

**CHICAGO EXECUTIVE AIRPORT  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
WEDNESDAY, APRIL 20, 2016  
1020 S. PLANT ROAD  
WHEELING, IL 60090  
6:00 PM**

**I. Call to Order and Roll Call**

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

Absent: Directors: None

Also in Attendance:     Jamie Abbott – Executive Director  
                                  Scott Campbell – Chief Financial Officer  
                                  Elizabeth Makowski- Recording Secretary  
                                  Tom Lester – Airport Attorney

**II. Pledge of Allegiance**

Director 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 Lang to approve the minutes from the March 16, 2016 Regular meeting. The motion was approved by a roll call vote. Ayes: Directors Cloud, Katz, Kearns, Kolssak, Lang and Kiefer. Nays: None. Absent: None

**IV. Changes to the Agenda**

There was a change to move items VI. A-E down to create a new VI. A. Welcome Director Kiefer to tonight's agenda.

**V. Public Comments**

Director Cloud reminded those in attendance of the 5-minute time limit on Public Comments and introduced Mr. Phil Mader.

Mr. Phil Mader related his concerns that the airport does not have the funds for the items that the community wants. He expressed frustration over the nighttime noise and not getting informative answers from the airport.

Ms. Madeline Monaco spoke regarding adding fuel pumps for tenants to purchase fuel from the airport. She stated that it would be a new revenue stream without subtracting from other businesses on the airfield, since tenants currently do not purchase fuel at the airport.

Mr. Michael Haupt made the airport aware that it is the 90<sup>th</sup> anniversary of the airport. He would like the Board to commemorate the occasion.

## **VI. Hearing and Reports**

### **A) Welcome Director Kiefer**

Director Cloud introduced Mayor Nick Helmer of Prospect Heights. He congratulated the Board, and Jamie Abbott specifically for all the work that they have done. Mayor Helmer welcomed Director Kiefer to the Board and stated, “this is the right guy for this board,” and wished Director Kiefer luck.

Director Cloud introduced Village President Dean Argiris of Wheeling. He welcomed Director Kiefer to the Board, and introduced possible future Chairman of the Board, John D. Tourtelot. Village President Argiris stated that Tourtelot has a business mentality and really listens to people and their concerns.

Director Cloud introduced John D. Tourtelot. He has been a judge for 20 years and in law enforcement before that. He has prior experience with being on a bank and hospital board. He plans on listening to the community and may possibly come and listen to the airport noise at 5 am. He stated that the current Board has “been doing a good job.”

### **B) Treasurer’s Report**

Director Kearns reported that fuel flowage for February-March increased. Operations were up slightly for the quarter but down annually, US Customs were down for the month. Administrative, Operations and Maintenance expenses are all below budget.

### **C) Executive Director’s Report.**

Executive Director, Jamie Abbott, reported on the following:

- ➔ Welcome Director Kiefer, and possible future Chairman Tourtelot.
- ➔ Meeting on Thursday, April 21, 2016 at Hangar 19 with the airfield pilots regarding the Noise Abatement. FAA wants the pilots’ feedback before moving forward with a 6-month test run of the 310 Departure. He will make sure to mention the noise complaints from the North side of the airport. CMT will also attend and ask pilots about Master Plan.
- ➔ Hawthorne Aviation is having an Expo on April 27, the Board is invited.
- ➔ Jamie will attend an event hosted by CABAA on a Safety Day in Oakbrook, IL with Scott Campbell and Andrew Wolanik on April 28.
- ➔ Jamie will attend Illinois Aviation Conference on May 4-5. He will skype into the Rock the Runway Meeting May 5.
- ➔ Jamie will attend annual AAEE event in Houston, TX on May 15-18.

- ➔ Jamie will attend NBAA event in Orlando, FL. A block of hotel rooms will be reserved for the event, and Jamie would like the new members to attend.
- ➔ Storm Sewer repairs are in progress, waiting for the concrete to cure.
- ➔ Pad of grass to be converted to concrete on taxiway, should be a 30-day project to start on June 1. East Quad will then have 1 last area of peninsula shaped grass that will need to be filled in.
- ➔ Jamie explained Resolution 16-018 Sewer Improvements to replace a large portion of the line near the hotel prior to the hotel being opened. It has been having draining issues.
- ➔ RFQ for Noise Exposure Maps are due Friday.
- ➔ Runway resurfacing project will take approximately 12 weeks to complete, we will have a meeting regarding timeframe soon. Work should be limited to Fridays 10 pm to Mondays 6 am depending on weather.

#### **D) CommAvia Report**

- Rob Mark reported that the *Wheeling Journal and Topics* will be doing an article about the airport in an upcoming issue.
- Rob and Jamie Abbott have lead multiple airport tours to groups in the community.
- FAA released an Order outlining guidance for users in November, Rob and Jamie will help simplify the information and help raise awareness about Drone Safety.
- Rob has been responding to noise complaints, and is planning a series of articles about what the airport can and cannot do about noise issues.
- Boosting media traffic with updates on photos and industry stories about the airport. A podcast will be published soon with an interview with Howard Levinson, the oldest pilot on our airfield.
- Rob may start a Young Eagles group, there are no close local chapters.

Director Cloud added an idea to ask the airport community for volunteers to include their input on how to explain drone policy more clearly and easily.

#### **E) Board Members Comments**

- Director Kearns welcomed Director Kiefer, and possible future Chairman Tourtelot to the Board. Director Kearns thanks former Director Pace for his previous work on the Board.
- Director Kolssak welcomed Director Kiefer, and possible future Chairman Tourtelot to the Board. Director Kolssak would like to recognize former Director Pace for his previous work on the Board. Congratulations to Jamie Abbott for quickly getting the EMAS repaired after the incident, and Rob Mark for working hard about the noise issues.
- Director Katz welcomed Director Kiefer, and possible future Chairman Tourtelot to the Board. Director Katz would like to recognize former Director Pace for his previous work on the Board. Director Katz thanked Director Cloud for the work that she has been doing.
- Director Kiefer thanked everyone for the warm welcome and is “awed and humbled” for this opportunity.

- Director Lang welcomed Director Kiefer, and possible future Chairman Tourtelot to the Board. Director Lang also thanked Director Cloud and stated she did a “fantastic job.”

#### **F) Correspondence and Chairman’s Comments**

Director Cloud welcomed Director Kiefer, and possible future Chairman Tourtelot to the Board. Thanked Mr. Haupt for making the Board aware of the 90<sup>th</sup> anniversary of the airport and would like to also see some sort of event for it. She remarked that the Board is listening to the communities’ concerns about noise and other issues.

#### **VII. Consent Agenda**

##### **A. Resolution 16-017 - A Resolution Authorizing the Payment of Claims;**

A motion was made by Director Kolssak and seconded by Director Katz to approve Item A. on this evening’s consent agenda.

Director Kearns was concerned about the airport’s payment for the EMAS repairs being sent out before we received the insurance payout. Jamie was able to explain that we should be reimbursed from the insurance company within 30 days. Director Kearns also asked about Pete’s Snow Plow and where they snow plow for us; Jamie clarified that they do the work outside the fence.

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

#### **VIII. Old Business**

There was no old business.

#### **IX. New Business**

##### **A. Resolution 16-018 – A Resolution Approving an Award of Contract to Archon Construction Co., Inc. for 2016 Sanitary Sewer Improvements;**

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

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

##### **B. Resolution 16-019 – A Resolution Approving a Filming/Photography Policy for Chicago Executive Airport;**

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

Director Lang was concerned about FBOs security and if they can film on their own tarmacs. Jamie stated that in the FBOs’ leases, they cannot film outside, but inside their

own hangars they can. Jamie answered Director Katz question that the airport staff would be the security escorts and not FBO employees. Director Kearns would like the wording clarified on item 4 about permit fees/security escorts. Jamie will change the wording to be more definitive in rates and set prices.

A motion to table was made by Director Kolssak and seconded by Director Kearns.

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

C. Resolution 16-020 – A Resolution Authorizing the Write-Off of Tenant Accounts Receivable;

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

Director Kolssak asked if we have tried to collect through a collection agency which was confirmed by Scott Campbell. Director Kolssak, Director Katz, and Director Lang expressed concerns about not having a policy in place to raise awareness of past dues sooner. Director Kolssak and Director Katz would like to get a policy and procedure in place for future past dues. Director Katz questioned if we can put a lean on past due tenant planes which was answered by our Attorney, Tom Lester, that we can with the tail number. Director Cloud questioned if the hangars were empty and Jamie informed that we have new tenants in the hangars.

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

**X. Executive Session**

There was no Executive Session.

**XI. Adjournment**

A motion was made by Director Kolssak and seconded by Director Lang to adjourn the meeting. The motion was unanimously approved by a voice vote. The meeting was adjourned at 7:14 p.m.

Respectfully submitted,

Neal Katz  
Secretary