

**DuPAGE AIRPORT AUTHORITY
REGULAR BOARD MEETING
WEDNESDAY, JANUARY 15, 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, January 15, 2025. Chairman Puchalski called the meeting to order at 4:00 p.m. and a physical quorum was present for the meeting.

Commissioners Present: Chavez, Davis, Charvat, 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; Director of Operations and Facilities; Bruce Garner, of Luetkehans, Brady, Garner, and Armstrong LLC.; Kristine Klotz, Executive Assistant and Board Liaison; Karin Kietzman, Procurement Manager; Aidan Moore, IT Assistant.

Others in Attendance: Dan Pape, CMT; Jon Archer, Kimley-Horn and Associates; Jenni Warnimont, Kimley-Horn and Associates; Todd Merrihew, Hanson Professional Services; John Whitehead, NAI Hiffman; Paul Kubinski, Citizen.

Members of the Press: None

PUBLIC COMMENT

None

RECESS REGULAR MEETING AND CONVENE THE ANNUAL MEETING

A **MOTION** was made by Commissioner Ledonne to recess the Regular Meeting of the DuPage Airport Authority Board of Commissioners. The motion was seconded by Commissioner Chavez and passed unanimously by voice vote. The Regular Meeting was recessed at 4:03 p.m. and the Annual Meeting was immediately convened. Upon roll call there was a quorum present for this portion of the meeting.

ELECTION OF OFFICERS FOR THE 2025 FISCAL YEAR

Commissioner Giunti presented the following slate of officers for the DuPage Airport Authority Board of Commissioners for Fiscal Year 2025 and made a **MOTION** to approve this slate of officers:

Donald E. Puchalski as Chairman; Juan E. Chavez as Vice-Chairman; Michael V. Ledonne as Treasurer; Karyn M. Charvat as Secretary; Patrick Hoard as Assistant Treasurer and Dan Barna as Assistant Secretary.

The **motion was seconded** by Commissioner Hacker. Chairman Puchalski asked for other nominations and there were none. The motion to approve the slate of officers for Fiscal Year 2025 as presented was passed unanimously by roll call vote (9-0).

REVIEW OF COMMITTEE ASSIGNMENTS

Chairman Puchalski expressed his gratitude to the Commissioners for their Committee participation and dedication. He asked Commissioners to contact Executive Director Doles if changes are needed.

ADJOURNMENT OF COMMITTEE ASSIGNMENTS

A **MOTION** was made by Commissioner Ledonne to adjourn the Annual Board Meeting; the **motion was seconded** by Commissioner Davis. The motion was unanimously passed by voice vote. The Annual Board Meeting adjourned at 4:06 p.m. and the Regular Board Meeting was immediately reconvened. Upon roll call a quorum was present for the remainder of the meeting.

APPROVAL OF MINUTES

A **MOTION** was made by Commissioner Ledonne to combine and approve November 20, 2024 Finance, Budget, and Audit Committee Meeting Minutes, November 20, 2024 Capital Development, Leasing and Customer Fees Committee Meeting Minutes, and November 20, 2024 Regular Board Meeting Minutes. The **motion was seconded** by Commissioner Davis. The Board unanimously voted to approve (9-0).

Chairman Puchalski tabled item: Approval of November 20, 2024 Decennial Committee on Local Government Efficiency Meeting Minutes. No action was taken.

DIRECTOR'S REPORT

Executive Director Doles advised the unofficial report submitted by the Air Traffic Control Tower revealed that operations are up 18.4% for 2024. The nighttime operations (10 p.m. to 6 am) were up 24%. The nightly operations breakdown from 10 pm to 11 pm shift, averaged seven operations within that hour. Additionally, operations from 11 pm to midnight averaged four flights within the hour. The Airport Authority will continue to pay for night-time Air Traffic Control staffing due to nightly operations not averaging four flights per hour for the entire eight-hour shift.

Executive Director Doles advised fuel sales for the month of December were elevated, with Jet-A fuel sales increased by 16.7% and 100LL increased 30% from last December. Overall for the 2024 year Jet-A was down 4.2% while 100LL was up 27.3%, this resulted in fuel sales 0.9% better than budgeted gallons.

Executive Director Doles advised that U.S. Customs and Border Protection clearances totaled 270 aircraft cleared for 2024. Previous years averaged 220 total aircraft cleared.

Executive Director Doles stated that at Prairie Landing Golf Course just over 29,000 rounds of golf were played, which was 0.7% below 2023.

Executive Director Doles advised that staff is currently working with the State of Illinois to recoup the Aviation Fuel Sales Tax refund. These funds will help offset the cost of Aircraft Rescue and Fire Fighting on the airfield.

Mr. Doles pointed out the fuel contract is on today's agenda for consideration. The contract has a five-year term.

Executive Director Doles introduced Karin Kietzman to the Commissioners. Ms. Kietzman was the procurement manager at Kane County and has additional experience with the City of Naperville and DuPage County. Ms. Kietzman will be taking over the procurement duties Mr. Barna previously was responsible for. Mr. Doles explained with the retirement of Tom Cleveland, Mr. Barna was promoted to the Director of Operation and Planning. Mr. Doles also stated that Brian DeCoudres was promoted to Director of the DuPage Flight Center.

Executive Director Doles advised that in the next few months notifications will be sent out regarding DuPage County Ethics training, and Statement of Economic Interest compliance.

REVIEW OF FINANCIAL STATEMENTS

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

REPORT OF COMMITTEES

Finance, Budget, and Audit Committee:

Commissioner Ledonne advised that the Finance, Budget, and Audit Committee met today, all items passing unanimously and is in front of the Board for consideration.

Capital Development, Leasing, and Customer Fees Committee:

Commissioner Davis stated the committee did meet and passed recommended all items to the Board.

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 reported that 2024 was slow generally for the industrial field. Mr. Whitehead stated that in his opinion this is due to interest rates, the election, and lack of investment sales. The NAI Hiffman research team reported all new development in the Chicagoland metro area currently totals only 14,000,000 square feet for the whole area, and 70% being build-to-suit and 30% were speculative buildings. Mr. Whitehead advised the inquiries his team is receiving are for build-to-suit options within the DuPage Business Center.

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.

Chairman Puchalski read into the record Proposed Ordinance 2025-403. A **MOTION** was made by Commissioner Davis to approve 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 Ledonne. There was no further discussion, and the motion passed unanimously by roll call vote (9-0).

Proposed Ordinance 2025-404; An Ordinance of the DuPage Airport Authority Promulgating Regulations Under the Freedom of Information Act.

Chairman Puchalski read into the record Proposed Ordinance 2025-404. A **MOTION** was made by Commissioner Ledonne to approve Proposed Ordinance 2025-404; An Ordinance of the DuPage Airport Authority Promulgating Regulations Under the Freedom of Information Act. The **motion was seconded** by Commissioner Davis. There was no further discussion, and the Board voted unanimously to approve (9-0).

Proposed Resolution 2025-2686; Authorizing the Destruction of Certain Verbatim Recordings of Closed Sessions.

Chairman Puchalski read into the record Proposed Resolution 2025-2686. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2025-2686; Authorizing the Destruction of Certain Verbatim Recordings of Closed Sessions. The **motion was seconded** by Commissioner Chavez. There was no further discussion, and the Board voted unanimously to approve (9-0).

Proposed Resolution 2025-2687; Approving the Use of Outside Attorneys for the Fiscal Year 2025 Beginning January 1, 2025 and Ending December 31, 2025.

Approves utilizing the firms of Luetkehans, Brady, Garner & Armstrong and SheppardMullin to provide legal services for the 2025 fiscal year.

Chairman Puchalski read into record Proposed Resolution 2025-2687. Chairman Puchalski asked to separate the Resolution and vote on each law firm individually. Chairman Puchalski questioned when the last Request for Proposal was submitted. Executive Director Doles advised the Board of Commissioners statutory are required to hire the attorneys annually. Mr. Doles stated that a request for qualifications occurred in 2022 for a one (1) year term with four (4) one-year options. The contract for Luetkehans, Brady, Garner & Armstrong LLC is in year four of that time period. Chairman Puchalski questioned the hourly rates being billed by Luetkehans, Brady, Garner & Armstrong LLC. Mr. Garner replied the rates are billed at reduced rate given that the Authority is a public body. There was no further discussion. A **MOTION** was made by Commissioner Ledonne to approve the amended Proposed Resolution 2025-2687; Approving the Use of Outside Attorneys for the Fiscal Year 2025 Beginning January 1, 2025 and Ending December 31, 2025. The **motion was seconded** by Commissioner Davis. The motion to approve Luetkehans, Brady Garner & Armstrong as general counsel for the Authority passed by roll call vote (9-0). Chairman Puchalski stated he was aware of the specialized legal services that

ShepperdMullin provide but questioned the breakdown of hourly rate. Chairman Puchalski asked Executive Director Doles to investigate rates and asked for a breakdown. Chairman Puchalski made a **MOTION** to table the item regarding SheppardMullin. The **motion was seconded** by Commissioner Ledonne, and the action was tabled via a roll call vote (9-0).

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.

Chairman Puchalski read into the record Proposed Resolution 2025-2688. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2025-2688; Authorizing the Award of an Aviation Fuel Supply Contract. The **motion was seconded** by Commissioner Davis. There was no further discussion, and the Board voted unanimously by roll call vote (9-0).

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.

Chairman Puchalski read into the record Proposed Resolution 2025-2689. A **MOTION** was made by Commissioner Ledonne to approve 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 Davis. There was no further discussion, and the Board voted unanimously to approve (9-0).

Proposed Resolution 2025-2690; Authorizing the Execution of a Design, Planning and Special Services Phase Engineering Services Agreement with Crawford, Murphy & Tilly, Inc. for the Airport Improvement Program Project Known as: Rehabilitate Taxiway Charlie Phase 1.

Approves design, planning and special services phase engineering for the Airport Improvement Program Project known as: Rehabilitate Taxiway Charlie Phase 1 for a total not-to-exceed amount of \$90,300. 95% reimbursement from Federal and State funding anticipated.

Chairman Puchalski read into the record Proposed Resolution 2025-2690. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2025-2690; Authorizing the Execution of a Design, Planning and Special Services Phase Engineering Services Agreement with Crawford, Murphy & Tilly, Inc. for the Airport Improvement Program Project Known as: Rehabilitate Taxiway Charlie Phase 1. The **motion was seconded** by Commissioner Davis. There was no further discussion, and the Board voted unanimously to approve (9-0).

Proposed Resolution 2025-2691; Authorizing the Execution of a Design and Construction Phase Services Agreement with Wight & Company for HVAC Renovations.

Approves a design and construction phase services agreement for a total not-to-exceed amount of \$65,000, plus reimbursable expenses.

Chairman Puchalski read into record Proposed Resolution 2025-2691. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2025-2691; Authorizing the Execution of a Design and Construction Phase Services Agreement with Wight & Company for HVAC Renovations. The **motion was seconded** by Commissioner Chavez. 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 Ledonne and was passed unanimously by roll call vote (9-0). The Regular Board was recessed to Executive Session at 4:26 p.m. and was reconvened at 4:32 p.m. Upon the roll call, a quorum was present for the remainder of the Regular Board Meeting.

OTHER BUSINESS

Discussion and Possible Action of Providing a Bonus to the Executive Director.

Chairman Puchalski read into the record Discussion and Possible Action of Providing a Bonus to the Executive Director. A **MOTION** was made by Commissioner Ledonne to approve a \$3,500 bonus. The **motion was seconded** by Commissioner LaMantia. Chairman Puchalski stated his gratitude for a job well done to Executive Director Doles. There was no discussion, and the motion passed by roll call vote (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 LaMantia and was passed unanimously by voice vote; the meeting was adjourned at 4:33 p.m.



Donald E. Puchalski, Chairman

(ATTEST)


Karyn M. Charvat, Secretary