

**CHICAGO EXECUTIVE AIRPORT  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
WEDNESDAY, MAY 21, 2025  
1020 SOUTH PLANT ROAD  
WHEELING, IL 60090  
6:00 PM**

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

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

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  
                                 Carmina Esguerra – Administrative Coordinator  
                                 Tom Lester– Attorney

**II. Pledge of Allegiance**

Vice Chairman Kearns led those in attendance in the Pledge of Allegiance.

**III. Approval of Minutes**

A motion was made by Director Hellyer and seconded by Director Saewert to approve the minutes from April 16, 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**

None.

**V. Public Comments**

None.

**VI. Presentations**

A. Airport Spotlight on Carol Thomas.

Vice Chairman Kearns presented Carol Thomas with the Airport Spotlight for the month of May. She was given a Certificate of Recognition and a Challenge Coin for her contribution and commitment to Chicago Executive Airport. (*Vice Chairman Kearns' statement is included at the end of this document*).

Carol Thomas thanked the Board of Directors for the honor of being the Airport Spotlight, and she looks forward to running at this year's Run the Runway. She also brought multiple 5K medals from different Airport runs to showcase her commitment and love for running. She invites everyone and anyone to join her in Zurich, Switzerland for the World Airline Road Race in September.

## **VII. Hearings & Reports**

### **A. Director of Finance**

Director of Finance Jason Griffith reported that due to the conversion of Sage to Yardi the April financials were delayed. The finance team has been collaborating with Integrated System Associates to convert and verify data while training on the new Yardi system. Lauterbach & Amen auditors have been visiting to conduct preliminary fieldwork. They received all requested materials during their visits. The auditors have requested trial balances by June 16 and plan to be on-site for the in-house audit during the week of June 23 which may also delay the financials for June.

### **B. Executive Director**

Jeffrey Miller reported on the following:

- ➔ Operations for April 2025 were 7,908, 11% above April 2024. The previous 12-month ops were up slightly at 98,659, 23% above our average month of April since 2010.
- ➔ Total fuel flowage for April 2025 was 623,210, 10% below April 2024. The previous 12-month fuel flowage was down slightly to 8,097,798, 28% above our average month of April since 2010.
- ➔ 34 Custom clearances in April 2025. The same amount as April 2024. The previous 12-month Customs clearances remained at 31. One clearance above the average month of April since 2010.

- The number of noise comments totaled to 21 for the month of April 2025.  
There were 3 comments per 1000 flight operations. 12 of those comments from Prospect Heights came from 2 households.

- Residential Sound Insulation Program Update

- To date, 635 applications have been received for the Residential Sound Insulation Program (RSIP).
- Next Newsletter: draft by the end of May; distribution in early June

Phase 1

- Workmanship warranty expiration letters sent.
- Manufacturer warranties continue (Windows: 10 years | Doors: 5 years).

Phase 2

- S&L Specialty secured space in the Airport's warehouse (June-Aug 2025)
- Tentative construction to start June 30, 2025.
- Homeowner notification after product delivery & inventory
- The first product delivery is expected June 8<sup>th</sup>
- All Avigation Easements recorded with Cook County (digital + hard copy)

Phase 3 (Tentative FAA Grant – Sept/Oct 2025)

- 12 properties already tested/approved.
- Noise testing planned for Wheeling and Prospect Heights upon grant receipt
- Approximately 40 designs are planned for Fall 2025.

- Construction Projects:

- Northeast Quadrant New Tie Down Area: Project started 5/19/25. Wheeling Zoning changed hearing to June 11<sup>th</sup>.
- East Quad Apron Expansion Project: Replacement is currently underway.
- Taxiway Echo/Hotspot Mitigation: Letter received from the Illinois Department of Natural Resources stating no objections to the plan.
- Sky Harbour Project: They will be presenting at the Prospect Heights Planning and Zoning Board for lot line change.

- Runway 6/24 Closure: Full environmental assessment was submitted 2/4/25, our 90-day check-in is 5/27/25.
- ✈ Other Projects:
  - The Airport has received most of the Master Plan reimbursement. About \$150,000 left to reimburse.
  - The State has finally started to close out the Storm Water Master Plan grant and pay for the contractor.
- ✈ Federal Affairs Update
  - Budget Reconciliation underway in DC
  - The FAA budget is currently increased by 400 million for ATC related issues under four components: Communications, Surveillance, Automation and Facilities
  - PWK Tower is fully staffed
- ✈ State Affairs Update
  - The Airport testified on House Bill 2385
  - DOT issued new Grant Assurance guidance to Airports. As a result, the State of Illinois has joined over 20 other states in filing a lawsuit against the federal government
- ✈ Public Affairs Update
  - 10<sup>th</sup> Run the Runway – 25 Sponsors Overall, 532 total participants.
  - Following the Run the Runway event, there will be a Touch-a-Plane Event with State Representative Tracy Katz Muhl
- ✈ Resolution 25-018 – Approving a Contract Renewal of Gatekeeper Systems (App-139 Subscription)
  - Recommending to the board that we renew our subscription for the App-139 Software for another 3-year term.
  - Per our Grant Assurances, we are required to conduct daily airfield inspections
    - This software has greatly assisted us with our airfield inspections, documentation aspects, historical references, and overall efficiency of maintenance.
    - Annual subscription fees for this renewal are \$4,568 per year for this year and next, and \$4,600/yr for the third year.

➤ Resolution 25-020 – Approving Preform Traffic Control Systems for 2025  
Airfield Remarking

- Recommending award to Preform Traffic Control Systems
  - The lower of two submitted bids
  - Great working relationship – familiar with our procedures and Rock-n-Run the Runway event
- Budget: \$65,000
  - Base Bid = \$18,425.00 (Elements of Runway 16/34)
  - Additive Alternate #1 = \$14,130 (Elements of Taxiway Lima)
  - Additive Alternate #2 = \$16,687.50 (Elements of Taxiway Kilo)
  - Additive Alternate #3 = \$9,360 (Portions of Taxiway Delta, Tango, Yankee, and Zulu)
  - Additive Alternate #4 = \$6,428
  - Total = \$65,030.50

➤ Upcoming Meeting and Events

- Monday, May 26<sup>th</sup> the Office will be closed in observance of Memorial Day.
- Wednesday, June 18<sup>th</sup>, Board of Directors Regular Meeting.
- Saturday, June 28<sup>th</sup> is Rock'n'Run the Runway!

Director Lang inquired about the timing of the remarking process following the race. Andrew Wolanik, the Director of Operations and Maintenance, clarified that the remarking typically begins at 10:00 AM and is completed by 5:00 or 6:00 PM on the same day.

Director Saewert observed that there were five alternative additives proposed for the 2025 Airfield Project and inquired whether one could be eliminated to stay within budget. Andrew Wolanik, Director of Operations and Maintenance, confirmed that removing alternative additives is feasible to stay within budget.

C. Aviation Community Center Survey Results

- The survey was open from March 21 through April 18, 2025.
- We received 157 responses.
- 55 respondents (35%) provided their name on the survey.

➔ [Results from the survey.](#)

Director Hellyer noticed that the first slides were split up by the people who were members of the local community. He asked Megan Harte with 845 Design whether it was possible to analyze the data to determine if there were differences in responses based on community membership. Megan explained that while the current data was aggregated, they could separate the responses from community members to identify any variations.

D. Board Members' Comments

None.

E. Correspondence and Chairman's Comments

None.

**VIII. New Business**

A. Resolution 25-017 – A Resolution Authorizing the Payment of Claims

A motion to approve was made by Director Berman 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 25-018 – A Resolution to Approving Contract Renewal of GateKeeper Systems, Inc. APP-139 Subscription Agreement.

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.

C. Resolution 25-019 – A Resolution Approving Services Agreement with Waterloo Aviation LLC dba Fly Waterloo PWK

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.

D. Resolution 25-020 – A Resolution Approving an Award of a Contract to Preform Traffic Control Systems for 2025 Airfield Marking

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 25-021 – A Resolution Approving a Contract Renewal with Taft Stettinius & Hollister LLP

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

**IX. Executive Session** – Pursuant to ILCS 120/2(c)(5) to discuss the purchase or lease of properties for Chicago Executive Airport Use.

At 6:46 pm a motion was made to move into Executive Session by Director Kiefer and seconded by Director Hellyer. The motion was approved by roll call. Ayes: Director Saewert, Berman, Hellyer, Kearns, Kiefer, and Lang. Nays: None.

**X. Action Taken from Executive Session**

No Action Taken.

**XI. Adjournment**

At 7:27 pm a motion was made by Director Kiefer and seconded by Director Berman 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", with a stylized, cursive script.

Steve Berman

Secretary

## Airport Spotlight on Carol Thomas the “Runway Junkie”

For most of Carol Thomas’ life, she was never an athletic person. “The most running I ever did was running for the employee bus when I worked at O’Hare airport,” she says.

But, today, at age 79, Carol is preparing to run her 8<sup>th</sup> World Airline Road Race (WARR) – and the 47<sup>th</sup> on a real working runway. The self-described ‘runway junkie’ explains how she came to love running in such an unusual environment.

“I had some orthopedic issues about 10 years ago and I got really great care from a local chiropractor,” she explains. “He was the captain of a running team, and each visit he would ask me to join the group. I told him that I don’t run, but he kept asking me what size shirt I wanted! He was really my rock and inspiration for what I am able to do today.”

She consented and fell in love with the activity and the camaraderie that came along with running. But she wanted more.

“I worked for American Airlines at O’Hare for most of my career and discovered that there was an American Airlines running club,” she explains. “We did Hustle up the Hancock, road races, and the Run O’Hare event together which was great fun. That one was my first runway running event and I loved it.”

Since then, Carol has logged miles on runways all over the world, including in Inverness, Scotland; Auckland, New Zealand; Zurich, Switzerland; Oshkosh, Wisconsin; Kona, Hawaii; and Tucson, Arizona. Having American Airlines flight benefits makes it easy to travel anywhere American flies. She typically runs the 5K events in under an hour.

But the Chicago Executive Airport’s (CEA) Run the Runway, which is celebrating its 10<sup>th</sup> anniversary this year, is just a hop, skip, and a jump from her home in Schaumburg. The airport is owned by the Village of Wheeling and the City of Prospect Heights, IL. Carol first ran the CEA’s Run the Runway in 2016, and this year will be her fifth.

“What I love about running runways is that they are very clean, and the cones and lines help me run in straight lines,” she explains. “It’s the best way to spend my retirement.”

For more information on the CEA’s 2025 Run the Runway, click [here](#).