

**DuPAGE AIRPORT AUTHORITY
REGULAR BOARD MEETING
Wednesday, May 23, 2018**

The Regular Meeting of the Board of Commissioners of the DuPage Airport Authority was convened at the Daniel L. Goodwin Flight Center Building, 2700 International Drive, West Chicago, Illinois, First Floor Conference Room; Wednesday, May 23, 2018. Chairman Davis called the meeting to order at 2:11 p.m. and a quorum was present for the meeting.

A moment of silence was observed to honor the passing of Peter Huizenga, former member of the DuPage Airport Authority Board of Commissioners.

Commissioners Present: Chavez, Davis, Donnelly, Getz, LaMantia, Ledonne, Posch, Sharp, Wagner.
Commissioners Absent: None

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; Robb Walker, Senior Accountant; Brian DeCoudres, Flight Center General Manager; Pamela Miller, Executive Assistant and Board Liaison.

Others in Attendance: Phil Luetkehans, Schirott, Luetkehans and Garner; Jon Archer, CH2M; Jim Savio, Sikich, LLP.; Jim Adler, NAI Hiffman; Don Baxmann, DuPage Pilots Association; Dan Swanson, DuPage Pilots Association; Russell Danwin, DuPage Airport Tenant.

Members of the Press:
None

PUBLIC COMMENT

Russell Danwin, pilot and tenant of DuPage Airport. Mr. Danwin share his comments regarding the current hangar rental rates and occupancy at DuPage Airport. General discussion followed.

Dan Swanson, pilot and tenant of DuPage Airport. Mr. Swanson was the former president of the DuPage Pilots Association and continues to be a member of the Board. Mr. Swanson explained his proposal for the reorientation of Runway 10-28 and provided a drawing of this reorientation. Discussion followed and Executive Director Bird advised that Mr. Swanson's proposal and drawing will be submitted to the Master Plan Update Steering Committee and Crawford, Murphy and Tilly for review and evaluation.

APPROVAL OF MINUTES

Chairman Davis asked for additions or corrections to the minutes of the March 14, 2018 Regular Board Meeting and there were none. Commissioner Ledonne made a **MOTION** to approve the minutes of the March 14, 2018 Regular Board Meeting and Commissioner Sharp **seconded the motion**. The motion was passed by roll call vote (8-0). Commissioner Getz abstained.

Chairman Davis asked for additions or corrections to the minutes of the March 22, 2018 Special Board Meeting and there were none. Commissioner Sharp made a **MOTION** to approve the minutes of the March 22, 2018 Special Board Meeting and Commissioner Ledonne **seconded the motion**. The motion was passed by roll call vote (8-0). Commissioner Getz abstained.

Chairman Davis asked for additions or corrections to the minutes of the April 12, 2018 Special Board Meeting and there were none. Commissioner Sharp made a **MOTION** to approve the minutes of the April 12, 2018 Special Board Meeting and Commissioner Ledonne seconded the motion. The motion was passed by roll call vote (9-0).

Chairman Davis asked for additions or corrections to the minutes of the March 14, 2018 Capital Development, Leasing and Customer Fees Committee Meeting and there were none. Commissioner Ledonne made a **MOTION** to approve the minutes of the March 14, 2018 Capital Development, Leasing and Customer Fees Committee Meeting and Commissioner Sharp **seconded the motion**. The motion was passed by roll call vote (8-0). Commissioner Getz abstained.

Chairman Davis asked for additions or corrections to the minutes of the March 14, 2018 Finance, Budget and Audit Committee Meeting and there were none. Commissioner Posch made a **MOTION** to approve the minutes of the March 14, 2018 Finance, Budget and Audit Committee Meeting and Commissioner Sharp **seconded the motion**. The motion was passed by roll call vote (8-0). Commissioner Getz abstained.

Chairman Davis asked for additions or corrections to the minutes of the March 14, 2018 Golf Committee Meeting and there were none. Commissioner Donnelly made a **MOTION** to approve the minutes of the March 14, 2018 Golf Committee Meeting and Commissioner Sharp **seconded the motion**. The motion was passed by roll call vote (8-0). Commissioner Getz abstained.

DIRECTOR'S REPORT

Executive Director Bird discussed the monthly operating statistics for April:

Fuel sales for April were affected by the inclement weather; 100LL sales were flat and Jet A sales increased 4%. Jet A total sales for the year are up 4.79%. Total gallons of fuel sold overall for 2018 versus 2017 increased 4.4%.

Total Operations increased 2.6% for April and 17.5% for the year.

Executive Director reported that the Initial meeting of the Master Plan Steering Committee was held on April 26 with 17 attendees including staff. There was representation from the corporate sector and the general aviation sector with very good participation and discussions. Commissioner Greg Posch also attended. A date has not been set for the next Master Plan Update Steering Committee Meeting. Commissioners will be advised of the next meeting date and are invited to attend. Discussion followed.

Executive Director Bird stated that a letter was received from the City of Geneva advising that the project to extend Kautz Road from Route 38 to Fabyan Parkway has been moved up on the agenda for construction to begin in 2018 with potential completion in 2019. Discussion followed. Executive Director Bird will meet with Mayor of Geneva, Kevin Burns, for further discussion.

Executive Director Bird and Mark Doles visited New Continuum, a DuPage Business Center Data Center tenant that would like to lease 20 acres to construct a solar farm. He advised that the Airport Authority has received numerous inquiries for solar farms and it is Staff's opinion that utilizing land within the Business Center for solar farms defeats the business development purpose for this area. After discussion the Board agreed. Executive Director Bird stated the opinion that solar farms are not best suited for business center development will be carried forward. Discussion followed.

REVIEW OF FINANCIAL STATEMENTS

Patrick Hoard provided a review of the new format for the internal financial statements as was requested by the Finance Committee previously. Commissioner Ledonne stated that the Finance Committee was very satisfied with this new reporting format. Mr. Hoard continued his review of the Financial Statements for April 2018. Discussion followed.

REPORT OF COMMITTEES

Finance, Budget and Audit Committee:

Commissioner Ledonne advised the Finance, Budget and Audit Committee met earlier in the day and all items appearing on the Committee agenda were unanimously recommended for Consideration by the Board. Mr. Savio from the firm of Sikich presented the audit report which will also be presentation later in the Board Meeting.

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 and she had no report.

Golf Committee:

Commissioner Donnelly stated the Golf Committee did not meet prior to the Board Meeting. He reported that the new golf carts had been delivered and are now in use.

DuPage Business Center:

Jim Adler of NAI Hiffman reported that activity at the Business Center is progressing and everything is good news. He reviewed the current activities and reported on marketing efforts for the Business Center. He advised the ground work is completed for the DuPage Business Center website. He stated that a Broker Open House will be planned for late summer or early fall. Discussion followed. Attorney Luetkehans also provided an update on current ongoing plans and advised that Suncast is anticipated to break ground July 15; Norix has submitted a concept plan which will be presented at the June Board Meeting. Greco is progressing and expects to break ground in the fall. Discussion continued.

OLD BUSINESS

None

NEW BUSINESS

Presentation and Review of the Annual Financial Audit.

Executive Director Bird asked Jim Savio of Sikich LLP to present the 2017 Comprehensive Annual Financial Report for 2017 (CAFR). Mr. Savio thanked Executive Director Bird, Patrick Hoard, Robb Walker and Airport Authority staff for their assistance during this audit process. Mr. Savio discussed the preparation of the CAFR and advised the audit process went smoothly. He advised there were no new accounting pronouncements for this year and proceeded to review the highlights of the CAFR. Mr. Savio stated that an unmodified opinion was issued with no material weaknesses or significant deficiencies found; this is the highest opinion that can be given in the audit process. Discussion followed

Proposed Resolution 2018-2168; Authorizing the Execution of a Professional Services Agreement with Gruen Gruen + Associates for an Updated Economic and Fiscal Impact Analysis of the DuPage Business Center and DuPage Airport Authority Business Units.

Authorizes an Economic and Fiscal Impact Analysis of the DuPage Business Center and DuPage Airport Authority Business units. Not-to-exceed cost of \$22,100.

Executive Director Bird read into the record Proposed Resolution 2018-2168 and advised this was considered by the Finance Committee and recommended for Board approval.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2018-2168; Authorizing the Execution of a Professional Services Agreement with Gruen Gruen + Associates for an Updated Economic and Fiscal Impact Analysis of the DuPage Business Center and DuPage Airport Authority Business Units. The **motion was seconded** by Commissioner LaMantia and was unanimously passed by roll call vote (9-0).

Proposed Resolution 2018-2169; Award of Contract to Nadler Golf Car Sales, Inc. for the Procurement of Two (2) New Golf Turf Utility Vehicles.

Authorizes the procurement of two (2) new Club Car Carryall 500 Gas Utility Turf Vehicles for a total cost of \$18,834.

Executive Director Bird read into the record Proposed Resolution 2018-2169 and advised this was considered by the Finance Committee and recommended for Board approval.

A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2018-2169; Award of contract to Nadler Golf Car Sales, Inc. for the Procurement of Two (2) New Golf Turf Utility Vehicles. The **motion was seconded** by Commissioner Ledonne and was unanimously passed by roll call vote (9-0).

Proposed Resolution 2018-2170; Award of Contract to BP&T Construction Company for the Prairie Landing Clubhouse Painting and Trim Repair Project.

Authorizes a painting and trim repair project and the Prairie Landing Clubhouse and restroom shelter. Total authorized construction not-to-exceed \$50,146.80, which includes a 10% owner's contingency.

Executive Director Bird read into the record Proposed Resolution 2018-2170 and advised this was considered by the Capital Development Committee and recommended for Board approval.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2018-2170; Award of contract to BP&T Construction company for the Prairie Landing Clubhouse Painting and Trim Repair Project. The **motion was seconded** by Commissioner Ledonne and was unanimously passed by roll call vote (9-0).

Proposed Resolution 2018-2171; Award of Contract to Northern Illinois Fence, Inc. for Fence Post and Foundation Repairs.

Authorizes a project to repair 90 fence posts and foundations along Keil Road and DuPage Drive. Total authorized construction not-to-exceed \$31,68, which includes a 4% owner's contingency.

Executive Director Bird read into the record Proposed Resolution 2018-2171 and advised this was considered by the Capital Development Committee and recommended for Board approval.

A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2018-2171; Award of Northern Illinois Fence, Inc. for Fence Post and Foundation Repairs. The **motion was seconded** by Commissioner Ledonne and was unanimously passed by roll call vote (9-0).

Proposed Resolution 2018-2172; Ratification of the Executive Director's Execution of a Change Order to the Contract with Municipal Well & Pump for Golf Course Irrigation Pump Station Motor Replacement and Pump Rehabilitation.

Ratifies the Executive Director's execution of a Change Order to add new column pipe and new pumps to the Golf Course Irrigation Pump Station Motor Replacement and Pump Rehabilitation Project. Increases the original authorized construction cost of \$58,499 to \$61,449.

Executive Director Bird read into the record Proposed Resolution 2018-2172 and advised this was considered by the Capital Development Committee and recommended for Board approval.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2018-2172; Ratification of the Executive Director's Execution of a Change Order to the Contract with Municipal Well & Pump for Golf Course Irrigation Pump Station Motor Replacement and Pump Rehabilitation. The **motion was seconded** by Commissioner LaMantia and was unanimously passed by roll call vote (9-0).

Proposed Resolution 2018-2173; Authorizing the Execution of an Intergovernmental Agreement with the State of Illinois Department of Transportation, Division of Aeronautics for Participation in the Airport Improvement Program Project Known as: Phase 1 – Pavement Rehabilitation of Apron Areas at Echo T-Hangars; DPA-4557.

Authorizes participation in a Federal/State/and locally funded project to mill and overlay hangar apron and taxiway pavement at the Echo T-Hangars including release of the Airport Authority's local share of \$90,382.

Executive Director Bird read into the record Proposed Resolution 2018-2173 and advised this was considered by the Capital Development Committee and recommended for Board approval.

A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2018-2173; Authorizing the Execution of an Intergovernmental Agreement with the State of Illinois Department of Transportation, Division of Aeronautics for Participation in the Airport Improvement Program Project Known as: Phase 1 – Pavement Rehabilitation of Apron Areas at Echo T-Hangars; DPA-4557. The **motion was seconded** by Commissioner LaMantia and was unanimously passed by roll call vote (9-0).

Proposed Resolution 2018-2174; Authorization to Execute Service Order – 01 with Wight & Company for Professional Consulting Services Associated with Construction Plans for 3rd Floor Board Room at the DuPage Flight Center.

Authorizes execution of a Service Order with Wight & Company to provide plans to renovate vacant space on the 3rd floor of the Flight Center to be utilized as Boardroom and meeting space for a fixed-fee of \$30,000.

Executive Director Bird read into the record Proposed Resolution 2018-2174 and advised this was considered by the Capital Development Committee and recommended for Board approval.

A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2018-2174; Authorization to Execute Service Order – 01 with Wight & Company for Professional Consulting Services Associated with Construction Plans for 3rd Floor Board Room at DuPage Flight Center. The **motion was seconded** by Commissioner Posch and was passed by roll call vote (8-0). Commissioner Wagner abstained.

Proposed Resolution 2018-2175; Approving the Concept Plan for Norix Group, Inc., Innovation Drive, at the DuPage Business Center.

Approves the Concept Plan for Norix Group, Inc. for a manufacturing, warehouse facility on Innovation Drive in the DuPage Business Center on a 22.16-acre parcel.

A **MOTION TO TABLE** Proposed Resolution 2018-2175; Approving the Concept Plan for Norix Group, Inc., Innovation Drive, at the DuPage Business Center was made by Commissioner Ledonne; was **seconded** by Commissioner Sharp and unanimously passed by roll call vote (9-0).

Proposed Resolution 2018-2176; Authorization to Execute Task Order No. 14 with CH2M for Professional Design Services Associated with Preliminary Cul-De-Sac Design for the Norix Project in the DuPage Business Center.

Authorizes execution of a Task Order with CH2M to complete 20% design plans for a roadway north of the proposed Norix development in the DuPage Business Center for a not-to-exceed amount of \$27,104.52.

Executive Director Bird read into the record Proposed Resolution 2018-2176 and advised this was considered by the Capital Development Committee and recommended for Board approval.

A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2018-2176; Authorization to Execute Task Order No. 14 with CH2M for Professional Design Services Associated with Preliminary Cul-De-Sac Design for the Norix Project in the DuPage Business Center. The **motion was seconded** by Commissioner Ledonne and was unanimously passed by roll call vote (9-0).

RECESS TO EXECUTIVE SESSION

There was no Executive Session held.

OTHER BUSINESS

NONE

A **MOTION** was made by Commissioner LaMantia to adjourn the Regular Meeting of the DuPage Airport Authority Board of Commissioners. The **motion was seconded** by Commissioner Sharp and was passed unanimously by voice vote; the meeting was adjourned at 3:24 p.m.



Stephen L. Davis, Chairman

(ATTEST)



Donald C. Sharp, Secretary