

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, AUGUST 14, 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, Kearns, Lang and Saewert. Absent: Director Kiefer.

Also in Attendance: Jamie Abbott – Executive Director
 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 Donohue and seconded by Director Lang to approve the minutes from the July 17, 2019 Regular Board Meeting. The motion was approved by voice vote. Ayes: Directors Donohue, Kearns, Lang and Saewert. Nays: None. Absent: Director Kiefer.

IV. Changes to the Agenda

None.

V. Public Comments

None.

VI. Hearing and Reports

A) Treasurer’s Report

Director Saewert said the Airport has completed the first quarter of the fiscal year, revenues were above budget and operating expenses were below budget. The CAFR will be completed by the end of August and distributed for the September board meeting. The auditors from Sikich will be at the September meeting. He congratulated Jason on the early completion of the CAFR.

B) Executive Director's Report.

Executive Director, Jamie Abbott, reported on the following:

- ➔ Residential Sound Insulation Program (RSIP) – Attended a partnership session on August 13th with the FAA, IDOT, the City of Prospect Heights, the Village of Wheeling and the Village of Mount Prospect lead and moderated by C&S Engineers. A mission statement, goals and objectives were created. The RSIP office is almost ready and the project manager is moving to the area. There will be a full report at the September meeting.
- ➔ U.S. Customs building – 845 Design Group is almost ready with the 30% plans which will be submitted to the Airport and Customs for review, and the elevation diagrams will be presented soon.
- ➔ Master Plan – CMT is working on the alternatives analysis and will report at the September meeting. It will include a single sheet Airport Layout Plan.
- ➔ Construction Projects – Dan will give a detailed report these.
 - Tower Road
 - Runway 12/30
 - Industrial Lane will soon be a nice entrance for the Airport. The sanitary is in and they will be working on the storm sewers next.
- ➔ Noise complaint data will be made available to the Board of Directors.
- ➔ BMW Championship – the Airport is an official sponsor and golfers have been arriving. NetJets is a big provider of service to the golfers so there have been arrivals to drop them off.
- ➔ Upcoming notable events:
 - Young Eagles event will take place this Saturday at Signature Flight Support.
 - Jamie is taking PTO next week.
 - The Joint Workshop will be on September 18th.

Director Lang asked for an update on the street level detailed Noise Exposure Maps for display and Jamie said he is working with the Village of Wheeling and those maps will be available soon in hard copy and digital copy.

C) Director of Economic Development – George Sakas

- ❖ He distributed the property inventory report and said this information is for everyone to use. Directors Kiefer and Saewert are the committee who has been reviewing this.

- ❖ Hangar 11 – Hawthorne has asked for a one-year lease extension.
- ❖ Soil sampling for environmental and structural has been completed at Hangars 4 and 7.
- ❖ Hangar 7 does not have an asbestos or lead according to test results. Asbestos and lead have been remediated from Hangar 4. He will be working with Dan, CMT, on the demolition process. All waste will be removed from Hangar 4 before demolition.
- ❖ Aviation Academy with District 214 and Lewis University is gearing up for the fall semester. The classroom will be moved to the SW T-hangars. Work is taking place to get the space up to code. There will be future events around the aviation program.
- ❖ Youth Aviation Adventure event which is supported by Southwest Airlines will take place on October 5th at Signature Flight Support. Details will be available soon.

Chairman Harris asked if District 207 will be participating in the Aviation Academy and when are classes expected to start at the remodeled hangar. George said District 207 will not be part of the Aviation Academy yet, but they are interested and will be part of the Youth Aviation Adventure. The hangar will be completed for classroom use by October 1st.

Director Donohue asked what kind of classes are offered at the Aviation Academy and George said basic aviation maintenance courses. Director Donohue spoke about the shortage of pilots and the airlines efforts to attract students to the industry.

D) Public Relations Update – Cody Rogers

- ❖ He has been working on Airport “branding” and marketing materials. The materials are coming along well in anticipation of fall and the convention season.
- ❖ He’s been working with George on the Economic Impact sheet.
- ❖ He’s been working with Jennifer on the trade show booth and marketing using the new modern look he created.
- ❖ July 11th incident follow-up – He was pleased with the representation of the Airport by the media and said that Jamie worked with the reporters.
- ❖ He created and sent out a BMW Championship press release.
- ❖ He’s been updating the Airport’s communication resources.
- ❖ He sent out an Airport newsletter.
- ❖ He attended the RSIP meeting on August 13th and commented that the big theme of the meeting was communication. He will be working with the Airport to support the RSIP.

E) CMT Report – Dan Pape

- CMT has been doing upfront work on Hangars 4 and 7.
- Creating the single sheet Airport Layout Plan (ALP) which will be ready for the September meeting. He will want feedback from the Directors after they see the ALP on implementation concepts for the TIPS program.
- Runway 12/30 is paved, and the asphalt is curing prior to grooving and marking. The project is about 75% done. Some landscaping needs to be done.
- The East Quad Entrance Road (Tower Road) will be marked and a few punch list items completed by Friday.
- Pavement Repairs – there is a punch list of items that will be taken care of.

Director Saewert asked what the core results for Hangar 4 were, and Dan said he heard there is an elevated level of manganese. The ground penetrating radar work is done, and he doesn't expect anything. The soil samples were typical for the Airport.

F) Board Member Comments

- Director Saewert said he attended a District 214 meeting which was a round table for state legislators to give their input on how the program could be improved. He said Chicago Executive Airport was happy to be part of this valuable community program. Director Saewert also asked if there is any update on better cameras at the viewing area and Jamie said, yes, he is working with the police on this.
- Director Donohue participated in the CABAA golf outing. He spent some time at the Airport sponsored hole and said the event was enjoyable and well run. He was able to speak with many colleagues he hadn't seen in a while.
- Director Kearns had no comments.
- Director Lang asked about new security cameras on the field that cover major areas and can capture aircraft tail numbers. Jamie said there are no specific cameras to capture tail numbers but there are two new cameras on Hangar 11 that cover the south end of the field. A camera is mounted on the Administrative Building which sees the north end of the field. The cameras are motion activated and capable of zooming in on details. There is another camera that captures Hangars 5, 6, 7 and eight; it will capture all vehicles in that area. Airport Operations is working further on the software. Director Lang asked what the storage capacity is, and will it be expanded, and Jason believes it is longer than a month and Jamie said it can be increased. The network can be expanded as needed.

G) Correspondence and Chairman's Comments

Chairman Harris had no comments.

VII. New Business

A. Resolution 19-024 – A Resolution Authorizing the Payment of Claims;

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

Director Kearns asked about a PLC replacement payment and Jamie explained that it was to upgrade the Pilot Lighting Control panel screen to a larger screen for the air traffic controllers.

B. Resolution 19-025 – A Resolution Approving a 201 Industrial Lane Lease Agreement Between Chicago Executive Airport and Kenneth Pierini dba Ken's Auto;

A motion to approve was made by Director Lang and seconded by Director Donohue.

Attorney Tom Lester informed the Board that he is expecting comments from the lessees of both the 201 Industrial Lane leases and he advised the Board to authorize him to make any minor changes that do not affect the rent.

A motion to approve the amended resolution with authorization to make changes was made by Director Lang and seconded by Director Kearns. The motion was approved by roll call. Ayes: Directors Donohue, Kearns, Lang and Saewert. Nays: None. Absent: Director Kiefer.

C. Resolution 19-026 – A Resolution Approving a 201 Industrial Lane Lease Agreement Between Chicago Executive Airport and Jerry O'Kerns dba Jerry's Auto Body;

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

D. Resolution 19-027 – A Resolution Approving the NBAA Annual Conference Attendance and Participation Policy;

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

VIII. Executive Session

At 6:37 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), (5), (6) to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees, approval of executive session minutes or the sale or lease of property owned by public body.

The motion was approved by roll call. Ayes: Directors Donohue, Kearns, Lang and Saewert. Nays: None. Absent: Director Kiefer.

At 8:33 p.m. a motion was made by Director Donohue and seconded by Director Lang to return to Regular Session. The motion was approved by voice vote. Ayes: Directors Donohue, Kearns, Lang and Saewert. Nays: None. Absent: Director Kiefer.

IX. Action Taken from Executive Session, if required

A motion was made to approve but not release Executive Session Minutes date July 17, 2019 by Director Kearns and seconded by Director Saewert. The motion was approved by voice vote. Ayes: Directors Donohue, Kearns, Lang and Saewert. Nay: None. Absent: Director Kiefer.

X. Adjournment

At 8:34 p.m. a motion was made by Director Donohue and seconded by Director Kearns to adjourn the meeting. The motion was approved by voice vote. Ayes: Directors Donohue, Kearns, Lang and Saewert. Nays: None. Absent: Director Kiefer

Respectfully submitted,

A handwritten signature in cursive script that reads "Vince Donohue". The signature is written in black ink on a white background.

Vince Donohue
Secretary