

**DuPAGE AIRPORT AUTHORITY  
REGULAR BOARD MEETING  
Wednesday, March 16, 2016**

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The Regular Meeting of the Board of Commissioners of the DuPage Airport Authority was convened at the Daniel L. Goodwin Flight Center Building, First Floor Conference Room, 2700 International Drive, West Chicago, Illinois on Wednesday, March 16, 2016. Chairman Davis called the meeting to order at 3:02 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; Anna Normoyle, Marketing Manager; Dan Barna, Procurement Manager; Pamela Miller, Executive Assistant and Board Liaison.

**Others in Attendance:** Phil Luetkehans, Schirott, Luetkehans and Garner; John Archer, CH2M; Brian Quinlan, Burns & McDonnell; Ed Harrington, CenterPoint Properties Trust; Lissa Christman, Serafin and Associates; Patrick Tanner, Chief of the West Chicago Fire Protection District; Tim Leidy, West Chicago Fire Protection District.

**Members of the Press:**

Dave Lemay, Suburban Life Media

**PUBLIC COMMENT**

None

**APPROVAL OF MINUTES**

Commissioner Ledonne made a **MOTION** to combine the minutes for the January 13, 2016 Board, Finance Committee and Capital Development Committee for one vote; **motion was seconded** by Commissioner Sharp and unanimously approved by voice vote.

Chairman Davis asked for additions or corrections to the minutes of the January 13, 2016 Regular and Annual Board Meeting; Finance, Budget and Audit Committee Meeting; Capital Development, Leasing and Customer Fees Committee Meeting and there were none. Commissioner Ledonne made a **MOTION** to approve the minutes of these January 13, 2016 meetings and Commissioner Sharp **seconded the motion**. The motion was passed unanimously by voice vote.

**DIRECTOR'S REPORT**

Executive Director Bird discussed the monthly operating statistics:

January Fuel Sales were off for the first time in several months.

Total Gallons of fuel sold for January 2016 are down just under 10% from 2015.

100LL increased 7.4% for the month and Jet A fuel sales were down 10.1%.

Total Operations increased nearly 30% from January 2015.

Discussion continued relating to potential reasons for the decrease in fuel sales. Executive Director Bird advised that sales were also down in February and staff would continue to monitor this trend. Discussion followed.

Executive Director Bird apprised the Board of a national issue that is ongoing. He explained the FAA Reauthorization Bill has been introduced and this legislation which is being pushed by most large airlines calls for the privatization of our nation's Air Traffic Control System and funds the new system through user fees. Discussion followed. Executive Director Bird advised it is important for the business aviation community to express concerns about turning over the Air Traffic Control System to a board dominated by the big airlines. Discussion continued briefly.

Executive Director Bird introduced Chief Pat Tanner of the West Chicago Fire Protection District. Executive Director Bird stated that under Chief Tanner's leadership the Airport Authority has a great working relationship with the West Chicago Fire Protection District.

Executive Director Bird advised Prairie Landing Golf Club is opening on March 17 with a new management team in place and Patrick Hoard and staff are doing a great job and anxious to start the season. He continued that snow events for this year were minor; 16 snow events for 2015- 2016 as compared to 24 in 2014-2015 with significant costs savings.

Executive Director Bird advised that the Airport Authority is subject to FOIA request from the general public, companies and labor groups. He related that Procurement Manager Dan Barna has received good comments saying DuPage is one of the most transparent groups they deal with and has a very quick turnaround on providing responses to their FOIA requests.

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

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

Mr. Hoard reported that Sikich completed their field work for the annual audit in early March. He continued that the audit report will be submitted to the Airport Authority by the end of April and provided to Board members for review prior to the May Board Meeting. Mr. Hoard added Sikich will make a formal presentation at the May Board Meeting. Discussion followed.

At the January Board Meeting, Commissioner LaMantia requested staff to report on the Airport Authority's 5-Year Capital Improvement Program. A power point presentation was presented with handouts outlining capital improvement projects anticipated for the next 5 years. Discussion followed this presentation.

#### **REPORT OF COMMITTEES**

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

Commissioner Huizenga reported the Finance Committee met this day and reviewed resolutions and ordinances appearing on the Meeting agenda; all were favorably recommended by the Committee for Board approval.

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

Commissioner Wagner advised the Capital Development Committee met just before the Board Meeting. He reported that items appearing on the Board Agenda were reviewed and discussed by the Committee and favorably recommended for Board approval.

##### **Internal Policy and Compliance Committee:**

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

**Golf Committee:**

Commissioner Donnelly stated that the Golf Committee met this day. He advised that personnel changes have occurred and staffing is now in place; Patrick Hoard is the Director of Operations at Prairie Landing. He continued that the Golf Course will open for play on Thursday, March 17. Commissioner Donnelly added that marketing efforts are ongoing for the golf course, The Grill Room, banquets, outings and weddings. He added that a brochure is being circulated to community businesses encouraging support for Prairie Landing. He continued that Prairie Landing offers a great new chef, great food and outstanding presentation. He added that the hours of service for the Grill Room may be extended for breakfast at 7:00 a.m. on weekends and 8:00 a.m. for weekdays.

**DuPage Business Center:**

Ed Harrington of CenterPoint Properties Trust advised the contract with Jones Lang LaSalle to provide marketing services for the Business Center has been extended for another year and CenterPoint also continues to work with *Choose DuPage* to strengthen this relationship. He added Jones Lang LaSalle and *Choose DuPage* provides a very valuable company asset. He briefly reviewed their marketing efforts for the Business Center and discussion followed. Mr. Harrington stated that DS Containers is working hard in preparation to close on their expansion very soon and will break ground as weather permits; brief discussion followed. Mr. Harrington reported that two parties have expressed interest in the Business Center for manufacturing facilities and CenterPoint will continue to pursue this potential for development. Discussion followed.

**OLD BUSINESS**

None

**NEW BUSINESS**

**Proposed Ordinance 2016-293; An Ordinance Abating Levy of Tax Authorized by Ordinance 2015-286; An Ordinance of the DuPage Airport Authority Levying Taxes for the Fiscal Year Beginning January 1, 2015 and Ending December 31, 2015.**

Executive Director Bird read into the record Proposed Ordinance 2016-293 and advised this was considered by the Finance Committee and unanimously recommended for Board approval. Discussion followed.

A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2016-293; An Ordinance Abating Levy of Tax Authorized by Ordinance 2015-286; An Ordinance of the DuPage Airport Authority Levying Taxes for the Fiscal Year Beginning January 1, 2015 and Ending December 31, 2015. The **motion was seconded** by Commissioner Donnelly and was unanimously passed unanimously by roll call vote (8-0).

**Proposed Ordinance 2016-294; Reduction of Certain Fees.**

*Approves a 50% reduction in SASO Fees Charged to regulated aviation businesses on DuPage Airport.*

Executive Director Bird read into the record Proposed Ordinance 2016-294 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 Ordinance 2016-294; Reduction in Certain Fees. The **motion was seconded** by Commissioner Sharp and was unanimously passed by roll call vote (8-0).

**Proposed Resolution 2016-2005; Award of Bid to Rosenbauer Minnesota, LLC. for the Procurement of One (1) 4X4 Aircraft Rescue and Firefighting Vehicle.**

*Approves the procurement of one (1) Rosenbauer Panther 4X4 \$ 1,500 gallon Aircraft Rescue and Firefighting Vehicle for a total cost including warranties of \$597,705 F.O.B. DuPage Airport.*

Executive Director Bird read into the record Proposed Resolution 2016-2005 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 2016-2005; Award of Bid to Rosenbauer Minnesota, LLC. for the Procurement of One (1) 4X4 Aircraft Rescue and Firefighting Vehicle. The **motion was seconded** by Commissioner Sharp and was unanimously passed by roll call vote (8-0).

**Proposed Resolution 2016-2006; Award of Bid to Reinders, Inc. for the Procurement of One (1) Heavy Duty Turf Utility Vehicle.**

*Approves the procurement of one (1) Toro Workman HDX for a total cost of \$19,328.02 F.O. B. Prairie Landing Golf Club.*

Executive Director Bird read into the record Proposed Resolution 2016-2006 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 Donnelly to approve Proposed Resolution 2016-2006; Award of Bid to Reinders, Inc. for the Procurement of One (1) Heavy Duty Turf Utility Vehicle. The **motion was seconded** by Commissioner Wagner and was unanimously passed by roll call vote (8-0).

**Proposed Resolution 2016-2007; Award of a Garbage Disposal Services Contract to Advanced Disposal Services.**

*Approves a one (1) year Garbage Disposal Services Contract, subject to two (2) one (1) year extensions. Annual cost of \$9,835.*

Executive Director Bird read into the record Proposed Resolution 2016-2007 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 Sharp to approve Proposed Resolution 2016-2007; Award of a Garbage Disposal Services Contract to Advanced Disposal Services. The **motion was seconded** by Commissioner Chavez and was unanimously passed by roll call vote (8-0).

**Proposed Resolution 2016-2008; Award of a Master Agreement to DuPage Overhead Door, Inc. for On-Call Sectional Garage Door Repair and Maintenance Services.**

*Approves a two (2) year Master Agreement for On-Call Garage Door Repair Services. As-needed time and material costs not-to-exceed \$25,000 annually or \$5,000 per project.*

Executive Director Bird read into the record Proposed Resolution 2016-2008 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 2016-2008; Award of a Master Agreement to DuPage Overhead Door, Inc. for On-Call Sectional Garage Door Repair and Maintenance Services. The **motion was seconded** by Commissioner Sharp and was unanimously passed by roll call vote (8-0).

**Proposed Resolution 2016-2009; Delegation of Authority to the Executive Director to Procure One (1) Used Bucket Truck.**

*Board delegation of authority to the Executive Director to accept the lowest, responsive and responsible bid of no greater than \$50,000 for the purchase of a used bucket truck with articulating boom.*

Executive Director Bird read into the record Proposed Resolution 2016-2009 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 Donnelly to approve Proposed Resolution 2016-2009; Delegation of Authority to the Executive Director to Procure One (1) Used Bucket Truck. The **motion was seconded** by Commissioner Sharp and was unanimously passed by roll call vote (8-0).

**Proposed Resolution 2016-2010; Authorizing the Execution of an Intergovernmental Agreement with the West Chicago Fire Protection District.**

*Approves an Intergovernmental Agreement with the West Chicago Fire Protection District to continue to provide aircraft rescue and firefighting services on DuPage Airport.*

Executive Director Bird read into the record Proposed Resolution 2016-2010 and advised this was considered by the Finance Committee and unanimously recommended for Board approval. Attorney Luetkehans added that two recent modifications were made to the agreement and he reviewed those modifications. He advised these modifications were reviewed at the Finance Committee Meeting and recommended for approval. There was no further discussion.

A **MOTION** was made by Commissioner Wagner to approve Proposed Resolution 2016-2010; Authorizing the Execution of an Intergovernmental Agreement with the West Chicago Fire Protection District as presented. The **motion was seconded** by Commissioner Sharp and was unanimously passed by roll call vote (8-0).

**Proposed Resolution 2016-2011; Authorizing the Execution of Design Phase Task Order No. 47 with CH2M for the Project: Southeast Drainage Ditch Clearing and Southwest Airfield Drainage Repairs.**

*Authorizes a task order for survey, analysis, permitting, construction plans, specifications and bidding documents for the projects to maintain the southeast drainage ditch and repair southwest farm parcel drainage. Task order not-to-exceed \$157,130.*

Executive Director Bird read into the record Proposed Resolution 2016-2011 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 2016-2011; Authorizing the Execution of Design Phase Task Order No. 47 with CH2M for the Project: Southeast Drainage Ditch Clearing and Southwest Airfield Drainage Repairs. The **motion was seconded** by Commissioner Sharp and was unanimously passed by roll call vote (8-0).

**Proposed Resolution 2016-2012; Award of Contract to Freedom Contractors West LLC. for the Fuel Farm Facility Hardening Phase II Project.**

*Approves a project to install two (2) electric vehicle gates, two (2) access control readers, and fencing at the Fuel Farm Facility. Total authorized construction cost of \$147,070, which includes a 10% owner's contingency.*

Executive Director Bird read into the record Proposed Resolution 2016-2012 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 Ledonne to approve Proposed Resolution 2016-2012; Award of Contract to Freedom Contractors West LLC. for the Fuel Farm Facility Hardening Phase II Project. The **motion was seconded** by Commissioner Sharp and was unanimously passed by roll call vote (8-0).

**Proposed Resolution 2016-2013; Award of Contract to Schroeder Asphalt Services for the Project to Mill and Overlay International Drive.**

*Approves a project for 2" milling and 2" asphalt paving and crack repair of International Drive. Total authorized construction costs of \$166,173, which includes a 10% owner's contingency.*

Executive Director Bird read into the record Proposed Resolution 2016-2013 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 Sharp to approve Proposed Resolution 2016-2013; Award of Contract to Schroeder Asphalt Services for the Project to Mill and Overlay International Drive. The **motion was seconded** by Commissioner Ledonne and was passed unanimously by roll call vote (8-0).

**Proposed Resolution 2016-2014; Award of Contract to Core Mechanical Inc. for the Replacement of Two (2) Rooftop HVAC Units at the DuPage Airport Government Center.**

*Approves a project for removal and replacement of two (2) rooftop Carrier Model HVAC units at the DuPage Airport Government Center. Total authorized construction cost of \$27,274, which includes a 10% owner's contingency.*

Executive Director Bird read into the record Proposed Resolution 2016-2014 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 Ledonne to approve Proposed Resolution 2016-2014; Award of Contract to Core Mechanical Inc. for the Replacement of Two (2) Rooftop HVAC Units at the DuPage Airport Government Center. The **motion was seconded** by Commissioner Sharp and was passed unanimously by roll call vote (8-0).

Commissioner Ledonne complimented Dan Barna and the Procurement staff for the consistent quality of reporting for each meeting. He continued that the bidding process and preparation of contracts and agreements are done very professionally and the items purchased consistently come under budget. Discussion followed.

**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; the purchase or lease of real property for the use of the DuPage Airport Authority; and 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 4:05 p. m. and was reconvened at 5:09 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 Ledonne and was passed unanimously by voice vote; the meeting was adjourned at 5:11 p.m.

**Approved at the May 18, 2016 Board Meeting**  
**Stephen L. Davis, Chairman**