

**DuPAGE AIRPORT AUTHORITY  
ANNUAL AND REGULAR BOARD MEETING  
Wednesday, January 14, 2015**

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The Regular and Annual 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, January 14, 2015. Chairman Davis called the meeting to order at 3:00 p.m. and a quorum was present for the meeting.

**Commissioners Present:** Chavez, Davis, Donnelly, LaMantia, Ledonne, Posch, Wagner

**Commissioners Absent:** Huizenga

**DuPage Airport Authority Staff Present:** David Bird, Executive Director; Mark Doles, Director of Aviation Facilities and Properties; Patrick Hoard, Director of Finance and Prairie Landing Golf Club; John Schlaman, Manager of 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; Bruce Garner, Schirott, Luetkehans and Garner; Michael Vonic, CH2M Hill; Michael Toth, JA Watts, Inc.; Ed Harrington, CenterPoint Properties Trust; Randy J. Africano, Vertiport Chicago; Michael Conklin, Vertiport Chicago; Rocco Armocida, Vertiport Chicago.

**Members of the Press:**

None

**PUBLIC COMMENT**

None

Chairman Davis stated that just prior to the holidays, Commissioner Gerry Gorski advised that he would resign his position with the DuPage Airport Authority effective December 31, 2014. Chairman Davis expressed his thanks and appreciation for Commissioner Gorski's service.

Chairman Davis then introduced newly appointed commissioner, Michael Ledonne. Commissioner Ledonne has served previously as a member of the DuPage County Board and brings a unique perspective to the Airport Authority Board. Commissioner Ledonne spoke briefly and stated he is excited to be a part of the DuPage Airport Authority Board.

**RECESS REGULAR MEETING AND CONVENE THE ANNUAL MEETING**

A **MOTION** was made by Commissioner Ledonne to recess the Regular Meeting of the DuPage Airport Authority Board of Commissioners. The motion was seconded by Commissioner Posch and passed unanimously by voice vote. The Regular meeting was recessed at 3:03 p.m. and the Annual Meeting was immediately convened. Upon roll call there was a quorum present for this portion of the meeting.

### **ELECTION OF OFFICERS FOR THE 2014 FISCAL YEAR**

Commissioner Wagner made a **MOTION** to place into nomination the following slate of officers for the DuPage Airport Authority Board of Commissioners:

Stephen L. Davis as Chairman; Juan E. Chavez as Vice Chairman; Peter H. Huizenga as Treasurer; Gina R. LaMantia as Secretary; Patrick Hoard as Assistant Treasurer and Mark Doles as Assistant Secretary.

Commissioner Wagner's **motion was seconded** by Commissioner Posch. Chairman Davis asked if there are other nominations and there were none; nominations were closed. The Slate of Officers for 2015 as moved and seconded was passed unanimously by voice vote.

### **REVIEW OF COMMITTEE ASSIGNMENTS**

Chairman Davis stated that committee assignments had previously been reviewed with each Commissioner and added he would be glad to discuss any further changes as needed; *Finance, Budget and Audit Committee*, Commissioner Huizenga will continue as Chair; *Capital Development, Leasing and Customer Fees Committee*, Commissioner Wagner is appointed as Chair; *Internal Policy and Compliance Committee*, Commissioner LaMantia will continue as Chair; and *Golf Committee*, Commissioner Donnelly will continue as Chair.

### **APPROVAL OF 2015 MEETING CALENDAR**

Executive Director Bird advised that two date changes to the meeting calendar are requested by staff for the March and May Board Meetings; moving the regular meeting dates to March 18, 2015 and May 20, 2015. Discussion followed briefly and Executive Director Bird stated the 2015 Board Calendar will be adjusted to reflect these date changes if approved. Executive Director Bird advised that a Special Board Meeting would be scheduled for February 11 to address potential Business Center issues along with some other significant items for the Airport Authority requiring Board approval prior the March 18 Board Meeting.

Commissioner Posch made a **MOTION** to approve the 2015 Board and Committee Meeting Calendar with the recommended date changes. Commissioner Wagner **seconded the motion** and the motion was passed unanimously by roll call vote (8-0).

### **ADJOURNMENT OF ANNUAL MEETING**

A **MOTION** was made by Commissioner Ledonne to adjourn the Annual Board Meeting; the **motion was seconded** by Commissioner Posch. The motion was unanimously passed by voice vote and the Annual Board Meeting adjourned at 3:10 p.m.

The Regular Board Meeting was immediately reconvened and upon roll call a quorum was present for the remainder of the meeting.

### **APPROVAL OF MINUTES**

Chairman Davis asked for additions or corrections to the minutes of the November 12, 2014 Regular Board Meeting and there were none. Commissioner Chavez made a **MOTION** to approve the minutes of the November 12, 2014 Regular Board Meeting and Commissioner Posch **seconded the motion**. The motion was passed unanimously by roll call vote (7-0).

Chairman Davis asked for additions or corrections to the minutes of the November 12, 2014 Capital Development, Leasing and Customer Fees Committee Meeting and there were none. Commissioner Posch made a **MOTION** to approve the minutes of the November 12, 2014 Capital Development, Leasing and Customer Fees Committee Meeting and Commissioner Donnelly **seconded the motion**. The motion was passed unanimously by roll call vote (7-0).

After brief discussion, a **MOTION** was made by Commissioner Chavez to combine agenda items 4.c. Approval of the Minutes for the November 12, 2014 Capital Development, Leasing and Customer Fees Committee Meeting; 4.d. Approval of the Minutes for the October 28, 2014 Special Finance, Budget and Audit Committee Meeting; and 4.e. Approval of the Minutes of the November 12, 2014 Finance, Budget and Audit Committee Meeting. This **motion was seconded** by Commissioner Ledonne and was passed unanimously by voice vote. There were no additions or corrections recommended for these minutes and a **MOTION** was made by Commissioner Donnelly to approve the minutes of the November 12, 2014 Capital Development, Leasing and Customer Fees Committee Meeting; October 28, 2014 Special Finance, Budget and Audit Committee Meeting; and the November 12, 2014 Finance, Budget and Audit Committee Meeting. The **motion was seconded** by Commissioner Posch and was passed unanimously by roll call vote (7-0).

Chairman Davis asked that items under the *New Business* portion of the agenda related to CenterPoint Properties and the DuPage Business Center be moved to the front of the Agenda for consideration; Items 9.i. through 9.l.

**Proposed Resolution 2015-1906; Declaration of Airport Authority Property as Surplus and Authorization to Publish Notice Requesting Offers to Purchase Surplus Property.**

*Declares 25.065 acres of real property owned by the Authority and located in the DuPage Business Center to be surplus property and authorizes the publication of a notice requesting offers to purchase the property.*

Attorney Luetkehans stated this resolution authorizes the publication of a notice requesting offers for land to be sold at the DuPage Business Center. He continued that this action will declare the land to be surplus property and no longer useful to the Airport Authority. Discussion followed.

A **MOTION** was made by Commissioner Wagner to approve Proposed Resolution 2015-1906; Declaration of Airport Authority Property as Surplus and Authorization to publish Notice Requesting Offers to Purchase Surplus Property. The **motion was seconded** by Commissioner Chavez and was passed unanimously by roll call vote (7-0).

**Proposed Resolution 2015-1907; Approving Vacant Land Purchase Agreement with CenterPoint Properties Trust for 2500 Enterprise Circle (Project Steel).**

*Approves a Vacant Land Purchase Agreement for 14.55 acres at 2500 Enterprise Circle in the amount of \$1,870,194.00. Said Vacant Land Purchase Agreement contains an option to purchase 10.51 additional acres in the amount of \$1,350,699.00. Said option to be exercised by September 30, 2017.*

Attorney Luetkehans reviewed this Vacant Land Purchase Agreement with CenterPoint Properties for Project Steel located within the DuPage Business Center; discussion followed relating to the scope of this agreement. Attorney Luetkehans advised the Capital Development Committee has reviewed this proposed resolution and recommended Board approval.

A **MOTION** was made by Commissioner Wagner to approve Proposed Resolution 2015-1907; Approving Vacant Land Purchase Agreement with CenterPoint Properties Trust for 2500 Enterprise Circle (Project Steel). The **motion was seconded** by Commissioner Chavez and was passed by roll call vote (7-0).

**Proposed Resolution 2015-1908; Approving Revised Concept Plan for 2500 Enterprise Circle (Project Steel).**

*Approves the Revised Concept Plan dated December 4, 2014 for a 299,250 square foot light industrial building on 14.55 acres at 2500 Enterprise Circle with variations related to parking and height under the Minimum Design Standards for the DuPage Business Center and Section 10.5 of the City of West Chicago Zoning Ordinance.*

This Proposed Resolution was pulled from the agenda with no discussion or action taken.

**Proposed Resolution 2015-1909; Approving Concept Plan for 2560 Enterprise Circle (Project Spectrum).**

*Approves the Concept Plan dated December 17, 2014 for a 318,170 square foot light industrial building on 20.56 acres at 2560 Enterprise Circle subject to approval by the city of West Chicago.* Attorney Luetkehans stated that CenterPoint Properties has submitted a Concept Plan for Project Spectrum for property located in the DuPage Business Center. He explained that this Concept Plan requires no variations or deviations from the West Chicago Zoning Ordinance or the Minimum Design Standards. He continued that Ed Harrington of CenterPoint has since learned this company has chosen another location for their site. DuPage Business Center will remain their second location choice and if the current deal is not successful the company will come back to the Business Center site. Attorney Luetkehans explained that approving the Concept Plan for Project Spectrum at this time would be helpful to CenterPoint in the event this company should later decide on the Business Center location. Discussion followed.

A **MOTION** was made by Commissioner Wagner to approve Proposed Resolution 2015-1909; Approving Concept Plan for 2560 Enterprise Circle (Project spectrum). The **motion was seconded** by Commissioner Chavez and was passed by roll call vote (7-0).

**DIRECTOR'S REPORT**

Executive Director Bird discussed the monthly operating statistics:

Fuel sales for Year End indicate Jet A fuel sales have increased over 8%; for the month Jet A fuel sales are increased by 7% and 100 LL fuel is still trending low as in previous months. Jet A fuel sales for the year are outstanding and the financials are reflecting this increase. Total combined fuel sales, including a decrease in 100LL, is increased at nearly 12% for the year and this is a result of day to day operations and not as a result of a significant event. Discussion followed.

Executive Director Bird discussed a potential prospect for the DuPage Business Center being pursued by CenterPoint Properties. He continued that this company decided to locate in the City of Batavia due to the incentive package offered. Executive Director Bird continued that meetings with the City of West Chicago, CenterPoint and the Airport Authority should take place to explore the potential to develop a stronger incentive package for attracting tenants to the Business Center. Discussion followed.

Executive Director Bird advised that a meeting of the Internal Policy and Compliance Committee will be held prior to the March Board Meeting to address clean up items for the Employee Handbook and Procurement Policies; updated language is needed to be incorporated into these two documents. He also advised that a Special Board Meeting will be scheduled for Wednesday, February 11.

Executive Director Bird asked Mike Toth with JA Watts, to present a program summary regarding the ongoing Capital Improvement Program. Mr. Toth also highlighted the capital projects anticipated for 2015 and discussion followed.

Executive Director Bird discussed the anticipated opening of a Vertiport in the City of Chicago. He advised that the geographic location of DuPage Airport has been a challenge for attracting users to the Airport with a potential two-hour commute to the City. He continued that helicopter services of this type could be a “game changer” for DuPage. Mark Doles provided a presentation of this new facility and introduced the principles for *Vertiport Chicago*, Michael Conklin and Randy Africano. Discussion followed.

#### **REVIEW OF FINANCIAL STATEMENTS**

Executive Director Bird 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 the committee had not met and there was no report.

##### **Finance, Budget and Audit Committee:**

Commissioner Donnelly provided the committee report in Commissioner Huizenga’s absence. He advised that the Finance Committee met earlier in the day and considered Agenda Items 9.a through 9.e. under the *New Business* portion of the Agenda; Board approval was recommended for all items which included the 2015 Budget and Appropriations.

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

Commissioner Donnelly stated that the Golf Committee did not meet prior to this Board Meeting and stated met with John Schlaman earlier. He reported on the changes in policies and staffing that is being implemented for Prairie Landing Golf Course. Discussion followed.

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

Commissioner Wagner acted as Interim Chair for the Capital Development Committee and advised the committee met earlier in the afternoon. Chairman Davis reported that Commissioner Wagner will now official serve as Chairman of this Committee. Commissioner Wagner stated he is honored to accept this committee chairmanship. Commissioner Wagner reported that under the *New Business* portion of the Agenda, items 9.f. through 9.l. were considered; Item 9.k was pulled from the Board agenda pending further review and all other items were recommended for Board approval. Commissioner Wagner stated he is excited to partner with CenterPoint for developing the Business Center.

**DuPage Business Center:**

Ed Harrington thanked the Airport Authority Board for their continued support. He stated that a marketing meeting with Jones Lang LaSalle was held in December for continuing efforts to attract potential tenants to the DuPage Business Center. He discussed the two transactions that now appear not to be coming into the Business Center for development and reported that steps are progressing for another potential transaction. Discussion followed.

**OLD BUSINESS**

None

**NEW BUSINESS**

**Proposed Ordinance 2015-280; Adopting Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2015 and Ending December 31, 2015.**

Executive Director Bird stated that the 2015 Tentative Budget and Appropriations was submitted to the DuPage County Chairman’s Office for review on December 10, 2014 and no questions or comments have been received from Chairman Cronin or his staff. He added that a Public Hearing was held on January 12, 2015 and the Airport Authority has met all statutory obligations. The 2015 Budget and Appropriations was recommended for final Board approval.

A **MOTION** was made by Commissioner Donnelly to approve Proposed Ordinance 2015-280; Adopting Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2015 and Ending December 31, 2015. The **motion was seconded** by Commissioner Posch and was passed by roll call vote (7-0).

**Proposed Ordinance 2015-281; An Ordinance of the DuPage Airport Authority Promulgating Regulations under the Freedom of Information Act.** as required by statute the Airport Authority is required by statute to pass an Ordinance establishing regulations under the Freedom of Information Act. Staff and the Finance Committee recommended Board approval.

A **MOTION** was made by Commissioner Posch to approve Proposed Ordinance 2015-281; An Ordinance of the DuPage Airport Authority Promulgating Regulations under the Freedom of Information Act. The **motion was seconded** by Commissioner Ledonne and was passed by roll call vote (7-0).

**Proposed Resolution 2015-1900; Approving the Use of Outside Attorneys for the Fiscal Year 2015.**

*Approves utilizing the firms of Schirott, Luetkehans and Garner and SheppardMullin to provide legal services for the 2015 fiscal year.*

Executive Director Bird stated this proposed resolution authorizes the Airport Authority to utilize Schirott, Luetkehans and Garner as general legal counsel and SheppardMullin as human resources legal counsel for the Fiscal Year 2015. Each firm's rates are shown as Exhibit A and Exhibit B of the Resolution. Staff and the Finance Committee recommended Board approval.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2015-1900; Approving the Use of Outside Attorneys for the Fiscal Year 2015. The **motion was seconded** by Commissioner LaMantia and was passed by roll call vote (7-0).

**Proposed Resolution 2015-1901; Authorizing the Execution of a Professional Services Agreement with Serafin & Associates, Inc. for Marketing and Communication Services.**

*Approves an Agreement for providing marketing and communications support for the Flight center, DuPage Business Center and Prairie Landing Golf club at a total not-to-exceed cost of \$42,500.*

Executive Director Bird advised this will be the last year of the three-year agreement with Serafin & Associates for providing the Airport Authority's marketing and communications support. He continued that during this current year a Request for Proposal (RFP) will go out for marketing and communication services for the 2016 Fiscal Year. He remarked that Serafin & Associates has done an outstanding job placing advertisements with markets across the industry on behalf of the Flight Center and the Airport Authority and staff will continue to work with Serafin on efforts to market both Prairie Landing Golf Club and also the Vertiport. Discussion followed and staff and the Finance Committee recommended Board approval.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2015-1901; Authorizing the Execution of a Professional Services Agreement with Serafin & Associates, Inc. The **motion was seconded** by Commissioner Posch and was passed by roll call vote (7-0).

**Proposed Resolution 2015-1902; Authorizing the Award of an Aviation Fuel Supply Contract.**

*Approves Executive Director and Legal Counsel to finalize and execute required contract documents with Phillips 66 to be the aviation fuel supplier for the DuPage Airport Authority for a 5-yr term commencing April 1, 2015.*

Executive Director Bird stated this proposed resolution was fully vetted with the Finance Committee and was unanimously recommended for Board approval. There was no further discussion.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2015-1902; Authorizing the Award of an Aviation Fuel Supply Contract. The **motion was seconded** by Commissioner Ledonne and was passed by roll call vote (7-0).

**Proposed Resolution 2015-1903; Authorizing the Execution of a Contract with Kellogg, Brown and Root Services, Inc. to Remodel the Prairie Landing Golf Club Service Bar.**

*Approves a Contract for Prairie Landing Golf Club Service Bar remodeling. Remodeling includes new service windows, wall covering, ceiling tile and grid, countertop, cabinets, shelving and lighting. Total authorized construction cost of \$35,786.96 including a 10% owner's contingency.*

Executive Director Bird advised this proposed resolution was reviewed at the Capital Development Committee and Board approval was recommended. No further discussion occurred.

A **MOTION** was made by Commissioner Wagner to approve Proposed Resolution 2015-1903; Authorizing the Execution of a Contract with Kellogg, Brown and Root Services, Inc. to Remodel the Prairie Landing Golf Club Service Bar. The **motion was seconded** by Commissioner Ledonne and was passed by roll call vote (7-0).

**Proposed Resolution 2015-1904; Authorizing the Execution of task Order No. 27 with CH2M Hill, Inc. for Design Phase Services: Mill and Overlay Keil Road – Crack Repair Tower Road Parking Lot.**

*Approves a Task Order with CH2M Hill for design phase services for a project to Mill and Overlay Keil Road; repair asphalt pavement cracks in the Tower Road Parking lot, design of speed table zones, associated markings and signage. Total authorized professional services not-to-exceed cost of \$24,000.00.*

Executive Director Bird advised this proposed resolution was discussed during the Capital Development Committee and Board approval was recommended. No further discussion occurred.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2015-1904; Authorizing the Execution of Task Order No. 27 with CH2M Hill, Inc. for Design Phase Services: Mill and Overlay Keil Road – Crack Repair Tower Road Parking Lot. The **motion was seconded** by Commissioner Ledonne and was passed by roll call vote (7-0).

**Proposed 2015-1905; Authorizing the Execution of Task Order No. 30 with CH2M Hill, Inc. for Program Management Services.**

*Approves a Task Order with CH2M Hill for Program Management of 2015 Capital Improvement Projects. Total authorized professional services not-to-exceed cost of \$94,000.*

Executive Director Bird advised this proposed resolution was discussed during the Capital Development Committee and Board approval was recommended. No further discussion occurred.

A **MOTION** was made by Commissioner Wagner to approve Proposed Resolution 2015-1905; Authorizing the Execution of Task Order No. 30 with CH2M Hill, Inc. for Program Management Services. The **motion was seconded** by Commissioner Posch and was passed by roll call vote (7-0).



**RECESS TO EXECUTIVE SESSION**

There was no Executive Session held.

**OTHER BUSINESS**

None

A **MOTION** was made by Commissioner Ledonne to adjourn the Regular Meeting of the DuPage Airport Authority Board of Commissioners. The **motion was seconded** by Commissioner Wagner and was passed unanimously by voice vote; the meeting was adjourned at 5:01 p.m.

**Approved at the March 18, 2015 Board Meeting**  
**Stephen L. Davis, Chairman**