

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, DECEMBER 18, 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 Hellyer, 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.

The Chairman spoke about aviation enthusiast Tom Coombs and asked for a moment of silence in his honor.

III. Approval of Minutes

A motion was made by Director Lang and seconded by Director Saewert to approve the minutes from the November 20, 2019 Regular Board Meeting. The motion was approved by voice vote. Ayes: Directors Hellyer, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: None.

IV. Changes to the Agenda

Executive Director, Jamie Abbott, requested that item VIII be moved to VII and there were no objections.

V. Public Comments

Arthur Gunn, the president of Chicago Executive Pilots Association (CEPA), said he formed a committee to look at Runway 6/24 issues. He read a list of airports that have an East/West runway. He spoke about safety, airport configurations in Canada, small aircraft weights, crosswinds and said that at one time there were parallel 6/24 runways at PWK. He thanked PWK for the donation to CEPA's scholarship fund.

Rob Mark, the treasurer of CEPA, spoke about CEPA, his forty years of flying experience at PWK, and crosswinds. He said that 12 years ago the Village and City prevented the closing of runway 6/24, spoke about the fact that the other two runways handle the majority of traffic and that there is plenty of empty land to develop on the airport. He is a flight instructor and spoke about crosswinds that affected a large jet.

Rhett Dennerline spoke about an experience he had using Runway 24 when winds were high. He spoke about his qualifications, safety, liability and said it's a poor decision to close the runway.

VI. Hearing and Reports

A) Treasurer's Report

Director Saewert said we are currently in the seventh month of the fiscal year. Revenues are above budget and operational expenses are below. The staff will begin budget process discussions in February to give time for evaluation.

B) Executive Director's Report.

Executive Director, Jamie Abbott, reported on the following:

- ➔ Residential Sound Insulation Program welcome letters will go out soon. We are waiting for FAA comments on the Policies and Procedures Manual and the acoustical test plan. The new detailed 65 dnl map is posted on the website. HMMH will be helping to select homes for the start of the program.
- ➔ Hangar 4 demolition and Hangar 7 modification and 845 Design Group contract approvals are on the agenda.
- ➔ Master Plan – Jamie spoke about airport safety and said the staff and engineers do not make unsafe decisions.
- ➔ Construction projects for the year are done.
- ➔ Industrial Lane construction is complete and looks nice.
- ➔ Airport Operations staff will be evaluating pavement repairs and remarking and TIPS projects.
- ➔ Wildlife control – Some new techniques will be used in the future. Lasers are very effective to deter wildlife. The Airport has applied to use this technology.
- ➔ A tour will be given to the Prospect Heights Police Department Girls Club tomorrow.
- ➔ Noise reports were reviewed.
- ➔ Office closures for the holidays were listed.
- ➔ Staff and directors will be attending the CABAA event on January 13th.

C) Director of Economic Development – George Sakas

- ❖ Aviation Academy – SW t-hangar construction is on schedule and larger facilities are being evaluated for the 2022 school year.
- ❖ The ALP will be presented to the municipalities.
- ❖ Researching customer relationship management database systems.
- ❖ Budget considerations have started.
- ❖ CABAA event on January 13th.

- ❖ Tour scheduled for the new Chamber of Commerce director.

D) Public Relations Update

- ❖ No report this month.

E) CMT Report – Dan Pape

- The general engineering focus has been on TIPS. Questions have been resolved.
- Coordinating with Atlantic on their new hangar development.
- Met with 845 Design Group regarding the Customs facility.
- Master Plan – working on technical items and finalizing documentation to go to FAA.
- There is a minor punch list on the Runway 12/30 project that will be completed in the Spring.
- Discussing next year pavement repairs and remarking and other generalized construction items with Andrew.
- Hangar demolition bids are completed, four bids were received, and the project will be awarded.

Director Lang spoke about the decision to close runway 6/24. He asked Dan if the ALP could be approved since the runway closure would not be implemented immediately. Dan stated that he is also a pilot and said the closure of runway 6/24 is for safety and it's a balance and looking at all the options. Dan does not believe approval of the ALP will be held back and it is the Airport's roadmap for the future.

Chairman Harris pointed out that the ALP goes to federal agencies who are aviation and subject matter experts. Projects on the ALP need to be completed for reimbursement, also.

Director Kiefer said that runway 6/24 has less than 2% of all operations and asked what the projected number for GA look like. Dan said the projection is flat for small GA that would be able to use that runway.

Director Kearns asked what projects on the TIPS will trigger reimbursement on past projects. Dan said the hotspot project is a high priority for the FAA and it's important to submit the ALP to the FAA soon.

Director Saewert spoke about safety being up to the pilot in command and that a runway direction for every condition cannot be offered.

F) Board Member Comments

- Director Kiefer had no comments.
- Director Lang wished everyone a Merry Christmas and Happy New Year.
- Director Kearns said he appreciates all the work done the Village of Wheeling did on Industrial Lane and welcomed Director Hellyer.

- Director Hellyer had no comments.
- Director Saewert spoke about the facility committee meeting he attended yesterday to determine needs and make recommendations to the board.

G) Correspondence and Chairman's Comments

Chairman Harris commented about the public speakers who left the meeting early. He said that safety is the Airport's number one core value and the role of government is to do the most amount of good, the most amount of time for the most amount of people. He spoke about keeping an unsafe runway open and the award-winning Airport operations and staff.

VII. Executive Session

At 6:38 p.m. a motion was made by Director Kiefer and seconded by Director Saewert to go into Executive Session pursuant to 5 ILCS 120/2 (c) (5) and (6) to discuss the approval of executive session minutes or the sale or lease of property owned by the public body. The motion was approved by roll call. Ayes: Directors Hellyer, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: Directors None.

At 7:48 p.m. a motion was made by Director Kearns and seconded by Director Lang to return to Regular Session. The motion was approved by voice vote. Ayes: Directors Hellyer, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: None

VIII. New Business

A. Resolution 19-046 – 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. Ayes: Directors Hellyer, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: None.

B. Resolution 19-047 – A Resolution Approving a Contract for the Demolition of Hangar 4 and Modifications to Hangar 7 by Alpine Demolition Services, LLC;

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

Director Kiefer questioned the range of bids. Dan explained that he talked to the two lowest bidders and they both understood the scope of work. He said Alpine is familiar with the airport environment and was responsive at the pre-bid meeting; he is comfortable with the recommendation.

C. Resolution 19-048 – A Resolution Approving a Policies and Procedures Manual for the Residential Sound Insulation Program;

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

Jamie spoke about the Policies and Procedures Manual, aviation easements and offering central air conditioning.

Director Kiefer asked for an estimate of how many homes would be involved and Penny said about half the total number of homes in the 65 dnl. He also clarified that all homes must be noise tested before any work is done.

Chairman Harris asked if the FAA participates in the funding of easements and Jamie said yes. Airport staff recommends participation in easements but not air conditioning.

Director Lang asked if air conditioning is typically offered and Penny said most programs do not offer air conditioning because it does nothing to reduce outside noise. Penny spoke about how the easement would affect a home when it is resold. She also said that an easement could be offered to those who do not qualify for sound insulation.

Director Hellyer asked if other RSIPs offer easements and Penny said approximately 90% do.

D. Resolution 19-049 – A Resolution Approving a Professional Design Services Agreement with 845 Design Group for the Final Design Development Phase of a U.S. Customs and Border Patrol Facility;

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

Director Saewert asked if there were bids for this phase and Tom Lester said that 845 Design Group was chosen at the beginning of the project, this is a continuation and professional services are not subject to the bid process. Jamie Zaura from 845 Design recapped the project and completed tasks thus far.

E. Resolution 19-050 – A Resolution Approving a Professional Services Agreement with Safran/Engineered Arresting Systems Corporation d/b/a Zodiac Arresting Systems Corporation for the Repair of the 34 Departure End EMAS;

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

Jamie summarized the purpose of the resolution and work.

Director Kiefer clarified what the cost to the Airport is.

Director Kearns asked if there is any chance the deductible cost could be recovered.

Director Saewert spoke about additional security at the gate and Jamie said there are new cameras at the location. Jamie will investigate different gates.

F. Resolution 19-051 – A Resolution Approving Destruction of Closed Session Verbatim Recordings;

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

G. Resolution 19-052 - A Resolution to Approve Consent to Assignment and Landlord's Agreements Relating to Hangars 15 and 16;

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

Tom Lester summarized and explained the purpose of the resolution.

IX. Action Taken from Executive Session, if required

A motion was made to approve but not release Executive Session Minutes dated November 20, 2019 by Director Kiefer and seconded by Director Hellyer. The motion was approved by voice vote. Ayes: Directors Hellyer, Kearns, Kiefer, Lang and Saewert. Nay: None. Absent: None.

X. Adjournment

At 8:14 p.m. a motion was made by Director Saewert and seconded by Director Kiefer to adjourn the meeting. The motion was approved by voice vote. Ayes: Directors Hellyer, Kiefer, Lang and Saewert. Nays: None. Absent: None.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "James J. Kiefer", is written over a light gray rectangular background.

James Kiefer
Acting Secretary