

**DuPAGE AIRPORT AUTHORITY
REGULAR BOARD MEETING
Wednesday, November 16, 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, November 16, 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, Wagner

Commissioners Absent: Sharp

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, Procurement Manager; Brian DeCoudres, Flight Center General Manager; Pamela Miller, Executive Assistant and Board Liaison.

Others in Attendance: Phil Luetkehans, Schirott, Luetkehans and Garner; Ed Harrington, CenterPoint Properties Trust; Michael Vonic, CH2M; Michael Toth, JWI; Captain Russell Danwin, public attendee.

Members of the Press:

None

PUBLIC COMMENT

None

APPROVAL OF MINUTES

Chairman Davis asked for additions or corrections to the minutes of the September 14, 2016 Regular Board Meeting; there were none. Commissioner LaMantia made a **MOTION** to approve the minutes of the September 14, 2016 Regular Board Meeting and Commissioner Posch **seconded the motion**. The motion was passed unanimously by roll call vote (8-0).

Chairman Davis asked for additions or corrections to the minutes of the September 14, 2016 Capital Development, Leasing and Customer Fees Committee Meeting; there were none. Commissioner Wagner made a **MOTION** to approve the minutes of the September 14, 2016 Capital Development, Leasing and Customer Fees Committee Meeting and Commissioner Chavez **seconded the motion**. The motion was passed unanimously by roll call vote (8-0).

Chairman Davis asked for additions or corrections to the minutes of the October 17, 2016 Special Capital Development, Leasing and Customer Fees Committee Meeting; there were none. Commissioner Wagner made a **MOTION** to approve the minutes of the October 17, 2016 Capital Development, Leasing and Customer Fees Committee Meeting and Commissioner Posch **seconded the motion**. The motion was passed unanimously by roll call vote (8-0).

Chairman Davis asked for additions or corrections to the minutes of the September 14, 2016 Finance, Budget and Audit Committee; there were none. Commissioner Huizenga made a **MOTION** to approve the minutes of the September 14, 2016 Finance, Budget and Audit Committee Meeting and Commissioner Donnelly **seconded the motion**. The motion was passed unanimously by roll call vote (8-0).

Chairman Davis asked for additions or corrections to the minutes of the October 18, 2016 Special Finance, Budget and Audit Committee; there were none. Commissioner Huizenga made a **MOTION** to approve the minutes of the October 18, 2016 Special Finance, Budget and Audit Committee Meeting and Commissioner Donnelly **seconded the motion**. The motion was passed unanimously by roll call vote (8-0).

Chairman Davis asked for additions or corrections to the minutes of the September 14, 2016 Golf Committee; there were none. Commissioner Donnelly made a **MOTION** to approve the minutes of the September 14, 2016 Golf Committee Meeting and Commissioner Posch **seconded the motion**. The motion was passed unanimously by roll call vote (8-0).

DIRECTOR'S REPORT

Executive Director Bird advised that long term employee Scott Thompson retired from his position of Flight Center Manager due illness. He continued that a nationwide search was conducted and three individuals were interviewed for this position; Brian DeCoudres was chosen as the new Flight Center General Manager. Mr. DeCoudres has come to the DuPage Airport from Southern California – Clay Lacy. Mr. DeCoudres spoke briefly regarding his previous experience. Executive Director Bird added that Mr. DeCoudres was a member of the Paragon Group who conducted the Flight Center audit earlier this year. Chairman Davis welcomed Mr. Decoudres on behalf of the Board.

Executive Director Bird reviewed the draft 2017 Board and Committee Meeting Calendar which will be presented for final approval at the January 18, 2017 Board Meeting. Executive Director Bird advised if there are needed adjustments, these can be made prior to the January meeting. Commissioner Ledonne and Commissioner LaMantia were not available for a Policy Committee Meeting on January 11; this adjustment will be made prior to approval in January.

Executive Director Bird discussed the monthly operating statistics:

*Total gallons of fuel sold for October 2016 increased 6.4% from 2015.
100LL sales increased significantly at nearly 25% for the month of October.
Jet A fuel sales increased nearly 5% from October 2015.
Total gallons sold year-to-date decreased 3% from 2015.*

Total Gallons of fuel sold in September 2016 increased 4.3%; Jet A sales are up 3% and 100LL sales are up 15%. Year to Date Total gallons of fuel sold decreased 4% from 2015.

Total Operations increased 26% from September 2015.

Discussion followed.

Executive Director Bird asked Dan Barna to review the Aircraft Response and Fire Fighting Emergency Exercise held at the Airport on October 22 with 15 different agencies participating; Fire Protection and Police Department agencies, FAA, NTSB. The *Daily Herald* and *Tribune* were also participants. Executive Director Bird advised that commercial airports are required to conduct this emergency exercise every three years and DuPage Airport will also comply with this training schedule. Discussion followed.

Executive Director Bird advised that the Drone Policy Working Group has met twice and the policy is evolving for developing procedures critical to surrounding communities. This drone user policy will be posted on the Airport 's website. Executive Director Bird stated the Internal Policy and Compliance Committee will meet in January to consider an Ordinance covering this issue as well as some additional ordinances for consideration.

Executive Director Bird asked Mark Doles to report on activities for the Flight Center. Mr. Doles further reviewed fuel sales, pricing and operations at the Flight Center. He reported on the progress of the new hangar construction with completion of the hangar anticipated for February or early March. He commented on the subgrade issues at the hangar construction site that will be addressed later in the Board meeting. Discussion followed.

Executive Director Bird asked Mike Toth of J. A. Watts Inc. to provide the Capital Projects update. Mr. Toth proceeded to review several major projects ongoing and their budgets; discussion followed.

REVIEW OF FINANCIAL STATEMENTS

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

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 Board meeting agenda; all were favorably recommended by the Committee for approval.

Capital Development, Leasing and Customer Fees:

Commissioner Wagner reported that a Special Capital Development Committee Meeting will be held on Friday, November 18, to continue discussions for future development of the DuPage Business Center. He added that all items appearing on the Board meeting agenda for the Capital Development Committee were reviewed and favorably recommended for approval.

Internal Policy and Compliance Committee:

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

Golf Committee:

Commissioner Donnelly advised that the Golf Committee did not meet in November and the Committee was provided a thorough report on golf course activities and financial standings at the September Golf Committee Meeting. Commissioner Donnelly advised staff is doing a good job and continues to work hard to attract business for wedding and outings for 2017.

DuPage Business Center:

Ed Harrington of CenterPoint Properties Trust updated the Board regarding completion of the DS Container facility in the Business Center. He advised there are a few prospects looking at the park, however, the market is quiet. Discussion followed.

OLD BUSINESS

None

NEW BUSINESS

Proposed Ordinance 2016-297; Adopting the Tentative 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 2016-297 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 Posch to approve Proposed Ordinance 2016-297; The **motion was seconded** by Commissioner Chavez and was unanimously passed by roll call vote (8-0).

Proposed Ordinance 2016-298; An Ordinance of the DuPage Airport Authority Levying Taxes for the Fiscal Year Beginning January 1, 2016 and Ending December 31, 2016.

Executive Director Bird read into the record Proposed Ordinance 2016-298 and advised this was considered by the Finance Committee and unanimously recommended for Board approval. Discussion followed.

A **MOTION** was made by Commissioner Donnelly to approve Proposed Ordinance 2016-298; An Ordinance of the DuPage Airport Authority Levying Taxes for the Fiscal Year Beginning January 1, 2016 and Ending December 31, 2016. The **motion was seconded** by Commissioner Ledonne and was unanimously passed by roll call vote (8-0).

Proposed Ordinance 2016-299; 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 2016-299.

A **MOTION to TABLE** Ordinance 2016-299 was made by Commissioner and was seconded by Commissioner Wagner. The **motion to table was seconded** for Ordinance 2016-299; Adoption of the Revised By-Laws for the DuPage Airport Authority Board of Commissioners was unanimously passed by roll call vote (8-0).

Proposed Ordinance 2016-300; Authorizing the Acquisition of a Certain Property Commonly Known as the Oliver-Hoffman Property for Airport Purposes by the DuPage Airport Authority.

Settlement of eminent domain litigation wherein the Authority, for airport purposes, acquires approximately 114 acres of property located at the corner of Smith and Powis Roads for \$3,100,000.

Executive Director Bird read into the record Proposed Ordinance 2016-300 and advised this was considered by the Finance Committee and unanimously recommended for Board approval. Discussion followed. Attorney Luetkehans suggested a modification in language on Page 1 of the Ordinance. He stated the legal staff will add the language to read as follows:

2. That upon receipt of a clean Phase I Environmental Site Assessment, the Executive Director and Board of Commissioners of the Authority, acting through their authorized agent and attorney be, and they hereby are, empowered to take the necessary steps by negotiation to acquire title to the real estate, described in Exhibit A.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Ordinance 2016-300; Authorizing the Acquisition of a Certain Property Commonly Known as the Oliver-Hoffman Property for Airport Purposes by the DuPage Airport Authority with the modifications as discussed. The **motion was seconded** by Commissioner Wagner and was unanimously passed by roll call vote (8-0).

Proposed Resolution 2016-2056; Approving the Use of Outside Auditors for the Year 2017.

Authorizes the Authority to appoint Sikich LLP as its outside auditor for auditing the Authority's 2016 financial statements for an all-inclusive maximum fee of \$38,000.

Executive Director Bird read into the record Proposed Resolution 2016-2056 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 Posch to approve Proposed Resolution 2016-2056; Approving the Use of Outside Auditors for the Year 2017. The **motion was seconded** by Commissioner Donnelly and was unanimously passed by roll call vote (8-0).

Proposed Resolution 2016-2057; Award of a Master Agreement to C. Armbrust Plumbing & Heating, Inc. for On-Call Plumbing Repair and Maintenance Services.

Approves a two (2) year time and material Master Agreement for as-needed plumbing repair services. Not-to-exceed \$25,000 annually or \$5,000 per project.

Executive Director Bird read into the record Proposed Resolution 2016-2057 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 Chavez to approve Proposed Resolution 2016-2057; Award of a Master Agreement to C. Armbrust Plumbing & Heating, Inc. for On-Call Plumbing Repair and Maintenance Services. The **motion was seconded** by Commissioner Posch and was unanimously passed by roll call vote (8-0).

Proposed Resolution 2016-2058; Award of Contract to Advent Systems, Inc. for Access Control System Repair and Maintenance Services.

Approves a one (1) year time and material contract subject to two (2) one (1) year extensions at the sole discretion of the Authority for as-needed access control system repair services.

Executive Director Bird read into the record Proposed Resolution 2016-2058 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 Chavez to approve Proposed Resolution 2016-2058; Award of Contract to Advent Systems, Inc. for Access Control System Repair and Maintenance Services. The **motion was seconded** by Commissioner LaMantia and was passed unanimously by roll call vote (8-0).

Proposed Resolution 2016-2059; Award of Contract to Urban Elevator Service, LLC. for Elevator Maintenance Services.

Approves a one (1) year contract subject to two (2) one (1) year extensions at the sole discretion of the Authority for elevator maintenance services. Annual cost of \$27,924.

Executive Director Bird read into the record Proposed Resolution 2016-2059 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 2016-2059; Award of Contract to Urban Elevator Service, LLC. for Elevator Maintenance Services. The **motion was seconded** by Commissioner Chavez and was passed unanimously by roll call vote (8-0).

Proposed Resolution 2016-2060; Delegation of Authority to the Executive Director to Accept and Enter into Electric Power and Natural Gas Supplier Agreements.

Delegates authority to the Executive Director to enter into lowest bid electric energy and natural gas supplier contracts from pre-qualified firms through a Request for Proposal process.

Executive Director Bird read into the record Proposed Resolution 2016-2060 and advised this was considered by the Finance Committee and unanimously recommended for Board approval. Discussion followed.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2016-2060; Delegation of Authority to the Executive Director to Accept and Enter into Electric Power and Natural Gas Supplier Agreements. The **motion was seconded** by Commissioner Wagner and was passed unanimously by roll call vote (8-0).

Proposed Resolution 2016-2061; Award of Contract to Engineered Security and Sound, Inc. for Video Surveillance Equipment Replacement.

Approves a contract to remove, replace and add new video surveillance equipment throughout Airport property. Total authorized construction cost not-to-exceed \$51,008.10.

Executive Director Bird read into the record Proposed Resolution 2016-2061 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 2016-2061; Award of Contract to Engineered Security and Sound, Inc. for Video Surveillance Equipment Replacement. The **motion was seconded** by Commissioner Chavez and was passed unanimously by roll call vote (8-0).

Proposed Resolution 2016-2062; Award of Contract to Roberts Environmental control corporation for the Golf Course Clubhouse A/C Unit and Kitchen Exhaust Makeup Air System Replacement.

Approves a contract to replace two kitchen grill exhaust make-up air systems and an A/C unit at the Prairie Landing Clubhouse. Total authorized construction cost not-to-exceed \$53,628.48, which includes an 8% owner's contingency.

Executive Director Bird read into the record Proposed Resolution 2016-2062 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 2016-2062; Award of Contract to Roberts Environmental Control Corporation for the Golf Course Clubhouse A/C Unit and Kitchen Exhaust Makeup Air System Replacement. The **motion was seconded** by Commissioner Donnelly and was passed unanimously by roll call vote (8-0).

Chairman Davis advised that for the next two Resolutions he would respectfully abstain from voting due to his personal business relationship with Harbour Contractors, Inc.

Commissioner Ledonne made a **MOTION** to combine the remaining two Resolutions for discussion and action; Resolution 2016-2063 and Resolution 2016-2064. The **motion was seconded** by Commissioner Wagner and was unanimously passed by voice vote.

Proposed Resolution 2016-2063; Authorizing Execution of a Change Order to a Design-Build Contract with Harbour Contractors Inc. for Clear Span Hangar Construction.

Approves Change Order with Harbour Contractors for the sum of \$244,817.00 for mitigation of unsuitable soils and inlet repairs.

Proposed Resolution 2016-2064; Authorizing Execution of a Change Order to Task Order No. 40 with CH2M for the Project: Design-Build Clear Span Aircraft Hangar.

Approves Change Order to Task Order to Task Order No. 40 with CH2M in the sum of \$21,014.00 for construction phase services related to the hangar project.

Executive Director Bird read into the record Proposed Resolution 2016-2063 and Resolution 2016-2064 and advised these two Resolutions are relative to the same project; transient hangar construction. These resolutions were considered by the Capital Development Committee and unanimously recommended for Board approval.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2016-2063; Authorizing Execution of a Change Order to a Design-Build contract with Harbour Contractors Inc. for Clear Span Hangar Construction and Proposed Resolution 2016-2064; Authorizing Execution of a Change Order to 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 by roll call vote (7-0) with one abstention.

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 Donnelly and was passed unanimously by roll call vote (8-0). The meeting was recessed to Executive Session at 4:07 p.m. and was reconvened at 4:57 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 Donnelly and was passed unanimously by voice vote; the meeting was adjourned at 4:59 p.m.

Approved at the January 18, 2017 Board Meeting
Stephen L. Davis, Chairman