

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, DECEMBER 14, 2022
1020 S PLANT RD
WHEELING, IL 60090
6:00 PM**

I. Call to Order and Roll Call

Chairman Court Harris called the meeting to order at 6:00 p.m. Roll call confirmed the following present: Directors Berman, Hellyer, Kearns, Kiefer, Lang, and Saewert. Absent: None.

Also in Attendance: Jeff Miller - Executive Director
George Sakas – Director of Economic Development
Jason Griffith – Director of Finance
Andrew Wolanik – Director of Operations & Maintenance
Krista Coltrin – Administrative Manager/Recording Secretary
Penny Merritt – QuieterHome® Program Project Manager
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 Kiefer and seconded by Director Saewert to approve the minutes from the November 16, 2022, Regular Board Meeting. The motion was approved by voice vote. Ayes: Directors Director Berman, Hellyer, Kearns, Kiefer, Lang, and Saewert. Nays: None. Absent: None.

IV. Changes to the Agenda

None.

V. Public Comments

Wheeling resident Steve Neff addressed the Board of Directors regarding environmental concerns pertaining to the possible runoff of deicing fluid, or glycol, into Buffalo Creek. He stated that it is toxic for the environment and asked if there was a way to catch the deicing fluid before it enters the creek and flows into the adjacent Des Plaines waterway.

VII. Hearings and Reports

A) Director of Finance Report

Director of Finance Jason Griffith delivered the Treasurer's Report and said November is the seventh month in the fiscal year, meaning the target percentage collected or expended is

58.33% of the budget. Year-to-date operating revenues were at 65.9% and operating expenditures were at 49.14% of the budget.

B) Executive Director's Report

Jeff Miller reported on the following:

- ➔ Total operations for November were 665, which is 21% below October 2022 and 12.5% below November 2021. The previous 12-month operations dropped to 98,042. However, this is 48% above average for the month of November since 2010.
- ➔ November fuel flowage was 710,574 gallons, which is 13% below October 2022 and 11% below November 2021. However, fuel flowage is 60% above the average month of November since 2010.
- ➔ Total Customs clearances were 41 in November, which is 6 fewer than October 2022, but 7 more than November 2021. The 12-month total for Customs clearances increased to 518. Clearances are 4 above the average month of November since 2010.
- ➔ November was a month of transition for the noise comment line when a new phone number was implemented with the installation of a new VOIP system. A lag in connectivity created a noticeable absence of calls between November 19 and 24. Staff worked with IT provider Proxit to identify broken links and to re-route the messaging system effectively in early December. The new number is 224-279-2072; the noise comment line can also be reached via the main phone number for the airport. The total number of comments was 31; 20 of the comments were from 2 people and 4 of the comments were received from households outside CEA's airspace
- ➔ To date, 612 applications have been received for the Residential Sound Insulation Program (RSIP), which is in the Pilot Phase and within the one-year workmanship warranty period. One outstanding warranty item is a manufacturer's part for sliding glass doors.
 - The FAA has indicated that the Airport will receive a response before the end of December for the RSIP review.
 - The Airport received a program letter from the state for RSIP in 2023 for \$2.5Million.
- ➔ Updates to construction projects include:
 - Staff is working with Signature Flight Support regarding airspace conformity on leased land adjacent to Tower Road.
 - Material is being stored for the airfield lighting project.

- Per the state, letting for the roadway project in front of Atlantic Aviation will be pushed from January to March due to state staffing issues.
- ➔ Other items include:
 - The Voice Over Internet Protocol (VOIP) system has been installed within the building.
 - George Sakas, Director of Economic Development and Strategic Planning, is gathering platting information for the Exhibit A RFQ.
 - Aircraft in Hangar 7:
 - The Cessna 310 has been sold. The Airport has agreed to store the aircraft until such a time that arrangements can be made for its retrieval.
 - Staff is working with Lewis University on the donation of the Piper to the D214 Aviation Academy.
 - Executive Director Miller announced the arrival of a new air traffic control manager, Samuel (Sam) Lasky, to the Board, indicating that his work history included previous employment at Chicago Executive Airport as well as Midway and Evansville Regional Airports.
- ➔ Public Relations Report
 - Serafin's liaison, Scott Burnham, left the company to join the team of newly elected Secretary of State Alexi Giannoulias. Jim Webb will be the point of contact until further notice.
 - Administrative Manager Krista Coltrin will be the Airport's main point of contact for communications with Serafin.
 - Month-long social media calendars have been established.
 - Coordination with staff on appropriate and consistent messaging for trade show displays, advertising and website content is ongoing.
 - Executive Director Miller will be involved in strategic planning meetings after the first of the year.
- ➔ Upcoming Meetings & Events
 - The CEA office will be closed Friday, December 23 and Monday, December 26, 2022, in observance of Christmas.
 - The CEA office will be closed Monday, January 2, 2023, in observance of New Year's Day.
 - Anticipating the approval of the 2023 meeting dates, the next monthly Board of Director's Meeting will be held on Wednesday, January 18, 2023.

C) Board Member Comments

- Chairman Harris asked QuieterHome® Program Project Manager Penny Merritt how many homes can be completed with \$2.5M in RSIP funding in one year, to which she answered 40 homes. Dialogue ensued regarding the 15-year timeline to complete the current applications. Executive Director Miller explained that the Airport must fund the program up front, with the FAA reimbursing 90% of the project. The Airport is responsible 10% of the program.
- Director Berman wished everyone happy holidays.
- Director Kiefer indicated that he was glad to hear that there would not be much of a delay with RSIP.
- Director Lang was also glad to hear that RSIP was back on track and indicated that he would communicate the update to the Village of Wheeling Board.
- Director Kearns questioned whether any of the 612 RSIP applications would not qualify for the program. Ms. Merritt responded that all applications were within the 65-decibel program range and that, if anything, she anticipated the program to grow pending the outcome of the next Noise Exposure Map update. She also indicated that the program could expand to include more homes each year if the funding was available.
- Director Saewert mentioned that in multifamily buildings, 30% of the units must apply and qualify for testing in order for the building to be included in the program. Ms. Merritt indicated it is more cost effective to soundproof multifamily buildings per unit as there is generally one common area and fewer windows and doors per unit than there is in one single-family home. Additionally, she mentioned that there are currently no single-family units within the Prospect Heights program boundaries.
- Director Hellyer had no comments.

D) Correspondence and Chairman's Comments

- None.

VIII. New Business

A. Resolution 22-045 – A Resolution Authorizing the Payment of Claims

A motion to approve was made by Director Berman 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 22-046 – A Resolution to Approve the Preliminary TIPS FY 2024-2028 Program for Chicago Executive Airport

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.

Executive Director Miller explained that funding was reallocated to cover the construction of new tiedown areas in the northeast corner of the airport. He further explained that developers are interested in building larger corporate hangars which can be leased at a profit as opposed tiedown space or smaller T-hangars. Therefore, to continue its support of smaller general aviation, the airport will fund the continued development of the northeast corner as the future location of smaller general aviation aircraft.

Director Lang asked if the tie-downs in the southeast corner would be “cleaned up” as part of this project. Executive Director Miller explained that this would naturally occur with the redevelopment of the southern portion of the airport once runway 6/24 is decommissioned.

Director Kiefer asked if staff had received any complaints from the general aviation community regarding the eventual transition of aircraft to the northeast quadrant. Executive Director Miller responded that no complaints have been received to date, but that he expects to hear more from aircraft owners once development plans are initiated.

C. Resolution 22-047 – A Resolution Amending a Lease Agreement between Chicago Executive Airport and Hawthorne Global Aviation Services for Hangar 11

A motion to approve was made by Director Saewert 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.

D. Resolution 22-048 – A Resolution Approving a Contract with the Best Qualified Consultant for the Preparation of a Master Drainage Comprehensive Study of Airport Drainage Patterns and Improvements for Chicago Executive Airport

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.

Executive Director Miller explained that this resolution directs staff to choose the best qualified candidate for the preparation of the Master Drainage Comprehensive Study of the Airport Drainage Patterns and Improvements. Staff received four responses to the RFQ, with two firms competing as the top candidates. He added that staff will have verbal conversations with both firms prior to making the final decision.

Director Saewert noted that he was pleased that the RFQ generated interest from multiple firms. Director Kearns agreed and requested an understanding of the timeline for the study, including the timeline for Signature’s new hangar development. Executive Director Miller responded he expects the study to be completed by the end of 2023 or early 2024. He also responded to Director Kearns by stating that Signature Flight Support is not expected to begin construction on their new building for another 12 to 16 months.

E. Resolution 22-049 – A Resolution Approving the 2023 Regular Session Meeting Schedule of the Chicago Executive Airport Board of Directors

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

IX. Executive Session - Pursuant to 5 ILCS 120/2 (c) (6) to discuss the sale or lease of property owned by the public body

At 6:29 p.m. a motion to move in Executive Session was made by Director Lang and seconded by Director Saewert. The motion was approved by roll call. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, Lang, and Saewert. Nays: None. Absent: None.

At 7:02 p.m. a motion to return to open session was made by Director Berman and seconded by Director Lang. The motion was approved by voice vote. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, Lang, and Saewert. Nays: None. Absent: None.

X. Action Taken from Executive Session, if required

None.

XI. Adjournment

At 7:05 p.m. a motion was made by Director Kiefer and seconded by Director Hellyer to adjourn the meeting. The motion was approved by voice vote. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, Lang, and Saewert. Nays: None. Absent: None.

Respectfully Submitted:



Bill Hellyer
Secretary