

**DuPAGE AIRPORT AUTHORITY
FINANCE, BUDGET, AND AUDIT COMMITTEE
WEDNESDAY, SEPTEMBER 18, 2024**

A meeting of the Finance, Budget, and Audit Committee of the DuPage Airport Authority Board of Commissioners was convened at the DuPage Flight Center Building, Third Floor Conference Room, 2700 International Drive, West Chicago, Illinois on Wednesday, September 18, 2024. Committee Chairman Ledonne called the meeting to order at 1:30 p.m. A physical quorum was present for the committee meeting. Commissioner Ledonne notified the DuPage Airport Authority Committee members that Commissioner Chavez's absence was due to employment purposes.

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

Commissioners Absent: Chavez

DuPage Airport Authority Staff Present: Mark Doles, Executive Director; Patrick Hoard, Director of Finance; Dan Barna, Operations and Capital Programs Manager; Kristine Klotz, Executive Assistant, and Board Liaison; Phil Luetkehans, of Luetkehans, Brady, Garner, Armstrong LLC.

Others: Dan Pape, CMT.

OLD BUSINESS

None

NEW BUSINESS

Proposed Resolution 2024-2670; 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, 2024 through September 30, 2025 for a total cost to the DuPage Airport Authority of \$673,944.14.

Committee Chairman Ledonne read into the record Proposed Resolution 2024-2670. A

MOTION was made by Commissioner Davis to recommend Board approval for Proposed Resolution 2024-2670; 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 Ligino-Kubinski. Executive Director Doles advised that the annual agreement with the Federal Aviation Administration (FAA) where the DuPage Airport Authority provides compensation for the after-hour services of the DuPage Air Traffic Control Tower. The agreement has been in place since 1998. This agreement alleviates safety concerns with staff, customers, and the surrounding local community. O'Hare and Midway International Airports are the only other Illinois airports with 24-hour air traffic control towers and those are fully funded by the FAA. Executive Director discussed the number of nighttime operations at DuPage, and the negotiation of a zero percent increase in cost to the Airport Authority. Committee Chairman Ledonne commended Executive Director Doles on the

negotiation process. Commissioner Davis questioned the average number of nighttime flights. Executive Director advised that between 10 pm and 11 pm the average number of operations is 6.48 per hour for the year. The airport would need to average 4 flights per hour for the entire eight hours from 10 pm to 6 am. Discussion followed. The motion passed unanimously by roll call vote (4-0).

Proposed Resolution 2024-2671; Approving the Use of Sikich LLP as Outside Auditors for the Year 2025.

Approves the use of outside auditors for auditing the Airport Authority's 2024 financial statements for an all-inclusive maximum fee of \$34,610.

Committee Chairman Ledonne read into the record Proposed Resolution 2024-2671. A **MOTION** was made by Commissioner Davis to recommend Board approval for Proposed Resolution 2024-2671; Approving the Use of Sikich LLP as Outside Auditors for the Year 2025. The **motion was seconded** by Commissioner Ligino-Kubinski. There was no further discussion and the motion passed unanimously by roll call vote (4-0).

Proposed Resolution 2024-2672; Authorizing the Execution of a Property and Casualty Insurance Broker Retainer Agreement with Arthur J. Gallagher & Company.

Approves the use of Arthur J. Gallagher as property & casualty insurance broker for a two (2) year term, subject to three (3) one (1) year extensions at the sole discretion of the Authority. Standard brokerage commissions included in premiums paid by the Authority.

Committee Chairman Ledonne read into the record Proposed Resolution 2024-2672. A **MOTION** was made by Commissioner Davis to recommend Board approval for Proposed Resolution 2024-2672; Authorizing the Execution of a Property and Casualty Insurance Broker Retainer Agreement with Arthur J. Gallagher & Company. The **motion was seconded** by Commissioner Ligino-Kubinski. Chairman Puchalski questioned the length of time Arthur J. Gallagher & Company has been retained by the DuPage Airport Authority. Executive Director Doles stated that this agreement with Arthur J. Gallagher & Company for Property and Casualty Insurance would be a switch from the Airport Authority's current Property and Casualty Insurance Broker. Dan Barna advised that in the past the DuPage Airport Authority has utilized the services of Arthur J. Gallagher & Company. Mr. Barna advised that the current company proposed an 18 percent increase to the current policy. A request for proposal was published on June 17, 2024. On July 19, 2024 five proposals were received and reviewed. Discussion followed and the motion passed unanimously by roll call vote (4-0).

Proposed Resolution 2024-2673; Award of Contract to Nachurs Alpine Solutions LLC 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 \$67,800 for the 2024/2025 winter season.

Committee Chairman Ledonne read into the record Proposed Resolution 2024-2673. A **MOTION** was made by Commissioner Davis to recommend Board approval for Proposed Resolution 2024-2673; Award of Contract to Nachurs Alpine Solutions LLC for the Procurement of Potassium Acetate Runway Deicing Fluid. The **motion was seconded** by Commissioner Ligino-Kubinski. There was no further discussion and the motion passed unanimously by roll call vote (4-0).

Proposed Resolution 2024-2674; Award of Contract to Pelican Chemicals, Inc. 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 \$25,920 for the 2024/2025 winter season.

Committee Chairman Ledonne read into the record Proposed Resolution 2024-2674. A **MOTION** was made by Commissioner Davis to recommend Board approval for Proposed Resolution 2024-2674; Award of Contract to Pelican Chemicals, Inc. for the Procurement of Sodium Formate Runway Deicing Material. The **motion was seconded** by Commissioner Ligino-Kubinski. Committee Chairman Ledonne questioned the levels of deicing materials left from the previous winter season. Mr. Barna advised that staff needed to purchase additional potassium acetate runway deicing fluid last season due to increased ice. The sodium formate stock is currently at 21 tons. Discussion followed. The motion passed unanimously by roll call vote (4-0).

Proposed Resolution 2024-2675; Award of a Master Agreement to Volt Electric, Inc. for On-Call Electrical Repair Services.

Approves a two (2) year Master Agreement for as-needed electrical repairs, not-to-exceed \$40,000 annually or \$15,000 per project.

Committee Chairman Ledonne read into the record Proposed Resolution 2024-2675. A **MOTION** was made by Commissioner Davis to recommend Board approval for Proposed Resolution 2024-2675; Award of a Master Agreement to Volt Electric, Inc. for On-Call Electrical Repair Services. The **motion was seconded** by Commissioner Ligino-Kubinski. There was no discussion and the motion passed by roll call vote (3-0). Commissioner Giunti abstained.

Proposed Resolution 2024-2676; Award of a Master Agreement to R.J. O'Neil, Inc. for On-Call HVAC Repair Services.

Approves a two (2) year Master Agreement for as-needed HVAC repairs, not-to-exceed \$40,000 annually or \$15,000 per project.

Committee Chairman Ledonne read into the record Proposed Resolution 2024-2676. A **MOTION** was made by Commissioner Davis to recommend Board approval for Proposed Resolution 2024-2676; Award of a Master Agreement to R.J. O'Neil, Inc. for On-Call HVAC Repair Services. The **motion was seconded** by Commissioner Ligino-Kubinski. Executive Director Doles advised that the Master Agreements for On-Call services on today's agenda have been competed, and the lowest bidders are in full compliance with the DuPage Airports Responsibility of Bidders or Offerors requirements. There was no further discussion and the motion passed by roll call vote (3-0). Commissioner Giunti abstained.

Proposed Resolution 2024-2677; Award of a Master Agreement to Combined Roofing Services LLC for On-Call Roof Repair Services.

Approves a two (2) year Master Agreement for as-needed roof repairs, not-to-exceed \$40,000 annually or \$15,000 per project.

Committee Chairman Ledonne read into the record Proposed Resolution 2024-2677. A **MOTION** was made by Commissioner Davis to recommend Board approval for Proposed Resolution 2024-2677; Award of a Master Agreement to Combined Roofing Services LLC for On-Call Roof Repair Services. The **motion was seconded** by Commissioner Ligino-Kubinski. There was no further discussion and the motion passed by roll call vote (4-0).

Proposed Resolution 2024-2678; Award of a Master Agreement to DuPage Overhead Garage Doors, Inc. for On-Call Commercial Sectional Garage Door and Gate Repair Services.

Approves a two (2) year Master Agreement for as-needed garage door and gate repairs, not-to-exceed \$40,000 annually or \$15,000 per project.

Committee Chairman Ledonne read into the record Proposed Resolution 2024-2678. A **MOTION** was made by Commissioner Davis to recommend Board approval for Proposed Resolution 2024-2678; Award of a Master Agreement to DuPage Overhead Garage Doors, Inc. for On-Call Commercial Sectional Garage Door and Gate Repair Services. The **motion was seconded** by Commissioner Ligino-Kubinski. There was no further discussion and the motion passed by roll call vote (4-0).

Proposed Resolution 2024-2679; Award of Contract to Video and Sound Service, Inc. for Access Control and Surveillance Wireless Mesh Network Replacement.

Approves a contract for access control and surveillance wireless mesh network hardware replacement. Total authorized construction cost not-to-exceed \$130,556.80, which includes a 10% owner's contingency.

Committee Chairman Ledonne read into the record Proposed Resolution 2024-2679. A **MOTION** was made by Commissioner Davis to recommend Board approval for Proposed Resolution 2024-2679; Award of Contract to Video and Sound Service, Inc. for Access Control and Surveillance Wireless Mesh Network Replacement. The **motion was seconded** by Commissioner Ligino-Kubinski. Committee Chairman Ledonne questioned if this item was a total system upgrade. Mr. Barna advised that this is an equipment replacement. Mr. Barna advised that there are 37 radios spread around the eight miles of perimeter fencing. This project would replace those antennas with direct point-to-point communication to the DuPage Flight Center building. Network hardware which is utilized for access control and surveillance devices along with the antennas are past their service life. Executive Director Doles advised that this system is stand alone, with frequencies that will not interfere with any aviation-related operations. Discussion followed, and the motion passed by roll call vote (3-0). Commissioner Giunti abstained.

Committee Chairman Ledonne scheduled the Special Finance, Budget, and Audit Committee Meeting to review the Fiscal Year 2025 Preliminary Operation and Capital Plan for November 7, 2024 at 1:00 p.m.

Commissioner Davis 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 1:58 p.m.

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

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