

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, SEPTEMBER 17, 2025
700 W RAND ROAD
MOUNT PROSPECT, IL 60056
6:40 PM**

I. Call to Order and Roll Call

Chairman Dunne called the meeting to order at 6:40 pm. Roll call confirmed the following present:

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

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

Oksana Dumai – Administrative Assistant

TJ Leake – Attorney

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 August 20, 2025, Regular Meeting Minutes. The motion was approved by voice vote. Ayes: Directors Berman, Hellyer, Kearns, and Saewert. Nays: None. Abstain: Director Dolick. Absent: Director Lang.

IV. Changes to Agenda

None.

V. Public Comments

None.

VI. Presentations

A. Award Presentation from Aviation Explorer Post #9 and Scouting America

Mike Haupt with Aviation Explorer and Kristen Vogt with Scouting America presented Chicago Executive Airport with a Certificate of Appreciation for their unwavering support of the

programs.

VII. Hearings & Reports

A. Director of Finance

Director of Finance Jason Griffith reported on the following:

- ➔ August was the fourth month of the fiscal year, using a straight-line method, the targeted percentage collected or expended is 33.3% of the budget. Operating revenues in August were 37.4% and operating expenses were 30.7% of the budget.

B. Executive Director

Jeffrey Miller reported on the following:

- ➔ Operations for August 2025 were 10,868, 3% above July 2024 and 12% above August 2024. The previous 12-month ops were up slightly at 1% at 99,158, 20% above our average month of August since 2015, historically our second busiest month.
 - ➔ Total fuel flowage for August 2025 was 762,675, 13% above July 2024 and 2% above August 2024. The previous 12-month fuel flowage was slightly higher at 8,018,702, 32% above our average month of August since 2015.
 - ➔ 46 Custom clearances in August 2025. Thirteen fewer than July 2024, but one more than August 2024. The previous 12-month Customs clearances increased by 1 to 561 making it our highest month since recordkeeping began in 2001. 11 clearances above the average of August since 2015, statistically our busiest Customs month.
 - ➔ The number of noise comments totaled to 37 for the month of August 2025. There were 3.7 comments per 1000 flight operations.
 - ➔ Residential Sound Insulation Program Update
 - 636 Applications received to date
 - Newsletter to be distributed in early fall
- Phase 2
- Construction is substantially completed.
- Phases 3 and 4
- Letting the project is expected at the end of October.
- ➔ Construction Projects:
 - Northeast Quadrant New Tie Down Area: We are working with tenants to move them to their new location by the end of the month.
 - MWRD Sewer Lining Project: Substantial work is completed.

- Taxiway Echo/Hotspot mitigation: FAA has requested additional funds
- EMAS Replacement: Currently working with our insurance broker.
- Sky Harbour Project: The closing date is set for September 30th.
- Runway 6/24 closure: Working through FAA's requests.
- Vacation of Plant Road surveying next week.
- ADS-B antenna removal starts the week of September 22nd
- ➔ Other Projects:
 - The Airport is reviewing RFQ's for an architect
 - NBAA BACE Preparations – Booth will be sent to Las Vegas, September 26th.
 - Yardi – Board Members have logins and will follow up with Kim for training.
 - The Airport received a Certificate of Achievement for Excellence in Financial Reporting
- ➔ Federal Affairs Update
 - Pending Federal Shutdown October 1st
- ➔ State Affairs Update
 - Working on legislative asks into the fall
- ➔ Upcoming Meeting and Events
 - Saturday, September 20th Girls in Aviation Day (Priester Aviation)
 - Wednesday, October 8th Board of Directors Regular Meeting
 - Tuesday – Thursday, October 14-16th NBAA BACE
 - Wednesday, October 29th, Taste of the Town

C. Board Members' Comments

Director Kearns welcomed Matthew Dolick to the Chicago Executive Airport Board and thanked him for his willingness to serve on the board. Kearns also recognized Director Kiefer for his years of service with the Board and hopes to formally recognize his contributions soon.

Director Dolick expressed his gratitude for the warm welcome and thanked the staff for their support in helping him get established within the Board.

D. Correspondence and Chairman's Comments

Chairman Dunne extended his thanks to Board Member Director Kiefer for his years of dedicated service, expressing appreciation and noting the intention to formally recognize his contributions in the future. He also warmly welcomed Director Dolick to the Board.

VIII. New Business

A. Resolution 25-032 – 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 Saewert, Berman, Dolick, Hellyer, and Kearns. Nays: None. Absent: Director Lang.

B. Resolution 25-033 – A Resolution to Approve a Lease Termination Agreement with James D. McLennan Trust for the Property Commonly Known as Hangar 13 Effective October 31, 2025, and the Hangar 5 Storage Permit with McLennan

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, Saewert, Berman, and Dolick. Nays: None. Absent: Director Lang.

IX. Adjournment

At 7:07 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, Dolick, Hellyer, Kearns, and Saewert. Nays: None. Absent: Director Lang.

Respectfully submitted:



Steve Berman
Secretary