

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, AUGUST 15, 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 Saewert.

By Phone: Director Kolssak

Absent: Director Lang

Also in Attendance: Jamie Abbott – Executive Director
 George Sakas – Director of Economic Development
 Jason Griffith – Director of Finance
 Jennifer Pfeifer- Recording Secretary
 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 Katz and seconded by Director Kearns to approve the minutes from the July 18, 2018 Regular Board Meeting. The motion to approve the minutes was approved by voice vote. Ayes: Directors Katz, Kearns, Kiefer, Kolssak and Saewert. Nays: None. Absent: Director Lang.

IV. Changes to the Agenda

There were no changes to the agenda.

V. Public Comments

Steve Neff, a Wheeling resident, spoke about the new U.S. Customs facility, the IGA and the Customs facility at Gary airport. He suggested the airport charge landing fees.

Mary Papantos, a Wheeling resident, spoke about the Prospect Hts condo fire and complimented the Airport for assisting by contributing gift cards and staff time. She also spoke about the high cost of the new U.S. Customs facility and compared it to the Gary airport facility.

VI. Hearing and Reports

A) Treasurer's Report

Jason Griffith gave the operations portion of the treasurer's report. Last month there were 8,491 total flight operations which was up from June, 12 month rolling total is 79,842 flights, 528,072 gallons of fuel sold which was up from June. The twelve-month rolling total is 6,406,383 gallons of fuel. Customs operations for June were 38 which is down for the month and the twelve-month rolling total is 502. Net income for June was \$37,111 after transfers.

Director Katz spoke about Airport income and increased fuel sales. He noted the Airport is under budget in key areas, there were some overtime costs due to the June 30th event and overall the Airport is in good fiscal shape.

B) Executive Director's Report.

Executive Director, Jamie Abbott, reported on the following:

- ➔ The NEM Update has been accepted by the FAA. This makes the Airport eligible for project related funds.
- ➔ The sound proofing RFQ was posted and three companies are expected to submit Statement of Qualifications (SOQs). There was a list of questions from the three companies that was answered and sent out to them. The SOQs are due on August 22nd. There will be a recommendation at the September Board of Directors meeting.
- ➔ A comprehensive energy audit was done at the Airport and a conversion to LEDs will save money and energy. The conversion costs may be budgeted next year.
- ➔ Rick Hervas, Maintenance Lead, went to Washington D.C. for airfield electrical training and two Maintenance Techs are in Oshkosh for snow broom maintenance and repair training.
- ➔ Next year Jamie will be the chairman of the Illinois Public Airport Association and will be attending the annual conference next month.
- ➔ There will be a Young Eagles event on August 18th at Signature Flight Support.
- ➔ The AAAE GA Airport Issues conference is in September and Jamie will be attending.
- ➔ The NBAA conference is in October and there will be more information soon.

Director Katz spoke about the noise attenuation project and asked what information we would be getting from the SOQs. Jamie said there will be an executive summary section that will brief on the entire project scope. He will forward the SOQs to the Board of Directors. Director Katz also asked about the LED light conversion, does this include ComEd rebates, what lights have already been completed and will the work go out for bid? Jamie said yes, the ComEd rebates will be included, some ramp and hangar lights are done, and the work will go out for bid.

Director Kiefer congratulated Jamie for being selected as IPAA chairman. He asked about the TIPS review and inquired if Fries was still working on the snow broom. Jamie said the TIPS review is coming up with CMT, will be on the October agenda and submitted in December. There was some discussion about how project reimbursement works. Fries is doing work on the snow broom which will be complete soon.

C) Director of Economic Development

George Sakas said he has continued to visit and become familiar with the FBOs and other businesses at the Airport. He noted that a couple of hangars are coming up for lease renewal and he will be working on that. He met with the U.S. Customs and Border Patrol representatives this morning and spoke about that meeting briefly. He spoke about Customs facilities at other airports. He is putting together materials and a meetings schedule for NBAA. He said that it is TIFR reporting season for municipalities, he has been in touch with Village and City staff and will be attending meetings. He spoke about his contact with the two municipalities regarding Phase 3 of the Master Plan.

Director Kiefer asked about the Airport's role in helping FBOs reduce their Cook County real estate tax burden. George spoke about how taxes are computed. Attorney Tom Lester spoke about assessed values and how taxes are computed on the Airport. Director Kiefer asked how "home rule" municipal authority would affect the Airport. Tom Lester said it will not impact the Airport and he spoke about what "home rule" means. Director Saewert asked about taxes on services and Tom Lester spoke about the change in fuel sales tax disbursement.

Director Katz asked for more detail about the Gary Customs facility and George described it. He said that Gary already had utilities, a ramp and a building. Director Kiefer said every airport is different and it is difficult to compare them.

Director Saewert asked about the time schedule that U.S. Customs has set on the building of a new facility. George said that an exact time schedule has not been set but CPB wants the process to move forward.

D) CommAvia Report

Rob Mark gave the CommAvia Report:

- He spoke about noise complaints and the public needs a better understanding of how the airport works.
- The Cessna 172 that hit the fuel truck last month was totaled.
- He is creating a calendar for NBAA booth giveaways.
- District 214 will be teaching an aircraft maintenance course starting at the end of August in one of the T-hangars.
- The VW car show will take place this Saturday. Thanks to the staff for their help.

- Working on hosting a future AOPA event here at the airport.
- Staff members, Andrew and Norm, are helping him create a video about hot spots on the airport which will be posted to the airport website.
- He will host a pilot/ATC forum later this month.

Director Kolssak asked Rob to explain the differences between Chicago Executive Airport and Gary Chicago International Airport. Rob spoke about Part 139, airline and GA traffic and Gary's on site fire department.

E) CMT

Dan Pape gave the CMT report:

- The taxiway bypass is done.
- They have received bids on the Runway 12/30 project. The bids were below estimate.
- The pavement repairs project is done.
- The pavement marking project is done.
- They are holding off on the start of the Tower Road project. The project must go out for re-bid.

F) Board Member Comments

- Director Kolssak had no comments.
- Director Saewert reported on the time he has spent at the administrative office learning about the airport.
- Director Kearns spoke about the Prospect Heights fire and said that the airport was mentioned several times in the city's report for donating gift cards and the staff helped escort residents to their condos. He was very proud of the support he saw. He also spoke about the control tower tour he recently took, said it gave him a unique perspective of the airport and he received feedback from tower staff on some topics.
- Director Katz spoke about the Dollars for Scholars program and golf outing he recently participated in.
- Director Kiefer had no comments.

G) Correspondence and Chairman's Comments

Chairman Harris congratulated Jamie on his appointment as the IPAA chairman and his leadership at the Airport.

VII. New Business

A. CMT - Master Plan Update

Jamie spoke about last month's presentation by CMT and some of the concerns of the Board of Directors. He had a meeting with CMT and they are scaling the project back. This will not affect the public involvement groups participation. An independent cost revue will be ordered, which the FAA wants because they are contributing funds to the project. He understands that the Board of Directors wants the Master Plan to be completed quicker and a graph will be created to show how the process will move forward.

Brian Welker, CMT Sr. Vice President and COO, spoke about the independent revue which has historically been done by IDOT. He had a very productive meeting with Jamie and George and they decided that some tasks may not be required and can be deferred. They agreed that Stakeholder Involvement Groups are an important part of the project, the first meeting should be in October and a meeting schedule will be planned. Brian said surveys and aerial mapping have already begun. Jeppessen has been hired to look at and analyze approaches and constraints.

Director Katz spoke about reducing the cost of the Master Plan, clearer documents from CMT and the history of the Master Plan.

Director Saewert asked for clarification of FAA involvement in the Master Plan project and Brian explained that the FAA provides guidance. He also asked if there is a target number or percentage of population for the public involvement segment and said that he would prefer that the Master Plan is completed sooner than originally anticipated. Jamie spoke about the FAA Master Plan circular which contains information.

Director Kolssak spoke about the cost of the Master Plan project. Brian Welker spoke about communication between CMT and the Airport.

B. 845 Design – U.S. Customs Facility Update

Jamie spoke about the Gary airport Customs facility and that each facility is tailored to the airport's needs. He noted that Chicago Executive Airport has more Customs transactions than Gary and it has to be determined what facility will work for Chicago Executive Airport. The square footage of the facility will be reduced. Gary airport had a facility, utilities and ramp space already in place and receives funding for being a Part 139 airport.

Megan Harte, 845 Design Group, said she worked with Morgan Harbor on value engineering to generate cost savings. The goal is to have a facility that is the right size and in the right location. A comparable sheet was send to the Board of Directors to show other airports' facilities.

Jamie spoke about Hangar 4 and 7 sites, building the Customs facility in Hangar 7 does not save much money and he would like the board to decide if Hangar 7 can be removed as a site consideration. Megan also spoke about the different sites, costs, and utilities availability. She confirmed that Morgan Harbor did not see much cost savings to using Hangar 7. She said that if Hangar 4 is demolished, some work will have to be done on Hangar 7. There was some discussion about bringing Hangar 7 up to code.

Director Katz asked what the height of a stand-alone building is, and Megan answered 15 feet. He spoke about constructing the facility at the Hangar 4 site and the site near the frontage road. He asked if a temporary facility could be built and used until the Master Plan is completed. Jamie said there is no temporary solution and all development cannot stop until the Master Plan is complete. Megan added that the building requirements for a temporary facility would be the same and there would be no money saved.

Director Saewert spoke about the Hangar 4 site and that it is unknown if this is the best location without a completed Master Plan. He asked if the FAA helps with any of the cost of the Customs building and Jamie said only with the cost of the new ramp.

Director Kiefer spoke about the Hangar 7 site and costs.

Director Kolssak said he is against using the Hangar 7 site and spoke about an environmental study on the Hangar 4 site.

Chairman Harris asked the Board of Directors if they would like to remove Hangar 7 from site consideration for the new Customs facility. He concluded that three directors would not consider putting Customs into Hangar 7.

C. Resolution 18-030 – A Resolution Authorizing the Payment of Claims;

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

D. Resolution 18-031 – A Resolution Authorizing the Sale of Surplus Property;

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

Director Saewert asked how the old front-end loader will be sold. Tom Lester said it will go to auction per statute.

VIII. Executive Session

At 7:59 p.m. a motion was made by Director Katz and seconded by Director Saewert 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 Katz, Kearns, Kiefer, Kolssak and Saewert. Nays: None. Absent: Director Lang.

At 9:02 p.m. without a quorum present the Executive Session ended.

IX. Action Taken from Executive Session, if required

There was no action taken from Executive Session.

X. Adjournment

Without a quorum present the meeting was adjourned at 9:02 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "James J. Kiefer". The signature is written in dark ink on a light-colored background.

James Kiefer
Secretary