

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, APRIL 18, 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 6:02 PM. 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
 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 mad by Director Lang and seconded by Director Cloud to approve the minutes from the March 14, 2018 Budget Workshop Meeting. The motion to approve the minutes was approved by voice vote. Ayes: Directors Cloud, Katz, Kearns, Kiefer, Kolssak and Lang. Nays: None. Absent: None.

Director Cloud commented on the Budget Workshop minutes that she would like the answers to questions noted in the minutes. Jamie agreed.

A motion was made by Director Cloud and seconded by Director Kiefer to approve the minutes from the March 21, 2018 Regular Board Meeting. The motion to approve the minutes was approved by a voice vote. Ayes: Directors Cloud, Katz, Kearns, Kiefer Kolssak, and Lang. Nays: None. Absent: None.

IV. Changes to the Agenda

None.

V. Public Comments

Rogers Faden spoke about AOPA regional conferences and would like Chicago Executive Airport to be a future host. He gave the information to Jamie. He also spoke about the Forest

Preserve across Milwaukee Ave at the end of Runway 6/24. He would like someone to contact the forest preserve about thinning the trees closest to the runway.

Madeleine Monaco announced that the 99's are hosting a Girl Scout badge day in Atlantic Aviation's hangar. During the event the girls will learn about flying and associated careers. She will also have her airplane on display for them to see and get into. She thanked Atlantic Aviation for allowing the use of their hangar.

VI. Hearing and Reports

A) Treasurer's Report

Director Katz explained how this section of the meeting was going to be delivered differently from past Treasurers.

Jason Griffith gave the operations portion of the treasurer's report. March's total flight operations were up 2,424 compared to February. March's total fuel flowage was 77,560 gallons compared to February. U.S. Customs are down 2 operations from February. There are no significant past dues. There is one vacancy in the Northeast T-hangars. Operating income for the month was \$205,000. After interest, debt service and transfers net income for March was \$131,180. Net income YTD is \$508,695.

Director Katz spoke about the CAFR audit starting in May. The audit will be done by Sikich. Next month he will report on the financial budget which will be finished by the end of April. Also, Prospect Heights will be looking at approving the budget on Monday, April 23rd.

Director Cloud asked about the financial audit figures and when will they be sent to the City of Prospect Heights. Jason and Jamie replied they will be sent at the end of September as it's not due until October 31.

B) Executive Director's Report.

Executive Director, Jamie Abbott, reported on the following:

- ➔ Last week he was part of a panel in Washington DC which was conducted in a seminar format. Participants were industry experts, consultants and FAA. The discussion included compatibility, airport noise, environmental issues and other topics. It was good exposure for Chicago Executive Airport.
- ➔ He met with the Tim Fitzgerald, Tower Manager, and Rob Mark regarding some possible solutions to noise. According to the manager not much can be done at the tower about the noise and procedures cannot be changed. The Tower Manager does understand the problem.
- ➔ The flyer that was printed a few years ago regarding awareness of noise sensitive communities near the airport will be reworded, printed and distributed again to FBOs and around the airport.

- ➔ The announcement of applications being taken for membership on the noise committee has been sent to both communities to be published in their newsletters.
- ➔ The Joint Workshop will take place on Wednesday, June 27th. More information will come out soon.
- ➔ AAAE conference took place this week and was attended by industry experts. There was a GA breakoff session that was beneficial and discussed many important issues.
- ➔ Upcoming events:
 - Jamie will speak at the CABAA event tomorrow, April 19th to discuss with other airports about projects this summer.
 - Jamie will speak at the Rotary Club meeting on Monday, April 23rd.
 - The City of Prospect Heights will be reviewing the airport budget on April 23rd.
 - Andrew is interviewing candidates for open maintenance and operations positions.
- ➔ Master Plan Phase II has produced:
 - The forecast was completed by CMT and approved by the FAA.
 - The facility requirements are completed by CMT and the FAA is reviewing. When the FAA review is complete a full report will be produced.

Director Lang spoke about the tower manager, Tim Fitzgerald, who seemed amendable when the topic was brought up initially.

Director Cloud suggested a pull up banner of the flyer should be made for the FBOs to display. Director Katz said that he noticed the flyers in the FBOs.

Director Katz suggested that during the hours the tower is closed that FBOs should hand the flyer along with the fuel and service receipt.

C) CommAvia Report

Rob Mark gave the CommAvia Report:

- He spoke about news stories that promote the value of Chicago Executive Airport to the communities.
- He spoke about the 99's Girl Scout Badge event.
- He spoke about the recent Southwest Airlines event and the heroic female pilot.
- He spoke about the flyer and agrees with Director Katz's comments but pointed out that handing out flyers is a burden to the FBOs.

- He spoke about the meeting with the Tower Manager regarding noise abatement.
- He spoke about the good press that was given to the Hawthorne ground breaking ceremony.
- He reported about the Cub Scout tour he did and how they thought the pile of dirt at Hawthorne was great.
- He suggested a calendar be printed with photos from the airport
- He spoke about Atlantic Aviation and Signature Flight Support recently being in the top FBOs in Aviation International News Magazine.
- He is working on an ad and story for a May issue of the Journal & Topics Business Progress section.
- On April 28th the Young Eagles event will take place at Signature Flight Support. He encouraged everyone to come out and see the kids participating.
- There were fewer noise complaints in March but explained it was probably because windows are still closed due to the continued cold weather. He noted that during the night there were more departing flights than arriving flights.

Director Kolssak questioned the night time departures and suggested that FBO personnel mention to pilots to fly quiet. Rob agreed but said flying quiet is a relative term. He thinks this is a topic for the next quarterly FBO Users Meeting.

D) CMT

Kris Salvatera gave the CMT report:

- Lima bypass – the staging area will be cleaned up and landscaping will be finished in May.
- Runway 12/30 final plans will be sent to Aeronautics for Spring 2019 construction.
- East Access Road – bids have been received and we are waiting for IGA execution. The construction will probably take place in June for 3-4 weeks.
- 2018 pavement repairs and remarking – working with staff on the list and planning to coordinate the work with closures for the 5K event.
- SRE and U.S. Customs facility – they have been working with the architects on this project.
- Working on the 5K event and runway closures.

Director Cloud asked if the equipment working at the Hawthorne construction site will damage the newly repaved East Access Road. Kris and Jamie said they are coordinating with Hawthorne so that will not happen.

E) Board Member Comments

- Director Kearns had no comments.
- Director Kolssak had no comments.
- Director Cloud spoke about the Mayor's Breakfast this Saturday. She also asked if the decision about NBAA was made. Chairman Harris said it is in the budget. Jamie said the NBAA discussion will be on the May Agenda.
- Director Lang had no comments.
- Director Katz spoke about his meeting with CEPA regarding free daily parking, not overnight, for transient aircraft who do not want any services. He would like this discussion on the May Agenda.
- Director Kiefer commented that it was nice to see that Jamie was part of the conference in Washington DC and looks forward to his full report on it.

F) Correspondence and Chairman's Comments

Chairman Harris questioned who monitors safety and the construction workers who are inside the airport fence. Jamie explained that it is handled through Andrew's office, given driver training and are restricted to certain areas on the field. Kris with CMT added that there are pre-construction meetings, safety plans and a CMT representative is on the field to control construction traffic.

VII. New Business

A. Resolution 18-012 – A Resolution Authorizing the Payment of Claims;

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

B. Resolution 18-013 – A Resolution Approving the Sale of Surplus Personal Property;

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

Director Kearns asked why we need to publish the sale of an old air compressor. Attorney Lester said it's state law if it was a capital item of significant amount. Jamie added that it is a large piece of equipment.

Director Cloud asked if the item must be over a certain dollar value. Attorney Lester answered no.

C. Resolution 18-014 – A Resolution Approving Authorized Signers for the Chicago Executive Airport Financial Institutions:

A motion to approve was made by Director Kiefer 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 18-015 – A Resolution Approving a Construction Service Agreement with Crawford, Murphy & Tilley, Inc. for Construction Phase Services Related to the East Access Road;

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

Director Cloud asked when the project will take place. Jamie answered the agreement can be put in place and the project date will be determined.

E. Resolution 18-016 – A Resolution Approving Amendment to Contract with JV Global Services, LLC to Extend the Date for Closing to May 22, 2018;

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

F. Resolution 18-017 – A Resolution Approving a Lease Amendment Between Chicago Executive Airport and Hawthorne Global Aviation;

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

G. Presentation 845 Design Group;

Jamie Zara presented the following:

- Morgan-Harbour and 845 Design Group will have plans, elevations and pricing estimates at next month's meeting.
- Received comments from CBP on the U.S. Customs building plans
- Showed and spoke about three different sites and building options.
- Expects to have the Final Design Presentation ready for the June meeting.

Director Cloud commented that the June 20th scheduled meeting has been canceled as the Joint Workshop is June 27th. It would be better to make the final presentation at the next board meeting or call a special meeting.

Director Lang commented that the Customs building is the priority and the administration building plans could be put off for the future. Jamie said that the plans would be phased in.

Jamie Abbott confirmed that at the May meeting the decision will be where the Customs building will be built and if it will be alone or share the SRE building.

VIII. Executive Session

At 6:55 p.m. 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), (6) to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees or the sale or lease of property owned by the public body. The motion was approved by voice vote. Ayes: Directors Cloud, Katz, Kearns, Kiefer, Kolssak and Lang. Nays: None. Absent: None.

At 10:08 p.m. a motion was made by Director Kearns and seconded by Director Lang to adjourn to regular session. The motion was approved by voice vote. Ayes: Directors Cloud, Katz, Kearns, Kiefer Kolssak and Lang. Nays: None. Absent: None

At 10:09 p.m. a motion to return to regular session was made by Director Kearns and seconded by Director Lang. The motion was approved by voice vote. Ayes: Directors Cloud, Katz, Kearns, Kiefer, Kolssak and Lang. Nays: None. Absent: None.

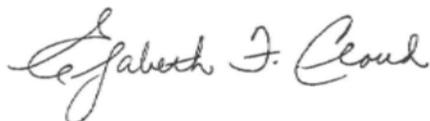
IX. Action Taken from Executive Session, if required

There was no action taken from Executive Session.

X. Adjournment

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

Respectfully submitted,



Elizabeth Cloud
Secretary