

**DuPAGE AIRPORT AUTHORITY
REGULAR BOARD MEETING
Wednesday, June 15, 2016**

The Regular Meeting of the Board of Commissioners of the DuPage Airport Authority was convened at the Daniel L. Goodwin Flight Center Building, First Floor Conference Room, 2700 International Drive, West Chicago, Illinois on Wednesday, June 15, 2016. 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; Anna Normoyle, Marketing Manager; Dan Barna, Procurement Manager; Pamela Miller, Executive Assistant and Board Liaison.

Others in Attendance: Phil Luetkehans, Schirott, Luetkehans and Garner; Lissa Truss Christman, Serafin; Ed Harrington, CenterPoint Properties Trust; Jon Archer, CH2M.

Members of the Press:

None

PUBLIC COMMENT

None

APPROVAL OF MINUTES

Chairman Davis asked for additions or corrections to the minutes of the May 18, 2016 Regular Board Meeting; there were none. Commissioner Sharp made a **MOTION** to approve the minutes of the May 18, 2016 Regular Board Meeting and Commissioner Wagner **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 May 18, 2016 Capital Development, Leasing and Customer Fees Committee Meeting; there were none. Commissioner Posch made a **MOTION** to approve the minutes of the May 18, 2016 Capital Development, Leasing and Customer Fees 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 May 18, 2016 Finance, Budget and Audit Committee; there were none. Commissioner Huizenga made a **MOTION** to approve the minutes of the May 18, 2016 Finance, Budget and Audit Committee Meeting and Commissioner Donnelly **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:

Total Gallons of fuel sold for April 2016 are decreased 3% from 2015.

100LL sales are improving; sales increased 5% for the month.

Jet A fuel sales decreased 3.7%.

Total Operations increased 38% from April 2015.
Discussion followed.

Executive Director Bird reported that there had been no contact with the Vertiport Chicago staff and there have been no operations to and from the DuPage Airport since its opening. Discussion followed.

Executive Director Bird reviewed the ongoing capital projects underway at the Airport. Construction has begun for the new transient hangar and removal of the pavement should be complete by end of this week. The permitting process is completed with the City of West Chicago. Hangar construction is anticipated to be completed by late January or early February.

Fuel farm access security project is nearly completed. The fuel farm is a very valuable asset for the Airport and it will now be fully secured with restricted roadside access to this area.

Construction of the interior perimeter roadway to the West, a grant funded project, has been awarded to Martam Construction and a contract has been secured. Martam Construction has prior experience working at DuPage Airport and is fully versed on how to operate around the Airport inside the fence.

A Special Board Meeting will be needed in August and potential dates will be provided to the Board for schedule planning. Discussion followed.

Executive Director Bird asked Patrick Hoard to provide an update for Prairie Landing Golf Club. Mr. Hoard reported that year-to-date golf rounds have increased 1600 from 2015; 5000 rounds in 2015 versus 6600 in 2016. Staff has become more aggressive on pricing, charging \$5.00 less for rounds from last year, as well as marketing more to seniors. As a result, golf revenues have increased 8% year-to-date and the sale of food and beverage averages \$11 - \$12 consistently per round of golf; Food and Beverage Department sales increased 22% year-to-date. Good reviews have been received from customers about the golf course. All three managers at Prairie Landing are doing a good job and the atmosphere around the club with personnel and customers is doing very well and is reflected in the product. Bookings for weddings through May are down from 13 in 2015 to six in 2016; 2017 is still down in bookings at this point. Staff is working with Serafin and Associates to develop ideas for creating events that will improve bookings for weddings and banquets in the future. Mr. Hoard advised that Prairie Landing is more productive than in June of 2015 and the forecast for 2016 looks very promising for Prairie Landing to be profitable.
Discussion followed.

Executive Director Bird asked Mark Doles to report on activities in the Flight Center. Mr. Doles further reviewed the monthly statistics; 252,000 gallons of jet fuel sold last year during June and 200,000 gallons sold this year; may not attain the 250,000 as compared to last year but hopeful to reach 230,000 gallons sold. 100LL fuel sales are still an anomaly; up 24% from last year. He reviewed the potential for the Flight Center to secure two major deals for activity on the airfield which would provide increased revenue and fuel sales for DuPage Airport.

REVIEW OF FINANCIAL STATEMENTS

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

REPORT OF COMMITTEES

Finance, Budget and Audit Committee:

Commissioner Huizenga reported the Finance Committee met this day and reviewed resolutions appearing on the Board Meeting agenda; all were favorably recommended by the Committee for Board approval.

Capital Development, Leasing and Customer Fees:

Commissioner Wagner reported that all items appearing on the Board Agenda for the Capital Development Committee were reviewed and favorably recommended for Board approval.

Internal Policy and Compliance Committee:

Commissioner LaMantia advised the Policy Committee had not met and there was no report.

Golf Committee:

Commissioner Donnelly reported that the Golf Committee did not meet today and Mr. Hoard's review of Prairie Landing finances and activities provided a clear picture for golf club operations and finances. Discussion followed.

DuPage Business Center:

Ed Harrington of CenterPoint Properties Trust thanked the Board for approving the easement agreement for CenterPoint at the May Board Meeting and advised that DS Containers has broken ground on Phase II of their construction; anticipated completion by late November 2016. Mr. Harrington advised that on the marketing side not much activity has occurred and advised that the one potential development that was discussed at a previous meeting did not happen as that company decided to expand their existing building in Batavia. Efforts continue to market the Business Center along with Jones Lang LaSalle and CenterPoint will potentially plan a marketing event within the Business Center for later in the year. Discussion followed.

OLD BUSINESS

None

NEW BUSINESS

Proposed Resolution 2016-2026; Direction to Return Excess Goodwin Flight Center Donations.

Executive Director Bird read into the record Proposed Resolution 2016-2026 and advised this was considered by the Finance Committee and unanimously recommended for Board approval. Discussion followed regarding the determination that when all expenses are paid for this event, the remaining funds will be returned to each donor on a pro rata basis for their personal discretion for donation. Attorney Luetkehans referenced the draft letter included in the Board Packet for the Board's review prior to sending to donors. Discussion continued briefly.

A **MOTION** was made by Commissioner Wagner to approve Proposed Resolution 2016-2026; Direction to Return Excess Goodwin Flight Center Donations. The **motion was seconded** by Commissioner Sharp and was unanimously passed by roll call vote (8-0).

Proposed Ordinance 2016-295; 2016-2018 Prevailing Rate of Wages.

Executive Director Bird read into the record Proposed Ordinance 2016-295 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 Posch to approve Proposed Ordinance 2016-295; 2016-2018 Prevailing Rate of Wages. The **motion was seconded** by Commissioner Chavez and was unanimously passed by roll call vote (8-0).

Proposed Resolution 2016-2027; Disposal/Destruction of Surplus Personal Property.

Approves the disposition of surplus personal property through internet auction. Items include (1) aerial lift, (1) aircraft deicing unit, (1) end loader snow plow, (1) herbicide application tank, (1) water tank, (1) walk behind mower, (1) 1989 bucket truck, (1) 1991 fork lift, (1) 2000 Chevy Pickup truck w/plow, (1) 2003 Chevy pickup truck w/ plow, (1) 2004 Chevy cargo van, (4) irrigation system control unites, and (1) 2000 Chevy passenger van.

Executive Director Bird read into the record Proposed Resolution 2016-2027 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 LaMantia to approve Proposed Resolution 2016-2027; Disposal/Destruction of Surplus Personal Property. The **motion was seconded** by Commissioner Sharp and was unanimously passed by roll call vote (8-0).

Proposed Resolution 2016-2028; Award of Contract to Clean Cut Tree Service Inc. for the Southeast Drainage Ditch Clearing Project.

Approves a project to remove vegetation and sediment in the Southeast Drainage Ditch. Total authorized construction cost of \$70,400, which includes a 10% owner's contingency.

Executive Director Bird read into the record Proposed Resolution 2016-2028 and advised this was considered by the Capital Development Committee and unanimously recommended for Board approval. Discussion followed.

A **MOTION** was made by Commissioner Wagner to approve Proposed Resolution 2016-2028; Award of Contract to Clean Cut Tree Service Inc. for the Southeast Drainage Ditch Clearing Project. The **motion was seconded** by Commissioner Chavez and was unanimously passed by roll call vote (8-0).

Proposed Resolution 2016-2029; Award of Contract to Schambach Construction Inc. for the Hangar Pedestrian Door and Window Replacement Project.

Approves a project to replace 14 pedestrian doors, frames, gaskets and hinges; and 7 windows at various hangar locations throughout the Airport. Total authorized construction cost of \$49,995.

Executive Director Bird read into the record Proposed Resolution 2016-2029 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 Wagner to approve Proposed Resolution 2016-2029; Award of contract to Schambach Construction Inc. for the Hangar Pedestrian Door and Window Replacement Project. The **motion was seconded** by Commissioner Sharp and was unanimously passed by roll call vote (8-0).

Proposed Resolution 2016-2030; Award of Contract to Gate Options for Replacement of Three (3) Electric Gate Operators.

Approves a project for the replacement of three (3) Hy-Security model electric gate operators. Total authorized construction cost of \$49,433.82, which includes a 3% owner's contingency.

Executive Director Bird read into the record Proposed Resolution 2016-2030 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 2016-2030; Award of Contract to Gate Options for Replacement of Three (3) Electric Gate Operators. The **motion was seconded** by Commissioner Donnelly and was unanimously passed by roll call vote (8-0).

Proposed Resolution 2016-2033; Authorizing the Execution of a Hangar and Office Lease with Central Management Services for the Illinois Department of Transportation.

Executive Director Bird read into the record Proposed Resolution 2016-2033 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 2016-2033; Authorizing the Execution of a Hangar and Office Lease with Central Management Services for the Illinois Department of Transportation. The **motion was seconded** by Commissioner Sharp and was passed unanimously by roll call vote (8-0).

Proposed Resolution 2016-2034; Authorizing the Execution of IGA No. 5878 with the State of Illinois, Department of Central Management Services or the Illinois State Police.

Approves an Intergovernmental Agreement between the State of Illinois and the DuPage Airport Authority whereby the State will continue to lease hangar and office space for the Illinois State Police for the period of August 1, 2016 through July 31, 2021. The total lease payments over the term will be \$125,017.68.

Executive Director Bird read into the record Proposed Resolution 2016-2034 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 2016-2034; Authorizing the Execution of IGA No. 5878 with the State of Illinois, Department of Central Management Services or the Illinois State Police. The **motion was seconded** by Commissioner Chavez and was passed unanimously by roll call vote (8-0).

Proposed Resolution 2016-2035; Authorizing the Execution of a Non-Federal Reimbursable Agreement Between the Department of Transportation Federal Aviation Administration and the DuPage Airport Authority to Provide Airport Traffic Control (ATC) Services at the DuPage Air Traffic Control Tower.

Approves an Agreement between the Federal Aviation Administration ("FAA") and the DuPage Airport Authority whereby the FAA will provide staffing of the DuPage Air Traffic Control Tower from 10:00 PM to 6:00 AM for the period of October 1, 2016 through September 30, 2017. Total authorized cost of \$522,101.29

Executive Director Bird read into the record Proposed Resolution 2016-2035 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 Wagner to approve Proposed Resolution 2016-2035; Authorizing the Execution of a Non-Federal Reimbursable Agreement Between the Department of Transportation Federal Aviation Administration and the DuPage Airport Authority to Provide Airport Traffic Control (ATC) Services at the DuPage Air Traffic Control Tower. The **motion was seconded** by Commissioner Chavez and was passed unanimously by roll call vote (8-0).

Proposed Resolution 2016-2036; Authorizing the Execution of a Work Space Agreement Between the DuPage Airport Authority and Natural Gas Pipeline Company of America.

Authorizes the Executive Director to execute a temporary work space agreement with the Natural Gas Pipeline Company of America ("NGPCA") which will allow the NGPCA to enter onto the DuPage Airport Authority land for one month to conduct maintenance work on their underground gas pipeline beginning no sooner than August 22, 2016.

Executive Director Bird read into the record Proposed Resolution 2016-2036 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 2016-2036; Authorizing the Execution of a Work Space Agreement Between the DuPage Airport Authority and Natural Gas Pipeline Company of America. The **motion was seconded** by Commissioner Sharp and was passed unanimously by roll call vote (8-0).

Proposed Ordinance 2016-296; An Ordinance Providing for the Revision of a Fee to Users in Relation to the Use of U.S. Customs Service at DuPage Airport

Approves an Ordinance increasing the fees charged to customers utilizing User-Fee Customs at DuPage Airport. The effective date of this Ordinance is August 1, 2016.

Executive Director Bird read into the record Proposed Ordinance 2016-296 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 Ordinance 2016-296; An Ordinance Providing for the Revision of a Fee to Users in Relation to the Use of U.S. Customs Service at DuPage Airport. The **motion was seconded** by Commissioner Sharp and was unanimously 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 Donnelly and was passed unanimously by roll call vote (8-0). The meeting was recessed to Executive Session at 3:57 p. m. and was reconvened at 4:12 p.m. Upon roll call, a quorum was present for the remainder of the Regular Board Meeting.

OTHER BUSINESS

None

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 Wagner and was passed unanimously by voice vote; the meeting was adjourned at 4:14 p.m.

Approved at the September 14, 2016 Board Meeting
Stephen L. Davis, Chairman