

**DuPAGE AIRPORT AUTHORITY
INTERNAL POLICY & COMPLIANCE COMMITTEE
WEDNESDAY, SEPTEMBER 13, 2023**

A meeting of the Internal Policy and Compliance 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, September 13, 2023. Committee Chairman Chavez called the meeting to order at 8:00 a.m. A quorum was present for the committee meeting.

Commissioners Present: Charvat, Chavez, Hacker

Commissioners Absent: Davis, 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. Brian Armstrong, Legal Counsel of Luetkehans, Brady, Garner, and Armstrong LLC.

Others: None

OLD BUSINESS

None

NEW BUSINESS

Proposed Ordinance 2023-386; Amending Certain Sections of the DuPage Airport Authority Code.

Amends sections within Chapter 6 Procurement and Chapter 10 Attorney Retention of the DuPage Airport Authority Code.

Executive Director Doles read into record Proposed Ordinance 2023-386. A **MOTION** was made by Commissioner Hacker to approve Proposed Ordinance 2023-386; Amending Certain Sections of the DuPage Airport Authority Code. The **motion was seconded** by Commissioner Charvat. Executive Director Doles stated changes to the monetary limits of the DuPage Airport Authority's (DAA) Code have not occurred since 2015. The changes that staff are proposing will modernize the Airport Authority's Procurement Code to be consistent with DuPage County and Illinois State Law.

Dan Barna explained the Minimum Competition Requirements existing currently in the DAA's Procurement Code. Mr. Barna informed the committee members that the Formal Solicitation Process (sealed bids / RFPs (Request for Proposal)) is currently at \$15,000 or more per contract. The Proposed Solicitations Process would raise sealed bids / RFPs to \$30,000 per contract.

Informal Solicitation Process (Written Quotes) currently at \$2,000 will be raised up to \$14,999 with a three written quote requirement. The proposed change for an Informal Solicitation Process (Written Quotes) is \$5,000 will be raised up to \$29,999 with three written quotes.

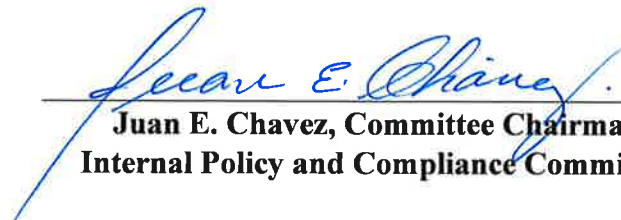
Informal Solicitation Process (Verbal Quotes) is currently \$1,999.99 or less with three verbal quotes. The proposed change for an Informal Solicitation Process (Verbal Quotes) would be \$4,999.99 or less with three verbal quotes. Committee Chair Chavez questioned the process by which staff records verbal quotes from bidders. Dan Barna stated that staff is required to complete a form recording the information. Mr. Barna went on to say that currently there are 45 items on the Tentative 2024 Capital Budget that are over \$15,000. The proposed changes would allow staff to increase response time to ensure projects are completed in a timely manner.

Under Competition Exceptions (Joint Purchasing) currently, the DuPage Airport Authority is allowed to make a purchase from another state, county, or federal government agency if it was competed within the last twelve months. Mr. Barna explained the proposed Procurement Code update would allow the DAA to make purchases of another contract or agreement written by another state, county, or federal government agency if it was competed within the last five years. Discussion followed regarding the Decennial Committee on Local Government Efficiency Act and joint purchasing.

Mr. Barna outlined the Contract Signatory Approval Thresholds to the Committee members. The Proposed Procurement Code change would raise the threshold of approval for the Executive Director, Directors, Managers, and Procurement Staff. The Committee members agreed with the update.

Mr. Barna continued to the Responsible Bidder portion, with the existing Procurement Code and explained the proposed Procurement Code change adding language: For Construction contracts, "Responsible Bidder or Offeror" means a bidder or offeror for a contract for construction of public works (as "construction" and "public works" are defined in the Prevailing Wage Act 820 ILCS 130-1 et seq.) in excess of \$29,999.99 who meets the standards of Section 6-26-6 of this Code. Discussion followed regarding the Responsible Bidder Ordinance (RBO) and the committee members agreed to present the Ordinance to the full board for additional discussion of the RBO addition and consideration for final approval.

A **MOTION** was made by Commissioner Hacker to adjourn the Internal Policy and Compliance Committee Meeting of the DuPage Airport Authority Board of Commissioners. The **motion was seconded** by Commissioner Charvat and was passed by a voice vote; the meeting was adjourned at 8:48 a.m.



Juan E. Chavez, Committee Chairman
Internal Policy and Compliance Committee