

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, OCTOBER 11, 2023
1020 S PLANT RD
WHEELING, IL 60090
6:00 PM**

I. Call to Order and Roll Call

Chairman D. Court Harris called the meeting to order at 6:03 p.m. Roll call confirmed the following present: Directors Berman, Hellyer, Kearns, Kiefer, and Saewert. Director Lang attended via phone.

Also in Attendance: Jeff Miller - Executive Director
 George Sakas – Director of Economic Development
 Jason Griffith – Director of Finance
 Andrew Wolanik – Director of Operations & Maintenance
 Kim Mueller – Property Accountant
 Krista Coltrin – Administrative Manager/Recording Secretary
 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. Recognition Ceremony

A. Airport Spotlight on Carol and Steve MacCabe for the Young Eagles Program

Chairman Harris recognized Carol and Steve MacCabe as the Airport Spotlight recipients for October and presented them with Challenge Coins as a token of appreciation for their many years of passionate volunteering with the Young Eagles program. *(Chairman Harris' statement is included at the end of this document.)*

The MacCabes thanked Chairman Harris and the Board, stating that they were honored by the recognition. Carol went on to say that this year alone, volunteers will have flown over 200 Young Eagles at Chicago Executive Airport pending favorable weather conditions for the October rally. She thanked Pam Kavanaugh and Steve Bongiorno for hosting the program at Signature Flight Support and unfurled a banner from EAA that will be displayed in their lobby for “500+ Young Eagles Flown.”

Carol went on to thank the volunteers that make the flights possible. Steve added that the volunteer pilots greatly appreciate the rebate they have received on fuel from both Signature Flight Support and the Airport in support of the program.

IV. Approval of Minutes

A motion was made by Director Saewert and seconded by Director Berman to approve the minutes from the September 20, 2023, Regular Board Meeting. The motion was approved by roll call. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, and Saewert. Nays: None. Abstain: Director Lang.

A motion was made by Director Kiefer and seconded by Director Kearns to approve the minutes from the September 20, 2023, Joint Workshop Meeting. The motion was approved by roll call. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, and Saewert. Nays: None. Abstain: Director Lang.

V. Changes to the Agenda

None.

VI. Public Comments

Lou Wipotnik spoke briefly after realizing he had signed the incorrect sheet for the meeting. He noted he had been at the Airport since 1957 and that he is a flight instructor for Leading Edge Flying Club.

Mike Haupt spoke on behalf of Aviation Explorer Post 9, which is a youth program for high school and college-aged kids that are interested in exploring an aviation career. He noted that approximately two dozen youths are registered for the program and that there were approximately 20 new prospects after a recent open house. He thanked the Board of Directors for the use of the facilities and all organizations for their assistance with the program.

VII. Hearings and Reports

A) Director of Finance Report

Director of Finance Jason Griffith delivered the Treasurer's Report and said September is the fifth month in the fiscal year, meaning the target percentage collected or expended is 41.67% of the budget. Year-to-date operating revenues were at 45.25% and operating expenditures were at 31.2% of the FY24 budget.

B) Executive Director's Report

Jeff Miller reported on the following:

- ➔ Total operations for August were 8,825, which is 12% below for both August 2023 and September 2022. The previous 12-month operations decreased negligibly to 99,136, which is 11% above average for the month of September since 2010.
- ➔ August fuel flowage was 666,074 gallons, which is 2.5% below August 2023 and 8% below September 2022. The previous fuel dropped slightly to 7,968,669 gallons. Fuel flowage is 51% above the average month of September since 2010.

- ➔ Total Customs clearances were 45 in September 2023, which is 2 more than August 2023, and 7 more than September 2022. The 12-month total for Customs clearances increased by 7 to 536. Clearances are 2 above the average month of September since 2010. CEA continues to be the busiest general aviation U.S. Customs facility in the district.
- ➔ The number of noise comments totaled 44 for September. There were 5 comments per 1,000 operations with a 12-month total of 305.
- ➔ Noise Comment Follow Up:
 - Airport staff spoke with the Pilatus aircraft operator, asking pilots to voluntarily use Runway 12/30 if winds allow. They seemed amenable to the request and would pass it through to their flight department.
 - The Airport is publishing a Chart Supplement with the following: RWY 12/30 PREFERRED FOR OPS BETWEEN 2200L AND 0700L FOR NOISE ABATEMENT PURPOSES.
 - The Airport will monitor for any changes in comments, positive or negative.
- ➔ Updates to construction projects include:
 - Airfield Lighting Project – Overall work completed; airfield beacon to be installed on 10/19/23.
 - Northwest Quadrant Road Rehab – Completed, with final walkthrough conducted on 10/11/23.
 - Hawthorne Hangar – On schedule for winter completion.
 - Met with Primera Engineering on Storm Water Master Plan Update; follow-up meeting schedule for 10/12/23.
 - ALP Exhibit A – Finalizing title searches on Airport-owned parcels.
- ➔ Other items include:
 - The Airport will be hosting two interns this winter season from District 214.
 - The Airport met with state officials on 10/4/23 to discuss the Transportation Improvement Program (TIPs), including the following new projects:
 - 2027 – Runway Safety Area (RSA) Study **Total Cost: \$250,000**
 - 2027 – Rehabilitate EMAS Arresting Beds Seal System **Total Cost: \$1,200,000**
 - 2029 – Residential Soundproofing per Noise Study Phase 7 **Total Cost: \$2,500,000**

- 2029 – Construct Wildlife Perimeter Fence Phase 1 **Total Cost: \$2,000,000**
- ➔ FAA Reauthorization Update
 - Continuing Resolution Passed Until November 17th. This extended the FAA through the end of the year, with no extension of appropriations.
 - There appears to be a pathway in the Senate for Michael Whitaker to become the new FAA Administrator with there being little opposition to his nomination.
- ➔ 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 has signed a contract with S&L Companies. Sound insulation is expected to begin January 2024
 - Noise Testing for the next round of sound insulation will start in December 2023.
- ➔ Public Relations Report
 - Fire Training was held at the Airport between October 8-10, 2023.
 - 20 students went through the ARFF Class through the Illinois Fire Service Institute. This was from both Prospect Heights Fire Protection District and the Village of Wheeling Fire Department.
 - 20 additional fire fighters were able to practice their firefighting skills.
- ➔ NBAA Conference Preparations
 - The Airport has been coordinating a messaging plan with Serafin which includes updating:
 - Booth Graphics
 - Airport Pamphlets
 - Airport Messaging
 - Development Opportunities
 - Branding
 - A new “looping” video as part of booth display was viewed during the meeting.

- The Airport has 11 confirmed meetings over three days, plus 22 meet-and-greets with different partners.

➔ Upcoming Meetings & Events

- NBAA-BACE is Oct. 17-19 in Las Vegas.
- The next Board of Directors meeting is on Wednesday, November 15th.
- CEA offices are closed on Thursday and Friday, November 23-24 in observance of Thanksgiving.

C) Board Member Comments

- Director Berman requested a moment of silence for persons impacted by the October 7th attack on Israel.
- Director Kiefer thanked staff for the new video and forward progress, stating that the Airport is doing more in a quicker fashion.
- Director Kearns stated his concern regarding another delay with this year's audit report. He mentioned that he is also a member of the Police Pension Board and noted that the City of Prospect Heights cannot complete its audit without that of the airport, which directly impacts the levying of a tax for the Police Pension Fund. He emphasized that the delay in the Airport's audit has a ripple effect on the communities.

D) Correspondence and Chairman's Comments

- Chairman Harris thanked everyone involved in the Young Eagles program for attending the meeting in support of Carol and Steve MacCabe.

VIII. New Business

A. Resolution 23-030 – A Resolution Authorizing the Payment of Claims

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

B. Resolution 23-031 – A Resolution Approving the Purchase of a New Airport Vehicle #9.

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

Executive Director Miller explained that the purchase of the vehicle was a replacement for a Ford F350. Director of Maintenance and Operations, Andrew Wolanik, explained that the vehicle is primarily used for snow removal and general maintenance and the downsized F250 replacement is a cost-saving measure.

Director Kearns noted that the cost of the vehicle has doubled since 2015.

Director Hellyer asked what will happen to the replaced vehicle. Executive Director Miller indicated that it will be sold at auction.

Director Kiefer questioned if the budgeted equipment fund covers the cost of the new vehicle. Finance Director Griffith indicated that it does at this time but anticipates a need to increase the Vehicle Equipment Reserve Fund in the future.

Director Saewert asked what made the deciding factor between owning and leasing the new vehicle. Executive Director Miller and Finance Director Griffith concurred that it would cost \$13,141 more to lease the vehicle than to purchase it.

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

C. Resolution 23-032 – A Resolution Approving a Net Ground Lease Agreement between Chicago Executive Airport and PWK Hangars LLC

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

Executive Director Miller noted that the conversation with the lessee began at NBAA-BACE 2022. He stated that the lease will be the best lease to date for the Airport with an aggressive timeline to complete the project. The agreement is for up to 15 new hangars with an estimated economic impact of \$500 Million to the region.

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

IX. Executive Session

None.

X. Action Taken from Executive Session

None.

XI. Adjournment

At 6:37 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: None.

Respectfully Submitted:



Bill Hellyer
Secretary

Airport Spotlight on Carol and Steve MacCabe

Board of Directors Meeting

October 11, 2023

- Steve and Carol MacCabe are dedicated members of the Young Eagles program, celebrating 20 years of helping hundreds of children experience the joy of flight here at CEA.
- Carol has been with the program since 2000 and her husband, Steve, later joined her volunteer work after they met in 2004.
- Carol became involved with the Young Eagles program after learning about it from a friend. After experiencing the program at Meigs Field, she knew she found the perfect way to blend her passion for flying and working with children.
 - Though retired from teaching, Carol still spends time as a substitute teacher at St. Thomas of Villanova school in Palatine.
- During Young Eagles rallies, Carol is busy answering questions from parents, assisting with registration, assigning children to pilots, and assuring the event runs smoothly.
 - Carol has even earned the nickname of “Donut Dolly,” as she brings fresh donuts to each rally as a token of appreciation for all the volunteers’ hard work.
- While Carol was on the ground, Steve could be found in the sky flying Young Eagles in his Grumman Tiger.
 - After retiring from flying last year, Steve became an integral part of the ground support team.
- The MacCabes’ incredible work with the program has given them recognition for their service. In 2005, Harrison Ford (Young Eagles Honorary Chairman, 2004 – 2009) presented Carol with an award for “Outstanding Young Eagles Field Representative.” In 2021, Steve reached a major milestone when he flew his 500th Young Eagle. For this monumental achievement, he was recognized by the EAA with a “500 Mission Young Eagles” plaque.