

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
BUDGET WORKSHOP MINUTES
THURSDAY, MARCH 14, 2019
1020 S. PLANT ROAD
WHEELING, IL 60090
6:00 PM**

I. Call to Order and Roll Call

Chairman Court Harris called the meeting to order at 6:00 p.m. Roll call confirmed the following present: Directors Donohue, Katz, Kearns, Kiefer, Lang and Saewert. Absent: None.

Also in Attendance: Jamie Abbott – Executive Director
 George Sakas – Director of Economic Development
 Jason Griffith – Director of Finance
 Jennifer Pfeifer - Executive Secretary

II. Pledge of Allegiance

Following roll call Chairman Harris led those in attendance in the Pledge of Allegiance.

III. Changes to the Agenda

There were no changes to the agenda.

IV. Public Comments

There were no public comments.

V. Discussion of the FY 2019 Budget for Chicago Executive Airport

Jamie introduced the Five-year Capital Improvement Plan and spoke about the Budget Workshop. He said operationally not much has changed and turned over the meeting to Jason Griffith. Jason presented each section of the budget:

- A. Capital Improvement Plan – purpose and four project categories
 - a. Pavement and Sewer – discussion about being more proactive instead of reactive and relining the sewers.
 - b. Vehicles and Equipment – the goal is to keep an up to date fleet of vehicles. There was discussion about the vehicle attachments fund, the timing of vehicle purchases, the life expectancy of vehicles, leasing vehicles rather than purchasing them, unused vehicles, and how a new vehicle is purchased, and old ones disposed of.
 - c. Building and Land – this fund is for future land purchases and land for a future administration and SRE facility. Topics discussed were fixing the parking lot/Plant

Road, Sumac Road, paying off current debt, t-hangars, the future U.S. Customs building and RSA property.

- d. TIPS – Jason spoke about the goal, funding and reimbursements for completed projects. There was discussion about the RSIP, the Master Plan and the ALP. Chairman Harris concluded this section of the meeting by saying the CIP sets up the Airport for success.

B. FY 20 Budget

- a. Jason gave the executive and revenue summaries. There was discussion about fuel flowage fees, t-hangar rates, commercial operating permit fees, long term leases, customs regular and overtime fees, and customs waste disposal fees. Jason explained the proposed fee structures. The consensus of the board was in support of the new customs fees.
- b. Administration and Finance Budget – there was discussion about public relations invoices that are included in the Master Plan. A consensus was reached regarding public relations.
- c. Capital “A” Projects – Jason spoke about the projects, the Master Drainage and stormwater drainage study, rehab lighting, U.S. Customs apron, taxiway and stand-alone building, residential sound Proofing, and Master Plan Phase III. There was discussion about a new friction tester for the runway, certain vehicles are seasonal but still used, and signage at the corner of the airport. Ideas were shared about how to pay for the new Customs facility.

The chairman and directors would like the budget workshop to take place earlier in the year. Jason agreed and said he would like it to be in February next year.

VI. Adjournment

A motion was made by Director Kiefer and seconded by Director Saewert to adjourn the meeting. The motion was unanimously approved by a voice vote. The meeting was adjourned at 9:25 p.m.

Respectfully submitted,



Vince Donohue
Secretary