

**DuPAGE AIRPORT AUTHORITY  
REGULAR BOARD MEETING  
THURSDAY, JUNE 9, 2011**

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, First Floor Conference Room; Thursday, June 9, 2011. Chairman Goodwin called the meeting to order at 3:20 p.m. and a quorum was present for the meeting.

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

**Commissioners Absent:** Huizenga

**DuPage Airport Authority Staff Present:** David Bird, Executive Director; Byron Miller, Director of Operations; 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, CH2MHill; Dan Pape, Crawford, Murphy and Tilly; John DeLand, Wolf and Company; Ben Goebel, R S & H.

**Members of the Press:** None

#### **APPROVAL OF MINUTES**

Chairman Goodwin asked for additions or corrections to the minutes of the May 23, 2011 Special Subcommittee Meeting. Commissioner Gorski made a **MOTION** to approve the minutes of the May 23, 2011 Special Subcommittee Meeting and Commissioner Donnelly **seconded this motion**. The motion was passed unanimously by roll call vote (8-0).

Chairman Goodwin asked for additions or corrections to the minutes of the May 11, 2011 Finance, Budget and Audit Committee and there were none. Commissioner Davis made a **MOTION** to approve the minutes of the May 23, 2011 Finance, Budget and Audit Committee Meeting and Commissioner Donnelly **seconded this motion**. The motion was passed unanimously by roll call vote (8-0).

Chairman Goodwin asked for additions or corrections to the minutes of May 11, 2011 Capital Development, Leasing and Customer Fees Committee Meeting. Commissioner Gorski made a **MOTION** to approve the minutes of the May 11, 2011 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 discussed the monthly operating statistics for April.

He advised that total fuel sales are up 13% from 2010; Operations are down nearly 17% which continues to be a trend nationally for general aviation airports. Discussion continued relating to these statistics and options available for efficiently tracking operations at the Airport.

Executive Director Bird advised that a week ago the Airport was "ground zero" for an NFL owners meeting; arriving at DuPage Airport and traveling to attend a meeting at the Hotel Baker in St. Charles. He related the events that transpired throughout that day and discussed the positive press coverage received. Executive Director Bird also stated that DuPage Airport was named as *Airport of the Year* in the Reliever Category by the State of Illinois - Division of Aeronautics at the Aviation Conference in Springfield.

Executive Director Bird provided an update on efforts to advance the completion of the Environmental Assessment with the FAA. He continued that earlier in the day he participated in a two hour telephone conference call with members of the FAA to discuss the Purpose and Need Statement which is a component of the Environmental Assessment; the FAA wants to further review this process. He also discussed continuing efforts to obtain a railroad spur from Fermi Lab for use by the Business Center.

**Byron Miller, Director of Operations**, reported that items on the agenda relating to capital projects would be discussed later in the meeting and advised that landscaping, grass cutting and flower planting continues.

**John Schlaman, General Manager of Prairie Landing Golf Club**, reported that golf course staff continues to fight bad weather conditions and dealing with the challenging economy. Financial information remains unchanged since the May Board Meeting.

#### **REVIEW OF APRIL 2011 FINANCIAL STATEMENTS**

Executive Director Bird asked Patrick Hoard to discuss the April Financials. Mr. Hoard explained the new format being utilized for financial reporting and his efforts to consolidate the financial statements, providing the same level of analysis in a more concise manner. He continued that this new format was presented to the Finance Committee at their June 8 meeting and the Committee made recommendations that will be incorporated into future financial statements. Mr. Hoard reviewed the financial statements for April and provided a flash report for May. Discussion occurred.

Executive Director Bird advised that John DeLand and Ben Shearer from the firm of Wolf and Company would summarize the Annual Audit and review a draft of the final audit report. Mr. DeLand discussed their findings and recommendations for adjustments and advised when the audit report is finalized, he expects a clean opinion. He continued that Airport Authority staff was very responsive and cooperative during the audit process.

#### **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 Davis provided the committee report in Commissioner Huizenga's absence. He advised the Finance Committee met on June 8 considering Agenda items 9.a. through 9.f. relating to bid awards and all were favorably recommended for Board approved. Commissioner Davis related that changes in financial reporting were presented and discussion continued regarding the new format for financial statements.

##### **Golf Committee:**

Commissioner Donnelly stated that the Golf Committee had not met since the last Board Meeting. He added that John Schlaman's staff report was complete and informative.

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

Commissioner Gorski reported that the Capital Development, Leasing and Customer Fees Committee met on June 8 and all committee members were present with the exception of Commissioner LaMantia. He advised the Committee recommended for approval items 9.g. through 9.m. all relating to lease agreements and various capital projects which will be discussed later in the meeting.

##### **DuPage Business Center:**

Brian Quigley of CenterPoint Properties discussed the overall market for the Business Center explaining it is defined by a five-mile radius around the Airport including St. Charles, Geneva, Batavia and West Chicago; and a ten-mile radius including areas around I-88 from Aurora to Naperville. Discussion continued regarding needs of the business communities in these market areas. The Board reemphasized their commitment and support for CenterPoint's efforts to develop the Business Center. Fred Reynolds of CenterPoint Properties advised he would address the Board during the Executive Session with more detailed information on potential tenants for the DuPage Business Center.

## **OLD BUSINESS**

None

## **NEW BUSINESS**

### **Proposed Resolution 2011-1585; Authorization to Execute Task Order No. 2 Under the General Engineering Services Agreement with CH2MHill – Land Release Application and NEPA Documentation, DuPage Business Center.**

Executive Director Bird advised that in order to sell land in the DuPage Business Center to potential developers and to CenterPoint Properties, the Airport Authority must first obtain a land release from the FAA. He continued that as a part of this process, the FAA requires an Environmental Assessment be conducted to evaluate the impact of the development to the Business Park. Executive Director Bird advised that a proposal to prepare this Environmental Assessment was submitted by CH2MHill and meetings have been in progress with the FAA to expedite this process. He explained the award of Task Order No. 2 would allow for preparation of the Environmental Assessment by CH2MHill for a not-to-exceed amount of \$85,000. The Capital Development Committee and staff recommended Board approval.

A **MOTION** was made by Commissioner Gorski to approve Proposed Resolution 2011-1585; Authorization to Execute Task Order No. 2 Under the General Engineering Services Agreement with CH2MHill – Land Release Application and NEPA Documentation, DuPage Business Center. The **motion was seconded** by Commissioner Davis and was passed unanimously by roll call vote (8-0).

### **Proposed Resolution 2011-1586; Authorization to Execute Task Order No. 3 Under the General Engineering Services Agreement with CH2MHill – Airport Pavement Rehabilitation and Repairs.**

Executive Director Bird advised that each year the Airport Authority budgets for repairs to existing pavement both landside and airside. He continued that award of this Task Order would allow for design and preparation of bid packets to allow for an earlier start in the construction season. CH2MHill will prepare the plans, specifications and bid documents for this annual pavement repair project at a not-to-exceed amount of \$90,000 for two years. The Capital Development, Leasing and Customer Fees Committee and staff recommended approval.

A **MOTION** was made by Commissioner Gillett to approve Proposed Resolution 2011-1586; Authorization to Execute Task Order No. 3 Under the General Engineering Services Agreement with CH2MHill – Airport Pavement Rehabilitation and Repairs. The **motion was seconded** by Commissioner Davis and was passed unanimously by roll call vote (8-0).

### **Proposed Resolution 2011-1587; Authorization to Execute Task Order No. 4 Under the General Engineering Services Agreement with CH2MHill – Apron Drainage Structures and System Repairs.**

Executive Director Bird asked Byron Miller to discuss this project. Mr. Miller explained that during the winter months the Flight Center experienced issues with a grade difference around the storm drainage structures in the apron due to frost heave. He continued that the Flight Center Apron is also used for fueling aircraft and storage of fuel trucks when not in use and currently no spill protection or containment is designed into the storm drainage system. Mr. Miller explained that Task Order No. 4 will allow CH2MHill to provide engineering solutions for these issues and also provide construction drawings, specifications, design reports and provide bidding services at a not-to-exceed fee of \$65,000. Mr. Miller advised that when this research is complete the findings and recommendations made by CH2MHill will be brought back to the Capital Development Committee and the Board for consideration. The Capital Development, Leasing and Customer Fees Committee and staff recommended approval.

A **MOTION** was made by Commissioner Davis to approve Proposed Resolution 2011-1587; Authorization to Execute Task Order No. 4 Under the General Engineering Services Agreement with CH2MHill – Apron Drainage Structures and System Repairs. The **motion was seconded** by Commissioner LaMantia and was passed unanimously by roll call vote (8-0).

**Proposed Resolution 2011-1595; Authorization to Execute a Professional Services Agreement with CH2MHill, Inc. for the Project to Overlay Runway 10-28.**

Executive Director Bird asked Mr. Miller to review this project. Mr. Miller advised that Runway 10-28 is approaching the end of its design life and is in need of rehabilitation to prevent further deterioration. He continued that the Illinois Department of Transportation (IDOT) has agreed to proceed with the design phase of this project. CH2MHill will provide the plans, specifications and bid documents for the project to overlay Runway 10-28 for a not-to-exceed amount of \$335,000 and IDOT has reviewed and approved CH2MHill's scope of work and proposed fee for this project. Mr. Miller added that the State of Illinois has programmed this project for 2011, the Authority will pay the design cost of this project; once the project is funded, the Airport Authority will be reimbursed by Grant monies so as not to exceed our share of the total project cost, which is estimated not to exceed 5% or \$250,000. The Capital Development Leasing and Customer Fees Committee and staff recommended approval.

A **MOTION** was made by Commissioner Gorski to approve Proposed Resolution 2011-1595; Authorization to Execute a Professional Services Agreement with CH2MHill, Inc. for the Project to Overlay Runway 10-28. The **motion was seconded** by Commissioner Gillett and was passed unanimously by roll call vote (8-0).

**Proposed Resolution 2011-1588; Authorization to Execute an Office and Hangar Lease Agreement with the State of Illinois, Central Management Services for the Civil Air Patrol.**

Executive Director Bird explained the Civil Air Patrol has occupied space at this current location for a number of years and reviewed the specific terms for this new lease agreement. Discussion occurred. The Capital Development, Leasing and Customer Fees Committee and staff recommended approval. Commissioner Sabathne' stated that he will abstain from voting because he has had a financial relationship with the Civil Air Patrol at various times during the year.

A **MOTION** was made by Commissioner Gillett to approve Proposed Resolution 2011-1588; Authorization to Execute an Office and Hangar Lease Agreement with the State of Illinois, Central Management Services for the Civil Air Patrol. The **motion was seconded** by Commissioner Gorski and was passed by roll call vote (7-0). Commissioner Sabathne' abstained from voting.

**Proposed Resolution 2011-1589; Authorization to Execute an Office and Hangar Lease Agreement with the State of Illinois, Central Management Services for the Illinois State Police.**

Executive Director Bird continued discussion of the new office and hangar lease agreement with the Illinois State Police and reviewed the specific terms of this new lease agreement. The Capital Development, Leasing and Customer Fees Committee and Staff recommended approval.

A **MOTION** was made by Commissioner Davis to approve Proposed Resolution 2011-1589; Authorization to Execute an Office and Hangar Lease Agreement with the State of Illinois, Central Management Services for the Illinois State Police. The **motion was seconded** by Commissioner Donnelly and was passed unanimously by roll call vote (8-0).

**Proposed Resolution 2011-1590; Authorization to Execute an Office and Hangar Lease Agreement with Victory Aviation.**

Executive Director Bird advised that Victory Aviation has occupied space at the Airport since 2003 and negotiations have been underway for over a year to upgrade them into a larger facility at the Airport. He discussed the required renovations and advised that the tenant has agreed to pay for these renovations. Discussion occurred. Attorney Garner advised that after review by the Capital Development, Leasing and Customer Fees Committee, it was determined that acknowledgement of the termination of the old lease agreement should be reflected in the language of the resolution and this change was made as recommended. The Capital Development Committee and staff recommended approval.

A **MOTION** was made by Commissioner Gorski to approve Proposed Resolution 2011-1590; Authorization to Execute an Office and Hangar Lease Agreement with Victory Aviation. The **motion was seconded** by Commissioner Sabathne' and was passed unanimously by roll call vote (8-0).

**Proposed Ordinance 2011-244; An Ordinance of The DuPage Airport Authority Levying Taxes For The Fiscal Year Beginning January 1, 2011 And Ending December 31, 2011.**

Executive Director Bird asked Patrick Hoard to discuss this Ordinance. Mr. Hoard advised this is a statutory requirement if the Airport Authority wishes to levy taxes to be payable in 2012. He continued that historically the Airport Authority has levied \$6,476,024 each year and the tax funds received are utilized for capital improvement projects. Discussion occurred regarding the future abatement of the property taxes and Chairman Goodwin asked Board Members to consider permanently reducing the amount of taxes levied each year by the Airport Authority. Discussion continued and it was agreed that staff will prepare cash flow schedules for a five-year capital projects plan for review and permanent reduction of the levy would be addressed at a later Board meeting. The Finance Committee and staff recommended approval of Proposed Ordinance 2011-244; An Ordinance of the DuPage Airport Authority Levying Taxes for the Fiscal Year Beginning January 1, 2011 and Ending December 31, 2011.

A **MOTION** was made by Commissioner Davis to approve Proposed Ordinance 2011-244; An Ordinance of the DuPage Airport Authority Levying Taxes for the Fiscal Year Beginning January 1, 2011 and Ending December 1, 2011. The **motion was seconded** by Commissioner Donnelly and was passed unanimously by roll call vote (8-0).

**Proposed Ordinance 2011-245; 2011-2012 Prevailing Rate of Wages.**

Executive Director Bird advised that the Airport Authority, as a public agency engaging in public works projects, is required to pay prevailing rate of wages. He continued this is a statutory requirement that is passed by the Board each year. The Finance Committee and Staff recommended approval.

A **MOTION** was made by Commissioner Donnelly to approve Proposed Ordinance 2011-245; 2011-2012 Prevailing Rate of Wages. The **motion was seconded** by Commissioner Davis and was passed unanimously by roll call vote (8-0).

**Proposed Resolution 2011-1580; Authorization to Include Compensation Paid under an Internal Revenue Code Section 125 Plan as IMRF Earnings.**

Executive Director Bird asked Patrick Hoard to discuss this proposed resolution. Mr. Hoard explained that the Illinois Municipal Retirement Fund (IMRF) provides the option to employers to include I.R.C. Section 125 Cafeteria Plan contributions as earnings and requires a resolution to be on file if an employer has chosen to include the contributions as earnings. He continued that the Airport Authority has consistently reported these contributions as earnings to IMRF and the passage of this resolution will satisfy this requirement. Mr. Hoard also related that passage of this resolution would not change anything financially or operationally for the Airport Authority. Discussion continued and the Board determined there should be additional research to determine the long term ramifications and future financial impacts to both Airport employees and the Airport Authority under this standard form.

A **MOTION TO TABLE** Proposed Resolution 2011-1580; Authorization to Include Compensation Paid Under an Internal Revenue Code Section 125 Plan as IMRF Earnings was made by Commissioner LaMantia. The **motion to table** Proposed Resolution was seconded by Commissioner Thompson and was passed unanimously by roll call vote (8-0).

**Proposed Resolution 2011-1581; Award of Bid to FCX Systems, Inc. for the Procurement of an AC/DC Trailer Mounted Aircraft Ground Power Unit.**

Executive Director Bird explained that the Airport Authority wishes to purchase a trailer mounted aircraft ground power unit that can be utilized by tenants inside a hangar. He continued requests are received periodically from tenants for this type of unit and this would allow the airport to provide a higher level of service to tenants inside the hangar. Two bids were received and FCX Systems, Inc. was the low, responsive and responsible bidder for the amount of \$35,563. The Finance Committee and Staff recommended approval.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2011-1581; Award of Bid to FCX Systems, Inc. for the Procurement of an AC/DC Trailer Mounted Aircraft Ground Power Unit. The **motion was seconded** by Commissioner Davis and was passed unanimously by roll call vote (8-0).

**Proposed Resolution 2011-1582; Award of Bid to Reinders, Inc. for the Procurement of an All Wheel Drive, All Wheel Steer Mower.**

Executive Director Bird asked Byron Miller to discuss the procurement of the all wheel drive, all wheel steer mower. Mr. Miller described the machine and advised this type of mower will provide a better means to protect runway/taxiway lights and signage when mowing around the airfield. He continued to discuss the terms of this purchase advising that initially when this mower was placed out for bid, only one bid was received. He explained that the Airport Authority Procurement Policy requires that when only one bid is received the item must be rebid; this was done and again only one bid was received. Reinders, Inc. was the responsive bidder in the amount of \$36,800.55 and this is also consistent with GSA pricing for this mower. Discussion occurred; the Finance Committee and staff recommended approval.

A **MOTION** was made by Commissioner Gorski to approve Proposed Resolution 2011-1582; Award of Bid to Reinders, Inc. for the Procurement of an All Wheel Drive, All Steer Mower. The **motion was seconded** by Commissioner LaMantia and was passed unanimously by roll call vote (8-0).

**Proposed Resolution 2011-1583; Award of Contract to Perfect Cleaning Service, Corp. for Janitorial Services.**

Executive Director Bird advised that the Airport Authority utilizes Janitorial Services for five locations at the Airport and bids were solicited for this three year service contract. He continued that six bids were received and the lowest responsible, responsive bidder was Perfect Cleaning Service, Corp. at \$118,080 per year for the three-year contract period. The Finance Committee and staff recommended approval.

A **MOTION** was made by Commissioner Davis to approve Proposed Resolution 2011-1583; Award of Contract to Perfect Cleaning Service, Corp. for Janitorial Services. The **motion was seconded** by Commissioner LaMantia and was passed unanimously by roll call vote (8-0).

Chairman Goodwin recessed the meeting at 5:15 p.m. for a break and reconvened the meeting at 5:30 p.m.

**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; employee matters; the purchase or lease of real property for the use of the DuPage Airport Authority; the setting of a price for sale or lease of property owned by the DuPage Airport Authority; and the discussion and semiannual review of lawfully closed executive session minutes. 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 5:31 p.m. and was reconvened at 6:50 p.m. Upon roll call, a quorum was present for the remainder of the Regular Meeting.

**OTHER BUSINESS**

**Proposed Resolution 2011-1584; Disclosure of Executive Session Minutes.**

No action was taken by the Board of Commissioners on this Proposed Resolution as there were no minutes to be disclosed.

**Proposed Resolution 2011-1596; Authorizing the Execution of an Employment Agreement with the Executive Director of the DuPage Airport Authority.**

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2011-1596; Authorizing the Execution of an Employment Agreement with the Executive Director of the DuPage Airport Authority. The **motion was seconded** by Commissioner Davis and was passed unanimously by roll call vote (8-0).

**Proposed Resolution 2011-1591; Authorizing Publication of Notice Requesting Offers to Purchase Authority Property.**

Attorney Bruce Garner explained that prior to allowing Airport property to be sold, it is necessary to publish, in the *Daily Herald*, an offer to purchase property from the DuPage Airport Authority;. This resolution will cover publication of the offer to purchase the land identified as the Cyber Building.

A **MOTION** was made by Commissioner Thompson to approve Proposed Resolution 2011-1591; Authorizing Publication of Notice Requesting Offers to Purchase Authority Property (Cyber). The **motion was seconded** by Commissioner Davis and was passed unanimously by roll call vote (8-0).

**Proposed Resolution 2011-1592; Authorizing Publication of Notice Requesting Offers to Purchase Authority Property.**

Attorney Garner continued that this resolution would authorize publication of a notice requesting offers to purchase the property identified as the Pella Property.

A **MOTION** was made by Commissioner Thompson to approve Proposed Resolution 2011-1592; Authorizing Publication of Notice Requesting Offers to Purchase Authority Property (Pella). The **motion was seconded** by Commissioner Davis and was passed unanimously by roll call vote (8-0)

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 Gillett and was passed unanimously by voice vote; the meeting was adjourned at 6:56 p.m.

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**Daniel L. Goodwin, Chairman**

**(ATTEST)**

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**Dayle M. Gillett**  
**Secretary**