

**DuPAGE AIRPORT AUTHORITY  
REGULAR BOARD MEETING  
Wednesday, March 19, 2014**

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The Regular and Annual Meeting of the Board of Commissioners of the DuPage Airport Authority was convened at the DuPage Flight Center, 2700 International Drive, West Chicago, Illinois, First Floor Conference Room; Wednesday, March 19, 2014. Chairman Davis called the meeting to order at 3:10 p.m. and a quorum was present for the meeting. Chairman Davis introduced and welcomed newly appointed commissioner Daniel J. Wagner and Commissioner Wagner spoke briefly.

**Commissioners Present:** Davis, Donnelly, Gorski, Huizenga, LaMantia, Posch, Wagner.

**Commissioners Absent:** Chavez

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

**Others in Attendance:** Phil Luetkehans, Schirott, Luetkehans and Garner; Michael Vonic, CH2M Hill; Dan Pape, Crawford, Murphy and Tilly; Ben Goebel, Atkins and Ed Harrington, CenterPoint Properties.

**Members of the Press:** None

**PUBLIC COMMENT**

None

**DIRECTOR'S REPORT**

Executive Director Bird advised that weather has contributed to low operations numbers for January with both local and itinerant operations decreased. He reported that Jet A fuel sales were, however, increased by 2 ½%. He stated that consistent with the forecast from the FAA, business aviation is trending up which is reflected in the increased Jet A fuel sales and related that the Airport Authority's investment into the Flight Center Building renovations attract the business aviation market.

Executive Director Bird advised that regional operations comparisons show that nearly all of the airports monitored have decreased operations. He reported that snow operations budget line is significantly over budget for 2014 due to weather and it is anticipated these revenues will be made up at the end of the year. Mark Doles commented that fuel operations budget numbers reflect an increase in fuel sales which is directly attributed to the increase in snow removal operation. He continued that other airports were not able to accept flights in these weather conditions and DuPage received many diverted flights. Discussion continued briefly.

**Airport Projects:**

*Runway 2L 20R widening project* is moving forward and with approvals by the Board at this meeting will have all pieces of this project in place to start the process. Executive Director Bird stated that the Airport Authority has a great team in place with CH2M Hill and Crawford, Murphy and Tilly and advised this team meets regularly for review and planning. Discussion followed.

Executive Director Bird reported on coming events for the Airport in 2014: Saturday May 3, *Honor Flight* will have their third annual fundraiser for the World War II Memorial Flight for Veterans; *Community Days* will be held once again this year on July 25 – 27; and a fund raising event and 5 K Run for *Friends of Navy Seals* will take place in September. Discussion followed.

**REVIEW OF FINANCIAL STATEMENTS**

Executive Director Bird asked Patrick Hoard to provide a review of the Financial Statements and discussion followed. Mr. Hoard advised that the 2013 Audit is nearing completion and the process has been moving forward very smoothly. The auditing firm of Sikich will present the audited financials to the Board at the May meeting.

**REPORT OF COMMITTEES**

**Internal Policy and Compliance Committee:**

Commissioner LaMantia advised that the Internal Policy and Compliance Committee did not meet, however a meeting will be planed prior to the next Board meeting.

**Finance, Budget and Audit Committee:**

Commissioner Huizenga advised that the Finance Committee met earlier in the day and considered Agenda Items 7.b. through 7.i. and is recommending Board approval for all items which appear on the Consent Agenda. He continued that the Ordinance for abating the property tax levy appears in the New Business portion of the Board agenda and the Finance Committee is recommending Board approval. Commissioner Huizenga advised the Financials Statements were reviewed as presented earlier in the meeting.

**Golf Committee:**

Commissioner Donnelly stated that the Golf Committee did not meet prior to the Board Meeting. He commented that he had met with John Schlaman and reviewed the upcoming projects for the golf course. Discussion continued briefly regarding these projects. Commissioner Donnelly mentioned that opening day for the golf course is anticipated for April 4 if weather permits. He discussed briefly the bunker renovation project and commented on resolutions appearing on the Consent Agenda for Prairie Landing.

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

Commissioner Gorski reported the Capital Development Committee met earlier in the afternoon at 2:00 p.m. with all members present. The committee unanimously recommended for Board approval items on the Consent Agenda; 7.m. through 7.u. He continued that under the Committee is also recommending Board approval for items 9.b. and 9.c. appearing on the New Business portion of the Agenda. These items are for a temporary reduction in certain fees and execution of an Amendment to the Settlement Agreement and Release with Gray Insurance Company.

**DuPage Business Center:**

Ed Harrington reported that CenterPoint continues to work toward attracting potential tenants to the Business Center. He related that the new tenant for the Data Center Building continues their build out and it is anticipated this company will take occupancy within the next two to three months.

Mr. Harrington reported that Comcast is coming to the business center to help with fiber connectivity at the Communication Building. He also reported that the potential tenant reported on at the last board meeting had passed over the Business Center location and are currently negotiating a land sale at the Wisconsin location; the deal is not yet completed but seems solid. Mr. Harrington related that CenterPoint continues to work with their broker, Jones Lang LaSalle, on efforts to market the business park but is seeing light traffic for potential new tenants.

**CONSENT AGENDA**

Chairman Davis advised that the Consent Agenda consists of items that have been reviewed by the respective committees and recommended for Board approval. He continued that if any Board Member has concerns, items can be pulled from the Consent Agenda for discussion under the **NEW BUSINESS** portion of the meeting.

There were no objections stated and a **MOTION** was made by Commissioner Gorski for approval of the Consent Agenda Items 7.a. through 7.u. This motion was seconded by Commissioner Donnelly and passed by roll call vote (7-0).

The consent agenda included the January 15, 2014 Annual and Regular Board Meeting Minutes; January 15, 2014 Finance Committee Meeting Minutes; January 8, 2014 Internal Policy and Compliance Committee Meeting Minutes; November 20, 2013 Capital Development, Leasing and Customer Fees Committee Meeting Minutes; January 15, 2014 Capital Development, Leasing and Customer Fees Committee Meeting Minutes and the following resolutions:

*Resolution 2014-1813; Award of Bid to Newcastle Electric, Inc. for Prairie Landing Golf Club Standby Electrical Generator.*

*Resolution 2014-1814; Award of Bid to Tiles in Style, LLC. For Prairie Landing Golf Club Carpet Replacement.*

*Resolution 2014-1815; Award of Bid to Murphy & Jones Company, Inc. for Prairie Landing Golf Club Restroom Improvements.*

*Resolution 2014-1816; Award of Bid to Alaniz Landscape Group for Prairie Landing Golf Club Patio Brick Leveling.*

*Resolution 2014-1817; Award of Bid to Wausau Equipment Company Inc. for the Procurement of One (1) Runway Plow and Broom Combo Unit.*

*Resolution 2014-1818; Award of Bid to Nadler Golf Car Sales, Inc. for the Procurement of Two (2) Carry All Golf Maintenance Vehicles.*

*Resolution 2014-1820; Award of Bid to DuPage Overhead Garage Doors, Inc. for the Procurement of On-Call Commercial Sectional Garage Door Maintenance and Repair Services.*

*Resolution 2014-1821; Award of Bid to Masterblend International LLC. For the Procurement of Airport Turf Maintenance Supplies and Services.*

*Resolution 2014-1822; Delegation of Authority to the Executive Director to Accept and Enter into an Electric Energy Supplier Agreement.*

*Resolution 2014-1823; Authorizing Sole Source Procurement of CFA Fleet Maintenance Management Software Upgrade.*

*Resolution 2014-1825; Resolution for Disposal/Destruction of Surplus Personal Property.*

*Resolution 2014-1826; Authorizing the Execution of Task Order No. 18 Under the Engineering Services Agreement with Kluber, Inc. for Roof Repairs of Various Buildings.*

*Resolution 2014-1827; Authorizing the Execution of a Task Order Under the General Engineering Services Agreement with CH2M Hill for the Project: Transient Hangar Bridging Document Preparation.*

*Resolution 2014-1828; Authorizing the Execution of a Task Order with CH2M Hill for Construction Phase Services: Rehabilitate and Widen Runway 2L/20R and Taxiway W – Phase I Widen Runway 2L/20R.*

*Resolution 2014-1829; Authorizing the Execution of a Professional Services Agreement with Crawford, Murphy and Tilly for Construction Phase Engineering Services for Rehabilitation, Strengthening and Widening Runway 2L/20R and Taxiway W – Phase I.*

*Resolution 2014-1830; Award of Bid to Martam Construction, Inc. for the Project to Rehabilitate and Widen Runway 2L/20R and Taxiway W – Phase I Widen Runway 2L/20R.*

*Resolution 2014-1839; Rescinding Resolution 2013-1794 and Authorizing the Execution of a Non-Federal Reimbursable Agreement with the FAA Related to the Widening and Construction of Runway 2L/20R.*

*Resolution 2014-1831; Award of Bid to Abbey Paving & Sealcoating Company for the Project to Mill and Overlay Aviation Avenue and Associated Parking Lots.*

*Resolution 2014-1833; Award of Bid to Schodeller Construction, Inc. for Terminal Apron Phase II/Taxiway C and Runway 2L 20R Joint Repair.*

*Resolution 2014-1835; Authorizing the Execution of a Building Lease Agreement with SRA International, Inc.*

**OLD BUSINESS**

None

**NEW BUSINESS**

**Proposed Ordinance 2014-272; An Ordinance Abating Levy of Tax Authorized by Ordinance 2013-265; An Ordinance of the DuPage Airport Authority for the Fiscal Year January 1, 2013 through December 31, 2013.**

Executive Director Bird asked Patrick Hoard to discuss the Ordinance for abating the Property Tax Levy. Mr. Hoard referred to the History of Levies and Abatements Summary included in the meeting packet and discussion occurred. He stated that this ordinance authorizes the Airport Authority to abate \$500,000 of the property tax levy as was agreed upon when the 2014 Budget and Appropriations was approved in January. He explained this is the second in this series of abatements and will not be a permanent abatement at this time. Discussion followed. Staff and the Finance, Budget and Audit Committee recommended Board approval.

A **MOTION** was made by Commissioner Gorski to approve Proposed Ordinance 2014-272; An Ordinance Abating Levy of Tax Authorized by Ordinance 2013-265; An Ordinance of the DuPage Airport Authority for the Fiscal Year January 1, 2013 through December 31, 2013. The **motion was seconded** by Commissioner Wagner and was passed by roll call vote (7-0).

**Proposed Ordinance 2014-273; Temporary Reduction in Certain Fees.**

Executive Director Bird asked Mark Doles to discuss this proposed Ordinance. Mr. Doles explained that due to the downturn in the economy a reduction of these fees has been done each year since 2010. He continued that this fee reduction has been included in the 2014 Budget and Appropriations as passed by the Board in January and this Ordinance will ratify actions to continue this fee reduction. Discussion followed.

A **MOTION** was made by Commissioner Wagner to approve Proposed Ordinance 2014-273; Temporary Reduction in Certain Fees. The **motion was seconded** by Commissioner Huizenga and was passed by roll call vote (7-0).

**Proposed Resolution 2014-1836; Authorizing the Execution of an Amendment to Settlement Agreement and Release with The Gray Insurance Company.**

Attorney Luetkehans explained that ZCorp was the general contractor for Phase I of the Flight Center Renovations. He continued that near the finish of the project ZCorp declared bankrupt and its Surety Company, The Gray Insurance Company, paid off and received releases from all of the subcontractors who had filed liens. The Settlement Agreement was negotiated and entered into by the Airport Authority on September 15, 2013 however there were remaining issues included in the warranty work that were not properly completed. Attorney Luetkehans continued to explain the terms of the amendment to this settlement agreement that have been

reached with The Gray Insurance Company and discussion followed. Attorney Luetkehans recommended Board approval.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2014-1836; Authorizing the Execution of an Amendment to Settlement Agreement and Release with Gray Insurance Company. The **motion was seconded** by Commissioner Donnelly and was passed by roll call vote (7-0).

#### **RECESS TO EXECUTIVE SESSION**

There was no Executive Session held.

#### **OTHER BUSINESS**

##### **Proposed Resolution 2014-1837; Disclosure of Executive Session Minutes.**

All commissioners were in agreement with the executive session minutes presented for disclosure.

A **MOTION** was made by Commissioner Gorski to approve Proposed Resolution 2014-1837; Disclosure of Executive Session Minutes. The **motion was seconded** by Commissioner LaMantia and was passed by roll call vote (7-0).

##### **Proposed Resolution 2014-1838; A Resolution Authorizing the Destruction of Certain Verbatim Recordings of Closed Sessions.**

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2014-1838; A Resolution Authorizing the Destruction of Certain Verbatim Recordings of Closed Sessions. The **motion was seconded** by Commissioner Donnelly and was passed by roll call vote (7-0).

A **MOTION** was made by Commissioner Gorski to adjourn the Regular Meeting of the DuPage Airport Authority Board of Commissioners. The **motion was seconded** by Commissioner Wagner and was passed unanimously by voice vote; the meeting was adjourned at 4:12 p.m.

**Approved at the Regular Board Meeting on May 14, 2014**  
**Stephen L. Davis, Chairman**