

**CHICAGO EXECUTIVE AIRPORT  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
WEDNESDAY, OCTOBER 10, 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 6:03 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 Lang and seconded by Director Kearns to approve the minutes from the September 26, 2018 Special Board Meeting. The motion to approve the corrected minutes was approved by voice vote. Ayes: Directors Katz, Kearns, Kiefer, Lang and Saewert. Nays: None. Abstain: None.

Director Saewert pointed out two corrections to his comments under new business; a typographical error, the word conversation should be conversational and he would like his comment added that he asked CMT to complete the Master Plan on October 1 2019 and CMT agreed to this.

**IV. Changes to the Agenda**

There were no changes to the agenda.

**V. Public Comments**

Michael Haupt, a CEA historian, spoke about his soon to be published book on the history of the aviation in Chicagoland. The book launch will be on November 18, 2018 at the Airport administration building board room.

Steve Neff, a Wheeling resident who has been following CEA since 2014, spoke about the first Board of Directors meeting he attended and that hs spoke about landing fees for transient

aircraft. He said if landing fees were collected, it would pay for the new U.S. Customs building within three years or less. He then described a landing fee system.

## **VI. Hearing and Reports**

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

Jason Griffith gave the operations portion of the treasurer's report. Last month there were 7,118 total flight operations which was down from August, the 12-month rolling total is 79,265 operations, 520,026 gallons of fuel sold which was down from August. The twelve-month rolling total is 6,381,139 gallons of fuel. Customs operations for September were 25 which is down for the month and the twelve-month rolling total is 475. Due to the early meeting date, September financial statements will be completed next week.

Director Katz said the audit has been completed and upon approval today, Prospect Heights will close their fiscal year. He has looked at all the assets of the Airport and will now review loans and debts. He will determine if the right interest rates are being paid, which loans should be paid off soon and will bring the facts to the Board soon. He noted a balloon loan for the RSA property is coming up in 2020 and he will look at options.

Director Kearns asked about the cash on hand that is earning low interest. He recommended looking into banks who would offer more interest. Director Katz would appreciate his input on this.

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

Executive Director, Jamie Abbott, reported on the following:

- ➔ Tomorrow morning interviews begin for the RSIP consultant contract. There will be one interview on Thursday and three interviews on Friday. Recommendations will be made at the November meeting.
- ➔ The next Master Plan progress report will be made after the SIG meeting which has been scheduled for November 13<sup>th</sup>. Tomorrow the Master Plan website will go live which will have information for the public.
- ➔ U.S. Customs – 845 Designs will report on that later in this meeting.
- ➔ Jamie is going to Springfield on October 29<sup>th</sup> with Jason and George to talk about TIPS. This is an annual trip to talk about the 5-year capital plan that asks for funding for projects. After that meeting there will be a report.
- ➔ Jamie will be attending the AAAE Regional Airport Conference in Rosemont on October 22 and 23. Will report on the conference next month.
- ➔ NBAA – Each of the directors who are attending have received a packet that contains agendas with highlighted sessions and important topics.

→ Mike Haupt is launching his new book next month which the Airport is supporting.

Director Katz asked when the TIPS list is locked in after the meeting and commented that the list is shorter than it was in the past. Dan Pape, CMT, said that it is a back and forth discussion, that funding levels and the local share have both declined. Director Katz requested the list be sent to the Directors before it goes to the FAA. Dan and Jamie agreed that it will be made available for their comments. Feedback is welcome.

Director Kiefer would like detail on the age of items on the TIPS list. How many are old and how many are new items? Jamie will provide details to the Board of Directors.

Director Lang spoke about the sound insulation program. He commented that there is no buzz about it in the community even though this is the first time a project like this has been approved at this airport, currently there is not much interest and it's a big thing. He would like better press releases, presentations to the Village of Wheeling and City of Prospect Heights meetings, more PR about it and community visits to get residents excited. Jamie said that there will be more PR when the project starts and agrees it is a big deal.

Director Saewert asked how the Master Plan will be reflected in TIPS and if it will be a detriment that the Master Plan is in phase 3 and this TIPS is in the first year of five year plan. Jamie will mark in TIPS what is related to the Master Plan. Dan Pape, CMT, explained that TIPS is a "living document," things can be added and priorities changed. He spoke about how changes to TIPS work. Jamie added that TIPS is done every year. Director Saewert expressed concern about the funding levels being set at what the airport puts on the list. Dan said that there are often adjustments to projects based upon funding in both directions. Director Kearns spoke about last year's TIPS list that contained 32 projects. Dan said more requests are submitted than could ever be funded.

Director Kiefer spoke about the funds for sound attenuation and wants to make sure enough money is budgeted. Jamie said adequate funds allocated in the budget.

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

George Sakas reported on the following:

- George is looking into alternative uses for all four bays of Hangar 7.
- The purchase of 206 Industrial Lane is close to final. George is considering ways to use the property to generate revenue for the Airport.
- George has been working on preparations for NBAA.

### **D) CommAvia Report**

Rob Mark delivered his report on the following:

- He spoke about the noise attenuation project and said he is waiting until the project starts to put any news in print.

- He congratulated Mike Haupt on his new book printing.
- 2019 calendars containing photos shot here at the Airport will be distributed at the NBAA conference.
- He received a call from a contact at Wheeling High School who is interested in a tour for students to encourage careers in aviation.
- Rob sat in on the Lewis University class that is being taught by instructor Greg Bonk. He would like to get some media coverage about Lewis University and CEA.
- Rob spoke about the news releases about Jamie being elected as Director of IPAA.
- While he was out in LA, Rob visited the airport in Van Nuys and spoke to them about their economic development efforts.
- There will be a Chicago Executive Airport ad in the Journal & Topics for Veterans Day.
- There were 25 noise complaints in the month of September; most of them were between 11:00 p.m. and 7:00 a.m.
- He has been in contact with Images Inc. about the website.

Director Katz asked about noise abatement at Van Nuys airport. Rob said they have a complex system that records noise data, they send out letters to pilots about noise and they have segregated piston aircraft from jets; each have their own side of the airport, fuel and hangar areas.

Director Kearns noted that there were 16 noise complaints made from over a mile from the Airport and asked are we sure those are not aircraft from ORD? Rob said they are most likely not from ORD.

Chairman Harris spoke about posting Mike Haupt's book launch on the Airport website and social media outlets. He also asked Rob to discuss what he learned about Van Nuys airport's noise program with Jamie and George and come up with a list of things that could apply to CEA.

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

- Director Saewert had no comments.
- Director Kearns had no comments.
- Director Lang had no comments.

- Director Katz is interested in determining if there is value to building larger T-hangars for Cirrus and larger aircraft tenants. Jamie will discuss the logistical and business issues with George and get back to the board.
- Director Kiefer praised the Airport staff.

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

There was no correspondence. Chairman Harris had no comments.

### **VII. New Business**

#### **A. 845 Design Presentation – Meghan Harte**

Jamie introduced Meghan and said that this report is an update and no decision is expected to be made at tonight's meeting.

Meghan spoke about the meeting at the end of September with Department of Homeland Security and Customs and Border Patrol. They discussed the facility location as it relates to the Master Plan. The decision was approved to wait until the Master Plan is complete. CBP was receptive to waiting and will work with the Airport. The facility layout is nearly approved. Meghan is waiting for additional comments and said that 4200 square feet is the final size of the facility.

Director Kiefer spoke about the site location options being vetted by CMT, said the price will increase if the project is delayed and doesn't understand why the Airport is waiting until the Master Plan is complete. Jamie said that progress on the facility has not stopped and Meghan added that she will work as far forward on the design of the facility without a chosen building site.

Chairman Harris asked if there had been a conversation between CMT, 845 Design and Airport staff about each of the sites as it relates to the Master Plan and Jamie said that Hangar 4 location is the focus. George pointed out that Hangar 4 has to be demolished, an environmental study completed, after the second Master Plan SIG meeting the site will be chosen and after the third SIG meeting in late Spring demolition will begin. George said the delay will amount to four to six months and the facility will be done by the end of 2020.

Director Katz spoke about the funds spent for consulting costs and asked where they are in the budget and will the budget need to be increased? Jamie said the original project was for Customs/administration office/SRE and has been scaled back to a Customs facility only. Additional costs were incurred and he can provide an analysis. Director Katz is concerned about the budget.

#### **B. Resolution 18-034 – 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, Lang, and Saewert. Nays: None. Absent: None.

C. Resolution 18-035 – A Resolution Approving an Engineering Agreement with Crawford, Murphy & Tilly for the Construction Phase Services Related to the Rehabilitation of Runway 12/30;

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, Lang and Saewert. Nays: None. Absent: None.

Director Katz asked if widening Runway 12/30 is still being considered, if so is there additional engineering work and doing preliminary work. Dan, CMT, said yes, they are waiting for approval and it is a whole new project if they widen the runway. Director Katz would like the Board of Directors to consider paying for the widening if the FAA does not approve funding.

Director Lang asked how widening the runway would affect the Master Plan and Dan said it would have no effect.

Director Saewert asked when the FAA would decide and Dan said they will get an idea at the TIPS meeting. Dan recommends moving forward with the runway project that has been approved.

D. Resolution 18-036 – A Resolution Accepting the Comprehensive Annual Financial Report for the Fiscal Year Ending April 30, 2018;

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

Dan from Sikich spoke about the audit being a learning experience for Jason because it is his first time handling an audit on his own, the auditors began a month earlier than in the past and that only three journal adjustments were made. Sikich will continue to make improvement suggestions and gave a clean opinion which is the best opinion. He recommended reading the management discussion and analysis which contains excellent information and three years of financial data. He said the Airport goes above and beyond the requirements for information and transparency.

Chairman Harris asked if Sikich has other airport clients and, if so, are they receiving unmodified audits? Dan answered yes to both questions.

Director Kearns asked about the significant decrease in other revenues and said there was no footnote. Dan said it is explained in the management discussion about reoccurring income.

Director Katz said Jason has changed some of the bookkeeping systems and thanked Jason and Dan.

E. Resolution 18-037 – A Resolution Approving the Amended Rules and Procedures Policy for the Noise Committee;

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

F. Resolution 18-038 – A Resolution Approving Expense Reimbursement for Directors and Municipal Officials Attending Nation Business Aviation Association (“NBAA”) Conference;

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

Director Katz asked if this resolution covered only this year and Jamie said per state law the resolution must be passed each year.

G. Resolution 18-039 – A Resolution Approving a Lease Agreement Between Chicago Executive Airport and Hawthorne Global Aviation Services for Hangar 11;

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

Director Katz asked about the lease duration and Tom Lester, attorney, answered that it is a one-year lease with two options to renew for one year.

H. Resolution 18-040 – A Resolution Approving the Agency Agreement with the State of Illinois for Rehabilitation of Runway 12/30;

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

Jamie spoke about correcting the share percentages in the resolution. The resolution should read 90% federal, 5% state and 5% local.

Director Kearns asked about the cost figures that did not match up between the resolution and the agency agreement. Jamie and Dan will correct the numbers.

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

## **VIII. Executive Session**

At 7:25 p.m. a motion was made by Director Katz 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 7:50 p.m. a motion was made by Director Kiefer and seconded by Director Saewert to adjourn to regular session. Ayes: Directors Katz, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: None.

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

There was no action taken from Executive Session.

**X. Adjournment**

At 7:55 p.m. a motion was made by Director Kearns and seconded by Director Katz to adjourn the meeting. The motion was approved by voice vote. Ayes: Directors Katz, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: None.

Respectfully submitted,

A handwritten signature in cursive script that reads "James J. Kiefer". The signature is written in dark ink and is positioned above the printed name and title.

James Kiefer  
Secretary