

JOLIET REGIONAL PORT DISTRICT
General Board Meeting
MINUTES
April 25, 2018

CALL TO ORDER: Chairman Dave Silverman called the meeting to order at 12:00.

ROLL CALL: PRESENT

Dave Silverman
Jason Cox
Herb Lande
Jim Klick
Ray Soliman
David Hill
Tony Deliberto

ABSENT: Ron Kevish
John Noak
Joe Strong

GUESTS: Chris Lawson, Director of Aviation
John Gallo, Legal Counsel
Ken Carlson, Legal Counsel
Ron Hudson, Planning Engineering

QUORUM: The Chairman declared a quorum and the Board was in session to officially conduct business.

APPROVAL OF MINUTES:

**MOTION by Jim Klick to approve the Minutes of the meeting held on March 28, 2018 of the Joliet Regional Port District.
Second by Herb Lande. Resolution 2018-0009 passed.
7 Ayes, 0 Nays, 3 Absent**

TREASURES REPORT , FINANCIAL REPORTS & BILLS AGAINST THE DISTRICT:

**MOTION by David Hill to approve the unaudited Financial Statements and the Financial statements presented by the Joliet Regional Port District and Lewis University Airport dated March 30, 2018. Seconded by Jason Cox.
Resolution 2018-0010 passed. 7 Ayes, 0 Nays, 4 Absent.**

Motion by Jason Cox to approve the Chambers Conlon & Hartwell bill totaling \$ 3,018.56 Seconded by David Hill. 6 Ayes, 1 Nays, 3 Absent.

Motion by Jason Cox to approve the Tracy Johnson Wilson bill totaling \$ 3,097.50 Seconded by David Hill. 7 Ayes, 0 Nays, 3 Absent.

Chris Lawson, Director of Aviation:

- 1.) Enclosed in the board packets is a letter from the FAA dated 4 17 2018. The FAA updated the airports Benefit Cost Analysis. KLOT was ranked from a previous 1.23 to a 1.77. Chris explained that the number is a good number and should be assistance in adding more ammunition to use toward grant funding requests towards the physical construction of the control tower.
- 2.) Chris thanked everyone involved in the mock disaster drill. Lockport Township Fire District ran a drill and many agencies participated. Romeoville and the Emergency Command Center made the practice operation run smooth. Good experience for all involved. Power point was presented with pictures from event.

Dr. Dave/Ron Hudson: Control tower development timeline was handed out. (Dr dave joined meeting via conference call.)

- Timeline was established based on a classic design/bid/build process.
- Dr. Dave suggested that the board set aside \$500,000 to \$550,000 to prepare design plans (8-10% of construction.) He recommended FAA coordination for reimbursable status.
- Choosing a design professional should be based on experience with ATCTs of our size and requirements qualifications and should follow FAA's Advisory Circular 150/5100-14E, "Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects" to ensure a competitive selection based on qualifications. Create an invitation list to create a good cross-section of qualified and interested applicants.
- The establishment of the construction process must be handled the same as any other Federal project, so that grant reimbursement is possible. This is accomplished by following the Federal procurement guidelines.
- Request For Proposals (RFP's) must be evaluated on an objective basis.
- FAA should be asked to review the design contract to ensure the process is reimbursable.
- When the plans get to about 20%-30% design phase the board will traditionally chooses which construction delivery method is preferred. These can include design-bid-build (DBB), design-build (DB) or construction manager at risk (CMAR).
- Once the design is complete, bid documents/proposals are prepared and advertised.
- JRPD will be ultimately responsible selecting the lowest responsible bidder. Typical start to finish for construction is 9 months. FAA will be given the opportunity to review and comment throughout the process.

Chairman Silverman requested that staff work on the financial plan to present to the board at the next May meeting. Then, at the June meeting, the Chairman requested the discussion of the different delivery methods be discussed.

A brief discussion of the Washington meeting with the FAA ensued. The FAA staff agreed that tower staffing was an eligible expense for KLOT. At the time of the meeting, the construction was not within their legal funding scope.

Ron Hudson, Planning and Engineering Report:

- Ron Hudson reviewed his written report that was included in the packets.
- 4.) Rehabilitate Taxiway B, Phase 2 between Taxiways C and E.
 - 80% Design plans will be submitted on May 11 2018.
 - Project Bid opening August 3 2018.
 - 5.) Rehabilitate and expand terminal parking lot.
 - Bids opened March 9, 2018
 - D Construction low bidder

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New Business:

John Gallo drafted, with a staff review, a Travel reimbursement policy.

1. Ordinance 2018-01 Establishing a Travel Reimbursement Policy.

Motion by Herb Lande to approve the Travel Policy as submitted. Seconded by Jim Klick
7 Ayes, 0 Nays, 3 Absent.

2. Resolution 2018-11 Approve of Travel Expenses incurred by Board and Staff Members for Washington D. C. Trip for JRPD business 4-17 and 4-18, 2018.

Motion by Jason Cox to approve the Travel expenses as submitted. Seconded by Jim
Klick 7 Ayes, 0 Nays, 3 Absent.

3. Resolution 2018-12 that the chairman and secretary execute and deliver the approved agreement for consultant design and special services for project LOT-4567 (as outline in engineering report).

Motion by Jim Klick to approve the resolution. Seconded by Herb Lande 7 Ayes, 0 Nays, 3 Absent.

LEGAL: None

OLD BUSINESS: None

NEW BUSINESS: None

ADJOURNMENT: Motion by Jim Klick to adjourn. Seconded by
Jason Cox. Motion unanimously carried.

Respectfully submitted,

Steve Bixenmann
Secretary

NEXT REGULAR MEETING:

DATE: April May 23, 2018
TIME: 12:00 Noon,
PLACE: Lewis University Airport
Conference Room