

**DuPAGE AIRPORT AUTHORITY
REGULAR BOARD MEETING
Wednesday, May 20, 2015**

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 20, 2015. 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, Huizenga, LaMantia, Ledonne, Posch, Sharp, Wagner

Commissioners Absent: None

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 Manager; Brad Dopke, IT Specialist; Pamela Miller, Executive Assistant and Board Liaison.

Others in Attendance: Phil Luetkehans, Schirott, Luetkehans and Garner; Michael Vonic , CH2M Hill; Michael Toth, J.A. Watts, Inc.; Mike Loftus, Resident; Don Saltz, DuPage County Resident; Jim Savio, Sikich.

Members of the Press:

None

PUBLIC COMMENT

None

APPROVAL OF MINUTES

Chairman Davis asked for additions or corrections to the minutes of the March 18, 2015 Regular Board Meeting and there were none. Commissioner Posch made a **MOTION** to approve the minutes of the March 18, 2015 Regular Board Meeting and Commissioner Chavez **seconded the motion**. The motion was passed unanimously by roll call vote (9-0).

Chairman Davis asked for additions or corrections to the minutes of the April 9, 2015 Special Board Meeting and there were none. Commissioner LaMantia made a **MOTION** to approve the minutes of the April 9, 2015 Special Board Meeting and Commissioner Ledonne **seconded the motion**. The motion was passed unanimously by roll call vote (9-0).

Chairman Davis asked for additions or corrections to the minutes of the March 4, 2015 Internal Policy and Compliance Committee Meeting and there were none. Commissioner Wagner made a **MOTION** to approve the minutes of the March 4, 2015 Internal Policy and Compliance Committee Meeting and Commissioner Donnelly **seconded the motion**. The motion was passed unanimously by roll call vote (9-0).

Chairman Davis asked for additions or corrections to the minutes of the March 18, 2015 Finance, Budget and Audit Committee Meeting and there were none. Commissioner Huizenga made a **MOTION** to approve the minutes of the March 18, 2015 Finance, Budget and Audit Committee Meeting and Commissioner Sharp **seconded the motion**. The motion was passed unanimously by roll call vote (9-0).

Chairman Davis asked for additions or corrections to the minutes of the March 18, 2015 Capital Development, Leasing and Customer Fees Committee Meeting and there were none. Commissioner LaMantia made a **MOTION** to approve the minutes of the March 18, 2015 Capital Development, Leasing and Customer Fees Committee Meeting and Commissioner Ledonne **seconded the motion**. The motion was passed unanimously by roll call vote (9-0).

DIRECTOR'S REPORT

Executive Director Bird was not present during this portion of the meeting and Mark Doles provided this report.

Mr. Doles discussed the monthly operating statistics:

March was a good fuel month with 100LL fuel sales increased 8%; Jet A fuel sales increased 12% for the month. Total Fuel Sales Year-to-Date increased 6% from March 2014. There was a slight decrease in April which is historically true for the month of April. May figures are on track with even a slight increase at this point. Discussion followed.

Mr. Doles advised the Grand Opening of Vertiport Chicago was held on April 30 and a number of staff and Board Members were present.

CenterPoint Properties Trust has scheduled the Groundbreaking for DS Containers on May 27. This event will take place at the DuPage Business Center at 9:30 a.m. on the actual site.

Brad Dopke, IT specialists for the Airport Authority was invited by the Board to review the process to access the newly established email addresses for Board members. Going forward Board Members will receive all Airport Authority business information on the Airport Authority network.

Executive Director Bird arrived and continued with the Director's Report. He advised the Interim Director of the Illinois Division of Aeronautics' and another member of his staff would visit the Airport on Thursday for a tour and lunch. Discussion followed.

Mr. Doles reported on the progress of the new hangar construction project. He advised staff along with Engineering Consultants CH2M Hill, put together request for qualifications (RFQ) and with this process three firms were selected to provide proposals. The special design architectural features for the hangar were driving up the cost of the project more than anticipated. He related that even if the contract could be negotiated at this point actual hangar construction would not be completed until 2016. Mr. Doles added that staff will work with CH2M Hill to amend the contract to bring down costs to the \$10 million range. Discussion followed.

Executive Director Bird asked Mike Toth of J. A. Watts Inc. to provide the Capital Projects update. Mr. Toth advised that staff meets weekly to monitor the progress for ongoing projects. He proceeded to review each of these projects and 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 reported that on May 6, the Internal Policy and Compliance Committee met to review revisions to the DAA Employee Handbook. This appears as Agenda item 8.b. under the *New Business*. The Committee unanimously recommended Board approval of Ordinance 2015-284.

Finance, Budget and Audit Committee:

Commissioner Huizenga advised that Jim Savio from the firm of Sikich provided the Annual Financial Audit Report. He stated there were no items of any material consequence and the Airport Authority received a very positive report. Commissioner Huizenga stated that the issue of abating the property tax levy was discussed and the Committee made a recommendation to the Board for approval of \$500,000 in the 2016 budget year for abatement of property taxes collected in 2015. Discussion followed. Commissioner Huizenga advised that New Business agenda items 8.c., d., e. and f. were unanimously recommended by the Committee for Board approval.

Golf Committee:

Commissioner Donnelly stated the Golf Committee did not have a May meeting however he met with John Schlaman prior to this meeting. He related that the opening of Kautz Road and Rt. 38 is anticipated for mid-July. Commissioner Donnelly reported that the Golf Now Deal Caddy Promotion is ongoing and 816 rounds have been sold; vouchers expire May 24. He added that golf course renovations are nearly completed and many positive comments have been received regarding the improved course conditions. Weather has caused some delays and golf course staff still needs to complete installation of the irrigation system. Staff is also dealing with a collapsed drain line under Hole #1 putting green and Hole #4 tee box area. Discussion continued regarding the projects to be undertaken at the golf club in 2015; golf cart path repair and new entrance signage.

Capital Development, Leasing and Customer Fees:

Commissioner Wagner reported Agenda Items 8.g. and h. under New Business were discussed by the Committee and recommended unanimously for Board approval.

DuPage Business Center:

Ed Harrington of CenterPoint Properties Trust was not present. Executive Director Bird discussed briefly a potential concept plan that may be brought before the Board at the June meeting for consideration. Executive Director Bird also mentioned the May 27 Groundbreaking for DS Containers at the Business Center.

NEW BUSINESS

Presentation and Review of the Annual Financial Audit.

Mr. Hoard introduced Jim Savio with the firm of Sikich who will present to the Board the Annual Financial Audit Report. Mr. Savio thanked Airport Authority staff for their assistance throughout the audit process. Mr. Savio advised that on November 13, 2014 a planning meeting was held, and preliminary field work began on December 17, 2014. He continued that final field work ended by February 23, 2015, a draft audit report was provided on March 18 with the final audit report presented on April 2, 2015. He continued to review the highlights of the financial audit report and stated that an unmodified opinion was issued which is the highest opinion to be given in the audit process. Discussion followed.

Proposed Ordinance 2015-284; An Ordinance Enacting a Revised DuPage Airport Authority Employee Handbook.

Executive Director Bird read into the record Proposed Ordinance 2015-284 and advised this was vetted at the Policy Committee and unanimously recommended for Board approval.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Ordinance 2015-284; An Ordinance Enacting a Revised DuPage Airport Authority Employee Handbook. The **motion was seconded** by Commissioner Ledonne and was passed by roll call vote (9-0).

Proposed Resolution 2015-1941; 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.

Approves an Agreement between the Federal Aviation Administration ("FAA") and the DuPage Airport Authority whereby the FAA will provide staffing of the DuPage Air Traffic Control Tower from 10:00 PM to 6:00 AM for the period of October 1, 2015 through September 30, 2016. Total authorized cost of \$477,898.37.

Executive Director Bird read into the record this proposed resolution and advised the Finance Committee unanimously recommended Board approval. Discussion followed.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2015-1941; 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. The **motion was seconded** by Commissioner Huizenga and was passed by roll call vote (9-0).

Proposed Resolution 2015-1942; Resolution for the Disposal/Destruction of Surplus Personal Property.

Approves the disposition of surplus property by internet auction. Items include a 1991 John Deere Tractor, 1995 Chevy Pickup Truck, and 2003 Chevy Van.

Executive Director Bird read into the record this proposed resolution and advised the Finance Committee unanimously recommended Board approval. No further discussion occurred.

A **MOTION** was made by Commissioner Posch to approve Proposed Resolution 2015-1942; Resolution for the Disposal/Destruction of Surplus Personal Property. The **motion was seconded** by Commissioner Sharp and was passed by roll call vote (9-0).

Proposed Resolution 2015-1943; Award of Contract to Excel Mechanical Services, LLC. for Heat and A/C Unit Replacement at the Travel Express and American Flyers Hangars.

Approves a Contract for replacement of two (2) A/C units at the Travel Express Hangar and four (4) heat and A/C split system units at the American Flyers Hangar. Total authorized construction cost of \$54,444.50, which includes a 10% owner's contingency.

Executive Director Bird read into the record this proposed resolution and advised the Finance Committee unanimously recommended Board approval. No further discussion occurred.

A **MOTION** was made by Commissioner Wagner to approve Proposed Resolution 2015-1943; Award of Contract to Excel Mechanical Services, LLC. for Heat and A/C Unit Replacement at the Travel Express and American Flyers Hangars. The **motion was seconded** by Commissioner Ledonne and was passed by roll call vote (9-0).

Proposed Resolution 2015-1945; Award of Contract to Gate Options for Replacement of Three (3) Electric Gate Operators.

Approves a Contract for replacement of three (3) Hy-Security electric gate operators, drive rails and loop detectors. Total authorized construction cost of \$42,714, which includes a 5% owner's contingency.

Executive Director Bird read into the record this proposed resolution and advised the Finance Committee unanimously recommended Board approval. No further discussion occurred.

A **MOTION** was made by Commissioner Donnelly to approve Proposed Resolution 2015-1945; Award of Contract to Gate Options for Replacement of Three (3) Electric Gate Operators. The **motion was seconded** by Commissioner Sharp and was passed by roll call vote (9-0).

Proposed Resolution 2015-1944; Authorizing the Execution of Change Order No. 1 with K-Plus Mechanical, Inc. for Fuel Farm Upgrades.

Approves 1 \$125,908 Change Order for excavation and repair of failed underground secondary containment fuel piping. Increases existing Contract from \$303,955 to \$429,863, total authorized construction cost not-to-exceed \$475,456.25, which includes a 15% owner's contingency.

Executive Director Bird read into the record this proposed resolution and advised the Capital Development Committee unanimously recommended Board approval. No further discussion occurred.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2015-1944; Authorizing the Execution of Change Order No. 1 with K-Plus Mechanical, Inc. for Fuel Farm Upgrades. The **motion was seconded** by Commissioner Posch and was passed by roll call vote (9-0).

Proposed Resolution 2015-1946; Ratification of the Executive Director’s Execution of a Professional Services Agreement with Christopher B. Burke Engineering, Ltd. for Civil Design, Storm Water and Wetland Consulting Services – Pond I Modification to provide PCBMPs at the DuPage Business Center.

Ratification of a Professional Services Agreement with Christopher Burke Engineering to provide storm water and consulting services for the DuPage Business Center and the permitting of storm water improvements for Pond I.

Executive Director Bird read into the record this proposed resolution and advised the Capital Development Committee unanimously recommended Board approval. Attorney Luetkehans pointed out the need for one minor modification in the resolution changing “Pond 1” to “Pond I”.

A **MOTION** was made by Commissioner Wagner to approve Proposed Resolution 2015-1946; Ratification of the Executive Director’s Execution of a Professional Services Agreement with Christopher B. Burke Engineering, Ltd. for Civil Design, Storm Water and Wetland Consulting Services – Pond I Modification to provide PCBMPs at the DuPage Business Center; subject to the modification made to the resolution as discussed. The **motion was seconded** by Commissioner Chavez and was passed by roll call vote (9-0).

Proposed Resolution 2015-1947; Disclosure of Executive Session Minutes.

Executive Director Bird read into the record this proposed resolution. Attorney Luetkehans advised if there are no questions or issues with the recommended executive session minutes to be disclosed, an Executive Session would not be necessary. All Board Members agreed with the recommended Executive Session minutes to be disclosed.

A **MOTION** was made by Commissioner Wagner to approve Proposed Resolution 2015-1947; Disclosure of Executive Session Minutes. The **motion was seconded** by Commissioner Chavez and was passed by roll call vote (9-0).

Proposed Resolution 2015-1948; A Resolution Authorizing the Destruction of Certain Verbatim Recordings of Closed Sessions.

Executive Director Bird read into the record this proposed resolution. Attorney Luetkehans advised that statute allows for the destruction of old verbatim recordings of executive sessions after the required 18 month time period. Attorney Luetkehans added that if the Board agreed with his recommendations, these tapes will be destroyed.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2015-1948; A Resolution Authorizing the Destruction of Certain Verbatim Recordings of Closed Sessions. The **motion was seconded** by Commissioner Sharp and was passed by roll call vote (9-0).

RECESS TO EXECUTIVE SESSION

There was no Executive Session held.

OTHER BUSINESS

Discussion occurred briefly regarding the progress of the Oliver Hoffman property litigation for 140 acres located just off North Avenue. The Airport Authority is acquiring this property for the purpose of noise control for the Airport. Discussion followed.

A **MOTION** was made by Commissioner Sharp to adjourn the Regular Meeting of the DuPage Airport Authority Board of Commissioners. The **motion was seconded** by Commissioner Ledonne and was passed unanimously by voice vote; the meeting was adjourned at 4:45 p.m.

Approved June 24, 2015 Board Meeting
Stephen L. Davis, Chairman