

**DuPAGE AIRPORT AUTHORITY  
BOARD MEETING  
Wednesday, March 14, 2018**

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The Regular Meeting of the Board of Commissioners of the DuPage Airport Authority convened at the Daniel L. Goodwin Flight Center Building, 2700 International Drive, West Chicago, Illinois, First Floor Conference Room; Wednesday, March 14, 2018. Chairman Davis called the meeting to order at 1:30 p.m. and a quorum was present for the meeting.

**Commissioners Present:** Davis, Donnelly, LaMantia, Sharp, Wagner.

**Commissioners Absent:** Chavez, Ledonne, Posch.

**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; Matthew Duggan, Wight & Company; John Whitehead, NAI Hiffman.

**Members of the Press:**

None

**PUBLIC COMMENT**

None

Chairman Davis asked that the Board move directly to address the *New Business* portion of the meeting.

**NEW BUSINESS**

**Proposed Resolution 2018-2143; Disposal/Destruction of Surplus Personal Property.**

Executive Director Bird read into the record Proposed Resolution 2018-2143 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 2018-2143; Disposal/Destruction of Surplus Personal Property. The **motion was seconded** by Commissioner Sharp and was unanimously passed by roll call vote (5-0).

**Proposed Resolution 2018-2144; Award of Contract to Lektro for the Procurement of One (1) New Electric Aircraft Tug.**

*Approves the procurement of one (1) 2018 Lektro Model AP8850SDA Aircraft Tug for a total cost not-to-exceed \$104,844.*

Executive Director Bird read into the record Proposed Resolution 2018-2144 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 2018-2144; Award of Contract to Lektro for the Procurement of One (1) New Electric Aircraft Tug. The **motion was seconded** by Commissioner LaMantia and was unanimously passed by roll call vote (5-0).

**Proposed Resolution 2017-2145; Award of Contract to Factory Cleaning Equipment, Inc. for the Procurement of One (1) New Industrial Riding Floor Scrubber.**

*Approves the procurement of one (1) new Tennant Model T16 Battery Powered Rider Floor Scrubber for a total cost not-to-exceed \$24,614.*

Executive Director Bird read into the record Proposed Resolution 2018-2145 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 2018-2145; Award of Contract to Factory Cleaning Equipment, Inc. for the Procurement of One (1) New Industrial Riding Floor Scrubber. The **motion was seconded** by Commissioner LaMantia and was unanimously passed by roll call vote (5-0).

**Proposed Resolution 2018-2146; Award of Contract to German Bliss Equipment for the Procurement of One (1) 42' Flexible Wing Rotary Mower.**

*Approves the procurement of one (1) new Schulte Model FX-742 Rotary Mower for a total cost not-to-exceed \$39,448.*

Executive Director Bird read into the record Proposed Resolution 2018-2146 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 2018-2146; Award of Contract to German bliss Equipment for the Procurement of One (1) 42' Flexible Wing Rotary Mower. The **motion was seconded** by Commissioner Sharp and was unanimously passed by roll call vote (5-0).

**Proposed Resolution 2018-2147; Award of Contract to OER Services, LLC. for the Procurement of One (1) New 32' Mobile Aerial Working Platform.**

*Approves the procurement of one (1) new Genie Model GS-3369 DC Scissor Lift for a total cost not-to-exceed \$39,448.*

Executive Director Bird read into the record Proposed Resolution 2018-2147 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 2018-2147; Award of Contract to OER Services, LLC. for the Procurement of One (1) New 32" Mobile Aerial Working Platform. The **motion was seconded** by Commissioner LaMantia and was unanimously passed by roll call vote (5-0).

**Proposed Resolution 2018-2148; Award of Contract to Arlington Power Equipment, Inc. for the Procurement of One (1) New Zero-Turn Lawn Mower.**

*Approves the procurement of one (1) new Hustler Turf Equipment Model Super 104-935155 for a total cost not-to-exceed \$21,540.20.*

Executive Director Bird read into the record Proposed Resolution 2018-2148 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 2018-2148; Award of Contract to Arlington Power Equipment, Inc. for the Procurement of One (1) New Zero-Turn Lawn Mower. The **motion was seconded** by Commissioner Sharp and was unanimously passed by roll call vote (5-0).

**Proposed Resolution 2018-2149; Award of a Master Agreement to DuPage Overhead Door, Inc. for On-Call Commercial Sectional Garage Door Repair Services.**

*Approves a two (2) year time and material Master Agreement for as-needed garage door repairs. Not-to-exceed \$25,000 annually or \$5,000 per project.*

Executive Director Bird read into the record Proposed Resolution 2018-2149 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 2018-2149; Award of a Master Agreement to DuPage Overhead Door, Inc. for On-Call Commercial Sectional Garage Door Repair Services. The **motion was seconded** by Commissioner LaMantia and was unanimously passed by roll call vote (5-0).

**Proposed Resolution 2018-2150; Award of a Professional Services Retainer Agreement to Wight & Company for Architectural Consulting Services.**

*Approves a three (3) year Professional Services Retainer Agreement for On-Call Architectural Services subject to two (2) one (1) year extensions at the sole discretion of the Authority.*

Executive Director Bird read into the record Proposed Resolution 2018-2150 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 2018-2150; Award of a Professional Services Retainer Agreement to Wight & Company for Architectural Consulting Services. The **motion was seconded** by Commissioner Sharp and was passed by roll call vote (5-0).

**Proposed Ordinance 2018-320; Amending the DuPage Airport Authority Investment Policy.**

*Amends the DuPage Airport Authority Investment Policy to list all acceptable collateral instruments for deposits that are in excess of FDIC coverage limits.*

Executive Director Bird read into the record Proposed Ordinance 2018-320 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 Ordinance 2018-320; Amending the DuPage Airport Authority Investment Policy. The **motion was seconded** by Commissioner Sharp and was passed by roll call vote (5-0).

**Proposed Resolution 2018-2152; Award of Contract to Johnson Tractor, Inc. for the Procurement of One (1) New 4WD Golf Course Utility Tractor with Heavy Duty Flail Mower.**

*Approves the procurement of one (1) new Case Farmall Model 90C Tractor with Landpride FM2584 Flail Mower for a total cost not-to-exceed \$53,850.*

Executive Director Bird read into the record Proposed Resolution 2018-2152 and advised this was reviewed by the Finance Committee and favorably recommended for Board approval. There was no further discussion.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2018-2152; Award of Contract to Johnson Tractor, Inc. for the Procurement of One (1) New 4WD Golf Course Utility Tractor with Heavy Duty Flail Mower. The **motion was seconded** by Commissioner Sharp and was unanimously passed by roll call vote (5-0).

**Proposed Resolution 2018-2153; Award of Contract to J.W. Turf, Inc. for the Procurement of One (1) New AWD Lightweight Golf Course Fairway Mower.**

*Approves the procurement of one (1) new John Deere Model 8000A E-Cut Hybrid Fairway Mower for a total cost not-to-exceed \$46,636.75.*

Executive Director Bird read into the record Proposed Resolution 2018-2153 and advised this was reviewed by the Finance Committee and favorably recommended for Board approval. There was no further discussion.

A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2018-2153; Award of Contract to J.W. Turf, Inc. for the Procurement of One (1) New AWD Lightweight Golf Course Fairway Mower. The **motion was seconded** by Commissioner LaMantia and was passed by roll call vote (5-0).

**Proposed Resolution 2018-2155; Award of Contract to Martam Construction for Golf Course Pond Abutment and Erosion Repair.**

*Approves a project to repair Prairie Landing Hole #9 and #18 pond seawall erosion. Total authorized construction not-to-exceed \$74,863.83 which includes a 6% owner's contingency.*

Executive Director Bird read into the record Proposed Resolution 2018-2155 and advised this was reviewed by the Finance Committee and favorably recommended for Board approval. There was no further discussion.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2018-2155; Award of Contract to Martam Construction for Golf Course Pond Abutment and Erosion Repair. The **motion was seconded** by Commissioner Sharp and was passed unanimously by roll call vote (5-0).

**Proposed Resolution 2018-2156; Award of Contract to Municipal Well & Pump for Golf Course Irrigation Pump Station Motor Replacement and Pump Rehabilitation.**

*Approves a project to replace pump motors and rebuild irrigation pumps at the Prairie Landing Irrigation Pump Station. Total authorized construction not-to-exceed \$58,499, which includes a 10% owner's contingency.*

Executive Director Bird read into the record Proposed Resolution 2018-2156 and advised this was reviewed by the Finance Committee and favorably recommended for Board approval. There was no further discussion.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2018-2156; Award of Contract to Municipal Well & Pump for Golf Course Irrigation Pump Station Motor Replacement and Pump Rehabilitation. The **motion was seconded** by Commissioner Sharp and was passed unanimously by roll call vote (5-0).

**Proposed Resolution 2018-2157; Award of Contract to The YMI Group for the Replacement of Roof Top Air Handling Units at Several Locations.**

*Approves a project to replace ten (10) air handling units at several locations to include the Government Center, South Hightail Hangar Office, Prairie Landing Clubhouse and Hangar E18 Lounge. Total authorized construction not-to-exceed \$94,490, which includes a 10% owner's contingency.*

Executive Director Bird read into the record Proposed Resolution 2018-2157 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 LaMantia to approve Proposed Resolution 2018-2157; Award of Contract to The YMI Group for the Replacement of Roof Top Air Handling Units at Several Locations. The **motion was seconded** by Commissioner Sharp and was passed unanimously by roll call vote (5-0).

**Proposed Resolution 2018-2158; Award of Contract to BBF Erectors, Inc. for the Replacement of Three (3) Electric Gate Operators.**

*Approves a project to replace three (3) Hy-Security Electric Gate Operators. Total authorized construction not-to-exceed \$52,509.60, which includes a 10% owner's contingency.*

Executive Director Bird read into the record Proposed Resolution 2018-2158 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 LaMantia to approve Proposed Resolution 2018-2158; Award of Contract to BBF Erectors, Inc. for the Replacement of Three (3) Electric Gate Operators. The **motion was seconded** by Commissioner Sharp and was passed unanimously by roll call vote (5-0).

**Proposed Resolution 2018-2159; Authorizing the Execution of a Consulting Services Agreement with SmithGroup JJR, Inc. for Design Plan Review Services Related to the DuPage Business Center.**

*Approves a Consulting Services Agreement with SmithGroup JJR, Inc. to provide Design Plan Review Services for developments within the DuPage Business Center for an amount not-to-exceed \$9,500 per project.*

Executive Director Bird read into the record Proposed Resolution 2018-2159 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 LaMantia to approve Proposed Resolution 2018-2159; Authorizing the Execution of a Consulting Services Agreement with SmithGroup JJR, Inc. for Design Plan Review Services Related to the DuPage Business Center. The **motion was seconded** by Commissioner Sharp and was passed unanimously by roll call vote (5-0).

**Proposed Resolution 2018-2160; Resolution Approving the Development Plan for 805 Discovery Drive.** This proposed resolution was pulled from the agenda. There was no discussion or action taken.

**Proposed Resolution 2018-2161; Authorizing the Execution of an Addendum to the Exclusive Listing Agreement Between DuPage Airport Authority and NAI Hiffman.**

*Authorizes the payment of up to \$34,595.00 for the provision of marketing services to the DuPage Business Center for 2018.*

Executive Director Bird read into the record Proposed Resolution 2018-2161 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 2018-2161; Authorizing the Execution of an Addendum to the Exclusive Listing Agreement Between DuPage Airport Authority and NAI Hiffman. The **motion was seconded** by Commissioner LaMantia and was passed by roll call vote (4-0). Commissioner Wagner abstained from the vote.

**RECESS TO EXECUTIVE SESSION**

A **MOTION** was made by Commissioner LaMantia to recess to Executive Session for the discussion of 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 the discussion and semi-annual review of lawfully closed executive session minutes. The **motion was seconded** by Commissioner Sharp and was passed unanimously by roll call vote (5-0). The Regular Meeting was recessed to Executive Session at 1:38 p. m. and was reconvened at 2:26 p.m. Upon roll call, a quorum was present for the remainder of the Regular Board Meeting.

## **OTHER BUSINESS**

### **Proposed Resolution 2018-2162; Disclosure of Executive Session Minutes.**

Executive Director Bird read into the record Proposed Resolution 2018-2162. There was no further discussion.

A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2018-2162; Disclosure of Executive Session Minutes. The **motion was seconded** by Commissioner Donnelly and was passed unanimously by roll call vote (5-0).

### **Proposed Resolution 2018-2163; Authorizing the Execution of a Vacant Land Purchase Agreement with Enterprise West Chicago LLC.**

*Authorizes the sale of approximately 40 acres in the DuPage Business Center to Enterprise West Chicago for the construction of a warehouse and distribution facility in the amount of approximately \$5,600,000.* Executive Director Bird read into the record Proposed Resolution 2018-2163. There was no further discussion.

A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2018-2163; Authorizing the Execution of a Vacant Land Purchase Agreement with Enterprise West Chicago LLC. The **motion was seconded** by Commissioner Donnelly and was passed unanimously by roll call vote (5-0).

### **Proposed Resolution 2018-2164; Authorizing the Execution of a Letter of Intent with Pritzker Realty Group, L.L.C.**

*Authorizes the execution of a Letter of Intent with Pritzker Realty Group for the sale of 26.5 acres at a purchase price of approximately \$3,750,000 for the construction of a warehouse and distribution facility.* Executive Director Bird read into the record Proposed Resolution 2018-2164. There was no further discussion.

A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2018-2164; Authorizing the Execution of a Letter of Intent with Pritzker Realty Group, L.L.C. The **motion was seconded** by Commissioner Donnelly and was passed unanimously by roll call vote (5-0).

## **APPROVAL OF MINUTES**

Chairman Davis asked for additions or corrections to the minutes of the January 24, 2018 Regular Board Meeting and there were none. Commissioner Sharp made a **MOTION** to approve the minutes of the January 24, 2018 Regular Board Meeting and Commissioner Donnelly **seconded the motion**. The motion was passed unanimously by roll call vote (5-0).

Chairman Davis asked for additions or corrections to the minutes of the January 24, 2018 Finance, Budget and Audit Committee Meeting and there were none. Commissioner Donnelly made a **MOTION** to approve the minutes of the Finance, Budget and Audit Committee Meeting and Commissioner Sharp **seconded the motion**. The motion was passed unanimously by roll call vote (5-0).

Chairman Davis asked for additions or corrections to the minutes of the January 24, 2018 Capital Development, Leasing and Customer Fees Committee Meeting and there were none. Commissioner Sharp made a **MOTION** to approve the minutes of the Capital Development, Leasing and Customer Fees Committee Meeting and Commissioner Donnelly **seconded the motion**. The motion was passed unanimously by roll call vote (5-0).

Chairman Davis asked for additions or corrections to the minutes of the January 24, 2018 Internal Policy and Compliance Committee Meeting and there were none. Commissioner LaMantia made a **MOTION** to approve the minutes of the Internal Policy and Compliance Committee Meeting and Commissioner Sharp **seconded the motion**. The motion was passed unanimously by roll call vote (5-0).

**Commissioner LaMantia departed the meeting at 2:35 p.m.; a quorum was not present for the remainder of the meeting. Discussion continued and there was no further action taken by the Board.**

#### **DIRECTOR'S REPORT**

Executive Director Bird discussed the monthly operating statistics:

##### ***Fuel Sales:***

###### **January 2018**

Jet A sales increased 9.6% 2018 versus 2017; 100LL fuel sales increased 17.2% 2018 versus 2017. Total gallons of fuel sold increased 10%; January was a good weather month.

###### **February 2018**

100 LL sales were decreased 29%; Jet A fuel sales remained flat. Total gallons sold decrease of 3.2% 2018 versus 2017. February was not a good month for fuel sales due to inclement weather conditions.

##### ***Operations:***

Total operations for January increased 16.7% for the year. Itinerant operations showing the most significant increase at 23.9%; local operations were up 8.9%. Discussion followed.

Executive Director Bird advised the Illinois Department of Transportation will award a bid in May for a pavement repair project at the T-Hangars. A Participation Agreement will be brought to the May Board Meeting for consideration.

The Airport Authority received from the State a very favorable response for completion of the Fencing Project. The wildlife fencing has been very helpful for controlling nuisance wildlife. The State of Illinois has been very supportive of this project. \$1 to \$2 million of federal funding for this project is possible.

A Master Plan Meeting was held last week to review forecasts and staff will be scheduling a Steering Committee Meeting for late April. Commissioner Ledonne and Commissioner Posch will participate as a part of this steering committee. Discussion followed.

Executive Director Bird and Mark Doles met with US Customs on March 13 regarding the proposed build out for their new facilities. US Customs has agreed to contain all requirements within the existing envelop of this building with no additional facilities to be constructed. The architectural company of Wight and Company was the original designer of this building and will provide great assistance on restructuring this building. The current Board Conference Room will become part of the US Customs facility a new Board Conference Room will be located on the third floor; Wight and company will redesign the space for a new Board Conference Room.

Mark Doles reported that the new transient hangar revenues have been substantial at 88% over budget; this is 136% above last year. Discussion followed.

**REVIEW OF FINANCIAL STATEMENTS**

Executive Director Bird asked Patrick Hoard to provide a review of the Financial Statements for February 2018 and discussion followed.

**REPORT OF COMMITTEES**

**Internal Policy and Compliance Committee:**

The committee did not meet and there was no report given.

**Finance, Budget and Audit Committee:**

Commissioner Sharp advised the Finance Committee met prior to the Board Meeting and the items appearing on the Agenda were discussed and favorably recommended for Board approval.

**Golf Committee:**

Commissioner Donnelly stated that the Golf Committee was unable to meet due to the lack of a quorum for the meeting. The action items were discussed during the Finance Committee Meeting and favorably recommended for consideration by the Board. Discussion followed.

**Capital Development, Leasing and Customer Fees:**

Commissioner Wagner reported that the items appearing on the Agenda were reviewed and discussed by the Committee and favorably recommended for Board approval.

**OLD BUSINESS**

None

A **MOTION** was made by Commissioner Donnelly to adjourn the Regular Meeting of the DuPage Airport Authority Board of Commissioners. The **motion was seconded** by Commissioner Wagner and was passed unanimously by voice vote; the meeting was adjourned at 2:58 p.m.



Stephen L. Davis, Chairman

(ATTEST)



Donald C. Sharp, Secretary