

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, MARCH 20, 2019
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 Donohue, Katz, Kearns, Kiefer, Lang and Saewert. Absent: None.

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 Katz and seconded by Director Donohue to approve the corrected minutes from the February 20, 2019 Regular Board Meeting. The motion was approved by voice vote. Ayes: Directors Katz, Kearns, Kiefer, Lang and Saewert. Nays: None. Abstain: Director Donohue. Absent: None.

Director Donohue pointed out that he was absent at the last meeting so the minutes need correction in two spots that indicated he voted.

IV. Changes to the Agenda

Jamie Abbott removed Old Business item VIII A because this item no longer needs to be considered. The contractor that installed the new LEDs will dispose of the old light fixtures. Also, move item VII C to after the Executive Session item X.

A motion was made by Director Katz and seconded by Director Kearns to approve the changes to the agenda. The motion was approved by voice vote. Ayes: Directors Donohue, Katz, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: None

V. Presentation to N-Jet for their 40th Anniversary

Chairman Harris recognized N-Jet, Howard, Cheryl, Chad and Trevor, who attended the meeting. He said that N-Jet came to PWK at the same time that Executive Director, Jamie Abbott, started at the airport and he spoke about their longevity. Jamie congratulated N-Jet on 40 years in business, thanked Howard for operating out of PWK and presented him with a framed commemorative photo of the airport. Howard thanked everyone, spoke about the history of N-Jet, current operations, his hope for continued growth and appreciation for the great relationship with the airport. Chairman Harris thanked N-Jet for their partnership with the airport.

VI. Public Comments

Steve Neff voiced his concerns about the cost of the new Customs facility. He asked if debt will be incurred through the Village of Wheeling. He spoke about the benefits of charging a landing fee and gave an example of another airport that is using a landing fee system effectively.

VI. Hearing and Reports

A) Treasurer's Report

Jason Griffith gave the operations portion of the treasurer's report. Last month there were 3,744 total flight operations which was up from January, the 12-month rolling total is 77,083 operations which is up from January, 477,658 gallons of fuel sold which was up from January. The twelve-month rolling total is 6,414,765 gallons of fuel which is up from the prior twelve-months. Customs operations for February were 32 which is down six for the month and the twelve-month rolling total is 461, which is down. Operating income was \$90,194; after transfers net income was \$27,685.

Director Katz spoke about the usage of chemicals to melt ice and cost of winter operations. He said that the airport has the best crew that cleans and keeps the airport open. He noted the airport is on budget.

Director Kearns asked if there were any past due amounts to be concerned about and Jason said no.

B) Executive Director's Report.

Executive Director, Jamie Abbott, reported on the following:

- ➔ Residential Sound Insulation Program – communications will be handled internally by airport and consultant staff. FAA comments have been received and the consultant agreement resolution can be passed at a special meeting or at next month's regular meeting. After the contract is signed, they will set up their office and have a public kick-off meeting.

Director Lang wondered if there was any push back from the FAA regarding the RSIP and Jamie said, no, they are just very busy. Director Katz asked when

homeowner eligibility will be determined, and Jamie said it will be one of the first tasks for the consultants. Chairman Harris asked when the consultants will be on site and Jamie said almost immediately and they will have a permanent office nearby. Director Kiefer said he is concerned about weather delays and Jamie said the first year is a pilot program period and only approximately ten homes will be worked on.

- ➔ Master Plan – CMT has been given the new project limits and the process should speed up.
- ➔ US Customs facility – the airport met with 845 Design, they have been approved to proceed with the next step and get those documents to Customs and Border Patrol.

Chairman Harris asked about the construction start date and Jamie said demolition of the old hangar will probably be done this season but maybe not construction. Director Katz said construction should not be started until after the Airport Layout Plan is complete.

- ➔ IT – the website will be refreshed and cleaned up.

Chairman Harris suggested the website work be postponed until the new IT contract is signed.

- ➔ Runway 16/34 will be closed Thursday night in order to repair the ILS antennae.
- ➔ Noise complaint reports were presented and the complaints from Palatine were addressed.

Director Saewert spoke about the noise complaints in Palatine.

- ➔ Upcoming Meetings and Events
 - Cancer Awareness Fundraiser on Saturday, March 23rd
 - CABAA Safety Day
 - GA Users Meeting in April – possibly on a Saturday or during non-work hours.
- ➔ East Quad Access Road – this project was delayed from last year. The state has sent a new agency agreement which can be signed today by the Chairman and Secretary and there will be a resolution on next month's agenda. There were no objections to this suggestion.

C) CMT – Kris Salvatera

- ❖ Rehabilitation of runway 12/30 – the agreement is signed; pre-construction meeting is set, and the project will begin in early Spring or Summer.
- ❖ Tower Road – using the same contractor as the 12/30 project and it will start later in the Summer.
- ❖ 2019 pavement repairs – coordinating with airport staff, will go out for bid in May and construction will take place in the Summer.
- ❖ General engineering projects are airfield lighting issues and repairs and coordinating with the FAA for relocating lines.

Director Katz asked for more information about the airfield lighting and asked if there is power surge protection. Jamie said there is internal power surge protection, this situation is currently controlled, there have been no issues recently and will be fixed in a week.

There was discussion about bid estimates and project durations. None of the projects will interfere with the 5K and evening event.

- ❖ Craig Loudon, CMT, spoke about the change in the Master Plan focus now that any runway expansion beyond the current borders of the airport is removed. New work on the scope of the project will be done and is well within the budget. The staff is working on alternatives and the preferred development concept will be presented on July 11th.

Director Lang heard there is public concern that runway expansion could come up again. Craig answered that in order to consider a runway expansion, another Master Plan would have to be done from the beginning and the FAA typically wants Master Plans to be spaced 10-15 years apart.

D) Board Member Comments

- Director Kiefer had no comments.
- Director Katz said he is frustrated by the runway expansion complaints. He said there could be a plan to help both the residents and the airport. There is no answer to alleviate the noise. He has been fighting for the right things since 2014. People have jumped to conclusions that have ended improvements.
- Director Lang had no comments.
- Director Kearns agreed with Director Katz and said reorienting the runway and taking advantage of forest preserves and commercial property showed some promise, but unfortunately short sightedness won the day. Very disappointing.

- Director Donohue said the best option would have been an East/West runway for aviators, relieving noise problems and O'Hare but that cannot happen within the current boundaries. Things could have been improved for everyone but not now because of political pressure. It's unfortunate.
- Director Saewert said the board of directors tried to represent the communities, the tenants and the employees. The intention was to find solutions to help everyone. Opportunities will not be considered. He reported about Pie Day at Signature on March 14th.

E) Correspondence and Chairman's Comments

Chairman Harris had no comments.

VII. New Business

A. Resolution 19-006 – A Resolution Authorizing the Payment of Claims;

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

B. Resolution 19-007 – A Resolution Recommending Approving of the FY 20 Budget for Chicago Executive Airport;

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

There was discussion about the fuel flowage fee increase which could be used to fund the building of the new Customs facility. The verbal consensus of the board was to increase the fuel flowage fee less on 100 LL than on Jet A. There will be a resolution to increase the fuel flowage fee on next month's agenda. Chairman Harris thanked Jason Griffith for his hard work on the budget and reiterated the airport is a self-sustaining entity.

C. Election of Officers;

A motion to nominate Director Kearns for Vice Chair was made by Director Kiefer and seconded by Director Katz. The motion was approved by voice vote. Ayes: Directors Donohue, Katz, Kearns, Kiefer, Lang, and Saewert. Nays: None. Absent: None.

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

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

VIII. Executive Session

At 7:00 p.m. a motion was made by Director Saewert and seconded by Director Donohue to go into executive session pursuant to 5 ILCS 120/2(c) (1), (5), (6) to discuss approval of executive session minutes, 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 roll call. Ayes: Directors Donohue, Katz, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: None.

At 8:28 p.m. a motion was made by Director Kiefer and seconded by Director Donohue to adjourn Executive Session and the meeting returned to regular session. Ayes: Directors Donohue, Katz, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: None.

IX. Director of Economic Development – George Sakas

- George reported on his meeting with CMT regarding the abbreviated scope of work, fees savings and public relations. He said at the July 11th meeting the Airport Layout Plan will show where possible new hangars and buildings will be built. There was discussion with Director Lang and Craig Loudon, CMT, about possible runway reconfiguration within the current airport boundaries and any work that has already been completed on runway expansion ideas. Director Katz said he would like the runway adjusted to move noise from the residential areas and increase safety. Craig spoke about the limitations in the new scope of the project, the purpose of a longer runway and the result of the Master Plan. There was a consensus that all ideas that have been studied thus far in the Master Plan project should be documented in the final report Chairman Harris opened a discussion about runway 6/24.
- George reported on the status of the Economic Impact Study which will be fully discussed at the next board meeting.
- WGN TV did a story and interviews about the Aviation Academy here at the airport last week.
- During the recent FBO meeting the summer events schedule was discussed.
- A request for qualifications for a new Public Relations firm/person has been posted. The deadline for submission is April 1.
- The one-page general airport information brochure is nearly completed.
- New legislator outreach is ongoing and will include the newly elected officials next month.
- The Collings Foundation will visit the airport on July 26th and 27th.
- Run the Runway is scheduled for June 30th.

X. Action Taken from Executive Session, if required

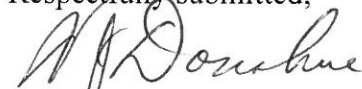
A motion to approve and release Executive Session Minutes dated April 18, 2018, May 8, 2018, May 16, 2018 and June 27, 2018 was made by Director Kearns and seconded by Director Lang. The motion was approved by voice vote. Ayes: Directors Donohue, Katz, Kearns, Kiefer, Lang, and Saewert. Nays: None. Absent: None.

A motion to approve but not release Executive Session Minutes dated January 16, 2019 and February 20, 2019 was made by Director Kiefer and seconded by Director Saewert. The motion was approved by roll call. Ayes: Directors Donohue, Katz, Kearns, Kiefer, Lang, and Saewert. Nays: None. Absent: None.

XI. Adjournment

At 9:34 p.m. a motion was made by Director Kearns and seconded by Director Kiefer to adjourn the meeting. The motion was approved by voice vote. Ayes: Directors Donohue, Katz, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: None.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "V. Donohue".

Vince Donohue
Secretary

