

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, FEBRUARY 15, 2023
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 6:03 p.m. 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
Krista Coltrin – Administrative Manager/Recording Secretary
Kim Mueller – Property Accountant
Penny Merritt – QuieterHome® Program Project Manager
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 Kearns and seconded by Director Saewert to approve the minutes from the January 18, 2023, Regular Board Meeting. The motion was approved by roll call. Ayes: Director Berman, Hellyer, Kearns, Kiefer, Lang, and Saewert. Nays: None. Absent: None.

IV. Changes to the Agenda

None.

V. Public Comments

Jim Loerzel addressed the Board of Directors to request that, as a public body and in the name of transparency, they consider posting the supporting documents, resolutions, and executive summaries for consideration along with the agenda for public meetings as both Prospect Heights and Wheeling do. This would allow the public to make informed comments during the Public Comment section of the meetings as the resolution number and the title do not offer adequate information about the item under discussion. He concluded that he would appreciate more information.

VII. Hearings and Reports

A) Director of Finance Report

Director of Finance Jason Griffith delivered the Treasurer's Report and said January is the ninth month in the fiscal year, meaning the target percentage collected or expended is 75% of the budget. Year-to-date operating revenues were at 85.21% and operating expenditures were at 62.53% of the budget.

B) Executive Director's Report

Jeff Miller reported on the following:

- ➔ Total operations for January were 5,724, which is 9% below December 2022 and 6.5% below January 2022. The previous 12-month operations dropped to 97,059. However, this is 26.7% above average for the month of January since 2010.
- ➔ December fuel flowage was 538,970 gallons, which is 28% below December 2022 and 3% below January 2022. The previous fuel flowage dropped to 8,275,190 gallons. However, fuel flowage is 20% above the average month of January since 2010.
- ➔ Total Customs clearances were 37 in January 2023, which is 7 fewer than December 2022, but 8 more than January 2022. The 12-month total for Customs clearances increased to 520. Clearances are 9 above the average month of January since 2010.
- ➔ The number of noise comments totaled 12 with the comments coming from 5 residences. There were 2.1 comments per 1,000 operations with a 12-month total of 478.
- ➔ To date, 613 applications have been received for the Residential Sound Insulation Program (RSIP).
 - The initial report has been reviewed by the Airports District Office with an official report pending.
 - NEM contour data is starting to populate, and staff anticipates a May timeline to share with the community.
- ➔ Updates to construction projects include:
 - The airfield lighting project is scheduled to start April 17, 2023. The rotating beacon will be upgraded and remain on the air traffic control tower.
 - MWRD permit was filed for the airfield ramp expansion project.
 - Hawthorne hanger construction to start March 2023.

- Doug Klonowski from CMT Engineering was present and added that bids for the roadway in front of Hawthorne are anticipated in March.
- ➔ Other items include:
 - Springfield Airport Legislative Day is April 26th.
 - Staff are working on final steps to secure a contract for the Master Drainage Study update.
- ➔ Public Relations Report
 - Airport and Serafin staff are collaborating on a 2023 marketing and communication strategy to include core messaging and brand specifications.
 - The Airport exhibited at NBAA Schedulers and Dispatchers showcasing Chicago Executive Airport to operators.
 - Staff attended the Chicago Area 99's Aviation Expo on Saturday, January 28th.
 - Staff coordinated a "We're Hiring" campaign that can be utilized for all open positions in the future. Details included graphics, a singular email address, and website improvements. Open positions for Maintenance Interns and Administrative Assistant were communicated through social media and linked to the job descriptions posted on the website.
- ➔ Upcoming Meetings & Events
 - The CEA office will be closed Monday, February 20th, in observance of Presidents Day.
 - The next Board of Directors meeting is Wednesday, March 15th.
 - The CEA office will be closed Friday, April 7th, in observance of Good Friday.

C) Board Member Comments

- Director Kearns questioned whether the airport was incurring engineering fees for the MWRD project at the north end of the airport. Mr. Klonowski replied that the only fees are in relation to CMT's review on behalf of the Airport. The Executive Director commented that the Airport has started to charge for our review of plans for outside projects.
- Director Kearns mentioned that the Chicago Bears officially closed on their purchase of Arlington Park. He is hopeful that it turns into a great development and provides increased opportunities to service aircraft associated with it.

D) Correspondence and Chairman's Comments

- On behalf of the Board and staff, Chairman Harris thanked David Annin and Hawthorne Global Aviation Services for their continued partnership with new development on the airfield.

VIII. New Business

A. Resolution 23-003 – 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 23-004 – A Resolution Approving the Program Letter for PWK-4921 Noise Exposure Map (NEM) Update for Sound Proofing

A motion to approve was made by Director Lang 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.

C. Resolution 23-005 – A Resolution to Approve Salary Increase of Jeffrey Miller, Executive Director of 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 Berman, Hellyer, Kearns, Kiefer, Lang, and Saewert. Nays: None. Absent: None.

IX. Executive Session - Pursuant to 5 ILCS 120/2 (c) (6) to discuss the appointment, discipline, performance, or dismissal of specific employees of the public body, the sale or lease of property owned by the public body and the minutes of meetings lawfully closed under this Act.

At 6:15 p.m. a motion to move into Executive Session 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.

At 7:29 p.m. a motion to return to open session was made by Director Berman and seconded by Director Hellyer. The motion was approved by voice vote. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, Lang, and Saewert. Nays: None. Absent: None.

X. Action Taken from Executive Session

None.

XI. Adjournment

At 7:29 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:

A handwritten signature in cursive script that reads "Bill Hellyer". The signature is written in black ink and is positioned above the printed name and title.

Bill Hellyer
Secretary