



**MINUTES  
REGULAR BOARD MEETING  
APRIL 13, 2015**

**CALL TO ORDER:**

Chairman Mays called the Regular Board Meeting to order at 11:35 a.m.

**PLEDGE OF ALLEGAANCE:**

Chairman Mays led the Pledge of Allegiance.

**EXECUTIVE SESSION STATEMENT:**

**CHAIRMAN MAYS STATED THAT PURSUANT TO I.C.5-14-1.5-6(D) THE BOARD OF DIRECTORS OF GARY/CHICAGO INTERNATIONAL AIRPORT AUTHORITY HEREBY CERTIFIES THAT IT DISCUSSED NO SUBJECT MATTER IN THE EXECUTIVE SESSION OTHER THAN THE SUBJECT MATTER SPECIFIED IN THE PUBLIC NOTICE.**

**ROLL CALL:**

Present: Denise Dillard, James Cooper, Stephen Mays, Shontrai Irving.

Absent: Alesia Pritchett, David Fagan.  
Four of the seven member board present, which represented a quorum.

Executive Session Attendance: Denise Dillard, James Cooper, Stephen Mays, Shontrai Irving.
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**ATTENDEES:**

Attorney Michael Tolbert

Delbert Brown  
Hank Mook  
Bill Outlar  
Dee Scott  
Ozzie Moore, AvPORTS  
Dan Vicari, Gary Sanitary District  
John Lukas, AECOM  
Ken Ross, NGC  
Steve Sandefur, NGC

Emily Tapia-Lopez, Resolute Consulting  
Chad Campbell, Resolute Consulting  
Melanie Shaker, Sycamore Advisors  
Ken Pacholski, Tenant  
Felicia Wallace, Gary Sanitary District  
Rufus Purnell, Citizen  
Jim Nowacki, Citizen  
Keith Benman, The Times  
Christin Nance Lazerus, Post-Tribune  
Cpl. Terry Lee, GPD

**MINUTES:**

**IT WAS MOVED AND SECONDED TO APPROVE THE BOARD MEETING MINUTES OF MARCH 9, 2015.**

**ROLL CALL**

Ms. Dillard	Aye
Mr. Cooper	Aye
Mr. Mays	Aye
Mr. Irving	Aye

**MOTION CARRIED.**

**DIRECTOR'S REPORT:**

Chairman Mays noted that some changes occurred with the status of B. R. Lane.

► **Attorney Update**

Relative to the second consent to extend deadline to adopt New Minimum Standards, Attorney Tolbert stated that during the last meeting the board entertained a motion to extend the deadline to adopt the minimum standards per the Settlement Agreement. All parties were still in the process of working through the comment period, therefore it was requested to approve a second consent to extend the deadline to May 11, 2015 to coincide with the next board meeting date.

**IT WAS MOVED AND SECONDED TO APPROVE THE SECOND CONSENT TO EXTEND THE DEADLINE TO ADOPT THE NEW MINIMUM STANDARDS PLUS ALLOW CHAIRMAN MAYS TO SIGN THE EXTENSION.**

**ROLL CALL**

Ms. Dillard           Aye  
Mr. Cooper           Aye  
Mr. Mays             Aye  
Mr. Irving            Aye

**MOTION CARRIED.**

Attorney Tolbert presented three (3) T-Hangar Lease Agreements for board ratification from Delta U84,LLC, William D. Schreiber and Ken Creed. He added that the Lease Agreements were reviewed and appeared to be standard.

**IT WAS MOVED AND SECONDED TO RATIFY THE THREE T-HANGAR LEASES REQUESTED BY ATTORNEY TOLBERT.**

**ROLL CALL**

Ms. Dillard           Aye  
Mr. Cooper           Aye  
Mr. Mays             Aye  
Mr. Irving            Aye

**MOTION CARRIED.**

► **Runway Expansion Project Update**

Dan Vicari presented and summarized Proposed Contract Modification (PCM) #3 for approval. This PCM referenced Contract REP016 for RailWorks Track Services, Inc. He explained that the final quantity adjustments reflected final measured quantities used on the project versus planned bid quantities.

**IT WAS MOVED AND SECONDED TO APPROVE PCM #3 (CONTRACT REP016) FOR RAILWORKS TRACK SERVICES, INC. IN A DECREASE VALUE OF \$50,260.00.**

**ROLL CALL**

Ms. Dillard           Aye  
Mr. Cooper           Aye  
Mr. Mays             Aye  
Mr. Irving            Aye

**MOTION CARRIED.**

► **Operations Update**

Delbert Brown highlighted the March 2015 B.O.B. Dashboard. The following areas were highlighted:

- ➔ Budget – The aircraft landing fees were up by 58% and aircraft parking fees were up by 41% all due to increased traffic. March 2015 operations were up 50% over March 2014, which reflected the effectiveness of operations and maintenance teams working more efficiently together. Operating costs rose due to an increase in professional service fees and on-going service payments to the Gary Sanitary District. Quarter one expenses were projected to exceed revenues, which will level out in quarter two. Continued monitoring of fiscal health is on-going.
- ➔ Compliance – The daily inspection and preventive maintenance program is stable. The work order completion rate is 95.9% for the month of March 2015, which is a 2.9% increase from February 2015. Extensive removal of brush to reduce cover for deer and wildlife. Live Emergency Drill preparations continue.
- ➔ Staff Development – Eighty hours of training was logged relative to Safety, FAA Part 139, Equipment operation, Emergency Preparedness, Preventive Maintenance and Teambuilding. The “Big Pot” (where the Manager makes lunch for the staff) and break bread touching on airport challenges, safety and ways to improve the work environment continue monthly.
- ➔ Outreach and Promotion – Meeting with TSA State Director to review GYY Business Plan and evaluate future equipment and service needs at GYY. They were pleased with the airports program efforts and offered to facilitate bringing new services to GYY.
- ➔ Ensuring GYY is up to date on preparedness relative to Gary Airshow. The board will be kept apprised of progress.
- ➔ Monthly tenant meeting conducted to update tenants on construction progress, general operations and safety.
- ➔ Attendance at ProMat 2015 Show at McCormick Place to learn more about modern manufacturing techniques, material handling and robotics.
- ➔ Invitation to join the NW Indiana Trade Alliance Steering Committee.
- ➔ Kick-off of planning for the NW Indiana Food Bank 5K Walk Run.
- ➔ Procurement Policy was presented to Attorney Tolbert for his review/comments. This Policy is available on the airport website.
- ➔ Contract for site-work construction to install the new fuel farm at GYY is out for bid.

**FINANCIAL REPORT:**

Bill Outlar presented and requested approval of the Purchase Order Approval Lists and Register of Claims for all funds dated April 13, 2015.

**IT WAS MOVED AND SECONDED TO APPROVE THE PURCHASE ORDER APPROVAL LISTS AND REGISTER OF CLAIMS FOR ALL FUNDS DATED APRIL 13, 2015.**

**ROLL CALL**

Ms. Dillard	Aye
Mr. Cooper	Aye
Mr. Mays	Aye
Mr. Irving	Aye

**MOTION CARRIED.**

Bill Outlar presented and requested approval of Construction Draw Request No. 7 in the amount of \$2,327,609.71.

**IT WAS MOVED AND SECONDED TO APPROVE CONSTRUCTION DRAW REQUEST NO. 7 IN THE AMOUNT OF \$2,327,609.71 AND TO AUTHORIZE GCIAA BOARD OFFICERS TO EXECUTE THE PAYMENT REQUISITION FORM DIRECTING THE TRUSTEE TO PAY THE TRANSACTION COSTS.**

**ROLL CALL**

Ms. Dillard	Aye
Mr. Cooper	Aye
Mr. Mays	Aye
Mr. Irving	Aye

**MOTION CARRIED.**

Bill Outlar presented and requested approval of Costs of Issuance Draw Request No. 8 in the amount of \$22,000.00.

**IT WAS MOVED AND SECONDED TO APPROVE COSTS OF ISSURANCE DRAW REQUEST NO. 8 IN THE AMOUNT OF \$22,000.00 AND AUTHORIZE GCIAA BOARD OFFICERS TO EXECUTE THE PAYMENT REQUISITION FORM DIRECTING THE TRUSTEE TO PAY THE TRANSACTION COSTS.**

**ROLL CALL**

Ms. Dillard	Aye
Mr. Cooper	Aye

Mr. Mays                   Aye  
Mr. Irving                 Aye

**MOTION CARRIED.****► Cender & Company**

Bill Outlar recommended the Board approve the Cender & Company Professional Services Contract to update Tables I-IV in the Official Statement in an amount not to exceed \$5,000.00. Relative to the Continuing Disclosures Agreement for the 2014 Revenue Bond, the board is required to continually update Tables I-IV in the Official Statement of which Cender & company is the originator of these tables because they annually collect the data needed to update these tables.

**IT WAS MOVED AND SECONDED TO APPROVE THE CENDER & COMPANY PROFESSIONAL SERVICES CONTRACT TO UPDATE TABLES I-IV IN THE OFFICIAL STATEMENT IN AN AMOUNT NOT-TO-EXCEED \$5,000.00.**

**ROLL CALL**

Ms. Dillard               Aye  
Mr. Cooper               Aye  
Mr. Mays                 Aye  
Mr. Irving                Aye

**MOTION CARRIED.**

**►** Melanie Shaker from Sycamore Advisors was introduced to discuss the Post Issuance Compliance Policy. She briefly highlighted the following topics:

- Background – pertaining to GCIAA’s obligation for the 25 years, or so long as the Bonds are outstanding.
- Continuing Disclosure Obligations – filing of certain financial and other documents on an annual basis.
- Certain Tax Obligations – requirements by Internal Revenue Service and related laws to maintain the tax exempt status of the bonds.
- Recommendation as it related to Post Issuance Compliance Policies.

**IT WAS MOVED AND SECONDED TO ADOPT SYCAMORE ADVISORS POST ISSUANCE COMPLIANCE POLICY RELATIVE TO 2014 BONDS.**

**ROLL CALL**

Ms. Dillard               Aye  
Mr. Cooper               Aye

Mr. Mays                   Aye  
Mr. Irving                 Aye

**MOTION CARRIED.**

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

None.

**PUBLIC INPUT:**

Jim Nowacki, 2<sup>nd</sup> District, focused his comments toward overpayment of consultants, etc.

Rufus Purnell informed the board of an upcoming Chicago Business Opportunity Fair to be held at McCormick Place on April 15<sup>th</sup> & 16, 2015. He felt this would be a good marketing opportunity for the airport.

Ken Pacholski is building a hangar at GYY and requested permission to paint his hangar door red. He was directed to put his request in writing to the Airport Manager, Delbert Brown.

**ADJOURNMENT:**

**IT WAS MOVED AND SECONDED TO ADJOURN THE MEETING AT 12:33 P.M.**

**ROLL CALL**

Ms. Dillard               Aye  
Mr. Cooper               Aye  
Mr. Mays                 Aye  
Mr. Irving                Aye

**MOTION CARRIED.**

MINUTES TRANSCRIBED BY D. SCOTT

Attachments:

1. Purchase Order Approval Lists/Register of Claims dated April 13, 2015.

MINUTES APPROVED BY

GARY/CHICAGO INTERNATIONAL AIRPORT AUTHORITY

Denise C. Dillard / Vice President  
*Denise C. Dillard* (Chair Mays)  
Stephen Mays, Chairman *Unavailable*  
(Chairman Mays unavailable)

Not Present at April 13, 2015 Meeting  
Alesia Pritchett, Secretary