

**DuPAGE AIRPORT AUTHORITY
GOLF COMMITTEE MEETING
Wednesday, March 8, 2017**

The Golf Committee of the DuPage Airport Authority Board of Commissioners was convened at the Daniel L. Goodwin Flight Center Building, First Floor Conference Room, 2700 International Drive, West Chicago, Illinois on Wednesday, March 8, 2017. Chairman Donnelly called the meeting to order at 1:30 p.m. and a quorum was present for the meeting.

Commissioners Present: Donnelly, Huizenga, Ledonne
Commissioners Absent: None

DuPage Airport Authority Staff Present: Executive Director David Bird; Patrick Hoard, Director of Finance and Prairie Landing Golf Club; Dan Barna, Operations and Capital Programs Manager; Becky Taylor, Accountant for Prairie Landing Golf Club; Pamela Miller, Executive Assistant and Board Liaison.

Others in Attendance:
NONE

NEW BUSINESS

a. DIRECTOR'S REPORT

Patrick Hoard reviewed the following topics as part of the Director's Report:

Staffing: Management staff remains the same as the past two years: JR. Starnes is Golf Operations Manager; Eric Mundt is Golf Course Grounds Superintendent and has worked at the golf course for 10 years; Erin Bobsin is Food and Beverage Manager and has been with Prairie Landing for six years. Bryant Gaines is a new employee for Prairie Landing and will assist with marketing, bringing contacts from his previous job at Indian Lakes that was recently closed. The driving range opened on February 17 and the golf course opened for play on March 4.

Golf Operations: Memberships forecast 5% up in total from 186; Membership Revenue forecasted to be up almost 20% 5% increase in rounds. The goal is 2800 rounds for 2017. Revenues up 9% year over year.

Food & Beverage: Budgeted for 17 weddings in 2017 and 16 weddings have been booked for 2017 at this point. Likely to meet or

exceed the budget. Lots of inquiries for weddings for 2018; momentum is building

Marketing:

On the wedding side, Prairie Landing utilizes a publication called *The Knott* as well as *Chicago Style*. Many inquiries on the Prairie Landing *Facebook* page for advertising. For this year, Erin Bobsin and Ashley Greenlund attended a Bride Show in Rosemont and have booked weddings from their attendance. There will be a similar event held in Naperville and they will attend. This seems to be good way to pursue leads for potential wedding bookings. There have been 1800 *likes* from people visiting the Prairie Landing website. Prairie Landing is currently the highest rated golf course in DuPage County on Trip advisor.

The use of *Deal Caddy* has been successful; 700-1000 people have bought in 2016.

Becky Taylor is now updating the Prairie Landing website and Newsletter with more to come for the *Facebook* page and website.

Executive Director Bird advised there is a very cohesive team in place now at Prairie Landing which is bringing about the progress Patrick has reported. Discussion followed.

Capital Program:

At the May Board Meeting, there will be a project coming to this committee for replacement of the cedar trim around the clubhouse. Discussion continued briefly.

b. Proposed Resolution 2017-2077; Award of Bid to Burriss Equipment Company for the Procurement of Two (2) Golf Course Greens Rollers.

Approves the procurement of two (2) Smithco XL 70 units for a total cost of \$29,353 F.O.B. Prairie Landing Golf Club.

Dan Barna stated that Prairie Landing does not currently own units dedicated to greens rolling and staff feels this will improve play for customers and the health of the greens.

Mr. Barna reported that four (4) bids were received however the lowest bid did not meet the required specifications. Discussion followed regarding this deviation from the specifications. Burriss Equipment Company was determined to be the lowest, responsive and responsible

bidder and is \$3600 under the amount budgeted for this purchase. Staff recommended approval.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2017-2077; Award of Bid to Burris Equipment Company for the Procurement of Two (2) Smithco XL 70 units for a total cost of \$29,353 F.O.B. Prairie Landing Golf Club. The **motion was seconded** by Commissioner Huizenga and was unanimously passed by roll call vote (3-0).

c. Proposed Resolution 2017-2078; Award of Bid to J.W. Turf, Inc. for the Procurement of One (1) Golf course Turf Aerator.

Approves the procurement of one (1) John Deere Aerco 1500 for a total cost of \$1,995.27 F.O.B. Prairie Landing Golf Club.

Mr. Barna advised the Airport Authority budgeted for the procurement of one (1) golf course turf aerator. The golf course currently has two walk behind units and this new unit will be mounted on the back of a tractor. Mr. Barna advised that three (3) bids were received and the lowest bidder did not meet the required specifications. Discussion followed regarding this deviation from the specifications. J.W. Turf was determined to be the low, responsive, responsible bidder at \$8,000 under the amount budgeted for procurement of this unit.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2017-2078; Award of Bid to J.W. Turf, Inc. for the Procurement of One (1) Golf Course Turf Aerator. The **motion was seconded** by Commissioner Huizenga and was unanimously passed by roll call vote (3-0).

Discussion followed briefly and a **MOTION** was made by Commissioner Ledonne to adjourn the meeting of the Golf Committee and Commissioner Huizenga seconded this motion. The motion was unanimously passed by voice vote and was adjourned at 1:55 p.m.

Approved at the May 17, 2017 Board Meeting

**Charles E. Donnelly
Committee Chairman**