

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, JANUARY 13, 2016
1020 S. PLANT ROAD
WHEELING, IL 60090
6:00 PM**

I. Call to Order and Roll Call

Chairman McKenzie, called the meeting to order at 6:00 p.m. Roll call confirmed the following present: Directors Cloud, Katz, Kearns, Kolssak, Lang and Pace.

Absent: None

Also in Attendance: Jamie Abbott – 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 Cloud and seconded by Director Katz to approve the minutes from the December 16, 2015 Regular meeting. The motion was approved by a unanimous roll call vote.

Director Katz made a motion to approve the December 29, 2015 Special meeting minutes. The motion was seconded by Director Cloud. Vicki will fix an error in attendance notice my Director Kearns. The minutes were approved by a roll call vote. Ayes included Directors Cloud, Kearns, Katz, Kolssak and Pace. Director Lang abstained.

IV. Changes to the Agenda

There were no changes to the agenda.

V. Public Comments

There were no Public Comments.

VI. Hearing and Reports

A) Treasurer's Report

Director Kearns reported that there was an increase in Jet A fuel sales. Overall operations were down, but Customs operations increased in December. Expenditures were below budget.

Director Katz asked how operations could be down, yet fuel sales up. David Annin responded that corporate operations have been steady and planes can take on more fuel in cold weather.

B) Executive Director's Report.

Executive Director, Jamie Abbott, reported on the following:

- ➔ Jamie introduced new Operations Coordinator, Andrew Wolanik and airport intern, Bryce Walter.
- ➔ Erik Frenz has been hired to replace Maintenance Technician Harry Wollschied, who retired last month. Erik may start next week.
- ➔ CMT is wrapping up FBO and board member Master Plan interviews. There will be Master Plan presentations to both Wheeling and Prospect Heights on January 25th.
- ➔ The deadline for an online Master Plan survey to tenants and airport users has been extended to January 17th. Jamie will be taking surveys to the Schedulers and Dispatchers conference.
- ➔ Jamie will be out of the office attending at the Schedulers and Dispatchers conference next week.
- ➔ The first July 3rd meeting of 2016 will take place at the end of this month.
- ➔ It was agreed that board elections would be held in March since multiple directors will be absent for the February meeting.
- ➔ Vicki will poll board members to determine the date of the March budget workshop. Jamie suggested the creation of a short term budget wish list. Jamie replied to Director Cloud's question that the new dump truck was purchased for less than the budgeted amount.

C) CommAvia Report

- Rob Mark stated that the drone page is up on the airport's website. He's also posted a new warning about laser pointers.
- There will be a meeting with the tower next week regarding a departure procedure brought up by Steve Neff during a recent Noise Committee meeting.
- Rob has been working on a possible segment for the Voices in America series, which is broadcast on cable channels.
- Rob is working with the Illinois Film Office about filming at the airport.

- There were 21 noise complaints, most regarding late night or early morning flights.

Director Katz asked about posting drone warning signs at Heritage Park and other parks in the runway's path. Rob will follow up with the Park District.

D) Board Members Comments

- Director Kearns had no comment.
- Director Katz asked about maintenance run ups. Jamie explained that maintenance run ups are done on the Charlie pad, except on rare icy conditions when they will be done on the 16 pad. There was also discussion regarding the 310 departure procedure.
- Director Kolssak welcomed Andrew and Bryce.
- Director Lang echoed Director Kolssak's welcome to the airport's new employees.
- Director Cloud is seeking a charity organization that might be interested in furniture from the former Fairbridge Motel. The new owner is remodeling and the furniture will be donated on January 22nd & 23rd.
- Director Pace also welcomed Andrew and Bryce.

E) Correspondence and Chairman's Comments

- There was no correspondence. Chairman McKenzie welcomed Andrew and Bryce, as well.

VII. Consent Agenda

A. Resolution 16-001 - A Resolution Authorizing the Payment of Claims;

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

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

VIII. Old Business

There was no old business.

IX. New Business

- A. 16-002 - A Resolution Approving a Lease Agreement Between Chicago Executive Airport and Prospect Hospitality Group, LLC for the Motel Parking Lot Property;

A motion to approve was made by Director Kolssak and seconded by Director Lang.

Jamie explained this is a 20 year lease with the new motel property owner. Rent will be abated for the first year, then increased over time to current lease rates.

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

- B. 16-003 - A Resolution Approving the Sale of Surplus Personal Property;

A motion to approve was made by Director Katz and seconded by Director Cloud.

The airport is declaring the old dump truck and the Chevy Tahoe as surplus property. This will allow the property to be sold. As instructed, both will be offered to the City and Village prior to being listed on GovDeals.com.

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

- C. 16-004 - A Resolution Approving the Authorized Cardholder for the Chicago Executive Airport MB Financial Credit Cards.

A motion to approve was made by Director Pace and seconded by Director Lang.

This resolution allows the removal of former employees and the addition of current employees to the list of authorized card holders. Jamie responded that there are spending limits on each card and that he must approve all purchases.

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

X. Executive Session

There was no Executive Session.

XI. Action Taken from Executive Session

There was no Executive Session.

XII. Adjournment

A motion was made by Director Kolssak and seconded by Director Pace to adjourn the meeting. The motion was unanimously approved by a voice vote. The meeting was adjourned at 6:45p.m.

Respectfully submitted,

Neal Katz
Secretary