

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, FEBRUARY 15, 2017
1020 S PLANT ROAD
WHEELING, IL 60090
6:00 PM**

I. Call to Order and Roll Call

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

Absent: Directors Cloud and Kolssak

Also in Attendance: Jamie Abbott – Executive Director
 Jennifer Pfeifer- Recording Secretary
 Scott Campbell – CFO
 Tom Lester – Attorney

Absent: Rob Mark - CommAvia

II. Pledge of Allegiance

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

III. Approval of Minutes

A motion was made by Director Kiefer and seconded by Director Lang to approve the minutes from the January 18, 2017 Regular Board Meeting. The motion was approved by a voice vote. Ayes: Directors Katz, Kearns, Kiefer and Lang. Nays: None. Absent: Directors Cloud and Kolssak.

IV. Changes to the Agenda

None.

V. Public Comments

Steve Neff spoke about the tenant noise letter contents and distribution. He would like more emphasis on certain sentences in the letter. He suggested placing copies of the letter in the pilot's lounge and at the FBOs. He spoke about flights that arrive and depart at night.

Phil Mader also spoke about the tenant noise letter. He agreed with Steve Neff's comments. He questioned if the letter had been distributed yet. He spoke about pilots who seem to be making a better effort to be quiet. He would like the letter to go out to all dispatchers and charter companies.

VI. Executive Session

None.

VII. Hearing and Reports

A) Treasurer's Report

Director Kearns gave the treasurer's report. Fuel flowage was down for the month. Jet A sales are more 90% of total fuel sales. No low lead fuel was delivered for the month. Total operations were down from December, however the rolling total for 2017 is ahead of 2016 and 2015. Customs were slightly down. January operating revenues were over budget. Total operating expenses were under budget. Normal transfers were made to reserve funds.

B) Executive Director's Report.

Executive Director, Jamie Abbott, reported on the following:

- ➔ The Budget Workshop will be held in March before the next Board Meeting. Date suggestions will be sent to the Directors.
- ➔ CEA received the CAFR award again this year. Congrats to Scott Campbell.
- ➔ A list of possible scholarship funds has been distributed to the Directors. The Directors will decide which will receive the proceeds from the 5K Run the Runway. A decision will be made at the March board meeting.
- ➔ NBAA conference is in October and the deadline for preferred booth placement is 2/17/17. Asked the Directors for their opinion on whether CEA should have a booth at the conference. The entire booth cost is due and is non-refundable. All Directors present agreed that CEA should have a booth.
- ➔ Attended NBAA – Schedulers and Dispatchers conference with Bryce Walter, Assistant Airport Operations. They met with many schedulers, dispatchers, flight departments and FBO's. They visited four other airports in the area and talked to the airport managers. They toured their administrative, maintenance and customs facilities and have some good ideas on how to proceed.
- ➔ CMT received an award for the project completed at CEA. Brian Welker from CMT spoke about the award and criteria.
- ➔ Direct mailers with drone information will be mailed to approximately 24,000 area residents. The postage will cost approximately \$4300.
- ➔ The Lima bypass taxiway pre-construction meeting will be held on March 17th. Construction will begin as soon as the weather breaks.
- ➔ Property Evaluations of all airport leaseholds were distributed to the Directors. This report contains information about each piece of property, condition of buildings, terms of the lease and photos.

Director Lang pointed out that any scholarships considered should be aviation related.

Directors Kearns and Katz spoke about how important it is for the airport to have a booth at the NBAA conference and that it keeps the image of the airport strong.

Director Katz asked about the Post Office program that prints and mails for customers. Director Lang said that it might be possible to put the mailer as an insert in the Village Newsletter.

Contact Lisa at the Village for information. Director Kearns said the same thing might be available through Prospect Heights.

Director Kiefer questioned funding problems for the Lima Bypass Taxiway. The funding has already been approved and set aside so there will be no issues.

C) CommAvia Report

Executive Director, Jamie Abbott gave the report in Rob Mark's absence:

- Working on noise issues.
- The noise letter has been mailed to airport tenants and will be distributed to the FBO's.

Director Lang said that it should be emailed to everyone, too. Jamie said that we will email it to the names on the NOTAM email list.

D) Board Members Comments

- Director Kiefer is looking forward to the new construction season and commented about upcoming projects.
- Director Lang had no comments.
- Director Kearns spoke about the proceeds from the Run the Runway 5K event and asked when the planning officially starts. Jamie expects planning to start March 1st.

E) Correspondence and Chairman's Comments

- Acting Chairman Katz spoke about the following topics:
 - i. Joint Workshop date needs to be planned and meeting venue reserved.
 - ii. Each pay period a director must sign one paycheck for an employee who does not have direct deposit. Is there a more convenient way this can be handled? Attorney, Tom Lester, answered that the board can authorize the Executive Director to sign only payroll checks. There would have to be an approved resolution. The Directors present indicated that they are in favor of this.

IX. Consent Agenda

- A. Resolution 17-003 - A Resolution Authorizing the Payment of Claims;

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

X. Old Business

None.

XI. New Business

- A. Resolution 17-004 – A Resolution Approving the Sale of Surplus Personal Property;

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

Director Lang asked what signs were for sale. Director Kearns asked if the items would be put on the auction website. Attorney, Tom Lester, clarified that the law states that before items are sold or disposed of, the board must approve.

XII. Action Taken from Executive Session, if required

None.

XIII. Adjournment

A motion was made by Director Lang and seconded by Director Kiefer to adjourn the meeting. The motion was unanimously approved by a voice vote. The meeting was adjourned at 6:33 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 initial "N" and a stylized "K".

Neal Katz
Secretary