

**PUBLIC NOTICE OF  
REGULAR AND ANNUAL BOARD MEETING**

**DuPAGE AIRPORT AUTHORITY  
BOARD of COMMISSIONERS**

**NOTICE IS HEREBY GIVEN**, that the Regular and Annual Meeting of the Board of Commissioners of the DuPage Airport Authority, an Illinois Special District, is scheduled for **Wednesday, January 18, 2017 at 3:00 p.m.** The meeting will convene in the **First Floor Conference Room of the Daniel L. Goodwin Flight Center Building**, 2700 International Drive, West Chicago, Illinois. A **Tentative Agenda** is attached and made a part hereof this Notice.



**Mark Doles, Assistant Secretary  
DuPage Airport Authority Board of Commissioners**

**POSTED: January 12, 2017**



**BOARD OF COMMISSIONERS  
REGULAR MEETING and ANNUAL MEETING  
WEDNESDAY, JANUARY 18, 2017; 3:00 p.m.**

**DUPAGE AIRPORT AUTHORITY  
DANIEL L. GOODWIN FLIGHT CENTER BUILDING  
2700 INTERNATIONAL DRIVE  
WEST CHICAGO, ILLINOIS 60185**

**TENTATIVE AGENDA**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**

**RECESS REGULAR MEETING**

**CONVENE ANNUAL MEETING**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. ELECTION OF OFFICERS FOR THE 2017 FISCAL YEAR**
  - a. Chairman**
  - b. Vice-Chairman**
  - c. Treasurer**
  - d. Secretary**
  - e. Assistant Treasurer**
  - f. Assistant Secretary**
- 4. REVIEW OF COMMITTEE ASSIGNMENTS**
- 5. APPROVAL OF 2017 MEETING CALENDAR**
- 6. ADJOURNMENT OF ANNUAL MEETING**

**RECONVENE REGULAR MEETING**

4. **APPROVAL OF MINUTES**
  - a. **November 16, 2016 Regular Board Meeting**
  - b. **November 16, 2016 Capital Development, Leasing and Customer Fees Committee Meeting**
  - c. **November 18, 2016 Special Capital Development, Leasing And Customer Fees Committee Meeting**
  - d. **December 16, 2016 Special Capital Development, Leasing And Customer Fees Committee Meeting**
  - e. **November 16, 2016 Finance, Budget and Audit Committee Meeting**
  
5. **DIRECTOR'S REPORT**
  
6. **REVIEW OF FINANCIAL STATEMENTS**
  
7. **REPORT OF OFFICERS/COMMITTEES**
  - a. **Internal Policy and Compliance Committee**
  - b. **Finance, Budget & Audit Committee**
  - c. **Golf Committee**
  - d. **Capital Development, Leasing & Customer Fees Committee**
  - e. **DuPage Business Center**
  
8. **OLD BUSINESS**

None
  
9. **NEW BUSINESS**
  - a. **Proposed Ordinance 2017-305; Adoption of the Revised By-Laws for the DuPage Airport Authority Board of Commissioners.**

*Modifies the By-Laws of the DuPage Airport Authority to make the Board Chairman an ex-officio member of each committee and allows Committee chairpersons to appoint other Commissioners as temporary committee members.*

**– Policy Committee**
  
  - b. **Proposed Ordinance 2017-306; Prohibiting Recreational Operation of Small Unmanned Aircraft on or Above DuPage Airport Authority Property.**

*Amends the DuPage Airport Authority Rules and Regulations by prohibiting the operation of small unmanned aircraft (a/k/a drones) without a commercial license on or above property owned by the DuPage Airport Authority.*

**– Policy Committee**

- c. Proposed Ordinance 2017-307; Amending the DuPage Airport Authority Procurement Policy.**  
*Provides the Board Chairman of the DuPage Airport Authority the ability to appoint someone, other than the Executive Director, to decide bid protests.*  
– **Policy Committee**
- d. Proposed Ordinance 2017-308; Adopting Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2017 and Ending December 31, 2017.**  
– **Finance Committee**
- e. Proposed Ordinance 2017-309; An Ordinance of the DuPage Airport Authority Promulgating Regulations Under the Freedom of Information Act.**
- f. Proposed Ordinance 2017-310; An Ordinance Rescinding the Abatement of the Levy of Tax Authorized by Ordinance 2016-293.**  
– **Finance Committee**
- g. Proposed Resolution 2017-2065; Approving Travel Requests and Expense Reimbursement Policy.**  
*Enacts a Travel Requests and Expense Reimbursement Policy to comply with Public Act 99-0604 – the Local Government Travel Expense Control Act.*  
– **Policy Committee**
- h. Proposed Resolution 2017-2066; Approving the Use of Outside Attorneys for the Fiscal Year 2017 Beginning January 1, 2017 and Ending December 31, 2017.**  
*Approves utilizing the firms of Schirott, Luetkehans and Garner, LLC and SheppardMullin to provide legal services for the 2017 fiscal year.*
- i. Proposed Resolution 2017-2067; Authorizing the Execution of a Professional Services Agreement with Serafin & Associates Inc. for Marketing and Communication Services.**  
*Approves an Agreement for providing marketing and communications support for the Flight Center, DuPage Business Center and Prairie Landing Golf Club for a total not-to exceed cost of \$42,500.*  
– **Finance Committee**

- j. Proposed Resolution 2017-2068; Disposal/Destruction of Surplus Personal Property.**  
*Approves the disposition of One (1) 1993 Emergency Firefighting Rapid Intervention Vehicle through sale by a public internet auction.*  
– **Finance Committee**
- k. Proposed Resolution 2017-2069; Award of a Uniform and Mat Rental Contract to Cintas Corporation.**  
*Approves a three (3) year Uniform and Mat Rental Contract. Three (3) year cost of \$42,000.*  
– **Finance Committee**
- l. Proposed Resolution 2017-2070; Award of a Janitorial Services Contract to Emerald Restoration & Cleaning Service, Ltd.**  
*Approves a one (1) year Janitorial Contract, subject to two (2) one (1) year extensions at the sole discretion of the Authority. \$98,446 (year 1), \$100,817 (year 2), and \$103,126 (year 3).*  
– **Finance Committee**
- m. Proposed Resolution 2017-2071; Ratification of the Executive Director's Execution of a Change Order to the Purchase Order Contract with Rosenbauer Minnesota, LLC. for the Procurement of One (1) 4x4 Aircraft Rescue and Firefighting Vehicle.**  
*Ratifies the Executive Director's execution of a \$12,305 Change Order for the addition of critical options required during the fabrication of the 4x4 Aircraft Rescue and Firefighting Vehicle.*  
– **Finance Committee**
- n. Proposed Resolution 2017-2072; Authorizing the Execution of a Cash Farm Lease with Henry Harvell for 338 Acres.**  
*Authorizes the execution of a three (3) year Cash Farm Lease for 338 acres located in the DuPage Business Center. \$185 per acre lease rate, \$62,530 annual cash farm rent.*  
– **Capital Committee**
- o. Proposed Resolution 2017-2074; Authorizing the Execution of Task Order No. 35 with Kluber Architects and Engineers for the Project: Replace DuPage Flight Center Boilers/Pumps and Retrofit VAV Boxes.**  
*Authorizes a task order for design and construction phase services related to the Flight Center Boiler Replacement and VAV Retrofit Project. Task order fee not-to-exceed \$47,379.*  
– **Capital Committee**

**p. Proposed Resolution 2017-2075; Authorizing the Execution of an Amendment to the Intergovernmental Agreement with West Chicago Fire Protection District.**

*Approves the execution of an Amendment to the IGA with the West Chicago Fire Protection District to provide the 320 Kress Road building for additional training space.*

**– Capital Committee**

- 10. RECESS TO EXECUTIVE SESSION FOR THE DISCUSSION OF PENDING, PROBABLE OR IMMINENT LITIGATION; EMPLOYEE MATTERS; THE PURCHASE OR LEASE OF REAL PROPERTY FOR THE USE OF THE DUPAGE AIRPORT AUTHORITY; THE SETTING OF A PRICE FOR SALE OR LEASE OF PROPERTY OWNED BY THE DUPAGE AIRPORT AUTHORITY.**
  
- 11. RECONVENE REGULAR SESSION**
  
- 12. OTHER BUSINESS**
  
- 13. ADJOURNMENT**