CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, SEPTEMBER 18, 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, Lang and Pace.

Absent: None

Also in Attendance: Jamie Abbott – Acting Airport Manager
Bob Fialkowski – Interim Chief Financial Officer
Vicki Mayr - Recording Secretary
Tom Lester – Airport Attorney arrived at approximately 6:15pm

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 August 21, 2013 Regular Meeting. The motion was approved by voice vote.

IV. Changes to the Agenda

There were no changes to the agenda.

V. Public Comments

Mr. Michael Haupt of Aviation Explorers thanked the Board of Directors and the airport for the use of the board room for another year. Mr. Haupt explained Aviation Explorers' role in helping high school and college aged kids explore aviation related careers. He stated that there will be an open house next Monday, September 23rd and invited all present to attend, including any kids who may have an interest in aviation.

VI. Hearings and Reports

A) Treasurer's Report

Some notes from the financial statements: although there was a decrease in operations, there was an increase in fuel sales during that time period. The increase did not include sales from the BMW Golf Championship. Customs operations were down slightly. Administrative expenses were slightly higher due to payout to Rita for accumulated leave. Administrative retirement showed a credit due to Rita not being fully vested. There was higher itinerant traffic for the month and finally an administrative expense for appraisals for some airport property on Wolf Road.

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

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

- Exterior construction is wrapping up on Tin Goose Garage. They are on track for completion by the end of the month.

- Hawthorne is moving along as planned. There was an underground fuel tank discovered on the south side of the property. The airport is working with the State Fire Marshal to expedite its removal.

- There is a resolution to award the contract for airfield pavement repairs on tonight's agenda. The pavement at the entrance to hangars 5, 6 and 8 will be re-graded to ensure water flows away from the hangars.

- There is a bid opening for the EMAS RFP on the 20th. Several contractors attended a pre-bid meeting this week. The project is now funded for construction in the spring.

- The FBOs saw double their normal traffic and fuel sales during the BMW Golf Championship last week. Both the airport and the community benefited from the event.

- The RFP for accounting services is currently out for bid. The bid opening is October 4th. Only one company attended a pre-bid meeting, but a few others have requested the bid documents.

- There have been a dozen or so requests for information on the RFQ for IT services. That bid opening is the September 24th.

- Due to our late sign up, the better NBAA booth locations were taken, but we regularly remind NBAA staff to let us know of any cancellations. Please send your travel schedule to Vicki so we know when each person will be attending.

- Jamie will be attending the IPAA Fall Conference in Galena from Sunday to Wednesday. He can be reached by phone or e-mail. This is an opportunity to meet with FAA and IDOT to review airport projects.

- Upcoming events:

  - The dedication of the plaque honoring two Lithuanian pilots who flew out of Palwaukee Airport early in their careers is tomorrow at Hangar 19 from 6:30pm – 8:30pm

  - There is a retirement party for former CEA Director Larry Widmer at Giacomo's Restaurant in Des Plaines on September 26th from 5:00pm – 7:00pm.

  Director Lang asked if there was any soil contamination and if the airport is financially responsible for the removal of the fuel tank and soil found at the Hawthorne site. Jamie and the Airport Attorney explained that, yes, the airport is responsible. The tank had not been located when the property had gone through the Phase 1 environmental study.

A. Board Members Comments

- Director Katz asked about plans regarding security around the airport. Jamie stated that additional security, including cameras, has been researched and is very expensive. He will reach out to Homeland Security and look into grants to see if security funding is available. He also stated that the airport staff, FBOs and GA community is very diligent about watching out for security on the airport.
- Director Lang stated that there will be stricter enforcement of ordinances along Industrial Drive. If anyone sees violations, please contact the Wheeling Police Department
- Director Kearns thanked those who attended the Dollars for Scholars Golf Outing. He was also impressed with the BMW Championship. He felt the event showcased the airport and the area. He also made a request that discussion of the IGA be added to the agenda.
- Director Cloud requested that the airport look into an alternative to the Hightail for delivering board packets. As there seems to be problem with the board accessing packet information on their iPads, it is important to be able to view all documents during our board meetings. Also, the wireless internet is failing possible due to the fact that more people are signing on at the same time. Jamie replied to an inquiry that he and Vicki would be staffing the booth at NBAA. Director Cloud also requested that a scaled down version of the office remodel be completed by mid-November. Additionally, it was agreed that there would be a holiday party and that Director Cloud would research venue and menu ideas and return to the board with suggestions. She suggested saving the date of Friday, December 6th.

B. Correspondence and Chairman's Comments

There was no correspondence or Chairman's comments.

VII. Consent Agenda

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

A. Resolution 13-035 - A Resolution Authorizing the Payment of Claims;

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

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

There were no items removed from the Consent Agenda.

D) Old Business

Director Kolssak suggested discussing the redlined version of the Intergovernmental Agreement (IGA), per Director Kearns request, at this time. After much discussion it was decided that there were three points which all of the directors agreed they would like to see changed. Mr. Tom Lester will incorporate those changes into the redlined IGA and send them to the board for review. The board will then recommend the changes to their respective municipalities for approval. He will also provide a bullet point document of changes.

A motion was made to table Item A under Old Business by Director Cloud and Second by Director Cloud.

Item A - 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, again, tabled.

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

Item B. Discussion of GA T-Hangars, Self Service Fuel and Fuel Cost at PWK; The Acting Airport Manager and staff analyzed the cost of installing, operating and maintaining self service fueling and determined that it would be difficult to provide a lower cost fuel option. Based on the research, it was recommended that providing self service fuel would not be a good idea, at this time. Director Kolssak requested that Jamie prepare a similar report on the feasibility of landing fees for itinerant aircraft at CEA.

E) New Business

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

A. Resolution 13-036– A Resolution Approving an Award of Contract to Maneval Construction Company for 2013 Airfield Pavement Repairs:

Although Maneval Construction was the only respondent to the RFP, they have done satisfactory work for the airport in the past and their bid came in under the engineer's estimate.

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

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 7:40 p.m.

Respectfully submitted,

Elizabeth Cloud
Secretary