

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, MARCH 21, 2018
1020 S PLANT ROAD
WHEELING, IL 60090
6:00 PM**

I. Call to Order and Roll Call

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

Absent: None

Also in Attendance: Jamie Abbott – Executive Director
 Jennifer Pfeifer- Recording Secretary
 Jason Griffith – Director of Finance
 Tom Lester – Attorney

II. Pledge of Allegiance

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

III. Approval of Minutes

A motion was made by Director Lang and seconded by Director Cloud to approve the minutes from the February 21, 2018 Regular Board Meeting. The motion to approve the minutes was approved by a voice vote. Ayes: Directors Cloud, Katz, Kearns, Kiefer, and Lang. Nays: None. Abstain: Director Kolssak.

IV. Changes to the Agenda

None.

V. Public Comments

None.

VI. Hearing and Reports

A) Treasurer’s Report

Director Kearns gave the Treasurer’s Report. Flight operations for the 12-month rolling totals are down 1747 flights, however fuel flowage is ahead 471,906 gallons for the same time period. Customs operations are 499 for the 12-month period. There are no

vacancies in the T-hangars. Net income for the year is \$509,295 which is over budget and there are no significant past due amounts.

B) Executive Director's Report.

Executive Director, Jamie Abbott, reported on the following:

- ➔ Zodiac ESSCO update – they are ceasing all production of EMAS blocks in September 2018. They will continue support of maintaining all existing beds. Looking into securing extra blocks.
- ➔ Hawthorne development – foundation permits are approved, and surveying has begun. Steel for the building is sitting on the ramp.
- ➔ U.S. Customs building – there will be a formal presentation at the next meeting from 845 Designs and Morgan Harbour. They have the specs from U.S. Customs.
- ➔ Events coming up:
 - April 10-11: Jamie will be participating in a panel in Washington D.C.
 - April 25: Jamie will participate in a webinar on Airport Minimum Standards.
- ➔ Rock n Run the Runway – attended the second event planning meeting today with Village of Wheeling event staff. The event location has changed slightly this year.

Director Katz asked when the Hawthorne development is expected to be complete. David Annin said mid fourth quarter. Director Katz also asked about the fireworks launch site this year. The launch site will be the same as last year.

Director Cloud questioned the date of the Rock n Run the Runway event being so much earlier than the 4th of July

Director Kolssak asked if the airport has to contribute sponsorship money to the evening event. The answer is no monies are paid by CEA for fireworks or food trucks.

Director Kearns asked for clarification on the Zodiac EMAS blocks support. Dan Pape said that Zodiac is still trying to figure out what is going to happen so the final solution is in process.

C) CommAvia Report

Rob Mark gave the CommAvia Report:

- The Daily Herald ran a story about snow removal at the airport and pilot testimonial.
- Helicopter story in Flying There quoted the helicopter pilots from Hangar 5.
- The episode of “House Hunters” that was filmed at Hangar 8 was aired.

- Recently talked to a group from Chicago who does car shows and would like to do a small car show at the airport. Director Cloud mentioned “Wings and Wheels” was held at CEA many years ago.
- Spoke about training the airport staff about CommAvia’s service and promoting similar information between the two.
- Researched declining traffic numbers at PWK. Looking for trends.
- There were twenty noise complaints last month.
- He attended the Noise Committee Meeting on March 7th.
- He will plan a meeting with the tower manager and Jamie to see if there are some easy noise solutions that could be implemented.
- Spoke about his analysis of the night time traffic at the airport.
- He has received many calls about drones and recently talked to some kids who were flying a drone at Oakton Community College.
- Conducted an airport tour for a group from Quest Academy.

Director Cloud asked if the pilot testimonial in the CommAvia report could be posted on the airport website. She would like a separate tab at the top of the main page for any testimonials we receive. She spoke about the local news station helicopter that is a tenant and wondered if it would be beneficial to have more news helicopters based here.

Director Katz spoke about creating a resource to teach pilots about flying in and out of our airport and being aware of the residents who live nearby. Rob spoke about an informational card that was printed a few years ago. Director Katz would like the card redesigned and distributed again.

D) CMT

Dan Pape gave the CMT report:

- Submitted plans for Runway 12/30 project.
- Review the preliminary plan from 845 Design concept for the Admin/SRE facilities.
- Worked on numbers for the airport budget.
- Received bids for the Tower Road project which came in under budget.

E) Board Member Comments

- Director Kiefer had no comments.

- Director Katz spoke about hosting a future airport open house in 2019.
- Director Lang had no comments.
- Director Cloud spoke about the upcoming Job Fair, how it should be advertised in municipal newsletters and done on a regular basis. She complimented Jason on the budget. She would like noise committee board positions for citizens advertised in the municipal newsletters. She congratulated Hawthorne on receiving their permits. Director Katz mentioned the job fair at Wheeling High School.
- Director Kolssak spoke about the Joint Meeting and would like it on the same day as the board meeting instead of two meetings that month.
- Director Kearns had no comments.

F) Correspondence and Chairman’s Comments

Chairman Harris thanked Jamie and Jason for the hard work on the budget and read a testimonial from the pilot that was in CommAvia’s report.

VII. Old Business

None.

VIII. New Business

A. Resolution 18-008 – A Resolution Authorizing the Payment of Claims;

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

B. Resolution 18-009 – A Resolution Approving the Noise Exposure Maps (NEMS) Update and Report;

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

Jamie summarized the purpose of the resolution and the process of the NEM Update and Report. Director Lang asked for an explanation of the process going forward and the next steps. Jamie explained that the NEM update is necessary every five years as long as we are participating in noise related projects and that it makes the airport eligible for a noise attenuation program. He summarized upcoming steps. Director Lang asked for further clarification of the process for homeowners. Jen Wolchansky from Mead and Hunt explained that the NEMs identify the area that is significantly impacted by noise. Paul Dunholter from BridgeNet described the process for homeowners who are eligible and want to participate in the program. Director Lang asked specifically about homes built after 1989 and Paul explained that after testing they could still be eligible for sound attenuation.

Director Katz thanked the consultants for their work.

C. Resolution 18-010 – A Resolution Approving a Three-year Contract Extension for Sikich LLP as Financial Auditor:

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

D. Resolution 18-011 – A Resolution Recommending Approval of the FY19 Budget for Chicago Executive Airport;

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

Director Cloud asked when the budget would be presented to the municipalities. Jason said in April.

E. Election of Officers;

A motion to nominate Director Cloud as Vice-Chair was made by Director Kiefer and seconded by Director Kolssak. A motion to nominate Director Kearns as Vice-Chair was made by Director Katz and seconded by Director Kolssak. Director Cloud withdrew her nomination. The motion to elect Director Kearns was approved by voice vote. Ayes: Directors Cloud, Katz, Kearns, Kiefer, Kolssak and Lang. Nays: None. Absent: None.

A motion to nominate Director Katz for Treasurer was made by Director Cloud and seconded by Director Kolssak. The motion was approved by voice vote. Ayes: Directors Cloud, Katz, Kearns, Kiefer, Kolssak and Lang. Nays: None. Absent: None.

A motion to nominate Director Cloud for Secretary was made by Director Katz and seconded by Director Kolssak. The motion was approved by voice vote. Ayes: Directors Cloud, Katz, Kearns, Kiefer, Kolssak and Lang. Nays: None. Absent: None.

IX. Executive Session

At 6:52 p.m. a motion was made by Director Cloud and seconded by Director Kiefer to go into executive session pursuant to 5 ILCS 120/2(c) (1), (6) to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees or the sale or lease of property owned by the public body. The motion was approved by voice vote. Ayes: Directors Cloud, Katz, Kearns, Kiefer, Kolssak and Lang. Nays: None. Absent: None.

At 7:19 p.m. a motion was made by Director Kolssak and seconded by Director Kearns to adjourn to regular session. The motion was approved by voice vote. Ayes: Directors Cloud, Katz, Kearns, Kiefer Kolssak and Lang. Nays: None. Absent: None

X. Action Taken from Executive Session, if required

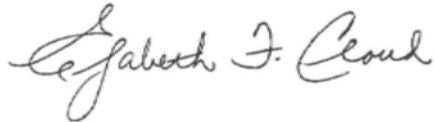
A motion to return to regular session was made by Director Kiefer and seconded by Director Cloud. The motion was approved by voice vote. Ayes: Directors Cloud, Katz, Kearns, Kiefer, Kolssak and Lang. Nays: None. Absent: None.

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

XI. Adjournment

A motion was made by Director Cloud and seconded by Director Kearns to adjourn the meeting. The motion was unanimously approved by a voice vote. The meeting was adjourned at 7:23 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Elizabeth F. Cloud". The signature is written in black ink and is positioned above the typed name.

Elizabeth Cloud
Secretary