

**DuPAGE AIRPORT AUTHORITY  
CAPITAL DEVELOPMENT, LEASING, AND CUSTOMER FEES COMMITTEE  
MEETING  
WEDNESDAY, MARCH 8, 2023**

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A meeting of the Capital Development, Leasing, and Customer Fees Committee of the DuPage Airport Authority Board of Commissioners was convened at the Daniel L. Goodwin Flight Center Building, 2700 International Drive, West Chicago, Illinois, Third Floor Conference Room; Wednesday, March 8, 2023. Committee Chairman Wagner was absent from the Committee Meeting, and Acting Committee Chairman Ledonne called the meeting to order at 2:30 p.m. A quorum was present for the meeting.

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

***Commissioners Absent:*** Chavez, Wagner

***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; Phil Luetkehans, of Luetkehans, Brady, Garner, and Armstrong LLC.; Kristine Klotz, Executive Assistant and Board Liaison.

***Others:*** Dan Pape, CMT.

**NEW BUSINESS**

**Proposed Resolution 2023-2576; Authorizing the Execution of a Professional Services Retainer Agreement with Wight & Company for Architectural Consulting Services.**

*Approves an on-call retainer agreement for architectural consulting services for a three (3) year term, subject to two (2) one (1) year extensions at the sole discretion of the Authority.*

Acting Committee Chairman Ledonne read into record Proposed Resolution 2023-2576. A **MOTION** was made by Commissioner Ligino-Kubinski to recommend Board approval of Proposed Resolution 2023-2576; Authorizing the Execution of a Professional Services Retainer Agreement with Wight & Company for Architectural Consulting Services. The **motion was seconded** by Commissioner Davis. Executive Director Doles stated that the current five-year retainer agreement with Wight and Company expires on April 1, 2023. Request for Qualifications (RFQ) was advertised with nine bids received. A staff evaluation panel was created to review the bids. The multi-year retainer agreement will support the Capital Improvement Program and will also include a not-to-exceed fee. There was no further discussion and the motion passed by roll call vote (3-0).

**Proposed Resolution 2023-2577; Award of Contract to SKC Construction, Inc. for Sealcoating and Crack Repair**

*Approves crack repair, sealcoating and pavement marking of the North Ramp parking lot and crack repair of Longest Drive. Total authorized construction not-to-exceed \$22,506, which includes a 10% owner's contingency.*

Acting Committee Chairman Ledonne read into record Proposed Resolution 2023-2577. A **MOTION** was made by Commissioner Ligino-Kubinski to recommend Board approval of

Proposed Resolution 2023-2577; Award of Contract to SKC Construction, Inc. for Sealcoating and Crack Repair. The **motion was seconded** by Commissioner Davis. Executive Director Doles stated that five bids were received and reviewed. The major maintenance project will repair the cracks in the pavement located at North Avenue/North Ramp parking lot and at Longest Drive at Prairie Landing Golf Club. Acting Chair Ledonne questioned who currently has the contract. Dan Barna replied that each project is bid individually and that the North Ramp Parking lot has not been sealed coated in approximately 15 years. There was no further discussion and the motion passed by roll call vote (3-0).

**Proposed Resolution 2023-2578; Award of Contract to DuPage Overhead Door for Overhead Sectional Garage Door and Door Operator Replacement.**

*Approves the replacement of five (5) overhead sectional garage doors and seven (7) hangar door operators. Total authorized construction not-to-exceed \$37,180, which includes a 10% owner's contingency.*

Acting Committee Chairman Ledonne read Proposed Resolution 2023-2578 into record. A **MOTION** was made by Commissioner Davis to recommend Board approval of Proposed Resolution 2023-2578; Award of Contract to DuPage Overhead Door for Overhead Sectional Garage Door and Door Operator Replacement. The **motion was seconded** by Commissioner Ligino-Kubinski. Executive Director Doles stated this Capital project will replace four overhead sectional garage doors, and one garage door at Prairie Landing Golf Club. Additionally, two electric motors are being added at the golf maintenance facility. Mr. Doles continued informing the committee of the replacement of seven electric hangar door operators within the 98 and 99 Jet hangars. Three bids were received and reviewed. There was no further discussion and the motion passed by roll call vote (3-0).

**Proposed Resolution 2023-2579; Ratifying the Execution by the Executive Director of GSA Lease No. GS-05P-LIL00779 with the Government of the United States of America.**

*Ratifies the actions of the Executive Director in the execution of a Lease for a hangar facility with the United States of America for a 10-year term, five-years firm.*

Acting Committee Chairman Ledonne read into record Proposed Resolution 2023-2579. A **MOTION** was made by Commissioner Ligino-Kubinski to recommend Board approval of Ratifying the Execution by the Executive Director of GSA Lease No. GS-05P-LIL00779 with the Government of the United States of America. The **motion was seconded** by Commissioner Davis. Executive Director Doles reviewed the General Services Administration (GSA) lease agreement. Mr. Doles stated the location of the hangar and the total amount of square footage. The lease agreement terms are ten years with five years firm. Executive Doles informed the committee of the hangar details and revenue this agreement will generate for the DuPage Airport Authority. Mr. Doles relayed that the lease agreement was reviewed by Chairman Getz. Commissioner Davis questioned how the utilities were calculated. Mr. Doles stated the calculations and the fee schedule. There was no further discussion and the motion passed by roll call vote (3-0).

**Proposed Resolution 2023-2580; Authorizing the Execution of Design Phase Task Order No. 8 with Crawford, Murphy & Tilly, Inc. for the Project: Drainage System Repairs at the Hangar E-21 Auto Parking Lot.**

*Approves the design of bidding plans and specifications for drainage system repairs in the auto parking lot between Hangar E-20 and E21 for a total not-to-exceed amount of \$24,000.*

Acting Committee Chairman Ledonne read into record **Proposed Resolution 2023-2580**. A **MOTION** was made by Commissioner Ligino-Kubinski to recommend Board approval of Proposed Resolution 2023-2580; Authorizing the Execution of Design Phase Task Order No. 8 with Crawford, Murphy & Tilly, Inc. for the Project: Drainage System Repairs at the Hangar E-21 Auto Parking Lot. The **motion was seconded** by Commissioner Davis. Executive Director Doles informed the committee members that the Capital project includes removing and replacing failed drainage structures and pipes that are at the end of its useful life. CMT design task order will provide the specification for bidding purposes. Once CMT completes the task order and bids are received, staff will bring this item back to the Board for approval. There was no further discussion and the motion was passed by roll call vote (3-0).

**Proposed Resolution 2023-2581; Authorizing the Execution of Service Order 27 with Wight & Company for Professional Consulting Services Associated with Design and Construction Administration for Roofing Improvements.**

*Approves the design of bidding plans and specifications, and construction administration services for roof improvements at four (4) facilities for a fixed fee of \$45,000, plus reimbursable expenses.*

Acting Committee Chairman Ledonne read into record Proposed Resolution 2023-2581. A **MOTION** was made by Commissioner Ligino-Kubinski to recommend Board approval of Proposed Resolution 2023-2581; Authorizing the Execution of Service Order 27 with Wight & Company for Professional Consulting Services Associated with Design and Construction Administration for Roofing Improvements. The **motion was seconded** by Davis. Executive Director Doles listed the hangar facilities included in the project along with the scope of work that will need to occur. Discussion occurred regarding the extent of construction and the length of time the roofs will withstand. There was no further discussion and the motion passed by roll call vote of (3-0).

**OTHER BUSINESS**

Acting Committee Chairman Ledonne stated that he wanted to commend Commissioner Wagner for his service to the Committee and to the Board of Commissioners. Also stating that he will be missed.

A **MOTION** was made by Commissioner Ligino-Kubinski to adjourn the Regular Meeting of the DuPage Airport Board of Commissioners. The **motion was seconded** by Commissioner Davis and was passed unanimously by a voice vote; the meeting was adjourned at 2:46 p.m.



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**Michael V. Ledonne, Acting Chair**  
**Capital Development, Leasing and Customer Fees Committee**