

**DuPAGE AIRPORT AUTHORITY
FINANCE, BUDGET, AND AUDIT COMMITTEE
FRIDAY, JANUARY 20, 2023**

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 Friday, January 20, 2023. Committee Chairman Ledonne called the meeting to order at 2:30 p.m. A quorum was present for the committee meeting.

Commissioners Present: Davis, Giunti, LaMantia, Ledonne, Ligino-Kubinski, Wagner

Commissioners Absent: None

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

Others: Dan Pape, CMT

OLD BUSINESS

None

NEW BUSINESS

Committee Chairman Ledonne asked Becky Taylor to review the Pre-Audited Financials. Mrs. Taylor stated that currently the accounting department is in the middle of the audit process and will present the completed audit to the Board of Commissioners at the May Board Meeting. Year-over-year the operating revenues increased by 32% which is approximately \$6.36 M. The breakdown consists of \$5.9M related to the DuPage Flight Center, \$335,000 related to the DuPage Airport Authority, and \$110,000 related to Prairie Landing Gold Club. The operating expenses increased 38% due to DuPage Flight Center's volume and pricing increases. The operating profit is flat with net profit decreased due to land sales in the DuPage Business Park. Mrs. Taylor continued going over the summary of total operations. There was no further discussion.

Proposed Ordinance 2023-381; Adopting Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2023 and Ending December 31, 2023.

Committee Chairman Ledonne read into record Proposed Ordinance 2023-381. A **MOTION** was made by Commissioner Wagner to recommend Board approval for Proposed Ordinance 2023-381; Adopting Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2023 and Ending December 31, 2023. The **motion was seconded** by Commissioner Davis.

Executive Director Doles informed the committee that the Tentative Budget and Appropriations Ordinance was passed on November 16, 2022. The Budget and Appropriations Ordinance was sent via FedEx to DuPage County Board Chairman Cronin on December 1, 2022, along with an additional copy being sent to incoming Chair Conroy on December 5, 2022. Mr. Doles stated that the DuPage County Chair has a 30-day review period to line-item veto, with no comments received. The Public Hearing was held on January 9, 2023 and no questions or comments were received. Staff completed all the statutory requirements for passage of the 2023 Budget and Appropriations. There was no further discussion, and the motion passed by roll call vote (4-0).

Proposed Ordinance 2023-382; An Ordinance of the DuPage Airport Authority Promulgating Regulations Under the Freedom of Information Act.

Committee Chairman Ledonne read into record Proposed Ordinance 2023-382. A **MOTION** was made by Commissioner Wagner to recommend Board approval for Proposed Ordinance 2023-382; An Ordinance of the DuPage Airport Authority Promulgating Regulations Under the Freedom of Information Act. The **motion was seconded** by Commissioner Davis. Executive Director Doles stated that Proposed Ordinance 2023-382 repeals and replaces Ordinance 2022-375. This Ordinance is necessary to update current Officers and Commissioners, descriptions, and procedures. There are no changes to the fee structure. There was no further discussion and the motion passed by roll call vote (4-0).

Proposed Resolution 2023-2567; Award of a Master Agreement to Gary Spielman Plumbing for On-Call Plumbing Repair Services.

Approves a two (2) year Master Agreement for as-needed plumbing repairs, not-to-exceed \$25,000 annually or \$5,000 per project.

Committee Chairman Ledonne read into record Proposed Resolution 2023-2567. A **MOTION** was made by Commissioner Davis to recommend Board approval for Proposed Resolution 2023-2567; Award of a Master Agreement to Gary Spielman Plumbing for On-Call Plumbing Repair Services. The **motion was seconded** by Commissioner Wagner. Executive Director Doles stated this Master Agreement went out to bid on October 6, 2022, and the DuPage Airport Authority only received one sealed bid on October 27, 2022. Pursuant to Section 6-18-11 of the Authority's Procurement code, a second solicitation was advertised in the *Daily Herald Newspaper* on November 17, 2022, resulting in receiving only one bid on December 8, 2022 by Gary Spielman Plumbing. The proposed Master Agreement will commence on February 1, 2023 and end on February 1, 2025. There was no further discussion and the motion passed by roll call vote (3-0). Commissioner Giunti Abstained.

Proposed Resolution 2023-2568; Award of Contract to BEC Enterprises, LLC d/b/a Brown Equipment for the Procurement of One (1) Remote Slope Mower.

Approves the procurement of one (1) RC Mowers TK-60XP remote slope mower for a total cost of \$66,950 F.O.B. DuPage Airport.

Committee Chairman Ledonne read into record Proposed Resolution 2023-2568. A **MOTION** was made by Commissioner Wagner to recommend Board approval for Proposed Resolution 2023-2568; Award of Contract to BEC Enterprises, LLC d/b/a Brown Equipment for the Procurement of One (1) Remote Slope Mower. The **motion was seconded** by Commissioner Davis. Executive Director Doles stated that this remote slope mower will be utilized for waterway management and wildlife mitigation. The remote slope mower will save time, increase safety for employees, and allow for mowing on steep inclines near waterways. Four sealed bids were received, with two bids not meeting specifications regarding cutting width and traction. Dan Barna stated there is a two-year warranty and added that if rented the cost is \$2,000 per two weeks. There was no further discussion and the motion passed by roll call vote (4-0).

Proposed Resolution 2023-2569; Award of Contract to Heinold & Feller Tire Company, Inc. for the Procurement of Two (2) Zero Turn Mowers.

Approves the procurement of two (2) Ferris Model IS 6200Z zero-turn mowers for a total cost of \$68,780 F.O.B. DuPage Airport.

Committee Chairman Ledonne read into record Proposed Resolution 2023-2569. A **MOTION** was made by Commissioner Davis to recommend Board approval for Proposed Resolution 2023-2569; Award of Contract to Heinold & Feller Tire Company, Inc. for the Procurement of Two (2) Zero Turn Mowers. The **motion was seconded** by Commissioner Giunti. Executive Director Doles stated that this Capital budgeted item will replace two airfield zero-turn mowers that are at the end of their useful service life. Three sealed bids were received, with one not meeting bid specifications due to suspension requirements. There was no further discussion and the motion passed by roll call vote of (4-0).

Proposed Resolution 2023-2570; Award of Contract to E-Z-Go Division of Textron, Inc. for the Procurement of Two (2) Golf Carts.

Approves the procurement of two (2) Cushman Shuttle 2+2 Elite golf carts for a total cost of \$23,837.40 F.O.B. DuPage Airport.

Committee Chairman Ledonne read into record Proposed Resolution 2023-2570. A **MOTION** was made by Commissioner Davis to recommend Board approval for Proposed Resolution 2023-2570; Award of Contract to E-Z-Go Division of Textron, Inc. for the Procurement of Two (2) Golf Carts. The **motion was seconded** by Commissioner Giunti.

Executive Director Doles informed the Committee members this Capital Budgeted item will replace the two golf carts Flight Center staff uses to transport passengers and luggage to and from aircraft. Four sealed bids were received. Commissioner Davis inquired about what is done with the older golf carts. Executive Director Doles stated that the older golf carts will be sold under surplus property which occurs multiple times per year. There was no further discussion and the motion passed by roll call vote of (4-0).

OTHER BUSINESS

None

Commissioner Davis made a **MOTION** to adjourn the Finance, Budget, and Audit Committee Meeting; the **motion was seconded** by Commissioner Wagner and was passed by a unanimous voice vote. The committee meeting was adjourned at 2:48 p.m.



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