

**DuPAGE AIRPORT AUTHORITY
REGULAR BOARD MEETING
Wednesday, September 14, 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, September 14, 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, 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, Procurement Manager; Pamela Miller, Executive Assistant and Board Liaison.

Others in Attendance: Phil Luetkehans, Schirott, Luetkehans and Garner; Ed Harrington, CenterPoint Properties Trust; John Lass, CenterPoint Properties Trust; Michael Vonic, CH2M; Michael Toth, JWI; Brian Quinlan, Burns & McDonald; Captain Russell Danwin, public attendee.

Members of the Press:

None

PUBLIC COMMENT

Captain Russell Danwin addressed the Board stating he had received a letter in July advising that the Flight Standards District Office (FSDO) had left their offices at DuPage Airport and is now located in Cook County. He asked if the Airport Authority made attempts to encourage FSDO to remain at DuPage Airport. Executive Director David Bird responded to Captain Danwin that the FAA made the decision to consolidate their facilities and move the FSDO offices to their Des Plaines location. He added that the Airport Authority was informed approximately one year ago of their decision to consolidate facilities and many meetings were held however the FAA proceeded with their decision to close their offices at DuPage as a cost savings measure. Captain Danwin stated the National Transportation Safety Board (NTSB) also moved from DuPage Airport and he felt General Aviation was being pushed aside at this airport. Chairman Davis stated the Airport Authority did much work to accommodate the needs of the FSDO staff in their offices and they were happy in that location and the idea that the Airport has not been welcoming to the General Aviation Community is a myth. Chairman Davis added that the Airport Authority's involvement and support of such efforts as *Tuskegee NEXT* and the Illinois Aviation Academy represent support of the general aviation community. Chairman Davis continued that the Airport Authority, of course, welcomes the big jets but does not push aside the general aviation community. Executive Director Bird stated that local operations at DuPage are increased as well as 100 LL fuel sales. He continued that the Airport Authority is doing everything possible at the north end of the airfield to support plans for future growth of General Aviation in that location. Discussion continued.

APPROVAL OF MINUTES

Chairman Davis asked for additions or corrections to the minutes of the June 15, 2016 Regular Board Meeting; there were none. Commissioner Sharp made a **MOTION** to approve the minutes of the June 15, 2016 Regular Board Meeting and Commissioner Ledonne **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 August 10, 2016 Special Board Meeting; there were none. Commissioner Ledonne made a **MOTION** to approve the minutes of the August 10, 2016 Special Board 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 June 15, 2016 Capital Development, Leasing and Customer Fees Committee Meeting; there were none. Commissioner Wagner made a **MOTION** to approve the minutes of the June 15, 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 June 15, 2016 Finance, Budget and Audit Committee; there were none. Commissioner Donnelly made a **MOTION** to approve the minutes of the June 15, 2016 Finance, Budget and Audit Committee Meeting and Commissioner Posch **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 in July 2016 decreased 5.2%; Jet A sales are down 5.1% and 100LL sales are down 5.2%. Year to Date Total gallons of fuel sold decreased 5.6% from 2015.

Total Operations increased 13.4% from July 2015.

Discussion followed.

Total gallons of fuel sold for August 2016 decreased 1.2% from 2015.

100LL sales continue to improve; sales increased nearly 12% for the month of August.

Jet A fuel sales are down 2.7% from August 2015.

Total gallons sold year-to-date decreased 5% from 2015.

Executive Director Bird advised the Paragon Network advised that they are seeing the same types of decreased numbers for Jet A fuel sales nationwide and is unsure of the reasons for this trend; staff will continue to monitor these trends. Executive Director Bird commented that growth in operations locally have brought DuPage to the fourth busiest Airport in the State of Illinois; local operations are up 80% which results in the growth of fuel sales; transient operation numbers are fairly strong for the year. Discussion followed.

Executive Director Bird reported that the Airport Authority is undertaking a number of safety initiatives on the airfield. He discussed the "live burn" exercise underway currently with participation by the West Chicago Fire Protection District (WCFPD). He continued that the WCFPD has a significant presence on the airfield and the "live burn" is a very effective way to train, in a realistic scenario, for an aircraft incident. Executive Director Bird stated a live emergency exercise is scheduled for October 22 and explained exercise actually simulates an aircraft incident with real-time responses by many agencies in the surrounding communities. He added that commercial airports are mandated to do this type of emergency exercise every three years and DuPage Airport has adopted this mandate as standard for this airport. Discussion followed relating to some of the security concerns the Airport Authority is addressing and the efforts being made to continue to strengthen this facility as much as possible.

Executive Director Bird advised that an in-house working group has been established to develop a policy to address the use of drones around the Airport. This in-house group is made up of staff and also some private drone users. This group will develop a policy for the Airport Authority and that policy will be presented at the November Board Meeting for review and consideration. He continued that drones have become prevalent and the FAA will soon publish a general drone policy; every airport will need to develop their individual policies to protect their own work space. Discussion continued on this very critical issue for the Airport and the importance of getting this policy enacted by the end of 2016. Executive Director Bird emphasized the importance of being very cognizant and staying in front of this issue.

Executive Director Bird reported that meetings had occurred with representatives from *Choose DuPage* for the purpose of assisting with public relations efforts for the DuPage Business Center. Staff will continue to foster this relationship and keep *Choose DuPage* in the loop for future discussions.

Commissioner Wagner made available for the Board's viewing a video recently shown at the Better Government Association's Awards Luncheon honoring Former Chairman Dan Goodwin for his decade-long work with the Airport Authority Board. This event was attended by Chairman Davis, Executive Director Bird and Commissioner Dan Wagner.

Executive Director Bird asked Mark Doles to report on activities in the Flight Center. Mr. Doles advised there was a slight decrease in Jet fuel sales for August. He explained that in August 2015 a temporary tenant was located at DuPage while their hangar at Waukegan was undergoing upgrades. This provided a considerable increase in fuel sales for that time in 2015. He continued that fuel sales for August 2016 appear to be down 12,000 gallons from 2015 however that was due to this temporary tenant. He explained that if this amount is not included in the fuel sales comparison with 2016 the Airport would actually reflect an increase by 7,000 gallons for August. Mr. Doles continued to report that staff is working with several flight departments at other airports and are hopeful to bring additional aircraft to DuPage. He also reported that a new five-year hangar and office lease appears on the agenda for Board consideration and approval.

Executive Director Bird asked Mike Toth of J. A. Watts Inc. to provide the Capital Projects update. Mr. Toth proceeded to review several major projects ongoing and their budgets; discussion followed.

Executive Director Bird asked Mark Doles to review an issue of importance that has arisen with the new hangar construction project. Mr. Doles explained that during the course of taking up the old pavement and doing the proof rolling on the apron where construction would take place, bad soil spots were detected with buried organics found, creating a checkerboard effect under the pavement. He stated this will create an increase in the project costs for the removal of the bad soils and replacement with stone for 130 to 140 thousand square feet of pavement. This situation of the existence of bad organics was not anticipated within the design build contract and now this situation will need to be mitigated with the contractor and CH2M. Michael Vonic of CH2M discussed the various options that could be utilized in mitigating this issue and the potential cost of the Change Order for this work. Discussion followed. Chairman Davis then asked each board member's opinion for addressing this issue. Attorney Luetkehans emphasized that if any board member objects to the recommended course of action, now is the time to share their concerns prior to the November Board Meeting when this will be brought to the Board for ratification of the Executive Director's authorization. The Board then unanimously agreed that the Airport Authority should proceed with this mitigation and asked that a Resolution be brought to the November Board Meeting ratifying the Executive Director's decision to execute a Change Order with the contractor for a not-to-exceed amount of \$450,000. Discussion followed.

REVIEW OF FINANCIAL STATEMENTS

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

Review of 2017 Capital Budget:

Mr. Hoard continued to provide an overview of the anticipated Capital projects budget for 2017. He advised this is currently a working document for capital projects and would be discussed in greater detail at the Special Finance Committee Meeting on October 18; the 2017 Tentative Budget and Appropriations will be presented for consideration at the November Board and Committee Meetings. Discussion followed.

REPORT OF COMMITTEES

Finance, Budget and Audit Committee:

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

Internal Policy and Compliance Committee:

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

Golf Committee:

Commissioner Donnelly advised that the Golf Committee met earlier this day and Patrick Hoard reported the golf side of Prairie Landing is doing well with some pricing deals being offered. He continued that Banquets are unfortunately lower because of closure rumors still circulating. He reported that staff is working on ideas for promotions on social media and other ways more outings could be attracted to the club. Discussion followed.

DuPage Business Center:

Ed Harrington of CenterPoint Properties Trust reported construction continues to progress with the DS Container buildout. He added that completion of the facility is scheduled for Mid-November with equipment installation to follow. Mr. Harrington continued that CenterPoint has met with *Choose DuPage* and they have agreed to include the DuPage Business Center on the County's website to assist with marketing efforts. Mr. Harrington explained that CenterPoint and Jones Lang Lasalle will host a broker's event with 30 to 40 brokers expected to attend; helicopter tours will be available between the Airport and the Business Center. This will be an important event to showcase the Business Center. Discussion followed. Mr. Harrington advised that currently there are no new prospects for the Business Center. Mr. Harrington added there is one company expected to submit a proposal soon and would be a good fit for the Business Center. Discussion followed.

OLD BUSINESS

None

NEW BUSINESS

Proposed Resolution 2016-2044; Award of Contract to Discipio Enterprises, Inc. for Snow Removal Services.

Approves a one (1) year contract subject to two (2) one-year extensions at the sole discretion of the Authority for parking lot snow removal and sidewalk shoveling upon the accumulation of 2" of snow. Hourly rates: pickup trucks \$67/hr.; skid-loaders \$67/hr.; shoveling labor \$22/hr.

Executive Director Bird read into the record Proposed Resolution 2016-2044 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 2016-2044; The **motion was seconded** by Commissioner Chavez and was unanimously passed by roll call vote (6-0).

Commissioner Wagner and Commissioner Sharp were not present for the vote.

Proposed Resolution 2016-2045; Award of Bid to LNT Solutions, Inc. for the Procurement of Sodium Formate Runway Deicing Material.

Authorized the procurement of up to 12 tons of Sodium Formate runway deicing material for the 2016/2017 winter season for an amount not-to-exceed \$18,756.

Executive Director Bird read into the record Proposed Resolution 2016-2045 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 2016-2045; Award of Bid to LNT Solutions, Inc. for the Procurement of Sodium Formate Runway Deicing Material. The **motion was seconded** by Commissioner Chavez and was unanimously passed by roll call vote (6-0). Commissioners Wagner and Sharp were not present for the vote.

Proposed Resolution 2016-2046; Award of Bid to Ascent Aviation Group, Inc. for the Procurement of Potassium Acetate Runway Deicing Fluid.

Authorizes the procurement of up to 8,000 gallons of Potassium Acetate runway deicing fluid for the 2016/2017 winter season for an amount not-to-exceed \$32,720.

Executive Director Bird read into the record Proposed Resolution 2016-2046 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 2016-2046; Award of Bid to Ascent Aviation Group, Inc. for the Procurement of Potassium Acetate Runway Deicing Fluid. The **motion was seconded** by Commissioner Posch and was unanimously passed by roll call vote (7-0). Commissioner Wagner was not present for the vote.

Proposed Resolution 2016-2047; Award of Master Agreement to The YMI Group, Inc. for On-Call HVAC Repair and Maintenance Services.

Approves a two (2) year time and material Master Agreement for as-needed HVAC repair services. Not-to-exceed \$25,000 annually or \$5,000 per project.

Executive Director Bird read into the record Proposed Resolution 2016-2047 and advised this was considered by the Finance Committee and unanimously recommended for Board approval. Discussion followed.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2016-2047; Award of a Master Agreement to The YMI Group, Inc. for On-Call HVAC Repair and Maintenance Services. The **motion was seconded** by Commissioner Posch and was unanimously passed by roll call vote (7-0). Commissioner Wagner was not present for the vote.

Proposed Resolution 2016-2048; Award of a Master Agreement to FDG Electrical Services, Inc. for On-Call Electrical Repair and Maintenance Services.

Approves a two (2) year time and material Master Agreement for as-needed electrical repair services. Not-to-exceed \$25,000 annually or \$5,000 per project.

Executive Director Bird read into the record Proposed Resolution 2016-2048 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 2016-2048; Award of a Master Agreement to FDG Electrical Services, Inc. for On-Call Electrical Repair and Maintenance Services.

The **motion was seconded** by Commissioner Sharp and was unanimously passed by roll call vote (7-0). Commissioner Wagner was not present for the vote.

Proposed Resolution 2016-2049; Award of a Master Agreement to Solaris Roofing Solutions, Inc. for On-Call Roof Repair and Maintenance Services.

Approves a two (2) year time and material Master Agreement for as-needed roof repair services. Not-to-exceed \$25,000 annually or \$5,000 per project.

Executive Director Bird read into the record Proposed Resolution 2016-2049 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 Resolution 2016-2049; Award of a Master Agreement to Solaris Roofing solutions, Inc. for On-Call Roof Repair and Maintenance Services. The **motion was seconded** by Commissioner Posch and was unanimously passed by roll call vote (7-0). Commissioner Wagner was not present for the vote.

Proposed Resolution 2016-2050; Award of Master Agreement to Electrical Contractors, Inc. for On-Call Gate Repair and Maintenance Services.

Approves a two (2) year time and material Master Agreement for as-needed electric gate repair services. Not-to-exceed \$25,000 annually or \$5,000 per project.

Executive Director Bird read into the record Proposed Resolution 2016-2050 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 Resolution 2016-2050; Award of Master Agreement to Electrical Contractors, Inc. for On-Call Gate Repair and Maintenance Services. The **motion was seconded** by Commissioner Sharp and was passed unanimously by roll call vote (7-0). Commissioner Wagner was not present for the vote.

Proposed Resolution 2016-2051; Award of Contract to DuPage Overhead Garage Doors, Inc. for the Overhead Garage Door Replacement Project.

Approves a project to remove and replace two (2) overhead garage doors and refurbish one (1) overhead garage door at the Airport's Maintenance Building. Total authorized construction cost not-to-exceed \$19,470, which includes a 10% owner's contingency.

Executive Director Bird read into the record Proposed Resolution 2016-2051 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 2016-2051; Award of Contract to DuPage Overhead Garage Doors, Inc. for the Overhead Garage Door Replacement Project. The **motion was seconded** by Commissioner Donnelly and was passed unanimously by roll call vote (7-0). Commissioner Wagner was not present for the vote.

Proposed Resolution 2016-2052; Authorizing the Execution of a Hangar and Office Lease with TreeHouse Foods, Inc.

Approves a five (5) year lease with TreeHouse Foods, Inc. for office and hangar located at 2715 International Drive.

Executive Director Bird read into the record Proposed Resolution 2016-2052 and advised this was considered by the Capital Development Committee and unanimously recommended for Board approval. He asked Mark Doles to discuss the terms of this lease and the costs associated. Mr. Doles advised that TreeHouse Foods has been a corporate tenant with aviation operations at DuPage since 2009. He advised currently TreeHouse Foods is a two aircraft operation, month-to-month tenant and is located at multiple locations on the airfield. Staff has been in negotiations for a long-term lease which is being presented for the Board's consideration. He explained that in the initial year of the lease \$80,000 will be abated to allow for capital upgrades and remodeling to be accomplished with this facility to accommodate TreeHouse Foods. He continued to discuss the scope of the work to be done and the anticipated revenues for the Airport Authority.

A **MOTION** was made by Commissioner Donnelly to approve Proposed Resolution 2016-2052; Authorizing the Execution of a Hangar and Office Lease with TreeHouse Foods, Inc. The **motion was seconded** by Commissioner Sharp and was passed unanimously by roll call vote (7-0). Commissioner Wagner was not present for the vote.

Proposed Resolution 2016-2053; Approving a Modification of the Development Plan for Expansion of the Building at 2500 Enterprise Circle.

Modifies previously approved Development Plans to allow the construction of an enclosed equipment/waste storage area on west side of building at 2500 Enterprise Circle.

Executive Director Bird read into the record Proposed Resolution 2016-2053 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 2016-2053; Approving a Modification of the Development Plan for Expansion of the Building at 2500 Enterprise Circle. The **motion was seconded** by Commissioner Posch and was passed unanimously by roll call vote (7-0). Commissioner Wagner was not present for the vote.

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 Chavez and was passed unanimously by roll call vote (7-0). The meeting was recessed to Executive Session at 4:32 p.m. and was reconvened at 5:05 p.m. Upon roll call, a quorum was present for the remainder of the Regular Board Meeting. Commissioner Wagner was not present for the remainder of the Regular Meeting.

OTHER BUSINESS

Proposed Resolution 2016-2054; Disclosure of Executive Session Minutes.

Executive Director Bird read into the record Proposed Resolution 2016-2054 and there was no further discussion.

A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2016-2054; Disclosure of Executive Session Minutes. The **motion was seconded** by Commissioner Posch and was unanimously passed 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 5:07 p.m.

Approved at the November 16, 2016 Board Meeting
Stephen L. Davis, Chairman