CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, AUGUST 21, 2013
1020 S. PLANT ROAD
WHEELING, IL 60090
6:00 PM

I. Call to Order and Roll Call

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

Absent: Director Pace

Also in Attendance: Jamie Abbott – Acting Airport Manager
Bob Fialkowski – Interim Chief Financial Officer
Vicki Mayr - Recording Secretary
Tom Lester – Airport Attorney

II. Pledge of Allegiance

Following roll call, Director Kolssak led those in attendance in the Pledge of Allegiance.

III. Approval of Minutes

A motion was made by Director Cloud and seconded by Director Lang to approve the minutes of the July 11, 2013 Regular Meeting, as amended. The motion was approved by voice vote. Absent: Director Pace.

IV. Changes to the Agenda

Item B – Under Old Business was moved to VI. Hearings and Reports to accommodate Judy Muck, who gave a presentation on the CEA Office Painting/Remodel.

V. Public Comments

There were no public comments.

VI. Hearings and Reports

Jamie Abbott introduced Judy Muck, who has been working with the airport staff on remodel ideas for the airport offices. Judy presented ideas and alternatives that included paint, wallpaper the reuse or replacement of various pieces of furniture and fixtures throughout the offices. During the discussion that followed her presentation it was determined that she would continue to work with Jamie and airport staff to pare down the size and cost of the project, keeping the main focus the public areas. Jamie will pass the more refined numbers on to the board, especially Director Pace, whose business is contracting.

A) Treasurer's Report

- The revenues were above budget, as were Customs. Full time and part time salaries were under budget. Audit services are higher, which is not unusual in the early months of the budget year. The Jet A fuel flowage was up about 2% on a 12 month basis. Unfortunately the 100LL was down about 8 ¾%.

B) **Airport Manager's Report**.

Assistant Airport Manager, Jamie Abbott, reported on the following**:**

- ✈ The Hawthorne hangar continues to progress, with the south side panels are going up.
- ✈ Tin Goose Garage is also going very well.
- ✈ The 34 Hold Pad project, our only Federal project this year, has been completed.
- ✈ The airport's US Customs office would like their facility brought up to the standards they now require at all airports. They would like a letter of intent stating that the airport will participate. The letter would allow them to assign a project manager, but would not commit airport funds at this time.
- ✈ Upcoming events:
    - o BMW Championship from September 9-15th. We expect increased traffic before and during the event. There are 4 tickets available for each day with our "preferred airport for players traveling via private charter" sponsorship. If board members are interested, please see Jamie. Director Katz suggested getting an aerial photo while all of the additional planes are parked on the airfield.
    - o IPAA Fall Conference will be held in Galena in September. There's money in the budget for two to attend. If someone from the board would like to attend, please let Jamie know.
- ✈ The RFP for IT and Financial services should be ready to go out next week.
- ✈ The airport received a noise complaint regarding Express Helicopter Service. They have been very cooperative in trying to avoid flying over residences by staying over Willow

Road. Both the airport and the helicopter company will contact the resident to see how the situation may be resolved. Director Cloud asked if we should consider noise abatement hours. Al Palicki from Signature stated that he receives fewer noise complaints each year, as jets become quieter.

- Brian Welker of CMT suggested that TIPs be brought to the board for approval in November, after the airport's visit to Springfield.

A. Board Members Comments

- Director Kearns asked if there was an update on EMAS. Mr. Welker explained that it has been placed back on the September letting with additional tweaked specifications and a request for an additional dollar amount. The project remains the highest priority. Director Kearns mentioned the Dollars for Scholars golf outing at Old Orchard on Friday. He encouraged everyone to come out and golf or just have dinner.
- Director Cloud asked if everyone on the board was attending NBAA, which they are, and asked if Vicki needed any additional information.
- Director Lang noted that Gary Wilson of the FAA stopped at the airport. He asked if this was a normal occurrence. Jamie explained that CEA has a good relationship with Mr. Wilson and he will come by here and show people from FAA headquarters and other offices around our airport. Director Lang stated the he had very good things to say about Jamie and the airport.
- Director Katz commented that he's pleased to see the signs directing people to the viewing areas going up and that the airfield looks great. He would like to talk to Jamie more about marketing.
- Director Kolssak attended EAA. While there he met with Mason Holland of Eclipse and set up a tentative time to discuss Eclipse's future at CEA. He'd like to sit down with Messrs. Palicki, Costa, Annin, Kurgan and their associates at NBAA and ask if there is anything the airport can do for them. Director Kolssak stated that the self service fueling is ongoing and Jamie continues to work on it. He also brought up the topic of landing fees, not for airport tenants but for itinerant planes. He would like Jamie to explore and offer his opinions on the ideas of marketing, landing fee and the office remodel.

B. Correspondence and Chairman's Comments

There was no correspondence or Chairman's comments.

VII. Consent Agenda

A motion was made by Director Lang and seconded by Director Cloud to approve Item A on this evening's consent agenda.

A. Resolution 13-030 - A Resolution Authorizing the Payment of Claims;

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

Director Lang made a motion to approve Item B on the agenda. The motion was seconded by Director Katz.

B. Resolution 13-031 – A Resolution Approving the Settlement Agreement Between Chicago Executive Airport and One Zero Charlie;

The motion was approved by voice vote. Ayes: Directors Cloud, Katz, Kolssak and Lang. Nays: Director Kearns. Absent: Director Pace.

C) **Consideration of Items Removed from the Consent Agenda**

There were no items removed from the Consent Agenda.

D) Old Business

Item A. Discussion of GA T-Hangars, Self Service Fuel and Fuel Cost at PWK were discussed during Board Member Comments. One additional comment: Jamie Abbott has been talking to FBOs, pilot groups and the FAA and is in the process of putting everything together. Director Kearns would like to see the self service fuel happen if the number all work out;

Item B. Discussion of CEA Office Painting/Remodel was moved to the Hearings and Reports section of the meeting.

E) New Business

Director Cloud made a motion to approve Item A on tonight's agenda. The motion was seconded by Director Lang.

A. Resolution 13-032– A Resolution Approving Signers for the Illinois Fund;

The motion was approved by a voice call vote. Ayes included Directors Cloud, Katz, Kearns, Kolssak and Lang. Nay: None. Absent: Director Pace.

A motion was made to table by Director Lang and Second by Director Cloud.

Item B - Resolution 13-033 – A Resolution Approving and Recommending to the Village of Wheeling and the City of Prospect Heights the Following Agreements in Substantially the Same Form as Presented by and Between Chicago Executive Airport, the Village of Wheeling and the City of Prospect Heights, Jointly, and Signature Flight Support Corporation Relating to the Property Commonly Referred to as the Former 94th Aero Squadron Property;

Due to the FAA not having fully reviewed and responded with comments to the access agreement, Resolution 13-033 was tabled.

The motion to table was approved by a voice vote. Ayes: included Directors Cloud, Katz, Kearns, Kolssak and Lang. Nay: None. Absent: Director Pace.

A motion was made by Director Cloud and seconded by Director Katz to approve agenda Item C.

C. Resolution 13-034 – A Resolution Approving a Land Use Contract with the United States Army Corp of Engineers;

It was explained that the Army Corp of Engineers needs an equipment staging area for a levy project in Prospect Heights. The airport agreed to allow them to use a portion of airport's RSA land on the south side of Palatine Road. The FAA requires that the airport charge fair market value for the land, in order to maintain grant assurances. Therefore, the airport will charge a rate of $80 per month during the 18 months of the agreement.

The resolution was approved by a voice vote. Ayes included: Directors Cloud, Katz, Kearns, Kolssak and Lang. Nays: none. Absent: Director Pace.

VIII. Executive Session

There was no Executive Session.

IX. Adjournment

A motion was made by Director Cloud and seconded by Director Lang to adjourn the meeting. The motion was unanimously approved by a voice vote. The meeting was adjourned at 7:06 p.m.

Respectfully submitted,

Elizabeth F. Cloud

Elizabeth Cloud
Secretary