

**CHICAGO EXECUTIVE AIRPORT  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
WEDNESDAY, SEPTEMBER 26, 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, Lang and Saewert.

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 made by Director Kearns and seconded by Director Saewert to approve the minutes from the August 15, 2018 Regular Board Meeting. The motion to approve the minutes was approved by voice vote. Ayes: Directors Katz, Kearns, Kiefer, and Saewert. Nays: None. Abstain: Director Lang.

**IV. Changes to the Agenda**

There were no changes to the agenda.

**V. Public Comments**

Dean Ellis, the president of Windy City Aviation, spoke about Hangar 11, the only available facility for lease, and said he would like to use the space for piston maintenance operations. He plans to build his own facility in the future with the support of investors and Cirrus Aircraft. He said he is the only local Cirrus service center and Cirrus is interested in developing a presence at PWK. Windy City Aviation offers many services to the airport, is the second oldest tenant on the airport and Dean is interested in a short-term lease of Hangar 11.

**VI. Hearing and Reports**

**A) Treasurer's Report**

Jason Griffith gave the operations portion of the treasurer's report. Last month there were 8,215 total flight operations which was down from July, the 12-month rolling total is 80,126 flights, 579,323 gallons of fuel sold which was up from July. The twelve-month rolling total is 6,440,304 gallons of fuel. Customs operations for August were 40 which is up for the month and the twelve-month rolling total is 488. Net income for August was \$160,537 after transfers.

Director Katz asked Jamie to visit customers other than the FBOs to ask if they bring fuel in or are they buying it here and if not, why. He would like to see fuel sales increase from within the airport. He then spoke about the employee benefits and why airport employees are not members of the Village pension program. He listed employee benefits which include membership in Metro Credit Union.

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

Executive Director, Jamie Abbott, reported on the following:

### ➔ Projects:

- U.S. Customs facility – Jamie and George had a meeting with Customs and Border Patrol in downtown Chicago during which the Airport Master Plan was discussed and how that will affect the location of the new Customs facility.
  - Sound attenuation project – Four SOQs were received, and FAA funding will be secured to start the first year of the project. Jamie will be scheduling interviews with the consultants.
- ➔ Jamie attended the IPAA Conference with George this week. He spoke about how the membership has grown and some of the issues that were discussed.
- ➔ The October Board of Directors meeting will be held on October 10<sup>th</sup> due to the schedule conflict with the NBAA conference.
- ➔ CMT and Airport engineer, Kris Salvatera, has been recognized with an award by the American Society of Civil Engineers. Jamie and Andrew Wolanik will represent the Airport at the awards dinner in October.

Chairman Harris asked for details about the event that took place at the Airport last Saturday. Jamie spoke about a tour he gave for Congressman Schneider and 22 STEM scholars. They were taken on a tour of an FBO and the control tower and also participated in an aviation activity.

Director Kiefer spoke about a recent news article mentioning the funding received by the Airport. Jamie said that the dollar amount in the article covers several projects and he will investigate the article details.

## **C) Director of Economic Development**

George Sakas reported on the following:

- He spoke about Jet Linx, a charter company, basing aircraft at Chicago Executive Airport.
- The Village will start the Industrial Road project in Spring 2019. Director Saewert asked what the project will involve, and George said storm sewers, curbs, grass parkways and resurfacing the road.
- The Taste of the Town will be held on September 27<sup>th</sup> at Chevy Chase Country Club.

#### **D) CommAvia Report**

Rob Mark was absent – no report given.

#### **E) CMT**

Brian Welker gave the CMT report:

- Last month CMT helped secure funding for the sound attenuation by completing the information the FAA requested.
- CMT worked with 845 Design on the Customs facility plans.
- CMT helped answer questions regarding construction of the new Hawthorne hangar.
- Next month is the programming meeting which will be presented at the November Board of Directors meeting.
- Lima 1 is completed, nothing left to report on that project.
- Runway 12/30 – good bids have been received.
- Repaving for 2018 is complete and starting to work on 2019 projects.
- Tower Road construction will be re-bid.
- Master Plan work continues.

#### **F) Board Member Comments**

- Director Kiefer had no comments.
- Director Katz had no comments.
- Director Lang had no comments.
- Director Kearns congratulated the Airport for hosting the STEM program with the Congressman, the District 214 STEM program and said it's important to

support students. He spoke about the Scholarship Assistance Program and how it helps students in non-college paths.

- Director Saewert thanked Jamie and George for their work with Customs and Border Patrol. He spoke about recently touring hangars 4 and 7. He also thanked everyone for understanding about his cancellation for the meeting last week.

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

There was no correspondence. Chairman Harris congratulated Jamie on his appointment as the IPAA chairman.

## **VII. New Business**

### **A. CMT - Master Plan Update given by Craig Loudon**

- He summarized the Joint Workshop presentation.
- He said the Master Plan and Airport Layout Plan (ALP) do not lead directly to construction, each project must be justified to the FAA, then an environmental study must be done before any facility enhancements take place.
- He said the Master Plan develops alternatives for the future of the Airport.
- He is working on the public involvement segment of the Master Plan. The first Stakeholder Involvement Group (SIG) meeting will be on November 13<sup>th</sup> and the first Public Meeting will be on December 4<sup>th</sup> at the Ramada. SIG invitations will be sent this week. Website and social media announcements are coming soon.
- Aerial photos of the Airport have been taken.
- He discussed the upcoming schedule of meetings.
- The Master Plan will be complete in the Fall of 2019.
- The Airport Layout Plan will be complete either late 2019 or early 2020.

Director Lang asked for an explanation of the Public Meetings. Craig said that it will be a rolling presentation and boards will be displayed around the room. People will be able to leave comments; it is not a town hall meeting. Director Lang suggested the Public Meeting be titled an Open House.

Director Katz asked about the SIG meetings, commented about the Airport people who were invited, asked how residents would be represented and how the Board of Directors will be involved. Craig said they are looking for a cross section view, opinions, positives and negatives of the Master Plan. They will ask for feedback on requirements and this will give the board more information to move forward with their decisions on the Master Plan. He said the Airport community should not be over represented.

Residents will be represented by the elected officials that will be in the SIG. The Board will contribute through Jamie and CMT. Director Katz would like the Master Plan Phase II June 2017 presentation emailed to him.

Director Saewert asked if the public meetings are conversational and how the public will be invited. Craig said the first public meeting will seek input from the public, the second one will be informational, and the public will be invited via the newspaper, direct mail, social media and other ways. Director Saewert asked CMT to complete the Master Plan by October 1, 2019 and CMT agreed.

Director Kiefer would like the Master Plan Phase II presentation from June 2017 emailed to him.

Director Kearns asked if the ALP will need the approval of the communities and Craig said that both communities will be very involved with the approval. The ALP is the last deliverable item of the Master Plan.

Chairman Harris questioned the continued involvement of Images, Inc. and who is in charge of the SIG and Public Meetings. Craig said Images, Inc is doing the logistical work for the SIG. Craig and the Airport Staff oversee the meetings.

**B. Resolution 18-032 – A Resolution Authorizing the Payment of Claims;**

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

**C. Resolution 18-033 – A Resolution Approving and Ratifying the Contract for Purchase of 206 Industrial Lane;**

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

Director Saewert wanted to be sure CMT has included this property in the Master Plan.

**VIII. Executive Session**

At 6:59 p.m. a motion was made by Director Saewert and seconded by Director Lang 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 voice vote. Ayes: Directors Katz, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: None.

At 7:18 p.m. Director Lang departed from the meeting.

At 7:29 p.m. a motion was made by Director Kiefer and seconded by Director Kearns to adjourn to regular session. Ayes: Directors Katz, Kearns, Kiefer and Saewert. Nays: None. Absent: Director Lang.

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

There was no action taken from Executive Session.

**X. Adjournment**

At 7:30 p.m. a motion was made by Director Kearns and seconded by Director Saewert to adjourn the meeting. The motion was approved by voice vote. Ayes: Directors Katz, Kearns, Kiefer and Saewert. Nays: None. Absent: Director Lang.

Respectfully submitted,

A handwritten signature in cursive script that reads "James Kiefer". The signature is written in black ink on a white background.

James Kiefer  
Secretary