

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, DECEMBER 15, 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, and Lang. Director Saewert joined the meeting via phone. Absent: None.

Also in Attendance: Jeff Miller – Executive Director
George Sakas – 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

Executive Director, Jeff Miller, asked to have item VII. H. removed from the agenda. The meeting date will be kept at 1/19/22. There were no objections to the change.

V. Public Comments

Steve Neff, a Wheeling resident, spoke about Heritage Park and said Buffalo Creek runs through it. He spoke about the wetland that was developed there, the wild birds and fish. He spoke about a jet he witnessed being de-iced on the runway pad and expressed his concern about run off into the creek. He also saw the airport maintenance crew spraying weeds along the creek which concerns him. He would like charging stations for electric vehicles at the airport and would like the airport to buy electric vehicles. He spoke about the noise testing at his house.

VI. Hearing and Reports

A) Treasurer's Report

Director Saewert had Jason Griffith deliver the Treasurer's Report. Due to the timing of the November meeting the financials were not available for the meeting, Jason presented October and November reports. October would have been 50% of the budget, operating revenues were at 58.58% and operating expenses were at 41.35%. November is the seventh month of the fiscal year which is 58.3%, operating revenues were at 68.73% of the budget and operating expenses are 47.63% of the budget.

Director Kearns asked about a difference he noticed between the Dashboard accounts receivable, and the financial report accounts receivable. Jason explained the financial report is as of the end of the month and the Dashboard is as of the Friday before the board meeting, so it is more up to date.

B) Executive Director's Report.

Executive Director, Jeff Miller, reported on the following:

- ➔ November total operations of were 8,756. The 12-month total is nearly 100,000 operations which is a record since 2008.
- ➔ Fuel flowage was 794,819 gallons for November. The 12-month total is 8.2 million gallons which is 75% above average.
- ➔ There were 32 U.S. Customs operations in November, and the 12-month total is 352 operations.
- ➔ Some of the things currently working on:
 - The U.S. Customs facility still has several punch list items to complete and will hopefully be operational by the end of the month or the beginning of January.
 - We held the quarterly RSIP meeting on December 1st and the next meeting will be on March 2nd.
 - We have received a verbal and written approval on the Master Plan/Airport Layout Plan and it should be signed off on by the second week of January.
 - Airfield projects
 - The sewer lining is pending and will be re-bid because the one bid received was significantly higher than anticipated.
 - The lighting project is delayed for a year because the State missed the 90-day deadline to accept the bid.
 - The Atlantic Aviation fuel farm permitting is ongoing and will be installed below ground.

- Hawthorne is working on soil samples for the XXB development.
 - The Airport staff is reviewing financial and property management software.
- ➔ We received an Economic Impact Study from the State of Illinois and their numbers were in line with the study the Airport had done. The study shows the significant impact of the airport to the community, the state, and the national airspace system.
- ➔ Public Relations Report
 - WTTW was here doing pledge drive spots in the hangar showing off CEA.
 - Working on opportunities to highlight recently awarded infrastructure dollars from the state and thanking state legislators.
 - Serafin will work with the Executive Director on 2022 planning.
 - An upcoming project is the emergency and crisis communication planning.
- ➔ Noise call data was displayed – There were 37 calls received in October, the majority were from Prospect Heights and were daytime flights. In November there were 29 calls, also mostly from Prospect Heights and during the day.
- ➔ The Airport map was shown highlighting the capital improvement projects over the next five to six years that are on the TIPS.
- ➔ Upcoming Meetings & Events
 - December 24-27: Christmas holiday and the office will be closed.
 - December 31: New Year’s holiday and the office will be closed.
 - January 10: Quarterly meeting with our General Aviation partners.
 - January 17-21: NBAA Schedulers and Dispatchers conference – Jeff and George will be attending. (*NOTE: This conference has been postponed to April 5-7.*)
 - January 19: Regular Monthly Board of Directors Meeting.

Director Lang asked about the economic impact comparison with DuPage Airport. Jeff explained that DuPage has a significant amount of non-aeronautical income from property that the airport owns around the airport. Aeronautical income was very similar to ours.

Chairman Harris asked about the state failing to respond on the bid. Jeff explained that the IL Department of Transportation failed to sign off on the bid and he does not know why. He and CMT have a meeting with the State. He said that we are not the

only airport that this has happened to. Currently there are no other projects waiting for approval.

C) Director of Economic Impact – George Sakas

- The State of IL Economic Impact Report and the Airport Economic Impact Report figures are within 5% of each other. Director Lang asked if there will be any adjustment to the figures for people working from home. George said no because the models do not account for that. Jeff added that individuals working from home are still represented dollars.

D) CMT Engineering Report – Dan Pape

- ❖ Justification sheets for year one of projects for TIPS are being prepared. The sheets go into more detail on the projects and tweak cost estimates.
- ❖ The State capital program and preliminary list of projects was announced. Chicago Executive Airport was awarded two projects.
- ❖ The Federal infrastructure program was signed by the President. CMT thinks it will appropriate \$740,000 - \$750,000 annually for five years.
- ❖ The airspace was approved for the obstruction lights for the circle to land approach. Working with the airport on installation details.
- ❖ The ALP was approved with some conditions. The runway safety areas will need to be studied.
- ❖ The airfield lighting project will be delayed. IDOT has staffing challenges. CMT and Jeff Miller are going to Springfield to meet with IDOT.

Chairman Harris asked what the impact of the ALP approval will have on TIPS. Dan said the hot spot project is important, is a triggering event and the project can move ahead. The ALP approval is a huge step for the implementation of the capital program.

E) Board Member Comments

- Director Hellyer had no comments.
- Director Saewert had no comments.
- Director Kearns wished everyone happy holidays and said he is happy the 94th property is on the agenda. He thanked Chairman Harris and George for their work obtaining the property.
- Director Lang agreed with Director Kearns' comments and wished everyone happy holidays.
- Director Kiefer had no comments.

- Director Berman said happy holidays and thanked the staff for their work.

F) Correspondence and Chairman's Comments

Chairman Harris spoke about the value of private aviation and about the great job the new executive director Jeff Miller is doing. He is excited about 2022 and he wished all happy holidays.

VII. New Business

A. Residential Sound Insulation Program Avigation Easement Discussion;

Jeff Miller said that he and Penny have had conversations about the avigation easement options and would like to present a recommendation to the board. Penny Merritt, C&S Companies, explained that the avigation easement purchase option is only given if the home is in the noise contour but does not qualify for sound insulation. The monetary value discussed is \$2,000.00. If the home is in the noise contour and they qualify for sound insulation, then sound insulation is the only option for the homeowner. Jeff would like to bring this recommendation to the board for approval next month.

Director Lang said the monetary number seems low. Penny said it is an average amount and most programs she has worked on are either \$2,000.00 or \$2,500.00.

Chairman Harris asked what the estimated dollar amount for avigation easements would be. Penny said there are approximately 2,700 homes inside the 65 dnl noise contour. Approximately 20% or 500 homes will not qualify for sound treatment and could take advantage of the avigation easement. Chairman Harris said it is not a perfect solution but the goal was to help as many people as possible and offering something to people.

Director Kearns asked for clarification on rental apartments. Penny said that privately owned condos would be a \$2,000.00 payment to each owner. An apartment building would be one \$2,000.00 to just the owner of the building.

B. Resolution 21-047 – A Resolution Authorizing the Payment of Claims;

A motion to approve was made by Director Lang 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 21-048 – A Resolution Approving a Professional Services Agreement with Wild Goose Chase, Inc.;

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

D. Resolution 21-049 – A Resolution Approving Authorized Signers for the Chicago Executive Airport Financial Institutions;

A motion to approve was made by Director Kiefer 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.

E. Resolution 21-050 – A Resolution Approving the Preliminary TIPS FY 2023-2027 Program for Chicago Executive Airport;

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.

F. Resolution 21-051 – A Resolution Approving Budget Amendment;

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.

Jason explained that the budget had a line item with an expense amount of \$200,000.00 and we are increasing it with guidance to \$1.1M.

G. Resolution 21-052 – A Resolution Approving the Purchase and Sale Agreement for Vacant Land on Tower Road;

A motion to approve was made by Director Lang 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.

H. Removed from agenda.

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

At 6:44 p.m. motion to move in Executive Session was made by Director Hellyer and seconded by Director Kiefer. The motion was approved by roll call. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: None.

At 7:38 p.m. a motion to return to open session was made by Director Saewert and seconded by Director Berman. 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 7:39 p.m. a motion was made by Director Kiefer and seconded by Director Berman 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:

A handwritten signature in cursive script that reads "Bill Hellyer". The signature is written in black ink and is positioned directly below the text "Respectfully Submitted:".

Bill Hellyer
Secretary