

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, AUGUST 20, 2025
1020 SOUTH PLANT ROAD
WHEELING, IL 60090
6:00 PM**

I. Call to Order and Roll Call

Chairman Dunne called the meeting to order at 6:00 pm. Roll call confirmed the following present:

Directors Berman, Hellyer, Kiefer, Lang, and Saewert. Absent: Director Kearns.

Also in Attendance: Jeffrey Miller – Executive Director

George Sakas – Director of Economic Development & Admin Services

Jason Griffith – Director of Finance

Andrew Wolanik - Director of Operations & Maintenance

Carmina Esguerra – Administrative Coordinator

Kim Mueller – Property Accountant

Oksana Dumai – Administrative Assistant

Tom Lester– Attorney

Logan Leber – Administrative Intern

II. Pledge of Allegiance

Chairman Dunne 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 July 16, 2025, Regular Meeting Minutes. The motion was approved by voice vote. Ayes: Directors Berman, Hellyer, Kiefer, Lang, and Saewert. Nays: None. Absent: Director Kearns.

IV. Changes to Agenda

None.

V. Public Comments

None.

VI. Presentations

A. Airport Spotlight on Alan Zielinski.

Chairman Dunne presented Alan Zielinski with the Airport Spotlight for the month of August. He was given a Certificate of Recognition and a Challenge Coin for his contribution and commitment to Chicago Executive Airport. (Chairman Dunne's 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:

- ➔ May was the first month of the fiscal year, using a straight-line method, the targeted percentage collected or expended is 8.3% of the budget. Operating revenues in May were 9.2% and operating expenses were 6.6% of the budget.
- ➔ June was the second month of the fiscal year, using a straight-line method, the targeted percentage collected or expended is 16.7% of the budget. Operating revenues were at 18.9% and operating expenses were at 15% of the fiscal year budget.
- ➔ July is the third month of the fiscal year, the target percentage collected or expended is 25%. Operating revenues are at 28.29% and the operating expenses are at 23.3% of the budget.
- ➔ The airport's prior audit is under review by the government finance officer association for the COA award.
- ➔ Lauterbach, the airport's auditing firm, is scheduled to be present at the October board meeting.

B. Executive Director

Jeffrey Miller reported on the following:

- ➔ Operations for July 2025 were 10,529, below 4% July 2024. The previous 12-month ops were down slightly at 97,961, 12% above our average month of July since 2015.
- ➔ Total fuel flowage for July 2025 was 673,443, 4% below July 2024. The previous 12-month fuel flowage was statistically the same at 8,003,548, 15% above our average month of July since 2015.
- ➔ 59 Custom clearances in July 2025. 21 more than July 2024. The previous 12-month Customs clearances increased by 21 to 560. 11 clearances above the average of July since 2015.

- The number of noise comments totaled to 20 for the month of July 2025. There were 2 comments per 1000 flight operations. 10 of those comments from Prospect Heights came from 1 household.

- Residential Sound Insulation Program Update

- 636 Applications received to date
 - Newsletter to be distributed in early fall

- Phase 2

- Construction is substantially completed.
 - Five homes are awaiting back-ordered products, expected in the week of 9/8/25.

- Phases 3 and 4

- Finalizing the scope of work and fees for Phases 3 and 4
 - Scheduling Phase 3 design visits for late fall
 - Coordinating with HMMH to schedule pre-testing for Phase 4 properties.

- Construction Projects:

- Northeast Quadrant New Tie Down Area: The paving is complete. We are within curing time and scheduling line painting. We are working with tenants to move them to their new location.
 - MWRD Sewer Lining Project: Work is underway at the north end of Taxiway L. No significant impact on airport operations.
 - Taxiway Echo/Hotspot mitigation: Still pending guidance from the state on funding.
 - Sky Harbour Project: The Airport anticipates purchasing the land from Sky Harbour before the end of September.
 - Runway 6/24 closure: The Airport met with the State and the FAA; we anticipate the FAA's review to be at least three months, if we have a finding of no significant impact the airport could proceed with the 7480 process at that time.
 - Audit is on schedule to be presented to the Board at the October Regular Board meeting.
 - Vacation of Plant Road surveying next week.
 - Working with L3Harris to remove the ADS-B tower mid-September

➔ Other Projects:

- The Airport received 9 responses regarding the Request for Qualifications for Architectural Design Services. Staff will review the submissions and is planning to make a recommendation to the Board for the September/October meeting.
- NBAA BACE Preparations – Finalizing booth layout and graphics. The Executive Director will present on Aircraft Hangar storage on Thursday 10/16.

➔ Yardi

- Yardi produced the financial documents for this Board meeting. Staff augmented the information provided to correct reporting errors.
- Resolution 25-031 NTE \$50,000 to finish the check registry upgrades and reserve funds for software engineering updates
- Kim Mueller will conduct training on the system in September

➔ Federal Affairs Update

- August Recess

➔ State Affairs Update

- No significant updates.

➔ Public Affairs Update

- The Airport attended the City of Prospect Heights and the Village of Wheeling National Night Out events.

➔ Annual Pavement Repairs FY26

- This annual program ensures the Tenants and Users of CEA have a safe environment to operate aircraft as required by our grant assurances.
- Resolution 25-028 Approves Award of a Contract to Maneval Construction for 2025 Airfield Pavement Repairs
- Design/Bid Process
 - CEA Operations maintains a real-time list of target pavement areas
 - Observations drive decision making – winter-spring thaw cycle
 - CEA Maintenance Department input
 - Tenant and User-reported issues also considered
 - Spring/Summer review with CMT Resident Engineer with site visit for plan development.
- Total Budget = \$350k
- Recommendation to Award Maneval Construction Co.

- Sole Bidder
 - Other expected bidders did not submit
 - Base Bid 1 – Runway 16/34 Pavement, Taxiway Connector and various Crack Repairs = \$133,490.00
 - Base Bid 2 – Runway 12/30 Pavement, Taxiway Connector Repairs = \$72,887.00
 - Base Bid 3 – Maintenance Shop Bay Door #1 Pavement/Stormwater Repairs = \$39,640.00
 - Base Bid 4 – Hangar 40 Parking Lot Pavement/Drainage Repairs = \$56,120.00
 - Additional Alt 2 – Taxiway Alpha Pavement Repairs = \$50,410.00
 - Total Project = \$352,547.00
- ➔ Upcoming Meeting and Events
- Wednesday, September 17th Joint Workshop Meeting (Old Orchard Country Club)
 - Saturday, September 20th Girls in Aviation Day (Priester Aviation)
 - Wednesday, October 8th Board of Directors Regular Meeting
 - Tuesday – Thursday, October 14-16th NBAA BACE

C. Board Members' Comments

Director Berman welcomed Chairman Dunne to the board and expressed his enthusiasm about working together.

Director Kiefer echoed the warm welcome and encouraged Chairman Dunne, expressing confidence in his ability to succeed in his new role.

Director Lang also welcomed Chairman Dunne and noted that this is an exciting time for the airport, highlighting the 100-year anniversary, the new building, and ongoing construction projects.

Director Hellyer joined in the welcomes, offering his support.

Director Saewert welcomed Chairman Dunne and shared his appreciation for the opportunity to work with Kim and Jason on implementing Yardi. He expressed his belief that Yardi will support the airport's progress in the right direction.

D. Correspondence and Chairman's Comments

Chairman Dunne expressed his gratitude to President Horcher and Mayor Ludvigsen for the opportunity to serve in his new role. Chairman Dunne stated that while he has faced many challenges, his interactions with the Chicago Executive Airport have never been among them. He shared that the airport staff have always been welcoming and professional during his time in his previous two positions. Chairman Dunne also recognized former Chairman Harris as an outstanding leader, stating it was a pleasure working with him over the past eight years. While acknowledging that no one can replace someone else, he expressed his commitment to bringing his own approach to the role and working collaboratively with the board and staff. He concluded by expressing appreciation for the warm welcome and said he looks forward to working with Mr. Miller and the board.

VIII. New Business

A. Resolution 25-027 – A Resolution Authorizing the Payment of Claims

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

B. Resolution 25-028 – A Resolution Approving an Award of a Contract to Maneval Construction for 2025 Airfield Pavement Repairs

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

C. Resolution 25-029 – A Resolution Approving the IDOT RSIP Program Letter for Residential Soundproofing Phase 4

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

D. Resolution 25-030 – A Resolution Approving Authorized Signers for the Chicago Executive Airport Financial Institutions

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

E. Resolution 25-031 – A Resolution Approving Professional Services Agreement with Integrated Systems Associates, Inc. for the Yardi Software System Completion and Support

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

IX. Executive Session – Pursuant to 5 ILCS 120/2(c)(5) and 5 ILCS 120/2(c)(6) to discuss the purchase, sale, or lease of Airport property.

At 6:35 pm a motion was made to move into Executive Session by Director Hellyer and seconded by Director Saewert. The motion was approved by roll call. Ayes: Director Hellyer, Kiefer, Lang, Saewert, and Berman. Nays: None. Absent: Director Kearns.

X. Action Taken from Executive Session

No Action was Taken.

The Board reconvened to open session at 6:52 pm. The motion was approved by Director Kiefer and seconded by Director Saewert. The motion was approved by voice vote. Ayes: Director Berman, Hellyer, Kiefer, Lang, and Saewert. Nays: None. Absent: Director Kearns.

XI. Adjournment

At 7:00 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, Kiefer, Lang, and Saewert. Nays: None. Absent: Director Kearns.

Respectfully submitted:

A handwritten signature in black ink, appearing to read "Steve Berman".

Steve Berman

Secretary

Airport Spotlight: Alan Zielinski

When Alan Zielinski's not running his family's 67-year-old bathroom and kitchen remodeling company, participating in the Chicago Executive Airport's Leading Edge Flying Club, or teaching aviation students, he might be found traveling around the Midwest in hot air balloon races. Somehow, he still finds time to be with his family, including his wife of 32 years, Margaret.

Alan has been involved in aviation since he was 18, working in a variety of roles in the industry. He was the chief pilot for a large corporation for 22 years and is currently a certified pilot examiner for the FAA, among other roles and responsibilities.

Though his first love is aviation, he still values the work he does at Better Kitchens, the company his father Ed founded in 1956 to help homeowners build the kitchen and bathrooms of their dreams.

"It's rare for someone to find one passion in their life, and I am really lucky to have found two," explains Alan. "Both roles let me collaborate with people eager to fulfill a goal, whether improving their home or learning to become a pilot. It's an honor to be part of others' lives in such a meaningful way."

Alan's father was a World War II veteran and spent 27 years in the Naval reserves at the Glenview (IL) Naval Air Station. While he did not pilot the planes, he supervised the base's aviation supply program.

It was Alan's uncle who introduced him to aviation. During a family vacation as a teenager, his uncle took him up in a plane for the first time, and Alan was hooked. Carrying on the tradition, Alan's son Justin is now a commercial multi-engine pilot, flying as a first officer.

Juggling jobs and a passion for aviation seems to run in the Zielinski veins.

Zielinski runs the family business with his sister Lynne, who is involved in a different aspect of aviation, working in and teaching space science. She and her Glenbrook North High School students have placed nine active (powered) and more than 200 passive (unpowered) experiments on six Space Shuttle missions, and she has done research at the NASA Johnson Space Center in Houston. "She has an incredibly impressive background and is definitely the smarter one in the family," Alan jokes.

Alan's work with hot air balloons presents a much different experience than piloting a plane. His current hot air balloon is a Feather Light II that took 18 months to design. It was the unique challenge of navigating a hot air balloon, and the serenity of flying, which drew him to the art. "All other aspects of aviation require you to have wind, but in a balloon when you're flying, there is no breeze, you're just floating," Alan explains.

Alan races his hot air balloon in Wisconsin, downstate Illinois, and St. Louis. He also participates in the annual 10-day Albuquerque International Balloon Fiesta with 700 balloons. Alan enjoys bringing his hot air balloon to the Chicago Executive Airport's annual Run the Runway 5K event to allow the participants to take-in its size and beauty.

He also is a flight instructor, certifying thousands of students with wonderful memories of pilots who have gone on to have great professional careers.

Alan has a soft spot for Chicago Executive Airport. "I have a high regard for the CEA team that keeps the airport open during the winter," he says. "Kudos to them for always clearing the runway and path to the hanger. It makes a big difference for those who are landing after a long day fighting the weather."