

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

**Wednesday, April 26, 2017**

DuPage Airport Authority  
Daniel L. Goodwin Flight Center Building  
2700 International Drive  
West Chicago, Illinois 60185

The Special Meeting of the Internal Policy and Compliance Committee of the DuPage Airport Authority Board of Commissioners convened at the Daniel L. Goodwin Flight Center Building, 2700 International Drive, West Chicago, Illinois on Wednesday, April 26, 2017. Committee Chairwoman LaMantia called the meeting to order at 8:06 a.m. and a quorum was present for the meeting.

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

**Absent:** None

**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, Operations and Capital Program Manager; Pamela Miller, Executive Assistant and Board Liaison.

**Others in Attendance:** Phil Luetkehans, Schirott, Luetkehans & Garner, LLC.

**Members of the Press:** None

**NEW BUSINESS**

**Proposed Ordinance 2017-311; Amending the DuPage Airport Authority Procurement Policy.**

*Provides exceptions to allow certain types of contracts to be extended by the Board of Commissioners for an additional period.*

Committee Chairwoman LaMantia reminded the committee that at the January Policy Committee Meeting this amendment was discussed and legal staff was directed to conduct further analysis and report back to this committee. She continued that it was suggested that anything over the 5-year term would be reviewed on a case-by-case basis. Dan Barna explained the current Procurement Policy has a cap on contract terms; not to exceed four (4) years in duration and requiring the Board to waive the requirement of the Code when approving a longer contract term. Mr. Barna stated that with certain unique types of contracts it may not be in the best interest of the Airport Authority to have shorter terms due to changes in services, equipment and software. He continued there are significant costs and operational burdens involved with changing certain types of contracts, particularly those that involve any type of software or IT services such as timekeeping and payroll, accounting systems, and point-of-sale systems. Staff is asking for the flexibility to extend the initial term up to five (5) years if there is a unique contract situation; this request would be brought for approval. Discussion followed.

A **MOTION** was made by Commissioner Ledonne to recommend Board approval of Proposed Ordinance 2017-311; Amending the DuPage Airport Authority Procurement Policy. The **motion was seconded** by Commissioner Chavez and was passed unanimously by roll call vote (4-0).

**Proposed Ordinance 2017-312; Amending the DuPage Airport Authority Employee Handbook.**

*Incorporates criminal history records check procedures for employees who require unescorted access to the airport Operations Area.*

Dan Barna stated the Airport Authority has made significant security improvements since September 11, 2001. He reviewed the Photo ID Access Control Badging Program for employees, tenants and contractors who require unescorted access to restricted areas of the Airport, primarily Airport Operations Areas (AOA). He continued that all employees who require unescorted access to Airport Operations Areas also undergo fingerprinting and criminal history checks and these results are reviewed by the Executive Director. This badging program is consistent with Transportation Security Administration (TSA) Guidelines for General Aviation Airports and this is currently addressed in the Employee Handbook. Mr. Barna advised this amendment will formalize and enhance the existing procedures consistent with airport security standards and in compliance with Federal/State laws and Employer Best Practices. The Airport Authority legal counsel, Schirott Luetkehans & Garner; and Sheppard Mullin, the Airport Authority's personnel counsel, have reviewed the proposed amendments for the Employee Handbook. Discussion followed.

A **MOTION** was made by Commissioner Ledonne to recommend Board approval of Proposed Ordinance 2017-312; Amending the DuPage Airport Authority Employee Handbook. The **motion was seconded** by Commissioner Posch and was passed unanimously by roll call vote (4-0).

**OTHER BUSINESS**

None

A **MOTION** was made by Commissioner Chavez 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 8:46 a.m.

**Approved at the May 17, 2017 Board Meeting**  
**Gina LaMantia, Chair**  
**Internal Policy and Compliance Committee**