

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, JUNE 10, 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, Kearns, Kolssak and Pace.

Absent: Director Lang

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 May 20, 2015 Regular Meeting. The motion was approved by voice vote.

IV. Changes to the Agenda

There were no changes to the agenda.

V. Public Comments

There were no public comments.

VI. Hearings and Reports

A) Treasurer's Report

Director Kearns reported that the finance department is busy preparing for the audit. Overall operations are down. Customs are down slightly. If the FY 16 budget had been approved, the transfer to the building fund would have been made.

B) Executive Director's Report.

Executive Director, Jamie Abbott, reported on the following:

- ➔ Jamie reminded the board that he will be gone for two weeks for military training. Contact Scott or Vicki in his absence. He will have limited access to phone and email while he is away.
- ➔ Jamie, Rob Mark and Directors Katz and Lang attended the O'Hare Noise Commission. They took a lot away from the meeting. Rob Mark will elaborate during the CommAvia report.
- ➔ The advertisements for Rock-N-Run the Runway have been in the local papers and banners are being posted around Wheeling and Prospect Heights. Thank you to Al Palicki for his assistance in the planning. There are currently 60+ participants signed up for the 5K, but many people wait until just before the event.
- ➔ Jamie sent out an invitation to the new Village and City staff for an airport tour via the Village and City Managers scheduled for July 11th.

C) CommAvia Report

- Rob Mark reported that he was out of the country during the Joint Workshop and was, therefore, unable to attend.
- The new airport website is up. He continues to work on some minor tweaks. The new website includes the ability to listen to live ATC. There will be a social media push now that the new website is active.
- The newsletter has been delayed, but should be coming out shortly.
- Mr. Mark met with Mr. Mark Zakula of CABAA in April regarding improvements to the ATC

D) Chief Executive Officer's Report

- Chairman McKenzie accidentally skipped the Chief Executive Officer's Report, which appeared before the CommAvia Report on tonight's agenda.
- Charlie Priester reported that the June 1st Joint Workshop was excellent. The communities unanimously voted to proceed with Phase 2 of the study. There has been some in-house preparation for Phase 2, including meetings with the State. There is State grant money available to assist in paying for the study.
- He reported that the FAA Regional Administrator, Barry Cooper, and his staff will be visiting the airport in July.

E) Board Members Comments

- Director Katz had no comment.
- Director Cloud had no comment.
- Director Lang had no comment.
- Director Kolssak had no comment.
- Director Pace echoed Mr. Priester's thoughts and gave accolades to the two municipalities for coming together to approve Phase 2 of the Master Plan Study.
- Director Kearns had no comment.

F) Correspondence and Chairman's Comments

- Chairman McKenzie had no comment.

VII. Consent Agenda

A. Resolution 15-011 - A Resolution Authorizing the Payment of Claims;

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

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

VIII. Old Business

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

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

Executive Director Jamie Abbott sent a memo with comparable PTO/sick & vacation policies for other airports and municipal agencies, as requested. Director Cloud stated for the record that she felt the number of days proposed in the airport's manual for PTO was too high. After some discussion, it was decided that new hires employed from 0-1 year would receive 16 PTO days. The rest of the PTO policy will remain unchanged.

A motion was made to amend Item A. to reflect the updated PTO days for a full time employee during 0-1 years of employment with the airport to 16 days. The motion was seconded by Director Cloud. The vote was approve by a voice vote.

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

IX. New Business

- A. 15-012 - A Resolution Recommending Approval an Amended FY 16 Budget for Chicago Executive Airport;

A motion to approve was made by Director Cloud and seconded by Director Pace.

Director Katz asked if CMT's fess for EMAS, the Master Plan, etc. could be broken out in the budget. Jamie explained that the directors would see a contract for CMT on next month's agenda which will give a breakdown of costs.

\$20,000 has been set aside in the FY 16 budget for noise abatement, which will get the process started.

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

- B. 15-013 – A Resolution to Approve the Ninth Amendment to the Third Amended and Restated Lease Extension Agreement for Signature Flight Support;

A motion was made to approve Item B. under New Business by Director Kolssak and seconded by Director Katz.

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

X. Executive Session

There was no Executive Session.

XI. Action Taken from Executive Session

There was no Executive Session.

XII. 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 6:29p.m.

GO HAWKS!

Respectfully submitted,

A handwritten signature in black ink that reads "Neal Katz". The signature is written in a cursive style with a large, stylized 'N' and 'K'.

Neal Katz
Secretary