

**DuPAGE AIRPORT AUTHORITY
FINANCE, BUDGET AND AUDIT COMMITTEE
WEDNESDAY, JUNE 14, 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, May 17, 2017. Committee Chairman Huizenga was absent and Commissioner Donnelly served as Acting Committee Chairman. Commissioner Donnelly called the meeting to order at 2:30 p.m. A quorum was present for the committee meeting.

Commissioners Present: Donnelly, Ledonne, Posch, Wagner.

Commissioner Juan Chavez was also in attendance.

Commissioners Absent: Huizenga, 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: Phillip Luetkehans, Schirott, Luetkehans and Garner.

OLD BUSINESS

None

NEW BUSINESS

REVIEW OF FINANCIAL STATEMENTS

Patrick Hoard reviewed the May 2017 Financial Statements and discussion followed:

Operating Revenues:

Airport Operations and Flight Center Fuel Operations revenues are on budget.

Prairie Landing Golf Club decreased 9% from the amount budgeted because of inclement weather; nine days under 45 rounds and three days of total course closure.

Total Operating Revenues are down 2%; actual versus budget.

Operating Expenses:

All businesses doing well; at or below the actual budget.

Airport Operations are decreased 7% from budget.

Flight Center Operations are flat.

Prairie Landing Golf Club decreased 15% from budget.

Total Operating Expenses decreased 5% actual versus budget.

Net Profit from Operations:

Total Profit from Operations is significantly better than budgeted.

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

No significant changes from April financial reporting.

Federal grant funds were received from the Illinois Department of Transportation for the West Perimeter Road construction.

Capital Development Program:

Significantly under the amount budgeted because of the anticipated land purchases that have not yet occurred.

Cash Ending Balance Ending:

Actual Year-to-Date Ending Cash Balance is \$13.3 million.

NEW BUSINESS**Proposed Ordinance 2017-313; 2017-2018 Prevailing Rate of Wages.**

Commissioner Donnelly reviewed the purpose for the Board's annual passage of this Ordinance and there was no further discussion.

A **MOTION** was made by Commissioner Ledonne to recommend Board approval for Proposed Ordinance 2017-313; 2017-2018 Prevailing Rate of Wages. The **motion was seconded** by Commissioner Posch and was unanimously passed by roll call vote (4-0).

Proposed Resolution 2017-2100; Authorizing the Execution of a Banking Services Agreement with MB Financial.

Authorizes the execution of a three (3) year Banking Services Agreement, subject to two (2) one year extensions at the sole discretion of the Airport Authority.

Patrick Hoard stated the current agreement with MB Financial for banking services is nearing expiration. He continued that staff has solicited Request for Proposal (RFP) for a new three-year banking services agreement and three proposals were submitted: MB Financial First Midwest Bank and St. Charles Bank. The Executive Director established an evaluation panel and after review of these proposals, MB Financial was ranked the highest for providing banking services. He reviewed the scope and terms of this agreement with MB Financial. Discussion followed.

A **MOTION** was made by Commissioner Ledonne to recommend Board approval of Proposed Resolution 2017-2100; Authorizing the Execution of a Banking Services Agreement with MB Financial. The **motion was seconded** by Commissioner Wagner and was unanimously passed by roll call vote (4-0).

Proposed Resolution 2017-2101; Authorizing the Execution of a Contract Extension with ADP, LLC. for Payroll, Time and Attendance Services.

Authorizes the execution of a five (5) year extension to the Contract with ADP for payroll, time and attendance services. No increase in fees until year 4 (2%) and year 5 (2%). Average annual fees of \$18,500.

Commissioner Ledonne advised that retaining this contract with ADP is in the best interest of the Airport Authority and that changing these types of services often is time consuming and

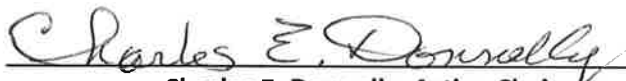
expensive. He continued this extension will create significant costs savings and he fully supports the decision to retain ADP, LLC. There was no further discussion.

A **MOTION** was made by Commissioner Ledonne to recommend Board approval of Proposed Resolution 2017-2101; Authorizing the Execution of a Contract Extension with ADP, LLP. For Payroll, Time and Attendance Services. The **motion was seconded** by Commissioner Posch and was unanimously passed by roll call vote (4-0).

OTHER BUSINESS

None

A **MOTION** was made by Commissioner Ledonne 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 2:42 p.m.



Charles E. Donnelly, Acting Chairman
Finance, Budget and Audit Committee