

**CHICAGO EXECUTIVE AIRPORT  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
WEDNESDAY, MAY 15, 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 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  
Andrew Wolanik - Director of Operation & Maintenance  
Kim Mueller – Property Accountant  
Carmina Esguerra – Administrative Coordinator  
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 Saewert and seconded by Director Hellyer to approve the minutes from the April 17, 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. Airport Spotlight on Lou Wipotnik

Chairman Harris recognized Lou Wipotnik as the Airport's Spotlight for May. He was presented with a Challenge Coin and a certificate of appreciation for his contribution and experience within the aviation industry. He was also gifted a bag

of summer items from CEA. (*Chairman Harris' statement is included at the end of this document*).

Lou Wipotnik shared his past experiences and how he was very fortunate to witness the airport change and be part of that change. He proclaims that the most remarkably thing he experienced from the aviation industry are the people. He shares that meeting with the younger generation – children, young eagles, cadets of Civil Air Patrol - have helped continue his love within the industry. Lou Wipotnik finishes with thanks to the Board for their consideration and to his wife and friends.

## **VII. Hearing & Reports**

### **A. Director of Finance Report**

Director of Finance Jason Griffith delivered the Treasurer's Report and said April is the twelfth month in the fiscal year, meaning the target percentage collected or expended is 100% of the budget. Year-to-date operating revenues are at 106.64% and operating expenditures were at 80.38% of the FY24 budget.

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

Jeffery Miller reported on the following:

- ➔ Operations for April 2024 were 7,121, 10% below March 2024 but 9% above April 2023. Previous 12-months ops were down at 98,150, 12% above our average month of April since 2010.
- ➔ Total fuel flowage for March 2024 was 695,863, 5% above March 2024 and 24% above April 2023. Previous 12-month fuel flowage rose 2% to 8,078,173, 42% above our average month of April since 2010.
- ➔ 35 Customs clearances in April 2024, 13 fewer than March 2024. 10 fewer than April 2023. Previous 12-month Customs clearances increased by 10 to 546. 35 clearances above our average month of March since 2010.
- ➔ The number of noise comments totaled 32 for April 2024. There were 4.5 comments per 1000 operations. 21 of the 27 Prospect Heights calls were from two households.
- ➔ To date, 624 applications have been received for the Residential Sound Insulation Program (RSIP). The next newsletter will be distributed in early summer – June/July.
- ➔ Phase 1:
  - Currently all 17 homes are substantially completed.
  - The ETA for any reordered product is the week of 5/20/2024.
- ➔ Phase 2:
  - Design visits were completed 4/16/24 to include 23 single-family properties and 7 multi-family units (Willow Heights, Prospect Heights).
  - Homeowner review/sign-off on the designs are 98% completed.
  - Three more visits on 5/13/24.

- 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 5<sup>th</sup> floor units.)
- ➔ Construction Projects
  - ALP Exhibit A- Coordinating one final issue for IDOT-IDA approval.
  - Northeast Quadrant New Tie Down Area – VOW site plan approved; permit applied for. 80% of plans completed, planning for IDOT August 2<sup>nd</sup> project letting.
  - 2024 Annual Airfield Remarketing on tonight’s agenda.
  - 2024 Annual Airfield Repairs expected in June agenda.
  - Hangar 22 Watermain easement pending Village of Wheeling Approval.
  - East Quadrant Apron Expansion Project underway.
- ➔ Other Projects
  - Master Drainage Study ongoing – final assessment of at-grade and below-grade stormwater storage scenarios and cost projections.
  - Master Plan Reimbursement – invoices collected. Waiting for Intergovernmental Agreement from IDOT.
  - Noise Exposure Map update – approval pending.
  - Runway 6/24 Environmental Assessment underway with specific stormwater information from the master drainage study project.
  - Janitorial services RFP – on tonight’s agenda.
  - Pace Systems, our new IT services provider.
  - Run the Runway 5K.
    - 412 registered (284 run, 96 walk, 32 kids).
    - 21 sponsors – highest ever.
    - VOLUNTEERS NEEDED AND APPRECIATED.
  - New Hawthorne Global Services PWK Manager – Roderick Ashworth.
- ➔ Federal Affairs Update
  - The Senate and House passed FAA Reauthorization.
  - Heading to the White House for Signature.
  - Airport Infrastructure funding at \$4 Billion annually through FY28.
  - Increased funding for non-primary and general aviation airports from 20% to 25% of the Airport Improvement Program.
  - Transient ramp space requirement not in the bill.
- ➔ State Affairs Update
  - Coordinating on SB3699, currently the legislative bill might be taken up in a larger omnibus spending bill.
  - Illinois Airport Council State Legislative Day is May 7<sup>th</sup>.

- PWK Testified to the Senate committee on SB3699.
- ➔ Public Relations
  - Executive Director Jeffery Miller has been appointed a member of the National Air Transportation Association's Airport Business Committee – this is a three-year term.
  - Lewis University came to tour on 4/24/24.
  - Wheeling High School to tour tomorrow 5/16/24.
  - 2 Administrative Interns hired from Purdue and Lewis University.
  - 4 Airfield Interns hired from Lewis University, Florida Tech, SIU Carbondale, and Ohio State.
- ➔ Upcoming Meetings & Events
  - Memorial Day is Monday, May 27<sup>th</sup>.
  - May 31<sup>st</sup>, opportunity to donate blood at Signature.
  - The next Board of Directors meeting is on Wednesday, June 19<sup>th</sup>.
  - Saturday, June 29<sup>th</sup> is the Airport's 5K/ Rock the Runway Event.

### **C. Director of Operations & Maintenance Report**

Andrew Wolanik reported on the following:

- ➔ Annual Remarketing Project
  - Annual appropriated funds ensure tenants and users of CEA have a safe environment in which to operate aircraft as required by our grant assurances.
  - Resolutions for Board Consideration on the Agenda: 24-016 – *Approving Award of a Contract to Preform Traffic Control Systems, Ltd. For 2024 Airfield Remarketing*
  - Design/Bid Process Considerations:
    - CEA Operations maintains a real-time list of pavements and marking areas for repair & upgrading.
    - Observations drive decision making.
    - CEA Maintenance Department input
    - Tenant and User reported issues also considered if received.
    - Springtime review with CMT with site visit for plan development.
- ➔ Resolution 24-016 – Approving Preform Traffic Control Systems for 2024 Airfield Remarketing
  - Recommending award to Preform Traffic Control System
    - Consistently the low bidder.
    - Great working relationship – familiar with our procedures and Rock 'N' Run the Runway.
  - Budget: \$65K
    - Base Bid = \$43,660.50 (Elements of Runway 16/34)

- Additive Alternate #1 = \$15,624. 50 (Runway 12/30 Edge Lines)
    - Additive Alternat #2 = \$5937.00 (Elements of Taxiway Charlie)
    - Total = \$65,222.00
    - The second bidder's base was \$208,605.
  - Work begins after the 6/29/24 morning event.
- ➔ Resolution 24-018 – Approving the Purchase of Runway End Identifier Lights
  - Current REIL Units for Runway 12/30 are inoperable, and parts are no longer available - model is discontinued (estimated to be 20 years old units).
  - REILs are not FAA/IDOT funding competitive, especially for a secondary runway. A competitive project would replace all the sub-surface infrastructure – roughly 140K.
  - If approved, we would install on Runway 16-34 and move the existing working REILs to Runway 12-30.
  - Three quotes received. Best qualified is \$30,570.24 from ADB Safegate.
  - ADB Safegate was not the cheapest option. But product quality and product support are far superior to the other vendors.
  - The cheapest option, Flight Light, is not recommended due to at least 10 new lights having been warrantied in the past and these are not LED versions.
  - Mid-priced is a new company with little to no data or reviews on.
  - Recommend approval to purchase new Runway End Identifier Lights (REIL) from ADB Safegate for \$30,570.24.

#### D. Board Member Comments

- Director Lang congratulates Executive Director Jeffery Miller for his appointment at the National Air Transportation Association's Airport Business Committee.
- Director Kiefer thanks the team for the budget and hopes for another good year.
- Director Berman echoed Director Lang's and Director Kiefer's comments and gave thanks to the staff and Jeffery.

#### E. Correspondence and Chairman's Comments

- Chairman Harris congratulates the Executive Director for his position. He also gives kudos to the administrative team (Francesca and Carmina) for

their duties to inquire this year's Run the Runway highest number of sponsorships.

- Chairman Harris also sent a message of thanks to David Annin for his tenure as a general manager at Hawthorne. He wishes him well for the future and thanks him for his contributions.

## **VIII. New Business**

### **A. Resolution 24-014 – A Resolution Authorizing the Payment of Claims**

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

### **B. Resolution 24-015 – A Resolution Approving a Public Relations Professional Services Contract with Serafin & Associates, Inc.**

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

### **C. Resolution 24-016 – A Resolution Awarding the Annual Remarking Project to Preform Traffic Control Systems, LTD**

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

### **D. Resolution 24-017 – A Resolution Approving the Authorized Signers for Financial Institutions**

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

### **E. Resolution 24-018 – A Resolution Approving the Purchase of Runway End Identifier Lights**

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

### **F. Resolution 24-019 – A Resolution Authorizing Approval of a Professional Cleaning Services Agreement**

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

**IX. Executive Session**

Pursuant to 5 ILCS 120/2(c)(5) to discuss the purchase or lease of properties for the use of CEA, including whether these properties should be acquired and 5 ILCS 120/2 (c) (6) to discuss the setting of a price for the sale or lease of property owned by CEA.

At 6:33 pm a motion was made to move into Executive Session by Director Berman and seconded by Director Hellyer. The motion was approved by roll call. Ayes: Director Kiefer, Lang, Saewert, Berman, Hellyer, Kearns. Nays: None.

**X. Action Taken from Executive Session, if required.**

The Board reconvened in open session at 7:34 pm. A motion was made by Director Hellyer and seconded by Director Berman. The motion was approved by voice vote. Ayes: Director Berman, Hellyer, Kearns, Kiefer, Lang, Saewert. Nays: None.

**XI. Adjournment**

At 7:36 pm a motion was made by Director Saewert and seconded by Director Berman to adjourn the meeting. The motion was approved by voice vote. Ayes: Director Berman, Hellyer, Kearns, Kiefer, Lang, Saewert.

Respectfully submitted:



Steve Berman

Secretary

## Lou Wipotnik Spotlight

Lou Wipotnik's love for flying began at a very early age. His uncle proudly served in the Navy during World War II, and after returning home he took his young nephew for an adventurous plane ride. "That got me hooked" is how Lou described his first experience with aviation.

While still a young age and not yet able to pilot his own plane, Lou spent his time building model planes and setting goals for his future. Lou began flight lessons at Sallys Flying School at PWK in May 1957 and did his first solo flight that August. Lou became a flight instructor to share the joy of flying with others in 1968.

Lou has since been safely flying all around the country, serving as a flight instructor and flight enthusiast. His enjoyment of the industry included his professional career, working more than 30 years at Japan Airlines as a member of their sales team.

During his last 64 years of flying and serving as a flight instructor, Lou has received numerous certificates and commendations. Most recently he received the Wright Brothers Master Pilot Award for flying more than 50 years without an accident or violation and has also received the FAA Gold Seal Flight Instructor recognition, awarded to those for going above and beyond the normal requirements for being a flight instructor.

Lou has retired from flying but still shares his enthusiasm and experience by serving as a classroom flight instructor at Leading Edge Flying Club at CEA, and at other facilities in Illinois and Wisconsin. Lou is very proud to continue teaching the next wave of hobbyists and professional pilots how to fly safely.

"I've instructed a lot of people, including some who have become airline pilots and a gentleman who retired from UPS as a captain of a 747," Lou shared. "It's really fun to watch those people go up and get their various certifications and move on with major airlines."

With a busy flight training schedule and his active travel, Lou still finds time to give back to the community. He is a regular with the Young Eagles program, a monthly event hosted at CEA which lets children experience the joy of flight. Lou would routinely participate at the events and received recognition in 2023 for flying more than 300 children through the program.

Most recently he had the honor to be part of an Honor Flight. In October 2023, more than 300 veterans flew from Milwaukee to DC, to share in a day of honor at the nation's memorials and spend the day among comrades.

"The way they treated the veterans was remarkable. It was a great experience, and I would advise any veteran to participate and encourage anyone to volunteer with this amazing organization."

Lou will continue to serve as a flight instructor at CEA and can be found with his wife volunteering at the next Young Eagles event. Even though he's a retired pilot now, he continues to be part of the aviation community through ongoing volunteer work and flight instruction.