

**DuPAGE AIRPORT AUTHORITY
REGULAR BOARD MEETING
Wednesday, September 24, 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, September 24, 2014. Chairman Davis called the meeting to order at 3:06 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; Dan Barna, Procurement Manager; 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

APPROVAL OF MINUTES

Chairman Davis asked for additions or corrections to the minutes of the May 14, 2014 Regular Board Meeting and there were none. Commissioner Gorski made a **MOTION** to approve the minutes of the May 14, 2014 Regular Board Meeting and Commissioner LaMantia seconded this motion. The motion was passed unanimously by roll call vote (8-0).

Chairman Davis asked for additions or corrections to the minutes of the June 11, 2014 Regular Board Meeting and there were none. Commissioner Wagner made a **MOTION** to approve the minutes of the June 11, 2014 Regular Board Meeting and Commissioner Chavez seconded this motion. The motion was passed unanimously by voice vote.

Chairman Davis asked for additions or corrections to the minutes of the July 2, 2014 Special Board Meeting and there were none. Commissioner Posch made a **MOTION** to approve the minutes of the July 2, 2014 Special Board Meeting and Commissioner Donnelly seconded this motion. The motion was passed unanimously by voice vote.

Chairman Davis asked for additions or corrections to the minutes of the May 14, 2014 Capital Development Leasing and Customer Fees Committee and there were none. Commissioner LaMantia made a **MOTION** to approve the minutes of the May 14, 2014 Capital Development, Leasing and Customer Fees Committee Meeting and Commissioner Gorski seconded this motion. The motion was passed unanimously by voice vote.

Chairman Davis asked for additions or corrections to the minutes of the June 11, 2014 Capital Development, Leasing and Customer Fees Committee Meeting and there were none. Commissioner Wagner made a **MOTION** to approve the minutes of the June 11, 2014 Capital Development, Leasing and Customer Fees Committee Meeting and Commissioner Posch seconded this motion. The motion was passed unanimously by voice vote.

Chairman Davis asked for additions or corrections to the minutes of the May 14, 2014 Finance, Budget and Audit Committee Meeting and there were none. Commissioner Huizenga made a **MOTION** to approve the minutes of the May 14, 2014 Finance, Budget and Audit Committee Meeting and Commissioner Gorski seconded this motion. The motion was passed unanimously by voice vote.

Chairman Davis asked for additions or corrections to the minutes of the June 11, 2014 Finance, Budget and Audit Committee Meeting and there were none. Commissioner Huizenga made a **MOTION** to approve the minutes of the June 11, 2014 Finance, Budget and Audit Committee Meeting and Commissioner Wagner seconded this motion. The motion was passed unanimously by voice vote.

Chairman Davis asked for additions or corrections to the minutes of the May 14, 2014 Golf Committee Meeting and there were none. Commissioner Donnelly made a **MOTION** to approve the minutes of the May 14, 2014 Golf Committee Meeting and Commissioner Posch seconded this motion. The motion was passed unanimously by voice vote.

Chairman Davis asked for additions or corrections to the minutes of the June 11, 2014 Golf Committee Meeting and there were none. Commissioner Donnelly made a **MOTION** to approve the minutes of the June 11, 2014 Golf Committee Meeting and Commissioner Wagner seconded this motion. The motion was passed unanimously by voice vote.

DIRECTOR'S REPORT

Executive Director Bird reported that the Airport continues to have strong Jet A fuel sales; for the month of August gallons sold increased 14.7% and 100 LL was down 24.4%. Total gallons sold overall increased 9.2%. He continued that for the month of September to this point, fuel sales remain consistently strong. He continued that local and itinerate fuel sales are significantly increased; operations are decreased for this period. Executive Director Bird reported that recent improvements made to the Airport as recorded in the Airport Master Plan have been favorable and extremely important to the success of the Airport. Executive Director Bird reported on the progress of the runway project and stated this is possibly the largest construction project of this type taken on by a General Aviation Airport in the Country and specifically the largest project that is totally locally funded. He related that the Engineers are forecasting to finish ahead of schedule and \$100,000 under budget; the successful project is a result of the great team that was put together for this project; CH2M Hill, Crawford, Murphy and Tilly, Martam and Martam's subcontractors, as well as Airport staff. Executive Director Bird related that representatives from the Illinois Division of Aeronautics (IDA) made a recent visit to the Airport and were very impressed with the runway project. Discussion continued briefly.

Executive Director Bird continued that he will attend the annual Transportation Improvement Projects Meeting in Springfield with representatives from the Illinois Division of Aeronautics. He related that the State Division of Aeronautics will possibly participate in funding the construction of Airport perimeter roadways at approximately \$1 million.

Executive Director Bird also reported that will be a Special Finance Committee scheduled for late October for a preliminary working review of the 2015 Tentative Budget and Appropriations. The Tentative Budget will be brought back to the Finance Committee at their November meeting for a final review and then to the November 12 Board Meeting for review and passage.

Executive Director Bird asked Mike Toth, JA Watts, to present a program summary of the ongoing Capital Improvement Program. Discussion followed.

Mark Doles, Director of Aviation Facilities and Properties, reported on the additional aircraft recently brought to the airfield and the magnitude for the Airport in terms of increased fuel sales. Discussion continued briefly.

John Schlaman, General Manager of Prairie Landing Golf Club, reported on the progress of the ongoing bunker renovation project and advised that he has received minimal complaints from customers during this construction. He continued that the Route 38 overpass construction and the closure of Kautz Road has been challenging for the golf course but the signage provided has been very helpful for visitors looking for the entrance. He continued this project will be ongoing approximately for another year and half. Mr. Schlaman advised that in 2015 with the all of the clubhouse renovations completed as well as the golf course enhancements, the marketing plan will be very aggressive to introduce these improvements and pricing. He added that the number of weddings already scheduled for 2015 is an improved number from 2014.

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 met since the last Board.

Finance, Budget and Audit Committee:

Commissioner Huizenga advised the Finance Committee met earlier in the day at 1:00 p.m. and considered Agenda items 9.a. through 9.l. under the New Business portion of the agenda; recommending all items for Board approval. He continued that the financial statements were reviewed and discussed as presented by Patrick Hoard earlier in this meeting.

Golf Committee:

Commissioner Donnelly stated that the Golf Committee did not meet in September and he commented briefly on the ongoing projects at Prairie Landing.

Capital Development, Leasing and Customer Fees:

Commissioner Gorski reported the Capital Development Committee met earlier in the afternoon at 2:00 p.m. with all members present. He advised the Committee recommended for Board approval Agenda Items 8.a. under the Old Business portion of the meeting; Agenda items 9.m. through 9.q. under New Business and Agenda item 12.b. under Other Business.

DuPage Business Center:

Ed Harrington of CenterPoint Properties advised that markets in areas of the Interstate 88 Corridor and in Elgin were showing some improvement. He discussed three companies who may be submitting Request for Proposals and one prospect that will be presenting a proposed development plan. Mr. Harrington advised that a meeting with the City of West Chicago and the Airport Authority would be scheduled soon to review the proposed development plan and a Special Board Meeting may be needed to address this proposed development plan in the near future. Chairman Davis emphasized that the Board would make itself available for a Special Board Meeting as needed.

OLD BUSINESS

Resolution 2014-1872; Grant of Kautz Road Easement to City of St. Charles.

– To approve an Agreement with the City of St. Charles granting an easement for the use and maintenance as a public road of the Authority property on the western perimeter of the DuPage Airport making up the east half of Kautz Road.

A **MOTION** was made by Commissioner LaMantia to approve Resolution 2014-1872; Grant of Kautz Road Easement to City of St. Charles and was **seconded** by Commissioner Chavez. The motion was passed by roll call vote (7-0). Commissioner Gorski abstained.

NEW BUSINESS

Resolution 2014-1873; Resolution for the Disposal/Destruction of Surplus Personal Property.

– To approve disposition of surplus personal property by internet auction. Items include door frames, projection screen, salad bar, and 1992 Oshkosh plow truck.

A **MOTION** was made by Commissioner Gorski to approve Resolution 2014-1873; Resolution for the Disposal/Destruction of Surplus Personal Property and was **seconded** by Commissioner Donnelly. The motion was passed unanimously by roll call vote (8-0).

Resolution 2014-1874; Award of Bid to Nachurs Alpine Solutions for the Procurement of Sodium Formate Runway Deicing Materials.

– To approve the procurement of up to 12 tons of sodium Formate solid deicing/anti-icing compound for an amount not-to-exceed \$22,169.40 for the 2014-2015 winter season.

A **MOTION** was made by Commissioner Donnelly to approve Resolution 2014-1874; Award of Bid to Nachurs Alpine solutions for the Procurement of Sodium, Formate Runway Deicing Materials and was **seconded** by Commissioner Chavez. The motion was passed unanimously by roll call vote (8-0).

Resolution 2014-1875; Award of Bid to Nachurs Alpine Solutions for the Procurement of Potassium Acetate Runway Deicing Fluid.

– To approve the procurement of up to 8,800 gallons of Potassium Acetate runway deicing fluid for an amount not-to-exceed \$40,568.00 for the 2014-2015 winter season.

A **MOTION** was made by Commissioner Gorski to approve Resolution 2014-1875; Award of Bid to Nachurs Alpine Solutions for the Procurement of Potassium Acetate Runway Deicing Fluid and was **seconded** by Commissioner Wagner. The motion was passed unanimously by roll call vote (8-0).

Resolution 2014-1876; Award of Contract to Discipio Enterprises, Inc. for Snow Removal Services.

– To approve a Contract for snow removal services, commencing on October 15, 2014 and continuing through April 15, 2015 for providing snow removal services upon the accumulation of 2" of snow. Hourly rates, including operator, of \$75.00 for pickup truck, \$90.00 for skid loader, \$115.00 for end loader and \$25.00 for shoveling labor.

A **MOTION** was made by Commissioner LaMantia to approve Resolution 2014-1876; Award of Contract to Discipio Enterprises, Inc. for Snow Removal Services and was **seconded** by Commissioner Gorski. The motion was passed unanimously by roll call vote (8-0).

Resolution 2014-1877; Award of Bid to Faulks Brothers Construction for the Procurement of Golf Course Greens Construction Mix.

– To approve the procurement of up to 800 tons of golf course greens construction mix for an amount not-to-exceed \$33,200.00.

A **MOTION** was made by Commissioner Huizenga to approve Resolution 2014-1877; Award of Bid to Faulks Brothers Construction for the Procurement of Golf Course Greens Construction Mix and was **seconded** by Commissioner Wagner. The motion was passed unanimously by roll call vote (8-0).

Resolution 2014-1878; Award of Contract to Fox Valley Fire & Safety for Fire and Security Alarm Monitoring Services.

– To approve a Contract for fire and security alarm monitoring services, commencing October 1, 2014 and continuing through September 30, 2019. Annual monitoring fees of \$12,420.00.

A **MOTION** was made by Commissioner Wagner to approve Resolution 2014-1878; Award of Contract to Fox Valley Fire & Safety for Fire and Security Alarm monitoring Services and was **seconded** by Commissioner Posch. The motion was passed unanimously by roll call vote (8-0).

Resolution 2014-1879; Award of Contract to Combined Roofing Services LLC for On-Call Roofing Contractor Repair and Maintenance Services.

– To approve a Contract for On-Call Roof Repair and Maintenance Services, commencing on October 1, 2014 and continuing through September 30, 2016 for an amount not-to-exceed \$25,000.00 annually or \$2,500.00 per project. Services utilized on an as-needed basis.

A **MOTION** was made by Commissioner LaMantia to approve Resolution 2014-1879; Award of Contract to Combined Roofing Services LLC for On-Call Roofing Contractor Repair and Maintenance Services and was **seconded** by Commissioner Gorski. The motion was passed unanimously by roll call vote (8-0).

Resolution 2014-1880; Award of Contract to Builders Chicago Corporation for On-Call Electric Gate Operator Repair and Maintenance Services.

– To approve a Contract for on-call electric gate repair and maintenance services, commencing on October 1, 2014 and continuing through September 30, 2016 for an amount not-to-exceed \$25,000.00 annually or \$2,500.00 per project. Services utilized on an as-needed basis.

A **MOTION** was made by Commissioner Wagner to approve Resolution 2014-1880; Award of Contract to Builders of Chicago Corporation for On-Call Electric Gate Operator Repair and Maintenance Services and was **seconded** by Commissioner Gorski. The motion was passed unanimously by roll call vote (8-0).

Resolution 2014-1881; Award of Contract to Gary Spielman Plumbing for On-Call Plumbing Repair and Maintenance Services.

– To approve a Contract for On-Call Plumbing Repair and Maintenance Services, commencing on December 1, 2014 and continuing through November 30, 2016 for an amount not-to-exceed \$25,000.00 annually or \$2,500.00 per project. Services utilized on an as-needed basis.

A **MOTION** was made by Commissioner Huizenga to approve Resolution 2014-1881; Award of Contract to Gary Spielman Plumbing for On-Call Plumbing Repair and Maintenance Services and was **seconded** by Commissioner Donnelly. The motion was passed unanimously by roll call vote (8-0).

Resolution 2014-1882; Award of Contract to FDG Electric Services, Inc. for On-Call Electrical Repair and Maintenance Services.

– To approve a Contract for On-Call Electric Repair and Maintenance Services, commencing on October 1, 2014 and continuing through September 30, 2016 for an amount not-to-exceed \$25,000.00 annually or \$2,500.00 per project. Services utilized on an as-needed basis.

A **MOTION** was made by Commissioner LaMantia to approve Resolution 2014-1882; Award of Contract to FDG Electric Services, Inc. for On-Call Electrical Repair and Maintenance Services and was **seconded** by Commissioner Gorski. The motion was passed unanimously by roll call vote (8-0).

Resolution 2014-1883; Authorizing Execution of a Contract with Aruba Networks for Access Control System Technical Support Services.

– To approve a Contract for wireless mesh radio back support and continuing technical support subscription in the amount of \$24,007.62 for the period of July 1, 2009 – October 5, 2015 to validate equipment warranty.

A **MOTION** was made by Commissioner Huizenga to approve Resolution 2014-1883; Authorizing Execution of a Contract with Aruba Networks for Access control System Technical Support Services and was **seconded** by Commissioner Donnelly. The motion was passed unanimously by roll call vote (8-0).

Resolution 2014-1884; Appointing the Firm of Next Generation Public Affairs, Inc. for Providing Lobbyist Services to the DuPage Airport Authority.

– To approve a Contract for lobbyist services, commencing October 1, 2014 and continuing through September 30, 2016, subject to an additional one (1) year extension. Fixed annual fee of \$60,000.00.

A **MOTION** was made by Commissioner Donnelly to approve Resolution 2014-1884; Appointing the Firm of Next Generation Public Affairs, Inc. for Providing Lobbyist Services to the DuPage Airport Authority and was **seconded** by Commissioner Posch. The motion was passed unanimously by roll call vote (8-0).

Resolution 2014-1885; Ratifying the Execution of a Contract with Sevan Construction LLC for Emergency Repairs to North Hightail Hangar Bay 1 Trench Drain.

– To approve the actions of the executive Director to execute emergency repairs to the North Hightail Hangar Bay 1 trench floor drain. Total repair cost not-to-exceed \$31,922.00.

A **MOTION** was made by Commissioner LaMantia to approve Resolution 2014-1885; Ratifying the Execution of a Contract with Sevan construction LLC for Emergency Repairs to North Hightail Hangar Bay 1 Trench Drain and was **seconded** by Commissioner Gorski. The motion was passed unanimously by roll call vote (8-0).

Resolution 2014-1886; Award of Contract to Titan Electric for High Efficiency Lighting Retrofit Project.

– To approve a Contract for removal and replacement of existing lighting system in the 2nd floor and basement level of the DuPage Flight Center. Total authorized construction cost of \$93,170.00 including a 10% owner's contingency.

A **MOTION** was made by Commissioner Gorski to approve Resolution 2014-1886; Award of Contract to Titan Electric for High Efficiency Lighting Retrofit Project and was **seconded** by Commissioner LaMantia. The motion was passed unanimously by roll call vote (7-0). Commissioner Posch abstained.

Resolution 2014-1887; Award of Contract to UBM Mechanical Services for Infrared Heating System Retrofit Project.

– To approve a Contract for removal and replacement of existing infrared heating system burner units, vacuum pumps, heat exchangers, reflectors and controls at the Mukenschnabl Hangar located at 31W717 North Avenue. Total authorized construction cost of \$22,423.50 including a 10% owner's contingency.

A **MOTION** was made by Commissioner Gorski to approve Resolution 2014-1887; Award of Contract to UBM Mechanical Services for Infrared Heating System Retrofit Project and was **seconded** by Commissioner LaMantia. The motion was passed unanimously by roll call vote (8-0).

Resolution 2014-1888; Award of Contract to Anthony Roofing Tecta America for Hangar Door Astragal Replacement.

– To approve a Contract for removal and replacement of hangar door astragals (sectional door seals) on four (4) hangar doors at the TEA Hangar located at 3N060 Powis Road. Total authorized construction cost of \$34,100.00 including a 10% owner's contingency.

A **MOTION** was made by Commissioner Donnelly to approve Resolution 2014-1888; Award of Contract to Anthony Roofing Tecta America for Hangar Door Astragal Replacement and was **seconded** by Commissioner Posch. The motion was passed unanimously by roll call vote (8-0).

Resolution 2014-1889; Authorizing the Execution of an Amendment to Task Order 13 with CH2M Hill for the Prairie Landing Golf Course Bunker Refinement Project.

– To increase CH2M Hill Task Order 13 by \$19,229 to \$60,535 for additional work performed to acquire the permit issued under the DuPage County Stormwater Ordinance.

A **MOTION** was made by Commissioner Gorski to approve Resolution 2014-1889; Authorizing the Execution of an Amendment to Task Order 13 with CH2M Hill for the Prairie Landing Golf Course Bunker Refinement Project and was **seconded** by Commissioner LaMantia. The motion was passed unanimously by roll call vote (8-0).

RECESS TO EXECUTIVE SESSION

There was no Executive Session held.

OTHER BUSINESS

Resolution 2014-1890; Disclosure of Executive Session Minutes.

Commissioners agreed with the recommendations made by Attorney Luetkehans without further discussion.

A **MOTION** was made by Commissioner Gorski to approve Resolution 2014-1890; Disclosure of Executive Session Minutes and was **seconded** by Commissioner Huizenga. The motion was passed unanimously by roll call vote (8-0).

Ordinance 2014-277; Ordinance Providing for the Acquisition through Negotiation or Condemnation of a Certain Property Commonly Known as the Oliver-Hoffman Property for Airport Purposes by the DuPage Airport Authority – Approximately 113.54 Acres Located at the Southwest Corner of Smith and Powis Roads in West Chicago, Illinois.

A **MOTION** was made by Commissioner Gorski to approve Ordinance 2014-277; Ordinance Providing for the Acquisition through Negotiation or condemnation of a Certain Property Commonly Known as the Oliver-Hoffman Property for Airport Purposes by the DuPage Airport Authority – Approximately 113.54 Acres Located at the Southwest Corner of Smith and Powis Roads in West Chicago, Illinois. The motion was **seconded** by Commissioner LaMantia and was passed unanimously by roll call vote (8-0).

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 Gorski and was passed unanimously by voice vote; the meeting was adjourned at 4:20 p.m.

Approved at the November 12, 2014 Board Meeting
Stephen L. Davis, Chairman