

**DuPAGE AIRPORT AUTHORITY  
FINANCE, BUDGET AND AUDIT COMMITTEE  
WEDNESDAY, JANUARY 19, 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, January 19, 2022. Committee Chairman Ledonne called the meeting to order at 2:00 p.m. A quorum was present for the committee meeting. Commissioner Wagner arrived at 2:16 p.m.

***Commissioners Present:*** Getz, Ledonne, Sharp, Wagner

***Commissioners Absent:*** Posch

***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**

**REVIEW OF FINANCIAL STATEMENTS**

Patrick Hoard summarized the financial statements and discussion followed.

**Proposed Ordinance 2022-374; Adopting Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2022 and Ending December 31, 2022.**

Committee Chairman Ledonne read into record Proposed Ordinance 2022-374. A **MOTION** was made by Commissioner Sharp to recommend Board approval for Proposed Ordinance 2022-374; Adopting Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2022 and Ending December 31, 2022. Executive Director Doles stated that this is the final passage of the Tentative Budget. Per statute, the budget was submitted to the DuPage County Board Chairman on December 1, 2021. A legal notice of the Public Hearing was published in the Daily Herald on December 3, 2021 and the Tentative Budget and Appropriation Ordinance 2021-374 has been on file for the public inspection in the Office of the DuPage Airport Authority since December 1, 2021. January 10, 2022 the Public Hearing occurred with no public comment given.

Committee Chairman Ledonne thanked Patrick Hoard and staff for all their hard work compiling a budget that once again protects the viability of the airport. No further discussion. The **motion was seconded** by Commissioner Getz and was unanimously passed by a roll call vote (3-0). Commissioner Wagner was not present for the vote.

**Proposed Ordinance 2022-375; An Ordinance of the DuPage Airport Authority Promulgating Regulations Under the Freedom of Information Act.**

Committee Chairman Ledonne read into record Proposed Ordinance 2022-375. A **MOTION** was made by Commissioner to recommend Board approval for Proposed Ordinance 2022-375; An Ordinance of the DuPage Airport Authority Promulgating Regulations Under the Freedom of Information Act. Executive Director Doles stated each year the Airport Authority is required to repeal the previous year Ordinance. Ordinance 2022-375 will replace Ordinance 2021-349, keeping the same fee schedule. Commissioner Getz questioned how many requests are made each year. Executive Director Doles informed the Committee members that there were approximately 35 FOIA's last year and the majority of the requests are fact finding inquiries. There was no further discussion. The **motion was seconded** by Commissioner Getz and was unanimously passed by a roll call vote (3-0). Commissioner Wagner was not present for the vote.

**Proposed Resolution 2022-2486; Approving the Use of Outside Attorneys for the Fiscal Year 2022 Beginning January 1, 2022 and Ending December 31, 2022.**

*Approves utilizing the firms of Luetkehans, Brady, Garner & Armstrong and SheppardMullin to provide legal services for the 2022 fiscal year.*

Committee Chairman Ledonne read into record Proposed Resolution 2022-2486. A **MOTION** was made by Commissioner Sharp to recommend Board approval for Proposed Resolution 2022-2486; Approving the Use of Outside Attorneys for the Fiscal Year 2022 Beginning January 1, 2022 and Ending December 31, 2022. Executive Director Doles stated as required by the Airport Authority's By-Laws, each year the Board of Commissioners must approve outside attorneys. Chairman Davis appointed an evaluation committee comprised of Commissioner Sharp, Commissioner LaMantia and Commissioner Getz to evaluate the following firms: Luetkehans, Brady, Garner & Armstrong LLC; Robbins Schwartz; and Tressler LLP. After the completion of the evaluation process, it was determined to retain Luetkehans, Brady, Garner & Armstrong LLC, and SheppardMullin for Human Resources services. There was no further discussion. The **motion was seconded** by Commissioner Getz and was unanimously passes by roll call vote (3-0). Commissioner Wagner was not present for the vote.

**Proposed Resolution 2022-2488; Authorizing the Procurement of One (1) 2022 Ford F350 4x4 Flatbed Truck from the State of Illinois Joint Purchasing Contract.**

*Approves the procurement of one (1) 2022 Ford F350 4x4 flatbed truck from Morrow Brothers Ford for a total cost of \$54,780 F.O.B. DuPage Airport.*

Committee Chairman Ledonne read into record Proposed Resolution 2022-2488. A **MOTION** was made by Commissioner Sharp to recommend Board approval for Proposed Resolution 2022-2488; Authorizing the Procurement of One (1) 2022 Ford F350 4x4 Flatbed Truck from the State of Illinois Joint Purchasing Contract. Executive Director Doles informed the Committee that this is a budgeted item for the 2022 fiscal year. This truck will replace an approximately 10-year-old vehicle utilized to carry a ground power unit to support aircraft through the Flight Center operations. There was no further discussion. The motion was seconded by Commissioner Getz and was unanimously passed by roll call vote (3-0). Commissioner Wagner was not present for the vote.

**Proposed Resolution 2022-2489; Award of Contract to Stafford Smith, Inc. for the Procurement of One (1) High Temperature Rack Conveyor Dishwashing Machine.**

*Approves the procurement of one (1) Hobart high temperature rack conveyor dishwashing machine for a total cost of \$60,570.21 F.O.B. Prairie Landing Golf Club.*

Committee Chairman Ledonne read into record Proposed Resolution 2022-2489. A **MOTION** was made by Commissioner Sharp to recommend Board approval for Proposed Resolution 2022-2489; Award of Contract to Stafford Smith, Inc. for the Procurement of One (1) High Temperature Rack Conveyor Dishwashing Machine. Executive Director Doles stated that the existing unit is almost 30-years-old and is at the end of its useful life. As a part of the contract Stafford Smith will remove the old unit, install the unit, and add any additional materials that are required. Capital contingency will be utilized for any shortfall. There was no further discussion. The **motion was seconded** by Commissioner Getz and was unanimously passed by a roll call vote (4-0).

**Proposed Resolution 2022-2490; Award of Contract to Citywide Building Maintenance, Inc. for Janitorial Services.**

*Approves a one (1) year janitorial contract, subject to two (2) one (1) year extensions at the sole discretion of the Authority. Year 1 cost - \$119,184, Year 2 cost - \$121,567.68, Year 3 cost - \$124,606.87.*

Committee Chairman Ledonne read into record Proposed Resolution 2022-2490. A **MOTION** was made by Commissioner Sharp to recommend Board approval for Proposed Resolution 2022-2490; Award of Contract to Citywide Building Maintenance, Inc. for Janitorial Services. Executive Director Doles informed the Committee members that the janitorial services are for DuPage Flight Center, Building Maintenance, Government Center, several hangar offices, and the Prairie Landing Clubhouse. In the past the janitorial services have been substandard, with a new company every 12 months. Discussion followed. The **motion was seconded** by Commissioner Getz and was unanimously passed by a roll call vote of (4-0).

**OTHER BUSINESS**

None

A **MOTION** was made by Commissioner Sharp to adjourn the Finance, Budget and Audit Committee; the **motion was seconded** by Commissioner Getz and was passed unanimously by voice vote. The meeting adjourned at 2:22 p.m.

A handwritten signature in black ink, appearing to read "M. Ledonne", is written over a horizontal line. The signature is stylized and cursive.

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