

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

I. Call to Order and Roll Call

Chairman 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
Tom Lester– Attorney

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 March 12, 2025, Regular Meeting Minutes. The motion was approved by voice vote. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, Lang, and Saewert. Nays: None.

IV. Changes to Agenda

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

A motion was made by Director Kiefer and seconded by Director Berman to approve the changes to the agenda. The motion was approved by voice vote. Ayes: Director Berman, Hellyer, Kearns, Kiefer, Lang, and Saewert. Nays: None.

V. Public Comments

None.

VI. Presentations

A. Airport Spotlight on Paul Fries, Sr.

Chairman Harris honored Paul Fries Sr. as the Airport Spotlight for the month of April. He was presented with a Certificate of Recognition and a Challenge Coin for his contribution and commitment to Chicago Executive Airport. (*Chairman Harris' statement is included at the end of this document*).

VII. Hearings & Reports

A. Director of Finance

Director of Finance Jason Griffith reported on the following:

- ➔ March is in the eleventh fiscal month, meaning the target percentage collected or expended is 91.67% of the budget. Year-to-date operating revenues are 95.57% and operating expenditure is 79.32% of FY25.

B. Executive Director

Jeffrey Miller reported on the following:

- ➔ Operations for March 2025 were 7,007, 2% below March 2024. The previous 12-month ops were down at 97,872, 22% above our average month of March since 2010.
- ➔ Total fuel flowage for March 2025 was 658,233, marginally below March 2024. The previous 12-month fuel flowage was down slightly to 8,170,451, 50% above our average month of March since 2010.
- ➔ 54 Custom clearances in March 2025. 6 more than March 2024. The previous 12-month Customs clearances increased by 6 to 531. Fourteen clearances above the average month of March since 2010.
- ➔ The number of noise comments totaled to 22 for the month of February 2025. There were 3.1 comments per 1000 flight operations. 18 of those comments from Prospect Heights came from 2 households.
- ➔ To date, 633 applications have been received for the Residential Sound Insulation Program (RSIP).

- The Airport has received grant paperwork from the State of Illinois to initiate the process for reimbursement of our grants.
- There are new window samples in Penny Merritt's showroom.
- ➔ Construction Projects:
 - Northeast Quadrant New Tie Down Area: Contract has been executed, preconstruction meeting Thursday 4/17/25.
 - East Quad Apron Expansion Project: Concrete replacement is due to start as early as 4/21/25.
 - Taxiway Echo: Coordinating with IDNR
 - Sky Harbour Project: Ramada has been demolished, and final cleanup is under way. The Airport plans to start the process of acquiring the land and approvals from the FAA.
 - Runway 6/24 Closure: Full environmental assessment was submitted 2/4/25, our 90-day check-in is 5/26/25.
- ➔ Other Projects:
 - Audit Update – Presentation from Lauterbach at the April meeting and plan for the 2026 fiscal year audit to be completed by September 30th, 2025.
 - The Aviation Community Center Survey closes on Friday the 18th and the Airport has received 153 responses.
- ➔ Federal Affairs Update
 - 2,000 FAA employees have submitted paperwork for early retirement (total of FAA employees over 44,000).
 - The Airport visited with the Aircraft Operator and Pilot Association (AOPA).
 - The Airport attended the American Association of Airport Executives (AAAE) legislative conference in Washington, D.C.
- ➔ State Affairs Update
 - The Airport attended legislative day in Springfield – specifically working on an amendment to Senate Bill 0141.
 - CEA has been spearheading a rebrand of the Illinois Public Airport Association (IPAA).
- ➔ Public Affairs Update

- Chicago Executive Airport is hosting the 2026 General Aviation Conference.
- The Airport has established a new centennial logo for 2026.
- ➔ Resolution 25-016 Approving the Sale of Surplus Personal Property
 - Requesting approval of the resolution to declare our 1990 Oshkosh P-2526-2 Spreader with plow as surplus.
 - Pending approval, this vehicle will be put out to bid for an approved government auction.
 - This specific vehicle was replaced with the new 2024 CAT 950 Loader that was approved in January 2025 (Resolution 25-003).
 - The funds from the auction will replenish the Vehicle and Equipment Reserve Fund (VERF) as planned.
- ➔ Upcoming Meeting and Events
 - Friday, April 18th the Office will be closed.
 - Wednesday, May 21st Board of Directors Regular Meeting.
 - Saturday, June 28th is Rock'n'Run the Runway!

Director Kiefer questioned what the plans are with the crushed gravel from the demolition of the former Ramada Inn property and how the Airport plans to contain the dust. George Sakas, Director of Economic Development and Administrative Services, answered that we will keep the crushed gravel for access roads, construction activities, and areas where it is necessary. To mitigate the dust, Sakas explained that the material will be compacted and leveled, but it will continue to be monitored moving forward.

Director Kearns noted that the State has approved reimbursement for the Residential Sound Insulation Program (RSIP) and asked how much funding is anticipated for the last phase. Executive Director Jeffrey Miller responded that the Airport expects to receive approximately \$1.5 million in reimbursement.

Director Saewert asked whether the process for submitting items to the state differs in this case. Executive Director Miller clarified that the grant funding process remains the same. While it's positive that the state will now cover 5% of the Residential Sound Insulation Program (RSIP) costs, the downside is the requirement to follow the state's administrative process due to Illinois' status as a block grant state. Unlike most grants,

RSIP is uniquely allowed by the FAA to be reimbursed before there is a signed intergovernmental agreement to help the project move forward more efficiently. To address ongoing challenges, Miller and the Illinois Public Airports Association agreed to establish a joint working group with the Illinois Department of Aeronautics. The group will pursue administrative solutions and continue cooperation with the state.

C. Board Members' Comments

Director Saewert expressed appreciation to Jason Griffith and Kim Mueller for their comprehensive handling of payable receivables. He noted that, despite the back-and-forth with others they made it effortless; their efforts are recognized and appreciated by the board.

Director Kearns thanked Jason Griffith and Jeffrey Miller for their presentation of the Airport's budget to the City of Prospect Heights, noting that it received unanimous approval.

Director Kiefer echoed Director Kearns' thanks, emphasizing that the Mayor of Prospect Heights appreciated the presentation for being quick, to the point, and well-paraphrased. Director Kiefer also expressed gratitude for the strong turnout from the board members.

D. Correspondence and Chairman's Comments

None.

VIII. New Business

A. Resolution 25-011 – 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 Hellyer, Kearns, Kiefer, Lang, Saewert, and Berman. Nays: None.

B. Resolution 25-012 – A Resolution to Approve the Amended and Restated Lease Agreement with PWK Hangars, LLC.

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

- C. Resolution 25-013 – A Resolution Approving Airport Policies on Fund Balance, Investment, and Capital Asset

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

- D. Resolution 25-014 – A Resolution Accepting the Annual Comprehensive Financial Report of Chicago Executive Airport for the Fiscal Year Ended Audit April 30,2024.

A motion to approve was made by Director Berman and seconded by Director Hellyer. The motion was approved by roll call. Ayes: Director Kiefer, Lang, Saewert, Berman, Hellyer, and Kearns.

- E. Resolution 25-015 – A Resolution Authorizing Signers for the Chicago Executive Airport Financial Institutions

A motion to approve was made by Director Kearns and seconded by Director Saewert. The motion was approved by roll call. Ayes: Director Berman, Hellyer, Kearns, Kiefer, Lang, and Saewert.

- F. Resolution 25-016 – A Resolution Approving the Sale of Surplus Personal Property

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

- IX. Executive Session - Pursuant to 5 ILCS 120/2 (c)(2) and to discuss collective negotiating matters between the public body and its employees or their representative, concerning salary for one or more classes of employees and 5 ILCS 120 (c)(5) to discuss the purchase or lease of properties for Chicago Executive Airport use.**

At 6:33 pm a motion was made to move into Executive Session by Director Berman and seconded by Director Hellyer. The motion was approved by roll call. Ayes: Director Kearns, Lang, Saewert, Berman, Hellyer, and Kiefer. Nays: None.

- X. Action Taken, if required.**

The Board returned to open session at 7:53 pm.

The motion to approve New Business Item B. Resolution to Approve the Amended and Restated Lease Agreement with PWK Hangars, LLC, was made by Director Kiefer and seconded by Director Lang. The motion was approved was roll call. Ayes: Director Kearns, Lang, Saewert, Berman, Hellyer, and Kiefer. Nays: None.

XI. Adjournment

At 7:55 pm a motion was made by Director Berman 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 written in a cursive style with a long horizontal stroke at the end.

Steve Berman

Secretary

CEA's Guardian Angel, Paul Fries

One of the toughest jobs at any airport is performing towing and recovery work after an aircraft incident or runway miscalculation. Special skills are required to deal with costly airplanes and infrastructure. Arguably, the second most difficult job at an airport is performing runway, airport, and aircraft maintenance work at any time of day -- or in any kind of weather.

Both of these roles are typically filled at the Chicago Executive Airport (CEA) by Fries Automotive of Prospect Heights, founded by Paul and Karen Fries more than 50 years ago.

“Paul is our Guardian Angel who ensures this airport successfully recovers from aircraft incidents quickly and gets his team to return this airport back to operational status promptly,” explains Andrew Wolanik, Director of Operations and Maintenance, CEA. “Not to mention he has done tremendous maintenance work on our snow removal and other vehicles over the years. He has the experience to get us through the toughest of problems.”

Fries caught the aviation bug as a toddler visiting his dad while he worked as an instructor at Peter O. Knight airport in Tampa, FL. He also learned about how planes worked from his grandpa, an aviation engineer. Following high school, Fries was drafted by the U.S. Army and spent a tour of duty in Vietnam where he served in an armor unit.

Once home in Illinois, he worked in automotive equipment sales and eventually purchased two Shell franchises. In 1976, he achieved his pilot's license and began his fascination with Stearman biplanes, widely used as training aircraft during World War II. Officially called the Boeing Model 75, an estimated 8,000 to 10,000 Stearman biplanes were built and more than 1,000 are still flying today, many used for crop dusting, aviation aerobatic shows, or personal use flying.

Fries purchased his first Stearman in 1985 followed by a Super Stearman in 1995. His Stearman was frequently seen at the CEA when it was parked just across the street from Fries Automotive.

At the CEA, Fries has a reputation as an ‘all-around good guy’ and is the person the airport calls in a time of need. He has volunteered there over the years, including performing flyovers at Run the Runway events. Today, he splits his time between Wisconsin and Illinois, and serves as co-pilot to his son Paul, who now runs the business’ day to day operations.

“I’ve been honored to be affiliated with the CEA,” Fries says. “It has an excellent reputation for corporate flying and has an exceptionally talented crew. Its snow removal equipment and winter operations are some of the best I’ve ever seen.”