

**DuPAGE AIRPORT AUTHORITY
REGULAR BOARD MEETING
Wednesday, May 17, 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, May 17, 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, Huizenga, LaMantia, Posch, Sharp, Wagner.

Commissioners Absent: Ledonne

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.; Dan McGady, Patrick Engineering, Jim Savio, Sikich, LLP.

Members of the Press:

None

PUBLIC COMMENT

No

APPROVAL OF MINUTES

Chairman Davis asked for additions or corrections to the minutes of the March 8, 2017 Regular Board Meeting and there were none. Commissioner Sharp made a **MOTION** to approve the minutes of the March 8, 2017 Regular Board 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 March 8, 2017 Capital Development, Leasing and Customer Fees Committee Meeting and there were none. Commissioner Sharp made a **MOTION** to approve the minutes of the March 8, 2017 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 March 30, 2017 Special Capital Development Committee Meeting and there were none. Commissioner Sharp made a **MOTION** to approve the minutes of the March 30, 2017 Special Capital Development 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 April 20, 2017 Special Capital Development Committee Meeting and there were none. Commissioner Sharp made a **MOTION** to approve the minutes of the April 20, 2017 Special Capital Development 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 March 8, 2017 Finance, Budget and Audit Committee Meeting and there were none. Commissioner Huizenga made a **MOTION** to approve the minutes of the March 8, 2017 Finance, Budget and Audit Committee Meeting and Commissioner Sharp **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 March 8, 2017 Golf Committee Meeting and there were none. Commissioner Donnelly made a **MOTION** to approve the minutes of the March 8, 2017 Golf 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 April 26, 2017 Special Internal Policy and Compliance Committee Meeting and there were none. Commissioner LaMantia made a **MOTION** to approve the minutes of the April 26, 2017 Special Internal Policy and Compliance Committee Meeting and Commissioner Chavez **seconded the motion**. The motion was passed unanimously by roll call vote (8-0).

DIRECTOR'S REPORT

Executive Director Bird discussed the monthly operating statistics:

Operations: numbers for March across the Board are down significantly. Not sure why these numbers are so volatile. Staff will continue to monitor closely these numbers to determine what is driving this trend.

Fuel Sales:

Jet A fuel sales for April are increased nearly 9%; 100LL fuels sales were down but not significantly.

Jet A fuel sales are up slightly for May; 100LL sales down slightly.

Executive Director Bird and Mark Doles recently met with representatives from US Customs regarding requirements and specifications for Customs Center Operations. Executive Director Bird stated that having a US Customs facility is very important to the Airport as there are approximately 200 Customs Flights per year. He continued that staff is looking at alternatives for meeting these requirements and has asked CH2M will develop options to accommodate these specifications; building a stand along facility or renovations to the Flight Center Building. These plans will be brought to the June Board Meeting for review and consideration; this project will be budgeted for 2018. Discussion followed.

Executive Director Bird reported on legislation that was introduced at the State level to increase the amount of fines that can be levied by the Airport Authority, specifically to support the new drone policies and procedures. The Airport Authority's lobbyist, Patrick Brady, has reported this legislation has passed the Senate and is now up for passage in the House of Delegates. Discussion followed.

Executive Director Bird reported there was an emergency landing at the Airport by Sky West Airlines approximately two weeks ago. A flight taking off from O'Hare Airport reported smoke on board in the cockpit and immediately set down at DuPage. He advised 54 passengers got off the plane without incident. Sky West was very complimentary of the Airport stating how well organized and efficiently Airport teams handled passengers; all passengers were very well accommodated. Executive Director Bird referred to the recent live exercise that was recently held at DuPage and how significant it was for handling this type of emergency. Discussion followed.

Executive Director Bird asked Mike Toth of J. A. Watts Inc. to report on the Capital Improvement Program. Mr. Toth reported that as construction season begins there are 23 projects overall for 2018 with 10 projects already completed. He stated only four projects were anticipated to be completed at this point

so construction is ahead of schedule. He proceeded to review the progress of ongoing projects. Discussion followed.

REVIEW OF FINANCIAL STATEMENTS

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

REPORT OF COMMITTEES

Finance, Budget and Audit Committee:

Commissioner Huizenga advised the Finance, Budget and Audit Committee met earlier in the day and the April Financial Statements were discussed as presented by Patrick Hoard. He added that the 2016 Financial Audit Report was discussed and will be presented to the Board later in the meeting.

Capital Development, Leasing and Customer Fees:

Commissioner Wagner reported the items appearing on the Board Meeting Agenda were discussed and favorably recommended for passage by the Board.

Internal Policy and Compliance Committee:

Commissioner LaMantia advised the Internal Policy and Compliance Committee met on April 26. She referenced agenda items 8.b. and c. under the *NEW BUSINESS* portion of the meeting both were favorably recommended by the Policy Committee for Board approval.

Golf Committee:

Commissioner Donnelly stated the Golf Committee did not meet prior to the Board Meeting. He visited Prairie Landing today and observed much activity; 70 golfers for the day and 35 ladies at the Grill Room for brunch. Commissioner Donnelly stated he spoke with Erin Bobsin, Food and Beverage Manager regarding the average number of weddings scheduled in previous years at Prairie Landing and she stated that before the rumors of Prairie Landing's closing, weddings averaged approximately 30 to 35 per year. He expressed his thanks to Patrick Hoard for a good job at Prairie Landing; seeing many positive changes and next year is looking to be even more positive going forward. Discussion followed.

DuPage Business Center:

Ed Harrington of CenterPoint Properties Trust was not in attendance; no report provided.

OLD BUSINESS

None

NEW BUSINESS

Presentation and Review of the Annual Financial Audit.

Executive Director Bird asked Jim Savio of Sikich LLP to present the 2016 Audit. Mr. Savio thanked the Board for the opportunity to present the 2016 annual financial report and thanked Executive Director Bird, Patrick Hoard, Robb Walker and DAA staff for their assistance during this audit process. Mr. Savio discussed the first-time preparation of the (CAFR) Certified Audited Financial Report, authored by Patrick Hoard and Robb Walker, stating it was very well done. He continued to review the highlights of the financial audit report and stated that an unmodified opinion was issued with no material weaknesses or significant deficiencies found. Mr. Savio stated this is the highest opinion that can be given in the audit process. Discussion followed

Proposed Ordinance 2017-311; Amending the DuPage Airport Authority Procurement Policy.

Provides exceptions to allow certain types of contracts to be extended by the Board of Commissioners for an additional period.

Executive Director Bird read into the record Proposed Ordinance 2017-311 and advised this was considered by the Internal Policy and Compliance Committee and unanimously recommended for Board approval. There was no further discussion.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Ordinance 2017-311; Amending the DuPage Airport Authority Procurement Policy. The **motion was seconded** by Commissioner Sharp and was unanimously passed by roll call vote (8-0).

Proposed Ordinance 2017-312; Amending the DuPage Airport Authority Employee Handbook.

Incorporates criminal history records check procedures for employees who require unescorted access to the Airport Operations Area.

Executive Director Bird read into the record Proposed Ordinance 2017-312 and advised this was considered by the Internal Policy and Compliance Committee and unanimously recommended for Board approval. There was no further discussion.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Ordinance 2017-312; The **motion was seconded** by Commissioner Sharp and was unanimously passed by roll call vote (8-0).

Proposed Resolution 2017-2092; Award of a Contract to Voris Mechanical, Inc. for the Flight Center Boiler Replacement Project.

Approves a contract for the replacement of the boilers, hot water pumps, and retrofit of the variable air volume boxes at the DuPage Flight Center. Total authorized construction cost not-to-exceed \$471,625 which includes a 10% owner's contingency.

Executive Director Bird read into the record Proposed Resolution 2017-2092 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 2017-2092; Award of Contract to Voris Mechanical, Inc. for the Flight Center Boiler Replacement Project. The **motion was seconded** by Commissioner Posch and was unanimously passed by roll call vote (8-0).

Proposed Resolution 2017-2093; Authorizing the Execution of a Change Order to Task Order No. 48 with CH2M for the Project: Hangar Apron Pavement Repair.

Approves a Change Order in the amount of \$9,966.82 for additional survey and design resulting in a new contract amount not-to-exceed \$22,666.82.

Executive Director Bird read into the record Proposed Resolution 2017-2093 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 2017-2093; Authorizing the Execution of a Change Order to Task Order No. 48 with CH2M for the Project: Hangar Apron Pavement Repair. The **motion was seconded** by Commissioner Posch and was unanimously passed by roll call vote (8-0).

Proposed Resolution 2017-2094; Ratifying the Execution by the Executive Director of GSA Lease Amendment No. 1 to GS-05B-18903 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 States of America to continue leasing hangar and office space for a 3-year term, one year firm. Total lease payments over the firm term will be \$44,568.

Executive Director Bird read into the record Proposed Resolution 2017-2094 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 Huizenga to approve Proposed Resolution 2017-2094; Ratifying the Execution by the Executive Director of GSA Lease Amendment No. 1 to GS-05B-18903 with the Government of the United States of America. The **motion was seconded** by Commissioner Sharp and was unanimously passed by roll call vote (8-0).

Proposed Resolution 2017-2095; Authorizing the Execution of Supplement to Lease with the United States of America.

Authorizes execution by the Executive Director of a Supplemental Lease Agreement with the United States of America to exercise their option to extend the lease for the Airport Traffic Control Tower for a year-to-year term ending September 30, 2036.

Executive Director Bird read into the record Proposed Resolution 2017-2095 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 2017-2095; Authorizing the Execution of Supplement to Lease with the United States of America. The **motion was seconded** by Commissioner Chavez 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; and the purchase or lease of real property for the use of the DuPage Airport Authority. The **motion was seconded** by Commissioner Donnelly and was passed unanimously by roll call vote (8-0). The Regular Meeting was recessed to Executive Session at 3:52 p. m. and was reconvened at 4:37 p.m.; upon roll call, a quorum was present.

OTHER BUSINESS

Proposed Resolution 2017-2096; Authorizing the Execution of an Intergovernmental Agreement with the City of West Chicago Providing for the Dedication for Purposes of a Public Road of Certain Real Estate Near Powis Road and Smith Road in West Chicago, Illinois.

Authorizing the Executive Director to execute an Intergovernmental Agreement with the City of West Chicago, Illinois in which the Authority will dedicate certain Authority owned land near the intersection of Powis Road and Smith Road to the City of West Chicago for use as a public roadway and grants Authority rights to use the dedicated property.

Executive Director Bird read into the record Proposed Resolution 2017-2096; and discussion followed.

A **MOTION** was made by Commissioner Wagner to approve Proposed Resolution 2017-2096; Authorizing the Execution of an Intergovernmental Agreement with the City of West Chicago Providing for the Dedication for Purposes of a Public Road of Certain Real Estate Near Powis Road and Smith Road in West Chicago, Illinois. The **motion was seconded** by Commissioner Sharp and was passed unanimously by roll call vote (8-0).

Proposed Resolution 2017-2096; Authorizing the Execution of Early Lease Termination Agreement with Center Point Properties Trust.

This resolution was pulled from the agenda with no discussion or action taken.

Proposed Resolution 2017-2098; Authorizing Publication of Notice Requesting Offers to Purchase Authority Real Property.

This resolution was pulled from the agenda with no discussion or action taken.

Proposed Resolution 2017-2099; Approving Exception to Competitive Bidding Requirements and Authorizing the Execution of a Cash Farm Lease with Donald and Beth Young for Authority Property at Smith Road and Powis Road.

Authorizes execution of a Cash Farm Lease for a term of one year with Donald and Beth Young for property recently acquired by the Authority. Total lease payment will be \$32,273.

Executive Director Bird read into the record Proposed Resolution 2017-2099; there was no further discussion.

A **MOTION** was made by Commissioner Wagner to approve Proposed Resolution 2017-2099; Approving the Exception to Competitive Bidding Requirements and Authorizing the Execution of a Cash Farm Lease with Donald and Beth Young for Authority Property at Smith Road and Powis Road.

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 Posch and was passed unanimously by voice vote; the meeting was adjourned at 4:44 p.m.

**Approved at the June 14, 2017 Board Meeting
Stephen L. Davis, Chairman**