

**DuPAGE AIRPORT AUTHORITY
FINANCE, BUDGET AND AUDIT COMMITTEE
WEDNESDAY, NOVEMBER 20, 2013**

A meeting of the Finance, Budget and Audit Committee of the DuPage Airport Authority Board of Commissioners was convened at the DuPage Flight Center, 2700 International Drive, West Chicago, Illinois, Third Floor Conference Room, on Wednesday, November 20, 2013. Huizenga called the meeting to order at 2:00 p.m.

Commissioners Present: Donnelly, Huizenga. Board Chairman Davis was in attendance.
Commissioners Absent: None

DuPage Airport Authority Staff Present: Executive Director David Bird; Mark Doles, Director of Aviation Facilities and Properties; Byron Miller, Director of Operations; Patrick Hoard, Director of Finance; Dan Barna, Procurement Manager; Pam Miller, Executive Assistant and Board Liaison.

Others: Michael Vonic, CH2M Hill; Steve Moulton, Burns & McDonnell.

OLD BUSINESS

None

NEW BUSINESS

Review of Financial Statements

Mr. Hoard proceeded to review the October Financial Statements.

Beginning Cash Balance to start the year was at \$27.4 Million.

Total Operating Revenues were down 5% from budget through October 2012.

Total Operating Expenses were down 5%.

Mr. Hoard continued to review the remaining financial statements for October and discussion continued. Mr. Hoard states all businesses are doing fairly well.

Capital Development Programs were discussed

The Aged Receivables Report was provided for review; discussion occurred.

Proposed Ordinance 2013-269; Adopting the Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2014 and Ending December 31, 2014.

Executive Director Bird asked Patrick Hoard to review the 2014 Budget. Mr. Hoard advised that after Board approval the 2014 Budget and Appropriations will be forward to the DuPage County Board Chairman for a period of 30 days for review after which a Public Hearing will be held and the final 2014 Budget and Appropriations brought to the Board at the January Annual Meeting for final approval. Mr. Hoard then explained the minor changes made since the last review by the Finance Committee and Discussion followed. Staff recommended Board approval.

A **MOTION** was made by Commissioner Huizenga to recommend Board approval of Proposed Ordinance 2013-269; Adopting the Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2014 and Ending December 31, 2014. The motion was seconded by Commissioner Donnelly and was unanimously passed by roll call vote (2-0).

Proposed Resolution 2013-1787; Award of Bid to Gary Spielman Plumbing for Procurement of On Call Plumbing Services.

Executive Director Bird asked Dan Barna to review this proposed resolution. Mr. Barna explained that this Master Agreement is awarded on an annual basis and was put out for bid in October and only one bid was received. Procurement Policies and Procedures required in this situation this service will be put out for bid a second time and when this occurred there were two bids received. Gary Spielman Plumbing was the low responsive bid. He proceeded to review the terms of this Master Agreement and discussed the costs involved. Discussion followed and Staff recommended Board approval.

A **MOTION** was made by Commissioner Donnelly to recommend Board approval of Proposed Resolution 2013-1787; Award of bid to Gary Spielman Plumbing for Procurement of On Call Plumbing Services. The motion was seconded by Commissioner Huizenga and was unanimously passed by roll call vote (2-0).

Proposed Resolution 2013-1788; Award of Bid to RMR Electric, Inc. for On Call Electrical Repair and Maintenance Services.

Dan Barna continued this is a similar Master Agreement done on an annual basis for Electrical repair and maintenance services. The current provider is FDG Electric however this company did not bid for the 2014 master agreement. He continued that no bids were received when initially bid; the second time out to bid only one bid was received; RMR Electric, Inc. Discussion followed and staff recommended approval.

A **MOTION** was made by Commissioner Donnelly to recommend Board approval of Proposed Resolution 2013-1788; Award of Bid to RMR Electric, Inc. for On Call Electrical Repair and Maintenance Services. The **motion was seconded** by Commissioner Huizenga and was passed unanimously by roll call vote (2-0).

Proposed Resolution 2013-1789; Award of Bid to Fox Valley Fire and Safety for Fire Alarm and Sprinkler Testing and Maintenance Services.

Mr. Barna stated that the Airport Authority requires annual inspections, maintenance and testing for the Sprinkler and Fire Alarm system at the Airport. He continued that staff worked with Kluber Architects and Engineering to develop bid specifications for this service and four bids were solicited. Fox Valley Fire and Safety was the low responsive bidder. Mr. Barna reviewed the terms for this agreement and discussion followed. Staff recommended Board approval.

A **MOTION** was made by Commissioner Donnelly to recommend Board approval of Proposed Resolution 2013-1789; Award of Bid to Fox Valley Fire and Safety for Fire Alarm and Sprinkler Testing and Maintenance Services. The **motion was seconded** by Commissioner Huizenga and was passed unanimously by roll call vote (2-0).

Proposed Resolution 2013-1790; Award of Bid to Aramark Uniform for Uniform Rental and Mat Rental Services.

Dan Barna explained that the Airport Authority utilized a uniform rental and mater rental service agreement for approximately 35 employees who wear uniforms and to provide mats and linens at the public buildings at the airport. He continued that currently Unifirst is the service provider but chose not to bid for the 2014 agreement. Mr. Barna advised that two bids were received and that Aramark Uniform was the low responsive bidder; he discussed the terms of the agreement and the costs involved. Discussion followed and staff recommended Board approval.

A **MOTION** was made by Commissioner Donnelly to recommend Board approval of Proposed Resolution 2013-1790; Award of Bid to Aramark Uniform for Uniform Rental and Mat Rental Services. The **motion was seconded** by Commissioner Huizenga and was passed unanimously by roll call vote (2-0).

Proposed Resolution 2013-1791; Award of Bid to Petroleum Traders Corporation for Procurement of Gasoline and Diesel Fuel.

Dan Barna advised that each year the Airport Authority purchases petroleum gas and diesel fuel for vehicles kept on site. He continued that Parent Petroleum was the provider for 2013 and they chose not to bid this year. Staff solicited bids and three bids were received; Petroleum Traders Corporation was determined to be the low responsive bidder. Mr. Barna proceeded to explain the process for securing this agreement and discussed the pricing model utilized. Discussion continued briefly and staff recommended Board approval.

A **MOTION** was made by Commissioner Donnelly to recommend Board approval of Proposed Resolution 2013-1791; Award of Bid to Petroleum Traders Corporation for Procurement of Gasoline and Diesel Fuel. The **motion was seconded** by Commissioner Huizenga and was passed unanimously by roll call vote (2-0).

Proposed Resolution 2013-1792; Award of Bid for Procurement of One (1) AC/DC Aircraft Ground Power Unit.

Mr. Barna explained that the Airport Authority requests to purchase this truck mounted generator utilized by line service to provide power to an aircraft while on the ground. He advised two bids received and upon evaluation it was determined that Mark C. Pope was the sole responsible bidder for this purchase. Mr. Barna reviewed the costs involved for purchasing this aircraft ground power unit and advised that staff is recommending Board approval.

A **MOTION** was made by Commissioner Donnelly to recommend Board approval of Proposed Resolution 2013-1792; Award of Bid for Procurement of One (1) AC/DC Aircraft Ground Power Unit to Mark C. Pope. The **motion was seconded** by Commissioner Huizenga and was passed unanimously by roll call vote (2-0).

Proposed Resolution 2013-1793; Award of Bid to Tronair Inc. for Procurement of Aircraft Tow Bar and Attachment Heads.

Mr. Barna continued that the Airport Authority budgeted in 2013 to purchase a Tronair aircraft tow bar and attachment heads with goes in conjunction with the new Eagle Tug purchased earlier in the year. Tronair was the only sole source bid because all of the equipment of this type at the airport is Tronair and cannot be interchanged with other types of towheads. He continued to discuss this purchase and the costs involved. Staff recommended Board approval.

A **MOTION** was made by Commissioner Donnelly to recommend Board approval of Proposed Resolution 2013-1793; Award of Bid to Tronair Inc. for Procurement of Aircraft Tow Bar and Attachment Heads. The **motion was seconded** by Commissioner Huizenga and was passed unanimously by roll call vote (2-0).

Proposed Resolution 2013-1796; Award of Bid to Allpoints Inc. for Prairie Landing Golf Course Grill Room A/C Replacement.

Mr. Barna advised that the Airport Authority's Major Maintenance Program included a project to replace the Prairie Landing Golf Course grill room air handling unit which has reached the end of its serviceable life. He advised that Kluber Architects and Engineers provided specification for this project and staff solicited bids; six bids were received. Allpoints Inc. was the low responsive bidder and Kluber checked their references and scope of work and are confident with this award. Mr. Barna advised this project was budgeted for in 2013 year and will be carried over into 2014 for completion in March. Discussion followed and staff recommended Board approval.

A **MOTION** was made by Commissioner Donnelly to recommend Board approval of Proposed Resolution 2013-1796; Award of Bid to Allpoints Inc. for Prairie Landing Golf Course Grill Room A/C Replacement. The **motion was seconded** by Commissioner Huizenga and was passed unanimously by roll call vote (2-0).

Proposed Resolution 2013-1801; Award of Bid to Reinert Structures Inc. for Prairie Landing Golf Course Clubhouse Roof Access Platforms.

Dan Barna stated that the Airport Authority budgeted for fabrication and installation of two roof access platforms to be constructed in the Prairie Landing Golf Course Clubhouse for access to the roof. He explained that there currently is not a safe way for employees to access the clubhouse roof with ladders. He proceeded to review the scope of this project and the pricing. Mr. Barna advised that five bids were received with Reinert Structures Inc. being the low responsive bidder for this project. Discussion occurred and staff recommended Board approval.

A **MOTION** was made by Commissioner Donnelly to recommend Board approval of Proposed Resolution 2013-1801; Award of Bid to Reinert Structures Inc. for Prairie Landing Golf Course Clubhouse Roof Access Platforms. The **motion was seconded** by Commissioner Huizenga and was passed unanimously by roll call vote (2-0).

Proposed Resolution 2013-1802; Approving the Use of Outside Auditors for the Year 2014.

Patrick Hoard stated that as required by the Board's By-Laws, every year staff brings to the Board for approval their recommendations for outside auditors to be utilized by the Authority for the annual financial audit. Staff would survey various firms to ensure the rates remained competitive. He continued that for 2014 other companies had expressed an interest in providing these services and a Request for Proposal (RFP) process was conducted to allow other firms to compete for financial audit services; nine firms responded with proposals. An evaluation committee was established and after their review three firms were asked to provide oral presentations to the Committee; Baker Tilly, Wolf and Company and Sikich, LLP. After the oral presentations were evaluated by the evaluation committee, Mr. Hoard stated that Sikich, LLP was recommended to provide outside audit services for the Airport Authority in 2014. Discussion followed and Chairman Huizenga stated that Wolf and Company had been engaged by the Airport Authority Board for approximately 20 years and had provided excellent financial auditing services during that time. Mr. Hoard discussed the rates presented by each of the three firms and discussion continued briefly. Staff recommended Board approval.

A **MOTION** was made by Commissioner Donnelly to recommend Board approval of Proposed Resolution 2013-1802; Approving the Use of Outside Auditors for the Year 2014. The **motion was seconded** by Commissioner Huizenga and was passed unanimously by roll call vote (2-0).

Other Business

None.

A **MOTION** was made by Commissioner Donnelly to adjourn the Finance, Budget and Audit Committee; the **motion was seconded** by Commissioner Huizenga and was passed unanimously by voice vote. The meeting adjourned at 2:00 p.m.

**Approved at the January 15, 2014 Board Meeting
Peter H. Huizenga, Chairman
Finance, Budget and Audit Committee**