

**CHICAGO EXECUTIVE AIRPORT  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
WEDNESDAY, FEBRUARY 20, 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 Katz, Kearns, Kiefer, Lang and Saewert. Absent: Director Donohue.

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 January 16, 2019 Regular Board Meeting. The motion was approved by voice vote. Ayes: Directors Katz, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: Director Donohue.

**IV. Changes to the Agenda**

Chairman Harris asked to move item VI F Correspondence and Chairman's Comments to item V. Director Katz made a motion to approve the change to the agenda and Director Kearns seconded it. The motion was approved by voice vote. Ayes: Directors Katz, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: Director Donohue.

**V. Correspondence and Chairman's Comments**

Chairman Harris spoke about the Master Plan and read excerpts from the Daily Herald and Journal & Topics regarding the Master Plan. He also read a letter to the editor in the Daily Herald from a local resident dated February 23, 2015. Chairman Harris spoke further about what the Master Plan means, transparency and said he appreciates the public's comments. He announced the next Master Plan Open House will take place on July 11<sup>th</sup> and how it will be publicized.

## **VI. Public Comments**

Cynthia Huitink said she has lived in Prospect Heights for ten years. She moved here from Elk Grove Village. She spoke about property value reduction if the runway is expanded, the negative impact on quality of life, an airplane landing she witnessed that scared her, local businesses and elections.

Greg Shriber, a Mt. Prospect resident, spoke about transparency, the Master Plan, public input into the plan, taxes, local projects, Cook County and State of IL debt, airport debt, the U.S. Customs building, the number of jet operations and disadvantaged citizens.

Jean Shriber spoke about airport pollution, noise, commercial flights, noise at all hours, the Master Plan process, local school districts not included in the SIG, information about open house, the summary of open house responses, and said she is worried about past airport behavior.

Maria Ivek, a Mt. Prospect resident, is concerned that residents are not notified about the public meetings, she said people do not read the newspaper. She is against any expansion.

Deborah Wilson, a Wheeling resident, said she is concerned about the letter from President Horcher. She spoke about expansion going beyond the borders of the airport and open house date announcement timing.

Phil Mader spoke about stakeholders and the “no build” or “do nothing” option. He spoke about transparency and the Village of Wheeling referendum.

Joshua Shapiro, a Mt. Prospect resident, moved here in 2008 with his family to build a future and wants to help protect his community. His house backs up to River Rd and he is concerned about safety.

Arthur Gunn, president of Chicago Executive Pilots Association (CEPA) and used to live in Quincy Park and he can empathize. He spoke about working with the airport and believes there is so much more that can be done with the airport to help the communities. He represents local pilots.

Holly Johnson asked for better communication with people outside of Wheeling and Mt. Prospect and to communicate with mayors of Glenview and Arlington Heights and other nearby communities.

Debra Kocis, a Wheeling resident, asked what the difference is between a study and a plan. She spoke about the “no build” option and asked if the residents are stakeholders. She asked if the economic benefits of airport expansion are on the website.

## **VI. Hearing and Reports**

### **A) Treasurer’s Report**

Jason Griffith gave the operations portion of the treasurer's report. Last month there were 3,649 total flight operations which was down from December, the 12-month rolling total is 77,794 operations which is up from January, 464,424 gallons of fuel sold which was down from December. The twelve-month rolling total is 6,412,485 gallons of fuel which is up from the prior twelve-months. Customs operations for November were 38 which is up one for the month and the twelve-month rolling total is 468, which is down. Operating income was \$36,114; after transfers net income was -\$26,067.

Director Katz spoke about the challenging weather and said that approximately \$172,000 has been spent on winter operations to maintain the safety of the airport. The airport has supported local businesses such as the Ramada and restaurants while operations staff is here 24 hours. The airport is on track with the budget and he spoke about the upcoming resolution to move budget dollars.

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

Executive Director, Jamie Abbott, reported on the following:

- ➔ Master Plan Phase III – the next public open house will be on July 11<sup>th</sup> at the Ramada, the time is to be determined. Some informational flyers have been created with facts on the Master Plan and general information. Another four-page newsletter will be coming out soon and will be distributed. The website has been updated with FAQs and there have been social media posts. Currently GPS work and aerial photos are being done by CMT.
- ➔ A contract for the Residential Sound Insulation Program will be ready for the March meeting.
- ➔ Congratulations to the airport operations crew on the job well done. They have worked so hard this winter.
- ➔ The new airport operations vehicle has been delivered and there are a few things that need to be fixed.
- ➔ Working on an FAA night time circle to land procedure, identifying obstructions and removing those that no longer exist.
- ➔ Noise complaint data – Two charts were displayed that show day vs. night complaints and a breakdown by community. Jamie spoke about the Palatine complaints and showed a map with complaint locations marked. It is likely that some of the complaints are for aircraft that are from other airports.
- ➔ The next Noise Committee Meeting will be on March 6<sup>th</sup>.
- ➔ The Budget Workshop date will be announced soon.
- ➔ The next FBO quarterly meeting will be on March 18<sup>th</sup>.

Chairman Harris asked for a refresher on the Residential Sound Insulation Program. Jamie explained that the project will work on a certain number of homes year to year, the airport will contribute \$200,000 per year which equals \$2 million total investment. The State does not participate in this program. The pilot program is this year and the first homes will be chosen.

Director Lang clarified that the communities will be informed about the next public meeting. Jamie said information will be in the next Wheeling and Prospect Hts newsletters.

Director Saewert spoke about CMT preparing information for the surrounding communities. He specified that communities other than Prospect Heights and Wheeling should be notified.

### **C) Director of Economic Development – George Sakas**

- The Economic Impact Study draft will be done soon.
- We are still working with District 214 and Lewis University to expand their program here at the airport.
- District 21 elementary schools are interested in career exploration for younger students.
- At the recent Corporate Users meeting the main topic was night circling restrictions.
- A flight simulator design company has added Chicago Executive Airport to their program.
- Completed new legislator outreach to familiarize them with the airport. Five of our eight representatives are new.
- N-Jet is celebrating their 40<sup>th</sup> anniversary in business.

Director Kiefer asked if Fall programs are already planned and are plans moving forward with rehabbing the Industrial Lane building to be used for classrooms. George spoke about the aviation track and the construction track for students. The construction track students have already begun measuring and taking photos of the space to be rehabbed.

Director Saewert asked George to summarize the D214/Lewis University program which George did.

Director Katz spoke about Chicago Executive Airport's drive to help the education world of aviation. CEPA does a lot with scholarships and Young Eagles which gives rides to kids in their airplanes. The airport's effort for education is a wonderful thing.

He thinks we should look into having an Aviation Education Open House with the 99s, CEPA and Priester Aviation.

Chairman Harris asked for a recent update on interaction with District 21. George said he and Jamie met with them last week, it was an exploratory meeting to discuss what can be done with 4<sup>th</sup> through 8<sup>th</sup> graders, such as tours of the airport and tower. The school board is very interested.

#### **D) CMT – Dan Pape**

- ❖ Focusing on airfield light project from power outage damage. The system that controls the lights is 22 years old and obsolete. They are looking at solutions.
- ❖ Master Plan – The focus has been getting the FAQs and newsletters done.
- ❖ Working on Runway 12/30 pre-construction items.
- ❖ Pavement repairs are on hold due to snow operations.
- ❖ They've received bids on the East Quad Access Road (Tower Road).

Director Katz spoke about the low bidder on the East Quad Access Road project and asked about the airfield lights. Dan spoke about the contractor and explained the situation with the lights and said they are working through the options.

Director Kiefer spoke about the TIPS program and asked about TIPS program matching funds. Dan explained that those funds are for the 2021 airfield lighting program that could be possibly moved up.

Director Lang asked Dan to explain why citizens were not included in the SIG meeting. Dan said the SIG is a technical group that reports to other groups and if you are going to invite citizens, where do you cut off the number of attendees and who can participate? Director Lang spoke about the six ideas that came out of the SIG meeting and asked Dan to explain what is binding with those ideas. Both Dan and Craig Loudon said none of the ideas are binding. Dan said each idea will be scored with a matrix, he spoke about runway lengths and said the “no build” options is always considered.

Director Lang said that all the information is there whether it is used or not and this is required by the FAA. Dan said he has received positive feedback from the FAA on the Master Plan process thus far and the project is on track.

Chairman Harris reiterated that the Airport Layout Plan (ALP) is required by the FAA, just because a project is on the ALP does not mean it will be built and having a plan of action needs to take place. Dan said this is planning for the future and is similar to municipal plans; they are trying to put the pieces together to meet future demand.

Director Kearns brought up the environmental impact study. Dan said this is a long-range plane with many steps which includes an environmental impact study. Each component must be evaluated. The concepts are being developed.

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

- Director Saewert spoke about February's snow storms. He had chance to see and experience the airport snow brooms in action. He rode with Felix in #19 snow broom and saw the crew's passion for safety at the airport. The crew handled the storm with confidence and had a great deal of pride. He thanked the staff for their time. Director Saewert said that when pilots and planes are safe, the community is safe.
- Director Kearns also congratulated the airport operations staff on a great job done this winter. He spoke about past flooding on River Road, the contentious meetings about building the levee because of costs to everyone even if they did not live near River Rd and said there is always some decisions people are unhappy about. He spoke about the exact numbers the people quote regarding the loss of home values and property taxes when nothing is even being considered. He does not understand how these numbers are being generated and encouraged everyone to be cautious about information.
- Director Lang hopes the folks who have remained for the entire meeting have learned something about the Master Plan and thanked them for coming to the meeting.
- Director Katz spoke about Norm's operations knowledge. He said the airport operations group is the best. He also said the FBO staffs work as a team with the airport staff. He spoke about an incident at O'Hare airport last year when a corporate jet ran off the runway during a snow event.
- Director Kiefer said the airport operations guys have done a great job. He is also encouraged and impressed by the public turnout at tonight's meeting.

#### **VII. New Business**

A. Discussion: NBAA BACE early registration discussion;

There was discussion about the early registration deadline on February 22<sup>nd</sup>, the benefits of attendance, the conference is a marketing tool to bring customers to Chicago Executive Airport and the airport captures possible tenants. Comments were about the transformation of the booth to attract people; the booth is always busy, and it is valuable to speak to other airports about best practices in the business and other ideas. Chairman Harris said the consensus of the board of directors is to register now to save money with the early registration discount.

B. Resolution 19-002 – 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: Director Donohue.

Director Katz asked about the excessive customs waste payment and are there any other waste companies we can use. Jason said we are billed directly from Waste Management and will ask the customs agent for ideas about other companies. Director Lang commented that he believes there is a requirement to use Waste Management and he suggested contacting the Village of Wheeling about it. Director Saewert added that Prospect Heights just reviewed its waste services and switched to another company to save money.

Director Saewert asked about the snow broom discs and wafers expense. Jamie explained that Oshkosh has been contacted about the new broom truck that is using bristles quicker than the older vehicles. Director Saewert asked if Oshkosh will cover some of the added expense.

C. Resolution 19-003 – A Resolution Approving the Sale of Personal Surplus Property;

A motion to approve was made by Director Katz and seconded by Director Saewert.

A motion to table the resolution was made by Director Kiefer and seconded by Director Saewert. The motion was approved by voice vote. Ayes: Directors Katz, Kearns, Kiefer, Lang, and Saewert. Nays: None. Absent: Director Donohue.

There was discussion about the old fixtures that were replaced by LED fixtures, the old ballasts might be considered hazardous waste, a rebate to change the lights was received, and it may be required to dispose of the old fixtures instead of selling them. Jamie and Jason will look into the proper procedure for handling the old fixtures.

D. Resolution 19-004 – A Resolution to Approve a Budget Transfer of Funds for the Director of Economic Development and Strategic Planning Position;

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: Director Donohue

E. Resolution 19-005 – A Resolution Approving a Professional Design Services Agreement with 845 Design Group for the 30% Design Development Phase of a U.S. Customs and Border Patrol Facility;

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: Director Donohue.

Jamie Abbott explained that this is the next step on the U.S. Customs facility design. Director Katz asked if this is for the architectural work and Jamie Zaura answered that it is for architectural, plumbing and electrical designs. There was discussion about this step going out for bid and the 30% step because an official building site has not been chosen. Schematic design has been completed. Jamie Abbot said the construction of the building will be put out for bid. Director Katz expressed his dissatisfaction with the chain of stages that the directors are not informed of in advance. It was discussed that not having a building site is the reason.

### **VIII. Executive Session**

At 7:42 p.m. a motion was made by Director Saewert and seconded by Director Kiefer to go into executive session pursuant to 5 ILCS 120/2(c) (1), (5), (6) to discuss approval of executive session minutes, 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, Lang and Saewert. Nays: None. Absent: Director Donohue.

At 8:29 p.m. a motion was made by Director Kearns and seconded by Director Kiefer to adjourn Executive Session and the meeting returned to regular session. Ayes: Directors Katz, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: Director Donohue.

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

A motion to approve and release Executive Session Minutes dated July 18, 2018, August 15, 2018, September 26, 2018 and October 10, 2018 was made by Director Katz and seconded by Director Saewert. The motion was approved by voice vote. Ayes: Directors Katz, Kearns, Kiefer, Lang, and Saewert. Nays: None. Absent: Director Donohue.

A motion to approve but not release Executive Session Minutes dated November 21, 2018, and December 19, 2018 was made by Director Kearns and seconded by Director Kiefer. The motion was approved by voice vote. Ayes: Directors Katz, Kearns, Kiefer, Lang, and Saewert. Nays: None. Absent: Director Donohue.

### **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 Katz, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: Director Donohue.

Respectfully submitted,



James Kiefer  
Secretary