

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, APRIL 21, 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 via Zoom at 6:00 PM. Roll call confirmed the following present: Directors Berman, Hellyer, Kearns, Kiefer, Lang and Saewert. Absent: None.

Also in Attendance: Jamie Abbott – 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 March 17, 2021 Regular Board Meeting. The motion was approved by roll call. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: None.

IV. Changes to the Agenda

There were no changes to the agenda.

V. Public Comments

None.

VI. Hearing and Reports

A) Treasurer's Report

Director Saewert said we are in the eleventh month of the budget which is just under 92% of the year. Revenues were 96.7% and expenses were at 95.3%.

B) Executive Director's Report.

Executive Director, Jamie Abbott, reported on the following:

- Operations – March had the highest fuel flowage total ever on record. Operations are approaching 80,000 annual operations.
- Residential Sound Insulation Program (RSIP) update – 439 applications have been received from residents. Noise testing of the first round of homes is complete and the test results will arrive the first week in May. The data will be used to decide the next step of the program.
- The Airport Budget was passed by the City of Prospect Heights and the Village of Wheeling.
- Summer interns have been hired and will start work at the beginning of May.
- On Monday we held the quarterly GA Users meeting. Residents from the t-hangars attended.
- Rock ‘n’ Run the Runway is set for August 21st. We are planning to hold the 5K run and 1 mile walk as usual, and registration will open June 1st.
- U.S. Customs and Border Protection facility update – The water main has been installed, the RFP for furniture is being advertised and the brick exterior is almost complete. July 4th is the expected completion date. We will be setting a date for the ribbon cutting.
- Hangar 43 update – the steel frame is mostly complete, and a late summer completion is expected.
- The Noise Complaint Dashboard was shown which summarizes the noise complaint calls that were received in March and shows trends. There were 28 total complaints. Callers were in Prospect Heights, Wheeling, Mount Prospect and Glenview.
- Upcoming Events
 - 5/17 – Corporate Users Meeting via Zoom.
 - 5/19 – Regular Board of Director’s meeting via Zoom
 - 5/31 – Memorial Day – Office Closed

Director Lang shared that the Village of Wheeling Memorial Day parade is cancelled for this year.

Director Kiefer commented about the number of noise complaints last month in Prospect Heights and asked what the cause might be. Jamie said it could be the change in wind direction in the Spring. Director Kearns added that it looked like it was one person making all the complaints in Prospect Heights.

Chairman Harris asked who attended the GA Users Meeting. Jamie said there were t-hangar tenants and one member of CEPA. The topics were typical such as upcoming construction and operations impacts.

Director Saewert asked about the status of the security plan review. Jamie said that the project will move forward now that the budget has been approved and he hopes to have some information by the next month's meeting.

C) Director of Economic Development – George Sakas

- ❖ Atlantic Hangar 43 – The fuel farm permit is pending. The fuel farm may not be complete by the time the hangar is complete.
- ❖ Hangars 5/6 – The water system upgrades are complete, and we are moving ahead with bathroom updates. There is one office remaining to rent.
- ❖ Events – Next week presenting at the Great Lakes AAAE Economic Development Conference online. George is also involved with the Fall AAAE conference which will be an in-person event in Rosemont.
- ❖ FYE 2022 Budget implementation.
 - i. RFQ for Public Relations has been published and sent out.
 - ii. Economic Impact assessment update will be done.
 - iii. Runway 6/24 Environmental Assessment
- ❖ Property Inventory 2021 will be updated.
- ❖ Chicago Department of Aviation – Security Center tour with Andrew and Jamie. George noted that the Chicago Department of Aviation has been very helpful to us a number of times recently.

D) CMT Engineering Report – Dan Pape

- ❖ The general engineering focus has been working to advance the circle to land approach.
- ❖ Working on developing the program for airfield pavement repairs.
- ❖ IPAA virtual legislative meeting today – the Associate Director of Aeronautics gave updates – the IL state program will be announced next week. He will report on it.
- ❖ There are three primary CARES programs for grants. PWK received two of the three which are for operational costs. The third grant amount will be announced in May.

- ❖ Programming on the FY22 project letters will be sent out earlier than in the past, maybe in May.
- ❖ Master Plan – CMT did resubmit after comments from the FAA
- ❖ U.S. Customs – the water vault is installed. The water quality facility will be installed next week. Ramp and parking lot paving within the next few weeks.
- ❖ Working with Hawthorne on permits.
- ❖ Preparation for the airfield lighting project.

Director Kearns asked about the IL grant monies. Will the priorities follow the TIPS sheet, and will new snow equipment qualify? Dan said CMT submitted projects that they think will be good and yes, the snow equipment will qualify.

Chairman Harris asked if the maintenance projects will be done in August during Rock ‘n’ Run the Runway. Jamie said that the event airport closures will be taken advantage of to do maintenance at the same time.

Director Saewert spoke about the sewer rehabilitation and said it would be helpful to know when the runway closures will be and the impact to operations. Dan said initial comments have been given to the contractor and most of the work will be done at night.

E) Board Member Comments

- Director Berman had no comments.
- Director Hellyer had no comments.
- Director Kearns said the golf outing for the Scholarship Assistance Fund Dollars for Scholars will be on August 16th. Proceeds give scholarships to deserving kids from our community for college.
- Director Kiefer had no comments.
- Director Lang had no comments.
- Director Saewert thanked Jason and Jamie for their work on the budget and thanked the Village of Wheeling and City of Prospect Heights officials for their approvals of the budget.

F) Correspondence and Chairman’s Comments

Chairman Harris thanked the Chicago Department of Aviation for their partnership. Good luck to George on his presentation. He is hoping to have in-person meetings starting in May. He reminded the directors to complete their Cook County Economic disclosures form that is due May 1st.

VII. New Business

A. Election of Officers: Chairman Harris said that the nominations for this year's officers are Director Kearns for Vice Chairman, Director Saewert for Treasurer and Director Hellyer for Secretary.

A motion to approve was made by Director Lang 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.

B. Resolution 21-013 – A Resolution Authorizing the Payment of Claims;

A motion to approve was made by Director Kearns 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.

C. Resolution 21-014 – A Resolution Approving the Sale of Surplus Personal 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, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: None.

Jamie described the property and explained the process.

D. Resolution 21-015 – A Resolution Approving a U.S. Government Lease for Real Property Agreement to the New U.S. Customs and Border Protection General Aviation Facility;

A motion to approve was made by Director Lang 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.

Jamie explained the standard agreement for user fee airports from U.S. Customs. This new agreement is necessary for the new facility. Attorney Tom Lester said the government dictates the terms.

Director Lang asked if the Atlantic office space will need any remodeling work after Customs moves out. Jamie does not think so, but he will confirm with Mike Kurgan.

Director Kiefer asked if there will be any costs to moving Customs from Atlantic to the new facility. Jamie said there is not a lot to move, and the Airport staff will take care of moving anything.

E. Resolution 21-016 – A Resolution to Award a Contract to Milieu Landscaping for Grounds Maintenance Services at Chicago Executive Airport;

A motion to approve was made by Director Hellyer 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

There was no Executive Session.

IX. Action Taken from Executive Session, if required

None.

X. Adjournment

At 6:46 p.m. a motion was made by Director Kearns and seconded by Director Berman to adjourn the meeting. The motion was approved by roll call. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: None.

Respectfully Submitted:

A handwritten signature in black ink that reads "Bill Hellyer". The signature is written in a cursive style with a large initial "B" and a distinct "H".

Bill Hellyer
Secretary