

**DuPAGE AIRPORT AUTHORITY
ANNUAL AND REGULAR BOARD MEETING
Wednesday, January 13, 2016**

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 13, 2016. 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, Huizenga, LaMantia, Ledonne, Posch, Sharp, Wagner. Commissioner LaMantia arrived after the roll call at 3:05 p.m. Commissioner Wagner arrived after the roll call at 3:07 p.m.

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; Anna Normoyle, Marketing Manager; Dan Barna, Procurement Manager; Pamela Miller, Executive Assistant and Board Liaison.

Others in Attendance: Phil Luetkehans, Schirott, Luetkehans and Garner; Michael Vonic, CH2M; Nate Granger, RS & H; Dan Pape, Crawford, Murphy and Tilly; Brian Quinlan, Burns & McDonnell.

Members of the Press:

None

PUBLIC COMMENT

None

RECESS REGULAR MEETING AND CONVENE THE ANNUAL MEETING

A **MOTION** was made by Commissioner Sharp 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 2016 FISCAL YEAR

Commissioner Donnelly 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 Donnelly's **motion was seconded** by Commissioner Ledonne. Chairman Davis asked for other nominations and there were none; nominations were closed. The Slate of Officers for 2016, as moved and seconded, was passed unanimously by roll call vote (7-0). Commissioners LaMantia and Wagner were not present for the vote.

REVIEW OF COMMITTEE ASSIGNMENTS

Chairman Davis stated that committee assignments would stay the same unless any Commissioner wished to make a change; there were no changes requested.

APPROVAL OF 2016 MEETING CALENDAR

Executive Director Bird advised that adjustments for the 2016 meeting calendar, as requested at the November Board Meeting, were made. Chairman Davis asked if there additional comments or other changes and Commissioner LaMantia requested the May 11 Board Meeting date be adjusted. All were in agreement for the May Board and Committee Meetings to be held on Wednesday, May 18, 2016.

Commissioner Ledonne made a **MOTION** to approve the 2016 Board and Committee Meeting Calendar with the recommended meeting date change for the May meeting; the Regular Board Meeting and Committee Meetings will be held on Wednesday, May 18, 2016. Commissioner Donnelly **seconded the motion** and the motion was passed unanimously by roll call vote (9-0).

ADJOURNMENT OF ANNUAL MEETING

A **MOTION** was made by Commissioner Ledonne to adjourn the Annual Board Meeting; the **motion was seconded** by Commissioner Sharp. The motion was unanimously passed by voice vote and the Annual Board Meeting adjourned at 3:08 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 11, 2015 Regular Board Meeting and there were none. Commissioner Ledonne made a **MOTION** to approve the minutes of the November 11, 2015 Regular Board Meeting and Commissioner Wagner **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 December 17, 2015 Special Board Meeting and there were none. Commissioner Posch made a **MOTION** to approve the minutes of the December 17, 2015 Regular 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 November 11, 2015 Capital Development, Leasing and Customer Fees Committee Meeting and there were none. Commissioner Wagner made a **MOTION** to approve the minutes of the November 11, 2015 Capital Development, Leasing and Customer Fees 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 November 11, 2015 Finance, Budget and Audit Committee Meeting and there were none. Commissioner Huizenga made a **MOTION** to approve the minutes of the November 11, 2015 Finance, Budget and Audit Committee Meeting and Commissioner Donnelly **seconded the motion**. The motion was passed unanimously by roll call vote (9-0).

DIRECTOR'S REPORT

Executive Director Bird discussed the monthly operating statistics:

Total Gallons of fuel sold for November 2015 is increased 2.2% from November 2014. The year ending fuel sales reflect overall growth of 5.3% from 2014; Very encouraging to see 100LL growth at 3.4% through December; pleased with the overall growth that is reflected in the fuel sales.

100 LL fuel sales are increased 21% for the month of November; Jet A fuel sales increased 1%. Total operations increased 30% from November 2014 and for the year just over 7%. For December month to month sales are up in excess of 33.4% for 100LL and decreased 2.5% for Jet A. Discussion continued briefly.

Executive Director Bird reviewed the Capital Improvement Projects for 2016:

- New transient hangar construction will begin with anticipated completion by the end of November.
- Phase I construction will begin for the perimeter roads.
- Completion of the hardening of the fuel farm and construction of the concrete wall with the next phase of the project to construct a new eight foot fence. Phase II will complete the remaining perimeter of the airfield.
- A significant amount of habitat control has been accomplished during the last year and the addition of the fence will enhance our control of nuisance wildlife on the airfield.
- Project for landside signage. Consistency is an important factor for placing signage in various locations around the airport.
- Overlay of Airport entrance roadway which will improve the aesthetics to the front of the airport.

Commissioner LaMantia asked that staff provide an updated review of the overall Capital Improvement Program, reflecting federal and state participation and upcoming projects needed for coming years and budgeting. Discussion followed and Executive Director Bird advised this presentation would be ready for the March Board Meeting.

REVIEW OF FINANCIAL STATEMENTS

Executive Director Bird asked Patrick Hoard to provide a review of the Financial Statements and discussion followed.

Mr. Hoard stated that at the November Board Meeting Commissioner LaMantia requested a report be included with the financial statements reflecting the sale of the bigger Surplus Personal Property items sold in 2015. This report was included and Dan Barna explained that the Airport Authority routinely maintains the equipment in good working order and was able to

secure a fairly good price for this well maintained surplus property when sold utilizing *eBay*. Commissioner LaMantia commended staff for utilizing this process.

REPORT OF COMMITTEES

Internal Policy and Compliance Committee:

Commissioner LaMantia advised the Policy Committee had not met and there was no report.

Finance, Budget and Audit Committee:

Commissioner Huizenga reported the Finance Committee discussed the 2016 budget and Patrick Hoard reviewed the year-end financial statements. He advised the resolutions and ordinances that appear on the Board Meeting agenda were discussed and favorably recommended by the Committee for Board approval.

Golf Committee:

Commissioner Donnelly stated that the Golf Committee did not meet prior to this Board Meeting and there was no report.

Capital Development, Leasing and Customer Fees:

Commissioner Chavez served as Acting Chair in Commissioner Wagner's absence. He reported that the items appearing on the Agenda were reviewed and discussed by the Committee and favorably recommended for Board approval.

DuPage Business Center:

Ed Harrington of CenterPoint Properties Trust was not present for the meeting. Executive Director Bird advised that Mr. Harrington shared with him that CenterPoint is focusing their work on the expansion of DS Containers. Discussion followed.

OLD BUSINESS

None

NEW BUSINESS

Proposed Ordinance 2016-290; Adopting Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2016 and Ending December 31, 2016.

Executive Director Bird read into the record Proposed Ordinance 2016-290 and advised this was considered by the Finance Committee and unanimously recommended for Board approval. There was no further discussion.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2016-290; Adopting Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2016 and Ending December 31, 2016. The **motion was seconded** by Commissioner Donnelly and was unanimously passed unanimously by roll call vote (9-0).

Proposed Ordinance 2016-291; An Ordinance of the DuPage Airport Authority Promulgating Regulations Under the Freedom of Information Act.

Executive Director Bird read into the record Proposed Ordinance 2016-291 and advised this was considered by the Finance Committee and unanimously recommended for Board approval. There was no further discussion.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Ordinance 2016-291; An Ordinance of the DuPage Airport Authority Promulgating Regulations Under the Freedom of Information Act. The **motion was seconded** by Commissioner Posch and was unanimously passed by roll call vote (9-0).

Proposed Ordinance 2016-292; Ordinance Providing for the Acquisition through Negotiation or Condemnation of a Certain Property Commonly Known as the Pheasant Run Property for Airport Purposes by the DuPage Airport Authority – Approximately 140.25 Acres Located at the Southeast Corner of Route 64 and Kautz Road in St. Charles, Illinois.

Ordinance authorizes the acquisition of a 140.25 acre parcel by either negotiation or the use of the Authority's eminent domain authority.

Chairman Davis asked that this item be moved to the Other Business portion of the agenda after discussion in Executive Session.

Proposed Resolution 2016-1990; Approving the Use of Outside Attorneys for the Fiscal Year 2016.

Approves utilizing the firms of Schirott, Luetkehans and Garner and Sheppard Mullin to provide legal services for the 2016 fiscal year.

Executive Director Bird read into the record Proposed Resolution 2016-1990 and advised this was considered by the Finance Committee and unanimously recommended for Board approval. Commissioner Ledonne stated he is very pleased and impressed with the work of Attorney Luetkehans and the firm of Schirott, Luetkehans and Garner and all agreed.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2016-1990; Approving the Use of Outside Attorneys for the Fiscal Year 2016. The **motion was seconded** by Commissioner Posch and was unanimously passed by roll call vote (9-0).

Proposed Resolution 2016-1991; 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 read into the record Proposed Resolution 2016-1991 and advised this was considered by the Finance Committee and unanimously recommended for Board approval. Commissioner Sharp stated he felt the services provided by Serafin are very valuable for the Airport Authority. There was no further discussion.

A **MOTION** was made by Commissioner Wagner to approve Proposed Resolution 2016-1991; Authorizing the Execution of a Professional Services Agreement with Serafin & Associates Inc.

for Marketing and Communication Services. The **motion was seconded** by Commissioner Sharp and was unanimously passed by roll call vote (9-0).

Proposed Resolution 2016-1992; Authorizing the Procurement of One (1) 4 X 4 Pickup Truck with Plow from the State of Illinois Joint Purchasing Contract.

Approves the procurement of one (1) Ford F-250 pickup truck with plow from Morrow Brothers Ford under the State of Illinois Joint Purchasing contract for a total cost of \$33,764.

Executive Director Bird read into the record Proposed Resolution 2016-1992 and advised this was considered by the Finance Committee and unanimously recommended for Board approval. There was no further discussion.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2016-1992; Authorizing the Procurement of One (1) 4 X 4 Pickup Truck with Plow from the State of Illinois Joint Purchasing Contract. The **motion was seconded** by Commissioner Sharp and was unanimously passed by roll call vote (9-0).

Proposed Resolution 2016-1993; Award of Contract to Design Carpets & More for Air Traffic Control Tower Carpet Replacement.

Approves a project to remove and replace carpeting in the Air Traffic Control Tower Base Building. Total authorized construction cost of \$26,916.16, which includes a 10% owner's contingency.

Executive Director Bird read into the record Proposed Resolution 2016-1993 and advised this was considered by the Capital Development Committee and unanimously recommended for Board approval. There was no further discussion.

A **MOTION** was made by Commissioner Donnelly to approve Proposed Resolution 2016-1993; Award of Contract to Design Carpets & More for Air Traffic Control Tower Carpet Replacement. The **motion was seconded** by Commissioner Chavez and was unanimously passed by roll call vote (9-0).

Proposed Resolution 2016-1994; Authorizing the Execution of a Cash Farm Lease with Dale Pitstick for 216 Acres.

Authorizes the execution of a three (3) year Cash Farm Lease with Dale Pitstick for 216 acres for \$167.50 per acre, \$36,180 paid annually in March 2016, 2017 and 2018.

Executive Director Bird read into the record Proposed Resolution 2016-1994 and advised this was considered by the Capital Development Committee and unanimously recommended for Board approval. There was no further discussion.

A **MOTION** was made by Commissioner Posch to approve Proposed Resolution 2016-1994; Authorizing the Execution of a Cash Farm Lease with Dale Pitstick for 216 Acres. The **motion was seconded** by Commissioner Donnelly and was unanimously passed by roll call vote (9-0).

Commissioner Ledonne made a **Motion to Combine Proposed Resolutions 2016-1995, 2016-2004 and 2016-1996**. These three resolutions are all related to the same topic as discussed by the Capital Development Committee and recommended for Board approval. The **motion to combine** these resolutions **was seconded** by Commissioner Sharp and was passed unanimously by voice vote.

Executive Director Bird read into the record the following Proposed Resolutions:

Proposed Resolution 2016-1995; Authorizing the Execution of a Retainer Agreement with Burns & McDonnell for Engineering Services for the Projects: Construct West Perimeter Roadway and Construct North Perimeter Roadway.

Approves retaining the firm of Burns & McDonnell to provide engineering services for the projects to: Construct a West Perimeter Roadway and construct a North perimeter Roadway under the IDOT Division of Aeronautics Transportation Improvement Program.

Proposed Resolution 2016-2004; Authorizing the Execution of a Design Phase Task Order with Burns & McDonnell for the Project: Construct West Perimeter Roadway.

Authorizes a task order to design a west airside perimeter roadway to serve Airport vehicles and fuel trucks. Task order not-to-exceed \$119,057.95 paid by Federal, State and Local funds under the IDOT Division of Aeronautics Transportation Improvement Program.

Proposed Resolution 2016-1996; Authorizing the Execution of a Cable Relocation Reimbursable Agreement Between the Federal Aviation Administration and the DuPage Airport Authority.

Authorizes an Agreement to Reimburse the Federal Aviation Administration ("FAA") for engineering services related to the relocation of FAA facilities impacted by construction of the West and North Perimeter Roadways. Estimated cost not-to-exceed \$100,000.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2016-1995; Proposed Resolution 2016-2004 and Proposed Resolution 2016-1996. The **motion was seconded** by Commissioner Sharp and was passed by roll call vote (9-0).

Proposed Resolution 2016-1997; Authorizing the Execution of Design Phase Task Order No. 45 with CH2M for the Project: Landside Signage Plan.

Authorizes a task order to design a standardized landside signage plan for the Airport. The signage plan will address roadway entrances and intersection wayfinding points. Task order not-to-exceed \$31,540.

Executive Director Bird read into the record Proposed Resolution 2016-1997 and advised this was considered by the Capital Development Committee and unanimously recommended for Board approval. There was no further discussion.

A **MOTION** was made by Commissioner Posch to approve Proposed Resolution 2016-1997; Authorizing the Execution of Design Phase Task Order No. 45 with CH2M for the Project: Landside Signage Plan. The **motion was seconded** by Commissioner Sharp and was passed unanimously by roll call vote (9-0).

Proposed Resolution 2016-1998; Authorizing the Execution of Task Order No. 44 with CH2M for the Project: Runway Obstruction Identification – Photogrammetric Study.

Authorizes a task order to conduct a photogrammetric aeronautical survey of approximately 350 acres to identify the locations and elevations of structures and vegetation which penetrate vertically guided runway surfaces. Task Order not-to-exceed \$27,500.

Executive Director Bird read into the record Proposed Resolution 2016-1998 and advised this was considered by the Capital Development Committee and unanimously recommended for Board approval. There was no further discussion.

A **MOTION** was made by Commissioner Wagner to approve Proposed Resolution 2016-1998; Authorizing the Execution of Task Order No. 44 with CH2M for the Project: Runway Obstruction Identification – Photogrammetric Study. The **motion was seconded** by Commissioner Sharp and was passed unanimously by roll call vote (9-0).

Proposed Resolution 2016-1999; Authorizing the Execution of Construction Phase Task Order No. 40 with CH2M for the Project: Design-Build Clear Span Aircraft Hangar.

Authorizes a task order to provide field observation and documentation of construction activities during the construction of the clear Span Aircraft Hangar Project. Task order not-to-exceed \$224,500.

Executive Director Bird read into the record Proposed Resolution 2016-1999 and advised this was considered by the Capital Development Committee and unanimously recommended for Board approval. There was no further discussion.

A **MOTION** was made by Commissioner Chavez to approve Proposed Resolution 2016-1999; Authorizing the Execution of Construction Phase Task Order No. 40 with CH2M for the Project: Design-Build Clear Span Aircraft Hangar. The **motion was seconded** by Commissioner Posch and was passed unanimously by roll call vote (9-0).

Proposed Resolution 2016-2000; Approving Vacant Land Purchase Agreement with CenterPoint Properties Trust for 10.51 Acres at 2500 Enterprise Circle (Project Steel).

Approves the contract to sell 10.51 acres to CenterPoint Properties Trust for \$1,350,699.00 for the expansion of the DS Container Project located at 2500 Enterprise Circle, pursuant to option included in Vacant Land Purchase Agreement dated February 23, 2015.

Executive Director Bird read into the record Proposed Resolution 2016-2000 and advised this was considered by the Capital Development Committee and unanimously recommended for Board approval. There was no further discussion.

A **MOTION** was made by Commissioner Posch to approve Proposed Resolution 2016-2000; Approving Vacant Land Purchase Agreement with CenterPoint Properties Trust for 10.51 Acres at 2500 Enterprise Circle (Project Steel). The **motion was seconded** by Commissioner Sharp and was passed unanimously by roll call vote (9-0).

Proposed Resolution 2016-2003; Authorizing the Re-Naming of the DuPage Airport Authority Flight Center Building to the Daniel L. Goodwin Flight Center Building.

Re-names the Flight Center Building to the Daniel L. Goodwin Flight Center Building and authorizes the Executive Director to take the necessary steps to effectuate the name change.

Executive Director Bird read into the record Proposed Resolution 2016-2003. Executive Director Bird also read a letter from Lee Daniels requesting the Boards approval of this Resolution authorizing the renaming of the DuPage Airport Authority Flight Center Building to the *Daniel L. Goodwin Flight Center Building*. That letter is attached and made part of the official meeting record. (Exhibit A)

Chairman Davis stated he very much favors passage of this resolution and feels strongly that renaming the Flight Center Building in honor of Former Chairman Dan Goodwin is well deserved for his many years of leadership and dedicated service to the DuPage Airport Authority as well as his many great accomplishments. He continued that he felt it necessary to abstain from voting on this Resolution and explained his reasons for abstaining. Discussion followed.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2015-2003; Authorizing the Re-Naming of the DuPage Airport Authority Flight Center Building to the *Daniel L. Goodwin Flight Center Building*. The **motion was seconded** by Commissioner Sharp and was passed by roll call vote (8-0). Chairman Davis abstained from voting.

RECESS TO EXECUTIVE SESSION

A **MOTION** was made by Commissioner LaMantia to recess to Executive Session for the discussion of pending, probable or imminent litigation; employee matters; the purchase or lease of real property for the use of the DuPage Airport Authority; the setting of a price for sale or lease of property owned by the DuPage Airport Authority; and the discussion and semiannual review of lawfully closed executive session minutes. The **motion was seconded** by Commissioner Ledonne and was passed unanimously by roll call vote (9-0). The meeting was recessed to Executive Session at 3:52 p. m. and was reconvened at 4:35 p.m. Upon roll call, a quorum was present for the remainder of the Regular Board Meeting.

OTHER BUSINESS

Proposed Resolution 2016-2001; Disclosure of Executive Session Minutes.

Executive Director Bird read into the record Proposed Resolution 2016-2001. There was no further discussion.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2016-2001; Disclosure of Executive Session Minutes. The **motion was seconded** by Commissioner Sharp and was passed by roll call vote (9-0).

Proposed Resolution 2016-2002; A Resolution Authorizing the Destruction of Certain Verbatim Recordings of Closed Sessions.

Executive Director Bird read into the record Proposed Resolution 2016-2002. There was no further discussion.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2016-2002; A Resolution Authorizing the Destruction of Certain Verbatim Recordings of Closed Sessions. The **motion was seconded** by Commissioner Posch and was passed by roll call vote (9-0).

Proposed Ordinance 2016-292; Ordinance Providing for the Acquisition Through Negotiation of Condemnation of Certain Property Commonly Known as the Pheasant Run Property for Airport Purposes by the DuPage Airport Authority – Approximately 140.25 Acres Located at the Southeast Corner of Route 64 and Kautz Road in St. Charles, Illinois.

Ordinance authorizes the acquisition of a 140.25 acre parcel by either negotiation or the use of the Authority's eminent domain authority.

Executive Director Bird read into the record Proposed Ordinance 2016-292. There was no further discussion.

A **MOTION** was made by Commissioner Wagner to approve Proposed Ordinance 2016-292; Ordinance Providing for the Acquisition Through Negotiation of Condemnation of Certain Property Commonly Known as the Pheasant Run Property for Airport Purposes by the DuPage Airport Authority – Approximately 140.25 Acres Located at the Southeast Corner of Route 64 and Kautz Road in St. Charles, Illinois. The **motion was seconded** by Commissioner Chavez and was unanimously passed by roll call vote (9-0).

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 Posch and was passed unanimously by voice vote; the meeting was adjourned at 4:41 p.m.

Approved at the March 16, 2016 Board Meeting
Stephen L. Davis, Chairman