

**CHICAGO EXECUTIVE AIRPORT  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
WEDNESDAY, OCTOBER 16, 2024  
1020 SOUTH PLANT ROAD  
WHEELING, IL 60090  
6:00 PM**

**I. Call to Order and Roll Call**

Chairman Court D Harris called the meeting to order at 6:00 pm. Roll call confirmed the following present: Directors Berman, Hellyer, Kearns, Kiefer, Lang, and Saewert.

Also in Attendance: Jeffrey Miller – Executive Director  
George Sakas – Director of Economic Development & Administrative Services  
Jason Griffith – Director of Finance  
Andrew Wolanik - Director of Operations & Maintenance  
Kim Mueller – Property Accountant  
Tom Lester – Attorney  
Penny Merritt – QuieterHome® Program Project Manager  
Doug Klonowski – Vice President & Co-Manager

**II. Pledge of Allegiance**

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

**III. Approval of Minutes**

A motion was made by Director Hellyer and seconded by Director Kiefer to approve the minutes from September 18, 2024, Regular Board Meeting. The motion was approved by voice vote. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, Lang, and Saewert. Nays: None.

A motion was made by Director Saewert and seconded by Director Kearns to approve the minutes from September 18, 2024, Joint Workshop Meeting. The motion was approved by voice vote. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, Lang, and Saewert.

**IV. Changes to Agenda**

None.

## V. Public Comments

None.

## VI. Hearings & Reports

### A. Director of Finance

Director of Finance Jason Griffith delivered the Treasurer's Report and said September is in the fifth fiscal month, meaning the target percentage collected or expended is 41.67% of the budget. Year-to-date operating revenues are at 42.62% and operating expenditure is at 33.71% of FY25.

### B. Executive Director

Jeffery Miller reported on the following:

- ➔ Operations for September 2024 were 8,916, 8% below August 2024 and 1% above August 2023. Previous 12-month ops were up at 97,636, 12% above our average month of September since 2010.
- ➔ Total fuel flowage for September 2024 was 634,205, 15% below August 2024 and 5% below September 2023. The previous 12-month fuel flowage was down slightly to 8,055,040, 44% above our average month in September since 2010.
- ➔ 42 Customs clearance in September 2024. Three fewer than both August 2024 and September 2023. Previous 12-month Customs clearance decreased by 3 to 517. One clearance below the average for September since 2010.
- ➔ The number of noise comments totaled 30 comments for September 2024. There were 3.4 comments per 1000 comments. 18 of the noise comments from Prospects Heights were from 2 households.
- ➔ To date, 627 applications have been received for the Residential Sound Insulation Program (RSIP).
  - The State of Illinois has programmed the \$2 million for RSIP and CEA has received the program letter.
  - The State will provide their 5% match this phase.
  - The Airport has followed up twice with the FAA in the last month regarding the retesting in Plum Creek Apartments.
  - Municipal building permits are being coordinated.
- ➔ Construction Projects:

- Northeast Quadrant New Tie Down Area –Let on September 20<sup>th</sup>, award deadline is December 19th.
- East Quad Apron Expansion Project: The contractor is still pending their response plan to the State.
- Hot Spot 2025 reconfiguration design ongoing. NEPA and Section 163 submitted to FAA. Letting planned for early 2025. Phase 2 on Taxiway 3 on TIPs and discussed with IDOT.
- Design work is ongoing for the new community center building.
- ➔ Other Projects:
  - Master Drainage Study draft being reviewed for submission to MWRD.
  - Master Plan reimbursement invoices being paid out.
  - Runway 6/24 Environmental Assessment pending final Sky Harbour site plan then ready for final review and submission to the FAA second week in November.
  - MWRD underground project planned for March 2025.
- ➔ TIPs Meeting held with Illinois Department of Aeronautics and the Federal Aviation Administration on 10/15/2024
  - 2025
    - Hot Spot – Location 1 on East Side of Airport, West Side of Taxiway Kilo = \$2,000,000.
    - Residential Soundproofing per Noise Study Phase 3 = \$2,000,000.
  - 2026
    - Hot Spot – Reconfigure Taxiways – Phase 2 = \$3,700,000.
    - Residential Soundproofing per Noise Study – Phase 4 = \$2,000,000.
- ➔ Federal Affairs Update
  - Congress is trying to pass a 6-month spending – House Republications have added in a proof of citizenship language for voting.
  - Current funding runs out on 12/20/2024.
- ➔ State Affairs Update
  - No bills vetoed by the Governor so we can expect a quite veto session.
- ➔ Storm Water Compliance and Monitoring Update

- Received multiple bids and selected a new environmental consultant
  - Welcome to Spence LaBelle with SCS Engineers as our new Environmental Consultant with SCS Engineers.
  - SCS will conduct:
    - Routine site-wide facility inspections
    - Preparation of the Annual Facility Inspection Report
    - Annual Storm Water Pollution Prevention plan training
  - SCS was recommended by DuPage Airport and is also an Illinois Public Airport Association member who has served multiple airports within the State.
  - The contract is for one year under the Executive Director's spending authority.
- Upcoming Meeting and Events
- Tuesday through Thursday, October 22<sup>nd</sup>-24<sup>th</sup> is NBAA BACE in Las Vegas, NV.
  - The next Board of Directors meeting is on Wednesday, November 20<sup>th</sup>.
  - CEA offices are closed on Thursday and Friday, November 28-29 for Thanksgiving break.

Director Saewert questioned how the traffic on Runway 12/30 is determined or if there is even a way to detect the usage of the runway. Executive Director Miller explained that it would be through the Air Traffic Control Tower, although the data would be better through Virtower since it utilizes geofences. Miller stated last year Runway 12/30 traffic usage was at two percent. Director Saewert then questioned the condition of Runway 12/30 since it's low traffic usage. Miller shared that it is in good condition and that it is still funded because it is a crosswind component force.

Director Kearns wanted to know the status of the scholarship funds from the Run the Runway event. Miller shared the scholarships funds will be distributed to three organizations: Chicago Executive Pilots' Association – Scholarship and Safety Foundation, Women in Aviation – Chicago's Leading-Edge Chapter, and the Ninety-Nines, Inc. – International Organization of Women Pilots (Chicago Chapter). The Director of Finance Jason Griffith followed that the three organizations will be cut a check this November for them to receive the funds in December in time for the holiday season.

C. Board Members' Comments

Director Kearns was disappointed that the Audit was not completed on time. He understands there has been some rationale, Kearns hopes it will be a top priority for the team. Director Kearns also shared his concerns with how long the Residential Sound Insulation Program is taking regarding the multi-family home noise testing, and how the equity of the funds is being spent between the two communities. Project Manager Penny Merritt with the QuiterHome Program shared that the multi-family homes in Prospect Heights are included in the testing. The homes in the Willow Heights building were approved, but some of the residents did not approve of the testing. However, 7 homes have been considered for construction in the next phase.

D. Correspondence and Chairman's Comments

Chairman Harris commends the airport staff in keeping up with the busy season during the winter and the holidays coming up. He looks forward to NBAA BACE in Las Vegas and the meetings to come forth. He thanks the staff for their hard work and encourages the team's energy to stay high.

**VII. New Business**

A. Resolution 24-031 – A Resolution Authorizing the Payment of Claims

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

B. Resolution 24-032 – A Resolution Recommending Approval of the Purchase and Sale Between Chicago Executive Airport and PWK Hangars, LLC.

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, and Hellyer.

C. Resolution 24-033 – A Resolution Recommending Approval of a Budget Amendment

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

**VIII. Adjournment**

At 6:32 pm a motion was made by Director Berman and seconded by Director Saewert to adjourn the meeting. The motion was approved by voice vote. Ayes: Director Berman, Hellyer, Kearns, Kiefer, Lang, Saewert. Nays: None.

Respectfully submitted:

A handwritten signature in black ink, appearing to read "Steve Berman". The signature is written in a cursive style with a long horizontal stroke at the end.

Steve Berman

Secretary