

**DuPAGE AIRPORT AUTHORITY
FINANCE, BUDGET AND AUDIT COMMITTEE
WEDNESDAY, MARCH 14, 2018**

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, January 24, 2018. Committee Chairman Ledonne was absent from this meeting and Commissioner Donnelly served as Acting Committee Chairman. Commissioner Donnelly called the meeting to order at 12:35 p.m. There was not a quorum present for the committee meeting. Commissioner Sharp arrived at 12:47 p.m. and a quorum was present for the remainder of the meeting.

Commissioners Present: Donnelly, Wagner, Sharp

Commissioners Absent: Ledonne, Posch.

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

Others:

None

OLD BUSINESS

None

NEW BUSINESS

REVIEW OF FINANCIAL STATEMENTS

Discussion of the Financial Statements was deferred to later in the Committee Meeting.

Commissioner Donnelly stated there was not a quorum present for the Golf Committee held just prior to this meeting. He continued that the Golf Committee Agenda items were deferred to the Finance Committee for discussion. The Golf Committee agenda items were discussed however there was not a quorum present during this discussion.

Proposed Resolution 2018-2152; Award of Contract to Johnson Tractor, Inc. for the Procurement of One (1) New 4 WD Golf Course Utility Tractor with Heavy Duty Flail Mower.

Approves the procurement of one (1) new Case Farmall Model 90C Tractor with Landpride FM2584 Flail Mower for the total cost not-to-exceed \$53,850.

Dan Barna explained this tractor and flail mower will allow the Golf Course Maintenance Department to better manage the 165 acres of the native grass areas. Prairie Landing Golf Course does not have a mowing tool or tractor of this size and will be utilized also for snow removal and moving various materials around the golf course as needed. Discussion followed. Mr. Barna advised that five bids were received and Johnson Tractor, Inc. was recommended for award of this contract for an amount \$11,000 under the amount budgeted for this purchase. There was no action taken due to lack of a quorum present; Commissioner Donnelly and Commissioner Wagner recommended favorable approval for Proposed Resolution 2018-2152; Award of Contract to Johnson Tractor, Inc. for the Procurement of One (1) New 4 WD Golf Course Utility Tractor with Heavy Duty Flail Mower.

Proposed Resolution 2018-2153; Award of Contract to J.W. Turf, Inc. for the Procurement of One (1) New AWD Lightweight Golf Course Fairway Mower.

Approves the procurement of one (1) new John Deere Model 8000A E-Cut Hybrid Fairway Mower for a total cost not-to-exceed \$46,636.75

Mr. Barna stated that the current fleet of mowers utilized by Prairie Landing do not provide the needed size for the many acres of bent grass turf in areas that are difficult to mow and consequently cause damage to the turf. He continued three bids were received and J.W. Turf was determined to be the low, responsive, responsible bidder at a purchase price of approximately \$3,300 under the amount budgeted for procurement of this mower. There was no action taken due to lack of a quorum present; Commissioner Donnelly and Commissioner Wagner recommended favorable approval for Proposed Resolution 2018-2153; Award of Contract to J. W. Turf, Inc. for the Procurement of One (1) New AWD Lightweight Golf Course Fairway Mower.

Proposed Resolution 2018-2155; Award of Contract to Martam Construction for Golf Course Pond Abutment and Erosion Repair.

Approves a project to repair Prairie Landing Hole #9 and #18 pond seawall erosion. Total authorized construction not-to-exceed \$75,863.83 which includes a 6% owner's contingency.

Mr. Barna explained that at Prairie Landing Golf Course on Holes #9 and #18 significant erosion repairs are needed. He continued two bids were received and Martam Construction was recommended for award of this contract. He explained the scope of work needed for these repairs and the costs associated with this project. Discussion followed. There was no action taken due to lack of a quorum present; Commissioner Donnelly and Commissioner Wagner recommended favorable approval for Proposed Resolution 2018-2155; Award of Contract to Martam Construction for Golf Course Pond Abutment and Erosion Repair.

Proposed Resolution 2018-2156; Award of Contract to Municipal Well & Pump for Golf Course Irrigation Pump Station Motor Replacement and Pump Rehabilitation.

Approves a project to replace pump motors and rebuild irrigation pumps at the Prairie Landing Irrigation Pump Station. Total authorized construction not-to-exceed \$58,499 which includes a 10% owner's contingency.

Mr. Barna explained this project at Prairie Landing Golf Course will replace three motors and a pump which are original units installed when the golf course was construction. He continued that recent inspections indicate this project is necessary and he reviewed the scope of this project and the costs associated. Bids from three contractors were received and Municipal Well & Pump is recommended for award of this contract. Discussion followed. There was no action taken due to lack of a quorum present; Commissioner Donnelly and Commissioner Wagner recommended favorable approval for Proposed Resolution 2018-2156; Award of Contract to Municipal Well & Pump for Golf Course Irrigation Pump Station Motor Replacement and Pump Rehabilitation.

Commissioner Sharp arrived at 12:47 p.m. and proceeded to serve as Acting Committee Chairman for the remainder of the Finance Committee Meeting. A quorum was then present for the remainder of the Meeting.

REVIEW OF FINANCIAL STATEMENTS

Patrick Hoard reviewed the Board Summary:

Total Operating Revenues through February were up 7%.

Total Operating Expenses were increased 3%.

Total Non-Operating Revenue decreased 25% from 2017.

Total Non-Operating Expenses were flat; down 1% from 2017.

Capital Development Program

Cash Balance Ending is \$6,876,882.

Discussion followed.

Proposed Resolution 2018-2143; Disposal/Destruction of Surplus Personal Property.

Mr. Barna explained the equipment to be disposed of or destroyed is located at Prairie Landing Golf Course and has been replaced over the past years. This equipment will be sold utilizing an internet based company. Discussion followed.

A **MOTION** was made by Commissioner Donnelly to recommend Board approval of Proposed Resolution 2018-2143; Disposal/Destruction of Surplus Personal Property. The **motion was seconded** by Commissioner Wagner and was unanimously passed by roll call vote (3-0).

Proposed Resolution 2018-2144; Award of Contract to Lektro for the Procurement of One (1) New Electric Aircraft Tug.

Approves the procurement of one (1) 2018 Lektro Model AP8850SDA Aircraft Tug for a total cost not-to-exceed \$104,844.

Mr. Barna explained this new tug is larger and will assist with moving larger aircraft and will be mainly utilized in the new transient hangar. He continued three bids were received and Lektro is recommended for award of this contract; \$5,000 under the budgeted amount for this procurement of this equipment.

A **MOTION** was made by Commissioner Donnelly to recommend Board approval of Proposed Resolution 2018-2144; Award of Contract to Lektro for the Procurement of One (1) New Electric Aircraft Tug. The **motion was seconded** by Commissioner Wagner and was unanimously passed by roll call vote (3-0).

Proposed Resolution 2018-2145; Award of Contract to Factory Cleaning Equipment, Inc. for the Procurement of One (1) New Industrial Riding Floor Scrubber.

Approves the procurement of one (1) new Tenant Model T16 Battery Powered Rider Floor Scrubber for a total cost not-to-exceed \$24,614.

Mr. Barna advised this floor scrubber will be used at the new 31,000 square foot transient hangar. He continued four (4) bids were received and Factory Cleaning Equipment is recommended for award of this purchase contract; \$15,000 under the budgeted amount for procurement of this equipment. Discussion followed.

A **MOTION** was made by Commissioner Donnelly to recommend Board approval of Proposed Resolution 2018-2145; Award of Contract to Factory Cleaning Equipment, Inc. for the Procurement of One (1) New Industrial Riding Floor Scrubber. The **motion was seconded** by Commissioner Wagner and was unanimously passed by roll call vote (3-0).

Proposed Resolution 2018-2146; Award of Contract to German Bliss Equipment for the Procurement of One (1) 42' Flexible Wing Rotary Mower.

Approves the procurement of one (1) new Schulte Model FX-742 Rotary Mower for a total cost not-to-exceed \$73,544.

Mr. Barna stated this new mower performs the work of three existing units and will be towed by the new tractor approved by the Board at the January Board Meeting. Two bids were received and German Bliss Equipment was recommended for award of this contract; \$56,000 under the amount budgeted amount for the purchase of this mower. Discussion followed.

A **MOTION** was made by Commissioner Donnelly to recommend Board approval of Proposed Resolution 2018-2146; Award of Contract to German Bliss Equipment for the Procurement of One (1) 42' Flexible Wing Rotary Mower. The **motion was seconded** by Commissioner Wagner and was unanimously passed by roll call vote (3-0).

Proposed Resolution 2018-2147; Award of Contract to OER Services, LLC. for the Procurement of One (1) New 32' Mobile Aerial Working Platform.

Approves the procurement of one (1) new Genie Model GS-3369 DC Scissor Lift for a total cost not-to-exceed \$39,448.

Mr. Barna advised this mower working platform replaced a 1999 platform that is at the end of its service life. He continued six (6) bids were received and OER Services is recommended for award of this purchase contract; \$500 under the amount budgeted for procurement of this mobile aerial working platform. Discussion continued.

A **MOTION** was made by Commissioner Donnelly to recommend Board approval of Proposed Resolution 2018-2147; Award of Contract to OER Services, LLC. for the Procurement of One (1) New 32' Mobile Aerial Working Platform. The **motion was seconded** by Commissioner Wagner and was unanimously passed by roll call vote (3-0).

Proposed Resolution 2018-2148; Award of Contract to Arlington Power Equipment, Inc. for the Procurement of One (1) New Zero-Turn Lawn Mower.

Approves the procurement of one (1) new Hustler Turf Equipment Model Super 104 – 935155 for a total cost not-to-exceed \$21,540.20.

Mr. Barna advised three bids were received and Arlington Power Equipment is recommended for award of this contract; \$4,000 under the amount budgeted. This mower will replace the 2005, 60" wide mower with the a new 104" wide mower and will be utilized primarily for the International Drive campus. This will greatly reduce the mowing time for the Maintenance Department in this area.

A **MOTION** was made by Commissioner Donnelly to recommend Board approval of Proposed Resolution 2018-2148; Award of Contract to Arlington Power Equipment, Inc. for the Procurement of One (1) New Zero -Turn Lawn Mower. The **motion was seconded** by Commissioner Wagner and was unanimously passed by roll call vote (3-0).

Proposed Resolution 2018-2149; Award of a Master Agreement to DuPage Overhead Door, Inc. for On-Call Commercial Sectional Garage Door Repair Services.

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

Mr. Barna advised three (3) bids were received and DuPage Overhead Door was recommended for award of this Master Agreement. DuPage Overhead Door has provided quality services to the Airport Authority in the current Master Agreement which is set to expire on April 1, 2018. Discussion followed.

A **MOTION** was made by Commissioner Donnelly to recommend Board approval of Proposed Resolution 2018-2149; Award of Contract to DuPage Overhead Door, Inc. for On-Call Commercial Sectional Garage Door Repair Services. The **motion was seconded** by Commissioner Wagner and was unanimously passed by roll call vote (3-0).

Proposed Resolution 2018-2150; Award of a Professional Services Retainer Agreement to Wight & Company for Architectural Consulting Services.

Approves a three (3) year Professional Services Retainer Agreement for On-Call Architectural Services, subject to two (2) one (1) year extensions at the sole discretion of the Authority.

Mr. Barna stated the Airport Authority utilizes the services of an on-call general architectural consulting firm and the current agreement expired in 2017. He discussed the terms of the three-year retainer agreement and advised an (RFQ) Request for Qualification process was conducted with nine (9) firms responding. An Evaluation Panel was established and three firms were shortlisted to interview and provide presentations to the panel; Wight & Company was recommended for award of this Professional

Services Retainer Agreement. He discussed the terms of this agreement and associated costs. Discussion followed.

A **MOTION** was made by Commissioner Donnelly to recommend Board approval of Proposed Resolution 2018-2150; Award of a Professional Services Retainer Agreement to Wight & Company for Architectural Consulting Services. The **motion was seconded** by Commissioner Wagner and was unanimously passed by roll call vote (3-0).

Proposed Ordinance 2018-320; Amending the DuPage Airport Authority Investment Policy.

Amends the DuPage Airport Authority Investment Policy to list all acceptable collateral instruments for deposits that are in excess of FDIC coverage limits.

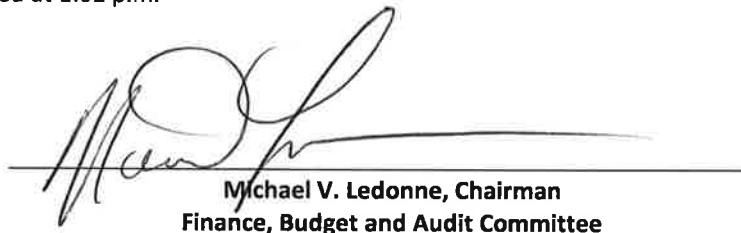
Patrick Hoard stated that shortly after starting with the Airport Authority an investment policy was developed and approved by the DAA Board. He continued that our existing investment policy calls out specific allowed collateral instruments to protect our deposits, however, the current list is not a complete list of all acceptable collateral instruments. He continued to clarify the proposed amendment to the investment policy and discussion followed.

A **MOTION** was made by Commissioner Donnelly to recommend Board approval of Proposed Ordinance 2018-320; Amending the DuPage Airport Authority Investment Policy. The **motion was seconded** by Commissioner Wagner and was unanimously passed by roll call vote (3-0).

OTHER BUSINESS

None

A **MOTION** was made by Commissioner Donnelly to adjourn the Finance, Budget and Audit Committee; the **motion was seconded** by Commissioner Wagner and was passed unanimously by voice vote. The meeting adjourned at 1:02 p.m.



Michael V. Ledonne, Chairman
Finance, Budget and Audit Committee