

**CHICAGO EXECUTIVE AIRPORT  
BOARD OF DIRECTORS  
SPECIAL MEETING MINUTES  
WEDNESDAY, NOVEMBER 3, 2021  
HILTON NORTHBROOK/CHICAGO  
2855 N MILWAUKEE AVENUE  
NORTHBROOK IL 60062  
4:00 PM**

**I. Call to Order and Roll Call**

Chairman Harris called the meeting to order at 4:00 PM. Roll call confirmed the following present: Directors Berman, Hellyer, Kiefer, Lang and Saewert. Absent: Director Kearns.

Director Kearns joined the meeting at 4:05 pm.

Also in Attendance:     Jeffery Miller - Executive Director  
                              George Sakas – Director and Director of Economic Development  
                              Jason Griffith – Director of Finance  
                              Elizabeth Colht - Recording Secretary  
                              Andrew Wolanik - Airport Operations & Maintenance Supervisor  
                              Norm Mackey - Airport Maintenance & Operations Coordinator  
                              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 Kiefer and seconded by Director Saewert to approve the minutes from the October 20, 2021, Regular Board Meeting. The motion was approved by voice vote. Ayes: Directors Berman, Hellyer, Kiefer, Lang and Saewert. Nays: None. Absent: Director Kearns.

**IV. Changes to the Agenda**

None.

**V. Public Comments**

None.

**VI. Hearing and Reports**

**A) Treasurer's Report**

Director Saewert said that since this meeting has an early month date, the October financials will be ready for the next Board Meeting in December.

## B) Director of Economic Development and Strategic Planning – George Sakas

George reported on the following:

- ➔ October numbers so far indicate that we are maintaining record operations since 2010. Fuel sales, U.S. Customs and Noise reports will be sent when available.
- ➔ Flight Aware helps track aircrafts flight origins and destinations. In the 2<sup>nd</sup> and 3<sup>rd</sup> quarters combined we served 1,254 airports.
- ➔ U.S. Customs facility had a covid-19 protocol due to outsourced labor. Building is once again allowing work on the final punch-list items this week and pending first clearance.
- ➔ RSIP to be reported in full during the Joint Workshop.
- ➔ Master Plan/ALP had a biweekly zoom with the FAA focusing on runway 12/30 and current operational issues. FAA is issuing good direction in progress and another meeting is scheduled on November 17, 2021.
- ➔ Airfield projects update:
  - Winter equipment and operations preparation.
  - MWRD sewer lining project is ongoing.
  - Removal of Part 77 obstructions continues.
- ➔ Other items of interest:
  - TIPS to be finalized by next Board Meeting on December 15, 2021, it needs to be sent to the FAA by December 17, 2021.
  - Noise complaints have not been finalized for October 2021. The outgoing message was changed and clarifies noise complaint procedure.
  - Atlantic fuel farm relocation project is in progress.
  - WTTW channel 11, Geoffrey Baer, will be filming pledge drive spots at Hawthorne Aviation on Thursday, November 11.
- ➔ Jeffrey Miller, new Executive Director, continued onboarding. There will be some resolutions in the December regular Board meeting to have access as primary on accounts.
- ➔ Upcoming Meetings & Events:
  - November 15 – Corporate Users Quarterly Meeting.
  - November 25-26 – Thanksgiving holiday and the office will be closed.

- December 1 – RSIP Quieter Home Information Meeting.
- December 13 – FBO Users Quarterly Meeting
- December 15 – Regular Board Meeting and Annual Photos.

**C) Public Relations Report – Lauren Platt**

- Young Eagles event in October 2021 was well attended with good press coverage and hoping to build on it for 2022.
- U.S. Customs ribbon cutting is still getting some media coverage and questions.
- Airport marketing fact sheet has been distributed and should continue to be circulated.
- Emergency communication plan will be a continuing discussion.
- Press release for the new Executive Director, Jeffrey Miller, was well received.
- 2022 work plan in motion with discussions with leadership.

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

- ❖ Welcome new Executive Director, Jeffrey Miller.
- ❖ TIPS program is currently getting FAA feedback and there will be a future discussion with the Executive Director.
- ❖ State capital program has not been announced.
- ❖ No internal FAA action on circle to land approach to Runway 34.
- ❖ Master Plan is working through some technical details that the FAA has requested to work through the requirements.
- ❖ Airfield lighting project paperwork agency agreement is in progress, and we should see the documents in a few weeks.

Director Saewert asked about the Master Plan and ALP being decoupled. Dan stated that it is not a formal decouple but the FAA will pursue the final approval for the ALP but mitigations for an independent 12/30 runway safety area study will be required; it will be a condition for the Master Plan approval. Dan said the FAA is not going to hold up the ALP approval. George stated that the current conditions for runway 12/30 have been the same for 30 years.

**E) Board Member Comments**

- Director Kiefer said welcome to Jeff Miller. Thank you, George, for all the work in the interim and he is really excited about TIPS and moving forward.

- Director Hellyer said welcome Jeff and thank you George and the rest of the staff. Glad and excited for Jeff to join.
- Director Lang said welcome Jeff. Great time for the airport and new leadership has new ideas for the airport that we have not thought of. Welcome Andrew, Norm, and Elizabeth to the meeting.
- Director Kearns said welcome Jeff and we are excited for all the opportunities. Also, apologized for running late to the meeting.
- Director Saewert said welcome Jeff and that our future is so bright. Andrew and Norm welcome. Thank you, George, for all that you have done.
- Director Berman said welcome Jeff and excited for the future that you bring. George, thank you for your work and for the staff for stepping up.

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

Chairman Harris said welcome Jeff and thanked Elizabeth for the Board meeting and Joint meeting.

### **VII. New Business**

#### **A. TIPS Discussion – Dan Pape**

Dan said it is the same program that was passed around at the last meeting but cleaned up and readable.

Director Kearns asked about item 8, land acquisition reimbursement for runway safety area. Dan stated that it could open a reimbursement opportunity when coupled with the runway safety study.

Chairman Harris clarified with George that the Board has time to look at this TIPS list until the December 15 meeting and can approve it at that time.

Director Lang stated that he wanted Jeff's opinion on the TIPS prior to the next meeting. Dan stated that a meeting is scheduled with Jeff next week to look into the TIPS list.

#### **B. Resolution 21-044 – A Resolution Authorizing the Payment of Claims;**

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.

Chairman Harris clarified with George about the future payments in regard to the large gap between meetings.

#### **C. Resolution 21-045 – A Resolution Approving Renewal of Airport Insurance Policies;**

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

Jason introduced Mr. Nadr from Arthur Gallagher Insurance to discuss our policy. Long lasting relationship with Gallagher with our renewal increasing 4.4% which is less than the 10-15% average at other locations. Increase on new property and the new U.S. Customs building was added and other buildings on the airfield were also reevaluated. We recommend that EMAS needs an updated replacement cost to add to the policy. No fee changes this year, or in the last ten years. George added that the EMAS replacement was slated at \$9.6 million for both ends.

Director Kearns asked about vehicle and aircraft policies that would collide with the EMAS for the coverage. Mr. Nadr clarified that larger aircrafts would have the policy to cover the repairs to the EMAS, but small aircrafts and vehicles may only have a small liability and then the EMAS policy would cover the rest.

Chairman Harris had a question for Jason about the environmental liability insurance and when that is paid out. Jason states that it gets paid every 3 years, but in accounting system it gets expensed each year. Mr. Nadr states that it is recommended every 3 years because it is cheaper than a yearly amount.

Director Saewert asked about cargo liability of \$5 million but we are not a cargo facility. Mr. Nadr said that it would be a board range of coverage, so it is part of our overall coverage and not an extra item.

Director Saewert asked about a hangar keeper policy clarification. Mr. Nadr stated that it was more incidental because we own the hangar but not because the airport oversees moving the aircrafts; we have \$100 million coverage.

Director Kearns mentioned that we need to add Jeff Miller as an insurance driver for the airport.

D. Resolution 21-046 – A Resolution Approving the 2022 Regular Meeting Schedule of the Chicago Executive Airport Board of Directors;

A motion to approve was made by Director Kiefer 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.

Chairman Harris asked for clarification of the October 2022 Board Meeting date and George said that it was altered to help coordinate with NBAA.

**VIII. Executive Session** – Pursuant to 5 ILCS 120/2 (c) (1) and (6) to discuss the appointment, discipline, performance or dismissal of specific employees of the public body, the sale or lease of property owned by the public body and other matters provided for pursuant to Section 2(c) of the Open Meetings Act.

At 4:43 p.m. motion to move in Executive Session 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.

At 5:08 p.m. a motion to return to open session was made by Director Hellyer 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**

None.

**X. Adjournment**

At 5:13 p.m. a motion was made by Director Berman 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