

JOLIET REGIONAL PORT DISTRICT
General Board Meeting
MINUTES
March 28, 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
Joe Strong

ABSENT: Ron Kevish
John Noak
Tony Deliberto
Dave Hill

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 Joe Strong to approve the Minutes of the meeting held February 28, 2018 of the Joliet Regional Port District. Seconded by Jason Cox. Resolution 2018-0005 passed. 6 Ayes, 0 Nays, 4 Absent

TREASURES REPORT , FINANCIAL REPORTS & BILLS AGAINST THE DISTRICT:

MOTION by Joe Strong to approve the unaudited Financial Statements and the Financial statements presented by the Joliet Regional Port District and Lewis University Airport dated February 28, 2018. Seconded by Ray Soliman. Resolution 2018-0006 passed. 6 Ayes, 0 Nays, 4 Absent.

Motion by Joe Strong to approve the Chambers Conlin bill totaling \$ 3,014.78 Seconded by Jason Cox. Payment Approved 6 Ayes, 0 Nays, 4 Absent.

Public Comment

Dr. Dave Byers phoned in to brief the board on the status of the site study and the safety risk management analysis towards the construction of a control tower at LOT. The work has been submitted to the FAA for review and approval. The signatures of approval were submitted in early February and are expected to be returned in a reasonable amount of time. Dr. Byers explained that the board is now ready to enter into a conceptual design phase and start the initial design issue planning. Dr. Byers brought the board up to date with the recent budgetary progress with the FAA and the recent Omnibus bill signed by

the President. The letter Chambers Conlon circulated for signature by the 6 Will County Congress members is a definite shot in the arm for possible funding status. The FAA is supposed to release the reviewed updated B/C's in the next 30 days. Chairman Silverman requested that staff prepare speaking points for the County members who have a trip to Washington scheduled at the end of the month. The chairman additionally requested that staff prepare a flow chart with the steps to construction with all the different funding options that impact the process.

Chris Lawson, Director of Aviation:

- 1.) The existing five-year Retainer Agreement for Airport Consulting Services between the Joliet Regional Port District and Hanson Professional Services Inc. expires on April 24, 2018. This retainer arrangement with a qualified firm must be maintained current to meet FAA AIP project funding eligibility. Beginning on February 6, 2018, staff has conducted an open selection process meeting the requirements of FAA Advisory Circular 150/5100-14, and IDOT-Division of Aeronautics procedures. Three firms furnished their qualifications for our five-year airport development program – Hutchinson Engineering, Inc. (Hutchison), Crawford, Murphy & Tilly (CMT), and Hanson Professional Services Inc. (Hanson). Each submittal was reviewed by staff and an evaluation made in accordance with the evaluation criteria listed in the Request for Qualifications furnished to every firm requesting consideration. This evaluation included firm, capabilities, recent similar experience, key personnel, familiarity with the airport location, capabilities of branch office to perform, Affirmative Action Plan, and DBE participation. From this review, a simple ranking table was completed.

Based upon these results, staff ranked the preferred consultant in ranked order of 1 to 3: Hanson first, CMT second, and Hutchison third. It was, therefore recommended that a Retainer Agreement be entered into with Hanson; which permits the separate selection of other firms for specific projects at the discretion of the Port District.

MOTION by Joe Strong that the Port District: 1) select Hanson professional Services Inc. as its airport consultant for a period of up to five years (March 28, 2023); 2) that staff be directed to make all reports and notices to the IDOT-Aeronautics and the three firms participating provide notice to the IDOT-Aeronautics, and; 3) that the Chairman and secretary be authorized to execute a deliver a Retainer Agreement between the Port District and Hanson, upon its review and approval by the IDOT-Aeronautics, and the Port District and legal counsel. Seconded by Herb Lande.

Resolution 2018-0007 passed. 6 Ayes, 0 Nays, 4 Absent.

- 2.) A mock disaster drill has been planned to be held at the airport on Saturday morning ,April 21, 2018. There will be a large amount of emergency equipment at the airport practicing a drill on that day. Possible press and observers will be on hand.
- 3.) Gary Airport is closing its runways for maintenance for approximately 4 weeks during the month of May. Our Airport operations are expected to increase during this time.

Ron Hudson, Planning and Engineering Report:

Ron Hudson reviewed his written report that was included in the packets. Chairman Silverman asked Ron how long the District could expect approval from the FAA to lease a 70 acre parcel of property. Ron responded that he thought everything could be completed within 6 months.

Ron shared the results of the Executive Terminal Parking lot expansion/renovation project. The following resolutions are required to proceed with the project.

MOTION by Joe Strong that the Port District:

1. That the Director of Aviation execute and deliver notice to the Illinois Division of Aeronautics approving the award to the respective low bidder, as recommended by the Division.
2. That the Chairman and Secretary execute and deliver the Participation Agreement (to be prepared by Division) for IDA Project No. LOT-4630 (State/Local).
3. That the Secretary deliver the local funds totaling 10.0% (State/Local) of the total project cost, as established by the Illinois Division of Aeronautics in the Participation Agreement (to be prepared by the Division). Total Project Budget is approximately \$435,000, and the Local Share is approximately \$43,500.
4. That the Chairman and Secretary execute and deliver the Standard Agreement(s) for Consultant Services between the JRPD and Hanson Professional Services Inc. for Construction Phase Services on a Cost plus Fixed Fee basis for an amount not to exceed \$47,000.00. Authorization from the Division approving the agreements are attached.

Seconded by Jason Cox. Resolution 2018-0008 passed. 6 Ayes, 0 Nays, 4 Absent.

LEGAL: None

OLD BUSINESS: None

NEW BUSINESS: None

ADJOURNMENT: Motion by Joe Strong to adjourn. Seconded by Jason Cox. Motion unanimously carried.

Respectfully submitted,

Steve Bixenmann
Secretary

NEXT REGULAR MEETING: **DATE:** April 25, 2018
TIME: 12:00 Noon,
PLACE: Lewis University Airport
Conference Room

6 member Congressional letter of Tower Support attached to these minutes.