

**DuPAGE AIRPORT AUTHORITY
REGULAR BOARD MEETING
WEDNESDAY, NOVEMBER 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; Wednesday, November 9, 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. Former Commissioner Thomas Meagher was an honored guest at this meeting.

Commissioners Absent: None

DuPage Airport Authority Staff Present: David Bird, Executive Director; Mark Doles, Director of Aviation Facilities and Properties; Byron Miller, Director of Operations; Patrick Hoard, Director of Finance; John Schlaman, General Manager Prairie Landing Golf Club; Tony Kalina, 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; Daniel Hemmer, CenterPoint Properties Trust; Edward Harrington, CenterPoint Properties Trust; Michael Vonic, CH2MHill; Dan Pape, Crawford, Murphy and Tilly; Ben Goebel, R S & H; Andy Jasek, FGM; Jim McConachie, LDC/LMCE.

Members of the Press: None

Former DuPage Airport Authority Board Member Thomas Meagher was invited as a guest to attend the Board Meeting. Chairman Goodwin honored Mr. Meagher for his service on the Board for many years and stated that Mr. Meagher is responsible, along with the other members of the Board, for the improvements seen at this Airport. He stated that Mr. Meagher brought his extensive aviation experience to this Board and his presence is missed. Commissioners Gorski, Gillett, Davis, LaMantia, Donnelly and Huizenga spoke briefly thanking Mr. Meagher for his service and friendship. Executive Director Bird thanked Mr. Meagher on behalf of the entire Airport Authority Staff for all of his years of wisdom, guidance and counsel. Mr. Meagher's term on the DuPage Airport Authority Board was from 1995 to 2010. Chairman Goodwin then presented Mr. Meagher with an award for his service with the Airport Authority Board and Mr. Meagher expressed his appreciation to Board members and staff.

APPROVAL OF MINUTES

Chairman Goodwin asked for additions or corrections to the minutes of the September 14, 2011 Regular Board Meeting. Commissioner Gorski made a **MOTION** to approve the minutes of the September 14, 2011 Regular Board Meeting and Commissioner Davis **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 September 14, 2011 Capital Development, Leasing and Customer Fees Committee Meeting. Commissioner LaMantia made a **MOTION** to approve the minutes of the September 14, 2011 Capital Development, Leasing and Customer Fees Committee Meeting and Commissioner Gillett **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 September 14, 2011 Finance, Budget and Audit Committee Meeting. Commissioner Huizenga made a **MOTION** to approve the minutes of the September 14, 2011 Finance, Budget and Audit Committee Meeting and Commissioner Davis **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 October 18, 2011 Special Finance, Budget and Audit Committee and there were none. Commissioner Huizenga made a **MOTION** to

approve the minutes of the October 18, 2011 Special Finance, Budget and Audit Committee, and Commissioner Davis **seconded this motion**. The motion was passed unanimously by roll call vote (9-0).

PUBLIC COMMENT

None

DIRECTOR'S REPORT

Executive Director Bird discussed the monthly operating statistics for October. He advised that 100LL fuel sales were down just under 1% for the month and Jet A sales were up 3.7%; a total increase for the year of 3.2%.

Executive Director Bird provided a project update discussing the ongoing projects, both landside and airside; Flight Center Building renovations, ramp lighting project, obtaining the land release from the FAA for the Business Center and the EA for airfield improvements which includes the extension of the short parallel and the widening and strengthening of the main runway. Executive Director Bird reported that the public hearing was held two weeks to allow for public input and there were no comments received. It is anticipated this project will be bid in January for early construction in the spring. He continued that the Overlay of Runway 10-28 is also anticipated to go out for bid in the spring. Executive Director Bird advised that the DuPage Airport now appears on the website of the National Weather Service as an official weather reporting site. He also reported that the Committee for the Honor Flight DuPage continues to plan for the fund raiser. Executive Director Bird advised that this committee is very active and the Airport Authority will support this effort in every way possible and will continue to keep the Board informed.

Executive Director Bird reported the Airport Authority continues to work with FGM Architects to evaluate new sites and potential needs for a new Fire Station as a result of comments surfacing from the Board as to why we were contemplating renovating an existing facility and perhaps a new building should be constructed. Andy Jesick of FGM Architects will discuss the plans for this new Fire Station. After Mr. Jesick's presentation, discussion continued. Mr. Miller advised that staff had also met with representatives from the West Chicago Fire Protection District for their input and to discuss these plans.

REVIEW OF OCTOBER 2011 FINANCIAL STATEMENTS

Executive Director Bird asked Patrick Hoard to review the October 2011 Financial Statements and discussion followed. There was discussion regarding the Property Tax Levy and it was determined this would be an item for further discussion at the January 2012 Annual meeting.

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. She stated that because of the hard work done by Committee members and staff in 2005 through 2007 to put into place policies and procedures, she felt it is time for review of these policies and procedures for needed revisions or additions. The Internal Policy and Compliance Committee will plan to meet soon.

Finance, Budget and Audit Committee:

Commissioner Huizenga stated the Finance Committee met earlier in the day. He advised that the 2012 Tentative Budget was discussed and would be presented for Board approval. He added that this budget is an indication of the efficiency and organization of the staff. He added that staff will present proposed resolutions that have been reviewed and unanimously approved by the Finance Committee for Board approval.

Golf Committee:

Commissioner Donnelly commented that good weather for the month of October was a positive for business at the golf course in October. He added that with the economy, competition and weather, Prairie Landing has had many challenges during 2011.

Capital Development, Leasing and Customer Fees:

Commissioner Gorski reported that the Capital Development, Leasing and Customer Fees Committee met earlier this day with all members present. He continued that Agenda Items 9. (j.) through (l.) relating to capital projects and a lease reassignment were unanimously recommended by the Committee for Board approval.

DuPage Business Center:

Mike Murphy of CenterPoint Properties stated there are no new opportunities at the Business Center to report. He added that some interest has been shown in the data center and added that the FAA Land release is very important to this effort. He also stated that finalization of the Letter of Intent is also important. Discussion occurred.

OLD BUSINESS

None

Chairman Goodwin recessed the meeting at 4:35 p.m. for a break and reconvened the meeting at 4:46 p.m.

NEW BUSINESS

Proposed Ordinance 2011-246; Adopting Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2012 and ending December 31, 2012.

Executive Director Bird stated the Finance Committee met in October and staff made the adjustments recommended. The Finance Committee at their meeting earlier this day recommended Board approval. Executive Director Bird explained that the State of Illinois requires the Airport Authority Board to pass a Tentative Budget and Appropriations and this Tentative Budget is submitted to the DuPage County Board Chairman for a 30-day review period. A public hearing will also be held prior to the January Board Meeting to allow for public comments.

A **MOTION** was made by Commissioner Huizenga to approve Proposed Ordinance 2011-246; Adopting Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2012 and ending December 31, 2012. The **motion was seconded** by Commissioner Donnelly and was passed unanimously by roll call vote (9-0).

Proposed Resolution 2011-1627; Authorization to Execute a Purchase Order Contract for "doc-link" Software by Altec, Inc.

Executive Director Bird asked Mr. Hoard to review this Purchase Order request. Mr. Hoard discussed the current software being utilized by the Accounting Department advising there are needed upgrades that would increase efficiency. He reviewed the details of the software purchase and how it will be utilized to electronically manage procurement processes, strengthen internal controls and improve document management. Discussion continued. Executive Director Bird advised that staff and the Finance Committee recommended approval.

A **MOTION** was made by Commissioner Donnelly to approve Proposed Resolution 2011-1627; Authorization to Execute a Purchase Order Contract for "doc-link" Software by Altec, Inc. The **motion was seconded** by Commissioner Davis and was passed unanimously by roll call vote (9-0).

Proposed Resolution 2011-1615; Award of Bid to West Side Tractor Sales for a John Deere 6445 Loader Rental.

Executive Director Bird advised that staff and the Finance Committee recommended approval. Discussion occurred.

A **MOTION** was made by Commissioner Huizenga to approve Proposed Resolution 2011-1615; Award of Bid to West Side Tractor Sales for a John Deere 6445 Loader Rental. The **motion was seconded** by Commissioner Davis and was passed unanimously by roll call vote (9-0).

Proposed Resolution 2011-1616; Award of Contract to Na-Churs Plant Food Company d/b/a Nachures Alpine Solutions Industrial for Procurement of Runway Deicing Fluid.

Executive Director Bird advised that staff and the Finance Committee recommended approval. Discussion occurred.

A **MOTION** was made by Commissioner Davis to approve Proposed Resolution 2011-1616; Award of Contract to Na-Churs Plant Food Company d/b/a Nachures Alpine Solutions Industrial for Procurement of Runway Deicing Fluid. The **motion was seconded** by Commissioner Donnelly and was passed unanimously by roll call vote (9-0).

Proposed Resolution 2011-1617; Award of Contract to Advent Systems, Inc. for Video Surveillance System and Access Control Maintenance Service Contract.

Executive Director Bird advised that staff and the Finance Committee recommended approval of this Purchase Order Contract and discussion occurred.

A **MOTION** was made by Commissioner Davis to approve Proposed Resolution 2011-1617; Award of Contract to Advent Systems, Inc. for Video Surveillance System and Access Control Maintenance Service Contract.. The **motion was seconded** by Commissioner Donnelly and was passed by roll call vote (9-0).

Proposed Resolution 2011-1618; Award of Contract to Accurate Tank Technologies, Inc. for a Fuel Management System.

Executive Director Bird advised that staff and the Finance Committee recommended approval. Discussion occurred.

A **MOTION** was made by Commissioner Huizenga to approve Proposed Resolution 2011-1618; Award of Contract to Accurate Tank Technologies, Inc. for a Fuel Management System. The **motion was seconded** by Commissioner Donnelly and was passed unanimously by roll call vote (9-0).

Proposed Resolution 2011-1619; Disposition of Surplus Personal Property.

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

A **MOTION** was made by Commissioner Davis to approve Proposed Resolution 2011-1619; Disposition of Surplus Personal Property. The **motion was seconded** by Commissioner LaMantia and was passed unanimously by roll call vote (9-0).

Proposed Resolution 2011-1620; Authorization to Execute an Agreement with Robert Trent Jones II, LLC for Golf Course Design Consulting Services for Prairie Landing Golf Course.

Executive Director Bird asked John Schlaman to review this proposed agreement. Mr. Schlaman stated the Prairie Landing Golf Course, designed by Robert Trent Jones was originally opened in 1994 and now the course is in need of a comprehensive renovation of the bunkers. He added that to protect the Robert Trent Jones brand for the course this company was contracted to provide a comprehensive design plan for this renovation and to determine costs estimates, prepare bid documents and specs and plans and arrangements. Mr. Schlaman reviewed the renovation plans, explaining that 60 of the 129 bunkers would be removed. The Airport Authority budgeted \$400,000 in the 2012 budget for the entire project and approval of this agreement for consulting services in the amount of \$40,000. Staff will come back to the Board for further approvals during 2012 prior to starting the renovation project. Discussion occurred. Executive Director Bird advised that staff and the Finance Committee recommended approval.

A **MOTION** was made by Commissioner Donnelly to approve Proposed Resolution 2011-1620; Authorization to Execute an Agreement with Robert Trent Jones II, LLC for Golf Course Design Consulting Services for Prairie Landing Golf Course. The **motion** was seconded by Commissioner Thompson and was passed unanimously by roll call vote (9-0).

Proposed Resolution 2011-1624; Authorizing an Amendment to the Professional Services Agreement with GHAFARI Associates, LLC for Design and Bidding Phase Services for Renovation and Restoration of Existing Masonry Walls and Concrete Entrances at Prairie Landing Golf Course.

Executive Director Bird asked Mr. Schlaman to address this proposed resolution and Mr. Schlaman explained that the Prairie Landing Clubhouse due to the age of the facility is in need of repairs and renovations. He outlined these needed repairs and explained that GHAFARI Associates was asked to provide a fee estimate for solutions to address these issues. A proposal was submitted by GHAFARI for a not-to-exceed amount of \$58,000 to prepare plans and specs for bidding and to provide construction services for repairs. Mr. Schlaman outlined these renovations and repairs and advised funds have been budgeted in 2012 for this project. Discussion occurred. Executive Director Bird advised that staff and the Finance Committee recommended approval.

A **MOTION** was made by Commissioner Huizenga to approve Proposed Resolution 2011-1624; Authorizing an Amendment to the Professional Services Agreement with GHAFARI Associates, LLC for Design and Bidding Phase Services for Renovation and Restoration of Existing Masonry Walls and Concrete Entrances at Prairie Landing Golf Courses. The **motion was seconded** by Commissioner Davis and was passed unanimously by roll call vote (9-0).

Proposed Resolution 2011-1621; Authorizing an Amendment to an Engineering Design and Special Services Phase Agreement with Crawford, Murphy and Tilly, Inc. to Construct East Side Drainage.

Executive Director Bird advised that staff and the Capital Development Committee recommended Board approval. Discussion occurred.

A **MOTION** was made by Commissioner Davis to approve Proposed Resolution 2011-1621; Authorizing an Amendment to an Engineering Design and Special Services Phase Agreement with Crawford, Murphy and Tilly, Inc. to Construct East Side Drainage. The **motion was seconded** by Commissioner LaMantia and was passed unanimously by roll call vote (9-0).

Proposed Resolution 2011-1623; Authorizing an Amendment to the Professional Services Agreement with GHAFARI Associates, LLC for Construction Plans and Bidding Phase Services for Government Center Building Interior

Executive Director Bird advised that staff and the Capital Development Committee recommended Board approval pending the tenant's execution of the lease agreement.

A **MOTION** was made by Commissioner Sabathne' to approve Proposed Resolution 2011-1623; Authorizing an Amendment to the Professional Services Agreement with GHAFARI Associates, LLC for Construction Plans and Bidding Phase Services for Government Center Building Interior Renovation, pending the execution of the lease agreement by the tenant. The **motion was seconded** by Commissioner LaMantia and was passed unanimously by roll call vote (9-0).

Proposed Resolution 2011-1625; Authorizing the Execution of Assignment, Assumption, Guaranty and Consent Agreement for Pheasant Run Driving Range.

Executive Director Bird advised that staff and the Capital Development Committee recommended Board approval.

A **MOTION** was made by Commissioner Gorski to approve Proposed Resolution 2011-1625; Authorizing the Execution of Assignment, Assumption, Guaranty and Consent Agreement for Pheasant Run Driving Range. The **motion was seconded** by Commissioner Davis and was passed unanimously 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; employee matters; 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 and the discussion and semi-annual review of lawfully closed executive session minutes. 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 5:24 p.m. and was reconvened at 5:59 p.m. Upon roll call, a quorum was present for the remainder of the Regular Meeting.

OTHER BUSINESS

Proposed Resolution 2011-1626; Disclosure of Executive Session Minutes.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2011-1626; Disclosure of Executive Session Minutes. The **motion was seconded** by Commissioner Gillett and was passed unanimously by roll call vote (9-0).

A **MOTION** was made by Commissioner Perry 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 call; the meeting was adjourned at 6:00 p.m.

Approved at the January 25, 2012 Annual and Regular Board Meeting
Daniel L. Goodwin, Chairman