

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, DECEMBER 19, 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 Donohue, 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 Katz and seconded by Director Kearns to approve the minutes from the November 21, 2018 Regular Board Meeting. The motion was approved by voice vote. Ayes: Directors Katz, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: None. Abstain: Director Donohue.

IV. Changes to the Agenda

There were no changes to the agenda.

V. Public Comments

Jean Shriber, a Mt. Prospect resident who lives less than one mile from the Airport, spoke about low flying planes, her dissatisfaction with the Open House, her opinion that there was a lack of communication before the meeting and how shocked she was to see the Master Plan and how it would impact the community.

Debbie Tornquist, lives at 1721 N. Beech Rd in Mt. Prospect, said that she has been concerned for a long time about noise and the impact of the Airport. She spoke about night time flights, the control tower being closed at night and said she was disappointed that the comment deadline was five days before Christmas. She would have liked more time to rally her neighbors.

Maryann Liguori has lived in Wolf Run Estates since the early '70s. She spoke about the public involvement in the Master Plan and said the Open House was held at an inconvenient time of the

day. She thought it should have been held on a Saturday or Sunday afternoon. She commented about the Master Plan presentation and thinks there should be different ways to grow the airport. She spoke about communication, stress in the community and that Village of Wheeling trustees were asked for a referendum. She would like a re-do on the meeting.

Greg Iverson agreed with what the public comments before him. He said he could not believe the Open House and thinks it's terrible.

VI. Hearing and Reports

A) Treasurer's Report

Jason Griffith gave the operations portion of the treasurer's report. Last month there were 5,622 total flight operations which was down from October, the 12-month rolling total is 78,649 operations, 556,979 gallons of fuel sold which was down from October. The twelve-month rolling total is 6,354,818 gallons of fuel which is up from the prior twelve-months. Customs operations for November were 36 which is up for the month and the twelve-month rolling total is 453. Operating income was \$142,968; after transfers net income was \$45,602.

Director Katz said the budget is on target and he will have more to discuss next month.

B) Executive Director's Report.

Executive Director, Jamie Abbott, reported on the following:

- Master Plan Phase III – the comment period ends tonight. The draft report is being compiled.
- Residential Sound Insulation Program – C&S Companies will speak about their company and the program later in this meeting.
- LED airfield lighting – a contract has been signed to change all lights in the administrative office and shop to LEDs; the site survey will be done soon.
- There will be a Runway Safety Meeting on January 2nd at the Airport office at 10:30 a.m. Everyone is invited who is interested in runway safety.
- Noise Committee – at the December 6th meeting the committee passed the Committee Rules and talked about the Residential Sound Improvement Project. The next Noise Committee Meeting will be on March 6th at 6:00 p.m. There is an interested citizen from Mt. Prospect who would like to serve on the Noise Committee.
- Airfield Driver Training was held earlier this week. Several emergency responders attended the class. A good job was done on the recent aircraft incident and a lot of that is due to good training.

Chairman Harris asked how many people attended the Open House. Dan Pape, CMT, said 162 and comments received by 12/19/18 will be included in the report. The public is welcome to continue to make comments via the website beyond that date. Chairman Harris also asked if there are any out of the norm noise complaints for November and Jamie said

the December noise complaints will be summarized for next month; there was nothing out of the ordinary for November. Jamie handled the media himself after the Cessna incident.

C) Director of Economic Development – George Sakas

- Planning a legislator outreach – five out of eight local legislators are newly elected. They will all be contacted and made aware of the airport.
- Increased airport partners contact due to the Stakeholder meetings.
- Events review – focusing on off airport events in 2019. We would like to have good representation at community events.
- Economic Impact study – surveys to airport businesses will go out soon. He is discussing with NBAA the airport economic impact to the community.
- Public Relations and communications program update: Looking for opportunities for videos, photos, materials, promo items, and social media. Would like to develop a cohesive message going out.
- District 214/Lewis University program expansion – the pilot program was successful and there will be a meeting in January to discuss how the program can be expanded. There has been an increased student demand to be in the program.
- Customs Operations Overview
 - New Customs building, the building site and the construction of the facility is one part.
 - Current customs operations average 500 per year and an analysis shows most operations are from Canada, Mexico and Central/South America. George spoke about the budget numbers and said we are behind on revenues year to date. He presented a chart of comparative charges with two other airports and pointed out the airport is losing money on overtime charges. A review of the fee schedule was recommended. George also spoke about the approximate cost of the new customs facility; the options need to be assessed.

Director Lang asked if the capital building fund can be used and why isn't the FAA giving more funding? Jamie said the FAA considers customs a service that the airport provides to its customers and things such as buildings generally are not eligible for FAA or State dollars. Director Lang would like to know the number of customs operations at DuPage and Waukegan. He also asked if the Airport could partner with the FBOs to cover the building costs. Jamie said that is something to consider.

Director Kearns spoke about the mix of customs operations compared to other airports. Dan Pape said that because DuPage has a longer runway, they do get more flights from Europe. Director Kearns also pointed out that if the Airport averages 500 customs operations a year that totals 1000 operations for the Airport.

Director Kiefer wondered if the FBOs were asked for their opinion on offering customs or not and how much money they make from international flights. George said all three FBOs are not happy with the current customs system and that customs is an important service that brings in flights and therefore fuel sales.

Director Katz spoke about international flights purchasing fuel and estimated the fuel sales. George spoke about the overall economic impact. Director Katz also mentioned that Gary airport received money from the State of Indiana and is subsidized.

Chairman Harris asked how Gary airport compared to Chicago Executive Airport. George said Gary airport has fewer customs operations and is subsidized by the Chicago Department of Aviation. Chairman Harris said the Board would like feedback from the FBOs and their other locations regarding customs operations. Chairman Harris asked how much is in the building fund and Jason said \$747,000. Tom Lester said this money is for infrastructure.

Director Saewert spoke about the building cost and the cost to furnish it. The furnishing cost is included in the estimate. He asked why customs operations are declining. George said he does not know and neither do the FBOs.

D) CMT – Dan Pape

- ❖ Master Plan Open House
- ❖ TIPS package went in with the cost estimates and justification for the projects.
- ❖ CMT had a meeting with the FAA regarding airspace and plans to meet with each director for their ideas and thoughts on the Master Plan.
- ❖ Has received over 70 public comments on the Master Plan which will be categorized and listed.
- ❖ Starting to formulate the screening matrix's that will be used for the development of Airport layout configurations
- ❖ Working with Jamie and Andrew on 2019 projects; there are ten items to look at budgeting.
- ❖ Getting ready for Spring projects.

Director Lang spoke about the six SIG runway models, confirmed the Master Plan conclusion date and asked about project cost estimates. Dan said the goal of the SIG was to bring a diverse group of people together to throw ideas out. CMT did not present any concepts. The emphasis was on two elements; the runway and other developments to fill in empty spaces. He said it is important to get fresh ideas and none of the ideas are set in stone. Ideas from the public were also wanted. The next step is to get Board feedback. There will be two screenings of ideas. He emphasized it is not a done deal; just ideas. He added all runway extensions are just ideas and the presentation of those ideas was taken out of context. This is a long process with deliberate steps. Dan said the Master Plan will be concluded in October with all feedback combined with CMT ideas with two or three viable concepts. Impacts and

the no build alternative will also be included. There will be a range of costs in the final report.

Director Katz said that many people do not know how Boeing is involved in the Master Plan process. Dan explained that Jeppesen is a Master Plan team member and is owned by Boeing and said they are involved in the airspace impact portion of the Master Plan. He also explained Class B airspace.

Director Kearns asked about the environmental impact portion of the Master Plan and the FAA's project support. Dan explained that when a preferred alternative is identified it is reviewed by all agencies which would take at least six months and then the purpose and need of all projects must be determined, finally a National Environment Policy Act process is done to assess 17 environmental impacts. This process will take at least two years. The FAA requires a justification for supporting any projects. Director Kearns also asked the status of the Hawthorne Aviation project and Dan said that project is essentially complete.

Director Saewert spoke about the public meetings and asked Dan to get the dates for the next meeting set so there is ample time to communicate it to the public.

E) Board Member Comments

- Director Kiefer spoke about his concerns regarding the Open House, he said the board of directors does listen to the public, wished everyone Happy Holidays and welcomed Director Donohue. He also thanked George for his work.
- Director Katz added to Director Kiefer's comments regarding the Open House and reminded the public that the directors are part of the community, too. He welcomed Director Donohue, wished everyone Happy Holidays and Happy New Year. Director Katz added that he would like to increase fuel flowage fees to increase revenue.
- Director Lang welcomed Director Donohue. He spoke about the Board of Directors being an interesting process and encouraged everyone to have an open mind. He wished everyone Happy Holidays.
- Director Kearns welcomed Director Donohue and asked him to introduce himself. He congratulated the airport staff on handling the recent emergency landing. He wished all Happy Holidays.
- Director Donohue spoke about his professional aviation background; he currently flies for Spirit Airlines and used to fly out of PWK for eight years. He said that he lives in Wheeling and the planes fly over his house, too. He has an interest in the community being the best place to live. He looks forward to sharing his expertise and moving the process forward.
- Director Saewert welcomed Director Donohue and said he appreciates his view point. He wished Happy Holidays to all.

F) Correspondence and Chairman's Comments

Chairman Harris spoke about the recent emergency landing incident and congratulated the airport staff on how well they handled it and glad it had a safe ending. He said the Chicago Executive Airport has a reputation for being a world class operation, a top-notch facility with crisis management. He spoke about his first Board of Directors meeting during which noise was the topic and now we are moving forward with the Residential Sound Insulation Program. He welcomed Director Donohue and wished Happy Holidays to all.

VII. New Business

A. 845 Design Group Presentation – Jamie Zara;

- Department of Homeland Security has preliminarily approved the building layout design and a delayed construction date.
- There is a new exterior design and revised cost estimate.
- Current goal is to review and approve the first phase of the design and estimate.
- She spoke about the timeline and showed the dimensions of the rooms in the building.
- She showed four other Customs buildings examples: Cobb County, Gary, Boca Raton and Martin County. She spoke about each of the examples and compared them to the proposed facility for PWK.
- She showed the proposed floor plan and exterior design for PWK with cost estimates and how it compares with the other four examples.

Director Katz asked about the TSA coming to the airport. Jamie Abbott spoke about DCAA which would be cleared at the FBOs. Director Katz commented that 845 Design and Morgan Harbor have done a great job. He said a building site needs to be selected and asked what the next step is. Jamie Abbott said when the Master Plan is further along the building site will be chosen where it makes the most sense. This will probably be in the Spring. Director Katz spoke about the resolution that was approved in August 2017, the budget for the new facility and said the airport needs to figure out how to fit this in the budget.

Director Kiefer spoke about how currently the Customs agent walks out to each arriving international flight. Jamie Zaura said this system is not up to standards any longer.

Director Kearns spoke about passengers deplaning at the new Customs facility, asked if there will be areas in the building for other DHS services, is this building the minimum size and is the estimate for unfurnished? Jamie Abbott said other services will be offered for landside customers, this is the minimum size and the cost estimate includes furniture and fixtures.

Director Saewert asked about the discussion with DHS, how much of a delay they are allowing, and if PWK is the first to comply with new DHS specifications. Jamie Zaura said six months from October. George added we can expect to break ground

in early 2020. Dan Pape thinks DuPage might also have to upgrade to the new specs. Director Saewert asked for clarification on the numbers Jason and George presented regarding the cost of the Customs facility.

George Sakas spoke about the recent FBO Users meeting that was held at the airport during which the site was discussed, and concerns were raised about the access to the site where Hangar 4 is. It is a one-way exit. He said the second Master Plan SIG meeting will be less about the runway and more about the facilities.

B. C&S Companies – Residential Sound Insulation Project Presentation;

Jamie Abbott gave a brief history of the program and introduced Michael Hotaling and Penny Merritt. Michael spoke about C&S background and the project. He noted that Chicago Executive Airport is one of very few small GA airports who have decided to do a sound insulation project for its surrounding community. He said Penny will be relocating from TX to the Wheeling/Prospect Heights area and spoke about her experience. He outlined the RSIP process. Penny spoke about her 20 years with C&S and the “Quieter Home” projects she has worked on.

Director Lang said he’s excited about the RSIP project, being a partner with the community and asked if Penny would do a presentation at the City and Village board meetings to give an overview of the program. Penny spoke about community outreach and meetings. She will keep people informed every step of the process. Director Lang asked if eligible homeowners ever decline sound insulation for their home. Penny said sometimes people are hesitant, but they usually get 99% participation. There was discussion about other sound insulation projects in the Chicago area.

Director Kiefer spoke about sound insulation programs near other airports that have had problems.

Director Katz asked about apartment and condo buildings and Penny said that multi-family units will be included, and she has worked on them in prior projects.

Director Kearns asked if there is a maximum dollar amount per house, is \$30,000 per house a good estimate and are sound monitors placed inside homes. Michael said there is no dollar cap; the acoustical goal must be achieved. He added that it is difficult to estimate because it depends on the location, it depends on how many homes are completed per year, there are many economies of scale and he summarized the steps to determine sound inside the home.

Chairman Harris asked who determines where the first phase of the project begins and is data from the Mead & Hunt study used. Michael said they use Mead & Hunt data to determine the noisiest homes and they will be worked on first.

Director Saewert spoke about his concerns regarding construction problems and asked how C&S will communicate with the homeowners. Penny spoke about the process and said they survey all homeowners before work and after work is done. Director Saewert would like to see survey data from prior projects they have worked on.

C. Resolution 18-046 – A Resolution Authorizing the Payment of Claims;

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

D. Resolution 18-047 – A Resolution Approving a Lease Between Chicago Executive Airport and Courtesy Car Carrier;

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. Abstain: Director Donohue.

Prior to the vote, Jamie Abbott spoke about the terms of the lease. Director Kiefer thanked George for his work on this lease and the Industrial Drive building.

VIII. Executive Session

At 8:05 p.m. a motion was made by Director Saewert and seconded by Director Kearns 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 Donohue, Katz, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: None.

At 8:33 p.m. a motion was made by Director Kiefer and seconded by Director Saewert to adjourn to regular session. Ayes: Directors Donohue, 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 8:36 p.m. a motion was made by Director Kearns and seconded by Director Donohue to adjourn the meeting. The motion was approved by voice vote. Ayes: Directors Donohue, Katz, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: None.

Respectfully submitted,



James Kiefer
Secretary