



**BOARD OF COMMISSIONERS  
REGULAR MEETING and ANNUAL MEETING  
FRIDAY, JANUARY 20, 2023; 3:00 p.m.**

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

**TENTATIVE AGENDA**

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

**RECESS REGULAR MEETING**

**CONVENE ANNUAL MEETING**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. ELECTION OF OFFICERS FOR THE 2023 FISCAL YEAR**
  - a. Chairman**
  - b. Vice-Chairman**
  - c. Treasurer**
  - d. Secretary**
  - e. Assistant Treasurer**
  - f. Assistant Secretary**

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

**ADJOURNMENT OF ANNUAL MEETING**

**RECONVENE REGULAR MEETING**

4. **APPROVAL OF MINUTES** **TAB# 2** **PAGE # 2**
- a. **November 16, 2022 Internal Policy and Compliance Committee Meeting**
  - b. **November 16, 2022 Golf Committee Meeting**
  - c. **November 16, 2022 Finance, Budget and Audit Committee Meeting**
  - d. **November 16, 2022 Capital Development, Leasing and Customer Fees Committee Meeting**
  - e. **November 16, 2022 Regular Board Meeting**
5. **DIRECTOR’S REPORT** **TAB# 3** **PAGE# 20**
6. **REVIEW OF FINANCIAL STATEMENTS** **TAB# 4** **PAGE# 28**
7. **REPORT OF OFFICERS/COMMITTEES**
- a. **Finance, Budget & Audit Committee**
  - b. **Capital Development, Leasing & Customer Fees Committee**
  - c. **Internal Policy and Compliance Committee**
  - d. **Golf Committee**
  - e. **DuPage Business Center**
8. **NEW BUSINESS**
- a. **Proposed Ordinance 2023-381; Adopting Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2023 and Ending December 31, 2023.**  
**FINANCE** **TAB# 5** **PAGE# 42**
  - b. **Proposed Ordinance 2023-382; An Ordinance of the DuPage Airport Authority Promulgating Regulations Under the Freedom of Information Act.**  
**FINANCE** **TAB# 6** **PAGE# 135**
  - c. **Proposed Resolution 2023-2563; Authorizing the Destruction of Certain Verbatim Recordings of Closed Sessions.**  
**TAB# 7** **PAGE# 151**
  - d. **Proposed Resolution 2023-2564; Award of Contract to Harris Golf Cars for the Procurement of One (1) Golf Beverage Cart.**  
*Approves the procurement of one (1) Yamaha Bistro Deluxe golf beverage cart for a total cost of \$22,080 F.O.B. Prairie Landing Golf Club.*  
**GOLF** **TAB# 8** **PAGE# 152**
  - e. **Proposed Resolution 2023-2565; Award of Contract to Batteries Unlimited and More LLC for the Procurement of Golf Cart Batteries**  
*Approves the procurement of 270 Trojan T875 golf cart batteries for a total cost of \$46,980 F.O.B. Prairie Landing Golf Club.*  
**GOLF** **TAB# 9** **PAGE# 156**

**f. Proposed Resolution 2023-2566; Award of Contract to Revels Turf & Tractor for the Procurement of One (1) GPS Turf Sprayer.**

*Approves the procurement of one (1) John Deere ProGator 2020A GPS turf sprayer for a total cost of \$130,888.02 F.O.B. Prairie Landing Golf Club.*

**GOLF**

**TAB# 10**

**PAGE# 160**

**g. Proposed Resolution 2023-2567; Award of a Master Agreement to Gary Spielman Plumbing for On-Call Plumbing Repair Services.**

*Approves a two (2) year Master Agreement for as-needed plumbing repairs, not-to-exceed \$25,000 annually or \$5,000 per project.*

**FINANCE**

**TAB# 11**

**PAGE# 164**

**h. Proposed Resolution 2023-2568; Award of Contract to BEC Enterprises, LLC d/b/a Brown Equipment for the Procurement of One (1) Remote Slope Mower.**

*Approves the procurement of one (1) RC Mowers TK-60XP remote slope mower for a total cost of \$66,950 F.O.B. DuPage Airport.*

**FINANCE**

**TAB# 12**

**PAGE# 169**

**i. Proposed Resolution 2023-2569; Award of Contract to Heinold & Feller Tire Company, Inc. for the Procurement of Two (2) Zero Turn Mowers.**

*Approves the procurement of two (2) Ferris Model IS 6200Z zero-turn mowers for a total cost of \$68,780 F.O.B. DuPage Airport.*

**FINANCE**

**TAB# 13**

**PAGE# 173**

**j. Proposed Resolution 2023-2570; Award of Contract to E-Z-Go Division of Textron, Inc. for the Procurement of Two (2) Golf Carts.**

*Approves the procurement of two (2) Cushman Shuttle 2+2 Elite golf carts for a total cost of \$23,837.40 F.O.B. DuPage Airport.*

**FINANCE**

**TAB# 14**

**PAGE# 177**

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

**10. RECONVENE REGULAR SESSION**

**11. OTHER BUSINESS**

- k. Proposed Resolution 2023-2571; Approving the Use of Outside Attorneys for the Fiscal Year 2023 Beginning January 1, 2023 and Ending December 31, 2023.**

*Approves utilizing the firms of Luetkehans, Brady, Garner & Armstrong and SheppardMullin to provide legal services for the 2023 fiscal year.*

**TAB# 15      PAGE# 181**

- l. Proposed Resolution 2023-2572; Authorizing the Execution of a First Amendment to Vacant Land Purchase Agreement with Greystar Development Central, LLC.**

**TAB# 16      PAGE# 186**

- m. Proposed Resolution 2023-2573; Authorizing the Execution of the Third Amendment to Vacant Land Purchase Agreement with BI Developer LLC.**

**TAB# 17      PAGE# 191**

**12. ADJOURNMENT**



**DUPAGE AIRPORT AUTHORITY COMMITTEES AS OF JANUARY 2023**

**STANDING COMMITTEES**

**FINANCE, BUDGET & AUDIT COMMITTEE**

**Michael V. Ledonne, Chair**  
**Joshua S. Davis, Member**  
**Anthony M. Giunti Jr., Member**  
**Daniel J. Wagner, Member**  
**Mark Doles, Staff**  
**Patrick Hoard, Staff**

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

**Daniel J. Wagner, Chair**  
**Juan E. Chavez, Member**  
**Joshua S. Davis, Member**  
**Michael V. Ledonne, Member**  
**Noreen M. Ligino-Kubinski, Member**  
**Mark Doles, Staff**  
**Tom Cleveland, Staff**

**GOLF COMMITTEE**

**Daniel J. Wagner, Chair**  
**Karyn M. Charvat, Member**  
**Juan E. Chavez, Member**  
**Gina R. LaMantia, Member**  
**Noreen M. Ligino-Kubinski, Member**  
**Mark Doles, Staff**  
**Patrick Hoard, Staff**

**INTERNAL POLICY & COMPLIANCE COMMITTEE**

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

**DuPAGE AIRPORT AUTHORITY  
INTERNAL POLICY AND COMPLIANCE COMMITTEE  
WEDNESDAY, NOVEMBER 16, 2022**

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A meeting of the Internal Policy and Compliance Committee of the DuPage Airport Authority Board of Commissioners was convened at the Daniel L. Goodwin Flight Center Building, Third Floor Conference Room, 2700 International Drive, West Chicago, Illinois on Wednesday, November 16, 2022. Committee Chairwoman LaMantia called the meeting to order at 1:15 p.m. A quorum was present for the committee meeting.

**Commissioners Present:** Charvat, Getz, LaMantia, Wagner

**Commissioners Absent:** Chavez, Ledonne

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

***Others:*** Dan Pape, CMT

**OLD BUSINESS**

None

**NEW BUSINESS**

**Proposed Ordinance 2022-379; An Ordinance Amending the DuPage Airport Authority Employee Handbook.**

Executive Director Doles read into record Proposed Ordinance 2022-379. A **MOTION** was made by Commissioner Charvat to recommend Board approval for Proposed Ordinance 2022-379; An Ordinance Amending the DuPage Airport Authority Employee Handbook. The **motion was seconded** by Committee Chair LaMantia. Executive Director Doles stated the current handbook requires employees to complete ninety calendar days of employment to be eligible for Group Health Insurance. The adjustment to the handbook will allow employees to enroll in Group Health Insurance on the 1<sup>st</sup> of the month after 30 days of employment. There was no further discussion and the motion passed unanimously passed by roll call vote (3-0).

Commissioner Charvat made a **MOTION** to adjourn the Internal Policy and Compliance Committee Meeting; the **motion was seconded** by Committee Chair LaMantia and passed by a unanimous voice vote. The committee meeting was adjourned at 1:18 p.m.

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

**DuPAGE AIRPORT AUTHORITY  
GOLF COMMITTEE  
WEDNESDAY, NOVEMBER 16, 2022**

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A meeting of the Golf Committee of the DuPage Airport Authority Board of Commissioners was convened at the Daniel L. Goodwin Flight Center Building, Third Floor Conference Room, 2700 International Drive, West Chicago, Illinois on Wednesday, November 16, 2022. Committee Chairman Wagner called the meeting to order at 1:30 p.m. A quorum was present for the committee meeting.

**Commissioners Present:** Charvat, Getz, Giunti, LaMantia, Ligino-Kubinski, Wagner  
**Commissioners Absent:** None

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

***Others:*** Dan Pape, CMT

**OLD BUSINESS**

None

**NEW BUSINESS**

**Proposed Resolution 2022-2549; Award of Contract to Foundation Mechanics LLC for Prairie Landing Golf Course Bridge Abutment Stabilization and Erosion Control.**

*Approves a contract for bridge abutment stabilization and erosion control at the Prairie Landing Golf Course for a total cost not-to-exceed \$201,228.50, which includes a 10% owner's contingency.*

Committee Chairman Wagner read into record Proposed Resolution 2022-2549. A **MOTION** was made by Commissioner Giunti to recommend Board approval for Proposed Resolution 2022-2549; Award of Contract to Foundation Mechanics LLC for Prairie Landing Golf Course Bridge Abutment Stabilization and Erosion Control. The **motion was seconded** by Commissioner LaMantia. Executive Director Doles stated this Capital project includes repairs to seven bridges due to erosion of soil banks and bulkhead failures. Staff worked with CMT to develop plans to stabilize bridge abutments and erosion control improvements. Three sealed bids were received, and with a full bid review, it was determined that Foundation Mechanics LLC was the low, responsive, and responsible bidder. Discussion followed, and the motion passed by roll call vote (5-0).

**Proposed Resolution 2022-2550; Authorizing the Execution of Construction Phase Task Order No. 7 with Crawford, Murphy & Tilly, Inc. for the Project: Prairie Landing Golf Course Bridge Abutment Stabilization and Erosion Control.**

*Approves construction administration and quality control services for the Prairie Landing Bridge Abutment Stabilization and Erosion Control Project for a total not-to-exceed amount of \$39,150.*

Committee Chairman Wagner read into record Proposed Resolution 2022-2550. A **MOTION** was made by Commissioner Giunti to recommend Board approval for Proposed Resolution 2022-2550; Authorizing the Execution of Construction Phase Task Order No. 7 with Crawford, Murphy & Tilly, Inc. for the Project: Prairie Landing Golf Course Bridge Abutment Stabilization and Erosion Control. The **motion was seconded** by Commissioner Ligino-Kubinski. Executive Director Doles informed the Committee of CMT's construction oversight schedule. There was no further discussion. The motion passed by roll call vote (5-0).

**Proposed Resolution 2022-2551; Award of Contract to Pandecon, Inc. for Prairie Landing Golf Club Men's Locker Room Renovation.**

*Approves a contract for renovations to the men's locker room at the Prairie Landing Clubhouse for a total cost not-to-exceed \$163,201.50, which includes a 10% owner's contingency.*

Committee Chairman Wagner read into record Proposed Resolution 2022-2551. A **MOTION** was made by Commissioner LaMantia to recommend Board approval for Proposed Resolution 2022-2551; Award of Contract to Pandecon, Inc. for Prairie Landing Golf Club Men's Locker Room Renovation. The **motion was seconded** by Commissioner Giunti. Executive Director Doles stated the improvement project that occurred in the women's locker room last year. This project will renovate the men's locker room. The renovation will include sinks and countertops, paint, carpeting, toilet partitions, toilet accessories, and replacing the existing wall and floor tiles. Five sealed bids were received and reviewed by staff and Wight & Company. There was no further discussion. The motion passed unanimously by roll call vote (5-0).

**Proposed Resolution 2022-2552; Award of Contract to Red Feather Group for Prairie Landing Golf Club Kitchen Epoxy Floors.**

*Approves a contract for the installation of epoxy floors in the grill room and banquet kitchens at the Prairie Landing Clubhouse for a total cost not-to-exceed \$113,602.50, which includes a 10% owner's contingency.*

Committee Chairman Wagner read into record Proposed Resolution 2022-2552. A **MOTION** was made by Commissioner LaMantia to recommend Board approval for Proposed Resolution 2022-2552; Award of Contract to Red Feather Group for Prairie Landing Golf Club Kitchen Epoxy Floors. The **motion was seconded** by Commissioner Giunti. Executive Director Doles stated that this project will remove the original tile flooring and repair several floor drains in the Grill Room and banquet kitchens. The new commercial-grade epoxy flooring is a seamless system, which will improve floor cleaning and food sanitation standards. Four bids were received and reviewed. There was no further discussion and the motion passed unanimously by roll call vote (5-0).



**OTHER BUSINESS**

None

Commissioner Giunti made a **MOTION** to adjourn the Golf Committee Meeting; the **motion was seconded** by Commissioner Charvat and was passed by a unanimous vote. The committee meeting was adjourned at 1:42 p.m.

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**Daniel J. Wagner, Chair**  
**Golf Committee**

**DuPAGE AIRPORT AUTHORITY  
FINANCE, BUDGET, AND AUDIT COMMITTEE  
WEDNESDAY, NOVEMBER 16, 2022**

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A meeting of the Finance, Budget, and Audit Committee of the DuPage Airport Authority Board of Commissioners was convened at the Daniel L. Goodwin Flight Center Building, Third Floor Conference Room, 2700 International Drive, West Chicago, Illinois on Wednesday, November 16, 2022. Committee Chairman Ledonne was absent from the meeting and Commissioner Wagner served as Acting Committee Chairman. Commissioner Wagner called the meeting to order at 2:00 p.m. A quorum was present for the committee meeting.

**Commissioners Present:** Charvat, Getz, Giunti, LaMantia, Ligino-Kubinski, Wagner  
**Commissioners Absent:** Davis, Ledonne

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

***Others:*** Dan Pape, CMT

**OLD BUSINESS**

None

**NEW BUSINESS**

**Proposed Ordinance 2022-377; Adopting the Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year beginning January 1, 2023 and Ending December 31, 2023.**

Acting Committee Chairman Wagner read into record Proposed Ordinance 2022-377. A **MOTION** was made by Commissioner Giunti to recommend Board approval for Proposed Ordinance 2022-377; Adopting the Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year beginning January 1, 2023 and Ending December 31, 2023. The **motion was seconded** by Commissioner Wagner. Executive Director Doles reviewed with staff to make the necessary adjustments to the budget as suggested by the Finance Committee. Mr. Doles informed the Committee members that once approved by the full Board, a copy will be sent to the County Board Chairman's office. By statute, the Chairman's office has 30 days to review and line-item veto. After a lengthy discussion, the motion was passed by roll call vote (3-0).

**Proposed Ordinance 2022-378; An Ordinance of the DuPage Airport Authority Levying Taxes for the Fiscal Year Beginning January 1, 2023 and Ending December 31, 2023.**

Acting Committee Chairman Wagner read into record Proposed Ordinance 2022-378. A **MOTION** was made by Commissioner Giunti to recommend Board approval for Proposed Ordinance 2022-378; An Ordinance of the DuPage Airport Authority Levying Taxes for the Fiscal Year Beginning January 1, 2023 and Ending December 31, 2023.

The **motion was seconded** by Commissioner Wagner. Executive Director Doles stated the Levy has remained the same amount since 2012. A brief discussion followed, and the motion was passed by roll call vote (3-0).

**Proposed Resolution 2022-2553; Award of Contract to CDW Government LLC for the Procurement of IT VLAN Switching Hardware.**

*Approves a contract to procure virtual local area network switching hardware for a total cost of \$57,128.61 F.O.B. DuPage Airport.*

Acting Committee Chairman Wagner read into record Proposed Resolution 2022-2553. A **MOTION** was made by Commissioner Giunti to recommend Board approval for Proposed Resolution 2022-2553; Award of Contract to CDW Government LLC for the Procurement of IT VLAN Switching Hardware. The **motion was seconded** by Commissioner Wagner. Executive Director Doles explained the network hardware upgrades that included the replacement of all network switches. This will allow for a more unified platform, reduce points of failure, and streamline the network. Two bids were received and reviewed. There was no further discussion and the motion passed by roll call vote (3-0).

**Proposed Resolution 2022-2554; Award of an Elevator Maintenance Contract to Otis Elevator Company.**

*Approves a one (1) year elevator maintenance contract, subject to two (2) one (1) year extensions at the sole discretion of the Authority. Annual year 1 cost of \$19,200, year 2 cost of \$19,776 and year 3 cost of \$20,369.28.*

Acting Committee Chairman Wagner read into record Proposed Resolution 2022-2554. A **MOTION** was made by Commissioner Giunti to recommend Board approval for Proposed Resolution 2022-2554; Award of an Elevator Maintenance Contract to Otis Elevator Company. The **motion was seconded** by Commissioner Wagner. Executive Director Doles listed the elevators within the Flight Center, Control Tower, Government Center, and Prairie Landing Clubhouse. Eight sealed bids were received and reviewed. There was no further discussion and the motion passed by roll call vote (3-0).

**OTHER BUSINESS**

None

Commissioner Giunti made a **MOTION** to adjourn the Finance, Budget, and Audit Committee Meeting; the **motion was seconded** by Commissioner Wagner and was passed by a unanimous voice vote. The committee meeting was adjourned at 2:23 p.m.

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

**DuPAGE AIRPORT AUTHORITY  
CAPITAL DEVELOPMENT, LEASING AND CUSTOMER FEES COMMITTEE  
MEETING  
WEDNESDAY, NOVEMBER 16, 2022**

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A meeting of the Capital Development, Leasing, and Customer Fees Committee of the DuPage Airport Authority Board of Commissioners was convened at the Daniel L. Goodwin Flight Center Building, 2700 International Drive, West Chicago, Illinois, Third Floor Conference Room; Wednesday, November 16, 2022. Committee Chairman Wagner called the meeting to order at 2:30 p.m. and a quorum was present for the meeting.

***Commissioners Present:*** Charvat, Getz, LaMantia, Ligino-Kubinski, Wagner

***Commissioners Absent:*** Chavez, Davis, Ledonne

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

***Others:*** Dan Pape, CMT.

**NEW BUSINESS**

**Proposed Ordinance 2022-380; An Ordinance of the DuPage Airport Authority Amending Fees for Outdoor and Indoor Aircraft Parking.**

Committee Chairman Wagner read into record Proposed Ordinance 2022-380. A **MOTION** was made by Commissioner Ligino-Kubinski to recommend Board approval of Proposed Ordinance 2022-380; An Ordinance of the DuPage Airport Authority Amending Fees for Outdoor and Indoor Aircraft Parking. The **motion was seconded** by Commissioner Wagner. Executive Director Doles stated that this Ordinance is an adjustment to the fees charged for month-to-month T-Hangars, month-to-month tie-downs spots, and overnight transient parking fees. A 2% increase was implemented in 2021, and previous rates were adjusted in 2018. Executive Director Doles explained the fee structure for transient customers utilizing overnight parking on the Flight Center ramp. There was no further discussion and the motion passed by roll call vote (3-0).

**Proposed Resolution 2022-2555; Award of Contract to Correct Electric, Inc. for Electrical Panel Replacement at Hangars E8 and E9.**

*Approves a contract to install electrical panels in Hangars E8 and E9 for a total cost not-to-exceed \$45,585.10, which includes a 10% owner's contingency.*

Committee Chairman Wagner read into record Proposed Resolution 2022-2555. A **MOTION** was made by Commissioner Ligino-Kubinski to recommend Board approval of Proposed Resolution 2022-2555; Award of Contract to Correct Electric, Inc. for Electrical Panel Replacement at Hangars E8 and E9.

The **motion was seconded** by Commissioner Wagner. Executive Director Doles informed the committee that staff worked with Wight & Company to develop plans to correct the electrical panel replacement and distribution of electricity from Echo 7. The Echo 8 hangar and the Echo 7 hangar currently run power from a single breaker located in the Echo 7 hangar. Three sealed bids were received and reviewed. There was no further discussion and the motion passed by roll call vote (3-0).

**Proposed Resolution 2022-2556; Award of Contract to State Mechanical Services LLC for HVAC RTU and AHU Equipment Replacement.**

*Approves a contract to replace HVAC equipment including one (1) rooftop unit at the Old Administration Building and one (1) air handling unit at the 3N060 Powis Road Hangar for a total cost not-to-exceed \$31,891.20, which includes a 10% owner's contingency.*

Committee Chairman Wagner read into record Proposed Resolution 2022-2556. A **MOTION** was made by Commissioner Ligino-Kubinski to recommend Board approval of Proposed Resolution 2022-2556; Award of Contract to State Mechanical Services LLC for HVAC RTU and AHU Equipment Replacement. The **motion was seconded** by Commissioner Wagner. Executive Director Doles stated the Capital project upgrade will replace one HVAC rooftop unit at the former Administration Building and replace the furnace/air handler located at 3N060 Powis Road which is beyond its useful life. Three sealed bids were received and reviewed. There was no further discussion and the motion passed by roll call vote (3-0).

**Proposed Resolution 2022-2557; Authorizing the Execution of a Planning and Design Phase Engineering Services Agreement with Crawford, Murphy & Tilly, Inc. for the State Capital Improvement Program Project Known as: Airport Perimeter Road Resurfacing – W. Tower Road and DuPage Drive.**

*Approves planning and design phase engineering for W. Tower Road and DuPage Drive resurfacing for a total not-to-exceed amount of \$52,000, subject to 90% State reimbursement from the Rebuild Illinois Capital Investment Program.*

Committee Chairman Wagner read into record Proposed Resolution 2022-2557. A **MOTION** was made by Commissioner Ligino-Kubinski to recommend Board approval of Proposed Resolution 2022-2557; Authorizing the Execution of a Planning and Design Phase Engineering Services Agreement with Crawford, Murphy & Tilly, Inc. for the State Capital Improvement Program Project Known as: Airport Perimeter Road Resurfacing – W. Tower Road and DuPage Drive. The **motion was seconded** by Commissioner Wagner. Executive Director Doles reviewed the Department of Transportation, Division of Aeronautics State Capital Improvement Program scope of work. He went on to say that the Airport Authority anticipates receiving 90% reimbursement from Rebuild Illinois Capital Investment Program. There was no further discussion and the motion passed by roll call vote (3-0).

**Proposed Resolution 2022-2558; Ratifying the Execution of the First Amendment to Vacant Land Purchase Agreement and Approving the Execution of the Second Amendment to Vacant Land Purchase Agreement with BI Developer LLC.**

Committee Chairman Wagner read into record Proposed Resolution 2022-2558. A **MOTION** was made by Commissioner Ligino-Kubinski to recommend Board approval of Proposed Resolution 2022-2558; Ratifying the Execution of the First Amendment to Vacant Land Purchase Agreement and Approving the Execution of the Second Amendment to Vacant Land Purchase Agreement with BI Developer LLC. The **motion was seconded** by Commissioner Wagner. Executive Director Doles informed the committee member of the Purchase Agreement between BI Developers and the Airport Authority. Executive Director Doles discussed the extension of the agreement and the issues with the property. Discussion followed and the motion passed by roll call vote (3-0).

**OTHER BUSINESS**

A **MOTION** was made by Commissioner Ligino-Kubinski to adjourn the Regular Meeting of the DuPage Airport Board of Commissioners. The **motion was seconded** by Commissioner Wagner and was passed unanimously by a voice vote; the meeting was adjourned at 4:34 p.m.

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

**DuPAGE AIRPORT AUTHORITY  
REGULAR BOARD MEETING  
WEDNESDAY, NOVEMBER 16, 2022**

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The Regular Meeting of the Board of Commissioners of the DuPage Airport Authority was convened at the Daniel L. Goodwin Flight Center Building, 2700 International Drive, West Chicago, Illinois, Third Floor Conference Room; Wednesday, November 16, 2022. Chairman Getz called the meeting to order at 3:00 p.m. and a quorum was present for the meeting. Commissioner Ledonne arrived at 3:20 p.m.

**Commissioners Present:** Charvat, Getz, Giunti, LaMantia, Ledonne, Ligino-Kubinski, Wagner  
**Commissioners Absent:** Chavez, Davis

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

**Others in Attendance:** Dan Pape, CMT; Mark Moran, NAI Hiffman.

**Members of the Press:**

None

**PUBLIC COMMENT**

None

**APPROVAL OF MINUTES**

Chairman Getz asked for additions or corrections to the minutes of the September 21, 2022 Golf Committee Meeting and there were none. Commissioner LaMantia made a **MOTION** to approve the minutes. The **motion was seconded** by Commissioner Charvat and passed by a roll call vote (6-0). Commissioner Ledonne was not present for the vote.

Chairman Getz asked for additions or corrections to the minutes of the September 21, 2022 Finance, Audit, and Budget Committee Meeting and there were none. Commissioner LaMantia made a **MOTION** to approve the minutes. The **motion was seconded** by Commissioner Wagner and passed by a roll call vote (6-0). Commissioner Ledonne was not present for the vote.

Chairman Getz asked for additions or corrections to the minutes of the September 21, 2022 Capital Development, Leasing and Customer Fees Committee Meeting and there were none. Commissioner LaMantia made a **MOTION** to approve the minutes. The **motion was seconded** by Commissioner Charvat and passed by a roll call vote (6-0). Commissioner Ledonne was not present for the vote.

Chairman Getz asked for additions or corrections to the minutes of the September 21, 2022 Regular Board Meeting and there were none. Commissioner LaMantia made a **MOTION** to approve the minutes. The **motion was seconded** by Commissioner Giunti and passed by a roll call vote (6-0). Commissioner Ledonne was not present for the vote.

Chairman Getz asked for additions or corrections to the minutes of the November 1, 2022 Special Finance, Audit, and Budget Committee Meeting and there were none. Commissioner LaMantia made a **MOTION** to approve the minutes. The **motion was seconded** by Commissioner Ligino-Kubinski and passed by a roll call vote (6-0). Commissioner Ledonne was not present for the vote.

## **DIRECTOR'S REPORT**

The Board of Commissioners applauded Executive Director Doles for DuPage Airport receiving the Reliever Airport of the Year Award by the Illinois Department of Transportation (IDOT). Executive Director Doles stated that the recognition was given by IDOT during the Illinois Public Airports Association Fall Conference, where he was also elected as the Chairman of the Board.

Jet-A fuel sales continue to be strong with sales up 15.1% year-to-date. Executive Director Doles stated that 100LL fuel sales are down 2.3% year-to-date but are 9.8% better than budgeted. The cost of fuel has been a concern due to current inflation. Golf rounds at Prairie Landing Golf Club for the month of October are down 2,734 versus 3,172 from 2021. The current budget has 25,000 rounds of golf for the 2023 season.

Executive Director Doles informed the Board of Commissioners of the minor adjustments that were made to the budget after the Special Finance Committee met on November 1, 2022. The revisions were made to insurance premium costs, utility expenses, and revenue and expenses for U.S. Customs services.

Mr. Doles went on to say that work is underway to break ground on the new hangar facility in spring 2023. On November 10, 2022 a kick-off meeting was held at the City of West Chicago to begin the process of obtaining the necessary building permits. The parking lot project is underway with staff continuing to work with the State of Illinois to coordinate the progress.

Executive Director Doles announced the partnership between the College of DuPage and Illinois Aviation Academy at DuPage Airport where students can pursue a new Aviation Management Program beginning spring of 2023. Students will be able to earn an Associate in Applied Science degree in Aviation Management. Students will receive classroom instruction as well as hands-on training within a Redbird Flight Simulator. Final certifications and faculty approvals of the new partnership are pending.

Executive Director Doles stated that applications have been submitted to the State of Illinois for a \$261,000 fuel tax reimbursement. Due to changes in legislation, there are taxes collected that need to be spent on aviation and will be returned to the Airport Authority as grants. Executive Director Doles is awaiting final approval. Staff is also working on three different grants through the CARES Act (Coronavirus Aid, Relief, and Economic Security Act), CRRSAA (Coronavirus



Response and Relief Supplemental Appropriations Act), and ARRA Act (American Recovery and Reinvestment Act) that will be used to offset previous expenses.

## **REVIEW OF FINANCIAL STATEMENTS**

Patrick Hoard reviewed the Financial Statements for October 2022 and discussion followed.

## **REPORT OF COMMITTEES**

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

Commissioner Wagner advised that he chaired the Finance, Budget, and Audit Committee meeting in the absence of Commissioner Ledonne. All items on today's agenda are recommended for Board approval.

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

Commissioner Wagner stated that the Capital Development, Leasing, and Customer Fees Committee had met and reported all items passed with recommendations for Board approval.

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

Commissioner LaMantia reported the Internal Policy and Compliance Committee had met and recommended today's item favorably for Board approval.

### **Golf Committee:**

Commissioner Wagner advised that the Golf Committee had met. The Resolutions appearing on the Board Meeting Agenda were discussed and favorably recommended for Board approval.

### **DuPage Business Center:**

Mark Moran, NAI Hiffman, advised the Board of the three parcels that are under contract. Two purchasers are developers, and one purchaser is an end user. Each parcel is in different due diligence stages, and most likely will not close this year. He added information regarding the current economic interest rates and a new possible contract on the 6-acre site within the Business Park.

### **OLD BUSINESS:**

None

### **NEW BUSINESS:**

#### **Approving the 2023 Board and Committee Meeting Calendar.**

Chairman Getz stated that the Board and Committee Calendar has been distributed and reviewed. Discussion occurred, and the following change will be made to the 2023 Meeting Calendar: January 18, 2023 Board and Committee Meetings would be moved to January 20, 2023. There were no objections by the Board members and the calendar will be published with the change.

**Proposed Ordinance 2022-377; Adopting the Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year beginning January 1, 2023 and Ending December 31, 2023.**

Executive Director Doles read into record Proposed Resolution 2022-377. A **MOTION** was made by Commissioner Ledonne to approve Proposed Ordinance 2022-377; Adopting the Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year beginning January 1, 2023 and Ending December 31, 2023. The **motion was seconded** by Commissioner LaMantia. Chairman Getz reviewed the budget development process and reported that the budget has been approved through the Finance Committee. There was no further discussion and the motion passed by roll call vote (7-0).

**Proposed Ordinance 2022-378; An Ordinance of the DuPage Airport Authority Levying Taxes for the Fiscal Year Beginning January 1, 2023 and Ending December 31, 2023.**

Executive Director Doles read into record Proposed Ordinance 2022-378. A **MOTION** was made by Commissioner Ledonne to approve Proposed Ordinance 2022-378; An Ordinance of the DuPage Airport Authority Levying Taxes for the Fiscal Year Beginning January 1, 2023 and Ending December 31, 2023. The **motion was seconded** by Commissioner Ligino-Kubinski. Executive Director Doles informed the Board that there has not been a change to the levy since 2012. The levy is necessary to fund capital improvement projects, major maintenance projects, safety, and security. There was no further discussion and the motion passed by roll call vote (7-0).

**Proposed Ordinance 2022-379; An Ordinance Amending the DuPage Airport Authority Employee Handbook.**

Executive Director Doles read into record Proposed Ordinance 2022-379. A **MOTION** was made by Commissioner LaMantia to approve Proposed Ordinance 2022-378; An Ordinance of the DuPage Airport Authority Levying Taxes for the Fiscal Year Beginning January 1, 2023 and Ending December 31, 2023. The **motion was seconded** by Commissioner Charvat. There was no further discussion and the motion passed by roll call vote (7-0).

**Proposed Ordinance 2022-380; An Ordinance of the DuPage Airport Authority Amending Fees for Outdoor and Indoor Aircraft Parking.**

Executive Director Doles read into record Proposed Ordinance 2022-380. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2022-380; An Ordinance of the DuPage Airport Authority Amending Fees for Outdoor and Indoor Aircraft Parking. The **motion was seconded** by Commissioner Wagner. There was no further discussion and the motion passed by roll call vote (7-0).

**Proposed Resolution 2022-2549; Award of Contract to Foundation Mechanics LLC for Prairie Landing Golf Course Bridge Abutment Stabilization and Erosion Control.**

*Approves a contract for bridge abutment stabilization and erosion control at the Prairie Landing Golf Course for a total cost not-to-exceed \$201,228.50, which includes a 10% owner's contingency.*

Executive Director Doles read into record Proposed Resolution 2022-2549. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2022-2549; Award of Contract to Foundation Mechanics LLC for Prairie Landing Golf Course Bridge Abutment Stabilization and Erosion Control. The **motion was seconded** by Commissioner Giunti. There was no further discussion and the motion passed by roll call vote (7-0).

**Proposed Resolution 2022-2550; Authorizing the Execution of Construction Phase Task Order No. 7 with Crawford, Murphy & Tilly, Inc. for the Project: Prairie Landing Golf Course Bridge Abutment Stabilization and Erosion Control.**

*Approves construction administration and quality control services for the Prairie Landing Bridge Abutment Stabilization and Erosion Control Project for a total not-to-exceed amount of \$39,150.*

Executive Director Doles read into record Proposed Resolution 2022-2550. A **MOTION** was made by Commissioner Wagner to approve Proposed Resolution 2022-2550; Authorizing the Execution of Construction Phase Task Order No. 7 with Crawford, Murphy & Tilly, Inc. for the Project: Prairie Landing Golf Course Bridge Abutment Stabilization and Erosion Control. The **motion was seconded** by Commissioner Wagner. There was no further discussion and the motion passed by roll call vote (7-0).

**Proposed Resolution 2022-2551; Award of Contract to Pandecon, Inc. for Prairie Landing Golf Club Men's Locker Room Renovation.**

*Approves a contract for renovations to the men's locker room at the Prairie Landing Clubhouse for a total cost not-to-exceed \$163,201.50, which includes a 10% owner's contingency.*

Executive Director Doles read into record Proposed Resolution 2022-2551. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2022-2551; Award of Contract to Pandecon, Inc. for Prairie Landing Golf Club Men's Locker Room Renovation. The **motion was seconded** by Commissioner Ledonne. There was no further discussion and the motion passed by roll call vote (7-0).

**Proposed Resolution 2022-2552; Award of Contract to Red Feather Group for Prairie Landing Golf Club Kitchen Epoxy Floors.**

*Approves a contract for the installation of epoxy floors in the grill room and banquet kitchens at the Prairie Landing Clubhouse for a total cost not-to-exceed \$113,602.50, which includes a 10% owner's contingency.*

Executive Director Doles read into record Proposed Resolution 2022-2552. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2022-2552; Award of Contract to Red Feather Group for Prairie Landing Golf Club Kitchen Epoxy Floors. The **motion was seconded** by Commissioner Ledonne. There was no further discussion and the motion passed by roll call vote (7-0).

**Proposed Resolution 2022-2553; Award of Contract to CDW Government LLC for the Procurement of IT VLAN Switching Hardware.**

*Approves a contract to procure virtual local area network switching hardware for a total cost of \$57,128.61 F.O.B. DuPage Airport.*

Executive Director Doles read into record Proposed Resolution 2022-2553. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2022-2553; Award of Contract to CDW Government LLC for the Procurement of IT VLAN Switching Hardware. The **motion was seconded** by Commissioner Ledonne. A brief discussion followed, and the motion passed by roll call vote (7-0).

**Proposed Resolution 2022-2554; Award of an Elevator Maintenance Contract to Otis Elevator Company.**

*Approves a one (1) year elevator maintenance contract, subject to two (2) one (1) year extensions at the sole discretion of the Authority. Annual year 1 cost of \$19,200, year 2 cost of \$19,776 and year 3 cost of \$20,369.28.*

Executive Director Doles read into record Proposed Resolution 2022-2554. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2022-2554; Award of an Elevator Maintenance Contract to Otis Elevator Company. The **motion was seconded** by Commissioner Ligino-Kubinski. There was no further discussion and the motion passed by roll call vote (7-0).

**Proposed Resolution 2022-2555; Award of Contract to Correct Electric, Inc. for Electrical Panel Replacement at Hangars E8 and E9.**

*Approves a contract to install electrical panels in Hangars E8 and E9 for a total cost not-to-exceed \$45,585.10, which includes a 10% owner's contingency.*

Executive Director Doles read into record Proposed Resolution 2022-2555. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2022-2555; Award of Contract to Correct Electric, Inc. for Electrical Panel Replacement at Hangars E8 and E9. The **motion was seconded** by Commissioner Ligino-Kubinski. There was no further discussion and the motion passed by roll call vote (5-0). Commissioner Charvat and Commissioner Giunti Abstained.

**Proposed Resolution 2022-2556; Award of Contract to State Mechanical Services LLC for HVAC RTU and AHU Equipment Replacement.**

*Approves a contract to replace HVAC equipment including one (1) rooftop unit at the Old Administration Building and one (1) air handling unit at the 3N060 Powis Road Hangar for a total cost not-to-exceed \$31,891.20, which includes a 10% owner's contingency.*

Executive Director Doles read into record Proposed Resolution 2022-2556. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2022-2556; Award of Contract to State Mechanical Services LLC for HVAC RTU and AHU Equipment Replacement. The **motion was seconded** by Commissioner Ligino-Kubinski. There was no further discussion and the motion passed by roll call vote (7-0).

**Proposed Resolution 2022-2557; Authorizing the Execution of a Planning and Design Phase Engineering Services Agreement with Crawford, Murphy & Tilly, Inc. for the State Capital Improvement Program Project Known as: Airport Perimeter Road Resurfacing – W. Tower Road and DuPage Drive.**

*Approves planning and design phase engineering for W. Tower Road and DuPage Drive resurfacing for a total not-to-exceed amount of \$52,000, subject to 90% State reimbursement from the Rebuild Illinois Capital Investment Program.*

Executive Director Doles read into record Proposed Resolution 2022-2557. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2022-2557; Authorizing the Execution of a Planning and Design Phase Engineering Services Agreement with Crawford, Murphy & Tilly, Inc. for the State Capital Improvement Program Project Known as: Airport Perimeter Road Resurfacing – W. Tower Road and DuPage Drive. The **motion was seconded** by Commissioner Ledonne. Discussion followed and the motion passed by roll call vote (7-0).

**Proposed Resolution 2022-2558; Ratifying the Execution of the First Amendment to Vacant Land Purchase Agreement and Approving the Execution of the Second Amendment to Vacant Land Purchase Agreement with BI Developer LLC.**

Executive Director Doles read into record Proposed Resolution 2022-2558. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2022-2558; Ratifying the Execution of the First Amendment to Vacant Land Purchase Agreement and Approving the Execution of the Second Amendment to Vacant Land Purchase Agreement with BI Developer LLC. The **motion was seconded** by Commissioner Ledonne. Discussion followed and the motion passed by roll call vote (7-0).

**Proposed Resolution 2022-2559; Authorizing the Execution of a Non-Exclusive Drainage Easement Agreement with GSI Family Investments of Arizona, LLC**

Executive Director Doles read into record Proposed Resolution 2022-2559. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2022-2559; Authorizing the Execution of a Non-Exclusive Drainage Easement Agreement with GSI Family Investments of Arizona, LLC. The **motion was seconded** by Commissioner Ledonne. Information was provided by separate cover from legal counsel. Discussion followed and the motion passed by roll call vote (7-0).

A **MOTION** was made by Commissioner LaMantia to recess to Executive Session for the Discussion of Pending, Probable or Imminent Litigation; Employee Matters; the Purchase or Lease of Real Property for the use of the DuPage Airport Authority; the Setting of a Price for Sale or Lease of Property Owned by the DuPage Airport Authority; and the Discussion and Semi-Annual Review of Lawfully Closed Executive Session Minutes. The **motion was seconded** by Commissioner Charvat. The Regular Meeting was recessed to Executive Session at 3:39 p.m. and was reconvened at 4:12 p.m. Upon roll call, a quorum was present for the remainder of the Regular Board Meeting.

**OTHER BUSINESS**

**Discussion and Possible Action of Providing a Merit Increase to the Executive Director.**

Chairman Getz read into record the Discussion and Possible Action of Providing a Merit Increase to the Executive Director. A **MOTION** was made by Commissioner LaMantia to approve a 4.7% Merit Increase for the Executive Director. The **motion was seconded** by Commissioner Ledonne. There was no further discussion and the motion passed by roll call vote (7-0).

**Proposed Resolution 2022-2560; Disclosure of Executive Session Minutes.**

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

Executive Director Doles read into record Proposed Resolution 2022-2560. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2022-2560; Disclosure of Executive Session Minutes. The **motion was seconded** by Commissioner Giunti. There was no further discussion and the motion passed by roll call vote (7-0).

**Proposed Resolution 2022-2561; Authorizing the Execution of the Fourth Extension to Exclusive Listing Agreement with NAI Hiffman for DuPage Business Center Real Estate Brokerage Services.**

Executive Director Doles read into record Proposed Resolution 2022-2561. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2022-2561; Authorizing the Execution of the Fourth Extension to Exclusive Listing Agreement with NAI Hiffman for DuPage Business Center Real Estate Brokerage Services. The **motion was seconded** by

Commissioner Ledonne. Discussion followed and the motion passed by roll call vote (6-0).  
Commissioner Wagner Abstained.

**Proposed Resolution 2022-2562; Authorizing the Execution of a Fourth Amendment to the Vacant Land Purchase Agreement with Patriot Development LLC.**

Executive Director Doles read into record Proposed Resolution 2022-2562. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2022-2562; Authorizing the Execution of a Fourth Amendment to the Vacant Land Purchase Agreement with Patriot Development LLC. The **motion was seconded** by Commissioner Ledonne. There was no further discussion and the motion passed by roll call vote (7-0).

A **MOTION** was made by Commissioner Wagner to adjourn the Regular Meeting of the DuPage Airport Authority Board of Commissioners. The **motion was seconded** by Commissioner Ledonne and was passed unanimously by voice vote; the meeting was adjourned at 4:18 p.m.

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**Herbert A. Getz, Chairman**

**(ATTEST)**

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**Daniel J. Wagner, Secretary**



# DUPAGE AIRPORT AUTHORITY



## Executive Director's Report – Highlights January 2023

### 1. FAA OPS

OPS data for December 2022 will not be available until 1/20/23. If available, we will provide at the Board meeting. Preliminary data from the DPA ATCT has been provided.

### 2. DuPage Flight Center - Aviation Fuel December 2022

Jet and 100LL sales are impacted by continued high costs and weather for 100LL.

For December, Jet A down -14.2% and 100LL down -13.3%.

Jet A gallons sold up 11.4% YTD (2,872,279 gals.), 24.9% better than budget  
100LL gallons sold down -3.6% YTD (242,672 gals.), 8.3% better than budget

**Total fuel sold 3,114,951 gallons, the highest total since 2007 and up over 1.1M gallons from the 2020 catastrophic impact from COVID (2,004,907 gals.).**

Cost of fuel fluctuations continue to be a concern.:

Since 1/1/2022 Jet A up 37.9% and 100LL up 3.9%  
Since 1/1/2021 Jet A up 113.8% and 100LL up 42.7%

### 3. Prairie Landing - Golf Rounds 2022

Golf rounds for 2022 totaled 25,963 versus 29,828 last year. Total rounds down -13.0% due to weather impacts and people returning to work. However, 2022 was in line with our pre-covid annual average of 25,484 rounds.

### 4. 2023 Tentative Budget Plan was presented on Nov. 1 to a Special Meeting of the Finance Committee and approved at the Nov. 16 Regular Board meeting. No comments from the DuPage County Chair's office. The public hearing was held January 9<sup>th</sup> and there were no attendees besides staff and Comm. Davis. All statutory requirements have been fulfilled for final ratification of the 2023 Budget Plan.

### 5. Planning continues to break ground on our new hangar facility in Spring of 2023. Planning and coordination for an Illinois Grant project of \$405,000 to assist with parking lot for the project is underway. Materials are being finalized for building permit submittal.



6. We successfully completed submittals to receive refunds of aviation fuel tax proceeds from the State of Illinois. The total amount the DAA will receive is \$404,952.15 from Illinois for their FY21 and FY22.
7. During the arctic blast at the end of December we did have two locations with broken pipes. The first was at Prairie Landing with minimal damage. The second location was in the office at hangar E20. This damage was substantial and required an insurance claim. ServePro was brought in for remediation. The DAA's deductible is \$25,000 and the repairs and damage will exceed the deductible. This space is occupied and under lease to a government agency.
8. The annual audit started in December with Sikich and their staff. Commissioners will be receiving correspondence directly from Sikich as part of the audit process.
9. Commissioners should have received an email to complete annual online ethics training. If you have an issue, please contact Kris for assistance.
10. We continue working with College of DuPage and Illinois Aviation Academy ("IAA") to support their new Aviation Management Program for a Spring 2023 launch. We are reviewing options for additional space on the 2<sup>nd</sup> floor of the Government Center building on North Avenue.
11. On January 8<sup>th</sup>, the Daily Herald published an article on the success and positive influence of the DuPage Business Center to the region.
12. DPA will host the Commemorative Air Force traveling warbirds from 7/17 through 7/31. The aircraft will be on static display for the public viewing and rides 7/19 through 7/23. Aircraft scheduled to visit include B-29 Superfortress, B-24 Liberator, T-6 Texan and PT-13 Stearman.
13. Impacts continue from inflation and supply chain delays.



© Commemorative Air Force/Scott Slocum



July 17 - 31



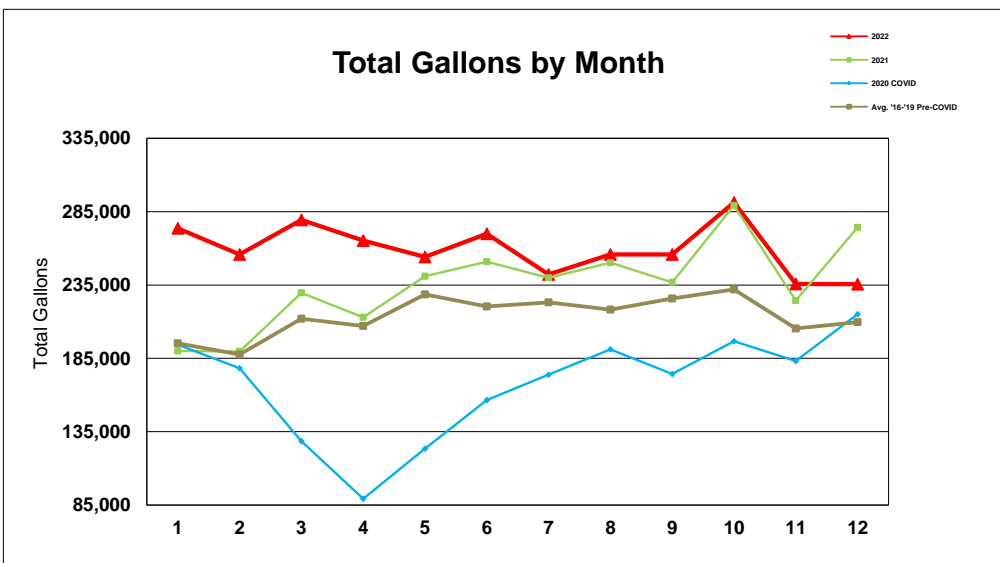
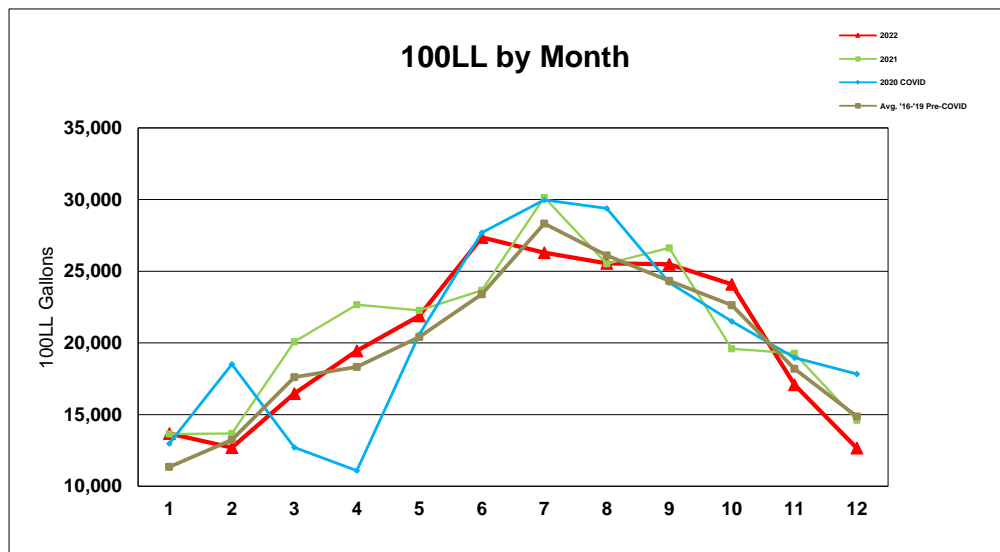
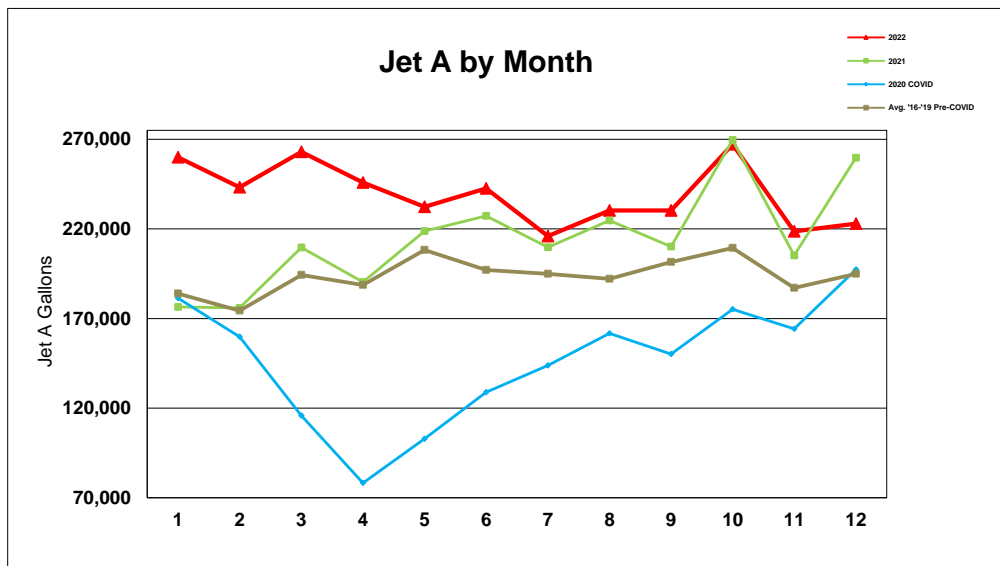


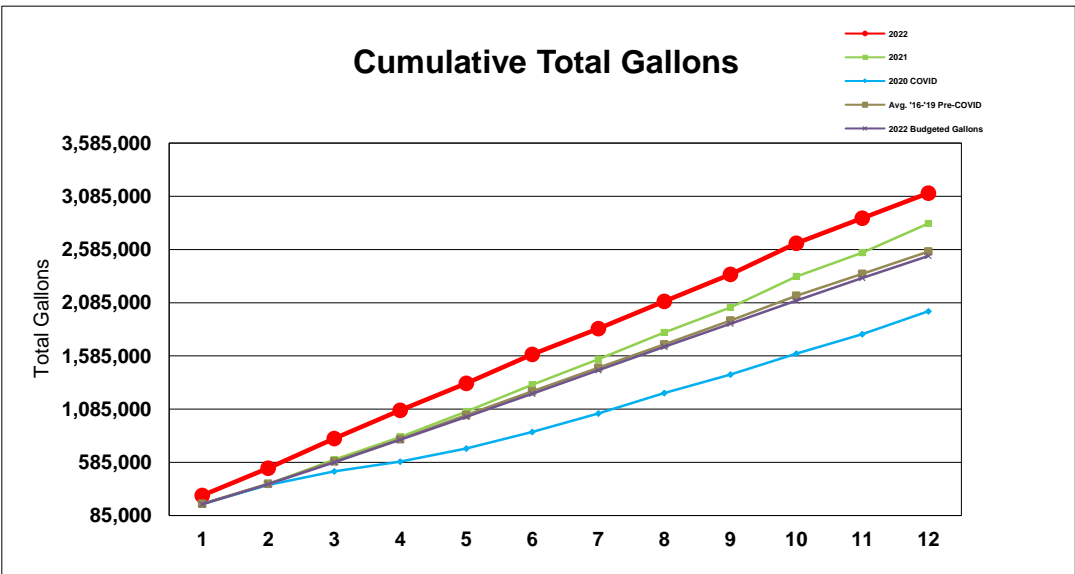
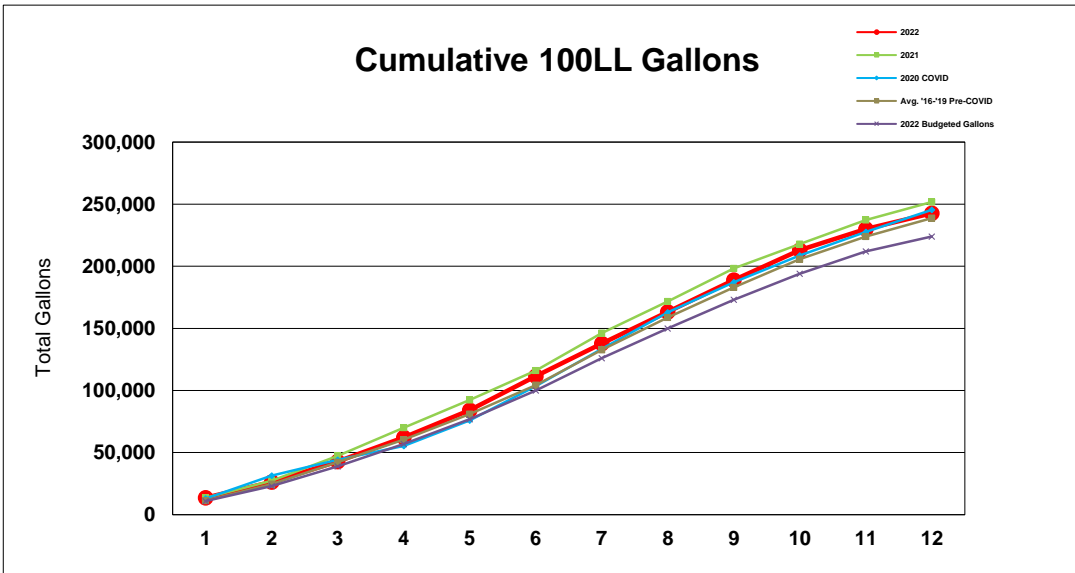
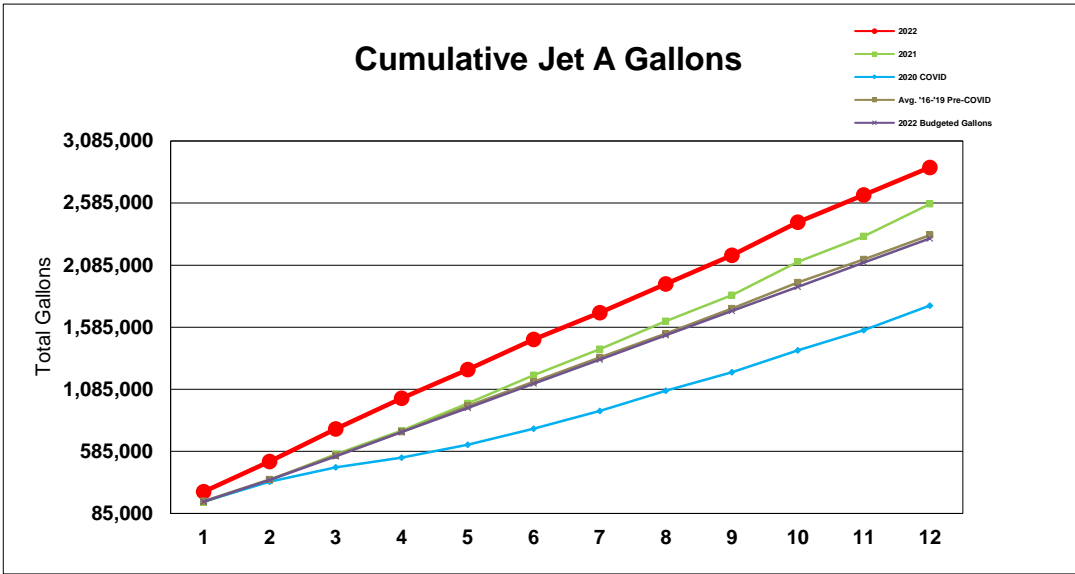
## MONTHLY STATISTICS

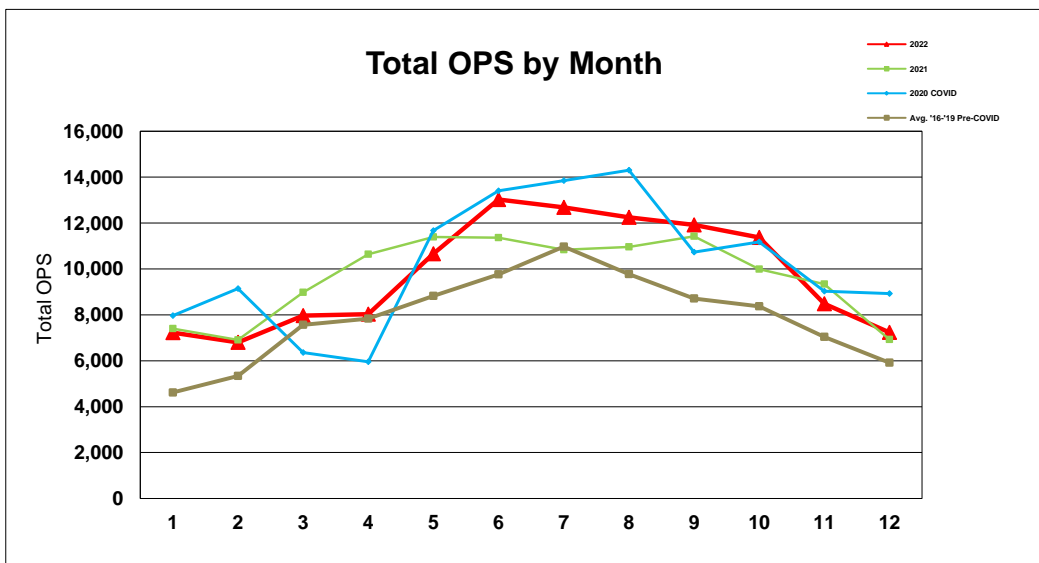
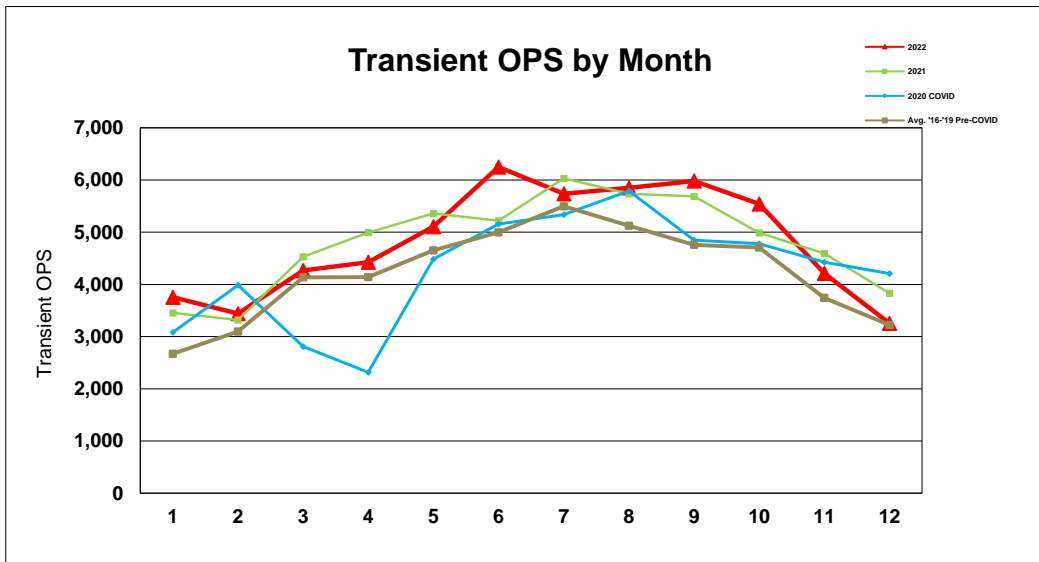
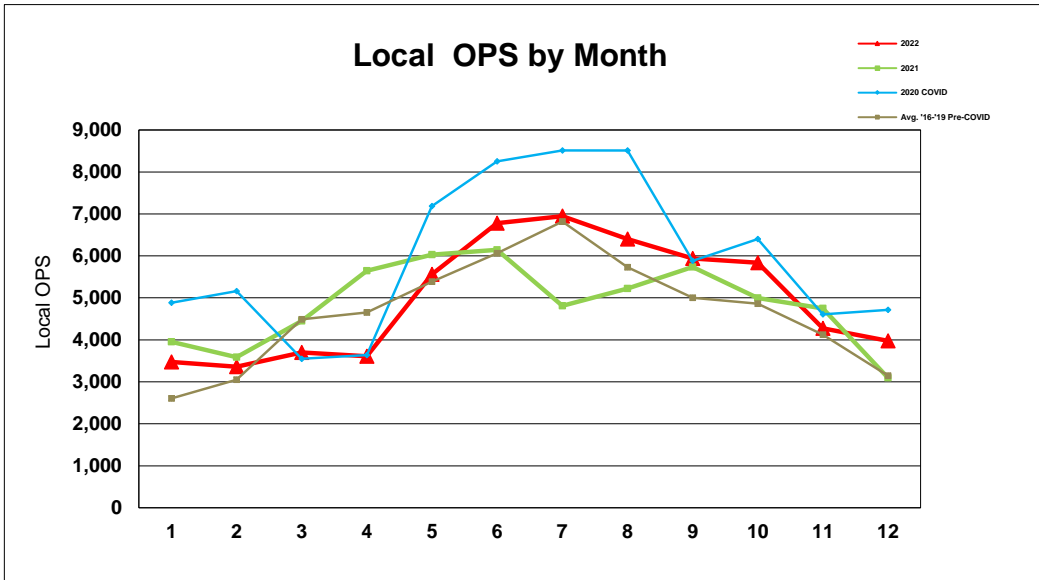
**December 2022**

|                      | <u>Dec. '22</u> | <u>Dec. '21</u> | <u>'22 vs. '21</u> | <u>Dec. Percent Change</u> | <u>YTD 2022</u>  | <u>YTD 2021</u>  | <u>'22 vs. '21</u> | <u>Percent Change</u> |
|----------------------|-----------------|-----------------|--------------------|----------------------------|------------------|------------------|--------------------|-----------------------|
| <b>FUEL</b>          |                 |                 |                    |                            |                  |                  |                    |                       |
| 100LL                | 12,656          | 14,590          | (1,934)            | -13.3%                     | 242,672          | 251,782          | (9,110)            | -3.6%                 |
| Jet A                | 222,888         | 259,697         | (36,809)           | -14.2%                     | 2,872,279        | 2,577,364        | 294,915            | 11.4%                 |
| <b>Total Gallons</b> | <b>235,544</b>  | <b>274,287</b>  | <b>(38,743)</b>    | <b>-14.1%</b>              | <b>3,114,951</b> | <b>2,829,146</b> | <b>285,805</b>     | <b>10.1%</b>          |
| <b>OPERATIONS</b>    |                 |                 |                    |                            |                  |                  |                    |                       |
| Local                | 3,978           | 3,094           | 884                | 28.6%                      | 59,862           | 58,419           | 1,443              | 2.5%                  |
| Itinerant            | 3,254           | 3,833           | (579)              | -15.1%                     | 57,812           | 57,748           | 64                 | 0.1%                  |
| <b>Total Ops</b>     | <b>7,232</b>    | <b>6,927</b>    | <b>305</b>         | <b>4.4%</b>                | <b>117,674</b>   | <b>116,167</b>   | <b>1,507</b>       | <b>1.3%</b>           |

Preliminary OPS data provided by DPA ATCT - official date available 1/20/23.





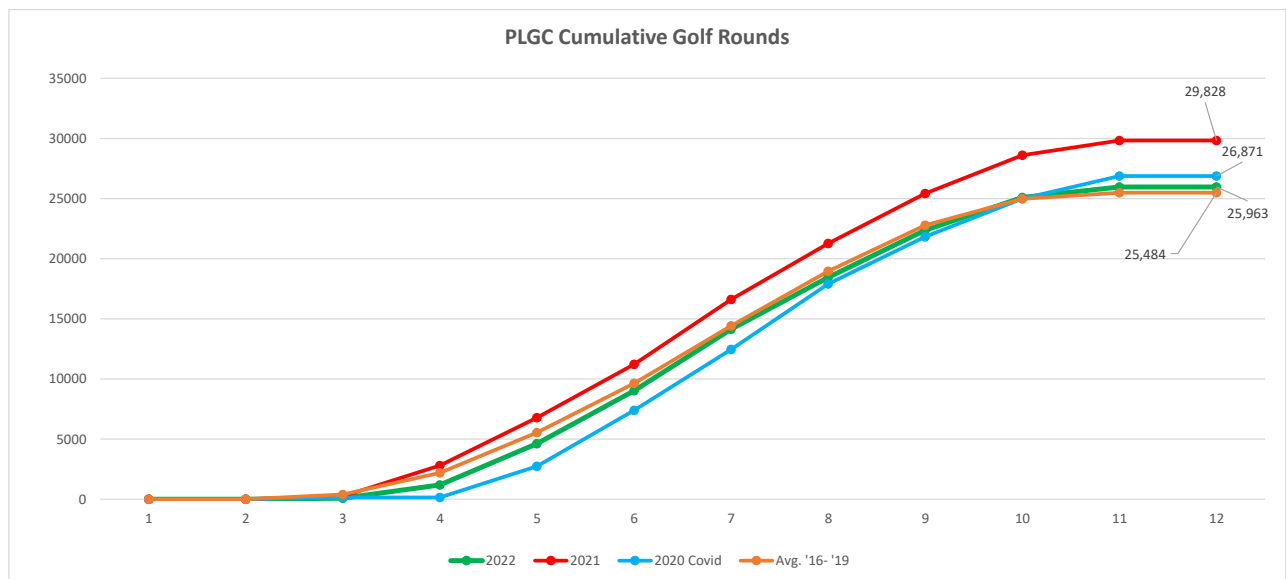
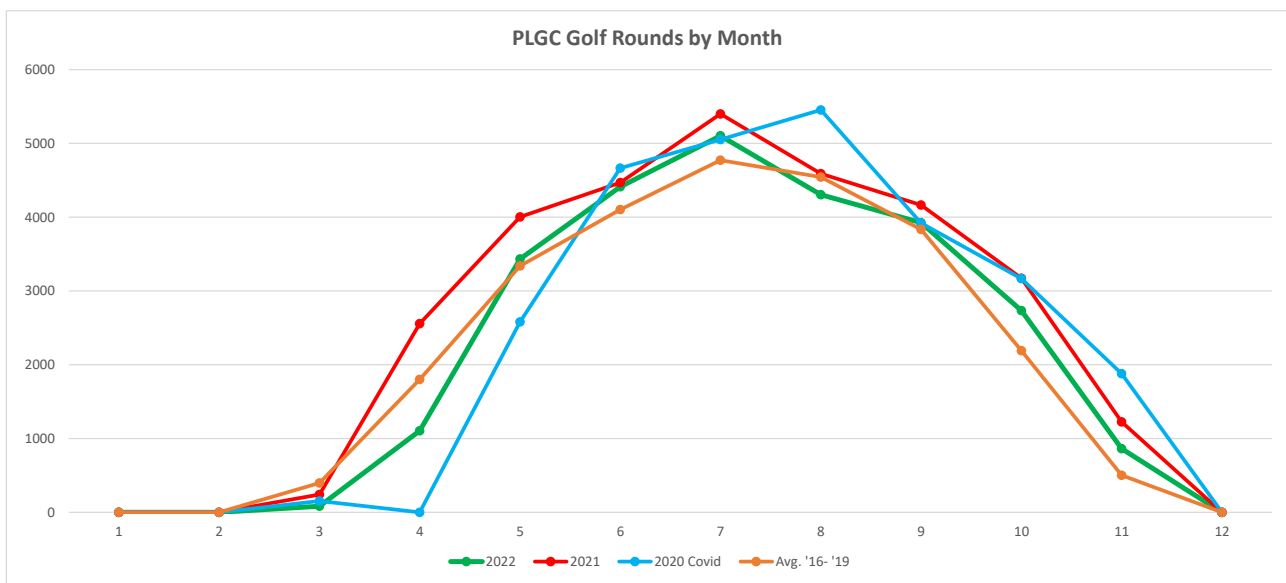




## MONTHLY STATISTICS

**December 2022**

|             | <u>2022</u> | <u>2021</u> | <u>'22 vs. '21</u> | <u>Percent Change</u> | <u>YTD 2022</u> | <u>YTD 2021</u> | <u>'22 vs. '21</u> | <u>Percent Change</u> |
|-------------|-------------|-------------|--------------------|-----------------------|-----------------|-----------------|--------------------|-----------------------|
| Golf Rounds | 0           | 0           | 0                  | 0.0%                  | 25,963          | 29,828          | (3,865)            | -13.0%                |





# DUPAGE AIRPORT AUTHORITY

**12/31/2022**

**FINANCIALS  
PRE-AUDIT**

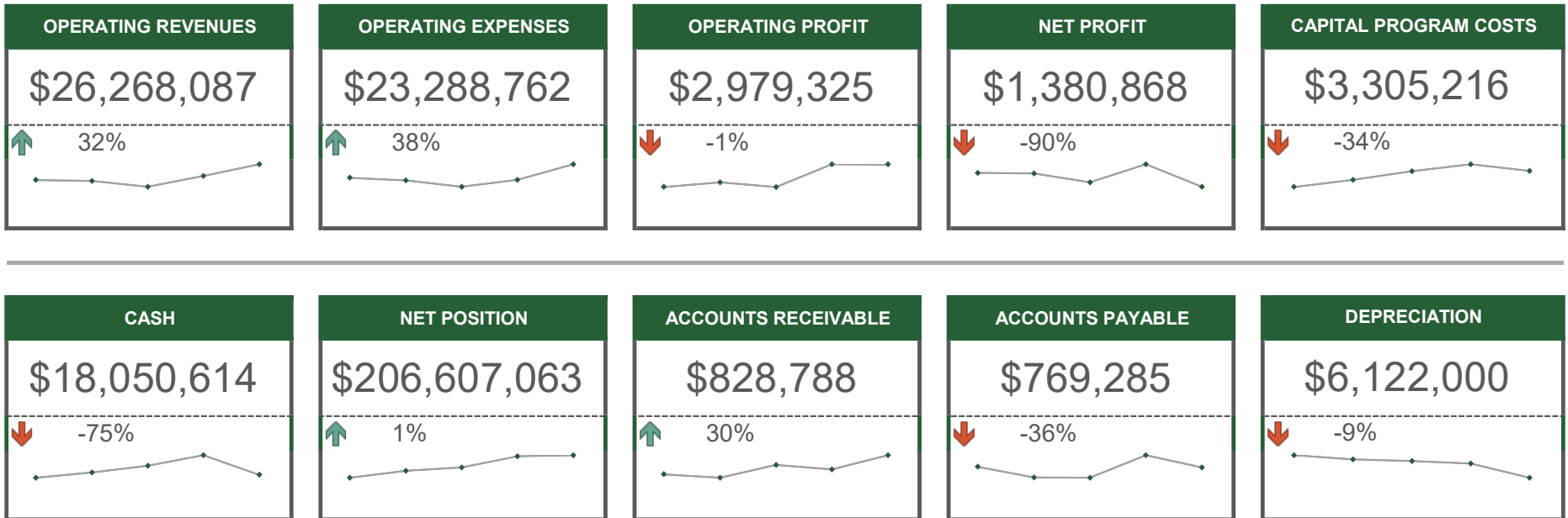


# YTD FINANCIAL SUMMARY

DuPage Airport Authority

December 2022

## KEY METRICS



# YTD SUMMARY - BY OPERATION

DuPage Airport Authority  
YTD December 2022

|   | 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 |
| <b>OPERATING</b>  |                     |                     |                     |                    |                    |                    |                  |                  |                   |
| Operating Revenues  | \$3,912,072         | \$4,061,998         | \$149,926           | \$12,140,829       | \$19,351,389       | \$7,210,560        | \$2,691,400      | \$2,854,700      | \$163,300         |
| Operating Expenses  | \$7,331,316         | \$6,720,921         | -\$610,395          | \$8,223,372        | \$13,909,657       | \$5,686,285        | \$2,522,764      | \$2,658,184      | \$135,420         |
| <b>Operating Profit</b>   | <b>-\$3,419,244</b> | <b>-\$2,658,923</b> | <b>\$760,321</b>    | <b>\$3,917,457</b> | <b>\$5,441,732</b> | <b>\$1,524,275</b> | <b>\$168,636</b> | <b>\$196,517</b> | <b>\$27,881</b>   |
| <b>NON-OPERATING</b>  |                     |                     |                     |                    |                    |                    |                  |                  |                   |
| Non-Operating Revenues  | \$8,024,533         | \$4,893,557         | -\$3,130,976        | \$0                | \$0                | \$0                | \$0              | \$250            | \$250             |
| Non-Operating Expenses  | \$311,880           | \$128,572           | -\$183,308          | \$0                | \$0                | \$0                | \$60,000         | \$56,241         | -\$3,759          |
| <b>Non-Operating Profit</b>   | <b>\$7,712,653</b>  | <b>\$4,764,984</b>  | <b>-\$2,947,669</b> | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>         | <b>-\$60,000</b> | <b>-\$55,991</b> | <b>\$4,009</b>    |
| <b>Net Profit (Loss) Excluding Depreciation &amp; Major Maintenance</b> | <b>\$4,293,409</b>  | <b>\$2,106,061</b>  | <b>-\$2,187,348</b> | <b>\$3,917,457</b> | <b>\$5,441,732</b> | <b>\$1,524,275</b> | <b>\$108,636</b> | <b>\$140,526</b> | <b>\$31,890</b>   |
| Depreciation Expense  | \$7,290,120         | \$6,112,669         | -\$1,177,451        | \$8,316            | \$8,322            | \$6                | \$1,008          | \$1,009          | \$1               |
| Major Maintenance   | \$949,535           | \$131,151           | -\$818,384          | \$0                | \$0                | \$0                | \$81,666         | \$54,300         | -\$27,366         |
| Transfers In (Out)  | \$0                 | \$0                 | \$0                 | \$0                | \$0                | \$0                | \$0              | \$0              | \$0               |
| <b>Net Profit (Loss)</b>  | <b>-\$3,946,246</b> | <b>-\$4,137,760</b> | <b>-\$191,514</b>   | <b>\$3,909,141</b> | <b>\$5,433,410</b> | <b>\$1,524,269</b> | <b>\$25,962</b>  | <b>\$85,217</b>  | <b>\$59,255</b>   |

# YTD SUMMARY - TOTAL OPERATIONS

## DuPage Airport Authority YTD December 2022

|   | YTD<br>Budget      | YTD<br>Actual      | Actual<br>vs. Budget |
|---|--------------------|--------------------|----------------------|
| <b><u>OPERATING</u></b>   |                    |                    |                      |
| Operating Revenues  | \$18,744,301       | \$26,268,087       | \$7,523,786          |
| Operating Expenses  | \$18,077,452       | \$23,288,762       | \$5,211,310          |
| Operating Profit  | \$666,849          | \$2,979,325        | \$2,312,476          |
| <b><u>NON-OPERATING REVENUES</u></b>  |                    |                    |                      |
| Miscellaneous Taxes   | \$70,000           | \$211,729          | \$141,729            |
| Property Taxes/Abatements   | \$6,032,004        | \$6,029,507        | -\$2,497             |
| Federal & State Grants  | \$1,692,525        | \$42,385           | -\$1,650,140         |
| Investment Income   | \$200,004          | \$956,686          | \$756,682            |
| Unrealized Gain (Loss) from Investments                                     | \$0                | -\$2,435,850       | -\$2,435,850         |
| Gain (Loss) on Sale of Fixed Assets   | \$30,000           | \$89,350           | \$59,350             |
| Total Non-Operating Revenues  | \$8,024,533        | \$4,893,807        | -\$3,130,726         |
| <b><u>NON-OPERATING EXPENSES</u></b>  |                    |                    |                      |
| Property Tax (DAA)  | \$311,880          | \$128,572          | -\$183,308           |
| Property Tax (PLGC)   | \$60,000           | \$56,241           | -\$3,759             |
| Total Non-Operating Expenses  | \$371,880          | \$184,813          | -\$187,067           |
| Non-Operating Profit  | \$7,652,653        | \$4,708,994        | -\$2,943,659         |
| <b>Net Profit (Loss) Excluding<br/>Depreciation &amp; Major Maintenance</b> | <b>\$8,319,502</b> | <b>\$7,688,319</b> | <b>-\$631,183</b>    |
| Depreciation Expense  | \$7,299,444        | \$6,122,000        | -\$1,177,444         |
| Major Maintenance   | \$1,031,201        | \$185,451          | -\$845,750           |
| <b>Net Profit (Loss)</b>  | <b>-\$11,143</b>   | <b>\$1,380,868</b> | <b>\$1,392,011</b>   |
| Total YTD Revenues  | \$26,768,834       | \$31,161,894       | \$4,393,060          |
| Total YTD Expenditures  | \$18,449,332       | \$23,473,575       | \$5,024,243          |
| Capital Development Programs  | \$34,850,082       | \$3,305,216        | -\$31,544,866        |
| Future Project Expense  | \$0                | \$0                | \$0                  |
| Transfers In (Out)  | \$0                | \$0                | \$0                  |

**DUPAGE AIRPORT AUTHORITY  
WEST CHICAGO, ILLINOIS**

**STATEMENT OF NET POSITION**

**For the Period Ended December 31, 2022**

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**CURRENT ASSETS**

|  |             |
|--|-------------|
| Cash & Cash Equivalents                    | 19,211,716  |
| Cash & Cash Equivalents - Designated       | (1,161,102) |
| Cash & Cash Equivalents - Restricted       | -           |
| Investments                                | 2,296,300   |
| Investments - Restricted                   | 53,785,721  |
| Investments - Designated                   | -           |
| Receivables                                |             |
| Property Taxes                             | 6,037,955   |
| Accounts                                   | 828,788     |
| Accrued Interest                           | 359,664     |
| Long-term Note Receivable, Current Portion | -           |
| Prepaid Expenses                           | 811,360     |
| Inventories                                | 307,985     |

**Total Current Assets** 82,478,388

**NONCURRENT ASSETS**

|   |           |
|---|-----------|
| Advance to Other Subfunds                         | -         |
| Long-term Note Receivable, Net of Current Portion | -         |
| Net Pension Asset - IMRF                          | 1,562,872 |

**Total Noncurrent Assets** 1,562,872

**Capital Assets**

|                               |               |
|-------------------------------|---------------|
| Not Being Depreciated         | 63,575,622    |
| Being Depreciated             | 293,062,711   |
| Less Accumulated Depreciation | (223,862,438) |

**Net Capital Assets** 132,775,895

**DEFERRED OUTFLOWS OF RESOURCES**

|                      |         |
|----------------------|---------|
| Pension Items - IMRF | 878,459 |
|----------------------|---------|

**Total Deferred Outflows of Resources** 878,459

**Total Noncurrent Assets** 135,217,225

**Total Assets** 217,695,613

**DUPAGE AIRPORT AUTHORITY  
WEST CHICAGO, ILLINOIS**

**STATEMENT OF NET POSITION**

**For the Period Ended December 31, 2022**

**CURRENT LIABILITIES**

|                                       |         |
|---------------------------------------|---------|
| Accounts Payable                      | 769,285 |
| Retainage Payable                     | -       |
| Accrued Liabilities                   | 654,007 |
| Compensated Absences, Current Portion | 78,466  |
| Customer Deposits and Advances        | 267,858 |
| Security Deposits                     | 193,219 |
| Unearned Revenue                      | 124,795 |

**Total Current Liabilities** 2,087,631

**NONCURRENT LIABILITIES**

|  |         |
|--|---------|
| Unearned Revenue                             | 779,966 |
| Advance from Other Subfunds                  | -       |
| Net Pension Liability - IMRF                 | -       |
| Compensated Absences, Net of Current Portion | 313,863 |

**Total Noncurrent Liabilities** 1,093,829

**Total Liabilities** 3,181,460

**DEFERRED INFLOWS OF RESOURCES**

|                                   |           |
|-----------------------------------|-----------|
| Deferred Revenue - Property Taxes | 6,037,955 |
| Pension Items - IMRF              | 1,869,136 |

**Total Deferred Inflows of Resources** 7,907,091

**Total Liabilities and  
Deferred Inflows of Resources** 11,088,551

**NET POSITION**

|                                      |             |
|--------------------------------------|-------------|
| Net Investment in Capital Assets     | 132,775,894 |
| Restricted for Aeronautical Purposes | 53,785,721  |
| Unrestricted                         | 20,045,448  |

**Total Net Position** 206,607,063

**TOTAL LIABILITIES, DEFERRED INFLOWS  
OF RESOURCES, AND NET POSITION** 217,695,613

**DUPAGE AIRPORT AUTHORITY  
WEST CHICAGO, ILLINOIS**

**STATEMENT OF CASH FLOWS**

**For the Period Ended December 31, 2022**

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**CASH FLOWS FROM OPERATING ACTIVITIES**

|  |                  |
|--|------------------|
| Receipts from customers and users      | 25,879,847       |
| Payments to suppliers                  | (18,094,433)     |
| Payments to and on behalf of employees | (6,126,274)      |
|  | <hr/>            |
| Net cash from operating activities     | <b>1,659,140</b> |

**CASH FLOWS FROM NONCAPITAL  
FINANCING ACTIVITIES**

|   |                  |
|---|------------------|
| Non-operating revenues - property taxes       | 6,029,507        |
| Non-operating revenues - replacement taxes    | 211,729          |
|   | <hr/>            |
| Net cash from noncapital financing activities | <b>6,241,237</b> |

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

|  |                    |
|--|--------------------|
| Grant monies received                                  | 42,385             |
| Acquisition and construction of capital assets         | (3,466,594)        |
| Gain (Loss) from sale of capital assets                | 89,350             |
|  | <hr/>              |
| Net cash from capital and related financing activities | <b>(3,334,859)</b> |

**CASH FLOWS FROM INVESTING ACTIVITIES**

|                                    |                     |
|------------------------------------|---------------------|
| Acquisition of investments         | (58,000,000)        |
| Investment income                  | 79,150              |
|                                    | <hr/>               |
| Net cash from investing activities | <b>(57,920,850)</b> |

NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS (53,355,332)

CASH AND CASH EQUIVALENTS, JANUARY 1 71,405,946

**CASH AND CASH EQUIVALENTS, DECEMBER 31 18,050,614**

**PRESENTED AS**

|  |                   |
|--|-------------------|
| Cash and cash equivalents              | 18,050,614        |
| Cash and cash equivalents - restricted | -                 |
|  | <hr/>             |
| Total cash and cash equivalents        | <b>18,050,614</b> |

**DUPAGE AIRPORT AUTHORITY  
WEST CHICAGO, ILLINOIS**

**STATEMENT OF CASH FLOWS**

**For the Period Ended December 31, 2022**

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

|  |                         |
|--|-------------------------|
| Operating income (loss)  | (3,539,955)             |
| Adjustments to reconcile operating income (loss) to net cash from operating activities |                         |
| Depreciation   | 6,122,000               |
| Miscellaneous income   | 27,016                  |
| Changes in assets and liabilities  |                         |
| Accounts receivable  | (190,295)               |
| Note receivable  | -                       |
| Prepaid expenses   | (108,254)               |
| Inventories  | (49,528)                |
| Accounts payable   | (425,563)               |
| Accrued liabilities  | (19,033)                |
| Compensated absences   | 22,171                  |
| Net pension liability - IMRF   | -                       |
| Pension items - IMRF   | -                       |
| Customer deposits and advances   | (36,373)                |
| Security deposits  | (18,250)                |
| Unearned revenue   | (124,795)               |
| <b>NET CASH FROM OPERATING ACTIVITIES</b>  | <b><u>1,659,140</u></b> |

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

|   |             |
|---|-------------|
| Contributions   | -           |
| Capital asset additions in accounts payable and retainage payable | (161,378)   |
| Change in the fair value of investments                           | (2,435,850) |

**DUPAGE AIRPORT AUTHORITY  
WEST CHICAGO, ILLINOIS**

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

For the Period Ended December 31, 2022

|   | Airport<br>Operations | Dupage<br>Flight Center | Prairie Landing<br>Golf Course | Total              |
|---|-----------------------|-------------------------|--------------------------------|--------------------|
| <b>OPERATING REVENUES</b>                                 |                       |                         |                                |                    |
| Aircraft Storage  | 3,256,505             | 559,847                 | -                              | 3,816,352          |
| Leases, Commissions, Fees                                 | 789,417               | -                       | -                              | 789,417            |
| Golf Course Operations                                    | -                     | -                       | 2,925,021                      | 2,925,021          |
| Line Service  | -                     | 18,783,840              | -                              | 18,783,840         |
| <b>Total Operating Revenues</b>                           | <b>4,045,922</b>      | <b>19,343,687</b>       | <b>2,925,021</b>               | <b>26,314,630</b>  |
| <b>OPERATING EXPENSES</b>                                 |                       |                         |                                |                    |
| Direct Costs  |                       |                         |                                |                    |
| Airport Operations  | 4,740,353             | -                       | -                              | 4,740,353          |
| Golf Course Operations                                    | -                     | -                       | 2,182,438                      | 2,182,438          |
| Line Service  | -                     | 12,217,296              | -                              | 12,217,296         |
| General and Administrative                                |                       |                         |                                |                    |
| Salaries and Benefits                                     | 1,482,243             | 1,437,408               | 197,624                        | 3,117,274          |
| Utilities   | -                     | 8,231                   | 96,102                         | 104,333            |
| Office Expense  | 83,041                | 64,865                  | 158,925                        | 306,831            |
| Insurance   | 159,957               | 118,922                 | 81,613                         | 360,492            |
| Professional Services                                     | 314,608               | -                       | 6,449                          | 321,057            |
| Postage   | 5,343                 | -                       | 8,050                          | 13,393             |
| Real Estate Tax   | 128,572               | -                       | 56,241                         | 184,813            |
| Advertising and Promotions                                | 86,068                | 62,934                  | 54,842                         | 203,844            |
| Miscellaneous   | (19,540)              | -                       | -                              | (19,540)           |
| <b>Total Operating Expenses</b>                           | <b>6,980,645</b>      | <b>13,909,657</b>       | <b>2,842,282</b>               | <b>23,732,585</b>  |
| <b>OPERATING INCOME (LOSS) BEFORE DEPRECIATION</b>        | <b>(2,934,723)</b>    | <b>5,434,029</b>        | <b>82,738</b>                  | <b>2,582,045</b>   |
| Depreciation  | 6,112,669             | 8,322                   | 1,009                          | 6,122,000          |
| <b>OPERATING INCOME (LOSS)</b>                            | <b>(9,047,392)</b>    | <b>5,425,708</b>        | <b>81,730</b>                  | <b>(3,539,955)</b> |
| <b>NON-OPERATING REVENUES (EXPENSES)</b>                  |                       |                         |                                |                    |
| Property Taxes  | 6,029,507             | -                       | -                              | 6,029,507          |
| Personal Property Replacement Tax                         | 211,729               | -                       | -                              | 211,729            |
| Investment Income   | (1,479,165)           | -                       | -                              | (1,479,165)        |
| Miscellaneous Income                                      | 16,076                | 7,702                   | 3,238                          | 27,016             |
| Gain (Loss) on Disposal of Capital Assets                 | 89,100                | -                       | 250                            | 89,350             |
| <b>Total Non-Operating Revenues (Expenses)</b>            | <b>4,867,248</b>      | <b>7,702</b>            | <b>3,488</b>                   | <b>4,878,437</b>   |
| <b>INCOME (LOSS) BEFORE CONTRIBUTIONS &amp; TRANSFERS</b> | <b>(4,180,145)</b>    | <b>5,433,410</b>        | <b>85,217</b>                  | <b>1,338,483</b>   |
| Contributions   | 42,385                | -                       | -                              | 42,385             |
| Transfers In (Out)  | -                     | -                       | -                              | -                  |
| <b>CHANGE IN NET POSITION</b>                             | <b>(4,137,760)</b>    | <b>5,433,410</b>        | <b>85,217</b>                  | <b>1,380,868</b>   |
| <b>NET POSITION, JANUARY 1</b>                            | <b>177,161,111</b>    | <b>29,033,339</b>       | <b>(968,255)</b>               | <b>205,226,195</b> |
| <b>NET POSITION, DECEMBER 31</b>                          | <b>173,023,351</b>    | <b>34,466,749</b>       | <b>(883,038)</b>               | <b>206,607,063</b> |



## Total DuPage Airport Authority

STATEMENT OF REVENUES AND EXPENSES  
For the Month Ending 12/31/2022

|  | Month               |                     |                     | YTD                  |                      |                       | 2022 Annual Budget   | Month               |                     |                       | YTD                  |                      |                        |
|--|---------------------|---------------------|---------------------|----------------------|----------------------|-----------------------|----------------------|---------------------|---------------------|-----------------------|----------------------|----------------------|------------------------|
|  | Actual              | Budget              | Variance            | Actual               | Budget               | Variance              |                      | 2022                | 2021                | Variance              | 2022                 | 2021                 | Variance               |
| <b>REVENUES</b>                                |                     |                     |                     |                      |                      |                       |                      |                     |                     |                       |                      |                      |                        |
| Airport Operations                             | \$ 329,387          | \$ 316,272          | \$ 13,115           | \$ 4,061,998         | \$ 3,912,072         | \$ 149,926            | \$ 3,912,072         | \$ 329,387          | \$ 314,393          | \$ 14,994             | \$ 4,061,998         | \$ 3,726,519         | \$ 335,478             |
| Prairie Landing Golf Club                      | \$ 63,241           | \$ 29,635           | \$ 33,606           | \$ 2,854,700         | \$ 2,691,400         | \$ 163,300            | \$ 2,691,400         | \$ 63,241           | \$ 14,499           | \$ 48,743             | \$ 2,854,700         | \$ 2,744,355         | \$ 110,346             |
| DuPage Flight Center                           | \$ 1,343,786        | \$ 1,005,936        | \$ 337,850          | \$ 19,351,389        | \$ 12,140,829        | \$ 7,210,560          | \$ 12,140,829        | \$ 1,343,786        | \$ 1,370,237        | \$ (26,451)           | \$ 19,351,389        | \$ 13,431,956        | \$ 5,919,433           |
| <b>Total Revenues</b>                          | <b>\$ 1,736,414</b> | <b>\$ 1,351,843</b> | <b>\$ 384,571</b>   | <b>\$ 26,268,087</b> | <b>\$ 18,744,301</b> | <b>\$ 7,523,786</b>   | <b>\$ 18,744,301</b> | <b>\$ 1,736,414</b> | <b>\$ 1,699,129</b> | <b>\$ 37,285</b>      | <b>\$ 26,268,087</b> | <b>\$ 19,902,830</b> | <b>\$ 6,365,257</b>    |
| <b>OPERATING EXPENSES</b>                      |                     |                     |                     |                      |                      |                       |                      |                     |                     |                       |                      |                      |                        |
| Airport Operations                             | \$ 386,469          | \$ 447,862          | \$ (61,393)         | \$ 3,802,961         | \$ 4,083,772         | \$ (280,811)          | \$ 4,083,772         | \$ 386,469          | \$ 81,840           | \$ 304,629            | \$ 3,802,961         | \$ 3,288,680         | \$ 514,281             |
| Prairie Landing Golf Club                      | \$ 118,237          | \$ 109,380          | \$ 8,857            | \$ 2,050,578         | \$ 1,995,803         | \$ 54,775             | \$ 1,995,803         | \$ 118,237          | \$ (32,487)         | \$ 150,724            | \$ 2,050,578         | \$ 1,707,051         | \$ 343,527             |
| DuPage Flight Center                           | \$ 818,175          | \$ 522,142          | \$ 296,033          | \$ 12,173,279        | \$ 6,425,959         | \$ 5,747,320          | \$ 6,425,959         | \$ 818,175          | \$ 660,031          | \$ 158,144            | \$ 12,173,279        | \$ 6,976,965         | \$ 5,196,315           |
| <b>Total Cost of Sales</b>                     | <b>\$ 1,322,881</b> | <b>\$ 1,079,384</b> | <b>\$ 243,497</b>   | <b>\$ 18,026,818</b> | <b>\$ 12,505,534</b> | <b>\$ 5,521,284</b>   | <b>\$ 12,505,534</b> | <b>\$ 1,322,881</b> | <b>\$ 709,384</b>   | <b>\$ 613,497</b>     | <b>\$ 18,026,818</b> | <b>\$ 11,972,695</b> | <b>\$ 6,054,122</b>    |
| <b>Gross Profit/(Loss)</b>                     | <b>\$ 413,533</b>   | <b>\$ 272,459</b>   | <b>\$ 141,074</b>   | <b>\$ 8,241,270</b>  | <b>\$ 6,238,767</b>  | <b>\$ 2,002,503</b>   | <b>\$ 6,238,767</b>  | <b>\$ 413,533</b>   | <b>\$ 989,745</b>   | <b>\$ (576,212)</b>   | <b>\$ 8,241,270</b>  | <b>\$ 7,930,135</b>  | <b>\$ 311,135</b>      |
| <b>GENERAL AND ADMINISTRATIVE</b>              |                     |                     |                     |                      |                      |                       |                      |                     |                     |                       |                      |                      |                        |
| Airport Operations                             | \$ 374,825          | \$ 300,201          | \$ 74,624           | \$ 2,917,961         | \$ 3,247,544         | \$ (329,583)          | \$ 3,247,544         | \$ 374,825          | \$ 177,768          | \$ 197,057            | \$ 2,917,961         | \$ 2,934,024         | \$ (16,063)            |
| Prairie Landing Golf Club                      | \$ 39,460           | \$ 43,603           | \$ (4,143)          | \$ 607,606           | \$ 526,961           | \$ 80,645             | \$ 526,961           | \$ 39,460           | \$ 35,819           | \$ 3,642              | \$ 607,606           | \$ 538,232           | \$ 69,374              |
| DuPage Flight Center                           | \$ 184,760          | \$ 180,027          | \$ 4,733            | \$ 1,736,378         | \$ 1,797,413         | \$ (61,035)           | \$ 1,797,413         | \$ 184,760          | \$ (41,129)         | \$ 225,889            | \$ 1,736,378         | \$ 1,445,126         | \$ 291,252             |
| <b>Total G&amp;A Costs</b>                     | <b>\$ 599,045</b>   | <b>\$ 523,831</b>   | <b>\$ 75,214</b>    | <b>\$ 5,261,945</b>  | <b>\$ 5,571,918</b>  | <b>\$ (309,973)</b>   | <b>\$ 5,571,918</b>  | <b>\$ 599,045</b>   | <b>\$ 172,457</b>   | <b>\$ 426,588</b>     | <b>\$ 5,261,945</b>  | <b>\$ 4,917,382</b>  | <b>\$ 344,563</b>      |
| <b>Operating Income/(Loss)</b>                 | <b>\$ (185,512)</b> | <b>\$ (251,372)</b> | <b>\$ 65,860</b>    | <b>\$ 2,979,325</b>  | <b>\$ 666,849</b>    | <b>\$ 2,312,476</b>   | <b>\$ 666,849</b>    | <b>\$ (185,512)</b> | <b>\$ 817,288</b>   | <b>\$ (1,002,800)</b> | <b>\$ 2,979,325</b>  | <b>\$ 3,012,753</b>  | <b>\$ (33,428)</b>     |
| <b>NON-OPERATING REVENUES/(EXPENSES)</b>       |                     |                     |                     |                      |                      |                       |                      |                     |                     |                       |                      |                      |                        |
| Property and Other Tax Revenue                 | \$ 49,724           | \$ 532,027          | \$ (482,303)        | \$ 6,241,237         | \$ 6,102,004         | \$ 139,233            | \$ 6,102,004         | \$ 49,724           | \$ 4,685            | \$ 45,039             | \$ 6,241,237         | \$ 6,147,089         | \$ 94,148              |
| Property Tax Expenses                          | \$ (22,814)         | \$ (30,990)         | \$ 8,176            | \$ (184,813)         | \$ (371,880)         | \$ 187,067            | \$ (371,880)         | \$ (22,814)         | \$ (29,207)         | \$ 6,393              | \$ (184,813)         | \$ (280,178)         | \$ 95,365              |
| Federal & State Grants                         | \$ -                | \$ 485,412          | \$ (485,412)        | \$ 42,385            | \$ 1,692,525         | \$ (1,650,140)        | \$ 1,692,525         | \$ -                | \$ 174,111          | \$ (174,111)          | \$ 42,385            | \$ 719,523           | \$ (677,139)           |
| Investment Income                              | \$ 141,025          | \$ 16,667           | \$ 124,358          | \$ 956,686           | \$ 200,004           | \$ 756,682            | \$ 200,004           | \$ 141,025          | \$ 2,871            | \$ 138,154            | \$ 956,686           | \$ 68,013            | \$ 888,673             |
| Unrealized Gain/Loss from Investments          | \$ (81,597)         | \$ -                | \$ (81,597)         | \$ (2,435,850)       | \$ -                 | \$ (2,435,850)        | \$ -                 | \$ (81,597)         | \$ -                | \$ (81,597)           | \$ (2,435,850)       | \$ -                 | \$ (2,435,850)         |
| Amortization (Expense)                         | \$ -                | \$ -                | \$ -                | \$ -                 | \$ -                 | \$ -                  | \$ -                 | \$ -                | \$ -                | \$ -                  | \$ -                 | \$ -                 | \$ -                   |
| Gain on Sale of Fixed Assets                   | \$ -                | \$ 2,500            | \$ (2,500)          | \$ 89,350            | \$ 30,000            | \$ 59,350             | \$ 30,000            | \$ -                | \$ (34,294)         | \$ 34,294             | \$ 89,350            | \$ 12,608,520        | \$ (12,519,170)        |
| <b>Total Non-Operating Revenues/(Expenses)</b> | <b>\$ 86,338</b>    | <b>\$ 1,005,616</b> | <b>\$ (919,278)</b> | <b>\$ 4,708,994</b>  | <b>\$ 7,652,653</b>  | <b>\$ (2,943,659)</b> | <b>\$ 7,652,653</b>  | <b>\$ 86,338</b>    | <b>\$ 118,164</b>   | <b>\$ (31,826)</b>    | <b>\$ 4,708,994</b>  | <b>\$ 19,262,966</b> | <b>\$ (14,553,972)</b> |
| <b>Net Income/(Loss) before Depreciation</b>   | <b>\$ (99,174)</b>  | <b>\$ 754,244</b>   | <b>\$ (853,418)</b> | <b>\$ 7,688,319</b>  | <b>\$ 8,319,502</b>  | <b>\$ (631,183)</b>   | <b>\$ 8,319,502</b>  | <b>\$ (99,174)</b>  | <b>\$ 935,452</b>   | <b>\$ (1,034,626)</b> | <b>\$ 7,688,319</b>  | <b>\$ 22,275,719</b> | <b>\$ (14,587,401)</b> |
| Depreciation                                   | \$ 549,445          | \$ 608,287          | \$ (58,842)         | \$ 6,122,000         | \$ 7,299,444         | \$ (1,177,444)        | \$ 7,299,444         | \$ 549,445          | \$ 625,897          | \$ (76,452)           | \$ 6,122,000         | \$ 6,696,465         | \$ (574,466)           |
| <b>Net Income/(Loss) after Depreciation</b>    | <b>\$ (648,619)</b> | <b>\$ 145,957</b>   | <b>\$ (794,576)</b> | <b>\$ 1,566,319</b>  | <b>\$ 1,020,058</b>  | <b>\$ 546,261</b>     | <b>\$ 1,020,058</b>  | <b>\$ (648,619)</b> | <b>\$ 309,555</b>   | <b>\$ (958,174)</b>   | <b>\$ 1,566,319</b>  | <b>\$ 15,579,254</b> | <b>\$ (14,012,935)</b> |
| Major Maintenance                              | \$ 14,999           | \$ -                | \$ 14,999           | \$ 185,451           | \$ 1,031,201         | \$ (845,750)          | \$ 1,031,201         | \$ 14,999           | \$ 567,214          | \$ (552,215)          | \$ 185,451           | \$ 1,658,605         | \$ (1,473,154)         |
| Engineering Costs                              | \$ -                | \$ -                | \$ -                | \$ -                 | \$ -                 | \$ -                  | \$ -                 | \$ -                | \$ -                | \$ -                  | \$ -                 | \$ -                 | \$ -                   |
| Transfers (In) Out                             | \$ -                | \$ -                | \$ -                | \$ -                 | \$ -                 | \$ -                  | \$ -                 | \$ -                | \$ -                | \$ -                  | \$ -                 | \$ -                 | \$ -                   |
| <b>Net Income/(Loss)</b>                       | <b>\$ (663,618)</b> | <b>\$ 145,957</b>   | <b>\$ (809,575)</b> | <b>\$ 1,380,868</b>  | <b>\$ (11,143)</b>   | <b>\$ 1,392,011</b>   | <b>\$ (11,143)</b>   | <b>\$ (663,618)</b> | <b>\$ (257,659)</b> | <b>\$ (405,959)</b>   | <b>\$ 1,380,868</b>  | <b>\$ 13,920,649</b> | <b>\$ (12,539,781)</b> |

## Airport and Administration

### STATEMENT OF REVENUES AND EXPENSES

For the Month Ending 12/31/2022

|  | Month               |                     |                     | YTD                   |                       |                       | 2022 Annual Budget   | Month               |                     |                     | YTD                   |                       |                        |
|--|---------------------|---------------------|---------------------|-----------------------|-----------------------|-----------------------|----------------------|---------------------|---------------------|---------------------|-----------------------|-----------------------|------------------------|
|  | Actual              | Budget              | Variance            | Actual                | Budget                | Variance              |                      | 2022                | 2021                | Variance            | 2022                  | 2021                  | Variance               |
| <b>REVENUES</b>                                |                     |                     |                     |                       |                       |                       |                      |                     |                     |                     |                       |                       |                        |
| Administrative                                 | \$ 21,958           | \$ 9,568            | \$ 12,390           | \$ 197,670            | \$ 126,011            | \$ 71,659             | \$ 126,011           | \$ 21,958           | \$ 15,735           | \$ 6,223            | \$ 197,670            | \$ 123,761            | \$ 73,909              |
| Field Operations                               | \$ 31,765           | \$ 26,095           | \$ 5,670            | \$ 487,282            | \$ 436,342            | \$ 50,940             | \$ 436,342           | \$ 31,765           | \$ 29,401           | \$ 2,364            | \$ 487,282            | \$ 474,991            | \$ 12,291              |
| Field Operations                               | \$ -                | \$ -                | \$ -                | \$ -                  | \$ -                  | \$ -                  | \$ -                 | \$ -                | \$ -                | \$ -                | \$ -                  | \$ -                  | \$ -                   |
| Building Operations                            | \$ 254,058          | \$ 262,859          | \$ (8,802)          | \$ 3,129,915          | \$ 3,137,433          | \$ (7,518)            | \$ 3,137,433         | \$ 254,058          | \$ 251,656          | \$ 2,401            | \$ 3,129,915          | \$ 2,919,566          | \$ 210,349             |
| Flight Center                                  | \$ 21,606           | \$ 17,750           | \$ 3,856            | \$ 247,131            | \$ 212,286            | \$ 34,845             | \$ 212,286           | \$ 21,606           | \$ 17,601           | \$ 4,005            | \$ 247,131            | \$ 208,202            | \$ 38,929              |
| <b>Total Revenues</b>                          | <b>\$ 329,387</b>   | <b>\$ 316,272</b>   | <b>\$ 13,115</b>    | <b>\$ 4,061,998</b>   | <b>\$ 3,912,072</b>   | <b>\$ 149,926</b>     | <b>\$3,912,072</b>   | <b>\$ 329,387</b>   | <b>\$ 314,393</b>   | <b>\$ 14,994</b>    | <b>\$ 4,061,998</b>   | <b>\$ 3,726,519</b>   | <b>\$ 335,478</b>      |
| <b>OPERATING EXPENSES</b>                      |                     |                     |                     |                       |                       |                       |                      |                     |                     |                     |                       |                       |                        |
| Field Operations                               | \$ 159,620          | \$ 229,908          | \$ (70,288)         | \$ 1,719,651          | \$ 1,928,826          | \$ (209,175)          | \$ 1,928,826         | \$ 159,620          | \$ (10,222)         | \$ 169,842          | \$ 1,719,651          | \$ 1,527,902          | \$ 191,749             |
| Building Operations                            | \$ 123,366          | \$ 108,613          | \$ 14,753           | \$ 1,092,507          | \$ 1,077,158          | \$ 15,349             | \$ 1,077,158         | \$ 123,366          | \$ 54,613           | \$ 68,754           | \$ 1,092,507          | \$ 956,181            | \$ 136,326             |
| Flight Center                                  | \$ 32,843           | \$ 27,602           | \$ 5,241            | \$ 291,086            | \$ 313,537            | \$ (22,451)           | \$ 313,537           | \$ 32,843           | \$ 34,818           | \$ (1,975)          | \$ 291,086            | \$ 269,567            | \$ 21,519              |
| Shop Equip. Operations                         | \$ 39,095           | \$ 47,354           | \$ (8,259)          | \$ 390,510            | \$ 444,381            | \$ (53,871)           | \$ 444,381           | \$ 39,095           | \$ (15,087)         | \$ 54,183           | \$ 390,510            | \$ 304,311            | \$ 86,199              |
| Projects & Procurement                         | \$ 31,545           | \$ 34,385           | \$ (2,840)          | \$ 309,206            | \$ 319,870            | \$ (10,664)           | \$ 319,870           | \$ 31,545           | \$ 17,719           | \$ 13,826           | \$ 309,206            | \$ 230,718            | \$ 78,488              |
| <b>Total Cost of Sales</b>                     | <b>\$ 386,469</b>   | <b>\$ 447,862</b>   | <b>\$ (61,393)</b>  | <b>\$ 3,802,961</b>   | <b>\$ 4,083,772</b>   | <b>\$ (280,811)</b>   | <b>\$4,083,772</b>   | <b>\$ 386,469</b>   | <b>\$ 81,840</b>    | <b>\$ 304,629</b>   | <b>\$ 3,802,961</b>   | <b>\$ 3,288,680</b>   | <b>\$ 514,281</b>      |
| <b>Gross Profit/(Loss)</b>                     | <b>\$ (57,082)</b>  | <b>\$ (131,590)</b> | <b>\$ 74,508</b>    | <b>\$ 259,037</b>     | <b>\$ (171,700)</b>   | <b>\$ 430,737</b>     | <b>-\$171,700</b>    | <b>\$ (57,082)</b>  | <b>\$ 232,553</b>   | <b>\$ (289,635)</b> | <b>\$ 259,037</b>     | <b>\$ 437,840</b>     | <b>\$ (178,803)</b>    |
| <b>GENERAL AND ADMINISTRATIVE</b>              |                     |                     |                     |                       |                       |                       |                      |                     |                     |                     |                       |                       |                        |
| Administrative                                 | \$ 324,383          | \$ 252,141          | \$ 72,242           | \$ 2,459,743          | \$ 2,734,187          | \$ (274,444)          | \$ 2,734,187         | \$ 324,383          | \$ 197,007          | \$ 127,376          | \$ 2,459,743          | \$ 2,534,220          | \$ (74,477)            |
| Commissioners                                  | \$ 8,723            | \$ 8,978            | \$ (255)            | \$ 105,875            | \$ 107,736            | \$ (1,861)            | \$ 107,736           | \$ 8,723            | \$ 8,821            | \$ (98)             | \$ 105,875            | \$ 106,959            | \$ (1,084)             |
| Business Dev./Marketing                        | \$ 5,621            | \$ 6,650            | \$ (1,029)          | \$ 74,917             | \$ 95,850             | \$ (20,933)           | \$ 95,850            | \$ 5,621            | \$ 4,582            | \$ 1,039            | \$ 74,917             | \$ 57,912             | \$ 17,005              |
| Accounting                                     | \$ 36,098           | \$ 32,432           | \$ 3,666            | \$ 277,425            | \$ 309,771            | \$ (32,346)           | \$ 309,771           | \$ 36,098           | \$ (32,642)         | \$ 68,740           | \$ 277,425            | \$ 234,932            | \$ 42,493              |
| <b>Total G&amp;A Costs</b>                     | <b>\$ 374,825</b>   | <b>\$ 300,201</b>   | <b>\$ 74,624</b>    | <b>\$ 2,917,961</b>   | <b>\$ 3,247,544</b>   | <b>\$ (329,583)</b>   | <b>\$3,247,544</b>   | <b>\$ 374,825</b>   | <b>\$ 177,768</b>   | <b>\$ 197,057</b>   | <b>\$ 2,917,961</b>   | <b>\$ 2,934,024</b>   | <b>\$ (16,063)</b>     |
| <b>Operating Income/(Loss)</b>                 | <b>\$ (431,907)</b> | <b>\$ (431,791)</b> | <b>\$ (116)</b>     | <b>\$ (2,658,923)</b> | <b>\$ (3,419,244)</b> | <b>\$ 760,321</b>     | <b>(\$3,419,244)</b> | <b>\$ (431,907)</b> | <b>\$ 54,786</b>    | <b>\$ (486,692)</b> | <b>\$ (2,658,923)</b> | <b>\$ (2,496,184)</b> | <b>\$ (162,740)</b>    |
| <b>NON-OPERATING REVENUES/(EXPENSES)</b>       |                     |                     |                     |                       |                       |                       |                      |                     |                     |                     |                       |                       |                        |
| Property and Other Tax Revenue                 | \$ 49,724           | \$ 532,027          | \$ (482,303)        | \$ 6,241,237          | \$ 6,102,004          | \$ 139,233            | \$ 6,102,004         | \$ 49,724           | \$ 4,685            | \$ 45,039           | \$ 6,241,237          | \$ 6,147,089          | \$ 94,148              |
| Property Tax Expenses                          | \$ (17,967)         | \$ (25,990)         | \$ 8,023            | \$ (128,572)          | \$ (311,880)          | \$ 183,308            | \$ (311,880)         | \$ (17,967)         | \$ (24,294)         | \$ 6,327            | \$ (128,572)          | \$ (297,022)          | \$ 168,450             |
| Federal & State Grants                         | \$ -                | \$ 485,412          | \$ (485,412)        | \$ 42,385             | \$ 1,692,525          | \$ (1,650,140)        | \$ 1,692,525         | \$ -                | \$ 174,111          | \$ (174,111)        | \$ 42,385             | \$ 719,523            | \$ (677,139)           |
| Investment Income                              | \$ 141,025          | \$ 16,667           | \$ 124,358          | \$ 956,686            | \$ 200,004            | \$ 756,682            | \$ 200,004           | \$ 141,025          | \$ 2,871            | \$ 138,154          | \$ 956,686            | \$ 68,013             | \$ 888,673             |
| Unrealized Gain/Loss from Investments          | \$ (81,597)         | \$ -                | \$ (81,597)         | \$ (2,435,850)        | \$ -                  | \$ (2,435,850)        | \$ -                 | \$ (81,597)         | \$ -                | \$ (81,597)         | \$ (2,435,850)        | \$ -                  | \$ (2,435,850)         |
| Amortization (Expense)                         | \$ -                | \$ -                | \$ -                | \$ -                  | \$ -                  | \$ -                  | \$ -                 | \$ -                | \$ -                | \$ -                | \$ -                  | \$ -                  | \$ -                   |
| Gain on Sale of Fixed Assets                   | \$ -                | \$ 2,500            | \$ (2,500)          | \$ 89,100             | \$ 30,000             | \$ 59,100             | \$ 30,000            | \$ -                | \$ (32,644)         | \$ 32,644           | \$ 89,100             | \$ 12,607,995         | \$ (12,518,895)        |
| <b>Total Non-Operating Revenues/(Expenses)</b> | <b>\$ 91,186</b>    | <b>\$ 1,010,616</b> | <b>\$ (919,430)</b> | <b>\$ 4,764,984</b>   | <b>\$ 7,712,653</b>   | <b>\$ (2,947,669)</b> | <b>\$7,712,653</b>   | <b>\$ 91,186</b>    | <b>\$ 124,728</b>   | <b>\$ (33,542)</b>  | <b>\$ 4,764,984</b>   | <b>\$ 19,245,597</b>  | <b>\$ (14,480,613)</b> |
| <b>Net Income/(Loss) before Depreciation</b>   | <b>\$ (340,721)</b> | <b>\$ 578,825</b>   | <b>\$ (919,546)</b> | <b>\$ 2,106,061</b>   | <b>\$ 4,293,409</b>   | <b>\$ (2,187,348)</b> | <b>\$4,293,409</b>   | <b>\$ (340,721)</b> | <b>\$ 179,513</b>   | <b>\$ (520,234)</b> | <b>\$ 2,106,061</b>   | <b>\$ 16,749,413</b>  | <b>\$ (14,643,352)</b> |
| Depreciation                                   | \$ 548,720          | \$ 607,510          | \$ (58,790)         | \$ 6,112,669          | \$ 7,290,120          | \$ (1,177,451)        | \$ 7,290,120         | \$ 548,720          | \$ 624,997          | \$ (76,277)         | \$ 6,112,669          | \$ 6,685,665          | \$ (572,996)           |
| <b>Net Income/(Loss) after Depreciation</b>    | <b>\$ (889,441)</b> | <b>\$ (28,685)</b>  | <b>\$ (860,756)</b> | <b>\$ (4,006,608)</b> | <b>\$ (2,996,711)</b> | <b>\$ (1,009,897)</b> | <b>(\$2,996,711)</b> | <b>\$ (889,441)</b> | <b>\$ (445,484)</b> | <b>\$ (443,957)</b> | <b>\$ (4,006,608)</b> | <b>\$ 10,063,748</b>  | <b>\$ (14,070,357)</b> |
| Major Maintenance                              | \$ 14,999           | \$ -                | \$ 14,999           | \$ 131,151            | \$ 949,535            | \$ (818,384)          | \$949,535            | \$ 14,999           | \$ 346,811          | \$ (331,812)        | \$ 131,151            | \$ 1,411,555          | \$ (1,280,404)         |
| Engineering Costs                              | \$ -                | \$ -                | \$ -                | \$ -                  | \$ -                  | \$ -                  | \$0                  | \$ -                | \$ -                | \$ -                | \$ -                  | \$ -                  | \$ -                   |
| Transfers (In) Out                             | \$ -                | \$ -                | \$ -                | \$ -                  | \$ -                  | \$ -                  | \$0                  | \$ -                | \$ -                | \$ -                | \$ -                  | \$ -                  | \$ -                   |
| <b>Net Income/(Loss)</b>                       | <b>\$ (904,440)</b> | <b>\$ (28,685)</b>  | <b>\$ (875,755)</b> | <b>\$ (4,137,760)</b> | <b>\$ (3,946,246)</b> | <b>\$ (191,514)</b>   | <b>(\$3,946,246)</b> | <b>\$ (904,440)</b> | <b>\$ (792,295)</b> | <b>\$ (112,145)</b> | <b>\$ (4,137,760)</b> | <b>\$ 8,652,193</b>   | <b>\$ (12,789,953)</b> |

## DuPage Flight Center

### STATEMENT OF REVENUES AND EXPENSES

For the Month Ending 12/31/2022

|  | Month               |                     |                   | YTD                  |                      |                     | 2022 Annual Budget   | Month               |                     |                     | YTD                  |                      |                     |
|--|---------------------|---------------------|-------------------|----------------------|----------------------|---------------------|----------------------|---------------------|---------------------|---------------------|----------------------|----------------------|---------------------|
|  | Actual              | Budget              | Variance          | Actual               | Budget               | Variance            |                      | 2022                | 2021                | Variance            | 2022                 | 2021                 | Variance            |
| <b>REVENUES</b>                              |                     |                     |                   |                      |                      |                     |                      |                     |                     |                     |                      |                      |                     |
| Hangar Rentals                               | \$ 72,870           | \$ 55,000           | \$ 17,870         | \$ 559,847           | \$ 430,000           | \$ 129,847          | \$ 430,000           | \$ 72,870           | \$ 60,191           | \$ 12,679           | \$ 559,847           | \$ 456,307           | \$ 103,540          |
| Ramp Tie Downs & Overnight fees              | \$ 1,035            | \$ 2,000            | \$ (965)          | \$ 33,948            | \$ 24,000            | \$ 9,948            | \$ 24,000            | \$ 1,035            | \$ 1,564            | \$ (529)            | \$ 33,948            | \$ 36,762            | \$ (2,814)          |
| Fuel and Oil Sales                           | \$ 1,327,414        | \$ 941,909          | \$ 385,505        | \$ 18,744,067        | \$ 11,601,368        | \$ 7,142,699        | \$ 11,601,368        | \$ 1,327,414        | \$ 1,294,979        | \$ 32,435           | \$ 18,744,067        | \$ 12,836,307        | \$ 5,907,759        |
| Volume Rebate                                | \$ (78,179)         | \$ -                | \$ (78,179)       | \$ (117,529)         | \$ -                 | \$ (117,529)        | \$ -                 | \$ (78,179)         | \$ -                | \$ (78,179)         | \$ (117,529)         | \$ -                 | \$ (117,529)        |
| Line Service Other                           | \$ 20,117           | \$ 5,833            | \$ 14,284         | \$ 116,933           | \$ 69,996            | \$ 46,937           | \$ 69,996            | \$ 20,117           | \$ 13,306           | \$ 6,811            | \$ 116,933           | \$ 90,369            | \$ 26,564           |
| Aircraft Catering                            | \$ 130              | \$ 792              | \$ (662)          | \$ 6,421             | \$ 9,504             | \$ (3,083)          | \$ 9,504             | \$ 130              | \$ 38               | \$ 92               | \$ 6,421             | \$ 6,596             | \$ (175)            |
| Non Airfield Rent/Lease/Maintenance Revenue  | \$ 399              | \$ 402              | \$ (3)            | \$ 7,702             | \$ 5,961             | \$ 1,741            | \$ 5,961             | \$ 399              | \$ 159              | \$ 240              | \$ 7,702             | \$ 5,614             | \$ 2,088            |
| <b>Total Revenue</b>                         | <b>\$ 1,343,786</b> | <b>\$ 1,005,936</b> | <b>\$ 337,850</b> | <b>\$ 19,351,389</b> | <b>\$ 12,140,829</b> | <b>\$ 7,210,560</b> | <b>\$ 12,140,829</b> | <b>\$ 1,343,786</b> | <b>\$ 1,370,237</b> | <b>\$ (26,451)</b>  | <b>\$ 19,351,389</b> | <b>\$ 13,431,956</b> | <b>\$ 5,919,433</b> |
| <b>OPERATING EXPENSES</b>                    |                     |                     |                   |                      |                      |                     |                      |                     |                     |                     |                      |                      |                     |
| Fuel and Oil Cost of Sales                   | \$ 749,095          | \$ 476,578          | \$ 272,517        | \$ 11,538,504        | \$ 5,910,691         | \$ 5,627,813        | \$ 5,910,691         | \$ 749,095          | \$ 607,414          | \$ 141,681          | \$ 11,538,504        | \$ 6,472,428         | \$ 5,066,077        |
| De ice Cost of Goods                         | \$ 21,338           | \$ 6,500            | \$ 14,838         | \$ 37,764            | \$ 34,000            | \$ 3,764            | \$ 34,000            | \$ 21,338           | \$ 5,410            | \$ 15,929           | \$ 37,764            | \$ 18,618            | \$ 19,147           |
| Credit Card Expense                          | \$ 17,825           | \$ 12,673           | \$ 5,152          | \$ 263,005           | \$ 152,812           | \$ 110,193          | \$ 152,812           | \$ 17,825           | \$ 18,624           | \$ (799)            | \$ 263,005           | \$ 176,551           | \$ 86,454           |
| Food - COGS                                  | \$ 8,863            | \$ 7,000            | \$ 1,863          | \$ 78,518            | \$ 84,600            | \$ (6,082)          | \$ 84,600            | \$ 8,863            | \$ 8,271            | \$ 593              | \$ 78,518            | \$ 81,057            | \$ (2,539)          |
| Maintenance                                  | \$ 21,053           | \$ 19,391           | \$ 1,662          | \$ 255,488           | \$ 243,856           | \$ 11,632           | \$ 243,856           | \$ 21,053           | \$ 20,313           | \$ 740              | \$ 255,488           | \$ 228,312           | \$ 27,176           |
| <b>Total Cost of Sales</b>                   | <b>\$ 818,175</b>   | <b>\$ 522,142</b>   | <b>\$ 296,033</b> | <b>\$ 12,173,279</b> | <b>\$ 6,425,959</b>  | <b>\$ 5,747,320</b> | <b>\$ 6,425,959</b>  | <b>\$ 818,175</b>   | <b>\$ 660,031</b>   | <b>\$ 158,144</b>   | <b>\$ 12,173,279</b> | <b>\$ 6,976,965</b>  | <b>\$ 5,196,315</b> |
| <b>Gross Profit/(Loss)</b>                   | <b>\$ 525,611</b>   | <b>\$ 483,794</b>   | <b>\$ 41,817</b>  | <b>\$ 7,178,110</b>  | <b>\$ 5,714,870</b>  | <b>\$ 1,463,240</b> | <b>\$ 5,714,870</b>  | <b>\$ 525,611</b>   | <b>\$ 710,206</b>   | <b>\$ (184,595)</b> | <b>\$ 7,178,110</b>  | <b>\$ 6,454,991</b>  | <b>\$ 723,119</b>   |
| <b>GENERAL AND ADMINISTRATIVE</b>            | \$ 184,760          | \$ 180,027          | \$ 4,733          | \$ 1,736,378         | \$ 1,797,413         | \$ (61,035)         | \$ 1,797,413         | \$ 184,760          | \$ (41,129)         | \$ 225,889          | \$ 1,736,378         | \$ 1,445,126         | \$ 291,252          |
| <b>Operating Income/(Loss)</b>               | <b>\$ 340,851</b>   | <b>\$ 303,767</b>   | <b>\$ 37,084</b>  | <b>\$ 5,441,732</b>  | <b>\$ 3,917,457</b>  | <b>\$ 1,524,275</b> | <b>\$ 3,917,457</b>  | <b>\$ 340,851</b>   | <b>\$ 751,335</b>   | <b>\$ (410,484)</b> | <b>\$ 5,441,732</b>  | <b>\$ 5,009,865</b>  | <b>\$ 431,866</b>   |
| <b>Net Income/(Loss) before Depreciation</b> | <b>\$ 340,851</b>   | <b>\$ 303,767</b>   | <b>\$ 37,084</b>  | <b>\$ 5,441,732</b>  | <b>\$ 3,917,457</b>  | <b>\$ 1,524,275</b> | <b>\$ 3,917,457</b>  | <b>\$ 340,851</b>   | <b>\$ 751,335</b>   | <b>\$ (410,484)</b> | <b>\$ 5,441,732</b>  | <b>\$ 5,009,865</b>  | <b>\$ 431,866</b>   |
| Depreciation                                 | \$ 693              | \$ 693              | \$ 0              | \$ 8,322             | \$ 8,316             | \$ 6                | \$ 8,316             | \$ 693              | \$ 693              | \$ -                | \$ 8,322             | \$ 8,322             | \$ -                |
| Major Maintenance                            | \$ -                | \$ -                | \$ -              | \$ -                 | \$ -                 | \$ -                | \$ -                 | \$ -                | \$ 220,404          | \$ (220,404)        | \$ -                 | \$ 228,630           | \$ (228,630)        |
| <b>Net Income/(Loss)</b>                     | <b>\$ 340,158</b>   | <b>\$ 303,074</b>   | <b>\$ 37,084</b>  | <b>\$ 5,433,410</b>  | <b>\$ 3,909,141</b>  | <b>\$ 1,524,269</b> | <b>\$ 3,909,141</b>  | <b>\$ 340,158</b>   | <b>\$ 530,238</b>   | <b>\$ (190,081)</b> | <b>\$ 5,433,410</b>  | <b>\$ 4,772,914</b>  | <b>\$ 660,496</b>   |

**Prairie Landing Golf Club**

STATEMENT OF REVENUES AND EXPENSES

For the Month Ending 12/31/2022

|   | Month              |                     |                  | YTD                 |                     |                   | 2022 Annual Budget  | Month              |                    |                     | YTD                 |                     |                     |
|---|--------------------|---------------------|------------------|---------------------|---------------------|-------------------|---------------------|--------------------|--------------------|---------------------|---------------------|---------------------|---------------------|
|   | Actual             | Budget              | Variance         | Actual              | Budget              | Variance          |                     | 2022               | 2021               | Variance            | 2022                | 2021                | Variance            |
| <b>REVENUES</b>   |                    |                     |                  |                     |                     |                   |                     |                    |                    |                     |                     |                     |                     |
| P100 - Golf Administration                              | \$ 72              | \$ 119              | \$ (47)          | \$ 3,238            | \$ 2,500            | \$ 738            | \$ 2,500            | \$ 72              | \$ 2,257           | \$ (2,184)          | \$ 3,238            | \$ 4,024            | \$ (787)            |
| P300 - Golf Operations                                  | \$ 1,570           | \$ 1,666            | \$ (96)          | \$ 1,590,253        | \$ 1,582,000        | \$ 8,253          | \$ 1,582,000        | \$ 1,570           | \$ (3,823)         | \$ 5,393            | \$ 1,590,253        | \$ 1,626,221        | \$ (35,968)         |
| P400 - Golf Food and Beverage                           | \$ 1,963           | \$ -                | \$ 1,963         | \$ 401,950          | \$ 365,000          | \$ 36,950         | \$ 365,000          | \$ 1,963           | \$ 2,153           | \$ (189)            | \$ 401,950          | \$ 400,342          | \$ 1,608            |
| P500 - Golf Banquets                                    | \$ 57,527          | \$ 19,000           | \$ 38,527        | \$ 317,068          | \$ 332,700          | \$ (15,632)       | \$ 332,700          | \$ 57,527          | \$ 13,017          | \$ 44,510           | \$ 317,068          | \$ 233,703          | \$ 83,365           |
| P600 - Golf In-house Events                             | \$ 1,419           | \$ 8,000            | \$ (6,581)       | \$ 17,310           | \$ 45,000           | \$ (27,690)       | \$ 45,000           | \$ 1,419           | \$ -               | \$ 1,419            | \$ 17,310           | \$ 16,390           | \$ 920              |
| P700 - Golf Outings                                     | \$ -               | \$ -                | \$ -             | \$ 510,353          | \$ 350,000          | \$ 160,353        | \$ 350,000          | \$ -               | \$ -               | \$ -                | \$ 510,353          | \$ 453,798          | \$ 56,555           |
| P900 - Kitty Hawk Café                                  | \$ 690             | \$ 850              | \$ (160)         | \$ 14,529           | \$ 14,200           | \$ 329            | \$ 14,200           | \$ 690             | \$ 895             | \$ (206)            | \$ 14,529           | \$ 9,877            | \$ 4,652            |
| <b>Total Revenue</b>                                    | <b>\$ 63,241</b>   | <b>\$ 29,635</b>    | <b>\$ 33,606</b> | <b>\$ 2,854,700</b> | <b>\$ 2,691,400</b> | <b>\$ 163,300</b> | <b>\$ 2,691,400</b> | <b>\$ 63,241</b>   | <b>\$ 14,499</b>   | <b>\$ 48,743</b>    | <b>\$ 2,854,700</b> | <b>\$ 2,744,355</b> | <b>\$ 110,346</b>   |
| <b>OPERATING EXPENSES</b>                               |                    |                     |                  |                     |                     |                   |                     |                    |                    |                     |                     |                     |                     |
| P200 - Golf Maintenance                                 | \$ 53,869          | \$ 49,140           | \$ 4,729         | \$ 777,065          | \$ 853,488          | \$ (76,423)       | \$ 853,488          | \$ 53,869          | \$ (28,589)        | \$ 82,458           | \$ 777,065          | \$ 703,360          | \$ 73,705           |
| P300 - Golf Operations                                  | \$ 5,162           | \$ 11,182           | \$ (6,020)       | \$ 394,404          | \$ 347,197          | \$ 47,207         | \$ 347,197          | \$ 5,162           | \$ 13,405          | \$ (8,244)          | \$ 394,404          | \$ 339,550          | \$ 54,854           |
| P400 - Golf Food and Beverage                           | \$ 7,599           | \$ 8,661            | \$ (1,062)       | \$ 282,416          | \$ 255,428          | \$ 26,988         | \$ 255,428          | \$ 7,599           | \$ (31,292)        | \$ 38,891           | \$ 282,416          | \$ 228,511          | \$ 53,905           |
| P500 - Golf Banquets                                    | \$ 36,452          | \$ 16,758           | \$ 19,694        | \$ 289,100          | \$ 253,104          | \$ 35,996         | \$ 253,104          | \$ 36,452          | \$ 7,415           | \$ 29,038           | \$ 289,100          | \$ 194,798          | \$ 94,302           |
| P600 - Golf In-house Events                             | \$ 536             | \$ 4,005            | \$ (3,469)       | \$ 8,075            | \$ 22,524           | \$ (14,449)       | \$ 22,524           | \$ 536             | \$ 102             | \$ 434              | \$ 8,075            | \$ 6,637            | \$ 1,438            |
| P700 - Golf Outings                                     | \$ 2,194           | \$ -                | \$ 2,194         | \$ 65,057           | \$ 49,942           | \$ 15,115         | \$ 49,942           | \$ 2,194           | \$ 1,243           | \$ 951              | \$ 65,057           | \$ 58,071           | \$ 6,986            |
| P800 - Golf Kitchen                                     | \$ 11,736          | \$ 18,784           | \$ (7,048)       | \$ 219,931          | \$ 199,920          | \$ 20,011         | \$ 199,920          | \$ 11,736          | \$ 18,488          | \$ (6,753)          | \$ 219,931          | \$ 180,402          | \$ 39,530           |
| P900 - Kitty Hawk Café                                  | \$ 690             | \$ 850              | \$ (160)         | \$ 14,529           | \$ 14,200           | \$ 329            | \$ 14,200           | \$ 690             | \$ (13,259)        | \$ 13,949           | \$ 14,529           | \$ (4,277)          | \$ 18,807           |
| <b>Total Cost of Sales</b>                              | <b>\$ 118,237</b>  | <b>\$ 109,380</b>   | <b>\$ 8,857</b>  | <b>\$ 2,050,578</b> | <b>\$ 1,995,803</b> | <b>\$ 54,775</b>  | <b>\$ 1,995,803</b> | <b>\$ 118,237</b>  | <b>\$ (32,487)</b> | <b>\$ 150,724</b>   | <b>\$ 2,050,578</b> | <b>\$ 1,707,051</b> | <b>\$ 343,527</b>   |
| <b>Gross Profit/(Loss)</b>                              | <b>\$ (54,996)</b> | <b>\$ (79,745)</b>  | <b>\$ 24,749</b> | <b>\$ 804,123</b>   | <b>\$ 695,597</b>   | <b>\$ 108,526</b> | <b>\$ 695,597</b>   | <b>\$ (54,996)</b> | <b>\$ 46,985</b>   | <b>\$ (101,981)</b> | <b>\$ 804,123</b>   | <b>\$ 1,037,304</b> | <b>\$ (233,181)</b> |
| <b>GENERAL AND ADMINISTRATIVE</b>                       | \$ 39,460          | \$ 43,603           | \$ (4,143)       | \$ 607,606          | \$ 526,961          | \$ 80,645         | \$ 526,961          | \$ 39,460          | \$ 35,819          | \$ 3,642            | \$ 607,606          | \$ 538,232          | \$ 69,374           |
| <b>Operating Income/(Loss)</b>                          | <b>\$ (94,456)</b> | <b>\$ (123,348)</b> | <b>\$ 28,892</b> | <b>\$ 196,517</b>   | <b>\$ 168,636</b>   | <b>\$ 27,881</b>  | <b>\$ 168,636</b>   | <b>\$ (94,456)</b> | <b>\$ 11,167</b>   | <b>\$ (105,623)</b> | <b>\$ 196,517</b>   | <b>\$ 499,072</b>   | <b>\$ (302,555)</b> |
| <b>NON-OPERATING REVENUES/(EXPENSES)</b>                |                    |                     |                  |                     |                     |                   |                     |                    |                    |                     |                     |                     |                     |
| Property Tax Expenses                                   | \$ (4,848)         | \$ (5,000)          | \$ 152           | \$ (56,241)         | \$ (60,000)         | \$ 3,759          | \$ (60,000)         | \$ (4,848)         | \$ (4,913)         | \$ 66               | \$ (56,241)         | \$ 16,844           | \$ (73,085)         |
| Investment Income                                       | \$ -               | \$ -                | \$ -             | \$ -                | \$ -                | \$ -              | \$ -                | \$ -               | \$ -               | \$ -                | \$ -                | \$ -                | \$ -                |
| Gain on Sale of Fixed Assets                            | \$ -               | \$ -                | \$ -             | \$ 250              | \$ -                | \$ 250            | \$ -                | \$ -               | \$ (1,650)         | \$ 1,650            | \$ 250              | \$ 525              | \$ (275)            |
| <b>Net Income/(Loss) before Depreciation &amp; Adj.</b> | <b>\$ (99,304)</b> | <b>\$ (128,348)</b> | <b>\$ 29,044</b> | <b>\$ 140,526</b>   | <b>\$ 108,636</b>   | <b>\$ 31,890</b>  | <b>\$ 108,636</b>   | <b>\$ (99,304)</b> | <b>\$ 4,603</b>    | <b>\$ (103,907)</b> | <b>\$ 140,526</b>   | <b>\$ 516,441</b>   | <b>\$ (375,915)</b> |
| Depreciation  | \$ 32              | \$ 84               | \$ (52)          | \$ 1,009            | \$ 1,008            | \$ 1              | \$ 1,008            | \$ 32              | \$ 207             | \$ (175)            | \$ 1,009            | \$ 2,479            | \$ (1,470)          |
| Major Maintenance                                       | \$ -               | \$ -                | \$ -             | \$ 54,300           | \$ 81,666           | \$ (27,366)       | \$ 81,666           | \$ -               | \$ -               | \$ -                | \$ 54,300           | \$ 18,420           | \$ 35,880           |
| Transfers (In) Out                                      | \$ -               | \$ -                | \$ -             | \$ -                | \$ -                | \$ -              | \$ 0                | \$ -               | \$ -               | \$ -                | \$ -                | \$ -                | \$ -                |
| <b>Net Income/(Loss)</b>                                | <b>\$ (99,336)</b> | <b>\$ (128,432)</b> | <b>\$ 29,096</b> | <b>\$ 85,217</b>    | <b>\$ 25,962</b>    | <b>\$ 59,255</b>  | <b>\$ 25,962</b>    | <b>\$ (99,336)</b> | <b>\$ 4,397</b>    | <b>\$ (103,733)</b> | <b>\$ 85,217</b>    | <b>\$ 495,542</b>   | <b>\$ (410,324)</b> |



## Accounts Receivable Aging Report Over 60 Days Past Due

| Customer No.             | Customer Name                   | Current @<br>12/31/22 | 1 to 30<br>Days Overdue | 31 to 60<br>Days Overdue | 61 to 90<br>Days Overdue | 91+<br>Days Overdue | Total             | % of<br>Total |
|--------------------------|---------------------------------|-----------------------|-------------------------|--------------------------|--------------------------|---------------------|-------------------|---------------|
| A-TEA01                  | Travel Express Aviation         | 0.00                  | 0.00                    | 0.00                     | -2,000.00                | 100,316.25          | 98,316.25         | 45.57%        |
| A-RSA01                  | RSH Aviation, Inc.              | 0.00                  | 3,272.00                | 3,272.00                 | 0.00                     | 49,906.48           | 56,450.48         | 26.16%        |
| A-MUM02                  | Matt Mukenschnabl               | 0.00                  | 800.00                  | 800.00                   | 0.00                     | 21,932.02           | 23,532.02         | 10.91%        |
| A-AFS01                  | AVEL FLIGHT SCHOOL, INC.        | 0.00                  | 0.00                    | 0.00                     | 0.00                     | 13,640.00           | 13,640.00         | 6.32%         |
| A-TEA03                  | TRAVEL EXPRESS MAINTENANCE      | 0.00                  | 0.00                    | 0.00                     | 0.00                     | 12,568.30           | 12,568.30         | 5.82%         |
| A-GLL01                  | Glenway Leasing                 | 0.00                  | 493.00                  | 10.00                    | 0.00                     | 5,517.13            | 6,020.13          | 2.79%         |
| A-USG02                  | GENERAL SERVICES ADMINISTRATION | 0.00                  | 0.00                    | 0.00                     | 0.00                     | 4,135.49            | 4,135.49          | 1.92%         |
| A-GOA01                  | ALLAN GOLDSTEIN                 | 0.00                  | 0.00                    | 0.00                     | 0.00                     | 554.00              | 554.00            | 0.26%         |
| A-DOJ01                  | JOE DOLLENS                     | 0.00                  | 79.00                   | 79.00                    | 0.00                     | 395.00              | 553.00            | 0.26%         |
| <b>Report Total:</b>     |                                 | <b>-</b>              | <b>4,644.00</b>         | <b>4,161.00</b>          | <b>(2,000.00)</b>        | <b>208,964.67</b>   | <b>215,769.67</b> |               |
| <b>Percent of Total:</b> |                                 | <b>0.00%</b>          | <b>2.15%</b>            | <b>1.93%</b>             | <b>-0.93%</b>            | <b>96.85%</b>       | <b>100.00%</b>    |               |



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

**FROM:** Mark Doles  
Executive Director

**RE:** Proposed Ordinance 2023-381; Adopting Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year beginning January 1, 2023 and Ending December 31, 2023

**DATE:** January 13, 2023

---

**SUMMARY:**

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

The Tentative Budget and Appropriations Ordinance was passed on November 16, 2022 and forwarded to both DuPage County Board Chairman Cronin on December 1, 2022 and new Chair Conroy on December 5, 2022. As authorized by Illinois Statute, the County Board Chairman has thirty (30) days to review the Airport Authority Tentative Budget and Appropriations and has the right of line item veto. The Airport Authority has received no comments or questions from the County Board Chairman's office regarding the 2023 Tentative Budget and Appropriations.

A notice was published in the *Daily Herald* announcing the Public Hearing to be held on January 9, 2023, at 10:00 a.m. in the Third Floor Conference Room of the Daniel L. Goodwin Flight Center Building. The purpose of the Public Hearing is to provide an opportunity for public review and comment. No public comment was received.

The Airport Authority has met all statutory requirements for passage of the 2023 Budget and Appropriations.

**PREVIOUS COMMITTEE/BOARD ACTION:**

November 1, 2022 Special Finance Committee reviewed the Preliminary FY'23 Operating and Capital Plan and forwarded to the Board for review.

November 16, 2022 DuPage Airport Authority Board passed Ordinance 2022-377; Adopting the Tentative Budget and Appropriations for the DuPage Airport Authority for the Fiscal Year beginning January 1, 2023 and Ending December 31, 2023.

**REVENUE OR FUNDING IMPLICATIONS:**

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

**STAKEHOLDER PROCESS:**

No stakeholders have been identified at this time.

**LEGAL REVIEW:**

Legal review of this item is not necessary.

**ATTACHMENTS:**

- FY'2023 Proposed Budget
- Proposed Ordinance 2023-381; Adopting Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2023 and Ending December 31, 2023 (starts on page 83 of the attached Budget document)

**ALTERNATIVES:**

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

**RECOMMENDATION:**

It is the recommendation of the Executive Director and staff that the Board approve Proposed Ordinance 2023-381; Adopting the Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2023 and Ending December 31, 2023.



# 2023

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DUPAGE AIRPORT AUTHORITY  
FOR THE FISCAL YEAR OF 2023

WEST CHICAGO, ILLINOIS



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# DUPAGE AIRPORT AUTHORITY

## **Fiscal Year 2023 Operating and Capital Improvements Plan**

For the period January 1, 2023 - December 31, 2023  
DuPage Airport Authority  
West Chicago, IL

### **Board of Commissioners**

Herbert A. Getz, Chairman  
Gina R. LaMantia, Vice Chairman  
Daniel J. Wagner, Secretary  
Michael V. Ledonne, Treasurer  
Karyn M. Charvat  
Juan E. Chavez  
Joshua S. Davis  
Anthony M. Giunti Jr.  
Noreen M. Ligino-Kubinski

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

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# DUPAGE AIRPORT AUTHORITY

January 20, 2023

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

Honorable Commissioners:

We respectfully present for your consideration the 2023 DuPage Airport Authority Operating and Capital Improvements Budget for the fiscal year beginning January 1, 2023, and ending December 31, 2023. The Authority oversees three main areas of operation: the DuPage Airport, the DuPage Flight Center, and the Prairie Landing Golf Club.

The proposed FY2023 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 1, 2022, for review before the formal presentation to the full Board of Commissioners on November 16, 2022, and the Board's approval of the Budget and Appropriation Ordinance on January 20, 2023. 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, 2022. 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 FY2023 Budget will be the Authority's sixth 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 FY2023 Budget.

Sincerely,



Patrick Hoard  
Director of Finance



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**DuPage Airport Authority  
Illinois**

For the Fiscal Year Beginning

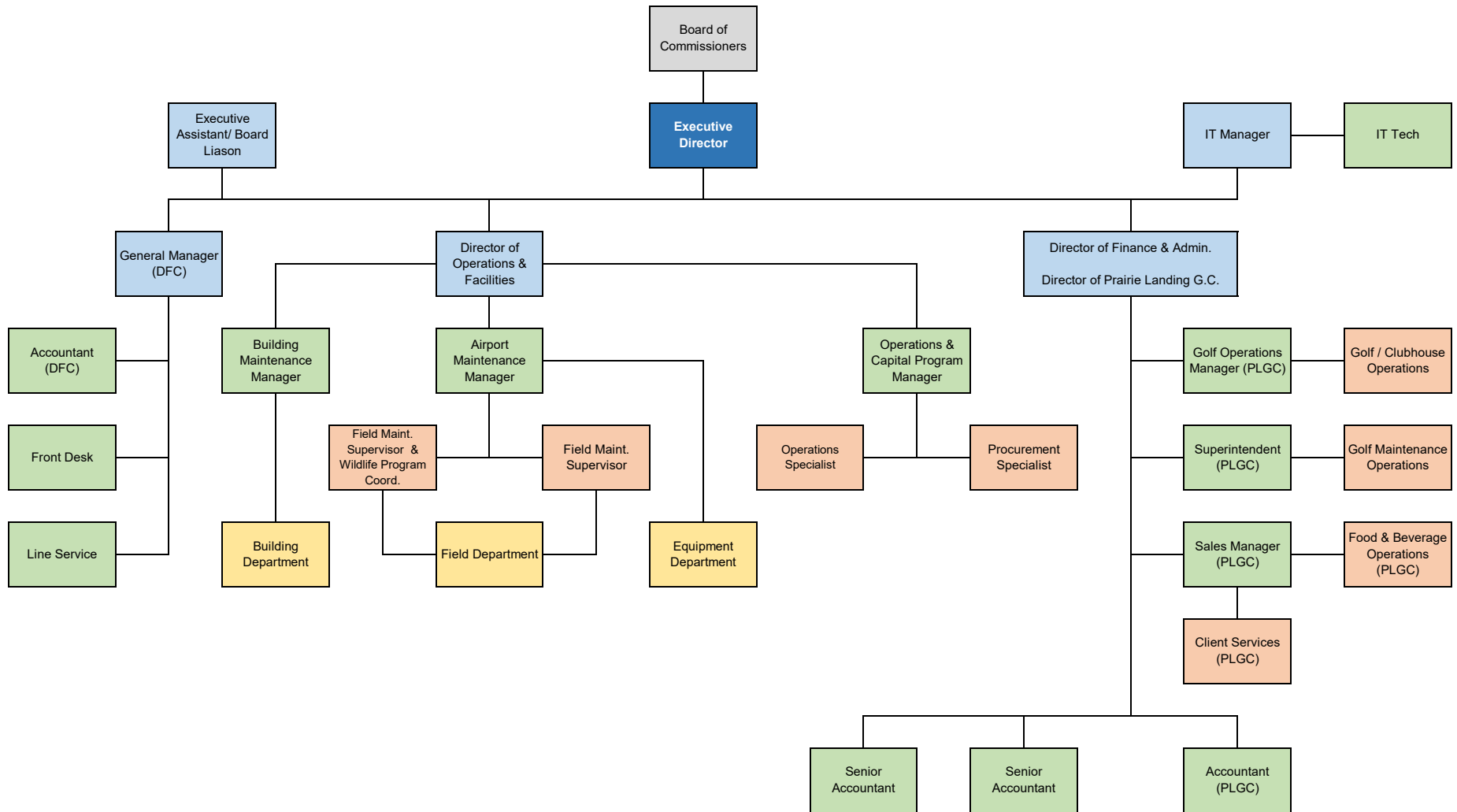
**January 01, 2022**

*Christopher P. Morrill*

**Executive Director**



## ORGANIZATIONAL CHART



**DUPAGE AIRPORT AUTHORITY  
WEST CHICAGO, ILLINOIS**

SCHEDULE OF FULL-TIME EQUIVALENT EMPLOYEES BY DEPARTMENT  
For the Budget Year Ending December 31, 2023

|                                | <u>FY2021<br/>Prior</u> | <u>FY2022<br/>Budget</u> | <u>FY2023<br/>Budget</u> | <u>2023<br/>vs. 2022</u> |
|--------------------------------|-------------------------|--------------------------|--------------------------|--------------------------|
| <b>DEPARTMENT</b>              |                         |                          |                          |                          |
| <b>AIRPORT AUTHORITY</b>       |                         |                          |                          |                          |
| DAA Commissioners              | 9                       | 9                        | 9                        | 0                        |
| Administration                 | 5                       | 5                        | 6                        | 1                        |
| Procurement/Project Mgmt.      | 2                       | 3                        | 3                        | 0                        |
| Field Maintenance              | 9                       | 9                        | 9                        | 0                        |
| Buildings Maintenance          | 5                       | 5                        | 5                        | 0                        |
| Equipment Maintenance          | 2                       | 3                        | 3                        | 0                        |
| Marketing                      | 0                       | 0                        | 0                        | 0                        |
| Finance                        | 2                       | 2                        | 2                        | 0                        |
| <b>TOTAL AIRPORT AUTHORITY</b> | <u><b>34</b></u>        | <u><b>36</b></u>         | <u><b>37</b></u>         | <u><b>1</b></u>          |
| <b>FLIGHT CENTER</b>           |                         |                          |                          |                          |
| Line Service                   | 14                      | 16                       | 16                       | 0                        |
| Counter                        | 4                       | 4                        | 5                        | 1                        |
| Accounting                     | 1                       | 1                        | 1                        | 0                        |
| <b>TOTAL FLIGHT CENTER</b>     | <u><b>19</b></u>        | <u><b>21</b></u>         | <u><b>22</b></u>         | <u><b>1</b></u>          |
| <b>GOLF COURSE</b>             |                         |                          |                          |                          |
| Food, Beverage, Banquets       | 4                       | 5                        | 5                        | 0                        |
| Administration/Accounting      | 1                       | 2                        | 2                        | 0                        |
| Golf Operations                | 2                       | 1                        | 2                        | 1                        |
| Maintenance                    | 5                       | 5                        | 5                        | 0                        |
| <b>TOTAL GOLF COURSE</b>       | <u><b>12</b></u>        | <u><b>13</b></u>         | <u><b>14</b></u>         | <u><b>1</b></u>          |
| <b>GRAND TOTAL</b>             | <u><u><b>65</b></u></u> | <u><u><b>70</b></u></u>  | <u><u><b>73</b></u></u>  | <u><u><b>3</b></u></u>   |

Notes on Staffing Changes:

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



# STRATEGIC GOALS

We have identified several goals and corresponding metrics to help achieve the strategic goals outlined in our transmittal letter. They are as follows:

## Entity Wide Goals

- A new strategic goal that the Airport will implement in 2023 is an entity wide training plan. This plan will be developed and centrally managed. The plan will encompass both internal and external training and will include organization wide training, group training and individual training as appropriate.
- Employee Turnover - We strive to have a happy, healthy, and rewarding work environment. While people may leave a job at the Authority for various reasons, we strive to keep our turnover rate low.
- Green Initiative – We will be developing a goal centered around our green initiative. This goal will include items such as continuing to make our facilities more efficient, identifying possible use of solar generation and/or locations for solar farm development, and supporting the movement to Sustainable Aviation Fuel (SAF).

## DuPage Airport and Flight Center Goals

- The Authority prides itself on being able to keep our airport fully operational no matter what the weather or circumstances allowing our customers to operate efficiently in a safe and secure manner.
- Occupancy rate. As a public entity, we strive to maximize the efficiency of which we use our assets. While we continue to grow our occupancy capacity, we always strive to have a robust occupancy rate. This requires servicing more customers and generating more income for the airport and economic benefits for the County and region.
- Annual Airport Operations. The prior two goals feed into our annual operations goals. Annual airport operations are the number of takeoffs and landings at DuPage Airport. Operations data is tracked and disseminated by the Federal Aviation Administration.
- Fuel Sales. The Authority receives a large portion of our revenue from fuel sales through the DuPage Flight Center operation. While increased occupancy and operations positively impact this revenue, there are other factors we need to manage to increase fuel sales. Fuel pricing must be competitive in the Chicagoland market along with amenities and infrastructure provided to support the needs of the customer.

## Prairie Landing Golf Club Goals

- Number of Golf Rounds - We are a public course and strive to make our course a recreational destination for both our local community and the entire region. Prairie Landing is ranked as one of the best public golf courses in the State and the nation. We offer value-added membership programs, daily play, and outings. We track how many rounds of golf are played each year in several categories as this helps us gauge success of the programs and public interest in the marketplace, in turn, helping us positively impact profitability.
- Food and Beverage (F&B) Gross Margin - We have multiple F&B channels at Prairie Landing. We have a Pub, halfway-house for golfers, beverage carts and banquet facility. Our goal is to provide quality casual dining experiences on a day-to-day basis, and tailor our offerings for the

larger events and special occasions, all while maintaining a profitable business model. One way to achieve this is to control costs, price our products correctly, and reduce waste. Therefore, we measure our F&B Gross Margin (Sales less Cost of Goods Sold)

- Number of Events - We offer a wide variety of events at Prairie Landing. These events include golf outings, Holiday parties, Mother's Day and Easter brunch, weddings, banquets, business meetings, special dinners, etc. The more of these events hosted allows us to serve customers that may not have come to Prairie Landing previously and hopefully drive more events or golf play in the future. These events also allow us to fully utilize our staff and facilities to generate income.

| <b>Goal</b>                      | <b>Organization</b> | <b>Actual 2021</b> | <b>Projected 2022</b> | <b>Plan 2023</b> |
|----------------------------------|---------------------|--------------------|-----------------------|------------------|
| Training                         | Entity Wide         | New Goal for 2023  |                       | 95 %             |
| Employee Turnover                | Entity Wide         | 15%                | 8%                    | 8%               |
| Airport Closures                 | DAA & DFC           | 0                  | 0                     | 0                |
| Hangar & Tie down Occupancy Rate | DAA & DFC           | 82.2%              | 89.0%                 | 90.0%            |
| Annual Operations (in thousands) | DAA & DFC           | 116.1              | 116.8                 | 118.0            |
| Fuel Sales (Gallons in millions) | DFC                 | 2.80               | 2.94                  | 2.74             |
| Golf Rounds (in thousands)       | PLGC                | 29.8               | 25.7                  | 25.0             |
| F&B Gross Margin %               | PLGC                | 69.2%              | 67.8%                 | 69.6%            |
| Number of Events                 | PLGC                | 96                 | 121                   | 125              |

# FINANCIAL POLICIES

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

## **Basis of Accounting**

The Authority uses fund accounting to report on its financial position and the results of its operations. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Authority, like other local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. A fund is a separate accounting entity with a self-balancing set of accounts.

Proprietary funds are used to account for activities similar to those found in the private sector, where the determination of net income is necessary or useful to sound financial administration. The Authority uses one enterprise fund to account for these activities which include providing goods and services to outside parties. The Authority currently has three divisions within a single enterprise fund in order to appropriately account for its daily activities (DuPage Airport, DuPage Flight Center, and Prairie Landing Golf Club).

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 2023.

## **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 sixth 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. 16, 2022 | Approve Tentative Budget and Appropriation Ordinance |
| Dec. 01, 2022 | Submit to DuPage County Board Chairman               |
| Dec. 01, 2022 | File available for public inspection                 |
| Dec. 01, 2022 | Notice of Public Hearing to be published             |
| Jan. 09, 2023 | Public hearing to be held                            |
| Jan. 18, 2023 | 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.

# 2023 BUDGET TIMELINE

## **2023 Capital Plan**

- 06/30/22 (Thursday) –2022 YTD Capital Forecast complete
- 07/12/22 (Tuesday) – Distribute 2022 YTD Capital Forecast and 2023 Capital Plan templates
- 08/19/22 (Friday) – All 2022 Fcst & 2023 Capital/Major Maintenance budget requests returned to Accounting
- 09/09/22 (Friday) - 2023 Capital Plan 1<sup>st</sup> Pass Review
- 09/30/22 (Friday) – 2023 Capital Plan revisions, Adjustments, Additions returned to Accounting
- 10/07/22 (Friday) - 2023 Capital Plan 2<sup>nd</sup> Pass Review
- 10/14/22 (Friday) - 2022 Capital Plan finalized

## **2022 Operating Forecast**

- 07/12/22 (Tuesday) - 2022 Operating Forecast templates distributed
- 07/25/22 (Monday) - 2022 Operating Forecasts returned to Accounting
- 08/4/22 (Thursday) – Review of 2022 Operating Forecasts with Managers

## **2023 Operating Plan**

- 06/30/22 (Thursday) – Department summaries/objectives to be distributed
- 07/29/22 (Friday) - Department summaries/objectives returned to Accounting
- 08/11/22 (Thursday) - 2023 Operating Plan templates to be distributed
- 08/25/22 (Thursday) - 2023 Operating Plan 1<sup>st</sup> Pass returned to Accounting
- 09/15/22 (Thursday) - 2023 Operating Plan 1<sup>st</sup> Pass Review with managers
- 10/04/22 (Tuesday) - 2023 Operating Plan 2<sup>nd</sup> Pass returned to Accounting
- 10/11/22 (Tuesday) - 2023 Operating Plan 2<sup>nd</sup> Pass Review
- 10/14/22 (Friday) – 2023 Operating Plan details finalized

## **2023 Final Operating & Capital Plans**

- 10/27/22 (Thursday) - 2023 Operating & Capital Plan detailed presentation to Finance Committee
- 11/16/22 (Wednesday) – Tentative 2023 Operating & Capital Plan presented to Board
- 01/09/23 (Monday) – Public Hearing for 2023 Operating & Capital Plan
- Estimated 01/18/23 (Wednesday) – Board approval of Ordinance adopting 2023 Operating & Capital Plan
- 04/18/23 (Tuesday) – Official 2023 Plan to be submitted to GFOA within 90 days of approval



## BUDGET SUMMARY (ACFR VERSION)

The Budget presented has many highlights discussed in subsequent sections. Operating Revenue is budgeted at \$24,655,335 for FY2023. This is a 31.2% increase in Operating Revenue from the FY2022 Budget and is mostly due to higher projected fuel sales revenue. Operating Expenses are budgeted at \$25,328,339, a 29.5% increase from the prior year, which is also due mainly to the higher cost of fuel sales. Operating Expenses include \$906,352 for Major Maintenance costs, which is a 12.1% decrease (\$124,849) from last year. Net Operating Income is increasing 3.2% (\$254,035) from the FY2022 Budget. The overall change in Net Position will decrease 102871.4% to \$11.4M from last year's budgeted increase of \$11.5M. The FY2023 change in Net Position included a significant increase in anticipated gains from projected land sales at the DuPage Business Center.

|  | ANNUAL BUDGET      |                    |                  | FORECAST           | PRIOR              |
|--|--------------------|--------------------|------------------|--------------------|--------------------|
|  | 2023               | 2022               | Change           | 2022               | 2021               |
| <b>OPERATING REVENUES</b>                          |                    |                    |                  |                    |                    |
| Aircraft Storage                                   | 3,837,868          | 3,529,975          | 8.7%             | 3,670,815          | 3,450,350          |
| Leases, Commissions, Fees                          | 790,732            | 797,097            | -0.8%            | 787,741            | 722,817            |
| Golf Course Operations                             | 2,854,404          | 2,762,896          | 3.3%             | 2,822,921          | 2,814,384          |
| Line Service                                       | 17,172,331         | 11,704,868         | 46.7%            | 17,545,947         | 12,970,034         |
| <b>Total Operating Revenues</b>                    | <b>24,655,335</b>  | <b>18,794,836</b>  | <b>31.2%</b>     | <b>24,827,424</b>  | <b>19,957,586</b>  |
| <b>OPERATING EXPENSES</b>                          |                    |                    |                  |                    |                    |
| Direct Costs                                       |                    |                    |                  |                    |                    |
| Airport Operations                                 | 5,620,859          | 5,736,660          | -2.0%            | 5,291,053          | 5,535,921          |
| Golf Course Operations                             | 2,282,178          | 2,157,873          | 5.8%             | 2,172,482          | 1,803,374          |
| Line Service                                       | 11,989,081         | 6,470,959          | 85.3%            | 11,495,256         | 7,250,680          |
| General and Administrative                         |                    |                    |                  |                    |                    |
| Salaries and Benefits                              | 3,381,085          | 3,174,208          | 6.5%             | 3,094,342          | 2,554,133          |
| Utilities  | 105,308            | 80,729             | 30.4%            | 99,661             | 92,460             |
| Office Expense                                     | 286,861            | 284,756            | 0.7%             | 286,824            | 240,631            |
| Insurance  | 420,762            | 309,948            | 35.8%            | 368,660            | 309,347            |
| Professional Services                              | 597,304            | 577,308            | 3.5%             | 495,000            | 422,273            |
| Postage  | 11,248             | 10,896             | 3.2%             | 12,496             | 11,085             |
| Real Estate Tax                                    | 275,239            | 371,880            | -26.0%           | 167,684            | 280,178            |
| Advertising and Promotions                         | 228,610            | 223,504            | 2.3%             | 218,600            | 173,950            |
| Miscellaneous                                      | 129,804            | 155,808            | -16.7%           | 77,250             | 228,882            |
| <b>Total Operating Expenses</b>                    | <b>25,328,339</b>  | <b>19,554,529</b>  | <b>29.5%</b>     | <b>23,779,308</b>  | <b>18,902,914</b>  |
| <b>OPERATING INCOME (LOSS) BEFORE DEPRECIATION</b> | <b>(673,004)</b>   | <b>(759,693)</b>   | <b>11.4%</b>     | <b>1,048,116</b>   | <b>1,054,672</b>   |
| Depreciation                                       | 7,132,098          | 7,299,444          | -2.3%            | 6,322,944          | 6,696,465          |
| <b>OPERATING INCOME (LOSS)</b>                     | <b>(7,805,102)</b> | <b>(8,059,137)</b> | <b>3.2%</b>      | <b>(5,274,828)</b> | <b>(5,641,793)</b> |
| <b>NON-OPERATING REVENUES (EXPENSES)</b>           |                    |                    |                  |                    |                    |
| Property Taxes                                     | 6,031,600          | 6,032,004          | 0.0%             | 6,036,052          | 6,042,446          |
| Personal Property Replacement Tax                  | 90,000             | 70,000             | 28.6%            | 155,000            | 104,642            |
| Investment Income                                  | 2,099,340          | 200,004            | 949.6%           | 756,582            | 68,013             |
| Miscellaneous Income                               | 23,404             | 23,461             | -0.2%            | 24,287             | 19,297             |
| Gain (Loss) on Disposal of Capital Assets          | 7,971,204          | 30,000             | 26470.7%         | 111,350            | 12,608,520         |
| <b>Total Non-Operating Revenues (Expenses)</b>     | <b>16,215,548</b>  | <b>6,355,469</b>   | <b>155.1%</b>    | <b>7,083,271</b>   | <b>18,842,918</b>  |
| <b>INCOME (LOSS) BEFORE CONTRIBUTIONS</b>          | <b>8,410,446</b>   | <b>(1,703,668)</b> | <b>593.7%</b>    | <b>1,808,443</b>   | <b>13,201,125</b>  |
| Contributions                                      | 3,041,368          | 1,692,525          | 79.7%            | 500,000            | 719,523            |
| <b>CHANGE IN NET POSITION</b>                      | <b>11,451,814</b>  | <b>(11,143)</b>    | <b>102871.4%</b> | <b>2,308,443</b>   | <b>13,920,649</b>  |
| <b>NET POSITION, JANUARY 1</b>                     | <b>207,534,638</b> | <b>205,226,195</b> | <b>1.1%</b>      | <b>205,226,195</b> | <b>191,305,546</b> |
| <b>NET POSITION, DECEMBER 31</b>                   | <b>218,986,452</b> | <b>205,215,052</b> | <b>6.7%</b>      | <b>207,534,638</b> | <b>205,226,195</b> |
| <b>CAPITAL DEVELOPMENT PROGRAM NOTES:</b>          |                    |                    |                  |                    |                    |
| Aviation Programs / Equipment                      | 30,767,107         | 33,327,730         | -7.7%            | 5,141,399          | 4,791,416          |
| Golf Course Programs / Equipment                   | 3,806,552          | 1,522,352          | 150.0%           | 610,250            | 357,145            |
| Major Maintenance of Capital Assets                | 906,352            | 1,031,201          | -12.1%           | 540,962            | 1,658,605          |
| <b>Total Capital Development Program Costs</b>     | <b>35,480,011</b>  | <b>35,881,283</b>  | <b>-1.1%</b>     | <b>6,292,611</b>   | <b>6,807,166</b>   |

## 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 ACFR budget summary, the main differences affect Operating Income. Major Maintenance expenses (\$906K) and Real Estate Tax expenses (\$372K) are now reported as Operating Expenses on the ACFR version, as they are on the Airport's annual audited financial reports. The Kitty Hawk Cafe reimbursement (\$77K) is now included as Operating Revenue for PLGC on the ACFR version, where before it was included as a credit in G&A expenses. Miscellaneous Income for all operations (\$23.4K) was previously reported as Operating Revenues but is now under Non-Operating Revenues on the ACFR 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                |
|---|------------------------|------------------------|---------------|----------------------|----------------------|
|   | 2023                   | 2022                   | Change        | 2022                 | 2021                 |
| <b><u>Operating Revenues</u></b>          |                        |                        |               |                      |                      |
| Airport Operations                        | \$ 4,183,600           | \$ 3,912,072           | 6.9%          | \$ 3,993,556         | \$ 3,726,519         |
| Flight Center Operations                  | \$ 17,638,235          | \$ 12,140,829          | 45.3%         | \$ 18,031,908        | \$ 13,431,956        |
| Prairie Landing Golf Course Operations    | \$ 2,779,900           | \$ 2,691,400           | 3.3%          | \$ 2,750,715         | \$ 2,744,355         |
| <b>Total Operating Revenues</b>           | <b>\$ 24,601,735</b>   | <b>\$ 18,744,301</b>   | <b>31.2%</b>  | <b>\$ 24,776,179</b> | <b>\$ 19,902,830</b> |
| <b><u>Operating Expenses</u></b>          |                        |                        |               |                      |                      |
| Airport Operations                        | \$ 7,759,120           | \$ 7,331,316           | 5.8%          | \$ 7,155,581         | \$ 6,222,703         |
| Flight Center Fuel Operations             | \$ 13,658,057          | \$ 8,223,372           | 66.1%         | \$ 13,209,323        | \$ 8,422,091         |
| Prairie Landing Golf Course Operations    | \$ 2,652,567           | \$ 2,522,764           | 5.1%          | \$ 2,630,226         | \$ 2,245,283         |
| <b>Total Operating Expenses</b>           | <b>\$ 24,069,744</b>   | <b>\$ 18,077,452</b>   | <b>33.1%</b>  | <b>\$ 22,995,130</b> | <b>\$ 16,890,077</b> |
| <b>Operating Income</b>                   | <b>\$ 531,991</b>      | <b>\$ 666,849</b>      | <b>-20.2%</b> | <b>\$ 1,781,049</b>  | <b>\$ 3,012,753</b>  |
| <b><u>Non-Operating Revenues</u></b>      |                        |                        |               |                      |                      |
| Miscellaneous Taxes                       | \$ 90,000              | \$ 70,000              | 28.6%         | \$ 155,000           | \$ 104,642           |
| Property Taxes/Abatement                  | \$ 6,031,600           | \$ 6,032,004           | 0.0%          | \$ 6,036,052         | \$ 6,042,446         |
| Federal & State Grants                    | \$ 3,041,368           | \$ 1,692,525           | 79.7%         | \$ 500,000           | \$ 719,523           |
| Interest Income                           | \$ 1,501,344           | \$ 200,004             | 650.7%        | \$ 1,656,582         | \$ 68,013            |
| Unrealized Gain/Loss From Investments     | \$ 597,996             | \$ -                   | 0.0%          | \$ (900,000)         | \$ -                 |
| Gain from Sale of Fixed Assets            | \$ 7,971,204           | \$ 30,000              | 26470.7%      | \$ 111,350           | \$ 12,608,520        |
| <b>Total Non-Operating Revenues</b>       | <b>\$ 19,233,512</b>   | <b>\$ 8,024,533</b>    | <b>139.7%</b> | <b>\$ 7,558,984</b>  | <b>\$ 19,543,144</b> |
| <b><u>Non-Operating Expenses</u></b>      |                        |                        |               |                      |                      |
| Property Tax (DAA)                        | \$ 216,439             | \$ 311,880             | -30.6%        | \$ 128,684           | \$ 297,022           |
| Property Tax (PLGC)                       | \$ 58,800              | \$ 60,000              | -2.0%         | \$ 39,000            | \$ (16,844)          |
| <b>Total Non-Operating Expenses</b>       | <b>\$ 275,239</b>      | <b>\$ 371,880</b>      | <b>-26.0%</b> | <b>\$ 167,684</b>    | <b>\$ 280,178</b>    |
| <b>Non-Operating Income</b>               | <b>\$ 18,958,273</b>   | <b>\$ 7,652,653</b>    | <b>147.7%</b> | <b>\$ 7,391,300</b>  | <b>\$ 19,262,966</b> |
| <b>Net Profit</b>                         | <b>\$ 19,490,264</b>   | <b>\$ 8,319,502</b>    | <b>134.3%</b> | <b>\$ 9,172,349</b>  | <b>\$ 22,275,719</b> |
| <b><u>Capital Development Program</u></b> |                        |                        |               |                      |                      |
| Aviation Programs                         | \$ 30,767,107          | \$ 33,327,730          | -7.7%         | \$ 5,141,399         | \$ 4,791,416         |
| Golf Course Programs                      | \$ 3,806,552           | \$ 1,522,352           | 150.0%        | \$ 610,250           | \$ 357,145           |
| Major Maintenance of Capital Assets       | \$ 906,352             | \$ 1,031,201           | -12.1%        | \$ 540,962           | \$ 1,658,605         |
| <b>Total Capital Development Program</b>  | <b>\$ 35,480,011</b>   | <b>\$ 35,881,283</b>   | <b>-1.1%</b>  | <b>\$ 6,292,611</b>  | <b>\$ 6,807,166</b>  |
| <b>Total Revenues</b>                     | <b>\$ 43,835,247</b>   | <b>\$ 26,768,834</b>   | <b>63.8%</b>  | <b>\$ 32,335,163</b> | <b>\$ 39,445,974</b> |
| <b>Total Expenditures</b>                 | <b>\$ 59,824,994</b>   | <b>\$ 54,330,615</b>   | <b>10.1%</b>  | <b>\$ 29,455,425</b> | <b>\$ 23,977,421</b> |
| <b>Net Cash Inflow / (Outflow)</b>        | <b>\$ (15,989,747)</b> | <b>\$ (27,561,781)</b> | <b>42.0%</b>  | <b>\$ 2,879,738</b>  | <b>\$ 15,468,554</b> |

Please note, the narrative of the FY2023 Budget is based on the “ACFR” version of the budget summary, which is the version currently used for the Authority’s audited financial statements. In prior years, the narrative was based on the “Traditional” version of the budget summary. Please refer to the “Budget Summary (Traditional Version)” on page 19 for an explanation of the differences between the versions.

The FY2023 Budget process has faced similar challenges as the FY2022 budget. As the impacts of the COVID pandemic and inflation continue to impact all our operations we continue to navigate these changes and attempt to balance the changes in Operating Revenues and Operating Expenses to minimize any Operating Income shortfalls. Even with 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.

The Authority’s total Operating Revenues are budgeted to increase 31.2% while Operating Expenses are expected to increase 29.5%. Operating Income (Loss) is planned to increase 11.4% from last year’s budget. The major contributor to this increase is higher fuel sales revenue at the Flight Center, as we rebound from the COVID pandemic.

In Operating Revenue, we have seen an increase in fuel prices and volumes in FY2022 and adjusted the 2023 fuel sales budget to reflect these increases. Fuel and Oil Sales revenue is budgeted to increase \$5.5M from the prior-year budget.

The FY2022 we have seen a robust increase in new rentals and are anticipating the increased business to continue in FY2023. The 2023 budget includes a planned rate increase of 4.5% for ordinance hangars/tiedowns in January 2023. Non-fuel aviation revenues (including hangar/tiedown leases and flight services) are planned to increase \$123K from the 2022 budget.

Revenue from Food & Beverage Sales and Events is anticipated to slightly increase in 2023. 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 \$5.2K higher than the 2022 plan. This increase is due to an increase in ala carte sales. Non-F&B revenues from Golf operations at PLGC are budgeted to increase \$83K. This is due to increase in outing rounds, memberships, and the average rate per golfer.

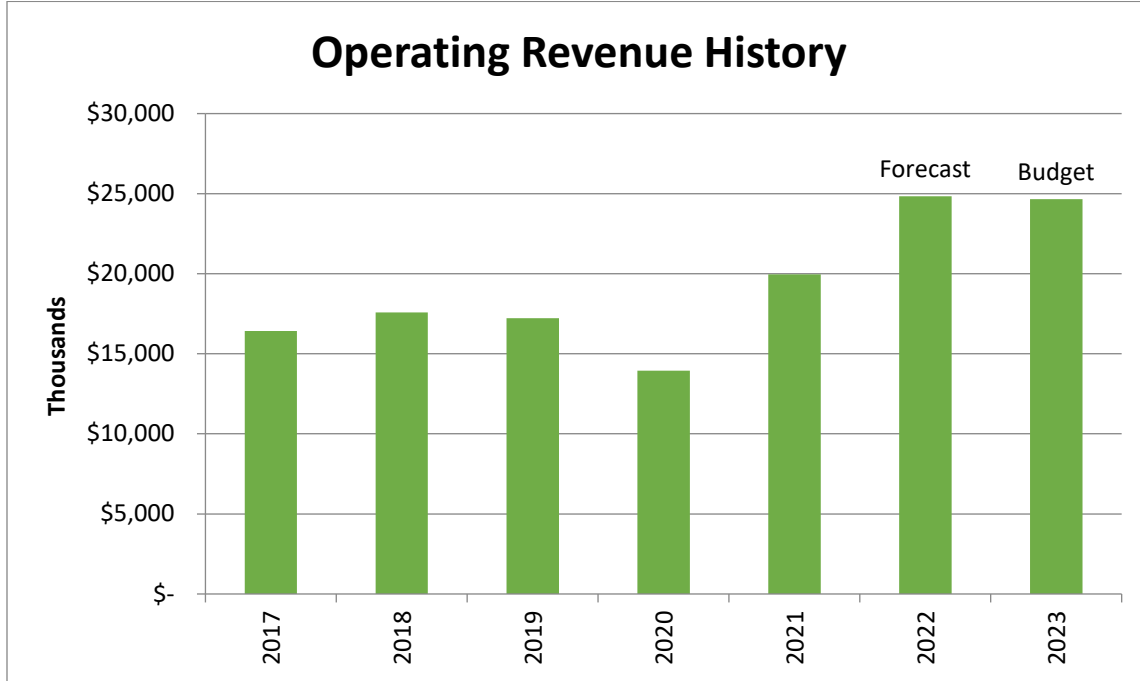
In Operating Expenses, the budget includes a couple of significant changes that are the main drivers of the overall 8.7% increase in costs. The cost of fuel sales is budgeted to increase \$5.2M in line with the expected increase in fuel sales revenue. However, Major Maintenance expenses for capital and fixed assets are decreasing \$125KM compared to the 2022 plan. Insurance costs for property and casualty coverage will increase \$110.8K due to premium rates increasing as significantly as expected in 2023. Utilities are anticipated to increase \$24.6K in 2023 due to rising costs of gas and electric during 2022 which we anticipate continuing during 2023. Real estate taxes are anticipated to decrease \$96.6K due to sale of property.

Non-operating revenues are planned to increase 139.7% in FY2023. Federal/State Grants are increasing \$1.3M, due to the timing of the funds being received and new projects starting. Gain on Sales of Fixed Assets is increasing \$7.9M due to two anticipated sales of land at DuPage Business Center for FY2023.

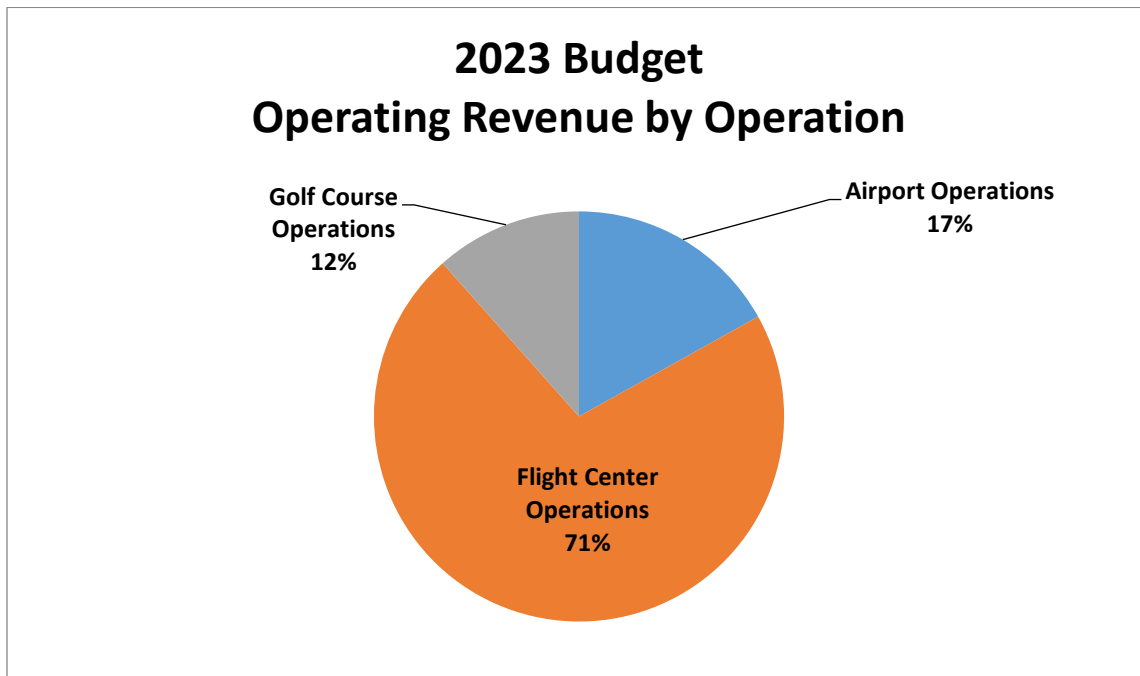
Through the combined budget efforts from all departments and the determination of Authority staff, we are pleased to present a budget with an overall positive Net Income of over \$19,490,264 for FY2023 (traditional version). ACFR version has a change in Net Position of \$11,451,814.

# 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-farmland leases, tiedown permits, airport services, golf activities, and food and beverage sales.



Total Operating Revenue for FY2022 is budgeted at \$24,655,335 and represents a 31.2% increase from the previous year's budget.

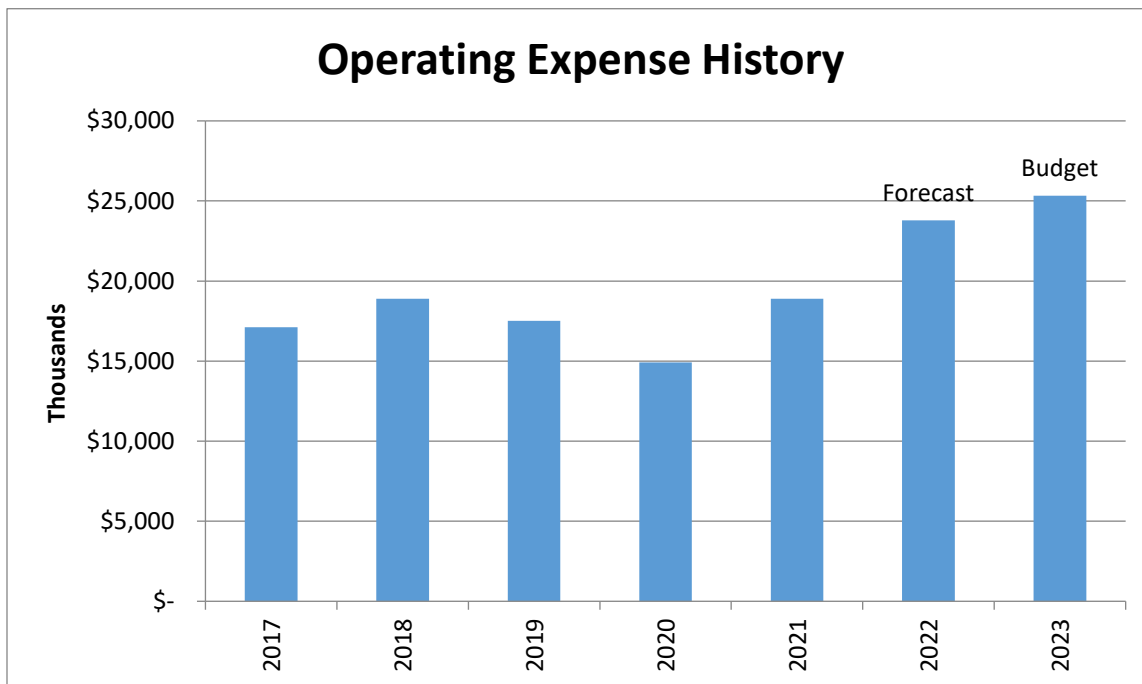


Most Operating Revenue (71%) comes from the Flight Center operations. The Authority maintains its own fuel farm and sells aviation fuel to its based tenants and itinerant customers. Fuel sale revenues are planned to increase in FY2023 due to a higher volume of fuel anticipated to be sold. Fuel sale revenues are budgeted 47% higher than the prior year's budget.

We are planning higher Operating Revenues from non-fuel aviation revenues as the Airport expects \$123K of increased hangar, tiedown, and lease revenue from itinerant customers and based tenants. The Authority plans a 4.5% rate increase for aviation leases in January 2023.

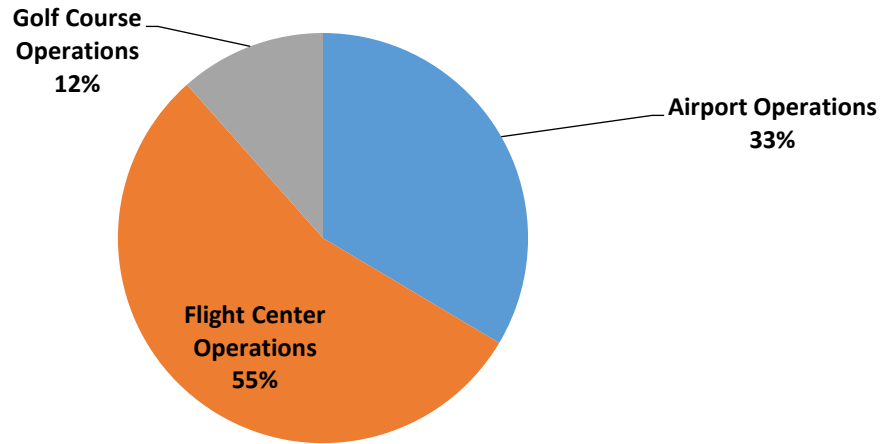
## Operating Expenses

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



Total Operating Expenses for FY2022 are budgeted at \$25,328,339 and represent a 29.5% increase from the previous year's budget.

## 2023 Budget Operating Expenses by Operation



Flight Center operations account for 55% of the budgeted Operating Expenses and are due mostly to the purchase cost of aviation fuel sold to based tenants and itinerant customers. Costs of fuel are budgeted to increase 87% in 2023 due to higher sales and rising price of fuel

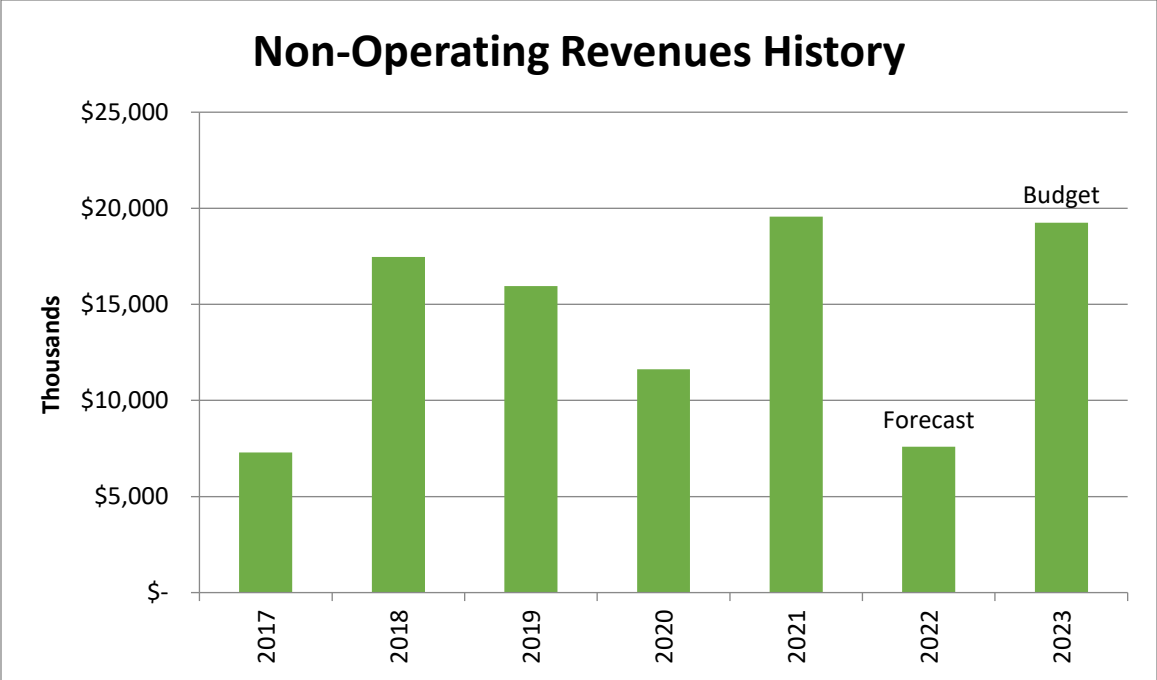
Airport operations account for 33% of the planned Operating Expenses in 2023 and are budgeted to decrease 1%, going down mostly due to the decrease in planned Major Maintenance. Major Maintenance expenses for Airport operations are decreasing 47% (\$463K).

Golf Course operations account for 12% of total Operating Expenses in the FY2023 plan and are budgeted to increase 6.8% (\$186K). The notable increase include 186% (\$88K) for Major Maintenance costs.

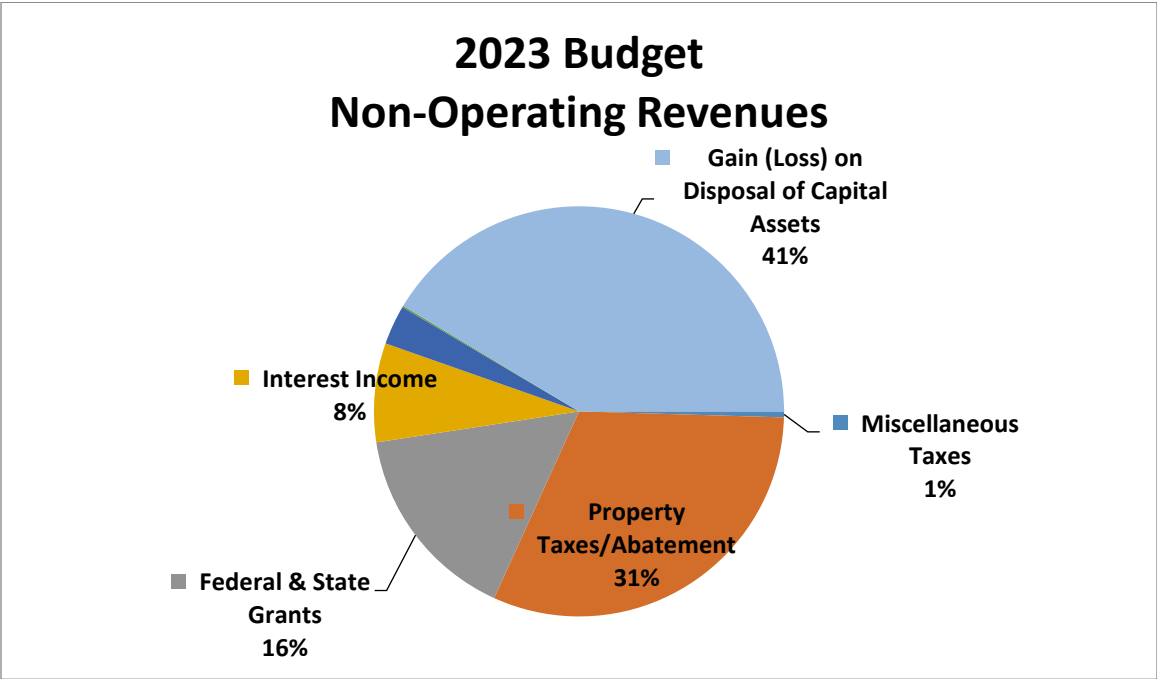
Other notable changes to Operating Expenses include a budgeted increase 30.4% (\$24.6K) increase in Utilities. This increase is due to the anticipated rising costs of gas and electric. We have seen increases in 2022 and anticipate them to continue during 2023. In addition, there is an increase in Insurance costs. They are increasing 35.8% (\$110.8K) which is due to the rising costs of premiums. There is also a 26% (-\$96.6K) decrease in Real Estate Taxes. The taxes are anticipated to decrease due to sale of property.

## 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 FY2023 is budgeted at \$16,215,548 and represents a 155% increase in revenue from the previous year's budget. The increase is due \$7.9M in Gain on Sales for two anticipated sales of land at the DuPage Business Center. These proceeds will be saved and restricted for future Airport infrastructure capital improvements.



The largest portion of the Non-operating Revenue budget in FY2023 comes from gain on disposal of capital assets. The Authority has two contracted sales of land in the DuPage Business Center for FY2023. The next largest portion of Non-Operating Revenue is property taxes collected as a special assessment from DuPage County. Property tax revenue is specially designated to be used to fund capital development, major maintenance of Authority assets, and safety and security projects. \$500,000 will be allocated to Operating Expenses and used to help fund ATCT and ARFF services.

## Contributions

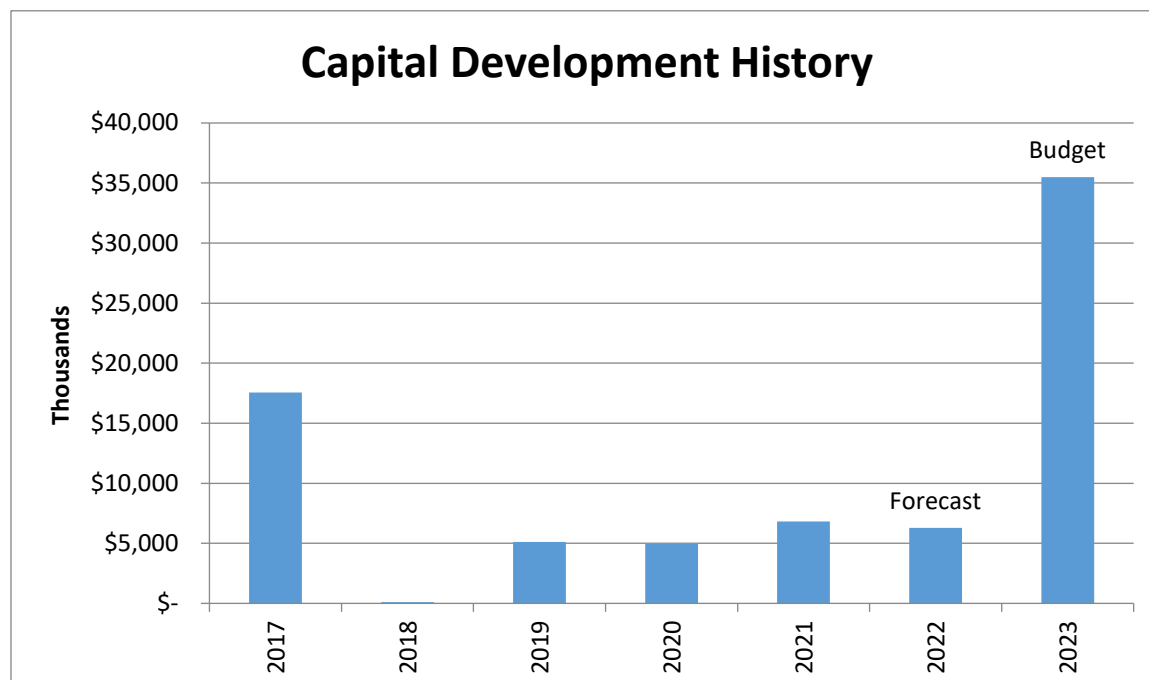
Contributions are related to funding from Federal and State grant programs. These tend to be large programs that often cover multiple years. For a list of grant funding projects refer to Capital Improvements and Major Maintenance Program. Contributions are budgeted at \$3M for FY2023 which is an increase from \$1.7M in FY2022.

## Non-operating Expenses

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

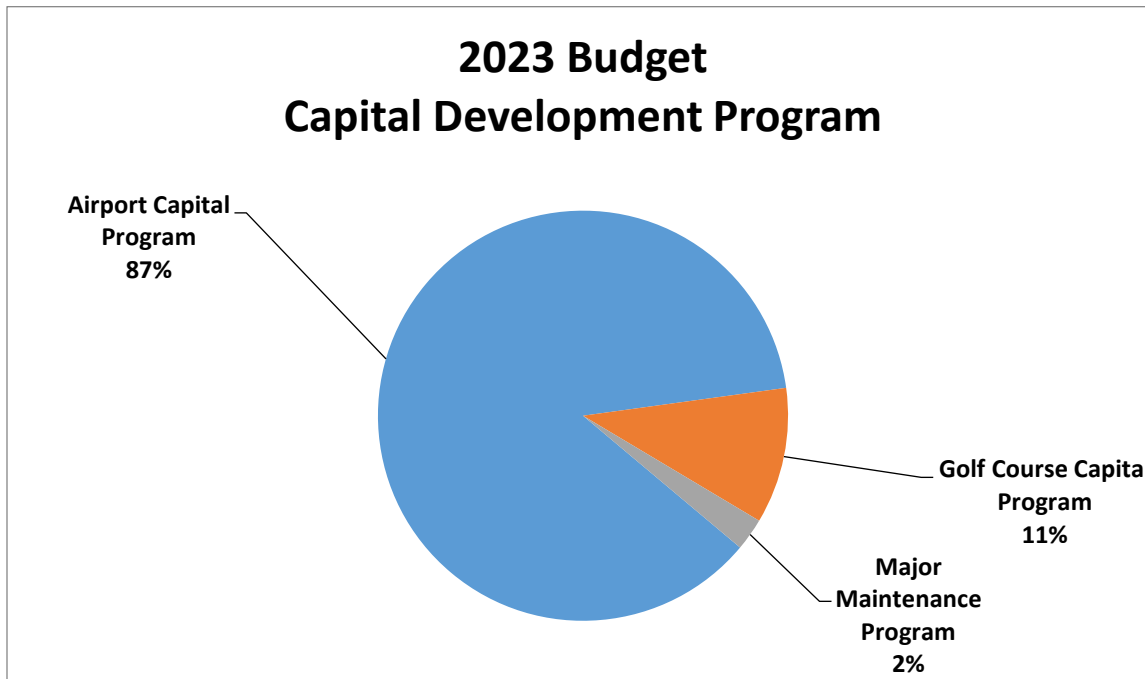
## Capital Development Program

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





Total Capital Development Program expenditures for FY2023 are budgeted at \$35,480,011 which represents an 1% decrease from the previous year's budget.



The FY2023 Capital Development Program includes \$8.4 million in new funding requests, \$22.3 million in funds carried over from the previous budget year to complete projects already under construction, and \$4.7 million in funds from Federal and State grant programs.

Of the \$35.4 million budgeted for the Capital Development Program in FY2023, \$34.6 million is for capital projects, fixed assets, and equipment purchases. This includes \$30.8 million for Aviation capital projects, \$3.8 million for Golf Course capital projects, and \$150K reserved in contingency funding for unplanned, emergency expenditures. In addition to capital projects, another \$806K is budgeted for the major maintenance of capital assets.

Major expenditures in the FY2023 Capital Development Program include \$18.4 for new hightail hangar, \$2.8M for replacement of irrigation system at Prairie Landing, \$1.7M for phases 2 & 3 of the security and wildlife perimeter fencing project, \$1.5M for Flight Center elevator traction car driver modification, \$1.4M for Runway 10/28 Avigation Easement Acquisitions, \$1.27M to rehabilitate Runway 10/28, \$660K to resurface Airport Perimeter Road, \$500K rehabilitate airfield pavements, 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 Operations & Facilities, the Director of Finance & Administration, the IT Manager, and the Executive Assistant & Board Liaison.

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

### **Budget Summary**

The FY2023 budget for the Administration Department includes \$19,257,913 in total revenues and \$3,018,434 in total expenses, excluding depreciation. The overall budgeted Net Income, excluding depreciation, is \$16,239,479 for FY2023. This is a 227% increase from the previous year and includes a 144% increase in total revenues and a 3% increase in total expenses.

- Increased revenues are primarily driven by the in gain on sale of fixed assets in FY2023. Gain on Sale of Fixed Assets is expected to increase 26471% from \$30K in the FY22 budget to \$7.97M due to expected DBC land sales in 2023.
- Salaries and related expenses comprise 31.4% of the total FY2023 budgeted expenses and include salaries, payroll taxes, unemployment taxes, group insurance, and IMRF contributions. Headcount expenses are increasing 9% from FY2022 due to an additional IT head count.
- Air Traffic Control Tower (ATCT) and U.S. Customs (USC) expenses represent 28.9% of the total budgeted expenses (excluding depreciation) at \$873K. In FY2023, \$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 FY2023 to \$7.97M. This is since there are two anticipated DBC land sales in 2023.

Federal/State Grants - Revenue is budgeted with \$3M in total grant funding. While we will have active projects of \$4.7M, due to timing we don't expect to realize it all during this fiscal year.

Investment Income – Budgeted an increase of 651% (\$1.3M) in FY2023 due to a significantly higher invested funds. In addition, we began working with an investment advisor in 2023

Property Tax – Property Taxes are budgeted to decrease 47% (-93K) in 2023 due to sale of land at DBC.

Insurance- Insurance is budgeted to increase 74% (\$84K) in 2023 due to rising cost of premiums. We are budgeting for a 30% (\$45.5K) increase from our 2022 forecast actual costs.

**Department A100 - Airport Administration**

**Statement of Revenues and Expenses**

|   | ACTUALS             |                    |                     | FORECAST           | ANNUAL PLAN        |                     |             |
|---|---------------------|--------------------|---------------------|--------------------|--------------------|---------------------|-------------|
|   | 2019                | 2020               | 2021                | 2022               | 2022               | 2023                | % Change    |
| 3195 SASO Commissions   | 32,245              | 32,245             | 30,965              | 19,205             | 32,241             | 19,401              | -40%        |
| 3250 Customs Fee  | 114,273             | 38,699             | 83,137              | 119,886            | 78,770             | 240,000             | 205%        |
| 3900 Contribution Revenue   | 37,957              | 363,567            | 640,989             | 0                  | 0                  | 0                   | 0%          |
| 3910 Replacement Taxes  | 66,693              | 59,608             | 104,642             | 155,000            | 70,000             | 90,000              | 29%         |
| 3930 Prior Years Property Taxes                                       | 2,489               | 1,672              | 1,614               | 6,052              | 2,004              | 1,600               | -20%        |
| 3940 Property Taxes   | 5,535,612           | 5,542,400          | 5,540,833           | 5,530,000          | 5,530,000          | 5,530,000           | 0%          |
| 3945 Property Taxes designated for Operating                          | 0                   | 0                  | 250,000             | 250,000            | 250,000            | 250,000             | 0%          |
| 3960 Federal/State Grants   | 68,189              | 321,522            | 78,534              | 500,000            | 1,692,525          | 3,041,368           | 80%         |
| 3970 Investment Income  | 456,881             | 294,287            | 68,013              | 1,656,582          | 200,004            | 1,501,344           | 651%        |
| 3972 Unrealized Gain/Loss from Investments                            | 0                   | 0                  | 0                   | (900,000)          | 0                  | 597,996             | 0%          |
| 3981 Gain on Sale of Fixed Assets                                     | 9,741,599           | 4,983,915          | 12,607,995          | 111,100            | 30,000             | 7,971,204           | 26471%      |
| 3990 Misc. Income   | 18,675              | 28,922             | 9,659               | 15,000             | 15,000             | 15,000              | 0%          |
| <b>Total Revenue</b>  | <b>16,074,614</b>   | <b>11,666,837</b>  | <b>19,416,380</b>   | <b>7,462,825</b>   | <b>7,900,544</b>   | <b>19,257,913</b>   | <b>144%</b> |
| 5410 Equip Leases/Maint. Contracts                                    | 86,326              | 55,723             | 71,075              | 72,000             | 34,248             | 68,200              | 99%         |
| 5430 Supplies   | 10,322              | 11,852             | 11,459              | 10,000             | 11,496             | 11,000              | -4%         |
| 5440 DOT/Drug Testing/Background                                      | 862                 | 948                | 573                 | 450                | 996                | 600                 | -40%        |
| 5999 Miscellaneous Expense  | 283                 | 190                | 0                   | 0                  | 0                  | 0                   | 0%          |
| 6100 Salaries   | 622,162             | 658,063            | 689,296             | 701,659            | 695,203            | 767,492             | 10%         |
| 6110 Payroll Taxes  | 42,529              | 44,212             | 46,352              | 49,000             | 47,702             | 52,867              | 11%         |
| 6115 Unemployment taxes   | 3,742               | 2,946              | 3,346               | 3,515              | 4,538              | 5,483               | 21%         |
| 6120 Group Insurance  | 36,255              | 44,115             | 58,569              | 54,963             | 57,151             | 66,681              | 17%         |
| 6130 Uniforms   | 55                  | 0                  | 0                   | 0                  | 0                  | 0                   | 0%          |
| 6160 IMRF   | 45,131              | 18,833             | (108,715)           | 43,500             | 42,669             | 37,229              | -13%        |
| 6200 Property Tax   | 114,841             | 247,866            | 187,161             | 18,577             | 196,524            | 103,615             | -47%        |
| 6300 Marketing/Advertising  | 0                   | 235                | 1,317               | 0                  | 0                  | 0                   | 0%          |
| 6320 Community/Customer Relations                                     | 3,848               | 1,688              | 4,981               | 5,600              | 5,600              | 4,000               | -29%        |
| 6330 Travel   | 3,733               | 286                | 1,634               | 7,500              | 7,500              | 7,500               | 0%          |
| 6335 Education  | 238                 | 765                | 2,402               | 4,200              | 4,200              | 4,200               | 0%          |
| 6340 Dues Subscriptions Permits                                       | 12,444              | 4,698              | 5,140               | 8,580              | 8,580              | 8,815               | 3%          |
| 6350 Office Expense   | 3,899               | 3,173              | 2,270               | 3,504              | 3,504              | 3,500               | 0%          |
| 6356 Computer and Software  | 59,027              | 52,259             | 56,116              | 34,300             | 56,796             | 34,300              | -40%        |
| 6390 Communications   | 34,590              | 34,003             | 36,219              | 54,000             | 36,000             | 50,610              | 41%         |
| 6420 Bad Debt Expense   | 2,548               | 152,366            | 111,319             | (30,000)           | 35,004             | 30,000              | -14%        |
| 6430 Bank Charges   | 340                 | 1,190              | 691                 | 2,250              | 804                | 2,004               | 149%        |
| 6525 Consulting Services  | 161,603             | 178,024            | 166,880             | 300,000            | 382,308            | 382,300             | 0%          |
| 6527 Outside Services   | 9,971               | 11,559             | 10,603              | 11,004             | 11,004             | 10,524              | -4%         |
| 6529 DuPage Business Park Association Expense                         | 222,926             | 132,010            | 116,872             | 105,000            | 120,000            | 97,800              | -19%        |
| 6531 U.S. Customs   | 151,118             | 217,327            | 233,451             | 250,000            | 200,004            | 277,790             | 39%         |
| 6532 Air Traffic Control Tower  | 623,105             | 637,240            | 653,169             | 673,656            | 673,656            | 594,828             | -12%        |
| 6535 Legal  | 141,851             | 222,115            | 240,353             | 180,000            | 180,000            | 200,004             | 11%         |
| 6770 Insurance  | 46,336              | 90,048             | 116,738             | 151,560            | 113,004            | 197,092             | 74%         |
| <b>Total Expense</b>  | <b>2,440,082</b>    | <b>2,823,735</b>   | <b>2,719,274</b>    | <b>2,714,818</b>   | <b>2,928,491</b>   | <b>3,018,434</b>    | <b>3%</b>   |
| <b>Net Income not including<br/>Depreciation or Major Maintenance</b> | <b>\$13,634,532</b> | <b>\$8,843,102</b> | <b>\$16,697,106</b> | <b>\$4,748,007</b> | <b>\$4,972,053</b> | <b>\$16,239,479</b> | <b>227%</b> |

## **A150 – Procurement & Project Management**

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

### **Budget Summary**

The total FY2023 budget for the Procurement & Project Management Department is \$339,144.

- Salaries and related costs are the largest portion of the department's budget. Payroll-related items comprise 91% of the total FY2023 budget and include salaries, payroll taxes, unemployment taxes, group insurance, and IMRF contributions.
- Computer and Software costs along with Supplies account for 2.7% of FY2023 budget and include subscriptions for airport inspection software, contract software, and security access control supplies.
- The remaining 6.3% of the FY2023 budget includes OSHA Bloodborne Pathogens Exposure Control Plan supplies, employee/contractor background checks and fingerprinting fees, regulatory training fees for all employees, subscription services, and education.

### **Significant Variances**

Salaries - Compensation is budgeted to increase \$18K. This is due to the addition of the Operations Assistant being on full time in 2023. Plan includes standard annual COL and merit increases at 5%.

**Department A150 - Project & Procurement Management**

**Statement of Revenues and Expenses**

|  | ACTUALS            |                    |                    | FORECAST           | ANNUAL PLAN        |                    |            |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|------------|
|  | 2019               | 2020               | 2021               | 2022               | 2022               | 2023               | % Change   |
| <b>Total Revenue</b>                     | <b>0</b>           | <b>0</b>           | <b>0</b>           | <b>0</b>           | <b>0</b>           | <b>0</b>           | <b>0%</b>  |
| 5205 Maintenance Expense                 | 644                | 0                  | 0                  | 0                  | 0                  | 0                  | 0%         |
| 5410 Equip Leases/Maint. Contracts       | 990                | 997                | 994                | 1,110              | 1,110              | 0                  | -100%      |
| 5430 Supplies                            | 2,392              | 383                | 1,407              | 3,500              | 2,980              | 7,030              | 136%       |
| 5440 DOT/Drug Testing/Background         | 0                  | 0                  | 60                 | 804                | 804                | 450                | -44%       |
| 6100 Salaries                            | 243,809            | 190,601            | 172,246            | 229,887            | 223,927            | 241,943            | 8%         |
| 6110 Payroll Taxes                       | 17,822             | 13,983             | 12,761             | 17,342             | 17,130             | 18,509             | 8%         |
| 6115 Unemployment taxes                  | 2,245              | 1,768              | 1,315              | 2,726              | 2,726              | 2,728              | 0%         |
| 6120 Group Insurance                     | 30,540             | 30,447             | 32,321             | 33,000             | 40,895             | 33,033             | -19%       |
| 6160 IMRF                                | 18,159             | 6,032              | 2,674              | 16,589             | 15,093             | 12,896             | -15%       |
| 6330 Travel                              | 274                | 23                 | 318                | 2,050              | 2,050              | 2,790              | 36%        |
| 6335 Education                           | 764                | 0                  | 850                | 2,450              | 2,450              | 3,735              | 52%        |
| 6340 Dues Subscriptions Permits          | 1,605              | 3,610              | 2,355              | 2,941              | 2,525              | 2,810              | 11%        |
| 6356 Computer and Software               | 6,667              | 4,200              | 1,611              | 5,650              | 5,900              | 8,600              | 46%        |
| 6390 Communications                      | 2,499              | 2,402              | 1,806              | 2,200              | 2,280              | 2,280              | 0%         |
| 6770 Insurance                           | 1,683              | 1,582              | 2,107              | 2,220              | 2,220              | 2,340              | 5%         |
| <b>Total Expense</b>                     | <b>330,094</b>     | <b>256,028</b>     | <b>232,825</b>     | <b>322,469</b>     | <b>322,090</b>     | <b>339,144</b>     | <b>5%</b>  |
| <b>Net Income not including</b>          |                    |                    |                    |                    |                    |                    |            |
| <b>Depreciation or Major Maintenance</b> | <b>(\$330,094)</b> | <b>(\$256,028)</b> | <b>(\$232,825)</b> | <b>(\$322,469)</b> | <b>(\$322,090)</b> | <b>(\$339,144)</b> | <b>-5%</b> |

## **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 FY2023 budget for the Field Maintenance Department includes \$738,190 in total revenues and \$1,975,506 in total expenses. The overall budgeted Net Loss of \$1,237,316 for FY2023 is a 0% from the previous year and includes an 8% 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 49.5% of the total FY2023 budget and include salaries, payroll taxes, unemployment taxes, group insurance, and IMRF contributions.
- Aircraft Rescue & Firefighting (ARFF) expenses represent 26.6% of the total budgeted expenses and are up 2% from the previous year's budget.
- Maintenance Expense is 6.1% of the total budgeted expense and is decreasing 8% from the prior year's budget.

### **Significant Variances**

IMRF – Department costs for IMRF contributions are decreasing 19% (\$13K) in 2023 due to lower contribution formulas required by the pension agency.

Ice Control Supplies- Budgeted expenses are increasing 17% (\$16.1K) over last year's plan due to increasing product and replenishing inventory levels.

Travel & Education- Budgeted expenses are increasing 733% (\$5.9K) over last year's plan due to additional conferences planned for employees to attend in 2023.

## Department A200 - Field Maintenance

### Statement of Revenues and Expenses

|   | ACTUALS              |                      |                    | FORECAST             | ANNUAL PLAN          |                      |           |
|---|----------------------|----------------------|--------------------|----------------------|----------------------|----------------------|-----------|
|   | 2019                 | 2020                 | 2021               | 2022                 | 2022                 | 2023                 | % Change  |
| 3190 Collection Fees Service Fees Towing                              | 30                   | 10                   | 80                 | 80                   | 36                   | 84                   | 133%      |
| 3191 Ramp Tie Downs & Overnight fees                                  | 137,985              | 134,837              | 206,904            | 204,135              | 150,532              | 199,929              | 33%       |
| 3299 Non Airfield Rent/Lease/Maintenance Rev                          | 282,710              | 276,654              | 268,007            | 280,722              | 285,774              | 288,177              | 1%        |
| 3945 Property Taxes designated for Operating                          | 0                    | 0                    | 250,000            | 250,000              | 250,000              | 250,000              | 0%        |
| <b>Total Revenue</b>  | <b>420,724</b>       | <b>411,501</b>       | <b>724,991</b>     | <b>734,937</b>       | <b>686,342</b>       | <b>738,190</b>       | <b>8%</b> |
| 5205 Maintenance Expense  | 39,554               | 39,715               | 50,652             | 61,000               | 129,996              | 120,000              | -8%       |
| 5410 Equip Leases/Maint. Contracts                                    | 16,787               | 7,550                | 7,550              | 10,000               | 26,100               | 26,100               | 0%        |
| 5415 Garbage/Waste Removal  | 5,550                | 3,674                | 3,960              | 4,200                | 6,396                | 6,400                | 0%        |
| 5430 Supplies   | 7,663                | 4,801                | 1,341              | 2,100                | 8,496                | 8,500                | 0%        |
| 5433 Ice Control Supplies   | 121,214              | 81,775               | 46,221             | 92,900               | 92,900               | 109,000              | 17%       |
| 5440 DOT/Drug Testing/Background                                      | 340                  | 475                  | 495                | 500                  | 756                  | 800                  | 6%        |
| 5720 Utilities Electric   | 45,009               | 47,750               | 59,761             | 65,000               | 56,800               | 66,950               | 18%       |
| 6100 Salaries   | 697,172              | 711,353              | 707,432            | 732,674              | 717,543              | 738,437              | 3%        |
| 6110 Payroll Taxes  | 51,178               | 52,564               | 52,021             | 54,765               | 54,892               | 56,790               | 3%        |
| 6115 Unemployment taxes   | 6,736                | 5,303                | 6,009              | 6,465                | 8,553                | 8,167                | -5%       |
| 6120 Group Insurance  | 149,657              | 123,994              | 116,355            | 137,045              | 147,432              | 134,480              | -9%       |
| 6130 Uniforms   | 4,155                | 4,626                | 4,725              | 6,500                | 8,052                | 8,750                | 9%        |
| 6160 IMRF   | 52,180               | 22,084               | (95,178)           | 49,154               | 48,362               | 39,359               | -19%      |
| 6330 Travel   | 188                  | 0                    | 0                  | 300                  | 204                  | 4,300                | 2008%     |
| 6335 Education  | 340                  | 246                  | 115                | 0                    | 600                  | 2,400                | 300%      |
| 6340 Dues Subscriptions Permits                                       | 35                   | 0                    | 35                 | 48                   | 48                   | 50                   | 4%        |
| 6350 Office Expense   | 0                    | 223                  | 0                  | 0                    | 0                    | 0                    | 0%        |
| 6390 Communications   | 1,957                | 1,610                | 1,540              | 1,200                | 1,596                | 1,860                | 17%       |
| 6525 Consulting Services  | 1,500                | 1,500                | 1,800              | 1,800                | 1,800                | 1,800                | 0%        |
| 6527 Outside Services   | 24,333               | 14,081               | 29,178             | 50,000               | 50,004               | 55,000               | 10%       |
| 6548 ARFF   | 493,084              | 483,553              | 482,042            | 492,252              | 512,880              | 525,389              | 2%        |
| 6770 Insurance  | 57,740               | 50,763               | 51,847             | 56,000               | 55,416               | 60,974               | 10%       |
| <b>Total Expense</b>  | <b>1,776,373</b>     | <b>1,657,641</b>     | <b>1,527,902</b>   | <b>1,823,903</b>     | <b>1,928,826</b>     | <b>1,975,506</b>     | <b>2%</b> |
| <b>Net Income not including<br/>Depreciation or Major Maintenance</b> | <b>(\$1,355,650)</b> | <b>(\$1,246,140)</b> | <b>(\$802,911)</b> | <b>(\$1,088,966)</b> | <b>(\$1,242,484)</b> | <b>(\$1,237,316)</b> | <b>0%</b> |



## **A300 – Building Maintenance**

The DuPage Airport Building Maintenance Department employs (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 FY2023 budget for the Building Maintenance Department includes \$3,160,959 in total revenues and \$1,183,469 in total expenses. The overall budgeted Net Income of \$1,977,490 for FY2023 is a 4% decrease from the previous year and includes a 1% increase in total revenues and a 10% increase in total expenses.

- Salaries and related expenses are the largest portion of the Building Maintenance department's budget. Headcount-related items comprise 44.5% of the total FY2023 budget and include salaries, payroll taxes, unemployment taxes, group insurance, and IMRF contributions.
- Building utilities, including natural gas, electric, and water, represent 22.4% of the total budgeted expenses and are increasing 29.8% (\$60.6K) from the previous year's budget.
- Insurance is 14.6% of the total budgeted expense and is up 13% (\$20k) from last year's budget.

### **Significant Variances**

Insurance – Costs are budgeted to increase 13% (\$20k) due to previous year estimates were higher than actuals. We are budgeting for 10% increase from our 2022 forecast actual costs.

Non-Airfield Rent/Lease/Maintenance Revenue is decreasing 19% (\$56K) from last year's budget due to loss of higher paying tenant.

Utilities- Costs are budgeted to increase 31.7% (\$64.5K) due to rising utility cost projected for 2023.

## Department A300 - Building Maintenance

### Statement of Revenues and Expenses

|  | ACTUALS            |                    |                    | FORECAST           | ANNUAL PLAN        |                    |            |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|------------|
|  | 2019               | 2020               | 2021               | 2022               | 2022               | 2023               | % Change   |
| 3180 Hangar Rentals                              | 2,484,866          | 2,575,699          | 2,672,957          | 2,844,734          | 2,837,196          | 2,917,254          | 3%         |
| 3190 Collection Fees Service Fees Towing         | 2,344              | 1,282              | 0                  | 2,775              | 1,200              | 1,200              | 0%         |
| 3299 Non Airfield Rent/Lease/Maintenance Revenue | 235,545            | 249,180            | 246,608            | 260,304            | 299,037            | 242,505            | -19%       |
| <b>Total Revenue</b>                             | <b>2,722,756</b>   | <b>2,826,160</b>   | <b>2,919,566</b>   | <b>3,107,813</b>   | <b>3,137,433</b>   | <b>3,160,959</b>   | <b>1%</b>  |
| 5205 Maintenance Expense                         | 111,676            | 94,688             | 98,260             | 119,004            | 119,004            | 130,000            | 9%         |
| 5206 Reimburse for Maintenance                   | (10,619)           | 7,767              | (9,224)            | 0                  | 0                  | 0                  | 0%         |
| 5410 Equip Leases/Maint. Contracts               | 23,124             | 13,200             | 13,075             | 29,652             | 29,652             | 31,250             | 5%         |
| 5415 Garbage/Waste Removal                       | 6,055              | 4,776              | 4,378              | 6,200              | 7,200              | 8,550              | 19%        |
| 5416 Janitorial Services                         | 23,927             | 25,854             | 30,082             | 29,928             | 29,928             | 32,112             | 7%         |
| 5430 Supplies                                    | 987                | 1,820              | 3,748              | 7,752              | 7,752              | 8,136              | 5%         |
| 5440 DOT/Drug Testing/Background                 | 230                | 55                 | 215                | 300                | 300                | 300                | 0%         |
| 5710 Utilities Natural Gas                       | 112,695            | 94,433             | 106,418            | 140,000            | 100,408            | 144,200            | 44%        |
| 5720 Utilities Electric                          | 90,075             | 84,093             | 92,857             | 105,585            | 88,288             | 108,753            | 23%        |
| 5730 Utilities Water/Sewer                       | 13,210             | 15,796             | 15,096             | 14,290             | 14,736             | 15,000             | 2%         |
| 6100 Salaries                                    | 288,217            | 306,226            | 371,786            | 364,284            | 375,869            | 382,797            | 2%         |
| 6110 Payroll Taxes                               | 20,842             | 22,058             | 26,751             | 27,070             | 28,754             | 29,284             | 2%         |
| 6115 Unemployment taxes                          | 3,116              | 2,482              | 3,406              | 3,373              | 4,704              | 4,485              | -5%        |
| 6120 Group Insurance                             | 82,352             | 73,298             | 86,393             | 87,786             | 86,409             | 88,106             | 2%         |
| 6130 Uniforms                                    | 2,699              | 2,878              | 2,912              | 3,588              | 3,588              | 4,450              | 24%        |
| 6160 IMRF  | 21,289             | 9,347              | (33,798)           | 24,030             | 25,334             | 20,403             | -19%       |
| 6340 Dues Subscriptions Permits                  | 0                  | 0                  | 154                | 156                | 156                | 250                | 60%        |
| 6390 Communications                              | 1,395              | 2,082              | 2,898              | 2,820              | 2,820              | 3,100              | 10%        |
| 6770 Insurance                                   | 124,002            | 136,573            | 140,774            | 156,565            | 152,256            | 172,293            | 13%        |
| <b>Total Expense</b>                             | <b>915,273</b>     | <b>897,427</b>     | <b>956,181</b>     | <b>1,122,383</b>   | <b>1,077,158</b>   | <b>1,183,469</b>   | <b>10%</b> |
| <b>Net Income not including</b>                  |                    |                    |                    |                    |                    |                    |            |
| <b>Depreciation or Major Maintenance</b>         | <b>\$1,807,482</b> | <b>\$1,928,733</b> | <b>\$1,963,384</b> | <b>\$1,985,430</b> | <b>\$2,060,275</b> | <b>\$1,977,490</b> | <b>-4%</b> |

## **A400 – Flight Center Building Maintenance**

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

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

### **Budget Summary**

The FY2023 budget for the Flight Center Building Maintenance Department includes \$260,050 in total revenues and \$483,628 in total expenses. The overall budgeted Net Loss of \$223,578 for FY2023 represents a 3% decrease from the previous year, which includes a 22% increase in total revenue and a 13% increase in total expenses.

- Building utilities, including natural gas, electric, and water, represent 34.3% of the total budgeted expenses and are up 18.9% (+\$26K) from the previous year's budget.
- Property Taxes are 24% of the total budgeted expense and are down 2% (\$2.5K) from last year's budget.
- Janitorial Services account for 17.5% of total budgeted expenses and will increase 8% (\$6K) from 2022.

### **Significant Variances**

Non-Airfield Rent/Lease/Maintenance Revenue – Revenue is increasing 22% (+\$47.8K) from last year's budget. In 2022 we saw a robust increase in new rentals and the increased business is anticipated to continue in 2023.

**Department A400 - Flight Center Building**

**Statement of Revenues and Expenses**

|  | ACTUALS            |                    |                    | FORECAST           | ANNUAL PLAN        |                    |            |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|------------|
|  | 2019               | 2020               | 2021               | 2022               | 2022               | 2023               | % Change   |
| 3299 Non Airfield Rent/Lease/Maintenance Revenue | 215,029            | 165,500            | 208,202            | 246,715            | 212,286            | 260,050            | 22%        |
| <b>Total Revenue</b>                             | <b>215,029</b>     | <b>165,500</b>     | <b>208,202</b>     | <b>246,715</b>     | <b>212,286</b>     | <b>260,050</b>     | <b>22%</b> |
| 5205 Maintenance Expense                         | 19,470             | 20,439             | 55,518             | 42,996             | 42,996             | 62,250             | 45%        |
| 5410 Equip Leases/Maint. Contracts               | 25,701             | 17,956             | 456                | 37,248             | 37,248             | 40,200             | 8%         |
| 5415 Garbage/Waste Removal                       | 1,433              | 1,704              | 994                | 1,224              | 1,224              | 1,300              | 6%         |
| 5416 Janitorial Services                         | 58,514             | 61,300             | 62,904             | 73,000             | 75,852             | 82,000             | 8%         |
| 5430 Supplies                                    | 4,915              | 4,321              | 3,769              | 11,004             | 11,004             | 13,000             | 18%        |
| 5710 Utilities Natural Gas                       | 22,778             | 16,097             | 21,148             | 33,408             | 19,453             | 34,410             | 77%        |
| 5720 Utilities Electric                          | 95,278             | 88,059             | 105,985            | 114,213            | 100,456            | 117,640            | 17%        |
| 5730 Utilities Water/Sewer                       | 18,419             | 19,525             | 13,401             | 13,000             | 20,000             | 14,004             | -30%       |
| 6200 Property Tax                                | 104,089            | 105,924            | 109,862            | 110,107            | 115,356            | 112,824            | -2%        |
| 6390 Communications                              | 0                  | 2,388              | 5,392              | 5,404              | 5,304              | 6,000              | 13%        |
| 6527 Outside Services                            | 0                  | 3,500              | 0                  | 0                  | 0                  | 0                  | 0%         |
| <b>Total Expense</b>                             | <b>350,596</b>     | <b>341,213</b>     | <b>379,429</b>     | <b>441,604</b>     | <b>428,893</b>     | <b>483,628</b>     | <b>13%</b> |
| <b>Net Income not including</b>                  |                    |                    |                    |                    |                    |                    |            |
| <b>Depreciation or Major Maintenance</b>         | <b>(\$135,568)</b> | <b>(\$175,714)</b> | <b>(\$171,227)</b> | <b>(\$194,889)</b> | <b>(\$216,607)</b> | <b>(\$223,578)</b> | <b>-3%</b> |

## **A500 – Equipment Maintenance**

The DuPage Airport Equipment Maintenance department is responsible for maintaining all the Airport's equipment used in the Field Maintenance, Building Maintenance, Line Service, and Administration departments. This department employs 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 FY203 budget for the Equipment Maintenance Department is \$494,818, which is a 11% increase from the FY2022 budget.

- Salaries and related costs are the largest portion of the Equipment Maintenance department's budget. Headcount-related items account for 54% of the total FY2023 budget and include salaries, payroll taxes, unemployment taxes, group insurance, and IMRF contributions.
- Maintenance Expense – Costs to maintain equipment and vehicles are 13% of the budget and are expected to increase 5% (\$3K) in FY2023.
- Fuel/Oil Vehicles Equipment – Fuel & Oil costs for equipment are 18% of the budget and are expected to increase 10% (\$8k) in FY2023 due to the rising costs of fuel.

### **Significant Variances**

Salaries and related expenses- Expenses are budgeted to increase \$38K (+16.5%) due to the hiring of a third full-time mechanic.

**Department A500 - Shop & Equipment**  
**Statement of Revenues and Expenses**

|   | ACTUALS            |                    |                    | FORECAST           | ANNUAL PLAN        |                    |             |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|-------------|
|   | 2019               | 2020               | 2021               | 2022               | 2022               | 2023               | % Change    |
| <b>Total Revenue</b>  | <b>0</b>           | <b>0</b>           | <b>0</b>           | <b>0</b>           | <b>0</b>           | <b>0</b>           | <b>0%</b>   |
| 5205 Maintenance Expense  | 56,734             | 37,673             | 61,366             | 65,000             | 65,004             | 68,256             | 5%          |
| 5410 Equip Leases/Maint. Contracts                                    | 328                | 321                | 0                  | 1,800              | 1,836              | 1,320              | -28%        |
| 5420 Fuel/Oil Vehicles Equipment                                      | 62,216             | 38,524             | 70,559             | 88,000             | 80,004             | 87,996             | 10%         |
| 5430 Supplies   | 2,488              | 2,046              | 729                | 3,000              | 3,996              | 3,204              | -20%        |
| 5435 Small Equipment  | 1,048              | 850                | 2,777              | 2,200              | 2,496              | 2,496              | 0%          |
| 5440 DOT/Drug Testing/Background                                      | 55                 | 0                  | 0                  | 0                  | 300                | 300                | 0%          |
| 5710 Utilities Natural Gas  | 10,162             | 10,718             | 13,615             | 25,000             | 15,800             | 25,750             | 63%         |
| 5720 Utilities Electric   | 10,032             | 1,701              | 2,464              | 2,500              | 15,468             | 2,575              | -83%        |
| 5730 Utilities Water/Sewer  | 1,200              | 1,314              | 1,373              | 1,459              | 1,360              | 1,500              | 10%         |
| 6100 Salaries   | 245,823            | 240,179            | 133,312            | 141,387            | 183,020            | 203,547            | 11%         |
| 6110 Payroll Taxes  | 17,833             | 15,778             | 9,603              | 10,420             | 14,001             | 15,571             | 11%         |
| 6115 Unemployment taxes   | 2,608              | 2,238              | 1,315              | 1,313              | 2,776              | 2,715              | -2%         |
| 6120 Group Insurance  | 43,308             | 30,930             | 15,007             | 17,742             | 17,208             | 34,530             | 101%        |
| 6130 Uniforms   | 1,558              | 2,364              | 1,309              | 2,196              | 2,196              | 2,496              | 14%         |
| 6160 IMRF   | 18,889             | 8,894              | (36,810)           | 9,820              | 12,336             | 10,849             | -12%        |
| 6335 Education  | 220                | 0                  | 0                  | 0                  | 0                  | 0                  | 0%          |
| 6350 Office Expense   | 160                | 0                  | 0                  | 0                  | 0                  | 0                  | 0%          |
| 6390 Communications   | 1,220              | 1,300              | 420                | 1,260              | 1,260              | 940                | -25%        |
| 6770 Insurance  | 24,289             | 22,725             | 27,271             | 27,926             | 25,320             | 30,773             | 22%         |
| <b>Total Expense</b>  | <b>500,169</b>     | <b>417,555</b>     | <b>304,311</b>     | <b>401,023</b>     | <b>444,381</b>     | <b>494,818</b>     | <b>11%</b>  |
| <b>Net Income not including<br/>Depreciation or Major Maintenance</b> | <b>(\$500,169)</b> | <b>(\$417,555)</b> | <b>(\$304,311)</b> | <b>(\$401,023)</b> | <b>(\$444,381)</b> | <b>(\$494,818)</b> | <b>-11%</b> |

## **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 FY2023 budget for the Commissioners Department is \$107K, which is less than a 1% decrease from the FY2022 budget.

- Salaries and related costs are the largest portion of the Commissioners department budget. Headcount-related items comprise 91% of the total FY2023 budget and includes salaries and payroll taxes
- Insurance is 6% (\$6.2K) of the total FY2023 operating budget for the Commissioners department. This line includes Crime and D&O insurance.
- The remaining 3% (\$3.5K) of the FY2023 budget is miscellaneous costs for Board meetings and communications.

### **Significant Variances**

The total FY2023 budget is relatively unchanged from the prior year.

**Department A600 - Commissioners**  
**Statement of Revenues and Expenses**

|   | ACTUALS            |                    |                    | FORECAST           | ANNUAL PLAN        |                    |            |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|------------|
|   | 2019               | 2020               | 2021               | 2022               | 2022               | 2023               | % Change   |
| <b>Total Revenue</b>  | <b>0</b>           | <b>0</b>           | <b>0</b>           | <b>0</b>           | <b>0</b>           | <b>0</b>           | <b>0%</b>  |
| 5430 Supplies   | 332                | 0                  | 129                | 1,000              | 504                | 996                | 98%        |
| 6100 Salaries   | 90,000             | 90,000             | 90,000             | 90,000             | 90,000             | 90,000             | 0%         |
| 6110 Payroll Taxes  | 6,885              | 6,885              | 6,927              | 6,888              | 6,888              | 6,888              | 0%         |
| 6350 Office Expense   | 4,684              | 2,930              | 4,291              | 2,500              | 3,996              | 2,496              | -38%       |
| 6390 Communications   | 71                 | 907                | 41                 | 0                  | 504                | 0                  | -100%      |
| 6770 Insurance  | 4,146              | 3,967              | 5,572              | 5,700              | 5,844              | 6,218              | 6%         |
| <b>Total Expense</b>  | <b>106,117</b>     | <b>104,688</b>     | <b>106,959</b>     | <b>106,088</b>     | <b>107,736</b>     | <b>106,598</b>     | <b>-1%</b> |
| <b>Net Income not including<br/>Depreciation or Major Maintenance</b> | <b>(\$106,117)</b> | <b>(\$104,688)</b> | <b>(\$106,959)</b> | <b>(\$106,088)</b> | <b>(\$107,736)</b> | <b>(\$106,598)</b> | <b>1%</b>  |



## **A700 – Business Development**

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

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

### **Budget Summary**

The total FY2023 budget for Business Development is \$96K, which is no change from the FY2022 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 FY2023 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 FY2023 budget and include newspaper/magazine subscriptions and chamber of commerce memberships.

### **Significant Variances**

The total FY2023 budget is unchanged from the prior year.

**Department A700 - Business Development/Marketing**

**Statement of Revenues and Expenses**

|   | ACTUALS           |                   |                   | FORECAST          | ANNUAL PLAN       |                   |           |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-----------|
|   | 2019              | 2020              | 2021              | 2022              | 2022              | 2023              | % Change  |
| <b>Total Revenue</b>  | <b>0</b>          | <b>0</b>          | <b>0</b>          | <b>0</b>          | <b>0</b>          | <b>0</b>          | <b>0%</b> |
| 6300 Marketing/Advertising  | 60,820            | 67,450            | 54,312            | 75,850            | 75,850            | 75,850            | 0%        |
| 6320 Community/Customer Relations                                     | 7,906             | 0                 | 1,185             | 17,500            | 17,500            | 17,500            | 0%        |
| 6340 Dues Subscriptions Permits                                       | 3,321             | 4,007             | 2,415             | 2,500             | 2,500             | 2,500             | 0%        |
| 6350 Office Expense   | 677               | 195               | 0                 | 0                 | 0                 | 0                 | 0%        |
| <b>Total Expense</b>  | <b>72,724</b>     | <b>71,652</b>     | <b>57,912</b>     | <b>95,850</b>     | <b>95,850</b>     | <b>95,850</b>     | <b>0%</b> |
| <b>Net Income not including<br/>Depreciation or Major Maintenance</b> | <b>(\$72,724)</b> | <b>(\$71,652)</b> | <b>(\$57,912)</b> | <b>(\$95,850)</b> | <b>(\$95,850)</b> | <b>(\$95,850)</b> | <b>0%</b> |

## **A800 – Finance & Accounting**

The DuPage Airport Finance & Accounting Department employs two senior accountants. In conjunction with support staff from other departments, the Airport Accounting Department coordinates and facilitates the accounting functions for three business operations and DuPage Business Center

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 administrating multiple accounting and document management software applications across all operations at the airport and golf club.

### **Budget Summary**

The total FY2023 budget for the Finance & Accounting Department is \$278K, which is an 10% (-\$31.7K) decrease from the FY2022 budget.

- Salaries and related costs are the largest portion of the Finance & Accounting department's budget. Headcount-related items comprise 80% of the total FY2023 budget and include salaries, payroll taxes, unemployment taxes, group insurance, and IMRF contributions.
- Outside Services is 18% (\$50K) of the total FY2023 operating budget for Finance & Accounting. This line includes costs for the annual audit, miscellaneous consulting services throughout the year from our accounting firm and our accounting software support company, and costs associated with developing and submitting the ACFR and Budget to the GFOA.
- The remaining 2% (\$4.6K) of the FY2023 budget includes monthly insurance premiums, education, and supplies.

### **Significant Variances**

Salaries and related expenses – Expenses is budgeted to decrease 18% (-\$41K) due to reduction in the enrollment of group insurance.

Outside Services – Expenses are budgeted to increase 25% (\$10K) in FY2023 due to one-time system improvement costs budgeted in 2023.

**Department A800 - Accounting**  
**Statement of Revenues and Expenses**

|   | ACTUALS            |                    |                    | FORECAST           | ANNUAL PLAN        |                    |             |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|-------------|
|   | 2019               | 2020               | 2021               | 2022               | 2022               | 2023               | % Change    |
| <b>Total Revenue</b>  | <b>0</b>           | <b>0</b>           | <b>0</b>           | <b>0</b>           | <b>0</b>           | <b>0</b>           | <b>0%</b>   |
| 5430 Supplies   | 703                | 239                | 720                | 500                | 1,200              | 504                | -58%        |
| 6100 Salaries   | 229,949            | 206,348            | 185,926            | 180,704            | 207,298            | 189,049            | -9%         |
| 6110 Payroll Taxes  | 16,326             | 15,097             | 13,932             | 13,771             | 15,858             | 14,462             | -9%         |
| 6115 Unemployment taxes   | 2,245              | 1,709              | 1,550              | 1,406              | 2,310              | 1,815              | -21%        |
| 6120 Group Insurance  | 48,986             | 42,840             | 22,880             | 6,799              | 25,638             | 8,114              | -68%        |
| 6160 IMRF   | 16,900             | 7,079              | (30,777)           | 12,097             | 13,487             | 10,076             | -25%        |
| 6335 Education  | 0                  | 0                  | 420                | 500                | 1,500              | 1,500              | 0%          |
| 6350 Office Expense   | 0                  | 252                | 237                | 200                | 396                | 252                | -36%        |
| 6527 Outside Services   | 36,865             | 32,430             | 37,938             | 38,000             | 39,996             | 50,000             | 25%         |
| 6770 Insurance  | 1,683              | 1,582              | 2,107              | 2,150              | 2,088              | 2,340              | 12%         |
| <b>Total Expense</b>  | <b>353,657</b>     | <b>307,576</b>     | <b>234,932</b>     | <b>256,127</b>     | <b>309,771</b>     | <b>278,112</b>     | <b>-10%</b> |
| <b>Net Income not including<br/>Depreciation or Major Maintenance</b> | <b>(\$353,657)</b> | <b>(\$307,576)</b> | <b>(\$234,932)</b> | <b>(\$256,127)</b> | <b>(\$309,771)</b> | <b>(\$278,112)</b> | <b>10%</b>  |

*CHICAGO LAND'S*

*DUPAGE FLIGHT CENTER* 

## **F100 – DuPage Flight Center**

The DuPage Flight Center is a 24/7/365 operation that provides aircraft and customer support products and services to both based and transient customers of DuPage Airport. These based and transient customer operations vary from student and recreational pilots to international corporate and private flight departments flying worldwide to and from DuPage Airport. This department has a total budgeted headcount of 22 including (1) General Manager, (15) line staff, (5) 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 FY2023 budget for the Flight Center includes \$17.6M in total revenues and \$13.7M in total expenses for a Net Income of \$3.9M, which is a 2% increase from the FY2022 budget.

- Fuel and Oil Sales is the largest revenue line within the Flight Center budget at \$17M and accounts for 97% 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 \$460K 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 \$11M and accounts for 81% of the expenses for this department.
- Salaries and related costs are the second-largest expense at \$1.6M and 12% of total expenses.

### **Significant Variances**

Fuel and Oil Sales - Revenue in FY2022 is budgeted at a 47% (\$5.5M) increase due to business has continued to bounce back post COVID pandemic. Fuel and Oil Cost of Sales is budgeted with an 87% increase from FY2022 as the budgeted volume of fuel sales as increased, it directly leads to a higher volume of fuel purchasing.

Credit Card Expense – Fees associated with accepting credit card payments is budgeted to increase 57% (+\$86.5K) in 2023 in tandem with increased fuel sales.

Salaries-Compensation is budgeted to increase \$148K. This is due to compensation adjustments in 2022, one additional headcount in 2023, reaching full staffing levels in 2023, and annual COL and merit increases plan for 2023 of 5%.

## Department F100 - Flight Center Operations

### Statement of Revenues and Expenses

|  | ACTUALS            |                    |                    | FORECAST           | ANNUAL PLAN        |                    |            |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|------------|
|  | 2019               | 2020               | 2021               | 2022               | 2022               | 2023               | % Change   |
| 3180 Hangar Rentals                          | 461,017            | 486,310            | 456,307            | 480,000            | 430,000            | 460,000            | 7%         |
| 3191 Ramp Tie Downs & Overnight fees         | 28,278             | 18,891             | 36,762             | 24,000             | 24,000             | 32,000             | 33%        |
| 3200 Fuel and Oil Sales                      | 10,834,624         | 7,857,814          | 12,836,307         | 17,446,793         | 11,601,368         | 17,095,831         | 47%        |
| 3201 Volume Rebate                           | 0                  | 0                  | 0                  | (39,350)           | 0                  | (52,000)           | 0%         |
| 3210 Line Service Other                      | 101,723            | 59,893             | 90,369             | 105,000            | 69,996             | 90,000             | 29%        |
| 3215 Aircraft Catering                       | 6,974              | 6,788              | 6,596              | 9,504              | 9,504              | 6,500              | -32%       |
| 3299 Non Airfield Rent/Lease/Maintenance Rev | 6,998              | 5,071              | 5,614              | 5,961              | 5,961              | 5,904              | -1%        |
| <b>Total Revenue</b>                         | <b>11,439,614</b>  | <b>8,434,766</b>   | <b>13,431,956</b>  | <b>18,031,908</b>  | <b>12,140,829</b>  | <b>17,638,235</b>  | <b>45%</b> |
| 4200 Fuel and Oil Cost of Sales              | 5,755,884          | 3,409,532          | 6,472,428          | 10,836,067         | 5,910,691          | 11,067,783         | 87%        |
| 4220 De ice Cost of Goods                    | 23,067             | 25,515             | 18,618             | 34,000             | 34,000             | 34,000             | 0%         |
| 4300 Credit Card Expense                     | 147,740            | 98,921             | 176,551            | 244,255            | 152,812            | 239,342            | 57%        |
| 4305 Rent Expense                            | 48,000             | 48,000             | 48,000             | 48,000             | 48,000             | 48,000             | 0%         |
| 4315 Food COGS                               | 77,750             | 77,233             | 81,057             | 84,600             | 84,600             | 87,000             | 3%         |
| 5205 Maintenance Expense                     | 21,814             | 28,501             | 26,168             | 37,000             | 37,000             | 36,580             | -1%        |
| 5420 Fuel/Oil Vehicles Equipment             | 10,042             | 7,390              | 6,644              | 12,362             | 11,004             | 24,000             | 118%       |
| 5430 Supplies                                | 34,514             | 36,546             | 35,965             | 42,000             | 35,880             | 44,120             | 23%        |
| 5436 Rental Equipment                        | 139,843            | 137,638            | 136,504            | 136,248            | 136,248            | 136,416            | 0%         |
| 5440 DOT/Drug Testing/Background             | 348                | 715                | 428                | 800                | 600                | 800                | 33%        |
| 5720 Utilities Electric                      | 2,121              | 1,870              | 2,486              | 3,500              | 2,400              | 3,605              | 50%        |
| 5999 Miscellaneous Expense                   | (0)                | (62)               | 0                  | 0                  | 0                  | 0                  | 0%         |
| 6100 Salaries                                | 1,030,857          | 1,043,853          | 1,024,597          | 1,078,425          | 1,101,519          | 1,222,670          | 11%        |
| 6110 Payroll Taxes                           | 74,897             | 75,815             | 74,326             | 80,581             | 84,266             | 93,534             | 11%        |
| 6115 Unemployment taxes                      | 16,686             | 12,467             | 14,068             | 14,500             | 18,746             | 21,229             | 13%        |
| 6120 Group Insurance                         | 209,118            | 184,699            | 204,970            | 198,000            | 220,224            | 244,301            | 11%        |
| 6130 Uniforms                                | 13,904             | 4,173              | 6,890              | 15,020             | 15,020             | 17,500             | 17%        |
| 6160 IMRF                                    | 76,965             | 35,900             | (118,063)          | 72,314             | 74,242             | 65,168             | -12%       |
| 6300 Marketing/Advertising                   | 36,811             | 46,141             | 29,467             | 51,260             | 51,260             | 52,250             | 2%         |
| 6330 Travel                                  | 8,859              | 1,571              | 2,744              | 12,400             | 12,400             | 12,600             | 2%         |
| 6335 Education                               | 1,503              | 2,830              | 1,091              | 7,181              | 7,181              | 7,200              | 0%         |
| 6340 Dues Subscriptions Permits              | 3,609              | 3,814              | 3,959              | 3,900              | 3,900              | 4,100              | 5%         |
| 6350 Office Expense                          | 12,105             | 10,013             | 14,290             | 20,772             | 20,772             | 23,592             | 14%        |
| 6356 Computer and Software                   | 12,225             | 18,960             | 17,235             | 17,975             | 17,975             | 18,515             | 3%         |
| 6390 Communications                          | 19,836             | 12,223             | 8,662              | 10,439             | 6,696              | 6,696              | 0%         |
| 6525 Consulting Services                     | 4,000              | 6,000              | 0                  | 0                  | 0                  | 0                  | 0%         |
| 6527 Outside Services                        | 20,670             | 21,731             | 20,117             | 20,724             | 20,724             | 21,840             | 5%         |
| 6770 Insurance                               | 99,513             | 100,769            | 112,891            | 127,000            | 115,212            | 125,216            | 9%         |
| <b>Total Expense</b>                         | <b>7,902,681</b>   | <b>5,452,756</b>   | <b>8,422,091</b>   | <b>13,209,323</b>  | <b>8,223,372</b>   | <b>13,658,057</b>  | <b>66%</b> |
| <b>Net Income not including</b>              |                    |                    |                    |                    |                    |                    |            |
| <b>Depreciation or Major Maintenance</b>     | <b>\$3,536,933</b> | <b>\$2,982,010</b> | <b>\$5,009,865</b> | <b>\$4,822,585</b> | <b>\$3,917,457</b> | <b>\$3,980,178</b> | <b>2%</b>  |





## **P100 - Golf Administration**

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

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

### **Budget Summary**

The total FY2023 budget for the Golf Administration Department is \$652K, which is a 11% increase from the FY2022 budget.

- Salaries and related costs are the largest portion of the Golf Administration department's budget and comprise 30% (\$192K) of the total FY2023 operating budget for the Golf Administration. Headcount-related items include salaries, payroll taxes, unemployment taxes, group insurance and IMRF contributions.
- Insurance is 13.7% (\$90K) of the total FY2023 budget. Insurance includes auto, commercial, liability, and workers compensation.
- Credit Card expense is 10.4% (\$67k) of the total FY2023 budget.
- Property Taxes of the Golf Administration department's budget and makes up 9.1% (\$58.8K) of the total FY2023 budget. This includes all property taxes related to the clubhouse and land at Prairie Landing Golf Club.

### **Significant Variances**

Group Insurance – FY2023 budget includes a 4940% (\$16.9K) increase due to an employee adding insurance coverage.

Dues Subscriptions Permits – FY2022 budget includes a 107% (\$10.3K) increase due to monthly subscription costs for a new POS placed in service during 2022.

Utilities – Utilities are budgeted to increase 27.5% (\$15K) in 2023. The increase is due to rising costs in 2022 and expected to continue for 2023 for utility services.

**Department P100 - Golf Administration**

**Statement of Revenues and Expenses**

|  | ACTUALS            |                    |                    | FORECAST           | ANNUAL PLAN        |                    |             |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|-------------|
|  | 2019               | 2020               | 2021               | 2022               | 2022               | 2023               | % Change    |
| 3981 Gain on Sale of Fixed Assets        | 0                  | 13,926             | 525                | 250                | 0                  | 0                  | 0%          |
| 3990 Misc. Income                        | 15,672             | 2,209              | 4,024              | 3,326              | 2,500              | 2,500              | 0%          |
| <b>Total Revenue</b>                     | <b>15,672</b>      | <b>16,135</b>      | <b>4,549</b>       | <b>3,576</b>       | <b>2,500</b>       | <b>2,500</b>       | <b>0%</b>   |
| 4300 Credit Card Expense                 | 47,655             | 56,731             | 68,421             | 67,000             | 67,000             | 67,000             | 0%          |
| 4400 Assn Outing Customer Comps.         | 2,590              | 1,840              | 1,394              | 3,000              | 3,000              | 3,000              | 0%          |
| 5205 Maintenance Expense                 | 22,292             | 24,330             | 21,162             | 25,000             | 25,000             | 25,000             | 0%          |
| 5415 Garbage/Waste Removal               | 1,875              | 2,220              | 2,544              | 2,220              | 2,220              | 1,500              | -32%        |
| 5430 Supplies                            | 3,499              | 6,330              | 8,668              | 7,500              | 6,000              | 7,500              | 25%         |
| 5437 Rental Towel Linen etc              | 0                  | 352                | 610                | 750                | 600                | 750                | 25%         |
| 5440 DOT/Drug Testing/Background         | 2,108              | 3,110              | 2,650              | 3,000              | 3,000              | 3,000              | 0%          |
| 5710 Utilities Natural Gas               | 8,138              | 7,000              | 11,055             | 14,000             | 9,300              | 16,000             | 72%         |
| 5720 Utilities Electric                  | 33,779             | 31,213             | 44,299             | 45,000             | 41,000             | 49,350             | 20%         |
| 5730 Utilities Water/Sewer               | 3,851              | 4,704              | 4,284              | 4,300              | 4,300              | 4,300              | 0%          |
| 5999 Miscellaneous Expense               | (17)               | 234                | 73                 | 0                  | 0                  | 0                  | 0%          |
| 6100 Salaries                            | 81,933             | 43,924             | 163,557            | 160,858            | 144,111            | 153,186            | 6%          |
| 6110 Payroll Taxes                       | 5,835              | 3,353              | 13,358             | 13,009             | 11,025             | 11,719             | 6%          |
| 6115 Unemployment taxes                  | 748                | 1,173              | 1,256              | 1,800              | 1,848              | 1,849              | 0%          |
| 6120 Group Insurance                     | 24,644             | 4,123              | 264                | 12,896             | 343                | 17,286             | 4940%       |
| 6160 IMRF                                | 6,284              | 782                | (24,541)           | 11,009             | 9,714              | 8,164              | -16%        |
| 6200 Property Tax                        | 33,367             | 81,386             | (16,844)           | 39,000             | 60,000             | 58,800             | -2%         |
| 6300 Marketing/Advertising               | 56,608             | 64,433             | 56,950             | 37,000             | 42,000             | 40,000             | -5%         |
| 6320 Community/Customer Relations        | 457                | 0                  | 0                  | 0                  | 0                  | 0                  | 0%          |
| 6340 Dues Subscriptions Permits          | 9,408              | 4,567              | 12,363             | 19,100             | 9,680              | 20,000             | 107%        |
| 6350 Office Expense                      | 3,674              | 5,408              | 4,287              | 6,292              | 3,000              | 5,000              | 67%         |
| 6356 Computer and Software               | 5,320              | 14,387             | 10,161             | 26,046             | 10,200             | 7,004              | -31%        |
| 6390 Communications                      | 11,094             | 13,175             | 19,417             | 16,320             | 16,320             | 19,200             | 18%         |
| 6527 Outside Services                    | 24,932             | 32,593             | 30,139             | 28,500             | 28,500             | 29,496             | 3%          |
| 6535 Legal                               | 19,103             | 24,848             | 13,822             | 15,000             | 15,000             | 15,000             | 0%          |
| 6770 Insurance                           | 60,783             | 64,788             | 72,040             | 82,250             | 73,800             | 89,896             | 22%         |
| <b>Total Expense</b>                     | <b>469,961</b>     | <b>497,004</b>     | <b>521,388</b>     | <b>640,850</b>     | <b>586,961</b>     | <b>654,000</b>     | <b>11%</b>  |
| <b>Net Income not including</b>          |                    |                    |                    |                    |                    |                    |             |
| <b>Depreciation or Major Maintenance</b> | <b>(\$454,290)</b> | <b>(\$480,870)</b> | <b>(\$516,839)</b> | <b>(\$637,274)</b> | <b>(\$584,461)</b> | <b>(\$651,500)</b> | <b>-11%</b> |

## **P200 - Golf Maintenance**

The PLGC Maintenance Department is comprised of (5) full-time staff positions (Course Superintendent, Spray Tech, 2 Foreman and Mechanic), (9) full-time seasonal employees, and (3) positions classified as temporary summer help. The department's main objective is to provide championship-caliber golf course conditioning 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 FY2023 budget for Golf Maintenance is \$832K, which is a 2% decrease from the FY2022 budget.

- Salaries and related costs are the largest portion of the Golf Maintenance budget. Headcount expenses are 73.7% (\$613.6K) of the total FY2023 budget and include salaries, payroll taxes, unemployment taxes, group insurance, and IMRF contributions.
- Fertilizer/Pesticides is 6% (\$90K) of the total FY2023 operating budget for Golf Maintenance. This line includes fertilizers and plant protectants used throughout the year on the golf course.
- The remaining 20.3% (\$128.8K) of expenses of the FY2023 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**

Utilities – Utilities are budgeted to increase 58% (\$8K) in 2023. The increase is due to rising costs in 2022 and expected to continue for 2023 for utility services.

**Department P200 - Golf Maintenance**

**Statement of Revenues and Expenses**

|  | ACTUALS            |                    |                    | FORECAST           | ANNUAL PLAN        |                    |            |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|------------|
|  | 2019               | 2020               | 2021               | 2022               | 2022               | 2023               | % Change   |
| <b>Total Revenue</b>                     | <b>0</b>           | <b>0</b>           | <b>0</b>           | <b>0</b>           | <b>0</b>           | <b>0</b>           | <b>0%</b>  |
| 5205 Maintenance Expense                 | 31,996             | 33,228             | 27,948             | 31,000             | 31,000             | 28,000             | -10%       |
| 5415 Garbage/Waste Removal               | 1,375              | 1,404              | 1,403              | 1,440              | 1,440              | 816                | -43%       |
| 5420 Fuel/Oil Vehicles Equipment         | 14,548             | 9,238              | 15,369             | 20,000             | 14,500             | 17,500             | 21%        |
| 5430 Supplies                            | 6,906              | 3,400              | 6,383              | 5,500              | 5,500              | 5,500              | 0%         |
| 5431 Top Dressing / Bunker Sands         | 7,792              | 5,684              | 1,015              | 7,000              | 8,000              | 8,000              | 0%         |
| 5432 Landscape Supplies                  | 2,473              | 1,014              | 10,701             | 5,000              | 5,000              | 5,000              | 0%         |
| 5434 Fertilizer/Pesticides               | 77,251             | 89,844             | 90,108             | 85,000             | 85,000             | 90,000             | 6%         |
| 5436 Rental Equipment                    | 2,987              | 2,273              | 1,894              | 3,500              | 3,500              | 3,500              | 0%         |
| 5710 Utilities Natural Gas               | 2,996              | 2,371              | 2,662              | 3,970              | 2,670              | 4,089              | 53%        |
| 5720 Utilities Electric                  | 8,523              | 11,243             | 12,940             | 11,800             | 7,711              | 14,500             | 88%        |
| 5730 Utilities Water/Sewer               | 3,622              | 3,928              | 3,719              | 3,770              | 3,770              | 3,800              | 1%         |
| 6100 Salaries                            | 447,730            | 471,350            | 491,154            | 495,735            | 542,335            | 521,417            | -4%        |
| 6110 Payroll Taxes                       | 33,768             | 36,147             | 37,689             | 37,411             | 41,489             | 39,888             | -4%        |
| 6115 Unemployment taxes                  | 11,633             | 8,765              | 9,363              | 11,400             | 15,020             | 12,229             | -19%       |
| 6120 Group Insurance                     | 40,443             | 40,046             | 40,198             | 42,085             | 44,292             | 40,085             | -9%        |
| 6130 Uniforms                            | 1,872              | 789                | 329                | 2,000              | 2,000              | 2,500              | 25%        |
| 6160 IMRF                                | 29,562             | 6,933              | (56,059)           | 28,761             | 30,741             | 24,181             | -21%       |
| 6340 Dues Subscriptions Permits          | 705                | 705                | 960                | 800                | 800                | 3,800              | 375%       |
| 6390 Communications                      | 6,047              | 6,094              | 4,369              | 5,220              | 5,220              | 5,220              | 0%         |
| 6525 Consulting Services                 | 0                  | 0                  | 1,217              | 0                  | 0                  | 0                  | 0%         |
| 6527 Outside Services                    | 2,921              | 2,629              | 0                  | 2,000              | 3,500              | 2,500              | -29%       |
| <b>Total Expense</b>                     | <b>735,150</b>     | <b>737,084</b>     | <b>703,360</b>     | <b>803,392</b>     | <b>853,488</b>     | <b>832,525</b>     | <b>-2%</b> |
| <b>Net Income not including</b>          |                    |                    |                    |                    |                    |                    |            |
| <b>Depreciation or Major Maintenance</b> | <b>(\$735,150)</b> | <b>(\$737,084)</b> | <b>(\$703,360)</b> | <b>(\$803,392)</b> | <b>(\$853,488)</b> | <b>(\$832,525)</b> | <b>2%</b>  |

## **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 employee, (5) part-time employees, and (22) seasonal employees. The full-time and part-time employees include the golf operations manager, pro shop assistant, 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 managing 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 FY2023 budget for the Golf Operations Department includes total revenues of \$1.56M and total expenses of \$400K. The overall budgeted Net Income of \$1.160M for FY2023 is 6% lower than the FY2022 budget.

- Greens Fees & Golf Cart Rentals are the largest portion of revenue for the Golf Operations' budget. These items comprise 61.6% (\$960K) of the total FY2023 revenue. We are anticipating a total of 25,000 rounds of golf in FY2023.
- Memberships and Practice Center account for 30.5% (\$475K) of total revenues. We are anticipating 200 total memberships in FY2023.
- Salaries and related costs are the largest expense portion of the Golf Operations' budget. Headcount-related items comprise 62.8% (\$251K) of the total FY2023 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 decrease 7% (\$75K) in FY2023. This is due to the anticipated decrease in the number of rounds to be played in 2023 vs. last year.

Maintenance Expense- Expense is expected to increase 368% (\$33.1K) due to GPS replacement on the golf carts in 2023.

**Department P300 - Golf Operations**  
**Statement of Revenues and Expenses**

|  | ACTUALS            |                    |                    | FORECAST           | ANNUAL PLAN        |                    |            |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|------------|
|  | 2019               | 2020               | 2021               | 2022               | 2022               | 2023               | % Change   |
| 3300 Greens Fees                         | 579,196            | 770,100            | 714,462            | 640,000            | 680,000            | 640,000            | -6%        |
| 3310 Golf Cart Rentals                   | 340,711            | 296,483            | 321,533            | 280,000            | 355,000            | 320,000            | -10%       |
| 3320 Memberships                         | 176,853            | 186,857            | 374,757            | 408,389            | 340,000            | 380,000            | 12%        |
| 3330 Club Rentals                        | 5,175              | 633                | 2,278              | 2,000              | 1,500              | 2,000              | 33%        |
| 3340 Golf Academy                        | 7,275              | 5,751              | 5,000              | 5,000              | 5,000              | 5,000              | 0%         |
| 3350 Practice Center                     | 147,769            | 129,780            | 100,809            | 90,000             | 95,000             | 95,000             | 0%         |
| 3380 Golf Merchandise Sales              | 99,052             | 81,897             | 108,669            | 110,000            | 105,000            | 115,000            | 10%        |
| 3385 Hole 'N One Contest                 | 4,055              | 2,601              | 3,444              | 5,000              | 3,500              | 5,000              | 43%        |
| 3390 Awards Expense                      | (1,678)            | 0                  | 0                  | 0                  | 0                  | 0                  | 0%         |
| 3395 Discount Expense                    | (29)               | (67)               | 0                  | 0                  | 0                  | 0                  | 0%         |
| 3396 Discount Expense Golf Moose         | (6,397)            | (4,485)            | (4,732)            | (3,000)            | (3,000)            | (3,000)            | 0%         |
| 3398 Discount Expense Member Incentives  | 0                  | (22,823)           | 0                  | 0                  | 0                  | 0                  | 0%         |
| <b>Total Revenue</b>                     | <b>1,351,980</b>   | <b>1,446,727</b>   | <b>1,626,221</b>   | <b>1,537,389</b>   | <b>1,582,000</b>   | <b>1,559,000</b>   | <b>-1%</b> |
| 4330 Merchandise COGS                    | 71,787             | 55,440             | 73,910             | 79,500             | 71,400             | 80,500             | 13%        |
| 5205 Maintenance Expense                 | 1,385              | 4,109              | 10,400             | 32,000             | 9,000              | 42,100             | 368%       |
| 5430 Supplies                            | 10,234             | 9,583              | 13,933             | 14,000             | 14,000             | 15,000             | 7%         |
| 6100 Salaries                            | 196,690            | 248,369            | 219,318            | 215,112            | 210,830            | 220,820            | 5%         |
| 6110 Payroll Taxes                       | 15,015             | 19,318             | 17,442             | 16,565             | 16,126             | 16,893             | 5%         |
| 6115 Unemployment taxes                  | 8,494              | 7,616              | 7,793              | 9,000              | 11,383             | 9,092              | -20%       |
| 6120 Group Insurance                     | 5,328              | 112                | 159                | 170                | 132                | 129                | -2%        |
| 6130 Uniforms                            | 2,319              | 3,293              | 2,644              | 3,500              | 3,500              | 3,500              | 0%         |
| 6160 IMRF                                | 7,897              | 2,063              | (10,585)           | 5,321              | 4,826              | 4,272              | -11%       |
| 6527 Outside Services                    | 5,766              | 5,385              | 4,535              | 7,500              | 6,000              | 7,500              | 25%        |
| <b>Total Expense</b>                     | <b>324,915</b>     | <b>355,288</b>     | <b>339,550</b>     | <b>382,668</b>     | <b>347,197</b>     | <b>399,806</b>     | <b>15%</b> |
| <b>Net Income not including</b>          |                    |                    |                    |                    |                    |                    |            |
| <b>Depreciation or Major Maintenance</b> | <b>\$1,027,065</b> | <b>\$1,091,438</b> | <b>\$1,286,671</b> | <b>\$1,154,721</b> | <b>\$1,234,803</b> | <b>\$1,159,194</b> | <b>-6%</b> |

## **P400-P800 – Consolidated Food & Beverage**

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

**PLGC F&B Operations (P400-P800)**

**Statement of Revenues and Expenses**

|  | ACTUALS          |                 |                  | FORECAST         | ANNUAL PLAN      |                  |            |
|--|------------------|-----------------|------------------|------------------|------------------|------------------|------------|
|  | 2019             | 2020            | 2021             | 2022             | 2022             | 2023             | % Change   |
| 3300 Greens Fees                         | 80,104           | 72,129          | 174,905          | 209,500          | 132,471          | 216,070          | 63%        |
| 3310 Golf Cart Rentals                   | 28,512           | 23,717          | 67,125           | 73,500           | 51,056           | 73,780           | 45%        |
| 3600 Food Sales                          | 470,907          | 176,275         | 498,362          | 583,500          | 562,714          | 569,090          | 1%         |
| 3610 Beverage Sales                      | 211,562          | 237,654         | 306,355          | 281,000          | 316,459          | 312,250          | -1%        |
| 3620 Banquet Rental Income               | 45,888           | 19,078          | 57,486           | 48,300           | 30,000           | 34,010           | 13%        |
| <b>Total Revenue</b>                     | <b>836,973</b>   | <b>528,852</b>  | <b>1,104,233</b> | <b>1,195,800</b> | <b>1,092,700</b> | <b>1,205,200</b> | <b>10%</b> |
| 4315 Food COGS                           | 110,117          | 65,440          | 145,851          | 176,079          | 168,816          | 170,727          | 1%         |
| 4320 Beverage COGS                       | 66,783           | 59,552          | 95,369           | 94,900           | 98,103           | 89,772           | -8%        |
| 5205 Maintenance Expense                 | 4,613            | 4,058           | 10,531           | 9,439            | 8,996            | 8,500            | -6%        |
| 5430 Supplies                            | 14,751           | 13,798          | 27,941           | 35,470           | 19,996           | 35,000           | 75%        |
| 5435 Small Equipment                     | 5,308            | 3,923           | 5,638            | 7,900            | 7,000            | 6,000            | -14%       |
| 5436 Rental Equipment                    | 25,300           | 13,612          | 76,806           | 45,800           | 31,500           | 51,500           | 63%        |
| 5437 Rental Towel Linen etc              | 16,150           | 6,187           | 16,071           | 18,000           | 15,000           | 18,000           | 20%        |
| 6100 Salaries                            | 238,148          | 261,954         | 261,867          | 345,698          | 332,997          | 347,540          | 4%         |
| 6110 Payroll Taxes                       | 22,874           | 23,798          | 28,966           | 29,591           | 25,475           | 26,584           | 4%         |
| 6115 Unemployment taxes                  | 9,833            | 8,649           | 11,125           | 14,244           | 12,997           | 9,907            | -24%       |
| 6120 Group Insurance                     | 24,088           | 18,064          | 20,252           | 29,043           | 42,417           | 30,533           | -28%       |
| 6130 Uniforms                            | 2,892            | 2,522           | 1,442            | 3,500            | 3,500            | 3,500            | 0%         |
| 6160 IMRF                                | 12,917           | 3,399           | (33,441)         | 18,452           | 14,121           | 14,273           | 1%         |
| <b>Total Expense</b>                     | <b>553,775</b>   | <b>484,957</b>  | <b>668,419</b>   | <b>828,116</b>   | <b>780,918</b>   | <b>811,836</b>   | <b>4%</b>  |
| <b>Net Income not including</b>          |                  |                 |                  |                  |                  |                  |            |
| <b>Depreciation or Major Maintenance</b> | <b>\$283,198</b> | <b>\$43,896</b> | <b>\$435,814</b> | <b>\$367,684</b> | <b>\$311,782</b> | <b>\$393,364</b> | <b>26%</b> |



## **P400 – Food & Beverage (a la carte)**

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

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

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

### **Budget Summary**

The FY2023 budget for the a la carte Food & Beverage Department includes \$400K in total revenues and \$254K of total expenses. The overall budgeted Net Income of \$145K is a 33% improvement from the FY2022 budget

- Salaries and related costs are the largest expense in the Food & Beverage Department's budget. Headcount-related expenses comprise 48% of the total FY2023 budget related to expenses. This includes salaries, payroll taxes, unemployment taxes, group insurance and IMRF contributions.
- Food & Beverage Cost of Goods Sold is 45.8% (\$116.5K) of the total expenses budgeted in FY2023. These line items include the cost of food and beverages related to the grillroom, bar, halfway cafe, and beverage carts. Food COGS is 30% of food sales and Beverage COGS is 29% of beverage sales.
- The remaining 6.2% (\$7.5K) of the FY2023 budgeted expenses includes maintenance to kitchen related items, supplies, purchase of small equipment and staff uniforms.

### **Significant Variances**

Food & Beverage Sales - The FY2023 budget includes an 10% (\$35K) increase over last year's budget as we anticipate a higher volume of sales as the impact of COVID continues to decrease.

Group Insurance –Group Insurance is budgeted to decrease 40% (\$5.4K) due to change in employee elections.

**Department P400 - Golf Food and Beverage**

**Statement of Revenues and Expenses**

|   | ACTUALS           |                   |                  | FORECAST         | ANNUAL PLAN      |                  |            |
|---|-------------------|-------------------|------------------|------------------|------------------|------------------|------------|
|   | 2019              | 2020              | 2021             | 2022             | 2022             | 2023             | % Change   |
| 3600 Food Sales   | 57,171            | 62,642            | 108,452          | 120,000          | 100,000          | 120,000          | 20%        |
| 3610 Beverage Sales   | 174,663           | 232,724           | 291,890          | 265,000          | 265,000          | 280,000          | 6%         |
| <b>Total Revenue</b>  | <b>231,834</b>    | <b>295,366</b>    | <b>400,342</b>   | <b>385,000</b>   | <b>365,000</b>   | <b>400,000</b>   | <b>10%</b> |
| 4315 Food COGS  | 13,369            | 23,255            | 32,217           | 36,000           | 30,000           | 36,000           | 20%        |
| 4320 Beverage COGS  | 58,571            | 58,642            | 95,115           | 89,000           | 82,150           | 80,500           | -2%        |
| 5205 Maintenance Expense  | 4,613             | 4,058             | 956              | 2,000            | 2,000            | 2,000            | 0%         |
| 5430 Supplies   | 9,705             | 12,172            | 2,136            | 4,000            | 2,500            | 2,500            | 0%         |
| 5435 Small Equipment  | 5,308             | 3,923             | 0                | 2,900            | 1,000            | 1,000            | 0%         |
| 6100 Salaries   | 154,585           | 166,502           | 110,571          | 104,865          | 105,272          | 106,605          | 1%         |
| 6110 Payroll Taxes  | 13,736            | 15,813            | 14,014           | 9,796            | 8,054            | 8,153            | 1%         |
| 6115 Unemployment taxes   | 5,719             | 6,528             | 5,681            | 6,119            | 5,072            | 4,544            | -10%       |
| 6120 Group Insurance  | 13,974            | 9,433             | 8,012            | 11,758           | 13,476           | 8,112            | -40%       |
| 6130 Uniforms   | 1,875             | 1,717             | 1,133            | 2,000            | 2,000            | 2,000            | 0%         |
| 6160 IMRF   | 12,917            | 3,399             | (41,325)         | 5,396            | 3,904            | 2,849            | -27%       |
| <b>Total Expense</b>  | <b>294,373</b>    | <b>305,442</b>    | <b>228,511</b>   | <b>273,834</b>   | <b>255,428</b>   | <b>254,263</b>   | <b>0%</b>  |
| <b>Net Income not including<br/>Depreciation or Major Maintenance</b> | <b>(\$62,539)</b> | <b>(\$10,076)</b> | <b>\$171,830</b> | <b>\$111,166</b> | <b>\$109,572</b> | <b>\$145,737</b> | <b>33%</b> |

## **P500 - Banquets**

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

The Banquets Department employs (1) full-time staff and (10) part-time staff. The full-time staff is the Client Services Manager. The part-time staffs include servers and bussers. With our 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 banquets. 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 FY2023 budget for the Banquets Department includes \$230K of total revenues and \$207K of total expenses. The overall budgeted Net Income of \$23K is a 71% decrease from the FY2022 budget.

- Total revenue for Food & Beverage Sales is \$215K for FY2022. These revenue line items include the food and beverage for 10 weddings budgeted in FY2023.
- Salaries and related costs are the largest expense in the Weddings department budget. Headcount-related items comprise 52.6% (\$109K) of the total FY2023 budget related to expenses and includes salaries, payroll taxes, unemployment taxes, group insurance, and IMRF. Headcount costs are variable depending on the volume of banquets.
- Food & Beverage Cost of Goods Sold is 31% (\$64K) of the total FY2023 expenses. These line items include the cost of the food and beverages related to the banquets. Food COGS is 30% of food sales and Beverage COGS is 29% of beverage sales.
- The remaining 16.4% (\$34K) of the FY2023 budget includes supplies, rental equipment, linens, and staff uniforms.

### **Significant Variances**

Total F&B Revenue- Revenues are budgeted to decrease 31% (\$102.5k) from FY 2022 budget. The planned number of weddings is decreasing from the FY2022 budget. Along with F&B Revenue decreasing, Food & Beverage Cost of Goods Sold is decreasing 30% (\$27.3k) due to the decreased number of events anticipated for 2023.

**Department P500 - Golf Banquets**

**Statement of Revenues and Expenses**

|  | ACTUALS         |                    |                 | FORECAST        | ANNUAL PLAN     |                 |             |
|--|-----------------|--------------------|-----------------|-----------------|-----------------|-----------------|-------------|
|  | 2019            | 2020               | 2021            | 2022            | 2022            | 2023            | % Change    |
| 3600 Food Sales                          | 172,869         | 16,324             | 175,026         | 213,000         | 251,241         | 182,750         | -27%        |
| 3610 Beverage Sales                      | 36,899          | 4,930              | 14,465          | 16,000          | 51,459          | 32,250          | -37%        |
| 3620 Banquet Rental Income               | 38,808          | 14,322             | 44,212          | 36,500          | 30,000          | 15,200          | -49%        |
| <b>Total Revenue</b>                     | <b>248,577</b>  | <b>35,576</b>      | <b>233,703</b>  | <b>265,500</b>  | <b>332,700</b>  | <b>230,200</b>  | <b>-31%</b> |
| 4315 Food COGS                           | 40,424          | 6,060              | 51,009          | 63,900          | 75,374          | 54,825          | -27%        |
| 4320 Beverage COGS                       | 6,521           | 911                | 50              | 5,900           | 15,953          | 9,272           | -42%        |
| 5430 Supplies                            | 5,046           | 1,626              | 4,795           | 5,000           | 5,000           | 5,000           | 0%          |
| 5436 Rental Equipment                    | 25,300          | 13,612             | 76,074          | 45,000          | 30,000          | 10,000          | -67%        |
| 5437 Rental Towel Linen etc              | 16,150          | 6,187              | 16,071          | 18,000          | 15,000          | 18,000          | 20%         |
| 6100 Salaries                            | 83,563          | 95,451             | 36,469          | 76,910          | 84,239          | 82,850          | -2%         |
| 6110 Payroll Taxes                       | 9,138           | 7,985              | 6,210           | 7,901           | 6,444           | 6,338           | -2%         |
| 6115 Unemployment taxes                  | 4,114           | 2,121              | 3,197           | 3,368           | 3,126           | 2,226           | -29%        |
| 6120 Group Insurance                     | 10,113          | 8,631              | 53              | 7,440           | 13,461          | 14,188          | 5%          |
| 6130 Uniforms                            | 1,017           | 805                | 0               | 1,000           | 1,000           | 1,000           | 0%          |
| 6160 IMRF                                | 0               | 0                  | 871             | 4,598           | 3,507           | 3,270           | -7%         |
| <b>Total Expense</b>                     | <b>201,387</b>  | <b>143,390</b>     | <b>194,798</b>  | <b>239,017</b>  | <b>253,104</b>  | <b>206,969</b>  | <b>-18%</b> |
| <b>Net Income not including</b>          |                 |                    |                 |                 |                 |                 |             |
| <b>Depreciation or Major Maintenance</b> | <b>\$47,189</b> | <b>(\$107,814)</b> | <b>\$38,905</b> | <b>\$26,483</b> | <b>\$79,596</b> | <b>\$23,231</b> | <b>-71%</b> |

## **P600 – In-house Events**

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

### **Budget Summary**

The total FY2023 Net Income budgeted for In-House Events is \$21.8K, which is a 3% (\$700) decrease from the FY2022 budget.

- Revenue in this department is from food sales related to In-House Events anticipated for 2023. The Food Sales Revenue is \$45K, which is flat from the FY2022 budget.
- The expenses are related to cost of goods sold from the food sales. Cost of Goods Sold is 30% of the related food sales. The budgeted costs are \$13.5K, which is flat from the FY2022 budget.

### **Significant Variances**

The total FY2023 budget is relatively unchanged from the prior year.

**Department P600 - Golf In-house Events**

**Statement of Revenues and Expenses**

|  | ACTUALS          |                 |                | FORECAST        | ANNUAL PLAN     |                 |            |
|--|------------------|-----------------|----------------|-----------------|-----------------|-----------------|------------|
|  | 2019             | 2020            | 2021           | 2022            | 2022            | 2023            | % Change   |
| 3600 Food Sales                          | 130,565          | 25,644          | 16,324         | 33,000          | 45,000          | 45,000          | 0%         |
| 3620 Banquet Rental Income               | 6,170            | 425             | 66             | 0               | 0               | 0               | 0%         |
| <b>Total Revenue</b>                     | <b>136,735</b>   | <b>26,069</b>   | <b>16,390</b>  | <b>33,000</b>   | <b>45,000</b>   | <b>45,000</b>   | <b>0%</b>  |
| 4315 Food COGS                           | 30,531           | 9,520           | 4,758          | 10,929          | 13,500          | 13,500          | 0%         |
| 4320 Beverage COGS                       | 1,691            | 0               | 0              | 0               | 0               | 0               | 0%         |
| 5430 Supplies                            | 0                | 0               | 951            | 1,470           | 2,500           | 2,500           | 0%         |
| 5436 Rental Equipment                    | 0                | 0               | 731            | 800             | 1,500           | 1,500           | 0%         |
| 6100 Salaries                            | 0                | 0               | 166            | 4,660           | 4,500           | 5,125           | 14%        |
| 6110 Payroll Taxes                       | 0                | 0               | 19             | 357             | 344             | 389             | 13%        |
| 6115 Unemployment taxes                  | 0                | 0               | 12             | 321             | 180             | 231             | 28%        |
| <b>Total Expense</b>                     | <b>32,222</b>    | <b>9,520</b>    | <b>6,637</b>   | <b>18,537</b>   | <b>22,524</b>   | <b>23,245</b>   | <b>3%</b>  |
| <b>Net Income not including</b>          |                  |                 |                |                 |                 |                 |            |
| <b>Depreciation or Major Maintenance</b> | <b>\$104,513</b> | <b>\$16,549</b> | <b>\$9,753</b> | <b>\$14,463</b> | <b>\$22,476</b> | <b>\$21,755</b> | <b>-3%</b> |

## **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 FY2023 Net Income budgeted for Golf Outings is \$424K, which is an increase of 41% (\$123.4K) from the FY2022 budget.

- Revenue in this department is from greens fees, cart rentals, and food sales related to Golf Outings anticipated for the 2023 golf season. Revenue estimates are based on 50 outings anticipated during the 2023 season.
- Expenses are related to cost of goods sold (COGS) from food sales. Food COGS is 30% of the related food sales.

### **Significant Variances**

Outing Revenue – Greens fees, cart rentals, and food sales revenues are anticipated to increase for FY2023. FY2022 forecast is 46% over the FY2022 budget as there has been a strong demand for outings. We are anticipating a 51% (\$180k) increase in FY2023 from the FY2022 budget. We expect the demand for outings to remain strong.

**Department P700 - Golf Outings**

**Statement of Revenues and Expenses**

|   | ACTUALS          |                  |                  | FORECAST         | ANNUAL PLAN      |                  |             |
|---|------------------|------------------|------------------|------------------|------------------|------------------|-------------|
|   | 2019             | 2020             | 2021             | 2022             | 2022             | 2023             | % Change    |
| 3300 Greens Fees  | 80,104           | 72,129           | 174,905          | 209,500          | 132,471          | 216,070          | 63%         |
| 3310 Golf Cart Rentals  | 28,512           | 23,717           | 67,125           | 73,500           | 51,056           | 73,780           | 45%         |
| 3600 Food Sales   | 110,302          | 71,664           | 198,560          | 217,500          | 166,473          | 221,340          | 33%         |
| 3620 Banquet Rental Income  | 910              | 4,331            | 13,208           | 11,800           | 0                | 18,810           | 0%          |
| <b>Total Revenue</b>  | <b>219,828</b>   | <b>171,842</b>   | <b>453,798</b>   | <b>512,300</b>   | <b>350,000</b>   | <b>530,000</b>   | <b>51%</b>  |
| 4315 Food COGS  | 25,793           | 26,604           | 57,868           | 65,250           | 49,942           | 66,402           | 33%         |
| 4320 Beverage COGS  | 0                | 0                | 203              | 0                | 0                | 0                | 0%          |
| 5436 Rental Equipment   | 0                | 0                | 0                | 0                | 0                | 40,000           | 0%          |
| <b>Total Expense</b>  | <b>25,793</b>    | <b>26,604</b>    | <b>58,071</b>    | <b>65,250</b>    | <b>49,942</b>    | <b>106,402</b>   | <b>113%</b> |
| <b>Net Income not including<br/>Depreciation or Major Maintenance</b> | <b>\$194,034</b> | <b>\$145,237</b> | <b>\$395,727</b> | <b>\$447,050</b> | <b>\$300,058</b> | <b>\$423,598</b> | <b>41%</b>  |



## **P800 - Golf Kitchen**

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

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

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

### **Budget Summary**

The total FY2023 Net Loss budgeted for the Kitchen is \$221K, which is an increase of 11% (\$21K) from the FY2022 budget.

- Salaries and related costs are the largest portion of the Kitchen budget. Headcount expenses are 83.3% (\$184K) of the total FY2022 budget and include salaries, payroll taxes, unemployment taxes, group insurance, and IMRF contributions.
- The remaining 16.7% (\$37K) of expenses of the FY2023 budget includes maintenance for equipment, supplies, small equipment, and uniforms.

### **Significant Variances**

Supplies – Supplies expense are budgeted to increase about 150% (\$15K) due to rising market prices in 2022 and we expect them to continue through 2023. Also, supplies is increasing due to more paper product use due to events being held outside in the tent.

**Department P800 - Golf Kitchen**  
**Statement of Revenues and Expenses**

|   | ACTUALS    |            |                    | FORECAST           | ANNUAL PLAN        |                    |             |
|---|------------|------------|--------------------|--------------------|--------------------|--------------------|-------------|
|   | 2019       | 2020       | 2021               | 2022               | 2022               | 2023               | % Change    |
| <b>Total Revenue</b>  | <b>0</b>   | <b>0</b>   | <b>0</b>           | <b>0</b>           | <b>0</b>           | <b>0</b>           | <b>0%</b>   |
| 5205 Maintenance Expense  | 0          | 0          | 9,575              | 7,439              | 6,996              | 6,500              | -7%         |
| 5430 Supplies   | 0          | 0          | 20,059             | 25,000             | 9,996              | 25,000             | 150%        |
| 5435 Small Equipment  | 0          | 0          | 5,638              | 5,000              | 6,000              | 5,000              | -17%        |
| 6100 Salaries   | 0          | 0          | 114,661            | 159,263            | 138,986            | 152,960            | 10%         |
| 6110 Payroll Taxes  | 0          | 0          | 8,723              | 11,537             | 10,633             | 11,704             | 10%         |
| 6115 Unemployment taxes   | 0          | 0          | 2,235              | 4,436              | 4,619              | 2,906              | -37%        |
| 6120 Group Insurance  | 0          | 0          | 12,188             | 9,845              | 15,480             | 8,233              | -47%        |
| 6130 Uniforms   | 0          | 0          | 309                | 500                | 500                | 500                | 0%          |
| 6160 IMRF   | 0          | 0          | 7,014              | 8,458              | 6,710              | 8,154              | 22%         |
| <b>Total Expense</b>  | <b>0</b>   | <b>0</b>   | <b>180,402</b>     | <b>231,478</b>     | <b>199,920</b>     | <b>220,957</b>     | <b>11%</b>  |
| <b>Net Income not including<br/>Depreciation or Major Maintenance</b> | <b>\$0</b> | <b>\$0</b> | <b>(\$180,402)</b> | <b>(\$231,478)</b> | <b>(\$199,920)</b> | <b>(\$220,957)</b> | <b>-11%</b> |

## **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 FY2023 budget for Kitty Hawk Café includes \$13.2K in total revenues and \$90K in total expenses. The overall budgeted Net Loss of \$77K is reimbursed by the DuPage Flight Center and represents an 4% increase from the FY2022 budget.

- Food & Beverage Sales are budgeted at \$13.2K and include pre-made ready-to-go meals and beverages.
- Salaries and related costs are the largest expense in the Kitty Hawk budget. Headcount-related items comprise 75% of the total FY2023 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 12.7% (\$11.4K) of total expenses budgeted in FY2023. These line items include the cost of the food and beverages sold at the café.
- The remaining 12.3% of budgeted expenses (\$11.1K) includes utilities, waste removal, equipment, credit card fees, supplies, and permits.

### **Significant Variances**

The total FY2023 budget is relatively unchanged from the prior year.

**Department P900 - Kitty Hawk Café**

**Statement of Revenues and Expenses**

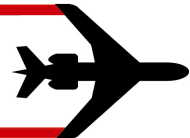
|  | ACTUALS       |                |                 | FORECAST      | ANNUAL PLAN   |               |            |
|--|---------------|----------------|-----------------|---------------|---------------|---------------|------------|
|  | 2019          | 2020           | 2021            | 2022          | 2022          | 2023          | % Change   |
| 3600 Food Sales                          | 15,475        | 4,816          | 8,826           | 13,000        | 13,000        | 12,000        | -8%        |
| 3610 Beverage Sales                      | 1,908         | 571            | 1,051           | 1,200         | 1,200         | 1,200         | 0%         |
| <b>Total Revenue</b>                     | <b>17,383</b> | <b>5,387</b>   | <b>9,877</b>    | <b>14,200</b> | <b>14,200</b> | <b>13,200</b> | <b>-7%</b> |
| 4300 Credit Card Expense                 | 1,013         | 513            | 375             | 1,500         | 852           | 1,054         | 24%        |
| 4315 Food COGS                           | 11,605        | 5,559          | 6,075           | 9,753         | 9,753         | 9,002         | -8%        |
| 4320 Beverage COGS                       | 2,711         | 2,037          | 3,597           | 2,412         | 2,400         | 2,400         | 0%         |
| 5205 Maintenance Expense                 | 225           | 167            | 99              | 1,000         | 480           | 500           | 4%         |
| 5415 Garbage/Waste Removal               | 594           | 252            | (71)            | 300           | 300           | 252           | -16%       |
| 5430 Supplies                            | 1,680         | 1,518          | 2,244           | 2,400         | 2,400         | 2,400         | 0%         |
| 5435 Small Equipment                     | 1,140         | 1,140          | 3,632           | 1,208         | 1,140         | 1,284         | 13%        |
| 5720 Utilities Electric                  | 2,853         | 2,416          | 2,352           | 2,882         | 2,882         | 2,968         | 3%         |
| 5999 Miscellaneous Expense               | (67)          | (1)            | 9               | 0             | 0             | 0             | 0%         |
| 6100 Salaries                            | 34,463        | 34,394         | 37,491          | 39,807        | 39,690        | 41,137        | 4%         |
| 6110 Payroll Taxes                       | 2,306         | 2,266          | 2,523           | 2,942         | 3,036         | 3,147         | 4%         |
| 6115 Unemployment taxes                  | 820           | 558            | 658             | 697           | 908           | 716           | -21%       |
| 6120 Group Insurance                     | 24,979        | 20,181         | 21,478          | 21,422        | 21,333        | 22,501        | 5%         |
| 6160 IMRF                                | 2,741         | 642            | (10,988)        | 2,759         | 2,672         | 2,193         | -18%       |
| 6340 Dues Subscriptions Permits          | 561           | 749            | 304             | 650           | 350           | 650           | 86%        |
| 6800 Kitty Hawk Loss Reimbursement       | (70,240)      | (69,238)       | (74,054)        | (75,532)      | (73,996)      | (77,004)      | -4%        |
| <b>Total Expense</b>                     | <b>17,383</b> | <b>3,153</b>   | <b>(4,277)</b>  | <b>14,200</b> | <b>14,200</b> | <b>13,200</b> | <b>-7%</b> |
| <b>Net Income not including</b>          |               |                |                 |               |               |               |            |
| <b>Depreciation or Major Maintenance</b> | <b>\$0</b>    | <b>\$2,234</b> | <b>\$14,154</b> | <b>\$0</b>    | <b>\$0</b>    | <b>\$0</b>    | <b>0%</b>  |



# DUPAGE AIRPORT AUTHORITY

*CHICAGO LANDS*

*DUPAGE FLIGHT CENTER*



## Capital Improvements & Major Maintenance Program 2023

## DUPAGE AIRPORT AUTHORITY 2023 CAPITAL & MAJOR MAINTENANCE PLAN

DuPage Airport Authority managers start the process in June of compiling a list of capital and major maintenance projects for their departments. The list is reviewed by the Executive Director and Finance Director to determine which projects will be funded in the current budget year. This list is presented to the Board of Directors for final approval. DuPage Airport Authority funds their capital and major maintenance plan from current cash reserves and property tax revenue. We have no expectations to finance any of these projects. In addition, we currently have no outstanding debt.

| Capital Summary  |                      |
|--|----------------------|
| DAA  | \$ 3,929,264         |
| DFC  | \$ 104,900           |
| PLG  | \$ 3,604,678         |
| Total Capital  | \$ 7,638,842         |
| Major Maintenance Summary                                      |                      |
| DAA  | \$ 420,500           |
| DFC  | \$ 250,000           |
| PLG  | \$ 135,852           |
| Total Major Maintenance  | \$ 806,352           |
| <b>NEW FUNDS REQUESTED FOR CAPITAL &amp; MAJOR MAINTENANCE</b> | <b>\$ 8,445,194</b>  |
| Capital Funds Carried Over from Prior Year                     | \$ 22,311,949        |
| Grant Funding  | \$ 4,722,868         |
| <b>TOTAL CAPITAL &amp; MAJOR MAINTENANCE PLAN</b>              | <b>\$ 35,480,011</b> |

| Capital Projects & Assets |             |  | New \$           | Carryover \$      | Grant \$         | Total \$          |
|---------------------------|-------------|--|------------------|-------------------|------------------|-------------------|
| DAA                       | Building    | Construct New Hangar: South Hightail Ramp  | -                | 18,442,323        | -                | 18,442,323        |
| DAA                       | Field       | Airport Perimeter Security & Wildlife Fencing Phase2 (DPA-4773)                            | 84,612           | -                 | 1,607,623        | 1,692,235         |
| DAA                       | Building    | Flight Center Elevator Traction Car Driver Modification (4 Cars)                           | 950,000          | 550,000           | -                | 1,500,000         |
| DAA                       | Field       | Runway 10/28 Avigation Easement Acquisition  | -                | 1,432,373         | -                | 1,432,373         |
| DAA                       | Field       | Rehabilitate Runway 10/28 Electrical Systems   | 63,500           | -                 | 1,206,500        | 1,270,000         |
| DAA                       | Field       | Airport Perimeter Road Resurfacing - W. Tower Road & DuPage Drive                          | 66,000           | -                 | 594,000          | 660,000           |
| DAA                       | Field       | Rehabilitate Airfield Pavements.   | 25,000           | -                 | 475,000          | 500,000           |
| DAA                       | Field       | Property Acquisition Parcel 1 - North of 64/West of Powis Road                             | 22,150           | 442,850           | -                | 465,000           |
| DAA                       | Field       | Reconfiguration of Taxiway E between Runway 15/33 and Taxiway B                            | 22,881           | -                 | 434,745          | 457,626           |
| DAA                       | Field       | Construct New Auto Parking Lot   | 45,000           | -                 | 405,000          | 450,000           |
| DAA                       | Building    | Building Envelope Renovation: Various Buildings  | 385,000          | -                 | -                | 385,000           |
| DAA                       | Building    | Roof Overlay and Gutters at 3N040 Powis Road   | 295,000          | -                 | -                | 295,000           |
| DAA                       | Building    | Replace Heaters at Hangars E1, E2, & E19   | -                | 291,468           | -                | 291,468           |
| DAA                       | Field       | Reconstruct Parking Lot Drainage Between Hangar E20 and E21                                | 285,000          | -                 | -                | 285,000           |
| DAA                       | Building    | Repaint 3N060 Powis Including Siding Repairs   | 225,100          | -                 | -                | 225,100           |
| DAA                       | Equipment   | 6-Wheel Dump Truck w/Sodium Spreader & Wetting System                                      | -                | 195,707           | -                | 195,707           |
| DAA                       | Field       | Taxiway Pavement Repairs: Lima/Golf, Whiskey/Golf, Yankee/Charlie, 2L/Zulu                 | -                | 184,556           | -                | 184,556           |
| DAA                       | Building    | 1955 Aviation Office Area Roof Replacement   | 170,000          | -                 | -                | 170,000           |
| DAA                       | Building    | Add Fire Alarm System - Hangar E21 & 31W731 North Ave                                      | 126,000          | -                 | -                | 126,000           |
| DAA                       | Building    | Roof Restoration at ATCT   | 110,000          | -                 | -                | 110,000           |
| DAA                       | Equipment   | Replace Surveillance and Access Control Hardware   | 50,000           | 50,000            | -                | 100,000           |
| DAA                       | Field       | Green Initiatives Infrastructure Consulting  | 100,000          | -                 | -                | 100,000           |
| DAA                       | Equipment   | Ferris Airfield Mowers (Qty 2)   | 80,000           | -                 | -                | 80,000            |
| DAA                       | Building    | E18, E19 and 3N020 Powis Transfer Switch/Generator Plug                                    | 71,361           | -                 | -                | 71,361            |
| DAA                       | Equipment   | Remote Slope Mower   | 70,000           | -                 | -                | 70,000            |
| DAA                       | Field       | Add Electrical Panels to Hangar E9 and E20   | -                | 64,800            | -                | 64,800            |
| DAA                       | Building    | Replace Fire Alarm System – SE Hangar and 3N060 Powis                                      | -                | 61,545            | -                | 61,545            |
| DAA                       | Equipment   | Replace Servers for IT Network   | -                | 60,000            | -                | 60,000            |
| DAA                       | Building    | Epoxy Floors for 98 Hangar (4 Bays)  | 60,000           | -                 | -                | 60,000            |
| DAA                       | Building    | Roof Renovations at Planemasters and E10/11 Hangars  | 55,510           | -                 | -                | 55,510            |
| DAA                       | Equipment   | Furniture: Office/Conference Room/Lounge   | 52,000           | -                 | -                | 52,000            |
| DAA                       | Field       | 5010 Obstruction Tree Removal and Trimming   | 20,000           | 30,000            | -                | 50,000            |
| DAA                       | Equipment   | Cargo Van for DAA Maintenance  | 48,000           | -                 | -                | 48,000            |
| DAA                       | Building    | Epoxy Floor Coating: 1955 Aviation Hangar and SHT Hangar Bay 4                             | -                | 47,677            | -                | 47,677            |
| DAA                       | Building    | Replacement of 2 RTU's at Old Admin  | 40,000           | -                 | -                | 40,000            |
| DAA                       | Building    | Replace RTU Old Administration Building & AHU at TEA                                       | -                | 39,900            | -                | 39,900            |
| DAA                       | Building    | Backflow for Domestic Water E20, E17 and Planemasters                                      | 39,450           | -                 | -                | 39,450            |
| DAA                       | Equipment   | Replace DAA Phone System   | 25,000           | -                 | -                | 25,000            |
| DAA                       | Equipment   | Tenant Leasing Software  | 25,000           | -                 | -                | 25,000            |
| DAA                       | Field       | Heat to Revolving Door at DFC  | 20,000           | -                 | -                | 20,000            |
| DAA                       | Equipment   | 98 & 99 Hangar Door Operator Replacement - Garage (7)                                      | 18,000           | -                 | -                | 18,000            |
| DAA                       | Equipment   | 6 Wheel Utility Vehicle  | 16,000           | -                 | -                | 16,000            |
| DAA                       | Field       | Replacement Airfield Lighting Constant Current Regulator                                   | 15,000           | -                 | -                | 15,000            |
| DAA                       | Field       | Replace Perimeter Fence Signage  | 15,000           | -                 | -                | 15,000            |
| DAA                       | Building    | Flight Center, Diaken Compressor Repair  | 15,000           | -                 | -                | 15,000            |
| DAA                       | Equipment   | AED Purchase - (7) DFC, DAA Maint, 3-ARFF, PLGC Clubhouse, PLGC Maint                      | 14,000           | -                 | -                | 14,000            |
| DAA                       | Equipment   | Water Heaters for SHT Bay 1 and 2  | 10,800           | -                 | -                | 10,800            |
| DAA                       | Building    | Surveillance Equipment Electrical Upgrades   | 10,000           | -                 | -                | 10,000            |
| DAA                       | Equipment   | Sidewalk Snow Broom Attachment   | 10,000           | -                 | -                | 10,000            |
| DAA                       | Equipment   | MALSR and LDIN Light Remote Controls   | 10,000           | -                 | -                | 10,000            |
| DAA                       | Equipment   | Door Operator Replacement  | 7,900            | -                 | -                | 7,900             |
| DAA                       | Building    | HVAC Control tower temp sensor upgrade to mitigate temp swings (Work at Various Loca       | 6,000            | -                 | -                | 6,000             |
| DAA                       | Equipment   | ADD 2 Post Lift  | -                | 5,876             | -                | 5,876             |
| DFC                       | Equipment   | Upgrade BAS at DuPage Flight Center  | 7,500            | 81,000            | -                | 88,500            |
| DFC                       | Building    | Flight Center Lower Drive Lift Station   | 47,400           | -                 | -                | 47,400            |
| DFC                       | Equipment   | Air Stairs   | -                | 30,000            | -                | 30,000            |
| DFC                       | Equipment   | Flight Center Golf Carts (2)   | 25,000           | -                 | -                | 25,000            |
| DFC                       | Building    | Pilot's Lounge Renovations   | 25,000           | -                 | -                | 25,000            |
| PLG                       | Field       | Replace Prairie Landing Irrigation System  | 2,800,000        | -                 | -                | 2,800,000         |
| PLG                       | Field       | Prairie Landing Golf Club Bridge Repairs   | 315,000          | 85,000            | -                | 400,000           |
| PLG                       | Building    | Mens Locker Room Renovation  | 73,126           | 116,874           | -                | 190,000           |
| PLG                       | Building    | Epoxy Floor at Grill Room and Banquet Kitchen  | 152,000          | -                 | -                | 152,000           |
| PLG                       | Equipment   | 300 Gallon Diesel 4WD GPS Turf Sprayer   | 135,000          | -                 | -                | 135,000           |
| PLG                       | Building    | PLGC Cart Barn Overhead Door Replacement & Maintenance Shop                                | 36,052           | -                 | -                | 36,052            |
| PLG                       | Equipment   | New Kitchen Supplies/Equipment / Outdoor Grill   | 32,000           | -                 | -                | 32,000            |
| PLG                       | Equipment   | New furniture for Sales office, Banquet office, Kitchen office, Downstairs needs new furni | 25,000           | -                 | -                | 25,000            |
| PLG                       | Equipment   | Gas-Powered Beverage Cart  | 24,000           | -                 | -                | 24,000            |
| PLG                       | Equipment   | Sickle-Mower attachment  | 12,500           | -                 | -                | 12,500            |
| DAA                       | Contingency | Contingency  | 150,000          | -                 | -                | 150,000           |
| <b>Total Capital</b>      |             |  | <b>7,638,842</b> | <b>22,211,949</b> | <b>4,722,868</b> | <b>34,573,659</b> |

| Major Maintenance Projects |           |  | New \$         | Carryover \$   | Grant \$ | Total \$       |
|----------------------------|-----------|--|----------------|----------------|----------|----------------|
| DAA                        | Building  | Stormwater Drainage Canal Maintenance & Pond Maintenance | 200,000        | -              | -        | 200,000        |
| DAA                        | Field     | Airfield Pavement Marking                                | 118,000        | -              | -        | 118,000        |
| DAA                        | Field     | Demo Comm Building & Fiber Vault                         | 15,000         | 100,000        | -        | 115,000        |
| DAA                        | Building  | Demo Hangar N7 and Old Cameron Building                  | 50,000         | -              | -        | 50,000         |
| DAA                        | Field     | Crackfill and Sealcoat North Avenue Parking Lot          | 37,500         | -              | -        | 37,500         |
| DFC                        | Building  | Flight Center Deck Face and Retaining Wall Repairs       | 250,000        | -              | -        | 250,000        |
| PLG                        | Equipment | Replacement of Golf Cart Batteries                       | 47,652         | -              | -        | 47,652         |
| PLG                        | Field     | Crackfill Longest Drive                                  | 46,500         | -              | -        | 46,500         |
| PLG                        | Field     | Spring controlled-burn project                           | 16,500         | -              | -        | 16,500         |
| PLG                        | Equipment | Golf Cart GPS Screen Upgrades                            | 15,200         | -              | -        | 15,200         |
| PLG                        | Equipment | Tire Replacement on Golf Carts                           | 10,000         | -              | -        | 10,000         |
|                            |           |  | <b>806,352</b> | <b>100,000</b> | <b>-</b> | <b>906,352</b> |

|  |  |  |                  |                   |                  |                   |
|--|--|--|------------------|-------------------|------------------|-------------------|
| <b>Total Capital &amp; Major Maintenance</b> |  |  | <b>8,445,194</b> | <b>22,311,949</b> | <b>4,722,868</b> | <b>35,480,011</b> |
|--|--|--|------------------|-------------------|------------------|-------------------|



## DUPAGE AIRPORT AUTHORITY

|  |                     |
|--|---------------------|
| <b>Construct New Hangar South Hightail Ramp</b>  | <b>\$18,442,323</b> |
| Construction of a new 2-bay, 48,000 square foot hangar and office space on the South Hightail Ramp. DAA will utilize the hangar as a storage facility to accommodate various aircraft and associated ground support equipment. The hangar will be constructed to accommodate two (2) separate tenants if required. |                     |
| <b>Airport Perimeter Security &amp; Wildlife Fencing - Phase 2 (South End) (AIP Project)</b>   | <b>\$1,692,235</b>  |
| Airport Improvement Program Project (Federal and/or State grant funds with local share participation). Upgrade airport perimeter fencing on the southern and western airport boundary. 6' fencing increased to 8' fencing, wildlife skirt and three (3) strands of barbed wire.                                    |                     |
| <b>Flight Center Elevator Traction Car Driver Modification (4 Cars)</b>  | <b>\$1,500,000</b>  |
| Replacement of obsolete controls for four (4) passenger elevator cars in the DuPage Flight Center.   |                     |
| <b>Runway 10/28 Avigation Easement Acquisition</b>   | <b>\$1,432,373</b>  |
| Acquire ALP defined RPZ and Approach/Transitional Zone Easements.  |                     |
| <b>Rehabilitate Runway 10-28 Electrical Systems</b>  | <b>\$1,270,000</b>  |
| Airport Improvement Program Project (Federal and/or State grant funds with local share participation). Replace runway edge lights, base cans, and associated electrical infrastructure for Runway 10/28.   |                     |
| <b>Airport Perimeter Road Resurfacing- W. Tower Road &amp; DuPage Drive</b>  | <b>\$660,000</b>    |
| State/Local Program Project (State grand fun with local share participation). Mill and overlay west Tower Road & DuPage Drive  |                     |
| <b>Rehabilitate Airfield Pavements</b>   | <b>\$500,000</b>    |
| Isolated pavement replacement Runway 2L/20R, Runway 2R/20L, Taxiway C and Taxiway W  |                     |
| <b>Property Acquisition Parcel 1- North of 64/West of Powis Road</b>   | <b>\$465,000</b>    |
| Property acquisition north of Route 64 and east of Powis Road  |                     |
| <b>Reconfiguration of Taxiway E between Runway 15/33 and Taxiway B</b>   | <b>\$457,626</b>    |
| Airport Improvement Program Project (Federal and/or State grant funds with local share participation). Reconfiguration of Taxiway E between Runway 15/33 and Taxiway Bravo per Runway Safety Action Team recommendation.   |                     |
| <b>Construct New Auto Parking Lot</b>  | <b>\$450,000</b>    |
| State/Local Program Project (State grant funds with local share participation). Construct new parking lot at the proposed South Hightail Ramp hangar.  |                     |

|  |                  |
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| <b>Building Envelope Renovation: Various Buildings</b>   | <b>\$385,000</b> |
| The building envelopes are the ARFF Station and RT hangar. RT requires joints sealed and envelope painted, as well as gutter work. ARFF requires repairs due to moisture penetration through precast and envelope painted. |                  |
| <b>Roof Overlay and Gutters at 3N040 Powis Road</b>  | <b>\$295,000</b> |
| Replace roof and gutter system which is at the end of its useful life.   |                  |
| <b>Replace Heaters at Hangars E1, E2, &amp; E19</b>  | <b>\$291,468</b> |
| Install infra-red heating systems to replace standalone unvented heaters which are at the end of their service lives.  |                  |
| <b>Reconstruct Parking Lot Drainage Between Hangar E20 and E21</b>   | <b>\$285,000</b> |
| Removed and replace failed drainage structures in parking lot  |                  |
| <b>Repaint 3N060 Powis including Siding Repairs</b>  | <b>\$225,100</b> |
| Repair damaged siding, gutters, and seal building envelope at 3N060 Powis  |                  |
| <b>Stormwater Drainage Canal Maintenance &amp; Pond Maintenance</b>  | <b>\$200,000</b> |
| Vegetation and obstruction removal to maintain proper stormwater drainage waterflow.   |                  |
| <b>6-Wheel Dump Truck w/Sodium Spreader &amp; Wetting System</b>   | <b>\$195,707</b> |
| Replace a 22-year-old truck and add the ability to have a larger sodium formate spreader to accommodate the widened runway. Under contract with original 400-day delivery.   |                  |
| <b>Taxiway Pavement Repairs: Lima/Golf, Whiskey/Golf, Yankee/Charlie, 2L/Zulu</b>  | <b>\$184,556</b> |
| Airport Improvement Program Project (Federal and/or State grant funds with local share participation). Isolated full depth pavement repair and joint replacement at specific airfield pavement locations.                  |                  |
| <b>1955 Aviation Office Area Roof Replacement</b>  | <b>\$170,000</b> |
| Replace membrane roof which is at the end of its useful life   |                  |
| <b>Add Fire Alarm System- Hangar E21 &amp; 31W31 North Ave</b>   | <b>\$126,000</b> |
| Upgrade fire alarm systems to addressable systems as required by local code  |                  |
| <b>Airfield Pavement Marking</b>   | <b>\$118,000</b> |
| Scheduled pavement painting of runway, taxiway, and apron markings.  |                  |
| <b>Demo Comm Building &amp; Fiber Vault</b>  | <b>\$115,000</b> |
| Demolition of the Communications Building in the DuPage Business Center. Construction of a fiber vault.  |                  |
| <b>Roof Restoration at ATCT</b>  | <b>\$110,000</b> |
| Replace membrane roof which is at the end of its useful life.  |                  |

|  |                  |
|--|------------------|
| <b>Green Initiatives Infrastructure Consulting</b>   | <b>\$100,000</b> |
| Consulting necessary to plan and budget for future green initiative infrastructure   |                  |
| <b>Replace Surveillance and Access Control Hardware</b>  | <b>\$100,000</b> |
| As-needed repair and replacement of surveillance cameras, access control readers, and related hardware                                   |                  |
| <b>Ferris Airfield Mowers (Qty 2)</b>  | <b>\$80,000</b>  |
| Replace two (2) ferris airfield mowers.  |                  |
| <b>E18, E19 and 3N020 Powis Transfer Switch/Generator Plug</b>   | <b>\$71,361</b>  |
| Transfer switch to operate bi-fold hangar doors when power is out.   |                  |
| <b>Remote Slope Mower</b>  | <b>\$70,000</b>  |
| Procurement of one (1) remote slope mower for enhanced safety on high slope waterway banks, waterway management and wildlife mitigation. |                  |
| <b>Add Electrical Panels to Hangars E9 and E20</b>   | <b>\$64,800</b>  |
| Add electrical panels to Hangar E9 and E20. Existing panels currently share a single breaker with another hangar.                        |                  |
| <b>Replace Fire Alarm System- SE Hangar and 3N060 Powis</b>  | <b>\$61,545</b>  |
| Replace fire alarm panels that are not addressable per code at the SE Hangar E21 and 3N060 Powis.  |                  |
| <b>Replace Servers for IT Network</b>  | <b>\$60,000</b>  |
| Replace DAA's Hyper V network, which is at the end of its useful service life  |                  |
| <b>Epoxy Floors for 98 Hangar (4 Bays)</b>   | <b>\$60,000</b>  |
| Epoxy floor paint for 98 Hangar Bays 1,2,3 &4.   |                  |
| <b>Roof Renovations at Planemasters and E10/11 Hangars</b>   | <b>\$55,510</b>  |
| Roof Renovations at Planemasters and E10/11 Hangars  |                  |
| <b>Furniture: Office/Conference Room/Lounge</b>  | <b>\$52,000</b>  |
| Replace worn and damaged furniture in various conference rooms and lounge areas  |                  |
| <b>5010 Obstruction Tree Removal and Trimming</b>  | <b>\$50,000</b>  |
| Tree trimming and /or removal north of Route 64 for trees identified as a Part 77 surface obstruction                                    |                  |
| <b>Demo Hangar N7 and Old Cameron Building</b>   | <b>\$50,000</b>  |
| Demolition of obsolete Hangar N7 and Old Cameron Building  |                  |
| <b>Cargo Van for DAA Maintenance</b>   | <b>\$48,000</b>  |
| Replacement of a 2013 Building Maintenance van.  |                  |

|   |                 |
|---|-----------------|
| <b>Epoxy Floor Coating: 1955 Aviation Hangar and SHT Hangar Bay 4</b>   | <b>\$47,677</b> |
| Recoat worn epoxy hangar floors at 1955 Aviation and SHT Bay 4 Hangars  |                 |
| <b>Replacement of 2 RTU's at Old Admin</b>  | <b>\$40,000</b> |
| Replace two (2) HVAC rooftop units that are beyond their useful service life at the Old Administration building.  |                 |
| <b>Replace RTU Old Administration Building &amp; AHU at TEA</b>   | <b>\$39,900</b> |
| Replace one (1) HVAC rooftop unit at the Old Administration building and one (1) HVAC air handling unit at 3N060 Powis Road. Both units are beyond their useful service life. |                 |
| <b>Crackfill and Sealcoat North Avenue Parking Lot</b>  | <b>\$37,500</b> |
| Route, crackfill and sealcoat North Avenue Parking lot to preserve asphalt pavement surface.  |                 |
| <b>Replace DAA Phone System</b>   | <b>\$25,000</b> |
| Replace phones in the Flight Center and DAA Maintenance Building which are beyond their useful service life.  |                 |
| <b>Tenant Leasing Software</b>  | <b>\$25,000</b> |
| New cloud-based tenant leasing software   |                 |
| <b>Heat to Revolving Door at DFC</b>  | <b>\$20,000</b> |
| Add heat to revolving turnstile door at Flight Center entrance to mitigate door operating issues during winter conditions.  |                 |
| <b>98 &amp; 99 Hangar Door Operator Replacement</b>   | <b>\$18,000</b> |
| Replace garage door operators which are at the end of their useful service lives.   |                 |
| <b>6 Wheel Utility Vehicle</b>  | <b>\$16,000</b> |
| 6 Wheel Utility Vehicle to replace a 2007 utility vehicle for landscaping/misc. job assignments.  |                 |
| <b>Replacement Airfield Lighting Constant Current Regulator</b>   | <b>\$15,000</b> |
| Replace a 300KW airfield lighting regulator over 30 years old   |                 |
| <b>Replace Perimeter Fence Signage</b>  | <b>\$15,000</b> |
| Replace missing or damaged airfield perimeter regulatory signs.   |                 |
| <b>Flight Center, Diaken Compressor Repair</b>  | <b>\$15,000</b> |
| Replacement of Failed Compressor on Diaken Chiller Unit AGZ150, Circuit 1 Compressor #3, servicing Flight Center primary cooling system                                       |                 |
| <b>AED Purchase- DFC, DAA Maint, ARFF, PLGC Clubhouse, PLGC Maint</b>   | <b>\$14,000</b> |
| Upgrade AEDs to new software standards at seven (7) AED locations   |                 |

|   |                 |
|---|-----------------|
| <b>Water Heaters for SHT Bay 1 and 2</b>  | <b>\$10,800</b> |
| Replace water heater that are at the end of their useful service life   |                 |
| <b>Surveillance Equipment Electrical Upgrades</b>   | <b>\$10,800</b> |
| Provide dedicated electrical circuits to those surveillance devices which share power with other equipment.   |                 |
| <b>Sidewalk Snow Broom</b>  | <b>\$10,000</b> |
| Procurement of a snow broom attachment for an existing piece of equipment will facilitate snow and ice removal from sidewalks for customer and employee safety. |                 |
| <b>MALSR and LDIN Remote Controls</b>   | <b>\$10,000</b> |
| Provide pilot-controlled lighting capability for MALSR and LDIN lights  |                 |
| <b>Door Operator Replacement</b>  | <b>\$7,900</b>  |
| Replace two (2) door operators at DAA Maintenance which are at the end of their useful service life.  |                 |
| <b>HVAC Work at Various Locations</b>   | <b>\$6,000</b>  |
| HVAC Control tower temp sensor upgrade to mitigate temp swings (work at various locations).   |                 |
| <b>2 Post Lift</b>  | <b>\$5,876</b>  |
| Replaces a 27-year-old in-ground lift for vehicle maintenance with a safer above ground two post vehicle lift.  |                 |

## DUPAGE FLIGHT CENTER

|  |                  |
|--|------------------|
| <b>Flight Center Deck Face and Retaining Wall Repairs</b>  | <b>\$250,000</b> |
| Deck face repair to horizontal face below railing.   |                  |
| <b>Upgrade BAS at DuPage Flight Center</b>   | <b>\$88,500</b>  |
| Replaces existing environmental controls in the DuPage Flight Center that is beyond its useful service life and requiring modernization.   |                  |
| <b>Flight Center Lower Drive Lift Station</b>  | <b>\$47,400</b>  |
| Replace pump station controller at DFC.  |                  |
| <b>Air Stairs</b>  | <b>\$30,000</b>  |
| Pre-owned air stairs will be used on B-737 and MD-80 size aircraft that utilize DuPage Airport that do not have internal stairs. Also, will be used in the event of a large aircraft diverted to DuPage. |                  |
| <b>Flight Center Golf Carts (2)</b>  | <b>\$25,000</b>  |
| Replacement of two (2) general purpose golf carts for Flight Center use for customer/baggage transport. The existing carts have reached the end of their useful service life.                            |                  |
| <b>Pilot's Lounge Renovations</b>  | <b>\$25,000</b>  |
| Renovations and furnishings for new and existing pilot's lounge space at the DuPage Flight Center.   |                  |

## PRAIRIE LANDING GOLF CLUB

|  |                    |
|--|--------------------|
| <b>Replace Prairie Landing Irrigation System</b>   | <b>\$2,800,000</b> |
| Replace original Prairie Landing Irrigation System   |                    |
| <b>Prairie Landing Golf Club Bridge Repairs</b>  | <b>\$400,000</b>   |
| Several of the bridges on the golf course property need various levels of bulkhead/interface repair and restoration. Over time, watershed has caused the erosion of soil banks and the failure of the bulkheads. These failures are causing the cartpath/bridge interfaces to fail and become unstable in some situations. Repairs will restore these areas and construct new bulkheads to stop the erosion. |                    |
| <b>Renovate Men's Locker Rooms at PLGC Clubhouse</b>   | <b>\$190,000</b>   |
| Renovate the existing men's locker rooms including new walls, floor tiles, toilet partitions, toilet accessories, countertops, sinks and lighting.   |                    |
| <b>Epoxy Floors at Grill Room and Banquet Kitchens</b>   | <b>\$152,000</b>   |
| Remove and replace original tile floors in the Grill Room and Baquet Kitchens with epoxy floors to improve cleaning and food safety standards.   |                    |
| <b>300 Gallon Diesel 4WD GPS Turf Sprayer</b>  | <b>\$135,000</b>   |
| Replacement of GPS sprayer for daily applications required on the golf course. This is a critical piece of equipment.  |                    |
| <b>Replacement of Golf Cart Batteries</b>  | <b>\$47,652</b>    |
| Due to age, replacement of batteries in 38 golf carts- 6 batteries per cart.   |                    |
| <b>Crack fill of Longest Drive</b>   | <b>\$46,500</b>    |
| Crack routing and sealing of Longest Drive at Prairie Landing Golf Course  |                    |
| <b>PLGC Cart Barn Overhead Door Replacement &amp; Maintenance Shop</b>   | <b>\$36,052</b>    |
| Remove and replace overhead garage doors which are at the end of their useful service life   |                    |
| <b>New Kitchen Supplies /Equipment/Outdoor Grill</b>   | <b>\$32,000</b>    |
| Chafing dish containers, glassware, one grill for cooking outside, one grill for grill kitchen, kitchen shelves and tables, wine cooler for bar, cabinet for hallway in grill restaurant, and griddle for banquet kitchen.   |                    |
| <b>New Furniture for Sales office, Banquet Office, Kitchen office, &amp; lower level</b>   | <b>\$25,000</b>    |
| Replace worn and damaged furniture which is at the end of its useful service life at the PLGC Clubhouse.   |                    |
| <b>Gas-Powered Beverage Cart</b>   | <b>\$24,000</b>    |
| Replacement of one beverage cart which is at the end of its useful service life  |                    |

|  |                 |
|--|-----------------|
| <b>Spring controlled-burn project</b>  | <b>\$16,500</b> |
| Controlled burn necessary to improve habitat for native plant species                          |                 |
| <b>Golf Cart GPS Screen Upgrades</b>   | <b>\$15,200</b> |
| Remove and replace obsolete GPS screens in the Prairie Landing golf cart fleet                 |                 |
| <b>Sickle-Mower attachment</b>   | <b>\$12,500</b> |
| The implement would be used to trim brush and grasses in our native areas                      |                 |
| <b>Tire Replacement on Golf Carts</b>  | <b>\$10,000</b> |
| Due to age and wear, tire replacement on 38 golf carts for safety of customers and the course. |                 |

**Contingency Funds**

**Contingency Reserve – All Operations** **\$150,000**

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



**Fiscal Year 2023  
Budget &  
Appropriations Ordinance**

For the period January 1, 2023 - December 31, 2023  
DuPage Airport Authority  
West Chicago, IL

# ORDINANCE 2023-381

## BUDGET & APPROPRIATIONS ORDINANCE for the DUPAGE AIRPORT AUTHORITY for the FISCAL YEAR BEGINNING JANUARY 1, 2023 AND ENDING DECEMBER 31, 2023

WHEREAS, The Board of Commissioners of the DuPage Airport Authority, an Illinois Special District, has adopted a fiscal year beginning January 1, 2023 and ending December 31, 2023, 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 2023.

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, 2023 and ending December 31, 2023 the following sums of money below are hereby budgeted and appropriated for the corporate purposes of the Corporate Fund of the DuPage Airport Authority:

|  |                      |
|--|----------------------|
| <b>Estimated Beginning Cash Balance</b>                                | <b>\$ 77,034,453</b> |
| <b><u>OPERATING REVENUES</u></b>                                       |                      |
| Airport Operations   | \$ 4,183,600         |
| Flight Center Fuel Operations  | \$ 17,638,235        |
| Prairie Landing Golf Course  | \$ 2,779,900         |
| <b>TOTAL OPERATING REVENUES</b>  | <b>\$ 24,601,735</b> |
| <b><u>OPERATING EXPENSES</u></b>                                       |                      |
| Airport Operations   | \$ 7,759,120         |
| Flight Center Fuel Operations  | \$ 13,658,057        |
| Prairie Landing Golf Course  | \$ 2,652,567         |
| <b>TOTAL OPERATING EXPENSES</b>  | <b>\$ 24,069,744</b> |
| <b><u>NON OPERATING - REVENUE / DEBT SERVICE / CAPITAL / TAXES</u></b> |                      |
| <b>REVENUES</b>  |                      |
| Miscellaneous Taxes  | \$ 90,000            |
| Property Taxes/Abatement   | \$ 6,031,600         |
| Federal & State Grants   | \$ 3,041,368         |
| Interest Income  | \$ 1,501,344         |
| Unrealized Gain/Loss from Investments                                  | \$ 597,996           |
| Gain of Sale from Fixed Assets   | \$ 7,971,204         |
| <b>TOTAL NON-OPERATING REVENUES</b>                                    | <b>\$ 19,233,512</b> |
| <b>EXPENSES</b>  |                      |
| Property Tax (DAA)   | \$ 216,439           |
| Property Tax (PLGC)  | \$ 58,800            |
| <b>TOTAL NON-OPERATING EXPENSES</b>                                    | <b>\$ 275,239</b>    |
| <b><u>CAPITAL DEVELOPMENT PROGRAM</u></b>                              |                      |
| AVIATION PROGRAMS / EQUIPMENT  | \$ 30,767,107        |
| GOLF COURSE PROGRAMS / EQUIPMENT                                       | \$ 3,806,552         |
| MAJOR MAINTENANCE OF CAPITAL ASSETS                                    | \$ 906,352           |
| <b>TOTAL CAPITAL DEVELOPMENT PROGRAM</b>                               | <b>\$ 35,480,011</b> |
| <b>TOTAL REVENUES</b>  | <b>\$ 43,835,247</b> |
| <b>TOTAL EXPENDITURES</b>  | <b>\$ 59,824,994</b> |
| <b>ADJUSTMENTS RELATED TO P&amp;L NON-CASH ITEMS</b>                   | <b>\$ 3,212,300</b>  |
| <b>CASH BALANCE - ENDING</b>   | <b>\$ 64,257,006</b> |

SECTION 2: That the following budget and appropriations, containing an estimate of the receipts and expenditures for FISCAL YEAR 2023, be and are hereby adopted as the budget and appropriations of the Corporate Fund of the DuPage Airport Authority for said fiscal year:

**AIRPORT ADMINISTRATION / OPERATIONS**

|  |                      |
|--|----------------------|
| <b>REVENUES</b>                                  |                      |
| HANGAR RENTALS                                   | \$ 2,917,254         |
| COLLECTION, SERVICE, TOWING FEES                 | \$ 1,284             |
| COMMISSIONS                                      | \$ 19,401            |
| CUSTOMS FEES                                     | \$ 240,000           |
| RAMP, TIE DOWN, OVERNIGHT FEES                   | \$ 199,929           |
| NON AIRFIELD, RENT/LEASE REVENUE                 | \$ 790,732           |
| MISCELLANEOUS                                    | \$ 15,000            |
| <b>TOTAL REVENUES</b>                            | <b>\$ 4,183,600</b>  |
| <b>CASH ON HAND - BEGINNING</b>                  | <b>\$ 43,496,750</b> |
| <b>TOTAL FUNDS AVAILABLE</b>                     | <b>\$ 47,680,350</b> |
| <b>EXPENDITURES</b>                              |                      |
| <b>SALARIES</b>                                  |                      |
| STAFF & COMMISSIONERS                            | \$ 2,613,265         |
| <b>SALARIES TOTAL</b>                            | <b>\$ 2,613,265</b>  |
| <b>BENEFITS</b>                                  |                      |
| FICA   | \$ 194,371           |
| UNEMPLOYMENT INSURANCE                           | \$ 25,393            |
| GROUP INSURANCE                                  | \$ 364,944           |
| UNIFORMS   | \$ 15,696            |
| IMRF   | \$ 130,812           |
| <b>BENEFITS TOTAL</b>                            | <b>\$ 731,216</b>    |
| <b>GENERAL &amp; ADMINISTRATIVE</b>              |                      |
| EDUCATION / TRAINING / TRAVEL                    | \$ 26,425            |
| DUES & SUBSCRIPTIONS                             | \$ 14,425            |
| COMPUTER AND SOFTWARE                            | \$ 42,900            |
| COMMUNICATIONS                                   | \$ 64,790            |
| GENERAL OFFICE                                   | \$ 6,248             |
| MISCELLANEOUS                                    | \$ 34,454            |
| <b>GEN. &amp; ADMIN. TOTAL</b>                   | <b>\$ 189,242</b>    |
| <b>OUTSIDE SERVICES</b>                          |                      |
| CONSULTING SERVICES                              | \$ 384,100           |
| ACCOUNTING / AUDIT                               | \$ 50,000            |
| CUSTOMS/CONTROL TOWER                            | \$ 872,618           |
| MISC OUTSIDE SERVICES                            | \$ 277,436           |
| LEGAL  | \$ 200,004           |
| SNOW REMOVAL/ICE CONTROL                         | \$ 109,000           |
| ARFF   | \$ 525,389           |
| <b>OUTSIDE TOTAL</b>                             | <b>\$ 2,418,547</b>  |
| <b>MAINTENANCE</b>                               |                      |
| EQUIPMENT LEASE / MAINT. CONTRACTS               | \$ 167,070           |
| SUPPLIES/HANDTOOLS & SMALL EQUIPMENT             | \$ 54,866            |
| FUEL/OIL VEHICLES & EQUIPMENT                    | \$ 87,996            |
| FIELD MAINTENANCE                                | \$ 120,000           |
| BUILDING MAINTENANCE                             | \$ 192,250           |
| MACHINE & EQUIPMENT                              | \$ 68,256            |
| <b>MAINTENANCE TOTAL</b>                         | <b>\$ 690,438</b>    |
| INSURANCE  | \$ 472,030           |
| <b>INSURANCE TOTAL</b>                           | <b>\$ 472,030</b>    |
| MARKETING / PUBLIC RELATIONS                     | \$ 97,350            |
| <b>MARKETING / PUBLIC RELATIONS TOTAL</b>        | <b>\$ 97,350</b>     |
| <b>UTILITIES</b>                                 |                      |
| GARBAGE REMOVAL / JANITORIAL                     | \$ 16,250            |
| GAS HEAT   | \$ 204,360           |
| ELECTRIC   | \$ 295,918           |
| WATER/SEWER                                      | \$ 30,504            |
| <b>TOTAL UTILITIES</b>                           | <b>\$ 547,032</b>    |
| <b>TOTAL EXPENDITURES:</b>                       |                      |
| <b>AUTHORITY ADMINISTRATION &amp; OPERATIONS</b> | <b>\$ 7,759,120</b>  |
| <b>CASH ON HAND ENDING</b>                       | <b>\$ 39,921,230</b> |

**DUPAGE FLIGHT CENTER FUEL OPERATIONS**

|                                      |                      |
|--------------------------------------|----------------------|
| <b>REVENUES</b>                      |                      |
| FUEL & OIL SALES                     | \$ 17,043,831        |
| SERVICES & CATERING                  | \$ 588,500           |
| MISCELLANEOUS INCOME                 | \$ 5,904             |
| <b>TOTAL REVENUES</b>                | <b>\$ 17,638,235</b> |
| <br>                                 |                      |
| <b>CASH ON HAND - BEGINNING</b>      | <b>\$ 34,225,163</b> |
| <br>                                 |                      |
| <b>TOTAL FUNDS AVAILABLE</b>         | <b>\$ 51,863,398</b> |
| <br>                                 |                      |
| <b>EXPENDITURES</b>                  |                      |
| <b>SALARIES</b>                      |                      |
| STAFF                                | \$ 1,222,670         |
| <b>SALARIES TOTAL</b>                | <b>\$ 1,222,670</b>  |
| <br>                                 |                      |
| <b>BENEFITS</b>                      |                      |
| FICA                                 | \$ 93,534            |
| UNEMPLOYMENT INSURANCE               | \$ 21,229            |
| GROUP INSURANCE                      | \$ 244,301           |
| UNIFORMS                             | \$ 17,500            |
| IMRF                                 | \$ 65,168            |
| <b>BENEFITS TOTAL</b>                | <b>\$ 441,732</b>    |
| <br>                                 |                      |
| <b>COST OF SALES</b>                 |                      |
| COST OF SALES - FUEL/OIL             | \$ 11,067,783        |
| COST OF SALES - DE-ICE               | \$ 34,000            |
| COST OF SALES - CATERING             | \$ 87,000            |
| <b>COST OF SALES TOTAL</b>           | <b>\$ 11,188,783</b> |
| <br>                                 |                      |
| <b>GENERAL &amp; ADMINISTRATIVE</b>  |                      |
| BUILDING RENT                        | \$ 48,000            |
| EDUCATION / TRAINING / TRAVEL        | \$ 19,800            |
| DUES & SUBSCRIPTIONS                 | \$ 4,100             |
| MISC OFFICE EXPENSE                  | \$ 24,392            |
| SOFTWARE                             | \$ 18,515            |
| COMMUNICATIONS                       | \$ 6,696             |
| CREDIT CARD EXPENSE                  | \$ 239,342           |
| MARKETING                            | \$ 52,250            |
| <b>GEN. &amp; ADMIN. TOTAL</b>       | <b>\$ 413,095</b>    |
| <br>                                 |                      |
| <b>OUTSIDE SERVICES</b>              |                      |
| CONSULTING SERVICES/LEGAL            | \$ 21,840            |
| <b>OUTSIDE SERVICES TOTAL</b>        | <b>\$ 21,840</b>     |
| <br>                                 |                      |
| <b>MAINTENANCE / OPERATIONS</b>      |                      |
| EQUIPMENT LEASE / MAINT. CONTRACTS   | \$ 136,416           |
| SUPPLIES                             | \$ 44,120            |
| FUEL / OIL VEHICLES                  | \$ 24,000            |
| MAINTENANCE EXPENSE                  | \$ 36,580            |
| <b>MAINTENANCE TOTAL</b>             | <b>\$ 241,116</b>    |
| <br>                                 |                      |
| <b>INSURANCE</b>                     | <b>\$ 125,216</b>    |
| <b>INSURANCE TOTAL</b>               | <b>\$ 125,216</b>    |
| <br>                                 |                      |
| <b>UTILITIES</b>                     |                      |
| ELECTRIC                             | \$ 3,605             |
| <b>UTILITIES TOTAL</b>               | <b>\$ 3,605</b>      |
| <br>                                 |                      |
| <b>TOTAL EXPENDITURES:</b>           |                      |
| <b>FLIGHT CENTER FUEL OPERATIONS</b> | <b>\$ 13,658,057</b> |
| <br>                                 |                      |
| <b>CASH ON HAND ENDING</b>           | <b>\$ 38,205,341</b> |

**PRAIRIE LANDING GOLF COURSE**

**REVENUES**

**GOLF OPERATIONS**

|                              |                     |
|------------------------------|---------------------|
| GREENS FEES/CART RENTAL      | \$ 1,249,850        |
| ASSOCIATION MEMBERSHIPS      | \$ 380,000          |
| RENTALS                      | \$ 2,000            |
| PRACTICE CENTER              | \$ 100,000          |
| PRO SHOP SALES               | \$ 117,000          |
| <b>TOTAL GOLF OPERATIONS</b> | <b>\$ 1,848,850</b> |

**FOOD & BEVERAGE**

|                                  |                   |
|----------------------------------|-------------------|
| CLUBHOUSE                        | \$ 400,000        |
| KITTY HAWK - DELI                | \$ 13,200         |
| BANQUET                          | \$ 515,350        |
| <b>TOTAL FOOD &amp; BEVERAGE</b> | <b>\$ 928,550</b> |

|                                   |                     |
|-----------------------------------|---------------------|
| MISCELLANEOUS INCOME              | \$ 2,500            |
| <b>TOTAL MISCELLANEOUS INCOME</b> | <b>\$ 2,500</b>     |
| <b>TOTAL REVENUES</b>             | <b>\$ 2,779,900</b> |

|                                 |                     |
|---------------------------------|---------------------|
| <b>CASH ON HAND - BEGINNING</b> | <b>\$ (687,460)</b> |
|---------------------------------|---------------------|

|                              |                     |
|------------------------------|---------------------|
| <b>TOTAL FUNDS AVAILABLE</b> | <b>\$ 2,092,440</b> |
|------------------------------|---------------------|

**EXPENDITURES**

**SALARIES**

|                       |                     |
|-----------------------|---------------------|
| STAFF                 | \$ 1,284,100        |
| <b>SALARIES TOTAL</b> | <b>\$ 1,284,100</b> |

**BENEFITS**

|                        |                   |
|------------------------|-------------------|
| FICA                   | \$ 98,231         |
| UNEMPLOYMENT INSURANCE | \$ 33,793         |
| GROUP INSURANCE        | \$ 110,534        |
| UNIFORMS               | \$ 9,500          |
| IMRF                   | \$ 53,083         |
| <b>BENEFITS TOTAL</b>  | <b>\$ 305,141</b> |

**COST OF SALES**

|                                       |                   |
|---------------------------------------|-------------------|
| COST OF SALES - GOLF                  | \$ 83,500         |
| COST OF SALES - GRILL,EVENT, BANQUETS | \$ 260,499        |
| COST OF SALES - KITTY HAWK            | \$ 11,402         |
| CREDIT CARD SALES                     | \$ 68,054         |
| <b>COST OF SALES TOTAL</b>            | <b>\$ 423,455</b> |

**GENERAL & ADMINISTRATIVE**

|                                 |                  |
|---------------------------------|------------------|
| EDUCATION / TRAINING / TRAVEL   | \$ -             |
| DUES & SUBSCRIPTIONS            | \$ 24,450        |
| COMPUTER AND SOFTWARE           | \$ 7,004         |
| COMMUNICATIONS                  | \$ 24,420        |
| TRANSFER COSTS TO FLIGHT CENTER | \$ (77,004)      |
| MARKETING                       | \$ 40,000        |
| <b>GEN. &amp; ADMIN. TOTAL</b>  | <b>\$ 18,870</b> |

**OUTSIDE SERVICES**

|                               |                  |
|-------------------------------|------------------|
| CONSULTING SERVICES / LEGAL   | \$ 54,496        |
| <b>OUTSIDE SERVICES TOTAL</b> | <b>\$ 54,496</b> |

**MAINTENANCE / OPERATIONS**

|                              |                   |
|------------------------------|-------------------|
| COURSE MAINTENANCE           | \$ 118,000        |
| SUPPLIES                     | \$ 105,150        |
| RENTAL EQUIPMENT             | \$ 62,284         |
| FUEL / OIL VEHICLES          | \$ 17,500         |
| BUILDING MAINTENANCE EXPENSE | \$ 76,100         |
| <b>MAINTENANCE TOTAL</b>     | <b>\$ 379,034</b> |

|                        |                  |
|------------------------|------------------|
| INSURANCE              | \$ 89,896        |
| <b>INSURANCE TOTAL</b> | <b>\$ 89,896</b> |

**UTILITIES**

|                              |                  |
|------------------------------|------------------|
| GARBAGE REMOVAL / JANITORIAL | \$ 2,568         |
| GAS HEAT                     | \$ 20,089        |
| ELECTRIC                     | \$ 66,818        |
| WATER/SEWER                  | \$ 8,100         |
| <b>UTILITIES TOTAL</b>       | <b>\$ 97,575</b> |

|                                    |                     |
|------------------------------------|---------------------|
| <b>TOTAL EXPENDITURES:</b>         |                     |
| <b>PRAIRIE LANDING GOLF COURSE</b> | <b>\$ 2,652,567</b> |

|                            |                     |
|----------------------------|---------------------|
| <b>CASH ON HAND ENDING</b> | <b>\$ (560,127)</b> |
|----------------------------|---------------------|

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

|                                       |                      |
|---------------------------------------|----------------------|
| MISCELLANEOUS TAXES                   | \$ 90,000            |
| PROPERTY TAXES                        | \$ 6,031,600         |
| FEDERAL & STATE GRANTS                | \$ 3,041,368         |
| INTEREST INCOME                       | \$ 1,501,344         |
| UNREALIZED GAIN/LOSS FROM INVESTMENTS | \$ 597,996           |
| GAIN OF SALE FROM FIXED ASSETS        | \$ 7,971,204         |
| <b>TOTAL NON-OPERATING REVENUES</b>   | <b>\$ 19,233,512</b> |

**CAPITAL DEVELOPMENT PROGRAM**

|                                     |                      |
|-------------------------------------|----------------------|
| AVIATION PROGRAMS / EQUIPMENT       | \$ 30,767,107        |
| GOLF COURSE PROGRAMS / EQUIPMENT    | \$ 3,806,552         |
| MAJOR MAINTENANCE OF CAPITAL ASSETS | \$ 906,352           |
| <b>TOTAL CAPITAL DEVELOPMENT</b>    | <b>\$ 35,480,011</b> |

**PROPERTY TAX**

|                           |                   |
|---------------------------|-------------------|
| PROPERTY TAX (DAA)        | \$ 216,439        |
| PROPERTY TAX (PLGC)       | \$ 58,800         |
| <b>TOTAL PROPERTY TAX</b> | <b>\$ 275,239</b> |

|                           |                      |
|---------------------------|----------------------|
| <b>TOTAL REVENUES</b>     | <b>\$ 43,835,247</b> |
| <b>TOTAL EXPENDITURES</b> | <b>\$ 59,824,994</b> |

|  |                     |
|--|---------------------|
| <b>ADJUSTMENTS RELATED TO P&amp;L NON-CASH ITEMS</b> | <b>\$ 3,212,300</b> |
|--|---------------------|

|                            |                      |
|----------------------------|----------------------|
| <b>CASH ON HAND ENDING</b> | <b>\$ 64,257,006</b> |
|----------------------------|----------------------|

Said appropriation items shall constitute the Budget for the Corporate Fund of the Authority for FISCAL YEAR 2023.

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, 2023, and there is included in the appropriated amounts, funds derived from other sources than local taxation, and which may be spent for the benefit of the authority without actually being received and expended by it.

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

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

Passed and approved by the Board of Commissioners of the DuPage Airport Authority on January 20, 2023.

Record of Roll Call Vote:

|                           |       |
|---------------------------|-------|
| Karyn M. Charvat          | _____ |
| Juan E. Chavez            | _____ |
| Joshua S. Davis           | _____ |
| Herbert A. Getz           | _____ |
| Anthony M. Giunti, Jr.    | _____ |
| Gina R. LaMantia          | _____ |
| Michael V. Ledonne        | _____ |
| Noreen M. Ligino-Kubinski | _____ |
| Daniel J. Wagner          | _____ |

\_\_\_\_\_  
Chairman

(seal)  
ATTEST:

\_\_\_\_\_  
Secretary

# Appendix



## ACRONYMS & GLOSSARY OF TERMS

**Accrual Basis of Accounting-** Basis of accounting which attempts to record financial transactions in the period when the revenue is earned and expenses when the liability is incurred.

**ACFR-** Annual Comprehensive Financial Report

**Approved Budget-** The upcoming fiscal year budget as initially passed by the Board.

**The Authority-** Refers to the DuPage Airport Authority

**Balanced Budget-** The instance where total revenues and other resources equal or exceed expenditures and other uses.

**Budget-** A plan created using a balanced approach whereby estimates of revenues and expenses based on historical trends and anticipated future results and aims to achieve at minimum a balanced net operating profit.

**Budget Calendar-** The schedule of key dates or milestones that the Authority follows in the preparation, adoption, and administration of the annual budget.

**Budget Process-** The process of translating planning and programming decisions into specific financial plans.

**Capital Assets-** Land, improvements to land, buildings, building improvements, vehicles, machinery and equipment that are used in operations and that have initial useful lives that extend beyond one year of economic benefit and that are in excess of \$5,000.

**Capital Budget-** A plan of proposed capital expenditures and the means of financing them. The capital budget is enacted as part of Adopted Budget, which includes both operating and capital outlays.

**Contingency-** An appropriation of funds to cover unforeseen capital projects that occur during the fiscal year.

**DAA-** DuPage Airport Authority

**DBC-** DuPage Business Center

**DFC-** DuPage Flight Center

**Department-** A major administrative division of the Authority that indicates overall management responsibility for an operation.

**Depreciation-** Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of physical elements, inadequacy, or obsolescence.

**Forecast-** A projection of future revenues and/or expenses based on historical and current economic, financial, and demographic information.

**Fund-** A grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives.

**GAAP-** Generally Accepted Accounting Principles. Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of an

entity. GAAP encompasses the conventions, rules, and procedures necessary to define accepted accounting practices at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provides a standard by which to measure financial presentations. The primary authoritative body of application of GAAP to state and local governments is the Governmental Accounting Standards Board (GASB).

**GFOA-** Government Finance Officers Association

**IMRF-** Illinois Municipal Retirement Fund, retirement fund for all full-time Authority employees

**Major Maintenance-** Significant maintenance needed to be done to existing Capital Assets that do not add to the value or service capacity of the asset or extend the assets useful life.

**Net Income-** Excess of operating revenue, non-operating revenue over operating expenses and non-operating expenses.

**Operating Expenses-** Expenses incurred by the Authority through business operations.

**Operating Revenue-** Revenue that the Authority generates from business activities.

**PLGC-** Prairie Landing Golf Club

**Proprietary Funds-** These funds are used to account for a government's ongoing organizations and activities that are similar to businesses found in the private sector.

**Tax Levy-** The total amount to be raised by general property taxes for operating and capital purposes.

**Tax Rate-** The amount of tax levied for each \$100 of assessed valuation.

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

**FROM:** Mark Doles  
Executive Director

**RE:** Proposed Ordinance 2023-382; An Ordinance of the DuPage Airport Authority Promulgating Regulations Under the Freedom of Information Act.

**DATE:** January 13, 2023



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**SUMMARY:**

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

**PREVIOUS COMMITTEE/BOARD ACTION:**

January 19, 2022      The Board of Commissioners passed Ordinance 2022-375; An Ordinance of the DuPage Airport Authority Promulgating Regulations Under the Freedom of Information Act.

**REVENUE OR FUNDING IMPLICATIONS:**

Not applicable.

**STAKEHOLDER PROCESS:**

Not applicable.

**LEGAL REVIEW:**

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

**ATTACHMENTS:**

- Proposed Ordinance 2023-382; An Ordinance of the DuPage Airport Authority Promulgating Regulations Under the Freedom of Information Act.

**ALTERNATIVES:**

The Board can deny, modify or amend this issue.

**RECOMMENDATION:**

It is the recommendation of the Executive Director that the Board approve Proposed Ordinance 2023-382; An Ordinance of the DuPage Airport Authority Promulgating Regulations Under the Freedom of Information Act.

**ORDINANCE 2023-382**  
**AN ORDINANCE OF THE DUPAGE AIRPORT AUTHORITY**  
**PROMULGATING REGULATIONS UNDER THE FREEDOM**  
**OF INFORMATION ACT**

**RECITALS**

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

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

**SECTION 1. Definitions:**

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

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

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

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

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

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

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

**SECTION 5. Prior Ordinances:** This ordinance repeals Ordinance 2022-375 and shall be placed in DuPage Airport Authority Code.

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

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 20<sup>th</sup> day of January 2023.

Karyn M. Charvat \_\_\_\_\_  
Juan E. Chavez \_\_\_\_\_  
Joshua S. Davis \_\_\_\_\_  
Herbert A. Getz \_\_\_\_\_  
Anthony M. Giunti Jr. \_\_\_\_\_

Gina R. LaMantia \_\_\_\_\_  
Michael V. Ledonne \_\_\_\_\_  
Noreen M. Ligino-Kubinski \_\_\_\_\_  
Daniel J. Wagner \_\_\_\_\_

\_\_\_\_\_  
CHAIRMAN

(ATTEST)

\_\_\_\_\_  
SECRETARY

**ORDINANCE 2023-382**

**DuPAGE AIRPORT AUTHORITY**

**Fee Schedule for Duplication of Public Records**

Cost for copies effective date: January 1, 2023

Paper copy from paper original on copy machine:

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

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

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

All fees for copying are payable in advance.



## **DuPAGE AIRPORT AUTHORITY**

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

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

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

On January 1, 2023, the DAA had 56 full-time employees and 34 part-time employees. The total budgeted revenue is \$43,835,247 for the fiscal year ending December 31, 2023. The total budgeted expenditures for the year are \$59,824,994. This includes \$24,344,983 for general operating costs and \$35,480,011 for capital expenditures and major maintenance projects.

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

Any person may obtain public records for inspection or copying in accordance with the provisions of the Freedom of Information Act by submitting a written request to the DAA providing the name, address and telephone number of the applicant and describing the documents sought. DAA suggests, but shall not require, that applicants submit the request on a Request for Public Records (Form FOI 500) to the DAA's office during normal working hours. The request shall state whether any record shall be used in any form for sale, resale or solicitation or advertisement for sales or services. FOI Requests should be directed to the attention of the DAA's Freedom of Information Officer, DuPage Airport Authority, 2700 International Drive, Suite 200, West Chicago, IL 60185. The requested record will be provided promptly and in accordance with DAA Ordinance 2022-375 (an Ordinance of DAA promulgating regulations under the Freedom of Information Act). Except for unusual circumstances permitted under the Act and for records requested for a commercial purpose as defined by the Act, the record will be supplied within five (5) business days of receipt of the written request. Under certain conditions permitted by law, the DAA may extend this time limit by another five (5) business days. Records requested for a commercial purpose, as defined by the Act, will be provided in the time frame provided in the Act for such records. In the event that the Request for Public Records cannot be complied with, a written denial stating the detailed factual basis for the denial of the application or any claimed exemption(s) will be mailed to the person making the request within five (5) business days after receipt of the request or after the extension of time, if extended.

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

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

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

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

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

## **DuPAGE AIRPORT AUTHORITY**

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

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

DuPAGE AIRPORT AUTHORITY

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Mark Doles  
Executive Director

**DUPAGE AIRPORT AUTHORITY OFFICERS/COMMISSIONERS  
AS OF JANUARY 1, 2023**

HERBERT A. GETZ, CHAIRMAN  
GINA R. LAMANTIA, VICE-CHAIRMAN  
MICHAEL V. LEDONNE, TREASURER  
DANIEL J. WAGNER, SECRETARY

KARYN M. CHARVAT, COMMISSIONER  
JUAN E. CHAVEZ, COMMISSIONER  
JOSHUA S. DAVIS, COMMISSIONER  
ANTHONY M. GIUNTI JR., COMMISSIONER  
NOREEN M. LIGINO-KUBINSKI, COMMISSIONER

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

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

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

**DuPAGE AIRPORT AUTHORITY**

**A-1.**

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

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

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

4. Specify documents of which copies are requested:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Will any part of the requested records be used in any form for sale, resale or solicitation or advertisement for sales or services? \_\_\_\_\_.

\_\_\_\_\_  
Signature

---

---

For DAA Use Only

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

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

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

TO:

FROM:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

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

DESCRIPTION OF REQUESTED RECORD(S):

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

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

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

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

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

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

\_\_\_\_\_  
Date

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

TO:

FROM:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

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

DESCRIPTION OF REQUESTED RECORD(S):

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

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

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

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

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

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

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

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

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

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

\_\_\_\_\_  
DAA Freedom of Information Officers  
Dan Barna and Kristine Klotz



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

TO:

FROM:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

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

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

DESCRIPTION OF REQUESTED RECORD(S):

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

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

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

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

\_\_\_\_\_  
DAA Freedom of Information Officers  
Dan Barna and Kristine Klotz

\_\_\_\_\_  
Date

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

TO:

FROM:

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

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

DESCRIPTION OF REQUESTED RECORD(S):

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

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

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

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

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

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

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

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

\_\_\_\_\_  
DAA Freedom of Information Officers  
Dan Barna and Kristine Klotz

\_\_\_\_\_  
Date

**RESOLUTION 2023-2563**

**AUTHORIZING THE DESTRUCTION OF CERTAIN VERBATIM RECORDINGS OF CLOSED SESSIONS**

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

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

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

- August 18, 2020 – Special Board Meeting
- September 16, 2020 – Regular Board Meeting
- October 15, 2020 – Special Board Meeting
- December 14, 2020 – Special Board Meeting
- January 20, 2021 – Annual Board Meeting
- March 18, 2021 – Regular Board Meeting
- March 31, 2021 – Special Board Meeting
- June 28, 2021 – Regular Board Meeting

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

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

Karyn M. Charvat \_\_\_\_\_  
 Juan E. Chavez \_\_\_\_\_  
 Joshua S. Davis \_\_\_\_\_  
 Herbert A. Getz \_\_\_\_\_  
 Anthony M. Giunti Jr. \_\_\_\_\_

Gina R. LaMantia \_\_\_\_\_  
 Michael V. Ledonne \_\_\_\_\_  
 Noreen M. Ligino-Kubinski \_\_\_\_\_  
 Daniel J. Wagner \_\_\_\_\_

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 20<sup>th</sup> day of January, 2023.

(ATTEST)

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
SECRETARY

**RESOLUTION 2023-2563**



TO: Board of Commissioners  
 FROM: Dan Barna  
 Operations and Capital Program Manager

THROUGH: Mark Doles  
 Executive Director

RE: Proposed Resolution 2023-2564; Award of Contract to Harris Golf Cars for the Procurement of One (1) Golf Beverage Cart

DATE: January 10, 2023

**SUMMARY:**

The Airport Authority’s 2023 Capital Budget includes the procurement of one (1) golf beverage cart for the Prairie Landing Golf Club. The new beverage cart will replace an existing unit that is at the end of its effective service life.

A solicitation for sealed bids was advertised in the December 14, 2022 edition of the *Daily Herald Newspaper*. Three (3) sealed bids were received and opened at 2:00 pm on January 5, 2023. Bid results are as follows:

| Bidder                                       | Make & Model             | Total Cost F.O.B. Prairie Landing Golf Club | Lead Time |
|--|--------------------------|---|-----------|
| E-Z-Go Division of Textron, Inc. Augusta, GA | *Cushman Refresher Oasis | \$19,824.93                                 | 180 Days  |
| Harris Golf Cars Sugar Grove, IL             | Yamaha Bistro Deluxe     | \$22,080                                    | 365+ Days |
| Nadler Golf Car Sales Aurora, IL             | Club Car Café Express    | \$28,000                                    | 365+ Days |

*\*Does not meet bid specifications regarding weight, brakes and tires.*

Upon evaluation of the bids, it is apparent that Harris Golf Cars is the low, responsive and responsible bidder.

**PREVIOUS COMMITTEE/BOARD ACTION:**

January 20, 2023 Golf Committee – this item is on the agenda for review and consideration.

**REVENUE OR FUNDING IMPLICATIONS:**

|   |            |
|---|------------|
| 2023 Capital Budget   | \$24,000   |
| One (1) Yamaha Bistro Deluxe Golf Beverage Cart<br>F.O.B. Prairie Landing Golf Club | (\$22,080) |
|   | \$1,920    |

**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 2023-2564; Award of Contract to Harris Golf Cars for the Procurement of One (1) Golf Beverage Cart.
- 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 2023-2564; Award of Contract to Harris Golf Cars for the Procurement of One (1) Golf Beverage Cart.



Yamaha Bistro Deluxe Golf Beverage Cart

**RESOLUTION 2023-2564**

**AWARD OF CONTRACT TO HARRIS GOLF CARS FOR THE PROCUREMENT OF ONE (1) GOLF BEVERAGE CART**

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

**WHEREAS**, the Authority has solicited sealed bids for the procurement of one (1) golf beverage cart; and

**WHEREAS**, the Authority received and reviewed three (3) sealed bids on January 5, 2023; and

**WHEREAS**, it is apparent that Harris Golf Cars is the low, responsive and responsible bidder at a total cost of \$22,080; and

**WHEREAS**, the Board of Commissioners of the Authority deem it to be in the best interests of the Authority to enter into a Purchase Order Contract with Harris Golf Cars for the procurement of one (1) Yamaha Bistro Deluxe golf beverage cart for a total cost of \$22,080 F.O.B. Prairie Landing Golf Club; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the DuPage Airport Authority hereby authorizes the Executive Director, Mark Doles to execute said Purchase Order Contract with Harris Golf Cars for the procurement of one (1) Yamaha Bistro Deluxe golf beverage cart for a total cost of \$22,080 F.O.B. Prairie Landing Golf Club and to take whatever steps necessary to effectuate the terms of said Purchase Order.

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

Karyn M. Charvat \_\_\_\_\_  
Juan E. Chavez \_\_\_\_\_  
Joshua S. Davis \_\_\_\_\_  
Herbert A. Getz \_\_\_\_\_  
Anthony M. Giunti Jr. \_\_\_\_\_

Gina R. LaMantia \_\_\_\_\_  
Michael V. Ledonne \_\_\_\_\_  
Noreen M. Ligino-Kubinski \_\_\_\_\_  
Daniel J. Wagner \_\_\_\_\_

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 20<sup>th</sup> day of January, 2023.

\_\_\_\_\_  
CHAIRMAN

(ATTEST)

\_\_\_\_\_  
SECRETARY

**RESOLUTION 2023-2564**

**DUPAGE AIRPORT AUTHORITY  
GOLF CARTS  
SOLICITATION NO. 2022-1215**

**STATEMENT OF POLITICAL CONTRIBUTIONS**

**HARRIS GOLF CARS**

(name of entity or individual)

**549 N. HEARTLAND DR., STE. A**

**SUGAR GROVE, IL 60554**

(address of entity or individual)

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

| Elected Official | Office  | Date    | Amount  | Form    |
|------------------|---------|---------|---------|---------|
| <u>None</u>      | <u></u> | <u></u> | <u></u> | <u></u> |
| <u></u>          | <u></u> | <u></u> | <u></u> | <u></u> |
| <u></u>          | <u></u> | <u></u> | <u></u> | <u></u> |
| <u></u>          | <u></u> | <u></u> | <u></u> | <u></u> |
| <u></u>          | <u></u> | <u></u> | <u></u> | <u></u> |

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

**VERIFICATION:**

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

1/3/23                      *S Harris*                      President  
 (date)                                      (signature)                                      (title of signer, if a business)



TO: Board of Commissioners

FROM: Dan Barna  
Operations and Capital Program Manager

THROUGH: Mark Doles  
Executive Director

RE: Proposed Resolution 2023-2565; Award of Contract to Batteries Unlimited and More LLC for the Procurement of Golf Cart Batteries

DATE: January 10, 2023

**SUMMARY:**

The Airport Authority’s 2023 Major Maintenance Budget includes the procurement of 270 golf cart batteries. Staff will replace batteries (6 per cart) in 45 of the 76 existing golf carts within the Prairie Landing fleet that are at the end of their effective service life.

A solicitation for sealed bids was advertised in the December 14, 2022 edition of the *Daily Herald Newspaper*. Three (3) sealed bids were received and opened at 1:00 pm on January 4, 2023. Bid results are as follows:

| Bidder                                     | Make / Model              | Price Per Battery<br>w/Core Credit F.O.B.<br>Prairie Landing Golf<br>Club | Lead Time      |
|--|---------------------------|---|----------------|
| Batteries Plus<br>Glen Ellyn, IL           | *Duracell<br>SLIGC8V-ELPT | \$165.53  | 10 Days        |
| <b>Batteries Unlimited<br/>Addison, IL</b> | <b>Trojan T-875 8V</b>    | <b>\$174</b>  | <b>15 Days</b> |
| Harris Golf Cars<br>Sugar Grove, IL        | Trojan T-875 8V           | \$204   | 60 Days        |

*\*Does not meet bid specifications regarding warranty, performance and maintenance.*

Upon evaluation of the bids, it is apparent that Batteries Unlimited and More LLC is the low, responsive and responsible bidder.

**PREVIOUS COMMITTEE/BOARD ACTION:**

January 20, 2023      Golf Committee – this item is on the agenda for review and consideration.



**REVENUE OR FUNDING IMPLICATIONS:**

|   |            |
|---|------------|
| 2023 Major Maintenance Budget   | \$47,652   |
| 270 Trojan T875 Golf Cart Batteries<br>F.O.B. Prairie Landing Golf Club | (\$46,980) |
|   | \$672      |

**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 2023-2565; Award of Contract to Batteries Unlimited and More LLC for the Procurement of Golf Cart Batteries.
- 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 2023-2565; Award of Contract to Batteries Unlimited and More LLC for the Procurement of Golf Cart Batteries.

**RESOLUTION 2023-2565**

**AWARD OF CONTRACT TO BATTERIES UNLIMITED AND MORE LLC FOR THE  
PROCUREMENT OF GOLF CART BATTERIES**

**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 270 8-volt golf cart batteries; and

**WHEREAS**, the Authority received and reviewed three (3) sealed bids on January 4, 2023; and

**WHEREAS**, it is apparent that Batteries Unlimited and More LLC is the low, responsive and responsible bidder at a total cost of \$46,980; and

**WHEREAS**, the Board of Commissioners of the Authority deem it to be in the best interests of the Authority to enter into a Purchase Order Contract with Batteries Unlimited and More LLC for the procurement of 270 Trojan T875 batteries for a total cost of \$46,980 F.O.B. Prairie Landing Golf Club; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the DuPage Airport Authority hereby authorizes the Executive Director, Mark Doles to execute said Purchase Order Contract with Batteries Unlimited and More LLC for the procurement of 270 Trojan T875 batteries for a total cost of \$46,980 F.O.B. Prairie Landing Golf Club and to take whatever steps necessary to effectuate the terms of said Purchase Order.

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

|                       |       |                           |       |
|-----------------------|-------|---------------------------|-------|
| Karyn M. Charvat      | _____ | Gina R. LaMantia          | _____ |
| Juan E. Chavez        | _____ | Michael V. Ledonne        | _____ |
| Joshua S. Davis       | _____ | Noreen M. Ligino-Kubinski | _____ |
| Herbert A. Getz       | _____ | Daniel J. Wagner          | _____ |
| Anthony M. Giunti Jr. | _____ |                           |       |

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 20<sup>th</sup> day of January, 2023.

\_\_\_\_\_  
CHAIRMAN

(ATTEST)

\_\_\_\_\_  
SECRETARY

**RESOLUTION 2023-2565**

**DUPAGE AIRPORT AUTHORITY  
GOLF CART BATTERIES  
SOLICITATION NO. 2022-1212**

**STATEMENT OF POLITICAL CONTRIBUTIONS**

N/A  
(name of entity or individual)

BATTERIES UNLIMITED  
31 W FULLERTON AVE  
ADDISON, IL 60101  
(address of entity or individual)

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


| Elected Official | Office | Date | Amount | Form |
|------------------|--------|------|--------|------|
| N/A              |        |      |        |      |
|                  |        |      |        |      |
|                  |        |      |        |      |
|                  |        |      |        |      |
|                  |        |      |        |      |

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

**VERIFICATION:**

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

1/3/23  
(date)

  
(signature)

owner/member Batteries Unlimited & More LLC  
(title of signer, if a business)



TO: Board of Commissioners

FROM: Dan Barna  
Operations and Capital Program Manager

THROUGH: Mark Doles  
Executive Director

RE: Proposed Resolution 2023-2566; Award of Contract to Revels Turf and Tractor LLC for the Procurement of One (1) GPS Turf Sprayer

DATE: January 10, 2023

**SUMMARY:**

The Airport Authority’s 2023 Capital Budget includes the procurement of one (1) 300-gallon GPS turf sprayer for the Prairie Landing Golf Club. The new turf sprayer will replace an existing unit that is at the end of its effective service life.

A solicitation for sealed bids was advertised in the December 14, 2022 edition of the *Daily Herald Newspaper*. Two (2) sealed bids were received and opened at 3:30 pm on January 4, 2023. Bid results are as follows:

| Bidder   | Make / Model                                 | Total Cost<br>F.O.B. Prairie Landing | Lead Time       |
|--|--|--------------------------------------|-----------------|
| Burriss Equipment<br>Waukegan, IL                | *Smithco 3185<br>Star Command II             | \$113,389                            | 180 Days        |
| <b>Revels Turf and<br/>Tractor<br/>Elgin, IL</b> | <b>John Deere<br/>ProGator<br/>2020A GPS</b> | <b>\$130,888.02</b>                  | <b>300 Days</b> |

*\*Does not meet transport speed bid specification.*

Upon evaluation of the bids, it is apparent that Revels Turf and Tractor LLC is the low, responsive and responsible bidder.

**PREVIOUS COMMITTEE/BOARD ACTION:**

January 20, 2023 Golf Committee – this item is on the agenda for review and consideration.

**REVENUE OR FUNDING IMPLICATIONS:**

|  |                |
|--|----------------|
| 2023 Capital Budget  | \$135,000      |
| One (1) John Deere ProGator 2020A GPS Turf Sprayer<br>F.O.B. Prairie Landing Golf Club | (\$130,888.02) |
|  | \$4,111.98     |

## **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 2023-2566; Award of Contract to Revels Turf and Tractor LLC for the Procurement of One (1) GPS Turf Sprayer.
- 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 2023-2566; Award of Contract to Revels Turf and Tractor LLC for the Procurement of One (1) GPS Turf Sprayer.



John Deere ProGator 2020A GPS Turf Sprayer

**RESOLUTION 2023-2566**

**AWARD OF CONTRACT TO REVELS TURF AND TRACTOR LLC FOR THE  
PROCUREMENT OF ONE (1) GPS TURF SPRAYER**

**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 a golf course GPS turf sprayer; and

**WHEREAS**, the Authority received and reviewed two (2) sealed bids on January 4, 2023; and

**WHEREAS**, it is apparent that Revels Turf and Tractor LLC is the low, responsive and responsible bidder at a total cost of \$130,888.02; and

**WHEREAS**, the Board of Commissioners of the Authority deem it to be in the best interests of the Authority to enter into a Purchase Order Contract with Revels Turf and Tractor LLC for the procurement of one (1) John Deere ProGator 2020A GPS Turf Sprayer for a total cost of \$130,888.02 F.O.B. Prairie Landing Golf Club; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the DuPage Airport Authority hereby authorizes the Executive Director, Mark Doles to execute said Purchase Order Contract with Revels Turf and Tractor LLC for the procurement of one (1) John Deere ProGator 2020A GPS Turf Sprayer for a total cost of \$130,888.02 F.O.B. Prairie Landing Golf Club and to take whatever steps necessary to effectuate the terms of said Purchase Order.

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

|                       |       |                           |       |
|-----------------------|-------|---------------------------|-------|
| Karyn M. Charvat      | _____ | Gina R. LaMantia          | _____ |
| Juan E. Chavez        | _____ | Michael V. Ledonne        | _____ |
| Joshua S. Davis       | _____ | Noreen M. Ligino-Kubinski | _____ |
| Herbert A. Getz       | _____ | Daniel J. Wagner          | _____ |
| Anthony M. Giunti Jr. | _____ |                           |       |

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 20<sup>th</sup> day of January, 2023.

\_\_\_\_\_  
CHAIRMAN

(ATTEST)

\_\_\_\_\_  
SECRETARY

**DUPAGE AIRPORT AUTHORITY  
GPS TURF SPRAYER  
SOLICITATION NO. 2022-1214**

**STATEMENT OF POLITICAL CONTRIBUTIONS**

Peukas Turf + Turfcare  
(name of entity or individual)

180 CORPORATE DR  
PELHAM, IL 60123  
(address of entity or individual)

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

| Elected Official | Office   | Date     | Amount   | Form     |
|------------------|----------|----------|----------|----------|
| <u>NONE</u>      | <u>/</u> | <u>/</u> | <u>/</u> | <u>/</u> |
| <u>/</u>         | <u>/</u> | <u>/</u> | <u>/</u> | <u>/</u> |
| <u>/</u>         | <u>/</u> | <u>/</u> | <u>/</u> | <u>/</u> |
| <u>/</u>         | <u>/</u> | <u>/</u> | <u>/</u> | <u>/</u> |

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

**VERIFICATION:**

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

12/29/22  
(date)

Ryan Salim  
(signature)

SALES MANAGER  
(title of signer, if a business)



TO: Board of Commissioners

FROM: Dan Barna  
Operations and Capital Program Manager

THROUGH: Mark Doles  
Executive Director

RE: Proposed Resolution 2023-2567; Award of Master Agreement to Gary Spielman Plumbing, Inc. for On-Call Plumbing Repair Services

DATE: January 11, 2023

**SUMMARY:**

The Airport Authority’s Building Maintenance Department utilizes the services of a licensed plumbing contractor for performing plumbing repairs on an as-needed basis throughout the airport and golf course.

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. expired on December 1, 2022. Staff solicited sealed bids for procurement of On-Call Plumbing Repair Services in the October 6, 2022 edition of the *Daily Herald Newspaper*. Only one (1) sealed bid was receive on October 27, 2022.

Pursuant to Section 6-18-11 of the Authority’s Procurement Code, a second solicitation for bids was advertised in the November 17, 2022 edition of the *Daily Herald Newspaper* noting that only one (1) bid was received in response to the first solicitation. Again, only one (1) sealed bid was received on December 8, 2022. Bid results are as follows:

| Bidder                                     | M-F 7-3:30 Hourly Rate |            | After 3:30 M-F and Saturdays Hourly Rate |            | Sunday and Federally Recognized Holidays Hourly Rate |            | Material Markup % |
|--|------------------------|------------|--|------------|--|------------|-------------------|
|  | Journeyman             | Apprentice | Journeyman                               | Apprentice | Journeyman   | Apprentice |                   |
| Gary Spielman Plumbing<br>West Chicago, IL | \$105                  | \$75       | \$170                                    | \$120      | \$180  | \$120      | 15                |



Upon evaluation of the bid it is apparent that Gary Spielman Plumbing, Inc. is the low, responsive and responsible bidder. Furthermore, the Executive Director has determined that the sole bid complies with the requirements of the Authority and that the prices submitted are fair and reasonable with no increase to hourly rates or material markup from the previous contract term. The proposed two (2) year Master Agreement will commence on February 1, 2023 and end on February 1, 2025.

**PREVIOUS COMMITTEE/BOARD ACTION:**

January 20, 2023      Finance Committee – this item is on the agenda for review and consideration.

**REVENUE OR FUNDING IMPLICATIONS:**

Costs associated with this Master Agreement have been included in the 2023 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 2023-2567; 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 2023-2567; Award of Master Agreement to Gary Spielman Plumbing, Inc. for On-Call Plumbing Repair Services.

**RESOLUTION 2023-2567**

**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 received only one (1) sealed bid on October 27, 2022 for on-call plumbing repair services; and

**WHEREAS**, pursuant to Section 6-18-11 of the Authority’s Procurement Code, the Authority advertised a second Invitation for Bids for on-call plumbing repair services noting that only one bid was received in response to the first invitation; and

**WHEREAS**, in response to that second Invitation for Bids, the Authority received and reviewed one (1) sealed bid on December 8, 2022 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 electrical 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 Federally recognized holiday rate of \$180 for Journeymen and \$120 for Apprentices; and a 15% markup rate on parts and/or materials; and

**WHEREAS**, the Executive Director has determined that the sole bid received from Gary Spielman Plumbing, Inc. complies with the requirements of the Authority and that the prices submitted are fair and reasonable; 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 February 1, 2023 and ending on February 1, 2025 at the above-referenced rates for costs not-to-exceed \$25,000 annually and \$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.

|                       |       |                            |       |
|-----------------------|-------|----------------------------|-------|
| Karyn M. Charvat      | _____ | Gina R. LaMantia           | _____ |
| Juan E. Chavez        | _____ | Michael V. Ledonne         | _____ |
| Joshua S. Davis       | _____ | Noreen M. Liginio-Kubinski | _____ |
| Herbert A. Getz       | _____ | Daniel J. Wagner           | _____ |
| Anthony M. Giunti Jr. | _____ |                            |       |

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 20<sup>th</sup> day of January, 2023.

\_\_\_\_\_  
CHAIRMAN

(ATTEST)

\_\_\_\_\_  
SECRETARY

**RESOLUTION 2023-2567**

**DUPAGE AIRPORT AUTHORITY  
ON-CALL PLUMBING REPAIR SERVICES  
SOLICITATION NO. IFB 2022-1115**

**STATEMENT OF POLITICAL CONTRIBUTIONS**

Gary Spidman Plumbing, Inc  
(name of entity or individual)

1601 Atlantic Dr. #101  
West Chicago, IL 60185

(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             |
|------------------|------------------|------------------|------------------|------------------|
| <del>_____</del> | <del>_____</del> | <del>_____</del> | <del>_____</del> | <del>_____</del> |
| <del>_____</del> | <del>_____</del> | <del>_____</del> | <del>_____</del> | <del>_____</del> |
| <del>_____</del> | <del>_____</del> | <del>_____</del> | <del>_____</del> | <del>_____</del> |
| <del>_____</del> | <del>_____</del> | <del>_____</del> | <del>_____</del> | <del>_____</del> |

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

**VERIFICATION:**

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

12/02/2022      Ken Spidman      President/owner  
(date)                      (signature)                      (title of signer, if a business)



TO: Board of Commissioners

FROM: Dan Barna  
Operations and Capital Program Manager

THROUGH: Mark Doles  
Executive Director

RE: Proposed Resolution 2023-2568; Award of Contract to BEC Enterprises LLC  
d/b/a Brown Equipment for the Procurement of One (1) Remote Slope Mower

DATE: January 10, 2023

**SUMMARY:**

The Airport Authority’s 2023 Capital Budget includes the procurement of one (1) remote slope mower. The new remote slope mower will be utilized for waterway management and wildlife mitigation. The mower provides enhanced safety when mowing steep inclines, waterway embankments, and roadside areas.

A solicitation for sealed bids was advertised in the December 14, 2022 edition of the *Daily Herald Newspaper*. Four (4) sealed bids were received and opened at 3:00 pm on January 4, 2023. Bid results are as follows:

| Bidder   | Make / Model                               | Total Cost<br>F.O.B.<br>DuPage Airport | Lead Time     |
|--|--|--|---------------|
| Green Climber<br>Burr Ridge, IL                                  | *Raymo Torpedo Electric<br>Flex Deck Mower | \$38,400                               | 40 Days       |
| Green Climber<br>Burr Ridge, IL                                  | *Green Climber F-23                        | \$46,970                               | 10 Days       |
| <b>BEC Enterprises<br/>d/b/a Brown Equipment<br/>McHenry, IL</b> | <b>RC Mowers TK-60XP</b>                   | <b>\$66,950</b>                        | <b>7 Days</b> |
| Tiles in Style LLC<br>South Holland, IL                          | Baroness LM315                             | \$77,786                               | 180-200 Days  |

*\*Does not meet bid specifications regarding cutting width and traction.*

Upon evaluation of the bids, it is apparent that BEC Enterprises LLC d/b/a Brown Equipment is the low, responsive and responsible bidder.

**PREVIOUS COMMITTEE/BOARD ACTION:**

January 20, 2023 Finance Committee – this item is on the agenda for review and consideration.

**REVENUE OR FUNDING IMPLICATIONS:**

|   |            |
|---|------------|
| 2023 Capital Budget   | \$70,000   |
| One (1) RC Mowers TK-60XP Remote Slope Mower<br>F.O.B. DuPage Airport | (\$66,950) |
|   | \$3,050    |

**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 2023-2568; Award of Contract to BEC Enterprises LLC d/b/a Brown Equipment for the Procurement of One (1) Remote Slope Mower.
- 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 2023-2568; Award of Contract to BEC Enterprises LLC d/b/a Brown Equipment for the Procurement of One (1) Remote Slope Mower.



RC Mowers TK-60XP Remote Slope Mower

**RESOLUTION 2023-2568**

**AWARD OF CONTRACT TO BEC ENTERPRISES, LLC D/B/A BROWN EQUIPMENT FOR THE PROCUREMENT OF ONE (1) REMOTE SLOPE MOWER**

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

**WHEREAS**, the Authority has solicited sealed bids for the procurement of one (1) remote slope mower; and

**WHEREAS**, the Authority received and reviewed four (4) sealed bids on January 4, 2023; and

**WHEREAS**, it is apparent that BEC Enterprises, LLC d/b/a Brown Equipment is the low, responsive and responsible bidder at a total cost of \$66,950; and

**WHEREAS**, the Board of Commissioners of the Authority deem it to be in the best interests of the Authority to enter into a Purchase Order Contract with BEC Enterprises, LLC d/b/a Brown Equipment for the procurement of one (1) RC Mowers TK-60XP remote slope mower for a total cost of \$66,950 F.O.B. DuPage Airport; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the DuPage Airport Authority hereby authorizes the Executive Director, Mark Doles to execute said Purchase Order Contract with BEC Enterprises, LLC d/b/a Brown Equipment for the procurement of one (1) RC Mowers TK-60XP remote slope mower for a total cost of \$66,950 F.O.B. DuPage Airport and to take whatever steps necessary to effectuate the terms of said Purchase Order.

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

|                       |       |                           |       |
|-----------------------|-------|---------------------------|-------|
| Karyn M. Charvat      | _____ | Gina R. LaMantia          | _____ |
| Juan E. Chavez        | _____ | Michael V. Ledonne        | _____ |
| Joshua S. Davis       | _____ | Noreen M. Ligino-Kubinski | _____ |
| Herbert A. Getz       | _____ | Daniel J. Wagner          | _____ |
| Anthony M. Giunti Jr. | _____ |                           |       |

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 20<sup>th</sup> day of January, 2023.

\_\_\_\_\_  
CHAIRMAN

(ATTEST)

\_\_\_\_\_  
SECRETARY

**DUPAGE AIRPORT AUTHORITY  
 REMOTE SLOPE MOWER  
 SOLICITATION NO. 2022-1208**

**STATEMENT OF POLITICAL CONTRIBUTIONS**

BEC Enterprises, LLC. dba Brown Equipment  
 (name of entity or individual)

1620 S. Schroeder Lane  
McHenry, IL 60050  
 (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.

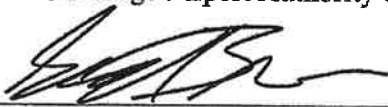
| Elected Official | Office           | Date             | Amount           | Form             |
|------------------|------------------|------------------|------------------|------------------|
| <del>None</del>  | <del>_____</del> | <del>_____</del> | <del>_____</del> | <del>_____</del> |
| <del>_____</del> | <del>_____</del> | <del>_____</del> | <del>_____</del> | <del>_____</del> |
| <del>_____</del> | <del>_____</del> | <del>_____</del> | <del>_____</del> | <del>_____</del> |
| <del>_____</del> | <del>_____</del> | <del>_____</del> | <del>_____</del> | <del>_____</del> |

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

**VERIFICATION:**

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

12/21/2022  
 (date)

  
 (signature)

Equipment Procurement Manager  
 (title of signer, if a business)





TO: Board of Commissioners

FROM: Dan Barna  
Operations and Capital Program Manager

THROUGH: Mark Doles  
Executive Director

RE: Proposed Resolution 2023-2569; Award of Contract to Heinold & Feller Tire Company, Inc. for the Procurement of Two (2) Zero Turn Mowers

DATE: January 10, 2023

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**SUMMARY:**

The Airport Authority’s 2023 Capital Budget includes the procurement of two (2) airfield zero turn mowers. The new mowers will replace two (2) existing units that are at the end of their effective service life.

A solicitation for sealed bids was advertised in the December 14, 2022 edition of the *Daily Herald Newspaper*. Three (3) sealed bids were received and opened at 2:30 pm on January 4, 2023. Bid results are as follows:

| Bidder   | Make / Model            | Total Cost (2) Mowers<br>F.O.B. DuPage Airport | Lead Time       |
|--|-------------------------|--|-----------------|
| AHW LLC<br>Champaign, IL                       | *John Deere<br>2997R    | \$41,224                                       | 60 Days         |
| <b>Heinold &amp; Feller<br/>Valparaiso, IN</b> | <b>Ferris IS 6200Z</b>  | <b>\$68,780</b>                                | <b>100 Days</b> |
| Havenshire<br>Technologies<br>Naperville, IL   | Mean Green EVO<br>Mower | \$80,000                                       | 90 Days         |

*\*Does not meet bid specification suspension requirements.*

Upon evaluation of the bids, it is apparent that Heinold & Feller Tire Company, Inc. is the low, responsive and responsible bidder.

**PREVIOUS COMMITTEE/BOARD ACTION:**

January 20, 2023 Finance Committee – this item is on the agenda for review and consideration.

**REVENUE OR FUNDING IMPLICATIONS:**

|   |            |
|---|------------|
| 2023 Capital Budget   | \$80,000   |
| Two (2) Ferris IS 6200Z Zero Turn Mowers<br>F.O.B. DuPage Airport | (\$68,780) |
|   | \$11,220   |

**STAKEHOLDER PROCESS:**

No stakeholders have been identified at this time.

**LEGAL REVIEW:**

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

**ATTACHMENTS:**

- Proposed Resolution 2023-2569; Award of Contract to Heinold & Feller Tire Company, Inc. for the Procurement of Two (2) Zero Turn Mowers.
- 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 2023-2569; Award of Contract to Heinold & Feller Tire Company, Inc. for the Procurement of Two (2) Zero Turn Mowers.



Ferris IS 6200Z Zero Turn Mower

**RESOLUTION 2023-2569**

**AWARD OF CONTRACT TO HEINOLD & FELLER TIRE COMPANY, INC. FOR THE  
PROCUREMENT OF TWO (2) ZERO TURN MOWERS**

**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 two (2) zero turn mowers; and

**WHEREAS**, the Authority received and reviewed three (3) sealed bids on January 4, 2023; and

**WHEREAS**, it is apparent that Heinold & Feller Tire Company, Inc. is the low, responsive and responsible bidder at a total cost of \$68,780; and

**WHEREAS**, the Board of Commissioners of the Authority deem it to be in the best interests of the Authority to enter into a Purchase Order Contract with Heinold & Feller Tire Company, Inc. for the procurement of two (2) Ferris Model IS 6200Z zero turn mowers for a total cost of \$68,780 F.O.B. DuPage Airport; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the DuPage Airport Authority hereby authorizes the Executive Director, Mark Doles to execute said Purchase Order Contract with Heinold & Feller Tire Company, Inc. for the procurement of two (2) Ferris Model IS 6200Z zero turn mowers for a total cost of \$68,780 F.O.B. DuPage Airport and to take whatever steps necessary to effectuate the terms of said Purchase Order.

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

Karyn M. Charvat \_\_\_\_\_  
Juan E. Chavez \_\_\_\_\_  
Joshua S. Davis \_\_\_\_\_  
Herbert A. Getz \_\_\_\_\_  
Anthony M. Giunti Jr. \_\_\_\_\_

Gina R. LaMantia \_\_\_\_\_  
Michael V. Ledonne \_\_\_\_\_  
Noreen M. Ligino-Kubinski \_\_\_\_\_  
Daniel J. Wagner \_\_\_\_\_

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 20<sup>th</sup> day of January, 2023.

\_\_\_\_\_  
CHAIRMAN

(ATTEST)

\_\_\_\_\_  
SECRETARY

**RESOLUTION 2023-2569**

**DUPAGE AIRPORT AUTHORITY  
ZERO TURN MOWERS  
SOLICITATION NO. 2022-1207**

**STATEMENT OF POLITICAL CONTRIBUTIONS**

Heinold/Feller Tire Co Inc  
(name of entity or individual)

1707 E Lincolnway  
Valparaiso IN 46383

(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             |
|------------------|------------------|------------------|------------------|------------------|
| <del>_____</del> | <del>_____</del> | <del>_____</del> | <del>_____</del> | <del>_____</del> |
| <del>_____</del> | <del>_____</del> | <del>_____</del> | <del>_____</del> | <del>_____</del> |
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| <del>_____</del> | <del>_____</del> | <del>_____</del> | <del>_____</del> | <del>_____</del> |

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

**VERIFICATION:**

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

12/23/22  
(date)

[Signature]  
(signature)

Pres  
(title of signer, if a business)

TO: Board of Commissioners

FROM: Dan Barna  
Operations and Capital Program Manager

THROUGH: Mark Doles  
Executive Director

RE: Proposed Resolution 2023-2570; Award of Contract to E-Z-Go Division of  
Textron, Inc. for the Procurement of Two (2) Golf Carts

DATE: January 10, 2023



**SUMMARY:**

The Airport Authority’s 2023 Capital Budget includes the procurement of two (2) golf carts to be utilized by Flight Center personnel for flight crew/passenger and baggage transport. The new golf carts will replace existing units that are at the end of their effective service life.

A solicitation for sealed bids was advertised in the December 14, 2022 edition of the *Daily Herald Newspaper*. Four (4) sealed bids were received and opened at 2:00 pm on January 5, 2023. Bid results are as follows:

| Bidder   | Make & Model                 | Total Cost (2) Carts<br>F.O.B. DuPage Airport | Lead Time     |
|--|------------------------------|---|---------------|
| E-Z-Go Division of<br>Textron, Inc.<br>Augusta, GA | Cushman Shuttle 2+2<br>Elite | \$23,837.40                                   | 180 Days      |
| Harris Golf Cars<br>Sugar Grove, IL                | Yamaha 4+2 Concierge         | \$27,535                                      | 365+ Days TBD |
| Moto Electric<br>Vehicles<br>Atlantic Beach, FL    | GC-4PRF                      | \$28,260                                      | 30 Days       |
| Nadler Golf Car<br>Sales<br>Aurora, IL             | Club Car Onward              | \$39,160                                      | 365+ Days TBD |

Upon evaluation of the bids, it is apparent that E-Z-Go Division of Textron, Inc. is the low, responsive and responsible bidder.

**PREVIOUS COMMITTEE/BOARD ACTION:**

January 20, 2023 Finance Committee – this item is on the agenda for review and consideration.

**REVENUE OR FUNDING IMPLICATIONS:**

|   |               |
|---|---------------|
| 2023 Capital Budget   | \$25,000      |
| Two (2) Cushman Shuttle 2+2 Elite Golf Carts<br>F.O.B. DuPage Airport | (\$23,837.40) |
|   | \$1,162.60    |

**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 2023-2570; Award of Contract to E-Z-Go Division of Textron, Inc. for the Procurement of Two (2) Golf Carts.
- 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 2023-2570; Award of Contract to E-Z-Go Division of Textron, Inc. for the Procurement of Two (2) Golf Carts.



Cushman Shuttle 2+2 Elite Golf Cart

**RESOLUTION 2023-2570**

**AWARD OF CONTRACT TO E-Z-GO DIVISION OF TEXTRON, INC. FOR THE  
PROCUREMENT OF TWO (2) GOLF CARTS**

**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 two (2) golf carts; and

**WHEREAS**, the Authority received and reviewed four (4) sealed bids on January 5, 2023; and

**WHEREAS**, it is apparent that E-Z-Go Division of Textron, Inc. is the low, responsive and responsible bidder at a total cost of \$23,837.40; and

**WHEREAS**, the Board of Commissioners of the Authority deem it to be in the best interests of the Authority to enter into a Purchase Order Contract with E-Z-Go Division of Textron, Inc. for the procurement of two (2) Cushman Shuttle 2+2 Elite golf carts for a total cost of \$23,837.40 F.O.B. DuPage Airport; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the DuPage Airport Authority hereby authorizes the Executive Director, Mark Doles to execute said Purchase Order Contract with E-Z-Go Division of Textron, Inc. for the procurement of two (2) Cushman Shuttle 2+2 Elite golf carts for a total cost of \$23,837.40 F.O.B. DuPage Airport and to take whatever steps necessary to effectuate the terms of said Purchase Order.

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

Karyn M. Charvat \_\_\_\_\_  
Juan E. Chavez \_\_\_\_\_  
Joshua S. Davis \_\_\_\_\_  
Herbert A. Getz \_\_\_\_\_  
Anthony M. Giunti Jr. \_\_\_\_\_

Gina R. LaMantia \_\_\_\_\_  
Michael V. Ledonne \_\_\_\_\_  
Noreen M. Ligino-Kubinski \_\_\_\_\_  
Daniel J. Wagner \_\_\_\_\_

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 20<sup>th</sup> day of January, 2023.

\_\_\_\_\_  
CHAIRMAN

(ATTEST)

\_\_\_\_\_  
SECRETARY

**RESOLUTION 2023-2570**

DUPAGE AIRPORT AUTHORITY  
GOLF CARTS  
SOLICITATION NO. 2022-1215

STATEMENT OF POLITICAL CONTRIBUTIONS

E-260 Division of Textron Inc.  
(name of entity or individual)

1451 Marvin Griffin Rd.  
Augusta, GA 30906  
(address of entity or individual)

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

| Elected Official | Office | Date  | Amount | Form  |
|------------------|--------|-------|--------|-------|
| <u>None</u>      | _____  | _____ | _____  | _____ |
| _____            | _____  | _____ | _____  | _____ |
| _____            | _____  | _____ | _____  | _____ |
| _____            | _____  | _____ | _____  | _____ |

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

VERIFICATION:

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

December 21, 2022 (date)      Thaypale Williams (signature)      Contracts Administrator (title of signer, if a business)





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

**FROM:** Mark Doles  
Executive Director

**RE:** Proposed Resolution 2023-2571; Approving the Use of Outside Attorneys  
for the Fiscal Year 2022 Beginning January 1, 2023 and Ending December 31, 2023

**DATE:** January 13, 2023

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**SUMMARY:**

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

For 2022, Staff solicited a Request for Proposal ("RFP") for Legal Services (primary legal advisor to the Authority). An evaluation committee was appointed by the Chairman to evaluate the proposals. Upon completion of the evaluation process, the Committee ranked Luetkehans, Brady, Garner & Armstrong LLC as the best and most advantageous to the Authority for providing legal services. Further, the RFP was for a one (1) year term with four (4) one-year options at the discretion of the Airport Authority.

It is recommended that Luetkehans, Brady, Garner & Armstrong LLC be retained as the general counsel attorneys for 2023. The rates for 2023 are reflected in Exhibit A of the proposed Resolution, as well as a comparison of the rates from 2022.

It is further recommended that the attorney currently providing Human Resources legal services for the Airport Authority, SheppardMullin, be retained for 2023. The rates for 2023 are reflected in Exhibit B of the proposed Resolution, as well as a comparison of the rates from 2022.

**PREVIOUS COMMITTEE/BOARD ACTION:**

For 2022, an evaluation Committee appointed by the Chairman ranked Luetkehans, Brady, Garner & Armstrong LLC as the best and most advantageous to the Authority for providing primary legal services.

**REVENUE OR FUNDING IMPLICATIONS:**

Rates as provided have been included as part of the 2023 Budget and Appropriations for the Airport Authority.

**STAKEHOLDER PROCESS:**

Not applicable.

**LEGAL REVIEW:**

Not applicable.

**ATTACHMENTS:**

- Proposed Resolution 2023-2571; Approving the Use of Outside Attorneys for the Fiscal Year 2023 Beginning January 1, 2023 and Ending December 31, 2023.

**ALTERNATIVES:**

The Board can deny, modify or amend this issue.

**RECOMMENDATION:**

It is the recommendation of the Executive Director that the Board approve Proposed Resolution 2023-2571; Approving the Use of Outside Attorneys for the Fiscal Year 2023 Beginning January 1, 2023 and Ending December 31, 2023.

**RESOLUTION 2023-2571**

**APPROVING THE USE OF OUTSIDE ATTORNEYS FOR THE FISCAL YEAR 2023  
BEGINNING JANUARY 1, 2023 AND ENDING DECEMBER 31, 2023**

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

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

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

**WHEREAS**, the Authority desires and deems it to be in the best interest of the Authority to appoint Luetkehans, Brady, Garner & Armstrong, LLC and SheppardMullin, as its outside attorneys for the year 2023 at the hourly rates attached hereto on Exhibits A and B respectively.

**NOW, THEREFORE, BE IT RESOLVED**, that the Authority hereby approves the hiring of Luetkehans, Brady, Garner & Armstrong, LLC and SheppardMullin as its outside attorneys for the year 2023 at the hourly rates set forth on the attached Exhibits A and B.

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

Karyn M. Charvat \_\_\_\_\_  
Juan E. Chavez \_\_\_\_\_  
Joshua S. Davis \_\_\_\_\_  
Herbert A. Getz \_\_\_\_\_  
Anthony M. Giunti Jr. \_\_\_\_\_

Gina R. LaMantia \_\_\_\_\_  
Michael V. Ledonne \_\_\_\_\_  
Noreen M. Ligino-Kubinski \_\_\_\_\_  
Daniel J. Wagner \_\_\_\_\_

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 20<sup>th</sup> day of January 2023.

\_\_\_\_\_  
CHAIRMAN

(ATTEST)

\_\_\_\_\_  
SECRETARY

**RESOLUTION 2023-2571**

**EXHIBIT A**

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

**HOURLY RATES**

|                   | <b><u>2022</u></b> | <b><u>2023</u></b> |
|-------------------|--------------------|--------------------|
| <b>PARTNERS</b>   | <b>\$275</b>       | <b>\$285</b>       |
| <b>ASSOCIATES</b> | <b>\$225</b>       | <b>\$230</b>       |
| <b>LAW CLERKS</b> | <b>\$80</b>        | <b>\$80</b>        |

**EXHIBIT B**

**SHEPPARDMULLIN**

**HOURLY RATES**

|                      | <b><u>2022</u></b> | <b><u>2023</u></b> |
|----------------------|--------------------|--------------------|
| <b>ALL ATTORNEYS</b> | <b>\$545</b>       | <b>\$580</b>       |

**RESOLUTION 2023-2572**

**AUTHORIZING THE EXECUTION OF A FIRST AMENDMENT TO VACANT LAND PURCHASE AGREEMENT WITH GREYSTAR DEVELOPMENT CENTRAL, LLC**

**WHEREAS**, the DuPage Airport Authority (the “Authority”) owns a certain approximate 18-acre parcel of real property south of Illinois Route 38 (the “Subject Property”) in fee simple interest; and

**WHEREAS**, on July 18, 2022, the Authority authorized the execution of a Vacant Land Purchase Agreement (“PSA”) with Greystar Development Central, LLC (“Greystar”), for the Subject Property; and

**WHEREAS**, the Inspection Period under the PSA expires on January 26, 2023 and Greystar is seeking an extension of the Inspection Period under the PSA until March 31, 2023; and

**WHEREAS**, the Authority deems it in the best interests of the Authority and the general public to enter into a First Amendment to Vacant Land Purchase Agreement with Greystar for the Subject Property, extending the Inspection Period under the PSA until March 31, 2023.

**NOW, THEREFORE, BE IT RESOLVED, THAT:** the Board of Commissioners of the DuPage Airport Authority hereby authorizes the Executive Director to execute the First Amendment to Vacant Land Purchase Agreement with Greystar Development Central, LLC, attached hereto and made a part hereof as Exhibit A, and take whatever steps necessary to effectuate the terms of this First Amendment to Vacant Land Purchase Agreement on behalf of the Authority.

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

Karyn M. Charvat \_\_\_\_\_  
Juan E. Chavez \_\_\_\_\_  
Joshua S. Davis \_\_\_\_\_  
Herbert A. Getz \_\_\_\_\_  
Anthony M. Giunti Jr. \_\_\_\_\_

Gina R. LaMantia \_\_\_\_\_  
Michael V. Ledonne \_\_\_\_\_  
Noreen M. Ligino-Kubinski \_\_\_\_\_  
Daniel J. Wagner \_\_\_\_\_

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 20th day of January, 2023.

\_\_\_\_\_  
CHAIRMAN

(ATTEST)

\_\_\_\_\_  
SECRETARY

**RESOLUTION 2023-2572**

**EXHIBIT A**

**FIRST AMENDMENT TO VACANT LAND PURCHASE AGREEMENT**

## FIRST AMENDMENT TO VACANT LAND PURCHASE AGREEMENT

THIS FIRST AMENDMENT TO VACANT LAND PURCHASE AGREEMENT (this “*Amendment*”) is entered into as of January 20, 2023 (the “*Amendment Effective Date*”), by and between **DUPAGE AIRPORT AUTHORITY**, an Illinois special district (“*Seller*”), and **GREYSTAR DEVELOPMENT CENTRAL, LLC**, a Delaware limited liability company (“*Buyer*”).

WHEREAS, Seller and Buyer entered into that certain Vacant Land Purchase Agreement dated as of June 30, 2022 (the “*Agreement*”), relating to approximately 19.10 acres of land located near Fabyan Parkway in West Chicago, as more particularly described therein (capitalized terms used but not defined in this Amendment shall have the same meanings given to such terms in the Agreement); and

WHEREAS, pursuant to Section 5 of the Agreement, the Inspection Period expires on January 26, 2023;

WHEREAS, Seller and Buyer desire to amend the Agreement as more particularly set forth below;

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby mutually acknowledged, the parties agree as follows:

1. **Inspection Period.** The Inspection Period in Section 5 is hereby extended to March 31, 2023.
2. **Miscellaneous.** Except as modified by this Amendment, the Agreement remains in full force and effect. In the event of any inconsistency between this Amendment and the Agreement, the terms of this Amendment shall control. This Amendment may be executed in counterparts, which when taken together shall constitute one instrument. Electronic copies of the parties’ signatures will suffice as originals.

(Signature Page Follows)



IN WITNESS WHEREOF, the parties have executed this First Amendment to Vacant Land Purchase Agreement as of the Amendment Effective Date.

SELLER:

**DUPAGE AIRPORT AUTHORITY,**  
an Illinois special district

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

BUYER:

**GREYSTAR DEVELOPMENT  
CENTRAL, LLC,** a Delaware limited  
liability company

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**RESOLUTION 2023-2573**

**AUTHORIZING THE EXECUTION OF THE THIRD AMENDMENT TO VACANT LAND PURCHASE AGREEMENT WITH BI DEVELOPER LLC**

**WHEREAS**, the DuPage Airport Authority (the “Authority”) owns a certain approximate 42-acre parcel of real property between Illinois Route 38 and the Union Pacific rail line (the “Subject Property”) in fee simple interest; and

**WHEREAS**, on June 21, 2022, the Authority and BI Developer LLC (“BI”) entered into a Vacant Land Purchase Agreement for the Subject Property (the “Purchase Agreement”); and

**WHEREAS**, the parties previously entered into two amendments to the Agreement extending the Inspection Period until January 26, 2023; and

**WHEREAS**, BI is seeking a further extension of the Inspection Period under the Agreement until March 31, 2023; and

**WHEREAS**, the Authority deems it in the best interests of the Authority and the general public to enter into a Third Amendment to Vacant Land Purchase Agreement with BI for the Subject Property extending the Inspection Period under the Agreement until March 31, 2023.

**NOW, THEREFORE, BE IT RESOLVED, THAT:** the Board of Commissioners of the DuPage Airport Authority hereby authorizes the Executive Director to execute the Third Amendment to Vacant Land Purchase Agreement with BI Developer LLC attached hereto as Exhibit A, and take whatever steps necessary to effectuate the terms of this Third Amendment to Vacant Land Purchase Agreement on behalf of the Authority.

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

|                       |       |                           |       |
|-----------------------|-------|---------------------------|-------|
| Karyn M. Charvat      | _____ | Gina R. LaMantia          | _____ |
| Juan E. Chavez        | _____ | Michael V. Ledonne        | _____ |
| Joshua S. Davis       | _____ | Noreen M. Ligino-Kubinski | _____ |
| Herbert A. Getz       | _____ | Daniel J. Wagner          | _____ |
| Anthony M. Giunti Jr. | _____ |                           |       |

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 20th day of January, 2023.

\_\_\_\_\_  
CHAIRMAN

(ATTEST)

\_\_\_\_\_  
SECRETARY

**RESOLUTION 2023-2573**

**EXHIBIT A**

**THIRD AMENDMENT TO  
VACANT LAND PURCHASE AGREEMENT**

**THIRD AMENDMENT TO VACANT LAND  
PURCHASE AGREEMENT**

This Third Amendment to the Vacant Land Purchase Agreement (this “Third Amendment”) is entered into effective as of January 20, 2023 (the “Effective Date”), by and among DuPage Airport Authority, an Illinois Special District (“Seller”), and BI Developer LLC, a Delaware limited liability company (“Purchaser”).

**RECITALS**

WHEREAS, Seller and Purchaser entered into that certain Vacant Land Purchase Agreement dated effective as of June 21, 2022 (the “Purchase Agreement”), pursuant to which Purchaser agreed to purchase, and Seller agreed to sell, the land and improvements described therein; and

WHEREAS, the parties executed a First Amendment to Vacant Land Purchase Agreement dated effective as of October 19, 2022 (the “First Amendment”), pursuant to which the parties agreed to extend the Inspection Period, as defined in the Purchase Agreement, and as amended by the First Amendment, until November 18, 2022; and

WHEREAS, the parties executed a Second Amendment to Vacant Land Purchase Agreement dated effective as of November 16, 2022 (the “Second Amendment”), pursuant to which the parties agreed to extend the Inspection Period, as defined in the Purchase Agreement, and as amended by the First Amendment, until January 26, 2023; and

WHEREAS, Seller and Purchaser desire to further amend the Purchase Agreement as set forth herein.

NOW, THEREFORE, in consideration of the promises and the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Purchase Agreement is hereby amended as follows:

1. Definitions. Capitalized terms used, but not otherwise defined herein, shall have their respective meanings as set forth in the Purchase Agreement.
2. Extension of Inspection Period. The Inspection Period defined in Paragraph 5(a) of the Vacant Land Purchase Agreement shall be further extended from January 26, 2023 until March 31, 2023.
3. Extension of the Title Survey Review Period. The reference to “ January 26, 2023” in Section 3 of the First Amendment is hereby amended and replaced with “March 31, 2023”.
4. Continuing Effectiveness. Except as expressly amended by this Third Amendment, the remaining terms, covenants, conditions, and provisions of the Purchase Agreement shall remain unchanged and in full force and effect, and the Purchase Agreement, as amended herein, shall constitute the full, true, and complete agreement between the parties.

5. Caption Headings. Caption headings in this Third Amendment are for convenience purposes only and are not to be used to interpret or define the provisions of this Amendment.

6. Successors and Assigns. This Third Amendment shall be binding upon and inure to the benefit of the parties, and their successors and assigns.

7. Severability. If any provision of this Third Amendment is held to be illegal, invalid or unenforceable under present or future laws effective during the term hereof, such provision shall be fully severable. This Third Amendment shall be construed and enforceable as if the illegal, invalid or unenforceable provision had never comprised a part of it, and the remaining provisions of this Amendment shall remain in full force and effect and shall not be affected by the illegal, invalid or unenforceable provision or by its severance here from. Furthermore, in lieu of such illegal, invalid or unenforceable provision, there shall be added automatically as a part of this Third Amendment, a provision as similar in terms to such illegal, invalid or unenforceable provision as may be possible and legal, valid and enforceable.

8. Counterparts. This Third Amendment may be executed in counterparts, each of which shall be deemed an original instrument, but all such counterparts together shall constitute but one agreement. Delivery of an executed counterpart signature page by facsimile or electronic transmittal (PDF) is as effective as executing and delivering this Third Amendment in the presence of the other parties to this Amendment.

IN WITNESS WHEREOF, Seller and Purchaser have executed and delivered this Third Amendment effective as of the Effective Date.

**SELLER:**

**DUPAGE AIRPORT AUTHORITY**, an Illinois  
Special District

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**PURCHASER:**

**BI DEVELOPER LLC**, a Delaware Limited  
Liability Company

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_