

**DuPAGE AIRPORT AUTHORITY
REGULAR BOARD MEETING
Wednesday, November 20, 2019**

The Regular Meeting of the Board of Commissioners of the DuPage Airport Authority was convened at Prairie Landing Golf Club, 2325 Longest Drive, West Chicago, Illinois on Wednesday, November 22, 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: Mark Doles, Executive Director; 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, Luetkehans, Brady, Garner & Armstrong, LLC.; John Whitehead, NAI Hiffman; Michael Vonic, CH2M Jacobs; Kevin Fuhr, Hanson Professional Services; Randy Machelski, SmithGroup; Paul Rio, Morgan Harbour Construction, LLC.; Nick Eboli, Lee & Associates; Paul Lipsky, Haeger Engineering Ltd.; Captain Russell Danwin, DuPage Pilot's Association, AOPA, ASUN;

Members of the Press:

None

PUBLIC COMMENT

Captain Russ Danwin, representing the DuPage Pilots Association, AOPA and ASUN, thanked the Airport Authority for the Emergency Exercise for crash, fire and rescue recently conducted on the airfield and stated this exercise was very well done. He provided the Board with an article discussing career shortages being experienced in the aviation industry; pilots, mechanics, crews and other aviation trades. Captain Danwin challenged the Airport Authority to do whatever possible to support aviation education. Chairman Davis thanked Captain Danwin for his comments and added there are four Flight Schools located on the airfield at this time and commented on the efforts of the Tuskegee Next Program.

APPROVAL OF MINUTES

Chairman Davis asked for additions or corrections to the minutes of the September 4, 2019 Special Board Meeting and there were none. Commissioner Ledonne made a **MOTION** to approve the minutes of the September 4, 2019 Special Board Meeting and Commissioner Posch **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 September 4, 2019 Executive Search Committee Meeting and there were none. Commissioner Sharp made a **MOTION** to approve the minutes of the September 4, 2019 Executive Search Committee Meeting and Commissioner LaMantia **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 September 18, 2019 Regular Board Meeting and there were none. Commissioner Sharp made a **MOTION** to approve the minutes of the September 18, 2019 Regular Board Meeting and Commissioner Posch **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 September 18, 2019 Capital Development, Leasing and Customer Fees Committee Meeting and there were none. Commissioner Getz made a **MOTION** to approve the minutes of the September 18, 2019 Capital Development, Leasing and Customer Fees Committee and Commissioner Chavez **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 September 18, 2019 Finance, Budget and Audit Committee and there were none. Commissioner Sharp made a **MOTION** to approve the minutes of the September 18, 2019 Finance, Budget and Audit Committee Meeting and Commissioner Chavez **seconded the motion**. The motion was passed by roll call vote (9-0).

DIRECTOR'S REPORT

Executive Director Doles reviewed the monthly operating statistics:

Fuel sales data has not changed significantly for this time period.

100 LL fuel sales increased 23% and Jet A fuel sales are down 4.3%.

Total gallons of fuel sold decreased 1.7% from October 2018.

Total fuel sales year to date 2019 versus 2018 decreased 3.6%.

Operations for October: Itinerant operations are increased 4 ½% –local operations are increased 46%.

Total operations are increased 25% for the year.

DuPage continues to be the 3rd ranked Airport in terms of total operations.

Executive Director Doles advised the proposed Duke Realty Development at the Weber Farm Property has been dropped as well as the request for a railroad spur on Kautz Road; there will be no development at this time and this is not a result of any action or decision of the Airport Authority.

Executive Director Doles continued his report as follows:

Staff has been working hard to complete the 2020 Budget and Appropriations. A Special Finance Committee Meeting was held on November 1 for a detailed budget review as well as earlier this day at their regular committee meeting. The Tentative Budget and Appropriations will be presented to the Board for approval later in this meeting agenda.

The DuPage Airport Authority has been recognized by the Government Finance Officers Association (GFOA) with a Distinguished Award for Budgeting. Congratulations to Patrick Hoard, Robb Walker and the Accounting Staff.

DuPage recently hosted a National Business Aviation Association (NBAA) Roundtable with 20 major flight departments in attendance.

On October 17 the Airport conducted an Emergency drill, Aircraft Rescue and Firefighting Emergency drill. This operation was conducted during nighttime hours for the first time. 15 fire departments and 32 total agencies were a part of this emergency exercise as well as 100's of other participants. This was a very successful and impressive effort. Discussion followed.

State Representative Karina Villa recently visited DuPage Airport and toured facilities. Executive Director Doles and Airport Lobbyist Pat Brady met with her during her visit.

Executive Director Doles and Commissioner Wagner were invited to speak to the Wheaton Rotary for their October 30 meeting.

Executive Director Doles commented on a very nice story that recently appeared in the Beacon News regarding his appointment as Executive Director.

Discussion occurred regarding recent news that Pheasant Run Resort is being sold. Executive Director Doles reported that the lease with the driving range at Pheasant Run has been extended for September 2019 through October 2020.

Executive Director Doles advised an RFP (Request for Proposal) has been issued for an Aviation Fuel Supplier. The current contract with Phillips will be expiring in 2020. He continued that six (6) submittals have been received and analysis by the evaluation team is now in process; the recommended supplier will be brought to the Board for approval in January and the new contract will begin in April 2020.

Plans for the U.S. Customs facilities renovations are ongoing with the submission of the 30 % planning documents; next move will be to the proposed 60% plans then to 90% plans and out for bid.

Executive Director Doles advised that Flight Center General Manager, Brian DeCoudres, will be bringing two (2) additional aircraft to the airfield very soon.

REVIEW OF FINANCIAL STATEMENTS

Patrick Hoard reviewed the financial statements for October 2019. Discussion followed.

REPORT OF COMMITTEES

Finance, Budget and Audit Committee:

Commissioner Ledonne advised that Commissioner Sharp served as Chair for the Finance Committee Meeting in his absence. Commissioner Sharp reported all items were approved for recommendation to the Board. Commissioner Ledonne then stated a Special Finance Committee Meeting was held on November 1 to review the 2020 budget and the Committee is confident for Board approval of this budget. Commissioner Ledonne complimented Patrick Hoard and his team for an outstanding job maintaining the expense levels of the Airport to maintain operating excellence.

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 with the exception of items relating to the Alton Industry Development. The Committee recommended Board approval pending more in-depth discussion with the full Board.

Internal Policy and Compliance Committee:

Commissioner LaMantia advised the Internal Policy and Compliance Committee met; thanks to all members in attendance. She reported the Committee recommended Board approval of proposed Ordinance for changes in the Employee Handbook relating to the new cannabis laws which become effective January 1.

Golf Committee:

Commissioner Donnelly reported the Golf Committee did not meet. He invited commissioners to see the improvements at the new bar addition in the Grill Room. He stated he is looking forward to how this will positively impact and enhance next year's golf rounds and outings.

DuPage Business Center:

John Whitehead of NAI Hiffman reported that progress continues at the Business Center with the current deals. He reviewed ongoing activities and development as well as potential new interests. Discussion followed.

NEW BUSINESS

Approving the 2020 Board and Committee Meeting Calendar.

Executive Director Doles read into the record this proposed agenda item. A **MOTION** was made by Commissioner Ledonne to approve the 2020 Board and Committee Meeting Calendar. The **motion was seconded** by Commissioner Sharp. All Commissioners agreed to select Option #2, the afternoon meeting schedule, for the 2020 Calendar. Discussion followed and the **motion was passed** by roll call vote (9-0).

Proposed Ordinance 2019-336; An Ordinance Amending the DuPage Airport Authority Employee Handbook.

Amends the Employee Handbook to comply with State of Illinois laws relating to cannabis use.

Executive Director Doles read into the record Proposed Ordinance 2019-336. A **MOTION** was made by Commissioner LaMantia to approve Proposed Ordinance 2019-336 An Ordinance Amending the DuPage Airport Authority Employee Handbook. The **motion was seconded** by Commissioner Ledonne. Discussion followed regarding the cannabis laws to be enacted in January for Illinois. Executive Director Doles reviewed the changes to be made in the Employee Handbook relevant to maintaining a drug free workplace at DuPage Airport. The **motion was passed** by roll call vote (9-0).

Proposed Ordinance 2019-337; Adopting the Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2020 and Ending December 31, 2020.

Executive Director Doles read into the record Proposed Ordinance 2019-337. A **MOTION** was made by Commissioner Sharp to approve Proposed Ordinance 2019-337; Adopting the Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2020 and Ending December 31, 2020. The **motion was seconded** by Commissioner Ledonne. There was brief discussion and the **motion was passed** by roll call vote (9-0).

Proposed 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.

Executive Director Doles read into the record Proposed Ordinance 2019-338. A **MOTION** was made by Commissioner Ledonne to approve Proposed 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. The **motion was passed** by roll call vote (9-0).

Proposed Resolution 2019-2302; Disposal/Destruction of Surplus Personal Property.

Approves the sale of surplus property through public internet auction. Equipment to be sold includes five (5) golf course mowers, one (1) 2000 Jeep Cherokee, One (1) 2011 Clubcar Beverage Cart, and one (1) group of restaurant tables and chairs.

Executive Director Doles read into the record Proposed Resolution 2019-2302. A **MOTION** was made by Commissioner Posch to approve Proposed Resolution 2019-2302; Disposal/Destruction of Surplus Personal Property. The **motion was seconded** by Commissioner Ledonne. There was no further discussion and the **motion was passed** by roll call vote (9-0).

Proposed Resolution 2019-2303; Award of Contract to Southwest Industries d/b/a Anderson Elevator for Elevator Maintenance Services.

Approves a one (1) year elevator maintenance contract subject to two (2) one (1) year extensions. Annual maintenance contract fee of \$27,600 for eight (8) elevators.

Executive Director Doles read into the record Proposed Resolution 2019-2303. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2019-2303; Award of Contract to Southwest Industries d/b/a Anderson elevator for Elevator Maintenance Services. The **motion was seconded** by Commissioner Sharp. There was no further discussion and the **motion was passed** by roll call vote (9-0).

Proposed Resolution 2019-2304; Award of Contract to KCW Environmental Conditioning, Inc. for HVAC Rooftop Unit Replacements.

Approves a contract to replace two (2) HVAC rooftop units at the DuPage Airport Government Center Building. Total authorized construction not-to-exceed \$18,267.70, which includes a 10% owner's contingency.

Executive Director Doles read into the record Proposed Resolution 2019-2304. A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2019-2304; Award of Contract to KCW Environmental Conditioning, Inc. for HVAC Rooftop Unit Replacements. The **motion was seconded** by Commissioner Ledonne. There was no further discussion and the **motion was passed** by roll call vote (9-0).

Proposed Resolution 2019-2305; Award of Contract to Sound Incorporated for Access Control System Upgrades.

Approves a contract to replace existing access control system hardware, software and components. Total authorized construction not-to-exceed \$95,785.60, which includes a 10% owner's contingency, extended warranties and software support.

Executive Director Doles read into the record Proposed Resolution 2019-2305. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2019-2305; Award of Contract to Sound Incorporated for Access Control System Upgrades. The **motion was seconded** by Commissioner Sharp. There was no further discussion and the **motion was passed** by roll call vote (9-0).

Proposed Resolution 2019-2306; Award of Contract to Fitzgerald's Electrical Contracting, Inc. for Electrical Vault Upgrades.

Approves a contract to replace existing airfield lighting outgoing wireways within the Airport Maintenance Building Electrical Vault. Total authorized construction not-to-exceed \$71,242.60, which includes a 10% owner's contingency.

Executive Director Doles read into the record Proposed Resolution 2019-2306. A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2019-2306; Award of Contract to Fitzgerald's Electrical Contracting, Inc. for Electrical Vault Upgrades. The **motion was seconded** by Commissioner Posch. There was no further discussion and the **motion was passed** by roll call vote (9-0).

Proposed Resolution 2019-2307; Authorizing Change Order No. 1 to the Construction Phase Task Order No. 20 with CH2M for the Project: Construction of Ingenuity Way at the DuPage Business Center.

Approves a change order in the amount of \$14,866.95 to fund additional construction observation, increasing the original task order amount of \$55,300 to \$70,166.95.

Executive Director Doles read into the record Proposed Resolution 2019-2307. A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2019-2307; Authorizing Change Order No. 1 to the Construction Phase Task Order No. 20 with CH2M for the Project: Construction of Ingenuity Way at the DuPage Business Center. The **motion was seconded** by Commissioner Wagner. There was no further discussion and the **motion was passed** by roll call vote (9-0).

Proposed Resolution 2019-2308; Ratification of the Executive Director's Execution of an Agreement Authorizing an Intergovernmental Agreement with the State of Illinois Department of Transportation, Division of Aeronautics for Participation in the Airport Improvement Program Project Known as: Upgrade Airport Perimeter Fencing Phase III Per 2008 Wildlife Hazard Assessment.

Ratifies the Executive director's time sensitive execution of an Intergovernmental Agreement with IDOT and release of \$270,741 local share participation in the Airport improvement Program project known as: Upgrade Airport Perimeter Fencing Phase III Per 2008 Wildlife Hazard Assessment.

Executive Director Doles read into the record Proposed Resolution 2019-2308. A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2019-2308; Ratification of the Executive Director's Execution of an Agreement Authorizing an Intergovernmental Agreement with the State of Illinois Department of Transportation, Division of Aeronautics for Participation in the Airport Improvement Program Project Known as: Upgrade Airport Perimeter Fencing Phase III Per 2008 Wildlife Hazard Assessment. The **motion was seconded** by Commissioner Posch. There was no further discussion and the **motion was passed** by roll call vote (9-0).

Proposed Resolution 2019-2309; Authorizing the Execution of a Construction Phase Engineering Services Agreement with CH2M for the Airport Improvement Program Project Known as: Upgrade Airport Perimeter Fencing Phase III Per 2008 Wildlife Hazard Assessment.

Approves a task order in the amount of \$109,044.05 for construction observation related to the Airport Improvement Program project known as: Upgrade Airport Perimeter Fencing Phase III Per 2008 Wildlife Hazard Assessment. 79% reimbursement from Federal and State funding anticipated.

Executive Director Doles read into the record Proposed Resolution 2019-2309. A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2019-2309; Authorizing the Execution of a Construction Phase Engineering Services Agreement with CH2M for the Airport Improvement Program Project Known as: Upgrade Airport Perimeter Fencing Phase III Per 2008 Wildlife Hazard Assessment. 79% reimbursement from Federal and State funding anticipated. The **motion was seconded**

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

Commissioner Ledonne made a Motion to combine the agenda items relating to Alton Industries; Agenda Items 8.m. through 8. r. Chairman Davis stated these items should be considered individually in the event there were questions to be discussed by the Board. The motion was not seconded and Commissioner Ledonne withdrew his motion.

Proposed Resolution 2019-2310; Approving the Development Plan of Alton Industries Ltd. Group for 643 Innovation Drive.

Approves the Development Plan for an approximate 192,880 square foot building on a 12-acre parcel at 643 Innovation Drive for warehouse, distribution and office facilities.

Executive Director Doles read into the record Proposed Resolution 2019-2310. A **MOTION** was made by Commissioner Wagner to approve Proposed Resolution 2019-2310; Approving the Development Plan of Alton industries Ltd. Group for 643 Innovation Drive. The **motion was seconded** by Commissioner Posch.

Attorney Luetkehans stated there were three variances which needed to be reviewed with regard to the Development Plan.

1/waiver of the required twenty-foot paving setback from the Northern Property land as required under Section 105-3.

2/ a reduction of the requirement that there be a minimum of 15 feet between the front yard building façade and parking lot under Section 10.5-5 Section (F) (1).

3/ Seeking to have more than 30% of the parking for the Subject Property in front of the street façade of building it services. While this is not a variance, this does require specific approval from the DAA board under the Minimum Design Standards.

Discussion followed and Attorney Luetkehans recommended Board approval. The **motion was passed** by roll call vote (9-0).

Proposed Ordinance 2019-339; Approving the Execution of an Intergovernmental Agreement with the City of West Chicago Library District, West Chicago Fire Protection District, West Chicago Elementary District 22, Community High School District 94 and Innovation Partners, LLC and Alton Industry Ltd. Group in Regard to a Property Tax Abatement Relative to the Development of the Alton Property.

Approves the granting of a tax abatement to Alton Industry Ltd. Group for the property located at 643 Innovation Drive. Abatement is limited to \$4,000,000 over ten years.

Executive Director Doles read into the record Proposed Ordinance 2019-338. A **MOTION** was made by Commissioner Sharp to approve Proposed 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 Wagner. There was no further discussion. The **motion was passed** by roll call vote (9-0).

Proposed Ordinance 2019-340; Ordinance Providing for Real Estate Tax Abatement Related to Alton Industry Ltd. Group.

Approves the submittal of the abatement in Ordinance 2019-340 to the County Clerk of DuPage County.

Executive Director Doles read into the record Proposed Ordinance 2019-340. A **MOTION** was made by Commissioner Sharp to approve Proposed Ordinance 2019-340; Ordinance Providing for Real Estate Tax Abatement Related to Alton Industry Ltd. Group. The **motion was seconded** by Commissioner Ledonne. There was no further discussion. The **motion was passed** by roll call vote (9-0).

Attorney Luetkehans advised the next three agenda items are agreements with Alton Industry related to a shared access at Innovation Drive for property located directly to the North. There were particular questions brought forth and discussed by the Capital Development Committee relating to the Recapture Agreement, Proposed Resolution 2019-2312 and the ultimate amount this would involve for future property sales. After continued discussion Attorney Luetkehans reported that the engineering company for Alton, Haeger Engineering, provided the following estimated costs for this project; \$100,000 with a 50% recapture, which would result in an amount of \$50,000. The Representative from Haeger Engineering, Paul Lipsky, was present at the meeting and agreed that this was their estimated cost. Discussion continued and the next agenda items relating to this Alton Industry Ltd. were addressed by the Board.

Proposed Resolution 2019-2311; Approving the Execution of a Temporary Construction Easement Agreement with Alton Industries Ltd. Group.

Provides access to DAA property to Alton Industries Ltd. Group to build a shared access drive at the northern property line at 643 Innovation Drive.

Executive Director Doles read into the record Proposed Resolution 2019-2311. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2019-2311; Approving the Execution of a Temporary Construction Easement Agreement with Alton Industries Ltd. Group. The **motion was seconded** by Commissioner Wagner and the **motion was passed** by roll call vote (9-0).

Proposed Resolution 2019-2312; Approving the Execution of a Recapture Agreement with Alton Industries Ltd. Group.

Allows Alton Industries Ltd. Group to recapture 50% of the costs it incurs to construct the driveway improvements on the northern property line of 643 Innovation Drive.

Executive Director Doles read into the record Proposed Resolution 2019-2312. A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2019-2312; Approving the Execution of a Recapture Agreement with Alton Industries Ltd. Group. The **motion was seconded** by Commissioner Wagner. There was no further discussion and the **motion was passed** by roll call vote (9-0).

Proposed Resolution 2019-2313; Approving the Execution of a Reciprocal Non-Exclusive Access, Ingress and Egress Easement Agreement with Alton Industries Ltd. Group.

Approves the use of DAA property for the access, ingress and egress for the property located at 643 Innovation Drive and provides access to the DAA to the property located at 643 Innovation Drive for those same purposes.

Executive Director Doles read into the record Proposed Resolution 2019-2313. A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2019-2313; Approving the Execution of a Reciprocal Non-Exclusive Access, Ingress and Egress Easement Agreement with Alton Industries Ltd. Group. The **motion was seconded** by Commissioner Posch. There was no further discussion and the **motion was passed** by roll call vote (9-0).

Proposed Resolution 2019-2314; Ratification of the Execution of the Termination Letter of the 2006 Intergovernmental Agreement with the City of Batavia.

Terminates the 2006 Intergovernmental Agreement related to the sharing of fiber optic cable in the DuPage Business Center.

Executive Director Doles read into the record Proposed Resolution 2019-2314. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2019-2314; Ratification of the Execution of the Termination Letter of the 2006 Intergovernmental Agreement with the City of Batavia. The **motion was seconded** by Commissioner Posch. There was no further discussion and the **motion was 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 pending, probable or imminent litigation; 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 Sharp and was passed unanimously by roll call vote (9-0). The Regular Meeting was recessed to Executive Session at 4:25 p.m. and was reconvened at 4:42 p.m. Upon roll call, a quorum was present for the remainder of the Regular Board Meeting. Commissioner Chavez departed the meeting at the close of the Executive Session.

OTHER BUSINESS

Proposed Resolution 2019-2315; Disclosure of Executive Session Minutes.

Approves the disclosure of Executive Session Minutes that the Board of Commissioners has determined are no longer necessary to keep confidential.

Executive Director Doles read into the record Proposed Resolution 2019-2315. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2019-2315; Disclosure of Executive Session Minutes. The **motion was seconded** by Commissioner Posch. There was no further discussion and the **motion was passed** by roll call vote (9-0).

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 4:46 p.m.



Stephen L. Davis, Chairman

(ATTEST)



Donald C. Sharp, Secretary