

**DuPAGE AIRPORT AUTHORITY
REGULAR BOARD MEETING
Wednesday, November 14, 2018**

The Regular Meeting of the Board of Commissioners of the DuPage Airport Authority was convened at Prairie Landing Golf Club, 2325 Longest Drive, West Chicago, Illinois on Wednesday, November 14, 2018. Chairman Davis called the meeting to order at 3:00 p.m. and a quorum was present for the meeting.

Commissioners Present: Chavez, Davis, Donnelly, Getz, LaMantia, Ledonne, Posch, Wagner.

Commissioners Absent: Sharp

DuPage Airport Authority Staff Present: David Bird, Executive Director; Mark Doles, Director of Aviation Facilities & Properties; Patrick Hoard, Director of Finance & Administration and Prairie Landing Golf Club; Dan Barna, Operations and Capital Programs Manager; Pamela Miller, Executive Assistant and Board Liaison.

Others in Attendance: Phil Luetkehans, Schirott, Luetkehans and Garner; John Whitehead, NAI Hiffman; Michael Vonic, Jacobs CH2M; Dan Swanson, DuPage Pilots Association; Russell Danwin, DuPage Airport Tennant; Dan Howard, ISI; Pat Scharer, Midwest Industrial.

Members of the Press:

None

PUBLIC COMMENT

Russ Danwin, a tenant of the Airport, addressed the Board regarding the issue of the shortage of pilots. He asked what this Board is going to do to entice more pilots to attend the flight schools; four flight schools are located on Airport property.

Executive Director Bird advised there was considerable discussion during the last Master Plan Update Project Steering Committee meeting regarding the possibility of reserving airport lands for a facility of this type. He added the Executive Team with the College of DuPage have scheduled a meeting with the Airport Authority to discuss a partnership to address the potential for training pilots. Bob Werderich of Illinois Aviation Academy has been invited to attend this meeting. Discussion continued.

APPROVAL OF MINUTES

Chairman Davis asked for additions or corrections to the minutes of the September 19, 2018 Regular Board Meeting and there were none. Commissioner Ledonne made a **MOTION** to approve the minutes of the September 19, 2018 Regular Board Meeting and Commissioner Wagner **seconded the motion**. The motion was passed by roll call vote (8-0).

Chairman Davis asked for additions or corrections to the minutes of the September 19, 2018 Capital Development, Leasing and Customer Fees Committee Meeting and there were none. Commissioner Ledonne made a **MOTION** to approve the minutes of the September 19, 2018 Capital Development, Leasing and Customer Fees Committee and Commissioner Posch **seconded the motion**. The motion was passed by roll call vote (8-0).

Chairman Davis asked for additions or corrections to the minutes of the September 19, 2018 Finance, Budget and Audit Committee and there were none. Commissioner Ledonne made a **MOTION** to approve the minutes of the September 19, 2018 Finance, Budget and Audit Committee Meeting and Commissioner LaMantia **seconded the motion**. The motion was passed by roll call vote (8-0).

Chairman Davis asked for additions or corrections to the minutes of the October 25, 2018 Special Finance Committee Meeting and there were none. Commissioner Ledonne made a **MOTION** to approve the minutes of the October 25, 2018 Special Finance Committee Meeting and Commissioner Chavez **seconded the motion**. The motion was passed by roll call vote (8-0).

Chairman Davis asked for additions or corrections to the minutes of the September 19, 2018 Golf Committee Meeting and there were none. Commissioner Donnelly made a **MOTION** to approve the minutes of the September 19, 2018 Golf Committee Meeting and Commissioner Getz **seconded the motion**. The motion was passed by roll call vote (8-0).

DIRECTOR'S REPORT

Executive Director Bird reviewed the monthly operating statistics.

100LL sales are increased 13.2% for the month and overall increased 5% 2018 vs. 2017; Jet A decreased 8% and is down 3.4% overall 2018 vs. 2017. Discussion followed regarding the reasons for this inconsistency and the differences in base customers and transient customers. Operations numbers are good with a total increase overall of 11%; local operations up and itinerant operations are flat. Staff continues to monitor the operating statistics consistently.

Executive Director Bird reported that at the recent DuPage County Board Meeting, Chairman Dan Cronin, presented a Proclamation of Commendation recognizing the DuPage Airport Authority for recently receiving the *Award for Excellence in Budgeting* from the Government Financial Officers Association (GFOA). Chairman Davis, Finance Committee Chairman Ledonne, Executive Director Bird, Director of Finance Hoard and Director of Aviation Facilities & Properties Doles were present to receive the Proclamation of Commendation. Finance Committee Chairman Ledonne, read into the record this Proclamation of Commendation during the Finance Committee Meeting earlier in the day. Executive Director Bird stated that on behalf of Airport Authority this recognition and proclamation was very much appreciated. Discussion followed.

Executive Director Bird stated at a recent National Business Aviation Association (NBAA) trade show DuPage Flight Center was chosen by members of the Paragon Group as "FBO of the Year". The Paragon Group is a network of 56 FBOs around the Country and the DuPage Flight Center was one of its earliest members. Executive Director Bird stated this is a credit to Mark Doles, Brian Decoudres and Flight Center Staff and is an indication of the Airport's commitment to excellence.

DuPage recently hosted an event for the Chicago Area Business Aviation Association (CABAA) and a manufacturer was featured exhibiting several types of aircraft. There were approximately 100 people in attendance.

A briefing for the Master Plan Update Project will be provided at the January Board Meeting and Executive Director Bird advised alternatives for this plan would be reviewed. Discussion followed.

Active Shooter Training was recently conducted for the Airport Authority Managers and FAA Tower Managers. This training will be offered at a future time to Airport Authority Employees and tenants of the building. This was conducted by the West Chicago Police Department. Discussion followed.

Chairman Davis stated he is proud of the Airport Authority and pleased with the awards and recognition received. He stated that the Airport Authority will continue to run the organization as a business; achieve transparency and act in the best interest of the taxpayers of DuPage County. On behalf of the Airport Authority Board of Commissioners, Chairman Davis expressed pride in the work being done by the staff.

Chairman Davis asked Mark Doles to discuss with the Board at a future meeting the methodology utilized for determining fuel pricing.

REVIEW OF FINANCIAL STATEMENTS

Patrick Hoard reviewed the financial statements for October 2018. Discussion followed.

REPORT OF COMMITTEES

Finance, Budget and Audit Committee:

Commissioner Ledonne reported the Finance, Budget and Audit Committee has held two meetings since the September Board Meeting. On October 25, 2018 a Special Finance Committee Meeting was held and staff presented the 2019 Budget and Appropriations for the committee's review. He added that discussion occurred regarding potentially abating property taxes for this year in the amount of \$500,000. The budget was again discussed at the regular committee meeting held earlier this day and all items appearing on the Committee Agenda were reviewed and favorably recommended for Board approval. Commissioner Ledonne expressed thanks to members of the Finance Committee and staff for putting together the 2019 Budget.

Capital Development, Leasing and Customer Fees:

Commissioner Wagner reported the items appearing on the Board Meeting Agenda were discussed and favorably recommended for passage by the Board.

Internal Policy and Compliance Committee:

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

Golf Committee:

Commissioner Donnelly reported the Golf Committee met earlier this day and reviewed suggested options for improvements at the Prairie Land Clubhouse. The Committee recommended Board Approval of the Resolution appearing on the Board Agenda and discussion followed. Commissioner Donnelly encouraged Board Members to add their addresses to the Prairie Landing mailing list to receive information regarding events and activities at Prairie Landing throughout the year.

DuPage Business Center:

John Whitehead of NAI Hiffman reported that progress continues at the Business Center with the current deals and reviewed ongoing activities. Mr. Whitehead added there has been much interest shown and NAI Hiffman is continuously fielding calls from the brokerage community. Discussion followed.

NEW BUSINESS

Approving the 2019 Board and Committee Meeting Calendar.

A **MOTION** was made by Commissioner Ledonne to approve the 2019 Board and Committee Meeting Calendar. The **motion was seconded** by Commissioner Chavez.

Discussion occurred, and the following changes were made to the 2019 Meeting Calendar:

May 15, 2018 Board and Committee Meetings would be moved to May 1, 2018

June 19, 2018 Board and Committee Meetings would be moved to June 26, 2018.

The **motion was passed** with the changes as discussed; roll call vote (8-0).

Proposed Resolution 2018-2213; Authorizing the Execution of Service Order No. 3 with Wight & Company for Professional Consulting Services Associated with Construction Plans for the Prairie Landing Clubhouse Bar Addition. *Approves the development of construction plans and specifications related to the Prairie Landing Bar Addition. Fixed fee of \$64,000.*

Executive Director Bird read into the record Proposed Resolution 2018-2213.

A **MOTION** was made by Commissioner Donnelly to approve Proposed Resolution 2018-2213; Authorizing the Execution of Service Order No. 3 with Wight & Company for Professional Consulting Services Associated with Construction Plans for the Prairie Landing Clubhouse Bar Addition. The **motion was seconded** by Commissioner Wagner.

Board Members walked through the clubhouse facility to review the potential improvements to be considered for The Grill Room and adjoining areas of the clubhouse. Commissioner LaMantia suggested that consideration be given to expanding the scope of work to be undertaken in The Grill Room to update these areas. Discussion followed. Board members returned to the meeting room and there was no further discussion. The **motion was passed** by roll call vote (8-0).

Proposed Ordinance 2018-329; Adopting the Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2019 and Ending December 31, 2019.

Executive Director Bird read into the record Proposed Ordinance 2018-329.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Ordinance 2018-329; Adopting the Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2019 and Ending December 31, 2019. The **motion was seconded** by Commissioner Getz. There was no further discussion and the **motion was passed** by roll call vote (8-0).

Proposed Ordinance 2018-330; An Ordinance of the DuPage Airport Authority Levying Taxes for the Fiscal Year Beginning January 1, 2018 and Ending December 31, 2018.

Executive Director Bird read into the record Proposed Ordinance 2018-330.

A **MOTION** was made by Commissioner Wagner to approve Proposed Ordinance 2018-330; An Ordinance of the DuPage Airport Authority Levying Taxes for the Fiscal Year Beginning January 1, 2018 and Ending December 31, 2018. The **motion was seconded** by Commissioner Chavez.

Commissioner Ledonne stated the Ordinance for a property tax abatement of \$500,000 will be brought forth for review and approval at the March 2019 Board Meeting. Discussion followed. Commissioner Ledonne added that the Finance Committee has requested Patrick Hoard to review and calculate the levy increases that DuPage Airport Authority would have been eligible for but did not taken advantage of since 2012; this would be shared with the Board at the next meeting. The **motion was passed** by roll call vote (8-0).

Proposed Resolution 2018-2214; Award of a Master Agreement to Gary Spielman Plumbing for On-Call Plumbing Repair Services.

Approves a two-year Master Agreement for as-needed on-call plumbing repairs. Annual cost not-to-exceed \$25,000 or \$5,000 per project.

Executive Director Bird read into the record Proposed Resolution 2018-2214.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2018-2214; Award of a Master Agreement to Gary Spielman Plumbing for On-Call Plumbing Repair Services. The **motion was seconded** by Commissioner Chavez. There was no further discussion and the **motion was passed** by roll call vote (8-0).

Proposed Resolution 2018-2215; Award of Contract to Red Hawk Fire & Security for Fire Alarm Panel Replacement.

Approves a project to replace the fire alarm panel and related system at Hangars E14 & E15. Total authorized construction not-to-exceed \$28,677, which includes a 10% owner's contingency.

A **MOTION** was made by Commissioner Getz to approve Proposed Resolution 2018-2215; Award of Contract to Red Hawk Fire & Security for Fire Alarm Panel Replacement. The **motion was seconded** by Commissioner Chavez. There was no further discussion and the **motion was passed** by roll call vote (8-0).

Proposed Resolution 2018-2216; Authorizing the Execution of a Cash Farm Lease with Dale Pitstick for 184 Acres.

Approves a three (3) year Cash Farm Lease for 184 acres. \$43,240 annual rent paid on March 15.

Executive Director Bird read into the record Proposed Resolution 2018-2216.

A **MOTION** was made by Commissioner Posch to approve Proposed Resolution 2018-2216; Authorizing the Execution of a Cash Farm Lease with Dale Pitstick for 184 Acres. The **motion was seconded** by Commissioner Donnelly. There was no further discussion and the **motion was passed** by roll call vote (8-0).

Proposed Resolution 2018-2217; Ratifying the Executive Director's Execution of a Contract with Earthwerks Land & Development Corporation.

Ratifies the Executive Director's execution of a contract to deliver and spread approximately 33,000 cubic yards of clay in the DuPage Business Center for the sum of \$81,000.

Executive Director Bird read into the record Proposed Resolution 2018-2217.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2018-2217; Ratifying the Executive Director's Execution of a Contract with Earthwerks Land & Development Corporation. The **motion was seconded** by Commissioner Posch. There was no further discussion and the **motion was passed** by roll call vote (8-0).

Proposed Resolution 2018-2218; Authorizing the Execution of a Plat of Easement Granting Easement to Commonwealth Edison Company and AT&T.

Grants ComEd and AT&T a shared 15' easement in the DuPage Business Center.

Executive Director Bird read into the record Proposed Resolution 2018-2218.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2018-2218; Authorizing the Execution of a Plat of Easement Granting Easement to Commonwealth Edison Company and AT&T. The **motion was seconded** by Commissioner Chavez. There was not further discussion and the **motion was passed** by roll call vote (8-0).

Proposed Resolution 2018-2219; Ratification of the Executive Director's Execution of a Contract with Intren, Inc. for Installation of Underground Conduit and Splice Boxes Related to the Commonwealth Edison Utility Relocation.

Ratifies the Executive Director's execution of a contract to directional drill conduit and install splice boxes to accommodate new ComEd electric cabling for the sum of \$56,670.

Executive Director Bird read into the record Proposed Resolution 2018-2201.

A **MOTION** was made by Commissioner Posch to approve Proposed Resolution 2018-2219; Ratification of the Executive Director's Execution of a Contract with Intren, Inc. for Installation of Underground Conduit and Splice Boxes Related to the Commonwealth Edison Utility Relocation. The **motion was seconded** by Commissioner Donnelly. There was no further discussion and the **motion was passed** by roll call vote (8-0).

Proposed Resolution 2018-2220; Authorizing the Execution of a Customer Work Agreement with Commonwealth Edison for Installation of Utilities.

Approves a Work Agreement to relocate existing ComEd utilities in the DuPage Business Center for the sum of \$95,190.83.

Executive Director Bird read into the record Proposed Resolution 2018-2202.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2018-2220; Authorizing the Execution of a Customer Work Agreement with Commonwealth Edison for Installation of Utilities. The **motion was seconded** by Commissioner Chavez. There was not further discussion and the **motion was passed** by roll call vote (8-0).

Attorney Luetkehans reviewed with the Board that at a previous meeting the Board agreed with a certain price structure as discussed for Midwest Industrial Funds, Inc. and to pay for work done by Commonwealth Edison to relocate an existing easement on the property. Due to timing constraints, Attorney Luetkehans asked if the Board would agree to ratify the execution of this agreement at the next board meeting and allow Midwest Industrial a comfort level going forward. All Board Members agreed.

Chairman Davis stated that DuPage County Chairman Cronin has asked the Airport Authority to explore options to assist with the issue of tenants who have not paid leasehold taxes. These tenants were mentioned in the recent *Daily Herald* news article. Discussion followed. Chairman Davis stated the Airport Authority just became aware of this matter and he is asking DAA staff to investigate this matter and until that investigation is completed, he will be unable to comment.

RECESS TO EXECUTIVE SESSION

A **MOTION** was made by Commissioner LaMantia to recess to Executive Session for the discussion of setting of a price for sale or lease of property owned by the DuPage Airport Authority. The **motion was seconded** by Commissioner Ledonne and was passed unanimously by roll call vote (8-0). The Regular Meeting was recessed to Executive Session at 4:06 p.m. and was reconvened at 4:34 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 Wagner 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 4:36 p.m.

Approved at the January 17, 2019 Regular Board Meeting

Stephen L. Davis, Chairman