

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, MARCH 15, 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 Cloud, Katz, Kearns, Kiefer, Kolssak and Lang.

Absent: None

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

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 Kiefer and seconded by Director Katz to approve the minutes from the February 15, 2017 Regular Board Meeting. The motion was approved by a voice vote. Ayes: Directors Cloud, Katz, Kearns, Kiefer, Kolssak and Lang. Nays: None. Absent: None.

A motion was made by Director Katz and seconded by Director Kearns to approve the minutes from the March 13, 2017 Budget Workshop Meeting. The motion was approved by a voice vote. Ayes: Directors Cloud, Katz, Kearns, Kiefer, Kolssak and Lang. Nays: None. Absent: None.

IV. Changes to the Agenda

Executive Director Jamie Abbott requested item X. Executive Session move to before item IX. D.

V. Public Comments

Henry Fiorentini introduced himself and spoke about Executive Tenants Club (ETC), the back ground of the club and its benefits. He read positive comments from club members.

Howard Levinson spoke about the work and effort Henry has put into ETC.

VI. Hearing and Reports

A) Treasurer’s Report

Director Kearns gave the treasurer's report. He spoke about revenues and noted that operating income is ahead of schedule. There was a net gain for the month after transfers to the capital funds. Fuel flowage is higher for the twelve-month rolling total. Low lead was up. Total operations were slightly down for the twelve-month rolling total. February 2017 operations are about flat with February 2016.

B) Executive Director's Report.

Executive Director, Jamie Abbott, reported on the following:

- ➔ Meeting scheduled for March 16 at the FAA district office and CMT.
- ➔ Preconstruction meeting March 16 for the Lima Bypass project.
- ➔ Sean Smith, CMT, is moving to Indianapolis and there will be a new lead engineer working on airport projects.
- ➔ First Run the Runway meeting next week. The event takes place on Saturday, July 1st.
- ➔ Scott and Jason have been going for training on Federal and State Grants and how to complete paperwork.
- ➔ The Joint Workshop is coming up in June. A date needs to be selected. Acting Chairman Cloud suggested that Jamie ask the mayors about possible dates.

C) CommAvia Report

Rob Mark reported on the following:

- Working on a flyer with drone information for the communities. He contacted the Daily Herald about distribution options and the price is very reasonable.
- There were the same number of noise complaints in February as there were in January. He spoke about the noise committee meeting that took place on March 1st.
- He met with the Illinois Film Office Deputy Director, showed him around the airport and talked about doing some filming with aviation in the background.
- Spoke about the possibility of corporatization of the Air Traffic Control system. It would be semi-private, like the post office, and funded by user fees.

Director Katz spoke about a local builder who approached him about using a commercial drone. Rob Mark summarized the guidelines regarding drones near the airport and the process a drone operator should go through. Director Katz also asked about drone signs at the park districts.

Director Cloud asked about profits from companies who have filmed at the airport. She also asked about putting the drone flyer into the Village Newsletter. Rob spoke to the Village and was told they cannot do an insert. She said that drone information is preventative maintenance.

Director Kolssak spoke about the drone issue and questioned how much time and money should be spent on this issue. He recommended that information be put into the municipal newsletters. Rob pointed out the safety issues with drones flying near the airport. Director Kolssak would also like to know what other airports are doing to address the drone issue.

Director Lang asked if a map could be put on the drone signs at the park district and around the airport showing the 5-mile radius that should be drone free.

Director Kearns asked if Rob had approached both municipalities about putting a message on their scrolling signs. Rob will contact them.

Jamie said that there will be a public service announcement about drones filmed at Prospect Heights' TV studio and broadcast on the public access channel. This film could be shared with Wheeling and other towns.

D) Board Members Comments

- Director Kiefer had no comments.
- Director Katz thanked Sean Smith from CMT for all the work he's done at the airport.
- Director Lang had no comments.
- Director Kolssak spoke about a Wheeling based company who did not get the bid to do a job at the airport. He asked about a policy for hometown discounts for Wheeling and Prospect Heights businesses. Attorney Tom Lester pointed out problems with FAA funded projects and the differences in the communities. Director Kolssak would like local businesses to be given more attention when they bid on jobs here at the airport. He then spoke about the letter he received from Steve Neff about landing fees. He would like cameras installed that would capture tail numbers of aircraft and gather information for future use. He recommends getting a quote on cameras from the security company. Acting Chairman Cloud would like a quote for the April meeting. A camera will be installed on Hangar 11 to capture the south end of the airfield. There is a camera on the north end of the field already.
- Director Kearns said there is one more day to apply for scholarships through the Scholarship Assistance Fund. Acting Chairman Cloud asked if scholarships could be considered for high school.

E) Correspondence and Chairman's Comments

- Acting Chairman Cloud spoke about the following topics:
 - i. Asked Henry Fiorentini, ETC, if there is a set trial period for the lower fuel cost.
 - ii. Thanked Sean Smith for everything he's done for the airport.
 - iii. Asked Scott about past due rents and would like a report for the April meeting.
 - iv. Spoke about the job descriptions for the Executive Director and Chief Financial Officer. She would like to discuss this at the April meeting.

IX. Consent Agenda

A. Resolution 17-005 - A Resolution Authorizing the Payment of Claims;

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

X. Old Business

None.

XI. New Business

A. Resolution 17-006 – A Resolution Recommending Approval of the FY18 Budget for Chicago Executive Airport;

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

Director Kolssak asked about the budget memo regarding changes to be made per the Budget Workshop Meeting. Those changes will be made and the budget goes to the village and city for approval.

B. Resolution 17-007 – A Resolution Approving a New Travel Policy for Chicago Executive Airport;

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

Director Kearns asked for clarification. Jamie replied this was directed by the State of IL to public entities to set policy and he gave a summary. Attorney Tom Lester spoke about the penalty for not having a formal policy.

C. Resolution 17-008 – A Resolution Authorizing the Executive Director to be Added as a Signor on the Employee Payroll Account:

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

XII. Executive Session – At 6:49 p.m. a motion was made by Director Kolssak and seconded by Director Kiefer to go into Executive Session pursuant to 5 ILCS 120 (c)(6) to discuss the sale or lease of Airport property.

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

At 7:14 p.m. a motion was made by Director Kearns and seconded by Director Katz to return to regular session.

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

XIII. New Business Continued

A. Resolution 17-009 – A Resolution Approving the Net Ground Lease Agreement with Hawthorne Global Aviation Services, LLC Relation to the Charlie Pad Area;

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

Directors Katz and Lang questioned signage for the new building and when David Annin expected to be in front of the plan commission.

B. Election of Officers;

Director Kolssak nominated Director Kiefer for Secretary. Director Lang nominated Director Kearns for Treasurer. Director Lang nominated Director Katz for Acting Chairman.

The nominations were accepted and approved by voice vote. Ayes: Directors Cloud, Katz, Kearns, Kiefer, Kolssak and Lang. Nays: None. Absent: None.

XIV. Action Taken from Executive Session, if required

None.

XV. Adjournment

A motion was made by Director Kiefer and seconded by Director Katz to adjourn the meeting. The motion was unanimously approved by a voice vote. The meeting was adjourned at 7:21 p.m.

Respectfully submitted,



James Kiefer
Secretary