

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, NOVEMBER 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 6:03 PM. Roll call confirmed the following present: Directors Katz, Kearns, Kiefer, Lang and Saewert.

Also in Attendance: Jamie Abbott – Executive Director
 George Sakas – Director of Economic Development
 Jason Griffith – Director of Finance
 Jennifer Pfeifer- Recording Secretary
 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 Kearns to approve the minutes from the October 10, 2018 Special Board Meeting. The motion was approved by voice vote. Ayes: Directors Katz, Kearns, Kiefer, Lang and Saewert. Nays: None. Abstain: None.

IV. Changes to the Agenda

There were no changes to the agenda.

V. Public Comments

Michael Haupt, a CEA historian, thanked the Board of Directors for letting him use the board room for his book launch last Sunday. Approximately 50 people attended. The book is in print and available for sale.

VI. Hearing and Reports

A) Treasurer's Report

Jason Griffith gave the operations portion of the treasurer's report. Last month there were 6,373 total flight operations which was down from September, the 12-month rolling total is 78,913 operations, 590,373 gallons of fuel sold which was up from September. The twelve-month rolling total is 6,376,300 gallons of fuel which is up from

the prior twelve-months. Customs operations for September were 31 which is up for the month and the twelve-month rolling total is 456. Operating income was \$101,540; after transfers net income was \$38,798.

Director Katz went over the budget for the mid-term and noted the airport is below budget on expenses and over budget on revenue. He spoke about the insurance policy that is to be renewed.

Chairman Harris spoke about the Customs facility and said customs operations are down about 10%; he asked Jason to research why and present his findings at the December meeting.

Director Kearns asked about the large past due amount and with the board's approval can it be written off? Jason and Tom Lester explained the procedure.

B) Executive Director's Report.

Executive Director, Jamie Abbott, reported on the following:

- ➔ U.S. Customs Facility – the final building layout will be presented at the December meeting.
- ➔ Residential Sound Insulation Project – the RFQ's have been reviewed and the staff conducted interviews. C&S Companies is the chosen consultant. A contract has not been drawn up yet. He has discussed subcontractors with Michael Hotaling. The project manager, Penny, will relocate to this area for the duration of the project. Next month the scope of services will be presented, which the FAA would also like to review. Director Saewert spoke about the scope of services and said the installation service provide is a concern; he wants to get the best possible work done at a reasonable cost. He would like some reviews gathered about past work and check what the Better Business Bureau says. Director Lang spoke about the problems Midway Airport had with their RSIP. Chairman Harris asked if there will be a C&S representative in this area and Jamie said yes.
- ➔ Hawthorne is working out of their new hangar on a limited basis.
- ➔ Media Day – On November 15th about 30 people came to hear about the Aviation Academy with District 214 and Lewis University. They are talking about expanding the program. Chairman Harris asked if there were any local reporters? Jamie said there were 3.
- ➔ Congratulated Mike Haupt on the launch of his new book.
- ➔ The first Master Plan Open House will be held on December 4th at the Ramada. A welcome video will be shown and story boards displayed.
- ➔ The next Noise Committee Meeting is on December 5th.

C) Director of Economic Development

George Sakas spoke about the economic impact study from 2007, the 2011 report from the State of Illinois and data from those studies. He said the data is outdated. He found the firm Gruen Gruen & Associates who produced DuPage Airport's economic impact study. He has asked the FBOs and other businesses to participate and share information and they are willing to participate. The cost of the study is within the budget, will take about twelve weeks to be completed and will be presented in February. He asked the board for their consent.

Director Lang agreed that it is important to update the study. He wants specifics and surveys from local hotels and businesses. George spoke about direct and indirect impacts from the airport to local businesses. He said more and more airports are having economic impact studies done to show their worth to surrounding communities.

Director Kearns spoke about Phase I of the Master Plan that said an economic impact study will be done. He does not want to duplicate efforts if it has already been recently done.

Chairman Harris asked if the study will include property taxes. George said yes, that is a direct impact and one that is easily determined. Chairman Harris said that George has the consensus of the board to go ahead with the study.

D) CommAvia Report

There was no report this month.

E) CMT – Dan Pape

- ❖ Working on TIPS; meetings and follow-ups. The TIPS will be submitted in mid-December. He asked for any comments or additions.
- ❖ The FAA is issuing a supplemental funding package that CMT will submit two projects, overall airfield lighting and widening runway 12/30, and explaining the benefits. If approved, both projects would be 100% federally funded. He will know if they are approved mid to late first quarter.
- ❖ Work continues on the Master Plan project.
- ❖ The runway 12/30 project has been awarded and work is progressing.
- ❖ The east quadrant entrance road will be put out for bid in January. This project was delayed because the state did not complete the paperwork.

Chairman Harris asked how much the upcoming change in the state government administration will disrupt the project approval and funding process. Dan said the change will have minimal effect because the day to day people will remain stable.

Director Kiefer asked why start the runway 12/30 overlay project before the approval to widen. Dan explained that the funding will be lost if they wait since the widening project has not been approved. If the approval is received in the first quarter of next year, then they can combine the projects. The pavement quality is dropping and should be replaced. He will keep the board informed and spoke about different parts of the project.

Director Saewert agreed with Director Kiefer's comments and asked what it would take to speed up a decision from the FAA. It makes more sense to combine the projects. Dan said that the decision is one that is made in Washington DC. Jamie said that he will be briefing Congressman Schneider's office about it. Director Saewert suggested he contact Senator Duckworth and Senator Schakowsky also.

Director Katz spoke about LED lighting and asked if LEDs produce heat that will melt the snow off them. Dan spoke about heating kits for LED lights, said they have not seen issues with LEDs not producing enough heat to melt snow and that the energy savings from LEDs is a huge benefit. Director Katz said the airport should switch to all LED lighting and there was further discussion about LEDs used as runway lights.

F) Board Member Comments

- Director Saewert reported that he has been meeting with the tenants on the airport. He attended the SIG meeting as an observer and said that it was well attended by a diverse group of people. He spoke about the workshop and said that he's looking forward to the Open House.
- Director Kearns wished everyone a healthy and safe Thanksgiving and spoke about the California fires and missing people.
- Director Lang spoke about the capital improvement project for Industrial Lane that is planned for 2019; the street will be widened with storm sewers and grass parkways installed. He does not know the exact start date. He wished everyone Happy Thanksgiving.
- Director Katz said he would like larger t-hangars developed for Cirrus aircraft and he would like to discuss this with Jamie. He thanked Mike Haupt and spoke about Tom Coombs. He wished everyone a Happy Thanksgiving and thanked Director Kearns for his comments about California.
- Director Kiefer spoke about the outgoing Governor Rauner and asked if he was thanked for his support during his term. He also asked if the new governor will be invited to the airport and given a tour. He asked who will take over the fuel sales tax issue in the new term. Jamie said he would follow up.

G) Correspondence and Chairman's Comments

Chairman Harris spoke about changing the lights in the maintenance bay; has there been any progress? Jason said it has been difficult to get a comparative quote. There was discussion with Director Katz about the quote and cost approval. Chairman Harris spoke about the Master Plan information on the airport website and thanked CMT and Images, Inc. for being at the meeting. He wished everyone a Happy Thanksgiving.

VII. New Business

A. CMT – Master Plan Update – Craig Louden

- The first SIG meeting was held on November 13th. Forty-nine participants were invited; 28 attended. The very diverse group was asked to look at an aerial photo of the airport and asked if the runway was expanded, how would they position it. The results will be compiled and displayed at the open house.

There was discussion with Chairman Harris and Director Katz about the fact that there was one corporate pilot at the SIG meeting. Director Katz would like to read the notes from the meeting.

- The first Open House is on December 4th at the Ramada. There will be a summary of the Master Plan to date, seven poster stations, a welcome video, the SIG meeting results and opportunity for written public comments. Comments will be accepted until December 19th.

Director Lang asked if there will be a speech, will expansion ideas be shown and what is the timeline for future alternatives? Craig said there will not be a speech; there will be a 3-4 minute video greeting and then people proceed into the next room. Jamie added that the video is informative, simplifies the process and will be posted to the website. Tracy summarized what the story boards at the Open House will say. Dan said the last station will give the public a chance to sit down and do the same workshop exercise that the SIG did using runway overlays. SIG and public alternatives will be combined by CMT into one set of results. Craig said the Master Plan concludes by 10/1/19, then municipalities consider approval, then an environmental study completed and then FAA approval. He stressed that just because a facility or change is shown on the Airport Layout Plan does not mean it will ever be constructed. Dan added that developments other than the runway length also need to be considered. Craig agreed that there are many other parts to the Master Plan other than the runway.

Chairman Harris clarified the process and said that no one on the board has seen any approved alternatives; this is a course of action development stage. He asked Tracy from Images, Inc. to get the message out that no decisions have been made.

Director Saewert asked what will be accomplished in the second public meeting? Craig said it will be near the end of the process and it will lay out the preferred development concept for the public to view.

Director Katz asked Tracy how the Open House is being advertised. Tracy said that email blasts went out on November 13th, ads will run in the Daily Herald on November 20th and 27th and on social media which directs the public to the Master Plan website. Director Saewert wanted to know the reach of the Daily Herald ads and Tracy said the ads would be published in the surrounding area.

B. Resolution 18-041 – A Resolution Authorizing the Payment of Claims;

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

Director Katz asked for details on payments to Morgan Harbor. Jason said that so far we have paid Morgan Harbor \$28,000 and Tom Lester said the payments are in accordance with the contract.

C. Resolution 18-042 – A Resolution Approving Insurance Renewal;

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

Rob Nader from Gallagher Aviation spoke about the aviation insurance market, mandatory insurance increases, workman's comp, the Airport's good safety record and recommended raising insurance limits in the future. Director Katz asked what the cost of increased coverage would be. Rob said about \$400/ month and also spoke about "war" coverage which is for acts of sabotage, terrorism or public unrest for \$1500/year. Director Katz asked for the board's opinion and Chairman Harris suggested this be considered later since coverage can be added at any time.

D. Resolution 18-043 – A Resolution Approving the 2019 Regular Meeting Schedule of the Chicago Executive Airport Board of Directors;

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

Jamie said that none of the dates conflict with religious holidays, regular holidays or the NBAA conference.

E. Resolution 18-044 – A Resolution Approving a Hangar 4, Bay 1 Lease Agreement Between Chicago Executive Airport and Windy City Aviation;

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

Jamie spoke about the lease, said it was for short-term winter storage of aircraft, for hangar floor space only and the tenant will pay the fair share of the utilities cost.

F. Resolution 18-045 – A Resolution to Approve the Preliminary TIPS FY 2020-2024 Program for Chicago Executive Airport;

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

VIII. Executive Session

At 7:31 p.m. a motion was made by Director Saewert and seconded by Director Kiefer to go into executive session pursuant to 5 ILCS 120/2(c) (6) to discuss the sale or lease of property owned by the public body. The motion was approved by voice vote. Ayes: Directors Katz, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: None. .

At 8:09 p.m. a motion was made by Director Kearns and seconded by Director Kiefer to adjourn to regular session. Ayes: Directors Katz, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: None.

IX. Action Taken from Executive Session, if required

There was no action taken from Executive Session.

X. Adjournment

At 8:11 p.m. a motion was made by Director Katz and seconded by Director Saewert to adjourn the meeting. The motion was approved by voice vote. Ayes: Directors Katz, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: None.

Respectfully submitted,



James Kiefer
Secretary