

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, DECEMBER 18, 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, Lang, and Saewert. Absent: Director Kiefer.

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 – QuiterHome® Program Project 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 Saewert and seconded by Director Hellyer to approve the minutes from November 20, 2024, Regular Board Meeting. The motion was approved by voice vote. Ayes: Directors Berman, Hellyer, Kearns, Lang, and Saewert. Nays: None. Absent: Director Kiefer.

IV. Changes to Agenda

Executive Director Jeffrey Miller requested that before the discussion and/or approval of New Business Item D we move into the Executive Session.

A motion was made by Director Kearns and seconded by Director Berman to approve the changes to the agenda. The motion was approved by voice vote. Ayes: Director Berman,

Hellyer, Kearns, Lang, and Saewert. Nays: None. Absent: Director Kiefer.

V. Public Comments

None.

VI. Hearings & Reports

A. Director of Finance

Jason Griffith reported on the following:

- ➔ November is the seventh fiscal month, meaning the target percentage collected or expended is 58.33% of the budget. Year-to-date operating revenues are at 59.92% and operating expenditure is at 48.56% of FY25.

B. Executive Director

Jeffery Miller reported on the following:

- ➔ Operations for November 2024 were 7,906, 13% below October 2024 and 1% below November 2023. Previous 12-month ops were down slightly at 98,310, 18% above our average month of November since 2010.
- ➔ Total fuel flowage for September 2024 was 703,717, 4% below October 2024 and 4% below November 2023. The previous 12-month fuel flowage was down slightly to 8,047,785, 58% above our average month of November since 2010.
- ➔ 31 Custom clearances in November 2024. 13 fewer than October 2024 but the same amount for November 2023. The previous 12-month Customs clearances remained unchanged at 522. Six clearances below the average of November since 2010.
- ➔ The number of noise comments totaled 18 for November 2024. There were 2.5 comments per 1000 comments.
- ➔ To date, 628 applications have been received for the Residential Sound Insulation Program (RSIP).

Phase 1

- All warranty items were resolved.
- The final summary report was completed and provided to the FAA.

Phase 2

- Bid opening was held at the CEA offices on 12/5; we only received one bid.

- Bid documents were provided to the FAA and State this week for their review and comment.
- We anticipate the award mid-January.
- We anticipate final measurements in January 2025.
- ➔ Construction Projects:
 - Northeast Quadrant New Tie Down Area – 90-day agreement date is 12/19/2024.
 - East Quad Apron Expansion Project: The State agrees with the Airport to replace the ramp. We are set to meet with the State on 12/19/2024.
 - Sky Harbour Project: The Airport approved the demolition contract on 12/17/2024. Sky Harbour is working with the City of Prospect Heights for actual demoing.
- ➔ Other Projects:
 - Runway 6/24 Environmental Assessment partial submittal for the 106 process on November 22nd. The State has requested we do not check in for 90 days, which is February 20th of 2025.
 - Audit Update – The Airport has provided Lauterbach all the required documents and they requested further documents on 12/16/2024. The audit is expected to run into January 2025.
 - Starting our internal budget process – working on budget item for PWK turning 100 in 2026.
 - The State has requested a handful of individuals to review their Inter-Governmental Process, PWK was selected to be one of the participants.
 - New Building Planning – with the start of budget cycle we plan to formulate a budget plan and then engage all board members for how they want the building to look and functions for it. Kickoff meeting planned for January 7th.
- ➔ 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
 - Temporary funding runs through December 27th – A bill was introduced to fund the government through March 14th, 2025.
 - Several pending regulations from the EPA, FAA, and DHS.
 - Mass exodus of FAA staff members from the Washington office including the FAA Administrator Micheal Whitaker.
- ➔ State Affairs Update
 - The general outlook for the next state fiscal budget is heading into a large deficit.
- ➔ Public Affairs Update
 - Darrin Chuboff with the Airport Ops team earned his certificate in Illinois' UST Class A/B Operator.
 - The FAA awarded Chicago Executive Airport with the 2023-24 Sandy Wright/Richard Dolbeer Excellence in Strike Reporting Award.
 - CEA welcomed World War 2 Captain Richard 'Dick' Nelms on his honor flight today.
- ➔ Landside Snow and Ice Removal Contract
 - We received 3 quotes from local snow management companies to handle our Landside Snow and Ice Removal needs for this winter.
 - Secured proposal with Fleck's Landscape of Wheeling, IL for December through April.
 - Fleck's Landscape has done good landside grass management with us in the past.
 - This supplemental will assist us in the following ways:
 - Better attention and focus on airside snow removal
 - Reduced internal labor expenses and staff fatigue
 - More timely and proactive landside snow removal for the Tenants, Users, and overall Community

- Factors considered in the thought process:
 - Increased operations
 - RNAV 30 Approach requires Runway 12/30 to be open thus requiring more attention
 - Employee health (fatigue)
- ➔ Resolution 24-038 Purchase of Snow Broom Cores from M-B Companies, Inc.
 - Operations and Maintenance would like to purchase snow broom core materials for this winter through M-B Companies at a total of \$27,131.50.
 - These supplies are required to clear the runways and taxiways of snow to keep the airport open and safe. They are good quality, do not expire, and all will be used.
 - This annual purchase ensures we have adequate supplies on hand for the winter. This was done later in CY as we still have some older snow broom cores which will be changed soon.
- ➔ Upcoming Meeting and Events
 - Tuesday-Wednesday, December 24th-25th the offices will be closed in observance of the Christmas Holiday.
 - The office will also be closed on Wednesday, January 1st, New Year's Day.
 - Tuesday, January 14th is the NBAA Bolen Reception.
 - The next Regular Meeting for the Board of Directors is Wednesday, January 15th.

Director Kearns questioned when construction will begin for Phase 2 of the Residential Sound Insulation Program. Penny Merritt with QuiterHome® anticipates construction to begin mid-April or early May.

Director Saewert questioned the Director of Operations and Maintenance Andrew Wolanik if the team disposes the snow broom cores or if they can be rebuilt. Wolanik answered that it cannot be rebuilt due to wear and tear, but what can be repurposed is recycled before being disposed of entirely.

Chairman Harris asks with the upcoming demolition of the former Ramada Inn property is there a ballpark of what type of fees are associated with Sky Harbour LLC and the City of Prospect Heights. George Sakas, Director of Economic Development and Administrative Services stated there will be 2% demolition permitting fees and the whole project will run about 1.8 million dollars with Environmental Remediation, so approximately \$46,000. Chairman Harris also asks if there are any weather restrictions with demolition. George Sakas explained with the Environmental Remediation being indoors there will be some restrictions, otherwise outdoors there will not be much.

Director Saewert brought up that there are two different ways to make a noise comment on the airport's website – the FAA and the Airport's. He questioned having this redundancy, is there a benefit to having two, or if there is one that is better than the other. Executive Director Jeffrey Miller shared it is better to go through the Airport's noise complaint portal as most of the comments given to the FAA will be given to the airport anyway. The FAA typically focuses on noise comments made by a community-based rather than an individual complaint.

C. Board Members' Comments

Director Hellyer shared his thanks to Andrew Wolanik and the Airport team for their readiness and congratulated them on their award recognition.

Director Saewert acknowledged how much the airport has changed over the years, and wanted to give thanks to the staff, leadership, and everybody that supports the Airport. He hopes that the snow will not be heavy on the ops team, and they will have time to spend the holidays with their families. He wishes everybody a good Holiday and a Happy New Year.

Director Lang was happy that the Airport had a great year with all its improvements. He looks forward to the new year and years to come, including our 100-year celebration.

Director Berman echoed thanks and congratulates the staff for their awards and certification. He wishes everyone a happy and healthy Holiday and New Year.

D. Correspondence and Chairman's Comments

Chairman Harris thanked the staff for an excellent Holiday Party. He shared that at the party he saw two of the operations guys and asked if they would like a heavy winter season or not. They were split down the middle, Chairman Harris joked that he was unsure to wish for an easy or hard winter season on the ops team but shares his gratitude for all their hard work. He wishes everyone a Happy Holiday season and a prosperous 2025.

VII. New Business

A. Resolution 24-037 – A Resolution Authorizing the Payment of Claims

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

B. Resolution 24-038 – A Resolution to Purchase Snow Broom Cores from M-B Companies, Inc.

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

C. Resolution 24-039 – A Resolution to Approve the Preliminary TIPs FY 2025-2030 Program for Chicago Executive Airport

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

D. Resolution 24-040 – A Resolution to Approve a Net Ground Lease Between Chicago Executive Airport and Signature Flight Support, LLC at Chicago Executive Airport Hangars 9 & 10.

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

VIII. Executive Session – Pursuant to 5 ILCS 120/2 (c)(5) to discuss the purchase or lease of

properties for the use of CEA.

At 6:37 a motion was made to move into Executive Session before New Business Item D by Director Hellyer and seconded by Director Saewert. The motion was approved by roll call. Ayes: Director Saewert, Berman, Hellyer, Kearns, and Lang. Nays: None. Absent: Director Kiefer.

IX. Action Taken from Executive Session, if required

The Board reconvened in open session at 6:57 pm. The motion was made by Director Hellyer and seconded by Director Berman. The motion was approved by voice vote. Ayes: Director Berman, Hellyer, Kearns, Lang, and Saewert. Nays: None. Absent: Director Kiefer.

A motion to approve an Amendment to New Business Item D. Resolution 24-040 - A Resolution to Approve a Net Ground Lease Between Chicago Executive Airport and Signature Flight Support, LLC at Chicago Executive Airport Hangars 9 & 10 proposed by Director Kearns was made by Director Berman and seconded by Director Hellyer. The motion was approved by roll call. Ayes: Director Hellyer, Kearns, Lang, Saewert, and Berman. Nays: None. Absent: Director Kiefer

X. Adjournment

At 7:02 pm a motion was made by Director Hellyer and seconded by Director Lang to adjourn the meeting. The motion was approved by voice vote. Ayes: Director Berman, Hellyer, Kearns, Lang, Saewert. Nays: None. Absent: Director Kiefer.

Respectfully submitted:



Steve Berman

Secretary