

**DuPAGE AIRPORT AUTHORITY
INTERNAL POLICY AND COMPLIANCE COMMITTEE**

Wednesday, January 4, 2017

DuPage Airport Authority
Daniel L. Goodwin Flight Center Building
2700 International Drive
West Chicago, Illinois 60185

The Internal Policy and Compliance Committee of the DuPage Airport Authority Board of Commissioners convened at the Daniel L. Goodwin Flight Center Building, 2700 International Drive, West Chicago, Illinois on Wednesday, January 4, 2017. Committee Chairwoman LaMantia called the meeting to order at 8:00 a.m. and a quorum was present for the meeting.

Commissioners Present: Chavez, LaMantia, Posch

Absent: Ledonne

DAA Staff Present: Executive Director David Bird; Mark Doles, Director of Aviation Facilities and Properties; Patrick Hoard, Director of Finance and Prairie Landing Golf Club; Dan Barna, Operations and Capital Program Manager; Pamela Miller, Executive Assistant and Board Liaison.

Others in Attendance: Brian Armstrong, Schirott, Luetkehans & Garner, LLC.

Members of the Press: None

NEW BUSINESS

Proposed Ordinance 2017-305; Adoption of the Revised By-Laws for the DuPage Airport Authority Board of Commissioners.

Modifies the By-Laws of the DuPage Airport Authority to make the board Chairman an ex-officio member of each committee and allows Committee chairpersons to appoint other Commissioners as temporary committee members.

Executive Director Bird advised that Chairman Davis had request that the following amendments to the By-Laws be considered by the Policy Committee:

The first modification would allow the Board Chairman to be a voting member of the committees. Discussion followed and Committee Chairwoman LaMantia asked that the language in the first modification be restructured to provided more clarification prior to being brought to the Board for clarification.

The second modification would allow Committee Chairpersons to appoint commissioners who are not members of their committee as temporary members for a particular committee meeting. Discussion followed.

A **MOTION** was made by Commissioner Chavez to recommend Board approval of Proposed Ordinance 2017-305; Adoption of the Revised By-Laws for the DuPage Airport Authority Board of Commissioners subject to the modifications as discussed. The **motion was seconded** by Commissioner Posch and was passed unanimously by roll call vote (3-0).

Proposed Ordinance 2017-306; Prohibiting Recreational Operation of Small Unmanned Aircraft on or Above DuPage Airport Authority Property.

Amends the DuPage Airport Authority Rules and Regulations by prohibiting the operation of small unmanned aircraft (a/k/a drones) without a commercial license on or above property owned by the DuPage Airport Authority and imposes a fine for failure to comply with this restriction.

Executive Director Bird reviewed the primary issues for controlling the use of drones in areas surrounding the Airport. He stated that this Proposed Ordinance has been integrated with FAA policies and will allow the Airport Authority to regulate the operation of recreational drone activities to the extent possible for protecting the Airport. Attorney Brian Armstrong stated the ordinance is structured as an amendment to the DAA Rules and Regulations and he reviewed the basic structure for this Ordinance; discussion followed. Committee Chairwoman LaMantia stated passage of this Ordinance will establish a base to begin the process of regulation. It was determined that no fines would be imposed within this Ordinance at this point and as the FAA develops more stringent rules and regulations the Airport Authority can then expand upon this Ordinance. Committee Chairwoman LaMantia stressed the importance of educating the public with regard to recreational drone use and discussion continued on how to undertake distribution of this information.

A **MOTION** was made by Commissioner Chavez to recommend Board approval of Proposed Ordinance 2017-306; Prohibiting Recreational Operation of Small Unmanned Aircraft on or Above DuPage Airport Authority Property. The **motion was seconded** by Commissioner Posch and was passed unanimously by roll call vote (3-0).

Proposed Resolution 2017-2065; Approving Travel Requests and Expense Reimbursement Policy.

Enacts a Travel Requests and Expense Reimbursement Policy to comply with Public Act 99-0604 – the Local Government Travel Expense Control Act.

Executive Director Bird stated that in 2016 the State of Illinois imposed a new statutory requirement mandating all local governments to pass a formal travel request and reimbursement policy. He continues that the new statute excludes the ability for reimbursement for any type of expenses related to entertainment. The Airport Authority has had an internal policy in place for many years which is reflective of the new policy and complies with all of the provisions included in the new statute. Executive Director Bird also reviewed the Travel Request and Expense Reimbursement Form that will be utilized as part of the new policy; this form is similar to the travel reimbursement form currently utilized by the Airport Authority. Discussion followed.

A **MOTION** was made by Commissioner Posch to recommend Board approval of Proposed Resolution 2017-2065; Approving Travel Requests and Expense Reimbursement Policy. The **motion was seconded** by Commissioner Chavez and was passed unanimously by roll call vote (3-0).

Proposed Ordinance 2017-307; Amending the DuPage Airport Authority Procurement Policy.

Provides for exceptions to allow certain types of contracts to exceed 4 years in duration, and provides the Board Chairman of the DuPage Airport Authority the ability to appoint someone, other than the Executive Director, to decide bid protests.

Executive Director Bird advised that the Airport Authority is requesting two amendments to the current Procurement Policy and reviewed these amendments.

- Section 6-10 amended to allow certain types of contracts to exceed 4 years.
- Section 6-27 amended to clarify certain procedures in the event the award of a contract is protested.

Discussion followed and Attorney Brian Armstrong was directed to conduct further analysis to determine how this change may affect the current procurement policy and to report back to this committee at the next meeting.

Committee Chairwoman LaMantia stated that she agreed the Executive Director is needed as part of the bidding process to adequately keep the Board informed and this also would apply to the Attorney's responsibilities. It was agreed that an outside arbitrator appointed by the Board to serve as hearings officer for bid protests would make the process more objective and transparent. Discussion continued.

A **MOTION** was made by Commissioner Chavez to recommend Board approval of Proposed Ordinance 2017-307; Amending the DuPage Airport Authority Procurement Policy subject to the modifications as discussed. The **motion was seconded** by Commissioner Posch and was passed unanimously by roll call vote (3-0).

OTHER BUSINESS

None

A **MOTION** was made by Commissioner Chavez to adjourn the Internal Policy and Compliance Committee Meeting. The **motion was seconded** by Commissioner Posch and was passed unanimously by voice vote. The meeting adjourned at 8:46 a.m.

Approved at the March 8, 2017 Regular Board Meeting
Gina LaMantia, Chair
Internal Policy and Compliance Committee