

**DuPAGE AIRPORT AUTHORITY  
REGULAR BOARD MEETING  
WEDNESDAY, SEPTEMBER 17, 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, September 17, 2025. Chairman Puchalski called the meeting to order at 4:00 p.m. and a physical quorum was present for the meeting. Commissioner Charvat was not present at the Regular Board Meeting due to employee purposes. Commissioner Giunti attended the Board meeting telephonically due to employment purposes.

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

**Commissioners Absent:** Charvat

**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.

**Others in Attendance:** Chip Humes, Marquardt & Humes, Inc.; Phil Luetkehans, of Luetkehans, Brady, Garner, and Armstrong LLC; Dan Pape, CMT; Mary Soderstrum, Avcon.

**Members of the Press:** None

#### **PUBLIC COMMENT**

None

Chairman Puchalski asked for a motion of Board approval for Commissioner Giunti to attend the Board Meeting telephonically as he is unavailable to attend due to employment purposes. The **MOTION** was made by Commissioner Ledonne and the **motion was seconded** by Commissioner Chavez. The Board unanimously voted to approve (7-0).

#### **APPROVAL OF MINUTES**

A **MOTION** was made by Commissioner Ledonne to combine and approve the meeting minutes from the August 20, 2025 meetings of the following:

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

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

#### **DIRECTOR'S REPORT**

Executive Director Doles reported overall operations are down 8.2% year-to-date. In August, local operations are up 3.6% while itinerant operations are down 3.5% resulting in total

operations being slightly down by 0.1%. Mr. Doles advised that Jet-A fuel sales have decreased by 1.3% while 100LL fuel sales have increased by 14.9%. A year-to-date total of 1,907,502 gallons of fuel were sold, representing a 3.3% increase over budgeted gallons.

Executive Director Doles advised total rounds of golf played at Prairie Landing Golf Club for the month of August increased by 3.8%, with year-to-date increase of the same margin. The total rounds played year-to-date are 21,400.

Mr. Doles reported the pavement repair project on the runways and taxiways is scheduled to begin in September. The project is currently experiencing delays due to approval challenges with the Illinois Division of Aeronautics. These delays are being faced by airports statewide.

Mr. Doles advised that on October 1-3 the West Chicago Fire Protection District will conduct their annual Aircraft Rescue and Firefighting live fire training. Chief Keefe extended an invitation to all Board members to attend the training sessions.

Staff is finalizing the solar lease agreement with a solar developer. The developer has secured all Federal Aviation Administration and environmental approvals. The final lease will be presented to the Board for review and approval in a future meeting.

The fiscal year 2026 budget process is currently underway internally. All departments are required to submit any adjustments by the end of this week. The preliminary budget will be presented to the Finance, Audit and Budget Committee on October 27. The tentative budget will be presented to the full board at the November Board Meeting. A Public Hearing is tentatively scheduled for January 8, 2026, followed by the final budget approval at the January Board meeting. Mr. Doles advised that all scheduled Board and Committee meetings for October 29, 2025 will be cancelled.

Executive Director Doles is coordinating a meeting with the DuPage Convention and Visitors Bureau and Medinah Country Club to collaborate efforts to support the PGA President's Cup in 2026. This will ensure mutual support during the tournament activities.

## **REVIEW OF FINANCIAL STATEMENTS**

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

## **REPORT OF COMMITTEES**

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

Commissioner Ledonne stated the committee did meet and 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:**

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

**Golf Committee:**

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

**DuPage Business Center:**

Executive Director advised there was no report given from NAI Hiffman.

**OLD BUSINESS**

None

**NEW BUSINESS**

**Proposed Resolution 2025-2722; Authorizing the Execution of a Professional Services Agreement with Marquardt & Humes, Inc. for Lobbyist Services.**

Chairman Puchalski read into record Proposed Resolution 2025-2722. Chip Humes addressed the Board of Commissioners regarding current governmental affairs impacting the airport. Mr. Humes advised that the airport continues to be recognized as a significant economic engine and asset for DuPage County. Chairman Puchalski stated that he has researched compensation structures at comparable airports and expressed support for increasing the compensation. Commissioner Hacker made a **MOTION** to amend the resolution to reflect an increase in monthly payment for services to \$6,000. The **motion was seconded** by Commissioner LaMantia. There was no further discussion and the motion passed by roll call vote (8-0).

**Proposed Resolution 2025-2723; Approving the Use of Sikich LLP as Outside Auditors for the Year 2026.**

Chairman Puchalski read into record Proposed Resolution 2025-2723. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2025-2723; Approving the Use of Sikich LLP as Outside Auditors for the Year 2026. The **motion was seconded** by Commissioner Hacker. Executive Director Doles advised that two years remain under the current five-year contract. The all-inclusive maximum fee for the 2025 financials is scheduled to increase by 4% over 2024. There was no further discussion and the Board voted unanimously to approve (8-0).

**Proposed Resolution 2025-2724; 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.**

Chairman Puchalski read into record Proposed Resolution 2025-2724. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2025-2724; 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 Davis. Executive Director Doles advised this item was extensively discussed in the Finance, Budget, and Audit Committee meeting. Mr. Doles stated that current proposal reflects a 12% increase after multiple discussions. The labor contract averages approximately a 6% increase annually over the years and given the prior year's freeze and rising labor cost, staff advised the increase is justified. Chairman Puchalski emphasized that this expenditure supports the safety and security for the airport customers and the surrounding community. There was no

further discussion and the Board voted unanimously to approve (8-0).

**Proposed Ordinance 2025-405; An Ordinance of the DuPage Airport Authority Amending Fees for Outdoor and Indoor Aircraft Parking.**

Chairman Puchalski read into record Proposed Resolution 2025-405. A **MOTION** was made by Commissioner Ledonne to approve Proposed Ordinance 2025-405; An Ordinance of the DuPage Airport Authority Amending Fees for Outdoor and Indoor Aircraft Parking. The **motion was seconded** by Commissioner Davis. Executive Director Doles stated this fee structure will go into effect January 1, 2026. The last increase occurred on September 1, 2024. This proposed fee adjustments include a 3% increase for tie-downs and hangars where the tenant does not pay for utilities and a 4% increase for hangar bays where the DuPage Airport Authority is responsible for utility costs. Mr. Doles added that this ordinance also increases by 5% the DuPage Flight Center overnight fee structure for aircraft remaining on the ramp after 11:00 p.m. There was no further discussion and the motion passed by roll call vote (8-0).

**RECESS TO EXECUTIVE SESSION**

No Executive Session was held.

**OLD BUSINESS**

None

**OTHER BUSINESS**

None

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 4:22 p.m.



**Donald E. Puchalski, Chairman**

(ATTEST)

  
**Karyn M. Charvat, Secretary**