

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, MARCH 16, 2016
1020 S. PLANT ROAD
WHEELING, IL 60090
6:00 PM**

I. Call to Order and Roll Call

Director Cloud called the meeting to order at 6:00 p.m. Roll call confirmed the following present: Directors Cloud, Katz, Kearns, Kolssak, Lang and Pace.

Absent: Directors: None

Also in Attendance: Jamie Abbott – Executive Director
 Scott Campbell – Chief Financial Officer
 Vicki Mayr - Recording Secretary
 Tom Lester – Airport Attorney

II. Pledge of Allegiance

Director Cloud led those in attendance in the Pledge of Allegiance.

III. Approval of Minutes

A motion was made by Director Katz and seconded by Director Pace to approve the minutes from the February 17, 2016 Regular meeting. The motion was approved by a roll call vote. Ayes: Directors Cloud, Katz, Kearns, Kolssak, Lang and Pace. Nays: None. Absent: None

A motion to approve the March 8, 2016 Budget Workshop minutes was made by Director Katz and seconded by Direct Kearns. The motion was approved by a roll call vote. Ayes: Directors Cloud, Katz, Kearns, Kolssak, Lang and Pace. Nays: None. Absent: None

IV. Changes to the Agenda

There were no changes to the agenda.

V. Public Comments

Director Cloud reminded those in attendance of the 5 minute time limit on Public Comments and introduced Mr. Steve Neff.

Mr. Neff referenced the Part 150 Study and asked that the 310 departure procedure be implemented for all flights and be made permanent.

Mr. Phil Mader relayed his concerns about the Noise Exposure Maps being based on computer models. He expressed frustration over the nighttime noise and asked what happens to the noise complaints he calls in.

VI. Hearing and Reports

A) Treasurer's Report

Director Kearns reported that fuel flowage for January-February was flat. Operations were up slightly from January, US Customs were down for the month. Administrative, Operations and Maintenance expenses are all below budget.

B) Executive Director's Report.

Executive Director, Jamie Abbott, reported on the following:

- ➔ Repair of the EMAS bed began on Monday with closures from 10pm to 6am. The work should be completed this weekend.
- ➔ 310 Departure update: the FAA is allowing the airport to test the 310 Departure and collect feedback. If made permanent a full environmental review will be required.
- ➔ Jamie asked for and received a consensus from the board to proceed with the 310 Departure procedure testing. He advised that new noise complaints may come in from residents who previously did not experience aircraft noise.
- ➔ The RFQ for the noise exposure map will be finalizing draft in next few days.
- ➔ Jamie reported he will be out of the Office the week of April 3 for the National Guard.
- ➔ Jamie announced Vicki Mayr will be leaving April 1 and wished her well.

C) CommAvia Report

- Rob Mark reported that the airport saw some good media coverage with the JetSmart event.
- The addition of the DHS helicopters has been a noise issue challenge. They are very cooperative and have worked out departure and arrival procedures to reduce noise in both towns.
- Rob filed a FOIA request to get information from the FAA regarding the January EMAS incident.
- The website has been moved from Comcast and is on a new server.
- These are some tours and events coming up, including a business aviation event at Priester and CABAA's Safety Day.

Director Cloud commented on the 26 hour spent on handling noise complaints. She would like to see that number reduced.

D) Board Members Comments

- Director Katz wished Vicki the best of luck with her new job. He then spoke of improvement options for the viewing area, including a history board, additional planters, a pergola and removal of the grass in favor of pavement.
- Director Lang stated “Vic, what the heck?”
- Director Pace wished Vicki well.
- Director Kolssak also gave Vicki his best wishes. He would like to see a comprehensive plan for the viewing area. He feels a better location would be the service road between Sumac and Industrial. In response to a question about Sikich Jamie responded that they would try to include more services with the IT existing plan.
- Director Kearns thanked Vicki for her work at the airport and wished her good luck.

E) Correspondence and Chairman’s Comments

Director Cloud requested a comprehensive plan for the Milwaukee Ave. and Palatine Road area, including design recommendations.

VII. Master Plan Presentation by Crawford, Murphy and Tilly

Brian Welker of CMT gave a progress report regarding the Master Plan. Completed tasks include interviews conducted with the board, community leader and FBO managers and presentation to both municipalities. Current projects include interviews with based and non-based users and forecasting future needs.

VIII. Consent Agenda

A. Resolution 16-011 - A Resolution Authorizing the Payment of Claims;

A motion was made by Director Lang and seconded by Director Kolssak to approve Item A. on this evening’s consent agenda.

The motion was approved by roll call vote. Ayes: Directors Cloud, Katz, Kearns, Kolssak Lang and Pace. Nays: None. Absent: None.

IX. Old Business

There was no old business.

X. New Business

- A. 16-012 – A Resolution Recommending Approval of the FY 17 Budget for Chicago Executive Airport;

A motion to approve was made by Director Lang and seconded by Director Pace.

Jamie informed the board that, if approved tonight, the budget will be presented for approval at the March 21st Wheeling Board meeting and the March 28th Prospect Heights City Council Meeting.

The motion was approved by roll call vote. Ayes: Directors Cloud, Katz, Kearns, Kolssak Lang and Pace. Nays: None. Absent: None.

- B. 16-013 – A Resolution Approving a Purchasing Policy for Chicago Executive Airport;

A motion to approve was made by Director Kolssak and seconded by Director Lang.

The motion was approved by roll call vote. Ayes: Directors Cloud, Katz, Kearns, Kolssak Lang and Pace. Nays: None. Absent: None.

- C. 16-014 – A Resolution Approving a Vehicle Replacement Policy for Chicago Executive Airport;

A motion to approve was made by Director Kolssak and seconded by Director Pace.

Director Kearns noticed a sentence in the policy regarding prices varying based on climate. Jamie explained that the sentence was left over from the generic policy template. Jamie responded yes to Director Katz' question that 50% of the airport's vehicles are outdated.

The motion was approved by roll call vote. Ayes: Directors Cloud, Katz, Kearns, Kolssak Lang and Pace. Nays: None. Absent: None.

- D. 16-015 – A Resolution Approving a Lease Amendment Agreement with Signature Flight Support; Consent to Leasehold Mortgage and Agreement with Mortgagee; Master Lessor Non-Disturbance Agreement all Relating to Hangar 15 Subject to Final Review and Approval by Counsel;

A motion to approve was made by Director Katz and seconded by Director Kearns.

Airport Attorney Tom Lester requested that the board amend the lease amendment agreement to add the following language: and such other ancillary documents as may be reasonably requested by Lessee. He explained that NJet is still working on their financing. These documents would allow for the closing without calling for a special meeting.

A motion to amend Resolution 16-015 was made by Director Kolssak and seconded by Director Lang. The motion was approved by voice vote. Ayes: Directors Cloud, Katz, Kearns, Kolssak Lang and Pace. Nays: None. Absent: None.

A motion to approve was previously made by Director Katz and seconded by Director Kearns. The motion was approved by a roll call vote. Ayes: Directors Cloud, Katz, Kearns, Kolssak Lang and Pace. Nays: None. Absent: None.

- E. 16-016 – A Resolution Approving a Lease Amendment Agreement with Signature Flight Support; Consent to Leasehold Mortgage and Agreement with Mortgagee; Master Lessor Non-Disturbance Agreement all Relating to Hangar 16 Subject to Final Review and Approval by Counsel;

A motion to approve was made by Director Katz and seconded by Director Kearns.

Director Kolssak made a motion to amend Resolution 16-016 as previously explained for Resolution 16-015.

The motion to amend was approved by voice vote. Ayes: Directors Cloud, Katz, Kearns, Kolssak Lang and Pace. Nays: None. Absent: None.

The motion to approve for Resolution 16-016 by voice vote. Ayes: Directors Cloud, Katz, Kearns, Kolssak Lang and Pace. Nays: None. Absent: None.

XI. Executive Session

There was no Executive Session.

XII. Adjournment

A motion was made by Director Kolssak and seconded by Director Pace to adjourn the meeting. The motion was unanimously approved by a voice vote. The meeting was adjourned at 6:55p.m.

Respectfully submitted,

Neal Katz
Secretary