

**DuPAGE AIRPORT AUTHORITY
REGULAR BOARD MEETING
WEDNESDAY, JUNE 21, 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; Wednesday, June 21, 2023. Chair LaMantia called the meeting to order at 3:01 p.m. and a quorum was present for the meeting.

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

Commissioners Absent: 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; Phil Luetkehans, of Luetkehans, Brady, Garner, and Armstrong LLC.; Kristine Klotz, Executive Assistant, and Board Liaison.

Others in Attendance: Dan Pape, CMT; Steve McLaughlin, Burns & McDonnell.

Members of the Press:

None

PUBLIC COMMENT

None

APPROVAL OF MINUTES

Chair LaMantia asked for additions or corrections to the minutes of the May 15, 2023 Golf 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 (8-0).

Chair LaMantia asked for additions or corrections to the minutes of the May 15, 2023 Finance, Budget, and Audit Committee 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 (8-0).

Chair LaMantia asked for additions or corrections to the minutes of the May 15, 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 Ligino-Kubinski and passed by a roll call vote (8-0).

Chair LaMantia asked for additions or corrections to the minutes of the May 15, 2023 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 (8-0).

DIRECTOR'S REPORT

Executive Director Doles extended his congratulations to the Board of Commissioners, the Finance, Budget, and Audit Committee members and staff for being awarded again the Distinguished Budget Presentation Award. The award was given to the DuPage Airport Authority by the Government Finance Officers Association for the fiscal budget year of 2023.

Executive Director Doles stated that operations are up dramatically with local operations up 43% for this month. Itinerant operations are up 15.7% and year-over-year operations are up 25%. 100LL fuel sales are extremely strong due to flight training and weather conditions. Mr. Doles stated that Jet-A fuel sales are down after last year's record sales but are currently tracking above-budgeted numbers with strong margins.

Executive Director Doles informed the Board of Commissioners of Prairie Landing Golf Club rounds which are currently at 4,202 for the month of May. In May of 2022 golf rounds were reported at 3,433. Year-over-year golf rounds at Prairie Landing Golf Course are up 27.4%.

Presently, at the new hangar building project, Harbour Contractors, Inc. has completed the building pad and caisson installation. The first delivery of steel is to be delivered soon and the erection starts in July. The completion date is scheduled for May 2024.

Illinois Aviation Academy (IAA) and College of DuPage hosted an open house for prospective students and parents on June 10. IAA reported that there were over 100 prospective students in attendance. The new Aviation Management program is being extremely well received.

Executive Director Doles informed the Board of Commissioners that LaFonda Sutton-Burke, Director of Field Operations for U.S. Customs and Border Protection for the Midwest region met with senior staff and key tenants on June 14. Mr. Doles went on to state that Ms. Sutton-Burke helped facilitate Global Entry interviews. Doles explained that U.S. Citizens who are conditionally approved for Global Entry are now able to schedule an interview at DuPage Airport as a mobile site to complete the Global Entry process. U.S. Customs and Border Protection in two days proceeded to have 140 interviews, with additional interview events to be scheduled soon. Mr. Doles stated that during the COVID-19 lockdown, U.S. Customs and Border Protection allowed U.S. citizens to apply for Global Entry but were unable to complete the face-to-face interviews leaving 1.9 million waiting for an interview.

Mr. Doles informed the Board of Commissioners of the upcoming special events.

REVIEW OF FINANCIAL STATEMENTS

Patrick Hoard reviewed the Financial Statements for May 2023. Discussion followed.

REPORT OF COMMITTEES

Finance, Budget, and Audit Committee:

Commissioner Ledonne reported the Finance, Budget, and Audit Committee did not meet.

Capital Development, Leasing, and Customer Fees Committee:

Commissioner Chavez stated the items on the agenda are recommended for Board approval.

Internal Policy and Compliance Committee:

Commissioner Chavez reported the Internal Policy and Compliance Committee did not meet.

Golf Committee:

Commissioner Giunti stated that the Golf Committee did not meet.

DuPage Business Center:

Mark Moran, NAI Hiffman, stated the three last remaining sizable parcels are currently working through the due diligence process which has taken longer than normal. Mr. Moran went on to state that the parcels are more challenging than previous sales. There are a few smaller sites under five acres each remaining in the DuPage Business Center which may be sold to smaller users. Mr. Moran stated that there has been some interest in those sites.

OLD BUSINESS

None

NEW BUSINESS

Proposed Resolution 2023-2599; Award of Contract to Video Sound and Service, Inc. for Fire Alarm System Replacement at Two (2) Aircraft Hangars.

Approves a contract to replace fire alarm systems at 32W751 Tower Road and 31W731 North Avenue. Total authorized construction not-to-exceed \$55,973, which includes a 10% owner's contingency.

Chair LaMantia read into record Proposed Resolution 2023-2599. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2023-2599; Award of Contract to Video Sound and Service, Inc. for Fire Alarm System Replacement at Two (2) Aircraft Hangars. The **motion was seconded** by Commissioner Chavez. Executive Director Doles stated six bids were received and reviewed. Mr. Doles stated the terms of the Owner's Contingency along with the construction costs. There was no further discussion and the motion passed by roll call vote of (8-0)

Proposed Resolution 2023-2600; Award of Contract to Schwartz Excavating, Inc. for Hangar E21 Auto Parking Lot Drainage System Repairs.

Approves a contract to complete drainage repairs in the Hangar E21 auto parking lot. Total authorized construction not-to-exceed \$104,645, which includes a 10% owner's contingency.

Chair LaMantia read into record Proposed resolution 2023-2600. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2023-2600; Award of Contract to Schwartz Excavating, Inc. for Hangar E21 Auto Parking Lot Drainage System Repairs. The **motion was seconded** by Commissioner Puchalski. Executive Director Doles stated that there were four bids received and reviewed. Mr. Doles stated the terms of the Owner's Contingency along with the construction costs. There was no further discussion and the motion passed by roll call vote of (8-0)

Proposed Resolution 2023-2601; Award of Contract to Correct Electric, Inc. for the Installation of Electrical Transfer Switches at Three (3) Aircraft Hangars.

Approves a contract to install electrical transfer switches at Hangars E18, E19, 31W731 North Avenue and to add heating to the DuPage Flight Center revolving door. Total authorized construction not-to-exceed \$90,643, which includes a 10% owner's contingency.

Chair LaMantia read into record Proposed Resolution 2023-2601. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2023-2601; Award of Contract to Correct Electric, Inc. for the Installation of Electrical Transfer Switches at Three (3) Aircraft Hangars. The **motion was seconded** by Commissioner Chavez. Executive Director Doles stated that three bids were received and reviewed. Mr. Doles stated the terms of the Owner's Contingency along with the construction costs. There was no further discussion and the motion passed by roll call vote of (8-0).

Proposed Resolution 2023-2602; Ratification of the Executive Director's Execution of a Change Order to the Contract with Futurity 19, Inc. for Aircraft Hangar Epoxy Floor Coating.

Ratifies the Executive Director's execution of a Change Order in the amount of \$60,958.68, increasing the original not-to-exceed construction cost of \$68,640 to \$123,358.68.

Chair LaMantia read into record Proposed Resolution 2023-2602. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2023-2602; Ratification of the Executive Director's Execution of a Change Order to the Contract with Futurity 19, Inc. for Aircraft Hangar Epoxy Floor Coating. The **motion was seconded** by Commissioner Hacker. Executive Director Doles informed the Board of Commissioners that the change order occurred due to unforeseen circumstances. During the prepping of the floor, it was found that the previous floor system was unsuitable. An investigation of the bare concrete while performing a moisture test determined the moisture content was far too high within the floor slab to allow the new floor coating to stick. Wight & Co. and Sherwin Williams worked to create a plan and determine the correct preparation, and application. The concrete floor required a robust hydrophobic primer that is 17 mils thick prior to adding the new epoxy floor coating. This caused labor and material

costs to rise dramatically. There was no further discussion and the motion passed by roll call vote (8-0).

RECESS TO EXECUTIVE SESSION

A **MOTION** was made by Commissioner Ledonne to Recess to Executive Session for the Discussion of Pending, Probable or Imminent Litigation; The Setting of a Price for Sale or Lease of Property Owned by the DuPage Airport Authority. The **motion was seconded** by Commissioner Puchalski. The Regular Meeting was recessed to Executive Session at 3:25 p.m. and was reconvened at 3:44 p.m. Upon roll call, a quorum was present for the remainder of the Regular Board Meeting.

OTHER BUSINESS

Proposed Resolution 2023-2603; Authorizing the Execution of the Fifth Amendment to Vacant Land Purchase Agreement with BI Developer LLC

Chair LaMantia read into record Proposed Resolution 2023-2603. A **MOTION** was made by Commissioner Ledonne to approve Proposed Resolution 2023-2603; Authorizing the Execution of the Fifth Amendment to Vacant Land Purchase Agreement with BI Developer LLC. The **motion was seconded** by Commissioner Puchalski. There was no further discussion and the motion passed by roll call vote (8-0)

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 Chavez and was passed unanimously by voice vote; the meeting was adjourned at 3:45 p.m.



Gina R. LaManita, Chairman

(ATTEST)



Karyn M. Charvat, Secretary