

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, OCTOBER 21, 2020
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 4:34 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 Lang and seconded by Director Saewert to approve the minutes from the September 19, 2020 Regular Board Meeting. The motion was approved by roll call. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: None.

A motion was made by Director Lang and seconded by Director Kearns to approve the minutes from the September 19, 2020 Joint Workshop 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

Jamie Abbott requested that under VII. New Business that item C be moved to item E. There were no objections to the change.

V. Public Comments

None.

VI. Hearing and Reports

A) Treasurer's Report

Director Saewert said this is the fifth month of the fiscal year with represents 41.66% of the budget. Revenues have exceeded budget and were at 41.74% and operating expenses were at 29.52% of budget. Congrats to our operators for the revenues and to

staff for managing difficult times. Insurance policies are up for renewal and will be on the November agenda.

B) Executive Director's Report.

Executive Director, Jamie Abbott, reported on the following:

- ➔ Official CEA logo masks are available for the staff and board.
- ➔ Welcome back to staff member Elizabeth.
- ➔ Had a TIPS meeting with the Division of Aeronautics and the FAA. A draft TIPS will go to the Board before the November meeting for review, discussion, and approval.
- ➔ We hosted a GA User meeting via Zoom. The participation was low but a tenant attended and asked good questions that were addressed.
- ➔ Last week Norm held the annual winter operations meeting to set the safety standards for the season ahead.
- ➔ Pavement repairs and remarkings were completed last week. Airfield maintenance is completed for the year.
- ➔ There were two vendor presentations by Noggin and Everbridge to get communications more efficient, quicker and more accurate. The goal is better communications in emergencies and regular correspondence.
- ➔ The Airport took a snow broom to Prospect Heights for their Don't Touch a Truck Event.
- ➔ The Noise Complaint Dashboard was shown which summarizes the noise complaint calls that were received in September and shows trends. There were 30 total complaints.
 - The FAA noise portal is not activated yet. They are waiting for O'Hare to make some decisions first. The FAA will provide us with the link as soon as the portal is active.
- ➔ Upcoming October Events
 - 11/16 – Corporate Users Meeting
 - 11/18 – Regular Board of Directors Meeting
 - 11/26-11/27 – Thanksgiving Holiday – Office Closed

Director Berman asked if the number of complaints included those via the website or are they just phone calls. Jamie said it is a combination of both the website and calls into the system.

Director Saewert questioned the Barrington and Deer Park complaints and Jamie explained that he called one of the complainants, said those flights may not have been coming to PWK and discussed the new FAA noise complaint portal.

Chairman Harris mentioned the low attendance at the GA Users meeting and asked who the GA Users group includes. Jamie listed what groups are invited to the GA Users meeting and said that an email invite is sent out the week before the meeting.

C) Director of Economic Development – George Sakas

- ❖ George spoke about the Atlantic Aviation Hangar 43 development. They are moving forward quickly to obtain permits and hope to break ground before the first of the year.
- ❖ Hangar 5/6 is at capacity for aircraft and there is only one office space vacant. The operations crew is receiving positive comments on their work there. We will be purchasing a floor cleaner. LED lights are being installed in Hangar 5 at no expense to the airport.
- ❖ He attended a AAAE webinar over two afternoons that was very informative. One topic was about lease rates.
- ❖ Working on getting a customer contact database. Most systems work best for operational needs and we are struggling to find the right system for what we need.
- ❖ The Aviation Academy is in session with only half the students on site at a time. District 214 is looking into expanding course offerings for 2021/2022. They would like to add a morning session and a ground school. They are also working on the idea of internships at the businesses here at the airport. The FAA is implementing a workforce development grant. George spoke to the project manager for the state of Illinois Aviation Education Task Force.
- ❖ The Hangar 21 south basin detention will provide for three future hangars.
- ❖ We are participating in the AAAE GIS Geospatial Working Group which will help us implement master plan data that we have.
- ❖ Megan Harte from 845 Design presented on the U.S. Customs Facility
 - i. Megan gave of overview of where we are at with the U.S. Customs facility. She spoke about the progress, completed tasks and upcoming tasks.
 - ii. The floor plan was shown, and Megan described the layout.
 - iii. Exterior elevations and materials were described.
 - iv. Views of the building from the air side and land side were shown.
 - v. She spoke about the interior finishes and col scheme.
 - vi. The project timeline goes from March 2020 to August 2021.

Director Saewert said that NBAA had interest in our Aviation Academy and wondered if we have heard from them. George said yes and the VP of NBAA will be participating in a task force and he sent information to her.

Director Kiefer spoke about the winter construction schedule for the U.S. Customs facility. Todd Peyron from Camosy described the process; the foundation would be first, then the steel structure, framing and sheeting, and brick would be left off until after the winter subsides. He said the interior may have to be heated to pour the slab but did not think they would use the entire heating budget.

Director Saewert asked Megan about the siding material details. Megan said the siding is maintenance free wood look. She said they will look for value enhancements and cost savings as the project proceeds. Todd spoke about how they look for cost savings and streamlining opportunities.

D) CMT Engineering Report – Dan Pape

- ❖ Dan said they had a good meeting with the Division of Aeronautics and the FAA on TIPS. He spoke about waiting for state approvals.
- ❖ Pavement Index survey will be done to determine how the pavement on the Airport has worn over time.
- ❖ He provided a review of Taxiway D patch.
- ❖ Worked with Morgan Harbor on Atlantic Aviation facility.
- ❖ Worked on additional ramp space project at Hawthorne.
- ❖ The Master Plan update had some minor things with the AGIS group for the FAA system. Still waiting for comments from the FAA.
- ❖ Pavement repairs and re-markings project is complete and came in about \$5,000.00 under budget.
- ❖ The design phase of the Customs facility is complete.
- ❖ They had comments on Metro water permitting side that they are wrapping up.

Director Kiefer spoke about the pricing from Camosy and asked if this includes the apron at the U.S. Customs facility. Is the apron on TIPS? Is the apron the only part of the project that could be eligible for reimbursement? Todd said the apron and all the heavy-duty pavement is included in the GMP. Dan said the apron is in TIPS but noted there are timing challenges and explained the process. Todd shows the apron work does not start until Spring 2021. Dan said the capital program should have been announced a year ago but it has not and the apron is a low priority project for the FAA.

Director Kearns spoke about the drainage study, said the program needs to start and we cannot wait for the money. Dan said yes, the state process does not work quickly.

Director Saewert asked if CMT's engineering costs are included in the Camosy GMP. Todd said the GMP does not include architectural or civil engineering costs. Director Saewert thanked Dan for sending the information about Delta taxiway and discussed the outcome. Dan spoke about additional positive outcomes from the work that was done and the other legacy pavement on the field.

E) Board Member Comments

- Director Saewert asked for pavement repairs details and costs either from Dan or the staff. Jamie will get the information to him.
- Director Lang said that there are great projects to approve tonight that have been in the works for months and years. Thank you to everyone for getting us to this point. He asked Jamie for specifics about state approvals for funding that are needed, and he will reach out to legislators.
- Director Kiefer had no comments.
- Director Kearns said he appreciates all the work done on the U.S. Customs facility and Residential Sound Insulation Program projects. He attended a retirement event for Mark Costa at Signature Flight Support and spoke about Mark's career. Mayor Helmer gave Mark a proclamation.
- Director Hellyer had no comments.
- Director Berman had no comments.

F) Correspondence and Chairman's Comments

Chairman Harris echoed Director Kearns' comments about Mark Costa and the work done on the current projects. He thanked our project partners for their diligence and hard work.

VII. New Business

A. Resolution 20-036 – A Resolution Authorizing the Payment of Claims;

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

B. Resolution 20-037 – A Resolution Accepting the Comprehensive Annual Financial Report for the Fiscal Year Ending April 30, 2020 and 2019;

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.

Dan Berg from Sikich spoke about the report and said that Martha Trotter does most of the work with Jason. The audit was done off site, remotely, and it went well. The report is on

time and receiving a clean opinion, unmodified opinion, which is the best opinion. There were no material weaknesses and no significant deficiencies.

Chairman Harris thanked Dan and Martha for their hard work.

Director Lang thanked Martha, Dan and Jason.

Director Kearns asked Martha about working remotely. Martha said it is a more tedious process because of emails and scanning documents. They were able to use a secure portal for the process.

Director Saewert thanked everyone who worked on the audit and said he knows it is a lot of work for Jason.

C. Resolution 20-039 - A Resolution Approving a Guaranteed Maximum Price (GMP) Amendment with Camosy Construction Relating to the Construction of the New U.S. Customs Facility;

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

The Camosy Construction cost break down was displayed and there were no questions.

D. Resolution 20-040 – A Resolution Authorizing the Execution and Issuance of Not to Exceed \$3,000,000.00 Airport Revenue Note, Series 2020 of the Village of Wheeling, Illinois and Approving a Note Agreement in Connection Therewith;

A motion to approve was made by Director Kiefer 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.

Jamie displayed the Customs facility costs and funding sources figures.

Director Kiefer asked how much money would be left in the building and land reserve fund. Jason answered there is \$853,000 in the fund. Jamie said that just over \$400,000 would remain in the fund.

Chairman Harris asked how much money has been spent so far on this project. Jason will get back to him with that figure.

Director Saewert asked if this amount includes the architectural fees. Jamie said the \$3.7M includes the architectural and George confirmed this.

E. Resolution 20-038 – A Resolution Approving a Professional Services Agreement with Crawford, Murphy and Tilly for Construction Phase Services for the U.S. Customs Facility Apron, Auto Parking Lot and Utilities Sitework Improvements;

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

F. Resolution 20-041 – A Resolution Approving an Agreement for Engineering Services with Crawford, Murphy and Tilly for the Chicago Executive Airport Airfield Drainage Detention Expansion;

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

G. Resolution 20-042 – A Resolution Approving the Sale of Surplus Personal Property;

A motion to approve was made by Director Hellyer 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 explained the items on the surplus list and how the process to sell them works.

H. Resolution 20-043 – A Resolution Approving an Amended Acoustical Testing Plan for the Chicago Executive Airport Residential Sound Insulation Program;

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

Jamie gave an overview of the changes and thanked Penny for her help and patience with this process. He spoke about the changes and comments made by the FAA.

Director Lang asked for further detail and Jamie and Penny explained the change to the percentage of homes that will be tested. Penny spoke about her past experiences with other airports' programs. Director Lang asked if homeowners could appeal the decision and Penny said no.

Director Berman asked how the homes within the 30% are chosen. Penny said she will be working with HMMH, they will go into neighborhoods and they will look at characteristics of the homes to group similar ones together.

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 7:28 p.m. a motion to move into Executive Session was made by Director Kiefer and seconded by Director Kearns. The motion was approved by roll call. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, and Lang. Nays: None. Absent: None.

At 8:00 p.m. a motion to return to regular session was made by Director Berman and seconded by Director Lang. The motion was approved by roll call. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, and Lang. Nays: None. Absent: None.

IX. Action Taken from Executive Session, if required

None.

X. Adjournment

At 8:02 p.m. a motion was made by Director Berman and seconded by Director Kearns 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 cursive script, reading "James J. Kiefer", enclosed in a thin black rectangular border.

James Kiefer
Acting Secretary