

**JOINT WORKSHOP MEETING MINUTES  
WEDNESDAY, SEPTEMBER 18, 2024**

**CHICAGO EXECUTIVE AIRPORT BOARD OF DIRECTORS  
CITY OF PROSPECT HEIGHTS CITY COUNCIL  
VILLAGE OF WHEELING BOARD OF TRUSTEES**

**CHEVY CHASE COUNTRY CLUB  
1000 N MILWAUKEE AVE  
WHEELING, IL 60090  
7:00 PM**

**I. Open Workshop**

**a. Call to order by CEA Board Chairman Court Harris**

The meeting was called to order at 7:00 pm by Chairman Court Harris.

**b. Pledge of Allegiance**

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

**c. Roll Call**

**i. Airport Board of Directors**

Administrative Coordinator Carmina Esguerra took roll call. Directors Berman, Hellyer, Kearns, Kiefer, Lang, and Saewert were present. Absent: None.

**ii. City of Prospect Heights**

City Clerk Joanna Prisiajniouk took roll call. Mayor Ludvigsen and Alderman Anderson, Cameron, Dash, Dolick were present. Absent: Alderman Morgan-Adams.

**iii. Village of Wheeling**

Village Clerk Kathryn M. Brady took roll call. President Horcher and Trustees Krueger, Lang, and Papantos were present. Absent: Trustees Ruffatto, Vito, and Vogel were absent with prior notice.

**d. Welcome/Opening Remarks by Chairman Harris, City of Prospect Heights Mayor Patrick Ludvigsen, Village of Wheeling President Patrick Horcher, and Airport Board of Directors**

Chicago Executive Airport Chairman Harris welcomed the City of Prospect Heights, Village of Wheeling, residents, and airport partners/enthusiasts to the 2024 joint meeting. He thanks those present for their time reviewing the past and future projects of the airport. Chairman Harris also acknowledges the continuity of the municipalities especially the elected officials for their commitment towards

the airport and endeavors. Their support is a contributor to the CEA's ability to maintain and extend excellence in what they do. Chairman Harris reflects on the success of Rock'n'Run the Runway, continued progression of the Residential Sound Improvement Program, and District 214 students' completion in internships for full-time roles across the country. These successes and the future of the airport are a direct result of the municipalities' leadership and pride for the aviation organization.

The City of Prospect Heights Mayor Ludvigsen spoke highly of the progress on the projects and reflected on how the interaction with the airport has always been pleasant. Mayor Ludvigsen appreciates the opportunity that the three parties get to meet.

Village of Wheeling President Horcher echoes Mayor Ludvigsen sentiments for the three organizations to meet face-to-face. He also gave thanks to those in attendance.

**e. Citizens Comments and Concerns**

None.

**f. State of the Airport Presentation by Executive Director Jeffrey Miller**

Jeffrey Miller reported on the following:

- Year in Review September 2023 - August 2024
  - Total flight operations were 97,545, which is down 2.7% from the previous year, 100,309.
  - The Airport has seven flight schools.
  - Total U.S. Customs operations totaled to 520 which is down 2% from previous year, 521.
  - Total fuel flowage was 8.1 million gallons which is up 1% from the previous year at 8 million.
  - The Airport has a new audit firm, Lauterbach & Amen, LLP.
- Community
  - Airport Business Solution conducted a rent analysis for the Airport. The study indicated that the Airport's fees, including t-hangar rents, were appropriate or generally lower than what should be charged.
  - Advance Air Mobility may take place within the next few years.
  - Chicago Executive Airport staff attended multiple State and Senate proceedings this year.
  - New Airport Community Center is in discussion.
  - Sky Harbour development to take over the former Ramada Inn Plaza.
  - Noise Comments this year are relatively average compared to the previous years.

- The Residential Sound Insulation Program (RSIP)
  - 627 applications received to date.
  - Pending two million dollars grant for 2024.
  - Noise testing was completed in December 2023. All 38 single-family and 23 multi-family homes were tested and qualified for sound insulation.
  - Phase 1 – 17 Single-family homes were completed in April 2024. Post-noise testing for 5 homes by October 8<sup>th</sup>. There is a 1-year workmanship warranty, expiration date is April 2025.
  - Phase 2 – 23 Single-family homes and 7 multi-family homes had their designs completed in May 2024. Construction starts in Quarter 1 of 2025.
  - Phase 3 – The remaining homes, 15 single-family and 18 multi-family, have a design anticipated date to begin mid-2025.
  - A new noise exposure map was approved.
  - The Airport has requested to waive testing for the Plum Creek Apartments from 30% to 25%.
  - Applications are available through the QuieterHome© project of Chicago Executive Airport managed by C&S Engineers.
- Run the Runway
  - 1008 Registrations, which is a 54% increase year over year.
  - 21 Sponsors, the highest number of sponsors the event has received.
  - Next year's Rock'n'Run the Runway is June 28<sup>th</sup>, 2025.
- CEA in our Community
  - Chicago Executive Airport continues to coordinate with Lewis University and District 214 in growing job shadowing opportunities with airfield business.
  - The Young Eagles program, Aviation Explorers, and Civil Air Patrol continue to be active at Chicago Executive Airport, all are offering an introductory to the world of aviation for youth.
  - Signature Flight Support held a blood drive for the community.
  - Chicago Executive Airport and Signature Flight Support hosting a temporary home for many cats and dogs of Heartland Animal Shelter in Hangar 8 due to their facility being flooded.
  - The Airport has held 16 tours this year.
  - Six interns participated in the 2024 Summer Internship, representing Florida State University, Lewis University, Ohio State University, Southern Illinois University Carbondale, and Purdue University.
  - Two previous interns of Chicago Executive Airport have successfully taken off in careers with General Mitchell International Airport and Asheville Regional Airport.

- Chairman Harris and the Board of Directors continue the Airport Spotlight recognition program. Highlighting various aviators:
  - Steve MacCabe: Young Eagles Program
  - Hank Hermosillo: Retired Air Traffic Controller
  - David Klopfliesch: 40 years as pilot/flight instructor
  - Lou Wipotnik: 64 years as a pilot/flight instructor
  - Howard Levinson: Aviation legend 1923-2024
- Airport staff and interns participated in several community events, including National Night Out, Memorial Day and Independence Day parades.
- Chicago Executive Airport distributed more than \$10,000 in scholarships.
- The airport held its first pop-up shop on their website during the summer. The next pop-up is to be held during the NBAA BACE Conference in October.
- Celebrating 100 years in 2026. The first airport in the Chicagoland area to turn 100 years old. Chicago Executive Airport is planning celebrations for 2026. Micheal Haupt is writing a book on the first 100 years of the airport. Logo design competition to kickoff at NBAA BACE.

➔ Projects

- Construction Projects
  - East Quad Ramp Expansion Project (State) = \$1.04M.
  - Tie-down Relocation = \$2.4M
  - Residential Sound Insulation Program = \$2M
  - Sky Harbour Project for 19 Hangars = \$70M
  - ‘Hot Spot’ elimination/taxiway relocation = \$2M
- Other Projects
  - Exhibit A Property Inventory = \$167K
  - Environmental Assessment = \$167K
  - Master Drainage Study = \$450K
  - Noise Exposure Map update = \$411K
  - Sound Insulation = \$2M annually ongoing
- Security Upgrades
  - Over 1,000 access control credentials have been issued.
  - New sound alarm to alert airport staff of trespassers or intruders.

➔ Airport Partners

- Hawthorne Global Aviation Services is to rebrand their name to Ascension.

➔ Training

- Aircraft Rescue and Fire Fighting Training will take place October 4-6, 2024. This is a joint exercise with Prospect Heights Fire District, the Village of Wheeling Fire Department, and Chicago Executive Airport staff.

#### **g. City Aldermen and Village Trustees Questions and Comments**

- Board Member/Trustee Lang questioned if there is a chance to move forward with IGA between the communities or if there are changes to be made to the Inter-Governmental Agreement. Airport Executive Director Jeffrey Miller explains that it is the responsibility of the communities to open their IGA. Jeffrey Miller shared overtime he has made several recommendations to the airport board. He explains that it is quite a process, and he asks if there is a timeline, workshops, target date or way to jump start this between the communities.
  
- Prospect Heights City Treasurer Rich Tibbits had a question regarding the funding slides which compare the revenues to expenses. There was a line item transferred to the reserve fund, and he wondered why that was. Director of Finance Jason Griffith explained those funds were transferred to the reserve funds due to excessive funds being allocated from other expenses. Executive Director Jeffrey Miller further explained the reserve funds are board directed, and it will be up to the Airport Board members to decide how these funds will be distributed.

#### **h. Closing Comments from Chairman Harris, City of Prospect Heights Mayor Patrick Ludvigsen, and Village of Wheeling President Patrick Horcher**

Chairman Harris gave thanks to the Chevy Chase Country Club staff and to the Chicago Executive Airport administrative team.

Mayor Ludvigsen thanks Jeffrey Miller for the presentation and acknowledges the effort in working with three bodies of government. He looks forward to the upcoming development of projects.

President Horcher echoes the same thanks towards Executive Director Jeffrey Miller. He shares his appreciation for the hospitality and the brief report from the airport.

## **II. Adjournment**

A motion was made by the Chicago Executive Airport Director Hellyer and seconded by Director Berman to adjourn the meeting. The motion was approved by voice vote. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, Lang, and Saewert. Nays: None.

A motion was made by the City of Prospect Heights Alderman Dolick and seconded by Alderman Dash to adjourn the meeting. The motion was approved by voice vote. Ayes: Alderman Cameron, Anderson, Dash, and Dolick. Nays: None. Absent: Alderman Morgan-Adams.

A motion was made by the Village of Wheeling Trustee Papantos and seconded by Trustee Krueger to adjourn the meeting. The motion was approved by voice vote. Ayes: Trustees Krueger, Lang, and Papantos. Nays: None. Absent: Trustees Ruffatto, Vito, and Vogel.

The meeting was adjourned at 7:41p.m.

Respectfully submitted

A handwritten signature in cursive script, appearing to read "Steve Berman".

Steve Berman

Secretary