

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, OCTOBER 18, 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, Kiefer, and Lang.

Absent: Directors Kearns and 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

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 Cloud and seconded by Director Katz to approve the minutes from the September 20, 2017 Regular Board Meeting. The motion was approved by a voice vote. Ayes: Directors Cloud, Katz, Kiefer, and Lang. Nays: None. Absent: Directors Kearns and Kolssak.

IV. Changes to the Agenda

None.

V. Public Comments

Steve Neff, a member of the Noise Committee, looks forward to the discussion about the possible widening of Runway 12/30. He spoke about a pilot who is in favor of widening the runway and about a Park Ridge resident he knows who benefitted from the sound attenuation program from O'Hare Airport.

Madeleine Monaco invited all to a a safe pilot award presentation on Wednesday, November 25th at the Ramada Hotel at 7:30 PM. Also, the CEPA holiday dinner and party will take place on December 13 at the Crown Plaza Hotel.

VI. Hearing and Reports

A) Treasurer's Report

Jason Griffith, Director of Finance, gave the Treasurer's Report. September flight operations and fuel flowage were up. Jet A increased, however, 100LL decreased. September 12-month fuel total was over 6 million gallons. This is the first time since 2005 that a rolling 12-month fuel total has been over 6 million gallons. Customs operations were down. Operating revenues were up. Fuel flowage continues to exceed budget amounts. Operating expenses are under budget for the year. Net income was over \$77,919.

B) Executive Director's Report.

Executive Director, Jamie Abbott, reported on the following:

- ➔ Introduced the new Control Tower Manager, Tim Fitzgerald.
- ➔ NBAA recap
 - Attended general sessions.
 - Attendance was like prior years, perhaps a little lighter.
 - Made good contacts and conversations with other airports.
 - A thank you email will be sent to everyone who visited our booth.
- ➔ Airport Website
 - Demonstrated the new website. Staff will be submitting suggestions and corrections. The new website will go live in about a week. Chairman Harris asked if there will be a meeting with the website developer. He would like the link sent to all directors who can submit their comments through him.
- ➔ Projects
 - There will be a meeting on Thursday, October 19th with IDOT Division of Aeronautics and CMT regarding the Master Plan and other projects.
 - On November 8th the Executive Director and other staff are meeting at the FAA office to discuss projects. The initial TIPS meeting went well and this will be a continuation of that discussion.
 - Spoke about the Operations snapshot sheet that was distributed to the directors. This sheet will be sent out twice a month from now on to the directors.
- ➔ Showed a slide show of the NBAA booth, the new salt bin/tent and the AAAE meeting in Rosemont that took place Monday and Tuesday.

Director Kiefer asked about the TIPS sheet and Dan Pape from CMT explained that it will be ready to present to the board at the November meeting.

C) CommAvia Report

Executive Director, Jamie Abbott delivered the CommAvia Report:

- The number of noise complaints were like prior months.
- Hangar 8 was used for filming a segment of “House Hunters” this morning.

Chairman Harris requested that a self-service noise complaint portal for be made available on the new website.

D) CMT

Dan Pape reported on the following:

- ❖ Waiting for review of the Master Plan facility requirements from the FAA. The IDOT Division of Aeronautics has submitted comments.
- ❖ Taxiway Lima is complete; there are some small items on the punch list. The project is expected to come in under budget about \$25,000.
- ❖ Rehabilitation of Runway 12/30 – the plans are due in March 2018. Design work is ongoing.
- ❖ TIPS meeting took place.
- ❖ Coordination on some airspace requests to help Village of Wheeling work on the water main to the north.
- ❖ Will submit plans to the state for the East Quad access road (Tower Rd) in December.

Director Katz asked for better updates on the Master Plan, what is currently being accomplished and how long until it is finished. He would like a dashboard sheet from CMT monthly. Dan said it is a long process of going back and forth with agencies, obtaining funding and forecasting.

Chairman Harris noted there was no CMT update last month and would like communication every month.

Director Cloud said she would also like better information from CMT because citizens ask her questions.

Director Lang said he would like more regular updates from Mead & Hunt. Jamie spoke about the NEM Update, that Mead and Hunt heard from the FAA and the public hearing for the NEM Update will be held on November 28, 2017.

E) Board Member Comments

- Director Kiefer commented that Master Plan information is piecemeal.
- Director Katz spoke about the NBAA conference and said there was good involvement. He requested that wind fencing be put up near Hawthorne this winter to prevent snow from being blown onto Milwaukee Ave. He would also like the fuel farm and utilities at Hawthorne hidden behind a fence. He thanked the Airport for the updated lease hold evaluation packet. He requested that a light pole and security camera be put up in the viewing area. He likes the dashboard sheet of information that he received.
- Director Lang spoke about NBAA; he visited other airport booths and spoke to them about noise issues, FBOs and growth possibilities. He forwarded information to Jamie. The speakers were good at the opening session.
- Director Cloud commented about the dashboard sheet of information. She would like a report from 845 Design Group each month. She would also like a procedure manual for each committee at the Airport, such as the Noise Committee, that contains rules, regulations, and who can be on the committee.

F) Correspondence and Chairman's Comments

Chairman Harris welcomed the new control tower manager. He thanked the airport staff for behind the scenes planning at NBAA. He left NBAA feeling positive and heard many good comments about the Airport. He noticed that other airports are dealing with the same issues and spoke to people from the Kansas City airport who just built a U.S. Customs facility. He commented about lights and safety at the viewing area.

X. Old Business

A. Discussion; CMT, widening of runway 12/30;

Jamie summarized the discussion topic; pros, cons, challenges. Dan Pape gave a presentation covering critical aircraft, runway requirements, impacts to the airport if the runway is widened, future development possibilities, Falcon jet operations, and next steps to make a decision.

Director Lang questioned the runway categories and Dan recommended the runway be no larger than a BII category.

Chairman Harris asked about the current utilization of runway 12/30 and if widening would result in an increase. Dan said that runway 12/30 would be used more often and that trips have been cancelled due to the current width of the runway.

Director Katz asked how widening runway 12/30 affects the Master Plan. He also spoke about the pros and cons, safety and capabilities of aircraft.

Director Cloud asked about the current length of the runway, would EMAS need to be installed if the runway was widened and the budget.

XI. New Business

A. Resolution 17-028 – 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, Kiefer, and Lang. Nays: None. Absent: Directors Kearns and Kolssak.

B. Resolution 17-029 – A Resolution Authorizing a Lease Extension for Hawthorne Global Aviation for Hangar 11;

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

C. Resolution 17-030 – A Resolution Authorizing an Agreement with CMT for the 310-Departure Procedure;

A motion to approve was made by Director Cloud and seconded by Director Katz. The Resolution was tabled by a voice vote. Ayes: Directors Cloud, Katz, Kiefer, and Lang. Nays: None. Absent: Directors Kearns and Kolssak.

Jamie spoke about the 310-departure procedure, CMT is the primary consultant, Mead & Hunt is the support consultant. He summarized Phases I & II, which are required by the FAA. Funding may not be available because this is a test run and not initiated by the FAA. There was discussion with Director Katz about post-test options; an environmental assessment is done, and the procedure is permanent. Director Lang spoke about the test start date and if the money could be put into noise abatement instead of the test. Director Kiefer spoke about the pros and cons of the 310-departure, the NCPs and widening 12/30 and suggested the noise committee prioritize these options. Director Katz spoke about putting money towards noise remediation versus the 310-departure test. Director Cloud asked about the costs of the 310-departure test and environmental assessment. Chairman Harris suggested this resolution be tabled and that CMT, Jamie and the airport staff do additional research.

D. Resolution 17-031 – A Resolution Authorizing the Sale of Surplus Property;

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, Kiefer, and Lang. Nays: None. Absent: Directors Kearns and Kolssak.

XII. Executive Session – Pursuant to 5 ILCS 120/2© (1) and (6) to discuss employment compensation, discipline, performance or dismissal of specific employees and the sale or lease of property owned by the public body.

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,

A handwritten signature in cursive script that reads "James J. Kiefer". The signature is written in black ink and is positioned above the printed name and title.

James Kiefer
Secretary