

**DuPAGE AIRPORT AUTHORITY
REGULAR BOARD MEETING
WEDNESDAY, SEPTEMBER 21, 2022**

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; Wednesday, September 21, 2022. Chairman Getz called the meeting to order at 3:01 p.m. and a quorum was present for the meeting. Commissioner Wagner was not physically present for the meeting, and joined via telephone.

Commissioners Present: Charvat, Chavez, Davis, Getz, Giunti, LaMantia, Ledonne, Ligino-Kubinski, Wagner

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; Brian DeCoudres, Flight Center General Manager; Phil Luetkhans, of Luetkehans, Brady, Garner and Armstrong LLC.; Kristine Klotz, Executive Assistant and Board Liaison.

Others in Attendance: Dan Pape, CMT; Mark Moran, NAI Hiffman.

Members of the Press:

None

PUBLIC COMMENT

None

APPROVAL OF MINUTES

Chairman Getz asked for additions or corrections to the minutes of the June 15, 2022 Regular Board Meeting and there were none. Commissioner Ledonne made a **MOTION** to approve the minutes. The **motion was seconded** by Commissioner Chavez and passed by a roll call vote (7-0). Commissioner Ligino-Kubinski Abstained.

Chairman Getz asked for additions or corrections to the minutes of the July 18, 2022 Special Board Meeting and there were none. Commissioner Ledonne made a **MOTION** to approve the minutes. The **motion was seconded** by Commissioner LaMantia and passed by a roll call vote (7-0). Commissioner Ligino-Kubinski Abstained.

ELECTION OF SECRETARY

Commissioner LaMantia made a **MOTION** to approve Commissioner Wagner as Secretary of the Board of Commissioners. The **motion was seconded** by Commissioner Ledonne. The motion was unanimously passed by roll call vote (8-0).

DIRECTOR'S REPORT

Jet-A total gallons sold are up 18.4% year to date while 100LL total gallons sold are down -4.9% year to date. The cost of fuel continues to increase with the cost of Jet-A up 60.4% and 100LL up 18.4% from the beginning of 2021.

Executive Director Doles reported that there were 4,300 rounds of golf that have played at Prairie Landing Golf Course this year. The total number of rounds is down -13.3% due to bad spring weather and customers returning to work.

The Grand Opening for U.S. Customs and Border Protection on September 1, 2022. Executive Director Doles thanked all that attended the Grand Opening. Mr. Doles stated that the media coverage on print and local news outlets were well received due to Serafin and Associates. U.S. Customs congratulated staff on the program that was put together for the opening.

The Back-to-School Celebration occurred on August 5, 2022. Together with the support from the City of West Chicago and WGN news the event hosted over 2,000 children and parents. Mr. Doles thanked all staff for a job well done. Many members of the local community expressed their appreciation to attend the celebration showcasing the airport. Mr. Doles also discussed the 5th Annual Tuskegee Next Redtail Ball that was held on August 13, 2022. Commissioner LaMantia encouraged all Board members to attend next year.

Executive Director Doles informed the Board members of the new Gulfstream 550 aircraft that is now based at DuPage Airport. Mr. Doles also stated that a new Gulfstream 600 will also be based at DuPage Airport by the end of the month.

Staff plans to continue to begin breaking ground on the new hangar facility. Weekly calls and coordination are underway for an Illinois Grant project which will assist in the \$405,000 parking lot project for the hangar. Executive Director Doles stated that staff is currently compiling each department's budget for 2023.

The Prairie Landing Golf Maintenance Facility Addition Project is underway with the foundation completed. Steel currently is being erected.

Executive Director Doles informed the Board of an item on today's agenda regarding a long-term tenancy with the Federal Government for hangar and office space.

Minor staff issues pertaining to Covid-19 occurred this past month within the DuPage Flight Center. Mr. Doles went on to say that several staff members will attend the Annual Illinois Public Airport Association Conference which is held in Galena, IL.

Mr. Doles stated his gratitude, dedication, and years of support regarding the tenure of Commissioner Sharp. He also introduced new Commissioner Noreen Ligino-Kubinski.

A *Daily Herald* article was distributed to the Board members regarding the Pheasant Run Resort property. Discussion followed.

REVIEW OF FINANCIAL STATEMENTS

Patrick Hoard reviewed the Financial Statements for August 2022 and discussion followed.

REPORT OF COMMITTEES

Finance, Budget, and Audit Committee:

Commissioner Ledonne advised that the Finance, Budget, and Audit Committee did meet. All items on today's agenda are recommended for Board approval except for two items, due to a conflict of interest.

Internal Policy and Compliance Committee:

Commissioner LaMantia reported the Internal Policy and Compliance Committee did not meet and no report was given.

Golf Committee:

Commissioner LaMantia advised that the Golf Committee did meet and she chaired the Committee in the absence of Commissioner Wagner. The Resolutions appearing on the Board Meeting Agenda were discussed and favorably recommended for Board approval.

Capital Development, Leasing, and Customer Fees Committee:

Commissioner Ledonne stated that the Capital Development, Leasing, and Customer Fees Committee did meet, and he chaired the Committee in the absence of Commissioner Wagner. Commissioner Ledonne reported all items passed with recommendations for Board approval.

DuPage Business Center:

Mark Moran with NAI Hiffman briefed the Board about the three sites under contract within the DuPage Business Park. He stated that about 90 acres are in the due diligence process. The remaining parcels are small interior sites. Chairman Getz asked if any additional parcels would close by the end of the year. Phil Luetkehans stated that Becknell has a strong possibility of closing by the end of the year. Mr. Moran informed the Board members that Vanguard Logistics a Carol Stream company will be moving into the Business Park.

OLD BUSINESS

None

NEW BUSINESS

Proposed Resolution 2022-2527; Commemorating the Services of Donald C. Sharp as Commissioner.

Executive Director read Proposed Resolution 2022-2527 in its entirety. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2022-2527; Commemorating the Services of Donald C. Sharp as Commissioner. The **motion was seconded** by Commissioner Ledonne. Chairman Getz stated that he spoke to Commissioner Sharp. Commissioner Sharp

extends his admiration to his fellow Commissioners and well wishes to the Board going forward. There was no further discussion and the motion unanimously passed by roll call vote (8-0).

Proposed Resolution 2022-2528; Authorizing the Execution of a Professional Services Agreement with Erik Christiansen Design Group, Ltd. for Golf Course Irrigation System Design

Authorizes the design of a new irrigation system for the Prairie Landing Golf Course for a fee not-to-exceed \$19,750.

Executive Director Doles read into record Proposed Resolution 2022-2528. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2022-2528; Authorizing the Execution of a Professional Services Agreement with Erik Christiansen Design Group, Ltd. for Golf Course Irrigation System Design. The **motion was seconded** by Commissioner Ledonne. Discussion followed, and unanimously passed by roll call vote (8-0).

Proposed Resolution 2022-2529; Award of Contract to Safe-Way Tuckpointing Company for Masonry Repairs at the Prairie Landing Clubhouse.

Approves a contract for masonry repairs and stairway improvements at the Prairie Landing Clubhouse for a total cost not-to-exceed \$41,248.90, which includes a 10% owner's contingency.

Executive Director Doles read into Proposed Resolution 2022-2529. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2022-2529; Award of Contract to Safe-Way Tuckpointing Company for Masonry Repairs at the Prairie Landing Clubhouse. The **motion was seconded** by Commissioner Ledonne. Discussion followed and the motion was unanimously passed by roll call vote (8-0).

Proposed Resolution 2022-2530; Authorizing the Execution of Design Phase Task Order No. 6 with Crawford, Murphy & Tilly, Inc. for the Project: Bridge Repairs at the Prairie Landing Golf Course.

Authorizes consulting and design phase bridging document preparation for bridge repairs at the Prairie Landing Golf Course for a total not-to-exceed amount of \$39,900.

Executive Director Doles read into record Proposed Resolution 2022-2530. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2022-2530; Authorizing the Execution of Design Phase Task Order No. 6 with Crawford, Murphy & Tilly, Inc. for the Project: Bridge Repairs at the Prairie Landing Golf Course. The **motion was seconded** by Commissioner Ledonne. Discussion followed and the motion unanimously passed by roll call vote (8-0).

Proposed Resolution 2022-2531; Approving the Use of Sikich LLP as Outside Auditors for the Year 2023

Approves utilizing Sikich LLP as outside auditors in 2023 for the annual audit of the DuPage Airport Authority for the fiscal year 2022 for the all-inclusive maximum fee of \$32,000.

Executive Director Doles read into record Proposed Resolution 2022-2531. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2022-2531; Approving the Use of Sikich LLP as Outside Auditors for the Year 2023. The **motion was seconded** by Commissioner Ledonne. A brief discussion followed. The motion was passed by roll call vote (8-0).

Proposed Resolution 2022-2532; Authorizing the Execution of a Banking Services Agreement with St. Charles Bank & Trust Company, N.A.

Approves entering into a Banking Services Agreement for a three (3) year term, subject to a two (2) year extension at the sole discretion of the DuPage Airport Authority.

Executive Director Doles read into record Proposed Resolution 2022-2532. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2022-2532; Authorizing the Execution of a Banking Services Agreement with St. Charles Bank & Trust Company, N.A. The **motion was seconded** by Commissioner Ledonne. A brief discussion followed, and the motion unanimously passed by roll call vote (8-0).

Proposed Resolution 2022-2533; Authorizing the Execution of a Professional Services Agreement with Roger C. Marquardt & Company, Inc. for Lobbyist Services

Approves the execution of a Professional Services Agreement for Lobbyist Services for a one (1) year term for an annual fee not-to-exceed \$48,000 subject to two (2) one (1) year extensions at the sole discretion of the DuPage Airport Authority.

Executive Director Doles read into record Proposed Resolution 2022-2533. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2022-2533; Authorizing the Execution of a Professional Services Agreement with Roger C. Marquardt & Company, Inc. for Lobbyist Services. The **motion was seconded** by Commissioner Ledonne. Discussion followed, and the motion was passed by roll call vote (7-0). Commissioner Giunti Abstained.

Proposed Resolution 2022-2534; Award of a Master Agreement to Volt Electric, Inc. for On-Call Electrical Repair Services.

Approves a Master Agreement to provide on-call electrical repair services for a two (2) year term for a not-to-exceed annual cost of \$25,000 and \$5,000 per project.

Executive Director Doles read into record Proposed resolution 2022-2534. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2022-2534; Award of a Master Agreement to Volt Electric, Inc. for On-Call Electrical Repair Services. The **motion was seconded** by Commissioner Ledonne. Discussion followed and the motion passed by roll call vote (6-0). Commissioner Charvat and Commissioner Giunti Abstained.

Proposed Resolution 2022-2535; Award of a Master Agreement to DuPage Overhead Garage Door, Inc. for On-Call Commercial Sectional Garage Door and Gate Repair Services.

Approves a Master Agreement to provide on-call commercial sectional garage door and gate repair services for a two (2) year term for a not-to-exceed annual cost of \$25,000 and \$5,000 per project.

Executive Director Doles read into record Proposed Resolution 2022-2535. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2022-2535; Award of a Master Agreement to DuPage Overhead Garage Door, Inc. for On-Call Commercial Sectional Garage Door and Gate Repair Services. The **motion was seconded** by Commissioner Ledonne. There was no further discussion and the motion passed by roll call vote of (8-0).

Proposed Resolution 2022-2536; Award of a Master Agreement to K.C.W. Environmental Conditioning, Inc. for On-Call HVAC Repair Services.

Approves a Master Agreement for On-Call HVAC Repair Services for a two (2) year term for a not-to-exceed annual cost of \$25,000 and \$5,000 per project.

Executive Director Doles read into record Proposed Resolution 2022-2536. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2022-2536; Award of a Master Agreement to K.C.W. Environmental Conditioning, Inc. for On-Call HVAC Repair Services. The **motion was seconded** by Commissioner Ledonne. There was no further discussion, and the motion unanimously passed by roll call vote (8-0).

Proposed Resolution 2022-2537; Award of a Master Agreement to Combined Roofing Services, LLC for On-Call Roof Repair Services.

Approves a Master Agreement for On-Call Roof Repair Services for a two (2) year term for a not-to-exceed annual cost of \$25,000 and \$5,000 per project.

Executive Director Doles read into record Proposed Resolution 2022-2537. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2022-2537; Award of a Master Agreement to Combined Roofing Services, LLC for On-Call Roof Repair Services. The **motion was seconded** by Commissioner Ledonne. There was no further discussion, and the motion unanimously passed by roll call vote (8-0).

Proposed Resolution 2022-2538; Award of Contract to Flood Brothers Disposal Company for Garbage Disposal Services.

Approves a contract for garbage disposal services for an annual cost of \$9,085 for a one (1) year term subject to two (2) one-year extensions at the sole discretion of the DuPage Airport Authority.

Executive Director Doles read into record Proposed Resolution 2022-2538. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2022-2538; Award of Contract to Flood Brothers Disposal Company for Garbage Disposal Services. The **motion was seconded** by

Commissioner Ledonne. Discussion followed. The motion unanimously passed by roll call vote (8-0).

Proposed Resolution 2022-2539; Award of Contract to Nachurs Alpine Solutions Industrial for the Procurement of Potassium Acetate Runway Deicing Material.

Approves a contract for the procurement for the 2022/2023 winter season of up to 8,800 gallons of potassium acetate for an amount not-to-exceed \$56,848.

Executive Director Doles read into record Proposed Resolution 2022-2539. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2022-2539; Award of Contract to Nachurs Alpine Solutions Industrial for the Procurement of Potassium Acetate Runway Deicing Material. The **motion was seconded** by Commissioner Ledonne. Discussion followed. The motion unanimously passed by roll call vote (8-0).

Proposed Resolution 2022-2540; Award of Contract to Pelican Chemicals, Inc. for the Procurement of Sodium Formate Runway Deicing Material.

Approves a contract for the procurement for the 2022/2023 winter season of up to 16 tons of sodium formate for an amount not-to-exceed \$27,480.

Executive Director Doles read into record Proposed Resolution 2022-2540. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2022-2540; Award of Contract to Pelican Chemicals, Inc. for the Procurement of Sodium Formate Runway Deicing Material. The **motion was seconded** by Commissioner Ledonne. A brief discussion followed. The motion unanimously passed by roll call vote (8-0).

Proposed Resolution 2022-2541; Award of Contract to Cyril Regan Heating, Inc. for the Installation of Infra-red Heating Systems.

Approves a contract for the installation of new heating systems in multiple hangars for a total cost not-to-exceed \$288,767.60, which includes a 10% owner's contingency.

Executive Director Doles read into record Proposed Resolution 2022-2541. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2022-2541; Award of Contract to Cyril Regan Heating, Inc. for the Installation of Infra-red Heating Systems. The **motion was seconded** by Commissioner Ledonne. Discussion followed. The motion passed by roll call vote (6-0). Commissioner Charvat and Commissioner Giunti Abstained.

Proposed Resolution 2022-2542; Award of Contract to Futurity 19, Inc. for Exterior Hangar Repairs, Restaining and Recaulking.

Approves a contract for exterior hangar repairs at multiple hangars for a total cost not-to-exceed \$542,025, which includes a 10% owner's contingency.

Executive Director Doles read into record Proposed Resolution 2022-2542. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2022-2542; Award of Contract to Futurity 19, Inc. for Exterior Hangar Repairs, Restaining and Recaulking. The **motion was seconded** by Commissioner Ledonne. Discussion followed. The motion passed unanimously by roll call vote (8-0).

Proposed Resolution 2022-2543; Award of Contract to AMS Industries, Inc. for Building Automation System Upgrades at the DuPage Flight Center.

Approves a contract for building automation system upgrades in the DuPage Flight Center for a total cost not-to-exceed \$79,200, which includes a 10% owner's contingency.

Executive Director Doles read into record Proposed Resolution 2022-2543. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2022-2543; Award of Contract to AMS Industries, Inc. for Building Automation System Upgrades at the DuPage Flight Center. The **motion was seconded** by Commissioner Ledonne. A brief discussion followed. The motion passed by roll call vote (7-0). Commissioner Giunti Abstained.

Proposed Resolution 2022-2544; Award of Contract to Martam Construction, Inc. for Airfield Pavement Repairs.

Approves a contract for airfield pavement repairs for a total cost not-to-exceed \$410,833.50, which includes a 10% owner's contingency.

Executive Director Doles read into record Proposed Resolution 2022-2544. A **MOTION** was made by Commissioner LaMantia to amend and approve Proposed Resolution 2022-2544; Award of Contract to Martam Construction, Inc. for Airfield Pavement Repairs. The **motion was seconded** by Commissioner Ledonne. After discussion, Resolution 2022-2544 now reads:

“NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the DuPage Airport Authority based upon the above, and pursuant to Section 6-18-11 of the Authority's Procurement Code, hereby waives the requirement of multiple bids for their project and authorizes the Executive Director, Mark Doles, to execute said Contract with Martam Construction, Inc. for completion of the Project at a total cost not-to-exceed \$410,833.50 and to take whatever steps necessary to effectuate the terms of said Contract.” The amended motion unanimously passed by roll call vote (8-0).

Proposed Resolution 2022-2545; Authorizing the Execution of Construction Phase Task Order No. 5 with Crawford, Murphy & Tilly, Inc. for the Project: Airfield Pavement Repairs.

Approves Construction Phase Task Order for airfield pavement repairs for a total cost not-to-exceed of \$43,560.

Executive Director Doles read into record Proposed Resolution 2022-2545. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2022-2545; Authorizing the Execution of Construction Phase Task Order No. 5 with Crawford, Murphy & Tilly, Inc. for the Project: Airfield Pavement Repairs. The **motion was seconded** by Commissioner Ledonne. There was no further discussion, and the motion unanimously passed by roll call vote (8-0).

Proposed Resolution 2022-2546; 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, 2022 through September 30, 2023 for a total cost to the DuPage Airport Authority of \$580,325.

Executive Director Doles read into record Proposed Resolution 2022-2546. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2022-2546; 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 Ledonne. Discussion followed. The motion unanimously passed by roll call vote (8-0).

Proposed Resolution 2022-2547; Ratifying the Execution of GSA Lease No. GS-05P-LIL00943 with the Government of the United States of America for Hangar and Office Space.

Ratifies the actions of the Executive Director for the execution of a hangar and office space lease with the Federal Government for a ten (10) year term, five (5) years firm, with total possible lease revenue of \$802,260.20

Executive Director Doles read into record 2022-2547. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2022-2547; Ratifying the Execution of GSA Lease No. GS-05P-LIL00943 with the Government of the United States of America for Hangar and Office Space. The **motion was seconded** by Commissioner Ledonne. Discussion followed. The motion unanimously passed by roll call vote (8-0).

Proposed Ordinance 2022-376; An Ordinance Providing for the Revision of a Fee to Users in relation to the use of U.S. Customs Service at DuPage Airport.

Approves an Ordinance revising the fees associated with the use of User-Fee U.S. Customs Service at DuPage Airport effective December 1, 2022.

Executive Director Doles read into record Proposed Ordinance 2022-376. A **MOTION** was made by Commissioner LaMantia to approve Proposed Ordinance 2022-376; An Ordinance Providing for the Revision of a Fee to Users in relation to the use of U.S. Customs Service at DuPage Airport. The **motion was seconded** by Commissioner Ledonne. Discussion followed. The motion unanimously passed by roll call vote (8-0).

Proposed Resolution 2022-2548; Approving the Execution of a Third Amendment to Vacant Land Purchase Agreement with Patriot Development Group, LLC

Executive Director Doles read into record Proposed Resolution 2022-2548. A **MOTION** was made by Commissioner LaMantia to approve Proposed Resolution 2022-2548; Approving the Execution of a Third Amendment to Vacant Land Purchase Agreement with Patriot Development Group, LLC. The **motion was seconded** by Commissioner Ledonne. Discussion followed. The motion unanimously passed by roll call vote (8-0).

RECESS TO EXECUTIVE SESSION

A **MOTION** was made by Commissioner LaMantia to recess to Executive Session for the Discussion of Employee Matters. The **motion was seconded** by Commissioner Ledonne. The Regular Meeting was recessed to Executive Session at 4:08 p.m. and was reconvened at 4:18 p.m. Upon roll call, a quorum was present for the remainder of the Regular Board Meeting.

OTHER BUSINESS

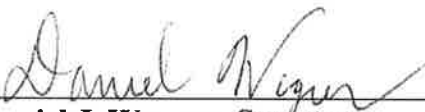
Commissioner Ledonne reminded the members of the Finance, Budget, and Audit Committee of the upcoming Committee Meeting to discuss and review the Fiscal Year 2023 Preliminary Operating and Capital Plan.

A **MOTION** was made by Commissioner LaMantia to adjourn the Regular Meeting of the DuPage Airport Authority Board of Commissioners. The **motion was seconded** by Commissioner Ledonne and was passed unanimously by voice vote; the meeting was adjourned at 4:20 p.m.



Herbert A. Getz, Chairman

(ATTEST)



Daniel J. Wagner, Secretary