

**DuPAGE AIRPORT AUTHORITY
FINANCE, BUDGET, AND AUDIT COMMITTEE
WEDNESDAY, MAY 18, 2022**

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, Third Floor Conference Room, 2700 International Drive, West Chicago, Illinois on Wednesday, May 18, 2022. Committee Chairman Ledonne was absent from this meeting and Commissioner Sharp served as Acting Committee Chairman. Commissioner Sharp called the meeting to order at 2:02 p.m. A quorum was present for the committee meeting. Commissioner Wagner arrived at 2:14 p.m.

Commissioners Present: Chavez, Davis, Giunti, Sharp, Wagner

Commissioners Absent: Ledonne

DuPage Airport Authority Staff Present: Mark Doles, Executive Director; Patrick Hoard, Director of Finance; Tom Cleveland, Director of Operations and Facilities; Dan Barna, Operations and Capital Programs Manager; Kristine Klotz, Executive Assistant and Board Liaison.

Others: Dan Pape, CMT

OLD BUSINESS

None

NEW BUSINESS

Proposed Resolution 2022-2508; Award of Contract to Packey Webb Ford for the Procurement of One (1) 2022 Ford Escape.

Approves the procurement of one (1) 2022 Ford Escape S for a total cost of \$25,874.

Executive Director Doles read into record Proposed Resolution 2022-2508. A **MOTION** was made by Commissioner Davis to recommend Board approval for Proposed Resolution 2022-2508; Award of Contract to Packey Webb Ford for the Procurement of One (1) 2022 Ford Escape. The **motion was seconded** by Commissioner Giunti. Executive Director Doles stated the DuPage Flight Center provides a vehicle for flight crews to borrow while utilizing the facility. Flight crews are allowed to travel in the proximity of the airport to local restaurants or pick up supplies with a courtesy vehicle. Two sealed bids were received, one from Feldman Ford located in Detroit MI and the other was from Packey Webb Ford in Downers Grove, IL. Per the DuPage Airport Authority Procurement Code Section 6-18-39 Packey Webb Ford was the most qualified local bidder. There was no further discussion and was unanimously passed by a roll call vote (3-0). Commissioner Wagner was not present for the vote.

Proposed Resolution 2022-2509; Authorizing the Procurement of One (1) 6-Wheel Dump Truck with Sodium Spreader from the State of Illinois Joint Purchasing Contract.

Approves the procurement of one (1) 2024 International 6-wheel dump truck with sodium spreader for a total cost of \$195,707 F.O.B. DuPage Airport.

Executive Director Doles read into record Proposed Resolution 2022-2509. A **MOTION** was made by Commissioner Guinti to recommend Board approval for Proposed Resolution 2022-2509; Authorizing the Procurement of One (1) 6-Wheel Dump Truck with Sodium Spreader from the State of Illinois Joint Purchasing Contract. The **motion was seconded** by Commissioner Davis. Executive Director Doles informed the Committee that the primary use of the vehicle will be to spread sodium formate on the airport runways. The vehicle is a part of the Illinois Governmental Joint Purchasing Program and is \$17,293 under budget. The lead time on delivery is 420 days, which will carry over into the 2023 budget. Discussion followed and unanimously passed by roll call vote of (3-0). Commissioner Wagner was not present for the vote.

Proposed Resolution 2022-2510; Delegation of Authority to the Executive Director to Procure Used Aircraft Passenger Stairs.

Delegates authority to the Executive Director to accept the lowest, responsive, and responsible bid to procure used aircraft passenger stairs in an amount not-to-exceed \$30,000.

Executive Director Doles read into record Proposed Resolution 2022-2510. A **MOTION** was made by Commissioner Davis to recommend Board approval for Proposed Resolution 2022-2510; Delegation of Authority to the Executive Director to Procure Used Aircraft Passenger Stairs. The **motion was seconded** by Commissioner Giunti. Executive Director Doles stated that the air stairs will be utilized for aircraft that do not have their own self-contained stairs, or in an emergency situation. This will allow the Executive Director to act quickly and use funds up to \$30,000 to acquire used towable airstairs that are on the market. Discussion followed and was unanimously passed by a roll call vote (3-0). Commissioner Wagner was not present for the vote.

Proposed Resolution 2022-2511; Authorizing the Execution of a Professional Services Agreement with Serafin & Associates Inc. for Marketing and Communications Services

Approves a one (1) year Public Affairs and Marketing Services Agreement not-to-exceed \$42,500 annual compensation, with a one (1) year option.

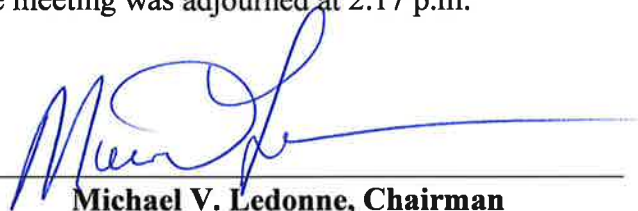
Executive Director Doles read into record Proposed Resolution 2022-2511. A **MOTION** was made by Commissioner Davis to recommend Board approval for Proposed Resolution 2022-2511; Authorizing the Execution of a Professional Services Agreement with Serafin & Associates Inc. for Marketing and Communications Services. The **motion was seconded** by Commissioner Giunti. Executive Director Doles explained the services that Serafin provides for Prairie Landing Golf Course, DuPage Flight Center, and the DuPage Airport Authority. The contract's annual compensation has not changed from previous years. There was a brief discussion and unanimously passed by roll call vote (3-0). Commissioner Wagner was not present for the vote.

Executive Director Doles asked Patrick Hoard to discuss the PMA investments portfolio. Patrick Hoard spoke about the cash flow, short-term, and long-term portfolio investments within PMA. Mr. Hoard informed the Committee that in the future he would add the portfolio overview to the Board financials. Discussion followed.

OTHER BUSINESS

None

Commissioner Davis made a **MOTION** to adjourn the Finance, Budget, and Audit Committee Meeting; the **motion was seconded** by Commissioner Giunti and was passed by a unanimous voice vote. The committee meeting was adjourned at 2:17 p.m.



**Michael V. Ledonne, Chairman
Finance, Budget, and Audit Committee**