

**CHICAGO EXECUTIVE AIRPORT  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
WEDNESDAY, MARCH 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 6:02 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 Berman and seconded by Director Saewert to approve the minutes from the February 17, 2021 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 Berman to approve the minutes from the February 17, 2021 Budget Workshop 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**

Executive Director Jamie Abbott asked to remove item VII. B. from this month's agenda. It will be on next month's agenda. There were no objections to the change.

**V. Public Comments**

None.

## **VI. Hearing and Reports**

### **A) Treasurer's Report**

Director Saewert said we are in the tenth month of the fiscal year which is 83.3% of the budget. Revenues were 86.9% and expenses were at 68.3%. He thanked the operations staff for their many hours last month working on runway snow removal.

Director Kiefer asked if the Treasurer had any worries about the FY22 budget. Director Saewert replied that the budget looks solid, and it will be another great year.

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

Executive Director, Jamie Abbott, reported on the following:

- ➔ Operations – February was a slow month probably due to the harsh weather. Early March operations have been back to normal. The operations staff has been working on equipment and are now transitioning to spring operations.
- ➔ A Request for Proposal for grounds maintenance services was published in the Daily Herald. This is for outside the fence services. We have six bidders. We will evaluate those bids and have a resolution on next month's agenda.
- ➔ Residential Sound Insulation Program (RSIP) – 438 applications have been received and noise testing will start on March 29<sup>th</sup>. We hosted the first quarterly RSIP Update meeting on March 3<sup>rd</sup>.
- ➔ Summer interns, mostly aviation college students, are being hired now. Every summer we hire four interns. It gives them good experience and helps the operations staff.
- ➔ We hosted the quarterly FBO user meeting on Monday.
- ➔ Rock 'n' Run the Runway is set for August 21<sup>st</sup>. A "fun run" is being considered for the run portion instead of the typical 5K. There are some challenges to hosting the full 5K event.
- ➔ U.S. Customs Facility update – The floor slab is being poured this week and the exterior bricking begins next week. We have meetings every other week with the consultants and construction manager.
- ➔ Atlantic Hangar 43 is going up and the groundbreaking is scheduled for March 31.
- ➔ The Noise Complaint Dashboard was shown which summarizes the noise complaint calls that were received in February and shows trends. There were 6 total complaints. All callers were in Prospect Heights and Wheeling this month.

➔ Upcoming Events

- 3/31 – Atlantic Hangar 43 groundbreaking.
- 4/2 – Good Friday – Office Closed.
- 4/19 – GA Users Meeting via Zoom.
- 4/21 – Regular Board of Director’s meeting via Zoom

Director Kiefer asked if the interns are all operations staff. Jamie explained we always hire summer operations interns, and we might pursue an administrative intern this year.

Chairman Harris asked how many attended the RSIP meeting, who they were and did they ask any questions. Jamie said the meeting was mainly attended by elected officials. For the next meeting we will send an announcement to Penny’s email list. It was a good Q&A session.

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

- ❖ Atlantic Hangar 43 Update – We are working with their engineers and CMT on a new connector from the new extended ramp to Taxiway Lima. A fuel farm is being relocated to the north.
- ❖ Hangars 5/6 – Office improvements continue along with fee updates and communication of new procedures with tenants. There will be bathroom facility upgrades and painting this summer. A door gear box was recently replaced, and operations plans to have parts on hand in the future.
- ❖ Cirrus partner, Synergy – They have rented the largest office and will be performing mobile maintenance of Cirrus aircraft.
- ❖ Aviation Academy – We have been working with them on obtaining a workforce development grant of approximately \$86,000 to expand the program.
- ❖ Spoke about the updated monthly reports he has been sending to the directors and appreciates any feedback.
- ❖ FYE 2022 Budget Implementation – We will be publishing a Request of Qualifications for a new Public Relations person, updating the Economic Impact Study and preparing for the return to live events such as the Great Lakes Economic Development Conference and NBAA.

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

- ❖ The general engineering focus has been on 2021 pavement repairs.

- ❖ Master Plan - Preliminary comments were received from the FAA. They were happy with the plan. Dan spoke about a new policy change at the FAA regarding past ALPs.
- ❖ U.S. Customs – not much engineering work but starting work on the watermain.
- ❖ Water detention project – Creating the permit package for Hawthorne’s phase 2 construction. Will be working with Metro Water Reclamation District on airfield detention storage volume.
- ❖ Airfield Lighting Phase 1 – This is a new \$2.5 million project. The design report has been submitted. CMT is working towards an 80% submittal in May.

Director Kearns asked about the sewer work north of Runway 16/34. Dan explained access to a manhole is needed, there will be some equipment located there, the sewer is 20 feet deep, the work will be done during the night for 17 nights next summer 2022.

Chairman Harris commented about the Master Plan, thanked Dan for his persistence and asked if we are at a point to start a project to trigger some reimbursement. Dan replied not quite yet. CMT has the list of comments, there will be a back and forth with the FAA for a month or so. CMT has solutions to their comments but there are ramifications. Nothing will change physically on the plan, but the FAA interpretation will change. New ALP means it is time to review legacy items that were on prior ALPs. It’s a new approach from the FAA.

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

- Director Berman said he agrees with earlier comments about the staff doing a great snow removal job.
- Director Hellyer agreed with Director Berman’s comment.
- Director Kearns had no comments.
- Director Kiefer said life is great and the staff is awesome.
- Director Lang asked if anything came out of the meeting with Congressman Schneider’s office. Jamie said it was a great discussion with Greg and another assistant from the office. They decided to make further progress with IDA and reconvene on how to move projects forward. They do believe that they can help. Director Lang commented a run just prior to the evening event will be inconvenient. Jamie said we have a list of pros and cons. Director Lang said so many events have been cancelled so if things are open in August there will be a large crowd and it will be a great event.
- Director Saewert wished everyone a Happy St. Patrick’s Day.

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

Chairman Harris thanked Jason for his work on the budget process and his leadership. He said this budget sets us on a good course.

## **VII. New Business**

### **A. Budget Discussion;**

Jamie said that Jason has done a great job and the process was started earlier this year which he hopes everyone saw as valuable. If the budget passes tonight then it will be presented to both communities for approval. Jason Griffith presented the FY22 Proposed Budget summary:

- FY22 Budget Goals
- FY22 Budget Timeline Overview
- FY22 Budget Modifications after February Budget Workshop
- FY22 Budget Overview
- FY22 Available "Reserve" Funds Requirements

Director Lang commented that he is impressed with the savings in the funds. It was a great idea to start those funds years ago. It will hopefully help us in the future to not have to borrow money.

### **B. Election of Officers:**

Removed from agenda.

### **C. Resolution 21-004 – A Resolution Authorizing the Payment of Claims;**

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 Kearns asked about the \$2000 chamber of commerce membership fee and asked if the chamber was still in action. Jamie said the chamber is active and the fee has increased. Director Lang added that the Village just re-signed their lease for two years and they are restarting.

Director Berman questioned the food purchased for snow operations staff from Dog Walk. Jamie said it is sandwiches and snacks for the guys since they do not get a break and the Dog Walk is a business in Prospect Heights.

D. Resolution 21-005 – A Resolution Recommending Approval of the FY22 Budget for Chicago Executive Airport;

A motion to approve was made by Director Lang 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.

E. Resolution 21-006 – A Resolution Approving a Professional Services Agreement with CMT for the Design Phase Services to Rehabilitate Airfield Lighting – Phase 1;

A motion to approve 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.

F. Resolution 21-007 – A Resolution Approving a Five-Year Contract Extension for Sikich LLP as Financial Auditor;

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 Berman asked if we have ever done an RFQ for auditor services. Jamie said that about two renewals ago we had different auditors, we have built a relationship with Sikich and can extend a professional services agreement. Sikich knows our operations. If a new auditor is hired there is a startup and learning process. There is no penalty for the airport to get out of the agreement before the five years is up. Director Berman asked if the auditors keep the same staff every year. Jamie said that some of the auditors are the same. Jason added that the managing auditor and partner auditor stay the same with the third and fourth members rotating.

Chairman Harris confirmed that the increase is 3% per year.

Director Saewert asked if Sikich can back out of the agreement. Attorney Lester said Sikich is bound to provide auditor services for five years.

G. Resolution 21-008 – A Resolution Approving the Purchase of a New MB4 Front Mount Airport Snow Blower and Chassis;

A motion to approve was made by Director Kearns 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 Hellyer asked if it is typical for a snow blower to last since 1990. Jamie said that 20 years is expected, the excellent care of the staff has lengthened the life of this equipment. Our staff maintains the equipment very well, but it is time to replace this piece. Director Hellyer asked if the cost is typical, and Jamie explained it is a very specialized piece of equipment. He spoke about government price, purchase process and that no bidding is necessary. The operations staff checked out this equipment at a

conference and approved it. We also have good reviews from other airports on this equipment.

Director Saewert asked if leasing was investigated, and Jamie said no. Director Saewert spoke about the advantages of leasing equipment.

H. Resolution 21-009 – A Resolution Approving a Professional Services Agreement with Wild Goose Chase, Inc.;

A motion to approve was made by Director Lang 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 Berman asked if the geese come right back after the dogs are gone and Jamie explained the process.

I. Resolution 21-010 – A Resolution to Approve the Fourth Amendment to the Net Ground Lease Agreement with Hawthorne Global Aviation Services, LLC:

A motion to approve was made by Director Lang 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.

Jamie explained that this amendment basically inserts rent adjustments into the lease. George spoke about the leases with all Hawthorne hangars and the Airport agreed with Hawthorn to make a standard rent adjustments to bring all leases into alignment.

J. Resolution 21-011 – A Resolution Approving a Professional Materials and Services Agreement with Runway Safe for Materials and Repair Installation Supervision of the 16 Departure End EMAS;

A motion to approve 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 explained that this resolution and the following resolution are for the repair of the EMAS that the Falcon jet went into last month. This resolution only covers the blocks and work supervision. The next resolution is for the actual installation of the EMAS blocks. Attorney Lester said that the costs are all being reimbursed by the insurance carrier of the aircraft owner. Jamie added that all expenses are being tracked for the insurance.

Director Kiefer spoke about the importance of the EMAS. Dan Pape said it's a safety element that operationally puts pilots at ease. He said the product works well, especially at an airport that is constrained.

K. Resolution 21-012 – A Resolution Approving a Professional Services Agreement with Boland's North, Inc for the Repair Work of the 16 Departure End EMAS;

A motion to approve was made by Director Berman 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. Executive Session**

At 7:16 p.m. a motion to move to Executive Session was made by Director Kearns 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 7:31 p.m. a motion to adjourn to Regular Session was made by Director Kiefer 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.

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

None.

**X. Adjournment**

At 7:33 p.m. a motion was made by Director Kearns 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:



Jamies Kiefer  
Acting Secretary