

**DuPAGE AIRPORT AUTHORITY
FINANCE, BUDGET AND AUDIT COMMITTEE
WEDNESDAY, MARCH 19, 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, March 19, 2014. Chairman Huizenga called the meeting to order at 1:00 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; John Schlaman, General Manager, Prairie Landing Golf Club; 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 February 2014 Pre-Audited Financial Statements.

Total Operating Revenues increased 5%; Operating Revenues for Airport Operations increased 5% from 2013; Flight Center Revenues increased 5% and Prairie Landing Golf Course Revenues decreased 6% from 2013. Total Operating Expenses overall for all businesses remained flat. He then continued to review the remaining financial statements; Capital Development Programs, Major Maintenance and Adjustment for Non-Cash Activities. Mr. Hoard added that representatives from Sikich will present the final Audited Financials to the Board at the May Meeting. Discussion followed

Proposed Resolution 2014-1813; Award of Bid to Newcastle Electric, Inc. for Prairie Landing Golf Club Standby Electrical Generator.

Executive Director Bird asked Dan Barna to review this bid award. Mr. Barna stated that Prairie Landing Clubhouse has never had in place a standby generator for use during power outages. Staff has discussed the need for installing a generator to power coolers, freezers and banquet facilities in the event of long term outages and Mr. Miller added the costs for a large generator of the type offers the best value for operating the clubhouse in an extreme emergency. Discussion followed. Mr. Barna advised three bids were received with Newcastle Electric being the low bidder. He continued that two pre-bid meetings were held and bidders were able to view the site of the project. He advised Newcastle Electric provided references and all were in order. Discussion continued briefly and staff recommended approval.

A **MOTION** was made by Commissioner Donnelly to recommend Board approval of Proposed Resolution 2014-1813; Award of Bid to Newcastle Electric, Inc. for Prairie Landing Golf Club Standby Electrical Generator. The **motion was seconded** by Commissioner Posch and was passed unanimously by roll call vote (3-0).

Proposed Resolution 2014-1814; Award of Bid to Tiles in Style, LLC. for Prairie Landing Golf Club Carpet Replacement.

Mr. Barna explained that in 2014 the Airport Authority budgeted for carpet to be installed in the Prairie Landing Golf Course Clubhouse; the existing carpet is 10 to 15 years old and in need of replacement. He advised that five bids were received and Tiles in Style was determined to be the low bidder. Discussion followed relating to costs associated with this project and Mr. Barna advised the references for Tiles in Style were checked and were in order. Discussion continued and staff recommended approval.

A **MOTION** was made by Commissioner Donnelly to recommend Board approval of Proposed Resolution 2014-1814; Award of Bid to Tiles in Style, LLC. for Prairie Landing Golf Club Carpet Replacement. The **motion was seconded** by Commissioner Posch and was passed unanimously by roll call vote (3-0).

Proposed Resolution 2014-1815; Award of Bid to Murphy & Jones Company, Inc. for Prairie Landing Golf Club Restroom Improvements.

Mr. Barna advised that the clubhouse restroom improvements will replace 20 year old fixtures and also put ADA signage in place. He explained the specific scope of this project and the amount budgeted for the project. Mr. Barna stated that eight bids were received and Murphy & Jones Company Inc. was the low bidder; all references were reviewed and were in order. Discussion followed and staff recommended Board approval.

A **MOTION** was made by Commissioner Donnelly to recommend Board approval of Proposed Resolution 2014-1815; Award of Bid to Murphy & Jones Company, Inc. for Prairie Landing Golf Club Restroom Improvements. The **motion was seconded** by Commissioner Posch and was passed unanimously by roll call vote (3-0).

Proposed Resolution 2014-1816; Award of Bid to Alaniz Landscape Group for Prairie Landing Golf Club Patio Brick Leveling.

Mr. Barna advised that the patio surfaces just outside the Grill Room area have deteriorated and repair is needed. Mr. Barna discussed the scope of this project and the associated costs. He advised there were four bids received and Alaniz Landscape Group was the low bidder; their references were in order. Discussion followed and staff recommended approval.

A **MOTION** was made by Commissioner Posch to recommend Board approval of Proposed Resolution 2014-1816; Award of Bid to Alaniz Landscape Group for Prairie Landing Golf Club Patio Brick Leveling. The **motion was seconded** by Commissioner Donnelly and was passed unanimously by roll call vote (3-0).

Proposed Resolution 2014-1817; Award of Bid to Wausau Equipment Company Inc. for Procurement of One (1) Runway Plow and Broom Combo Unit.

Mr. Barna explained the Airport Authority previously purchased a vehicle of this type utilized for snow and ice removal from runways. This plow and broom combo unit can be operated by one person, reducing the need for two separate machines to conduct this operation and staff budgeted for the purchase of an additional vehicle. Byron Miller commented that the upcoming project to widen Runway 2L 20R would increase the amount of pavement to be cleared and this additional combo unit is needed for that purpose. Mr. Barna advised that three bids were received and Wausau Equipment was the low bidder. Discussion followed and staff recommended approval.

A **MOTION** was made by Commissioner Donnelly to recommend Board approval of Proposed Resolution 2014-1816; Award of Bid to Wausau Equipment Company Inc. for Procurement of One (1) Runway Plow and Broom Combo Unit. The **motion was seconded** by Commissioner Posch and was passed unanimously by roll call vote (3-0).

Proposed Resolution 2014-1818; Award of Bid to Nadler Golf Car Sales, Inc. for Procurement of Two (2) Carry All Golf Maintenance Vehicles.

Mr. Barna explained that the purchase of these two vehicles would replace two units currently utilized at Prairie Landing Golf Course that were purchased in 1992 and are no longer usable. He continued these vehicles are utilized by the Golf Maintenance staff for hauling tools and materials to various work areas on the golf course. Mr. Barna stated there were seven bids received; the first low bidder withdrew their bid stating they were not able to provide the unit; the second low bid did not meet the specifications and the third low bidder was Nadler Golf Car Sales. Discussion followed and staff recommended Nadler Golf Car Sales Inc. for this bid award.

A **MOTION** was made by Commissioner Posch to recommend Board approval of Proposed Resolution 2014-1818; Award of Bid to Nadler Golf Car Sales, Inc. for Procurement of Two (2) Carry All Golf Maintenance Vehicles. The **motion was seconded** by Commissioner Donnelly and was passed unanimously by roll call vote (3-0).

Proposed Resolution 2014-1820; Award of Bid to Overhead Garage Doors, Inc. for the Procurement of On Call Commercial Sectional Garage Door Maintenance and Repair Services.

The Airport Authority utilizes the services of a commercial garage door maintenance and repair company for the overhead garage doors at various locations. He explained that under the Procurement Policy the Airport Authority is able to utilize a Master Agreement to procure this type of service for a period of no more than two years. Discussion occurred regarding the yearly cost to the Airport Authority for this type of service and the terms of this Master Agreement. Mr. Barna advised that three bids were received and the low bidder was determined to be Overhead Garage Doors, Inc.; their references were all in order. Staff recommended approval.

A **MOTION** was made by Commissioner Donnelly to recommend Board approval of Proposed Resolution 2014-1820; Award of Bid to Overhead Garage Doors, Inc. for the Procurement of

On Call Commercial Sectional Garage Door Maintenance and Repair Services. The **motion was seconded** by Commissioner Posch and was passed unanimously by roll call vote (3-0).

Proposed Resolution 2014-1821; Award of Bid to Masterblend International LLC for the Procurement of Airport Turf Maintenance Supplies and Services.

Mr. Barna explained that the Airport Authority maintains 30 acres of turf grass in areas around the Flight Center and each year pricing is obtained for different pesticides utilized to maintain these areas. He continued that three bids were received and Masterblend International LLC was determined to be the low bidder; their references were in order. Discussion followed and staff recommended approval.

A **MOTION** was made by Commissioner Posch to recommend Board approval of Proposed Resolution 2014-1821; Award of Bid to Masterblend International LLC for the Procurement of Airport Turf Maintenance Supplies and Services. The **motion was seconded** by Commissioner Donnelly and was passed unanimously by roll call vote (3-0).

Proposed Resolution 2014-1822; Delegation of Authority to the Executive Director to Accept and Enter into an Electric Energy Supplier Agreement.

Mr. Barna explained that at the January Meeting the Board awarded a contract to Tradition Energy to provide energy broker and consulting services for the Airport to procure electric energy. This resolution authorized the Executive Director to enter into an agreement for electric energy based upon the broker's recommendation. He continued that legal counsel has been working with staff to prequalify companies submitting proposals and two companies have been determined to be qualified; Integrys and NP2 Energy. Mr. Barna proceeded to discuss the terms and conditions surrounding this agreement and advised the current provider's agreement will expire on April 16. He continued that with the Board's passage of this resolution the Executive Director will be authorized to make the final decision, based upon the consultant's recommendation, between these two providers. Discussion continued and staff recommended approval.

A **MOTION** was made by Commissioner Donnelly to recommend Board approval of Proposed Resolution 2014-1822; Delegation of Authority to the Executive Director to Accept and Enter Into an Electric Energy Supplier Agreement. The **motion was seconded** by Commissioner Posch and was passed unanimously by roll call vote (3-0).

Proposed Resolution 2014-1823; Authorizing Sole Source Procurement of CFA Fleet Maintenance Management Software Upgrade.

Mr. Barna explained that CFA Fleet Maintenance Management software is utilized by the Equipment Maintenance Department for tracking preventive maintenance and to inventory vehicles and equipment. He continued that the preventive maintenance program for the existing system requires an upgrade of the software and CFA Fleet Maintenance Management is the sole source to provide this software upgrade. He discussed the costs associated with the upgrade and discussion followed; staff recommended approval.

A **MOTION** was made by Commissioner Donnelly to recommend Board approval of Proposed Resolution 2014-1823; Authorizing Sole Source Procurement of CFA Fleet Maintenance Management Software Upgrade. The **motion was seconded** by Commissioner Posch and was passed unanimously by roll call vote (3-0).

Proposed Resolution 2014-1825; Resolution for Disposal/Destruction of Surplus Personal Property.

Mr. Barna explained that the Airport accumulates surplus property and equipment and routinely comes to the Board for permission to dispose of this personal property. Discussion followed and the list of items for disposal was reviewed.

A **MOTION** was made by Commissioner Posch to recommend Board approval of Proposed Resolution 2014-1825; Resolution for Disposal/Destruction of Surplus Personal Property. The **motion was seconded** by Commissioner Donnelly and was passed unanimously by roll call vote (3-0).

Proposed Ordinance 2014-272; An Ordinance Abating Levy of Tax Authorized by Ordinance 2013-265; An Ordinance of the DuPage Airport Authority Levying Taxes for Corporate Purposes of the DuPage Airport Authority for the Fiscal Year January 1, 2013 through December 31, 2013.

Executive Director Bird asked Patrick Hoard to discuss this proposed Ordinance relating to the property tax abatement. Mr. Hoard advised that at the January Board Meeting, there was discussion of abating the tax levy for 2014. He continued that the abatement amount of \$500,000 was anticipated in the 2014 Budget and Appropriations for this purpose and passage of this Ordinance would authorize this property tax abatement for taxes collected in 2013 and paid in 2014. Discussion followed.

A **MOTION** was made by Commissioner Donnelly to recommend Board approval of Proposed Ordinance 2014-272; An Ordinance Abating Levy of Tax Authorized by Ordinance 2013-265; An Ordinance of the DuPage Airport Authority Levying Taxes for 2013 through December 31, 2013. The motion was seconded by Commissioner Posch and was unanimously passed 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 Posch and was passed unanimously by voice vote. The meeting adjourned at 1:55 p.m.

**Approved at the Regular Board Meeting on May 14, 2014
Peter H. Huizenga, Chairman
Finance, Budget and Audit Committee**