

**DuPAGE AIRPORT AUTHORITY
ANNUAL AND REGULAR BOARD MEETING
WEDNESDAY, JANUARY 19, 2022**

The Annual and Regular Meeting of the Board of Commissioners of the DuPage Airport Authority was convened at the Daniel L. Goodwin Flight Center Building, 2700 International Drive, West Chicago, Illinois, Third Floor Conference Room; Wednesday, January 19, 2022. Chairman Davis called the meeting to order at 3:00 p.m. and a quorum was present for the meeting. Commissioner Charvat arrived at 3:02 p.m.

Commissioners Present: Charvat, Davis, Getz, LaMantia, Ledonne, Sharp, Wagner
Commissioners Absent: Chavez, 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 Projects Programs Manager; Brian DeCoudres, Flight Center General Manager; Phil Luetkehans of Luetkehans, Brady, Garner and Armstrong LLC.; Kristine Klotz, Executive Assistant and Board Liaison.

Others: Dan Pape, CMT; Steve Moulton Primera Engineers; John Whitehead, NAI Hiffman; Lauran Platt, Serafin and Associates; Dan Hanlon, Marquardt & Bellmonte; Steve McLaughlin, Burns and McDonnell.

Members of the Press:

None

PUBLIC COMMENT

None

RECESS REGULAR MEETING AND CONVENE THE ANNUAL MEETING

A **MOTION** was made by Commissioner Sharp to recess the Regular Meeting of the DuPage Airport Authority Board of Commissioners and Convene the Annual Meeting. The **motion was seconded** by Commissioner Ledonne and passed unanimously by roll call vote (6-0). The Regular Meeting was recessed at 3:01 p.m. and the Annual Meeting was immediately convened. Upon roll call there was a quorum present for this portion of the meeting. Commissioner Charvat was not present for this portion of the meeting.

ELECTION OF OFFICERS FOR THE 2022 FISCAL YEAR

Commissioner Charvat arrived at the meeting, and Commissioner Wagner presented the following slate of officers for the DuPage Airport Authority Board of Commissioners for Fiscal Year 2022 and made a **MOTION** to approve this slate of officers:

Herbert A. Getz as Chairman; Gina LaMantia as Vice Chairman; Michael Ledonne as Treasurer; Donald Sharp as Secretary; Patrick Hoard as Assistant Treasurer and Daniel Barna as Assistant Secretary.

The **motion was seconded** by Commissioner Charvat. Chairman Davis asked for any other nominations for these offices and there were none. The motion to approve the slate of officers as presented for Fiscal Year 2022 was passed unanimously by roll call vote (7-0); nominations were closed.

Chairman Davis expressed his appreciation to the Commissioners for their participation in the Committees and hard work. He asked Commissioners to contact newly appointed Chairman Getz if there are any changes.

Chairman Davis stated both he and Commissioner LaMantia started at the same time on the Board and asked Commissioner LaMantia to read his letter of resignation. Commissioner LaMantia read aloud to the Board of Commissioners Chairman Davis resignation letter.

Chairman Dan Cronin and Members of the DuPage County Board,

In 2004, I was fortunate to be appointed to the DuPage Airport Authority Board. My appointment was under the leadership of DuPage County Board Chairman Bob Schillerstrom and DuPage Airport Authority Chairman Dan Goodwin. I quickly understood my role and mission to run it like a business; show total transparency; be a good steward for the taxpayers. In 2015, with the support of Chairman Cronin and the County Board, I was elected by my fellow commissioners as chairman. I was the first African American in DuPage County history to lead the agency. My personal goal in any leadership position I hold is to "Always Leave it better than I found it." It was what I was committed to doing.

DAA is the busiest airport in the state falling behind only O'Hare and Midway. DuPage is home base to numerous corporate and charter flight operations supporting business in DuPage County and across the entire Chicagoland area. Continual capital investment upgrades to airport infrastructure have resulted in the longest general aviation runway in Chicagoland at 7,571' X 150'. This runway allows our customers to operate anywhere in North America, non-stop to Europe and South America and one-stop anywhere in the world.

Since my joining the board, we have fostered a "pro-business" culture for both aviation and non-aviation development and uses to maximize the capabilities and return to the citizens from the economic engine that is DuPage Airport. Since 2010 the DAA has provided \$3.5mm in tax abatements and \$4mm in permanent reductions reducing property tax collected by \$7.5mm. We permanently reduced the property tax levy by \$500K annually in 2012. The Annual tax levy of \$5.976mm is used for capital investment, safety, and security only, not for operations. DuPage Airport continues to be debt free.

Upgrades to Prairie Landing Golf Club, a compatible land use developed to protect the airport and increase land available for aviation development on the airfield, has resulted in a #1 ranking for public courses in the State of Illinois. We had over 29,800 rounds played in 2021. DuPage Airport has remained fully operational during the pandemic providing facilities in support of the medical community with daily flights supporting both COVID and non-COVID medical issues. DuPage Airport provided facilities resulting in the safe distribution of vaccines to over 4,600 fellow citizens onsite.

Through the leadership of Executive Director Mark Doles, staff, our legal counsel, and our tremendous board of commissioners DAA pivoted from a stagnant proposed Technology Park development to a thriving DuPage Business Center resulting in over \$49mm in land sales, over 360 acres of developed property, adding over 4mm SF of privately developed buildings to the property tax rolls. Economic impact grew from \$373,210,000 and 2,960 jobs in 2006 to a current impact of \$1.5B and 5,524 jobs according to the most recent State of Illinois study. I believe that the taxpayer's annual investment of \$5.976mm returning \$1.5B of annual economic impact is a good investment. Personally, the most important project that I have been a part of has been the Tuskegee Next. This non-partisan endeavor is inspired by the legacy of our greatest generation, the Tuskegee Airmen. Their example of patriotism, and love of county is a model that we all should aspire to. The program was created to help reduce gun violence by providing opportunities to "At Risk" youth throughout our great country. I am proud to report that after 6 years we have successfully mentored hundreds of young adults. Many of these mentees are committed to be mentors.

In addition, 53 students have earned enrollment into our flight program and 47 of the 53 are now licensed private pilots. I want to personally thank all for your support.

After nearly 40-year resident of DuPage, award winning Show Choir and 3 state football championships, it's with mixed emotions that I humbly ask this great body, effective on January 31, 2022, that you accept my resignation as the Chairman and member of the DuPage Airport Board of Commissioner. Understand, that my only reason for leaving is, that it is time. Rest assured' I leave it in good hands. I can also say without a doubt that "I leave it a little better than I found it" Thank you.

Sincerely,

Stephen Davis

ADJORNMENT OF ANNUAL MEETING

A **MOTION** was made by Commissioner Sharp to adjourn the Annual Board Meeting; the **motion was seconded** by Commissioner Ledonne. The motion was unanimously passed by voice vote. The Annual Board Meeting adjourned at 3:10 p.m. and the Regular board Meeting resumed. A roll call was held, and a quorum was present.

Chairman Davis acknowledged Commissioner Getz as the newly elected Chairman of the DuPage Airport Authority. Discussion followed and Chairman Davis exited the Board Meeting at 3:12 p.m.

Newly elected Chairman Getz stated that he will continue to run the DuPage Airport Authority like a transparent business, openly, and without individual agenda.

APPROVAL OF MINUTES

Chairman Getz asked for additions or corrections to the minutes of the November 17, 2021 Finance, Budget and Audit Committee Meeting and there were none. Commissioner Ledonne made a **MOTION** to approve the minutes. The **motion was seconded** by Commissioner Sharp, and unanimously passed by a roll call vote of (6-0).

Chairman Getz asked for additions or corrections to the minutes of the November 17, 2021 Capital Development, Leasing and Customer Fees Committee Meeting and there were none. Commissioner Sharp made a **MOTION** to approve the minutes. The **motion was seconded** by Commissioner Ledonne, and unanimously passed by a roll call vote of (6-0).

Chairman Getz asked for additions or corrections to the minutes of the November 17, 2021 Regular Board Meeting and there were none. Commissioner Ledonne made a **MOTION** to approve the minutes. The **motion was seconded** by Commissioner Sharp, and unanimously passed by a roll call vote of (6-0).

DIRECTOR'S REPORT

Executive Director Doles informed the Board members that the single day record sale of Jet-A the DuPage Flight Center was set December 27th with 28,730 gallons. The previous Jet-A single

day record total was 28,199 gallons during the 2012 North Atlantic Treaty Organization (NATO) summit.

The 3-Day total Jet-A sales after Christmas 2021 was 62,000 gallons, compared to 2020 Jet-A totals which were 36,980 for the same timeframe. Total gallons of fuel sold for the month of December 2021 was up 32% versus December 2020, 47% for the year, and 57% over the budgeted gallons. DuPage Flight Center sold 2.8 million total gallons of fuel in 2021.

Customs and Border Protection work continues within the Flight Center. Plumbing and Information Technology (I.T.) security issues have caused a delay in the office opening which are due to supply chain shortages and Covid.

Northern Jet Management Company signed a new office lease agreement for 1,026 square feet of office space on the third floor of the DuPage Flight Center Building. This new agreement will bring in additional aviation business to the airport.

Covid continues to be a challenge, for staffing issues. Executive Director Doles stated that he wanted to commend General Manager, Brian DeCoudres for stepping up filling in the days, nights, and evenings shifts where staffing was a challenge.

Executive Director commended the field maintenance staff for keeping the runway open during the ice storm that occurred earlier this month. Chicago Executive Airport and Aurora Airport were closed for multiple days.

Finally, for Board consideration on the agenda is the Proposed Ordinance 2022-374; Adopting Budget and Appropriations Ordinance for the Fiscal Year Beginning January 1, 2022 and Ending December 31, 2022.

REVIEW OF FINANCIAL STATEMENTS

Executive Director Doles asked Patrick Hoard to provide a review of the Financial Statements, and discussion followed.

REPORT OF COMMITTEES

Finance, Budget, and Audit Committee:

Commissioner Ledonne reported the Finance Committee discussed the 2022 budget. He advised the resolutions and ordinances that appear on the agenda were review and recommended for Board approval.

Internal Policy and Compliance Committee:

Commissioner LaMantia advised that the Internal Policy and Compliance Committee did not meet, and therefore no report was given.

Golf Committee:

Chairman Getz asked Commissioner Sharp to be the new Chairman of the Golf Committee. Commissioner Sharp agreed.

Capital Development, Leasing and Customer Fees:

Commissioner Wagner reported that all items on the agenda passed unanimously.

Chairman Getz stated that the additions and changes to the Committees are in effect immediately.

DuPage Business Center:

John Whitehead with NAI Hiffman recapped the Midwest Industrial Funds, and Scannell closings during 2021. Additional discussion followed.

OLD BUSINESS

None

NEW BUSINESS

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 read into record Proposed Ordinance 2022-374. A **MOTION** was made by Commissioner Ledonne to approve 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. The **motion was seconded** by Commissioner Sharp. Executive Director Doles advised that the Tentative Budget and Appropriations for 2022 was passed at the November 17, 2021 Board Meeting and forwarded to DuPage County Chairman on December 1, 2021 for review. Mr. Doles continued that a Public Hearing was held on January 10, 2022. There was no public comment. This process has met the statutory requirements. Commissioner Ledonne stated many thanks to Patrick Hoard and team for creating a budget that protects the asset of the airport for the taxpayers. There was no further discussion and the motion was unanimously passed by a roll call vote of (6-0).

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

Executive Director Doles read into record Proposed Ordinance 2022-375. A **MOTION** was made by Commissioner Ledonne to approve Proposed Ordinance 2022-375; An Ordinance of the DuPage Airport Authority Promulgating Regulations Under the Freedom of Information Act. The **motion was seconded** by Commissioner Sharp. Executive Director Doles explained that this is passed annually by the Board and amends the former year's Ordinance. The current FOIA officers are Kristine Klotz and Daniel Barna. Mr. Doles informed the Board of the fee structure. There was no further discussion and the motion was unanimously passed by a roll call vote of (6-0).

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.

Executive Director Doles read into record Proposed Resolution 2022-2486. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2022-2486; Approving the Use of Outside Attorneys for the Fiscal Year 2022 Beginning January 1, 2022 and Ending December 31, 2022. The **motion was seconded** by Commissioner Ledonne. Commissioner LaMantia briefly stated that she appreciates the time staff took putting together the Request For Proposal (RFP). Executive Director Doles reported that a special committee of Commissioners Sharp (Chairman), Getz and LaMantia had reviewed the qualifications of three law firms that had responded to the RFP, and had found the Luetkehans firm to be the most qualified. There was no further discussion and the motion was passed by roll call vote (6-0).

Proposed Resolution 2022-2487; Authorizing the Destruction of Certain Verbatim Recordings of Closed Sessions.

Executive Director Doles read into record Proposed Resolution 2022-2487. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2022-2487; Authorizing the Destruction of Certain Verbatim Recordings of Closed Sessions. The **motion was seconded** by Commissioner LaMantia. Executive Director Doles stated that the verbatim recordings of Executive Session listed in the resolution are deemed appropriate to destroy. No further discussion. The motion was passed by roll call vote (6-0).

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.

Executive Director Doles read into record Proposed Resolution 2022-2488. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2022-2488; Authorizing the Procurement of One (1) 2022 Ford F350 4x4 Flatbed Truck from the State of Illinois Joint Purchasing Contract. The **motion was seconded** by Commissioner Sharp. No discussion and the motion passed by roll call vote (6-0).

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.

Executive Director Doles read into record 2022-2489. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2022-2489; Award of Contract to Stafford Smith, Inc. for the Procurement of One (1) High Temperature Rack Conveyor Dishwashing Machine.

The **motion was seconded** by Commissioner LaMantia. Executive Director Doles stated that this machine is approximately 30 years old and can no longer be maintained. Four sealed bids were received and opened January 4, 2022. Per the contract Stafford Smith will remove, dispose of the old unit, and make any required utility connections. Discussion followed and the motion passed by roll call vote (6-0).

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.

Executive Director Doles read into record 2022-2490. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2022-2490; Award of Contract to Citywide Building Maintenance, Inc. for Janitorial Services. The **motion was seconded** by Commissioner LaMantia. Executive Director Doles stated a Request for Proposal (RFP) process took place and received eight proposals. A committee, made up of staff, rated Citywide Building Maintenance Inc. as the highest rated firm due to quality control, qualification, experience, pricing and capabilities. Discussion followed, and the motion was unanimously passed by a roll call vote (6-0).

Proposed Resolution 2022-2491; Authorizing the Execution of a Cash Farm Lease with Dale Pitstick.

Authorizes a three (3) year cash form lease for 184 acres with a rental rate of \$235 per acre. Annual rent of \$43,240.

Executive Director Doles read into record Proposed Resolution 2022-2491. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2022-2491; Authorizing the Execution of a Cash Farm Lease with Dale Pitstick. The **motion was seconded** by Commissioner LaMantia. Executive Director Doles stated this farm lease is for access-controlled parcels which are on the main airfield. There was no further discussion. The motion was unanimously passed by roll call vote (6-0).

Proposed Resolution 2022-2492; Ratification of the Executive Director's Execution of a Hangar and Office Lease Agreement with Victory Aviation

Ratifies the actions of the Executive Director to execute a five (5) year lease with Victory Aviation with a five (5) option.

Executive Director Doles read into record Proposed Resolution 2022-2492. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2022-2492; Ratification of the Executive Director's Execution of a Hangar and Office Lease Agreement with Victory Aviation. The **motion was seconded** by Commissioner Sharp. Mr. Doles went on to state that due to the lease expiration date of December 31, 2021 he was required to execute a new lease agreement with Victory prior to this meeting. Discussion followed and unanimously passed by roll call vote

(6-0).

Proposed Resolution 2022-2493; Authorizing the Execution of a Hangar and Office Lease Agreement with Exelon Business Services Company, LLC

Approves a two (2) year lease agreement with Exelon Business Services Company, LLC.

Executive Director Doles read into record Proposed Resolution 2022-2493. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2022-2493; Authorizing the Execution of a Hangar and Office Lease Agreement with Exelon Business Services Company, LLC. The **motion was seconded** by Commissioner LaMantia. Executive Director Doles explained the terms of hangar and office lease agreement. Discussion followed. The motion was unanimously passed by a roll call vote (6-0).

RECESS TO EXECUTIVE SESSION

A **MOTION** was made by Commissioner LaMantia to recess to Executive Session for the discussion of pending, probable, or imminent litigation; the purchase or lease of real property for the use of the DuPage Airport Authority; the setting of a price for sale or lease of property owned by the DuPage Airport Authority. The **motion was seconded** by Commissioner Sharp and was passed by unanimous roll call vote (6-0). The Regular Meeting was recessed to Executive Session at 3:45 p.m. and was reconvened at 4:14 p.m. Upon roll call, a quorum was present for the remainder of the Regular Board Meeting.

OTHER BUSINESS

Proposed Resolution 2022-2494; Authorizing the Execution of an Agreement with Lakeshore Recycling Systems, LLC and Oscar, LLC Regarding a Proposed Municipal Waste and Hydro Excavation Waste Transfer Facility.

Executive Director Doles read into record Proposed Resolution 2022-2494. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2022-2494; Authorizing the Execution of an Agreement with Lakeshore Recycling Systems, LLC and Oscar, LLC Regarding a Proposed Municipal Waste and Hydro Excavation Waste Transfer Facility. The **motion was seconded** by Commissioner Sharp. There was no further discussion and the motion was passed unanimously by roll call vote (6-0).

Amendment to Vacant Land Sales Agreement with Patriot Development Group, LLC.

Executive Director Doles read into record Amendment to Vacant Land Sales Agreement with Patriot Development Group, LLC. Phil Luetkehans addressed the Board of Commissioners regarding the Amendment to Vacant Land Sales Agreement with Patriot Development Group, LLC stating that the due diligence period expired and the Amendment to the Vacant Land Sales Agreement was not finalized for today's meeting. The Board reached a consensus that it would be amenable to extending the due diligence period under the Vacant Land Sales Agreement until

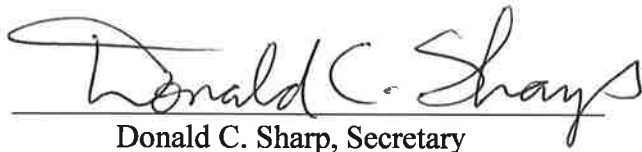
May 23, 2022 and would delete the requirement of the need to build a 150,000 square foot building on the subject property.

A **MOTION** was made by Commissioner Ledonne to adjourn the Regular Meeting of the DuPage Airport Authority Board of Commissioner. The **motion was seconded** by Commissioner Sharp and was passes unanimously by voice vote; the meeting was adjourned at 4:20 p.m.



Herbert A. Getz, Chairman

(ATTEST)



Donald C. Sharp, Secretary