

**CHICAGO EXECUTIVE AIRPORT  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
WEDNESDAY, MAY 18, 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: George Sakas – Director of Economic Development  
Jason Griffith – Director of Finance  
Andrew Wolanik – Director of Operations & Maintenance  
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 Berman and seconded by Director Saewert to approve the minutes from the April 20, 2022, 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) Director of Finance Report**

Jason Griffith delivered the Treasurer’s Report. April is the last month of the fiscal year which is 100%, unaudited operating revenues were at 118.87% of the budget and unaudited operating expenses are 87.00% of the FY22 budget.

**B) Executive Director’s Report.**

In Jeff Miller’s absence, Director of Economic Development and Strategic Planning, George Sakas, reported on the following:

- ➔ April total operations of were 7,550 which is 14% above the average April. The 12-month total is 100,948 operations.
- ➔ Fuel flowage was 666,573 gallons for April which is 33% above the average April. This is the sixth month over 8 million gallons for annual rolling total fuel.
- ➔ There were 57 U.S. Customs operations in April, 63% above the April average. Annual Customs totals are 418.
- ➔ Noise call data was displayed showing 32 noise complaints from last month. The previous month there were 28 complaints. More noise complaints are received during the summer months because residents open their windows.
- ➔ Some of the things currently working on:
  - The Residential Sound Insulation Program (RSIP) Update – 536 applications have been received. In the Pilot Phase all nine homes have started construction. Two of the homes are waiting for backordered products which should be in next week. Good responses from the homeowners on the new windows and doors. Design and second visit/design package review appointments have been completed. The bid advertisement will be in mid-June, the bid opening will be at the end of June. The next newsletter is ready to be sent out and the next RSIP Update meeting is June 1<sup>st</sup>.
  - Airfield Projects
    - The annual pavement repairs and remarking awards are on the agenda for approval.
    - The lighting project work is pending materials delivery. There was a pre-construction meeting.
    - Circle to land Runway 34 obstruction lights will be installed soon. The procedure will not be able to be used until the FAA does a check ride and approves it.
    - Next Spring MWRD sewer relining will be done next spring.
  - Other items
    - New IT services, ProxIT is onboarding.
    - Jeff and George attended and presented at the AAAE National Economic Development Conference.
    - Master Plan implementation plan was just received from CMT. The Airport has already been working on projects in the Master Plan.

- New aerial photography of the airport has been done and we have 150 new photos.
- The IDOT Secretary of Transportation visit has been delayed and will be rescheduled.
- We had the Corporate Flight Department quarterly meeting on Monday, May 16<sup>th</sup>. Attendees were most interested in the circle to land approach.
- The aviation career video is being worked on by District 21. The draft video will be shared with the directors.
- Run the Runway registration is open, 178 participants have registered. We cap the event at 575 participants. The banners posted around the airport were displayed.

➔ Public Relations Report

- We are planning recognition ceremonies for individuals who have gone above and beyond for Chicago Executive Airport. We will take nominations for future honorees. The nomination process will be formalized soon. Our first recognition will be at the June board meeting.
- The economic impact piece was submitted for publishing in the Journal and Topics Progress 2022 special edition.
- Continued working with staff on Run the Runway sponsorship materials, outreach and social media.
- Working with Jeff on planning and programming to get the news out about all the good things the airport is doing.

➔ Upcoming Meetings & Events

- Saturday, May 21 – EAA Young Eagles Event
- Monday, May 30 – Memorial Day Holiday – Office closed
- Wednesday, June 1 – RSIP Update Meeting
- Monday, June 13 – Quarterly FBO Users Meeting
- Wednesday, June 15 – Board of Directors Meeting

Director Berman asked what time the RSIP Update Meeting starts at, and George said 6:00 P.M.

Director Kearns asked when Phase 1 construction will begin and are they all single-family homes? Penny said construction will begin in early Fall 2022 and they are all single-family homes because more multi-family units are needed to sign up and be tested.

Chairman Harris asked what the average construction cost is for each Pilot Phase home construction. Penny said the average is \$35,000-\$40,000 per home for the typical home size.

### **C) CMT Engineering Report – Kyle Peabody**

- Kyle reported on the following:
  - i. Circle to land – CMT will survey when the light pole is up.
  - ii. Hawthorne Phase 2 permit plans have been submitted to the Village of Wheeling for the flood plain and stormwater detention.
  - iii. Attended the MWRD sanitary meeting regarding the sewer relining project.
  - iv. Updated Airport gate diagrams and maps for Airport Operations team.
  - v. Airfield lighting project – will check in with contractor and keep the project on track.
  - vi. Meeting with the FAA regarding the new airfield lighting control system equipment in the control tower cab. They will coordinate with them to complete the work inside the tower.
  - vii. Airfield pavement repairs and remarking bids were under budget.

### **D) Board Member Comments**

- Director Berman had no comments
- Director Kiefer had no comments.
- Director Lang had no comments.
- Director Kearns had no comments.
- Director Saewert spoke about the RSIP. He is thankful for Penny, her efforts and the fact that the program is happening. He said this program is totally voluntary for an airport of our size. He said that the Airport does not take any local tax revenue from the communities, all the money comes from the Airport's customers and tenants, and he is proud that we are voluntarily helping our neighbors. He thanked the board members who started the program. The Airport is a vital cog in the national transportation hub so the Airport will always be here. We wish we had some, but we have no control over the noise. It is part of the FAA's certification processes and it's up to the pilot and flight conditions to make that aircraft safe. We chose to help anyway.

- Director Hellyer had no comments.

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

Chairman Harris welcomed Ed Santiago and Scott Stevens from ProxIT. He urged everyone to sign up for Run the Runway and said the proceeds from the event are donated to charities.

#### **VII. New Business**

##### **A. Resolution 22-018 – A Resolution Authorizing the Payment of Claims;**

A motion to approve was made by Director Kearns 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.

##### **B. Resolution 22-019 – A Resolution Approving Award of a Contract to Preform Traffic Control Systems, Ltd. For 2022 Airfield Marking;**

A motion to approve was made by Director Saewert 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.

Director of Operations, Andrew Wolanik spoke about the 2022 pavement marking and repairs projects. He spoke about maintaining a safe environment for aircraft. He said a list of repairs needed is kept by CEA operations staff of any observations made while doing airfield inspections.

He gave the details about the airfield marking project scope and said the budget is \$60,000.00. The base bid and additive from Preform Traffic Control Systems, Ltd. came in at \$51,124.00. Work will begin on June 25 after Run the Runway is completed.

Maneval Construction Company, Inc. was the low bidder on the pavement repairs project. The budget is \$200,000.00. Andrew gave a detailed list of the repairs to be made. The base bids and additive alternate totaled \$152,680.00.

Director Lang asked about doing some minor repairs to the administration building parking lot. Andrew said that we use cold patches, but they may rent some equipment to do a better job patching. Director Lang asked how much time the marking work on Runway 16/34 will take and Andrew said five to six hours and the marking dries in two minutes.

Director Kearns asked about the marking equipment that the airport owns. Andrew said this equipment is used for small projects throughout the field. The center and edge lines are difficult to with small equipment.

##### **C. Resolution 22-020 – A Resolution Approving Award of a Contract to Maneval Construction Company, Inc. for 2022 Airfield Repairs;**

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** – Pursuant to 5 ILCS 120/2 (c) (6) to discuss the sale or lease of property owned by the public body.

At 6:36 p.m. motion to move in Executive Session was made by Director Hellyer 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 7:06 p.m. a motion to return to open session was made by Director Kiefer 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


**IX. Action Taken from Executive Session**

There was no action taken.

**X. Adjournment**

At 7:09 p.m. a motion was made by Director Kiefer 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