

**DuPAGE AIRPORT AUTHORITY
REGULAR BOARD MEETING
WEDNESDAY, MAY 18, 2022**

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; Wednesday, May 18, 2022. Chairman Getz called the meeting to order at 3:00 p.m. and a quorum was present for the meeting. Commissioner LaMantia was not present for the roll call and arrived at 3:04 p.m.

Commissioners Present: Charvat, Chavez, Davis, Giunti, Getz, LaMantia, Sharp, Wagner
Commissioners Absent: Ledonne

DuPage Airport Authority Staff Present: Mark Doles, Executive Director; Patrick Hoad, Director of Finance; Tom Cleveland, Director of Operations and Facilities; Dan Barna, Operations and Capital Projects Programs Manager; Brian DeCoudres, Flight Center General Manager; Phil Luetkehans of Luetkehans, Brady, Garner and Armstrong LLC.; Kristine Klotz, Executive Assistant and Board Liaison.

Others: Dan Pape, CMT; John Whitehead, NAI Hiffman; Jim Savio, Sikich LLP; Steve Moulton, Primera Engineers, Ltd.

Members of the Press:
None

PUBLIC COMMENT
None

APPROVAL OF MINUTES

Chairman Getz asked for additions or corrections to the minutes of the March 9, 2022 Golf Committee Meeting and there were none. Commissioner Sharp made a **MOTION** to approve the minutes. The **motion was seconded** by Commissioner Chavez, and unanimously passed by a roll call vote (8-0). Commissioner LaMantia was not present for the vote.

Chairman Getz asked for additions or corrections to the minutes of the March 9, 2022 Finance, Budget and Audit Committee Meeting and there were none. Commissioner Sharp made a **MOTION** to approve the minutes. The **motion was seconded** by Commissioner Chavez, and unanimously passed by a roll call vote (8-0). Commissioner LaMantia was not present for the vote.

Chairman Getz asked for additions or corrections to the minutes of March 9, 2022 Capital Development, Leasing and Customer Fees Committee and there were none. Commissioner Sharp made a **MOTION** to approve the minutes. The **motion was seconded** by Commissioner Chavez, and unanimously passed by a roll call vote (8-0). Commissioner LaMantia was not present for the vote.

Chairman Getz asked for additions or corrections to the minutes of the March 9, 2022 Regular Board Meeting and there were none. Commissioner Sharp made a **MOTION** to approve the minutes. The **motion was seconded** by Commissioner Chavez, and unanimously passed by a roll call vote (8-0). Commissioner LaMantia was not present for the vote.

DIRECTOR'S REPORT

Executive Director Doles stated that the cost of Jet-A and 100LL continues to rise. The cost of Jet-A is up 97.9%, while 100LL is up 44.8% as of May 11, 2022. Year-to-date Jet-A sales are up 34.5%, which is 36.8% greater than budget. 100LL is down 11.1% but 9.3% above budget.

Executive Director Doles stated that rounds of golf are down 57.6% through April due to springtime rain and cold weather. As of May 17th there have been 2,930 rounds of golf played at Prairie Landing Golf Club in comparison to May 2021 6,800 rounds were played.

Executive Director Doles informed the Board of the additional Phenom 100 and Gulfstream 200 jets that are now based on the field. DuPage Aerospace steel is currently being erected for the addition of their hangar. This hangar addition will allow more aircraft to be based within DuPage Aerospace.

Executive Director Doles stated that the Back-to-School event planning is underway, with a tentative date of August 5, 2022. St. Charles School District is starting their school year extremely early, while West Chicago School District is starting classes later than usual. Both neighboring communities will be able to attend the event where they can have lunch, and view aircraft and equipment from the airport.

Members of the University of North Dakota made a fuel stop while flying through to the NIFA (National Intercollegiate Flying Association) SAFECON (Safety and Flight Evaluation Conference) which is hosted by The Ohio State University Airport. Tom Cleveland's son Matthew competed in the event where he placed 1st in the Navigation competition and 2nd place in the Nation for Flight Computer Accuracy.

Mr. Doles went on to say that after a multi-year pause, staff is currently working with Ford Motor Company to bring back the Driving Skills for Life Program. This program offers free driver education from professional drivers to newly licensed teen drivers. This event is tentatively scheduled for a weekend in July. The event will be held on a closed piece of apron, with no impact on operations.

US Customs and Border Protection staff conducted a walkthrough on the mostly completed facility. Two items are delayed due to supply chain issues. US Customs staff was very complimentary of the renovations that were performed and stated that DuPage should be a model for other airports across the country.

Executive Director Doles informed the Board that for the 5th year in a row DuPage Airport has been awarded the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) for the fiscal year ending December 31, 2020. This Certificate of Achievement is the highest form of recognition in governmental accounting.

Executive Director Doles stated that the estimate is being finalized for the damage that occurred to the combo plow/broom unit. Discussion followed.

REVIEW OF FINANCIAL STATEMENTS

Patrick Hoard reviewed the Financial Statements for April 2022 and discussion followed.

REPORT OF COMMITTEES

Finance, Budget, and Audit Committee:

Commissioner Sharp advised that he Chaired the Finance, Budget, and Audit Committee in Commissioner Ledonne's absence. Commissioner Sharp stated that the Finance, Budget, and Audit Committee did meet, and unanimously recommended Board approval for all agenda items.

Internal Policy and Compliance Committee:

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

Golf Committee:

Commissioner Sharp advised that the Golf Committee did not meet, and no report was given.

Capital Development, Leasing, and Customer Fees Committee:

Commissioner Wagner reported that the Capital Development, Leasing, and Customer Fees Committee did meet, and recommended Board approval for all agenda items.

DuPage Business Center:

John Whitehead with NAI Hiffman informed the Board of the reduction in vacancy rates within the Fox Valley area. Mr. Whitehead stated the supply chain issues in precast, roofing materials, and dock doors are now requiring longer lead times. Mr. Whitehead went on to state that Midwest Industrial Funds bought and stored roofing materials on the job site to ensure the completion of their project. Discussion followed.

OLD BUSINESS

None

NEW BUSINESS

Presentation and Review of the Annual Financial Audit.

Patrick Hoard introduced Jim Savio with Sikich, LLP to discuss the 2021 Audit report. Mr. Savio went over the Introductory, Financial and Supplementary sections of the Annual Audit. Mr. Savio stated that the opinion of the audit is based only on the Financial Section of the Annual Report. Mr. Savio informed the Board of the formatting changes to the Independent Auditor's Report. After discussing and reviewing the highlights of the financial audit report Mr. Savio stated that there were no material weaknesses or significant deficiencies found. Mr. Savio acknowledged that an unmodified opinion is the highest opinion that can be given. Mr. Savio stated that staff did a wonderful job and was a pleasure to work with. Commissioner Sharp

agreed with Mr. Savio complementing the accounting department.

Proposed Resolution 2022-2508; Award of Contract to Packey Webb Ford for the Procurement of One (1) 2022 Ford Escape.

Approves the procurement of one (1) 2022 Ford Escape S for a total cost of \$25,874.

Executive Director Doles read into record Proposed Resolution 2022-2508. A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2022-2508; Award of Contract to Packey Webb Ford for the Procurement of One (1) 2022 Ford Escape. The **motion was seconded** by Commissioner Chavez. There was no discussion and the motion passed unanimously by roll call vote (8-0).

Proposed Resolution 2022-2509; Authorizing the Procurement of One (1) 6-Wheel Dump Truck with Sodium Spreader from the State of Illinois Joint Purchasing Contract.

Approves the procurement of one (1) 2024 International 6-wheel dump truck with sodium spreader for a total cost of \$195,707 F.O.B. DuPage Airport.

Executive Director Doles read into record Proposed Resolution 2022-2509. A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2022-2509; Authorizing the Procurement of One (1) 6-Wheel Dump Truck with Sodium Spreader from the State of Illinois Joint Purchasing Contract. The **motion was seconded** by Commissioner Chavez. Executive Director advised the Board that the purchase is well within budget and is requiring a 420-day delivery date. Mr. Doles informed the Board that this will require encumbering the 2023 budget. Staff will plan for this during the budget process. There was no further discussion and the motion passed by a roll call vote of (8-0).

Proposed Resolution 2022-2510; Delegation of Authority to the Executive Director to Procure Used Aircraft Passenger Stairs.

Delegates authority to the Executive Director to accept the lowest, responsive, and responsible bid to procure used aircraft passenger stairs in an amount not-to-exceed \$30,000.

Executive Director Doles read into record Proposed Resolution 2022-2510. A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2022-2510; Delegation of Authority to the Executive Director to Procure Used Aircraft Passenger Stairs. The **motion was seconded** by Commissioner LaMantia. Executive Director stated that this will allow staff to react quickly in procuring and purchasing used aircraft stairs. This process has been utilized in the past to purchase used equipment. There was no further discussion and the motion passed by a roll call vote of (8-0).

Proposed Resolution 2022-2511; Authorizing the Execution of a Professional Services Agreement with Serafin & Associates Inc. for Marketing and Communications Services
Approves a one (1) year Public Affairs and Marketing Services Agreement not-to-exceed \$42,500 annual compensation, with a one (1) year option.

Executive Director Doles read into record Proposed Resolution 2022-2511. A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2022-2511; Authorizing the Execution of a Professional Services Agreement with Serafin & Associates Inc. for Marketing and Communications Services. The **motion was seconded** by Commissioner Chavez. There was no discussion and the motion passed by roll call vote of (7-0) Commissioner Wagner abstained.

Approving the Negotiation of a Guaranteed Maximum Price (GMAX) Design-Build Agreement for Hangar Construction.

Executive Director Doles asked for approval of a Motion for the Negotiation of a Guaranteed Maximum Price (GMAX) Design-Build agreement for Hangar Construction. A **MOTION** was made by Commissioner Sharp. The **motion was seconded** by Commissioner Chavez. Executive Director informed the Board of the capital project to construct a 48,000 square foot two-bay hangar, with a total of 6,000 square feet of office space. While discussing the design process Mr. Doles listed the short-list of four preauthorized firms consisting of Ghafari, Harbour Contractors, Inc., Morgan Harbour Construction, LLC, and VJS Lincoln, Inc. Out of the shortlisted four firms, Ghafari declined to submit. After the evaluation of the four firms by staff, Harbour Contractors, Inc. was then interviewed by Jacobs/CH2M (Jacobs) and staff. It was determined that there were no deficiencies within Harbour Contractors, Inc. submittal. Discussion followed and the motion passed by roll call vote of (6-0). Chairman Getz and Commissioner Wagner abstained.

Proposed Resolution 2022-2512; Award of Contract to Futurity 19, Inc. for Aircraft Hangar Epoxy Floor Coating.

Approves a contract to recoat aircraft hangar floors. Total authorized construction not-to-exceed \$68,640, which includes a 10% owner's contingency.

Executive Director Doles read into record Proposed Resolution 2022-2512. A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2022-2512; Award of Contract to Futurity 19, Inc. for Aircraft Hangar Epoxy Floor Coating. The **motion was seconded** by Commissioner Wagner. Executive Director Doles informed the Board of the reason the budget is larger than the bids received. The approximately 19,000 square feet of the corporate hangar, and selective touch-up areas in the South High Tail hangar will be the scope of the work performed. Discussion followed, and the motion passed by roll call vote of (7-0). Commissioner Giunti abstained.

Proposed Resolution 2022-2513; Award of Contract to Cahill Heating and Air Conditioning Service, Inc. for HVAC RTU and Furnace/AC Replacement.

Approves a contract to replace an HVAC RTU at the Prairie Landing Clubhouse and furnace/ac unit at the Prairie Landing Golf Maintenance Building. Total authorized construction not-to-exceed \$38,225, which includes a 10% owner's contingency.

Executive Director Doles read into record Proposed Resolution 2022-2513. A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2022-2513; Award of Contract to Cahill Heating and Air Conditioning Service, Inc. for HVAC RTU and Furnace/AC Replacement. The **motion was seconded** by Commissioner LaMantia. There was no further discussion and the motion passed by roll call vote of (7-0). Commissioner Giunti abstained.

Proposed Resolution 2022-2514; Award of Contract to Anchor Electric Corporation for Fire Alarm System Replacement.

Approves a contract to replace fire alarm systems at 3N020 Powis Road and 3N060 Powis Road. Total authorized construction not-to-exceed \$82,830, which includes a 10% owner's contingency.

Executive Director Doles read into record Proposed Resolution 2022-2514. A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2022-2514; Award of Contract to Anchor Electric Corporation for Fire Alarm System Replacement. The **motion was seconded** by Commissioner Davis. Executive Director Doles advised the item is slightly over budget. This project is a part of the capital long-term plan, and the existing systems are approximately 30 years old. Executive Director stated that once any maintenance is done to a system, it is required to be brought up to the current local fire code. There was no further discussion and the motion passed unanimously by roll call vote of (8-0).

Proposed Resolution 2022-2515; Authorizing the Execution of a Utility Easement Between the DuPage Airport Authority and Commonwealth Edison for the Property Located at 2715 International Drive.

Executive Director Doles read into record Proposed Resolution 2022-2515. A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2022-2515; Authorizing the Execution of a Utility Easement Between the DuPage Airport Authority and Commonwealth Edison for the Property Located at 2715 International Drive. The **motion was seconded** by Commissioner Wagner. Phil Luetkehans advised the addition of "nonexclusive" to the current easement agreement. Executive Director Doles stated that Commonwealth Edison will install new underground power lines from an existing transformer to the North High Tail hangar at no cost to the Airport Authority. There was no further discussion and the motion passed by roll call vote of (7-0). Commissioner Davis abstained.

Proposed Resolution 2022-2516; Approving the Execution of a Second Amendment to Vacant Land Purchase Agreement with Patriot Development Group, LLC.

Executive Director Doles read into record Proposed Resolution 2022-2516. A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2022-2516; Approving the Execution of a Second Amendment to Vacant Land Purchase Agreement with Patriot Development Group, LLC. The **motion was seconded** by Commissioner Davis. Executive Director Doles stated previously entered into an agreement with Patriot Development Group. The parcel of land is in a floodplain and zoning issues have arisen. Currently, the developmental property is approximately 19 acres. After a brief discussion, the motion passed unanimously by roll call vote of (8-0).

RECESS TO EXECUTIVE SESSION

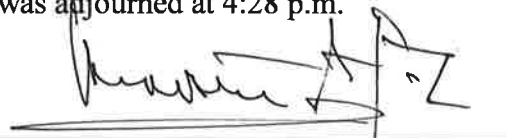
A **MOTION** was made by Commissioner LaMantia to recess to Executive Session for the Setting of a Price for Sale or Lease of Property owned by the DuPage Airport Authority. The **motion was seconded** by Commissioner Sharp. The Regular Meeting was recessed to Executive Session at 4:07 p.m. and was reconvened at 4:27 p.m. Upon roll call, a quorum was present for the remainder of the regular Board Meeting.

OTHER BUSINESS

Proposed Resolution 2022-2517; Authorizing the Execution of a Vacant Land Purchase Agreement with Greystar Development Central, LLC.

Executive Director Doles read into record Proposed Resolution 2022-2517. A **MOTION** was made by Commissioner LaMantia to approve Proposed resolution 2022-2517; Authorizing the Execution of a Vacant Land Purchase Agreement with Greystar Development Central, LLC. The **motion was seconded** by Commissioner Sharp. There was no further discussion, and the motion passed unanimously by roll call vote of (8-0).

A **MOTION** was made by Commissioner Sharp to adjourn the Regular Meeting of the DuPage Airport Board of Commissioners. The **motion was seconded** by Commissioner Chavez and was passed unanimously by a voice vote; the meeting was adjourned at 4:28 p.m.



Herbert A. Getz, Chairman

(ATTEST)



Donald C. Sharp, Secretary