

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, JUNE 16, 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 May 19, 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

No changes.

V. Public Comments

Emilia Ritchie said she represents Plum Creek Condos and spoke about daily noise. She has been complaining since 2011. She spoke about how slow the Residential Sound Insulation Program (RSIP) is. She complained that Plum Creek is not included in the first phase and said new windows will not help because she can't sit on her balcony or walk around outside.

VI. Hearing and Reports

A) Treasurer's Report

Director Saewert said we are in first month of the fiscal year which represents 8.33% of the total budget, operating revenues are at 9.57% of the budget and expenses are at 5.46% of the budget.

B) Interim Executive Director's Report.

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

- ➔ Operations last month were up to 9300. This is the third month within the past twelve months over 9000 operations.
- ➔ Fuel is at its highest consumption in the past twenty years. Twelve-month total is just under 7,000,000 gallons.
- ➔ Customs operations are 29 which is the average since December. Canada makes up approximately 50% of our customs operations traditionally.
- ➔ Residential Sound Insulation Program – We hosted a meeting on June 2nd, 448 applications have been received and the pilot phase designs for nineteen homes have begun.
- ➔ US Customs facility update – Concrete is being poured, utilities are being finalized, drywall installed, furniture, signage and landscaping are all on track. Completion is expected early September. Yesterday had a coordination meeting with the FAA, CBP and the Control Tower.
- ➔ Atlantic Hangar 43 is on schedule. The inside of the hangar is being finished. The survey is complete and fuel farm permits are in progress.
- ➔ Hangars 5 and 6 – Some issues were found with the HVAC system. Improvements will be made.
- ➔ George hosted the quarterly FBO meeting at the CBP facility.
- ➔ The Noise Complaint Dashboard was shown which summarizes the noise complaint calls that were received in May and shows trends. There were 39 total complaints. Callers were in Prospect Heights, Wheeling, Mount Prospect, Buffalo Grove and Northbrook. There were 13 unique complainants, and most were during the day.
- ➔ Upcoming Special Events
 - City of Prospect Heights parade on July 3rd. We will have a float in the parade.
 - Rock 'n' Run the Runway on August 21st.
 - Joint Workshop Meeting on September 22nd with the Village and City.
 - NBAA conference in October.
- ➔ The airport engineering RFQ has been published and responses are due July 1st.

- ➔ Andrew Wolanik participated as an evaluator in the Midway Airport tri-annual full scale emergency exercise.
- ➔ We will be onboarding the new PR firm.
- ➔ The Aviation Academy will be having a strategy meeting in July.
- ➔ Upcoming Meetings:
 - Quarterly GA Users Meeting on July 19th
 - Regular Board of Directors Meeting on July 21st.

Chairman Harris asked for an update on the Nicor work at the new U.S. Customs facility. George said we are communicating with them, and the service meter should be inside the fence.

Director Kearns asked when there will be a security proposal and George answered next month.

C) CMT Engineering Report – Dan Pape

- ❖ The major CMT effort was the submission of rebuild Illinois projects.
- ❖ Working on pavement repairs and remarking.
- ❖ Master Plan update – CMT had a good meeting with the FAA. CMT expressed the concerns about reimbursement.
- ❖ Customs paving is in progress and the next step is the landside parking lot.
- ❖ Nothing new to report regarding Hawthorne water retention.
- ❖ Airfield lighting project – they are coordinating with the state and expect the final designs this week.
- ❖ Good bids were received for pavement repairs. Dan discussed some of the paving items.

Director Saewert asked if when CMT met with the FAA was any Airport staff present. Dan said George was on the ZOOM call.

D) Board Member Comments

- Director Berman said he is happy to see everyone.
- Director Kiefer had no comments.
- Director Lang had no comments.

- Director Kearns said it was nice to see everyone and to see the operations volume. Congrats to the staff for keeping everyone safe with the increased volume during two major construction projects. Thank you to George, Jason and Andrew.
- Director Saewert said he appreciates all the efforts of the team and thanked the trustees and the mayor for his reappointment.
- Director Hellyer congratulated Director Saewert.

E) Correspondence and Chairman's Comments

Chairman Harris thank Penny Merritt, C&S Companies, for the progress on the RSIP.

VII. New Business

A. Presentation – Public Relations;

George spoke about the Public Relations search process and introduced Serafin, Jim Webb and David Just. He said Serafin has good relations with DuPage Airport.

David Just spoke about Serafin's history and give an overview of the firm. He spoke about strategy, planning, media relations, special events, crisis preparedness and management. David will be the point person and giving monthly meeting reports. Jim Webb will oversee. Colleen Dudgeon is the communications consultant. There are ten people at the firm. He spoke about work done for other airport clients.

Director Lang asked how an aircraft incident would be handled. David said he first would need to understand what is happening, then there would be information sharing. Roles and responsibilities would be defined in advance. Director Lang asked where the office is located, and David said River North. Jim Webb added that Serafin is a 24/7 operation and everyone in the office has media experience. Director Lang spoke about the noise issues that need to be addressed and Serafin should work in coordination with RSIP to better explain the programs we are offering. Jim Webb said they plan to work with the airport on that and the public is a critical part of the audience.

Director Kiefer spoke about DuPage Airport and Jim Webb said Serafin will provide the best service.

Director Berman said public communication is important and asked what methods are used to inform people. David said it depends on the nature of the environment and the community they are trying to reach. He said social media, or a newsletter would be on the table. He would not rule anything out.

Director Hellyer asked what Serafin would be paid and George said it would be the same rate that was paid to the prior PR firm.

Director Saewert said CEA is the greatest story and likes they work with other airports. He asked what the onboarding activities will be. David said he will work with George to

familiarize himself, interview staff members and will make recommendations. Jim Webb said the hours worked are open ended and as necessary. A minimum of 20 hours per month will be worked.

Director Kearns asked if they have photographers on staff or do they farm that job out. David said it depends on the production value needed.

B. Resolution 21-022 – A Resolution Authorizing the Payment of Claims;

A motion to approve 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.

C. Resolution 21-023 – A Resolution to Approve a Public Relations Professional Services Agreement with Serafin & Associates, Inc.;

A motion to approve was made by Director Saewert 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.

D. Resolution 21-024 – A Resolution Approving Award of a Contract to Perform Traffic Control Systems for 2021 Airfield Marking;

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.

George explained that this resolution is for markings only.

Director Kearns asked about the base plus alternative one or two. Dan Pape said the budget was lower than base plus alternative one. He spoke about enhanced centerline markings and said they are used at commercial airports; we are not required to have them.

Director Saewert asked what extra maintenance would be needed and George said it the enhanced centerline markings would have to be done on all three runways.

E. Resolution 21-025 – A Resolution Approving the Executive Search Agreement with GovHR USA;

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

VIII. Executive Session – Pursuant to 5 ILCS 120/2 (c) (1), (5), and (21) to discuss the appointment, discipline, performance, or dismissal of specific Employees of the public body, the purchase or lease of real property for the use of 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.

IX. Action Taken from Executive Session

At 7:31 p.m. a motion to return to open 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

A motion to approve but not release Executive Session minutes dated February 19, 2020, April 15, 2020, April 23, 2020, and May 20, 2020, was made by Director Hellyer 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

X. Adjournment

At 7:34 p.m. a motion was made by Director Saewert and seconded by Director Kiefer 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