

**CHICAGO EXECUTIVE AIRPORT  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
WEDNESDAY, MARCH 19, 2014  
1020 S. PLANT ROAD  
WHEELING, IL 60090  
5:00 PM**

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

Chairman, Bob McKenzie, called the meeting to order at 5:01 p.m. Roll call confirmed the following present: Directors, Cloud, Katz, Kearns, Kolssak, Lang and Pace.

Absent: None

Also in Attendance:     Jamie Abbott – Acting Executive Director  
                                  Scott Campbell – Chief Financial Officer  
                                  Vicki Mayr - Recording Secretary  
                                  Tom Lester – Airport Attorney

**II. Pledge of Allegiance**

Chairman McKenzie led those in attendance in the Pledge of Allegiance.

**III. Approval of Minutes**

A motion was made by Director Lang and seconded by Director Kearns to approve the minutes of the February 19, 2014 Regular Meeting. The motion was approved by voice vote.

**IV. Changes to the Agenda**

There were no changes to the agenda.

**V. Public Comments**

Howard Levinson addressed the Board as a private pilot, not a member of the organizations to which he belongs, he relayed his experience having been charged a landing fee at a DC airport 25 years ago and having not flown there since as a result. He feels that imposing landing fees will do irreparable harm to the CEA.

Barbara Fallmer and residents of Vogay Lane in Northbrook expressed their frustration with the noise from Chicago Helicopter Express. They requested assistance with changing the route, as the helicopters fly over their homes all weekend long. Ms. Fallmer provided the board with a log of flights.

## **VI. Hearings and Reports**

### **A) Treasurer's Report**

Director Kearns reported that February fuel flowage fees are up from January, flight operations are down in February 2014, but were up from February 2013 and Customs fees have remained flat. Administration salaries are down, but part time administration salaries are up. Operations and maintenance are over budget with overtime, fuel and equipment maintenance. Overall operations are under budget year to date.

### **B) Acting Executive Director's Report.**

Acting Executive Director, Jamie Abbott, reported on the following:

- ➔ Jamie stated that the maintenance crew is happy that winter is ending and operations can get back to normal.
- ➔ Congratulation to Hawthorne. They had a successful first week. They will have an official grand opening in the middle of May. We will send the date out once it has been finalized. Their fuel farm was inspected today. There is a resolution for removal of the contaminated soil from the Hawthorne site on tonight's agenda.
- ➔ Construction Update: The taxiway rehab in front of Hangar 12 will begin soon. This is the removal of the grass islands that will be replaced with concrete. The project will begin in May.
- ➔ There was a preconstruction meeting for EMAS. The project will begin in late summer and construction will take about 2 months. We will be sending out more information, including runway closures, as soon as it is available.
- ➔ The computer and IT service upgrade is going well. The new computers have been configured. We have been waiting until after this meeting for conversion. The internet service was originally a bit rocky, but the issues have been resolved.
- ➔ Scott has been working hard on the budget. Brian Welker has been assisting with the capitol projects. We will get the budget out well before the April meeting for your review, then send it to the municipalities for their approval.
- ➔ CABAA is hosting a luncheon from 11 to 3 on April 17<sup>th</sup> with a mock up of a Falcon 5X.
- ➔ We submitted the deposit for our booth at NBAA. The lottery for booth locations will begin in April. We are "Priority 3" due to our requested square footage and not having exhibited each of the past 10 years.

- ➔ The Illinois Trades Conference will be held in Collinsville, IL this on May 13<sup>th</sup> and 14<sup>th</sup> year. Jamie and Bob McKenzie will be attending.
- ➔ Jamie is required to participate in military training every 4 years, which will take place during the week of the May meeting. It was decided that the May board meeting would be changed from May 21<sup>st</sup> to May 28<sup>th</sup>.

### **C) Board Members Comments**

- Director Katz thanked the Ms. Fallmer and Vogay Lane residents for attending the meeting. He explained that the board will look into the helicopter route. He also welcomed Wheeling Village President Dean Argiris to the meeting and thanked Mr. Howard Levinson for his comments. Director Katz is looking forward to working to do something about taxes at the airport.
- Director Lang asked Jamie if there is anything that can be said to the residents of Vogay Lane in attendance. Jamie stated that the FAA is their greatest resource and he will be reaching out to them and the helicopter operator again. He has recently learned that the helicopter operator may be relocating to the Chicago. They are looking to build a facility at 26<sup>th</sup> and Halstead.
- Director Pace had no comment.
- Director Kearns stated there was a good turn-out at Wheeling/Prospect Heights Chamber of Commerce meeting. He suggested we decide if we are going to formalize that relationship. He stated that he read an article on private jet travel that contained some good information. He will attempt to find the article and send it to the board.
- Director Kolssak stated that Jamie has done a great job. Before the board gets too far into the strategic planning process, he suggests that the board begin the search for an Executive Director. He'd like the new person to offer input on strategic planning.
- Director Cloud agreed with Director Kolssak's comments regarding landing fees. She addressed the Vogay Lane residents and explained that the board is looking into the noise issues with Chicago Helicopter Express. She also asked if the NBAA deposit is refundable and stated that this year's attendance must be carefully planned.

### **D) Correspondence and Chairman's Comments**

Chairman McKenzie congratulated Jamie on a job well done. He would like to see what the options are for an Executive Director and give Jamie the opportunity to beat out the competition. He would like to have 3 aviation related executive search companies, that he has pre-screened, attend the next meeting via video conference and present themselves. Director Kolssak suggested they present a full proposal one week prior to the meeting. Chairman McKenzie suggested that one key person gather information instead of instructions coming from the entire board. The chairman also thanked the public for coming out and speaking, and encouraged them to come again.

## **VII. Consent Agenda**

A motion was made by Director Cloud and seconded by Director Kolssak to approve Item A on this evening's consent agenda.

A. Resolution 14-006 - A Resolution Authorizing the Payment of Claims;  
Director Katz asked if Jamie had contacted the Village of Wheeling about better fuel prices. Jamie responded that we are currently purchasing fuel on a State contract and therefore buying fuel at an already discounted price.

The motion was approved by roll call vote. Ayes: Directors Cloud, Katz, Kearns, Kolssak, Lang and Pace. Nays: None. Absent: None.

## **VII. Consideration of Items Removed from the Consent Agenda**

There were no items removed from the Consent Agenda

## **VIII. Old Business**

A. Election of Officers – Elections began with the nominations of Director Cloud for secretary, Director Kearns for Treasurer and Directors Cloud and Pace for Vice Chair.

Director Cloud received 5 votes by a show of hands and was elected Vice Chair.

Director Kearns was elected Treasurer with a show of hands totaling 6 votes.

Nominations were reopened and Director Katz was nominated for Secretary. Director Katz was unanimously voted Secretary.

Chairman McKenzie congratulated the newly elected officers.

## **IX. New Business**

A motion was made by Director Cloud and seconded by Director Katz to approve Item A. on tonight's agenda.

A. Resolution #14-007 – A Resolution Authorizing the Sale of Surplus Property;

The motion was approved by roll call vote. Ayes include: Directors Cloud, Katz, Kearns Kolssak, Lang and Pace. Nays: None. Absent: None.

Director Lang made a motion to approve Resolution 14-008. The motion was seconded by Director Katz.

- B. Resolution #14-008 – A Resolution Approving a Professional Services Agreement with Crawford Murphy & Tilly for the Rehabilitation of the East Quadrant General Aviation Apron;

The motion was approved by roll call vote. Ayes include: Directors Cloud, Katz, Kearns, Kolssak, Lang and Pace. Nays: None. Absent: None.

Director Cloud moved and Director Katz seconded a motion to approve Item C. on tonight's agenda.

- C. Resolution 14-009 – A Resolution to Approve a Participation Agreement for the Rehabilitation of the East Quadrant General Aviation Apron Between the Illinois Department of Transportation and Chicago Executive Airport Wheeling/Prospect Heights, IL;

The motion was approved by roll call vote. Ayes included: Directors Cloud, Katz, Kearns, Kolssak, Lang and Pace. Nays: None. Absent: None.

A motion was made by director Pace and seconded by Director Cloud

- D. Resolution 14-010 – A Resolution Approving the Adoption and Implementation of Transient Aircraft Fees;

The discussion began with the directors each expressing their opinion on the potential benefits versus detriments to the airport of imposing transient aircraft fees. Some directors felt that, while the fees may be a good idea, this might not be the right time to implement them. It is agreed that the airport would benefit from additional revenue sources, but not all agree that transient aircraft fees are the way to acquire that revenue. Chairman McKenzie expressed his belief that the fees were a good thing for the airport and should be approved. The topic of tabling the motion was suggested, but after some discussion, it was agreed that a vote would be taken.

A roll call vote was taken which included: Ayes: Director Lang. Nays: Directors Cloud, Katz, Kearns and Kolssak. Abstain: Director Pace. Absent: None. With a vote of four nays, the motion failed.

## **X. Executive Session**

Director Cloud made a motion to go into Executive Session pursuant to 5 ILCS 120/2 (c) (6) to discuss the sale or lease of property owned by the public body. The motion was seconded by Director Katz and approved by a roll call vote. Ayes included: Directors Cloud, Katz, Kearns, Kolssak, Lang and Pace. Nays: None. Absent: None

## **XI. Action Taken from Executive Session**

There was no action taken from Executive Session.

## **XII. Adjournment**

A motion was made by Director Cloud and seconded by Director Katz to adjourn the meeting. The motion was unanimously approved by a voice vote. The meeting was adjourned at 6:30 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Neal Katz". The signature is written in a cursive style with a large, stylized "N" and "K".

Neal Katz  
Secretary