

**DuPAGE AIRPORT AUTHORITY
REGULAR BOARD MEETING
MONDAY, JUNE 28, 2021**

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; Monday, June 28, 2021. Vice-Chairman LaMantia called the meeting to order at 3:05 p.m. and a quorum was present for the meeting.

Commissioners Present: Charvat, Getz, LaMantia, Ledonne, Posch, Sharp, Wagner.
(Getz, Posch, Sharp attended the meeting remotely)

Commissioners Absent: Chavez, Davis

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

Others Remotely or in Attendance: Stephen McLaughlin, Burns and McDonnell; Daniel Pape, CMT Engineers; Mark Moran, NAI Hiffman; Todd Merrihew, Jacobs; John Bullock, DuPage Aerospace Corporation; Kathryn Tatty, Scannell; Rob Kish, SmithGroup; Pat Schaner, Midwest Industrial; Brett Duffy, SpaceCo.

Members of the Press:

None

PUBLIC COMMENT

None

APPROVAL OF MINUTES

Vice-Chair LaMantia asked for additions or corrections to the minutes of the May 27, 2021 Regular Board Meeting and there were none. Commissioner Ledonne made a **MOTION** to approve the minutes of the May 27, 2021 Regular Board Meeting and Commissioner Wagner **seconded the motion**. The motion was passed unanimously by roll call vote (7-0).

DIRECTOR'S REPORT

Executive Director Doles reported on Flight Center fuel operations for the year are extremely strong, 100LL fuel is up 22.2% and Jet-A fuel is up 52.2%. The COVID impacted budget numbers are currently 46% for Jet-A and 22% for 100LL over budget. For the last three-months Jet-A has tracked above the five-year average pre-COVID. Locally based operations are tracking above average as well as transient customers that are operating 15 nautical miles outside of DuPage Airport.

Prairie Landing Golf Rounds for 2021 thus far totaling 10,954 compared to 7,397 in 2020. Executive Director Doles informed the Board that is a 48% increase year to date. Smaller sized weddings and banquets have taken place. A tent has been arranged, if or when state requirements change to accommodate events. The fuel sales and golf rounds remain strong for the DuPage Airport Authority and well above the budgeted numbers.

US Customs and Border Protection facility renovation is ongoing in the Flight Center. Executive Director Doles offered a tour of the renovation progress to the Board members that attended the meeting. Subcontract for access control and security system is on today's agenda for the Board of Commissioners to consider.

Maintenance Building Expansion precast erected, roofing installation is starting.

Executive Director Doles informed the Board that a discussion for a potential new lease agreement and a design contract for the vacant office space would take place in Executive Session. This build-to-suit office space is on the third floor of the Flight Center Building.

DuPage Aerospace is planning on an expansion to the current hangar facilities. The hangar was built over 20 years ago. This hangar expansion will add an additional 30-year ground lease with possible options. This is a major outside investment for DuPage Airport.

Pheasant Run Driving Range land release is under review by the Federal Aviation Administration. This process is taking longer than originally expected. Greco Development has submitted preliminary plans to the City of St. Charles. The plans hinge on utilizing the driving range property, that may require a lease agreement or fee simple to help facilitate the development.

Executive Director Doles remarked about Board approval on employee insurance brokerage. This item is on today's agenda for Board consideration.

It was announced that on 6/22/21 DuPage Airport, along with the other National Reliever airports in the county, will receive \$148,000 grant from the Federal Government due to COVID. The DuPage Airport Authority received \$157,000 in 2020 which was utilized to offset the Aircraft Rescue and Firefighting costs. O'Hare International Airport received \$400M, and Midway International Airport received \$80M thus far.

Electrical upgrade contracts that are presented to the Board today are 100% funded through the Federal Government COVID relief plan. Projects regarding taxiway and runway lighting systems are at zero cost the DuPage Airport Authority.

Staff is in the process of scheduling the 2022 Budget plan. Executive Director Doles expressed his desire to begin committee meetings shortly. First week in October the capital and operating plans will be finalized by staff. Middle of October staff will present the full capital and operating plan to the Finance Committee. This Budget plan will be presented to the Board of Commissioners at the November Board meeting. A public hearing is scheduled for 1/10/22.

Discussion followed.

REVIEW OF FINANCIAL STATEMENTS

Executive Director Doles provided a review of the Financial Statements for May 2021 and discussion followed.

REPORT OF COMMITTEES

Finance, Budget, and Audit Committee:

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

Capital Development, Leasing and Customer Fees:

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

Internal Policy and Compliance Committee:

Commissioner LaMantia advised the Internal Policy and Compliance Committee no report given.

Golf Committee:

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

DuPage Business Center:

Mark Moran of NAI Hiffman provided an update relating to the current activities of the DuPage Business Center. Mr. Moran reported there are four sites located the DuPage Business Center under contract. Mr. Moran stated that developers are still very motivated, and they continue to see tenant demand. Mr. Moran informed the Board of Commissioners that there is a new group showing interest at the far east end of the DuPage Business Center.

Discussion followed.

OLD BUSINESS

None

NEW BUSINESS

Proposed Resolution 2021-2444; Appointing the Firm of Alliant Insurance Services, Inc. as Employee Benefits Insurance Broker.

Approves an employee benefits insurance broker retainer agreement for the term of one (1) year, subject to three (3) one (1) year extensions.

Executive Director Doles read into the record Proposed Resolution 2021-2444. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2021-2444; Appointing the Firm of Alliant Insurance Services, Inc. as Employee Benefits Insurance Broker. 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 2021-2445; Award of Contract to G.E. Riddiford Company, Inc. for Re-Roofing of DuPage Airport Authority Facilities.

Approves a contract for roofing improvements at the Flight Center, Government Center and SE Ramp Hangar. Total authorized construction cost of \$1,192,626, which includes a 5% owner's contingency and \$6,000 allowance for removal and reinstallation of MEP facility attachments.

Executive Director Doles read into the record Proposed Resolution 2021-2445. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2021-2445; Approving the Contract to G.E. Riddiford Company, Inc. for Re-Roofing of DuPage Airport Authority Facilities. 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 2021-2446; Award of Contract to Siemens Industry, Inc. for U.S. Customs and Border Protection General Aviation Facilities Renovation Security System.

Approves a contract for installation of access control, surveillance and intrusion detection systems. Total authorized construction cost of \$68,970, which includes a 10% owner's contingency.

Executive Director Doles read into the record Proposed Resolution 2021-2446. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2021-2446; Award of Contract to Siemens Industry, Inc. for U.S. Customs and Border Protection General Aviation Facilities Renovation Security System. 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 2021-2447; Authorizing the Execution of an Intergovernmental Agreement with the State of Illinois Department of Transportation, Division of Aeronautics for Participation in the Airport Improvement, Program Project Known as: Elevated Fixture Grounding Updates.

Approves participation in the Airport Improvement Program Project known as: Elevated fixture Grounding Updates. Project cost estimated to be \$482,146.31, 100% Federal funding by the CARES Act.

Executive Director Doles read into the record Proposed Resolution 2021-2447.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2021-2447; Authorizing the Execution of an Intergovernmental Agreement with the State of Illinois Department of transportation, Division of Aeronautics for Participation in the Airport Improvement, Program Project Known as: Elevated Fixture Grounding Updates. The **motion was seconded** by Commissioner Sharp. Brief discussion followed and the motion was passed by roll call vote (7-0).

Proposed Resolution 2021-2448; Authorizing the Execution of a Construction Phase Engineering Services Agreement with CH2M for the Airport Improvement Program Project Know as: Elevated Fixture Grounding Updates.

Approves construction observation for the Airport Improvement Program Project known as: Elevated Fixture Grounding Updates. Not-to-exceed amount of \$80,987.03, 100% reimbursable by Federal CARES Act funding.

Executive Director Doles read into the record Proposed Resolution 2021-2448. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2021-2448; Authorizing the Execution of a Construction Phase Engineering Services Agreement with CH2M for the Airport Improvement Program Project Know as: Elevated Fixture Grounding Updates. 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 2021-2449; Authorizing the Execution of a Temporary Construction Easement between the DuPage Airport Authority and AXS Points, LLC for the Property Located at 2722 International Drive.

Approves a temporary construction easement for the installation of telecommunications and internet cables the provide Comcast service to 2722 International Drive.

Executive Director Doles read into the record Proposed Resolution 2021-2449. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2021-2449; Authorizing the Execution of a Temporary Construction Easement between the DuPage Airport Authority and AXS Points, LLC for the Property Located at 2722 International Drive. The **motion was seconded** by Commissioner Sharp. Discussion followed, and the motion was passed by roll call vote (7-0).

Proposed Resolution 2021-2450; Authorizing the Execution of a Utility License between the DuPage Airport Authority and Comcast for the Property Located at 2722 International Drive.

Approves a utility license agreement for telecommunications and internet cables that provide Comcast service to 2722 International Drive.

Executive Director Doles read into the record Proposed Resolution 2021-2450. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2021-2450; Authorizing the Execution of a Utility License between the DuPage Airport Authority and Comcast for the Property Located at 2722 International Drive. 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 2021-2451; Authorizing the Execution of a Temporary Construction Easement between the DuPage Airport Authority and AXS Points, LLC for the Properties Located at 3N020 and 3N028 Powis Road.

Approves a temporary construction easement for the installation of telecommunications and internet cables that provide Comcast service to 3N020 and 3N028 Powis Road.

Executive Director Doles read into the record Proposed Resolution 2021-2451. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2021-2451; Authorizing the Execution of a Temporary Construction Easement between the DuPage Airport Authority and AXS Points, LLC for the Properties Located at 3N020 and 3N028 Powis Road. The **motion was seconded** by Commissioner Sharp. Discussion followed, and the motion was passed by roll call vote (7-0).

Proposed Resolution 2021-2452; Authorizing the Execution of a Utility Easement between the DuPage Airport Authority and Comcast for the Properties Located at 3N020 and 3N028 Powis Road.

Approves a utility easement for telecommunications and internet cables that provide Comcast service to 3N020 and 3N028 Powis Road.

Executive Director Doles read into the record Proposed Resolution 2021-2452. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2021-2452; Authorizing the Execution of a Utility Easement between the DuPage Airport Authority and Comcast for the Properties Located at 3N020 and 3N028 Powis Road. 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 2021-2453; Authorizing the Execution of Design Phase Task Order No. 44B with CH2M for the Project: Corporate Hangar Bridging Documents.

Approves Task Order No.44B with CH2M in the total amount Not-to-exceed \$226,435.04 to produce Bridging Documents in support of the process to construct a new hangar facility at DuPage Airport.

Executive Director Doles read into the record Proposed Resolution 2021-2453. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2021-2453; Authorizing the Execution of Design Phase Task Order No. 44B with CH2M for the Project: Corporate Hangar Bridging Documents. The **motion was seconded** by Commissioner Sharp. Discussion followed, and the motion was passed by roll call vote (7-0).

Proposed Resolution 2021-2454; Authorizing the Execution of Service Order No. 14 with Wight & Company for Professional Consulting Services Associated with Design for 3rd Floor Flight Center Tenant Improvements.

Approves Service Order No. 14 with Wight & Company in the amount of \$55,000 for the design of 3rd floor Flight Center tenant improvements.

Executive Director Doles read into the record Proposed Resolution 2021-2454. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2021-2454; Authorizing the Execution of Service Order No. 14 with Wight & Company for Professional Consulting Services Associated with Design for 3rd Floor Flight Center Tenant Improvements. 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 2021-2455; Authorizing the Execution of a Land Lease Agreement with Anthony Base, LLC.

Approves a 30-year Land Lease Agreement with Anthony Base, LLC (DuPage Aerospace) to facilitate the construction of a 28,476 SF hangar addition.

Executive Director Doles read into the record Proposed Resolution 2021-2455. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2021-2455; Authorizing the Execution of a Land Lease Agreement with Anthony Base, LLC. The **motion was seconded** by Commissioner Sharp. Discussion followed, and the motion was passed by roll call vote (7-0).

Proposed Resolution 2021-2456; Authorizing the Execution of a Second Amendment to Vacant Land Purchase Agreement with Midwest Industrial Funds, Inc.

Approves Second Amendment to Vacant Land Sales Agreement with Midwest Industrial Funds, Inc. extending inspection Period through September 15, 2021.

Executive Director Doles read into the record Proposed Resolution 2021-2456. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2021-2456; Authorizing the Execution of a Second Amendment to Vacant Land Purchase Agreement with Midwest Industrial Funds, Inc. The **motion was seconded** by Commissioner Sharp. Discussion followed, and the motion was passed by roll call vote (7-0).

Proposed Resolution 2021-2457; Approving the Development Plan of Scannell Properties, LLC at 595 Innovation Drive.

Approves the development plan for Scannell at 595 Innovation Drive.

Executive Director Doles read into the record Proposed Resolution 2021-2457. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2021-2457; Approving the Development Plan of Scannell Properties, LLC at 595 Innovation Drive. The **motion was seconded** by Commissioner Sharp. Discussion followed, and the motion was passed by roll call vote (7-0).

Proposed Ordinance 2021-356; Approving the Execution of a First Amendment to the 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, LLC in Regard to a Property Tax Abatement Relative to the Development of the Greco/DeRosa Property.

Amends the IGA with Crest Hill Investments, LLC to make certain minor amendments, including the name of the developer and the legal description of the property.

Executive Director Doles read into record Proposed Ordinance 2021-356. A **MOTION** was made by Commissioner Ledonne to approve Proposed Ordinance 2021-356; Approving the Execution of a First Amendment to the 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, LLC in Regard to a Property Tax Abatement Relative to the Development of the Greco/DeRosa Property. The motion was seconded by Commissioner Sharp. There was no further discussion, and the **motion was passed** by a roll call vote (7-0).

RECESS TO EXECUTIVE SESSION

Commissioner Ledonne 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 Ordinance 2021-357; Authorizing the Negotiation for the Acquisition of Avigation Rights and Restrictive Covenants Over Certain Property Commonly Known as 1600 Powis Court, West Chicago, Illinois 60185 for Airport Purposes by the DuPage Airport Authority.

Executive Director Doles read into the record Proposed Ordinance 2021-357.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Ordinance 2021-357; Authorizing the Negotiation for the Acquisition of Avigation Rights and Restrictive Covenants Over Certain Property Commonly Known as 1600 Powis Court, West Chicago, Illinois 60185 for Airport Purposes by the DuPage Airport Authority.

The **motion was seconded** by Commissioner Sharp. There was no further discussion, and the motion was passed by roll call vote (7-0).

Proposed Ordinance 2021-358; Authorizing the Negotiation for the Acquisition of Avigation Rights and Restrictive Covenants Over Certain Property Commonly Known as 1500 Powis Court, West Chicago, Illinois 60185 for Airport Purposes by the DuPage Airport Authority.

Executive Director Doles read into the record Proposed Ordinance 2021-358.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Ordinance 2021-358; Authorizing the Negotiation for the Acquisition of Avigation Rights and Restrictive Covenants Over Certain Property Commonly Known as 1500 Powis Court, West Chicago, Illinois 60185 for Airport Purposes by the DuPage Airport Authority.

The **motion was seconded** by Commissioner Sharp. There was no further discussion, and the motion was passed by roll call vote (7-0).

Proposed Ordinance 2021-359; Authorizing the Negotiation for the Acquisition of Avigation Rights and Restrictive Covenants Over Certain Property Commonly Known as 345 Kautz Road, St. Charles, IL 60174 for Airport Purposes by the DuPage Airport Authority.

Executive Director Doles read into the record Proposed Ordinance 2021-359.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Ordinance 2021-359; Authorizing the Negotiation for the Acquisition of Avigation Rights and Restrictive Covenants Over Certain Property Commonly Known as 345 Kautz Road, St. Charles, IL 60174 for Airport Purposes by the DuPage Airport Authority.

The **motion was seconded** by Commissioner Sharp. There was no further discussion, and the motion was passed by roll call vote (7-0).

Proposed Ordinance 2021-360; Authorizing the Negotiation for the Acquisition of Avigation Rights and Restrictive Covenants Over Certain Property Commonly Known as 445 Kautz Road, St. Charles, Illinois 60174 for Airport Purposes by the DuPage Airport Authority.

Executive Director Doles read into the record Proposed Ordinance 2021-360.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Ordinance 2021-360; Authorizing the Negotiation for the Acquisition of Avigation Rights and Restrictive Covenants Over Certain Property Commonly Known as 445 Kautz Road, St. Charles, Illinois 60174 for Airport Purposes by the DuPage Airport Authority.

The **motion was seconded** by Commissioner Sharp. There was no further discussion, and the motion was passed by roll call vote (7-0).

Proposed Ordinance 2021-361; Authorizing the Negotiation for the Acquisition of Avigation Rights and Restrictive Covenants Over Certain Property Located Approximately South of Illinois Avenue and West of Kautz Road for Airport Purposes by the DuPage Airport Authority.

Executive Director Doles read into the record Proposed Ordinance 2021-361.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Ordinance 2021-361; Authorizing the Negotiation for the Acquisition of Avigation Rights and Restrictive Covenants Over Certain Property Located Approximately South of Illinois Avenue and West of Kautz Road for Airport Purposes by the DuPage Airport Authority.

The **motion was seconded** by Commissioner Sharp. There was no further discussion, and the motion was passed by roll call vote (7-0).

Proposed Ordinance 2021-362; Authorizing the Negotiation for the Acquisition of Avigation Rights and Restrictive Covenants Over Certain Property Commonly Known as 3945 Ohio Avenue, St. Charles, Illinois 60174 for Airport Purposes by the DuPage Airport Authority.

Executive Director Doles read into the record Proposed Ordinance 2021-362.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Ordinance 2021-362; Authorizing the Negotiation for the Acquisition of Avigation Rights and Restrictive Covenants Over Certain Property Commonly Known as 3945 Ohio Avenue, St. Charles, Illinois 60174 for Airport Purposes by the DuPage Airport Authority.

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 2021-2458; Authorizing the Execution of an Employment Agreement with the Executive Director of the DuPage Airport Authority.

Executive Director Doles read into the record Proposed Resolution 2021-2458. A **MOTION** was made by Commissioner Ledonne to **MODIFY** Proposed Resolution 2021-2458; Authorizing the Execution of an Employment Agreement with the Executive Director of the DuPage Airport Authority amending the contract term and compensation. The **motion was seconded** by Commissioner Sharp. Discussion followed, and the motion was passed by roll call vote (7-0).

A **MOTION** was made by Commissioner Ledonne 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 4:49 p.m.



Stephen L. Davis, Chairman

(ATTEST)



Donald C. Sharp, Secretary