

**DuPAGE AIRPORT AUTHORITY
REGULAR BOARD MEETING
Wednesday, May 14, 2014**

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, May 14, 2014. Chairman Davis called the meeting to order at 3:02 p.m. and a quorum was present for the meeting.

Commissioners Present: Chavez, Davis, Donnelly, Gorski, Huizenga, LaMantia, Posch.

Commissioners Absent: Wagner (joined the meeting via Conference Call)

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; Dan Barna, Procurement Manager; Anna Normoyle, Marketing Coordinator; Pamela Miller, Executive Assistant and Board Liaison.

Others in Attendance: Phil Luetkehans, Schirott, Luetkehans and Garner; Michael Vonic, CH2M Hill; Johnny Jackson, CH2M Hill; Dan Pape, Crawford, Murphy and Tilly; Ed Harrington, CenterPoint Properties; Steve Moulton, Burns & McDonnell Engineering; Mike Toth, J.A. Watts, Inc.; Joshua Robbins, Serafin and Associates and Angela Hauer, Serafin and Associates; James Savio, Sikich.

Members of the Press: None

PUBLIC COMMENT

None

DIRECTOR'S REPORT

Executive Director Bird reported that Jet A fuel sales have increased 8.5 % from March 2013 and nearly 10% for the month of April from 2013. He continued there was a strong start for the month of May and Jet A fuel sales have remained consistent. Business Aviation has not returned to 2004 – 2005 levels however, the FAA is forecasting growth and these trends will work in favor for DuPage Airport both nationally and regionally.

Airport Projects:

Runway 2L 20R widening project is underway. Executive Director Bird stated this is likely the only 100% locally funded development project of this size ongoing in the country today. He continued by emphasizing the importance of this project for the Airport and added that a great project team is in place with Crawford, Murphy and Tilly, CH2M Hill and the contractor, Martam Construction. Discussion followed.

Proposed Residential Development adjacent to the Airport: Executive Director Bird, Mark Doles and Byron Miller met recently with the City of West Chicago and the developer for a proposed

residential subdivision to be located in West Chicago adjacent to Airport property. Currently there are zoning issues and the developer is seeking changes in the zoning laws. This proposed development site is outside the critical noise zone, however this proposed development from a flight path standpoint is likely to present issues in the future. These concerns have been expressed verbally to the builder and City of West Chicago. Discussion followed and Executive Director Bird advised staff is carefully monitoring this proposed development and will report back to the Board at the next meeting with further information.

Executive Director Bird provided a review of the Airport Authority's current marketing plan. Representatives from the Airport Authority's public relations firm, Serafin and Associates, was also present at the meeting; Joshua Robbins and Angela Hauer. The following points regarding the 2014 Marketing Plans were reviewed and discussion followed:

- 24-hour coverage by the FAA Air Traffic Control Tower.
- Aircraft Rescue and Firefighting Station; manned 24 hours per day, 7 days per week, 365 days per year.
- An active wildlife management program.
- Continuous snow removal operations.
- High level pavement maintenance providing all users with a quality experience.
- Upcoming Events to be held at DuPage Airport.

Mike Toth, JA Watts, presented a program summary of the ongoing Capital Improvement Program. Discussion followed.

REVIEW OF FINANCIAL STATEMENTS

Executive Director Bird asked Patrick Hoard to discuss the Fiscal Year 2013 Financial Audit. Mr. Hoard stated the firm of *Sikich* performed the Fiscal Year 2013 Audit beginning their preliminary work on November 24, 2013. He continued that Inventory observation was conducted on December 17 – 19, 2013 and field work began Jan. 1, 2014 with completion on Feb. 24-28, 2014. Mr. Hoard added that the audit was completed ahead of schedule, meeting all of the scheduled deadlines. Mr. Hoard introduced James Savio representing *Sikich* and Mr. Savio provided a detailed review of the audit report, advising that a clean and unmodified opinion was issued. Discussion followed. The Fiscal Year 2013 Financial Audit will be an agenda topic for the June Board Meeting to allow Commissioners sufficient time for review and at that time will be formally considered and accepted by the Airport Authority Board.

Executive Director Bird then asked Patrick Hoard to provide a review of the Financial Statements and discussion followed.

REPORT OF COMMITTEES

Internal Policy and Compliance Committee:

Commissioner LaMantia advised that the Internal Policy and Compliance Committee did not meet since the last Board.

Finance, Budget and Audit Committee:

Commissioner Huizenga advised that the Finance Committee met earlier in the day at 1:00 p.m. and considered Agenda Items 7.b. through 7.i. on the Consent Agenda. He added that the Committee is recommending Board approval for these items. Commissioner Huizenga advised the Audit report was reviewed by the representative from Sikich and added that in the future staff will provide the annual audit report prior to the Board meeting to allow time for review. He also reported that the Airport Authority's participation in the IMRF pension plan was thoroughly discussed by the Committee. Commissioner Huizenga advised the Financial Statements were reviewed as presented earlier in the Board meeting. Discussion continued briefly.

Golf Committee:

Commissioner Donnelly stated that the Golf Committee met prior to the Board Meeting and reviewed the projects ongoing at Prairie Landing Golf Club: Carpet replacement in the Clubhouse; repair and upgrade of bathroom fixtures; and the bunker refinement project. Discussion followed.

Capital Development, Leasing and Customer Fees:

Commissioner Gorski reported the Capital Development Committee met earlier in the afternoon at 2:30 p.m.; all members were present with the exception of Commissioner Wagner. The committee unanimously recommended for Board approval Proposed Resolution 2014-1854; Authorizing the Execution of an Agreement with Crawford, Murphy and Tilly Inc. for Construction Phase Services for the Project Described as Terminal Apron Phase II, Taxiway C and Runway 2L 20R Joint Repairs, which appears on the *Consent Agenda*. He continued that under the *New Business* portion of the agenda, the Committee is recommending that Proposed Resolutions 2014-1855; Authorizing the Execution of an Easement Agreement with DuPage County and 2014-1856; Authorizing the Execution of a Plat of Assessment, be tabled for further consideration at a future meeting.

DuPage Business Center:

Ed Harrington of CenterPoint Properties, reported that since the last Board Meeting there have been five inquiries into the Business Center. He reviewed each of these inquiries. Mr. Harrington advised that CenterPoint continues to meet with the City of West Chicago and State of Illinois and maintains a close relationship with *Choose DuPage* to be aware of any potential opportunities for the Business Center. He reported that Comcast is coming into the Business Center to help with fiber connectivity at the Communication Building. Mr. Harrington stated that the potential tenant reported upon at the last Board Meeting had passed over the Business Center location and is currently negotiating a land sale at the Wisconsin location; the deal is not yet completed but seems solid. Mr. Harrington advised that CenterPoint continues to work with their broker, Jones Lang LaSalle, for efforts to market the Business Center however reported seeing light traffic for potential new tenants.

CONSENT AGENDA

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

There were no objections stated and a **MOTION** was made by Commissioner Gorski for approval of the Consent Agenda Items 7.a. through 7.j. This motion was seconded by Commissioner LaMantia and passed unanimously by roll call vote (7-0).

The consent agenda included the March 19, 2014 Regular Board Meeting Minutes; March 19, 2014 Finance Committee Meeting Minutes; March 19, 2014 Capital Development, Leasing and Customer Fees Committee Meeting Minutes and the following resolutions:

Resolution 2014-1841; Resolution for the Disposal/Destruction of Surplus Personal Property.

Resolution 2014-1842; Award of Bid to J.W. Turf, Inc. for the Procurement of One (1) 2014 Model 3 WD Golf Course Bunker Rake.

Resolution 2014-1843; Award of Bid to Burris Equipment Company for the Procurement of Two (2) 2014 Model 2 WD Golf Course Fairway Mowers.

Resolution 2014-1844; Award of Bid to J. W. Turf, Inc. for the Procurement of One (1) 2014 Model 4 WD Compact Utility Tractor with Front Loader Attachment.

Resolution 2014-1845; Authorizing the Purchase of a Wildlife Mitigation Vehicle from the Rock Island County Joint Purchasing Contract.

Resolution 2014-1846; Award of Contract to Huddleston McBride Land Drainage Company for Farm Ile Drainage Investigation and Rehabilitation Services – Phase 1.

Resolution 2014-1847; Award of Contract to Olsson Roofing Company for Hangar E21 Roofing Repair.

Resolution 2014-1849; Award of Contract to Lifco Construction Company for Concrete Stairs and Retaining Wall Improvements.

Resolution 2014-1854; Authorizing the Execution of an Agreement with Crawford, Murphy and Tilly Inc. for Construction Phase Services for the Project Described as Terminal Apron Phase II, Taxiway C and Runway 2L 20R Joint Repairs.

OLD BUSINESS

None

NEW BUSINESS

Proposed Resolution 2014-1855; Authorizing the Execution of an Easement Agreement with DuPage County

Proposed Resolution 2014-1856; Authorizing the Execution of a Plat of Assessment.

Attorney Luetkehans requested that the Board table for further review Proposed Resolution 2014-1855; Authorizing the Execution of an Easement Agreement with DuPage County and Proposed Resolution 2014-1856; Authorizing the Execution of a Plat of Assessment. Discussion occurred briefly.

A **MOTION to TABLE** Proposed Resolution 2014-1855 and Proposed Resolution 2014-1856 was made by Commissioner Gorski and was **seconded** by Commissioner LaMantia. The motion was passed unanimously by roll call vote (7-0).

RECESS TO EXECUTIVE SESSION

OTHER BUSINESS

None

A **MOTION** was made by Commissioner Gorski 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 adjourned at 4:31 p.m.

Adopted at the September 24, 2014 Board Meeting
Stephen L. Davis, Chairman