

**DuPAGE AIRPORT AUTHORITY  
REGULAR BOARD MEETING**

**Wednesday, May 16, 2012  
DuPage Flight Center, 2700 International Drive, West Chicago  
1<sup>st</sup> Floor Conference Room**

The Regular Meeting of the Board of Commissioners of the DuPage Airport Authority was convened at the DuPage Flight Center, 2700 International Drive, West Chicago, Illinois, 1<sup>st</sup> Floor Conference Room; Wednesday, May 16, 2012. Chairman Goodwin called the meeting to order at 3:10 p.m. and a quorum was present for the meeting.

**Commissioners Present:** Davis, Donnelly, Gillett, Goodwin, Gorski, LaMantia, Sabathne', Thompson.

**Commissioners Absent:** Huizenga

**DuPage Airport Authority Staff Present:** David Bird, Executive Director; Mark Doles, Director of Aviation Facilities and Properties; Patrick Hoard, Director of Finance; John Schlaman, General Manager of Prairie Landing Golf Club; Anna Marano, Procurement Analyst; Pam Miller, Executive Assistant and Board Liaison.

**Others in Attendance:** Phil Luetkehans, Schirott & Luetkehans; Edward Harrington, CenterPoint Properties Trust; Michael Vonic, CH2M Hill; Dan Pape, Crawford, Murphy and Tilly; Andrew Radtford, Gruen Gruen + Associates; Debra Jeans, Gruen Gruen + Associates; Chad Shaffer, DuPage County.

**Members of the Press:** None

**APPROVAL OF MINUTES**

Chairman Goodwin asked for additions or corrections to the minutes of the March 21, 2012 Finance, Budget and Audit Committee and there were none. Commissioner Davis made a **MOTION** to approve the minutes of the March 21, 2012 Finance, Budget and Audit Committee Meeting and Commissioner Donnelly **seconded this motion**. The motion was passed unanimously by roll call vote (8-0).

**PUBLIC COMMENT**

None

**DIRECTOR'S REPORT**

Executive Director Bird announced the FAA has signed the Land Release and the Airport Authority can move forward with the sale of land to IDOT for the Rt. 38 and Rt. 64 road improvements and to CenterPoint Properties for the Pella and N-26 parcels at the Business Park. He continued that construction for the Runway 2R 20L Extension will begin on Friday, May 18; all permits are in place, FAA approvals have been updated and mobilization has taken place. This project is anticipated to be approximately 4 months in duration and will create 33 full time jobs.

Executive Director Bird reviewed the operating statistics:

*March Monthly Statistics:* The overall number of gallons of fuel sold decreased 2.3%; Total Operations overall have shown a decrease of 9.7% and this decrease is reflected at all airports monitored with the exception of Centennial Airport.

*April Monthly Statistics:* Total fuel sales were down 19% overall; Jet A sales are down 20% comparing against April 2011 which was the largest month for fuel sales in 2011. For the month of May, fuels sales to this point are up over May 2011 due to 800,000 gallons of fuel purchased by the President's Security Detail, HMX 1.

Discussion followed regarding the Crowe Horwath Report recently completed by consultants hired by DuPage County Board Chairman Cronin. Chairman Goodwin stated there would be an opportunity to address these issues during his presentation to the DuPage County Board at their regular meeting held on May 22 at 7:00 p.m. Discussion continued.

Executive Director Bird then provided an update for the ongoing projects at the Airport:

*Phase I Flight Center Renovations* are approximately one month from completion. Phase II of the project will be presented for Board consideration later in the meeting; this phase is mostly cosmetic and will finish the remaining public areas on the first floor of the Flight Center Building.

*Runway 10-28 Overlay Project:* The final steps to allow for this project to begin appear on the Board agenda for consideration at this meeting.

The final phase of the *North East Quadrant Drainage Project* is finally underway. Dan Pape of Crawford, Murphy and Tilly along with Byron Miller reviewed this project.

***Staff Reports:***

*Mark Doles, Director of Aviation Facilities and Properties,* advised that Operations for April were decreased but financially April was a good month for fuel sales. He continued that May is a stronger month so far and DuPage Airport, as a designated reliever airport, should see increased activity during the NATO Summit in Chicagoland. He stated that on the Board Agenda for consideration at this meeting will be Phase II of the Flight Center Upgrade and also a request for ratification of the Executive Director's action to execute a lease for a new government agency located at the Airport.

*John Schlaman, General Manager of Prairie Landing Golf Club,* reported that the golf industry has been experiencing a decline since 2006 and at this time demand is remaining constant and supply is declining. He continued that golf courses are very price competitive with expenses having gone up due to the increased minimum wage rate and the increasing price of supplies and fuel. Mr. Schlaman added that 2012 began the first four months of the year significantly better than last year due to good weather conditions. He added that membership sales have increased with many new memberships coming to Prairie Landing from other courses; banquet sales are also up significantly from 2011. Mr. Schlaman then reviewed the ongoing construction projects at Prairie Landing Golf Club.

**REVIEW OF APRIL 2012 FINANCIAL STATEMENTS**

Executive Director Bird asked Patrick Hoard to review the April Financial Statements and discussion followed.

## **REPORT OF COMMITTEES**

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

Commissioner Gillett reported that the Internal Policy Committee met earlier in the day with all members present. She advised the committee originally met on February 27 to review changes to three Ordinances and the Committee discussed and recommended to the full Board these changes to the Procurement Code Ordinance, two sections added to the Ethics Ordinance and minor revisions that add clarity to the policies of the Ordinance governing the Employee Handbook. Commissioner Gillett advised that in the interest of time and efficiency, all commissioners have before them three ordinances that are tabbed and in a redline version to note the recommended changes that the Committee has vetted in the past two committee meetings. She advised the first Ordinance to be discussed is the Procurement Policies and Procedures Manual with some minor revisions and additions to sections of the manual that need clarification. She continued that the second Ordinance amends the Ethics Ordinance with two new sections added that were recommended by Crowe Horwath to include in the Ordinance that will bring the Airport Authority's policy in compliance with the DuPage County Ethics Ordinance. Commissioner Gillett stated that in the interest of cooperation, the Internal Policy and Compliance Committee recommended these two sections related to employee conflict of interest be included in the DAA Ethics Ordinance. Commissioner Gillett stated that the third Ordinance is updating and revising the DAA Employee Handbook; the items addressed will clarify when the official work week begins and ends, include the Ethics Ordinance amendments and will update changes in the law regarding military service.

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

Commissioner Huizenga was absent from the Board Meeting. Commissioner Davis reported that the Finance Committee met earlier in the day and he served as Acting Chair in Commissioner Huizenga's absence. He reported that the April Financial Statements were discussed and the Committee considered Agenda items 9 b., c. and d. relating to various bid awards and the DuPage Airport Authority Investment Policy; all were favorably recommended for Board approval.

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

Commissioner Donnelly advised that the Golf Committee did not meet this month. He advised that he had met with John Schlaman at Prairie Landing and all appeared to be running very well. Chairman Goodwin advised the Golf Committee's responsibility is to observe the conditions on the golf course and to meet with Mr. Schlaman to review these conditions periodically.

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

Commissioner Gorski reported that the Capital Development, Leasing and Customer Fees Committee met earlier with all committee members present. He advised the Committee recommended Board approval for Agenda Items 9.e. through 9.i., relating to various Airport construction projects and a lease agreement for a new tenant on the airfield.

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

Executive Director Bird advised that with the FAA's approval of the land release the Airport Authority can start moving forward with the sale of land to CenterPoint Properties and to Illinois Department of Transportation (IDOT). Attorney Luetkehans advised he is waiting to receive comments from IDOT on the documents provided for review and he anticipates having those documents for Board consideration at the June Meeting.

Executive Director Bird asked Ed Harrington to comment on CenterPoint's marketing effort for the DuPage Business Center. Mr. Harrington stated that the FAA's approval of the land release was very good news and expressed appreciation to the Board for holding a Special Meeting in April to approve the Amended Development Agreement for CenterPoint. He continued that some

interest has been expressed by companies wishing to purchase land in the business center. Discussion followed.

Chairman Goodwin moved to Agenda Item 9.a. for the presentation by Gruen Gruen + Associates regarding the updated Economic and Financial Impact Study.

**Presentation by Gruen Gruen + Associates Relating to Results of the Economic and Financial Impact Study.**

Executive Director Bird introduced Debra Jeans and Andy Radtford with Gruen Gruen + Associates and they provided a report on their latest findings relating to the Airport's economic and financial impact to surrounding communities. Discussion followed.

**OLD BUSINESS**

**Proposed Ordinance 2012-252; An Ordinance Enacting a Revised Procurement Code and Procurement Policies and Procedures Manual of the DuPage Airport Authority and Repealing Ordinance 2012-233.**

Executive Director Bird advised that within the scope of the review of various policies and procedures by Crowe Horwath, staff and the Internal Policy and Compliance Committee have recommended minor amendments to the procurement policies in order to align with DuPage County's policies. He asked Attorney Luetkehans to provide an overview of these amendments. Discussion followed.

A **MOTION** was made by Commissioner Thompson to approve Proposed Ordinance 2012-252; An Ordinance Enacting a Revised Procurement Code and Procurement Policies and Procedures Manual of the DuPage Airport Authority and repealing Ordinance 2012-233. The **motion was seconded** by Commissioner Gorski and was passed unanimously by roll call vote (8-0).

**Proposed Ordinance 2012-253; An Ordinance Amending the Ethics Ordinance and Repealing Ordinance 2005-194.**

Attorney Luetkehans reviewed the minor modifications to the Ethics Ordinance and discussion continued. Staff and the Internal Policy and Compliance Committee recommended Board approval.

A **MOTION** was made by Commissioner Gillett to approve Proposed Ordinance 2012-253; An Ordinance Amending the Ethics Ordinance and Repealing Ordinance 2005-194. The **motion was seconded** by Commissioner Gorski and was passed unanimously by roll call vote (8-0).

**Proposed Ordinance 2012-254; Enacting a Revised Employee Handbook and Repealing Ordinance 2004-188.**

Executive Director Bird reported that when Crowe Horwath reviewed the Employee Handbook they had no recommended changes. He advised that staff made some minor modifications for clarity and as clean up and he reviewed these recommended changes. Staff and the Internal Policy and Compliance Committee recommended approval.

A **MOTION** was made by Commissioner Gorski to approve Proposed Ordinance 2012-254; Enacting a Revised Employee Handbook and Repealing Ordinance 2004-188. The **motion was seconded** by Commissioner Gillett and was passed unanimously by roll call vote (8-0).

**Proposed Ordinance 2012-255; An Ordinance Approving an Investment Policy for the DuPage Airport Authority.**

Executive Director Bird advised that soon after Patrick Hoard came on board with the Airport Authority, he began to research various government accounting practices and determined that the Airport Authority should adopt an investment policy. He continued that Mr. Hoard had drafted this proposed policy and he explained the policy reflects criteria that government entities can utilize for investing and managing their investments. Staff and the Finance, Budget and Audit Committee recommended Board approval. Discussion followed.

A **MOTION** was made by Commissioner Davis to approve Proposed Ordinance 2012-255; An Ordinance approving an Investment Policy for the DuPage Airport Authority. The **motion was seconded** by Commissioner Donnelly and was passed unanimously by roll call vote (8-0).

Chairman recessed the meeting at 5:08 p.m. for a short break and the meeting reconvened at 5:22 p.m.

**NEW BUSINESS**

**Proposed Resolution 2012-1657; Award of Bid to Builders Land, Inc. for the DuPage Airport Government Center Interior Renovation Project.**

Executive Director Bird stated the building located on North Avenue is currently occupied by FAA Flight Services Center (FSDO) and the National Transportation and Safety Board (NTSB). Mark Doles advised that a new five-year lease with FSDO and a new three-year lease with NTSB have recently been executed for this space. He continued that there are a number of improvements that these tenants have requested; none of these improvements are structural, only cosmetic. Mr. Bird advised that the low bid received was determined to be nonresponsive due to the company's lack of experience with commercial property construction. He added that the second lowest bid from Builders Land Inc., at \$251,828, met all of the required specifications. Staff and the Finance, Budget and Audit Committee recommended Board approval. Discussion occurred.

A **MOTION** was made by Commissioner Davis to approve Proposed Resolution 2012-1657; Award of Bid to Builders Land, Inc. for the DuPage Airport Government Center Interior Renovation Project. The **motion was seconded** by Commissioner LaMantia and was passed unanimously by roll call vote (8-0).

**Proposed Resolution 2012-1658; Award of Contract to E.C. Design Group, LLC. for the Procurement of a GPS Mapping Service.**

Executive Director Bird asked John Schlaman to review this contract award. Mr. Schlaman explained the GPS Mapping Service is a requirement for the next planning stage of the bunker renovation project. Mr. Schlaman advised that three bids were received and upon evaluation the lowest bidder did not provide all of the required data relevant to the golf course irrigation system. The second lowest bidder was E. C. Design Group, LLC. Discussion continued and staff and the Finance Committee recommended approval by the Board.

A **MOTION** was made by Commissioner Donnelly to approve Proposed Resolution 2012-1658; Award of Contract to E.C. Design Group, LLC. for the Procurement of a GPS Mapping Service. The **motion was seconded** by Commissioner Thompson and was passed unanimously by roll call vote (8-0).

**Proposed Resolution 2012-1656; Disposal/Destruction of Surplus Personal Property.**

Executive Director Bird advised that the Airport Authority has accumulated surplus personal property that is no longer needed or has been replaced. He referred to Exhibit A indicating the items to be sold on *eBay* and also Exhibit B showing the items that are damaged or broken. He added that if these items do not sell on *eBay* they will be disposed of at a recycler or trash. Staff and the Finance Committee recommended Board approval.

A **MOTION** was made by Commissioner Davis to approve Proposed Resolution 2012-1656; Disposal/Destruction of Surplus Personal Property. The **motion was seconded** by Commissioner Gillett and was passed unanimously by roll call vote (8-0).

**Proposed Resolution 2012-1659; Authorizing the Execution of a Participation Agreement with the State of Illinois for the Project Described as Runway 10/28 Overlay; DPA-4122.**

Executive Director Bird explained the FAA requires the Airport Authority to enter into a Participation Agreement with the State of Illinois Division of Aeronautics (DOA) as our designated agent for all grant funded projects. He continued that the project to overlay Runway 10/28 is grant funded and is a \$1.7 million project; discussion occurred regarding the scope of this project. Staff and the Capital Development Committee recommended Board approval.

A **MOTION** was made by Commissioner Gorski to approve Proposed Resolution 2012-1659; Authorizing the Execution of a Participation Agreement with the State of Illinois for the Project Described as Runway 10/28 Overlay; DPA-4122. The **motion was seconded** by Commissioner LaMantia and was passed unanimously by roll call vote (8-0).

**Proposed Resolution 2012-1665; Authorizing the Execution of an Engineering Agreement for Construction Phase Services for the Project to Overlay Runway 10/28; DPA-4122.**

Executive Director Bird continued to discuss the Runway 10/28 Overlay Project. He stated that the State of Illinois Division of Aeronautics provided an independent fee analysis of the proposal submitted by CH2MHill for this Engineering Services Agreement and determined it to be a fair engineering fee. Staff and the Capital Development Committee recommended approval. Discussion continued briefly and Attorney Luetkehans pointed out an error in the figure shown on the Proposed Resolution regarding the Airport Authority's share of 5%; this figure will be corrected prior to the Board's execution of the Resolution.

A **MOTION** was made by Commissioner Gorski to approve Proposed Resolution 2012-1665; Authorizing the Execution of an Engineering Agreement for Construction Phase Services for the Project to Overlay Runway 10/28; DPA-4122 subject to the modification to Paragraph 4 of the Resolution altering the figure contained wherein as \$20,020 to \$5,005. The **motion was seconded** by Commissioner LaMantia and was passed unanimously by roll call vote (8-0).

**Proposed Resolution 2012-1661; Authorizing the Execution of an Agreement with Ghafari Associates LLC. for Design Services for Flight Center Renovations Phase II.**

Executive Director Bird asked Mark Doles to address this proposed resolution. Mr. Doles advised Phase I of Flight Center Renovations is currently underway and this will address the next phase of design and the preparation of construction documents for Phase II renovations. He continued that Phase II will include renovations in the remaining public areas on the First Floor of the Flight Center Building; Board Conference Room, VIP Lounge, Pilots Lounge, restrooms and the Kitty Hawk Cafe'. Mr. Doles added that completion of the project is anticipated for the end of the

year. Discussion continued; staff and the Capital Development Committee recommended Board approval.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2012-1661; Authorizing the Execution of an Agreement with Ghafari Associates LLC. for Design Services for Flight Center Renovations Phase II. The **motion was seconded** by Commissioner Davis and was passed unanimously by roll call vote (8-0).

**Proposed Resolution 2012-1662; Ratifying the Execution by the Executive Director of GSA Lease No. GS-058-18903 with the Government of the United States of America.**

Mark Doles advised that staff has been working with this government agency for over a year to locate their operations on the airfield. He continued that due to timing issues it was necessary for the Executive Director to execute this lease prior to Board approval in order to facilitate their move to the Airport. Staff is seeking the Board's ratification of the Executive Director's action to execute this lease. Discussion continued on the specific terms of the lease agreement. Staff and the Capital Development Committee recommended Board approval.

A **MOTION** was made by Commissioner Thompson to approve Proposed Resolution 2012-1662; Ratifying the Execution of the Executive Director of GSA Lease No. GS-058-18903 with the Government of the United States of America. The **motion was seconded** by Commissioner Davis and was passed unanimously by roll call vote (8-0).

**Proposed Resolution 2012-1663; Authorizing the Execution of a License Agreement with the US Geological Survey (USGS) Illinois Water Science Center for the Installation and Maintenance of Gaging Station.**

Executive Director Bird advised that staff learned that a rain gauge was affixed to one of the hangars included in the recent residing project and the gauge was removed. He continued that staff, with some research, determined the rain gauge belonged to the USGS and is utilized to monitor and measure rain fall in the Kress Creek Watershed. Attorney Luetkehans advised the USGS did not have a written agreement with the Airport Authority in place initially and since there are no concerns that the rain gauge located on Airport property would impact the Airport, this License Agreement will authorize the USGS's continued use of this rain gauge. Executive Director Bird advised that the gauge would be moved to a more acceptable location on the airfield. Staff and the Capital Development Committee recommended Board approval.

A **MOTION** was made by Commissioner Sabathne' to approve Proposed Resolution 2012-1663; Authorizing the Execution of a License Agreement with the US Geological Survey (USGS) Illinois Water Science Center for the Installation and Maintenance of Gaging Station. The **motion was seconded** by Commissioner Donnelly and was passed by roll call vote (8-0).

**Proposed Resolution 2012-1664; Authorizing the Execution of an Amendment to the Contract with Serafin and Associates Inc. for Marketing and Communications Services.**

Executive Director Bird stated that it is necessary to extend the current agreement for Serafin and Associates through December 31, 2012. He advised that Serafin provides a valuable service to the Airport for business development and is essential for our marketing efforts. Discussion followed. Staff recommended Board approval.

A **MOTION** was made by Commissioner Gorski to approve Proposed Resolution 2012-1664; Authorizing the Execution of an Amendment to the Contract with Serafin and Associates Inc. for

Marketing and Communications Services. The **motion was seconded** by Commissioner LaMantia and was passed unanimously by roll call vote (8-0).

#### **RECESS TO EXECUTIVE SESSION**

A **MOTION** was made by Commissioner LaMantia to recess to Executive Session for the setting of a price for sale or lease of property owned by the DuPage Airport Authority. The **motion was seconded** by Commissioner Donnelly and was passed unanimously by roll call vote (8-0). The Regular Meeting was recessed to Executive Session at 5:50 p.m. and was reconvened at 6:10 p.m. Upon roll call, a quorum was present for the remainder of the Regular Meeting.

#### **OTHER BUSINESS**

None

**A MOTION** was made by Commissioner Thompson to adjourn the Regular Meeting of the DuPage Airport Authority Board of Commissioners. The **motion was seconded** by Commissioner Davis and was passed unanimously by voice vote; the meeting was adjourned at 6:20 p.m.

**Adopted at the Regular Board Meeting on September 26, 2012**  
**Daniel L. Goodwin, Chairman**