

**DuPAGE AIRPORT AUTHORITY
REGULAR BOARD MEETING
FRIDAY, SEPTEMBER 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; Friday, September 15, 2023. Chair LaMantia called the meeting to order at 11:43 a.m. and a quorum was present for the meeting.

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

Commissioners Absent: Chavez, Davis

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; Brian Armstrong, of Luetkehans, Brady, Garner, and Armstrong LLC.; Kristine Klotz, Executive Assistant, and Board Liaison.

Others in Attendance: John Whitehead, 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 June 21, 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 Puchalski and passed by a roll call vote (7-0).

Chair LaMantia asked for additions or corrections to the minutes of the June 21, 2023 Regular Board Meeting and there were none. Commissioner Ledonne made a **MOTION** to approve the minutes. The **motion was seconded** by Commissioner Ligino-Kubinski and passed by a roll call vote (7-0).

DIRECTOR'S REPORT

Executive Director Doles recapped the Back-to-School and the Tuskegee Events that were held in the month of August. Mr. Doles informed the Board of Commissioners of the recent *Daily Herald* articles regarding the World War II aircraft display and the local economic impact DuPage Airport Authority has on the region.

Mr. Doles went on to state that the DuPage Air Traffic Control Tower, managed by Jessica Broadway-Young was selected as this year's Outstanding Air Traffic Facility Level 4 – 6. There are 130 air traffic control towers within the group, and a presentation will be held in Washington D.C. in October.

Executive Director Doles stated that operations are extremely strong with 78,361 year to date. DuPage Airport is now ranked the third busiest airport in the state of Illinois, behind O'Hare and Midway International Airports.

Mr. Doles informed the Board of Commissioners that the fuel costs continue to remain high with the cost of a barrel of oil increasing. Flight training remains strong due to the positive weather conditions. As of August 2023, Jet-A sales saw a 1.9% decrease, while 100LL is up 28.4% from last year. The flight schools located on the field are continuing to have a positive factor in 100LL fuel sales.

Executive Director Doles informed the Commissioners that Prairie Landing Golf Rounds are up by 23.8% from last year. Year-to-date golf rounds are up 17% and are on track to finish the year with a possible total of over 28,000 rounds played.

Mr. Doles stated that the construction of the new hangar project continues with the completion of the steel erection portion. Pre-cast panels should begin to arrive the week of the 19th. The next construction steps are underground work for the floor slab and excavation for the office and shop area. Executive Director Doles stated that the completion date is on track for May 2024.

The DuPage Airport Authority continues to support Illinois Aviation Academy (IAA) and the College of DuPage during the new Aviation Management Program. Staff is working with IAA on a possible asset acquisition by the Spartan Group to add additional capital for a possible expansion of hangar facilities.

Executive Director Doles informed the Board of Commissioners of a possible Option Agreement with the original developer for a solar farm. The site was offered to the developer originally in 2018 and was not chosen during the State of Illinois lottery process. Executive Director Doles informed the Board of Commissioners that staff will possibly present a Letter of Intent at the November Board Meeting.

Mr. Doles invited the Board of Commissioners to the upcoming Aircraft Rescue Fire Fighting Live Fire Exercise event that is scheduled for October 7th. Additionally, Mr. Doles stated that the abandoned Gulfstream 2 has been acquired and will be moved. There is a new lease agreement for a hangar tenant that he will present to the Board during the November meeting. Staff and Airport legal counsel are working on easement agreements.

REVIEW OF FINANCIAL STATEMENTS

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

REPORT OF COMMITTEES

Finance, Budget, and Audit Committee:

Commissioner Ledonne advised Finance, Budget, and Audit Committee moved to table Section 6-26-2 in Proposed Ordinance 2023-386. Commissioner Ledonne explained the changes the committee members suggested. The Committee scheduled the annual Special Finance, Budget, and Audit Committee, where an explanation of the 2024 Fiscal Year budget will be reviewed.

Capital Development, Leasing, and Customer Fees Committee:

Commissioner Puchalski stated that he was the Acting Chair of the Capital Development, Leasing, and Customer Fees Committee due to Commissioner Davis's absence. Commissioner Puchalski stated that all items on today's agenda passed through the Committee.

Internal Policy and Compliance Committee:

Chair LaMantia reported the Internal Policy and Compliance Committee did meet and reviewed and discussed the item on the Committee's agenda. Also, adding that this item was discussed additionally in the Finance, Budget, and Audit Committee Meeting.

Golf Committee:

Commissioner Giunti advised that the Golf Committee had met, and reviewed Golf Round data, Financial Statements, and received an update on the Irrigation Replacement Project.

DuPage Business Center:

John Whitehead, NAI Hiffman, reported that there is still activity from pent-up demand in the industry. Mr. Whitehead reported that interest rate hikes, increased material costs, and low investment sales are factors in developers' decisions. Mr. Whitehead stated that recently there was an increase in the vacancy rate in the Fox Valley area, bringing vacancies to 4.5% vacant, but developers are completing projects which is adding availability to the market. Discussion followed.

OLD BUSINESS

None

NEW BUSINESS

Proposed Ordinance 2023-386; Amending Certain Sections of the DuPage Airport Authority Code.

Amends sections within Chapter 6 Procurement and Chapter 10 Attorney Retention of the DuPage Airport Authority Code.

Chair LaMantia read into record Proposed Ordinance 2023-386. A **MOTION** was made by Commissioner Ledonne to table Proposed Ordinance 2023-386; Amending Certain Sections of the DuPage Airport Authority Code for a 90-day period as modified to remove proposed revisions section 6-26-2 along with adjusting the definition of the Responsible Bidder in Section 6-4. The **motion was seconded** by Commissioner Puchalski. Executive Director Doles stated this item was reviewed by the Internal Policy and Compliance Committee and the Finance, Budget, and Audit Committee. There was no further discussion and the motion passed by roll call vote (7-0).

Proposed Resolution 2023-2604; Approving the Use of Outside Auditors for the Year 2024.

Approves the use of outside auditors for auditing the Airport Authority's 2023 financials for an all-inclusive maximum fee of \$33,280.

Chair LaMantia read into record Proposed Resolution 2023-2604. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2023-2604; Approving the Use of Outside Auditors for the Year 2024. The **motion was seconded** by Commissioner Giunti. There was no further discussion and the motion passed unanimously by roll call vote (7-0).

Proposed Resolution 2023-2605; Award of Contract to Pelican Chemicals, Inc. for the Procurement of Potassium Acetate Runway Deicing Fluid.

Approves the procurement of up to 12,000 gallons of Potassium Acetate for a total amount not-to-exceed \$75,000 for the 2023/2024 winter season.

Chair LaMantia read into record Proposed Resolution 2023-2605. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2023-2605; Award of Contract to Pelican Chemicals, Inc. for the Procurement of Potassium Acetate Runway Deicing Fluid. The **motion was seconded** by Commissioner Giunti. There was no further discussion and the motion passed unanimously by roll call vote (7-0).

Proposed Resolution 2023-2606; Award of Contract to Nachurs Alpine Solutions, LLC for the Procurement of Sodium Formate Runway Deicing Material.

Approves the procurement of up to 16 tons of Sodium Formate for a total amount not-to-exceed \$27,160.96 for the 2023/2024 winter season.

Chair LaMantia read into record Proposed Resolution 2023-2606. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2023-2606; Award of Contract to Nachurs Alpine Solutions, LLC for the Procurement of Sodium Formate Runway Deicing Material. The **motion was seconded** by Commissioner Giunti. There was no further discussion and the motion passed unanimously by roll call vote (7-0).

Proposed Resolution 2023-2607; Award of Contract to Khione Management Services for Snow Removal Services.

Approves a snow removal services contract for the 2023/2024 winter season subject to two (2) winter season extensions. Per season retainer fee of \$22,500, \$125 hourly skid steer rate with operator, \$52 hourly shoveler rate, and \$22 per 50lb bag of sidewalk salt.

Chair LaMantia read into record Proposed Resolution 2023-2607. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2023-2607; Award of Contract to Khione Management Services for Snow Removal Services. The **motion was seconded** by Commissioner Giunti. There was no further discussion and the motion passed unanimously by roll call vote (7-0).

Proposed Resolution 2023-2608; Award of Contract to Aramark Uniform Services for Uniform, Mat and Towel Rental.

Approves a three (3) year uniform, mat and towel rental contract for an annual cost of \$13,619. Chair LaMantia read into record Proposed Resolution 2023-2608. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2023-2608; Award of Contract to Aramark Uniform Services for Uniform, Mat and Towel Rental. The **motion was seconded** by Commissioner Giunti. There was no further discussion and the motion passed unanimously by roll call vote (7-0).

Proposed Resolution 2023-2609; Authorizing the Execution of a Non-Federal Reimbursable Agreement Between Department of Transportation Federal Aviation Administration and the DuPage Airport Authority to provide Airport Traffic Control Services at the DuPage Air Traffic Control Tower.

Approves a reimbursable agreement to provide overnight staffing of the Air Traffic Control Tower for the period of 10:00P to 6:00A from October 1, 2023 through September 30, 2024 for a total cost to the DuPage Airport Authority of \$746,641.14 which includes a \$72,697 shortfall for the previous term.

Chair LaManita read into record Proposed Resolution 2023-2609. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2023-2609; Authorizing the Execution of a Non-Federal Reimbursable Agreement Between Department of Transportation Federal Aviation Administration and the DuPage Airport Authority to provide Airport Traffic Control Services at the DuPage Air Traffic Control Tower. The **motion was seconded** by Commissioner Giunti. Executive Director Doles stated that the Finance, Budget, and Audit Committee reviewed this item extensively. Executive Director Doles stated that in 1998 the Federal Aviation Administration (FAA) informed the DuPage Airport Authority that the DuPage Airport did not meet the minimum operational standards from 10 p.m. to 6 a.m. resulting in the DuPage Airport Authority's requirement to pay for the required Air Traffic Controllers. Executive Director Doles stated DuPage Airport is the third busiest airport in Illinois with the corporate clientele, nighttime operations, and international travelers, that utilize DuPage Airport this is a safety and security issue to keep the control tower open 24 hours daily. Discussion followed and the motion passed by vote (7-0).

Proposed Resolution 2023-2610; Award of Contract for Passenger Elevator Modernization.

Chair LaMantia read into record Proposed Resolution 2023-2610. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2023-2610; Award of Contract for Passenger Elevator Modernization. The **motion was seconded** by Commissioner Ligino-Kubinski. There was no further discussion and the motion passed by roll call vote (7-0).

Proposed Resolution 2023-2611; Authorizing the Execution of Service Order No. 32 with Wight & Company for Professional Consulting Services Associated with Construction Administration for Passenger Elevator Modernization.

Approves a service order for construction administration services during the Passenger Elevator Modernization Project. Fixed fee of \$26,840, plus reimbursable expenses.

Chair LaMantia read into record Proposed Resolution 2023-2611.

A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2023-2611; Authorizing the Execution of Service Order No. 32 with Wight & Company for Professional Consulting Services Associated with Construction Administration for Passenger Elevator Modernization. The **motion was seconded** by Commissioner Ligino-Kubinski. There was no further discussion and the motion passed by roll call vote (7-0).

Proposed Resolution 2023-2612; Authorizing the Execution of a Planning and Design Phase Engineering Services Agreement with Crawford, Murphy & Tilly, Inc. for the Airport Improvement Program Project Known as: Rehabilitate Airfield Pavements/Isolated Pavement Replacement: Runway 2L-20R and 2R-20L, Taxiway C and W DPA-5065

Approves design fees associated with the Airport Improvement Program project known as DPA-5065 for a total not-to-exceed amount of \$69,200 to be reimbursed with 95% federal and state funding.

Chair LaMantia read into record Proposed Resolution 2023-2612. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2023-2612; Authorizing the Execution of a Planning and Design Phase Engineering Services Agreement with Crawford, Murphy & Tilly, Inc. for the Airport Improvement Program Project Known as: Rehabilitate Airfield Pavements/Isolated Pavement Replacement: Runway 2L-20R and 2R-20L, Taxiway C and W DPA-5065. The **motion was seconded** by Commissioner Ligino-Kubinski. There was no further discussion and the motion passed by roll call vote (7-0).

Proposed Resolution 2023-2613; Ratification of the Executive Director's Execution of an Intergovernmental Agreement with the State of Illinois Department of Transportation, Division of Aeronautics for Participation in the State Capital Program Project Known as: Perimeter Road Resurfacing – W. Tower Road and DuPage Drive DPA-4979.

Ratifies the Executive Director's execution of an IGA with the State of Illinois and the release of local share project participation in the amount of \$53,180.62.

Executive Director Doles read into record Proposed Resolution 2023-2613. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2023-2613; Ratification of the Executive Director's Execution of an Intergovernmental Agreement with the State of Illinois Department of Transportation, Division of Aeronautics for Participation in the State Capital Program Project Known as: Perimeter Road Resurfacing – W. Tower Road and DuPage Drive DPA-4979. The **motion was seconded** by Commissioner Ligino-Kubinski. There was no further discussion and the motion passed unanimously by roll call vote (7-0).

Proposed Resolution 2023-2614; Authorizing the Execution of a Construction Phase Engineering Services Agreement with Crawford, Murphy & Tilly, Inc. for the State Capital Program Project Known as: Perimeter Road Resurfacing – W. Tower Road and DuPage Drive DPA-4979.

Approves construction phase services associated with the State Capital Program project known as DPA-4979 for a total not-to-exceed amount of \$67,000 to be reimbursed with 90% state funding.

Executive Director Doles read into record Proposed Resolution 2023-2614. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2023-2614; Authorizing the Execution of a Construction Phase Engineering Services Agreement with Crawford, Murphy & Tilly, Inc. for the State Capital Program Project Known as: Perimeter Road Resurfacing – W.

Tower Road and DuPage Drive DPA-4979. The **motion was seconded** by Commissioner Ligino-Kubinski. There was no further discussion and the motion passed unanimously by roll call vote (7-0).

Proposed Resolution 2023-2615; Ratification of the Executive Director's Execution of an Intergovernmental Agreement with the State of Illinois Department of Transportation, Division of Aeronautics for Participation in the State Capital Program Project Known as: Construct New Automobile Parking Lot DPA-4980.

Ratifies the Executive Director's execution of an IGA with the State of Illinois and the release of a local share project participation payment in the amount of \$172,680.58. Approves further local share payments in an amount not-to-exceed \$249,700.

Executive Director Doles read into record Proposed Resolution 2023-2615. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2023-2615; Ratification of the Executive Director's Execution of an Intergovernmental Agreement with the State of Illinois Department of Transportation, Division of Aeronautics for Participation in the State Capital Program Project Known as: Construct New Automobile Parking Lot DPA-4980. The **motion was seconded** by Commissioner Ligino-Kubinski. There was no further discussion and the motion passed unanimously by roll call vote (7-0).

Proposed Resolution 2023-2616; Authorizing the Execution of a Construction Phase Engineering Services Agreement with Crawford, Murphy & Tilly, Inc. for the State Capital Program Project Known as: Construct New Automobile Parking Lot DPA-4980.

Approves construction phase services associated with the State Capital Program project known as DPA-4980 for a total not-to-exceed amount of \$166,600 to be reimbursed with 48.9% state funding.

Executive Director Doles read into record Proposed Resolution 2023-2616. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2023-2616; Authorizing the Execution of a Construction Phase Engineering Services Agreement with Crawford, Murphy & Tilly, Inc. for the State Capital Program Project Known as: Construct New Automobile Parking Lot DPA-4980. The **motion was seconded** by Commissioner Ligino-Kubinski. There was no further discussion and the motion passed unanimously by roll call vote (7-0).

Proposed Ordinance 2023-387; Ordinance Providing for Real Estate Tax Abatement - Suncast Property at 705 Discovery Drive.

Executive Director Doles read into record Proposed Ordinance 2023-387. A **MOTION** was made by Commissioner Ledonne to approve Proposed Ordinance 2023-387; Ordinance Providing for Real Estate Tax Abatement - Suncast Property at 705 Discovery Drive.

The **motion was seconded** by Commissioner Ligino-Kubinski. Executive Director Doles stated that previously the Board of Commissioners had approved tax abatements with multiple units of government to spur development in the initial phase of the DuPage Business Park. Mr. Doles went on to say this parcel is the easternmost building that was developed within the DuPage Business Park. Additionally, the other local taxing bodies of government have passed their Ordinances allowing the abatement because Suncast has met the completion and occupancy. Executive Director Doles informed the Board that once this Ordinance is passed the City of West Chicago will compile all the documents and file the abatement with the DuPage County Clerk's office. There was no further discussion and the motion passed by roll call vote (7-0).

Proposed Resolution 2023-2617; Approving the Execution of a Seventh Amendment to Vacant Land Sales Purchase Agreement with Patriot Development Group, LLC.

Chair LaMantia read into record Proposed Resolution 2023-2617. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2023-2617; Approving the Execution of a Seventh Amendment to Vacant Land Sales Purchase Agreement with Patriot Development Group, LLC. The **motion was seconded** by Commissioner Ligino-Kubinski. Executive Director Doles stated this parcel is South of Roosevelt Road, South of the intersection of Roosevelt Road and Kress Road. In August of 2021, the DuPage Airport Authority entered into a Purchase Sales Agreement with Patriot Development Group for 30 acres. Executive Director Doles informed the Board that there are numerous design issues on this site. This property allows drainage from the airport to the canal system. Patriot Development Group continues to work diligently to correct design issues, floodplain issues, County issues, access issues, and issues with the Illinois Department of Transportation. This extension will expire on November 30, 2023. Discussion followed. The motion passed by roll call vote (7-0).

Proposed Resolution 2023-2618; Approving the Execution of the Sixth Amendment to Vacant Land Sales Purchase Agreement with BI Developer, LLC.

Chair LaMantia read into record 2023-2618. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2023-2618; Approving the Execution of the Sixth Amendment to Vacant Land Sales Purchase Agreement with BI Developer, LLC. The **motion was seconded** by Commissioner Ligino-Kubinski. Executive Director Doles stated that this extension will allow BI Developers to have due diligence until November. The site is located North of Roosevelt Road, South of Prairie Landing Golf Club, West of Kress Road, and South of Union Pacific. BI Developers site has wetland issues and a division within the site has made it a difficult parcel to sell within the DuPage Business Park. Discussion followed. The motion passed by roll call vote (7-0).

Proposed Resolution 2023-2619; Approving the Execution of a Fourth Amendment to Vacant Land Sales Purchase Agreement with Greystar Development Central, LLC.

Chair LaMantia read into record Proposed Resolution 2023-2619. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2023-2619; Approving the Execution of a Fourth Amendment to Vacant Land Sales Purchase Agreement with Greystar Development Central, LLC. The **motion was seconded** by Commissioner Ligino-Kubinski. Executive Director Doles stated that this extension will allow Greystar Development Central, LLC due diligence through November. This site is South Roosevelt, East of the main business park. There is a secondary parcel that would be aggregated as part of this development. There are utility issues within the parcel and Tax Increment Financing (TIF) issues with the City of West Chicago. Discussion followed. The motion passed by roll call vote (7-0).

Proposed Resolution 2023-2620; Ratification of the Executive Director's Execution of a Contract with Siemens Industry, Inc. for Surveillance Server Hardware.

Chair LaMantia read into record Proposed Resolution 2023-2620. A **MOTION** was made by Commissioner Ledonne to Proposed Resolution 2023-2620; Ratification of the Executive Director's Execution of a Contract with Siemens Industry, Inc. for Surveillance Server Hardware. The **motion was seconded** by Commissioner Giunti. Commissioner Ledonne stated that this was an emergency where safety and security were at risk and was happy Executive Director Doles took quick action to rectify the issue. There was no further discussion and the motion passed by roll call vote (7-0).

RECESS TO EXECUTIVE SESSION

There was no Executive Session held.

OTHER BUSINESS

None

A **MOTION** was made by Commissioner Ledonne to adjourn the Regular Meeting of the DuPage Airport Authority Board of Commissioners. The **motion was seconded** by Commissioner Ligino-Kubinski and was passed unanimously by voice vote; the meeting was adjourned at 12:41 p.m.



Gina R. LaManita, Chair

(ATTEST)



Karyn M. Charvat, Secretary