

**CHICAGO EXECUTIVE AIRPORT  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
WEDNESDAY, AUGUST 16, 2017  
1020 S PLANT ROAD  
WHEELING, IL 60090  
6:00 PM**

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

Chairman Harris called the meeting to order at 6:00 p.m. Roll call confirmed the following present: Directors Cloud, Katz, Kearns, Kiefer, and Lang.

Absent: Director Kolssak

Also in Attendance:       Jamie Abbott – Executive Director  
                                  Jennifer Pfeifer- Recording Secretary  
                                  Scott Campbell – Director of Operations  
                                  Jason Griffith – Director of Finance  
                                  Tom Lester – Attorney  
                                  Rob Mark - CommAvia

**II. Pledge of Allegiance**

Chairman Harris led those in attendance in the Pledge of Allegiance.

**III. Approval of Minutes**

A motion was made by Director Katz and seconded by Director Kearns to approve the minutes from the July 19, 2017 Regular Board Meeting. The motion was approved by a voice vote. Ayes: Directors Cloud, Katz, Kearns, Kiefer, and Lang. Nays: None. Absent: Kolssak.

**IV. Changes to the Agenda**

None.

**V. Public Comments**

Phil Mader said there have been no changes in the noise levels at his house and no answers about the 310-departure. He hopes Jamie will meet with the new control tower manager, that more flights will be directed south over Prospect Heights and that funds will be set aside for noise abatement. He spoke about meeting the former control tower manager and their discussion.

Emilia Ritchie who lives in the condos north of the airport said there is noise day and night. She gave examples of nighttime hours that she heard aircraft noise.

**VI. Hearing and Reports**

**A) Treasurer's Report**

Director Kearns reported that revenues are over budget and operating expenses are under budget which has been the trend over the last year or two. Operations for the 12-month rolling period were down by over 3,529. Fuel flowage for the 12-month rolling period was up. Customs operations for the 12-month rolling period are up. Normal transfers to reserve funds were made. Net gain of \$58,929 for the month.

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

Executive Director, Jamie Abbott, reported on the following:

- ➔ Construction
  - The Lima Bypass taxiway is complete, operational and needs a final inspection. The contractor did a great job.
  - Pavement repairs to be started soon. The area by the Southwest T-hangars will be the most disruptive to tenants.
  - Re-stripping the pavement will also begin soon.
- ➔ 310-procedure – The FAA has just sent comments about the scope of services and Mead & Hunt will do a proposal.
- ➔ NEM Update submittal – Waiting for FAA comments.
- ➔ New Airport website – The first meeting with the project manager will be tomorrow. Filming of the airport will be done.
- ➔ Noise Committee Meeting – the next meeting will be on September 6<sup>th</sup> at 6:00 PM.
- ➔ Jamie will be at the AAAE Conference next week during which he will be discussing legislative and other G.A. airport issues.

Director Lang asked if the test period for the 310-departure procedure should be extended into the spring since the start has been delayed. Jamie will look into it and it should be considered.

## **C) CommAvia Report**

Rob Mark reported on the following:

- Lots of media last month. Newspaper story about the new Chairman and staffing changes at the airport. Also, coverage about the DC-3 that was at the airport for a few days.
- The drone video is being distributed.
- Coverage on the Collings Foundation.
- There were 30 noise complaints last month.
- Lots of chatter on social media. The Collings Foundation received a lot of attention.

- He met with Bryce to discuss drones.
- He will be participating in the CABAA Communications Committee – the first meeting is coming up and will be held at Chicago Executive Airport.

Director Katz spoke about the drone cautions signs that have been posted in Prospect Heights and Wheeling park districts. He thinks they should be installed in Mt. Prospect, as well, in the Wolf Road area where there are some parks. He asked Rob to consider this.

#### **D) CMT**

Brian Welker spoke about the Master Plan. He said that the formal report must be submitted to the FAA and Illinois Department of Aviation. He had a meeting with the FBO's and received some good information that will also be included in the report. He also said they will be doing some water main work with the Village of Wheeling that could benefit the airport.

#### **E) Board Member Comments**

- Director Kiefer spoke about the O'Hare runway rotation and wondered if something similar could be done at Chicago Executive Airport. He also asked about the correlation between fuel sales increase and aircraft count decrease. Brian Welker answered that there is less small general aviation aircraft.
- Director Katz welcomed Court Harris as Chairman for his first full meeting. He asked for an update on the lease hold document that Bryce created and about Hangar 4 gutters and maintenance. Jamie will have the most current document sent to the directors and will check on Hangar 4. Director Katz asked if widening runway 12/30 is being considered. This changes the resurfacing project completely, according to Jamie and Brian Welker; there are many steps to obtaining approval, including the environmental process. This will be addressed in the Master Plan.
- Director Lang had no further comments.
- Director Cloud spoke about the Collings Foundation and local area veterans that come to see the airplanes. She said that she would not approve widening runway 12/30 because it is not in the budget and the Master Plan is not completed.
- Director Kearns asked if we have historic data on Runway 16/34 departure and arrival numbers? Jason Griffith replied that the reports we received are not detailed. He agreed with Director Cloud about runway 12/30. He commented that the Collings Foundation was great and the public was very interested. He enjoyed the flight experience up to Rockford.

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

Chairman Harris had no comments and there was no correspondence.

#### **X. Old Business**

None.

## **XI. New Business**

### **A. Resolution 17-023 – A Resolution Authorizing the Payment of Claims;**

A motion to approve was made by Director Cloud and seconded by Director Kiefer. The motion was approved by roll call. Ayes: Directors Cloud, Katz, Kearns, Kiefer, and Lang. Nays: None. Absent: Director Kolssak.

### **B. Resolution 17-024 – A Resolution Approving a Professional Services Agreement with Crawford, Murphy & Tilly, Inc. for the Rehabilitation of Tower Road;**

A motion to approve was made by Director Cloud and seconded by Director Lang. The motion was approved by roll call. Ayes: Directors Cloud, Katz, Kearns, Kiefer, and Lang. Nays: None. Absent: Director Kolssak.

Director Kearns asked when the project will be completed. Director Kiefer asked if IDOT had any plans to enhance Tower Road or the medians on Milwaukee Ave. Brian Welker, CMT, said that IDOT has no plans for Tower Road and that they did not want to change the median to a turn lane when Milwaukee Ave. was resurfaced the last time.

### **C. Resolution 17-026 – A Resolution Approving a Professional Services Agreement with 845 Design Group for the Schematic Design Services for a New Airport Administration Facility;**

A motion to approve was made by Director Cloud and seconded by Director Lang. The motion was approved by roll call. Ayes: Directors Cloud, Katz, Kearns, Kiefer, and Lang. Nays: None. Absent: Director Kolssak.

Executive Director, Jamie Abbott, summarized and explained the purpose of hiring 845 Design Group. They will gather all input and prepare the RFP or RFQ for bids and do budget analysis. Megan Harte from 845 Design spoke about their services and past work for the Village of Wheeling. She restated that they will gather information, do surveys, listen to what is needed, handle RFQ and RFP process. They will also address an Administration Facility combined with U.S. Customs Facility.

Director Kiefer asked what the timeline is. Megan said they will move as quickly as decisions can be made. She estimated 3-4 months to do the building schematic. Spring 2019 ground breaking estimate.

Director Cloud asked where the Administration building would be located. Jamie said that CMT would have to weigh in on the options so that the Master Plan is not interfered with; one location is west of the Charlie Pad. Megan input that one of the first steps is to figure out how large the facility needs to be. Jamie also pointed out north of Atlantic Aviation as a possible location. A stand-alone Customs building could be near the viewing area. Director Cloud also asked if other design companies were considered. Jamie said 845 was the only one considered for this scope of work and chosen based on the quality of work with the Village of Wheeling project and their recommendation. Brian Welker added that 845 is charging a reasonable price.

Director Katz asked Megan what her final report would contain. She said a schematic design, floor plans, elevation, an exterior 3D imagery and costing. She said that 845 is open to helping select a contractor. Director Katz questioned some of the images in the 845 information packet and Megan spoke about the Village of Wheeling project which was managed by Jamie Zaura.

Director Kearns asked the total number of hours they would need to design. Megan did not have those numbers with her. He asked if it could possibly go over budget. She said this is a not to exceed number even though it doesn't say that.

D. NBAA discussion; Executive Director, Jamie Abbott spoke about the NBAA guidelines draft and asked the Directors for their input.

Director Lang approved that one elected official from each municipality can attend. It is valuable for the elected officials to see how Chicago Executive Airport fits into the industry. Director Kearns said that it is important for officials to see the revenues generated by business aviation.

Director Cloud suggested that if other people attend that the municipality be billed for meals, etc.

Director Katz asked if the guidelines will be given to the Village and City Managers. Yes. He also commented that these guidelines are in response to last year and too many people attending.

Director Kearns said that spouses and other non-community representatives should not be covered. Director Lang did not agree.

Director Kiefer said this policy tells the public that it's a business conference and sets a tone of conduct.

## **XII. Executive Session**

There was no Executive Session.

## **XIII. Action Taken from Executive Session, if required**

None.

## **XIV. Adjournment**

A motion was made by Director Kiefer and seconded by Director Cloud to adjourn the meeting. The motion was unanimously approved by a voice vote. The meeting was adjourned at 7:04 p.m.

Respectfully submitted,



James Kiefer  
Secretary