

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, FEBRUARY 21, 2024
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 6:01 p.m. Roll call confirmed the following present: Directors Berman, Hellyer, Kearns, Kiefer, Lang, Saewert.

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
 Penny Merritt – C&S Engineering
 Greg Cox– 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 Saewert and seconded by Director Berman to approve the minutes from the January 17, 2024, 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

A motion was made by Director Kearns and seconded by Director Keifer to table VII. New Business C. Appointment of Officers. The motion was approved by voice vote. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, Lang, and Saewert. Nays: 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 January is the ninth month in the fiscal year, meaning the target percentage collected or expended is 75% of the budget. Year-to-date operating revenues were at 79.78% and operating expenditures were at 62.02% of the FY24 budget.

B) Executive Director’s Report

Jeffrey Miller reported on the following:

- ➔ Operations for January 2024 were 4,307, 31% below December 2023 and 25% below January 2023. Previous 12-month ops were down 1% at 96,694, 11% below our average month of January since 2010.

- ➔ Total fuel flowage for January 2024 was 518,068, 20% below December 2023 and 4% below January 2023. Previous 12-month fuel flowage dropped 4% to 7,764,64, 15% above our average month of January since 2010.
- ➔ 52 Customs clearances in January 2024, 12 more than December 2023. 9 more than January 2023. Previous 12-month Customs clearances increased by 9 to 522. 24 clearances above our average month of January since 2010.
- ➔ The number of noise comments totaled 10 for January. There were 2.3 comments per 1,000 operations with a 12-month total of 337.
- ➔ To date, 23 applications have been received for the Residential Sound Insulation Program (RSIP). Newsletter to be distributed 1st quarter of 2024.
- ➔ Phase 1:
 - Tentative pre-construction meeting 3/8/24
 - Tentative construction start date 3/11/24
 - Tentative product delivery late February
- ➔ Phase 2:
 - Noise testing complete
 - Request to FAA for the multi-family waiver submitted
 - All residents have been notified of their testing results
 - Tentative designs early April: 9 multi-family units and 23 single-family homes
 - Board Member Comment: Director Saewert inquired where the multi-family homes are located. Penny Merritt responded they are located in Willow Heights.
- ➔ Updates to construction projects include:
 - Storm Water Master Plan – Primera completed the excavation plan. Now planning the layout of the future storm sewer systems (pipes etc.)
 - ALP Exhibit A – submitted to IDOT-IDA
 - Rehabilitate Airfield Lighting Phase 1 closed out
 - East Quad Apron Expansion Project (Rebuild Illinois funds) – Plote anticipates field work starting April 1
 - Northeast Quadrant New Aircraft Tie Down Area – Finalizing the 35% design
 - Hawthorne Hangar 22 –open house/ribbon cutting date TBD
 - Village of Wheeling Watermain project – FAA Concurrent Use determination still pending
 - 2024 Airfield Repairs planning underway
 - MWRD Sewer Lining construction planned for May
 - TIPs Revision for Hot Spot removal phasing – email sent
- ➔ Other projects include:
 - Airport RFPs/RFQs:

- Janitorial services RFP due February 29th
- Four I.T. and A/V RFQ responses received – under review
- Auditing Services RFP response to March Board meeting
- Carmina Esguerra is our new Administrative Coordinator
- RSIP Project five-year rebid due
- Gate Access Control project implemented
- Market rent study under review
- Commercial Operating Permit Program updates under review
- Runway 12/30 RNAV Approach Published
- Run the Runway 5K
 - 171 registered
 - Sponsorship strong
 - Seeking volunteers
- ➔ Federal Affairs Update
 - February 8th – Commerce Committee Clears FAA Bill
 - March 1st – CR with DOT Funding Expires
 - February 13th – Senate in Recess/Presidents’ Day
 - March 8th – Current FAA Extension Expires CR with Funding Expires
- ➔ State Affairs Update
 - Multiple Bills introduced covering how operations are recorded at airports, south suburban airport, and fuel tax funds.
- ➔ Director of Operations & Maintenance Andrew Wolanik was invited to participate in the National Transportation Safety Board’s annual safety meeting. CEA was one of 43 airports selected.
- ➔ Director of Operations & Maintenance Andrew Wolanik was the keynote to speaker for the American Association of Airport Executives student chapter at Lewis University.
- ➔ Upcoming Meetings & Events
 - March 12-14: NBAA Schedulers’ and Dispatchers’ Conference
 - The next Board of Directors meeting is on Wednesday, March 20th.

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

- Chairman Harris inquired if we are capped for 5K registrations. Executive Director Miller stated there is a cap for logistical settings, but in reality, we can fluctuate on the total number up until the beginning of May.

C) Board Member Comments

- Director Hellyer stated kudos to Andrew Wolanik for representing Chicago Executive Airport with the NTSB and Lewis University.
- Director Kearns echoed Director Hellyer’s comments and stated thank you to Andrew Wolanik.

D) Correspondence and Chairman's Comments

- No Comments.

VII. New Business

A. Resolution 24-003 – A Resolution Authorizing the Payment of Claims.

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

B. Resolution 24-004 – A Resolution Accepting the Annual Comprehensive Financial Report of Chicago Executive Airport for the fiscal year ended April 30, 2023.

Chairman Harris asked if there were any statements on the audit before the vote. Director of Finance Jason Griffith stated there was some delay in completing the audit due to Sikich, which led to us issuing a request for proposals and recommending a new audit firm to the Board. Executive Director Jeff Miller stated that the new requirement to following GASB 87 "Lease Accounting" caused some of the delay.

Director Kearns confirmed that it is important for the Prosect Heights police pension fund that we get our audit completed timely each year. Director Kearns noted that on page 7, CEA should have appropriate procedures in place for grants receivable. Director of Finance Griffith confirmed we will have procedures in place for the next audit. Director Kearns inquired if it was accurate that hangar 5 / 6 and t-hangars are included as one entity in the audit report. Director of Finance Griffith confirmed they were. Director Kearns asked for future reports they should be broken apart. Director Kearns stated the long-term debt didn't identify Customs as a building but as a hangar, and on the last page Sikich referenced Kitty-Hawk Café which does not exist at CEA. Director Kearns mentioned all of this was an indication as to why the Airport is seeking an alternative audit firm moving forward.

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

VIII. Adjournment

At 6:21 p.m. a motion was made by Director Saewert and seconded by Director Keifer to adjourn the meeting. The motion was approved by voice vote. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, Lang, and Saewert. Nays: None.

Respectfully Submitted:



Bill Hellyer
Secretary