

**CHICAGO EXECUTIVE AIRPORT  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
WEDNESDAY, APRIL 16, 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 Executive Director  
                                  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 Kolssak and seconded by Director Cloud to approve the minutes of the March 19, 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. Recognition of the CEA Maintenance Staff**

Acting Executive Director, Jamie Abbott, stated that the airport wanted to acknowledge the long hours and hard work put in by the airport maintenance staff during the exceptionally snowy 2013/14 winter season. To thank them, Jamie presented each member of the maintenance staff with a certificate and a Lettuce Entertain You gift card on behalf of the airport and board.

## **VII. Executive Director Search Firm Presentation**

The presentations were not scheduled until a bit later, so the chairman suggested the meeting proceed until the time set for the video conferences.

## **VIII. Hearings and Reports**

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

Director Kearns reported that March was similar to previous months. Flight operation are down year to year. Jet A fuel flowage was higher compared to March 2012 and 2013. Flight operations are down, but we are seeing more fuel flowage. The issue with 100 LL has corrected itself due to a timing of issue of none having been reported as sold in February, but the underground tanks having been filled. Customs fees remain flat. Administration salaries are down, but part time administration salaries are up. Operations and maintenance with overtime and fuel are over budget, but overall still under budget year to date.

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

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

- ➔ Jamie began by reminding the board about the April 26<sup>th</sup> strategic planning meeting. The meeting will begin at 9:00am. We will try to get some material out to you tomorrow.
- ➔ The Illinois Airport Association conference is on May 13 & 14<sup>th</sup>. Jamie and Chairman McKenzie will be attending.
- ➔ Hawthorne's Grand Opening will take place on Thursday, May 15<sup>th</sup>. Hopefully, Jamie and the chairman will bring Dr. Shea back from Collinsville with them for the event.
- ➔ A reminder that the May board meeting has been rescheduled for May 28<sup>th</sup>, one week later than originally planned.
- ➔ The airport office will be closed on Friday, April 18<sup>th</sup> for Good Friday. Jamie will be out of town for a funeral on Saturday, but Kealan and Joe will be in town, if needed.
- ➔ Construction Update: We are waiting on a date for contracts for the HFC taxiway rehab. A preconstruction meeting should be scheduled shortly. The project is due to begin on June 1<sup>st</sup>.
- ➔ There has already been a preconstruction meeting for EMAS. The project is scheduled to begin August 1<sup>st</sup> and last for 2 months.
- ➔ There have been no noise complaints since the last meeting, which leads us to believe that the operator has been flying over the less populated areas. They have been approved to build a new facility in the South Loop, but may still maintain a presence at CEA. Kealan has been working on a suggested noise and safety route, which shows

areas to avoid. Once finalized, it will be forwarded to the helicopter operator. Director Cloud asked that it be forwarded to Ms. Barbara Fallmer, as well.

- ➔ Kealan is wrapping up interview for the 4 interns that will work as summer help in the maintenance department.
- ➔ Jamie brought up the subject of the contaminated soil at Hawthorne, but Airport Attorney, Tom Lester stated that it is a topic to be discussed in closed session.

At this point the order of the meeting was changed to accommodate Item VI on the agenda: Executive Director Search Firm Presentation:

Doug Kuelpman of ADK joined the meeting via video conference. Mr. Kuelpman introduced himself and gave an overview of his background and his company's qualifications. He explained the process his company would utilize to find qualified candidates and the anticipated time frame necessary for the hiring process. In answer to Director Kolssak's question, there is a one year guarantee that a hired executive will stay. That would not cover the board's decision to terminate or any health matters that should arise. Chairman McKenzie thanked Mr. Kuelpman and stated that Scott Campbell would be in touch if the board had any further questions.

Next, Mr. Eric Mercado of Aviation Career Services participated, again via video conference. He also introduced himself and his company. He gave examples of positions he has filled for various airports. He explained his company's process for recruiting candidates and a timeline for finding a candidate for CEA. Chairman McKenzie thanked Mr. Mercado and stated that Scott would contact him with any further questions the board may have.

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

- Director Pace stated that the Dollars for Scholars Golf Outing is Thursday, May 22<sup>nd</sup> at Old Orchard Country Club. Board members, please see Vicki if you are interested in playing in the airport foursome.
- Director Cloud informed those in attendance that the Annual Mayor's Breakfast will be held on Saturday, May 3<sup>rd</sup> at Atlantis Banquets in Prospect Heights. Again, please see Vicki if you would like to attend. The support of the board would be appreciated.
- Director Lang had no comment.
- Director Kolssak wished all in attendance a Happy Passover and Happy Easter. He extended his thanks to the CEA maintenance staff for their work on the 38 plus snow events this winter.
- Director Katz agreed that the maintenance staff did a great job. He requested that Jamie look into LED technology, motion sensor switches and possible grants for the lights at the t-hangars in order to save money. He would also like to look into keeping the tower open another hour, until 11:00 at night. Jamie will check into it, but it may have to be done on a regional or national level. Director Katz suggested that perhaps it could be done without much trouble through more creative scheduling.
- Director Kearns added to the comment regarding the Dollars for Scholars outing by informing attendees that there will be a helicopter ball drop. Tickets will be \$20 each

and there will be a 1 in 3 chance of winning a prize. He would also like staff to review the alarm phone line. Would it be possible and cost effective to switch to all radio?

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

Chairman McKenzie commented on the nice letter from Barbara Fallmer. He also thanked the maintenance staff, again, for their hard work this winter.

**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 14-012 - 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. Absent: None.

**IX. Consideration of Items Removed from the Consent Agenda**

There were no items removed from the Consent Agenda.

**X. Old Business**

There was no Old Business.

**XI. New Business**

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

A. Resolution #14-013 – A Resolution Approving Authorized Signers for the Chicago Executive Airport Financial Institutions:

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

Director Cloud made a motion to approve Resolution 14-014. The motion was seconded by Director Kolssak.

B. Resolution #14-014 – A Resolution Recommending Approval of the FY15 Budget for Chicago Executive Airport;

Director Lang asked about starting a specific capital reserve fund in the budget setting money aside for future administrative offices. Director Kearns asked Scott to confirm the

1.6% increase in health insurance. He also asked Scott to look into switching some of our accounts to Wheeling and Prospect Heights banks where some of the fees may be waived. Director Lang suggested advertising the fact that we are installing EMAS. He asked about the number of proposed attendees for NBAA, as well. A poll of those interested in attending indicated that no change to the budget was necessary. Director Kearns asked about a rental equipment budget item. Jamie explained that the airport will purchase a piece of equipment but is it cost effective to rent this snow removal implement for only 3 months.

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

C. Discussion of the Run the Runway at CEA 5K Run/1 Mile Walk;

The discussion began with Jamie explaining that the committee has met twice to get back on track to having an Open House type event at the airport. To get the ball rolling paperwork has been submitted to the FAA and IDOT in order to get their approval to hold the event. The airport is working to keep the event aviation related. Jamie then introduced Vicki Mayr to give an overview of the work that's been done, so far. Vicki stated that a date of August 30<sup>th</sup> has been selected, pending FAA & IDOT approval. She reviewed the pre-event, day of and post-race plans, including race registration, volunteers, charity beneficiary and Director Cloud's idea of food trucks and picnic tables included with the static aircraft display on the Charlie pad to help attract non-runners after the race. Director Cloud stated that a special permit would be required for the food trucks.

In response to questions regarding runway closures, Jamie replied that 16/34 will be shut down for EMAS installation and 6/24 will have to be shut down, but 12/30 will remain open. There will also need to be some coordination with flights leaving from the east side of the airfield to relocate them so as not to delay their departure. Director Kolssak said his only concern is that the date selected is Labor Day weekend, but he thinks it will be a great event.

## **XII. Executive Session**

Director Cloud made a motion to go into Executive Session pursuant to 5 ILCS 120/2 (c) (1), (6) and (11) to discuss the employment compensation discipline, performance or dismissal of a specific employee, sale or lease of property owned by the public body and pending or potential litigation. The motion was seconded by Director Katz and approved by a roll call vote. Ayes included: Directors Cloud, Katz, Kearns, Kolssak, Lang and Pace. Nays: None. Absent: None

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

There was no action taken from Executive Session.

#### **XIV. Adjournment**

A motion was made by Director Pace and seconded by Director Cloud to adjourn the meeting. The motion was unanimously approved by a voice vote. The meeting was adjourned at 9:18 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