

**DuPAGE AIRPORT AUTHORITY
ANNUAL AND REGULAR BOARD MEETING
Wednesday, January 18, 2017**

The Regular and Annual Meeting of the Board of Commissioners of the DuPage Airport Authority was convened at the Daniel L. Goodwin Flight Center Building, 2700 International Drive, West Chicago, Illinois, First Floor Conference Room; Wednesday, January 18, 2017. 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.

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; Dan Barna, Operations and Capital Programs Manager; Brian DeCoudres, Flight Center General Manager; Pamela Miller, Executive Assistant and Board Liaison.

Others in Attendance: Phil Luetkehans, Schirott, Luetkehans and Garner; Michael Vonic, CH2M; Brian Quinlan, Burns & McDonnell; Michael Toth, JWI; Russell Danwin, public attendee.

Members of the Press:

None

PUBLIC COMMENT

None

RECESS REGULAR MEETING AND CONVENE THE ANNUAL MEETING

A **MOTION** was made by Commissioner Ledonne to recess the Regular Meeting of the DuPage Airport Authority Board of Commissioners. The motion was seconded by Commissioner Posch and passed unanimously by roll call vote (9-0). 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 2017 FISCAL YEAR

Commissioner Ledonne made a **MOTION** to open nominations for 2017 Officers of the DuPage Airport Authority Board of Commissioners; this **motion was seconded** by Commissioner Posch. The motion was unanimously passed by roll call vote (9-0) and Commissioner Donnelly entered into nomination the following slate of officers for consideration:

*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.*

Chairman Davis asked for other nominations and there were none; nominations were closed.

Commissioner Donnelly made a **MOTION** to approve the slate of officers for 2017 as presented and this **motion was seconded** by Commissioner Posch. The Slate of Officers for 2017, as moved and seconded, was passed unanimously by roll call vote (9-0).

REVIEW OF COMMITTEE ASSIGNMENTS

Chairman Davis stated that he is very pleased with Committees as currently established and asked if any Commissioner wished to make changes. There were no changes requested.

APPROVAL OF 2017 MEETING CALENDAR

Executive Director Bird advised the adjustments requested at the November Board Meeting for the 2017 Meeting Calendar were made. Chairman Davis asked if there are additional comments or other changes and there were none. Discussion followed.

Commissioner Ledonne made a **MOTION** to approve the 2017 Board and Committee Meeting Calendar and Commissioner Sharp **seconded the motion**; the motion was passed unanimously by roll call vote (9-0).

ADJOURNMENT OF ANNUAL MEETING

A **MOTION** was made by Commissioner Donnelly to adjourn the Annual Board Meeting; the **motion was seconded** by Commissioner Posch. The motion was unanimously passed by voice vote and the Annual Board Meeting adjourned at 3:09 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 16, 2016 Regular Board Meeting and there were none. Commissioner Sharp made a **MOTION** to approve the minutes of the November 16, 2016 Regular Board Meeting and Commissioner LaMantia **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 16, 2016 Capital Development, Leasing and Customer Fees Committee Meeting and there were none. Commissioner Ledonne made a **MOTION** to approve the minutes of the November 16, 2016 Capital Development, Leasing and Customer Fees Committee Meeting and Commissioner Posch **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 18, 2016 Special Capital Development Committee Meeting and there were none. Commissioner Sharp made a **MOTION** to approve the minutes of the November 18, 2016 Special Capital Development Committee 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 16, 2016 Special Capital Development Committee Meeting and there were none. Commissioner Posch made a **MOTION** to approve the minutes of the December 16, 2016 Special Capital Development 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 16, 2016 Finance, Budget and Audit Committee Meeting and there were none. Commissioner Huizenga made a **MOTION** to approve the minutes of the November 16, 2016 Finance, Budget and Audit Committee Meeting and Commissioner Sharp **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:

Fuel Sales:

100 LL sales were up for the month of December as well as for the year mainly as a result of Flight Training. Overall 2015 vs 2016 total fuel sales were mainly flat and consistent with national trends; staff will continue to monitor these trends. Discussion continued

Operations:

Total operations for the year are up just over 32%. This increase is being driven by local operations, increasing 66% for the year. Itinerant operations increased by 11.5%; this is not being reflected in Jet A fuel sales due to more firms tankering their own fuel.

Executive Director Bird and Mark Doles recently attended the Chicago Area Business Aviation Association (CABAA) Meeting for January and Ed Bolen, National Business Aviation Association (NBAA) CEO was a speaker. Executive Director Bird reported that Mr. Bolen was encouraged to hear that both local operations and 100 LL fuel sales are up for DuPage. Discussion followed.

Executive Director Bird reported that the new Aircraft Rescue and Firefighting (ARFF) vehicle has been delivered and is parked on the back ramp for viewing. He continued that by the March Board Meeting it is anticipated the new hangar will be completed and a tour will be provided at that time.

Executive Director reminded Board Members to complete the mandated annual Ethics Training if they have not done so.

Monthly Special Capital Development Committee meetings to discuss concepts and ideas for future development of the DuPage Business Center are continuing. The fourth of these meetings will be held on Friday, January 20, at 8:00 a.m.

Executive Director Bird advised that the final 2017 Budget and Appropriations Ordinance is on the agenda for approval. He continued that on December 1, 2016, the Tentative Budget and Appropriations was submitted to DuPage County Board Chairman Dan Cronin for review; no questions or comments have been received from the County Board Chairman or his staff.

Executive Director Bird asked Mike Toth of J. A. Watts Inc. to provide review of Capital Improvement Program. Mr. Toth advised that 58 of the 64 total projects undertaken in 2016 have been completed and paid out; a 91% closure rate for 2016 capital projects. Mr. Toth expressed his appreciation to staff. Discussion followed regarding the capital projects anticipated for 2017 and the costs budgeted for these projects.

REVIEW OF FINANCIAL STATEMENTS

Executive Director Bird asked Patrick Hoard to provide a review of the Financial Statements for December 2016 and discussion followed.

REPORT OF COMMITTEES

Internal Policy and Compliance Committee:

Commissioner LaMantia advised the Internal Policy and Compliance Committee met on January 4 and items 9. (a), (b), (c) and (g) under the *New Business* portion of the agenda were recommended for Board approval. These items relate to the procurement policy, travel policy, By-Laws, and management of recreational drones.

Finance, Budget and Audit Committee:

Commissioner Huizenga advised the Finance, Budget and Audit Committee met and the resolutions and ordinances appearing on the Board Meeting agenda were discussed and favorably recommended for Board approval.

Golf Committee:

Commissioner Donnelly stated that the Golf Committee did not meet in January. He added that the financials as presented by Mr. Hoard show that golf operations at Prairie Landing are looking good and the course is profitable.

Capital Development, Leasing and Customer Fees:

Commissioner Wagner 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 provided an update on the recent park activities. He provided an update on the progress of DS Containers now that construction has been completed. He also reported on the market activities for the I-88 corridor, Chicagoland area and the DuPage Business Center. Discussion followed.

OLD BUSINESS

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 read into the record Proposed Ordinance 2017-305 and advised this was considered by the Internal Policy and Compliance Committee and unanimously recommended for Board approval. Discussion followed.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2017-305; Adoption of the Revised By-Laws for the DuPage Airport Authority Board of Commissioners. The **motion was seconded** by Commissioner Ledonne and was unanimously passed by roll call vote (9-0).

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.

Executive Director Bird read into the record Proposed Ordinance 2017-306 and advised this was considered by the Internal Policy and Compliance Committee and unanimously recommended for Board approval. Discussion followed.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Ordinance 2017-306; Prohibiting Recreational Operation of Small Unmanned Aircraft on or Above DuPage Airport Authority Property. The **motion was seconded** by Commissioner Sharp and was unanimously passed by roll call vote (9-0).

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

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 read into the record Proposed Ordinance 2017-307 and advised this was considered by the Internal Policy and Compliance Committee and unanimously recommended for Board approval. There was no further discussion.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Ordinance 2017-307; Amending the DuPage Airport Authority Procurement Policy. The **motion was seconded** by Commissioner Sharp and was unanimously passed by roll call vote (9-0).

Proposed Ordinance 2017-308; Adopting Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2017 and Ending December 31, 2017.

Executive Director Bird read into the record Proposed Ordinance 2017-308 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 Ordinance 2017-308; Adopting Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2017 and Ending December 31, 2017. The **motion was seconded** by Commissioner Posh and was unanimously passed by roll call vote (9-0).

Proposed Ordinance 2017-309; An Ordinance of the DuPage Airport Authority Promulgating Regulations Under the Freedom of Information Act.

Executive Director Bird read into the record Proposed Ordinance 2017-309 and advised the Board is required by statute to pass this Ordinance each year. There was no further discussion.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Ordinance 2017-309; 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 2017-310; An Ordinance Rescinding the Abatement of the Levy of Tax Authorized by Ordinance 2016-293.

Executive Director Bird read into the record Proposed Ordinance 2017-310 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 2017-310; Rescinding the Abatement of the Levy of Tax Authorized by Ordinance 2016-293. The **motion was seconded** by Commissioner Donnelly and was unanimously passed by roll call vote (9-0).

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 read into the record Proposed Resolution 2017-2065 and advised this was considered by the Internal Policy and Compliance Committee and unanimously recommended for Board approval. There was no further discussion.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2017-2065; Approving Travel Requests and Expense Reimbursement Policy. The **motion was seconded** by Commissioner Posch and was unanimously passed by roll call vote (9-0).

Proposed Resolution 2017-2066; Approving the Use of Outside Attorneys for the Fiscal Year 2017.

Approves utilizing the firms of Schirott, Luetkehans and Garner, LLC and SheppardMullin to provide legal services for the 2017 fiscal year.

Executive Director Bird read into the record Proposed Resolution 2017-2066 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 Resolution 2017-2066; Approving the Use of Outside Attorneys for the Fiscal Year 2017. The **motion was seconded** by Commissioner Wagner and was unanimously passed by roll call vote (9-0).

Proposed Resolution 2017-2067; 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 for a total not-to-exceed cost of \$42,500.

Executive Director Bird read into the record Proposed Resolution 2017-2067 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 Wagner to approve Proposed Resolution 2017-2067; Authorizing the Execution of a Professional Services Agreement with Serafin & Associates Inc. for Marketing and Communication Services. The **motion was seconded** by Commissioner Ledonne and was unanimously passed by roll call vote (9-0).

Proposed Resolution 2017-2068; Disposal/Destruction of Surplus Personal Property.

Approves the disposition of One (1) 1993 Emergency Firefighting Rapid Intervention Vehicle through sale by a public internet auction.

Executive Director Bird read into the record Proposed Resolution 2017-2068 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 2017-2068; Disposal/Destruction of Surplus Personal Property. The **motion was seconded** by Commissioner Posch and was unanimously passed by roll call vote (9-0).

Proposed Resolution 2017-2069; Award of Uniform and Mat Rental Contract to Cintas Corporation.

Approves a three (3) year Uniform and Mat Rental Contract. Three (3) year cost of \$42,000.

Executive Director Bird read into the record Proposed Resolution 2017-2069 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 2017-2069; Award of Uniform and Mat Rental Contract to Cintas Corporation. The **motion was seconded** by Commissioner Sharp and was unanimously passed by roll call vote (9-0).

Proposed Resolution 2017-2070; Award of a Janitorial Services Contract to Emerald Restoration & Cleaning Service, Ltd.

Approves a one (1) year Janitorial Contract, subject to two (2) one (1) year extensions at the sole discretion of the Authority. \$98,446 (year 1), \$100,817 (year 2), and \$103,126 (year 3).

Executive Director Bird read into the record Proposed Resolution 2017-2070 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 2017-2070; Award of a Janitorial Services Contract to Emerald Restoration & Cleaning Service, Ltd. The **motion was seconded** by Commissioner Sharp and was unanimously passed by roll call vote (9-0).

Proposed Resolution 2017-2071; Ratification of the Executive Director's Execution of a Change Order to the Purchase Order Contract with Rosenbauer Minnesota, LLC. for the Procurement of One (1) 4X4 Aircraft Rescue and Firefighting Vehicle.

Ratifies the Executive Director's execution of a \$12,305 Change Order for the addition of critical options required during the fabrication of the 4X4 Aircraft Rescue and Firefighting Vehicle.

Executive Director Bird read into the record Proposed Resolution 2017-2071 and advised this was considered by the Finance Committee and unanimously recommended for Board approval. Discussion followed.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2017-2071; Ratification of the Executive Director's Execution of a Change Order to the Purchase Order Contract with Rosenbauer Minnesota, LLC. for the Procurement of One (1) 4X4 Aircraft Rescue and Firefighting Vehicle. The **motion was seconded** by Commissioner Sharp and was passed by roll call vote (9-0).

Proposed Resolution 2017-2072; Authorizing the Execution of a Cash Farm Lease with Henry Harvell for 338 Acres.

Authorizes the execution of a three (3) year Cash Farm Lease for 338 acres located in the DuPage Business Center. \$185 per acre lease rate, \$62,530 annual cash farm rent.

Executive Director Bird read into the record Proposed Resolution 2017-2072 and advised this was considered by the Capital Development Committee and unanimously recommended for Board approval. Discussion followed.

A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2017-2072; Authorizing the Execution of a Cash Farm Lease with Henry Harvell for 338 Acres. The **motion was seconded** by Commissioner Donnelly and was passed by roll call vote (9-0).

Proposed Resolution 2017-2074; Authorizing the Execution of Task Order No. 35 with Kluber Architects and Engineers for the Project: Replace DuPage Flight Center Boilers/Pumps and Retrofit VAV Boxes.

Authorizes a task order for design and construction phase services related to the Flight Center Boiler Replacement and VAV Retrofit Project. Task order fee not-to-exceed \$47,379.

Executive Director Bird read into the record Proposed Resolution 2017-2074 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 2017-2074; Authorizing the Execution of Task Order No. 35 with Kluber Architects and Engineers for the Project: Replace DuPage

Flight Center Boilers/Pumps and Retrofit VAV Boxes. The **motion was seconded** by Commissioner Sharp and was passed by roll call vote (9-0).

Proposed Resolution 2017-2075; Authorizing the Execution of an Amendment to the Intergovernmental Agreement with West Chicago Fire Protection District.

Approves the execution of an Amendment to the IGA with the West Chicago Fire Protection District to provide the 320 Kress Road building for additional training space.

Executive Director Bird read into the record Proposed Resolution 2017-2075 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 2017-2075; Authorizing the Execution of an Amendment to the Intergovernmental Agreement with West Chicago Fire Protection District. The **motion was seconded** by Commissioner Sharp and was passed unanimously by roll call vote (9-0).

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; 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 (9-0). The Regular Meeting was recessed to Executive Session at 4:10 p. m. and was reconvened at 4:40 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 Sharp and was passed unanimously by voice vote; the meeting was adjourned at 4:42 p.m.

Approved at the March 8, 2017 Regular Board Meeting
Stephen L. Davis, Chairman