

**DuPAGE AIRPORT AUTHORITY
FINANCE, BUDGET AND AUDIT COMMITTEE
WEDNESDAY, MARCH 20, 2019**

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, First Floor Conference Room, 2700 International Drive, West Chicago, Illinois on Wednesday, March 20, 2019. Committee Chairman Ledonne called the Meeting to order at 2:12 p.m. and a quorum was present for the meeting.

Commissioners Present: Donnelly, Ledonne, Sharp

Commissioners Absent: Posch, Wagner

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; Nicole Forbear, Procurement Specialist; Pamela Miller, Executive Assistant and Board Liaison.

Others:

None

OLD BUSINESS

None

NEW BUSINESS

REVIEW OF FINANCIAL STATEMENTS

Patrick Hoard summarized the financial statements for February 2019.

He commented that on the Airport side, operating expenses were significantly higher than budgeted due to the extreme winter weather conditions. Flight Center revenues and expenses were down significantly from budget which is primarily driven by lower fuel prices that anticipated in the budget and more profitable than budgeted. Discussion continued.

Proposed Ordinance 2019-333; An Ordinance Abating Levy of Tax Authorized by Ordinance 2018-330; An Ordinance of the DuPage Airport Authority Levying Taxes for the Fiscal Year Beginning January 1, 2018 and Ending December 31, 2018.

A **MOTION** was made by Commissioner Sharp to recommend Board approval of Proposed Ordinance 2019-333; An Ordinance Abating Levy of Tax Authorized by Ordinance 2018-330; An Ordinance of the DuPage Airport Authority Levying Taxes for the Fiscal Year Beginning January 1, 2018 and Ending December 31, 2018. The **motion was seconded** by Commissioner Donnelly. There was no further discussion and the **motion was passed** by roll call vote (3-0).

Proposed Resolution 2019-2239; Authorizing the Execution of a Professional Services Agreement with Serafin & Associates, Inc. for Public Affairs and Marketing Services.

Approves a (1) one-year Public Affairs and Marketing Services Agreement, subject to two (2) one (1) year extensions. Annual compensation of \$42,500.

A **MOTION** was made by Commissioner Sharp to recommend Board approval of Proposed Resolution 2019-2239; Authorizing the Execution of a Professional Services Agreement with Serafin & Associates, Inc. for Public Affairs and Marketing Services. The **motion was seconded** by Commissioner Donnelly.

Dan Barna explained that Serafin and Associates has provided these services for the Airport Authority since 2010. He continued this is the second time the Airport Authority have gone out for Request for Proposals for these services and Serafin and Associates was one of five firms submitting a proposal. Two firms were short listed, and the established Evaluation Panel ranked Serafin as the best and most advantageous to the Airport Authority for these services. Discussion followed. The **motion was passed** by roll call vote (3-0).

Proposed Resolution 2019-2240; Award of Contract to Flood Bros Disposal Company for Garbage Disposal Services.

Approves a one (1) year Garbage Disposal Contract, subject to two (2) one (1) year extensions. Annual cost of \$8,693.

A **MOTION** was made by Commissioner Sharp to recommend Board approval of Proposed Resolution 2019-2240; Award of Contract to Flood Bros Disposal Company for Garbage Disposal Services. The **motion was seconded** by Commissioner Donnelly. Mr. Barna advised the current contract for these services expires April 15, 2019. He continued that three bids were received, and Flood Bros was determined to be the low, responsive, responsible bidder. Mr. Barna reviewed the contract terms and costs. Discussion followed. The **motion was passed** by roll call vote (2-0). Commissioner Ledonne abstained.

Proposed Resolution 2019-2241; Authorizing the Procurement of One (1) 2019 AWD Utility Vehicle from the State of Illinois Joint Purchasing Contract.

Approves a purchase of one (1) 2019 Ford AWD Interceptor Utility Vehicle for a total cost of \$39,390.

A **MOTION** was made by Commissioner Sharp to recommend Board approval of Proposed Resolution 2019-2241; Authorizing the Procurement of One (1) 2019 AWD Utility Vehicle from the State of Illinois Joint Purchasing Contract. The **motion was seconded** by Commissioner Donnelly. Mr. Barna stated this vehicle is utilized by Airport Administration for response to Airport emergencies, airfield inspections and construction services and airfield escorts and is replacing an older vehicle. He reviewed the terms of the State of Illinois Joint Purchasing Contract and the costs associated. The **motion was passed** by roll call vote (3-0).

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 2:20 p.m.

Approved at the June 13, 2019 Regular Board Meeting

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