

**DuPAGE AIRPORT AUTHORITY  
REGULAR BOARD MEETING  
Wednesday, March 8, 2017**

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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, March 8, 2017. Chairman Davis called the meeting to order at 3:15 p.m. and a quorum was present for the meeting.

**Commissioners Present:** Chavez, Davis, Donnelly, Huizenga, LaMantia, Ledonne, Sharp.

**Commissioners Absent:** Posch, Wagner.

**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, Inc.; Mark Shoonveld, JWI Inc.; Ed Harrington, CenterPoint Properties Trust.

**Members of the Press:**

None

**PUBLIC COMMENT**

None

**APPROVAL OF MINUTES**

Chairman Davis asked for additions or corrections to the minutes of the January 18, 2017 Regular Board Meeting and there were none. Commissioner Huizenga made a **MOTION** to approve the minutes of the January 18, 2017 Regular Board Meeting and Commissioner Sharp **seconded the motion**. The motion was passed unanimously by roll call vote (6-0). Commissioner LaMantia was not present for the vote.

Chairman Davis asked for additions or corrections to the minutes of the January 18, 2017 Finance, Budget and Audit Committee Meeting and there were none. Commissioner Ledonne made a **MOTION** to approve the minutes of the January 18, 2017 Finance, Budget and Audit Committee Meeting and Commissioner Sharp **seconded the motion**. The motion was passed unanimously by roll call vote (6-0). Commissioner LaMantia was not present for the vote.

Chairman Davis asked for additions or corrections to the minutes of the January 18, 2017 Capital Development, Leasing and Customer Fees Committee Meeting and there were none. Commissioner Ledonne made a **MOTION** to approve the minutes of the January 18, 2017 Capital Development, Leasing and Customer Fees Committee Meeting and Commissioner Sharp **seconded the motion**. The motion was passed unanimously by roll call vote (6-0). Commissioner LaMantia was not present for the vote.

Chairman Davis asked for additions or corrections to the minutes of the January 20, 2017 Special Capital Development Committee Meeting and there were none. Commissioner Sharp made a **MOTION** to approve the minutes of the January 20, 2017 Special Capital Development Committee Meeting and

Commissioner Chavez **seconded the motion**. The motion was passed unanimously by roll call vote (6-0). Commissioner LaMantia was not present for the vote.

Chairman Davis asked for additions or corrections to the minutes of the February 16, 2017 Special Capital Development Committee Meeting and there were none. Commissioner Sharp made a **MOTION** to approve the minutes of the February 16, 2017 Special Capital Development Committee Meeting and Commissioner Ledonne **seconded the motion**. The motion was passed unanimously by roll call vote (6-0). Commissioner LaMantia was not present for the vote.

Chairman Davis asked for additions or corrections to the minutes of the January 4, 2017 Internal Policy and Compliance Committee Meeting and there were none. Commissioner Ledonne made a **MOTION** to approve the minutes of the January 4, 2017 Internal Policy and Compliance Committee Meeting and Commissioner Sharp **seconded the motion**. The motion was passed unanimously by roll call vote (6-0). Commissioner LaMantia was not present for the vote.

Commissioner LaMantia arrived at 3:24 p.m.

#### **DIRECTOR'S REPORT**

Executive Director Bird discussed the monthly operating statistics:

##### *Fuel Sales:*

100LL sales were decreased for January; Jet A sales were increased. Total gallons sold Year-To-Date were up 3.8%.

100 LL sales were up 17% for the month of February 2017 versus 2016. Jet A Fuel for February is up 4.4% for the year; seeing some growth. Discussion continued

##### *Operations:*

Total operations across the country were soft for both January and February. Staff will continue to monitor these trends.

Executive Director Bird reviewed a new report added to the Board Meeting Packet. This reports shows rankings, in terms of operations, for all airports in Illinois having Air Traffic Control Towers. DuPage is ranked the fourth busiest airport in Illinois after O'Hare and Midway. Discussion followed.

Executive Director Bird reported the Airport Authority is working with the FAA Air Traffic Control Tower to hold a Runway Safety Action Team (RSAT) meeting at DuPage. This regional group made up of representatives from the FAA, West Chicago Fire Protection District, Airport Authority staff and other interested parties will evaluate all safety aspects of the airfield. Presentations on various topics will be made including the Airport Authority's new drone program, Aircraft Rescue and Fire Fighting (ARFF) services, and the Airport's extensive wildlife control program. Executive Director Bird advised this forum will also provide a great marketing opportunity for the Airport Authority. Discussion continued briefly.

Executive Director Bird reported the Drone Program is now present on the Airport Authority's webpage and staff is already fielding questions. Copies of the new brochure will be circulated around local communities, school districts and community events. Copies were provided for the Boards review. Discussion followed.

Executive Director reviewed the selection process for updating the Airport Master Plan. Crawford, Murphy and Tilly is the firm selected to undertake this project and has put together a very good team. Crawford Murphy and Tilly (CMT) has done much work at the Airport for many years. Negotiations are in progress and a fee for this project will be brought to the May Board Meeting along with an Independent Fee Analysis to substantiate CMT's fee proposal. Discussion continued.

Executive Director Bird added that all the traditional elements will be included in the master plan process and CMT will also be asked to include the addition of a strategic plan component for setting goals and options for the next 20 years. This is expected to be a multiyear project.

Chairman Davis referred to the 2013 DuPage Airport Authority Brochure and suggested that this brochure be updated. Discussion followed.

Executive Director Bird stated the new transient hangar will be open after the Board Meeting for a walk-through tour if anyone is interested.

Chairman Davis mentioned that he and Executive Director Bird recently attended the DuPage County Board Meeting and provided an update and review of the Airport Authority. He stated that members of the County Board were very receptive and there were no questions or comments following the presentation. Executive Director Bird stated there was applause by Board members at the completion of the presentation; it was a very positive reception by the County Board. Discussion followed.

Executive Director Bird asked Mike Toth of J. A. Watts Inc. to report on the Capital Improvement Program. Mr. Toth introduced Mark Shoonveld who is the Executive Vice President of JWI. Mr. Toth advised the topics to be covered in his report were the West Perimeter Road project; Transient Hangar construction and May Board Meeting topics. Mr. Toth reported staff will be tracking 23 Capital Improvement Program (CIP) projects for 2017. He added that some projects have not yet closed out but are anticipated to be completed by the May Board Meeting and reported upon at that time. He stated that many requests will be made at this Board Meeting for new projects in preparation for the construction season, June through August. Budgeted expenditures for these projects were reviewed. Mr. Toth reported on the West Perimeter Road Project and the progress and near completion of the new Transient Hangar. He then provided a "look ahead" to the May Board Meeting and some of the anticipated projects to be brought forth for Board consideration. Discussion followed.

#### **REVIEW OF FINANCIAL STATEMENTS**

Executive Director Bird asked Patrick Hoard to provide a review of the Financial Statements for February 2017 and discussion followed.

#### **REPORT OF COMMITTEES**

##### **Finance, Budget and Audit Committee:**

Commissioner Huizenga advised the Finance, Budget and Audit Committee met and the resolutions appearing on the Board Meeting agenda were discussed and favorably recommended for Board approval. He added the February Financial Statements were discussed as presented by Patrick Hoard

##### **Capital Development, Leasing and Customer Fees:**

Commissioner Chavez chaired the meeting in Committee Chairman Wagner's absence and reported there were nine items appearing on the Board Meeting Agenda. All proposed resolutions were reviewed and discussed by the Committee and favorably recommended for passage by the Board.

##### **Internal Policy and Compliance Committee:**

Commissioner LaMantia advised the Internal Policy and Compliance Committee did not meet in March. She referenced the Drone Policy brochure that was circulated earlier in the meeting and related this was a recommendation from the January 4 Policy Committee Meeting. Discussion followed.

##### **Golf Committee:**

Commissioner Donnelly stated that the Golf Committee met prior to the Board Meeting. He added topics reviewed were staffing, marketing efforts and weddings booked for 2017. Discussion followed.

**DuPage Business Center:**

Ed Harrington of CenterPoint Properties Trust provided an update on recent park activities and advised CenterPoint is tracking six (6) deals currently for the Park. Discussion followed regarding marketing and advertising efforts and the future vision for the Business Center. Chairman Davis emphasized the Board's continued desire to support CenterPoint in any way possible for development at the Business Center.

**OLD BUSINESS**

None

**NEW BUSINESS**

**Proposed Resolution 2017-2076; Resolution Authorizing the Borrowing of Funds for the DuPage Airport Authority and the Execution of a Loan Agreement with MB Financial Bank, N.A.**

*Authorizes the execution of a Loan Agreement with MB Financial Bank, N.A. which will allow the DuPage Airport Authority to borrow short term funds in the event they are needed to achieve the Authorities 2017 Capital Improvement Program.*

Executive Director Bird read into the record Proposed Resolution 2017-2076 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 Sharp to approve Proposed Resolution 2017-2076; Resolution Authorizing the Borrowing of Funds for the DuPage Airport Authority and the Execution of a Loan Agreement with MB Financial Bank, N.A. The **motion was seconded** by Commissioner Chavez and was unanimously passed by roll call vote (7-0).

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

*Approves the procurement of two (2) Smithco XL70 units for a total cost of \$29,353 F.O.B. Prairie Landing Golf Club.*

Executive Director Bird read into the record Proposed Resolution 2017-2077 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 2017-2077; Award of Bid to Burris Equipment Company for the Procurement of Two (2) Golf Course Greens Rollers. The **motion was seconded** by Commissioner Sharp and was unanimously passed by roll call vote (7-0).

**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 Aercore 1500 for a total cost of \$21,995.27 F.O.B. Prairie Landing Golf Club.*

Executive Director Bird read into the record Proposed Resolution 2017-2078 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 Sharp 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 Donnelly and was unanimously passed by roll call vote (7-0).

**Proposed Resolution 2017-2079; Award of a Tree Maintenance Services Contract to Clean Cut Tree Services, Inc.**

*Approves a one (1) year Tree Maintenance Services Contract, subject to two (2) one (1) year extensions at the sole discretion of the Authority. Annual cost of \$10,617 (year 1), \$10,829.34 (year 2), and \$11,045.93 (year 3).*

Executive Director Bird read into the record Proposed Resolution 2017-2079 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 Sharp to approve Proposed Resolution 2017-2079; Award of a Tree Maintenance Services Contract to Clean Cut Tree Services, Inc. The **motion was seconded** by Commissioner Chavez and was unanimously passed by roll call vote (7-0).

Commissioner Ledonne complimented Dan Barna on his continued good job in handling the bidding process. Bids being brought to the Board are consistently coming in at or below budget and saving taxpayer dollars; all Board Members agreed.

**Proposed Resolution 2017-2080; Award of Contract to Martam Construction for the SW Drainage Project.**

*Approves a contract to construct approximately 2,500' of 36" storm sewer to convey farm field underdrainage. Total authorized construction cost not-to-exceed \$325,582.13, which includes a 10% owner's contingency.*

Executive Director Bird read into the record Proposed Resolution 2017-2080 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 2017-2080; Award of Contract to Martam Construction for the SW Drainage Project. The **motion was seconded** by Commissioner Sharp and was unanimously passed by roll call vote (7-0).

**Proposed Resolution 2017-2081; Authorizing the Execution of Construction Phase Task Order No. 2 with CH2M for the Project: SW Drainage Project.**

*Authorizes a task order for construction phase services related to the SW Drainage Project. Task order not-to-exceed \$29,777.61.*

Executive Director Bird read into the record Proposed Resolution 2017-2081 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 2017-2081; Authorizing the Execution of Construction Phase Task Order No. 2 with CH2M for the Project: SW Drainage Project. The **motion was seconded** by Commissioner Sharp and was unanimously passed by roll call vote (7-0).

**Proposed Resolution 2017-2082; Award of Contract to Biofoam, Inc. for Spray-On Closed Cell Insulation of a Hangar Roof.**

*Approves a contract to spray coat closed cell polyurethane insulation on the ceiling of Hangar E1 Bays 1 and 2 including the removal of existing insulation. Total authorized construction cost not-to-exceed \$43,200.30, which includes a 10% owner's contingency.*

Executive Director Bird read into the record Proposed Resolution 2017-2082 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 Chavez to approve Proposed Resolution 2017-2082; Award of contract to Biofoam, Inc. for Spray-On Closed Cell insulation of a Hangar Roof. The **motion was seconded** by Commissioner Sharp and was passed by roll call vote (7-0).

**Proposed Resolution 2017-2083; Award of Contract to DCG Roofing Solutions, Inc. for a Membrane Roof Replacement Project.**

*Approves a contract to replace the PVC membrane roof at the N. Hightail Hangar Bay 1 Office, the project also includes perimeter coping cap and window sill flashing. Total authorized construction cost not-to-exceed \$23,964.60, which includes a 10% owner's contingency.*

Executive Director Bird read into the record Proposed Resolution 2017-2083 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 2017-2083; Award of Contract to DCG Roofing Solutions, Inc. for a Membrane Roof Replacement Project. The **motion was seconded** by Commissioner Donnelly and was passed by roll call vote (7-0).

**Proposed Resolution 2017-2084; Award of Contract to Gate Options for the Replacement of Three (3) Electric Gate Operators.**

*Approves a contract to replace three (3) Hy-Security model electric gate operators. Total authorized construction cost not-to-exceed \$50,589, which includes a 10% owner's contingency.*

Executive Director Bird read into the record Proposed Resolution 2017-2084 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 2017-2084; Award of Contract to Gate Options for the Replacement of Three (3) Electric Gate Operators. The **motion was seconded** by Commissioner Sharp and was passed by roll call vote (7-0).

**Proposed Resolution 2017-2086; Ratifying the Execution by the Executive Director of GSA Lease No. GS-05P-LIL19312 with the Government of the United States of America.**

*Ratifies the action of the Executive Director for the execution of a lease with the Government of the United State of America to continue leasing hangar and office space for a 10-year term, 5-years firm. Total lease payments over the firm term will be \$364,930.*

Executive Director Bird read into the record Proposed Resolution 2017-2086 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 Sharpe to approve Proposed Resolution 2017-2086; Ratifying the Execution by the Executive Director of GSA Lease No. GS-05P-LIL19312 with the Government of the United States of America. The **motion was seconded** by Commissioner Ledonne and was passed unanimously by roll call vote (7-0).

**Proposed Resolution 2017-2087; Authorizing the Execution of a Utility Easement with Commonwealth Edison.**

*Authorizes the execution of an electric utility easement adjacent to Powis Road in the Northeast Quadrant of Airport property.*

Executive Director Bird read into the record Proposed Resolution 2017-2087 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 2017-2087; Authorizing the Execution of a Utility Easement with Commonwealth Edison. The **motion was seconded** by Commissioner Sharp and was passed unanimously by roll call vote (7-0).

**Proposed Resolution 2017-2088; Authorizing the Execution of an Intergovernmental Agreement with the Illinois Department of Transportation.**

*Authorizes the execution of an Intergovernmental Agreement with the Illinois Department of Transportation for the sale of two vacant parcels of land adjacent to the Rt. 64; Powis Road intersection totaling 1.771 acres for the sum of \$396,605.*

Executive Director Bird read into the record Proposed Resolution 2017-2088 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 Sharpe to approve Proposed Resolution 2017-2088; Authorizing the Execution of an Intergovernmental Agreement with the Illinois Department of Transportation. The **motion was seconded** by Commissioner Chavez and was passed unanimously by roll call vote (7-0).

**Proposed Resolution 2017-2089; Authorizing the Execution of an Intergovernmental Agreement with the County of DuPage.**

*Authorizes the execution of an Intergovernmental Agreement with the County to grant a temporary construction easement over two parcels of Authority land for the County's completion of the road widening and storm sewer project at Illinois Route 64 and Powis Road.*

Executive Director Bird read into the record Proposed Resolution 2017-2089 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 2017-2089; Authorizing the Execution of an Intergovernmental Agreement with the County of DuPage. The **motion was seconded** by Commissioner Sharp and was passed unanimously by roll call vote (7-0).

**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 purchase or lease of real property for the use of the DuPage Airport Authority; the discussion and semiannual review of lawfully closed executive session minutes and discussion of destruction of certain verbatim recordings of closed sessions. The **motion was seconded** by Commissioner Sharp and was passed unanimously by roll call vote (7-0). The Regular Meeting was recessed to Executive Session at 4:14 p. m. and was reconvened at 5:01 p.m.; upon roll call, a quorum was present. Commissioner LaMantia was not present for the remainder of the Regular Board Meeting.

**OTHER BUSINESS**

**Proposed Resolution 2017-2090; Disclosure of Executive Session Minutes.**

Executive Director Bird read into the record Proposed Resolution 2017-2090; there was no further discussion.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2017-2090; Disclosure of Executive Session Minutes. The **motion was seconded** by Commissioner Sharp and was passed unanimously by roll call vote (7-0).

**Proposed Resolution 2017-2091; A Resolution Authorizing the Destruction of Certain Verbatim Recordings of Closed Sessions.**

Executive Director Bird read into the record Proposed Resolution 2017-2091; there was no further discussion.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2017-2091; A Resolution Authorizing the Destruction of Certain Verbatim Recordings of Closed Sessions. The **motion was seconded** by Commissioner Sharp and was passed unanimously by roll call vote (7-0).

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 Chavez and was passed unanimously by voice vote; the meeting was adjourned at 5:04 p.m.

**Approved at the May 17, 2017 Board Meeting**

**Stephen L. Davis, Chairman**