

**DuPAGE AIRPORT AUTHORITY
REGULAR BOARD MEETING
WEDNESDAY, NOVEMBER 20, 2024**

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 20, 2024. Chairman Puchalski called the meeting to order at 3:00 p.m. and a physical quorum was present for the meeting.

Commissioners Present: Chavez, Davis, Charvat, 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.

Others in Attendance: Dan Pape, CMT; Jim Adler, NAI Hiffman.

Members of the Press: None

PUBLIC COMMENT

None

APPROVAL OF MINUTES

Chairman Puchalski asked for additions or corrections to the minutes of the September 18, 2024, Finance, Budget, & Audit Committee Meeting. Commissioner Ledonne made a **MOTION** to approve the minutes. The **motion was seconded** by Commissioner Davis and the Board voted unanimously to approve (9-0).

Chairman Puchalski asked for additions or corrections to the minutes of the September 18, 2024, Regular Board Meeting. Commissioner Ledonne made a **MOTION** to approve the minutes. The **motion was seconded** by Commissioner LaMantia and the Board voted unanimously to approve (9-0).

Chairman Puchalski asked for additions or corrections to the minutes of the November 7, 2024, Special Finance, Budget, & Audit Committee Meeting. Commissioner Ledonne made a **MOTION** to approve the minutes. The **motion was seconded** by Commissioner Davis and the Board voted unanimously to approve (9-0).

DIRECTOR'S REPORT

Executive Director Doles advised that operations are currently up 22.6% year over year, totaling over 144,503. Aviation fuel sales for the month of October were down 3.9% for Jet-A, while 100LL fuel is up 28.1%. Total for the month of October, Jet-A gallons sold were down 6.9%, while 100LL gallons are up 30%. Jet-A budgeted gallons sold year to date are down 4.5% and 100LL gallons are 46.1% above budgeted gallons. Executive Director Doles advised the combined total of fuel gallons sold for the year is 2,343,769 gallons.

Prairie Landing Golf Course rounds for the month of October are 3,386. Mr. Doles advised that this is a 40.5% increase from October 2023. The total number of rounds for the year as of November 19, 2024 are reported at 29,208.

Executive Director Doles reviewed the Budget outline and advised that the Tentative Budget is on today's agenda for approval. Mr. Doles informed that once approved the Tentative Budget will be sent to the Office of the DuPage County Chair's Office for the review process. Mr. Doles commended staff's hard work to compile this attainable budget.

Mr. Doles advised the aviation easement acquisitions for the westside have all been fully funded and we are awaiting final documents from the Kane County Court systems.

Executive Director Doles advised of the current Request for Proposal regarding aviation fuel. Mr. Doles stated that the aviation fuel contract is competed every five years. The current contract with Phillips 66 and expires on March 31, 2025. The proposals will be reviewed by staff and airport consultant Jeff Kohlman to tabulate and gather a matrix for Board approval at the January Board meeting. The contract will commence on April 1, 2025.

Executive Director Doles stated that staff, airport maintenance crews, and plumbing contractors coordinated an emergency repair to the watermain located outside the Prairie Landing Golf Course Grill Room. The issue occurred over the weekend on October 26 and crews were able to keep disruptions to a minimum.

Mr. Doles advised that Jessica Broadway-Young will be taking a new position within the FAA. Ms. Broadway-Young has been the Air Traffic Control Tower Chief for the past three years.

Executive Director Doles stated on today's agenda is a Resolution commemorating Tom Cleveland's years of service to the DuPage Airport Authority.

REVIEW OF FINANCIAL STATEMENTS

Patrick Hoard reviewed the Financial Statements for October 2024 and discussion followed.

REPORT OF COMMITTEES

Finance, Budget, and Audit Committee:

Commissioner Ledonne advised that the Finance, Budget, and Audit Committee met twice this month, on November 7 and November 20. Commissioner Ledonne thanked staff for their great job compiling fiscal year 2025 budget. Commissioner Ledonne stated that all items on today's agenda passed favorably.

Capital Development, Leasing, and Customer Fees Committee:

Commissioner Davis stated the committee did meet, all items on today's agenda unanimously approved.

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:

Jim Adler, reported that partners are speaking with a user for a cold storage 200,000 square feet facility. Currently the user is looking at the site north of Roosevelt Road. Mr. Adler advised that there could be a height requirement which may pose an issue. Mr. Adler went on to say that speculative development has muted due to interest rates. There is optimism for additional development within the DuPage Business Park in 2025.

OLD BUSINESS

None

NEW BUSINESS

Approving the 2025 Board and Committee Meeting Calendar.

Chairman Puchalski asked for any additions or corrections to the calendar presented. Commissioner LaMantia requested the meeting's start time changed to an hour later than scheduled. Discussion followed. A **MOTION** was made by Commissioner Ledonne to approve the amended 2025 Board Calendar to reflect a later start time. The **motion was seconded** by Commissioner LaMantia. The Board voted unanimously to approve as amended (9-0).

Proposed Ordinance 2024-401; Adopting the Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year beginning January 1, 2025 and Ending December 31, 2025.

Chairman Puchalski read into the record Proposed Ordinance 2024-401. A **MOTION** was made by Commissioner Ledonne to approve Proposed Ordinance 2024-401; Adopting the Tentative Budget and Appropriations Ordinance for the DuPage Airport Authority for the Fiscal Year beginning January 1, 2025 and Ending December 31, 2025. The **motion was seconded** by Commissioner Davis. Executive Director Doles added that there was a typographical date error

for the listing of this item on the agenda. The date listed for this item on the agenda appeared as January 1, 2024 and Ending December 31, 2024 and was changed to January 1, 2025 and Ending December 31, 2025. There was no further discussion, and the motion passed unanimously (9-0).

Proposed Ordinance 2024-402; An Ordinance of the DuPage Airport Authority Levying Taxes for the Fiscal Year Beginning January 1, 2024 and Ending December 31, 2024.

Chairman Puchalski read into the record Proposed Ordinance 2024-402. A **MOTION** was made by Commissioner Ledonne to approve Proposed Ordinance 2024-402; 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 Davis. Executive Director Doles stated this Ordinance will be filed with the DuPage County Clerk's office. There was no further discussion, and the motion passed unanimously (9-0).

Proposed Resolution 2024-2680; Authorizing the Execution of a Cash Farm Lease with Donald Young.

Approves a 3-Year Cash Farm Lease for 184 acres. \$46,184 annual rent.

Chairman Puchalski read into the record Proposed Resolution 2024-2680. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2024-2680; Authorizing the Execution of a Cash Farm Lease with Donald Young. The **motion was seconded** by Commissioner Davis. There was no further discussion, and the motion passed unanimously (9-0).

Proposed Resolution 2024-2681: Ratifying the Executive Director's Execution of a Change Order to the Contract with Omni-Pump Repairs, Inc. for Stormwater Lift Station Vertical Turbine Pump Refurbishment.

Ratifies the execution of a Change Order in the amount of \$13,550 for replacement of pump components.

Chairman Puchalski read into the record Proposed Resolution 204-2681. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2024-2681: Ratifying the Executive Director's Execution of a Change Order to the Contract with Omni-Pump Repairs, Inc. for Stormwater Lift Station Vertical Turbine Pump Refurbishment. The **motion was seconded** by Commissioner Chavez. There was no further discussion, and the motion passed unanimously (9-0).

Proposed Resolution 2024-2682; Ratifying the Executive Director's Execution of a Change Order to the Contract with Berglund Construction Company for Hangar Façade Maintenance.

Ratifies the execution of a Change Order in the amount of \$77,596.80 for replacement of the window mullion system at the North High Tail Hangar offices.

Chairman Puchalski read into the record Proposed Resolution 2024-2682. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2024-2682; Ratifying the Executive Director's Execution of a Change Order to the Contract with Berglund Construction

Company for Hangar Façade Maintenance. The **motion was seconded** by Commissioner Chavez. There was no further discussion, and the motion passed unanimously (9-0).

Proposed Resolution 2024-2683; Authorizing the Execution of a Change Order to the Work Agreement with Commonwealth Edison for the Relocation of Overhead Electric Utilities.

Approves a Change Order in the amount of \$17,665.30 for additional labor and equipment required to complete the relocation of overhead electric utilities.

Chairman Puchalski read into the record Proposed Resolution 2024-2683. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2024-2683; Authorizing the Execution of a Change Order to the Work Agreement with Commonwealth Edison for the Relocation of Overhead Electric Utilities. The **motion was seconded** by Commissioner Chavez. There was no further discussion, and the motion was passed unanimously (9-0).

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 Semi-Annual Review of Lawfully Closed Executive Session Minutes. The **motion was seconded** by Commissioner Ledonne and was passed unanimously by roll call vote (9-0). The Regular Board was recessed to Executive Session at 3:15 p.m. and was reconvened at 3:29 p.m. Upon the roll call, a quorum was present for the remainder of the Regular Board Meeting.

OTHER BUSINESS

Proposed Resolution 2024-2684; 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.

Chairman Puchalski read into the record Proposed Resolution 2024-2684. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2024-2684; Disclosure of Executive Session Minutes. The **motion was seconded** by Commissioner Chavez. There was no further discussion and the motion passed unanimously (9-0).

Proposed Resolution 2024-2685; Commemorating the Services of Thomas R. Cleveland as Director, Operations & Facilities of the DuPage Airport Authority.

Executive Director Doles read Proposed Resolution 2024-2685 in its entirety into record. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2024-2685; Commemorating the Services of Thomas R. Cleveland as Director, Operations & Facilities of the DuPage Airport Authority. The **motion was seconded** by Commissioner Chavez. Mr. Cleveland stated that he was grateful for the opportunity to return to DuPage Airport to finish his aviation career. Mr. Cleveland also thanked his mentor Roger Marquardt and Mark Doles for their leadership, vision, and foresight that established a world-class airport. Discussion followed and the motion unanimously passed (9-0).

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 Davis and was passed unanimously by voice vote; the meeting was adjourned at 3:34 p.m.



Donald E. Puchalski, Chairman

(ATTEST)



Karyn M. Charvat, Secretary