

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, FEBRUARY 16, 2022
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: Jeff Miller – Executive Director
 George Sakas – Director of Economic Development
 Jason Griffith – Director of Finance
 Andrew Wolanik – Director of Operations & Maintenance
 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 Berman and seconded by Director Saewert to approve the minutes from the January 19, 2022, 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

Jason Griffith delivered the Treasurer's Report. January is the ninth month of the fiscal year which is 75%, operating revenues were at 88.91% of the budget and operating expenses are 63.82% of the budget.

B) Executive Director's Report.

Executive Director, Jeff Miller, reported on the following:

- ➔ Andrew Wolanik, Director of Operations and Maintenance was introduced.
- ➔ January total operations of were 6,121. The 12-month total is 100,011 operations which is the highest total since 2008.
- ➔ Fuel flowage was 555,531 gallons for January which is 23% above the average for a January.
- ➔ There were 29 U.S. Customs operations in January, operations for the past 24 months have been below average. Customs operations are dependent on the COVID situation and are showing some return to normal.
- ➔ Some of the things currently working on:
 - The new Customs facility is open. There was a follow-up meeting since it opened, and people are happy with the new facility and procedures.
 - The Residential Sound Insulation Program is on track and there are no major changes.
 - The Master Plan Update – The ALP was signed today by the State, the Airport and CMT, and this triggers projects to begin.
 - The Airfield Lighting project was re-bid which resulted in an increase of \$145,000.00 to the project cost. The bidder is the same as the first time the project went to bid.
 - The circle to land procedure will be re-established by September this year. The Airport will have to purchase and install some obstruction lights.
 - Airport staff visited IDOT in Springfield and talked about many items. A small coalition of airports has been started to work collectively. It was a good meeting and had good outcomes.
 - The 5G implementation has had no significant impact on the airport and no impact on operations.
 - Run the Runway will take place on June 25th and registration is open. This year everyone will receive a participation medal and newly designed t-shirt. Pictures of the medal and shirt were shown. Various sponsorship levels with perks are being offered this year. A graphic was displayed.
 - Airport staff has been discussing with D21 schools about making an aviation career video. Staff has begun working on the project.

➔ Public Relations Report

- Lauren from Serafin and staff members have been working on 5K sponsorship opportunities and outreach plans on social media.
- Working on the crisis communications plan and operational planning.
- Met with and conducted an airport tour with an aviation magazine editor today.

➔ Noise call data was displayed showing three noise complaints from last month. The previous month there were 99 complaints.

➔ Upcoming Meetings & Events

- Monday, February 21st the office will be closed in observance of Presidents Day.
- Wednesday, March 2nd is the Quarterly Residential Sound Insulation Program Meeting.
- Monday, March 14th is the Quarterly FBO Managers Meeting.
- Wednesday, March 16th is the next Regular Board of Directors meeting.

Chairman Harris questioned the noise complaint from Barrington. Jeff explained that he looked on the flight tracker and said the aircraft flew from Aurora, followed all FAA procedures and was 3,000 feet when it flew over the home. Jeff did not see anything erroneous with the aircraft departure, route, or arrival. Jeff clarified to Director Kearns that it was a piston Cirrus aircraft.

C) CMT Engineering Report – Dan Pape

- State Capital items – still trying to get two projects kicked off. He asked that the board ask politicians to advance the capital program.
- Circle to land – moving forward with getting devices and understand the potential change in procedure.
- Has the preliminary plans for Hawthorne and working on some drainage elements and storm water storage.
- Preliminary discussions with Andrew for pavement repairs and remarking.
- He displayed the signed ALP cover sheet. There will be follow up meetings and will pursue to get capital project reimbursement.
- Airfield Lighting Project – advancing paperwork at this point.

Director Kearns asked what the first project would be to trigger reimbursement for the ALP and Dan said the hot spot and taxiway reconfiguration project.

Director Saewert commented about State staffing issues and asked if the reimbursement for the Master Plan will also be delayed. Dan said yes and elaborated on the procedure. The payment will be slower due to staffing issues. Dan said they are trying to change the process. Jeff spoke about the possible changes and collective talking points the coalition of airports could send to the state.

Chairman Harris asked on the State Capital Program, who is “they” that needs to be focused on. Dan said the Department of Transportation all the way up to the Secretary of Transportation. Jeff said that he has been trying to meet with representatives and our elected local officials such as Representative Carroll and Senator Morrison to help. Dan said they do not have enough administrative staff to implement Rebuild Illinois. Jeff added that the legislators have done their part to get the funds available for the state program but there are administration and staffing issues.

Director Saewert asked how long Clayton has been in office and Dan said approximately 18 months to two years.

Jeff spoke about asking to opt out of the State’s process and not getting the 5% State money. He spoke of this as a specific application of the potential benefits of the eventual collective efforts of the coalition of airports.

D) Board Member Comments

- Director Berman wished Andrew congratulations and said he hopes the weather will not be as bad as predicted.
- Director Kiefer had no comments.
- Director Lang had no comments.
- Director Kearns recognized Matt Dolick, who attended the meeting, as Acting Mayor of Prospect Heights. He spoke about former Mayor Helmer and said he was a director at the airport for 14 years. Mayor Helmer described the airport as the crown jewel of the area and was an important supporter of the Scholarship Assistance Fund Dollars for students. He will be missed. There was a moment of silence to honor him.
- Director Saewert said that Mayor Helmer cared about the airport and all the area residents. He was a tremendous public servant and will be missed. He told Acting Mayor Dolick that he has our support.
- Director Hellyer congratulated Andrew, thanked the staff for working with D21 schools on aviation careers education for students and thanked Jeff and Penny for reaching out to residents who call about noise issues and taking a more active role.

E) Correspondence and Chairman’s Comments

Chairman Harris had no comments.

VII. New Business

A. Resolution 22-004 – A Resolution Authorizing the Payment of Claims;

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

B. Resolution 22-005 – A Resolution Approving the Net Ground Lease Agreement with Signature Flight Support, L.L.C.;

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

C. Resolution 22-006 – A Resolution Approving the Program Letter for the Rehabilitate Airfield Lighting – Phase 1 Project with the Illinois Department of Transportation;

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

Jeff explained that this is the new process that was approved at the last meeting and the letter is being approved retroactively.

D. Resolution 22-007 – A Resolution Approving a Professional Services Agreement with Crawford, Murphy, & Tilly, Inc. for the Construction Phase Services for the Rehabilitate Airfield Lighting – Phase 1 Project;

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) (6) to discuss the purchase or lease of property for the use of the public.

At 6:32 p.m. motion to move in Executive Session was made by Director Kiefer 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.

At 7:04 p.m. a motion to return to open session was made by Director Kearns and seconded by Director Saewert. The motion was approved by voice vote. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, Lang, and Saewert. Nays: None. Absent: None.

IX. Action Taken from Executive Session

There was no action taken.

X. Adjournment

At 7:09 p.m. a motion was made by Director Kiefer and seconded by Director Hellyer 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". The ink is dark and the signature is written in a fluid, connected style.

Bill Hellyer
Secretary