

**CHICAGO EXECUTIVE AIRPORT  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
WEDNESDAY, NOVEMBER 15, 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 6:00 p.m. Roll call confirmed the following present: Directors Berman, Hellyer, Kearns, Kiefer, and Lang. Director Saewert 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. Approval of Minutes**

A motion was made by Director Lang and seconded by Director Saewert to approve the minutes from the October 11, 2023, Regular Board Meeting. The motion was approved by roll call. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, Lang, and Saewert. Nays: None.

**IV. Changes to the Agenda**

None.

**V. Public Comments**

Phil Mader stated that a helicopter had excessively flown over his neighborhood in a circular pattern at 6:05 a.m. this morning. He questioned if the pilot was new or in training or if there had been a newsworthy event. He noted that it was one of the most disruptive aircraft at the airport and was very disturbing for people trying to sleep. Mr. Mader stated that he appreciated Executive Director Miller’s outreach regarding previous noise concerns, but that he still finds the reporting system to be frustrating.

## **VI. Hearings and Reports**

### **A) Director of Finance Report**

Director of Finance Jason Griffith delivered the Treasurer's Report and said October is the sixth month in the fiscal year, meaning the target percentage collected or expended is 50% of the budget. Year-to-date operating revenues were at 53.9% and operating expenditures were at 38.09% of the FY24 budget.

### **B) Executive Director's Report**

Jeff Miller reported on the following:

- ➔ Total operations for August were 8,381, which is 5% below for both September 2023 and 14% below October 2022. The previous 12-month operations decreased 1% to 97,812, which is 12% above average for the month of October since 2010.
- ➔ August fuel flowage was 712,507 gallons, which is 7% above September 2023 and 13% below October 2022. The previous 12-month fuel flowage dropped slightly to 7,863,189 gallons. Fuel flowage is 55% above the average month of October since 2010.
- ➔ Total Customs clearances were 38 in October 2023, which is 7 fewer than September 2023, and 9 fewer than October 2022. The 12-month total for Customs clearances increased by 9 to 527. Clearances are 2 above the average month of October since 2010.
- ➔ The number of noise comments totaled 38 for October. There were 4.5 comments per 1,000 operations with a 12-month total of 305. Staff are currently reviewing systems to make it easier for people to submit noise comments to the airport.
- ➔ 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.
  - Three residents dropped out of Phase 1 of the program at a cost of \$48,000. Due to grant requirements, new residences cannot be added to Phase 1. Therefore, the list submitted for Phase 1 sound insulation will be three fewer than originally planned.
  - 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.

- Updates to construction projects include:
  - Airfield Lighting Project – Overall work completed; the new airfield beacon is more visible.
  - New Hawthorne Global Aviation hangar – On schedule for winter completion.
  - Storm Water Master Plan underway.
  - ALP Exhibit A – Finalizing title searches on Airport-owned parcels.
- Other items include:
  - The Airport’s consultant is working on finishing the Rates and Charges Study, with anticipated completion by the end of the year.
  - The Airport is working on publishing RFPs in February for janitorial, I.T., and auditing services.
- Annual Insurance
  - A chart was presented, outlining expiring and renewal premium rates, detailing a \$20,000, or roughly 8%, increase in the total premium for 2024. Notably, every three years the Airport is required to renew its Environmental Liability policy which is part of the Final Premium Summary for 2024. Rob Nadr from Gallagher Risk Management Services was present to answer questions and comment on changes to the premium for 2024. He indicated that a previous change to AIG Aerospace has reduced the premium increase significantly. He noted that changes to the policy, including added vehicles, affected the premium and not just market rate increases.
- Transportation Improvement Program (TIPs) - FY 2025-2029
  - A general overview of TIPs was given. Executive Director Miller stated that the capital outlay is planned five years out and that the upcoming two years of the plan are generally already set in motion. He added that as each year falls off the plan, a new year is added at the end. He also noted that staff coordinated a meeting with the Illinois Department of Transportation / Illinois Department of Aviation in Springfield, Illinois on October 4<sup>th</sup>; final Board approval will take place during the December 13, 2023, Board meeting; and the plan will be submitted to IDOT by December 15, 2023.
  - A chart of current and upcoming projects was reviewed along with a Runway Safety Area (RSA) Study projected for 2027. This is required by the FAA as part of the Airport Layout Plan (ALP). Doug Klonowski from CMT Engineering added that the FAA and Illinois Department of Aeronautics is mandating this study prior to the start of any runway rehabilitation projects. This is to identify any elements of the runway environment that do not meet FAA criteria.

- Also projected for 2027 is the rehabilitation of the seal system for the Engineered Material Arresting System (EMAS) beds on either end of Runway 16/34. This project is not currently eligible for Airport Improvement Program (AIP) funding as it's considered a "maintenance" function. By adding the project to TIPs, dialogue can begin with the FAA regarding eligibility for grant funding to help support the high cost of the project as "rehabilitation." Doug Klonowski noted that this project is for the seal system only.
  - 2029 projects include funding for continuation of the Residential Sound Insulation Program (RSIP) which will be added at the end of each TIPs plan going forward.
  - The construction of Phase 1 of a wildlife perimeter fence is also projected for 2027. The primary area is the northeast corner of the airport where wildlife has closer access from the Forest Preserve. This would be to install a 10-foot chain link fence as a deterrent, with an additional two feet of fencing buried underground. The fence is intended to keep animals from jumping over the fence and digging under it. Phase 1 is intended to be the beginning of the enhanced perimeter fencing project which will be completed as funding is available.
- ➔ Federal Affairs Update
- Michael Whitaker was sworn in as the new FAA Administrator on October 27, 2023, for a 5-year term.
  - Continuing Resolution expires November 17<sup>th</sup>.
    - Speaker of the House Mike Johnson unveiled a two-tiered stopgap plan that would extend funding for some agencies, including Transportation-HUD, until January 19, and extend the rest, including Homeland Security, until February 2. This staggered (or "laddered") approach is designed to give congressional negotiators more time to finalize all 12 spending bills individually. This bill passed the house 365-95.
    - House Democrats, leaders in the Senate, and the White House have indicated support.
- ➔ State Affairs Update
- Illinois Public Airport Association (IPAA) officials (including Executive Director Jeff Miller - Secretary with IPAA) met with Transportation Secretary Omer Osman on November 6<sup>th</sup>.
  - Action Items:
    - IDA is committed to addressing the issue of intergovernmental agreements.
    - IDA also intends to streamline contract payments, aiming to reduce the payment processing time.

- IPAA requested increased transparency regarding the 1.25% fuel tax.
  - IDA is open to expanding local letting, particularly outside of critical projects such as runway construction.
- Next meeting date is February 20<sup>th</sup> and will include FAA officials.
- ➔ Communications Report
  - Staff are collaborating with Serafin representatives on Q4 2023 and Q1 2024 communications plans.
  - An ad was placed in the special section of the Journal Topics in the November 9<sup>th</sup> edition honoring veterans.
  - Website migration to new server – Nov. 16<sup>th</sup> beginning 8:00 a.m.
- ➔ NBAA
  - Several photographs and screenshot images were displayed, indicating attendance at NBAA-BACE in Las Vegas, NV, during October as well as social media content promoting the Airport’s involvement in the event. Executive Director Miller stated that staff met with 33 organizations during the event and considered it a successful trip.
- ➔ Resolutions 23-035 and 23-036
  - Maintenance and Operations Director Andrew Wolanik reviewed the two resolutions in support of upgraded fencing within and surrounding the airport. Several questions were asked relating to Resolution 23-036.
    - Director Kearns questioned why staff had chosen to install a 6-foot fence in lieu of a 10-foot fence as noted during the TIPs conversation. Executive Director Miller stated that the 6-foot fence is intended to solve an immediate need for security and wildlife curtailment. Staff intend to seek grant funding to cover the cost of 10-foot fencing as it is more expensive.
    - Director Kiefer asked if the improvements in Resolution 23-036 were related to the relocation of the tie-downs and why the installation could not take place at the same time as the construction. Executive Director Miller replied ‘yes’ to the correlation of the projects but stated that the Airport could not afford the \$1.2 million for 10-foot fencing at this time. The ramp project is paid through Bipartisan Infrastructure Law (BIL) funds and cannot be tied together with the fencing project.
- ➔ Upcoming Meetings & Events
  - CEA offices are closed on Thursday and Friday, November 23-24 in observance of Thanksgiving.
  - The holiday party is on December 7<sup>th</sup> at Chevy Chase Country Club.

- The next Board of Directors meeting is on Wednesday, December 13<sup>th</sup>.
- CEA offices are closed on Monday and Tuesday, December 25-26 in observance of Christmas.

Board members had questions regarding several items in Mr. Miller's report.

- Director Berman asked if people are made aware of the cost of the program before they sign up for RSIP, potentially acting as a deterrent for people to sign up then back out of the program. Penny Merritt, QuieterHome® Program Project Manager indicated that people are given all documents they are required to sign when they sign up for the program. They are not given the costs associated with testing and measuring their homes. Residents are told the Avigation Easement is a legal document and it is explained that if they drop out of the program, they cannot reapply unless they reimburse the Airport for costs incurred thus far.
- Director Lang thanked Ms. Merritt for her response as he had the same question.
- Director Kiefer asked about removal of 'hot spots' and asked if this was before or after the closure of Runway 6/24. Executive Director Miller indicated that the closure of Runway 6/24 will eliminate some of the problems. However, the taxiway system will also require redesigning. Doug Klonowski responded that the removal of Runway 6/24 is a separate project. He added that the 'hot spot' philosophy is to deter a direct connection to the runway and confirmed to Director Kiefer that all 'hot spots' are connected to Runway 6/24.

### **C) Board Member Comments**

- Director Saewert thanked staff for a successful NBAA-BACE experience, stating that this year's booth stood out. He added that people made great comments about it and the booth design "said a lot without talking to people." The event went well and there was a general excitement about CEA.
- Director Berman echoed Director Saewert's comments and stated that he appreciated the staff's efforts to set up and coordinate the many details involved in NBAA-BACE.

### **D) Correspondence and Chairman's Comments**

- None.

## **VII. New Business**

### **A. Resolution 23-033 – A Resolution Authorizing the Payment of Claims**

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

Director Kearns asked why the \$1,000 donation to WIA was shown as refunded. Finance Director Jason Griffith indicated that there was an incorrect address on file and that the donation had been reissued.

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

**B. Resolution 23-034 – A Resolution to Approve the Annual Airport Insurance Policies**

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

Director Kearns noted that regularly driven vehicles are covered on one part of the insurance policy. He asked to understand where snow brooms and plows are covered in the insurance policy as they are sometimes driven on streets for repair services. Mr. Nadr from Gallaher Insurance responded that the maintenance vehicles are covered under the “property” section of the insurance under “equipment,” and he ensured Director Kearns that these types of maintenance vehicles are covered when driven outside of the Airport property.

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

**C. Resolution 23-035 – A Resolution Approving a Contract with Durabilt Fence to Install Jersey Barriers with Chain Link Fence Top Section**

A motion to approve 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.

**D. Resolution 23-036 – A Resolution Approving a Contract with First Class Fence to Install a Fence and Electronic Gate Operator**

A motion to approve was made by Director Kearns 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.

**E. Approval of 2024 Board of Directors Meeting Dates**

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

**VIII. Executive Session**

Pursuant to 5 ILCS 120/2 (c) (1), (5), (6), (11), and (21) 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, probable and/or imminent litigation, and the minutes of meetings lawfully closed under this Act.

At 6:35 p.m. a motion to move into Executive Session 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: None.

**IX. Action Taken from Executive Session**

The Board reconvened in open session at 8:29 p.m. A motion was made by Director Kiefer and seconded by Director Berman to approve an increase in the Executive Director's salary of 7.5% effective November 1, 2023. The motion was approved by roll call. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, Lang, and Saewert. Nays: None. Absent: None.

**X. Adjournment**

At 8:32 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:

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

Bill Hellyer  
Secretary