

**DuPAGE AIRPORT AUTHORITY  
FINANCE, BUDGET AND AUDIT COMMITTEE  
WEDNESDAY, MARCH 16, 2016**

A meeting of the Finance, Budget and Audit Committee of the DuPage Airport Authority Board of Commissioners was convened at the Daniel L. Goodwin Flight Center Building, First Floor Conference Room, 2700 International Drive, West Chicago, Illinois on Wednesday, March 16, 2016. Committee Chairman Huizenga called the meeting to order at 1:35 p.m. and a quorum was present.

**Commissioners Present:** Donnelly, Huizenga, Ledonne, Sharp, Wagner

**Commissioners Absent:** Posch

**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 proceeded to review the February 2016 Financial Statements.

Operating Revenues:

*Airport Operations* revenues are flat at 1%; *Flight Center Fuel Operations* decreased 22% from the budgeted amount; *Prairie Landing Golf Club* revenues decreased 5%.

*Total Operating Revenues* are down 15%; actual versus budget.

Operating Expenses:

*Total Operating Expenses* decreased 22%; actual versus budget.

Net Profit from Operations: The amount budgeted for February 2016 was \$158,020; Year-to-Date actual net profit from operations is \$63,485 for this time period.

Total Non-Operating Revenues: Showing a significant increase.

Total Non-Operating Expenses: Remain flat actual versus budget.

Net Profit Excluding Depreciation: Actual Year-to-Date is nearly \$125,000 versus the budgeted year-to-date amount of \$223,686.

Capital Development Program: The decrease in the Capital Development Program a result of the transient hangar construction project being deferred to 2016 and also the efforts to secure Avigation Easements is still pending passage of legislation at the State level. Discussion continued.

Cash Ending Balance Ending: Actual Year-to-Date Cash Balance through February 2016 is \$21,237,258. Discussion followed.

Mr. Hoard distributed a report of Airport Authority Investments prepared by PNC and discussion followed. He also related staff will soon receive a draft of the annual audit report undertaken by the firm of Sikich. He added that the audit report will be completed by late April and presented to Commissioners for review prior to May meeting; an official presentation will be made at the May 18 Board Meeting.

**Proposed Ordinance 2016-293; An Ordinance 2016-293; An Ordinance Abating Levy Of Tax Authorized By Ordinance 2015-286; An Ordinance Of The DuPage Airport Authority Levying Taxes For The Fiscal Year Beginning January 1, 2015 And Ending December 31, 2015.**

Patrick Hoard reviewed the history of Property Tax Abatements for the Airport Authority since 2009. He stated that in 2014 property taxes were collected but in 2015 the Airport Authority did not abate the property taxes. Mr. Hoard advised that the same dollar amount would be levied in 2015 as in previous years; \$5,976,024 and the attached Ordinance reflects an abatement of \$500,000 from taxes collected in 2015 and paid in 2016. Discussion occurred.

A **MOTION** was made by Commissioner Ledonne to recommend Board approval of Proposed Ordinance 2016-293; An Ordinance 2016-293; An Ordinance Abating Levy of Tax Authorized by Ordinance 2015-286; An Ordinance of the DuPage Airport Authority Levying Taxes for the Fiscal Year Beginning January 1, 2015 and ending December 31, 2015. The **motion was seconded** by Commissioner Sharp and was passed unanimously by roll call vote (5-0).

**Proposed Ordinance 2016-294; Reduction in Certain Fees.**

*Approves a 50% reduction in SASA Fees Charged to regulated aviation businesses on DuPage Airport.*

Mark Doles explained that as a result of the substantial downturn in the economy in 2009 and particularly the aviation industry, every year the Board has adopted an ordinance providing a temporary 50% reduction in (SASO) Specialized Aviation Service Organization fees charged by the Airport Authority for certain types of regulated Aviation businesses. He proceeded to review these fees and the businesses effected. Mr. Doles continued that since these difficult economic conditions continue staff is proposing that the Board adopt this 50% reduction as the "new" SASO fee structure for the Airport Authority, making this reduction the new fee structure. Discussion followed.

A **MOTION** was made by Commissioner Sharp to recommend Board approval of Proposed Ordinance 2016-294; Reduction in Certain Fees. The **motion was seconded** by Commissioner Donnelly and was passed unanimously by roll call vote (5-0).

**Proposed Resolution 2016-2005; Award of Bid to Rosenbauer Minnesota, LLC. For the Procurement of One (1) 4X4 Aircraft Rescue and Firefighting Vehicle.**

*Approves the procurement of one (1) Rosenbauer Panther 4X4 1,500 gallon Aircraft Rescue and Firefighting (ARFF) Vehicle for a total cost including warranties of \$597,705 F.O. B. DuPage Airport.*

Dan Barna advised the Airport Authority would be replacing 1993 500-gallon ARFF vehicle at the end of its useful life and no longer reliable. This new vehicle will supplement the Airport Authority's existing Rosenbauer ARFF vehicle which is the same capacity and these two vehicles will be kept onsite at the fire station at all times. Two bids were received and upon evaluation Rosenbauer Minnesota LLC. is the low, responsive and responsible bidder. Discussion followed relating to the importance of West Chicago Fire Protection District's presence on the airfield for immediate response to emergencies. Mark Doles advised the aviation industry is aware of DuPage Airport's ARFF capability and will divert flights from other airports because of this ability to handle emergencies. He added this is a vital marketing tool for the Airport. Staff recommends Board approval and discussion followed.

A **MOTION** was made by Commissioner Sharp to recommend Board approval of Proposed Resolution 2016-2005; Award of Bid to Rosenbauer Minnesota, LLC. The **motion was seconded** by Commissioner Wagner and was passed unanimously by roll call vote (5-0).

**Proposed Resolution 2016-2006; Award of Bid to Reinders, Inc. for the Procurement of One (1) Heavy Duty Turf Utility Vehicle.**

*Approves the procurement of one (1) Toro Workman HDX for a total cost of \$19,328.02 F.O.B. Prairie Landing Golf Club.*

Dan Barna advised four bids were received for the purchase of this turf utility vehicle for Prairie Landing Golf Club and upon evaluation Reinders, Inc. was the low responsive, responsible bidder. Discussion followed.

A **MOTION** was made by Commissioner Sharp to recommend Board approval of Proposed Resolution 2016-2006; Award of Bid to Reinders, Inc. for the Procurement of One (1) Heavy Duty Turf Utility Vehicle. The **motion was seconded** by Commissioner Donnelly and was passed unanimously by roll call vote (5-0)

**Proposed Resolution 2016-2007; Award of a Garbage disposal Services contract to Advance Disposal Services.**

*Approves a one (1) year Garbage Disposal Services Contract, subject to two (2) one (1) year extensions. Annual cost of \$9,835.*

Mr. Barna advised that 6 bids were received and Advance Disposal Services was determined to be the low, responsible and responsive bidder for this contract. Advance Disposal Services has held this contract for the previous three years and no issues have been experienced with their services. Discussion followed.

A **MOTION** was made by Commissioner Ledonne to recommend Board approval of Proposed Resolution 2016-2007; Award of a Garbage Disposal Services Contract to Advance Disposal Services. The **motion was seconded** by Commissioner Sharp and was passed unanimously by roll call vote (5-0).

**Proposed Resolution 2016-2008; Award of a Master Agreement to DuPage Overhead Door, Inc. for On-Call Sectional Garage Door Repair and Maintenance Services**

*Approves a two (2) year Master Agreement for On-Call Garage Door Repair Services. As-needed time and material costs not-to-exceed \$25,000 annually or \$5,000 per project.*

Mr. Barna advised this master agreement is utilized on an as needed basis, not-to-exceed \$5,000 annually. Four bids were received and upon evaluation DuPage Overhead Door Inc. was determined to be the low, responsive and responsible bidder. Discussion followed and staff recommended approval.

A **MOTION** was made by Commissioner Ledonne to recommend Board approval of Proposed Resolution 2016-2008; Award of a Master Agreement to DuPage Overhead Door, Inc. for On-Call Sectional Garage Door Repair and Maintenance Services. The **motion was seconded** by Commissioner Sharp and was passed unanimously by roll call vote (5-0).

**Proposed Resolution 2016-2009; Delegation of Authority to the Executive Director to Procure One (1) Used Bucket Truck.**

*Board delegation of authority to the Executive Director to accept the lowest, responsive and responsible bid of no greater than \$50,000 for the purchase of a used bucket truck with articulating boom.*

Mr. Barna explained this delegation of authority will allow the Executive Director to respond immediately to negotiate a price and accept the lowest bid for a used bucket truck. The Executive Director will be authorized to spend up to \$50,000 for a used bucket truck. This "new" used truck will replace a vehicle that was also purchased used in 2002. Discussion followed.

A **MOTION** was made by Commissioner Ledonne to recommend Board approval of Proposed Resolution 2016-2009; Delegation of Authority to the Executive Director to Procure One (1) Used Bucket Truck. The **motion was seconded** by Commissioner Donnelly and was passed unanimously by roll call vote (5-0)

**Proposed Resolution 2016-2010; Authorizing the Execution of an Intergovernmental Agreement with the West Chicago Fire Protection District.**

*Approves an Intergovernmental Agreement with the West Chicago Fire Protection District to continue to provide aircraft rescue and firefighting services on DuPage Airport.*

Mark Doles advised that the current Intergovernmental Agreement (IGA) with the West Chicago Fire Protection District expired December 31, 2015 and negotiations have been ongoing for a new IGA. Mr. Doles reviewed the terms of the IGA and the costs associated. He also advised that some additional modifications had been made since Commissioner's received the IGA provided in the Board Meeting packet. A redline document reflecting the additional modifications made was distributed for the Committee's further review. Discussion followed and staff recommended approval.

A **MOTION** was made by Commissioner Wagner to recommend Board approval of Proposed Resolution 2016-2010; Authorizing the Execution of an Intergovernmental Agreement with the West Chicago Fire Protection District. The **motion was seconded** by Commissioner Sharp and was passed unanimously by roll call vote (5-0)

**OTHER BUSINESS**

None

A **MOTION** was made by Commissioner Donnelly to adjourn the Finance, Budget and Audit Committee; the **motion was seconded** by Commissioner Wagner and was passed unanimously by voice vote. The meeting adjourned at 2:29 p.m.

**Approved at the May 18, 2016 Board Meeting**

**Peter H. Huizenga, Chairman**

**Finance, Budget and Audit Committee**