

**DuPAGE AIRPORT AUTHORITY  
REGULAR BOARD MEETING  
WEDNESDAY, NOVEMBER 16, 2022**

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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, November 16, 2022. Chairman Getz called the meeting to order at 3:00 p.m. and a quorum was present for the meeting. Commissioner Ledonne arrived at 3:20 p.m.

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

**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; Bruce Garner, of Luetkehans, Brady, Garner and Armstrong LLC.; Kristine Klotz, Executive Assistant and Board Liaison.

**Others in Attendance:** Dan Pape, CMT; Mark Moran, NAI Hiffman.

**Members of the Press:**

None

**PUBLIC COMMENT**

None

**APPROVAL OF MINUTES**

Chairman Getz asked for additions or corrections to the minutes of the September 21, 2022 Golf Committee Meeting and there were none. Commissioner LaMantia made a **MOTION** to approve the minutes. The **motion was seconded** by Commissioner Charvat and passed by a roll call vote (6-0). Commissioner Ledonne was not present for the vote.

Chairman Getz asked for additions or corrections to the minutes of the September 21, 2022 Finance, Audit, and Budget Committee Meeting and there were none. Commissioner LaMantia made a **MOTION** to approve the minutes. The **motion was seconded** by Commissioner Wagner and passed by a roll call vote (6-0). Commissioner Ledonne was not present for the vote.

Chairman Getz asked for additions or corrections to the minutes of the September 21, 2022 Capital Development, Leasing and Customer Fees Committee Meeting and there were none. Commissioner LaMantia made a **MOTION** to approve the minutes. The **motion was seconded** by Commissioner Charvat and passed by a roll call vote (6-0). Commissioner Ledonne was not present for the vote.

Chairman Getz asked for additions or corrections to the minutes of the September 21, 2022 Regular Board Meeting and there were none. Commissioner LaMantia made a **MOTION** to approve the minutes. The **motion was seconded** by Commissioner Giunti and passed by a roll call vote (6-0). Commissioner Ledonne was not present for the vote.

Chairman Getz asked for additions or corrections to the minutes of the November 1, 2022 Special Finance, Audit, and Budget Committee Meeting and there were none. Commissioner LaMantia made a **MOTION** to approve the minutes. The **motion was seconded** by Commissioner Ligino-Kubinski and passed by a roll call vote (6-0). Commissioner Ledonne was not present for the vote.

## **DIRECTOR'S REPORT**

The Board of Commissioners applauded Executive Director Doles for DuPage Airport receiving the Reliever Airport of the Year Award by the Illinois Department of Transportation (IDOT). Executive Director Doles stated that the recognition was given by IDOT during the Illinois Public Airports Association Fall Conference, where he was also elected as the Chairman of the Board.

Jet-A fuel sales continue to be strong with sales up 15.1% year-to-date. Executive Director Doles stated that 100LL fuel sales are down 2.3% year-to-date but are 9.8% better than budgeted. The cost of fuel has been a concern due to current inflation. Golf rounds at Prairie Landing Golf Club for the month of October are down 2,734 versus 3,172 from 2021. The current budget has 25,000 rounds of golf for the 2023 season.

Executive Director Doles informed the Board of Commissioners of the minor adjustments that were made to the budget after the Special Finance Committee met on November 1, 2022. The revisions were made to insurance premium costs, utility expenses, and revenue and expenses for U.S. Customs services.

Mr. Doles went on to say that work is underway to break ground on the new hangar facility in spring 2023. On November 10, 2022 a kick-off meeting was held at the City of West Chicago to begin the process of obtaining the necessary building permits. The parking lot project is underway with staff continuing to work with the State of Illinois to coordinate the progress.

Executive Director Doles announced the partnership between the College of DuPage and Illinois Aviation Academy at DuPage Airport where students can pursue a new Aviation Management Program beginning spring of 2023. Students will be able to earn an Associate in Applied Science degree in Aviation Management. Students will receive classroom instruction as well as hands-on training within a Redbird Flight Simulator. Final certifications and faculty approvals of the new partnership are pending.

Executive Director Doles stated that applications have been submitted to the State of Illinois for a \$261,000 fuel tax reimbursement. Due to changes in legislation, there are taxes collected that need to be spent on aviation and will be returned to the Airport Authority as grants. Executive Director Doles is awaiting final approval. Staff is also working on three different grants through the CARES Act (Coronavirus Aid, Relief, and Economic Security Act), CRRSAA (Coronavirus

Response and Relief Supplemental Appropriations Act), and ARRA Act (American Recovery and Reinvestment Act) that will be used to offset previous expenses.

## **REVIEW OF FINANCIAL STATEMENTS**

Patrick Hoard reviewed the Financial Statements for October 2022 and discussion followed.

## **REPORT OF COMMITTEES**

### **Finance, Budget, and Audit Committee:**

Commissioner Wagner advised that he chaired the Finance, Budget, and Audit Committee meeting in the absence of Commissioner Ledonne. All items on today's agenda are recommended for Board approval.

### **Capital Development, Leasing, and Customer Fees Committee:**

Commissioner Wagner stated that the Capital Development, Leasing, and Customer Fees Committee had met and reported all items passed with recommendations for Board approval.

### **Internal Policy and Compliance Committee:**

Commissioner LaMantia reported the Internal Policy and Compliance Committee had met and recommended today's item favorably for Board approval.

### **Golf Committee:**

Commissioner Wagner advised that the Golf Committee had met. The Resolutions appearing on the Board Meeting Agenda were discussed and favorably recommended for Board approval.

### **DuPage Business Center:**

Mark Moran, NAI Hiffman, advised the Board of the three parcels that are under contract. Two purchasers are developers, and one purchaser is an end user. Each parcel is in different due diligence stages, and most likely will not close this year. He added information regarding the current economic interest rates and a new possible contract on the 6-acre site within the Business Park.

### **OLD BUSINESS:**

None

### **NEW BUSINESS:**

#### **Approving the 2023 Board and Committee Meeting Calendar.**

Chairman Getz stated that the Board and Committee Calendar has been distributed and reviewed. Discussion occurred, and the following change will be made to the 2023 Meeting Calendar: January 18, 2023 Board and Committee Meetings would be moved to January 20, 2023. There were no objections by the Board members and the calendar will be published with the change.

**Proposed Ordinance 2022-377; Adopting the Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year beginning January 1, 2023 and Ending December 31, 2023.**

Executive Director Doles read into record Proposed Resolution 2022-377. A **MOTION** was made by Commissioner Ledonne to approve Proposed Ordinance 2022-377; Adopting the Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year beginning January 1, 2023 and Ending December 31, 2023. The **motion was seconded** by Commissioner LaMantia. Chairman Getz reviewed the budget development process and reported that the budget has been approved through the Finance Committee. There was no further discussion and the motion passed by roll call vote (7-0).

**Proposed Ordinance 2022-378; An Ordinance of the DuPage Airport Authority Levying Taxes for the Fiscal Year Beginning January 1, 2023 and Ending December 31, 2023.**

Executive Director Doles read into record Proposed Ordinance 2022-378. A **MOTION** was made by Commissioner Ledonne to approve Proposed Ordinance 2022-378; An Ordinance of the DuPage Airport Authority Levying Taxes for the Fiscal Year Beginning January 1, 2023 and Ending December 31, 2023. The **motion was seconded** by Commissioner Ligino-Kubinski. Executive Director Doles informed the Board that there has not been a change to the levy since 2012. The levy is necessary to fund capital improvement projects, major maintenance projects, safety, and security. There was no further discussion and the motion passed by roll call vote (7-0).

**Proposed Ordinance 2022-379; An Ordinance Amending the DuPage Airport Authority Employee Handbook.**

Executive Director Doles read into record Proposed Ordinance 2022-379. A **MOTION** was made by Commissioner LaMantia to approve Proposed Ordinance 2022-378; An Ordinance of the DuPage Airport Authority Levying Taxes for the Fiscal Year Beginning January 1, 2023 and Ending December 31, 2023. The **motion was seconded** by Commissioner Charvat. There was no further discussion and the motion passed by roll call vote (7-0).

**Proposed Ordinance 2022-380; An Ordinance of the DuPage Airport Authority Amending Fees for Outdoor and Indoor Aircraft Parking.**

Executive Director Doles read into record Proposed Ordinance 2022-380. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2022-380; An Ordinance of the DuPage Airport Authority Amending Fees for Outdoor and Indoor Aircraft Parking. The **motion was seconded** by Commissioner Wagner. There was no further discussion and the motion passed by roll call vote (7-0).

**Proposed Resolution 2022-2549; Award of Contract to Foundation Mechanics LLC for Prairie Landing Golf Course Bridge Abutment Stabilization and Erosion Control.**

*Approves a contract for bridge abutment stabilization and erosion control at the Prairie Landing Golf Course for a total cost not-to-exceed \$201,228.50, which includes a 10% owner's contingency.*

Executive Director Doles read into record Proposed Resolution 2022-2549. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2022-2549; Award of Contract to Foundation Mechanics LLC for Prairie Landing Golf Course Bridge Abutment Stabilization and Erosion Control. The **motion was seconded** by Commissioner Giunti. There was no further discussion and the motion passed by roll call vote (7-0).

**Proposed Resolution 2022-2550; Authorizing the Execution of Construction Phase Task Order No. 7 with Crawford, Murphy & Tilly, Inc. for the Project: Prairie Landing Golf Course Bridge Abutment Stabilization and Erosion Control.**

*Approves construction administration and quality control services for the Prairie Landing Bridge Abutment Stabilization and Erosion Control Project for a total not-to-exceed amount of \$39,150.*

Executive Director Doles read into record Proposed Resolution 2022-2550. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2022-2550; Authorizing the Execution of Construction Phase Task Order No. 7 with Crawford, Murphy & Tilly, Inc. for the Project: Prairie Landing Golf Course Bridge Abutment Stabilization and Erosion Control. The **motion was seconded** by Commissioner Wagner. There was no further discussion and the motion passed by roll call vote (7-0).

**Proposed Resolution 2022-2551; Award of Contract to Pandecon, Inc. for Prairie Landing Golf Club Men's Locker Room Renovation.**

*Approves a contract for renovations to the men's locker room at the Prairie Landing Clubhouse for a total cost not-to-exceed \$163,201.50, which includes a 10% owner's contingency.*

Executive Director Doles read into record Proposed Resolution 2022-2551. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2022-2551; Award of Contract to Pandecon, Inc. for Prairie Landing Golf Club Men's Locker Room Renovation. The **motion was seconded** by Commissioner Ledonne. There was no further discussion and the motion passed by roll call vote (7-0).

**Proposed Resolution 2022-2552; Award of Contract to Red Feather Group for Prairie Landing Golf Club Kitchen Epoxy Floors.**

*Approves a contract for the installation of epoxy floors in the grill room and banquet kitchens at the Prairie Landing Clubhouse for a total cost not-to-exceed \$113,602.50, which includes a 10% owner's contingency.*

Executive Director Doles read into record Proposed Resolution 2022-2552. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2022-2552; Award of Contract to Red Feather Group for Prairie Landing Golf Club Kitchen Epoxy Floors. The **motion was seconded** by Commissioner Ledonne. There was no further discussion and the motion passed by roll call vote (7-0).

**Proposed Resolution 2022-2553; Award of Contract to CDW Government LLC for the Procurement of IT VLAN Switching Hardware.**

*Approves a contract to procure virtual local area network switching hardware for a total cost of \$57,128.61 F.O.B. DuPage Airport.*

Executive Director Doles read into record Proposed Resolution 2022-2553. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2022-2553; Award of Contract to CDW Government LLC for the Procurement of IT VLAN Switching Hardware. The **motion was seconded** by Commissioner Ledonne. A brief discussion followed, and the motion passed by roll call vote (7-0).

**Proposed Resolution 2022-2554; Award of an Elevator Maintenance Contract to Otis Elevator Company.**

*Approves a one (1) year elevator maintenance contract, subject to two (2) one (1) year extensions at the sole discretion of the Authority. Annual year 1 cost of \$19,200, year 2 cost of \$19,776 and year 3 cost of \$20,369.28.*

Executive Director Doles read into record Proposed Resolution 2022-2554. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2022-2554; Award of an Elevator Maintenance Contract to Otis Elevator Company. The **motion was seconded** by Commissioner Ligino-Kubinski. There was no further discussion and the motion passed by roll call vote (7-0).

**Proposed Resolution 2022-2555; Award of Contract to Correct Electric, Inc. for Electrical Panel Replacement at Hangars E8 and E9.**

*Approves a contract to install electrical panels in Hangars E8 and E9 for a total cost not-to-exceed \$45,585.10, which includes a 10% owner's contingency.*

Executive Director Doles read into record Proposed Resolution 2022-2555. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2022-2555; Award of Contract to Correct Electric, Inc. for Electrical Panel Replacement at Hangars E8 and E9. The **motion was seconded** by Commissioner Ligino-Kubinski. There was no further discussion and the motion passed by roll call vote (5-0). Commissioner Charvat and Commissioner Giunti Abstained.

**Proposed Resolution 2022-2556; Award of Contract to State Mechanical Services LLC for HVAC RTU and AHU Equipment Replacement.**

*Approves a contract to replace HVAC equipment including one (1) rooftop unit at the Old Administration Building and one (1) air handling unit at the 3N060 Powis Road Hangar for a total cost not-to-exceed \$31,891.20, which includes a 10% owner's contingency.*

Executive Director Doles read into record Proposed Resolution 2022-2556. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2022-2556; Award of Contract to State Mechanical Services LLC for HVAC RTU and AHU Equipment Replacement. The **motion was seconded** by Commissioner Liginio-Kubinski. There was no further discussion and the motion passed by roll call vote (7-0).

**Proposed Resolution 2022-2557; Authorizing the Execution of a Planning and Design Phase Engineering Services Agreement with Crawford, Murphy & Tilly, Inc. for the State Capital Improvement Program Project Known as: Airport Perimeter Road Resurfacing – W. Tower Road and DuPage Drive.**

*Approves planning and design phase engineering for W. Tower Road and DuPage Drive resurfacing for a total not-to-exceed amount of \$52,000, subject to 90% State reimbursement from the Rebuild Illinois Capital Investment Program.*

Executive Director Doles read into record Proposed Resolution 2022-2557. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2022-2557; Authorizing the Execution of a Planning and Design Phase Engineering Services Agreement with Crawford, Murphy & Tilly, Inc. for the State Capital Improvement Program Project Known as: Airport Perimeter Road Resurfacing – W. Tower Road and DuPage Drive. The **motion was seconded** by Commissioner Ledonne. Discussion followed and the motion passed by roll call vote (7-0).

**Proposed Resolution 2022-2558; Ratifying the Execution of the First Amendment to Vacant Land Purchase Agreement and Approving the Execution of the Second Amendment to Vacant Land Purchase Agreement with BI Developer LLC.**

Executive Director Doles read into record Proposed Resolution 2022-2558. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2022-2558; Ratifying the Execution of the First Amendment to Vacant Land Purchase Agreement and Approving the Execution of the Second Amendment to Vacant Land Purchase Agreement with BI Developer LLC. The **motion was seconded** by Commissioner Ledonne. Discussion followed and the motion passed by roll call vote (7-0).

**Proposed Resolution 2022-2559; Authorizing the Execution of a Non-Exclusive Drainage Easement Agreement with GSI Family Investments of Arizona, LLC**

Executive Director Doles read into record Proposed Resolution 2022-2559. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2022-2559; Authorizing the Execution of a Non-Exclusive Drainage Easement Agreement with GSI Family Investments of Arizona, LLC. The **motion was seconded** by Commissioner Ledonne. Information was provided by separate cover from legal counsel. Discussion followed and the motion passed by roll call vote (7-0).

A **MOTION** was made by Commissioner LaMantia 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 Setting of a Price for Sale or Lease of Property Owned by the DuPage Airport Authority; and the Discussion and Semi-Annual Review of Lawfully Closed Executive Session Minutes. The **motion was seconded** by Commissioner Charvat. The Regular Meeting was recessed to Executive Session at 3:39 p.m. and was reconvened at 4:12 p.m. Upon roll call, a quorum was present for the remainder of the Regular Board Meeting.

**OTHER BUSINESS**

**Discussion and Possible Action of Providing a Merit Increase to the Executive Director.**

Chairman Getz read into record the Discussion and Possible Action of Providing a Merit Increase to the Executive Director. A **MOTION** was made by Commissioner LaMantia to approve a 4.7% Merit Increase for the Executive Director. The **motion was seconded** by Commissioner Ledonne. There was no further discussion and the motion passed by roll call vote (7-0).

**Proposed Resolution 2022-2560; Disclosure of Executive Session Minutes.**

*Approves the disclosure of Executive Session Minutes that the Board of Commissioners has determined are no longer necessary to keep confidential.*

Executive Director Doles read into record Proposed Resolution 2022-2560. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2022-2560; Disclosure of Executive Session Minutes. The **motion was seconded** by Commissioner Giunti. There was no further discussion and the motion passed by roll call vote (7-0).

**Proposed Resolution 2022-2561; Authorizing the Execution of the Fourth Extension to Exclusive Listing Agreement with NAI Hiffman for DuPage Business Center Real Estate Brokerage Services.**

Executive Director Doles read into record Proposed Resolution 2022-2561. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2022-2561; Authorizing the Execution of the Fourth Extension to Exclusive Listing Agreement with NAI Hiffman for DuPage Business Center Real Estate Brokerage Services. The **motion was seconded** by

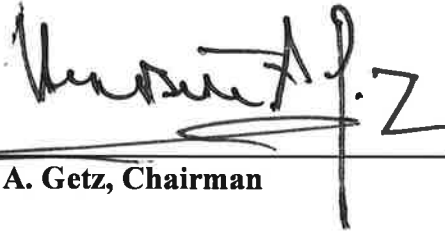


Commissioner Ledonne. Discussion followed and the motion passed by roll call vote (6-0).  
Commissioner Wagner Abstained.

**Proposed Resolution 2022-2562; Authorizing the Execution of a Fourth Amendment to the Vacant Land Purchase Agreement with Patriot Development LLC.**

Executive Director Doles read into record Proposed Resolution 2022-2562. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2022-2562; Authorizing the Execution of a Fourth Amendment to the Vacant Land Purchase Agreement with Patriot Development LLC. The **motion was seconded** by Commissioner Ledonne. There was no further discussion and the motion passed by roll call vote (7-0).

A **MOTION** was made by Commissioner Wagner to adjourn the Regular Meeting of the DuPage Airport Authority Board of Commissioners. The **motion was seconded** by Commissioner Ledonne and was passed unanimously by voice vote; the meeting was adjourned at 4:18 p.m.



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**Herbert A. Getz, Chairman**

(ATTEST)



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**Daniel J. Wagner, Secretary**