

**DuPAGE AIRPORT AUTHORITY
REGULAR BOARD MEETING**

**Wednesday, May 11, 2011
DuPage Flight Center
Third 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, Third Floor Conference Room; Wednesday, May 11, 2011. Chairman Goodwin called the meeting to order at 3:10 p.m. and a quorum was present for the meeting.

Commissioners Present: Davis, Donnelly, Gillett, Goodwin, 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 Operations Planning; 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: Bruce Garner, Schirott & Luetkehans; Fred Reynolds, CenterPoint Properties Trust; Brian Quigley, CenterPoint Properties Trust; 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 March 16, 2011 Finance, Budget and Audit Committee and there were none. Commissioner Davis made a **MOTION** to approve the minutes of the March 16, 2011 Finance, Budget and Audit Committee Meeting and Commissioner Huizenga **seconded this motion**. The motion was passed unanimously by roll call vote (9-0).

Chairman Goodwin asked for additions or corrections to the minutes of the March 16, 2011 Golf Committee Meeting. Commissioner Donnelly made a **MOTION** to approve the minutes of the March 16, 2011 Golf Committee Meeting and Commissioner Thompson **seconded this motion**. The motion was passed unanimously by roll call vote (9-0).

Chairman Goodwin asked for additions or corrections to the minutes of March 16, 2011 Regular Board Meeting. Commissioner Davis made a **MOTION** to approve the minutes of the March 16, 2011 Regular Board Meeting and Commissioner LaMantia **seconded this motion**. The motion was passed unanimously by roll call vote (9-0).

PUBLIC COMMENT

None

DIRECTOR'S REPORT

Executive Director Bird introduced newly hired Director of Finance, Patrick Hoard. He advised that Mr. Hoard began his employment with the Airport Authority on May 4 and has already identified ways to streamline the process for financial reporting. Mr. Hoard addressed the Board briefly and advised the financial reports would be much more detailed at the June Board Meeting.

Executive Director then asked Fred Reynolds and Brian Quigley of CenterPoint Properties to provide an update on the activities of the Business Center. Mr. Reynolds discussed the Letter of Intent between the Airport Authority and CenterPoint Properties. He advised that much has been accomplished toward completing the Revised Development Lease Agreement and he reviewed the timeline provided. Discussion

continued and Mr. Reynolds advised the revised Development Lease Agreement is anticipated to be presented for consideration and approval at the June Board Meeting.

Brian Quigley then reviewed new initiatives and their continuing marketing efforts for rebranding the park. Discussion occurred. Mr. Reynolds provided an update on their progress with various potential tenants for the Business Center.

Executive Director Bird discussed the monthly operating statistics. He advised that total fuel sales are down slightly from 2010; 2.4%. He continued that Operations are also down at 4.2% which is a trend nationally for general aviation airports. Executive Director Bird advised that fuel sales for April are favorable for Jet A fuel with sales increased 17% from 2010; May fuel sales are off to a good start. He continued that 100 LL sales have decreased which is reflective of private pilots flying less because of high fuel prices. Discussion occurred.

Executive Director Bird advised that after the major snow storm during this year, Byron Miller became aware of a FEMA program grant that would potentially reimburse businesses for their increased snow removal costs as a result of the blizzard. The Airport Authority applied for and was approved to receive this grant and will be reimbursed at 75%; approximately \$30,000.

Executive Director Bird reported that the Airport Authority has received approval of the Modification of Standards from the FAA and the Environmental Assessment for the Runway Extension Project is in the review process with the FAA. He related that the window for construction in 2011 has been missed however the Authority will continue to work through the FAA's schedule.

Executive Director Bird stated that a meeting was held on May 6 with the Illinois Department of Transportation (IDOT) regarding the Rt. 38 and Rt. 64 road construction projects. He related that a Special Subcommittee Meeting of the Board of Commissioners has been scheduled for Monday, May 23, to review the options presented by IDOT for these land purchases. Subcommittee members will be provided meeting materials and maps for review prior to the meeting.

Executive Director Bird reported that staff has recently met with the FAA to discuss obtaining a land release for the Business Center. He explained that some environmental work will need to be completed for this process and the engineering firm of CH2M Hill is currently doing this environmental work. No delay is anticipated for obtaining this land release for the Business Center.

Executive Director Bird also advised that staff has received news that the last flying B-29 bomber, named *Fi Fi*, will be at the Airport in late July for a stopover. Staff will schedule our Community Days Weekend to coincide with the time the B-29 is here. Community Days Weekend will be held on July 23 and 24.

Mark Doles, Director of Operations Planning, advised *Aviation International News* has released their yearly survey, ranking FBO's from around the country and the DuPage Flight Center was ranked at #36 of nearly 3000 FBO's. Executive Director Bird stated that in the 2011 survey, the Flight Center improved in every category rated. Mr. Doles advised that the preliminary plans for construction documents for Flight Center renovations are underway which will allow the Airport to accommodate our business customers at an even higher level. Mr. Doles reported that at the June meetings there will be proposed lease agreements brought to the Capital Development, Leasing and Customer Fees Committee and to the Board for consideration and approval. Discussion continued.

Byron Miller, Director of Operations, reported that with the spring weather, operations consisted mainly of grass cutting and plantings. He added that airfield projects will begin with the drainage project and the apron construction project. He continued that additional capital projects are on the meeting agenda for consideration and approval and are ready to begin pending Board approval.

John Schlaman, General Manager of Prairie Landing Golf Club, reported a soft start to the season with continued economic challenges. He continued that April rounds were down 41% from 2010 and that membership sales were down 8% from 2010. Mr. Schlaman reported that total revenues were down 22% from 2010 and this decrease is mostly reflected in greens fees. Relating to Capital Projects, Mr. Schlaman reported that the clubhouse window replacement project is completed and the new golf cart fleet is now in use. He continued to explain that the drainage issues at the northwest corner of the golf course were

initially believed to be a major project. These issues have now been addressed and all work was completed in-house by the Airport Authority maintenance staff and golf course maintenance staff.

Mr. Schlaman advised that staff has met with Robert Trent Jones representative, Bruce Charlton, to discuss the future projects needed for the golf course as it is nearing 18 years old. He stated that a proposal for the scope of work to be accomplished will be brought to the June Board Meeting for consideration. Discussion occurred.

REVIEW OF MARCH 2011 FINANCIAL STATEMENTS

Executive Director Bird advised that Patrick Hoard began his employment with the Airport Authority as Director of Finance on May 4 and has prepared a brief financial summary to present to the Board for review. Mr. Hoard spoke briefly and advised that no financials had been completed since the end of the year and that he had prepared a balance sheet through March. He continued that he is optimistic that he will be able to streamline the reporting process and provide more analysis. He advised that his team is very positive and he is hoping to get them more involved and more familiar with each other's duties as well as all aspects of the Finance Department. Discussion occurred. Commissioner LaMantia advised that "housekeeping" issues would need to be addressed now that the Finance Director has been employed, as he would normally serve in the capacity of Assistant Treasurer for the Board of Commissioners.

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; no report was given.

Finance, Budget and Audit Committee:

Commissioner Huizenga reported that the Finance Committee met earlier in the day with discussion of the agenda items presented and all were favorably recommended for approval. He added that Mr. Hoard was introduced and provided financial information for review and discussion by the Committee.

Golf Committee:

Commissioner Donnelly stated that the Golf Committee had not met since the last Board Meeting. He added that he had met with John Schlaman at Prairie Landing recently and had viewed the completed window replacement project and the new golf carts. Commissioner Donnelly advised that Mr. Schlaman and staff were doing a great job.

Capital Development, Leasing and Customer Fees:

Commissioner Gorski reported that the Capital Development, Leasing and Customer Fees Committee met earlier in the day with all committee members present. He added that the Executive Director provided an implementation report reviewing the progress of ongoing capital projects. He continued that agenda items 9.g. and 9.h., both relating to the General Engineering Consultant Agreement and Task Order No.1 under that agreement were recommended favorably for Board approval.

OLD BUSINESS

None

Executive Director Bird advised that all of the agenda items relating to bid awards have been thoroughly vetted at the Finance Committee and were unanimously recommended for Board approval.

NEW BUSINESS

Proposed Resolution 2011-1572; Award of Bid to Wausau Everest, Inc. for the Procurement of a 4 X 4 All Wheel drive Tractor with Plow and Runway Broom.

Executive Director Bird asked Byron Miller to review this Proposed Resolution. Mr. Miller advised that the Airport Authority budgeted \$650,000 in Fiscal Year 2011 for the procurement of a new type of unit for snow removal. He explained this unit to be a tractor with a plow and a runway broom which would require only one operator to perform two jobs. He continued that this unit would replace an existing unit purchased in

1991. He advised that two sealed bids were received and after review, Wausau Everest, Inc. was determined to be the low, responsive and responsible bidder at \$563,535.00. Discussion occurred. Staff and the Finance Committee recommended Board approval.

A **MOTION** was made by Commissioner Gorski to approve Proposed Resolution 2011-1572; Award of Bid to Wausau Everest, Inc. for the Procurement of a 4 X 4 All Wheel Drive Tractor with Plow and Runway Broom. The **motion was seconded** by Commissioner Davis and was passed unanimously by roll call vote (9-0).

Proposed Resolution 2011-1574; Award of Contract to Takao Nagai for Repairs to Retaining Wall and Structural Deck.

Mr. Miller explained that the existing foundation and retaining walls on the airside of the Flight Center Building are deteriorating and in need of repair. He reported that the Airport Authority budgeted funds in Fiscal Year 2011 to repair cracks and spalling surfaces, and for recoating the walls. Mr. Miller advised that six bids were received and the lowest, responsive and responsible bidder was determined to be Takao Nagai Concrete Restoration at \$294,548, with a 5% owner's contingency to be included, bringing the total amount of the project to \$309,275.40. The Airport Authority budgeted \$302,500 for this project and there are sufficient funds available in the Capital Budget to cover this shortfall. The Airport Authority's Architects, GHAFARI Associates also reviewed the bids and is in agreement with Takao Nagai receiving the contract award. Mr. Miller stated that the Finance Committee and Staff are recommending Board approval.

A **MOTION** was made by Commissioner Donnelly to approve Proposed Resolution 2011-1574; Award of Contract to Takao Nagai for Repairs to Retaining Wall and Structural Deck. The **motion was seconded** by Commissioner Gorski and was passed unanimously by roll call vote (9-0).

Proposed Resolution 2011-1575; Award of Contract to A & E Roofing and Siding, Inc. for Hangar E4, E6, E7 Exterior Renovations.

Mr. Miller explained that the project of renovating the exterior of the hangars located along Tower Road continues with three remaining hangars to be completed. He added that the Airport Authority budgeted \$360,000 for this project and three bids were received.

Mr. Miller advised that after evaluation A & E Roofing was determined to be the lowest, responsive and responsible bidder at an amount that is within budget. Staff and the Finance Committee recommended Board approval.

A **MOTION** was made by Commissioner Thompson to approve Proposed Resolution 2011-1575; Award of Contract to A & E Roofing and Siding, Inc. for Hangar E4, E6, E7 Exterior Renovations. The **motion was seconded** by Commissioner Sabathne' and was passed unanimously by roll call vote (9-0).

Proposed Resolution 2011-1576; Award of Contract to Utility Dynamics Corporation, Inc. for Procurement of Additional Ramp Lighting and Replacing Existing Ramp Lighting.

Mr. Miller advised that it has been determined that additional ramp lighting is needed in order to provide a higher level of safety and security in the ramp area. He explained that the Airport is a 24-hour facility with many more night operations that require additional lighting. He reviewed the details of this project and advised that the Airport Authority budgeted \$130,000 for this project in Fiscal Year 2011. He added that an alternate bid was also included for removal and replacement of approximately 20 existing apron lighting fixtures. Mr. Miller continued that two sealed bids were received and Utility Dynamics Corporation was determined to be the low, responsive and responsible bidder at \$143,684.50 with a 5% owner's contingency included, bringing the total project cost to a not-to-exceed amount of \$150,868.20. Mr. Miller stated that this amount exceeds the budgeted amount of \$130,000 however sufficient funds are available in the Capital Projects budget to cover this overage. Staff and the Finance Committee recommended Board approval.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2011-1576; Award of Contract to Utility Dynamics Corporation, Inc. for Procurement of Additional Ramp Lighting and Replacing Existing Ramp Lighting. The **motion was seconded** by Commissioner Sabathne' and was passed by roll call vote (8-0). Commissioner Davis abstained from voting because he currently does business with this company.

Proposed Resolution 2011-1578; Disposition of Surplus Personal Property.

Executive Director Bird advised that periodically when surplus property and equipment accumulates or is replaced with new equipment the Airport Authority will seek Board approval to dispose of these surplus items. He explained that staff has been utilizing *eBay* and has been very successful using this method of disposal. He referred to the list provided of the property to be disposed and discussion occurred. Staff and the Finance Committee recommended Board approval.

A **MOTION** was made by Commissioner Huizenga to approve Proposed Resolution 2011-1578; Disposition of Surplus Personal Property. The **motion was seconded** by Commissioner Davis and was passed unanimously by roll call vote (9-0).

Proposed Resolution 2011-1577; Authorization to Execute an Engineering Services Agreement with CH2MHill for General Engineering Consultant Services for the DuPage Airport Authority.

Executive Director Bird advised that Airport Authority needed to obtain the services of an engineering firm to undertake the general engineering needs of the Airport and a Request for Qualifications (RFQ) was advertised and seven submittals were received. Commissioner Gorski explained the process for selection of the General Engineering Consultant for the Airport Authority. He advised that the seven submittals were reviewed by staff and a short list of three firms was selected to make presentations to an established evaluation panel. Commissioner Gorski explained the makeup of the evaluation panel and advised this panel unanimously recommended CH2MHill as the General Engineering Consultant for the Airport Authority. Executive Director Bird also advised that staff and the Capital Development Committee recommended Board approval.

A **MOTION** was made by Commissioner Gorski to approve Proposed Resolution 2011-1577; Authorization to Execute an Engineering Services Agreement with CH2MHill for General Engineering Consultant Services for the DuPage Airport Authority. The **motion was seconded** by Commissioner Gillett and was passed unanimously by roll call vote (9-0).

Proposed Resolution 2011-1579; Authorization to Execute Task Order No. 1 under the General Engineering Services Agreement with CH2MHill.

Executive Director Bird advised this is the first Task Order to be submitted for Board approval under the General Engineering Services Agreement with CH2MHill. He continued that this would establish a budget for future projects and needs. He advised that the Airport Authority is currently utilizing CH2MHill for the environmental work needed for the land release at the Business Center and Task Order No. 1 will cover the work being done currently. He continued that Task No.2 will be submitted for consideration at the June Board Meeting and will allow CH2MHill to complete this process. Executive Director Bird explained that in the future a separate Task Order for each major project to be handled by this firm will be submitted for Board approval. Discussion occurred and Michael Vonic of CH2M Hill explained the formula used to calculate the estimated amount of Task Order No. 1 as \$81,522.23.

A **MOTION** was made by Commissioner Gorski to approve Proposed Resolution 2011-1579; Authorization to Execute Task Order No. 1 under the General Engineering Services Agreement with CH2MHill. The **motion was seconded** by Commissioner Gillett and discussion occurred. Commissioner Gorski then **AMENDED THE MOTION** to establish the amount of Task Order No. 1 at an estimated amount of \$82,000. The **motion to amend was seconded** by Commissioner LaMantia and was unanimously passed by roll call vote (9-0).

Proposed Resolution 2011-1573; Award of Bid to Mechanical Concepts of Illinois, Inc. for the Procurement of an Air Handling Unit Restoration and Hangar HVAC Unit Replacement.

Executive Director Bird asked Mr. Miller to review the bid award to Mechanical Concepts. Mr. Miller advised that the Airport Authority budgeted \$36,500 for the air handling unit restoration and hangar HVAC unit replacement. He explained that upon further review it became apparent that the condensate pans were not intended to be removed from these units and consequently not replaceable. He continued that replacing these two units would be cost prohibitive and explained that the existing units would be refurbished. He added that two bids were received and Mechanical Concepts of Illinois, Inc. was determined to be the low, responsive and responsible bidder at \$74,200. Mr. Miller stated this is over the

budgeted amount however sufficient funds are available in the Capital Budget to cover this shortfall. He also added that at the time of the budgeting process, staff had not yet retained an engineer to review the scope of work needed for this project and the budgeted amount did not represent an accurate cost. Staff and the Finance Committee recommended Board approval.

A **MOTION** was made by Commissioner Gorski to approve Proposed Resolution 2011-1573; Award of Bid to Mechanical Concepts of Illinois, Inc. for the Procurement of an Air Handling Unit Restoration and Hangar HVAC Unit Replacement. The **motion was seconded** by Commissioner Donnelly and was unanimously passed by roll call vote (9-0).

RECESS TO EXECUTIVE SESSION

A **MOTION** was made by Commissioner LaMantia to recess to Executive Session for the discussion of pending, probable or imminent litigation; 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. The **motion was seconded** by Commissioner Gorski and was passed unanimously by roll call vote (9-0). The Regular Meeting was recessed to Executive Session at 5:00 p.m. and was reconvened at 5:20 p.m. Upon roll call, a quorum was present for the remainder of the Regular Meeting.

OTHER BUSINESS

Commissioner Gillett asked that Board Members consider the potential of changing the name of the Airport to the *DuPage International Airport Authority*. Discussion occurred regarding the potential for a name change. Chairman Goodwin stated there may be some additional processes that would need to be addressed and felt it would be a good change and would provide benefits to the Airport long term. He asked Attorney Bruce Garner to research the state and federal statutes to determine if this change would be possible.

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 Huizenga and was passed unanimously by voice vote; the meeting was adjourned at 5:30 p.m.

Daniel L. Goodwin, Chairman

(ATTEST)

**Dayle M. Gillett
Secretary**