

**DuPAGE AIRPORT AUTHORITY  
INTERNAL POLICY AND COMPLIANCE COMMITTEE**

**Wednesday, March 4, 2015**

DuPage Airport Authority  
Flight Center Building  
2700 International Drive  
West Chicago, Illinois 60185

The Internal Policy and Compliance Committee of the DuPage Airport Authority Board of Commissioners convened at the DuPage Airport Authority Flight Center Building, 2700 International Drive, West Chicago, Illinois on Wednesday, March 4, 2015. Chairwoman LaMantia was absent from the meeting and Commissioner Chavez served as Acting Chair. Commissioner Chavez called the meeting to order at 4:00 p.m. and a quorum was present for the meeting.

**Commissioners Present:** Chavez, Ledonne, Posch

**Absent:** LaMantia

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

**Others in Attendance:** Phil Luetkehans, Attorney.

**Members of the Press:** None

**NEW BUSINESS**

**Proposed Ordinance 2015-282; Amending the DuPage Airport Authority Code with Revisions to the Procurement Policies and Procedures.**

Executive Director Bird explained that these revisions will address some immediate concerns as well as needed updates. He asked Attorney Luetkehans to address these recommended revisions. Attorney Luetkehans discussed changes to allow the ability to utilize the design build process for construction of the proposed new transient hangar. He explained that currently there are no provisions in the DAA Code for this type of process. He explained the definition of design build and discussion followed.

Discussion occurred regarding the reasons for modifications to the various dollar thresholds recommended for the Procurement Code. Commissioner Ledonne suggested that a summary report be prepared for the Board at the end of the year reflecting purchases under \$15,000. Discussion continued and staff agreed to provide this summary report.

Attorney Luetkehans proceeded to review each of the Code sections where revisions were recommended. Discussion occurred regarding the revision in Section 6.15-2 relating to required political contributions. Attorney Luetkehans stated this revision would clarify the intent of this Section and increase the dollar threshold for filing the disclosure to \$14,999.00 from \$9,999.99 to be consistent with item 6.15-2 which increases the various dollar thresholds for competitive bidding and for procurement by staff without Board approval. Discussion continued and the Committee recommended the threshold for filing the political contributions disclosures be kept at the current level of \$9,999.99 and staff agreed.

All other recommended revisions were agreed upon by the Committee.

A **MOTION** was made by Commissioner Ledonne to recommend Board approval for Proposed Ordinance 2015-282; Revisions to the Procurement Code with the exception of the revision to Section 6.15-2 relative to required political contribution disclosure which will remain at the

current level of \$9,999.00. The **motion was seconded** by Commissioner Posch and was passed unanimously by roll call vote (3-0).

**Proposed Ordinance 2015-283; Revisions to the Employee Handbook.**

A **MOTION** was made by Commissioner Ledonne to defer discussion of Proposed Ordinance 2015-283; Revisions to the Employee Handbook to a future committee meeting at a date to be determined. The **motion was seconded** by Commissioner Posch. Discussion followed briefly. The motion was then passed unanimously by voice vote.

**OTHER BUSINESS**

None

A **MOTION** was made by Commissioner Ledonne to adjourn the Internal Policy and Compliance Committee Meeting. The **motion was seconded** by Commissioner Posch and was passed unanimously by voice vote. The meeting adjourned at 4:28 p.m.

Approved at May 20, 2015 Board Meeting  
**Gina LaMantia, Chair**  
**Internal Policy and Compliance Committee**