

**CHICAGO EXECUTIVE AIRPORT  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
WEDNESDAY, JANUARY 21, 2026  
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

Kim Mueller – Property Accountant

Tom Lester – 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 Lang to approve the minutes from December 17, 2025, Regular Meeting Minutes. The motion was approved by roll call. Ayes: Directors Hellyer, Kearns, Lang, Saewert, Berman, and Dolick. Nays: None.

**IV. Changes to Agenda**

The Airport Spotlight Recipient was unable to attend due to a personal conflict.

**V. Public Comments**

None.

**VI. Presentations**

None.

**VII. Hearings & Reports**

A. Director of Finance

Director of Finance Jason Griffith reported on the following:

- ➔ December was the eighth month of the fiscal year, using a straight-line method, the targeted percentage collected or expended is 66.66% of the budget. Operating revenues were 70.66% and operating expenses were 62.18% of the budget.
- ➔ The 2026 budget process is currently underway as we prepare for the 2027 fiscal year budget, which will be presented to the board over the next few months.

## B. Executive Director

Jeffrey Miller reported on the following:

- ➔ Total operations for 2025 topped 100,000 for the first time since 2007.
- ➔ Fuel consumption returned to over 8 million gallons.
- ➔ 568 customs clearances in 2025, making it the highest ever since 2015.
- ➔ As a percentage of our total fuel consumption, Jet A held steady at 97.9%. Our fuel to Operations ration decreased slightly in 2025 but the average has steadily increased to 82.4.
- ➔ According to Flight Aware Report for Calendar Year 2025:
  - 75% of our flights are from other airports
  - Operation to/from approximately 1,700 airports annually
  - 61 Airports comprise 50% of our flights
  - In 2025, 218 different types of aircraft operated at PWK
  - 71 aircraft comprised 85% of operations
  - 16 aircraft models were 50% of all operations
- ➔ The average number of noise comments in a rolling period from 2020 to 2025 was an average of 498.67. The number of noise comments totaled to 10 for the month of December 2025. The majority of those comments came from one household in Prospect Heights.
- ➔ Residential Sound Insulation Program Update
  - 652 Applications received to date

### Phase 3

- Designs are complete
- Second visits, homeowner acceptance, and Avigation Easements complete
- Bid documents ready for review and advertisement
- Contractor award planned for February/March 2026
- Tentative construction spring/summer of 2026

### Phase 4

- Pre-noise testing results received and sent to the Airport and FAA
    - 23 of 25 single-family homes qualify for sound insulation.
    - Two single-family homes did not qualify for sound insulation and were offered the Avigation Easement option
    - All 16 multi-family homes tested (Willow Heights, Prospect Heights) qualify for sound insulation
    - Residents notified of their testing results via phone and in writing
  - Design visits planned for March
- ➔ Construction Projects:
- Taxiway Echo/Hotspot Mitigation: The Airport signed the contract with CMT
  - EMAS Replacement: Pending payment from Insurance
  - Sky Harbour Project: Working on storm water requirements with the communities and water connection
  - Runway 6/24 closure: Pending the FAA signing the FONSI
- ➔ Other Projects:
- USA's largest firework purchased for 40 years, 100 years, 250 years
  - Hangar 5/6 bathrooms work completed
  - Illinois State Economic Impact Study is underway
- ➔ Federal Affairs Update
- Application submitted for FAA Terminal Grant submitted January 14<sup>th</sup>. Announcement is expected at the end of March.
  - Federal funding expires January 30<sup>th</sup>, 2026.
- ➔ State Affairs Update
- Tracking bill H84197 – Representative Benton
- ➔ Public Affairs
- CABAA Ed Bolen Event – 100 Yr Sponsored Event is scheduled for February 17, 2026.
  - Run the Runway officially has opened registration
- ➔ Upcoming Meeting and Events
- Saturday, January 31<sup>st</sup> Safety Day Expo Event
  - Monday, February 16<sup>th</sup> President's Day (Office will be closed)
  - Tuesday, February 17<sup>th</sup> CABAA Ed Bolen Luncheon Kickoff Event
  - Wednesday, February 18<sup>th</sup> Regular Board Meeting

Director Kearns asked when construction for Phase Four of RSIP would begin. Penny Merritt of the QuieterHome Program estimated that construction is expected to start toward the end of this year.

Director Hellyer asked about the cost of the economic impact study for the state to be conducted by Kimley-Horn. Jeffrey Miller estimated that the study will cost approximately \$40,000 each time it is performed, and it is typically conducted every two to three years.

Director Saewert asked whether the Illinois project labor agreement is linked to minimum wage, specifically in relation to the recent airport bathroom renovations in Hangars 5 and 6. Miller responded that it is not directly tied. He explained that under the Davis-Bacon Wage Act, the expectation is that an Illinois-specific project labor agreement would be required. While there is no opposition to Illinois labor, the need to package every project with a separate labor agreement would make the process cumbersome.

Director Kearns inquired about a recent state deposit for fuel income, asking if it was the first one received. Miller confirmed that the deposit is part of the regular process and that everything is on track. He explained that the latest deposit reflects the 2023 allocation, with funds received as they became available. He also noted that the paperwork for the 2024–2025 allocation has recently been released.

C. Board Members' Comments

None.

D. Correspondence and Chairman's Comments

Chairman Dunne reminded fellow board members that board officer elections will be held next month. The process will include nominations, acceptance by the nominee, and a vote. Elections will be conducted in the following order: Vice Chair, Treasurer, and Secretary.

**VIII. New Business**

A. Resolution 26-001 – A Resolution Authorizing the Payment of Claims

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

B. Resolution 26-002 – A Resolution Approve Agreement with Wight & Company to Provide Consulting and Architectural Services in Connection with the Development of Plans for the New Administration Building in an Amount Not to Exceed \$100,000.00

A motion to approve was made by Director Kearns and seconded by Director Hellyer.

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

**IX. Adjournment**

At 6:25 pm a motion was made by Director Berman and seconded by Director Dolick to adjourn the meeting. The motion was approved by roll call. Ayes: Director Berman, Dolick, Hellyer, Kearns, Lang, and Saewert. Nays: None.

Respectfully submitted:

A handwritten signature in cursive script, appearing to read "Steve Berman".

Steve Berman

Secretary