

**DuPAGE AIRPORT AUTHORITY
REGULAR BOARD MEETING
Wednesday, September 16, 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, September 16, 2015. Chairman Davis called the meeting to order at 3:03 p.m. and a quorum was present for the meeting.

Commissioners Present: Chavez, Davis, Donnelly, Huizenga, LaMantia, Ledonne, Sharp, Wagner.

Commissioners Absent: Posch

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; Dan Barna, Procurement Manager; Anna Normoyle, Marketing Manager; 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.; Nate Granger, RS & H.

Members of the Press:

None

PUBLIC COMMENT

None

APPROVAL OF MINUTES

Chairman Davis asked for additions or corrections to the minutes of the June 24, 2015 Regular Board Meeting and there were none. Commissioner Wagner made a **MOTION** to approve the minutes of the June 24, 2015 Regular Board Meeting and Commissioner LaMantia **seconded the 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 24, 2015 Finance, Budget and Audit Committee Meeting and there were none. Commissioner Huizenga made a **MOTION** to approve the minutes of the June 24, 2015 Finance, Budget and Audit Committee Meeting and Commissioner Donnelly **seconded the 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 24, 2015 Capital Development, Leasing and Customer Fees Committee Meeting and there were none. Commissioner Ledonne made a **MOTION** to approve the minutes of the June 24, 2015 Capital Development, Leasing and Customer Fees Committee Meeting and Commissioner Sharp **seconded the 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 24, 2015 Golf Committee Meeting and there were none. Commissioner Donnelly made a **MOTION** to approve

the minutes of the June 24, 2015 Golf Committee Meeting and Commissioner Sharp **seconded the motion**. The motion was passed unanimously by roll call vote (8-0).

DIRECTOR'S REPORT

Executive Director Bird discussed the monthly operating statistics:

100 LL fuel sales are up for the month of July 16.5%.

Jet A fuel sales increased in double digits by 20.6%.

Total gallons of fuel sold for the month increased by 20.1% and for the year increased 11.3%.

Total operations are up 17% for the month; 2.8% for the year.

Discussion followed.

Staff is working with the West Chicago Fire Protection District to bring a simulator for Aircraft Rescue and Fire Fighting (ARFF) training to a site on this airfield. He explained that the new ARFF vehicle is required to remain on the airfield at all times and the West Chicago Fire Protection District Chief arranged for the simulator to be brought to DuPage for training purposes; there were three days of intensive training in 90 degree weather. Fire fighters were able to train for various types of fires that were controlled through this simulator. Discussion followed.

Commissioner Ledonne shared a picture of his Boy Scout troop that came to DuPage Airport recently for a visit and tour. He advised that all of the scouts were able to earn their aviation badges and expressed his appreciation to Executive Director Bird and staff for helping with this very educational day for his scout troop.

Executive Director Bird advised that the first Vertiport operation occurred in August with an aircraft that would typically fly into Midway and opted to come to DuPage; the operation was successful. Staff continues to maintain a strong relationship with the Vertiport and will be partnering with them on marketing materials for the Airport's booth at National Business Aviation Association (NBAA) Conference held in November of this year. Discussion followed.

The Airport recently hosted a conference for the Paragon Aviation Group; DuPage is a member of this group of independent FBOs. This group has initiated an audit process for flight departments and DuPage Flight Center was the first FBO to go through this audit process. Executive Director Bird explained the extensive review process, both procedural and operational, to identify areas that merit attention in the Flight Center; recommendations were presented. Discussion occurred.

Marketing Manager, Anna Normoyle will be on maternity leave starting in October.

Executive Director Bird asked Mike Toth of J. A. Watts Inc. to provide the Capital Projects update. He reported that a number of projects are now closed out. Of the 75 projects being tracked for the year, 48 have been closed out. A total of 27 will be closed out by the end of 2015; 13 will be deferred for 2016. Mr. Toth reviewed each of these projects and discussion followed.

Mark Doles reported briefly on Flight Center activity and fuel sales

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 the Internal Policy Committee had not met since the last Board Meeting and she had no report.

Finance, Budget and Audit Committee:

Commissioner Huizenga advised that in their earlier meeting the Finance Committee reviewed the August financial statements and favorably recommended four resolutions for passage by the Board. These proposed resolutions were mainly related to snow and ice removal and management.

Discussion followed.

Golf Committee:

Commissioner Donnelly shared with the Board a new Prairie Landing Golf Club brochure. He commented that the golf course is in excellent condition and advised a video was done utilizing a drone to film the course. Discussion followed.

Capital Development, Leasing and Customer Fees:

Commissioner Wagner reported the Capital Development Committee met earlier and recommended Board approval for the proposed resolutions considered by the Committee.

DuPage Business Center:

Ed Harrington of CenterPoint Properties Trust was not present for this meeting.

NEW BUSINESS

Proposed Resolution 2015-1961; Award of Contract to Snow Systems for Snow Removal Services: 2015/2016 Season.

Approves a parking lot and sidewalk shoveling Snow Removal Contract for the 2015/2016 winter season. Hourly rates of \$55 for pickup trucks, \$85 for skid loaders and \$24 for shoveling labor.

Executive Director Bird read into the record Proposed Resolution 2015-1961 and advised this was considered by the Finance Committee and unanimously recommended for Board approval.

A **MOTION** was made by Commissioner Huizenga to approve Proposed Resolution 2015-1961; Award of Contract to Snow Systems for Snow Removal Services: 2015/2016 Season. The **motion was seconded** by Commissioner Ledonne and was passed by roll call vote (8-0).

Proposed Resolution 2015-1962; Award of Bid to LNT Solutions for the Procurement of Sodium Formate.

Authorizes the procurement of up to 12 tons of Sodium Formate runway deicing materials for an amount not-to-exceed \$21,588 for the 2015/2016 winter season.

Executive Director Bird read into the record Proposed Resolution 2015-1962 and advised this was considered by the Finance Committee and unanimously recommended for Board approval.

A **MOTION** was made by Commissioner Donnelly to approve Proposed Resolution 2015-1962; Award of Bid to LNT Solutions for the Procurement of Sodium Formate. The **motion was seconded** by Commissioner Sharp and was passed by roll call vote (8-0).

Proposed Resolution 2015-1963; Award of Bid to Nachurs Alpine solutions for the Procurement of Potassium Acetate.

Authorizes the procurement of up to 8,800 gallons of Potassium Acetate runway deicing fluid for an amount not-to-exceed \$41,360 for the 2015/2016 winter season.

Executive Director Bird read into the record Proposed Resolution 2015-1963 and advised this was considered by the Finance Committee and unanimously recommended for Board approval.

A **MOTION** was made by Commissioner Donnelly to approve Proposed Resolution 2015-1963; Award of Bid to Nachurs Alpine Solutions for the Procurement of Potassium Acetate. The **motion was seconded** by Commissioner Chavez and was passed by roll call vote (8-0).

Proposed Resolution 2015-1964; Award of Contract to UBM Facility Services, Inc. for Janitorial Services.

Executive Director Bird read into the record Proposed Resolution 2015-1964 and advised this was considered by the Finance Committee and unanimously recommended for Board approval.

A **MOTION** was made by Commissioner Huizenga to approve Proposed Resolution 2015-1964; Award of Contract to UBM Facility Services, Inc. for Janitorial Services. The **motion was seconded** by Commissioner Sharp and was passed by roll call vote (8-0).

Proposed Resolution 2015-1965; Award of Contract to Mechanical Concepts of Illinois, Inc. for Flight Center HVAC Balancing and Supplemental Heat Project.

Approves a Contract to install supplemental hot water reheat coils in existing Flight Center lobby HVAC ductwork including testing and balancing. Total authorized construction cost of \$64,575, which includes a 5% owner's contingency.

Executive Director Bird read into the record Proposed Resolution 2015-1965 and advised this was considered by the Capital Development Committee and unanimously recommended for Board approval

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2015-1965; Award of Contract to Mechanical Concepts of Illinois, Inc. for Flight Center HVAC Balancing and Supplemental Heat Project. The **motion was seconded** by Commissioner Sharp and was passed by roll call vote (8-0).

Proposed Resolution 2015-1966; Authorizing the Execution of Task Order No. 33 with CH2M Hill, Inc. for an Airfield Electrical and Vault Equipment Assessment.

Authorizes a Task Order to assess and document existing airfield electrical circuit and vault conditions, preparation of master record drawings, and issuance of a master airfield electrical

equipment and vault planning report. Task order not-to-exceed \$77,500, deemed fair and reasonable by an Independent Fee Analysis.

Executive Director Bird read into the record Proposed Resolution 2015-1966 and advised this was considered by the Capital Development Committee and unanimously recommended for Board approval

A **MOTION** was made by Commissioner Chavez to approve Proposed Resolution 2015-1966; Authorizing the Execution of Task Order No. 33 with CH2M Hill, Inc. for an Airfield Electrical and Vault Equipment Assessment. The **motion was seconded** by Commissioner Wagner and was passed by roll call vote (8-0).

Proposed Resolution 2015-1969; Authorizing the Execution of an Antenna and Equipment Space Lease Agreement Between DuPage Public Safety Communications and the DuPage Airport Authority.

Authorizes a lease agreement for space necessary to accommodate Airport Authority owned microwave dish antenna public safety communication equipment at DuPage Public Safety Communications – 600 Wall Street Glendale Heights, IL.

Executive Director Bird read into the record Proposed Resolution 2015-1969 and advised this was considered by the Capital Development Committee and unanimously recommended for Board approval. Discussion occurred and Commissioner LaMantia commented on the potential for roof penetration with the installation of this equipment and asked this be closely monitored so the roof warranty would not be voided. Staff agreed.

A **MOTION** was made by Commissioner Wagner to approve Proposed Resolution 2015-1969; Authorizing the Execution of an Antenna and Equipment Space Lease Agreement Between DuPage Public Safety Communications and the DuPage Airport Authority. The **motion was seconded** by Commissioner Ledonne and was passed by roll call vote (8-0).

Proposed Resolution 2015-1970; Authorizing the Execution of an Antenna and Equipment Space Lease Agreement Between the DuPage Airport Authority and DuPage Public Safety Communications.

Authorizes a lease agreement for space necessary to accommodate DuPage Public Safety Communications owned microwave dish antenna and base station receiver antenna public safety communications equipment at the DuPage Flight Center – 2700 International Drive, West Chicago, IL.

Executive Director Bird read into the record Proposed Resolution 2015-1970 and advised this was considered by the Capital Development Committee and unanimously recommended for Board approval

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2015-1970; Authorizing the Execution of an Antenna and Equipment Space Lease Agreement Between the DuPage Airport Authority and DuPage Public Safety Communications. The **motion was seconded** by Commissioner Sharp and was passed by roll call vote (8-0).

Proposed Resolution 2015-1967; Authorizing the Execution of an Agreement Between the DuPage Airport Authority and Vertiport OPCO, LLC.

Executive Director Bird read into the record Proposed Resolution 2015-1967 and advised this was considered by the Capital Development Committee and unanimously recommended for Board approval.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2015-1967; Authorizing the Execution of an Agreement Between the DuPage Airport Authority and Vertiport OPCO, LLC. The **motion was seconded** by Commissioner Sharp and was passed by roll call vote (8-0).

Proposed Resolution 2015-1968; Authorizing Publication of Notice Requesting Offers to Purchase Authority Real Property South of the DuPage Airport.

Authorizes the publication of a notice requesting offers to purchase a 200 plus acre parcel of Authority real property south of the DuPage Airport and north of the Union Pacific railway line.

A **MOTION TO TABLE** Proposed Resolution 2015-1968; Authorizing Publication of Notice Requesting Offers to Purchase Authority Real Property South of the DuPage Airport was made by Commissioner LaMantia. The **motion to table was seconded** by Commissioner Wagner and was passed by roll call vote (8-0).

RECESS TO EXECUTIVE SESSION

A **MOTION** was made by Commissioner LaMantia to recess to Executive Session for the setting of a price for sale or lease of property owned by the DuPage Airport Authority. The **motion was seconded** by Commissioner Sharp and was passed unanimously by roll call vote (8-0). The meeting was recessed to Executive Session at 3:50 p. m. and was reconvened at 4:44 p.m. Upon roll call, a quorum was present for the remainder of the Regular Board Meeting.

OTHER BUSINESS

None

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 LaMantia and was passed unanimously by voice vote; the meeting was adjourned at 4:45 p.m.

Approved at the November 11, 2015 Board Meeting

Stephen L. Davis, Chairman