

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
THURSDAY, JUNE 9, 2016
THE WESTIN CHICAGO NORTH SHORE
BOTANIC GARDEN BALLROOM A
601 N MILWAUKEE AVE.
WHEELING, IL 60090
4:00 PM**

I. Call to Order and Roll Call

Chairman Tourtelot called the meeting to order at 4:02 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
 Jennifer Pfeifer- Recording Secretary
 Tom Lester – Airport Attorney
 Bryce Walter – Operations Assistant

II. Pledge of Allegiance

Chairman Tourtelot 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 May 18, 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 no change to the agenda.

V. Public Comments

Steve Neff commented on the Noise Committee Meeting that took place on June 8, 2016. He noted that there was no representation from the City of Prospect Heights.

Madeline Monaco stated that she will have a proposal regarding Self-Serve Avgas ready to discuss with Jamie next week. She also extended an invitation to everyone for the annual CEPA Pancake breakfast that is taking place Saturday, June 11 at the Northeast T-hangars.

VI. Hearing and Reports

A) Treasurer's Report

Director Kearns reported that fuel flowage for April to May increased. Operations were up from April; US Customs were up for the month slightly. Administrative, Operations and Maintenance expenses are all below budget. There was increase in net income.

B) Executive Director's Report.

Executive Director, Jamie Abbott, reported on the following:

- ➔ Construction Update – Runway rehab starts on June 10. The runway will close from 10:00 PM Friday nights and will re-open on Monday mornings. The project is scheduled to be finished in 13 weeks.
- ➔ The East quad apron project is progressing.
- ➔ Bypass taxi-way – The bid is due this month. This project is planned for 2017.
- ➔ Airport signage – The RFQ (Request for Quote) is almost finished for the construction of a new sign that will be constructed at the southeast corner of the airport on Milwaukee Avenue and Palatine Road.
- ➔ The list of airport buildings and lease holds and what improvements need to be made; should be done within the next few weeks.
- ➔ Met with an attorney regarding property taxes issues who may be able to help assess the situation. Will connect FBO's with this attorney for their benefit.
- ➔ Self-Serve Avgas – will be discussed at the July 2016 meeting. Will provide BOD with materials before the next meeting.
- ➔ Noise meeting – June 9th meeting was well attended. Discussed NEM updates and 310 departure. Has received two RFQ's for the study and recommends Mead & Hunt to the Board. Discussion followed about the reasoning behind the recommendation, how the FAA becomes involved in the process and a brief explanation of a part 150 study which looks at environmental factors, mainly noise. The airport is eligible every five years for an updated study.
- ➔ July 3rd – Rock n Run the Runway event. Director Kolssak asked about the location of parking this year for the public. Jamie will provide parking information.
- ➔ Military training assignment – Scott is prepared to run things while Jamie is temporarily away. He has many resources; the staff, the Board of Directors and FBO's.

Director Cloud questioned why the tax attorney is being paid by CEA. She believes that the tenants who might hire them to fight for tax reductions should pay for the attorney fees. Jamie said that CEA is only paying for the work that the tax attorney has done thus far for CEA. The tenant's will pay for any attorney services for themselves.

Director Cloud asked that the past due accounts be addressed. Scott Campbell gave a summary. Director Cloud would like the past due accounts contacted in person to collect.

C) CommAvia Report

- Rob Mark reported that there were many people in attendance at the Noise Committee meeting on June 9th.
- He has reached out to Prospect Heights and Wheeling to publish stories about drones in their citizen newsletters.
- He has tours of the airport scheduled coming up.
- The Nissan event in Hangar 11 went very well. It continued later than planned, however, he learned from this event and how events of this type work. Ken Ross displayed an Eclipse Jet which was very popular.
- The drone issue continues. He has received calls from people who have questions about rules for drones. He is going to contact the FAA again for clarification of specific issues.
- Chicago Executive Pilots Association Pancake Breakfast will be Saturday, June 11th.
- Run the Runway 5K – he is hoping that WGN will cover the event.
- Filming on the airport – There was a photo shoot at Atlantic Aviation which required many people working on the set, sound and lighting.
- Website – He is working on some new graphics. If you have any suggestions to improve the website, let him know.

Director Katz thanked Rob for working late at the Nissan event closing things up securely.

D) Board Members Comments

- Director Kiefer no comments.
- Director Katz asked how we are doing with FAA communications regarding noise. Jamie said that 16 Pad run ups were an issue but that has been addressed. Director Katz asked if the control tower manager has been working with the 310 departure procedure. Jamie replied yes. Director Katz said that the real estate attorneys were referred by him just as a forethought about the fact that the taxes were being reassessed.
- Director Lang no comments.
- Director Cloud asked about future Board Meeting dates and Chairman Tourtelot said that the original meeting schedule stands. She also confirmed the location of the new sign. She announced the holiday party will be on Thursday, December 1st at The Hilton in Allgauer's.
- Director Kolssak commented that the tax attorney is a good idea. He discussed the tax attorney topic. Chairman Tourtelot also had comments on tax attorney policies.
- Director Kearns thanked those who attended the Memorial Day parade and rode with the float; in particular Jamie, Scott, Joe and others who showed up

E) Correspondence and Chairman's Comments

- Chairman Tourtelot spoke about a recent event at the airport – Dream Flights for veterans who were taken on a biplane flight to Lake Michigan and back. WGN covered the story and showcased the airport positively. He encouraged all to attend the event the next time and support veterans. There was a request that the board be notified of special events that they would be welcome to attend with as much advance notice as possible.

VII. Consent Agenda

- A. Resolution 16-024 - A Resolution Authorizing the Payment of Claims;

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

Director Cloud questioned a printing bill. Scott will provide details before payment is sent.

VIII. New Business

- A. Resolution 16-025 – A Resolution Authorizing the Executive Director to Sign an Installation and Service Agreement with Tyco Integrated Security;

A motion was made by Director Kolssak and seconded by Director Cloud to approve item A. on this evening's consent agenda.

Director Katz asked if there were other quotes. Jamie Abbott spoke about another quote, the installation costs, monthly service fees and camera locations. Jamie asked for Director Kolssak's opinion on the cost and he replied that it is the going rate but questioned the monthly "investment" listed on the quote.

Director Kolssak questioned how the final price quote from Tyco was figured. He also pointed out that Sentry Security is based in Wheeling and that he has had a positive experience with them personally.

Director Cloud asked how close the bids are. Jamie said the quotes were close but Tyco offered a radio based system which is preferred. Sentry will be contacted for more information.

Chairman Tourtelot recommended a camera at the viewing area. Director Katz added that the Prospect Height police have wireless cameras that could be used in the viewing area. He would also like to see a camera on every runway.

Director Kiefer would like to know if additional cameras can be added in the future and, if so, is the price part of the contract. Jamie Abbott will obtain this information for next month's meeting.

A motion to table the resolution was made by Director Kolssak and seconded by Director Cloud.

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

IX. Executive Session

There was no Executive Session.

X. Adjournment

A motion was made by Director Kolssak and seconded by Director Cloud to adjourn the meeting. The motion was unanimously approved by a voice vote. The meeting was adjourned at 4:51 p.m.

Respectfully submitted,

Neal Katz
Secretary