

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, AUGUST 16, 2023
1020 S PLANT RD
WHEELING, IL 60090
6:00 PM**

I. Call to Order and Roll Call

Vice-chairman Bill Kearns called the meeting to order at 6:00 p.m. Roll call confirmed the following present: Directors Berman (*via phone*), Hellyer, Kearns, Kiefer, Lang, and Saewert. Absent: Chairman Harris.

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
 Penny Merritt – QuieterHome® Program Project Manager
 Tom Lester – Attorney

II. Pledge of Allegiance

Vice-chairman Kearns led those in attendance in the Pledge of Allegiance.

III. Approval of Minutes

A motion was made by Director Saewert and seconded by Director Lang to approve the minutes from the July 19, 2023, Regular Board Meeting. The motion was approved by roll call. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, Lang, and Saewert. Nays: None. Absent: Chairman Harris.

IV. Changes to the Agenda

None.

V. Public Comments

None.

VI. Hearings 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, meaning the target percentage collected or expended is 25%

of the budget. Year-to-date operating revenues were at 27.57% and operating expenditures were at 20.12% of the budget.

B) Executive Director's Report

Jeff Miller reported on the following:

- ➔ Total operations for June were 10,471, which is 13% above June 2023 and 7% above July 2022. The previous 12-month operations rose to 100,333, which is 15% above average for the month of July since 2010.
- ➔ July fuel flowage was 668,586 gallons, which is 3% below June 2023 and 2% below July 2022. The previous fuel flowage rose to 8,085,969 gallons. Fuel flowage is 544% above the average month of July since 2010.
- ➔ Total Customs clearances were 59 in July 2023, which is 3 less than June 2023, and 10 more than July 2022. The 12-month total for Customs clearances increased to 521. Clearances are 7 above the average month of June since 2010.
- ➔ The number of noise comments totaled 26 for June. There were 2 comments per 1,000 operations with a 12-month total of 428.
- ➔ Updates to construction projects include:
 - Airfield Lighting Project work is completed except for the airfield beacon. Staff anticipate the project to wrap up in the fall.
 - The Airport has signed the intergovernmental agreement for the East Quad Ramp Project. Staff hope to begin the project with enough time for appropriate weather conditions to allow for concrete curation.
 - The contract has been signed by the state and contractor for the Northwest Quadrant Road Rehab near Atlantic Aviation. The project is small, and staff anticipates its completion prior to winter.
 - Walls and the exterior façade have been installed on the new hangar at Hawthorne Global Aviation Services and the project is on schedule for completion by the end of the year.
 - Staff are working with CMT on Exhibit A to the ALP to review all deeds for property owned by the Airport. A kick-off meeting for the project was coordinated with the state.
 - An environmental assessment meeting was held regarding the runway 6/24 decommissioning.
 - The Noise Exposure Map draft was submitted to the FAA last week. The process for accepting the Map is generally 60-90 days.
- ➔ Other items include:

- A meeting was held on August 9, 2023, for the Hangar Rent Study. Executive Director Miller noted that it will include a full, collective study of all fees assessed by the Airport.
- Staff is coordinating with author Mike Haupt for a 100-year anniversary book.
- The Airport has reached out to state officials about the 5% tax on fuel being redirected to the Illinois Department of Aviation.
- College internships are finishing through the month of August. Additionally, the Airport will be coordinating with District 214 for the fall/winter job shadowing program.
- EMAS field strength testing has been conducted along with annual pavement repairs, which required runway closures last night.

➔ YARDI

- Beginning August 1, 2023, biweekly meetings have been scheduled with Yardi.
- During the meetings, discussions are taking place to determine the best course of action in all set-up and functions of Yardi.
- Currently setting up all properties and units.
- Next Steps: Charge Codes and GL finalization.
- Forward Steps:
 - Tenant Setup
 - Customs Setup
 - Lease-type setup
 - Lease setup

➔ FAA Reauthorization Update

- House Bill
 - Passed the House 351-69.
- Senate Bill
 - Currently stalled for the August recess; insiders are predicting a continuing resolution.

➔ To date, 619 applications have been received for the Residential Sound Insulation Program (RSIP).

- The FAA has programmed the \$2.5M grant; staff has contacted the state for the award letter.
- Phase 1 Re-bid:
 - The FAA has indicated that we can re-bid; tentative dates are as follows:
 - Advertise - 8/15 (*Ms. Merritt indicated that advertising would begin tomorrow, 8/17.*)
 - Non-mandatory pre-bid meeting - 8/29
 - Bids due - 9/7
- ➔ Public Relations Report
 - Serafin and staff are coordinating on emergency communication plans, and Serafin will be on hand for the live burn in October.
- ➔ 100-Year Anniversary Research
 - Research through the attorney's office was unable to locate information predating the establishment of an airport before 1926.
 - Author Mike Haupt's research definitively puts an airport on the site of Chicago Executive Airport in 1926:
 - *May 28, 1926, "Pal-Waukee Station Opens June 1st," attests to the opening of a new airport for this section of the county that was named "Pal-Waukee Air Port and Service Station". The proprietor was Frank Barchardt who, along with his brother Pete, owned a larger farm upon which airport was located.*
- ➔ Upcoming Meetings & Events
 - CEA offices are closed on Monday, September 4th in observance of Labor Day.
 - The September Board of Directors meeting and Joint Community Workshop meeting will be held on Wednesday, September 20th at the Hilton Prospect Heights/Northbrook.
 - CEA offices are closed on Monday, October 9th in observance of Columbus Day.
 - The October Board of Directors meeting is one week earlier than usual on Wednesday, October 11th.
- ➔ Thank You to Board of Directors
 - Executive Director Miller thanked the Board of Directors for their generosity and support by offering a scholarship to an intern whose parent had passed away during their summer employment with the Airport.

Questions for Executive Director Miller included:

- Director Kiefer asked how many homes would be included in this year's RSIP construction. Ms. Merrit confirmed that the 20 homes in Phase 1 would be included in the project. She noted that the intention is to reach up to 40 homes per year in the future.

C) Board Member Comments

- Director Saewert congratulated Director Kearns on his 37th wedding anniversary.
- Director Lang stated that lighting from the south T-hangars was "spilling" onto Palatine Road, which he considered a distraction for drivers. Staff indicated that they would look to adjust the light fixtures to address the issue.

D) Correspondence and Chairman's Comments

- None.

VII. New Business

A. Resolution 23-026 – A Resolution Authorizing the Payment of Claims

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: Chairman Harris.

B. Resolution 23-027 – A Resolution Approving the Revised IDOT Program Letter Funding RSIP Program Phase 2 Residential Soundproofing (Project # PWK-4918)

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

VIII. Executive Session

At 6:19 p.m. a motion to move into Executive Session 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: Chairman Harris.

At 7:05 p.m. a motion to return to open session was made by Director Lang and seconded by Director Kiefer. The motion was approved by voice vote. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, Lang, and Saewert. Nays: None. Absent: Chairman Harris.

IX. Action Taken from Executive Session

None.

X. Adjournment

At 7:07 p.m. a motion was made by Director Saewert 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: Chairman Harris.

Respectfully Submitted:

A handwritten signature in cursive script that reads "Bill Hellyer".

Bill Hellyer
Secretary