

**CHICAGO EXECUTIVE AIRPORT  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
WEDNESDAY, NOVEMBER 16, 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, Kiefer, Kolssak, and Lang.

Absent: None

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

**II. Pledge of Allegiance**

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

**III. Approval of Minutes**

A motion was made by Director Katz and seconded by Director Kolssak to approve the minutes from the October 19, 2016 Regular Board Meeting. The motion was approved by a voice vote. Ayes: Directors Cloud, Katz, Kearns, and Kiefer and Kolssak. Nays: None. Abstain: Director Lang. Absent: None.

**IV. Changes to the Agenda**

No changes to the Agenda.

**V. Public Comments**

Phil Mader spoke about calls to Rob Mark regarding airplane noise in the middle of the night. He made comments about some aircraft not appearing on Flight Aware, the proposed welcome sign and a letter to the FAA.

Steve Neff spoke about an aircraft noise complaint from September and how Rob Mark handled the situation with a positive result. He reported another noise event on November 7<sup>th</sup> that occurred at 4:00 a.m. that was not on Flight Aware and asked if a camera could be pointed at the runway to record tail numbers. He would like to work with the noise consultants.

**VI. Hearing and Reports**

**A) Treasurer's Report**

Director Kearns reported that fuel flowage and operations are up for the twelve month rolling totals. Customs are down slightly this month but up for the twelve month rolling totals. Revenue is over budget. Expenses are approximately 10% under budget. There was net income

for the month. Normal transfers were made to reserve funds. He discussed that \$17,000 in past due collections came in.

Director Katz commented that the fuel increase was probably due to the Cub's games.

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

Executive Director, Jamie Abbott, reported on the following:

### ➔ Construction

- The final closure of Runway 16/34 was last weekend and the project is officially complete.
- He had a pre-design meeting regarding the Runway 12/30 project.
- The Lima bypass project will begin in the Spring.

### ➔ U.S. Customs

- He has a meeting scheduled on Monday with the port director of the City of Chicago to discuss the change in procedures and facility.
- He had a strategic meeting with CMT and staff members to look at possible locations for a new Customs facility taking into consideration the Master Plan.
- He plans to consult with the Village of Wheeling regarding the construction process for a new building.

### ➔ Drone Signs

- One has already been posted in the airport viewing area.
- Others will be posted in nearby parks and strategically placed around the airfield.

➔ A new airport map will be created for the board room that will have building numbers on it using one of the new photos that was recently taken.

➔ NEM Update – A stakeholder committee will be created and the first meeting will take place on December 13th, either before or after the quarterly Noise Committee meeting. The consultant will be at the meetings to answer questions.

Director Lang asked if the NEM Update is part of the Master Plan. Jamie and Brian Welker, CMT, explained that the two are different studies but there is some overlap and the NEM Update will include residents. Director Lang also commented about the IL road fund referendum that was recently passed and wondered how this will affect the Airport. Tom Lester, Airport Attorney, explained that it will not affect the Airport much.

Director Kiefer asked about any IDOT plans and road upgrades near the Airport.

## **C) CommAvia Report**

Rob Mark spoke about the following:

- He and Jamie attended the Veterans Day mass and reception at St. Alphonsus in Prospect Heights.
- Signature Flight Support and Priester Aviation created a Veterans Day video.
- Drones – the new signs are big but good. He spoke to some people at the Village of Glenview about drone issues and received some useful advice.
- Noise complaints – spoke about Steve Neff’s complaint and flights that do not appear on Flight Aware. Director Kolssak commented about VFR and IFR flights. There were comments about ATC Live. Director Katz commented about the website and asked if Rob could contact the flight director for laboratory sample airplanes that land late at night.
- The new front page is up on the Airport website.
- United Airlines filming took place at Hangar 11 with the help of One Aviation and Leading Edge Flying Club.
- Will follow up on having information from the Airport published in Wheeling and Prospect Heights newsletters.

**D) Board Members Comments**

- Director Kearns spoke about NBAA and that it was a good learning experience. He shared conversations he had with Jet Smarter and Falcon Jets.
- Director Kolssak congratulated the Cubs and Trump. He asked about the Master Plan and the new Airport security system capabilities. He would like a camera facing the runway.
- Director Cloud had no comments.
- Director Kiefer had no comments.
- Director Katz spoke about Airport property plans.
- Director Lang had no comments.

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

- Chairman Tourtelot thanked Director Kearns for the financial report. He shared his experience at NBAA and said he talked to many people, especially Zodiac. He said that the Airport booth had a lot of traffic and that he found the conference to be very informative.

**VII. Consent Agenda**

- A. Resolution 16-046 - A Resolution Authorizing the Payment of Claims;

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

**IX. Old Business**

There was no old business.

## **X. New Business**

- A. Resolution 16-047 – A Resolution Approving 2017 Regular Meeting Schedule of the Chicago Executive Airport Board of Directors;

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

Directors Kolssak and Cloud will be unable to attend the February meeting. The elections should be moved to March.

- B. Resolution 16-048 A Resolution Approving the Sale of Surplus Personal Property;

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

- C. Resolution 16-049 A Resolution Accepting the Comprehensive Annual Financial Report for the Fiscal Year Ending April 30, 2016;

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

Dan Berg from Sikich said that the financial statements received a clean opinion. He spoke about the analysis, comparisons to prior years, capital improvements, expenditures, IDOT grants and depreciation. He commented that cash flow was good. He responded to questions from Directors Kolssak and Kearns, Chairman Tourtelot and Attorney Lester about depreciation. He responded to Director Katz's question about funds from the state and federal governments. He answered Director Kiefer's question about how the net operating loss affects the Airport's ability to secure funding or ratings.

- D. Resolution 16-050 A Resolution to Approve the Preliminary TIPS FY 2018-2022 Program for Chicago Executive Airport;

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

Jamie explained that this is a five-year capital program, that he had a meeting with IDOT and that they agreed with the program. After that meeting the Customs facility project has been added to the list. The dollar figures on the report are good estimates and can be amended.

There was discussion between Directors Kolssak, Katz and Lang regarding the timing of projects, project details and the estimates.

E. New Welcome Signage and U.S. Customs Facility Discussion:

Chairman Tourtelot summarized the new welcome sign project and possible new facility for customs. The Chairman and Jamie asked the board to consider if the sign project should be delayed. Discussion and opinions from each of the directors followed including comments about improving the corner where the sign is planned, proceeding through the sign estimate process, and if both projects can be completed at the same time. Most of the directors agreed the drawings and estimate for the sign should be completed, then make the decision whether to proceed with construction. Lori from GreenbergFarrow will be included in next month's meeting.

**XI. Executive Session**

A motion was made by Director Katz and seconded by Director Cloud to go into Executive Session pursuant to 5 ILCS 120 (c)(5) and (6) to discuss the sale or lease of Airport property.

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

**XII. Action Taken from Executive Session, if required**

There was no action taken from Executive Session.

**XIII. Adjournment**

A motion was made by Director Kolssak and seconded by Director Cloud to adjourn the meeting. The motion was unanimously approved by a voice vote. The meeting was adjourned at 7:38 p.m.

Respectfully submitted,



Neal Katz  
Secretary