

**CHICAGO EXECUTIVE AIRPORT  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
WEDNESDAY, SEPTEMBER 16, 2020  
1020 S PLANT RD  
WHEELING, IL 60090  
4:30 PM**

**I. Call to Order and Roll Call**

Chairman Harris called the meeting to order via Zoom at 4:34 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 Saewert and seconded by Director Berman to approve the minutes from the August 19, 2020 Regular Board Meeting. The motion was approved by roll call. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: None.

A motion was made by Director Kearns and seconded by Director Lang to approve the minutes from the August 27, 2020 Special 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 August was the fourth month of the fiscal year with 33% being the budget target. Revenues were at 32.95% and expenses were at 23.5% of budget. The audit is expected at the end of September or early October for the CAFR.

## **B) Executive Director's Report.**

Executive Director, Jamie Abbott, reported on the following:

- ➔ U.S. Customs Facility – The 100% plans will go to CBP this week. Bid documents are out for the facility itself, the bid opening will be on September 23<sup>rd</sup>. A pre-bid meeting was held this past Tuesday. Permit drawings have been submitted to the City and Village and we are waiting for comments from them and Customs. Working on the bank loan documents.
- ➔ Residential Sound Insulation Program (RSIP) – The Airport hosted a Noise Committee meeting on September 2<sup>nd</sup> and the RSIP was the topic of discussion. To date 315 applications have been received for the program. We are still waiting for the FAA's comments on the Acoustical Testing Program. Noise testing is anticipated to start this year. George has set up a coordination meeting with the Village staff and Penny regarding permitting.
- ➔ Jamie attended a National Air Transportation Association round table at Priester Aviation during which they discussed the value of an airport to its community, communications and working with communities.
- ➔ The Noise Complaint Dashboard was shown which summarizes the noise complaint calls that were received in August and shows trends. There were 16 total complaints.
- ➔ Upcoming October Events
  - 10/12 - Columbus Day – Airport administration office closed.
  - 10/19 - GA User Meet
  - 10/21 - Board of Directors Meeting

Director Lang questioned the loan amount for the U.S. Customs facility and asked if any Airport reserve funds will be used. Jamie said the loan is for up to \$3,000,000.

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

- ❖ George spoke about the Atlantic Aviation Hangar 43 development.
- ❖ The Aviation Academy is in session with only half the students on site at a time. They have a training airplane from Lewis University to work on.
- ❖ Hangar 5/6 update – Hangar 5 is almost full of 54 aircraft tenants; 15 office units are rents with 3 available; so far income from rents are 15% above the projection. Signature had started an LED upgrade project with ComEd and the Airport will continue with the project. This will save quite a bit of money in electricity bills.
- ❖ He gave new Village staff a tour of the Airport and FBOs.
- ❖ He participated in an NBAA webinar regarding first time passengers on private planes.

- ❖ He reported that the quarterly FBO user meeting was in-person this month and that the FBOs said charter traffic is up, but corporate flight departments are mostly still not flying.
- ❖ He went to Bloomington, IL and met with a Cirrus service center at the FBO. Cirrus may locate some business activities at PWK.
- ❖ He spoke about the staff research and evaluation to find a new customer management database software.
- ❖ Next month there will be a resolution for CMT to engineer the water detention project for the south basin of the airport.
- ❖ The Journal and Topics ran an article about Airport operations.
- ❖ A press release was issued regarding next year's lighting project. Partners on the Airport are happy about the new lighting which will improve operations safety.

#### **D) CMT Engineering Report – Dan Pape**

- ❖ Working on update to the capital and TIPS programs – looking at what has happened during the past year.
- ❖ He spoke about how the airfield lighting project will improve the Airport.
- ❖ Some technical comments have been received from IDOT on the Master Plan. The FAA will review the Master Plan after IDOT is finished.
- ❖ Pavement repairs and remarking bids were received and CMT made recommendations. He said the bidding climate is good right now.
- ❖ CMT has been making clarifications to bidders on the U.S. Customs facility project and the bids will be coming in soon.

Director Kiefer asked for clarification on the pavement repairs and remarking items in the CMT report and Dan said this is for the design phase of those projects. Director Kiefer also had comments about the lighting vault room and Dan said all aspects will be looked at.

Director Saewert asked about the scope of the repairs and re-markings projects and Dan said CMT worked with Airport operations staff on this year's details and each year is unique. In addition, the FAA changed the specifications for the markings. Director Saewert questioned the billable hours amount and asked for an update on the Runway 12/30 repairs. Dan will check with Kris on the status of the Runway 12/30 repair.

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

- Director Berman asked Jamie if there has been any standardization of multiple complaints in one phone call and Jamie said the Airport will coordinate with the FAA noise complaint program.

- Director Hellyer had no comments.
- Director Kearns had no comments.
- Director Kiefer had no comments.
- Director Lang had no comments.
- Director Saewert said the information about Hangar 5 is good news. He is looking forward to upcoming months and hopes to see revenues exceeding budget.

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

Chairman Harris had no comments.

### **VII. New Business**

A. Resolution 20-032 – 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 Berman, Hellyer, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: None.

Director Saewert asked when the major vendors such as IT, landscaping, uniforms, and SME were last bid out. He thinks these categories should be put out for bid every three years. Jamie will look at the contracts and put together a schedule.

Director Kiefer questioned the generator fee from Signature that was used during a power outage and suggested the Airport purchase a generator. Jamie explained that Signature is the only FBO with a generator that could open the hangar doors, the Airport is looking into a generator and it was a problem with ComEd lines which has now been fixed. Director Saewert added that used equipment is available through CME.

Director Berman asked if the Airport can be reimbursed for the generator fee if the problem was caused by a ComEd issue. He also questioned why there are two electricity providers, Constellation and ComEd, and suggested service be under one. Jason said we are not under contract with either and the Airport has been working on consolidating.

B. Resolution 20-033 – A Resolution Approving an Award of a Contract to Perform Traffic Control Systems for 2020 Airfield Remarkings;

A motion to approve was made by Director Saewert 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.

C. Resolution 20-034 - A Resolution Approving an Award of a Contract to Maneval Construction for 2020 Airfield Repairs;

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

Director Kiefer commented that this looks like a WBE contractor and asked if we publicize or get credit for this? Dan said it can be published. Director Kiefer sad that the Airport supports Veterans and the community should know that we are reaching out to all companies.

D. Resolution 20-035 – A Resolution to Approve the Third Amendment to the Net Ground Lease Agreement with Hawthorne Global Aviation Services, LLC;

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

Chairman Harris asked for an update on Hawthorne payments. There was discussion about the amount that is past due, when it will be paid, and the Board members gave their opinion on the matter. Attorney Lester spoke about the terms of the amendment and changes, if necessary.

### **VIII. Adjournment**

At 5:36 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:

A handwritten signature in cursive script, appearing to read "James J. Kiefer". The signature is written in dark ink on a light-colored background.

Jamies Kiefer  
Acting Secretary