

**DuPAGE AIRPORT AUTHORITY  
REGULAR BOARD MEETING  
WEDNESDAY, NOVEMBER 19, 2025**

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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, November 19, 2025. Chairman Puchalski called the meeting to order at 4:00 p.m. and a physical quorum was present for the meeting. Commissioner Ledonne attended the Board meeting telephonically due to employment purposes.

**Commissioners Present:** Charvat, Davis, Giunti, Hacker, LaMantia, Ledonne, Ligino-Kubinski, Puchalski

**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; Brian DeCoudres, Director of the DuPage Flight Center; Becky Taylor, Senior Accountant.

**Others in Attendance:** Phil Luetkehans, of Luetkehans, Brady, Garner, and Armstrong LLC; Dan Pape, CMT; Paul Kubinski, Citizen; Mary Soderstrum, Avcon; John Whitehead, NAI Hiffman; Mark Moran, NAI Hiffman.

**Members of the Press:** None

#### **PUBLIC COMMENT**

None

Chairman Puchalski asked for a motion of Board approval for Commissioner Ledonne 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 Davis. The Board unanimously voted to approve (7-0).

#### **APPROVAL OF MINUTES**

A **MOTION** was made by Commissioner Davis to combine and approve the following meeting minutes:

- September 17, 2025 Finance, Budget, Audit Committee Meeting
- September 17, 2025 Capital Development, Leasing, and Customer Fees Committee
- September 17, 2025 Regular Board Meeting.

The **motion was seconded** by Commissioner Ligino-Kubinski. There was no further discussion, and the Board unanimously voted to approve (8-0).

Chairman Puchalski asked for any additions or corrections to the minutes of the October 27, 2025 Special Finance, Budget, and Audit Committee Meeting and there were none. Commissioner LaMantia made a **MOTION** to approve the minutes. The **motion was seconded** by Commissioner Davis. There was no further discussion and the Board unanimously voted to approve (8-0).

### **DIRECTOR'S REPORT**

Executive Director Doles reported operational data will be available tomorrow and once finalized Mr. Doles will distribute the information to the Board of Commissioners. Through September, total airport operations are down 8.1% year to date. Mr. Doles advised that DuPage Airport remains the third busiest airport in Illinois.

Fuel sales continue to perform strongly with Jet-A sales up 2.4% and 100LL sales are up 9.1% year to date. Total fuel sales for 2025 total approximately 2.4 million gallons.

Prairie Landing Golf Club total rounds played in October increased by 3.1% compared to October 2024. Mr. Doles advised that in the month of October 3,144 rounds were played.

Executive Director Doles advised that the Tentative Budget is on the agenda for Board approval today. Mr. Doles reported that the Special Finance, Budget, and Audit Committee met on October 17, 2025, during which an in-depth review of the Tentative Budget occurred. The budget was reviewed again during today's Finance, Budget and Audit Committee Meeting. Upon Board approval, the Tentative Budget will be submitted to DuPage County Chair Conroy's office for a 30-day review process. The Public Hearing is scheduled for January 5, 2026, with final Board approval anticipated on January 21.

A solar farm ground lease is included on today's agenda for consideration, and Mr. Doles advised that staff does not have any items to present to the Board for the December 17, 2025 meeting. Chairman Puchalski advised staff to cancel the meeting.

### **REVIEW OF FINANCIAL STATEMENTS**

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

### **REPORT OF COMMITTEES**

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

Commissioner Ledonne stated the Finance, Budget, and Audit Committee did meet in October for the Special Finance, Budget and Audit Committee Meeting to review the Tentative Budget and Appropriations. The committee also met today all agenda items passed unanimously.

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

Commissioner Davis advised that the Finance, Budget, and Audit Committee met today, all items passed unanimously.

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

Chairman Puchalski advised that the Committee did not meet, and no report was given.

**Golf Committee:**

Commissioner Guinti advised that the Committee did not meet, and no report was given.

**DuPage Business Center:**

John Whitehead reported that development activity has remained slowed, with many developers delaying projects due to market uncertainty. Mr. Whitehead stated there are indications of renewed momentum with activity in submarkets near I-80, I-55, and O'Hare airport. Mr. Whitehead noted inquiries continue to be submitted to NAI Hiffman with interest coming from end users rather than developers. Mark Moran reported that are privately owned sites on the east side of Fabyan Parkway are being marketed for sale. A development group is planning on constructing speculative buildings in the spring of 2026, creating positive development in the area.

**OLD BUSINESS**

None

**NEW BUSINESS**

**Approving the 2026 Board Meeting Calendar**

Chairman Puchalski read into record Approving the 2026 Board Calendar. A **MOTION** was made by Commissioner LaMantia to approve the 2026 Board Meeting Calendar. The **motion was seconded** by Commissioner Ligino-Kubinski. There was no further discussion, and the Board voted unanimously to approve (8-0).

**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.**

Chairman Puchalski read into record Proposed Ordinance 2025-406. A **MOTION** was made by Commissioner LaMantia to approve 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 Doles acknowledged and thanked staff for their extensive work in developing a comprehensive budget. Upon adoption, the Tentative Budget will be forwarded to DuPage County Chair Conroy's office for the required 30-day review period. A Public Hearing is scheduled for January 5, 2026 to satisfy statutory requirements. The final budget adoption is planned for January 21, 2026. Executive Director Doles noted that the proposed budget prioritizes the safest possible airport operations, with no reduction in service, and continued funding of safety and security. This budget maintains an operating surplus and provides the financial ability to address possible catastrophic events. Mr. Doles discussed the high-level review of the Tentative Budget and Appropriations Ordinance. Chairman Puchalski thanked staff and Finance Committee members for all the effort to finetune the budget. There was no further discussion and the motion passed by roll call vote (8-0).

**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.**

Chairman Puchalski read into record Proposed Ordinance 2025-407. A **MOTION** was made by Commissioner LaMantia to approve 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 noted the levy has remained unchanged since 2012. There was no further discussion and the motion passed by roll call vote (8-0).

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

Chairman Puchalski read into record Proposed Resolution 2025-2725. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2025-2725; Award of Contract to Aviatrix Communications, LLC for Website Development and Hosting Services. The **motion was seconded** by Commissioner Ligino-Kubinski. There was no further discussion, and the Board voted unanimously to approve (8-0).

**Proposed Resolution 2025-2726; Ratification of the Executive Director's Execution of a Change Order to the Contract with The Stone Group for Maintenance Building Trench Drain Replacement – Phase I.**

Chairman Puchalski read into record Proposed Resolution 2025-2726. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2025-2726; Ratification of the Executive Director's Execution of a Change Order to the Contract with The Stone Group for Maintenance Building Trench Drain Replacement – Phase I. The **motion was seconded** by Commissioner Davis. There was no further discussion, and the Board voted unanimously to approve (8-0).

**Proposed Resolution 2025-2727; Authorizing the Execution of a Design, Planning and Special Services Phase Engineering Services Agreement with Crawford, Murphy & Tilly, Inc. for the Airport Improvement Project Known as: Rehabilitate Taxiway C – Phase 2.**

Chairman Puchalski read into record Proposed Resolution 2025-2727. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2025-2727; Authorizing the Execution of a Design, Planning and Special Services Phase Engineering Services Agreement with Crawford, Murphy & Tilly, Inc. for the Airport Improvement Project Known as: Rehabilitate Taxiway C – Phase 2. The **motion was seconded** by Commissioner Davis. There was no further discussion, and the Board voted unanimously to approve (8-0).

**Proposed Resolution 2025-2728; Authorizing the Execution of a Design, Planning and Special Services Phase Engineering Services Agreement with Crawford, Murphy & Tilly, Inc. for the Airport Improvement Project Known as: Construct Inter-Airport Road.**

Chairman Puchalski read into record Proposed Resolution 2025-2728. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2025-2728; Authorizing the Execution of a Design, Planning and Special Services Phase Engineering Services Agreement with Crawford, Murphy & Tilly, Inc. for the Airport Improvement Project Known as: Construct Inter-Airport Road. The **motion was seconded** by Commissioner Davis. There was no further discussion, and the Board voted unanimously to approve (8-0).

**Proposed Resolution 2025-2729; Authorization the Execution of a Ground Lease with BAP DuPage LLC.**

Chairman Puchalski read into record Proposed Resolution 2025-2729. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2025-2729; Authorization the Execution of a Ground Lease with BAP DuPage LLC. The **motion was seconded** by Commissioner Davis. There was no further discussion, and the Board voted unanimously to approve (8-0).

**RECESS TO EXECUTIVE SESSION**

A **MOTION** was made by Commissioner LaMantia to recess to Executive Session for the discussion of Employee Matters 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 (8-0). The Regular Board was recessed to Executive Session at 4:23 p.m. and was reconvened at 4:27 p.m. Upon the roll call, a quorum was present for the remainder of the Regular Board Meeting.

**OLD BUSINESS**

None

**OTHER BUSINESS**

None

**Proposed Resolution 2025-2730; Disclosure of Executive Session Minutes.**

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

Chairman Puchalski read into record 2025-2730. A **MOTION** was made by Commissioner Hacker to approve Proposed Resolution 2025-2730; Disclosure of Executive Session Minutes. The **motion was seconded** by Commissioner Ligino-Kubinski. There was no further discussion, and the Board voted unanimously to approve (8-0).

**Discussion and Possible Action of Providing a Bonus to the Executive Director.**

Chairman Puchalski read into record Possible Action of Providing a Bonus to the Executive Director. A **MOTION** was made by Commissioner Charvat to approve a bonus in the amount of \$3,500 to Executive Director Doles. The **motion was seconded** by Commissioner Ligino-Kubinski. There was no further discussion and the Board voted to unanimously to approve (8-0).

A **MOTION** was made by Commissioner LaMantia 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 4:28 p.m.



**Donald E. Puchalski, Chairman**

**(ATTEST)**



**Karyn M. Charvat, Secretary**