

10-7 **BILLING STATEMENTS.**

10-7-1 **Monthly Billing.** Billing for legal services should be sent on a monthly basis to the Executive Director. Bills should be submitted within thirty (30) days after the end of the month in which the services were performed or the expenses incurred. Any bills for legal services must contain the following information:

- (a) a separate statement or section for each matter an attorney handles for the Authority;
- (b) the name, status, and billing rate of each professional;
- (c) a detailed description of the type of work being performed by each individual and the amount of time expended to complete each task;
- (d) a total charge for each matter for the billing period and the cumulative totals for the matter being billed; and
- (e) an itemized listing of all disbursements/expenses and their associated costs, including the date the expense was incurred with copies of supporting receipts or invoices.

10-7-2 **Billing Increments.** The Authority will not accept billing in increments greater than ten (10) minutes.

10-8 **SPECIAL SERVICES.** This policy may be waived in certain circumstances in which a contractual relationship is established including but not limited to bond issues.

CHAPTER 11 FUEL DISCOUNTS

Sec. 11-1 **DISCOUNTS.** The following discounts shall apply to purchase of fuel from the DuPage Airport Authority.

11-1-1 **Jet A.** The discount structure shown in Section 1 of Appendix 11-A shall apply to all JET A fuel sales as a reduction off of the then current standard retail posted price prior to the application of State sales taxes.

11-1-2 **100LL.** The discount structure shown in Section 2 of Appendix 11-A shall apply to all 100LL fuel sales as a reduction off of the then current standard retail posted price prior to the application of State sales tax.

11-1-3 **Based Customers.** Based customer is defined for purpose of this Chapter as those aircraft legally stored in hangers and tie-downs of the Authority or its tenants, paying legal tenants of licensed SASOs, and

aircraft owned and/or operated by licensed SASOs located on the DuPage Airport.

CHAPTER 12 FEES

Sec. 12-1 AIRCRAFT PARKING FEES.

12-1-1 Outdoor and Indoor Aircraft Parking Space Fees.

- (a) **General Parking Spaces.** Each person occupying a DAA outdoor or indoor aircraft parking space, other than at the Flight Center Apron or community storage at the High Tail Hangar, shall pay to the DAA a monthly parking fee as determined by the Authority from time to time. The current fees are contained in Sections 1 and 2, respectively, of Appendix 12-A.
- (b) **Flight Center Apron Spaces.** Each person occupying a DAA outdoor aircraft parking space at the Flight Center Apron shall pay to the DAA a monthly parking fee as determined by the Authority from time to time. The current fees are contained in Section 3 of Appendix 12-A.
- (c) **Increase in Fees.** The fees described in this section 12-1-1 shall be revised each year on May 1 so as to reflect increases in the Consumer Price Index for that year and shall be reattached and made a part hereof in the Appendix.

12-1-2 **Overnight Parking Fee.** Each person occupying a DAA outdoor aircraft parking space after 11:00 p.m. shall pay to the DAA a nightly parking fee as determined by the Authority from time to time. The current fees are contained in Section 4 of Appendix 12-A. The fees described in this section 12-1-2 shall be revised each year on May 1 so as to reflect increases in the Consumer Price Index for that year and shall be reattached and made a part hereof in the Appendix.

12-1-3 **Aircraft Parking Space Administrative Fee.** Each person occupying a DAA aircraft parking space on a monthly basis shall pay to the DAA an administrative fee as follows:

- (a) **Initial Fee.** An initial filing and recording fee of \$10.00 for each new person paying for a space.
- (b) **Change Fee.** A filing and recording fee of \$10.00 for each change of outdoor or indoor aircraft parking space. Such fee shall not apply when change is ordered by the DAA.