

**DuPAGE AIRPORT AUTHORITY  
REGULAR BOARD MEETING  
WEDNESDAY, MARCH 19, 2025**

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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, March 19, 2025. Chairman Puchalski called the meeting to order at 4:00 p.m. and a physical quorum was present for the meeting. Commissioners Chavez and Ligino-Kubinski attended the meeting telephonically due to employment purposes.

**Commissioners Present:** Charvat, Chavez, Davis, 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; Kristine Klotz, Executive Assistant and Board Liaison; Karin Kietzman, Procurement Manager; Aidan Moore, IT Assistant; Brian DeCoudres, Director of the DuPage Flight Center.

**Others in Attendance:** Phil Luetkehans, of Luetkehans, Brady, Garner, and Armstrong LLC; Dan Pape, CMT; Todd Merrihew, Hanson Professional Services.

**Members of the Press:** None

**PUBLIC COMMENT**

None

Chairman Puchalski asked for a motion of Board approval for Commissioner Chavez and Commissioner Ligino-Kubinski to attend the Board Meeting telephonically as both Commissioners are unavailable to attend due to employment purposes. The **MOTION** was made by Commissioner Ledonne and **seconded** by Commissioner Davis. The Board unanimously voted to approve (7-0).

**APPROVAL OF MINUTES**

Chairman Puchalski asked for any additions or corrections to the minutes of the November 20, 2024 Decennial Committee on Local Government Efficiency Meeting and there were none. Commissioner Ledonne made a **MOTION** to approve the minutes. The **motion was seconded** by Commissioner LaMantia. The Board unanimously voted to approve (9-0).

A **MOTION** was made by Commissioner Ledonne to combine and approve January 15, 2025 Finance, Budget, and Audit Committee Meeting minutes, January 15, 2025 Capital Development, Leasing, and Customer Fees Committee Meeting minutes, January 15, 2025 Regular and Annual Board Meeting minutes. The **motion was seconded** by Commissioner Davis. The Board unanimously voted to approve (9-0).

## **DIRECTOR'S REPORT**

Executive Director Doles extended congratulations to Commissioner Ledonne and Commissioner Chavez on both being reappointed to the DuPage Airport Authority Board of Commissioners.

Executive Director Doles advised that with only two months of data available, fuel operations are down 3.9%. Adverse weather conditions negatively affected fuel sales for the month of February. Total operations for the month of February were down approximately 27%. Currently fuel sales of Jet-A gallons year to date are up 1% and 100LL gallons sold have increased approximately 24%. Mr. Doles advised total fuel gallons sold year to date is 441,140 gallons.

Prairie Landing Golf Course will open for the season on Monday March 24, weather permitting with no rounds to report.

The first installment of fuel sales tax funds has been received from the State of Illinois by staff in the amount of \$377,740.14 from fiscal year 2023. Staff is awaiting the release of additional funds in the amount of \$281,303.90 from fiscal year 2024.

Executive Director Doles advised that staff will be contacting DuPage County regarding the Statement of Economic Interest submittals. Also, staff is waiting for DuPage County to open the portal for all employees to complete their Ethics Training.

Executive Director Doles advised that staff hosted U.S. Customs and Border Protection and invited tenants to discuss questions and concerns for user fee customs.

Mr. Doles informed that on March 21, staff will provide an aviation tour for 52 students from District 303 STEM Program. He noted that such tours are valuable for aviation enthusiasts, as they highlight the variety of career opportunities available in the aviation industry beyond becoming a pilot.

Currently, Prairie Landing Golf Club is planning to host a 30<sup>th</sup> anniversary event on August 1<sup>st</sup>. Additional upcoming events: August 7<sup>th</sup> Annual Back to School event and August 9<sup>th</sup> Tuskegee Next Red Tail Ball event.

## **REVIEW OF FINANCIAL STATEMENTS**

Patrick Hoard reviewed the Financial Statements for February 2025 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 passed unanimously.

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

Commissioner Davis stated the committee did meet and both 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 met, and all items are before the Board for consideration.

**DuPage Business Center:**

Executive Director Doles presented a report provided on behalf of NAI Hiffman. NAI Hiffman is in discussions with an auto condominium development tailored for car collectors, combining vehicle storage and a gathering space for socializing. The possible development would be north of the DuPage County's reservoir on an approximately 18-acre site. NAI Hiffman is working on a direct deal for development with a developer for cold storage and dry storage. The possible location for the development would be north of Roosevelt Road, south of the railroad tracks which is 49-acres.

**OLD BUSINESS**

None

**NEW BUSINESS**

**Proposed Resolution 2025-2692; Approving the Use of Outside Attorneys for the Fiscal Year 2025 Beginning January 1, 2025 and Ending December 31, 2025.**

*Approves utilizing the firm of SheppardMullin to provide legal services for the 2025 fiscal year.*

Chairman Puchalski read into record Proposed Resolution 2025-2692. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2025-2692; 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. Chairman Puchalski advised that he no longer has any questions or concerns regarding this item. There was no further discussion, and the Board voted unanimously to approve (9-0).

**Proposed Resolution 2025-2693; Authorizing the Procurement of One (1) Hybrid Fairway Mower from the Sourcewell Joint Purchasing Contract.**

*Approves the procurement of one (1) John Deere 7500A E-Cut Hybrid Fairway Mower for a total cost of \$89,652.64 F.O.B. Prairie Landing Golf Club.*

Chairman Puchalski read into record Proposed Resolution 2025-2693. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2025-2693; Authorizing the Procurement of One (1) Hybrid Fairway Mower from the Sourcewell Joint Purchasing Contract. The **motion was seconded** by Commissioner Davis. There was no further discussion, and the Board voted unanimously to approve (9-0).

**Proposed Resolution 2025-2694; Authorizing the Execution of a Design-Build Contract with Wight & Company for Golf Course Clubhouse Concrete Stair Repairs and Entrance Canopy.**

*Approves a design-build contract for concrete stair repairs and the installation of an entrance canopy at the Prairie Landing Clubhouse for a total cost not-to-exceed \$165,890 which includes a 6% owner's contingency.*

Chairman Puchalski read into record Proposed Resolution 2025-2694. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2025-2694; Authorizing the Execution of a Design-Build Contract with Wight & Company for Golf Course Clubhouse Concrete Stair Repairs and Entrance Canopy. The **motion was seconded** by Commissioner LaMantia. There was no further discussion, and the Board voted unanimously to approve (9-0).

**Proposed Resolution 2025-2695; Authorizing the Execution of Design and Construction Phase Task Order No. 14 with Crawford, Murphy & Tilly, Inc. for the Project: Golf Course Pond Retaining Wall Repairs.**

*Approves design and construction phase engineering services related to golf course pond retaining wall repairs for a total not-to-exceed amount of \$81,980.*

Chairman Puchalski read into record Proposed Resolution 2025-2695. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2025-2695; Authorizing the Execution of Design and Construction Phase Task Order No. 14 with Crawford, Murphy & Tilly, Inc. for the Project: Golf Course Pond Retaining Wall Repairs. The **motion was seconded** by Commissioner Ledonne. There was no further discussion, and the Board voted unanimously to approve (9-0).

**Proposed Resolution 2025-2696; Award of Contract to Citywide Building Maintenance, Inc. for Janitorial Services.**

*Approves a one (1) year janitorial services contract, subject to two (2) one (1) year extensions at the sole discretion of the Authority for costs not-to-exceed \$134,047 (year 1), \$138,068 (year 2), and \$142,257 (year 3).*

Chairman Puchalski read into record Proposed Resolution 2025-2696. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2025-2696; Award of Contract to Citywide Building Maintenance, Inc. for Janitorial Services. The **motion was seconded** by Commissioner Davis. There was no further discussion, and the Board voted unanimously to approve (9-0).

**Proposed Resolution 2025-2697; Authorizing the Procurement of One (1) Airport Snow Blower from the Sourcewell Joint Purchasing Contract.**

*Approves the procurement of one (1) MB-4 Airport Snow Blower for a total cost of \$881,563.70 F.O.B. DuPage Airport.*

Chairman Puchalski read into record Proposed Resolution 2025-2697. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2025-2697; Authorizing the Procurement of One (1) Airport Snow Blower from the Sourcewell Joint Purchasing Contract. The **motion was seconded** by Commissioner Davis. There was no further discussion, and the Board voted unanimously to approve (9-0).

**Proposed Resolution 2025-2698; Authorizing the Procurement of One (1) 4x4 Pickup Truck with Plow from the State of Illinois Joint Purchasing Contract.**

*Approves the procurement of one (1) Ford F-250 4x4 pickup truck with plow for a total cost of \$60,331 F.O.B. DuPage Airport.*

Chairman Puchalski read into record Proposed Resolution 2025-2698. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2025-2698; Authorizing the Procurement of One (1) 4x4 Pickup Truck with Plow from the State of Illinois Joint Purchasing Contract. The **motion was seconded** by Commissioner LaMantia. There was no further discussion, and the Board voted unanimously to approve (9-0).

**Proposed Resolution 2025-2699; Award of Contract to Mallaghan GA, Inc. for the Procurement of One (1) Aircraft Deicing Truck.**

*Approves the procurement of one (1) Mallaghan TA8200 aircraft deicing truck for a total cost of \$559,465 F.O.B. DuPage Airport.*

Chairman Puchalski read into record Proposed Resolution 2025-2699. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2025-2699; Award of Contract to Mallaghan GA, Inc. for the Procurement of One (1) Aircraft Deicing Truck. The **motion was seconded** by Commissioner Davis. There was no further discussion, and the Board voted unanimously to approve (9-0).

**Proposed Resolution 2025-2700; Authorizing the Execution of a Change Order to the Contract with R.J. O'Neil, Inc. for the Installation of Domestic Water Backflow Preventers at Three (3) Locations.**

*Approves a change order in the amount of \$123,600 for modifications to the existing sprinkler system located at 32W611 Tower Road and 10% owner's contingency in the amount of \$23,917.*

Chairman Puchalski read into record Proposed Resolution 2025-2700. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2025-2700; Authorizing the Execution of a Change Order to the Contract with R.J. O'Neil, Inc. for the Installation of Domestic Water Backflow Preventers at Three (3) Locations. The **motion was seconded** by Commissioner LaMantia. There was no further discussion, and the Board voted unanimously to approve (9-0).

**Proposed Resolution 2025-2701; Authorizing the Execution of Design and Construction Phase Task Order No. 15 with Crawford, Murphy & Tilly, Inc. for the Project: Roadway and Auto Parking Lot Mill and Overlay and T-Hangar Echo-4 Pavement Removal and Replacement.**

*Approves design and construction phase engineering services related to pavement milling and overlay, pavement patching, removal and replacement for a total not-to-exceed amount of \$50,100.*

Chairman Puchalski read into record Proposed Resolution 2025-2701. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2025-2701; Authorizing the Execution of Design and Construction Phase Task Order No. 15 with Crawford, Murphy & Tilly, Inc. for the Project: Roadway and Auto Parking Lot Mill and Overlay and T-Hangar Echo-4 Pavement Removal and Replacement. 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**

There was no Executive Session held.

**OTHER BUSINESS**

**Proposed Resolution 2025-2702; Disclosure of Executive Session Minutes.**

*Approves disclosure of Executive Session Minutes that the Board of Commissioners has determined are no longer necessary to keep confidential.*

Chairman Puchalski read into record Proposed Resolution 2025-2702. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2025-2702; Disclosure of Executive Session Minutes. The **motion was seconded** by Commissioner LaMantia. 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 Davis and was passed unanimously by voice vote; the meeting was adjourned at 4:21 p.m.



**Donald E. Puchalski, Chairman**

**(ATTEST)**

  

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**Karyn M. Charvat, Secretary**