

**DuPAGE AIRPORT AUTHORITY
REGULAR BOARD MEETING
THURSDAY, MAY 27, 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; Thursday, May 27, 2021. Chairman Davis called the meeting to order at 3:00 p.m. and a quorum was present for the meeting. Chairman Davis stated due to the Gubernatorial Disaster Proclamation and current conditions consistence with the *Open Meetings Act* the Board Meetings can continue to be held electronically.

Commissioners Present: Charvat, Davis, Getz, LaMantia, Ledonne, Posch, Sharp, Wagner. Chairman Davis and Commissioner LaMantia were physically in attendance, all other board members attended the meeting remotely.

Commissioners Absent: Chavez

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. (Staff members were all physically present and observed the required social distancing requirements.)

Others Remotely in Attendance: Phil Luetkehans of Luetkehans, Brady, Garner and Armstrong LLC.; Bruce Garner of Luetkehans, Brady, Garner and Armstrong LLC.; Stephen McLaughlin, Burns and McDonnell; Jim Savio, Sikich LLP; Michael Vonic, Jacobs; Daniel Pape, CMT Engineers; Mark Moran, NAI Hiffman; Todd Merrihew, Jacobs.

Members of the Press:

None

PUBLIC COMMENT

None

APPROVAL OF MINUTES

Chairman Davis asked for additions or corrections to the minutes of the March 18, 2021 Regular Board Meeting and there were none. Commissioner LaMantia made a **MOTION** to approve the minutes of the March 18, 2021 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 March 31, 2021 Regular Board Meeting and there were none. Commissioner LaMantia made a **MOTION** to approve the minutes of the March 31, 2021 Regular Board Meeting and Commissioner Sharp **seconded the motion**. The motion was passed unanimously by roll call vote (8-0).

DIRECTOR'S REPORT

DuPage Flight Center fuel numbers continue to be strong with fuel sales being up 39% year-to-date. Flight operations are up 15% for the current year. As of May 26, 2021 there have been 6,100 rounds of golf played at Prairie Landing Golf Club. Last year around the same time, the total rounds to date were only 1,800. Executive Doles stated that flight training at DuPage Airport remains extremely strong. O'Hare Airport is currently down 27% and Midway Airport is down 6% for the year in flight operations.

Executive Doles presented the Economic Impact Study Flyer to the Board of Commissioners. This will be a doubled sided marketing data piece that Gruen Gruen + Associates compiled. He asked the Board of Commissioners for their input on the proposed handout and if any changes needed to be made. Chairman Davis and Executive Director Doles informed the Board that together they will work on a schedule to present the flyer to the DuPage County Board.

Executive Director Doles informed the Board of the renewals of both office agreements with Textron/Cessna and KCAC Aviation. Both companies renewed the office lease agreements for a one-year extension term.

Pheasant Run investment and transactions was briefly discussed. The Airport Authority has seen a 34% return on investment from the 2017 acquisition.

4,660 total vaccines were distributed in the month of March and April. The Pfizer vaccine was distributed to the local community through Albertson's/Jewel Osco. The DuPage Airport played a role in helping the local community and businesses reopen.

US Customs and Border Protection facility renovation began on April 19. Other area airports are building standalone facilities which are a major financial investment. Additional contracts for access control and security system coordination meetings will take place later in the month. Executive Director Doles informed the Board of Commissioners that additional contracts will be presented to the Board for approval.

Maintenance Building Expansion continues with the steel erected and concrete floor poured. The precast is being installed now.

First planning meeting for a new hangar design with Jacobs occurred in April. The initial design phase project is for a 2 bay 48,000 square foot hangar south of the IFR hangar.

The Airport Authority is in negotiations with our law firm for office space on the third floor of the Flight Center Building. This project is a 3,000 – 4,000 square foot build-to-suit office.

Executive Director Doles reported that there was an overnight law enforcement training exercise that was performed at the Prairie Landing Golf Course. The law enforcement training was held on May 6, 2021. The 40-to-50-member unit was training in the air and on the ground.

Underutilized locations of the airport are available for additional local law enforcement driving

training programs to occur. This gives the ability for local departments to stay proficient in a controlled environment.

DuPage Aerospace is one of DuPage Airport's largest charter and maintenance facilities. DuPage Aerospace will be making a major capital investment with hangar expansion and an additional 30-year ground lease with possible options. DuPage Aerospace is planning on adding an additional 28,000 square feet which will double the current size of their operation. Planning meetings for their hangar construction have been ongoing.

Discussion followed.

REVIEW OF FINANCIAL STATEMENTS

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

Patrick Hoard introduced Jim Savio of Sikich, LLP and asked him to present the 2020 Comprehensive Annual Financial Report (CAFR). Mr. Savio thanked the entire team for meeting all the deadlines and the audit process went smoothly. Mr. Savio stated that the audit process was entirely remote this year. He stated that there were no material weaknesses or significant deficiencies found. There were no instances of non-compliance during the testing. 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 given.

Finance, Budget, and Audit Committee:

Commissioner Ledonne reported the Finance, Budget and Audit Committee did not meet. He continued that later in the Board Meeting a presentation of the annual audit would be made by Sikich, LLC.

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:

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.

Discussion followed.

OLD BUSINESS

None

NEW BUSINESS

Proposed Resolution 2021-2438; Disposal/Destruction of Surplus Personal Property.

Approves the internet based public auction of one (1) 1989 Schmidt TS4 Airport Snow Blower.

Executive Director Doles read into the record Proposed Resolution 2021-2438. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2021-2438; Disposal/Destruction of Surplus Personal Property. The **motion was seconded** by Commissioner Sharp. Discussion followed and the motion was passed by roll call vote (8-0).

Proposed Resolution 2021-2439; Award of Contract to Correct Electric Inc. for Fire Alarm System Replacement.

Approves a contract to replace the fire alarm system at the Avel Flight School and Hangar E20.

Total authorized construction cost of \$52,476.60, which includes a 10% owner's contingency.

Executive Director Doles read into the record Proposed Resolution 2021-2439. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2021-2439; Approving the Contract to Correct Electric Inc. for Fire Alarm System Replacement.

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

Proposed Resolution 2021-2440; Award of Contract to KCW Environmental Conditioning, Inc. for HVAC RTU and Boiler Replacement.

Approves a contract to replace an HVAC roof top unit at the Old Administration and to replace the boiler at the Prairie Landing Clubhouse. Total authorized construction cost of \$22,567.60 which includes a 10% owner's contingency.

Executive Director Doles read into the record Proposed Resolution 2021-2440. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2021-2440; Award of Contract to KCW Environmental Conditioning, Inc. for HVAC RTU and Boiler Replacement. The **motion was seconded** by Commissioner Sharp. Discussion followed and the motion was passed by roll call vote (6-2).

Proposed Resolution 2021-2441; Authorizing Change Order No.1 to Construction Phase Task Order No. 35 with CH2M for the Project: DuPage Airport Authority Maintenance Building Expansion.

Approves a change order in an amount not-to-exceed \$66,346.92, increasing the original Task Order 35 not-to-exceed amount of \$185,652.19 to \$251,999.11 for additional construction observation support.

Executive Director Doles read into the record Proposed Resolution 2021-2441.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2021-2441; Authorizing Change Order No.1 to Construction Phase Task Order No. 35 with CH2M for the Project: DuPage Airport Authority Maintenance Building Expansion. The **motion was**

seconded by Commissioner Sharp. Discussion followed and the motion was passed by roll call vote (8-0).

Proposed Resolution 2021-2442; Authorizing the Execution of a First Amendment to Vacant Land Purchase Agreement with Midwest Industrial Funds, Inc.

Executive Director Doles read into the record Proposed Resolution 2021-2442. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2021-2442; The **motion was seconded** by Commissioner Sharp. Discussion followed and the motion was passed by roll call vote (8-0).

RECESS TO EXECUTIVE SESSION

There was no Executive Session held.

OTHER BUSINESS

Proposed Resolution 2021-2443; Disclosure of Executive Session Minutes.

Approves the disclosure of Executive Session Minutes that the Board of Commissioners has determined are no longer necessary to keep confidential.

Executive Director Doles read into the record Proposed Resolution 2021-2443.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2021-2443; Approving Disclosure of Executive Session Minutes. The **motion was seconded** by Commissioner Sharp. There was a brief discussion, and the motion as 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 4:28 p.m.



Stephen L. Davis, Chairman

(ATTEST)



Donald C. Sharp, Secretary