

**CHICAGO EXECUTIVE AIRPORT  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
WEDNESDAY, MAY 19, 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 and in-person 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 Berman and seconded by Director Saewert to approve the minutes from the April 21, 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**

Director Kiefer made a motion to remove item VII D from the agenda and Director Kearns seconded it. The motion was approved by voice vote. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: None.

**V. Public Comments**

Rogers Faden has been a user of Chicago Executive Airport for over twenty years and a tenant for sixteen years. He spoke about Jamie’s accomplishments at Chicago Executive Airport.

**VI. Hearing and Reports**

**A) Treasurer’s Report**

Director Saewert said the end of the fiscal year was April 30<sup>th</sup>. Revenues were 106% and expenses were at 81%. CEA was awarded the GFOA award for excellence. He appreciates all the hard work of the staff and the Executive Director.

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

Executive Director, Jamie Abbott, reported on the following:

- ➔ Operations were over 80,000 for the first time in years.
- ➔ Fuel numbers were down a bit for the month but still up over the 12-month total.
- ➔ Customs operations are increasing.
- ➔ Residential Sound Insulation Program – The quarterly update meeting will be held on June 2<sup>nd</sup>, 445 applications have been received, the testing report is being review, pilot phase homes will be selected next.
- ➔ US Customs facility update
- ➔ GFOA award
- ➔ The summer interns are a good group and working very hard already.
- ➔ Rock 'n' Run the Runway is officially set for August 21<sup>st</sup> and we are working on preparations.
- ➔ The Noise Complaint Dashboard was shown which summarizes the noise complaint calls that were received in April and shows trends. There were 30 total complaints. Callers were in Prospect Heights, Wheeling, Mount Prospect and Glenview.
- ➔ Upcoming Events
  - 6/2 – RSIP Update Meeting
  - 6/15 – FBO Users meeting with U.S. Customs
  - 6/16 – Regular Board of Directors Meeting (in-person)
- ➔ Jamie spoke about leaving the Airport and thanked the board and staff.

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

- ❖ Atlantic Hangar 43 – Construction is on schedule; he spoke about the fuel farm delays and finalizing the MWRD permit that is required.
- ❖ Spoke about re-platting of the Airport and said a grant was recently received for that project.
- ❖ Hangars 5/6 – A new awning for the entry will be installed, there is one office remaining for rent and the bathroom renovation project is ongoing.
- ❖ Events –

- i. GLC-AAAE – this conference is taking place in Rosemont, and he encouraged the directors to attend.
  - ii. NBAA in October.
- ❖ Committees he is participating in:
  - i. AAAE Advanced Air Mobility, Academic Relations, General Aviation
  - ii. NBAA – SSM round table
- ❖ Public Relations RFQ has been issued and the deadline is June 1.
- ❖ Economic Impact Analysis update has begun.
- ❖ Runway 6/24 Environmental Assessment. RFP will be issued soon.
- ❖ Spoke about an interesting NOVA show about the electric airplane race.

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

- ❖ The IL State Capital Program has been announced. He had an initial planning meeting with Jamie and George. It is consistent with the TIPS program. Studies and buildings are not eligible. The focus is infrastructure, taxiways, and runways. It is a 90%, 10% sharing up to \$5 million projects. Over \$5 million is an 80%, 20% split.
- ❖ Pavement Repairs and Remarkings bids are due by June 9<sup>th</sup>.
- ❖ Exhibit A Property line map update.
- ❖ RSIP phase II.
- ❖ Master Plan – Working on runway safety analysis and will have a follow up meeting with the FAA.
- ❖ Customs site work to widen taxiway and will start paving at the end of May.
- ❖ Airfield lighting project – working on 100% plans and contract documents.

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

- Director Kearns thanked Jamie for his support and professionalism and wished him best of luck.
- Director Hellyer agreed with Director Kearns' comments.
- Director Berman thanked Jamie for his time, tenure, and work. He wished the new Board of Directors officers congratulations and congratulated Jason for earning the GFOA.

- Director Saewert thanked Jamie for many years of served
- Director Lang said that Jamie was always a true professional. He enjoyed working with Jamie.
- Director Kiefer had no comments.

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

Chairman Harris agreed with all the Directors' comments. He spoke about changes in the industry and how the Airport has changed.

### **VII. New Business**

A. Resolution 21-017 – A Resolution Authorizing the Payment of Claims;

A motion to approve was made by Director Lang 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 Berman asked if the money spent to repair the EMAS will be reimbursed. He also asked if we could consolidate our electrical service to a single provider and Jamie said it is on the list of things to do.

B. Resolution 21-018 – A Resolution Approving the Purchase of a New Airport Vehicle #8;

A motion to approve was made by Director Lang 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 spoke about the vehicle that is to be replaced.

C. Resolution 21-019 – A Resolution Approving a Separation Letter Agreement with the Executive Director;

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.

D. Resolution 21-020 – A Resolution Approving an Agreement with GovHR USA to Perform Recruitment Search for New Executive Director;

Removed from the Agenda.

E. Resolution 21-021 – A Resolution Approving Authorized Signers for the Chicago Executive Airport Financial Institutions;

A motion to approve was made by Director Saewert 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

### **VIII. Adjournment**

At 6:38 p.m. a motion was made by Director Kiefer and seconded by Director Berman 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 that reads "Bill Hellyer".

Bill Hellyer  
Secretary