

**DuPAGE AIRPORT AUTHORITY
REGULAR BOARD MEETING
Wednesday, June 14, 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, June 14, 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, LaMantia, Ledonne, Posch, Sharp, Wagner.
Commissioners Absent: Huizenga

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; Dan McGady, Patrick Engineering; Patrick Brady, Next Generation Public Affairs; Russell Danwin, pilot.

Members of the Press:
None

PUBLIC COMMENT
No

APPROVAL OF MINUTES

Chairman Davis asked for additions or corrections to the minutes of the May 17, 2017 Regular Board Meeting and there were none. Commissioner Sharp made a **MOTION** to approve the minutes of the May 17, 2017 Regular Board Meeting and Commissioner Ledonne **seconded the motion**. The motion was passed unanimously by roll call vote (7-0). Commissioner LaMantia was not present for the vote.

Chairman Davis asked for additions or corrections to the minutes of the May 17, 2017 Capital Development, Leasing and Customer Fees Committee Meeting and there were none. Commissioner Sharp made a **MOTION** to approve the minutes of the May 17, 2017 Capital Development, Leasing and Customer Fees Committee Meeting and Commissioner Posch **seconded the motion**. The motion was passed unanimously by roll call vote (7-0). Commissioner LaMantia was not present for the vote.

Chairman Davis asked for additions or corrections to the minutes of the May 17, 2017 Finance, Budget and Audit Committee Meeting and there were none. Commissioner Wagner made a **MOTION** to approve the minutes of the May 17, 2017 Finance, Budget and Audit Committee Meeting and Commissioner Sharp **seconded the motion**. The motion was passed unanimously by roll call vote (7-0). Commissioner LaMantia was not present for the vote.

DIRECTOR'S REPORT

Executive Director Bird discussed the monthly operating statistics:

Operations:

Numbers were trending down for most airports during April and May; staff continues to monitor this to determine why operations are significantly decreased. Airport Traffic Control Tower Chief, Shawnese Wright is returning to DuPage after the transfer of former Tower Chief, Michael Julius. Staff will soon meet with Ms. Wright to discuss her insight into the decreased operations numbers.

Fuel Sales (April):

100LL fuel sales were down nearly 9%.

Jet A sales, which is 92% of our market share, were increased nearly 9%; increased 7.3% from April 2016.

Total gallons of fuel sold from 2016 year-to-date increased 4.1%.

Fuels Sales (May):

May fuel sales are decreased with both 100LL and Jet A fuel, this mainly due to inclement weather in May.

Total fuel sales for May increased 2.1% from 2016 year-to-date.

Executive Director Bird reported new hangar construction is 99% completed with only the floor covering remaining to finish this project. He continued that the West Perimeter Roadway is essentially completed with landscaping ongoing. The North Perimeter Roadway project is scheduled to begin in late summer.

Executive Director Bird stated that City Administrator Michael Guttman, City of West Chicago, advised the City of Geneva will hold a public hearing regarding the proposed extension of Kautz Road to the South. Executive Director Bird and Patrick Brady, will attend the public hearing and will monitor the timing and progress of the project. Discussion followed and Executive Director Bird introduced Patrick Brady of Next Generation Public Affairs, who provides lobbyist services for the Airport Authority. Mr. Brady stated he is honored to represent DuPage Airport Authority and, being a General Aviation pilot himself, believes DuPage Airport is the finest General Aviation Airport in the country. Mr. Brady reviewed legislative initiatives at both the State and national levels relevant to the Airport Authority; legislation to increase the level of fines that can be invoked by the Airport Authority for managing recreational drones around DuPage Airport; national legislation relevant to the FAA and Airport Traffic Control Tower privatization. He advised the Airport Authority has a good relationship with the Division of Aeronautics as well as within the current administration. Mr. Brady continued that he will be reaching out to Illinois Congressional Delegations to make them aware the DuPage Airport Authority will be seeking assistance for the upcoming project to strengthen the primary runway. Mr. Brady stated he will also continue to work with John Carpenter of Choose DuPage regarding the Eola Road Extension. Discussion followed.

Commissioner LaMantia arrived at 3:15 pm.

REVIEW OF FINANCIAL STATEMENTS

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

REPORT OF COMMITTEES

Finance, Budget and Audit Committee:

Commissioner Donnelly chaired the Finance, Budget and Audit Committee Meeting in Committee Chairman Huizenga's absence. Commissioner Donnelly reported the Committee met earlier in the day and discussed May Financial Statements as well as Ordinance 2017-312 for Prevailing Rate of Wages; Resolution 2018-2100 for Banking Services; Resolution 2017-2101 regarding ADP, LLC. for time, attendance and payroll services. All items were favorably recommended for passage by the Board.

Capital Development, Leasing and Customer Fees:

Commissioner Wagner reported that items appearing on the Board Meeting Agenda for the Capital Development Committee were discussed and favorably recommended for Board passage.

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 stated the Golf Committee did not meet prior to the Board Meeting. He commented on the Prairie Landing Golf Club Calendar of Events for June and reported 16 weddings have been booked for 2017; 14 weddings are currently booked for 2018. Discussion followed.

DuPage Business Center:

Ed Harrington of CenterPoint Properties Trust was not in attendance; no report provided. Executive Director Bird advised that an update will be provided during the Executive Session.

OLD BUSINESS

None

NEW BUSINESS

Proposed Ordinance 2017-313; 2017-2018 Prevailing Rate of Wages.

Executive Director Bird read into the record Proposed Ordinance 2017-313 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 2017-313; 2017-2018 Prevailing Rate of Wages. The **motion was seconded** by Commissioner Donnelly and was unanimously passed by roll call vote (8-0).

Proposed Resolution 2017-2100; Authorizing the Execution of a Banking Services Agreement with MB Financial.

Authorizes the execution of a three (3) year Banking Services Agreement, subject to two (2) one year extensions at the sole discretion of the Airport Authority.

Executive Director Bird read into the record Proposed Resolution 2017-2100 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 2017-2100; Authorizing the Execution of a Banking Services Agreement with MB Financial. The **motion was seconded** by Commissioner Sharp and was unanimously passed by roll call vote (8-0).

Proposed Resolution 2017-2101; Authorizing the Execution of a Contract Extension with ADP, LLC. for Payroll, Time and Attendance Services.

Authorizes the execution of a five (5) year extension to the Contract with ADP for payroll, time and attendance services. No increase in fees until year 4 (2%) and year 5 (2%). Average annual fees of \$18,500.

Executive Director Bird read into the record Proposed Resolution 2017-2101 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 2017-2101; Authorizing the Execution of a Contract Extension with ADP, LLC. for Payroll, Time and Attendance Services. The **motion was seconded** by Commissioner Sharp and was unanimously passed by roll call vote (8-0).

Proposed Resolution 2017-2102; Authorizing the Execution of a Contract to D Kersey Construction Company for the Flight Center Concierge Desk and Carpeting Renovation Project.

Approves a contract to construct a new concierge desk and replace carpeting in the 1st floor of the Flight Center Lobby. Total authorized construction not-to-exceed \$107,843.40 which includes a 5% owner's contingency.

Executive Director Bird read into the record Proposed Resolution 2017-2102 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 2017-2102; Authorizing the Execution of a Contract to D Kersey Construction Company for the Flight Center Concierge Desk and Carpeting Renovation Project. The **motion was seconded** by Commissioner Sharp and was unanimously passed by roll call vote (8-0).

Proposed Resolution 2017-2103; Award of Contract to Plote Construction Inc. for the Hangar Apron Replacement Project.

Approves a contact to remove and replace a 180' X 130' concrete aircraft parking apron. Total authorized construction not-to-exceed \$293,590 which includes a 10% owner's contingency.

Executive Director Bird read into the record Proposed Resolution 2017-2103 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 Posch to approve Proposed Resolution 2017-2103; Award of Contract to Plote Construction Inc. for the Hangar Apron Replacement Project. The **motion was seconded** by Commissioner Chavez and was passed by roll call vote (8-0).

Proposed Resolution 2017-2104; Authorizing the Execution of Construction Phase Task Order No. 3 with CH2M for the Project: Hangar Apron Replacement.

Authorizes the execution of a task order for construction phase observation related to the Hangar Apron Replacement Project. Fees not-to-exceed \$20,490.

Executive Director Bird read into the record Proposed Resolution 2017-2104 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 2017-2104; Authorizing the Execution of Construction Phase Task Order No. 3 with CH2M for the Project: Hangar Apron Replacement. The **motion was seconded** by Commissioner Chavez and was passed by roll call vote (8-0).

Proposed Resolution 2017-2105; Ratification of the Executive Director's Execution of an Intergovernmental Agreement with the State of Illinois Department of Transportation Division of Aeronautics for Participation in the Airport Improvement Program Project Known as: Construct North Perimeter Roadway.

Ratifies the Executive Director's execution of a Participation Agreement in a Federal/State and locally funded project to construct an airside access roadway including the release of the Airport Authority's local share of \$63,973.

Executive Director Bird read into the record Proposed Resolution 2017-2105 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 2017-2105; Ratification of the Executive Director's Execution of an Intergovernmental Agreement with the State of Illinois Department of Transportation Division of Aeronautics for Participation in the Airport Improvement Program Project known as: Construct North Roadway. 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; 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 Ledonne and was passed unanimously by roll call vote (8-0).

The Regular Meeting was recessed to Executive Session at 3:35 p.m. and was reconvened at 4:08 p.m.; upon roll call, a quorum was present.

OTHER BUSINESS

Proposed Ordinance 2017-314; Ordinance Providing for the Acquisition of a Portion of a Certain Property Commonly Known as the Pheasant Run Property Owned by the DuPage Airport Authority.

Ordinance authorizes the reduction of the take of property currently known as Pheasant Run down to approximately 94 acres and authorizes the acquisition of said property via settlement of eminent domain litigation.

Executive Director Bird read into the record Proposed Ordinance 2017-314 and there was no further discussion.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Ordinance 2017-313; Ordinance Providing for the Acquisition of a Portion of a Certain Property Commonly Known as the Pheasant Run Property Owned by the DuPage Airport Authority. The **motion was seconded** by Commissioner Sharp and was passed unanimously by roll call vote (8-0).

A **MOTION** was made by Commissioner Sharp to adjourn the Regular Meeting of the DuPage Airport Authority Board of Commissioners. The **motion was seconded** by Commissioner Ledonne and was passed unanimously by voice vote; the meeting was adjourned at 4:10 p.m.



Stephen L. Davis
Chairman

(ATTEST)



Gina R. LaMantia
Secretary