

**DuPAGE AIRPORT AUTHORITY
REGULAR BOARD MEETING
WEDNESDAY, NOVEMBER 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, November 18, 2020. Chairman Davis called the meeting to order at 3:00 p.m. and a quorum was present for the meeting. He expressed his appreciation that everyone was able to join this virtual meeting.

Commissioners Present: Chavez, Davis, Donnelly, Getz, LaMantia, Ledonne, Posch, Sharp, Wagner. (Commissioner LaMantia attended the Board Meeting in person. All other board members attended the meeting virtually.)

Commissioners Absent: None

DuPage Airport Authority Staff Present: Mark Doles, Executive Director; Patrick Hoard, Director of Finance and Prairie Landing Golf Club; Dan Barna, Operations and Capital Program Manager; Brian Decoudres, DuPage Flight Center; Kristine Klotz, DuPage Flight Center; Pamela Miller, Executive Assistant and Board Liaison. (Staff members were all physically present and observed the required social distancing requirements.)

Others in Attendance (Remotely): Phil Luetkehans of Luetkehans, Brady, Garner and Armstrong LLC; Caroline Levenda. CKL Engineers; Kevin Spitz, CKL Engineers; Michael Vonic, CH2M Jacobs; Tom Merrihew, Jacobs; Steve McLaughlin, Burns & McDonnell; John Whitehead, NAI Hiffman; Edward Jacob; Benji Nielson, Citizen.

Members of the Press:

None

PUBLIC COMMENT

None

APPROVAL OF MINUTES

Chairman Davis asked for additions or corrections to the minutes of the September 16, 2020 Regular Board Meeting and there were none. Commissioner LaMantia made a **MOTION** to approve the minutes of the September 16, 2020 Regular Board Meeting and Commissioner Sharp **seconded the motion**. The motion was passed unanimously by roll call vote (9-0).

Chairman Davis asked for additions or corrections to the minutes of the October 15, 2020 Special Board Meeting and there were none. Commissioner LaMantia made a **MOTION** to approve the minutes of the October 15, 2020 Special 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 reported that COVID-19 continues to impact everyone. The Airport Authority has four (4) staff members and six (6) family members that have contracted COVID-19; all have had improved health and returned to work except for one staff member still off work. He continued that electronic meetings will still be required for the foreseeable future.

Executive Director Doles reviewed the Operating Statistics, reporting that Jet A and 100LL fuel sales are still severely impacted due to COVID-19; total fuel sales for the year are down 22.1%. He continued that numbers of operations for the month have not yet been provided by the FAA and will be forward to the Board when received. He continued his report regarding the following topics:

The DuPage Airport Authority has once again received an award from the Government Finance Officers Association (GFOA); Distinguished Budget Presentation Award for 2020.

DuPage Flight Center has been honored by the Paragon Group and awarded FBO of the Year for 2020. The DuPage Flight Center has received this award for the third time from this group of 100 FBO members and 1000 Flight Departments from across the world. Kristine Klotz, Concierge Supervisor for the Flight Center was also awarded the Excellence Award by the Paragon Group. He continued that Kristine has been with the Flight Center for 14 years and on February 1, 2021 she will be taking a position with the Airport Authority as Executive Assistant and Board Liaison. Pamela Miller, who currently holds this position will be retiring on January 31, 2021 after 16 years of service in this position. Discussion followed.

Gruen and Gruen + Associates has completed an update of the Economic Impact Study done in 2018. This update reflects the recent development in the DuPage Business Center and with this recent development and the businesses currently occupying the DuPage Business Center, the amount of economic impact has increased from \$372.6 million to an estimated \$756 million per year. Discussion followed.

REVIEW OF FINANCIAL STATEMENTS

Patrick Hoard provided a review of the Financial Statements for October 2020 and discussion followed.

REPORT OF COMMITTEES

Finance, Budget, and Audit Committee:

Commissioner Ledonne advised the Finance Committee met on Monday November 2, 2020 at 3 p.m. and were presented with the 2021 budget. Commissioner Ledonne compliment staff for their great work in putting together this budget document and advised this will be presented on the Agenda later in the meeting.

Capital Development, Leasing and Customer Fees:

Commissioner Wagner advised the Capital Development Committee did not meet and no report was given.

Internal Policy and Compliance Committee:

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

Golf Committee:

Commissioner Donnelly stated that the Golf Committee did not meet.

DuPage Business Center:

John Whitehead of NAI Hiffman was unable to provide his report due to difficulty with remote access. His report was provided via Attorney Luetkehans later in the meeting and the following topics were discussed: There has been interest expressed in the last remaining site of 23 acres at the DuPage Business Center; Midwest Industrial Funds has exercised their option for Phase II of development and is now being drafted; Greco is moving forward on Phase II development after obtaining approvals from the City of West Chicago.

Attorney Luetkehans advised that the brokerage agreement with NAI Hiffman for the project at the DuPage Business Center has expired. He continued that if it remains the position of the Board to extend their agreement this will be brought to the Board for approval at the January 20, 2021. Discussion followed.

OLD BUSINESS

None

NEW BUSINESS

Approving the 2021 Board and Committee Meeting Calendar.

Executive Director Doles read into the record approving the 2021 Board and Committee Meeting Calendar. A **MOTION** was made by Commissioner LaMantia to approve the 2021 Board and Committee Meeting Calendar. The **motion was seconded** by

Commissioner Sharp. Discussion followed and the motion was unanimously passed by roll call vote (9-0).

Proposed Ordinance 2020-346; 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 2020-346. A **MOTION** was made by Commissioner LaMantia to approve Proposed Ordinance 2020-346; 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 Sharp. There was no further discussion and the motion was unanimously passed by roll call vote (9-0).

Proposed Ordinance 2020-347; An Ordinance of the DuPage Airport Authority Levying Taxes for the Fiscal Year Beginning January 1, 2020 and Ending December 31, 2020.

Executive Director Doles read into the record Proposed Ordinance 2020-347. A **MOTION** was made by Commissioner LaMantia to approve Proposed Ordinance 2020-347; An Ordinance of the DuPage Airport Authority Levying Taxes for the Fiscal Year Beginning January 1, 2020 and Ending December 31, 2020. The **motion was seconded** by Commissioner Sharp. There was no further discussion and the motion was unanimously passed by roll call vote (9-0).

Proposed Resolution 2020-2395; Award of Master Agreement to Gary Spielman Plumbing Inc. for On-Call Plumbing Repair Services.

Approves a two (2) year Master Agreement for as-needed plumbing repair services. M-F 7AM -3:30 PM hourly rates \$105 Journeyman, \$75 Apprentice, 15% material markup.

Executive Director Doles read into the record Proposed Resolution 2020-2395. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2020-2395; Award of Master Agreement to Gary Spielman Plumbing Inc. for On-Call Plumbing Repair Services. The **motion was seconded** by Commissioner Sharp. There was no further discussion and the motion was unanimously passed by roll call vote (9-0).

Proposed Resolution 2020-2396; Award of Contract to AB Petroleum Services Inc. for the Procurement of Gasoline and Diesel Fuel.

Approves a contract to procure gasoline and diesel fuel for airport ground support and maintenance vehicles on an as-needed basis. Term one (1) year, subject to two (2) one (1) year extensions. .035 added to daily Oil Price Information Service (OPIS) benchmark for unleaded gasoline and diesel fuel.

Executive Director Doles read into the record Proposed Resolution 2020-2396. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2020-2396; Award of Contract to AB Petroleum Services Inc. for the Procurement of Gasoline and Diesel Fuel. The **motion was seconded** by Commissioner Sharp. There was no further discussion and the motion was unanimously passed by roll call vote (9-0).

Proposed Resolution 2020-2397; Award of Contract to AMS Mechanical Systems, Inc. for HVAC Controls and Hardware Upgrades.

Approves a contract to upgrade HVAC controls and hardware in the Flight Center and Air Traffic Control Tower. Total authorized construction not-to-exceed \$157,740, which includes a 10% Owner's contingency.

Executive Director Doles read into the record Proposed Resolution 2020-2397.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2020-2397; Award of Contract to AMS Mechanical Systems, Inc. for HVAC Controls and Hardware Upgrades. The **motion was seconded** by Commissioner Sharp. There was no further discussion and the motion was unanimously passed by roll call vote (9-0).

Proposed Resolution 2020-2398; Ratification of the Executive Director's Execution of a Contract with Fox Valley Fire & Safety Company for Hangar E17 Fire Alarm Equipment Replacement.

Ratifies the Executive Director's execution of a contract in the amount of \$17,600 for emergency replacement of the fire alarm system at Hangar E17.

Executive Director Doles read into the record Proposed Resolution 2020-2398. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2020-2398; Ratification of the Executive Director's Execution of a Contract with Fox Valley Fire & Safety Company for Hangar 17 Fire Alarm Equipment Replacement. The **motion was seconded** by Commissioner Sharp. Discussion followed and the motion was unanimously passed by roll call vote (9-0).

Proposed Resolution 2020-2399; Authorizing the Execution of a Vacant Land Sales Agreement with GD Investments Group, LLC. (GSI Family Investments of Arizona, LLC)

Approves the sale of an approximate 83.5 acre parcel of land which was formerly part of the Pheasant Run Golf Course for \$3.10 per square foot.

Executive Director Doles read into the record Proposed Resolution 2020-2399 and advised the name of the company as shown on the Agenda and the Resolution is changed to *GSI Family Investments of Arizona, LLC* and will be shown correctly on the Resolution prior to execution. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2020-2399; Authorizing the Execution of a Vacant Land Sales Agreement with GSI Family Investments of Arizona, LLC subject to the modification of the company name change made within the Ordinance as discussed. The **motion was seconded** by Commissioner Sharp. There was no further discussion and the motion was unanimously passed by roll call vote (9-0).

RECESS TO EXECUTIVE SESSION

None

OTHER BUSINESS

Proposed Resolution 2020-2400; 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 2020-2400. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2020-2400; Disclosure of Executive Session Minutes. The **motion was seconded** by Commissioner Sharp. There was no further discussion and all Commissioners agreed with the proposed disclosed minutes. The motion was unanimously passed by roll call vote (9-0).

Commissioner Chavez questioned the overdue accounts shown in the Accounts Receivables Report. Discussion followed regarding the status of these accounts, tenants involved, and the plans for collection or reconciliation of these accounts.

A **MOTION** was made by Commissioner LaMantia 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 3:53 p.m.



Stephen L. Davis, Chairman

(ATTEST)



Donald C. Sharp, Secretary