

**CHICAGO EXECUTIVE AIRPORT  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
WEDNESDAY, MAY 20, 2015  
1020 S. PLANT ROAD  
WHEELING, IL 60090  
6:00 PM**

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

Chairman McKenzie, 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: None.

Also in Attendance:     Jamie Abbott – Executive Director  
                                  Vicki Mayr - Recording Secretary  
                                  Tom Lester – Airport Attorney

**II. Pledge of Allegiance**

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

**III. Approval of Minutes**

A motion was made by Director Katz and seconded by Director Cloud to approve the minutes of the April 22, 2015 Regular Meeting. The motion was approved by voice vote.

**IV. Changes to the Agenda**

Executive Director Jamie Abbott asked that the under IV, Items C. be moved to last on tonight's agenda.

**V. Public Comments**

Chairman McKenzie welcomed attendees and reminded the audience of the 5 minute per speaker time allotment. He also stated that this is not a question and answer session. Any questions should be directed to Jamie Abbott.

The first speaker was Mr. Stephen Neff. Mr. Neff read his April 5<sup>th</sup> letter sent the Board of Directors requesting noise monitoring equipment be installed around the airport. He also suggested that the airport enlist the assistance of the Wheeling High School STEM program in collecting that data. Mr. Neff requests that the airport board attend an O'Hare Airport Noise Compatibility Commission meeting.

## **VI. Hearings and Reports**

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

Director Kearns reported that there were some unbudgeted revenues due to rental from the RSA land across Palatine Road and some expired rent credits. Customs and fuel sales remain flat. Flight operations are down overall year to date. Overall the financials finished the year strong.

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

Executive Director, Jamie Abbott, reported on the following:

- ➔ Jamie congratulated Director Kearns on being chosen Citizen of the Year from Prospect Heights. He was unable to attend the Mayors Breakfast, but his wife, Debbie, gave a very nice speech on his behalf.
- ➔ The Wheeling Memorial Day Parade will be held on Monday. If you'd like to ride on the airport float, the line-up will take place on the southeast corner of Milwaukee and Dundee at 9:45am.
- ➔ We are holding weekly Rock-N-Run the Runway meetings with staff and bi-weekly meetings with the City and Village. It's looking like it will be a great event. Signage will be going up shortly. There are 20 people signed up for the 5K, so far.
- ➔ The airport has hired Sikich to do the CAFR and audit. They were less expensive than the competition, are familiar with and have done other work for the airport.
- ➔ The east quad rehab project is on the FAA's June letting. The project should be done in mid to late summer.
- ➔ The resurfacing of Runway 16/34 has been awarded this year, but the project will not start until next year.
- ➔ The airport has been researching LED airfield lighting. Currently the FAA will not fund this type of lighting. The local cost would be approximately \$250,000 with a 3-4 year return. There are objections to the idea from a few tenants as LED lighting does not put out enough heat for some visioning systems.
- ➔ Jamie responded to a questions from Director Kolssak that the invoice for an email search as the result of a FIOA request came significantly less than the price we were quoted.

### **C) CommAvia Report**

- Rob Mark reported that the new airport website is up and running. He will continue to upload information from the old site.
- He met with Miriam Campbell from the Chamber to organize a business expo on the airport. Mr. Mark and Jamie met with the new tower manager to see if there are some

easy steps that the assist with noise reduction, like directing planes to do run ups on the Charlie pad, which is closer to Milwaukee Ave and the forest preserve.

- Mr. Mark also delivered the month's noise complaints to the board. He responded to Director Cloud's question that he is being paid a flat fee and no longer on a "per noise complaint" basis.

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

- Director Katz asked Jamie about LED lighting outside the T-hangars. Additionally he would like to see an aggressive noise abatement marketing tools.
- Director Cloud had no comment.
- Director Lang had no comment.
- Director Kolssak had no comment.
- Director Pace had no comment.
- Director Kearns stated the he would like the board involved in the decision making process on the beneficiary of the 2016 Run the Runway proceeds. Jamie apologized and explained that he overlooked last year's conversation. He decided on the PAPA Scholarship Fund as this year's beneficiary but will make sure it is discussed a future board meeting.

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

Chairman McKenzie suggested installing motion sensors for the lighting in the T-hangars.

#### **F) Chief Executive Officer's Report**

Mr. Charlie Priester stated that the Phase 1 Master Plan Report that the board received provides a solid foundation for the rest of the Master Plan Study. Mr. Priester then introduced the team of experts who put report together, Brian Welker, Jim Kirby and Phil Smithmeyer.

### **VII. Master Plan Presentation**

Brian Welker of Crawford, Murphy & Tilly began the presentation by speaking about the importance of Chicago Executive Airport to the area. He spoke of the facility, safety and improvements to the area around the airport that has been made.

Mr. Welker spoke of the other members of the team who produced the report, including Jim Kirby, who brought his expertise as a real estate developer, as well as Phil Smithmeyer, a retired district manager for the FAA.

Phase 1 has been building a solid foundation for the Master Plan. Now that the data has been collected, it's time to use that data to build upon that foundation and discover how to better serve the users and the communities. One way is through the development of land both on and off the airport, including Areas 2 & 3 and the Runway Protections Zone.

Mr. Welker introduced Mr. Jim Kirby who explained his background in real estate development. Mr. Kirby stated that focus in Phase 2 will be on developing the areas around the airport. Part of the focus will be on identifying available property, matching the best use for those properties and taking the lead in making that happen.

Mr. Kirby introduced Mr. Phil Smithmeyer Mr. Smithmeyer retired after 35 years as an FAA District Office Manager. He commends Chicago Executive Airport on the excellent work that has been done on the airport. He encourages the continuation of the Master Plan to give guidance for the long range guidance of the airport.

Director Lang commented on the plan moving forward. Brian Welker spoke of establishing a planning advisory group going forward and how we can speed the process along. Mr. Smithmeyer explained that there a lot of steps to a Master Plan. Mr. Kirby spoke of pulling together a catalog of funding that already exists, but has not been researched to assist with things like development and noise abatement.

Director Kearns asked about the suggestion of a repair facility at the airport. Such a facility would bring in non-based aircraft and high paying jobs, such as aircraft mechanics.

Director Katz thanked the presenters and asked the time frame for narrowing down the list of projects. Mr. Welker stated that much of that will depend on the availability of funding and the marketplace.

Director Cloud thanks the team for the outstanding work. She stresses that we cannot do nothing and she looks forward to the continued great work. Director Cloud would like to see the results of the tenant's surveys. Would a maintenance facility benefit our airport and our tenants?

Director Pace is pleased. His only comment is that he would like to see the process move faster.

Director Kolssak commented that it was a very comprehensive study. He suggests that it be explained in a user friendly manner and less technical when presented to the municipalities. In response to the financial aspect of the study, Mr. Welker stated that an estimated cost of a 3 year study is difficult to determine due to the specialized nature of the work. On the low end the cost could be between \$350,000 - \$500,000 and go up from there. The cost of the study is reimbursable by the FAA.

Chairman McKenzie asked for a consensus from the board to present Phase 1 of the Master Plan Study as drafted to the communities at the Joint Workshop. There was a unanimous consensus by the Board of Directors.

## **VIII. Consent Agenda**

A. Resolution 15-009 - A Resolution Authorizing the Payment of Claims;

A motion was made by Director Katz and seconded by Director Cloud 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**

- A. 15-007 - A Approving an Updated Personnel Policy Manual for Chicago Executive Airport;

A motion was made by Director Kolssak to take Item A. A Resolution Approving and Updated Personnel Policy Manual for Chicago Executive Airport off the table. The motion was seconded by Director Cloud.

Executive Director Jamie Abbott reviewed the main differences between the current and new policy and responded to board member questions. The board asked that Jamie go back and research PTO with the Northwest Municipal Conference to see how the airport PTO policy compares with other municipalities.

A motion was made to table Item A. in order for Jamie to collect data regarding PTO from the Northwest Municipal Conference by Director Pace. The motion was seconded by Director Pace. The vote was approve by a voice vote.

- B. FY 16 Budget – Jamie stated that the City and Village will have the opportunity to hear the presentation that the board heard tonight at the Joint Workshop on June 1st. He is not suggesting that the airport change the budget. It is his recommendation that the board allow the municipalities to hear the presentation and react accordingly. In response to Director Cloud's question, the municipalities cannot vote on the airport budget at the Joint Workshop. Per Tom Lester, they could approve moving forward with Phase 2.

## **X. New Business**

- A. 15-010 - A Resolution Recommending Approval of the Execution of Documents for the Reduction of the Interest Rates on the Northeast T-hangar Loan and the RSA Property Acquisition Loan:

A motion was made by Director Kolssak to table Item A. A Resolution Recommending Approval of the Execution of Documents for the Reduction of the Interest Rates on the Northeast T-hangar Loan and the RSA Property Acquisition Loan. The motion was seconded by Director Katz.

Scott Campbell explained that this reduction in the loans for the northeast T-hangars from 4.17% to 3.25%, which will result in about \$30,000 in savings on the two loans. The current payments will continue to be made, reducing the length of the loan.

Director Katz would like to see some additional specifics on each loan. He would like schedules of the loans, terms and balances.

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

#### **XI. Executive Session**

A motion was made by Director Pace and seconded by Director Cloud to go into Executive Session pursuant to 5 ILCS 120/2 (c) (1) and (6) to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees and the sale or lease of property owned by the public body.

#### **XII. Action Taken from Executive Session**

There was no action taken from Executive Session.

#### **XIII. 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 7:35p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Neal Katz". The signature is written in a cursive style with a large, stylized "N" and "K".

Neal Katz  
Secretary