

**CHICAGO EXECUTIVE AIRPORT  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
WEDNESDAY, AUGUST 21, 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 pm. Roll call confirmed the following present: Directors Berman, Hellyer, Kearns, Kiefer, Lang, and Saewert.

Also in Attendance: Jeffery Miller – Executive Director  
Jason Griffith – Director of Finance  
Carmina Esguerra – Administrative Coordinator  
Tom Lester – Attorney

**II. Pledge of Allegiance**

Chairman Harris led those in attendance in the Pledge of Allegiance.

**III. Approval of Minutes**

A. A motion was made by Director Kearns and seconded by Director Lang to approve the minutes from the July 17, 2024, Regular Board Meeting. The motion was approved by voice vote. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, Lang, and Saewert. Nays: None.

**IV. Changes to Agenda**

None.

**V. Public Comments**

None.

**VI. Hearing & Reports**

**A. Director of Finance Report**

Director of Finance Jason Griffith delivered the Treasurer's Report and said July is the third month in the fiscal year, meaning the target percentage collected or expended is 25% of the budget. Year-to-date operating revenues are at 25.49% and operating expenditures were at 12.30% of the FY25 budget.

**B. Executive Director's Report**

Jeffery Miller reported on the following:

- ➔ Operations for July 2024 were 10,978, 15% above June 2024 and 5% above July 2023. Previous 12-months ops were up at 97,882, 19% above our average month of June since 2010.
- ➔ Total fuel flowage for July 2024 was 704,694, 8% above June 2024 and 5% above July 2023. Previous 12-month fuel flowage increased to 8,023,601, 52% above our average month of July since 2010.
- ➔ 38 Customs clearance in July 2024, 12 fewer than June 2024 but 23 fewer than July 2023. Previous 12-month Customs clearances decreased by 23 to 518. 10 below the average monthly clearances of 48 for July since 2010.
- ➔ The number of noise comments totaled 29 comments for June 2024. There were 2.9 comments per 1000 operations. All 14 comments from Prospect Heights were from 2 households.
- ➔ To date, 624 applications have been received for the Residential Sound Insulation Program (RSIP). The newsletter is expected to be distributed in July.
- ➔ Phase 1:
  - One remaining home – product was reordered due to damage; tentative installation will be 8/26.
- ➔ Phase 2:
  - One homeowner requested to be dropped from Phase 2; we are adding one single-family property that we have in reserve. That design will be 9/16.
  - Phase 2 grant information has been submitted.
- ➔ Construction Projects
  - Northeast Quadrant New Tie Down Areas – On track for a September 20<sup>th</sup> letting.
  - East Quad Apron Expansion Project: Some concrete areas failed testing standards. The Airport is working with the contractor to replace concrete that does not meet the standards.
  - Village of Wheeling Watermain project approved by the FAA.
- ➔ Other Projects
  - Master Drainage Study draft under review.
  - Master Plan reimbursement invoices submitted.
  - Runway 6/24 Environmental Assessment underway with specific stormwater information from the master drainage study project.
  - Terminal project submitted to the FAA with a letter of endorsement from Congressman Schneider.
- ➔ Federal Affairs Update
  - No significant updates. We anticipate items will be slow through November.
- ➔ State Affairs Update
  - No Bills vetoed by the Governor, so we expect a quiet veto session in the fall.

- ➔ New alarm security that notifies airport staff if someone gets onto the airfield.
- ➔ Hawthorne Global Aviation Services is to be rebranded to Ascension within the next couple of months.
- ➔ Public Relations
  - CEA interns and staff attended National Night Out in Prospect Heights and Wheeling on August 6th.
- ➔ Upcoming Meetings and Events
  - Monday, September 2<sup>nd</sup> the office will be closed in observance of Labor Day
  - The next Board of Directors Meeting & Joint Meeting is Wednesday, September 18<sup>th</sup>.
  - September 19<sup>th</sup> is the VOW/CEA Economic Development Roundtable Discussion at Ascension.
  - October 22<sup>nd</sup> to the 24<sup>th</sup> is NBAA BACE in Las Vegas.

Chairman Harris questioned Executive Director Miller if RSIP Phase 2 will be done in the calendar year 2024. Director Miller answered it will be completed in the year 2025 due to the grant program starting in the fall.

#### **C. Board Member Comments**

- Director Kearns thanked the team and airport staff for their dedication and effort in the Ramada Inn Project. He hopes adding this property to the airport will have a positive effect on the aviation community.

#### **D. Correspondence and Chairman's Comments**

None.

### **VII. New Business**

#### **A. Resolution 24-028 – A Resolution Authorizing the Payment of Claims**

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

#### **B. Resolution 24-029 – A Resolution Approving a Binding Letter of Intent for the Former Ramada Inn Property**

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

**VIII. Executive Session** – Pursuant to 5 ILCS 120/29(c)(5) to discuss the purchase or lease of properties for the use of Chicago Executive Airport.

At 6:20 pm a motion was made to move into Executive Session by Director Hellyer and seconded by Director Saewert. The motion was approved by roll call. Ayes: Director Berman, Hellyer, Kearns, Kiefer, Lang, Saewert.

**IX. Action Taken from Executive Session, if required**

No action was taken.

The Board reconvened in open session at 6:50 pm. The motion was made by Director Kiefer and seconded by Director Berman. The motion was approved by voice vote. Ayes: Director Berman, Hellyer, Kearns, Kiefer, Lang, Saewert. Nays: None.

**X. Adjournment**

At 6:55 pm a motion was made by Director Berman and seconded by Director Saewert to adjourn the meeting. The motion was approved by voice vote. Ayes: Director Berman, Hellyer, Kearns, Kiefer, Lang, Saewert. Nays: None.

Respectfully submitted:



Steve Berman

Secretary