

**CHICAGO EXECUTIVE AIRPORT  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
WEDNESDAY, FEBRUARY 19, 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 6:02 p.m. Roll call confirmed the following present: Directors, Katz, Kearns and Lang.

Absent: Directors Cloud, Kolssak and Pace

Also in Attendance:     Jamie Abbott – Acting Executive Director  
                                  Bob Fialkowski – Interim Chief Financial Officer  
                                  Scott Campbell – 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 Lang and seconded by Director Kearns to approve the minutes of the January 15, 2014 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 began by welcoming Scott Campbell, the airport's new CFO. He then reported that fuel flowage fees are down from December, but higher than in 2012 and 2013, and Custom's fees were flat. Operations and Maintenance are higher than budgeted due to the

extreme weather. There was also a settlement and a loan reset, from 4.55% to 4.75%, for the RSA loan.

## B) Acting Executive Director's Report.

Acting Executive Director, Jamie Abbott, reported on the following:

- Jamie introduced Scott Campbell and welcomed him to the CEA staff. Scott stated that he has a banking and aviation background. He is happy to be working at CEA, after having set his sights on a career where he could use both his finance and aviation experience.
- Jamie thanked Bob Fialkowski for his help during the last 6 months. Bob will continue to assist Scott, as needed.
- Jamie introduced David Annin of Hawthorne, who then introduced the Hawthorne representatives that were in attendance, including Will Harton, Steven Levesque, David Branson and Tim Nielsen. Mr. Annin reported that Hawthorne plans to begin operations on March 10, 2014. He and Jamie have been in daily contact to coordinate operations.
- Jamie explained that the rehab of Taxiway Lima to Kilo 3 will remove the grass islands and asphalt and replace them with concrete. There was hope that the project would include the east side of the taxiway, but the State may fund that portion next year.
- There will be an EMAS pre-construction meeting next week with the contractors and engineers. The project will begin in late summer or early fall, once the EMAS blocks have been constructed. Runway closing dates will be announced as soon as they are known. In response to the director's questions about snow removal, Jamie replied that there is special equipment to remove snow from the EMAS block. If there is a small amount, which should melt quickly, some airports do not remove the snow.
- This has been a bad winter. The airport has a small crew on rotation. The maintenance staff is currently servicing the equipment before the possibility of more snow this weekend. A concrete slab heaved and damaged a sheet metal wall on a t-hangar. Staff is also watching for flooding.
- There is an IT resolution to approve new equipment and work stations on tonight's agenda. Comcast will be installing their lines this week or next. We have already ordered and installed a new server, due to a potential loss of data. There was concern about the old server failing.
- A strategic planning questionnaire will be sent out next week.
- The deadline for submitting an application for NBAA exhibitors is March 10<sup>th</sup>. This is necessary in order to get a better booth location than last year. Jamie requested direction from the board as to whether or not they would like to exhibit.

- Jamie explained that he is required to do a week long military training every 4 years, which will take place the third week of May of this year. He will coordinate with Chairman McKenzie as to whether or not he will reschedule or miss the May meeting.

### C) Board Members Comments

- Director Katz stated that the maintenance crew has done a phenomenal job on snow removal. He suggested a barbecue, when the weather is warmer, to thank them. He also welcomed Scott and the representatives from Hawthorne. He would like to see a survey sent to airport tenants requesting their input on strategic planning.
- Director Lang would like a survey sent out to board members prior to the strategic planning meeting in order to help facilitate the meeting. He suggested that ideas and goals be submitted beforehand, which can be ranked by importance, cost, etc. Director Lang also suggested that Jamie speak with Chuck with the Village of Wheeling regarding fuel purchases.
- Director Kearns echoed the comments about the maintenance staff's works on keeping the airport open. He believes the airport should exhibit at NBAA, but should have marketing brochures made ahead of the event and do more than greet existing tenants.

### D) Correspondence and Chairman's Comments

Chairman McKenzie welcomed Scott and agreed with the comments made about the maintenance staff's excellent work. He also thanked David Annin for meeting with him and stated that he is excited about Hawthorne beginning operations at the airport. The Chairman suggested that NBAA be discussed under New Business.

## VII. Consent Agenda

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

A. Resolution 14-003 - A Resolution Authorizing the Payment of Claims;

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

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

There were no items removed from the Consent Agenda

## **VIII. Old Business**

- A. Jeff Kohlman provided a follow up to the Landing Fee discussion, which Jamie emailed prior to tonight's meeting. It included additional information on determining rates and methods of fee collection. It also contained suggestions as to what to call this fee, other than a "landing fee". For example, it could be called a "transient aircraft fee".

Chairman McKenzie stated that there needs to be a consistency in identifying aircraft type or weight. Director Lang agreed that "transient aircraft fee" would have a more positive connotation than "landing fee". Director Kearns reminded the board of the letter sent by CEPA stating that they are not in favor of landing fees and offering suggestions for alternative revenue sources. Director Katz has not decided whether he is in favor of the fees. He has concerns about a negative effect of charging the fees. He asked about the possibility of the airport staff collecting fees instead of the FBOs.

Chairman McKenzie stated that collecting fees by the FBOs at the point of sale will avoid collection issues. He suggested that money collected from this fee be maintained in a separate account and used for maintenance and airport operations. Jamie stated that he had a good a good discussion with the FBOs at the FBO User meeting held earlier in the week. Director Lang would like to see a decision made on whether or not to proceed with this course of action by the March meeting.

## **IX. New Business**

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

- A. Resolution #14-004 – A Resolution Authorizing the Sale of Surplus Property;

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

Director Lang made a motion to approve Resolution 14-005. The motion was seconded by Director Kearns.

- B. Resolution #14-005 – A Resolution Authorizing the Acting Executive Director to Spend Airport Funds for Computer Equipment and Installation;

All of the equipment will be purchased on the State program at the lowest cost. The update will take our emails from the server to the cloud and get all of our Microsoft programs up to date. Once the equipment has been updated, we can look into sending out packets using the system the Village uses.

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

- C. Election of Officer – A motion was made by Director Kearns and seconded by Director Lang to postpone the election of officers until the March meeting due to the absence of Directors Cloud, Kolssak and Pace. The motion was approved by a roll call vote. Ayes included Directors Kearns, Katz and Lang. Nays: None. Absent: Directors Cloud, Kolssak and Pace.
- D. Direction regarding NBAA – Chairman McKenzie and the board member in attendance believe that the airport should exhibit at NBAA. Director Lang made a motion directing Acting Executive Director, Jamie Abbott, to reserve a space at the 2014 NBAA Conference. The motion was seconded by Director Katz. There will be future discussion as to how to promote the booth location.

## **X. Executive Session**

Director Kearns made a motion to go into Executive Session pursuant to 5 ILCS 120/2 (c) (1) and (6) to discuss the sale or lease of property owned by the public body. The motion was seconded by Director Lang and approved by a roll call vote. Ayes included: Directors Katz, Kearns, and Lang. Nays: None. Absent: Directors Cloud, Kolssak and Pace.

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

There was no action taken from Executive Session.

## **XII. Adjournment**

A motion was made by Director Lang and seconded by Director Katz to adjourn the meeting. The motion was unanimously approved by a voice vote. The meeting was adjourned at 7:17 p.m.

Respectfully submitted,



Elizabeth Cloud  
Secretary