

ORDINANCE 2008-217

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”) (Ill. Rev. Stat., Chap. 116, Para. 201 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 Sections 2(e) and 10(a) 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.

SECTION 2. Application for Inspection or Copying:

- 2.1 The Executive Director shall prepare and make available at the DAA office a form of written application for requests for public documents under the Freedom of Information 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 on said form 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. All copying 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 search for documents but shall reimburse all actual costs of reproduction. If copy services outside the DAA office are required for large documents, blue prints or the like, the applicant shall reimburse the DAA for the actual cost of reproduction charged by the outside copy service.
 - 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 and signed by the Executive Director or their assistant. It shall specify the information required under Section 9 of the Freedom of Information Act.
- 3.2 Any appeal of such a denial shall be in writing to the Chairman of the Board of Commissioners of the DAA, addressed to him/her at the DAA office.
- 3.3 A written denial of an applicant's request or denial of an appeal by the Chairman of the Board of Commissioners 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 2007-211 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 16th, day of January, 2008.

Roll Call:

Stephen L. Davis
Charles E. Donnelly
Dayle M. Gillett
Daniel L. Goodwin
Gerald M. Gorski

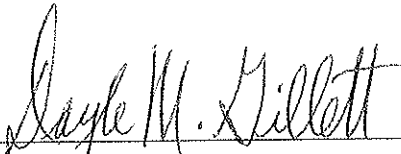
Yes
Yes
Yes
Yes
Yes

Peter H. Huizenga
Gina R. Lamantia
Thomas F. Meagher

Yes
Yes
Yes



Chairman



Secretary

ORDINANCE 2008-217

DuPAGE AIRPORT AUTHORITY

Fee Schedule for Duplication of Public Records

Cost for copies effective date: January 1st, 2008

Paper copy from paper original on copy machine

Letter size, legal size, ledger size.....10¢ per page

All fees for copying are payable in advance

All other copies will be at cost from supplier of copies in advance

DuPAGE AIRPORT AUTHORITY

DESCRIPTIONS REQUIRED UNDER SECTION 4 OF THE FREEDOM OF INFORMATION ACT

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

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

On January 1st, 2008, the DAA had 50 full time employees and 2 part time employees. Its total operating budget is \$29,869,419 for the fiscal year ending December 31st, 2008. This includes \$21,643,826 in general corporate expenses and \$8,699,518 for estimated capital expenses.

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 completed Request for Public Records (Form FOI 500) to the DAA office during normal working hours. FOI Requests should be directed to the attention of the Executive Director at 2700 International Drive, Suite 200, West Chicago, IL 60185. The requested record will be provided promptly and in accordance with DAA Ordinance 2008-217 (an Ordinance of DAA promulgating regulations under the Freedom of Information Act). Except for unusual circumstances permitted under the Act, the record will be supplied within seven working days of receipt. Under certain conditions permitted by law, the DAA may extend this time limit by another seven working days. In the event that the Request for Public Records cannot be complied with, a written denial will be mailed to the person making the request within seven working days after receipt of the request, specifying the reasons for the denial. This denial notice will also include information on the right to appeal.

Fee Charged for Copies of Records:

Unless otherwise specified, the fee for each photocopy is ten cents (10¢), per page.

DuPAGE AIRPORT AUTHORITY

CATEGORIES OF RECORDS AVAILABLE IN AUTHORITY OFFICE

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

DuPAGE AIRPORT AUTHORITY



David Bird
Executive Director

**DUPAGE AIRPORT AUTHORITY OFFICERS/COMMISSIONERS
AS OF JANUARY 16, 2008**

DANIEL L. GOODWIN, CHAIRMAN
GERALD M. GORSKI, VICE-CHAIRMAN
THOMAS F. MEAGHER, TREASURER
DAYLE M. GILLETT, SECRETARY
STEPHEN L. DAVIS, COMMISSIONER
CHARLES E. DONNELLY, COMMISSIONER
PETER H. HUIZENGA, COMMISSIONER
GINA R. LAMANTIA, COMMISSIONER
LISA MAEDGEN, ASSISTANT TREASURER
MARK DOLES, 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)
- A-6. Request for Appeal of Denial for Public Records (FOI 505)
- A-7. DAA Chairman Appeal Response (FOI 506)

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:

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 appeal the denial of the records you have requested to the Chairman of the Board of Commissioners of the DAA by completing the Request for Appeal of Denial for Public Records (Form FOI 505). You may submit your appeal request to:

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

In submitting your appeal, you should include your original request as well as this denial.

DAA Approval

Date

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 (d) of the Freedom of Information Act, specifically:

You will be notified by _____ as to the action taken on your request. By law, a seven (7) working day extension to any request for public records is permitted.

DAA Approval

Date

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

TO:

FROM:

Name

Name

Address

Office or Title

DESCRIPTION OF REQUESTED RECORD(S):

Your request dated _____ for the above-captioned records has been denied.

_____ The request creates an undue burden on the public body in accordance with Section 3(f) 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 appeal the denial of the records you have requested to the Chairman of the Board of Commissioners of the DAA by completing the Request for Appeal of Denial for Public Records (Form FOI 505). You may submit your appeal request to:

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

In submitting your appeal, you should include your original request as well as this denial.

DAA Approval

Date

DuPAGE AIRPORT AUTHORITY
A-6.
REQUEST FOR APPEAL OF DENIAL FOR PUBLIC RECORDS

TO:

FROM:

Name

Name

Address

Office or Title

DESCRIPTION OF REQUESTED RECORD(S):

Reason given to you for denial:

_____ Section 3(f) of the Freedom of Information Act, Undue Burden

_____ Section 7 _____ of the Freedom of Information Act

Reason you are making appeal:

PLEASE ATTACH:

1. Request for Public Records (DuPage Airport Authority Form FOI 500)
AND
1. Partial Approval of Request for Public Records (DuPage Airport Authority Form FOI 502)

OR
2. Denial of Request for Public Records (DuPage Airport Authority Form FOI 504)

FOR DAA USE ONLY:

_____ Required forms attached: Yes No
Date Received

Notations regarding oral communications or other items: _____

DuPAGE AIRPORT AUTHORITY
A-7.
DAA CHAIRMAN APPEAL RESPONSE

TO:

FROM:

Name

Name

Address

Office or Title

DESCRIPTION OF REQUESTED RECORD(S):

Noted below is the action I have taken on year appeal from the denial or partial denial of your request for the above-captioned records:

_____ I hereby approve your appeal to the following extent and for the following reasons:

_____ I affirm the denial of your request made by:

You are entitled to judicial review of any denial pursuant to Section 11 of the Freedom of Information Act.

Chairman of the Board of
Commissioners of the DAA

Date