

**CHICAGO EXECUTIVE AIRPORT  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
WEDNESDAY, JULY 17, 2019  
1020 S PLANT ROAD  
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 Donohue, Kearns, Kiefer, Lang and Saewert. Absent: None.

Also in Attendance:     Jamie Abbott – Executive Director  
                                  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 June 19, 2019 Regular Board Meeting. The motion was approved by voice vote. Ayes: Directors Donohue, Kearns, Kiefer, Lang and Saewert. Nays: None. Abstain: None. Absent: None.

**IV. Changes to the Agenda**

None.

**V. Public Comments**

None.

**VI. Hearing and Reports**

**A) Treasurer's Report**

Director Saewert said the Airport is in the second month of the fiscal year with revenues at 17.6% and expenses at 13.6%. He is reviewing the payment and collections policy. He said that the auditors were on site earlier this month. The first draft of the CAFR should be completed by the auditors the week of July 21<sup>st</sup> and the second draft by August 2<sup>nd</sup> with the final draft by August 16<sup>th</sup>. The CAFR will be presented at the August meeting which is two months earlier than in the past.

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

Executive Director, Jamie Abbott, reported on the following:

- ➔ Cody, Public Relations, has created the new power point template which is consistent with other marketing products.
- ➔ Residential Sound Insulation Program (RSIP) – setting up a partnership session with stakeholders to take place on August 13<sup>th</sup>. The RSIP office is expected to open on September 1<sup>st</sup>.
- ➔ Sewer construction is in progress on Industrial Lane.
- ➔ U.S. Customs facility – 845 Design Group is working on the next steps and exterior elevation plans will be presented soon.
- ➔ Master Plan Open House – public comments are still being accepted and compiled by CMT. CMT is working on the alternatives report. A single sheet ALP is expected for the September meeting.
- ➔ Construction
  - Runway 12/30 resurfacing is delayed to next week.
  - Tower Road project to begin next week.
  - Industrial Lane, a Village of Wheeling project, has begun.
- ➔ Youth Aviation Adventure – an educational program for the community will be held here. Southwest Airlines is a major sponsor and an October date is being considered.
- ➔ Noise complaint reports were presented which remain consistent with past months.
- ➔ Upcoming events
  - Collings Foundation WWII airplanes arrive on July 25<sup>th</sup>.
  - Young Eagles at Signature Flight Support on August 17<sup>th</sup>.
  - The annual Joint Workshop Meeting is scheduled for September 18<sup>th</sup> at Chevy Chase Country Club.

Director Saewert asked for the status of 845 Design discussions about reducing the size of the waiting area in the new Customs facility. Jamie said Customs has initially responded that the size will remain at the full space.

Director Donohue asked when the RSIP will be open for average homeowner applications and Jamie said by the end of the year.

Director Kearns spoke about the pilot test homes being chosen in the City of Prospect Heights and Village of Wheeling only.

Director Lang wanted to clarify that the RSIP consultants will select the homes to be tested for the pilot program, not the Airport.

Chairman Harris said the RSIP pilot program will only be in the City of Prospect Heights and the Village of Wheeling. Jamie agreed and said the most affected homes closest to the Airport will be worked on first.

### **C) Director of Economic Development – George Sakas**

- ❖ No report

### **D) Public Relations Update – Cody Rogers**

- ❖ He has been working on Airport “branding” and the external representation of the Airport.
- ❖ Building communications pieces such as graphics, templates and advertising.
- ❖ Email distribution – setting up Mail Chimp and creating lists along with Staff.
- ❖ Policies and procedures
  - i. Rapid response
  - ii. Media kits
- ❖ Working on different events such as RSIP and Master Plan.

Director Kearns asked what The Beacon is, and Cody said it is an old newsletter that the airport used to send out that he plans to revive.

Director Lang said he appreciates Cody’s efforts and things look good.

Chairman Harris asked Cody to work with George and the FBOs on the business successes they have from the PGA golf championship.

### **E) CMT Report – Dan Pape**

- Met with Metro Water regarding their 2020 project near and on the Airport. They are working out the details.
- Stery Truck parking parcel – the City of Prospect Heights made comments on their permit. CPH wants to install lights which may be problematic for the Airport. CMT will draft responses to the comments.
- Master Plan Open House – there were 72 attendees and CMT is collecting comments from the public. They are working on the ALP reports.

- TIPS – The Board of Directors should start thinking about priority projects to be submitted on the next TIPS.
- Runway 12/30 construction is likely to start in a week; they are waiting for the official notice to proceed.
- Pavement markings have begun, and patching is complete, crack filling to begin soon.
- Tower Road construction to start next week and it will be a quick project.

Director Lang asked about the sewer access under the EMAS and what the project is about. Dan said because of the age of the sewer, it needs to be relined and sealed. Jamie said there are two manholes and one is not under the EMAS.

Director Donohue asked why the FAA is concerned about a sewer project and Dan said the concern is having construction equipment at the end of the runway.

Director Kiefer asked if the ALP comes before or after TIPS. Dan said the ALP looks at some possible new projects to put on TIPS. The TIPS is submitted in December. He said the CIP is a living document; things can be moved, and priorities changed. Director Kiefer asked if TIPS will focus on heavy reimbursement projects. Dan pointed out that the most recent projects have been repairs and updates to things that have deteriorated over time.

Director Kearns asked if Tower Road will be closed during construction and Dan said one lane will be kept open for traffic to businesses.

#### **F) Board Member Comments**

- Director Saewert congratulated the staff on the success of Run the Runway. He said it was a great event and nice for people who have never been on the Airport.
- Director Donohue agreed about the 5K event. He asked about the Dashboard report and the significance of the different colors. He would like a written explanation of what the numbers mean. He thinks the FBOs should be asked what their customers are saying about the Airport.
- Director Kearns spoke about the Rock n Run the Runway event and all the organizations that are involved in its success.
- Director Lang agreed with prior comments and said it was a great event. The Run event was fantastic, and he received many positive comments about it being a unique event. He will not be able to attend the August meeting.
- Director Kiefer asked if the Village of Wheeling is going to fill the vacant board position soon? Director Lang said there are several applicants that will be interviewed. He does not know when exactly the decision will be made but thinks within the next two months.

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

Chairman Harris said everyone did an awesome job on the run. He spoke about a recent aircraft incident and the municipal and Airport response. He highlighted a flag that is on loan from CEPA and its accompanying certificate. The flag was flown aboard a bomber in Afghanistan.

## **VII. New Business**

A. Resolution 19-021 – A Resolution Authorizing the Payment of Claims;

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

Director Kearns asked about a trailer that was purchased and Jason said it is used to move the bobcat, bobcat attachments and barriers. It was taken out of the capital improvements budget.

B. Resolution 19-022 – A Resolution to Approve a Proposal from Kinsale Contracting Group, Inc. for the Removal of Asbestos from Hangar 4 at Chicago Executive Airport;

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

Director Donohue asked for clarification of the quotes, attachments to the resolution and acronyms used in the quote. Jamie explained that the contract is with Kinsale only, that MEC bid out the services and Kinsale is the lowest bidder. We will work directly with Kinsale. Jamie will make corrections to the contract before it is signed.

C. Resolution 19-023 – A Resolution Approving a Professional Services Agreement with CMT for the Evaluation, Design and Contract Document Preparation for the Demolition of Hangar 4 and Modifications to Hangar 7;

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

Director Kiefer said that he wants the Airport to set up safety equipment and temporary lighting inside the hangars to protect workers. He also spoke about immediate repairs that will be needed to Hangar 7 and electrical hazards.

Director Donohue asked about an aircraft that is in Hangar 4 and Jamie said it will be relocated.

Dan Pape, CMT, spoke about prior demolition work that CMT has done at the Airport that noted this project is unique because the two hangars are connected and only one is being demolished.

Director Saewert asked Dan how CMT arrived at the estimated cost and Dan said he calculated the hours of work and gave examples. He spoke about the upcoming steps in the project. Director Saewert asked how much of this is government funded and Dan said none.

**VIII. Executive Session**

At 6:56 p.m. a motion was made by Director Saewert and seconded by Director Donohue to go into Executive Session pursuant to 5 ILCS 120/2 (c) (1), (5), (6) to discuss approval of executive session minutes or the sale or lease of property owned by public body. The motion was approved by roll call. Ayes: Directors Donohue, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: None.

At 7:21 p.m. a motion was made by Director Kearns and seconded by Director Donohue to return to Regular Session. The motion was approved by voice vote. Ayes: Directors Donohue, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: None.


**IX. Action Taken from Executive Session, if required**

A motion was made to approve but not release Executive Session Minutes date May 15, 2019 by Director Kearns and seconded by Director Lang. The motion was approved by voice vote. Ayes: Directors Donohue, Kearns, Kiefer, Lang and Saewert. Nay: None. Absent: None.

**X. Adjournment**

At 7:25 p.m. a motion was made by Director Kiefer and seconded by Director Kearns to adjourn the meeting. The motion was approved by voice vote. Ayes: Directors Donohue, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: None.

Respectfully submitted,



Vince Donohue  
Secretary