

**DuPAGE AIRPORT AUTHORITY
REGULAR BOARD MEETING
WEDNESDAY, MARCH 9, 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, March 9, 2022. Chairman Getz called the meeting to order at 3:13 p.m. and a quorum was present for the meeting.

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

Commissioners Absent: None

DuPage Airport Authority Staff Present: Mark Doles, Executive Director; Patrick Hoard, 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; Mark Moran, NAI Hiffman; Jason Blumenthal, DuPage County Board Office; Steve McLaughlin, Burns and McDonnell; Stephen Davis, Former Chairman of the DuPage Airport Authority Board.

Members of the Press:

None

PUBLIC COMMENT

None

APPROVAL OF MINUTES

Chairman Getz asked for additions or corrections to the minutes of the January 19, 2022 Finance, Budget and Audit Committee Meeting and there were none. Commissioner Ledonne made a **MOTION** to approve the minutes. The **motion was seconded** by Commissioner Sharp, and unanimously passed by a roll call vote (9-0).

Chairman Getz asked for additions or corrections to the minutes of January 19, 2022 Capital Development, Leasing and Customer Fees Committee and there were none. Commissioner Ledonne made a **MOTION** to approve the minutes. The **motion was seconded** by Commissioner Sharp, and unanimously passed by a roll call vote (9-0).

Chairman Getz asked for additions or corrections to the minutes of the January 19, 2022 Annual and Regular Board Meeting and there were none. Commissioner Ledonne made a **MOTION** to approve the minutes. The **motion was seconded** by Commissioner Sharp, and unanimously passed by a roll call vote (9-0).

DIRECTOR'S REPORT

Executive Director Doles stated that for 2022, the DuPage Airport Authority's cost of Jet-A is up 49.8% and 100LL fuel is up 37%. Since January 1, 2021, the cost of Jet-A fuel has dramatically increased by 129.7%. The cost of fuel is reviewed on a weekly basis and prices are normally updated on Wednesdays. Across the United States, the east coast usually has the highest aviation fuel prices in the country and Jet-A is now over \$10 per gallon. Chairman Getz asked Executive Director Doles if there had been an impact on traffic due to the price increases. Executive Director Doles replied that traffic has not yet slowed down, but fuel prices may become a negative factor soon.

Staff supplied the State of Illinois with the final documentation for a one-time refund of fuel tax revenue. The State of Illinois collected tax on aviation fuel and said tax revenues were not utilized by the State for aviation purposes. This was not in compliance with the Federal Aviation Administration (FAA) regulations. Therefore, the State was required to provide a refund. These funds will be utilized to offset the cost of the Aircraft Rescue Fire Fighting (ARFF) coverage at DuPage Airport.

Executive Director Doles informed the Board that Sikich auditors completed the onsite portion on February 22 and February 23. The final report is anticipated to be completed and presented to the Board at the May Board meeting.

Staff provided driver training to approximately 40 members of the West Chicago Fire Protection District last month.

U.S. Customs and Border Protection project is coming to the final stages. Executive Director Doles informed the Board of Commissioners that the delays are due to COVID supply chain issues, and additional items requested by U.S. Customs. An additional request will be presented to the board to finalize the project for additional funding of approximately 3-4% for the U.S. Customs' requested items. The DuPage Airport Authority saved substantial capital funds by utilizing and renovating the existing space within the DuPage Flight Center. Mr. Doles stated that Chicago Executive Airport built a stand-alone building for U.S. Customs and Border Protection costing approximately \$4 million.

Executive Director Doles notified the Board of the substantial damage to one of the plow/broom combo units. The incident occurred during the February 24th storm. The angle of the plow blade caught part of a frost-heaved expansion joint on the airfield pavement resulting in damage to the combo unit. Staff is working with the equipment manufacturer to assess the damage. CMT will complete an onsite evaluation of the concrete pavement joint.

Executive Director Doles announced that the State of Illinois rescinded the mask mandate as of February 28. Customers and staff are no longer required to wear masks indoors in any of the DuPage Airport Authority's facilities.

REVIEW OF FINANCIAL STATEMENTS

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

REPORT OF COMMITTEES

Finance, Budget, and Audit Committee:

Commissioner Ledonne advised that the Finance, Budget, and Audit Committee did meet, and recommend Board approval for all agenda items. Commissioner Ledonne also informed the Board of the presentation from PMA Asset Management representatives regarding the investment plan. Chairman Getz asked Executive Doles to distribute a copy of the information presented by Mr. Hextell and Ms. Nusko during the Finance Committee Meeting.

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 meet, and all proposed Resolutions were discussed and recommended for passage by the Board.

Capital Development, Leasing, and Customer Fees Committee:

Commissioner Wagner reported that the Capital Development, Leasing, and Customer Fees Committee did meet, reviewed, and forwarded for consideration items on today's agenda.

DuPage Business Center:

Mark Moran stated the marketing activities continue on the remaining sites located in the DuPage Business Park. One site is under contract with Patriot Development Group. Currently, Patriot is working through the due diligence process. An additional 15-acre site is under a contract which is located just east of the park on Fabyan Parkway.

OLD BUSINESS

None

NEW BUSINESS

Proposed Resolution 2022-2495; Award of Contract to Revels Turf and Tractor, LLC for the Procurement of Two (2) Hybrid Triplex Greens Mowers.

Approves the procurement of two (2) John Deere 2750 E-Cut Hybrid Mowers for a total cost of \$93,490.38 F.O.B. Prairie Landing Golf Club.

Executive Director Doles read into record Proposed Resolution 2022-2495. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2022-2495; Award of Contract to Revels Turf and Tractor, LLC for the Procurement of Two (2) Hybrid Triplex Greens Mowers. The **motion was seconded** by Commissioner Sharp. Executive Director Doles stated that (2) two sealed bids were received, this purchase is slightly over budget with Revels Turf being the most responsible bidder. There was no further discussion, and the motion was unanimously passed by a roll call vote (9-0).

Proposed Resolution 2022-2496; Award of Contract to Precise Brick Paving, Inc. for the Prairie Landing Banquet Patio Rehabilitation.

Approves a contract to rehabilitate the concrete paver patio at the Prairie Landing Golf Course Clubhouse. Total authorized construction not-to-exceed \$41,250, which includes a 10% owner's contingency.

Executive Director Doles read into record Proposed Resolution 2022-2496. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2022-2496; Award of Contract to Precise Brick Paving, Inc. for the Prairie Landing Banquet Patio Rehabilitation. The **motion was seconded** by Commissioner Sharp. Executive Director Doles informed the Board of Commissioners this contract is to replace the patio outside the banquet hall and the 10th tee terrace. There was no further discussion, and the motion was passed unanimously by a roll call vote of (9-0).

Proposed Resolution 2022-2497; Award of Contract to Aero Specialties, Inc. for the Procurement of One (1) Towable Aircraft Ground Power Unit.

Approves the procurement of one (1) JetGo 900 Aircraft Ground Power Unit for a total cost of \$44,975.25 F.O.B. DuPage Airport.

Executive Director Doles read into record Proposed Resolution 2022-2497. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2022-2497; Award of Contract to Aero Specialties, Inc. for the Procurement of One (1) Towable Aircraft Ground Power Unit. The **motion was seconded** by Commissioner Sharp. Executive Director Doles stated that (2) sealed bids were received. The bid from Aero Specialties is 10% under the capital budget. There was no further discussion, and the motion was passed unanimously by a roll call vote of (9-0).

Proposed Resolution 2022-2498; Award of Contract to 1st Choice Equipment, LLC for the Procurement of One (1) Mini Excavator.

Approves the procurement of one (1) Kubota U25R1T4 Zero Tail Swing Hydraulic Excavator for a total cost of \$30,900 F.O.B. DuPage Airport.

Executive Director Doles read into record Proposed Resolution 2022-2498. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2022-2498; Award of Contract to 1st Choice Equipment, LLC for the Procurement of One (1) Mini Excavator. The **motion was seconded** by Commissioner Sharp. Executive Director Doles informed the Board that staff received 5 sealed bids on February 15, 2022. First Choice Equipment LLC from West Chicago bid was 22.8% under budget. There was no further discussion and the motion was passed unanimously by a roll call vote of (9-0).

Proposed Resolution 2022-2499; Authorizing the Procurement of One (1) 2022 Ford F250 4x4 Pickup Truck from the State of Illinois Joint Purchasing Contract.

Approves the procurement of one (1) 2022 Ford F250 4x4 Pickup Truck from Morrow Brothers Ford, Inc. for a total cost of \$49,180 F.O.B. DuPage Airport.

Executive Director Doles read into record Proposed Resolution 2022-2499. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2022-2499; Authorizing the

Procurement of One (1) 2022 Ford F250 4x4 Pickup Truck from the State of Illinois Joint Purchasing Contract. The **motion was seconded** by Commissioner Sharp. Executive Director Doles stated that this is for the replacement of an approximately 10-year-old unit that is at the end of its service life. This pricing is through the State of Illinois joint purchasing program, where the state puts together a master contract for purchasing vehicles. The Ford F250 4X4 is slightly over budget. However, with the joint purchasing program, pricing is more advantageous than bidding on a single vehicle by the Airport Authority. There was no further discussion. The motion was unanimously passed by a roll call vote (9-0).

Proposed Resolution 2022-2500; Award of Contract to Douglas Floor Covering, Inc. for 1st Floor Carpeting at the DuPage Airport Government Center Building.

Approves a contract to provide carpeting on the 1st floor of the Government Center Building. Total authorized construction not-to-exceed \$22,797.50, which includes a 10% owner's contingency.

Executive Director Doles read into record Proposed Resolution 2022-2500. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2022-2500; Award of Contract to Douglas Floor Covering, Inc. for 1st Floor Carpeting at the DuPage Airport Government Center Building. The **motion was seconded** by Commissioner Sharp. Executive Director Doles informed the Board that four sealed bids were received. The carpeting on the first floor of the office building is more than 15 years old. The current occupancy rate for the 1st floor is almost 100%. The project is slightly over budget by 2.6%. There was no further discussion and passed unanimously by a roll call vote of (9-0).

Proposed Resolution 2022-2501; Ratification of the Executive Director's Execution of a Change Order to the Contract with G.E. Riddiford Company, Inc. for Re-Roofing of DuPage Airport Authority Facilities.

Ratifies the Executive Director's execution of a Change Order in the amount of \$10,470 to repair an existing roof membrane.

Executive Director Doles read into record Proposed Resolution 2022-2501. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2022-2501; Ratification of the Executive Director's Execution of a Change Order to the Contract with G.E. Riddiford Company, Inc. for Re-Roofing of DuPage Airport Authority Facilities. The **motion was seconded** by Commissioner Sharp. Executive Director Doles stated that this project began in June 2021 which included three re-roofing locations at the DuPage Flight Center, Government Center, and South East Hangar. While closing out the South East Hangar portion of the project, unforeseen additional strapping was required resulting in a Change Order of \$10,470. Staff worked with Wight and Company to validate the change order. There was no further discussion. and passed unanimously by roll call vote of (9-0).

Proposed Resolution 2022-2502; Union Pacific Temporary Construction Easement Extension.

Executive Director Doles read into record Proposed Resolution 2022-2502. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2022-2502; Union Pacific Temporary Construction Easement Extension. The **motion was seconded** by Commissioner Sharp. Executive Director Doles advised the Board of Commissioners that in 2019 the DuPage Airport Authority sold multiple parcels of land to Union Pacific. These parcels of land are located on the south side of the Union Pacific Tracks, north of Roosevelt Road. Union Pacific will not have the track constructed by the deadline and is asking the Board for an extension to the temporary construction easement through June 27, 2025. Discussion followed and unanimously passed by a roll call vote (9-0).

Proposed Resolution 2022-2503; Authorizing the Execution of a Utility Easement Between the DuPage Airport Authority and Commonwealth Edison.

Chairman Getz tabled Proposed Resolution 2022-2503. No action was taken.

Approving the Expenditure of Funds to obtain Guaranteed Maximum Price (GMAX) Cost Estimates from Shortlisted Design-Build Firms for Tenant Hangar Construction.

Executive Director Doles asked for a motion to approve the Expenditure of Funds to obtain Guaranteed Maximum Price (GMAX) Cost Estimated from Shortlisted Design-Build Firms for Tenant Hangar Construction. A **MOTION** was made by Commissioner Ledonne to approve. The **motion was seconded** by Commissioner Sharp. Executive Director Doles stated that nine firms submitted the request for qualification (RFQ). After an evaluation, the list of submitting firms was narrowed to the four highest-rated. Staff is requesting the Board authorize the expenditure of up to \$12,000 total to be used to reimburse the four highest-rated firms to provide preliminary GMAX pricing for the hangar project. This estimated GMAX pricing will help facilitate choosing a single firm to negotiate a final Design-Design Build Contract for consideration by the Board. Chairman Getz asked Executive Director Doles if all four firms have experience building aviation facilities. Executive Director Doles confirmed all four firms have extensive experience. Discussion followed. The motion passed by a roll call vote of (8-0). Commissioner Wagner Abstained.

Proposed Resolution 2022-2504; Ratification of the Executive Director's Execution of a First Amendment to Vacant Land Purchase Agreement with Patriot Development LLC.

Executive Director Doles read into record Proposed Resolution 2022-2504. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2022-2504; Ratification of the Executive Director's Execution of a First Amendment to Vacant Land Purchase Agreement with Patriot Development LLC. The **motion was seconded** by Commissioner Sharp. Executive Director Doles informed the Board that the Airport Authority entered into a Vacant Land Purchase agreement with Patriot Development for 30.6 acres south of Roosevelt Road and west of former McChesney Road. Patriot Development is requesting to extend the due diligence

period due to limitations with the site. Discussion followed. The motion passed unanimously by roll call vote of (9-0).

RECESS TO EXECUTIVE SESSION

A **MOTION** was made by Commissioner LaMantia to recess to Executive Session for the discussion of pending probable or imminent litigation. The **motion was seconded** by Commissioner Sharp. The Regular Meeting was recessed to Executive Session at 3:56 p.m. and was reconvened at 4:17 p.m. Upon roll call, a quorum was present for the remainder of the regular Board Meeting.

OTHER BUSINESS

Proposed Resolution 2022-2505; 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 record Proposed Resolution 2022-2505. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2022-2505; Disclosure of Executive Session Minutes. The **motion was seconded** by Commissioner Sharp. There was no further discussion and passed unanimously by roll call vote of (9-0).

Proposed Resolution 2022-2506; Commemorating the Services of Gregory J. Posch as Commissioner of the DuPage Airport Authority.

Executive Director Doles read into record Proposed Resolution 2022-2506. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2022-2506; Commemorating the Services of Gregory J. Posch as Commissioner of the DuPage Airport Authority. The **motion was seconded** by Commissioner Sharp. Commissioner LaMantia read Proposed Resolution 2022-2506 in its entirety for the record. There was no further discussion and the motion was unanimously passed by a roll call vote (9-0).

Proposed Resolution 2022-2507; Commemorating the Services of Stephen L. Davis as Chairman and Commissioner of the DuPage Airport Authority.

Executive Director Doles read into record Proposed Resolution 2022-2507. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2022-2507; Commemorating the Services of Stephen L. Davis as Chairman and Commissioner of the DuPage Airport Authority. The **motion was seconded** by Commissioner Sharp. Commissioner LaMantia read Proposed Resolution 2022-2507 in its entirety for the record. Chairman Getz acknowledged former Chairman Davis and asked former Chairman Davis to address the Board of Commissioners. Former Chairman Davis stated that he was appreciative of the opportunity to serve as a Commissioner and Chairman of the Board for the DuPage Airport Authority Board of Commissioners. Mr. Davis stated that he is forever grateful to have had the opportunity to serve

the public. Mr. Davis finished his remarks with “when great people come together above their own interests, the Board will continue to do good for the people of DuPage County.” There was no further discussion and the motion passed unanimously by roll call vote (9-0).

A **MOTION** was made by Commissioner LaMantia to adjourn the Regular Meeting of the DuPage Airport Board of Commissioners. The **motion was seconded** by Commissioner Wagner and was passed unanimously by a voice vote; the meeting was adjourned at 4:30 p.m.



Herbert A. Getz, Chairman

(ATTEST)



Donald C. Sharp, Secretary