

**DuPAGE AIRPORT AUTHORITY
ANNUAL AND REGULAR BOARD MEETING
Thursday, January 17, 2019**

The Regular and Annual 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; Thursday, January 17, 2019. 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, 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; Brian DeCoudres, Flight Center General Manager; Pamela Miller, Executive Assistant and Board Liaison.

Others in Attendance: Phil Luetkehans, Schirott, Luetkehans and Garner; Captain Russel Danwin, Tenant; Dan Swanson, DuPage Pilots Association; Michael Foxx, Jacobs CH2M; Craig Louden, Crawford, Murphy and Tilly; Lissa Druss, Serafin and Associates; Jim Adler, NIA Hiffman; Geoff Dickinson, SB Friedman; Michael Lampl, SB Friedman.

Members of the Press:

None

PUBLIC COMMENT

None

RECESS REGULAR MEETING AND CONVENE THE ANNUAL MEETING

A **MOTION** was made by Commissioner Ledonne to recess the Regular Meeting of the DuPage Airport Authority Board of Commissioners. The motion was seconded by Commissioner Sharp and passed unanimously by roll call vote (8-0). The Regular meeting was recessed at 3:01 p.m. and the Annual Meeting was immediately convened. Upon roll call there was a quorum present for this portion of the meeting. Commissioner LaMantia was not present for this portion of the meeting.

ELECTION OF OFFICERS FOR THE 2019 FISCAL YEAR

Commissioner Wagner presented the following slate of officers for the DuPage Airport Authority Board of Commissioners for Fiscal Year 2019 and made a **MOTION** to approve this slate of officers:

Stephen L. Davis as Chairman; Gina LaMantia as Vice Chairman; Michael Ledonne as Treasurer; Donald Sharp as Secretary; Patrick Hoard as Assistant Treasurer and Mark Doles as Assistant Secretary.

The **motion was seconded** by Commissioner Getz. Discussion followed, and Chairman Davis asked for other nominations and there were none. The motion to approve the slate of officers as presented for Fiscal Year 2019 was passed unanimously by roll call vote (8-0). Commissioner LaMantia was not present for this vote.

REVIEW OF COMMITTEE ASSIGNMENTS

Chairman Davis expressed his appreciation to commissioners for their Committee participation and hard work. He asked Commissioners to contact him if changes are needed.

ADJOURNMENT OF ANNUAL MEETING

A **MOTION** was made by Commissioner Ledonne to adjourn the Annual Board Meeting; the **motion was seconded** by Commissioner Sharp. The motion was unanimously passed by roll call vote (9-0). The Annual Board Meeting adjourned at 3:05 p.m. and the Regular Board Meeting was immediately reconvened. Upon roll call a quorum was present for the remainder of the meeting.

APPROVAL OF MINUTES

Chairman Davis asked for additions or corrections to the minutes of the November 14, 2018 Regular Board Meeting and there were none. Commissioner Sharp made a **MOTION** to approve the minutes of the November 14, 2018 Regular Board Meeting and Commissioner Posch **seconded the motion**. The motion was passed unanimously by roll call vote (9-0).

Chairman Davis asked for additions or corrections to the minutes of the December 14, 2018 Special Board Meeting and there were none. Commissioner Ledonne made a **MOTION** to approve the minutes of the December 14, 2018 Special Board Meeting and Commissioner Sharp **seconded the motion**. The motion was passed unanimously by roll call vote (9-0).

Chairman Davis asked for additions or corrections to the minutes of the November 14, 2018 Capital Development Committee Meeting and there were none. Commissioner Posch made a **MOTION** to approve the minutes of the November 14, 2018 Capital Development Committee Meeting and Commissioner Ledonne **seconded the motion**. The motion was passed unanimously by roll call vote (9-0).

Chairman Davis asked for additions or corrections to the minutes of the November 14, 2018 Finance Committee Meeting and there were none. Commissioner Ledonne made a **MOTION** to approve the minutes of the November 14, 2018 Finance Committee Meeting and Commissioner Sharp **seconded the motion**. The motion was passed unanimously by roll call vote (9-0).

Chairman Davis asked for additions or corrections to the minutes of the November 14, 2018 Golf Committee Meeting and there were none. Commissioner Donnelly made a **MOTION** to approve the minutes of the November 14, 2018 Golf Committee Meeting and Commissioner Posch **seconded the motion**. The motion was passed unanimously by roll call vote (9-0).

DIRECTOR'S REPORT

Executive Director Bird discussed the monthly operating statistics:

November:

100LL fuel sales decreased 19.5% 2018 versus 2017; Jet A decreased 8.2% with a total decrease of 9.1%. Overall Year-to-Date fuel sales decreased 3.3%. Total Operations Year-to-Date increased 15.3%. Discussion occurred.

December:

Total 2018 Year End fuel sales decreased 3.2%; 100 LL increased 3.5% Jet A fuel sales decreased 3.8%. National trends for fuel sales reflected a strong start to the 2018 year with business travel tapering off toward the year end. Overall Total Operations for 2018 increased 15.9%.

Executive Director Bird stated that staff continues to monitor impacts for the Control Tower from the government shutdown. The main concerns are for coverage of the nighttime hours which would likely be affected first. Controllers are working right now without being paid.

Executive Director Bird stated that at the November meeting the Board discussed an issue regarding payment of leasehold taxes by some airport tenants as it appeared in a recent *Daily Herald* newspaper article. Staff has been conducting research into this issue and have discovered that some of the tenants in

question are no longer located at the airport; currently only three tenants in question. Chairman Davis, Attorney Luetkehans, Executive Director Bird and Mark Doles met with DuPage County Treasurer Gwen Henry and Paul Hinds to discuss this issue. Executive Director Bird stated that he and Mr. Doles have also met with the tenants involved to work toward some type of resolution. Chairman Davis stated he has continued to work with DuPage County Board Chairman Cronin and County Treasurer Gwen Henry to develop a process for all airport lease holders to be up to date with property taxes as the Airport Authority does not currently receive notifications from the taxing body regarding unpaid taxes. He stressed the Airport Authority's desire to be sure the process is fair for everyone and that everyone is paying their fair share. Attorney Luetkehans discussed the possibility of drafting some type of legislation to address this situation and discussion continued.

Executive Director Bird reviewed an issue occurring as a result of the Airport Authority acquiring the golf course property at Pheasant Run Resort. He explained the Intergovernmental Agreement (IGA) with the City of West Chicago states all Airport Authority property will be contained within the City of West Chicago. The Pheasant Run Golf Course property is currently located within the City of St. Charles. Staff is working together with both Mayors and City Officials to determine a way to resolve this issue. Another meeting is set for March to continue negotiations. Discussion followed.

Executive Director Bird shared that the publication, *Golf Advisor*, has ranked Prairie Landing Golf Course as the #2 best public course in Illinois and the #25 best course in the Country. This is very good news for Prairie Landing and for marketing efforts. A press release will be issued closer to the start of the golf season. Discussion followed.

REVIEW OF FINANCIAL STATEMENTS

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

REPORT OF COMMITTEES

Internal Policy and Compliance Committee:

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

Finance, Budget and Audit Committee:

Commissioner Ledonne reported the Finance, Budget and Audit Committee met and the Resolutions and Ordinances appearing on the Meeting agenda were discussed and favorably recommended for Board approval. Commissioner Ledonne reviewed information put together with the help of Attorney Luetkehans, Lissa Druss of Serafin and Chairman Davis. He advised that discussion of this information also occurred at the Finance Committee Meeting. Commissioner Ledonne distributed the information and reviewed each of the bullet points. Discussion followed and Commissioner Sharp stated that he feels the economic impact studies for the Airport are very impactful and should also be included with these speaking points. Commissioner Ledonne added Commissioner Wagner also made this point in the Finance Committee Meeting and acknowledged the Airport's impact on the surrounding communities is important. He continued this information is designed to talk about the levy rather than the economic impact. Chairman Davis added that when questions about the levy come forward these facts are very important to defend the levy. Discussion continued.

Golf Committee:

Commissioner Donnelly stated that the Golf Committee met prior to the Board Meeting. He added that Ed Faron of Wight and Company reviewed with the Committee the proposed plan and costs for the Prairie Landing Bar addition; a final proposed plan will be presented for the Board's consideration at a future

meeting. Commissioner Donnelly commented on the *Golf Advisor* ranking for Prairie Landing Golf Course. Discussion followed.

Capital Development, Leasing and Customer Fees:

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

DuPage Business Center:

Jim Adler of NAI Hiffman reviewed current activities at the Business Center. He stated 2018 was a good year for the Business Center and reviewed the progress to date. Attorney Luetkehans advised that a Special Board Meeting may be needed during February to address Development Plans for Scannell and Midwest Industrial. Discussion continued.

MASTER PLAN UPDATE PRESENTATION BY CRAWFORD, MURPHY & TILLY.

Executive Director Bird explained that in 2009 the Board adopted a Master Plan which was prepared by Leigh Fisher and Associates. He explained this Master Plan laid out a development plan which included several elements for capital projects and all these projects have now been completed. He continued that normally the Master Plan would be reviewed and refreshed every 5 years, to this point it has not been necessary but with the acquisition of property at North Avenue and the Pheasant Run Golf Course property, it is time to update the aviation forecast. In 2018, the Board awarded a contract to Crawford, Murphy and Tilly (CMT) in 2018 for this update and the process has been ongoing for 14 to 15 months. A Steering Committee was established and has had three meetings with ongoing robust discussions. Executive Director Bird asked Craig Loudon with the CMT team to provide an update and review some of their findings to this point. Discussion followed. Mr. Loudon stated the next step in this process will be to complete the work on the master plan and the airport layout plan; a final presentation and proposed resolution to begin the process for accepting the plan will be presented at a future Board Meeting; March or May 2019. Discussion followed.

OLD BUSINESS

None

NEW BUSINESS

Proposed Ordinance 2019-331; Adopting 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 2019-331. A **MOTION** was made by Commissioner Ledonne to approve Proposed Ordinance 2019-331; Adopting 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 Posh. There was no further discussion and the motion was unanimously passed by roll call vote (9-0).

Proposed Ordinance 2019-332; An Ordinance of the DuPage Airport Authority Promulgating Regulations Under the Freedom of Information Act.

Executive Director Bird read into the record Proposed Ordinance 2019-332. A **MOTION** was made by Commissioner LaMantia to approve Proposed Ordinance 2019-332; An Ordinance of the DuPage Airport Authority Promulgating Regulations Under the Freedom of Information Act. The **motion was seconded** by Commissioner Getz. There was no further discussion and the motion was unanimously passed by roll call vote (9-0).

Proposed Resolution 2019-2223; Approving the Use of Outside Attorneys for the Fiscal Year 2019.

Approves utilizing the firms of Schirott, Luetkehans and Garner, LLC and SheppardMullin to provide legal services for the 2019 fiscal year.

Executive Director Bird read into the record Proposed Resolution 2019-2223. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2019-2223; Approving the Use of Outside Attorneys for the Fiscal Year 2019. The **motion was seconded** by Commissioner Ledonne. There was no further discussion and the motion was unanimously passed by roll call vote (9-0).

Proposed Resolution 2019-2224; Authorizing the Execution of a Contract with Citywide Building Maintenance, Inc. for Janitorial Services.

Approves a one (1) year janitorial contract, subject to two (2) one (1) year extensions at the sole discretion of the Airport Authority. Year 1 cost - \$106,175.58, Year 2 cost - \$108,299.09, Year 3 cost - \$111,006.57.

Executive Director Bird read into the record Proposed Resolution 2019-2224. A **MOTION** was made by Commissioner Donnelly to approve Proposed Resolution 2019-2224; Authorizing the Execution of a Contract with Citywide Building Maintenance, Inc. for Janitorial Services. The **motion was seconded** by Commissioner Chavez. There was no further discussion and the motion was unanimously passed by roll call vote (9-0).

Proposed Resolution 2019-2225; Award of Contract to Construction Solutions of Illinois, Inc. for 3rd Floor Flight Center Interior Renovations.

Approves a demolition and remodel project of 5,670 sf of space on the 3rd floor of the DuPage flight Center. Total authorized construction not-to-exceed \$338,495.30, which includes a 10% owner's contingency.

Executive Director Bird read into the record Proposed Resolution 2019-2225. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2019-2225; Award of Contract to Construction Solutions of Illinois, Inc. for 3rd Floor Flight Center Interior Renovations. The **motion was seconded** by Commissioner Chavez. There was no further discussion and the motion was unanimously passed by roll call vote (9-0).

Proposed Resolution 2019-2226; Rescinding Resolution 2018-2215 and Awarding a Contract to Fox Valley Fire & Safety for Fire Alarm System Replacement.

Rescinds Resolution 2018-2215 (previous award to Red Hawk Fire & Security who withdrew their bid) and approves a project to replace the fire alarm panel and related system at Hangars E14 & E15. Total authorized construction not-to-exceed \$30,937.50, which includes a 10% owner's contingency.

Executive Director Bird read into the record Proposed Resolution 2019-2226. A **MOTION** was made by Commissioner Donnelly to approve Proposed Resolution 2019-2226; Rescinding Resolution 2018-2215 and Awarding a Contract to Fox Valley Fire & Safety for Fire Alarm System Replacement. The **motion was seconded** by Commissioner Chavez. There was no further discussion and the motion was unanimously passed by roll call vote (9-0).

Proposed Resolution 2019-2227; Authorizing the Execution of Task Order No. 19 with Jacobs for the Project: Fill and Grade Pond at the DuPage Business Center.

Approves a design phase engineering task order to develop plans and specifications for mass grading and fill of a pond at the DuPage Business Center. Not-to-exceed fee of \$28,863.27.

Executive Director Bird read into the record Proposed Resolution 2019-2227. A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2019-2227; Authorizing the Execution of Task Order No. 19 with Jacobs for the Project: Fill and Grade Pond at the DuPage Business Center. The **motion was seconded** by Commissioner Posch. There was no further discussion and the motion was unanimously passed by roll call vote (9-0).

Proposed Resolution 2019-2228; Authorizing the Execution of a Utility Easement between the DuPage Airport Authority and Comcast for the Property Located at 3N060 Powis Road.

Provides a Permanent Easement to Comcast to allow access for internet access to property owned by the DAA located at 3N060 Powis Road (Travel Express).

Executive Director Bird read into the record Proposed Resolution 2019-2228. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2019-2228; Authorizing the Execution of a Utility Easement between the DuPage Airport Authority and Comcast for the Property Located at 3N060 Powis Road. The **motion was seconded** by Commissioner Chavez. There was no further discussion and the motion was unanimously passed by roll call vote (9-0).

Proposed Resolution 2019-2229; Authorizing the Execution of a Temporary Construction Easement between the DuPage Airport Authority and UCC Inc. for the Property Located at 3N060 Powis Road.

Executive Director Bird read into the record Proposed Resolution 2019-2229. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2019-2229; Authorizing the Execution of a Temporary Construction Easement between the DuPage Airport Authority and UCC Inc. for the Property Located at 3N060 Powis Road. The **motion was seconded** by Commissioner Ledonne. There was no further discussion and the motion was unanimously passed by roll call vote (9-0).

Proposed Resolution 2019-2230; Approving the Amendment to the Development Plan for 805 Discovery Drive.

Executive Director Bird read into the record Proposed Resolution 2019-2230. A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2019-2230; Approving the Amendment to the Development Plan for 805 Discovery Drive. The **motion was seconded** by Commissioner Chavez. There was no further discussion and the motion was unanimously passed by roll call vote (9-0).

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; and the 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 (9-0). The Regular Meeting was recessed to Executive Session at 4:44 p.m. and was reconvened at 5:07 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 Sharp and was passed unanimously by voice vote; the meeting was adjourned at 5:09 p.m.



Stephen L. Davis, Chairman

(ATTEST)



Donald C. Sharp, Secretary