

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, MARCH 18, 2015
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, Kolssak, and Lang.

Absent: Director Kearns and Pace. Director Kearns arrived at 6:05pm and Director Pace at 6:10pm.

Also in Attendance: Jamie Abbott – Executive Director
 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 Katz and seconded by Director Cloud to approve the minutes of the March 11, 2015 Budget Meeting and the March 18, 2015 Regular Meeting. The motion was approved by voice vote.

IV. Changes to the Agenda

Executive Director Jamie Abbott asked that the board consider tabling the personnel policy resolution as there are still some adjustments that need to be made. Attorney Tom Lester stated that the board could make that decision when the item came up on the agenda for approval.

V. Public Comments

Chairman McKenzie welcomed attendees and reminded speakers of the one minute warning included in the 5 minute per speaker time allotment.

The first speaker was Ms. Madeleine Monaco. She reminded the board that she and the other CEPA tenants would like to purchase fuel at the airport and be a part of the profit base.

Mr. Steve Neff. He stated that that he had attended O'Hare noise meetings. He would like to see the airport purchase noise monitoring equipment and utilize the local STEM school programs to

help collect and compile the data. He also commented about an aviation fuel sales tax change that would keep those taxes on the airport. He would like to see that money go to noise monitoring.

VI. Hearings and Reports

A) Treasurer's Report

Director Kearns apologized for his late arrival. He reported that total Jet A fuel flowage from February to March showed a slight decrease. Sales of 100LL is also down this month by about 1,000 gallons. Flight operations are up 2,108 from February. Revenue came in over budget. Fuel flowage permits and fees and short term rentals are all over budget. T-hangar and tie downs are under budget. Administrative expenses were over budget, while personnel, services and supplies were all under budget. Operations and maintenance were all under budget.

B) Executive Director's Report.

Executive Director, Jamie Abbott, reported on the following:

- ➔ Jamie reported that there will be a brief closure of runway 16/34 on Tuesday, April 28th from 10:00am – 12:00pm for some painting, seeding and final punch list items.
- ➔ CMT has determined that it would not be to the airport's advantage to accept the dirt fill east of the 94th Aero Squadron property. It would take up too much storm water detention. The area will be cleaned up and seeded.
- ➔ The airport will host an RSAT meeting on May 6th that will be run by the FAA. We regularly host local runway safety meetings, but this will be a larger meeting, prompted by runway incursions that have taken place at other airports.
- ➔ The State has informed Jamie that the Northbrook VOR is scheduled to be decommissioned. The VOR is an important navigational aid and the airport will fight to keep it operational.
- ➔ The airport held a noise abatement brain storming session, which was attended by the FBOs, airport staff, the tower manager, Directors Katz and Lang and pilots. There were some good idea discussed. Some, like better pilot education on noise issues, can begin immediately. Director Katz added that there are other plans in the works, like a new FAA approach, that will help with noise issues.
- ➔ In reference to Mr. Neff's comment about the high schools getting involved with noise monitoring through the STEP program, Jamie has a call into the Wheeling High School principal.
- ➔ Jamie has a call in to the Cook County Forest Preserver regarding trees at the approach end of runway 24.

- ➔ The airport budget is on the agenda for the City of Prospect Heights and the Village of Wheeling for next Monday.

C) Chief Executive Officer Report

- Charlie Priester reported that we are in the final stages of Phase 1 of the Master Plan. The draft document contains good, quality work. The report will be in the board's hands the week of May 4th.

D) CommAvia Report

- Rob Mark reported on the trip that he and Jamie took to the FAA's Chicago Center regarding the possible approach from the south and south-east. There is a pilot working through CABAA to make the approach a reality for the airport. A new approach would help with noise concerns.
- Mr. Mark has been working on race flyers and advertising for the 5K. He is finalizing the airport's new website. He hoped to have it active very soon.
- Mr. Mark stated that, while noise abatement a significant issue, safety must always remain the first priority.

E) Board Members Comments

- Director Kearns thanked David Annin for the use of the Hawthorne hangar for the Dollars for Scholars event. He also thanked Al Palicki and the Signature staff for their work in the set up and cooperation between the FBOs.
- Director Katz asked that all of the expenses associated with noise abatement be tracked so we can see what our actual costs are and that there be a separate line item in future budgets.
- Director Kolssak expressed his gratitude to all who came out, called, sent a card or a note when his father passed. It was greatly appreciated.
- Director Lang asked David Annin if the fueling equipment along Milwaukee Ave. could be shielded from view. Mr. Annin explained that there landscaping has been planted to block the view of that equipment, but it will take time for it to grow and fill in.
- Director Cloud thanked Mr. Steve Neff for the professionalism he showed when he addressed the board.
- Director Pace had no comments.

F) Correspondence and Chairman's Comments

Chairman McKenzie had no comments.

VII. Consent Agenda

- A. Resolution 15-006 - 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. 15-007 - A Approving an Updated Personnel Policy Manual for Chicago Executive Airport;

A motion was made by Director Kolssak to table Item A. A Resolution Approving and Updated Personnel Policy Manual for Chicago Executive Airport. The motion was seconded by Director Cloud.

Chairman McKenzie explained that Jamie would like some extra time to make sure the document is finalized before voting on it at the next meeting.

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

B. 15-0080 - A Resolution Recommending Approval of the Execution of Documents for the Reduction in the Interest Rate of the Southwest T-Hangar Loan;

Scott Campbell explained that the loan on the southwest t-hangars is one of a few loans the airport has. He has been in discussion with the all of the airports lenders reduce the rates on the loans. This resolution gives the bank authorization to create the new documents. The loan documents are signed by the mayors and city clerks of Wheeling and Prospect Heights. Scott recommended that the same payment is made with the additional amount going toward interest to accelerate the pay off.

Director Cloud asked about the City Clerk's name on the resolution, as she has not yet been sworn in.

A motion to approve was made by Director Kolssak and seconded by director Kearns to amend the resolution to remove the name of Wendy Morgan Adams as a signer and replace with "City Clerk".

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

A motion was made to approve Resolution 15-005, as amended by Director Pace and seconded by Director Cloud.

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

The budget will be presented to the City of Prospect Heights and the Village of Wheeling at their next available meetings.

X. Executive Session

A motion was made by Director Pace and seconded by Director Cloud to go into Executive Session pursuant to 5 ILCS 120/2 (c) (1) and (6) to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees and the sale or lease of property owned by the public body.

XI. Action Taken from Executive Session

There was no action taken from Executive Session.

XII. Adjournment

A motion was made by Director Cloud and seconded by Director Pace to adjourn the meeting. The motion was unanimously approved by a voice vote. The meeting was adjourned at 7:30p.m.

Respectfully submitted,



Neal Katz
Secretary