

**CHICAGO EXECUTIVE AIRPORT  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
WEDNESDAY, FEBRUARY 21, 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 Katz, Kearns, Kiefer, and Lang.

By phone: Director Cloud

Absent: Director Kolssak

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 Katz and seconded by Director Lang to approve the minutes from the January 17, 2018 Regular Board Meeting. The motion to approve the minutes was approved by a voice vote. Ayes: Directors Cloud, Katz, Kearns, Kiefer, and Lang. Nays: None. Absent: Director Kolssak.

**IV. Changes to the Agenda**

Executive Director Jamie Abbott moved Item IX. Executive Session to before Item VII.

**V. Public Comments**

Dean Ellis, founder and president of Windy City Aviation, spoke about his personal and business history at Chicago Executive Airport. He described what services his business offers. He said Windy City Aviation is the largest purchaser of 100LL fuel on the airport and a significant percentage of all operations annually at the airport. They are a Cirrus and Cessna service center and Aviation Explorers sponsor.

**VI. Hearing and Reports**

## A) Treasurer's Report

Director Kearns gave the Treasurer's Report. Flight operations for the month of December were down for the 12-month rolling total, fuel flowage was down month to month, and Customs operations were up by six from the prior month. Income was a loss mostly due to the weather conditions that caused overtime. On a YTD basis income is still positive. There is one vacant t-hangar and 21 vacant tie downs. Past due amounts were not significant.

## B) Executive Director's Report.

Executive Director, Jamie Abbott, reported on the following:

- ➔ January action items:
  - Website updates have been completed.
  - Sam's Club payment was followed up on and a partial refund will be received.
  - Twenty resumes were received for the Director of Economic Development job posting. Will engage Chamberlain Staffing Services to review the resumes.
- ➔ FY19 Budget – a possible workshop date is Wednesday, March 14<sup>th</sup>. A March 21<sup>st</sup> approval of the budget is the goal.
- ➔ Zodiac ESSCO update – this is the manufacturer of EMAS replacement blocks. An official notification has not been received but they will cease production in September or October of this year. The Board will be kept informed.
- ➔ Customs/SRE facility update on progress - the Customs facility is priority and there are two possible sites. Floor plans will be available for review soon. Approval of a contract with Morgan Harbour in on the agenda. Warren, Noah and Brian from Morgan Harbour were introduced.
- ➔ The CAFR award was received again this year thanks to the finance team.
- ➔ Airfield flooding was not bad after the recent storms.
- ➔ Hawthorne Charlie Pad development – working with David Annin and the Village of Wheeling to assist the permit approval process and construction should begin soon.
- ➔ AirChicago's ribbon cutting and inaugural flight has been rescheduled to March 5<sup>th</sup>.
- ➔ Spoke about the monthly airport user meetings with FBOs, Corporate Users and General Aviation Users.
- ➔ Noise Committee meeting coming up on March 7<sup>th</sup>.

➔ The light and camera pole for the viewing area have arrived and will be installed.

Director Kearns asked how many EMAS beds are in existence. Brian and Dan from CMT said over 100 exist.

Director Lang questioned the warranty and service agreement on the EMAS. Dan with CMT will keep the Board informed.

### **C) CommAvia Report**

Rob Mark gave the CommAvia Report:

- He distributed a recent issue of Flying Magazine which has a buyer guide that shows aircraft, capabilities and cost.
- Gave each director a cell phone wallet promo item.
- Spoke about why flight operations would be down. He would like to know the cause.
- He spoke about his meeting with the Chairman and the Executive Director regarding communications strategies.
- He shared a story about a drone flying at an altitude over 1000' off Navy Pier. Hobbyists need to know that this is not ok and can interfere with VFR traffic.
- There were twenty noise complaints last month. More were during the day.
- He will be involved in a career event at the end of the summer covering many aviation jobs.
- There will be a Cirrus event soon. He will keep the Board advised.
- The TapHouse Grill had its open house.
- He spoke about social media, Facebook, efforts. It's a very cost effective way to get news and information out.
- He spoke about media relations, he said the public is asking for updates on the Master Plan and Noise Contour maps.

Director Katz spoke about the drone video that Rob made and said it should be featured on the Facebook page. He asked at what altitude airplanes would be flying near the lakefront.

### **D) CMT**

Dan Pape gave the CMT report:

- Runway 12/30 plans will be submitted on March 23 and waiting for some feedback.
- Has been working with staff on the list of pavement repairs and markings for this summer.
- The Tower Road overlay project will be bid March 9<sup>th</sup> for work this summer.

Director Katz asked if the Charlie Pad will be protected from damage from the Hawthorne development construction.

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

- Director Cloud had no comments.
- Director Kiefer gave credit to Jason Griffith and Scott Campbell for the CAFR Award and thought this award should be publicized.
- Director Katz thanked Dean Ellis for coming to the meeting. He asked Jamie about the S&D conference. Jamie explained the purpose of the conference and said that he spoke to flight departments and schedulers during the conference. He met with a Canadian dispatcher who will try PWK for future trips to this area. He received many positive comments about PWK from corporate pilots who fly here. He also spoke to TSA who will help the effort to approve PWK as a gateway airport. He explained what a gateway is. The TSA must agree to work with the FBOs. The FBOs want to offer this beneficial service to their customers.
- Director Lang commented that the snow removal team did a great job. Jamie spoke about the nine days of snow and is not aware of any diversions. He has heard praise from pilots about snow removal and communications at the airport. Customs charges and how they are calculated were discussed.
- Director Kearns said that he has also heard from FBOs and other users of the airport about the great job the snow crews did. He spoke about the scholarships offered by Dollars for Scholars.

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

Chairman Harris said he is proud of the staff, has also heard positive remarks about the airport and thanked the public who attended the meeting.

### **VII. Executive Session**

A motion was made by Director Katz and seconded by Director Kiefer to go into executive session pursuant to 5 ILCS 120/2(c) (6) to discuss the sale or lease of property owned by the public body. The motion was approved by roll call. Ayes: Directors Cloud, Katz, Kearns, Kiefer, and Lang. Nays: None. Absent: Director Kolssak.

At 19:05 a motion was made by Director Katz and seconded by Director Lang to adjourn to regular session. The motion was approved by voice vote. Ayes: Directors Cloud, Katz, Kearns, Kiefer and Lang. Nays: None. Absent: Director Kolssak.

### **VIII. Old Business**

A. Resolution 18-002 – A Resolution Approving a Professional Services Agreement with Morgan Harbour for Construction Management Services;

A motion to approve was made by Director Lang 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.

### **IX. New Business**

A. Resolution 18-006 – A Resolution Authorizing the Payment of Claims;

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

B. Resolution 18-007 – A Resolution to Amend the Net Ground Lease with Hawthorne Global Aviation Services, LLC Relating to the Charlie Pad Hangar Development;

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

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

None.

### **XI. Adjournment**

A motion was made by Director Katz and seconded by Director Kearns to adjourn the meeting. The motion was unanimously approved by a voice vote. The meeting was adjourned at 7:10 p.m.

Respectfully submitted,



James Kiefer  
Secretary