

**DuPAGE AIRPORT AUTHORITY
BOARD OF COMMISSIONERS**

**REGULAR MEETING
WEDNESDAY, MAY 16, 2012; 3:00 p.m.**

TENTATIVE AGENDA

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF MINUTES** **TAB #1** **PAGE #3**
March 21, 2012 Finance, Budget and Audit Committee Meeting
- 4. PUBLIC COMMENT**
- 5. DIRECTOR'S REPORT**
- 6. REVIEW OF APRIL 2012 FINANCIAL STATEMENTS** **TAB #2** **PAGE #7**
- 7. REPORT OF OFFICERS/COMMITTEES**
 - a. Internal Policy and Compliance Committee**
 - b. Finance, Budget & Audit Committee**
 - c. Golf Committee**
 - d. Capital Development, Leasing & Customer Fees Committee**
 - e. DuPage Business Center**
- 8. OLD BUSINESS**
 - a. Proposed Ordinance 2012-252; An Ordinance Enacting a Revised Procurement Code and Procurement Policies and Procedures Manual of the DuPage Airport Authority and Repealing Ordinance 2010-233.** **TAB #3** **PAGE #18**
 - b. Proposed Ordinance 2012-253; An Ordinance Amending the Ethics Ordinance and Repealing Ordinance 2005-194.** **TAB #4** **PAGE #23**
 - c. Proposed Ordinance 2012-254; Enacting a Revised Employee Handbook and Repealing Ordinance 2004-188.** **TAB #5** **PAGE #40**
 - d. Proposed Ordinance 2012-255; Ordinance Approving an Investment Policy for the DuPage Airport Authority.** **TAB #6** **PAGE #42**
- 9. NEW BUSINESS**
 - a. Presentation by Gruen Gruen + Associates Relating to Results of the Economic and Financial Impact Study.**

- b. **Proposed Resolution 2012-1657; Award of Bid to Builders Land, Inc. for the DuPage Airport Government Center Interior Renovation Project.**
TAB #7 PAGE #56
- c. **Proposed Resolution 2012-1658; Award of Contract to E. C. Design Group, LLC. for the Procurement of a GPS Mapping Service.**
TAB #8 PAGE #61
- d. **Proposed Resolution 2012-1656; Disposal/Destruction of Surplus Personal Property.**
TAB #9 PAGE #65
- e. **Proposed Resolution 2012-1659; Authorizing the Execution of a Participation Agreement with the State of Illinois for the Project Described as Runway 10/28 Overlay; DPA-4122.**
TAB #10 PAGE #76
- f. **Proposed Resolution 2012-1661; Authorizing Execution of an Agreement with Ghafari Associates LLC. for Design Services for Flight Center Renovations Phase II.**
TAB #11 PAGE #79
- g. **Proposed Resolution 2012-1662; Ratifying the Execution by the Executive Director of GSA Lease No. GS-05B-18903 with the Government of the United States of America.**
TAB #12 PAGE #85
- h. **Proposed Resolution 2012-1663; Authorizing the Execution of a License Agreement with the US Geological Survey (USGS) Illinois Water Science Center for the Installation and Maintenance of Gaging Station.**
TAB #13 PAGE #88
- i. **Proposed Resolution 2012-1664; Authorizing the Execution of an Amendment to the Contract with Serafin and Associates Inc. for Marketing and Communications Services.** **TAB #14 PAGE #92**
10. **RECESS TO EXECUTIVE SESSION FOR THE DISCUSSION OF PENDING, PROBABLE OR IMMINENT LITIGATION; EMPLOYEE MATTERS; THE PURCHASE OR LEASE OF REAL PROPERTY FOR THE USE OF THE DUPAGE AIRPORT AUTHORITY; AND THE SETTING OF A PRICE FOR SALE OR LEASE OF PROPERTY OWNED BY THE DUPAGE AIRPORT AUTHORITY.**
11. **RECONVENE REGULAR SESSION**
12. **OTHER BUSINESS**
13. **ADJOURNMENT**

**DuPAGE AIRPORT AUTHORITY
FINANCE, BUDGET AND AUDIT COMMITTEE
Wednesday, March 21, 2012**

A meeting of the Finance, Budget and Audit Committee of the DuPage Airport Authority Board of Commissioners was convened at the DuPage Flight Center, 2700 International Drive, West Chicago, Illinois, First Floor Conference Room, on Wednesday, March 21, 2012. Chairman Huizenga called the meeting to order at 1:03 p.m.

Commissioners Present: Huizenga, Davis, Donnelly
Commissioners Absent: None

DuPage Airport Authority Staff Present: Executive Director David Bird; Mark Doles, Director of Aviation Facilities and Properties; Byron Miller, Director of Operations; Patrick Hoard, Director of Finance; Anna Marano, Procurement Analyst; Pam Miller, Executive Assistant and Board Liaison.

Others: None

OLD BUSINESS

None

NEW BUSINESS

Review of February 2012 Financial Statements

Executive Director Bird asked Patrick Hoard to discuss the February Financial Statements. Mr. Hoard advised that all three departments are ahead of plan through February from a profit point of view and reported the following:

Revenues:

Airport Operations revenues are basically on budget or slightly over. Flight Center Fuel Operations are down, largely due to the decrease in volumes from the budgeted numbers and the fuel margins are improved. Prairie Landing Golf Course is doing well with more rounds played in January due to good weather conditions.

Expenditures:

Airport Operations Expenditures are decreased.
Flight Center Fuel Operations expenditures are decreased significantly due to the volumes.
Prairie Landing Golf Course expenditures are slightly up from the budget.

Mr. Hoard related that he sees no surprises on the Airport Operations or Flight Center side of the financial information. He added that for the Prairie Landing Golf Course, banquets and weddings are booking strong and the outlook is positive. Discussion followed.

Proposed Resolution 2012-1637; Award of Bid to Freeway Ford Sterling Truck Sales Inc. for Procurement of Extended Cab Pickup with Plow for the Prairie Landing Golf Club.

Executive Director Bird asked Byron Miller to discuss this purchase. Mr. Miller advised this pickup truck will replace an existing 1999 Dodge pickup truck which is utilized for plowing and hauling materials around golf course property. He continued that ten (10) bids were received and the low responsive bidder was Freeway Ford Sterling Truck Sales Inc. Staff recommended approval. Discussion occurred.

A **MOTION** was made by Commissioner Davis to recommend Board approval of Proposed Resolution 2012-1637; Award of Bid to Freeway Ford Sterling Truck Sales Inc. for Procurement of Extended Cab Pickup with Plow for the Prairie Landing Golf Club. The motion was seconded by Commissioner Donnelly and was unanimously passed by roll call vote (3-0).

Proposed Resolution 2012-1638; Award of Bid to Martin Implement Sales Inc. for Procurement of Hydraulic Reversing Multi Purpose End Loader Snow Plow for the DuPage Airport Authority.

Byron Miller explained the purchase of this end loader snow plow will replace a 1986 fixed ramp plow. He continued that two bids were received and Martin Implement Sales Inc. was the low responsive and responsible bidder. Staff recommended approval. Discussion followed.

A **MOTION** was made by Commissioner Davis to recommend Board approval of Proposed Resolution 2012-1638; Award of Bid to Martin Implement Sales Inc. for Procurement of Hydraulic Reversing Multi Purpose End Loader Snow Plow for the DuPage Airport Authority. The **motion was seconded** by Commissioner Donnelly and was passed unanimously by roll call vote (3-0).

Proposed Resolution 2012-1639; Award of Bid to West Side Tractor Sales for the Procurement of an Articulated Rubber Tire Front End Loader for the DuPage Airport Authority.

Mr. Miller continued that this end loader will replace a 1999 John Deer end loader and will allow for more snow removal with one vehicle and driver and eliminate the need for additional equipment rentals. Mr. Miller advised that seven (7) bids were received and upon evaluation three of these bids were determined to be non responsive. He continued that of four (4) responsible bids received, West Side Tractor was determined to be the low bidder. Discussion occurred and staff recommended approval.

A **MOTION** was made by Commissioner Donnelly to recommend Board approval of Proposed Resolution 2012-1639; Award of Bid to West Side Tractor Sales for the Procurement of an Articulated Rubber Tire Front End Loader for the DuPage Airport Authority. The motion was seconded by Commissioner Davis and was passed unanimously by roll call vote (3-0).

Proposed Resolution 2012-1640; Award of Bid to EZ GO, A Textron Company, for the Procurement of (4) Four Gas Powered Utility Vehicles for Prairie Landing Golf Club.

Executive Director Bird asked John Schlaman to review this bid award. Mr. Schlaman advised that these four gas powered turf utility vehicles will replace three vehicles purchased in 1992 and 1994. He continued that seven (7) bids were received and upon evaluation, three (3) bids were determined to be non responsive. The low responsive and responsible bidder was EZ GO, A Textron Company. Discussion occurred and staff recommended approval.

A **MOTION** was made by Commissioner Donnelly to recommend Board approval of Proposed Resolution 2012-1640; Award of Bid to EZ GO, A Textron Company, for the Procurement of (4) Four Gas Powered Utility Vehicles for Prairie Landing Golf Club. The **motion was seconded** by Commissioner Davis and was passed unanimously by roll call vote (3-0).

The committee suggested it would be helpful if in future meeting materials, staff would include a picture of the equipment being purchased as a part of the Board Summary Memorandum. Staff agreed.

Proposed Resolution 2012-1641; Award of Bid to Palmen Auto Stores for the Procurement of (1) One Model Year 2012 One-Ton Four-Wheel Drive Cab Chassis with Aluminum Flatbed Body for the DuPage Airport Authority.

Mr. Miller explained the purchase of this truck would replace a 1992 truck utilized during the winter for hauling and spreading deicing chemicals and during all other times of the year for hauling and towing around the airfield. Mr. Miller advised that nine (9) bids were received and upon evaluation, Palmen Auto Stores was the low responsive and responsible bidder. Discussion occurred and staff recommended approval.

A **MOTION** was made by Commissioner Davis to recommend Board approval of Proposed Resolution 2012-1641; Award of Bid to Palmen Auto Stores for the Procurement of (1) One Model Year 2012 One-Ton Four-Wheel Drive Cab Chassis with Aluminum Flatbed Body for the DuPage Airport Authority. The **motion was seconded** by Commissioner Donnelly and was passed unanimously by roll call vote (3-0).

Proposed Resolution 2012-1642; Award of Bid to Roesch Ford for the Procurement of (1) One Model Year 2012 Four Wheel Drive Pickup Truck with Plow for the DuPage Airport Authority.

Mr. Miller advised that this truck will replace a pickup truck purchased in 2000 and is used in winter for plowing and for crew clean up duties. He added that ten (10) bids were received with Roesch Ford being the low responsive and responsible bidder. Discussion occurred. Staff recommended approval. Commissioner Davis advised he would abstain from voting due his personal business relationship with this company.

A **MOTION** was made by Commissioner Donnelly to recommend Board approval of Proposed Resolution 2012-1642; Award of Bid to Roesch Ford for the Procurement of (1) One Model Year 2012 Four Wheel Drive Pickup Truck with Plow for the DuPage Airport Authority. The **motion was seconded** by Commissioner Davis and was passed unanimously by roll call vote (2-0). Commissioner Davis abstained.

Proposed Resolution 2012-1643; Award of Bid to Martam Construction Inc. for Runway 2R-20L Extension and Safety Area Improvements.

Executive Director Bird explained this bid award is for the project to extend Runway 2R 20L and is the first major project to fall from the Airport Master Plan. He continued that this is a locally funded project with no grant funds included. Executive Director Bird stated that four (4) bids were received and upon evaluation Martam Construction Inc. was determined to be the low, responsive and responsible bidder at \$3,464,542.60. He added that Martam Construction has done work at the airfield in previous years and all references were acceptable. Executive Director Bird advised that the bid was significantly lower than the engineer's estimate because the vendor was able to provide a very good price for concrete which was not anticipated; the quantities did not change. Discussion occurred and staff recommended approval.

A **MOTION** was made by Commissioner Donnelly to recommend Board approval of Proposed Resolution 2012-1643; Award of Bid to Martam Construction Inc., for Runway 2R-20L Extension and Safety Area Improvements. The **motion was seconded** by Commissioner Davis and was passed unanimously by roll call vote (3-0).

Proposed Resolution 2012-1644; Award of Contract to Schramm Construction Corp. for Various Exterior Renovation Projects at Prairie Landing Golf Club.

Executive Director Bird asked John Schlaman to review this proposed resolution. Mr. Schlaman explained that the Prairie Landing Clubhouse was built in 1993 and there is significant degradation in the concrete and masonry walls around the clubhouse entrances as well as other external work required. He reviewed the renovations to be included in this award of contract and advised that seven bids were received with Schramm Construction Corp. being the low responsive bidder. He also explained that the portion of the bid document relating to the airlock system at the clubhouse entrance will be bid as an alternative at a later time and will not be included in the contract amount of \$121,200. Staff recommended approval.

A **MOTION** was made by Commissioner Donnelly to recommend Board approval of Proposed Resolution 2012-1644; Award of Bid to Schramm Construction Corp. for Various Exterior Renovation Projects at Prairie Landing Golf Club. The **motion was seconded** by Commissioner Davis and was passed unanimously by roll call vote (3-0).

Proposed Resolution 2012-1646; Resolution Ratifying Adoption of Section 457(b) Plan Restatement.

Executive Director Bird explained this Resolution will ratify his execution of this document prior to Board approval. The Authority and Counsel learned of the required changes made in the 457(b) Plan in later November 2011 as a result of federal tax law changes. Executive Director Bird advised the Board did not have a regularly scheduled meeting in December and subsequently the document was needed to be executed by the Executive Director by the year end. There is no financial impact for the Airport Authority and is required as result of recent changes in federal tax legislation. Staff recommended approval.

A **MOTION** was made by Commissioner Donnelly to recommend Board approval of Proposed Resolution 2012-1646; Resolution Ratifying Adoption of Section 457(b) Plan Restatement. The **motion was seconded** by Commissioner Davis and was passed unanimously by roll call vote (3-0).

Proposed Ordinance 2012-255; Ordinance Approving an Investment Policy for the DuPage Airport Authority.

Chairman Huizenga advised that consideration of this proposed ordinance would be deferred until the May Finance Committee meeting. Discussion occurred briefly. No action was taken by the Finance Committee for this proposed ordinance.

Other Business

None

A **MOTION** was made by Commissioner Davis to adjourn the Finance, Budget and Audit Committee; the **motion was seconded** by Commissioner Donnelly and was passed by voice vote. The meeting adjourned at 1:55 p.m.

Peter H. Huizenga, Chairman
Finance, Budget and Audit Committee



DUPAGE AIRPORT AUTHORITY

April 2012

**FINANCIALS
PRE-AUDIT
COMMISSIONERS**

**Budget & Appropriations
DuPage Airport Authority
YTD APRIL 2012**

	Budget 2012	Actual 2012	Percent Change Actual vs Budget
Estimated Cash Balance - Beginning	\$ 11,054,669	\$ 11,054,669	
Estimated Cash Balance - Beginning - <i>Restricted</i>	\$ 15,860,903	\$ 15,860,903	
	\$ 26,915,572	\$ 26,915,572	

REVENUES

OPERATING REVENUES

Airport Operations	\$ 1,529,226	1,562,424	2.2%
Flight Center Fuel Operations	\$ 4,006,757	3,841,765	-4.1%
Prairie Landing Golf Course	\$ 392,446	510,387	30.1%
SUB-TOTAL OPERATING REVENUES	\$ 5,928,429	\$ 5,914,575	-0.2%

EXPENDITURES

OPERATING EXPENSES

Airport Operations	\$ 2,035,189	1,950,159	-4.4%
Flight Center Fuel Operations	\$ 3,526,784	3,269,050	-7.9%
Prairie Landing Golf Course	\$ 573,440	590,911	3.0%
SUB-TOTAL OPERATING EXPENSES	\$ 6,135,414	5,810,120	-5.6%

Net profit from Operations	\$ (206,985)	104,455	
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NON OPERATING - DEBT SERVICE/CAPITAL/TAXES

REVENUES

Miscellaneous Taxes	\$ 20,000	21,699	8.5%
Property Taxes/Abatement	\$ 70,000	58,302	-16.7%
Interest Income	\$ 30,500	8,689	-71.5%
Gain of Sale from Fixed Assets	\$ 18,333	4,336	-76.4%
SUB-TOTAL NON-OPERATING REVENUES	\$ 138,833	\$ 93,025	-33.0%

EXPENSES

Property Tax (DAA)	\$ -	\$ -	
Property Tax (PLGC)	\$ -	\$ -	
CenterPoint Advance - Interest	\$ 85,325	85,985	0.8%
SUB-TOTAL NON-OPERATING EXPENSES	\$ 85,325	85,985	0.8%

Net profit from Non - Operations	\$ 53,509	7,040	-41.0%
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Net Profit	\$ (153,476)	\$ 111,495	
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CAPITAL DEVELOPMENT PROGRAM

Capital Projects	\$ 2,903,063	2,016,877	-43.9%
Projects from Capital Reserve	\$ 2,474,167	38,358	-6350.2%
Golf Course Capital	\$ 349,833	6,012	-5719.0%
Equipment	\$ 200,833	597,442	66.4%
SUB-TOTAL NON-OPERATING EXPENSES	\$ 5,927,897	\$ 2,658,689	-123.0%

Total YTD Revenues	\$ 6,067,263	\$ 6,007,600	-1.0%
Total YTD Expenditures	\$ 12,148,635	\$ 8,554,794	-42.0%
Add adjustment for AP and AR Timing		\$ (6,442)	

Cash Balance - Ending	\$ 20,834,200 *	\$ 24,361,936	16.9%
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Combined Cash Flow
DuPage Airport Authority
April 30, 2012

	2012 YTD	APRIL
CASH AND CASH EQUIVALENTS - Beginning of Year	\$ 26,915,572	\$ 24,895,104
CASH FLOW FROM OPERATING ACTIVITIES		
Receipts from customers	\$ 6,457,968	\$ 1,863,500
Misc Income	\$ 16,713	\$ 4,400
Payroll Related	\$ (1,459,717)	\$ (355,986)
Maintenance	\$ (230,320)	\$ (61,607)
Outside Suppliers	\$ (3,984,206)	\$ (1,162,825)
General & Admin	\$ (796,097)	\$ (172,266)
Net Cash Provided by Operating Activities	<u>\$ 4,342</u>	<u>\$ 115,215</u>
CASH FLOW FROM CAPITAL AND RELATED FINANCING ACTIVITIES		
Capital Projects	\$ (2,061,247)	\$ (662,411)
Equipment	\$ (597,442)	\$ -
Net Cash Provided from Capital and Related Financing Activities	<u>\$ (2,658,689)</u>	<u>\$ (662,411)</u>
CASH FLOW FROM INVESTING ACTIVITIES		
Interest Income	\$ 8,710	\$ 2,055
Sale of fixed assets	\$ 12,000	\$ -
Transfer from Flight Center	\$ -	\$ -
Transfer to DAA	\$ -	\$ -
Due from PLGC	\$ -	\$ -
Transfer from DAA	\$ -	\$ -
Net Cash Provided by Investing Activities	<u>\$ 20,710</u>	<u>\$ 2,055</u>
Net Cash Provided from Taxes	<u>\$ 80,001</u>	<u>\$ 11,973</u>
NET INCREASE IN CASH AND CASH EQUIVALENTS	\$ (2,553,636)	\$ (533,169)
CASH AND CASH EQUIVALENTS - End of Period	<u><u>\$ 24,361,936</u></u>	<u><u>\$ 24,361,936</u></u>

Total DuPage Airport Authority
STATEMENT OF REVENUES AND EXPENSES
AS OF April 30, 2012

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	2012 Annual Budget	Month 2012	Month 2011	Month Variance	YTD 2012	YTD 2011	YTD Variance
REVENUES													
Airport Operations	\$ 386,749	\$ 417,528	\$ (30,778)	\$ 1,562,424	\$ 1,529,226	\$ 33,197	\$ 4,540,516	\$ 386,749	\$ 380,392	\$ 6,358	\$ 1,562,424	\$ 1,773,123	\$ (210,699)
DuPage Flight Center	\$ 953,097	\$ 1,001,689	\$ (48,593)	\$ 3,841,765	\$ 4,006,757	\$ (164,992)	\$ 12,020,270	\$ 953,097	\$ 1,009,554	\$ (116,458)	\$ 3,841,765	\$ 3,623,194	\$ 218,571
Prairie Landing Golf Club	\$ 205,367	\$ 189,120	\$ 16,247	\$ 510,387	\$ 392,446	\$ 117,940	\$ 2,664,352	\$ 205,367	\$ 168,068	\$ 37,299	\$ 510,387	\$ 341,553	\$ 168,834
Total Revenues	\$ 1,545,213	\$ 1,608,337	\$ (63,124)	\$ 5,914,575	\$ 5,928,429	\$ (13,854)	\$ 19,225,138	\$ 1,545,213	\$ 1,618,014	\$ (72,801)	\$ 5,914,575	\$ 5,737,870	\$ 176,705
COST OF SALES													
Airport Operations	\$ 227,390	\$ 283,476	\$ 56,085	\$ 1,025,936	\$ 1,133,902	\$ 107,966	\$ 3,395,707	\$ 227,390	\$ 275,250	\$ 47,859	\$ 1,025,936	\$ 1,160,917	\$ 134,981
DuPage Flight Center	\$ 727,463	\$ 757,040	\$ 29,577	\$ 2,800,966	\$ 3,028,160	\$ 227,194	\$ 9,084,480	\$ 727,463	\$ 832,561	\$ 105,099	\$ 2,800,966	\$ 2,782,506	\$ (18,461)
Prairie Landing Golf Club	\$ 142,379	\$ 152,318	\$ 9,938	\$ 398,700	\$ 396,417	\$ (2,284)	\$ 1,806,133	\$ 142,379	\$ 159,566	\$ 17,187	\$ 398,700	\$ 361,507	\$ (37,193)
Total Cost of Sales	\$ 1,097,233	\$ 1,192,833	\$ 95,601	\$ 4,225,603	\$ 4,558,479	\$ 332,876	\$ 14,286,320	\$ 1,097,233	\$ 1,267,377	\$ 170,145	\$ 4,225,603	\$ 4,304,930	\$ 79,327
Gross Profit/(Loss)	\$ 447,980	\$ 415,504	\$ 32,477	\$ 1,688,972	\$ 1,369,950	\$ 319,022	\$ 4,938,819	\$ 447,980	\$ 350,637	\$ 97,344	\$ 1,688,972	\$ 1,432,940	\$ 256,032
GENERAL AND ADMINISTRATIVE													
Airport Operations	\$ 242,957	\$ 217,978	\$ (24,979)	\$ 924,223	\$ 901,287	\$ (22,936)	\$ 2,733,237	\$ 242,957	\$ 261,140	\$ 18,183	\$ 924,223	\$ 844,325	\$ (79,898)
DuPage Flight Center	\$ 119,281	\$ 124,656	\$ 5,375	\$ 468,084	\$ 498,624	\$ 30,540	\$ 1,495,873	\$ 119,281	\$ 139,947	\$ 20,666	\$ 468,084	\$ 446,252	\$ (21,832)
Prairie Landing Golf Club	\$ 48,677	\$ 46,698	\$ (1,979)	\$ 192,210	\$ 177,024	\$ (15,187)	\$ 580,179	\$ 48,677	\$ 49,490	\$ 813	\$ 192,210	\$ 179,133	\$ (13,078)
Total General and Administrative	\$ 410,914	\$ 389,332	\$ (21,582)	\$ 1,584,517	\$ 1,576,935	\$ (7,582)	\$ 4,809,288	\$ 410,914	\$ 450,577	\$ 39,662	\$ 1,584,517	\$ 1,469,710	\$ (114,808)
Operating Income (Loss) Before Depreciation	\$ 37,066	\$ 26,172	\$ 10,894	\$ 104,455	\$ (206,985)	\$ 311,439	\$ 129,531	\$ 37,066	\$ (99,940)	\$ 137,006	\$ 104,455	\$ (36,770)	\$ 141,225
NON OPERATING REVENUES (EXPENSES)													
Property and Other Taxes Rev	\$ 11,973	\$ 10,000	\$ 1,973	\$ 80,001	\$ 90,000	\$ (9,999)	\$ 6,604,024	\$ 11,973	\$ 11,560	\$ 413	\$ 80,001	\$ 86,738	\$ (6,737)
Property Tax Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (429,208)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Income	\$ 2,048	\$ 10,125	\$ (8,077)	\$ 8,689	\$ 30,500	\$ (21,811)	\$ 151,500	\$ 2,048	\$ 4,403	\$ (2,354)	\$ 8,689	\$ 17,414	\$ (8,725)
Gain on Sale of Fixed Assets	\$ -	\$ 4,583	\$ (4,583)	\$ 4,336	\$ 18,333	\$ (13,998)	\$ 55,000	\$ -	\$ -	\$ -	\$ 4,336	\$ 40,000	\$ (35,664)
Total Non Operating Revenues	\$ 14,021	\$ 24,708	\$ (10,687)	\$ 93,025	\$ 138,833	\$ (45,808)	\$ 6,381,316	\$ 14,021	\$ 15,962	\$ (1,941)	\$ 93,025	\$ 144,152	\$ (51,126)
Net Income/(Loss) before Depreciation	\$ 51,087	\$ 50,880	\$ 207	\$ 197,480	\$ (68,151)	\$ 265,631	\$ 6,510,847	\$ 51,087	\$ (83,978)	\$ 135,065	\$ 197,480	\$ 107,381	\$ 90,098

Airport and Admin
STATEMENT OF REVENUES AND EXPENSES
AS OF April 30, 2012

	Month		Month		YTD		2012 Annual		Month		Month		YTD		YTD	
	Actual	Budget	Budget	Variance	Actual	Budget	Budget	Variance	2012	2011	2012	Variance	2012	2011	2011	Variance
REVENUES																
Field Operations	\$ 94,803	\$ 142,712	\$ (47,909)	\$	\$ 416,526	\$ 429,476	\$ 1,246,197	\$ (19,128)	\$ 94,803	\$ 113,931	\$ 416,526	\$ (19,128)	\$ 674,026	\$ 674,026	\$ (257,500)	
Building Operations	\$ 261,848	\$ 248,585	\$ 13,263	\$	\$ 1,032,087	\$ 994,869	\$ 2,979,585	\$ 22,212	\$ 261,848	\$ 239,637	\$ 1,032,087	\$ 22,212	\$ 967,303	\$ 967,303	\$ 64,784	
Flight Center	\$ 17,244	\$ 14,632	\$ 2,613	\$	\$ 66,935	\$ 58,482	\$ 175,534	\$ (452)	\$ 17,244	\$ 17,696	\$ 66,935	\$ (452)	\$ 69,297	\$ 69,297	\$ (2,362)	
Administrative	\$ 12,854	\$ 11,599	\$ 1,254	\$	\$ 46,876	\$ 46,399	\$ 139,200	\$ 3,726	\$ 12,854	\$ 9,128	\$ 46,876	\$ 3,726	\$ 62,497	\$ 62,497	\$ (15,621)	
Total Revenues	\$ 386,749	\$ 417,528	\$ (30,778)		\$ 1,562,424	\$ 1,529,226	\$ 4,540,516	\$ 6,358	\$ 386,749	\$ 380,392	\$ 1,562,424	\$ 6,358	\$ 1,773,123	\$ 1,773,123	\$ (210,699)	
COST OF SALES																
Field Operations	\$ 108,311	\$ 136,826	\$ 28,515	\$	\$ 473,616	\$ 547,305	\$ 1,641,914	\$ 21,169	\$ 108,311	\$ 129,481	\$ 473,616	\$ 21,169	\$ 528,608	\$ 528,608	\$ 54,992	
Building Operations	\$ 75,424	\$ 81,862	\$ 6,438	\$	\$ 363,409	\$ 327,447	\$ 976,342	\$ 22,506	\$ 75,424	\$ 97,930	\$ 363,409	\$ 22,506	\$ 381,424	\$ 381,424	\$ 18,015	
Flight Center	\$ 21,275	\$ 26,293	\$ 5,018	\$	\$ 72,977	\$ 105,171	\$ 315,512	\$ (2,363)	\$ 21,275	\$ 18,912	\$ 72,977	\$ (2,363)	\$ 95,879	\$ 95,879	\$ 22,903	
Shop Equipment Operations	\$ 22,380	\$ 38,495	\$ 16,115	\$	\$ 115,935	\$ 153,979	\$ 461,938	\$ 6,547	\$ 22,380	\$ 28,927	\$ 115,935	\$ 6,547	\$ 155,006	\$ 155,006	\$ 39,071	
Total Cost of Sales	\$ 227,390	\$ 283,476	\$ 56,085		\$ 1,025,936	\$ 1,133,902	\$ 3,395,707	\$ 47,859	\$ 227,390	\$ 275,250	\$ 1,025,936	\$ 47,859	\$ 1,160,917	\$ 1,160,917	\$ 134,981	
Gross Profit/(Loss)	\$ 159,359	\$ 134,052	\$ 25,307		\$ 536,487	\$ 395,324	\$ 1,144,810	\$ 54,217	\$ 159,359	\$ 105,142	\$ 536,487	\$ 54,217	\$ 612,206	\$ 612,206	\$ (75,718)	
GENERAL AND ADMINISTRATIVE																
Administration	\$ 178,366	\$ 173,209	\$ (5,158)	\$	\$ 712,335	\$ 722,210	\$ 2,196,006	\$ 7,970	\$ 178,366	\$ 186,336	\$ 712,335	\$ 7,970	\$ 669,408	\$ 669,408	\$ (42,926)	
Commissioners	\$ 8,921	\$ 8,946	\$ 26	\$	\$ 36,289	\$ 35,785	\$ 107,355	\$ (214)	\$ 8,921	\$ 8,707	\$ 36,289	\$ (214)	\$ 35,553	\$ 35,553	\$ (736)	
Business Development/Marketing	\$ 8,744	\$ 13,840	\$ 5,096	\$	\$ 79,306	\$ 55,360	\$ 166,079	\$ 8,042	\$ 8,744	\$ 16,786	\$ 79,306	\$ 8,042	\$ 49,826	\$ 49,826	\$ (29,479)	
Accounting	\$ 46,926	\$ 21,983	\$ (24,943)	\$	\$ 96,293	\$ 87,932	\$ 263,797	\$ 2,386	\$ 46,926	\$ 49,311	\$ 96,293	\$ 2,386	\$ 89,537	\$ 89,537	\$ (6,756)	
Total General and Administrative	\$ 242,957	\$ 217,978	\$ (24,979)		\$ 924,223	\$ 901,287	\$ 2,733,237	\$ 18,183	\$ 242,957	\$ 261,140	\$ 924,223	\$ 18,183	\$ 844,325	\$ 844,325	\$ (79,898)	
Operating Income/(Loss)	\$ (83,598)	\$ (83,926)	\$ 328		\$ (387,736)	\$ (505,963)	\$ (1,588,427)	\$ 72,400	\$ (83,598)	\$ (155,998)	\$ (387,736)	\$ 72,400	\$ (232,120)	\$ (232,120)	\$ (155,616)	
NON OPERATING REVENUES (EXPENSES)																
Property and Other Taxes Rev	\$ 11,973	\$ 10,000	\$ 1,973	\$	\$ 80,001	\$ 90,000	\$ 6,604,024	\$ 413	\$ 11,973	\$ 11,560	\$ 80,001	\$ 413	\$ 86,738	\$ 86,738	\$ (6,737)	
Property Tax Expense	\$ -	\$ -	\$ -	\$	\$ -	\$ -	\$ (179,208)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Interest Income	\$ 2,048	\$ 10,000	\$ (7,952)	\$	\$ 8,688	\$ 30,000	\$ 150,000	\$ (2,323)	\$ 2,048	\$ 4,372	\$ 8,688	\$ (2,323)	\$ 17,383	\$ 17,383	\$ (8,695)	
Gain on Sale of Fixed Assets	\$ -	\$ 4,583	\$ (4,583)	\$	\$ 4,336	\$ 18,333	\$ 55,000	\$ -	\$ -	\$ -	\$ 4,336	\$ -	\$ 40,000	\$ 40,000	\$ (35,664)	
Total non operating Revenues	\$ 14,021	\$ 24,583	\$ (10,562)		\$ 93,024	\$ 138,333	\$ 6,629,816	\$ (1,910)	\$ 14,021	\$ 15,931	\$ 93,024	\$ (1,910)	\$ 144,120	\$ 144,120	\$ (51,096)	
Net income/(Loss) before adjustments	\$ (69,577)	\$ (59,342)	\$ (10,234)		\$ (294,711)	\$ (367,630)	\$ 5,041,389	\$ 70,490	\$ (69,577)	\$ (140,067)	\$ (294,711)	\$ 70,490	\$ (87,999)	\$ (87,999)	\$ (206,712)	

DUPAGE FLIGHT CENTER
STATEMENT OF REVENUES AND EXPENSES
AS OF April 30, 2012

2300 REVENUE	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	2012 Annual Budget	Month 2012	Month 2011	Month Variance	YTD 2012	YTD 2011	YTD Variance
Fuel and Oil Sales	\$ 935,479	\$ 977,673	\$ (42,194)	\$ 3,733,832	\$ 3,910,690	\$ (176,858)	\$ 11,732,070	\$ 935,479	\$ 1,052,533	\$ (117,054)	\$ 9,733,832	\$ 3,524,899	\$ 209,433
Deice & Lav Service, APU, Preheats, Tows	\$ 2,020	\$ 6,833	\$ (4,813)	\$ 27,739	\$ 27,333	\$ 406	\$ 82,000	\$ 2,020	\$ 1,890	\$ 130	\$ 27,739	\$ 36,076	\$ (8,337)
Catering	\$ 3,296	\$ 2,683	\$ 612	\$ 11,905	\$ 10,733	\$ 1,172	\$ 32,200	\$ 3,296	\$ 1,631	\$ 1,664	\$ 11,905	\$ 7,073	\$ 4,832
Hangar - Transients	\$ 8,367	\$ 11,667	\$ (3,300)	\$ 59,355	\$ 46,667	\$ 12,689	\$ 140,000	\$ 8,367	\$ 10,303	\$ (1,936)	\$ 59,355	\$ 48,676	\$ 10,680
Overnight Fees - Transients	\$ 3,176	\$ 2,083	\$ 1,093	\$ 5,776	\$ 8,333	\$ (2,557)	\$ 25,000	\$ 3,176	\$ 2,459	\$ 717	\$ 5,776	\$ 4,266	\$ 1,510
Flowage Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Income	\$ 0	\$ 125	\$ (125)	\$ 1	\$ 500	\$ (499)	\$ 1,500	\$ 0	\$ 31	\$ (31)	\$ 1	\$ 111	\$ (110)
Gain on Sale of Fixed Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Conference Room Rental/Other Income	\$ 759	\$ 750	\$ 9	\$ 3,158	\$ 3,000	\$ 158	\$ 9,000	\$ 759	\$ 738	\$ 21	\$ 3,158	\$ 2,705	\$ 454
TOTAL REVENUES	\$ 953,097	\$ 1,001,814	\$ (48,717)	\$ 3,841,766	\$ 4,007,257	\$ (165,491)	\$ 12,021,770	\$ 953,097	\$ 1,069,585	\$ (116,489)	\$ 3,841,766	\$ 3,623,305	\$ 218,460
Cost of Sales													
Fuel and Oil	\$ 696,682	\$ 716,508	\$ 19,826	\$ 2,661,215	\$ 2,866,032	\$ 204,817	8,598,096	\$ 696,682	\$ 800,820	\$ 104,138	\$ 2,661,215	\$ 2,643,821	\$ (17,394)
Deice Cost of Goods	\$ -	\$ 2,917	\$ 2,917	\$ 15,261	\$ 11,667	\$ (3,594)	35,000	\$ -	\$ -	\$ -	\$ 15,261	\$ 17,402	\$ 2,141
Credit Card Expense	\$ 13,837	\$ 13,917	\$ 80	\$ 52,147	\$ 55,667	\$ 3,520	167,000	\$ 13,837	\$ 14,658	\$ 822	\$ 52,147	\$ 53,820	\$ 1,674
Catering	\$ 3,206	\$ 7,503	\$ 4,297	\$ 11,832	\$ 30,011	\$ 18,179	90,033	\$ 3,206	\$ 1,667	\$ (1,539)	\$ 11,832	\$ 7,232	\$ (4,600)
Maintenance	\$ 13,738	\$ 16,196	\$ 2,458	\$ 60,512	\$ 64,784	\$ 4,272	194,351	\$ 13,738	\$ 15,416	\$ 1,678	\$ 60,512	\$ 60,230	\$ (282)
TOTAL COST OF SALES	\$ 727,463	\$ 757,040	\$ 29,577	\$ 2,800,966	\$ 3,028,160	\$ 227,194	\$ 9,084,480	\$ 727,463	\$ 832,561	\$ 105,099	\$ 2,800,966	\$ 2,782,506	\$ (18,461)
Gross Profit/(Loss)	\$ 225,634	\$ 244,774	\$ (19,140)	\$ 1,040,799	\$ 979,097	\$ 61,703	\$ 2,937,290	\$ 225,634	\$ 237,024	\$ (11,390)	\$ 1,040,799	\$ 840,800	\$ 200,000
General and Administrative													
Depreciation	\$ 119,281	\$ 124,656	\$ 5,375	\$ 468,084	\$ 498,624	\$ 30,540	\$ 1,495,873	\$ 119,281	\$ 139,947	\$ 20,666	\$ 468,084	\$ 446,252	\$ (21,832)
	\$ 4,602	\$ 4,167	\$ (435)	\$ 18,516	\$ 16,667	\$ (1,849)	\$ 50,000	\$ 4,602	\$ 4,451	\$ (151)	\$ 18,516	\$ 17,877	\$ (638)
Net Income/(Loss)	\$ 101,751	\$ 115,951	\$ (14,200)	\$ 554,200	\$ 463,806	\$ 90,394	\$ 1,391,417	\$ 101,751	\$ 92,626	\$ 9,125	\$ 554,200	\$ 376,671	\$ 177,529

PRAIRIE LANDING GOLF CLUB
STATEMENT OF REVENUES AND EXPENSES
AS OF April 30, 2012

REVENUE	Month		Month		YTD		2012 Annual		Month		Month		YTD		YTD	
	Actual	Budget	Variance		Actual	Budget	Variance	Budget	2012	2011	Variance	2012	2011	Variance		
Golf Operations	\$ 135,898	\$ 145,228	\$ (9,330)		\$ 367,543	\$ 274,347	\$ 93,196	\$ 1,683,206	\$ 135,898	\$ 138,291	\$ (2,393)	\$ 367,543	\$ 269,938	\$ 97,605		
Food & Beverage	\$ 18,736	\$ 14,082	\$ 4,654		\$ 26,888	\$ 14,980	\$ 11,908	\$ 251,745	\$ 18,736	\$ 12,243	\$ 6,493	\$ 26,888	\$ 13,185	\$ 13,703		
Kitty Hawk - Deli	\$ 3,948	\$ 3,810	\$ 138		\$ 14,739	\$ 17,505	\$ (2,766)	\$ 56,061	\$ 3,948	\$ 4,008	\$ (60)	\$ 14,739	\$ 17,738	\$ (2,999)		
Banquets	\$ 46,424	\$ 25,530	\$ 20,894		\$ 100,321	\$ 84,915	\$ 15,406	\$ 669,330	\$ 46,424	\$ 12,923	\$ 33,501	\$ 100,321	\$ 39,832	\$ 60,488		
Administration	\$ 362	\$ 470	\$ (108)		\$ 896	\$ 700	\$ 196	\$ 4,010	\$ 362	\$ 604	\$ (243)	\$ 896	\$ 860	\$ 36		
TOTAL REVENUES	\$ 205,367	\$ 189,120	\$ 16,247		\$ 510,387	\$ 392,446	\$ 117,940	\$ 2,664,352	\$ 205,367	\$ 168,068	\$ 37,299	\$ 510,387	\$ 341,553	\$ 168,834		
Cost of Sales																
	\$ 34,914	\$ 29,653	\$ (5,261)		\$ 75,909	\$ 63,636	\$ (12,274)	\$ 320,759	\$ 34,914	\$ 37,754	\$ 2,840	\$ 75,909	\$ 75,644	\$ (265)		
	\$ 15,694	\$ 19,313	\$ 3,619		\$ 50,436	\$ 57,768	\$ 7,332	\$ 224,743	\$ 15,694	\$ 19,639	\$ 3,945	\$ 50,436	\$ 50,855	\$ 419		
	\$ 8,422	\$ 4,279	\$ (4,143)		\$ 34,105	\$ 18,551	\$ (15,554)	\$ 56,062	\$ 8,422	\$ 7,673	\$ (749)	\$ 34,105	\$ 31,006	\$ (3,099)		
	\$ 30,974	\$ 25,798	\$ (5,176)		\$ 82,819	\$ 75,397	\$ (7,422)	\$ 467,001	\$ 30,974	\$ 30,804	\$ (170)	\$ 82,819	\$ 68,321	\$ (14,498)		
	\$ 52,376	\$ 73,275	\$ 20,899		\$ 155,430	\$ 181,064	\$ 25,634	\$ 737,568	\$ 52,376	\$ 63,696	\$ 11,320	\$ 155,430	\$ 135,681	\$ (19,750)		
Total Cost of Sales	\$ 142,379	\$ 152,318	\$ 9,938		\$ 398,700	\$ 396,417	\$ (2,284)	\$ 1,806,133	\$ 142,379	\$ 159,566	\$ 17,187	\$ 398,700	\$ 361,507	\$ (37,193)		
Gross Profit/(Loss)	\$ 62,987	\$ 36,802	\$ 26,185		\$ 111,686	\$ (3,970)	\$ 115,657	\$ 858,220	\$ 62,987	\$ 8,502	\$ 54,486	\$ 111,686	\$ (19,954)	\$ 131,640		
General and Administrative	\$ 48,677	\$ 46,698	\$ (1,979)		\$ 192,210	\$ 177,024	\$ (15,187)	\$ 580,179	\$ 48,677	\$ 49,490	\$ 813	\$ 192,210	\$ 179,133	\$ (13,078)		
Operating Profit/(Loss)	\$ 14,311	\$ (9,896)	\$ 24,207		\$ (80,524)	\$ (180,994)	\$ 100,470	\$ 278,041	\$ 14,311	\$ (40,988)	\$ 55,299	\$ (80,524)	\$ (199,087)	\$ 118,563		
Property Tax Expense	0	\$ -	\$ -		\$ -	\$ -	\$ -	\$ 250,000	0	0	\$ -	\$ -	\$ -	\$ -		
Net Profit/(Loss)	\$ 14,311	\$ (9,896)	\$ 24,207		\$ (80,524)	\$ (180,994)	\$ 100,470	\$ 28,041	\$ 14,311	\$ (40,988)	\$ 55,299	\$ (80,524)	\$ (199,087)	\$ 118,563		

DUPAGE AIRPORT AUTHORITY
STATEMENT OF REVENUES AND EXPENSES
MONTH OF APRIL 2012

	AIRPORT OPERATIONS	DUPAGE FLIGHT CENTER	PRAIRIE LANDING GOLF CLUB	TOTALS
Revenues				
Field Operations	94,803			94,803
Building Operations	261,848			261,848
Flight Center Building	17,244			17,244
Administrative	12,854			12,854
Fuel and Oil Sales		935,479		935,479
Deice, Lav Service, Preheats, APU, Tows		2,020		2,020
Overnight Fees - Transient		3,176		3,176
Hangar Rental		8,367		8,367
Golf Operations			135,898	135,898
Food and Beverage		3,296	18,736	22,031
Kitty Hawk - Deli			3,948	3,948
Banquet			46,424	46,424
Miscellaneous		759	362	1,121
Total Revenues	386,749	953,097	205,367	1,545,213
Cost of Sales				
Field Operations	108,311			108,311
Building Operations	75,424			75,424
Flight Center Building	21,275			21,275
Shop Equipment	22,380			22,380
Fuel and Oil		696,682		696,682
Maintenance		13,738		13,738
Credit Card Expense		13,837		13,837
Golf Course Maintenance			52,376	52,376
Golf Operations			34,914	34,914
Food and Beverage		3,206	15,694	18,900
Kitty Hawk - Deli			8,422	8,422
Banquet			30,974	30,974
Total Cost of Sales	227,390	727,463	142,379	1,097,233
Gross Profit/(Loss)	159,359	225,634	62,987	447,980
General and Administrative				
Administration	178,366	118,387	48,677	345,430
Commissioners	8,921			8,921
Business Development & Marketing	8,744	894		9,638
Accounting	46,926			46,926
Total General & Administrative	242,957	119,281	48,677	410,914
Operating Income (Loss) Before Depreciation & Principal Reductions	(83,598)	106,353	14,311	37,066
Non Operating Revenues (Expenses)				
Taxes - Property	136			136
Taxes - Other	11,837			11,837
Taxes - Paid	0		0	0
Pre-paid Land Lease	0			0
Interest Income	2,048	(1)		2,047
Amortization (Expense)	0			0
Gain on Sale of Fixed Assets	0	0		0
Total Non Operating Revenues (Expenses)	14,021	(1)	0	14,020
Net Income (Loss) before adjustments	(69,577)	106,352	14,311	51,086
Depreciation	762,986	4,602	13,077	780,665
Net Income	(832,563)	101,750	1,234	(729,579)

DuPAGE AIRPORT AUTHORITY
STATEMENT OF REVENUES AND EXPENSES
YTD - APRIL 2012

	AIRPORT OPERATIONS	DuPAGE FLIGHT CENTER	PRAIRIE LANDING GOLF CLUB	TOTALS
Revenues				
Field Operations	416,526			416,526
Building Operations	1,032,087			1,032,087
Flight Center Building	66,935			66,935
Administrative	46,876			46,876
Fuel and Oil Sales		3,733,832		3,733,832
Deice, Lav Service, Preheats, APU, Tows		27,739		27,739
Overnight Fees - Transient		5,776		5,776
Hangar Rental		59,355		59,355
Golf Operations			367,543	367,543
Food and Beverage		11,905	26,888	38,792
Kitty Hawk - Deli			14,739	14,739
Banquet			100,321	100,321
Miscellaneous		3,158	896	4,054
Total Revenues	1,562,424	3,841,765	510,387	5,914,575
Cost of Sales				
Field Operations	473,616			473,616
Building Operations	363,409			363,409
Flight Center Building	72,977			72,977
Shop Equipment	115,935			115,935
Fuel and Oil		2,676,476		2,676,476
Maintenance		60,512		60,512
Credit Card Expense		52,147		52,147
Golf Course Maintenance			155,430	155,430
Golf Operations			75,909	75,909
Food and Beverage		11,832	50,436	62,268
Kitty Hawk - Deli			34,105	34,105
Banquet			82,819	82,819
Total Cost of Sales	1,025,936	2,800,966	398,700	4,225,603
Gross Profit/(Loss)	536,487	1,040,798	111,686	1,688,972
General and Administrative				
Administration	712,335	464,435	192,210	1,368,981
Commissioners	36,289			36,289
Business Development & Marketing	79,306	3,649		82,954
Accounting	96,293			96,293
Total General & Administrative	924,223	468,084	192,210	1,584,517
Operating Income (Loss) Before Depreciation & Principal Reductions	(387,736)	572,715	(80,524)	104,455
Non Operating Revenue (Expense)				
Taxes - Property	58,302			58,302
Taxes - Other	21,699			21,699
Taxes - Paid	0		0	0
Pre-paid Land Lease	0			0
Interest Income	8,688	(0)		8,688
Amortization (Expense)	0			0
Gain on Sale of Fixed Assets	4,336	0		4,336
Total Non Operating Revenues (Expenses)	93,024	(0)	0	93,024
Net Income (Loss) before adjustments	(294,711)	572,714	(80,524)	197,479
Depreciation	3,052,513	18,516	52,308	3,123,336
Net Income	(3,347,224)	554,199	(132,832)	(2,925,857)

DuPAGE AIRPORT AUTHORITY
COMBINING BALANCE SHEET
April 30, 2012

	AIRPORT OPERATIONS	DUPAGE FLIGHT CENTER	PRAIRIE LANDING GOLF CLUB	TOTAL ALL FUNDS
ASSETS				
Current Assets				
Cash and Cash Equivalents	20,136,214	842,690	298,738	21,277,642
Investments	3,084,295			3,084,295
Receivables				0
Property Taxes	6,042,241			6,042,241
A/R	657,848	335,835	2,321	996,004
Due from PLGC	530,198			530,198
Prepaid Expenses	1,392,583	106,921	40,008	1,539,513
Vehicle Fuel Inventory	32,121			32,121
Inventories		260,776	87,361	348,136
TOTAL CURRENT ASSETS	31,875,499	1,546,223	428,428	33,850,150
Other Assets - Water Rights	624,098			624,098
A/R - DuPage Business Park	0			0
	624,098	0	0	624,098
Capital Assets				
Cost	285,333,773	934,560	2,998,088	289,266,421
Investment in Business Park	0			
Construction in Progress 2004	49,666			49,666
Construction in Progress 2005	30,724		0	30,724
Construction in Progress 2006	42,956		0	42,956
Construction in Progress 2007	227,928			227,928
Construction in Progress 2008	233,599			233,599
Construction in Progress 2009	169,842			
Construction in Progress 2010	1,865,124			
Construction in Progress 2011	1,184,980			
Construction in Progress 2012	1,473,344			
	290,611,936	934,560	2,998,088	289,851,294
Accumulated Depreciation/Amortization	(147,923,016)	(682,789)	(2,428,819)	(151,034,624)
	142,688,920	251,771	569,269	143,509,960
TOTAL ASSETS	175,188,517	1,797,994	997,697	177,984,208


DuPAGE AIRPORT AUTHORITY
COMBINING BALANCE SHEET
April 30, 2012

	AIRPORT OPERATIONS	DUPAGE FLIGHT CENTER	PRAIRIE LANDING GOLF CLUB	TOTAL ALL FUNDS
LIABILITIES				
Current Liabilities (Payable from Current Assets)				
Accounts Payable	112,087	298,551	497,560	908,197
Accrued Liabilities	428,353	100,628	324,744	853,724
Accrued Liabilities, Other		0		0
Intrafund Payable		0	530,198	530,198
Deferred Property Tax Income	5,976,027			5,976,027
Deferred Income - Land	3,210,295			3,210,295
Deferred Income - Operations	2,381,090	65,543		2,446,633
	12,107,852	464,721	1,352,501	13,925,074
Long Term Liabilities				
Security Deposits	113,217		184,590	297,807
	113,217	0	184,590	297,807
TOTAL LIABILITIES	12,221,069	464,721	1,537,091	14,222,881
NET ASSETS				
Net Assets				
Investment in Capital Assets, January 1	144,685,444	270,287	825,154	145,780,885
Changes in Net Capital Assets	(1,002,820)	(18,516)	(255,884)	(1,277,220)
Net Investment in Capital Assets	143,682,624	251,771	569,269	144,503,664
Restricted Future Capital Assets, January 1	15,856,862			15,856,862
Changes in Future Capital Assets	0			0
Net Restricted Future Capital Assets	15,856,862			15,856,862
Unrestricted Net Assets, January 1	3,463,001	2,818,151	(1,231,716)	5,049,436
Changes in Net Capital Assets	1,002,820	18,516	255,884	1,277,220
Net Income (Loss)	(3,347,224)	554,200	(132,832)	(2,925,856)
Intrafund Transfers	2,309,365	(2,309,365)	0	0
Net Unrestricted Assets	3,427,962	1,081,502	(1,108,664)	3,400,800
TOTAL NET ASSETS	162,967,448	1,333,273	(539,394)	163,761,327
TOTAL LIABILITIES AND NET ASSETS	175,188,517	1,797,994	997,697	177,984,208



DUPAGE AIRPORT AUTHORITY

TO: DuPage Airport Authority
Board of Commissioners

FROM: David Bird 
Executive Director

RE: Proposed Ordinance 2012-252; An Ordinance Enacting A Revised Procurement Code and Procurement Policies and Procedures Manual of the DuPage Airport Authority and Repealing Ordinance 2010-233.

DATE: May 10, 2012

SUMMARY:

Based on comments received from the firm of Crowe Horwath, DuPage County's consultant charged with the review of agency policies and procedures, staff conducted a review of the Procurement Policy and is recommending the following amendments:

- Section 1.3 is added to provide that the policy is reviewed no less than every five years.
- Section 2.5 lowers the amount of a change order from 15% to 10%.
- Section 2.8 is amended to reduce the duration of contracts from five to four years.
- Section 2.9 is added to provide for audit and record retention.
- Section 3.84 provides for changes to the Master Agreement section to clarify and update the policy based upon problem areas encountered in the past.
- Section 3.85 provides the Authority with a way to obtain relatively small goods at a price that is less than the normal retail price.
- Section 4.13(i) is added to incorporate the DuPage Airport Authority's Ethics Ordinance by reference in the Policy.
- Section 4.13 is amended to reduce the period of debarment from three years to two years.

PREVIOUS COMMITTEE/BOARD ACTION:

February 27, 2012 the Internal Policy and Compliance Committee met and reviewed the recommended revisions and amendments.

May 16, 2012 the Internal Policy and Compliance Committee will meet for final review of the recommended revisions and amendments.

REVENUE OR FUNDING IMPLICATIONS:

None

STAKEHOLDER PROCESS:

N/A

LEGAL REVIEW:

Attorney Phil Luetkehans has reviewed and provided the language for these revisions and amendments.

ATTACHMENTS:

- Memorandum from Attorney Phil Luetkehans.
- Proposed Ordinance 2012-252; An Ordinance Enacting A Revised Procurement Code and Procurement Policies and Procedures Manual of the DuPage Airport Authority and Repealing Ordinance.
- Redline Version of the Procurement Policies and Procedures Manual included under separate cover.

ALTERNATIVES:

The Board can deny, modify or amend this issue.

RECOMMENDATION:

Subject to the favorable recommendation of the Internal Policy and Compliance Committee at the May 16, 2012 committee meeting, it is the recommendation of the Executive Director and staff that the Board approve Proposed Ordinance 2012-252; An Ordinance Enacting A Revised Procurement Code and Procurement Policies and Procedures Manual of the DuPage Airport Authority and Repealing Ordinance 2010-233.

MEMORANDUM

To: Board of Commissioners
From: Phillip A. Luetkehans
Date: March 14, 2012
File: DuPage Airport Authority/2407
Re: Changes to Procurement Code

The County hired an outside consultant to review certain policies of agencies in DuPage County. After a review of our Procurement Code, the consultant suggested some minor changes that the Internal Policy & Compliance Committee agreed should be made. Staff has also suggested a couple of other revisions to clarify and create more controls in purchasing decisions.

Section 1.3

States that the Authority shall endeavor to review the policy no less than every five years.

Section 2.5

Lowens the amount of a change order that can be approved within a department from 15% to 10%.

Section 2.8

Shortens the maximum length of multi-year contracts from five years to four years.

Section 2.9

Requires any contractors with the Authority to preserve records for a minimum of three years after final payment and provide access to the Authority of that contractor's records.

Section 3.84

Staff is suggesting changes to the Master Agreement section to clarify and update the policy based upon problem areas they have encountered in the past. This Section 3.84 is intended to be utilized for contractors who provide services and goods that the Authority uses on a regular basis but for smaller dollar amounts. This would include contractors such as electricians and plumbers who are regularly used for projects under \$2500. The contractors would go through an Invitation to Bid process that would result in a Master

Agreement entered into with the Authority, after Board approval. The contracts would max out at \$25,000 annually.

Section 3.85

Section 3.85 is meant to provide the Authority with a way to obtain relatively small goods at a price that is less than the normal retail price. The common type vendors for this would be Home Depot, Menards or the like. The Authority would obtain pricing for these types of commonly purchased items from at least three vendors. The staff would then make a recommendation to the full Board after evaluating the pricing options proposed by the vendors. This type of Master Agreement would be limited to items under \$1000, total purchases under \$2500 and shall not exceed \$2500 annually.

Section 4.13

Section 4.13 has been modified at the request of the County's consultant to make clear that a violation of the Authority's Ethics Ordinance by a vendor subjects that vendor to suspension or debarment. The maximum time period for a debarment has also been shortened from three to two years at the County's suggestion.

We recommend that the above changes be made to the Procurement Code.

ORDINANCE NO. 2012-252

**AN ORDINANCE ENACTING A REVISED PROCUREMENT CODE AND PROCUREMENT
POLICIES AND PROCEDURES MANUAL
OF THE DUPAGE AIRPORT AUTHORITY AND REPEALING ORDINANCE**

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

WHEREAS, the Authority has previously enacted a Procurement Code setting forth the Authority's policies and practices in procuring goods and services for the Authority and a Procurement Policies and Procedures Manual outlining said policies and practices (collectively the "Procurement Code"); and

WHEREAS, the Board of Commissioners of the Authority deems it in the Authority's best interests to modify the Procurement Code and enact a revised Procurement Code in the form attached hereto as Exhibit A.

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

1. The Procurement Code attached hereto as Exhibit A is hereby enacted; and
2. The previous Procurement Code as amended by Ordinance 2010-233 is hereby repealed.

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

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

Peter H. Huizenga _____
Gina LaMantia _____
David J. Sabathne' _____
Perry R. Thompson _____

Passed & approved by the Board of Commissioners of the DuPage Airport Authority this 16th day of May, 2012.

Chairman


(ATTEST)

Secretary



DUPAGE AIRPORT AUTHORITY

TO: DuPage Airport Authority
Board of Commissioners

FROM: David Bird 
Executive Director

RE: Proposed Ordinance 2012-253; An Ordinance Amending the Ethics Ordinance and Repealing Ordinance 2005-194.

DATE: May 10, 2012

SUMMARY:

Based on recommendations made by the firm of Crowe Horwath, the County's consultant retained to review agency policies and procedures, the DuPage Airport Authority's Ethics Ordinance has been amended as follows:

- Section 14, Future Employment:
This is a new section that has been added.
- Section 15, Future Employment Relationships:
This is a new section that has been added.

PREVIOUS COMMITTEE / BOARD ACTION:

February 27, 2012 the Internal Policy and Compliance committee met and reviewed the recommended revisions and amendments.

May 16, 2012 the Internal Policy and Compliance Committee will meet for a final review of the recommended revisions and amendments.

REVENUE OR FUNDING IMPLICATIONS:

None

STAKEHOLDER PROCESS:

N/A

LEGAL REVIEW:

Attorney Phil Luetkehans has reviewed and provided the language for these revisions and amendments.

ATTACHMENTS:

- Memorandum from Attorney Phil Luetkehans.
- Proposed Ordinance 2012-253; An Ordinance Amending the Ethics Ordinance and Repealing Ordinance 2005-194.
- Redline Version of Amended Ethics Ordinance

ALTERNATIVES:

The Board can deny, modify or amend this issue.

RECOMMENDATION:

Subject to the favorable recommendation of the Internal Policy and Compliance Committee at the May 16, 2012 committee meeting, it is the recommendation of the Executive Director and staff that the Board approve Proposed Ordinance 2012-253; An Ordinance Amending the Ethics Ordinance and Repealing Ordinance 2005-194.

ORDINANCE NO. 2012 - 253

**AN ORDINANCE AMENDING THE ETHICS ORDINANCE AND
REPEALING ORDINANCE 2005-194**

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

WHEREAS, on June 13, 2005, the Board of Commissioners of the DuPage Airport Authority (the "Board") previously passed Ordinance 2005-194, the "Ethics Ordinance"; and

WHEREAS, the Board deems it necessary and in the best interests of the public and the Authority to repeal Ordinance 2005-194 and enact the Ethics Ordinance attached hereto as Exhibit A.

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

1. The Board does hereby approve and adopt the revised Ethics Ordinance of the DuPage Airport Authority which is attached hereto and made a part hereof as Exhibit "A"; and
2. The Board hereby repeals DuPage Airport Authority Ordinance 2005-194.

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

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

Peter H. Huizenga _____
Gina LaMantia _____
David J. Sabathne' _____
Perry R. Thompson _____

Passed & approved by the Board of Commissioners of the DuPage Airport Authority this 16th day of May, 2012.

Chairman

(ATTEST)

Secretary

ORDINANCE 2012-253

MEMORANDUM

To: Board of Commissioners
From: Phillip A. Luetkehans
Date: March 14, 2012
File: DuPage Airport Authority/2407
Re: Changes to Ethics Ordinance

The County hired an outside consultant to review certain policies of agencies in DuPage County. The consultant noted two policies that the County had in place that were not in the DuPage Airport Authority's Ethics Ordinance. We have drafted those in a manner that were consistent with the policies put in place by the County for your review and enactment if you so wish. The two new concepts are set forth in Sections 14 and 15 of the attached Ethics Ordinance. All modifications to the prior Ordinance are shown in redline.

Section 14

This Section in essence is a prohibition of discussion or acceptance of future employment with possible vendors by Commissioners or employees who may have decision making powers relating to that vendor's contract. If an employment offer is made, the Commissioner or employee shall disclose the offer and withdraw from any future discussion or vote on the vendor's contract.

Section 15

Section 15 involves two situations. The first portion of this Section prohibits employees within their first year of employment with the DuPage Airport Authority from participating in a decision to award a contract to a former employer, unless the past relationship has been disclosed to his or her supervisor. The second portion of this Section prohibits a Commissioner or employee from being employed by or having an ownership interest in any company where that relationship may interfere with his or her position or the full performance of his or her duties. The Section then goes on to list examples of such conflicts.

While it is my belief that most, if not all, of these prohibitions are already prohibited by the current Illinois conflict of interest statutes and common law, if the Board wishes to make these prohibitions more formal, this law firm would recommend the suggested changes.

DuPage Airport Authority

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ETHICS ORDINANCE

Introduction

The Illinois General Assembly enacted the State Officials and Employees Ethics Act (Public Act 93-615 effective November 19, 2003, as amended by Public Act 93-617 effective December 9, 2003), which is a comprehensive revision of state statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by Illinois State officials and employees. The Act requires all units of local government and school districts to adopt ordinances or resolutions regulating the political activities of, and the solicitation and acceptance of gifts by, the officers and employees of such units "in a manner no less restrictive" than the provisions of the Act. It is the clear intention of the Act to require units of local government and school districts to implement regulations that are at least as restrictive as those contained in the Act and to impose penalties for violations of those regulations that are equivalent to those imposed by the Act. Accordingly, the DuPage Airport Authority, in compliance with the Act, enacts the following ordinance regulating its Commissioners, Officers and Employees.

Section 1 Definitions

1. **"Business"** shall include the actual business entity to which a DuPage Airport Authority contract is to be awarded as well as any of the business's principals, their immediate families and any other legal entities in which those principals have a controlling interest or otherwise have control over the disbursement of funds.
2. **"Chairman"** means the Chairman of the DuPage Airport Authority.
3. **"Commissioners"** means the Commissioners of the DuPage Airport Authority, both individually and as a group, including its Chairman.
4. **"Committee"** means an Ethics Committee created by the Chairman pursuant to this Ordinance.
5. **"Compensated Time"** for Employees means any time worked by or credited to an Employee that counts toward any minimum work time requirement imposed as a condition of employment with the DuPage Airport Authority, but does not include any designated DuPage Airport Authority holidays or any period when the Employee is on a Leave of Absence. The term Compensated Time for Commissioners means any time spent performing DuPage Airport Authority duties.
6. **"Compensatory Time Off"** means authorized time off earned by or awarded to an Employee to compensate, in whole or in part, for time worked in excess of the minimum work time required of that Employee as a condition of employment with the DuPage Airport Authority.

7. **"Contribution"** has the same meaning as that term is defined in Section 9-1.4 of the Election Code.
8. **"Employee"** means all full-time, part-time and contractual employees of the DuPage Airport Authority or any appointee, including the Executive Director.
9. **"Executive Director"** means the Executive Director of the DuPage Airport Authority.
10. **"Gift"** means any gratuity, discount, entertainment, hospitality, loan, forbearance or other tangible or intangible item having monetary value, including, but not limited to, cash, food and drink and honoraria for speaking engagements related to or attributable to government employment or the official position of an Employee, member or officer.
11. **"Leave of Absence"** means any period during which an Employee does not receive (i) compensation for DuPage Airport Authority employment, (ii) service credit towards DuPage Airport Authority pension benefits, and (iii) health insurance benefits paid for by the DuPage Airport Authority.
12. **"Market Value"** means the price that the Gift would bring for assets of like type, quality and quantity in the local market at the time of acquisition.
13. **"Nominal Value"** means a Gift to any one Employee worth less than One Hundred Dollars (\$100.00) as an annual aggregate from a particular donor.
14. **"Political"** means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (i) relating to the support or opposition of any executive, legislative or administrative action (as those terms are defined in Section 2 of the Lobbyist Registration Act), (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official DuPage Airport Authority duties.
15. **"Political Organization"** means a party, committee, association, fund or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code, but only with regard to those activities that require filing with the State Board of Elections or a county clerk.
16. **"Prohibited Political Activity"** means any activity proscribed by Section 2 herein.
17. **"Prohibited Source"** means any source defined in Section 5 herein.
18. **"Retaliatory Action"** means the reprimand, discharge, suspension, demotion or denial of promotion or transfer of any Employee in the terms and conditions of employment that is taken in retaliation for an Employee's involvement in protected activity.

19. **"Ultimate Jurisdictional Authority"** means the following: for all Employees, the Executive Director; for the Commissioners and the Executive Director, the Chairman; and for the Chairman, the Vice-Chairman.
20. **"Vice-Chairman"** means the Vice-Chairman of the DuPage Airport Authority.

Section 2 Prohibited Political Activities

1. **"Prohibited Political Activity"** means:
- a. preparing for, organizing or participating in any Political meeting, Political rally, Political demonstration or other Political event;
 - b. soliciting contributions, including but not limited to, the purchase of, selling, distributing or receiving payment for tickets for any Political fundraiser, Political meeting or other Political event;
 - c. soliciting, planning the solicitation of, or preparing any document or report regarding any thing of value intended as a campaign Contribution;
 - d. planning, conducting or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a Political Organization for Political purposes or for or against any referendum question;
 - e. surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a Political organization for Political purposes or for or against any referendum question;
 - f. assisting at the polls on election day on behalf of any Political Organization or candidate for elective office or for or against any referendum question;
 - g. soliciting votes on behalf of a candidate for elective office or a Political Organization or for or against any referendum question or helping in an effort to get voters to the polls;
 - h. initiating for circulation, preparing, circulating, reviewing or filing any petition on behalf of a candidate for elective office or for or against any referendum question;
 - i. making Contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office;
 - j. preparing or reviewing responses to candidate questionnaires in connection with a campaign for elective office or on behalf of a Political Organization for Political purposes;

- k. distributing, preparing for distribution or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question;
 - l. campaigning for any elective office or for or against any referendum question;
 - m. managing or working on a campaign for elective office or for or against any referendum question;
 - n. serving as a delegate, alternate, or proxy to a Political party convention; and
 - o. participating in any recount or challenge to the outcome of any election.
2. Commissioners and Employees shall not intentionally perform any Prohibited Political Activity during any Compensated Time (other than vacation, personal or Compensatory Time Off). Commissioners and Employees shall not intentionally misappropriate any DuPage Airport Authority property or resources by engaging in any Prohibited Political Activity for the benefit of any campaign for elective office of any Political Organization.
 3. At no time shall any Commissioner or Employee intentionally misappropriate the services of any Employee by requiring that Employee to perform any Political activity (i) as part of that Employee's DuPage Airport Authority duties, (ii) as a condition of employment, or (iii) during any time off that is compensated by the DuPage Airport Authority (such as vacation, personal or Compensatory Time Off).
 4. An Employee shall not be required at any time to participate in any Prohibited Political Activity in consideration for that Employee being awarded any additional compensation or employee benefit, in the form of a salary adjustment, bonus, Compensatory Time Off, continued employment or otherwise.
 5. An Employee shall not be awarded any additional compensation or employee benefit, in the form of a salary adjustment, bonus, Compensatory Time Off, continued employment or otherwise, in consideration for the Employee's participation in any Prohibited Political Activity.
 6. Nothing in this Section prohibits activities that are otherwise appropriate for a Commissioner or Employee to engage in as part of his or her official employment duties or activities that are undertaken by a Commissioner or Employee on a voluntary basis as permitted by law.
 7. No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a Political committee, of a Political party, or of a Political Organization or club.

Section 3 Prohibited Offer or Promise

A Commissioner or Employee may not promise anything of value related to the DuPage Airport Authority, including but not limited to positions with the DuPage Airport Authority, promotions or salary increases, in consideration for a Contribution to a Political committee, Political party or other entity that has as one of its purposes the financial support of a candidate for elective office.

Nothing in this Section prevents the making or accepting of voluntary Contributions otherwise in accordance with law.

Section 4 Contributions on DuPage Airport Authority Property

Contributions shall not be intentionally solicited, accepted, offered or made on DuPage Airport Authority Property by public officials, by Employees, by candidates for elective office, by persons required to be registered under the Lobbyist Registration Act, or by any officers, employees or agents of any Political organization, except as provided in this Section. For purposes of this Section, "DuPage Airport Authority Property" means any building or portion thereof owned or exclusively leased by the DuPage Airport Authority at the time the Contribution is solicited, offered, accepted or made. "DuPage Airport Authority Property" does not, however, include any portion of a building that is rented or leased from the DuPage Airport Authority by a private person or entity.

An inadvertent solicitation, acceptance, offer or making of a Contribution is not a violation of this Section so long as reasonable and timely action is taken to return the Contribution to its source.

The provisions of this Section do not apply to the residences of the DuPage Airport Authority Commissioners or its Employees, except that no fundraising events shall be held at residences owned by the DuPage Airport Authority or paid for, in whole or in part, with DuPage Airport Authority funds.

Section 5 Gift Ban

"Prohibited Source" includes any person or entity who:

- a. is seeking official action from, does business or seeks to do business with, or conducts activities regulated by (i) a Commissioner or (ii) in the case of an Employee, the Employee or a Commissioner or other Employee directing the Employee;
- b. has interests that may be substantially affected by the performance or non-performance of the official duties of the Commissioners or Employee; or
- c. is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act, 25 ILCS 170/1 *et seq.*, except that an entity not

otherwise a Prohibited Source does not become a Prohibited Source merely because a registered lobbyist is one of its members or serves on its board of directors.

Except as otherwise provided in this Ordinance, no Commissioner or Employee shall intentionally solicit or accept any Gift from any Prohibited Source or in violation of any federal or state statute, rule, regulation or DuPage Airport Authority Ordinance. This ban applies to and includes spouses and immediate family living with a Commissioner or Employee. No Prohibited Source shall intentionally offer or make a Gift that violates this Section.

Section 6 Exceptions

The restrictions in Section 5 of this Ordinance shall not apply to the following:

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which a Commissioner or Employee pays the Market Value.
3. Any (i) contribution as defined in Article 9 of the Election Code, 10 ILCS 5/9-1 *et seq.*, that is lawfully made under that Act or under this Ordinance or (ii) activities associated with a fundraising event in support of a Political Organization or candidate.
4. Travel expenses for a meeting to discuss DuPage Airport Authority business.
5. A Gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great uncle, great aunt, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather or grandmother of the individual's spouse and the individual's fiancé or fiancée.
6. Anything provided by an individual on the basis of a personal friendship, unless a Commissioner or Employee has reason to believe that, under the circumstances, the Gift was provided due to the official position or employment of the recipient rather than due to the personal friendship.

In determining whether a Gift has been provided on the basis of a personal friendship, a Commissioner or Employee shall consider the circumstances under which the Gift was offered, such as:

- a. the history of the relationship between the individual giving the Gift and the recipient of the Gift, including any previous exchange of Gifts between those individuals;

- b. whether to the actual knowledge of a Commissioner or Employee the individual who gave the Gift personally paid for the Gift or sought a tax deduction or business reimbursement for the Gift; and
 - c. whether to the actual knowledge of a Commissioner or Employee the individual who gave the Gift also at the same time gave the same or similar Gift to another Commissioner or Employee.
7. Intra-governmental and inter-governmental gifts. For the purpose of this Ordinance, "intra-governmental gift" means any Gift given to a Commissioner or Employee of the DuPage Airport Authority from another Commissioner or Employee of the DuPage Airport Authority; and "inter-governmental gift" means any Gift given to a Commissioner or Employee of the DuPage Airport Authority from any member, officer or employee of any other governmental entity.
 8. Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purpose of this Section, "catered" means food or refreshments that are purchased ready to eat and delivered by any means.
 9. Food, lodging, refreshments, transportation and other benefits resulting from the outside business or employment activities (or outside activities not connected to the duties of a Commissioner or Employee as an officeholder or employee) of a Commissioner or Employee, or the spouse of a Commissioner or Employee, if the benefits have not been offered or enhanced because of the official position or employment of a Commissioner or Employee and are customarily provided to others in similar circumstances.
 10. Educational materials and missions, including meetings with government officials, either foreign or domestic, intended to educate public officials on matters of public policy to which a Commissioner or Employee may be invited to participate alone or with other federal, state or local public officials and community leaders.
 11. Bequests, inheritances and other transfers at death.
 12. Any item or items from any one Prohibited Source during any calendar year having a Nominal Value.

Each of the exceptions listed in this Section is mutually exclusive and independent of one another.

Section 7 Disposition of Gifts

The recipient of a Gift that is given in violation of this Ordinance does not violate this Ordinance if the recipient promptly takes reasonable action to return the item to its source or give the item or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501(c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

Section 8 Protected Activity (Whistle-Blower Protection)

- A. Commissioners or Employees shall not take any Retaliatory Action against an Employee or Commissioner because the Employee or Commissioner does any of the following:
 - 1. discloses or threatens to disclose to a supervisor or to a public body an activity, policy or practice of any Commissioner or other Employee that the Employee reasonably believes is in violation of a law, rule, regulation or ordinance;
 - 2. provides information to or testifies before any public body conducting an investigation, hearing or inquiry into any violation of a law, rule, regulation or ordinance by any Commissioner or other Employee; and
 - 3. assists or participates in a proceeding to enforce the provisions of this Ordinance.
- B. The DuPage Airport Authority and its Commissioners shall conspicuously display notices of Employee protection under this Ordinance.

Section 9 Ethics Committee

- 1. When a complaint is received, the Chairman shall create an Ethics Committee with a minimum of three (3) Commissioners to conduct proceedings relating solely to that complaint. Should the complaint be against the Chairman, the Vice-Chairman shall create an Ethics Committee with a minimum of three (3) Commissioners and shall then also have all powers of the Chairman under this Ordinance.
- 2. The Committee may be composed of as many Commissioners as the Chairman determines are necessary.
- 3. The Committee shall meet as often as necessary to perform its duties.
- 4. Upon a final resolution of the complaint, the Committee shall be disbanded.
- 5. The Committee shall utilize existing staff, as necessary, and may contract for services that cannot be satisfactorily performed by the staff.
- 6. The Committee shall have the following powers and duties:
 - A. To promulgate procedures and rules governing the performance of its duties and the exercise of its powers.
 - B. To investigate, conduct research, conduct closed hearings and deliberations, issue recommendations and impose a penalty or fine.

- C. To receive information from the public pertaining to its investigations and to require additional information and documents from persons who may have violated this Ordinance.
 - D. To subpoena witnesses and compel the production of books and papers pertinent to an investigation authorized by this Ordinance.
 - E. To request that the Attorney General provide legal advice without charge.
7. The powers and duties of the Committee are limited to matters clearly within the purview of this Ordinance.

Section 10 Complaint Procedure

1. Complaints alleging a violation of this Ordinance shall be filed with the Executive Director. Such complaints shall be written and shall contain the complainant's address.
2. Upon receipt of a written complaint, the Executive Director shall forward same to the Chairman, who shall then appoint an Ethics Committee within a reasonable time period.
3. Within seven (7) business days after the creation of the Ethics Committee, the Committee shall send by certified mail, return receipt requested, a notice to the respondent that a complaint has been filed against him or her and a copy of the complaint. The Committee shall send by certified mail, return receipt requested, a confirmation of the receipt of the complaint to the complainant within seven (7) business days after the creation of the Committee. The notices to the respondent and the complainant shall also advise them of the date, time and place of the meeting on the sufficiency of the complaint and probable cause.
4. Upon at least forty-eight (48) hours' public notice of the session, the Committee shall meet in closed session to review the sufficiency of the complaint and, if the complaint is deemed to sufficiently allege a violation of this Ordinance, to determine if there is probable cause to proceed based on evidence presented by the complainant. The Committee shall issue notice to the complainant and the respondent of the Committee's ruling on the sufficiency of the complaint and, if necessary, on probable cause within fourteen (14) business days after the closed session meeting. If the complaint is deemed to sufficiently allege a violation of this Ordinance and there is a determination of probable cause, then the Committee's notice to the parties shall include a hearing date scheduled within four (4) weeks after the closed session meeting. If the complaint is deemed not to sufficiently allege a violation, or if there is no determination of probable cause, then the Committee shall send by certified mail, return receipt requested, a notice to the parties of the decision to dismiss the complaint and that notice shall be made public.
5. On the scheduled date and upon at least forty-eight (48) hours' public notice of the meeting, the Committee shall conduct a closed meeting on the complaint and allow both parties the opportunity to present testimony and evidence.

6. Within eight (8) weeks after the creation of the Committee, the Committee shall (i) dismiss the complaint or (ii) issue a preliminary recommendation to the alleged violator and to the violator's Ultimate Jurisdictional Authority or impose a fine upon the violator, or both. The particular findings in the instant case, the preliminary recommendation and any fine shall be made public.
7. Within seven (7) business days after the issuance of the preliminary recommendation or imposition of a fine, or both, the respondent may file a written demand for a public hearing on the complaint. The filing of the demand shall stay the enforcement of the preliminary recommendation or fine. Within two (2) weeks after receiving the demand, the Committee shall conduct a public hearing on the complaint after at least forty-eight (48) hours' public notice of the hearing and allow both parties the opportunity to present testimony and evidence. Within five (5) business days, the Committee shall publicly issue a final recommendation to the alleged violator and to the violator's Ultimate Jurisdictional Authority or impose a fine upon the violator, or both.
8. If a complaint is filed during the sixty (60) days preceding the date of any election at which the respondent is a candidate, the Committee shall render its decision as required under subsection (5) within fourteen (14) days after the Committee is created, and during the fourteen (14) days preceding that election, the Committee shall render such decision before the date of that election, if possible.
9. The Committee may levy a fine of up to \$5,000 against any person who knowingly files a frivolous complaint alleging a violation of this Ordinance.
10. A complaint alleging the violation of this Ordinance must be filed within one (1) year after the alleged violation.

Section 11 Enforcement

1. The Committee may recommend to a person's Ultimate Jurisdictional Authority disciplinary action against the person it determines to be in violation of this Ordinance. The recommendation may prescribe the following courses of action:
 - a. reprimand;
 - b. to cease and desist the offensive action;
 - c. a return or refund of money or other items, or an amount of restitution for services received in violation of this Ordinance;
 - d. dismissal, removal from office, impeachment or expulsion; and
 - e. donation to a charity of an amount equal to the Gift.
2. The Committee may impose a fine of up to \$5,000 per violation to be deposited into the General Revenue Fund.

3. The Ultimate Jurisdictional Authority of a person who violates an ethics provision may take disciplinary action against the person as recommended by the Committee or as it deems appropriate, to the extent it is constitutionally permissible for the Ultimate Jurisdictional Authority to take that action. The Ultimate Jurisdictional Authority shall make its action, or determination to take no action, available to the public.
4. If after a hearing the Committee finds no violation of this Ordinance, the Committee shall dismiss the complaint.

Section 12 Penalty

1. An individual who intentionally violates Section 2 or 3 of this Ordinance is guilty of a Class A misdemeanor, as that offense is defined in the Illinois Criminal Code, 720 ILCS 5/1-1, *et seq.*
2. An individual who intentionally violates Section 4 or 5 of this Ordinance is guilty of a business offense, as that offense is defined in the Illinois Criminal Code, 720 ILCS 5/1-1, *et seq.*, and is subject to a fine of at least \$1,001 and up to \$5,000.

Section 13 Review

The Committee's decision to dismiss a complaint or its recommendation is not a final administrative decision, but its imposition of a fine is a final administrative decision subject to judicial review under the Administrative Review Law of the Code of Civil Procedure.

Section 14 Future Employment

The Commissioners, nor any Employee may accept or discuss an offer of future employment with any person or entity doing or seeking to do business with the DuPage Airport Authority if either:

1. The Commissioner or Employee knows or has reason to believe that the offer of employment was intended as compensation or reward or to influence DuPage Airport Authority action pertaining to the business;
2. The Employee has decision making responsibility for a matter and that person or entity is offering employment to the decision maker; the exception will be if the Employee has disclosed in writing to his or her Ultimate Jurisdictional Authority that the Employee intends to discuss future employment with this person or business. In this case, the Employee shall be relieved from any decision making relative to this person or business. A decision maker shall have the approval authority, or input on approval or selection, and shall not include those employees who fill a compliance function in the approval/selection process.
3. In the situation where a Commissioner or Employee is offered future employment by a person doing business with the DuPage Airport Authority, the Commissioner or Employee must disclose to the Committee, in writing, the intention of discussing future

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employment. The Commissioner or Employee shall withdraw from discussion and shall not vote on any contract with this business or person.

Section 15 Former Employment Relationships

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No Employee, within one year of entering employment with the DuPage Airport Authority, may participate in the decision making or awarding of a contract to a business or a person by whom they were previously employed unless the Employee, in writing, has disclosed the prior employment relationship to his or her superior before participating in any decision making regarding the former employer.

Prohibited Employment. No Commissioner or Employee shall be employed in any other business, position or occupation (including self-employment) or have an ownership interest in any company that interferes with his/her position at the DuPage Airport Authority or the full and proper performance of his/her duties, including, but limited to:

- (a) any employment with any vendor, individual or entity that transacts any business with the DuPage Airport Authority;
- (b) any employment that interferes with or compromises the Employee's position with the DuPage Airport Authority to further his or her own personal interests;
- (c) any employment that may be in conflict with the Employee's position with the DuPage Airport Authority;
- (d) any employment that conflicts with the DuPage Airport Authority's purpose, duties and interests; and
- (e) any ownership interest in any company or entity which transacts or engages in any business with the DuPage Airport Authority.

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Section 1614 Severance

1. It is hereby declared to be the intention of the DuPage Airport Authority that the several provisions of this Ordinance are severable.
2. If any court of competent jurisdiction shall adjudge any provisions, or part thereof, of the State Officials and Employees Ethics Act to be invalid, the corresponding provisions, or part thereof, of this Ordinance shall also be deemed null and void without any further action of the Board. Such judgment shall not affect any other provision or part thereof of this Ordinance declared invalid which are not declared to be invalid in said judgment.
3. If any court of competent jurisdiction shall adjudge any provision, or part thereof, of this Ordinance to be invalid, such judgment shall not affect any other provision, or part thereof, of this Ordinance declared invalid which are not declared to be invalid in said judgment.

4. If any court of competent jurisdiction shall adjudge invalid the application of any provision, or part thereof, of this Ordinance to a particular person, such judgment shall not affect the application of said provision, or part thereof, to any other person not specifically included in said judgment.


Section ~~17~~5 Effective Date

This Ordinance shall be effective upon approval by the DuPage Airport Authority Board of
Commissioners.



DUPAGE AIRPORT AUTHORITY

TO: DuPage Airport Authority
Board of Commissioners

FROM: David Bird 
Executive Director

RE: Proposed Ordinance 2012-254; An Ordinance Enacting A Revised Employee Handbook and Repealing Ordinance 2004-188.

DATE: May 10, 2012

SUMMARY:

Upon conducting a thorough review of the DAA Employee Handbook, we worked with Attorney Jim Spizzo on the following amendments to the document:

- **Code of Ethics** is amended to make the language in the Ethics Ordinance consistent with this section.
- **Work Schedules** is amended to include a definition of the work week.
- **Scheduling Vacations** is amended to clarify that an employee may not add on other paid time off to an 80-hour vacation.
- **Holidays** section is amended to clarify that holiday pay is applied only on the day designated as the **observed** holiday. This section was also amended to provide employees at Prairie Landing Golf Course with flexibility in taking Memorial Day, Independence Day, and Labor Day off because those are busy days and may preclude taking the observed holiday off.
- **Military Leave of Absence** was amended to bring the Handbook into compliance with applicable laws.

PREVIOUS COMMITTEE/BOARD ACTION:

February 27, 2012 the Internal Policy and Compliance Committee met and reviewed the recommended revisions and amendments.

May 16, 2012 the Internal Policy and Compliance Committee will meet for a final review of the recommended revisions and amendments.

REVENUE OR FUNDING IMPLICATIONS:

None

STAKEHOLDER PROCESS:

N/A

LEGAL REVIEW:

Attorney Jim Spizzo has reviewed and provided the language for these revisions and amendments.

ATTACHMENTS:

- Proposed Ordinance 2012-254; An Ordinance Enacting A Revised Employee Handbook and Repealing Ordinance 2004-188.
- Redline copies of the proposed amendments to the Employee Handbook.

ALTERNATIVES:

The Board can deny, modify or amend this issue.

RECOMMENDATION:

Subject to the favorable recommendation of the Internal Policy and Compliance Committee at the May 16, 2012 committee meeting, it is the recommendation of the Executive Director and staff that the Board approve Proposed Ordinance 2012-254; An Ordinance Enacting a Revised Employee Handbook and Repealing Ordinance 2004-188.

ORDINANCE NO. 2012-254

**AN ORDINANCE ENACTING A REVISED EMPLOYEE HANDBOOK AND REPEALING
ORDINANCE 2004-188**

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

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

WHEREAS, the Board of Commissioners of the Authority deems it in the Authority's best interests to modify the Employee Handbook and enact a revised Employee Handbook in the form attached hereto as Exhibit A.

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

1. The Employee Handbook attached hereto as Exhibit A is hereby enacted; and
2. The previous Employee Handbook as amended by Ordinance 2004-188 is hereby repealed.

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

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

Peter H. Huizenga _____
Gina LaMantia _____
David J. Sabathne' _____
Perry R. Thompson _____

Passed & approved by the Board of Commissioners of the DuPage Airport Authority this 16th day of May, 2012.


CHAIRMAN

SECRETARY



DUPAGE AIRPORT AUTHORITY

TO: DuPage Airport Authority
Board of Commissioners

FROM: David Bird 
Executive Director

RE: Proposed Ordinance 2012-255; Ordinance Approving Investment Policy.

DATE: May 10, 2012

SUMMARY:

The Airport Authority does not currently have an Investment Policy. Historically, investments have been limited to money market accounts and certificates of deposit. Illinois Statute 30 ILCS 235/2.5 and the Governmental Finance Officers Association both identify the need to have a written investment policy.

PREVIOUS COMMITTEE/BOARD ACTION:

January 25, 2012, the Finance, Budget and Audit Committee was provided a copy of the proposed Investment policy for review.

March 21, 2012, the Finance, Budget and Audit Committee deferred action for this proposed Ordinance until the May 16, 2012 Committee Meeting.

REVENUE OR FUNDING IMPLICATIONS:

Adoption of the proposed investment policy should allow for a significant increase (on a percentage basis) of interest/investment revenue compared to the modest revenue currently earned.

STAKEHOLDER PROCESS:

N/A

LEGAL REVIEW:

Attorney Phil Luetkehans has reviewed this proposed Ordinance.

ATTACHMENTS:

- Proposed Ordinance 2012-255; Ordinance Approving Investment Policy.
- Proposed Investment Policy.

ALTERNATIVES:

The Board can deny, modify or amend this issue.

RECOMMENDATION:

Subject to the favorable recommendation of the Finance, Budget and Audit Committee at the May 16, 2012 committee meeting, it is the recommendation of the Executive Director and staff that the Board approve Proposed Ordinance 2012-255; Ordinance Approving Investment Policy.

ORDINANCE 2012-255
ORDINANCE APPROVING INVESTMENT POLICY

WHEREAS, public agencies, including the DuPage Airport Authority (the "Authority"), are permitted to invest public funds pursuant to a written investment policy, 30 ILCS 235/2.5; and

WHEREAS, the Board of Commissioners of the DuPage Airport Authority (the "Board") deems it in the best interest of the Authority to enact and follow a written investment policy for its funds;

WHEREAS, the Board finds that the Investment Policy attached hereto as Exhibit A is appropriate for and in the best interests of the Authority.

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

1. The Board declares that the Investment Policy attached hereto as Exhibit A is the policy of the Authority to be followed when investing the funds of the Authority;
2. That the Executive Director and the Finance Director take whatever steps necessary to ensure that all future investments are made in compliance with the attached Investment Policy.

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 this 16th day of May, 2012.

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

Gerald M. Gorski _____
Peter H. Huizenga _____
Gina R. LaMantia _____
David J. Sabathne' _____
Perry R. Thompson _____

CHAIRMAN

(ATTEST)

SECRETARY



DUPAGE AIRPORT AUTHORITY

INVESTMENT POLICY

3-21-12

DuPage Airport Authority

Investment Policy

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DuPage Airport Authority Investment Policy

1.0 POLICY PURPOSE

The purpose of this Investment Policy Statement is to clarify the investment objectives of the Investment Account and to make certain these objectives are aligned with the financial goals of the Investment Account. This Investment Policy Statement should be reviewed at least annually with revisions applied as needed.

The Chief Investment Officer (CIO) is responsible for the management of daily receipt and investment of cash and related accounting operations. The Finance Director is the Chief Investment Officer of the DuPage Airport Authority (DAA) and investments may be directed by the CIO or designee, in accordance with this Policy.

It is the policy of the CIO to invest all funds under DAA control in a manner that provides the highest investment return using authorized instruments while meeting the DAA's daily cash flow demands.

2.0 SCOPE OF POLICY:

This Policy applies to all funds held by the DAA. Except for cash in restricted funds, the DAA will consolidate cash balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

3.0 OBJECTIVES:

The primary objectives of investment activities shall be safety, liquidity, and yield:

3.1 Safety

The safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio, while mitigating credit and interest rate risks.

3.11 Credit Risk

The DAA will minimize credit risk, the risk of loss due to the failure of the security issuer or backer by:

- a. Limiting investments to the safest types of securities
- b. Pre-qualifying the financial institutions, brokers, intermediaries and advisors with which the DAA will do business, and
- c. Diversifying the investment portfolio so that potential losses on individual securities will be minimized.

3.12 Interest Rate Risk

The DAA will minimize the risk that the market value of the securities in the portfolio will fall due to changes in general interest rates by:

- a. Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity,
- b. Investing operating funds primarily in shorter-term securities, money market mutual funds or investment pools.

3.2 Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Furthermore, since all possible cash demands cannot be anticipated, the portfolio will have a significant portion of the portfolio invested in money market mutual funds or investment pools which offer very quick liquidity for short-term funds.

3.3 Yield

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. The core investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed.

4.0 STANDARDS OF CARE

4.1 Prudence

The standard of prudence to be used by the investment officials shall be the “prudent person,” which states,

“Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.”

Board Members and Investment officers acting in accordance with written procedures and this policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes.

4.2 Delegation of Authority

Authority to manage the investment program is granted to the Director of Finance (Chief Investment Officer) derived from the following: 30 ILCS 235 et. seq. The CIO or designee shall establish written procedures and internal controls for the operation of the investment program that is consistent with the investment policy.

No person shall engage in an investment transaction except as provided under the terms of this policy and the procedures established by the CIO. The CIO shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials, including outside investment managers.

4.3 Ethics and Conflicts of Interest

DAA employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or could impair their ability to make impartial decisions. Employees involved in the investment process shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the DAA.

5.0 CONTRACTS WITH FINANCIAL INSTITUTIONS

5.1 Depositories

The CIO or designee shall deposit funds in such depositories that are members of the Federal Deposit and Loan Insurance Corporation or the Federal Savings and Loan Insurance Corporation and who are willing and capable of pledging the required collateral for funds in excess of insurable limits.

The DAA currently has monies with three Financial Institutions, after approval of this investment policy the DAA will implement the Government Finance Officers Association best practice for procuring banking services. This will include meeting with multiple banks to understand products/services that the DAA would be interested in procuring. The DAA will then use a RFP process to select the Financial Institution(s) with which the DAA will do business. The process will be repeated at a minimum of every three years.

5.2 Financial Dealers and Institutions

A list will be maintained of the financial institutions and depositories that the Board of Commissioners has authorized to provide financial or investment services to the DAA.

Only primary government securities dealers or regional dealers that qualify under Securities and Exchange Commission Rule 15C3-1(uniform net capital rule) are eligible to apply for inclusion on the approved list.

All financial institutions or broker/dealers who desire to become qualified for investment transactions must supply the following as appropriate:

- Audited financial statements demonstrating compliance with state and federal guidelines
- Proof of National Association of Securities Dealers certification
- Proof of state registration
- Completed broker/dealer questionnaire
- Certification of having read and understood and agreeing to comply with the DAA's investment policy
- Evidence of adequate insurance coverage

The number of primary dealers and regional brokers on the approved list shall not exceed a combined total of 7 at any single time.

The CIO shall conduct annual reviews, of the financial condition and the registrations of all approved broker/dealers in order to determine whether they should remain on the approved list.

6.0 SAFEKEEPING AND CUSTODY

6.1 Delivery vs. Payment

All trades of marketable securities will be executed by delivery vs. payment(DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds.

6.2 Safekeeping

Securities will be held by an independent third-party custodian selected by the DAA as evidenced by the safekeeping receipts in the DAA's name.

6.3 Internal Controls

The CIO is responsible for establishing and maintaining an internal control structure designed to ensure that assets of the DAA are protected from loss, theft, or misuse. The internal control structure shall be designed to provide

reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived, and the valuation of costs and benefits requires estimates and judgments by management.

7.0 INVESTMENT INSTRUMENTS

The DAA will make investments in accordance with the Illinois Public Funds Investment Act, 30 ILCS 235/0.01 et seq. A summary of investment instruments are as follows, while the list below is intended to be complete the Illinois Public Funds Investment Act will be the official list of allowed investment instruments:

- A. Savings accounts, certificates of deposit and other time accounts of Commercial banks insured by the Federal Deposit Insurance Corporation.
- B. Securities of savings and loan associations the shares or investment certificates of which are insured by the Federal Savings and Loan Insurance Corporation
- C. Bonds, notes, certificate of indebtedness, treasury bills, or other securities which are guaranteed by full faith and credit of the United States of America.
- D. Short term discount obligations of the Federal National Mortgage Association.
- E. Commercial paper issued by corporations organized in the United States with assets exceeding \$500,000,000.
- F. Short term obligations of the Federal National Mortgage Association.
- G. Money market mutual funds registered under the investment company act of 1940 limited to investments in securities guaranteed by full faith and credit of the United States of America
- H. Local government investment pools(Illinois Metropolitan Investment Pool and Illinois Public Treasurer's Investment Pool).
- I. Municipal bonds issued by Illinois municipalities or the State of Illinois.

8.0 COLLATERALIZATION

It is the policy of the Fund to require that all deposits in excess of FDIC insurable limits (applies to bank Certificates of Deposit) be secured by collateral in order to protect deposits from default.

1. Eligible collateral instruments and collateral ratios (market value divided by deposit) are as follows:
 - a. U.S. Government Securities = 110%
 - b. Obligations of Federal Agencies = 115%
 - c. Obligations of the State of Illinois = 115%
 - d. Local and Municipal Bonds rated "A" or better by Moody's = 115%

The ratio of fair market value of collateral to the amount of funds secured shall be reviewed at least quarterly and additional collateral shall be requested when the ratio declines below the level required.

9.0 INVESTMENT PARAMETERS`

9.1 Diversification

The investments shall be diversified by:

- Limiting investments to avoid overconcentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities)
- Limiting investment in securities that are grade A or better
- Investing in securities with varying maturities
- Continuously investing a portion of the portfolio in readily available funds such as local government investment pools, money market funds or overnight repurchase agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

9.2 Diversification / Strategy for funds not needed for short term, ongoing obligations.

The average maturity/duration of the portfolio will be managed based upon the current existing interest rate environment. Under most circumstances the maturity/modified duration of the portfolio will be maintained at approximately 5.0 years and will range from 2.0 years to 7.0 years. This type of strategy will result in increasing the maturity/duration of the portfolio when interest rates are rising and decreasing the maturity/duration of the portfolio if interest rates are declining. The investment manager may change the duration of the portfolio as the market conditions permit.

The allocation guidelines, by asset class, for the fixed income investments are as follows:

	<u>Normal Allocation 3</u>	<u>Range of Allocation</u>
Cash, Money Market, IPTIP accounts: 1	0%	0 - 10%
Bank Certificates of Deposit: 2	0%	0 - 10%
U.S. Treasury Securities:	10%	0 - 40%
U.S. Government Agency Securities:	50%	0 - 75%
U.S. Government Agency MBS's:	0%	0 - 20%
Taxable Municipal Securities:	10%	0 - 20%
Corporate Bonds:	30%	0 - 50%

Notes:

1. Cash will be maintained to manage cash flow of the Fund or as a transition asset.
2. Bank certificates of deposit will only be used if market returns are favorable. They will be used as a substitute for the Treasury and Agency portion of the portfolio.
3. Under normal market conditions the structure of the portfolio will be within these limits; however the portfolio manager may diverge from the above suggestions due to abnormal market conditions.

9.3 Maximum Maturities

To the extent possible, the DAA shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the DAA will not directly invest in securities maturing more than seven (7) years from the date of purchase.

Reserve funds and other funds with longer-term investment horizons may be invested in securities exceeding seven (7) years if the maturities of such investments are made to coincide as nearly as practicable with the expected use of the funds. The intent to invest in securities with longer maturities shall be disclosed in writing to the Board of Commissioners.

Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as local government investment pools, money market funds, or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations. These funds are separate and not considered when calculating investment allocation as defined in 9.2

10.0 REPORTING

10.1 Methods

The CIO shall prepare a quarterly investment report, including a management summary that provides an analysis of the status of the current investment portfolio and the individual transactions executed over the last quarter. The report will be provided to the Executive Director and the Board of Commissioners. The report will include the following:

- Listing of individual securities held at the end of the reporting period and including book value, market value and unrealized gain or loss.
- Average weighted yield to maturity of portfolio on investments as compared to applicable benchmarks.
- Listing of investment by maturity date.
- Percentage of the total portfolio which each type of investment represents.

10.2 Performance Standards

Performance will be calculated using professional standards as established by the CFA Institute (formerly the Association for Investment Management Research). The CIO shall utilize the following benchmarks for evaluating the performance:

<u>Application</u>	<u>Benchmark</u>
Cash Equivalents	90 - day U.S. Treasury Bills
Fixed Income (excludes Corporate Bonds)	B of A Merrill Lynch Treasury/Agency Index
Corporate Bond	B of A Merrill Lynch 1-10 Year Corporate

10.3 Marking to Market

The market value of the portfolio shall be calculated quarterly and a statement of the market value of the portfolio shall be issued. This will ensure that the review of the investment portfolio, in terms of value and price volatility, has been performed consistent with the GFOA recommended practice on "Mark-to-Market Practices for State and Local Government Investment Portfolios and Investment Pools."

11.0 POLICY CONSIDERATIONS

11.1 Exemption

Any investment currently held that does not meet the guidelines of this policy shall be temporarily exempted from the requirements of this policy. Investments must come in conformance with the policy within six months of the policy's adoption or the Board of Commissioners must be presented with a plan through which investments will come into conformance.

11.2 Amendments

This policy shall be reviewed on an annual basis. Any changes must be approved by the CIO and the Board of Commissioners.

12.0 APPROVAL OF INVESTMENT POLICY

The investment policy shall be formally approved and adopted by the Board of Commissioners and reviewed annually.

The Board and Chief Investment Officer shall review this Policy periodically to ensure its effectiveness in meeting the DAA's needs for safety, liquidity, rate of return, and diversification, and its general performance. Any changes shall be presented to the Board for its approval. Whenever this policy is amended, the Board shall file a copy of the new policy with the Illinois Department of Financial and Professional Regulation within thirty (30) days.

DEFINITIONS

Beneficiary - person eligible for or receiving benefits from a pension fund.

Book Entry Security - securities that can be transferred from institution to institution using the federal electronic wire system, thus eliminating the physical transfer of certificates. Records are maintained on a computer system at the Federal Reserve.

Collateral - the pledging of a security to guarantee performance of an obligation.

Commercial Paper - unsecured promissory notes of corporations issued for 270 days or less.

Fiduciary - person entrusted with the control of assets for the benefit of others.

Investment Manager - an individual or organization that provides investment management services for a fee, either on a discretionary or nondiscretionary basis. Under Illinois law, an investment manager is considered a fiduciary with respect to the Fund.

IL Funds (also known as the Illinois Public Treasurers' Investment Pool) - a short-term money market fund for public funds in Illinois.

Market Value - the present price of a given security.

B of A Merrill Lynch Corporate 1-10 Year Index - benchmark index based upon publicly issued intermediate corporate debt securities.

B of A Merrill Lynch Treasury Index - benchmark index that quantifies the price and yield performance of all U.S. Treasury obligations with a maturity of at least one year and an

outstanding par value of at least \$100 million. The securities comprising the index are rebalanced on a daily basis.

B of A Merrill Lynch US Treasury/Agency Index: The U.S. Government/Agency Index tracks the performance of the combined U.S. Treasury and U.S. Agency Markets. It includes U.S. dollar- denominated U.S. Treasury and U.S. Agency Bonds, issued in the U.S. domestic bond market, having at least one year remaining term to maturity, a fixed coupon schedule and a minimum amount outstanding of \$1 Billion for U.S. Treasuries and \$150 Million for U.S. Agencies. The index is re-balanced on the last calendar day of the month.

Return - the profit or interest as payment for investment.

Security - any note, stock, bond, certificate of interest or certificate of deposit.

Treasury Bill - short-term debt obligation of U.S. government which will mature within ten years at the time of original issuance.


Treasury Bond - longer debt obligations of U.S. government which will mature in ten years or longer at the time of original issuance.

Yield - percentage measured by taking annual interest from an investment and dividing by current market value.



TO: Board of Commissioners

FROM: Anna Marano
Procurement Analyst

THROUGH: David Bird 
Executive Director

RE: Proposed Resolution 2012-1657 Award of Bid to Builders Land, Inc.
for the DuPage Airport Government Center Interior Renovation Project

DATE: May 16, 2012

SUMMARY:

To summarize the history of the Government Center Building, DuPage County constructed the two story brick building on North Avenue in approximately 1969. The first floor was initially occupied by the FAA Flight Service Center and the Airport Manager, the second floor was the DuPage County Regional Office of Education and DuPage County Public Works.

In the mid 1970's the Office of Education and Public Works was moved to 421 County Farm Road and a portion of the second floor was rented to the FAA General Aviation District Office (now Flight Standards District Office "FSDO"). In 1988, after the Flight Service Station was moved to Kankakee, the Airport remodeled the first floor into multiple office suites and updated some of the public areas on the second floor which is now fully occupied by the FSDO. The building was re-carpeted in 2001.

We are in the process of negotiating a new five-year lease with the FAA for the entire second floor, and recently entered into a new three-year lease with the National Transportation Safety Board ("NTSB") for over 3,800 SF on the first floor. There are a number of things that the FAA requested along with some overdue improvements on the first and second floors that are necessary to bring the building up to date. The most urgent issues are as follows:

First Floor:

- Renovate Restrooms
- Replace Carpet
- Refinish/Paint Public Areas

Second Floor:

- Renovate Restrooms
- Renovate Kitchen/Breakroom
- Replace Carpet

With these renovations we believe the building will be a significant source of revenue for many years.

Staff solicited sealed bids for the government center interior renovation project in the March 1, 2012, edition of the *Daily Herald Newspaper*. Fifteen (15) sealed bids were received and opened at 10:00 a.m. on March 22, 2012. Bid tabulations are as follows:

COMPANY	1 ST FLOOR RENOVATION	2 ND FLOOR RENOVATION	TOTAL
Best Quality Const. Inc. St. Charles, Illinois			Non-responsive
Builders Land, Inc Arlington Heights, Illinois	64,290.00	187,538.00	251,828.00
Z-Corp Romeoville, IL	\$74,000.00	182,000.00	256,000.00
J & B Builders, Inc. St. Charles, Illinois	\$73,466.00	\$200,272.00	\$273,738.00
Walter Daniels Construction Co. Chicago, Illinois	\$89,000.00	\$194,000.00	\$283,000.00
RL.Sohol General Construction I Plainfield, Illinois	\$113,800.00	\$200,000.00	\$313,800.00
FBG Corporation Elmhurst, Illinois	\$110,000.00	\$218,700.00	\$328,700.00
Metropolitan Corporation Dyer, Indiana 46311	\$105,000.00	\$232,500.00	\$337,500.00
Chicagoland Construction Contractors, Inc. Addison, Illinois	\$123,900.00	\$216,500.00	\$340,400.00
The Driessen Construction Company St. Charles, Illinois	\$98,500.00	\$245,300.00	\$343,800.00
Prinmar Corporation Chicago, Illinois	\$111,666.00	\$246,642.00	\$358,308.00
Schramm Construction Company St. Charles, IL	\$107,000.00	\$253,000.00	\$360,000.00
Best Construction Services, Inc. St. Charles, Illinois	\$127,700.00	\$263,700.00	\$391,400.00
Tri-State Enterprises, Inc. Romeoville, Illinois	\$121,000.00	\$271,786.00	\$392,786.00
Opcon, Inc. Carol Stream, Illinois	\$155,674.00	\$401,752.00	\$557,426.00

Upon evaluation of the bids and recommendation of Ghafari, Inc., Builders Land, Inc. is the low, responsive and responsible bidder.

PREVIOUS COMMITTEE/BOARD ACTION:

May 16, 2012 Finance, Budget, and Audit Committee – this item is being reviewed by the Committee.

REVENUE OR FUNDING IMPLICATION

In 2012, the Airport Authority budgeted \$315,000 for the Government Center Interior Renovation Project. Builders Land, Inc. submitted a bid in the amount of \$251,828.00. Staff

recommends including an owners contingency of 10% (\$25,182.80) which will bring the total project amount to \$277,010.80. This total project cost is within the budgeted amount.

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 2012-1657 Award of Contract to Builder Land, Inc.
- ☐ Statement of Political Contributions.

ALTERNATIVES:

The Board can deny, modify or amend this issue.

RECOMMENDATION:

Subject to the favorable recommendation of the Finance Budget and Audit Committee at their May 16, 2012, meeting it is the recommendation of the Executive Director and Staff that the Board approve Proposed Resolution 2012-1657; Award of Contract to Builders Land, Inc. for the Government Center Interior Renovation Project.

RESOLUTION 2012-1657

**Award of Contract to Builders Land, Inc. for
DuPage Airport Government Center Interior Renovation Project**

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 Government Center interior renovation project for the DuPage Airport Authority;

WHEREAS, the Authority has received and reviewed fifteen (15) sealed bids on May 22, 2012; and

WHEREAS, it is apparent that Builders Land, Inc. is the low, responsive and responsible bidder at a cost of \$251,828.00.

NOW, THEREFORE, BE IT RESOLVED, that the Authority enter into a written Contract with Builders Land, Inc. for the total amount not to exceed a cost of \$277,010.80, which includes a 10% owners contingency; and

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

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

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

Peter H. Huizenga _____
Gina LaMantia _____
David J. Sabathne' _____
Perry R. Thompson _____

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 16th day of May, 2012.

CHAIRMAN

(ATTEST)

SECRETARY

G H A F A R I
PROJECT 107114.009

INTERIOR RENOVATION
WEST CHICAGO, IL

DUPAGE AIRPORT GOVERNMENT CENTER
INTERIOR RENOVATION
WEST CHICAGO, IL

for

DUPAGE AIRPORT AUTHORITY

STATEMENT OF POLITICAL CONTRIBUTIONS

Builders Land Inc.

(name of entity or individual)

2035 S. Arlington Heights Road, Suite 101A

Arlington Heights, IL 60005

(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>N/A</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."

8/21/2012

(date)



(signature)

Office Manager


(title of signer, if a business)



DUPAGE AIRPORT AUTHORITY

TO: Board of Commissioners

FROM: John Schlaman
Manager of Prairie Landing Golf Course

THROUGH: David Bird 
Executive Director

RE: Proposed Resolution 2012-1658 Award of Contract to E.C. Design Group, LLC.
for the procurement of a GPS Mapping Service

DATE: May 8, 2012

SUMMARY:

Prairie Landing Golf Club (PLGC) was designed by Robert Trent Jones II, LLC and opened in 1994. In 1994 there were 109 bunkers on the 18 regulation holes; today, there are 116 bunkers on the 18 regulation holes.

The DAA is seeking to renovate golf course bunkers that are beyond their “end-of useful-life-cycle” at Prairie Landing Golf Club. The purpose of the project is to provide the DAA and PLGC with a Geographic System Mapping Service which is a requirement for the next planning stage of the project. This Mapping Services is part of the design refinement.

There are two components of the proposed phased Bunker Renovation Project.

1. Design Refinement refers to work of a significant physical nature to modify the size, shape, strategy, and quantity of bunkers on the course. Large areas of what was originally a sand bunker maybe modified to closely mown turf areas, grass bunkers, or the like. This type of modification will improve customer experience, reduce labor inputs and expense, improve playability and design sustainability, and hasten pace of play.
2. Renovation refers to the following projects: Complete removal of existing sands and drainage components; re-grading of interior bunker subsoil surface; installation of new drainage components; installation of erosion control liner; replacement of pea gravel; and replenishment of size-specified sands.

Staff solicited proposals for the procurement of the GPS Mapping Service in the April 9, 2012, edition of the Daily Herald Newspaper. Three (3) proposals were received and opened at 2:00 p.m. on April 30, 2012. The Proposal tabulations are as follows:

Vendor	Price
GeoGolf, LLC Orlando, Florida	Non Responsive
E.C. Design Group, LLC West Des Moines, Iowa (Bartlett Office)	\$16,500
R. Mitchell & Associates Walnut Creek, California	\$29,000

PREVIOUS COMMITTEE/BOARD ACTION:

May 16, 2012 Finance, Budget, and Audit Committee – this item is being reviewed by the Committee.

REVENUE OR FUNDING IMPLICATION

Staff requests authorization to execute an agreement for a GPS Mapping Service for the Prairie Landing Golf Course with E.C. Design Group, LLC in the amount of \$16,500. The DuPage Airport Authority d/b/a/ Prairie Landing Golf Club has budgeted a total of \$400,000 in 2012 for various improvements for Prairie Landing Golf Club.

STAKEHOLDER PROCESS

No stakeholders have been identified at this time.

LEGAL REVIEW

Legal counsel has reviewed and made revisions to the contract that is being utilized for this procurement.

ATTACHMENTS

- Proposed Resolution 2012-1658; Award of Contract to E.C. Design Group, LLC for procurement of a GPS Mapping Service for the Prairie Landing Golf Club.

ALTERNATIVES:

The Board can deny, modify or amend this issue.

RECOMMENDATION:

Subject to the favorable recommendation of the Finance Budget and Audit Committee, it is the recommendations of the Executive Director and Staff that the Board approve Proposed Resolution No. 2012-1658; Award of Contract to E.C. Design Group, LLC. for Procurement of a GPS Mapping Service for the Prairie Landing Golf Club.

RESOLUTION 2012-1658

**Award of Contract to E.C. Design, LLC. for the
procurement of a GPS Mapping Service**

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 a GPS Mapping Service for the Prairie Landing Golf Club;

WHEREAS, the Authority has received and reviewed three (3) proposals on April 30, 2012; and

WHEREAS, it is apparent that E.C. Design, LLC. is the low, responsive and responsible bidder at a cost of \$16,500.

NOW, THEREFORE, BE IT RESOLVED, that the Authority enter into a written Contract with E. C. Design, LLC. for the total amount not to exceed a cost of \$16,500; and

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

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

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

Peter H. Huizenga _____
Gina LaMantia _____
David J. Sabathne' _____
Perry R. Thompson _____

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 16th day of May, 2012.

CHAIRMAN

(ATTEST)

SECRETARY

**DUPAGE AIRPORT AUTHORITY
REQUEST FOR PROPOSALS (RFP)
GEOGRAPHIC INFORMATION SYSTEM MAPPING SERVICES
SOLICITATION NO. 2012-0904**

**SECTION VII.
STATEMENT OF POLITICAL CONTRIBUTIONS**

EC DESIGN GROUP, LTD.
(name of entity or individual)

400-5th STREET
PO BOX 65036
WEST DES MOINES, IA 50265
(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
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
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NOTE: If this statement of political contributions is being made on behalf of a business entity or other type of organization, a separate, additional, statement of political contributions may be required by the DuPage Airport Authority. When making this statement of political contributions in an individual capacity, you must include contribution(s) made by your spouse and dependant children. See pages 11-13 of the Procurement Policy of the DuPage Airport Authority for said requirements.

VERIFICATION:

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

4-27-12
(date)


(signature)


President
(title of signer, if a business)



DUPAGE AIRPORT AUTHORITY

TO: Board of Commissioners

FROM: Byron Miller
Director, Operations

THROUGH: David Bird 
Executive Director

RE: Proposed Resolution 2012-1656; A Resolution for Disposal/Destruction
of Surplus Personal Property

DATE: May 1, 2012

SUMMARY:

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

Staff seeks the Board's approval for disposition of the following surplus personal property as set forth as Exhibit A to the proposed Resolution:

2000 Chevy 2500 pickup truck	Serial Number 1GCGK24ROYF490011
1992 Chevy 3500 Flatbed truck	Serial Number 1GBJK34K8NE141022

Staff believes that the above items have value and will sell on eBay.

In the past, staff has been successful utilizing eBay, to sell items that have value. However, over time we have accumulated items that have no or little value like damaged/broken computers, copiers and furniture. These items are set forth below and are attached as Exhibit B to the proposed Resolution. In order to make sure that there is no criticism, the staff intends to list all of these items on ebay as well. If no one bids on these items, we will dispose of them at a re-cycler or trash as the case may be.

Canon NP6060	Copy Machine	Serial Number NAE02143(DPA#000846)
Canon Image Runner 2105	Copy Machine	Serial Number NPR23744
Tektronix model 3882T001	Copy Machine	Serial Number 9L003774 (DPA #000648)
Pallet #1 Miscellaneous Electronics:		
Epson Perfection 3200 scanner		Serial Number EVFW024797
(2) Kodak Ektagraphic III E Projectors		Serial Number A-324942 and A-316499
HP ScanJet ADF scanner		Serial Number SG99E161Q6
Time Recorder Time clock		Serial Number 353033105 (DPA #000802)
Synoptics Hub 2814		Serial Number 1307536 (DPA#000380)
Belkin battery backup		Serial Number 20V08100216WG
APC Backup 350		Serial Number BB0305007558
Tripp-Lite Power supply		Serial Number 9704AY0BC616000131
UPS Frame,		No ID
Box of misc. computer boards.		
Pallet #2 Printers and Fax machines:		
Lexmark Laser printer		Serial Number 942124K
Canon Laser class 7000 Fax machine		Serial Number 68879
Canon Laser Class 2050P Fax machine		Serial Number UZX76015
Canon Laser Class 2060P		Serial Number ZKM11553 (DPA #001584)
Brother Intellifax 2820		Serial Number U61325C5J523872
Pallet #3 Monitors:		
Gateway 2000 Monitor		Serial Number MH54H206592A (DPA# 000614)
Acer AL1715 Monitor		Serial Number 99802-31408
Dell E177FPB Monitor		Serial Number CN-0UH572-46633-6BD-AJWL
Gateway EV730 Monitor		Serial Number MU17108D0007602
Dell E7773S Monitor		Serial Number MY.OY1352-47603-438-FEEN
Acer AL1715 Monitor		Serial Number ETL3102208531011B3ED57
Dell E198FPA Monitor		Serial Number CN-0CN078-72872-775-30MH
IBM Think-Vision Monitor		Serial Number 23MAM34
Acer X193W+ Monitor		Serial Number 82800339436
Acer X193W+ Monitor		Serial Number 82800343836
Acer X193W+ Monitor		Serial Number 82800388436
Planar PL1911M Monitor		Serial Number BE731F08492
Samsung 181Tr Monitor		Serial Number GH18H4KT600260P
Dell M770 Monitor		Serial Number 1780R-DWPTZ-C9
Gateway EV910C Monitor		Serial Number MU19003A0015778
Lot 30 Office Furniture		
DPA #s 000406, 000144, 000112, 000097, 000145, 000190, 000434, 000395, 000776, 000413:		
(5) 2 drawer lateral file cabinets		
(2) upper credenza's		
(1) lower cabinet with drawers		

- (1) 2 drawer standard file cabinet
- (1) cabinet
- (2) Keyboard shelves

Lot 40 Steel Book Shelves:

- (4) Steel book shelves, three with glass doors and one with steel doors.

Lot 50 Wall Cabinets:

- (2) wood wall cabinets with desk top center section and shelves

Lot 60 Miscellaneous Office Furniture:

- (2) book cases
- (1) credenza
- (1) small shelf

Lot 70 File Cabinets:

- Steel 2-drawer file cabinet
- Steel 4-drawer file cabinet
- (2) steel stacking cabinets.

DPA # 000771

DPA# 000072

Lot 80 Miscellaneous Office Furniture:

- 2 Drawer steel lateral file cabinet
- 3 drawer steel cabinet.

Lot 90 Work Station:

- Wood drop leaf work station with table and 2 drawer lateral file cabinet with top shelf unit.

Lot 100 Desk Chairs:

- (5) desk chairs

PREVIOUS COMMITTEE/BOARD ACTION:

No previous Committee or Board action has occurred.

REVENUE OR FUNDING IMPLICATIONS:

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

STAKEHOLDER PROCESS:

No stakeholders have been identified at this time.

LEGAL REVIEW:

Legal counsel has reviewed this resolution for disposition of surplus personal property.

ATTACHMENTS:

- Attached Exhibits A and B
- Proposed Resolution 2012-1656; A Resolution for Disposal/Destruction of Surplus Personal Property.

ALTERNATIVES:

The Board can deny, modify or amend this issue.

RECOMMENDATION:

Subject to the favorable recommendation of the Finance, Budget and Audit Committee at their May 16, 2012 meeting, it is the recommendation of the Executive Director and Staff that the Board approve Proposed Resolution 2012-1656; A Resolution for Disposal/Destruction of Surplus Personal Property.

Exhibit A

Qty	Description	Age of Item
1	2000 Chevy 2500 pickup truck. Serial Number 1GCGK24ROYF490011	12 years



Qty	Description	Age of Item
1	1992 Chevy 3500 Flatbed truck Serial Number 1GBJK34K8NE141022	20 years



EXHIBIT B

Qty	Description	Age of Item
1	Canon NP6060 Copy Machine Serial Number NAE02143	Unknown



Qty	Description	Age of Item
1	Canon Image Runner 2105 Copy Machine Serial Number NPR23744	Unknown



Qty	Description	Age of Item
1	Tektronix model 3882T001 Copy Machine Serial Number 9L003774	Unknown



Qty	Description	Age of Item
1	Pallet #1 Miscellaneous Electronics:	Unknown



Qty	Description	Age of Item
1	Pallet #2 Printers and Fax machines	Unknown



Qty	Description	Age of Item
1	Pallet #3 Monitors	Unknown




Qty	Description	Age of Item
1	Lot 30 Office Furniture	Unknown





Qty	Description	Age of Item
1	Lot 40 Steel Book Shelves	Unknown




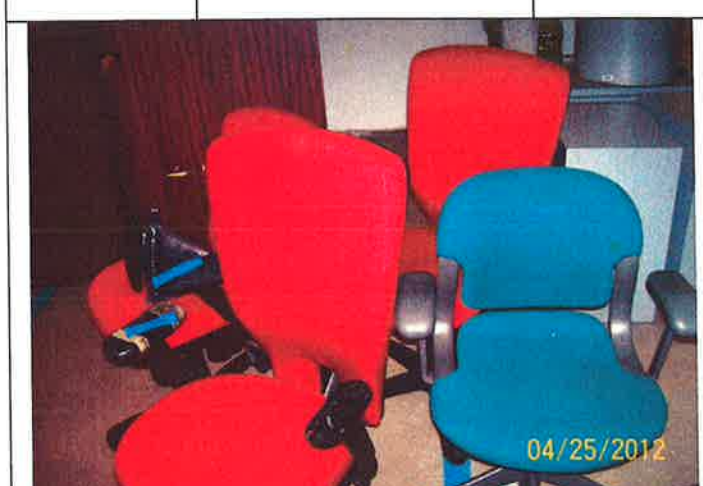
Qty	Description	Age of Item
1	Lot 50 Wall Cabinets	Unknown
		

Qty	Description	Age of Item
1	Lot 60 Miscellaneous Office Furniture	Unknown
		

Qty	Description	Age of Item
1	Lot 70 File Cabinets	Unknown
		

Qty	Description	Age of Item
1	Lot 80 Miscellaneous Office Furniture	Unknown
		

Qty	Description	Age of Item
1	Lot 90 Work Station	Unknown
		

Qty	Description	Age of Item
1	Lot 100 5 Desk Chairs	Unknown
		

RESOLUTION 2012-1656
RESOLUTION FOR DISPOSAL/DESTRUCTION OF SURPLUS PERSONAL
PROPERTY

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

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

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

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

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

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

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

5. That the Executive Director, or his designated employee representative, is hereby authorized and directed to destroy all of the surplus personal property identified in Exhibit B that is not purchased pursuant to the methods set forth in Paragraph 2 above. Said destruction shall be completed in the most economical and legal means practicable.

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

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 16th day of May, 2012.

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

Gerald M. Gorski _____
Peter H. Huizenga _____
Gina R. LaMantia _____
David J. Sabathne' _____
Perry R. Thompson _____

CHAIRMAN


(ATTEST)

SECRETARY

RESOLUTION 2012-1656

TO: Board of Commissioners

FROM: Byron Miller
Director, Operations

THROUGH: David Bird 
Executive Director

RE: Approval of Proposed Resolution 2012-1659; Authorizing a Participation Agreement with the State of Illinois for the Project Described as Overlay Runway 10-28; DPA-4122.

DATE: May 9, 2012

=====

SUMMARY:

The Airport has requested that the Illinois Department of Transportation, Division of Aeronautics (IDA) program a project to rehabilitate our secondary instrument runway 10/28. The runway was last rehabilitated in 1998. The Illinois Department of Transportation, Division of Aeronautics (IDA) has agreed to fund this project this year with a Grant from the Federal Aviation Administration (FAA).

This resolution would designate the Illinois Division of Aeronautics (IDA) as our agent for this project. In this capacity, IDA will receive bids, let contracts, review, approve and pay invoices, approve change orders, conduct inspections, obtain contractor and material supplier releases.

PREVIOUS COMMITTEE/BOARD ACTION:

June 9, 2011 - Board approved Resolution 2012-1655, which authorized a Professional Services Agreement with CH2M Hill, Inc. for design of this project.

March 12, 2012 - Board approved Resolution 2012-1595, which authorized the concurrence of Award with the State of Illinois for the project to the lowest responsive bidder, Plote Construction Inc.

May 16, 2012 - Capital Development, Leasing, And Customer Fees Committee will review this item.

REVENUE OR FUNDING IMPLICATIONS:

The total cost of this project, including all engineering costs, should be \$1,755,300. The FAA's share is 90% or \$1,581,300, the State's share of this project is 5% or \$87,000 and the Airport share is \$87,000 or 5%.

When the 2012 Capital Budget was being prepared last year the funding split for Grant Projects was 95% Federal and 2 ½ % State/Local. Currently the funding split is 90% Federal and 5 % State/Local.

The Airport budgeted \$52,500 or 2 ½% of the estimated project cost for this project in our 2012 Capital Budget for this project, however there are sufficient funds available to cover the shortfall.

STAKEHOLDER PROCESS:

N/A

LEGAL REVIEW:

The IDA approved Agreement is standard and therefore does not require legal review.

ATTACHMENTS:

- Proposed Resolution 2012-1659; Authorizing a Participation Agreement with the State of Illinois for the Project Described as Overlay Runway 10-28; DPA-4122.

ALTERNATIVES:

The Board can deny, modify or amend these issues.

RECOMMENDATION:

Subject to the favorable recommendation of the Capital Development, Leasing, and Customer Fees Committee at their May 16, 2012 meeting; it is the recommendation of the Executive Director and Staff that the Board approve Proposed Resolution 2012-1659; Authorizing a Participation Agreement with the State of Illinois for the Project Described as Overlay Runway 10-28; DPA-4122.

RESOLUTION 2012-1659

**AUTHORIZING A PARTICIPATION AGREEMENT WITH THE STATE OF ILLINOIS
FOR THE PROJECT DESCRIBED AS OVERLAY RUNWAY 10-28; DPA-4122.**

WHEREAS, the Illinois Department of Transportation (the "Department") and the DuPage Airport Authority (the "Authority") desire to sponsor a project for the further development of a public airport under Title 49, U.S.C., Subtitle VII, as amended, and the rules, regulations, and procedures promulgated pursuant thereto; the Illinois Aeronautics Act (620 ILCS 5/1, *et seq.*); and the Intergovernmental Cooperation Act (5 ILCS 220/1, *et seq.*);

WHEREAS, the Authority has applied for State assistance in procuring State and/or Federal funds and hereby designates the Department as required by the above legal authority to accomplish the projects described herein; and

WHEREAS, the total project cost including design, construction, materials certification and State administration fees is estimated to be 1,755,300 and the Authority's share is \$87,000 or 5%;

NOW THEREFORE BE IT RESOLVED, that the DuPage Airport Authority enter into a written Participation Agreement, a copy of which is attached hereto and made a part hereof as Exhibit A, with the Division of Aeronautics of the Illinois Department of Transportation for and on behalf of the State of Illinois for the Department's participation in the projects described as: Overlay Runway 10-28; DPA-4122.

FURTHER BE IT RESOLVED, that the Board of Commissioners hereby authorizes the Executive Director to execute the Participation Agreement and to take whatever steps are necessary to effectuate the terms of said Participation Agreement.

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

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

Peter H. Huizenga _____
Gina LaMantia _____
David J. Sabathne' _____
Perry R. Thompson _____


Passed & approved by the Board of Commissioners of the DuPage Airport Authority this 16th day of May, 2012.


CHAIRMAN

(ATTEST)

SECRETARY

TO: Board of Commissioners

FROM: Mark Doles 
Director, Operations Planning

THROUGH: David Bird 
Executive Director

RE: Authorization of Proposed Resolution 2012-1661, Authorizing Execution
of an Agreement with Ghafari Associates, LLC for Design Services for
Flight Center Renovations Phase II

DATE: May 10, 2012

SUMMARY:

This is a request to design and produce construction drawings and specifications for Phase II of the renovations to the DuPage Flight Center Building.

Previously, the Board of Commissioners approved the first phase of renovations to the DuPage Flight Center building. This first phase of the capital improvements included the first floor main restrooms, air and landside entrances and lobby area. With the planned completion of Phase I, it is now time to design Phase II.

Ghafari Associates, LLC ("Ghafari"), the design firm retained by the Authority, has provided a proposal not-to-exceed \$48,000 to provide the schematic design, construction drawings, specifications and bid review and analysis for Phase II. Phase II will encompass the remaining two sets of public restrooms, the Kitty Hawk Café area, Pilot Lounge, VIP Lounge and conference room (please see attached exhibit depicting these areas). There is no authorization for construction at this time.

This project will be bid this summer with construction anticipated for late summer/early fall. The funds for design and construction are contained in the 2012 Capital Budget.

An independent fee analysis was obtained from CVG Architects and it was determined that the proposed not-to-exceed fee of \$48,000 was within the reasonable range for architectural services of this magnitude.

The contract with Ghafari will be in the form of Amendment to the Professional Services Agreement to our Master AIA Contract previously negotiated and executed by both parties.

PREVIOUS COMMITTEE/BOARD ACTION:

May 16, 2012	Capital Development, Leasing and Customer Fees Committee – this item is on the agenda for review and consideration
September 14, 2011	Resolution 2011-1602; Construction Administration and Observation Services from Ghafari Associates, LLC for the Flight Center Remodeling Project (Phase I)
March 16, 2011	Board directed Staff to complete construction documents with Ghafari to bid the project based upon Ghafari's design presentation
November 10, 2010	Resolution 2010-1554 approved Authorizing Execution of an Agreement with Ghafari Associates, LLC for Design Services for Flight Center Upgrades (Phase I)

REVENUE OR FUNDING IMPLICATIONS:

The 2012 Capital Budget contains \$1,000,000 for the design and construction of Phase II renovations to the Flight Center.

STAKEHOLDER PROCESS:

None identified at this time.

LEGAL REVIEW:

The AIA Document G802 – Amendment to the Professional Services Agreement is identical to those previously executed between the Airport Authority and Ghafari with the appropriate business terms inserted.

ATTACHMENTS:

- Proposed Resolution 2012-1661, Authorizing Execution of an Agreement with Ghafari Associates, LLC for Design Services for Flight Center Renovations Phase II
- AIA Document G802 – Amendment to the Professional Services Agreement
- Rendering depicting areas of proposed renovations

ALTERNATIVES:

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

RECOMMENDATION:

Subject to the favorable recommendation of the Capital Development, Leasing and Customer Fees Committee, it is the recommendation of the Executive Director and staff that the Board approves Resolution 2012-1661, Authorizing Execution of an Agreement with Ghafari Associates, LLC for Design Services for Flight Center Renovations Phase II, at the May 16, 2012 Board meeting.

RESOLUTION 2012-1661

AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH GHAFARI ASSOCIATES, LLC FOR DESIGN SERVICES FOR FLIGHT CENTER RENOVATIONS PHASE II

WHEREAS, the DuPage Airport Authority (the "Authority"), an Illinois Special District, has planned and budgeted for renovations to the Flight Center building; and

WHEREAS, the Authority has a written Amendment to the Professional Services Agreement from GHAFARI Associates, LLC for a not-to-exceed \$48,0000 to provide design services for said renovations; and

WHEREAS, said amount is contained within the 2012 Capital Budget; and

NOW, THEREFORE, BE IT RESOLVED, that the DuPage Airport Authority enter into the aforementioned Amendment to the Professional Services Agreement for renovations to the Flight Center building; and

FURTHER, BE IT RESOLVED, that the Executive Director of the DuPage Airport Authority be and is hereby authorized to execute said Amendment to the Professional Services Agreement attached here to and made a part hereof as Exhibit "A", for and on behalf of the DuPage Airport Authority.

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

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

Peter H. Huizenga _____
Gina R. LaMantia _____
David J. Sabathne' _____
Perry R. Thompson _____

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 16th day of May, 2012.

CHAIRMAN

SECRETARY

RESOLUTION 2012-1661

AIA® Document G802™ – 2007

Amendment to the Professional Services Agreement

Amendment Number: 016

TO: David Bird, Executive Director
DuPage Airport Authority
(Owner or Owner's Representative)

In accordance with the Agreement dated: October 15, 2010

BETWEEN the Owner:
(Name and address)
DuPage Airport Authority
2700 International Drive, Suite 200
West Chicago, IL 60185

and the Architect:
(Name and address)
Ghafari Associates, L.L.C.
360 North Michigan Avenue, Suite 1800
Chicago, IL 60601

for the Project:
(Name and address)
DuPage Airport Authority
DuPage Flight Center Renovation Phase 2
Interior Renovation
2700 International Drive
West Chicago, IL 60185
Ghafari Project No. 107114.001

Authorization is requested
☒ to proceed with Additional Services.
☐ to incur additional Reimbursable Expenses.

As Follows:
DuPage Flight Center Renovation Phase 2 will include; Architecture and Engineering Services for the Renovation of the Toilet Rooms, Kitty Hawk Lounge, Pilot Lounge Area and VIP Lounge Area located withing thg Flight Center. The area is approximately 4,000 square feet.

The following services are included for this phase of work:
Schematic - Design Development Phase
Construction Drawings and Specifications for Bidding.
Bid Review and Analysis.
Verify existing condions.

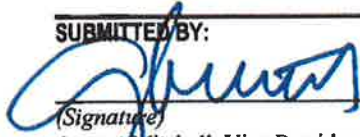
The following adjustments shall be made to compensation and time.
(Insert provisions in accordance with the Agreement, or as otherwise agreed by the parties.)

Compensation:
Time and Material not to exceed \$48,000.00. Reproduction costs for construction documents will be handled as a Reimbursable Cost.

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User Notes: (1366190902)

Time:
N/A

SUBMITTED BY:



(Signature)

August Mitchell, Vice President Construction
Services

(Printed name and title)

(Date)

5-8-2012

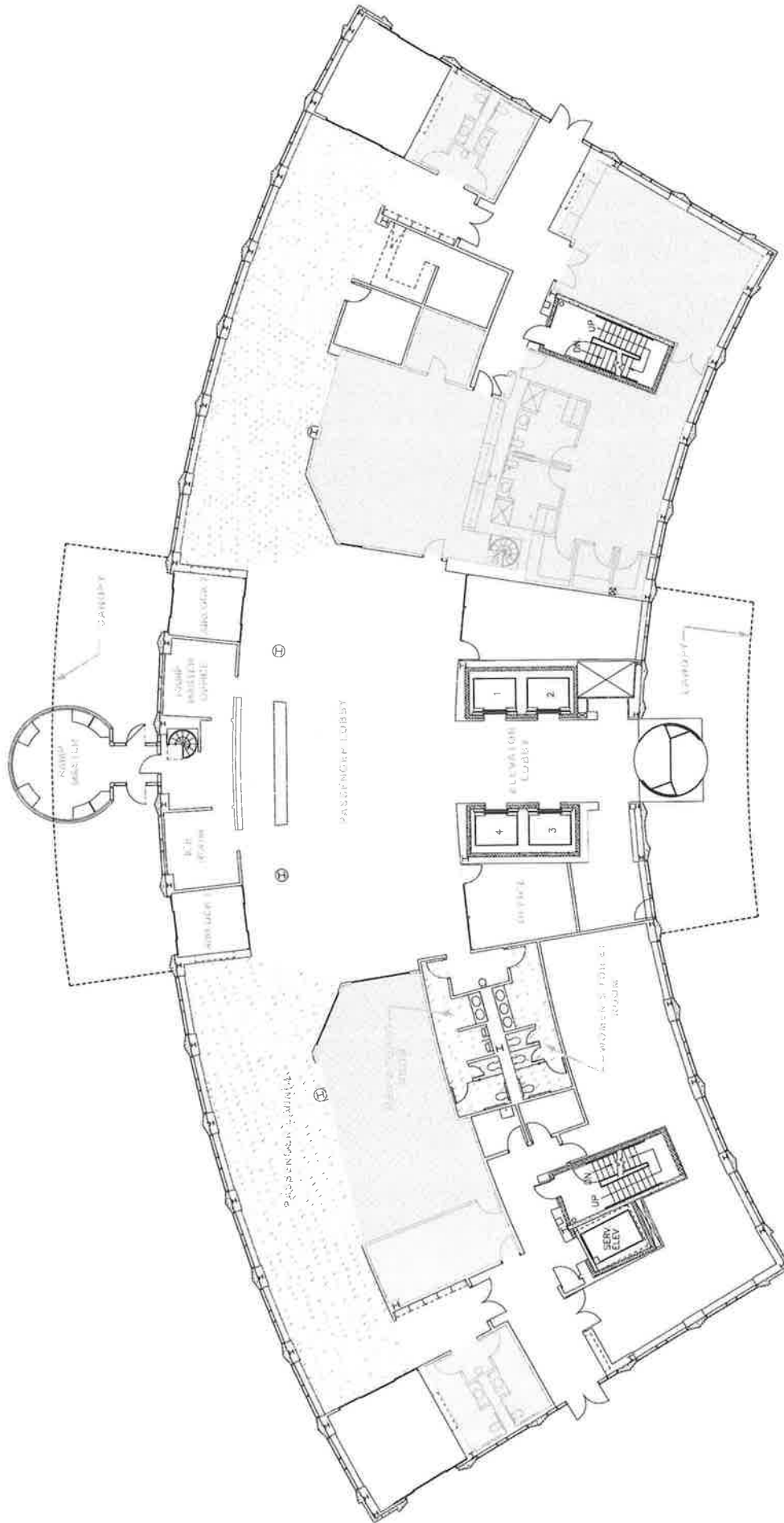
AGREED TO:

(Signature)

David Bird, Executive Director

(Printed name and title)

(Date)





PROPOSED AREAS

DUPAGE FLIGHT CENTER INTERIOR REMODELING



TO: Board of Commissioners

FROM: Mark Doles 
Director, Operations Planning

THROUGH: David Bird 
Executive Director

RE: Authorization of Proposed Resolution 2012-1662, Ratifying the Execution
by the Executive Director of GSA Lease No. GS-05B-18903 with the
Government of the United States of America

DATE: May 10, 2012

SUMMARY:

Staff has been working with the General Services Administration ("GSA") for over a year to move a Government Agency aviation operation onto the Airport. This issue was very fluid and required the lease to be administratively approved by the Executive Director for acceptance by the GSA. As such, this request is to ratify the actions of the Executive Director.

This lease utilizes the GSA standard form U.S. Government Lease for Real Property (Short Form) previously executed by the Authority for several transactions. The lease is for a total of 4,900 SF with a 5-year term, three years firm meaning a minimum three year commitment. This hangar was vacant and available for immediate occupancy.

The terms of the five (5) year lease are as follows:

Tenant: United States of America

Location: 2750 North Aviation Avenue

Commencement: March 1, 2012

Termination: April 30, 2017 (April 30, 2015 firm)

Size: 4,900 SF

Rent over the Term: Monthly Rent \$3,500 - \$3,714
Gross Revenue \$215,100 (\$126,840 firm)

Utilities: Included in Rent

PREVIOUS COMMITTEE/BOARD ACTION:

May 16, 2012 Capital, Development, Leasing and Customer Fees Committee –
this item is on the agenda for review and consideration

REVENUE OR FUNDING IMPLICATIONS:

Initial Year Lease Revenue: \$ 42,000

Lease Revenue over the 5-year Term: \$215,100

This proposed lease rates are equal to or above current lease(s) in the building and for “like” facilities on the Airport.

STAKEHOLDER PROCESS:

Not applicable

LEGAL REVIEW:

This is the standard form lease utilized by GSA with the approved business terms inserted. This U.S. Government Lease for Real Property has been utilized and executed by the Authority for previous leases with the Federal Government.

ATTACHMENTS:

- Proposed Resolution 2012-1662 authorizing execution of GSA Lease No. GS-GS-05B-18903 with the Government of the United States of America for Hangar Space. Lease Agreement is not attached.

ALTERNATIVES:

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

RECOMMENDATION:

Subject to the favorable recommendation of the Capital Development, Leasing and Customer Fees Committee, it is the recommendation of the Executive Director and staff that the Board approves Resolution 2012-1662, Ratifying the Execution by the Executive Director of GSA Lease No. GS-05B-18903 with the Government of the United States of America at the May 16, 2012 Board meeting.

RESOLUTION 2012-1662
RATIFYING THE EXECUTION BY THE EXECUTIVE DIRECTOR OF GSA LEASE
NO. GS-05B-18903 WITH THE GOVERNMENT OF THE UNITED STATES OF
AMERICA

WHEREAS, the DuPage Airport Authority, an Illinois Special District (the "Authority"), is in receipt of GSA Lease No. GS-05B-18903 from the Government of the United States of America ("GSA"); and

WHEREAS, the Authority, as Landlord, and GSA, as Tenant, have negotiated a Lease for hangar space to be utilized by the GSA in the building commonly known as 2750 North Aviation Avenue; and

WHEREAS, due to the expediency necessary to enter into the Lease with the GSA, the Executive Director executed said Lease on behalf of the Authority; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Authority deem it to be in the best interests of the Authority to enter into Lease No. GS-05B-18903 with GSA; and

FURTHER, BE IT RESOLVED, that the Board of Commissioners of the DuPage Airport Authority hereby ratify the execution of said Lease, attached hereto and made a part hereof as Exhibit "A", for and on behalf of the DuPage Airport Authority.

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

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

Peter H. Huizenga _____
Gina R. LaMantia _____
David J. Sabathne _____
Perry R. Thompson _____

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 16th day of May, 2012.

ATTEST:

CHAIRMAN

Secretary


RESOLUTION 2012-1662



DUPAGE AIRPORT AUTHORITY

TO: Board of Commissioners

FROM: Byron Miller
Director of Operations

THROUGH: David Bird 
Executive Director

RE: Proposed Resolution 2012-1663; Authorizing the Execution of a License Agreement with the US Geological Survey (USGS) Illinois Water Science Center for the Installation and Maintenance of Gaging Station.

DATE: May 10, 2012

SUMMARY:

The US Geological Survey (USGS) Illinois Water Science Center has had an automated rain gauge on Airport property for several years that is used to monitor rainfall for the Upper Kress Creek Watershed. This equipment is located adjacent to a Tee Hangar on Tower Road with a control box mounted directly to the Tee Hangar building. Two years ago during the Airport Authority's hangar re-siding project, the control box attached to the hangar building had to be removed. There was no specific contact information attached to this equipment to determine ownership and after some research staff learned the equipment is owned by the USGS Office in DeKalb and provides information to DuPage County Stormwater Management for gauging rainfall in the Upper Kress Creek Watershed. A copy of the agreement was requested however the USGS was not able to locate a copy of their agreement nor, did they know when or how they were able to install this equipment on Airport property. The USGS has requested to continue utilizing this equipment to monitor the rainfall in the Kress Creek Watershed and has agreed to relocate the equipment to the East side of the Airport in a location that would not impact Airport operations.

PREVIOUS COMMITTEE/BOARD ACTION:

May 16, 2012 – Capital Development, Leasing and Customer Fees Committee will review this proposed license agreement.

REVENUE OR FUNDING IMPLICATIONS:

The proposed agreement would be for a five-year term and the work will be completed by the USGS Staff. There will be no direct costs to the Airport Authority associated with this proposed license agreement.

STAKEHOLDER PROCESS:

N/A

LEGAL REVIEW:

Legal counsel has reviewed the proposed license Agreement.

ATTACHMENTS:

- March 16, 2012 letter from USGS requesting permission to install a streamgauging station on the east side of the Airport.
- Proposed Resolution 2012-1663; Authorizing the Execution of a License Agreement with the US Geological Survey (USGS) Illinois Water Science Center for the Installation and Maintenance of Gaging Station.

ALTERNATIVES:

The Board can deny, modify or amend this issue.

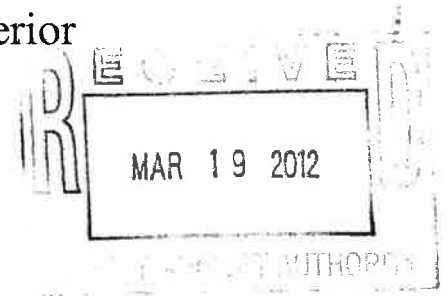
RECOMMENDATION:

Subject to the favorable recommendation of the Capital Development, Leasing and Customer Fees Committee at their May 16, 2012 meeting, it is the recommendation of the Executive Director and Staff that the Board approve Proposed Resolution 2012-1663; Authorizing the Execution of a License Agreement with the US Geological Survey (USGS) Illinois Water Science Center for the Installation and Maintenance of Gaging Station.



United States Department of the Interior

U. S. GEOLOGICAL SURVEY
Illinois Water Science Center
1201 West University Avenue, Suite 100
Urbana, IL 61801-2347
(217) 328-8747
Fax: (217) 328-9770
<http://il.water.usgs.gov>



March 16, 2012

Mr. David Bird
Executive Director
DuPage Airport Authority
2700 International Drive, Suite 200
West Chicago, Illinois 60185

Dear Mr. Bird:

The U.S. Geological Survey (USGS) Illinois Water Science Center is requesting permission to install a streamgaging station on the East side of the DuPage County Airport, West Chicago, Illinois. The equipment will be located inside the fenced area, about 300 feet west of the intersection of Kress Road and W. Hawthorn Lane. The gaging station will include a 8 inch tipping bucket raingage that will be installed about 10 feet south west of where the gate and the road meet, and will be surrounded by a wind block (see pictures). The gagehouse (see pictures for reference) will be close to the power source for the gate. There will also be a small antenna on top of the gagehouse, which is for the purpose of data telemetry. We have included images of the location and examples of the equipment that will be used. This long-term monitoring is in cooperation with DuPage County: Stormwater Management Division to monitor environmental properties, including precipitation.

Enclosed are 4 standard USGS forms, "Agreement for Installation and Maintenance of Gaging Station". If this is agreeable to you please sign all four forms on page 2 as Landowner. Keep one of the forms for your records and return the remaining three to the Director in the envelope provided.

We wish to thank you for your cooperation in this matter. If you have any questions please call Jon Hortness of our DeKalb office at (815) 756-9207.

Sincerely,

Douglas J. Yeskis
Director, USGS Illinois Water Science Center

Enclosures

RESOLUTION 2012-1663

**Authorizing the Execution of a License with the United States Geological Survey Illinois
Water Science Center for the Installation and Maintenance of Gaging Station**

WHEREAS, the United States Geological Survey (the "USGS"), Illinois Water Science Center wishes to install and maintain a gaging station on the DuPage Airport;

WHEREAS, the Board of Commissioners of the DuPage Airport Authority deem it to be in the best interests of the DuPage Airport Authority and the public to enter into the a license Agreement for Installation and Maintenance of Gaging Station with the USGS, Illinois Water Science Center in the form attached hereto and made a part hereof as Exhibit "A".

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the DuPage Airport Authority hereby authorizes the Executive Director, David Bird to execute the Agreement for Installation and Maintenance of Gaging Station with the USGS, Illinois Water Science Center attached hereto as Exhibit A and to take whatever steps necessary to effectuate the terms of said Agreement.

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

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

Peter H. Huizenga _____
Gina LaMantia _____
David J. Sabathne' _____
Perry R. Thompson _____

Passed & approved by the Board of Commissioners of the DuPage Airport Authority this 16th day of May, 2012.

CHAIRMAN

(ATTEST)

SECRETARY

RESOLUTION 2012-1663

**DuPAGE AIRPORT AUTHORITY
BOARD OF COMMISSIONERS**

**REGULAR MEETING
May 16, 2012**

9. NEW BUSINESS

- i. Proposed Resolution 2012-1664; Authorizing the Execution of an Amendment to the Contract with Serafin and Associates Inc. for Marketing and Communications Services.**

**Board Summary Memorandum
Proposed Resolution will be Provided
Under Separate Cover**