

**JOINT WORKSHOP MEETING MINUTES**  
**Wednesday, June 27, 2018**

Chicago Executive Airport Board of Directors  
City of Prospect Heights City Council  
Village of Wheeling Board of Trustees

Ramada Plaza Chicago North Shore – Wheeling

**I. Open Workshop**

**A. Call to order by CEA Chairman Harris**

The meeting was called to order at 7:02 p.m.

**B. Pledge of Allegiance** - Chairman Harris led those in attendance in the Pledge of Allegiance.

**C. Roll call** confirmed the following:

Chicago Executive Airport: Recording Secretary Jennifer Pfeifer took roll call. Directors Katz, Kearns, Kiefer, Kolssak,, Lang and Saewert were present.

City of Prospect Heights: City Clerk Karen Schulties took roll call. Mayor Helmer, City Administrator Wade, Aldermen Ludvigsen, Rosenthal, Williamson, Director of Building & Development Peterson and Treasurer Tibbits were present. Aldermen Dolick and Messer were absent.

Village of Wheeling: Village Clerk Elaine Simpson took roll call. Trustees Brady, Krueger, Lang, Papantos, Vito, Vogel and President Horcher were present.

**D. Welcome and Opening Remarks**

Chicago Executive Airport Chairman Harris welcomed everyone and spoke about the purpose of the Joint Workshop meeting and the Inter-governmental Agreement. He thanked the City of Prospect Heights and the Village of Wheeling for their support and summarized the upcoming presentations. He invited all to attend the Rock ‘n’ Run the Runway events on June 30<sup>th</sup>.

City of Prospect Heights Mayor Helmer spoke about his past service on the Airport Board of Directors and his experience as Mayor. He stated the airport holds the two communities together as co-owners and is pleased to see everyone who is in attendance.

Village of Wheeling President Horcher said he enjoys when the two community boards work together with the airport and that the airport is a main feature that distinguishes the two communities.

## **E. Citizens Comments and Concerns**

Steve Neff spoke about the decision against the 310-departure test and the Noise Exposure Map update. He suggested the noise contour map be made into a large size and posted. He made comments about late night and early morning flights that disturb sleeping residents, arrival/departure data discrepancies, fuel sales tax revenue changes and the slow progress on noise issues.

Deborah Wilson, a resident of Wheeling, spoke about her impressions of the dinner before the meeting and about improving the village's public image with transparency.

## **F. State of the Airport Presentation and Master Plan Update**

- Airport Executive Director Jamie Abbott thanked the communities, introduced the staff at the meeting and the new staff members. He also shared the promotions that three exceptional staff members received this year. He said the airport has remained self-sufficient. Fuel sales, flight operations and U.S. Customs operations are up. Based aircraft numbers fluctuate year-to-year. He spoke about the new U.S. Customs facility that will be built because procedures and requirements have changed. It will be in a neutral location on the field. Floor plans and cost estimates will be presented at the July Regular Board of Directors Meeting. He spoke about construction projects this year; the new Hawthorne hangar, remarking the runway, pavement repairs, resurfacing Tower Rd and landscaping. Runway 12/30 overlay will be done next year. The Noise Exposure Maps are complete, and the sound attenuation project will begin soon. The last phase of the Master Plan, Phase III, has begun. He explained that the Master Plan is a prescribed study and eligible for federal and state funding. Public involvement will be part of the Master Plan.
- CMT Project Manager, Craig Loudon, presented the Master Plan Update. He spoke about stakeholder and public involvement that will be included in the update. He gave a history of the airport and described the airport as a community asset. The airport has a role nationally and locally, generates money for the entire region and contributes \$1.3 million in property tax money to the communities. He explained why the airport needs a Master Plan. The current Master Plan is 30 years old. An updated Master Plan helps the airport manage its assets. He gave a recap of Phase I; which contained the guiding principals and statistics and Phase II; which gave a 20-year forecast for based aircraft, flight operations and facility requirements. During Phase III the FAA and the IDOT Division of Aeronautics will be the reviewers of the project. The Village and City will also be involved in the process. The final goal of the project is the Airport Layout Plan. The Master Plan includes the development of alternatives, looks at the airfield, runways, taxiways, and buildings. Each alternative is evaluated, and the preferred alternative is the conclusion. The FAA

requires “no limits” and a “do nothing” alternatives along with an explanation of the consequences. The project will continue until 2020 with multiple stakeholder involvement group and open meetings.

- Cathy Valente, Images Inc., spoke about the FAA mandated “no limits” approach and gave an example of how it works. There will be a stakeholder involvement group consisting of balanced representation that will serve in an advisory capacity to provide input to the study team. Communication will be open and transparent through a variety of tools to reach the maximum number of stakeholders.

## **G. City Aldermen and Village Trustees: Questions and Comments**

- Alderman Scott Williamson asked about financial reimbursement for the Master Plan. Craig explained that the reimbursement will be shown as a line item in the budget.
- Trustee Mary Papantos asked for the specific end date of the project and Craig said fourth quarter of 2020. She also asked what happens after the Master Plan is finished. Craig said completion of the Master Plan is not a commitment to any project or funding, however it could result in some project ideas and he gave an example. Mary asked how stakeholder opinions are weighted in the “no limits” approach. Cathy said all stakeholder comments are equal, but evaluation criteria may be weighted. Mary asked about the new U.S. Customs facility and why airports who have a low number of Customs operations would also build a new facility. Jamie explained that it is a customer service issue and each airport must decide. There was a discussion about fees that are collected. Mary asked how the widening of Runway 12/30 fits into the Master Plan. Jamie said that this project is a calendar 2019 project that is also part of the Master Plan. Mary asked that the new Director, Scott Saewert be introduced. Scott spoke about being a member of the community and his public and private sector experience. Mary questioned the number of jobs that the airport creates. Mary asked about the change in fuel sales tax distribution. Chairman Harris explained that all fuel sales tax collected will be held until lawmakers decide how it will be distributed and that the Airport has not begun to consider what the funds could be used for. This issue is driven by the FAA, not Chicago Executive Airport. Jamie added that he is the vice chair of the Illinois Public Airports Association and that group is lobbying for any funds collected by CEA be put back into CEA and not be distributed unfairly. Village Manager Jon Sfondilis spoke about discussions with State Representative David Harris he has had, and they are looking for a mutually beneficial solution. There was some discussion about the end of Representative Harris’s term and that the issue is expected to be resolved before then. Attorney Tom Lester commented about the same situation at Rockford airport. Mary spoke about the NEM Update and the comments she read from nearby residents. She asked why both the 310-departure be done and sound attenuation. Jamie explained that the 310-departure would change the

noise contours which would change who is eligible for sound attenuation. The board of directors had to choose one or the other based upon the technical advice of the FAA. Jamie then summarized the 310-departure procedure upon Alderman Ludvigsen's request.

- Alderman Rosenthal asked CMT about the Master Plan presentation. He asked about the needs and perceptions in Phase II; is that information available for the public to see? He is interested specifically in the interviews with pilots and the public. Craig said that Phase II was presented at the previous two Joint Workshop meetings; 2016 was the forecast portion and 2017 was the facility requirements. The information collected from interviews is at the front section of the report. Alderman Rosenthal also asked what methodology is being used to recruit people for Phase III study? Cathy Valente and Tracy Morse said they will be looking for leaders and decision makers for the study. A list will be put together by consultants and the Airport; examples are EMS, Chambers of Commerce, mayors, and environmental groups. A letter of invite will be sent to the people on the list to participate.
- Alderman Ludvigsen asked about the Sales Tax issue; are we fighting an existing proposal that says the funds will be unequally distributed or is there legislations saying where the funds will go? Chairman Harris said that the legislation that was passed was to establish the fund for fuel sales tax collected starting on July 1<sup>st</sup>. The legislation stating where the funds will go was not passed and officials will be working on that soon. Alderman Ludvigsen asked for clarification on how this affects Chicago. The Chairman said that all revenue collected by all airports will go into the fund. Alderman Ludvigsen asked about the Master Plan study; he asked for an example of a project that could result from the study that would need a change in zoning. Craig said that there could be an expansion outside of the airport's property within the plan, but this is just planning. Any consideration of expanding would require additional studies and approvals.
- Trustee Vito asked Chairman Harris about the fuel sales tax legislation. Chairman Harris said the legislation that has been passed is to create the fund and to enforce compliance.

#### **H. Closing Comments from Chairman Harris, City of Prospect Heights Mayor Nick Helmer and Village of Wheeling President Patrick Horcher**

Mayor Helmer noted that there are some fantastic people on the Village and City boards and at the Airport. He spoke how well the two cities work together.

President Horcher thanked the Airport for hosting this event and sharing information with each other and the public. This has been an excellent opportunity to distribute information to the public. He thanked the Mayor for hosting in Prospect Heights.

Chairman Harris said on behalf of the Airport thank you to both municipalities, the residents who attended, CMT, Images Inc and the Ramada Plaza staff for the room and food.

## **II. Adjournment**

A motion was made by Prospect Heights Alderman Ludvigsen and seconded by Alderman Rosenthal to adjourn the meeting. The motion was approved by a roll call vote. Ayes: All. Nays: None. Absent: Aldermen Dolick and Messer.

A motion was made by Village of Wheeling Trustee Lang and seconded by Trustee Vogel. to adjourn the meeting. The motion was approved by a roll call vote. Ayes: All. Nays: none.

A motion was made by Chicago Executive Airport Director Neal Katz and seconded by Director David Kolssak to adjourn the meeting. The motion was approved by a roll call vote. Ayes: All. Nays: None.

Meeting adjourned at 8:33 p.m.

Respectfully submitted,



James Kiefer  
Secretary