

**CHICAGO EXECUTIVE AIRPORT  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
WEDNESDAY, OCTOBER 12, 2022  
1020 S PLANT RD  
WHEELING, IL 60090  
6:00 PM**

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

Chairman Court Harris called the meeting to order at 6:01 PM. Roll call confirmed the following present: Directors Berman, Hellyer, Kearns, Kiefer, Lang and Saewert. Absent: None.

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. Approval of Minutes**

A motion was made by Director Berman and seconded by Director Lang to approve the minutes from the September 21, 2022, Regular Board Meeting. The motion was approved by voice vote. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: None.

A motion was made by Director Saewert and seconded by Director Berman to approve the minutes from the September 21, 2022, Joint Workshop 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**

None.

**V. Public Comments**

Rob Mark, Vice President of Chicago Executive Pilot’s Association, invited the Board of Directors and everyone to attend Jeffrey Miller’s State of the Airport talk on Wednesday, November 9<sup>th</sup>.

James Loerzel stated his concern for the rent rate increases for the general aviation aircraft t-hangars leases. Raising the rent by the full CPI seems steep and that they should be used

more as guidelines. The airport should be run more like a non-profit since there is a 16% surplus of revenue currently and the airport should not pay down debt ahead of schedule. The surplus should go into next year's budget.

## **VI. Hearing and Reports**

### **A) Director of Finance Report**

Director of Finance Jason Griffith delivered the Treasurer's Report and said September is the fifth month in the fiscal year which means we should be at 41.67% of the budget. Operating revenues were at 45.79% and operating expenditures were at 32.55% for September.

### **B) Executive Director's Report.**

Jeff Miller reported on the following:

- ➔ We are welcoming two new employees to Chicago Executive Airport:
  - Krista Coltrin- Administrative Manager.
  - Kim Mueller- Property Accountant.
- ➔ September total operations were 9,998 which is negligibly below August 2022 and 5% below September 2021. The 12-month total is 98,507 operations.
- ➔ Fuel flowage was 727,713 gallons for September which is 2% below August 2022, but 2% above September 2021. The 12-month fuel flowage is 8.4 million gallons.
- ➔ There were 38 U.S. Customs operations in September. Annual Customs totals are 501. 1 more than August 2022 but 9 above September 2021.
- ➔ Noise call data was displayed showing 117 noise complaints from September 2022. 59 of the calls were made by 1 person from Prospect Heights. 9 people requested call backs.
- ➔ Some of the things currently working on:
  - The Residential Sound Insulation Program
    - 609 applications received to date.
    - Semi-weekly meetings with the FAA continue; the FAA stated they are 95% done with their review of the RSIP responses.
    - First Noise Exposure Map (NEM) update community meeting is November 15<sup>th</sup> at the Ramada Inn; Notices will be published.
  - Construction Projects

- Construction permit for Hawthorne hangar is approved, pending groundbreaking.
  - Atlantic Fuel Farm is moving forward.
  - MWRD pre-bid walk through is completed.
  - Working on training tenants and punch list for new security system.
- Other Items
  - Annual TIPS meeting in Springfield outlining priorities.
  - Master Drainage study RFQ published this week.
  - Exhibit A RFQ being finalized.
  - Inquiring quotes for insurance renewal.
  - Hangar 7: Cessna 310 to be auctioned, helicopter back rent paid and removal pending November, Piper being donated to Lewis University D 214 classes.
- Other Projects
  - Maintenance is preparing for winter weather.
  - Received skid-steer snowblower that was ordered over a year ago.
- ➔ Public Relations Report
  - Illinois Secretary of Transportation Omer Osman visited CEA.
    - Legislative letter has been reviewed by the Secretary.
    - Quarterly meeting will be hosted by the Secretary to update and streamline IDOT/IDA processes.
  - New Serafin Public Relations Representative for CEA is Scott Burnham.
  - The Airport attended District 214 Transportation Day event.
- ➔ Upcoming Meetings & Events
  - Tuesday, Wednesday October 18-19 NBAA-BACE Annual Conference.
  - Tuesday, November 15 NEM Update Open House.
  - Wednesday, November 16 Board of Directors Meeting.
  - Thursday, Friday November 24, 25 Thanksgiving Holiday - Office is closed.

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

- Director Berman welcomed Krista Coltrin and is looking forward to working together.
- Director Kiefer welcomed Scott Burnham and Krista Coltrin and wished them luck.
- Director Lang no comment.
- Director Kearns thanked Lauren Platt from Serafin for her amazing work as our Public Relations Representative. Welcomed Scott Burnham and Krista Coltrin. Glad that our US Customs numbers are coming back up.
- Director Saewert welcomed Krista Coltrin and excited for her aviation and community background.
- Director Hellyer welcomed the team.

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

Chairman Harris thanked Elizabeth Colht for her tremendous work. Excited for Secretary Omer Osman visit and what it can do to help the Airport. It was the 1<sup>st</sup> visit to a GA Airport in Illinois and he has made a commitment to attend quarterly meetings with the Airport. District 214 building is helping students towards aviation, and it has some cool stuff in it.

## **VII. New Business**

### **A. Discussion of TIPS FY 2024-2028 Program for Chicago Executive Airport;**

Jeff Miller explained that we have until Wednesday, December 14 to submit the TIPS to the state of Illinois. We have programed RSIP each year for \$2 million until 2028, then it increases to \$2.5 million, for cost of inflation. Funding has been set aside to follow the Airport Layout Plan (ALP) to move the tiedown spaces from SE corner to NE corner for relocation of Airport Administration and Maintenance building. Discussions with the State Director of Aeronautics reconfirmed the verbal agreements made with the previous management for the 90%, 5%, 5% split; we should see the initial reimbursement for the first phase. The airport was awarded an extra \$763,000 for the next 5 years. Airfield lighting should occur in the spring 2023.

Director Kearns discussed item 5 the potential reimbursement for the acquisition of a portion of runway 34 end RSA for clearing and fencing which occurred over ten years ago and the likelihood to receive the reimbursement. Jeff stated typically with reimbursements you are competing against other priority items on your airfield to get funding. The first chunk from the ALP reimbursement is moving forward and a priority.

Chairman Harris asked about Jeff's meeting with the state for TIPS about the major additions or subtractions from the list. Jeff said the major item that was added was RSIP and it being added to multiple years. It seemed like a cooperative conversation with the State. We want to manage expectations with the list and reimbursements. We are in a good spot and the funding opportunities are there.

Doug Klonowski from CMT commented that the Airport has received over \$74 million in federal and state funds from 2000-2022; among other reliever airports it is more than double. Director Saewert asked for clarification on if it was pledged or disbursed and Doug confirmed it was disbursed.

Director Kiefer asked for a list of projects that we were pledged grants but have not been disbursed and a list that will never received the disbursements. Jeff stated that we have those items listed; we are competing against ourselves for funds for projects since we only have \$150,000 entitlement.

Director Kearns asked for clarification of the \$150,000 entitlement. Jeff summarized FAA re-authorization happens every 5 years; next one is 2023 and it is an over 20-year-old established amount. GA airports normally get \$1 billion from the \$3.3 billion FAA airport improvement funds, generated from user fees and aviation systems. We are using our voice, as the GA User Airports in Illinois, as a collective since we are in all the congressional sectors; we can try to help get more funding for the airports.

Director Saewert asked what the \$150,000 entitlement can be used to accomplish. Jeff stated the FAA says you can follow the Airport Improvement Program (AIP) Handbook but with a caveat- if you reimburse yourself first, then the FAA can say you that you may not need funds for another project on the airfield. Director Saewert agreed with Director Kiefer to get an aging list on reimbursements and expenses. Jeff said that we are targeting to get reimbursements for the Master Plan first but maintaining efforts for all of them.

Chairman Harris asked if the reimbursements are listed as assets on the Capital Budget and Jason Griffith stated that they were on the cash report. Chairman Harris would like a clarification on which reimbursements we will never get, since it will be a more accurate picture of our cash.

B. Resolution 22-039 – A Resolution Authorizing the Payment of Claims;

A motion to approve was made by Director Kearns 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.

C. Resolution 22-040 – A Resolution Approving the purchase of two Administration Vehicles not to exceed \$133,00.00;

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.

Jeff mentioned the price change on the agenda as stated \$130,000 to \$133,000 which includes delivery fees. We are getting additional Administrative Vehicles, not removing any; we did check on leasing, but purchasing was more cost effective.

D. Resolution 22-041 – A Resolution Approving a lease for Hangar 11 with Hawthorne Global Aviation Services;

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.

**VIII. Executive Session- Executive Session** – Pursuant to 5 ILCS 120/2 (c) (1), (6), and (21) 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 the minutes of meetings lawfully closed under this Act.

At 6:43 p.m. a motion to move in Executive Session 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.

At 8:01 p.m. a motion to return to open session was made by Director Berman and seconded by Director Kearns. 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**

There was no action taken.

**X. Adjournment**

At 8:02 p.m. a motion was made by Director Saewert 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