

**DuPAGE AIRPORT AUTHORITY
FINANCE, BUDGET AND AUDIT COMMITTEE
WEDNESDAY, SEPTEMBER 16, 2015**

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, September 16, 2015. Committee Chairman Huizenga called the meeting to order at 1:35 p.m. and a quorum was present.

Commissioners Present: Donnelly, Huizenga, Ledonne, Wagner

Commissioners Absent: Posch, Sharp

DuPage Airport Authority Staff Present:

Executive Director David Bird; Mark Doles, Director of Aviation Facilities and Properties; Patrick Hoard, Director of Finance and Prairie Landing Golf Club; Dan Barna, Procurement Manager; Pamela Miller, Executive Assistant and Board Liaison.

Others:

None

OLD BUSINESS

None

NEW BUSINESS

REVIEW OF FINANCIAL STATEMENTS

Patrick Hoard advised there were no significant changes since the last reporting and proceeded to review the August Financial Statements.

Operating Revenues:

Airport Operations revenues decreased 4%.

Flight Center Fuel Operations decreased 7% from the budgeted amount

Prairie Landing Golf Club revenues decreased by 3%.

Total Operating Revenues are slightly down at 6%; actual versus budget.

Operating Expenses:

Total Operating Expenses decreased 16%; actual versus budget. Each of the Airport businesses are down.

Net Profit from Operations: The amount budgeted for this time period was \$459,015 through August; Year-to-Date actual net profit from operations is \$1,759,415.

Total Non-Operating Revenues: This is a reflection of reimbursement received for previous Federal/State grant funded projects. These projects were budgeted up front by the Airport Authority and reimbursement received in later years.

Total Non-Operating Expenses: decreased 31% actual versus budget which is driven by property taxes and the timing for receiving payments.

Net Profit Excluding Depreciation: Actual Year-to-Date is nearly \$6.65 million versus the budgeted year-to-date amount of \$3,141,015.

Capital Development Program: 81% decreased in actual versus budgeted amount. This is the result of the transient hangar construction project being deferred to 2016.

Cash Ending Balance Ending: Year-to Date the amount budgeted was \$7,483,145; Actual Year-to-Date Cash Balance through August is \$19,784,000.

Discussion followed.

REVIEW AND DISCUSSION OF 2016 TENTATIVE BUDGET AND APPROPRIATIONS.

Patrick Hoard provided a detailed "first look" at the Operating Plan, Capital and Major Maintenance Plan for 2016. Discussion followed and he advised that the Special Finance Committee Meeting would be scheduled in October to provide a more complete review of the 2016 Tentative Budget and Appropriations. Discussion followed.

PROPOSED RESOLUTION 2015-1961; AWARD OF CONTRACT TO SNOW SYSTEMS FOR SNOW REMOVAL SERVICES: 2015/2016.

Approves a parking lot and sidewalk shoveling Snow Removal Contract for the 2015/2016 winter season. Hourly rates of \$55 for pickup trucks, \$85 for skid loaders and \$24 for shoveling labor. Executive Director Bird asked Dan Barna to review this proposed resolution. Mr. Barna advised this is the annual contract solicited by the Airport for snow plowing areas outside the fence parking lots, sidewalks and gates. He continued that four sealed bids were received and after evaluation Snow Systems was determined to be the low, responsive, responsible bidder. Mr. Barna reviewed the terms of this contract and the costs involved. Discussion followed.

A **MOTION** was made by Commissioner Wagner to recommend Board approval of Proposed Resolution 2015-1961; Award of Contract to Snow Systems for Snow Removal Services: 2015/2016. The **motion was seconded** by Commissioner Ledonne and was passed unanimously by roll call vote (4-0).

PROPOSED RESOLUTION 2015-1962; AWARD OF BID TO LNT SOLUTIONS FOR THE PROCUREMENT OF SODIUM FORMATE.

Authorizes the procurement of up to 12 tons of Sodium Formate runway deicing materials for an amount not-to-exceed \$21,588 for the 2015/2016 winter season.

Mr. Barna reviewed this proposed resolution for purchasing sodium formate for runway deicing. He related that during the last winter season, 8 tons of deicing materials were utilized and the Airport Authority is asking to purchase up to 12 tons on an as-needed basis for the 2015/2016 season. Mr. Barna stated that three bids were received with LNT Solutions being the low, responsive and responsible bidder. Discussion followed.

A **MOTION** was made by Commissioner Donnelly to recommend Board approval of Proposed Resolution 2015-1962; Award of Bid to LNT Solutions for the Procurement of Sodium Formate. The **motion was seconded** by Commissioner Ledonne and was passed unanimously by roll call vote (4-0).

PROPOSED RESOLUTION 2015-1963; AWARD OF BID TO NACHURS ALPINE SOLUTIONS FOR THE PROCUREMENT OF POTASSIUM ACETATE.

Authorizes the procurement of up to 8,800 gallons of Potassium Acetate runway deicing fluid for an amount not-to-exceed \$41,360 for the 2015/2016 winter season.

Mr. Barna continued this award is for the purchase of liquid deicing fluid for clearing runways. He advised staff is requesting authority to purchase up to 8,800 gallons of deicing fluid on an

as-needed basis. Mr. Barna added that two bids were received and Nachurs Alpine Solutions was determined to be the low, responsive and responsible bidder. Discussion continued briefly.

A **MOTION** was made by Commissioner Ledonne to recommend Board approval of Proposed Resolution 2015-1963; Award of Bid to Nachurs Alpine Solutions for the Procurement of Potassium Acetate. The **motion was seconded** by Commissioner Donnelly and was passed unanimously by roll call vote (4-0).

PROPOSED RESOLUTION 2015-1964; AWARD OF CONTRACT TO UBM FACILITY SERVICES, INC. FOR JANITORIAL SERVICES.

Approves a one (1) year Contract for janitorial services, subject to two (2) one (1) year extensions. Contract commences October 1, 2015 for an annual cost of \$62,604.85.

Mr. Barna explained this award will provide janitorial services for several buildings located in various locations at the airport. He explained that an RFP process was undertaken, proposals solicited and a mandatory pre proposal meeting was held; 16 proposals were received. Mr. Barna advised that an Evaluation Committee was established and upon review UBM Facility Services, Inc. was selected as the highest ranked company for providing janitorial services for the Airport Authority. Mr. Barna reviewed the terms of this agreement and discussion followed.

A **MOTION** was made by Commissioner Ledonne to recommend Board approval of Proposed Resolution 2015-1964; Award of Contract to UBM Facility Services, Inc. for Janitorial Services. The **motion was seconded** by Commissioner Donnelly and was passed unanimously by roll call vote (4-0).

OTHER BUSINESS

None

A **MOTION** was made by Commissioner Donnelly to adjourn the Finance, Budget and Audit Committee; the **motion was seconded** by Commissioner Ledonne and was passed unanimously by voice vote. The meeting adjourned at 2:24 p.m.

Approved at the November 11, 2015 Board Meeting
Peter H. Huizenga, Chairman
Finance, Budget and Audit Committee