

**DuPAGE AIRPORT AUTHORITY
REGULAR BOARD MEETING
Wednesday, March 18, 2015**

The Regular 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, March 18, 2015. Chairman Davis called the meeting to order at 3:05 p.m. and a quorum was present for the meeting.

Commissioners Present: Chavez, Davis, Donnelly, LaMantia, Ledonne, Posch, Wagner

Commissioners Absent: Huizenga

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

Others in Attendance: Phil Luetkehans, Schirott, Luetkehans and Garner; Johnny Jackson, CH2M Hill; Ed Harrington, CenterPoint Properties Trust; Marjorie Howard, Richmond Breslin; Randall Machelski, SmithGroup JJR; Dirk Enger, Ironworkers Local #393.

Members of the Press:

None

PUBLIC COMMENT

None

APPROVAL OF MINUTES

Chairman Davis asked for additions or corrections to the minutes of the January 14, 2015 Regular and Annual Board Meeting and there were none. Commissioner Wagner made a **MOTION** to approve the minutes of the January 14, 2015 Regular and Annual Board Meeting and Commissioner Ledonne **seconded the motion**. The motion was passed unanimously by roll call vote (7-0).

Chairman Davis asked for additions or corrections to the minutes of the February 11, 2015 Special Board Meeting and there were none. Commissioner Posch made a **MOTION** to approve the minutes of the February 11, 2015 Special Board Meeting and Commissioner Donnelly **seconded the motion**. The motion was passed unanimously by roll call vote (7-0).

Chairman Davis asked for additions or corrections to the minutes of the January 14, 2015 Finance, Budget and Audit Committee Meeting and there were none. Commissioner Donnelly made a **MOTION** to approve the minutes of the January 14, 2015 Finance, Budget and Audit Committee Meeting and Commissioner Wagner **seconded the motion**. The motion was passed unanimously by roll call vote (7-0).

Chairman Davis asked for additions or corrections to the minutes of the January 14, 2015 Capital Development, Leasing and Customer Fees Committee Meeting and there were none. Commissioner Wagner made a **MOTION** to approve the minutes of the January 14, 2015 Capital Development, Leasing and Customer Fees Committee Meeting and Commissioner Posch **seconded the motion**. The motion was passed unanimously by roll call vote (7-0).

DIRECTOR'S REPORT

Executive Director Bird welcomed former member of the DuPage County Board, Dirk Enger to the Board meeting.

Executive Director Bird discussed the monthly operating statistics:

Total Fuel sales for February have decreased 2%; for the month; Overall fuel sales for the year are increased by 2.5%; experiencing strong fuel sales for March to this date.

Executive Director Bird advised the Grand Opening of the Vertiport Chicago has been pushed to April. The Board will be advised as soon as a date has been selected. He also advised that the anticipated opening date for Prairie Landing Golf Club is March 27, weather depending. Prairie Landing course renovations are expected to be completed by May 1. Discussion followed.

REVIEW OF FINANCIAL STATEMENTS

Executive Director Bird asked Patrick Hoard to provide a review of the Financial Statements and discussion followed.

REPORT OF COMMITTEES

Internal Policy and Compliance Committee:

Commissioner Chavez chaired the February 4, 2015 Policy Committee Meeting in Commissioner LaMantia's absence and provided the report for this committee. He explained that item 10.a. under the New Business portion of the Board Meeting Agenda; Ordinance 2015-282; Revisions to the Procurement Code was considered by the Policy Committee and was unanimously recommended for Board approval. Commissioner Chavez also stated the proposed resolution for revisions to the Employee Handbook was not addressed by the Committee and would be discussed at the next Policy Committee meeting.

Finance, Budget and Audit Committee:

Commissioner Donnelly provided the committee report in Commissioner Huizenga's absence. He advised that the Finance Committee met earlier in the day and considered items 10.a. and 10.b. as well as items 10.l. through 10.x. under the *New Business* portion of the agenda. Board approval was recommended for all items.

Golf Committee:

Commissioner Donnelly stated that the Golf Committee did not have a March meeting however he met with John Schlaman prior to this meeting. He related that the anticipated opening date for the golf course is March 28, depending upon the weather.

Capital Development, Leasing and Customer Fees:

Commissioner Wagner reported that the Capital Development Committee met this day at 2:00 p.m. and considered items under the *New Business* portion of the agenda; 10.c. through 10.k. He advised these items were unanimously recommended by the Committee for Board approval.

DuPage Business Center:

Ed Harrington reported that CenterPoint continues to market the Business Center along with Jones Lang LaSalle. He added there are basically two active prospects and that interest is being received mainly from manufacturing companies. Discussion continued regarding plans for closing the deal with the current prospective tenant and will be discussed later in the Board meeting.

OLD BUSINESS

None

RECESS TO EXECUTIVE SESSION

A **MOTION** was made by Commissioner LaMantia to recess to Executive Session for discussion of pending, probable or imminent litigation; the purchase or lease of real property for the use of the DuPage Airport Authority and the setting of a price for sale or lease of property owned by the DuPage Airport Authority. The **motion was seconded** by Commissioner Ledonne and was passed unanimously by roll call vote (7-0). The Regular Board Meeting was recessed to Executive Session at 3:20 p.m.

RECONVENE REGULAR SESSION

The Regular Board Meeting was reconvened at 3:40 p.m. Upon roll call, a quorum was present for the remainder of the Regular Board Meeting.

NEW BUSINESS

Proposed Ordinance 2015-282; Revisions to the DuPage Airport Authority Procurement Code.

Executive Director Bird read into the record this proposed ordinance and advised both the Policy Committee and the Finance Committee unanimously recommended Board approval. No further discussion occurred.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Ordinance 2015-282; Revisions to the DuPage Airport Authority Procurement Code. The **motion was seconded** by Commissioner Posch and was passed by roll call vote (7-0).

Proposed Resolution 2015-1931; Delegation of Authority to the Executive Director to Accept and Enter into Electric Power and Natural Gas Supplier Agreements.

Delegates the Executive Director the authority to accept best and final bids from Champion Energy, Integrys Energy and MidAmerican Energy, who were selected as finalist through a Request for Proposal (RFP) evaluation committee process; and to enter into an electric power and natural gas supply contract with the lowest bids.

Executive Director Bird read into the record this proposed resolution and advised the Finance Committee unanimously recommended Board approval. No further discussion occurred.

A **MOTION** was made by Commissioner Donnelly to approve Proposed Resolution 2015-1931; Delegation of Authority to the Executive Director to Accept and enter into Electric Power and Natural Gas Supplier Agreements. The **motion was seconded** by Commissioner Posch and was passed by roll call vote (7-0).

Proposed Resolution 2015-1933; Award of Contract to Bill's Painting & Tuckpointing Company for the Flight Center Railing Repair and Repainting Project.

Approves a Contract for paint removal, painting and railing repair of the Flight Center railing. Total authorized construction cost of \$105,380 including a 10% owner's contingency.

Executive Director Bird read into the record this proposed resolution and advised the Capital Development Committee unanimously recommended Board approval. No further discussion occurred.

A **MOTION** was made by Commissioner Chavez to approve Proposed Resolution 2015-1933; Award of Contract to Bill's Painting & Tuckpointing Company for the Flight Center Railing Repair and Repainting Project. The **motion was seconded** by Commissioner Ledonne and was passed by roll call vote (7-0).

Proposed Resolution 2015-1939; Approving the Development Plan for Project Steel.

Staff and CenterPoint Properties Trust are still meeting regarding the Development Plan. Supporting materials provided under separate cover.

Attorney Luetkehans advised this Proposed Development Plan was considered by the Capital Development Committee. He advised the Committee unanimously recommended Board approval subject to staff approval of the finalized Development Plan. Attorney Luetkehans also advised that the following language, appearing in two paragraphs of the Proposed Resolution, would be omitted prior to execution by the Board: ***"b. the providing of further information to the DAA (including the name of the tenant of the property) at the time of review and approval of the Development Plan."***

A **MOTION** was made by Commissioner Wagner to approve Proposed Resolution 2015-1939; Approving the Development Plan for Project Steel subject to staff approval and with the modifications to the Resolution as discussed. The **motion was seconded** by Commissioner Ledonne and was passed by roll call vote (7-0).

Proposed Resolution 2015-1932; Authorizing the Execution of a Contract with Kellogg, Brown and Root Services, Inc. for the Prairie Landing Golf Club Kitchen Ceiling Grid Rehabilitation and Ceiling Tile Replacement.

Approves a Contract for ceiling grid covers and new ceiling tile in the Prairie Landing Golf Club kitchen. Total authorized construction cost of \$19,250, including a 10% owner's contingency.

Executive Director Bird read into the record this proposed resolution and advised the Capital Development Committee unanimously recommended Board approval. No further discussion occurred.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2015-1932; *Authorizing the Execution of a contract with Kellogg, Brown and Root Services, Inc. for the Prairie Landing Golf Club Kitchen Ceiling Grid Rehabilitation and Ceiling Tile Replacement.* The **motion was seconded** by Commissioner Donnelly and was passed by roll call vote (7-0).

Proposed Resolution 2015-1934; Award of Contract to Raise-Rite Concrete Lifting for Sidewalk Settlement Repair.

Approves a Contract for sidewalk mud jacking in the International Drive parking areas and DAA Maintenance Building. Total authorized construction cost of \$49,349.30, including a 10% owner's contingency.

Executive Director Bird read into the record this proposed resolution and advised the Capital Development Committee unanimously recommended Board approval. No further discussion occurred.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2015-1934; Award of Contract to Raise-Rite Concrete Lifting for Sidewalk Settlement Repair. The **motion was seconded** by Commissioner Donnelly and was passed by roll call vote (7-0).

Proposed Resolution 2015-1935; Award of Contract to Abbey Paving & Sealcoating Company, Inc. for Mill and Overlay Keil Road, Crack Repair Tower Road Parking Lot.

Approves a Contract for mill and overlay of Keil Road, tower Road parking lot crack repairs and replacement of speed tables. Total authorized construction of \$89,289.16, including a 10% owner's contingency.

Executive Director Bird read into the record this proposed resolution. He stated the Capital Development Committee unanimously recommended Board approval and there was no further discussion.

A **MOTION** was made by Commissioner Wagner to approve Proposed Resolution 2015-1935; Award of Contract to Abbey Paving & Sealcoating Company, Inc. for Mill and Overlay Keil Road, Crack Repair Tower Road Parking Lot. The **motion was seconded** by Commissioner Posch and was passed by roll call vote (7-0).

Proposed Resolution 2015-1936; Award of Contract to K-Plus Mechanical, Inc. for Fuel Farm Upgrades.

Approves a Contract to repair and refurbish the DAA fuel farm to achieve an additional 20-25 years of life. Total authorized construction cost of \$333,350.50, including a 10% owner's contingency.

Executive Director Bird read into the record this proposed resolution and advised the Capital Development Committee unanimously recommended Board approval. There was no further discussion.

A **MOTION** was made by Commissioner Wagner to approve Proposed Resolution 2015-1936; Award of Contract to K-Plus Mechanical, Inc. for Fuel Farm Upgrades. The **motion was seconded** by Commissioner Ledonne and was passed by roll call vote (7-0).

Proposed Resolution 2015-1937; Authorizing the Execution of a Task Order with CH2M Hill, Inc. Construction Phase Services for the Projects: Mill and Overlay Keil Road, Sidewalk Settlement and Fuel Farm Upgrades.

Approves a Task Order for Construction Phase Services not-to-exceed \$67,700.

Executive Director Bird read into the record this proposed resolution and advised the Capital Development Committee unanimously recommended Board approval. No further discussion occurred.

A **MOTION** was made by Commissioner Posch to approve Proposed Resolution 2015-1937; Authorizing the Execution of a Task Order with CH2M Hill, Inc. Construction Phase Services for the Projects: Mill and Overlay Keil Road, Sidewalk Settlement and Fuel Farm Upgrades. The **motion was seconded** by Commissioner Chavez and was passed by roll call vote (7-0).

Proposed Resolution 2015-1938; Authorizing the Execution of Task Order No. 32 with Kluber Architects & Engineers for the Project: Flight Center 1st Floor HVAC Testing and Balancing.

Approves a Task Order for Design and construction Phase services not-to-exceed \$13,458.

Executive Director Bird read into the record this proposed resolution and advised the Capital Development Committee unanimously recommended Board approval. There was no further discussion.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2015-1938; Authorizing the Execution of Task Order No. 32 with Kluber Architects & Engineers for the Project: Flight Center 1st Floor HVAC Testing and Balancing. The **motion was seconded** by Commissioner Chavez and was passed by roll call vote (7-0).

Proposed Ordinance 2015-283; Temporary Reduction in Certain Fees.

Approves an Ordinance that temporarily reduces fees charged to regulated aviation businesses by 50% for a period from January 1, 2015 to December 31, 2015.

Executive Director Bird asked Mark Doles to review this proposed resolution. Mr. Doles advised that since 2010, when the substantial downturn of the economy occurred, the Board each year has approved an Ordinance authorizing a 50% reduction in SASO (Specialized Aviation Service Organization) fees for regulated aviation businesses on the airfield. Discussion followed.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Ordinance 2015-283; Temporary Reduction in Certain Fees. The **motion was seconded** by Commissioner Posch and was passed by roll call vote (7-0).

Proposed Resolution 2015-1918; Resolution of the DuPage Airport Authority Relating to Designated Depositories of DuPage Airport Authority and Persons Authorized to Sign Checks, Draft or Other Order for the Payment of Money Drawn in the Name of the Authority.

Executive Director Bird read into the record this proposed resolution and advised the Finance Committee unanimously recommended Board approval. No further discussion occurred.

A **MOTION** was made by Commissioner Donnelly to approve Proposed Resolution 2015-1918; Resolution of the DuPage Airport Authority Relating to Designated Depositories of DuPage

Airport Authority and Persons Authorized to Sign Checks, Draft or Other Orders for the Payment of Money Drawn in the Name of the Authority. The **motion was seconded** by Commissioner Ledonne and was passed by roll call vote (7-0).

Proposed Resolution 2015-1919; Award of Bid to Burris Equipment Company for the Procurement of One (1) 2WD Diesel Fairway Mower.

Approves the procurement of one (1) Jacobsen LF550 Fairway Mower for \$47,521.75.

Executive Director Bird read into the record this proposed resolution and advised the Finance Committee unanimously recommended Board approval. No further discussion occurred.

A **MOTION** was made by Commissioner Chavez to approve Proposed Resolution 2015-1919; Award of Bid to Burris Equipment Company for the Procurement of One (1) 2WD Diesel Fairway Mower. The **motion was seconded** by Commissioner Posch and was passed by roll call vote (7-0).

Proposed Resolution 2015-1920; Award of Bid to Burris Equipment Company for the Procurement of Two (2) Triplex Greens Mowers.

Approves the procurement of two (2) Jacobsen Greensking IV Plus mowers for \$52,573.

Executive Director Bird read into the record this proposed resolution and advised the Finance Committee unanimously recommended Board approval. No further discussion occurred.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2015-1920; Award of Bid to Burris Equipment Company for the Procurement of Two (2) Triplex Greens Mowers. The **motion was seconded** by Commissioner Posch and was passed by roll call vote (7-0).

Proposed Resolution 2015-1921; Award of Bid to Burris Equipment for Procurement of One (1) Bedknife Grinder.

Approves the procurement of one (1) Neary 277 Semi-Automatic Bedknife Grinder for \$13,539.

Executive Director Bird read into the record this proposed resolution and advised the Finance Committee unanimously recommended Board approval. No further discussion occurred.

A **MOTION** was made by Commissioner Wagner to approve Proposed Resolution 2015-1921; Award of Bid to Burris Equipment for Procurement of One (1) Bedknife Grinder. The **motion was seconded** by Commissioner Chavez and was passed by roll call vote (7-0).

Proposed Resolution 2015-1922; Award of Bid to Reinders Inc. for the Procurement of Golf Course Irrigation Rotors.

Approves the procurement of 234 golf course irrigation system rotor heads for \$45,288.

Executive Director Bird read into the record this proposed resolution and advised the Finance Committee unanimously recommended Board approval. No further discussion occurred.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2015-1922; Award of Bid to Reinders Inc. for the Procurement of Golf Course Irrigation Rotors. The **motion was seconded** by Commissioner Donnelly and was passed by roll call vote (7-0).

Proposed Resolution 2015-1923; Award of Contract to Valley Linen Supply for Linen and Towel Rental Services.

Approves a one (1) year contract, subject to two (2) one (1) year extensions for tablecloth, napkin and towel rental. Anticipated annual costs of \$20,000.

Executive Director Bird read into the record this proposed resolution and advised the Finance Committee unanimously recommended Board approval. There was no further discussion.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2015-1923; Award of Contract to Valley Linen Supply for Linen and Towel Rental Services. The **motion was seconded** by Commissioner Donnelly and was passed by roll call vote (7-0).

Proposed Resolution 2015-1924; Award of Bid to Multiple Vendors for the Procurement of 2015 Golf Course Turf Maintenance Supplies.

Approves as-needed Purchase Order Contracts from Reinders Inc., John Deere Landscapes, Conserv FS, Masterblend International, and Arthur Clesen for 2015 turf maintenance supplies not-to-exceed \$80,000.

Executive Director Bird read into the record this proposed resolution and advised the Finance Committee unanimously recommended Board approval. There was no further discussion.

A **MOTION** was made by Commissioner Donnelly to approve Proposed Resolution 2015-1924; Award of Bid to Multiple Vendors for the Procurement of 2015 Golf Course Turf Maintenance Supplies. The **motion was seconded** by Commissioner Wagner and was passed by roll call vote (7-0).

Proposed Resolution 2015-1925; Award of Bid to Masterblend International LLC for the Procurement of 2015 Airport Turf Maintenance Supplies and Services.

Approves as-needed Purchase Order Contracts from Masterblend International for 2015 turf maintenance supplies and application services not-to-exceed \$15,000.

Executive Director Bird read into the record this proposed resolution and advised the Finance Committee unanimously recommended Board approval. No further discussion occurred.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2015-1925; Award of Bid to Masterblend International LLC for the Procurement of 2015 Airport Turf Maintenance Supplies and Services. The **motion was seconded** by Commissioner Posch and was passed by roll call vote (7-0).

Proposed Resolution 2015-1926; Authorizing the Purchase of One (1) AWD 100HP Tractor from the Rock Island County Joint Purchasing Contract.

Approves the procurement of (1) 2015 Model John Deere 6115D Cab Tractor for \$55,690.60.

Executive Director Bird read into the record this proposed resolution and advised the Finance Committee unanimously recommended Board approval. No further discussion occurred.

A **MOTION** was made by Commissioner Chavez to approve Proposed Resolution 2015-1926; Authorizing the Purchase of One (1) AWD 100HP Tractor from the Rock Island County Joint Purchasing Contract. The **motion was seconded** by Commissioner Donnelly and was passed by roll call vote (7-0).

Proposed Resolution 2015-1927; Authorizing the Purchase of One (1) 4 X 4 Pickup Truck from the State of Illinois Joint Purchasing Contract.

Approves the procurement of (1) Ford F250 Pickup Truck for \$24,485.

Executive Director Bird read into the record this proposed resolution and advised the Finance Committee unanimously recommended Board approval. No further discussion occurred.

A **MOTION** was made by Commissioner Posch to approve Proposed Resolution 2015-1927; Authorizing the Purchase of One (1) 4 X 4 Pickup Truck from the State of Illinois Joint Purchasing Contract. The **motion was seconded** by Commissioner LaMantia and was passed by roll call vote (7-0).

Proposed Resolution 2015-1928; Award of Master Agreement to Overhead Door Solutions, Inc. for On-Call Hangar Door Repair Services.

Approves a 2-year time and material Master Agreement for as-needed hangar door repair. Not-to-exceed \$25,000 annually or \$5,000 per project.

Executive Director Bird read into the record this proposed resolution. He advised the Finance Committee unanimously recommended Board approval. No further discussion occurred.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2015-1928; Award of Master Agreement to Overhead Door Solutions, Inc. for On-Call Hangar Door Repair Services. The **motion was seconded** by Commissioner Wagner and was passed by roll call vote (7-0).

Proposed Resolution 2015-1929; Award of Contract to Preform Traffic Control Systems, Ltd. for Pavement Marking Services.

Approves a 3-year contract for airfield and roadway pavement marking painting. Total authorized project cost of \$176,543.85 including a 10% owner's contingency.

Executive Director Bird read into the record this proposed resolution and advised the Finance Committee unanimously recommended Board approval. No further discussion occurred.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2015-1929; Award of Contract to Preform Traffic Control Systems, Ltd. for Pavement Marking Services. The **motion was seconded** by Commissioner Posch and was passed by roll call vote (7-0).

Proposed Resolution 2015-1930; Award of Bid to Clean Cut Tree Service, Inc. for Tree Removal Services.

Approves a contract for the removal of 136 trees and 9 tree stumps. Total authorized project cost of \$15,400 including a 10% owner's contingency.

Executive Director Bird read into the record this proposed resolution. He advised the Finance Committee unanimously recommended Board approval. No further discussion occurred.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2015-1930; Award of Bid to Clean Cut Tree Service, Inc. for Tree Removal Services. The **motion was seconded** by Commissioner Donnelly and was passed by roll call vote (7-0).

OTHER BUSINESS

Commissioner Ledonne asked for the Board's thoughts concerning establishing business email addresses on the Airport Authority server for receiving correspondence and meeting materials. He stated this may be more efficient than utilizing a personal email account and asked if the Board would consider establishing email addresses for Airport Authority Board members. Discussion followed and Chairman Davis asked Attorney Luetkehans to provide a legal opinion regarding this issue. Discussion continued briefly.

A **MOTION** was made by Commissioner Ledonne to adjourn the Regular Meeting of the DuPage Airport Authority Board of Commissioners. The **motion was seconded** by Commissioner Wagner and was passed unanimously by voice vote; the meeting was adjourned at 4:10 p.m.

**Approved at May 20, 2015 Board Meeting
Stephen L. Davis, Chairman**