

**DuPAGE AIRPORT AUTHORITY
FINANCE, BUDGET, AND AUDIT COMMITTEE
FRIDAY, SEPTEMBER 15, 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, September 15, 2023. Committee Chairman Ledonne called the meeting to order at 10:32 a.m. A quorum was present for the committee meeting.

Commissioners Present: Giunti, LaMantia, Ledonne, Ligino-Kubinski, Puchalski

Commissioners Absent: Davis

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 of Luetkehans, Garner, Brady, 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.

Committee Chair Ledonne read into record Proposed Ordinance 2023-386. A **MOTION** was made by Commissioner Puchalski to table section 6-26-2 Standard of Responsibilities (Responsible Bidder of Offeror) for 90 days in Proposed Ordinance 2023-386; Amending Certain Sections of the DuPage Airport Authority Code. The **motion was seconded** by Commissioner Ligino-Kubinski. Executive Director Doles stated the last changes to the DuPage Airport Authority (DAA) code were made in 2015. This update will bring the DAA code up to date with other state and local governments. Dan Barna stated the changes to the Minimum Competition Requirements. Mr. Barna set forth that the proposed changes would greatly expedite the procurement of smaller dollar-valued items. Mr. Barna informed the Committee members of the proposed changes to the Competition Exceptions (Joint Purchasing). Mr. Barna went on to say that the DAA would be able to utilize joint purchasing contracts from other units of government that have been competed within the last five years. Additionally, Mr. Barna advised of the proposed changes to Contract Signatory Approval Thresholds. Dan Barna stated the proposed addition of procurement staff's approval of up to \$500. Mr. Barna explained the proposed updates to Responsible Bidder to the Committee members. Discussion followed and the motion passed by roll call vote (4-0).

Proposed Resolution 2023-2604; Approving the Use of Outside Auditors for the Year 2024.
Approves the use of outside auditors for auditing the Airport Authority's 2023 financials for an all-inclusive maximum fee of \$33,280.

Executive Director Doles read Proposed Resolution 2023-2604. A **MOTION** was made by Commissioner Giunti to recommend Board approval of Proposed Resolution 2023-2604; Approving the Use of Outside Auditors for the Year 2024. The **motion was seconded** by Commissioner Ligino-Kubinski. Executive Director Doles stated that this is a requirement per the DuPage Airport Authority's By-Laws for annual approval. A Request for Proposal (RFP) was conducted for Financial Auditing Services where staff reviewed and selected Sikich LLP as the DuPage Airport Authority's auditing firm. Mr. Doles advised of the fee structure and informed the committee members that the related costs from this item are included in the Operating Budget. There was no further discussion and the motion passed by roll call vote (4-0).

Proposed Resolution 2023-2605; Award of Contract to Pelican Chemicals, Inc. for the Procurement of Potassium Acetate Runway Deicing Fluid.

Approves the procurement of up to 12,000 gallons of Potassium Acetate for a total amount not-to-exceed \$75,000 for the 2023/2024 winter season.

Committee Chairman Ledonne read into record Proposed Resolution 2023-2605. A **MOTION** was made by Commissioner Puchalski to recommend Board approval of Proposed Resolution 2023-2605; Award of Contract to Pelican Chemicals, Inc. for the Procurement of Potassium Acetate Runway Deicing Fluid. The **motion was seconded** by Commissioner Ligino-Kubinski. Executive Director Doles informed the Committee members two bids were received and reviewed. The approval of this item will allow staff to purchase up to 12,000 gallons on an as-needed basis for the 2023/2024 winter season. This item is an annual purchase with the current year's pricing being less than 2022. Discussion followed and the motion passed by roll call vote of (4-0).

Proposed Resolution 2023-2606; Award of Contract to Nachurs Alpine Solutions, LLC for the Procurement of Sodium Formate Runway Deicing Material.

Approves the procurement of up to 16 tons of Sodium Formate for a total amount not-to-exceed \$27,160.96 for the 2023/2024 winter season.

Committee Chairman Ledonne read into record Proposed Resolution 2023-2606. A **MOTION** was made by Commissioner Giunti to recommend Board approval of Proposed Resolution 2023-2606; Award of Contract to Nachurs Alpine Solutions, LLC for the Procurement of Sodium Formate Runway Deicing Material. The **motion was seconded** by Commissioner Puchalski. Executive Director Doles reported that staff utilized 14 tons of Sodium Formate in the 2022/2023 winter season. This item will allow staff to purchase 16 metric tons of Sodium Formate to apply during the 2023/2024 season. Executive Director Doles stated Sodium Formate is utilized only on the runway for anti-icing and de-icing. Two sealed bids were received and reviewed. There was no further discussion and the motion passed by roll call vote (4-0).

Proposed Resolution 2023-2607; Award of Contract to Khione Management Services for Snow Removal Services.

Approves a snow removal services contract for the 2023/2024 winter season subject to two (2) winter season extensions. Per season retainer fee of \$22,500, \$125 hourly skid steer rate with operator, \$52 hourly shoveler rate, and \$22 per 50lb bag of sidewalk salt.

Committee Chair Ledonne read into record Proposed Resolution 2023-2607. A **MOTION** was made by Commissioner Ligino-Kubinski to recommend Board approval of Proposed Resolution 2023-2607; Award of Contract to Khione Management Services for Snow Removal Services. The **motion was seconded** by Commissioner Giunti. Executive Director Doles informed the committee this item is for landside snow removal from parking lots, sidewalks, and gates. The contract term is from October 15, 2023 until April 15, 2024. Mr. Doles explained the terms of the contract. As a part of the new contract, a monthly retainer fee is guaranteed, and the contractor will be responsible for applying sidewalk salt. There were seven bids received and reviewed. Discussion followed and the motion passed by roll call vote (4-0).

Proposed Resolution 2023-2608; Award of Contract to Aramark Uniform Services for Uniform, Mat and Towel Rental.

Approves a three (3) year uniform, mat and towel rental contract for an annual cost of \$13,619.

Committee Chair Ledonne read into record Proposed Resolution 2023-2608. A **MOTION** was made by Commissioner Puchalski to recommend Board approval of Proposed Resolution 2023-2608; Award of Contract to Aramark Uniform Services for Uniform, Mat and Towel Rental. The **motion was seconded** by Commissioner Giunti. Executive Director Doles informed the committee members that the current contract is on a month-to-month basis and does not conform to the DuPage Airport Authority contract requirements. There are approximately 15 employees of the DuPage Flight Center Line Service Department utilizing weekly uniform cleaning services. Mr. Doles stated that within the DuPage Flight Center building and Prairie Landing Golf Club the uniform service provides floor mats and towels. Three bids were received and reviewed. There was no further discussion and the motion passed by roll call vote (4-0).

Proposed Resolution 2023-2609; Authorizing the Execution of a Non-Federal Reimbursable Agreement Between Department of Transportation Federal Aviation Administration and the DuPage Airport Authority to provide Airport Traffic Control Services at the DuPage Air Traffic Control Tower.

Approves a reimbursable agreement to provide overnight staffing of the Air Traffic Control Tower for the period of 10:00P to 6:00A from October 1, 2023 through September 30, 2024 for a total cost to the DuPage Airport Authority of \$746,641.14 which includes a \$72,697 shortfall for the previous term.

Committee Chairman Ledonne read into record Proposed Resolution 2023-2609. A **MOTION** was made by Commissioner Giunti to recommend Board approval of Proposed Resolution 2023-2609; Authorizing the Execution of a Non-Federal Reimbursable Agreement Between Department of Transportation Federal Aviation Administration and the DuPage Airport Authority to provide Airport Traffic Control Services at the DuPage Air Traffic Control Tower. The **motion was seconded** by Commissioner Puchalski. Executive Director Doles stated that in

1998 the Federal Aviation Administration (FAA) informed DuPage Airport of their requirement to fund the Air Traffic Controllers nighttime operations due to not averaging a minimum of four flights per hour, at night from 10 p.m. to 6 a.m. Then in 2011, the FAA changed the criteria to a mandatory two controllers per shift which increased the cost of the reimbursement to the FAA. The funding for the Air Traffic Controllers comes from fuel operations, but because of the substantial cost of the reimbursement, the Airport Authority appropriates some funds from the property tax levy as this is a safety and security issue. Executive Director Doles stated the shortfall is due to the FAA's estimated budget for their calendar year which begins October 1 through September 30. The FAA's estimate did not include the seniority of controllers, COVID issues, and unforeseen overtime. Mr. Doles also informed the committee members that DuPage's Air Traffic Control Tower is also a training tower. Discussion followed and the motion passed by roll call vote (4-0).

Commissioner Puchalski made a **MOTION** to adjourn the Finance, Budget, and Audit Committee Meeting; the **motion was seconded** by Commissioner Ligino-Kubinski and was passed by a unanimous voice vote. The committee meeting was adjourned at 11:05 a.m.

A handwritten signature in black ink, appearing to read "Michael V. Ledonne", written over a horizontal line.

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