

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, DECEMBER 20, 2017
1020 S PLANT ROAD
WHEELING, IL 60090
6:00 PM**

I. Call to Order and Roll Call

Chairman Harris called the meeting to order at 6:00 PM. Roll call confirmed the following present: Directors Cloud, Katz, Kearns, Kiefer, Kolssak and Lang.

Absent: None

Also in Attendance: Jamie Abbott – Executive Director
 Scott Campbell – Director of Operations
 Jennifer Pfeifer- Recording Secretary
 Jason Griffith – Director of Finance
 Tom Lester – Attorney

II. Pledge of Allegiance

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

III. Approval of Minutes

A motion was made by Director Katz and seconded by Director Lang to approve the minutes from the November 15, 2017 Regular Board Meeting.

Director Cloud asked that a correction be made in the Public Comments section in Steve Neff’s comments regarding the late Rob Sherman.

A motion was made to amend the minutes from the November 15, 2017 Regular Board Meeting by Director Katz and seconded by Director Lang. The motion to amend the minutes was approved by voice vote. The motion to approve the amended minutes was approved by a roll call vote. Ayes: Directors Cloud, Katz, Kearns, Kiefer, and Lang. Nays: None. Absent: None.

IV. Changes to the Agenda

Executive Director Jamie Abbott moved the Executive Session to follow item V.

V. Public Comments

E. Terry Chrouopoulos, a Mt. Prospect resident who lives at the south end of the airport said he spoke to Director Cloud at the NEM Update Open House. He bought his house in 1979 when there were more propeller planes using the airport and now there are more jets. He is miserable due to the jet noise and cannot sell his house for the money he needs to move.

Steve Neff spoke about a Daily Herald article dated December 11th regarding fuel sales taxes. He read from the article, said the municipalities will not receive any sales taxes from fuel sales and would like clarification.

VI. Executive Session –

At 6:10 PM a motion was made by Director Kolssak and seconded by Director Cloud to go into executive session pursuant to 5 ILCS 120/2c (1) and (6) to discuss employment compensation, discipline, performance or dismissal of specific employees and the sale or lease of property owned by the public body. The motion was approved by roll call. Ayes: Directors Cloud, Katz, Kearns, Kiefer, Kolssak and Lang. Nays: None. Absent: None.

At 7:13 PM a motion to return to Regular Session was made by Director Cloud and seconded by Director Kiefer. The motion was approved by voice vote. Ayes: Directors Cloud, Katz, Kearns, Kiefer, Kolssak and Lang. Nays: None. Absent: None. Director Kolssak departed the meeting at this time.

VII. Hearing and Reports

A) Treasurer's Report

Director Kearns gave the Treasurer's Report. Flight operations were at 74,685 which is down from the prior 12-month rolling total. Fuel flowage up almost 400,000 gallons over the 12-month rolling total. Fewer operations and higher fuel flowage. Customs operations were up slightly. Net income for the month is about \$37,850. Past due accounts have dropped to just over \$6,500. He addressed a question about the cash balance; income is higher because interest rates have increased on deposits that are located in several bank accounts which are completely covered by FDIC insurance.

Director Katz asked if 100LL sales have increased at all since the fuel deals at FBOs for the tenants. Director Kearns said the data is showing a 25,000 gallon increase from last year but that may not be indicative because fuel is bought in bulk. David Annin from Hawthorne Global Aviation Services said that 100LL fuel sales are relatively flat compared to a year ago, maybe a 3% increase. He has seen an increase in the number of fuelings but that has not translated into increased gallons.

Director Kiefer asked about the set aside money for TIPS; is this shown in the budget? Jamie said it will show up on next year's budget on the capital side of the budget.

B) Executive Director's Report.

Executive Director, Jamie Abbott, reported on the following:

➔ November action items:

- The online NEM Update comment form has been fixed.
- Engine run-ups will be done on Charlie taxiway. Eventually it may be moved to Zulu taxiway.

Director Katz commented that it is the night time run-ups that are the biggest concern. Run-ups are not allowed at night.

- TIPS fund will include noise attenuation money taken from the 310-departure.
- Included in this month's board meeting packet is the attendance and phone-in rules policy.

➔ Projects

- Light pole for the viewing area, hopefully within the next week it will be complete.
- NEM Update - Mead and Hunt is compiling comments and will answer any questions that are relevant to the NEM Update. The report will go to the FAA and then back to the Board of Directors.

Director Cloud would like the board of directors to see any comments that Mead and Hunt does not answer.

- Hawthorne hangar development – working on permit approval.
- Speaking opportunity – will participate in a panel with the Transportation Research Board in Washington, D.C., April 9-11. Jamie will be giving the G.A. Airport point of view.

Director Lang would like to see the video of the panel afterwards, if available.

Director Kearns asked about the LED lights on Tower Road. Jamie spoke about the power line that was hit by mistake by a ComEd sub-contractor. It has just been repaired and the LED installation will be completed soon.

C) CommAvia Report

Rob Mark gave the CommAvia Report:

- There was a lot of mostly positive newspaper coverage.

- There were 34 noise complaints last month. Two were received via the website comment form.
- Mead and Hunt is working on ideas that could be shared with pilots to reduce noise.
- Filming: AARP did a photo shoot at the airport.
- The website is working nicely and needs just a few things fixed.
- At the NEM public meeting it was pointed out to him that PWK is not the third busiest airport in Illinois, so he did some research. In 2002 there were approximately 173,000 operations at PWK and in 2016 there were approximately 80,000 which puts PWK in the number six position.
- He attended the Santa fly-in with Director Katz at Signature Flight Support which drew a happy crowd.

Director Cloud asked about the online noise complaint form which had an option to select UFO as an aircraft type. She would like that option changed.

D) CMT

Dan Pape gave the CMT report:

- The bypass taxiway is complete, and landscaping will be done in the spring.
- Runway rehab design project is starting back up.
- Efforts this month have been to help move Hawthorne's hangar project forward.
- The final TIPS package was sent to the State of Illinois.
- Pavement markings and repairs are done for 2017. CMT will be talking to the airport staff about what needs to be targeted next year.
- Working on the Tower Road project. The plans were submitted.

Director Katz asked if there is more work to be done at the East Quad and about widening runway 12/30. Jamie said there is a grass area at the East Quad that remains to be paved. Dan said that widening runway 12/30 will be discussed with the state.

Director Lang asked if there is any way to gauge how much runway 12/30 would be used if it was widened. Dan said that forecasts from the Master Plan are indicators and that it is up to the pilot's discretion to use that runway. It could be discussed

with the control tower to suggest runway 12/30 whenever possible. Jamie pointed out that it would be useful in crosswind situations.

E) Board Member Comments

- Director Kearns had no comments.
- Director Cloud spoke about the airport marketing information folders and commented that some of the information is outdated. She would also like the directors to receive a draft of the meeting minutes within seven days after the board meeting so that the information is fresher in everyone's minds.
- Director Lang spoke about the recent Village of Wheeling board meeting and said that curbs, gutters and grass parkways will be constructed along Industrial Lane in 2018. It will look nicer and control parking.
- Director Katz commented about LED lighting and asked how much money has been saved by the lights that have already been installed.
- Director Kiefer had no comments.

F) Correspondence and Chairman's Comments

Chairman Harris wished all a Happy Holidays.

VIII. New Business

A. Resolution 17-037 – A Resolution Authorizing the Payment of Claims;

A motion to approve was made by Director Lang and seconded by Director Cloud. The motion was approved by roll call. Ayes: Directors Cloud, Katz, Kearns, Kiefer, and Lang. Nays: None. Absent: Director Kolssak.

B. Resolution 17-038 – A Resolution Approving a Water Main Easement for the Village of Wheeling;

A motion to approve was made by Director Lang and seconded by Director Katz. The motion was approved by roll call. Ayes: Directors Cloud, Katz, Kearns, Kiefer, and Lang. Nays: None. Absent: Director Kolssak.

Director Kearns questioned the shape of the water main.

C. Resolution 17-039 – A Resolution Approving a New Rules and Procedures Policy for the Noise Committee;

A motion to approve was made by Director Katz and seconded by Director Kiefer. A motion to table was made by Director Cloud and seconded by Director Kearns. The

Resolution was tabled by voice vote. Ayes: Directors Cloud, Katz, Kearns, Kiefer, and Lang. Nays: None. Absent: Director Kolssak.

Director Lang commented about the difficulty of bringing new committee members up to speed on past discussion topics, keeping the work moving forward and recommended that new appointments be staggered. He asked how long the committee will continue to exist. Jamie predicted that with future sound attenuation efforts the committee will stay relevant for a while longer.

Director Cloud spoke about the importance of term limits and that it gives new people a voice on the committee. She said that new members can educate themselves on past topics by reading past minutes and she agreed that new appointments should be staggered.

Chairman Harris suggested that Jamie, Director Cloud and Director Lang should work on these suggestions and present to the board at the January meeting.

Director Katz suggested that any resident who is interested in being on the committee should submit an application for an open position.

D. Resolution 17-040 – A Resolution Adopting a Policy on Board Meeting Procedures;

A motion to approve was made by Director Cloud and seconded by Director Lang. The motion was approved by roll call. Ayes: Directors Cloud, Katz, Kearns, Kiefer, and Lang. Nays: None. Absent: Director Kolssak.

E. Discussion: Presentation by 845 Design Group on site selection for future Customs/Admin/SRE facilities and the selection of construction manager;

Megan Harte, 845 Design Group, presented the following:

- Needs board of director's decision on site selection and construction manager selection.
- Listed recently completed tasks and upcoming tasks.
- Presented a summary of the board's input.
- Summarized the space program (one, two or three buildings)

Dan Pape, CMT, spoke about the possible building sites:

- Summarized four different alternatives with pros and cons.
 - Customs at south end of airport and SRE/Admin at northwest corner of the airport.

- Hangar 4 and 7 would house Customs/SRE and Admin at northwest corner.
- All facilities at the northwest corner.
- Admin building off Tower Road and Customs/SRE at northwest corner.
- Jamie, CMT and 845 Design recommend after much discussion that the two best alternatives would be: 1A which would be Customs separate from Admin/SRE and 1B which would be Customs/SRE using existing buildings with Admin on Wolf Rd at the north end of the field.

Director Katz spoke about the possibility of closing runway 6/24.

Director Lang spoke about Customs being a priority. He questioned if 1B is a quick option to take care of Customs/SRE and leave the admin office for later.

Director Kearns spoke about the importance of having SRE close to the Admin office and asked about federal money for SRE. He also asked about public access to the proposed Customs building parking in alternative 1B.

Director Kiefer questioned security issues with Customs being in the same building as SRE.

Chairman Harris asked about parking requirements.

The consensus of the board is to focus on Alternatives 1A and 1B.

Megan then summarized the construction manager selection criteria. Three firms were considered for the pre-construction phase. Whichever firm is chosen will be most likely kept for the construction phase.

Director Kiefer spoke about Morgan Harbour.

Director Katz also discussed Morgan Harbour and pointed out the airport is familiar with their work and they have airfield experience. He also asked about the number of visits that were in the construction manager quotes.

Jamie spoke about Morgan Harbour and WB Olson as being the top two choices and said he called the references of all three firms.

Director Lang said that he is familiar with Morgan Harbour and WB Olson and is impressed with both.

Director Kearns asked about the construction management fees and said there is a significant savings with Morgan Harbour.

Chairman Harris said the consensus of the board is to move forward with Morgan Harbour as the construction manager.

F. Discussion: Job description and posting for a proposed Director of Economic Development/Strategic Planning position;

Jamie spoke about the job description draft, asked for comments and discussed how the job would be posted or if a recruiter would be used. He said this person would be focused on available real estate development.

Director Lang said the job description looks fine and asked if there is a way to post the job through NBAA. Director Kiefer said he has seen economic developers/planners at the NBAA conference.

Director Kearns pointed out that noise level was a repeated term in the job description.

Director Katz questioned who would vet the applicants. Attorney Tom Lester said the Chairman and the Executive Director should be responsible for screening the resumes/applications. Director Kiefer thinks the directors should be involved. Director Katz suggested the top candidates chosen by the Chairman and Executive Director be presented to the Board of Directors.

IX. Action Taken from Executive Session, if required

None.

X. Adjournment

A motion was made by Director Kiefer and seconded by Director Cloud to adjourn the meeting. The motion was unanimously approved by a voice vote. The meeting was adjourned at 8:34 p.m.

Respectfully submitted,



James Kiefer
Secretary