

**DuPAGE AIRPORT AUTHORITY
REGULAR BOARD MEETING
Wednesday, June 11, 2014**

**DuPage Airport Flight Center
2700 International Drive
West Chicago, Illinois 26185**

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, June 11, 2014. Chairman Davis called the meeting to order at 3:30 p.m. and a quorum was present for the meeting.

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

Commissioners Absent: None

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, Finance-Prairie Landing Golf Club; Tony Kalina, 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; Johnny Jackson, CH2M Hill; Dan Pape, Crawford, Murphy and Tilly; Mike Toth, J.A. Watts, Inc.

Members of the Press: None

PUBLIC COMMENT

None

DIRECTOR'S REPORT

Executive Director Bird reported that operating fuel statistics for May are very good with Jet A fuel sales up overall by 12.2%. He commented that 100 LL fuel sales decreased from May 2013 by 5%. Discussion followed regarding the decline in the volume of low lead fuel and Executive Director Bird stated there has been a gradual downward trend, starting in 2008, for General Aviation pilots using this type of fuel due to the increased costs. Executive Director Bird continued that itinerate operations have increased 5%; discussion followed regarding the number of aircraft that have been successfully moved to DuPage during this year and the profile of our itinerate traffic. Mr. Doles commented that base customers are extremely important to the Airport due to their consistent fuel usage.

Executive Director Bird continued that Byron Miller and John Schlaman have recently attended meetings relating to the Rt. 38 overpass construction project and advised that on August 1, 2014 the overpass itself will be opened travelling over the railroad tracks and at that point Kautz Road

will be closed. Mr. Schlaman will post alternative routes on the Prairie Landing website for customers coming into the club. He added that no firm completion date has been established at this point; late 2015.

Executive Director Bird asked Mike Toth to provide the Capital Improvement Program project status update. Mr. Toth advised that staff is tracking 83 ongoing capital projects currently with six projects closed out or completed since the May Board meeting. He continued that in June and July more projects will be completed and will be reported upon at the September Board Meeting. He advised of two emergency projects were added to the summary; replacement of the drywall at the Air Traffic Control Tower and the emergency underground sewer repair for the Government Center. Mr. Toth reported these projects are also scheduled for completion during 2014 and advised all projects are on budget and staff and contractors are meeting all scheduled deadlines. Discussion followed.

REVIEW OF FINANCIAL STATEMENTS

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 had not meet since the last Board.

Finance, Budget and Audit Committee:

Commissioner Huizenga advised the Finance Committee met earlier in the day at 1:30 p.m. He reported the financial statements were presented for review by the Committee. He stated that four proposed resolutions and one proposed ordinance were considered by the Committee and all were favorably recommended for Board approval. Agenda items 7.b. and 7.c. will be a part of the Consent Agenda and agenda items 7. d. through 7.f. will be discussed by the Board under the *New Business* portion of the meeting. Discussion followed briefly.

Golf Committee:

Commissioner Donnelly stated that the Golf Committee met prior to the Board Meeting and reviewed agenda items relating to the golf course bunker refinement project. He advised that John Schlaman and Tony Kalina thoroughly reviewed the scope of this major project for the golf course. Discussion occurred regarding the significant savings staff is able to make with directly purchasing much of the needed materials for the project. He continued that agenda items 7.c. through 7.f. were considered and favorably recommended for Board approval and appear on the Consent Agenda. 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. He advised that the committee considered agenda

items 7.g. through 7.i. and were unanimously recommended for Board approval; these agenda items are a part of the Consent Agenda.

DuPage Business Center:

Ed Harrington of CenterPoint Properties was not present to provide a report.

CONSENT AGENDA

Executive Director Bird advised that all items on the Consent Agenda have been reviewed by the respective committees and were 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.i. This motion was seconded by Commissioner Donnelly and passed unanimously by roll call vote (8-0).

The consent agenda included the following resolutions:

Resolution 2014-1857; Authorizing the Execution of a Non Federal Reimbursable Agreement between the Department of Transportation Federal Aviation Administration and the DuPage Airport Authority to Provide Airport Traffic control (ATC) Services at the DuPage Air Traffic Control Tower.

Resolution 2014-1858; Award of Contract to Eco Clean Maintenance Inc. for Janitorial Services.

Resolution 2014-1860; Award of Contract to Midwest Golf Development Inc. d/b/a Golf Creations for the Prairie Landing Golf Club Bunker Refinement Project.

Resolution 2014-1862; Award of Bid to Waupaca Sand Solutions for the Procurement of Golf Course Bunker Sand.

Resolution 2014-1863; Award of Bid to Green Source, Inc. for the Procurement of Golf Course Sod Grass.

Resolution 2014-1864; Award of Bid to LaFarge North America for the Procurement of Course Gravel Aggregates.

Resolution 2014-1866; Award of Contract to Central Lawn Sprinklers, Inc. for Terminal Irrigation System Improvements.

Resolution 2014-1868; Award of Contract to Anthony Roofing Tecta America LLC for Roof Repairs of Various Hangars.

Resolution 2014-1870; Authorizing the Execution of Task Order No. 23 with CH2M Hill for Professional Consulting Services Associated with Rehabilitation of the DuPage Airport Fuel Farm.

OLD BUSINESS

None

NEW BUSINESS

Proposed Resolution 2014-1859; Award of contract to UBM Mechanical Services for On-Call HVAC Repair and Maintenance Services.

Executive Director Bird asked Dan Barna to review this proposed resolution and he explained the DAA Procurement Policies and Procedures allow the Airport Authority to enter into a Master Agreement for on-Call Services and five bids were received for this two year Agreement for HVAC Repair and Maintenance Services. Mr. Barna explained that UBM Mechanical initiated a bid protest pursuant to the Airport Authority Procurement Policies requesting an allowable change in the regular hourly bid rate shown for journeymen from \$71.50 to \$91.50 due to a clerical error. Staff contacted legal counsel and after their investigation found that UBM's bid documents supported this to be a clerical or typographical error and the bid was allowable with this correction. Mr. Barna advised that UBM remained the low responsive, responsible bidder even after the correction; all references were checked and positive responses received. The Finance Committee and staff recommended Board approval. Discussion continued.

A **MOTION** was made by Commissioner Gorski to approve Proposed Resolution 2014-1859; Award of Contract to UBM Mechanical Services for On-Call HVAC Repair and Maintenance Services and was **seconded** by Commissioner Huizenga. The motion was passed unanimously by roll call vote (8-0).

Proposed Resolution 2014-1871; Authorization to Include Compensation Paid Under an Internal Revenue Code Section 125 Plan as IMRF Earnings.

Executive Director Bird asked Patrick Hoard to review the Proposed Resolution. Mr. Hoard explained that the Illinois Municipal Retirement Fund (IMRF) gives participating employers the option to include their employees' earnings for retirement benefit purposes only, as compensation paid under an IMRF Code Section 125 Cafeteria Plan. He continued that the manner in which the Airport Authority has been reporting earnings the same since at least 2003 and most likely has always been reported in this manner. Mr. Hoard continued to explain the specific manner of reporting and advised this presents no impact to the Airport Authority and continues our current action. Mr. Hoard added that the IMRF requires passage of this Proposed Resolution to officially state the Airport Authority will continue its current action and insures it will remain the same going forward. The Finance Committee and staff recommend board approval.

A **MOTION** was made by Commissioner Wagner to approve Proposed Resolution 2014-1871; Authorization to Include Compensation Paid under an Internal Revenue Code Section 125 Plan as IMRF Earnings. The motion was **seconded** by Commissioner Gorski and was unanimously passed by roll call vote (8-0).

Proposed Ordinance 2014-275; 2014-2015 Prevailing Rate of Wages.

Mr. Hoard explained this Proposed Ordinance is passed each year by the Board stating that the Airport Authority will investigate and ascertain the current prevailing rate of wages for any

contractor or company performing construction or public works activities at the Airport. The State of Illinois, by statute, requires passage of this Ordinance annually. The Finance Committee and staff recommended Board approval.

A **MOTION** was made by Commissioner Posch to approve Proposed Ordinance 2014-275; 2014-2015 Prevailing Rate of Wages. The motion was **seconded** by Commissioner Gorski and was unanimously passed by roll call vote (8-0).

Discussion and Acceptance of the Fiscal Year 2013 Financial Audit Report.

Executive Director Bird advised that the Board asked to have an opportunity to review the Fiscal Year 2013 Financial Audit that was presented at the May Board Meeting and to officially accept the Financial Audit at this Board Meeting. Discussion followed briefly.

A **MOTION** was made by Commissioner Huizenga to formally accept the Fiscal Year 2013 Financial Audit Report. The motion was **seconded** by Commissioner Gorski and was unanimously passed by roll call vote (8-0).

RECESS TO EXECUTIVE SESSION

There was no Executive Session held.

OTHER BUSINESS

Discussion of Property Tax Levy.

Executive Director Bird advised that historically the Ordinance authorizing the property tax levy is brought to the June Board Meeting for consideration and approval. Attorney Luetkehans stated it is not a requirement to file the Property Tax Levy Ordinance until early December each year. Executive Director Bird stated that guidance from the Board is required given there may be additional projects of significance that may be important for the Airport in the future. Executive Director Bird stated that staff recommends further abatements be postponed until a more clear understanding of future funding needs for the Airport Authority's Capital Improvement Program can be determined. He continued that the abatement is in the second year of the three year cycle which would make the abatement become permanent if approved for the 2015 Fiscal Year. Discussion occurred and Executive Director Bird stated this Ordinance would be brought to the Board either in September or November for consideration and action. Discussion continued briefly.

Airport Tour for Review of Ongoing Capital Development Projects.

Members of the Board, staff and members of the public in attendance of the Regular Board Meeting wishing to be a part of the airfield tour were transported by shuttle bus to the site of ongoing Capital Development Projects located around the Airport: Newly constructed Aircraft Rescue and Fire Fighting (ARFF) Station; the proposed transient hangar development; and the Runway 2L 20 R widening project. The tour began at 4:20 p.m. and any member of the public wishing to participate in this tour who was not in attendance at the time of the departure of the shuttle bus was given the opportunity to join the tour by making a request at the Flight Center Desk to be transported to the location of the tour. There were no requests made by the public.

The tour concluded and the shuttle bus returned and all those attending the tour returned to the meeting conference room at 5:05 p.m. Commissioners Gorski and Huizenga departed the meeting at this time.

There being no other business for discussion, a **MOTION** was made by Commissioner Wagner to adjourn the Regular Meeting of the DuPage Airport Authority Board of Commissioners. The **motion was seconded** by Commissioner Donnelly and was passed by voice vote; the meeting was adjourned at 5:07 p.m. Commissioners Gorski and Huizenga were not present for this vote.

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