

**DuPAGE AIRPORT AUTHORITY  
REGULAR BOARD MEETING  
THURSDAY, MARCH 18, 2021**

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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, Third Floor Conference Room; Thursday, March 18, 2021. Chairman Davis called the meeting to order at 3:00 p.m. and a quorum was present for the meeting. Chairman Davis stated he is appreciative that everyone was able to join this virtual meeting.

***Commissioners Present:*** Charvat, Davis, Getz, LaMantia, Posch, Sharp, Wagner.  
(All board members attended the meeting remotely.)

***Commissioners Absent:*** Chavez, Ledonne

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

***Others Remotely in Attendance:*** Bruce Garner of Luetkehans, Brady, Garner and Armstrong LLC.; John Whitehead, NAI Hiffman; Brad Hamilton, CMT Engineers; Daniel Pape, CMT Engineers; Todd Merrihew, Jacobs; Michael Vonic, Jacobs.

***Members of the Press:***

None

**PUBLIC COMMENT**

None

**APPROVAL OF MINUTES**

Chairman Davis asked for additions or corrections to the minutes of the January 20, 2021 Regular Board Meeting and there were none. Commissioner LaMantia made a **MOTION** to approve the minutes of the January 20, 2021 Regular Board Meeting and Commissioner Sharp **seconded the motion**. The motion was passed unanimously by roll call vote (7-0).

**DIRECTOR'S REPORT**

Executive Director Doles reported on the following topics:

March Jet-A fuel sales to date are up 40% while 100LL fuel sales are up 23%. Covid-19 continues to impact fuel sales with limited international travel. Covid-19 impacts are easing, but business traffic is down 5% industry wide. There were 463,000 less operations in 2020 than in 2019 at O'Hare and Midway airports. O'Hare Airport was down 42%, Midway Airport was

down 35%, while DuPage Airport was down 8%. DuPage had more takeoff and landings for one day in May 2020 than both O'Hare Airport or Midway Airport.

A Covid-19 vaccine event with the City of West Chicago took place on March 3, 2021 in our transient hangar. It was a huge success, with 2,200 vaccines distributed. Mayor Pineda was able to secure vaccines through Jewel-Osco and worked with Commissioner Chavez and Chairman Davis to host the event. Executive Director Doles went on to say the event was successful due to the teamwork with the City of West Chicago, along with their Public Works Department. Mayor Pineda invited other mayors to attend the event. State Representative Maura Hirschauer and State Senator Karina Villa attended the event. The second dose event will occur on March 24, 2021. The Airport Authority will continue to support the community by hosting additional events if vaccines are secured.

Executive Director Doles spoke about the coverage from the event. Serafin produced press for the National Business Aviation Association, National Aviation Transportation Association, American Association of Airport Executives, and General Aviation News.

A smaller vaccine event with Jewel-Osco was also hosted for some of the charter and corporate flight departments.

DuPage Air Traffic Control Tower presented the DuPage Airport Authority with a Letter of Appreciation in recognition of ongoing dedication to pilot/controller outreach programs and safety initiatives. Executive Director Doles spoke about finalizing a draft of the Economic Impact flyer for the Board members to approve before publication.

Executive Director Doles informed the Board that the T-hangar occupancy rates are 83.6%, the highest it has been in 15 years. Tom Cleveland was instrumental in bring some of the new customers to the airport. Staff is planning for an additional corporate hangar space to be developed in 2022.

The Master Plan is in its final stages. Executive Director Doles is meeting with CMT to review the financial component. It is anticipated that over \$30 million dollars of hangar development that will be planned for based on economic conditions and demand. The funds for this development will come from our land sales proceeds.

DuPage Aerospace, one of DuPage Airport's largest maintenance and charter operators, currently has a ground lease agreement with the DuPage Airport Authority. Over 20 years ago DuPage Aerospace constructed a 30,000 square foot hangar and leased not only that property, but also the property adjacent for a future addition. Discussions are continuing to allow them to expand their hangar facility this year.

TreeHouse Foods has exercised their 5-year option on their hangar lease. Their term will now end in 2026 and secure almost \$1M in rent for the Authority over that term.

Textron Aircraft Sales Division has also extended their office lease for another year.

## **REVIEW OF FINANCIAL STATEMENTS**

Patrick Hoard provided a review of the Financial Statements for March 2021 and discussion followed.

## **REPORT OF COMMITTEES**

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

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

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

Executive Director Doles reported the Finance, Budget and Audit Committee did not meet.

### **Golf Committee:**

Commissioner Getz stated that the Golf Committee did not meet, and no report was given.

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

Commissioner Wagner advised the Capital Development Committee did not meet, and no report was given.

### **DuPage Business Center:**

John Whitehead of NAI Hiffman provided an update relating to the current activities of the DuPage Business Center. He advised there is a shortage of supply of developable land in the region. He discussed several transactions by speculative building developers. He stated Midwest Industrial Funds is under contract to purchase the 23 acres north of the Amazon development. He also discussed an inflation of steel prices.

Discussion followed.

## **OLD BUSINESS**

None

## **NEW BUSINESS**

### **Proposed Resolution 2021-2421; Disposal/Destruction of Surplus Personal Property.**

*Approves the internet based public auction of two (2) 2005 Generac 500kW diesel generators.* Executive Director Doles read into the record Proposed Resolution 2021-2421. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2021-2421; Disposal/Destruction of Surplus Personal Property. The **motion was seconded** by Commissioner Sharp. There was no further discussion, and the motion was passed by roll call vote (7-0).

### **Proposed Resolution 2021-2422; Award of Contract to Redexim Turf Products for the Procurement of One (1) Golf Course Deep Tine Aerator.**

*Approves the procurement of one (1) Redexim Verti Drain 2519 deep tine aerator for a total cost of \$29,987 F.O.B. Prairie Landing Golf Course.*

Executive Director Doles read into the record Proposed Resolution 2021-2422. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2021-2422; Award of Contract to Redexim Turf Products for the Procurement of One (1) Golf Course Deep Tine Aerator. The **motion was seconded** by Commissioner Sharp. There was no further discussion, and the motion was passed by roll call vote (7-0).

**Proposed Resolution 2021-2423; Award of Contract to Sargents Equipment & Repair Service, Inc. for the Procurement of One (1) Rubber Tire End Loader.**

*Approves the procurement of one (1) Doosan DL300 rubber tire end loader for a total cost of \$218,738.40 F.O.B. DuPage Airport.*

Executive Director Doles read into the record Proposed Resolution 2021-2423. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2021-2423; Award of Contract to Sargents Equipment & Repair Service Inc. for the Procurement of One (1) Rubber Tire End Loader. The **motion was seconded** by Commissioner Sharp. Discussion followed and the motion was passed by roll call vote (7-0).

**Proposed Resolution 2021-2424; Award of Contract to Miller-Bradford & Riseberg, Inc. for the Procurement of One (1) 20' Hydraulic Reversible Plow.**

*Approves the procurement of one (1) Daniels 20' 3-in-1 plow for a total cost of \$33,950 F.O.B. DuPage Airport.*

Executive Director Doles read into the record Proposed Resolution 2021-2424. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2021-2424; Award of Contract to Miller-Bradford & Rieberg, Inc. for the Procurement of One (1) 20' Hydraulic Reversible Plow. The **motion was seconded** by Commissioner Sharp. Discussion followed and the motion was passed by roll call vote (7-0).

**Proposed Resolution 2021-2425; Authorizing the Execution of a Contract with ADB Safegate Americas LLC to Upgrade the Airfield Lighting Control and Monitoring Systems.**

*Approves a software and hardware upgrade to the Airfield Lighting Control and Monitoring System. Total cost not-to-exceed \$24,000.*

Executive Director Doles read into the record Proposed Resolution 2021-2425. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2021-2425; Award of Contract with ADB Safegate Americas LLC to Upgrade the Airfield Lighting Control and Monitoring Systems. The **motion was seconded** by Commissioner Sharp. Discussion followed and the motion was passed by roll call vote (7-0).

**Proposed Resolution 2021-2426; Authorizing the Procurement of One (1) 2021 Cargo Van from the State of Illinois Joint Purchasing Contract.**

*Approves the procurement of one (1) 2021 Ford Transit T-350 cargo van from Landmark Ford, Inc. under the State of Illinois Joint Purchasing Contract for a total cost of \$38,285 F.O.B. DuPage Airport.*

Executive Director Doles read into the record Proposed Resolution 2021-2426.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2021-2426; Authorizing the procurement of one (1) 2021 Cargo Van from the State of Illinois Joint Purchasing Contract. The **motion was seconded** by Commissioner Sharp. Discussion continued briefly and the motion was passed by roll call vote (6-0). Commissioner Getz abstained.

**Resolution 2021-2427; Award of Contract to United Door & Dock for the Replacement of Three (3) Electric Gate Operators.**

*Approves a contract to replace three (3) electric vehicle gate operators. Total authorized construction cost of \$52,202.70, which includes a 10% owner's contingency.*

Executive Director Doles read into the record Proposed Resolution 2021-2427. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2021-2427; Award of Contract to United Door & Door for the Replacement of Three (3) electric vehicle gate operators. The **motion was seconded** by Commissioner Sharp. Discussion followed and the motion was passed by roll call vote (7-0).

**Proposed Resolution 2021-2428; Award of Contract to United Door & Dock for the Procurement of Two (2) High Performance Fabric Garage Doors.**

*Approves a contract to install (2) high performance fabric garage doors at the Airport Maintenance Building. Total authorized construction cost of \$69,898.40, which includes a 10% owner's contingency.*

Executive Director Doles read into the record Proposed Resolution 2021-2428. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2021-2428; Award of Contract to United Door & Dock for the Procurement of Two (2) High Performance Fabric Garage Doors. The **motion was seconded** by Commissioner Sharp. Discussion followed and the motion was passed by roll call vote (7-0).

**Proposed Resolution 2021-2429; Ratification of the Executive Director's Execution of a Contract with West Side Tractor Sales for the Repair of a John Deere Rubber Tire End Loader.**

*Ratifies the Executive Director's execution of a contract with West Side Tractor Sales to repair a damaged rubber tire end loader in the amount of \$43,065.93.*

Executive Director Doles read into the record Proposed Resolution 2021-2429. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2021-2429; Ratification of the Executive Director's Execution of a Contract with West Side Tractor Sales for the Repair of a John Deere Rubber Tire End Loader. The **motion was seconded** by Commissioner Sharp. Discussion followed and the motion was passed by roll call vote (7-0).

**Proposed Resolution 2021-2430; Ratification of the Executive Director's Execution of a Contract with K-Plus Mechanical, Inc. for DuPage Airport Fuel Farm Spill Container Installation.**

*Ratifies the Executive Director's execution of a contract with K-Plus Mechanical for the installation of Illinois State Fire Marshal required spill containers at the DuPage Airport Fuel Farm in the amount of \$35,475, which includes a 10% owner's contingency.*

Executive Director Doles read into the record Proposed Resolution 2021-2430. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2021-2430; Ratification of the Executive Director's Execution of a Contract with K-Plus Mechanical, Inc. for DuPage Airport Fuel Farm Spill Container Installation. The **motion was seconded** by Commissioner Sharp. Discussion followed and the motion was passed by roll call vote (7-0).

**Proposed Resolution 2021-2431; Authorizing the Execution of a Retainer Agreement with Crawford, Murphy & Tilly, Inc. for General Engineering Consultant Services.**

*Approves a three (3) year retainer agreement, subject to two (2) one (1) year extensions at the sole discretion of the Authority for engineering consulting services.*

Executive Director Doles read into the record Proposed Resolution 2021-2431. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2021-2431; Authorizing the Execution of a Retainer Agreement with Crawford, Murphy & Tilly, Inc. for General Engineering Consultant Services. The **motion was seconded** by Commissioner Sharp. Discussion followed and the motion was passed by roll call vote (7-0).

**Proposed Resolution 2021-2432; Authorizing the Execution of Service Order No. 11 with Wight & Company for Professional Consulting Services Associated with Design and Construction Administration for Roofing Improvements at the Flight Center, Government Center and SE Ramp Hangar.**

*Approves a design and construction administration service order for roofing improvements at the Flight Center, Government Center and SE Ramp Hangar for a fixed fee of \$51,400 plus expenses.*

Executive Director Doles read into the record Proposed Resolution 2021-2432. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2021-2432; Authorizing the Execution of Service Order No. 11 with Wight & Company for Professional Consulting Services Associated with Design and Construction Administration for Roofing Improvements at the Flight Center, Government Center and SE Ramp Hangar. The **motion was seconded** by Commissioner Sharp. Discussion followed and the motion was passed by roll call vote (6-0). Commissioner Wagner abstained.

**Proposed Resolution 2021-2433; Authorizing the Execution of Task Order No. 42 with CH2M for the Project: Runway 10/28 Avigation Easement Surveys.**

*Approves a task order for professional surveys related to Runway 10/28 avigation easement acquisition for a total not-to-exceed amount of \$95,357.67*

Executive Director Doles read into the record Proposed Resolution 2021-2433.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2021-2433; Authorizing the Execution of Task Order No. 42 with CH2M for the Project: Runway 10/28 Avigation Easement Surveys. The **motion was seconded** by Commissioner Sharp. Discussion followed and the motion was passed by roll call vote (7-0).

**Proposed Resolution 2021-2434; Authorizing the Execution of Task Order No. 44A with CH2M for the Project: Hangar Bridging Documents – Part A.**

*Approves a task order for professional services for the first phase of planning for the design of a new hangar facility for a not-to-exceed amount of \$86,278.90*

Executive Director Doles read into the record Proposed Resolution 2021-2434.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2021-2434; Authorizing the Execution of Task Order No. 44A with CH2M for the Project: with CH2M for the Project: Hangar Bridging Documents – Part A. The **motion was seconded** by Commissioner Sharp. Discussion followed and the motion was passed by roll call vote (7-0).

**Proposed Resolution 2021-2435; Approving the Execution of a Vacant Land Purchase Agreement with Scannell Properties, LLC.**

*Approves a vacant land sale purchase agreement with Scannell Properties, LLC for an approximate 50 acre parcel (30.6 acres developable) for \$3.95 per square foot.*

Executive Director Doles read into the record Proposed Resolution 2021-2435.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2021-2435; Approving the Execution of a Vacant Land Purchase Agreement with Scannell Properties, LLC. The **motion was seconded** by Commissioner Sharp. Discussion followed and the motion was passed by roll call vote (7-0).

**Proposed Ordinance 2021-352; 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 OSI Industries, LLC in Regard to a Property Tax Abatement Relative to the Development of the OSI Industries Property.**

*Approves the granting of a tax abatement to OSI Industries, LLC. Abatement is limited to \$4,000,000 over ten years.*

Executive Director Doles read into the record Proposed Ordinance 2021-352.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Ordinance 2021-352; 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 OSI Industries, LLC in Regard to a Property Tax Abatement Relative to the Development of the OSI Industries Property. The **motion was seconded** by Commissioner Sharp. Discussion followed and the motion was passed by roll call vote (7-0).

**Proposed Ordinance 2021-353; Ordinance Providing for Real Estate Tax Abatement Related to OSI Industries, LLC**

*Approves the submittal of the abatement in Ordinance 2021-352 to the County Clerk of DuPage County.*

Executive Director Doles Read Proposed Ordinance 2021-353 into record. A **MOTION** was made by Commissioner LaMantia to approve Proposed Ordinance 2021-353; Ordinance Providing for Real Estate Tax Abatement Related to OSI Industries, LLC. The **motion was seconded** by Commissioner Sharp. Brief discussion followed and the motion was passed by roll call vote (7-0).

**Proposed Ordinance 2021-354; 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 Crest Hill Investment in Regard to a Property Tax Abatement Relative to the Development of the Greco/DeRosa Property.**

*Approves the granting of a tax abatement to Crest Hill Investment, LLC. Abatement is limited to \$4,000,000 over ten years.*

Executive Director Doles read into the record Proposed Ordinance 2021-354.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Ordinance 2021-354; 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 Crest Hill Investment in Regard to a Property Relative to the Development of the Greco/DeRosa Property. The **motion was seconded** by Commissioner Sharp. Discussion followed and the motion was passed by roll call vote (7-0).

**Proposed Ordinance 2021-355; Ordinance Providing for Real Estate Tax Abatement Related to Crest Hill Investments, LLC.**

*Approves submittal of the abatement in Ordinance 2021-354 to the County Clerk of DuPage County.*

Executive Director Doles read Proposed Ordinance 2021-355 into the record. A **MOTION** was made by Commissioner LaMantia to approve Proposed Ordinance 2021-355; Ordinance Providing for Real Estate Tax Abatement Related to Crest Hill Investments, LLC. The **motion was seconded** by Commissioner Sharp. There was no further discussion, and the motion was passed by roll call vote (7-0).

**RECESS TO EXECUTIVE SESSION**

Commissioner LaMantia made a **MOTION** 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; and the setting of a price for sale or lease of property owned by the DuPage Airport Authority.



**OTHER BUSINESS**

**Proposed Resolution 2021-2436; Approving Agreement with Discovery Drive Investors II, L.L.C. Regarding Clay in the DuPage Business Center.**

*Resolution, if required, will be provided by Airport Counsel.*

Executive Director Doles read into the record Proposed Resolution 2021-2436. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2021-2436; Approving Agreement with Discovery Drive Investors II, L.L.C. Regarding Clay in the DuPage Business Center. The **motion was seconded** by Commissioner Sharp. There was no further discussion, and the motion as was unanimously passed by roll call vote (7-0).

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 4:46 p.m.



Stephen L. Davis, Chairman

(ATTEST)



Donald C. Sharp, Secretary