

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, FEBRUARY 17, 2021
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 Saewert and seconded by Director Berman to approve the minutes from the January 20, 2021 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 three fourths through the year which is 75% of the budget. Revenues were 78.2% and expenses were at 59.43%. After this month expenses will increase due to snow operations and overtime.

B) Executive Director's Report.

Executive Director, Jamie Abbott, reported on the following:

- ➔ Operations – the focus has been on snow removal. The operations crew has met the challenge.
- ➔ U.S. Customs facility – Most of the walls are up on the building. The water main was re-routed.
- ➔ Residential Sound Insulation Program (RSIP) – 426 applications have been received. Sound testing had to be postponed due to snow and weather until March. All residents were contacted and notified. The FAA will be updated regularly on the progress of the program.
- ➔ Last week had monthly FBO check in meeting and quarterly Corporate User meeting.
- ➔ The Noise Complaint Dashboard was shown which summarizes the noise complaint calls that were received in January and shows trends. There were 13 total complaints.
- ➔ Upcoming Events
 - 3/3 – RSIP Update meeting via Zoom. The Noise Committee Meeting is now transitioned into the RSIP Update.
 - 3/15 – FBO Users Meeting via Zoom.
 - 3/17 – Regular Board of Director’s meeting via Zoom

Director Lang asked for an explanation of the RSIP meeting. Jamie will start with a project report then Penny Merritt, C&S Companies, will be presenting at the meeting and public comments will be taken. The meeting will end with Q&A.

Director Kiefer asked if the new City of Prospect Heights Alderman visited the airport yet. Jamie said yes and that it was a good opportunity to sit down and answer her questions about the airport.

Director Berman asked for clarification on the RSIP meeting date. It will be on Wednesday, March 3rd.

C) Director of Economic Development – George Sakas

- ❖ Atlantic Hangar 43 Update – Not much work has been done due to the weather, but a groundbreaking ceremony is planned for Wednesday, March 3rd.
- ❖ Hangars 5/6 Update – Office improvements, furnace replacement and bathroom upgrades are planned.
- ❖ Cirrus partner, Synergy Aviation, will be opening an office here. They manage three Cirrus aircraft. This is a manufacturer partnership.
- ❖ Inquiries for office and hangar space have been increasing.

- ❖ George will be presenting at the Great Lakes Chapter AAAE Economic Development Conference with Gruen & Associates.
- ❖ Aviation Academy – He met with D214 and Lewis University regarding the workforce development grant. Class offerings for 2021/2022 school year are being determined. Pilot classes may be offered in addition to maintenance classes. They are partnering with Pathways to Aviation, a national non-profit group.
- ❖ George has been working on FYE 2022 budget implementation.

Director Kearns asked if there is an update on the heat situation in the Aviation Academy hangar and classroom space. George said that a smart thermostat, increased electrical service or gas service are options that are being investigated.

Director Saewert asked what hangar the Cirrus aircraft are located in. George said Cirrus Corporation maintains an office at Hawthorne FBO and Synergy Aviation has three new Cirrus aircraft in Hangar 5 and are managing those aircraft. Director Saewert commented about the improvements to Hangars 5/6.

D) CMT Engineering Report – Dan Pape

- ❖ CMT has been working on the evaluation of trees at the Runway 16 approach and need to talk to the landowners about potential trimming.
- ❖ Work on airfield stormwater detention is ongoing. They are coordinating with MWRD. The existing stormwater storage capacity will be enough to cover the needs of the new Hawthorne hangar to be built.
- ❖ They started on the airfield light improvement project. The focus is on cabling and making the initial designs.
- ❖ Master Plan – they had a good meeting with the FAA and the IL Division of Aeronautics. The plan has been received and they will send comments by March.
- ❖ The U.S. Customs facility - currently no work for CMT on it.
- ❖ They have not started on the annual pavement repairs project, but Kris Salvatera has been talking with Andrew about it.
- ❖ Additional stormwater detention will not have to be built for the next Hawthorne project.

Director Lang said that is good news about not having to dig stormwater detention yet, he asked how it works for long-term development, do we have a current flood plan map and what pieces of property will have issues. Dan said the airfield has a certain amount of stormwater detention available and it depends on what the project is. He explained that if the project is closer to the river it is more of a challenge. He is hoping the airport now has more time until stormwater detention needs to be expanded.

Director Saewert asked about the trees that need to be trimmed and if they are on public land. Dan described the locations and said the Village of Wheeling will assist. Jamie confirmed that the Village contracts the work out. Director Saewert also asked when the comments on the Master Plan will be received from the FAA. Dan is guessing in a month or so and expects the comments to be straight forward. Director Saewert asked about the stormwater detention and Dan said no additional is need for the next Hawthorne project and there are already restrictors in the pipes.

E) Board Member Comments

- Director Berman said he is looking forward to the budget discussion and that the staff did a great job keeping the airport open during and after the snow events.
- Director Hellyer had no comments.
- Director Kearns echoed Director Berman's comments, spoke about the EMAS incident, and restated the need for cameras on the field to capture video evidence.
- Director Kiefer said we need to hire a public relations firm.
- Director Lang agreed with Director Kearns about the cameras to record the runways.
- Director Saewert thanked the airport operations crews who worked long shifts during the snowstorms. He supports getting cameras and a new public relations person.

F) Correspondence and Chairman's Comments

Chairman Harris had no comments.

VII. New Business

A.Resolution 21-003 – 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.

Director Saewert asked about the Airport 20 vehicle expense and pointed out this is our newest snow broom. Jamie will get details about the expense to Director Saewert.

VIII. Executive Session

At 6:44 p.m. a motion to move to Executive Session 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.

At 7:31 p.m. a motion to adjourn to Regular Session was made by Director Kiefer 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. Action Taken from Executive Session, if required

None.

X. Adjournment

At 7:33 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:

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

Jamies Kiefer
Acting Secretary