

**DuPAGE AIRPORT AUTHORITY  
REGULAR BOARD MEETING  
THURSDAY, JUNE 20, 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; Thursday, June 20, 2024. Chairman Puchalski called the meeting to order at 3:30 p.m. and a physical quorum was present for the meeting.

**Commissioners Present:** Davis, Charvat, Chavez, 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, 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.

**Members of the Press:** None

**PUBLIC COMMENT**

None

**APPROVAL OF MINUTES**

Chairman Puchalski asked for additions or corrections to the minutes of the May 15, 2024, Finance, Budget, and Audit Committee Meeting. Commissioner Ledonne made a **MOTION** to approve the minutes. The **motion was seconded** by Commissioner Giunti and the Board voted unanimously to approve (9-0).

Chairman Puchalski asked for additions or corrections to the minutes of the May 15, 2024, Capital Development, Leasing, and Customer Fees Committee Meeting. Commissioner Ledonne made a **MOTION** to approve the minutes. The **motion was seconded** by Commissioner Chavez and the Board voted unanimously to approve (9-0).

Chairman Puchalski asked for additions or correction to the minutes of the May 15, 2024, Regular Board Meeting minutes. Commissioner Ledonne made a **MOTION** to approve the minutes. The **motion was seconded** by Commissioner Chavez and the Board voted unanimously to approve (9-0).

## **DIRECTOR'S REPORT**

Executive Director Doles reported that according to the DuPage Air Traffic Control Tower May 2024 flight operational data is up 12.8% and 23% for the year. Mr. Doles also compared nighttime operations (10 p.m. to 6 a.m.) and noted that the nighttime operations are up from last year 2,204 in 2023 versus 2,517 in 2024.

For the month of May, Jet-A fuel gallons sold is up 1.7% while 100LL is up 20.8%. The total fuel sold year to date is 1,159,335 gallons which is 2.5% above budgeted gallons.

Executive Director Doles advised that Prairie Landing Golf Club total rounds through May are up 4% from 2023.

Executive Director Doles discussed the issues regarding the delays with the new hangar project. Mr. Doles confirmed that staff is continuing to coordinate with the State of Illinois for the grant project for the auto parking lot.

Executive Director Doles advised that the third-floor office build-out is completed, and a tour offered after the Board Meeting.

The solar farm located at Kress Road is moving forward with a special use permit being approved by the City of West Chicago. Additionally, the interconnection agreement with Commonwealth Edison has been finalized. Mr. Doles stated that he would like to discuss in Executive Session a possible secondary solar site.

Mr. Doles reminded the Board of the upcoming events that will be held at the airport. Mr. Doles added that he and airport counsel are scheduled to meet with the DuPage County Department of Transportation in the upcoming week.

## **REVIEW OF FINANCIAL STATEMENTS**

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

## **REPORT OF COMMITTEES**

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

Commissioner Ledonne advised that the Finance, Budget, and Audit Committee did not meet, and no report was given.

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

Commissioner Davis stated the committee met, and all items passed unanimously 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:**

Mark Moran stated a couple of the larger parcels that were under contract are back on the market. The site North of Roosevelt Road, which is currently under contract, will be discussed during Executive Session. NAI Hiffman has been in discussions about an offer that has been made on the parcel at the southwest corner of Technology and Fabyan. Mr. Moran stated currently there is not a lot of speculative development in the marketplace, and users are the current target. Mr. Moran stated that the market is currently slow, but their marketing efforts will continue.

**OLD BUSINESS**

None

**NEW BUSINESS**

**Proposed Ordinance 2024-398; An Ordinance of the DuPage Airport Authority Amending Fees for Outdoor and Indoor Aircraft Parking.**

Chairman Puchalski read into record Proposed Ordinance 2024-398. A **MOTION** was made by Commissioner Ledonne to approve Proposed Ordinance 2024-398; An Ordinance of the DuPage Airport Authority Amending Fees for Outdoor and Indoor Aircraft Parking. The **motion was seconded** by Commissioner Davis. There was no further discussion and the motion was unanimously approved (9-0).

**Proposed Resolution 2024-2665; Award of Contract to Martam Construction, Inc. for Powis Apron Drainage Improvements.**

*Approves an aircraft apron drainage improvement project for an amount not-to-exceed \$161,269.90, which includes a 10% owner's contingency.*

Chairman Puchalski read into record Proposed Resolution 2024-2665. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2024-2665; Award of Contract to Martam Construction, Inc. for Powis Apron Drainage Improvements. The **motion was seconded** by Commissioner Chavez. There was no further discussion and the motion was unanimously approved (9-0).

**Proposed Resolution 2024-2666; Authorizing the Execution of a Work Agreement with Commonwealth Edison for the Relocation of Overhead Electric Utilities.**

*Approves a work agreement for the relocation of overhead electric utilities for an amount not-to-exceed \$67,202.56, which includes a 10% owner's contingency.*

Chairman Puchalski read into Proposed Resolution 2024-2666. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2024-2666; Authorizing the Execution of a Work Agreement with Commonwealth Edison for the Relocation of Overhead Electric Utilities. The **motion was seconded** by Commissioner Ligino-Kubinski. There was no further discussion and the motion was unanimously approved (9-0).

**Proposed Resolution 2024-2667; 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 Airfield Pavements/Isolated Pavement Replacement Runways 2L/20R and 2R/20L, Taxiways C and W – DPA-5065.**

*Approves the participation in an Airport Improvement Program project for airfield pavement repairs and release of a local share project participation payment in the amount of \$60,627.90.*

Chairman Puchalski read into record Proposed Resolution 2024-2667. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2024-2667; 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 Airfield Pavements/Isolated Pavement Replacement Runways 2L/20R and 2R/20L, Taxiways C and W – DPA-5065. The **motion was seconded** by Commissioner Davis. There was no further discussion and the motion was unanimously approved (9-0).

**Proposed Resolution 2024-2668; Authorizing the Execution of a Construction Phase Engineering Services Agreement with Crawford, Murphy & Tilly, Inc. for the Airport Improvement Program Project Known as: Rehabilitate Airfield Pavements/Isolated Pavement Replacement Runways 2L/20R and 2R/20L, Taxiways C and W – DPA-5065.**

*Approves construction phase services associated with the Airport Improvement Program project known as DPA-5065 for a total not-to-exceed amount of \$112,200 to be reimbursed with 90% Federal and State funding.*

Chairman Puchalski read into record Proposed Resolution 2024-2668. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2024-2668; Authorizing the Execution of a Construction Phase Engineering Services Agreement with Crawford, Murphy & Tilly, Inc. for the Airport Improvement Program Project Known as: Rehabilitate Airfield Pavements/Isolated Pavement Replacement Runways 2L/20R and 2R/20L, Taxiways C and W – DPA-5065. The **motion was seconded** by Commissioner Chavez. There was no further discussion and the motion was unanimously approved (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; Employee Matters; 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 Ledonne and was passed unanimously by roll call vote (9-0). The Regular Board was recessed to Executive Session at 3:46 p.m. and was reconvened at 4:22 p.m. Upon roll call, a quorum was present for the remainder of the Regular Board Meeting.

## **OTHER BUSINESS**

**Proposed Ordinance 2024-399; Ordinance Authorizing the Acquisition of an Avigation Easement and a Restrictive Covenant Over a Certain Property Commonly Knowns as 3945 Ohio Avenue, St. Charles, Illinois for Airport Purposes by the DuPage Airport Authority.** Chairman Puchalski read into record Proposed Ordinance 2024-399. A **MOTION** was made by Commissioner LaMantia to approve Proposed Ordinance 2024-399; Ordinance Authorizing the Acquisition of an Avigation Easement and a Restrictive Covenant Over a Certain Property Commonly Knowns as 3945 Ohio Avenue, 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 motion was unanimously approved (9-0).

**Proposed Resolution 2024-2669; Authorizing the Approval of the Ninth Amendment to the Vacant Land Sales Agreement with BI Developers LLC.**

Chairman Puchalski read into record Proposed Resolution 2024-2669. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2024-2669; Authorizing the Approval of the Ninth Amendment to the Vacant Land Sales Agreement with BI Developers LLC. The **motion was seconded** by Commissioner Davis. Upon a roll call vote (9-0) the motion was denied. There was no further discussion.

**Discussion and Possible Action of Providing a Merit Increase to the Executive Director.**

Chairman Puchalski read into record Discussion and Possible Action of Providing a Merit Increase to the Executive Director. A **MOTION** was made by Commissioner Ledonne to approve a Merit Increase for the Executive Director. The **motion was seconded** by Commissioner LaMantia. Discussion followed and the motion was unanimously approved (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 Hacker and was passed unanimously by voice vote; the meeting was adjourned at 4:26 p.m.



**Donald E. Puchalski, Chairman**

**(ATTEST)**

  
**Karyn M. Charvat, Secretary**