was no further discussion and the motion was unanimously passed by roll call vote (9-0).

Proposed Resolution 2020-2393; Approval of Vacant Land Purchase and Construction Agreement with McGrath Motors, Inc.

Approves the sale of approximately 8.2 acres owned by the DuPage Airport Authority on Route 64 to McGrath Motors, Inc. for the purchase price of \$6.00 per square foot and the purchaser supplying certain construction services.

Executive Director Doles read into the record Proposed Resolution 2020-2393. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2020-2393; Approval of Vacant Land Purchase and Construction Agreement with McGrath Motors, Inc., and to allow attorneys to amend the language during negotiations. The **motion was seconded** by Commissioner Sharp. There was no further discussion and the motion was unanimously passed by roll call vote (9-0).

A **MOTION** was made by Commissioner Ledonne to adjourn the Regular Meeting of the DuPage Airport Authority Board of Commissioners. The **motion was seconded** by Commissioner LaMantia and was passed unanimously by voice vote; the meeting was adjourned at 4:44 p.m.

Stephen L. Davis, Chairman

(ATTEST)

Donald C. Sharp, Secretary

**DUPAGE AIRPORT AUTHORITY
SPECIAL BOARD MEETING
Thursday, October 15, 2020**

A Special Meeting of the DuPage Airport Authority Board of Commissioners convened at the Daniel L. Goodwin Flight Center Building, 2700 International Drive, West Chicago, Illinois, Third Floor Conference Room on Thursday, October 15, 2020, and was held as a virtual meeting. Chairman Davis called the Special Board Meeting to order at 8:00 a.m. and a quorum was present for the meeting.

Commissioners Present: Chavez, Davis, Donnelly, Getz, LaMantia, Ledonne, Posch, Sharp. (Commissioner LaMantia was physically present for the meeting. All other board members attended the meeting virtually.)

Commissioners Absent: Wagner

DuPage Airport Authority Staff Present: Mark Doles, Executive Director; Patrick Hoard, Director of Finance and Prairie Landing Golf Club; Dan Barna, Operations and Capital Program Manager, Pamela Miller, Executive Assistant and Board Liaison.

Others in Attendance: Phil Luetkehans, Luetkehans, Brady, Garner & Armstrong LLC.;

Others in Attendance (Virtually): Charles Canale, Colliers International; Representatives of the Colliers International Team.

Members of the Press:
None

RECESS TO EXECUTIVE SESSION

A **MOTION** was made by Commissioner LaMantia to recess to Executive Session for the discussion of setting of a price for sale or lease of property owned by the DuPage Airport Authority. The **motion was seconded** by Commissioner Ledonne and was passed unanimously by roll call vote (8-0). The Special Board Meeting was recessed to Executive Session at 8:01 a.m. and was reconvened at 8:20 a.m. Upon roll call, a quorum was present for the remainder of the Special Board Meeting.

NEW BUSINESS

Proposed Resolution 2020-2394; Approving the Execution of a Letter of Intent with GD Investment Group LLC.

Authorizes the execution of a Letter of Intend with GD Investment Group LLC for the sale of approximately 86 acres of the property formerly used as the Pheasant Run Golf Course at a price of \$3.10 per square foot.

Executive Director Doles read into the record. Proposed Resolution 2020-2394.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2020-2394, Approving the Execution of a Letter of Intent with GD Investment Group LLC. subject to adding the following language in the 4th Whereas to read as follows:

Whereas, the Authority received offers to purchase the Subject Property and has been offered \$3.10 per square foot for the Subject Property by GD Investment Group LLC along with seeking an option for all or a portion of the parcel previously used as a driving range by Pheasant Run Resort subject to the terms contained in the published Notice of Public Sale: and

The **motion was seconded** by Commissioner Ledonne. There was no further discussion, and the **motion was passed** unanimously by roll call vote (8-0).

OTHER BUSINESS

None

A **MOTION** was made by Commissioner LaMantia to adjourn the Special Meeting of the DuPage Airport Authority Board of Commissioners. The motion was seconded by Commissioner Sharp and **was passed** unanimously by voice vote; the meeting was adjourned at 8:24 a.m.

Stephen L. Davis, Chairman

(ATTEST)

Donald C. Sharp, Secretary



MONTHLY STATISTICS

October 2020

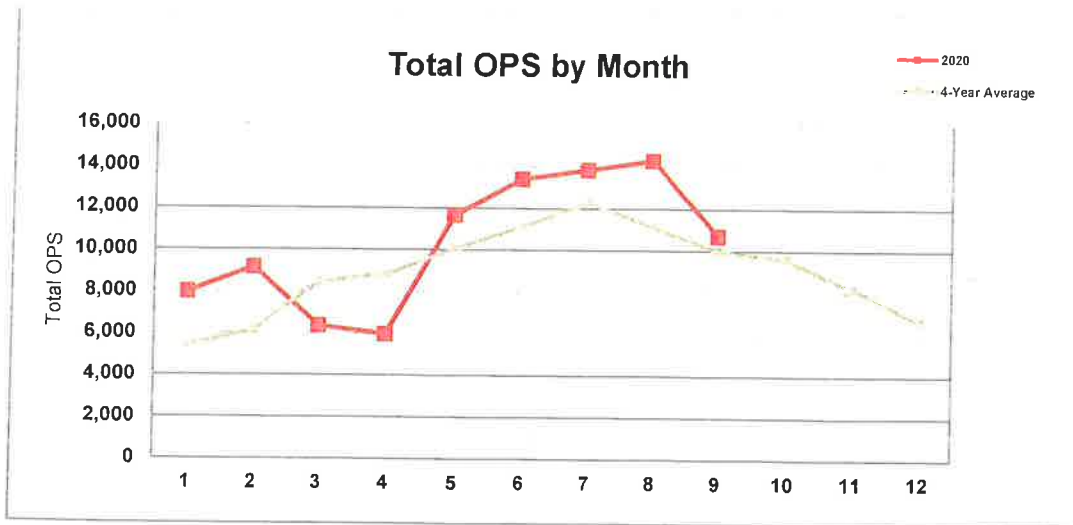
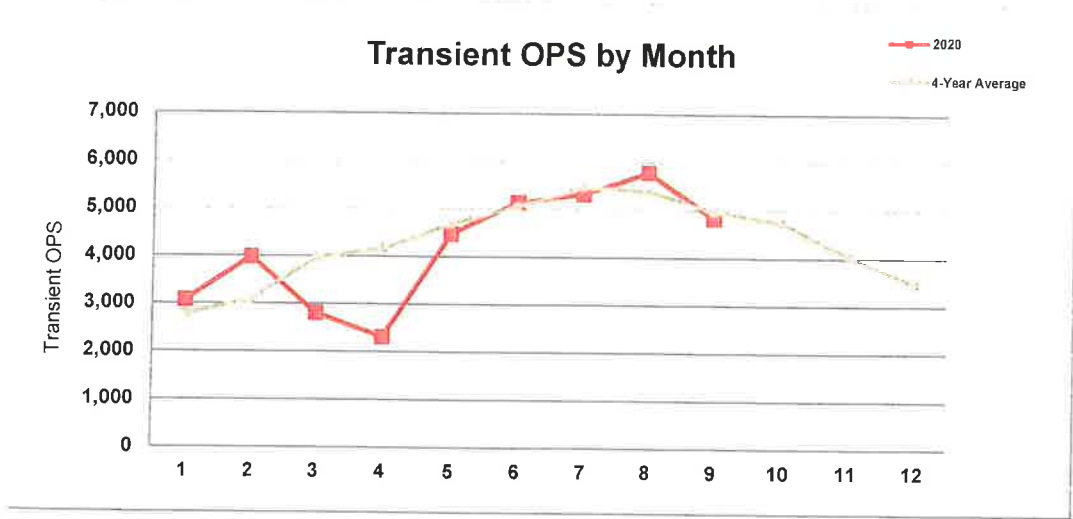
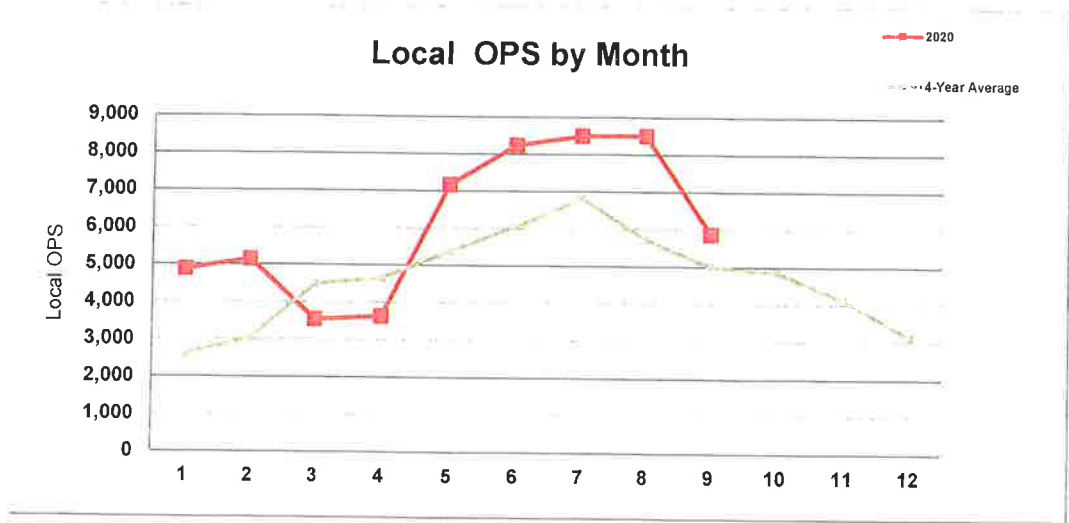
	<u>Oct. '20</u>	<u>Oct. '19</u>	<u>'20 vs. '19</u>	<u>Oct. Percent Change</u>	<u>YTD 2020</u>	<u>YTD 2019</u>	<u>'20 vs. '19</u>	<u>Percent Change</u>
FUEL								
100LL	21,512	25,891	(4,379)	-16.9%	208,654	234,929	(26,275)	-11.2%
Jet A	175,154	193,361	(18,207)	-9.4%	1,397,938	1,827,013	(429,075)	-23.5%
Total Gallons	196,666	219,252	(22,586)	-10.3%	1,606,592	2,061,942	(455,350)	-22.1%

DUPAGE AIRPORT AUTHORITY

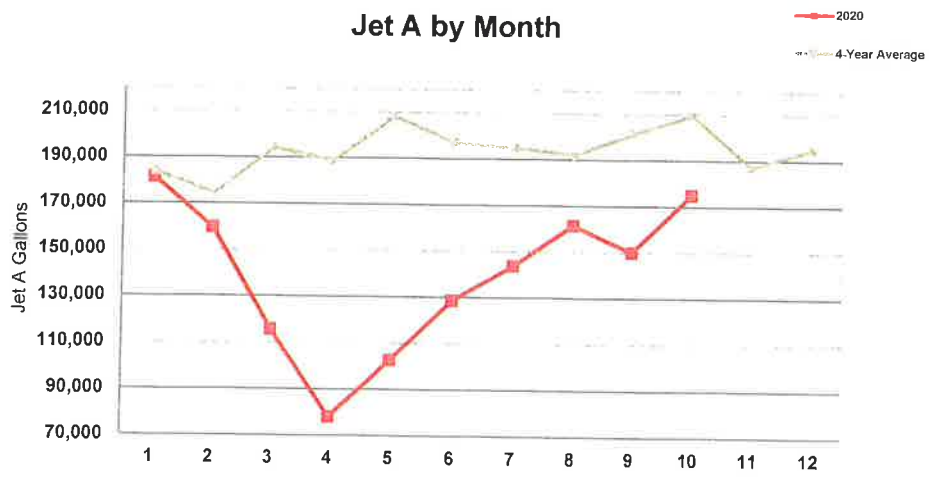
MONTHLY STATISTICS

September 2020

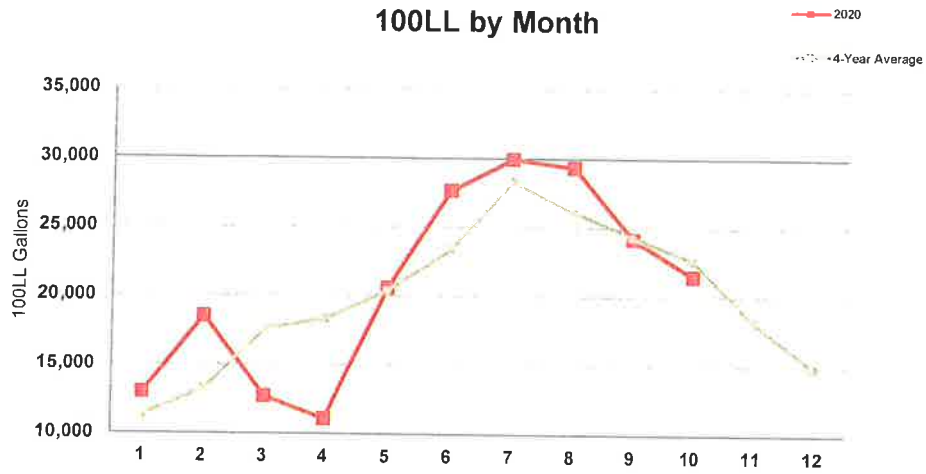
	Sept. '20	Sept. '19	'20 vs. '19	Sept. Percent Change	YTD 2020	YTD 2019	'20 vs. '19	Percent Change
FUEL								
100LL	24,204	26,946	(2,742)	-10.2%	187,142	209,038	(21,896)	-10.5%
Jet A	150,202	187,409	(37,207)	-19.9%	1,222,784	1,633,652	(410,868)	-25.2%
Total Gallons	174,406	214,355	(39,949)	-18.6%	1,409,926	1,842,690	(432,764)	-23.5%
OPERATIONS								
Local	5,884	6,648	(764)	-11.5%	55,580	60,449	(4,869)	-8.1%
Itinerant	4,845	5,105	(260)	-5.1%	37,802	42,525	(4,723)	-11.1%
Total Ops	10,729	11,753	(1,024)	-8.7%	93,382	102,974	(9,592)	-9.3%
REGIONAL OPS								
Total OPS	Sept. '20	Sept. '19	'20 vs. '19	Sept. Percent Change	YTD 2020	YTD 2019	'20 vs. '19	Percent Change
DuPAGE	10,729	11,753	(1,024)	-8.7%	93,382	102,974	(9,592)	-9.3%
Palwaukee	7,439	6,684	755	11.3%	55,836	55,418	418	0.8%
Aurora	6,742	5,578	1,164	20.9%	52,804	48,991	3,813	7.8%
Waukegan	4,353	3,429	924	26.9%	33,560	32,897	663	2.0%
State of Illinois	132,119	178,233	(46,114)	-25.9%	1,037,304	1,469,700	(432,396)	-29.4%
Teterboro	7,112	16,303	(9,191)	-56.4%	63,705	127,053	(63,348)	-49.9%
Van Nuys	21,011	18,635	2,376	12.8%	164,644	161,639	3,005	1.9%
Centennial	35,864	31,924	3,940	12.3%	249,409	267,319	(17,910)	-6.7%
Local OPS								
DuPAGE	5,884	6,648	(764)	-11.5%	55,580	60,449	(4,869)	-8.1%
Palwaukee	2,204	1,547	657	42.5%	18,249	13,521	4,728	35.0%
Aurora	3,892	3,136	756	24.1%	31,038	27,467	3,571	13.0%
Waukegan	1,657	1,006	651	64.7%	12,196	10,895	1,301	11.9%
State of Illinois	37,080	38,328	(1,248)	-3.3%	241,964	286,226	(44,262)	-15.5%
Teterboro	0	0	0		0	0	0	
Van Nuys	8,799	5,600	3,199	57.1%	66,441	46,299	20,142	43.5%
Centennial	18,876	15,315	3,561	23.3%	126,064	128,315	(2,251)	-1.8%
Itinerant OPS								
DuPAGE	4,845	5,105	(260)	-5.1%	37,802	42,525	(4,723)	-11.1%
Palwaukee	5,235	5,137	98	1.9%	37,587	41,897	(4,310)	-10.3%
Aurora	2,850	2,442	408	16.7%	21,766	21,524	242	1.1%
Waukegan	2,696	2,423	273	11.3%	21,364	22,002	(638)	-2.9%
State of Illinois	95,039	139,905	(44,866)	-32.1%	795,340	1,183,474	(388,134)	-32.8%
Teterboro	7,112	16,303	(9,191)	-56.4%	63,705	127,053	(63,348)	-49.9%
Van Nuys	12,212	13,035	(823)	-6.3%	98,203	115,340	(17,137)	-14.9%
Centennial	16,988	16,609	379	2.3%	123,345	139,004	(15,659)	-11.3%



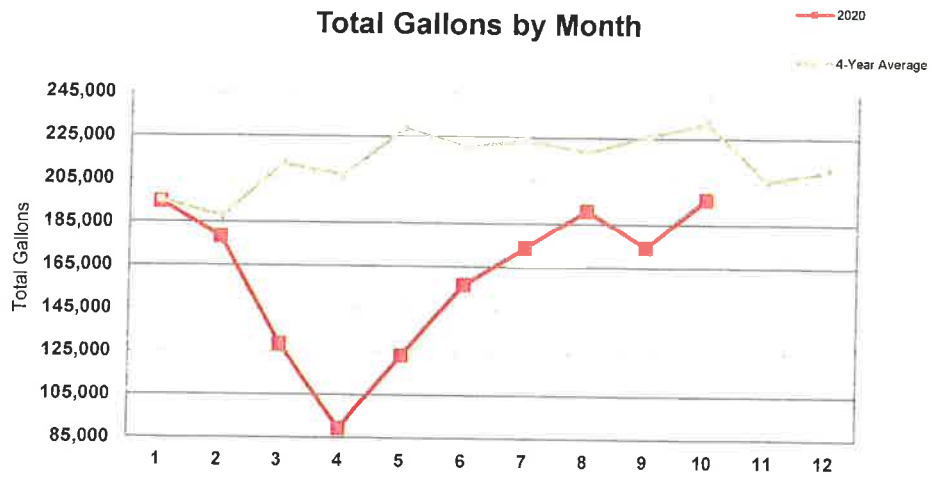
Jet A by Month



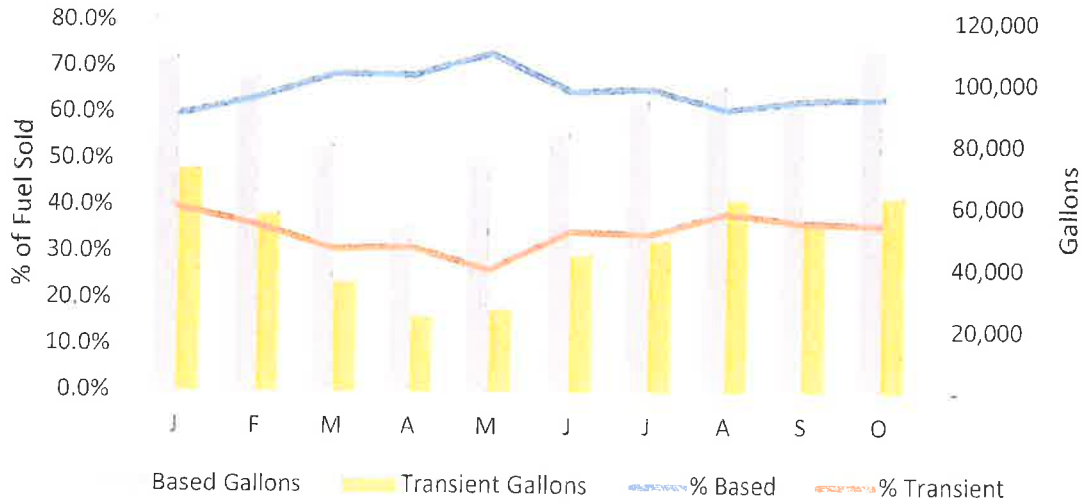
100LL by Month



Total Gallons by Month



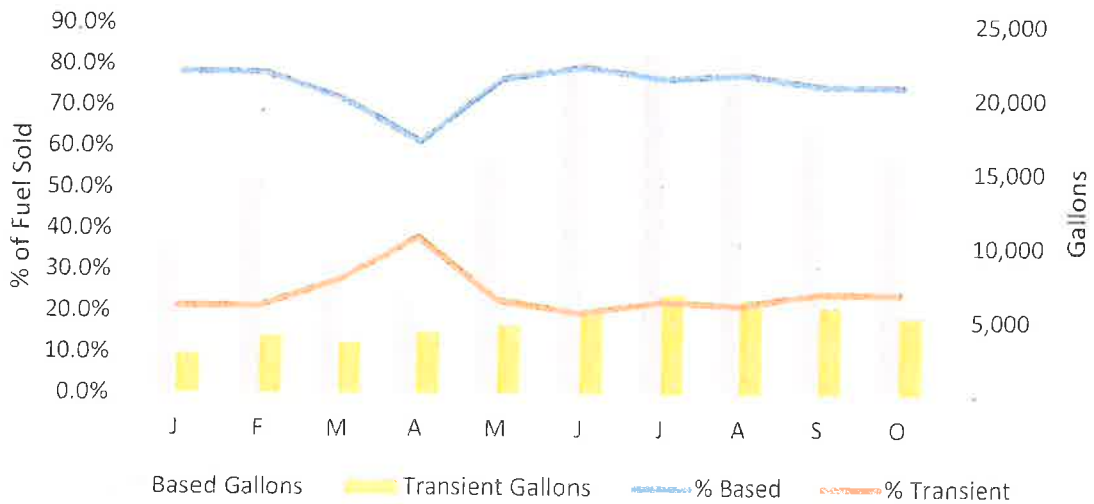
2020 Jet A



Jet A Jan.-Oct. Gallons

	<u>2019</u>	<u>2020</u>		
Jet Base	1,141,550	904,128	(237,422)	-20.8%
Jet Trans.	685,464	493,810	(191,654)	-28.0%
	<u>1,827,014</u>	<u>1,397,938</u>	<u>(429,076)</u>	<u>-23.5%</u>

2020 100LL



100LL Jan.-Oct. Gallons

	<u>2019</u>	<u>2020</u>		
100LL Base	154,055	159,225	5,170	3.4%
100LL Trans.	80,874	49,429	(31,445)	-38.9%
	<u>234,929</u>	<u>208,654</u>	<u>(26,275)</u>	<u>-11.2%</u>



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Amanda@ParagonFBO.com

FOR IMMEDIATE RELEASE

Paragon Aviation Group® Announces Prestigious Member Awards

Cypress, Texas – November 3, 2020 – Paragon Aviation Group® announced their annual recipients for their 2020 Network Member Awards including FBO Member of the Year, FBO Manager of the Year, and the Award of Excellence.

Along with fellow members voting for the FBO Member of the Year, this year over 1,000 Paragon Preferred flight departments had the opportunity to cast their vote. The 2020 FBO Member of the Year was awarded to DuPage Flight Center based at DuPage Airport (KDPA) in West Chicago, IL. “I would like to thank my team for working with the Paragon Network to add value in this partnership. I would also like to thank all the other member FBOs and customers that voted for DuPage,” said Brian DeCoudres, General Manager of DuPage Flight Center. DuPage’s long-time fuel supplier, Phillips 66, catered a celebratory lunch as well as co-sponsored a \$3,000 donation in honor of DuPage Flight Center to support Tuskegee NEXT, a local non-profit transforming the lives of at-risk youth through aviation education and career path opportunities. Visit www.AwesomeFBO.com to see why DuPage Flight Center has been voted Member of the Year three times now.

The FBO Manager of the Year award is voted on by the Paragon Aviation Group® corporate team. This year’s recipient was Jason Zimmerman, President of Maven by Midfield (KPTK) in Waterford, MI. “Jason has made such a positive contribution within the network and is very engaging with his fellow members,” said Megan Barnes, President of Paragon Aviation Group®. “Besides being an active member, he leads by example always goes above and beyond for his team and customers at Maven.”

The winner of the 2020 Award of Excellence, voted on by the members, went to Kristine Klotz, Customer Service Supervisor at DuPage Flight Center at DuPage Airport (KDPA). “There is no surprise that fellow members voted for Kris since she consistently participates in network activities, shares best practices with other CSRs, and does an outstanding job exceeding her customers’ expectations,” commented Scott Jefvert, Director of Sales for Paragon Aviation Group®.

In addition to these annual awards, Paragon introduced their inaugural Diamond Partner Award honoring a key vendor in their exclusive Strategic Partner program. The recipient of this award, voted on by Paragon FBO Members and Paragon Preferred flight departments, will be announced later this month.

The Paragon Network® is a distinguished membership of elite FBOs and international handling agents that provide world-class service to general aviation travelers around the globe. Paragon Aviation Group® performs a comprehensive audit of the facilities and services offered to ensure the quality of the member base before any FBO joins The Paragon Network®. Each member FBO must comply with a set of strategically developed core standards to remain in the group. Paragon Aviation Group® facilitates The Paragon Network®.

Paragon Aviation Group® is a family business comprised of Mike Delk, Megan Barnes, and Molly LeBlanc. With their combined industry experience of over 85 years they have introduced an exciting new industry platform for premier aviation service providers.

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DUPAGE AIRPORT AUTHORITY

10/31/2020

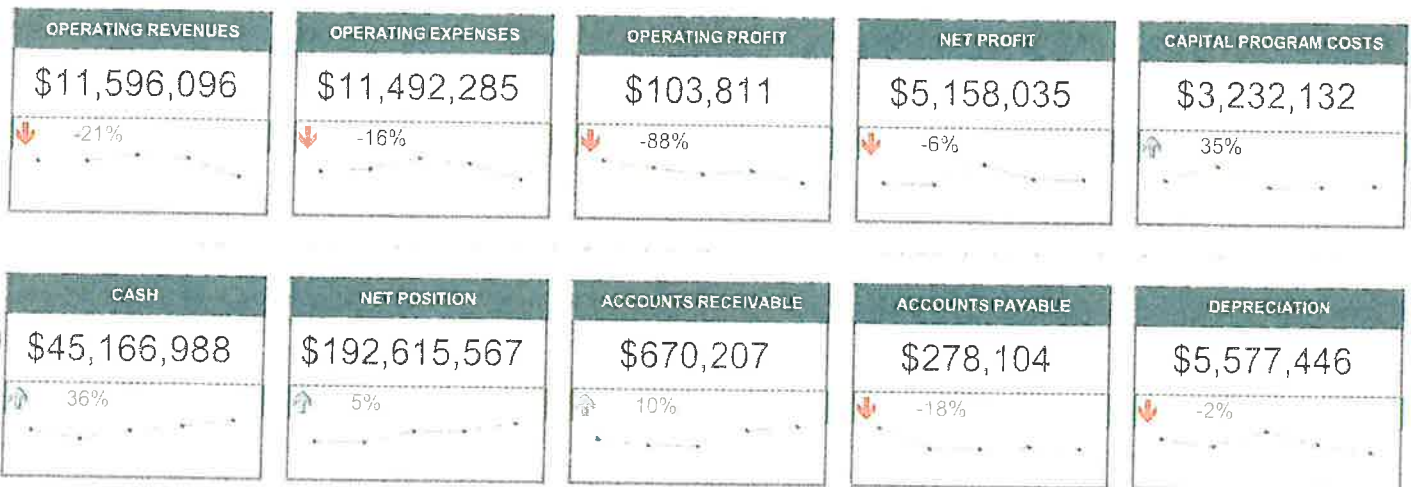
**FINANCIALS
PRE-AUDIT
COMMISSIONERS**

YTD FINANCIAL SUMMARY

DuPage Airport Authority

October 2020

KEY METRICS



YTD SUMMARY - BY OPERATION

DuPage Airport Authority
YTD October 2020

	AIRPORT			FLIGHT CENTER			PRAIRIE LANDING		
	YTD Budget	YTD Actual	Actual vs. Budget	YTD Budget	YTD Actual	Actual vs. Budget	YTD Budget	YTD Actual	Actual vs. Budget
OPERATING									
Operating Revenues	\$2,951,082	\$2,927,459	-\$23,623	\$9,520,969	\$6,778,878	-\$2,742,091	\$2,315,000	\$1,889,759	-\$425,241
Operating Expenses	\$5,745,637	\$5,262,110	-\$483,527	\$6,913,080	\$4,456,500	-\$2,456,580	\$1,914,639	\$1,773,675	-\$140,964
Operating Profit	-\$2,794,555	-\$2,334,651	\$459,904	\$2,607,889	\$2,322,378	-\$285,511	\$400,361	\$116,084	-\$284,277
NON-OPERATING									
Non-Operating Revenues	\$9,033,039	\$11,320,219	\$2,287,180	\$0	\$0	\$0	\$0	\$14,522	\$14,522
Non-Operating Expenses	\$182,920	\$286,030	\$103,110	\$0	\$0	\$0	\$119,200	\$102,118	-\$17,082
Non-Operating Profit	\$8,850,119	\$11,034,189	\$2,184,070	\$0	\$0	\$0	-\$119,200	-\$87,596	\$31,604
Net Profit (Loss) Excluding Depreciation & Major Maintenance	\$6,055,564	\$8,699,538	\$2,643,974	\$2,607,889	\$2,322,378	-\$285,511	\$281,161	\$28,488	-\$252,673
Depreciation Expense	\$5,918,180	\$5,564,571	-\$353,609	\$6,940	\$6,935	-\$5	\$5,940	\$5,940	\$0
Major Maintenance	\$572,326	\$298,281	-\$274,045	\$0	\$0	\$0	\$143,500	\$16,642	-\$126,858
Transfers In (Out)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Net Profit (Loss)	-\$434,942	\$2,836,685	\$3,271,627	\$2,600,949	\$2,315,443	-\$285,506	\$131,721	\$5,906	-\$125,815

YTD SUMMARY - TOTAL OPERATIONS

DuPage Airport Authority
YTD October 2020

	YTD Budget	YTD Actual	Actual vs. Budget
<u>OPERATING</u>			
Operating Revenues	\$14,787,051	\$11,596,096	-\$3,190,955
<u>Operating Expenses</u>	<u>\$14,573,356</u>	<u>\$11,492,285</u>	<u>-\$3,081,071</u>
Operating Profit	\$213,695	\$103,811	-\$109,884
<u>NON-OPERATING REVENUES</u>			
Miscellaneous Taxes	\$48,330	\$57,451	\$9,121
Property Taxes/Abatements	\$5,537,500	\$4,631,113	-\$906,387
Federal & State Grants	\$3,088,879	\$284,769	-\$2,804,110
Investment Income	\$333,330	\$273,717	-\$59,613
Unrealized Gain (Loss) from Investments	\$0	\$0	\$0
Gain (Loss) on Sale of Fixed Assets	\$25,000	\$6,087,691	\$6,062,691
<u>Total Non-Operating Revenues</u>	<u>\$9,033,039</u>	<u>\$11,334,741</u>	<u>\$2,301,702</u>
<u>NON-OPERATING EXPENSES</u>			
Property Tax (DAA)	\$182,920	\$286,030	\$103,110
Property Tax (PLGC)	\$119,200	\$102,118	-\$17,082
<u>Total Non-Operating Expenses</u>	<u>\$302,120</u>	<u>\$388,148</u>	<u>\$86,028</u>
Non-Operating Profit	\$8,730,919	\$10,946,593	\$2,215,674
Net Profit (Loss) Excluding Depreciation & Major Maintenance	\$8,944,614	\$11,050,404	\$2,105,790
Depreciation Expense	\$5,931,060	\$5,577,446	-\$353,614
Major Maintenance	\$715,826	\$314,923	-\$400,903
Net Profit (Loss)	\$2,297,728	\$5,158,035	\$2,860,307
Total YTD Revenues	\$23,820,090	\$22,930,837	-\$889,253
Total YTD Expenditures	\$14,875,476	\$11,880,433	-\$2,995,043
Capital Development Programs	\$15,860,917	\$3,232,132	-\$12,628,785
Future Project Expense	\$0	\$0	\$0
Transfers In (Out)	\$0	\$0	\$0

**DUPAGE AIRPORT AUTHORITY
WEST CHICAGO, ILLINOIS**

STATEMENT OF NET POSITION

For the Period Ended October 31, 2020

CURRENT ASSETS	
Cash & Cash Equivalents	11,537,336
Cash & Cash Equivalents - Designated	6,362,877
Cash & Cash Equivalents - Restricted	23,621,030
Investments	-
Investments - Restricted	3,645,746
Investments - Designated	-
Receivables	
Property Taxes	5,537,743
Accounts	670,207
Accrued Interest	4,195
Long-term Note Receivable, Current Portion	-
Prepaid Expenses	726,028
Inventories	187,456
	<hr/>
Total Current Assets	52,292,617
	<hr/>
NONCURRENT ASSETS	
Advance to Other Subfunds	-
Long-term Note Receivable, Net of Current Portion	-
Net Pension Asset - IMRF	-
	<hr/>
Total Noncurrent Assets	-
	<hr/>
Capital Assets	
Not Being Depreciated	73,460,905
Being Depreciated	286,323,032
Less Accumulated Depreciation	(210,677,055)
	<hr/>
Net Capital Assets	149,106,882
	<hr/>
DEFERRED OUTFLOWS OF RESOURCES	
Pension Items - IMRF	1,791,946
	<hr/>
Total Deferred Outflows of Resources	1,791,946
	<hr/>
Total Noncurrent Assets	150,898,828
	<hr/>
Total Assets	203,191,445
	<hr/>

**DUPAGE AIRPORT AUTHORITY
WEST CHICAGO, ILLINOIS**

STATEMENT OF NET POSITION

For the Period Ended October 31, 2020

CURRENT LIABILITIES	
Accounts Payable	278,104
Retainage Payable	-
Accrued Liabilities	311,246
Compensated Absences, Current Portion	78,521
Customer Deposits and Advances	304,930
Security Deposits	263,454
Unearned Revenue	124,795
	<hr/>
Total Current Liabilities	1,361,051
NONCURRENT LIABILITIES	
Unearned Revenue	1,050,355
Advance from Other Subfunds	-
Net Pension Liability - IMRF	1,611,644
Compensated Absences, Net of Current Portion	314,086
	<hr/>
Total Noncurrent Liabilities	2,976,085
	<hr/>
Total Liabilities	4,337,136
DEFERRED INFLOWS OF RESOURCES	
Deferred Revenue - Property Taxes	5,537,742
Pension Items - IMRF	701,000
	<hr/>
Total Deferred Inflows of Resources	6,238,742
	<hr/>
Total Liabilities and Deferred Inflows of Resources	10,575,878
NET POSITION	
Net Investment in Capital Assets	149,106,882
Restricted for Aeronautical Purposes	27,266,776
Unrestricted	16,241,909
	<hr/>
Total Net Position	192,615,567
	<hr/>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION	203,191,445
	<hr/> <hr/>

**DUPAGE AIRPORT AUTHORITY
WEST CHICAGO, ILLINOIS**

STATEMENT OF CASH FLOWS

For the Period Ended October 31, 2020

CASH FLOWS FROM OPERATING ACTIVITIES	
Receipts from customers and users	11,228,400
Payments to suppliers	(7,759,178)
Payments to and on behalf of employees	(4,899,740)
	<u>(1,430,518)</u>
Net cash from operating activities	<u>(1,430,518)</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES	
Non-operating revenues - property taxes	4,631,113
Non-operating revenues - replacement taxes	57,451
	<u>4,688,564</u>
Net cash from noncapital financing activities	<u>4,688,564</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES	
Grant monies received	284,769
Acquisition and construction of capital assets	(3,576,979)
Gain (Loss) from sale of capital assets	6,087,691
	<u>2,795,481</u>
Net cash from capital and related financing activities	<u>2,795,481</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Net change in investments	10,694,550
Investment income	337,515
	<u>11,032,066</u>
Net cash from investing activities	<u>11,032,066</u>
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	17,085,593
CASH AND CASH EQUIVALENTS, JANUARY 1	24,435,649
CASH AND CASH EQUIVALENTS, OCTOBER 31	41,521,242
PRESENTED AS	
Cash and cash equivalents	17,900,212
Cash and cash equivalents - restricted	23,621,030
	<u>41,521,242</u>
Total cash and cash equivalents	<u>41,521,242</u>

**DUPAGE AIRPORT AUTHORITY
WEST CHICAGO, ILLINOIS**

STATEMENT OF CASH FLOWS

For the Period Ended October 31, 2020

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

Operating income (loss)	(6,205,269)
Adjustments to reconcile operating income (loss) to net cash from operating activities	
Depreciation	5,577,446
Miscellaneous income	28,563
Changes in assets and liabilities	
Accounts receivable	(145,313)
Note receivable	-
Prepaid expenses	(179,600)
Inventories	51,719
Accounts payable	(145,343)
Accrued liabilities	(321,005)
Compensated absences	(28,619)
Net pension liability - IMRF	-
Pension items - IMRF	-
Customer deposits and advances	(1,720)
Security deposits	42,620
Unearned revenue	(103,996)
NET CASH FROM OPERATING ACTIVITIES	<u>(1,430,518)</u>

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

Contributions	-
Capital asset additions in accounts payable and retainage payable	(344,847)
Change in the fair value of investments	-

**DUPAGE AIRPORT AUTHORITY
WEST CHICAGO, ILLINOIS**

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

For the Period Ended October 31, 2020

	Airport Operations	Dupage Flight Center	Prairie Landing Golf Course	Total
OPERATING REVENUES				
Aircraft Storage	2,314,085	384,067	-	2,698,152
Leases, Commissions, Fees	590,932	-	-	590,932
Golf Course Operations	-	-	1,945,859	1,945,859
Line Service	-	6,390,716	-	6,390,716
Total Operating Revenues	2,905,017	6,774,783	1,945,859	11,625,659
OPERATING EXPENSES				
Direct Costs				
Airport Operations	3,759,672	-	-	3,759,672
Golf Course Operations	-	-	1,493,830	1,493,830
Line Service	-	3,168,250	-	3,168,250
General and Administrative				
Salaries and Benefits	1,156,661	1,118,499	47,817	2,322,977
Utilities	-	11,838	51,047	62,884
Office Expense	33,774	35,475	101,737	170,986
Insurance	79,429	82,682	53,741	215,852
Professional Services	258,567	-	18,257	276,824
Postage	5,582	-	4,235	9,817
Real Estate Tax	286,030	-	102,118	388,148
Advertising and Promotions	52,313	33,757	77,779	163,849
Miscellaneous	214,393	6,000	-	220,393
Total Operating Expenses	5,846,421	4,456,500	1,950,561	12,253,482
OPERATING INCOME (LOSS) BEFORE DEPRECIATION	(2,941,404)	2,318,283	(4,702)	(627,823)
Depreciation	5,564,571	6,935	5,940	5,577,446
OPERATING INCOME (LOSS)	(8,505,975)	2,311,348	(10,642)	(6,205,269)
NON-OPERATING REVENUES (EXPENSES)				
Property Taxes	4,631,113	-	-	4,631,113
Personal Property Replacement Tax	57,451	-	-	57,451
Investment Income	273,717	-	-	273,717
Miscellaneous Income	22,442	4,095	2,027	28,563
Gain (Loss) on Disposal of Capital Assets	6,073,169	-	14,522	6,087,691
Total Non-Operating Revenues (Expenses)	11,057,891	4,095	16,549	11,078,535
INCOME (LOSS) BEFORE CONTRIBUTIONS & TRANSFERS	2,551,916	2,315,443	5,906	4,873,266
Contributions	284,769	-	-	284,769
Transfers In (Out)	-	-	-	-
CHANGE IN NET POSITION	2,836,685	2,315,443	5,906	5,158,035
NET POSITION, JANUARY 1	167,545,957	21,286,737	(1,375,162)	187,457,532
NET POSITION, OCTOBER 31	170,382,643	23,602,180	(1,369,256)	192,615,567

Total DuPage Airport Authority
STATEMENT OF REVENUES AND EXPENSES

For the Month Ending 10/31/2020

REVENUES	Month			YTD			2020 Annual Budget	Month			YTD		
	Actual	Budget	Variance	Actual	Budget	Variance		2020	2019	Variance	2020	2019	Variance
Airport Operations	\$ 289,249	\$ 285,275	\$ 3,974	\$ 2,927,459	\$ 2,951,082	\$ (23,623)	\$ 3,521,719	\$ 289,249	\$ 283,693	\$ 5,556	\$ 2,927,459	\$ 2,945,733	\$ (18,274)
Prairie Landing Golf Club	\$ 193,953	\$ 147,250	\$ 46,703	\$ 1,889,759	\$ 2,315,000	\$ (425,241)	\$ 2,374,600	\$ 193,953	\$ 139,277	\$ 54,677	\$ 1,889,759	\$ 2,135,102	\$ (245,342)
DuPage Flight Center	\$ 780,941	\$ 1,038,286	\$ (257,345)	\$ 6,778,878	\$ 9,520,969	\$ (2,742,091)	\$ 11,406,787	\$ 780,941	\$ 1,019,839	\$ (238,897)	\$ 6,778,878	\$ 9,508,548	\$ (2,729,670)
Total Revenues	\$ 1,264,144	\$ 1,470,811	\$ (206,667)	\$ 11,596,096	\$ 14,787,051	\$ (3,190,955)	\$ 17,303,106	\$ 1,264,144	\$ 1,442,808	\$ (178,665)	\$ 11,596,096	\$ 14,589,423	\$ (2,993,327)
OPERATING EXPENSES													
Airport Operations	\$ 322,689	\$ 360,690	\$ (38,001)	\$ 2,856,961	\$ 3,240,577	\$ (383,616)	\$ 3,947,771	\$ 322,689	\$ 265,850	\$ 56,839	\$ 2,856,961	\$ 3,050,987	\$ (194,027)
Prairie Operations	\$ 216,959	\$ 173,364	\$ 43,595	\$ 1,419,450	\$ 1,574,024	\$ (154,574)	\$ 1,774,070	\$ 216,959	\$ 144,795	\$ 72,164	\$ 1,419,450	\$ 1,393,659	\$ 25,791
DuPage Flight Center	\$ 341,445	\$ 596,722	\$ (255,277)	\$ 3,130,482	\$ 5,510,636	\$ (2,380,154)	\$ 6,596,400	\$ 341,445	\$ 558,642	\$ (217,197)	\$ 3,130,492	\$ 5,235,914	\$ (2,105,422)
Total Cost of Sales	\$ 881,092	\$ 1,130,776	\$ (249,684)	\$ 7,406,903	\$ 10,325,237	\$ (2,918,334)	\$ 12,318,241	\$ 881,092	\$ 969,286	\$ (88,194)	\$ 7,406,903	\$ 9,680,560	\$ (2,273,658)
Gross Profit/(Loss)	\$ 383,052	\$ 340,035	\$ 43,017	\$ 4,189,194	\$ 4,461,814	\$ (272,620)	\$ 4,984,865	\$ 383,052	\$ 473,522	\$ (90,470)	\$ 4,189,194	\$ 4,908,863	\$ (719,669)
GENERAL AND ADMINISTRATIVE													
Airport Operations	\$ 269,311	\$ 283,637	\$ (14,326)	\$ 2,405,149	\$ 2,505,050	\$ (99,911)	\$ 3,024,002	\$ 269,311	\$ 265,905	\$ 3,406	\$ 2,405,149	\$ 2,354,326	\$ 50,823
Prairie Landing Golf Club	\$ 23,436	\$ 35,858	\$ (12,422)	\$ 354,225	\$ 340,615	\$ 13,610	\$ 403,697	\$ 23,436	\$ 42,561	\$ (19,124)	\$ 354,225	\$ 354,468	\$ (243)
DuPage Flight Center	\$ 160,210	\$ 170,072	\$ (9,862)	\$ 1,326,008	\$ 1,402,444	\$ (76,436)	\$ 1,711,603	\$ 160,210	\$ 129,143	\$ 31,068	\$ 1,326,008	\$ 1,338,518	\$ (12,510)
Total G&A Costs	\$ 452,958	\$ 489,567	\$ (36,609)	\$ 4,085,383	\$ 4,248,119	\$ (162,736)	\$ 5,139,302	\$ 452,958	\$ 433,608	\$ 19,350	\$ 4,085,383	\$ 4,047,312	\$ 38,070
Operating Income/(Loss)	\$ (69,906)	\$ (149,532)	\$ 79,626	\$ 103,811	\$ 213,695	\$ (109,884)	\$ (154,437)	\$ (69,906)	\$ 39,914	\$ (109,820)	\$ 103,811	\$ 861,551	\$ (757,740)
NON-OPERATING REVENUES/(EXPENSES)													
Property and Other Tax Revenue	\$ 182,090	\$ 5,083	\$ 177,007	\$ 4,688,564	\$ 5,585,830	\$ (897,266)	\$ 5,595,996	\$ 182,090	\$ 160,136	\$ 21,954	\$ 4,688,564	\$ 5,503,403	\$ (814,840)
Property Tax Expenses	\$ (46,598)	\$ (30,212)	\$ (16,386)	\$ (388,148)	\$ (302,120)	\$ (86,028)	\$ (362,544)	\$ (46,598)	\$ (29,317)	\$ (17,282)	\$ (388,148)	\$ (193,664)	\$ (194,484)
Federal & State Grants	\$ -	\$ -	\$ -	\$ 284,769	\$ 3,088,879	\$ (2,804,110)	\$ 3,088,879	\$ -	\$ -	\$ -	\$ 284,769	\$ 109,337	\$ 175,432
Investment Income	\$ 13,867	\$ 33,333	\$ (19,466)	\$ 273,717	\$ 333,330	\$ (59,613)	\$ 399,996	\$ 13,867	\$ 40,027	\$ (26,159)	\$ 273,717	\$ 378,696	\$ (104,979)
Unrealized Gain/Loss from Investments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Amortization (Expense)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gain on Sale of Fixed Assets	\$ 1,944,852	\$ 2,500	\$ 1,942,352	\$ 6,087,691	\$ 25,000	\$ 6,062,691	\$ 30,000	\$ 1,944,852	\$ -	\$ 1,944,852	\$ 6,087,691	\$ 5,022,026	\$ 1,065,665
Total Non-Operating Revenues/(Expenses)	\$ 2,094,211	\$ 10,704	\$ 2,083,507	\$ 10,946,593	\$ 8,730,919	\$ 2,215,674	\$ 8,752,327	\$ 2,094,211	\$ 170,846	\$ 1,923,365	\$ 10,946,593	\$ 10,819,798	\$ 126,794
Net Income/(Loss) before Depreciation	\$ 2,024,305	\$ (138,828)	\$ 2,163,133	\$ 11,050,404	\$ 8,944,614	\$ 2,105,790	\$ 8,597,890	\$ 2,024,305	\$ 210,760	\$ 1,813,545	\$ 11,050,404	\$ 11,681,349	\$ (630,945)
Depreciation	\$ 555,982	\$ 593,106	\$ (37,124)	\$ 5,577,446	\$ 5,931,060	\$ (353,614)	\$ 7,117,272	\$ 555,982	\$ 564,687	\$ (8,705)	\$ 5,577,446	\$ 5,686,979	\$ (109,533)
Net Income/(Loss) after Depreciation	\$ 1,468,323	\$ (731,934)	\$ 2,200,257	\$ 5,472,958	\$ 3,013,554	\$ 2,459,404	\$ 1,480,618	\$ 1,468,323	\$ (353,927)	\$ 1,822,250	\$ 5,472,958	\$ 5,994,370	\$ (521,412)
Major Maintenance	\$ 17,703	\$ -	\$ 17,703	\$ 314,923	\$ 715,826	\$ (400,903)	\$ 715,826	\$ 17,703	\$ 67,982	\$ (50,279)	\$ 314,923	\$ 514,121	\$ (199,198)
Engineering Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers (In) Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Income/(Loss)	\$ 1,450,620	\$ (731,934)	\$ 2,182,554	\$ 5,158,035	\$ 2,297,728	\$ 2,860,307	\$ 764,792	\$ 1,450,620	\$ (421,909)	\$ 1,872,529	\$ 5,158,035	\$ 5,480,249	\$ (322,214)

Airport and Administration
STATEMENT OF REVENUES AND EXPENSES
For the Month Ending 10/31/2020

REVENUES	Month			YTD			2020 Annual Budget	Month			YTD		
	Actual	Budget	Variance	Actual	Budget	Variance		2020	2019	Variance	2020	2019	Variance
Administrative	\$ 1,050	\$ 11,639	\$ (10,589)	\$ 83,187	\$ 137,522	\$ (54,335)	\$ 164,186	\$ 3,060	\$ 14,155	\$ (11,095)	\$ 83,387	\$ 138,272	\$ (54,885)
Field Operations	\$ 27,180	\$ 27,180	\$ 0	\$ 359,700	\$ 369,816	\$ (10,116)	\$ 420,877	\$ 27,180	\$ 27,546	\$ (366)	\$ 359,700	\$ 367,739	\$ (8,040)
Building Operations	\$ 242,858	\$ 228,619	\$ 14,239	\$ 2,347,358	\$ 2,271,048	\$ 76,310	\$ 2,728,286	\$ 242,858	\$ 227,010	\$ 15,848	\$ 2,347,358	\$ 2,249,505	\$ 97,853
Flight Center	\$ 16,151	\$ 17,837	\$ (1,686)	\$ 137,014	\$ 172,696	\$ (35,682)	\$ 208,370	\$ 16,151	\$ 14,982	\$ 1,169	\$ 137,014	\$ 190,217	\$ (53,203)
Total Revenues	\$ 289,249	\$ 285,275	\$ 3,974	\$ 2,927,459	\$ 2,951,082	\$ (23,623)	\$3,521,719	\$ 289,249	\$ 283,693	\$ 5,556	\$ 2,927,459	\$ 2,945,733	\$ (18,274)
OPERATING EXPENSES													
Field Operations	\$ 158,587	\$ 176,081	\$ (17,494)	\$ 1,380,453	\$ 1,518,728	\$ (138,275)	\$ 1,844,192	\$ 158,587	\$ 126,106	\$ 32,480	\$ 1,380,453	\$ 1,453,220	\$ (72,768)
Building Operations	\$ 81,646	\$ 79,101	\$ 2,545	\$ 716,775	\$ 787,852	\$ (71,077)	\$ 960,607	\$ 81,646	\$ 60,369	\$ 21,277	\$ 716,775	\$ 718,313	\$ (1,538)
Flight Center	\$ 15,898	\$ 22,148	\$ (6,250)	\$ 185,928	\$ 243,700	\$ (57,772)	\$ 300,768	\$ 16,898	\$ 19,674	\$ (2,776)	\$ 185,928	\$ 194,396	\$ (8,469)
Shop Equip. Operations	\$ 40,001	\$ 50,123	\$ (10,122)	\$ 346,542	\$ 415,761	\$ (69,219)	\$ 505,612	\$ 40,001	\$ 33,142	\$ 6,859	\$ 346,542	\$ 427,180	\$ (80,638)
Projects & Procurement	\$ 25,557	\$ 33,237	\$ (7,680)	\$ 227,263	\$ 274,536	\$ (47,273)	\$ 335,592	\$ 25,557	\$ 26,558	\$ (1,001)	\$ 227,263	\$ 257,878	\$ (30,614)
Total Cost of Sales	\$ 322,689	\$ 360,690	\$ (38,001)	\$ 2,856,961	\$ 3,240,577	\$ (383,616)	\$3,947,771	\$ 322,689	\$ 265,830	\$ 56,859	\$ 2,856,961	\$ 3,050,987	\$ (194,027)
Gross Profit/(Loss)	\$ (33,439)	\$ (75,415)	\$ 41,976	\$ 70,498	\$ (289,495)	\$ 359,993	\$426,052	\$ (33,439)	\$ 17,864	\$ (51,283)	\$ 70,498	\$ (105,254)	\$ 175,752
GENERAL AND ADMINISTRATIVE													
Administrative	\$ 216,409	\$ 230,841	\$ (14,232)	\$ 2,007,655	\$ 2,039,512	\$ (31,857)	\$ 2,466,445	\$ 216,409	\$ 225,922	\$ (9,513)	\$ 2,007,655	\$ 1,928,934	\$ 78,721
Commissioners	\$ 8,642	\$ 8,828	\$ (186)	\$ 87,368	\$ 88,280	\$ (912)	\$ 105,936	\$ 8,642	\$ 8,539	\$ 104	\$ 87,368	\$ 88,279	\$ (912)
Business Dev./Marketing	\$ 16,447	\$ 6,890	\$ 9,757	\$ 53,064	\$ 86,570	\$ (33,506)	\$ 96,950	\$ 16,447	\$ 7,843	\$ 8,604	\$ 53,064	\$ 59,786	\$ (6,722)
Accounting	\$ 27,813	\$ 37,478	\$ (9,665)	\$ 257,063	\$ 290,698	\$ (33,635)	\$ 354,671	\$ 27,813	\$ 23,601	\$ 4,212	\$ 257,063	\$ 277,326	\$ (20,264)
Total G&A Costs	\$ 269,311	\$ 283,637	\$ (14,326)	\$ 2,405,149	\$ 2,505,060	\$ (99,911)	\$3,024,002	\$ 269,311	\$ 265,905	\$ 3,406	\$ 2,405,149	\$ 2,354,326	\$ 50,823
Operating Income/(Loss)	\$ (302,751)	\$ (359,052)	\$ 56,301	\$ (2,334,651)	\$ (2,794,559)	\$ 459,904	\$ (3,450,034)	\$ (302,751)	\$ (248,061)	\$ (54,689)	\$ (2,334,651)	\$ (2,459,581)	\$ 124,929
NON-OPERATING REVENUES/(EXPENSES)													
Property and Other Tax Revenue	\$ 182,090	\$ 5,083	\$ 177,007	\$ 4,688,564	\$ 5,585,830	\$ (897,266)	\$ 5,595,996	\$ 182,090	\$ 160,136	\$ 21,954	\$ 4,688,564	\$ 5,503,403	\$ (814,840)
Property Tax Expenses	\$ (35,464)	\$ (18,292)	\$ (17,172)	\$ (286,030)	\$ (182,920)	\$ (103,110)	\$ (219,504)	\$ (35,464)	\$ (17,632)	\$ (17,832)	\$ (286,030)	\$ (183,865)	\$ (102,165)
Federal & State Grants	\$ -	\$ -	\$ -	\$ 284,769	\$ 3,088,879	\$ (2,804,110)	\$ 3,088,879	\$ -	\$ -	\$ -	\$ 284,769	\$ 109,337	\$ 175,432
Investment Income	\$ 13,867	\$ 33,333	\$ (19,466)	\$ 273,717	\$ 333,330	\$ (59,613)	\$ 399,996	\$ 13,867	\$ 40,027	\$ (26,159)	\$ 273,717	\$ 378,696	\$ (104,979)
Unrealized Gain/Loss from Investments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Amortization (Expense)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gain on Sale of Fixed Assets	\$ 1,943,852	\$ 2,500	\$ 1,941,352	\$ 6,073,169	\$ 25,000	\$ 6,048,169	\$ 30,000	\$ 1,943,852	\$ -	\$ 1,943,852	\$ 6,073,169	\$ 5,022,026	\$ 1,051,143
Total Non-Operating Revenues/(Expenses)	\$ 2,104,345	\$ 22,624	\$ 2,081,721	\$ 11,034,189	\$ 8,850,119	\$ 2,184,070	\$8,895,367	\$ 2,104,345	\$ 182,530	\$ 1,921,814	\$ 11,034,189	\$ 10,829,797	\$ 204,392
Net Income/(Loss) before Depreciation	\$ 1,801,594	\$ (336,428)	\$ 2,138,022	\$ 8,699,538	\$ 6,055,564	\$ 2,643,974	\$5,445,313	\$ 1,801,594	\$ (65,531)	\$ 1,867,125	\$ 8,699,538	\$ 8,370,217	\$ 329,321
Depreciation	\$ 554,694	\$ 591,818	\$ (37,124)	\$ 5,564,571	\$ 5,918,180	\$ (353,609)	\$ 7,101,816	\$ 554,694	\$ 563,399	\$ (8,705)	\$ 5,564,571	\$ 5,670,480	\$ (105,908)
Net Income/(Loss) after Depreciation	\$ 1,246,900	\$ (928,246)	\$ 2,175,146	\$ 3,134,966	\$ 137,384	\$ 2,997,582	\$ (1,656,503)	\$ 1,246,900	\$ (628,930)	\$ 1,875,830	\$ 3,134,966	\$ 2,699,737	\$ 435,229
Major Maintenance	\$ 17,703	\$ -	\$ 17,703	\$ 298,281	\$ 572,326	\$ (274,045)	\$572,326	\$ 17,703	\$ 67,982	\$ (50,279)	\$ 298,281	\$ 450,008	\$ (151,727)
Engineering Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers (In) Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Income/(Loss)	\$ 1,229,197	\$ (928,246)	\$ 2,157,443	\$ 2,836,685	\$ (434,942)	\$ 3,271,627	\$ (2,278,879)	\$ 1,229,197	\$ (696,913)	\$ 1,926,109	\$ 2,836,685	\$ 2,749,729	\$ 586,956

DuPage Flight Center

STATEMENT OF REVENUES AND EXPENSES

For the Month Ending 10/31/2020

	Month			YTD			2020 Annual Budget	Month			YTD		
	Actual	Budget	Variance	Actual	Budget	Variance		2020	2019	Variance	2020	2019	Variance
REVENUES													
Hangar Rentals	\$ 36,389	\$ 28,275	\$ 8,114	\$ 384,067	\$ 280,968	\$ 103,099	\$ 343,002	\$ 36,389	\$ 23,562	\$ 12,828	\$ 384,067	\$ 346,577	\$ 37,490
Ramp Tie Downs & Overnight fees	\$ 2,059	\$ 4,283	\$ (2,224)	\$ 16,259	\$ 25,240	\$ (8,981)	\$ 29,599	\$ 2,059	\$ 3,603	\$ (1,544)	\$ 16,259	\$ 26,550	\$ (10,291)
Fuel and Oil Sales	\$ 737,015	\$ 1,002,733	\$ (265,718)	\$ 6,318,653	\$ 9,185,846	\$ (2,867,193)	\$ 10,999,792	\$ 737,015	\$ 971,649	\$ (234,634)	\$ 6,318,653	\$ 9,035,225	\$ (2,716,573)
Volume Rebate	\$ -	\$ (2,917)	\$ 2,917	\$ -	\$ (29,170)	\$ 29,170	\$ (35,004)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Line Service Other	\$ 4,945	\$ 4,167	\$ 778	\$ 50,109	\$ 41,670	\$ 8,439	\$ 50,004	\$ 4,945	\$ 18,566	\$ (13,621)	\$ 50,109	\$ 88,085	\$ (37,976)
Aircraft Catering	\$ 103	\$ 1,042	\$ (939)	\$ 5,695	\$ 10,420	\$ (4,725)	\$ 12,504	\$ 103	\$ 1,426	\$ (1,323)	\$ 5,695	\$ 6,368	\$ (672)
Non Airfield Rent/Lease/Maintenance Revenue	\$ 430	\$ 703	\$ (273)	\$ 4,095	\$ 5,995	\$ (1,900)	\$ 6,890	\$ 430	\$ 1,033	\$ (603)	\$ 4,095	\$ 5,783	\$ (1,688)
Total Revenue	\$ 780,941	\$ 1,038,286	\$ (257,345)	\$ 6,778,878	\$ 9,520,969	\$ (2,742,091)	\$ 11,406,787	\$ 780,941	\$ 1,019,839	\$ (238,897)	\$ 6,778,878	\$ 9,508,588	\$ (2,729,710)
OPERATING EXPENSES													
Fuel and Oil Cost of Sales	\$ 300,016	\$ 553,295	\$ (253,279)	\$ 2,764,316	\$ 5,064,722	\$ (2,300,406)	\$ 6,059,611	\$ 300,016	\$ 521,575	\$ (221,559)	\$ 2,764,316	\$ 4,840,394	\$ (2,076,078)
De ice Cost of Goods	\$ 571	\$ -	\$ 571	\$ 25,515	\$ 20,000	\$ 5,515	\$ 25,000	\$ 571	\$ -	\$ 571	\$ 25,515	\$ 23,067	\$ 2,448
Credit Card Expense	\$ 7,809	\$ 12,589	\$ (4,774)	\$ 79,885	\$ 125,830	\$ (45,945)	\$ 150,996	\$ 7,809	\$ 13,027	\$ (5,218)	\$ 79,885	\$ 123,889	\$ (44,004)
Food - COGS	\$ 7,133	\$ 6,725	\$ 408	\$ 65,399	\$ 67,250	\$ (1,851)	\$ 80,700	\$ 7,133	\$ 6,361	\$ 773	\$ 65,399	\$ 64,572	\$ 827
Maintenance	\$ 25,915	\$ 24,119	\$ 1,796	\$ 195,376	\$ 232,834	\$ (37,458)	\$ 280,093	\$ 25,915	\$ 17,679	\$ 8,236	\$ 195,376	\$ 183,992	\$ 11,384
Total Cost of Sales	\$ 341,445	\$ 596,722	\$ (255,277)	\$ 3,130,492	\$ 5,510,636	\$ (2,380,144)	\$ 6,596,400	\$ 341,445	\$ 558,642	\$ (217,197)	\$ 3,130,492	\$ 5,235,914	\$ (2,105,422)
Gross Profit/(Loss)	\$ 439,497	\$ 441,564	\$ (2,067)	\$ 3,648,386	\$ 4,010,333	\$ (361,947)	\$ 4,810,387	\$ 439,497	\$ 461,197	\$ (21,700)	\$ 3,648,386	\$ 4,272,674	\$ (624,288)
GENERAL AND ADMINISTRATIVE	\$ 160,210	\$ 170,072	\$ (9,862)	\$ 1,326,008	\$ 1,402,444	\$ (76,436)	\$ 1,711,803	\$ 160,210	\$ 125,143	\$ 35,068	\$ 1,326,008	\$ 1,338,518	\$ (12,510)
Operating Income/(Loss)	\$ 279,286	\$ 271,492	\$ 7,794	\$ 2,322,378	\$ 2,607,889	\$ (285,511)	\$ 3,098,584	\$ 279,286	\$ 336,054	\$ (56,767)	\$ 2,322,378	\$ 2,934,156	\$ (611,778)
Net Income/(Loss) before Depreciation	\$ 279,286	\$ 271,492	\$ 7,794	\$ 2,322,378	\$ 2,607,889	\$ (285,511)	\$ 3,098,584	\$ 279,286	\$ 336,054	\$ (56,767)	\$ 2,322,378	\$ 2,934,156	\$ (611,778)
Depreciation	\$ 693	\$ 694	\$ (1)	\$ 6,935	\$ 6,940	\$ (5)	\$ 8,328	\$ 693	\$ 693	\$ -	\$ 6,935	\$ 10,559	\$ (3,624)
Net Income/(Loss)	\$ 278,593	\$ 270,798	\$ 7,795	\$ 2,315,443	\$ 2,600,949	\$ (285,506)	\$ 3,090,256	\$ 278,593	\$ 335,360	\$ (56,767)	\$ 2,315,443	\$ 2,923,597	\$ (608,154)

Prairie Landing Golf Club
STATEMENT OF REVENUES AND EXPENSES
For the Month Ending 11/30/2020

	Month			YTD			2020 Annual Budget	Month			YTD		
	Actual	Budget	Variance	Actual	Budget	Variance		2020	2019	Variance	2020	2019	Variance
REVENUES													
P100 - Golf Administration	\$ 130	\$ 300	\$ (170)	\$ 2,027	\$ 1,100	\$ (1,073)	\$ 3,500	\$ 130	\$ 393	\$ (263)	\$ 2,027	\$ 3,428	\$ (1,402)
P300 - Golf Operations	\$ 155,037	\$ 87,400	\$ 67,637	\$ 1,372,614	\$ 1,350,500	\$ 22,114	\$ 1,370,500	\$ 155,037	\$ 81,747	\$ 73,290	\$ 1,372,614	\$ 1,332,065	\$ 40,548
P400 - Food and Beverage	\$ 32,322	\$ 24,000	\$ 8,322	\$ 282,564	\$ 287,500	\$ (4,936)	\$ 292,000	\$ 32,322	\$ 18,562	\$ 13,760	\$ 282,564	\$ 231,519	\$ 51,044
P500 - Weddings	\$ 2,500	\$ 15,500	\$ (13,000)	\$ 31,076	\$ 241,000	\$ (209,924)	\$ 241,000	\$ 2,500	\$ 16,676	\$ (14,176)	\$ 31,076	\$ 225,417	\$ (194,341)
P600 - Private Events	\$ 524	\$ 3,750	\$ (3,226)	\$ 23,504	\$ 90,500	\$ (66,996)	\$ 123,000	\$ 524	\$ 13,072	\$ (12,548)	\$ 23,504	\$ 107,452	\$ (83,948)
P700 - Golf Outings	\$ 2,804	\$ 14,100	\$ (11,296)	\$ 172,588	\$ 325,000	\$ (152,412)	\$ 325,000	\$ 2,804	\$ 7,305	\$ (4,501)	\$ 172,588	\$ 219,828	\$ (47,240)
P900 - Kitty Hawk Café	\$ 636	\$ 2,200	\$ (1,564)	\$ 5,387	\$ 17,400	\$ (12,013)	\$ 19,600	\$ 636	\$ 1,522	\$ (886)	\$ 5,387	\$ 15,392	\$ (10,005)
Total Revenue	\$ 193,953	\$ 147,250	\$ 46,703	\$ 1,889,759	\$ 2,315,000	\$ (425,241)	\$ 2,374,600	\$ 193,953	\$ 119,277	\$ 54,677	\$ 1,889,759	\$ 2,135,102	\$ (245,342)
OPERATING EXPENSES													
P200 - Golf Maintenance	\$ 97,127	\$ 74,755	\$ 22,372	\$ 656,696	\$ 662,541	\$ (5,845)	\$ 760,503	\$ 97,127	\$ 62,546	\$ 34,581	\$ 656,696	\$ 618,848	\$ 37,848
P300 - Golf Operations	\$ 54,412	\$ 38,485	\$ 15,927	\$ 319,234	\$ 333,282	\$ (14,048)	\$ 367,434	\$ 54,412	\$ 29,253	\$ 25,159	\$ 319,234	\$ 284,251	\$ 34,983
P400 - Food and Beverage	\$ 43,801	\$ 34,869	\$ 8,932	\$ 285,568	\$ 297,528	\$ (11,960)	\$ 328,439	\$ 43,801	\$ 27,145	\$ 16,657	\$ 285,568	\$ 253,634	\$ 31,933
P500 - Weddings	\$ 19,507	\$ 21,053	\$ (1,546)	\$ 117,714	\$ 208,027	\$ (90,313)	\$ 235,808	\$ 19,507	\$ 18,939	\$ 568	\$ 117,714	\$ 171,695	\$ (53,981)
P600 - Private Events	\$ 498	\$ 770	\$ (272)	\$ 8,451	\$ 20,640	\$ (12,189)	\$ 27,680	\$ 498	\$ 3,811	\$ (3,313)	\$ 8,451	\$ 23,991	\$ (15,540)
P700 - Golf Outings	\$ 978	\$ 1,232	\$ (255)	\$ 25,400	\$ 34,605	\$ (8,205)	\$ 34,605	\$ 978	\$ 1,578	\$ (601)	\$ 26,400	\$ 25,848	\$ 552
P900 - Kitty Hawk Café	\$ 636	\$ 2,200	\$ (1,564)	\$ 5,387	\$ 17,400	\$ (12,013)	\$ 19,600	\$ 636	\$ 1,522	\$ (886)	\$ 5,387	\$ 15,392	\$ (10,005)
Total Cost of Sales	\$ 216,959	\$ 173,364	\$ 43,595	\$ 1,419,450	\$ 1,574,024	\$ (154,574)	\$ 1,774,070	\$ 216,959	\$ 144,795	\$ 72,164	\$ 1,419,450	\$ 1,393,659	\$ 25,791
Gross Profit/(Loss)	\$ (23,005)	\$ (26,114)	\$ 3,109	\$ 470,310	\$ 740,976	\$ (270,666)	\$ 600,530	\$ (23,005)	\$ (5,518)	\$ (17,487)	\$ 470,310	\$ 741,443	\$ (271,133)
GENERAL AND ADMINISTRATIVE	\$ 23,436	\$ 35,858	\$ (12,422)	\$ 354,225	\$ 340,615	\$ 13,610	\$ 403,697	\$ 23,436	\$ 42,561	\$ (19,124)	\$ 354,225	\$ 354,468	\$ (243)
Operating Income/(Loss)	\$ (46,442)	\$ (61,972)	\$ 15,530	\$ 116,084	\$ 400,361	\$ (284,277)	\$ 196,833	\$ (46,442)	\$ (48,079)	\$ 1,637	\$ 116,084	\$ 366,975	\$ (270,890)
NON-OPERATING REVENUES/(EXPENSES)													
Property Tax Expenses	\$ (11,134)	\$ (11,920)	\$ 786	\$ (102,118)	\$ (119,200)	\$ 17,082	\$ (143,040)	\$ (11,134)	\$ (11,684)	\$ 550	\$ (102,118)	\$ (9,999)	\$ (92,119)
Investment Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gain on Sale of Fixed Assets	\$ 1,000	\$ -	\$ 1,000	\$ 14,522	\$ -	\$ 14,522	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 14,522	\$ -	\$ 14,522
Net Income/(Loss) before Depreciation & Adj.	\$ (56,576)	\$ (73,892)	\$ 17,316	\$ 28,488	\$ 281,161	\$ (252,673)	\$ 53,793	\$ (56,576)	\$ (59,763)	\$ 3,187	\$ 28,488	\$ 376,976	\$ (348,488)
Depreciation	\$ 594	\$ 594	\$ (0)	\$ 5,940	\$ 5,940	\$ (0)	\$ 7,128	\$ 594	\$ 594	\$ -	\$ 5,940	\$ 5,940	\$ (0)
Major Maintenance	\$ -	\$ -	\$ -	\$ 16,642	\$ 143,500	\$ (126,858)	\$ 143,500	\$ -	\$ -	\$ -	\$ 16,642	\$ 64,114	\$ (47,472)
Transfers (In) Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Income/(Loss)	\$ (57,170)	\$ (74,486)	\$ 17,316	\$ 5,906	\$ 131,721	\$ (125,815)	\$ (56,835)	\$ (57,170)	\$ (60,337)	\$ 3,187	\$ 5,906	\$ 306,923	\$ (301,016)



**Accounts Receivable Aging Report
Over 60 Days Past Due**

Customer No.	Customer Name	Current @ 10/31/20	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	-	11,485.00	11,235.00	-	77,145.00	99,865.00	45.39%
A-PEA02	Andrew Pempek	-	6,186.00	6,186.00	-	17,445.58	29,817.58	13.55%
A-61L01	6-1 LLC	-	4,050.00	4,050.00	-	16,200.00	24,300.00	11.05%
A-RSA01	RSH Aviation, Inc.	-	3,272.00	3,272.00	-	14,834.48	21,378.48	9.72%
A-MUM02	Matt Mukenschnabl	-	800.00	800.00	-	11,532.02	13,132.02	5.97%
A-AFS01	AVEL FLIGHT SCHOOL, INC.	-	2,080.00	2,080.00	-	5,320.00	9,480.00	4.31%
A-TEA03	TRAVEL EXPRESS MAINTENANCE	-	500.00	500.00	-	5,568.30	6,568.30	2.99%
A-SPD01	STATE POLICE DEPARTMENT	-	2,092.97	2,092.97	-	2,092.97	6,278.91	2.85%
A-PMI01	PRO-MOLD & DIE	-	1,354.00	-	-	1,354.00	2,708.00	1.23%
A-GLL01	Glenway Leasing	-	483.00	483.00	-	1,493.13	2,459.13	1.12%
A-THS01	Scott Thoman	-	-	-	-	1,288.00	1,288.00	0.59%
A-HAR04	Raza Haq	-	77.00	77.00	-	775.81	929.81	0.42%
A-FSX01	FSX Chicago, LLC	-	-	-	-	887.66	887.66	0.40%
A-DOJ01	JOE DOLLENS	-	77.00	77.00	-	703.52	857.52	0.39%
A-GOA01	ALLAN GOLDSTEIN	-	53.00	-	-	3.00	56.00	0.03%
Report Total:		-	32,509.97	30,852.97	-	156,643.47	220,006.41	
Percent of Total:		0.00%	14.78%	14.02%	0.00%	71.20%	100.00%	



DUPAGE AIRPORT AUTHORITY

BOARD OF COMMISSIONERS MEETING/HOLIDAY CALENDAR 2021

January

01/01/21	Friday	---	DAA HOLIDAY – New Year’s Day	
01/13/21	Wednesday	8:00 a.m.	Internal Policy & Compliance Committee	Flight Center
01/20/21	Wednesday	1:30 p.m.	Golf Committee	Flight Center
01/20/21	Wednesday	2:00 p.m.	Finance, Budget & Audit Committee	Flight Center
01/20/21	Wednesday	2:30 p.m.	Capital Development, Leasing and Customer Fees Committee	Flight Center
01/20/21	Wednesday	3:00 p.m.	Regular/Annual Board Meeting	Flight Center

February

NO SCHEDULED MEETINGS

March

03/10/21	Wednesday	8:00 a.m.	Internal Policy & Compliance Committee	Flight Center
03/17/21	Wednesday	1:30 p.m.	Golf Committee	Flight Center
03/17/21	Wednesday	2:00 p.m.	Finance, Budget & Audit Committee	Flight Center
03/17/21	Wednesday	2:30 p.m.	Capital Development, Leasing and Customer Fees Committee	Flight Center
03/17/21	Wednesday	3:00 p.m.	Regular Board	Flight Center

April

NO SCHEDULED MEETINGS

May

05/12/21	Wednesday	8:00 a.m.	Internal Policy & Compliance Committee	Flight Center
05/19/21	Wednesday	1:30 p.m.	Golf Committee	Flight Center
05/19/21	Wednesday	2:00 p.m.	Finance, Budget & Audit Committee	Flight Center
05/19/21	Wednesday	2:30 p.m.	Capital Development, Leasing and Customer Fees Committee	Flight Center
05/19/21	Wednesday	3:00 p.m.	Regular Board	Flight Center
05/31/21	Monday	---	DAA HOLIDAY – Memorial Day	

June

06/09/21	Wednesday	8:00 a.m.	Internal Policy & Compliance Committee	Flight Center
06/16/21	Wednesday	1:30 p.m.	Golf Committee	Flight Center
06/16/21	Wednesday	2:00 p.m.	Finance, Budget & Audit Committee	Flight Center
06/16/21	Wednesday	2:30 p.m.	Capital Development, Leasing and Customer Fees Committee	Flight Center
06/16/21	Wednesday	3:00 p.m.	Regular Board	Flight Center

July

NO SCHEDULED MEETINGS

07/05/21	Monday	---	DAA Holiday – **Independence Day (Observed)**	
-----------------	---------------	-----	--	--

August**NO SCHEDULED MEETINGS****September**

09/06/21	Monday	---	DAA Holiday – Labor Day	
09/08/21	Wednesday	8:00 a.m.	Internal Policy & Compliance Committee	Flight Center
09/15/21	Wednesday	1:30 p.m.	Golf Committee	Flight Center
09/15/21	Wednesday	2:00 p.m.	Finance, Budget & Audit Committee	Flight Center
09/15/21	Wednesday	2:30 p.m.	Capital Development, Leasing and Customer Fees Committee	Flight Center
09/15/21	Wednesday	3:00 p.m.	Regular Board	Flight Center

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

11/10/21	Wednesday	8:00 a.m.	Internal Policy & Compliance Committee	Flight Center
11/17/21	Wednesday	1:30 p.m.	Golf Committee	Flight Center
11/17/21	Wednesday	2:00 p.m.	Finance, Budget & Audit Committee	Flight Center
11/17/21	Wednesday	2:30 p.m.	Capital Development, Leasing and Customer Fees Committee	Flight Center
11/17/21	Wednesday	3:00 p.m.	Regular Board	Flight Center
11/25/21	Thursday	---	DAA HOLIDAY – Thanksgiving Day	

December**NO SCHEDULED MEETINGS**

12/24/21	Friday	---	DAA HOLIDAY – **Christmas Day (Observed)**	
12/25/21	Saturday	---	Christmas Day	

Address for Meetings:

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

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

**2021 Meeting/Holiday Calendar approved by the
 DuPage Airport Authority Board of Commissioners at the
 Regular Board Meeting on November 18, 2020.**

TO: Board of Commissioners

FROM: Mark Doles
Executive Director

RE: Proposed Ordinance 2020-346; Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2021 and Ending December 31, 2021

DATE: November 11, 2020

SUMMARY:

Staff is pleased to present for your review the Preliminary 2021 DuPage Airport Authority Operating and Capital Plan. I would like to acknowledge the extensive work by the entire staff that started in June compiling this plan. The remaining schedule for review and approval is as follows:

- | | |
|-------------------|--|
| November 2, 2020 | Special Finance Committee thoroughly reviewed the Preliminary FY'21 Operating and Capital Plan. No revisions were suggested. |
| November 18, 2020 | FY'21 Tentative Operating and Capital Improvements Plan presented to the Board for consideration |
| December 2, 2020 | FY'21 Operating and Capital Improvements Plan submitted to DuPage County Board Chairman |
| January 11, 2021 | Public Hearing for FY'21 Operating Plan and Capital Improvements Plan |
| January 20, 2021 | Board approval of Ordinance Adopting FY'21 Budget & Appropriations Ordinance |

The impacts of the COVID pandemic on all of our operations continue and are anticipated to severely impact operating revenues and expenses for FY'21. Due to this continued impact, the Board and staff's support of continuing to provide the safest operations for our customers with no reductions in service, and the continued investment and protection of valuable assets, this plan shows a possible operating deficit of (\$1,291,782).

However, the Board has planned for and maintained adequate operating reserves for this unfortunate and challenging impact.

The net income, before depreciation, is anticipated to be approximately \$13.5M.

While staff is hopeful these pandemic impacts will lessen in 2021, this plan anticipates those impacts to continue while still allowing flexibility to reduce operating expenses and defer capital and major maintenance expenditures should the need arise.

FY'21 Operating Plan Assumptions

- Head count reduced by two to a total of 65 for FY'21.
- 2% cost of living and 2% merit increase for staff effective in February. Total annualized cost \$115,703.
- Health Insurance costs increased approximately 8.5%. Costs are distributed at approximately 80% DAA and 20% employees.
- Property Tax Levy has no change and is planned to be \$5,976,024. This plan does not have an abatement, as FY'20 was the 2nd year of a \$500K abatement. A 3rd year would result in an additional permanent reduction to the levy.
- Gain on Sale of Fixed Assets includes \$3,432,833 which totals the net gain on anticipated divesting of the Pheasant Run parcel in mid-2021. Total aggregated sales price is \$12,447,883 minus initial acquisition cost of \$8,925,000, minus estimated “soft costs” of \$90,050 associated with these transactions.
- Pheasant Run transaction funds will be redistributed to fully refund the property tax, fully refund the restricted land sales plus commensurate “profit” above original funds to satisfy any FAA requirements and the remaining funds credited to the operating revenues to allow for flexibility in dealing with pandemic related impacts now and in the future:

<u>Original Funding Source</u>	<u>Original Purchase</u>	<u>Funds Distribution</u>	<u>Net Change</u>
Property Tax	7,600,000	7,600,000	0
Restricted Land Sales	396,605	553,153	156,548
<u>Operating Revenues</u>	<u>928,395</u>	<u>4,294,730</u>	<u>3,276,285</u>
	\$8,925,000	\$12,447,883	\$3,432,833

Airport Operations

- Two positions will remain open and not filled (accounting and operations staff).
- \$500,000 of property tax levy funds will be allocated to offset operating expenses (\$250,000 for nighttime air traffic control tower staffing A100-3945 and \$250,000 for aircraft rescue and firefighting expenses A200-3945).
- Restructuring of staffing and duties within the Field Maintenance A200, Building Maintenance A300 and Shop & Equipment A400 departments resulting in a 2.3% increase in personnel costs instead of 4.0% as budgeted.
- 2.0% increase on month-to-month hangar and tie down rents effective June 1, 2021.
- Based upon market conditions, Property and Causality insurance has an anticipated 38% increase (final costs due mid to late November)

Flight Center Operations

- Aviation fuel sales (Jet A and 100LL) volumes planned to be the same as actual COVID impacted volumes FY'20.
- Lower margins planned for than have occurred in FY'20.
- Cost of fuel planned for a 7.0% increase over FY'20 actual costs per gallon.

Prairie Landing Operations

- Rounds are budgeted at 26,200 vs 2020 budget of 25,000. We expect to finish FY'20 with between 25,000 and 26,000 rounds.
- In 2021 we currently have 23 weddings budgeted, compared to 18 weddings in 2020. The majority of these weddings booked for 2021 have been rescheduled from 2020 due to COVID. The increase in revenue corresponds to the increase in food & beverage costs along with salaries.
- 50 golf outings were budgeted in FY'20. Because of the pandemic, only 15 outings occurred. Most outings are "locked" into their 2020 outing venue because of deposits. PLGC is budgeting 40 outings in FY'21. Staff expects PLGC outings to grow to in future years.
- Revenues and expenses for staffing, cost-of-goods and marketing reflect a continued plan for special events such as; Fish Fry Fridays, Prime Rib Sundays, specialty dinners, and events such as Breakfast with the Bunny, Father-Daughter Dance, Lobster Boil.

Capital

- Capital plan totals \$16.2M, including \$5.9M of carry-over from FY'20 and possible grant funding of \$6.2M.
- Carry-over of Maintenance Building Expansion, construction contract approved Sept. 2020, \$2.493M
- Carry-over of U.S. Customs Facilities Upgrades, \$1.993M (pending final plan approval by U.S. Government)
- Runway 10/28 Avigation Easement acquisition, \$1.704M
- Possible grant funded projects total \$8.2M with Federal and State funding of \$6.18M (75%) and DAA funding of \$2.0M (25%).

Major Maintenance

- Major Maintenance plan totals \$2.66M for the protection and upgrade of assets for the Airport, Prairie Landing and Flight Center operations.
- Examples of major maintenance projects include; pavement repairs; roof replacements; HVAC and fire alarm upgrades; fuel farm upgrades; PLGC cart bridge repairs.

This Tentative FY'21 Operating and Capital Plan results in the following Forecasted Ending Cash Balance:

	<u>Beginning Jan. 1, 2021</u>	<u>Ending Dec. 31, 2021</u>	<u>Net Change</u>
Unrestricted (inc. \$5M 12-month operating reserve)	6,950,292	9,704,860	2,754,568
Property Tax	4,832,463	8,789,287	3,956,825
<u>Restricted Funds</u>	<u>38,255,446</u>	<u>37,299,640</u>	<u>(955,806)</u>
Forecast Total Cash Balance	\$50,038,201	\$55,793,787	\$5,755,587

The forecasted ending cash balances are positively impacted due to the divesting of the Pheasant Run parcel and the redistribution to the original funding sources.

This plan provides for balances that can accommodate additional negative impacts due to the COVID pandemic. The Authority presents their Financial summaries in two formats. Our traditional format and the CAFR format. My comments are based on our traditional format. Comments in the Plan document are based on the CAFR format.

Possible Additional Positive Impacts not included in Tentative Operating and Capital Plan

- Additional possible land transactions in 2021, not included in the plan, are two parcels in the Business Park totaling approximately \$9M in gross restricted land sales.
- If margins on aviation fuel sales are able to be maintained at FY'20 rates at the FY'21 sales volumes planned, a possible increase of up to \$1M net could be realized.

Possible Additional Negative Impacts not included in Preliminary Operating and Capital Plan

- Additional shutdowns mandated that will preclude golf, golf outings, special events and weddings.
- Travel restrictions not already accounted for in the reduced planned aviation fuel sales volumes.

FY'21 will continue to be a challenge for all governments, private businesses and personal budgets. This plan continues our high level of service to our customers, safeguards our staff and facilities, provides for needed upgrades and continues our fiscally responsible use and protection of the tax payer's assets and funds with no change in the property tax levy.

We look forward to discussing in further detail the DuPage Airport Authority's Preliminary 2021 Operating and Capital Plan at your meeting on November 18th.

Thank you and be well.

PREVIOUS COMMITTEE/BOARD ACTION:

November 2, 2020 Finance, Budget and Audit Committee reviewed the Preliminary 2021 Operating and Capital Plan.

REVENUE OR FUNDING IMPLICATIONS:

Illinois Statute requires action by the Board to enact the Authority's annual budget.

STAKEHOLDER PROCESS:

No stakeholders have been identified at this time.

LEGAL REVIEW:

Legal review of this item is not necessary.

ATTACHMENTS:

- Proposed Ordinance 2020-346; Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2021 and Ending December 31, 2021.
- Proposed Operating and Capital Plan.

ALTERNATIVES:

The Board can deny, modify or amend this issue.

RECOMMENDATION:

It is the recommendation of the Executive Director and staff that the Board approve Proposed Ordinance 2020-346; Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2021 and Ending December 31, 2021.



2021

DUPAGE AIRPORT AUTHORITY
FOR THE FISCAL YEAR OF 2021

WEST CHICAGO, ILLINOIS

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DUPAGE AIRPORT AUTHORITY

Fiscal Year 2021 Tentative Operating and Capital Improvements Plan

For the period January 1, 2021 - December 31, 2021
DuPage Airport Authority
West Chicago, IL

Board of Commissioners

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

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

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DUPAGE AIRPORT AUTHORITY

November 18, 2020

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

Honorable Commissioners:

We respectfully present for your consideration the tentative 2021 DuPage Airport Authority Operating and Capital Improvements Budget for the fiscal year beginning January 1, 2021 and ending December 31, 2021. The Authority oversees three main areas of operation: the DuPage Airport, the DuPage Flight Center, and the Prairie Landing Golf Club.

The proposed FY2021 Budget includes plans and resources to promote the Authority's strategic goals to:

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

Preparation of the annual budget began in June with staff review and development of the Capital Improvement Plans. The budget process continued in July with departmental Operating Budget requests. Throughout August and September, the proposed Operating and Capital Budgets were refined by department managers and directors, followed by a thorough review and analysis of overall projections by the Executive Director. After this review, the proposed Budget was distributed to the Finance Committee on November 2, 2020 for review before the formal presentation to the full Board of Commissioners on November 18, 2020. The Board's approval of the Budget and Appropriation Ordinance is tentatively scheduled for January 13, 2021. Upon final approval by the Board, the Budget and Tax Levy Ordinance documents will be filed with the DuPage County Clerk.

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to DuPage Airport Authority, Illinois, for its Annual Budget for the fiscal year beginning January 1, 2020. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device. This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

The official FY2021 Budget will be the Authority's fourth consecutive budget submission to the GFOA. Implementing GFOA recommendations helps provide greater understanding of the Authority's financial condition and the long-range implications of its proposed Budget.

We thank all the staff of the Authority for their contributions and help with shaping the FY2021 Budget.

Sincerely,



Patrick Hoard
Director of Finance

Placeholder for FY2020 GFOA Distinguished Budget Presentation Award. The FY2020 budget was submitted to the GFOA. However, due to the COVID pandemic, the GFOA has indicated it is running behind in reviewing submissions for GFOA awards. We anticipate receiving the FY2020 budget award prior to the submission of the official budget in January 2021.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**DuPage Airport Authority
Illinois**

For the Fiscal Year Beginning

January 1, 2019

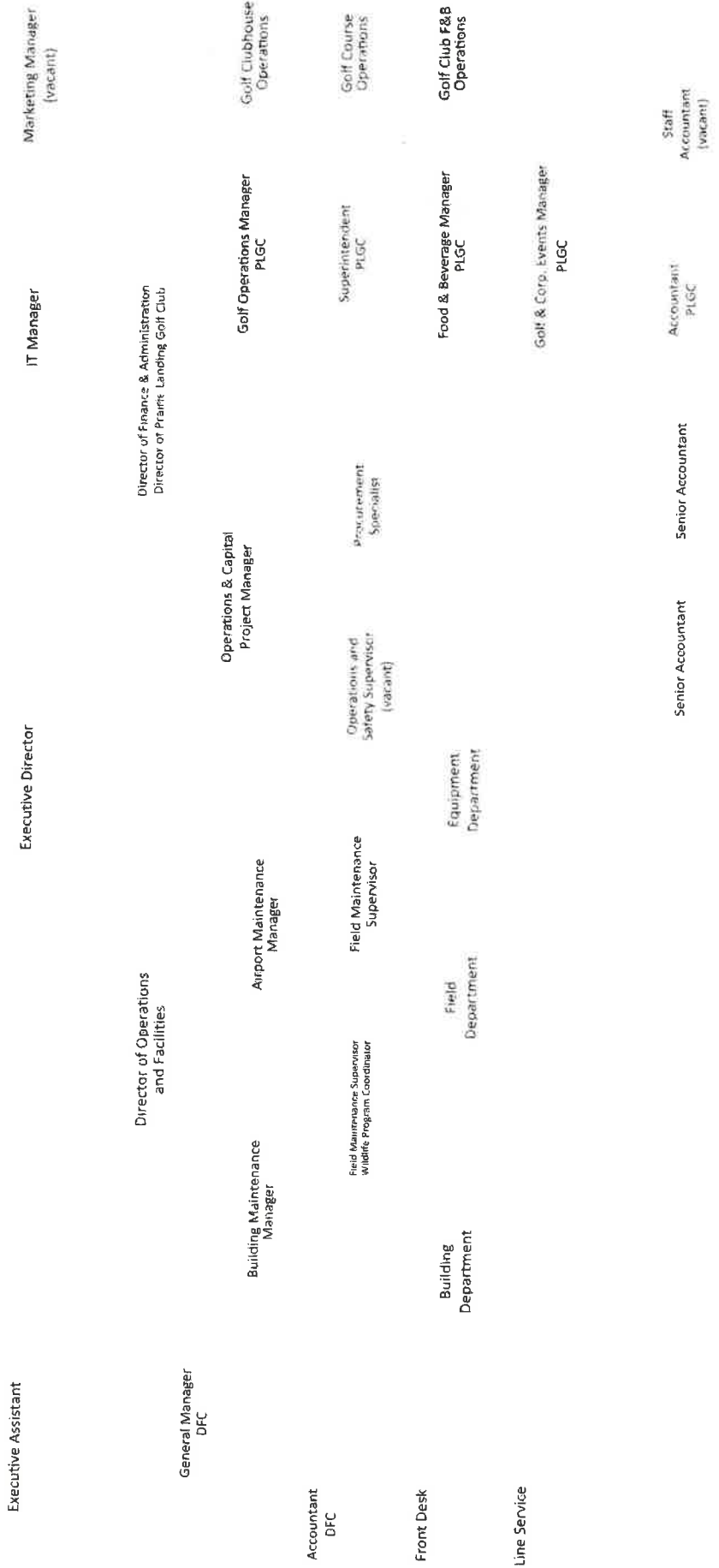
Christopher P. Movill

Executive Director



ORGANIZATIONAL CHART

DuPage Airport Authority
Board of Commissioners



**DUPAGE AIRPORT AUTHORITY
WEST CHICAGO, ILLINOIS**

SCHEDULE OF FULL-TIME EQUIVALENT EMPLOYEES BY DEPARTMENT
For the Budget Year Ending December 31, 2021

DEPARTMENT	<u>FY2019 Prior</u>	<u>FY2020 Budget</u>	<u>FY2021 Budget</u>	<u>2021 vs. 2020</u>
AIRPORT AUTHORITY				
DAA Commissioners	9	9	9	0
Administration	5	5	5	0
Procurement/Project Mgmt.	3	3	2	-1
Field Maintenance	9	9	9	0
Buildings Maintenance	4	4	5	1
Equipment Maintenance	3	3	2	-1
Marketing	0	0	0	0
Finance	3	3	2	-1
TOTAL AIRPORT AUTHORITY	<u>36</u>	<u>36</u>	<u>34</u>	<u>-2</u>
FLIGHT CENTER				
Line Service	14	14	14	0
Counter	4	4	4	0
Accounting	1	1	1	0
TOTAL FLIGHT CENTER	<u>19</u>	<u>19</u>	<u>19</u>	<u>0</u>
GOLF COURSE				
Food, Beverage, Banquets	4	4	4	0
Administration/Accounting	1	1	1	0
Golf Operations	2	3	2	-1
Maintenance	4	4	5	1
TOTAL GOLF COURSE	<u>11</u>	<u>12</u>	<u>12</u>	<u>0</u>
GRAND TOTAL	<u>66</u>	<u>67</u>	<u>65</u>	<u>-2</u>

Notes on Staffing Changes:

Marketing Department has one full-time position that has been open since FY2016. This position has remained unfilled to help reduce operating expenses. The position will not be budgeted until such time the Authority deems the responsibilities of this position are required. One HC in Procurement and Accounting not budgeted for 2021

FINANCIAL POLICIES

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

Basis of Accounting

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

Basis of Budgeting

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

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

Operating Revenues and Expenses

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

Cash, Cash Equivalents and Investments

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

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

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

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

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

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

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

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

Accounts Receivable

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

Taxes Receivable

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

Designated/Restricted Assets

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

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

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

Inventories

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

Prepaid Expenses

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

Capital Assets

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

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

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

Compensated Absences

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

Use of Estimates

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

Net Position

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

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

Tax Rate

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

Risk Management

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

Rates & Charges

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

Internal Controls

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

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

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

Budget Document

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

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

Budget Process

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

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

Nov. 18, 2020 Approve Tentative Budget and Appropriation Ordinance
Dec. 02, 2020 Submit to DuPage County Board Chairman
Dec. 02, 2020 File available for public inspection
Dec. 02, 2020 Notice of Public Hearing to be published
Jan. 11, 2021 Public hearing to be held
Jan. 20, 2021 Budget and Appropriation Ordinance to be adopted

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

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

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

2021 BUDGET TIMELINE

2021 Capital Plan

- 06/12/20 (Friday) – Communicate 2021 Plan schedule
- 06/24/20 (Wednesday) – Distribute 2020 YTD Capital Forecast and 2021 Capital Plan templates
- 07/13/20 (Monday) – All 2021 Capital/Major Maintenance budget requests returned to Accounting
- 07/31/20 (Friday) - 2021 Capital Plan 1st Pass Review
- 08/14/20 (Friday) – 2021 Capital Plan revisions, Adjustments, Additions returned to Accounting
- 08/26/20 (Wednesday) - 2021 Capital Plan 2nd Pass Review
- 09/08/20 (Tuesday) - 2021 Capital Plan finalized

2020 Operating Forecast

- 07/10/20 (Friday) - 2020 Operating Forecast templates distributed
- 07/30/20 (Thursday) - 2020 Operating Forecasts returned to Accounting
- 07/31/20 (Friday) – Review of 2020 Operating Forecasts with Managers

2021 Operating Plan

- 07/10/20 (Friday) – Department summaries/objectives to be distributed
- 07/17/20 (Friday) - Department summaries/objectives returned to Accounting
- 07/31/20 (Friday) - 2021 Operating Plan templates to be distributed
- 09/04/20 (Friday) - 2021 Operating Plan 1st Pass returned to Accounting
- 09/08/20 (Tuesday) - 2021 Operating Plan 1st Pass Review with managers
- 09/15/20 (Tuesday) - 2021 Operating Plan 2nd Pass returned to Accounting
- 09/17/20 (Thursday) - 2021 Operating Plan 2nd Pass finalized
- 10/01/20 (Thursday) – 2021 Operating Plan details finalized

2021 Final Operating & Capital Plans

- 09/16/20 (Wednesday) – 2021 Operating Plan summary & Capital Plan presented to Board
- 11/02/20 (Monday) - 2021 Operating & Capital Plan detailed presentation to Finance Committee
- 11/18/20 (Wednesday) – Tentative 2021 Operating & Capital Plan presented to Board
- 01/11/21 (Monday) – Public Hearing for 2021 Operating & Capital Plan
- 01/20/21 (Wednesday) – Board approval of Ordinance adopting 2021 Operating & Capital Plan
- 04/20/21 (Tuesday) – Official 2021 Plan to be submitted to GFOA within 90 days of approval

BUDGET SUMMARY (CAFR VERSION)

The Budget presented has many highlights discussed in subsequent sections. Operating Revenue is budgeted at \$13,114,525 for FY2021. This is a 24.4% decrease in Operating Revenue from the FY2020 Budget and is mostly due to lower projected fuel sales revenue. Operating Expenses are budgeted at \$17,986,703, a 3.3% decrease from the prior year, which is also due mainly to the lower cost of fuel sales. Operating Expenses include \$2,638,920 for Major Maintenance costs, which is a 268.7% increase (\$1,923,094) from last year. Net Operating Income is decreasing 43.9% (-\$3,675,517) from the FY2020 Budget. Considerable actions were taken to lower Operating Expenses as much as possible in order to minimize Operating Profit shortfalls (excluding depreciation). The overall Net Position will increase 390.1% to \$3.75M from last year's budgeted increase of \$765K, and includes a significant increase in anticipated grant revenue for capital projects and gains from anticipated land sales at both Pheasant Run and the DBC.

	ANNUAL BUDGET			FORECAST	PRIOR
	2021	2020	Change	2020	2019
OPERATING REVENUES					
Aircraft Storage	3,241,453	3,183,658	1.8%	3,217,608	3,232,760
Leases, Commissions, Fees	677,351	661,059	2.5%	689,457	733,284
Golf Course Operations	2,534,231	2,437,534	4.0%	1,805,902	2,276,575
Line Service	6,661,490	11,056,895	-39.8%	6,507,419	10,971,599
Total Operating Revenues	13,114,525	17,339,146	-24.4%	12,220,386	17,214,218
OPERATING EXPENSES					
Direct Costs					
Airport Operations	6,272,685	5,177,015	21.2%	5,122,276	4,915,837
Golf Course Operations	2,351,234	2,005,016	17.3%	1,720,852	1,800,383
Line Service	4,407,418	6,641,000	-33.6%	3,434,357	6,279,324
General and Administrative					
Salaries and Benefits	2,957,154	3,022,756	-2.2%	2,853,909	2,977,066
Utilities	80,885	82,984	-2.5%	74,605	85,719
Office Expense	236,953	218,720	8.3%	213,693	230,450
Insurance	320,124	217,116	47.4%	260,801	212,461
Professional Services	506,100	414,600	22.1%	436,322	322,558
Postage	9,504	9,504	0.0%	10,762	13,092
Real Estate Tax	412,080	362,544	13.7%	339,688	252,297
Advertising and Promotions	236,324	217,996	8.4%	204,545	187,786
Miscellaneous	196,242	233,096	-15.8%	246,200	229,814
Total Operating Expenses	17,986,703	18,602,347	-3.3%	14,918,009	17,506,786
OPERATING INCOME (LOSS) BEFORE DEPRECIATION	(4,872,178)	(1,263,201)	-285.7%	(2,697,623)	(292,568)
Depreciation	7,183,812	7,117,272	0.9%	6,704,705	6,873,629
OPERATING INCOME (LOSS)	(12,055,990)	(8,380,473)	-43.9%	(9,402,328)	(7,166,197)
NON-OPERATING REVENUES (EXPENSES)					
Property Taxes	6,032,400	5,538,000	8.9%	5,537,400	5,538,102
Personal Property Replacement Tax	60,000	57,996	3.5%	57,996	66,693
Investment Income	73,700	399,996	-81.6%	310,000	456,881
Miscellaneous Income	29,396	30,394	-3.3%	37,459	41,344
Gain (Loss) on Disposal of Capital Assets	3,432,833	30,000	11342.8%	4,088,684	9,741,599
Total Non-Operating Revenues (Expenses)	9,628,329	6,056,386	59.0%	10,031,539	15,844,619
INCOME (LOSS) BEFORE CONTRIBUTIONS	(2,427,661)	(2,324,087)	-4.5%	629,212	8,678,422
Contributions	6,175,785	3,088,879	99.9%	652,701	106,146
CHANGE IN NET POSITION	3,748,124	764,792	390.1%	1,281,913	8,784,568
NET POSITION, JANUARY 1	188,739,445	187,457,532	0.7%	187,457,532	178,672,964
NET POSITION, DECEMBER 31	192,487,569	188,222,324	2.3%	188,739,445	187,457,532
CAPITAL DEVELOPMENT PROGRAM NOTES:					
Aviation Programs / Equipment	15,187,410	15,610,752	-2.7%	5,816,023	3,134,952
Golf Course Programs / Equipment	1,079,181	590,165	82.9%	550,610	148,106
Major Maintenance of Capital Assets	2,638,920	715,826	268.7%	754,881	587,595
Total Capital Development Program Costs	18,905,511	16,916,743	11.8%	7,121,514	3,870,653

BUDGET SUMMARY (Traditional Version)

The Budget presented on this page is for reference only and displays the summary format as reported in prior years. Compared to the CAFR budget summary, the main differences affect Operating Income. Major Maintenance expenses (\$2.6M) and Real Estate Tax expenses (\$412K) are now reported as Operating Expenses on the CAFR version, as they are on the Airport's annual audited financial reports. The Kitty Hawk Cafe reimbursement (\$69.5K) is now included as Operating Revenue for PLGC on the CAFR version, where before it was included as a credit in G&A expenses. Miscellaneous Income for all operations (\$29.4K) was previously reported as Operating Revenues but is now under Non-Operating Revenues on the CAFR version. Total Expenditures and Net Cash Flow remain unchanged. The Board has designated Property Tax Revenue to be used for Capital Program and Major Maintenance expenses, which is why Major Maintenance expenses were previously reported below the line with the Capital Program.

	Budget			Forecast	Prior
	2021	2020	Change	2020	2019
<u>Operating Revenues</u>					
Airport Operations	\$ 3,513,804	\$ 3,521,719	-0.2%	\$ 3,482,697	\$ 3,523,701
Flight Center Operations	\$ 7,092,386	\$ 11,406,787	-37.8%	\$ 6,966,331	\$ 11,439,614
Prairie Landing Golf Course Operations	\$ 2,468,200	\$ 2,374,600	3.9%	\$ 1,754,749	\$ 2,222,007
Total Operating Revenues	\$ 13,074,390	\$ 17,303,106	-24.4%	\$ 12,203,777	\$ 17,185,322
<u>Operating Expenses</u>					
Airport Operations	\$ 7,097,423	\$ 6,971,773	1.8%	\$ 6,781,195	\$ 6,626,157
Flight Center Fuel Operations	\$ 5,445,529	\$ 8,308,003	-34.5%	\$ 5,047,885	\$ 7,902,681
Prairie Landing Golf Course Operations	\$ 2,323,220	\$ 2,177,767	6.7%	\$ 1,923,642	\$ 2,067,816
Total Operating Expenses	\$ 14,866,172	\$ 17,457,543	-14.8%	\$ 13,752,721	\$ 16,596,654
Operating Income	\$ (1,791,782)	\$ (154,437)	-1060.2%	\$ (1,548,945)	\$ 588,668
<u>Non-Operating Revenues</u>					
Miscellaneous Taxes	\$ 60,000	\$ 57,996	3.5%	\$ 57,996	\$ 66,693
Property Taxes/Abatement	\$ 6,032,400	\$ 5,538,000	8.9%	\$ 5,537,400	\$ 5,538,102
Federal & State Grants	\$ 6,175,785	\$ 3,088,879	99.9%	\$ 652,701	\$ 106,146
Interest Income	\$ 73,700	\$ 399,996	-81.6%	\$ 310,000	\$ 456,881
Unrealized Gain/Loss From Investments	\$ -	\$ -	0.0%	\$ -	\$ -
Gain from Sale of Fixed Assets	\$ 3,432,833	\$ 30,000	11342.8%	\$ 4,088,684	\$ 9,741,599
Total Non-Operating Revenues	\$ 15,774,718	\$ 9,114,871	73.1%	\$ 10,646,781	\$ 15,909,421
<u>Non-Operating Expenses</u>					
Property Tax (DAA)	\$ 274,080	\$ 219,504	24.9%	\$ 215,304	\$ 218,930
Property Tax (PLGC)	\$ 138,000	\$ 143,040	-3.5%	\$ 124,384	\$ 33,367
Total Non-Operating Expenses	\$ 412,080	\$ 362,544	13.7%	\$ 339,688	\$ 252,297
Non-Operating Income	\$ 15,362,638	\$ 8,752,327	75.5%	\$ 10,307,093	\$ 15,657,124
Net Profit	\$ 13,570,856	\$ 8,597,890	57.8%	\$ 8,758,148	\$ 16,245,792
<u>Capital Development Program</u>					
Aviation Programs	\$ 15,187,410	\$ 15,610,752	-2.7%	\$ 5,816,023	\$ 3,134,952
Golf Course Programs	\$ 1,079,181	\$ 590,165	82.9%	\$ 550,610	\$ 148,106
Major Maintenance of Capital Assets	\$ 2,638,920	\$ 715,826	268.7%	\$ 754,881	\$ 587,595
Total Capital Development Program	\$ 18,905,511	\$ 16,916,743	11.8%	\$ 7,121,514	\$ 3,870,653
Total Revenues	\$ 28,849,108	\$ 26,417,977	9.2%	\$ 22,850,558	\$ 33,094,743
Total Expenditures	\$ 34,183,763	\$ 34,736,830	-1.6%	\$ 21,213,923	\$ 20,719,604
Net Cash Inflow / (Outflow)	\$ (5,334,655)	\$ (8,318,853)	35.9%	\$ 1,636,635	\$ 12,375,139

Please note, the narrative of the FY2021 Budget is based on the "CAFR" version of the budget summary, which is the version currently used for the Authority's audited financial statements. In prior years, the narrative was based on the "Traditional" version of the budget summary. Please refer to the "Budget Summary (Traditional Version)" on page 17 for an explanation of the differences between the versions.

The FY2021 Budget process has been challenging as we navigate significant changes thrust upon the aviation industry by the COVID pandemic and attempt to balance changes in Operating Revenues and Operating Expenses to minimize any Operating Income shortfalls. The impacts of the COVID pandemic on all our operations continue and are anticipated to severely impact operating revenues and expenses for FY2021. Despite this continued impact, the Board and staff support continuing to provide the safest operations for our customers with no reductions in service, and the continued investment and protection of valuable assets.

The Authority's total Operating Revenues are budgeted to decrease 24.4% while Operating Expenses are expected to drop 14.8%. Operating Income (Loss) is planned to decrease 286% from last year's budget. The major contributor to this decrease is lower fuel sales revenue at the Flight Center, as the COVID pandemic has significantly reduced aircraft operations and fuel sales transactions.

In Operating Revenue, we saw lower actual fuel prices in FY2020 and adjusted the 2021 fuel sales budget to reflect continued lower margins. Additionally, the 2021 budget anticipates lower volumes of fuel gallons to be sold; expecting volumes to remain roughly the same as actual COVID-impacted volumes in 2020. Fuel and Oil Sales revenue is budgeted to decrease \$4,314,401 from the prior-year budget.

The 2021 budget includes the possible termination of a few hangar leases. However, new and/or upgraded leases will help offset those losses. The 2021 budget includes a planned rate increase of 2% for ordinance hangars/tiedowns in June 2021. Non-fuel aviation revenues (including hangar/tiedown leases and flight services) are planned to increase \$48,956 from the 2020 budget.

The Airport brought in a few new office/building leases in 2020. New leases include an existing hangar tenant that added an office lease at the Government Center, and another existing hangar tenant that added an office lease in the Flight Center. Overall revenue from non-aviation leases is budgeted to increase \$15,294 from last year's plan.

Revenue from Food & Beverage Sales and Events is anticipated to increase in 2021. This includes F&B revenues from Prairie Landing Golf Course and the Kitty Hawk Café at the Flight Center. Total F&B and Events-related revenue is budgeted to be \$29,100 higher than the 2020 plan. Much of this increase is due to a higher number of weddings at PLGC vs. the 2020 plan. The 2021 budget anticipates 23 weddings compared to the 18 weddings that were included in last year's budget. Non-F&B revenues from Golf operations at PLGC are budgeted to increase \$25,800. This is due to increased number of rounds expected to be played in 2021, up 1,200 rounds from last year's budget. PLGC's new bar, which opened in late 2019, is planning to offer expanded food and beverage offerings, which is expected to bring in new customers and increase future revenues.

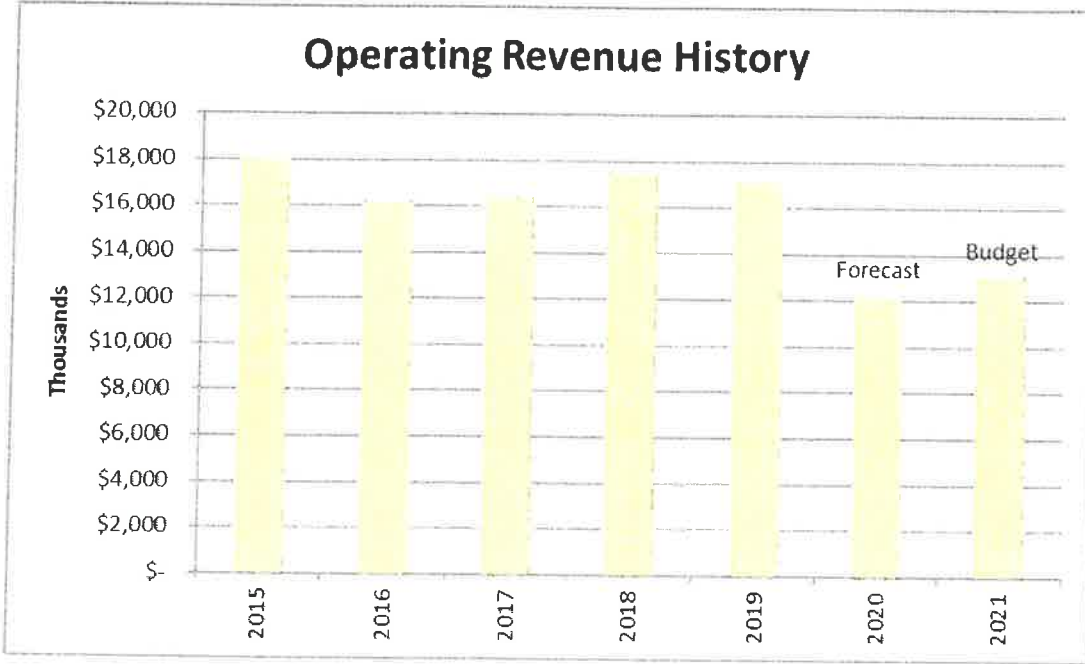
In Operating Expenses, the budget includes a couple of significant changes that are the main drivers of the overall 3.3% decrease in costs. The cost of fuel sales is budgeted to decrease \$2,233,582 in line with the expected decrease in fuel sales revenue. However, Major Maintenance expenses for capital and fixed assets are increasing \$1,923,094 compared to the 2020 plan. Insurance costs for property and casualty coverage will increase \$103,008 due to across-the-board increases in premium rates throughout the aviation industry. Professional Services are anticipated to increase \$91,500 in 2021 mostly due to increased environmental consulting services.

Non-operating revenues including grants and property taxes are planned to increase significantly in FY2021. Federal/State Grants are increasing \$3.09 million due to AIP funding for several airport capital projects. Property Tax revenue will increase \$500,000 in 2021 as we are not planning a tax abatement as we have done the past two years. The additional \$500,000 in property tax revenue will be allocated to Operating Expenses to help cover the ever-increasing costs of ATCT and ARFF services.

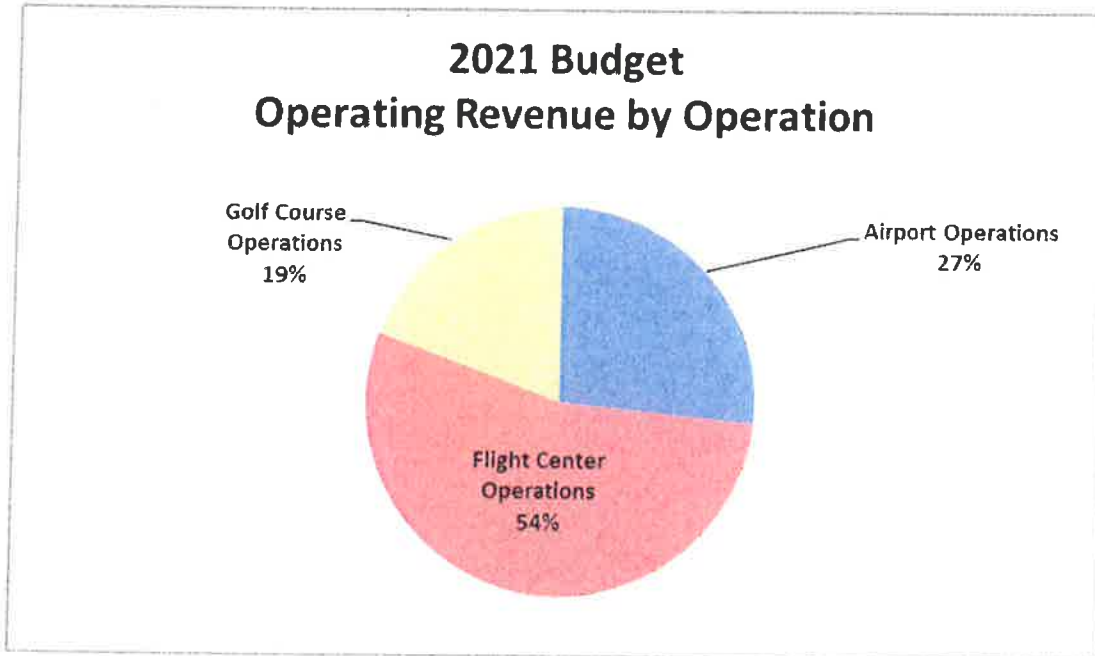
Through the combined budget efforts from all departments and the determination of Authority staff, we are pleased to present a budget with an overall positive Net Income of over \$3,748,124 for FY2021.

Operating Revenue

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



Total Operating Revenue for FY2021 is budgeted at \$13,114,525 and represents a 24.4% decrease from the previous year's budget.

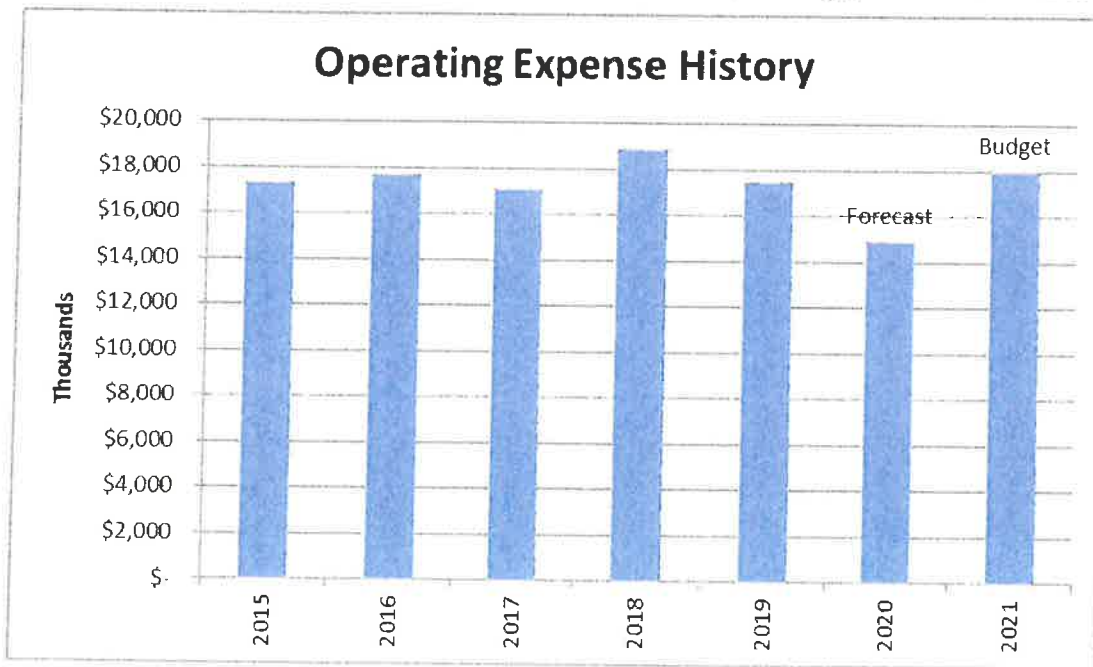


Most Operating Revenue (54%) comes from the Flight Center operations. The Authority maintains its own fuel farm and sells aviation fuel to its based tenants and itinerant customers. Fuel sale revenues are planned to decrease in FY2021 due to a lower volume of fuel anticipated to be sold next year because of the continuing COVID pandemic. Fuel sale revenues are budgeted 40% lower than the prior year's budget, but 3% higher than the 2020 forecast.

We are planning higher Operating Revenues from non-fuel aviation revenues as the Airport expects \$48,956 of increased hangar, tiedown, and lease revenue from itinerant customers and based tenants. The Authority plans a 2% rate increase for aviation leases in June 2021. The plan includes an increase of \$15,294 in non-aviation lease revenue due to two new office/building leases and annual rent escalations.

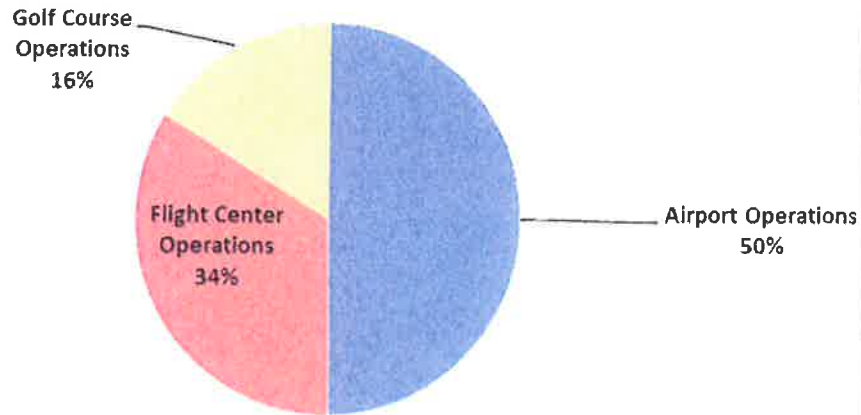
Operating Expenses

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



Total Operating Expenses for FY2021 are budgeted at \$17,986,703 and represent a 3.3% decrease from the previous year's budget.

2021 Budget Operating Expenses by Operation



Airport operations account for 50% of the planned Operating Expenses in 2021 and are budgeted to increase 15%, going up mostly due to the increase in planned Major Maintenance projects. Major Maintenance expenses for Airport operations are increasing 178% (\$1.02M).

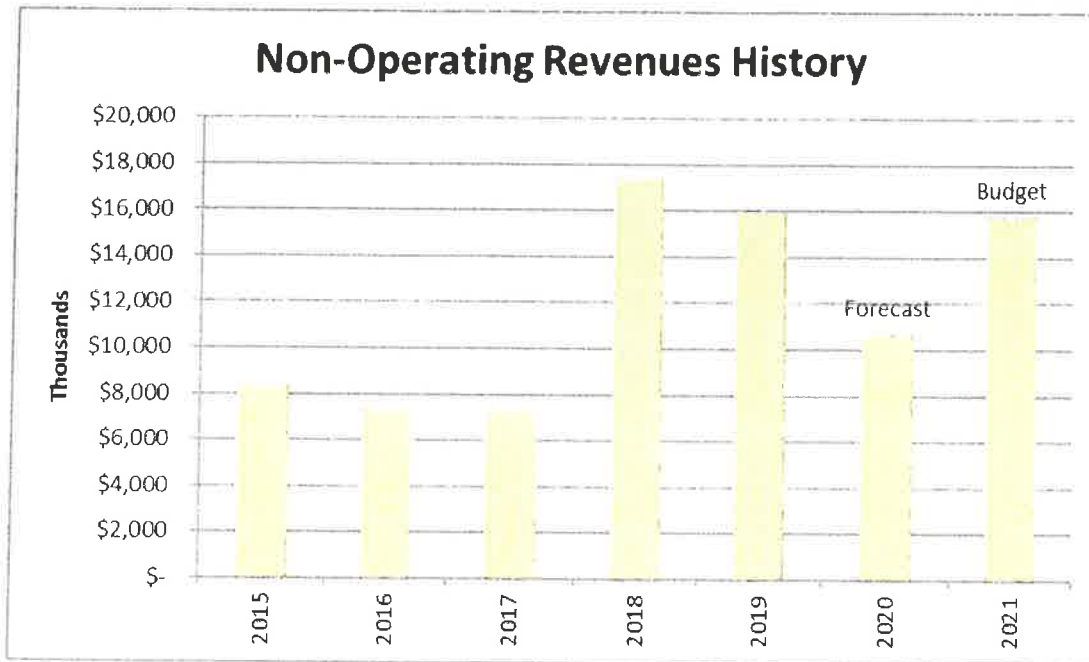
Flight Center operations account for 34% of the budgeted Operating Expenses and are due mostly to the purchase cost of aviation fuel sold to based tenants and itinerant customers. Costs of fuel are forecasted to decrease 49.8% in 2020 and are anticipated to remain at a lower cost in the FY2021 budget due to the anticipated continued impact from the COVID pandemic.

Golf Course operations account for 16% of total Operating Expenses in the FY2021 plan and are budgeted to increase 29% (\$655K). Notable increases include 178% (\$243K) for Major Maintenance costs, 17% (\$211K) increase in Salaries & Benefits, and 67% increase in COGS (\$138K).

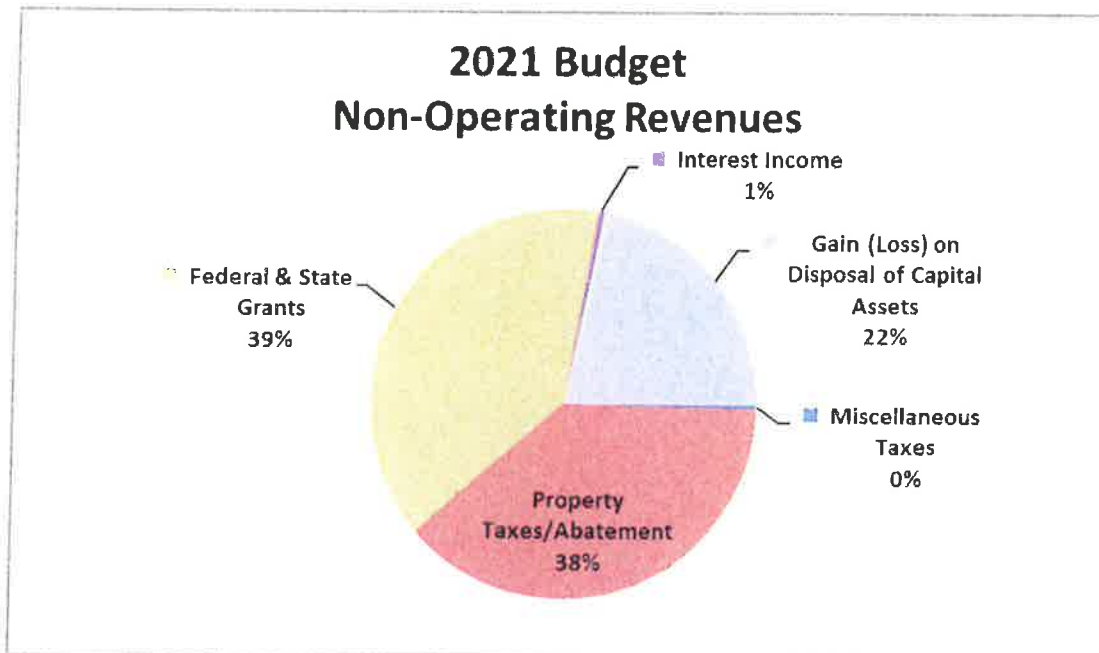
Other notable changes to Operating Expenses include a 47% (\$103K) increase in Insurance costs for the Authority as a whole. Property and casualty insurance premiums have increased significantly across the board in the aviation industry. Also, Professional Services are budgeted with a total increase of 22% (\$91.5K). This is mostly due to increased environmental consulting services needed for SWPPP, SPCC, dam inspections, and Tier II reporting. Real Estate Taxes are increasing 20% (\$68K) mostly due to development of farmed, tax-exempt land at the DuPage Business Center. As land at the DBC continues to be developed for new joint tenants, some previously farmed parcels are expected to lose their tax-exempt status.

Non-operating Revenue

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



Total Non-operating Revenue for FY2021 is budgeted at \$15,804,114 and represents a 47.9% increase in revenue from the previous year's budget. Actual FY2020 Non-operating Revenue is forecast at over \$10.6 million due to over \$4 million in gains from the sale of multiple parcels of land at the DuPage Business Center. These proceeds will be saved and restricted for future Airport infrastructure capital improvements.



Funding from Federal and State grant programs is the largest portion of Non-operating Revenue and is budgeted to increase by 39% from the previous year's budget. Grant funds are awarded to the Authority to be used for aviation capital development projects. The FY2021 budget includes \$2.4 million for phases two and three of the airport perimeter security & wildlife fencing, \$1.45 million to reconfigure Taxiway E, \$630K to replace the TEA ramp, \$624K for elevated fixture grounding upgrades, \$595K for Runway 10/28 avigation easement acquisitions, \$342K to replace the generator at the ATCT and DAA maintenance buildings, and \$153K for the Echo T-hangar asphalt rehabilitation project.

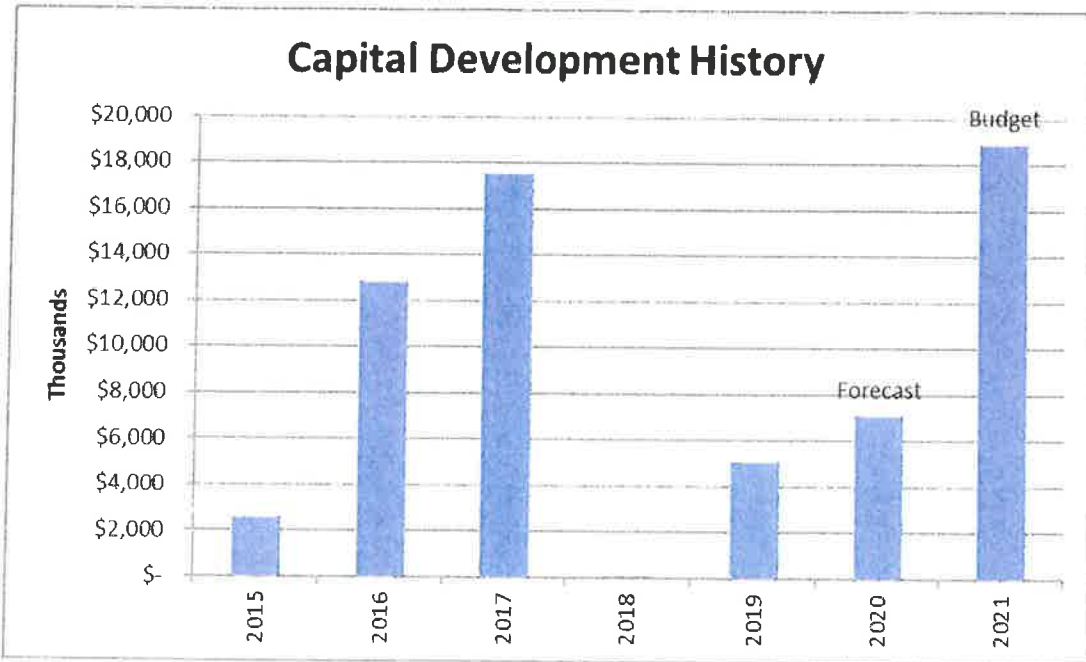
The next largest portion of the Non-operating Revenue budget in FY2021 comes from property taxes collected as a special assessment from DuPage County. Property tax revenue is specially designated to be used to fund capital development, major maintenance of Authority assets, and safety and security projects. Revenue from property tax assessments is budgeted to increase \$500K over the prior year's budget as the Authority is not planning to abate any taxes as it has done the past two years. The additional \$500,000 will be allocated to Operating Expenses and used to help fund ATCT and ARFF services.

Non-operating Expenses

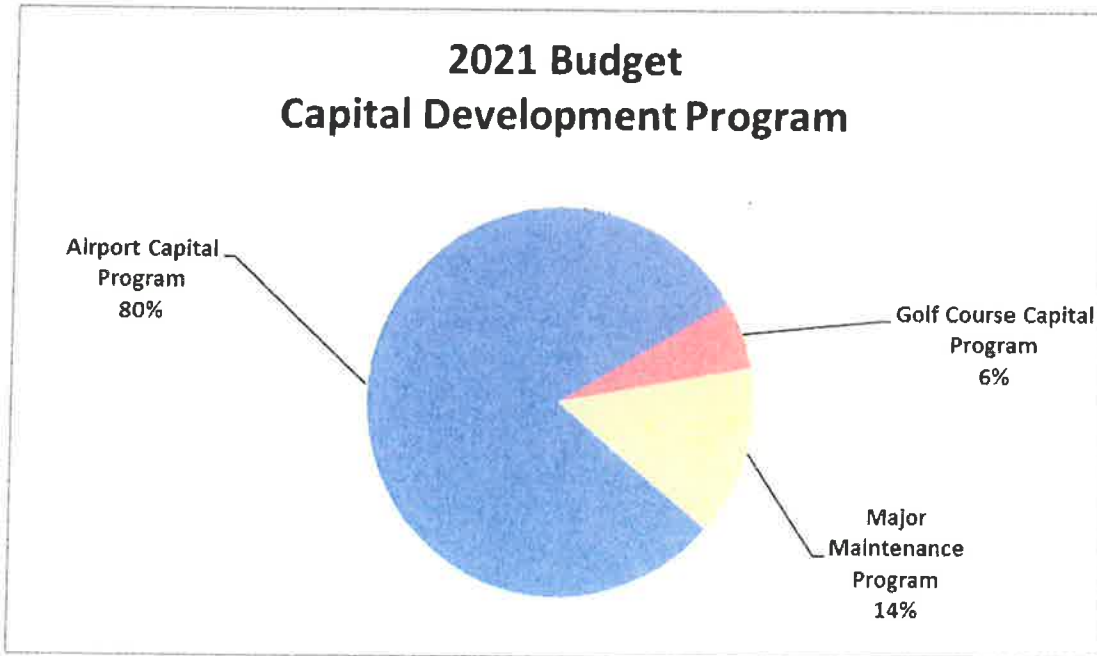
Non-operating Expenses are costs unrelated to the day-to-day operations of the Authority. Often these costs include debt service payments and interest expenses. In prior years, the Authority's only Non-operating Expenses were property taxes paid on the 2,800-plus acres of land on which the Airport, Flight Center, Golf Course, and DBC Business Park reside. Beginning in 2020, property taxes are now included within Operating Expenses so that the budget conforms to the same CAFR reporting style as the Authority's audited financial statements.

Capital Development Program

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



Total Capital Development Program expenditures for FY2021 are budgeted at \$18,905,511 which represents an 11.8% increase from the previous year's budget.



The FY2021 Capital Development Program includes \$6.8 million in new funding requests, \$5.93 million in funds carried over from the previous budget year to complete projects already under construction, and \$6.18 million in funds from Federal and State grant programs.

Of the \$18.9 million budgeted for the Capital Development Program in FY2021, \$16.2 million is for capital projects, fixed assets, and equipment purchases. This includes \$15 million for Airport capital projects, \$45K for Flight Center capital projects, \$1.08 million for Golf Course capital projects, and \$100K reserved in contingency funding for unplanned, emergency expenditures. In addition to capital projects, another \$2.72 million is budgeted for the major maintenance of capital assets.

Major expenditures in the FY2021 Capital Development Program include \$3.2M for phases 2 & 3 of the security and wildlife perimeter fencing project, \$2.5M for the expansion of the DAA Maintenance Building, \$2M for the renovation of the U.S. Customs & Border Protection facility, \$1.7M for Runway 10/28 Avigation Easement Acquisitions, \$1.5M to reconfigure Taxiway E between Runway 15-33 and Powis Road, \$663K to replace the Travel Express ramp with PCC, \$624K for elevated fixture grounding upgrades, \$593K to replace a snow blower, as well as several smaller projects.

Debt Obligations

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



DUPAGE AIRPORT AUTHORITY

A100 – Administration

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

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

Budget Summary

The FY2021 budget for the Administration Department includes \$15,675,279 in total revenues and \$2,852,116 in total expenses, excluding depreciation. The overall budgeted Net Income, excluding depreciation, is \$12,823,163 for FY2021. This is a 91% increase from the previous year and includes a 69% increase in total revenues and a 10% increase in total expenses.

- Increased revenues are primarily driven by a significant increase in anticipated one-time Federal/State grant funding expected in FY2021. Grant funds are budgeted to increase 100% from the FY2020 budget of \$3.09M to \$6.18M. Also, Gain on Sale of Fixed Assets is expected to increase 11,343% from \$30K in the FY20 budget to \$3.43M due to DBC land sales.
- Salaries and related expenses comprise 30% of the total FY2021 budgeted expenses and include salaries, payroll taxes, unemployment taxes, group insurance, and IMRF contributions. Headcount expenses are up 7.5% from the FY2020 budget.
- Air Traffic Control Tower (ATCT) and U.S. Customs (USC) expenses represent 30% of the total budgeted expenses (excluding depreciation) at \$851K. In FY2021, \$250K of Property Tax revenue will be used to cover a portion of ATCT services.

Significant Variances

Gain on Sale of Fixed Assets - Budgeted an increase in FY2021 to \$3.43M. Includes anticipated sale of the Pheasant Run golf course land in mid-2021 for an estimated \$3.4M net gain.

Federal/State Grants - Revenue is budgeted with \$6.175M in grant funding for the Perimeter Fencing, Elevated Fixture Grounding Upgrades, Reconfiguration of Taxiway E, Replacing the TEA Ramp, ATCT Generator, and Echo T-hangar Pavement Rehab capital projects.

Investment Income – Budgeted a decrease of 82% (-\$326K) in FY2021 due to a significant decrease in interest rates. Restricted proceeds from the sale of land parcels will be invested in short- to medium-term investment options ranging from 6 to 24-month maturities.

Consulting Services – Expenses are expected to increase 50% in FY2021 (up \$100K) due to increased environmental consulting services, including SWPPP, SPCC, dam inspections, and Tier II reporting.

Insurance - The FY2021 budget is up 148% (\$69.8K) from last year. Insurance premiums are anticipated to increase about 30-38%, and there were policy increases in 2020 that had not been anticipated in the current year's budget.

Property Tax – Property Taxes are budgeted to increase 44% (+\$50.6K) in 2021. This is mostly due to the continued development of land at the DBC. Some of the DAA-owned parcels are losing their tax-exempt "farm" status, which will increase our taxes owed until we find buyers for the available land.

Department A100 - Airport Administration
Statement of Revenues and Expenses

	ACTUALS			FORECAST		ANNUAL PLAN		Percent Change
	2017	2018	2019	2020	2020	2020	2021	
3195 SASO Commissions	\$ 32,245	\$ 32,245	\$ 32,245	\$ 32,241	\$ 32,241	\$ 32,241	\$ 32,241	0%
3250 Customs Fee	\$ 110,660	\$ 109,647	\$ 114,273	\$ 40,000	\$ 40,000	\$ 111,941	\$ 98,316	-12%
3900 Contribution Revenue	\$ 514,723	\$ 644,099	\$ 37,957	\$ 610,000	\$ 610,000	\$ -	\$ -	0%
3910 Replacement Taxes	\$ 59,007	\$ 53,644	\$ 66,693	\$ 57,996	\$ 57,996	\$ 57,996	\$ 60,000	3%
3930 Prior Years Property Taxes	\$ 4,233	\$ 2,856	\$ 2,489	\$ 2,400	\$ 2,400	\$ 3,000	\$ 2,400	-20%
3940 Property Taxes	\$ 6,046,135	\$ 6,029,918	\$ 5,535,612	\$ 5,535,000	\$ 5,535,000	\$ 5,535,000	\$ 5,530,000	0%
3945 Property Taxes designated for Operating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
3960 Federal/State Grants	\$ 152,147	\$ 321,306	\$ 68,189	\$ 42,701	\$ 42,701	\$ 3,088,879	\$ 250,000	0%
3970 Investment Income	\$ 36,036	\$ 163,502	\$ 456,881	\$ 310,000	\$ 310,000	\$ 3,999,996	\$ 6,175,785	100%
3972 Unrealized Gain/Loss from Investments	\$ (36)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 73,700	-82%
3981 Gain on Sale of Fixed Assets	\$ 422,856	\$ 10,108,842	\$ 9,741,599	\$ 4,078,633	\$ 4,078,633	\$ -	\$ -	0%
3990 Misc. Income	\$ 45,875	\$ 125,663	\$ 18,675	\$ 30,000	\$ 30,000	\$ 30,000	\$ 3,432,833	11343%
Total Revenue	\$ 7,423,880	\$ 17,591,721	\$ 16,074,614	\$ 10,738,971	\$ 10,738,971	\$ 9,279,057	\$ 15,675,279	69%
5410 Equip Leases/Maint. Contracts	\$ 6,174	\$ 48,949	\$ 86,326	\$ 72,000	\$ 72,000	\$ 92,400	\$ 77,196	-16%
5430 Supplies	\$ 11,803	\$ 8,349	\$ 10,322	\$ 16,000	\$ 16,000	\$ 13,056	\$ 16,056	23%
5440 DOT/Drug Testing/Background	\$ 1,134	\$ 973	\$ 862	\$ 500	\$ 500	\$ 1,104	\$ 852	-23%
5999 Miscellaneous Expense	\$ (23,998)	\$ -	\$ 283	\$ 300	\$ 300	\$ -	\$ -	0%
6100 Salaries	\$ 677,168	\$ 674,798	\$ 622,162	\$ 642,437	\$ 642,437	\$ 666,560	\$ 678,107	2%
6110 Payroll Taxes	\$ 35,686	\$ 43,671	\$ 42,529	\$ 43,401	\$ 43,401	\$ 45,693	\$ 46,891	3%
6115 Unemployment taxes	\$ 4,309	\$ 4,423	\$ 3,742	\$ 2,946	\$ 2,946	\$ 4,556	\$ 5,850	28%
6120 Group Insurance	\$ 38,320	\$ 70,559	\$ 36,255	\$ 32,805	\$ 32,805	\$ 23,165	\$ 72,260	212%
6130 Uniforms	\$ -	\$ -	\$ 55	\$ -	\$ -	\$ -	\$ -	0%
6160 IMRF	\$ 103,754	\$ 118,996	\$ 45,131	\$ 51,523	\$ 51,523	\$ 53,458	\$ 49,769	-7%
6200 Property Tax	\$ 119,510	\$ 106,471	\$ 114,841	\$ 111,300	\$ 111,300	\$ 115,500	\$ 166,092	44%
6300 Marketing/Advertising	\$ 105	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
6320 Community/Customer Relations	\$ 3,594	\$ 1,086	\$ 3,848	\$ 3,600	\$ 3,600	\$ 3,600	\$ 3,600	0%
6330 Travel	\$ 6,926	\$ 6,382	\$ 3,733	\$ 2,500	\$ 2,500	\$ 5,004	\$ 7,500	50%
6335 Education	\$ 4,378	\$ 2,084	\$ 238	\$ 2,004	\$ 2,004	\$ 2,004	\$ 4,200	110%
6340 Dues Subscriptions Permits	\$ 10,482	\$ 12,333	\$ 12,444	\$ 7,548	\$ 7,548	\$ 7,548	\$ 8,580	14%
6350 Office Expense	\$ 2,864	\$ 2,851	\$ 3,899	\$ 3,504	\$ 3,504	\$ 3,504	\$ 3,504	0%
6356 Computer and Software	\$ 38,990	\$ 19,629	\$ 59,027	\$ 23,250	\$ 23,250	\$ 28,248	\$ 28,296	0%
6390 Communications	\$ 26,487	\$ 30,634	\$ 34,590	\$ 36,000	\$ 36,000	\$ 29,136	\$ 30,216	4%
6420 Bad Debt Expense	\$ 8,499	\$ 24,993	\$ 2,548	\$ 40,000	\$ 40,000	\$ 8,004	\$ 15,000	87%
6430 Bank Charges	\$ 15	\$ 312	\$ 340	\$ 1,200	\$ 1,200	\$ 96	\$ 504	425%
6525 Consulting Services	\$ 221,378	\$ 155,319	\$ 161,603	\$ 200,604	\$ 200,604	\$ 200,604	\$ 301,104	50%
6527 Outside Services	\$ 8,953	\$ 9,560	\$ 9,971	\$ 11,400	\$ 11,400	\$ 10,200	\$ 9,996	-2%
6529 DuPage Business Park Association Expense	\$ 239,631	\$ 394,180	\$ 222,926	\$ 199,000	\$ 199,000	\$ 219,996	\$ 178,242	-19%
6531 U.S. Customs	\$ 226,534	\$ 148,460	\$ 151,118	\$ 175,000	\$ 175,000	\$ 150,000	\$ 197,232	31%
6532 Air Traffic Control Tower	\$ 539,757	\$ 601,464	\$ 623,105	\$ 641,205	\$ 641,205	\$ 641,205	\$ 653,985	2%
6535 Legal	\$ 218,752	\$ 181,300	\$ 141,851	\$ 210,000	\$ 210,000	\$ 210,000	\$ 180,000	-14%
6770 Insurance	\$ 36,529	\$ 41,683	\$ 46,336	\$ 90,066	\$ 90,066	\$ 47,304	\$ 117,084	148%
Total Expense	\$ 2,567,734	\$ 2,709,462	\$ 2,440,082	\$ 2,620,093	\$ 2,620,093	\$ 2,581,945	\$ 2,852,116	10%
Net Income not including Depreciation or Major Maintenance	\$ 4,856,147	\$ 14,882,260	\$ 13,634,532	\$ 8,118,878	\$ 8,118,878	\$ 6,697,112	\$ 12,823,163	91%

A150 – Procurement & Project Management

The DuPage Airport Authority Procurement & Project Management Department employs two (2) full-time staff positions including the Operations and Capital Program Manager and the Procurement Specialist. A third position, the Operations Coordinator, retired in 2020 and is not expected to be filled in 2021. The department manages the procurement functions for three business units and provides project management support for Capital Improvement Program projects. In addition, the department administers Airport safety, security, and environmental compliance programs.

Budget Summary

The total FY2021 budget for the Procurement & Project Management Department is \$254,984. This department was implemented in FY2016 with two (2) existing staff members from A100 Administration and one (1) existing staff member from A200 Field Maintenance.

- Salaries and related costs are the largest portion of the department's budget. Payroll-related items comprise 91% of the total FY2021 budget and include salaries, payroll taxes, unemployment taxes, group insurance, and IMRF contributions.
- Computer and Software costs along with Supplies account for 3.4% of FY2021 budget and include subscriptions for airport inspection software, contract software, and security access control supplies.
- The remaining 5.4% of the FY2021 budget includes OSHA Bloodborne Pathogens Exposure Control Plan supplies, employee/contractor background checks and fingerprinting fees, regulatory training fees for all employees, subscription services, and education.

Significant Variances

Salaries - Compensation is budgeted to decrease \$58.7K. This is due to a retirement in 2020, and the vacant position is not expected to be filled in 2021. Plan includes standard annual COL and merit increases (about 4%).

Group Insurance - Costs are planned to decrease about 24% (-\$10K) in FY2021 due to the unfilled vacant position in this department.

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

	ACTUALS		FORECAST		ANNUAL PLAN		Percent Change
	2017	2018	2019	2020	2020	2021	
Total Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Maintenance Expense							
5205 Equip Leases/Maint. Contracts	\$ -	\$ 1,622	\$ 644	\$ -	\$ -	\$ -	0%
5410 Supplies	\$ -	\$ 990	\$ 990	\$ 1,032	\$ 1,032	\$ 1,080	5%
5430 DOT/Drug Testing/Background	\$ 4,224	\$ 1,425	\$ 2,392	\$ 3,840	\$ 4,640	\$ 2,980	-36%
6100 Salaries	\$ 879	\$ 45	\$ -	\$ 950	\$ 950	\$ 1,000	5%
6110 Payroll Taxes	\$ 226,310	\$ 228,737	\$ 243,809	\$ 193,750	\$ 229,431	\$ 170,728	-26%
6115 Unemployment taxes	\$ 14,965	\$ 16,362	\$ 17,822	\$ 14,451	\$ 17,551	\$ 13,061	-26%
6120 Group Insurance	\$ 2,586	\$ 3,538	\$ 2,245	\$ 1,768	\$ 2,742	\$ 2,387	-13%
6160 IMRF	\$ 69,249	\$ 49,015	\$ 30,540	\$ 29,747	\$ 42,591	\$ 32,544	-24%
6330 Travel	\$ 37,731	\$ 42,645	\$ 18,159	\$ 15,538	\$ 18,400	\$ 13,607	-26%
6335 Education	\$ 101	\$ 27	\$ 274	\$ 200	\$ 2,050	\$ 2,050	0%
6340 Dues Subscriptions Permits	\$ 1,275	\$ -	\$ 764	\$ 975	\$ 1,950	\$ 1,950	0%
6350 Office Expense	\$ 1,289	\$ 1,520	\$ 1,605	\$ 2,500	\$ 3,175	\$ 2,525	-20%
6356 Computer and Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
6390 Communications	\$ 2,526	\$ 5,740	\$ 6,667	\$ 5,500	\$ 6,100	\$ 5,900	-3%
6525 Consulting Services	\$ 2,682	\$ 2,568	\$ 2,499	\$ 2,640	\$ 3,240	\$ 3,060	-6%
6770 Insurance	\$ 9,373	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Total Expense	\$ 373,189	\$ 355,950	\$ 330,094	\$ 274,534	\$ 335,592	\$ 254,984	-24%
Net Income not including Depreciation or Major Maintenance	\$ (373,189)	\$ (355,950)	\$ (330,094)	\$ (274,534)	\$ (335,592)	\$ (254,984)	24%

A200 – Field Maintenance

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

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

Budget Summary

The FY2021 budget for the Field Maintenance Department includes \$660,732 in total revenues and \$1,884,453 in total expenses. The overall budgeted Net Loss of \$1,223,721 for FY2021 is a 14% improvement from the previous year and includes a 57% increase in total revenues and a 2% increase in total expenses.

- Salaries and related costs are the largest portion of the Field Maintenance department's budget. Headcount-related expenses comprise 52.3% of the total FY2021 budget and include salaries, payroll taxes, unemployment taxes, group insurance, and IMRF contributions. There is a slight increase of 6.6% in headcount-related costs compared to last year.
- Aircraft Rescue & Firefighting (ARFF) expenses represent 25% of the total budgeted expenses and are down 8% from the previous year's budget. In 2021, \$250K of Property Tax revenue will be budgeted towards ARFF expenses.
- Maintenance Expense is 6.9% of the total budgeted expense and is up 4% from the prior year's budget.

Significant Variances

Property Taxes designated for Operating – It has been determined that a portion of Property Tax revenue (\$250K) will be allocated to A200 to help cover ARFF expenses.

IMRF – Department costs for IMRF contributions are increasing 10% (\$5.4K) in 2021 due to higher contribution formulas required by the pension agency.

ARFF – Budgeted expenses related to ARFF are decreasing 8% (\$38.8K) over last year's plan due to decreased interagency agreement costs. Property Tax revenue (\$250K) will be used to help offset ARFF expenses in 2021.

Outside Services – Snow removal expenses have been budgeted with a 25% increase (\$10K) from the prior year.

A300 – Building Maintenance

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

Budget Summary

The FY2021 budget for the Building Maintenance Department includes \$2,757,763 in total revenues and \$1,100,435 in total expenses. The overall budgeted Net Income of \$1,657,328 for FY2021 is a 6% decrease from the previous year and includes a 1% increase in total revenues and a 15% increase in total expenses.

- Salaries and related expenses are the largest portion of the Building Maintenance department's budget. Headcount-related items comprise 48% of the total FY2021 budget and include salaries, payroll taxes, unemployment taxes, group insurance, and IMRF contributions. Total headcount-related costs are budgeted to increase 29.9% (\$121K) compared to last year.
- Building utilities, including natural gas, electric, and water, represent 20% of the total budgeted expenses and are down 6.9% (-\$16K) from the previous year's budget.
- Insurance is 16% of the total budgeted expense and is up 41% (\$51.6K) from last year's budget.

Significant Variances

Salaries – Compensation is budgeted to increase 29% (\$83.5K) in 2021 due to an expected new hire, annual COL and merit increases, and moving headcount around to cover the retirement of the Maintenance manager at the end of 2020.

Insurance – Costs are budgeted to increase 41% (\$51.5K) next year due to higher premiums. The insurance industry is seeing across-the-board increases in rates for next year.

Group Insurance – The FY2021 budget is up 31% (\$22.3K) from last year's budget due to expectations that the new hire will enroll in DAA health insurance.

Department A300 - Building Maintenance
Statement of Revenues and Expenses

	ACTUALS			FORECAST		ANNUAL PLAN		Percent Change
	2017	2018	2019	2020	2020	2020	2021	
3180								
3190								
3299								
	Hangar Rentals	2,421,116	2,484,866		2,571,972	2,550,764	2,554,372	0%
	Collection Fees Service Fees Towing	927	390	2,344	1,282	504	1,200	138%
	Non Airfield Rent/Lease/Maintenance Revenue	224,935	237,968	235,545	243,761	177,018	202,191	14%
	Total Revenue	2,445,025	2,659,474	2,722,756	2,817,014	2,728,286	2,757,763	1%
5205	Maintenance Expense	116,439	86,282	111,676	100,000	116,004	105,996	-9%
5206	Reimburse for Maintenance	(4,714)	910	(10,619)				0%
5410	Equip Leases/Maint. Contracts	2,446	23,382	23,124	33,036	33,036	29,400	-11%
5415	Garbage/Waste Removal	6,062	6,335	6,055	7,296	7,296	6,804	-7%
5416	Janitorial Services	15,026	20,790	23,927	30,396	30,396	29,196	-4%
5430	Supplies	6,007	3,087	987	5,004	5,004	3,504	-30%
5440	DOT/Drug Testing/Background			230	252	252	300	19%
5710	Utilities Natural Gas	82,119	109,977	112,695	98,000	112,000	105,000	-6%
5720	Utilities Electric	112,372	105,590	90,075	85,000	105,000	95,000	-10%
5730	Utilities Water/Sewer	16,856	14,068	13,210	17,082	15,000	16,000	7%
6100	Salaries	282,402	277,799	288,217	284,831	283,958	367,492	29%
6110	Payroll Taxes	20,516	20,124	20,842	21,106	21,723	28,113	29%
6115	Unemployment taxes	3,447	4,423	3,116	2,388	3,640	5,850	61%
6120	Group Insurance	66,060	72,126	82,352	72,479	72,825	95,167	31%
6130	Uniforms	3,774	3,258	2,699	3,276	3,276	3,372	3%
6160	IMRF	47,720	48,744	21,289	22,789	22,773	29,289	29%
6390	Communications	1,680	3,974	1,395	2,424	2,424	2,400	-1%
6527	Outside Services	13,878						0%
6770	Insurance	111,854	119,781	124,002	136,575	126,000	177,552	41%
	Total Expense	903,943	920,649	915,273	921,934	960,607	1,100,435	15%

Net Income not including Depreciation or Major Maintenance

\$ 1,541,081	\$ 1,738,825	\$ 1,807,482	\$ 1,895,080	\$ 1,767,679	\$ 1,657,328	\$ -6%
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A400 – Flight Center Building Maintenance

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

The Flight Center building includes offices for 10 tenants as well as the DAA administrative offices, the Flight Center concierge services, Kitty Hawk Café, Pilot's Lounge, and multiple conference rooms. In 2017, the Flight Center building opened an extension office for the West Chicago Police Department.

Budget Summary

The FY2021 budget for the Flight Center Building Maintenance Department includes \$194,748 in total revenues and \$404,964 in total expenses. The overall budgeted Net Loss of \$210,216 for FY2021 represents a 7% decrease from the previous year, which includes a 7% decrease in total revenue and virtually no change in total expenses.

- Building utilities, including natural gas, electric, and water, represent 32% of the total budgeted expenses and are down 6.5% (-\$9K) from the previous year's budget.
- Property Taxes are 27% of the total budgeted expense and are up 4% (\$4K) from last year's budget.
- Janitorial Services account for 19% of total budgeted expenses and will increase 2% (\$1.5K) from 2020.

Significant Variances

Non-Airfield Rent/Lease/Maintenance Revenue – Revenue is decreasing 7% (-\$13.6K) from last year due to new office leases anticipated in 2020 that did not materialize.

A500 – Equipment Maintenance

The DuPage Airport Equipment Maintenance department is responsible for maintaining all the Airport's equipment used in the Field Maintenance, Building Maintenance, Line Service, and Administration departments. This department includes the Maintenance Manager, who is retiring at the end of 2020, and also employs two full-time mechanics who maintain 105 pieces of equipment including 13 standby generators, 6 trailers, and numerous pieces of small equipment such as chain saws, weed whips, lavatory and water carts, and other support equipment. Primary duties include scheduled/preventive maintenance on all equipment and repairs as required. This department maintains parts/supplies inventory for all mowers and snow equipment. It also helps other departments with snow removal and hangar door repairs.

Budget Summary

The total FY2021 budget for the Equipment Maintenance Department is \$345K, which is a 32% decrease from the FY2020 budget. While we anticipate lower costs, this department is often difficult to forecast as it is affected by factors beyond our control such as fuel prices and weather.

- Salaries and related costs are the largest portion of the Equipment Maintenance department's budget. Headcount-related items account for 49% of the total FY2021 budget and include salaries, payroll taxes, unemployment taxes, group insurance, and IMRF contributions.
- Maintenance Expense – Costs to maintain equipment and vehicles are 16% of the budget and are expected to increase 10% (\$5K) in FY2021.
- Fuel/Oil Vehicles Equipment – Fuel & Oil costs for equipment are 15% of the budget and are expected to remain unchanged from the previous year's budget.

Significant Variances

Salaries and related expenses - Compensation is budgeted to decrease \$169K (-49.8%) due to the Maintenance manager retiring at the end of 2020. This position will be filled at a lesser position in the Building Maintenance department.

Insurance – Expense to provide coverage of Authority equipment is budgeted to increase 14% (\$3.5K) in FY2021 due to higher rates for inland marine insurance.

Department A500 - Shop & Equipment
Statement of Revenues and Expenses

	ACTUALS			FORECAST		ANNUAL PLAN		Percent Change
	2017	2018	2019	2020	2020	2021		
	\$	\$	\$	\$	\$	\$		
Total Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Maintenance Expense	\$ 48,628	\$ 45,135	\$ 56,734	\$ 50,004	\$ 50,004	\$ 50,004	\$ 54,996	10%
Equip Leases/Maint. Contracts	\$ 180	\$ 189	\$ 328	\$ 996	\$ 996	\$ 996	\$ 996	0%
Fuel/Oil Vehicles Equipment	\$ 41,849	\$ 61,907	\$ 62,216	\$ 53,196	\$ 53,196	\$ 53,196	\$ 53,196	0%
Supplies	\$ 3,023	\$ 4,160	\$ 2,488	\$ 3,996	\$ 3,996	\$ 3,996	\$ 3,996	0%
Small Equipment	\$ 2,390	\$ 4,287	\$ 1,048	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	0%
DOT/Drug Testing/Background	\$ -	\$ -	\$ 55	\$ 252	\$ 252	\$ 204	\$ 204	-19%
Utilities Natural Gas	\$ 6,678	\$ 12,761	\$ 10,162	\$ 10,885	\$ 10,885	\$ 11,000	\$ 11,000	-8%
Utilities Electric	\$ 15,263	\$ 15,554	\$ 10,032	\$ 1,500	\$ 1,500	\$ 15,000	\$ 15,000	0%
Utilities Water/Sewer	\$ 1,360	\$ 1,364	\$ 1,200	\$ 1,400	\$ 1,400	\$ 1,400	\$ 1,452	4%
Salaries	\$ 241,649	\$ 248,410	\$ 245,823	\$ 242,044	\$ 242,044	\$ 258,303	\$ 131,099	-49%
Payroll Taxes	\$ 17,547	\$ 17,972	\$ 17,833	\$ 18,151	\$ 18,151	\$ 19,760	\$ 10,029	-49%
Unemployment taxes	\$ 2,586	\$ 2,654	\$ 2,608	\$ 2,250	\$ 2,250	\$ 2,730	\$ 2,372	-13%
Group Insurance	\$ 49,061	\$ 43,691	\$ 43,308	\$ 30,457	\$ 30,457	\$ 37,359	\$ 16,193	-57%
Uniforms	\$ 2,771	\$ 779	\$ 1,558	\$ 1,896	\$ 1,896	\$ 1,896	\$ 1,992	5%
IMRF	\$ 40,230	\$ 46,282	\$ 18,889	\$ 19,412	\$ 19,412	\$ 20,716	\$ 10,449	-50%
Education	\$ -	\$ -	\$ 220	\$ -	\$ -	\$ -	\$ -	0%
Office Expense	\$ 940	\$ 1,260	\$ 1,220	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,296	0%
Communications	\$ 38,935	\$ 21,778	\$ 24,289	\$ 22,723	\$ 22,723	\$ 26,004	\$ 29,544	-14%
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Total Expense	\$ 513,089	\$ 528,182	\$ 500,169	\$ 462,162	\$ 462,162	\$ 506,612	\$ 345,314	-32%

Net Income not including Depreciation or Major Maintenance

\$ (513,089)	\$ (528,182)	\$ (500,169)	\$ (462,162)	\$ (506,612)	\$ (345,314)
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A600 – Commissioners

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

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

Budget Summary

The total FY2021 budget for the Commissioners Department is \$106K, which is less than a 1% increase from the FY2020 budget.

- Salaries and related costs are the largest portion of the Commissioners department budget. Headcount-related items comprise 91% of the total FY2021 budget and includes salaries and payroll taxes
- Insurance is 4.3% (\$4.5K) of the total FY2021 operating budget for the Commissioners department. This line includes Crime and D&O insurance.
- The remaining 4.3% (\$4.6K) of the FY2021 budget is miscellaneous costs for Board meetings and communications.

Significant Variances

The total FY2021 budget is relatively unchanged from the prior year.

Department A600 - Commissioners
Statement of Revenues and Expenses

	ACTUALS		FORECAST		ANNUAL PLAN		Percent Change
	2017	2018	2019	2020	2020	2021	
Total Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
5430 Supplies	\$ 1,036	\$ 904	\$ 332	\$ 500	\$ 996	\$ 600	-40%
6100 Salaries	\$ 90,000	\$ 87,500	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	0%
6110 Payroll Taxes	\$ 6,885	\$ 6,694	\$ 6,885	\$ 6,888	\$ 6,888	\$ 6,888	0%
6350 Office Expense	\$ 2,012	\$ 2,669	\$ 4,684	\$ 3,000	\$ 3,000	\$ 3,000	0%
6390 Communications	\$ 4	\$ 61	\$ 71	\$ 1,600	\$ 48	\$ 996	1975%
6770 Insurance	\$ 4,899	\$ 4,245	\$ 4,146	\$ 3,266	\$ 5,004	\$ 4,500	-10%
Total Expense	\$ 104,835	\$ 102,073	\$ 106,117	\$ 105,954	\$ 105,936	\$ 105,984	0%
Net Income not including Depreciation or Major Maintenance	\$ (104,835)	\$ (102,073)	\$ (106,117)	\$ (105,954)	\$ (105,936)	\$ (105,984)	0%

A700 – Business Development

The Business Development Department provides business development and marketing support services to all the departments and divisions of the Airport Authority, especially the DuPage Flight Center and Prairie Landing Golf Club. This department consists of one position that has been vacant since the end of FY2016 and is not budgeted to be filled in 2021.

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

Budget Summary

The total FY2021 budget for Business Development is \$96K, which is a 1% decrease from the FY2020 budget.

- Marketing/Advertising and Community/Customer Relations are the largest portions of the Business Development budget. These line items account for 97.4% of the total FY2021 budget and include outside communication, management services, promotional items, costs for aviation-related trade shows, and events to market the Airport, Flight Center, and Golf Course.
- Dues, Subscriptions, and Permits account for the remaining 2.6% (\$2.5K) of the total FY2021 budget and include newspaper/magazine subscriptions and chamber of commerce memberships.

Significant Variances

Salaries and related expenses - For the FY2021 budget, as in the past several years, management elected to leave the Marketing position unfilled to help reduce the overall Airport operating expenses. This open position will be reassessed in 2021 during the FY2022 budgeting process.

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

	ACTUALS		FORECAST		ANNUAL PLAN		Percent Change
	2017	2018	2019	2020	2020	2021	
Total Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Marketing/Advertising	\$ 67,408	\$ 58,966	\$ 60,820	\$ 62,500	\$ 75,850	\$ 75,850	0%
Community/Customer Relations	\$ 4,534	\$ 12,402	\$ 7,906	\$ 6,000	\$ 17,500	\$ 17,500	0%
Dues Subscriptions Permits	\$ 3,675	\$ 3,064	\$ 3,321	\$ 3,600	\$ 3,600	\$ 2,500	-31%
Office Expense	\$ 32	\$ -	\$ 677	\$ 195	\$ -	\$ -	0%
Total Expense	\$ 75,650	\$ 74,433	\$ 72,724	\$ 72,295	\$ 96,950	\$ 95,850	-1%
Net Income not including Depreciation or Major Maintenance	\$ (75,650)	\$ (74,433)	\$ (72,724)	\$ (72,295)	\$ (96,950)	\$ (95,850)	1%

A800 – Finance & Accounting

The DuPage Airport Finance & Accounting Department employs two full-time senior accountants, down from three accounting positions due to retirements in 2020. In conjunction with support staff from other departments, the Airport Accounting Department coordinates and facilitates the accounting functions for three business operations and one joint business venture.

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

Budget Summary

The total FY2021 budget for the Finance & Accounting Department is \$327K, which is an 8% (-\$27.3K) decrease from the FY2020 budget.

- Salaries and related costs are the largest portion of the Finance & Accounting department's budget. Headcount-related items comprise 84% of the total FY2021 budget and include salaries, payroll taxes, unemployment taxes, group insurance, and IMRF contributions.
- Outside Services is 14.6% (\$48K) of the total FY2021 operating budget for Finance & Accounting. This line includes costs for the annual audit, miscellaneous consulting services throughout the year from our accounting firm and our accounting software support company, and costs associated with developing and submitting the CAFR and Budget to the GFOA.
- The remaining 1.7% (\$5.5K) of the FY2021 budget includes monthly insurance premiums, education, and supplies.

Significant Variances

Salaries and related expenses – Compensation is budgeted to decrease 12.6% (-\$39.5K) due to the retirement of (2) accountants at the beginning of 2020. One of the vacant positions was filled in 2020 by moving a PLGC accountant up to DAA. The other vacant position is expected to remain unfilled in 2021.

Outside Services – Expenses are budgeted to increase 33% (\$12K) in FY2021. Additional funds are being included for possible system/process automations and software improvements that will help alleviate the reduced accounting headcount.

Department A800 - Accounting
Statement of Revenues and Expenses

	ACTUALS				FORECAST	ANNUAL PLAN		Percent Change
	2017	2018	2019	2020	2020	2021		
	\$	\$	\$	\$	\$	\$		
Total Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
5430 Supplies	\$ 204	\$ 1,137	\$ 703	\$ 700	\$ 700	\$ 996	\$ 996	0%
6100 Salaries	\$ 223,058	\$ 216,701	\$ 229,949	\$ 205,000	\$ 205,000	\$ 228,946	\$ 196,116	-14%
6110 Payroll Taxes	\$ 13,614	\$ 15,369	\$ 16,326	\$ 15,083	\$ 15,083	\$ 17,514	\$ 15,003	-14%
6115 Unemployment taxes	\$ 2,586	\$ 2,654	\$ 2,245	\$ 1,709	\$ 1,709	\$ 2,735	\$ 2,340	-14%
6120 Group Insurance	\$ 44,705	\$ 44,821	\$ 48,986	\$ 42,340	\$ 42,340	\$ 45,823	\$ 44,794	-2%
6160 IMRF	\$ 35,615	\$ 40,266	\$ 16,900	\$ 18,386	\$ 18,386	\$ 18,361	\$ 15,630	-15%
6335 Education	\$ 85	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 2,496	\$ 2,496	0%
6350 Office Expense	\$ -	\$ 25	\$ -	\$ 400	\$ 400	\$ -	\$ -	0%
6527 Outside Services	\$ 39,325	\$ 30,478	\$ 36,865	\$ 34,000	\$ 34,000	\$ 36,000	\$ 48,000	33%
6770 Insurance	\$ 1,849	\$ 1,662	\$ 1,683	\$ 1,583	\$ 1,583	\$ 1,800	\$ 2,028	13%
Total Expense	\$ 361,040	\$ 353,111	\$ 353,657	\$ 320,201	\$ 320,201	\$ 354,671	\$ 327,403	-8%
Net Income not including Depreciation or Major Maintenance	\$ (361,040)	\$ (353,111)	\$ (353,657)	\$ (320,201)	\$ (320,201)	\$ (354,671)	\$ (327,403)	8%

CHICAGOLAND'S

DUPAGE FLIGHT CENTER 

F100 – DuPage Flight Center

The DuPage Flight Center is a 24/7/365 operation that provides aircraft and customer support products and services to both based and transient customers of DuPage Airport. These based and transient customer operations vary from student and recreational pilots to international corporate and private flight departments flying worldwide to and from DuPage Airport. This department has a total headcount of 19 including (1) General Manager, (13) line staff, (4) concierge staff, and (1) accounting position. The DuPage Flight Center is the major aviation revenue-producing department to assist in funding support of the day-to-day operations of the Airport.

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

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

Budget Summary

The FY2021 budget for the Flight Center includes \$7.09M in total revenues and \$5.45M in total expenses for a Net Income of \$1.65M, which is a 47% decrease from the FY2020 budget.

- Fuel and Oil Sales is the largest revenue line within the Flight Center budget at \$6.58M and accounts for 93% of the revenue for this department. This revenue is comprised of the sale of Jet A and 100LL aviation fuels.
- Revenue from Hangar Rentals is budgeted at \$425K for the storage of aircraft visiting DuPage Airport either for business or recreational purposes.
- Fuel and Oil Cost of Sales is the largest expense line within the DuPage Flight Center budget at \$3.26M and accounts for 60% of the expenses for this department.
- Salaries and related costs are the second-largest expense at \$1.43M and 26% of total expenses.

Significant Variances

Fuel and Oil Sales - Revenue in FY2021 is budgeted at a 40% (-\$4.39M) decrease as the current COVID pandemic has significantly affected the aviation industry and, likewise, the sale of aviation fuels. Fuel and Oil Cost of Sales is budgeted with a 46% decrease from FY2020 as the lower volume of fuel sales directly leads to a lower volume of fuel purchasing.

Credit Card Expense – Fees associated with accepting credit card payments is budgeted to decrease 47% (-\$71.4K) in 2021 in tandem with decreased fuel sales.

Insurance – Property and casualty insurance premiums are anticipated to increase across the board in the aviation industry. DFC's insurance costs are budgeted to increase 33% (\$32.5K).

Department F100 - Flight Center Operations
Statement of Revenues and Expenses

	ACTUALS			FORECAST		ANNUAL PLAN		Percent Change
	2017	2018	2019	2020	2020	2020	2021	
3180 Hangar Rentals	\$ 259,190	\$ 344,923	\$ 461,017	\$ 454,368	\$ 343,002	\$ 425,004		24%
3191 Ramp Tie Downs & Overnight fees	\$ 32,761	\$ 26,597	\$ 28,278	\$ 13,992	\$ 29,599	\$ 23,268		-21%
3200 Fuel and Oil Sales	\$ 10,133,961	\$ 11,217,638	\$ 10,834,624	\$ 6,419,666	\$ 10,999,792	\$ 6,613,226		-40%
3210 Volume Rebate	\$ (39,110)	\$ -	\$ -	\$ -	\$ (35,004)	\$ (35,004)		0%
3210 Line Service Other	\$ 43,625	\$ 79,058	\$ 101,723	\$ 65,595	\$ 50,004	\$ 50,004		0%
3215 Aircraft Catering	\$ 16,123	\$ 12,372	\$ 6,974	\$ 8,166	\$ 12,504	\$ 9,996		-20%
3299 Non Airfield Rent/Lease/Maintenance Revenue	\$ 7,671	\$ 6,759	\$ 6,998	\$ 4,543	\$ 6,890	\$ 5,892		-14%
Total Revenue	\$ 10,454,221	\$ 11,687,347	\$ 11,439,614	\$ 6,966,331	\$ 11,406,787	\$ 7,092,386		-38%
4200 Fuel and Oil Cost of Sales	\$ 5,277,749	\$ 6,320,109	\$ 5,755,884	\$ 2,891,840	\$ 6,059,611	\$ 3,263,090		-46%
4220 De ice Cost of Goods	\$ 888	\$ 18,763	\$ 23,067	\$ 27,000	\$ 25,000	\$ 27,000		8%
4300 Credit Card Expense	\$ 127,298	\$ 144,004	\$ 147,740	\$ 110,124	\$ 150,996	\$ 79,560		-47%
4305 Rent Expense	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000		0%
4315 Food COGS	\$ 76,260	\$ 87,699	\$ 77,750	\$ 80,700	\$ 80,700	\$ 84,600		5%
5205 Maintenance Expense	\$ 37,746	\$ 35,782	\$ 21,814	\$ 36,000	\$ 36,000	\$ 36,000		0%
5420 Fuel/Oil Vehicles Equipment	\$ 9,464	\$ 10,209	\$ 10,042	\$ 11,004	\$ 11,004	\$ 11,004		0%
5430 Supplies	\$ 30,799	\$ 38,092	\$ 34,514	\$ 34,092	\$ 34,092	\$ 35,088		3%
5436 Rental Equipment	\$ 138,649	\$ 138,260	\$ 139,843	\$ 176,229	\$ 176,229	\$ 138,348		-21%
5440 DOT/Drug Testing/Background	\$ 553	\$ 225	\$ 348	\$ 600	\$ 600	\$ 600		0%
5720 Utilities Electric	\$ 2,717	\$ 2,600	\$ 2,121	\$ 2,100	\$ 2,800	\$ 2,304		-18%
5999 Miscellaneous Expense	\$ -	\$ 5	\$ (0)	\$ -	\$ -	\$ -		0%
6100 Salaries	\$ 1,051,109	\$ 1,019,672	\$ 1,030,857	\$ 1,026,160	\$ 1,053,408	\$ 1,027,425		-2%
6110 Payroll Taxes	\$ 77,264	\$ 74,535	\$ 74,897	\$ 76,532	\$ 80,586	\$ 78,598		-2%
6115 Unemployment taxes	\$ 17,613	\$ 17,662	\$ 16,686	\$ 12,600	\$ 19,201	\$ 22,230		16%
6120 Group Insurance	\$ 177,544	\$ 195,455	\$ 209,118	\$ 181,000	\$ 191,387	\$ 220,464		15%
6130 Uniforms	\$ (4,842)	\$ 6,470	\$ 13,904	\$ 13,704	\$ 13,704	\$ 13,704		0%
6160 IMRF	\$ 164,154	\$ 182,812	\$ 76,965	\$ 82,298	\$ 84,483	\$ 81,886		-3%
6300 Marketing/Advertising	\$ 42,102	\$ 51,310	\$ 36,811	\$ 50,368	\$ 50,368	\$ 50,364		0%
6330 Travel	\$ 10,962	\$ 10,609	\$ 8,859	\$ 4,000	\$ 12,400	\$ 12,396		0%
6335 Education	\$ 1,660	\$ 1,086	\$ 1,503	\$ 5,000	\$ 3,540	\$ 6,888		95%
6340 Dues Subscriptions Permits	\$ 275	\$ 3,574	\$ 3,609	\$ 3,900	\$ 3,900	\$ 3,900		0%
6350 Office Expense	\$ 22,975	\$ 11,380	\$ 12,105	\$ 17,592	\$ 17,592	\$ 17,592		0%
6356 Computer and Software	\$ 10,800	\$ 8,601	\$ 12,225	\$ 20,000	\$ 18,750	\$ 16,296		-13%
6390 Communications	\$ 380	\$ 10,067	\$ 19,836	\$ 11,280	\$ 11,280	\$ 15,456		37%
6525 Consulting Services	\$ 5,325	\$ 3,500	\$ 4,000	\$ 6,000	\$ 5,000	\$ 2,496		-50%
6527 Outside Services	\$ 36,707	\$ 21,524	\$ 20,670	\$ 19,368	\$ 19,368	\$ 19,728		2%
6770 Insurance	\$ 80,236	\$ 87,275	\$ 99,513	\$ 100,394	\$ 98,004	\$ 130,512		33%
Total Expense	\$ 7,444,484	\$ 8,549,281	\$ 7,902,681	\$ 5,047,885	\$ 8,308,003	\$ 5,445,529		-34%
Net Income not including Depreciation or Major Maintenance	\$ 3,009,737	\$ 3,138,066	\$ 3,536,933	\$ 1,918,446	\$ 3,098,784	\$ 1,646,857		-47%

Prairie
Landing



P100 - Golf Administration

The PLGC Administration Department employs (1) full-time accountant. The Golf Administration Department coordinates and facilitates the accounting functions for seven departments within Prairie Landing Golf Club.

The Administration Department also maintains all maintenance, supplies, and utilities related to the Prairie Landing Clubhouse.

Budget Summary

The total FY2021 budget for the Golf Administration Department is \$572K, which is a 5% decrease from the FY2020 budget.

- Property Taxes are the largest portion of the Golf Administration department's budget and make up 24% (\$138K) of the total FY2021 budget. This includes all property taxes related to the clubhouse and land at Prairie Landing Golf Club.
- Salaries and related costs are the second-largest portion of the Golf Administration department's budget and comprise 15% (\$86.5K) of the total FY2021 operating budget for the Golf Administration. Headcount-related items include salaries, payroll taxes, unemployment taxes, group insurance and IMRF contributions.
- Insurance is 11.5% (\$66K) of the total FY2021 budget. Insurance includes auto, commercial, liability, and workers compensation.
- The remaining 49% (\$287K) of the FY2021 budget includes clubhouse maintenance, supplies, utilities, credit card expense, and marketing.

Significant Variances

Salaries and related expenses – The total 2021 budget for headcount expenses is decreasing 11% (-\$11.2K) as we have moved the PLGC senior accountant to the Airport to help cover the responsibilities of two Airport accountants who retired in early 2020. The PLGC accounting position will be back-filled with a lower-cost new hire.

Legal – Expenses for legal services at the golf club are budgeted to increase 526% (\$21K) in FY2021. Legal costs had been budgeted with a significant decrease in 2020, but actual costs came in much higher due to issues involving property tax appeals, opening PLGC services during the COVID pandemic, easements, and other matters.

Marketing/Advertising – FY2021 budget includes a 33% (\$14.9K) increase in marketing costs. The budget reflects an average of the actual marketing and advertising costs over the past couple years.

Credit Card Expense – Credit card processing fees are budgeted to increase 20% (\$9K) in 2021. In 2020, due to the ongoing COVID pandemic, more people started using credit cards for most of their transactions. We expect this trend to continue into 2021.

Department P100 - Golf Administration
Statement of Revenues and Expenses

	ACTUALS			FORECAST		ANNUAL PLAN		Percent Change
	2017	2018	2019	2020		2020	2021	
3970								
3981								
3990								
	Investment Income	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	Gain on Sale of Fixed Assets	\$ -	\$ -	\$ -	\$ 10,051	\$ -	\$ -	0%
	Misc. Income	\$ 2,975	\$ 8,367	\$ 15,672	\$ 2,916	\$ 3,500	\$ 3,500	0%
	Total Revenue	\$ 2,975	\$ 8,367	\$ 15,672	\$ 12,967	\$ 3,500	\$ 3,500	0%
4300	Credit Card Expense	\$ 44,812	\$ 48,862	\$ 47,655	\$ 48,800	\$ 44,000	\$ 53,000	20%
4400	Assn Outing Customer Comps.	\$ 3,891	\$ 4,742	\$ 2,590	\$ 1,810	\$ 3,000	\$ 4,000	33%
5205	Maintenance Expense	\$ 32,916	\$ 23,079	\$ 22,292	\$ 23,360	\$ 25,096	\$ 25,000	0%
5415	Garbage/Waste Removal	\$ 1,620	\$ 1,611	\$ 1,875	\$ 2,220	\$ 2,280	\$ 2,220	-3%
5430	Supplies	\$ 6,346	\$ 5,237	\$ 3,499	\$ 5,000	\$ 6,000	\$ 5,004	-17%
5437	Rental Towel Linen etc	\$ -	\$ 171	\$ -	\$ 704	\$ 500	\$ 350	-30%
5440	DOT/Drug Testing/Background	\$ 4,049	\$ 3,063	\$ 2,108	\$ 3,310	\$ 3,500	\$ 3,500	0%
5710	Utilities Natural Gas	\$ 5,818	\$ 8,024	\$ 8,138	\$ 6,213	\$ 7,000	\$ 7,500	7%
5720	Utilities Electric	\$ 34,632	\$ 37,229	\$ 33,779	\$ 31,737	\$ 39,000	\$ 32,000	-18%
5730	Utilities Water/Sewer	\$ 3,934	\$ 4,054	\$ 3,851	\$ 4,031	\$ 4,500	\$ 4,300	-4%
5999	Miscellaneous Expense	\$ 238	\$ (35)	\$ (17)	\$ -	\$ -	\$ -	0%
6100	Salaries	\$ 77,471	\$ 84,508	\$ 81,933	\$ 57,531	\$ 66,963	\$ 60,228	-10%
6110	Payroll Taxes	\$ 5,573	\$ 6,029	\$ 5,835	\$ 4,392	\$ 5,124	\$ 4,608	-10%
6115	Unemployment taxes	\$ 1,012	\$ 1,278	\$ 748	\$ 1,075	\$ 1,820	\$ 910	-50%
6120	Group Insurance	\$ 25,841	\$ 26,060	\$ 24,644	\$ 4,571	\$ 18,384	\$ 15,903	-13%
6160	IMRF	\$ 13,894	\$ 16,548	\$ 6,284	\$ 4,549	\$ 5,370	\$ 4,830	-10%
6200	Property Tax	\$ 235,897	\$ 242,308	\$ 33,367	\$ 124,384	\$ 143,040	\$ 138,000	-4%
6300	Marketing/Advertising	\$ 41,173	\$ 36,210	\$ 56,608	\$ 59,500	\$ 45,000	\$ 59,900	33%
6320	Community/Customer Relations	\$ -	\$ -	\$ 457	\$ -	\$ -	\$ -	0%
6330	Travel	\$ 75	\$ 120	\$ -	\$ -	\$ -	\$ -	0%
6340	Dues Subscriptions Permits	\$ 8,537	\$ 9,941	\$ 9,408	\$ 8,711	\$ 9,000	\$ 9,680	8%
6350	Office Expense	\$ 1,569	\$ 4,218	\$ 3,674	\$ 3,663	\$ 3,000	\$ 3,000	0%
6356	Computer and Software	\$ 5,399	\$ 2,966	\$ 5,320	\$ 10,853	\$ 5,500	\$ 10,000	82%
6390	Communications	\$ 10,875	\$ 14,132	\$ 11,094	\$ 12,212	\$ 11,160	\$ 12,240	10%
6527	Outside Services	\$ 27,547	\$ 26,642	\$ 24,932	\$ 28,264	\$ 28,500	\$ 28,500	0%
6535	Legal	\$ 564	\$ -	\$ 19,103	\$ 25,718	\$ 3,996	\$ 24,996	526%
6770	Insurance	\$ 57,197	\$ 59,724	\$ 60,783	\$ 64,792	\$ 65,004	\$ 66,000	2%
	Total Expense	\$ 650,878	\$ 666,719	\$ 469,961	\$ 537,400	\$ 546,737	\$ 575,669	5%
	Net Income not including Depreciation or Major Maintenance	\$ (647,903)	\$ (658,352)	\$ (454,290)	\$ (524,433)	\$ (543,237)	\$ (572,169)	-5%

P200 - Golf Maintenance

The PLGC Maintenance Department is comprised of (5) full-time staff positions (Course Superintendent, Assistant Superintendent, Foreman, Mechanic, and Spray Technician), (14) full-time seasonal employees, and (4) positions classified as temporary summer help. The department's main objective is to provide championship-caliber golf course conditions on a daily basis for our membership and daily-fee players.

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

Budget Summary

The total FY2021 budget for Golf Maintenance is \$782K, which is a 3% increase from the FY2020 budget.

- Salaries and related costs are the largest portion of the Golf Maintenance budget. Headcount expenses are 76.8% (\$601K) of the total FY2021 budget and include salaries, payroll taxes, unemployment taxes, group insurance, and IMRF contributions.
- Fertilizer/Pesticides is 10.4% (\$81.5K) of the total FY2021 operating budget for Golf Maintenance. This line includes fertilizers and plant protectants used throughout the year on the golf course.
- The remaining 12.7% (\$99K) of expenses of the FY2021 budget includes maintenance for equipment, supplies for maintenance building and staff, fuel for vehicles and equipment, landscape supplies, utilities, staff uniforms, and bunker sands.

Significant Variances

Salaries – Salaries and related expenses are budgeted to increase about 3.5% (\$20K) due to the standard annual COL and merit increases (4%). Headcount expenses for this department are dependent on weather conditions, which affect the length of the golf season.

Department P200 - Golf Maintenance
Statement of Revenues and Expenses

	ACTUALS		2019	FORECAST	ANNUAL PLAN		Percent Change
	2017	2018			2020	2021	
Total Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Maintenance Expense	\$ 21,214	\$ 26,330	\$ 31,996	\$ 30,967	\$ 31,000	\$ 31,000	0%
Garbage/Waste Removal	\$ 1,320	\$ 1,320	\$ 1,375	\$ 1,404	\$ 1,440	\$ 1,440	0%
Fuel/Oil Vehicles Equipment	\$ 13,762	\$ 13,220	\$ 14,548	\$ 12,692	\$ 14,000	\$ 14,500	4%
Supplies	\$ 4,201	\$ 2,701	\$ 6,906	\$ 2,609	\$ 5,000	\$ 5,500	10%
Top Dressing / Bunker Sands	\$ 6,071	\$ 6,679	\$ 7,792	\$ 7,188	\$ 8,000	\$ 8,000	0%
Landscape Supplies	\$ 3,965	\$ 4,265	\$ 2,473	\$ 1,500	\$ 5,000	\$ 4,500	-10%
Fertilizer/Pesticides	\$ 79,084	\$ 83,916	\$ 77,251	\$ 86,069	\$ 81,500	\$ 81,500	0%
Rental Equipment	\$ 1,750	\$ 3,611	\$ 2,987	\$ 3,800	\$ 4,000	\$ 4,000	0%
Utilities Natural Gas	\$ 1,989	\$ 2,662	\$ 2,996	\$ 2,467	\$ 2,800	\$ 2,700	-4%
Utilities Electric	\$ 7,457	\$ 9,196	\$ 8,523	\$ 9,677	\$ 9,000	\$ 9,800	9%
Utilities Water/Sewer	\$ 4,552	\$ 4,417	\$ 3,622	\$ 4,496	\$ 4,000	\$ 4,000	0%
Salaries	\$ 437,462	\$ 411,264	\$ 447,730	\$ 444,917	\$ 462,826	\$ 476,712	3%
Payroll Taxes	\$ 32,965	\$ 30,919	\$ 33,768	\$ 33,626	\$ 35,407	\$ 36,468	3%
Unemployment taxes	\$ 14,843	\$ 12,857	\$ 11,633	\$ 10,079	\$ 13,149	\$ 13,669	4%
Group Insurance	\$ 37,403	\$ 41,154	\$ 40,443	\$ 37,308	\$ 37,614	\$ 39,888	6%
Uniforms	\$ 2,324	\$ 102	\$ 1,872	\$ 2,000	\$ 2,000	\$ 2,000	0%
IMRF	\$ 69,773	\$ 76,735	\$ 29,562	\$ 30,318	\$ 32,007	\$ 34,496	8%
Dues Subscriptions Permits	\$ 659	\$ 1,039	\$ 705	\$ 750	\$ 800	\$ 800	0%
Communications	\$ 3,744	\$ 4,476	\$ 6,047	\$ 7,161	\$ 6,960	\$ 7,020	1%
Consulting Services	\$ 2,188	\$ 1,193	\$ -	\$ -	\$ -	\$ -	0%
Outside Services	\$ 925	\$ 1,965	\$ 2,921	\$ 3,269	\$ 4,000	\$ 4,000	0%
Total Expense	\$ 747,648	\$ 740,022	\$ 735,150	\$ 732,297	\$ 760,503	\$ 781,993	3%
Net Income not including Depreciation or Major Maintenance	\$ (747,648)	\$ (740,022)	\$ (735,150)	\$ (732,297)	\$ (760,503)	\$ (781,993)	-3%

P300 - Golf Operations

The Prairie Landing Golf Club is an 18-hole course with two practice holes and a driving range. The Golf Operations Department has (2) full-time employees, (4) part-time employees, and (22) seasonal employees. The full-time and part-time employees include the golf operations manager, outing coordinator, and pro shop attendants. The seasonal employees include the outside service staff, which are the rangers, starters, marshals, and cart attendants.

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

Budget Summary

The FY2021 budget for the Golf Operations Department includes total revenues of \$1.44M and total expenses of \$405K. The overall budgeted Net Income of \$1.03M for FY2021 is 3% higher than the FY2020 budget.

- Greens Fees & Golf Cart Rentals are the largest portion of revenue for the Golf Operations' budget. These items comprise 69% (\$995K) of the total FY2021 revenue. We are anticipating a total of 26,200 rounds of golf in FY2021.
- Memberships and Practice Center account for 23% (\$330K) of total revenues. We are anticipating 200 total memberships in FY2021. A portion of membership revenues is allocated to the practice center.
- Salaries and related costs are the largest expense portion of the Golf Operations' budget. Headcount-related items comprise 76% (\$309K) of the total FY2021 expenses and include salaries, payroll taxes, unemployment taxes, group insurance, and IMRF contributions.

Significant Variances

Greens Fees & Golf Cart Rentals – Revenue from greens fees and golf cart rentals is budgeted to increase 6% (\$60K) in FY2021. This is due to the anticipated 5% increase in the number of rounds to be played in 2021 vs. last year.

Memberships – Revenue from golf club memberships is budgeted to increase 6% (\$10K) in FY2021. Many members switched to higher-value memberships over the past couple years, and we anticipate that to carry through to FY2021. A portion of membership revenue is allocated to the practice center.

Salaries & related expenses – The FY2021 budget increases 14.63% (\$39.4K) due to a combination of minimum wage increases, higher-paid employees in the Pro Shop, and more hours anticipated due to higher rounds of golf. Headcount expenses for this department are dependent on weather conditions, which affect the length of the golf season.

Department P300 - Golf Operations
Statement of Revenues and Expenses

	ACTUALS		2019	FORECAST		ANNUAL PLAN		Percent Change
	2017	2018		2020	2021	2020	2021	
3300 Greens Fees	\$ 655,854	\$ 541,027	\$ 579,196	\$ 646,237	\$ 600,000	\$ 640,000	7%	
3310 Golf Cart Rentals	\$ 299,174	\$ 321,904	\$ 340,711	\$ 276,302	\$ 335,000	\$ 355,000	6%	
3320 Memberships	\$ 140,348	\$ 174,142	\$ 176,853	\$ 169,868	\$ 175,000	\$ 185,000	6%	
3330 Club Rentals	\$ 4,505	\$ 5,526	\$ 5,175	\$ -	\$ 5,000	\$ 5,000	0%	
3340 Golf Academy	\$ 5,000	\$ 6,323	\$ 7,275	\$ 5,750	\$ 5,000	\$ 7,500	50%	
3350 Practice Center	\$ 132,915	\$ 114,091	\$ 147,769	\$ 102,800	\$ 145,000	\$ 145,000	0%	
3380 Golf Merchandise Sales	\$ 104,939	\$ 102,731	\$ 99,052	\$ 73,819	\$ 105,000	\$ 99,000	-6%	
3385 Hole 'N One Contest	\$ -	\$ 5,442	\$ 4,055	\$ 3,500	\$ 5,500	\$ 3,500	-36%	
3390 Awards Expense	\$ (1,549)	\$ (756)	\$ (1,678)	\$ (1,500)	\$ (1,500)	\$ (1,500)	0%	
3395 Discount Expense	\$ (3,337)	\$ (148)	\$ (29)	\$ (1,000)	\$ (1,000)	\$ (500)	50%	
3396 Discount Expense Deal Caddy	\$ (2,217)	\$ (383)	\$ (6,397)	\$ (3,300)	\$ (2,500)	\$ (3,000)	-20%	
3398 Discount Expense Member Incentives	\$ -	\$ -	\$ -	\$ (16,650)	\$ -	\$ -	0%	
Total Revenue	\$ 1,335,632	\$ 1,269,900	\$ 1,351,980	\$ 1,255,826	\$ 1,370,500	\$ 1,435,000	5%	
4330 Merchandise COGS	\$ 74,759	\$ 71,312	\$ 71,787	\$ 50,485	\$ 73,500	\$ 69,300	-6%	
5205 Maintenance Expense	\$ 8,756	\$ 3,451	\$ 1,385	\$ 4,546	\$ 5,000	\$ 3,500	-30%	
5430 Supplies	\$ 12,769	\$ 11,122	\$ 10,234	\$ 10,992	\$ 11,000	\$ 14,250	30%	
6100 Salaries	\$ 187,750	\$ 183,943	\$ 196,690	\$ 214,412	\$ 231,805	\$ 264,476	14%	
6110 Payroll Taxes	\$ 14,343	\$ 14,112	\$ 15,015	\$ 16,690	\$ 17,733	\$ 20,231	14%	
6115 Unemployment taxes	\$ 8,866	\$ 8,383	\$ 8,494	\$ 6,999	\$ 9,032	\$ 11,862	31%	
6120 Group Insurance	\$ 8,058	\$ 7,989	\$ 5,328	\$ 190	\$ 288	\$ 291	1%	
6130 Uniforms	\$ 2,294	\$ 2,306	\$ 2,319	\$ 2,416	\$ 2,500	\$ 3,500	40%	
6160 IMRF	\$ 16,797	\$ 20,940	\$ 7,897	\$ 9,734	\$ 10,326	\$ 11,718	13%	
6330 Travel	\$ 889	\$ -	\$ -	\$ -	\$ -	\$ -	0%	
6527 Outside Services	\$ 4,865	\$ 4,625	\$ 5,766	\$ 6,145	\$ 6,250	\$ 6,250	0%	
Total Expense	\$ 340,147	\$ 328,184	\$ 324,915	\$ 322,609	\$ 367,434	\$ 405,378	10%	
Net Income not including Depreciation or Major Maintenance	\$ 995,486	\$ 941,716	\$ 1,027,065	\$ 933,217	\$ 1,003,066	\$ 1,029,622	3%	

P400-P700 – Consolidated Food & Beverage

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

Departments P400-P700 - Consolidated Food & Beverage
Statement of Revenues and Expenses

	ACTUALS			FORECAST		ANNUAL PLAN		Percent Change
	2017	2018	2019	2020	2020	2021	2021	
3300 Greens Fees	\$ 91,390	\$ 98,207	\$ 80,104	\$ 67,353	\$ 121,200	\$ 93,000		-23%
3310 Golf Cart Rentals	\$ 29,853	\$ 38,038	\$ 28,512	\$ 27,085	\$ 46,500	\$ 36,000		-23%
3330 Club Rentals	\$ 125	\$ -	\$ -	\$ -	\$ -	\$ -		0%
3380 Golf Merchandise Sales	\$ 7,418	\$ 4,586	\$ -	\$ -	\$ -	\$ -		0%
3600 Food Sales	\$ 495,120	\$ 598,376	\$ 470,907	\$ 168,487	\$ 511,140	\$ 562,250		10%
3610 Beverage Sales	\$ 248,687	\$ 248,740	\$ 211,562	\$ 196,693	\$ 274,160	\$ 291,750		6%
3620 Banquet Rental Income	\$ 53,304	\$ 81,376	\$ 45,888	\$ 12,539	\$ 28,000	\$ 27,100		-3%
Total Revenue	\$ 925,895	\$ 1,069,321	\$ 836,973	\$ 472,157	\$ 981,000	\$ 1,010,100		3%
4315 Food COGS	\$ 108,473	\$ 115,193	\$ 110,117	\$ 42,901	\$ 111,731	\$ 122,735		10%
4320 Beverage COGS	\$ 69,847	\$ 69,722	\$ 66,783	\$ 56,665	\$ 77,249	\$ 81,150		5%
4330 Merchandise COGS	\$ 4,407	\$ 2,556	\$ -	\$ -	\$ -	\$ -		0%
5205 Maintenance Expense	\$ 4,215	\$ 5,837	\$ 4,613	\$ 4,306	\$ 6,000	\$ 6,000		0%
5430 Supplies	\$ 15,495	\$ 17,253	\$ 14,751	\$ 12,948	\$ 18,000	\$ 18,996		6%
5435 Small Equipment	\$ 4,220	\$ -	\$ 5,308	\$ 4,500	\$ 5,000	\$ 8,000		60%
5436 Rental Equipment	\$ 27,689	\$ 38,863	\$ 25,300	\$ 6,500	\$ 25,500	\$ 27,600		8%
5437 Rental Towel Linen etc	\$ 12,790	\$ 20,129	\$ 16,150	\$ 6,923	\$ 15,000	\$ 15,000		0%
6100 Salaries	\$ 260,913	\$ 263,267	\$ 238,148	\$ 238,343	\$ 282,491	\$ 319,249		13%
6110 Payroll Taxes	\$ 24,490	\$ 26,036	\$ 22,874	\$ 20,470	\$ 26,534	\$ 29,415		11%
6115 Unemployment taxes	\$ 12,208	\$ 14,069	\$ 9,833	\$ 10,277	\$ 14,125	\$ 12,562		-11%
6120 Group Insurance	\$ 41,643	\$ 29,787	\$ 24,088	\$ 27,345	\$ 27,192	\$ 15,567		-43%
6130 Uniforms	\$ 2,071	\$ 1,900	\$ 2,892	\$ 2,841	\$ 3,000	\$ 3,000		0%
6160 IMRF	\$ 34,508	\$ 40,382	\$ 12,917	\$ 13,901	\$ 14,711	\$ 19,306		31%
Total Expense	\$ 622,968	\$ 644,995	\$ 553,775	\$ 448,520	\$ 626,533	\$ 678,580		8%
Net Income not including Depreciation or Major Maintenance	\$ 302,928	\$ 424,326	\$ 283,198	\$ 23,637	\$ 354,467	\$ 331,520		-6%

P400 – Food & Beverage (a la carte)

The main a la carte Food & Beverage operation for PLGC is the McChesney Pub & Grill, which is open from 10 a.m. until dark, seven days a week, March through November. The restaurant features daily specials paired with a selection of craft beer. With its unique architecture and casual dining, this cozy eatery is a great place to settle up or settle in for a high-definition TV sporting event. In late 2019, PLGC opened its new bar. This addition to the clubhouse means expanded operating hours, and new special event and dining offerings, which help attract a larger demographic of patrons, especially from the non-golfing public.

The PLGC Food & Beverage Department (for a la carte operations) employs (2) full-time employees and (20) seasonal and part-time staff. The full-time staff includes the Food & Beverage Manager, and the Chef. The seasonal and part-time staff includes bartenders, servers, beverage cart staff, halfway attendants, and kitchen staff.

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

Budget Summary

The FY2021 budget for the a la carte Food & Beverage Department includes \$324K in total revenues and \$349K of total expenses. The overall budgeted Net Loss of \$25.1K is a 31% improvement from the FY2020 budget

- Salaries and related costs are the largest expense in the Food & Beverage Department's budget. Headcount-related expenses comprise 67% of the total FY2021 budget related to expenses. This includes salaries, payroll taxes, unemployment taxes, group insurance and IMRF contributions. P400 also includes 50% of the payroll expenses for the F&B Director and the Chef, with the remaining 50% in P500.
- Food & Beverage Cost of Goods Sold is 25% (\$88.6K) of the total expenses budgeted in FY2021. These line items include the cost of food and beverages related to the grillroom, bar, halfway cafe, and beverage carts. Food COGS is 21% of food sales and Beverage COGS is 30% of beverage sales.
- The remaining 7.6% (\$26.5K) of the FY2021 budgeted expenses includes maintenance to kitchen related items, supplies, purchase of small equipment and staff uniforms.

Significant Variances

Food & Beverage Sales - The FY2021 budget includes an 11% (\$32K) increase over last year's budget (and 33.3% increase from the 2020 forecast) as we anticipate a higher volume of F&B sales.

Salaries – Compensation is budgeted to increase 4.6% (\$10.2K) due to increased minimum wages and annual COL and merit increases.

Department P400 - Food and Beverage
Statement of Revenues and Expenses

	ACTUALS			FORECAST		ANNUAL PLAN		Percent Change
	2017	2018	2019	2020	2020	2020	2021	
3600 Food Sales	\$ 66,426	\$ 63,344	\$ 57,171	\$ 52,908	\$ 72,000	\$ 96,000		33%
3610 Beverage Sales	\$ 195,070	\$ 186,416	\$ 174,663	\$ 190,157	\$ 220,000	\$ 228,000		4%
Total Revenue	\$ 261,496	\$ 249,760	\$ 231,834	\$ 243,065	\$ 292,000	\$ 324,000		11%
4315 Food COGS	\$ 14,874	\$ 12,161	\$ 13,369	\$ 14,658	\$ 15,120	\$ 20,160		33%
4320 Beverage COGS	\$ 58,973	\$ 56,301	\$ 58,571	\$ 55,414	\$ 66,000	\$ 68,400		4%
5205 Maintenance Expense	\$ 4,215	\$ 5,837	\$ 4,613	\$ 4,906	\$ 6,000	\$ 6,000		0%
5430 Supplies	\$ 8,447	\$ 10,079	\$ 9,705	\$ 9,807	\$ 10,500	\$ 10,500		0%
5435 Small Equipment	\$ 4,220	\$ -	\$ 5,308	\$ 4,500	\$ 5,000	\$ 8,000		60%
6100 Salaries	\$ 138,044	\$ 142,748	\$ 154,585	\$ 157,364	\$ 171,502	\$ 182,180		6%
6110 Payroll Taxes	\$ 12,925	\$ 13,108	\$ 13,736	\$ 14,275	\$ 15,435	\$ 16,395		6%
6115 Unemployment taxes	\$ 7,140	\$ 6,189	\$ 5,719	\$ 7,038	\$ 8,575	\$ 8,397		-2%
6120 Group Insurance	\$ 26,633	\$ 14,811	\$ 13,974	\$ 14,266	\$ 13,596	\$ 7,779		-43%
6130 Uniforms	\$ 1,285	\$ 1,580	\$ 1,875	\$ 2,341	\$ 2,000	\$ 2,000		0%
6160 IMRF	\$ 34,508	\$ 40,382	\$ 12,917	\$ 13,901	\$ 14,711	\$ 19,306		31%
Total Expense	\$ 311,263	\$ 303,195	\$ 294,373	\$ 298,470	\$ 328,439	\$ 349,117		6%
Net Income not including Depreciation or Major Maintenance	\$ (49,767)	\$ (53,435)	\$ (62,539)	\$ (55,405)	\$ (36,439)	\$ (25,117)		31%

P500 - Weddings

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

The Wedding Department employs (3) full-time staff and (10) part-time staff. The full-time staff includes the Food & Beverage Manager, the Chef, and the Banquet Assistant Manager. The part-time staffs include servers, bussers, and kitchen staff. With our in-house event coordinators, full-service catering, and all-inclusive packages, every detail of planning is covered.

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

Budget Summary

The FY2021 budget for the Weddings Department includes \$278K of total revenues and \$269K of total expenses. The overall budgeted Net Income of \$9.1K is a 76% increase from the FY2020 budget.

- Total revenue for Food & Beverage Sales is \$255K for FY2021. These revenue line items include the food and beverage for 23 weddings budgeted in FY2021. The average price for food & beverage for a wedding is estimated at \$11.1K.
- Salaries and related costs are the largest expense in the Weddings department budget. Headcount-related items comprise 60% of the total FY2021 budget related to expenses and includes salaries, payroll taxes, unemployment taxes, group insurance, and IMRF. Headcount costs are variable depending on the volume of weddings.
- Food & Beverage Cost of Goods Sold is 20.4% (\$54.8K) of the total FY2021 expenses. These line items include the cost of the food and beverages related to the weddings. Food COGS is 22% of food sales and Beverage COGS is 20% of beverage sales.
- The remaining 19% (\$52K) of the FY2021 budget includes supplies, rental equipment, linens, and staff uniforms.

Significant Variances

Nearly all revenues and expenses are budgeted to increase in FY2021 due to more weddings planned in the upcoming year. In FY2020, we had planned 18 weddings, whereas in FY2021, we are planning for 23 weddings. Several of the weddings originally planned in 2020 were rescheduled to 2021 due to the COVID pandemic.

Group Insurance – Health insurance costs are budgeted to decrease 43% (-\$5.8K) in FY2021 due to changes in the coverage mix of participating employees (e.g. single vs. family coverage).

Department P500 - Weddings
Statement of Revenues and Expenses

	ACTUALS			FORECAST	ANNUAL PLAN		Percent Change
	2017	2018	2019		2020	2021	
3600 Food Sales	\$ 186,230	\$ 279,786	\$ 172,869	\$ 23,546	\$ 162,840	\$ 191,250	17%
3610 Beverage Sales	\$ 53,616	\$ 62,324	\$ 36,899	\$ 6,536	\$ 54,160	\$ 63,750	18%
3620 Banquet Rental Income	\$ 48,456	\$ 75,639	\$ 38,808	\$ 12,189	\$ 24,000	\$ 23,100	-4%
Total Revenue	\$ 288,302	\$ 417,749	\$ 248,577	\$ 42,271	\$ 241,000	\$ 278,100	15%
4315 Food COGS	\$ 41,316	\$ 53,714	\$ 40,424	\$ 6,620	\$ 35,825	\$ 42,075	17%
4320 Beverage COGS	\$ 10,020	\$ 12,217	\$ 6,521	\$ 1,251	\$ 9,749	\$ 12,750	31%
5430 Supplies	\$ 7,048	\$ 7,175	\$ 5,046	\$ 3,141	\$ 7,500	\$ 8,496	13%
5436 Rental Equipment	\$ 27,689	\$ 38,863	\$ 25,300	\$ 6,500	\$ 25,500	\$ 27,600	8%
5437 Rental Towel Linen etc.	\$ 12,790	\$ 20,129	\$ 16,150	\$ 6,923	\$ 15,000	\$ 15,000	0%
6100 Salaries	\$ 122,869	\$ 120,519	\$ 83,563	\$ 80,979	\$ 110,989	\$ 137,069	23%
6110 Payroll Taxes	\$ 11,565	\$ 12,928	\$ 9,138	\$ 6,195	\$ 11,099	\$ 13,020	17%
6115 Unemployment taxes	\$ 5,067	\$ 7,880	\$ 4,114	\$ 3,239	\$ 5,550	\$ 4,165	-25%
6120 Group Insurance	\$ 15,011	\$ 14,976	\$ 10,113	\$ 13,079	\$ 13,596	\$ 7,788	-43%
6130 Uniforms	\$ 786	\$ 320	\$ 1,017	\$ 500	\$ 1,000	\$ 1,000	0%
Total Expense	\$ 254,161	\$ 288,721	\$ 201,387	\$ 128,427	\$ 235,808	\$ 268,963	14%
Net Income not including Depreciation or Major Maintenance	\$ 34,141	\$ 129,027	\$ 47,189	\$ (86,156)	\$ 5,192	\$ 9,137	76%

P600 - Private Events

The PLGC Private Events Department tracks all other events that are not related to weddings or golf outings. Private Events include bridal showers, baby showers, chamber events, business meetings, and holiday events. It also includes in-house events such as Valentine's Day Dinner, Easter Brunch, Mother's Day Brunch, and Breakfast with Santa. This department tracks the food and beverage revenue and costs related to these events.

Budget Summary

The total FY2021 Net Income budgeted for Private Events is \$124.1K, which is a 30% (\$28.8K) increase from the FY2020 budget.

- Revenue in this department is from food sales related to Private Events anticipated for 2021. The Food Sales Revenue is \$154K, which is a 29% (\$35K) increase from the FY2020 budget. The FY2021 budget anticipates 45 lunches, 20 dinners, and 24 "other" events such as Easter, Mother's Day, and Breakfast with Santa, along with new in-house events to be introduced in 2021.
- The expenses are related to cost of goods sold from the food and beverage sales. Cost of Goods Sold is 22% of the related food sales. The budgeted costs are \$33.8K, which is a 29% increase from the FY2020 budget.

Significant Variances

Food Sales – The FY2021 budget is up 29% from last year's budget because the 2021 budget anticipates more high-value events than the 2020 budget. PLGC is planning to add many more in-house events in 2021. These events include special meal pairings such as beer dinners, whiskey dinners, and wine dinners. We also plan to introduce more themed events such as Breakfast with the Bunny, a Father-Daughter Dance, a Lobster Boil, a Halloween party, etc.

Department P600 - Private Events
Statement of Revenues and Expenses

	ACTUALS		ANNUAL PLAN		Percent Change	
	2017	2018	2019	2020		2021
3600 Food Sales	\$ 111,756	\$ 117,814	\$ 130,565	\$ 119,000	\$ 154,000	29%
3620 Banquet Rental Income	\$ 3,758	\$ 4,702	\$ 6,170	\$ 4,000	\$ 4,000	0%
Total Revenue	\$ 115,514	\$ 122,515	\$ 136,735	\$ 123,000	\$ 158,000	28%
4315 Food COGS	\$ 24,297	\$ 22,934	\$ 30,531	\$ 26,180	\$ 33,880	29%
4320 Beverage COGS	\$ 853	\$ 1,204	\$ 1,691	\$ 1,500	\$ -	-100%
Total Expense	\$ 25,151	\$ 24,138	\$ 32,222	\$ 27,680	\$ 33,880	22%
Net Income not including Depreciation or Major Maintenance	\$ 90,364	\$ 98,377	\$ 104,513	\$ 95,320	\$ 124,120	30%

P700 - Golf Outings

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

Budget Summary

The total FY2021 Net Income budgeted for Golf Outings is \$223K, which is a decrease of 23% (-\$67K) from the FY2020 budget.

- Revenue in this department is from greens fees, cart rentals, and food sales related to Golf Outings anticipated for the 2021 golf season. Revenue estimates are based on 40 outings anticipated during the 2021 season.
- Expenses are related to cost of goods sold (COGS) from food sales. Food COGS is 22% of the related food sales.

Significant Variances

Outing Revenue – Greens fees, cart rentals, and food sales revenues are anticipated to decrease 23% (\$75K) in FY2021 due to fewer outings that have already been booked or are anticipated to be booked. The FY2020 budget included 50 outings versus 40 outings budgeted in FY2021. While 50 outings were anticipated in 2020, only 15 actually occurred due to the COVID pandemic. Other courses locked their 2020 outings into 2021 with their security deposits. With these outings locked into their current venues, they are not looking at PLGC until their 2022 outings. PLGC outings are expected to grow again in future years.

Department P700 - Golf Outings
Statement of Revenues and Expenses

	ACTUALS			FORECAST	ANNUAL PLAN		Percent Change
	2017	2018	2019	2020	2020	2021	
3300 Greens Fees	\$ 91,390	\$ 98,207	\$ 80,104	\$ 67,353	\$ 121,200	\$ 93,000	-23%
3310 Golf Cart Rentals	\$ 29,853	\$ 38,038	\$ 28,512	\$ 27,085	\$ 46,500	\$ 36,000	-23%
3330 Club Rentals	\$ 125	\$ -	\$ -	\$ -	\$ -	\$ -	0%
3380 Golf Merchandise Sales	\$ 7,418	\$ 4,586	\$ -	\$ -	\$ -	\$ -	0%
3600 Food Sales	\$ 130,707	\$ 137,433	\$ 110,302	\$ 78,143	\$ 157,300	\$ 121,000	-23%
3620 Banquet Rental Income	\$ 1,090	\$ 1,035	\$ 910	\$ -	\$ -	\$ -	0%
Total Revenue	\$ 260,583	\$ 279,297	\$ 219,828	\$ 172,581	\$ 325,000	\$ 250,000	-23%
4315 Food COGS	\$ 27,985	\$ 26,385	\$ 25,793	\$ 17,191	\$ 34,606	\$ 26,620	-23%
4330 Merchandise COGS	\$ 4,407	\$ 2,556	\$ -	\$ -	\$ -	\$ -	0%
Total Expense	\$ 32,392	\$ 28,940	\$ 25,793	\$ 17,191	\$ 34,606	\$ 26,620	-23%
Net Income not including Depreciation or Major Maintenance	\$ 228,190	\$ 250,357	\$ 194,034	\$ 155,390	\$ 290,394	\$ 223,380	-23%

P900- Kitty Hawk

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

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

Budget Summary

The FY2021 budget for Kitty Hawk Café includes \$19.6K in total revenues and \$89K in total expenses. The overall budgeted Net Loss of \$69.5K is reimbursed by the DuPage Flight Center and represents an 5% decrease from the FY2020 budget.

- Food & Beverage Sales are budgeted at \$19.6K and include pre-made ready-to-go meals and beverages.
- Salaries and related costs are the largest expense in the Kitty Hawk budget. Headcount-related items comprise 74.7% of the total FY2021 budget related to expenses. This consists of includes salaries, payroll taxes, unemployment taxes, and group insurance, and IMRF contributions
- Food & Beverage Cost of Goods Sold is 16% (\$14.1K) of total expenses budgeted in FY2021. These line items include the cost of the food and beverages sold at the café. Food COGS is 75% and Beverage COGS is 50% of their respective sales.
- The remaining 9.5% of budgeted expenses (\$8.5K) includes utilities, waste removal, equipment, credit card fees, supplies, and permits.

Significant Variances

Salaries and related expenses – Total headcount expenses are budgeted to increase 5.5% (\$3.5K) in 2021 due COL and merit increases. Also, Group Insurance costs are increasing 10% (\$2K) due to rising health insurance premiums for the upcoming year.

Department P900 - Kitty Hawk Café
Statement of Revenues and Expenses

	ACTUALS			FORECAST		ANNUAL PLAN		Percent Change
	2017	2018	2019	2020		2021		
3600 Food Sales	\$ 22,120	\$ 18,236	\$ 15,475	\$ 6,400	\$ 17,200	\$ 17,200	\$ 17,200	0%
3610 Beverage Sales	\$ 2,942	\$ 2,506	\$ 1,908	\$ 800	\$ 2,400	\$ 2,400	\$ 2,400	0%
Total Revenue	\$ 25,062	\$ 20,742	\$ 17,383	\$ 7,200	\$ 19,600	\$ 19,600	\$ 19,600	0%
4300 Credit Card Expense	\$ 1,037	\$ 720	\$ 1,013	\$ 784	\$ 784	\$ 800	\$ 800	2%
4315 Food COGS	\$ 15,119	\$ 13,390	\$ 11,605	\$ 4,800	\$ 12,900	\$ 12,900	\$ 12,900	0%
4320 Beverage COGS	\$ 3,310	\$ 2,509	\$ 2,711	\$ 400	\$ 1,200	\$ 1,200	\$ 1,200	0%
5205 Maintenance Expense	\$ 347	\$ 765	\$ 225	\$ 300	\$ 504	\$ 480	\$ 480	-5%
5415 Garbage/Waste Removal	\$ 960	\$ 960	\$ 594	\$ 300	\$ 300	\$ 300	\$ 300	0%
5430 Supplies	\$ 4,190	\$ 3,588	\$ 1,680	\$ 2,000	\$ 3,000	\$ 2,400	\$ 2,400	0%
5435 Small Equipment	\$ 1,140	\$ 1,140	\$ 1,140	\$ 3,500	\$ 1,140	\$ 1,140	\$ 1,140	0%
5720 Utilities Electric	\$ 2,363	\$ 2,451	\$ 2,853	\$ 2,604	\$ 2,604	\$ 2,825	\$ 2,825	8%
5999 Miscellaneous Expense	\$ (4)	\$ 7	\$ (67)	\$ -	\$ -	\$ -	\$ -	0%
6100 Salaries	\$ 31,296	\$ 34,059	\$ 34,463	\$ 36,479	\$ 36,479	\$ 37,809	\$ 37,809	4%
6110 Payroll Taxes	\$ 2,252	\$ 2,280	\$ 2,306	\$ 2,787	\$ 2,787	\$ 2,892	\$ 2,892	4%
6115 Unemployment taxes	\$ 883	\$ 917	\$ 820	\$ 549	\$ 910	\$ 910	\$ 910	0%
6120 Group Insurance	\$ 18,037	\$ 25,623	\$ 24,979	\$ 19,950	\$ 19,950	\$ 21,891	\$ 21,891	10%
6160 IMRF	\$ 6,174	\$ 7,233	\$ 2,741	\$ 2,926	\$ 2,926	\$ 3,034	\$ 3,034	4%
6340 Dues Subscriptions Permits	\$ 533	\$ 554	\$ 561	\$ 540	\$ 550	\$ 550	\$ 550	0%
6390 Communications	\$ 955	\$ 410	\$ -	\$ -	\$ -	\$ -	\$ -	0%
6800 Kitty Hawk Loss Reimbursement	\$ (60,451)	\$ (75,863)	\$ (70,240)	\$ (70,719)	\$ (66,434)	\$ (69,531)	\$ (69,531)	-5%
Total Expense	\$ 28,139	\$ 20,742	\$ 17,383	\$ 7,200	\$ 19,600	\$ 19,600	\$ 19,600	0%

Net Income not including Depreciation or Major Maintenance

\$ (3,077)	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
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DUPAGE AIRPORT AUTHORITY

CHICAGO LAND'S

DUPAGE FLIGHT CENTER 

*Prairie
Landing* 

Capital Improvements & Major Maintenance Program 2021

DUPAGE AIRPORT AUTHORITY
2021 CAPITAL & MAJOR MAINTENANCE PLAN

Capital Summary

DAA	\$ 3,045,642
DFC	\$ 15,000
PLG	\$ 1,079,181
Total Capital	\$ 4,139,823

Major Maintenance Summary

DAA	\$ 2,016,000
DFC	\$ 285,000
PLG	\$ 361,500
Total Major Maintenance	\$ 2,662,500

NEW FUNDS REQUESTED FOR CAPITAL & MAJOR MAINTENANCE	\$ 6,802,324
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Capital Funds Carried Over from Prior Year	\$ 5,927,403
Grant Funding	\$ 6,175,785

TOTAL CAPITAL & MAJOR MAINTENANCE PLAN	\$ 18,905,512
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Capital Projects & Assets			New \$	Carryover \$	Grant \$	Total \$
DAA	Building	DAA Maintenance Building Expansion	579,547	1,914,015	-	2,493,562
DAA	Building	U.S. Customs & Border Protection Facility	62,291	1,931,267	-	1,993,558
DAA	Field	Airport Perimeter Security & Wildlife Fencing - Phase 2	-	484,089	1,452,267	1,936,356
DAA	Field	Runway 10/28 Avigation Easement Acquisition	899,779	209,180	595,041	1,704,000
DAA	Field	Reconfiguration of Taxiway E Between Runway 15-33 and Powis Rnn	75,000	-	1,425,000	1,500,000
DAA	Field	Airport Perimeter Security & Wildlife Fencing - Phase 3	-	317,901	953,703	1,271,604
DAA	Field	Replace TEA Ramp w/PCC	-	33,149	629,831	662,980
DAA	Field	Elevated Fixture Grounding Upgrades (AIP Project)	-	-	624,152	624,152
DAA	Equipment	Replace Snow Blower	-	593,314	-	593,314
DAA	Building	Planning for Hangar Development - Phase 1	100,000	350,000	-	450,000
DAA	Equipment	Replace Generator at ATCT and DAA Maintenance Building	18,025	-	342,475	360,500
DAA	Building	3rd Floor DFC Tenant Buildout	300,000	-	-	300,000
DAA	Equipment	Replace Plow Truck #20 w/End Loader and Plow	290,000	-	-	290,000
DAA	Field	Echo T-Hangar Pavement Rehab Phase III (AIP Project)	-	8,069	153,316	161,385
DAA	Equipment	Replace Telecom Networks	110,000	-	-	110,000
DAA	Building	Install (2) 26' x 15' TNR Speed Master Fabric Garage Doors at DAA M:	80,000	-	-	80,000
DAA	Equipment	IT Network Equipment & Upgrades	70,000	-	-	70,000
DAA	Field	Replace (3) Gate Operators	61,000	-	-	61,000
DAA	Building	Replace Unvented Heaters w/CoRay Vac at Hangar E1 and E2	55,000	-	-	55,000
DAA	Field	Fuel Farm Fill Containment System Upgrades	45,000	-	-	45,000
DAA	Equipment	Replace Surveillance Equipment	40,000	-	-	40,000
DAA	Equipment	Replace Van #24 for Building Maintenance	40,000	-	-	40,000
DAA	Building	Replace Old Alarm Systems with Addressable Systems at Avel	30,000	-	-	30,000
DAA	Equipment	Airfield Lighting Control System Secomea Upgrade	25,000	-	-	25,000
DAA	Building	HVAC RTU Replacement	20,000	-	-	20,000
DAA	Equipment	Narrow Aisle Aerial Lift	15,000	-	-	15,000
DAA	Equipment	Replace (1) Regulator	15,000	-	-	15,000
DAA	Equipment	Replace Heater at Hangar E19	15,000	-	-	15,000
DFC	Building	Flight Center Security Railing	15,000	30,000	-	45,000
PLG	Building	PLGC Maintenance Building Addition	400,000	-	-	400,000
PLG	Building	Renovate Men's and Women's Locker Rooms at PLGC Clubhouse	200,000	-	-	200,000
PLG	Field	PLGC Construct Lightning Shelter - Hole 5 & 6	100,000	-	-	100,000
PLG	Building	Replace Boiler at PLGC Clubhouse	73,000	-	-	73,000
PLG	Equipment	Banquet Chairs	54,562	-	-	54,562
PLG	Field	PLGC Irrigation System Replacement Design	50,000	-	-	50,000
PLG	Equipment	Deep-Tine Aerator (tractor-mount)	37,500	-	-	37,500
PLG	Building	Replace Exterior Doors at PLGC Clubhouse - Pro Shop and Lower Level	30,000	-	-	30,000
PLG	Equipment	Patio and Restaurant Furniture	17,119	-	-	17,119
PLG	Building	Carpet Pro Shop at PLGC Clubhouse	15,000	-	-	15,000
PLG	Equipment	Kitchen Equipment	15,000	-	-	15,000
PLG	Equipment	Skid-Steer Trencher	14,000	-	-	14,000
PLG	Equipment	Stake-bed Utility Vehicle	14,000	-	-	14,000
PLG	Building	Install (4) Hanging Heaters PLGC Cart Barn	12,000	-	-	12,000
PLG	Equipment	Skid-steer Sickle Bar Mower	11,000	-	-	11,000
PLG	Equipment	Driving Range Ball-Dispenser	10,000	-	-	10,000
PLG	Building	Grill Room Patio & Halfway House Sun Shades/Canopies	10,000	-	-	10,000
PLG	Building	Replace Front Stoop at PLGC Pro Shop	10,000	-	-	10,000
PLG	Equipment	Driving Range Mats	6,000	-	-	6,000
DAA	Contingency	Contingency	100,000	-	-	100,000
Total Capital			4,139,823	5,870,984	6,175,785	16,186,592

Major Maintenance Projects			New \$	Carryover \$	Grant \$	Total \$
DAA	Field	Mill and Overlay Pavement - 1955 Aviation, W. Tower Road, Golf Ma	460,000	-	-	460,000
DAA	Building	Replace Roof SE Ramp Hangar	305,000	-	-	305,000
DAA	Building	Replace Roof and Parapet Repairs Government Center	250,000	-	-	250,000
DAA	Building	Flight Center Roof Reconditioning	380,000	-	-	380,000
DAA	Field	Airfield Pavement Marking	115,000	-	-	115,000
DAA	Building	Demo Hangar N7 and Old Cameron Building	100,000	-	-	100,000
DAA	Building	Demo Union Hall on Roosevelt Road	100,000	-	-	100,000
DAA	Building	Refurbish Hangar Floors	80,000	-	-	80,000
DAA	Building	Replace Fire Alarm Systems at Hangars E17 & E20	41,000	39,000	-	80,000
DAA	Building	Demo Communications Building at DuPage Business Center	75,000	-	-	75,000
DAA	Field	International Drive Tree Replacement Phase II	40,000	-	-	40,000
DAA	Equipment	Refurbish (20) Airfield Signs	40,000	-	-	40,000
DAA	Field	ARFF Truck Tires	15,000	-	-	15,000
DAA	Field	SE Drainage Ditch Vegetation Clearing	15,000	-	-	15,000
DFC	Building	DFC Deck Coating Replacement	165,000	-	-	165,000
DFC	Building	Fuel Farm Rehab	120,000	-	-	120,000
PLG	Field	PLGC Bridge Repairs	300,000	-	-	300,000
PLG	Building	Outdoor Railing Refurbishment	31,500	-	-	31,500
PLG	Building	Repair PLGC Banquet Hall Patio	30,000	-	-	30,000
PLG	Field	PLGC Pavement Repairs	0	17,420	-	17,420
Total Major Maintenance			2,662,500	56,420	-	2,718,920
Total Capital & Major Maintenance			6,802,324	5,927,403	6,175,785	18,905,512



DUPAGE AIRPORT AUTHORITY

CHICAGO LAND'S

DUPAGE FLIGHT CENTER 

Prairie
Landing
2019-2021

Capital Improvements 2021

DUPAGE AIRPORT AUTHORITY

DAA Maintenance Building Expansion	\$2,493,562
Expansion of the DAA Maintenance Building to accommodate existing fleet of equipment and facilities maintenance materials.	
U.S. Customs & Border Protection Facility	\$1,993,558
This project renovates space on the 1st floor of the Flight Center for U.S. CBP.	
Airport Perimeter Security & Wildlife Fencing - Phase 2 (South End) (AIP Project)	\$1,936,356
Phase II Wildlife Fencing - South End. Programmed AIP project.	
Runway 10/28 Avigation Easement Acquisition	\$1,704,000
Acquire ALP defined RPZ and Approach/Transitional Zone Easements.	
Reconfiguration of Taxiway E Between Runway 15-33 and Powis Ramp	\$1,500,000
Reconfiguration of Taxiway E Between Runway 15-33 and Powis Ramp Per 7/25/19 RSAP. Programmed AIP project.	
Airport Perimeter Security & Wildlife Fencing - Phase 3 (North End) (AIP Project)	\$1,271,604
Phase III Wildlife Fencing - North End. Programmed AIP project.	
Replace TEA Ramp w/PCC	\$662,980
Replace deteriorated asphalt at 3N060 Powis Road ramp with Portland cement concrete panels.	
Elevated Fixture Grounding Upgrades (AIP Project)	\$624,152
Elevated Fixture Grounding Upgrades. Programmed AIP project.	
Replace Snow Blower	\$593,314
Replace 1989 TS4 Snow blower.	
Planning for Hangar Development - Phase 1	\$450,000
Design and planning services for new hightail hangar facility to be constructed on South Apron.	
Replace Generator at ATCT and DAA Maintenance Building	\$360,500
Replace Generator at ATCT and DAA Maintenance Building. Programmed AIP project.	
3rd Floor DFC Tenant Buildout	\$300,000
Remodel/build out existing vacant space on the 3rd floor of the DuPage Flight Center for new tenants.	
Replace Plow Truck #20 w/End Loader and Plow	\$290,000
Replace 1999 Oshkosh with end loader.	

Echo T-Hangar Pavement Rehab Phase III (AIP Project) Echo T-Hangar Pavement Rehab Phase III. Programmed AIP Project.	\$161,385
Replace Telecom Networks Replace Telecom Networks at Airport and Golf Club.	\$110,000
Replace Fire Alarm Systems at Hangars E17 & E20 Replace alarm systems in E-17 and E-20.	\$80,000
Install (2) 26' x 15' TNR Speed Master Fabric Garage Doors at DAA Maintenance Install high-speed fabric vehicle/equipment doors to limit cycles on overhead doors.	\$80,000
IT Network Equipment & Upgrades IT Network Equipment and website upgrades for DAA, DFC, & PLGC	\$70,000
Replace (3) gate operators Replace (3) gate operators.	\$61,000
Replace Unvented Heaters w/CoRay Vac at Hangar E1 and E2 Mitigate condensation issues by replacing unvented heaters at Hangar E1 and E2.	\$55,000
Fuel Farm Fill Containment System Upgrades Upgrades to fuel farm containment system required following Fire Marshal inspection.	\$45,000
Replace Surveillance Equipment As-needed replacement of fixed and PTZ cameras in addition to radio communications equipment.	\$40,000
Replace Van #24 for Building Maintenance Replace 2004 van utilized by Building Maintenance.	\$40,000
Replace Old Alarm Systems with Addressable Systems at Avel Replace existing fire alarm system with addressable system required by code.	\$30,000
Airfield Lighting Control System Secomea Upgrade Add remote software to the Airfield Lighting Control System.	\$25,000
HVAC RTU Replacement Replace rooftop HVAC unit.	\$20,000
Narrow Aisle Aerial Lift Procurement of narrow aisle aerial lift to reach areas with limited space inside hangars.	\$15,000

Replace (1) Regulator \$15,000
Replace existing regulator that is at the end of its useful service life.

Replace Heater at Hangar E19 \$15,000
Replace existing E19 heater that is 30+ years old and at the end of its useful service life.

DUPAGE FLIGHT CENTER

Flight Center Security Railing \$45,000
Replace/upgrade security railing around Flight Center building.

PRAIRIE LANDING GOLF CLUB

PLGC Maintenance Building Addition \$400,000
Necessary expansion for protected storage of equipment.

Renovate Men's and Women's Locker Rooms at PLGC Clubhouse \$200,000
Renovate the existing men's and women's locker rooms including new walls, floor tiles, toilet partitions, toilet accessories, countertops, sinks and lighting. Modify swing locker room for new bridal dressing area.

PLGC Construct Lightning Shelter - Hole 5 & 6 \$100,000
To provide a level of lightning protection at our furthest point from clubhouse.

Replace Boiler at PLGC Clubhouse \$73,000
Replace existing boiler that is 26+ years old and at the end of its useful service life.

Banquet Chairs \$54,562
Replace 225 banquet hall chairs, which are at the end of their useful service life, and coordinate with new ballroom.

PLGC Irrigation System Replacement Design \$50,000
To begin the process of irrigation system design and replacement.

Deep-Tine Aerator (tractor-mount) \$37,500
This unit will replace our current one which has reached its end of service-life (18 yrs).

Replace Exterior Doors at PLGC Clubhouse - Pro Shop and Lower Level \$30,000
Replace existing exterior doors that are 26+ years old and at the end of their useful service life at the Pro Shop and lower level entrances.

Patio and Restaurant Furniture	\$17,119
Additional tables and chairs.	
Kitchen Equipment	\$15,000
Kitchen equipment - New chef will make recommendations.	
Carpet Pro Shop at PLGC Clubhouse	\$15,000
Replace high traffic carpet that is 6+ years old in the PLGC Clubhouse Pro Shop.	
Skid-Steer Trencher	\$14,000
This will be used for irrigation and drainage work on course.	
Stake-bed Utility Vehicle	\$14,000
This will be used for clubhouse events and golf outings.	
Install (4) Hanging Heaters PLGC Cart Barn	\$12,000
Replace original heaters that are 26+ years old and at the end of their useful life.	
Skid-steer Sickle Bar Mower	\$11,000
Unit for brush/native grass/tree cutting and upkeep.	
Grill Room Patio & Halfway House Sunshades/Canopies	\$10,000
Sunshades and canopies for the PLGC grill room patio and the halfway house.	
Driving Range Ball Dispenser	\$10,000
This will replace our current unit which has been in place for 16 years.	
Replace Front Stoop at PLGC Pro Shop	\$10,000
Replace concrete steps and landings that are decaying.	
Driving Range Mats	\$6,000
These mats will replace our current ones which have reached their end of service (5).	

Contingency Funds

Contingency Reserve – All Operations	\$100,000
Funding for any unplanned Capital or Major Maintenance projects (e.g. emergency repairs, replacements, or major unforeseen capital projects) will be pulled from contingency funds. Contingency funds will be replenished throughout the year with unused plan dollars from 2020 projects that are completed under budget.	



DUPAGE AIRPORT AUTHORITY

CHICAGO LAND'S

DUPAGE FLIGHT CENTER 

Prairie 
Landing

Major Maintenance 2021

DUPAGE AIRPORT AUTHORITY

Mill & Overlay 1955 Aviation, W. Tower Road, Golf Maintenance, Clubhouse Parking	\$460,000
Mill and overlay asphalt pavement at 1955 Aviation, W. Tower Road, Golf Maintenance, and Clubhouse parking areas.	
Flight Center Roof Reconditioning	\$380,000
Recondition roof that is 26+ years old.	
Replace Roof SE Ramp Hangar	\$305,000
Replace membrane roof and metal deck.	
Replace Roof and Parapet Repairs at Government Center	\$250,000
Recondition roof that is 30+ years old.	
Airfield Pavement Marking	\$115,000
Pavement marking for runways, taxiway, aprons and landside roadways.	
Demo Hangar N7 and Old Cameron Building	\$100,000
Demo vacant hangar/building that is beyond repair and no longer feasible to maintain.	
Demo Union Hall on Roosevelt Road	\$100,000
Demo vacant building that is beyond repair and no longer feasible to maintain.	
Refurbish Hangar Floors	\$80,000
Resurface and refurbish hangar floors with resinous system.	
Demo Communications Building at DuPage Business Center	\$75,000
Demo vacant communications building that is no longer functioning or utilized by the DBC.	
International Drive Tree Replacement Phase II	\$40,000
Replace dead and aging trees along flight center roads	
Refurbish (20) Airfield Signs	\$40,000
Replace existing airfield signs with LED.	
ARFF Truck Tires	\$15,000
New tires for firefighting truck at the ARFF station.	
SE Drainage Ditch Vegetation Clearing	\$15,000
Remove vegetation from primary open ditch water conveyance on southeast side of airfield.	

DUPAGE FLIGHT CENTER

DFC Deck Coating Replacement **\$165,000**
Replace aged membrane coating on Flight Center pedestrian deck located on the east side of building.

Fuel Farm Rehab **\$120,000**
Add new spill prevention containers on Fuel Farm intake pipes per State Fire Marshal requirements.

PRAIRIE LANDING GOLF CLUB

PLGC Bridge Repairs **\$300,000**
Necessary correction of differential settlements at bridge abutments.

Outdoor Railing Refurbishment **\$31,500**
The outdoor railings at the clubhouse are in need of being refinished professionally and include the banquet ramp and stairs, sunroom stairs, bag-drop stairs and overhead structure, and the Halfway House patio railings.

Repair PLGC Banquet Hall Patio **\$30,000**
Complete resurfacing of aging banquet patio.

PLGC Pavement Repairs **\$17,420**
Mill, overlay, crack fill, sealcoat, and various other pavement repairs.

**Fiscal Year 2021
Tentative Budget &
Appropriations Ordinance**

For the period January 1, 2021 - December 31, 2021
DuPage Airport Authority
West Chicago, IL

ORDINANCE 2020-346

**TENTATIVE BUDGET & APPROPRIATIONS ORDINANCE
for the DUPAGE AIRPORT AUTHORITY
for the FISCAL YEAR BEGINNING
JANUARY 1, 2021 AND ENDING DECEMBER 31, 2021**

WHEREAS, The Board of Commissioners of the DuPage Airport Authority, an Illinois Special District, has adopted a fiscal year beginning January 1, 2021 and ending December 31, 2021, 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 2021.

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, 2021 and ending December 31, 2021 the following sums of money below are hereby budgeted and appropriated for the corporate purposes of the Corporate Fund of the DuPage Airport Authority:

Estimated Beginning Cash Balance	\$ 40,412,580
 <u>OPERATING REVENUES</u>	
Airport Operations	\$ 3,513,804
Flight Center Fuel Operations	\$ 7,092,386
Prairie Landing Golf Course	\$ 2,468,200
TOTAL OPERATING REVENUES	\$ 13,074,390
 <u>OPERATING EXPENSES</u>	
Airport Operations	\$ 7,097,423
Flight Center Fuel Operations	\$ 5,445,529
Prairie Landing Golf Course	\$ 2,323,220
TOTAL OPERATING EXPENSES	\$ 14,866,172
 <u>NON OPERATING - REVENUE / DEBT SERVICE / CAPITAL / TAXES</u>	
REVENUES	
Miscellaneous Taxes	\$ 60,000
Property Taxes/Abatement	\$ 6,032,400
Federal & State Grants	\$ 6,175,785
Interest Income	\$ 73,700
Unrealized Gain/Loss from Investments	\$ -
Gain of Sale from Fixed Assets	\$ 3,432,833
TOTAL NON-OPERATING REVENUES	\$ 15,774,718
 EXPENSES	
Property Tax (DAA)	\$ 274,080
Property Tax (PLGC)	\$ 138,000
TOTAL NON-OPERATING EXPENSES	\$ 412,080
 <u>CAPITAL DEVELOPMENT PROGRAM</u>	
AVIATION PROGRAMS / EQUIPMENT	\$ 15,187,410
GOLF COURSE PROGRAMS / EQUIPMENT	\$ 1,079,181
MAJOR MAINTENANCE OF CAPITAL ASSETS	\$ 2,638,920
TOTAL CAPITAL DEVELOPMENT PROGRAM	\$ 18,905,511
 TOTAL REVENUES	 \$ 28,849,108
TOTAL EXPENDITURES	\$ 34,183,763
 CASH BALANCE - ENDING	 \$ 35,077,925

SECTION 2: That the following budget and appropriations, containing an estimate of the receipts and expenditures for FISCAL YEAR 2021, be and are hereby adopted as the budget and appropriations of the Corporate Fund of the DuPage Airport Authority for said fiscal year:

AIRPORT ADMINISTRATION / OPERATIONS

REVENUES	
HANGAR RENTALS	\$ 2,554,372
COLLECTION, SERVICE, TOWING FEES	\$ 1,356
COMMISSIONS	\$ 32,241
CUSTOMS FEES	\$ 98,316
RAMP, TIE DOWN, OVERNIGHT FEES	\$ 130,164
NON AIRFIELD, RENT/LEASE REVENUE	\$ 677,351
MISCELLANEOUS	\$ 20,004
TOTAL REVENUES	\$ 3,513,804
CASH ON HAND - BEGINNING	\$ 19,094,423
TOTAL FUNDS AVAILABLE	\$ 22,608,227
EXPENDITURES	
SALARIES	
STAFF & COMMISSIONERS	\$ 2,380,059
SALARIES TOTAL	\$ 2,380,059
BENEFITS	
FICA	\$ 177,094
UNEMPLOYMENT INSURANCE	\$ 29,329
GROUP INSURANCE	\$ 381,497
UNIFORMS	\$ 12,612
IMRF	\$ 178,241
BENEFITS TOTAL	\$ 778,773
GENERAL & ADMINISTRATIVE	
EDUCATION / TRAINING / TRAVEL	\$ 19,071
DUES & SUBSCRIPTIONS	\$ 13,655
COMPUTER AND SOFTWARE	\$ 34,196
COMMUNICATIONS	\$ 39,508
GENERAL OFFICE	\$ 6,504
MISCELLANEOUS	\$ 18,616
GEN. & ADMIN. TOTAL	\$ 131,550
OUTSIDE SERVICES	
CONSULTING SERVICES	\$ 302,904
ACCOUNTING / AUDIT	\$ 48,000
CUSTOMS/CONTROL TOWER	\$ 851,217
MISC OUTSIDE SERVICES	\$ 345,434
LEGAL	\$ 180,000
SNOW REMOVAL/ICE CONTROL	\$ 72,800
ARFF	\$ 473,316
OUTSIDE TOTAL	\$ 2,273,671
MAINTENANCE	
EQUIPMENT LEASE / MAINT. CONTRACTS	\$ 170,420
SUPPLIES/HANDTOOLS & SMALL EQUIPMENT	\$ 49,132
FUEL/OIL VEHICLES & EQUIPMENT	\$ 53,196
FIELD MAINTENANCE	\$ 129,996
BUILDING MAINTENANCE	\$ 147,996
MACHINE & EQUIPMENT	\$ 54,996
MAINTENANCE TOTAL	\$ 605,736
INSURANCE	\$ 398,808
INSURANCE TOTAL	\$ 398,808
MARKETING / PUBLIC RELATIONS	\$ 96,950
MARKETING / PUBLIC RELATIONS TOTAL	\$ 96,950
UTILITIES	
GARBAGE REMOVAL / JANITORIAL	\$ 14,424
GAS HEAT	\$ 136,000
ELECTRIC	\$ 247,000
WATER/SEWER	\$ 34,452
TOTAL UTILITIES	\$ 431,876
TOTAL EXPENDITURES:	
AUTHORITY ADMINISTRATION & OPERATIONS	\$ 7,097,423
CASH ON HAND ENDING	\$ 15,510,804

DUPAGE FLIGHT CENTER FUEL OPERATIONS

REVENUES	
FUEL & OIL SALES	\$ 6,578,222
SERVICES & CATERING	\$ 508,272
MISCELLANEOUS INCOME	\$ 5,892
TOTAL REVENUES	\$ 7,092,386
CASH ON HAND - BEGINNING	\$ 23,222,847
TOTAL FUNDS AVAILABLE	\$ 30,315,233
EXPENDITURES	
SALARIES	
STAFF	\$ 1,027,425
SALARIES TOTAL	\$ 1,027,425
BENEFITS	
FICA	\$ 78,598
UNEMPLOYMENT INSURANCE	\$ 22,230
GROUP INSURANCE	\$ 220,464
UNIFORMS	\$ 13,704
IMRF	\$ 81,886
BENEFITS TOTAL	\$ 416,882
COST OF SALES	
COST OF SALES - FUEL/OIL	\$ 3,263,090
COST OF SALES - DE-ICE	\$ 27,000
COST OF SALES - CATERING	\$ 84,600
COST OF SALES TOTAL	\$ 3,374,690
GENERAL & ADMINISTRATIVE	
BUILDING RENT	\$ 48,000
EDUCATION / TRAINING / TRAVEL	\$ 19,284
DUES & SUBSCRIPTIONS	\$ 3,900
MISC OFFICE EXPENSE	\$ 18,192
SOFTWARE	\$ 16,296
COMMUNICATIONS	\$ 15,456
CREDIT CARD EXPENSE	\$ 79,560
MARKETING	\$ 50,364
GEN. & ADMIN. TOTAL	\$ 251,052
OUTSIDE SERVICES	
CONSULTING SERVICES/LEGAL	\$ 22,224
OUTSIDE SERVICES TOTAL	\$ 22,224
MAINTENANCE / OPERATIONS	
EQUIPMENT LEASE / MAINT. CONTRACTS	\$ 138,348
SUPPLIES	\$ 35,088
FUEL / OIL VEHICLES	\$ 11,004
MAINTENANCE EXPENSE	\$ 36,000
MAINTENANCE TOTAL	\$ 220,440
INSURANCE	\$ 130,512
INSURANCE TOTAL	\$ 130,512
UTILITIES	
ELECTRIC	\$ 2,304
UTILITIES TOTAL	\$ 2,304
TOTAL EXPENDITURES:	
FLIGHT CENTER FUEL OPERATIONS	\$ 5,445,529
CASH ON HAND ENDING	\$ 24,869,704

PRAIRIE LANDING GOLF COURSE

REVENUES	
GOLF OPERATIONS	
GREENS FEES/CART RENTAL	\$ 1,124,000
ASSOCIATION MEMBERSHIPS	\$ 185,000
RENTALS	\$ 5,000
PRACTICE CENTER	\$ 152,500
PRO SHOP SALES	\$ 97,500
TOTAL GOLF OPERATIONS	\$ 1,564,000
FOOD & BEVERAGE	
CLUBHOUSE	\$ 324,000
KITTY HAWK - DELI	\$ 19,600
BANQUET	\$ 557,100
TOTAL FOOD & BEVERAGE	\$ 900,700
MISCELLANEOUS INCOME	\$ 3,500
TOTAL MISCELLANEOUS INCOME	\$ 3,500
TOTAL REVENUES	\$ 2,468,200
CASH ON HAND - BEGINNING	\$ (1,904,689)
TOTAL FUNDS AVAILABLE	\$ 563,511
EXPENDITURES	
SALARIES	
STAFF	\$ 1,158,474
SALARIES TOTAL	\$ 1,158,474
BENEFITS	
FICA	\$ 93,614
UNEMPLOYMENT INSURANCE	\$ 39,913
GROUP INSURANCE	\$ 93,540
UNIFORMS	\$ 8,500
IMRF	\$ 73,384
BENEFITS TOTAL	\$ 308,951
COST OF SALES	
COST OF SALES - GOLF	\$ 73,300
COST OF SALES - GRILL,EVENT, BANQUETS	\$ 203,885
COST OF SALES - KITTY HAWK	\$ 14,100
CREDIT CARD FEES	\$ 53,800
COST OF SALES TOTAL	\$ 345,085
GENERAL & ADMINISTRATIVE	
EDUCATION / TRAINING / TRAVEL	\$ -
DUES & SUBSCRIPTIONS	\$ 11,030
COMPUTER AND SOFTWARE	\$ 10,000
COMMUNICATIONS	\$ 19,260
TRANSFER COSTS TO FLIGHT CENTER	\$ (69,531)
MARKETING	\$ 59,900
GEN. & ADMIN. TOTAL	\$ 30,659
OUTSIDE SERVICES	
CONSULTING SERVICES / LEGAL	\$ 63,746
OUTSIDE SERVICES TOTAL	\$ 63,746
MAINTENANCE / OPERATIONS	
COURSE MAINTENANCE	\$ 112,500
SUPPLIES	\$ 80,500
RENTAL EQUIPMENT	\$ 40,740
FUEL / OIL VEHICLES	\$ 14,500
BUILDING MAINTENANCE EXPENSE	\$ 34,980
MAINTENANCE TOTAL	\$ 283,220
INSURANCE	\$ 66,000
INSURANCE TOTAL	\$ 66,000
UTILITIES	
GARBAGE REMOVAL / JANITORIAL	\$ 3,960
GAS HEAT	\$ 10,200
ELECTRIC	\$ 44,625
WATER/SEWER	\$ 8,300
UTILITIES TOTAL	\$ 67,085
TOTAL EXPENDITURES:	
PRAIRIE LANDING GOLF COURSE	\$ 2,323,220
CASH ON HAND ENDING	\$ (1,759,709)

NON OPERATING - REVENUE / DEBT SERVICE / CAPITAL / TAXES

MISCELLANEOUS TAXES	\$ 60,000
PROPERTY TAXES	\$ 6,032,400
FEDERAL & STATE GRANTS	\$ 6,175,785
INTEREST INCOME	\$ 73,700
UNREALIZED GAIN/LOSS FROM INVESTMENTS	\$ -
GAIN OF SALE FROM FIXED ASSETS	\$ 3,432,833
TOTAL NON-OPERATING REVENUES	\$ 15,774,718

CAPITAL DEVELOPMENT PROGRAM

AVIATION PROGRAMS / EQUIPMENT	\$ 15,187,410
GOLF COURSE PROGRAMS / EQUIPMENT	\$ 1,079,181
MAJOR MAINTENANCE OF CAPITAL ASSETS	\$ 2,638,920
TOTAL CAPITAL DEVELOPMENT	\$ 18,905,511

PROPERTY TAX

PROPERTY TAX (DAA)	\$ 274,080
PROPERTY TAX (PLGC)	\$ 138,000
TOTAL PROPERTY TAX	\$ 412,080

TOTAL REVENUES	\$ 28,849,108
TOTAL EXPENDITURES	\$ 34,183,763
CASH ON HAND ENDING	\$ 35,077,925

Said appropriation items shall constitute the Budget for the Corporate Fund of the Authority for FISCAL YEAR 2021.

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

The amounts specified are the maximum estimated for probable expenditures or commitments prior to December 31, 2021, 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 November 18, 2020.

Record of Roll Call Vote:

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

Chairman

(seal)
ATTEST:

Secretary



DUPAGE AIRPORT
AUTHORITY

TO: DuPage Airport Authority
Board of Commissioners

FROM: Patrick Hoard *PH*
Director of Finance

THROUGH: Mark Doles
Executive Director

RE: Proposed Ordinance 2020-347; An Ordinance of the DuPage
Airport Authority Levying Taxes for the Fiscal Year Beginning
January 1, 2020 and Ending December 31, 2020.

DATE: November 11, 2020

SUMMARY:

Board passage of this Ordinance is a statutory requirement in order for the Airport Authority to levy taxes in 2020, payable to the Airport Authority in 2021. The Airport Authority will Levy the same amount as it has since 2012, \$5,976,024.

PREVIOUS COMMITTEE/BOARD ACTION:

N/A

REVENUE OR FUNDING IMPLICATIONS:

The levy is necessary in order to fund capital improvement projects and major maintenance projects.

STAKEHOLDER PROCESS:

No stakeholders have been identified at this time.

LEGAL REVIEW:

Legal review of this item is not necessary.

ATTACHMENTS:

Proposed Ordinance 2020-347; An Ordinance of the DuPage Airport Authority Levying Taxes for the Fiscal Year Beginning January 1, 2020 and Ending December 31, 2020.

ALTERNATIVES:

The Board can deny, modify or amend this issue.

RECOMMENDATION:

It is the recommendation of the Executive Director and staff that the Board approve Proposed Ordinance 2020-347; An Ordinance of the DuPage Airport Authority Levying Taxes for the Fiscal Year Beginning January 1, 2020 and Ending December 31, 2020, for the purposes of future capital expenditures and to add additional funds to the Five-Year Capital Reserve Program.

ORDINANCE 2020-347

**AN ORDINANCE OF THE DUPAGE AIRPORT AUTHORITY
LEVYING TAXES FOR THE FISCAL YEAR BEGINNING
JANUARY 1, 2020 AND ENDING DECEMBER 31, 2020**

WHEREAS, The Board of Commissioners of the DuPage Airport Authority, an Illinois Special District, have determined the sums necessary to pay the costs of operating the DuPage Airport and all expenses and liabilities of the Authority for the fiscal year beginning January 1, 2020 and ending December 31, 2020, and have adopted an appropriation ordinance of the Authority for that period, appropriating the sum of \$34,736,830 as required by law; and

WHEREAS, said appropriation ordinance provides for estimated expenditures and revenues as follows:

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

Estimated Beginning Cash Balance - Non-Designated	\$ 11,386,873
Estimated Beginning Cash Balance - Designated	\$ 5,238,516
Estimated Beginning Cash Balance - Restricted	\$ 25,049,850
	\$ 41,675,239
 <u>OPERATING REVENUES</u>	
Airport Operations	\$ 3,521,719
Flight Center Fuel Operations	\$ 11,406,787
Prairie Landing Golf Course	\$ 2,374,600
TOTAL OPERATING REVENUES	\$ 17,303,106
 <u>OPERATING EXPENSES</u>	
Airport Operations	\$ 6,971,773
Flight Center Fuel Operations	\$ 8,308,003
Prairie Landing Golf Course	\$ 2,177,767
TOTAL OPERATING EXPENSES	\$ 17,457,543
 <u>NON OPERATING - REVENUE / DEBT SERVICE / CAPITAL / TAXES</u>	
REVENUES	
Miscellaneous Taxes	\$ 57,996
Property Taxes/Abatement	\$ 5,538,000
Federal & State Grants	\$ 3,088,879
Interest Income	\$ 399,996
Unrealized Gain/Loss from Investments	\$ -
Gain of Sale from Fixed Assets	\$ 30,000
TOTAL NON-OPERATING REVENUES	\$ 9,114,871
 EXPENSES	
Property Tax (DAA)	\$ 219,504
Property Tax (PLGC)	\$ 143,040
TOTAL NON-OPERATING EXPENSES	\$ 362,544
 <u>CAPITAL DEVELOPMENT PROGRAM</u>	
AVIATION PROGRAMS / EQUIPMENT	\$ 15,610,752
GOLF COURSE PROGRAMS / EQUIPMENT	\$ 590,165
MAJOR MAINTENANCE OF CAPITAL ASSETS	\$ 715,826
TOTAL CAPITAL DEVELOPMENT PROGRAM	\$ 16,916,743
 TOTAL REVENUES	 \$ 26,417,977
TOTAL EXPENDITURES	\$ 34,736,830
 CASH BALANCE - ENDING	 \$ 33,356,386 *

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

AIRPORT ADMINISTRATION / OPERATIONS

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

DUPAGE FLIGHT CENTER FUEL OPERATIONS

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

PRAIRIE LANDING GOLF COURSE

REVENUES

GOLF OPERATIONS

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

FOOD & BEVERAGE

CLUBHOUSE	\$	292,000
KITTY HAWK - DELI	\$	19,600
BANQUET	\$	521,300
TOTAL FOOD & BEVERAGE	\$	832,900

MISCELLANEOUS INCOME

	\$	3,500
TOTAL MISCELLANEOUS INCOME	\$	3,500
TOTAL REVENUES	\$	2,374,600

CASH ON HAND - BEGINNING

\$ (953,969)

TOTAL FUNDS AVAILABLE

\$ 1,420,631

EXPENDITURES

SALARIES

STAFF	\$	1,080,564
SALARIES TOTAL	\$	1,080,564

BENEFITS

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

COST OF SALES

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

GENERAL & ADMINISTRATIVE

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

OUTSIDE SERVICES

CONSULTING SERVICES / LEGAL	\$	42,746
OUTSIDE SERVICES TOTAL	\$	42,746

MAINTENANCE / OPERATIONS

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

INSURANCE

	\$	65,004
INSURANCE TOTAL	\$	65,004

UTILITIES

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

TOTAL EXPENDITURES:

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

CASH ON HAND ENDING

\$ (757,136)

NON OPERATING - REVENUE/DEBT SERVICE/CAPITAL/TAXES

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

CAPITAL DEVELOPMENT PROGRAM

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

PROPERTY TAX

PROPERTY TAX (DAA)	\$	219,504
PROPERTY TAX (PLGC)	\$	143,040
TOTAL PROPERTY TAX	\$	362,544

TOTAL REVENUES	\$	26,417,977
TOTAL EXPENDITURES	\$	34,736,830
	\$	(8,318,853)
CASH ON HAND ENDING	\$	33,356,386 *

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

SECTION 1: There is hereby levied upon all taxable property within the DuPage Airport Authority, as the same may be assessed and equalized for the current fiscal year and to be collected by the levy of a general tax, the sum of \$5,976,024. Said tax shall be exclusive of and in addition to all taxes levied by the DuPage Airport Authority for bond and interest requirements, by ordinance, if any, certified copies of which have heretofore been filed in the Office of the County Clerk of DuPage County, Illinois.

SECTION 2: 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 November 18, 2020.

Tentative Budget and Appropriations Ordinance adopted:	November 20, 2019
Submitted to County Board Chairman	December 2, 2019
Filed for Public Inspection:	December 2, 2019
Notice of Public Hearing Published:	December 2, 2019
Public Hearing Held:	January 13, 2020
Budget and Appropriations Ordinance Adopted:	January 15, 2020

Record of Roll Call Vote:

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

(seal)
ATTEST:


Chairman

Secretary



DUPAGE AIRPORT AUTHORITY

TO: Board of Commissioners

FROM: Dan Barna 
Operations and Capital Program Manager

THROUGH: Mark Doles
Executive Director

RE: Proposed Resolution 2020-2395; Award of Master Agreement to Gary Spielman Plumbing, Inc. for On-Call Plumbing Repair Services

DATE: November 9, 2020

SUMMARY:

The Airport Authority's Building Maintenance Department utilizes the services of a commercial plumbing contractor for performing various plumbing repairs on an as-needed basis throughout the Airport and the Prairie Landing Golf Club.

Section 6-23 of the Authority's Procurement Policy allows the Authority to enter into Master Agreements for this type of service for period of not longer than two (2) years with vendors who supply services and materials for lesser dollar amounts, where the Board of Commissioners believes it would not be cost effective or in the best interests of the Authority from a timing standpoint to bid individual items or services for a minor project. The Master Agreement shall not exceed \$25,000 annually or \$5,000 per project.

The existing Master Agreement for On-Call Plumbing Repair Services with Gary Spielman Plumbing, Inc. expires on December 1, 2020. In the past 2 years, the Authority spent approximately \$23,000 on plumbing repairs.

Staff solicited sealed bids for procurement of On-Call Plumbing Repair Services in the October 14, 2020 edition of the *Daily Herald Newspaper*. Three (3) sealed bids were received and opened at 3:00 p.m. on November 10, 2020. Bid results are as follows:

Bidder	M-F 7-3:30 Hourly Rate		After 3:30 M-F and Saturdays Hourly Rate		Sunday and Legal Holidays Hourly Rate		Material Markup
	Journeyman	Apprentice	Journeyman	Apprentice	Journeyman	Apprentice	
Gary Spielman Plumbing West Chicago, IL	\$105	\$75	\$170	\$120	\$180	\$120	15%
C. Armbrust Plumbing Carol Stream, IL	\$109	\$88	\$163.50	\$132	\$218	\$126	20%
Valley Fire Protection St. Charles, IL	\$125	No Bid	\$155	No Bid	\$190	No Bid	20%

Upon evaluation of the bids, it is apparent that Gary Spielman Plumbing, Inc. is the low, responsive and responsible bidder. Gary Spielman Plumbing has performed quality work for the Airport Authority in the past.

PREVIOUS COMMITTEE/BOARD ACTION:

None.

REVENUE OR FUNDING IMPLICATIONS:

The Master Agreement for On-Call Plumbing Repair Services has been funded in the Operating Budget.

STAKEHOLDER PROCESS:

No stakeholders have been identified at this time.

LEGAL REVIEW:

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

ATTACHMENTS:

- Proposed Resolution 2020-2395; Award of Master Agreement to Gary Spielman Plumbing, Inc. for On-Call Plumbing Repair Services.
- Statement of Political Contributions.

ALTERNATIVES:

The Board can deny, modify or amend this issue.

RECOMMENDATION:

It is the recommendation of the Executive Director and Staff that the Board approve Proposed Resolution 2020-2395; Award of Master Agreement to Gary Spielman Plumbing, Inc. for On Call Plumbing Repair Services.

RESOLUTION 2020-2395

Award of Master Agreement to Gary Spielman Plumbing, Inc. for On-Call Plumbing Repair Services

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

WHEREAS, the Authority has solicited bids for the procurement of on-call plumbing repair services for a two (2) year period; and

WHEREAS, the Authority has received and reviewed three (3) sealed bids on November 10, 2020 for on-call plumbing repair services; and

WHEREAS, Section 6-23 of the Authority’s Procurement Code allows the Authority to enter into Master Agreements for a period of not longer than two (2) years with vendors who supply services and materials for lesser dollar amounts, where the Board of Commissioners believes it would not be cost effective or in the best interests of the Authority from a timing standpoint to bid individual items or services for a minor project; and

WHEREAS, pursuant to Section 6-23 of the Authority’s Procurement Code, the Board of Commissioners believes it is cost effective and in the best interest of the Authority to enter into a Master Agreement for the purpose of on-call plumbing repair services for a two (2) year period; and

WHEREAS, it is apparent that Gary Spielman Plumbing, Inc. is the low, responsive and responsible bidder at the following rates: a weekday hourly rate of \$105 for Journeymen and \$75 for Apprentices; an overtime hourly rate of \$170 for Journeymen and \$120 for Apprentices; a Sunday and legal holiday rate of \$180 for Journeymen and \$120 for Apprentices; and a 15% markup rate on parts and/or materials; and

NOW, THEREFORE, BE IT RESOLVED, that the Authority be authorized to enter into a written Contract with Gary Spielman Plumbing, Inc. to provide on-call plumbing repair services to the Authority for a two (2) year term commencing on December 1, 2020 and ending on December 1, 2022 at the above-referenced rates for an annual cost not-to-exceed \$25,000 or \$5,000 per project; and

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

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

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

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

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 18th day of November, 2020.

CHAIRMAN


(ATTEST)

SECRETARY

RESOLUTION 2020-2395



TO: Board of Commissioners

FROM: Dan Barna 
Operations and Capital Program Manager

THROUGH: Mark Doles
Executive Director

RE: Proposed Resolution 2020-2396; Award of Contract to AB Petroleum Services, Inc. for the Procurement of Gasoline and Diesel Fuel

DATE: November 9, 2020

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 14,000 gallons of diesel fuel and 6,000 gallons of unleaded gasoline.

Based upon a 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 expires on December 31, 2020. Staff solicited sealed bids for a new one (1) year Contract, subject to two (2) one (1) year extensions at the sole discretion of the Authority in the October 16, 2020 edition of the Daily Herald newspaper. Five (5) sealed bids were received and opened at 2:30 p.m. on November 10, 2020.

Bid results are as follows:

Bidder	Per Gallon Cost Added to OPIS Low Unleaded	Per Gallon Cost Added to OPIS Low Diesel
AB Petroleum Services, Inc. Crystal Lake, IL	+ .035	+ .035
Petroleum Traders Corporation Fort Wayne, IN	+ .0412	+ .0415
Al Warren Oil Co., Inc. Hammond, IN	+ .0480	+ .0490
Blu Petroleum, Inc. Mundelein, IL	+ .05	+ .05
Feece Oil Minooka, IL	+ .15	+ .15

Upon review of the bid tabulations, it is apparent that AB Petroleum Services, Inc. is the low, responsive and responsible bidder.

PREVIOUS COMMITTEE/BOARD ACTION:

None.

REVENUE OR FUNDING IMPLICATIONS:

Funding for this item is included in the Operating Budget.

STAKEHOLDER PROCESS:

No stakeholders have been identified at this time.

LEGAL REVIEW:

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

ATTACHMENTS:

- Proposed Resolution 2020-2396; Award of Contract to AB Petroleum Services, Inc. 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 2020-2396; Award of Contract to AB Petroleum Services, Inc. for the Procurement of Gasoline and Diesel Fuel.

RESOLUTION 2020-2396

Award of Contract to AB Petroleum Services, Inc. for the 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 received and reviewed five (5) sealed bids on November 10, 2020 for the procurement of gasoline and diesel fuel; and

WHEREAS, it is apparent that AB Petroleum Services, Inc. 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 + .035 and + .035 for diesel fuel; 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 Purchase Order Contract with AB Petroleum Services, Inc. for the procurement of gasoline and diesel fuel for the guaranteed per gallon pricing of the published Oil Price Information Service low rate for unleaded gasoline fuel + .035 and + .035 for diesel fuel; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the DuPage Airport Authority hereby authorizes the Executive Director, Mark Doles, to execute said Purchase Order Contract with AB Petroleum Services, Inc. for providing gasoline and diesel fuel on an as-needed basis during the term of January 1, 2021 through December 31, 2021, subject to two (2) one (1) year extensions at the sole discretion of the Authority 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 _____
Herbert A. Getz _____
Gina R. LaMantia _____

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

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 18th day of November, 2020.

CHAIRMAN

(ATTEST)

SECRETARY



TO: Board of Commissioners

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

THROUGH: Mark Doles
Executive Director

RE: Proposed Resolution 2020-2397; Award of Contract to AMS Mechanical Systems, Inc.
for HVAC Controls and Hardware Upgrades

DATE: November 11, 2020

SUMMARY:

The Airport Authority's 2020 Capital Budget includes a project to replace controllers, actuators, and thermostats in several variable air volume boxes and fan powered air boxes located on the 2nd floor of the Flight Center and within the Air Traffic Control Tower. The project also includes programming the new controls and hardware into building automation system software.

A solicitation for sealed bids was advertised in the October 19, 2020 edition of the *Daily Herald Newspaper*. Two (2) sealed bids were received and opened at 2:00 p.m. on November 9, 2020. Bid results are as follows:

Bidder	Total Construction Cost Flight Center and Air Traffic Control Tower
AMS Mechanical Systems, Inc. Woodridge, IL	\$143,400
KCW Environmental Conditioning, Inc. Carol Stream, IL	\$163,613

Upon evaluation of the bids, it is apparent that AMS Mechanical Systems, Inc. is the low, responsive and responsible bidder. Staff conducted a scope of work interview with AMS Mechanical Systems, Inc. and confirmed full compliance with project specifications. AMS Mechanical Systems, Inc. received positive references.

PREVIOUS COMMITTEE/BOARD ACTION:

None.

REVENUE OR FUNDING IMPLICATIONS:

2020 Capital Budget	\$288,268
AMS Mechanical Systems Inc. Construction Cost	(\$143,400)
Owner's Contingency (10%)	(\$14,340)
	\$130,528

Under a future bid, the Airport Authority anticipates completing a HVAC project at the DuPage Flight Center; which is also part of this 2020 Capital Budget.

STAKEHOLDER PROCESS:

No stakeholders have been identified at this time.

LEGAL REVIEW:

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

ATTACHMENTS:

- Proposed Resolution 2020-2397; Award of Contract to AMS Mechanical Systems, Inc. for HVAC Controls and Hardware Upgrades.
- Statement of Political Contributions.

ALTERNATIVES:

The Board can deny, modify or amend this issue.

RECOMMENDATION:

It is the recommendation of the Executive Director and Staff that the Board approve Proposed Resolution 2020-2397; Award of Contract to AMS Mechanical Systems, Inc. for HVAC Controls and Hardware Upgrades.

RESOLUTION 2020-2397

Award of Contract to AMS Mechanical Systems, Inc. for HVAC Controls and Hardware Upgrades

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 HVAC controls and hardware upgrades at the DuPage Flight Center and DuPage Air Traffic Control Tower; and

WHEREAS, the Authority received and reviewed two (2) sealed bids on November 9, 2020 for HVAC controls and hardware upgrades; and

WHEREAS, it is apparent that AMS Mechanical Systems, Inc. is the low, responsive and responsible bidder at a total cost of \$143,400; and

WHEREAS, the Board of Commissioners of the Authority hereby deems it to be in the best interests of the Authority to enter into a Contract with AMS Mechanical Systems, Inc. for HVAC controls and hardware upgrades at the DuPage Flight Center and DuPage Air Traffic Control Tower for a total cost not-to-exceed \$157,740, which includes a 10% owner's contingency.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the DuPage Airport Authority hereby authorizes the Executive Director, Mark Doles, to execute said Contract with AMS Mechanical Systems, Inc. for a total cost not-to-exceed \$157,740 and to take whatever steps necessary to effectuate the terms of said Contract.

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

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

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

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 18th day of November, 2020.

CHAIRMAN

(ATTEST)

SECRETARY

RESOLUTION 2020-2397

**DUPAGE AIRPORT AUTHORITY
HVAC UPGRADES
SOLICITATION NO. 2020-1016**

STATEMENT OF POLITICAL CONTRIBUTIONS

AMS Mechanical Systems, Inc.
(name of entity or individual)

N/A

(address of entity or individual)

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

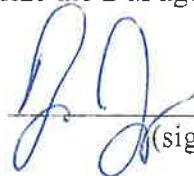
Elected Official	Office	Date	Amount	Form
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<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
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NOTE: If this statement of political contributions is being made on behalf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

VERIFICATION:

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

11/9/2020
(date)


(signature)

Associate Vice President
(title of signer, if a business)



DUPAGE AIRPORT
AUTHORITY

TO: Board of Commissioners

FROM: Dan Barna 
Operations and Capital Program Manager

THROUGH: Mark Doles
Executive Director

RE: Proposed Resolution 2020-2398; Ratification of the Executive Director's Execution of a Contract with Fox Valley Fire & Safety Company for Hangar E17 Fire Alarm Equipment Replacement

DATE: November 11, 2020

SUMMARY:

In October 2020, the Airport Authority conducted its annual inspection of all fire alarm and sprinkler systems. During the inspection it was discovered that the fire alarm panel and several sensors at Hangar E17 had failed and required immediate replacement. To protect the building and comply with local fire code, the Executive Director was required to execute a Contract with Fox Valley Fire & Safety Company to replace the fire panel, detectors, strobes, horns and related equipment for a total cost of \$17,600. Staff seeks the Board's approval in ratifying this action.

PREVIOUS COMMITTEE/BOARD ACTION:

None.

REVENUE OR FUNDING IMPLICATIONS:

The emergency replacement of the fire alarm system at Hangar E17 will be funded using 2020 Capital Contingency.

STAKEHOLDER PROCESS:

No stakeholders have been identified at this time.

LEGAL REVIEW:

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

ATTACHMENTS:

- Proposed Resolution 2020-2398; Ratification of the Executive Director's Execution of a Contract with Fox Valley Fire & Safety Company for Hangar E17 Fire Alarm Equipment Replacement.

ALTERNATIVES:

The Board can deny, modify or amend this issue.

RECOMMENDATION:

It is the recommendation of the Executive Director and Staff that the Board approve Proposed Resolution 2020-2398; Ratification of the Executive Director's Execution of a Contract with Fox Valley Fire & Safety Company for Hangar E17 Fire Alarm Equipment Replacement.

RESOLUTION 2020-2398

Ratification of the Executive Director's Execution of a Contract with Fox Valley Fire & Safety Company for Hangar E17 Fire Alarm Equipment Replacement

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

WHEREAS, in October 2020, the fire alarm panel and related equipment located in Hangar E17 failed and required immediate replacement; and

WHEREAS, Fox Valley Fire & Safety Company provided the Authority with a proposal to replace the fire alarm panel, detectors, strobes, horns and related equipment for a total cost of \$17,600; and

WHEREAS, due to the timing of the need to replace the fire alarm equipment at Hangar E17, the Executive Director has executed a Contract with Fox Valley Fire & Safety Company in the amount of \$17,600 for the fire alarm equipment replacement; and

WHEREAS, the Authority finds that the cost to replace the fire alarm equipment at Hangar E17 is reasonable and deems it to be in the best interest of the Authority to ratify the Executive Director's execution of a Contract with Fox Valley Fire & Safety Company in the amount of \$17,600.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the DuPage Airport Authority hereby ratifies the Executive Director's execution of a Contract with Fox Valley Fire & Safety Company in the amount of \$17,600 and authorizes the Executive Director to take whatever steps necessary to effectuate the terms of said Contract on behalf of the Authority.

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

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

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

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 18th day of November, 2020.

CHAIRMAN

(ATTEST)

SECRETARY

RESOLUTION 2020-2398

RESOLUTION 2020-2399
APPROVING THE EXECUTION OF A VACANT LAND PURCHASE AGREEMENT
WITH GD INVESTMENT GROUP, LLC

WHEREAS, the DuPage Airport Authority (the “Authority”) owns an approximate 83.5-acre parcel of real property which was part of the former Pheasant Run Golf Course (the “Subject Property”) in fee simple interest; and

WHEREAS, on June 24, 2020, 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, thereafter, 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, the Authority received offers to purchase the Subject Property and has been offered \$3.10 per square foot for the Subject Property by GD Investment Group, LLC (“GD Investment”), subject to the terms contained in the published Notice of Public Sale; and

WHEREAS, the Authority entered into a Letter of Intent on October 15, 2020 with GD Investment for the sale of the Subject Property; and

WHEREAS, as the offer is above the appraised value of the Subject Property, the Authority deems it in the best interests of the Authority and the general public to enter into the Vacant Land Purchase Agreement attached hereto as Exhibit A with GD Investment.

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 GD Investment Group, LLC, attached hereto and made a part hereof as Exhibit A, and take whatever steps necessary to effectuate the terms of this Vacant Land Purchase Agreement 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 _____
Herbert A. Getz _____
Gina R. LaMantia _____

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

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 18th day of November, 2020.

CHAIRMAN

SECRETARY

EXHIBIT A
VACANT LAND PURCHASE AGREEMENT

RESOLUTION 2020-2400
Disclosure of Executive Session Minutes

WHEREAS, pursuant to the Illinois Open Meetings Act, 5 ILCS 120/2.06, the Board of Commissioners of the DuPage Airport Authority semi-annually reviews and makes available for public inspection non-confidential portions of executive session minutes;

WHEREAS, the Board of Commissioners met in executive session on November 18, 2020 to review the minutes of all previously non-disclosed executive sessions;

WHEREAS, after consultation with legal counsel, the Board of Commissioners has determined that the need for confidentiality still exists for certain executive session minutes; and

WHEREAS, after consultation with legal counsel, the Board of Commissioners has determined that the executive session minutes attached hereto no longer require confidential treatment and should be made available for public inspection in their final form within seven (7) days from the date of this Resolution.

NOW, THEREFORE, BE IT RESOLVED, that, pursuant to the Illinois Open Meetings Act, the DuPage Airport Authority hereby makes available for public inspection those portions of the executive session minutes, which are attached hereto.

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

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

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

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 18th day of November 2020.

CHAIRMAN

SECRETARY

RESOLUTION 2020-2400