

**CHICAGO EXECUTIVE AIRPORT  
BOARD OF DIRECTORS  
PLANNING WORKSHOP MEETING MINUTES  
WEDNESDAY, SEPTEMBER 20, 2017  
1020 S PLANT ROAD  
WHEELING, IL 60090  
IMMEDIATELY FOLLOWING THE REGULAR BOARD MEETING**

**I. Call to Order**

Chairman Harris called the meeting to order at 8:50 p.m.

**II. Roll Call**

Roll call confirmed the following present: Directors Cloud, Katz, Kearns, Kiefer, Kolssak and Lang.

Absent: None.

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

**III. Introduction of 845 Design Group by Executive Director Jamie Abbott**

Executive Director Jamie Abbott introduced Megan Harte and Jamie Zaura from 845 Design Group.

Megan spoke about her firm and summarized the purpose and goals of the planning workshop. Director Cloud asked if 845 Design Group had obtained information on the US Customs facility requirements. Thus far they have conducted a kick-off meeting with Jamie and Scott, met with CMT and US Customs and Border Protection and has begun assembling information for the RFQ. They will meet with airport staff. A space program document will follow which will give the total square footage needed. Goals for the workshop are the vision, measurable project goals and narrow down the facility location.

Craig Louden from CMT spoke about where the facility could potentially go. There are only three options; two alternatives are going to be combined facilities that would include airport office, SRE and Customs; one alternative would be the Customs facility alone. He discussed the current size of the airport and Customs facilities. He spoke about the size range of a combined facility, an airplane parking apron for Customs and a flex pavement (yard) area. Alternate A would be north of Atlantic Aviation, Alternate B would be on Tower Rd, Alternate C would be Customs alone at the south end of the field. He gave pros and cons to each alternate. There was discussion of each alternate; parcel size, access to the site, airfield location, parking lot size, potential for hangar development.

**IV. Discussion**

Megan asked the Directors to give some descriptive words to reflect their vision of the facility.

Director Lang said the facility should reflect who we are and where we are located. Wants the

community to feel welcome here. An event space.

Director Kearns spoke about a secure observation area. He discussed maintenance equipment and whether a large storage facility needs to be attached to the administrative office. He recommends a clear view of the field for the Executive Director and operations staff and small office suites that could be rented or used for staff expansion.

Director Kolssak spoke about the Customs facility being separate and at the south end of the field where it would be most convenient for aircraft and neutral for all FBOs. He discussed exterior design elements: modern, efficient and interior elements: board room, enough places for people to work, some private offices. Was in favor of separating the Customs facility from the admin/SRE building.

Director Kiefer spoke about the economies of scale of building one building and the benefits of building the customs facility alone.

Chairman Harris said that the discussion should be focused on the airport administration and SRE facility. He said the facility needs to be practical and have plenty of parking, however not grandeur. He requested an out of the way board room with an anteroom with separate restroom facilities and a library type room with historical airport items. He emphasized the first two words on the list; business and executives.

Craig, CMT, spoke about funding that is available for SRE buildings.

Director Katz suggested another alternate location on the field which was discussed by Craig Loudon. He would like a tall open veranda/lobby that shows the sky.

Megan summarized that they will take this information and work up some ideas. Jamie Zaura talked about the schedule that they plan to use going forward with this project. Director Cloud recommended that the schedule be pushed forward into the future.

**V. Adjournment**

A motion was made by Director Kiefer and seconded by Director Kolssak to adjourn the meeting. The motion was unanimously approved by a voice vote. The meeting was adjourned at 10:17 p.m.

Respectfully submitted,



James Kiefer  
Secretary