

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, OCTOBER 8, 2025
1020 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, Dolick, Hellyer, Kearns, Lang, and Saewert.

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

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 Dolick and seconded by Director Keams to approve the minutes from September 17, 2025, Regular Meeting Minutes. The motion was approved by roll call. Ayes: Directors Hellyer, Kearns, Saewert, Berman, and Dolick. Nays: None. Abstains: Director Lang.

A motion was made by Director Hellyer and seconded by Director Saewert to approve the minutes from September 17, 2025. Joint Workshop Meeting Minutes. The motion was approved by roll call. Ayes: Director Dolick, Hellyer, Kearns, Saewert, and Berman. Nays: None. Abstains: Director Lang.

IV. Changes to Agenda

None.

V. Public Comments

None.

VI. Presentations

A. Airport Spotlight on Jim Kiefer

Chairman Dunne recognized former Director Jim Kiefer as the Airport Spotlight for the month of October. He was given a commemorative light and several farewell gifts for his unwavering support and friendship to Chicago Executive Airport. (Chairman Dunne's statement is included at the end of this document).

Jim Kiefer expressed gratitude to his former colleagues and staff for making his nine years and six months of service rewarding. He thanked Jeannie for introducing him to Prospect Heights Mayor Nick Helmer for his appointment. Kiefer also acknowledged his fellow Board Members for their friendship and guidance, as well as airport staff, subcontractors, and FBO partners, giving special recognition to Al Palecki for his early support. He concluded by expressing hope that everyone will stay in touch and humorously remarked that he might return in the future as an Alderman.

Director Kearns expressed his appreciation for Kiefer's selfless support of Prospect Heights and Chicago Executive Airport. He noted that although he did not know the individual well when he first joined the board, he has since come to consider them a good friend. Director Kearns concluded by conveying his confidence that the Kiefer will be successful in their new role with Prospect Heights.

Director Dolick, speaking in place of Jim Kiefer, expressed appreciation for his long-standing friendship with Jim. He acknowledged Jim's years of support for Prospect Heights and the airport, wished him well in the future, and jokingly noted he looks forward to a ride once Jim obtains his license.

Director Saewert thanked Jim Kiefer, acknowledging his contributions to the board, particularly his expertise and understanding of the construction business, which added significant value to the board's work. Saewert noted that Jim will be missed but expressed confidence that he will feel at home in his future endeavors.

VII. Hearings & Reports

A. Director of Finance

Director of Finance Jason Griffith reported that, due to the Board of Directors' Regular meeting being held earlier than usual in October, the September financial statements will be released later.

B. Executive Director

Jeffrey Miller reported on the following:

- ➔ Operations for September 2025 were 10,454, 17% above September 2024. The previous 12-month ops were up slightly at 2% at 100,696, 25% above our average month of September since 2015.
 - ➔ Total fuel flowage for September 2025 was 686,908, 8% above September 2024. The previous 12-month fuel flowage was slightly higher at 8,071,405, 11% above our average month of September since 2015.
 - ➔ 45 Custom clearances in September 2025. Three more than September 2024. The previous 12-month Customs clearances increased by 3 to 564. The second consecutive record month since 2001. 5 clearances above the average of September since 2015.
 - ➔ The number of noise comments totaled 57 for the month of September 2025. There were 5.7 comments per 1000 flight operations.
 - ➔ Residential Sound Insulation Program Update
 - 638 Applications received to date
 - 13th Edition Newsletter to be distributed in the week of Oct. 6
 - Phase 3 Homeowner Workshop: November 5, 6-7:30 pm at Wheeling Park District
- Phase 2
- 100% completed.
 - One-year workmanship warranty in effect
- Phase 3
- Design visits: Week of Dec. 1 & Dec. 8
 - Homeowner design acceptance: Jan. 2026
 - Construction starts: Spring/Summer 2026
- Phase 4 (44 Homes)
- Pre-noise testing: Targeting Nov.-Dec. 2025
 - Design phase for eligible homes: Early 2026
- ➔ Construction Projects:
 - Northeast Quadrant New Tie Down Area: Waiting for final walkthrough from the State
 - Taxiway Echo/Hotspot Mitigation: Additional funds have been received from the FAA. We have received the letter of intent to award.
 - EMAS Replacement: Work anticipated to start in November.

- Sky Harbour Project: Property is closed; we are working with the FAA and the State to include the property on the ALP.
- Runway 6/24 closure: The Airport has responded to the FAA requests on 10/8/2025.
- ADS-B antenna has been removed.
- ➔ Other Projects:
 - The Airport is reviewing RFQ's for an architect. In person meetings are set for the first week of November.
- ➔ Federal Affairs Update
 - Currently in a shutdown
- ➔ State Affairs Update
 - Requesting IDA to include 5 million for our new aviation center
 - Heading an IPPA working group
- ➔ Upcoming Meeting and Events
 - Monday, October 13, Indigenous Peoples' Day (Office will be closed)
 - Tuesday – Thursday, October 14 – 16th, NBAA BACE in Las Vegas
 - Wednesday, October 29th, Taste of the Town in Wheeling
 - Wednesday, November 19th, Regular Board of Directors Meeting

Don Shaw, Auditor Principal with Lauterbach and Amen, LLP, presented the financial audit report for Chicago Executive Airport for the audit year.

Director Kearns and Saewert questioned fluctuations in Chicago Executive Airport's assets, liabilities, and lease values. Shaw explained that a third-party review resulted in the removal of improperly recorded assets and that variations were largely due to lease accounting requirements. Jason Griffith, Director of Finance, also noted that changes to leases with an FBO also affected reported values. Shaw recommended establishing a capital asset policy and conducting appraisals to improve accuracy. The Board agreed that reconciling financial data would enhance clarity and understanding going forward.

C. Board Members' Comments

None.

D. Correspondence and Chairman's Comments

Chairman Dunne echoed comments made by former Director Kiefer regarding the professionalism and dedication of the team. He noted that similar positive feedback has been received from current directors, elected officials, and during the previous month's meeting. Chairman Dunne also acknowledged that the Finance Department will be following up on questions raised by Director Saewert and looks forward to their forthcoming report.

VIII. New Business

A. Resolution 25-034 – A Resolution Authorizing the Payment of Claims

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

B. Resolution 25-035 – A Resolution Approving a Lease Agreement Between Chicago Executive Airport and Helicopters Inc. for Hangar 11

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

C. Resolution 25-036 – A Resolution Accepting the Annual Comprehensive Financial Report of Chicago Executive Airport for the Fiscal Years Ended April 30, 2025, 2024, and 2023

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

IX. Adjournment

At 6:45 pm a motion was made by Director Berman and seconded by Director Dolick to adjourn the meeting. The motion was approved by voice vote. Ayes: Director Berman, Dolick, Hellyer, Kearns, Lang, and Saewert. Nays: None.

Respectfully submitted:



Steve Berman
Secretary

