

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, JANUARY 16, 2019
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 Lang and seconded by Director Saewert to approve the minutes from the December 19, 2018 Regular Board Meeting. The motion was approved by voice vote. Ayes: Directors Donohue, Katz, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: None.

IV. Changes to the Agenda

There were no changes to the agenda.

V. Public Comments

Anatoly Belogorsky is new in the community and moved here from Springfield. He spoke about his concerns regarding the Master Plan options, increased traffic, environmental issues, environmental justice, cost of expansion and said there are short-term and long-term problems with any expansion of the airport.

Karen Giambalvo spoke about the public comments that were recorded at the open house. She wondered if the comments would be made public. She lives in Mt. Prospect and said none of her neighbors knew about the Master Plan and the airport should have informed more residents. She asked what the FAA's role is in the Master Plan. Who has the final say

on if and how this project moves forward? She said she read the article in the newspaper about the future Residential Sound Improvement Project and she asked for the definition of a qualified residence. She asked for full disclosure and transparency.

VI. Hearing and Reports

A) Treasurer's Report

Jason Griffith gave the operations portion of the treasurer's report. Last month there were 5,242 total flight operations which was down from November, the 12-month rolling total is 78,609 operations, 568,076 gallons of fuel sold which was up from November. The twelve-month rolling total is 6,429,067 gallons of fuel which is up from the prior twelve-months. Customs operations for November were 37 which is up one for the month and the twelve-month rolling total is 463, which is down. Operating income was \$168,024; after transfers net income was \$106,033.

Director Katz said the budget is on target, we are way down on overtime. Jason is working on financials and cash flows, so the board can understand better for planning.

B) Executive Director's Report.

Executive Director, Jamie Abbott, reported on the following:

- ➔ Master Plan Phase III is in the data gathering and compiling stage now. They are working on screening criteria for the different alternatives. There is continuous work on messaging, meeting dates and fact sheets.
- ➔ Residential Sound Insulation Project (RSIP) – Working on the scope of services with C&S Companies and an agency agreement with IDOT. Hopefully will have a contract and agency agreement for the February meeting.
- ➔ Government shutdown – Air Traffic Control and US Customs on the field are not being paid but they are coming to work. The airport has been buying them lunches as a thank you.
- ➔ Jamie will be attending the NBAA Schedulers and Dispatchers conference in TX from January 28th to February 1st. This is an important conference that allows him to meet the people who decide which airport their aircraft flies in to.
- ➔ Noise complaint data – Two charts were displayed that show most complaints are during daytime hours of 6:00 a.m. and 10:00 p.m. and which communities the complaints are from. He explained that there were 14 complaints from Palatine and they were made by one person. The increase in Mt. Prospect complaints is unusual and may be attributed to the open house. All residents who requested were called back.

Director Lang asked what the airport is doing to support federal employees. Yes, Jamie said the airport has bought lunches to support them. Director Lang said the noise complaint reports were better than in the past.

Director Katz liked the data presentation of noise complaints. He asked how many staff members would be attending S&D and Jamie said only himself. Jamie explained the airport will have a small booth.

Director Donohue asked how we respond to noise complaints and if we contact the aircraft if the complaint indicates a tail number? Jamie said he calls the resident if they request a call and answers any questions they may have.

Director Kearns asked if the Palatine complaints could be regarding aircraft from O'Hare or another airport. Jamie said that is most likely the case since the complaints come from an area most PWK traffic does not fly over.

Director Saewert noted that the Palatine complaints were about hovering helicopters and Jamie said there is only one helicopter based here at PWK.

C) Director of Economic Development – George Sakas

- The Economic Impact Study is in progress.
- Staff and Directors attended the CABAA meeting this week featuring Ed Bolen from NBAA. NBAA demonstrates the value of business aviation, the economic impact of small airports and works to solve the pilot shortage.
- Met with Lewis University and District 214 last week to discuss expansion of their program at the airport.
- He continues to keep the event calendar updated for the Directors and Staff.
- He is working with Jason on the 2020 Budget and looking at airport leases, rental rates and revenues.
- Spoke about Mike Haupt's book that prominently features PWK. He has received permission to post excerpts from the book about PWK history on airport social media.

Director Katz would like a digital library of history and historic photos. Chairman Harris suggested this be shared on the airport website.

D) CMT – Dan Pape

- ❖ CMT met with each director for their Airport Layout Plan ideas which will be added to the SIG ideas.

- ❖ CMT participated in the RSAT meeting to show what projects are expected to take place this year.
- ❖ Nothing to report this month on the Tower Road and Runway 12/30 projects.

Director Lang spoke about Wolf Road just north of Palatine Rd where it narrows to two lanes. He asked CMT to keep this narrow part of Wolf Rd in mind in the Master Plan and asked if there is something the airport can do to fix the road? Dan spoke about jurisdictional and cost issues when Wolf Rd was moved years ago.

Director Katz asked if we are still discussing widening Runway 12/30? Dan said because of the government shutdown there has been no further discussion of supplemental requests. The revised TIPS sheet and capital justification went in and it's being considered.

Director Saewert asked who is at the local federal offices during the government furlough. Dan said the district employees are working.

E) Board Member Comments

- Director Saewert spoke about the CABAA event and congratulated Jamie Abbott for being elected to the board. He spoke about working to attract quality people into aviation and jobs at PWK.
- Director Donohue congratulated Jamie and thanked everyone for the warm welcome. He said he flew jets and turbo props out of PWK and also has a drone background. He looks forward to sharing his knowledge about drones and safety.
- Director Kearns had no comments.
- Director Lang thanked the airport for taking care of the federal employees in the control tower during the government shutdown.
- Director Katz welcomed Director Donohue again and said he looks forward to his vision as a professional pilot.
- Director Kiefer had no comments.

F) Correspondence and Chairman's Comments

Chairman Harris had no comments.

VII. New Business

- A. Discussion: US Customs Facility move forward plan;

- Jamie Abbott spoke about the steps that are completed; design and floorplan and initial approval from CBP. He then spoke about the 30% plans which are the architectural details in buildings which include electrical and plumbing and the after 30% which are construction documents, permits and bids for construction. He would like the consensus and approval of the board of directors to go ahead with 845 Design to the next step.

Director Kiefer asked about the apron cost and if it is in the TIPS program. Dan said the state will be working on this request. Director Kiefer also spoke about the site selection, asked at what point we can be sure the chosen site is ok and when the decision will be made. Jamie said the 30% will take the project up to the site selection and spoke about the timeline if the ALP changes the building site.

Chairman Harris asked if the TIPS approval process would be held up at all by the new administration and Dan said no.

Director Saewert asked about construction timing considering there are two different agencies involved; IDOT and CBP. Does the site work or apron have to be completed first? Dan said not necessarily, and he will work with both agencies to coordinate.

Director Katz spoke about 845 Design designing the floorplan and layout and asked if this is wasting money. Tom Lester said this is work that must be done no matter what. Jamie said that 845 Design can be chosen as the architects which would be subject to a new contract and board approval. Director Katz clarified the terms of the current contract with 845 Design.

Chairman Harris expects a resolution to move forward with 845 Design at the February meeting.

B. Resolution 19-001 – 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 Donohue, Katz, Kearns, Kiefer, Lang, and Saewert. Nays: None. Absent: None.

Director Kearns questioned the expenditure to M-B Companies and Jason explained that it was for snow broom head wafers. He spoke about the on-hand supply and said it depends on future snow storms if more will need to be ordered this season. Director Kearns asked about the status of Airport #20 and Jamie said it is a lot better and was fixed for no charge.

VIII. Executive Session

At 6:58 p.m. a motion was made by Director Lang and seconded by Director Donohue 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 Donohue, Katz, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: None.

At 7:41 p.m. George Sakas, Jason Griffith and Jennifer Pfeifer departed the Executive Session.

At 8:46 p.m. the Executive Session adjourned, and the meeting returned 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 8:47 p.m. a motion was made by Director Kearns and seconded by Director Kiefer 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,

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

James Kiefer
Secretary