

**DuPAGE AIRPORT AUTHORITY
REGULAR BOARD MEETING
WEDNESDAY, NOVEMBER 15, 2023**

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, November 15, 2023. Chair LaMantia called the meeting to order at 3:13 p.m. and a 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; 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; Becky Taylor, Senior Account; Brian DeCoudres, DuPage Flight Center General Manager.

Others in Attendance: Dan Pape, CMT; Steve McLaughlin, Burns & McDonnell, Craig Louden, CMT; Mark Moran, NAI Hiffman.

Members of the Press: None

PUBLIC COMMENT

None

APPROVAL OF MINUTES

Chair LaMantia asked for additions or corrections to the minutes of the September 13, 2023, Internal Policy and Compliance 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 (9-0).

Chair LaMantia asked for additions or corrections to the minutes of the September 15, 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 (9-0).

Chair LaMantia asked for additions or corrections to the minutes of the September 15, 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 Chavez and passed by a roll call vote (9-0).

Chair LaMantia asked for additions or corrections to the minutes of the September 15, 2023, 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 Chavez and passed by a roll call vote (9-0).

Chair LaMantia asked for additions or corrections to the minutes of the September 15, 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 (9-0).

Chair LaMantia asked for additions or corrections to the minutes of the November 3, 2023 Special 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 Davis and passed by a roll call vote (9-0).

DIRECTOR'S REPORT

Executive Director Doles congratulated Commissioner Davis on being chosen by *Crain's Chicago Business* for the 2023, 40 Under 40 list.

Executive Director Doles informed the Board of Commissioners that the preliminary report from the DuPage Air Traffic Control Tower shows approximately 117,000 operations thus far and is on track to possibly reach 130,000 operations by the end of 2023.

Fuel sales are down 1.9% from last year's record month of September, while 100LL is up 28.4%.

Prairie Landing Golf Club rounds remain strong, with approximately 28,223 year to date. Mr. Hoard informed Executive Director Doles of the plan to close the course this year on November 19.

Mr. Doles advised the Commissioners of the lawsuit that was filed by the City of St. Charles regarding the neglected Pheasant Run property. The court approved the City of St. Charles to spend approximately \$2.4M for the demolition and clean-up process.

DuPage County Chair, Deb Conroy received a presentation and tour of the facilities on October 25, 2023.

Staff is in discussions with the DuPage County Transportation Department regarding the upgrade project of Fabyan Parkway. This project will possibly require easement and property to be purchased on either side of the road. This project will impact signage at the south end of the DuPage Business Park.

On October 7, 2023 the West Chicago Fire Department and surrounding fire departments held a live Aircraft Rescue & Fire Fighting drill. The simulation allowed the departments to test out mutual aid, communication, procedures, and equipment.

REVIEW OF FINANCIAL STATEMENTS

Patrick Hoard reviewed the Financial Statements for October 2023 and discussion followed.

REPORT OF COMMITTEES

Finance, Budget, and Audit Committee:

Commissioner Ledonne advised that the Finance, Budget, and Audit Committee met twice in the month of November. Commissioner Ledonne commended the Finance department on the presentation of the FY24 budget. Mr. Ledonne stated all items on today's agenda passed through the Committee.

Capital Development, Leasing, and Customer Fees Committee:

Commissioner Davis stated the committee did meet, and all items are recommended 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 Golf Committee did not meet today.

DuPage Business Center:

Mark Moran stated the two groups with sizable parcels remaining, are working through the due diligence process within the DuPage Business Park. He is hopeful the two parcels will close next year. The third remaining sizable parcel that was under contract was terminated solely due to economic reasons by the purchaser. Mr. Moran stated NAI Hiffman would continue to market the smaller parcels within the DuPage Business Park.

OLD BUSINESS

None

AIRPORT LAYOUT PLAN PRESENTATION

Craig Lauden, CMT presented to the Board of Commissioners the Airport Layout Plan (ALP). Mr. Lauden thanked the Board of Commissioners for the opportunity to present the layout today. The Federal Aviation Administration (FAA) has the final approval of the ALP. Mr. Lauden advised the priorities of the DuPage Airport being widening runway 10/28, financial strategy for rehabilitation of 2L/20R, and land holdings to develop future aeronautical/nonaeronautical additional infrastructure. The ALP project began in 2017 and the first forecast of aviation demand was submitted in 2018, that forecast was approved by the FAA two months ago. Mr. Lauden informed the Board of Commissioners that the ALP was submitted to the FAA well over three years ago and has not yet been approved. The reason for the delay is the FAA's lack of sufficient staff to complete all the workload. Mr. Lauden stated the airfield highlights, pavement conditions, and additional operations projected to utilize DuPage Airport. Discussion followed.

NEW BUSINESS

Approving the 2024 Board and Committee Meeting Calendar.

Chair LaMantia read into record this proposed agenda item. A **MOTION** was made by Commissioner Ledonne to approve the 2024 Board and Committee Meeting Calendar. The **motion was seconded** by Commissioner Davis after a brief discussion. The motion was passed by roll call vote (9-0).

Proposed Ordinance 2023-388; Adopting the Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year beginning January 1, 2024 and Ending December 31, 2024.

Chair LaMantia read into record Proposed Ordinance 2023-388. A **MOTION** was made by Commissioner Ledonne to approve Proposed Ordinance 2023-388; Adopting the Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year beginning January 1, 2024 and Ending December 31, 2024. The **motion was seconded** by Commissioner Guinti. There was no further discussion and the motion passed unanimously by roll call vote (9-0).

Proposed Ordinance 2023-389; An Ordinance of the DuPage Airport Authority Levying Taxes for the Fiscal Year Beginning January 1, 2024 and Ending December 31, 2024.

Chair LaMantia read into record Proposed Ordinance 2023-389. A **MOTION** was made by Commissioner Ledonne to approve Proposed Ordinance 2023-389; An Ordinance of the DuPage Airport Authority Levying Taxes for the Fiscal Year Beginning January 1, 2024 and Ending December 31, 2024. The **motion was seconded** by Commissioner Chavez. There was no further discussion and the motion unanimously passed by roll call vote (9-0).

Proposed Resolution 2023-2621; Authorizing the Execution of a DuPage County Joint Purchasing Contract with Al Warren Oil Company, Inc. for the Procurement of Gasoline and Diesel Fuel.

Approves a joint purchasing contract for the as-needed procurement of gasoline and diesel fuel at \$0.0450 fixed markup on the daily published Oil Price Information Service low-rate benchmark.

Chair LaMantia read into record Proposed Resolution 2023-2621. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2023-2621; Authorizing the Execution of a DuPage County Joint Purchasing Contract with Al Warren Oil Company, Inc. for the Procurement of Gasoline and Diesel Fuel. The **motion was seconded** by Commissioner Davis. There was no further discussion and the motion passed unanimously by roll call vote (9-0).

Proposed Resolution 2023-2622; Authorizing the Procurement of One (1) 2024 Ford T-350 Cargo Van from the State of Illinois Joint Purchasing Contract.

Approves the procurement of one (1) 2024 Ford T-350 Cargo Van from the State of Illinois Joint Purchasing Contract for a total cost of \$62,802 F.O.B. DuPage Airport.

Chair LaMantia read into record Proposed Resolution 2023-2622. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2023-2622; Authorizing the Procurement of One (1) 2024 Ford T-350 Cargo Van from the State of Illinois Joint Purchasing Contract. The **motion was seconded** by Commissioner Davis. There was no further discussion and the motion passed unanimously by roll call vote (9-0).

Proposed Resolution 2023-2623; Authorizing the Execution of a Cash Farm Lease with Donald and Beth Young.

Approves a three (3) year cash farm lease for 163 acres at \$357 per acre, \$58,191 annual rent.

Chair LaMantia read into record Proposed Resolution 2023-2623. The **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2023-2623; Authorizing the Execution of a Cash Farm Lease with Donald and Beth Young. The motion was seconded by Commissioner Davis. There was no further discussion and the motion passed unanimously by roll call vote (9-0).

Proposed Resolution 2023-2624; Authorizing the Execution of a Cash Farm Lease with Galusha Farm, LLC.

Approves a one (1) year cash farm lease, subject to two (2) one-year extensions for 95 acres at \$125 per acre, \$11,875 annual rent.

Chair LaMantia read into record Proposed Resolution 2023-2624. The **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2023-2624; Authorizing the Execution of a Cash Farm Lease with Galusha Farm, LLC. The **motion was seconded** by Commissioner Puchalski. There was no further discussion and the motion passed unanimously by roll call vote (9-0).

Proposed Resolution 2023-2625; Authorizing the Execution of a Cash Farm Lease with Jeff Laczynski.

Approves a one (1) year cash farm lease, subject to two (2) one-year extensions for 25 acres at \$125 per acre, \$3,125 annual rent.

Chair LaMantia read into record Proposed Resolution 2023-2625. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2023-2625; Authorizing the Execution of a Cash Farm Lease with Jeff Laczynski. The **motion was seconded** by Commissioner Davis. There was no further discussion and the motion passed unanimously by roll call vote (9-0).

Proposed Resolution 2023-2626; Authorizing the Execution of a Hangar and Office Lease Agreement with Exelon Business Services Company, LLC.

Approves a seven (7) year lease agreement with Exelon Business Services Company, LLC.

Chair LaMantia read into record Proposed Resolution 2023-2626. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2023-2626; Authorizing the Execution of a Hangar and Office Lease Agreement with Exelon Business Services Company, LLC. The motion was seconded by Commissioner Chavez. There was no further discussion and the motion passed unanimously by roll call vote (8-0). Commissioner Davis abstained.

Proposed Resolution 2023-2627; Authorizing the Execution of an Office Lease Agreement with Luetkehans, Brady, Garner, & Armstrong, LLC.

Approves a five (5) year lease with Luetkehans, Brady, Garner & Armstrong, LLC. with a five (5) year option.

Chair LaMantia read into record Proposed Resolution 2023-2627. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2023-2627; Authorizing the Execution

of an Office Lease Agreement with Luetkehans, Brady, Garner, & Armstrong, LLC. The **motion was seconded** by Commissioner Puchalski. There was no further discussion and the motion passed unanimously by roll call vote (9-0).

Proposed Resolution 2023-2628; Authorizing the Execution of a Design-Build Contract with Wight & Company for DuPage Flight Center Tenant Offices Build-Out.

Approves a design-build contract for 3rd floor Flight Center tenant offices build-out for a guaranteed maximum price not-to-exceed \$1,603,291, which includes a \$20,000 owner's contingency.

Chair LaMantia read into record Proposed Resolution 2023-2628. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2023-2628; Authorizing the Execution of a Design-Build Contract with Wight & Company for DuPage Flight Center Tenant Offices Build-Out. The **motion was seconded** by Commissioner Davis. There was no further discussion and the motion passed unanimously by roll call vote (9-0).

Proposed Resolution 2023-2629; Authorizing the Execution of an Option Agreement with BAP Power Corporation DBA Cenergy Power for a Ground Lease for a Solar Array Facility.

Approves an option agreement for one-hundred eighty (180) days with BAP Power Corporation DBA Cenergy Power with a potential ninety (90) day extension for the possible ground lease and development of a solar array facility.

Chair LaMantia read into record Proposed Resolution 2023-2629. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2023-2629; Authorizing the Execution of an Option Agreement with BAP Power Corporation DBA Cenergy Power for a Ground Lease for a Solar Array Facility. The **motion was seconded** by Commissioner Chavez. There was no further discussion and the motion passed unanimously by roll call vote (9-0).

Proposed Resolution 2023-2630; Authorizing the Execution of Non-Exclusive Temporary Construction Easements and Non-Exclusive Permanent Stormwater Facility and Management Easement Agreements.

Approves both temporary construction and permanent stormwater easements to support the reconstruction and upgrade of Kautz Road.

Chair LaMantia read into record Proposed Resolution 2023-2630. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2023-2630; Authorizing the Execution of Non-Exclusive Temporary Construction Easements and Non-Exclusive Permanent Stormwater Facility and Management Easement Agreements. The **motion was seconded** by Commissioner Chavez. There was no further discussion and the motion passed unanimously by roll call vote (9-0).

Proposed Resolution 2023-2631; Authorizing the Execution of the Seventh Amendment to Vacant Land Purchase Agreement with BI Developer LLC.

Chair LaMantia read into record Proposed Resolution 2023-2631. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2023-2631; Authorizing the Execution of the Seventh 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 unanimously by roll call vote (9-0).

Proposed Resolution 2023-2632; Authorizing the Execution of the Eighth Amendment to Vacant Land Purchase Agreement with Patriot Development Group, LLC.

Chair LaMantia read into record Proposed Resolution 2023-2632. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2023-2632; Authorizing the Execution of the Eighth Amendment to Vacant Land Purchase Agreement with Patriot Development Group, LLC. The **motion was seconded** by Commissioner Puchalski. 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 Ledonne 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; and the Discussion and Semi-Annual Review of Lawfully Closed Executive Session Minutes. 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 4:03 p.m. and was reconvened at 4:47 p.m. Upon roll call vote, a quorum was present for the remainder of the Regular Board Meeting.

OTHER BUSINESS

Proposed Resolution 2023-2633; Disclosure of Executive Session Minutes.

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

Chair LaMantia read into record Proposed Resolution 2023-2633. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2023-2633; Disclosure of Executive Session Minutes. The motion was seconded by Commissioner Davis. There was no further discussion and the motion passed unanimously by roll call vote (9-0).

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

Chair LaMantia read this agenda item into record. A **MOTION** was made by Commissioner Ledonne to approve the Possible Action of Providing a Merit Increase to the Executive Director. The **motion was seconded** by Commissioner Davis. Discussion followed, and the motion passed unanimously by roll call vote (9-0).

Declaration of Vacancy of DuPage Airport Authority Office


Chair LaMantia read this agenda item into record. Chair LaMantia stated for personal reasons is she resigning as Chair of the Board of Commissioners of the DuPage Airport Authority but will remain a Commissioner. Ms. LaMantia recommended the Commissioners elect Donald Puchalski as Chair. Commissioner Ledonne made a **MOTION** to declare a vacancy to the DuPage Airport Authority Board Chair. The **motion was seconded** by Commissioner Hacker. The motion passed by roll call vote of (9-0).

Election to Fill DuPage Airport Authority Office

Vice-Chairman Chavez acted as interim Chairman. Interim Chairman Chavez asked for a motion to fill the Chair Vacancy of the DuPage Airport Authority Board of Commissioners. Commissioner Ledonne made a **MOTION** to elect Commissioner Donald Puchalski as Chairman of the DuPage Airport Authority Board of Commissioners. The **motion was seconded** by Commissioner Hacker. There was no further discussion and the motion passed by roll call vote (8-0). Commissioner Puchalski abstained.

Chair Puchalski stated with the strength of the current members and staff he is honored to be Chairman of the Board for the DuPage Airport Authority. Chair Puchalski thanked the Commissioners for the opportunity to serve.

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 Hacker and was passed unanimously by voice vote; the meeting was adjourned at 4:58 p.m.



Donald E. Puchalski, Chairman

(ATTEST)


Karyn M. Charvat, Secretary