

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, NOVEMBER 15, 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 Katz, Kearns, Kiefer, Kolssak and Lang.

Absent: Director Cloud

Also in Attendance: Jamie Abbott – Executive Director
 Jennifer Pfeifer- Recording Secretary
 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 Lang and seconded by Director Kolssak to approve the minutes from the September 20, 2017 Planning Workshop Meeting. The motion was approved by a voice vote. Ayes: Directors Katz, Kearns, Kiefer, Kolssak and Lang. Nays: None. Absent: Director Cloud.

A motion was made by Director Lang and seconded by Director Kiefer to approve the minutes from the October 18, 2017 Regular Board Meeting. The motion was approved by a voice vote. Ayes: Directors Katz, Kearns, Kiefer, and Lang. Nays: None. Abstain: Director Kolssak. Absent: Director Cloud.

IV. Changes to the Agenda

Executive Director Jamie Abbott removed item VI. D. CMT Engineering Report from the agenda.

V. Public Comments

Steve Neff, a member of the Noise Committee since September of 2015, spoke about the Part 150 Noise Study and the 310-departure procedure. He also spoke about a deceased resident of Buffalo Grove, Rob Sherman, who opposed the 310-departure, and that there were no noise complaints from Buffalo Grove in three years. He said the 1992 noise contour maps showed unabated and abated conditions and suggested that noise be shifted over the industrial areas of Wheeling.

Phil Mader spoke about the 310-departure and the financial constraints of the airport. He is frustrated by the process with the FAA. He spoke about money going into sound attenuation which his house does not qualify for because it was built after 1992.

VI. Hearing and Reports

A) Treasurer's Report

Director Kearns gave the Treasurer's Report. October's numbers were typical. Flight operations for the 12 month rolling totals are down. October 2017 compared to October 2016 flight operations are down. The trend is less flights and higher fuel flowage over the same time period. Customs operations increased. There are only ten tie-down spots and two T-hangars available for rent. Revenue is over budget. Expenses are only 44% of budget year-to-date. After regular transfers to funds there was net income of \$61,644.

B) Executive Director's Report.

Executive Director, Jamie Abbott, reported on the following:

➔ Action Items from last month's meeting:

- The website is now live and noise complaints can be submitted electronically.
- The snow fencing is up along Milwaukee Ave.
- All board meeting presentation information was included in this month's board meeting packets.
- Committee rules and procedures draft written up.

➔ Projects

- Light pole for the viewing area – the contract has been signed and we are waiting for supplies to be delivered.
- LED's will be installed on Tower Road.

- ➔ NEM Update Open House will take place at the Ramada Inn on November 28th from 6:00 PM to 7:30 PM.
- ➔ Will be delivering the State of the Airport report at the CEPA meeting on November 29th.
- ➔ The next Noise Committee Meeting will be on December 6th at 6:00 PM.
- ➔ US Customs/Admin/SRE building design – a RFQ has been published for a construction manager. Applications are due November 22, 2017.
 - Would like to form a committee to participate in the interviews. Directors Kiefer and Katz volunteered.
 - Megan Harte spoke about 845 Design planning efforts:
 - Gathering information and determining space requirements for each option.
 - Asked for direction from the board of directors – a decision will be made at the December board meeting.

Director Kolssak suggested as an additional design option the SRE building to be on its own.

Director Kearns asked if existing hangars are being considered as possible SRE storage locations.

Director Kiefer asked for a map with potential building sites marked.

Director Lang agreed that all facilities could be in separate locations and existing hangars used. Customs is the first priority and SRE second.

- ➔ Hawthorne hangar construction should begin soon – waiting for a permit.
- ➔ Attended an Emergency Response Tabletop exercise at DuPage Airport recently.
- ➔ The new chemical for winter ice on the runway, NAAC, has been delivered. There was some discussion about the old chemical, the replacement and other options.

C) CommAvia Report

Rob Mark gave the CommAvia Report:

- Spoke about NBAA and the static display.

- Media relations – a story appeared in the local paper about the Wright Brothers Master Pilot awards ceremony that took place recently.
- CAP story is posted on the website.
- Assisted with the new website development which will have better analytics than the old site.
- Reported on a filming segment for the HGTV series “House Hunters” at hangar 8.
- There were quite a few noise complaints last month.
- NEM Open House – there will be comment forms that can be submitted at the hearing or after and all information will be included in the final report.
- Overnight traffic was down slightly and there were quite a few blocked tail numbers on flight tracker.
- Social media – there was a Gulfstream event at Hawthorne Aviation.
- Reported on local tenant comments about the fuel issue.

Director Katz commented that he was not informed about the Gulfstream event.

Director Lang received a call about the run-up pad. Engine run-ups have shifted to the north end of the field and he would like a different location used. Aircraft engines should be faced away from residents. The directors should be informed when there is a procedural change. Director Katz suggested blast fences to protect neighbors from run-up noise.

D) CMT

Removed from the agenda.

E) Board Member Comments

- Director Kearns gave an update regarding the revised IGA at the Prospect Heights council meeting. Prospect Heights did not want to relinquish the every three years authority, however approved the other minor changes. Attorney Tom Lester spoke about the procedure going forward and Director Kiefer spoke about the minor IGA changes that were approved. Director Kolssak spoke about the decision by the Prospect Heights board. Director Katz asked about leaving the IGA as is. Chairman Harris requested that this issue be on the December meeting agenda.
- Director Kolssak spoke about a noise complaint that he submitted to the airport.
- Director Lang had no comments.

- Director Katz addressed his comment about airplane noise at the October board meeting.
- Director Kiefer had no comments.

F) Correspondence and Chairman's Comments

Chairman Harris wished all a Happy Thanksgiving.

X. Old Business

- A. Resolution 17-030 – A Resolution Authorizing an Agreement with CMT for the 310-departure procedure;

A motion to put the resolution on the table was made by Director Lang and seconded by Director Kiefer. The motion was approved by voice vote. Ayes: Directors Katz, Kearns, Kolssak, Kiefer, and Lang. Nays: None. Absent: Director Cloud.

A motion to approve was made and seconded at the October board meeting. The motion was not approved by roll call. Ayes: Directors Katz. Nays: Kearns, Kiefer, Kolssak and Lang. Absent: Director Cloud.

Executive Director Jamie Abbott summarized the agreement with CMT.

There was discussion about the expense of this contract and future expense for Mead & Hunt to analyze data and an Environmental Assessment. The FAA requires steps to be followed for a departure procedure. The steps take time and cost money. Director Katz asked for a summary of total costs and the time frame for steps to be complete. Director Lang spoke about putting the funds into sound attenuation. The resolution did not pass.

XI. New Business

Chairman Harris proposed a change regarding non-physical attendance at board meetings. He spoke about the current stipulation regarding attendance at the board meetings when someone is not able to make it physically to the location of the meeting. He proposed to change this to procedure to stay within the Open Meetings Act and to allow any director to call into a meeting regardless of the reason for not being physically in attendance. Attorney Lester will bring a formal written policy to the next meeting to be approved. The attorney would also like to formalize the voting policy; voice votes will be acceptable on anything that does not involve dollar expenditures and roll call vote will be required for any approval of funds to be spent.

- A. Resolution 17-032 – A Resolution Authorizing the Payment of Claims;

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

B. Resolution 17-033 – A Resolution Approving Renewl of Airport Insurance Policies;

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

C. Resolution 17-034 – A Resolution Approving the 2018 Regular Meeting Schedule of the Chicago Executive Airport Board of Directors;

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

Director Kolssak requested that all dates be sent to the board of directors via Outlook. Director Kearns brought up that the October meeting date is during NBAA. Director Katz said that the September date is Yom Kippur. Some of the dates will have to be changed.

D. Resolution 17-035 – A Resolution Accepting the Comprehensive Annual Financial Report for the Fiscal Year Ending April 30, 2017;

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

Dan with Sikich said the report received a clean opinion which is the best opinion that can be given. The audit went smoothly and very few adjusting entries.

Director Katz commented about the information on pages 37 and 38.

E. Resolution 17-036 – A Resolution to Approve the Preliminary TIPS FY 2019-2023 Program for Chicago Executive Airport;

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

A motion to amend the Preliminary TIPS FY 2019-2023 Program for Chicago Executive Airport by adding \$80,000 to item 4 and to transferring the amount of money from item 3 to item 4 was made by Director Kolssak and seconded by Director Kiefer. The motion was approved by roll call. Ayes: Directors Katz, Kearns, Kiefer, Kolssak and Lang. Nays: None. Absent: Director Cloud.

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

Executive Director Jamie Abbott gave an overview of the TIPS program sheet. It is a five-year capital plan required by the Department of Aeronautics to allocate funds.

Director Kiefer asked about the widening runway 12/30 project and Dan Pape from CMT explained. On the same topic Director Kearns asked for a realistic prediction of the increased traffic. Brian Welker from CMT spoke about aircraft, safety and that many factors make predicting difficult.

Director Lang spoke about the residential soundproofing project and increasing the funds with the money that would have been spent on the 310-procedure.

Executive Director Jamie Abbott recommended the funds for the NCP Update should also be moved into the soundproofing program since the current NCP's are valid.

Director Katz commended the board for working on helping residents.

XII. Executive Session –

A motion was made by Director Kearns and seconded by Director Katz to go into 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.

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

XIII. Action Taken from Executive Session, if required

None.

XIV. Adjournment

A motion was made by Director Kearns and seconded by Director Katz to adjourn the meeting. The motion was unanimously approved by a voice vote. The meeting was adjourned at 8:25 p.m.

Respectfully submitted,



James Kiefer
Secretary