

**DuPAGE AIRPORT AUTHORITY
REGULAR BOARD MEETING
Wednesday, September 20, 2017**

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, First Floor Conference Room; Wednesday, September 20, 2017. 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, Huizenga, LaMantia, Posch, Sharp, Wagner.

Commissioners Absent: Ledonne

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, Operations and Capital Programs Manager; Brian DeCoudres, Flight Center General Manager; Pamela Miller, Executive Assistant and Board Liaison.

Others in Attendance: Phil Luetkehans, Schirott, Luetkehans and Garner; John Bullock, DuPage Aerospace; Craig Loudon, Crawford, Murphy and Tilly; Dan Pape, Crawford, Murphy and Tilly; Michael Vonic, CH2M; Dan Howard, ISI.

Members of the Press:

None

PUBLIC COMMENT

No

APPROVAL OF MINUTES

Chairman Davis asked for additions or corrections to the minutes of the June 20, 2017 Regular Board Meeting and there were none. Commissioner Sharp made a **MOTION** to approve the minutes of the June 14, 2017 Regular Board Meeting and Commissioner Wagner **seconded the motion**. The motion was passed unanimously by roll call vote (8-0).

Chairman Davis asked for additions or corrections to the minutes of the June 14, 2017 Capital Development, Leasing and Customer Fees Committee Meeting and there were none. Commissioner Sharp made a **MOTION** to approve the minutes of the June 14, 2017 Capital Development, Leasing and Customer Fees Committee Meeting and Commissioner Wagner **seconded the motion**. The motion was passed unanimously by roll call vote (8-0).

Chairman Davis asked for additions or corrections to the minutes of the June 14, 2017 Finance, Budget and Audit Committee Meeting and there were none. Commissioner Donnelly made a **MOTION** to approve the minutes of the June 14, 2017 Finance, Budget and Audit Committee Meeting and Commissioner Posch **seconded the motion**. The motion was passed unanimously by roll call vote (8-0).

DIRECTOR'S REPORT

Executive Director Bird discussed the monthly operating statistics:

He reported that 2016 was a big year for 100 LL fuel sales and statistics for 2017 reflect this decrease from last year; 2017 has returned to the historic normal for both fuel sales and operations. September is trending well to this point possibly this growth and activity is a result of the recent hurricanes. DuPage Airport continues to mirror the national trends for operations.

Operations:

Total operations for the month of July were increased by 1.1%; 116 from 2016; decreased just over 10% 2016 versus 2017.

Fuel Sales (July):

100LL fuel sales were down nearly 11.3%.

Jet A sales increased 1.2%; decreased 0.8% from July 2016.

Total gallons of fuel sold decreased 0.3% ; 0.8% 2016 versus 2017.

Fuel Sales (August):

100LL fuel sales decreased 20%; Jet A fuel sales decreased 5.2%.

Total fuel sales for August decreased 6.9% for the month; 1.6% 2016 versus 2017.

The Draft 2018 Board and Committee Meeting Calendar was provided for review. Executive Director Bird advised if changes or adjustments are needed these can be made prior to the November 15 Board Meeting when the 2018 calendar will be presented for approval.

Executive Director Bird reported that a *Table Top Emergency Exercise* has been scheduled for October 27 at 11 a.m. on the 3rd Floor of the Flight Center Building. An afternoon session covering public information mediator action will be held from 1:30 p.m. to 3 p.m. in the same location. All responding agencies will be present for participation in this *Table Top Exercise*. Commissioners are welcome to attend.

The Airport Authority partnered with the City of West Chicago to hold a *Back to School Celebration* on Tuesday, August 15, just before the start of the school year. Children from the West Chicago School Districts were targeted and approximately 400 people were in attendance. Serafin and Associates brought this idea to staff and it was very successful. A video of this event was shown.

Executive Director Bird advised that going forward the *Construction Update for Capital Projects* will be provided by Dan Barna. He explained that due to budget restrictions that have become necessary, the contract with Mike Toth, JWI, has been discontinued.

Mr. Barna reported on the following projects:

North and West Perimeter Roads construction projects: West Perimeter Road was completed in July and the North Perimeter Road is ongoing with paving on September 21; total completion of this project anticipated for October 15.

McDonalds Hangar Apron Pavement Replacement: Anticipated completion by September 21.

Flight Center Desk and Carpet Replacement: Startup of this project is scheduled for September 21 and anticipated to be completed by Mid-October.

New Transient Hangar: Hangar is totally completed and in use. Staff experienced a great partnership for this project with Harbour Contractors, Burns & McDonnell Engineering and CH2M.

Master Plan Update and Airport Layout Plan GIS/EALP Update: This proposed project appears on the agenda for the Board's consideration at this meeting. Discussion followed.

A Special Finance Committee Meeting will be held in October to provide a detailed overview of the 2018 Budget. The Finance Committee will have another opportunity for review at the November Meeting. The 2018 Tentative Budget and Appropriations will be presented for consideration and final approval at the November 15 Board Meeting. Discussion followed.

Executive Director Bird asked Mark Doles to provide an update on Flight Center activities. Mr. Doles referred to the Executive Director's remarks about fuel sales and continued to explain that the DuPage Airport is contracted with Phillips as a fuel provider and as part of this contract is considered a "branded dealer" with Phillips. He continued that with the recent hurricanes and the loss of refinery capacity, major price hikes have been experienced and the "non-branded" dealers were not able to purchase jet fuel. Consequently, as a "branded dealer", DuPage Airport did not experience these issues as did some of the Airport's competitors.

Mr. Doles also reported that three additional aircraft are moving onto the airfield and related the locations for these aircraft. He advised this is a significant accomplishment for the Airport and discussion followed.

REVIEW OF FINANCIAL STATEMENTS

Executive Director Bird asked Patrick Hoard to review the Financial Statements for August 2017 and discussion followed.

REPORT OF COMMITTEES

Finance, Budget and Audit Committee:

Commissioner Huizenga reported the Committee met earlier in the day and discussed the Financial Statements as well as the Resolutions that will be addressed on the Board Agenda. All items were favorably recommended for passage by the Board.

Capital Development, Leasing and Customer Fees:

Commissioner Wagner reported that items appearing on the Board Meeting Agenda for the Capital Development Committee were discussed and favorably recommended for Board passage.

Internal Policy and Compliance Committee:

Commissioner LaMantia advised the Internal Policy and Compliance Committee did not meet and no report was given.

Golf Committee:

Commissioner Donnelly stated the Golf Committee did not meet prior to the Board Meeting. He commented on activities at Prairie Landing Golf Club.

DuPage Business Center:

Ed Harrington of CenterPoint Properties Trust was not in attendance; no report provided. Executive Director Bird advised that he had spoken with Mr. Harrington and there was no activity at the Business Center to be reported.

OLD BUSINESS

None

NEW BUSINESS

Proposed Resolution 2017-2106; Approving the Use of Outside Auditors for the Year 2018.

Appoints the firm of Sikich LLP as outside auditor for auditing the 2017 financial statements for an all-inclusive maximum fee of \$30,160.

Executive Director Bird read into the record Proposed Resolution 2017-2106 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 Sharp to approve Proposed Resolution 2017-2106; Approving the Use of Outside Auditors for the Year 2018. The **motion was seconded** by Commissioner Posch and was unanimously passed by roll call vote (8-0).

Proposed Resolution 2017-2107; Authorizing an Extension to the Professional Services Agreement with Next Generation Public Affairs, Inc. for Lobbyist Services.

Authorizes the execution of an extension to the Agreement for lobbyist services. One year, subject to two (2) one (1) year extensions at the sole discretion of the Authority. Annual compensation of \$60,000 year 1, \$61,800 year 2, and \$63,654 year 3.

Executive Director Bird read into the record Proposed Resolution 2017-2107 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 Resolution 2017-2107; Authorizing an Extension to the Professional Services Agreement with Next Generation Public Affairs, Inc. for Lobbyist Services. The **motion was seconded** by Commissioner Chavez.

Discussion occurred. Commissioner LaMantia made a **MOTION TO AMEND** Resolution 2017-2107 and to waive the options for extension of this contract, keeping as a one-year term. The **MOTION TO AMEND** was seconded by Commissioner Wagner and was unanimously passed by voice vote. The **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2017-2107 as amended and was seconded by Commissioner Chavez. The **motion as amended** was passed by roll call vote (8-0).

Proposed Resolution 2017-2108; Award of Bid to Nachurs Alpine solutions for the Procurement of Sodium Formate Runway Deicing Material.

Authorizes the procurement of up to 12 tons of Sodium Formate on an as-needed basis in an amount not-to-exceed \$19,845 for the 2017/2018 winter season.

Executive Director Bird read into the record Proposed Resolution 2017-2108 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 Huizenga to approve Proposed Resolution 2017-2108; Award of Bid to Nachurs Alpine Solutions for the Procurement of Sodium Formate Runway Deicing Material. The **motion was seconded** by Commissioner Posch and was unanimously passed by roll call vote (8-0).

Proposed Resolution 2017-2109; Award of Bid to Ascent Aviation Group, Inc. for the Procurement of Potassium Acetate Runway Deicing Fluid.

Authorizes the procurement of up to 8,000 gallons of Potassium Acetate on an as-needed basis in an amount not-to-exceed \$35,120 for the 2017/2018 winter season.

Executive Director Bird read into the record Proposed Resolution 2017-2109 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 Sharp to approve Proposed Resolution 2017-2109; Award of Bid to Ascent Aviation Group, Inc. for the Procurement of Potassium Acetate Runway Deicing Fluid. The **motion was seconded** by Commissioner Donnelly and was unanimously passed by roll call vote (8-0).

Proposed Resolution 2017-2110; Award of Master Agreement to Overhead Door Solutions Inc. for On-Call Hangar Door Repair Services.

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

Executive Director Bird read into the record Proposed Resolution 2017-2110 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 Donnelly to approve Proposed Resolution 2017-2110; Award of Master Agreement to Overhead Door Solutions Inc. for On-Call Hangar Door Repair Services. The **motion was seconded** by Commissioner Posch and was passed by roll call vote (8-0).

Proposed Resolution 2017-2111; Award of Contract to Fox Valley Fire & Safety Company for Sprinkler and Fire Alarm System Testing and Maintenance Services.

Approves a one (1) year Sprinkler and Fire Alarm System Testing and Maintenance Contract subject to four (4) one (1) year extensions at the sole discretion of the Authority. Testing fees of \$14,800 year 1, \$21,250 year 2, \$15,000 each year for years 3, 4, and 5.

Executive Director Bird read into the record Proposed Resolution 2017-2111 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 2017-2111; Award of Contract to Fox Valley Fire & Safety Company for Sprinkler and Fire Alarm System Testing and Maintenance Services. The **motion was seconded** by Commissioner Sharp and was passed by roll call vote (8-0).

Proposed Resolution 2017-2112; Award of Contract to Netrix LLC. for Managed IT Services.

Approves a three (3) year contract for Managed IT Services. Annual fees of \$61,410 for managed services, a \$111,632.21 equipment and software purchase, and annual internet services of \$12,588.

Executive Director Bird read into the record Proposed Resolution 2017-2112 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 Donnelly to approve Proposed Resolution 2017-2112; Award of Contract to Netrix LLC. for Managed IT Services. The **motion was seconded** by Commissioner Wagner and was passed by roll call vote (8-0).

Proposed Resolution 2017-2113; Authorizing the Execution of a Non-Federal Reimbursable Agreement Between Department of Transportation Federal Aviation Administration and the DuPage Airport Authority to Provide Airport Traffic Control Services at the DuPage Air Traffic Control Tower.

Approves an Agreement between the Federal Aviation Administration ("FAA") and the DuPage Airport Authority whereby the FAA will provide staffing of the DuPage air Traffic Control Tower from 10:00 PM to 6:00 AM for the period of October 1, 2017 through September 30, 2018. Total authorized cost of \$594,818.00.

Executive Director Bird read into the record Proposed Resolution 2017-2112 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 Sharp to approve Proposed Resolution 2017-2113; Authorizing the Execution of a Non-Federal Reimbursable Agreement Between Department of Transportation Federal Aviation Administration and the DuPage Airport Authority to Provide Airport Traffic Control Services at the DuPage Air Traffic Control Tower. The **motion was seconded** by Commissioner Posch and was passed by roll call vote (8-0).

Proposed Resolution 2017-2114; Award of Contract to Campton Construction, Inc. for the DuPage Business Center Excavation Project.

Approves a project to excavate and fill approximately 3,500 cubic yards of soil at the DuPage Business Center. Total authorized construction not-to-exceed \$51,700, which includes a 10% owner's contingency.

Executive Director Bird read into the record Proposed Resolution 2017-2114 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 Sharp to approve Proposed Resolution 2017-2114; Award of Contract to Campton Construction, Inc. for the DuPage Business Center Excavation Project. The **motion was seconded** by Commissioner Posch and was passed by roll call vote (8-0).

Proposed Resolution 2017-2115; Award of Contract to Quantum Sign Corporation for Fabrication and Installation of Exterior Wayfinding Signage.

Approves a project to fabricate and install wayfinding landside signage on Airport property. Total authorized construction not-to-exceed \$126,409.80, which includes a 10% owner's contingency.

Executive Director Bird read into the record Proposed Resolution 2017-2115 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 Wagner to approve Proposed Resolution 2017-2115; Award of Contract to Quantum Sign Corporation for Fabrication and installation of Exterior Wayfinding Signage. The **motion was seconded** by Commissioner Sharp and was passed by roll call vote (8-0).

Proposed Resolution 2017-2116; Authorizing the Execution of a Professional Services Agreement with Crawford, Murphy & Tilly, Inc. for the DuPage Airport Authority Master Plan Update and Airport Layout Plan GIS/EALP Update.

Authorizes the execution of a Professional Services Agreement to conduct an Airport Master Plan and ALP Update for a fee not-to-exceed \$709,942.

Executive Director Bird read into the record Proposed Resolution 2017-2116 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 Wagner to approve Proposed Resolution 2017-2116; Authorizing the Execution of a Professional Services Agreement with Crawford, Murphy & Tilly, Inc. for the DuPage Airport Authority Master Plan Update and Airport Layout Plan GIS/EALP Update. The **motion was seconded** by Commissioner Sharp and was passed by roll call vote (8-0).

Proposed Resolution 2017-2117; Authorizing the Execution of a Cash Farm Lease with Jeff Laczynski for 220 Acres.

Authorizes a one (1) year Cash Farm Lease subject to two (2) one (1) year extensions at the sole discretion of the Authority. Annual rent of \$23,100 (\$105 per acre) paid on March 15th.

Executive Director Bird read into the record Proposed Resolution 2017-2117 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 Donnelly to approve Proposed Resolution 2017-2117; Authorizing the Execution of a Cash Farm Lease with Jeff Laczynski for 220 Acres. The **motion was seconded** by Commissioner Posch and was passed by roll call vote (8-0).

Proposed Resolution 2017-2118; Authorizing the Execution of Easement Agreement with Commonwealth Edison Company.

Authorizes the Execution of an easement to Commonwealth Edison Company for installation of facilities adjacent to Kautz Road and International Drive.

Executive Director Bird read into the record Proposed Resolution 2017-2118 and advised this was considered by the Capital Development Committee and unanimously recommended for Board approval. Discussion occurred.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2017-2118; Authorizing the Execution of Easement Agreement with Commonwealth Edison Company pending further review of recommended modifications with final approval of DAA Legal counsel. The **motion was seconded** by Commissioner Sharp and was passed by roll call vote (8-0).

Proposed Resolution 2017-2119; Authorizing the Execution of Certain Documents for 1525 Kautz Road.

Authorizes the execution of a Consent to Assignment of Land Lease and Estoppel Certificate for the tenant's assignment of the Land Lease Agreement for the Airport Authority property known as 1525 Kautz Rd., West Chicago, Illinois.

Executive Director Bird read into the record Proposed Resolution 2017-2119 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 Sharp to approve Proposed Resolution 2017-2119; Authorizing the Execution of Certain Documents for 1525 Kautz Road. The **motion was seconded** by Commissioner Posch and was passed by roll call vote (8-0).

Proposed Resolution 2017-2120; Authorizing the Execution of a Waiver Agreement with CenterPoint Properties Trust to Terminate CNT's Exclusive Right to Develop and Lease the DuPage Business Center as it Relates to Norix Group, Inc.

Agreement with CenterPoint Properties Trust to waive right to lease or sell land to Norix in exchange for fee of \$100,000.

Executive Director Bird read into the record Proposed Resolution 2017-2120 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 Sharp to approve Proposed Resolution 2017-2120; Authorizing the Execution of a Waiver Agreement with CenterPoint Properties Trust to Terminate CNT's Exclusive Right to Develop and Lease the DuPage Business Center as it Relates to Norix Group, Inc. The **motion was seconded** by Commissioner Wagner and was passed by roll call vote (8-0).

Proposed Resolution 2017-2121; Approving the Execution of a Temporary Construction Easement Agreement Between the DuPage Airport Authority, the County of Kane and National Technologies NTI.

Agreement to provide temporary construction easement to County of Kane and National Technologies NTI to make duct bank repairs in the DuPage Business Center.

Executive Director Bird read into the record Proposed Resolution 2017-2121 and advised this was considered by the Capital Development Committee and unanimously recommended for Board approval. Discussion occurred.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2017-2121; Approving the Execution of a Temporary Construction Easement Agreement Between the DuPage Airport Authority, the County of Kane and National Technologies NTI pending further review of recommended modifications with final approval of DAA Legal counsel. The **motion was seconded** by Commissioner Sharp and was passed by roll call vote (8-0).

RECESS TO EXECUTIVE SESSION

A **MOTION** was made by Commissioner LaMantia to recess to Executive Session for the discussion of employee matters. The **motion was seconded** by Commissioner Sharp and was passed unanimously by roll call vote (8-0).

The Regular Meeting was recessed to Executive Session at 4:17 p.m. and was reconvened at 4:50 p.m.; upon roll call, a quorum was present.

OTHER BUSINESS


None

A **MOTION** was made by Commissioner Wagner to adjourn the Regular Meeting of the DuPage Airport Authority Board of Commissioners. The **motion was seconded** by Commissioner Chavez and was passed unanimously by voice vote; the meeting was adjourned at 4:51 p.m.



Stephen L. Davis
Chairman

(ATTEST)



Gina R. LaMantia
Secretary