

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, JANUARY 18, 2017
1020 S PLANT ROAD
WHEELING, IL 60090
6:00 PM**

I. Call to Order and Roll Call

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

Absent: Director Kearns

Also in Attendance: Jamie Abbott – Executive Director
 Jennifer Pfeifer- Recording Secretary

Absent: Scott Campbell – CFO
 Tom Lester - Attorney

II. Pledge of Allegiance

Acting Chairman Cloud led those in attendance in the Pledge of Allegiance.

III. Approval of Minutes

A motion was made by Director Katz and seconded by Director Kolssak to approve the minutes from the December 21, 2016 Regular Board Meeting. The motion was approved by a voice vote. Ayes: Directors Cloud, Katz, and Kiefer and Kolssak. Nays: None. Absent: Director Kearns.

IV. Changes to the Agenda

None.

V. Public Comments

Cyndi Kraft spoke about her record of the number of jets that have flown over her house within a two-hour period. She lives $\frac{3}{4}$'s of a mile from the end of the runway. Would like to know what is going to be done and what can be done.

Steve Neff spoke about airport noise and his review of the general powers and duties of the board and the inter-governmental agreement. He pointed out one item regarding noise abatement. Would like an impact on the noise issues, mostly night flights and those flights that are re-staging early in the morning from Janesville and Aurora.

VI. Executive Session

None.

VII. Hearing and Reports

A) Treasurer's Report

Executive Director Jamie Abbott gave the treasurer's report. Fuel flowage in December increased from November but down from December 2015. Low lead fuel sales increased. Flight operations were down in December most likely due to the weather. Customs were down one. December operating revenues were over budget due to fuel flowage. Administrative expenses were under budget. Operations and maintenance expenses were over budget due to overtime and the weather. There was net operating income.

Director Lang asked if any business has been lost due to the change in Customs operations. Jamie replied that overall no business has been lost but some FBO's have lost customers to another FBO on the field. When the new administration is established then will lobby in Washington DC to change the procedure for clearing aircraft.

B) Executive Director's Report.

Executive Director, Jamie Abbott, reported on the following:

- ➔ Has a meeting set with Customs officials to discuss facility requirements. New facility specifications come out in a month. Will report back with information. When the time comes the FBOs will be involved with the process and a site chosen.
- ➔ Would like the board to consider where the proceeds from the 5K on July 1st will be donated.
- ➔ Will attend NBAA Schedulers and Dispatchers conference in February with Bryce Walter, Assistant Airport Operations. Rob Mark will create a marketing piece to be distributed. Acting Chairman Cloud suggested including noise abatement information.
- ➔ Attended a CABAA luncheon. Ed Bolen from NBAA spoke about updates in the industry. His business aviation message was positive and there is optimism in the industry with the new President.

Director Kolssak suggested a list of local, aviation related charities be put together for the 5K event.

Director Katz spoke about the marketing tools for NBAA and brochures that the airport already has. Director Lang pointed out that the current marketing materials contain some old information that should be updated.

C) CommAvia Report

Rob Mark spoke about the following:

- The marketing piece for NBAA is small and cost effective.
- Media relations – he spoke to some reporters recently about a news story and will be taking a new Daily Herald reporter on a tour of the airport next week.
- Noise complaints were down in December. He has composed a letter with Mead and Hunt to airport tenants regarding noise. The FAA is reviewing the letter now and will give their opinion.
- Flight Aware had a glitch and some aircraft were not showing up. This has been fixed.

- Will have a booth on January 28th at the 99's IFR & VFR seminar which is usually attended by approximately 200 people.
- Community newsletters – news stories are being received and hopefully will be published in upcoming issues sent to residents.

Director Katz asked if the O'Hare runway rotations result in noise complaints received by Chicago Executive Airport. Rob Mark replied no.

Director Kolssak and Acting Chairman Cloud commented about media relations and speaking to reporters.

D) Board Members Comments

- Director Kolssak had no comments.
- Director Kiefer had no comments.
- Director Katz asked about the NEM Update, the airport property list and the ComEd bill since LED lights were installed. Jamie said that by the end of the year there will be a NEM updated map and the NEM Update consultant will be at the March Board of Directors meeting. The ComEd bill has been reduced and he will forward that information.
- Director Lang had no comments.

E) Correspondence and Chairman's Comments

- Acting Chairman Cloud spoke about the following topics:
 - i. The new airport sign design is decided upon but installation has been put on hold.
 - ii. U.S. Customs situation is not in the airport's control and there will be more information at the March meeting.
 - iii. The February meeting will be held as scheduled on the 15th, however, a couple of the directors will be absent.
 - iv. Chairman Tourtelot resigned due to other commitments. She will chair until a new chairman is chosen.
 - v. Past due accounts receivable – noted that money had been collected.
 - vi. There will be more information on the schedule of lease holds next month.
 - vii. There was no correspondence to discuss.

IX. Consent Agenda

- A. Resolution 17-001 - A Resolution Authorizing the Payment of Claims;

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

X. Old Business

None.

XI. New Business

- A. Resolution 17-002 – A Resolution approving a Professional Services Agreement with LEVEL 4 IT, INC.

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

Jamie spoke about Level 4 IT. Their service will save the airport approximately \$500 per month and it will also resolve the conflict between audit and IT duties that exist with SIKICH. There will also be the purchase of a backup drive that was not included with the resolution.

Director Kolssak said that he spoke to the owner of Level 4 IT. He recommends that the Airport attorney look over the service contract and that an inventory of IT items that need to be supported should be included. He said that the pricing is commensurate with the market and that the backup drive that is being purchased separately is a disaster recovery item that he recommended. He commented on how SIKICH was billing the airport. He believes Level 4 will be proactive and will be able to handle problems remotely.

Acting Chairman Cloud asked about the term of the contract. Director Kolssak added that there should be a no-fault 60- day out as part of the contract.

XII. Action Taken from Executive Session, if required

None.

XIII. Adjournment

A motion was made by Director Kolssak and seconded by Director Kiefer to adjourn the meeting. The motion was unanimously approved by a voice vote. The meeting was adjourned at 6:37 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Neal Katz". The signature is written in a cursive, slightly slanted style.

Neal Katz
Secretary