

**DuPAGE AIRPORT AUTHORITY
CAPITAL DEVELOPMENT, LEASING AND CUSTOMER FEES COMMITTEE
WEDNESDAY, JANUARY 15, 2014**

The meeting of the Capital Development, Leasing and Customer Fees Committee of the DuPage Airport Authority Board of Commissioners was convened at the DuPage Flight Center, 2700 International Drive, West Chicago, Illinois, First Floor Conference Room on Wednesday, January 15, 2014. Committee Chairman Gorski called the meeting to order at 2:02 p.m. and a quorum was present.

Commissioners Present: Chavez, Gorski, LaMantia, Posch.

Absent: None

DAA Staff Present: Executive Director David Bird; Mark Doles, Director of Aviation Facilities and Properties; Byron Miller, Director of Operations; Patrick Hoard, Director of Finance; Dan Barna, Procurement Manager; Pam Miller, Executive Assistant and Board Liaison.

Others: Phil Luetkehans, Schirott, Luetkehans and Garner, LLP; Michael Vonic, CH2M Hill; Dan Pape, Crawford, Murphy and Tilly.

Press: None

**CAPITAL DEVELOPMENT
OLD BUSINESS**

Executive Director Bird provided a project update. He advised that the Airport Authority is in the final stages of design phase for the project to widen the Primary Runway 2L 20R. He continued that Attorney Luetkehans will be meeting with staff, Michael Vonic of CH2M Hill and Dan Pape of Crawford, Murphy and Tilly to complete the front end documents; the project will go out to bid later in January and is anticipated for completion in 2014. Discussion regarding this runway project continued briefly. Executive Director Bird also advised that staff has included in the 2014 Budget funds for construction of a transient hangar which will be discussed in detail later in this meeting. He continued that the Aircraft Rescue and Fire Fighting Station (ARFF Station) is nearly ready to be occupied. Discussion followed.

NEW BUSINESS

Proposed Resolution 2014-1809; Authorizing the Execution of a Task Order with CH2M Hill for Program Management Services.

Executive Director Bird advised that the Airport Authority has a very aggressive capital improvement plan and one of the areas of expertise that is not present on staff is a professional engineer to assist in contract administration for the these capital improvement projects and to ensure that funds are expended in the most efficient manner possible. He continued that having a program manager on staff is typical for airports however contracting for this position to assist staff is a much better method and will allow for evaluation each year for continuing these services. Discussion occurred and staff recommended approval.

A **MOTION** was made by Commissioner LaMantia to recommend Board approval for Proposed Resolution 2014-1809; authorizing the Execution of a Task Order with CH2M Hill for Program Management Services. The motion was seconded by Commissioner Posch and was passed by roll call vote (4-0).

Proposed Resolution 2014-1811; Authorizing the Execution of an Amendment to an Agreement for Design Phase Engineering Services from Crawford, Murphy & Tilly, Inc. for the Project: Rehabilitate Runway 2L/20R and Taxiway W – Phase 1 Widen to 150’.

Byron Miller advised this will be the second amendment to the Engineering Services Agreement with Crawford, Murphy & Tilly for Design Phase Services. He continued that the Airport Authority is in the Design Phase for widening, rehabilitating, strengthening Runway 2L/20R and on December 10, 2008 the Board approved an agreement with Crawford, Murphy and Tilly to provide Design Phase Services. He continued that following the submittal of the Preliminary 80% documents there were additional items of work that were added to the scope of work. Mr. Miller reviewed the additional scope of work needed for this phase of the project and the costs involved. Discussion followed and staff recommended approval.

A **MOTION** was made by Commissioner LaMantia to recommend Board approval for Proposed Resolution 2014-1811; Authorizing the Execution of an Amendment to an Agreement for Design Phase Engineering Services from Crawford, Murphy & Tilly, Inc. for the Project: Rehabilitate Runway 2L/20R and Taxiway W – Phase 1 Widen to 150'. The motion was seconded by Commissioner Chavez and was passed by roll call vote (4-0).

**LEASING AND CUSTOMER FEES
OLD BUSINESS**

Proposed Resolution 2014-1812; Ratifying the Execution of a First Amendment to Hangar Lease and Office Lease, Mutual Release and Settlement Agreement and SASO Agreement with Mukenschnabl, Inc.

Mark Doles advised this proposed Amendment was first presented to the Board during Executive Session at the November 20, 2013 Meeting for this tenant who has been on the airfield for more than thirty years. He advised that this resolution will ratify the action of the Executive Director based on business terms previously approved by the Board and drafted by Attorney Luetkehans. Discussion followed and staff Attorney Luetkehans recommended approval.

A **MOTION** was made by Commissioner LaMantia to recommend Board approval for Proposed Resolution 2014-1812; Ratifying the Execution of a First Amendment to Hangar lease and Office Lease, Mutual Release and Settlement Agreement and SASO Agreement with Mukenschnabl, Inc. The motion was seconded by Commissioner Posch and was passed by roll call vote (4-0).

RECESS TO EXECUTIVE SESSION

None

OTHER BUSINESS

Mark Doles discussed an action item for construction of a new transient hangar that may need to be brought to the Board at a Special Meeting in February. He explained that basically the Flight Center is in need of an additional amount of community storage and transient hangar space. He continued that staff has budgeted for this new construction in the 2014 Budget and Appropriations and that in previous projects the Airport has been fortunate to utilize the design build model. He continued that CH2M Hill has submitted a proposal which would require bridging documents that will go out to get preliminary engineering done to allow us to put together an RFP or RFQ for hangar construction. Mr. Doles continued to explain the scope of utilizing the bridging documents and the revenue impact that would take place with this new transient hangar and the potential increased fuel sales. Mr. Doles advised that more detailed information would be shared with the Board in the event the process can be taken to the next level for Board approval.

Commissioner LaMantia made a **MOTION** to adjourn the Capital Development, Leasing and Customer Fees Committee Meeting; the **motion was seconded** by Commissioner Chavez and was unanimously passed by voice vote. The meeting was adjourned at 2:26 p.m.

Approved at the March 19, 2014 Board Meeting

**Gerald M. Gorski, Chairman
Capital Development, Leasing and Customer Fees Committee**