

**DuPAGE AIRPORT AUTHORITY
REGULAR BOARD MEETING
Wednesday, May 18, 2016**

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, May 18, 2016. Chairman Davis called the meeting to order at 3:02 p.m. and a quorum was present for the meeting.

Commissioners Present: Davis, Donnelly, Huizenga, LaMantia, Ledonne, Posch, Sharp.

Commissioners Absent: Chavez, Wagner.

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 Toth, JWI 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 March 16, 2016 Regular Board Meeting; there were none. Commissioner Sharp made a **MOTION** to approve the minutes of the March 16, 2016 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 April 21, 2016 Special Board Meeting; there were none. Commissioner Sharp made a **MOTION** to approve the minutes of the April 21, 2016 Special Board Meeting and Commissioner Donnelly **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 March 16, 2016 Capital Development, Leasing and Customer Fees Committee Meeting; there were none. Commissioner Sharp made a **MOTION** to approve the minutes of the March 16, 2016 Capital Development, Leasing and Customer Fees Committee Meeting and Commissioner Ledonne **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 March 16, 2016 Finance, Budget and Audit Committee; there were none. Commissioner Posch made a **MOTION** to approve the minutes of the March 16, 2016 Finance, Budget and Audit Committee Meeting and Commissioner Sharp **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 March 16, 2016 Golf Committee Meeting; there were none. Commissioner Donnelly made a **MOTION** to approve the minutes of the March 16, 2016 Golf Committee Meeting and Commissioner Ledonne **seconded the motion**. The motion was passed unanimously by roll call vote (7-0).

DIRECTOR'S REPORT

Executive Director Bird discussed the monthly operating statistics:

Total Gallons of fuel sold for March 2016 are decreased 13% from 2015.
100LL sales decreased 14% for the month and Jet A fuel sales decreased 13%.
Total Operations increased 8% from March 2015.

Local operations are basically doubled which is typically associated with flight training or recreational flying activities; 100 LL sales decreased but operations are increased. This is not easily explained and staff is unsure how this is possible at this time. The FAA Air Traffic Control Tower is responsible for these counts and staff is working with the tower to explain the variance with these counts. Across the county, the industry as a whole is flat to start the year, however the month of May is starting very strong.

The Airport Authority is a part of an independent group of FBO's called Paragon. Last summer the DuPage Airport participated in an exercise to be evaluated by a group of peers within the Paragon Group. This year some of the Flight Center staff members participated in this evaluation process for FBOs in Fort Lauderdale and in Houston. Discussion followed.

On April 19, there was an event held at DuPage Airport to rename the Flight Center Building to the *Daniel L. Goodwin Flight Center Building*, in honor of former Board Chairman Dan Goodwin. A committee was formed to oversee the planning for this event and private contributions were made to fund this event covering costs for catering services, purchasing a portrait and plaque to be placed in the elevator lobby and a large plaque for the outside of the Flight Center Building. There were no Airport Authority Funds devoted to this event; the Airport Authority did accept checks from contributors into an account kept separately in order to pay for the expenses of the event. The Airport Authority accounting department provided documentation of all contributions as well as costs and expenses for this event. Commissioner Huizenga stated he received a letter from Lee Daniels, who chaired the independent committee for planning this event, stating the amount of contributions received and the amount of funds remaining after expenses were paid. He said the letter also stated the remaining funds would be donated to the Tuskegee NEXT organization. Commissioner Huizenga stated that typically, any action of this type would require the approval of the DuPage Airport Authority Board. Discussion followed. Commissioner LaMantia recommended that a resolution be prepared for the Board to formally approve the donation of these funds to Tuskegee NEXT with passage at the June 15 Board Meeting. All agreed.

Executive Director Bird explained that staff is working with the FAA on the agreement for coverage of night time hours for the Air Traffic Control Tower. He explained these hours of coverage are paid for by the Airport Authority so staff is working through the latest proposal with the FAA to finalize this agreement. He discussed the scope of the contract and the costs associated. This will be an agenda item for the June 15 Board Meeting. Discussion followed.

Executive Director Bird asked Mike Toth of J. A. Watts Inc. to provide the Capital Projects update. He reported 64 projects were active for 2016 from three major categories; 14 projects have now been closed out to date with 50 projects remaining. He continued that several projects are targeted for closure by the end of July. He proceeded to review several major projects and discussion followed. These major projects will continue to be reported on at forthcoming meetings.

REVIEW OF FINANCIAL STATEMENTS

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

Mr. Hoard also reported that Jim Savio from the auditing firm of Sikich will provide a review of the 2015 Financial Audit Report later in the Board Meeting.

Executive Director Bird advised the Board of an issue relating to the Property Tax Abatement Ordinance passed by the Board at the March Meeting. He advised that this Ordinance was to have been filed with the DuPage County Clerk's Office and that staff missed this filing date. Executive Director Bird explained that the Tax Abatement Ordinance will stand as passed by the Board on March 16, 2016 and will move forward as a prior year adjustment; the abatement be will a part of the 2017 year's tax bills and then provided to taxpayers. Attorney Luetkehans and Executive Director Bird will meet with the DuPage County Clerk to confirm the proper handling and reporting of this prior year adjustment process.

REPORT OF COMMITTEES

Finance, Budget and Audit Committee:

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

Capital Development, Leasing and Customer Fees:

Commissioner Ledonne chaired the meeting in Committee Chairman Wagner's absence and advised agenda items g. and h. under *New Business* were tabled by the Finance Committee due to an active bid protest; these resolutions will also be tabled at the appropriate time for this meeting. He reported that all other 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 did not meet today. He stated he previously met with Mr. Hoard visited the golf course. He continued that the golf course is doing well and word has been circulated that the course is now open and plans to remain open. He continued that weddings are down because of the continued closure rumors and staff is having a difficult time overcoming this when scheduling weddings and banquet events.

DuPage Business Center:

Ed Harrington of CenterPoint Properties Trust was not present for this meeting. No report was provided.

OLD BUSINESS

None

NEW BUSINESS

Presentation and Review of the Annual Financial Audit.

Jim Savio of the auditing firm of Sikich thanked the Board for inviting him to present the 2015 Financial Audit Report and also thanked Executive Director Bird, Patrick Hoard and staff for the assistance received and information provided during this audit process. 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 Resolution 2016-2015; 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) 2016 Ford F-250 pickup with plow from Morrow Brothers Ford utilizing the State of Illinois Joint Purchasing Contract for a total cost of \$33,894.

Executive Director Bird read into the record Proposed Resolution 2016-2015 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 2016-2015; 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 (7-0).

Proposed Resolution 2016-2016; Authorizing the Procurement of One (1) Full-Size Eight (8) Seat Passenger Van from the State of Illinois Joint Purchasing Contract.

Approves the procurement of one (1) 2016 Ford Transit, 8 seat passenger van from Landmark Ford utilizing the State of Illinois Joint Purchasing Contract for a total cost of \$24,995.

Executive Director Bird read into the record Proposed Resolution 2016-2016 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 2016-2016; Authorizing the Procurement of One (1) Full-Size Eight (8) Seat Passenger Van from the State of Illinois Joint Purchasing Contract. The **motion was seconded** by Commissioner Sharp and was unanimously passed by roll call vote (7-0).

Proposed Resolution 2016-2017; Award of Bid to Roesch Ford for the Procurement of One (1) Mid-Roof One (1) Ton Cargo Van.

Approves the procurement of one (1) 2016 Ford Transit 350 Mid-roof cargo van for a total cost of \$26,998.

Executive Director Bird read into the record Proposed Resolution 2016-2017 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 2016-2017; Award of Bid to Roesch Ford for the Procurement of One (1) Mid-Roof One (1) Ton Cargo Van. The **motion was seconded** by Commissioner Posch and was unanimously passed by roll call vote (7-0).

Proposed Resolution 2016-2018; Award of Bid to Bonnell Industries, Inc. for the Procurement of One (1) 20' Multi-Purpose End Loader Snow Plow.

Approves the procurement of one (1) Henke FV-20 multi-purpose end loader snow plow for a total cost of \$29,669.

Executive Director Bird read into the record Proposed Resolution 2016-2018 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 2016-2018; Award of Bid to Bonnell Industries, Inc. for the Procurement of One (1) 20' Multi-Purpose End Loader Snow Plow. The **motion was seconded** by Commissioner Posch and was unanimously passed by roll call vote (7-0).

Proposed Resolution 2016-2019; Ratification of the Executive Director's Procurement of Golf Cart Batteries from Batteries Unlimited, Inc.

Ratifies the emergency procurement of 336 golf cart batteries, manifolds, wiring assemblies and installation for a total cost of \$37,408.

Executive Director Bird read into the record Proposed Resolution 2016-2019 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 2016-2019; Ratification of the Executive Director's Procurement of Golf Cart Batteries from Batteries Unlimited, Inc. The **motion was seconded** by Commissioner Sharp and was unanimously passed by roll call vote (7-0).

Proposed Resolution 2016-2020; Award of contract to Built Best Fence Company d/b/a BBF Erectors, Inc. for the Perimeter Fencing and Wildlife Skirt Phase I Project.

Approves a project to install 8' perimeter fencing, wildlife skirt and vehicle gates. Total authorized construction cost of \$926,357, which includes a 12% owner's contingency.

A **MOTION TO TABLE** Proposed Resolution 2016-2020; Award of Contract to Built Best Fence Company d/b/a BBF Erectors, Inc. for the Perimeter Fencing and Wildlife Skirt Phase I Project was made by Commissioner Ledonne. The **motion to table was seconded** by Commissioner LaMantia and was unanimously passed by voice vote.

Proposed Resolution 2016-2021; Authorizing the Execution Construction Phase Task Order No. 51 with CH2M for the Project: Perimeter Fencing and Wildlife Skirt Phase I.

Authorizes a task order for construction phase management of the Perimeter Fencing and Wildlife Skirt Phase I Project. Task order fee not-to-exceed \$55,600.

A **MOTION TO TABLE** Proposed Resolution 2016-2021; Authorizing the Execution Construction Phase Task Order No. 51 with CH2M for the Project: Perimeter Fencing and Wildlife Skirt Phase I was made by Commissioner Ledonne. The **motion to table was seconded** by Commissioner Sharp and was unanimously passed by voice vote.

Proposed Resolution 2016-2022; Award of Contract to April Building Services, Inc. for the Precast Concrete Panel Joint Caulking Removal and Replacement Project.

Approves a project to remove and replace precast concrete panel joint caulking at the flight Center, Air Traffic Control Tower and North High Tail Hangar. Total authorized construction cost of \$125,950, which includes a 10% owner's contingency.

Executive Director Bird read into the record Proposed Resolution 2016-2022 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 2016-2022; Award of Contract to April Building Services, Inc. for the Precast Concrete Panel Joint Caulking Removal and Replacement Project. The **motion was seconded** by Commissioner Sharp and was unanimously passed by roll call vote (7-0).

Proposed Resolution 2016-2023; Award of Contract to Anthony Roofing Tecta America LLC. for E1, E17 and Powis Hangar Exterior Renovations.

Approves an exterior renovation project including siding, roof and door replacements at the E1, E17 and Powis Road hangars. Total authorize construction cost of \$349,140, which includes a 10% owner's contingency.

Executive Director Bird read into the record Proposed Resolution 2016-2023 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 2016-2023; Award of Contract to Anthony Roofing Tecta America LLC. for E1, E17 and Powis Hangar Exterior Renovations. The **motion was seconded** by Commissioner Donnelly and was passed unanimously by roll call vote (7-0).

Proposed Resolution 2016-2024; Authorizing the Execution of a Retainer Agreement with CH2M Hill Inc. for General Engineering Consultant Services.

Authorizes the qualification based selection of CH2M Hill, Inc. for a three (3) year retainer agreement, subject to two (2) one (1) year extensions at the sole discretion of the Authority for engineering consultant services.

Executive Director Bird read into the record Proposed Resolution 2016-2024 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 2016-2024; Authorizing the Execution of a Retainer Agreement with CH2M Hill Inc. for General Engineering Consultant Services. The **motion was seconded** by Commissioner Posch and was passed unanimously by roll call vote (7-0).

Proposed Resolution 2016-2025; Authorizing the Execution of a Temporary Easement Agreement Between the DuPage Airport Authority and CenterPoint Properties Trust.

Authorizes a temporary easement agreement with CenterPoint Properties for a construction trailer site in conjunction with the DS Container Building Phase II.

Executive Director Bird read into the record Proposed Resolution 2016-2025 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 2016-2025; Authorizing the Execution of a Temporary Easement Agreement Between the DuPage Airport Authority and CenterPoint Properties Trust. The **motion was seconded** by Commissioner Sharp and was passed unanimously by roll call vote (7-0).

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 and the purchase or lease of real property for the use of the DuPage Airport Authority. The **motion was seconded** by Commissioner Ledonne and was passed unanimously by roll call vote (7-0). The meeting was recessed to Executive Session at 4:05 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

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 Posch and was passed unanimously by voice vote; the meeting was adjourned at 4:36 p.m.

Approved at the June 15, 2016 Board Meeting
Stephen L. Davis, Chairman