

**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 24, 2018 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.

A handwritten signature in black ink, appearing to read 'Mark Doles', is written over a solid horizontal line.

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

POSTED: January 18, 2018



**BOARD OF COMMISSIONERS
REGULAR MEETING and ANNUAL MEETING
WEDNESDAY, JANUARY 24, 2018; 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 2018 FISCAL YEAR**
 - a. Chairman**
 - b. Vice-Chairman**
 - c. Treasurer**
 - d. Secretary**
 - e. Assistant Treasurer**
 - f. Assistant Secretary**
- 4. REVIEW OF COMMITTEE ASSIGNMENTS**
- 5. ADJOURNMENT OF ANNUAL MEETING**

RECONVENE REGULAR MEETING

4. **APPROVAL OF MINUTES**
 - a. **November 2, 2017 Special Executive Committee Meeting**
 - b. **November 15, 2017 Regular Board Meeting**
 - c. **December 21, 2017 Special Board 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 2018-317; Adopting Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2018 and Ending December 31, 2018.**

– Finance Committee

 - b. **Proposed Ordinance 2018-318; An Ordinance of the DuPage Airport Authority Promulgating Regulations Under the Freedom of Information Act.**

 - c. **Proposed Ordinance 2018-319; Amending the DuPage Airport Authority Employee Handbook.**

Ordinance amends the Authority's Employee Handbook to comply with latest amendments to the Illinois State Officials and Employees Ethics Act by modifying policies regarding sexual harassment.

– Policy Committee

 - d. **Proposed Resolution 2018-2130; Approving the Use of Outside Attorneys for the Fiscal Year 2018 Beginning January 1, 2018 and Ending December 31, 2018.**

Approves utilizing the firms of Schirott, Luetkehans and Garner, LLC and SheppardMullin to provide legal services for the 2018 fiscal year.

- e. **Proposed Resolution 2018-2131; Authorizing the Execution of a Professional Services Agreement with Serafin & Associates Inc. for Marketing and Communication Services.**

Approves an Agreement for providing strategic marketing and communications services for the Airport, Flight Center, and Prairie Landing Golf Club for a total cost not-to-exceed \$42,500.

– Finance Committee

- f. **Proposed Resolution 2018-2132; Award of Contract to Harris Golf Cars for the Procurement of 76 Model Year 2018 Electric Golf Carts with GPS and Cart Control.**

Approves the procurement of (76) 2018 Model Yamaha Drive 2 Electric Golf Carts with YamaTrack Fleet Control System and the trade-in of (76) 2011 Model ClubCar Golf Carts with GPS for a total cost of \$299,912 F.O.B. Prairie Landing Golf Club.

– Finance Committee

- g. **Proposed Resolution 2018-2133; Award of Contract to Petroleum Traders Corporation for the Procurement of Gasoline and Diesel Fuel.**

Approves a one (1) year Contract, subject to two (2) one (1) year extensions with Petroleum Traders Corporation for the as-needed procurement of gasoline and diesel fuel for Airport vehicles and equipment. Per gallon fee based on the Low Chicago OPIS Daily Rate + .0496 unleaded gasoline and + .0505 diesel fuel.

– Finance Committee

- h. **Proposed Resolution 2018-2134; Delegation of Authority to the Executive Director to Procure One (1) Used Ground Roller.**

Delegation of Authority to the Executive Director to accept the lowest, responsive and responsible bid of no greater than \$40,000 for the purchase of a used ground roller.

– Finance Committee

- i. **Proposed Resolution 2018-2135; Authorizing the Procurement of One (1) John Deere 8270R Tractor from a Joint Purchasing Contract with the County of Rock Island and John Deere.**

Approves the procurement of one (1) 2018 Model 8270R John Deere Tractor from AHW, LLC. for a total cost of \$212,158.56 F.O.B. DuPage Airport, utilizing the Joint Purchasing Contract with the County of Rock Island and John Deere.

– Finance Committee

j. Proposed Resolution 2018-2136; Disposal/Destruction of Surplus Personal Property.

Approves the disposition of (60) low profile barricades with hazard lights, (1) 1991 John Deere Model 318 Tractor, and (2) 2004 New Holland TL100 Tractors through sale by a public internet auction.

– Finance Committee

k. Proposed Resolution 2018-2137; Authorizing the Execution of a Cash Farm Lease with Galusha Farm LLC for 96 Acres.

Authorizes the execution of a one (1) year Cash Farm Lease for 96 acres at \$175 per acre, \$16,800 annual rent. Subject to two (2) one (1) year extensions at the sole discretion of the Authority.

– Capital Development Committee

l. Proposed Resolution 2018-2138; Authorizing the Execution of Task Order No. 10 with CH2M for Professional Consulting Services Associated with Preliminary Bridging Documents for the Federal Inspection Services Facility at the DuPage Flight Center.

Authorizes the execution of Task Order 10 with CH2M for preliminary bridging document preparation for a new U.S. Customs Federal Inspection Services (FIS) Facility incorporated into the existing Flight Center facilities. Total fees not-to-exceed \$37,375.

– Capital Development 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; AND DISCUSSION OF DESTRUCTION OF CERTAIN VERBATIM RECORDINGS OF CLOSED SESSIONS.

11. RECONVENE REGULAR SESSION

12. OTHER BUSINESS

a. Proposed Resolution 2018-2139; Authorizing the Execution of a Vacant Land Purchase Agreement with Discovery Drive Investors, LLC.

Authorizes the execution of a Vacant Land Purchase Agreement with Discovery Drive Investors, LLC. for the sale of approximately 38.93 acres in the DuPage Business Center at a price of \$4,917,793.32, along with an option to purchase an additional 46.1 acres.

b. Proposed Resolution 2018-2140; Authorizing the Execution of an Option Agreement with DMCS LLC.

Authorizes the execution of an Option Agreement with DMCS LLC for the option to lease approximately 9.98 acres of property for 21 years, plus an additional option to lease for another 5 years. Said option must be exercised within 270 days.

c. Proposed Resolution 2018-2141; Authorizing the Execution of a Letter of Intent with GSI Family Offices, LLC.

Authorizes the execution of a Letter of Intent with GSI Family Offices LLC for the sale of approximately 40 acres in the DuPage Business Center at an approximate price of \$5,662,800.

d. Proposed Resolution 2018-2142; Authorizing the Destruction of Certain Verbatim Recordings of Closed Sessions.

13. ADJOURNMENT