

**DuPAGE AIRPORT AUTHORITY  
REGULAR BOARD MEETING  
WEDNESDAY, MAY 15, 2024**

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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, March 20, 2024. Chairman Puchalski called the meeting to order at 3:00 p.m. and a physical quorum was present for the meeting. Commissioner Ledonne notified the DuPage Airport Authority Board Secretary and the Assistant Secretary regarding his attendance which needed to be telephonically due to a personal illness.

***Commissioners Present:*** Davis, Charvat, Chavez, Giunti, Hacker, LaMantia, Ledonne, Ligino-Kubinski, Puchalski

***Commissioners Absent:*** None

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

***Others in Attendance:*** Dan Pape, CMT; John Whitehead, NAI Hiffman; Nick Bava, Sikich LLP.

***Members of the Press:*** None

**PUBLIC COMMENT**

None

**APPROVAL OF MINUTES**

Chairman Puchalski asked for motion to combine and approve the following March 20, 2024 Meeting Minutes: Golf Committee Meeting; Finance, Budget, and Audit Committee Meeting; Capital Development, Leasing, and Customer Fees Committee Meeting; and Regular Board Meeting. Commissioner LaMantia made a **MOTION** to combine approval for all Committee Meeting minutes. The **motion was seconded** by Commissioner Davis and the Board voted unanimously to approve (9-0).

**DIRECTOR'S REPORT**

Executive Director Doles advised preliminary operational data has been provided from the Air Traffic Control Tower (ATCT) shows year-to-date operations are up 27.3%. ATCT staff informed the DuPage Airport Authority that on April 5, 2024 take offs and landings reached 940, which is a single day record.

Executive Director Doles advised DuPage Flight Center Jet-A fuel sales are up 0.3% and 100LL fuel is up 31.6%. For the year Jet-A fuel sales are 1.4% below budgeted gallons while 100LL is 53.3% better than budgeted gallons. The total fuel sold year-to-date is approximately 917,000

gallons, which is 2.8% higher than budgeted gallons. Prairie Landing Golf Course opened on March 18, 2024. Mr. Doles stated that rounds are up 14.7%, with 1,850 rounds played this year.

Mr. Doles added that the new hangar facility is on schedule to be completed in June 2024. One of the controlling factors is coordination with the utility companies. Currently, staff is working with the utility companies to coordinate the reroute of the utilities to eliminate potential grade elevation issues. A slide show presentation of construction images was presented. Mr. Doles informed the Board of the tenants that will be occupying the west bay of the new hangar, with three operators. Staff is currently speaking with additional operators to fill the east bay.

The third-floor build-out project is in the final phase of completion. Currently, the construction punch list is under way, and completion of the project is slightly delayed due to IT and furniture issues.

Mr. Doles advised that Sikich will present the annual audit report later in the meeting.

Staff, College of DuPage and Illinois Aviation Academy continue to work in support of Illinois Aviation Academy Aviation Management Program. Currently 65 new students have joined the program. Staff is working on office space location and potential hangar layout for a new facility on the north side of the airport.

Mr. Doles advised of the upcoming events including the Commemorative Air Force traveling warbirds, annual back-to-school, and Tuskegee Red Tail Ball.

Executive Director Doles informed the Board of the May 2<sup>nd</sup> minor weather-related incident, where a single engine aircraft flipped on a taxiway. Both individuals declined medical assistance. The aircraft sustained major damage and was removed with the assistance of Airport Authority personnel.

## **REVIEW OF FINANCIAL STATEMENTS**

Patrick Hoard reviewed the Financial Statements for April 2024 and discussion followed.

Patrick Hoard recognized Nick Bava of Sikich LLP to present the 2023 Comprehensive Annual Financial Report (CAFR). Mr. Hoard advised how Sikich LLP ensures a smooth process and commended Mr. Bava for communicating the timelines appropriately. Mr. Bava thanked Becky Taylor, Patrick Hoard, and Mark Doles for their help and professionalism during the audit process. Mr. Bava discussed the Single Audit Report, Illinois Grant Accountability and Transparency Act, and assisted in the filing of the Financial Report for the Comptroller of Illinois. Mr. Bava acknowledged the DuPage Airport Authority's Certificate of Achievement for Excellence in Financial Reporting. Mr. Bava advised that a single audit is required when a government entity spends more than 750,000 dollars in Federal grant funds. DuPage Airport exceeded over a million dollars in grant activity for the Airport Improvement program during the 2023 year. There were no findings or questions associated with the audit. Mr. Bava reviewed the highlights from the CAFR and stated that the unmodified opinion was issued with no material weaknesses or significant deficiencies. Mr. Bava continued that this opinion is the highest opinion that can be issued.

## **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 not meet, and no report was given.

### **Golf Committee:**

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

### **DuPage Business Center:**

John Whitehead with NAI Hiffman advised that the fluctuation to the current interest rates have tempered development. Mr. Whitehead informed the Board that the costs of material for construction have been decreasing. Mr. Whitehead stated that Becknell site consisting of approximately 50 acres within the DuPage Business Park has been under contract for some time. Patriot Development is currently working with the Illinois Department of Transportation to construct a signalized intersection. Mr. Whitehead stated that a group has made an offer on the former Greystar parcel, and NAI Hiffman are in communication with that group. Additionally, a multi-tenant user has made an offer on the approximately 10-acre parcel located southwest corner of Technology and Fabyan Parkway.

## **OLD BUSINESS**

None

## **NEW BUSINESS**

### **Proposed Resolution 2024-2660; Award of Contract to Preform Traffic Control Systems, Ltd. for Airfield Pavement Marking Services.**

*Approves a three (3) year airfield pavement marking services contract for at three (3) year cost not-to-exceed \$217,021.60, which includes a 10% owner's contingency.*

Chairman Puchalski read into record Proposed Resolution 2024-2660. A **MOTION** was made by Commissioner Chavez to approve Proposed Resolution 2024-2660; Award of Contract to Preform Traffic Control Systems, Ltd. for Airfield Pavement Marking Services. The **motion was seconded** by Commissioner LaMantia. There was no further discussion and the Board voted to approve (9-0).

### **Proposed Resolution 2024-2661; Authorizing the Execution of a Service Order with Steve's Equipment Service, Inc. for Repairs to the 2010 Wausau Airfield Snow Blower Truck.**

*Approves a service order for repairing the 2010 Wausau Airfield Snow Blower Truck for an amount not-to-exceed \$45,742.72, which includes a 30% owner's contingency.*

Chairman Puchalski read into record Proposed Resolution 2024-2661. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2024-2661; Authorizing the Execution of a Service Order with Steve's Equipment Service, Inc. for Repairs to the 2010 Wausau Airfield Snow Blower Truck. The **motion was seconded** by Commissioner Chavez. There was no further discussion and the Board voted to approve (9-0).

**Proposed Resolution 2024-2662; Award of Contract to Correct Electric, Inc. for Fire Alarm System Replacement at Two (2) Aircraft Hangars.**

*Approves a contract to replace the fire alarm system at 1955 Aviation Drive and 32W711 Tower Road for an amount not-to-exceed \$73,166.50, which includes a 10% owner's contingency.*

Chairman Puchalski read into record Proposed Resolution 2024-2662. A **MOTION** was made by Commissioner Chavez to approve Proposed Resolution 2024-2662; Award of Contract to Correct Electric, Inc. for Fire Alarm System Replacement at Two (2) Aircraft Hangars. The **motion was seconded** by Commissioner Ligino-Kubinski. There was no further discussion and the Board voted to approve (9-0).

**Proposed Resolution 2024-2663; Award of Contract to Western Waterproofing Company, Inc. d/b/a Western Specialty Contractors for DuPage Flight Center Cantilever Deck Concrete Repairs and Painting.**

*Approves a contract to repair and paint damaged concrete areas of the DuPage Flight Center cantilever deck for an amount not-to-exceed \$68,867.50, which includes a 30% owner's contingency.*

Chairman Puchalski read into record Proposed Resolution 2024-2663. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2024-2663; Award of Contract to Western Waterproofing Company, Inc. d/b/a Western Specialty Contractors for DuPage Flight Center Cantilever Deck Concrete Repairs and Painting. The **motion was seconded** by Commissioner Chavez. There was no further discussion and the Board voted to approve (9-0).

**Proposed Resolution 2024-2664; Award of Contract to Berglund Construction Company for Hangar Façade Maintenance.**

*Approves a contract to complete hangar façade improvements at Hangar E20, Hangar E20, North High Tail Hangar Office and 3N060 Powis Road for an amount not-to-exceed \$231,000, which includes a 10% owner's contingency.*

Chairman Puchalski read into record Proposed Resolution 2024-2664. A **MOTION** was made by Commissioner Chavez to approve Proposed Resolution 2024-2664; Award of Contract to Berglund Construction Company for Hangar Façade Maintenance. The **motion was seconded** by Commissioner Ligino-Kubinski. There was no further discussion and the Board voted to approve (9-0).

**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 Ligino-

Kubinski and was passed unanimously by roll call vote (9-0). The Regular Board was recessed to Executive Session at 3:31 p.m. and was reconvened at 4:05 p.m. Upon roll call, a quorum was present for the remainder of the Regular Board Meeting.

## OTHER BUSINESS

**Proposed Ordinance 2024-397; Authorizing the Acquisition of an Avigation Easement and Restrictive Covenant over a Certain Property Commonly Known as 3825 Ohio Street, St. Charles, Illinois for Airport Purposes by the DuPage Airport Authority.**

Chairman Puchalski read into record Proposed Ordinance 2024-397. A **MOTION** was made by Commissioner Chavez to approve Proposed Ordinance 2024-397; Authorizing the Acquisition of an Avigation Easement and Restrictive Covenant over a Certain Property Commonly Known as 3825 Ohio Street, St. Charles, Illinois for Airport Purposes by the DuPage Airport Authority. The **motion was seconded** by Commissioner Davis. There was no further discussion and the Board voted to approve (9-0).

A **MOTION** was made by Commissioner Giunti 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 3:55 p.m.



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Donald E. Puchalski, Chairman

(ATTEST)



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Karyn M. Charvat, Secretary