

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, AUGUST 17, 2016
1020 S PLANT ROAD
WHEELING, IL 60090
6:00 PM**

I. Call to Order and Roll Call

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

Absent: Director Kolssak

Also in Attendance: Scott Campbell – Chief Financial Officer
 Jamie Abbott – Executive Director via speakerphone
 Andrew Wolanik – Airport Operations Coordinator
 Jennifer Pfeifer- Recording Secretary
 Tom Lester – Airport Attorney

II. Pledge of Allegiance

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

III. Approval of Minutes

A motion was made by Director Katz and seconded by Director Cloud to approve the minutes from the July 20, 2016 Regular Board Meeting. The motion was approved by a roll call vote. Ayes: Directors Cloud, Katz, Kearns, Lang and Kiefer. Nays: None. Absent: Director Kolssak.

IV. Changes to the Agenda

There was no change to the agenda.

V. Public Comments

There were no public comments.

VI. Hearing and Reports

A) Treasurer's Report

Director Kearns reported that the numbers this month are normal. July 2016 total fuel flowage is up from July 2015. Flowage of 100LL increased and make up 3.4% of fuel sales; Jet A sales are slightly lower and make up 96.6% of fuel sales. Total Flight Operations are down. Customs are up slightly this month. Revenue is over budget. Administrative and maintenance expenses are under budget. There was net income for the month. Normal transfers were made to building and equipment reserve fund.

B) Executive Director's Report.

CFO, Scott Campbell, reported on the following:

- ➔ Runway 16/34 Rehab – The pavement is in place and taxiways, intersections and grooving will be done in September. Director Katz asked if there will be any further runway closures. The next runway closures will take place the weekends of 9/9 and 9/16. The weather has been favorable during the entire project.
- ➔ Welcome Sign – A kick-off meeting was held earlier this month. Information about the easements is being prepared. Two or three sign design options will be presented to the board at a future meeting.
- ➔ Glideslope Shack Replacement – This is an FAA project that will take approximately five weeks to complete. The new shack will be out of the runway safety area and will be raised up out of the water area. So far the foundation is in.
- ➔ East Quad Apron – The final inspection was held and there are minor items to be completed.
- ➔ North End EMAS – The final inspection is scheduled for later this month.
- ➔ Ramada Inn Grand Opening – The ribbon cutting was held last night. The remodeling has turned out beautifully. The airport plans to house winter operations workers there.
- ➔ Hangar 8 Gate – The gate was hit by a departing automobile by mistake. The driver called and admitted fault. The gate has been replaced with a spare one that was in the garage.
- ➔ Summer Interns – Two have already departed, one will finish this week and the final intern next week. Thank you to the interns who worked tirelessly this summer.

Director Kiefer and Scott discussed electrical work that is being done on the runway and if there are any plans to install air conditioning in the vault that contains the new regulator.

Executive Director, Jamie Abbott, via speakerphone had no further comments to add.

C) Board Members Comments

- Director Cloud thanked Ray Lang and Scott Campbell for attending the ribbon cutting at the Ramada Inn. She noted that \$5 million dollars was spent on the renovation and the official opening is set for August 25th. In addition, the owners of the Ramada Inn value being part of the community and have already donated \$10,000 to St. Alphonsus Church. Part of this donation will be towards comfort dogs that will travel around the country to disaster areas. Her hope is that the Ramada Inn will be supported by residents and businesses.
- Director Kearns reminded all that on August 29th the Scholarship Assistance Fund is holding their annual golf outing and fund raiser at The Grove Country Club in Long Grove. The scholarships are given to students in the nearby communities. All are welcome.
- Director Kiefer had no comments.
- Director Katz had no comments.

- Director Lang spoke about the Collings Foundation that brought four WWII aircraft to PWK earlier this month. He said it looked like they had a successful event, saw many excited comments on Facebook and he hopes next year they will extend their stay at PWK to a full seven days, through the weekend. He asked that we contact them now regarding their visit for next year. Director Lang will not be at next month's meeting.

D) Correspondence and Chairman's Comments

- Chairman Tourtelot said that he stopped at the Ramada Inn to welcome them and was able to take a tour of the hotel, the bowling alley and the rooms. He commented that the hotel has an aviation decorating theme and rooms are beautiful. He noticed they deliver pizza and are committed to hiring local residents which means they are investing in the community. Finally, he thanked CEPA for putting him on the mailing list and sending him a newsletter.

VII. Discussion

There was no discussion.

VIII. Consent Agenda

A. Resolution 16-034 - A Resolution Authorizing the Payment of Claims;

A motion to approve was made by Director Cloud and seconded by Director Lang. The motion was approved by roll call vote. Ayes: Directors Katz, Kearns, Cloud, Lang and Kiefer. Nays: None. Absent: Director Kolssak.

IX. Old Business

There was no old business.

X. New Business

A. Resolution 16-035 – A Resolution Authorizing the Replacement of Outdated IT Equipment at the Customs Facility on the Airport;

A motion to approve was made by Director Cloud and seconded by Director Lang. The motion was approved by roll call vote. Ayes: Directors Kearns, Lang, Kiefer, Katz and Cloud. Nays: None. Absent: Director Kolssak.

Director Kearns questioned the \$10,000 maintenance per year. Director Cloud asked if there were other bids or options. Jamie Abbott, Scott Campbell and Tom Lester, the airport attorney, explained that this agreement was presented by the U.S. Customs office and there is no debating it or other options; it is believed that the vendor has a general contract with U.S. Customs because they have all their security information and this is how it is handled across the country at all customs offices. Director Katz asked if this amount is similar to past costs. The last IT upgrade was over twelve years ago. Chairman Tourtelot said that this involves custom national security software.

B. Resolution 16-036 – A Resolution Approving the Agency Agreement with the State of Illinois Regarding Construction of Lima 1 Bypass;

A motion to approve was made by Director Cloud and seconded by Director Kiefer. The motion was approved by roll call vote. Ayes: Directors Katz, Kearns, Kiefer, Lang, Cloud. Nays: None. Absent: Director Kolssak.

Director Katz asked who the construction company is and the answer R. W. Dunteman was given.

Director Kiefer asked if the cost was reduced by the fact that R.W. Dunteman is working on other projects at the airport and Sean Smith, CMT Engineer, replied yes.

Director Cloud confirmed that other bids were higher.

Director Katz confirmed that everything is included; electrical and lighting, etc.

C. Resolution 16-037 – A Resolution Approving a Construction Service Agreement with Crawford, Murphy & Tilly, Inc. for Construction Phase Services Related to the Lima 1 Bypass Taxiway;

A motion to approve was made by Director Katz and seconded by Director Cloud. The motion was approved by roll call vote. Ayes: Directors Katz, Kearns, Cloud, Lang and Kiefer. Nays: None. Absent: Director Kolssak.

Director Katz asked if the cost was reduced because CMT is doing other airport projects at the same time and the answer was yes.

D. Resolution 16-038 – A Resolution Approving the Contract with Mead and Hunt Inc. for the NEM Update;

A motion to approve was made by Director Cloud and seconded by Director Lang. The motion was approved by roll call vote. Ayes: Directors Katz, Cloud, Kiefer, Kearns, and Lang. Nays: None. Absent: Director Kolssak.

Director Kearns made note of a typographical error on page two which will be corrected before signing the resolution.

Director Lang expressed that the NEM project is huge, will make progress with noise issues and he is happy to see it starting.

Director Katz asked what the time frame is for the project. Jamie replied approximately twelve months. He asked about the usage of noise monitors and if they cost extra money. The FAA will use “modeling” technology. Brian and Jamie explained that after the NEM is complete, noise monitors will be used for the Noise Compatibility Plan (NCP). Director Katz asked if the NCP could be started as soon as possible with actual noise monitors and the answer was yes. He also asked if the 310 departure will be looked at. This will be part of the post NEM Update study with the Airport, consultant and FAA.

Director Kiefer asked if the NEM update includes new maps. He also questioned the timeline and how noise monitor data will be used. Brian Welker, CMT Engineering, said that the NEM must be completed in order to apply for more federal funding and the Noise Compatibility Plan (NCP).

Director Lang asked if there is a way to push for greater accuracy and does the airport have any input. Brian answered that there is new methodology that will be used according to the

representative at the FAA who will be participating in the study. Furthermore the Airport Noise Committee and the public will be participating in the study at some point. Director Lang also pointed out that NEM updates should be done every five years from now on.

Director Cloud asked if there is federal funding for the noise monitors and Jamie replied yes.

John Tourtelot commented that he understands that we need to have the NEM completed to proceed onto other studies.

E. Resolution 16-039 – A Resolution Approving the Contract with R. W. Duntelman Company for 2016 Airfield Pavement Repairs;

A motion to approve was made by Director Cloud and seconded by Director Kiefer. The motion was approved by roll call vote. Ayes: Directors Katz, Cloud, Kiefer, Lang and Kearns. Nays: None. Absent: Director Kolssak.

XI. Executive Session

There was no Executive Session.

XII. Action Taken from Executive Session, if required

There was no action taken.

XIII. Adjournment

A motion was made by Director Kiefer and seconded by Director Cloud to adjourn the meeting. The motion was unanimously approved by a voice vote. The meeting was adjourned at 6:39 p.m.

Respectfully submitted,



Neal Katz
Secretary