

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, SEPTEMBER 20, 2023
HILTON CHICAGO/NORTHBROOK
2855 MILWAUKEE AVENUE
NORTHBROOK/PROSPECT HEIGHTS, IL 60062
4:00 PM**

I. Call to Order and Roll Call

Chairman D. Court Harris called the meeting to order at 4:04 p.m. Roll call confirmed the following present: Directors Berman, Hellyer, Kearns, Kiefer, and Saewert. Absent: Director Lang.

Also in Attendance: Jeff Miller - Executive Director
 George Sakas – Director of Economic Development
 Jason Griffith – Director of Finance
 Andrew Wolanik – Director of Operations & Maintenance
 Norm Mackey – Operations & Maintenance Supervisor
 Kim Mueller – Property Accountant
 Krista Coltrin – Administrative Manager/Recording Secretary
 Francesca Elliott – Administrative Assistant
 Penny Merritt – QuieterHome® Program Project Manager
 Tom Lester – Attorney
 Tori Allen – Serafin and Associates Representative

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 Berman to approve the minutes from the August 16, 2023, Regular Board Meeting. The motion was approved by roll call. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, and Saewert. Nays: None. Absent: Director Lang.

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 August is the fourth month in the fiscal year, meaning the target percentage collected or expended is 33.33% of the budget. Year-to-date operating revenues were at 36.34% and operating expenditures were at 25.76% of the budget.

B) Executive Director's Report

Jeff Miller reported on the following:

- ➔ Total operations for August were 10,008, which is 4% below July 2023 and equal to August 2022. The previous 12-month operations decreased negligibly to 100,309, which is 5% above average for the month of August since 2010. It is the second consecutive month with operations over 100,000.
- ➔ August fuel flowage was 683,583 gallons, which is 2% above July 2023 and 8% below August 2022. The previous fuel dropped slightly to 8,029,678 gallons. Fuel flowage is 56% above the average month of August since 2010.
- ➔ Total Customs clearances were 43 in August 2023, which is 16 fewer than July 2023, and 6 more than August 2022. The 12-month total for Customs clearances increased to 527. Clearances are 7 above the average month of July since 2010.
- ➔ The number of noise comments totaled 31 for July. There were 3.1 comments per 1,000 operations with a 12-month total of 378.
- ➔ Updates to construction projects include:
 - Airfield Lighting Project – Work completed except airfield beacon to be installed on the tower between October 5-12, 2023.
 - East Quad Ramp Project – Project will now start Spring of 2024.
 - Northwest Quadrant Road Rehab – Start date September 25, 2023.
 - Hawthorne Hangar – On schedule for winter completion.
 - Exhibit A to ALP – on schedule.
- ➔ Other items include:
 - Rates and Fees project planned for completion by the end of 2023.
 - EMAS Testing showed both beds are performing as designed and kudos to our Operations & Maintenance team for their upkeep.
 - Airport staff will be hosting fire fighters for aircraft familiarization training on October 6, 2023

- The Airport has a planned meeting on October 4th with State officials to discuss our annual Transportation Improvement Program.
- ➔ App 139 Update
 - A Maintenance & Operations Department update was provided, detailing open and closed inspections, work orders, and NOTAMs posted for the month.
- ➔ FAA Reauthorization Update
 - All groups anticipate either a government shutdown on September 30th or a continuing resolution.
- ➔ To date, 619 applications have been received for the Residential Sound Insulation Program (RSIP).
 - The Noise Exposure Map was submitted to the FAA on August 9, 2023.
 - Phase 1 Re-bid:
 - The Airport received two bids. The lowest responsible bidder for the RSIP program was identified as S&L Companies. The Airport is coordinating the award of the contract.
- ➔ Public Relations Report
 - Serafin has been working with staff on Airport messaging including changing our showcase booth for conferences.
 - Serafin is working with Airport staff on messaging for the fire training that will be held at the Airport between October 8– 10, 2023.
- ➔ Upcoming Meetings & Events
 - 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.
 - NBAA-BACE is Oct. 17-19 in Las Vegas.

C) Board Member Comments

- None.

D) Correspondence and Chairman's Comments

- None.

VII. New Business

A. Resolution 23-028 – A Resolution Authorizing the Payment of Claims

A motion to approve was made by Director Saewert and seconded by Director Berman.

Director Kearns asked if the line item for Virtower represents an annual expense. Executive Director Miller confirmed that it is an annual expense for geofence tracking of aircraft at the airport, both for arrivals and departures.

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

B. Resolution 23-029 – A Resolution to Approve the Professional Services Agreement for Public Relations between Chicago Executive Airport and Serafin & Associates, Inc.

A motion to approve was made by Director Kiefer and seconded by Director Hellyer.

Director Saewert questioned the scope of work regarding conducting interview training. Serafin representative Tori Allen explained that this would be in preparation for Board members and staff being pressed for statements and could provide talking points related to events.

Director Hellyer asked how the contract amount compared to the previous year. Executive Director Miller responded that the monthly contracted amount of \$5,000 is the same as the previous contracted amount.

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

VIII. Adjournment

At 4:17 p.m. a motion was made by Director Kearns and seconded by Director Hellyer to adjourn the meeting. The motion was approved by voice vote. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, and Saewert. Nays: None. Absent: Director Lang.

Respectfully Submitted:



Bill Hellyer
Secretary