

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, APRIL 19, 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 6:00 p.m. Roll call confirmed the following present: Directors Berman, Hellyer, Kiefer, Lang, and Saewert. Absent: Kearns.

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
 Tom Lester – Attorney

II. Pledge of Allegiance

Chairman Harris led those in attendance in the Pledge of Allegiance.

III. Recognition Ceremony

Chairman Harris recognized Madeleine Monaco as the Airport Spotlight recipient for April and presented her with a certificate and Challenge Coin. Ms. Monaco thanked Chairman Harris and the Board, stating that she was honored by the recognition. *(Chairman Harris' statement is included at the end of this document.)*

IV. Approval of Minutes

A motion was made by Director Saewert and seconded by Director Berman to approve the minutes from the March 15, 2023, Regular Board Meeting. The motion was approved by roll call. Ayes: Directors Berman, Hellyer, Kiefer, Lang, and Saewert. Nays: None. Absent: Kearns.

V. Changes to the Agenda

None.

VI. Public Comments

Phil Mader addressed the Board, noting that although noise comments have decreased, it is not an indication that the noise related to the airport has improved. He stated that he no longer makes phone calls knowing that the RSIP program is available and will eventually have a positive impact on the noise in his home. He also discussed the helicopter traffic and requested that the control tower redirect flight paths over the forest preserve as

opposed to the same path as general aviation traffic. He requested that Executive Director Miller contact him to discuss how to eliminate the burden of making multiple calls to the airport for noise complaints until he receives some relief from noise through the RSIP program.

VII. Hearings and Reports

A) Director of Finance Report

Director of Finance Jason Griffith delivered the Treasurer's Report and said March is the eleventh month in the fiscal year, meaning the target percentage collected or expended is 91.67% of the budget. Year-to-date operating revenues were at 107.03% and operating expenditures were at 75.09% of the budget.

B) Executive Director's Report

Jeff Miller reported on the following:

- ➔ Total operations for March were 6,656, which is 2% above February 2023 and 7% below March 2022. The previous 12-month operations dropped slightly to 97,452, which is 33.6% above average for the month of March since 2010.
- ➔ March fuel flowage was 573,619 gallons, which is 4.22% above February 2023 and 18% below March 2022. The previous fuel flowage dropped to 8,172,657 gallons. However, fuel flowage is 28% above the average month of March since 2010.
- ➔ Total Customs clearances were 34 in March 2023, which is 4 more than February 2023, and 8 fewer than March 2022. The 12-month total for Customs clearances decreased slightly to 515. Clearances are 2 above the average month of March since 2010.
- ➔ The number of noise comments totaled 7 for March, with a unique call from Wisconsin. There were 1.08 comments per 1,000 operations with a 12-month total of 453.
- ➔ To date, 614 applications have been received for the Residential Sound Insulation Program (RSIP).
 - The Airport received the official written approval for RSIP with a program letter for \$2.5M.
 - The airport has been reimbursed for 98% of the pilot phase and the FAA is working on the remainder.
 - The Noise Exposure Map public meeting is planned for Tuesday, June 13th at 6:00 PM at the Indian Trails Public Library, 355 Schoenbeck Rd., Wheeling, IL 60090.
- ➔ Updates to construction projects include:

- Airfield lighting project is now pushed to May 1st due to a delay in component shipping.
 - The East Quad Ramp project is currently out for bids.
 - The lowest bidder selected for the Northwest Quadrant Road Rehabilitation was Everlast Blacktop Inc. of Elgin, Illinois, and we are coordinating with the state to begin the project.
 - The Master Drainage Study kickoff and IDOT meeting was held on April 18th.
 - Steve Moulden of the lead firm Primera Engineering was present and stated that he expected the project to take about 11 months to complete. He explained that the drainage study will help to meet the goal of the new airport layout plan.
 - The Village of Wheeling Milwaukee Avenue water main and sidewalk project is underway. The Airport is working on Section 163 with the FAA.
 - Hawthorne Global Aviation Services held their groundbreaking ceremony for Hangar 22 the morning of April 19th and Executive Director Miller thanked everyone for attending the event.
- ➔ Other items include:
- Airport and partners completed the job shadowing program with District 214 students, mentioning Anthony as the student who received college credit for spending time with CEA staff.
 - Staff will be attending D214 Skilled Trades Fair on Thursday, April 20th.
 - The contract is being finalized for the Airport Layout Plan (ALP) Exhibit A and staff has scheduled a kickoff meeting.
 - Run/Rock the Runway work continuing:
 - Working locally with Image Apparel Solutions for the race shirt.
 - Sponsorship is already above last year's.
 - Although both routes are on the airfield, the 5K and 1-Mile routes have been separated for this year to eliminate confusion at the finish line.
 - Young Eagles dates for 2023 have been announced.
- ➔ Public Relations Report
- Staff is collaborating with Serafin on a state legislative visit for April 26th.

- Continuing work on Run the Runway 5K/1-mile Walk
- The Airport is working with The 99's to allow them to use the administration building on Sunday June 25th for their annual award ceremony.

➔ **Upcoming Meetings & Events**

- The CEA team will be in Springfield for an Illinois Airport Legislative Day event Tuesday, April 25th -Thursday, April 27th.
- CEA will be hosting Kevin Burke, CEO of Airport Council International, for a luncheon on Wednesday, May 10th.
- The next Board of Directors meeting is Wednesday, May 17th.
- CEA offices will be closed Monday, May 29th in observance of Memorial Day.

C) Board Member Comments

- Director Lang requested that information regarding the NEM Update meeting be shared with Village of Wheeling staff for inclusion in the upcoming newsletter to residents. Executive Director Miller stated that we are required, by law, to post the information in the newspaper as well.
- Director Hellyer thanked staff for improvements to the FY24 Budget. He looks forward to continued efforts to make it easier to read for those people not accustomed to budget formatting.
- Director Saewert thanked Hawthorne Global Aviation Services and David Annin for their continued investment in the airport.
- Director Berman also thanked staff for continued improvements to making the budget easier to read.

D) Correspondence and Chairman's Comments

- Chairman Harris noted that he is looking forward to seeing everyone at the Run the Runway event in June.
- Congratulations to the D214 aviation program lead Megan Kelly, who was named as the new principal at Rolling Meadows High School.
- Congratulations to David Annin and Hawthorne Global Aviation Services for their "broken ground" ceremony. The new hangar puts them at over 100,000 square feet of building space and, in the last 15 years, no other business has constructed more than Hawthorne.

VIII. New Business

A.Resolution 23-011 – A Resolution Authorizing the Payment of Claims

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, Kiefer, Lang, and Saewert. Nays: None. Absent: Kearns.

B. Resolution 23-012 – A Resolution Recommending Approval of the Sale of Personal Property

Mr. Wolanik provided details on the items for sale, including two vehicles and an office printer.

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

C. Resolution 23-013 – A Resolution Recommending Approval of the First Amendment to the Fixed Base Operation Net Ground Lease Agreement with Signature Flight Support, LLC for Hangar 8

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

IX. Executive Session

At 6:26 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, Kiefer, Lang, and Saewert. Nays: None. Absent: Kearns.

At 7:25 p.m. a motion to return to open session was made by Director Hellyer and seconded by Director Saewert. The motion was approved by voice vote. Ayes: Directors Berman, Hellyer, Kiefer, Lang, and Saewert. Nays: None. Absent: Kearns.

X. Action Taken from Executive Session

None.

XI. Adjournment

At 7:28 p.m. a motion was made by Director Kiefer and seconded by Director Saewert to adjourn the meeting. The motion was approved by voice vote. Ayes: Directors Berman, Hellyer, Kiefer, Lang, and Saewert. Nays: None. Absent: Kearns.

Respectfully Submitted:



Bill Hellyer
Secretary

Airport Spotlight on Madeleine Monaco

Chicago Executive Airport has created a program called 'Airport Spotlight' which recognizes people who soar above the ordinary in their work or enjoyment of the airport. Airport Spotlight celebrates those involved with the airport who have furthered CEA's success or demonstrated their dedication to the aviation field to be invited to a board meeting and presented with a "token" of our appreciation.

Tonight's honoree is Madeleine Monaco, a long-time instructor on the airfield as well as an advocate and goodwill ambassador for general aviation. As a volunteer, she tirelessly "knocks on doors" to raise funds for aviation scholarships. And as a leader, she drives participation in the annual Aviation Expo in support of free WINGS seminars for pilots and their flying companions.

Many of us know Madeleine as an active member of the Chicago 99s, where she has held various leadership roles, including as member of the International Scholarship Trust.

She is also a founding member of the Chicago Executive Pilots Association, where she has served as president, board member and scholarship chair. For those of you receiving the monthly newsletter, she writes and distributes that, too.

As she has said, "The gloriousness of aviation is truly the community." And in our case, we're recognizing Madeleine as one of the outstanding members of the CEA community.

Thank you for your continued support of general aviation in and around the airport. Your spirit and devotion to the airport are truly admirable and deserving of our recognition.

D. Court Harris

Chairman, Board of Directors