

**DuPAGE AIRPORT AUTHORITY
FINANCE, BUDGET AND AUDIT COMMITTEE
WEDNESDAY, MARCH 8, 2017**

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 8, 2017. Committee Chairman Huizenga called the meeting to order at 2:00 p.m. A quorum was present for the committee meeting.

Commissioners Present: Donnelly, Huizenga, Ledonne, Sharp,

Commissioners Absent: Posch, Wagner

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 reviewed the February 2017 Financial Statements and discussion followed:

Operating Revenues:

Airport Operations revenues are up 2% actual versus budget.

Flight Center Fuel Operations revenues decreased 8% due to volumes not being where they were expected when budgeted. Good winter weather has slowed the use and sale of deicing materials. During inclement weather conditions, there are normally many diverted operations from Midway Airport to DuPage; this year that did not happen.

Prairie Landing Golf Club increased 10% from the budgeted amount with increased memberships.

Total Operating Revenues are down 5%; actual versus budget.

Operating Expenses:

Airport Operations are down 12%.

Flight Center Operations are roughly flat from what was expected; down 3%.

Prairie Landing Golf Club down 16% with all managers doing a good job of managing and maintaining expense.

Total Operating Expenses decreased 8% actual versus budget.

Net Profit from Operations:

Showing a profit from the amount budgeted; \$43,389 actual year to date.

Total Non-Operating Revenues/ Total Non-Operating Expenses:

In comparison, there is a large percentage change with these two lines, however, the dollar amounts are small. PNC has been instructed to liquidate the Airport Authority's investments. These funds were transferred to MB Financial to be utilized for the new transient hangar and the land acquisitions.

Cash Ending Balance Ending: Actual Year-to-Date Ending Cash Balance through Year to Date is \$17,643.868.

NEW BUSINESS

Proposed Resolution 2017-2076; Resolution Authorizing the Borrowing of Funds for the DuPage Airport Authority and the Execution of a Loan Agreement with MB Financial Bank, N.A.

Authorizes the execution of a Loan Agreement with MB Financial Bank, N.A. which will allow the DuPage Airport Authority to borrow short term funds in the event they are needed to achieve the Authorities 2017 Capital Improvement Program.

Patrick Hoard stated that the 2017 Capital and Major Maintenance Plan totals \$15.6 million which includes the land acquisitions; currently there is \$17 million in cash available. Mr. Hoard continued that it is possible the appropriated cash budget may get low with these impending expenditures. Mr. Hoard explained that this agreement with MB Financial to have a \$3 million line of credit will serve as a backup however it is not expected to be needed. The terms of the agreement were reviewed and discussion occurred. Board approval was recommended.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2017-2076; Authorizing the Borrowing of Funds for the DuPage Airport Authority and the Execution of a Loan Agreement with MB Financial Bank, N.A. The **motion was seconded** by Commissioner Sharp and was unanimously passed by roll call vote (4-0).

Proposed Resolution 2017-2079; Award of a Tree Maintenance Services Contract to Clean Cut Tree Services, Inc.

Approves a one (1) year Tree Maintenance Services Contract, subject to two (2) one (1) year extensions at the sole discretion of the Authority. Annual cost of \$10,617 (year 1), \$10,829.34 (year 2), and \$11,045.93 (year 3).

Dan Barna explained that approximately 280 trees on the International Drive Campus are maintained each year by a contracted tree maintenance company and applications are conducted at specified times throughout the year. Mr. Barna advised that two bids were received for this contract and Clean Cut Tree Services, Inc. was the low, responsive and responsible bidder. The Airport Authority has worked with Clean Cut Tree Services in prior years and has provided quality services. Board approval was recommended. Discussion followed.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2017-2079; Award of a Tree Maintenance Services Contract to Clean Cut Tree Services, Inc. The **motion was seconded** by Commissioner Donnelly and was unanimously passed by roll call vote (4-0).

Commissioner Ledonne complimented Dan Barna on a good job conducting the bid process and saving taxpayer dollars. All committee members agreed. Discussion continued briefly.

OTHER BUSINESS

None

A **MOTION** was made by Commissioner Ledonne to adjourn the Finance, Budget and Audit Committee; the **motion was seconded** by Commissioner Sharp and was passed unanimously by voice vote. The meeting adjourned at 2:25 p.m.

Approved at the May 17, 2017 Board Meeting

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