

**DuPAGE AIRPORT AUTHORITY
REGULAR BOARD MEETING
WEDNESDAY, SEPTEMBER 18, 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 September 18, 2024. Chairman Puchalski called the meeting to order at 2:00 p.m. and a physical quorum was present for the meeting. Commissioner LaMantia was not present for roll call, arrived at 2:02 p.m. Commissioner Chavez was not present at the meeting, due to employment purposes.

Commissioners Present: Davis, Charvat, Giunti, Hacker, 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 Projects Programs Manager; Phil Luetkehans, of Luetkehans, Brady, Garner, and Armstrong LLC.; Kristine Klotz, Executive Assistant, and Board Liaison; Brian DeCoudres, DuPage Flight Center General Manager.

Others in Attendance: Dan Pape, CMT; John Whitehead, NAI Hiffman; Steve McLaughlin, Burns and McDonnell.

Members of the Press: None

PUBLIC COMMENT

None

APPROVAL OF MINUTES

Chairman Puchalski asked for additions or corrections to the minutes of the June 20, 2024, Capital Development, Leasing, and Customer Fees 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 (8-0).

Chairman Puchalski asked for additions or correction to the minutes of the June 20, 2024, Regular Board Meeting minutes. Commissioner Ledonne made a **MOTION** to approve the minutes. The **motion was seconded** by Commissioner Davis and the Board voted unanimously to approve (8-0).

DIRECTOR'S REPORT

Executive Director Doles advised that the three major events which took place in July and August at DuPage Airport were very successful, received press coverage and brought out thousands of attendees.

Executive Director Doles stated that operations are up approximately 23% year to date. Nighttime operations that occur between 10:00 p.m. to 6:00 a.m. are up 22.7% year to date. DuPage Flight Center Jet fuel sales are currently down 6.1% for the year, while 100LL gallons sold are up 31.3% year to date. The Flight Center fuel sales are currently trending as budgeted.

Executive Director Doles advised that Prairie Landing Golf Course rounds of golf are slightly down 4% year to date. Prairie Landing is still on track to reach over 28,000 total rounds for the budgeted year.

Executive Director Doles advised that the budget process has begun, with staff refining budget data. The first pass has been reviewed for both Capital and Operating budget plans. The Special Finance meeting will be held on Thursday, November 7, 2024 where the Finance, Budget and Audit Committee will be presented the Tentative Operating and Capital Budget for the 2025 fiscal year. Once the tentative budget is passed by the Finance, Budget and Audit Committee, the budget will be presented to the full board at the November meeting. A public hearing will be scheduled in early January, and final ratification during the January Board meeting.

Construction of the new hangar has been completed. Staff is currently working with the utility company to rectify the relocation of utility issues, while the hangar bays are occupied the offices are not. The State of Illinois is working with staff to move forward with the completion of the parking lot.

REVIEW OF FINANCIAL STATEMENTS

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

REPORT OF COMMITTEES

Finance, Budget, and Audit Committee:

Commissioner Ledonne advised that the Finance, Budget, and Audit Committee did meet, and the committee scheduled the Special Finance Meeting for later this year to review the Tentative Budget. Commissioner Ledonne advised that all the items on the agenda passed unanimously.

Capital Development, Leasing, and Customer Fees Committee:

Commissioner Davis stated the committee not met, and no report was given.

Internal Policy and Compliance Committee:

Executive Director Doles 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:

John Whitehead advised that a slowdown of demand for land in the Fox Valley area is occurring. Mr. Whitehead explained that this could be due to the high interest rates and larger available space in the area. Mr. Whitehead suggested waiting for the absorption of previously developed sites. The DuPage Business Center is well positioned to be the beneficiary of further investment in the area.

Construction pricing and materials continue to drop, while rental rates are on the rise. Mr. Whitehead stated that a new group has expressed interest in a piece of property within the business park.

OLD BUSINESS

None

NEW BUSINESS

Proposed Resolution 2024-2670; 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, 2024 through September 30, 2025 for a total cost to the DuPage Airport Authority of \$673,944.14.

Chairman Puchalski read into the record Proposed Resolution 2024-2670. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2024-2670; 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. There was no further discussion and the motion was unanimously approved (8-0).

Proposed Resolution 2024-2671; Approving the Use of Sikich LLP as Outside Auditors for the Year 2025.

Approves the use of outside auditors for auditing the Airport Authority's 2024 financial statements for an all-inclusive maximum fee of \$34,610.

Chairman Puchalski read into the record Proposed Resolution 2024-2671. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2024-2671; Approving the Use of Sikich LLP as Outside Auditors for the Year 2025. The **motion was seconded** by Commissioner Davis. There was no further discussion and the motion was unanimously approved (8-0).

Proposed Resolution 2024-2672; Authorizing the Execution of a Property and Casualty Insurance Broker Retainer Agreement with Arthur J. Gallagher & Company.

Approves the use of Arthur J. Gallagher as property & casualty insurance broker for a two (2) year term, subject to three (3) one (1) year extensions at the sole discretion of the Authority. Standard brokerage commissions included in premiums paid by the Authority.

Chairman Puchalski read into the record Proposed Resolution 2024-2672. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2024-2672; Authorizing the Execution of a Property and Casualty Insurance Broker Retainer Agreement with Arthur J. Gallagher & Company. The **motion was seconded** by Commissioner Davis. There was no further discussion and the motion was unanimously approved (8-0).

Proposed Resolution 2024-2673; Award of Contract to Nachurs Alpine Solutions LLC 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 \$67,800 for the 2024/2025 winter season.

Chairman Puchalski read into the record Proposed Resolution 2024-2673. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2024-2673; Proposed Resolution 2024-2673; Award of Contract to Nachurs Alpine Solutions LLC for the Procurement of Potassium Acetate Runway Deicing Fluid. The **motion was seconded** by Commissioner Davis. There was no further discussion and the motion was unanimously approved (8-0).

Proposed Resolution 2024-2674; Award of Contract to Pelican Chemicals, Inc. 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 \$25,920 for the 2024/2025 winter season.

Chairman Puchalski read into the record Proposed Resolution 2024-2674. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2024-2674; Award of Contract to Pelican Chemicals, Inc. for the Procurement of Sodium Formate Runway Deicing Material. The **motion was seconded** by Commissioner Davis. There was no further discussion and the motion was unanimously approved (8-0).

Proposed Resolution 2024-2675; Award of a Master Agreement to Volt Electric, Inc. for On-Call Electrical Repair Services.

Approves a two (2) year Master Agreement for as-needed electrical repairs, not-to-exceed \$40,000 annually or \$15,000 per project.

Chairman Puchalski read into the record Proposed Resolution 2024-2675. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2024-2675; Award of a Master Agreement to Volt Electric, Inc. for On-Call Electrical Repair Services. The **motion was seconded** by Commissioner Davis. There was no further discussion and the motion was unanimously approved (6-0). Commissioners Giunti and Charvat abstained.

Proposed Resolution 2024-2676; Award of a Master Agreement to R.J. O’Neil, Inc. for On-Call HVAC Repair Services.

Approves a two (2) year Master Agreement for as-needed HVAC repairs, not-to-exceed \$40,000 annually or \$15,000 per project.

Chairman Puchalski read into the record Proposed Resolution 2024-2676. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2024-2676; Award of a Master Agreement to R.J. O’Neil, Inc. for On-Call HVAC Repair Services. The **motion was seconded** by Commissioner Davis. There was no further discussion and the motion was unanimously approved (7-0). Commissioner Giunti abstained.

Proposed Resolution 2024-2677; Award of a Master Agreement to Combined Roofing Services LLC for On-Call Roof Repair Services.

Approves a two (2) year Master Agreement for as-needed roof repairs, not-to-exceed \$40,000 annually or \$15,000 per project.

Chairman Puchalski read into the record Proposed Resolution 2024-2677. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2024-2677; Award of a Master Agreement to Combined Roofing Services LLC for On-Call Roof Repair Services. The **motion was seconded** by Commissioner Davis. There was no further discussion and the motion was unanimously approved (8-0).

Proposed Resolution 2024-2678; Award of a Master Agreement to DuPage Overhead Garage Doors, Inc. for On-Call Commercial Sectional Garage Door and Gate Repair Services.

Approves a two (2) year Master Agreement for as-needed garage door and gate repairs, not-to-exceed \$40,000 annually or \$15,000 per project.

Chairman Puchalski read into the record Proposed Resolution 2024-2678. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2024-2678; Award of a Master Agreement to DuPage Overhead Garage Doors, Inc. for On-Call Commercial Sectional Garage Door and Gate Repair Services. The **motion was seconded** by Commissioner Davis. There was no further discussion and the motion was unanimously approved (8-0).

Proposed Resolution 2024-2679; Award of Contract to Video and Sound Service, Inc. for Access Control and Surveillance Wireless Mesh Network Replacement.

Approves a contract for access control and surveillance wireless mesh network hardware replacement. Total authorized construction cost not-to-exceed \$130,556.80, which includes a 10% owner’s contingency.

Chairman Puchalski read into the record Proposed Resolution 2024-2679. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2024-2679; Award of Contract to Video and Sound Service, Inc. for Access Control and Surveillance Wireless Mesh Network Replacement. The **motion was seconded** by Commissioner Davis. There was no further discussion and the motion was unanimously approved (7-0). Commissioner Giunti abstained.

RECESS TO EXECUTIVE SESSION

A **MOTION** was made by Commissioner LaMantia to recess to Executive Session for the discussion of Pending, Probable, or Imminent Litigation; the Purchase or Lease of Real Property for the use of the DuPage Airport Authority; the Setting of a Price for Sale or Lease of Property Owned by the DuPage Airport Authority. The **motion was seconded** by Commissioner Ledonne and was passed unanimously by roll call vote (8-0). The Regular Board was recessed to Executive Session at 2:20 p.m. and was reconvened at 2:34 p.m. Upon roll call, a quorum was present for the remainder of the Regular Board Meeting.

OTHER BUSINESS

Proposed Ordinance 2024-400; Ordinance Authorizing the Acquisition of an Avigation Easement and Restrictive Covenant over a Certain Property Commonly Known as 345 Kautz Road, St. Charles, Illinois for Airport Purposes by the DuPage Airport Authority. Chairman Puchalski read into the record Proposed Ordinance 2024-400. A **MOTION** was made by Commissioner LaMantia to approve Proposed Ordinance 2024-400; Proposed Ordinance 2024-400; Ordinance Authorizing the Acquisition of an Avigation Easement and Restrictive Covenant over a Certain Property Commonly Known as 345 Kautz Road, St. Charles, Illinois for Airport Purposes by the DuPage Airport Authority. The **motion was seconded** by Commissioner Davis. There was no further discussion and the motion was unanimously approved (8-0).

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 2:35 p.m.



Donald E. Puchalski, Chairman

(ATTEST)



Karyn M. Charvat, Secretary