

**DuPAGE AIRPORT AUTHORITY  
FINANCE, BUDGET, AND AUDIT COMMITTEE  
WEDNESDAY, NOVEMBER 19, 2025**

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A meeting of the Finance, Budget, and Audit Committee of the DuPage Airport Authority Board of Commissioners was convened at the DuPage Flight Center Building, Third Floor Conference Room, 2700 International Drive, West Chicago, Illinois on Wednesday, November 19, 2025. Committee Chairman Ledonne called the meeting to order at 3:05 p.m. A physical quorum was present for the committee meeting. Committee Chairman Ledonne attended the meeting telephonically, due to employment purposes.

**Commissioners Present:** Charvat, Davis, Giunti, Ledonne, Ligino-Kubinski  
**Commissioners Absent:** Chavez

**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; Becky Taylor, Senior Account.

**Others:** Dan Pape, CMT; Paul Kubinski, Citizen.

**OLD BUSINESS**

None

**NEW BUSINESS**

**Proposed Ordinance 2025-406; Adopting the Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2026 and Ending December 31, 2026.**

Committee Chairman Ledonne read into record Proposed Ordinance 2025-406. A **MOTION** was made by Commissioner Davis to recommend Board approval of Proposed Ordinance 2025-406; Adopting the Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year Beginning January 1, 2026 and Ending December 31, 2026. The **motion was seconded** by Commissioner Ligino-Kubinski. Executive Director explained that the Tentative Budget plan presented today is the same version previously shared at the Special Finance, Budget and Audit Committee Meeting on October 27, 2025. Mr. Doles advised that this item is also on the Board's agenda for consideration. Upon approval, the Tentative Budget and Appropriations Ordinance will be forwarded to DuPage County Chair Conroy's office for a 30-day review process. A public hearing is scheduled for January 5, 2026, and final approval of the Tentative Budget and Appropriations will occur during the January Board meeting. Committee Chairman Ledonne expressed appreciation to all involved for their hard work and contributions throughout the budget process. There was no further discussion and the motion passed by roll call vote (4-0).

**Proposed Ordinance 2025-407; An Ordinance of the DuPage Airport Authority Levying Taxes for the Fiscal Year Beginning January 1, 2025 and Ending December 31, 2025.**

Committee Chairman Ledonne read into record Proposed Ordinance 2025-407. A **MOTION** was made by Commissioner Davis to recommend Board approval of Proposed Ordinance 2025-407; An Ordinance of the DuPage Airport Authority Levying Taxes for the Fiscal Year Beginning January 1, 2025 and Ending December 31, 2025. The **motion was seconded** by Commissioner Ligino-Kubinski. Executive Director Doles advised that the tax levy is a statutory requirement, which has remained unchanged since 2012. The levy remains at \$5,976,024 is used to fund safety and security initiatives as well as capital/major maintenance projects. There was no further discussion and the motion passed by roll call vote (4-0).

**Proposed Resolution 2025-2725; Award of Contract to Aviatrix Communications, LLC for Website Development and Hosting Services.**

Committee Chairman Ledonne read into record Proposed Resolution 2025-2725. A **MOTION** was made by Commissioner Davis to recommend Board approval of Resolution 2025-2725; Award of Contract to Aviatrix Communications, LLC for Website Development and Hosting Services. The **motion was seconded** by Commissioner Ligino-Kubinski. Ms. Kietzman explained that this agenda item is to award a contract to Aviatrix Communications, LLC for website redesign and hosting. A major component of the project is ensuring that all three websites are Americans with Disabilities Act (ADA) compliant. Ms. Kietzman advised that the websites for Prairie Landing Golf Club, DuPage Flight Center and the DuPage Airport Authority were designed in 2013. A Request for Proposal was issued in July, and 33 responses were received and reviewed. Executive Director Doles assigned an evaluation panel consisting of one staff member from the DuPage Flight Center, two staff members from both the DuPage Airport Authority and Prairie Landing Golf Club to review all proposals and create a shortlist of firms. The panel concluded that Aviatrix Communications, LLC was the most capable of delivering the required services. Ms. Kietzman discussed the terms of the contract and added the possibility of two one-year extensions with a 3% annual increase. Commissioner Davis questioned how Aviatrix Communications, LLC was chosen. Ms. Kietzman responded that the firm has extensive experience in aviation-related websites, ADA Compliance, and scored highest in a point scoring system. Executive Director Doles added that the Aviatrix Communications, LLC has an office in Rochelle, IL which will serve as the main point of contact for the project. There was no further discussion and the motion passed by roll call vote (4-0).

**OTHER BUSINESS**

None

Commissioner Davis made a **MOTION** to adjourn the Finance, Budget, and Audit Committee Meeting; the **motion was seconded** by Commissioner Ligino-Kubinski and was passed by a unanimous voice vote. The committee meeting was adjourned at 3:13 p.m.



**Michael V. Ledonne, Chairman  
Finance, Budget, and Audit Committee**