

**DuPAGE AIRPORT AUTHORITY  
FINANCE, BUDGET AND AUDIT COMMITTEE  
WEDNESDAY, MAY 20, 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, May 20, 2015. Committee Chairman Huizenga called the meeting to order at 1:02 p.m. and a quorum was present.

**Commissioners Present:** Donnelly, Huizenga, Ledonne, Posch, Wagner

**Commissioners Absent:** None

**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; Dan Barna, Procurement Manager; Pamela Miller, Executive Assistant and Board Liaison.

**Others:**

Jim Savio, Sikich; Mike Loftus, Resident.

**OLD BUSINESS**

None

**REVIEW OF FINANCIAL STATEMENTS**

Patrick Hoard proceeded to review the Financial Statements:

Operating Revenues:

*Airport Operations* revenues are on budget for this month; just below 1%.

*Flight Center Fuel Operations* decreased 14% from the budgeted amount.

*Prairie Landing Golf Club* revenues on budget year-to-date.

*Total Operating Revenues* overall are down 9% actual versus budget.

Operating Expenses:

Each of the businesses are down. Margins across the Board are very good and considerably ahead of where expected for this year.

*Airport Operations* expenses decreased 9% from budget.

*Flight Center Fuel Operations* decreased 29%.

*Prairie Landing Golf Club* is 6% below actual versus budget.

*Total Operating Expenses* decreased 20% actual versus budget.

*Net Profit from Operations* increased significantly from the amount budgeted; driven by sale of land at the DuPage Business Center.

*Total Non-Operating Revenues* increased significantly from budget.

*Total Non-Operating Expenses* are flat.

*Net profit from Non-Operations* and *Net Profit Excluding Depreciation* both increased significantly actual versus budget.

*Capital Development Program:* Decreased significantly from budget but does not yet reflect increased spending for new transient hangar construction.

*Cash Ending Balance* is nearly \$17.153 million.

Discussion followed.

**Presentation and Review of the Annual Financial Audit.**

Mr. Hoard asked Mr. Savio to review the Annual Financial Audit Report. Mr. Savio thanked staff for their assistance throughout the audit process. He advised that on November 13, 2014 a planning meeting was held, and preliminary field work began on December 17, 2014. He continued that final field work ended by February 23, 2015, a draft audit report provided on March 18 and the final audit report presented on April 2, 2015. Mr. Savio reviewed the highlights of the Financial Audit Report and stated that an unmodified opinion was issued which is the highest opinion to be given in the audit process. Discussion followed.

Commissioner Huizenga asked the Committee to consider the possibility of recommending to the Board approval of another abatement of the property tax levy. Discussion followed.

A **MOTION** was made by Commissioner Wagner to recommend for Board Approval that the DuPage Airport Authority abate \$500,000 in Fiscal Year 2016 for property taxes collected in 2015. The motion was seconded by Commissioner Ledonne and was unanimously passed by roll call vote (5-0).

**NEW BUSINESS**

**Proposed Resolution 2015-1941; Authorizing the Execution of a Non Federal Reimbursable Agreement between the Department of Transportation Federal Aviation Administration and the DuPage Airport authority to Provide Airport Traffic Control (ATC) Services at the DuPage Air Traffic Control Tower.**

*Approves an Agreement between the Federal Aviation Administration ("FAA") and the DuPage Airport Authority whereby the FAA will provide staffing of the DuPage Air Traffic Control Tower from 10:00 PM to 6:00 AM for the period for October 1, 2015 through September 30, 2016. Total authorized cost of \$477,898.37.*

Mark Doles explained that in 1988 the Federal Aviation Administration (FAA) pulled all funding for staffing night time Air Traffic Control Towers across the nation and since that time the DuPage Airport Authority has paid the FAA for staffing the tower during nighttime hours 10 p.m. to 6:00 a.m. He continued that this allows the Airport to be open and controlled and ensures the safety of customers, tenants, staff and the surrounding communities. He added this also helps the Airport Authority to attract and retain business. Mr. Doles advised this agreement with the FAA allows the Airport Authority to again fund, for the Fiscal Year 2015-2016, staffing at the Air Traffic Control Tower for night time hours. Discussion followed regarding the importance of continuing this agreement with the FAA.

A **MOTION** was made by Commissioner Wagner to recommend Board approval of Proposed Resolution 2015-1941; Authorizing the Execution of a Non Federal Reimbursable Agreement Between the Department of Transportation Federal Aviation Administration and the DuPage Airport authority to Provide Airport Traffic Control (ATC) Services at the DuPage Air Traffic Control Tower. The **motion was seconded** by Commissioner Ledonne and was passed unanimously by roll call vote (5-0).

**Proposed Resolution 2015-1942; Resolution for the Disposal/Destruction of Surplus Personal Property.**

*Approves the disposition of surplus property by internet auction. Items include a 1991 John Deere Tractor, 1995 Chevy Pickup Truck, and 2003 Chevy Van.*

Dan Barna advised the Airport Authority has one piece of equipment and two vehicles to be disposed by utilizing *eBay*. Discussion followed regarding the recent sales and amounts received by utilizing this method of disposition for surplus property and equipment.

A **MOTION** was made by Commissioner Donnelly to recommend Board approval of Proposed Resolution 2015-1942; Resolution for the Disposal/Destruction of Surplus Personal Property.

The **motion was seconded** by Commissioner Posch and was passed unanimously by roll call vote (5-0).

**Proposed Resolution 2015-1943; Award of Contract to Excel Mechanical Services, LLC. for Heat and A/C Unit Replacement at the Travel Express and American Flyers Hangars.**

*Approves a Contract for replacement of two (2) A/C units at the Travel Express Hangar and four (4) heat and A/C split system units at the American Flyers Hangar. Total authorized construction cost of \$54,444.50, which includes a 10% owner's contingency.*

Mr. Barna explained the air conditioning and heating systems are in need of replacement at the Travel Express Hangar and the American Flyers Hangar. He reported that six bids were received, however upon evaluation, the lowest bid did not meet specifications. The low, responsive, responsible bidder was determined to be Excel Mechanical Services. Discussion followed.

A **MOTION** was made by Commissioner Posch to recommend Board approval of Proposed Resolution 2015-1943; Award of Contract to Excel Mechanical Services, LLC. for Heat and A/C Unit Replacement at the Travel Express and American Flyers Hangars. The **motion was seconded** by Commissioner Ledonne and was passed unanimously by roll call vote (5-0).

**Proposed Resolution 2015-1945; Award of Contract to Gate Options for Replacement of Three (3) Electric Gate Operators.**

*Approves a Contract for replacement of three (3) Hy-Security electric gate operators, drive rails and loop detectors. Total authorized construction cost of \$42,714, which includes a 5% owner's contingency.*

Mr. Barna advised this project includes replacing three electro-hydraulic gate operators that are unreliable due to extensive use and wear. He advised there were two bids received and Gate Options was determined to be the low responsive and responsible bidder. Discussion continued briefly.

A **MOTION** was made by Commissioner Ledonne to recommend Board approval of Proposed Resolution 2015-1945; Award of Contract to Gate Options for Replacement of Three (3) Electric Gate Operators. The **motion was seconded** by Commissioner Wagner and was passed unanimously by roll call vote (5-0).

**Other Business**

None

A **MOTION** was made by Commissioner Posch to adjourn the Finance, Budget and Audit Committee; the **motion was seconded** by Commissioner Ledonne and was passed unanimously by voice vote. The meeting adjourned at 1:56 p.m.

**Approved June 24, 2015 Board Meeting**

**Peter H. Huizenga, Chairman  
Finance, Budget and Audit Committee**