

**CHICAGO EXECUTIVE AIRPORT  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
WEDNESDAY, MAY 18, 2016  
1020 S. PLANT ROAD  
WHEELING, IL 60090  
6:00 PM**

**I. Call to Order and Roll Call**

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

Absent: Directors: None

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

**II. Pledge of Allegiance**

Chairman Tourtelot led those in attendance in the Pledge of Allegiance.

**III. Welcome Chairman John D. Tourtelot**

Chairman Tourtelot is happy to be here and is looking forward to the “wonderful challenge” ahead. He also introduced and welcomed the new Executive Secretary, Jennifer Pfeifer, to Chicago Executive Airport.

**IV. Approval of Minutes**

A motion was made by Director Katz and seconded by Director Cloud to approve the minutes from the April 20, 2016 Regular meeting. The motion was approved by a roll call vote. Ayes: Directors Cloud, Katz, Kearns, Kolssak, Lang and Kiefer. Nays: None. Absent: None

**V. Changes to the Agenda**

There was no change to the agenda.

**VI. Public Comments**

Chairman Tourtelot introduced Ms. Madeleine Monaco.

Ms. Madeleine Monaco spoke regarding adding fuel pumps for tenants to purchase the fuel from the airport. She states that it would be a “solid untapped revenue” and CEPA would help with some of the funding.

Mr. Steve Berman welcomed the new Board Members. He applauded Director Cloud for explaining why the Board of Directors cannot answer public comments immediately; but would

like to find a solution to be able to answer them in a timely manner, such as executive session. Mr. Berman also recognized Director Kolssak with sounding positive about listening to citizens' concerns.

Mr. Steve Neff welcomed the new Board Members. He would like the work to continue on making Chicago Executive Airport relationship with the citizens better.

## **VII. Recognition Former Director Rodney Pace**

Director Kearns spoke on behalf of the Board to recognize Former Director Pace and his numerous contributions to the Airport and the City of Prospect Heights. Former Director Pace was not present.

## **VIII. Hearing and Reports**

### **A) Treasurer's Report**

Director Kearns reported that fuel flowage for March-April decreased. Operations were up for April; US Customs were down for the month by 3. Administrative, Operations and Maintenance expenses are all below budget. Income increase more than normal due to one-time influx for bulk lease payment but may need to be distributed over leasing period.

### **B) Executive Director's Report.**

Executive Director, Jamie Abbott, reported on the following:

- ➔ Returned from AAAE Conference in Houston, TX. Over 2000 people were in attendance with many sessions regarding FAA and TSA situations and policies. Attended an UAV session and received no new information on drone policies.
- ➔ Joint Meeting will be held on Thursday, June 9, 2016 at the Westin in Wheeling, IL.
- ➔ We will be participating in the Memorial Parade with a float on Monday, May 30, 2016. All are welcome to come.
- ➔ Chicago Executive Airport to host Regional Wildlife Training on Thursday, June 23, 2016. Approximately 50 people are scheduled to attend.
- ➔ Rock the Runway is occurring on Sunday, July 3, 2016 at the Airport. Parking changes have been made to the plans.
- ➔ NBAA is occurring in November with more details to come.
- ➔ Pre-Construction Meeting occurred regarding 16-34 project start dates; possibly June 3, 2016.
- ➔ Collins Foundation will be at the Airport on Monday, August 1, 2016 to Friday, August 5, 2016.
- ➔ East Quad apron coordination, logistically and safety meetings to start soon.
- ➔ Receiving quotes for painting projects.

- ➔ RFP for landscaping was published Sunday, May 15, 2016 in the Daily Herald.
- ➔ RFP for IT Services to be drafted.
- ➔ Possible new addition to our website to help collect information regarding the trial 310 departure for the Noise abatement once approved by FAA.
- ➔ Selection committee of staff formed to help choose winning bid for Noise Exposure Map update prior to next BOD Meeting for approval.
- ➔ RFQ for Engineering selection in the next few weeks to be held for a 5-year span. We must submit an RFQ for new options. CMT will continue to work on the items that were on their RFQ and the new RFQ will have its' own projects.

Director Cloud asked for an update on a report for the EMAS Learjet incident. Attorney Tom Lester informed all that the insurance company is doing their own investigation to determine what occurred. Director Kolssak would like to request to get new signage for the airport and Abbott is working on it. Director Katz would like the airport to have an all-inclusive compiled list of all the airport building with evaluations and priority maintenance lists. Abbott to assign the project and start soon.

### **C) CommAvia Report**

- Rob Mark has spoken with WGN to possibly cover the Run the Runway, Sunday, July 3, 2016 event live or pre-taped.
- We have received many nice comments regarding the passing of the Former Chairman of the Board E. Allan Englehardt.
- Drone spotted flying very high near tail end of a runway. No incidents occurred.
- Demonstration at Atlantic Aviation with new airplane. Video was posted to Chicago Executive Airport Facebook page.
- Filming to occur on airfield by DePaul Film Students soon.
- Airport tour of Netflix scout for possible film location.
- Event in Hangar 11 for Nissan automotive reveal.
- Introduced Scott Spangler- Chief Editor and Photographer for Rob Mark.

Director Cloud would like Rob to place articles in the Village of Wheeling and City of Prospect Heights Newsletters about Drone Safety. Chairman Tourtelot and Director Katz were interested about the laws regarding drones and where they can and cannot fly. Rob Mark is in contact with the FAA in Washington, D.C. regarding the regulations and policies surrounding drones. The airport also has a log of those who call to let us know that they are flying a drone near our airspace.

### **D) Board Members Comments**

- Director Cloud thanked Steve Berman for his comments and stated that we were governed by a set a rules that do not allow the Board to use executive session for this particular reason. She reminded those in attendance that they are also citizens of Wheeling and Prospect Heights and what gets determined here also affects them.
- Director Kolssak no comments.
- Director Kearns would like to welcome all to attend the presentation of the Scholarship Awards for the 12 young people from our community on Friday, July 8, 2016 at Hangar 19. Nice opportunity to meet a great bunch of kids.
- Director Kiefer no comments.
- Director Katz remarked that it is the responsibility of the airport to fuel young flyers of tomorrow, but pointed out that the FBOs do try to provide the 100 low lead at discounted rates. He also welcomed Chairman Tourtelot to the Board. Director Katz was also excited about the discussions about security upgrades that may occur.
- Director Lang agreed with Director Cloud regarding Steve Berman’s request for answers to questions. He would like to receive a specific question and hopefully get back to the citizens with an answer by the next Board Meeting. Director Lang would also like the FBOs, CEPA, and tenants to come together for a meeting to discuss the pros and cons of having a self-serve fuel pump.

Director Lang recommended Chairman Tourtelot to become the mediator in the meeting about the possible self-serve fuel pumps. Discussion occurred with regards to the issues surrounding the self-serve fuel. Subject was tabled until the next Board Meeting after more information has been collected.

#### **E) Correspondence and Chairman’s Comments**

- None.

#### **IX. Master Plan Presentation- CMT**

- ❖ Brian Welker gave a presentation on the Chicago Executive Airport’s Master Plan.
- ❖ It is based on a forecast that the FAA sets (TAF: Terminal Aerial Forecast), from there we shape the plan to accommodate any changes or concerns.
- ❖ FAA reports decline nationally over operations but our Master Plan should help raise our airport over the national rate.
- ❖ Based Aircraft forecast planning for constrained, high growth scenario at 1.7%.
- ❖ Aircraft Operations Forecast planning for constrained, medium growth scenario at 0.4%.
- ❖ At the Joint Meeting on June 9, 2016 CMT will give a summary of Master Plan Work Items and Land Use and Developmental Potential.

Director Kolssak and Director Katz would like clarification on constrained verses unconstrained; also how TAF is set. Director Lang and Director Katz would like the Board to receive a layout designating work areas and landmark building titles. Brian Welker will work with Jamie Abbott to have it ready by the Joint Workshop.

## **X. Consent Agenda**

### **A. Resolution 16-021 - 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 Kiefer. Nays: None. Absent: None.

Question was raised by Director Katz if govdeals got a fixed amount or percentage of the sales price. Scott Campbell confirmed that they get a percentage of the total sales price.

## **XI. Old Business**

### **A. Resolution 16-019 – A Resolution Approving a Filming/Photography/Special Events Policy for Chicago Executive Airport;**

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

Director Cloud requested to require references from other locations that the applicants have used. Jamie Abbott added Special Events to the policy from the last meeting.

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

## **XII. New Business**

### **A. Resolution 16-022 – A Resolution Approving a Policy for Collections on Past Due Accounts;**

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

Director Cloud wanted a higher overdue percent rate pay but it was explained by Attorney Tom Lester how it will compound and escalate to help be a deterrent to late payments. Director Cloud would also like the Board to receive a list of any tenants 60 days past due.

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

### **B. Resolution 16-023 – A Resolution Amending the 2016 Regular Meeting Schedule of the Chicago Executive Airport Board of Directors;**

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

Director Kearns was concerned about the financial reports not being completed in time for a 2<sup>nd</sup> Wednesday of every month meeting. Jamie Abbott explained that a few times a year, the financial reports may be late due to the deadlines for the information from the tenants are not required until the 10<sup>th</sup> of the month. Director Kolssak stated that he plans

his calendar year ahead of time and that change may be difficult; he suggested the 3<sup>rd</sup> Tuesday of every month instead. Jamie Abbott will vet the 3<sup>rd</sup> Tuesday of every month as possible new Board of Directors Meeting date. Director Lang stated that June needs to be altered and the rest can wait until the next Board meeting about the possible Tuesday dates.

A motion to amend the Resolution to change the June Board Meeting date to Thursday, June 9, 2016 at 4 pm at the Westin in Wheeling, IL and postpone changes to the remaining calendar dates was made by Director Cloud and seconded by Director Kolssak.

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

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

### **XIII. Executive Session**

There was no Executive Session.

### **XIV. Adjournment**

A motion was made by Director Cloud and seconded by Director Katz to adjourn the meeting. The motion was unanimously approved by a voice vote. The meeting was adjourned at 7:43 p.m.

Respectfully submitted,

Neal Katz  
Secretary