

**CHICAGO EXECUTIVE AIRPORT  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
WEDNESDAY, SEPTEMBER 21, 2016  
1020 S PLANT ROAD  
WHEELING, IL 60090  
6:00 PM**

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

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

Absent: Director Lang

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

**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 Cloud to approve the minutes from the August 17, 2016 Regular Board Meeting. The motion was approved by a voice vote. Ayes: Directors Cloud, Katz, Kearns, and Kiefer. Nays: None. Abstain: Director Kolssak. Absent: Director Lang.

**IV. Changes to the Agenda**

There was no change to the agenda.

**V. Public Comments**

Steve Neff, Noise Committee representative, spoke about an email he received from the former Executive Secretary of Chicago Executive Airport notifying recipients that the Noise Committee meeting has been cancelled. He emailed Rob Mark about this who clarified that this email was a mistake. Steve Neff said that the Noise Committee meeting is scheduled for September 27<sup>th</sup> at 6:30 PM and hopes that Amy Hansen at the FAA has been notified and that there won't be any further issues.

Laurel Didier, a Wheeling resident, stated that she read in the airport newsletter that the runway construction is complete, however, she noticed there was no mention of the 310 departure procedure and hopes that it is still being planned. She said that with the cooler weather her windows have been open and there is a lot of noise from the airport.

**VI. Hearing and Reports**

## A) Treasurer's Report

Director Kearns reported that the numbers this month are normal. Fuel flowage and operations are up for the twelve month rolling totals. Customs are down slightly this month. Revenue is over budget. Administrative and maintenance expenses are under budget. There was net income for the month. Normal transfers were made to building and equipment reserve fund. No changes in uncollected funds; recommended a report on that for the next meeting.

## B) Executive Director's Report.

Executive Director, Jamie Abbott, reported on the following:

- ➔ He thanked the staff for doing a great job while he was away.
- ➔ His training in Florida was good.
- ➔ The seminar in Tokyo went well and was a great opportunity for the airport. There were many questions about EMAS installation, inspection and repair. He will share pictures from Japan soon.
- ➔ He will be giving a similar EMAS presentation at the IPAA conference in Galena next week with Brian Welker from CMT. He thanked Sean Smith, CMT, for his help.
- ➔ The runway construction is complete. It went very well and was completed on time and probably under budget. The final inspection will take place within the next few weeks. He gave credit to Sean from CMT and the airport operations staff.
- ➔ Area 2 tenant airplanes have been moved to Area 3 in preparation for re-pavement.
- ➔ The Lima Bypass will be postponed until Spring. The funding for this project is set.
- ➔ The NEM update has been funded and will be officially started. Documentation will be provided next month.
- ➔ Regarding the upcoming Noise Committee meeting on Tuesday, September 27th, an email will be sent as a reminder to everyone again. Jamie called Amy Hansen, FAA.
- ➔ The 310 departure procedure will be started in the Spring, maybe sooner, depending on the opinion of Amy from the FAA.
- ➔ NBAA is coming up and will be sending out the agenda and meeting schedule with developers to the Directors.
- ➔ There is a Cirrus event on Tuesday, September 27th at Hawthorne Global Aviation from 6:00 PM to 8:00 PM.

Director Cloud asked if since there are less aircraft based in Area 2, could they just be moved to Area 3 permanently and save the repaving expense. Jamie explained that Area 2 is almost full so the re-pavement needs to be done. There are no aircraft in Area 3. The Area 2 re-pavement is in the budget.

Director Kearns asked for the approximate cost of the Runway 16/34 project. Jamie, Brian Welker and Sean Smith from CMT replied \$4.9million. Director Kearns also asked about the

status of the new passenger van for the airport. Jamie said that it is on order and should arrive soon. He added that the snow broom will arrive in January or February.

Director Kiefer questioned the overtime increase and asked if the airport could be reimbursed for any of it. Jamie explained that overtime on this project was reduced as much as possible by scheduling split work shifts. Director Kiefer thanked the FBO's for their patience during the project and the staff for being a good team while Jamie was away.

Director Katz asked if there is any feedback thus far from pilots regarding the new runway. Al Palicki, Signature Flight Support, said that he has received all positive comments. Jamie said that flight departments have also made positive comments about how construction information was made available. Director Katz asked when the construction equipment will be moved from the south end of the field. The remaining equipment is still being used for the Area 2 repaving and will be removed when that project is complete.

### **C) CommAvia Report**

- There will be a Cirrus event at Hawthorne Global Aviation on Tuesday.
- Filming was done at Hawthorne Global Aviation for a product video.
- There will be a story and an ad about Chicago Executive Airport in the NBAA Aviation Business Daily magazine.
- Regarding a noise complaint at 5:03 this morning – Rob investigated and contacted dispatcher to discuss which resulted in a positive conversation about options that could be taken by the dispatch department to minimize noise during the early morning hours.
- The educational session held at Atlantic Aviation about drones was informative and attended by approximately 50 people.

Director Cloud asked if the municipalities have been accepting articles from PWK for their resident newsletters. She would like to see a story about Jamie's trip to Japan. Rob said that he has been sending articles to the newsletter departments.

Director Kolssak asked if the EMAS incident has been closed. Rob said that he has seen the FAA report, that it was generic and the incident never went to the NTSB. Jamie said that the report was very factual. Director Kolssak noted that there was significant damage to the airport and asked if the pilots of the aircraft involved in the incident ever contacted the airport, said anything or expressed thanks. Director Kolssak would like a conclusive report. Tom Lester, the airport lawyer, said that the aircraft owner covered the costs of the repair through insurance.

Director Katz brought up that the holidays are coming and drone sales will be increasing. He asked if there is any way to distribute drone guidelines. Rob replied that the guidelines are not clear. Director Katz would like something published about the dangers of flying a drone in the airport area and suggested posting signs that say "Drone Free Zone." Director Kolssak mentioned "geo-fencing" technology to post the message. Director Katz would like the park district contacted to put up signs in parks near the airport.

Chairman Tourtelot wanted to know why the FAA does not put out clear rules. Rob replied that the FAA just is not clear.

Tom Lester, Airport Lawyer, said that the wording “We do not consent to flying drones within 5 miles of the airport” could be put on the airport website. Jamie pointed out that when we receive calls about drones we ask people to not fly them near the airport. Tom Lester confirmed that the airport cannot forbid drones. Director Cloud hopes there is a seminar about drones at NBAA. Director Katz went to a seminar at NBAA and it focused on commercial and defense drones only.

#### **D) Board Members Comments**

- Director Cloud announced that on Friday, November 11 at 8:15 AM at St. Alphonsus there will be a mass to honor Veterans and all are welcome. Please contact her for an invitation which contains details.
- Director Kolssak shared that he enjoys Heritage Park and hopes that drone signs are posted. He also said that he has observed jets taking off to the north and they were using what appeared to be a 310 departure. He believes that the 310 departure will relieve some of the noise problems.
- Director Kearns thanked Jamie for being in contact with the airport and providing updates while he was out of town.
- Director Kiefer had no comments.
- Director Katz made comments to CMT, Brian and Sean about how professional the runway project was. He noted the FBO’s were patient and hopes the new runway will bring in new business. He shared his observation of how quiet new jets are due to technology. He thanked the airport staff for filling in while Jamie was away.

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

- Chairman Tourtelot said that he visited the Airport while Jamie was gone and that the staff did a good job.

### **VII. Consent Agenda**

#### **A. Resolution 16-040 - 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 vote. Ayes: Directors Katz, Kearns, Cloud, Kolssak and Kiefer. Nays: None. Absent: Director Lang.

Director Kolssak questioned the Sikich payment for support and audit services

Director Cloud questioned the accounts receivable that is outstanding 120 days; she would like a better and more direct effort made to collect.

Chairman Tourtelot asked about the tax on storm water fee. Scott explained that this has been discussed with the village. Director Katz said the sewer fees are to alleviate flooding and used to add flood ducting. Mary Papantos from the village added that the dollar amount is based on the amount of pavement on airport property. Tom Lester commented that this fee is passed on to tenants per their leases so some of the money is recovered.

Director Kearns questioned NBAA costs and how many attendees per village are paid for by the airport.

## **IX. Old Business**

There was no old business.

## **X. New Business**

### **A. Resolution 16-041 – A Resolution Approving the Sale of Surplus Personal Property;**

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

### **B. Resolution 16-042 – A Resolution Approving a Lease Agreement Between Chicago Executive Airport and Hawthorne Global Aviation;**

A motion to approve was made by Director Kolssak and seconded by Director Cloud. The motion was declined by roll call vote. Ayes: Director Katz. Nays: Directors Kearns, Kolssak, Kiefer and Cloud. Absent: Director Lang.

Director Kearns asked for a recap of the agreement and if the aircraft stored in the hangar will be overnight transients. He would feel better about a set rent per month and would like Attorney Lester to negotiate a minimum rent amount.

Director Cloud questioned whose responsibility the utilities and real estate taxes are, is the hangar being rented “as is,” and who is going to monitor what aircraft are inside the hangar. She also said that all FBO’s need the same opportunity, it should be a set monthly rent and airport staff should not be taken from their responsibilities to monitor the tenants.

Director Katz asked if the lease includes use of the office space and for clarification on how revenue will be computed. He also asked Jamie how he came up with this agreement. He stated that this is temporary for a growing FBO and does not think it is a problem.

Director Kiefer asked if this sets a precedent for the other FBO’s and if there is a minimum rent. He said that if approved the situation should be reviewed on a regular basis.

Director Kolssak pointed out that FBO’s oversell their hangar space and that the same opportunity should be offered to all FBO’s. He believes it will be difficult to inventory for billing purposes.

Attorney Lester gave a summary of the property and lease terms and clarified that the hangar is for based aircraft, He explained that this is a temporary agreement and can be terminated at any time by either party. The lease term is for one year, states that the hangar is not to be used for transients and is for storage of aircraft only.

Jamie summarized that Hawthorne has an immediate need, the hangar has been vacant for over a year, the estimated revenue is \$4800-\$5000 per month, the goal is to have a permanent renter and if one comes along then the agreement with Hawthorne will be terminated with a 30-day notice.

**XI. Executive Session**

There was no Executive Session.

**XII. Action Taken from Executive Session, if required**

There was no action taken.

**XIII. 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 7:12 p.m.

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