

**DuPAGE AIRPORT AUTHORITY
REGULAR BOARD MEETING
WEDNESDAY, MAY 21, 2025**

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, May 21, 2025. Chairman Puchalski called the meeting to order at 4:00 p.m. and a physical quorum was present for the meeting. Commissioners Davis 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; Brian DeCoudres, Director DuPage Flight Center.

Others in Attendance: Bruce Garner, of Luetkehans, Brady, Garner, and Armstrong LLC; Kyle Peabody, CMT; Nick Bava, Sikich LLP; Mary Soderstrum, Avcon.

Members of the Press: None

PUBLIC COMMENT

None

Chairman Puchalski asked for a motion of Board approval for Commissioner Davis to attend the Board Meeting telephonically as he is unavailable to attend due to employment purposes. The **MOTION** was made by Commissioner LaMantia and the **motion was seconded** by Commissioner Ledonne. The Board unanimously voted to approve (8-0).

APPROVAL OF MINUTES

Chairman Puchalski asked for any additions or corrections to the minutes of the March 19, 2025 Golf Committee Meeting and there were none. Commissioner Ledonne made a **MOTION** to approve the minutes. The **motion was seconded** by Commissioner Charvat. The Board unanimously voted to approve (9-0).

Chairman Puchalski asked for any additions or corrections to the minutes of the March 19, 2025 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 Chavez. The Board unanimously voted to approve (9-0).

Chairman Puchalski asked for any additions or corrections to the minutes of the March 19, 2025 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 LaMantia. The Board unanimously voted to approve (9-0).

Chairman Puchalski asked for any additions or corrections to the minutes of the March 19, 2025 Regular Board Meeting and there were none. Commissioner Ledonne made a **MOTION** to approve the minutes. The **motion was seconded** by Commissioner Chavez. The Board unanimously voted to approve (9-0).

DIRECTOR'S REPORT

Executive Director Doles expressed his congratulations to staff and the Board of Commissioners for receiving the Distinguished Budget Presentation Award by the Government Finance Officers Association (GFOA) for the 2025 fiscal year budget. Mr. Doles advised that staff has started the process of compiling information for the 2026 budget.

Executive Director Doles advised that 2025 year-to-date operations are down slightly by 4%. As for the month of April, operations are down slightly by 3.5%. Mr. Doles explained that local operations experienced an 8.2% decline due to weather significantly impacting flight training, while itinerant operations have increased slightly by 1.5%.

Jet-A fuel gallons sold decreased by 13.8% for the month of April, while 100LL fuel sales have increased by 12.7%. Mr. Doles advised that corporate operators are less active due to the current state of the economy. 100LL fuel gallons sold remain strong at 16.8% year to date, which is approximately 35% better than budget. Total combined fuel gallons sold for 2025 are 873,683 gallons being 4% better than budget.

Mr. Doles advised that golf rounds at Prairie Landing Golf Club remain strong with an increase of 3.2% for the year.

Executive Director Doles advised DuPage County's Online Ethics Training portal is open. Staff and Commissioners have until June 27, 2025 to complete.

Mr. Doles informed the Commissioners that staff hosted Mr. Matt Meyers, 7th Ward Alderman and Mr. Daniel Bovey, Mayor-Elect from West Chicago. A full tour of the airport was given to Mr. Bovey and Mr. Meyers. Mr. Doles reached out directly to Mr. Clint Hull, Mayor of St. Charles to coordinate a visit.

Executive Director Doles attended the Illinois Public Airport Association Legislative Day in Springfield, Illinois. Mr. Doles informed the Board of his meetings with State Senators and advised that there will be future meetings with the new Secretary of Transportation, Gia Biagi.

Additionally, Mr. Doles informed the Commissioners of the Prairie Landing Golf Club 30th anniversary event scheduled for 8/1. The annual Back-To-School event is scheduled for 8/7, with WGN TV already confirming their participation this year. Finally, on August 9th the Tenth Annual Tuskegee Next Red Tail Ball will be held within a hangar here at DuPage.

REVIEW OF FINANCIAL STATEMENTS

Patrick Hoard reviewed the Financial Statements for April 2025 and discussion followed.

Nick Bava of Sikich LLP presented the results of the 2024 Comprehensive Annual Financial Report (CAFR). Mr. Bava stated that this is the eighth year the DuPage Airport Authority (DAA) has received the GFOA Certificate of Achievement for Excellence in Financial Reporting. This award reflects the DAA commitment to full transparency of financial reporting set by the State of Illinois and by generally accepted accounting principles. Mr. Bava advised that at the conclusion of the audit process, the auditors issued their opinions of the financial statements as an unmodified opinion, over the basic financial statements as of December 31, 2024. An unmodified opinion is the highest level of assurance auditors can provide. Mr. Bava explained that depending on the level of grant spending, Sikich is required to issue separate opinions and reports complying with governing auditing standards. This is due to the amount of total grant spending for both state and federal grants in 2024. Per the state requirement this report has been presented on and with the highest level of assurance. Mr. Bava recognized the ease of working with staff and thanked the Board of Commissioners. There was no further discussion and Chairman Puchalski thanked Mr. Bava for the presentation.

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 all agenda 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 did not meet, and no report was given.

DuPage Business Center:

Executive Director advised there was no report given from NAI Hiffman.

OLD BUSINESS

None

NEW BUSINESS

Proposed Resolution 2025-2703; Authorizing the Execution of a Sole Source Procurement Contract with Vaisala, Inc. for Replacement of Runway Weather Information System Equipment.

Approves a contract to replace runway weather information system components and related software. Total authorized construction cost not-to-exceed \$149,763.85, which includes a 10% owner's contingency.

Chairman Puchalski read into record Proposed Resolution 2025-2703. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2025-2703; Authorizing the Execution of a Sole Source Procurement Contract with Vaisala, Inc. for Replacement of Runway Weather Information System Equipment. The **motion was seconded** by Commissioner Chavez. There was no further discussion, and the Board voted unanimously to approve (9-0).

Proposed Resolution 2025-2704; Award of Contract to Oak Brook Mechanical Services, Inc. for HVAC Renovations.

Approves a contract to complete HVAC renovations at 1575 DuPage Drive, 2700 International Drive, 2710 International Drive, 2725 International Drive, and 2325 Longest Drive. Total authorized construction cost not-to-exceed \$762,300, which includes a 10% owner's contingency.

Chairman Puchalski read into record Proposed Resolution 2025-2704. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2025-2704; Award of Contract to Oak Brook Mechanical Services, Inc. for HVAC Renovations. The **motion was seconded** by Commissioner Chavez. There was no further discussion, and the Board voted unanimously to approve (9-0).

Proposed Resolution 2025-2705; Award of Contract to The Stone Group for Maintenance Building Trench Drain Replacement – Phase I.

Approves a contract to install epoxy floor coating in the 4-bay hangar located at 2750 Aviation Drive. Total authorized construction cost not-to-exceed \$183,076.97, which includes a 10% owner's contingency.

Chairman Puchalski read into record Proposed Resolution 2025-2705. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2025-2705; Award of Contract to The Stone Group for Maintenance Building Trench Drain Replacement – Phase I. The **motion was seconded** by Commissioner Ligino-Kubinski. There was no further discussion, and the Board voted unanimously to approve (9-0).

Proposed Resolution 2025-2706; Authorizing the Execution of a Design-Build Contract with Wight & Company for Roof and Façade Renovations.

Approves a design-build contract for roof and façade repairs at 1575 DuPage Drive, 32W515 Tower Road, and 31W731 North Avenue for a total cost not-to-exceed \$319,220 which includes a 10% owner's contingency.

Chairman Puchalski read into record Proposed Resolution 2025-2706. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2025-2706; Authorizing the Execution of a Design-Build Contract with Wight & Company for Roof and Façade Renovations. The **motion was seconded** by Commissioner Chavez. There was no further discussion, and the Board voted unanimously to approve (9-0).

Proposed Resolution 2025-2707; Award of Contract to Patriot Maintenance, Inc. for Mill and Overlay Freedom Drive and Auto Parking Lots.

Approves a contract to replace trench drains within the DuPage Airport Maintenance Building. Total authorized construction cost not-to-exceed \$348,170.90, which includes a 10% owner's contingency.

Chairman Puchalski read into record Proposed Resolution 2025-2707. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2025-2707; Award of Contract to Patriot Maintenance, Inc. for Mill and Overlay Freedom Drive and Auto Parking Lots. The **motion was seconded** by Commissioner Chavez. There was no further discussion, and the Board voted unanimously to approve (9-0).

Proposed Resolution 2025-2708; 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 Powis Road Apron – DPA-5200.

Approves the participation in an Airport Improvement Program project for Powis Road Apron repairs and release of a local share project participation payment in an amount not-to-exceed \$200,000.

Chairman Puchalski read into record Proposed Resolution 2025-2708. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2025-2708; 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 Powis Road Apron – DPA-5200. The **motion was seconded** by Commissioner Chavez. There was no further discussion, and the Board voted unanimously to approve (9-0).

Proposed Resolution 2025-2709; Authorizing the Execution of a Construction Phase Engineering Services Agreement with Crawford, Murphy & Tilly, Inc. for the Airport Improvement Program Project Known as: Rehabilitate Powis Road Apron – DPA-5200.

Approves construction phase engineering for the Airport Improvement Program Project known as: Rehabilitate Powis Road Apron for a total not-to-exceed amount of \$164,000. 81.4% reimbursement from Federal and State funding anticipated.

Chairman Puchalski read into record Proposed Resolution 2025-2709. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2025-2709; Authorizing the Execution of a Construction Phase Engineering Services Agreement with Crawford, Murphy & Tilly, Inc. for the Airport Improvement Program Project Known as: Rehabilitate Powis Road Apron – DPA-5200. The **motion was seconded** by Commissioner Chavez. There was no further discussion, and the Board voted unanimously to approve (9-0).

Proposed Resolution 2025-2710: Approving the Execution of a Development Agreement with the City of West Chicago and GSI Family Investments of Arizona LLC

Chairman Puchalski read into record Proposed Resolution 2025-2710. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2025-2710: Approving the Execution of a Development Agreement with the City of West Chicago and GSI Family Investments of Arizona LLC. The **motion was seconded** by Commissioner Ligino-Kubinski. Attorney Bruce Garner advised that the DuPage Airport Authority sold approximately 84 acres, formerly known as Pheasant Run Golf Course to GSI Family Investments of Arizona LLC. GSI had built three out of the four buildings on the 84-acre site. During negotiations it was agreed that additional acreage would be required for both storm water detention and road access. Discussion followed, and the motion was unanimously approved by roll call vote (9-0).

Proposed Resolution 2025-2711; Approving the Execution of an Annexation Agreement with the City of St. Charles and GSI Family Investments of Arizona LLC

Chairman Puchalski read into record Proposed Resolution 2025-2711. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2025-2711; Approving the Execution of an Annexation Agreement with the City of St. Charles and GSI Family Investments of Arizona LLC. The **motion was seconded** by Commissioner Chavez. There was no further discussion, and the motion passed unanimously by roll call vote (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. The **motion was seconded** by Commissioner Hacker and was passed unanimously by roll call vote (9-0). The Regular Board was recessed to Executive Session at 4:33 p.m. and was reconvened at 4:48 p.m. Upon the roll call, a quorum was present for the remainder of the Regular Board Meeting.

OTHER BUSINESS

None

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 LaMantia and was passed unanimously by voice vote; the meeting was adjourned at 4:49 p.m.



Donald E. Puchalski, Chairman

(ATTEST)


Karyn M. Charvat, Secretary