

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, JULY 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 6:05 pm. Roll call confirmed the following present: Directors Berman, Hellyer, Kearns, Kiefer, Lang, and Saewert.

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 (attended via phone)
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 June 19, 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 Howard Levinson

Chairman Harris honored Howard Levinson as the Airport's Spotlight for the month of July. Chairman shared, he remembers Howard at last year's holiday

party for his sense of humor and wit. He goes on to share that Howard proudly served in the military where he quickly rose through the ranks, and gained recognition for it at the Air and Space Museum in Washington D.C. Chairman Harris acknowledged Howard as a man that truly gave back to his community and his family. Chairman Harris gifts Howard's family and friends a plaque in his honor. (*Chairman Harris' statement is included at the end of this document.*)

Several of Howard's family and friends shared statements about him in his memory. His sister, Karen, thanked the airport in honoring her late brother. Dan Peterson, a friend of Howard, stated he was lucky enough to know Howard and shared how much Howard loved the airport. Howard's grandson shared fond memories of coming to the airport as a child with Howard, and he greatly appreciates everything the airport has done for him and his family throughout the years. Howard's brother-in-law also shared that Howard was very passionate about the changes here in airport and in aviation, and how his contribution to the aviation industry was more for the community than himself.

VII. Hearing & Reports

A. Director of Finance Report

Director of Finance Jason Griffith delivered the Treasurer's Report and said June is the second month in the fiscal year, meaning the target percentage collected or expended is 16.67% of the budget. Year-to-date operating revenues are at 17.06% and operating expenditures were at 12.30% of the FY25 budget.

B. Executive Director's Report

Jeffery Miller reported on the following:

- Operations for June 2024 were 9,530, 4% above May 2024 and 3% above June 2023. Previous 12-months ops were down 2% at 97,375, 17% above our average month of June since 2010.
- Total fuel flowage for June 2024 was 649,271, 8% below 2024 and 6% below June 2023. Previous 12-month fuel flowage decreased 0.5% to 7,987,493, 46% above our average month of June since 2010.
- 50 Customs clearance in June 2024, 2 more than May 2024 but 12 fewer than June 2023. Previous 12-month Customs clearances decreased by 12 to 541. 15 above the average monthly clearances of 35 for June since 2010.
- Customs' top locations were several areas from Canada including Toronto, Nassau, Montreal and Saskatoon.
- The number of noise comments totaled 32 comments for June 2024. There were 3.5 comments per 1000 operations.
- To date, 624 applications have been received for the Residential Sound Insulation Program (RSIP). The newsletter is expected to be distributed in July.
- Phase 1:

- Installations on the reordered product were completed on 6/25.
- Two remaining homes – product has been received and installation was 7/13.
- ➔ Phase 2:
 - LOA #4 (which is the \$2M grant for this year) that will cover construction for Phase 2, was delivered via email to CEA on 6/20/24. CEA sent to the FAA on 7/3/2023 for their review/comment.
 - Tentative advertisement/bid for Phase 2 construction will be late summer/early fall.
 - 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 approved by the State.
 - Northeast Quadrant New Tie Down Areas – On track for a September 20th letting.
 - East Quad Apron Expansion Project: Some concrete areas failed testing standards. The Airport is working with the contractor to replace concrete that does not meet the standards.
 - Working on Sky Harbour hangar development.
- ➔ Other Projects
 - Master Drainage Study draft under review.
 - Master Plan reimbursement invoices submitted.
 - Runway 6/24 Environmental Assessment underway with specific stormwater information from the master drainage study project.
 - Notice of Funding Opportunity was published for Terminal projects by the FAA.
- ➔ Federal Affairs Update
 - House appropriations is working on federal funding levels for 2025.
- ➔ State Affairs Update
 - Illinois Airport Council met to discuss SB3699 and potentially working with the airlines into the Fall session.
- ➔ Public Relations
 - The operation/maintenance and administration interns tour the tower as their internship wraps up.
 - CEA attended Chicago Executive Pilot's Association Awards night where 3 individuals were awarded aviation-related scholarships.
- ➔ Upcoming Meetings and Events
 - National Night Out is Tuesday, August 6th.
 - Tuesday, August 13 is the Chicago Area Business Aviation Association Golf Outing.

- The next Board Meeting will be Wednesday, August 21st.

Director Saewert questioned why the concrete is not strong enough and why it has to be redone. Doug Klonowski with CMT (Crawford, Murphy, & Tilly) explained with the FAA's new mandated concrete specifications it must be redone.

Director Kiefer then asks if we would have to restart the concrete project from scratch. Klonowski confirmed it would have to be redone from the ground up in order to meet the FAA's standards.

Director Kearns questioned if Plote, a concrete company, did previous projects for the airport. It was explained that Plote has done rehabilitation work on Runway 12/30 in the early 2000s.

C. Board Member Comments

- Director Hellyer thanks the airport staff, partners, municipalities, etc. for a great job at the Run the Runway event. He appreciates everyone's efforts to pull a big event for the communities.
- Director Saewert gave a shoutout to the administrative team for being the backbone of the event and was grateful for how seamless the event went. He looks forward to seeing the five-year capital cash load.
- Director Kearns acknowledged the time and effort that was put into the Saturday 5K event including the police, municipalities, volunteers, and team. Director Kearns also thanks Howard Levinson's family for coming to the meeting tonight and recognized the impact Howard had on the aviation community.
- Director Lang added that it was great to see that the number of participants and attendees increase every year. It was a rewarding experience for Director Lang to be part of and to see everyone enjoying themselves on the day of the event.
- Director Kiefer was thankful for the vendors and volunteers. He also makes light that he was disappointed with the team overall times for the run. He looks forward to next year's event.
- Director Berman thanked the staff for their organization, the help from volunteers, and the support of all the vendors at the event.

D. Correspondence and Chairman's Comments

None.

VIII. New Business

- A. Resolution 24-025 – 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 Saewert, Berman, Hellyer, Kearns, Kiefer, Lang. Nays: None.
- B. Resolution 24-026 – A Resolution Approving the IDOT RSIP Program Phase 2 Letter for Residential Soundproofing.
A motion to approve was made by Director Hellyer and seconded by Director Berman. The motion was approved by roll call. Ayes: Director Hellyer, Kearns, Kiefer, Lang, Saewert, Berman. Nays: None.
- C. Resolution 24-027 – A Resolution Approving the IDOT Letter to Reconfigure Taxiway Echo.
A motion to approve was made by Director Lang and seconded by Director Saewert. The motion was approved by roll call. Ayes: Director Lang, Saewert, Berman, Kearns, Kiefer. Nays: None.

IX. Adjournment

At 6:40 pm a motion was made by Director Berman and seconded by Director Hellyer to adjourn the meeting. The motion was approved by voice vote. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, Lang, Saewert. Nays: None.

Respectfully submitted:



Steve Berman

Secretary