DuPAGE AIRPORT AUTHORITY
INTERNAL POLICY AND COMPLIANCE COMMITTEE
WEDNESDAY, SEPTEMBER 16, 2026

A meeting of the Internal Policy and Compliance 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 16, 2026. Committee Chairman Chavez called the meeting to order at 3:00 p.m. and a physical quorum was present for the committee meeting.

Commissioners Present: Chavez, Hacker, Lingino-Kubinski, Puchalski
Commissioners Absent: Charvat, Davis, Ledonne

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

Others: Dan Pape, CMT; Brian Armstrong; of Luetkehans, Brady, Garner, Armstrong.

OLD BUSINESS
None

NEW BUSINESS
Ordinance 2026-413; Amending Certain Sections of the DuPage Airport Authority Code.
Committee Chairman Chavez read into record Ordinance 2026-413. A **MOTION** was made by Chairman Puchalski to recommend Board approval of Ordinance 2026-413; Amending Certain Sections of the DuPage Airport Authority Code. The **motion was seconded** by Commissioner Hacker. Dan Barna advised the proposed amendments to the DuPage Airport Authority's Procurement Code reflect changes in procurement practices and inflation. Mr. Barna advised the first proposed amendment to review the formal sealed bidding requirements. The proposed changes would increase the formal sealed bid threshold to $50,000. Purchases between $5,000 and $49,999 would require a minimum of three written quotes. Mr. Barna noted that the Authority's auditors review the sealed bid process to ensure staff complies with the Procurement Code. Mr. Barna noted that auditors also reviewed to ensure that the adjustment would account for inflation. Mr. Barna advised that the State of Illinois and City of Chicago use a $100,000 threshold. The change would allow staff to expedite awards for urgent projects under $50,000. Executive Director Doles signature authority would increase to $50,000, with full Board approval required for amounts over $50,000.
Mr. Barna advised the Political Contribution disclosure section is proposed to be removed from the Authority's Code that would require bidders to disclose a Statement of Political Contributions of more than $150 to any DuPage County elected official within the last two years. Mr. Barna noted that the Illinois State Board of Elections maintains a database of campaign contributions, the disclosure is not required under the Illinois State Procurement Code, and the current requirement creates an administrative burden. Committee Chairman Chavez asked about DuPage County's requirement, and Mr. Barna revealed that the County's reporting disclosure threshold is $5,000 in one year.

Mr. Barna reviewed the Estimated Magnitudes section of the Procurement code language regarding construction solicitations. He explained that the provision originated from federal funding requirements and does not apply to projects bid directly by the Authority.
Mr. Barna proposed reducing the minimum solicitation period for sealed bids from 21 to 14 calendar days and for Requests for Proposal's from 30 to 21 calendar days. Executive Director Doles stated that the change would allow staff to accelerate contract awards when necessary for time-sensitive projects while remaining compliant with procurement requirements.
As for the Joint Purchasing Cooperatives, an additional provision would require staff to compare the lowest responsive and responsible bid with pricing available through applicable joint purchasing cooperatives to obtain the lowest available cost.
Mr. Barna reviewed proposed clarifying language regarding union and non-union contractors, including active enrollment in applicable U.S. Department of Labor-approved apprenticeship programs. The discussion also addressed journeyman cards, journeyman-level National Center for Construction Education and Research credentials, government-issued trade licenses, and compliance with the airport Authority Responsible Bidder Ordinance (the "RBO").
Commissioner Hacker asked whether contractors are required to have a trade-specific journeyman card or license. Staff discussed the applicable requirements and the need to clarify the language.
Mr. Barna noted that the RBO applies to all tenants operating on the airfield. All tenants are required to comply with the Authority's rules and regulations, including the requirements of the RBO. There was no further discussion and the motion passed by roll call vote (3-0).

OTHER BUSINESS
None

Chairman Puchalski made a **MOTION** to adjourn the Internal Policy and Compliance Committee Meeting; the **motion was seconded** by Commissioner Hacker and was passed by a unanimous voice vote. The committee meeting was adjourned at 3:12 p.m.

Juan E. Chavez, Chairman
Internal Policy and Compliance Committee