

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, APRIL 20, 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. Dedication Ceremony

Chairman Harris read the Proclamation to Dedicate the Mayor Nicholas J. Helmer Executive Conference Room at Chicago Executive Airport.

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

Executive Director Jeff Miller spoke about when he first met Mayor Helmer at the Joint Workshop last year. He spoke about Mayor Helmer’s passion for the Airport.

Director Hellyer commented that we are honoring Nick but it is really our honor to be associated with him. He thanked the family for sharing him with us.

Director Saewert said that there is only praise and respect for Nick. He knew him for his kind words and gentle demeanor. He had tremendous accomplishments. In Prospect Heights when Mayor Helmer was elected, chaos turned to calmness. His love and devotion to the City and Airport is a new benchmark. It’s truly befitting that we dedicate the conference room to him. He thanked Gail and the Helmer family.

Director Kearns first met Nick at the Joint Workshop when he was on the City council and Nick was passionate about the airfield. Nick never missed an opportunity to tell him about Chicago Executive Airport. When Nick won the election for Mayor he was excited to take on that challenge but also sad to leave the board at the Airport. Nick asked Bill to take his spot on the board with the condition that Bill keep him informed on everything at

the Airport. Nick referred to the Airport as the crown jewel of this area and put his stamp on it. He will be missed. He was a great friend and also raised money for the Scholarship Assistance fund. He spoke about Nick's desire for a new airport administration office.

Director Lang thanked the Helmer family for sharing Nick. He was personally a great friend. He spoke about when they both won elections in the same year and celebrated being in office. They shared a connection through Saint Viator. He was always a friendly guy and made him feel special. He will miss him and remember him.

Director Kiefer said shortly after he moved to Prospect Heights he met Nick and Gail in church and six months later he was asked to be on the board. He owes Nick a big debt of gratitude and took him under his wing. The Helmer family has always been great to him.

Director Berman said that he had known Nick Helmer for only a short time but that he was friendly, open and welcoming. He appreciates every moment he got to spend with Nick.

Chairman Harris said that Nick Helmer understood the importance of the team – whether it was the Army team, the Helmer team, the Inland team, the Prospect Heights team or the Airport team. The team comes first. He believed in the power of the airport to bring the communities of Wheeling and Prospect Heights together. As a former pilot you could always feel the passion he had for the Airport. In 2017 when he was appointed as Chairman by Nick, he was 31 and talked to Nick Helmer and asked about the team and Nick assured him it would smooth sailing. Nick Helmer saw and understood members of the team. He spoke about a corporate tenant who called Nick Helmer and Nick organized a meeting within 48 hours with many important stakeholders. He thanked Gail and the Helmer family for sharing him.

The Chairman invited Gail Helmer to unveil the conference room sign and presented her with a commemorative plaque.

At 6:22 PM a motion was made by Director Saewert and seconded by Director Kearns to adjourn the meeting for a short recess. The motion was approved by roll call. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: None

At 7:08 PM a motion was made by Director Kearns and seconded by Director Kiefer to reconvene the meeting. The motion was approved by voice vote. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: None.

IV. Approval of Minutes

A motion was made by Director Saewert and seconded by Director Berman to approve the minutes from the March 16, 2022, Regular Board Meeting. The motion was approved by voice vote. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: None.

V. Changes to the Agenda

None.

VI. Public Comments

None.

VI. Hearing and Reports

A) Treasurer's Report

Jason Griffith delivered the Treasurer's Report. March is the eleventh month of the fiscal year which is 91.67%, operating revenues were at 108.28% of the budget and operating expenses are 78.78% of the FY22 budget.

B) Executive Director's Report.

Executive Director, Jeff Miller, reported on the following:

- ➔ Seeing a plateau on operations numbers, March total operations of were 7,179. The 12-month total is 100,904 operations.
- ➔ Fuel flowage was 696,883 gallons for March which is 63% above the average March.
- ➔ There were 42 U.S. Customs operations in March, well above the March average of 31.
- ➔ Some of the things currently working on:
 - The Residential Sound Insulation Program (RSIP) Update – 535 applications have been received. In the Pilot Phase eight out of nine homes have started construction, six of them are almost complete, the last one will start on April 20th and all the homeowners have been happy with the product and work done. Phase 1 design appointments have been completed on 22 homes. Next steps are the designs, project advertisement and bid opening. The next newsletter will be distributed in May.
 - The Airport budget FY23 has been approved by both the City of Prospect Heights and the Village of Wheeling.
 - Airfield Projects
 - The Airfield Lighting project may happen in the fall originally we thought it would be postponed until next year.
 - Pavement repair and remarking bids will be opened on May 11th.
 - The Circle to land Runway 34 is expected to return in September.

- Airport staff will be meeting with the IDOT Secretary in May. We can showcase the good things we are doing at the airport.
- Run the Runway registration is open, 49 participants have registered and there are eight sponsors.
- An aviation careers video was shot by District 21 schools here at CEA. The footage is being edited now. We think it will be a great project.

➔ Public Relations Report

- The WAir press release and open house was covered by the media. WAir does light aircraft maintenance and flight instruction.
 - District 21 careers in aviation filming project is being edited.
 - Continued working with staff on Run the Runway sponsorship materials and outreach.
 - Working with Jeff on Q2 planning and programming.
- ➔ Noise call data was displayed showing 28 noise complaints from last month. The previous month there were 11 complaints. Van Nuys receives 25,000 noise complaints per month.

➔ Upcoming Meetings & Events

- Monday, May 16 – Quarterly Corporate Users Meeting
- Wednesday, May 18 – Regular Board of Directors Meeting
- Saturday, May 21 – EAA Young Eagles Event
- Monday, May 30 – Memorial Day Holiday – Office closed

➔ New Staff Uniform Vendor – Andrew Wolanik presented

- Jeff explained that there is no action needed by the Board on this topic but wanted to talk about it and provide information to the Board. Thank you to Director Saewert for encouraging the research on the uniform provider.
- The Airport has been using Cintas for over 15 years.
- Three vendors were considered: Cintas, Aramark, and Unifirst. Each was explained. Unifirst was chosen because they had the best offer at the best price.

Director Kearns asked if the Board of Directors could have some input on which charity the proceeds of Run the Runway are donated to. Jeff said the staff will put together a list and the board will decide.

C) CMT Engineering Report – Doug Klonowski

- Doug Klonowski gave the CMT Engineering Report for the month of March. He introduced himself as the new representative at the board meetings. He has plenty of experience in the past at CEA. He spoke on the following:
 - i. Capital Improvement Projects
 1. Pavement Remarking project is out on bid. Bids are due May 6th.
 2. Pavement Repair bids are due May 11th.
 3. Airfield Lighting Project – There will be a pre-construction meeting on April 29th for a preliminary conversation with the contractor. There are long lead times, over 12 weeks, on products and parts.

D) Board Member Comments

- Director Berman had no comments
- Director Kiefer had no comments.
- Director Lang had no comments.
- Director Kearns had no comments.
- Director Saewert spoke about the CABAA meeting and regional airports nearby. We are a very busy airport compared to some of the other that were at the meeting. Thanked the staff for working on researching new vendors prior to contract renewals.
- Director Hellyer thanked the staff efforts for communicating with noise complainers in the communities.

E) Correspondence and Chairman's Comments

Chairman Harris thanked the staff for organizing the ceremony to honor Nick Helmer. Thanked Jason for his work on the budget and Scott for his fiscal responsibility mindset. He thanked Jeff for the report on the RSIP project and news that homes are receiving improvements. It's been a long time getting to this point with the RSIP.

VII. New Business

A. Election of Officers –

A motion to elect Director Hellyer for Secretary was made by Director Kearns 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.

A motion to elect Director Saewert for Treasurer 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.

A motion to elect Director Kearns for Vice-Chair was made by Director Saewert 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 22-014 – A Resolution Authorizing the Payment of Claims;

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

C. Resolution 22-015 – A Resolution Approving the Sale of Surplus Personal Property;

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.

D. Resolution 22-016 – A Resolution Approving a Professional Services Agreement with ProxIT, Inc.;

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.

Executive Director Jeff Miller spoke about the contract and said ProxIT will provide the same level of service at a lower price. We will save \$300 per month with the new service.

E. Resolution 22-017 – A Resolution Approving the Purchase of a Used 2007 Case 590 Super M Series-2 Loader Backhoe;

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

VIII. Adjournment

At 7:31 p.m. a motion was made by Director Kiefer 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:



Bill Hellyer
Secretary