

**CHICAGO EXECUTIVE AIRPORT  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
WEDNESDAY, JUNE 19, 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 Saewert, Kearns, Lang, Kiefer. Director Berman attended via phone. Absent: Director Hellyer.

Also in Attendance: Jeffery Miller – Executive Director  
George Sakas – Director of Economic Development  
Andrew Wolanik - Director of Operation & Maintenance  
Kim Mueller – Property Accountant  
Carmina Esguerra – Administrative Coordinator  
Tom Lester – Attorney  
Charlie Rickerson – Administrative Intern  
Meghan Schuh – Finance Intern

**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 Kearns and seconded by Director Lang to approve the minutes from the May 15, 2024, Regular Board Meeting. The motion was approved by voice vote. Ayes: Directors Berman, Kearns, Kiefer, Lang, and Saewert. Nays: None. Absent: Director Hellyer.

**IV. Changes to Agenda**

None.

**V. Public Comments**

None.

**VI. Presentations**

A. Airport Spotlight on Hank Caldwell

Chairman Harris recognized Hank Caldwell as the Airport's Spotlight for June. He was presented with a Challenge Coin and a certificate of appreciation for his

contribution and continuance of his attendance at the airport's yearly Run the Runway. He was also gifted a bag of summer run items from CEA for the event. (*Chairman Harris' statement is included at the end of this document*).

Hank Caldwell shares he looks forward to seeing all of us at the run event next week, and thanks the airport for the gifts received.

## **VII. Hearing & Reports**

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

Property Accountant Kim Mueller reported that the May 2024 financial report will be delayed until the next Board Meeting. The finance team continues to work on the upcoming audits with Lauterbach, the new auditing firm.

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

Jeffery Miller reported on the following:

- Operations for May 2024 were at 9,152, 29% above April 2024 but 10% above May 2023. Average operations for the past 2 years were 8,190. Previous 12-months ops were down at 97,094, 20% above our average month of May since 2010.
- Total fuel flowage for May 2024 was 708,621, 2% above April 2024 but 6% below May 2023. Previous 12-month fuel flowage dropped slightly to 8,028,624, 63% above our average month of May since 2010.
- 48 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 48 for April 2024. There were 5.3 comments per 1000 operations. 21 of the 25 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 June/July.
- Phase 1:
  - Currently all 17 homes are substantially completed.
  - The reordered/missing product was received on 5/21/24, except for three items. The ETA for the remaining items is 6/17. We will confirm that dates for installation the week of 6/24/24 and coordinate with the residents.
- 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 100% completed.

- All revisions completed and designed 100% completed.
- Plan to have LOA #4 (which is the \$2M grant for this year) that will cover construction for Phase 2, prepared and ready for the July Board Meeting. We will have to you no later 6/21/24 for your review/comment.
- 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 approved with one condition – coordinating with IDOT
  - Northeast Quadrant New Tie Down Area – Plans at 80% MWRD permit applied for. NEPA approved. On track for a September 20<sup>th</sup> letting.
  - 2024 Annual Airfield Repairs on tonight’s agenda.
  - Hangar 22 Watermain easement approved
  - East Quadrant Apron Expansion Project: concrete curing testing underway. Landscaping has been delayed pending results and possible replacement/rehabilitation.
- ➔ Other Projects
  - Master Drainage Study draft under review.
  - Master Plan Reimbursement IGA executed, and invoices submitted.
  - Noise Exposure Map update approved
  - Runway 6/24 Environmental Assessment underway with specific stormwater information from the master drainage study project.
  - Pace Systems- IT: Implementing/installing new server and cloud backbone.
  - Run the Runway 5K – Saturday, June 29<sup>th</sup> – 10 Days away!
    - 726 registered (522 run, 149 walk, 55 kids).
    - VOLUNTEERS STILL NEEDED AND APPRECIATED.
- ➔ Federal Affairs Update
  - FAA is working to administer \$2.4 billion worth in projects.
  - TSA/CBP 2025 funding levels are being reviewed.
  - Working with CBP to develop electronic billing.
- ➔ State Affairs Update
  - Coordinating on SB3699, it was not considered in the spring session.
- ➔ Upcoming Meetings & Events
  - Saturday, June 29<sup>th</sup> is the Airport’s 5K/Rock the Runway Event.
  - The office will be closed on July 4<sup>th</sup> for Independence Day.

- Saturday, July 6<sup>th</sup> is the Independence Day Parade in Prospect Heights.
- The next Board of Directors meeting is on Wednesday, July 17<sup>th</sup>.

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

Andrew Wolanik reported on the following:

- ➔ Annual Pavement Repairs FY25 Project
  - Annual funds ensure the Tenants and Users of CEA have a safe environment in which to operate aircraft as required by our grant assurances.
  - Resolution for Board Consideration on the Agenda: 24-023 – *A Resolution Approving an Award of a Contract to Maneval Construction for 2024 Airfield Pavement Repairs*
  - Design/Bid Process Considerations:
    - CEA Operations maintains a real-time list of pavements areas for repair consideration
    - Observations drive decision making – winter-spring thaw cycle.
    - CEA Maintenance Department input.
    - Tenant and User reported issues also considered if received.
    - Springtime review with CMT with site visit for plan development.
  - Recommendation to Award Maneval Construction Company
    - Consistently the low bidder.
    - Sole Bidder this year
    - We expected two other bidders who did not submit bids.
  - Total Budget = \$225K.
    - Base Bid 1 – Runway 16/34 Pavement and Crack Repairs = \$95,097.83.
    - Base Bid 2 – Preventative Crack Sealing for multiple taxiways and aprons = \$25,660.00.
    - Add Alt 1 – Taxiway Alpha (NE) Connector Repair at Runway 12/3 = \$88,786.
    - Add Alt 2 – Taxiway Alpha (SW) Connector Repair at Runway 12/30 = \$8,300.
    - Add Alt 4 – Dog House Apron Connector = \$5,320.
    - Total Project = \$223,163.83
- ➔ Resolution 24-024 – Approving FY2024 Airfield Security Upgrades with Imperial Surveillance Inc.
  - In continuing a multi-year security initiative, we would install additional equipment to expand and upgrade our current CCTV and Access Control System.

- In 2022, CEA received three bids for a master security system and selected Imperial Surveillance for an airport-wide system.
- This is the sole source of procurement – Imperial Surveillance is our primary contractor for electronic security.
- This adds protection to areas of the airport with little or no current camera coverage.
- Implements new technology for deterrence and forensic investigation to better protect the Tenants and Users.
- FY 2024 Budgeted Funds for the project = \$115K.
- Upgrade cost = \$57,914.92.
- This resolution request is not to exceed \$62,000 for any unexpected issues such as electrical work or additional hardware.

Director Kearns questioned what areas of access of control are needed. Andrew Wolanik states that Imperial Security will cover the administrative building and some of the other airport properties to enhance safe entry.

#### D. Board Member Comments

Director Kearns gave his thanks to Hawthorne for their contribution in holding the Dollars for Scholars Awards in their building where 13 young adults were awarded with scholarships.

Director Saewert gave thanks to the staff for the productivity they are making with recent activities and upcoming events at the airport.

Director Berman looks forward to a great Run'n'Rock event next Saturday on June 24, 2024.

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

None.

### **VIII. New Business**

#### A. Resolution 24-020 – 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. Nays: None. Absent: Director Hellyer.

B. Resolution 24-021 – A Resolution Approving the 2024 NBAA Annual Conference Attendance and Participation Policy for Chicago Executive Airport.

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, Kearns. Nays: None. Absent: Hellyer.

C. Resolution 24-022 – A Resolution Approving a Letter of Engagement with Taft Stettinius & Hollister LLP for Legislative Advocacy and Monitoring Services

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

D. Resolution 24-023 – A Resolution Approving an Award to Maneval Construction for 2024 Airfield Pavement Repairs

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

E. Resolution 24-024 – A Resolution Approving Airfield Security Upgrades for FY 2025 by Authorizing an Agreement with Imperial Surveillance Inc. for Digital Surveillance System Additions

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

**IX. Executive Session**

Pursuant to 5 ILCS 120/2(c)(5) to discuss the purchase or lease of properties for the use of CEA.

At 6:27 pm a motion was made to move into Executive Session by Director Saewert and seconded by Director Lang. The motion was approved by roll call. Ayes: Director Kiefer, Lang, Saewert, Berman, Kearns. Nays: None. Absent: Director Hellyer.

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

No action was taken.

The Board reconvened in open session at 7:04 pm. The motion was made by Director Kearns and seconded by Director Saewert. The motion was approved by voice vote. Ayes: Director Berman, Kearns, Kiefer, Lang, Saewert. Nays: None. Absent: Director Hellyer.

**XI. Adjournment**

At 7:05 pm a motion was made by Director Kiefer and seconded by Director Berman to adjourn the meeting. The motion was approved by voice vote. Ayes: Director Berman, Kearns, Kiefer, Lang, Saewert. Nays: None. Absent: Director Hellyer.

Respectfully submitted:

A handwritten signature in black ink, appearing to read "Steve Berman". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Steve Berman

Secretary