

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, OCTOBER 20, 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 Saewert and seconded by Director Kearns to approve the minutes from the September 22, 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

George asked for item VII E to IX A. 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 fifth month of the fiscal year which represents 41.67% of the total budget, operating revenues are at 48.27% of the budget and expenses are at 34.9% of the budget. Sikich is here to review the audit and he congratulated the team on a job well done.

B) Interim Executive Director's Report.

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

- ➔ September was a heavy month as far as operations and still maintaining record operations since 2010. We are setting record fuel sales. There were 29 customs operations which are slightly below the pre-COVID average.
- ➔ The U.S. Customs facility ribbon cutting went well. There are a few items on the final punch list and the facility will be operational this week or next week.
- ➔ The pilot phase of the RSIP is moving forward. Construction is expected to begin around mid-March. Noise testing planning for Phase I is beginning and the fourth newsletter will be sent out for December/January.
- ➔ CMT has replied to the FAA comments on the Master Plan/ALP.
- ➔ Airfield projects update:
 - Winter operations preparations have begun.
 - MWRD sewer lining project is ongoing.
 - Removal of Part 77 obstructions continues.
- ➔ Other items of interest
 - TIPS to be covered later in this meeting.
 - The new snowblower was received, however the F250 that is on order is delayed until summer.
 - The General Aviation Users meeting was well attended on Monday.
 - The Atlantic fuel farm relocation project is in progress.
 - George, Andrew and Norm will be attending the Great Lakes AAAE Conference in Rosemont next week.
 - Priester Aviation is having an event to honor Charlies Priester.
- ➔ Noise call data was displayed – There were 39 calls received in September, 17 of them were from Prospect Heights, 12 different people called, and the majority of the calls were daytime flights.
- ➔ Upcoming Meetings & Events
 - November 3 – Regular Board of Directors Meeting
 - November 3 – Joint Workshop Meeting
 - November 15 – Corporate Users Meeting
 - November 25-26 – Thanksgiving holiday and the office will be closed.

Director Berman spoke about the noise complaints and said the hotline recording should tell callers that each phone call equals one complaint.

Director Hellyer asked how much we follow up on the noise calls and George said if they ask for a call back then we call them.

Director Lang said that we should contact the frequent caller from Prospect Heights. Someone who is consistent with calling should be called.

C) Public Relations Report – Jim Webb

- Introduced Lauren Platt who is the new point of contact for our account. Lauren most recently worked for the IL Tollway.
- There were over a dozen media clips covering the Customs Ribbon cutting event.
- The airport marketing fact sheet was utilized at the NBAA conference and will be distributed further.
- Working on the emergency communication plan.
- Spoke about Young Eagles free flight days – the last one for this year is this Saturday and they are planning media coverage.

D) CMT Engineering Report – Dan Pape

- ❖ This month the focus was on the development of TIPS.
- ❖ The circle to land approach issue is an ongoing dialog with the FAA. There are a few divisions that are odds with each other so it is an ongoing internal discussion.
- ❖ They worked on revisions to the Plant Rd platification which will be going to the Village of wheeling.
- ❖ They are continuing discussions regarding the Master Plan with regional FAA staff regarding interpretation of FAA standards and requirements. There is another follow-up call on 11/1.
- ❖ There are only a few punch list items on the Customs facility.
- ❖ Working on administrative items for the rehabilitation of airfield lighting project. They are trying to get the agency agreement. The project construction will begin in the Spring.
- ❖ The pavement repairs project is complete with just a few punch list items to finish.
- ❖ The IL State Capital plan has not been announced yet. We will move forward with whatever is offered.

Director Saewert asked about the annual \$150,000 entitlement amount from the FAA, how it is directed and is it discretional. Dan said it is usually applied to the highest project amount or could go to a reimbursement. It is not discretional and

comes with a letter that says where the FAA is putting it. Director Saewert spoke about the list of projects and said we should try to get the money as reimbursement for the t-hangars. He asked when it will be done, and Dan said it is authorized to start and the Airport will submit a letter and there is a multi-step process.

E) Board Member Comments

- Director Berman said that NBAA was insightful, and he learned a lot. The conference was way bigger than he thought it would be.
- Director Kiefer – no comments.
- Director Lang – no comments.
- Director Kearns agreed with Director Berman’s comments and thanked the team for their work at NBAA. He gave a shout out to Jason who responds to work emails on the weekends and thanked him.
- Director Saewert attended the Customs ribbon cutting and thanked everyone who attended. He said the media coverage was great and he thanked Serafin.
- Director Hellyer agreed with all the prior comments.

F) Correspondence and Chairman’s Comments

Chairman Harris agreed with prior comments about the Customs facility event. He thanked CMT, 845, Camosy, Department of Homeland Security and Northbrook Bank and Trust for making the building possible with funding. He said the dedication plaque is hung. He spoke about the history of the airport and the Inter-governmental Agreement (IGA). He spoke about attorney Chuck Thomas who recently passed away and was involved with drafting the IGA.

VII. New Business

A. TIPS Discussion – Dan Pape

Dan said the staff presented well to IDOT and the power point presentation that Andrew created was complimented. The principal changes were some pavement work at the t-hangars and eliminating hot spots.

Chairman Harris asked what the timeline is for submittal and Dan said the document is submitted on December 17th but it can be changed any time.

Director Kiefer asked if any of the TIPS program is set in motion and he would like to see projects are more readily funded pushed to the front of the list. Dan replied that the TIPS program is structured for that.

Director Kearns noted that the number one project is the Residential Sound Insulation Program and asked how much money has been spent so far. Dan said the current draw is around \$225,000 because it’s only been engineering to this point. George said a letter was

sent outlining delays due to COVID and materials to extend funding. Dan said there are two phases already programmed. Director Kearns spoke about the south parallel taxiway to Runway 12/30 and Dan said it's on the other side of 12/30. George said all hotspots are considered together. The Chairman added there are two more meetings to discuss the TIPS. The Chairman thanked Dan and CMT for the graphic shown and their work.

B. Resolution 21-040 – 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 21-041 – A Resolution Accepting the Comprehensive Annual Financial Report for the Fiscal Year Ending April 30, 2021 and 2020;

A motion to approve was made by Director Hellyer and seconded by Director Saewert. The motion was approved by roll call. Ayes: Directors Hellyer, Kearns, Kiefer, and Lang. Nays: Directors Berman and Saewert. Absent: None.

D. Resolution 21-042 – A Resolution Approving the Amendment to the FY2021 Uniform Inter-governmental Grant Agreement/Coronavirus Aid, Relief and Economic Security Act Grant with the State of Illinois;

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.

George explained that this is the next iteration of the CARES Act with \$205,000 additional funds.

E. A motion to schedule a Special Meeting of the CEA Board of Directors for November 3, 2021 and cancel the regular meeting of November 17 2021 was made by Director Berman 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.

VIII. Executive Session – Pursuant to 5 ILCS 120/2 (c) (1), (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 minutes of meetings lawfully closed under this Act or other matters provided for pursuant to Section 2(c) of the Open Meetings Act.

At 6:57 p.m. motion to move in Executive 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.

At 7:53 p.m. a motion to return to open session was made by Director Berman and seconded by Director Saewert. The motion was approved by voice vote. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: None.

IX. Action Taken from Executive Session

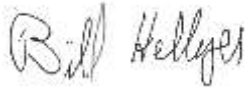
A. Resolution 21-043 – A Resolution Approving Employment Agreement for New Executive Director;

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.

X. Adjournment

At 7:56 p.m. a motion was made by Director Berman and seconded by Director Saewert 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