

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, JULY 19, 2017
1020 S PLANT ROAD
WHEELING, IL 60090
6:00 PM**

I. Call to Order and Roll Call

Acting Chairman Katz called the meeting to order at 6:01 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 – Director of Operations
 Jason Griffith – Director of Finance
 Tom Lester – Attorney
 Rob Mark - CommAvia

II. Pledge of Allegiance

Acting Chairman Katz led those in attendance in the Pledge of Allegiance.

III. Approval of Minutes

A motion was made by Director Cloud and seconded by Director Lang to approve the minutes from the June 28, 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 Kiefer and seconded by Director Kolssak to approve the minutes from the June 28, 2017 Joint 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

Item V will be changed to Introduction of the new Chairman of the Board.

Move New Business Items E, F and G to after the Executive Session.

V. Introduction of new Chairman of the Board

Prospect Heights Mayor Helmer and Village of Wheeling President Horcher introduced the new Chairman of the Board, Court Harris. The President spoke about Court's qualifications and the Mayor spoke about his experience, the job responsibilities and serving the public. Both are in favor of Court Harris taking the position of Chairman.

Chairman of the Board Court Harris spoke about looking forward to working with everyone and took over leading the rest of the board meeting.

VI. Public Comments

Steve Berman congratulated and welcomed the new Chairman. He spoke about the 310-departure procedure which has been delayed. He asked that some progress be made and said that airport noise is disturbing thousands of people.

Madeleine Monaco delivered a message of appreciation to the airport. Chicago Executive Pilots Association awarded two scholarships on July 16th. One of the scholarships was funded by money the Airport donated from the proceeds from Run the Runway 2016. The student from Montgomery, IL will use the funds towards his aviation education and was very thankful.

VI. Hearing and Reports

A) Treasurer's Report

Director Kearns reported that fuel flowage increased for the 12 months running total, customs operations for the month and for the 12 months were up by 24, expenses are under budget, and operating revenue is over budget. Overall operating expenses are lower than expected and there was net income.

Director Kolssak spoke about the new customs building and would like to see an operations fund. Director Lang said that we have a building fund and excess money could be put in the fund from customs fees. Director Kolssak spoke about the budget surplus and that the CERF fund should be renamed "facilities and noise" fund to show the community that their concerns are taken seriously.

B) Executive Director's Report.

Executive Director, Jamie Abbott, reported on the following:

- ➔ Welcomed the new Chairman of the Board. He met with Jamie and Scott last week to discuss the state of the airport and current projects. He also took a tour of the airport and visited FBOs.
- ➔ Leaving for two weeks on vacation, however, will be checking emails.
- ➔ Announced staffing changes to use existing talent rather than hiring more staff:
 - Scott Campbell is now the Director of Operations heading up both maintenance and the office.
 - Jason Griffith is now the Director of Finance and will handle budget and grant work.
 - Elizabeth will do day to day accounts receivable and other accounting and input duties.
- ➔ Taxiway Lima Bypass – work is proceeding – there will be two-night time 16/34 runway closures the week of July 24th.

- ➔ Next month will see a scope of services and proposal from Mead & Hunt to analyze the 310-departure which has become a bigger project than originally anticipated. CMT and FAA will review the scope of services and there will be a resolution at next month's meeting

Director Kiefer asked if the budget impasse had any effect on the construction restarting – no, equipment was left in place and they restarted work immediately.

Director Katz asked if there were any photos taken of the flooded airfield and if birds had become a problem with the flooding.

C) CommAvia Report

Rob Mark reported on the following:

- Flooding – he posted pictures of Runway 6/24 flooded on Facebook which was viewed 7500 times.
- The Collings Foundation WWII aircraft arriving next week.
- Newspapers and Flying Magazine published events – the 5K and Signature Flight Support's Ageless Aviation. He will send out news about the personnel changes at the airport.
- There were 36 noise complaints last month – a couple of new complainers regarding the traffic between 22:00 and 06:00.
- Thank you to David Annin at Hawthorne Aviation for allowing filming crews in his hangar for the tv show "The Pages."
- The drone video is complete and will be released after Oshkosh is over. He has received requests for copies of the video.
- Spoke about a call he received from a lady in Minneapolis for information about flying drones in the Chicago area.

D) CMT

Dan Pape mentioned the pre-design meeting about the Runway 12/30 and the East Quad access road projects.

Director Katz asked about the status of the Runway 16/34 crack repairs. This will be addressed in the pavement repairs project.

E) Board Member Comments

- Director Kiefer had no comments.
- Director Katz had a question about the Boeing approach procedure and welcomed the new Chairman. Jamie and Ray commented that it is a private approach procedure that is specific to their airplane and cannot be used by others. He would like to have a policy set about NBAA regarding attendees and expenses.

- Director Lang welcomed the new Chairman. He asked Jamie to give an update on the 310-departure procedure. Jamie said the FAA requires an in-depth analysis of the shift in noise that will occur if the 310-departure is implemented. Mead and Hunt will be hired to do the analysis. There will hopefully be a contract next month to approve this work. This FAA requirement was not clear at the start of the project. Director Lang commented that the delay on the 310-departure is not caused by the Airport and wondered if there is anything that can be done to speed things up. When there are environmental concerns involved it slows progress. Director Lang also commented about NBAA.
- Director Cloud welcomed the new Chairman. She congratulated the Village of Wheeling and City of Prospect Heights on the July 1st event. She would like to see a discussion of NBAA on the agenda next month including who sits in on meetings with FBOs.
- Director Kolssak welcomed and congratulated the new Chairman. He spoke about the cohesive and friendly board relationship and the Inter-Governmental Agreement (IGA). He gave examples of the chairman's duties within the IGA. He will submit language to the board of directors about the definition of the Chairman of the Board. He wants the new Chairman to be successful within the scope of the current IGA. Chairman Harris responded that he read the IGA. Director Kolssak also commented about who attends NBAA and that there should be a clear definition of the goal of having a booth at the conference. He believes the Executive Director should decide who attends meetings during the conference.
- Director Kearns welcomed the new Chairman. He congratulated the Airport on the July 1st event and handling the flooding. He spoke about the Scholarship Assistance Fund that gave out twelve scholarships last week to kids from local communities. The Scholarship Assistance Fund is having its annual golf outing on August 7th. He commented about filming done at the Airport.

F) Correspondence and Chairman's Comments

Chairman Harris make comments about the successful Rock n Run the Runway event and congratulated the airport staff who have recently taken on new roles within the organization. He also asked about the past budget process for NBAA.

X. Old Business

None.

XI. New Business

A. Resolution 17-016 – A Resolution Authorizing the Payment of Claims;

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

B. Resolution 17-017 – A Resolution Approving a Professional Services Agreement with TurnKey Digital, LTD for a New Airport Website;

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

Director Katz questioned what the hourly cost would be after the website is complete.

Director Kolssak spoke about WordPress and TurnKey Digital and said the Airport should ask for post project support.

C. Resolution 17-018 – A Resolution Approving an Award of a Contract to Perform Traffic Control for 2017 Airfield Remarking;

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

Director Katz asked if the remarking will be reflective. Director Kiefer asked if Runway 16/34 is included in this project.

D. Resolution 17-019 – A Resolution Approving an Award of a Contract to Maneval Construction Co. for 2017 Airfield Pavement Repairs;

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

Director Kearns asked if this project includes fixing any cracks in Runway 16/34 and Director Kiefer asked if the cracks were covered under any type of warranty. Director Katz commented that the Airport is very well maintained.

XII. Executive Session – At 7:08 p.m. a motion was made by Director Cloud and seconded by Director Lang to go into Executive Session pursuant to 5 ILCS 120/2 (c)(1), (6), and (11) to discuss employment compensation, discipline, performance or dismissal of specific employees, the sale or lease of Airport property, or pending or potential litigation.

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

At 7:55 p.m. a motion was made by Director Lang and seconded by Director Kiefer to return to regular session.

XIII. New Business Continued

E. Resolution 17-020 – A Resolution Approving a Lease Amendment Between Chicago Executive Airport and Hawthorne Global Aviation;

Removed from the Agenda.

F. Resolution 17-021 – A Resolution Approving the Non-disturbance and Attornment Agreement Relating to the Hawthorne Global Aviation Services LLC Net Ground Lease Agreement Dated March 15, 2017;

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

G. Resolution 17-022 – A Resolution Consenting to the Sublease Agreement by and Between Hawthorne Global Aviation Services LLC and PWCM Real Estate LLC:

A motion to approve was made by Director Cloud and seconded by Director Katz. The motion was approved by roll call. 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 Cloud and seconded by Director Kearns to adjourn the meeting. The motion was unanimously approved by a voice vote. The meeting was adjourned at 7:57 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "James J. Kiefer". The signature is written in black ink and is positioned below the text "Respectfully submitted,".

James Kiefer
Secretary