

**CHICAGO EXECUTIVE AIRPORT  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
WEDNESDAY, APRIL 15, 2020  
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 6:01 PM. Roll call confirmed the following present via phone: Directors Hellyer, Kearns, Kiefer, Lang and Saewert. Absent: None.

Also in Attendance:     Jamie Abbott – Executive Director  
                                  (all via phone)     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 March 18, 2020 Regular Board Meeting. The motion was approved by roll call. Ayes: Directors Hellyer, 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 we are currently in the 11<sup>th</sup> month of the fiscal year. Revenues are at 94% and operational expenses are at 78% of the annual budget. Continuing efforts on loans. The auditors are scheduled to be in on May 4<sup>th</sup>. Due to the COVID-19 state the audit may be done at a later date.

**B) Executive Director’s Report.**

Executive Director, Jamie Abbott, reported on the following:

- ➔ We have been working with the bank on the two loans to refinance. We are close to getting the documents finalized.
- ➔ The budget passed at the City of Prospect Heights by unanimous vote and the budget is on the agenda for the Village of Wheeling this coming Monday night.
- ➔ Residential Sound Insulation Program (RSIP) – 147 applications have been received from homeowners who are interested in the program. Penny is working with Cody on a newsletter to send to residents and updating the website to advertise the program.
- ➔ Construction –
  - Plote who worked on the runway project last year will be coming back to do additional work on a taxiway connector to the runway. This project is eligible for funding so the Airport will only have to pay the local share.
  - Will be reviewing annual pavement repairs and re-markings with CMT. Those projects may be scaled back due to any impacts to finances from the COVID situation.
- ➔ CARES Act – a stimulus package passed by the government to help airports deal with the COVID impact on revenues. The Airport will receive stimulus money for operations and some grants could be 100% eligible for funding.
- ➔ GA User Meeting held on this past Monday and three people attended via phone. Meetings will continue to be phone in, including the next user meeting which is the Corporate Users.
- ➔ Rock ‘n’ Run the Runway event – Had a teleconference with the Village and all agreed that the original June is too soon considering the virus situation, so the date has been pushed to August 22<sup>nd</sup>. He asked if this would be approved by the board. The three FBOs are fine with the date. The Chairman opened the discussion about the August date and asked if there were any concerns. There were no concerns. The date will be considered tentative.
- ➔ Noise complaints were down significantly because of the downturn in operations.
- ➔ Upcoming Events
  - Corporate Users Meeting will be on May 18<sup>th</sup> which will be conducted telephonically.
  - The next Board of Directors Meeting will be on May 20<sup>th</sup>.

Attorney Tom Lester spoke about the loans. He explained that the bonds technically mature on May 1, 2020. Jason has been working with the bank for over a month, but the bank did not get him the commitment letter until late last Friday afternoon. He is working on the documents with the bank’s consul and the bank would like to have approval by the Village on May 4<sup>th</sup> which is their first meeting in May. To make that happen it will be necessary to have a short special meeting before then to approve the

loans. The Chairman said they will have the special meeting; he will work with the board and thanked Jason and Tom for working with the bank.

Director Kiefer spoke about the City of Prospect Heights experience with a special meeting and asked Tom if the public had to be notified of the special meeting. Tom answered that we are not a municipal corporation and we are not bound by the same notification rules. The Chairman asked for clarification and Tom said we would have to publish the agenda 48 hours in advance.

Director Saewert asked if multiple banks would be evaluated. Tom said just one bank, explained the process and why it is best to stay with Northbrook Bank. Scott asked Jamie about the funding the RSIP on the TIPS program. Jamie said the RSIP is unique because funds are spent as the program goes on. He will check if the RSIP is eligible for the AIP and the local share will be covered.

Director Kearns asked what was on the project list that would fall into the 100% funded AIP. Jamie said there is a lighting project, rehab of an access road, master drainage study and update to exhibit A property plan. Jamie will talk to CMT about moving projects up on the list. Director Kearns asked about the punch list items on last year's runway project. He asked why we must pay for something that should have been done on the project last year. Director Saewert also asked for clarification on this. Jamie will follow up with CMT and the low spot in a small section that was discovered.

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

- ❖ Hangar 5/6 – All permits have been mailed to the aircraft owners and office tenants. Meetings are scheduled with Signature and Hawthorne to make a smooth transition to Airport ownership.
- ❖ Hangar 4 demolition – the building is down, and the next steps are to pull up the concrete slab and do soil borings. The Hangar 7 wall that connected to Hangar 4 needs to be demolished and rebuilt because it is unstable.
- ❖ U.S. Customs building construction – A construction manager will be selected at the May board meeting. 845 Design Group will create an updated building estimate.
- ❖ New Atlantic Aviation Hangar – Atlantic has submitted to the Village of Wheeling for a zoning variation and need two more FAA division approvals for the building location.

Director Kiefer said that the demolition looked great and the unstable wall needed to go. He questioned the 45% design completion by 845 Design Group; he said the design should be complete before hiring a construction manager. George said it is for a cost estimate. The design has changed a bit and the materials have changed a lot since last fall. The next benchmark is 60% design. Director Kiefer said he is worried about costs creeping up. George replied that he will get clarification for him. Director Kiefer asked if 100% funding is possible for the ramp and Jamie said yes, he will speak to CMT about that.

Director Lang asked if we need the cost locked in and George explained that the loan amount will be an “up to” a certain amount. It is not a precise number. Director Lang asked if the plan can be finished and then move forward. Jamie said the benchmarks are due to the Customs and Border Protection (CBP) approval process. George said he will talk with 845 Design and report back. Director Lang said that Atlantic’s new building concept was reviewed and approved by the Village of Wheeling at the beginning of March and needs the final drawings.

Chairman Harris asked for the CBP timeline on prior approval. 845 Design may be moving quickly but CBP approval takes time.

Director Saewert asked about the 100% AIP funding process. Jamie explained that if a project is on TIPS then it is in the queue. The State will need to be convinced that certain projects should rank higher. Aprons usually rank low. Director Saewert asked if the instability of the Hangar 7 wall should have been discovered by an engineer earlier. George said the problem was not discovered until the project started and could not be anticipated. Director Kiefer agreed.

Director Kearns said he hopes we can move forward with the CBP facility, but the staff should consider the ramifications of an economic downturn that causes the project to be delayed. George said that he, Jamie, and Jason have discussed the budget considerations. Director Kiefer added that he agrees this would be the first project to be put on hold and would then have to wait until Spring 2021. He advised 845 and CMT costs should be put on hold too.

#### **D) Public Relations Update – Cody Rogers**

- ❖ Spoke about a recent incident at the airport that was reported on by the media accurately.
- ❖ COVID-19 – He spoke about the two phases of preparedness. He has worked with the FBO leadership on shared communication if there is a COVID incident at the airport. He thanked the FBOs for stepping up. Ongoing the airport status will be communicated. He will work with Jamie on sharing operations and facility news. There are a lot of unknowns, but he is watching closely.
- ❖ He has noticed noise complaints and google maps searches are down significantly. He will use such data and keep in close contact with Jamie.

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

- Director Hellyer thanked the other directors for all their questions and comments tonight. He also thanked the staff coordinating efforts during this weird time.
- Director Kearns said he visited two of the three FBOs recently and noticed a lack of uniformity in COVID precautions. Has the Airport issued any recommended policies to the FBOs if it is appropriate? Are there any common procedures? Or is it hands off from the Airport point of view? Thanks to the staff for getting work done.

- Director Kiefer agreed with Bill’s comments. He is glad everyone is healthy and thanked the staff, especially operations, who go in every day. Reiterate to operations the six-foot rule. He thanked Jamie, George and Jason for working on all the “what if” questions regarding the financials. The financials so far look good.
- Director Lang thanked Jason for working with Michael Mondeschain on the financing. He thinks Jason did all the right things regarding the financials.
- Director Saewert thanked the staff for putting the numbers together during this crisis. He asked Jamie about funding and what is the project that will be done to get the refund for the Master Plan. Jamie said the environmental review for Runway 6/24 and will also ask the State for reimbursement for Phases 1 and 2. Director Saewert asked if it is a matter of timing. Jamie explained and will get clarification on the for him.

#### **F) Correspondence and Chairman’s Comments**

Chairman Harris agreed with the Directors’ comments and thanked Jennifer for setting up the telephone conference meeting. The Board wishes for safety and continued health for the staff.

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

A. Resolution 20-013 – 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, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: None.

B. Resolution 20-014 – A Resolution to Amend the Net Ground Lease Agreement with Hawthorne Global Aviation Services, LLC Relating to the XX-B Hangar Development;

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

C. Resolution 20-015 – A Resolution Approving a Fuel and Services Agreement for Hangar 5/6 Between Chicago Executive Airport and Hawthorne Global Aviation Services;

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

Director Kiefer asked if there were other bids. George answered that Signature Flight Support also submitted a bid.

D. Resolution 20-016 – A Resolution Approving the Intergovernmental Agreement with the State of Illinois for the Residential Sound Insulation Program;

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

E. Resolution 20-017A Resolution Approving the Eleventh Amendment to the Third Amended and Restated Lease Extension Agreement with Signature Flight Support Corporation;

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

F. Resolution 20-018 – A Resolution Approving a Net Ground Lease Agreement Between Chicago Executive Airport and Signature Flight Support Corporation for Hangar 8;

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

### **VIII. Executive Session**

At 7:08 p.m. a motion was made by Director Lang and seconded by Director Saewert to go into Executive Session pursuant to 5 ILCS 120/2 (c) (5) and (6) to discuss the 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, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: None.

At 8:20 p.m. a motion was made by Director Hellyer and seconded by Director Kearns to return to Regular Session. The motion was approved by voice vote. Ayes: Directors Hellyer, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: None

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

None.

### **X. Adjournment**

At 8:24 p.m. a motion was made by Director Kiefer and seconded by Director Saewert to adjourn the meeting. The motion was approved by voice vote. Ayes: Directors Hellyer, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: None.

Respectfully submitted,



James Kiefer  
Acting Secretary