

**DuPAGE AIRPORT AUTHORITY
REGULAR AND ANNUAL BOARD MEETING
WEDNESDAY, JANUARY 17, 2024**

The 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 17, 2024. Chairman Puchalski called the meeting to order at 3:00 p.m. and a quorum was present for the meeting.

Commissioners Present: Davis, Charvat, Chavez, Giunti, Hacker, LaMantia, Ledonne, Liginokubinski, Puchalski

Commissioners Absent: None

DuPage Airport Authority Staff Present: Mark Doles, Executive Director; Dan Barna, Operations and Capital Projects Programs Manager; Phil Luetkehans, of Luetkehans, Brady, Garner, and Armstrong LLC.; Kristine Klotz, Executive Assistant, and Board Liaison; Becky Taylor, Senior Account.

Others in Attendance: Kyle Peabody, CMT; Jim Adler, NAI Hiffman.

Members of the Press: None

PUBLIC COMMENT

None

RECESS REGULAR MEETING AND CONVENE THE ANNUAL MEETING

A **MOTION** was made by Commissioner Ledonne to recess the Regular Meeting of the DuPage Airport Authority Board of Commissioners. The motion was seconded by Commissioner Chavez and passed unanimously by roll call vote (9-0). 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.

ELECTION OF OFFICERS FOR THE 2023 FISCAL YEAR

Commissioner Giunti made a **MOTION** to open nominations for the 2024 Officers of the DuPage Airport Authority Board of Commissioners; this **motion was seconded** by Commissioner Hacker. The motion was unanimously passed by roll call vote (9-0) and Commissioner Giunti entered the following slate of offices for consideration:

Donald E. Puchalski, as Chairman; Juan E. Chavez, as Vice Chairman; Karyn M. Charvat, as Secretary; Michael V. Ledonne, as Treasurer; Dan Barna as Assistant Secretary; Patrick Hoard as Assistant Treasurer.

Chairman Puchalski asked for other nominations and there were none; nominations were closed.

Commissioner Giunti made a **MOTION** to approve the slate of officers for 2024 as presented and the **motion was seconded** by Commissioner Hacker. The slate of Officers for 2024, as

moved and seconded, was passed unanimously by roll call vote (9-0).

REVIEW OF COMMITTEE ASSIGNMENTS

Chairman Puchalski expressed his appreciation to the commissioners for their committee service. Chairman Puchalski assigned Commissioner LaMantia to the Golf Committee and Capital Development, Leasing, and Customer Fees Committee. Chairman Puchalski assigned Commissioner Chavez to the Finance, Budget, and Audit Committee.

ADJOURNMENT OF ANNUAL MEETING

A **MOTION** was made by Commissioner Ledonne to adjourn the Annual Board Meeting; the **motion was seconded** by Commissioner Giunti. The motion was unanimously passed by roll call vote and the Annual Board Meeting adjourned at 3:04 pm and the Regular Board Meeting resumed.

APPROVAL OF MINUTES

Chairman Puchalski asked for additions or corrections to the minutes of the November 15, 2023, 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 Giunti and confirmed by voice vote (9-0).

Chairman Puchalski asked for additions or corrections to the minutes of the November 15, 2023, Capital Development, Leasing, and Customer Fees Committee Meeting and there were none. Commissioner Ledonne made a **MOTION** to approve the minutes. The **motion was seconded** by Commissioner Chavez and confirmed by voice vote (9-0).

Chairman Puchalski asked for additions or corrections to the minutes of the November 15, 2023, Regular Board Meeting, and there were none. Commissioner Ledonne made a **MOTION** to approve the minutes. The **motion was seconded** by Commissioner Chavez and confirmed by voice vote (9-0).

Chairman Puchalski asked for additions or corrections to the minutes of the January 10, 2024, Internal Policy and Compliance Committee Meeting and there were none. Commissioner Ledonne made a **MOTION** to approve the minutes. The **motion was seconded** by Commissioner LaMantia and passed confirmed by voice vote (9-0).

DIRECTOR'S REPORT

Mr. Doles advised that Brian DeCoudres and Tom Cleveland are attending the Chicago Area Business Aviation Association Annual Kickoff Meeting with National Business of Aviation Association President Ed Bolen.

Mr. Doles informed that in 2023 DuPage Airport had 141,194 takeoffs and landings and remained the third busiest airport in the State of Illinois.

Jet-A gallons sold in 2023 were 1% better than budget, while 100LL gallons sold were 35.4% better than budget. Mr. Doles informed the Commissioners that fuel sales remain strong with 2.8M gallons of total fuel sold in 2023. The cost of Jet-A fuel is currently down approximately

14%, while the cost of 100LL is up slightly by approximately 2% since January 2023.

Prairie Landing Golf Club rounds of play totaled 29,433 for the 2023 year. The total rounds played is up 14% from 2022.

Mr. Doles stated the 2024 Budget and Appropriations Ordinance for the 2024 fiscal year is on today's agenda for final passage.

Executive Director Doles advised of the delays in the progress of the new hangar facility. Mr. Doles informed the Commissioners of the process of work being done on the third-floor build-out project, with a completion date of May 2024.

Staff received aviation fuel tax proceeds from the State of Illinois that will be applied toward the Aircraft Rescue and Fire Fighting costs.

Mr. Doles informed the Commissioners of the upcoming events and annual online training requirements.

REVIEW OF FINANCIAL STATEMENTS

Becky Taylor reviewed the Financial Statements for December 2023 and discussion followed.

REPORT OF COMMITTEES

Finance, Budget, and Audit Committee:

Commissioner Ledonne advised that the Finance, Budget, and Audit Committee met, and all items passed unanimously.

Capital Development, Leasing, and Customer Fees Committee:

Commissioner Davis stated the committee did meet, and all items are recommended for Board approval.

Internal Policy and Compliance Committee:

Commissioner Chavez advised that the Committee did meet, and all items on today's agenda passed unanimously.

Golf Committee:

Commissioner Giunti advised that the Golf Committee did not meet today, and no report was given.

DuPage Business Center:

Jim Alder with NAI Hiffman reported that Patriot Development Group is under contract for a site in the DuPage Business Park and is requesting an extension for 60 days. BI Developers LLC's 40-acre site is pursuing two build-to-suite sites within the Business Park. Greystar Development Central, LLC terminated its contract, and NAI Hiffman is in contact with possible buyers of this site.

OLD BUSINESS

None

NEW BUSINESS

Proposed Ordinance 2024-390; Adopting Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2024 and Ending December 31, 2024.

Chairman Puchalski read into record Proposed Ordinance 2024-390. A **MOTION** was made by Commissioner Ledonne to approve Proposed Ordinance 2024-390; Adopting Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2024 and Ending December 31, 2024. The **motion was seconded** by Commissioner LaMantia. Executive Director Doles stated all statutory requirements have been met. There was no further discussion and the motion passed unanimously by roll call vote (9-0).

Proposed Ordinance 2024-391; Amending the DuPage Airport Authority Employee Handbook.

Chairman Puchalski read into record **Proposed Ordinance 2024-391**. A **MOTION** was made by Commissioner Ledonne to approve Proposed Ordinance 2024-391; Amending the DuPage Airport Authority Employee Handbook. The **motion was seconded** by Commissioner Davis. Executive Director Doles stated this item was approved by the Policy Committee and informed the Board of the five changes. The change to the handbook was the result of changes in Illinois law and legal counsel SheppardMullin reviewed and drafted the proposed changes. Mr. Doles informed the Commissioners of the following minor change to the Ordinance:

“This Ordinance shall be effective, *nunc pro tunc*, as of January 1, 2024.”

There was no further discussion and the motion passed unanimously by roll call vote (9-0).

Proposed Ordinance 2024-392; Amending Certain Sections of the DuPage Airport Authority Code.

Chairman Puchalski read into record Proposed Ordinance 2024-392. A **MOTION** was made by Chairman Puchalski to approve Proposed Ordinance 2024-392; Amending Certain Sections of the DuPage Airport Authority Code. The **motion was seconded** by Commissioner LaMantia. Executive Director Doles advised that this change to the DuPage Airport Authority code will be consistent with DuPage County, DuPage County Forest Preserve, and many other local municipalities. The Responsible Bidder language will require a bidder to comply with all provisions of the Illinois Prevailing Wage Act in addition to participation in an active apprenticeship and training program approved and registered by the U.S. Department of Labor’s Office of Apprenticeship for each of the trades involved in the project. Chairman Puchalski stated that he is proud to be a part of enacting this Ordinance. There was no further discussion and the motion passed unanimously by roll call vote (9-0).

Proposed Ordinance 2024-393; An Ordinance of the DuPage Airport Authority Promulgating Regulations Under the Freedom of Information Act.

Chairman Puchalski read into record Proposed Ordinance 2024-393. A **MOTION** was made by Commissioner Ledonne to approve Proposed Ordinance 2024-393; An Ordinance of the DuPage Airport Authority Promulgating Regulations Under the Freedom of Information Act. The **motion was seconded** by Commissioner LaMantia. Executive Director Doles advised that this is the annual repeal and adoption of the Freedom of Information Act (FOIA) Ordinance. The current FOIA officers are Dan Barna and Kris Klotz. There was no further discussion and the motion passed unanimously by roll call vote (9-0).

Proposed Ordinance 2024-394; Modifying the By-Laws of the DuPage Airport Authority.

Chairman Puchalski read into record Proposed Ordinance 2024-394. A **MOTION** was made by Commissioner Ledonne to approve Proposed Ordinance 2024-394; Modifying the By-Laws of the DuPage Airport Authority. The **motion was seconded** by Commissioner LaMantia. Executive Director Doles informed the Commissioners that the current By-Laws allow attendance to be in person or electronically. The change to the By-Laws will now allow Commissioners the ability to vote electronically if there is a physical quorum present for the Board or Committee Meetings. The minutes will need to reflect the reason that prevented the Commissioner from attending a meeting in person. Discussion followed and the motion passed unanimously by roll call vote (9-0).

Proposed Resolution 2024-2634; Authorizing the Destruction of Certain Verbatim Recordings of Closed Sessions.

Chairman Puchalski read into record Proposed Resolution 2024-2634. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2024-2634; Authorizing the Destruction of Certain Verbatim Recordings of Closed Sessions. The **motion was seconded** by Commissioner Chavez. Phil Luetkehans explained that verbatim recordings are required to be maintained for 18 months. Mr. Luetkehans stated that the past recordings older than 18 months would be destroyed once the Ordinance is approved. There was no further discussion and the motion passed unanimously by roll call vote (9-0).

Proposed Resolution 2024-2635; Approving the Use of Outside Attorneys for the Fiscal Year 2024 Beginning January 1, 2024 and Ending December 31, 2024.

Chairman Puchalski read into record Proposed Resolution 2024-2635. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2024-2635; Approving the Use of Outside Attorneys for the Fiscal Year 2024 Beginning January 1, 2024 and Ending December 31, 2024. The **motion was seconded** by Commissioner Davis. Commissioner LaMantia suggested that in the future the Board of Commissioners be presented with two separate Resolutions for each legal services. Discussion followed and the motion passed unanimously by roll call vote (9-0).

Proposed Resolution 2024-2636; Disposal/Destruction of Surplus Personal Property.

Approves the sale of two (2) pickup trucks and three (3) snow plows through public internet auction.

Chairman Puchalski read into record Proposed Resolution 2024-2636. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2024-2636; Disposal/Destruction of Surplus Personal Property. The **motion was seconded** by Commissioner Davis. Executive Director Doles stated that periodically throughout the year property that is obsolete or has been replaced requires approval for disposal or sale. The items for sale are placed on a public Internet auction site. Currently, there are two vehicles and three plows that staff is seeking to sell. There was no further discussion and the motion passed unanimously by roll call vote (9-0).

Proposed Resolution 2024-2637; Award of Contract to Wright & Wright Machinery Company, Inc. for the Procurement of One (1) Electric Aircraft Tug.

Approves the procurement of one (1) Lektro Model AP8750CX-AL electric aircraft tug for a total cost of \$107,361 F.O.B. DuPage Airport.

Chairman Puchalski read into record Proposed Resolution 2024-2637. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2024-2637; Award of Contract to Wright & Wright Machinery Company, Inc. for the Procurement of One (1) Electric Aircraft Tug. The **motion was seconded** by Commissioner Giunti. Executive Director Doles informed this item will replace a 1995 tug used for Flight Center operations that is beyond its useful service life. There was no further discussion and the motion passed unanimously by roll call vote (9-0).

Proposed Resolution 2024-2638; Ratification of the Executive Director's Execution of a Change Order to the State of Illinois Joint Purchasing Contract with Rush Truck Center for the Procurement of One (1) 6-Wheel Dump Truck with Sodium Spreader.

Ratifies the Executive Director's execution of a \$12,659 change order for dump truck manufacturing cost increases.

Chairman Puchalski read into record Proposed Resolution 2024-2638. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2024-2638; Ratification of the Executive Director's Execution of a Change Order to the State of Illinois Joint Purchasing Contract with Rush Truck Center for the Procurement of One (1) 6-Wheel Dump Truck with Sodium Spreader. The **motion was seconded** by Commissioner Ligino-Kubinski. Executive Director Doles advised that this item was approved in May of 2022 utilizing the State of Illinois Joint Purchasing contract. Since the item was ordered hundreds of orders have been canceled due to material shortages, labor costs, and supply chain issues. To avoid cancellation of the Airport Authority's order, Rush Truck Center required a change order to cover the additional manufacturing costs. The item will not be delivered until the third quarter of 2024. Discussion followed and the motion passed unanimously by roll call vote (9-0).

Proposed Resolution 2024-2639; Authorizing the Procurement of One (1) Single Axle Dump Truck with Radius Dump Spreader Body from the Sourcewell Joint Purchasing Contract.

Approves the procurement of one (1) 2025 International HV Series single axle dump truck with radius dump spreader for a total cost of \$271,351.70 F.O.B. DuPage Airport, which includes a 15% owner's contingency.

Chairman Puchalski read into record Proposed Resolution 2024-2639. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2024-2639; Authorizing the Procurement of One (1) Single Axle Dump Truck with Radius Dump Spreader Body from the Sourcewell Joint Purchasing Contract. The **motion was seconded** by Commissioner Davis. Executive Director Doles advised this item is a 2024 Capital item that will replace a 2009 dump truck, primarily used for roadway and parking lot, snow removal, that is beyond its useful life. Mr. Doles stated that normally there is not an owner's contingency applied to this type of purchase but due to unforeseen production costs an owner's contingency was applied to this item. There was no further discussion and the motion passed unanimously by roll call vote (9-0).

Proposed Resolution 2024-2640; Award of Contract to R.J. O'Neil, Inc. for the Installation of Domestic Water Backflow Preventers at Three (3) Locations.

Approves a contract to install domestic water backflow preventers at three (3) hangar locations. Total authorized construction not-to-exceed \$127,325, which includes a 10% owner's contingency.

Chairman Puchalski read into record Proposed Resolution 2024-2640. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2024-2640; Award of Contract to R.J. O'Neil, Inc. for the Installation of Domestic Water Backflow Preventers at Three (3) Locations. The **motion was made** by Commissioner Davis. Executive Director Doles informed the Commissioners of the backflow preventer locations and the code requirement from the City of West Chicago. The item was advertised in the *Daily Herald Newspaper* on October 16, 2023, due to only receiving one bid the item was rebid in the *Daily Herald Newspaper* on November 30, 2023. A mandatory pre-bid meeting occurred on December 11, 2023. One sealed bid was received and opened on December 11, 2023. Mr. Doles advised that the Airport Authority has met all procurement code requirements. There was no further discussion and the motion passed unanimously by roll call vote (9-0).

Proposed Resolution 2024-2641; Authorizing the Execution of a Design and Special Services Phase Engineering Services Agreement with Crawford, Murphy & Tilly, Inc. for the Airport Improvement Program Project Known as: Rehabilitate Powis Road Apron.

Approves design and special services phase engineering for the Airport Improvement Program Project known as: Rehabilitate Powis Road Apron for a total not-to-exceed amount of \$110,000. 95% reimbursement from Federal and State funding anticipated.

Chairman Puchalski read into record Proposed Resolution 2024-2641. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2024-2641; Authorizing the Execution of a Design and Special Services Phase Engineering Services Agreement with Crawford, Murphy & Tilly, Inc. for the Airport Improvement Program Project Known as: Rehabilitate Powis Road Apron. The **motion was seconded** by Commissioner LaMantia.

Executive Director Doles advised the Powis Road apron pavement is beyond its useful service life. Mr. Doles stated the funding amounts and the reimbursement amounts. There was no further discussion and the motion passed unanimously by roll call vote (9-0).

Proposed Resolution 2024-2642; Approving the Execution of an Ninth Amendment to Vacant Land Purchase Agreement with Patriot Development Group, LLC.

Chairman Puchalski read into record Proposed Resolution 2024-2642. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2024-2642; Approving the Execution of an Ninth Amendment to Vacant Land Purchase Agreement with Patriot Development Group, LLC. The **motion was seconded** by Commissioner LaMantia. Mr. Luetkehans discussed the property concerns affiliated with the possible sale of approximately 30 acres of property in the DuPage Business Park. Mr. Luetkehans stated Patriot Development Group, LLC also needs approval from the Illinois Department of Transportation. Due to the complexity of the new agreement, Mr. Luetkehans advised that the extension be granted. Discussion followed and the motion passed unanimously by roll call vote (9-0).

Proposed Ordinance 2024-395; Providing for Real Estate Tax Abatement – Greco/DeRosa (Cheese Merchants) Property at 2595 Enterprise Circle.

Chairman Puchalski read into record Proposed Ordinance 2024-395. A **MOTION** was made by Commissioner Ledonne to approve Proposed Ordinance 2024-395; Providing for Real Estate Tax Abatement – Greco/DeRosa (Cheese Merchants) Property at 2595 Enterprise Circle. The **motion was seconded** by Commissioner Davis. Mr. Luetkehans informed the Commissioners that Section 3 of the Ordinance has a typographical error and needs to be updated. Mr. Luetkehans advised that this Ordinance will authorize Discovery Drive Investors II, LLC Greco/DeRosa a property tax abatement for the next ten years. There was no further discussion and the motion passed unanimously by roll call vote (9-0).

RECESS TO EXECUTIVE SESSION

A **MOTION** was made by Commissioner Ledonne to recess to Executive Session for the discussion of Pending, Probable, or Imminent Litigation; Employee Matters; the Purchase or Lease of Real Property for the use of the DuPage Airport Authority. The **motion was seconded** by Commissioner LaMantia and was passed unanimously by roll call vote (9-0). The Regular Board was recessed to Executive Session at 3:41 p.m. and was reconvened at 3:48 p.m. Upon roll call vote, a quorum was present for the remainder of the Regular Board Meeting.

OTHER BUSINESS

Proposed Ordinance 2024-396; Authorizing the Acquisition of an Avigation Easement and a Restrictive Covenant over a Certain Property Commonly Known as 445 Kautz Road, West Chicago, Illinois for Airport Purposes by the DuPage Airport Authority.

Chairman Puchalski read into record Proposed Ordinance 2024-396. A **MOTION** was made by Commissioner Ledonne to approve Proposed Ordinance 2024-396; Authorizing the Acquisition of an Avigation Easement and a Restrictive Covenant over a Certain Property Commonly

Known as 445 Kautz Road, West Chicago, Illinois for Airport Purposes by the DuPage Airport Authority. The **motion was seconded** by Commissioner LaMantia. There was no further discussion and the motion passed unanimously by roll call vote (9-0).

A **MOTION** was made by Commissioner Ledonne to adjourn the Regular Board Meeting of the DuPage Airport Authority Board of Commissioners. The **motion was seconded** by Commissioner Chavez and was passed unanimously by voice vote; the meeting was adjourned at 3:49 p.m.



Donald E. Puchalski, Chairman

(ATTEST)



Karyn M. Charvat, Secretary