

**DuPAGE AIRPORT AUTHORITY  
FINANCE, BUDGET, AND AUDIT COMMITTEE  
SPECIAL MEETING  
THURSDAY, NOVEMBER 7, 2024**

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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 Thursday, November 7, 2024.

Committee Chairman Ledonne called the meeting to order at 1:00 p.m. A quorum was present for the committee meeting. Commissioner Davis was not present for the roll call but, arrived at 1:03 p.m. Commissioner Chavez was not present at the meeting, due to employment reasons. Commissioner LaMantia and Charvat arrived at 2:02 p.m.

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

**Commissioners Absent:** Chavez

**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 Programs Manager; Kristine Klotz, Executive Assistant, and Board Liaison; Becky Taylor, Senior Account; Brian DeCoudres, DuPage Flight Center General Manager.

**Others:** None

## **NEW BUSINESS**

### **Discussion of the Tentative Budget and Appropriation for the Fiscal Year Beginning January 1, 2025 and Ending December 31, 2025.**

Committee Chairman Ledonne expressed his gratitude for the work staff did to provide the Committee with this conservative “first pass” of the Tentative Budget. Committee Chair Ledonne advised the committee members of the Consumer Price Index for Transportation (CPIETRANS) which is a key indicator of inflation and measures the price of daily living expenses published by the Federal Government monthly. Committee Chairman Ledonne stated that the CPIETRANS from October 2020 to November 2024 had increased by approximately 20%. Committee Chairman Ledonne advised that the cost of goods has remained flat over the last two years. Committee Chairman Ledonne advised that a tax abatement would not be possible this year due to these underlying factors. Executive Director Doles stated that the accounting staff worked closely with managers of each department to compile a conservative and attainable budget. This budget will allow flexibility for the possibility of unknown global issues without a reduction in service to customers. Executive Director Doles added that the budget process begins every year in June, and staff has made multiple drafts to compile a conservative budget that is obtainable. This Budget will be presented to the Finance, Budget and Audit Committee members and then to the full Board on November 20, 2024 for consideration. Executive Director Doles advised that the Tentative Budget will be sent to Chair Conroy’s office for a 30-day review period per statute.

In January, a Public Hearing will be held, and passage of the Budget is required in the first quarter of the DuPage Airport Authority's fiscal year.

**Operating Revenues and Expenses:**

Executive Director Doles informed the Committee that there has not been an increase in headcount, which totals 73 including the nine commissioners. Executive Director Doles advised that there is a cost of living and a merit increase for full-time staff beginning in April. Mr. Doles stated that health insurance costs are budgeted to decrease 3% from 2024. The Tentative Budget currently has no plan to change the property tax levy, and no abatement included. The abatement since 2010 has been \$3.5M and a permanent reduction of \$500,000 in 2013. The permanent reduction amount now totals \$6M. Committee Chairman Ledonne advised that the levy has not been raised for decades. Discussion followed.

**Airport Operations:**

Executive Director Doles relayed that \$500,000 of the property tax funds are allocated to offset operating costs for Aircraft Rescue and Firefighting, and the Air Traffic Control Tower staffing – each of which are allocated \$250,000. Executive Director Doles advised that there are no anticipated land sales within the DuPage Business Park for FY'25. The Property and Casualty Insurance is currently being budgeted to have an increase of 7% from FY'24 costs. Staff is currently competing the lines of coverage and will present final numbers to the Finance, Budget, And Audit Committee on November 20, 2024. Discussion followed.

**Flight Center Operations:**

Executive Director Doles advised Jet-A fuel gallons are budgeted for a slight decrease from FY'24. Fuel sales were phenomenal in FY'23, Jet-A fuel sales remain strong in FY'24, but current market conditions across the country have shown decreases in the amount of Jet-A sales. 100LL sales continue to grow with a budgeted increase of a 15% for FY'25. Executive Director Doles advised that corporate transient Jet-A fuel is increased from FY'23. Executive Director Doles advised that within the budget there is a planned 7% increase to the cost of fuel from FY'24. Discussion followed.

**Prairie Landing Golf Club Operations:**

Executive Director Doles reported Prairie Landing Golf Club budgeted rounds of golf were 26,000 and the FY'25 plan budget 26,600. The golf course is expected to finish between 27,000 and 28,500 rounds for the year. Patrick Hoard stated that due to the weather the course could pass 28,500 rounds this season. There are currently 3 weddings planned for FY'25 and staff is budgeting for 55 golf outings. Discussion followed.

**Capital:**

Executive Director Doles advised two major pieces of equipment are planned for replacement in FY'25. An airport snowblower totaling \$900,000 to replace a 23-year-old model and a Deicing truck totaling \$ 900,000 to replace a unit which is 28 years old, and both have exceeded their

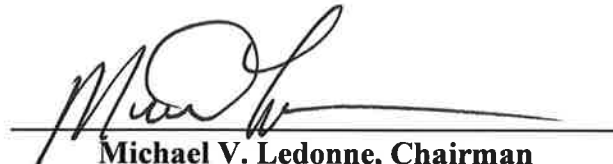
useful life. Also, a phase 1 project to upgrade the HVAC system located in the Air Traffic Control Tower would utilize carryover funds. Capital plan totals \$16.6M including \$2.5M carry-over from FY'24. There is a possibility of additional grant funding of \$8.2M. Discussion followed.

**Major Maintenance:**

Executive Director Doles advised that projects are scheduled to protect the taxpayer asset. The projects include mill and overlay of various roads, airfield pavement markings and epoxy floor repairs. Discussion followed.

Executive Director Doles advised of the forecasted total cash balance. Executive Director Doles reviewed the positive and negative impacts for the Tentative Operating and Capital Plan. Mr. Doles stated that this budget safeguards the taxpayer's assets, invests in the employees, ensures upgrades, and keeps the tax levy flat. Discussion followed.

A **MOTION** was made by Commissioner Giunti to adjourn the Special Meeting of the Finance, Budget, and Audit Committee; the **motion was seconded** by Commissioner Ligino-Kubinski and was passed unanimously by voice vote. The meeting adjourned at 2:08 p.m.



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