

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, JULY 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 via Zoom at 6:01 PM. Roll call confirmed the following present via phone: Directors Berman Hellyer, Kearns, Lang and Saewert. Absent: Director Kiefer.

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 June 17, 2020 Regular Board Meeting. The motion was approved by voice vote. Ayes: Directors Berman, 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 this was the second month of our new fiscal year. Operating Expenses were under budget. Sikich’s audit is taking longer due to working remotely.

Chairman Harris asked for a recap of June. Jason said operations were up from the prior months and fuel flowage was up for June.

B) Executive Director’s Report.

Executive Director, Jamie Abbott, reported on the following:

- ➔ US Customs Facility – 845 Design Group has submitted the 90% plans to CBP for their comment. Pre-construction and soft costs to date have been approximately \$621,000 which has included the Hangar 4 demolition, Hangar 7 modifications, Design and Engineering. Jamie spoke about building and ramp construction estimates and the construction loan. The Airport will be going to the Village of Wheeling for approval of a construction loan up to \$3,000,000.
- ➔ Residential Sound Insulation Program – Penny has received 271 applications, the Acoustical Test Plan has been resubmitted to the FAA and testing homes will hopefully begin in August.
- ➔ Construction report – Crack sealing of pavement and restriping of taxiway markings to be done this summer.
- ➔ CARES Act – the Airport received \$157,000. The funds will be distributed as a reimbursement of expenses and can be used for operational purposes.
- ➔ Noise complaint data for June was shown.

Director Kearns asked if the Airport will submit payroll for CARES Act reimbursement and Jamie said yes.

Director Lang spoke about a large amount of funding that the Kankakee, IL airport received. Jamie said he will check into why they received these funds. Dan Pape from CMT spoke of a project that it may have been for.

C) Director of Economic Development – George Sakas

- ❖ Hangar 5/6 – It is near capacity, ahead of budget, we continue to receive inquiries. Grounds and maintenance improvements have been made. We are working on better access and security requirements for the SW campus which contains Hangars 5/6, 8 and 11.
- ❖ Working on t-hangar and Hangar 5/6 management automation that will streamline billing and communications with tenants.
- ❖ Aviation Academy is ongoing and planning on-site instruction starting in August.
- ❖ Customs engineering and construction
- ❖ Operations recovery – will report on numbers when we've received them
- ❖ Atlantic Aviation amended lease is on this agenda and the Wheeling Plan Commission will have a hearing about the plans for new Hangar 43
- ❖ Prospect Heights and Wheeling Fire Departments will be doing some training.
- ❖ We held the quarterly GA User Meeting this past Monday via videoconference.

Director Berman asked about the fire department training and suggested signs letting the public know this is just training and not a real fire. Jamie said it's a good idea and also commented that the training is inside the fence.

D) Public Relations Update – Cody Rogers

- ❖ He has continued working on the communication plan for the Airport. He spoke about the different programs that could help.
- ❖ Digital statistics – the email newsletter open rate is just above the industry standard. The most popular links were about QuieterHome and the Priester blog post regarding what the industry is doing to operate during the COVID pandemic. He noted that the website traffic has increased 10% month to month and is predominantly focused on pilot and customer resources.
- ❖ Upcoming press opportunities are the QuieterHome sound testing, construction progress on customs and new hangar, increasing flight operations and ARFF training next month.

E) CMT Engineering Report – Dan Pape

- ❖ The general engineering focus has been on the FAA flight procedure office and looking at approaches and obstructions for the runways.
- ❖ CMT participated in the RSAT meeting on June 24th.
- ❖ The Master Plan has been submitted and they are following up on the status.
- ❖ Runway 12/30 project is done, the punch list is done, and the overall project came in under budget.
- ❖ Bids for pavement repairs will be advertised soon.
- ❖ Hangar 4 demolition and Hangar 7 modification is done.
- ❖ U.S. Customs site work is 90% delivered.

F) Board Member Comments

- Director Berman had no comments.
- Director Kearns congratulated Penny and her team for their work on the QuieterHome Program and obtaining a significant jump in number of applications received. He spoke about security measures such as card readers instead of keypads. George spoke having a better system when the U.S. Customs facility is complete and Jamie said this may be the right time to incorporate a new system for next budget year.
- Director Hellyer had no comments.
- Director Lang said it is nice to see the RSIP applicant numbers increase and Penny is doing a great job. He asked Penny how the program is going and what the feeling is amongst the residents. Penny said people are enthusiastic, she

receives 5-7 calls per day and she receives 5-10 applications per day. Many applications from residents in Plum Creek and Willow Heights. Director Lang spoke about the NBAA Fly Quiet webinar and in the future FBOs and the pilot community should be notified by the Airport about Fly Quiet webinars. Jamie agreed that the webinars are valuable, and the Airport will let people know.

- Director Saewert thanked the staff for keeping things at the Airport moving forward despite dealing with COVID-19 and for taking cost saving measures such as the pavement striping.

G) Correspondence and Chairman's Comments

Chairman Harris thanked Tom Lester and Megan Harte for calling into the meetings. He spoke about COVID-19 and said the Airport's number one core value is safety. He asked Jamie to tell the staff that the Airport looks great.

VII. New Business

A. Resolution 20-027 – A Resolution Authorizing the Payment of Claims;

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

Director Kearns questioned the roofing cost and when the work will start. Jason Griffith confirmed the cost is just under \$10,000 and Jamie said the work will start soon. Director Kearns also asked about the Runway Safe payment for the EMAS repair. Jason explained that the Airport insurance, Travelers, is covering the repair because the car owner did not have enough insurance.

Director Saewert asked if the depreciation would be recovered. Jason said that Travelers will reimburse for the depreciation.

B. Resolution 20-028 – A Resolution Approving an Amended Master Lease with Atlantic Aviation for Hangars 40, 41, 42 and 43;

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

George explained that Atlantic Aviation will build Hangar 43; this agreement grants another 2 years to get the new hangar built. Adjustments were added for the CPI.

C. Resolution 20-029 – A Resolution to Approve a Supplemental Services to Construction Phase Services Agreement for Engineering Services by CMT for Project PWK-4552, Rehab Runway 12/30;

A motion to approve was made by Director Kearns and seconded by Director Lang. The motion was approved by roll call. Ayes: Directors Berman, Hellyer, Kearns, and Lang. Nays: Director Saewert. Absent: Director Kiefer.

Director Saewert commented that he questioned the cause for Runway 12/30 pavement issues and said he has concerns.

VIII. Executive Session

At 6:50 p.m. a motion was made by Director Hellyer and seconded by Director Berman to go into Executive Session pursuant to 5 ILCS 120/2 (c) (6) to discuss the sale or lease of property owned by the public body. The motion was approved by roll call. Ayes: Directors Berman, Hellyer, Kearns, Lang and Saewert. Nays: None. Absent: Director Kiefer.

At 7:40 p.m. a motion was made by Director Saewert and seconded by Director Hellyer to return to Regular Session. The motion was approved by roll call. Ayes: Directors Berman, Hellyer, Kearns, Lang, and Saewert. Nays: None. Absent: Director Kiefer

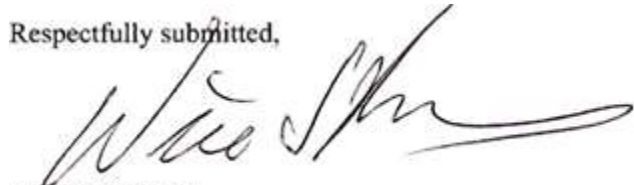
IX. Action Taken from Executive Session, if required.

None.

X. Adjournment

At 7:41 p.m. a motion was made by Director Berman and seconded by Director Kearns to adjourn the meeting. The motion was approved by roll call. Ayes: Directors Berman, Hellyer, Kearns, Lang and Saewert. Nays: None. Absent: Director Kiefer.

Respectfully submitted,



William Kearns
Vice Chairman