

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, DECEMBER 21, 2016
1020 S PLANT ROAD
WHEELING, IL 60090
6:00 PM**

I. Call to Order and Roll Call

Acting Chairman Cloud called the meeting to order at 6:00 p.m. Roll call confirmed the following present: Directors Katz, Kearns, Kiefer, Kolssak, and Lang.

Absent: Chairman Tourtelot

Also in Attendance: Jamie Abbott – Executive Director
 Scott Campbell – Chief Financial Officer
 Jennifer Pfeifer- Recording Secretary
 Tom Lester – Airport Attorney

II. Pledge of Allegiance

Acting Chairman Cloud led those in attendance in the Pledge of Allegiance.

III. Approval of Minutes

A motion was made by Director Katz and seconded by Director Kolssak to approve the minutes from the November 16, 2016 Regular Board Meeting. The motion was approved by a voice vote. Ayes: Directors Cloud, Katz, Kearns, and Kiefer and Kolssak. Nays: None. Absent: None.

A change to the minutes was requested by Acting Chairman Cloud. On page four, item E, she commented that there should be more detail regarding the decision to complete the sign drawings.

IV. Changes to the Agenda

Item X. Executive Session will be moved to after Item V. Public Comments.

V. Public Comments

Madeleine Monaco spoke about the memorial service for Rob Sherman and commented that he was an avid aviator and a generous man.

Steve Neff spoke about the Noise Committee meetings and the time limit due to Civil Air Patrol meetings on the same date. He suggested another day or time be considered. He spoke about the Mead & Hunt presentation at the Noise Exposure Map (NEM) Update Stakeholder Input Committee (SIC) meeting and that VFR flights, especially those at night, will not be represented in the study. He would like to see all the data that is used in the NEM Update to make sure the flights he has kept records of are included. He commented on the proposed new airport sign and suggested a snow fence for the south end of the airport along Milwaukee Ave.

VI. Executive Session

At 6:09 p.m. a motion was made by Director Lang and seconded by Director Kolssak to go into Executive Session pursuant to 5 ILCS 120 (c)(6) to discuss the sale or lease of Airport property.

The motion was approved by roll call vote. Ayes: Directors Katz, Kearns, Cloud, Kolssak, Lang and Kiefer. Nays: None. Absent: None.

VII. At 6:43 p.m. a motion was made by Director Lang and seconded by Director Kearns to return to regular session. Director Kolssak departed the meeting at 6:44 p.m.

VIII. Hearing and Reports

A) Treasurer's Report

Director Kearns reported that fuel flowage and operations are up for the twelve month rolling totals. Customs are up slightly this month and for the twelve month rolling totals. Expenses are under budget. There was net income for the month. Normal transfers were made to reserve funds.

Acting Chairman Cloud commented on the delinquent account report and asked Scott Campbell, CFO, to address the issues. Scott explained each of the accounts. Acting Chairman Cloud suggested that Scott receive more guidance from the Board of Directors. There should be a formula to determine how much money is owed if the tenant does not inform the Airport that an aircraft has been removed. Scott agreed that a letter should be sent to tenants informing them that if an aircraft has left the tenant's organization then they must tell the Airport or the money is owed. Director Katz suggested a program be written to be reviewed by the Board.

B) Executive Director's Report.

Executive Director, Jamie Abbott, reported on the following:

- ➔ Jim Bergagna, Tower Manager, is retiring at the end of the year. Jamie presented him with a commemorative runway light with plaque and thanked him for his years of service.
- ➔ Congratulated and thanked the maintenance and operations crew for a job well done on the snow removal during recent snow storms. The runway had to be closed only a couple of times.
- ➔ Spoke about the NEM Update SIC meeting. He summarized the purpose of the committee and the presentation. The presentation will be emailed to the Board of Directors for their information. Another NEM Update SIC meeting will be held in a few months and is open to the public.
- ➔ Spoke about Rob Sherman and the memorial service for him. He will attend the service on behalf of the Airport.

C) CommAvia Report

Rob Mark spoke about the following:

- The number of noise complaints was down last month to 16, probably due to cold weather and windows being closed. He noted that most complaints were at night.

- The Mead & Hunt NEM Update SIC presentation is posted on the Airport website.
- There is a temporary Control Tower Manager who will be taking Jim Bergagna's place until a permanent manager is chosen.
- He sat in on a CAP meeting and spoke about the drone training presentation at that meeting.
- Commented on drone training to educate the community. He wrote and posted a story on the Airport website about drones for Christmas gifts.
- Heard very positive comments from Leading Edge Flying Club members about snow removal.
- He will be submitting stories to town newsletters to educate the public about the Airport.
 - Ray Lang spoke on behalf of the Village of Wheeling and about the content of the newsletter articles.
 - Betty Cloud stated that the airport should have a story in every newsletter.

D) Board Members Comments

- Director Kiefer had no comments.
- Director Katz commented on the snow fences that were mentioned earlier. Slats in the fencing would stop the drifting snow and make the area look better.
- Director Lang commented that Mead & Hunt is an excellent choice for the NEM Update; they seem well respected and he was impressed by Ryk. He asked if there is a security camera facing the runway. There was discussion about where security cameras are located and that they can be added in the future as needed. Director Lang also asked about progress on a new U.S. Customs facility. Jamie would like the board's approval to go ahead with researching locations for a new permanent U.S. Customs facility and a combined U.S. Customs facility with Airport offices and maintenance. Acting Chairman Cloud agreed. There was discussion about the facility, would U.S. Customs consider a temporary location and should it include the Airport administrative office. The consensus of the board was that one building containing both U.S. Customs and the Airport Administrative office is the best choice. Location ideas, a RFP to select a design build and possible TIF money will be presented at the next meeting. Acting Chairman Cloud asked the board if the maintenance department of the Airport should be included along with the administrative offices or should they stay in the current building. The board suggested that Jamie make his recommendations at the next meeting.
- Director Kearns commented about the great job the snow crews did and thanked Al Palicki, Signature Flight Support, and Rob from Future Automotive for the Santa Fly-in.

E) Correspondence and Chairman's Comments

- Acting Chairman Cloud thanked the Airport for the holiday party and expressed sympathy to Rob Sherman's family. She wished everyone Happy Holidays.

IX. Consent Agenda

A. Resolution 16-051 - A Resolution Authorizing the Payment of Claims;

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

X. Old Business

A. Welcome Sign Discussion/GreenbergFarrow

Jamie introduced Lori and spoke about the sign designs. He stated that he did not think there was a clear vote on which sign they liked.

Lori Vierow from GreenbergFarrow and Mike Conoscenti from Western Remac Inc. displayed two sign designs, "Balance" and "Metropolis." She explained that the changes to the "Balance" design were the Chicago Executive Airport logo was used and the sign is both larger and now ten feet six inches tall. She said that there was not a clear vote on which sign the Board preferred. The cost estimate without the contingency is below \$200,000.

Acting Chairman Cloud stated that she had a meeting with Lori and she is concerned about two things: if IDOT creates a right turn lane, trucks would be very close to the sign and how would the sign look if Hawthorne Global Aviation builds a hangar near the sign. Lori answered that the sign could be moved further back on the corner. Acting Chairman Cloud also pointed out the traffic box and Lori said the traffic box could be painted green so that it is less noticeable.

Director Kiefer is in favor of the "Balance" concept because it complements the sign on Tower Road and thinks the sign should be set back on the corner further from the road.

Director Katz questioned the lighting of the sign. Mike Conscenti explained some different lighting options. Director Katz asked about the maintenance requirements of this sign design and would like to see the Airport elevation on the sign which Lori agreed with.

Director Lang is in favor of the logo on the "Balance" concept and asked if the sign had to be approved by Prospect Heights. Lori answered yes and it also must be approved by the FAA.

Director Kearns prefers the "Balance" sign and asked about irrigation for the plants around it. Lori chose hearty, low maintenance plants which do not require irrigation.

Acting Chairman Cloud summarized that the design will be completed by GreenbergFarrow and then the project will be put on hold. The vote by the Board is to go with the "Balance" design; Lori will complete it and email the information to Jamie. Mike made a final note that the pricing is based upon a Spring/Summer build date and may change if delayed.

XI. New Business

There was no new business.

XII. Action Taken from Executive Session, if required

There was no action taken from Executive Session.

XIII. Adjournment

A motion was made by Director Kearns and seconded by Director Kiefer to adjourn the meeting. The motion was unanimously approved by a voice vote. The meeting was adjourned at 7:30 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Neal Katz". The signature is written in a cursive, slightly stylized font.

Neal Katz
Secretary