

**DuPAGE AIRPORT AUTHORITY
REGULAR BOARD MEETING
Wednesday, March 13, 2013
DuPage Flight Center, 2700 International Drive, West Chicago
1st 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, 3rd Floor Conference Room; Wednesday, March 13, 2013. Chairman Davis called the meeting to order at 3:10 p.m. and a quorum was present for the meeting.

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

Commissioners Absent: None

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; Anna Marano, Procurement Analyst; Anna Normoyle, Marketing Coordinator; Pam Miller, Executive Assistant and Board Liaison.

Others in Attendance: Phil Luetkehans, Schirott & Luetkehans; Dan Pape, Crawford, Murphy & Tilly; Edward Harrington, CenterPoint Properties Trust; Michael Vonic, CH2M Hill; J. McComuskie, LDC/LMCC.

Members of the Press: None

APPROVAL OF MINUTES

Chairman Davis asked for additions or corrections to the minutes of January 9, 2013 Annual and Regular Board Meeting and there were none. Commissioner Gorski made a **MOTION** to approve the minutes of the January 9, 2013 Annual and Regular Board Meeting and Commissioner Gillett **seconded this motion**. The motion was passed unanimously by roll call vote (8-0).

Chairman Davis asked for additions or corrections to the minutes of the January 17, 2013 Special Board Meeting. Commissioner Gorski made a **MOTION** to approve the minutes of the January 17, 2013 Special Board Meeting and Commissioner Donnelly **seconded this motion**. The motion was passed unanimously by roll call vote (8-0).

Chairman Davis asked for additions or corrections to the minutes of the January 9, 2013 Finance, Budget and Audit Committee Meeting and there were none. Commissioner Donnelly made a **MOTION** to approve the minutes of the January 9, 2013 Finance, Budget and Audit Committee Meeting and Commissioner Huizenga **seconded this motion**. The motion was passed unanimously by roll call vote (8-0).

Chairman Davis asked for additions or corrections to the minutes of the January 9, 2013 Capital Development, Leasing and Customer Fees Committee Meeting. Commissioner Sabathne' made a **MOTION** to approve the minutes of the January 9, 2013 Capital Development, Leasing and Customer Fees Committee Meeting and Commissioner LaMantia **seconded this motion**. The motion was passed unanimously by roll call vote (8-0).

PUBLIC COMMENT

None

DIRECTOR'S REPORT

Executive Director Bird reported that the Federal budget sequestering is having a limited impact on the Airport Authority with the potential closure of the Air Traffic Control Towers across the country. He continued that no official word has been received from the FAA that DuPage Airport is on the closure list, however criteria has been established for evaluating the towers to be kept open; a required 150,000 operations per year or 10,000 commercial operations per year and the Airport Authority does not meet that criteria. Discussion followed. Executive Director Bird continued that the Airport Authority will attempt to secure support to avoid closure of the control tower. He added that the Airport Authority will also be looking to secure service from a contract tower company to keep the control tower open at the current level of service and 100% locally funded by the Airport Authority. He added that it is critical to maintain our current service level. Executive Director Bird will provide more information by the May Board Meeting or as it is received. Tower closure will not occur until the end of the Federal Fiscal Year; October 1, 2013. Discussion continued.

Executive Director Bird discussed the monthly operating statistics:

For the month of January, total fuel sales increased 3.9% from 2012. 100LL fuel sales increased in excess of 20%. Overall Operations were down for January. In February total fuel sales were up almost 4%; 100LL fuel sales increased 6.9% and Jet A fuel sales at 3.4%.

Executive Director Bird advised that staff was made aware that NTSB, the tenant who currently occupies space in the Government Center Building, will not be renewing their lease. Their personnel will be starting to work from home. He continued this will be a significant impact on revenues for the 2013 fiscal year. Exelon, a recent new tenant for the Airport, has taken occupancy of their office and hangar space and their aircraft is now on the airfield. Valley Air has added an aircraft to the airfield. Discussion followed.

Executive Director Bird continued to review the ongoing Airport projects:

Phase II of Flight Center Renovations is underway and on schedule. The main conference room should be completed and ready for the June Board Meeting.

An RFP for the new website redesign will be issued next week; this is a key marketing component for this facility. Anna Normoyle will be heading up this project. Discussion followed.

Upcoming projects on the Board Meeting Agenda: Construction of the new Airfield Rescue and Fire Fighting (ARFF) Station; the Design Contract for widening Runway 2L 20R to 150'. Also a large project for this year will be Prairie Landing Golf Course bunker renovation. A presentation regarding this project was provided at the Golf Committee Meeting earlier in the day by Bruce Charlton of Robert Trent Jones.

Attorney Luetkehans discussed recent changes in statutes relating to real estate taxes and how that might affect Prairie Landing Golf Club. Discussion followed on the option for pursuing an open space exemption for Prairie Landing Golf Course, clubhouse and the maintenance facility which would provide significant savings to the Airport Authority in real estate taxes and would also make Prairie Landing more profitable. Attorney Luetkehans asked if the Board would be agreeable for legal staff to move forward with the plan as discussed and all were in agreement.

Executive Director Bird commented on the concept of adopting a consent agenda for future Board Meetings. The consent agenda would cover all routine items that have been reviewed by

the respective committees and recommended for Board approval. He continued that any member of Board would have the ability to move items to the regular agenda if they wished to have more discussion prior to Board action. Chairman Davis stated that he felt this would expedite the process for Board Meetings by approving items have been recommended for Board approval by the Committees, are within budget and are in agreement with the Airport Authority Procurement Policies and Procedures; all Board members agreed.

REVIEW OF FINANCIAL STATEMENTS

Executive Director Bird asked Patrick Hoard to provide a review of the Financial Statements for January and February; discussion followed.

REPORT OF COMMITTEES

Internal Policy and Compliance Committee:

Commissioner Gillett advised that the Internal Policy and Compliance Committee had no reason to meet since the last Board Meeting, therefore no report was given.

Finance, Budget and Audit Committee:

Commissioner Huizenga advised that the Finance Committee met earlier in the day and a number of Ordinances and Resolutions were considered. He continued that all were favorably recommended for Board approval and would be addressed later in the meeting.

Golf Committee:

Commissioner Donnelly advised that he met with John Schlaman earlier and was introduced to the new members of the banquet staff. He continued that at the Golf Committee Meeting, Bruce Charlton of Robert Trent Jones provided a presentation on the recommended changes in golf course design that would make it more difficult for higher handicappers, much more fun for the average golfer and reduce maintenance costs significantly. Commissioner Donnelly stated these improvements would hopefully entice more golf outings to the course. Discussion followed.

Capital Development, Leasing and Customer Fees:

Commissioner Gorski reported that the Capital Development, Leasing and Customer Fees Committee met earlier and the Committee considered agenda items 9.j. through 9.p. relating to various airfield projects; all were unanimously recommended for Board approval. He reported that the Committee recommended that item 9j. relating to the Flight Center Building curtain wall replacement be modified to include replacement of all four sides of the building, completing the entire project with the same vendor. This will be discussed with the Board later in the meeting.

Business Park:

Executive Director Bird asked Ed Harrington of CenterPoint Properties to provide this report. Mr. Harrington stated no inquiries had been received for the Business Center since the last Board Meeting. He reported that CenterPoint continues to meet with Jones Lang LaSalle but no resurgence in interest for the Business Center has been seen since the upswing in economic conditions. Discussion followed and Chairman Davis stated the Board would very much like to see the Business Center be successful and will support that effort in every way possible. Mr. Harrington stated that at the completion of the Amended Development Agreement last year an Association was established and he asked if any meetings of the Association have been planned. Executive Director Bird replied that a meeting of the Association will be scheduled soon.

OLD BUSINESS

None

NEW BUSINESS

Proposed Ordinance 2013-263; An Ordinance Abating Levy of Tax Authorized by Ordinance 2012-256; An Ordinance of the DuPage Airport Authority Levying Taxes for Corporate Purposes of the DuPage Airport Authority for the Fiscal year January 1, 2012 through December 31, 2012.

Executive Director Bird discussed the Abatement of the Property Tax Levy for the Fiscal Year 2012. He stated that last year the Levy was permanently abated and this Ordinance would abate the levy in the amount of \$500,0000 for the 2012 Fiscal Year; this is not a permanent abatement. Discussion followed. Executive Director Bird advised that the Finance Committee requested that staff develop a capital program cash flow report to help establish a means for evaluating the Airport's capital needs for the future. He stated this will be a 10-year plan for capital expenditures and will be prepared for review at the May meetings. Discussion continued.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Ordinance 2013-263; An Ordinance Abating Levy of Tax Authorized by Ordinance 2012-256; An Ordinance of the DuPage Airport Authority Levying Taxes for Corporate Purposes of the DuPage Airport Authority for the Fiscal Year January 1, 2012 through December 31, 2012. The **motion was seconded** by Commissioner Gorski and was passed unanimously by roll call vote (8-0).

Proposed Ordinance 2013-264; An Ordinance Amending the Investment Policy for the DuPage Airport Authority and Repealing Ordinance 2012-255.

Executive Director Bird asked Patrick Hoard to discuss this Proposed Ordinance. Mr. Hoard advised he reviewed the modifications made in the Airport Authority Investment Policy with the Finance Committee earlier in the day. He explained that these were very minor modifications that were recommended by PNC Bank who provides financial investment services for the Airport Authority. Discussion followed. Staff and the Finance Committee recommended Board approval.

A **MOTION** was made by Commissioner Huizenga to approve Proposed Ordinance 2013-264; An Ordinance Amending the Investment Policy for the DuPage Airport Authority and Repealing Ordinance 2012-255. The **motion was seconded** by Commissioner Donnelly and was passed unanimously by roll call vote (8-0).

Proposed Resolution 2013-1714; Appointment of an Illinois Municipal Retirement Fund Authorized Agent for the DuPage Airport Authority.

Executive Director Bird asked Patrick Hoard to explain the IMRF Authorized Agent for the Airport Authority. Mr. Hoard stated that employees who work over 1000 hours per year are enrolled in the Illinois Municipal Retirement Fund (IMRF). He continued that the IMRF requires a Resolution to be adopted by the Board appointing a representative to act as the Airport Authority's Agent. Mr. Hoard advised that the staff member currently serving in this capacity for the Airport Authority is Julie Meo who has been a Senior Accountant for the Airport Authority for many years. Mrs. Meo will be retiring effective April 1, 2013 and Chuck Serrurier will assume these duties. Mr. Serrurier is a Senior Accountant with the Airport Authority and has been with the Airport Authority for more than 20 years. Staff and the Finance Committee recommended Board approval. Discussion followed.

A **MOTION** was made by Commissioner Sabathne' to approve Proposed Resolution 2013-1714; Appointment of an Illinois Municipal Retirement Fund Authorized Agent for the DuPage Airport Authority. The **motion was seconded** by Commissioner Thompson and was passed unanimously by roll call vote (8-0).

Proposed Resolution 2013-1715; Award of Bid to Eagle Tugs for the Procurement of One (1) All Wheel Drive Diesel Powered Aircraft Tug.

Executive Director Bird explained that Eagle Tugs was the low responsive bidder for this purchase. The Finance Committee considered this bid award at their earlier meeting and unanimously recommended Board approval.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2013-1715; Award of Bid to Eagle Tugs for the Procurement of One (1) All Wheel Drive Diesel Powered Aircraft Tug. The **motion was seconded** by Commissioner Gorski and was passed unanimously by roll call vote (8-0).

Proposed Resolution 2013-1716; Award of Bid to Advance Disposal Services Solid Waste Midwest, LLC for Garbage Disposal Services.

Executive Director Bird advised this award of bid was reviewed by the Finance Committee at their earlier meeting and staff recommended approval. The Committee unanimously recommended Board approval to Advance Disposal Services Solid Waste Midwest, LLC for Garbage Disposal Services.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2013-1716; Award of Bid to Advance Disposal Services Solid Waste Midwest, LLC for Garbage Disposal Services. The **motion was seconded** by Commissioner Sabathne' and was passed unanimously by roll call vote (8-0).

Proposed Resolution 2013-1717; Award of an Electric Energy Supplier Agreement.

Executive Director Bird advised that the Airport Authority purchases electric energy from suppliers on an annual basis. He continued that for 2013 the lowest bid was from Ameren Energy and their lowest and best offer was received at 10 a.m. this day. Attorney Luetkehans stated that Ameren's agreement is being reviewed by legal staff. The clause contained in the resolution states the Airport Authority may defer to the second lowest bidder after negotiations if Ameren is unable to meet the contract requirements. Discussion followed. Staff and Finance Committee recommended Board approval.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2013-1717; Award of an Electric Energy Supplier Agreement. The **motion was seconded** by Commissioner Gorski and was passed unanimously by roll call vote (8-0).

Proposed Resolution 2013-1718; Award of Contract to Valley Linen Supply for Linen and Towel Rental Services.

Executive Director Bird advised the award of contract was reviewed by the Finance Committee and recommended for approval by the staff. The Finance Committee unanimously recommended passage by the Board.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2013-1718; Award of Contract to Valley Linen Supply for Linen and Towel Rental Services. The **motion was seconded** by Commissioner Gorski and was passed unanimously by roll call vote (8-0).

Proposed Resolution 2013-1719; Award of Bid to Alaniz Landscape Group, Inc. for Landscape Maintenance Service for the DuPage Business Center.

Executive Director Bird advised that the Finance Committee considered this item at their earlier meeting and staff recommended approval. The Finance Committee unanimously recommended Board approval.

A **MOTION** was made by Commissioner Sabathne' to approve Proposed Resolution 2013-1719; Award of Bid to Alaniz Landscape Group, Inc. for landscape maintenance service at the DuPage Business Center. The **motion was seconded** by Commissioner Donnelly and was passed unanimously by roll call vote (8-0).

Proposed Resolution 2013-1720; Disposition of Surplus Personal Property.

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

A **MOTION** was made by Commissioner Thompson to approve Proposed Resolution 2013-1720; Disposition of Surplus Personal Property. The **motion was seconded** by Commissioner Gorski and was passed unanimously by roll call vote (8-0).

Proposed Resolution 2013-1721; Award of Bid to Precision Wall Systems, Inc. for the Curtain Wall Replacement.

Executive Director Bird discussed the award to Precision Wall Systems Inc. for the Flight Center Building Curtain Wall System. He stated that after review, the Capital Development Committee recommended that modifications be made to include all four sides of the building to complete the entire project with one vendor. He continued that a 5% contingency would also be included bringing the total amount of the project to \$1,740,585; the resolution will be amended to reflect the total project costs. Discussion followed. Staff and the Capital Development Committee recommended Board approval subject to the modifications as discussed.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2013-1721; Award of Bid to Precision Wall Systems, Inc. for the Curtain Wall Replacement. The **motion was seconded** by Commissioner Gorski and was passed unanimously by roll call vote (8-0).

Proposed Resolution 2013-1722; Award of Bid to Schramm Construction for the Aircraft Rescue and Fire Fighting Station.

Executive Director Bird stated Schramm Construction was the low responsive bidder for construction of the Aircraft Rescue and Fire Fighting (ARFF) Station. He continued that the new fire station be located in a very visible part of the airfield which will provide a great marketing tool for the Airport. Discussion followed and staff and the Capital Development Committee recommended Board approval.

A **MOTION** was made by Commissioner Gorski to approve Proposed Resolution 2013-1722; Award of Bid to Schramm Construction for the Aircraft Rescue and Fire Fighting Station. The **motion was seconded** by Commissioner Sabathne' and was passed unanimously by roll call vote (8-0).

Proposed Resolution 2013-1726; Authorizing the Execution of an Agreement with FGM for Construction Administration Services for the Aircraft Rescue and Fire Fighting Station.

Executive Director Bird advised that FGM Architects will provide construction observation and administrative services for the new Aircraft Rescue and Fire Fighting (ARFF) station. Staff and the Capital Development Committee recommended Board approval.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2013-1726; Authorizing the Execution of an Agreement with FGM for Construction Administration Services for the Aircraft Rescue and Fire Fighting Station. The **motion was seconded** by Commissioner Gorski and was passed unanimously by roll call vote (8-0).

Proposed Resolution 2013-1723; Award of Bid to Anthony Roofing, Inc. for Removal of the Mansard Roof on E-20 Hangar.

Executive Director Bird asked Byron Miller to review this project. Mr. Miller explained the scope of this project and advised this award was considered by the Capital Development Committee at their earlier meeting. Staff and the Capital Development Committee unanimously recommended Board approval.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2013-1723; Award of Bid to Anthony Roofing, Inc. for Removal of the Mansard Roof on E-20 Hangar. The **motion was seconded** by Commissioner Donnelly and was passed unanimously by roll call vote (8-0).

Proposed Resolution 2013-1724; Authorizing the Execution of an Amendment to an Agreement for Engineering Services from Crawford, Murphy and Tilly, Inc. for the Project to Rehabilitate Runway 2L/20R and Taxiway W – Phase 1 Widen to 150’.

Executive Director Bird explained that the first phase of this project is to widen Runway 2L 20R to provide a increased crosswind component for the Airport. He provided a brief history for this project which began in 2008 and discussion occurred. The Capital Development Committee considered this amendment to the Engineering Services Agreement for this project at their earlier meeting Staff and the Committee unanimously recommended Board approval.

A **MOTION** was made by Commissioner Gorski to approve Proposed Resolution 2013-1724; Authorizing the Execution of an Amendment to an Agreement for Engineering Services from Crawford, Murphy and Tilly, Inc. for the Project to Rehabilitate Runway 2L/20R and Taxiway W – Phase 1 Widen to 150’. The **motion was seconded** by Commissioner Sabathne’ and was passed unanimously by roll call vote (8-0).

Proposed Resolution 2013-1725; Authorizing the Execution of an Amendment to a Professional Services Agreement with Crawford, Murphy and Tilly, Inc. for Construction Phase Engineering Services for Construction of the East Side Drainage System – Phase 1.

Executive Director Bird advised that the Capital Development Committee considered this amendment to the Professional Services Agreement with Crawford, Murphy and Tilly at their earlier meeting and staff recommended approval. The Capital Development Committee unanimously recommended Board approval.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2013-1725; Authorizing the Execution of an Amendment to a Professional Services Agreement with Crawford, Murphy and Tilly, Inc. for Construction Phase Engineering Services for Construction of the East Side Drainage System – Phase 1. The **motion was seconded** by Commissioner Thompson and was passed unanimously by roll call vote (8-0).

RECESS TO EXECUTIVE SESSION

A **MOTION** was made by Commissioner LaMantia to recess to Executive Session for the discussion of the setting of a price for sale or lease of property owned by the DuPage Airport Authority. The **motion was seconded** by Commissioner Gorski and was passed unanimously by roll call vote (8-0). The Regular Meeting was recessed to Executive Session at 4:31 p.m. and was reconvened at 4:50 p.m. Upon roll call, a quorum was present for the remainder of the Regular Meeting.

Proposed Resolution 2013-1727; Authorizing the Execution of an Amended Hangar Lease Agreement for Travel Express Aviation.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2013-1727; Authorizing the Execution of an Amended Hangar Lease Agreement for Travel Express Aviation as discussed during the Executive Session. The **motion was seconded** by Commissioner Gorski and was passed unanimously by roll call vote (8-0).

OTHER BUSINESS

None

A **MOTION** was made by Commissioner Huizenga to adjourn the Regular Meeting of the DuPage Airport Authority Board of Commissioners. The **motion was seconded** by Commissioner Gorski and was passed unanimously by voice vote; the meeting was adjourned at 4:57 p.m.

Approved at the May 8, 2013 Board Meeting
Stephen L. Davis, Chairman