

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, NOVEMBER 20, 2019
1020 S PLANT RD
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 Hellyer, Kiefer, Lang and Saewert. Absent: Directors Donohue and Kearns.

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 Lang and seconded by Director Saewert to approve the minutes from the October 16, 2019 Regular Board Meeting. The motion was approved by voice vote. Ayes: Directors Hellyer, Kiefer, Lang and Saewert. Nays: None. Absent: Directors Donohue and Kearns.

IV. Changes to the Agenda

A motion was made by Director Saewert and seconded by Director Lang to remove items VII D and VII E from the agenda. The motion was approved by voice vote. Ayes: Directors Hellyer, Kiefer, Lang and Saewert. Nays: None. Absent: Directors Donohue and Kearns.

V. Public Comments

Al Palicki from Signature Flight Support spoke about his 40 years working at Chicago Executive Airport. He introduced Steve Bongiorno who will be the new General Manager at Signature Flight Support. Al thanked the Airport Board of Directors.

VI. Hearing and Reports

A) Treasurer’s Report

Director Saewert said the Airport is at the halfway point of its fiscal year, operating revenue is almost 2% ahead of budget, and expenses are below budget. He noted that the winter weather may increase expenses in coming months.

B) Executive Director’s Report.

Executive Director, Jamie Abbott, reported on the following:

- ➔ He welcomed Director Hellyer to the Board of Directors.
- ➔ He thanked Al Palicki and welcomed Steve Bongiorno.
- ➔ Residential Sound Insulation Program (RSIP) – Jamie spoke about the December 12th public meeting and said a lot of information was distributed to over 150 residents who attended. Information packets will be sent to local elected officials. The policies and procedures manual is still under review by staff and FAA.
- ➔ U.S. Customs – The Airport is concentrating now on the demolition of Hangar 4 project.
- ➔ Construction Projects – Taxiway Delta needs surface repairs, Runway 12/30 is done, and Industrial Lane is complete and looks great.
- ➔ Airport Operations – An early snow event was handled well. The newest snow broom is fixed and was returned to the Airport last week.
- ➔ Noise Committee – Prospect Heights Alderman Dolick has applied for the open vacancy on the committee and future meetings will possibly transition into RSIP meetings next year. The chairman said the Board of Directors gives consensus and approval for Alderman Dolick.
- ➔ District 214 schools recognized Chicago Executive Airport with an award at a recent luncheon for supporting the Aviation Academy.
- ➔ Jamie will be giving the State of the Airport address at the Chicago Executive Pilots Association meeting on Wednesday, November 27th.
- ➔ Noise complaint reports for October were displayed.
- ➔ Upcoming Events
 - The Village of Wheeling will consider the Airport Layout Plan for approval.
 - Noise Committee Meeting on December 4th at 6:00 p.m.

Director Lang spoke about a recent noise complaint from a nearby resident, Emilia Ritchie, that he received a call about. Jamie explained what happened and said he will talk to the tower about lengthy run-ups at the 34 pad. Director Lang asked if it is possible to post more signs.

C) Director of Economic Development – George Sakas

- ❖ He spoke about the contacts that were collected at the NBAA conference and said we are getting a new customer data base program. Our protocols for the website and social media accounts will also be updated.
- ❖ Aviation Academy – The Airport received an award for supporting the Aviation Academy. American Airlines will be contributing to the Aviation Academy. The building permit for Hangar 51-2 is approved and work has begun.

- ❖ Hangars 4 and 7 – He spoke about the demolition and said that contractors did a pre-bid walk through. Bidding opens on December 10th.
- ❖ Master Plan – Craig Loudon presented the Airport Layout Plan (ALP) to the City of Prospect Heights and will speak to the Village of Wheeling on December 2nd. The FAA will approve the ALP next year.
- ❖ He cohosted and did a presentation at the Suburban Economic Developers Roundtable.
- ❖ NBAA follow-up is ongoing.

Chairman Harris asked when the target occupancy date for the Aviation Academy in Hangar 51-2 is and George said January 14, 2020 when the semester starts.

Director Kiefer asked about the work being done on the hangar bathroom facilities and George explained.

D) Public Relations Update – Cody Rogers

- ❖ Quieter Home launch program – He has been working with Penny on the following:
 - Press Release
 - Early media outreach
 - Website update with all program materials
 - Information packets for elected officials
- ❖ NBAA – He has been working on relationship management of the contacts he collected. He spoke with every airport in attendance at the conference.
- ❖ Upcoming public relations opportunities
 - VA Certificate
 - Aviation Academy
 - Santa Fly In

E) CMT Report – Dan Pape

- The primary focus has been on TIPS and Capital Improvement update.
- He's been working with Morgan Harbor on the Atlantic Aviation facility expansion.
- He has been working with 845 Design Group on U.S. Customs facility.
- Master Plan - Craig will present the Airport Layout Plan to the City of Prospect Heights and Village of Wheeling.
- Runway 12/30 is done but there is work to be done on one taxiway which will be done if the weather cooperates..

- Pavement repairs are complete.
- Tower Road is done.
- Hangar 4/7 project – Ten to twelve contractors did a walk through for the demolition of Hangar 4. This project goes to bid on December 10th.

F) Board Member Comments

- Director Kiefer had no comments.
- Director Lang welcomed Director Hellyer.
- Director Hellyer said he is glad to be on the board.
- Director Saewert welcomed Director Hellyer and thanked everyone for their participation at the NBAA conference.

G) Correspondence and Chairman’s Comments

Chairman Harris said he received a letter from Congressman Schneider who congratulated the Airport for obtaining the Hire Vets medallion program award. Chicago Executive Airport has 14-15% veteran employment on staff. He spoke about Al Palicki’s history at the Airport and welcomed Steve Bongiorno and Director Hellyer.

VII. New Business

A. Resolution 19-037 – 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 Hellyer, Kiefer, Lang and Saewert. Nays: None. Absent: Directors Donohue and Kearns.

B. Resolution 19-038 – A Resolution Approving Renewal of Airport Insurance Policies;

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

Dirk Olsen from Arthur J. Gallagher & Co. spoke about the insurance renewal and premium

Director Saewert asked how the demolition of Hangar 4 would affect the policy and will the premium be adjusted for the hangar and its contents. Dirk said yes, a credit will be applied.

C. Resolution 19-039 – A Resolution Approving the Preliminary TIPS FY 2021-2025 Program for Chicago Executive Airport;

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

Director Kiefer asked about the multiple entries for the RSIP and some of the projects listed. Dan explained how projects are separated out to get earlier approvals and about the notes on the right side of the sheet. He spoke about how reimbursements are triggered by projects. Director Kiefer also asked how often the TIPS can be updated and Dan said as often as you want.

Director Lang asked if the Airport investment into the RSIP was increased would the matching dollars from the FAA also be increased. Penny Merritt, C&S Companies, said yes, the FAA will gauge the Federal dollars on what we can spend, and Jamie agreed.

Chairman Harris spoke about the RSIP funds and Jamie said the project is working off \$2.5 million grant. The chairman also asked about projects what would trigger reimbursement of the Master Plan project and those were discussed.

Dan Pape spoke about some projects that could qualify for state funding.

Director Saewert asked if the project on line 8 could take place in 2021, asked if line 19 would trigger Master Plan reimbursement in 2023. Dan said these projects would also cause reimbursement for Phases I and II of the Master Plan.

D. Resolution 19-040 – A Resolution Approving a Policies and Procedures Manual for the Residential Sound Insulation Program;

Removed from the Agenda.

E. Resolution 19-041 – A Resolution Approving a Professional Design Services Agreement with 845 Design Group for the 60% Design Development Phase of a U.S. Customs and Border Patrol Facility;

Removed from the Agenda.

F. Resolution 19-042 – A Resolution Approving the 2020 Regular Meeting Schedule of the Chicago Executive Airport Board of Directors;

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

G. Resolution 19-043 - A Resolution Approving the Sale of Surplus Personal Property;

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

H. Resolution 19-044 - A Resolution Approving the Purchase of Continuous Friction Measuring Equipment;

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

Jamie explained the Continuous Friction Measuring Equipment.

Director Saewert asked if this is a supplement to our current equipment and will the quoted price be honored since it is expired. Jamie said it will replace the current equipment and Andrew will follow up on the quoted price.

Director Kiefer said it has been eight months since this equipment was first mentioned.

I. Resolution 19-045 – A Resolution Approving an Extension Agreement to the Storm Water Drainage and Detention Easement Agreement with Waste Management of Illinois, Inc.;

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

Tom Lester, Airport Attorney, summarized and explained the agreement.

VIII. Executive Session

At 7:00 p.m. a motion was made by Director Hellyer and seconded by Director Lang to go into Executive Session pursuant to 5 ILCS 120/2 (c) (1), (5) and (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 the public body. The motion was approved by roll call. Ayes: Directors Hellyer, Kiefer, Lang and Saewert. Nays: None. Absent: Directors Donohue and Kearns.

At 8:21 p.m. a motion was made by Director Lang and seconded by Director Kiefer to return to Regular Session. The motion was approved by voice vote. Ayes: Directors Hellyer, Kiefer, Lang and Saewert. Nays: None. Absent: Directors Donohue and Kearns.

IX. Action Taken from Executive Session, if required

A motion was made to approve but not release Executive Session Minutes dated October 18, 2019 by Director Saewert and seconded by Director Kiefer. The motion was approved by roll call. Ayes: Directors Hellyer, Kiefer, Lang and Saewert. Nay: None. Absent: Directors Donohue and Kearns.

X. Adjournment

At 8:22 p.m. a motion was made by Director Hellyer and seconded by Director Saewert to adjourn the meeting. The motion was approved by voice vote. Ayes: Directors Hellyer, Kiefer, Lang and Saewert. Nays: None. Absent: Directors Donohue and Kearns.

Respectfully submitted,



James Kiefer
Acting Secretary