

**CHICAGO EXECUTIVE AIRPORT  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
WEDNESDAY, MAY 28, 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 – 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 Katz and seconded by Director Kolssak to approve the minutes of the April 16, 2014 Regular Meeting, the May 14, 2014 Special Meeting and the May 19, 2014 Joint Workshop. The motion was approved by voice vote.

**IV. Changes to the Agenda**

There were no changes to the agenda.

**V. Public Comments**

Mr. Stephen Neff, a resident of Wheeling, asked if there were plans to update the D&L contour map for the airport. Jamie explained that the map was done as part of the Part 150 noise study 5 or 6 years ago. If the board would like, he can look into an updated study. Ms. Nancy Neff asked if there was money available for sound proofing of homes in the area. Jamie explained that there is no money available at this time. He asked the Neffs to feel free to contact him after the meeting.

**VI. Hearings and Reports**

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

Director Kearns reported that we are now into the 2015 budget year. Flight operation are, again, down, but Jet A sales are up. Customs is up, as well. Scott was asked to take a look at the Customs estimate, which is consistently low, and attempt to produce a more accurate forecast. Tie down rentals are significantly down. It was suggested that some of the loss at the tie downs may be due to moves to T-hangars, but there are still vacancies at the t-hangars.

## **B) Board Members Comments**

- Director Katz thought that the joint workshop was very productive. He offered his assistance in researching the cost of the signage that Prospect Heights expressed an interest in putting at the corners of the airport. It was pointed out that there is no place for a sign at Milwaukee and Hintz.
- Director Kearns thought that the joint workshop was very productive and well run. He felt that pros and cons of the plans for the airport were expressed well.
- Director Lang asked that the topic of airport signage be added to the June agenda to discuss what would be on the signs and how they would be paid for. He agreed that the joint workshop went well.
- Director Kolssak stated that he will not be at next month's meeting, so he expressed his thoughts on the signage issue. He felt underwhelmed by the proposed signage drawing. He suggested that the public should be involved in, perhaps a contest. He believes that the signage at Milwaukee and Palatine Road should be spectacular as it is a gateway to both municipalities.
- Director Pace thanked the airport for participating in the Dollars for Scholars Golf Outing. The event raised \$20,000 for scholarships for Wheeling and Prospect Heights students.
- Director Cloud thought the joint workshop was excellent. She asked for and received a consensus on food trucks at the post 5K event and informed Vicki that the Hilton was interested in being an event sponsor.

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

Executive Director, Jamie Abbott, reported on the following:

- ➔ Jamie began with a construction update. There was a pre-construction meeting on Tuesday for the east quadrant apron. Work is scheduled to begin on July 7<sup>th</sup> to fill in the grass islands and replace some of the asphalt with concrete.
- ➔ EMAS – There have been no changes. Work is to begin on August 1<sup>st</sup> and continue for two months. The sitework will take 5 weekends, then the block placement will take 14 to 15 consecutive nights.
- ➔ North end EMAS – Jamie asked if the board would like him to pursue funding for the north end EMAS with the FAA and State. The funding could be on the August letting. We may be able to push for State funding to get the project completed next year, instead

of in 2016. Our share would be approximately \$400,000. This is a safety feature and has no bearing on future airport development.

- Signature Flight Support is about 6 weeks away from the razing of the 94<sup>th</sup> Aero Squadron building. Both Wheeling and Prospect Heights Fire Departments will be using the building for training. Both police departments have used the building for training exercises, as well.
- The Young Eagles event was rained out last weekend and has been rescheduled for 10:00am Saturday at Signature Flight Support.
- Jamie will be at UIC for the Transport Chicago Conference next Friday. We are a sponsor of the event, which features all modes of transportation, including air, train, highway, etc.
- Rockford AirFest is on June 8<sup>th</sup>. CMT has invited us to be their guests at their chalet. Please RSVP to Jamie or Vicki if you'd like to attend. Tom Lester offered VIP parking passes.
- Our next board meeting will be on the 18<sup>th</sup> of June.
- The Encompass ProAm Golf Championship will be at North Shore Country Club in Glenview on June 20<sup>th</sup> - 22<sup>nd</sup>. We plan to advertise like we did for the BMW event last year with a full page ad in materials that will go out to players and attendees.
- Jamie and Vicki plan to meet to discuss the 5K run tomorrow. We'd like to schedule a meeting next week with the committee and the fire departments to work on details of the event.

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

Chairman McKenzie thanked everyone for a successful joint meeting. He also thanked Jamie for his service and his work during the past week with the National Guard.

#### **VII. Consent Agenda**

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

##### **A. Resolution 14-015 - 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.

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

There were no items removed from the Consent Agenda.

## **IX. Old Business**

There was no Old Business.

## **X. New Business**

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

- A. Resolution #14-016 – A Resolution Approving the Purchase of a New 2015 Ford F-150 Utility Truck and Plow:

Jamie explained that this purchase is to replace an old Chevy truck that has been auctioned off. This truck has been bid through the State's joint purchasing program.

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 14-017. The motion was seconded by Director Kolssak.

- B. Resolution #14-017 – A Resolution to Approve a Cooperative Services Agreement Between Chicago Executive Airport and United States Department of Agriculture Animal and Plant Health Inspection Wildlife Service;

Director Katz asked if this was a voluntary program. Our wildlife program is over 10 years old. The State has informed us that we need to update the program. They will contribute 50% of the cost of the study. On next month's agenda there should be a participation agreement with the State for this study.

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 14-018. The motion was seconded by Director Pace.

- C. Resolution 14-018 – A Resolution to Approve an Increase in the Contract Amount from Arcadis U.S., Inc. for the Removal of Contaminated Soil on the Hawthorne Leasehold Property at Chicago Executive Airport;

Chairman McKenzie made a motion to table Resolution 14-018 until after Executive Session. The motion was seconded by Director Pace. The motion to table was approved by a voice vote. Ayes include: Directors Cloud, Katz, Kearns, Kolssak, Lang

and Pace. Nays: None. Absent: None.

#### D. Discussion of Runway Study

Chairman McKenzie spoke with Director Lang prior to tonight's meeting. There have been no further developments regarding employment aspect of the study. The discussion will be postponed until the June meeting. As for the runway study, Chairman McKenzie suggested, and there was a consensus, that the board direct Jamie to work with CMT to determine what type of studies need to be done for the airport enhancements.

### XI. 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, Lang and Pace. Nays: Director Kolssak. Absent: None

### XII. Action Taken from Executive Session

Director Kolssak made a motion to approve Resolution 14-018 – A Resolution to Approve an Increase in the Contract Amount from Arcadis U.S. Inc. for the Removal of Contaminated Soil on the Hawthorne Leasehold Property at Chicago Executive Airport, which was seconded by Director Lang. A roll call vote was taken. Ayes included Directors Cloud, Katz, Kearns, Kolssak, Lang, and Pace. Nay: None. Absent: None.

### XIII. 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 7:10 p.m.

Respectfully submitted,



Neal Katz  
Secretary