ORDINANCE 2016 -291
AN ORDINANCE OF THE DUPAGE AIRPORT AUTHORITY PROMULGATING REGULATIONS UNDER THE FREEDOM OF INFORMATION ACT

RECITALS

A. The DuPage Airport Authority ("DAA"), an Illinois Special District, is a public body within the meaning of the Freedom of Information Act ("Act") (5 ILCS 140/1 *et seq.*)

B. Under Section 3 of the Act, DAA is empowered to promulgate regulations pertaining to the availability of public records and procedures to be followed for obtaining such public records.

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

SECTION 1. Definitions:

1.1 **Executive Director:** The person appointed by the DAA to manage and operate the DuPage Airport including any such person who is appointed acting Director.

1.2 **Applicant:** Any person making application to the DAA for inspection and/or copying of public records.

1.3 **Head of the DAA:** Within the meaning of Section 2(e) of the Act, the Chairman of the Board of Commissioners shall be deemed the "Head of the Public Body."

1.4 **DAA Office Hours:** From 8:00 a.m. to 4:30 p.m. on Monday through Friday of each week, except on legal holidays.

1.5 **Freedom of Information Officer(s).** Pamela Miller and Diane DeWitte are hereby designated as the Freedom of Information Officer(s) pursuant to § 3.5 of the Act.

SECTION 2. Application for Inspection or Copying:

2.1 The Executive Director shall prepare and make available at the DAA office a suggested form of written application for requests for public documents under the Act [See Exhibit "A" attached]. Said application form shall require the following written information regarding each request under the Act:

A. Name, address and telephone number of the applicant.

B. If the application is on behalf of a public body, business organization, civic organization or any other organization, the name and address of the

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

C. Written description of the public record requested with sufficient particularity to allow determination of whether such a public record exists and to allow location of the public record within a reasonable time.

2.2 All applicants for inspection or copying of public records in the possession of the DAA shall submit a written request containing the information set forth in section 2.1 at the DAA office during working hours.

2.3 All inspection of public records so requested shall be done during office hours at the DAA office, in the presence of DAA personnel. To the extent feasible, duplicating shall be done by DAA personnel at the DAA office during office hours.

2.4 The fees charged by the DAA for reproduction and certification of public records shall be set from time to time by the Executive Director. A written schedule of said fees shall be available to the applicant at the DAA office. Said fees shall not include costs for the search for documents. Black-and-white, letter-, legal- and ledger-size copies shall be charged at 15¢ per page. Copies of items reproduced on electronic media will be charged at the actual cost for each electronic media device (i.e., CD-Rom, DVD, etc.). If copy services outside the DAA office are required for large documents, blue prints, color copies or the like, the applicant shall reimburse the DAA for the actual cost of reproduction charged by the outside copy service. Notwithstanding the foregoing, the DAA shall not charge for the first 50 pages of black-and-white, letter-, legal- and ledger-size copies. The fee to certify a copy shall be $1.00.

2.5 No public record shall be delivered to any applicant until all fees for reproduction have been paid.

SECTION 3. Denial of Request and Appeal:

3.1 Denial of an application for inspection and/or copying of public records shall be in writing, shall state a detailed factual basis for the denial or the application of any exemption(s) claimed and shall be signed by a Freedom of Information Officer or his/her designee. The response shall also inform the applicant of his/her right to review by the Public Access Counselor of any denial and shall provide the telephone number and address of the Public Access Counselor.

3.2 A written denial of an applicant's request shall be deemed delivered when deposited in the U.S. mail, first class, postage paid.

SECTION 4. Effective Date of Ordinance: The provisions of this ordinance shall be in

full force and effect upon adoption by the Board of Commissioners.

SECTION 5. Prior Ordinances: This ordinance repeals Ordinance 2015-281 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 13th day of January, 2016.

Roll Call:

Juan E. Chavez	Yes	Gina R. LaMantia	Yes
Stephen L. Davis	Yes	Michael V. Ledonne	Yes
Charles E. Donnelly	Yes	Gregory J. Posch	Yes
Peter H. Huizenga	Yes	Donald C. Sharp	Yes
		Daniel J. Wagner	Yes

Chairman

Secretary

ORDINANCE 2016-291

DuPAGE AIRPORT AUTHORITY

Fee Schedule for Duplication of Public Records

Cost for copies effective date: January 1, 2016

Paper copy from paper original on copy machine:

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

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

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

All fees for copying are payable in advance.

DuPAGE AIRPORT AUTHORITY

DESCRIPTIONS REQUIRED UNDER SECTION 4 OF THE FREEDOM OF INFORMATION ACT

A. Description of DuPage Airport Authority:

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

On January 1, 2016, the DAA had 60 full-time employees and 23 part-time employees. The total budgeted revenue is $23,350,619 for the fiscal year ending December 31, 2016. The total budgeted expenditures for the year are $40,478,838. This includes $18,018,435 for general operating costs and $22,460,403 for capital expenditures and major maintenance projects.

B. Procedure for Requesting Information and Public Records:

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

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

C. Fee Charged for Copies of Records:

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

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

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

DuPAGE AIRPORT AUTHORITY

CATEGORIES OF RECORDS AVAILABLE IN AUTHORITY OFFICE

1. Information on the individual Board of Commissioners such as name, title, current term of office, appointment papers, and standing committee membership.

2. DAA budget, appropriations, expenditures, minutes of budget hearing meetings.

3. DAA Rules & Regulations and Minimum Standards.

4. Meeting schedules for all Committee and Board meetings for a given calendar year.

5. Board approved minutes of all Board and Committee meetings.

6. Board approved resolutions and ordinances.

7. Miscellaneous reports prepared by the DAA staff, provided that said reports are not in a draft or preliminary form.

8. Board approved engineering plans and specifications.

9. Board approved contracts and agreements relating to aviation services and miscellaneous aviation related records.

DuPAGE AIRPORT AUTHORITY

David Bird
Executive Director

DUPAGE AIRPORT AUTHORITY OFFICERS/COMMISSIONERS
AS OF JANUARY 13, 2016

STEPHEN L. DAVIS, CHAIRMAN
JUAN E. CHAVEZ, VICE-CHAIRMAN
PETER H. HUIZENGA, TREASURER
GINA R. LAMANTIA, SECRETARY

CHARLES E. DONNELLY, COMMISSIONER
GREGORY J. POSCH, COMMISSIONER
MICHAEL V. LEDONNE, COMMISSIONER
DONALD C. SHARP, COMMISSIONER
DANIEL J. WAGNER, COMMISSONER

PATRICK HOARD, 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)

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:

_____
Name

_____
Address

_____

FROM:

_____
Name

_____
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:

_____
Name

_____
Address

_____

FROM:

_____
Name

_____
Office or Title

DESCRIPTION OF REQUESTED RECORD(S):

_____
_____
_____
_____

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

_____ Are enclosed.

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

_____ May be inspected at _____ on _____.

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

_____
_____
_____

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

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

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

_____ _____

DAA Freedom of Information Officers
Pamela Miller and Diane DeWitte

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

TO:

_____
Name

_____
Address

_____

FROM:

_____
Name

_____
Office or Title

DESCRIPTION OF REQUESTED RECORD(S):

_____
_____
_____
_____

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

_____
_____
_____

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

_____
DAA Freedom of Information Officers
Pamela Miller and Diane DeWitte

_____
Date

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

TO:

_____
Name

_____
Address

_____

FROM:

_____
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
Pamela Miller and Diane DeWitte

_____
Date