

**DuPAGE AIRPORT AUTHORITY
FINANCE, BUDGET AND AUDIT COMMITTEE
WEDNESDAY, JANUARY 15, 2014**

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, First Floor Conference Room, on Wednesday, January 15, 2014. Huizenga called the meeting to order at 1:04 p.m.

Commissioners Present: Donnelly, Huizenga, Posch.

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: None.

OLD BUSINESS

None

NEW BUSINESS

REVIEW OF FINANCIAL STATEMENTS

Patrick Hoard reviewed the December 2013 pre-audited financial statements:

Operating Revenues for Airport Operations increased 3% from 2012; Flight Center Revenues decreased 5% and Prairie Landing Golf Course Revenues decreased 5% from 2012. Overall Year-to-Date Operating Revenues decreased 3% from 2012. Operating Expenses overall decreased 5% from 2012; Airport Operations Expenses were down 1%, Flight Center Expenses down 8% and Prairie Landing Golf Club Expenses down 5% from 2012. Mr. Hoard stated that overall the Airport is "breaking even" for yearend 2013. Mr. Hoard then continued to review the remaining financial statements; Capital Development Programs, Major Maintenance and Adjustment for Non-Cash Activities. Mr. Hoard stated that the firm of Sikich is now in the auditing process for 2013 and has reported they are pleased with their findings to this point. He continued that from an accounting standpoint all is going smoothly and Sikich will return to the Airport in late February for completion of the 2013 Audit. Mr. Hoard added that the final Audited Financials will be presented to the Board at the May meeting. The Aged Receivables Report was also provided for review; discussion continued.

Proposed Ordinance 2014-270; Adopting the 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 address the 2014 Budget and Appropriations. He advised the Tentative Budget was approved at the November Board Meeting and was submitted to the DuPage County Board Chairman on December 3, 2013. He continued that no comments or questions from the Chairman or his staff have been received. Mr. Hoard added that the Public Hearing as required by statute was held on January 13, 2014 and there were no members of the Public in attendance. Mr. Hoard advised that not adjustments had been made to the Budget since the Finance Committee's last review. Discussion followed and staff recommended approval.

A **MOTION** was made by Commissioner Donnelly to recommend Board approval of Proposed Ordinance 2014-270; Adopting the 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 Posch and was unanimously passed by roll call vote (3-0).

Discussion of Abating Levy of Taxes for the Fiscal Year January 1, 2013 through December 31, 2013.

Chairman Huizenga stated that since no action is required by the committee regarding this agenda item, discussion will be deferred to be further addressed at the Board meeting level.

Proposed Ordinance 2014- 271; An Ordinance of the DuPage Airport Authority Promulgating Regulations Under the Freedom of Information Act.

Executive Director Bird stated that each year, as required by statute establishing regulations under the Freedom of Information Act, this Ordinance is brought to the Board for passage. He continued that any changes that are referenced in the statute have been included in the new Ordinance and the current FOIA Officers for the Airport Authority will remain the same, Pamela Miller and Diane DeWitte. Discussion continued Staff recommended Board approval.

A **MOTION** was made by Commissioner Donnelly to recommend Board approval of Proposed Ordinance 2014-271; An Ordinance of the DuPage Airport Authority Promulgating Regulations Under the Freedom of Information Act. The motion was seconded by Commissioner Posch and was unanimously passed by roll call vote (3-0).

Proposed Resolution 2014-1805; Resolution Approving the Use of Outside Attorneys for the Year 2014.

Executive Director Bird advised that each year the Board is asked to approve the use of outside attorneys utilized for the Airport Authority's legal services. He continued that staff is very pleased to continue with representation by the firm of Schirott, Luetkehans and Garner and their rates are reasonable and competitive. Executive Director Bird stated that after interviews were conducted with three separate legal firms, the Internal Policy and Compliance Committee recommended ShephardMullin to handle Human Resources legal services for the Airport Authority. Discussion followed and staff recommended approval of this proposed resolution.

A **MOTION** was made by Commissioner Donnelly to recommend Board approval of Proposed Resolution 2014-1805; Resolution Approving the Use of Outside Attorneys for the Year 2014. The **motion was seconded** by Commissioner Posch and was passed unanimously by roll call vote (3-0).

Proposed Resolution 2014-1806; Authorizing the Execution of a Contract with Serafin and Associates Inc. for Marketing and Communications Services.

Executive Director Bird advised this resolution will authorize the yearly agreement with Serafin and Associates to be continued; this will be the final year of the two year option for this agreement and the Airport Authority will then solicit Request for Proposals for 2015. Executive Director Bird stated the Airport Authority has shared a great working relationship with Serafin and they have done an excellent job. Discussion continued and staff recommended approval.

A **MOTION** was made by Commissioner Donnelly to recommend Board approval of Proposed Resolution 2014-1806; Authorizing the Execution of a Contract with Serafin and Associates Inc.

form Marketing and Communications Services. The **motion was seconded** by Commissioner Posch and was passed unanimously by roll call vote (3-0).

Proposed Resolution 2014-1807; Authorizing the Execution of a Change Order with Maclyn Group for Website Development Services.

Dan Barna explained that in 2013 the Board authorized a contract with the Maclyn Group to develop three websites; the Airport Authority, Flight Center and Prairie Landing Golf Club. He continued that this resolution will authorize an amendment to this contract allowing the addition of crucial tools needed by to staff to make the procurement process more efficient and to improve website access for commissioners, employees and tenants. He proceeded to review the scope of work required and the costs associated with this change order. Mr. Barna stated that the websites for the Airport Authority and for the Flight Center are still anticipated to launch by mid-March; Prairie Landing's website will be launched later in the year. Discussion followed and staff recommended Board approval.

A **MOTION** was made by Commissioner Donnelly to recommend Board approval of Proposed Resolution 2014-1807; Authorizing the Execution of a Change Order with Maclyn Group for Website Development Services. The **motion was seconded** by Commissioner Posch and was passed unanimously by roll call vote (3-0).

Proposed Resolution 2014-1808; Authorizing Tradition Energy to Provide Energy Broker Consulting Services.

Dan Barna advised that the Airport Authority has utilized deregulated energy since 2007 and now would like to explore other opportunities for energy cost savings. The Airport Authority would like to utilize a consultant to assist with procurement of energy by preparing documents for Request for Proposals, evaluating these proposals and analyzing market conditions. Mr. Barna advised that the existing contract with Integrys expires April 1, 2014 and staff is requesting authorization to utilize Tradition Energy to provide these consulting services for procuring energy. Mr. Barna outlined the scope of the services to be provided and the costs associated. Discussion followed and staff recommended approval.

A **MOTION** was made by Commissioner Donnelly to recommend Board approval of Proposed Resolution 2014-1808; Authorizing Tradition Energy to Provide Energy Broker Consulting Services. The **motion was seconded** by Commissioner Posch and was passed unanimously by roll call vote (3-0).

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 March 19, 2014 Board Meeting

Peter H. Huizenga, Chairman
Finance, Budget and Audit Committee