

**CHICAGO EXECUTIVE AIRPORT  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
WEDNESDAY, NOVEMBER 20, 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  
Carmina Esguerra – Administrative Coordinator  
T.J. Leake – Attorney  
Penny Merritt – QuieterHome® Program Project Manager  
Doug Klonowski – CMT 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 Kearns and seconded by Director Saewert to approve the minutes from November 20, 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. Hearings & Reports

### A. Director of Finance

Jason Griffith reported on the following:

- ➔ October is in the sixth fiscal month, meaning the target percentage collected or expended is 50.00% of the budget. Year-to-date operating revenues are at 51.45% and operating expenditure is at 40.97% of FY25.

### B. Executive Director

Jeffery Miller reported on the following:

- ➔ Operations for October 2024 were 9,148, 3% above September 2024 and 9% above October 2023. Previous 12-month ops were up at 98,403, 20% above our average month of October since 2010.
- ➔ Total fuel flowage for September 2024 was 736,314, 16% above September 2024 and 3% above October 2023. The previous 12-month fuel flowage was up slightly to 8,078,847, 61% above our average month of October since 2010.
- ➔ 44 Custom clearances in October 2024. Two more than September 2024 and six more than October 2023. The previous 12-month Customs clearance increased by 6 to 522. Eight clearances above the average October since 2010.
- ➔ The number of noise comments totaled 21 for October 2024. There were 2.3 comments per 1000 comments. 19 of the noise comments from Prospects Heights were from 1 household.
- ➔ To date, 627 applications have been received for the Residential Sound Insulation Program (RSIP).

#### Phase 1

- Post-acoustical testing results report was provided to the airport on 11/14; we provided the FAA with the information as well. All five (5) homes that were tested reached or exceeded the 5Db noise reduction goal.
- All warranty items were resolved as of COB 11/14.
- The workmanship warranty will expire in April 2025. Notifications will be sent to all residents ahead of time to ensure they no outstanding items.

#### Phase 2

- The construction bid documents are complete. The upcoming advertisement/bid dates:
  - Bid documents are available on CEA website and DemandStar - 11/14. The project was advertised in three (3) local publications.
  - Non-mandatory pre-bid meeting – 11/21 at 11 a.m. at the C&S office. For anyone that cannot make the meeting in person, a virtual invite was sent so they can participate. Bid opening – 12/5 at 11 a.m. at the Airport.
- We anticipate the award for the successful contractor in late December.
- We anticipate construction late March/early April 2025.
- ➔ Construction Projects:
  - Northeast Quadrant New Tie Down Area – 90-day agreement date is 12/19/2024.
  - East Quad Apron Expansion Project: The Airport got Plote to agree to the ramp and we are demanding the replacement of the concrete area.
  - Hot Spot 2025 reconfiguration – The Airport is requesting the FAA to allow us to keep the new taxiway Kilo-3 at a 50-foot width rather than 35 feet.
- ➔ Other Projects:
  - Master Drainage Study review is nearly complete.
  - Runway 6/24 Environmental Assessment missed the original submittal timeline, we are projecting end of November – Working with the State on a Section 106 letter.
  - Audit Update – The Airport has provided Lauterbach with the necessary documents and we are currently on schedule for an audit completion at the end of December.
- ➔ 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
  - General Assumption – There will be an attempt to claw back funds from federal programs. Regulations will be reviewed and possibly reduced.
  - Temporary funds run through December 27<sup>th</sup>.
  - DHS Secretary Nomination – Kristi Noem.
  - DOT Secretary Nomination – Sean Duffy.
- ➔ State Affairs Update
  - Airport groups have been discussing federal support with the State of Illinois.
- ➔ Public Affairs Update
  - Run the Runway- \$5,443 donated in scholarships to Ninety-Nines Women Pilots, Women in Aviation International (Chicago Chapter, and Chicago Executive Pilots Association.
  - 36 Items were sold from CEA’s Online Pop-up Shop.
  - Paul Rybarczyk with the Airport Ops team completed his Winter Operations course with AAAE.
- ➔ Upcoming Meeting and Events
  - CEA offices are closed on Thursday and Friday, November 28-29 for Thanksgiving break.
  - Thursday, December 5<sup>th</sup> is Chicago Executive Airport Holiday Party.
  - The next Regular Meeting for the Board of Directors is Wednesday, December 18<sup>th</sup>.
  - Tuesday-Wednesday, December 24<sup>th</sup>-25<sup>th</sup> the offices will be closed in observance of the Christmas Holiday.

Director Berman questioned if there was possibility that Canada will receive pre-customs clearing, or in other words if it was possible to have custom clearance in Canada, preflight rather at Chicago Executive Airport post-flight. Executive Director Miller explained that this will not happen for General Aviation because the number of officers stationed at their

outside facilities is limited and are at capacity with commercial services. They would need to loosen regulations for this to happen. Director Berman also questioned if the one house with the majority of the noise complaints would be considered for block rounding.

Executive Director Miller explained that block rounding occurs now, however, this home is nowhere near the area and with the update of these contours, they have shrunk away from the home. The FAA has a multi-tier approach to noise in order to reduce the number of complaints, one is making aircraft engines quieter. With this, we can expect trends of smaller noise contour areas with the production of quieter aircraft engines.

Director Saewert asked if there was any movement regarding the IDA. Executive Director Jeffrey Miller explained that there was one person in operation. There are multiple communications with the ADO with concerns of bill fundings. In four years, this may be pulled back, which is why the Airport has been adamant for them to award the funds.

Director Saewert also asked if there was a lack of consideration with Plote and the State to redo the testing. Doug Klonowski with CMT expressed that the State will agree with the airport to have the testing done.

#### C. Board Members' Comments

Director Berman shared that NBAA BACE in Las Vegas was a successful event, and worth going to.

Director Kiefer gave kudos to the Airport team for the increased physical barriers and upgraded fence line. He also asked to get rid of the lighting at the former Ramada Inn property.

Director Lang asked that as the Airport team continues to upgrade the fence line to also investigate ways to stop auto increments.

Director Kearns congratulates Paul Rybarczyk on completing his training for Winter Operations. Director Kearns also stated that he and Executive Director Miller were able to resolve the issues with the City Administrator of Prospect Heights, which resulted in last month's meeting audit process to be delayed. Director Kearns asked to see the expenses of the Master Plan Reimbursement - the total of what the airport spent versus what reimbursements we received or what the airport is awaiting to receive.

Director Saewert shared positive feedback on the NBAA BACE event in Las Vegas from Prospect Heights Director of Building & Development Dan Peterson and the reality of how big the aviation industry is.

Director Hellyer thanks staff for his first NBAA BACE event, he appreciates how well the team has represented the Airport in the industry.

**D. Correspondence and Chairman's Comments**

Chairman Harris extends his advanced thanks to Andrew Wolanik and the Airport Operations team for their hard work especially in the upcoming winter months. He hopes we reach another year of record number for Run the Runway – June 28<sup>th</sup>, 2025. He also acknowledges it will be a busy month for June with the Run event and Dollars for Scholars.

**VII. New Business**

**A. Resolution 24-034 – A Resolution Authorizing the Payment of Claims**

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

**B. Resolution 24-035 – A Resolution Approving of the 2025 Board of Directors Regular Meetings & Holiday Schedule**

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

**C. Resolution 24-036 – A Resolution Approving the Annual Airport Insurance Policies**

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

Director Kearns questioned why we should have cyber coverage as we did not have this in the past. A representative with Gallagher explained that it is recommended that we

have insurance for cyber security as we live in a modern generation with technology being a huge player in the aviation industry. Executive Director Miller also shared that with the airport being part of a government entity it is more likely to be subjected to cyber-attacks. It was also recommended by the last two Information Technology firms to have insurance coverage for cyber technology.

Director Saewert followed up with questions of what will not be covered in the cyber coverage. Gallagher explained it will cover employee information, credit cards, sensitive information, etc. and can provide a list at another time of what was not covered. Director Saewert also questioned how the vehicles will be covered if most of them never leave the airport. It was explained that the vehicles are rated for less than 5 miles of usage if taken off airport. Gallagher has reached out to the carrier to achieve the lowest rate possible; all vehicles that are at the airport are covered by general aviation policy and then it will be covered by auto insurance if taken off the airport.

#### **VIII. Adjournment**

At 8:32 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 fluid and cursive, with a long horizontal stroke extending to the right.

Steve Berman

Secretary