

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, DECEMBER 16, 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: 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 Hellyer to approve the minutes from the November 18, 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 we are in the seventh month of the fiscal year which is 58.3% of the year completed, revenues were over budget at 59.84% and operating expenses were at 43.41% of budget.

B) Executive Director's Report.

Executive Director, Jamie Abbott, reported on the following:

- ➔ Wished everyone a happy and healthy holiday and new year and also thanked the staff for a year of hard work and dedication.
- ➔ Operations continue to be strong. We had an FBO meeting and all reported that December seems normal.
- ➔ Thank you to the Noise Committee Members. The Noise Committee Meetings will transition into Residential Sound Insulation Program (RSIP) Quarterly Update Meetings.
- ➔ RSIP Update – 420 applications have been received and the program is going into the pilot phase soon. COVID protocols will cause a brief delay. According to the FAA both O’Hare and Midway have paused their RSIPs due to COVID.
- ➔ FBO quarterly meeting – Operations reported to be going well. Winter operations and procedures were discussed at the meeting.
- ➔ U.S. Customs facility update – The foundation permit has been received, foundation work has begun, and we are waiting on the final building permit. The updated construction schedule will be available soon. It will be sent to the Board as soon as possible.
- ➔ The Noise Complaint Dashboard was shown which summarizes the noise complaint calls that were received in November and shows trends. There were 16 total complaints. The location is unknown on two of the complaints. The callers did not provide the information.
- ➔ Upcoming Events
 - 12/24-12/25 – Christmas holiday – office closed
 - 1/1 – New Year’s Day – office closed
 - 1/11 – GA Users quarterly meeting
 - 1/20 – Regular Board of Director’s meeting via Zoom
- ➔ There is a holiday collection box in our lobby for toys.

Director Lang asked if the FAA noise website was running and is there a link to it on our website. Jamie said yes to both questions.

Director Berman asked how many households are located in the 65 dnl noise contour. Penny Merritt, C&S Companies, said there are almost 300 single family homes and 2700 multifamily units. Director Berman also asked how many of the noise complaints were received via the websites, email and phone. Jennifer reported all were received on the phone noise hotline. Director Berman questioned how the complaints were counted and that was discussed.

Director Saewert asked how the FAA will share the noise complaints they receive via their website and said it will be interesting to see if both our website and the FAA website will be necessary. Jamie said the FAA will report noise complaints to us daily.

C) Director of Economic Development – George Sakas

- ❖ Hangar 43 full building permit is pending
- ❖ He attended the NBAA virtual conference.
- ❖ LED lights were installed in Hangar 5/6 and the T-hangars.
- ❖ He will be meeting with Hawthorne regarding winter operations at Hangar 5/6.
- ❖ Customer Relationship Management – KEAP – We are inputting contacts, managing contact lists, and setting up automation.
- ❖ Aviation Academy – District 214 and Lewis University have been holding classes in T-hangar 51-2 and are wrapping up the semester. The FAA workforce development grants have been delayed at least until the end of the year.
- ❖ Coordination beginning on the FYE 2022 Budget, Capital Plan and TIPS.
- ❖ George displayed graphs of Monthly Operations and Fuel Gallons December 2018 to November 2020. He also displayed graphs of November Operations and Fuel Gallons from 2011-2020.

Director Kiefer spoke about the LED lights and asked who initiated the project and who is doing the installation. George said Signature started the project and we have continued it. He believes a local Mount Prospect business is working on the installation and there is no money paid by the airport for this project.

Director Saewert asked how the operations and fuel numbers compare to similar area airports such as DuPage, Waukegan and possibly Gary. George said he does not have those comparisons. He will get some rough numbers from Waukegan and DuPage.

D) CMT Engineering Report – Dan Pape

- ❖ This month the focus has been on TIPS and the capital plan program.
- ❖ They have done some work on the new Atlantic hangar. They are trying to figure out where to put some excess soil.
- ❖ There is no update on the Master Plan approval; CMT checks in with the FAA regularly.
- ❖ U.S. Customs facility update – CMT efforts have been on addressing permit comments.

- ❖ The detention design project is moving forward and soil samples that need special handling and off-site disposal are being looked at.

E) Board Member Comments

- Director Berman had no comments.
- Director Hellyer thanked everyone for making it through this year and rough time. Happy Holidays.
- Director Kearns wished everyone Happy Holidays. He said that he spent time online at the NBAA Virtual conference and spoke about some interesting sessions he attended.
- Director Kiefer said he is happy about business we have and said the staff is excellent. Happy Holidays to everyone.
- Director Lang thanked everyone for keeping the airport up and running and keeping it together. He hopes to see everyone in person soon and wished all Happy Holidays.
- Director Saewert said that he attended the Prospect Heights City Council Zoom meeting and presented the airport report. He thanked the staff for this year's efforts and wished everyone Happy Holidays.

F) Correspondence and Chairman's Comments

Chairman Harris commented on the November operations and fuel data, the recent Uber Elevate sale and the future of Vertical Takeoff and Landing. He wished Prospect Heights 4th Ward Alderman, Patrick Ludvigsen future success. He wished everyone Happy Holidays, thanked the staff and airport partners. He is looking forward to a more normal 2021.

VII. Old Business

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

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.

VIII. New Business

A.Resolution 20-048 – A Resolution Authorizing the Payment of Claims;

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

IX. 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 6:40 p.m. a motion to move into Executive Session 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.

At 8:03 p.m. a motion to return to regular session was made by Director Berman 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.

X. Action Taken from Executive Session, if required

None.

XI. Adjournment

At 8:04 p.m. a motion was made by Director Berman and seconded by Director Saewert 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