

**DuPAGE AIRPORT AUTHORITY
REGULAR AND ANNUAL BOARD MEETING
WEDNESDAY, JANUARY 20, 2021**

The Regular and Annual 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, Third Floor Conference Room; Wednesday, January 20, 2021. Chairman Davis called the meeting to order at 3:00 p.m. and a quorum was present for the meeting. He expressed his appreciation that everyone was able to join this virtual meeting.

Commissioners Present: Chavez, Davis, Getz, LaMantia, Ledonne, Posch, Sharp, Wagner. (Commissioner LaMantia attended the Board Meeting in person. All other Board members attended the meeting virtually.)

Commissioners Absent: Donnelly

DuPage Airport Authority Staff and Counsel Present: Mark Doles, Executive Director; Patrick Hoard, Director of Finance; Tom Cleveland, Director of Operations and Facilities; Dan Barna, Operations and Capital Programs Manager; Brian DeCoudres, Flight Center General Manager; Jeff Berls, Retired DuPage Airport Authority Maintenance Manager; Kristine Klotz, Flight Center Supervisor; Pamela Miller, Executive Assistant and Board Liaison; Phil Luetkehans, Luetkehans, Brady, Garner and Armstrong LLC. Staff members and counsel were all physically present and observed the required social distancing requirements.

Others Remotely in Attendance: Steve McLaughlin, Burns & McDonnell; Kevin Fuhr, Hanson Inc.; Mark Moran, NAI Hiffman; Todd Merrihew, Jacobs; Caroline Levenda, CKL Engineers; Kevin Spitz, CKL Engineers; Daniel Pape, CMT Engineers.

Members of the Press:

None

PUBLIC COMMENT

None

RECESS REGULAR MEETING AND CONVENE THE ANNUAL MEETING

A **MOTION** was made by Commissioner LaMantia to recess the Regular Meeting of the DuPage Airport Authority Board of Commissioners and to Convene the Annual Meeting. The motion was seconded by Commissioner Wagner and passed unanimously by voice vote. The Regular Meeting was recessed at 3:02 p.m. and the Annual Meeting was immediately convened. Upon roll call there was a quorum present for this portion of the meeting.

ELECTION OF OFFICERS FOR THE 2021 FISCAL YEAR

Commissioner Getz presented the following slate of officers for the DuPage Airport Authority Board of Commissioners for Fiscal Year 2021 and made a **MOTION** to approve this slate of officers:

Stephen L. Davis as Chairman; Gina LaMantia as Vice Chairman; Michael Ledonne as Treasurer; Donald Sharp as Secretary; Patrick Hoard as Assistant Treasurer and Dan Barna as Assistant Secretary.

The **motion was seconded** by Commissioner Posch. Discussion followed, and Chairman Davis asked for other nominations and there were none. The motion to approve the slate of officers for Fiscal Year 2021 as presented was passed unanimously by roll call vote (8-0).

REVIEW OF COMMITTEE ASSIGNMENTS

Chairman Davis expressed his appreciation to Commissioners for their Committee participation and hard work. He asked Commissioners to contact him if changes are needed. Chairman Davis asked if Commissioner Getz would agree to be the Golf Committee Chairman, due to the retirement of Commissioner Donnelly. Commissioner Getz agreed.

ADJOURNMENT OF ANNUAL MEETING

A **MOTION** was made by Commissioner LaMantia to adjourn the Annual Board Meeting; the **motion was seconded** by Commissioner Sharp. The motion was unanimously passed by voice vote. The Annual Board Meeting adjourned at 3:06 p.m. and the Regular Board Meeting was immediately reconvened. Upon roll call a quorum was present for the remainder of the meeting.

APPROVAL OF MINUTES

Chairman Davis asked for additions or corrections to the minutes of the November 18, 2020 Regular Board Meeting. Commissioner LaMantia made a **MOTION** to approve the minutes of the November 18, 2020 Regular Board 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 December 14, 2020 Special Board Meeting. Commissioner LaMantia made a **MOTION** to approve the minutes of the December 14, 2020 Regular Board 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 November 2, 2020 Special Finance, Budget and Audit Committee Meeting and there were none. Commissioner LaMantia made a **MOTION** to approve the minutes of the November 2, 2020 Special Finance, Budget and Audit Committee Meeting and Commissioner Sharp **seconded the motion**. The motion was passed unanimously by roll call vote (8-0).

DIRECTOR'S REPORT

Executive Director Doles commented that there were no current Covid-19 cases with staff, and that staff has remained healthy. He went on to speak about minimal disruption due to a COVID issue at the Tower and recent snow events.

Executive Director Doles continued that discussions regarding hangar expansion by DuPage Aerospace are proceeding and a revision to their current ground lease will be required to approve the expansion and acknowledge the capital investment that will be made by them. Staff also continues working with Serafin on economic study, along with a print and web-based marking information.

Executive Director Doles discussed the monthly operating statistics. He commented that DuPage Airport remained in the top three for total operations behind O'Hare and Midway airports. Chairman Davis asked Executive Director Doles for an operational comparison between all three airports. Discussion followed.

Executive Director Doles reported that according to Golf Choice/Golf Advisor, Prairie Landing Golf Club is the #1 ranked public course in Illinois and #10 nationally. Golf Choice/Golf Advisor received over 10,000 reviews and rankings were based upon value, conditions, layout, pace of play, staff friendliness and off-course amenities. Discussion followed.

REVIEW OF FINANCIAL STATEMENTS

Executive Director Doles asked Patrick Hoard to provide a review of the Financial Statements for December 2020 and discussion followed.

REPORT OF COMMITTEES

Internal Policy and Compliance Committee:

Commissioner LaMantia advised the Internal Policy and Compliance Committee did not meet and no report was given.

Finance, Budget and Audit Committee:

Commissioner Ledonne reported the Finance, Budget and Audit Committee did not meet and no report was given.

Golf Committee:

Chairman Davis requested Commissioner Getz to serve as the Chairman of the Golf Committee moving forward. Commissioner Getz accepted.

Capital Development, Leasing and Customer Fees:

Commissioner Wagner reported the Capital Development, Leasing, and Customer Fees Committee did not meet and no report was given.

DuPage Business Center:

Mark Moran of NAI Hiffman reported current activities at the Business Center Discussion followed.

OLD BUSINESS

None

NEW BUSINESS

Proposed Ordinance 2021-348; Adopting Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2021 and Ending December 31, 2021.

Executive Director Doles read into the record Proposed Ordinance 2021-348. A **MOTION** was made by Commissioner LaMantia to approve Proposed Ordinance 2021-348; Adopting Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2021 and Ending December 31, 2021. The **motion was seconded** by Commissioner Sharp. Discussion followed and motion was unanimously passed by roll call vote (8-0).

Proposed Ordinance 2021-349; An Ordinance of the DuPage Airport Authority Promulgating Regulations Under the Freedom of Information Act.

Executive Director Doles read into the record Proposed Ordinance 2021-349. A **MOTION** was made by Commissioner LaMantia to approve Proposed Ordinance 2021-349; An Ordinance of the DuPage Airport Authority Promulgating Regulations Under the Freedom of Information Act. The **motion was seconded** by Commissioner Sharp. Executive Director Doles explained this Ordinance is passed annually by the Board and amends the former year's Ordinance. Discussion followed and the motion was unanimously passed by roll call vote (8-0).

Proposed Resolution 2021-2406; Approving the Use of Outside Attorneys for the Fiscal Year 2021 Beginning January 1, 2021 and Ending December 31, 2021.

Approves utilizing the firms of Luetkehans, Brady, Garner and Armstrong LLC and SheppardMullin to provide legal services for the 2021 fiscal year.

Executive Director Doles read into the record Proposed Resolution 2021-2406. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2021-2406; Approving the Use of Outside Attorneys for the Fiscal Year 2021 Beginning January 1, 2021 and ending December 31, 2021. The **motion was seconded** by Commissioner Sharp. Discussion followed and the motion was unanimously passed by roll call vote (8-0).

Proposed Resolution 2021-2407; Award of Contract to FBG Corporation for the U.S. Customs and Border Protection General Aviation Facilities Renovation.

Approves a contract to renovate existing space in the DuPage Flight Center to accommodate U.S. Customs and Border Protection facilities. Total authorized construction of \$844,230, which includes a 7% owner's contingency.

Executive Director Doles read into the record Proposed Resolution 2021-2407.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2021-2407; Award of Contract to FBG Corporation for the U.S. Customs and Border Protection General Aviation Facilities Renovation. The **motion was seconded** by Commissioner Sharp. The motion was unanimously passed by roll call vote (8-0).

Proposed Resolution 2021-2408; Authorizing the Execution of construction Phase Task Order No. 40 with CH2M for the Project: U.S. Customs and Border Protection General Aviation Facilities Renovation.

Approves a Task Order for construction observation services for the U.S. Customs and Border Protection Renovation project in an amount not-to-exceed \$134,767.84.

Executive Director Doles read into the record Proposed Resolution 2021-2408. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2021-2408; Award of Contract Authorizing the Execution of Construction Phase Task Order No. 40 with CH2M for the Project: U.S. Customs and Border Protection General Aviation Facilities Renovation. The **motion was seconded** by Commissioner Sharp. Discussion followed and the motion was unanimously passed by roll call vote (8-0).

Proposed Resolution 2021-2409; Award of Contract to Thomas Interiors for the Procurement of Furniture, Fixtures and Equipment: U.S. Customs and Border Protection General Aviation Facilities Renovation.

Approves the procurement of furniture, fixtures and equipment for the U.S. Customs and Border Protection Renovation project. Total amount \$61,983.06 F.O.B. DuPage Airport.

Executive Director Doles read into the record Proposed Resolution 2021-2409. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2021-2409; Award of Contract to Thomas Interiors for the Procurement of Furniture, Fixtures and Equipment: U.S. Customs and Border Protection General Aviation Facilities Renovation. The **motion was seconded** by Commissioner Sharp. The motion was unanimously passed by roll call vote (8-0).

Proposed Resolution 2021-2410; Authorizing the Execution of a Cash Farm Lease with Donald and Beth Young.

Approves a cash farm lease for 163 acres located north on Route 64. Annual rent of \$47,759.

Executive Director Doles read into the record Proposed Resolution 2021-2410. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2021-2410; Authorizing the Execution of a Cash Farm Lease with Donald and Beth Young. The **motion was seconded** by Commissioner Sharp. The motion was unanimously passed by roll call vote (8-0).

Commissioner Ladonne made a **MOTION** to combined **Proposed Resolution 2021-2411; Authorizing the Execution of a Cash Farm Lease with Jeff Laczynski.**

Approves a cash farm lease for 25 acres located in the DuPage Business Center. Annual rent of \$3,125 and Proposed Resolution 2021-2412; Authorizing the Execution of a Cash Farm Lease with Galusha Farm LLC. Approves a cash farm lease for 91 acres located in the DuPage Business Center. Annual rent of \$11,375.

The **motion was seconded** by Commissioner Sharp. The motion was unanimously passed by a roll call vote (8-0).

Proposed Resolution 2021-2411; Authorizing the Execution of a Cash Farm Lease with Jeff Laczynski.

Approves a cash farm lease for 25 acres located in the DuPage Business Center. Annual rent of \$3,125.

Proposed Resolution 2021-2412; Authorizing the Execution of a Cash Farm Lease with Galusha Farm LLC.

Approves a cash farm lease for 91 acres located in the DuPage Business Center. Annual rent of \$11,375.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2021-2411; Authorizing the Execution of a Cash Farm Lease with Jeff Laczynski and Proposed Resolution 2021-2412; Authorizing the Execution of a Cash Farm Lease with Galusha Farm LLC. The **motion was seconded** by Commissioner Sharp. The motion was unanimously passed by roll call vote (8-0).

Proposed Resolution 2021-2413; Ratification of Service Order No. 10 with Aptim Environmental & Infrastructure, LLC for Environmental Services Related to Underground Storage Tank Removal and Reporting on the Pheasant Run Property.

Executive Director Doles read into the record Proposed Resolution 2021-2413. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2021-2413; Ratification of service Order No. 10 with APTIM Environmental & Infrastructure, LLC for Environmental Services Related to Underground Storage Tank Removal and Reporting on the Pheasant Run Property. The **motion was seconded** by Commissioner Sharp. Discussion followed and the motion was unanimously passed by roll call vote (8-0).

Proposed Resolution 2021-2414; Authorizing the Execution of Task Order No. 39 with CH2M for the Project: DuPage Airport Authority Land Release for Parcels 58 – 66.

Authorizes Task Order No. 39 with CH2M for required Land Release documentation and submittal for parcels commonly known as Pheasant Run Driving Range for a not-to-exceed amount of \$49,872.00.

Executive Director Doles read into the record Proposed Resolution 2021-2414. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2021-2414; Authorizing the Execution of Task Order No. 39 with CH2M for the Project: DuPage Airport Authority Land Release for Parcels 58 – 66. The **motion was seconded** by Commissioner Sharp. The motion was unanimously passed by roll call vote (8-0).

Proposed Resolution 2021-2415; Authorizing the Execution of a Design Phase Engineering Services Agreement with CH2M for the Airport Improvement Program Project Known as: Replacement of Homerun Ductbank.

Approves design engineering in an amount not-to-exceed \$81,787.90 of which the Authority anticipates 95% reimbursement from Federal and State funds.

Executive Director Doles read into the record Proposed Resolution 2021-2415. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2021-2415; Authorizing the Execution of a Design Phase Engineering Services Agreement with CH2M for the Airport Improvement Program Project known as: Replacement of homerun Ductbank. The **motion was seconded** by Commissioner Sharp. Discussion followed and the motion was unanimously passed by roll call vote (8-0).

Proposed Resolution 2021-2416; Authorizing the Execution of the Third Extension to Exclusive Listing Agreement with NAI Hiffman for DuPage Business Center Real Estate Brokerage Services.

Approves a third extension with NAI Hiffman for brokerage services related to the DuPage Business Center development to now expire November 15, 2022.

Executive Director Doles read into the record Proposed Resolution 2021-2416. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2021-2416; Authorizing the Execution of the Third Extension to Exclusive Listing Agreement with NAI Hiffman for DuPage Business Center Real Estate Brokerage Services. The **motion was seconded** by Commissioner Sharp. Discussion followed and the motion was unanimously passed by roll call vote (8-0).

Proposed Resolution 2021-2417; Approving the Execution of a Vacant Land Sales Agreement with Midwest Industrial Funds, Inc.

Approves a Vacant Land Sales purchase agreement with Midwest Industrial Funds for an approximate 23.75 acre parcel in the DuPage Business Center for \$4.15 per square foot.

Executive Director Doles read into the record Proposed Resolution 2021-2417. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2021-2417; Approving the Execution of a Vacant Land Sales Agreement with Midwest Industrial Funds, Inc. The **motion was seconded** by Commissioner Sharp. Discussion followed and the motion was unanimously passed by roll call vote (8-0).

Proposed Ordinance 2021-350; Approving the Execution of an Intergovernmental Agreement with the City of West Chicago, West Chicago Library District, West Chicago Fire Protection District, West Chicago Elementary District 33, Community High School District 94 and Innovation Partners, LLC and Scannell Properties #371, LLC in Regard to a Property Tax Abatement Relative to the Development of the Scannell Property.

Approves an Intergovernmental Agreement with multiple taxing bodies to abate up to 50% of their assessed real estate taxes for a period of ten years, limited to a total of \$4 million in relation to the Scannell development.

Executive Director Doles read into the record Proposed Ordinance 2021-350. A **MOTION** was made by Commissioner LaMantia to approve Proposed Ordinance 2021-350; Approving the Execution of an Intergovernmental Agreement with the City of West Chicago, West Chicago Library District, West Chicago Fire Protection District, West Chicago Elementary District 33, Community High School District 94 and Innovation Partners, LLC and Scannell Properties #371, LLC in Regard to a Property Tax Abatement Relative to the Development of the Scannell Property.

The **motion was seconded** by Commissioner Sharp. The motion was unanimously passed by roll call vote (8-0).

Proposed Ordinance 2021-351; Ordinance Providing for Real Estate Tax Abatement Related to Scannell Properties #371, LLC.

Approves abatement of up to 50% of property taxes owed to the DuPage Airport Authority for a period of ten years related to the Scannell development. Estimated amount \$3,000.00

Executive Director Doles read into the record Proposed Ordinance 2021-351. A **MOTION** was made by Commissioner LaMantia to approve Proposed Ordinance 2021-351; Ordinance Providing for Real Estate Tax Abatement Related to Scannell Properties #371, LLC. The **motion was seconded** by Commissioner Sharp. The motion was unanimously passed by roll call vote (8-0).

Proposed Resolution 2021-2421; Authorizing the Execution of an Easement Amendment with the Commonwealth Edison Company.

Authorizes execution of an Easement Amendment with the Commonwealth Edison company for an existing easement along Kress Road due to a utility conflict.

Executive Director Doles read into the record Proposed Resolution 2021-2421. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2021-2421; Authorizing the Execution of an Easement Amendment with the Commonwealth Edison Company. The **motion was seconded** by Commissioner Sharp. Discussion followed and the motion was unanimously passed by roll call vote (8-0).

RECESS TO EXECUTIVE SESSION

Commissioner LaMantia made motion to recess to Executive Session for the discussion of pending probable or imminent litigation; the setting of a price for sale of lease of property owned by the DuPage Airport Authority; and Authorizing the destruction of certain verbatim recordings of closed sessions. The **motion was seconded** by Commissioner Sharp and passed unanimously by roll call vote (8-0). The Regular Meeting was recessed to Executive Session at 4:03 p.m. and was reconvened at 4:19 p.m. Upon roll call, a quorum was present for the remainder of the Regular Board Meeting.

OTHER BUSINESS

Proposed Resolution 2021-2418; Ratifying the Executive Director's Execution of a Settlement Agreement Regarding Prairie Landing Tax Appeal Litigation.

Executive Director Doles read into the record Proposed Resolution 2021-2418. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2021-2418; Ratifying the Executive Director's Execution of a Settlement Agreement Regarding Prairie Landing Tax Appeal Litigation. The **motion was seconded** by Commissioner Sharp. The motion was unanimously passed by roll call vote (8-0).

Proposed Resolution 2021-2419; Authorizing the Destruction of Certain Verbatim Recordings of Closed Sessions.

Executive Director Doles read into the record Proposed Resolution 2021-2419. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2021-2419; Authorizing the Destruction of Certain Verbatim Recordings of Closed Sessions. The **motion was seconded** by Commissioner Sharp. There was no further discussion and the motion was unanimously passed by roll call vote (8-0).

Proposed Resolution 2021-2420; Approving the Execution of a Vacant Land Purchase Agreement with Discovery Drive Investors II, LLC.

Approve a vacant land sale purchase agreement with Discovery Drive Investors II, LLC for an approximately 42.273 acre parcel in the DuPage Business Center for \$2,957 per square foot.

Executive Director Doles read into the record Proposed Resolution 2021-2420. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2021-2420; Approving the Execution of a Vacant Land Purchase Agreement with Discovery Drive Investors II, LLC. The **motion was seconded** by Commissioner Sharp. The motion was unanimously passed by roll call vote (8-0).

Proposed Resolution 2021-2402; Commemorating the Services of Charles E. Donnelly as Commissioner of the DuPage Airport Authority.

Executive Director Doles read into the record Proposed Resolution 2021-2402. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2021-2402; Commemorating the Services of Charles E. Donnelly as Commissioner of the DuPage Airport Authority. The **motion was seconded** by Commissioner Sharp. The motion was unanimously passed by roll call vote (8-0).

Proposed Resolution 2021-2403; Commemorating the Services of Gregory J. Posch as Commissioner of the DuPage Airport Authority.

Executive Director Doles asked that Proposed Resolution 2021-2403 be tabled. No action was taken.

Proposed Resolution 2021-2404; Commemorating the Services of Jeff Berls as Maintenance Manager of the DuPage Airport Authority.

Executive Director Doles read into the record Proposed Resolution 2021-2404. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2021-2404; Commemorating the Services of Jeff Berls as Maintenance Manager of the DuPage Airport Authority. The **motion was seconded** by Commissioner Sharp. Discussion followed and the motion was unanimously passed by roll call vote (8-0).

Proposed Resolution 2021-2405; Commemorating the Services of Pamela Miller as Executive Assistant and Board Liaison of the DuPage Airport Authority.

Executive Director Doles read entire Proposed Resolution 2021-2405. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2021-2405; Commemorating the Services of Pamela Miller as Executive Assistant and Board Liaison of the DuPage Airport Authority. The **motion was seconded** by Commissioner Sharp. Discussion followed and the motion was unanimously passed by roll call vote (8-0).

A **MOTION** was made by Commissioner LaMantia to adjourn the Regular Meeting of the DuPage Airport Authority Board of Commissioners. The **motion was seconded** by Commissioner Sharp and was passed unanimously by voice vote; the meeting was adjourned at 4:44 p.m.



Stephen L. Davis, Chairman

(ATTEST)



Donald C. Sharp, Secretary