

**DuPAGE AIRPORT AUTHORITY
REGULAR BOARD MEETING
WEDNESDAY, AUGUST 20, 2025**

The Regular Meeting of the Board of Commissioners of the DuPage Airport Authority was convened at the DuPage Flight Center Building, 2700 International Drive, West Chicago, Illinois, Third Floor Conference Room; Wednesday, August 20, 2025. Chairman Puchalski called the meeting to order at 4:00 p.m. and a physical quorum was present for the meeting.

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

Commissioners Absent: None

DuPage Airport Authority Staff Present: Mark Doles, Executive Director; Patrick Hoard, Director of Finance; Dan Barna; Director of Operations and Facilities; Kristine Klotz, Executive Assistant and Board Liaison; Karin Kietzman, Procurement Manager; Brian DeCoudres, Director DuPage Flight Center; Aidan Moore, Information Technology Assistant.

Others in Attendance: Todd Merrihew, Hanson Professional Services; Courtney Clarke, PMA; Phil Luetkehans, of Luetkehans, Brady, Garner, and Armstrong LLC; Dan Pape, CMT; Mary Soderstrum, Avcon.

Members of the Press: None

PUBLIC COMMENT

None

APPROVAL OF MINUTES

Chairman Puchalski asked for any additions or corrections to the minutes of the May 21, 2025 Finance, Budget, and Audit Committee Meeting and there were none. Commissioner Davis made a **MOTION** to approve the minutes. The **motion was seconded** by Commissioner Chavez. The Board unanimously voted to approve (9-0).

Chairman Puchalski asked for any additions or corrections to the minutes of the May 21, 2025 Capital Development, Leasing, and Customer Fees Committee Meeting and there were none. Commissioner Chavez made a **MOTION** to approve the minutes. The **motion was seconded** by Commissioner Davis. The Board unanimously voted to approve (9-0).

Chairman Puchalski asked for any additions or corrections to the minutes of the May 21, 2025 Regular Board Meeting and there were none. Commissioner Davis made a **MOTION** to approve the minutes. The **motion was seconded** by Commissioner Chavez. The Board unanimously voted to approve (9-0).

Chairman Puchalski asked for any additions or corrections to the minutes of the June 18, 2025 Regular Board Meeting and there were none. Commissioner Ligino-Kubinski made a **MOTION** to approve the minutes. The **motion was seconded** by Commissioner Davis. The Board unanimously voted to approve (9-0).

DIRECTOR'S REPORT

Executive Director Doles reported that year-to-date operations are down 9.5%. For the month of July, operations have declined by 3.2% for local and 6.6% itinerant, primarily due to weather conditions. Approximately 230,000 gallons of Jet-A fuel were sold in July, representing a 19.6% increase from the previous year. Sales of 100LL fuel decreased by 3.2%, also attributed to storms that grounded flight school activity. Jet-A sales remain on budget at 0.8% above projections, while 100LL sales are performing strongly at 17% above budgeted levels. Year-to-date, total fuel sales exceed 1.6 million gallons, which is 2.9% above the budgeted forecast.

Prairie Landing Golf Course reported that in July rounds totaled 5,192 played. This is a 3.8% increase compared to July 2024. Year-to-date rounds played are currently at 16,334, which is 3.8% above last year. Prairie Landing Golf Course is and on pace to meet the annual target of 29,000 rounds Mr. Doles advised.

Executive Director Doles highlighted several recent events and visitors. American Airlines chartered flights to bring in Gary Sinese and the Lt. Dan Band for a charity event at Cantigny Park. Additionally, Goodyear Blimp was stationed at the airport for one week during the Lollapalooza festival in downtown Chicago and provided rides to members of the Goodyear corporate team. Prairie Landing Golf Course had a successful 30th anniversary. Bruce Charlton, who was an original designer, from the Robert Trent Jones Jr. architectural firm. attended the event. Mr. Charlton was very complimentary of how the golf course has matured and been maintained. Mr. Doles added the annual Back-to-School event had over 2,000 members of the local community. Serafin and Associates facilitated the WGN-TV News helicopter, and Brhett Vickery WGN's Anchor/Traffic Reporter. Mr. Doles complemented the positive partnership and cooperation between the Airport Authority, the City of West Chicago, West Chicago Police Department, the West Chicago Fire Department, and the DuPage County Sheriff's Office. Mr. Doles advised that over 1,000 people attended the Tuskegee NEXT event, which was very successful.

The parking lot project at the new hangar, funded through a grant, was successfully completed. Remediation is currently underway on the hangar door panels to address finish-related issues.

Executive Director Doles advised that a meeting has been scheduled for October 27, 2025 for the Finance, Budget, and Audit Committee to review the Tentative 2026 Operating Budget.

REVIEW OF FINANCIAL STATEMENTS

Patrick Hoard reviewed the Financial Statements for July 2025 and discussion followed.

INVESTMENT PERFORMANCE REVIEW AND DISCUSSION – PMA ASSET MANAGEMENT

Courtney Clarke thanked the Board of Commissioners for the continued partnership. Ms. Clarke advised that PMA Asset Management merged with Public Trust Advisors, LLC to form PTMA Financial Solutions. Ms. Clarke advised that there will not be any changes to the reporting, staffing, or level of service provided to the DuPage Airport Authority. Ms. Clarke advised that there has continued to be volatility in the employment numbers for the last couple of months. While inflation is a driving factor for interest rates not changing as quickly as many would expect. Ms. Clarke stated that multiple factors are driving instability in the market. Consumer spending has slowed down, which slows down Gross Domestic Product. Ms. Clarke advised that the airport's portfolio is very diversified, holding a variety of assets, and performance has remained strong for the past three years. Ms. Clarke noted that in 2025 the Illinois State Statute for public funds investments was revised to permit investments in corporate bonds for up to 10 years. Chairman Puchalski thanked Ms. Clarke for her detailed report.

REPORT OF COMMITTEES

Finance, Budget, and Audit Committee:

Commissioner Ledonne stated the committee did meet and all agenda items passed unanimously. Commissioner Ledonne advised that a meeting has been scheduled for October 27, 2025 at 9:00 am.

Capital Development, Leasing, and Customer Fees Committee:

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

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 meet, and the item passed unanimously.

DuPage Business Center:

Executive Director advised there was no report given from NAI Hiffman.

OLD BUSINESS

None

NEW BUSINESS

Proposed Resolution 2025-2713; Award of Contract to Earthwerks Land Improvement & Development Corporation for Golf Course Pond Retaining Wall Repairs.

Approves a contract for pond retaining wall repairs at the Prairie Landing golf course. Total authorized construction cost not-to-exceed \$381,260, which includes a 10% owner's contingency.

Chairman Puchalski read into record Proposed Resolution 2025-2713. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2025-2713; Award of Contract to Earthwerks Land Improvement & Development Corporation for Golf Course Pond Retaining Wall Repairs. The **motion was seconded** by Commissioner Davis. There was no further discussion, and the Board voted unanimously to approve (9-0).

Proposed Resolution 2025-2714; Ratification of the Executive Director's Execution of an Employee Benefits Insurance Broker Retainer Agreement with Alliant Insurance Services, Inc.

Ratifies the Executive Director's execution of an employee benefits insurance broker retainer agreement for the term of two (2) years, subject to three (3) one (1) year extensions.

Chairman Puchalski read into record Proposed Resolution 2025-2714. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2025-2714; Ratification of the Executive Director's Execution of an Employee Benefits Insurance Broker Retainer Agreement with Alliant Insurance Services, Inc. The **motion was seconded** by Commissioner Davis. There was no further discussion, and the Board voted unanimously to approve (9-0).

Proposed Resolution 2025-2715; Award of Contract to Flood Bros Disposal Co. for Garbage Disposal Services.

Approves a one (1) year garbage disposal services contract, subject to two (2) one (1) year extensions for an annual cost of \$10,679.

Chairman Puchalski read into record Proposed Resolution 2025-2715. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2025-2715; Award of Contract to Flood Bros Disposal Co. for Garbage Disposal Services. The **motion was seconded** by Commissioner Davis. There was no further discussion, and the Board voted unanimously to approve (9-0).

Proposed Resolution 2025-2716; Award of Contract to Pelican Chemicals, Inc. for the Procurement of Potassium Acetate Runway Deicing Fluid.

Approves the procurement of up to 16,800 gallons of Potassium Acetate on an as-needed basis for the 2025/2026 winter season for a cost not-to-exceed \$94,080.

Chairman Puchalski read into record Proposed Resolution 2025-2716. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2025-2716; Award of Contract to Pelican Chemicals, Inc. for the Procurement of Potassium Acetate Runway Deicing Fluid. The **motion was seconded** by Commissioner Davis. There was no further discussion, and the Board voted unanimously to approve (9-0).

Proposed Resolution 2025-2717; Award of Contract to Nachurs Alpine Solutions, LLC for the Procurement of Sodium Formate Runway Deicing Material.

Approves the procurement of up to 24 metric tons of Sodium Formate on an as-needed basis for the 2025/2026 winter season for a cost not-to-exceed \$42,240.

Chairman Puchalski read into record Proposed Resolution 2025-2717. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2025-2717; Award of Contract to Nachurs Alpine Solutions, LLC for the Procurement of Sodium Formate Runway Deicing Material. The **motion was seconded** by Commissioner Davis. There was no further discussion, and the Board voted unanimously to approve (9-0).

Proposed Resolution 2025-2718; Award of Contract to Artlow Systems, Inc. for the Airport Fire Station Epoxy Floor Restoration.

Approves a contract to replace the epoxy floor coating system at the Airport Fire Station. Total authorized construction cost not-to-exceed \$56,752.30, which includes a 10% owner's contingency.

Chairman Puchalski read into record Proposed Resolution 2025-2718. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2025-2718; Award of Contract to Artlow Systems, Inc. for the Airport Fire Station Epoxy Floor Restoration. The **motion was seconded** by Commissioner Davis. There was no further discussion, and the Board voted unanimously to approve (9-0).

Proposed Resolution 2025-2719; Award of Contract to Automatic Fire Systems, Inc. for the Flight Center Dry Pipe Sprinkler System Replacement.

Approves a contract to replace the existing lower-level Flight Center dry pipe sprinkler system. Total authorized construction cost not-to-exceed \$210,545.50, which includes a 10% owner's contingency.

Chairman Puchalski read into record Proposed Resolution 2025-2719. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2025-2719; Award of Contract to Automatic Fire Systems, Inc. for the Flight Center Dry Pipe Sprinkler System Replacement. The **motion was seconded** by Commissioner Davis. There was no further discussion, and the Board voted unanimously to approve (9-0).

Proposed Resolution 2025-2720; Authorizing the Execution of an Intergovernmental Agreement with the State of Illinois Department of Transportation, Division of Aeronautics for Participation in the Airport Improvement Program Project Known as: Rehabilitate Taxiway Charlie Phase I – DPA-5194.

Approves the participation in an Airport Improvement Program project for taxiway rehabilitation and release of a local share project participation payment in the amount of \$24,687.50.

Chairman Puchalski read into record Proposed Resolution 2025-2720. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2025-2720; Authorizing the Execution of an Intergovernmental Agreement with the State of Illinois Department of Transportation, Division of Aeronautics for Participation in the Airport Improvement Program Project Known as: Rehabilitate Taxiway Charlie Phase I – DPA-5194. The **motion was seconded** by Commissioner Davis. There was no further discussion, and the Board voted unanimously to approve (9-0).

Proposed Resolution 2025-2721; Authorizing the Execution of a Construction Phase Engineering Services Agreement with Crawford, Murphy & Tilly, Inc. for the Airport Improvement Program Project Known as: Rehabilitate Taxiway Charlie Phase I – DPA-5194.

Approves construction phase services associated with the Airport Improvement Program project known as DPA-5194 for a total not-to-exceed amount of \$109,700 to be reimbursed with 97.5% Federal and State funding.

Chairman Puchalski read into record Proposed Resolution 2025-2721. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2025-2721; Authorizing the Execution of a Construction Phase Engineering Services Agreement with Crawford, Murphy & Tilly, Inc. for the Airport Improvement Program Project Known as: Rehabilitate Taxiway Charlie Phase I – DPA-5194. The **motion was seconded** by Commissioner Davis. There was no further discussion, and the Board voted unanimously to approve (9-0).

RECESS TO EXECUTIVE SESSION

A **MOTION** was made by Commissioner LaMantia to recess to Executive Session for the discussion of Employee Matters. The **motion was seconded** by Commissioner Hacker and was passed unanimously by roll call vote (9-0). The Regular Board was recessed to Executive Session at 4:27 p.m. and was reconvened at 4:34 p.m. Upon the roll call, a quorum was present for the remainder of the Regular Board Meeting.

OLD BUSINESS

None

OTHER BUSINESS

Discussion and Possible Action to Provide a Merit Increase to the Executive Director.

Chairman Puchalski read into record Possible Action to Provide a Merit Increase to the Executive Director. A **MOTION** was made by Commissioner Ledonne to approve a merit increase to Executive Director in the amount of 3% retroactive as of July 1, 2025. The **motion was seconded** by Commissioner Davis. There was no further discussion, and the Board voted unanimously to approve (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 Ligino-Kubinski and was passed unanimously by voice vote; the meeting was adjourned at 4:35 p.m.



Donald E. Puchalski, Chairman

(ATTEST)


Karyn M. Charvat, Secretary