

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, JULY 21, 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 at 6:00 PM. Roll call confirmed the following present: Directors Berman, Hellyer, Kearns, Kiefer, Lang and Saewert. Absent: None.

Also in Attendance: George Sakas – Interim Executive Director and 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 Kearns to approve the minutes from the June 16, 2021, Regular Board Meeting. The motion was approved by voice vote. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: None.

IV. Changes to the Agenda

No changes.

V. Appointments

A. Reappointment of Chairman Court Harris;

Chairman Harris welcomed Mayor Helmer. Mayor Helmer shook the chairman's hand and said appointing Chairman Harris was the right selection and he is doing a good job. He reappointed Chairman Harris for a second four-year term.

VI. Public Comments

None.

VI. Hearing and Reports

A) Treasurer's Report

Director Saewert said we are in second month of the fiscal year which represents 16.7% of the total budget, operating revenues are at 18.9% of the budget and expenses are at 13.7% of the budget.

B) Interim Executive Director's Report.

Interim Executive Director, George Sakas, reported on the following:

- ➔ June operations, fuel and customs data were displayed.
- ➔ U.S. Customs facility – George summarized the project status, working on communications equipment, utilities, building interior, HVAC, ramp lighting and asphalt. September completion and ribbon cutting on the 23rd is expected.
- ➔ Residential Sound Insulation Program – 450 applications have been received, the test phase is complete, homes will be placed in categories, next is the design phase and a newsletter will be sent out later this month.
- ➔ Engineering selection – We sent out 10 requests for RFQ letters and received two responses. The two firms will be interviewed. Staff recommendation will be on the August agenda.
- ➔ Master Plan/Airport Layout Plan approval update – a detailed memo was sent – upcoming FAA meeting.
- ➔ Airfield Projects this summer – Pavement Repairs and Remarkings, MWRD sewer lining, Airfield lighting (approval in August), Security System (being researched), Obstruction mitigation (ongoing).
- ➔ Hangar 43 construction is on schedule and expected to be complete in September. The fuel farm is being permitted.
- ➔ Hangars 5/6 – HVAC improvements are complete. Bathroom renovations are next.
- ➔ Aviation Academy – There will be a future coursework change. Other aviation activities were discussed.
- ➔ George hosted the quarterly GA users meeting and the monthly FBO meetings.
- ➔ Gruen and Associates are working on the economic impact study update.
- ➔ Serafin PR is on board. David Just will be presenting his report tonight. George highlighted the experience Serafin has.
- ➔ Events

- Rock ‘n’ Run the Runway will be on August 21st – all four interns are able to come back and help the regular staff. Approximately 40% of the participants sign up within two weeks of the event.
 - Joint Meeting is scheduled for September 22nd
 - NBAA conference is in October
- ➔ The Noise Complaint Dashboard was shown which summarizes the noise complaint calls that were received in June and shows trends. There were 50 total complaints. Callers were in Prospect Heights, Wheeling, Mount Prospect, Lincolnshire, and Deerfield. There were 16 unique complainants, and most were during the day.
- ➔ Upcoming Meetings and Events
- Monday, August 16 – Quarterly Corporate Users meeting
 - Monday, August 16 – Dollars for Scholars Scholarship Golf Outing
 - Wednesday, August 18 – Regular Board of Directors Meeting
 - Saturday, August 21 – Rock ‘n’ Run the Runway Event

Director Kiefer asked if there was a change order for the ramp lights at the Customs facility. George said it involved only three lights on the exterior of the building.

Director Berman asked if an RFP was published for the security upgrades. George said not yet and noted there are not many companies that do this type of work. Director Berman commented about the noise complaints and Director Saewert asked about the FAA noise complaint system.

Director Kearns asked if there are lights in the Customs facility landside parking lot. George said yes in compliance with industry standards and City of Prospect Heights zoning requirements.

Director Kearns spoke about the nine homes in Wheeling that will receive noise treatments and asked about the homes in the City of Prospect Heights. Penny Merritt said that the six homes in Prospect Heights who qualified are multi family homes and will not be included in the first group of homes to be worked on. George added that there are multi family homes at both ends of the runway and they will be worked on.

Director Lang asked what the homes that will be worked on need? Roofs or insulation? Penny Merritt said windows, doors, bathroom fans. Roofs and insulation are not part of the program.

Director Saewert asked Penny if there are any cost estimates yet and Penny said that information will be available soon.

Chairman Harris asked if there was any notable feedback from the GA Users and FBO meetings. George reported that there has been some pushback on the increased Customs fees and new procedures. Chairman Harris asked George to analyze the fee structure and speak to the Board of Directors about it at the August meeting.

C) Public Relations Report – David Just

David thanked the Board of Directors for selecting Serafin and reported that he has had a busy and exciting three weeks getting on board at PWK. He has been working on events, crisis preparedness, Rock ‘n’ Run the Runway and the Customs facility ribbon cutting. He has talked to Penny at length about the RSIP. He has supported some recent media inquiries.

D) CMT Engineering Report – Craig Louden

- ❖ Customs facility – Waiting for asphalt paving
- ❖ Airfield lighting – Will have bids next month.
- ❖ Pavement repairs – A very good bid is on the agenda for approval.
- ❖ Master Plan/Airport Layout Plan comments – There is a meeting with the FAA scheduled. The FAA is focused on Runway Safety Areas (RSA) and is scrutinizing all plans. The FAA wants an improvement program for our RSAs.

Director Kiefer asked if the administrative building is in a RSA? Craig said, no, the concern is at the ends of the runway.

Director Kearns asked when the airfield lighting project will begin. Craig anticipates in the Spring. Director Kearns asked about reimbursement for the RSA project that has already been paid for. Craig said this is a good reminder to add to the agenda of things to speak to the FAA about.

Director Saewert said he is confused by the ALP process and this new initiative. Craig said that historically a two-to-three-page form was all that was necessary but now there is a different process and RSA is a higher priority. Director Saewert asked if something can be done to help move reimbursement forward? Craig said the next step is the next meeting which is higher up at the Great Lakes regional level. Director Saewert asked if we are locked in with MWRD for stormwater retention? Craig will respond to that tomorrow.

George mentioned the Rebuild IL capital improvement program and that we submitted on June 6th and we have not heard anything.

Chairman Harris asked if that is run through IDOT or Aeronautics and Craig said Aeronautics.

E) Board Member Comments

- Director Hellyer had no comments.
- Director Saewert attended the City of Prospect Heights Independence Day parade and thanked the interns for their help at the parade.
- Director Kearns mentioned the Dollars for Scholars Golf outing on August 16th at Rolling Green Country Club and spoke about the scholarships that are given to local students from the funds raised.
- Director Lang spoke about the new Atlantic Aviation hangar and said it's a perfect fit and design. He is looking forward to another Hawthorne hangar. He said the Customs facility is more tucked away from view which makes it more secure.
- Director Kiefer had no comments.
- Director Berman had no comments.

F) Correspondence and Chairman's Comments

Chairman Harris thanked Penny Merritt, David Just and George Sakas for their hard work. He asked the summer interns at the meeting, Caitlin Neil and Grace Atkinson, to introduce themselves and thanked them for their help this summer.

VII. New Business

A. Resolution 21-026 – A Resolution Authorizing the Payment of Claims;

A motion to approve was made by Director Saewert 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.

B. Resolution 21-027 – A Resolution Approving the 2021 NBAA Annual Conference Attendance and Participation Policy for Chicago Executive Airport;

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.

C. Resolution 21-028 – A Resolution Approving Award of a Contract to Maneval Construction Company Inc. for 2021 Airfield Pavement Repairs;

A motion to approve was made by Director Kearns 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.

Director Kearns asked if this was the only bidder and George said yes.

D. Resolution 21-029 – A Resolution Approving Opening a Money Market Account with Inland Bank;

A motion to approve was made by Director Hellyer 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

Director Kearns asked if we are closing a different account and replacing it with this one and George said yes. Jason explained.

VIII. Executive Session – Pursuant to 5 ILCS 120/2 (c) (1), (5), (6) and (21) to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees, the purchase or lease of property for the use of the public body, and the setting of a price of the sale or lease of property owned by the public body, the minutes of meetings lawfully closed under this Act or other matters provided for pursuant to Section 2(c) of the Open Meetings Act.

At 6:53 p.m. motion to move in Executive Session was made by Director Kiefer 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

IX. Action Taken from Executive Session

At 7:15 p.m. a motion to return to open session was made by Director Kearns and seconded by Director Hellyer. The motion was approved by voice vote. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: None

A motion to approve but not release Executive Session minutes dated July 15, 2020, August 19, 2020, August 27, 2020, October 21, 2020, November 18, 2020 and December 16, 2020 was made by Director Berman 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

X. Adjournment

At 7:18 p.m. a motion was made by Director Kearns and seconded by Director Kiefer to adjourn the meeting. The motion was approved by voice vote. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: None.

Respectfully Submitted:



Bill Hellyer
Secretary