

**CHICAGO EXECUTIVE AIRPORT  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
WEDNESDAY, NOVEMBER 11, 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: Directors Kearns and Pace.

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 Kolssak and seconded by Director Cloud to approve the minutes of the October 21, 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. Presentation of the 2015 Comprehensive Annual Financial Report by Dan Berg, Partner at Sikich LLP**

Dan Berg of Sikich LLP reviewed the highlights of the audit and responded to questions from board members.

## **VII. Hearing and Reports**

### **A) Treasurer's Report**

As Director Kearns was absent, the Treasurer's report was given by Scott Campbell, airport CFO. Scott reported a decrease in fuel sales in October. Customs was also slightly down. Operations expenses are currently below budget, however overtime is seasonal. In response to a question regarding urea purchase he stated that the expense is not extended across 12 months.

### **B) Executive Director's Report.**

Executive Director, Jamie Abbott, reported on the following:

- ➔ The north end EMAS was completed on Sunday. Jamie thanked Sean Smith from CMT. He also thanked airport tenants for their patience. The ILS should be back in service on November 23<sup>rd</sup>.
- ➔ There will be information forthcoming on a Tenant Appreciation luncheon to be held in December.
- ➔ Jamie received an award letter for the last of the grass islands in the Northeast Quad. The project should be done this spring.
- ➔ Earlier this week Jamie & Scott attended a day and a half AAAE Operations & Maintenance conference in Rosemont.
- ➔ Jamie pointed out that one of the new photos hung around the office was the winner of a photo contest held by the airport office.
- ➔ A packet was distributed to those attending NBAA which includes the scheduled meeting with airport stakeholder.
- ➔ Jamie will be scheduling a media day for EMAS in the coming weeks.
- ➔ CMT and SB Friedman have started Task 1 for Phase 2 of the Master Plan. The selection process for an Advisory Board will soon begin.
- ➔ A map or chart of where we are in Master Plan process was requested by board members.

### **C) CommAvia Report**

- Rob Mark is working on a podcast regarding EMAS as well as the Tenant Appreciation luncheon mentioned by Jamie.
- There is a Noise Committee meeting scheduled for December 8<sup>th</sup> at 6:30pm. There were 35 noise complaints in October.

- There have been a few recent film shoots on the airfield. Guidelines and a fee schedule are being discussed.
- Rob reminded those present to submit newsletter, blog, etc. ideas to him.

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

- Director Cloud had no comment.
- Director Katz suggested notices on the airport, City and Village's websites regarding the laws and guidelines for flying drones around the airport. He also thanked Sean Smith and CMT for their work on EMAS and asked about maintenance. Sean will get a copy of the EMAS maintenance manual.
- Director Kolssak noted the NBAA conference, the holiday gathering and wished everyone a Happy Thanksgiving.
- Director Lang asked about the semi-trailers north of Tower Road and he mentioned that the street being referenced is not officially called Tower Road. Jamie responded that the trailers were used to haul the EMAS blocks and will be removed shortly.

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

- Chairman McKenzie acknowledged a letter from John McCarty of InterImage and thanked Jamie, Al Palicki and Rob Mark for their part in assisting him during a video shoot.

### **VIII. Consent Agenda**

A. Resolution 15-028 - A Resolution Authorizing the Payment of Claims;

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

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

### **IX. Old Business**

There was no old business.

### **X. New Business**

A. 15-029 - A Resolution Approving the 2016 Regular Meeting Schedule of the Chicago Executive Airport Board of Directors;

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

Jamie suggested a date change for the January meeting due to the NBAA Schedulers and Dispatchers conference.

A motion was made by Director Kolssak to amend Resolution 15-029 to reflect the new date. The motion was seconded by Director Cloud.

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

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

B. 15-030 - A Resolution Accepting the Comprehensive Annual Financial Report for the Fiscal Year Ending April 30, 2015;

A motion to approve was made by Director Katz and seconded by Director Kolssak.

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

C. 15-031 - A Resolution Approving Renewal of Airport Insurance Policies;

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

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

D. 15-032 - A Resolution to Approve the Preliminary FY 2017-2021 TIPS for Chicago Executive Airport;

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

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

E. 15-033 - A Resolution Approving the Third Amendment to a Lease Agreement Between Chicago Executive Airport and Eclipse Aerospace Hangar 4 & 7 Lease;

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

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

**XI. Executive Session**

A motion was made by Director Cloud and seconded by Director Kolssak to go into Executive Session pursuant to 5 ILCS 120/2 (c) (6) to discuss the sale or lease of property owned by the public body.

**XII. Action Taken from Executive Session**

There was no action taken from Executive Session.

**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 7:07p.m.

Respectfully submitted,

Neal Katz  
Secretary