

**DuPAGE AIRPORT AUTHORITY
REGULAR BOARD MEETING
Wednesday, November 11, 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, November 11, 2015. Chairman Davis called the meeting to order at 3:03 p.m. and a quorum was present for the meeting.

Commissioners Present: Davis, Donnelly, Huizenga, LaMantia, Ledonne, Posch, Sharp.

Commissioners Absent: Chavez, Wagner

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; Dan Barna, Procurement Manager; John Schlaman, Prairie Landing Golf Club; Pamela Miller, Executive Assistant and Board Liaison.

Others in Attendance: Phil Luetkehans, Schirott, Luetkehans and Garner; Johnny Jackson, CH2M; Nate Granger, RS & H; Phil Van Duyne, Simpson Strong-Tie; Randy Machelski, SmithGroup JJR.

Members of the Press:

None

PUBLIC COMMENT

None

APPROVAL OF MINUTES

Chairman Davis asked for additions or corrections to the minutes of the September 16, 2015 Regular Board Meeting and there were none. Commissioner Ledonne made a **MOTION** to approve the minutes of the September 16, 2015 Regular Board Meeting and Commissioner Sharp **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 September 16, 2015 Capital Development, Leasing and Customer Fees Committee Meeting and there were none. Commissioner Sharp made a **MOTION** to approve the minutes of the September 16, 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).

Chairman Davis asked for additions or corrections to the minutes of the September 16, 2015 Finance, Budget and Audit Committee Meeting and there were none. Commissioner Huizenga made a **MOTION** to approve the minutes of the September 16, 2015 Finance, Budget and Audit Committee 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 October 20, 2015 Special Finance, Budget and Audit Committee Meeting and there were none. Commissioner Ledonne made a **MOTION** to approve the minutes of the October 20, 2015 Special Finance, Budget and Audit Committee Meeting and Commissioner Sharp **seconded the motion**. The motion was passed unanimously by roll call vote (7-0).

DIRECTOR'S REPORT

Executive Director Bird discussed the monthly operating statistics for September:

100 LL fuel sales are up for the month of September by 19.2%.

Jet A fuel sales decreased by 15.6%.

Total gallons of fuel sold for the month decreased by 13% and for the year increased slightly over 8%.

Total operations are up 3.7% for the month; 4.4% for the year.

Discussion followed.

Executive Director Bird stated that September has seen a decrease in fuel sales after experiencing several double digit increases. Upon evaluation operations were down; fuel prices remain competitive in the market place. In September 100LL fuel sales have experienced growth. And for the first time we have seen growth both on the monthly data and Year-to-Date data which is anticipated to be a result of an increase in flight training with the new flight school now located on the airfield. Regarding Operations, itinerant operations were down or essentially flat for September and local operations were increased. Fuel statistics for October reflect a decline in Jet A sales and at this point October Year to Date is showing significant increases. Discussion continued regarding the volatility fuel prices.

Executive Director Bird reviewed the proposed 2016 Board Meeting Calendar and stated that some of the Board Meeting dates in 2016 fall very early in the month; March 9, June 8 and November 9.

He requested that for these three months the Board and Committee Meeting dates be pushed to the third Wednesday in the month to allow staff time for report financials accurately and to keep reporting current for each Board meeting. Board Members agreed. Chairman Davis asked that when the meeting dates are finalized that a meeting invite be sent to each Commissioner so it will automatically appear on their electronic calendar. These adjustments to the Draft 2016 Calendar will be made and an updated draft provided to Commissioners for their reference. The Board will approval the 2016 Calendar at the January 13, 2016 Annual Board Meeting.

Executive Director Bird related there have been changes in personnel for Vertiport Chicago since the initial presentation to the board earlier in 2015. He related that one individual is no longer working there and one individual has assumed a different role. A second grand opening has been scheduled for Tuesday, November 17, 2015. The Airport Authority will continue to partner with them whenever appropriate for marketing and will have a presence for the Vertiport in the booth at the upcoming National Business Aviation Association Conference in Las Vegas.

REVIEW OF FINANCIAL STATEMENTS

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

REPORT OF COMMITTEES

Capital Development, Leasing and Customer Fees:

Commissioner Sharp reported in Commissioner Wagner's absence. The Capital Development Committee met earlier and unanimously recommended Board approval for proposed resolutions considered by the Committee and appears on the Board Meeting Agenda.

Finance, Budget and Audit Committee:

Commissioner Huizenga advised that in their earlier meeting the Finance Committee reviewed the September financial statements and favorably recommended resolutions considered by the Committee for Board passage. He continued that the property tax levy ordinance was discussed as well as the Tentative Budget and Appropriations and with Board approval will be submitted to the DuPage County Board Chairman for review. Discussion followed.

Golf Committee:

Commissioner Donnelly advised that he had met earlier in the day with John Schlaman and Patrick Hoard. The Golf Committee did not have a November Meeting. He related that going forward from July, Prairie landing Golf Club went ahead of the amount budgeted and year-to-date golf rounds through October are increased by 12% from 2014. He related that more aggressive pricing with "Deal Caddy" and marketing efforts have led to much stronger numbers for the number of golf rounds. He added that the Food and Beverage Department and Pro Shop merchandise sales have increased to more than offset decreased greens fee rates. Banquet sales are increased 12% from 2014. Total revenue is up 7% from 2014 and expenses are flat resulting in operating profit being up 23% from October year-to-date versus 2014. Commissioner Donnelly stated the month of November has been good in comparison to previous years; 1300 rounds played in November 2015 versus less than 300 rounds in November 2014.

Internal Policy and Compliance Committee:

Commissioner LaMantia reported that the Internal Policy Committee had not met since the last Board Meeting and she had no report.

DuPage Business Center:

Ed Harrington of CenterPoint Properties Trust briefly provided an update on various expressions of interest for build to suit developments, however none have materialized to this point. He related that CenterPoint is very excited about the sale of the Pella Building and construction is expected to be finished by December 15, 2015. He related that there is the potential of expansion for a proposed 2000 square foot addition for DS Containers in the Business Center and the proposed development plan may be ready for submission to the Board during December with a Special Meeting. The Board did consider and approve the concept plan for DS Containers earlier in the year. Discussion continued.

NEW BUSINESS

Proposed Ordinance 2015-286; An Ordinance of the DuPage Airport Authority Levying Taxes for the Fiscal Year Beginning January 1, 2015 and Ending December 31, 2015.

Executive Director Bird read into the record Proposed Ordinance 2015-286 and advised this was considered by the Finance Committee and unanimously recommended for Board approval.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Ordinance 2015-286; An Ordinance of the DuPage Airport Authority Levying Taxes for the Fiscal Year Beginning January 1, 2015 and Ending December 31, 2015. The **motion was seconded** by Commissioner Sharp and was passed by roll call vote (7-0).

Proposed Ordinance 2015-287; Adopting the Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2016 and Ending December 31, 2016.

Executive Director Bird read into the record Proposed Ordinance 2015-287 and advised this was considered by the Finance Committee and unanimously recommended for Board approval.

A **MOTION** was made by Commissioner Sharp to approve Proposed Ordinance 2015-287; Adopting the Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2016 and Ending December 31, 2016. The **motion was seconded** by Commissioner Donnelly and was passed by roll call vote (7-0).

Proposed Resolution 2015-1971; Approving the Use of Outside Auditors for the Year 2016.

Appointing the firm of Sikich LLP for auditing the Authority's 2015 financial statements for an all-inclusive maximum fee of \$37,500.

Executive Director Bird read into the record Proposed Resolution 2015-1971 and advised this was considered by the Finance Committee and unanimously recommended for Board approval. There was no further discussion.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2015-1971; Approving the Use of Outside Auditors for the Year 2016. The **motion was seconded** by Commissioner Sharp and was passed by roll call vote (7-0).

Proposed Resolution 2015-1972; Disposal/Destruction of Surplus Personal Property.

Approves the disposition of surplus property by internet auction. Items include (2) golf carts, (12) outdoor dining tables, (42) outdoor dining chairs, (36) irrigation satellite controllers, and (1) bedknife grinder.

Executive Director Bird read into the record Proposed Resolution 2015-1972 and advised this was considered by the Finance Committee and unanimously recommended for Board approval. There was no further discussion.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2015-1972; Disposal/Destruction of Surplus Personal Property. The **motion was seconded** by Commissioner Sharp and was passed by roll call vote (7-0).

Proposed Resolution 2015-1973; Award of an Elevator Maintenance Contract to Otis Elevator Company.

Approves a one (1) year contract, subject to two (2) one (1) year extensions for servicing eight (8) elevators. Contract commences January 1, 2016 for an annual cost of \$23,940 subject to annual adjustment not-to-exceed 3%.

Executive Director Bird read into the record Proposed Resolution 2015-1973 and advised this was considered by the Finance Committee and unanimously recommended for Board approval. There was no further discussion.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2015-1973; Award of an Elevator Maintenance Contract to Otis Elevator Company. The **motion was seconded** by Commissioner Posch and was passed by roll call vote (7-0).

Proposed Resolution 2015-1974; Award of Master Agreement to Aqua Designs, Inc. for On-Call Irrigation System Repair and Maintenance Services.

Approves a two (2) year time and material Master Agreement for as-needed irrigation system repair and maintenance. Contract commences January 1, 2016, costs not-to-exceed \$25,000 annually or \$5,000 per project.

Executive Director Bird read into the record Proposed Resolution 2015-1974 and advised this was considered by the Finance Committee and unanimously recommended for Board approval. There was no further discussion.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2015-1974; Award of Master Agreement to Aqua Designs, Inc. for On-Call Irrigation System Repair and Maintenance Services. The **motion was seconded** by Commissioner Donnelly and was passed by roll call vote (7-0).

Proposed Resolution 2015-1975; Award of Contract to Federal Signal Corporation for Access Control & Video Surveillance Wireless Network Replacement.

Approves a project to replace the Airport's access control and video surveillance wireless network. Total authorized construction cost of \$259,212.79, which includes a 10% owner's contingency.

Executive Director Bird read into the record Proposed Resolution 2015-1975 and advised this was considered by the Capital Development Committee and unanimously recommended for Board approval. There was no further discussion.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2015-1975; Award of Contract to Federal Signal Corporation for Access Control & Video Surveillance Wireless Network Replacement. The **motion was seconded** by Commissioner Posch and was passed by roll call vote (7-0).

Proposed Resolution 2015-1976; Award of Contract to Central Development Corporation for Fuel Farm Hardening Phase I.

Approves a project to excavate land and construct a concrete barrier wall at the Airport's Fuel Farm Facility to deter unauthorized vehicle access and to protect critical infrastructure. Total authorized construction cost of \$97,059.60, which includes a 10% owner's contingency.

Executive Director Bird read into the record Proposed Resolution 2015-1976 and advised this was considered by the Capital Development Committee and unanimously recommended for Board approval. There was no further discussion.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2015-1976; Award of Contract to Central Development Corporation for Fuel Farm Hardening Phase I. The **motion was seconded** by Commissioner Sharp and was passed by roll call vote (7-0).

Proposed Resolution 2015-1977; Authorizing the Execution of Design Phase Task Order No. 41 with CH2M for the Project: Fuel Farm Hardening Phase II.

Authorizes a task order to design new fence alignment, electric vehicle gates and access control components to fully enclose the Airport's Fuel Farm Facility inside the Airport's secured area. Task order not-to-exceed \$23,230.

Executive Director Bird read into the record Proposed Resolution 2015-1977 and advised this was considered by the Capital Development Committee and unanimously recommended for Board approval. There was no further discussion.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2015-1977; Authorizing the Execution of Design Phase Task Order No. 41 with CH2M for the Project: Fuel Farm Hardening Phase II. The **motion was seconded** by Commissioner Sharp and was passed by roll call vote (7-0).

Attorney Luetkehans left the meeting room prior to the Board addressing Proposed Resolution 2015-1979.

Proposed Resolution 2015-1979; Award of a Design-Build contract to Harbour Contractors, Inc. for Clear Span Aircraft Hangar Construction.

Approves a design-build contract to construct a 35,000 square foot clear span aircraft hangar. Total authorized construction cost of \$9,732,700, which includes a \$200,000 owner's contingency. 25% of shared savings paid to Harbour Contractors, 75% of shared savings paid to the Airport Authority.

Executive Director Bird read into the record Proposed Resolution 2015-1979 and advised this was considered by the Capital Development Committee and unanimously recommended for Board approval. There was no further discussion.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2015-1979; Award of a Design-Build Contract to Harbour Contractors, Inc. for Clear Span Aircraft Hangar Construction. The **motion was seconded** by Commissioner Posch and was passed by roll call vote (7-0).

Attorney Luetkehans returned to the meeting room following completion of the roll call vote.

Proposed Resolution 2015-1980; Approving the Development Plan for Modifications to 2505 Enterprise Circle.

Approves the Development Plan at 2505 Enterprise Circle for revisions to existing building. No variations from the West Chicago Zoning Ordinance or Minimum Design Standards are required. Executive Director Bird read into the record Proposed Resolution 2015-1980 and advised this was considered by the Capital Development Committee and unanimously recommended for Board approval.

Attorney Luetkehans stated there was a slight change needed for the Resolution prior to Board approval; the date of the landscaping plan will be changed. Attorney Luetkehans provided the corrected proposed resolution for the Board's review and a copy for the meeting record.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2015-1980; Approving the Development Plan for Modifications to 2505 Enterprise Circle. The **motion was seconded** by Commissioner Sharp and was passed by roll call vote (7-0).

Proposed Resolution 2015-1981; Authorizing the Execution of the Second Amendment to the Amended and Restated Agreement to Develop and Lease with CenterPoint Properties Trust.

Modifies the Minimum Design Standards for the DuPage Business Center relating to inter alia, lighting, landscaping and design for future development.

Executive Director Bird read into the record Proposed Resolution 2015-1981 and advised this was considered by the Capital Development Committee and unanimously recommended for Board approval

Discussion followed with Attorney Luetkehans clarifying the purpose for each of the following three proposed resolution: 2015-1981, 2015-1982; 2015-1983.

Commissioner LaMantia stated that the next three interrelate to each other and asked whether the Airport Authority should wait to approve the changes to the Minimum Design Standards until after they have been approved by the City of West Chicago. Attorney Luetkehans responded that the changes to the Minimum Design Standards are independent of West Chicago's review and approval as this only relates to agreement between DuPage Airport Authority and CenterPoint.

Attorney Luetkehans continued that the next memorandum relates to the Intergovernmental Agreement with the City of West Chicago. While West Chicago staff has not finished its review of the proposed changes, West Chicago staff was amenable to the Airport Authority Board passing this Amendment to the IGA with the possible need for the DAA Board to re-pass the Amendment if West Chicago staff makes modifications in order to allow DS Containers to feel comfortable with proceeding.

He stated that the third Resolution approves DS Container's modifications to its Development Plan related to issues that were found during site construction. He added that if the City of West Chicago approves the Amendment to the IGA, then the proposed changes to the Development Plan will be in compliance with West Chicago's Zoning Ordinance and accordingly, this Resolution is contingent upon West Chicago agreeing to the Amendment to the IGA.

Commissioner LaMantia suggested modifying the Resolution approving the Amendment to the IGA to allow DAA approval of any modifications to the Amendment to the IGA proposed by West Chicago as long as the attorney and the Airport Authority staff, with the consent of the DAA Board Chairman, agree with the modifications proposed by West Chicago. Attorney Luetkehans stated the proposed language of the amendment will be added to the Resolution.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2015-1981; Authorizing the Execution of the Second Amendment to the Amended and Restated Agreement to Develop and Lease with CenterPoint Properties Trust. The **motion was seconded** by Commissioner Sharp and was passed by roll call vote (7-0).

Proposed Resolution 2015-1982; Authorizing the Execution of the Fifth Amendment to the Intergovernmental Agreement with West Chicago.

Approves an Amendment to Section 10.5 of the West Chicago Zoning Ordinance. Primary modifications relate to landscaping and lighting for future development.

Executive Director Bird read into the record Proposed Resolution 2015-1982 and advised this was considered by the Capital Development Committee and unanimously recommended for Board approval

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2015-1982; Authorizing the Execution of the Fifth Amendment to the Intergovernmental Agreement with West Chicago subject to the above proposed amendment as stated by Attorney Luetkehans. The **motion was seconded** by Commissioner Sharp and was passed by roll call vote (7-0).

Proposed Resolution 2015-1983; Approving the Revised Landscaping/Lighting Plans for Building at 2500 Enterprise Circle.

Approves the Revised Lighting and Landscape Plans for the DS Container building, subject to approval by the City of West Chicago of the Fifth Amendment to the Intergovernmental Agreement with West Chicago.

Executive Director Bird read into the record Proposed Resolution 2015-1983 and advised this was considered by the Capital Development Committee and unanimously recommended for Board approval.

A **MOTION** was made by Commissioner Donnelly to approve Proposed Resolution 2015-1983; Approving the Revised Landscaping/Lighting Plans for Building at 2500 Enterprise Circle. The **motion was seconded** by Commissioner Sharp and was passed by roll call vote (7-0).

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 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 Sharp and was passed unanimously by roll call vote (7-0). The meeting was recessed to Executive Session at 3:56 p. m. and was reconvened at 5:18 p.m. Upon roll call, a quorum was present for the remainder of the Regular Board Meeting.

OTHER BUSINESS

None

A **MOTION** was made by Commissioner LaMantia 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 5:20 p.m.

Approved at the January 13, 2016 Board Meeting

Stephen L. Davis, Chairman