

**DuPAGE AIRPORT AUTHORITY
REGULAR BOARD MEETING
Wednesday, November 15, 2017**

The Regular 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, November 15, 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, Huizenga, LaMantia, Ledonne, Posch, Sharp, Wagner.

Commissioners Absent: Donnelly

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; Robb Walker, Accountant-Finance Department; Brian DeCoudres, Flight Center General Manager; Pamela Miller, Executive Assistant and Board Liaison.

Others in Attendance: Phil Luetkehans, Schirott, Luetkehans and Garner; Mikela Sutrina, SheppardMullin; Sean Maher, PRG; Junaid Yahama, Burns & McDonnell; Don Baxmann, DuPage Pilot's Association; Capt. Russell Danwin; pilot and private citizen.

Members of the Press:

None

PUBLIC COMMENT

Captain Russell Danwin asked about hangar occupancy rates for DuPage Airport in comparison to other General Aviation Airports in this area. He stated he is aware of a waiting list at Schaumburg for hangar vacancies. Mark Doles responded there are hangar vacancies; DuPage has approximately 60% to 70% occupancy. Captain Danwin suggested that DuPage advertise the availability of hangars for rent. Executive Director Bird responded that the best way to advertise to the General Aviation community is by word-of-mouth. Discussion continued.

APPROVAL OF MINUTES

Chairman Davis asked for additions or corrections to the minutes of the September 20, 2017 Regular Board Meeting and there were none. Commissioner Sharp made a **MOTION** to approve the minutes of the September 20, 2017 Regular Board Meeting and Commissioner Chavez **seconded the motion**. The motion was passed unanimously by roll call vote (6-0).

Commissioner Huizenga and Commissioner Ledonne were not present for the vote.

Chairman Davis asked for additions or corrections to the minutes of the October 12, 2017 Special Executive Committee Meeting and there were none. Commissioner Posch made a **MOTION** to approve the minutes of the October 12, 2017 Special Executive Committee Meeting and Commissioner Sharp **seconded the motion**. The motion was passed unanimously by roll call vote (6-0). Commissioner Huizenga and Commissioner Ledonne were not present for the vote.

Chairman Davis asked for additions or corrections to the minutes of the September 20, 2017 Capital Development, Leasing and Customer Fees Committee Meeting and there were none. Commissioner Sharp made a **MOTION** to approve the minutes of the September 20, 2017 Capital Development, Leasing and Customer Fees Committee Meeting and Commissioner Chavez **seconded the motion**. The motion was

passed unanimously by roll call vote (6-0). Commissioner Huizenga and Commissioner Ledonne were not present for the vote.

Chairman Davis asked for additions or corrections to the minutes of the September 20, 2017 Finance, Budget and Audit Committee Meeting and there were none. Commissioner Sharp made a **MOTION** to approve the minutes of the September 20, 2017 Finance, Budget and Audit Committee Meeting and Commissioner Chavez **seconded the motion**. The motion was passed unanimously by roll call vote (6-0). Commissioner Huizenga and Commissioner Ledonne were not present for the vote.

Chairman Davis asked for additions or corrections to the minutes of the October 25, 2017 Special Finance, Budget and Audit Committee Meeting and there were none. Commissioner Sharp made a **MOTION** to approve the minutes of the October 25, 2017 Special Finance, Budget and Audit Committee Meeting and Commissioner Posch **seconded the motion**. The motion was passed unanimously by roll call vote (6-0). Commissioner Huizenga and Commissioner Ledonne were not present for the vote.

Commissioner Huizenga joined the meeting at 3:11 p.m.

DIRECTOR'S REPORT

Executive Director Bird discussed the monthly operating statistics:

Fuel Sales (September):

100LL fuel sales were down nearly 13%.

Jet A sales increased 18%.

Total gallons of fuel sold increased 15.2%; 0.3% 2017 versus 2016.

Operations (September):

Total operations for the month of September were decreased by 3.2%; decreased 9% 2017 versus 2016.

Fuel Sales (October):

100LL fuel sales decreased 26%; Jet A fuel sales decreased 1.4%.

Total fuel sales for October decreased 3.9% for the month; 0.2% 2017 versus 2016.

A Table Top Emergency Exercise was held on October 27; 50 people attended, representing 8 agencies. This was a very successful and well attended exercise. Discussion followed.

The Airport Authority was recently recognized by the Government Finance Officers Association (GFOA) for excellent financial reporting. Executive Director Bird stated this award is a result of the efforts of Patrick Hoard and his Accounting Staff, specifically Robb Walker. Robb Walker was introduced and the Board offered congratulations for receiving this award.

DuPage Flight Center is a member of the Paragon Group, an international group of Flight Based Operators (FBOs). The Paragon Group met recently at the National Business Aviation Association (NBAA) Conference in Las Vegas and the DuPage Flight Center was awarded "FBO of the Year" by the Paragon Group; Brian Decoudres, DuPage Flight Center General Manager, was awarded "Manager of the Year". Congratulations was extended by the Board.

REVIEW OF FINANCIAL STATEMENTS

Executive Director Bird asked Patrick Hoard to review the Financial Statements for October 2017 and discussion followed.

REPORT OF COMMITTEES

Finance, Budget and Audit Committee:

Commissioner Huizenga reported the Finance Committee did not meet on this day. A Special Committee Meeting was held on October 25 to discuss the 2018 budget process. Discussion followed.

Capital Development, Leasing and Customer Fees:

Commissioner Wagner advised the Capital Development Committee did not meet and no report was given.

Internal Policy and Compliance Committee:

Commissioner LaMantia advised the Internal Policy and Compliance Committee did not meet and no report was given.

Golf Committee:

Commissioner Donnelly was not in attendance; no report was given.

DuPage Business Center:

Executive Director Bird advised that the Airport Authority is in the process of transitioning to an agreement with NIA Hiffman to market and to broker deals for the Business Center. He continued that some activity is being seen and there are items on the Board Meeting Agenda for consideration. Discussion continued.

OLD BUSINESS

None

NEW BUSINESS

Approving the 2018 Board and Committee Meeting Calendar.

Executive Director Bird stated the 2018 Board Meeting Calendar is presented for final approval of the Board. Chairman Davis reminded the Board if adjustments to the meeting calendar are needed during the year, this can be accommodated.

A MOTION was made by Commissioner LaMantia to approve the 2018 Board and Committee Meeting Calendar. The **motion was seconded** by Commissioner Sharp and was unanimously passed by roll call vote (7-0). Commissioner Ledonne was not present for the vote.

Commissioner Ledonne arrived at 3:35 p.m.

Proposed Ordinance 2017-315; Adopting the Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2018 and Ending December 31, 2018.

Executive Director Bird read into the record Proposed Ordinance 2017-315. Mr. Hoard stated the Board is required by statute to pass the Budget and Appropriations within the first quarter of each fiscal year. He continued this document is the Tentative Budget and Appropriations and with Board approval, will be submitted to the DuPage County Board Chairman for a 30-day review period. A Public Hearing will be held and the 2018 Budget and Appropriations will be brought to the Board at the January 24 meeting for final approval. Mr. Hoard provided a detail review of the budget document and discussion followed.

A MOTION was made by Commissioner Wagner to approve Proposed Ordinance 2017-315; Adopting the Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2018 and Ending December 31, 2018. The **motion was seconded** by Commissioner Ledonne and was unanimously passed by roll call vote (8-0).

Proposed Ordinance 2017-316; An Ordinance of the DuPage Airport Authority Levying Taxes for the Fiscal Year Beginning January 1, 2017 and Ending December 31, 2017.

Executive Director Bird read into the record Proposed Ordinance 2017-316.

Mr. Hoard stated the Board is required by statute to pass this Ordinance for the Airport Authority to levy taxes for the Fiscal Year 2017; payable in Fiscal Year 2018. The Airport Authority will levy the same amount as has been since 2012. Discussion followed.

MOTION was made by Commissioner Huizenga to approve Proposed Ordinance 2017-316; An Ordinance of the DuPage Airport Authority Levying Taxes for the Fiscal Year Beginning January 1, 2017 and Ending December 31, 2017. The **motion was seconded** by Commissioner Sharp and was unanimously passed by roll call vote (8-0).

Proposed Resolution 2017-2122; Authorizing the Execution of a Listing Agreement with NAI Hiffman for DuPage Business Center Real Estate Brokerage Services.

Appoints the firm of NAI Hiffman as real estate broker for the DuPage Business Center. One (1) year term commencing on November 15, 2017 subject to two (2) one (1) year extensions at the sole discretion of the Authority.

Executive Director Bird read into the record Proposed Resolution 2017-2122.

Attorney Luetkehans explained with the expiration of the CenterPoint Properties Trust Development and Lease Agreement, it was determined that a Request for Proposal (RFP) process would be conducted for real estate brokerage services; NAI Hiffman was the firm selected. Discussion followed regarding this brokerage services agreement and Attorney Luetkehans advised further details would be provided during the Executive Session. Discussion continued.

A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2017-2122; Authorizing the Execution of a Listing Agreement with NAI Hiffman for DuPage Business Center Real Estate Brokerage Services. The **motion was seconded** by Commissioner Ledonne and was unanimously passed by roll call vote (8-0).

Proposed Resolution 2017-2123; Award of Contract to Burrink Commercial Services, Inc. for Snow Removal Services.

Approves a snow removal services Contract for the 2017/2018 winter season. Contractor response at 2" of snow for parking lots and sidewalks. \$90 per hour pickups, \$125 per hour skid loaders and \$26.50 per hour shoveling. Subject to two (2) winter season extensions at the sole discretion of the Authority.

Executive Director Bird read into the record Proposed Resolution 2017-2123. Dan Barna advised two bids were received and after review Burrink Commercial Services was the low, responsive and responsible bidder. He reviewed the scope of this contract and discussion followed.

A **MOTION** was made by Commissioner Huizenga to approve Proposed Resolution 2017-2123; Award of Contract to Burrink Commercial Services, Inc. for Snow Removal Services. The **motion was seconded** by Commissioner Wagner and was unanimously passed by roll call vote (8-0).

Proposed Resolution 2017-2124; Authorizing the Execution of a Cash Farm Lease with Donald and Beth Young.

Authorizes the execution of a one (1) year Cash Farm Lease for 109.4 acres at \$295 per acre, \$32,273 annual rent. Subject to two (2) one (1) year extensions at the sole discretion of the Authority.

Executive Director Bird read into the record Proposed Resolution 2017-2124. Dan Barna advised the Airport Authority recently purchased property on Smith Road and Powis Road, known as the Oliver Hoffman Property. This property was previously farmed under a cash farm lease with Donald and Beth Young which has now expired. Mr. Barna explained the Airport Authority would like to enter a new cash

farm lease with Donald and Beth Young. Mr. Barna reviewed the terms of this Cash Farm Lease and costs associated. Discussion followed.

A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2017-2124; Authorizing the Execution of a Cash Farm Lease with Donald and Beth Young. The **motion was seconded** by Commissioner Chavez and was passed by roll call vote (8-0).

Proposed Resolution 2017-2125; Authorizing the Execution of a Site Access Agreement Between the DuPage Airport Authority and Pritzker Realty Group.

Provides site access to real property of approximately 38.8 acres in the DuPage Business Center to the Pritzker Realty Group and its contractors to perform environmental and geotechnical testing and take soil borings on said property until March 31, 2018.

Executive Director Bird read into the record Proposed Resolution 2017-2125.

Attorney Luetkehans stated preliminary discussions have been underway with Pritzker Realty Group regarding the purchase of property in the DuPage Business Center. Pritzker Realty Group has requested from the Airport Authority a Site Access Agreement to allow for performing various testing and soil borings on this property. Attorney Luetkehans reviewed the terms of this agreement and recommended Board approval. Discussion followed.

A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2017-2125; Authorizing Publication of Notice Requesting Offers to Purchase Authority Property. The **motion was seconded** by Commissioner LaMantia and was passed by roll call vote (8-0).

Proposed Resolution 2017-2126; Authorizing Publication of Notice Requesting Offers to Purchase Authority Property.

Declares the unsold portions of the DuPage Business Center surplus real property with a value over \$1,000. Also, authorizes the publication of a public notice seeking offers to purchase all or a portion of said real property.

Executive Director Bird read into the record Proposed Resolution 2017-2126. Attorney Luetkehans stated this is the same resolution as previously passed by the Board when real estate was to be sold to CenterPoint Properties. He continued that prior to the sale of real estate the Airport Authority must declare the property for sale and no longer needed by the Authority. Given the point that NAI Hiffman is the broker and negotiations with potential buyers will be ongoing, advertising the entire park's availability for sale will alleviate the need to bring this Resolution to the Board in the future each time a sale occurs. Discussion continued.

A **MOTION** was made by Commissioner Wagner to approve Proposed Resolution 2017-2126; Authorizing Publication of Notice Requesting Offers to Purchase Authority Property. The **motion was seconded** by Commissioner Posch and was passed by roll call vote (8-0).

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; employee matters; the setting of a price for sale or lease of property owned by the DuPage Airport Authority and the discussion and semiannual review of lawfully closed executive session minutes. The **motion was seconded** by Commissioner Ledonne and was passed unanimously by roll call vote (8-0).

The Regular Meeting was recessed to Executive Session at 4:05 p.m. and was reconvened at 5:25 p.m.; upon roll call, a quorum was present.

BUSINESS

Proposed Resolution 2017-2127; Disclosure of Executive Session Minutes.

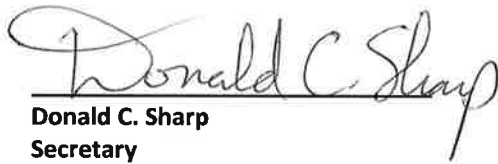
A **MOTION** was made by Commissioner Wagner to approve Proposed Resolution 2017-2127; Disclosure of Executive Session Minutes. The **motion was seconded** by Commissioner Sharp and was passed by roll call vote (8-0).

A **MOTION** was made by Commissioner LaMantia 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 5:31 p.m.



Stephen L. Davis
Chairman

(ATTEST)



Donald C. Sharp
Secretary