

**CHICAGO EXECUTIVE AIRPORT  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
WEDNESDAY, AUGUST 19, 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, Kiefer, Lang and Saewert. Absent: None.

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 Hellyer and seconded by Director Lang to approve the minutes from the July 15, 2020 Regular Board Meeting. The motion was approved by roll call. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: None.

**IV. Changes to the Agenda**

None.

**V. Public Comments**

None.

**VI. Hearing and Reports**

**A) Treasurer’s Report**

Director Saewert said this was the third month of the fiscal year which is 25% of the year. Revenues were at 24.3% and expenses were at 17.5% of budget. The audit is taking place virtually and is ongoing. Staff have been scanning documents to the auditors. The budget will be ready for approval at the September meeting.

## B) Executive Director's Report.

Executive Director, Jamie Abbott, reported on the following:

- ➔ Operations update – Airport operations have been normal with maintenance and operations teams doing a great job with inspections, etc. Steady aircraft traffic has been observed. April and May were tough; June and July have been nearly normal; however, U.S. Customs operations are still down due to international flight restrictions.
- ➔ U.S. Customs Facility – Work continues with CMT, 845 Design and Camosy. 100% plans will be submitted next week. The next steps are to work on the bank loan documents and Village of Wheeling construction loan approval. The process is moving along, and cost estimates will be forwarded to the Board before next month's meeting.
- ➔ RSIP – 311 applications have been received for noise treatments. Still waiting for FAA comments on the Acoustical Test Plan. The goal is to start noise testing on homes will begin this Summer and Fall.
- ➔ Construction Report
  - Pavement repairs and remarking projects will be completed even though the construction season is almost done. Some enhanced center lines will be done. We just received the bids yesterday. Contract approval will be on the September agenda.
  - The ILS to Runway 16 should be back online tonight or tomorrow; the frequency was borrowed for O'Hare and new equipment was installed yesterday and flight checked today.
- ➔ FAA Noise Complaint Website will be live soon and it will be linked to the CEA website. The FAA will accept noise complaints, and this gives neighbors another option.
- ➔ City of Prospect Heights and Village of Wheeling Fire Departments have been participating in some training at the Airport using a simulator that looks like a burning airplane.
- ➔ The Noise Complaint Dashboard was shown which summarizes the noise complaint calls that were received in July and shows trends.
- ➔ Upcoming Events
  - Noise Committee Meeting on September 2<sup>nd</sup> via Zoom. Jamie would like to transition into RSIP and FAA collaboration meetings. May have the FAA regional office in on the meeting to talk about the noise complaint program.
  - FBO User Meeting on September 14<sup>th</sup> via Zoom.

- Board Meeting and Joint Workshop on September 16. We are still working on the details. More information and draft agendas to come. We will suggest Zoom format for the Joint Workshop.

Director Berman asked about individuals calling in with multiple complaints in one call. There was discussion about how it is recorded and other options.

Director Kiefer said he likes to see the map with noise complaint locations marked and he does not find the twelve-month rolling noise complaint figure relevant.

Director Saewert asked if the directors will still get the full set of noise complaint reports in the packet and Jamie said yes.

Director Lang asked about the procedure to research a flight that receives a noise complaint and how it is handled. Jamie explained the process. Director Lang said we should find out what other airports are doing.

Director Hellyer said that he likes the format of the Noise Complaint dashboard and he suggested getting the public's opinion on the report format.

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

- ❖ Issued an operations increase press release with Cody.
- ❖ Been in discussions with the Village of Wheeling regarding Hangar 43, the new Atlantic Aviation hangar, they are expecting it to go to the plan commission in September. He will be monitoring the process.
- ❖ Observed the City and Village fire training on the field. Photos were posted to social media. He said the training was interesting.
- ❖ Attended the Corporate User Meeting via Zoom on Monday. They are flying more but not at prior numbers.
- ❖ Looking for a low-cost database solution for the T-hangars, Tie-downs and Hangar 5/6 leases and permits.
- ❖ On-site instruction has been delayed at the Aviation Academy.
- ❖ Attended a Zoom conference on Urban Air Mobility and eVTOL. It is coming but the financing has become very difficult and the focus has become more the unmanned distribution of goods with drones instead of air taxis.
- ❖ Sent out a detailed report on Hangar 5/6 to the Directors. Directors are welcome to come for a tour of the hangar.
- ❖ Scheduled tours with two new Village of Wheeling staff for Wednesday, the 26<sup>th</sup>.
- ❖ Ongoing U.S. Customs engineering and infrastructure details work.

Director Kiefer asked about the U.S. Customs diagrams. George said he sent the 90% plans out electronically and there are also hard copies here at the office.

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

- ❖ This will be his final monthly update.
- ❖ He has been coordinating the communications handoff, finalizing the CRM program, and working on continuity materials for the staff to use going forward.
- ❖ The recent airport operations press release received a lot of media attention, many positive hits and was picked up by aviation publications.
- ❖ Cody will have content ready for release on the following public relations opportunities:
  - i. Municipal fire training exercises at the Airport.
  - ii. Sound testing.
  - iii. Construction updates on the new U.S. Customs facility and new hangars.

Director Lang wished Cody best of luck and said he will miss the work he has done for us and thanked him.

Director Saewert agreed and said his efforts, methods and processes had a huge impact. He will be missed and wished him the best.

Director Hellyer agreed and wished him well.

Director Kiefer thanked Cody.

#### **E) CMT Engineering Report – Kris Salvatera**

- ❖ Working with FAA on obstruction evaluations. Airspace requests have been submitted for FAA review. The staff will be kept update.
- ❖ Working on potential storm water storage for future projects in the south basin.
- ❖ Completed two airspace evaluation projects for Stery and Korean Cultural Center improvements.
- ❖ Received comments from IDOT on the ALP. Waiting for FAA review and comments. The staff and Board will be kept update.
- ❖ The 2020 repairs project bids have been received, are being reviewed, and a recommendation will be made for the next board meeting.
- ❖ U.S. Customs site improvements. The 100% plans will be done next week, and they will help with local permits.

Chairman Harris asked if there is a timeline on FAA Master Plan comments and when we can expect an answer. Kris will follow up and report back. Jamie said he has a conference call coming up and will also report back.

## **F) Board Member Comments**

- Director Berman asked about the FAA noise complaint program and if residents call both the FAA and the Airport. Jamie said both and the FAA will share information collected with the Airport. Director Berman asked if the FBOs have a screening process for passengers who travel from COVID hot spots. Jamie will find out and get back to him. Director Berman asked Jason when the EMAS reimbursement will be received. Jason will find out.
- Director Hellyer thanked the staff for the new noise complaint dashboard.
- Director Kearns spoke about one of the charters at the Airport that has a COVID screening form and about charters at Signature that are shuttling their crews instead of having them fly on airlines. He spoke about international private flights increasing when the borders open which justifies the new Customs facility. He commented about the lower number of noise complaints in July.
- Director Kiefer said he is glad to see the increase in General Aviation and activity at the Airport.
- Director Lang agreed that private operations are going to increase when the borders open and noted that noise complaints were down.
- Director Saewert said he is pleased to see domestic operations up and looks forward to Customs operations increasing.

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

Chairman Harris spoke about the FAA noise complaint program and said to integrate and explain the program to the Airport's stakeholders. He is glad there will be another way for residents to communicate. He spoke about operations, budgeting and said there are no reported COVID cases at the Airport.

## **VII. New Business**

A. Resolution 20-030 – A Resolution Authorizing the Payment of Claims;

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

Director Kearns asked for clarification on the Fred Smith Roofing payment. Jamie explained it was for overall work on three roofs that needed maintenance. Director Kearns also asked about the amount paid to C&S Companies and Jason explained it covered three months of invoices.

B. Resolution 20-031 – A Resolution Approving a Memorandum of Agreement to Reimburse U.S. Customs and Border Protection for Costs Related to Providing Communications and Information Technology Equipment and Services for the new U.S. Customs Facility at Chicago Executive Airport;

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

Director Berman asked for details about the equipment and if there are any guidelines. Jamie said the specifications are written in the overall description and the equipment is purchased directly by CBP.

Director Saewert noticed that lines 16 and 19 in the Cost Sign-Off Document appear to be a duplicate. Jamie said the second part is a summary. Jason said line 19 is for ongoing annual maintenance. George said line 16 is for the first year. Attorney Tom Lester confirmed what Jason and George said.

### **VIII. Executive Session**

At 7:09 p.m. a motion was made by Director Berman and seconded by Director Saewert to go into Executive Session pursuant to 5 ILCS 120/2 (c) (1), (6) to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees or the sale or lease of property owned by the public body. The motion was approved by roll call. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: None.

At 8:46 p.m. a motion was made by Director Hellyer and seconded by Director Berman to return to Regular Session. The motion was approved by roll call. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, Lang, and Saewert. Nays: None. Absent: None.

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

None.

### **X. Adjournment**

At 8:48 p.m. a motion was made by Director Saewert and seconded by Director Berman to adjourn the meeting. The motion was approved by roll call. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: None.

Respectfully Submitted:



Jamies Kiefer  
Acting Secretary