

**DuPAGE AIRPORT AUTHORITY
REGULAR BOARD MEETING
Wednesday, September 19, 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, September 19, 2018. Chairman Davis called the meeting to order at 3:00 p.m. and a quorum was present for the meeting.

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

Commissioners Absent: Chavez

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; Brian DeCoudres, DuPage Flight Center General Manager; Pamela Miller, Executive Assistant and Board Liaison.

Others in Attendance: Phil Luetkehans, Schirott, Luetkehans and Garner; Mark Moran, NAI Hiffman; Michael Vonic, Jacobs CH2M; Dan Swanson, DuPage Pilots Association; Russell Danwin, DuPage Airport Tennant; Glen Stepanovic, Kinder Morgan; Lissa Druss, Serafin; Michael Bora, FCL Builders; Mark Wrzeszcz, Christopher B. Burke Engineering, Ltd.

Members of the Press:

None

PUBLIC COMMENT

None

APPROVAL OF MINUTES

Chairman Davis asked for additions or corrections to the minutes of the June 20, 2018 Regular Board Meeting and there were none. Commissioner Sharp made a **MOTION** to approve the minutes of the June 20, 2018 Regular Board Meeting and Commissioner Posch **seconded the motion**. The motion was passed by roll call vote (7-0). Commissioner LaMantia was not present for this vote.

Commissioner Ledonne made a **MOTION** to combine minutes for the August 24, 2018 Special Board Meeting, June 20, 2018 Capital Development, Leasing and Customer Fees Committee, June 20, 2018 Finance Committee Meeting, and the July 17, 2018 Special Golf Committee Meeting for Board approval. Commissioner Wagner **seconded this motion**. The motion was passed by unanimously by voice vote.

Commissioner Ledonne made a **MOTION** to approve the minutes of the August 24, 2018 Special Board Meeting; June 20, 2018 Capital Development, Leasing and Customer Fees Committee; June 20, 2018 Finance Committee Meeting; and the July 17, 2018 Special Golf Committee Meeting. Commissioner Posch **seconded the motion**. The motion was passed by roll call vote (7-0). Commissioner LaMantia was not present for this vote.

DIRECTOR'S REPORT

Executive Director Bird reviewed the monthly operating statistics. He reported that as the month of May 2017 was very large, July 2017 was also a large month due to the weather last year and the hurricane traffic; July 2018 is down in fuel sales overall. Discussion followed.

Executive Director Bird advised that in 2017 the Airport Authority was presented the Award for Excellence in Financial Reporting from the Government Financial Officers Association (GFOA). In 2018 the Airport Authority received an Award for Excellence in Budgeting. He advised that this is a prestigious award given to relatively few government entities and the Airport Authority's Accounting Team is to be congratulated. Executive Director Bird added that the GFOA will make a formal announcement soon.

Executive Director Bird advised the draft 2019 Board Meeting Calendar is ready for final review and if adjustments are needed, staff will make the changes as directed. Chairman Davis asked that staff review the calendar to be sure meetings are not scheduled on officially recognized holidays.

A Groundbreaking Event will be held at the DuPage Business Center on Wednesday, October 3, at 11:30 a.m. to officially announce the new developments in the DuPage Business Center. Discussion followed. A public notice will be issued to comply with the Open Meetings Act for Board Members attendance.

Executive Director Bird introduced Lissa Druss of Serafin and Associates. Ms. Druss provided an overview of Serafin's work with the Airport Authority during the past year highlighting accomplishments and plans for 2019 events. Discussion followed.

REVIEW OF FINANCIAL STATEMENTS

Patrick Hoard reviewed the financial statements for August. 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 favorably recommended for consideration by the Board. Commissioner Ledonne advised proposed dates and times will be offered to Committee Members for scheduling the October Special Finance Committee Meeting to review 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 a Special Golf Committee Meeting was held on July 17 to discuss potential enhancements for the clubhouse and food and beverage facilities. Staff was directed to prepare options for consideration related to discussion at the Special Committee Meeting. The Finance Committee held the regular committee meeting earlier this day staff presented three options for review and consideration.

Commissioner Donnelly advised that Food and Beverage Manager Erin Bobsin's wedding held at Prairie Landing was featured in the publication *Chicago Style Weddings*. He advised this was a beautiful event and good marketing and publicity for Prairie Landing Golf Club. Discussion followed.

DuPage Business Center:

Mark Moran of NAI Hiffman reported Norix and Suncast have closed on the purchase of parcels at the DuPage Business Center; Greco will be closing soon. He advised there are two additional sites on track for closing; Scannell and Midwest Industrial with Pritzker II soon to follow. Mr. Moran added there have

been three to four more inquiries, but currently no other offers. Mr. Moran continued that momentum has been good with activity at the Business Center and he anticipates demand will continue for 2019.

Commissioner LaMantia shared with the Board an article recently appearing in the September 2018 Issue of *Heartland Real Estate Business*. The article is entitled, "Industrial Business Parks Win Over Tenants". She continued with discussion for potential improvements at Prairie Landing, some thought should be given to amenities that could assist with tenants in the Business Center. She continued that how Capital Program funds can be used to create these amenities along with developing ways to increase revenues at Prairie Landing should also be considered. Commissioner LaMantia stated that NAI Hiffman's input would be greatly appreciated. Discussion followed. Chairman Davis stated the Regular November Board and Committee Meetings would be held at Prairie Landing Golf Club and this will provide an opportunity to review the clubhouse facilities.

NEW BUSINESS

Proposed Resolution 2018-2194; Award of Contract to J & L Excavating for Directional Boring and HDPE Pipe Replacement at the Prairie Landing Golf Course.

Approves a directional boring project to install 27 5LF of HDPE pipe. Total authorized construction cost not-to-exceed \$64,295. which includes a 10% owner's contingency.

Executive Director Bird read into the record Proposed Resolution 2018-2194.

A **MOTION** was made by Commissioner Donnelly to approve Proposed Resolution 2018-2194; Award of Contract to J & L Excavating for Directional Boring and HDPE Pipe Replacement at the Prairie Landing Golf Course. The **motion was seconded** by Commissioner Getz. There was no further discussion and the motion was passed by roll call vote (8-0).

Proposed Resolution 2018-2195; Ratification of the Executive Director's Execution of Change Orders to the Contract with B P & T Construction Company for Prairie Landing Clubhouse Painting and Trim Repairs.

Ratifies the Executive Director's execution of Change Orders in the amount of \$10,246.50 which exceeds the original authorized construction cost of \$50,146.80 by \$5,687.70 for unforeseen conditions related to rotted trim, rotted structural columns and additional painting not included in the original scope of work.

Executive Director Bird read into the record Proposed Resolution 2018-2195.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2018-2195; Ratification of the Executive Director's Execution of Change Orders to the Contract with B P & T Construction Company for Prairie Landing Clubhouse Painting and Trim Repairs. 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 2018-2196; Approving the Use of Outside Auditors for the Year 2019.

Appoints the firm of Sikich LLP as outside auditor for the year 2019. Audit of 2018 financial statements for an all-inclusive maximum fee of \$31,100.

Executive Director Bird read into the record Proposed Resolution 2018-2196.

A **MOTION** was made by Commissioner Donnelly to approve Proposed Resolution 2018-2196; Approving the Use of Outside Auditors for the Year 2019. The **motion was seconded** by Commissioner Sharp. Commissioner Ledonne advised this was considered by the Finance Committee and recommended for Board approval. The motion was passed by roll call vote (8-0).

Proposed Resolution 2018-2197; Authorizing a Professional Services Agreement with Next Generation Strategies, Inc.

Approves a one (1) year agreement for lobbying services at an annual compensation of \$60,000.

Executive Director Bird read into the record Proposed Resolution 2018-2197.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2018-2197; Authorizing a Professional Services Agreement with Next Generation Strategies, Inc. The **motion was seconded** by Commissioner Wagner. Commissioner Ledonne advised this was considered by the Finance Committee and recommended for Board approval. The motion was passed by roll call vote (8-0).

Proposed Resolution 2018-2198; Award of Bid to Nachurs Alpine Solutions Industrial for the Procurement of Sodium Formate Runway Deicing Material.

Authorizes the procurement of up to 8,000 gallons of runway deicing fluid for the 2018/2019 winter season for an amount not-to-exceed \$34,720.

Executive Director Bird read into the record Proposed Resolution 2018-2198.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2018-2198; Award of Bid to Nachurs Alpine Solutions Industrial for the Procurement of Sodium Formate Runway Deicing Material. The **motion was seconded** by Commissioner Donnelly. Commissioner Ledonne advised this was considered by the Finance Committee and recommended for Board approval. The motion was passed by roll call vote (8-0).

Proposed Resolution 2018-2199; Award of Bid to Ascent Aviation Group Inc. for the Procurement of Potassium Acetate Runway Deicing Fluid.

Authorizes the procurement of up to 8,000 gallons of runway deicing fluid for the 2018/2019 winter season for an amount not-to-exceed \$34,720.

Executive Director Bird read into the record Proposed Resolution 2018-2199.

A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2018-2199; Award of Bid to Ascent Aviation Group Inc. for the Procurement of Potassium Acetate Runway Deicing Fluid. The **motion was seconded** by Commissioner Posch. Commissioner Ledonne advised this was considered by the Finance Committee and recommended for Board approval. The motion was passed by roll call vote (8-0).

Proposed Resolution 2018-2200; Award of a Master Agreement to FDG Electrical Services Inc. for On-Call Electrical Repair and Maintenance Services.

Executive Director Bird read into the record Proposed Resolution 2018-2200.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2018-2200; Award of a Master Agreement to FDG Electrical Services Inc. for On-Call Electrical Repair and Maintenance Services. The **motion was seconded** by Commissioner LaMantia. Commissioner Ledonne advised this was considered by Finance Committee and recommended for Board approval. The motion was passed by roll call vote (8-0).

Proposed Resolution 2018-2201; Award of a Master Agreement to KCW Environmental Conditioning, Inc. for On-Call HVAC Repair and Maintenance Services.

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

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

A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2018-2201; Award of a Master Agreement to KCW environmental Conditioning, Inc. for On-Call HVAC Repair and Maintenance Services. The **motion was seconded** by Commissioner LaMantia. Commissioner Ledonne advised this was considered by Finance Committee and recommended for Board approval. The motion was passed by roll call vote (8-0).

Proposed Resolution 2018-2202; Award of a Master Agreement to Solaris Roofing Solutions, Inc. for On-Call Roof Repair and Maintenance Services.

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

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

A **MOTION** was made by Commissioner Posch to approve Proposed Resolution 2018-2202; Award of a Master Agreement to Solaris Roofing Solutions, Inc. for On-Call Roof Repair and Maintenance Services. The **motion was seconded** by Commissioner Donnelly. Commissioner Ledonne advised this was considered by the Finance Committee and recommended for Board approval. The motion was passed by roll call vote (8-0).

Proposed Resolution 2018-2203; Authorizing Payment Under a Non-Federal Reimbursable Agreement Between Department of Transportation Federal Aviation Administration and the DuPage Airport Authority for Air Traffic Control Services at the DuPage Air Traffic Control Tower for the Period Between October 1, 2018 and September 30, 2019.

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, 2018 through September 30, 2019. Total authorized cost of \$619,712.65.

Executive Director Bird read into the record Proposed Resolution 2018-2203.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2018-2203; Authorizing Payment Under a Non-Federal Reimbursable Agreement Between Department of Transportation Federal Aviation Administration and the DuPage Airport Authority for Air Traffic Control Services at the DuPage Air Traffic Control Tower for the Period Between October 1, 2018 and September 30, 2019. The **motion was seconded** by Commissioner Sharp. Commissioner Ledonne advised this was considered by the Finance Committee and recommended for Board approval. The motion was passed by roll call vote (8-0).

Proposed Resolution 2018-2204; Award of Contract to VOR Window & Door for Commercial Pedestrian Door Replacement.

Approves a project to install eight (8) commercial exterior pedestrian doors. Total authorized construction cost not-to-exceed \$23,457.50 which includes a 10% owner's contingency.

Executive Director Bird read into the record Proposed Resolution 2018-2204.

A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2018-2204; Award of Contract to VOR Window & Door for Commercial Pedestrian Door Replacement. The **motion was seconded** by Commissioner Wagner. There was no further discussion and the motion was passed by roll call vote (8-0).

Proposed Resolution 2018-2205; Approving the Concept Plan for the Pipeline Inspection Gauge Launcher Facility Submitted by the Natural Gas Pipeline Company of America, LLC.

Approves a plan, including landscaping, for a pipeline pig launcher and receiver to clean the natural gas pipeline within an easement owned by Natural Gas Pipeline Company of America, LLC.

Executive Director Bird read into the record Proposed Resolution 2018-2205.

A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2018-2205; Approving the Concept Plan for the Pipeline Inspection Gauge Launcher Facility Submitted by the Natural Gas Pipeline Company of America, LLC. The **motion was seconded** by Commissioner Posch. Discussion occurred and Commissioner LaMantia stated that she and Attorney Luetkehans would address some needed legal language changes prior to finalizing all related documents. Commissioners were in agreement with the Concept Plan. The motion was passed by roll call vote (8-0).

Commissioner Ledonne then made a **MOTION** to combine Agenda Items 8.m., 8.n. and 8.o. for consideration and approval of the Board. The motion was seconded by Commissioner Sharp and was passed unanimously by voice vote.

Proposed Resolution 2018-2206; Authorizing the Execution of an Access Easement with Natural Gas Pipeline Company of America, LLC.

Approves an access easement for the Natural Gas Pipeline Company of America, LLC. to construct an access road to a pipeline pig launcher and receiver.

Proposed Resolution 2018-2207; Authorizing the Execution of a Temporary Construction Easement with Natural Gas Pipeline Company of America, LLC.

Approves the providing of a temporary easement to the Natural Gas Pipeline Company of America, LLC. for constructing a pipeline pig launcher and receiver.

Proposed Resolution 2018-2208; Authorizing the Execution of a Supplement to Easement with Natural Gas Pipeline Company of America, LLC.

Approves a supplement to an existing easement agreement with Natural Gas Pipeline Company of America, LLC. confirming the ability of the Natural Gas Pipeline Company of America, LLC. to construct a pipeline pig launcher and receiver in its existing easement.

Executive Director Bird read into the record Proposed Resolution 2018-2206, 2018-2207, 2018-2208 and advised these Resolutions were considered by the Capital Development Committee and recommended for Board approval. Discussion followed.

A **MOTION** was made by Commissioner Ledonne to approve the Proposed Resolutions as read into the record by Executive Director Bird and the **motion was seconded** by Commissioner Sharp. The motion was passed by roll call vote (8-0).

Executive Director Bird advised **Proposed Resolution 2018-2209; Authorizing the Execution of a Utility Easement with Comcast and Proposed Resolution 2018-2210; Authorizing the Execution of a Temporary Construction Easement with UC Inc.** will be pulled from the Agenda with no discussion or action by the Board.

Proposed Resolution 2018-2211; Authorization to Execute Task Order No. 17 with CH2M for Professional Design Services Associated with Final Cul-du-Sac Design for the Norix Project in the DuPage Business Center.

Approves final design phase fees Not-to-Exceed \$57,994.56.

Executive Director Bird read into the record Proposed Resolution 2018-2211.

A **MOTION** was made by Commissioner Getz to approve Proposed Resolution 2018-2211; Authorization to Execute Task Order No. 17 with CH2M for Professional Design Services Associated with Final Cul-du-Sac Design for the Norix Project in the DuPage Business Center. The **motion was seconded** by Commissioner Sharp. There was no further discussion and the motion was passed by roll call vote (8-0).

Prior to recessing for Executive Session, there was discussion regarding an item under the *OTHER BUSINESS* portion of the agenda regarding soils in the DuPage Business Center.

Attorney Luetkehans advised that Mike Bora of FCL Builders and Mark Wzreszcz with Christopher B. Burke Engineering (CBBL) are present to review the developments with the Pritzker - Suncoast Phase II Options. Attorney Luetkehans stated that as discussed at a previous meeting, this site has issues with a lack of clay which may have been known by the former Technology Park staff, but Airport Authority staff was not aware of these issues. He explained this area is very low and there is not enough clay to build it up to the amount required. Discussion continued regarding these soil issues. Attorney Luetkehans advised a potential, partial solution has been found; an individual has been located that is willing to deliver approximately 33,000 cubic yards of clay to the site. If these materials can be secured, Mr. Bora suggested this is a very good solution, however, a decision needs to be made today by the Board to proceed and Mr. Wzreszcz agreed this is an acceptable solution. Attorney Luetkehans advised that further discussion regarding this issue can be continued during the Executive Session.

Attorney Luetkehans stated that Suncoast has asked if the Board would be agreeable with modifying the colors of the building from the originally stated color to make the Suncoast building more consistent with their existing building in Batavia. This will require no modifications from the Minimum Design Standards. Discussion continued, and the Board agreed.

RECESS TO EXECUTIVE SESSION

A **MOTION** was made by Commissioner LaMantia to recess to Executive Session for the discussion of pending, probable or imminent litigation; 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 Ledonne and was passed unanimously by roll call vote (8-0). The Regular Meeting was recessed to Executive Session at 4:15 p. m. and was reconvened at 4:40 p.m. Upon roll call, a quorum was present for the remainder of the Regular Board Meeting. Commissioner Wagner departed the meeting during the Executive Session and was not present for the remainder of the regular meeting.

OTHER BUSINESS

Possible Discussion/Action Item Related to Soils in the DuPage Business Center.

Commissioner Ledonne made a **MOTION TO AMEND** the language of agenda item to "accept a potential 33,000 cubic yards of clay to be delivered on the Business Center property, location to be determined". The **motion to amend the agenda item language was seconded** by Commissioner Sharp. Discussion followed. The motion to amend was passed unanimously by voice vote.

Discussion continued and Commissioner Ledonne then made a **motion to amend** the previous motion add additional language to the existing motion as follows: "the Executive Director will be allowed to suspend the bidding process as set forth in the DAA Procurement Policies and Procedures to have this clay deposited and spread in a designated location". The **motion to amend the previous motion was seconded** by Commissioner Sharp and was passed by roll call vote (7-0). Commissioner Wagner was not present for this vote.

Commissioner Ledonne made the **MOTION** for the Board to approve delivery of approximate 33,000 cubic yards of clay and to allow the Executive Director to accept and spend a not-to-exceed amount of \$250,000 for this clay to be deposited and spread in a designated location at the DuPage Business Center. The **motion was seconded** by Commissioner Sharp and passed by roll call vote (7-0).

Proposed Resolution 2018-2212; Disclosure of Executive Session Minutes.

Executive Director Bird read into the record Proposed Resolution 2018-2212.

A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2018-2212; Disclosure of Executive Session Minutes. The **motion was seconded** by Commissioner Posch and with no further discussion the motion was passed by roll call vote (7-0). Commissioner Wagner was not present for the vote.

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 Getz and was passed unanimously by voice vote; the meeting was adjourned at 4:50 p.m.


Stephen L. Davis, Chairman

(ATTEST)


Donald C. Sharp, Secretary