

**CHICAGO EXECUTIVE AIRPORT  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
WEDNESDAY, MAY 16, 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  
                              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 Cloud and seconded by Director Katz to approve the minutes from the April 18, 2018 Regular Board 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.

A motion was made by Director Lang and seconded by Director Kearns to approve the minutes from the May 8, 2018 Special Meeting. The motion to approve the minutes was approved by a voice vote. Ayes: Directors Cloud, Katz, Kearns, Kiefer, and Lang. Nays: None. Abstain: Director Kolssak. Absent: None.

**IV. Changes to the Agenda**

Executive Director, Jamie Abbott, requested that item VII G be moved to after item VIII. Chairman Harris requested that item VII E also be moved to after item VIII. There were no objections.

**V. Public Comments**

Madeleine Monaco reported on the Girl Scout aviation day that took place last weekend inside the Atlantic Aviation hangar. Ninety-Three Girl Scouts, 51 adults and 23 volunteers attended the event. She presented a commemorative thank you plaque to Eric Ryan from Atlantic

Aviation. She also reminded everyone of the Illinois Aviation Hall of Fame induction ceremony and banquet that will take place next Thursday night in Springfield during which several PWK people will be honored and present.

Amelia Ritchie who lives in Plum Creek Condos which contains 228 units spoke about the noise they are experiencing from the airport. She showed a decibel meter that she bought to record noise levels and recited a list of readings. She asked about the results of the NEM Update.

Maryanne Ligor, a nearby resident, spoke about the airport property on Wolf Road that is being considered for a trucking company. She spoke about the Master Plan and the amount of estimated traffic the trucking company would produce.

## **VI. Hearing and Reports**

### **A) Treasurer's Report**

Jason Griffith gave the operations portion of the treasurer's report. Last month there were 6,828 total flight operations which was down from March and 500,055 gallons of fuel sold which was down from March. Sales of both Jet A and 100LL were down. The twelve-month rolling total is over 6,000,000 gallons of fuel. Customs are up slightly for the month and the twelve-month rolling total. Net income for April was \$66,000 after transfers.

Director Katz spoke about the end of the fiscal year. The pre-audit has started and Jason plans to have the audit complete by the end of August. Accounts Receivable are down, and he noted that about 25% is from Customs operations that will be paid. He spoke about the ICMA funds for the employee's 401K. He summarized that the airport has held to within the budget.

### **B) Executive Director's Report.**

Executive Director, Jamie Abbott, reported on the following:

- ➔ AOPA Regional Conference – Chicago Executive Airport is going to try to host this even in 2020. The cost and details must be researched.
- ➔ Spoke to the director at the Forest Preserve and he is considering cutting some of the trees at the approach end of runway 24.
- ➔ The Airport will continue to distribute the noise abatement flyers to FBOs and will talk to Rob Mark about making banners.
- ➔ Showed a taxiway light that was smoking and may have been hit by lightning. He explained what happened. Looking into better detection methods and repair for this type of event.
- ➔ The new Hawthorne hangar framework is erected, and work is proceeding.
- ➔ Rob Mark and Jennifer conducted a tour on Tuesday for a Girl Scout troop.

- ➔ Jamie will attend the IATA conference and the Illinois Aviation Hall of Fame ceremony next week during which Al Palicki from Signature Flight Support will be inducted. Both Jamie and Madeleine Monaco will be speakers at the event.
- ➔ The next Noise Committee meeting will take place next month on June 6<sup>th</sup>.
- ➔ The Regular Board Meeting for June will take place just before the Joint Workshop on June 27<sup>th</sup> at 7:00 PM at the Ramada.
- ➔ New sign panels and lighting will be installed at Tower Road.
- ➔ The Administration Building canopy will be replaced.
- ➔ Privacy slats will be installed in the fencing along Milwaukee Avenue to the south of Hawthorne Aviation to shield the fuel farm.
- ➔ Runway 16-34 will be repainted during the June 30<sup>th</sup> event when the runway will be shut down anyway.
- ➔ The booth location and a block of hotel rooms have been reserved for the NBAA conference in October.
- ➔ Jamie discussed Director Katz's idea for free transient parking for general aviation. He explained that general aviation suggested this free service for piston and turbine aircraft and a possible location would be Area 3. There is a long list of pros and cons and the biggest concerns are security, safety, ramifications to FBOs and accountability.

Director Katz explained his idea for daytime transient parking. Directors Cloud, Kearns, Kiefer, Kolssak and Lang all agreed that security and liability are important issues, the FBOs on the field handle parking and they are against offering free parking to transient aircraft. Attorney Tom Lester pointed out that the Airport does not have the staff to monitor a parking area. Director Katz is in favor of offering free transient parking, suggested it be offered only during Tower hours and near the Administration Office and thanked the board for considering it.

Director Cloud asked if anyone has applied to serve on the Noise Committee. There have been no applicants. Jamie said that the new rules and regulations will be passed at the upcoming meeting. Chairman Harris requested a continued effort to engage the public.

Director Kiefer asked about the run-up area. Jamie said it has been moved to the Charlie taxiway.

Director Kearns spoke about "fly quiet" signs that he noticed at another airport that were located at the end of the taxiway.

### **C) CommAvia Report**

Rob Mark gave the CommAvia Report:

- He spoke about “fly quiet” signs and said most pilots in a larger aircraft would not even see the signs near taxiways and thinks a different type of education would be better. He also said the “fly quiet” term needs to be defined.
- He reported on the Girl Scout event that took place at Atlantic Aviation and complemented all the FBOs on the field.
- All the FBOs have helped with filming location requests.
- Gave a “P.R.101” class to the airport staff to help avoid duplicated efforts between CommAvia and the office staff.
- He spoke about the scholarships that CABAA offered that were publicized.
- He is planning a Car Fest that will take place possibly in August in the empty lot.
- He has conducted many airport tours and the media has picked up on a lot of good things.

Director Cloud asked about the online noise complaint system. Rob said that only two people have filed complaints online and that most people prefer to call on the telephone. Director Cloud suggested having only the online system so that call information could be automatically tracked. Rob prefers the hotline, speaking directly with the public and having a chance to explain things to callers. Director Kolssak would like a summary of the calls instead of one sheet of paper for every call. Chairman Harris said that having a data summary would help to see if there are any trends and affect change. Director Lang said that the online system allows the caller to add more detail. Director Katz said that cameras on the field could capture tail numbers to match up with the complaints.

#### **D) CMT**

Dan Pape gave the CMT report:

- The CMT Engineering report is in a new format this month that is easier to read and gives more detail.
- General engineering efforts focused on assisting the Hawthorne project, working with 845 Design Group evaluating different sites for the Customs facility and the Master Plan Phase III.
- Lima 1 Bypass punch list is complete.
- Runway 12-30 design is completed and has been sent to the State. This will probably be a Spring 2019 project.
- There was only one bidder for the pavement repair project and the base bid was acceptable.
- The pavement remarking bids were good and Preform was chosen.

- The rehab of Tower Rd will be delayed as much as possible so that the Hawthorne project does not affect it.

Director Kearns asked if Runway 12-30 will be widened. Dan said a new packet was submitted for approval and funding to widen the runway. Jamie reported that at least one letter from a private flight department on the field was received in support of widening that runway.

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

- Director Kiefer had no comments.
- Director Katz had no comments.
- Director Lang had no comments.
- Director Cloud had no comments.
- Director Kolssak said he missed the special meeting on May 8th to celebrate his 25<sup>th</sup> wedding anniversary.
- Director Kearns had no comments.

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

Chairman Harris spoke about Rob Mark and congratulated him on the Wright Brothers Award he will receive on June 27<sup>th</sup>.

### **VII. New Business**

A. 845 Design Presentation – Jamie introduced Megan Harte with 845 Design and said that this presentation is to show the different options for informational purposes. A decision will be made at a future meeting. Megan gave the project summary and update, presented the three different options, a final schematic is planned for July and said Customs has provided a few comments about the designs. There was discussion and questions about the SRE square footage (approximately 26,000 square feet in all options), the Hangar 7 option, future expansion of Atlantic Aviation, tearing down Hangar 4, Customs building specifications, cost estimates, and that it will take five months to build after approval. Megan will send 3-D renderings to everyone. The board consensus was to focus on a stand-alone Customs facility near Hangar 7 and the Administration/SRE facilities will not be discussed further at this time.

B. Resolution 18-018 – A Resolution Authorizing the Payment of Claims;

A motion to approve was made by Director Kolssak 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.

C. Resolution 18-019 – A Resolution Approving an Award of a Contract to Perform Traffic Control for 2018 Airfield Marking;

A motion to approve was made by Director Kolssak 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.

D. Resolution 18-020 – A Resolution Approving an Award of a Contract to Maneval Construction Co. for 2018 Airfield Pavement Repairs;

A motion to approve was made by Director Kolssak 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 Katz asked if the last work on the runway was covered by a guarantee. Dan Pape said the current cracking is not related to the work that was done.

E. Resolution 18-021 – A Resolution Approving a Hangar 7 Lease Agreement Between Chicago Executive Airport and Freedom Air LLC;

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 18-022 – A Resolution Approving an Amended Service Agreement with Crawford, Murphy & Tilly, Inc. for Construction Phase Services Related to the Lima 1 Bypass Taxiway;

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

G. Resolution 18-023 – A Resolution Approving a Second Amendment to the Contract with JV Global LLC to Extend the Date for Closing to July 31, 2018;

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

## **VIII. Executive Session**

At 7:40 p.m. a motion was made by Director Cloud and seconded by Director Lang 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 8:05 p.m. a motion was made by Director Kolssak and seconded by Director Cloud to adjourn and return to regular session. The motion was approved by voice vote. Ayes: Directors Cloud, Katz, Kearns, Kiefer, Kolssak and Lang. Nays: None. Absent: None.

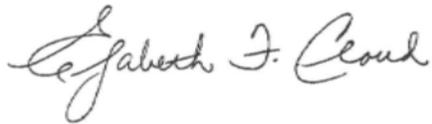
**IX. Action Taken from Executive Session, if required**

There was no action taken from Executive Session.

**X. Adjournment**

A motion was made by Director Kolssak and seconded by Director Cloud to adjourn the meeting. The motion was unanimously approved by a voice vote. The meeting was adjourned at 8:17 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Elizabeth F. Cloud". The signature is written in black ink and is positioned above the typed name and title.

Elizabeth Cloud  
Secretary