

**DuPAGE AIRPORT AUTHORITY  
FINANCE, BUDGET, AND AUDIT COMMITTEE  
WEDNESDAY, JANUARY 15, 2025**

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A meeting of the Finance, Budget, and Audit Committee of the DuPage Airport Authority Board of Commissioners was convened at the DuPage Flight Center Building, Third Floor Conference Room, 2700 International Drive, West Chicago, Illinois on Wednesday, January 15, 2025. Committee Chairman Ledonne called the meeting to order at 3:03 p.m. A physical quorum was present for the committee meeting. Commissioner Giunti was absent from the committee meeting due to employment purposes. Commissioner Chavez was not present for roll call, and arrived at 3:10 p.m.

**Commissioners Present:** Chavez, Davis, Ledonne, Ligino-Kubinski  
**Commissioners Absent:** Giunti

***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.

***Others:*** Dan Pape, CMT; John Whitehead, NAI Hiffman; Paul Kubinski, Citizen.

**OLD BUSINESS**

None

**NEW BUSINESS**

**Proposed Ordinance 2025-403; Adopting Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2025 and Ending December 31, 2025.**

Committee Chairman Ledonne read into record Proposed Ordinance 2025-403. A **MOTION** was made by Commissioner Davis to recommend for Board approval Proposed Ordinance 2025-403; Adopting Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2025 and Ending December 31, 2025. The **motion was seconded** by Commissioner Ligino-Kubinski. Executive Director Doles advised this is the final passage of the required 2025 Budget and Appropriations Ordinance. Per Illinois state statute, the Budget and Appropriations Ordinance requires passage in the first quarter of the fiscal year. The Tentative Operating and Capital Improvements Plan was passed by the full Board of Commissioners on November 20, 2024 and submitted to DuPage County Chair Conroy's office on November 26, 2025. Executive Director Doles stated the Public Hearing was held on January 6, 2025, with no public comment received. The Committee members expressed their appreciation to staff for compiling an achievable budget. There was no further discussion, and the motion passed by roll call vote (3-0). Commissioner Chavez was not present for the vote.

**Proposed Resolution 2025-2688; Authorizing the Award of an Aviation Fuel Supply Contract.**

*Approves the Executive Director and Legal Counsel to finalize and execute required contract documents with Phillips 66 Company to be the aviation fuel supplier for the DuPage Airport Authority for a 5-year term commencing April 1, 2025.*

Committee Chairman Ledonne read into record Proposed Resolution 2025-2688. A **MOTION** was made by Commissioner Davis to recommend for Board approval Proposed Resolution 2025-2688; Authorizing the Award of an Aviation Fuel Supply Contract. The **motion was seconded** by Commissioner Ligino-Kubinski. Executive Director Doles advised that the DuPage Flight Center is the sole provider of aviation fuel that is sold at the DuPage Airport. Every five years the fuel supply contract is competed with a Request for Proposal (RFP) process. The current contract with Phillips 66 expires March 31, 2025. The Airport Authority has engaged Aviation Management Consulting Group to compile the RFP package. Executive Director Doles stated that three proposals were received and reviewed. The proposal responses included qualifications, fuel supply, fuel pricing, truck leasing, credit card fees, marketing, and fuel deliveries. Executive Director Doles advised the rating scale included 50% fee proposal, 20% Marketing and advertising, 15% qualifications and experience, and 15% quality control. Mr. Doles stated the hard costs to the DuPage Flight Center, from the Phillips 66's proposal was a savings of almost \$300,00 to \$400,000. Committee Chairman Ledonne questioned the fee structure of the credit card fees. Mr. Doles advised the fees are an estimate over the five-year contract term. Commissioner Davis questioned the estimations of fuel volumes. Executive Director Doles advised the estimates are the current annual gallons including an increase of 2.5% annually. Discussion followed, and the motion was passed by roll call vote (3-0). Commissioner Chavez was not present for the vote.

**Proposed Resolution 2025-2689; Award of a Master Agreement to JOS Services, Inc. for On-Call Plumbing Repair Services.**

*Approves a two (2) year Master Agreement for as-needed plumbing repairs, not-to-exceed \$40,000 annually or \$15,000 per project.*

Committee Chairman Ledonne read into record Proposed Resolution 2025-2689. A **MOTION** was made by Commissioner Davis to recommend for Board approval Proposed Resolution 2025-2689; Award of a Master Agreement to JOS Services, Inc. for On-Call Plumbing Repair Services. The **motion was seconded** by Commissioner Ligino-Kubinski. Dan Barna advised this is a two-year time and material master agreement as needed for on call plumbing services. Mr. Barna advised all trades are on master agreements and adhere to the responsible bidding ordinances. Mr. Barna stated that approximately \$9,000 was spent in the 2024 fiscal year. There was no further discussion, and the motion passed by (4-0).

Commissioner Davis made a **MOTION** to adjourn the Finance, Budget, and Audit Committee Meeting; the **motion was seconded** by Commissioner Ligino-Kubinski and was passed by a unanimous voice vote. The committee meeting was adjourned at 3:16 p.m.

A handwritten signature in black ink, appearing to read "Michael V. Ledonne", written over a horizontal line.

**Michael V. Ledonne, Chairman**  
**Finance, Budget, and Audit Committee**