

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, APRIL 17, 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 6:00 pm. Roll call confirmed the following present: Directors Hellyer, Saewert, Kearns, Lang, Kiefer, Berman.

Also in Attendance:

Jeffery Miller – Executive Director
George Sakas – Director of Economic Development
Jason Griffith – Director of Finance
Kim Mueller – Property Accountant
Penny Merritt – C&S Engineering
Tom Lester – Attorney

II. Pledge of Allegiance

Chairman Harris led those in attendance in the Pledge of Allegiance.

III. Approval of Minutes

A. A motion was made by Director Hellyer and seconded by Director Kearns to approve the minutes from the March 20, 2024, Regular Board Meeting. The motion was approved by voice vote. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, Lang, and Saewert. Nays: None.

IV. Changes to Agenda

None.

V. Public Comments

None.

VI. Presentations

A. Mike Hodges of Airport Business Solutions (ABS) Presentation of the Rates and Fees Analysis Report dated March 29, 2024.

Mike Hodges' presentation is based on the surrounding and competing market, to estimate market-based rates and fees for aeronautical and non-aeronautical land, office space, tiedowns, T-hangers, and bulk hangers.

Hodges also reviewed fees for certain business activities and services including custom fees, fuel flowage fees, through-the-fence access fees, and commercial operating permit fees. This report provided pertinent market data, analysis, and conclusions for CEA.

VII. Hearing & Reports

A. Director of Finance Report

Director of Finance Jason Griffith delivered the Treasurer's Report and said March is the eleventh month in the fiscal year, meaning the target percentage collected or expended is 91.67% of the budget. Year-to-date operating revenues are at 97.78% and operating expenditures were at 75.04% of the FY24 budget.

B. Executive Director's Report

Jeffery Miller reported on the following:

- Operations for March 2024 were 7,134, 13% below February but 7% above March 2023. Previous 12-months ops were up at 98,823, 12% above our average month of March since 2010.
- Total fuel flowage for March 2024 was 663,067, 3% above February and 16% above March 2023. Previous 12-month fuel flowage rose 1% to 7,945,475, 58% above our average March since 2010.
- 48 Customs clearances in March 2024, 2 fewer than February 2024. 13 more than March 2023. Previous 12-month Customs clearances increased by 14 to 556. 16 clearances above our average month of March since 2010.
- The number of noise comments totaled 34 for March 2024. There were 4.8 comments per 1000 operations. 23 of the 27 Prospect Heights calls were from a singular household.
- To date, 623 applications have been received for the Residential Sound Insulation Program (RSIP). Letters were sent to individuals that submitted applications; however, are no longer within the contour due to the recent update.
- Phase 1:
 - Currently all 17 homes are substantially completed.
 - The ETA for any reordered product is tentatively 4/30/2024.
- Phase 2:
 - Design visits were completed 4/16/2024 to include 23 single-family properties and 7 multi-family units (Willow Heights, Prospect Heights).
 - Homeowner review/sign-off on the designs are scheduled for the week of 5/6/2024.

- Awaiting information from the FAA regarding the request to revise the 30% testing criteria for Plum Creek. (This request was made due to the fact we are unable to test the 4th and 5th floor units.)
- ➔ Construction Projects
 - ALP Exhibit A- Awaiting IDOT-IDA approval.
 - East Quad Apron Expansion Project started.
 - Northeast Quadrant New Tie Down Area – 80% plans are pending, VOW Site Plan review 4/18/2024, Planning for IDOT August 2nd project letting.
 - Village of Wheeling Watermain project – FAA Concurrent Use determination still pending.
 - 2024 Annual Airfield Repairs and Remarkings will be sent to Board May and/or June meeting(s).
 - Hangar 22 Watermain easement has been finalized.
- ➔ Other Projects
 - Master Drainage Study ongoing.
 - Janitorial services RFP – responses under review.
 - Interviewing Admin intern candidates.
 - Master Plan reimbursement – waiting for Intergovernmental Agreement from IDOT.
 - Runway 6/24 Environmental Assessment underway with specific stormwater information from the master drainage study project.
 - District 214 Trades Fair 4/18/2024.
 - Participated in the IDOT AAM System Plan Project Advisory Committee.
 - Run the Runway 5K.
 - 250 registered (174 run, 63 walk, 13 kids).
 - Sponsorship deadline May 1st.
 - Seeking volunteers.
- ➔ Surveying for New Administration Building
- ➔ Federal Affairs Update
 - Funding deal reached through May 10th, 2024.
 - As we get closer to the election, Congress is slowing down.
- ➔ State Affairs Update
 - Coordinating on SB3699, currently the legislative bill might be taken up in a larger omnibus spending bill.
 - Illinois Public Airport Association State Legislative Day is held on April 11th.
 - Illinois Airport Council State Legislative Day is May 7th.
- ➔ Public Relations
 - Lewis University tour expecting 45 in attendance on 4/24/2024.
 - Embry-Riddle Aeronautical University from Prescott, Arizona came by for a tour on the weekend.

- 4 Airfield Interns hired from Lewis University, Florida Tech, SIU Carbondale, and Ohio State.
- An online pop-up store is open to buy CEA merchandise until May 5th.
- ➔ Upcoming Meetings
 - The next Board of Directors meeting is on Wednesday, May 15th.
 - Memorial Day is Monday, May 27th.
 - Saturday, June 29th is the Airport's 5K/ Rock the Runway Event.

C. Board Member Comments

- Director Kiefer gave feedback to the Director of Finance Jason Griffith for the Budget Approval. He stated that Jason did an excellent job and had great back-up evidence for the committee.
- Director Lang followed Director Kiefer's comments. He gives props to Jason for his presentation at the Wheeling Budget Review. It was well received by the board members. The presentation was clear, and he answered questions tentatively.
- Director Saewert thanked Director Miller and Director Griffith for representing the council at the municipalities. He also makes light of the CEA online pop-up store.
- Director Hellyer echoed Director Lang's comments and gave thanks to Jeff and Jason for their representation.

D. Correspondence and Chairman's Comments

- Chairman Harris shared he had a call with Andy Priester and stated that the Priester company has formed a new holding company called George J. Priester Aviation in honor of Andy's late grandfather. The company is headquartered here in the Chicago Executive Airport where it will serve as a reminder of how much the airfield means to the community and to the Priester family.

VIII. New Business

- A. Resolution 24-010 – A Resolution Authorizing Payment of Claims
 A motion to approve was made by Director Saewert and seconded by Director Kearns. The motion was approved by roll call. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, Lang, Saewert. Nays: None.
- B. Resolution 24-011 – A Resolution Approving a Professional Services Contract to Provide TIF Research and Consulting Services

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

C. Resolution 24-012 – A Resolution Approving a Professional Services Agreement with Pace Systems, Inc.

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

D. Resolution 24-013 – A Resolution Approving Rates, Charges, and Fee Schedules for Chicago Executive Airport

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

IX. Executive Session

Pursuant to 5 ILCS 120/2 (c)(5) to discuss the purchase or lease of real property for the use of CEA, including whether a particular piece of property should be acquired.

At 6:48 pm a motion was made to move into Executive Session by Director Berman and seconded by Director Saewert. The motion was approved by roll call. Ayes: Directors Lang, Saewert, Berman, Hellyer, Kearns, Kiefer. Nays: None.

X. Action Taken from Executive Session, if required.

The Board reconvened in open session at 7:55 pm. A motion to approve was made by Director Saewert and seconded by Director Kiefer. The motion was approved by voice vote. Ayes: Directors Berman, Hellyer, Kiefer, Lang, and Saewert. Nays: None.

XI. Adjournment

At 7:58 pm a motion was made by Director Berman and seconded by Director Kearns to adjourn the meeting. The motion was approved by voice vote. Ayes: Directors Saewert, Lang, Kiefer, Kearns, Hellyer, Berman. Nays: None.

Respectfully submitted:



Steve Berman

Secretary