

**CHICAGO EXECUTIVE AIRPORT  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
WEDNESDAY, DECEMBER 16, 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, Lang and Pace.

Absent: None

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 Kolssak to approve the minutes from the November 11, 2015 Regular meeting. The motion was approved by voice vote.

**IV. Changes to the Agenda**

There was a change to correct a typo under Item X. New Business and to remove Item X. C. from tonight's agenda.

**V. Public Comments**

Mr. Steve Neff spoke about implementing some of the recommendation from the Part 150 Study including the 310 departure procedure. He would encouraged the board to create a budget item for sound attenuation.

**VI. Master Plan Presentation by Crawford, Murphy & Till**

Brian Welker introduced Craig Lowden, who gave a presentation on the current status and future work for the Master Plan. Currently CMT is working on forecasting and future facility

requirements. User surveys will be sent out shortly. S.B. Friedman is looking at land uses around the airport.

## **VII. Hearing and Reports**

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

Director Kearns reported that there were no major changes in the financials. The airport recovered \$18,000 in liens from the new owner of the motel. There will be a resolution on next month's agenda for an agreement for rental of the parking lot property owned by the airport.

Director Cloud left for a prior commitment at approximately 6:30pm.

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

Executive Director, Jamie Abbott, reported on the following:

- ➔ Maintenance technician Harry Wollescheid announced his retirement. A search for his replacement will begin shortly. Information about a retirement party for Harry will be sent to board members.
- ➔ The Tenant Appreciation luncheon was well attended. We hope to make it an annual event.
- ➔ Rob Mark and staff are working on information flyers advising drone owners to avoid flying drones near airports. They will be presented to Wheeling & Prospect Heights and distributed to the communities surrounding the airport.
- ➔ Eric Zitron has created promotional folders with customizable inserts. They will be distributed to the FBOs and used for general marketing of the airport and at the Schedulers and Dispatchers conference in January.
- ➔ There was a Noise Committee meeting the previous evening. Jamie asked for and received board consensus to update the Noise Exposure Maps, which will assist in attempting to acquire noise remediation funding.
- ➔ Jamie reported on the airport's attendance at NBAA and suggestions for next year's conference in Orlando.

### **C) CommAvia Report**

- Rob Mark wished everyone happy holidays and reported on the success of the Tenant Appreciation Luncheon.
- The airport will be looking into the 310 departure procedure that came up at the Noise Committee meeting the previous evening.
- Rob has been working on a drone flyer with Elizabeth. Flying drones near the airport is not prohibited. Rob & Jamie will attend the City and Village meetings to help educate the public on the dangers of flying near the airport. Graphics will be

sent to be posted on the City and Village websites, along with the surrounding communities.

➤ It was suggested that Rob contact the Wheeling Park District about flying drones at Heritage Park.

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

- Director Katz wished attendees happy holidays. He asked the status of collections for accounts over 90 days. He enjoyed the appreciation luncheon and would like to see it become an annual event.
- Director Kearns agrees that there should be an appreciation luncheon when we resurface 16/34. He echoed the happy holiday wishes.
- Director Lang wished everyone happy holidays.
- Director Kolssak wished those in attendance a Merry Christmas. He would like Jamie to negotiate better rates for and phone services.
- Director Pace also wished everyone a Merry Christmas and happy holidays.

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

- Chairman McKenzie requested a time-frame slide for Phase 2 of the Master Plan posted to the website. He wished everyone happy holidays as well.

### **VIII. Consent Agenda**

A. Resolution 15-034 - A Resolution Authorizing the Payment of Claims;

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

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

### **IX. Old Business**

There was no old business.

### **X. New Business**

A. 15-035 - A Resolution Approving a Professional Services Agreement with Crawford, Murphy & Tilly for the Rehabilitation of Runway 16/34.

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

Jamie explained that the project will be rebid next month. The resurfacing of Runway 16/34 will be done in sections. The stakeholders at the airport requested that the work be done on weekends and not all at once.

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

B. 15-036 - A Resolution Accepting a Professional Services Agreement with Crawford, Murphy & Tilly for the Construction of Taxiway L1 (Lima Bypass);

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

Jamie explained that this is a runway safety item.

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

**XI. Executive Session**

A motion was made by Director Kolssak and seconded by Director Kearns 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 Pace and seconded by Director Katz to adjourn the meeting. The motion was unanimously approved by a voice vote. The meeting was adjourned at 7:36p.m.

Respectfully submitted,

Neal Katz  
Secretary