

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, NOVEMBER 16, 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 6:00 p.m. Roll call confirmed the following present: Directors Hellyer, Kearns, Kiefer, Lang, and Berman. Director Saewert joined by phone at 6:05 p.m. 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
 Kim Mueller – Property Accountant
 Krista Coltrin - Recording Secretary
 Tom Lester – Attorney

II. Pledge of Allegiance

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

III. Recognition Ceremony

Elizabeth Colht, Chicago Executive Airport Administrative Assistant, was honored with a plaque, thank you and good luck wishes from each of the Directors and Chairman for her seven years of employment and devotion to the Airport. In particular, she was credited for her development and growth of the annual Run the Runway 5K event. She will be employed by the American Academy of Dermatology.

IV. Approval of Minutes

A motion was made by Director Lang and seconded by Director Berman to approve the minutes from the October 12, 2022, Regular Board Meeting. The motion was approved by voice vote. Ayes: Directors Director Berman, Hellyer, Kearns, Kiefer, Lang, and Saewert. Nays: None. Absent: None.

V. Changes to the Agenda

None.

VI. Public Comments

Michael Haupt spoke on behalf of the Aviation Explorers program, thanking Chicago Executive Airport for its hospitality and use of the facility. He also described the benefits of the program for high school and college-aged students. Chairman Harris thank Mr.

Haupt for his continued work with the program. *Mr. Haupt's full dialogue is attached at the conclusion of these transcripts.*

VII. Hearings and Reports

A) Director of Finance Report

Director of Finance Jason Griffith delivered the Treasurer's Report and said October is the sixth month in the fiscal year which means we should be at about 50% of the budget. Operating revenues were at 56.46% and operating expenditures were at 38.93% the year.

B) Executive Director's Report

Jeff Miller reported on the following:

- ➔ Welcome to Kim Mueller, the new property accountant who will be reporting to Jason Griffith and assisting with billing. She is familiar with the airport having previously worked for Priester Aviation.
- ➔ Employee development includes:
 - Congratulations to Director of Operations & Maintenance Andrew Wolanik for becoming a Certified Member with the American Association of Airport Executives.
 - Tim Latendresse, Felix Santiago, and Darrin Chuboff are now Certified Airfield Professionals in Aircraft Lighting through ADB Safegate.
- ➔ October total operations were 9,705 which is 3% below September 2022 but 7% above October 2021. The previous 12-month total is 99,133 operations, which is almost 69% above the average month of October since 2010.
- ➔ Fuel flowage was 817,987 gallons for October, which is 12% above September 2022 and 2% above October 2021. The previous 12-month fuel flowage is 8,416,758 gallons, which is 78% above the average month of October since 2010.
- ➔ There were 47 U.S. Customs operations in October, which is 9 more than both September 2022 and October 2021. The previous 12-month annual Customs total was 510, which is 10 clearances above the average month of October.
- ➔ Noise call data was displayed showing 84 noise complaints in October, with 56% of the calls made by one person in Prospect Heights and five people requesting a call back.
- ➔ The Residential Sound Insulation (RSIP) Program
 - 611 applications received to date.
 - CEA is meeting semi-weekly with the FAA for the timeline to re-bid the next round of sound insulation.

- The first Noise Exposure Map (NEM) Update community meeting was held on Tuesday, November 15, 2022.
- ➔ Construction Projects include:
 - The Hawthorne Aviation hangar groundbreaking is pending.
 - The Atlantic Aviation fuel farm vehicle overhang has been completed.
- ➔ Other items include:
 - Joint working group meetings between airports, National Air Transportation Association, and the American Association of Airport Executives are beginning in an effort to address federal legislation.
 - The Master Drainage Study RFQ was published and closes on November 21, 2022.
 - The Exhibit A RFQ is being finalized.
 - The phone system is being upgraded from analog to Voice Over Internet Protocol (VOIP).
 - The Wheeling Police Department is utilizing Hangar 7 for training exercises.
 - Updates to aircraft currently stored in Hangar 7 include:
 - One bid has been received on the Cessna 310 currently up for auction.
 - The helicopter has been removed.
 - The Piper is being donated to Lewis University for use with Township High School District 214 classes.
- ➔ Public Relations Report
 - Staff from Serafin attended the NEM Update public workshop on November 15, 2022.
 - Staff from Serafin are working with airport staff to produce materials for an aviation legislative day in Springfield, Illinois.
 - Q4 planning is underway.
- ➔ Upcoming Meetings & Events
 - The CEA office will be closed Thursday, November 24 and Friday, November 25, 2022, in observance of Thanksgiving.
 - The CEA Holiday Party is Thursday, December 1, 2022.

- On Wednesday, December 8, 2022, CEA staff will attend the Chicago Area Business Aircraft Association's annual Toys for Tots Holiday Party.
- The next monthly Board of Director's Meeting will be held on Wednesday, December 14, 2022.

C) Board Member Comments

- Director Kearns noticed that a 6-month principal payment was made on the loan for the U.S. Customs building. He asked if, going forward, principal payments would be made monthly. Finance Director Griffith replied that, starting December 1st, the payments are automatic per the agreement.
- Considering recent staff turnover, Chairman Harris requested that staff continue to support programs such as the Explorers.

D) Correspondence and Chairman's Comments

- Director Hellyer welcomed Kim Mueller to the organization and thanked Executive Director Miller for presenting staff development as a welcome addition to the board meetings. He also said "goodbye" to Elizabeth.
- Director Kearns returned from NBAA encouraged by the focus on sustainable fuels and new technologies that the aviation community is trying to address.
- In relation to the noise complaints, Director Lang noticed more comments regarding run-ups at the corner of the airport near Hintz Road. He asked if there is a way to address the situation as he recognizes that smoke and smell is generated during the run-ups. Executive Director Miller requested that staff follow up with the control tower regarding possible changes to procedure and to report back to the Board.
- Director Kiefer had no comments.
- Director Berman also welcomed Kim Mueller as a new staff member and said "goodbye" to Elizabeth. He seconded Director Kearns' enthusiasm for advancements in sustainable fuel and aeronautics.
- Director Saewert thanked Elizabeth Colht for her contributions to the organization and wished her the very best in her new employment opportunity.
- Chairman Harris welcomed Kim Mueller and recognized Krista Coltrin in her first night as recording secretary. He requested that both new employees offer fresh insight into current processes. He also mentioned his excitement regarding the possible legislative date with elected officials.

VIII. New Business

A. Resolution 22-042 – A Resolution Authorizing the Payment of Claims

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.

Director Kearns questioned a payment to MB Companies of \$4,000 for a wet audit. Finance Director Griffith responded that the company has been paid for their trained staff to inspect and maintain the new Airport 15 snowblower.

B. Resolution 22-043 – A Resolution Authorizing the Blu Petroleum Payment of Claim

A motion to approve 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.

Executive Director Miller explained that this resolution is for payment of diesel fuel which exceeded the \$25,000 cap, and now requires Board approval. Coupled with the increasing cost of fuel, staff is monitoring the potential for a diesel shortage in the U.S. and has purchased enough to ensure operations heading into winter operations. In response to Director Kiefer's question, Executive Director Miller indicated that Blu Petroleum is a new vendor. OPS & Maintenance Director Wolanik responded to Director Lang that, depending on weather conditions, 6,500 gallons of fuel should support airport operations for approximately half the winter.

C. Resolution 22-044 – A Resolution Approving Annual Airport Insurance Policies

A motion to approve was made by Director Lang 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.

Executive Director Miller explained that, after review by several insurance carriers, the Airport's insurance policy is "on par" with what is required as an airport. There are general increases in costs with this year's renewal. Rob Nadr from Gallagher Insurance commented on various aspects of the policy, including an additional \$5 Million in property coverage based on the EMAS and new U.S. Customs building. Auto and crime coverages were flat. However, due to revenue increases, coverage for public officials went up slightly. The cost of liability coverage is going up across all businesses. Although the worker's compensation went up on the payroll total, the rates came down which translated into a significant decrease in the worker's compensation policy.

Director Kearns received confirmation from Mr. Nadr that the coverage for public officials is based on a percent of revenues and is standard in the industry. Director Kiefer asked about how our employees are doing related to safety and lost time. Mr. Nadr indicated that the airport is trending in the right direction with a good, safe operation. The EMR (Experience Modification Rate) is good at .77. Director Kiefer commended the team for safe operations.

Director Saewert asked for a breakdown of insurance pricing based on each of the properties that the Airport owns. Gallagher can provide the breakdown. Director Saewert also asked about liability coverage of the airport for leased or subleased hangar properties. Mr. Nadr indicated that the FBOs are responsible for direct liability coverage. The Airport is covered for indirect liability exposure to the full limit at \$100 Million if the airport is brought into a settlement.

Director Kearns inquired about cyber insurance, to which Executive Director Miller indicated that it will be a separate policy which Finance Director Griffith is researching.

IX. Executive Session - Pursuant to 5 ILCS 120/2 (c) (6) to discuss the sale or lease of property owned by the public body

At 6:39 p.m. a motion to move in Executive Session was made by Director Berman 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.

At 8:18 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.

X. Action Taken from Executive Session

A. Recommendation for a Budget Amendment in the Amount of \$715,000 to Pay Certain Real Estate Taxes to be Presented to the Village of Wheeling and the City of Prospect Heights for Final Approval.

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.

XI. Adjournment

At 8:21 p.m. a motion was made by Director Kearns and seconded by Director Hellyer 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

CEA BoD 2022/11/16

Michael Haupt

Good Evening,

I'm here representing the Aviation Explorers to thank Chicago Executive for their hospitality allowing us to use this room for our meetings.

For those of you not familiar with Aviation Explorers, we are a coeducational program for high school and college age youth. Our goal is to provide youth with a realistic view of aviation careers. Meeting twice a month, half the meetings are instructional about various aspects of flight. For the other meetings, we have speakers discuss their careers in aviation such as: aerospace engineering, aircraft mechanics, air traffic control, and airport administration.

An optional flight program through our sponsor, Windy City Aviation, offers Explorers four one-hour flights per year at a deeply discounted rate. This enables students to decide whether or not they enjoy flying before making a huge commitment to a university aviation program.

The Explorers have an option to spend the entire week at the big EAA airshow in Oshkosh with about 200 other Explorers from around the country. Each person volunteers three hours a day parking airplanes and keeping spectators from walking on an active taxiway. The rest of the time they have full access to all the airshows, exhibits, and speakers during the week.

After two years of Zoom meetings, we have a large active group of about two dozen youth, half of them just joined last month. They come from 18 different high schools as far away as Evanston and the University of Chicago Lab school to Huntley and Racine.

Five of our recent Explorers recently began flying for regional airlines. One past member is now an Aerospace Engineer for Boeing and started a new Explorer Post in the St. Louis area.

Once again, we thank you for your continuing support and welcome Board members and others who are interested to attend one of our meetings and see us in action.