

**DuPAGE AIRPORT AUTHORITY
CAPITAL DEVELOPMENT, LEASING AND CUSTOMER FEES COMMITTEE
WEDNESDAY, JUNE 15, 2016**

The meeting of the Capital Development, Leasing and Customer Fees Committee of the DuPage Airport Authority Board of Commissioners was convened at the Daniel L. Goodwin Flight Center Building, First Floor Conference Room, 2700 International Drive, West Chicago, Illinois on Wednesday, June 15, 2016. Committee Chairman Wagner called the meeting to order at 2:00 p.m. A quorum was present for this meeting.

Commissioners Present: Chavez, Posch, Sharp, Wagner.

Absent: Ledonne

DAA Staff Present: Executive Director David Bird; Mark Doles, Director of Aviation Facilities and Properties; Patrick Hoard, Director of Finance and Prairie Landing Golf Club; Dan Barna, Procurement Manager; Pamela Miller, Executive Assistant and Board Liaison.

Others: Phil Luetkehans, Schirott, Luetkehans and Garner; Jon Archer, CH2M.

Press: None

CAPITAL DEVELOPMENT

NEW BUSINESS

Proposed Resolution 2016-2028; Award of Contract to Clean Cut Tree Service Inc. for the Southeast Drainage Ditch Clearing Project.

Approves a project to remove vegetation and sediment in the Southeast Drainage Ditch. Total authorized construction cost of \$70,400, which includes a 10% owner's contingency.

Dan Barna reviewed the scope of this project to remove and clear the vegetation from this very overgrown area and to dredge the excess sediment from the drainage ditch. He continued that at a previous meeting, the Board approved a Task Order with CH2M for the design phase of this project. Mr. Barna advised two bids were received and Clean Cut Tree Service Inc. was the low, responsive and responsible bidder. Discussion followed.

A **MOTION** was made by Commissioner Chavez for Proposed Resolution 2016-2028; Award of Contract to Clean Cut Tree Service Inc. for the Southeast Drainage Ditch Clearing Project. The **motion was seconded** by Commissioner Sharp and was unanimously passed by roll call vote (4-0).

Proposed Resolution 2016-2029; Award of Contract to Schambach Construction Inc. for the Hangar Pedestrian Door and Window Replacement Project.

Approves a project to replace 14 pedestrian doors, frames, gaskets and hinges; and 7 windows at various hangar locations throughout the Airport. Total authorized construction cost of \$49,995.

Mr. Barna explained this project is for exterior repairs around the airport for window replacement and hangar pedestrian doors. He continued that two bids were received and Schambach Construction Inc. was the low, responsive and responsible bidder. Discussion followed.

A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2016-2029; Award of Contract to Schambach Construction Inc. for the Hangar Pedestrian Door and Window Replacement Project. The **motion was seconded** by Commissioner Chavez and was unanimously passed by roll call vote (4-0).

Proposed Resolution 2016-2030; Award of Contract to Gate Options for Replacement of Three (3) Electric Gate Operators.

Approves a project for the replacement of three (3) Hy-Security model electric gate operators. Total authorized construction cost of \$49,433.82, which includes a 3% owner's contingency.

Mr. Barna stated the due to age, wear and unreliability, there is a need for replacing three electric vehicle gate operators. He continued that four bids were received and upon evaluation Gate Options was the apparent low bidder bringing the project cost under the amount budgeted for this contract. Schambach was the lowest bid however did not meet the required specifications for this contract. Discussion followed.

A **MOTION** was made by Commissioner Chavez to approve Proposed Resolution 2016-2030; Award of Contract to Gate Options for Replacement of Three (3) Electric Gate Operators. The **motion was seconded** by Commissioner Posch and was passed unanimously by roll call vote (4-0).

Proposed Resolution 2016-2033; Authorizing the Execution of a Hangar and Office Lease with Central Management Services for the Civil Air Patrol.

Approves an Intergovernmental Agreement between the State of Illinois and the DuPage Airport Authority whereby the State will continue to lease hangar and office space for the Civil Air Patrol through the Illinois Department of Transportation for the period of August 1, 2016 through July 31, 2021. The total lease payments over the term will be \$255,047.76.

Mark Doles reviewed this Intergovernmental Agreement (IGA) with the Illinois Department of Transportation, Civil Air Patrol. The Civil Air Patrol has had a hangar at DuPage since 2000 and the current agreement will expire at the end of July; the new IGA will be a 5-year agreement. Discussion followed regarding the terms of this agreement and the associated costs.

A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2016-2033; Authorizing the Execution of a Hangar and Office Lease with Central Management Services for the Civil Air Patrol. The **motion was seconded** by Commissioner Posch and was passed unanimously by roll call vote (4-0).

Proposed Resolution 2016-2034; Authorizing the Execution of IGA No. 5878 with the State of Illinois, Department of Central Management Services for the Illinois State Police.

Approves an Intergovernmental Agreement between the State of Illinois and the DuPage Airport Authority whereby the State will continue to lease hangar and office space for the Illinois State Police for the period of August 1, 2016 through July 31, 2021. The total lease payments over the term will be \$125,017.68.

Mr. Doles explained this Intergovernmental Agreement is also with the State of Illinois for the Illinois State Police who has been a tenant at the Airport since 1996. He continued to discuss the terms of the agreement and the associated costs and revenues for the Airport.

A **MOTION** was made by Commissioner Posch to approve Proposed Resolution 2016-2034; Authorizing the Execution of IGA No. 5878 with the State of Illinois, Department of Central Management Services for the Illinois State Police. The **motion was seconded** by Commissioner Sharp and was passed unanimously by roll call vote (4-0).

Proposed Resolution 2016-2035; Authorizing the Execution of a Non-Federal Reimbursable Agreement Between the Department of Transportation Federal Aviation Administration and the DuPage Airport Authority to Provide Airport Traffic Control (ATC) 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, 2016 through September 30, 2017. Total authorized cost of \$522,101.29.

Mr. Doles stated the Airport Authority pays the FAA for Air Traffic Control Tower coverage during nighttime hours; 10:00 p.m. to 6:00 a.m. He explained this coverage is very important to the Airport for the safety of customers, tenants, staff and the surrounding communities as well as a valuable marketing tool to attract and retain aviation business. Mr. Doles explained this agreement with the FAA is the same as has been done in past years with changes only in the dates and dollar amount. Discussion followed.

A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2016-2035; Authorizing the Execution of a Non-Federal Reimbursable Agreement Between the Department of Transportation Federal Aviation Administration and the DuPage Airport Authority to Provide Airport Traffic Control (ATC) Services at the DuPage Air Traffic Control Tower. The **motion was seconded** by Commissioner Posch and was passed unanimously by roll call vote (4-0).

Proposed Resolution 2016-2036; Authorizing the Execution of a Work Space Agreement Between the DuPage Airport Authority and Natural Gas Pipeline Company of America.

Authorizes the Executive Director to execute a temporary work space agreement with the Natural Gas Pipeline Company of America ("NGPCA") which will allow the NGPCA to enter onto the DuPage Airport Authority land for one month to conduct maintenance work on their underground gas pipeline beginning no sooner than August 22, 2016.

Attorney Luetkehans explained that a pipeline owned by Natural Gas Pipeline Company runs underneath portions of land owned by the Airport Authority and this company has asked for access in two locations to perform maintenance work. This will be a two-month permit and will commence in late August. Attorney Luetkehans advised this is the same temporary easement agreement utilized in previous time for this company in different locations. The Airport Authority has experienced a good working relationship with this company in past years. Discussion followed.

A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2016-2036; Authorizing the Execution of a Work Space Agreement Between the DuPage Airport Authority and Natural Gas Pipeline Company of America. The **motion was seconded** by Commissioner Posch and was passed unanimously by roll call vote (4-0).

Proposed Ordinance 2016-296; An Ordinance Providing for the Revision of a Fee to Users in Relation to the Use of U.S. Customs Service at DuPage Airport.

Approves an Ordinance increasing the fees charged to customers utilizing User-Fee Customs at DuPage Airport. The effective date of this Ordinance is August 1, 2016.

Mr. Doles advised the U.S. Customs Office has been located at DuPage since 1997 and the current fee structure has been in place since 2003. He continued that other General Aviation Reliever Airports in Chicagoland that use User-Fee U. S. Customs are Chicago Executive and Waukegan; DuPage Airport fees are well below these markets. He reviewed the current fee structure and proposed increases; discussion followed. These fee increases will take effect August 1 to allow adequate time to inform customers of the Airport.

A **MOTION** was made by Commissioner Posch to approve Proposed Ordinance 2016-296; An Ordinance Providing for the Revision of a Fee to Users in Relation to the Use of U.S. Customs Service at DuPage Airport. The **motion was seconded** by Commissioner Sharp and was passed unanimously by roll call vote (4-0).

RECESS TO EXECUTIVE SESSION

There was no Executive Session.

OTHER BUSINESS

Commissioner Sharp made a **MOTION** to adjourn the Capital Development, Leasing and Customer Fees Committee Meeting; the **motion was seconded** by Commissioner Posch and was passed by unanimous voice vote. The committee meeting was adjourned at 2:20 p.m.

Approved at the September 14, 2016 Board Meeting

**Daniel J. Wagner, Chairman
Capital Development, Leasing and Customer Fees Committee**