

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, JANUARY 17, 2018
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 PM. Roll call confirmed the following present: Directors Cloud, Katz, Kearns, Kiefer, Kolssak and Lang.

Absent: None

Also in Attendance: Jamie Abbott – Executive Director
 Scott Campbell – Director of Operations
 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 Cloud to approve the minutes from the December 20, 2017 Regular Board Meeting. The motion to approve the minutes was approved by a roll call vote. Ayes: Directors Cloud, Katz, Kearns, Kiefer, and Lang. Abstain: Director Kolssak. Nays: None. Absent: None.

IV. Changes to the Agenda

Executive Director Jamie Abbott added a new item VI A. Presentation by Representative Harris.

V. Public Comments

None.

VI. Hearing and Reports

A) Presentation by Representative Harris

Representative Harris, who was invited to the meeting by Chairman Harris, spoke about a current Federal government action involving sales tax on aviation fuel. He gave a

recap of this regulation that was published in 1987 and is now being enforced by the FAA. The regulation said that aviation fuel sales taxes collected should be used for aviation purposes. The Village of Wheeling and City of Prospect Heights have been receiving this tax revenue and putting those dollars in their general fund. Representative Harris explained how sales taxes are divided between the state and municipalities, spoke about two new pieces of legislation that are being introduced and said that the FAA has given a new deadline of June 30th to comply with the regulation.

Director Katz asked if, under the newly enforced regulations, it be the responsibility of the Village and the City to distribute the funds back to the airport. Representative Harris said the bottom line is the funds must be used at the airport.

Attorney Lester spoke about a tax regulation from municipalities that was grandfathered in.

Director Cloud asked about the status of the fuel tax money that was collected since 1987 and used by the municipalities. Representative Harris replied that the airport cannot collect any of that money retroactively.

Director Kolssak asked if the new tax form covers only fuel sales or does it also include other items such as engine oil and de-icing fluid. His concern is that municipalities will tax the airport to make up for the money they formerly received from fuel sales tax. Representative Harris explained he has six months to work on this legislation and any changes.

B) Treasurer's Report

Director Kearns gave the Treasurer's Report. The numbers are consistent; flight operations are down almost 3000 flights year over year and fuel flowage continues to increase. Fuel sales are mostly Jet A. Customs Operations are up 20 for the 12-month rolling total. There are two vacancies in the t-hangars. Net income for the calendar year is approximately \$515,000 and past due balance is small.

C) Executive Director's Report.

Executive Director, Jamie Abbott, reported on the following:

➔ December action items:

- LED cost savings – Jason did an analysis of how much money the new LED lights at the t-hangars have saved the airport since June 2016. The savings was approximately \$2500.
- A draft of the BOD meeting minutes will be sent in advance of the packets for the directors to read.
- Committee Member rules and procedures will be approved in a resolution at this meeting.

- Director of Economic Development – posted to Indeed.com and NBAA website - applicant resumes will be sent to the chairman.
- ➔ Master Plan Phase II Update
 - Has been submitted to the FAA for approval.
 - Phase III information will be presented soon.
- ➔ NEM Update
 - Mead & Hunt waiting for FAA response.
 - Will be presented to BOD, hopefully at the February meeting.
- ➔ New facilities construction manager – the contract terms are not ready for approval so suggest this be tabled.
- ➔ Air Chicago ribbon cutting took place on Monday. The turnout was good, but the flight had to be cancelled due to weather.
- ➔ Recognized the airport snow operations crew who worked extended hours for the recent snow event.

D) CommAvia Report

Rob Mark gave the CommAvia Report:

- Modern Luxury and Northshore Magazines reported on Air Chicago and Big Game Air.
- The Air Chicago ribbon cutting event took place on Monday. He explained that they operate under charter rules, Part 135, so the airplane could not depart due to runway conditions.
- Attended the CABAA luncheon during which a speaker from NBAA reported on ATC privatization.
- Filming – a commercial will be filmed at the airport for Glad Bags. He is working on the logistics.
- Drones – a big issue - reported that the Glenview Fire Department has a drone program. Was at the control tower today with the Wheeling Fire Department today discussing procedures.
- Noise complaints were down in December; both daytime and nighttime complaints were down.
- The new website is almost perfect; just working on a few more pictures.

- Social Media – Letting people know on Facebook and Twitter what’s happening at PWK. He did an interview with Howard Levinson who flew the B-24 in WWII.

Chairman Harris followed up on the HGTV commercial that was filmed; when will it be run on TV? Rob said in the Spring sometime. The chairman also asked who updates the website. Rob does social media. Executive Secretary, Jennifer, does the Agendas, Meeting Minutes and meeting dates.

Director Cloud would like information about ATC privatization and atcnoforsale.com distributed to citizens via each municipality’s newsletter so that they could make up their own minds..

Director Kearns asked about the number of noise complaints compared to the number of hours Rob claimed in his timesheet report.

Director Kolssak asked for clarification of the airport’s position on the ATC issue.

E) CMT

Dan Pape gave the CMT report:

- The plans for Runway 12/30 will be submitted in March.
- CMT general engineering focused on helping Hawthorne Aviation with permit approvals.
- Wolf Road land parcel survey.
- 2018 pavement repairs planning to be focused on.
- Tower Road overlay plans submitted.

Director Kearns asked how the Hawthorne construction will affect the Tower Road project. Dan said Tower Road will be done after Hawthorne sewer and water is complete.

F) Board Member Comments

- Director Kearns said that he spoke to David Annin from Hawthorne Aviation about the permit delays for the project.
- Director Kolssak had no comments.
- Director Cloud had no comments.
- Director Lang had no comments.
- Director Katz had no comments.

- Director Kiefer had no comments.

G) Correspondence and Chairman's Comments

Chairman Harris had no comments.

VII. New Business

A. Resolution 18-001 – A Resolution Authorizing the Payment of Claims;

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

Director Lang said follow up on the Sam's Club payment.

B. Resolution 18-002 – A Resolution Approving Morgan Harbour for Construction Management Services;

Chairman Harris suggested this resolution be tabled. A motion to table was made by Director Lang and seconded by Director Kolssak. The motion was approved by voice vote. Ayes: Directors Cloud, Katz, Kearns, Kiefer, Kolssak and Lang. Nays: None. Absent: None.

C. Resolution 18-003 – A Resolution Approving a Purchase Agreement for the Wolf Road Property;

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

D. Resolution 18-004 – A Resolution Approving a New Rules and Procedures Policy for the Noise Committee and Committee Member Application;

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

Director Lang spoke about staggering individual terms. Director Cloud clarified.

Director Kearns asked for a clarification of the years of terms.

E. Resolution 18-005 – A Resolution Approving a Policy on Public Participation at Board of Directors Meetings;

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 Kolssak. Nays: Director Lang. Absent: None.

Director Katz spoke about the correction to 5 minutes maximum speaking time.

Director Lang asked if this policy was just for housekeeping purposes and to have a formal policy.

Director Cloud requested this policy posted to the website.

Director Kolssak questioned the 30-minute time limit for all comments which gives six people time to speak. Attorney Lester said the board has the right to limit the time and can waive the policy and allow comments to continue.

Director Lang said the 30-minute time limit is too short.

Chairman Harris asked if the board can lift the restriction. Attorney Lester said the board has discretion to do what they want. The 30-minute policy is suggested based upon what other boards' policies are.

Director Kiefer pointed out that usually when a large group shows up to a meeting, it is about one issue and they choose one member to speak for all.

Director Kearns spoke about the sign-in sheet which has a space for the speaker's topic. The chairman can review the sign-in sheet and take note of how many topics need to be spoken about and if the time limit needs to be extended it can be. He is comfortable leaving the time limit in the policy.

VIII. Executive Session

A motion was made by Director Cloud and seconded by Director Kiefer to go into executive session pursuant to 5 ILCS 120/2(c) (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 Cloud, Katz, Kearns, Kiefer, Kolssak and Lang. Nays: None. Absent: None.

IX. Action Taken from Executive Session, if required

None.

X. Adjournment

A motion was made by Director Kolssak and seconded by Director Kearns to adjourn the meeting. The motion was unanimously approved by a voice vote. The meeting was adjourned at 7:33 p.m.

Respectfully submitted,



James Kiefer
Secretary