

**DuPAGE AIRPORT AUTHORITY
FINANCE, BUDGET AND AUDIT COMMITTEE
WEDNESDAY, JANUARY 14, 2015**

A meeting of the Finance, Budget and Audit Committee of the DuPage Airport Authority Board of Commissioners was convened at the DuPage Flight Center, 2700 International Drive, West Chicago, Illinois, First Floor Conference Room, on Wednesday, January 14, 2015. Committee Chairman Huizenga was absent from the meeting and Commissioner Donnelly served as Acting Chairman. The meeting was called to order at 1:00 p.m. and a quorum was present for the meeting.

Commissioners Present: Donnelly, Ledonne, Posch, Wagner

Commissioners Absent: Huizenga

DuPage Airport Authority Staff Present: Executive Director David Bird; Mark Doles, Director of Aviation Facilities and Properties; Patrick Hoard, Director of Finance and Prairie Landing Golf Club; John Schlaman, Manager of Prairie Landing Golf Club; Dan Barna, Procurement Manager; Pamela Miller, Executive Assistant and Board Liaison.

Others:

None

OLD BUSINESS

None

NEW BUSINESS

REVIEW OF FINANCIAL STATEMENTS

Discussion occurred regarding the Property Tax Abatement and Patrick Hoard reviewed the history of the Airport Authority's tax levy abatements. He advised that given the significant capital projects completed in 2014, the Fiscal Year 2015 Budget and Appropriations does not reflect a tax abatement. Discussion followed.

Patrick Hoard proceeded to review the Financial Statements:

Operating Revenues:

Airport Operations increased 6% over budgeted amount.

Flight Center Fuel Operations increased 11% over the budgeted amount.

Prairie Landing Golf Club is 11% below budget for the year.

Total Operating Revenues overall are up 7% actual versus budget.

Operating Expenses:

Airport Operations increased 2% from the budgeted amount for the year.

Flight Center Fuel Operations increased 5%.

Prairie Landing Golf Club is 7% below actual versus budget.

Total Operating Expenses are up 2% actual versus budget.

Net Profit from Operations have increased significantly from the amount budgeted.

Total Non-Operating Revenues are up 5% actual versus budget.

Total Non-Operating Expenses increased 13% actual versus budget.

Net profit from Non-Operations up 5% actual versus budget.

Net Profit Excluding Depreciation increased 20% actual versus budget.

Capital Development Program: 20% actual versus budget.

Cash Ending Balance is at \$16.523 million; Cash Balance at the beginning of the year was \$27.3 million.

Mr. Hoard continued that the annual audit is now ongoing for Fiscal Year 2014 and the audited financials will be presented to the Board at the May Meeting. Discussion followed.

NEW BUSINESS

Proposed Ordinance 2015-280; Adopting Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2015 and Ending December 31, 2015.

Executive Director Bird read into the record Proposed Ordinance 2015-280 and there was no further discussion. A **MOTION** was made by Commissioner Wagner to recommend Board approval of Proposed Ordinance 2015-280; Adopting Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2015 and Ending December 31, 2015. The **motion was seconded** by Commissioner Posch and was passed unanimously by roll call vote (4-0).

Proposed Ordinance 2015-281; An Ordinance of the DuPage Airport Authority Promulgating Regulations Under the Freedom of Information Act.

Executive Director Bird read into the record Proposed Ordinance 2015-281 and there was no further discussion. A **MOTION** was made by Commissioner Wagner to recommend Board approval of Proposed Ordinance 2015-281; An Ordinance of the DuPage Airport Authority Promulgating Regulations Under the Freedom of Information Act. The **motion was seconded** by Commissioner Posch and was passed unanimously by roll call vote (4-0).

Proposed Resolution 2015-1900; Approving the Use of Outside Attorneys for the Fiscal Year 2015.

Approves utilizing the firms of Schirott, Luetkehans and Garner and SheppardMullin to provide legal services for the 2015 Fiscal Year.

Executive Director Bird read into the record Proposed Resolution 2015-1900 and Commissioner Wagner commented on the wonderful job done by the firm of Schirott, Luetkehans and Garner for the Airport Authority. A **MOTION** was made by Commissioner Ledonne to recommend Board approval of Proposed Resolution 2015-1900; Approving the Use of Outside Auditors for the Year 2015. The **motion was seconded** by Commissioner Posch and was passed unanimously by roll call vote (4-0).

Proposed Resolution 2015-1901; Authorizing Execution of a Professional Services Agreement with Serafin and Associates Inc. for Marketing and Communications Services.

Approves an Agreement of providing marketing and communications support for the Flight Center, DuPage business Center and Prairie Landing Golf Club at a total not-to-exceed cost of \$42,500.

Executive Director Bird read into the record Proposed Resolution 2015-1901 and stated Serafin had served the Airport Authority during the past years very well. He advised that the three-year agreement with Serafin will end this year and a Request for Proposal (RFP) will be released for retaining marketing and communications services for the 2016 Fiscal Year. A **MOTION** was made by Commissioner Wagner to recommend Board approval of Proposed Resolution 2015-1901; Authorizing Execution of a Professional Services Agreement with Serafin and Associates Inc. for Marketing and Communications Services. The **motion was seconded** by Commissioner Posch and was passed unanimously by roll call vote (4-0).

Proposed Resolution 2015-1902; Authorizing the Award of an Aviation Fuel Supply Contract.

Approves Executive Director and Legal Counsel to finalize and execute required contract documents with Phillips 66 to be the aviation fuel supplier for the DuPage Airport Authority for a 5-year term commencing April 1, 2015.

Mr. Doles explained that the five-year agreement with the current fuel provider for the Flight Center will expire March 31, 2015. He continued that the Aviation Management Consulting Group (AMCG) was retained by the Airport Authority to assist with developing the Request for Proposal (RFP) and also assisted with review of the submissions; five proposals were received. After completion of the review process the panel unanimously selected Phillips 66 to be recommended for award of the fuel supply contract. Mr. Doles discussed the scope of the contract and the costs involved. Discussion followed. A **MOTION** was made by Commissioner Posch to recommend Board approval of Proposed Resolution 2015-1902; Authorizing the Award of an Aviation Fuel Supply Contract. The **motion was seconded** by Commissioner Ledonne and was passed unanimously by roll call vote (4-0).

Other Business

None

A **MOTION** was made by Commissioner Ledonne to adjourn the Finance, Budget and Audit Committee; the **motion was seconded** by Commissioner Posch and was passed unanimously by voice vote. The meeting adjourned at 1:50 p.m.

Approved at the March 18, 2015 Board Meeting
Peter H. Huizenga, Chairman
Finance, Budget and Audit Committee