

**DuPAGE AIRPORT AUTHORITY  
REGULAR BOARD MEETING  
WEDNESDAY, MAY 20, 2020**

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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, May 20, 2020. Chairman Davis called the meeting to order at 3:01 p.m. and a quorum was present for the meeting. Chairman Davis stated he is appreciative that everyone was able to join this virtual meeting.

**Commissioners Present:** Davis, Donnelly, Getz, LaMantia, Ledonne, Posch, Sharp, Wagner. (Commissioner LaMantia was physically present for the meeting. All other board members attended the meeting remotely.)

**Commissioners Absent:** Chavez

**DuPage Airport Authority Staff Present:** Mark Doles, Executive Director; Patrick Hoard, Director of Finance and Prairie Landing Golf Club; Dan Barna, Operations and Capital Programs Manager; 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.; Kevin Spitz, CKL Engineers; Tom Merrihew, Jacobs; Michael Vonic, Jacobs; Nick Eboli, Lee & Associates; Paul Rio, Morgan Harbour; Brian Quinlan, Burns & McDonnell; Steve McLaughlin, Burns & McDonnell; Mark Moran, NAI Hiffman; Kevin Fuhr, Hanson, Robert Werderich, Illinois Aviation Academy.

**Members of the Press:**

None

**PUBLIC COMMENT**

None

**APPROVAL OF MINUTES**

Chairman Davis asked for additions or corrections to the minutes of the March 18, 2020 Regular Board Meeting and there were none. Commissioner LaMantia made a **MOTION** to approve the minutes of the March 18, 2020 Regular Board Meeting and Commissioner Sharp **seconded the motion**. The motion was passed unanimously by roll call vote (8-0).

Chairman Davis asked for additions or corrections to the minutes of the March 13, 2020 Pheasant Run Subcommittee Meeting and there were none. Commissioner LaMantia made a **MOTION** to approve the minutes of the March 13, 2020 Pheasant Run

Subcommittee Meeting and Commissioner Sharp **seconded the motion**. The motion was passed unanimously by roll call vote (8-0).

Chairman Davis asked for additions or corrections to the minutes of the April 16, 2020 Pheasant Run Subcommittee Meeting and there were none. Commissioner LaMantia made a **MOTION** to approve the minutes of the April 16, 2020 Pheasant Run Subcommittee Meeting and Commissioner Sharp **seconded the motion**. The motion was passed unanimously by roll call vote (8-0).

Chairman Davis asked for additions or corrections to the minutes of the April 17, 2020 Pheasant Run Subcommittee Meeting and there were none. Commissioner LaMantia made a **MOTION** to approve the minutes of the April 17, 2020 Pheasant Run Subcommittee Meeting and Commissioner Sharp **seconded the motion**. The motion was passed unanimously by roll call vote (8-0).

Chairman Davis asked for additions or corrections to the minutes of the April 23, 2020 Pheasant Run Subcommittee Meeting and there were none. Commissioner LaMantia made a **MOTION** to approve the minutes of the April 23, 2020 Pheasant Run Subcommittee Meeting and Commissioner Sharp **seconded the motion**. The motion was passed unanimously by roll call vote (8-0).

Chairman Davis asked for additions or corrections to the minutes of the April 28, 2020 Pheasant Run Subcommittee Meeting and there were none. Commissioner LaMantia made a **MOTION** to approve the minutes of the April 28, 2020 Pheasant Run Subcommittee Meeting and Commissioner Sharp **seconded the motion**. The motion was passed unanimously by roll call vote (8-0).

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

Executive Director Doles reported on the following topics:

**Covid-19:** Airport Authority, Flight Center and Prairie Landing staff are healthy to date and work schedules have been adjusted to continue to protect staff, operations, and expenses. Prairie Landing Golf Course is now in operation effective May 1 with some restrictions. Staff has put together the "stress test" for 2020 Budget and Appropriations which was provided to all Commissioners. Staff will be updating that initial report within the next 30 days. Discussion followed.

#### **CARES Act Funding:**

Airport Authority is eligible to receive \$157,000 to off-set operations expenses and has submitted all paperwork to begin this process. As a comparison, Aurora, Chicago Executive and DuPage all received this same amount. O'Hare received \$294 million; Midway received \$82 million.

**Air Traffic Control Tower Hours:** In April, FAA proposed temporarily reducing the hours of operation at 100 airports; DuPage was proposed to be reduced to the hours of 8:00 a.m. to 4:00 p.m. Negotiations occurred with FAA and no reductions have been made at DuPage at this time. Discussion followed.

**U.S. Customs Fees:** Customs and Border Protection (CBP) contacted all user facilities and advised they were increasing the “fixed quarterly fee” for services by 29% to 54% effective July 1, 2020. Airports were required to respond to CBP by May 15 if they agreed to this increase or Customs operations would be closed down. After discussions with Chairman Davis and various other airports, it was determined that DuPage would agree to pay this increase and remain open for Customs. National Business Aviation Association (NBAA) is lobbying on behalf of all 60 user-fee facilities to explore other options for this action. Discussion followed.

**Kautz Road Widening Project:** The City of St. Charles is designing a widening project for Kautz Road south of the Flight Center entrance. Airport Authority staff and engineers have been working with the City regarding drainage issues.

**Maintenance Building Expansion Project:** 60% plans for the maintenance building expansion have been received. This project could be deferred to 2021 if required.

**Prairie Landing Banquet and Restroom Renovations:** The majority of work for this project will be completed in June. Receipt of the movable wall system will be delayed until early August. Prairie Landing will be operational as soon as restrictions are lifted. Discussion followed.

**PLGC Golf Rounds:** Golf Course opened for play starting May 1. There was limited play before the Covid-19 shutdown. 2020 YTD total rounds were 1,151; 2020 May 1 through May 18 were 999; 2019 total rounds for May was 3,211. Discussion followed.

**DuPage Flight Center Fuel Sales through May 18:**

Jet A fuel sales are 57,692 gallons, a decrease of 50%; 100 LL sales are 11,094 gallons, a 13% decrease. DuPage Flight Center is tracking better than industry standards. Discussion followed.

Chairman Davis commented regarding a letter received on behalf of the Airport Authority staff complimenting Executive Director Mark Doles on his good leadership and support during this pandemic crisis. Chairman Davis stated he had also heard good comments from the industry as well. Executive Director Doles expressed his appreciation and stated that cooperation from DAA staff has been unprecedented. He also thanked the Board for their continued support. Discussion followed.

**REVIEW OF FINANCIAL STATEMENTS**

Patrick Hoard provided a review of the Financial Statements for April 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 commented on the sample “stress test” prepared by staff for the 2020 Budget and Appropriations and expressed his appreciation for this information. Discussion continued.

**Golf Committee:**

Commissioner Donnelly stated that the Golf Committee did not meet, and no report was given.

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

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

**Special Pheasant Run Subcommittee:**

Commissioner Getz commended on the Special Subcommittee Meetings held in April regarding the Pheasant Run property owned by the Airport Authority. He stated that details of the discussions and plans for this property will be more thoroughly reviewed with the Board during an Executive Session. He advised staff did a good job in organizing a series of meetings with various real estate advisors and a plan is being devised to prepare for marketing and sale of the property. Discussion followed.

**DuPage Business Center:**

Mark Moran of NAI Hiffman provided an update relating to the Current activities of the DuPage Business Center. He advised that, generally for the previous two months, progress has slowed on the real estate side due to the Covid-19 Pandemic. He continued that inquiries have been received over the last two weeks and hopefully, the industrial side of the real estate market will bounce back with an improved second half of 2020. Discussion followed.

**OLD BUSINESS**

None

**NEW BUSINESS**

**Proposed Resolution 2020-2347; Disposal/Destruction of Surplus Personal Property.**

*Approves the sale of surplus personal property through public internet auction. Items include: 1999 Oshkosh Runway Broom, 1988 Dresser Road Grader, 2008 Hustler Mower, 2003 John Deere Loader, 2006 New Holland Tractor and Mower, 2010 Ford Passenger Van, and 2013 Ford Passenger Van.*

Executive Director Doles read into the record Proposed Resolution 2020-2347. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2020-2347; Disposal/Destruction of Surplus Personal Property. The **motion was seconded** by Commissioner Sharp. There was no further discussion and the motion was unanimously passed by roll call vote (8-0).

**Proposed Resolution 2020-2348; Authorizing the Execution of a Second Amendment to the Intergovernmental Agreement with the West Chicago Fire Protection District.**

*Approves a Second Amendment to the Intergovernmental Agreement with the West Chicago Fire Protection District to continue to provide rescue and firefighting services on DuPage Airport.*

Executive Director Doles read into the record Proposed Resolution 2020-2348. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2020-2348; Authorizing the Execution of a Second Amendment to the Intergovernmental Agreement with the West Chicago Fire Protection District. The **motion was seconded** by Commissioner Sharp. Attorney Luetkehans recommended the words, *monthly amount*, be added to Resolution's verbiage in the next to last "Whereas". This section of the Resolution would read as follows:

*Whereas, the Airport Authority and West Chicago Fire Protection District desire to execute a Second Amendment to an Intergovernmental Agreement for the license of the firefighting equipment, the lease of the Fire Station and Training Center and amending the **monthly amount** compensation for the staffing of the Fire Station to the following amounts.*

The **motion was amended** by Commissioner LaMantia and the **amended motion was seconded** by Commissioner Sharp. With no further discussion the motion, as amended, was unanimously passed by roll call vote (8-0).

**Proposed Resolution 2020-2349; Award of Contract to J & L Excavating, Inc. for Agricultural Drain Tile Repair.**

*Approves a Contract to install 974 LF of 12" agricultural drain tile. Total authorized construction ot-to-exceed \$23,996.50, which includes a 10% owner's contingency.*

Executive Director Doles read into the record Proposed Resolution 2020-2349. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2020-2349; Award of Contract to J & L Excavating, Inc. for Agricultural Drain Tile Repair. The **motion was seconded** by Commissioner Sharp. Attorney Luetkehans commented briefly on the correspondence received from Union Local 150 regarding their issues with the contractor, J & L Excavating, Inc. He continued that the DuPage Airport Authority's procurement policy is not impacted by the complaint from Union Local 150 and has not affected the responsibility of this contractor for the Airport Authority. He continued the Airport Authority is always supportive of the labor organizations and contractors are required to submit certified payroll throughout the project to ensure workers are paid prevailing wages. He reviewed the method utilized by the Airport Authority for this monitoring. Dan Barna advised the contractor, J & L Excavating, successfully completed a job previously for the Airport Authority at Prairie Landing and performed satisfactorily. There was no further discussion, the motion was passed by roll call vote (7-1).

**Proposed Resolution 2020-2350; Award of Contract to Regan Heating, Inc. for HVAC Replacements at Several DuPage Airport Authority Facilities.**

*Approves a Contract to replace HVAC rooftop units and components at several DAA facilities including: Old Administration Building, N. Hightail Hangar Office, ARFF Station, Hangar E10 Office, and Air Traffic Control Tower Equipment Room. Total authorized construction not-to exceed \$61,732, which includes a 10% owner's contingency.*

Executive Director Doles read into the record Proposed Resolution 2020-2350.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2020-2350; Award of Contract to Regan Heating, Inc. for HVAC Replacements at Several DuPage Airport Authority Facilities. The **motion was seconded** by Commissioner Sharp. There was no further discussion and the motion was unanimously passed by roll call vote (8-0).

**Proposed Resolution 2020-2351; Ratification of the Executive Director's Execution of 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 II Per 2008 Wildlife Hazard Assessment.**

*Ratifies the Executive Director's time-sensitive execution of an Intergovernmental Agreement with IDOT and release of \$378,925 local share participation in the Airport Improvement Program project known as: Upgrade Airport Perimeter Fencing Phase II Per 2008 Wildlife Hazard Assessment.*

Executive Director Doles read into the record Proposed Resolution 2020-2351. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2020-2351; Ratification of the Executive Director's Execution of 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 II Per 2008 Wildlife Hazard Assessment. The **motion was seconded** by Commissioner Sharp. There was no further discussion and the motion was passed by roll call vote (7-0). Commissioner Posch was not present for the vote. (Commissioner Posch experienced an interruption in his virtual signal and was dropped from the meeting from 3:50 p.m. to 3:57 p.m.)

**Proposed Resolution 2020-2352; 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 II Per 2008 Wildlife Hazard Assessment.**

*Approves a task order in the amount of \$118,019.32 for construction observation related to the Airport Improvement Program project known as: Upgrade Airport Perimeter Fencing Phase II Per 2008 Wildlife Hazard Assessment. 75% reimbursement from federal and State funding anticipated.*

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2020-2352; 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 II Per 2008 Wildlife Hazard Assessment.

The **motion was seconded** by Commissioner Sharp. Discussion followed and the motion was passed by roll call vote (8-0).

**Resolution 2020-2353; Authorizing the Execution of a Temporary Construction Easement Between the DuPage Airport Authority and AT&T for the Properties Located at 32W611 and 32W751 Tower Road.**

*Approves a temporary construction easement for telecommunications and internet service to properties along Tower Road.*

Executive Director Doles read into the record Proposed Resolution 2020-2353. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2020-2353; Authorizing the Execution of a Temporary Construction Easement Between the DuPage Airport Authority and AT&T for the Properties Located at 32W611 and 32W751 Tower Road. The **motion was seconded** by Commissioner Sharp. Discussion continued briefly and the motion was passed by roll call vote (8-0).

**Proposed Resolution 2020-2354; Authorizing the Execution of a Utility Easement Between the DuPage Airport Authority and AT&T for the Properties Located at 32W611 and 32W751 Tower Road.**

*Approves a utility easement for telecommunications and internet service to properties along Tower Road.*

Executive Director Doles read into the record Proposed Resolution 2020-2354. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2020-2354; Authorizing the Execution of a Utility Easement Between the DuPage Airport Authority and AT&T for the Properties Located at 32W611 and 32W751 Tower Road. The **motion was seconded** by Commissioner Sharp. There was no further discussion and the motion was passed by roll call vote (8-0).

**Proposed Resolution 2020-2355; Authorizing the Execution of an Easement Agreement with Commonwealth Edison Company.**

*Approves an easement agreement with the Commonwealth Edison Company for electric service to both 320 and 440 Kress Road Properties.*

Executive Director Doles read into the record Proposed Resolution 2020-2355. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2020-2355; Authorizing the Execution of an Easement Agreement with Commonwealth Edison Company. The **motion was seconded** by Commissioner Sharp. There was no further discussion and the motion was unanimously passed by roll call vote (8-0).

**Proposed Resolution 2020-2356; Approving the Concept Plan for Alton Industries Ltd. Group.**

*Review and approval of concept plan for a 12-acre parcel of land owned by the Authority located just north of the 12 acres previously purchased by Alton.*

Executive Director Doles read into the record Proposed Resolution 2020-2356. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2020-2356; **Approving the Concept Plan for Alton Industries Ltd. Group.** The **motion was seconded** by Commissioner Sharp. There was no further discussion and the motion was unanimously passed by roll call vote (8-0).

**RECESS TO EXECUTIVE SESSION**

None

**OTHER BUSINESS**

**Proposed Resolution 2020-2357; 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 2020-2357.

A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2020-2357; Disclosure of Executive Session Minutes. The **motion was seconded** by Commissioner Sharp. Attorney Luetkehans stated if there are any concerns regarding the proposed disclosures, this Resolution can be held for review at the next Board Meeting with discussion in Executive Session. Attorney Luetkehans explained the process for disclosing Executive Session Minutes twice each year as required statutorily. There was no further discussion and the motion as was unanimously passed by roll call vote (8-0).

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 4:02 p.m.

  
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**Stephen L. Davis, Chairman**

(ATTEST)

  
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**Donald C. Sharp, Secretary**