

**DuPAGE AIRPORT AUTHORITY  
REGULAR AND ANNUAL BOARD MEETING  
WEDNESDAY, JANUARY 15, 2020**

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The Regular and Annual 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, January 15, 2020. 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, Posch, Wagner.  
***Commissioners Absent:*** Ledonne, Sharp

***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; Brian DeCoudres, Flight Center General Manager; Pamela Miller, Executive Assistant and Board Liaison.

***Others in Attendance:*** Phil Luetkehans, Luetkehans, Brady, Garner and Armstrong LLC; Bruce Garner, Luetkehans, Brady, Garner and Armstrong LLC.; Captain Russell Danwin, AOPA and DuPage Pilot's Association; Steve McLaughlin, Burns & McDonnell; Scott Smith, McClure; Mark Moran, NAI Hiffman.

***Members of the Press:***  
None

**PUBLIC COMMENT**

Captain Russell Danwin representing the AOPA and the DuPage Pilot's Association shared an article appearing in the AOPA ASN GL Newsletter with favorable comments regarding DuPage Airport and the Air Traffic Control Tower. Captain Danwin stressed the importance of working to keep open dialog with users of this Airport. He continued that DuPage Airport is very unique and has a larger traffic volume than some of the other Airports in the Chicagoland area, especially with the flight training schools located here and the 24-hour air traffic control tower. He stated, "keep up good work and open dialogue with the air traffic controllers to insure continued smooth operations." Discussion followed.

**RECESS REGULAR MEETING AND CONVENE THE ANNUAL MEETING**

A **MOTION** was made by Commissioner Donnelly to recess the Regular Meeting of the DuPage Airport Authority Board of Commissioners. The motion was seconded by Commissioner LaMantia and passed unanimously by voice vote. The Regular Meeting was recessed at 3:01 p.m. and the Annual Meeting was immediately convened. Upon roll call there was a quorum present for this portion of the meeting.

## **ELECTION OF OFFICERS FOR THE 2020 FISCAL YEAR**

Commissioner Getz presented the following slate of officers for the DuPage Airport Authority Board of Commissioners for Fiscal Year 2020 and made a **MOTION** to approve this slate of officers:

*Stephen L. Davis as Chairman; Gina LaMantia as Vice Chairman; Michael Ledonne as Treasurer; Donald Sharp as Secretary; Patrick Hoard as Assistant Treasurer and Dan Barna as Assistant Secretary.*

The **motion was seconded** by Commissioner Wagner. Discussion followed, and Chairman Davis asked for other nominations and there were none. The motion to approve the slate of officers for Fiscal Year 2020 as presented was passed unanimously by roll call vote (7-0).

## **REVIEW OF COMMITTEE ASSIGNMENTS**

Chairman Davis expressed his appreciation to Commissioners for their Committee participation and hard work. He asked Commissioners to contact him if changes are needed.

## **ADJOURNMENT OF ANNUAL MEETING**

A **MOTION** was made by Commissioner LaMantia to adjourn the Annual Board Meeting; the **motion was seconded** by Commissioner Posch. The motion was unanimously passed by voice vote. The Annual Board Meeting adjourned at 3:10 p.m. and the Regular Board Meeting was immediately reconvened. Upon roll call a quorum was present for the remainder of the meeting.

## **APPROVAL OF MINUTES**

Chairman Davis asked for additions or corrections to the minutes of the November 20, 2019 Regular Board Meeting. Commissioner LaMantia asked for the correction of a typographical error on Page 4 of the minutes; changing the incorrect *ofr* to of, and the word *the* to be deleted. This error will be corrected prior to the Chairman's execution of these minutes. Commissioner Posch made a **MOTION** to approve the minutes of the November 20, 2019 Regular Board Meeting as corrected and Commissioner Getz **seconded the motion**. The motion was passed unanimously by roll call vote (7-0).

Chairman Davis asked for additions or corrections to the minutes of the November 20, 2019 Internal Policy and Compliance Committee Meeting and there were none. Commissioner Posch made a **MOTION** to approve the minutes of the November 20, 2019 Internal Policy and Compliance Committee Meeting and Commissioner Chavez **seconded the motion**. The motion was passed unanimously by roll call vote (7-0).

Chairman Davis asked for additions or corrections to the minutes of the November 20, 2019 Capital Development Committee Meeting and there were none. Commissioner Wagner made a **MOTION** to approve the minutes of the November 20, 2019 Capital Development Committee Meeting and Commissioner Getz **seconded the motion**. The motion was passed unanimously by roll call vote (7-0).

Chairman Davis asked for additions or corrections to the minutes of the November 20, 2019 Finance, Budget and Audit Committee Meeting and there were none. Commissioner Donnelly made a **MOTION** to approve the minutes of the November 20, 2019 Finance, Budget and Audit Committee Meeting and Commissioner Posch **seconded the motion**. The motion was passed unanimously by roll call vote (7-0).

Chairman Davis asked for additions or corrections to the minutes of the November 1, 2019 Special Finance, Budget and Audit Committee Meeting and there were none. Commissioner Posch made a **MOTION** to approve the minutes of the November 1, 2019 Special Finance, Budget and Audit Committee Meeting and Commissioner Chavez **seconded the motion**. The motion was passed unanimously by roll call vote (7-0).

### **DIRECTOR'S REPORT**

Executive Director Doles discussed the monthly operating statistics:

#### November:

100LL fuel sales for the month increased 49.2% (2019 versus 2018); Jet A fuel sales decreased 17%; Total fuel sales overall decreased 12.9% for the month, year over year. Year-to-Date fuel sales, 2019 versus 2018, were down overall 4%.

#### December:

100 LL fuel sales for the month increased 15% (2019 versus 2018); Jet A fuel sales increased 13% with the total overall increase of 13% for the month, 2019 versus 2018. Year to Date total gallons of fuel sold decreased 3%.

Executive Director Doles commented on information relating to the potential sale of Pheasant Run Resort and advised the resort is still in operation at this point. He continued the Public Auction has been delayed until February 10-12, 2020 with a required minimum bid of \$2 million; this information is available on the auction website. Attorney Luetkehans stated the driving range and the portion of the golf course owned by the Airport Authority has been leased back to the resort and in the fall of 2019 these leases were extended for one more year. The Airport Authority has had no contact with the resort owners with regard to breaking these leases. Discussion followed.

Executive Director Doles stated, as statutorily required, a Public Hearing for public review and discussion of the 2020 Budget and Appropriations was held on Monday, January 13 at 10:00 a.m. There were no members of the public in attendance.

Executive Director Doles advised on January 29 staff will meet with representatives from U.S. Customs to receive 60% plans for their new facilities buildout.

Christopher Snyder with the DuPage County Department of Transportation recently met with Executive Director Doles regarding the expansion of Fabyan Parkway. Executive Director Doles stated a four-lane expansion with a landscaped median is planned and will extend from Roosevelt Road to the DuPage County boundary line. He advised there

will be additional discussions for the potential fee simple construction easements for properties that have not yet been developed in the Business Center. Discussion continued.

Executive Director Doles advised staff also recently met with CH2M-Jacobs Engineering to lay out the schematic for the Maintenance Building expansion project.

The Government Accountability Office has reached out for the Airport's assistance in working through a nationwide Exclusive Rights Survey for General Aviation Airports across the Country. Executive Director Doles will meet with representatives from the GAO on Friday, January 17.

Communications are ongoing with the *FOX TV* network regarding their request to utilize a ramp area for some filming for a new TV show currently in production; *NEXT*.

Executive Director Doles attended a recent Chicago Area Business Aviation Association (CABAA) Event and Edward Bolen, President and CEO of the National Business Aviation Association (NBAA) was the keynote speaker. Executive Director Doles was able to talk with Mr. Bolen and to market DuPage Airport for consideration to host one of their regional forums. Executive Director Doles was also just reelected to serve another two-year term on the CABAA Board.

Richard Goettle, Inc. has indicated their need for additional office space in the Flight Center Building adjoining their current location on the 3rd floor. The adjoining space was recently vacated by a previous tenant. This space is in need of renovations which will be undertaken by staff. Discussion followed.

#### **REVIEW OF FINANCIAL STATEMENTS**

Executive Director Doles asked Patrick Hoard to provide a review of the Financial Statements for December 2019 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 was absent and Commissioner Donnelly reported the Finance, Budget and Audit Committee met earlier but a quorum was not present for the meeting. He stated the items appearing on the Meeting Agenda were informally discussed and favorably recommended for approval by the full Board.

**Golf Committee:**

Commissioner Donnelly stated that the Golf Committee did not meet. He stated he is excited for the upcoming season with the new bar and the proposed renovations for the banquet hall and sunroom and complimented staff's efforts to secure more golf outings and corporate events. Discussion followed.

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

Commissioner Wagner was absent from the committee meeting and Commissioner Chavez served as Chair. He reported a quorum was not present for this meeting and the committee discussed informally the items appearing on the meeting agenda and the committee feels comfortable to favorably recommend Board approval.

**DuPage Business Center:**

Mark Moran of NAI Hiffman reported current activities at the Business Center remain positive. He reviewed the progress of construction for each of the developments and stated he is optimistic for upcoming sales for 2020 as there are a number of good sites still available in the Business Center. Discussion followed.

**OLD BUSINESS**

None

**NEW BUSINESS**

**Proposed Ordinance 2020-341; Adopting 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 2020-341. A **MOTION** was made by Commissioner Donnelly to approve Proposed Ordinance 2020-341; Adopting 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 Wagner. There was no further discussion and the motion was unanimously passed by roll call vote (7-0).

**Proposed Ordinance 2020-342; An Ordinance of the DuPage Airport Authority Promulgating Regulations Under the Freedom of Information Act.**

Executive Director Doles read into the record Proposed Ordinance 2020-342. A **MOTION** was made by Commissioner Posch to approve Proposed Ordinance 2020-342; An Ordinance of the DuPage Airport Authority Promulgating Regulations Under the Freedom of Information Act. The **motion was seconded** by Commissioner Chavez. Executive Director Doles explained this ordinance is passed annually by the Board and amends the former year's Ordinance. There was no further discussion and the motion was unanimously passed by roll call vote (7-0).

**Proposed Resolution 2020-2317; Approving the Use of Outside Attorneys for the Fiscal Year 2020.**

*Approves utilizing the firms of Luetkehans, Brady, Garner and Armstrong LLC and SheppardMullin to provide legal services for the 2020 fiscal year.*

Executive Director Doles read into the record Proposed Resolution 2020-2317. A **MOTION** was made by Commissioner Wagner to approve Proposed Resolution 2020-2317; Approving the Use of Outside Attorneys for the Fiscal Year 2020. The **motion was seconded** by Commissioner Posch. Commissioner LaMantia advised that Exhibit B was being replaced within this Resolution with a change in the rate initially offered by SheppardMullin. The rate change made in Exhibit B was duly noted as part of this Resolution; there was no further discussion. The motion was unanimously passed by roll call vote (7-0).

**Proposed Resolution 2020-2318; Award of Contract to Phillips 66 Company for Aviation Fuel Supplier Services.**

*Approves the Executive Director and Legal Counsel to finalize and execute required contract documents with Phillips 66 Company to be the aviation fuel supplier for the DuPage Airport Authority for a 5-year term commencing April 1, 2020.*

Executive Director Doles read into the record Proposed Resolution 2020-2318. A **MOTION** was made by Commissioner Donnelly to approve Proposed Resolution 2020-2318; Award of Contract to Phillips 66 Company for Aviation Fuel Supplier Services. The **motion was seconded** by Commissioner LaMantia. Executive Director Doles explained DuPage Airport is the sole seller of aviation fuel on the airfield. He continued that every five years the Airport Authority conducts a Request for Proposal (RFP) process and as in past years Aviation Management Consulting Group, as an independent outside consultant, assisted with this process. Executive Director Doles advised that six (6) proposals were received and after thorough evaluation by the established five-member team it was unanimously determined that Phillips 66 Company was the best and most qualified proposer for this contract. Phillips 66 Company was recommended for award of this contract. Discussion followed and the motion was unanimously passed by roll call vote (7-0).

**Proposed Resolution 2020-2319; Authorizing the Execution of Service Order No. 9 with Wight & Company for Professional Consulting Services Associated with Construction Plans for Prairie Landing Golf Club Banquet and Sunroom Renovations.**

Executive Director Doles read into the record Proposed Resolution 2020-2319. A **MOTION** was made by Commissioner Donnelly to approve Proposed Resolution 2020-2319; Authorizing the Execution of Service Order No. 9 with Wight & Company for Professional Consulting Services Associated with Construction Plans for Prairie Landing Golf Club Banquet and Sunroom Renovations. The **motion was seconded** by Commissioner Getz. Executive Director Doles asked Dan Barna to review the scope of this project for Prairie Landing Golf Club. Mr. Barna stated this is the second phase of clubhouse renovations and includes the banquet hall and sunroom areas. He continued that no significant upgrade has been done in these areas during the last 20 years. Mr. Barna stated this will be a much-needed refresher for the clubhouse and will enhance the

new bar and patio addition. Discussion continued and the motion was upassed by roll call vote (7-0-1). Commissioner Wagner abstained.

**Proposed Resolution 2020-2320; Ratification of the Executive Director's Execution of Change Order No. 4 to the Contract with Pandecon, Inc. for the Prairie Landing Golf Club Bar Addition.**

*Ratifies the Executive Director's execution of a change order in the amount of \$2,073 for changes to completed finishes on doorframes, millwork, cabinets and additional fixtures.*

Executive Director Doles read into the record Proposed Resolution 2020-2320. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2020-2320; Ratification of the Executive Director's Execution of Change Order No. 4 to the Contract with Pandecon, Inc. for the Prairie Landing Golf Club Bar Addition. The **motion was seconded** by Commissioner Chavez. Mr. Barna reviewed the scope of work to be undertaken and reasons the additional work is required. Staff is seeking ratification of the Executive Director's execution of this Resolution. The motion was unanimously passed by roll call vote (7-0).

**Proposed Resolution 2020-2321; Ratification of the Executive Director's Execution of a Contract with KCW Environmental Conditioning, Inc. for Emergency Replacement of an HVAC Rooftop Unit at the Prairie Landing Golf Course Clubhouse.**

Executive Director Doles read into the record Proposed Resolution 2020-2321. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2020-2321; Ratification of the Executive Director's Execution of a Contract with KCW Environmental Conditioning, Inc. for Emergency Replacement of an HVAC Rooftop Unit at the Prairie Landing Golf Course Clubhouse. The **motion was seconded** by Commissioner Posch. Executive Director Doles stated this was an emergency situation and discussion followed; the motion was unanimously passed by roll call vote (7-0).

**Proposed Ordinance 2020-343; Approving the Execution of an Intergovernmental Agreement with the City of West Chicago, West Chicago Library District, West Chicago Fire Protection District, West Chicago Elementary District 33, Community High School District 94 and Innovation Partners, LLD and Midwest Industrial Funds, Inc. in Regard to a Property Tax Abatement Relative to the Development of the Midwest Industrial Funds Inc. Property.**

*Approves the granting of a tax abatement to Midwest Industrial Funds, Inc. Group for the property located at 2525 Enterprise Circle. Abatement is limited to \$4,000,000 over ten years.*

Executive Director Doles read into the record Proposed Ordinance 2020-343. A **MOTION** was made by Commissioner Chavez to approve Proposed Ordinance 2020-343; Approving the Execution of an Intergovernmental Agreement with the City of West Chicago, West Chicago Library District, West Chicago Fire Protection District, West Chicago Elementary District 33, Community High School District 94 and Innovation Partners, LLD and Midwest Industrial Funds, Inc. in Regard to a Property Tax Abatement Relative to the Development of the Midwest Industrial Funds Inc. Property.

The **motion was seconded** by Commissioner Getz. Discussion followed and the motion was unanimously passed by roll call vote (7-0).

**Proposed Ordinance 2020-344; Ordinance Providing for Real Estate Tax Abatement Related to Midwest Industrial Funds Inc.**

*Approves the submittal of the tax abatement in Ordinance 2020-344 to the County Clerk of DuPage County.*

Executive Director Doles read into the record Proposed Ordinance 2020-344. A **MOTION** was made by Commissioner LaMantia to approve Proposed Ordinance 2020-344; Ordinance Providing for Real Estate Tax Abatement Related to Midwest Industrial Funds Inc. The **motion was seconded** by Commissioner Chavez. There was no further discussion and the motion was unanimously passed by roll call vote (7-0).

**RECESS TO EXECUTIVE SESSION**

There was no Executive Session held.

**OTHER BUSINESS**

**Proposed Resolution 2020-2322; Authorizing the Destruction of Certain Verbatim Recordings of Closed Sessions.**

Executive Director Doles read into the record Proposed Resolution 2020-2322. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2020-2322; Authorizing the Destruction of Certain Verbatim Recordings of Closed Sessions. The **motion was seconded** by Commissioner Getz. There was no further discussion and the motion was unanimously passed by roll call vote (7-0).

A **MOTION** was made by Commissioner Donnelly to adjourn the Regular Meeting of the DuPage Airport Authority Board of Commissioners. The **motion was seconded** by Commissioner Posch and was passed unanimously by voice vote; the meeting was adjourned at 3:58 p.m.

  
Stephen L. Davis, Chairman

(ATTEST)

  
Donald C. Sharp, Secretary