

**JOINT WORKSHOP MEETING MINUTES**  
**Wednesday, November 3, 2021**

Chicago Executive Airport Board of Directors  
City of Prospect Heights City Council  
Village of Wheeling Board of Trustees

Hilton Chicago/Northbrook, Northbrook, IL 60062

**I. Open Workshop**

**A. Call to order by CEA Chairman Harris**

The meeting was called to order at 7:01 p.m.

**B. Pledge of Allegiance** - Chairman Harris led those in attendance in the Pledge of Allegiance.

**C. Roll call** confirmed the following:

Chicago Executive Airport: Recording Secretary Elizabeth Colht took roll call. Directors Berman, Hellyer, Kearns, Kiefer, Lang and Saewert were present.

City of Prospect Heights: Deputy Clerk Karen Schultheis took roll call. Mayor Helmer, Aldermen Cameron, Dash, Dolick, Morgan-Adams, and Quinn were present.

Village of Wheeling: Village Clerk Kathryn Brady took roll call. President Horcher, Trustees Lang, Papantos, Ruffatto, and Vito were present. Trustee Krueger and Vogel was absent.

**D. Welcome and Opening Remarks**

Chicago Executive Airport Chairman Harris welcomed guests, officials, and residents. He spoke of how this was the first time meeting in two years due to Covid-19. He stated how the airport is strong and self-sustaining due to the success of the staff with strong leadership. He welcomed the new Executive Director, Jeff Miller.

City of Prospect Heights Mayor Helmer said he is convinced that this is the best and greatest airport in the State of Illinois. The new U.S. Customs building has continued to make us a full-service airport.

Village of Wheeling President Horcher agreed that we have a wonderful airport. The new U.S. Customs building is an amazing statement to the international community. Waiting to see what next big steps the airport takes.

**E. Citizens Comments and Concerns**

Steve Neff stated that he is a former Noise Committee Member and welcomed the new Executive Director, Jeff Miller. Discussed the metrics for the noise complaints with regards to the 10pm-7am part 150 study and the 10 decimal penalty for flights during that time, but

the Chicago Executive Airport study was 10pm-6am. Proposed to widen runway 12/30 to help with the noise over residences.

**F. State of the Airport and Major Projects Update Presentation by Director of Economic Development & Strategic Planning, George Sakas and Director of Finance, Jason Griffith**

George welcomed the new officials in attendance and spoke about the vision and mission statement. Since this report is given in November, it will include 2020 and 2021 records for a year of review.

- Annual Operations
  - 96,325 flight operations – setting more than 10-year-old records.
  - 250 based aircraft which is an important figure because the State considers this when setting priorities.
  - 318 Customs operations which has grown since covid-19 pandemic started.
  - 7.76 million gallons fuel flowage annually which indicates a strong business climate.
- Our tenants consist of three FBOs, jets, turboprops and helicopters, there are 142 piston aircraft and six flight schools on the field.

Jason Griffith presented about Airport Finances.

- Chicago Executive Airport remains financially self-sufficient.
- The airport is not a taxing body.
- We maintain a self-imposed reserve fund for our capital needs.
- Chicago Executive Airport received \$157k in CARES funds in the 2021 fiscal year.
- Fiscal year 2021-Total Revenue about \$4.87 million, total expenses about \$3.54 million with 17.4% being transfers to a reserve fund leaving a net income of about \$1.3 million.
- Revenue is generated by 62.1% of long-term leases, T-hangars, tiedowns, individual hangar space; 26.3% for fuel flowage fee which varies due to the amount of fuel the FBOs buy; and other fees such as U.S. Customs and permits that makes up the remaining 11.6%.
- Chicago Executive Airport should also receive an addition \$205K in CARES funds.
- Budgeted fiscal year 2022- Total Revenue about \$5.11 million, total expenses about \$5.08 million with 14.4% being transfers to a reserve fund leaving a net income of about \$30K.

George presented the economic impact, community, and projects of the Airport.

- The Airport updated our Economic Impact study. Total annual economic activity generated from the airport businesses is \$441 million; 2,134 jobs with a \$139 million payroll; and \$4.1 million in annual tax revenue to the state and local taxing bodies.
- Residential Sound Insulation Program (RSIP) – George stated that 457 applications have been received from homeowners. To date we have spent \$685,000, and it should be reimbursed by the FAA at 100% for this phase. FAA guideline for the Pilot phase for noise abatement had us test 10 single family homes: 9 qualified. This week we are doing final measurements for those qualified homes to have installation

to begin March 2022. In 2022, the full program will begin, noise sample testing for apartments and condominiums will start this November. The 4<sup>th</sup> quarter newsletter to be published soon, along with an information meeting on December 1<sup>st</sup>.

- Community event Rock ‘n’ Run the Runway was very successful this year. We try to participate in all the events with our snow brooms on display. Aviation Academy had a limited schedule with Covid-19, but they are back in person. It is a collaboration with District 214 and Lewis University where they come to the SW T-hangar for class and exposure to aviation world. Young Eagles is a real community event where general aviation users volunteer to offer free rides to children 6-18 years of age a free ride in an aircraft.
- Community impact with buying locally for equipment, supplies, and hire for services and trades. We continue to hire locally for the summer interns that attend nearby aviation colleges. We also partner locally with Chicago Executive Airport staff helping other airports with Safety Training Events such as at Midway Airport.
- New U.S. Customs facility is almost complete with the last few punch-list items and expect to clear our first aircraft in the next week. Customs has been low, due to Canada’s lockdown which is normally 50-60% of our clearances.
- FAA emphasizes safety and we are currently working on obstruction removal and trimming of trees and bushes. Each year we do pavement remarking and repairs. For the wildlife, we have multiple avenues available with Brie the dog, eagle dispersal, and testing aero laser project.
- \$2.5 million has been awarded from FAA to fund the updating of our airport lighting system. The underground system is about 40 years old and needs to be done first, then the above ground lights.
- Re-survey the airport to combine property PINs for a more accurate property tax.
- State infrastructure grant to be awarded. We will be awarded \$800,000 for a project.
- New equipment to be ordered. Computer network to be upgraded. Airport security system to be upgraded.
- Master stormwater drainage study for regional detention improvement.
- Aviation Academy with Dist. 214 and Lewis University to have an event with the Governor’s office in May 2022 to promote STEM and aviation.
- Welcome Jeff Miller, Executive Director, for Chicago Executive Airport. Jeff said a few welcoming remarks. Only a few days and is looking forward to this opportunity.

#### **G. Village Trustees and City Aldermen: Questions and Comments**

- Trustee Papantos asked about the CARES funds usage and if there were any restrictions. Jason stated that we just received word of those funds and it will be discussed in the next fiscal budget coming up soon with no word on any restrictions.
- Trustee Papantos asked about the RSIP program and testing in the Plum Creek apartments. Penny Merritt, C&S Companies, responded that 30% of each building for apartments are tested. If the 30% fails, then the whole building fails; but for condos it is per each individually owned housing unit.
- Trustee Papantos asked about the Master Plan reimbursement. George responded that it is based on the approval from the FAA of the ALP, which is page three of the master plan. There are continuing discussions about runway 12/30 and current safety

but we believe we should have it approved by the end of the year. Once approved, the first on the ground project for the taxi way reorientation to improve safety is when we can seek reimbursement.

- Trustee Papantos welcomed Mr. Miller.
- Mayor Helmer stated that we have an elite airport and staff but when are we getting a new facility at the airport for Administration and Maintenance. Chairman Harris stated that the Board of Directors agrees and was looking into the option when the U.S. Customs, a non-funded project, needed to be completed soon since it does affect our customers. Since we are a non-taxing entity, we needed to prioritize that project first due to our limited budget. It is in our 5-year capital plan for a new building for the airport as a priority item. Jeff added that during the interview process that a new building was mentioned as a priority.
- Alderman Quinn asked about the Foxboro and Hunt Club apartment buildings for the RSIP project. Penny states that it is FAA guidelines to do individual owned homes/condos first and then apartments.
- Alderman Quinn asked about the 10% decimal penalty for the noise abatement and who pays that penalty. Director Kearns stated it is a noise rating penalty, not a payment penalty. Dan Pape from CMT Engineering confirmed that it was a 10% penalty for any noise that occurs during those night hours. Alderman Quinn asked what we are doing about the night flights as a quality-of-life issue. Chairman Harris stated that it is a long-standing issue. We are allocating millions of dollars for the RSIP project. It will not solve everything, but we are trying to help elevate this issue by committing a significant portion of our budget to the best of our ability. George mentioned that a new \$300K new noise study is coming up soon.
- Alderman Dolick welcomed Mr. Miller.
- Alderman Dolick commented that an increase of usage of runway 12/30 that is over the industrial area and forest preserve could help with the noise issue.
- Alderman Morgan-Adams asked for an update on the 3<sup>rd</sup> runway closure. George stated that the first step is for an environmental assessment, and we plan to put out a request for proposal for it in the next few weeks.
- Mayor Helmer commented that O'Hare's east-west runway has increased the noise issue with their larger jets, and not the aircrafts at Chicago Executive Airport.
- Rich Tibbits commented on the decibels levels and 10 decibels can mean three times louder or quieter. George stated that with the contour map, we still do individual testing for the RSIP program to help with the decibel levels because the map is just a frame of reference.

#### **H. Closing Comments from Chairman Harris, City of Prospect Heights Mayor Nick Helmer and Village of Wheeling President Patrick Horcher**

Chairman Harris has no closing comments, just thank you to the staff for planning and putting this presentation together.

President Horcher thanked the Airport for the information and the evening. Communications between the boards have always been very good, even if we do not always agree. Hope to continue communications and improve the airport.

Mayor Helmer welcomed Jeff Miller and assured him that everyone in this room wants the airport to be successful.

## **II. Adjournment**

City of Prospect Heights: Deputy Clerk Karen Schultheis took roll call for adjournment. Mayor Helmer, Aldermen Cameron, Dash, Dolick, Morgan-Adams, and Quinn agreed.

A motion was made by Village of Wheeling Trustee Ruffatto and seconded by Trustee Papantos to adjourn the meeting. Village Clerk Kathryn Brady took roll call. President Horcher, Trustees Lang, Papantos, Ruffatto, and Vito agreed. Trustees Krueger and Vogel were absent.

A motion was made by Chicago Executive Airport Director Kearns and seconded by Director Hellyer to adjourn the meeting. Recording Secretary Elizabeth Colht took roll call. Directors Berman, Hellyer, Kearns, Kiefer, Lang and Saewert agreed.

Meeting adjourned at 8:10 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Bill Hellyer".

Bill Hellyer  
Secretary