

**DuPAGE AIRPORT AUTHORITY  
BOARD OF COMMISSIONERS**

**REGULAR MEETING  
WEDNESDAY, NOVEMBER 14, 2012; 3:00 p.m.**

**TENTATIVE AGENDA**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF MINUTES** **TAB #1** **PAGE #1**
  - September 26, 2012 Regular Board Meeting
  - September 11, 2012 Internal Policy and Compliance Committee Meeting
  - June 13, 2012 Capital Development, Leasing and Customer Fees Committee Meeting
  - September 26, 2013 Capital Development, Leasing and Customer Fees Committee Meeting
  - September 26, 2012 Finance, Budget and Audit Committee Meeting
  - October 26, 2012 Special Finance, Budget and Audit Committee Meeting
- 4. PUBLIC COMMENT**
- 5. DIRECTOR'S REPORT**
- 6. REVIEW OF FINANCIAL STATEMENTS** **TAB #2** **PAGE #23**
- 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**

**NONE**
- 9. NEW BUSINESS**
  - a. Proposed Ordinance 2012-258; Adopting Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2013 and Ending December 31, 2013.  
**TAB #3** **PAGE #24**
  - b. Proposed Resolution 2012-1689; Directing the Use of Property Tax Revenue.  
**TAB #4** **PAGE #67**

- c. **Proposed Resolution 2012-1700; Authorizing the Execution of a Non-Federal Reimbursable Agreement Between the Department of Transportation Federal Aviation Administration and the DuPage Airport Authority.**  

TAB #5      PAGE #76
  - d. **Proposed Resolution 2012-1690; Award of Bid to Foxfield Construction for the Flight Renovation Project Phase II.**      TAB #6      PAGE #79
  - e. **Proposed Resolution 2012-1691: Authorizing the Execution of an Agreement with GHAFARI Associates LLC for Construction Administration Services for the Flight Center Renovation Project Phase II.**  

TAB #7      PAGE #85
  - f. **Proposed Resolution 2012-1692; Ratification of the Executive Director's Action for Concurrence of Award with the State of Illinois for the Project Described as Runway 10-28 and Associated Taxiway Connector Overlay; DPA-4122, to the Lowest Responsive Bidder.**      TAB #8      PAGE #88
  - g. **Proposed Resolution 2012-1693; Authorizing the Execution of a Participation Agreement with the State of Illinois for the Project Described as Runway 10-28 and Associated Taxiway Connector Overlay; DPA-4122.**  

TAB #9      PAGE #91
  - h. **Proposed Resolution 2012-1694; Authorizing Entering into a Purchase Order Contract with Kellogg Brown and Root Services, Inc. to Repair the Roof on the Hangar Buildings Located at 32W521 and 32W515 Tower Road.**  

TAB #10      PAGE #94
  - i. **Proposed Resolution 2012-1698; Authorization to Enter Into a Cash Farm Lease between the DuPage Airport Authority and Dale Pitstick.**  

TAB #11      PAGE #98
  - j. **Proposed Resolution 2012-1696; Authorizing the Execution of an Easement Agreement with the City of West Chicago.**  

TAB #12      PAGE #102
  - k. **Proposed Resolution 2012-1697; A Resolution Authorizing the Destruction of Certain Verbatim Recordings of Closed Sessions.**  

TAB #13      PAGE #103
- 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  
REGULAR BOARD MEETING**

**Wednesday, September 26, 2012  
DuPage Flight Center, 2700 International Drive, West Chicago  
1<sup>st</sup> Floor Conference Room**

The Regular Meeting of the Board of Commissioners of the DuPage Airport Authority was convened at the DuPage Flight Center, 2700 International Drive, West Chicago, Illinois, 1<sup>st</sup> Floor Conference Room; Wednesday, September 26, 2012. Chairman Goodwin called the meeting to order at 3:15 p.m. and a quorum was present for the meeting.

***Commissioners Present:*** Davis, Donnelly, Gillett, Goodwin, Gorski, LaMantia, Sabathne', Thompson.

***Commissioners Absent:*** Huizenga

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

***Others in Attendance:*** Phil Luetkehans, Schirott & Luetkehans; Michael Vonic, CH2M Hill; Dan Pape, Crawford Murphy and Tilly.

***Members of the Press:*** None

**APPROVAL OF MINUTES**

Chairman Goodwin asked for additions or corrections to the minutes of the May 16, 2012 Regular Board Meeting and there were none. Commissioner Gorski made a **MOTION** to approve the minutes of the May 16, 2012 Regular Board Meeting and Commissioner LaMantia **seconded this motion**. The motion was passed unanimously by roll call vote (8-0).

Chairman Goodwin asked for additions or corrections to the minutes of the June 13, 2012 Regular Board Meeting and there were none. Commissioner LaMantia made a **MOTION** to approve the minutes of the June 13, 2012 Regular Board Meeting and Commissioner Gorski **seconded this motion**. The motion was passed unanimously by roll call vote (8-0).

Chairman Goodwin asked for additions or corrections to the minutes of the May 16, 2012 Internal Policy and Compliance Committee Meeting and there were none. Commissioner Gillett made a **MOTION** to approve the minutes of the May 16, 2012 Internal Policy and Compliance Committee and Commissioner Thompson **seconded this motion**. The motion was passed unanimously by roll call vote (8-0).

Chairman Goodwin asked for additions or corrections to the minutes of the June 13, 2012 Finance, Budget and Audit Committee Meeting and there were none. Commissioner Davis made a **MOTION** to approve the minutes of the June 13, 2012 Finance, Budget and Audit Committee Meeting and Commissioner Donnelly **seconded this motion**. The motion was passed unanimously by roll call vote (8-0).

## **PUBLIC COMMENT**

None

## **DIRECTOR'S REPORT**

Executive Director Bird provided a progress report on the following topics:

### *Monthly Operating Statistics:*

September has been a great month for the Airport so far for fuel sales and operations; July and August were down in total gallons of fuel sold for Jet A and 100 LL but the Airport has increased fuel sales and operation for September.

*2013 Budget Process* is underway and the Finance Committee was provided a "first look" at the 2013 Budget at their Committee Meeting. Staff also shared with the Capital Development Committee the proposed 2013 Capital Plan. The Finance Committee will hold a Special Meeting in October to further review the budget and then presented to the Board at the November Meeting. The 2013 Budget and Appropriations will be delivered to DuPage County Board Chairman Dan Cronin by December 1, 2012.

*The Ryder Cup* was a very successful event for the Airport and the surrounding communities; monthly flight tracking indicates 95% of the tournament related traffic has come through the DuPage Airport with 21 additional arrivals expected after 1 p.m. this day. Staff met with PGA and Ryder Cup officials in April and May and asked them to consider DuPage Airport as the "preferred airport". Staff committed that the Airport would be ready for this event both outside and inside with the completion of the Flight Center Renovations and additional landscaping. Discussion occurred. Serafin and Associates did an excellent job with their public relations efforts to secure many news articles. WBBM Radio and ABC TV have visited the Airport and have been taking pictures, and conducting interviews during the week. This has been quite a lucrative event for the Airport in fuel sales; additional traffic is expected for the remainder of the week. Relative to our additional landscaping, DAA staff met with the Medinah staff both at Medinah and here at the Airport. The Medinah staff provided a design for landscaping and then worked with DAA staff for three to four days to prepare the facilities. Medinah's Chief Gardner was excited to work with the Airport and would like to do more work with the Airport Authority. Discussion continued.

*Flight Center Renovations* are nearly complete with only some minor punch list items.

*Runway 2R 20L Extension* is ahead of schedule with anticipation completion expected mid October; 30 days from opening. Few airports around the country have taken on a project of this significance and the project has gone without problem or issue. Discussion continued.

### ***Staff Reports:***

*Mark Doles, Director of Aviation Facilities and Properties*, commented on increased fuel sales during the Ryder Cup event. He related that never before had there been a time when the ramp was stacked and that has started to happen. Mr. Doles advised that in reviewing the operating statistics and fuel sales the Flight Center, even being down 17% for the month, still has been profitable during this time. Discussion continued.

Mr. Doles reported that a major flight department based at Midway has committed to move their operations from Midway to DuPage; and will issue a 30 day notice to Midway on Friday. Mr. Doles continued to provide information relating to various other potential tenants for leasing office and hangar space at the Airport. He detailed the potential for another major startup corporation in the area to locate at DuPage Airport by early 2013.

*Byron Miller, Director of Operations*, reported that staff had put forth a big push to complete the additional landscaping project and their efforts have the Airport looking great. Staff continues to work on the remodeling project for the Government Center which has been challenging because the tenants are still occupying the building during renovation. The project is anticipated to be completed in November.

#### **REVIEW OF JULY 2012 FINANCIAL STATEMENTS**

Executive Director Bird asked Patrick Hoard to review the July Financial Statements. Mr. Hoard explained that due to installation of the new accounting software, completion of the August financials has been delayed. He related that the new system should be up and running very soon and at the November Board Meeting an updated financial statement package will be provided; discussion followed.

#### **REPORT OF COMMITTEES**

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

Commissioner Gillett reported the Internal Policy and Compliance Committee met on September 11 with Commissioner Gorski present and Commissioner Thompson joining by conference call. She advised that the main issue to be discussed was the DuPage County Ethics Ordinance and the Proposed Intergovernmental Agreement between DuPage County and the Airport Authority. Commissioner Gillett reported that the Committee had a lengthy discussion and decided this matter should be brought to the full Board for further review and action. Discussion occurred and Commissioner Gillett stated this matter will be covered under the new business portion of the agenda relative to the Ethics Ordinance.

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

Commissioner Davis reported on behalf of Commissioner Huizenga who was not in attendance. Commissioner Davis related that the Finance Committee met earlier in the day and covered the Ordinances and Resolutions presented; agenda items 9.b through 9.l, relating to various bid awards, were unanimously recommended for Board approval. He continued that the Financial Statements were also discussed as presented to the Board. Commissioner Davis also reported that Mr. Hoard brought to the attention of the Committee needed changes in the manner of reporting for the capital reserve accounts, as a result of the Crowe Horwath discussions. Mr. Hoard advised that accounting practices will be handled exactly the same and is currently done only more clearly defining capital expenditures and major maintenance expenditures to provide even more transparency. Mr. Hoard proceeded to explain his recommendation to define what is classified as capital expenditures and what is classified as major maintenance expenditures. Discussion occurred.

##### ***Golf Committee:***

Commissioner Donnelly advised that the Golf Committee had met this month. Mr. Schlaman was present for the Golf Committee meeting and provided a comprehensive report. Commissioner Donnelly stated that 2012 is trending toward a better year for golf revenues. He reviewed the capital projects anticipated for 2013 and stated that during his visit to the golf course in August he had reviewed the bunker renovation project underway. Discussion continued.

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

Commissioner Gorski reported that the Capital Development, Leasing and Customer Fees Committee met just before the Board meeting with all committee members present. He continued that Executive Director Bird reported on the ongoing capital projects and Patrick Hoard reviewed the 2013 Capital Plan. Commissioner Gorski advised that there were no action items on

the committee's meeting agenda. Although proposed Resolution 2012-1685 relating to payment of the excess shortfall to CenterPoint was not a part of the Committee's agenda, this matter was discussed by the Committee and all members of committee agreement to informally recommend Board approval.

***DuPage Business Center:***

Ed Harrington discussed the DuPage Business Center. He advised that CenterPoint has continued to work with Jones Lang LaSalle on marketing plans for the Business Center. He added that this market is still very challenging and has experienced a slowdown from earlier in the year. Mr. Harrington proceeded to review various prospects CenterPoint has been working with and discussion continued.

**OLD BUSINESS**

None

Chairman Goodwin recessed the meeting at 4:30 p.m. and the meeting was reconvened at 4:45 p.m.

**NEW BUSINESS**

**Discussion and Action on the DuPage County Ethics Ordinance and the Intergovernmental Agreement.**

Chairman Goodwin stated that he had discussed DuPage County's Ethic Ordinance and IGA with several members of the Policy Committee, with David Bird and Attorney Phil Luetkehans. Discussion occurred regarding these documents. Attorney Luetkehans reviewed both the ordinance and the Intergovernmental Agreement. He recommended that the DuPage County Ordinance be adopted with Section 2-417 exempted as it is in conflict with the Airport Authority's recently adopted Ethics Ordinance; the Airport Authority's Ordinance is more strict in this section of the Ordinance. Discussion continued. The Board recommended that a letter be drafted by Attorney Luetkehans to outline the section that is being exempted from the Ordinance, explaining the reasons for this and also asking that the County reconsider these sections when modifying their Ordinance at some future time. Discussion continued.

**Proposed Ordinance 2012-258; An Ordinance Enacting an Ethics Ordinance and Repealing Ordinance 2012-253.**

A **MOTION** was made by Commissioner LaMantia to approve Proposed Ordinance 2012-258; An Ordinance Enacting an Ethics Ordinance and Repealing Ordinance 2012-253 subject to the modification discussed to exempt the DuPage Airport Authority from Section 2-417 of the DuPage County Ordinance as the Airport Authority's Ethic Ordinance is more stringent in this section. The **motion was seconded** by Commissioner Thompson and was passed unanimously by roll call vote (8-0).

**Proposed Resolution 2012-1674; Authorizing the Execution of an Intergovernmental Agreement with the County of DuPage.**

Discussion of the Intergovernmental Agreement continued after which Commissioner Gorski made a **MOTION** to Authorize the Execution of the Intergovernmental Agreement with the County of DuPage in its most current form, transmitting the Ordinance and the IGA to the Office of DuPage County Chairman Cronin. Commissioner LaMantia **seconded the motion** and discussion continued. Commissioner Gorski then asked to **amend the motion** to include that a letter would be prepared by Attorney Luetkehans to accompany the IGA and Ordinance setting forth the issues raised in the discussion. Commissioner LaMantia **seconded the amendment**

**to the motion.** Discussion continued and the motion was passed unanimously by roll call vote (8-0).

**Proposed Resolution 2012-1684; Authorizing the Execution of an Intergovernmental Agreement with the County of DuPage Relating to Lobbyist Services.**

Executive Director Bird stated that since 2007 the DuPage Airport Authority has entered into an agreement with DuPage County for lobbyist services and the Airport Authority will continue to partner with DuPage County for the same level of service at \$40,000 with the BGR Group. Staff and the Finance Budget and Audit Committee recommended Board approval.

A **MOTION** was made by Commissioner Gorski to approve Proposed Resolution 2012-1684; Authorizing the Execution of an Intergovernmental Agreement with the County of DuPage Relating to Lobbyist Services. The **motion was seconded** by Commissioner Gillett and was passed unanimously by roll call vote (8-0).

**Proposed Resolution 2012-1675; Award of Procurement of Banking Services for the DuPage Airport Authority to MB Financial.**

Executive Director Bird stated that this Resolution will award banking services for the Airport Authority to MB Financial. He continued that a Request for Proposal was published and a review panel was established consisting of Commissioner Huizenga, Commissioner Davis, County Treasurer Gwen Henry, Bill Chapman of Baker Tilly and Patrick Hoard. This panel reviewed the written proposals and the three top rated banks were invited to the Airport for interviews. Executive Director Bird advised the panel agreed that MB Financial was the strongest proposal. Discussion occurred. Staff and the Finance Committee recommended Board approval of this award to MB Financial.

A **MOTION** was made by Commissioner Davis to approve Proposed Resolution 2012-1675; Award of Procurement of Banking Services for the DuPage Airport Authority to MB Financial. The **motion was seconded** by Commissioner Davis and was passed unanimously by roll call vote (8-0).

**Proposed Resolution 2012-1688; Award of Procurement of Financial Investment Services for the DuPage Airport Authority to PNC Capital Advisors.**

Executive Director Bird advised that the selected panel also reviewed the written proposals for financial investment services for the Airport Authority and PNC Capital Advisors was the highest rated in both their written proposal and oral presentation. Discussion continued and staff and the Finance Committee recommended Board approval.

A **MOTION** was made by Commissioner Gorski to approve Proposed Resolution 2012-1688; Award of Procurement of Financial Investment Services for the DuPage Airport Authority to PNC Capital Advisors. The **motion was seconded** by Commissioner Donnelly and was passed unanimously by roll call vote (8-0).

**Proposed Resolution 2012-1685; Authorizing the Payment of Excess Shortfall Amount to CenterPoint Properties Trust.**

Executive Director Bird advised that with the completion of the Amended and Restated Development and Lease agreement with CenterPoint and with the closing of the sale to CenterPoint of the N-26 and Pella parcels, it is now requested that the excess shortfall amount owed to CenterPoint be paid by the Airport Authority. He continued that this would provide a

significant savings for the Airport Authority in interest and would complete the process with CenterPoint. The Capital Development Committee has reviewed this proposed resolution and has made an informal recommendation for Board passage.

A **MOTION** was made by Commissioner Sabathne' to approve Proposed Resolution 2012-1685; Authorizing the Payment of Excess Shortfall Amount to CenterPoint Properties Trust. The **motion was seconded** by Commissioner LaMantia and was passed unanimously by roll call vote (8-0).

**Proposed Resolution 2012-1676; Award of Bid to Dalmatian Fire Equipment Ltd. for the Procurement of On Call Fire Alarm Repair Services.**

Executive Director Bird advised that as a result of the recent modifications made to the Procurement Policies and Procedures relating to Master Agreements, this proposed resolution is being brought forward. Discussion occurred and he advised that Staff and the Finance Committee recommend Board approval.

A **MOTION** was made by Commissioner Davis to approve Proposed Resolution 2012-1676; Award of Bid to Dalmatian Fire Equipment Ltd. for the Procurement of On Call Fire Alarm Repair Services. The **motion was seconded** by Commissioner Donnelly and was passed unanimously by roll call vote (8-0).

**Proposed Resolution 2012-1678; Award of Bid to Gary Spielman Plumbing, Inc. for the Procurement of On Call Plumbing Services.**

Executive Director Bird stated this was also a Master Agreement for On Call Plumbing Services and had been discussed at the Finance Committee Meeting. Staff and the Committee recommended Board approval.

A **MOTION** was made by Commissioner Donnelly to approve Proposed Resolution 2012-1678; Award of Bid to Gary Spielman Plumbing, Inc. for the Procurement of On Call Plumbing Services. The **motion was seconded** by Commissioner Davis and was passed by roll call vote (7-0). Commissioner Sabathne' abstained.

**Proposed Resolution 2012-1679; Award of Bid to FDG Electrical Services, Inc. for the Procurement of On Call Electrical Services.**

Executive Director Bird stated that the Finance Committee has reviewed this award and both staff and the Committee recommend Board approval.

A **MOTION** was made by Commissioner Davis to approve Proposed Resolution 2012-1679; Award of Bid to FDG Electrical Services, Inc. for the Procurement of On Call Electrical Services. The **motion was seconded** by Commissioner LaMantia and was passed by roll call vote (8-0).

**Proposed Resolution 2012-1680; Award of Bid to Discipio Enterprises, Inc. for Snow Removal Services.**

Executive Director Bird advised that both staff and the Finance Committee recommend Board approval. Discussion continued briefly.

A **MOTION** was made by Commissioner Gorski to approve Proposed Resolution 2012-1680; Award of Bid to Discipio Enterprises, Inc. for Snow Removal Services. The **motion was seconded** by Commissioner Davis and was passed unanimously by roll call vote (8-0).



**Proposed Resolution 2012-1681; Award of Bid to Arlington Power Equipment for the Procurement of two (2) Zero Turn Diesel Power Mowers.**

Executive Director Bird stated that staff and the Finance Committee recommended Board approval. Discussion continued.

A **MOTION** was made by Commissioner Davis to approve Proposed Resolution 2012-1681; Award of Bid to Arlington Power Equipment for the Procurement of two (2) Zero Turn Diesel Power Mowers. The **motion was seconded** by Commissioner Donnelly and was passed unanimously by roll call vote (8-0).

**Proposed Resolution 2012-1682; Award of Contract to NA-CHURS Plant Food Company d/b/a Nachurs Alpine Solutions Industrial for the Procurement of Runway Deicing Fluid.**

Executive Director Bird advised that both the staff and the Finance Committee recommend Board approval. Discussion continued briefly.

A **MOTION** was made by Commissioner Donnelly to approve Proposed Resolution 2012-1682; Award of Contract to NA-CHURS Plant Food Company d/b/a Nachurs Alpine Solutions Industrial for the Procurement of Runway Deicing Fluid. The **motion was seconded** by Commissioner Davis and was passed unanimously by roll call vote (8-0).

**Proposed Resolution 2012-1683; Award of Bid to LNT Solutions Inc. for Procurement of Sodium Formate Deicing Materials.**

Executive Director Bird stated this award was reviewed by the Finance Committee and both staff and the Committee recommend Board approval.

A **MOTION** was made by Commissioner Davis to approve Proposed Resolution 2012-1683; Award of Bid to LNT Solutions Inc. for Procurement of Sodium Formate Deicing Materials. The **motion was seconded** by Commissioner Gillett and was passed unanimously by roll call vote (8-0).

**RECESS TO EXECUTIVE SESSION**

There was no Executive Session held.

**OTHER BUSINESS**

**Proposed Resolution 2012-1687; Disclosure of Executive Session Minutes.**

Discussion occurred briefly and all Board Members were in agreement with the proposed Executive Session Minutes to be disclosed, as presented by Attorney Luetkehans.

A **MOTION** was made by Commissioner Gillett to approve Proposed Resolution 2012-1687; Disclosure of Executive Session Minutes. The **motion was seconded** by Commissioner Thompson and was passed unanimously by roll call vote (8-0).

Attorney Luetkehans advised that at the November Board Meeting a Proposed Resolution would be brought forth for the Board to authorize the destruction of executive session tapes that are 18 months or older, as provided by statute.

**A MOTION** was made by Commissioner Sabathne' to adjourn the Regular Meeting of the DuPage Airport Authority Board of Commissioners. The motion was seconded by Commissioner Donnelly and was passed unanimously by voice vote; the meeting was adjourned at 5:35 p.m.

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**Daniel L. Goodwin, Chairman**

**(ATTEST)**

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**Dayle M. Gillett**  
**Secretary**

**DuPAGE AIRPORT AUTHORITY  
INTERNAL POLICY AND COMPLIANCE COMMITTEE**

**Tuesday, September 11, 2012  
The Inland Group  
Oak Brook, Illinois**

The Internal Policy and Compliance Committee of the DuPage Airport Authority Board of Commissioners convened at the offices of The Inland Group in Oak Brook, Illinois on Tuesday, September 11, 2012. Chairwoman Gillett called the meeting to order at 11:10 a.m. and a quorum was present for the meeting.

***Commissioners Present:*** Gillett, Gorski,

***Absent:*** Thompson (participated via telephone conference call)

***DAA Staff Present:*** Executive Director David Bird; Pam Miller, Executive Assistant and Board Liaison.

***Others in Attendance:*** Phil Luetkehans, Attorney.

***Members of the Press:*** None

**OLD BUSINESS**

None

**NEW BUSINESS**

**Proposed Ordinance 2012-258; An Ordinance Amending the DuPage Airport Authority Ethics Ordinance and Repealing Ordinance 2012-253.**

**Proposed Resolution 2012-1674; Authorizing the Execution of an Intergovernmental Agreement with the County of DuPage Relating to a Shared Ethics Officer.**

Chairwoman Gillett asked Attorney Luetkehans to begin discussion regarding these two agenda items. Attorney Luetkehans reviewed the DuPage County Ordinance and the Intergovernmental Agreement (IGA). He stated that the Airport Authority Board has basically two options to consider:

- (1) The Board can proceed to enter into this IGA and to adopt the DuPage County Ethics Ordinance as provided.
- (2) The Board can advise the County that the Airport Authority feels with the amendments made to the Airport Authority Ethics Ordinance earlier in the year, and as a result of the County's consultant's recommendations, the Ordinances are very similar. The Airport Authority Ethics Ordinance can be modified to include other language contained in the County's Ethics Ordinance addressing the positions of Ethics Officer, Investigator General, and an Ethics Commission.

Discussion occurred. Chairwoman Gillett stated that the DAA should sign the IGA and adopt the County's Ethics Ordinance in the spirit of cooperation. Commissioner Perry Thompson agreed. However, Commissioner Gorski disagreed. He felt that adopting the County's Ethics Ordinance would limit the DAA's authority over controlling personnel issues and other business matters. Because of the Committee Members' disagreement, Chairwoman Gillett recommended that this matter should be discussed by the full Board at the September 26 Meeting; all committee members agreed.

#### **OTHER BUSINESS**

None

A **MOTION** was made by Commissioner Gorski to adjourn the Internal Policy and Compliance Committee Meeting. The **motion was seconded** by Commissioner Thompson and was passed unanimously by voice vote. The meeting adjourned at 11:48 a.m.

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**Dayle M. Gillett, Chair**  
**Internal Policy and Compliance Committee**

**DuPAGE AIRPORT AUTHORITY  
CAPITAL DEVELOPMENT, LEASING AND CUSTOMER FEES COMMITTEE  
WEDNESDAY, JUNE 13, 2012**

The meeting of the Capital Development, Leasing and Customer Fees 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, June 13, 2012. Chairman Gorski called the meeting to order at approximately 2:06 p.m. and a quorum was present.

***Commissioners Present:*** Davis, Gillett, Gorski, LaMantia, Sabathne'

***Absent:*** None

***DAA Staff Present:*** Executive Director David Bird; Mark Doles, Director of Aviation Facilities and Properties; Byron Miller, Director of Operations; John Schlaman, General Manager, Prairie Landing Golf Club; Anna Marano, Procurement Analyst; Pam Miller, Executive Assistant and Board Liaison.

***Others:*** Dan Pape, Crawford, Murphy & Tilly; Michael Vonic, CH2M Hill.

***Press:*** None

**CAPITAL DEVELOPMENT**  
**OLD BUSINESS**

**Project Implementation**

Executive Director Bird reported on the ongoing airfield projects:

*Extension of Runway 2R 20L* has been underway for approximately two weeks; weather has been very good for construction and the project is on schedule.

*Overlay of Runway 10-28:* The bid awarded for this project was pulled by the contractor and the State of Illinois will have to rebid the project. It is expected to be included on the State's August letting.

The project to *construct internal perimeter road* at the north end of the airfield was initially programmed by the State of Illinois to be a grant funded project; the status has changed and this project is no longer programmed to be grant funded. The Airport Authority will bid this project and will include upgrading the fence on the eastern part of the airfield with a wildlife skirt.

*Flight Center Renovations:* Phase I of the terminal building is nearing completion. Phase II of the renovations was approved at the last Board meeting and will be bid later this year.

*Barry Cooper, FAA Regional Administration* will visit the Airport on Friday for a tour and to review the runway project.

## **NEW BUSINESS**

### **Proposed Resolution 2012-1668; Authorizing the Execution of an Agreement for Architectural Services with FGM Architects for Design Development through Bidding Phase Services for Fire Station.**

Executive Director Bird asked Byron Miller to review this proposed resolution. Mr. Miller advised that after discussion at an earlier Board Meeting, it was decided that a new fire station would be built in a more accessible location on the airfield. This design was presented to the Board at the November 2011 meeting. Discussion followed regarding the scope of the project as presented by FGM Architects; this project is now ready to proceed to the bidding phase. Mr. Miller stated this Agreement with FGM Architects is for a fixed fee of \$75,000; an Independent Fee Analysis was completed and determined to be a reasonable fee. Staff recommended approval.

A **MOTION** was made by Commissioner Davis to recommend Board approval for Proposed Resolution 2012-1668; Authorizing the Execution of an Agreement for Architectural Services with FGM Architects for Design Development through Bidding Phase Services for Fire Station. The **motion was seconded** by Commissioner LaMantia and was passed by roll call vote (5-0).

### **Proposed Resolution 2012-1669; Authorizing the Execution of Task Order 8 with CH2MHill for Construction Design Support and Observation of 2012 Airport Pavement Rehabilitation.**

Byron Miller stated that this authorizes a Task Order with CH2MHill to perform construction observation for the pavement rehabilitation project to be done by Geneva Construction Company. He continued that CH2MHill provided a proposed not-to-exceed fee of \$22,100; an Independent Fee Analysis was not required as the proposed fee was within the acceptable range. Discussion followed and Staff recommended approval.

A **MOTION** was made by Commissioner Gillett to recommend Board approval for Proposed Resolution 2012-1669; Authorizing the Execution of Task Order 8 with CH2MHill for Construction Design Support and Observation of 2012 Airport Pavement Rehabilitation. The **motion was seconded** by Commissioner Davis and was passed by roll call vote (5-0).

## **LEASING AND CUSTOMER FEES**

### **OLD BUSINESS**

None

## **NEW BUSINESS**

### **Proposed Resolution 2012-1670; Authorizing the Execution of an Intergovernmental Agreement with the Illinois Department of Transportation for the Sale of Certain Real Property.**

Executive Director Bird asked Attorney Bruce Garner to review the land sale process. Attorney Garner stated that the FAA land release has been received and the Airport Authority, in accordance with previous negotiations with IDOT, can move forward with

the land sale. He explained that three (3) parcels would be presented for consideration at this meeting relating to the Route 38 improvements; the Route 64 documents will be considered separately at a future meeting. Attorney Garner explained the specific terms of the Intergovernmental Agreement; discussion followed. Staff recommended approval.

A **MOTION** was made by Commissioner Sabathne' to recommend Board approval for Proposed Resolution 2012-1670; Authorizing the Execution of an Intergovernmental Agreement with the Illinois Department of Transportation for the Sale of Certain Real Property. The **motion was seconded** by Commissioner LaMantia and was passed unanimously by roll call vote (5-0).

**Proposed Resolution 2012-1671; Authorizing the Execution of A Temporary Construction Easement Agreement with the Illinois Department of Transportation.**

Attorney Garner continued that this Temporary Easement Agreement will allow IDOT access for the road improvements at the entrance to Prairie Landing Golf Club. Discussion continued and staff recommended approval.

A **MOTION** was made by Commissioner Davis to recommend Board approval for Proposed Resolution 2012-1671; Authorizing the Execution of a Temporary Construction Easement Agreement with the Illinois Department of Transportation. The **motion was seconded** by Commissioner LaMantia and was passed unanimously by roll call vote (5-0).

**Proposed Resolution 2012-1672; Authorizing the Execution of Purchase Agreement with CenterPoint Properties Trust for the Sale of Certain Real Property.**

Attorney Garner advised that with CenterPoint's Amended Development and Lease Agreement fully executed and the FAA Land Release received, the Airport Authority can move forward with this land sale. He continued that provisions for CenterPoint to purchase the N-26 Building parcel and the Pella land parcel are contained within the new Development and Lease Agreement and he reviewed the specific terms of the purchase agreement for the N-26 Building land parcel. Discussion followed and staff recommended approval.

A **MOTION** was made by Commissioner Gillett to recommend Board approval for Proposed Resolution 2012-1672; Authorizing the Execution of Purchase Agreement with CenterPoint Properties Trust for the Sale of Certain Real Property. The motion was seconded by Commissioner LaMantia and was passed unanimously by roll call vote (5-0).

**Proposed Resolution 2012-1673; Authorizing the Execution of Purchase Agreement with CenterPoint Properties Trust for the Sale of Certain Real Property.**

Attorney Garner continued that this Resolution authorizes the Purchase Agreement for the sale of the Pella land parcel. Discussion followed and staff recommended approval.

A **MOTION** was made by Commissioner LaMantia to recommend Board approval for Proposed Resolution 2012-1673; Authorizing the Execution of Purchase Agreement with CenterPoint Properties Trust for the Sale of Certain Real Property. The **motion was seconded** by Commissioner Sabathne' and was passed unanimously by roll call vote (5-0).

**RECESS TO EXECUTIVE SESSION**

None

**OTHER BUSINESS**

Executive Director Bird and Mark Doles informed the committee of the potential to lease two acres on the north side of the airport that would be utilized as a batch plant or portable concrete plant. Mr. Doles briefly explained the terms that would be required for moving forward with this agreement and revenues for the Airport Authority. Discussion followed. He added that more information would be available at the committee meeting in September.

Commissioner LaMantia made a **MOTION** to adjourn the Capital Development, Leasing and Customer Fees Committee Meeting; the **motion was seconded** by Commissioner Sabathne' and was unanimously passed by voice vote. The meeting was adjourned at 2:35 p.m.

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**Gerald M. Gorski, Chairman**  
**Capital Development, Leasing and Customer Fees Committee**



**DuPAGE AIRPORT AUTHORITY  
CAPITAL DEVELOPMENT, LEASING AND CUSTOMER FEES COMMITTEE  
WEDNESDAY, SEPTEMBER 26, 2012**

The meeting of the Capital Development, Leasing and Customer Fees 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, September 26, 2012. Chairman Gorski called the meeting to order at 2:35 p.m. and a quorum was present.

***Commissioners Present:*** Davis, Gillett, Gorski, LaMantia, Sabathne'

***Absent:*** None

***DAA 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:*** Dan Pape, Crawford, Murphy & Tilly; Michael Vonic, CH2M Hill.

***Press:*** None

**CAPITAL DEVELOPMENT**

**OLD BUSINESS**

**Project Implementation**

Executive Director Bird reported on the ongoing airfield projects:

*Flight Center Renovations:* This project is 98% to 99% complete. Punch list items will be prepared soon.

*Phase II for Flight Center Renovations* are now out to bid and will be presented for award at the November meeting.

*Extension of Runway 2R 20L:* Project is 75% complete and on schedule for completion. Project has been very successful; few Airports have done 100% locally funded projects such as this and potentially could receive national attention.

*Primary Runway Widening Project:* Plans are 95% complete for this project and anticipated to go out to bid early next year.

Executive Director Bird asked Patrick Hoard to make the Committee aware of suggested changes in the accounting reports for the Capital Reserve Account. Mr. Hoard stated it has been the Board's policy for property tax dollars to always be utilized for capital projects. He continued that in recent years capital projects have been defined very broad and in order to provide better transparency, this account would be separated into two categories; Major Maintenance and Capital Projects. This will more clearly define in our accounting reports to categorize anything that is funded by property tax dollars. Executive Director Bird advised that Commissioner Huizenga asked that a Resolution be brought to the Board at the November Meeting, along with the 2013 Tentative Budget and Appropriations, to formally establish this as the manner in which Property Tax Revenues are utilized by the Airport Authority.

Executive Director Bird reviewed the Proposed Capital Projects plan for 2013. Discussion continued.

**NEW BUSINESS**

None

**LEASING AND CUSTOMER FEES**

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**RECESS TO EXECUTIVE SESSION**

None

**OTHER BUSINESS**

Executive Director Bird explained that a proposed resolution was included on the Finance Committee Agenda to authorize payment to CenterPoint Properties Trust for the excess shortfall amount owed to them and Commissioner Huizenga felt this matter would be best addressed by the Capital Development Committee. Executive Director Bird explained this is the last remaining part of the process with CenterPoint after the completion of an Amended and Restated Development and Lease Agreement and with the sale of the Pella and N-26 parcels. He continued that if this amount is paid the Airport Authority will be debt free and would save the Airport Authority a significant amount in interest payments. Discussion occurred. Chairman Gorski stated that since this was not an agenda item for action by the Capital Development Committee, an informal recommendation for adoption by the full Board could be made by the Committee. All Committee Members agreed to make an informal recommendation to the full Board for passage.

Commissioner Sabathne' made a **MOTION** to adjourn the Capital Development, Leasing and Customer Fees Committee Meeting; the **motion was seconded** by Commissioner Davis and was unanimously passed by voice vote. The meeting was adjourned at 3:02 p.m.

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**Gerald M. Gorski, Chairman**  
**Capital Development, Leasing and Customer Fees Committee**

**DuPAGE AIRPORT AUTHORITY  
FINANCE, BUDGET AND AUDIT COMMITTEE  
Wednesday, September 26, 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, September 26, 2012. Chairman Huizenga called the meeting to order at 10:40 a.m.

**Commissioners Present:** Davis, Donnelly, Huizenga.

**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 July 2012 Financial Statements**

Executive Director Bird asked Patrick Hoard to discuss the Financial Statements.

Mr. Hoard stated the recent software upgrade has delayed preparation of the August financials; updated financial reports will be provided at the next meeting. Discussion occurred.

*Revenues* increased overall by nearly 3%.

*Expenditures* decreased 4% overall from budget.

*Net Profit* is higher than last year at this point; \$800,000 ahead of 2011.

All businesses are doing well.

*Non Operating Revenues* are slightly less than budgeted as a result of property taxes payments not yet received.

*Cash Balance Beginning* was \$26.9 million and *Cash Balance Ending* was \$26.8 million.

*Capital Program:* Last year the Airport Authority spent 2 million at this point year to date; still short of that number due to Grant funding delays.

Mr. Hoard advised that a "first pass" on the 2013 budget is provided the Committee and staff will be bringing a more completed budget document to the Finance Committee at the Special Meeting held in October and for final review in November. The final 2013 Tentative Budget and Appropriations will be presented to the Board for adoption at the November Board Meeting.

Mr. Hoard explained a recommended change in the accounting reports for the Capital Reserve Accounts. He stated that historically the Airport Authority has used property tax dollars received to fund capital projects. He continued that from an accounting principles standpoint, to better define the use of property tax dollars, a Major Maintenance line item will be added. This change will more accurately handle reporting from an accounting standpoint. He continued to explain this recommendation and discussion occurred. Mr. Hoard added that this suggestion was made by Crowe Horwath during their review earlier this year and clearly defines the use of property tax dollars; staff is not changing anything that is currently being done, only re categorizing the line

items to provide more transparency. Chairman Huizenga asked that resolution be prepared and presented for Board passage at the November meeting to reflect this clarification of our reporting of property tax dollars spent by the Airport Authority for capital projects and major maintenance.

Discussion continued on the capital project anticipated for 2013 and discussion continued.

**Proposed Ordinance 2012-1675; Award of procurement of Banking Services for the DuPage Airport Authority to MB Financial.**

Executive Director Bird advised that a number of submittals were received in response to the Request for Proposals for banking and financial investment services. He explained that a selection panel was established to review all of the written submittals and three banks were shortlisted for oral presentations. He reviewed the process for selection. Executive Director Bird advised that after the presentations were made, MB Financial was unanimously selected as the strongest proposal for the Airport Authority's overall banking services. Discussion continued briefly and staff recommended approval.

A **MOTION** was made by Commissioner Davis to recommend Board approval of Proposed Ordinance 2012-1675; Award of Procurement of Banking Services for the DuPage Airport Authority to MB Financial. The motion was seconded by Commissioner Donnelly and was unanimously passed by roll call vote (3-0).

**Proposed Ordinance 2012-1688; Award of Procurement of Financial Investment Services for the DuPage Airport Authority to PNC Capital Advisors.**

Executive Director Bird continued that PNC Capital Advisors was clearly the strongest proposal to provide financial investment services for the Airport Authority. Discussion occurred.

A **MOTION** was made by Commissioner Davis to recommend Board approval of Proposed Resolution 2012-1688; Award of Procurement of Financial Investment Services for the DuPage Airport Authority to PNC Capital Advisors. The **motion was seconded** by Commissioner Donnelly and was passed unanimously by roll call vote (3-0).

**Proposed Resolution 2012-1685; Authorizing the Payment of Excess Shortfall Amount to CenterPoint Properties Trust.**

Chairman Huizenga stated that he felt this proposed resolution would be more appropriately addressed by the Capital Development Committee. No action was taken by the Committee on this agenda item.

**Executive Director Bird stated that as a result of the newly adopted Property and Procurement Policies specifically relating to Master Agreements, the next four items are reflective of this new policy.**

**Proposed Resolution 2012-1676; Award of Bid to Dalmatian Fire Equipment Ltd. for the Procurement of On Call Fire Alarm Services.**

Discussion occurred and staff recommended approval of the award to Dalmatian Fire Equipment for On Call Fire Alarm Services.

A **MOTION** was made by Commissioner Donnelly to recommend Board approval of Proposed Resolution 2012-1676; Award of Bid to Dalmatian Fire Equipment Ltd. for the Procurement of On Call Fire Alarm Services. The **motion was seconded** by Commissioner Davis and was passed unanimously by roll call vote (3-0).

**Proposed Resolution 2012-1678; Award of Bid to Gary Spielman Plumbing Inc. for the Procurement of On Call Plumbing Services.**

Discussion continued briefly and staff recommended approval.

A **MOTION** was made by Commissioner Donnelly to recommend Board approval of Proposed Resolution 2012-1678; Award of Bid to Gary Spielman Plumbing Inc. for the Procurement of On Call Plumbing Services. The **motion was seconded** by Commissioner Davis and was passed unanimously by roll call vote (3-0).

**Proposed Resolution 2012-1679; Award of Bid to FDG Electrical Services, Inc. for the Procurement of On Call Electrical Services.**

Staff recommended approval.

A **MOTION** was made by Commissioner Davis to recommend Board approval of Proposed Resolution 2012-1679; Award of Bid to FDG Electrical Services, Inc. for the Procurement of On Call Electrical Services. The **motion was seconded** by Commissioner Donnelly and was passed unanimously by roll call vote (3-0).

**Proposed Resolution 2012-1680; Award of Bid to Discipio Enterprises, Inc. for Snow Removal Services.**

Discussion followed and staff recommended approval.

A **MOTION** was made by Commissioner Davis to recommend Board approval of Proposed Resolution 2012-1680; Award of Bid to Discipio Enterprises, Inc. for Snow Removal Services. The **motion was seconded** by Commissioner Donnelly and was passed unanimously by roll call vote (3-0).

**Proposed Resolution 2012-1681; Award of Bid to Arlington Power Equipment for the Procurement of two (2) Zero Turn Diesel Power Mowers.**

Executive Director Bird asked Byron Miller to review this proposed bid award. Mr. Miller stated that maintaining the airfield with all of the many lights and signs is a challenging job and historically staff has used small mowers and some UTR 4-wheel steering machines. He continued that these old mowers are now being replaced with zero turn mowers for this purpose. Discussion continued and staff recommended approval.

A **MOTION** was made by Commissioner Davis to recommend Board approval of Proposed Resolution 2012-1676; Award of Bid to Arlington Power Equipment for the Procurement of Two (2) Zero Turn Diesel Power Mowers. The **motion was seconded** by Commissioner Donnelly and was passed unanimously by roll call vote (3-0).

**Proposed Resolution 2012-1682; Award of Contract to NA-CHURS Plant Food Company d/b/a Nachurs Alpine Solutions Industrial for the Procurement of Runway Deicing Fluid.**

Mr. Miller explained this purchase is for liquid runway deicing fluid. He continued that due to the mild winter in 2011-2012 a significant amount of deicing fluid is remaining in stock and possibly no additional purchase will be necessary. Approval is requested to allow purchase of deicing materials on an as needed basis if required. Discussion followed and staff recommended approval.

A **MOTION** was made by Commissioner Donnelly to recommend Board approval of Proposed Resolution 2012-1682; Award of Contract to NA-CHURS Plant Food Company d/b/a Nachurs Alpine Solutions Industrial for the Procurement of Runway Deicing Fluid. The **motion was seconded** by Commissioner Davis and was passed unanimously by roll call vote (3-0).

**Proposed Resolution 2012-1683; Award of Bid to LNT Solutions Inc. for the Procurement of Sodium Formate Deicing Materials.**

Discussion continued briefly for this purchase of dry chemical deicing materials and staff recommended approval of this award to LNT Solutions Inc.

A **MOTION** was made by Commissioner Davis to recommend Board approval of Proposed Resolution 2012-1683; Award of Bid to LNT Solutions Inc. for the Procurement of Sodium Formate Deicing Materials. The **motion was seconded** by Commissioner Donnelly and was passed unanimously by roll call vote (3-0).

**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 unanimously by voice vote. The meeting adjourned at 11:20 a.m.

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**Peter Huizenga, Chairman**  
**Finance, Budget and Audit Committee**

**DuPAGE AIRPORT AUTHORITY  
FINANCE, BUDGET AND AUDIT COMMITTEE  
SPECIAL MEETING**

**Friday, October 26, 2012  
Huizenga Capital Management  
Oak Brook, Illinois**

A Special Meeting of the Finance, Budget and Audit Committee of the DuPage Airport Authority Board of Commissioners was convened in the offices of Huizenga Capital Management in Oak Brook, Illinois on Monday, October 26, 2012. Chairman Huizenga called the meeting to order at 10:04 a.m. and a quorum was present for the meeting.

***Commissioners Present:*** Huizenga, Donnelly, Davis.

***Commissioners Absent:*** None

***DuPage Airport Authority Staff Present:*** Executive Director David Bird; Patrick Hoard, Director of Finance; Byron Miller, Director of Operations; Mark Doles, Director of Aviation Facilities and Properties; John Schlaman, General Manager, Prairie Landing Golf Club; Pam Miller, Executive Assistant and Board Liaison.

***Others:*** None

**Discussion of the Tentative Budget and Appropriations for the Fiscal Year Beginning January 1, 2013 and Ending December 31, 2013.**

Executive Director Bird stated that staff has been conservative with budget preparation and has maintained a status quo 2013 Budget with no significant program enhancements. He continued that only one new position was being requested in the 2013 Budget, a cook position for Prairie Landing Golf Club and he explained the need for this additional position at Prairie Landing.

Executive Director Bird stated that staff is forecasting a decrease in Airport Operations Revenues. He explained that some of this decrease in revenues may be offset by potential new tenants that have not finalized their agreements with the Airport Authority at this point. He added that two of the current leases will be ending during 2013 and their flight departments moving, however a pickup in business is expected with the potential signing of two significant leases for both hangar and office space at the Airport and in the Flight Center Building. This would provide significant increased revenues. Discussion occurred regarding these potential tenants. Executive Director Bird advised that at Prairie Landing, banquets revenues continue to be a source of good news, offsetting the decreases experienced on the golf operations side. He pointed out an increase in expenses for Prairie Landing that is being driven by Food and Beverage which is also offset by revenues.

Executive Director Bird continued that on the Operating side, there is a significant reduction due to the pay off of the shortfall amount owed to CenterPoint; all payments formerly being made to CenterPoint will be retained by the Airport Authority. He continued that in the Marketing budget, staff is considering entering into an agreement with a company known by FBO's throughout the country that would be a marketing enhancement for the Airport. He also advised that funds have been included for a new website design as the Airport Authority's website has become antiquated and difficult to navigate. He added that website design is very important to our marketing efforts as well as brochures and flyers to make customers aware of the recent Flight Center Improvements.

Executive Director Bird then asked Patrick Hoard and the other directors to review their specific department's 2013 budget and to highlight any significant changes from 2012. Discussion occurred.

Executive Director Bird stated that the Finance Committee will have another opportunity to review and discuss the 2013 Tentative Budget and Appropriations at the November Finance Committee Meeting with presentation to the full Board at the November 14, 2012 Regular Meeting.

A **MOTION** was made by Commissioner Davis to adjourn the Special Meeting of the Finance, Budget and Audit Committee; the motion was seconded by Commissioner Donnelly and was passed unanimously by voice vote. The meeting adjourned at 11:35 a.m.

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





## MONTHLY STATISTICS

**September 2012**

	<u>Sept. '12</u>	<u>Sept. '11</u>	<u>'12 vs. '11</u>	<u>September Percent Change</u>	<u>YTD 2012</u>	<u>YTD 2011</u>	<u>'12 vs. '11</u>	<u>Percent Change</u>
<b>FUEL</b>								
100LL	21,311	20,447	864	4.2%	179,169	180,061	(892)	-0.5%
Jet A	197,332	190,715	6,617	3.5%	1,649,208	1,702,264	(53,056)	-3.1%
<b>Total Gallons</b>	<b>218,643</b>	<b>211,162</b>	<b>7,481</b>	<b>3.5%</b>	<b>1,828,377</b>	<b>1,882,325</b>	<b>(53,948)</b>	<b>-2.9%</b>
<b>OPERATIONS</b>								
Local	2,709	2,142	567	26.5%	22,418	22,222	196	0.9%
Itinerant	4,822	4,781	41	0.9%	39,400	41,784	(2,384)	-5.7%
<b>Total Ops</b>	<b>7,531</b>	<b>6,923</b>	<b>608</b>	<b>8.8%</b>	<b>61,818</b>	<b>64,006</b>	<b>(2,188)</b>	<b>-3.4%</b>

### REGIONAL OPS

	<u>Sept. '12</u>	<u>Sept. '11</u>	<u>'12 vs. '11</u>	<u>September Percent Change</u>	<u>YTD 2012</u>	<u>YTD 2011</u>	<u>'12 vs. '11</u>	<u>Percent Change</u>
<b><u>Total OPS</u></b>								
DuPAGE	7,531	6,923	608	8.8%	61,818	64,006	(2,188)	-3.4%
Palwaukee	7,943	7,887	56	0.7%	65,553	64,127	1,426	2.2%
Aurora	6,114	5,528	586	10.6%	53,699	58,236	(4,537)	-7.8%
Waukegan	4,470	3,962	508	12.8%	37,524	58,236	(20,712)	-35.6%
State of Illinois	168,790	168,201	589	0.4%	1,449,863	1,460,537	(10,674)	-0.7%
Teterboro	14,595	14,718	(123)	-0.8%	118,117	118,155	(38)	0.0%
Van Nuys	21,018	22,977	(1,959)	-8.5%	201,073	234,977	(33,904)	-14.4%
Centennial	27,176	30,317	(3,141)	-10.4%	227,013	223,410	3,603	1.6%
<b><u>Local OPS</u></b>								
DuPAGE	2,709	2,142	567	26.5%	22,418	22,222	196	0.9%
Palwaukee	1,598	1,895	(297)	-15.7%	16,316	17,603	(1,287)	-7.3%
Aurora	2,730	2,338	392	16.8%	26,619	25,848	771	3.0%
Waukegan	2,016	1,820	196	10.8%	16,993	15,239	1,754	11.5%
State of Illinois	29,830	27,398	2,432	8.9%	234,947	239,867	(4,920)	-2.1%
Teterboro	0	0	0		0	0	0	
Van Nuys	7,277	7,850	(573)	-7.3%	73,942	74,104	(162)	-0.2%
Centennial	11,982	12,855	(873)	-6.8%	95,596	98,783	(3,187)	-3.2%
<b><u>Itinerant OPS</u></b>								
DuPAGE	4,822	4,781	41	0.9%	39,400	41,784	(2,384)	-5.7%
Palwaukee	6,345	5,992	353	5.9%	49,237	46,524	2,713	5.8%
Aurora	3,384	3,190	194	6.1%	27,080	32,388	(5,308)	-16.4%
Waukegan	2,454	2,142	312	14.6%	20,531	42,997	(22,466)	-52.3%
State of Illinois	138,960	140,803	(1,843)	-1.3%	1,214,916	1,220,670	(5,754)	-0.5%
Teterboro	14,595	14,718	(123)	-0.8%	118,117	118,155	(38)	0.0%
Van Nuys	13,741	15,127	(1,386)	-9.2%	127,131	160,873	(33,742)	-21.0%
Centennial	15,194	17,462	(2,268)	-13.0%	131,417	124,627	6,790	5.4%

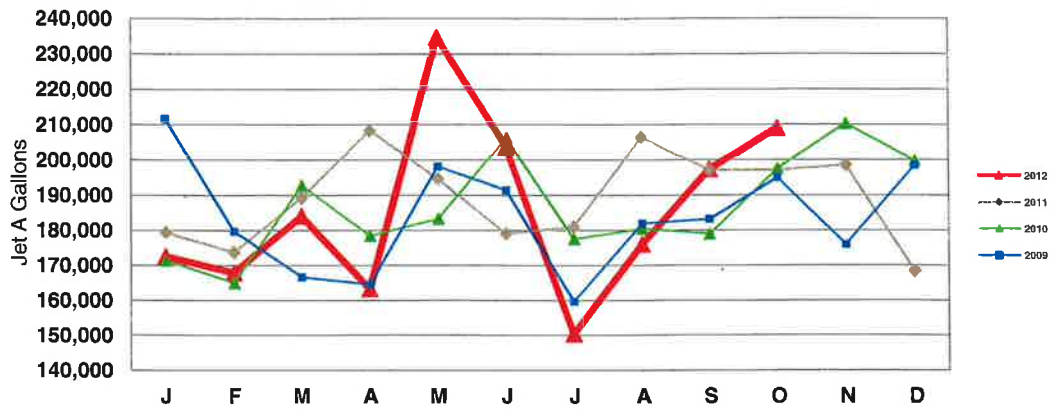


## MONTHLY STATISTICS

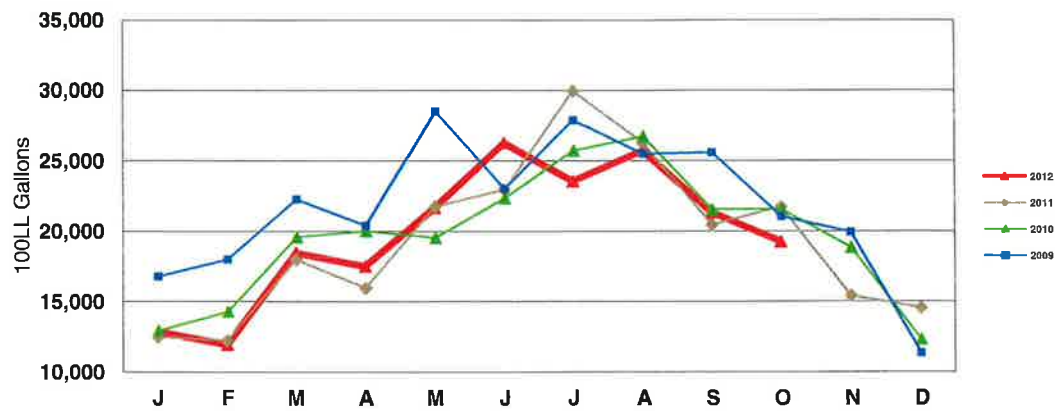
**October 2012**

	<u>Oct. '12</u>	<u>Oct. '11</u>	<u>'12 vs. '11</u>	<u>October Percent Change</u>	<u>YTD 2012</u>	<u>YTD 2011</u>	<u>'12 vs. '11</u>	<u>Percent Change</u>
<b>FUEL</b>								
100LL	19,248	21,719	(2,471)	-11.4%	198,417	201,780	(3,363)	-1.7%
Jet A	208,949	197,125	11,824	6.0%	1,858,157	1,899,389	(41,232)	-2.2%
<b>Total Gallons</b>	<b>228,197</b>	<b>218,844</b>	<b>9,353</b>	<b>4.3%</b>	<b>2,056,574</b>	<b>2,101,169</b>	<b>(44,595)</b>	<b>-2.1%</b>

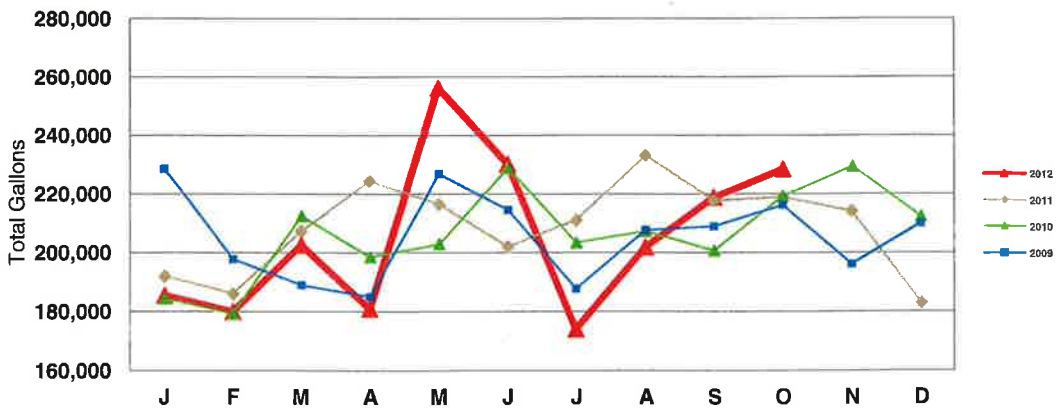
### Jet A by Month



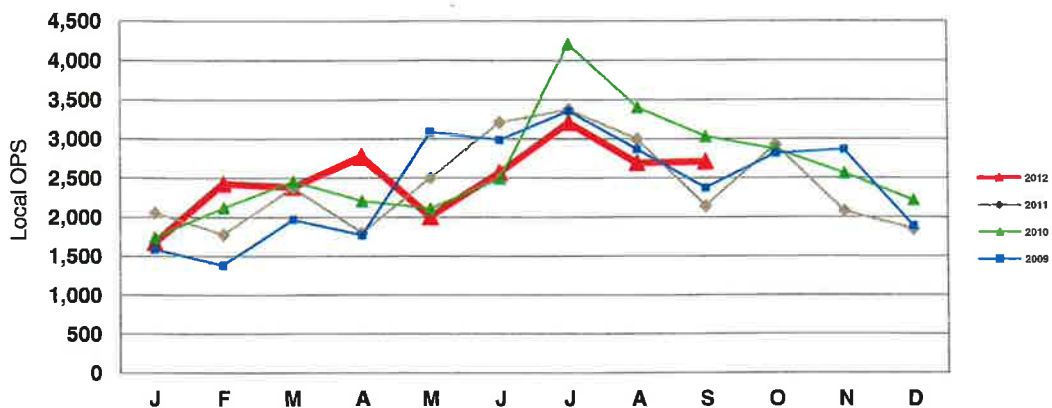
### 100LL by Month



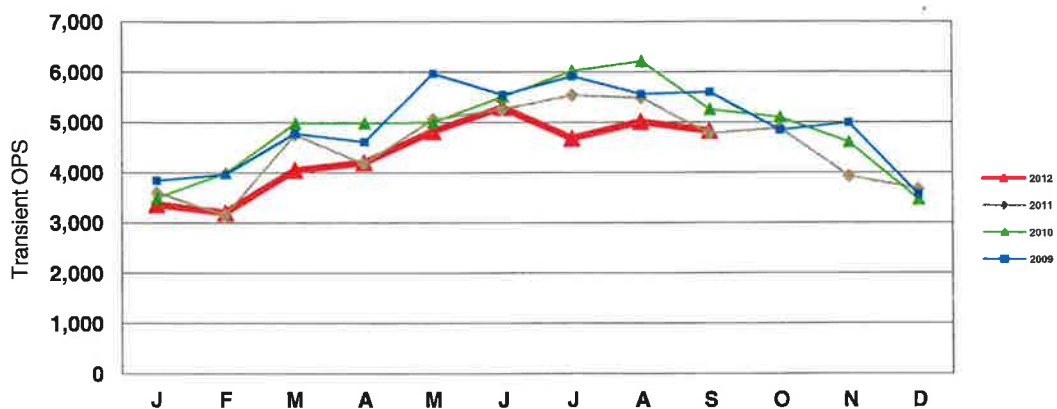
### Total Gallons by Month



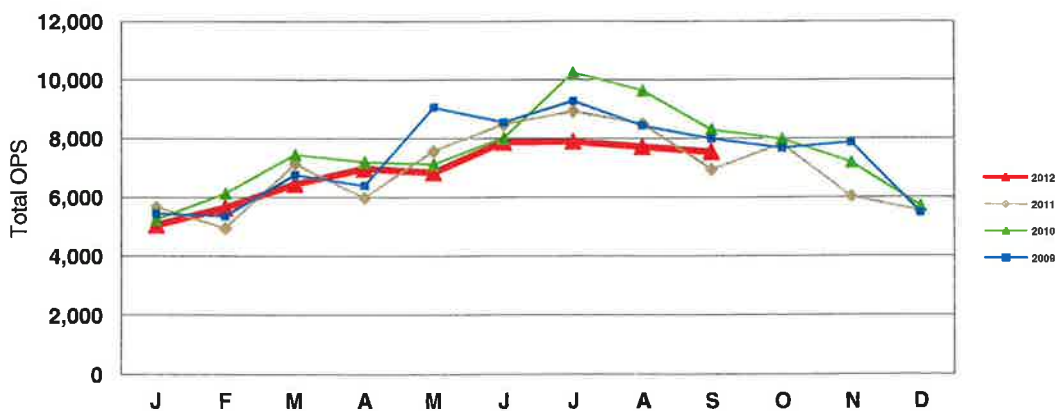
### Local OPS by Month



### Transient OPS by Month



### Total OPS by Month



**DuPAGE AIRPORT AUTHORITY  
BOARD OF COMMISSIONERS**

**REGULAR MEETING  
WEDNESDAY, NOVEMBER 14, 2012**

**TENTATIVE AGENDA**

**6. Review of Financial Statements**

**Supporting materials will be provided  
under separate cover.**

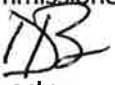


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# DUPAGE AIRPORT AUTHORITY

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

**FROM:** David Bird   
Executive Director

**RE:** Proposed Ordinance 2012-258; Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2013 and Ending December 31, 2013.

**DATE:** November 7, 2012

**SUMMARY:**

Pursuant to Illinois Statute, the Airport Authority is required to pass within the first quarter of their fiscal year, A Tentative Budget and Appropriations Ordinance and to forward to DuPage County Board Chairman. As authorized by Illinois Statute, the County Board Chairman has thirty (30) days to review and has the right of line item veto.

**PREVIOUS COMMITTEE/BOARD ACTION:**

October 26, 2012 – Finance, Budget and Audit Committee did a preliminary review of the Tentative 2013 Budget and Appropriations.

November 14, 2012 - Finance, Budget and Audit Committee will have the final review and have an opportunity to recommend Board approval of Proposed Ordinance 2012-258; Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year beginning January 1, 2013 and Ending December 31, 2013.

**REVENUE OR FUNDING IMPLICATIONS:**

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

**STAKEHOLDER PROCESS:**

No stakeholders have been identified at this time.

**LEGAL REVIEW:**

Legal review of this item is not necessary.

**ATTACHMENTS:**

Proposed Ordinance 2012-258; Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2013 and Ending December 31, 2013.

**ALTERNATIVES:**

The Board can deny, modify or amend this issue.

**RECOMMENDATION:**

It is the recommendation of the Executive Director that the Board approve Proposed Ordinance 2012-258; Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2013 and Ending December 31, 2013.



# **DUPAGE AIRPORT AUTHORITY**

**2013**

## **TENTATIVE BUDGET & APPROPRIATIONS**

# ORDINANCE 2012-258

## TENTATIVE BUDGET & APPROPRIATIONS ORDINANCE

for the DUPAGE AIRPORT AUTHORITY  
for the FISCAL YEAR BEGINNING JANUARY 1, 2013  
and ENDING DECEMBER 31, 2013

WHEREAS, The Board of Commissioners of the DuPage Airport Authority, an Illinois Special District, has adopted a fiscal year beginning January 1, 2013 and ending December 31, 2013, and has estimated the sums of money necessary to pay the costs of operating the DuPage Airport Authority and all other expenses and liabilities of the Authority for Fiscal Year 2013.

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

SECTION 1: For the fiscal year beginning January 1, 2013 and ending December 31, 2013 the following sums of money below are hereby budgeted and appropriated for the corporate purposes of the Corporate Fund of the DuPage Airport Authority:

Estimated Cash Balance - Beginning - <i>Non Designated</i>	\$ 8,485,590
Estimated Cash Balance - Beginning - <i>Designated</i>	\$ 17,195,994
	\$ 25,681,584
<b><u>OPERATING REVENUES</u></b>	
Airport Operations	\$ 4,374,898
Flight Center Fuel Operations	\$ 12,257,310
Prairie Landing Golf Course	2,836,818
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 19,469,026</b>
<b><u>OPERATING EXPENSES</u></b>	
Airport Operations	\$ 6,121,157
Flight Center Fuel Operations	10,652,941
Prairie Landing Golf Course	\$ 2,575,606
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 19,349,704</b>
<b><u>NON OPERATING - DEBT SERVICE/CAPITAL/TAXES</u></b>	
<b><u>REVENUES</u></b>	
Miscellaneous Taxes	\$ 53,500
Property Taxes/Abatement	\$ 6,058,000
Interest Income	\$ 150,000
Gain of Sale from Fixed Assets	\$ 55,000
<b>TOTAL NON-OPERATING REVENUES</b>	<b>\$ 6,316,500</b>
<b><u>EXPENSES</u></b>	
Property Tax (DAA)	\$ 198,000
Property Tax (PLGC)	\$ 256,000
<b>TOTAL NON-OPERATING EXPENSES</b>	<b>\$ 454,000</b>
<b><u>CAPITAL DEVELOPMENT PROGRAM</u></b>	
Capital Projects	\$ 13,804,450
Projects from Capital Reserve	\$ 1,300,000
Golf Course Capital	\$ 767,000
Equipment	\$ 1,001,800
Major Maintenance of Capital Assets	\$ 732,340
<b>TOTAL CAPITAL DEVELOPMENT PROGRAM</b>	<b>\$ 17,605,590</b>
<b>Total FY2013 Revenues</b>	<b>\$ 25,785,526</b>
<b>Total FY2013 Expenditures</b>	<b>\$ 37,409,294</b>
<b>Cash Balance - Ending</b>	<b>\$ 14,057,816 *</b>
<b>* Cash Balance - Ending split as follows:</b>	
Capital Reserve Restricted Fund Ending	\$ 5,648,404
Non Designated Cash Ending	\$ 8,409,412



SECTION 2: That the following budget and appropriations, containing an estimate of the receipts and expenditures for FISCAL YEAR 2012, be and are hereby adopted as the budget and appropriations of the Corporate Fund of the DuPage Airport Authority for said fiscal year:

## AIRPORT ADMINISTRATION / OPERATIONS

<b>REVENUES</b>		
	AIRCRAFT STORAGE	\$ 1,390,824
	COMMISSIONS	\$ 31,344
	LAND/BUILDING LEASES	\$ 2,847,480
	CUSTOM FEE	\$ 80,000
	MISCELLANEOUS	\$ 25,250
	<b>TOTAL REVENUES</b>	<b>\$ 4,374,898</b>
<b>CASH ON HAND - BEGINNING</b>		<b>\$ 6,467,690</b>
<b>TOTAL FUNDS AVAILABLE</b>		<b>\$ 10,842,588</b>
<b>EXPENDITURES</b>		
<b>SALARIES</b>		
	STAFF & COMMISSIONERS	\$ 2,183,639
	<b>SALARIES TOTAL</b>	<b>\$ 2,183,639</b>
<b>BENEFITS</b>		
	FICA	\$ 159,950
	UNEMPLOYMENT INSURANCE	\$ 39,419
	GROUP INSURANCE	\$ 388,908
	UNIFORMS	\$ 9,006
	IMRF	\$ 197,183
	<b>BENEFITS TOTAL</b>	<b>\$ 794,466</b>
<b>GENERAL &amp; ADMINISTRATIVE</b>		
	EDUCATION / TRAINING / TRAVEL	\$ 15,780
	DUES & SUBSCRIPTIONS	\$ 17,185
	PRINTING AND POSTAGE	\$ 20,730
	COMPUTER AND SOFTWARE	\$ 35,450
	COMMUNICATIONS	\$ 50,074
	GENERAL OFFICE	\$ 54,800
	MISCELLANEOUS	\$ 900
	<b>GEN. &amp; ADMIN. TOTAL</b>	<b>\$ 194,919</b>
<b>OUTSIDE SERVICES</b>		
	CONSULTING SERVICES	\$ 103,100
	ACCOUNTING / AUDIT	\$ 46,000
	CUSTOMS/CONTROL TOWER	\$ 503,000
	MISC OUTSIDE SERVICES	\$ 135,000
	LEGAL	\$ 200,000
	BUILDING INSPECTION SERVICES	\$ 12,675
	SNOW REMOVAL/ICE CONTROL	\$ 80,000
	ARFF	\$ 400,000
	<b>OUTSIDE TOTAL</b>	<b>\$ 1,479,775</b>
<b>MAINTENANCE</b>		
	EQUIPMENT LEASE / MAINT. CONTRACTS	\$ 50,171
	SUPPLIES/HANDTOOLS & SMALL EQUIPMENT	\$ 700
	FUEL/OIL VEHICLES & EQUIPMENT	\$ 85,000
	FIELD MAINTENANCE	\$ 150,000
	BUILDING MAINTENANCE	\$ 213,000
	MACHINE & EQUIPMENT	\$ 57,000
	<b>MAINTENANCE TOTAL</b>	<b>\$ 555,871</b>
<b>INSURANCE</b>		<b>\$ 316,538</b>
<b>MARKETING / PUBLIC RELATIONS</b>		<b>\$ 119,312</b>
<b>UTILITIES</b>		
	GARBAGE REMOVAL / JANITORIAL	\$ 52,518
	GAS HEAT	\$ 130,000
	ELECTRIC	\$ 266,000
	WATER/SEWER	\$ 28,119
	<b>TOTAL UTILITIES</b>	<b>\$ 476,637</b>
<b>TOTAL EXPENDITURES AUTHORITY</b>		<b>\$ 6,121,157</b>
<b>ADMINISTRATION &amp; OPERATIONS</b>		<b>\$ 6,121,157</b>
<b>CASH ON HAND ENDING</b>		<b>\$ 4,721,431</b>

**DUPAGE FLIGHT CENTER FUEL OPERATIONS****REVENUES**

FUEL & OIL SALES	\$ 11,980,985
SERVICES & CATERING	\$ 267,425
MISCELLANEOUS INCOME	\$ 8,900
<b>TOTAL REVENUES</b>	<b>\$ 12,257,310</b>

**CASH ON HAND - BEGINNING****\$ 1,578,385****TOTAL FUNDS AVAILABLE****\$ 13,835,695****EXPENDITURES****SALARIES**

STAFF	\$ 923,946
<b>SALARIES TOTAL</b>	<b>\$ 923,946</b>

**BENEFITS**

FICA	\$ 70,682
UNEMPLOYMENT INSURANCE	\$ 26,910
GROUP INSURANCE	\$ 245,000
UNIFORMS	\$ 9,632
IMRF	\$ 88,052
<b>BENEFITS TOTAL</b>	<b>\$ 440,276</b>

**COST OF SALES**

COST OF SALES - FUEL/OIL	\$ 8,574,463
COST OF SALES - DEICE	\$ 25,000
COST OF SALES - CATERING	\$ 86,150
<b>COST OF SALES TOTAL</b>	<b>\$ 8,685,613</b>

**GENERAL & ADMINISTRATIVE**

BUILDING RENT	\$ 48,000
EDUCATION / TRAINING / TRAVEL	\$ 7,535
DUES & SUBSCRIPTIONS	\$ 800
PRINTING AND POSTAGE	\$ 30,000
SOFTWARE	\$ 7,000
COMMUNICATIONS	\$ 4,100
CREDIT CARD EXPENSE	\$ 167,000
MARKETING	\$ 35,000
<b>GEN. &amp; ADMIN. TOTAL</b>	<b>\$ 299,435</b>

**OUTSIDE SERVICES**

CONSULTING SERVICES/LEGAL	\$ 4,700
<b>OUTSIDE TOTAL</b>	<b>\$ 4,700</b>

**MAINTENANCE / OPERATIONS**

EQUIPMENT LEASE / MAINT. CONTRACTS	\$ 122,000
SUPPLIES	\$ 4,300
FUEL / OIL VEHICLES	\$ 28,071
MAINTENANCE EXPENSE	\$ 27,300
<b>MAINTENANCE TOTAL</b>	<b>\$ 181,671</b>

**INSURANCE**

<b>INSURANCE TOTAL</b>	<b>\$ 115,000</b>
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**UTILITIES**

ELECTRIC	\$ 2,300
<b>UTILITIES TOTAL</b>	<b>\$ 2,300</b>

**TOTAL EXPENDITURES FLIGHT  
CENTER FUEL OPERATION****\$ 10,652,941****CASH ON HAND ENDING****\$ 3,182,754**

# **PRAIRIE LANDING GOLF COURSE**

## **REVENUES**

GOLF OPERATIONS	
GREENS FEES	\$ 1,227,000
ASSOCIATION MEMBERSHIPS	\$ 153,000
RENTALS	\$ 7,000
PRACTICE CENTER	\$ 154,000
PRO SHOP SALES	\$ 155,000
TOTAL GOLF OPERATIONS	\$ 1,696,000
FOOD & BEVERAGE	
CLUBHOUSE	\$ 260,000
KITTY HAWK - DELI	\$ 43,200
BANQUET	\$ 834,243
TOTAL FOOD & BEVERAGE	\$ 1,137,443
MISCELLANEOUS INCOME	\$ 3,375
TOTAL MISCELLANEOUS INCOME	\$ 3,375
<b>TOTAL REVENUES</b>	<b>\$ 2,836,818</b>

## **CASH ON HAND - BEGINNING**

**\$ 439,515**

## **TOTAL FUNDS AVAILABLE**

**\$ 3,276,333**

## **EXPENSES**

SALARIES	
STAFF	\$ 1,129,185
SALARIES TOTAL	\$ 1,129,185
BENEFITS	
FICA	\$ 97,915
STATE UNEMPLOYMENT (SUTA)	\$ 72,043
WORKMAN'S COMP	
IMRF	\$ 84,253
GROUP INSURANCE	\$ 139,415
UNIFORMS	\$ 7,800
BENEFITS TOTAL	\$ 401,426
COST OF SALES	
COST OF SALES - GOLF	\$ 111,900
COST OF SALES - GRILL,EVENT, BANQUETS	\$ 302,065
COST OF SALES - KITTY HAWK	\$ 16,925
CREDIT CARD FEES	\$ 58,625
COST OF SALES TOTAL	\$ 489,515
GENERAL & ADMINISTRATIVE	
BUILDING RENT	
EDUCATION / TRAINING / TRAVEL	\$ 1,300
DUES & SUBSCRIPTIONS	\$ 11,775
PRINTING AND POSTAGE	\$ 2,400
SOFTWARE	\$ 5,000
COMMUNICATIONS	\$ 18,875
GENERAL SUPPLIES	\$ 58,700
TRANSFER COSTS TO FLIGHT CENTER	\$ (35,238)
MARKETING	\$ 55,525
GEN. & ADMIN. TOTAL	\$ 118,337
OUTSIDE SERVICES	
CONSULTING SERVICES/LEGAL	\$ 28,075
OUTSIDE TOTAL	\$ 28,075
MAINTENANCE / OPERATIONS	
COURSE MAINTENANCE	\$ 57,500
SUPPLIES	\$ 93,000
RENTAL EQUIPMENT	\$ 31,500
FUEL / OIL VEHICLES	\$ 25,000
BUILDING MAINTENANCE EXPENSE	\$ 47,000
MAINTENANCE TOTAL	\$ 254,000
INSURANCE	
INSURANCE TOTAL	\$ 64,008
UTILITIES	
GARBAGE REMOVAL / JANITORIAL	\$ 12,560
GAS HEAT	\$ 11,900
ELECTRIC	\$ 57,375
WATER/SEWER	\$ 9,225
UTILITIES TOTAL	\$ 91,060
<b>TOTAL EXPENSES - PRAIRIE LANDING</b>	<b>\$ 2,575,606</b>
<b>CASH ON HAND ENDING</b>	<b>\$ 700,727</b>

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

MISCELLANEOUS TAXES	\$ 53,500
PROPERTY TAXES	\$ 6,058,000
INTEREST INCOME	\$ 150,000
GAIN OF SALE FROM FIXED ASSETS	\$ 55,000
<b>TOTAL NON-OPERATING REVENUES</b>	<b>\$ 6,316,500</b>

**CAPITAL DEVELOPMENT PROGRAM**

AIRPORT OPERATIONS	\$ 13,804,450
FLIGHT CENTER	\$ 1,300,000
GOLF COURSE CAPITAL	\$ 767,000
EQUIPMENT (all businesses)	\$ 1,001,800
Major Maintenance of Capital Assets	\$ 732,340
<b>TOTAL CAPITAL DEVELOPMENT</b>	<b>\$ 17,605,590</b>

**PROPERTY TAX**

PROPERTY TAX (DAA)	\$ 198,000
PROPERTY TAX (PLGC)	\$ 256,000
<b>TOTAL DEBT SERVICE</b>	<b>\$ 454,000</b>

<b>TOTAL REVENUES FY 2013</b>	<b>\$ 25,785,526</b>
<b>TOTAL EXPENDITURES FY 2013</b>	<b>\$ 37,409,294</b>

<b>CASH ON HAND ENDING</b>	<b>\$ 14,057,816</b>
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**\* Cash on Hand - Ending split as follows:**

Capital Reserve Restricted Fund Ending	\$ 5,648,404
Operating Cash Ending	\$ 8,409,412

Said appropriation items shall constitute the Budget for the Corporate Fund of the Authority for FISCAL YEAR 2013.

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

The amounts specified are the maximum estimated for probable expenditures or commitments prior to December 31, 2013, and there is included in the appropriated amounts, funds derived from other sources than local taxation, and which may be spent for the benefit of the authority without actually being received and expended by it.

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

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

Passed and approved by the Board of Commissioners of the DuPage Airport Authority on November 14, 2012.

Record of Roll Call Vote:

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

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\_\_\_\_\_  
Chairman

(seal)  
ATTEST:

\_\_\_\_\_

**DUPAGE AIRPORT AUTHORITY  
PAYROLL HEADCOUNT WORKSHEET  
FISCAL YEAR 2013 BUDGET**

DEPARTMENT		2012					2013				
		CURRENT		NEW/OPEN POSITIONS		TOTALS	CURRENT		NEW/OPEN POSITIONS		TOTALS
		FULL	PART TIME	FULL	PART TIME		FULL	PART TIME	FULL	PART TIME	
DAA COMMISSIONERS		9	0	0	0	9	9	0	0	0	9
DAA ADMINISTRATION											
ADMINISTRATION		9	0	0	0	9	9	0	0	0	9
P/R MARKETING		1	0	0	0	1	1	0	0	0	1
ACCOUNTING		4	0	0	0	4	4	0	0	0	4
TOTAL ADMINISTRATION		14	0	0	0	14	14	0	0	0	14
DAA OPERATIONS											
FIELD		10	0	0	2	12	10	0	0	2	12
BUILDINGS		5	0	0	0	5	5	0	0	0	5
EQUIPMENT		2	0	0	0	2	2	0	0	0	2
TOTAL OPERATIONS		17	0	0	2	19	17	0	0	2	19
TOTAL ADMIN & OPERATIONS		31	0	0	2	33	31	0	0	2	33
FLIGHT CENTER-FUEL OPS											
LINE SERVICE		15	0	0	0	15	15	0	0	0	15
COUNTER		4	1	0	0	5	4	1	0	0	5
ACCOUNTING		1	0	0	0	1	1	0	0	0	1
TOTAL-FUEL OPS		20	1	0	0	21	20	1	0	0	21
PRAIRIE LANDING GOLF*											
FOOD,BEVERAGE,BANQUETS		5	15	0	0	20	7	15	0	0	22
ADMINISTRATION		0	0	0	0	0	0	0	0	0	0
GOLF OPERATIONS		1	0	0	0	1	1	0	0	0	1
MAINTENANCE		4	0	0	0	4	4	0	0	0	4
*Does not include about 60 seasonal employees who work about the same number of hours each year.											
TOTAL PRAIRIE LANDING GOLF		10	15	0	0	25	12	15	0	0	27
FINAL ENDING TOTAL		61	16	0	2	79	63	16	0	2	81



# DUPAGE AIRPORT AUTHORITY

# Total Airport Operations and Admininstration

## STATEMENT OF REVENUES AND EXPENSES

	AUDIT				AUDIT		2013	Percentage Change 2013 vs 2012
	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	Plan		
REVENUE	2008	2009	2010	2011	2012	Plan		
Field Operations	1,249,579	1,585,078	1,966,157	1,447,418	1,246,197	1,231,796		-1%
Building Operations	3,867,774	3,336,450	3,029,397	3,012,171	2,979,585	2,783,798		-7%
Flight Center	462,148	453,335	404,921	203,864	175,534	222,960		27%
Admin - Misc	329,334	222,788	221,593	148,109	139,200	136,344		-2%
Property Taxes	6,534,899	6,530,221	6,044,028	6,058,256	6,046,024	6,058,000		0%
Replacement Taxes	64,524	54,435	58,714	51,721	58,000	53,500		-8%
Interest Income	357,226	196,798	140,110	43,760	150,000	150,000		0%
Gain on Sale of Fixed Assets	20,669	46,401	59,290	62,004	55,000	55,000		0%
<b>TOTAL REVENUES</b>	<b>12,886,154</b>	<b>12,425,506</b>	<b>11,924,208</b>	<b>11,027,303</b>	<b>10,849,540</b>	<b>10,691,398</b>		-1%
EXPENSE								
Field Operations	1,327,390	1,278,106	1,424,948	1,620,243	1,641,914	1,651,814		1%
Building Operations	998,307	958,836	977,461	1,046,612	976,342	1,037,456		6%
Flight Center	476,178	420,000	392,594	383,637	403,384	334,705		-17%
Shop Equipment	476,161	391,606	424,398	392,138	461,938	435,779		-6%
Administration	2,912,299	2,795,047	2,067,204	2,172,024	2,031,368	2,228,654		10%
Commissioners	97,420	103,191	106,602	105,917	107,355	108,285		1%
Business Development and Marketing	83,154	85,545	90,413	145,412	166,079	194,604		17%
Accounting	256,617	257,473	246,466	258,255	293,797	327,860		12%
Interest Expense				266,388	255,974	0		-100%
<b>TOTAL EXPENSES</b>	<b>6,627,526</b>	<b>6,289,803</b>	<b>5,730,087</b>	<b>6,390,626</b>	<b>6,338,151</b>	<b>6,319,157</b>		0%
<b>NET INCOME</b>	<b>6,258,628</b>	<b>6,135,703</b>	<b>6,194,121</b>	<b>4,636,677</b>	<b>4,511,389</b>	<b>4,372,241</b>		-3%

# **Department A100 - Airport Administration**

## **Statement of Revenues and Expenses**

	2011 ACTUAL	2012 PLAN	2013 PLAN	Percentage Change 2013 vs 2012
3195 SASO Commissions	\$ 32,385	\$ 40,000	\$ 31,344	-22%
3250 Customs Fee	\$ 78,450	\$ 80,000	\$ 80,000	0%
3299 Non Airfield Rent/Lease/Maintenance Revenue	\$ 13,765	\$ -	\$ -	0%
3910 Replacement Taxes	\$ 51,721	\$ 58,000	\$ 53,500	-8%
3930 Prior Years Property Taxes	\$ 2,501	\$ 70,000	\$ 58,000	-17%
3940 Property Taxes	\$ 6,055,755	\$ 5,976,024	\$ 6,000,000	0%
3970 Interest Income	\$ 49,018	\$ 150,000	\$ 150,000	0%
3980 Finance Charge Income	\$ (5,258)	\$ 1,200	\$ -	-100%
3981 Gain on Sale of Fixed Assets	\$ 62,004	\$ 55,000	\$ 55,000	0%
3990 Misc. Income	\$ 23,059	\$ 18,000	\$ 25,000	39%
<b>Total Revenue</b>	<b>\$ 6,363,399</b>	<b>\$ 6,448,224</b>	<b>\$ 6,452,844</b>	<b>0%</b>
5410 Equip Leases/Maint. Contracts	\$ (20,489)	\$ (13,900)	\$ (14,000)	1%
5430 Supplies	\$ (16,846)	\$ (10,000)	\$ (11,000)	10%
5440 DOT/Drug Testing/Background	\$ (1,300)	\$ (300)	\$ (300)	0%
6100 Salaries	\$ (608,649)	\$ (691,272)	\$ (748,092)	8%
6110 Payroll Taxes	\$ (65,888)	\$ (47,621)	\$ (50,268)	6%
6115 Unemployment taxes	\$ (10,702)	\$ (8,561)	\$ (10,251)	20%
6120 Group Insurance	\$ (103,374)	\$ (111,035)	\$ (115,000)	4%
6160 IMRF	\$ (84,139)	\$ (60,947)	\$ (71,293)	17%
6200 Property Tax	\$ (91,337)	\$ (91,336)	\$ (100,000)	9%
6320 Community/Customer Relations	\$ (3,080)	\$ (3,500)	\$ (3,000)	-14%
6330 Travel	\$ (5,436)	\$ (12,000)	\$ (6,000)	-50%
6335 Education	\$ (3,137)	\$ (2,520)	\$ (3,000)	19%
6340 Dues, Subscriptions, Permits	\$ (9,415)	\$ (14,000)	\$ (14,000)	0%
6350 Printing and Postage	\$ (4,219)	\$ (4,000)	\$ (4,000)	0%
6356 Computer and Software	\$ (29,921)	\$ (25,000)	\$ (34,450)	38%
6390 Communications	\$ (26,174)	\$ (28,000)	\$ (26,000)	-7%
6400 Interest Expense	\$ (268,388)	\$ (255,974)	\$ -	-100%
6420 Bad Debt Expense	\$ (137,267)	\$ -	\$ -	0%
6430 Bank Charges	\$ (5,051)	\$ (4,800)	\$ -	-100%
6525 Consulting Services	\$ (134,425)	\$ (95,000)	\$ (100,000)	5%
6527 Outside Services	\$ (124,161)	\$ (103,421)	\$ (135,000)	31%
6531 U.S. Customs	\$ (161,029)	\$ (161,000)	\$ (160,000)	-1%
6532 Air Traffic Control Tower	\$ (270,679)	\$ (246,316)	\$ (343,000)	39%
6535 Legal	\$ (271,478)	\$ (202,800)	\$ (200,000)	-1%
6770 Insurance	\$ (81,999)	\$ (94,039)	\$ (80,000)	-15%
6999 Refund of Prior year Expenditures	\$ 96,394	\$ -	\$ -	0%
<b>Total Expense</b>	<b>\$ (2,442,190)</b>	<b>\$ (2,287,342)</b>	<b>\$ (2,228,654)</b>	<b>-3%</b>
<b>Net Income not including Depreciation or Major Maintenance</b>	<b>\$ 3,921,209</b>	<b>\$ 8,735,566</b>	<b>\$ 8,681,498</b>	<b>-1%</b>



# **Department A200 - Field Maintenance** **Statement of Revenues and Expenses**

		2011	2012	2013	Percentage Change
		ACTUAL	PLAN	PLAN	2013 vs 2012
3190	Collection Fees, Service Fees, Towing	\$ 30	\$ 40	\$ 50	25%
3191	Ramp, Tie Downs & Overnight fees	\$ 157,387	\$ 149,400	\$ 150,000	0%
3299	Non Airfield Rent/Lease/Maintenance Revenue	\$ 1,290,001	\$ 1,096,757	\$ 1,081,746	-1%
	<b>Total Revenue</b>	<b>\$ 1,447,418</b>	<b>\$ 1,246,197</b>	<b>\$ 1,231,796</b>	<b>-1%</b>
5205	Maintenance Expense	\$ (106,260)	\$ (157,760)	\$ (150,000)	-5%
5410	Equip Leases/Maint. Contracts	\$ (1,244)	\$ (12,750)	\$ (4,000)	-69%
5415	Garbage/Waste Removal	\$ (3,089)	\$ (5,400)	\$ (3,500)	-35%
5430	Supplies	\$ (9,119)	\$ (10,000)	\$ (10,000)	0%
5433	Ice Control Supplies	\$ (42,478)	\$ (57,072)	\$ (20,000)	-65%
5720	Utilities - Electric	\$ (62,210)	\$ (59,669)	\$ (55,000)	-8%
6100	Salaries	\$ (588,044)	\$ (616,150)	\$ (636,285)	3%
6110	Payroll Taxes	\$ (46,584)	\$ (47,135)	\$ (48,676)	3%
6115	Unemployment taxes	\$ (10,702)	\$ (12,710)	\$ (15,075)	19%
6120	Group Insurance	\$ (103,450)	\$ (113,191)	\$ (120,000)	6%
6130	Uniforms	\$ (3,690)	\$ (8,500)	\$ (6,000)	-29%
6160	IMRF	\$ (57,738)	\$ (51,464)	\$ (58,358)	13%
6330	Travel	\$ (64)	\$ (50)	\$ (150)	200%
6335	Education	\$ (868)	\$ (1,500)	\$ (750)	-50%
6340	Dues, Subscriptions, Permits	\$ (350)	\$ (150)	\$ (435)	190%
6350	Printing and Postage	\$ -	\$ (300)	\$ -	-100%
6390	Communications	\$ (1,320)	\$ (1,350)	\$ (1,320)	-2%
6525	Consulting Services	\$ (1,800)	\$ (2,883)	\$ (3,100)	8%
6527	Outside Services	\$ (165,095)	\$ (60,000)	\$ (60,000)	0%
6548	ARFF	\$ (365,821)	\$ (370,094)	\$ (400,000)	8%
6770	Insurance	\$ (50,316)	\$ (53,786)	\$ (59,165)	10%
	<b>Total Expense</b>	<b>\$ (1,620,242)</b>	<b>\$ (1,641,914)</b>	<b>\$ (1,651,814)</b>	<b>1%</b>
	<b>Net Income not including Depreciation or Major Maintenance</b>	<b>\$ (172,824)</b>	<b>\$ (395,717)</b>	<b>\$ (420,018)</b>	<b>-6%</b>

**Department A300 - Building Maintenance**  
**Statement of Revenues and Expenses**

		2011 ACTUAL	2012 PLAN	2013 PLAN	Percentage Change 2013 vs 2012
3180	Hanger Rentals	\$ 1,236,206	\$ 1,244,856	\$ 1,240,824	0%
3190	Collection Fees, Service Fees, Towing	\$ 180	\$ 150	\$ 200	33%
3299	Non Airfield Rent/Lease/Maintenance Revenue	\$ 1,775,785	\$ 1,734,579	\$ 1,542,774	-11%
	<b>Total Revenue</b>	<b>\$ 3,012,171</b>	<b>\$ 2,979,585</b>	<b>\$ 2,783,798</b>	<b>-7%</b>
5205	Maintenance Expense	\$ (205,634)	\$ (120,500)	\$ (165,600)	37%
5206	Reimburse for Maintenance	\$ 8,655	\$ 6,000	\$ -	-100%
5410	Equip Leases/Maint. Contracts	\$ (6,779)	\$ (4,000)	\$ (7,185)	80%
5415	Garbage/Waste Removal	\$ (6,583)	\$ (7,000)	\$ (6,977)	0%
5416	Janitorial Services	\$ (19,262)	\$ (22,000)	\$ (17,880)	-19%
5430	Supplies	\$ (10,675)	\$ (10,000)	\$ (11,000)	10%
5710	Utilities- Natural Gas	\$ (119,388)	\$ (128,484)	\$ (100,000)	-22%
5720	Utilities - Electric	\$ (108,648)	\$ (100,310)	\$ (106,000)	6%
5730	Utilities - Water/Sewer	\$ (14,289)	\$ (13,000)	\$ (13,390)	3%
6100	Salaries	\$ (316,292)	\$ (315,431)	\$ (323,278)	2%
6110	Payroll Taxes	\$ (25,787)	\$ (24,130)	\$ (24,731)	2%
6115	Unemployment taxes	\$ (5,351)	\$ (5,351)	\$ (6,408)	20%
6120	Group Insurance	\$ (64,415)	\$ (71,888)	\$ (76,995)	7%
6130	Uniforms	\$ (1,501)	\$ (1,300)	\$ (1,606)	24%
6160	IMRF	\$ (31,952)	\$ (27,411)	\$ (30,808)	12%
6335	Education	\$ (632)	\$ (500)	\$ -	-100%
6340	Dues, Subscriptions, Permits	\$ (105)	\$ (90)	\$ -	-100%
6350	Printing and Postage	\$ -	\$ (50)	\$ -	-100%
6390	Communications	\$ (14,963)	\$ (13,000)	\$ (15,711)	21%
6525	Consulting Services	\$ -	\$ (500)	\$ -	-100%
6527	Outside Services	\$ (5,014)	\$ (5,500)	\$ (6,800)	24%
6770	Insurance	\$ (96,219)	\$ (111,897)	\$ (123,087)	10%
	<b>Total Expense</b>	<b>\$ (1,044,834)</b>	<b>\$ (976,342)</b>	<b>\$ (1,037,456)</b>	<b>6%</b>
	<b>Net Income not including Depreciation or Major Maintenance</b>	<b>\$ 1,967,337</b>	<b>\$ 2,003,243</b>	<b>\$ 1,746,342</b>	<b>-13%</b>

# **Department A400 - Flight Center Building**

## **Statement of Revenues and Expenses**

		2011	2012	2013	Percentage Change
		ACTUAL	PLAN	PLAN	2013 vs 2012
3299	Non Airfield Rent/Lease/Maintenance Revenue	\$ 203,864	\$ 175,534	\$ 222,960	27%
	<b>Total Revenue</b>	<b>\$ 203,864</b>	<b>\$ 175,534</b>	<b>\$ 222,960</b>	<b>27%</b>
5205	Maintenance Expense	\$ (50,363)	\$ (47,300)	\$ (48,000)	1%
5410	Equip Leases/Maint. Contracts	\$ (16,810)	\$ (46,000)	\$ (17,986)	-61%
5415	Garbage/Waste Removal	\$ (1,244)	\$ (1,600)	\$ (1,331)	-17%
5416	Janitorial Services	\$ (48,144)	\$ (45,000)	\$ (22,830)	-49%
5430	Supplies	\$ (10,090)	\$ (9,500)	\$ (11,500)	21%
5710	Utilities- Natural Gas	\$ (28,588)	\$ (29,310)	\$ (22,000)	-25%
5720	Utilities - Electric	\$ (120,896)	\$ (120,703)	\$ (92,000)	-24%
5730	Utilities - Water/Sewer	\$ (16,076)	\$ (13,000)	\$ (13,390)	3%
6200	Property Tax	\$ (87,872)	\$ (87,872)	\$ (98,000)	12%
6390	Communications	\$ (1,692)	\$ (1,600)	\$ (1,793)	12%
6527	Outside Services	\$ (1,864)	\$ (1,500)	\$ (5,875)	292%
	<b>Total Expense</b>	<b>\$ (383,638)</b>	<b>\$ (403,385)</b>	<b>\$ (334,705)</b>	<b>-17%</b>
	<b>Net Income not including Depreciation or Major Maintenance</b>	<b>\$ (179,774)</b>	<b>\$ (227,851)</b>	<b>\$ (111,745)</b>	<b>51%</b>

## Department A500 - Shop & Equipment

### Statement of Revenues and Expenses

	2011	2012	2013	Percentage Change
	ACTUAL	PLAN	PLAN	2013 vs 2012
5205 Maintenance Expense	\$ (44,101)	\$ (57,300)	\$ (57,000)	-1%
5410 Equip Leases/Maint. Contracts	\$ (18,195)	\$ (12,000)	\$ (7,000)	-42%
5420 Fuel/Oil Vehicles Equipment	\$ (58,410)	\$ (98,000)	\$ (85,000)	-13%
5430 Supplies	\$ (5,144)	\$ (5,500)	\$ (5,500)	0%
5435 Small Equipment	\$ -	\$ (500)	\$ (700)	40%
5710 Utilities- Natural Gas	\$ (12,928)	\$ (15,949)	\$ (8,000)	-50%
5720 Utilities - Electric	\$ (18,047)	\$ (17,359)	\$ (13,000)	-25%
5730 Utilities - Water/Sewer	\$ (1,325)	\$ (1,300)	\$ (1,339)	3%
6100 Salaries	\$ (145,342)	\$ (151,659)	\$ (151,174)	0%
6110 Payroll Taxes	\$ (13,082)	\$ (11,601)	\$ (11,565)	0%
6115 Unemployment taxes	\$ (2,140)	\$ (2,140)	\$ (2,563)	20%
6120 Group Insurance	\$ (25,766)	\$ (28,755)	\$ (28,175)	-2%
6130 Uniforms	\$ (877)	\$ (1,000)	\$ (1,400)	40%
6160 IMRF	\$ (16,149)	\$ (12,929)	\$ (14,407)	11%
6335 Education	\$ (154)	\$ (83)	\$ -	-100%
6350 Printing and Postage	\$ -	\$ (75)	\$ (150)	100%
6390 Communications	\$ (1,665)	\$ (5,965)	\$ (5,000)	-16%
6770 Insurance	\$ (28,813)	\$ (39,824)	\$ (43,806)	10%
<b>Total Expenses</b>	<b>\$ (392,138)</b>	<b>\$ (461,939)</b>	<b>\$ (435,779)</b>	<b>-6%</b>

## Department A600 - Commissioners

### Statement of Revenues and Expenses

	2011	2012	2013	Percentage Change
	ACTUAL	PLAN	PLAN	2013 vs 2012
5430 Supplies	\$ (1,012)	\$ (1,000)	\$ (1,000)	0%
6100 Salaries	\$ (90,000)	\$ (90,000)	\$ (90,000)	0%
6110 Payroll Taxes	\$ (6,885)	\$ (6,886)	\$ (6,885)	0%
6350 Printing and Postage	\$ (1,739)	\$ (1,800)	\$ (1,750)	-3%
6390 Communications	\$ -	\$ (100)	\$ (250)	150%
6770 Insurance	\$ (6,282)	\$ (7,569)	\$ (8,400)	11%
<b>Total Expense</b>	<b>\$ (105,918)</b>	<b>\$ (107,355)</b>	<b>\$ (108,285)</b>	<b>1%</b>

## Department A700 - Business Development/Marketing

### Statement of Revenues and Expenses

	2011	2012	2013	Percentage Change
	ACTUAL	PLAN	PLAN	2013 vs 2012
5430	\$ (3,519)	\$ (3,825)	\$ (4,000)	5%
6100	\$ (38,619)	\$ (40,296)	\$ (41,996)	4%
6110	\$ (3,108)	\$ (3,082)	\$ (3,123)	1%
6115	\$ (1,070)	\$ (1,070)	\$ (1,281)	20%
6160	\$ (3,635)	\$ (3,446)	\$ (4,002)	16%
6300	\$ (86,132)	\$ (74,300)	\$ (99,812)	34%
6320	\$ (646)	\$ (16,500)	\$ (16,500)	0%
6330	\$ (2,545)	\$ (5,650)	\$ (5,650)	0%
6335	\$ (24)	\$ (30)	\$ (30)	0%
6340	\$ (3,719)	\$ (2,500)	\$ (2,750)	10%
6350	\$ (1,221)	\$ (13,580)	\$ (13,580)	0%
6356	\$ (564)	\$ (1,000)	\$ (1,000)	0%
6770	\$ (610)	\$ (800)	\$ (880)	10%
<b>Total Expense</b>	<b>\$ (145,412)</b>	<b>\$ (166,079)</b>	<b>\$ (194,604)</b>	<b>17%</b>

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

	2011	2012	2013	Percentage Change
	ACTUAL	PLAN	PLAN	2013 vs 2012
5430	\$ (909)	\$ (900)	\$ (800)	-11%
6100	\$ (133,435)	\$ (139,759)	\$ (192,814)	38%
6110	\$ (12,898)	\$ (12,265)	\$ (14,702)	20%
6115	\$ (3,210)	\$ (3,211)	\$ (3,841)	20%
6120	\$ (42,381)	\$ (46,740)	\$ (48,738)	4%
6160	\$ (15,769)	\$ (13,932)	\$ (18,315)	31%
6330	\$ (470)	\$ (100)	\$ (120)	20%
6335	\$ (73)	\$ (50)	\$ (80)	60%
6350	\$ (1,381)	\$ (1,600)	\$ (1,250)	-22%
6527	\$ (45,952)	\$ (42,903)	\$ (46,000)	7%
6770	\$ (1,776)	\$ (2,337)	\$ (1,200)	-49%
<b>Total Expenses</b>	<b>\$ (258,254)</b>	<b>\$ (263,797)</b>	<b>\$ (327,860)</b>	<b>24%</b>

*CHICAGOLAND'S*

*DUPAGE FLIGHT CENTER* 



# **Department F100 - Flight Center Operations**

## **Statement of Revenues and Expenses**

	2011 ACTUAL	2012 PLAN	2013 PLAN	Percentage Change 2013 vs 2012
3180 Hanger Rentals	\$ 201,767	\$ 140,000	\$ 148,000	6%
3191 Ramp, Tie Downs & Overnight fees	\$ 29,846	\$ 25,000	\$ 27,000	8%
3200 Fuel and Oil Sales	\$ 11,626,351	\$ 11,768,070	\$ 11,980,985	2%
3201 Volume Rebate	\$ (44,486)	\$ (36,000)	\$ -	-100%
3210 Line Service - Other	\$ 55,246	\$ 82,000	\$ 56,425	-31%
3215 Aircraft Catering	\$ 32,666	\$ 32,200	\$ 36,000	12%
3299 Non Airfield Rent/Lease/Maintenance Revenue	\$ 9,438	\$ 9,000	\$ 8,900	-1%
3970 Interest Income	\$ 812	\$ 1,500	\$ -	-100%
<b>Total Revenue</b>	<b>\$ 11,911,641</b>	<b>\$ 12,021,770</b>	<b>\$ 12,257,310</b>	<b>2%</b>
4200 Fuel and Oil- Cost of Sales	\$ (8,548,488)	\$ (8,598,096)	\$ (8,574,463)	0%
4220 Deice Cost of Goods	\$ (17,721)	\$ (35,000)	\$ (25,000)	-29%
4300 Credit Card Expense	\$ (170,123)	\$ (167,000)	\$ (167,000)	0%
4305 Rent Expense	\$ (48,000)	\$ (48,000)	\$ (48,000)	0%
4315 Food - COGS	\$ (32,455)	\$ (90,033)	\$ (86,150)	-4%
5205 Maintenance Expense	\$ (25,309)	\$ (27,300)	\$ (27,300)	0%
5420 Fuel/Oil Vehicles Equipment	\$ (27,699)	\$ (28,000)	\$ (28,071)	0%
5430 Supplies	\$ (4,505)	\$ (4,300)	\$ (4,300)	0%
5436 Rental Equipment	\$ (119,799)	\$ (120,599)	\$ (122,000)	1%
5440 DOT/Drug Testing/Background	\$ (149)	\$ (500)	\$ -	-100%
5720 Utilities - Electric	\$ (2,459)	\$ (3,652)	\$ (2,300)	-37%
6100 Salaries	\$ (839,628)	\$ (869,443)	\$ (923,946)	6%
6110 Payroll Taxes	\$ (65,311)	\$ (66,512)	\$ (70,682)	6%
6115 Unemployment taxes	\$ (22,255)	\$ (22,473)	\$ (26,910)	20%
6120 Group Insurance	\$ (206,018)	\$ (223,024)	\$ (245,000)	10%
6130 Uniforms	\$ (4,778)	\$ (9,000)	\$ (9,632)	7%
6160 IMRF	\$ (79,927)	\$ (75,823)	\$ (88,052)	16%
6300 Marketing/Advertising	\$ (11,565)	\$ (22,800)	\$ (35,000)	54%
6330 Travel	\$ (3,688)	\$ (4,350)	\$ (6,700)	54%
6335 Education	\$ (363)	\$ (2,500)	\$ (835)	-67%
6340 Dues, Subscriptions, Permits	\$ (613)	\$ (1,000)	\$ (800)	-20%
6350 Printing and Postage	\$ (28,094)	\$ (28,200)	\$ (30,000)	6%
6356 Computer and Software	\$ (5,820)	\$ (10,000)	\$ (7,000)	-30%
6390 Communications	\$ (4,164)	\$ (4,747)	\$ (4,100)	-14%
6430 Bank Charges	\$ (3,095)	\$ (3,000)	\$ -	-100%
6525 Consulting Services	\$ (3,125)	\$ -	\$ (3,500)	
6527 Outside Services	\$ (1,095)	\$ (10,000)	\$ (1,200)	-88%
6770 Insurance	\$ (99,193)	\$ (105,000)	\$ (115,000)	10%
<b>Total Expense</b>	<b>\$ (10,375,438)</b>	<b>\$ (10,580,352)</b>	<b>\$ (10,652,941)</b>	<b>1%</b>
<b>Net Income not including Depreciation or Major Maintenance</b>	<b>\$ 1,536,203</b>	<b>\$ 1,441,418</b>	<b>\$ 1,604,369</b>	<b>11%</b>



**Prairie Landing Golf Club**  
STATEMENT OF REVENUES AND EXPENSES

REVENUE	AUDIT TOTAL 2008	AUDIT TOTAL 2009	AUDIT TOTAL 2010	AUDIT TOTAL 2011	2012 Plan	2013 Plan	Percentage Change 2013 vs 2012
Golf Operations	2,014,946	1,792,779	1,781,244	1,605,597	1,683,206	1,696,000	1%
Food & Beverage	319,862	277,732	289,775	243,361	251,745	260,000	3%
Kitty Hawk	98,941	81,163	65,712	57,907	115,893	78,438	-32%
Weddings	624,263	481,284	484,847	471,510	669,330	529,542	-21%
Private Events						161,375	100%
Outings						143,326	100%
Misc - Admin	9,787	11,830	5,613	4,295	4,010	3,375	-16%
<b>TOTAL REVENUES</b>	<b>3,067,798</b>	<b>2,644,787</b>	<b>2,627,191</b>	<b>2,382,670</b>	<b>2,724,184</b>	<b>2,872,056</b>	<b>5%</b>
EXPENSE							
Golf Operations	383,563	359,921	363,893	370,594	320,759	342,799	7%
Food & Beverage	212,324	219,193	210,748	224,151	224,743	351,354	56%
Kitty Hawk	151,690	135,136	123,552	95,759	115,894	78,438	-32%
Weddings	499,963	421,417	435,365	389,018	467,001	417,337	-11%
Private Events						39,648	100%
Outings						35,214	100%
Administration	856,851	747,745	836,942	832,412	830,179	851,461	3%
Maintenance	817,451	781,500	757,795	726,094	737,568	750,593	2%
<b>TOTAL EXPENSES</b>	<b>2,921,841</b>	<b>2,664,911</b>	<b>2,728,295</b>	<b>2,638,028</b>	<b>2,696,144</b>	<b>2,866,844</b>	<b>6%</b>
<b>NET INCOME</b>	<b>145,957</b>	<b>(20,124)</b>	<b>(101,103)</b>	<b>(255,358)</b>	<b>28,040</b>	<b>5,212</b>	<b>-81%</b>

## Department P100 - Golf Administration

### Statement of Revenues and Expenses

	2011 ACTUAL	2012 PLAN	2013 PLAN	Percentage Change 2013 V 2012
3970 Interest Income	\$ 223	\$ 255	\$ -	-100%
3990 Misc Income	\$ 4,072	\$ 3,755	\$ 3,375	-10%
<b>Total Revenue</b>	<b>\$ 4,295</b>	<b>\$ 4,010</b>	<b>\$ 3,375</b>	<b>-16%</b>
4300 Credit Card Expense	\$ (50,909.00)	\$ (40,700.00)	\$ (57,500.00)	41%
4400 Assn, Outing, Customer - Comps.	\$ (287.00)	\$ (5,700.00)	\$ (6,500.00)	14%
5205 Maintenance Expense	\$ (40,347.00)	\$ (34,000.00)	\$ (35,000.00)	3%
5415 Garbage/Waste Removal	\$ (2,105.00)	\$ (2,400.00)	\$ (2,200.00)	-8%
5416 Janitorial Services	\$ (6,865.00)	\$ (7,000.00)	\$ (7,000.00)	0%
5430 Supplies	\$ (7,110.00)	\$ (8,050.00)	\$ (7,500.00)	-7%
5437 Rental - Towel, Linen etc	\$ (1,578.00)	\$ (1,650.00)	\$ (1,600.00)	-3%
5710 Utilities- Natural Gas	\$ (8,344.00)	\$ (11,675.00)	\$ (9,325.00)	-20%
5720 Utilities - Electric	\$ (37,182.00)	\$ (41,400.00)	\$ (40,650.00)	-2%
5730 Utilities - Water/Sewer	\$ (5,265.00)	\$ (7,680.00)	\$ (6,450.00)	-16%
5999 Miscellaneous Expense	\$ (3,461.00)	\$ (250.00)	\$ -	-100%
6100 Salaries	\$ (278,009.00)	\$ (262,875.00)	\$ (190,950.00)	-27%
6110 Payroll Taxes	\$ (729.00)	\$ (755.44)	\$ (14,608.00)	1834%
6115 Unemployment taxes	\$ (868.00)	\$ (829.50)	\$ (8,357.00)	907%
6120 Employee Health Insurance	\$ -	\$ -	\$ (37,060.00)	
6160 IMRF	\$ -	\$ -	\$ (17,186.00)	
6200 Property Tax	\$ (236,811.00)	\$ (250,000.00)	\$ (256,000.00)	2%
6300 Marketing/Advertising	\$ (55,438.00)	\$ (56,128.00)	\$ (55,000.00)	-2%
6320 Community/Customer Relations	\$ (638.00)	\$ (500.00)	\$ (300.00)	-40%
6335 Education	\$ (83.00)	\$ (57.50)	\$ (300.00)	422%
6340 Dues, Subscriptions, Permits	\$ (9,593.00)	\$ (9,875.00)	\$ (9,700.00)	-2%
6350 Printing and Postage	\$ (2,919.00)	\$ (3,075.00)	\$ (2,400.00)	-22%
6390 Communications	\$ (14,160.00)	\$ (14,300.00)	\$ (14,300.00)	0%
6430 Bank Charges	\$ (4,716.00)	\$ (1,000.00)	\$ -	-100%
6527 Outside Services	\$ (17,598.00)	\$ (16,765.00)	\$ (16,575.00)	-1%
6535 Legal	\$ (975.00)	\$ (2,000.00)	\$ (3,000.00)	50%
6536 Computer and Software	\$ (3,864.00)	\$ (7,000.00)	\$ (5,000.00)	-29%
6770 Insurance	\$ (42,558.00)	\$ (44,513.56)	\$ (47,000.00)	6%
<b>Total Expense</b>	<b>\$ (832,412)</b>	<b>\$ (830,179)</b>	<b>\$ (851,461)</b>	<b>3%</b>
<b>Net Income not Including Depreciation or Major Maintenance</b>	<b>\$ (828,117)</b>	<b>\$ (826,169)</b>	<b>\$ (848,086)</b>	<b>3%</b>

## Department P200 - Golf Maintenance

### Statement of Revenues and Expenses

	2011 ACTUAL	2012 PLAN	2013 PLAN	Percentage Change 2013 V 2012
5205 Maintenance Expense	\$ (39,071.00)	\$ (45,250.00)	\$ (45,000.00)	-1%
5415 Garbage/Waste Removal	\$ (1,955.00)	\$ (2,040.00)	\$ (2,100.00)	3%
5416 Janitorial Services	\$ (207.00)	\$ (450.00)	\$ (300.00)	-33%
5420 Fuel/Oil	\$ (24,521.00)	\$ (18,000.00)	\$ (25,000.00)	39%
5430 Supplies	\$ (4,003.00)	\$ (4,200.00)	\$ (5,000.00)	19%
5432 Landscape Supplies	\$ (2,530.00)	\$ (800.00)	\$ (3,000.00)	275%
5434 Fertilizer/Pesticides	\$ (85,123.00)	\$ (85,000.00)	\$ (85,000.00)	0%
5436 Rental Equipment	\$ (2,790.00)	\$ (3,000.00)	\$ (5,500.00)	83%
5710 Utilities - Natural Gas	\$ (2,604.00)	\$ (3,260.00)	\$ (2,575.00)	-21%
5720 Utilities - Electric	\$ (10,902.00)	\$ (13,125.00)	\$ (12,525.00)	-5%
5730 Utilities-Water/Sewer	\$ (2,521.00)	\$ (3,300.00)	\$ (2,775.00)	-16%
6100 Salaries	\$ (428,307.00)	\$ (443,111.00)	\$ (428,925.00)	-3%
6110 Payroll Taxes	\$ (31,696.00)	\$ (33,897.99)	\$ (32,813.00)	-3%
6115 Unemployment taxes	\$ (17,832.00)	\$ (21,782.95)	\$ (24,308.00)	12%
6120 Employee Health Insurance	\$ (16,747.00)	\$ (24,576.90)	\$ (25,350.00)	3%
6130 Uniforms	\$ (2,551.00)	\$ (200.00)	\$ (2,800.00)	1300%
6160 IMRF	\$ (37,560.00)	\$ (20,778.75)	\$ (32,200.00)	55%
6335 Education	\$ (253.00)	\$ -	\$ (1,000.00)	
6340 Dues, Subscriptions, Permits	\$ (895.00)	\$ (900.00)	\$ (1,000.00)	11%
6390 Communications	\$ (4,127.00)	\$ (4,000.00)	\$ (4,575.00)	14%
6525 Consulting	\$ (2,036.00)	\$ (3,000.00)	\$ (2,300.00)	-23%
6527 Outside Services	\$ (1,968.00)	\$ (1,800.00)	\$ (1,400.00)	-22%
6770 Insurance	\$ (5,895.00)	\$ (5,095.78)	\$ (5,147.00)	1%
<b>Total Expense</b>	<b>\$ (726,094)</b>	<b>\$ (737,568)</b>	<b>\$ (750,593)</b>	<b>2%</b>

## Department P300 - Golf Operations

### Statement of Revenues and Expenses

	2011 ACTUAL	2012 PLAN	2013 PLAN	Percentage Change 2013 V 2012
3300 Greens Fees	\$ 983,741	\$ 1,020,771	\$ 950,000	-7%
3310 Golf Cart Rentals	\$ 219,312	\$ 268,556	\$ 277,000	3%
3320 Associate Memberships	\$ 118,281	\$ 116,000	\$ 153,000	32%
3330 Club Rentals	\$ 6,679	\$ 5,826	\$ 7,000	20%
3340 Golf Academy	\$ 8,730	\$ 9,000	\$ 4,000	-56%
3350 Practice Center	\$ 123,575	\$ 122,750	\$ 150,000	22%
3380 Golf Merchandise	\$ 145,279	\$ 140,304	\$ 155,000	10%
<b>Total Revenue</b>	<b>\$ 1,605,597</b>	<b>\$ 1,683,206</b>	<b>\$ 1,696,000</b>	<b>1%</b>
4330 Merchandise-COG	\$ (99,241.00)	\$ (89,876.99)	\$ (105,400.00)	17%
5205 Maintenance Expense	\$ (17,954.00)	\$ (12,500.00)	\$ (12,500.00)	0%
5430 Supplies	\$ (11,895.00)	\$ (10,900.00)	\$ (16,000.00)	47%
6100 Salaries	\$ (173,618.00)	\$ (146,783.00)	\$ (144,210.00)	-2%
6110 Payroll Taxes	\$ (15,305.00)	\$ (13,527.47)	\$ (12,113.00)	-10%
6115 Unemployment taxes	\$ (9,923.00)	\$ (8,469.13)	\$ (10,373.00)	22%
6120 Employee Health Insurance	\$ (18,086.00)	\$ (19,406.24)	\$ (26,400.00)	36%
6130 Uniforms	\$ (1,435.00)	\$ (1,500.00)	\$ (1,500.00)	0%
6160 IMRF	\$ (13,662.00)	\$ (11,250.99)	\$ (7,700.00)	-32%
6335 Education	\$ (49.00)	\$ (57.50)	\$ -	-100%
6340 Dues, Subscriptions, Permits	\$ (2,083.00)	\$ -	\$ -	
6527 Outside Services	\$ (4,860.00)	\$ (4,800.00)	\$ (4,800.00)	0%
6770 Insurance	\$ (2,483.00)	\$ (1,688.00)	\$ (1,803.00)	7%
<b>Total Expense</b>	<b>\$ (370,594)</b>	<b>\$ (320,759)</b>	<b>\$ (342,799)</b>	<b>7%</b>
<b>Net Income not Including Depreciation or Major Maintenance</b>	<b>\$ 1,235,003</b>	<b>\$ 1,362,446</b>	<b>\$ 1,353,201</b>	<b>-1%</b>

## Department P400 - Food & Beverage

### Statement of Revenues and Expenses

		2011 ACTUAL	2012 PLAN	2013 PLAN	Percentage Change 2013 V 2012
3600	Food Sales	\$ 78,490	\$ 86,807	\$ 86,000	-1%
3610	Beverage Sales	\$ 164,871	\$ 164,938	\$ 174,000	5%
	<b>Total Revenue</b>	<b>\$ 243,361</b>	<b>\$ 251,745</b>	<b>\$ 260,000</b>	<b>3%</b>
4315	Food-COG	\$ -	\$ -	\$ (48,165.00)	
4320	Beverage-COG	\$ -	\$ -	\$ (25,935.00)	
5205	Maintenance Expense	\$ (9,412.00)	\$ (10,000.00)	\$ (10,000.00)	0%
5430	Supplies	\$ (14,512.00)	\$ (11,100.00)	\$ (15,000.00)	35%
5435	Small Equipment	\$ (2,234.00)	\$ (2,000.00)	\$ (6,000.00)	200%
6100	Salaries	\$ (121,040.00)	\$ (121,250.00)	\$ (146,125.00)	21%
6110	Payroll Taxes	\$ (12,013.00)	\$ (11,417.43)	\$ (16,074.00)	41%
6115	Unemployment taxes	\$ (8,190.00)	\$ (9,096.58)	\$ (12,403.00)	36%
6120	Employee Health Insurance	\$ (30,603.00)	\$ (32,938.24)	\$ (40,725.00)	24%
6130	Uniforms	\$ (1,643.00)	\$ (2,000.00)	\$ (2,000.00)	0%
6160	IMRF	\$ (20,520.00)	\$ (21,303.10)	\$ (24,335.00)	14%
6335	Education	\$ (128.00)	\$ -	\$ (500.00)	
6770	Insurance	\$ (3,856.00)	\$ (3,637.50)	\$ (4,092.00)	12%
	<b>Total Expense</b>	<b>\$ (224,151)</b>	<b>\$ (224,743)</b>	<b>\$ (351,354)</b>	<b>56%</b>
	<b>Net Income not Including Depreciation or Major Maintenance</b>	<b>\$ 19,210</b>	<b>\$ 27,003</b>	<b>\$ (91,354)</b>	<b>-438%</b>

## Department P500 - Weddings

### Statement of Revenues and Expenses

		2011 ACTUAL	2012 PLAN	2013 PLAN	Percentage Change 2013 V 2012
3600	Wedding-Food Sales	\$ 432,679	\$ 603,000	\$ 456,502	-24%
3620	Banquet Rental Income	\$ 38,831	\$ 66,330	\$ 73,040	10%
	<b>Total Revenue</b>	<b>\$ 471,510</b>	<b>\$ 669,330</b>	<b>\$ 529,542</b>	<b>-21%</b>
4315	Food-COG	\$ (116,729.00)	\$ (166,675.35)	\$ (84,567.00)	-49%
4320	Beverage-COG	\$ (79,810.00)	\$ (89,748.27)	\$ (45,536.00)	-49%
5430	Supplies	\$ (5,173.00)	\$ (11,000.00)	\$ (15,000.00)	36%
5436	Rental Equipment	\$ (6,382.00)	\$ (6,800.00)	\$ (20,000.00)	194%
5437	Rental-Linens	\$ (20,294.00)	\$ (23,000.00)	\$ (23,000.00)	0%
6100	Salaries	\$ (133,999.00)	\$ (143,520.00)	\$ (189,175.00)	32%
6110	Payroll Taxes	\$ (14,605.00)	\$ (15,787.20)	\$ (19,955.00)	26%
6115	Unemployment taxes	\$ (8,783.00)	\$ (7,681.38)	\$ (15,102.00)	97%
6130	Uniforms	\$ (504.00)	\$ (1,000.00)	\$ (1,000.00)	0%
6770	Insurance	\$ (2,739.00)	\$ (1,788.48)	\$ (4,002.00)	124%
	<b>Total Expense</b>	<b>\$ (389,018)</b>	<b>\$ (467,001)</b>	<b>\$ (417,337)</b>	<b>-11%</b>
	<b>Net Income not Including Depreciation or Major Maintenance</b>	<b>\$ 82,492</b>	<b>\$ 202,329</b>	<b>\$ 112,205</b>	<b>-45%</b>



## Department P600 - Private Events

### Statement of Revenues and Expenses

		2011	2012	2013
		ACTUAL	PLAN	PLAN
3600	Private Event-Food Sales	\$ -	\$ -	\$ 139,116
3620	Banquet Rental Income	\$ -	\$ -	\$ 22,259
	<b>Total Revenue</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 161,375</b>
4315	Food-COG	\$ -	\$ -	\$ (25,771.00)
4320	Beverage-COG	\$ -	\$ -	\$ (13,877.00)
	<b>Total Expense</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (39,648)</b>
	<b>Net Income not Including Depreciation or Major Maintenance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 121,727</b>

**Department P700 - Outings**  
Statement of Revenues and Expenses

		2011 ACTUAL	2012 PLAN	2013 PLAN
3600	Outing-Food Sales	\$ -	\$ -	\$ 123,556
3620	Banquet Rental Income	\$ -	\$ -	\$ 19,770
	<b>Total Revenue</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 143,326</b>
4315	Food-COG	\$ -	\$ -	\$ (22,889.00)
4320	Beverage-COG	\$ -	\$ -	\$ (12,325.00)
	<b>Total Expense</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (35,214)</b>
	<b>Net Income not Including Depreciation or Major Maintenance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 108,112</b>

## Department P900 - Kitty Hawk Café

### Statement of Revenues and Expenses

	2011 ACTUAL	2012 PLAN	2013 PLAN	Percentage Change 2013 V 2012
3215 Catering	\$ 10,503	\$ 11,425	\$ 7,700	-33%
3600 Food Sales	\$ 40,870	\$ 39,100	\$ 30,000	-23%
3610 Beverage Sales	\$ 6,277	\$ 5,125	\$ 5,500	7%
3620 Catering Rental Income	\$ 257	\$ 411	\$ -	-100%
6800 Kitty Hawk Loss Reimbursement	\$ -	\$ 59,832	\$ 35,238	-41%
<b>Total Revenue</b>	<b>\$ 57,907</b>	<b>\$ 115,893</b>	<b>\$ 78,438</b>	<b>-32%</b>
4300 Credit Card Expense	\$ (1,659.00)	\$ (1,600.00)	\$ (1,125.00)	-30%
4315 Food-COG	\$ (26,130.00)	\$ (22,736.25)	\$ (15,000.00)	-34%
4320 Beverage-COG	\$ (4,025.00)	\$ (2,306.25)	\$ (1,925.00)	-17%
5205 Maintenance Expense	\$ (1,411.00)	\$ (2,500.00)	\$ (2,000.00)	-20%
5415 Waste Disposal	\$ (381.00)	\$ (900.00)	\$ (960.00)	7%
5430 Supplies	\$ (4,271.00)	\$ (5,750.00)	\$ (3,300.00)	-43%
5435 Small Equipment	\$ (1,043.00)	\$ (1,000.00)	\$ -	-100%
5720 Utilities-Electric	\$ (4,061.00)	\$ (4,000.00)	\$ (4,200.00)	5%
5999 Miscellaneous Expense	\$ (7.00)	\$ -	\$ -	
6100 Salaries	\$ (37,015.00)	\$ (46,000.00)	\$ (29,800.00)	-35%
6110 Payroll Taxes	\$ (3,176.00)	\$ (3,680.00)	\$ (2,352.00)	-36%
6115 Unemployment taxes	\$ (1,682.00)	\$ (1,861.67)	\$ (1,500.00)	-19%
6120 Employee Health Insurance	\$ (4,388.00)	\$ (15,487.26)	\$ (9,880.00)	-36%
6130 Uniforms	\$ (387.00)	\$ (375.00)	\$ (500.00)	33%
6160 IMRF	\$ (3,317.00)	\$ (4,081.20)	\$ (2,832.00)	-31%
6300 Marketing/Advertising	\$ -	\$ (500.00)	\$ (525.00)	5%
6330 Travel/Mileage	\$ -	\$ (240.00)	\$ -	-100%
6335 Education	\$ (71.00)	\$ (100.00)	\$ -	-100%
6340 Dues & Subscriptions	\$ (580.00)	\$ (600.00)	\$ (575.00)	-4%
6770 Insurance	\$ (2,155.00)	\$ (2,175.93)	\$ (1,964.00)	-10%
<b>Total Expense</b>	<b>\$ (95,759)</b>	<b>\$ (115,894)</b>	<b>\$ (78,438)</b>	<b>-32%</b>
<b>Net Income not Including Depreciation or Major Maintenance</b>	<b>\$ (37,852)</b>	<b>\$ (0)</b>	<b>\$ -</b>	<b>-100%</b>

## Department P400 thru P700 combined

### Statement of Revenues and Expenses

	2011 ACTUAL	2012 PLAN	2013 PLAN	Percentage Change 2013 V 2012
3600 Food Sales	\$ 511,169	\$ 689,807	\$ 805,174	17%
3610 Beverage Sales	\$ 164,871	\$ 164,938	\$ 174,000	5%
3620 Banquet Rental Income	\$ 38,831	\$ 66,330	\$ 115,069	73%
<b>Total Revenue</b>	<b>\$ 714,871</b>	<b>\$ 921,075</b>	<b>\$ 1,094,243</b>	<b>19%</b>
4315 Food-COG	\$ (116,729.00)	\$ (166,675.35)	\$ (181,392.00)	9%
4320 Beverage-COG	\$ (79,810.00)	\$ (89,748.27)	\$ (97,673.00)	9%
5205 Maintenance Expense	\$ (9,412.00)	\$ (10,000.00)	\$ (10,000.00)	0%
5430 Supplies	\$ (19,685.00)	\$ (22,100.00)	\$ (30,000.00)	36%
5435 Small Equipment	\$ (2,234.00)	\$ (2,000.00)	\$ (6,000.00)	200%
5436 Rental Equipment	\$ (6,382.00)	\$ (6,800.00)	\$ (20,000.00)	194%
5437 Rental-Linens	\$ (20,294.00)	\$ (23,000.00)	\$ (23,000.00)	0%
6100 Salaries	\$ (255,039.00)	\$ (264,770.00)	\$ (335,300.00)	27%
6110 Payroll Taxes	\$ (26,618.00)	\$ (27,204.63)	\$ (36,029.00)	32%
6115 Unemployment taxes	\$ (16,973.00)	\$ (16,777.96)	\$ (27,505.00)	64%
6120 Employee Health Insurance	\$ (30,603.00)	\$ (32,938.24)	\$ (40,725.00)	24%
6130 Uniforms	\$ (2,147.00)	\$ (3,000.00)	\$ (3,000.00)	0%
6160 IMRF	\$ (20,520.00)	\$ (21,303.10)	\$ (24,335.00)	14%
6335 Education	\$ (128.00)	\$ -	\$ (500.00)	
6770 Insurance	\$ (6,595.00)	\$ (5,425.98)	\$ (8,094.00)	49%
<b>Total Expense</b>	<b>\$ (613,169)</b>	<b>\$ (691,744)</b>	<b>\$ (843,553)</b>	<b>22%</b>
<b>Net Income not Including Depreciation or Major Maintenance</b>	<b>\$ 101,702</b>	<b>\$ 229,332</b>	<b>\$ 250,690</b>	<b>9%</b>



# DUPAGE AIRPORT AUTHORITY

*CHICAGO LAND'S*

***DUPAGE FLIGHT CENTER*** 



## CAPITAL & MAJOR MAINTENANCE SUMMARY 2013

Capital Summary		
Airport		\$14,175,950
DFC		\$ 1,502,300
PLGC		\$ 1,195,000
Total		\$16,873,250

Major Maintenance Summary		
Airport		\$ 674,640
PLGC		\$ 57,700
		\$ 732,340

<b>Total Capital plus Maintenance</b>		<b>\$17,605,590</b>
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Major Maintenance					
DAA	Building	Replace Flight center 2nd and 3rd floor carpet	\$ 121,440	Major Maintenance	
DAA	Field	Misc asphalt rehab	\$ 100,000	Major Maintenance	
DAA	Field	Misc Pavement Rehab Concrete	\$ 90,000	Major Maintenance	
DAA	Building	Hangar Roof Repair	\$ 85,000	Major Maintenance	
DAA	Building	Building Demolition/Utility Disconnects	\$ 73,000	Major Maintenance	
DAA	All	Equipment Contingency	\$ 50,000	Major Maintenance	
DAA	Building	E-20 Mansard repair/removal	\$ 48,000	Major Maintenance	
DAA	Building	Hangar floor Refinish	\$ 40,000	Major Maintenance	
Golf	Building	Banquet room carpet	\$ 31,000	Major Maintenance	
DAA	Building	ATCT Roof Replacement	\$ 29,000	Major Maintenance	
DAA	Building	Control Tower HVAC Repairs	\$ 17,700	Major Maintenance	
Golf	Building	Grill Room A/C	\$ 13,200	Major Maintenance	
DAA	Building	McDonald's hangar east rooftop unit	\$ 11,000	Major Maintenance	
DAA	Building	Control Tower A/C Compressor Replacement	\$ 9,500	Major Maintenance	
Golf	Building	PLGC Clubhouse Water Heaters	\$ 8,500	Major Maintenance	
Golf	Building	Halfway café cooler doors	\$ 5,000	Major Maintenance	
<b>Total Major Maintenance</b>			<b>\$ 732,340</b>		

Capital					
DAA	Field	Widen Runway 2L/20R	\$ 9,200,000	Capital	
DAA	Building	Construct new fire station	\$ 1,675,000	Capital	
DFC	Building	Flight Center Renovations Phase II	\$ 1,300,000	Capital	
DAA	Building	Flight Center Curtin Wall Replacement	\$ 1,000,000	Capital	
DAA	Field	Upgrade Security and wildlife Fence	\$ 577,000	Capital - our share of \$1.521M	
DAA	Building	Flight Center Chiller	\$ 560,000	Capital	
Golf	Field	Bunker Refinement	\$ 500,000	Capital	
DAA	Field	Flight Center PCC Joint Repairs	\$ 350,000	Capital	
Golf	Field	Parking Lot repair	\$ 185,000	Capital	
Golf	Equipment	Irrigation Controllers	\$ 140,000	Capital	
Golf	Equipment	Standby Generator	\$ 120,000	Capital	
DAA	All	Contingency	\$ 100,000	Capital	
DAA	Field	Rehabilitate Runway 10/28	\$ 95,000	Capital - our Share of \$1.9M	
DAA	Building	High efficiency lighting project	\$ 81,950	Capital	
DFC	Equipment	Aircraft Tug	\$ 75,000	Capital	
DAA	Equipment	45-50 foot diesel aerial lift	\$ 70,000	Capital	
DAA	Equipment	skid steer loader	\$ 65,000	Capital	
DAA	Field	Tower Road Stairs/retaining Wall	\$ 60,000	Capital	
Golf	Equipment	300 gallon sprayer	\$ 60,000	Capital	
DAA	Equipment	Two 1 ton vans	\$ 56,000	Capital	
DFC	Equipment	Aircraft Ground Power Unit	\$ 55,000	Capital	
DAA	Equipment	New Websites for DAA, DFC, PLGC	\$ 50,000	Capital	
Golf	Equipment	Banquet Chairs	\$ 50,000	Capital	
DAA	Equipment	Towable Generator	\$ 40,000	Capital	
DFC	Equipment	Passenger Van	\$ 30,000	Capital	
Golf	Field	PLGC Entrance Design	\$ 30,000	Capital	
Golf	Field	Clubhouse Landscaping	\$ 30,000	Capital	
DAA	Field	Farm Tile Drainage	\$ 30,000	Capital (extend useful life)	
DAA	Equipment	Network Security Enhancement	\$ 25,000	Capital	
DAA	Equipment	DFC Holiday Décor	\$ 25,000	Capital	
DAA	Field	North Perimeter Access Road	\$ 25,000	Capital our share of \$500K	
DFC	Equipment	Courtesy Vehicle	\$ 24,000	Capital	
Golf	Equipment	Chair/Tables for Grill Groom	\$ 24,000	Capital	
Golf	Building	Ladder Platforms	\$ 22,000	Capital	
DAA	Field	Construct Perimeter Road Runway 10 End	\$ 20,500	Capital - our share of \$410K	
DFC	Equipment	Heavy Duty tow bar and heads	\$ 18,300	Capital	
Golf	Equipment	Beverage cart	\$ 18,000	Capital	
DAA	Field	Irrigation pump Controls	\$ 15,000	Capital	
DAA	Field	Wildlife habitat Modification	\$ 15,000	Capital	
DAA	Equipment	SQL Server	\$ 10,000	Capital	
DAA	Equipment	Exchange Server	\$ 10,000	Capital	
Golf	Equipment	Food Steamer	\$ 10,000	Capital	
DAA	Equipment	Domain Controller/File-Print Server	\$ 8,000	Capital	
DAA	Equipment	E-Mail Archiver Server	\$ 7,500	Capital	
Golf	Equipment	PLGC Server	\$ 6,000	Capital	
DAA	Equipment	IP Camera Added to Access Control System IAA	\$ 5,000	Capital	
<b>Total Capital</b>			<b>\$16,873,250</b>		



*CHICAGO LAND'S*

*DUPAGE FLIGHT CENTER* 



# CAPITAL PROGRAM 2013

## **2013 Capital Program**

### **DuPage Airport - Field Projects**

#### **Widen Runway 2L/20R**

**\$9,200,000**

One of the work elements of the Master Plan was to identify and evaluate alternatives for greater cross-wind capacity. According to analysis performed by the Jacobs team, the most cost effective means is to increase widen the runway from 100' to 150'.

#### **Upgrade Security and Wildlife Fence**

**\$1,521,000 (our share**

**of the project is \$77,000 for the fence and \$500,000 for the wild life barrier)**

Currently the Illinois Division of Aeronautics is seeking discretionary money to replace the remaining 20 year old 6 foot perimeter fence with 8 foot fence along our south boundary. At the same time the Airport will be adding a buried wildlife barrier to prevent wildlife from entering the airfield by burrowing under the fence.

#### **Flight Center Apron PCC Joint Repairs**

**\$350,000**

The joints between the concrete panels on the Flight Center Apron are in need of being resealed to prevent water infiltration through the joints into the sub-base. This will extend the life of the pavement.

#### **Rehabilitate Runway 10-28**

**\$1,900,000 (our share \$95,000)**

Runway 10-28, our secondary instrument runway, was last rehabilitated in 1998 and is now approaching the end of its designed life and needs to be rehabilitated to prevent further deterioration. The Illinois Department of Transportation Division of Aeronautics has agreed with our determination. This project will mill and replace the asphalt runway surface.

#### **Repair/Replace Tower Road Stairs / Retaining Walls**

**\$60,000**

Concrete stairs and hand railings located at the entrances to the hangars on West Tower Road have deteriorated beyond the point of normal maintenance. This project will extend the original useful life of these hangar access points.

#### **Farm Tile Drainage Repairs**

**\$30,000**

The Airport currently rents out about 250 acres of land on the airfield and north of North Avenue. The existing farm tiles were installed more than 50 years ago and have failed in multiple places. The failed tiles are causing areas to become too wet to farm so they are turning into wetlands and are a wildlife attraction.



**North Perimeter Access Road****\$500,000 (our share \$25,000)**

The Airport determined that it is in the best interest of the DAA to separate the movement of service vehicles, un-licensed fuel trucks and/or slow moving maintenance vehicles from the vehicular traffic on the Airports roadway system. This project is the second phase and would complete the interior airport perimeter roadway system that would allow airport support vehicles to go from the Flight Center area to the North ramp area without driving on any public accessible road and/or across runways.

**Construct Perimeter Road Runway****\$410,000 (our share \$20,500)**

The Airport determined that it is in the best interest of the DAA to separate the movement of service vehicles, un-licensed fuel trucks and/or slow moving maintenance vehicles from the vehicular traffic on the Airports roadway system. This project would be the first phase of an interior airport perimeter roadway system that would allow airport support vehicles to go from the Flight Center area to the North ramp area without driving on any public accessible road and/or across runways.

**Irrigation Pump Controls****\$15,000**

Replacement of Flight Center landscaping irrigation pump and controls. Irrigation pump and controls have become un-repairable and are beyond life expectancy.

**Wildlife Habitat Modification****\$15,000**

Clear overgrowth and/or improve drainage to reduce habitat attractions to wildlife on and adjacent to the airfield.

**DuPage Airport - Building Projects****Fire Station****\$1,675,000**

Project will be to replace existing 40+ year old existing fire station. Location of fire station will be moved to a more centrally located area of the airport. This location will offer better response time for emergency equipment to the primary runways.

**Flight Center Curtain Wall Replacement****\$1,000,000**

The Flight Center Building has been experiencing water infiltration through the curtain wall (window glass) under certain weather conditions. This project will replace the remainder of the curtain wall not replaced under the 2012 Flight Center renovation project.

**Flight Center Chiller****\$560,000**

Replacement of Chiller on the roof of the Flight Center building due to impending "end of life" issues. These chillers serve as the only source of cooling for the building. Replacement will be of the more efficient screw-type compressor chiller.

<b>High efficiency lighting project</b>	<b>\$81,950</b>
Remove and replace obsolete fixtures with energy efficient fixtures. This project will replace lights in the elevators, Hallway, and 2 <sup>nd</sup> and 3 <sup>rd</sup> floor lighting of the Flight Center building.	

## **DuPage Airport – Equipment and Other**

<b>45'-50' Diesel Operated Off-road Aerial Lift</b>	<b>\$70,000</b>
Replace 1990 Genie Z-30 Electric boom. Unit is aged and marginal for many applications needed at the airport.	

<b>Skid Steer Loader with Attachments and Trailer</b>	<b>\$65,000</b>
Replace 1991 Bobcat loader. Current unit is too small and does not have the hydraulic system to operate certain attachments.	

<b>Two (2) 1-Ton Cargo Vans with Shelves and Racks</b>	<b>\$56,000</b>
Replace a 2000 van and a 2002 1 ton van used in the building department.	

<b>Website development for DAA, DFC and PLGC</b>	<b>\$50,000</b>
Discovery, development, design, creation and implementation of new websites for the airport, flight center and golf course.	

<b>50Kw Towable generator</b>	<b>\$40,000</b>
Replace 1991 USM 30Kw generator that does not offer the voltage selections required for all buildings and is undersized.	

<b>DFC Holiday Décor</b>	<b>\$25,000</b>
Professional design and purchase of holiday decorations for the DuPage Flight Center	

<b>Network Security Enhancement</b>	<b>\$25,000</b>
Evaluation, consultation and implementation (including software, hardware, and programming) for anti-virus, malware protection, internet monitoring, PCI compliance, firewall and disaster recovery.	

<b>SQL Server</b>	<b>\$10,000</b>
Server to host SQL programs and additional data storage capability to act as a backup library for files. Includes hardware and licensing costs.	

<b>Exchange Server</b>	<b>\$10,000</b>
Server to host Exchange email program. Includes hardware and licensing costs. This will replace our current Exchange server which is reaching the end of its useful life.	

**Domain Controller/File-Print Server****\$8,000**

Domain controller and file server. Includes hardware and licensing costs. This will replace our current domain controller/File-print server which is reaching the end of its useful life.

**Email Archive Server****\$7,500**

Hardware to act as a mail archive. Includes hardware and licensing costs. The size of mailboxes keep growing and this standalone server will ease taxing of our mail server.

**IP Camera****\$5,000**

Camera to be added to Access Control System at IAA. Price includes hardware, mount, and installation. Location will be where a current radio and controller operates a man gate.

**DuPage Flight Center – Building Projects****Flight Center Renovations Phase II****\$1,300,000**

The project includes the remaining areas of the 1<sup>st</sup> floor not renovated in Phase I. These areas include: the North and South public bathrooms, crew lounge, VIP room, conference room and Café area. These renovations will include bringing the finish schedule from Phase I into the remainder of the 1<sup>st</sup> floor and allows the better utilization of space for airport customers. This project includes required furnishings and equipment.

**DuPage Flight Center – Equipment****Aircraft Tug****\$75,000**

This tug is required to maintain operational capability to move larger aircraft. The tug is all-wheel drive to allow for the ability to move mid to large aircraft during winter operations.

**Aircraft Ground Power Unit****\$55,000**

This unit will replace a 1998 unit that provides power to customer aircraft. The Flight Center operation requires two of these units. The other unit, purchased in 2005, will be maintained. These diesel units provide power while the aircraft is on the ground, prior to engine start. The purpose is to assist with starting and to power systems and air conditioning prior to departure.

**Flight Center Passenger Van****\$30,000**

Replacement of a 2004 passenger van utilized for movement of customers and their baggage.

**Flight Courtesy Vehicle** **\$24,000**

Vehicle will be utilized to provide a service to flight center crew members for short trips to the immediate area for access to food and shopping. A courtesy vehicle is an amenity provided at no-charge in our industry. Currently we are reliant upon the rental car companies that service the Flight Center to provide vehicles for this use.

**Heavy Duty Tow bar and Heads** **\$18,300**

New heavy duty tow bar and interchangeable heads for large aircraft. This piece of equipment is utilized for moving transient and based aircraft through the Flight Center operation. This tow bar system will be used with the new aircraft tug.

**Prairie Landing Golf Club – Field**

**Bunker Refinement** **\$500,000**

Bunker and design refinement – year 1. Scope of renovation work to be determined by RTJ2 architect. This will be year one of a three year phased bunker renovation project. Potentially includes removal of some bunkers.

**Parking Lot Overlay** **\$185,000**

Mill and overlay of both the upper and lower clubhouse parking lots. Needed as both lots have begun to deteriorate and large cracks have formed.

**Entrance Design Work** **\$30,000**

Route 38 overpass construction will impact the PLGC entrance. Design work will include both signage and landscaping.

**Clubhouse Landscaping** **\$30,000**

Clubhouse is in need of updated landscaping and plantings to provide a better visual experience for wedding and banquets. Design work and installation of plants and fencing around loading dock area are included.

**Prairie Landing Golf Club – Building**

**Ladder Platforms** **\$22,000**

Fabrication and installation of ladder platforms on both east and west roof access points at clubhouse to facilitate maintenance of equipment mounted on separate roofs. These platforms will be made from aluminum and permanently installed. Engineering, fabrication, and installation are included.

## **Prairie Landing Golf Club – Equipment**

<b>Irrigation Controllers</b>	<b>\$140,000</b>
Replacement of our existing Toro Network 8000 irrigation satellite controllers as needed. Toro has phased out this line of controllers and will no longer support or inventory replacement parts.	
<b>Standby Generator</b>	<b>\$120,000</b>
150kw Standby Generator for Prairie Landing Club House to be used to maintain critical systems in the event of a prolonged power outage.	
<b>300 gallon Dedicated Sprayer</b>	<b>\$60,000</b>
300 gallon turf sprayer with Sharpshooter and EnvioPro control options. Currently there are two dedicated turf sprayers in our fleet which were purchased in 1992 and 2008. The 1992 sprayer is unreliable, inefficient and not safe to operate without risk of turf injury.	
<b>Banquet Chairs</b>	<b>\$50,000</b>
Our current banquet chairs are 12 years old and in worn shape. This is to purchase 200 chairs, which will also reduce our need to rent chairs for larger events.	
<b>Grill Room Furniture</b>	<b>\$24,000</b>
Tables and chairs are mismatched and worn. The current chairs are also difficult to move and store when needed. The new furniture would better match PLGC décor and be easier to move and store.	
<b>Beverage Cart</b>	<b>\$18,000</b>
Purchase of this larger car would enable us to stock more product and increase sales. Existing cart would be used for outings and busy days rather than utility cart we currently use on such occasions.	
<b>Food Steamer</b>	<b>\$10,000</b>
Our steamer has failed and is unrepairable. Our current and future event calendars require the replacement of the steamer in order to perform the necessary cooking volume.	
<b>PLGC Server</b>	<b>\$6,000</b>
Domain Controller and File server for Prairie Landing. Pricing includes hardware and licensing. The server is to replace current domain controller/file server which is past useful life.	



# DUPAGE AIRPORT AUTHORITY

*CHICAGO LAND'S*

***DUPAGE FLIGHT CENTER*** 

Prairie  
Landing  
GOLF CLUB

## MAJOR MAINTENANCE 2013

## **2013 Major Maintenance Program**

### **DuPage Airport - Field Projects**

<b>Asphalt Pavement Repair</b>	<b>\$100,000</b>
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Remove and replace failing asphalt on roadways and in parking lots in various locations.

<b>Pavement Rehab</b>	<b>\$90,000</b>
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Remove and replace various cracked/failing concrete panels on aprons, sidewalks, and curbs.

### **DuPage Airport - Building Projects**

<b>Replace Flight Center Carpet</b>	<b>\$121,440</b>
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Replace 20 year old carpet in 2<sup>nd</sup> floor offices and in the 2<sup>nd</sup> and 3<sup>rd</sup> floor hallways.

<b>Hangar Roof Repair</b>	<b>\$85,000</b>
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Repair storm damage to 99 Jet and E-10 Hangars

<b>Building Demolition/Utility disconnects</b>	<b>\$73,000</b>
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Demolition of "Old Cameron Aircraft" building and stabilization of N-7 Hangar. Disconnections of utilities from "Old Ross/Cameron Aircraft hangars" and the abandoned NIU site at the business center.

<b>E-20 Mansard Removal</b>	<b>\$48,000</b>
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Structural steel that is supporting the mansard on hangar E20 has rusted beyond economic repair and must be removed.

<b>Hangar Floor Refinish</b>	<b>\$40,000</b>
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Funding to refurbish up to 10,000 sq. feet of hangar floor coating in existing hangars.

<b>ATCT Roof Replacement</b>	<b>\$29,000</b>
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Control Tower roof is approximately 20 years old and recently experienced recurrent leakage. This project would re-coat the existing membrane roof with a membrane and sealer.

<b>Control Tower HVAC Repairs</b>	<b>\$17,700</b>
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Cost to replace leaking refrigerant lines serving the FAA base building A/C units.

<b>1955 N. Aviation Avenue Hangar office East rooftop unit</b>	<b>\$11,000</b>
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Replacement of East rooftop unit due to age and failing heat exchanger.

**Control Tower A/C Compressor Replacement****\$9,500**

Change 2 A/C compressors for the South SAC unit that provides cooling to the Control Tower cab. One compressor has failed and the other unit could fail due to age.

**Prairie Landing Golf Club – Building****Banquet Room Carpet****\$31,000**

Replacement of carpet from the sunroom, through ballroom, into sales office and down the bathroom hallway. Carpet is showing signs of wear and tear and has many stains.

**Prairie Landing Grill room A/C****\$13,200**

End of service life. Needs replacement for reliability and service cost issues. Will be replaced with more energy efficient and environmentally friendly system.

**PLGC Clubhouse Hot water Heater****\$8,500**

Replacement of domestic hot water heater due to age. Similar heater has already been replaced.

**Halfway House Cooler Doors****\$5,000**

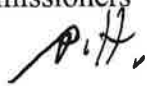
Cooler doors in halfway house are failing. Parts are no longer available for this model. Doors do not currently function properly. Will replace sliding doors with hinged doors.

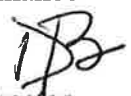




# DUPAGE AIRPORT AUTHORITY

**TO:** Board of Commissioners

**FROM:** Patrick Hoard   
Director of Finance

**THROUGH:** David Bird   
Executive Director

**RE:** Proposed Resolution 2012-1689; Authorizing the DuPage Airport Authority to use Property Tax Revenues for Capital and Major Maintenance.

**DATE:** November 14th, 2012

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## **SUMMARY:**

The Board and management have both operated with the understanding that Property Tax Revenues should only be used to purchase "Capital" assets. This resolution is to memorialize and document this operating procedure for the use of Property tax Revenues. Management has created both a Fixed Asset and Major Maintenance Policy that defines each based on Generally Accepted Accounting Principles and best practices of the Government Financial Officers Association.

This resolution authorizes the DuPage Airport Authority to use Property Tax Revenues for the procurement of fixed assets (Capital) and for Major Maintenance projects related to Capital assets.

In addition, the DuPage Airport Authority will maintain separate account(s) to track both Property Tax inflows and Capital and Major Maintenance outflows. Any annual surplus will be maintained in separate account(s) and may be used in subsequent years for the procurement of Capital and Major Maintenance items, and as approved during the annual budget process.

## **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.

**ATTACHMENTS:**

- None

**ALTERNATIVES:**

The Board can deny, modify or amend this issue.

**RECOMMENDATION:**

Subject to the favorable recommendation of the Finance Committee at their November 14, 2012 meeting, and Legal review; it is the recommendation of the Executive Director and Staff that the Board approve Proposed Resolution 2012-1689; Authorizing the DuPage Airport Authority to use Property Tax Revenues for Capital and Major Maintenance.

**RESOLUTION 2012-1689**  
**Directing the Use of Property Tax Revenue**

**WHEREAS**, the DuPage Airport Authority (the "Authority") is organized as a Special District under the laws of Illinois; and

**WHEREAS**, the Authority collects property tax revenues on an annual basis pursuant to state law; and

**WHEREAS**, the Authority wishes to provide clear direction to staff as to the use of the property tax revenues it receives; and

**WHEREAS**, the Authority deems it to be in the best interests of the Authority to only utilize property tax revenues in future years for the procurement of fixed assets ("Capital Assets") and for the major maintenance projects related to Capital Assets ("Major Maintenance"). Capital Assets and Major Maintenance are defined for purposes of this Resolution as set forth in Exhibits A and B attached hereto; and

**WHEREAS**, the Authority further deems it to be in the best interests of the Authority to segregate the Authority's property tax revenues and maintain them in separate accounts from the operating funds of the Authority;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the Authority hereby directs the Executive Director and the staff of the Authority that all property tax revenues shall be segregated from the operating funds of the Authority and shall only be utilized for Major Maintenance and the procurement of Capital Assets.

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 14<sup>th</sup> day of November, 2012.

\_\_\_\_\_  
CHAIRMAN

(ATTEST)

\_\_\_\_\_  
SECRETARY

## **Exhibit A**

### **DuPage Airport Authority**

### **Capital Policy**

#### **1.0 PURPOSE OF POLICY**

This policy is established to provide guidelines to ensure adequate stewardship over DuPage Airport Authority (DAA) resources through control and accountability of capital assets, and to collect and maintain complete and accurate capital asset information required for preparation of financial statements in accordance with generally accepted accounting principles.

#### **2.0 DEPARTMENT RESPONSIBILITIES:**

The DAA requires all departments to use this policy to protect and report on assets under their control. The manager of each department is responsible for protecting and controlling the use of their assets.

#### **3.0 DEFINITIONS**

**3.2 Capital Asset:** Land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, infrastructure, and all other tangible and intangible assets that are used in operations and that have initial useful lives extending beyond two years.

**3.2 Capitalized Value:** Historical cost of an asset. Includes the purchase of the construction cost of the asset and the related expenditures required to obtain or ready the asset for the purpose for which it was acquired.

**3.3 Capitalization Threshold:** The dollar amount below which items are not capitalized because the benefits of capitalization would not exceed the costs. For the DAA this threshold is \$5,000.

**3.4 Depreciation:** The systematic and rational distribution of the cost of a tangible capital asset over its useful life.

**3.5 Useful life:** The period during which a capital asset provides service

#### **4.0 GENERAL GUIDELINES:**

In order for an asset to be capitalized and recorded as a fixed asset:

- a. The individual asset's capitalized value must be at least \$5,000.
- b. The asset has an expected useful life greater than two years.

Assets are often times purchased in bulk, for example computers. In cases like this, each individual item may cost less than \$5,000 but, together may exceed the \$5,000 threshold.

For purposes of capitalizing assets, only *individual* assets exceeding the threshold will be capitalized.

Components to a base asset with a value of less than \$5,000 may be capitalized in conjunction with the overall asset, as long as the base asset's total capitalized value is at least \$5,000. For example, a new building may have one or more discrete components that have a significantly shorter life, (roof, HVAC, etc). These costs should be included in the total capitalized value of the building and depreciated over the life of the building. Later, when a discrete component needs to be replaced it should be expensed.

The amount capitalized and recorded to fixed assets (Capitalized Value) includes:

- a. The purchase or construction cost of the asset
- b. Any related expenditures required to obtain or ready the asset for the purpose for which it was acquired. (see ancillary costs in section 5.4)

Often significant costs are incurred in connection with capital assets in periods subsequent to their initial acquisition. They can be categorized as follows:

- a. Improvements – An improvement provides additional value. This can be achieved by 1) lengthening a capital assets estimated useful life. 2) increasing the asset's ability to provide service. Improvements should be capitalized and recognized as expense over the estimated useful life of the improvement.
- b. Repairs and maintenance – Retain value, rather than provide additional value. These costs should be expensed.

Software is capitalized when its cost is greater than \$5,000. Software purchased as a component of equipment or hardware is capitalized with the related piece of equipment or hardware.

## **5.0 MAJOR ASSET CATEGORIES AND VALUATION:**

Capital assets should be valued at cost – including all ancillary charges necessary to place the asset in its intended location and condition for use. Overhead costs may not be allocated to a project and are not a component of the asset's capitalized value.

### **5.1 Asset Categories**

The DAA organizes their assets into 9 major categories. The categories may be further divided (such as separate accounts for specific businesses or to differentiate between tangible and intangible assets). The categories are:

#### **5.1.1 Land**

The cost of land includes purchase price plus costs such as legal fees, fill, and any excavation costs incurred to put the land in condition for its intended use.

#### **5.1.2 Land Improvements**

Permanent improvements, other than buildings, that add value to land, but do not have an indefinite useful life. Examples include fences, retaining walls and most landscaping.

### **5.1.3 Office Furniture & Equipment**

Furnishings, business machines and similar movable items that exist within DAA office locations.

### **5.1.4 Operations Machinery & Equipment**

### **5.1.5 Buildings & Improvements**

Permanent structures. The cost of an improvement normally is added to the cost of the related structure, rather than treated as a separate asset.

### **5.1.6 Runways, Ramps, and Parking lots**

### **5.1.7 Vehicles**

### **5.1.8 Construction in progress**

This major class is used for costs incurred to construct or develop a capital asset before it is substantially ready to be placed into service (at which time the asset will be reclassified into the appropriate major class).

### **5.1.9 Software**

## **5.2 Purchased Assets**

Purchased assets are valued at historical cost including taxes and all appropriate ancillary costs less any discounts or rebates. If the historical cost is not practicably determinable, use estimated cost.

Land - includes purchase price plus costs such as legal fees, fill, and any excavation costs incurred to put the land in condition for its intended use.

Building – Acquisition and capital improvement costs. Capital improvements include structures and all other property permanently attached to, or an integral part of, the structure. Interest costs are also included.

Furniture, Machinery, Equipment, Fixtures, Software and Vehicles – The cost of this asset type reflects the actual or estimated cost of the asset. This includes the cost of an extended maintenance/warranty contract for all such equipment and licensing costs for computer software if purchased at the same time as the capital asset.

## **5.3 Self-Constructed Assets**

Self-constructed assets are capitalized and include all direct costs associated with construction and management costs associated with a construction project.

Department project management costs may be capitalized in one of two ways:

1. Actual project management costs are used when they are practicably discernable and directly associated with the project; or
2. A percentage of total budgeted project costs may also be used. The application rate may or may not be designed to recover total department project management costs. Indirect costs are excluded.

#### **5.4 Ancillary Costs**

Ancillary costs should normally be included in the cost of a capital asset. However, minor ancillary costs, not measurable at the time a capital asset is recorded, need not be capitalized.

Ancillary costs can include:

- Legal and title fees
- Professional fees for architects, engineers, attorneys, appraisers, financial advisors, etc.;
- Surveying fees
- Appraisal and negotiation fees
- Damage payments
- Site preparation costs
- Demolition costs of unwanted structures
- Insurance premiums, interest, and related costs incurred during construction
- Transportation charges
- Sales tax
- Installation charges
- Extended maintenance/warranty contracts

#### **5.5 Donated Assets**

Donated assets are recorded at the fair market value at the time of the acquisition plus all appropriate ancillary costs. If the fair market value is not determinable due to lack of sufficient records, estimated cost is used. If land is acquired by gift, the capitalized value is to reflect its appraised or fair market value at the time of acquisition.

### **6.0 DEPRECIATION AND AMORTIZATION:**

#### **6.1 Salvage Value**

Generally speaking, the salvage value of capital assets acquired by the DAA is insignificant. Therefore, salvage value will be ignored for purposes of determining the amount of depreciation.

## **6.2 Useful Life**

For purposes of determining the useful life of an asset, the DAA will estimate the useful life of an asset based on the DAA's prior experience with a similar asset.

Some guidelines are as follows:

Buildings	35 years
Vehicles	3 years
Runways and ramps	20 years
Parking lots	20 years
Machinery	8 to 20 years
Office Furniture & Equipment	3 to 7 years
Land Improvements	5 to 20 years
Software	3 years

## **6.3 Allocation Method**

The DAA uses the straight-line method of depreciation. Beginning in 2013, an asset will have one half of a year's depreciation expense realized in the year the asset is put into service.



**Exhibit B**  
**DuPage Airport Authority**  
**Major Maintenance Policy**

**1.0 PURPOSE OF POLICY**

This policy is established to provide guidelines over what is consider major maintenance at the DuPage Airport Authority (DAA).

**2.0 DEFINITIONS**

**2.1 Major Maintenance:** Expenditures made beyond the regular, normal upkeep of physical properties (i.e. Land, Buildings, infrastructure and Equipment) for the repair or replacement of failed or failing components as necessary to return the property to its currently intended use, to prevent further damage, or to make it compliant with changes in laws, regulations, codes or standards. Demolition of a physical property may also be considered major maintenance.

**2.2 Major Maintenance Threshold:** The dollar amount threshold is \$5,000.

**2.3 Depreciation:** Major maintenance items are NOT capital and therefore are expensed when the cost occurs. There is no depreciation.

**2.4 Demolition:** Demolition of physical property is considered major maintenance if it meets the criteria in 3.0 and the demolition is being done to return the site to vacant land. If the demolition is being done to prepare the site for further use/construction the costs should be included in the total Capital project for the new use/construction.

**2.5 Useful Life:** In many cases, major maintenance projects will be performed on capital assets. In order to qualify as major maintenance, the project must NOT extend the original useful life of the capital asset. If a project DOES extend the useful life from what was originally expected then the project is more appropriately considered as Capital.

**3.0 GENERAL GUIDELINES:**


In order for an asset to be consider major maintenance:

- a. The individual maintenance event value must be at least \$5,000.
- b. The event must meet the definition in 2.1
- c. The event must NOT be considered Capital per the DAA Capital policy.



**TO:** Board of Commissioners

**FROM:** Mark Doles  
Director, Aviation Facilities and Properties

**THROUGH:** David Bird   
Executive Director

**RE:** Authorization of Proposed Resolution 2012-1700, Non Federal Reimbursable Agreement Between Department of Transportation Federal Aviation Administration and the DuPage Airport Authority

**DATE:** November 7, 2012

=====

**SUMMARY:**

The DuPage Airport Authority has paid the Federal Aviation Administration (“FAA”) for the nighttime staffing of the DuPage Airport Air Traffic Control Tower (“ATCT”) since May of 1998, otherwise, the DuPage Airport ATCT would not be staffed and the airport would be open and be un-controlled between the hours of 10:00P and 6:00AM.

This original decision by the Board to fund the nighttime shift was made for the safety of our customers, tenants, staff, and the surrounding communities and to enhance our ability to attract and retain aviation business.

The only other airports in Chicagoland, besides DuPage, with 24-hour towers are O’Hare and Midway. The FAA fully funds the O’Hare and Midway towers.

This amenity, coupled with our infrastructure, 24-hour staffing of both the Flight Center and aircraft rescue and firefighting station, and on-site U.S. Customs Service help to make DuPage Airport the best option for general aviation.

The FAA has a policy that requires an average of 4.0 operations per hour for the nighttime shift (10:00P – 6:00A) to be funded by the Federal Government. Historically, some, but not all of the nighttime hours have an average of 4.0 operations or more at DuPage. Further, last year, the FAA changed their staffing requirements for overnight shifts to require two controllers (a controller and a supervisor) instead of one. This policy change by the FAA almost doubled the potential cost to the Authority and other airports.

The original proposed Agreement provided by the FAA for last year included an estimated annual cost (10/1 – 9/30 Government Fiscal Year) of \$448,390.64. This was an increase of 82% from the previous year total of \$246,316.09. Staff reviewed these estimated costs and was able to work with the FAA for a revised estimated cost

reduction. The proposed agreement for 2012-2013 is also reflective of that estimated cost reduction.

The reduction provided by the FAA acknowledges that during some of the nighttime shift, DuPage Airport does average at or above the FAA threshold of 4.0 operations per hour.

**PREVIOUS COMMITTEE/BOARD ACTION:**

November 14, 2012 Finance, Budget and Audit Committee – this item is on the agenda for review and consideration.

**REVENUE OR FUNDING IMPLICATIONS:**

Estimated cost to the Authority for the period of 10/1/2012 – 9/30/2013 will be \$343,766.15. As a standard term with this type of FAA reimbursable agreement, a lump sum prepayment is required by the Authority. Staff will work with the auditors regarding journal entries to expense 25% (Oct., Nov., Dec.) of the amount in our FY 2012 Budget and the remainder in the FY 2013 Budget.

**STAKEHOLDER PROCESS:**

Tenants and customers have cited the 24-hour ATCT as a reason for basing or doing business at DuPage.

**LEGAL REVIEW:**

This is the standard form Non-Federal Reimbursable Agreement utilized by the FAA with minor changes provided by our Legal Counsel last year. This Agreement has been utilized and executed previously by the Authority

**ATTACHMENTS:**

- Proposed Resolution 2012-1700; Authorizing Execution of Non Federal Reimbursable Agreement Between Department of Transportation Federal Aviation Administration and the DuPage Airport Authority Agreement No. AJT-OA-CSA-12-C115.

**ALTERNATIVES:**

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

**RECOMMENDATION:**

Subject to the favorable recommendation of the Finance Committee, it is the recommendation of the Executive Director and staff that the Board approves Resolution 2012-1700, Authorizing Execution of a Non Federal Reimbursable Agreement between Department of Transportation Federal Aviation Administration and the DuPage Airport Authority Agreement No. AJT-OA-CSA-12-C115 at the November 14, 2012 Board meeting.

**RESOLUTION 2012-1700**

**NON FEDERAL REIMBURSABLE AGREEMENT BETWEEN DEPARTMENT OF  
TRANSPORTATION FEDERAL AVIATION ADMINISTRATION AND THE DUPAGE  
AIRPORT AUTHORITY AGREEMENT No. AJT-OA-CSA-12-C115**

**WHEREAS**, the DuPage Airport Authority, an Illinois Special District (the "Authority"), is in receipt of a Non Federal Reimbursable Agreement between Department of Transportation Federal Aviation Administration and the DuPage Airport Authority Agreement No. AJT-OA-CSA-12-C115 (the "Agreement"); and

**WHEREAS**, said Agreement requires the Authority to prepay the Federal Aviation Administration to provide nighttime staffing of the DuPage Airport Air Traffic Control Tower for the period from October 1, 2012 through September 30, 2013; and

**WHEREAS**, the Authority desires to continue to have nighttime staffing of the DuPage Airport Air Traffic Control Tower; and

**NOW, THEREFORE, BE IT RESOLVED**, that the DuPage Airport Authority enter into the Agreement; and

**FURTHER, BE IT RESOLVED**, that the Executive Director of the DuPage Airport Authority be and is hereby authorized to execute said Agreement, 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 14<sup>th</sup> day of November, 2012.

ATTEST:

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
Secretary

**RESOLUTION 2012-1700**



# DUPAGE AIRPORT AUTHORITY

TO: Board of Commissioners

FROM: Anna Marano  
Procurement Analyst

THROUGH: David Bird   
Executive Director

RE: Proposed Resolution 2012-1690; Award of Bid to Foxfield Construction for the Flight Center Renovation Project Phase II

DATE: November 7, 2012

## **SUMMARY:**

After operating the Flight Center building for fifteen years, it was readily apparent that there were issues regulating the temperature and other renovations required to maximize the functionality and operation of the building. The first phase of the renovation project has been completed and Ghafari Associates, LLC ("Ghafari") was retained by the Authority to provide design and construction documents for Phase II. It was the consensus of the Board to proceed with final design and construction documents to obtain bids for this second phase.

As bid, the scope of the project includes a renovation on the first floor of the four remaining public restrooms, Kitty Hawk Café, Flight Crew lounge and VIP Room, Conference Room, U.S. Customs security upgrades and the lower level Line Service locker room and Customer/Tenant Exercise Room areas.

Staff solicited sealed bids for the procurement for the Flight Center Renovation Project Phase II in the September 21, 2012 edition of the *Daily Herald Newspaper*. Ten (10) sealed bids were received and opened at 2:00 p.m. on October 17, 2012. Bid tabulations are as follows:

General Contractor	Bid Amount	Mark-up for Change Order
Foxfield Construction Bartlett, Illinois	\$ 925,624.00	15% General Contractor 10% Sub-Contractor
FBG Corporation Elmhurst	\$ 969,000.00	10% General Contractor 15% Sub-Contractor
Construction Solutions Alsip, Illinois	\$1,013,723.00	10% General Contractor 10% Sub-Contractor
R.L. Sohoh General Contractor Plainfield, Illinois	\$1,053,000.00	15% General Contractor 10% Sub-Contractor
M.G. Manusos Fox Lake, Illinois	\$1,067,310.00	15% General Contractor 10% Sub-Contractor
Z-Corp Romeoville, Illinois	\$1,068,997.00	10% General Contractor 5% Sub-Contractor

Simpson Construction Bellwood, Illinois	\$1,087,000.00	15% General Contractor 10% Sub-Contractor
Bear Construction Rolling Meadows, Illinois	\$1,137,117.00	5% General Contractor 5% Sub-Contractor
RC Wegman Aurora, Illinois	\$1,244,000.00	5% General Contractor 5% Sub-Contractor
Central Lakes Prospect Heights, Illinois	\$1,199,377.00	10% General Contractor 10% Sub-Contractor

Upon evaluation of bids and recommendation of our architect, Ghafari, Inc., Foxfield Construction is the low, responsive and responsible bidder.

### **PREVIOUS COMMITTEE/BOARD ACTION:**

November 14, 2012 Capital Development, Leasing and Customer Fees Committee – this item is on the agenda for review and consideration

May 16, 2012 Resolution 2012-1661 approved Authorizing Execution of an Agreement with Ghafari Associates, LLC for Design Services for Flight Center Renovations Phase II to produce Bid Documents and Construction Plans

### **REVENUE OR FUNDING IMPLICATION**

The FY' 2012 Capital Budget includes \$1,000,000 for the Flight Center Renovation Project Phase II and associated work and total funds of \$1,300,000 is included in the FY'2013 Tentative Budget.

The bid submitted was in the amount \$925,624.00. With a 10% owner's contingency of \$92,562.00 the total authorized construction cost would be \$1,018,186.00.

This project will carry-over into FY'2013. Capital Funds to complete this project are contained in the FY'2013 Capital Budget.

### **STAKEHOLDER PROCESS**

No stakeholders have been identified at this time.

### **LEGAL REVIEW**

Legal counsel has previously reviewed the AIA contract provided by Ghafari, Inc. to be utilized for this project.

### **ATTACHMENTS**

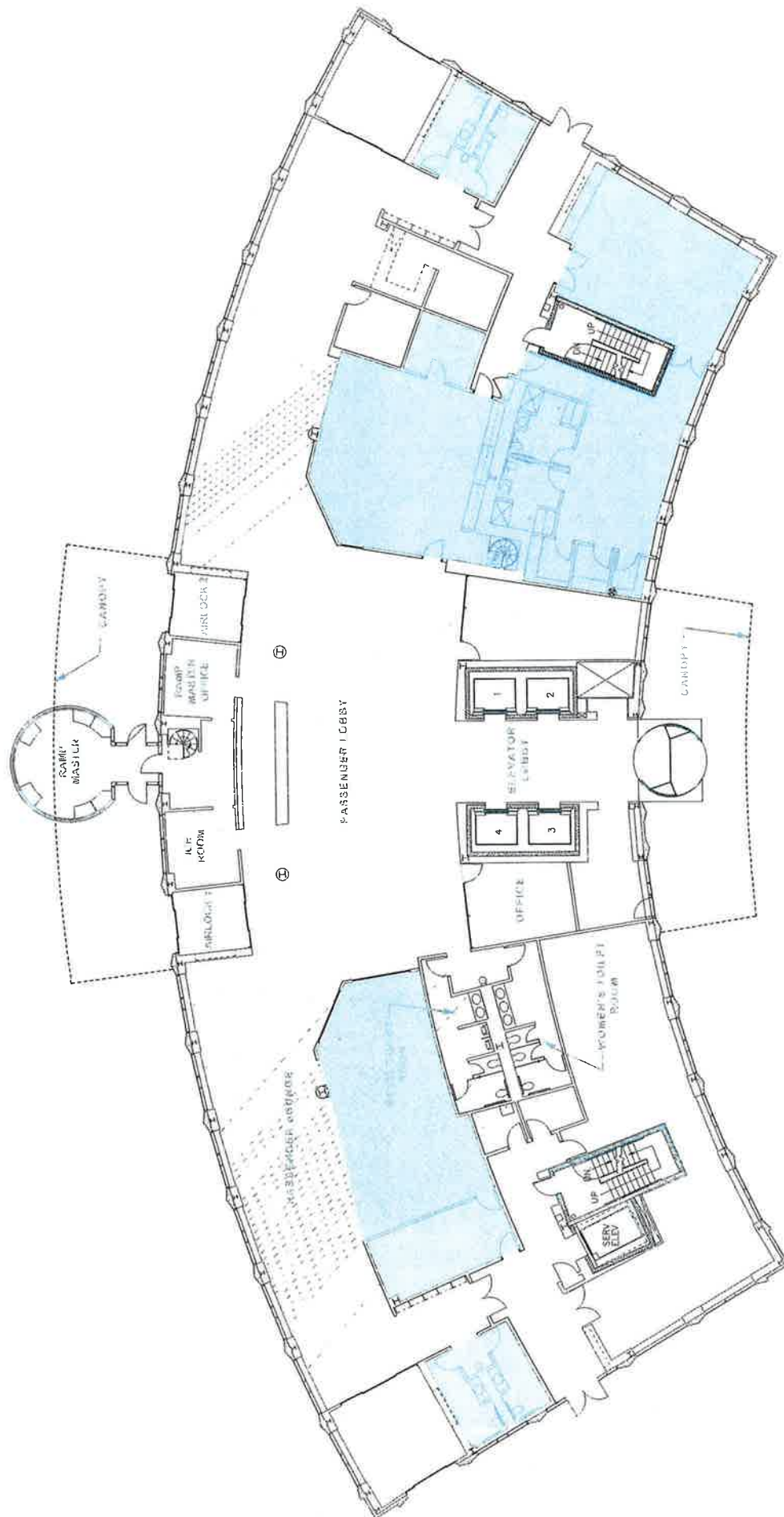
- ❑ Exhibit depicting Flight Center Remodeling Project
- ❑ Proposed Resolution 2012-1690; Award of Bid to Foxfield Construction for the procurement of the Flight Center Renovation Project Phase II.
- ❑ Statement of Political Contributions.

**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 at their, November 14, 2012 meeting; it is the recommendation of the Executive Director and Staff that the Board approve Proposed Resolution 2012-1690; Award of Bid to Foxfield Construction for the procurement of the Flight Center Renovation Project Phase II.



PROPOSED AREAS

DUPAGE FLIGHT CENTER INTERIOR REMODELING



**RESOLUTION 2012-1690**

**AWARD OF CONTRACT TO FOXFIELD CONSTRUCTION FOR THE FLIGHT CENTER RENOVATION PROJECT PHASE II**

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

**WHEREAS**, the Authority has solicited sealed bids for the procurement of the Flight Center Renovation Project Phase II; and

**WHEREAS**, the Authority has received and reviewed ten (10) sealed bids on October 17, 2012; and

**WHEREAS**, it is apparent that Foxfield Construction is the low, responsive and responsible bidder at a cost of \$925,624.00 plus a 10% owner’s contingency of \$92,562.00; and.

**NOW, THEREFORE, BE IT RESOLVED**, that the Authority enter into a written Contract with Foxfield Construction for the total cost not to exceed a cost of \$1,018,186.00 which includes a 10% owner’s 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 Foxfield 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 14th day of November, 2012.

\_\_\_\_\_  
CHAIRMAN

(ATTEST)

\_\_\_\_\_  
SECRETARY

**RESOLUTION 2012-1690**

G H A F A R I  
PROJECT 107114.011

DUPAGE AIRPORT AUTHORITY  
DUPAGE AIRPORT FLIGHT CENTER  
MAIN TERMINAL  
INTERIOR RENOVATION - PHASE 2  
WEST CHICAGO, IL

DUPAGE AIRPORT FLIGHT CENTER  
MAINT TERMINAL INTERIOR RENOVATION - PHASE 2  
WEST CHICAGO, IL

for

DUPAGE AIRPORT AUTHORITY

**STATEMENT OF POLITICAL CONTRIBUTIONS**

N/A  
(name of entity or individual)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(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."


10/17/12 Thomas Piazza  
(date) (signature)


Secretary  
(title of signer, if a business)



# DUPAGE AIRPORT AUTHORITY

**TO:** Board of Commissioners

**FROM:** Mark Doles   
Director, Aviation Facilities and Properties

**THROUGH:** David Bird   
Executive Director

**RE:** Proposed Resolution 2012-1691; Construction Administration Services from Ghafari Associates, LLC for the Flight Center Renovation Project Phase II

**DATE:** November 7, 2012

---

## **SUMMARY:**

In conjunction with the previous Resolution 2012-1690, Award of Bid to Foxfield Construction for the procurement of the Flight Center Renovation Project Phase II an additional service is required. That service is Construction Administration to include: on-site meetings to ensure that the contractor(s) are adhering to the plans and specifications bid, that the work is being performed properly and all submittals for materials and equipment to be installed are reviewed by certified architects and engineers. Ghafari Associates, LLC ("Ghafari"), the architectural design firm retained by the Authority has provided a proposal to provide said Construction Administration Services for this project.

The total not-to-exceed price provided by Ghafari for these services is \$30,000. This total includes permit submittal and review, pay request review, shop drawing submittal and change order review.

The proposed fee for these services is 2.9% of the total possible construction cost. This fee is considered fair and reasonable and within industry standards.

## **PREVIOUS COMMITTEE/BOARD ACTION:**

November 14, 2012 Capital Development, Leasing and Customer Fees Committee – this item is on the agenda for review and consideration

May 16, 2012 Resolution 2012-1661 approved Authorizing Execution of an Agreement with Ghafari Associates, LLC for Design Services for Flight Center Renovations Phase II to produce Bid Documents and Construction Plans

## **REVENUE OR FUNDING IMPLICATION**

This item is part of the Flight Center Renovation project. An additional Resolution, 2012-1690 would authorize the construction costs of up to \$1,018,186.00 (including a 10% owner's

contingency). Including this construction administration fee, the total possible construction cost of the project would be \$1,048,186.00.

The FY' 2012 Capital Budget includes \$1,000,000.00 for the Flight Center Remodeling Project and associated work. However, this project will be in two fiscal years (2012 and 2013). Therefore, the proposed tentative FY'2013 budget includes \$1,300,000.00 for this project. The remaining funds are programmed for any additional furniture, fixtures and equipment (FF&E) required to complete this project. These additional items, if required, will be obtained in accordance with our Purchasing Policy.

### **STAKEHOLDER PROCESS**

No stakeholders have been identified at this time.

### **LEGAL REVIEW**

Legal counsel has previously reviewed the AIA contract provided by Ghafari. This item will be authorized as a Task Order Modification under our Master Agreement with Ghafari.

### **ATTACHMENTS**

- Proposed Resolution 2012-1691, Authorizing Construction Administration Services from Ghafari Associates, LLC for the Flight Center Renovation Project Phase II

### **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, and the approval of Resolution 2012-1691; it is the recommendation of the Executive Director and staff that the Board approve Proposed Resolution 2012-1691, Authorizing Construction Administration Services from Ghafari Associates, LLC for the Flight Center Renovation Project Phase II at the November 14, 2012 Board meeting.

**RESOLUTION 2012-1691**

**AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH GHAFARI ASSOCIATES, LLC FOR CONSTRUCTION ADMINISTRATION SERVICES FOR THE FLIGHT CENTER RENOVATION PROJECT 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 Task Order Modification from GHAFARI Associates, LLC for not-to-exceed \$30,000 to provide construction administration services for said project; and

**NOW, THEREFORE, BE IT RESOLVED**, that the DuPage Airport Authority enter into the aforementioned Task Order Modification 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 Task Order Modification 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 14<sup>th</sup> day of November, 2012.

\_\_\_\_\_  
CHAIRMAN

(ATTEST)

\_\_\_\_\_  
SECRETARY

**RESOLUTION 2012-1691**



# DUPAGE AIRPORT AUTHORITY

TO: Board of Commissioners

FROM: Byron Miller  
Director, Operations

THROUGH: David Bird  
Executive Director

RE: Resolution 2012-1692; Ratification of the Executive Director's Action for Concurrence of Award with the State of Illinois for the Project Described as Runway 10-28 and Associated Taxiway Connector Overlay: DPA-4122, to the Lowest Responsive Bidder.

DATE: November 5, 2012

=====

## **SUMMARY**

As you may recall the Illinois Department of Transportation, Division of Aeronautics (IDA) previously solicited bids for this project on March 9, 2012. At that time Plote Construction Inc. (Plote) was the lowest responsible bidder at \$1,173,245.90.

The Federal share of funds for the project were not released in time to award so IDA was forced to re-bid this project on September 21, 2012. Plote was again the lowest responsive bidder in the amount of \$1,408,875.13

IDA is recommending the award of the bid to Plote Construction Inc., which submitted the lowest responsive bid.

Due to the timing of the bid and our Board meeting, it was necessary for the Executive Director to officially concur with the award of the bid to Plote before this Board meeting. This resolution would ratify the Executive Director's actions in that regard.

## **PREVIOUS COMMITTEE/BOARD ACTION:**

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 – Board approved Resolution 2012-1665, which authorized an Agreement for Engineering Services with CH2M Hill for Construction Phase Services.

November 14, 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 approximately \$1,889,326.00.

The FAA's share is 90.43% or \$1,708,460.00, the State's share of this project is 4.79% or \$90,433.00 and the Airport share is 4.79% or \$90,433.00.

When this project was programmed we were told that the funding split would be a 95% Federal, 2 ½ % State and 2 ½ % Local shares so the Airport budgeted \$52,000 in the 2012 Capital Budget. The staff will ensure that there are sufficient monies budgeted for this project in the 2013 Capital Budget.

**STAKEHOLDER PROCESS:**

N/A

**LEGAL REVIEW:**

N/A

**ATTACHMENTS:**

- Letter dated October 1, 2012 from the Illinois Department of Transportation.
- Proposed Resolution 2012-1692; Ratification of the Executive Director's Action for Concurrence of Award with the State of Illinois for the Project Described as Runway 10-28 and Associated Taxiway Connector Overlay: DPA-4122, to the Lowest Responsive Bidder.

**ALTERNATIVES:**

The Committee can forward to the Board, deny, modify or amend this issue.

**RECOMMENDATION:**

Subject to the favorable recommendation of the Capital Development Leasing and Customer Fees Committee at the November 14, 2012 meeting; it is the recommendation of the Executive Director and Staff that the Board approve Proposed Resolution 2012-1692; Ratification of the Executive Director's Action for Concurrence of Award with the State of Illinois for the Project Described as Runway 10-28 and Associated Taxiway Connector Overlay: DPA-4122, to the Lowest Responsive Bidder.

**RESOLUTION 2012-1692**

**Ratification of the Executive Director's Action for Concurrence of Award with the State of Illinois for the Project Described as Runway 10-28 and Associated Taxiway Connector Overlay: DPA-4122, to the Lowest Responsive Bidder**

**WHEREAS**, the DuPage Airport Authority has previously approved the Agreement for design of the project described as: Runway 10-28 and associated Taxiway Connector Overlay: DPA-4122 (the "Project"); and

**WHEREAS**, the DuPage Airport Authority applied for and received a Federal/State grant for the Project listed above; and

**WHEREAS**, the Illinois Department of Transportation bid the Project as the agent for the DuPage Airport Authority; and

**WHEREAS**, to proceed with this Project the Illinois Department of Transportation must award this bid to the lowest responsive bidder; and

**WHEREAS**, the lowest responsive bidder was Plote Construction Inc. in the amount of \$1,408,875.13;

**WHEREAS**, in order to comply with the timing required by the Illinois Department of Transportation, it was necessary for the Executive Director to provide his concurrence with the award prior to the DuPage Airport Authority's November 2012 Board meeting; and

**NOW THEREFORE BE IT RESOLVED**, that the DuPage Airport Authority concurs with the award of the Project to the lowest responsive bidder as approved by the Illinois Department of Transportation, to Plote Construction Inc. in the amount bid \$1,408,875.13.

**FURTHER BE IT RESOLVED**, that the Executive Director's execution of the concurrence of award with the State of Illinois on behalf of the DuPage Airport Authority is hereby ratified by the DuPage Airport Authority Board of Commissioners.

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 14th day of November, 2012.

\_\_\_\_\_  
CHAIRMAN

(ATTEST)

\_\_\_\_\_  
SECRETARY

**RESOLUTION 2012-1655**





# DUPAGE AIRPORT AUTHORITY

**TO:** Board of Commissioners

**FROM:** Byron Miller  
Director, Operations

**THROUGH:** David Bird  
Executive Director

**RE:** Approval of Proposed Resolution 2012-1693; Authorizing a Participation Agreement with the State of Illinois for the Project Described as Overlay Runway 10-28; DPA-4122.

**DATE:** October 30, 2012

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## **SUMMARY:**

The Airport Authority 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:**

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

The Capital Development, Leasing, And Customer Fees Committee is reviewing this item at their November 14, 2012 meeting.

## **REVENUE OR FUNDING IMPLICATIONS:**

The total cost of this project, including all engineering costs, should be approximately \$1,889,326.00.

The FAA's share is 90.43% or \$1,708,460.00, the State's share of this project is 4.79% or \$90,433.00 and the Airport share is 4.79% or \$90,433.00.

When this project was programmed we were told that the funding split would be a 95% Federal, 2 ½ % State and 2 ½ % Local shares so the airport budgeted \$52,000 in the 2012 Capital Budget. The staff will ensure that there are sufficient monies budgeted for this project in the 2013 Capital Budget.

**STAKEHOLDER PROCESS:**

N/A

**LEGAL REVIEW:**

The IDA approved Agreement is standard and therefore doesn't require legal review.

**ATTACHMENTS:**

- Proposed Resolution 2012-1693; 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 November 14, 2012 meeting; it is the recommendation of the Executive Director and Staff that the Board approve Proposed Resolution 2012-1693; Authorizing a Participation Agreement with the State of Illinois for the Project Described as Overlay Runway 10-28; DPA-4122.

**RESOLUTION 2012-1693**

**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 \$1,889,326.00 and the Authority's share will be approximately \$90,433.00 (4.79% of the total project);

**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: 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 \_\_\_\_\_  
Perry Thompson \_\_\_\_\_  
David J. Sabathne' \_\_\_\_\_

Passed and approved by the Board of Commissioners of the DuPage Airport Authority this 14th day of November, 2012.

\_\_\_\_\_  
CHAIRMAN

(ATTEST)


\_\_\_\_\_  
SECRETARY



# DUPAGE AIRPORT AUTHORITY

**TO:** Board of Commissioners

**FROM:** Byron Miller  
Director of Operations

**THROUGH:** David Bird   
Executive Director

**RE:** Proposed Resolution 2012-1694; Authorizing Entering into a Purchase Order Contract with Kellogg Brown and Root Services, Inc. to Repair the Roof on the Hanger Buildings Located at 32W521 and 32W515 Tower Rd.

**DATE:** November 7, 2012

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## **SUMMARY:**

On July 1, 2012 the Chicago area was hit by a severe thunderstorm with winds up to 90mph. Four buildings received significant damage and insurance claims were submitted. After the damages were reviewed by the adjuster, it was agreed that the damages for the buildings totaled \$43,147. The following is a breakdown for the individual buildings:

N4 hangar building	\$9,340
N6 hangar building	\$6,417
E10 hangar building	\$24,340
Flight Center Building	\$3,050

Our Insurance Policy has a deductible of \$25,000; therefore the net settlement is \$18,147.

The building sustaining the most damage was hangar E10 located on Tower Road. The damage occurred to approximately 2,500 square feet of metal panels and insulation under the panels on both sides of the roof.

The staff has determined that due the cost involved in preparing bid specifications, advertizing for bids, reviewing submittals/ shop drawing, a Job Order Contract (JOC) would be the most cost effective way of repairing the roof.

Pursuant to Section 2.6(c), the Authority's Procurement Policy allows purchases to be made by utilizing Contracts awarded through a joint purchasing alliance of which the DuPage Airport Authority is a member, where the Contract was formally competitively bid by the alliance or group.

The Authority is a member of the National IPA Joint Purchasing Alliance ("IPA"). The DuPage County Department of Procurement in conjunction with the IPA awarded a national cooperative contract for a Job Order Contracting Program with Kellogg Brown and Root Services, Inc. ("KBR")

A JOC proposal from the firm of KBR was requested and within one week of reviewing the project scope of work KBR submitted a proposal for \$34,804.92. This proposal would include removing the damaged panels along with the torn/damaged insulation, installing new metal roof panels where necessary and installing additional reinforcing clips between the roof purlins and roof panels to add additional strength to roof system. KBR acts as a general contractor by managing the contract, hiring the sub-contractors, reviewing any submittals, monitoring safety and providing the warranty.

Before the storm the N4 hangar was not in good condition, after the storm damage the staff determined that it was not cost effective to repair the damaged portion of the building so we are in the process of demolishing it with our own forces.

We have repaired the Flight Center roof in house and we are in the process of using materials salvaged from N4 to repair the damage to N6.

**PREVIOUS COMMITTEE/BOARD ACTION:**

This is the first time this item has been brought to the Capital Development, Leasing and Customer Fees Committee and the Board of Commissioners for action.

**REVENUE OR FUNDING IMPLICATIONS:**

The 2012 Capital Budget contains sufficient monies to cover the \$20,138.41 (which includes a 10% owners contingency) net cost of this project.

Also since the repair cost is more than the damage estimate, the staff will seek additional funds from the insurance adjuster.

**STAKEHOLDER PROCESS:**

N/A

**LEGAL REVIEW:**

This is our standard Purchase Order Contract; therefore no legal review is necessary.

**ATTACHMENTS:**

Proposed Resolution 2012-1694; Authorizing Entering into a Purchase Order Contract with Kellogg Brown and Root Services, Inc. to Repair the Roof on the Hanger Building Located at 32W521 and 32W515 Tower Rd.

**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 November 14, 2012 meeting; it is the recommendation of the Executive Director and Staff that the Board approve Proposed Resolution 2012-1694; Authorizing Entering into a Purchase Order Contract with Kellogg Brown and Root Services, Inc. to Repair the Roof on the Hanger Building Located at 32W521 and 32W515 Tower Rd.

DUPAGE AIRPORT AUTHORITY

STATEMENT OF POLITICAL CONTRIBUTIONS

KELLOGG BROWN + ROOT SERVICES, INC.  
(name of entity or individual)

860 CHAMPIONS DR.  
COLUMBIA, MD 65201  
(address of entity or individual)

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

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

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

VERIFICATION:

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

11/7/12      Stephen Jurling      BUSINESS MANAGER  
(date)                      (signature)                      (title of signer, if a business)

**RESOLUTION 2012-1694**

**EXECUTION OF A PURCHASE ORDER CONTRACT TO KELLOGG BROWN AND ROOT SERVICES, INC. TO REPAIR THE ROOF ON THE HANGER BUILDING LOCATED AT 32W521 AND 32W515 TOWER RD.**

**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 needs to repair a storm damaged hangar roof; and

**WHEREAS**, pursuant to Section 2.6(c), the Authority’s Procurement Policy allows purchases to be made by utilizing Contracts awarded through a joint purchasing alliance of which the DuPage Airport Authority is a member, where the Contract was formally competitively bid by the alliance or group.; and

**WHEREAS**, the DuPage County Department of Procurement in conjunction with the National IPA Joint Purchasing Alliance (“IPA”) awarded a national cooperative contract for a Job Order Contracting Program (“JOC”) with Kellogg Brown and Root Services, Inc. (KBR); and

**WHEREAS**, the Authority is a member of IPA; and

**WHEREAS**, KBR has submitted a JOC to repair said roof, at a cost of \$34,804.92; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Authority be authorized to execute a purchase order contract with KBR for a total cost not to exceed \$38,285.41, including a 10% owner’s 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 the Purchase Order Contract with Kellogg Brown and Root Services, Inc. attached hereto as Exhibit A 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 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 14th day of November, 2012.

\_\_\_\_\_  
CHAIRMAN


(ATTEST)


\_\_\_\_\_  
SECRETARY



# DUPAGE AIRPORT AUTHORITY

TO: Board of Commissioners

FROM: Anna Marano   
Procurement Analyst

THROUGH: David Bird   
Executive Director

RE: Proposed Resolution 2012-1698; Authorization to Enter Into a Cash Farm Lease between the DuPage Airport Authority and Dale Pitstick.

DATE: November 14, 2012

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## **SUMMARY:**

The Airport Authority currently has available, approximately 196 acres of farmland. This property includes 196 acres surrounding the south airfield and north of North Avenue.

In 2008, 212 of the 250 acres were leased by Galusha Farms at a rate of \$185.60 per acre. The cash farm lease with Galusha Farm expired on December 31, 2012.

Historically, the Airport Authority has entered into both annual and multi-year cash farm leases. Staff had met with a farm consultant in previous years to discuss future farming operations and has determined that a multi-year lease is more beneficial to both the landlord and the tenant because the tenant has an incentive to fertilize and improve soil conditions for several harvests. Conversely, in an annual cash farm lease situations; the tenant may have no incentive for renewing soil nutrients for future year crops.

Based on this determination, staff solicited sealed bids for a Three (3) Year Crop Cash Farm Lease of 196 Acres. The term of such lease is for the period of January 1, 2013 thru the November 15, 2015 or earlier if final harvesting has occurred.

This solicitation was advertised in the October 9, 2012 edition of the *Daily Herald Newspaper*. Four (4) sealed bids were received and opened on October 30, 2012. Bid tabulations are as follows:

Bidder	Price per Acre	Total Price
Dale Pitstick Genoa, Illinois	\$335.00	\$65,660.00
Jeff Laczynski Maple Park	\$265.30	\$51,998.00
Henry Harvell Elburn, Illinois	\$251.00	\$49,196.00
Brad Kriegel Maple Park, Illinois	\$241.00	\$47,236.00



Upon review of the bid results, it is apparent that Dale Pitstick is the high, responsive and responsible bidder.

**PREVIOUS COMMITTEE/BOARD ACTION:**

Capital Development Leasing and Customer Fees Committee – this item will be reviewed by the Committee at their November 14, 2012 meeting.

**REVENUE OR FUNDING IMPLICATIONS:**

Each March 15<sup>th</sup> of the Cash Farm Lease, Dale Pitstick is responsible for paying the annual cash rent of \$65,660.00.

**STAKEHOLDER PROCESS:**

No stakeholders have been identified at this time.

**LEGAL REVIEW:**

Legal counsel has previously drafted the Cash Farm Lease that is being utilized for this project.

**ATTACHMENTS**

- Proposed Resolution 2012-1698; Authorization to enter into a Cash Farm Lease between the DuPage Airport Authority and Dale Pitstick.
- Statement of Political Contributions.

**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, the Executive Director and Staff recommend that the Board approve Proposed Resolution 2012-1698; Authorization to enter into a Cash Farm Lease between the DuPage Airport Authority and Dale Pitstick.

## DUPAGE AIRPORT AUTHORITY

### STATEMENT OF POLITICAL CONTRIBUTIONS

Dale S. Pitstick  
(name of entity or individual)

128 N. Hardsall st.  
Genoa, IL 60135  
(address of entity or individual)

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

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

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

#### VERIFICATION:

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

11-6-12  
(date)

Dale S. Pitstick  
(signature)

\_\_\_\_\_  
(title of signer, if a business)

**RESOLUTION 2012-1698**

**Award of Bid to Dale Pitstick to enter into a Cash Farm Lease**

**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 is desirous of leasing approximately 196 tillable acres of previously leased Airport Authority owned farm land; and

**WHEREAS**, the Authority has received and reviewed six (4) sealed bids on October 30, 2012; and

**WHEREAS**, it is apparent that Dale Pitstick is the high, responsive and responsible bidder; and

**WHEREAS**, the Authority has prepared a cash farm lease. The said lease is to commence on 1/1/13 and to end on 11/15/2015 or earlier if final harvesting has occurred, with a rental rate of \$335 per acres (\$65,600 annual rent), payable annually on March 15<sup>th</sup>; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Authority enter into a Cash Farm Lease with Dale Pitstick;

**FURTHER, BE IT RESOLVED**, that the Board of Commissioners of the DuPage Airport Authority hereby authorizes the Executive Director, David Bird to execute 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 effective 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 14th day of November, 2012.

\_\_\_\_\_  
CHAIRMAN

(ATTEST)

\_\_\_\_\_  
SECRETARY

**DuPAGE AIRPORT AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING**

**NOVEMBER 14, 2012**

**TENTATIVE AGENDA**

- 9.j. Proposed Resolution 2012-1696;  
Authorizing the Execution of an  
Easement Agreement with the City  
of West Chicago.**

**Supporting Materials  
Provided Under Separate Cover**

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## MEMORANDUM

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**TO:** Board of Commissioners  
**FROM:** Phillip A. Luetkehans  
**SUBJECT:** Executive Session Recordings Destruction  
**DATE:** October 1, 2012

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As you know, the Authority records and maintains the recordings of all Executive Session discussions. Currently, all tapes are maintained in our law office. The Authority has the ability to destroy recordings older than eighteen (18) months upon enacting a Resolution authorizing said destruction. The last time the Authority destroyed these tapes was in October 2010. The Board has previously reviewed, and in some cases disclosed, the written minutes that we are recommending be destroyed. If the Resolution is approved, we will immediately destroy the recordings.

Accordingly, we would recommend passage of the Resolution Authorizing the Destruction of Certain Verbatim Recordings of Closed Sessions.

**RESOLUTION 2012-1697**  
**A RESOLUTION AUTHORIZING THE DESTRUCTION OF CERTAIN**  
**VERBATIM RECORDINGS OF CLOSED SESSIONS**

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

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

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

August 13, 2008 - Regular Board Meeting  
October 15, 2008 - Capital Development Meeting  
December 10, 2008 - Regular Board Meeting  
March 11, 2009 - Regular Board Meeting  
September 9, 2009 - Regular Board Meeting  
January 27, 2010 - Regular Board Meeting  
May 12, 2010 - Regular Board Meeting  
November 10, 2010 - Regular Board Meeting  
January 12, 2011 - Regular Board Meeting  
March 16, 2011 - Regular Board Meeting

September 10, 2008 - Regular Board Meeting  
October 15, 2008 - Regular Board Meeting  
January 14, 2009 - Regular Board Meeting  
June 10, 2009 - Regular Board Meeting  
November 11, 2009 - Regular Board Meeting  
March 24, 2010 - Regular Board Meeting  
September 8, 2010 - Regular Board Meeting  
December 1, 2010 - Special Board Meeting  
January 18, 2011 - IDOT Subcommittee Meeting  
May 11, 2011 - Regular Board Meeting

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

This Resolution shall be in full force and 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 and approved by the Board of Commissioners of the DuPage Airport Authority this 14th day of November, 2012.

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CHAIRMAN

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SECRETARY