

**CHICAGO EXECUTIVE AIRPORT  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
WEDNESDAY, SEPTEMBER 21, 2022  
THE WESTIN CHICAGO NORTH SHORE  
601 N MILWAUKEE AVE.  
WHEELING, IL 60090  
4:00 PM**

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

Chairman Court Harris called the meeting to order at 4:02 PM. Roll call confirmed the following present: Directors Berman, Hellyer, Kiefer, Lang and Saewert. Absent: Director Kearns.

Also in Attendance:     Jeff Miller - Executive Director  
                              George Sakas – Director of Economic Development  
                              Jason Griffith – Director of Finance  
                              Andrew Wolanik – Director of Operations & Maintenance  
                              Elizabeth Colht- Recording Secretary  
                              Tom Lester – Attorney

**II. Pledge of Allegiance**

Chairman Harris led those in attendance in the Pledge of Allegiance.

**III. Recognition Ceremony**

Chairman Harris recognized Megan Harte and 845 Design Group for the award-winning design of the US Customs and Board Protection Facility. It was awarded the 2022 General Aviation Architectural Project of the Year from the American Association of Airport Executives. From January 2019 to now, it has cleared 1,392 international flights from 586 airports in 41 countries. We thank you for your patience and partnership in creating a facility that was designed for the modern passenger.

**IV. Approval of Minutes**

A motion was made by Director Berman and seconded by Director Saewert to approve the minutes from the August 17, 2022, Regular Board Meeting. The motion was approved by voice vote. Ayes: Directors Berman, Hellyer, Kiefer, Lang and Saewert. Nays: None. Absent: Director Kearns.

**V. Changes to the Agenda**

None.

**VI. Public Comments**

No public comments.

**VI. Hearing and Reports**

## A) Director of Finance Report

Director of Finance Jason Griffith delivered the Treasurer's Report and said August is the fourth month in the fiscal year which means we should be at 33.33% of the budget. Operating revenues were at 36.98% and operating expenditures were at 26.49% for August.

## B) Executive Director's Report.

Jeff Miller reported on the following:

- ➔ August total operations were 10,032 which is 2% above July but 5% below August 2021. The 12-month total is 99,019 operations.
- ➔ Fuel flowage was 739,874 gallons for August which is 63% above the average August since 2010. The 12-month fuel flowage is 8.39 million gallons.
- ➔ There were 37 U.S. Customs operations in August, Annual Customs totals are 492. Averaging about 40 clearances per month.
- ➔ Noise call data was displayed showing 81 noise complaints from last month which is up from last August. 50 of the complaints were reports from the same person.
- ➔ Some of the things currently working on:
  - The Residential Sound Insulation Program
    - 609 applications received to date.
    - RS&H has formally requested Air Traffic Control flight tracks.
    - The airport is having bi-weekly meetings with the FAA regarding re-bid the next round of sound insulation.
  - Construction Projects
    - Materials have been ordered for the airfield lighting project. We still anticipate spring/summer start timeline for this project.
    - East Quad ramp and Wolf access road construction (Rebuild Illinois Act) scheduled for Summer/Fall 2023.
    - MWRD sanitary sewer lining scheduled for Spring 2023.
    - Hawthorne Hangar 22 is scheduled to start construction in October 2022.
    - Physical fence line security enhancements beginning on Wolf and Hintz Roads.
    - Atlantic fuel farm planned to be fully operational by November/December 2022.

- Other items
  - RFP responses received for Hangar 5/6 and Hangar 11 and are under review.
  - Parcel 70 Development RFP published and reviewing submissions.
  - Master Drainage Study RFQ being finalized for publication on September 9, 2022.
  - Exhibit A RFP being finalized and coordinating with the State.
  - Circle to lang has been approved, restrictions have been removed.
  - Virtower flight tracking system online with backup and all GEO fences in place.
  - Security/access system installation scheduled to conclude at the end of September.
- ➔ Public Relations Report
  - Q3 PR planning and programming is ongoing.
  - Serafin is working with staff on social media calendars.
  - The new 2022 5k Run the Runway video is being finalized and 2023 5k planning has begun.
  - Serafin worked on the legislative letter formatting to the State of Illinois asking for improvements with other General Aviation Airports.
- ➔ Upcoming Meetings & Events
  - Monday, October 10, Office is closed for Columbus Day.
  - Wednesday, October 12<sup>th</sup> is the next monthly Board Meeting
  - Tuesday, October 18 to Thursday, October 20 is NBAA conference in FL.
- ➔ A photo of the CEA hosted AAAE, IPAA and IAC event was shown.

### **C) Board Member Comments**

- Director Kiefer congratulated 845 Design on their well-deserved award. We are all proud and the US Customs facility looks great.
- Director Hellyer had no comments.
- Director Saewert very proud of the work that was done on the US Custom facility.
- Director Berman had no comments.
- Director Lang questioned if Jeff has spoken to the person who made the 50 noise complaints. Jeff stated that he has spoken with the person numerous times. The person is not within the 65 decibel contour and clarified what the airport is allowed to do and what the FAA is allowed to do.

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

Chairman Harris had no comments.

## **VII. New Business**

A. Resolution 22-036 – A Resolution Authorizing the Payment of Claims;

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

B. Resolution 22-037 – A Resolution Approving a Purchase Agreement for the Wolf Road Vacant Property;

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

Jeff mentioned a spelling typo on the actual resolution- Wold to Wolf correction.

C. Resolution 22-038 – A Resolution Approving Exhibit A: Property Map IDOT Program Letter;

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, Kiefer, Lang, and Saewert. Nays: None. Absent: Director Kearns.

Jeff mentioned that it is a new process that allows him to sign any documents for Exhibit A and Airport Layout Plan, for surveying the property.

## **VIII. Adjournment**

At 4:22 p.m. a motion was made by Director Lang and seconded by Director Berman to adjourn the meeting. The motion was approved by voice vote. Ayes: Directors Berman, Hellyer, Kiefer, Lang, and Saewert. Nays: None. Absent: Director Kearns.

Respectfully Submitted:



Bill Hellyer  
Secretary