

**DuPAGE AIRPORT AUTHORITY
REGULAR BOARD MEETING
WEDNESDAY, MARCH 18, 2020**

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, Third Floor Conference Room; Wednesday, March 18, 2020. Chairman Davis called the meeting to order at 3:05 p.m. and a quorum was present for the meeting. Chairman Davis advised that Governor Pritzker has now suspended by Executive Order the prohibition under the *Open Meetings Act* for holding public meetings remotely. Chairman Davis stated he is appreciative that everyone was able to join this meeting and appreciative of the Governor waiving the *Open Meetings Act* guidelines allowing all to join the meeting electronically in view of this pandemic.

Commissioners Present: Chavez, Davis, Donnelly, Getz, LaMantia, Ledonne, Posch, Sharp, Wagner. (electronic attendance for all Board Members)

Commissioners Absent: None

DuPage Airport Authority Staff Present: Mark Doles, Executive Director; Patrick Hoard, Director of Finance and Prairie Landing Golf Club (electronic attendance); Dan Barna, Operations and Capital Programs Manager; Pamela Miller, Executive Assistant and Board Liaison (electronic attendance).

Others in Attendance: Phil Luetkehans of Luetkehans, Brady, Garner and Armstrong LLC.

Others Attending Remotely:

Shawn Maher, Pritzker Realty Group; Randy Machelski, SmithGroup; Nick Eboli, Lee & Associates; Michael Roach, Alton Industries, Ltd.; Pat Shaner, Midwest Industrial Funds, Inc.; Todd Merrihew, Jacobs-CH2M.

Members of the Press:

None

PUBLIC COMMENT

None

APPROVAL OF MINUTES

Chairman Davis asked for additions or corrections to the minutes of the January 7, 2020 Special Board Meeting and there were none. Commissioner Sharp made a **MOTION** to approve the minutes of the January 7, 2020 Special Board 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 January 15, 2020 Annual and Regular Board Meeting and there were none. Commissioner Posch made a **MOTION** to approve the minutes of the January 15, 2020 Annual and Regular Board Meeting and Commissioner Sharp **seconded the motion**. The motion was passed unanimously by roll call vote (9-0).

DIRECTOR'S REPORT

Executive Director Doles advised that since this meeting is being held as a virtual meeting, presentations planned for Prairie Landing Marketing/Business Initiatives and the Serafin and Associates Update would not occur today and would be moved to a future Board Meeting.

Executive Director Doles stated that with the onset of this Pandemic and the Governor's "Stay at Home" Executive Order, staff has compiled a listing of key operating duties for each department at the Airport Authority, Flight Center and Prairie Landing identifying the departments that need to remain fully operational and considering employees with duties that can be accomplished remotely. Executive Director Doles proceeded to review the following procedures that are being put into place for compliance for the Governor's "Stay at Home" Order: The Airport will remain open 24/7 unless ordered otherwise due to personnel issues or if it becomes a problem for operations. The Air Traffic Control Tower remains fully operational at this time and plans have been reviewed with the Tower Chief in the event the Control Tower would need to be closed down. All managers have been instructed that employees who are ill or become ill must stay home and will be compensated for this sick leave time. The Airport Authority has a limited number of staff that can work remotely from home. All CDC guidelines will be followed giving special attention to the Airport's public areas utilizing Airport staff and the contracted janitorial staff for safety, cleaning, and sterilizing. All new hires for the Airport Authority have been suspended and vacancies will not be replaced at this time. Based upon the Governor's "Stay at Home" Order, Prairie Landing Golf Club, The Grill Room in the clubhouse and the Kitty Hawk Deli located in the Flight Center will be closed until further notice. Banquets and events that have been scheduled at Prairie Landing Golf Club for April have been suspended until April 9th or until further notice. Discussion followed.

REVIEW OF FINANCIAL STATEMENTS

Executive Director Doles provided a review of the Financial Statements for February 2020 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 did not meet. He advised that later in the meeting the Ordinance for Abatement of the 2019 property tax levy will be addressed. Discussion followed and Commissioner Ledonne asked that staff put together a sample “stress test” for the 2020 Budget and Appropriations for discussion at the next Finance Committee Meeting.

Golf Committee:

Commissioner Donnelly stated that the Golf Committee did not meet.

Capital Development, Leasing and Customer Fees:

Commissioner Wagner advised the Committee did not meet.

DuPage Business Center:

No report given.

OLD BUSINESS

None

Commissioner LaMantia stated that Resolutions 2020-2338 and 2020-2339, Agenda Items (q.) and (r.), will be pulled from today’s agenda as information is not available for discussion of these topics. These items will not be read into the record and will not be discussed or acted upon. Commissioner LaMantia continued that Agenda Item (w.) will be moved from the *New Business* portion to the *Other Business* portion of the agenda to allow for discussion in the Executive Session prior to consideration for passage.

NEW BUSINESS

Proposed Resolution 2020-2323; Award of Contract to JRC Enterprises LLC d/b/a Signarama West Chicago for the Prairie Landing Golf Club Monument Sign.

Approves a contract to install a monument sign with electronic message centers at the Prairie Landing Golf Club entrance.

Executive Director Doles read into the record Proposed Resolution 2020-2323. A **MOTION** was made by Commissioner Donnelly to approve Proposed Resolution 2020-2323; Award of Contract to JRC Enterprises LLC d./b/a Signarama West Chicago for the Prairie Landing Golf Club Monument Sign. The **motion was seconded** by Commissioner LaMantia. There was no further discussion and the motion was unanimously passed by roll call vote (9-0).

Proposed Resolution 2020-2324; Award of Contract to Precision Quality Contractors, Inc. for Prairie Landing Golf Club Banquet and Toilet Room Renovations.

Approves a contract for flooring, painting, and toilet room renovations at the Prairie Landing Clubhouse Banquet Facility. Total construction cost not-to-exceed \$153,670 which includes a 10% owner’s contingency.

Executive Director Doles read into the record Proposed Resolution 2020-2324. A **MOTION** was made by Commissioner Donnelly to approve Proposed Resolution 2020-

2324; Award of Contract to Precision Quality Contractors, Inc. for Prairie Landing Golf Club Banquet and Toilet Room Renovations. The **motion was seconded** by Commissioner LaMantia. There was no further discussion and the motion was unanimously passed by roll call vote (9-0).

Proposed Resolution 2020-2325; Award of Contract to J.W. Turf, Inc. for the Procurement of Eight (8) Walk-Behind Greens Mowers.

Approves a contract to procure eight (8) John Deere 220SL Walking Greens Mowers. Total cost \$72,880.86 F.O.B. Prairie Landing Golf Club.

Executive Director Doles read into the record Proposed Resolution 2020-2325. A **MOTION** was made by Commissioner Posch to approve Proposed Resolution 2020-2325; Award of Contract to J.W. Turf, Inc. for the Procurement of Eight (8) Walk-Behind Greens Mowers. 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 2020-2326; Award of Contract to Burriss Equipment Company for the Procurement of One (1) AWD Rough/Trim Mower.

Approves a contract to procure one (1) Jacobsen AR331 mower total cost \$30,170 F.O.B. Prairie Landing Golf Club.

Executive Director Doles read into the record Proposed Resolution 2020-2326. A **MOTION** was made by Commissioner Donnelly to approve Proposed Resolution 2020-2326; Award of Contract to Burriss Equipment Company for the Procurement of One (1) AWD Rough/Trim Mower. The **motion was seconded** by Commissioner Wagner. There was no further discussion and the motion was unanimously passed by roll call vote (9-0).

Proposed Resolution 2020-2327; Award of Contract to J.W. Turf, Inc. for the Procurement of One (1) 4WD Golf Utility Vehicle.

Approves a contract to procure one (1) John Deere Pro Gator 2030 A golf utility vehicle. Total cost \$26,121.80 F.O.B. Prairie Landing Golf Club.

Executive Director Doles read into the record Proposed Resolution 2020-2327. A **MOTION** was made by Commissioner Donnelly to approve Proposed Resolution 2020-2327; Award of Contract to J.W. Turf, Inc. for the Procurement of One (1) 4WD Golf Utility Vehicle. The **motion was seconded** by Commissioner Posch. There was no further discussion and the motion was passed by roll call vote (9-0).

Proposed Ordinance 2020-345; An Ordinance Abating Levy of Tax Authorized by Ordinance 2019-338; An Ordinance of the DuPage Airport Authority Levying Taxes for the Fiscal Year Beginning January 1, 2019 and Ending December 31, 2019.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Ordinance 2020-345; An Ordinance Abating Levy of Tax Authorized by Ordinance 2019-338; An Ordinance of the DuPage Airport Authority Levying Taxes for the Fiscal Year Beginning January 1, 2019 and Ending December 31, 2019. The **motion was seconded** by Commissioner Sharp. Discussion followed and the motion was passed by roll call vote (9-0).

Resolution 2020-2328; Authorizing the Procurement of Two (2) 2020 Passenger Vans from the State of Illinois Joint Purchasing Contract.

Approves a contract to procure two (2) 2020 Ford Transit T-150 8-passenger wagons. Total cost \$59,732 F.O.B. DuPage Airport.

Executive Director Doles read into the record Proposed Resolution 2020-2328. A **MOTION** was made by Commissioner Posch to approve Proposed Resolution 2020-2328; Authorizing the Procurement of Two (2) 2020 Passenger Vans from the State of Illinois Joint Purchasing Contract. The **motion was seconded** by Commissioner LaMantia. There was no further discussion and the motion was passed by roll call vote (9-0).

Proposed Resolution 2020-2329; Award of Contract to West Side Tractor Sales for the Procurement of One (1) AWD Articulated Road Grader.

Approves a contract to procure one (1) John Deere 672G road grader. Total cost \$286,979.41 F.O.B. DuPage Airport.

Executive Director Doles read into the record Proposed Resolution 2020-2329. A **MOTION** was made by Commissioner Posch to approve Proposed Resolution 2020-2329; Award of Contract to West Side Tractor Sales for the Procurement of One (1) AWD Articulated Road Grader. The **motion was seconded** by Commissioner LaMantia. There was no further discussion and the motion was passed by roll call vote (9-0).

Proposed Resolution 2020-2330; Award of Contract to AHW LLC for the Procurement of One (1) 280HP 4WD Tractor.

Approves a contract to procure one (1) John Deere 8R280 tractor. Total cost \$254,000 F.O.B. DuPage Airport.

Executive Director Doles read into the record Proposed Resolution 2020-2330. A **MOTION** was made by Commissioner Wagner to approve Proposed Resolution 2020-2330; Award of Contract to AHW LLC for the Procurement of One (1) 280HP 4WD Tractor. 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 2020-2331; Award of Contract to German Bliss Equipment Inc. for the Procurement of One (1) 42' Flexible Wing Rotary Mower.

Approves a contract to procure one (1) Schulte FX-742 flexible wing rotary mower. Total cost \$81,755 F.O.B. DuPage Airport.

Executive Director Doles read into the record Proposed Resolution 2020-2331. A **MOTION** was made by Commissioner Donnelly to approve Proposed Resolution 2020-2331; Award of Contract to German Bliss Equipment Inc. for the Procurement of One (1) 42" Flexible Wing Rotary Mower. The **motion was seconded** by Commissioner Wagner. There was no further discussion and the motion was unanimously passed by roll call vote (9-0).

Proposed Resolution 2020-2332; Award of Contract to Sargents Equipment & Repair Service, Inc. for the Procurement of One (1) Rubber Tire End Loader.

Approves a contract to procure one (1) Doosan DL300-5K rubber tire end loader. Total cost \$208,895.81 F.O.B. DuPage Airport.

Executive Director Doles read into the record Proposed Resolution 2020-2332. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2020-2332; Award of Contract to Sargents Equipment & Repair Service, Inc for the Procurement of One (1) Rubber Tire End Loader. 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 2020-2333; Award of Contract to Cherry Valley Landscape Center for the Procurement of One (1) Zero-Turn Lawn Mower.

Approves a contract to procure one (1) Hustler Super Turf 104 zero-turn lawn mower. Total cost \$22,499 F.O.B. DuPage Airport.

Executive Director Doles read into the record Proposed Resolution 2020-2333. A **MOTION** was made by Commissioner Posch to approve Proposed Resolution 2020-2333; Award of Contract to Cherry Valley Landscape Center for the Procurement of One (1) Zero-Turn Lawn Mower. 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 2020-2334; Award of Contract to Smart Manufacturing, Inc. to Update Liquid Dispensing Equipment and Controls on the 1993 Batts 2000 De-Icer Truck.

Approves a contract to update liquid dispensing equipment and controls on an existing runway deicing truck. Truck cost \$41,587 F.O.B. DuPage Airport.

Executive Director Doles read into the record Proposed Resolution 2020-2334. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2020-2334; Award of Contract to Smart Manufacturing, Inc. to Update Liquid Dispensing Equipment and Controls on the 1993 Batts 200 De-Icer Truck. 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 2020-2335; Award of Contract to M-B Companies, Inc. for the Procurement of One (1) Airport Snow Blower.

Approves a contract to procure one (1) MB4 Front Mount Snow Blower and Chassis. Total cost \$593,314 F.O.B. DuPage Airport.

Executive Director Doles read into the record Proposed Resolution 2020-2335. A **MOTION** was made by Commissioner Posch to approve Proposed Resolution 2020-2335; Award of Contract to M-B Companies, Inc. for the Procurement of One (1) Airport Snow Blower. The **motion was seconded** by Commissioner Donnelly. There was no further discussion and the motion was unanimously passed by roll call vote (9-0).

Proposed Resolution 2020-2336; Authorizing the Appointment of an Illinois Municipal Retirement Fund Authorized Agent for the DuPage Airport Authority.

Executive Director Doles read into the record Proposed Resolution 2020-2336. A **MOTION** was made by Commissioner Chavez to approve Proposed Resolution 2020-2336; Authorizing the Appointment of an Illinois Municipal Retirement Fund Authorized Agent for the DuPage Airport Authority. The **motion was seconded** by

Commissioner LaMantia. There was no further discussion and the motion was unanimously passed by roll call vote (9-0).

Proposed Resolution 2020-2337; Authorizing the Execution of Design Phase Task Order No. 32 with CH2M for the Project: DuPage Airport Maintenance Building Expansion.

Approves a design phase task order for the development of bidding plans and specifications for a 150' addition to the Airport maintenance building. Not-to-exceed fee of \$218,587.91.

Executive Director Doles read into the record Proposed Resolution 2020-2337. A **MOTION** was made by Commissioner Wagner to approve Proposed Resolution 2020-2337; Authorizing the Execution of Design Phase Task Order No. 32 with CH2M for the Project: DuPage Airport Maintenance Building Expansion. 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 2020-2338; Authorizing the Execution of a Temporary Construction Easement Between the DuPage Airport Authority and AT&T for the Property Located at 32W611 Tower Road.

Provides a Temporary Construction Easement to AT&T for the installation of fiber to property owned by the DAA located at 32W611 Tower Road. (Planemasters).

This Resolution was pulled from the meeting agenda with no discussion or action.

Proposed Resolution 2020-2339; Authorizing the Execution of a Utility Easement Between the DuPage Airport Authority and AT&T for the Property Located at 32W611 Tower Road.

Provides a Utility Easement to AT&T for the installation of fiber to property owned by the DAA located at 32W611 Tower Road. (Planemasters).

This Resolution was pulled from the meeting agenda with no discussion or action.

Proposed Resolution 2020-2340; Ratifying the Executive Director's Execution of a Three-Year Office Lease with Richard Goettle, Inc.

Ratifies the Executive Director's execution of a three-year Office Lease with Richard Goettle, Inc. for 2,329 SF of space on the 3rd floor of the DuPage Flight Center.

Executive Director Doles read into the record Proposed Resolution 2020-2340.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2020-2340; Ratifying the Executive Director's Execution of a Three-Year Office Lease with Richard Goettle, Inc. The **motion was seconded** by Commissioner Wagner.

Executive Director Doles advised Goettle is a current tenant and has asked to expand their current space utilized to accommodate additional employees. Discussion followed and the motion was unanimously passed by roll call vote (9-0).

Proposed Resolution 2020-2341; Approving Amendments to the Development Plan for Seefried Industrial Properties, Inc.

Approves Amendments to Development Plan for Seefried Industrial Properties, Inc. including a requested sign deviation from the Minimum Design Standards.

Executive Director Doles read into the record Proposed Resolution 2020-2341. Attorney Luetkehans advised he provided an amended redlined version of this proposed resolution prior to the meeting for the Board's review. Commissioners all received and reviewed this amended resolution prior to the meeting. A **MOTION** was made by Commissioner Wagner to approve the revised Proposed Resolution 2020-2341; Approving Amendments to the Development Plan for Seefried Industrial Properties, Inc. The **motion was seconded** by Commissioner Sharp. The motion was unanimously passed by roll call vote (9-0).

Proposed Resolution 2020-2342; Approving the Final Development Plan of Enterprise West Chicago LLC.

Approves Development Plan for Enterprise West Chicago, LLC.

Executive Director Doles read into the record Proposed Resolution 2020-2342. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2020-2342; Approving the Final Development Plan of Enterprise West Chicago LLC. 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 2020-2343; Approving Sign Modifications to the Development Plan for 805 Discovery Drive.

Approves sign modifications to the Development Plan for 805 Discovery Drive.

Executive Director Doles read into the record Proposed Resolution 2020-2343. A **MOTION** was made by Commissioner Wagner to approve Proposed Resolution 2020-2343; Approving Sign Modifications to the Development Plan for 805 Discovery Drive. The **motion was seconded** by Commissioner LaMantia. Discussion followed and the motion was unanimously passed by roll call vote (9-0).

Proposed Resolution 2020-2344; Approving the Execution of a Vacant Land Purchase Agreement with Alton Industries Ltd. Group.

Authorized the execution of the sale of approximately 12.5 acres in the DuPage Business Center to Alton Industries Ltd. Group for a price of \$4.12 per square foot.

This Proposed Resolution was moved to the *Other Business* portion of the Agenda for discussion in Executive Session.

Proposed Resolution 2020-2345; Approving Amendments to the Development Plan for Midwest Industrial Funds, Inc.

Approves Amendments to Development Plan for Midwest Industrial Funds, Inc. including signage and a requested deviation from the Minimum Design Standards related to a trash enclosure.

Executive Director Doles read into the record Proposed Resolution 2020-2345. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution

2020-2345; Approving Amendments to the Development Plan for Midwest Industrial Funds, Inc. The **motion was seconded** by Commissioner Ledonne. Discussion followed 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 Chavez and was passed unanimously by roll call vote (9-0). The Regular Meeting was recessed to Executive Session at 4:20 p.m. was reconvened at 5:04 p.m. Upon roll call, a quorum was present for the remainder of the Regular Board Meeting.

OTHER BUSINESS

Proposed Resolution 2020-2344; Approving the Execution of a Vacant Land Purchase Agreement with Alton Industries Ltd. Group.

Authorized the execution of the sale of approximately 12.5 acres in the DuPage Business Center to Alton Industries Ltd. Group for a price of \$4.12 per square foot.

Executive Director Doles read into the record Proposed Resolution 2020-2344.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2020-2344; Approving the Execution of a Vacant Land Purchase Agreement with Alton Industries Ltd. Group. The **motion was seconded** by Commissioner Chavez. There was no further discussion and the motion as was unanimously passed by roll call vote (9-0).

Proposed Resolution 2020-2346; Authorizing the Execution of an Agreement with Lakeshore Recycling Systems LLC and Oscar, LLC Regarding a Proposed Municipal Waste and Hydro Excavation Water Transfer Facility.

Executive Director Doles read into the record Proposed Resolution 2020-2346. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2020-2346; Authorizing the Execution of an Agreement with Lakeshore Recycling Systems LLC and Oscar, LLC Regarding a Proposed Municipal Waste and Hydro Excavation Water Transfer Facility. The **motion was seconded** by Commissioner Chavez. There was no further discussion and the motion was unanimously passed by roll call vote (9-0).

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 Posch and was passed unanimously by voice vote; the meeting was adjourned at 5:10 p.m.

Approved at the May 20, 2020 Regular Board Meeting
Stephen L. Davis, Chairman