

**DuPAGE AIRPORT AUTHORITY
FINANCE, BUDGET AND AUDIT COMMITTEE
WEDNESDAY, SEPTEMBER 19, 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, September 19, 2018. Commissioner Ledonne called the Committee Meeting to order at 2:05 p.m. and a quorum was present for the meeting.

Commissioners Present: Donnelly, Ledonne, Posch, Sharp, Wagner.

Commissioners Absent: None

DuPage Airport Authority Staff Present:

Executive Director David Bird; Patrick Hoard, Director of Finance & Administration and Prairie Landing Golf Club; Mark Doles, Director of Aviation Facilities & Properties; 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

Patrick Hoard absence summarized the financial statements for August 2018. Discussion followed.

Proposed Resolution 2018-2196; Approving the Use of Outside Auditors for the Year 2019.

Appoints the firm of Sikich LLP as outside auditor for year 2019. Audit of 2018 financial statements for an all-inclusive maximum fee of \$31,100.

Patrick Hoard reviewed the (RFP) Request for Proposal process in August 2017 when the firm of Sikich was selected. He also reviewed the costs for the audit done for 2017 and the proposed costs for 2018. This is the second year for this agreement. He discussed associated costs. Discussion followed.

A **MOTION** was made by Commissioner Posch to recommend Board approval of Proposed Resolution 2018-2196; Approving the Use of Outside Auditors for the Year 2019. The **motion was seconded** by Commissioner Sharp and was passed by roll call vote (4 -0). Commissioner Ledonne abstained.

Proposed Resolution 2018-2197; Authorizing a Professional Services Agreement with Next Generation Public Affairs, Inc.

Approves a one (1) year agreement for lobbying services at an annual compensation of \$60,000.

Executive Director Bird advised that Next Generation Strategies has provided lobbyist services for the Airport Authority since 2014. They have consistently provided lobbying services at a fixed annual commission of \$60,000 and this will remain the same for the agreement beginning October 2018 through October 2019. This is a one-year agreement. Discussion followed.

A **MOTION** was made by Commissioner Sharp to recommend Board approval of Proposed Resolution 2018-2197; Authorizing a Professional Services Agreement with Next Generation Public Affairs, Inc. The **motion was seconded** by Commissioner Donnelly and was unanimously passed by roll call vote (5-0).

Proposed Resolution 2018-2198; Award of Bid to Nachurs Alpine Solutions Industrial 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 2018/2019 winter season for amount not-to-exceed \$20,718.24.

Dan Barna explained this product will be purchased on an as-needed basis. One bid was received and then as set forth in the DAA procurement code it was rebid and again only one bid received; Nachurs is recommended to receive this award for deicing material. Discussion followed.

A **MOTION** was made by Commissioner Sharp to recommend Board approval of Proposed Resolution 2018-2198; Award of Bid to Nachurs Alpine Solutions Industrial for the Procurement of Sodium Formate Runway Deicing Material. The **motion was seconded** by Commissioner Posch and was unanimously passed by roll call vote (5-0).

Proposed Resolution 2018-2199; 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 runway deicing fluid for the 2018/2019 winter season for an amount not-to-exceed \$34,720.00.

Mr. Barna stated the Airport Authority purchases this liquid runway deicing fluid each year and two bids were received. Upon evaluation Ascent Aviation Group, Inc. was the low, responsive and responsible bidder and is recommended for this award. Discussion followed.

A **MOTION** was made by Commissioner Sharp to recommend Board approval of Proposed Resolution 2018-2199; Award of Bid to Ascent Aviation Group Inc. for the Procurement of Potassium Acetate Runway Deicing Fluid. The **motion was seconded** by Commissioner Wagner and was unanimously passed by roll call vote (5-0).

Proposed Resolution 2018-2200; Award of a Master Agreement to FDG Electrical Services Inc. for On-Call Electrical Repair and Maintenance Services.

Approves a two-year Master Agreement for minor electrical repairs on an as-needed basis. Annual cost not-to-exceed \$25,000 or \$5,000 per project.

Mr. Barna advised the FDG Electrical Services has the current Master Agreement for On-Call Services which is set to expire October 2018. Two bids were received and FDG Electrical Services is recommended to receive this award for a two-year agreement. Discussion followed.

A **MOTION** was made by Commissioner Wagner to recommend Board approval of Proposed Resolution 2018-2200; Award of Master Agreement to FDG Electrical Services Inc. for On-Call Electrical Repair and Maintenance Services. The **motion was seconded** by Commissioner Sharp and was unanimously passed by roll call vote (5-0).

Proposed Resolution 2018-2201; Award of a Master Agreement to KCW Environmental Conditioning, Inc. for On-Call HVAC Repair and Maintenance Services.

Approves a two-year Master Agreement for minor HVAC repairs on an as-needed basis. Annual cost not-to-exceed \$25,000 or \$5,000 per project.

Mr. Barna advised the current master agreement for on call HVAC services will expire on October 1, 2018. He continued that 5 bids were received and KCW Environmental Conditioning was determined to be a qualified local bidder as set forth in the DAA Procurement Code. Mr. Barna reviewed the bidding process for a qualified local bidder and discussion followed.

A **MOTION** was made by Commissioner Donnelly to recommend Board approval of Proposed Resolution 2018-2201; Award of Master Agreement to KCW Environmental Conditioning, 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 2018-2202; Award of a Master Agreement to Solaris Roofing Solutions, Inc. for On-Call Roof Repair and Maintenance Services.

Approves a two-year Master Agreement for minor roof repairs on an as-needed basis. Annual cost not-to-exceed \$25,000 or \$5,000 per project.

Mr. Barna advised that Solaris Roofing Solutions has the existing Master Agreement which will expire October 1, 2018. He continued that five bids were received and upon evaluation Solaris is recommended to receive this award with the low, responsive and responsible bid. Discussion followed.

A **MOTION** was made by Commissioner Sharp to recommend Board approval of Proposed Resolution 2018-2202; Award of Master Agreement to Solaris Roofing Solutions, Inc. for On-Call Roof Repair and Maintenance Services. The **motion was seconded** by Commissioner Wagner and was unanimously passed by roll call vote (5-0).

Proposed Resolution 2018-2203; Authorizing Payment Under a Non-Federal Reimbursable Agreement Between Department of Transportation Federal Aviation Administration and the DuPage Airport Authority for Air Traffic Control Services at the DuPage Air Traffic Control Tower for the Period Between October 1, 2018 and September 30, 2019.

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 of October 1, 2018 through September 30, 2019. Total authorized cost of \$619,712.65.

Mark Doles reviewed this agreement with the FAA for night time staffing of the air traffic control tower. He continued that last year a new five-year agreement was negotiated and approved by the Board and this authorized payment for year two of this agreement. He reviewed the costs associated and discussion followed.

A **MOTION** was made by Commissioner Sharp to recommend Board approval of Proposed Resolution 2018-2203; Authorizing Payment Under a Non-Federal Reimbursable Agreement Between Department of Transportation Federal Aviation Administration and the DuPage Airport Authority for Air Traffic Control Services at the DuPage Air Traffic Control Tower for the Period Between October 1, 2018 and September 30, 2019. The **motion was seconded** by Commissioner Donnelly 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 Wagner and was passed unanimously by voice vote. The meeting adjourned at 2:40 p.m.



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