

**DuPAGE AIRPORT AUTHORITY  
REGULAR BOARD MEETING  
WEDNESDAY, JANUARY 20, 2023**

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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, January 20, 2023. Chairman Getz called the meeting to order at 3:00 p.m. and a quorum was present for the meeting.

***Commissioners Present:*** Chavez, Davis, Getz, Giunti, LaMantia, Ledonne, Ligino-Kubinski, Wagner

***Commissioners Absent:*** Charvat

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

***Others in Attendance:*** Dan Pape, CMT; John Whitehead, NAI Hiffman; Jim Webb, Serafin and Associates.

***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 roll call vote (8-0). The Regular meeting was recessed at 3:01 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 2023 FISCAL YEAR**

Commissioner Chavez made a **MOTION** to open nomination for 2023 Officers of the DuPage Airport Authority Board of Commissioners; this **motion was seconded** by Commissioner Giunti. The motion was unanimously passed by roll call vote (8-0) and Commissioner Chavez entered the following slate of offices for consideration:

*Herbert A. Getz, as Chairman; Gina R. LaMantia, as Vice Chairman; Michael V. Ledonne, as Treasurer; Daniel J. Wagner, as Secretary; Patrick Hoard as Assistant Treasurer and Dan Barna as Assistant Secretary.*

Chairman Getz asked for other nominations and there were none; nominations were closed.

Commissioner Chavez made a **MOTION** to approve the slate of officers for 2023 as presented and this **motion was seconded** by Commissioner Ledonne. The Slate of Officers for 2023, as moved and seconded, was passed unanimously by roll call vote (8-0).

#### **REVIEW OF COMMITTEE ASSIGNMENTS**

Chairman Getz thanked the Commissioners for their service to the Committees and asked the Commissioners if any changes needed to be made to the committees. There were no changes requested.

#### **ADJOURNMENT OF ANNUAL MEETING**

A **MOTION** was made by Commissioner Ledonne to adjourn the Annual Board Meeting; the **motion was seconded** by Commissioner Wagner. The motion was unanimously passed by roll call vote and the Annual Board Meeting adjourned at 3:03 pm.

#### **APPROVAL OF MINUTES**

Chairman Getz asked for additions or corrections to the minutes of the November 16, 2022 Internal Policy and Compliance Committee Meeting and there were none. Commissioner Ledonne made a **MOTION** to approve the minutes. The **motion was seconded** by Commissioner Wagner and passed by a roll call vote (8-0).

Chairman Getz asked for additions or corrections to the minutes of the November 16, 2022 Golf Committee Meeting and there were none. Commissioner Ledonne made a **MOTION** to approve the minutes. The **motion was seconded** by Commissioner Wagner and passed by a roll call vote (8-0).

Chairman Getz asked for additions or corrections to the minutes of the November 16, 2022 Finance, Audit, and Budget Committee Meeting and there were none. Commissioner Ledonne made a **MOTION** to approve the minutes. The **motion was seconded** by Commissioner Davis and passed by a roll call vote (8-0).

Chairman Getz asked for additions or corrections to the minutes of the November 16, 2022 Capital Development, Leasing and Customer Fees Committee Meeting and there were none. Commissioner Ledonne made a **MOTION** to approve the minutes. The **motion was seconded** by Commissioner Davis and passed by a roll call vote (8-0).

Chairman Getz asked for additions or corrections to the minutes of the November 16, 2022 Regular Board Meeting. Executive Director Doles asked for the correction of a typographical error on page 15 of the minutes; changing the incorrect Commissioner name from Wagner to LaMantia. This error will be corrected prior to the Chairman's execution of these minutes. Commissioner Ledonne made a **MOTION** to approve the minutes Regular Board Meeting minutes as corrected and the **motion was seconded** by Commissioner Davis which passed by a roll call vote (8-0).

### **DIRECTOR'S REPORT**

Executive Director Doles stated that December operations were up 4% and finished 2022 with a 1.3% increase in total operations. DuPage Airport was the only reliever airport in Chicagoland that increased total operations in 2022.

Jet-A fuel cost is up 30% for December, since January 1, 2022 fuel costs for Jet-A are up 37.9% and 100LL is up 3.9%. The total fuel gallons sold in 2022 was 3,114,951 gallons. The total gallons of fuel sold in 2022 is the highest total gallons since 2007.

Executive Director Doles informed the Board that in 2022 the total number of golf rounds played at Prairie Landing Golf Course totaled 25,963, which is 13% down from 2021. The rounds played in 2022 at Prairie Landing Golf Club are at average levels.

The final 2023 Tentative Budget Plan is presented today for consideration and approval. Mr. Doles stated that all statutory requirements have been met.

Executive Director Doles reported the planning continues to break ground on the new hangar facility in Spring 2023. Staff has finalized the State of Illinois Aviation Fuel Tax Grant paperwork where the State of Illinois will be refunding sales tax to the DuPage Airport Authority. The refunded amount will be used to fund the Aircraft Rescue and Fire Fighting services.

Mr. Doles informed the Board of Commissioners of the two locations that had damage due to broken pipes from the arctic blast at the end of December. A pipe burst at Prairie Landing that caused minimal damage, and staff was able to contain the issue. The second location located at Echo 20 in the office area required an insurance claim. The DuPage Airport Authority's deductible is \$25,000.

The annual audit is continuing, and Sikich will be in sending out material for the Board of Commissioners to complete. Additionally, the DuPage County Ethics Training is required to be completed.

Mr. Doles stated that discussions are continuing with the College of DuPage and Illinois Aviation Academy to assist in their new Aviation Management Program. The program is to begin in spring 2023. The program will have on-site flight training for students.

The Commemorative Air Force has tentatively scheduled dates for the warbird static display. July 17, 2023 to July 31, 2023 the Commemorative Air Force will provide rides and viewing of the B-29 Superfortress, B-24 Superfortress, B-24 Liberator, T-6 Texan, and A PT-13 Stearman.

Chairman Getz inquired about the sales tax refund from the State of Illinois. Executive Director Doles stated that the sales tax refund was not budgeted and must be used for aviation purposes.

## **REVIEW OF FINANCIAL STATEMENTS**

Becky Taylor reviewed the Financial Statements for December 2022 and discussion followed.

## **REPORT OF COMMITTEES**

### **Finance, Budget, and Audit Committee:**

Commissioner Ledonne advised Finance, Budget, and Audit Committee had met and all items on the agenda are recommended for Board approval. Commissioner Ledonne stated Adopting the Budget and Appropriations Ordinance is on the agenda for Board approval.

### **Capital Development, Leasing, and Customer Fees Committee:**

Commissioner Wagner stated that the Capital Development, Leasing, and Customer Fees Committee did not have a meeting today.

### **Internal Policy and Compliance Committee:**

Commissioner LaMantia reported the Internal Policy and Compliance Committee did not meet.

### **Golf Committee:**

Commissioner Wagner advised that the Golf Committee had met. The Resolutions appearing on the Board Meeting Agenda were discussed and favorably recommended for Board approval.

### **DuPage Business Center:**

John Whitehead, NAI Hiffman, advised the Board of the three parcels that are under contract and under various stages of the due diligence process totaling approximately 90 acres. Listings in the DuPage Business Center are in high demand which is making the rental rate rise along with rental concessions. Mr. Whitehead stated that additional data from an investor's standpoint will need to be gathered to create a baseline of how interest rates are affecting market trends.

## **OLD BUSINESS**

None

## **NEW BUSINESS**

**Proposed Ordinance 2023-381; Adopting Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2023 and Ending December 31, 2023.**

Executive Director Doles read into record Proposed Ordinance 2023-381. A **MOTION** was made by Commissioner Ledonne to approve Proposed Ordinance 2023-381; Adopting Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2023 and Ending December 31, 2023. The **motion was seconded** by Commissioner Chavez. Executive Director Doles stated Proposed Ordinance 2023-381 was sent to Chairman Cronin and sent to Chair Deb Conroy via FedEx. The Airport Authority received no comments or questions. The Public Hearing was Noticed in the *Daily Herald Newspaper* and the Public Hearing was held on January 9, 2023. No public comment was received. Mr. Doles stated that all statutory requirements have been met. Chairman Getz stated the arduous process and detailed process of putting together and presenting this budget and thanked everyone involved. There was no further discussion and the motion passed by roll call vote (8-0).

**Proposed Ordinance 2023-382; An Ordinance of the DuPage Airport Authority Promulgating Regulations Under the Freedom of Information Act.**

Executive Director read into record Proposed Ordinance 2023-382. A **MOTION** was made by Commissioner Ledonne to approve Proposed Ordinance 2023-382; An Ordinance of the DuPage Airport Authority Promulgating Regulations Under the Freedom of Information Act. The **motion was seconded** by Commissioner Chavez. Executive Director Doles explained the annual occurrence that rescinds Ordinance 2022-375 and adopts Ordinance 2023-382. The updated information is descriptions, procedures, fees, and current Board Offices/Commissioners. There was no further discussion and the motion passed by roll call vote (8-0).

**Proposed Resolution 2023-2563; Authorizing the Destruction of Certain Verbatim Recordings of Closed Sessions.**

Executive Director Doles read into record Proposed Resolution 2023-2563. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2023-2563; Authorizing the Destruction of Certain Verbatim Recordings of Closed Sessions. The **motion was seconded** by Commissioner Chavez. Executive Director Doles stated this annual item is required per Subsection 2.06 (a) [5 ILCS 120/1, et seq.] of the Illinois Open Meetings Act. This act allows certain verbatim recordings can be destroyed. There was no further discussion and the motion passed by roll call vote of (8-0).

**Proposed Resolution 2023-2564; Award of Contract to Harris Golf Cars for the Procurement of One (1) Golf Beverage Cart.**

*Approves the procurement of one (1) Yamaha Bistro Deluxe golf beverage cart for a total cost of \$22,080 F.O.B. Prairie Landing Golf Club.*

Executive Director Doles read into record Proposed Resolution 2023-2564. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2023-2564; Award of Contract to Harris Golf Cars for the Procurement of One (1) Golf Beverage Cart. The **motion was seconded** by Commissioner Davis. Executive Director Doles noted the delivery time for the beverage cart. There was no further discussion and the motion passed by roll call (8-0).

**Proposed Resolution 2023-2565; Award of Contract to Batteries Unlimited and More LLC for the Procurement of Golf Cart Batteries**

*Approves the procurement of 270 Trojan T875 golf cart batteries for a total cost of \$46,980 F.O.B. Prairie Landing Golf Club.*

Executive Director Doles read into record Proposed Resolution 2023-2565. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2023-2565; Award of Contract to Batteries Unlimited and More LLC for the Procurement of Golf Cart Batteries. The **motion was seconded** by Commissioner Chavez. There was no further discussion and the motion passed by roll call vote (8-0).

**Proposed Resolution 2023-2566; Award of Contract to Revels Turf & Tractor for the Procurement of One (1) GPS Turf Sprayer.**

*Approves the procurement of one (1) John Deere ProGator 2020A GPS turf sprayer for a total cost of \$130,888.02 F.O.B. Prairie Landing Golf Club.*

Executive Director Doles read into record Proposed Resolution 2023-2566. A **MOTION** was made by Commissioner Wagner to approve Proposed Resolution 2023-2566; Award of Contract to Revels Turf & Tractor for the Procurement of One (1) GPS Turf Sprayer. The **motion was seconded** by Commissioner Ledonne. There was no further discussion and the motion passed by roll call vote (8-0).

**Proposed Resolution 2023-2567; Award of a Master Agreement to Gary Spielman Plumbing for On-Call Plumbing Repair Services.**

*Approves a two (2) year Master Agreement for as-needed plumbing repairs, not-to-exceed \$25,000 annually or \$5,000 per project.*

Executive Director Doles read into record Proposed Resolution 2023-2567. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2023-2567; Award of a Master Agreement to Gary Spielman Plumbing for On-Call Plumbing Repair Services. The **motion was seconded** by Commissioner Davis. Executive Director Doles Explained the Airport Authority's Procurement Policy which allows the Authority to enter into a Master Agreement. This item was solicited for bid October 6, 2022 in the *Daily Herald Newspaper*. Staff only received one sealed bid. The item was advertised again on November 17, 2022 in the *Daily Herald Newspaper*. Only one bid was received on December 8, 2022. There was no further discussion and the motion passed by roll call vote (7-0). Commissioner Giunti Abstained.

**Proposed Resolution 2023-2568; Award of Contract to BEC Enterprises, LLC d/b/a Brown Equipment for the Procurement of One (1) Remote Slope Mower.**

*Approves the procurement of one (1) RC Mowers TK-60XP remote slope mower for a total cost of \$66,950 F.O.B. DuPage Airport.*

Executive Director Doles read into record Proposed Resolution 2023-2568. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2023-2568; Award of Contract to BEC Enterprises, LLC d/b/a Brown Equipment for the Procurement of One (1) Remote Slope Mower. The **motion was seconded** by Commissioner Chavez.

Executive Director Doles stated this unique piece of equipment will enhance the safety for staff when mowing steep inclines near roadways and waterways. There was no further discussion and the motion passed by roll call vote (8-0).

**Proposed Resolution 2023-2569; Award of Contract to Heinold & Feller Tire Company, Inc. for the Procurement of Two (2) Zero Turn Mowers.**

*Approves the procurement of two (2) Ferris Model IS 6200Z zero-turn mowers for a total cost of \$68,780 F.O.B. DuPage Airport.*

Executive Director Doles read into record Proposed Resolution 2023-2569. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2023-2569; Award of Contract to Heinold & Feller Tire Company, Inc. for the Procurement of Two (2) Zero Turn Mowers. The **motion was seconded** by Commissioner Chavez. There was no further discussion and the motion passed by roll call vote (8-0).

**Proposed Resolution 2023-2570; Award of Contract to E-Z-Go Division of Textron, Inc. for the Procurement of Two (2) Golf Carts.**

*Approves the procurement of two (2) Cushman Shuttle 2+2 Elite golf carts for a total cost of \$23,837.40 F.O.B. DuPage Airport.*

Executive Director Doles read into record Proposed Resolution 2023-2570. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2023-2570 Award of Contract to E-Z-Go Division of Textron, Inc. for the Procurement of Two (2) Golf Carts. The **motion was seconded** by Commissioner Davis. Executive Director explained that this item will be utilized for Flight Center operations transporting passengers and luggage to and from aircraft. There was no further discussion and the motion passed by roll call vote (8-0).

A **MOTION** was made by Commissioner LaMantia to recess to Executive Session for the Discussion of Pending, Probable or Imminent Litigation; Employee Matters; the Setting of a Price for Sale or Lease of Property Owned by the DuPage Airport Authority; The **motion was seconded** by Commissioner Ledonne The Regular Meeting was recessed to Executive Session at 3:34 p.m. and was reconvened at 4:16 p.m. Upon roll call, a quorum was present for the remainder of the Regular Board Meeting.

**OTHER BUSINESS**

**Proposed Resolution 2023-2571; Approving the Use of Outside Attorneys for the Fiscal Year 2023 Beginning January 1, 2023 and Ending December 31, 2023.**

*Approves utilizing the firms of Luetkehans, Brady, Garner & Armstrong and SheppardMullin to provide legal services for the 2023 fiscal year.*

Executive Director Doles read into record Proposed Resolution 2023-2571. A **MOTION** was made by Commissioner Wagner to approve Proposed Resolution 2023-2571; Approving the Use of Outside Attorneys for the Fiscal Year 2023 Beginning January 1, 2023 and Ending December

31, 2023. The **motion was seconded** by Commissioner Ledonne. There was no further discussion and the motion passed by roll call vote (6-1). Commissioner Davis Abstained.

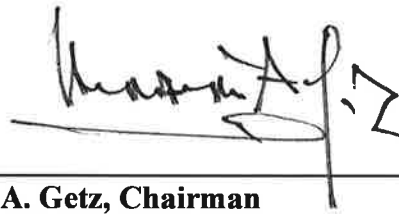
**Proposed Resolution 2023-2572; Authorizing the Execution of a First Amendment to Vacant Land Purchase Agreement with Greystar Development Central, LLC.**

Executive Director Doles read into record Proposed Resolution 2023-2572. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2023-2572; Authorizing the Execution of a First Amendment to Vacant Land Purchase Agreement with Greystar Development Central, LLC. The **motion was seconded** by Commissioner Giunti. There was no further discussion and the motion passed by roll call vote (8-0).

**Proposed Resolution 2023-2573; Authorizing the Execution of the Third Amendment to Vacant Land Purchase Agreement with BI Developer LLC.**

Executive Director Doles read into record Proposed Resolution 2023-2573. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2023-2573; Authorizing the Execution of the Third Amendment to Vacant Land Purchase Agreement with BI Developer LLC. The **motion was seconded** by Commissioner Giunti. There was no further discussion and the motion passed by roll call vote (8-0).

A **MOTION** was made by Commissioner Ledonne to adjourn the Regular Meeting of the DuPage Airport Authority Board of Commissioners. The **motion was seconded** by Commissioner Wagner and was passed unanimously by voice vote; the meeting was adjourned at 4:19 p.m.



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**Herbert A. Getz, Chairman**

(ATTEST)



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**Daniel J. Wagner, Secretary**