

**DuPAGE AIRPORT AUTHORITY  
BOARD MEETING  
Thursday, June 13, 2019**

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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; Thursday, June 13, 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, Wagner, Sharp.  
**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, General Manager of DuPage Flight Center; Pamela Miller, Executive Assistant and Board Liaison.

**Others in Attendance:** Phil Luetkehans, Schirott, Luetkehans and Garner; Michael Vonic, CH2M-Jacobs; Russell Danwin, DuPage Airport Tennant; John Whitehead, NAI Hiffman; Jim Savio, Sikich; Dan Pape, Crawford, Murphy and Tilly; Pat Brady, Next Generation Public Affairs.

**Members of the Press:**  
None

**PUBLIC COMMENT**

Russ Danwin, DuPage Airport Tennant, made the following comments. Captain Danwin advised he was recently chosen by the Aircraft Owners and Pilots Association (AOPA) to represent general aviation and corporate pilots. Captain Danwin also stated that Clow Airport recently sponsored an interesting corporate event called the Cavalcade of Aviation. He suggested the DuPage Airport consider sponsoring a similar event to promote good community relations. Discussion followed.

**APPROVAL OF MINUTES**

Chairman Davis asked for additions or corrections to the minutes of the March 20, 2019 Regular Board Meeting and there were none. Commissioner Sharp made a **MOTION** to approve the minutes of the March 20, 2019 Regular Board Meeting and Commissioner Chavez **seconded the motion**. The motion was passed unanimously by roll call vote (8-0). Commissioner LaMantia was not present for the vote.

Chairman Davis asked for additions or corrections to the minutes of the April 26, 2019 Special Board Meeting and there were none. Commissioner Sharp made a **MOTION** to approve the minutes of the April 26, 2019 Special Board Meeting and Commissioner Chavez **seconded the motion**. The motion was passed by roll call vote (8-0). Commissioner LaMantia was not present for the vote.

Chairman Davis asked for additions or corrections to the minutes of the May 31, 2019 Special Board Meeting and there were none. Commissioner Sharp made a **MOTION** to approve the minutes of the May 31, 2019 Special Board Meeting and Commissioner Chavez **seconded the motion**. The motion was passed by roll call vote (8-0). Commissioner LaMantia was not present for the vote.

Chairman Davis asked for additions or corrections to the minutes of the May 31, 2019 Executive Search Committee Meeting and there were none. Commissioner Sharp made a **MOTION** to approve the minutes of the May 31, 2019 Executive Search Committee Meeting and Commissioner Ledonne **seconded the**

**motion.** The motion was passed by roll call vote (8-0). Commissioner LaMantia was not present for the vote.

Chairman Davis asked for additions or corrections to the minutes of the March 20, 2019 Capital Development, Leasing and Customer Fees Committee Meeting and there were none. Commissioner Ledonne made a **MOTION** to approve the minutes of the March 30, 2019 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 LaMantia was not present for the vote.

Chairman Davis asked for additions or corrections to the minutes of the March 20, 2019 Finance, Budget and Audit Committee Meeting and there were none. Commissioner Ledonne made a **MOTION** to approve the minutes of the March 20, 2019 Finance, Budget and Audit Committee Meeting and Commissioner Chavez **seconded the motion**. The motion was passed by roll call vote (8-0). Commissioner LaMantia was not present for the vote.

Chairman Davis asked for additions or corrections to the minutes of the March 20, 2019 Golf Committee Meeting and there were none. Commissioner Donnelly made a **MOTION** to approve the minutes of the March 20, 2019 Golf Committee Meeting and Commissioner Ledonne **seconded the motion**. The motion was passed by roll call vote (8-0). Commissioner LaMantia was not present for the vote.

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

Executive Director Bird discussed the monthly operating statistics for April and May:

For April, Jet A fuel sales were significantly decreased at 12.6%; May fuel sales were decreased 18.9%. Discussion followed regarding the trends nationwide for Business Aviation and how Business Aviation tends to be slowing down. Discussion continued regarding the comparison of operations numbers versus fuel sales.

Executive Director Bird invited Patrick Brady of Next Generation Public Affairs to report on activities during this year's Legislative Session. Mr. Brady provides lobbyist services for the DuPage Airport Authority. He advised there was a great amount of activity during this year's legislative session, January through March, and the Governor was successful with all his requests. He reviewed the three main items of interest for the Airport Authority:

1/ Legislation was introduced to provide notices to the Airport Authority when airport tenants are delinquent on their property tax payments; this legislation is now on the Governor's desk for signing and will be effective January 1, 2020. Notices will be issued by the DuPage County Treasurer's Office to DuPage Airport Authority when the tenant is 60 days delinquent for payment of property taxes and the Illinois State's Attorney has authority to seek payment from the tenants. This legislation is limited to the DuPage Airport only.

2/ Legislation for a fuel tax increase was passed; this will have no real impact for DuPage Airport.

3/ Legislation for \$45 billion in capital improvement projects, funded by a \$.19 motor fuel tax, was passed. Much of this funding has not yet been earmarked and the Airport Authority should consider plans to secure a portion of this funding for the Airport.

Discussion followed briefly and Mr. Brady expressed his best wishes to Executive Director Bird upon his retirement.

Executive Director Bird asked Dan Barna to provide a status report regarding construction projects ongoing at the Airport and discussion followed.

#### **REVIEW OF FINANCIAL STATEMENTS**

Executive Director Bird asked Patrick Hoard to provide a review of the May 2019 Financial Statements and discussion followed.

#### **REPORT OF COMMITTEES**

##### **Finance, Budget and Audit Committee:**

Commissioner Ledonne 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. He continued that later in the Board Meeting a presentation would be made by Sikich for the Annual Audit.

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

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

##### **Internal Policy and Compliance Committee:**

Commissioner LaMantia stated the Policy Committee did not meet and no report was given.

##### **Golf Committee:**

Commissioner Donnelly stated that the Golf Committee met this afternoon prior to the Board meeting. He advised that due to inclement weather during May there were only 16 playable golf days. He also advised the new bar addition construction project is anticipated to be completed by the last week in August and plans are being considered for a Grand Opening.

##### **DuPage Business Center:**

John Whitehead, NAI Hiffman, discussed current activities at the Business Center and reviewed the progress to date. He advised everything continues to move along with closings occurring with Scannell and Midwest Industrial Funds. A Groundbreaking for Midwest Industrial will be held on Wednesday, July 19, 2019 at 10 am at the DuPage Business Center. He invited commissioners' attendance. Discussion followed.

#### **OLD BUSINESS**

##### **Proposed Resolution 2019-2262; Approving the Execution of a Vacant Land Purchase Agreement with Seefried Industrial Properties, Inc.**

*Authorizes the execution of the sale of approximately 23.75 acres in the DuPage Business Center to Seefried Industrial Properties, Inc. for a price of \$4.00 per square foot.*

Executive Director Bird read into the record Proposed Resolution 2019-2262. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2019-2262; Approving the Execution of a Vacant Land Purchase Agreement with Seefried Industrial Properties, Inc. The **motion was seconded** by Commissioner Ledonne and there was no further discussion. The motion was unanimously passed by roll call vote (9-0).

## **NEW BUSINESS**

### **Proposed Resolution 2019-2264; Ratification of the Executive Director's Execution of a Change Order to Service Order No. 3 with Wight & Company for Professional Consulting Services Associated with Construction Plans for the Prairie Landing Clubhouse Bar Addition.**

*Ratifies the Executive Director's execution of a Change Order in the amount of \$11,950 for additional design and quality control testing services.*

Executive Director Bird read into the record Proposed Resolution 2019-2264. A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2019-2264; Ratification of the Executive Director's Execution of a Change Order to 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 Donnelly and there was no further discussion. The motion was passed by roll call vote (8-0). Commissioner Wagner abstained.

### **Proposed Resolution 2019-2265; Award of Contract to Interiors for Business, Inc. for the Procurement of Furniture for the Prairie Landing Golf Club Bar Addition.**

*Approves the procurement of dining room tables, chairs, barstools, and patio furniture for a total cost of \$37,017.24 F.O.B. Prairie Landing Golf Club.*

Executive Director Bird read into the record Proposed Resolution 2019-2265. A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2019-2265; Award of Contract to interiors for Business, Inc. for the Procurement of Furniture for the Prairie Landing Golf Club Bar Addition. The **motion was seconded** by Commissioner Donnelly and there was no further discussion. The motion was unanimously passed by roll call vote (9-0).

### **Proposed Resolution 2019-2266; Award of Contract to Harris Golf Cars for the Procurement of One 1) Beverage Cart for the Prairie Landing Golf Club.**

*Approves the procurement of one (1) Yamaha UMAX Bistro Fairway Beverage Cart for a total cost of \$15,863 F.O.B. Prairie Landing Golf Club.*

Executive Director Bird read into the record Proposed Resolution 2019-2266. A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2019-2266; Award of Contract to Harris Golf Cars for the Procurement of One (1) Beverage Cart for the Prairie Landing Golf Club. The **motion was seconded** by Commissioner Posch and there was no further discussion. The motion was passed by roll call vote (9-0).

### **Presentation and Review of the Annual Financial Audit.**

Patrick Hoard asked Jim Savio of Sikich LLP to present the 2018 Comprehensive Annual Financial Report (CAFR). Mr. Savio thanked Executive Director Bird, Patrick Hoard, Robb Walker and Airport Authority Staff for assistance during this audit process. 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 to the Airport for the audit process. Discussion followed

### **Proposed Resolution 2019-2267; Award of Contract to M-B Companies, Inc. for Procurement of One (1) Runway Plow/Broom Combo Unit.**

*Approves the procurement of one (1) MB2 Heavy Duty Plow Chassis, P5000 Reversible Plow with 4600 Cradling Broom – Runway Plow/Broom Combo Unit for a total cost of \$698,620 F.O.B. DuPage Airport.*

Executive Director Bird read into the record Proposed Resolution 2019-2267. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2019-2267; Award of Contract to M-B Companies, Inc. for Procurement of One (1) Runway Plow/Broom Combo Unit. The **motion was seconded** by Commissioner Sharp and there was no further discussion. The motion was passed unanimously by roll call vote (9-0).

**Proposed Resolution 2019-2268; Award of Contract to Northern Illinois Fence Inc. for the Replacement of Three (3) Electric Gate Operators.**

*Approves the installation of three (3) Hy-Security Slide Driver Electric Gate Operators and related loop detectors. Total authorized construction not-to-exceed \$51,504.20, which includes a 10% owner's contingency.*

Executive Director Bird read into the record Proposed Resolution 2019-2268. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2019-2268; Award of Contract to Northern Illinois Fence Inc. for the Replacement of Three (3) Electric Gate Operators. The **motion was seconded** by Commissioner Sharp and there was no further discussion. The motion was passed unanimously by roll call vote (9-0).

**Proposed Resolution 2019-2269; Award of Contract to American Painting Inc. for South High Tail Hangar Painting.**

*Approves exterior precast concrete panel painting at the South High Tail Hangar. Total authorized construction not-to-exceed \$37,895, which includes a 10% owner's contingency.*

Executive Director Bird read into the record Proposed Resolution 2019-2269. A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2019-2269; Award of Contract to American Painting Inc. for South High Tail Hangar Painting. The **motion was seconded** by Commissioner Ledonne and there was no further discussion. The motion was passed unanimously by roll call vote (9-0).

**Proposed Resolution 2019-2270; Authorizing the Execution of Design Phase Task Order No. 26 with CH2M for the Project: Access Control System Upgrades.**

*Approves a Task Order not-to-exceed \$35,965.20 for design plans and specifications to replace existing access control system components.*

Executive Director Bird read into the record Proposed Resolution 2019-2270. A **MOTION** was made by Commissioner Posch to approve Proposed Resolution 2019-2270; Authorizing the Execution of Design Phase Task Order No. 26 with CH2M for the Project: Access Control System Upgrades. The **motion was seconded** by Commissioner Getz and there was no further discussion. The motion was passed unanimously by roll call vote (9-0).

**Proposed Resolution 2019-2271; Authorizing the Execution of Service Order No. 7 with Wight & Company for Professional Consulting Services Associated with Construction Plans for HVAC Replacements at Various Facilities.**

*Approves a Service Order for a fixed fee of \$24,100 plus reimbursables for design and construction phase services related to HVAC replacements at the Flight Center, Control Tower, Government Center, Old Administration Building, High Tai Hangar, and ARFF Station.*

Executive Director Bird read into the record Proposed Resolution 2019-2271. A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2019-2271; Authorizing the Execution of Service Order No. 7 with Wight & Company for Professional Consulting Services Associated with Construction Plans for HVAC Replacements at Various Facilities. The **motion was seconded** by Commissioner Getz and there was no further discussion. The motion was passed by roll call vote (8-0). Commissioner Wagner abstained.

**Proposed Resolution 2019-2272; Authorizing Change Order No. 2 to the Professional Services Agreement with Crawford, Murphy & Tilly, Inc. for the DuPage Airport Authority Master Plan Update and Airport Layout Plan GIS/EALP Update.**

*Approves Change Order No. 2 in the amount of \$15,000 for additional land development layouts for properties studied in the Master Plan Update. Current Professional Services Agreement Fee increased from \$722,440 to \$737,400.*

Executive Director Bird read into the record Proposed Resolution 2019-2272. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2019-2272; Authorizing Change Order No. 2 to the Professional Services Agreement with Crawford, Murphy & Tilly, Inc. for the DuPage Airport Authority Master Plan Update and Airport Layout Plan GIS/EALP Update. The **motion was seconded** by

Commissioner Posch and there was no further discussion. The motion was passed unanimously by roll call vote (9-0).

**Proposed Resolution 2019-2273; Ratifying the Execution of a Fifth Amendment to Vacant Land Purchase Agreement with Midwest Industrial Funds, Inc.**

*Amends the Vacant Land Sales Agreement with Midwest Industrial Funds, Inc. to provide an option to Midwest Industrial Funds, Inc. for 11.064 acres at a price of \$3.65 per square foot.*

Executive Director Bird read into the record Proposed Resolution 2019-2273. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2019-2273; Ratifying the Execution of a Fifth Amendment to Vacant Land Purchase Agreement with Midwest Industrial Funds, Inc. The **motion was seconded** by Commissioner Donnelly and there was no further discussion. The motion was passed unanimously by roll call vote (9-0).

**Proposed Resolution 2019-2274; Ratifying the Execution of a Second Amendment to Vacant Land Purchase Agreement with Scannell Properties.**

*Amends the Vacant Land Sales Agreement with Scannell Properties, Inc. to provide an option to Scannell Properties, Inc. for 18.30 acres at a price of \$3.85 per square foot.*

Executive Director Bird read into the record Proposed Resolution 2019-2274. A **MOTION** was made by Commissioner Posch to approve Proposed Resolution 2019-2274; Ratifying the Execution of a Second Amendment to Vacant Land Purchase Agreement with Scannell Properties. The **motion was seconded** by Commissioner Chavez and there was no further discussion. The motion was unanimously passed by roll call vote (9-0).

Attorney Luetkehans advised that prior to the next Regular Board Meeting it will be necessary for the Executive Director to execute a temporary construction easement agreement for a development at the DuPage Business Center for Seefried Industrial Properties, Inc. He reviewed the scope of the agreement and asked if the Board would be comfortable with this action by the Executive Director prior to the next meeting. A resolution to ratify this action will be brought to the Board at the next meeting; all Commissioners were agreeable with this recommendation.

**Proposed Resolution 2019-2275; Approving the Execution by the DuPage Airport Authority Board of an Account Resolutions Certificate for Treasury Management with Fifth Third Bank.**

*Designates Fifth Third Bank as an authorized depository for the DuPage Airport Authority. Also, resolves that the DuPage Airport Authority and specified persons are authorized to conduct various banking transactions with Fifth Third Bank.*

Executive Director Bird read into the record Proposed Resolution 2019-2275. A **MOTION** was made by Commissioner Donnelly to approve Proposed Resolution 2019-2275; Approving the Execution by the DuPage Airport Authority Board of an Account Resolutions Certificate for Treasury Management with Fifth Third Bank. The **motion was seconded** by Commissioner Sharp and there was no further discussion. The motion was passed by roll call vote (9-0).

**Appointment of an Assistant Secretary for the DuPage Airport Authority Board of Commissioners.**

Attorney Luetkehans advised that the current Assistant Secretary Mark Doles tendered his resignation from this position effective June 30, 2019 to assume the duties of Interim Executive Director. Attorney Luetkehans continued that Dan Barna is recommended for appointment as Assistant Secretary for the DuPage Airport Authority Board of Commissioners effective July 1, 2019.

A **MOTION** was made by Commissioner Ledonne to approve the Appointment of Dan Barna as Assistant Secretary for the DuPage Airport Authority Board effective July 1, 2019. The **motion was seconded** by Commissioner Donnelly. The motion was unanimously passed by roll call vote (9-0).

**Proposed Resolution 2019-2263; Commemorating the Services of Mr. David Bird as Executive Director of the DuPage Airport Authority.**

Chairman Davis read into the record the proposed resolution honoring Executive Director David Bird upon his retirement. A **MOTION** was made by Commissioner Wagner to approve Proposed Resolution 2019-2263; Commemorating the Services of Mr. David Bird as Executive Director of the DuPage Airport Authority. The **motion was seconded** by Commissioner LaMantia and was passed unanimously by roll call vote (9-0).

**RECESS TO EXECUTIVE SESSION**

None

**OTHER BUSINESS**

None

A **MOTION** was made by Commissioner Sharp to adjourn the Regular Meeting of the DuPage Airport Authority Board of Commissioners. The **motion was seconded** by Commissioner Chavez and was passed unanimously by voice vote; the meeting was adjourned at 4:15 p.m.

  
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Stephen L. Davis, Chairman

(ATTEST)

  
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Donald C. Sharp, Secretary