

**CHICAGO EXECUTIVE AIRPORT  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
WEDNESDAY, NOVEMBER 18, 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 6:00 PM. Roll call confirmed the following present: 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 Lang and seconded by Director Kiefer to approve the minutes from the October 21, 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 revenues were at 50.87% and operating expenses were at 36.49% of budget.

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

Executive Director, Jamie Abbott, reported on the following:

- ➔ Operations report – Jamie said operations numbers have been strong. He thanked the tenants and airport users.
- ➔ U.S. Customs and Border Protection facility – The Airport closed on the construction loan, the foundation permit has been issued by the City of Prospect Heights and tomorrow is the groundbreaking ceremony.
- ➔ The quarterly Corporate Users meeting was held via Zoom on Monday. Participation was good.
- ➔ Residential Sound Insulation Program (RSIP) update – The acoustical testing consultant, HMMH, did a windshield survey and will put together a testing plan for the Airport to review; once approved, the homes will be selected. Penny Merritt, C&S Consulting, said that ten homes will be selected for the pilot phase. There will be nine single family homes and one multi-family building.
- ➔ The Noise Complaint Dashboard was shown which summarizes the noise complaint calls that were received in October and shows trends. There were 15 total complaints. There was some discussion about a complaint from Chicago which is probably an aircraft from another airport.
- ➔ Upcoming December Events
  - 12/2 – Noise Committee Meeting
  - 12/14 – FBO Users Meeting
  - 12/16 – Regular Board of Directors Meeting
  - 12/24-12/25 – Christmas holiday – office closed

Director Kiefer spoke about the Noise Committee and asked if future meetings will be RSIP update meetings. Jamie said after the December the meetings will transition into RSIP meetings to give public updates. Jamie proposed to the Board that this will be the last noise committee meeting and future meetings will focus on the RSIP.

Director Kearns asked about both the City of Prospect Heights and the Village of Wheeling reviewing building documents and if this is a normal procedure. Jamie said the IGA stipulates that both communities review the documents. Director Kearns clarified that permit fees are paid to only one community.

Director Berman asked if public comments will be part of the RSIP meetings and Jamie said yes. Director Berman also asked if there is any update on the FAA noise complaint website. Jamie said the FAA has not received any complaints, the website is live and the FAA will send any complaints to us as they come in. Director Berman asked if any noise complaints from last month were received through the airport website. Jamie said most noise complaints are received through the noise hotline.

Director Saewert asked which building in Prospect Heights is included in the RSIP, are all units included and who selects which units. Jamie said Willow Heights is included and the acoustical test consultant, HMMH, selects the units. Penny Merritt, C&S Consultants, added that all units in the building will be tested.

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

- ❖ George said the new Atlantic Aviation hangar has a foundation permit pending.
- ❖ Hangar 5/6 update – he sent out a full financial report to the Board of Directors.
- ❖ A Customer Relationship Management program, Keap, has been selected by the staff; implementation and training will start next week.
- ❖ Aviation Academy update – FAA workforce development grant funds have been delayed.
- ❖ Hangar 21 – some detention basin work has been done.
- ❖ NBAA virtual conference – everyone has been registered for free attendance and should have received their confirmation email. Next year should be a live conference in October.
- ❖ The Monthly Operations and Fuel graphs for the past two years were displayed.

Chairman Harris asked if there is an anticipated groundbreaking for Hangar 43 and George said not yet. Chairman Harris also asked about the FAA Aviation Academy grant size and scope. George explained that it is a \$25,000 grant that will be broken up into different education programs. Chairman Harris asked if the funding will go to the Airport, D214 or Lewis and George said he assumes it will be a joint effort.

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

- ❖ Dan said the recent focus has been on TIPS.
- ❖ CMT has been reviewing work at Hangar 43.
- ❖ They continue to follow up on the FAA ALP review.
- ❖ Pavement repairs are complete and the project came in \$10,000 under budget.
- ❖ They've been working on site work for the customs facility, the survey group is working with Camosy.
- ❖ CMT is proceeding with the detention basin design, soil boring and working with Nicor on utility locates.

Director Kiefer asked if we are involved with Hangar 43 construction meetings. Dan said we are not involved other than answering some questions from Atlantic's

engineering firm. Jamie added that we attended Hawthorn's construction meetings when they built their hangar to be sure safety is maintained and will do the same for Atlantic's hangar.

Director Saewert asked how CMT is interfacing with the FAA regarding the ALP and does CMT meet with the FAA without CEA in attendance. Dan said they mostly communicate with the FAA verbally on the phone regarding a number of projects at different airports and therefore CEA is not on the call. Director Saewert asked for a better idea on ALP approval and Dan said it could be six more months; the FAA is slow on reviews. CMT reaches out to the FAA often.

Chairman Harris spoke about connections in Washington DC.

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

- Director Berman had no comments.
- Director Hellyer had no comments.
- Director Kearns said he is looking forward to the groundbreaking and to seeing the people who have worked so hard on the project and be able to congratulate them.
- Director Kiefer had no comments.
- Director Lang he is looking forward to the groundbreaking and getting the customs facility moving.
- Director Saewert said he is also looking forward to the ground breaking and moving forward. He said George took him on a tour of Hangars 5, 6, and 7 and he can see that it is going in the right direction.

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

Chairman Harris said he is looking forward to the groundbreaking and sharing it with our partners in the project.

### **VII. New Business**

#### **A. Discussion of TIPS FY 2022-2026 Program for Chicago Executive Airport;**

Jamie said that next year the TIPS discussion will start earlier during the October meeting. Dan Pape gave a presentation that covered the following:

- General Funding Guidance at CEA.
- Illinois State Block Grant – all Federal funds are distributed through the State.

- General Programing Guidance – Safety, standards and preservation are high priorities. Expansion, aprons and land acquisition are low priorities. Different projects have different funding levels. Dan spoke about the grant process.
- CEA received total funding of \$37.5 million FY 2009-2021.
- CEA detailed projects funding.
- CEA Program Focus and Updates:
  - Continue RSIP
  - Remove hot spot or Runway 6/24.
  - New tie down area in NE Quad.
  - Open the West quad – add taxiway to Runway 12/30.

Director Lang spoke about the budgeted amount for the RSIP and asked if there is a limit on matching funds from the FAA. Dan explained the process.

Director Kiefer said it would have been nice to know about previous reimbursements. He asked if projects could be rated by what will be reimbursed and when. Dan said the reimbursement piece is a challenge because it is incremental and a long term effort. Director Kiefer said it is hard to make good decisions on these projects without more information.

Chairman Harris spoke about safety related projects and Dan said projects are put in order of what is most important to the Airport. Chairman Harris asked when the TIPS submission deadline is and Dan said December 18<sup>th</sup>. Dan also reminded the Board that the program can be updated and changed after it is submitted at any time throughout the year.

Director Kearns asked if there any overlapping programs and Dan spoke about the environmental assessment taking a long time.

Director Hellyer said this is a lot of information and would like to have Dan’s presentation to review. Jamie said he will send the presentation to the Board and that the TIPS program can be adjusted.

**B. Resolution 20-044 – A Resolution Authorizing the Payment of Claims;**

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 20-045 – A Resolution Approving Renewal of Airport Insurance Policies;**

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, Kiefer, Lang and Saewert. Nays: None. Absent: None.

Jamie introduced Rob Nadr from Gallagher Insurance and summarized the resolution. Rob spoke about the insurance report, premiums and deductibles.

Chairman Harris questioned the public officials policy. Rob said this is included under workman's compensation and explained.

Director Kiefer commented kudos to the staff for keeping safety up and workman's compensation down.

Director Saewert spoke about the hangar keeper's policy deductible and asked how much money was saved. Rob explained hangar keeper's as it relates to the t-hangars or to a hypothetical incident and claim at an FBO that the Airport gets pulled into.

D. Resolution 20-046 – A Resolution Approving the Preliminary TIPS FY 2022-2026 Program for Chicago Executive Airport;

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

Director Kearns said that he would like to table this resolution to the December meeting. Dan Pape said it can be delayed. Director Kiefer agreed and Chairman Harris said next year the TIPS discussion will start in October.

E. Resolution 20-047 – A Resolution Approving the 2021 Regular Meeting Schedule of the Chicago Executive Airport Board of Directors;

A motion to approve the amended resolution was made by Director Berman 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.

Jamie commented that the September meeting lands on the first day of Yom Kippur and it could be moved to September 22<sup>nd</sup>. Chairman Harris asked for Board comments and it was agreed to move that meeting date.

**VIII. Executive Session** – Pursuant to 5 ILCS 120/2 (c) (1) and (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.

At 7:52 p.m. a motion to move into Executive Session was made by Director Hellyer and seconded by Director Berman. The motion was approved by roll call. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, and Lang. Nays: None. Absent: None.

At 8:34 p.m. a motion to return to regular session was made by Director Saewert and seconded by Director Berman. The motion was approved by roll call. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, and Lang. Nays: None. Absent: None.

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

None.

**X. Adjournment**

At 8:36 p.m. a motion was made by Director Berman and seconded by Director Hellyer 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, reading "James J. Kiefer", enclosed in a rectangular box.

Jamies Kiefer  
Acting Secretary