

**DuPAGE AIRPORT AUTHORITY
FINANCE, BUDGET, AND AUDIT COMMITTEE
WEDNESDAY, SEPTEMBER 21, 2022**

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, Third Floor Conference Room, 2700 International Drive, West Chicago, Illinois on Wednesday, September 21, 2022. Committee Chairman Ledonne called the meeting to order at 2:00 p.m. A quorum was present for the committee meeting.

Commissioners Present: Charvat, Davis, Giunti, LaMantia, Ledonne, Ligino-Kubinski
Commissioners Absent: Wagner

DuPage Airport Authority Staff Present: Mark Doles, Executive Director; Patrick Hoard, Director of Finance; Tom Cleveland, Director of Operations and Facilities; Dan Barna, Operations and Capital Programs Manager; Kristine Klotz, Executive Assistant and Board Liaison.

Others: Dan Pape, CMT

OLD BUSINESS

None

NEW BUSINESS

Proposed Resolution 2022-2531; Approving the Use of Sikich LLP as Outside Auditors for the Year 2023.

Approves utilizing Sikich LLP as outside auditors in 2023 for the annual audit of the DuPage Airport Authority for the fiscal year 2022 for the all-inclusive maximum fee of \$32,000.

Committee Chairman Ledonne read into record Proposed Resolution 2022-2531. A **MOTION** was made by Commissioner Davis to recommend Board approval for Proposed Resolution 2022-2531; Approving the Use of Sikich LLP as Outside Auditors for the Year 2023. The **motion was seconded** by Commissioner Giunti. Executive Director Doles advised the committee of the Request for Proposal (RPF) that was advertised in the Daily Herald newspaper. Staff received three RFPs from the following firms: Baker Tilly Virchow Kraus, LLP; Lauterbach and Amen, LLP; and Sikich LLP. An evaluation panel was established for review and concluded that Sikich LLP should continue the financial auditing services. There was no further discussion and the motion passed unanimously by roll call vote (3-0).

Proposed Resolution 2022-2532; Authorizing the Execution of a Banking Services Agreement with St. Charles Bank & Trust Company, N.A.

Approves entering into a Banking Services Agreement for a three (3) year term, subject to a two (2) year extension at the sole discretion of the DuPage Airport Authority.

Committee Chairman Ledonne read into record Proposed Resolution 2022-2532. A **MOTION** was made by Commissioner Davis to recommend Board approval for Proposed Resolution 2022-2532; Authorizing the Execution of a Banking Services Agreement with St. Charles Bank & Trust Company, N.A. The **motion was seconded** by Commissioner Giunti. Executive Director Doles stated that the current banking service agreement with 5/3rd bank is expiring. An RFP is generated every five years for financial services. Patrick Hoard explained the FDIC insurance coverage and noted St. Charles Bank & Trust is following the DuPage Airport Authority's collateral agreement. Mr. Hoard went on to state that additional monies would be allowed to be invested into money market accounts which would gain additional interest per year. Upon evaluation, it was determined that St. Charles Bank & Trust Company, N.A. was the best and most advantageous institution to provide banking services to the Authority. There was no further discussion and the motion passed unanimously by roll call vote (3-0).

Proposed Resolution 2022-2533; Authorizing the Execution of a Professional Services Agreement with Roger C. Marquardt & Company, Inc. for Lobbyist Services

Approves the execution of a Professional Services Agreement for Lobbyist Services for a one (1) year term for an annual fee not-to-exceed \$48,000 subject to two (2) one (1) year extensions at the sole discretion of the DuPage Airport Authority.

Committee Chairman Ledonne read into record Proposed Resolution 2022-2533. A **MOTION** was made by Commissioner Davis to recommend Board approval for Proposed Resolution 2022-2533; Authorizing the Execution of a Professional Services Agreement with Roger C. Marquardt & Company, Inc. for Lobbyist Services. The **motion was seconded** by Commissioner Giunti. Executive Director Doles informed the committee members that two proposals were received, one from Roger C. Marquardt & Company, Inc; and the other Mac Strategies Group, Inc. Mr. Doles stated that the lobbyist assists the Executive Director and Board of Commissioners in finding opportunities for grant funding within the State of Illinois, review legislative policies, and programs, track legislation, along with testifying as necessary on the Authority's behalf. This fixed annual retainer for lobby services is a one-year agreement with two, one-year extensions. Upon evaluation, it was determined that Roger C. Marquardt & Company, Inc. was the best and most advantageous firm to provide lobbyist services to the Authority. There was no further discussion and the motion passed by a roll call vote of (2-0). Commissioner Giunti Abstained.

Proposed Resolution 2022-2534; Award of a Master Agreement to Volt Electric, Inc. for On-Call Electrical Repair Services.

Approves a Master Agreement to provide on-call electrical repair services for a two (2) year term for a not-to-exceed annual cost of \$25,000 and \$5,000 per project.

Committee Chairman Ledonne read into record Proposed Resolution 2022-2534. A **MOTION** was made by Commissioner Davis to recommend Board approval for Proposed Resolution 2022-2534; Award of a Master Agreement to Volt Electric, Inc. for On-Call Electrical Repair Services. The **motion was seconded** by Commissioner Giunti. Executive Director Doles stated that this Master Agreement is for an on-call licensed electrical contractor to perform repairs that would exceed the ability of the Building Maintenance Department. Executive Director Doles went on to state the Master Agreement contains a not-to-exceed \$25,000 annually or \$5,000 per project. Mr. Doles informed the committee that the current On-Call Agreement expires on October 1, 2022. The two sealed bids were opened on July 6, 2022, from Volt Electric, Inc., and Connelly Electric. Bid tabulations were reviewed. There was no further discussion and the passed by roll call vote (2-0). Commissioner Giunti Abstained.

Proposed Resolution 2022-2535; Award of a Master Agreement to DuPage Overhead Garage Door, Inc. for On-Call Commercial Sectional Garage Door and Gate Repair Services.

Approves a Master Agreement to provide on-call commercial sectional garage door and gate repair services for a two (2) year term for a not-to-exceed annual cost of \$25,000 and \$5,000 per project.

Committee Chairman Ledonne read into record Proposed Resolution 2022-2535. A **MOTION** was made by Commissioner Davis to recommend Board approval for Proposed Resolution 2022-2535; Award of a Master Agreement to DuPage Overhead Garage Door, Inc. for On-Call Commercial Sectional Garage Door and Gate Repair Services. The **motion was seconded** by Commissioner Giunti. Executive Director Doles stated that per the Authority's Procurement Code Section 6-23 allows the DuPage Airport Authority to enter into a Master Agreement of this type for no longer than a two-year period. There is currently no Master Agreement for On-Call Commercial Sectional Garage Door and Gate Repair Services. Two bids were received, one from DuPage Overhead Door, and another from Builders Chicago Corp. This Master Agreement contains a not-to-exceed \$25,000 annually or \$5,000 per project. Bid tabulations were reviewed. There was no further discussion and the motion passed unanimously by roll call vote (3-0).

Proposed Resolution 2022-2536; Award of a Master Agreement to K.C.W. Environmental Conditioning, Inc. for On-Call HVAC Repair Services.

Approves a Master Agreement for On-Call HVAC Repair Services for a two (2) year term for a not-to-exceed annual cost of \$25,000 and \$5,000 per project.

Committee Chairman Ledonne read into record Proposed Resolution 2022-2536. A **MOTION** was made by Commissioner Davis to recommend Board approval for Proposed Resolution 2022-2536; Award of a Master Agreement to K.C.W. Environmental Conditioning, Inc. for On-Call HVAC Repair Services. The **motion was seconded** by Commissioner Giunti. Executive Director Doles reported that On-Call HVAC Services were solicited in the Daily Herald Newspaper on June 13, 2022, and three sealed bids were received and opened on July 6, 2022. This Master Agreement contains a not-to-exceed \$25,000 annually or \$5,000 per project. Bid tabulations were reviewed. There was no further discussion and the motion passed unanimously by roll call vote (3-0).

Proposed Resolution 2022-2537; Award of a Master Agreement to Combined Roofing Services, LLC for On-Call Roof Repair Services.

Approves a Master Agreement for On-Call Roof Repair Services for a two (2) year term for a not-to-exceed annual cost of \$25,000 and \$5,000 per project.

Committee Chairman Ledonne read into record Proposed Resolution 2022-2537. A **MOTION** was made by Commissioner Davis to recommend Board approval for Proposed Resolution 2022-2537; Award of a Master Agreement to Combined Roofing Services, LLC for On-Call Roof Repair Services. The motion was seconded by Commissioner Giunti. Executive Director Doles stated that the Airport Authority's Building Maintenance Department will utilize commercial roofing contractor services throughout the year for maintenance and repair to roofs as needed on the Airport. Five sealed bids were received from the following: Seal Tight Exteriors, All American Exterior, Tori Construction, Riddiford Roofing, and Combined Roofing. This Master Agreement contains a not-to-exceed \$25,000 annually or \$5,000 per project. Bid tabulations were reviewed. There was no further discussion and the motion passed unanimously by roll call vote (3-0).

Proposed Resolution 2022-2538; Award of Contract to Flood Brothers Disposal Company for Garbage Disposal Services.

Approves a contract for garbage disposal services for an annual cost of \$9,085 for a one (1) year term subject to two (2) one-year extensions at the sole discretion of the DuPage Airport Authority.

Committee Chairman Ledonne read into record Proposed Resolution 2022-2538. A **MOTION** was made by Commissioner Davis to recommend Board approval for Proposed Resolution 2022-2538; Award of Contract to Flood Brothers Disposal Company for Garbage Disposal Services. The motion was seconded by Commissioner Giunti. Executive Director Doles explained the current contract consists of 16 Airport garbage pickup locations and two locations at Prairie Landing Golf Club. Dan Barna explained to the committee that the Airport Maintenance Department will utilize roll-off boxes for landscaping and other projects at the Airport. He went

on to say that four sealed bids were received. Flood Brothers Disposal Company has provided quality service to the DuPage Airport Authority. This contract has a one-year term with two, one-year extensions. Bid tabulations were reviewed. Discussion followed and the motion passed by roll call vote (3-0).

Proposed Resolution 2022-2539; Award of Contract to Nachurs Alpine Solutions Industrial for the Procurement of Potassium Acetate Runway Deicing Material.

Approves a contract for the procurement for the 2022/2023 winter season of up to 8,800 gallons of potassium acetate for an amount not-to-exceed \$56,848.

Committee Chairman Ledonne read into record Proposed Resolution 2022-2539. A **MOTION** was made by Commissioner Davis to recommend Board approval for Proposed Resolution 2022-2539; Award of Contract to Nachurs Alpine Solutions Industrial for the Procurement of Potassium Acetate Runway Deicing Material. The motion was seconded by Commissioner Giunti. Executive Director Doles explained this product will be purchased on as-needed basis for runway de-icing and anti-icing application for the winter season. Bid tabulations were reviewed. There was no further discussion and the motion passed unanimously by roll call vote (3-0).

Proposed Resolution 2022-2540; Award of Contract to Pelican Chemicals, Inc. for the Procurement of Sodium Formate Runway Deicing Material.

Approves a contract for the procurement for the 2022/2023 winter season of up to 16 tons of sodium formate for an amount not-to-exceed \$27,480.

Committee Chairman Ledonne read into record Proposed Resolution 2022-2540. A **MOTION** was made by Commissioner Davis to recommend Board approval Proposed Resolution 2022-2540; Award of Contract to Pelican Chemicals, Inc. for the Procurement of Sodium Formate Runway Deicing Material. The motion was seconded by commissioner Giunti. Committee Chairman Ledonne questioned if/when an airport closure occurred. Mr. Doles stated that DuPage Airport has not closed due to weather in 30 years. Surrounding airports have had issues remaining open due to inclement weather. Bid tabulations were reviewed. There was no further discussion and the motion passed unanimously by roll call vote (3-0).

Committee Chairman Ledonne concluded by scheduling the Special Finance Committee Meeting to review the Fiscal Year 2023 Preliminary Operating and Capital Plan.

A **MOTION** was made by Commissioner Davis to adjourn the Finance, Budget, and Audit Committee; the **motion was seconded** by Commissioner Giunti and was passed unanimously by voice vote. The meeting adjourned at 2:28 p.m.



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