

**DuPAGE AIRPORT AUTHORITY  
REGULAR BOARD MEETING  
Wednesday, May 8, 2013  
DuPage Flight Center, 2700 International Drive, West Chicago  
1<sup>st</sup> Floor Conference Room**

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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, 3<sup>rd</sup> Floor Conference Room; Wednesday, May 8, 2013. Chairman Davis called the meeting to order at 3:02 p.m. and a quorum was present for the meeting.

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

***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; Becky Taylor, Accountant/PLGC; Anna Marano, Procurement Analyst; Anna Normoyle, Marketing Coordinator; Pam Miller, Executive Assistant and Board Liaison.

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

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

**CONSENT AGENDA**

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

Executive Director Bird advised that the following resolutions were tabled at the Finance Committee Meeting for further review and will be addressed at the June 12, 2013 Finance Committee and Board Meeting. These resolutions were removed from the Board's Consent Agenda:

*Resolution 2013-1732; Award of Bid to Freeway Ford Sterling Truck Sales, Inc. Procurement of One (1) Model Year 2013 Full Size 8-Passenger Van.*

*Resolution 2013-1737; Award of Contract to A.M.C. Mechanical, Inc. for HVAC On Call Services.*

There being no further objections, a **MOTION** was made by Commissioner LaMantia for approval of the Consent Agenda, seconded by Commissioner Donnelly and passed by roll call vote (5-0). The consent agenda included the March 13, 2013 Board Meeting

Minutes, Finance Committee Meeting Minutes, Capital Development Committee Meeting Minutes, Golf Committee Meeting Minutes and the following resolutions:

*Resolution 2013-1729; Award of Bid to West Side Tractor Sales for Procurement of One (1) Model Year 2013 Vertical Lift Skid-Steer Loader*

*Resolution 2013-1733; Award of Bid to Haggerty Ford, Inc. for Procurement of Two (2) Model Year 2013 Full Size 8-Passenger Van.*

*Resolution 2013-1734; Award of Bid to SBD Commercial Interiors L.L.C. for Procurement of Various Bar and Grille Room Tables and Chairs for Prairie Landing Golf Club.*

*Resolution 2013-1735; Award of Bid to Interiors for Business, Inc. for Procurement of 225 Banquet Room Chairs for Prairie landing Golf Club.*

*Resolution 2013-1736; Award of Bid to Harris Golf Cars for Procurement of One (1) 2013 Model Year Gas-Powered Refreshment Vehicle for Prairie Landing Golf Club.*

*Resolution 2013-1738; Award of Bid to McCallister Equipment Company for Procurement of One (1) Model 2013 mobile Diesel Powered Generator.*

*Resolution 2013-1739; Award of Contract to Scodeller Construction, Inc. for the Terminal Apron Joint Replacement.*

*Resolution 2013-1742; Authorizing the Execution of and Ratifying an Agreement with Monarch Fire Protection, Inc. for Emergency Repair of Prairie Landing Clubhouse Fire Protection System.*

*Resolution 2013-1743; Authorizing the Execution of an Agreement with Ghafari Associates L.L.C. for Construction Administration Services for the Flight Center Curtain Wall Replacement Project.*

## **PUBLIC COMMENT**

None

## **DIRECTOR'S REPORT**

Executive Director Bird discussed the monthly operating statistics:

For the month of March fuel sales were down 2.6% or just over 5,000 gallons; this being driven by a decrease in Jet A sales. 100 LL sales were flat. Currently fuel prices are extremely volatile.

Operations for the Airport are down just over 6%. As the report indicates, most of the Airports across the county are experiencing volatile operations. Typically operations will start to increase when weather conditions improve.

*Air Traffic Control Tower Closures:* It appears that the DuPage Air Traffic Control Tower will remain open at least for the remainder of this year. This is an FAA Tower and the contract towers are being impacted initially. The Airport Authority pays for the night time hours at this tower through a reimbursable contract with the FAA. The contract for Fiscal Year 2014 will be presented at the June Board Meeting. If the FAA should pull their funding for the DuPage tower, the Airport Authority will definitely move forward to fund this operation. Discussion followed.

Executive Director Bird advised that a new aircraft is now located on the airfield; King Air 350.

He continued that *Phase II Flight Center renovations* are anticipated to be completed within 4 to 6 weeks. The Kitty Hawk Café is tentatively scheduled for a soft opening on July 1.

*Runway 2L 20R:* The 30% design plan for this project will be submitted for review by May 14. The project team; Crawford, Murphy and Tilly, CH2M Hill and DAA staff will also meet on that date. A letter of support from Congressman Roskam for that project is anticipated to be received soon and will be helpful in the Airport Authority's efforts to seek funding to defray some of the project costs.

*Runway 10/28 Mill and Overlay:* This is a \$1.8 million project and is 90% funded by State and Federal grants.

*ARFF Station Construction:* This project started late last week and is progressing. This is a \$1.6 million project. The station is manned 24/7 by West Chicago Fire Protection District personnel who have trained with the ARFF personnel at O'Hare Airport. It is good for the Airport to have this new fire station located on the Airfield in a notably visible place.

The *Annual Financial Audit* is completed and will be presented to the Finance Committee and the Board at the June 12, 2013 meeting.

## **REVIEW OF FINANCIAL STATEMENTS**

Executive Director Bird asked Patrick Hoard to provide a review of the Financial Statements and discussion followed. Mr. Hoard also advised that a representative from PNC Financial provided an update of the Airport Authority's financial investments to the Finance Committee at their earlier committee meeting. Chairman Davis stated that a quarterly synopsis will be provided to Mr. Hoard and he will share with this information with the Finance Committee and the Board; annually PNC will report to the full Board.

## **REPORT OF COMMITTEES**

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

Commissioner Gillett was not in attendance. Chairman Davis advised that the Internal Policy and Compliance Committee had not met since the last Board Meeting. He also

added that during the Finance Committee meeting there were items with regard to the Procurement Policies and Procedures that may need to be addressed by the Policy Committee at a later time. Discussion followed briefly.

**Finance, Budget and Audit Committee:**

Commissioner Huizenga advised that the Finance Committee met earlier in the day and considered the Resolutions that have already been approved by the Board on the Consent Agenda. Nothing further to report.

**Golf Committee:**

Commissioner Donnelly stated that at the Golf Committee meeting, John Schlaman discussed the cost benefit analysis for the golf course enhancement and bunker renovations project. He added that the cost benefit analysis looks very good for undertaking this project. He also discussed problems with the fire suppression system at Prairie Landing requiring emergency repair; this project is now completed. Discussion followed.

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

Commissioner LaMantia provided the Committee report in Commissioner Gorski's absence. She reported that the committee unanimously recommended for Board approval the agenda items located under Tabs 10,11 and 12 relating to various capital projects and these items were passed by Consent Agenda. She continued that the agenda item located under Tab 14, relating to the sale of land by the Airport Authority, will be discussed under the New Business portion of the meeting and is unanimously recommended for Board approval by the Committee.

**Business Park:**

Executive Director Bird advised that Ed Harrington of CenterPoint Properties was not present to provide a report. Executive Director Bird advised that no activity of any significance has occurred since the last Board meeting. He also advised that a meeting of the DuPage Business Center Association has been scheduled for Friday, May 31, 2013.

**OLD BUSINESS**

None

**NEW BUSINESS**

**Proposed Resolution 2013-1744; Authorizing Publication of Notice Requesting Offers to Purchase Authority Real Estate.**

Executive Director Bird asked Attorney Luetkehans to address this resolution. Attorney Luetkehans stated this resolution will authorize the publication of a public notice requesting offers to purchase Airport Authority real estate. He continued that this relates to the Airport Authority selling property to IDOT for land and easements adjacent

to the Route 64 Project. Attorney Luetkehans advised this is required by statute for the Airport Authority to complete this process. Discussion continued.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2013-1744; Authorizing Publication of Notice Requesting Offers to Purchase Authority Real Estate. The **motion was seconded** by Commissioner Sabathne' and was passed by roll call vote (5-0).

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

There was no Executive Session held.

#### **OTHER BUSINESS**

None

A **MOTION** was made by Commissioner LaMantia to adjourn the Regular Meeting of the DuPage Airport Authority Board of Commissioners. The **motion was seconded** by Commissioner Sabathne' and was passed unanimously by voice vote; the meeting was adjourned at 3:42 p.m.

**Board Approved Minutes at the June 12, 2013 Meeting**  
**Stephen L. Davis, Chairman**