

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, JANUARY 17, 2024
1020 S PLANT RD
WHEELING, IL 60090
6:00 PM**

I. Call to Order and Roll Call

Chairman D. Court Harris called the meeting to order at 6:00 p.m. Roll call confirmed the following present: Directors Berman, Hellyer, Kiefer, Lang, Saewert. Director Kearns absent.

Also in Attendance: Jeff Miller - Executive Director
 George Sakas – Director of Economic Development
 Jason Griffith – Director of Finance
 Kim Mueller – Property Accountant
 Penny Merritt – C&S Engineering
 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 Berman and seconded by Director Saewert to approve the minutes from the December 13, 2023, Regular Board Meeting. The motion was approved by roll call. Ayes: Directors Berman, Hellyer, Kiefer, Lang, and Saewert. Nays: None. Absent: Kearns.

IV. Changes to the Agenda

Executive Director Jeffrey Miller requested to move Executive Session before resolution 24-002 to discuss the amendment to the PWK Hangar lease agreement.

A motion was made by Director Hellyer and seconded by Director Saewert to move Executive Session before resolution 24-002. The motion was approved by voice vote. Ayes: Directors Berman, Hellyer, Kiefer, Lang, and Saewert. Nays: None. Absent: Kearns.

V. Public Comments

None.

VI. Hearings and Reports

A) Director of Finance Report

Director of Finance Jason Griffith delivered the Treasurer's Report and said December is the eighth month in the fiscal year, meaning the target percentage collected or expended is 66.67% of the budget. Year-to-date operating revenues were at 71.32% and operating expenditures were at 52.1% of the FY24 budget.

B) Executive Director's Report

Jeffrey Miller reported on the following:

- ➔ Executive Director Jeffrey Miller introduced a new Maintenance Technician Employee Jose Oregel.
- ➔ Operations for December 2023 were 6,284, statistically even with December 2022. The previous 12-month ops dropped 1% to 97,812, 22% above our average month of November since 2010. Previous 12-months remained statistically the same at 98,111, 10% above our average month of December since 2010.
- ➔ Total fuel flowage for December 2023 was 644,634, 14% below December 2022. Previous 12-month fuel flowage dropped 1% to 7,785,543, still 47% above our average month of December since 2010.
- ➔ 40 Customs clearances in December 2023, 4 fewer than December 2022. Previous 12-month Customs clearances decreased by 4 to 513, 5 clearances above our average month of December since 2010.
- ➔ Total operations for 2023 increased less than 1% to 98,111.
- ➔ Our 20-year average is 92,561 operations.
- ➔ Fuel decreased 6% to just less than 7.8M gallons. Our 20-year annual average is 5.8M gallons.
- ➔ Our 513 Customs clearances were 1 clearance more than 2022. Our 20-year average is 457 clearances.
- ➔ As a percentage of our total fuel consumption, Jet A remained consistent at 97.5%. (100 LL = 2.5%)
- ➔ Our "Fuel to Ops" ratio dropped slightly to 81.1 – we theoretically pumped 81 gallons of fuel for every flight. Our 23-year average is approaching 63.
- ➔ The number of noise comments totaled 29 for December. There were 4.61 comments per 1,000 operations with a 12-month total of 359.

- ➔ To date, 23 applications have been received for the Residential Sound Insulation Program (RSIP).
- ➔ Phase 1:
 - Noise insulation is expected to begin February 2024.
 - Noise Testing is underway through the 19th.
- ➔ Communications Report
 - Staff are collaborating with Serafin representatives on Q4 2023 and Q1 2024 communications plans.

5K Planning – 30 registered runners.
- ➔ Updates to construction projects include:
 - Hawthorne Hangar 22 – Ramp parking occurring - open house/ribbon cutting date TBD.
 - Storm Water Master Plan – Primera Engineering is coordinating the collective plan update with Sky Harbour development plans.
 - ALP Exhibit A – Revision to the draft deliverables and submittal to IDOT-IDA February 2024. Anticipate May 2024 IDA approval.
 - East Quad Apron Expansion Project on track for Spring construction.
 - CMT and the Airport started coordinating on the Northeast aircraft tiedown construction.
 - Watermain project – The Airport has pinged the FAA on the concurrent use determination.
- ➔ Other projects include:
 - The Airport has published multiple RFPs/RFQs:
 - Janitorial services RFP due February 29th
 - I.T. and A/V services RFQ due February 9th
 - Auditing Services RFP due February 9th
 - Office cleanup - Staff scheduled December 19th the Airport properly disposed of over 20 boxes of old material according to the Cook County public records destruction process (carpets/vents cleaned).
 - The Airport ended contract with Wild Goose Chase.

- Over 800 individuals credentialed in access control.
- Starting Interviews for Administrative Coordinator position.
- ➔ Federal Affairs Update
 - Continuing Resolution Expires January 19th and February 2nd.
 - The Senate passed a continuing resolution until March 1st and 8th.
 - The House Freedom Caucus has stated they are not happy with the Senate deal struck with Speaker Johnson.
 - If the Continuing Resolution is passed, the outlook is not great to achieve a FAA Reauthorization going into an election year.
- ➔ State Affairs Update
 - Legislation is going to be introduced allow more of the 5% in aviation state fuel tax to be moved to airports.
 - CEA is coordinating with legislators and other airports.
- ➔ The Airport Met with Cook County Commissioner Scott Britton.
- ➔ Chicago Executive Airport sponsored the CABAA annual Ed Bolen event.
- ➔ Upcoming Meetings & Events
 - CEA offices are closed on February 19th in Observance of Presidents Day.
 - The next Board of Directors meeting is on Wednesday, February 21st.

Board members had questions regarding some items in Mr. Miller's report.

- Director Saewert stated he supported the termination of the Wild Goose Chase contract. Director Saewert asked what we believed the savings would be. Executive Director Jeffrey Miller responded around \$24,000 per year.
- Chairman Harris inquired how the Administration Building had been holding up through the winter weather as we look towards the future and a new building. Executive Director Jeffrey Miller responded that generally the building has been holding up, but it is older, and the idea is to focus on a new building.

C) Board Member Comments

- Director Hellyer welcomed Jose Orgel to CEA and wanted to thank the team for its good work over the year.
- Director Saewert welcomed Jose Orgel to CEA and mentioned the meeting with Commissioner Scott Britton and that he seems enthusiastic about the future of the Airport.

- Director Berman welcomed Jose Orgel to CEA and thanked him for getting up and running with the winter weather. Further, Director Berman thanked the entire staff for their preparedness for the winter weather.

D) Correspondence and Chairman's Comments

- Chairman Harris welcomed Jose Orgel to the organization and thanked the team for the hard work over the holidays.

VII. New Business

A. Resolution 24-001 – A Resolution Authorizing the Payment of Claims

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, Kiefer, Lang, and Saewert. Nays: None. Absent: Kearns.

VIII. Executive Session –

Pursuant to 5 ILCS 120/2 (c) (5), (11), and (21) to discuss the sale or lease of property owned by the public body and review the minutes of meetings lawfully closed under this Act.

At 6:18 p.m. a motion was made to move into Executive Session by Director Saewert and seconded by Director Hellyer. The motion was approved by roll call. Ayes: Directors Berman, Hellyer, Kiefer, Lang, and Saewert. Nays: None. Absent: Kearns.

IX. Action Taken from Executive Session

The Board reconvened in open session at 6:50 p.m. A motion was made by Director Berman and seconded by Director Saewert to approve Resolution 24-002 – A Resolution Approving a First Amendment to PWK Hangars LLC Lease Agreement. The motion was approved by roll call. Ayes: Directors Berman, Hellyer, Kiefer, Lang, and Saewert. Nays: None. Absent: Kearns.

A motion to approve but not release Executive Session meeting minutes from October 2022, November 2022, December 2022, July 2023, and August 2023 was made by Director Kiefer and seconded by Director Lang. The motion was approved by roll call. Ayes: Directors Berman, Hellyer, Kiefer, Lang, and Saewert. Nays: None. Absent: Kearns.

X. Adjournment

At 6:53 p.m. a motion was made by Director Saewert and seconded by Director Berman to adjourn the meeting. The motion was approved by voice vote. Ayes: Directors Berman, Hellyer, Kiefer, Lang, and Saewert. Nays: None. Absent: Kearns

Respectfully Submitted:

A handwritten signature in black ink that reads "Bill Hellyer". The signature is written in a cursive style with a large, stylized "B" and "H".

Bill Hellyer
Secretary