

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
BUDGET WORKSHOP MINUTES
WEDNESDAY, FEBRUARY 17, 2021
1020 S. PLANT ROAD
WHEELING, IL 60090
7:30 PM**

I. Call to Order and Roll Call

Chairman Court Harris called the meeting to order via Zoom video conference at 7:42 p.m. 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 - Executive Secretary

II. Pledge of Allegiance

Following roll call Chairman Harris led those in attendance in the Pledge of Allegiance.

III. Changes to the Agenda

There were no changes to the agenda.

IV. Public Comments

There were no public comments.

V. Discussion of the Five-Year Capital Improvement Plan and FY 2021 Budget for Chicago Executive Airport

Jamie spoke about the budget process, said the budget will be approved at the March Board of Directors Meeting and then taken to the municipalities in April for approval. Jason presented the budget:

- A. Jason said the budget will have a net income of \$57,664 and he spoke about budget revenues.
- B. Fuel flowage price increases and projected gallons were discussed.
- C. T-hangar rate increase schedule and amounts were shown.
- D. Customs fees – the fee structure has been re-evaluated. Jason said the pandemic

- caused customs operations to decrease and presented the new fee structure.
- E. Administration and Operations expenses have increased due to Customs costs, Hangar 5/6 utilities, software costs, painting, building supplies, new deicing chemicals and personnel expenses. A part-time accounting employee is included in the budget. There was discussion about Hangar 5/6 expenses and revenues.
 - F. Reserve funds for sewer, vehicle and equipment replacement (VERF), building and land and capital repair/demolition fund remain in the new budget. There was discussion about VERF and Airport 8, Airport 10 attachment and Airport 11 vehicles.
 - G. The Building and Land fund was discussed.
 - H. Under Capital Projects and Reserves stormwater detention, environmental assessment and security upgrades were budgeted for. Jamie spoke about stormwater detention and said that eventually it will need to be expanded. He also spoke about security upgrades that are the first phase of this project. Chairman Harris questioned the Capital “A” Projects and how reimbursements are accounted for and Jason explained. There was discussion about reimbursement for the Residential Sound Insulation Program (RSIP).
 - I. Jason summarized the Budget Notes and the budget process. In March, the Airport Board of Directors will approve the Budget during the regular meeting and in April the Budget will be presented to the City of Prospect Heights and the Village of Wheeling for their approval. Airport partners will then be notified of fee adjustments.
 - J. The Capital Improvement Plan was presented. Jason explained the purpose and listed the five fund categories.
 - a. Sewer fund
 - b. Vehicle and Equipment Fund – Jamie explained about Airport 11.
 - c. Building and Land Fund
 - d. Capital Repair and Demo Fund – there are no budgeted expenses, and we are growing this fund.
 - e. Self-Funded Capital Projects which include facilities, fencing, landscaping, pavement repairs, security improvements, office equipment, vehicle rehab and shop equipment.
 - K. Comments:
 - a. Director Kearns spoke about the 100LL price increase and he suggested no increase given the economic conditions. There was discussion and the majority agreed there should not be a price increase.
 - b. Director Berman asked about the RSIP 100% reimbursement. Jamie explained about the CARES act covering the RSIP for phase 1 and how the RSIP is budgeted. Jason said that phase 1 and 2 are budgeted for.
 - c. Directors Lang and Hellyer thanked Jason for his work and had no comments.
 - d. Chairman Harris said Jason did an awesome job, as usual, and asked Jamie to speak about human capital and is there anything in the budget. Jamie spoke about funds for training, education reimbursement, help for the Director of Finance and rewards for the staff. The Chairman said the Board wants to support professional development of the staff. Jason suggested when a new PR person is hired, the staff, especially the maintenance staff that is so dedicated, should be highlighted.
 - e. Director Saewert asked if there is any recognition or bonus for long term

employees. Jason said there are longevity pay increases. Director Saewert encourages recognition of employees.

f. Director Kiefer said great job, Jason.

VI. Adjournment

A motion was made by Director Kearns and seconded by Director Berman to adjourn the meeting. The motion was approved by a roll call. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: None. The meeting was adjourned at 8:41 p.m.

Respectfully submitted,

A handwritten signature in cursive script, reading "James G. Kiefer", enclosed in a thin black rectangular border.

James Kiefer
Acting Secretary