

**DuPAGE AIRPORT AUTHORITY
FINANCE, BUDGET AND AUDIT COMMITTEE
WEDNESDAY, SEPTEMBER 14, 2016**

A meeting of the Finance, Budget and Audit Committee of the DuPage Airport Authority Board of Commissioners was convened at the Daniel L. Goodwin Flight Center Building, First Floor Conference Room, 2700 International Drive, West Chicago, Illinois on Wednesday, September 14, 2016. Committee Chairman Huizenga was absent from this meeting. Commissioner Ledonne served as Acting Committee Chairman and called the meeting to order at 1:32 p.m. A quorum was present for the committee meeting.

Commissioners Present: Donnelly, Ledonne, Posch, Sharp, 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; Dan Barna, Procurement Manager; Pamela Miller, Executive Assistant and Board Liaison.

Others: Michael Toth, JLL; Michael Vonic, CH2M.

OLD BUSINESS

None

NEW BUSINESS

REVIEW OF FINANCIAL STATEMENTS

Patrick Hoard reviewed the August 2016 Financial Statements and discussion followed:

Operating Revenues:

Airport Operations revenues are on budget for the year; *Flight Center Fuel Operations* decreased 17%; *Prairie Landing Golf Club* revenues decreased 7% due to decreased wedding revenues for 2016.

Total Operating Revenues are down 11%; actual versus budget.

Operating Expenses:

Every business is doing well with keeping expenses down.

Total Operating Expenses decreased 17%; actual versus budget.

Net Profit from Operations: Year-to-Date actual net profit from operations is significantly higher for this time period than the amount budgeted for August 2016.

Total Non-Operating Revenues: Showing no significant changes since the last report.

Total Non-Operating Expenses: Decreased 30% which is being driven by Property Taxes at the Prairie Landing Golf Club.

Capital Development Program: Projects are underway and this will be reflected in the budget as projects are completed.

Cash Ending Balance Ending: Actual Year-to-Date Ending Cash Balance through August 2016 is \$24,164.436.

Review of 2017 Capital Budget:

Mr. Hoard continued to review differences in the Major Maintenance items and Capital items. He advised the carryover of funds reflect projects budgeted in 2016, approved by the Board but were not completed or not paid out; and projects still in progress to be completed in 2017. He added that this budget also includes funds needed for the Pheasant Run land purchase and the land acquisition of the Oliver Hoffman Property. He explained that staff reviewed these significant outlays and pared down the list of capital

projects originally planned to be included in the 2017 budget, deferring those of less priority to out years. Discussion followed. Mr. Hoard advised this review is a “first pass” of the Capital Budget with a more detailed, high level review to be provided at the Special Finance Committee Meeting scheduled for October 18. The final 2017 Tentative Budget and Appropriations will be presented to the Finance Committee and the Board at the November meetings.

Mr. Hoard reviewed the Operating Budget for 2017. He pointed out that going into 2017, the Airport Authority has lost revenues from tenants that have left the Airport; (FSDO) Flight Standards District Office and also revenues from the Air Traffic Control Tower. Mr. Doles explained the reasons for this loss of revenues from the Air Traffic Control Tower. He advised the tower was built over 20 years ago and at that time the Airport Authority fronted a portion of the funding to expedite and assist with tower construction. The lease agreement with the FAA paid the Airport Authority monthly rent to recoup the funds fronted the FAA to pay off this debt; \$22,000 per month for 20 years and ending September 2016. Discussion followed.

NEW BUSINESS

Proposed Resolution 2016-2044; Award of Contract to Discipio Enterprises, Inc. for Snow Removal Services.

Approves a one (1) year contract subject to two (2) one-year extensions at the sole discretion of the Authority for parking lot snow removal and sidewalk shoveling upon the accumulation of 2” of snow. Hourly rates: pickup truck \$67/hr.; skid-loaders \$67/hr.; shoveling labor \$22/hr.

Mr. Barna advised the Airport Authority utilizes a snow removal contract for parking lots, sidewalks and gates each year. He reviewed the scope of this one-year contract with two one-year extensions. He advised that three bids were received and Discipio Enterprises, Inc. was the low responsive, responsible bidder for this award. Discipio Enterprises has held this contract with the Airport Authority in previous years for snow removal services.

A **MOTION** was made by Commissioner Wagner to approve Proposed Resolution 2016-2044; Award of Contract to Discipio Enterprises, Inc. for Snow Removal Services. The **motion was seconded** by Commissioner Donnelly and was unanimously passed by roll call vote (5-0).

Proposed Resolution 2016-2045; Award of Bid to LNT Solutions, Inc. for the Procurement of Sodium Formate Runway Deicing Material.

Authorizes the procurement of up to 12 tons of Sodium Formate runway deicing material for the 2016/2017 winter season for an amount not-to-exceed \$18,756.

Mr. Barna advised sodium formate materials are utilized each year during the snow season for runway deicing applications. He continued that during 2015-2016 season 8 tons of sodium formate was utilized and over a three-year period an average of 7 tons utilized per season. Mr. Barna advised that five bids were received and LNT solutions was determined to be the low bidder. Discussion followed.

A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2016-2045; Award of Bid to LNT Solutions, Inc. for the Procurement of Sodium Formate Runway Deicing Material. The **motion was seconded** by Commissioner Donnelly and was unanimously passed by roll call vote (5-0).

Proposed Resolution 2016-2046; Award of Bid to Ascent Aviation Group, Inc. for the Procurement of Potassium Acetate Runway Deicing Fluid.

Authorizes the procurement of up to 8,000 gallons of Potassium Acetate runway deicing fluid for the 2016/2017 winter season for an amount not-to-exceed \$32,720.

Mr. Barna continued that the Airport also utilizes Potassium Acetate for runway deicing applications; 3,100 gallons of Potassium Acetate was utilized during the 2015-2016 snow season and an average of

4,000 gallons used over a three-year period. Mr. Barna discussed the costs associated with this purchase and advised five bids were received. Ascent Aviation Group was the low bidder. Discussion followed.

A **MOTION** was made by Commissioner Donnelly to approve Proposed Resolution 2016-2046; Award of Bid to Ascent Aviation Group, Inc. for the Procurement of Potassium Acetate Runway Deicing fluid. The **motion was seconded** by Commissioner Sharp and was unanimously passed by roll call vote (5-0).

Proposed Resolution 2016-2047; Award of a Master Agreement to The YMI Group, Inc. for On-Call HVAC Repair and Maintenance Services.

Approves a two (2) year time and material Master Agreement for as-needed HVAC repair services. Not-to-exceed \$25,000 annually or \$5,000 per project.

Mr. Barna advised this Master Agreement is for repair and maintenance of HVAC systems as needed throughout the Airport. This is a two-year agreement and two bids were received; The YMI Group was determined to be the low bidder. Discussion followed.

A **MOTION** was made by Commissioner Posch to approve Proposed Resolution 2016-2047; Award of Master Agreement to The YMI Group, Inc. for On-Call HVAC Repair and Maintenance Services. The **motion was seconded** by Commissioner Sharp and was unanimously passed by roll call vote (5-0).

Proposed Resolution 2016-2048; Award of a Master Agreement to FDG Electrical Services, Inc. for On-Call Electrical Repair and Maintenance Services.

Approves a two (2) year time and material Master Agreement for as-needed electrical repair services. Not-to-exceed \$25,000 annually or \$5,000 per project.

Mr. Barna stated this Master Agreement is for on call services for electrical repairs and maintenance as needed throughout the Airport. This is a two-year agreement and six bids were received; FDG Electrical Services was determined to be the low bidder. Discussion followed.

A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2016-2048; Award of a Master Agreement to FDG Electrical Services, Inc. for On-Call Electrical Repair and Maintenance Services. The **motion was seconded** by Commissioner Posch and was unanimously passed by roll call vote (5-0).

Proposed Resolution 2016-2049; Award of a Master Agreement to Solaris Roofing Solutions, Inc. for On-Call Roof Repair and Maintenance Services.

Approves a two (2) year time and material Master Agreement for as-needed roof repair services. Not-to-exceed \$25,000 annually or \$5,000 per project.

Mr. Barna stated this Master Agreement is for on call roof repairs and maintenance as needed throughout the Airport. This is a two-year agreement and two bids were received; Solaris Roofing Solutions, Inc. was determined to be the low bidder. Discussion followed.

A **MOTION** was made by Commissioner Donnelly to approve Proposed Resolution 2016-2049; Award of a Master Agreement to Solaris Roofing Solutions, Inc. for On-Call Roof Repair and Maintenance Services. The **motion was seconded** by Commissioner Sharp and was unanimously passed by roll call vote (5-0).

Proposed Resolution 2016-2050; Award of a Master Agreement to Electrical Contractors, Inc. for On-Call Gate Repair and Maintenance Services.

Approves a two (2) year time and material Master Agreement for as-needed electric gate repair services. Not-to-exceed \$25,000 annually or \$5,000 per project.

Mr. Barna advised this is a two-year Master Agreement for on-call electric gate repair and maintenances services for the various hydraulic gate operators located throughout the Airport. He continued that two bids were received and Electrical Contractors, Inc. was the low bidder. Discussion followed.

A **MOTION** was made by Commissioner Sharp to approve Proposed Resolution 2016-2050; Award of a Master Agreement to Electrical Contractors, Inc. for On-Call Gate Repair and Maintenance Services. The **motion was seconded** by Commissioner Posch and was unanimously passed by roll call vote (5-0).

OTHER BUSINESS

None

A **MOTION** was made by Commissioner Sharp to adjourn the Finance, Budget and Audit Committee; the **motion was seconded** by Commissioner Donnelly and was passed unanimously by voice vote. The meeting adjourned at 1:47 p.m.

Approved at the November 16, 2016 Board Meeting

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