

**CHICAGO EXECUTIVE AIRPORT  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
WEDNESDAY, OCTOBER 16, 2019  
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 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 Lang and seconded by Director Saewert to approve the minutes from the September 18, 2019 Regular Board Meeting. The motion was approved by voice vote. Ayes: Directors Donohue, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: None.

A motion was made by Director Donohue and seconded by Director Kiefer to approve the minutes from the September 18, 2019 Joint Workshop Meeting. The motion was approved by voice vote. Ayes: Directors Donohue, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: None.

**IV. Changes to the Agenda**

None.

**V. Public Comments**

Emilia Ritchie who lives in Plum Creek Condos in Wheeling said she was at the Joint Workshop. She gave a list of aircraft noise events and said the noise was “unstandable.” She spoke about turboprop and jet aircraft noise. She said there is damage to her building roof and walls. She hopes the Board of Directors will find a solution.

**VI. Hearing and Reports**

**A) Treasurer’s Report**

Director Saewert said the Airport is in the fifth month of its fiscal year, operating income is up, and expenses are below budget. He said this is all good news.

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

Executive Director, Jamie Abbott, reported on the following:

- ➔ Residential Sound Insulation Program (RSIP) – the policies and procedures manual will be discussed. There will be an informational public meeting on November 12<sup>th</sup> at the Ramada. Penny is set up and working in the Noise office.
- ➔ U.S. Customs – DHS has made some minor comments and 845 Design Group will submit the next contract for 60%.
- ➔ Master Plan – the Airport Layout Plan will be considered for approval by the City of Prospect Heights on November 11<sup>th</sup> and by the Village of Wheeling on December 2<sup>nd</sup>. Next steps are the alternatives report and implementation plan.
- ➔ Construction Projects – Runway 12/30 project is complete, however there are a few small issues to work out. Industrial Lane will have curbs and sidewalks soon and then be paved.
- ➔ The Airport has received a 2019 Hire Vets Medallion Award.
- ➔ Congratulations to Norm Mackey for his ACE Certification.
- ➔ Noise complaint reports for September were displayed.
- ➔ Upcoming Events
  - NBAA conference October 22-24.
  - AAAE Environmental Conference in Rosemont will be attended by George, Andrew and Nick.
  - AAAE Noise Conference in Seattle – Jamie will be speaking about noise issues.
  - RSIP meeting will be held November 12<sup>th</sup> from 6:00 p.m. to 8:00 p.m. at the Ramada.

Director Donohue asked about the recent aircraft that departed a taxiway and Jamie explained what happened.

Director Kearns asked about the 60% step for the U.S. Customs facility and asked what the expected timeline is. Jamie said this step in the process should be much quicker than the first 30%. Director Kearns questioned if it is acceptable to have the open house without an approved policy and procedure manual. Jamie said it will be made clear that the manual is a draft. Director Kearns asked about the Fleck's landscaping cost and Jamie explained.

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

- ❖ He presented at the IPAA conference in Galena about the Economic Impact of Airports and received good comments.
- ❖ The Youth Aviation Adventure Event took place on October 5<sup>th</sup>, he thanked Signature for hosting the event and explained the program.

- ❖ Hangar 4/7 bid package should be available next week, and a contract awarded in November.
- ❖ Aviation Academy update – Construction permits are being finalized and work should proceed quickly. Future accommodations will be in the 206 Industrial Lane building.
- ❖ 2020 Planning for Economic Development – Property PINs will be cleaned up, a drainage study completed and Runway 6/24 decommissioning will begin.
- ❖ Master Plan – There will be an evaluation of how the Airport can use the GIS data for economic development purposes. George is working with Jason on reports, operations, trends and meaningful ratios.
- ❖ Revenue verification – George is looking at revenue streams to see if tenants are reporting accurately and paying accordingly.
- ❖ NBAA preparation – a schedule of meetings has been created.

Director Saewert asked if the Hangar 4/7 bid package will include the demolition of the building and the slab. Dan Pape, CMT, said yes. George mentioned that there will also be utility work and environmental work charges.

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

- ❖ He displayed new press releases and newsletters.
- ❖ He's been working on NBAA preparations and conference specific marketing.
- ❖ RSIP planning – he's been coordinating with Penny at C&S, on community outreach.

Chairman Harris asked about the new booth and video and Cody explained.

#### **E) CMT Report – Dan Pape**

- The current focus has been on TIPS and Capital Improvement update. The meeting in Springfield was good.
- He has been working with 845 Design Group on Customs parking layouts.
- Data from aerial imagery from the Master Plan will help the Airport with property information and leaseholds.
- The ALP needs approval from the City of Prospect Heights and the Village of Wheeling next.
- Runway 12/30 is basically done. The west end taxiways are old, need work and were slightly damaged by the work vehicles. This will be corrected. The project thus far is under budget.
- Pavement repairs are complete and there is one final punch item.

- Tower Road is done, couple of paperwork items to be completed and the project came in under budget.
- Hangar 4/7 project will go for bid next week.

Director Kiefer asked for an explanation of how the ALP, the Master Plan and TIPS are related. Dan said the ALP is a graphical picture of the future facility, the Master Plan is the supporting document and implementation steps. The ALP and Master Plan work together. TIPS is the capital improvement program based upon ALP projects, it lists desired projects and it is a five-year plan. The Master Plan is a guiding document and will be complete in the first quarter of 2020 and submitted to the FAA

Director Lang asked if changes can be made to the ALP, for example, what if Runway 6/24 does not close. Dan said that a project such as if a developer wants to build a hangar and it is similar to what the ALP shows then it is easy to make changes. If there is an opportunity, it can be submitted to the FAA for a change.

Director Kearns asked the cost to make usable GIS data and is there special software. Dan said there is software and viewer programs. CMT is working on this. Jamie added that the Operations department bought new software that can use GIS data.

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

- Director Kiefer had no comments.
- Director Lang had no comments.
- Director Kearns asked for a moment of silence for the Collings Foundation and spoke about the tragedy.
- Director Donohue had no comments.
- Director Saewert said he attended the Youth Aviation Adventure event and thanked Al Palicki and Signature Flight Support. He visited the Residential Sound Insulation Program office and Penny Merritt and said the office seems well suited for the program.

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

Chairman Harris reminded everyone of the Residential Sound Insulation Program open house that will take place on November 12th. He mentioned there was an article in the Daily Herald about the program and it will also be in the Wheeling Circular.

### **VII. New Business**

A. Presentation by Gina Speckman, Chicago's North Shore Convention and Visitors Bureau;

Gina delivered a presentation that covered the purpose of the bureau, said they are a sales and marketing program that brings people here who do not know the area. She said that the Airport is an anchor for the area and would like to take some current photos of it. The bureau sends a

monthly newsletter to 12,500 contacts, has monthly networking events, educational events and does traditional public relations.

Director Lang asked for the membership cost and Gina said it is \$2000 per year and urged the Airport to renew.

Director Kearns asked if there would be media outreach for events such as the BMW Golf Championship and Gina said that whenever there is an event, they do market it.

#### B. Discussion of TIPS FY 2021-2025 Program for Chicago Executive Airport;

Jamie went to Springfield last week and met with IDOT Division of Aeronautics. The TIPS sheet plans the next five years. More money will be available to aeronautics from the State this year which gives us a chance to get funding for projects that the FAA is not interested in.

Dan Pape, CMT, spoke about how the IDOT Division of Aeronautics functions and said the FAA has different priorities. The state program will focus on roadways, equipment and navigation aids. Funding for buildings will not be available. Dan spoke about state versus local funding splits. CMT has suggested some additional projects such as a vault project which is the airfield lighting control system, site and water main work for the U.S. Customs building, expansion of the east quad apron, perimeter security fencing by Hintz Rd and the creek, and phase two of overall airfield lighting.

Chairman Harris spoke about the timing of the ALP approval and the TIPS discussion and Dan said he does not anticipate any changes. The chairman also asked if the State ever gives an opinion on a low priority project and Jamie said, yes, for example the Tower Road project. The chairman also spoke about the RSIP budget.

Director Kiefer spoke about the top four projects listed on TIPS and asked if the funding is approved and Dan said yes. Jamie added that grant money is drawn upon as the projects progress. Director Kiefer said that he wants to make sure the RSIP funding continues.

Director Saewert spoke about the increased capital that will be needed to pay for the local Airport share of projects.

Director Kearns asked about reimbursement and which projects would be quick to do and receive reimbursement. He also asked about the taxiway project that is not on the list. Dan will put the taxiway project on the list.

Dan would like the Board to give their direction on what projects are most important.

#### C. Discussion of the Policies and Procedures Manual for the Residential Sound Insulation Program;

Jamie introduced Penny and spoke about the policies and procedures manual. He noted that some of the policies are already decided by the FAA.

Penny spoke about the aviation easement purchase option which enables everyone in the 65 dnl some type of participation in the program. She also talked about the pre and post construction questionnaires and said the cost to the Airport would be minimal. Jamie asked for a cost estimate.

Director Saewert asked how much the FAA will fund and Jamie explained the FAA will match however much the Airport funds. Director Saewert would like to see the questionnaire and possibly add to it.

Director Lange said the questionnaires will generate testimonials and people will see there is benefit to the program.

Director Donohue asked what happens if a resident does not sign the easement offer and Penny said the resident will not receive any benefits from the program.

Director Kiefer asked if the easement stays with the house if it is sold by the resident who signed the agreement and received benefits and Penny replied, yes.

Director Kearns asked if there is a dollar limit per house on upgrades and Penny replied there is no limit set in the policy, and she elaborated with some examples and explained positive ventilation in homes.

The Directors agreed to submit their comments and the policy will be presented for approval at the November Board of Directors meeting.

D. Resolution 19-031 – 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 Donohue, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: None.

E. Resolution 19-032 – A Resolution Approving a Revised 201 Industrial Lane Lease Agreement Between Chicago Executive Airport and Kenneth Pierini dba Suburban Auto Center, Inc.;

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

F. Resolution 19-033 – A Resolution Approving a First Amendment to a Lease Agreement Between Chicago Executive Airport and Stery Trucking, Ltd.;

A motion to approve was made by Director Kearns 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 if the Airport has any right to terminate the lease and Tom Lester, Airport Attorney, said no, only if the tenant defaults. He also noted the property is outside the Airport fence.

G. Resolution 19-034 – A Resolution Approving a Tenth Amendment to the Third Amended and Restated Lease Extension Agreement for Hangars 5, 6, 8, and 13 Between Chicago Executive Airport and Signature Flight Support Corporation;

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

H. Resolution 19-035 - A Resolution Approving the Purchase of a New Airport Vehicle #2;

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

I. Resolution 19-036 - A Resolution Approving the Purchase of a New Airport Vehicle #5;

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 Donohue questioned the purchase of two vehicles at the same time and Jamie said they are both budgeted for.

Director Kearns asked if both vehicles will be auctioned off and James said that #5 will be repurposed for Airport use in another capacity.

### **VIII. Executive Session**

At 7:42 p.m. a motion was made by Director Donohue and seconded by Director Kearns to go into Executive Session pursuant to 5 ILCS 120/2 (c) (1) and (5) to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees or approval of executive session minutes. The motion was approved by roll call. Ayes: Directors Donohue, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: None.

At 8:15 p.m. a motion was made by Director Kiefer and seconded by Director Kearns 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 dated September 18, 2019 by Director Lang and seconded by Director Donohue. The motion was approved by roll call. Ayes: Directors Donohue, Kearns, Kiefer, Lang and Saewert. Nay: None. Absent: None.

### **X. Adjournment**

At 8:17 p.m. a motion was made by Director Kearns and seconded by Director Saewert 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