

**DuPAGE AIRPORT AUTHORITY
REGULAR BOARD MEETING
WEDNESDAY, JUNE 24, 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, June 24, 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 was physically present for the meeting. All other board members attended the meeting virtually.)

Commissioners Absent: None

DuPage Airport Authority Staff Present: Mark Doles, Executive Director; Tom Cleveland, Director of Operations and Facilities; Patrick Hoard, Director of Finance and Prairie Landing Golf Club; Brian Decoudres, DuPage Flight Center General Manager; Pamela Miller, Executive Assistant and Board Liaison.

(Staff members were all physically present and observed the required social distancing requirements.)

Others in Attendance: Phil Luetkehans of Luetkehans, Brady, Garner and Armstrong LLC. (Attorney Luetkehans was physically present for the meeting).

Others in Attendance (Remotely): Caroline Levenda, CKL Engineers; Kevin Spitz, CKL Engineers; Tom Merrihew, Jacobs; Steve McLaughlin, Burns & McDonnell; John Whitehead, NAI Hiffman; John Bullock, DuPage Aerospace; Jim Savio, Sikich.

Members of the Press:

None

PUBLIC COMMENT

None

APPROVAL OF MINUTES

Chairman Davis asked for additions or corrections to the minutes of the May 20, 2020 Regular Board Meeting and there were none. Commissioner LaMantia made a **MOTION** to approve the minutes of the May 20, 2020 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 reported on the following topics:

COVID-19:

All staff and families continue to be safe and healthy. The entire Administrative Staff returned to work onsite on June 1. Some of the other departments are on revised schedules to limit contact; full-time staff is scheduled onsite 40-hours per week. Prairie Landing has reduced restrictions effective Friday, May 29; there will possibly be more restriction changes forthcoming June 26 with the potential move to the next Phase of opening.

CARES Act Funding:

As advised at the May Board meeting, DuPage was determined eligible for \$157,000 in grant award funding utilized for off-setting operations expenses. Approval to receive this grant award was received on June 22; funding will be utilized to reimburse (ARFF) Aircraft Rescue and Fire Fighting costs.

Air Traffic Control Tower Hours:

DuPage has been able to retain full services with the Control Tower; other Airports did see a reduction in hours for their tower operations.

U.S. Customs Fees:

In May, Customs & Border Protection advised that all User-Fee Customs facilities would see an increase in the fixed quarterly fee for services effective July 1. Initially the increase was to be approximately 37.7%. When the invoice was received with final numbers, the annual increase for DuPage was 51.3% (\$186,000). A three-signature support letter from Chicago Executive, Waukegan National Airport and DuPage was prepared as well as conference calls and emails with the Illinois Federal delegations have occurred voicing concerns for this increase in fees. Pat Brady, lobbyist for the Airport Authority, has been extremely helpful. AAAE, NBAA, NATA and AOPA are also lobbying on behalf of the Airport. The 4th quarter billing is due July 5.

Review of Capital Projects:

Maintenance Building Expansion Project
PLGC Banquet and Restroom Renovations
PLGC Monument Sign
Airfield Construction Projects

PLGC Golf Rounds (6-17-2020):

May meet or exceed June rounds from last year. June rounds are still strong.

2020 Total Rounds Year-To-Date	6,203
2019 Rounds through June	9,671
2020 June through 17 th	3,470
2019 Total Rounds Month-To-Date	4,428

DuPage Flight Center Fuel Sales through 6-17-2002:

Jet A	67,397	-22.4%
100LL	16,416	+20.6%

Operations numbers for May were just received; Flight Center down 42% on total gallons of fuel sold. Operations were down 5.9%. All other airports with the exception of Aurora were also down in operations. Operations in some of the larger facilities were down 80%. Airport Operations Ranking Report for May reflected the standing of DuPage Airport on May 26, 2020 was the busiest Airport in Illinois: # 1 in the State of Illinois; #2 in the Great Lakes Region; #22 in the United States. Discussion followed.

Executive Director Doles advised that when June financials are closed, staff will again review the "stress test budget" prepared at the start of the COVID crisis and determine revised budget estimates for the remainder of the year. Discussion followed.

REVIEW OF FINANCIAL STATEMENTS

Patrick Hoard provided a review of the Financial Statements for May 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, and no committee report was given. Commissioner Ledonne stated that at his company he has served on a COVID-19 Task Force and he reported that the projected outcome for responses for needed supplies is winding down. He continued that there will not likely be another national outbreak; COVID-19 is here to stay and now it is more well known what to do and how to address management and distribution of supplies. He continued that the decision of the Board to continue with the Airports planned capital projects is the right decision and completion of these project should not be delayed. Discussion continued.

Golf Committee:

Commissioner Donnelly stated that the Golf Committee did not meet. He recently visited Prairie Landing to view the recent renovations in the food and beverage areas, banquet room and restrooms, and stated the golf course and driving range were busy. Commissioner Donnelly stated that all the facilities are ready for opening when COVID-19 restrictions are lifted.

Capital Development, Leasing and Customer Fees:

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

DuPage Business Center:

John Whitehead of NAI Hiffman provided an update relating to current activities of the DuPage Business Center. He reviewed the specific developments for Alton Industry, Midwest Industrial Fund, Scannell, and Pritzker. Mr. Whitehead continued to review general market conditions and discussion followed.

OLD BUSINESS

None

NEW BUSINESS

Presentation and Review of the Annual Financial Audit.

Executive Director Doles introduced Jim Savio of Sikich to present the Annual Financial Audit Report. Mr. Savio advised the audit process went very smoothly and expressed his appreciation to staff for their assistance. He added that the Airport Authority was one of the last audits to be prepared and executed entirely onsite before the start of the COVID-19 shutdown. He reviewed the Individual Owner's Report, the Management Discussion Analysis, and the Board of Commissioners Report. Mr. Savio advised regarding journal entries, there was only one adjustment which was handled by staff early and there were no past adjustments to address. The Airport Authority was given an unmodified opinion, which is the highest level of assurance for an audit. Discussion followed. A **MOTION** for acceptance of the Annual Financial Audit for Fiscal Year 2019 was made by Commissioner LaMantia and the **motion was seconded** by Commissioner Sharp. There was no further discussion and the motion was unanimously passed by voice vote.

Proposed Resolution 2020-2358; Award of Contract to United Door and Dock for the Replacement of Three (3) Gate Operators.

Approves a contract to replace three (3) Hy-Security vehicle gate operators. Total authorized construction not-to-exceed \$54,990.

Executive Director Doles read into the record Proposed Resolution 2020-2358. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2020-2358; Award of Contract to United Door and Dock for the Replacement of Three (3) Gate Operators. 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 2020-2359; Authorizing the Execution of an Office Lease Agreement with Messina and Associates Ltd.

Authorizes a five (5) year office lease agreement with Messina & Associates for 1,487 square feet of space on the 3rd floor of the DuPage Flight Center Building.

Executive Director Doles read into the record Proposed Resolution 2020-2359. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2020-2359; Authorizing the Execution of an Office Lease Agreement with Messina and Associates Ltd. 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 2020-2360; Approving the Execution of a First Amendment to Vacant Land Purchase Agreement with Alton Industries Ltd. Group.

Approves an extension of the Inspection Period for Alton industries, requested due to the uncertainty of the current economic environment.

Executive Director Doles read into the record Proposed Resolution 2020-2360. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2020-2360; Approving the Execution of a First Amendment to Vacant Land Purchase Agreement with 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 (9-0).

Proposed Resolution 2020-2361; Authorizing the Transfer of Land (PIN 04-07-300-023) to the DuPage Business Center Property Owner's Association.

Transferring a surplus and undevelopable parcel in the DuPage business Center to the DuPage Business Center Property Owner's Association. The parcel is 4.66 acres.

Executive Director Doles read into the record Proposed Resolution 2020-2361. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2020-2361; Authorizing the Transfer of Land (PIN 04-07-300-023) to the DuPage Business Center Property Owner's Association. 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 2020-2362; Authorizing Publication of Notice Requesting Offers to Purchase Authority Property – Pheasant Run.

Declares surplus approximately 94 acres of Property owned by the DuPage Airport Authority previously known as the Pheasant Run Golf course and requests offers to purchase.

Executive Director Doles read into the record Proposed Resolution 2020-2362. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2020-2362; Authorizing Publication of Notice Requesting Offers to Purchase Authority Property – Pheasant Run. The **motion was seconded** by Commissioner Sharp. There was no further discussion and the motion was unanimously passed by roll call vote (9-0).

Attorney Luetkehans advised that the Board would leave the *GoToMeeting* virtual meeting for the Executive Session portion of the Board Meeting. Commissioners will access the Executive Session portion of the meeting with the dial-in instructions provided for Board participation only. At the conclusion of the Executive Session, Board Members will return to the public portion of the meeting via *GoToMeeting* and public attendees will be able to continue via *GoToMeeting* for the remainder of the Board Meeting.

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 and the setting of a price for sale or lease of property owned by the DuPage Airport Authority. 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 3:48 p.m. was reconvened at 4:25 p.m. Upon roll call, a quorum was present for the remainder of the Regular Board Meeting.

OTHER BUSINESS

None

Executive Director Doles stated that moving to the next phase of opening from Covid-19 restrictions would potentially allow up to 50 people in a group which would make it possible for the September Board meeting to be held with members physically present. Chairman Davis stated he wanted to make sure that anyone who feels uncomfortable attending in person due to their health or a family member's health will be allowed to continue to attend virtually and to vote and be counted as present. Attorney Luetkehans will confirm prior to the next board meeting what restrictions will be in place at that time.

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 4:28 p.m.



Stephen L. Davis, Chairman

(ATTEST)



Donald C. Sharp, Secretary