

**CHICAGO EXECUTIVE AIRPORT  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
WEDNESDAY, AUGUST 18, 2022  
1020 S PLANT RD  
WHEELING, IL 60090  
6:00 PM**

**I. Call to Order and Roll Call**

Chairman Court Harris called the meeting to order at 6:00 PM. Roll call confirmed the following present: Directors Hellyer, Kearns, Kiefer, Lang and Saewert. Absent: Director Berman.

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. Recognition Ceremony**

Chairman Harris said this is our third recognition ceremony and Mike Haupt is this month's honoree, nominated by Director Saewert. He spoke about Mike's background and said he is an aviation enthusiast, supporter, educator and historian. Mike is also the author of "Aviation Chicago Timeline" a book that chronicles the history of aviation in this area from the beginning to current day. The Chairman and Directors presented Mike with a commemorative certificate and challenge coin. Mike thanked everyone and presented the Airport with a signed copy of his book to be kept in the conference room for everyone to enjoy and refer to.

Jennifer Pfeifer, Chicago Executive Airport Executive Secretary, was also honored with a plaque, thank you and good luck wishes from each of the Directors and Chairman for her six years of employment and devotion to the Airport. She will be employed by Hawthorne Global Aviation Services at Chicago Executive Airport.

**IV. Approval of Minutes**

A motion was made by Director Kearns and seconded by Director Lang to approve the minutes from the July 20, 2022, Regular Board Meeting. The motion was approved by voice vote. Ayes: Directors Hellyer, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: Director Berman.

**V. Changes to the Agenda**

None.

## **VI. Public Comments**

Tia Hansen, a Prospect Heights resident, spoke about National Night Out, sustainability and social responsibility. She said there is a perceived lack of caring from the airport and would like more sincerity. She spoke on the topic of fuel farms and the results of her research which shows benefits and drawbacks. She spoke about fire protection and the amount of foam that is needed according to her research. She spoke about her idea for an aviation center located on the former Denny's property.

## **VI. Hearing and Reports**

### **A) Director of Finance Report**

Director of Finance Jason Griffith delivered the Treasurer's Report and said July is the third month in the fiscal year which means we should be at 25% of the budget. Operating revenues were at 27.76% and operating expenditures were at 19.89% for July.

Director Kearns noted that the Customs facility is running above expected clearance level and asked if there is any thought about paying down the loan earlier than planned. Jason said that automatically starts in December, he emailed the bank representative today. Director Kearns said it's nice to see the surplus in the account.

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

Jeff Miller reported on the following:

- ➔ July total operations were 9,784 which is 23%% above the average July since 2010. The 12-month total is 98,887 operations.
- ➔ Fuel flowage was 683,167 gallons for July which is 46% above the average July since 2010. The 12-month fuel flowage is 8.45 million gallons.
- ➔ There were 49 U.S. Customs operations in July, Annual Customs totals are 495. This is the fifth consecutive month over 40 clearances.
- ➔ Noise call data was displayed showing 54 noise complaints from last month which is down from last July. The previous month there were 48 complaints.
- ➔ Some of the things currently working on:
  - The Residential Sound Insulation Program
    - 609 applications received to date.
    - Post-noise testing results will be received in mid-September.

- Two bids were received for Phase 1 construction. The bids are being reviewed with the FAA
  - The next RSIP Update Meeting is tentatively scheduled for September 7<sup>th</sup>.
- Construction Projects
  - Airfield remarking and pavement repairs have been completed.
  - The East Quad ramp and Wolf Road access road construction is scheduled for summer and fall 2023. This is part of the Rebuild Illinois Act.
  - MWRD sewer relining is scheduled for summer 2023
  - The Airfield Lighting Project is scheduled for spring 2023. Doug from CMT added that the project is in the procurement process. Director Saewert asked if the project is on schedule and Doug said yes it is expected to start in the spring 2023.
- Other items
  - Responses for Hangar 5/6 and Hangar 11 RFPs are being reviewed. Recommendation will be ready for the next meeting.
  - Parcel 70 Development RFP is published. Responses are due 9/16.
  - The Master Drainage Study RFQ is being finalized for publication.
  - Exhibit A RFP is being finalized.
  - The circle to land procedure has been approved and will be published in September.
  - Virtower, the new tracking system, geo-fences have been built, the data is being monitored for accuracy.
  - The new security and access system installation has been in progress last week and this week. It will be up and running within 30 days.
  - The Atlantic fuel farm construction is well underway.
  - Hawthorne Hangar 22 permits and airspace determination is pending.
  - IT upgrades are ongoing. Some of the backup systems are running already.

- Paul Rybarczyk has been hired in Maintenance and Operations.

➔ Public Relations Report

- Q3 PR planning and programming is ongoing.
- Serafin is working with staff on social media calendars.
- Serafin is creating a press release for the Project of the Year award for the Customs facility. Jeff attended the Great Lakes Chapter AAAE Conference to accept the 2022 General Aviation Architectural Project of the Year.
- The new Run the Runway video is being finalized and 2023 planning has begun.

➔ Upcoming Meetings & Events

- Thursday, August 18<sup>th</sup> there will be a lunch and learn meeting with AAAE's CEO Todd Hauptl.
- Monday, September 5<sup>th</sup> the office will be closed to celebrate Labor Day.
- Wednesday, September 7<sup>th</sup> is the next RSIP Update Meeting
- Monday, September 19<sup>th</sup> is the next FBO Users Meeting
- Wednesday, September 21<sup>st</sup> is the next monthly Board Meeting followed by the Joint Workshop.
- ➔ A photo of the newest canine Wild Goose Chase employee was shown. One of the older dogs is retiring.
- ➔ Resolution 22-035 – Approving the Purchase of a new MB3 Snow Broom – Andrew Wolanik, Director of Operations, presented:
  - A new vehicle is needed to replace aging snow brooms in our fleet.
  - This is the primary piece of winter operations equipment.
  - The broom will be purchased via the Minnesota State Procurement Program which is the same program that was used to purchase the MB4 Snow Blower in 2021.
  - Several other airports have given good reviews to this vehicle and there are technicians located nearby if needed.
  - The delivery lead time is 390-420 days, the funds would be from the VERF in Budget year 2024 with a total purchase price of \$711,177.50.

Chairman Harris asked is this price is locked in with the long lead time and Andrew confirmed that it is.

Director Saewert asked if leasing this vehicle was researched at all. Jason said leasing was looked at for the snow blower but not for the snow broom.

Director Hellyer said he noticed that some of the noise complaints sounded more aggressive than usual and asked how this is being handled. Jeff said there is no clear defined route. This is something to be addressed in the future. Director Lang said don't hesitate to contact law enforcement if needed.

### **C) Board Member Comments**

- Director Kiefer spoke about the new vehicles and asked if we are looking into a new administration facility. Jeff said there are several parcels of land and thinks a new facility should be 25,000-30,000 square feet. Funding was not awarded this year. Funding mostly goes to commercial airports. A location needs to be defined so that planning can continue. Director Keifer said he appreciates Jeff clearly explaining how the federal, state, local funding process works.
- Director Lang asked if it would help the funding process for a new facility to be “shovel ready” and Jeff said yes. The first step is to find the location, the conduct an environmental assessment and then planning.
- Director Kearns asked if he has ever seen public/private projects awarded funding. Jeff said the staff can explore that option and present it to the board.
- Director Saewert asked if any airport with a similar configuration has gotten funding and Jeff said no, not this time around. He explained the past process with the FAA. He spoke about having a larger space to invite the community into. Obtaining funding will be difficult but it's worth a try. Being shovel ready will make it more attractive to the FAA to fund. The options will be lined up for the Board. Director Saewert said that the Waukesha Airport has a museum and historian. Jeff agreed that the building would have to be open to the public to get funding.
- Director Hellyer had no comments.

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

Chairman Harris had no comments.

## **VII. New Business**

A. Resolution 22-029 – A Resolution Authorizing the Payment of Claims;

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

B. Resolution 22-030 – A Resolution Approving the Program Letter for the Master Drainage Study – Comprehensive Study of Airport Drainage Patterns and Improvements with the Illinois Department of Transportation;

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, Lang, and Saewert. Nays: None. Absent: Director Berman.

Jeff explained that this is the new process of the Board of Directors approving the program letter to give the Executive Director the authority to sign subsequent documents so the project moves forward. The project is 50% funded federal/state and the rest is budgeted.

Director Kearns asked if the Federal government is giving the State the money to fund to the airport and Jeff said yes.

Director Saewert asked when the bidding will take place. Jeff said there will be a preliminary meeting and the RFQ will be written. Staff will meet with the State. The bid will go out hopefully within 60 days.

C. Resolution 22-031 – A Resolution Approving a Professional Services Contract with RS&H, Inc. for the Preparation of a Part 150 Noise Exposure Map Update for Chicago Executive Airport;

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

Ray Lang noted that this NEM Update is a year earlier than the required five years. He said the airport has been busier so is the contour expected to be larger? Jeff said that realistically it is expected to stay the same or it could be slight larger. Ray said he is glad we are keeping on schedule with the updates.

D. Resolution 22-032 – A Resolution Approving a Professional Services Contract with RS&H, Inc. for Environmental Assessment to Decommission Runway 6/24 and Relocate Taxiway D;

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

Jeff explained that is the first step to decommission Runway 6/24. There were two bid respondents and RS&H bid was about half the cost of the other bidder. The timeline for the project will be about six months.

Director Kiefer asked if the NEM Update is done first or is the EA done first. Jeff said both projects will be run at the same time. The EA results will be received first because the NEM Update takes more time to complete.

E. Resolution 22-033 – A Resolution Approving a Professional Services Agreement with CMT for the Design Phase Services and Planning and Special Services to Rehabilitate Access Road at NW Quadrant Hangars;

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

F. Resolution 22-034 – A Resolution Approving a Professional Services Agreement with CMT for the Design Phase Services and Planning and Special Services to Rehabilitate Access Road at NW Quadrant Hangars;

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

G. Resolution 22-035 – A Resolution Approving the Purchase of a New MB3 Snow Broom;

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

Director Kearns asked if the new broom cores that were ordered last month will fit on the new broom and Andrew answered yes.

### **VIII. Adjournment**

At 6:55 p.m. a motion was made by Director Kiefer and seconded by Director Kearns to adjourn the meeting. The motion was approved by voice vote. Ayes: Directors Hellyer, Kearns, Kiefer, Lang, and Saewert. Nays: None. Absent: Director Berman.

Respectfully Submitted:



Bill Hellyer  
Secretary