

**DuPAGE AIRPORT AUTHORITY  
ANNUAL AND REGULAR BOARD MEETING  
Wednesday, January 15, 2014**

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Prior to the start of the Regular and Annual Board Meeting Commissioner Dayle Gillett was honored in a brief ceremony announcing she would be stepping down from the DuPage Airport Authority Board of Commissioners, effective January 31, 2014. Commissioner Gillett has been a dedicated member of the Board of Commissioners for 19 years. DuPage County Board Chairman Dan Cronin honored Commissioner Gillett with comments and a presentation. On behalf of the Airport Authority Board and Staff, Executive Director David Bird offered remarks and a presentation. Commissioner Gillett then reflected upon her tenure with the Airport Authority Board of Commissioners and thanked all who had participated with her.

The Regular and Annual Meeting of the Board of Commissioners of the DuPage Airport Authority was convened at the DuPage Flight Center, 2700 International Drive, West Chicago, Illinois, First Floor Conference Room; Wednesday, January 15, 2014. Chairman Davis called the meeting to order at 3:35 p.m. and a quorum was present for the meeting.

**Commissioners Present:** Chavez, Davis, Donnelly, Gillett, Gorski, Huizenga, LaMantia, Posch.

**Commissioners Absent:** None

**DuPage Airport Authority Staff Present:** David Bird, Executive Director; Byron Miller, Director of Operations; Mark Doles, Director of Aviation Facilities and Properties; Patrick Hoard, Director of Finance; John Schlaman, General Manager Prairie Landing Golf Club; Dan Barna, Procurement Manager; Anna Normoyle, Marketing Coordinator; Pamela Miller, Executive Assistant and Board Liaison.

**Others in Attendance:** Phil Luetkehans, Schirott, Luetkehans and Garner; Michael Vonic, CH2M Hill; Dan Pape, Crawford, Murphy and Tilly and Ed Harrington, CenterPoint Properties.

**Members of the Press:** None

**PUBLIC COMMENT**

None

**RECESS REGULAR MEETING AND CONVENE THE ANNUAL MEETING**

A **MOTION** was made by Commissioner Gorski to recess the Regular Meeting of the DuPage Airport Authority Board of Commissioners. The motion was seconded by Commissioner Posch and passed by roll call vote (8-0). The Regular meeting was recessed at 3:37 p.m. and the Annual Meeting was immediately convened. Upon roll call there was a quorum present for this portion of the meeting.

**ELECTION OF OFFICERS FOR THE 2014 FISCAL YEAR**

Commissioner Gillett made a **MOTION** to nominate the following slate of officers for the DuPage Airport Authority Board of Commissioners:

Stephen L. Davis as Chairman; Gerald M. Gorski as Vice Chairman; Peter H. Huizenga as Treasurer; Gina R. LaMantia as Secretary; Patrick Hoard as Assistant Treasurer and Mark Doles as Assistant Secretary.

Commissioner Gillett's **motion was seconded** by Commissioner Donnelly. Chairman Davis asked if there are other nominations and there were none; nominations were closed. The motion to elect the Slate of Officers as presented was passed unanimously by roll call vote (8-0).

#### **REVIEW OF COMMITTEE ASSIGNMENTS**

Chairman Davis stated that committee assignments had been reviewed with each Commissioner and added he will be glad to discuss any further changes as needed. He continued that the Committees are where the "heavy lifting" for the Board's decisions are handled and they are important and doing a tremendous job. Discussion continued regarding specific assignments:

*Finance, Budget and Audit Committee;* Commissioner Huizenga will continue as Chair with Commissioner Donnelly and Commissioner Posch. There are two open positions for this committee.

*Capital Development, Leasing and Customer Fees;* Commissioner Gorski will continue as Chair with Commissioners LaMantia, Chavez and Posch.

*Internal Policy and Compliance Committee;* Commissioner LaMantia is appointed as Chair with Commissioners Chavez, Gorski and Posch.

*Golf Committee;* Commissioner Donnelly will continue as Chair with Commissioners Huizenga and Gorski. There is one open position for this committee.

#### **APPROVAL OF 2014 MEETING CALENDAR**

Chairman Davis stated that he feels the meeting schedule as presented with six meetings per year has worked very well and should continue. He asked that Board Members take an opportunity to look through the dates and advise if there are any needed adjustments. Chairman Davis continued that a Special Meetings can be scheduled as needed to address any important matter.

Commissioner Gorski made a **MOTION** to approve the 2014 board and Committee Meeting Calendar. Commissioner LaMantia **seconded the** motion and the motion was passed unanimously by roll call vote (8-0).

A **MOTION** was made by Commissioner Huizenga to adjourn the Annual Board Meeting; the **motion was seconded** by Commissioner Gorski. By roll call vote, the motion was passed and the Annual Board Meeting adjourned at 3:44 p.m. The Regular Board Meeting was immediately reconvened.

#### **DIRECTOR'S REPORT**

Executive Director Bird discussed the monthly operating statistics for November and December 2013: November 1, 2013: 100 LL Fuel sales were down just over 16% and Jet A fuel sales were up by 2 %. December 100LL fuel sales were down 15% due largely to extreme weather and Jet A fuel sales were up slightly. Year-To-Date Jet A fuel sales were down 6.8% and 100 LL was up slightly for 2012. During 2012 there were some large events; NATO Summit and the Ryder Cup Tournament and without these significant events fuel sales would be essentially flat for year to year comparison. All reliever airports are showing reductions as a result of weather impact.

Airport Projects are in the final stages of completion:

*Airfield Rescue and Fire Fighting (ARFF) Station* is essentially completed pending a final walkthrough. It is very well designed and in a visible location on the airfield just outside the Flight Center Building.

*Curtain Wall Replacement* is essentially completed. Very good contractor and a very impressive project. Finished on time, in difficult weather conditions and under budget. *Carpet installation and painting* for

the second and third floors of the Flight Center Building is nearing completion. This has been a challenging project but the contractor has done a very good job.

Executive Director Bird stated that now that construction is completed, professional photographers will be taking shots of the new renovations and staff will be working with Serafin to developing marketing materials to undertake a huge marketing blitz to industry users. He added that more information and details regarding the focus of the marketing program will be shared at the next meeting.

Executive Director Bird stated that staff is continuing lobbying efforts with the National Business Aviation Association (NBAA) to bring their Regional Forum in 2015 to DuPage. He continued that the advance team for planning the 2015 Forum has visited the Airport and is interested but also advised it is necessary that this Forum be held locations around the region.

There have been *weather challenges* and snow crew and line service staff have worked hard to continue to provide the high level of service for users of this facility.

Discussion occurred on a potential new tenant for the airfield and more details will be provided at future meetings.

#### **REVIEW OF FINANCIAL STATEMENTS**

Executive Director Bird asked Patrick Hoard to provide a review of the Financial Statements and discussion followed. Mr. Hoard also advised that the auditing firm of Sikitch has begun their preliminary work for the 2013 audit; they have expressed no concerns or issues with the businesses up to this point. Sikitch representatives will return near the end of February for completion of the audit process. Discussion followed.

#### **REPORT OF COMMITTEES**

##### **Internal Policy and Compliance Committee:**

Commissioner Gillett advised that the Internal Policy and Compliance Committee has been conducting interviews with candidates to handle the Human Resources legal services for the Airport Authority. As discussed previously Jim Spizzo with the firm of Veddar Price has handled the Airport Authority's Human Resources (HR) legal work for many years and is now retired. Commissioner Gillett advised that the Policy Committee has interviewed three individuals from three different firms and will recommend for Board approval Kevin Cloutier from the firm of ShepherdMullin to provide these HR legal services. This resolution appears on the consent agenda.

##### **Finance, Budget and Audit Committee:**

Commissioner Huizenga advised that the Finance Committee met earlier in the day and considered Agenda Items 7.b. through 7.e. and is recommending Board approval for all items. He related that one item on agenda that the committee did not take a position on was discussion on abating of the Property Tax Levy for taxes collected in 2013 and paid in 2014. He stated that the committee felt this to be an issue for the full Board to discuss. He continued that the Financials Statements were reviewed were presented to the Board.

##### **Golf Committee:**

Commissioner Donnelly stated that the Golf Committee did not meet prior to the Board Meeting. He commented that he had met with John Schlaman and reviewed the projects upcoming at the golf course; bunker renovations and signage; new carpet installation and banquets and outings that have been scheduled for 2014. Discussion continued briefly.

**Capital Development, Leasing and Customer Fees:**

Commissioner Gorski reported the Capital Development Committee met earlier in the afternoon with all members present. The committee unanimously recommended for board approval two items on the Consent Agenda 7.f. and 7.g. He continued that under the New Business portion of the Agenda, item 9 d. relating to a hangar and office lease amendment is also recommended for Board approval.

**DuPage Business Center:**

Ed Harrington reported that CenterPoint’s agreement with Jones Lang LaSalle has been extended through June 2014. He continued that CenterPoint is now working with the new tenant at the data storage building to secure needed permits. This new tenant is in the process of the build out with completion anticipated in June. He commented that it is very good to see the activity there and to see dollars being spent on this build out. He also related that an RFP is out for a \$70,000 build to suit, lease and sale at South Fabian; discussion followed.

**CONSENT AGENDA**

Chairman Davis advised that the Consent Agenda consists of items that have been reviewed by the respective committees and recommended for Board approval. He continued that if any Board Member has concerns, items can be pulled from the Consent Agenda for discussion under the **NEW BUSINESS** portion of the meeting.

There were no objections stated and a **MOTION** was made by Commissioner Gorski for approval of the Consent Agenda Items 7.a. through 7.g. This motion was seconded by Commissioner Donnelly and passed by roll call vote (8-0).

The consent agenda included the September 18, 2013 Regular Board Meeting Minutes; November 20, 2013 Regular Board Meeting Minutes; October 29, 2013 Internal Policy and Compliance Committee Minutes; November 11, 2013 Special Internal Policy and Compliance Committee Meeting; November 20, 2013 Finance Committee Meeting Minutes and the following resolutions:

*Resolution 2014-1805; Resolution Approving the Use of Outside Attorneys for the Year 2014.*

*Resolution 2014-1806; Authorizing Execution of a Contract with Serafin and Associates Inc. for Marketing and Communications Services.*

*Resolution 2014-1807; Authorizing the Execution of a Change Order with Maclyn Group for Website Development Services.*

*Resolution 2014-1808; Authorizing Tradition Energy to Provide Energy Broker Consulting Services.*

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

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

**OLD BUSINESS**

None

**NEW BUSINESS**

**Proposed Ordinance 2014-270; Adopting Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2014 and Ending December 31, 2014.**

Executive Director Bird stated that the 2014 Tentative Budget and Appropriations was submitted to the DuPage County Chairman's Office for review on December 3, 2013 and no questions or comments have been received and a Public Hearing was held on January 13, 2014. The Airport Authority has met all its statutory obligations and the 2014 Budget and Appropriations was recommended to the Board for final approval.

A **MOTION** was made by Commissioner Huizenga to approve Proposed Ordinance 2014-270; Adopting Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2014 and Ending December 31, 2014. The **motion was seconded** by Commissioner Chavez and was passed by roll call vote (8-0).

**Discussion of Abating Levy of Taxes for the Fiscal Year January 1, 2013 through December 31, 2013.**

Executive Director Bird advised that Abatement of the Property Tax Levy, for taxes collected in 2013 to be paid in 2014 will be brought before the Board for passage at the March 19 Meeting. He continued that Mr. Hoard had produced a cash flow report to be utilized as a tracking tool for capital projects upcoming and provided a handout for discussion. Mr. Hoard stated that the abatement for FY 2014 is included in the Budget and Appropriations Ordinance.

**Proposed Ordinance 2014-271; An Ordinance of the DuPage Airport Authority Promulgating Regulations under the Freedom of Information Act.**

Executive Director Bird advised that each year as required by statute the Airport Authority passes an Ordinance establishing regulations under the Freedom of Information Act. The Airport Authority receives several requests under the FOIA Act each year and responds to these request within the five (5) business days as required by statute. Discussion followed; staff and the Finance Committee recommended Board approval.

A **MOTION** was made by Commissioner Gorski to approve Proposed Ordinance 2014-271; An Ordinance of the DuPage Airport Authority Promulgating Regulations under the Freedom of Information Act. The **motion was seconded** by Commissioner Thompson and was passed by roll call vote (8-0).

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

Mark Doles advised that this matter was first brought to the Board in Executive Session at the November 20, 2013 Board Meeting for a tenant that has been on the airfield for more than thirty years. Mr. Doles discussed the terms of this proposed amendment to the Hangar and Office Lease Agreement. Discussion followed. The Capital Development Committee considered this proposed resolution at their earlier committee meeting and along with staff recommended Board approval.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2014-1812; Ratifying the Execution of a First Amendment to Hangar Lease and Office Lease, Mutual Release and Settlement Agreement and New SASO Agreement with Mukenschnabl, Inc. The **motion was seconded** by Commissioner Chavez and was passed by roll call vote (8-0).

**RECESS TO EXECUTIVE SESSION**

There was no Executive Session held.

**OTHER BUSINESS**

None

A **MOTION** was made by Commissioner Gorski to adjourn the Regular Meeting of the DuPage Airport Authority Board of Commissioners. The **motion was seconded** by Commissioner Posch and was passed unanimously by voice vote; the meeting was adjourned at 4:50 p.m.

**Approved at the March 19, 2014 Board Meeting**  
**Stephen L. Davis, Chairman**