

**PUBLIC NOTICE OF**  
**REGULAR AND ANNUAL BOARD MEETING**

**DuPAGE AIRPORT AUTHORITY**  
**BOARD of COMMISSIONERS**

NOTICE IS HEREBY GIVEN, that the Regular and Annual Meeting of the Board of Commissioners of the DuPage Airport Authority, an Illinois Special District, is scheduled for **Wednesday, January 17, 2024 at 3:00 p.m.** The meeting will convene in the Third Floor Conference Room of the Daniel L. Goodwin Flight Center Building, 2700 International Drive, West Chicago, Illinois.

A **Tentative Agenda** is attached and made a part hereof this Notice.



---

**Daniel J. Barna, Assistant Secretary**  
**DuPage Airport Authority Board of Commissioners**

**POSTED: January 11, 2024**



**DUPAGE AIRPORT  
AUTHORITY**

**BOARD OF COMMISSIONERS  
REGULAR MEETING and ANNUAL MEETING  
WEDNESDAY, JANUARY 17, 2024; 3:00 p.m.**

**DANIEL L. GOODWIN FLIGHT CENTER BUILDING  
THIRD FLOOR CONFERENCE ROOM  
2700 INTERNATIONAL DRIVE  
WEST CHICAGO, ILLINOIS 60185**

**TENTATIVE AGENDA**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**

**RECESS REGULAR MEETING**

**CONVENE ANNUAL MEETING**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. ELECTION OF OFFICERS FOR THE 2024 FISCAL YEAR**
  - a. Chairman**
  - b. Vice-Chairman**
  - c. Treasurer**
  - d. Secretary**
  - e. Assistant Secretary**
  - f. Assistant Treasurer**

- 4. REVIEW OF COMMITTEE ASSIGNMENTS**

**TAB# 1**

**PAGE# 1**

**ADJOURNMENT OF ANNUAL MEETING**

**RECONVENE REGULAR MEETING**

**APPROVAL OF MINUTES**

**TAB# 2 PAGE# 2**

**November 15, 2023 Finance, Budget, and Audit Committee Meeting**  
**November 15, 2023 Capital Development, Leasing, and Customer Fees  
Committee Meeting**  
**November 15, 2023 Regular Board Meeting**  
**January 10, 2024 Internal Policy and Compliance Committee Meeting**

**4. DIRECTOR'S REPORT TAB# 3 PAGE# 19**

**5. REVIEW OF FINANCIAL STATEMENTS TAB# 4 PAGE# 27**

**6. REPORT OF OFFICERS/COMMITTEES**

- a. Finance, Budget & Audit Committee**
- b. Capital Development, Leasing & Customer Fees Committee**
- c. Internal Policy and Compliance Committee**
- d. Golf Committee**
- e. DuPage Business Center**

**7. NEW BUSINESS**

- a. 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.**  
**FINANCE TAB# 5 PAGE# 41**
- b. Proposed Ordinance 2024-391; Amending the DuPage Airport Authority Employee Handbook.**  
**POLICY TAB# 6 PAGE# 135**
- c. Proposed Ordinance 2024-392; Amending Certain Sections of the DuPage Airport Authority Code.**  
**POLICY TAB# 7 PAGE# 145**
- d. Proposed Ordinance 2024-393; An Ordinance of the DuPage Airport Authority Promulgating Regulations Under the Freedom of Information Act.**  
**TAB# 8 PAGE# 152**
- e. Proposed Ordinance 2024-394; Modifying the By-Laws of the DuPage Airport Authority.**  
**POLICY TAB# 9 PAGE# 168**

- f. **Proposed Resolution 2024-2634; Authorizing the Destruction of Certain Verbatim Recordings of Closed Sessions.**  
TAB# 10 PAGE# 176
- g. **Proposed Resolution 2024-2635; Approving the Use of Outside Attorneys for the Fiscal Year 2024 Beginning January 1, 2024 and Ending December 31, 2024.**  
TAB# 11 PAGE# 177
- h. **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.*  
FINANCE TAB# 12 PAGE# 182
- i. **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.*  
FINANCE TAB# 13 PAGE# 188
- j. **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.*  
FINANCE TAB# 14 PAGE# 192
- k. **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.*  
FINANCE TAB# 15 PAGE# 195
- l. **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.*  
CAPITAL TAB# 16 PAGE# 198

- m. 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.*

**CAPITAL**

**TAB# 17 PAGE#202**

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

**TAB# 18 PAGE# 206**

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

**TAB# 19 PAGE# 212**

**8. 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.**

**9. RECONVENE REGULAR SESSION**

**10. OLD BUSINESS**

**11. OTHER BUSINESS**

- p. 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.**

**TAB# 20 PAGE# 213**

**12. ADJOURNMENT**