

**CHICAGO EXECUTIVE AIRPORT  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
WEDNESDAY, JANUARY 15, 2014  
1020 S. PLANT ROAD  
WHEELING, IL 60090  
6:00 PM**

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

Chairman, Bob 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 – Acting Airport Manager  
                              Bob Fialkowski – Interim Chief Financial Officer  
                              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 Lang to approve the minutes of the December 18, 2013 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 revenues were slightly over budget for Jet A fuel and Customs. Total operating expenses are below budget by about 4 1/2%. On the Operations and Maintenance side, costs are up for overtime, fuel, broom replacement, ice control, etc., but

remain below budget for the year. The increase is due to all of the snow that fell in December. Director Katz asked about the increase in Jet A fuel sales despite the decrease in operations. Mr. Al Palicki of Signature Flight Support responded that, although there were fewer planes, those planes took on more fuel.

## **B) Acting Airport Manager's Report.**

Acting Airport Manager, Jamie Abbott, reported on the following:

- ➔ There will be a construction coordination meeting with the FAA and IDOT on January 28<sup>th</sup> regarding EMAS. A pre-construction meeting will be held closer to the beginning of construction.
- ➔ The letting for the removal of the grass islands in front of Hangar 12 is this Friday. Jamie will let the board know the outcome.
- ➔ Winter has been brutal on both the maintenance staff and the snow removal equipment. Fortunately, they have had a few days of quiet weather to recover and repair broken equipment. Maintenance staff has done a great job keeping the airport open.
- ➔ A new full time maintenance technician has been hired. He will begin as soon as he has cleared his physical, background check and drug screening.
- ➔ Jamie will be meeting with Hawthorne prior to their late February/early March opening to review operations and safety procedures.
- ➔ Jamie also has plans to meet with Prospect Heights and Wheeling Police to discuss the potential effects of the new concealed carry law on airport operations. He will include Signature, Atlantic and Hawthorne, as well.
- ➔ Comcast is in the process of installing cabling in and outside of the building.
- ➔ A resident of Morton Grove has made a number of noise complaints regarding the helicopter tours. Jamie, the resident and the helicopter pilot have all spoken and the situation has improved. Director Cloud asked if companies can be fined for noise complaints. Attorney Tom Lester stated that, if they are not violating any airport rules, it is an FAA issue.
- ➔ Jamie sent out an email with suggested dates for a strategic planning meeting. After some discussion, it was decided that the March 19, 2014 regular meeting would begin at 5:00pm and a strategic planning meeting would be held immediately following the regular meeting. Jamie will create and send out a questionnaire prior to the meeting.
- ➔ Signature Flight Support closed on the 94<sup>th</sup> Aero Squadron property and the funds due to the airport have been received.

### **C) Board Members Comments**

- Director Lang asked Jamie to thank the maintenance crew for all their hard work on behalf of the entire board.
- Director Pace had no comment.
- Director Katz had no comment.
- Director Kearns asked about the expected demolition of the 94<sup>th</sup> Aero Squadron. Mr. Palicki responded that they intend to raze the building as soon as possible. Director Kearns stated he noticed some improvement in Industrial Drive. He also mentioned that we will not have everyone in attendance at the February meeting and suggested holding board elections in March.
- Director Kolssak asked about asbestos in the 94<sup>th</sup> Aero Squadron building. Mr. Palicki responded that testing has been done and that all of the appropriate paperwork has been submitted. They are waiting on final approval in order to demo the building.
- Director Cloud also mentioned Industrial Drive and possibly delaying board elections. At the Ultra Foods grand opening, Director Cloud was approached about the airport, again, participating in Wheeling/Prospect Heights Chamber of Commerce monthly meetings. The meetings are held at various locations at 8:00am on the second Tuesday of the month. She asked that each board member select a meeting to attend. She will send out the schedule. Jamie will provide talking points for the meetings.

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

Chairman McKenzie thanked Signature and Atlantic for giving him tours of their facilities. He will be meeting with Hawthorne soon. He agreed that the maintenance staff did an extraordinary job on snow removal. Chairman McKenzie is working with Jason Griffith, one of the airport staff, to send a direct mail marketing post card to a mail list compiled from the FAA's website. The estimated cost will be minimal and none of the pieces will go to current airport tenants. He also thanked Director Pace for donating the new board room chairs.

## **VII. Consent Agenda**

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

A. Resolution 14-001 - A Resolution Authorizing the Payment of Claims;

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

## **VII. Consideration of Items Removed from the Consent Agenda**

There were no items removed from the Consent Agenda

## **VIII. Old Business**

- A. In order to better facilitate the landing fee discussion, Jamie arranged for Jeff Kohlman of Aviation Management Consulting Group to join the meeting via Skype. Mr. Kohlman gave an overview of his report and explained that landing fees have only been proposed for transient aircraft that do not purchase fuel. At the airport's current volume, the potential annual monetary benefit to the airport is estimated at \$118,000. The landing fees proposed in his report would be based on the weight of the aircraft.

In response to Director Cloud's inquiry about the burden of airport staff collecting tail numbers, Mr. Kohlman explained that the fees would be collected by the FBO's, then paid to the airport, minus administrative fees. Director Katz asked about automated systems for collecting tail numbers. Mr. Kohlman explained that those services work very well if the airport is charging fees for every aircraft, not just transients who do not purchase fuel. They collect the tail number of every aircraft, collect the landing fees and pay the airport, minus their fees.

Director Cloud invited Al Palicki of Signature Flight Support, to comment on the proposed landing fees from the perspective of an FBO. Mr. Palicki stated that imposing landing fees would put an additional burden on the FBOs. He would suggest simplifying the fee structure so FBO staff would not be required to know aircraft weight. He also pointed out that credit card companies impose fees, which the FBOs would be responsible for. Mr. Kohlman confirmed Mr. Palicki's comment that some FBOs do charge more than the 10% suggested in landing fee report. Director Kolssak suggested that a slight increase in the fee collected by the FBOs might cover their administrative costs.

- B. Airport Attorney, Tom Lester, led the discussion regarding changes made to the Intergovernmental Agreement (IGA). He reviewed which of the changes proposed by the board were approved and which responsibilities were retained by the municipalities.

## **IX. New Business**

There was no New Business.

## **X. Executive Session**

Director Cloud made a motion to go into Executive Session to discuss the sale or lease of airport property, personnel and potential litigation. The motion was seconded by Director Pace and approved by a roll call vote. Ayes included: Directors Cloud, Katz, Kearns, Kolssak, Lang and Pace. Nays: None.

## **XI. Action Taken from Executive Session**

There was a motion made by Director Lang and seconded by Director Cloud to authorize the chairman to execute the approved settlement agreement and mutual release between Chicago Executive Airport and Dennis Rouleau on behalf of Chicago Executive Airport.

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

**XII. Adjournment**

A motion was made by Director Pace and seconded by Director Kolssak to adjourn the meeting. The motion was unanimously approved by a voice vote. The meeting was adjourned at 8:18 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Elizabeth J. Cloud". The signature is written in black ink and is positioned above the typed name.

Elizabeth Cloud  
Secretary