

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, FEBRUARY 19, 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 Hellyer, Kearns, Kiefer, Lang, and Saewert. Director Berman attended via phone.

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
- Tom Lester – Attorney
- Penny Merritt – QuiterHome® 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 Saewert and seconded by Director Hellyer to approve the minutes from January 19, 2025, 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

Jim Loerzel commented that, in line with the Airport's policy, any surplus from the previous fiscal year can be applied to rent increases for the following year. He emphasized

that the Airport currently holds a substantial and unallocated surplus, approximately at \$4,875,000. Mr. Loerzel further highlighted that tenants with leases at the Airport would appreciate no rent increases for the year 2026. He concluded by reminding that the Airport is a publicly owned, not-for-profit entity, and recommended that the Airport consider giving back to its users and tenants by refraining from any fee increases for fiscal year 2026.

VI. Hearings & Reports

A. Director of Finance

Director of Finance Jason Griffith reported on the following:

- ➔ January is in the ninth fiscal month, meaning the target percentage collected or expended is 75% of the budget. Year-to-date operating revenues are at 78.19% and operating expenditure is at 66.03% of FY25.

B. Executive Director

Jeffery Miller reported on the following:

- ➔ Operations for January 2025 were 6,025, 8% below December 2024 and 40% above January 2024. Previous 12-month ops were up 2% at 100,269, 5% above our average month of January since 2010.
- ➔ Total fuel flowage for January 2025 was 594,626, 20% below December 2024 but 15% above January 2024. The previous 12-month fuel flowage was up 1% to 8,223,342, 36% above our average month of January since 2010.
- ➔ 57 Custom clearances in January 2025. 15 more than December 2024 and 5 more than January 2024. The previous 12-month Customs clearances increased by 5 to 529. Five clearances above the average month if January since 2010.
- ➔ The number of noise comments totaled 3 for the month of January 2025. There were 0.5 comments per 1000 flight operations.
- ➔ To date, 630 applications have been received for the Residential Sound Insulation Program (RSIP). The newsletter was distributed as of 1/30/25.

Phase 1

- Workmanship warranties expire March/April of 2025. No outstanding warranty items.

Phase 2

- Notice to Proceed was issued 1/25/25; contract was executed 1/30/25.

- Final measurements will be conducted in the week of 3/3/25.
- Tentative construction starts May/June 2025.

Phase 3

- 12 Properties that were tested and approved previously for Phase 3.
- Plan to conduct noise testing for properties in Wheeling and Prospect heights once 2025 grant is received (September/October timeframe)
- Designs will be conducted on approximately 40 properties Fall of 2025.

➔ Construction Projects:

- Northeast Quadrant New Tie Down Area: Contractor signed the agreement currently at the state level for signatures.
- East Quad Apron Expansion Project: State agreed in writing for a full replacement, we are working with CMT for the next steps with Plote.
- Taxiway Echo: The Airport and CMT have been working on a plan for a full 50-foot-wide taxiway design with the State and the FAA.
- Sky Harbour Project: The demolition will be completed by the end of April. Updated leases are planned to be provided at the March Board meeting.
- Runway 6/24 Closure: Received preliminary State approval for the Environmental Assessment – there will be a further submittal in the next two weeks.

➔ Other Projects:

- Audit Update –Lauterbach has given the airport the draft report – we will be bringing recommended resolutions to the Board at the March meeting.
- The Airport completed a survey to the Board and employees on the new building. We are working on a link through the website for the public to provide input. The Airport is planning to showcase information at the March meeting.
- ARFF – The Airport has been working with the Wheeling Fire Department to potentially provide ARFF services on an overtime basis.
- Prospect Heights Fire Protection District has informed us that they will work fully out of the station on Wolf Road during the remodel of their main station. We are working with the Fire District on a parking plan.

- Yardi Implementation – Resolution for consideration tonight.
- The Airport received 8 new barriers for security.
- ➔ Federal Affairs Update
 - Continuing Resolution March 14th, 2025.
 - Recent major accidents have highlighted aviation – Staff reductions at Federal Agencies – Review of Grants – Legal Actions – Executive Orders.
- ➔ State Affairs Update
 - The Airport is exploring with the Illinois Public Airport Association changes to the block grant program.
- ➔ Trivia
 - The first successful helicopter flight was in 1926.
 - The first successful liquid-fueled rocket launched in 1926.
 - The formation of the National Broadcasting Company (NBC) was in 1926.
 - First transatlantic flight Air Mail Service Flight connecting Europe and North America via air in 1926.
 - Chicago Executive Airport opens for business in 1926.
- ➔ Upcoming Meeting and Events
 - Thursday, March 6th is the District 214 Trades Fair.
 - The next Regular Meeting for the Board of Directors is Wednesday, March 12th.
 - NBAA SDC will be held in New Orleans, Louisiana Tuesday-Thursday, March 25th-27th.
 - Wednesday – Friday, March 26th-28th is AAAE/ACI Legislative Conference
- ➔ Resolution 25-008 – Approving the Purchase of a New Airport Vehicle #9
 - Objective: Utilizing the Vehicle and Equipment Reserve Fund (VERF) for FY25, replace our 2014 Ford Super Duty F-350 with a new 2024 Ford Super Duty F-250 with Service Body.
 - This specific purchase is to replace Resolution 23-031 from 10/11/2023 as National Auto Fleet Group (through a Sourcewell Contract) has been unable to have Ford start production.

- Our order with Nation Auto Fleet has been cancelled.
- Bidding: Through consultation with Counsel, we have sought out our bids from multiple Ford Dealerships to find the best price.
- Dealership Direct Cost: \$62,800 – to be purchased from Arlington Heights Ford.
- Resolution: Request to spend up to but not exceed \$74,600 to paint and equip vehicle for service.

- Factors for Consideration:
 - If approved, the vehicle is ready for immediate delivery.
 - Leasing option was considered.
 - Existing Airport 9 will be declared surplus in a future resolution and proceeds will return to the VERF fund.

Director Saewert questioned how much Plote was paid to do the concrete on the East Quad Apron. Doug Klonowski with CMT answered that the concrete specifications were not followed therefore the concrete itself was not paid for, however, the labor was paid for.

Director Kearns inquired about Resolution 25-008, specifically asking whether the truck and box would be painted yellow and installed. Andrew Wolanik, Director of Operations and Maintenance, confirmed that the vehicle will be work-ready and assured that it will be painted yellow to ensure it is easily identifiable on the airfield.

Director Lang proposed that, in response to noise concerns from Wilmette and surrounding communities, a plan be documented to address these issues. He highlighted that the FAA's initial clarification on the matter helped clarify the situation. However, as new individuals become involved, the issue often requires repeated explanations. To improve efficiency and consistency, Director Lang recommended creating a comprehensive document to streamline the process moving forward. Jeff Miller clarified that they did speak with the surrounding communities, and it has been proposed to have a roundtable discussion to help inform the community.

Director Saewert followed up by noting that he has observed aircraft using the new approach and expressed concern that they appear to be flying low to the ground. He inquired about the

altitude of these aircraft. Executive Director Miller responded that the altitude is above 2,200 feet and clarified that it is part of a new approach involving a GPS fix. He further explained that the FAA supports the new procedure because it reduces conflicts with O'Hare Airport and overall promotes safe operation, however, they are open to considering alternative approaches.

Chairman Harris ask for confirmation from the Executive Director, based on his position, experience as a licensed pilot, and industry knowledge, that the RNAV 30 approach has successfully reduced noise for local residents. Jeffrey Miller explained that while the RNAV 30 approach offers some noise reduction, it currently accounts for only 5% of landings, with the majority still using runway 16/34. The procedure supports safety and noise mitigation, particularly over industrial areas and the Forest Preserve. However, most traffic continues to use runway 16/34, limiting the overall impact on those residents.

C. Board Members' Comments

Director Berman expressed appreciation for the staff's efforts in staying on top of the weather, especially when given cold and snowy conditions.

Director Kearns echoed the same gratitude as Director Berman and also extended thanks to the Accounting Team—Jason and Kim—for their hard work in preparing the draft budget and generating the monthly reports.

D. Correspondence and Chairman's Comments

VII. New Business

A. Resolution 25-004 – A Resolution Authorizing the Payment of Claims

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

B. Resolution 25-005 – A Resolution Approving and Ratifying the Insurance Policy with Hanover Insurance Company to Cover Damage to EMAS System

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

C. Resolution 25-006 – A Resolution Approving a Professional Service Agreement with Integrated Systems Associates, INC. for the Implementation of the Yardi Software System

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

D. Resolution 25-007 – A Resolution Approving Amendment to Hangar 19 Lease with Signature Flight Support Corp.

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

E. Resolution 25-008 – A Resolution Approving the Purchase of a New Airport Vehicle #9

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

VIII. Executive Session – Pursuant to 5 ILCS 120/2 (c)(5) to discuss the lease and of properties for the use of Chicago Executive Airport.

At 6:47 pm a motion was made to move into Executive Session by Director Hellyer and seconded by Director Kearns. The motion was approved by roll call. Ayes: Director Saewert, Berman, Hellyer, Kearns, Kiefer, and Lang. Nays: None.

IX. Action Taken from Executive Session, if required.

No action was taken.

The Board reconvened to open session at 7:30 pm. The motion was approved by Director Hellyer and seconded by Director Saewert. The motion was approved by voice vote.

Ayes: Director Berman, Hellyer, Kearns, Kiefer, Lang, and Saewert.

X. Adjournment

At 7:33 pm a motion was made by Director Kiefer and seconded by Director Kearns 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