

**CHICAGO EXECUTIVE AIRPORT  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
WEDNESDAY, AUGUST 18, 2021  
1020 S PLANT RD  
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 Berman, Hellyer, Kearns, Kiefer, Lang and Saewert. Absent: None.

Also in Attendance: George Sakas – Interim Executive Director and 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**

Director Kearns asked for a correction of his comments in the CMT Engineering Report section.

A motion was made by Director Berman and seconded by Director Saewert to approve the amended minutes from the July 21, 2021, Regular Board Meeting. The motion was approved by voice vote. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: None.

**IV. Changes to the Agenda**

None.

**V. Public Comments**

None.

**VI. Hearing and Reports**

**A) Treasurer's Report**

Director Saewert said we are in third month of the fiscal year which represents 25% of the total budget, operating revenues are at 28.2% of the budget and expenses are at 19.9% of the budget.

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

Interim Executive Director, George Sakas, reported on the following:

- ➔ It was a busy month.
  - July 2021 had the highest monthly number of operations since July of 2008.
  - Fuel numbers were slightly below June, but revenue was higher.
  - U.S. Customs numbers are still lagging but travel restrictions have been eased to Canada.
- ➔ This is a very busy week.
  - Rock 'n' Run the Runway this Saturday
  - Helicopter incident
  - Marine Super Stallions are visiting on the Hawthorne ramp.
- ➔ U.S. Customs Facility update
  - Thus far we have drawn \$1.06M of the authorized \$3M bond.
  - To be completed soon are the final secure communications, natural gas installation, ramp grading, landscaping, outside lighting and furniture. Infrastructure will be put in for future security cameras.
  - The facility is scheduled to be complete in early September and there will be a ribbon cutting sometime after it is operational.
  - Residential Sound Insulation Program (RSIP) - 452 applications have been received, the pre-bid meeting will be 8/19, the bid opening will be 8/31, another newsletter has been mailed, the public RSIP update meeting will be on 9/1 and there will be a Letter of Authorization on the September agenda.
- ➔ Master Plan/ALP Approval – had a Zoom meeting with the Chairman, CMT and the FAA. The FAA's RSA inventory effort was decoupled from the Master Plan/ALP approval. The FAA will respond with comments or approval by September 15<sup>th</sup>.
- ➔ Airfield Projects – George spoke about pavement marking and repairs, MWRD sewer lining, airfield light bids that were received and ongoing research into security systems upgrades which involves visits to O'Hare, DuPage and Waukegan airports. Will be creating and posting a Request for Proposal for Phase 1 of a new security system.

- ➔ Atlantic Hangar 43 is on track with its completion in September. They will be meeting with the Village of Wheeling regarding the new fuel farm permitting. George introduced and welcomed the new general manager of Atlantic Aviation PWK, Mike Kiefer.
- ➔ Gruen and Associates has submitted an updated economic impact draft which shows numbers as up. The report will be complete for the September meeting.
- ➔ The noise call reports were shown. There were 73 calls in July, from five communities and 17 different complainants. Most calls (45) were received from Mount Prospect. Most calls were regarding daytime noise events between 6:00 a.m. and 10:00 p.m.
- ➔ Upcoming Meetings & Events:
  - September 1 – RSIP Update Meeting
  - September 6 – Labor Day – office closed
  - September 20 – Quarterly FBO Users Meeting
  - September 22 – Regular Board of Directors Meeting/Joint Workshop
  - September 23 – Ribbon Cutting U.S. Customs

Director Berman spoke about how noise complaints are counted. George spoke about the FAA complaint system.

Director Saewert asked about the status of the FAA noise complaint system and George said it is discontinued.

Chairman Harris asked if noise complainants are followed up on, and George said if they have a question, or they request a call then we do call them. The Chairman said that our focus should be on the callers from Wheeling and Prospect Heights, our owning communities.

Director Kearns pointed out that it is three callers who accounted for over 40 of the noise calls.

### **C) Public Relations Report – Jim Webb**

Jim Webb announced the David Just is leaving Serafin for a new opportunity. Jim and Colleen will be stepping in to fill his spot. Jim said they are working on Rock ‘n’ Run the Runway, Customs Ribbon Cutting communications plan, RSIP plans, crisis communications plans, and getting the economic impact study information out. Rock ‘n’ Run the Runway publicity efforts and the helicopter incident emergency response were presented. David Just reported in detail on the PR response to the helicopter incident.

### **D) CMT Engineering Report – Dan Pape**

- ❖ Thanked the Board of Directors and Staff for selecting CMT for engineering.
- ❖ The State capital project list is coming out and most projects will be focused on low federal priority/high state priority.
- ❖ September 1 we will start talking about TIPS and have a meeting with staff.
- ❖ Master Plan – it was a huge outcome for the FAA to recognize the separation of the RSA initiative from the Master Plan/ALP approval.
- ❖ The Customs facility is going along great from the sitework perspective.
- ❖ He will be meeting with Hawthorne regarding next phase developments.
- ❖ One good bid was received for the airfield lighting project. The project will start next year due to materials delivery delays. Also, the state has been struggling to get projects awarded and implemented.
- ❖ Some night work will be done on the pavement repair project. Also work on Hangar 5/6 and NE t-hangar pavements.

Director Kearns commented on the Runway Safety Area initiative holding up the ALP process and asked how long has this been going on? Should this have been identified a long time ago? Dan said it is a relatively new initiative.

Director Saewert asked when the RSA issue was first brought up and Dan said at the end of May. Director Saewert followed up on a question he asked Craig last month regarding MWRD and Dan said the pipe volume will be documented for storm water storage when the next project occurs, and permit applied for. George spoke about the permit for the Customs facility that uses pipe capacity for storm water storage.

#### **E) Board Member Comments**

- Director Berman – no comments.
- Director Kiefer – no comments.
- Director Lang – no comments.
- Director Kearns – thanked the staff for all their excellent work leading up to Rock ‘n’ Run the Runway. He thanked the team for moving forward during the Executive Director search. He thanked Elizabeth and Jennifer for helping with the Dollars for Scholars golf outing.
- Director Saewert thanked the Chairman for achieving the separation of the RSA initiative from the ALP approval.
- Director Hellyer agreed with Director Kearns’ comment about Rock ‘n’ Run the Runway.

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

Chairman Harris welcomed the new Atlantic Aviation general manager, Mike Kiefer and congratulated Mike Kurgan. The chairman spoke about the FAA meeting and said the district office manager, Deb Bartel, pledged support to meet the September 15<sup>th</sup> deadline. The FAA understands the importance and urgency of the Master Plan and ALP approval. He congratulated Director Kearns on the Dollars for Scholars event success that raised over \$40,000 for local student scholarships.

## **VII. New Business**

A. Resolution 21-030 – A Resolution Authorizing the Payment of Claims;

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

B. Resolution 21-031 – A Resolution Approving the Selection of the Firm of Crawford, Murphy & Tilly, Inc. to be the Consulting Engineers for Chicago Executive Airport;

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

C. Resolution 21-032 – A Resolution Approving a Professional Services Agreement with Crawford, Murphy & Tilly, Inc. for the Construction Phase Services for the 2021 Airfield Remarking, Pavement Repairs and Miscellaneous Improvement Projects;

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

**VIII. Executive Session** – Pursuant to 5 ILCS 120/2 (c) (1), (6) and (21) to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees, the purchase or lease of property for the use of the public body, and the minutes of meetings lawfully closed under this Act or other matters provided for pursuant to Section 2(c) of the Open Meetings Act.

At 6:49 p.m. motion to move in Executive Session was made by Director Berman and seconded by Director Hellyer. The motion was approved by roll call. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: None

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

At 8:23 p.m. a motion to return to open session was made by Director Kiefer and seconded by Director Lang. The motion was approved by voice vote. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: None

A motion to approve but not release Executive Session minutes dated February 17, 2021, March 17, 2021, and June 16, 2021, was made by Director Kiefer and seconded by Director Berman. The motion was approved by voice vote. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: None

**X. Adjournment**

At 8:24p.m. a motion was made by Director Hellyer and seconded by Director Berman to adjourn the meeting. The motion was approved by voice vote. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: None.

Respectfully Submitted:

A handwritten signature in cursive script that reads "Bill Hellyer".

Bill Hellyer  
Secretary