

**CHICAGO EXECUTIVE AIRPORT  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
WEDNESDAY, MAY 15, 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, and Saewert. Absent: Director Lang.

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 Saewert and seconded by Director Kearns to approve the minutes from the April 17, 2019 Regular Board Meeting. The motion was approved by voice vote. Ayes: Directors Donohue, Katz, Kearns, Kiefer, and Saewert. Nays: None. Abstain: None. Absent: Director Lang.

**IV. Changes to the Agenda**

Executive Director requested a change to the agenda by moving item VI. D. CMT Engineering Report to after item IX.

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

**V. Public Comments**

None.

**VI. Hearing and Reports**

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

Director Saewert said that the fiscal year ended on April 30<sup>th</sup>, the unaudited financials have been distributed, the airport is in the black and noted that income for the year was inflated due to the property sale. Jason is prepared for the loan due dates, reviewing the best options and more information will be available at the next meeting. The CAFR target date is in September this year to assist the municipalities with their budget process and Jason has developed a five-year capital cash flow plan to assist with the capital improvement plan.

Jason Griffith gave the operations portion of the treasurer's report. Last month there were 5,033 total flight operations which was down from March, the 12-month rolling total is 73,909 operations which is down, 538,614 gallons of fuel sold which was up from March. The twelve-month rolling total is 6,430,010 gallons of fuel which is up from the prior twelve-months. Customs operations for February were 39 which is up five for the month and the twelve-month rolling total is 463, which is down. Operating income was \$162,482; after transfers net income was \$100,154.

Director Katz asked Director Saewert if he noticed any anomalies in the financial report and Director Saewert replied that revenues are over budget and expenses are below budget, the heavy winter cost the airport a lot of money due to chemical prices.

Director Donohue asked if the heavy winter could be the cause of decreased flight operations and Jason said that both January and February flight operations were down so weather may have been the cause.

Director Kiefer questioned if the net income was unusual and Jason and Director Kearns said it isn't too much higher than normal. Director Saewert spoke about planned expenditures coming in lower.

Chairman Harris asked about past due balances and Jason said funds will be deposited tomorrow.

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

Executive Director, Jamie Abbott, reported on the following:

- ➔ CEA won the Balchen/Post Award this year for airport operation's efforts in maintaining their airport in safe and operational status during the winter season. Andrew Wolanik, Airport Operations Supervisor, spoke about the award and attending the conference in Buffalo, NY. Director Kiefer asked if the runway friction measuring equipment was purchased and Andrew said not yet but hopefully next month. Director Donohue spoke about his personal experience with the excellent job the staff does with snow removal at CEA. Director Katz authorized a special lunch for the staff to celebrate and Jamie said we will have a cookout before the Memorial Day holiday.

- ➔ New Airport Operations Software has been purchased. Andrew explained how inspection documents have been recorded in the past and how the software will improve efficiency and safety of the airport.
- ➔ Residential Sound Insulation Program – the letter to proceed has been issued, an office is being set up and the C&S representative will be here next month to begin the program. Jamie described how the new office will look and function.
- ➔ U.S. Customs – will be meeting with Customs and Border Patrol on May 29<sup>th</sup> to update them on progress and is working on the condensed floorplan with the consultant.
- ➔ Master Plan – the next open house will be July 11<sup>th</sup> at the Ramada, hours to be determined. Exhibits and final recommendations based upon input and data will be on display.
- ➔ The quarterly Corporate Users meeting was held on Monday. About 5-6 corporate company representatives attended.
- ➔ Met with the Aviation Commissioner, Jamie Rhee, in Chicago to build a relationship. They spoke about cooperative training opportunities.
- ➔ Newly elected municipal officials have been invited to learn about the airport and take a tour. Existing officials will also be invited for a refresher tour.
- ➔ Noise Complaint data shows a comparison between current month and past month, day versus night complaints and complaints by location. The map of the majority of the complaints shows that they line up with the main runway
- ➔ Upcoming Events
  - Noise Committee Meeting – June 5<sup>th</sup> at 6:00 PM
  - Will be attending the AAAE Conference in June.
  - Rock ‘n’ Run the Runway – June 29<sup>th</sup>
  - Master Plan Open House – July 11<sup>th</sup>
  - Collings Foundation WWII Airplanes – July 26-28

Director Saewert asked if Run the Runway and the evening event would be the same as last year and Jamie said it will be very similar with a few minor changes. Director Saewert asked where the WWII airplanes will be located this year and Jamie said they will be in Area 3 with car parking in Area 2.

Director Kiefer asked if the Noise Committee is still necessary since the RSIP is beginning and is Mr. Rosenthal still on the committee. Jamie said it may change to a

quarterly Sound Insulation Update meeting since there will be many public questions and comments. Larry Rosenthal will no longer be on the committee since he is not an elected official which is a requirement.

Director Katz asked if there is enough room in Area 2 for the bombers and Jamie said yes.

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

- ❖ School district 214 students presented their design ideas for the 206 Industrial Lane building. There will be a meeting to solidify the plan.
- ❖ Insight PR, LLC will start on June 1<sup>st</sup>. He will be helping with the following
  - i. Legislator Outreach to familiarize the community with the airport
  - ii. Update communication and standardize the process.
  - iii. Summer event coverage.
  - iv. Economic Impact information distribution.
- ❖ George attend the AAAE Economic Development Conference in Indianapolis. He spoke about his experience and topics discussed with other airports. He took a tour of South Bend, IN customs facility. He spoke about the customs issues at other airports.
- ❖ Administrative Intern – interviews this week. Four operations interns have been hired for the summer. He spoke about the qualifications and how the intern will be used.

Chairman Harris would like all the interns invited to a Board of Directors meeting to be acknowledged before they go back to school. He commended George for going to the AAAE conference and gathering ideas. He asked if there were any unique ideas that George could share. George said all airports are looking for revenue sources and spoke about urban air mobility and Uber Elevate concept. Chairman Harris would like promotion of what CEA is doing to help young people and students through internships.

Director Saewert asked if there is a demand for a second intern in the office. George thinks one for the summer is fine and maybe a part-time intern during the year.

Director Donohue said that he has noticed that some airports have museums and asked if that would be possible for CEA. George said that most museums are for public relations and to fill open areas which are unique situations.

### **D) Board Member Comments**

- Director Saewert spoke about his first eleven months on the board. He commended his board colleagues who know and care about the communities. He encouraged the board to care, keep open minds and continue the difficult, important work.
- Director Donohue had no comments.
- Director Kearns commended Andrew for his help arranging a control tower tour for his Harper College class. He said Andrew is a wealth of aviation information and thanked him and the Tower.
- Director Katz said that he spoke to Drew Smith from the Fire Department who expressed an interest in working on some training with the airport. Jamie said that Andrew has recently conducted several days of training with local fire departments. Director Katz asked that Andrew contact Drew Smith. Director Katz also said he is proud of the crew this winter.
- Director Kiefer also thanked Andrew and the crew for their hard work.

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

Chairman Harris spoke about House Bill 2682, said he has been in contact with elected official and the bill is now in the Senate. He does not know what the outcome will be. He also announced the CEA has been nominated for two more awards for supporting veterans and the platinum veteran award.

### **VII. New Business**

A. Resolution 19-014 – 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 Donohue, Katz, Kearns, Kiefer, and Saewert. Nays: None. Absent: Director Lang.

B. Resolution 19-015 – A Resolution Approving an Award of a Contract to Perform Traffic Control Systems, LTD for 2019 Airfield Marking;

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

Director Donohue questioned the large dollar difference between the two bids. Director Kearns asked if the awarded bid is in line with what was expected, and Jamie said yes.

C. Resolution 19-016 – A Resolution Approving and Award of Contract to Maneval Construction Company for 2019 Airfield Pavement Repairs;

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

D. Resolution 19-017 – A Resolution to Approve a Public Relations Professional Services Agreement with Insight PR, LLC;

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

E. Resolution 19-018 – A Resolution Approving the Purchase of Lighted Runway Closure Marker Units;

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

### **VIII. Executive Session**

At 6:58 p.m. a motion was made by Director Donohue and seconded by Director Kearns to go into executive session pursuant to 5 ILCS 120/2(c) (1), (6) to discuss approval of executive session minutes or sale or lease of property owned by public body. The motion was approved by roll call. Ayes: Directors Donohue, Katz, Kearns, Kiefer, and Saewert. Nays: None. Absent: Director Lang.

At 7:51 p.m. a motion was made by Director Saewert and seconded by Director Donohue to adjourn Executive Session and the meeting returned to regular session. The motion was approved by voice vote. Ayes: Directors Donohue, Katz, Kearns, Kiefer, and Saewert. Nays: None. Absent: Director Lang.

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

A motion to approve and release Executive Session Minutes dated January 10, 2013, April 11, 2013, May 14, 2013, July 11, 2013, December 18, 2013, January 15, 2014, February 19, 2014, March 19, 2014, April 16, 2014, May 14, 2014, May 28, 2014, June 18, 2014, June 30, 2014, September 24, 2014, November 19, 2014, December 17, 2014, February 25, 2015, March 18, 2015, April 22, 2015, May 20, 2015, August 19, 2015, October 21, 2015, November 11, 2015, December 16, 2015, December 29, 2015, October 19, 2016, October 28, 2016, November 16, 2016, December 21, 2016, and April 17, 2019 was made by Director Katz and seconded by Director Kearns. The motion was approved by voice vote. Ayes: Directors Donohue, Katz, Kearns, Kiefer, and Saewert. Nays: None. Absent: Director Lang.

### **X. CMT Report – Dan Pape**

- PLC has been repaired and electrical work is complete.

- Reviewed Wolf and Hintz stuff and there are comments.
- Phase II of Hawthorne development is being talked about with David Annin and there are some drainage issues being discussed.
- Master Plan – CMT met with all directors for their input, the feedback will be compiled and would like to settle on a final layout by June 11<sup>th</sup> to generate documents and exhibits for the open house.
- Runway 12/30 – waiting on electrical stuff, expected mid-June.
- East Quad Access Road – trying to get paperwork from the State.
- Pavement repairs are ready to proceed.

Director Kearns asked where Hawthorne Phase II will be located, and Dan showed on the map it is west of Charlie pad facing south. The hangar size is similar to Phase I with not as much office space. It is planned to start in April 2020.

Director Kiefer asked if the airport owes any training to the Tower on the new PLC and Dan said he will check on it.

Chairman Harris spoke about the Master Plan and the Customs facility and asked for a consensus on the location of the facility.

Jamie showed slides illustrating Customs facility location options. Hangar 4 location has been the focus. Near the viewing area is now another option. He presented cost comparisons. Dan spoke about the different possibilities and differences. Director Katz asked the cost to rehab Hangar 7 and thinks it should contain private hangar suites. There was some discussion about Hangar 7 rehab. Director Kearns asked about development west of Hangar 4. Chairman Harris asked for clarification of included costs. Directors Saewert and Katz spoke about environmental issues. The consensus was to go with the Hangar 4 site for the new Customs facility.

## **XI. Adjournment**

At 8:25 p.m. a motion was made by Director Katz and seconded by Director Kearns to adjourn the meeting. The motion was approved by voice vote. Ayes: Directors Donohue, Katz, Kearns, Kiefer, and Saewert. Nays: None. Absent: Director Lang.

Respectfully submitted,



Vince Donohue  
Secretary