

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, JANUARY 19, 2022
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, Lang and Saewert. 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 Kearns and seconded by Director Saewert to approve the minutes from the December 15, 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

None.

V. Public Comments

None.

VI. Hearing and Reports

A) Treasurer's Report

Jason Griffith delivered the Treasurer's Report. December is the eighth month of the fiscal year which is 66.67%, operating revenues were at 79.38% of the budget and operating expenses are 55.48% of the budget.

B) Executive Director's Report.

Executive Director, Jeff Miller, reported on the following:

- ➔ December total operations of were 6,905. The 12-month total is 99,524 operations which is a record since 2008.
- ➔ Fuel flowage was 787,247 gallons for December. The 12-month total is 8.3 million gallons.
- ➔ There were 50 U.S. Customs operations in December, and the 12-month total is 373 operations. The numbers are showing a recovery from 2020 for international flights.
- ➔ Some of the things currently working on:
 - There is one last item that is being worked on at the U.S. Customs and Border Protection facility. When completed the facility will open.
 - The pre-construction test results have been received for the Residential Sound Insulation Program. Sixteen out of the 18 homes tested have been approved and the results will be sent to the FAA. Penny added, testing was done on multi-family units as well and the results were good.
 - The Master Plan and Airport Layout Plan will be signed by the end of January. This process has been delayed due to staff changes at the IL Department of Transportation.
 - The airfield lighting project is out for re-bid.
 - Staff is conducting security vendor meetings and will have a recommendation prepared for approval at the March Board of Directors meeting.
 - Planning for this year's Run the Runway has begun and will be ongoing. There have been some good changes for the event this year such as different shirts and medals.
 - Concerns have been talked about regarding 5G wireless service and interference with the Instrument Landing System (ILS). Chicago Executive Airport is not on the list of airports that will have any possible interference.
 - Welcome to WAir, the newest flight school and aircraft maintenance shop who moved into Hangar 10. They are the seventh flight school on the field.
 - Hawthorne has submitted their concept design for Hangar 22 to the Village of Wheeling.

➔ Public Relations Report

- The airport's economic impact report and the new Hawthorne hangar were both mentioned in the local news.
- The staff met with Serafin to discuss emergency procedures to improve communication.

➔ Noise call data was displayed, and Jeff said that he and Penny met with some residents who complain about the noise frequently.

➔ Upcoming Meetings & Events

- Saturday, January 29th the airport will be exhibiting at the Chicago Aviation Expo which is organized by the 99s.
- Monday, February 14th will be the next quarterly Corporate Users Meeting.
- Wednesday, February 16th will be the next Regular Board of Directors Meeting.
- Monday, February 21st is Presidents Day, and the office will be closed.

Director Kearns asked for some more detail on the 5G issue and does it impact altimeters on jets and piston aircraft. Jeff said most of the news coverage is regarding commercial flight impacts and we do not anticipate any problems because we have category one ILS. The FAA doesn't really know if 5G will have any impact on flight operations, but they are being on the safe side. To Chicago Executive Airport the impact should be minimal or none.

Chairman Harris asked about a resident who called multiple times last month about noise. Jeff explained that this is a neighbor to the south of the airport and he and Penny met with her. He talked to ATC about the departures over her house and they cannot direct the pilots to do anything different.

C) CMT Engineering Report – Dan Pape

- ❖ Capital projects – the kickoff meeting will be with the State on February 1st.
- ❖ Obstruction lights will be solar powered and CMT met with the airport staff to work on the details.
- ❖ Working on this year's pavement repairs projects with Andrew.
- ❖ They are continuously engaging with the FAA regarding the Master Plan and had a meeting with the airport staff on the implementation of the plan.
- ❖ The airfield lighting project bids will be received Friday. Four bidders asked for bid packets.

D) Board Member Comments

- Director Hellyer had no comments.
- Director Saewert had no comments.
- Director Kearns thanked airport operations staff for keeping the airport open during the freezing rainstorm recently.
- Director Lang shared that the Hawthorne Hangar 22 project went over very well at the recent Village of Wheeling meeting, and he thanked George for his work on this project and for coming to the meeting to show his support.
- Director Kiefer had no comments.
- Director Berman said Happy New Year.

E) Correspondence and Chairman's Comments

Chairman Harris had no comments.

VII. New Business

A. Initial FY23 Budget Discussion;

Jeff said that we are in the beginning phases of budget planning, and it has been a good year for the airport. We are actively pursuing new financial property management software and will present an option at the March Board of Directors meeting.

Jason said rates and fees will be evaluated and the staff is making lists of needs for the new budget. We are working through the process of determining capital needs.

Jeff spoke about the reserve funds that are in place and how those funds are used for planning projects. The safety related projects will happen. The airport will be asking legislators for help with other projects the airport could do. We have plenty of time to work with the board to define the financial mission for five to ten years down the road.

Director Lang commented about the building and land fund and asked if it needs to be increased. Jeff said that the fund will be depleted by the 94th Aero Squadron land purchase but there are no other land acquisitions on the horizon. Director Lang said we've talked about surveillance and Jeff said we have talked to several companies, and it could be implemented this year. He spoke about geo fences and tracking systems. Since 2020 ADSB is required on all aircraft. He is talking to a third company for a quote. Surveillance is for security but also potentially for financial reasons.

Chairman Harris said this is Jeff's first budgeting process here but he knows that he has plenty of experience. Jeff replied that he is happy the budget process is starting early and there will be items on February and March agendas.

Director Saewert spoke about increasing the property repairs fund and Jeff said, yes, we are looking at true costs of maintaining and repairing the hangars.

B. Resolution 22-001 – 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, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: None.

C. Resolution 22-002 – A Resolution Approving an Avigation Easement Purchase Option for the Chicago Executive Airport Residential Sound Insulation Program;

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

Jeff spoke about the \$2,000.00 avigation easement payment. He said the 16 out of the 18 homes tested qualified for sound insulation and two homes will get the avigation easement purchase option which is compensation for not being eligible for sound insulation. Penny said the homes that qualify will not have the option to choose the avigation easement and will have to take the new windows.

Director Kearns asked why some homes do not qualify for sound insulation. Penny said a lot of furniture and things inside the homes can absorb noise or they may already have new windows.

Director Berman asked what is done to educate people who take the avigation easement and Penny explained the resident is given the documents ahead of time which state that if the resident participates in the avigation easement, then they are not going to bring a lawsuit against the airport. Director Berman asked if residents who take the sound insulation also sign an avigation easement and Penny said yes. An avigation easement is signed if the resident takes sound insulation or if they do not qualify for sound insulation and they take the \$2,000.00 payment.

Director Kiefer asked what happens when someone who took the avigation easement sells their house. Do they have to notify the buyers? Attorney Tom Lester answered, yes, it is a recorded legal document that is part of the title process.

Director Hellyer asked what the impacts of taking the avigation easement are and do residents really understand the documents they are signing? Penny said it is a permanent easement on the property which carries over to a new owner and the homeowner will not be able to successfully win a lawsuit against the airport. Jeff added that it allows people to have access to something compensatory, but aircraft can still fly over their home. Penny said that residents are informed they do not have airspace rights. Chairman Harris said that we are giving the homeowners the option. Penny confirmed that the homeowner does not have to take the windows or the money. She said the residents can read all the documents ahead of time, the documents are explained, and some homeowners take the documents to their lawyer.

Director Lang asked Penny if in her experience that people are happy with the sound insulation. Penny said, yes, people have been satisfied and there is a very noticeable difference in the noise.

D. Resolution 22-003 – A Resolution Authorizing the Executive Director to Execute Project Documents;

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.

Jeff gave a summary of the resolution and clarified that no authority will be taken from the Board of Directors. The Board of Directors approves the program intent letter from the State first and this resolution authorizes Jeff to execute documents quickly to keep the process moving forward in between monthly board meetings. Jeff would inform the board of his approval of documents and of any dollar adjustments. There is precedence for this policy set at other airports.

Director Kearns asked for Attorney Tom Lester's comments. Tom said we worked through this process for this resolution and that's why the program intent letter is approved by the Board of Directors in the beginning. This allows the project process to be streamlined.

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 and to discuss the minutes of meetings lawfully closed under this act for purposes of approval.

At 6:40 p.m. motion to move in Executive Session was made by Director Berman 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 7:16 p.m. a motion to return to open session was made by Director Saewert and seconded by Director Hellyer. 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

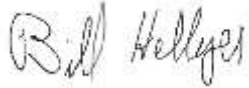
Director Kiefer moved and Director Berman seconded a motion to approve but not release executive session minutes from the meetings dated July 21, 2021, August 18, 2021, September 8, 2021, October 20, 2021, November 3, 2021, and December 15, 2021. The motion was approved by roll call. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, Lang, and Saewert. Nays: None. Absent: None.

Director Saewert moved and Director Lang seconded a motion to approve and release executive session minutes from the meeting dated September 22, 2021. The motion was approved by roll call. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: None.

X. Adjournment

At 7:20 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:

A handwritten signature in cursive script that reads "Bill Hellyer".

Bill Hellyer
Secretary