

**DuPAGE AIRPORT AUTHORITY  
REGULAR BOARD MEETING  
WEDNESDAY, MARCH 8, 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, March 8, 2023. Chairman Getz called the meeting to order at 3:00 p.m. and a quorum was present for the meeting.

**Commissioners Present:** Charvat, Chavez, Davis, Getz, Giunti, LaMantia, Ledonne, Liginokubinski

**Commissioners Absent:** 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; 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; Mark Moran, NAI Hiffman; Steve McLaughlin, Burns McDonald.

**Members of the Press:**

None

**PUBLIC COMMENT**

None

**APPROVAL OF MINUTES**

Chairman Getz asked for additions or corrections to the minutes of the January 20, 2023 Golf Committee Meeting and there were none. Commissioner Ledonne made a **MOTION** to approve the minutes. The **motion was seconded** by Commissioner Chavez and passed by a roll call vote (8-0).

Chairman Getz asked for additions or corrections to the minutes of the January 20, 2023 Finance, Budget, and Audit Committee Meeting and there were none. Commissioner Ledonne made a **MOTION** to approve the minutes. The **motion was seconded** by Commissioner LaMantia and passed by a roll call vote (8-0).

Chairman Getz asked for additions or corrections to the minutes of the January 20, 2023 Regular Board Meeting and there were none. Commissioner Ledonne made a **MOTION** to approve the minutes. The **motion was seconded** by Commissioner Chavez and passed by a roll call vote (8-0).

Chairman Getz asked for additions or corrections to the minutes of the March 1, 2023 Internal Policy and Compliance Committee Meeting and there were none. Commissioner LaMantia made a **MOTION** to approve the minutes. The **motion was seconded** by Commissioner Chavez and passed by a roll call vote (8-0).

### **DIRECTOR'S REPORT**

The cost of fuel continues to be high with inflation. Since January 2021 the cost of Jet-A is up 90.1% and the cost of 100LL is up 48.9%. Year to date Jet-A sales are down 16%, while 100LL are up 14.6%. The rise in 100LL fuel sales is due to flight training beginning.

No information to report on Prairie Landing Golf Course as the course is not open, and staff is waiting for the weather to open in mid-to-late March.

Harbour Contractor's team is reviewing the plans and are currently 90% complete. The next step will be for Harbour to submit the plans to the City of West Chicago for permits. Additionally, Crawford, Murphy, and Tilly are coordinating the Illinois Grant project to assist with the parking lot for the new hangar. On February 17, 2023 preliminary plans were submitted to the Illinois Department of Transportation.

Staff received fuel tax funds from the State of Illinois Aviation Fuel proceeds, which will be used to offset the Airfield Rescue Fire Fighting costs. Currently, staff is waiting for the sum of \$261,022.68 from the State of Illinois. Discussion followed.

Sikich is compiling data and completing the in-person portion of the annual audit. Staff had not received any issues thus far from Sikich. The audit will be ready to present to the full Board at the May meeting.

Executive Director Doles relayed that staff is continuing to meet with Illinois Aviation Academy and College of DuPage to support the new Aviation Management Program. The program is set to launch in spring 2023 and add an additional five to ten aircraft to DuPage.

Executive Director Doles informed the Board of Commissioners that staff is reviewing multiple solar farm options at the airport. Mr. Doles reminded the Board that years ago, staff had been approached to build a solar farm west of Kress Road where an embankment was built for the overpass and is now considered undevelopable property. That solar project was put into a lottery system in the State of Illinois but was never constructed. The developer is interested again in a possible option agreement. Staff is also working with DAA consultants and developers for possible other solar sites. Mr. Doles stated many airports in Illinois/Indiana including Rockford and Indianapolis airports are looking at nonaviation-used property that can be used to develop solar farm facilities. Mr. Doles stated the potential solar sites at the airport could power the entire field and all the customers' electric needs. Executive Director Doles discussed the return on investment, the possible resale of electricity to the DAA customers and, also the reduction of the carbon footprint. The information is still being compiled. Discussion followed.

In April, 60 students from St. Charles North and St. Charles East High Schools Aviation Science STEM programs are scheduled to tour our facilities. The program was on pause due to COVID.

## REVIEW OF FINANCIAL STATEMENTS

Patrick Hoard reviewed the Financial Statements for February 2023. Discussion followed.

## REPORT OF COMMITTEES

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

Commissioner Ledonne advised Finance, Budget, and Audit Committee was scheduled to meet, but unfortunately, no quorum was present. Items were informally discussed, and no vote or action was taken.

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

Commissioner Ledonne stated he Chaired the committee due to Commissioner Wagner's absence, and all items on the agenda are recommended for Board approval.

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

Commissioner LaMantia reported the Internal Policy and Compliance Committee did meet. There is an item on today's agenda that is recommended by the Internal Policy Committee for Board approval.

### **Golf Committee:**

Executive Director Doles stated that the Golf Committee did not meet.

### **DuPage Business Center:**

Mark Moran, NAI Hiffman, advised the Board of the three parcels that are having challenges in the due diligent process but is hopeful the closings occur in the second half of the year. Mr. Moran went on to say that smaller parcels in the Business Park are continuing to be marketed for sale. The leasing market is still strong, and the supply of industrial space in the Chicagoland market is tight. Discussion followed.

## OLD BUSINESS

None

## NEW BUSINESS

### **Proposed Ordinance 2023-383; Amending the DuPage Airport Authority Investment Policy.**

*Amends various parts of the DuPage Airport Authority Investment Policy and maintains consistency with the current Public Funds Investment Act 30 ILCS 235.*

Executive Director Doles read into record Proposed Ordinance 2023-383. A **MOTION** was made by Commissioner Ledonne to approve Proposed Ordinance 2023-383; Amending the DuPage Airport Authority Investment Policy. The **motion was seconded** by Commissioner LaMantia. Executive Director Doles stated this item was approved through the Internal Policy and Compliance Committee. Mr. Doles went on to state that a review of the Investment policy

changes was approved by DuPage Airport Authority legal counsel and PMA Asset Management. The changes bring the investment policy current with the Public Funds Investment Act 30 ILCS 235. There was no further discussion and the motion passed by roll call vote of (8-0).

**Proposed Resolution 2023-2574; Award of Contract to ADP, Inc. for Payroll and Human Resource Software Services.**

*Approves a five (5) year contract for payroll and human resource software services for an annual cost not-to-exceed \$29,283.82.*

Executive Director read into record Proposed Resolution 2023-2574. A **MOTION** was made by Commissioner Ledonne to Proposed Resolution 2023-2574; Award of Contract to ADP, Inc. for Payroll and Human Resource Software Services. The **motion was seconded** by Commissioner Chavez. Executive Director Doles stated that two bids were received and reviewed by an evaluation panel and passed through the Finance Committee. There was no further discussion and the motion passed by roll call vote of (8-0).

**Proposed Resolution 2023-2575; Award of Contract to Fox Valley Fire & Safety Company for Fire Alarm and Sprinkler System Testing, Repair and Monitoring Services.**

*Approves a three (3) year contract, subject to two (2) one (1) year extensions at the sole discretion of the Authority for fire alarm and sprinkler system testing, repairs and monitoring.*

Executive Director Doles read into record Proposed Resolution 2023-2575. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2023-2575; Award of Contract to Fox Valley Fire & Safety Company for Fire Alarm and Sprinkler System Testing, Repair and Monitoring Services. The **motion was seconded** by Commissioner Chavez. Executive Director Doles stated that this item was bid twice in the *Daily Herald Newspaper*. Only one sealed bid was received on January 4, 2023. The item was readvertised on January 20, 2023 and again only one sealed bid was received. Per the DuPage Airport Authority Procurement Policy 6-18-11 the item is now awardable. There was no further discussion and the motion passed by roll call vote of (8-0).

**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.*

Executive Director Doles read into record Proposed Resolution 2023-2576. A **MOTION** was made by Commissioner LaMantia to approve 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 Ledonne. Executive Director Doles stated that this item went through the Request for Qualification process. An evaluation panel containing members of the management team, as well as the building department, reviewed all nine bids. There was no further discussion and the motion passed by roll call vote of (8-0).

**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.*

Executive Director Doles read into record Proposed Resolution 2023-2577. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2023-2577; Award of Contract to SKC Construction, Inc. for Sealcoating and Crack Repair. The **motion was seconded** by Commissioner Chavez. There was no further discussion and the motion passed by roll call vote (8-0).

**Proposed Resolution 2023-2578; 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.*

Executive Director Doles read into record Proposed Resolution 2023-2578. A **MOTION** was made by Commissioner Ledonne to approve 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 LaMantia. There was no further discussion and the motion passed by roll call vote (8-0).

**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.*

Executive Director Doles read into record Proposed Resolution 2023-2579. A **MOTION** was made by Commissioner Ledonne to approve 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. The **motion was seconded** by Commissioner Chavez.

Chairman Getz stated the lease agreement was reviewed by himself and Executive Director Doles before execution and is in the best interest of the Airport Authority. There was no further discussion and the motion passed by roll call vote (8-0).

**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.*

Executive Director Doles read into record Proposed Resolution 2023-2580. A **MOTION** was made by Commissioner LaMantia to approve 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 Ledonne. There was no further discussion and the motion passed by roll call vote (8-0).

**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.*

Executive Director Doles read into record Proposed Resolution 2023-2581. A **MOTION** was made by Commissioner Ledonne to approve 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 Commissioner Chavez. There was no further discussion and the motion passed by roll call vote of (8-0).

**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; 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; and the Discussion and Semi-Annual Review of Lawfully Closed Executive Session Minutes. The **motion was seconded** by Commissioner Ledonne. The Regular Meeting was recessed to Executive Session at 3:39 p.m. and was reconvened at 4:00 p.m. Upon roll call, a quorum was present for the remainder of the Regular Board Meeting.

**OTHER BUSINESS**

**Proposed Resolution 2023-2582; 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.*

Executive Director Doles read into record Proposed Resolution 2023-2582. Discussion occurred regarding the update to the disclosure. A **MOTION** was made by Commissioner Ledonne to approve the amended Proposed Resolution 2023-2582; Disclosure of Executive Session Minutes. The amended **motion was seconded** by Commissioner Chavez. There was no further discussion and the motion passed by roll call vote (8-0).

**Proposed Ordinance 2023-384; Authorizing the Acquisition of an Avigation Easement and Restrictive Covenant over a certain property commonly known as 1500 Powis Court, West Chicago, Illinois for Airport Purposes by the DuPage Airport Authority.**

Executive Director Doles read into record Proposed Resolution 2023-384. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2023-384; Authorizing the Acquisition of an Avigation Easement and Restrictive Covenant over a certain property commonly known as 1500 Powis Court, West Chicago, Illinois for Airport Purposes by the DuPage Airport Authority. The **motion was seconded** by Commissioner Chavez. There was no further discussion and the motion passed by roll call vote (8-0).

**Proposed Ordinance 2023-385; Authorizing the Acquisition of an Avigation Easement and Restrictive Covenant over a certain property commonly known as 1600 Powis Court, West Chicago, Illinois for Airport Purposes by the DuPage Airport Authority.**

Executive Director Doles read into record Proposed Resolution 2023-385. A **MOTION** was made by Commissioner Ledonne to approve Proposed Ordinance 2023-385; Authorizing the Acquisition of an Avigation Easement and Restrictive Covenant over a certain property commonly known as 1600 Powis Court, West Chicago, Illinois for Airport Purposes by the DuPage Airport Authority. The **motion was seconded** by Commissioner Ligino-Kubinski. There was no further discussion and the motion passed by roll call vote (8-0).

**Proposed Resolution 2023-2583; Authorizing Execution of a Fourth Amendment to Vacant Land Purchase Agreement with BI Developer LLC.**

Executive Director Doles read into record Proposed Resolution 2023-2583. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2023-2583; Authorizing Execution of a Fourth Amendment to Vacant Land Purchase Agreement with BI Developer LLC. The **motion was seconded** by Commissioner Chavez. There was no further discussion and the motion passed by roll call vote (8-0).

**Proposed Resolution 2023-2584; Authorizing Execution of a Fifth Amendment to Vacant Land Purchase Agreement with Patriot Development Group, LLC**

Executive Director Doles read into record Proposed Resolution 2023-2584. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2023-2584; Authorizing Execution of a Fifth Amendment to Vacant Land Purchase Agreement with Patriot Development Group, LLC. The **motion was seconded** by Commissioner Chavez. There was no further discussion and the motion passed by roll call vote (8-0).

**Proposed Resolution 2023-2585; Authorizing the Execution of a Second Amendment to Vacant Land Purchase Agreement with Greystar Development Central, LLC.**

Executive Director Doles read into record Proposed Resolution 2023-2585. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2023-2585; Authorizing the Execution of a Second Amendment to Vacant Land Purchase Agreement with Greystar Development Central, LLC. The **motion was seconded** by Commissioner Chavez. There was no further discussion and the motion passed by roll call vote (8-0).

**Proposed Resolution 2023-2586; Commemorating the Services of Daniel J. Wagner as Secretary and Commissioner of the DuPage Airport Authority.**

Executive Director Doles read into record Proposed Resolution 2023-2586. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2023-2586; Commemorating the Services of Daniel J. Wagner as Secretary and Commissioner of the DuPage Airport Authority. The **motion was seconded** by Commissioner Ledonne. Chairman Getz stated the following on behalf of Commissioner Wagner:

*Commissioner Wagner appreciated and enjoyed his service to the Board of Commissioners, and he is saddened to see it come to an end.*

There was no further discussion and the motion passed by roll call vote (8-0).

**Proposed Resolution 2023-2587; Commemorating the Services of Herbert A. Getz as Chairman and Commissioner of the DuPage Airport Authority.**

Executive Director Doles read into record Proposed Resolution 2023-2587. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2023-2587; Commemorating the Services of Herbert A. Getz as Chairman and Commissioner of the DuPage Airport Authority. The **motion was seconded** by Commissioner Chavez. Chairman Getz stated he would like to thank everyone for their professionalism and that it was a pleasure to work with a well-run organization. Discussion occurred, 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 Chavez and was passed unanimously by voice vote; the meeting was adjourned at 4:13 p.m.



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Gina R. LaManita, Chairman

(ATTEST)



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Karyn M. Charvat, Secretary