

**CHICAGO EXECUTIVE AIRPORT  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
WEDNESDAY, MARCH 16, 2022  
1020 S PLANT RD  
WHEELING, IL 60090  
6:00 PM**

**I. Call to Order and Roll Call**

Chairman Harris called the meeting to order at 6:00 PM. Roll call confirmed the following present: Directors Berman, Hellyer, Kearns, Kiefer, Lang and Saewert. Absent: None.

Also in Attendance:     Jeff Miller – Executive Director  
                              George Sakas – Director of Economic Development  
                              Jason Griffith – Director of Finance  
                              Andrew Wolanik – Director of Operations & Maintenance  
                              Jennifer Pfeifer- Recording Secretary  
                              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 Kearns to approve the minutes from the February 16, 2022, Regular Board Meeting. The motion was approved by voice vote. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: None.

A motion was made by Director Saewert and seconded by Director Lang to approve the minutes from the February 16, 2022, Budget Workshop Meeting. The motion was approved by voice vote. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, Lang and Saewert. Nays: None. Absent: None.

**IV. Changes to the Agenda**

None.

**V. Public Comments**

None.

## **VI. Hearing and Reports**

### **A) Treasurer's Report**

Jason Griffith delivered the Treasurer's Report. February is the tenth month of the fiscal year which is 83.33%, operating revenues were at 98.31% of the budget and operating expenses are 71.56% of the FY22 budget.

Jason spoke about the new property management and general ledger software that is being recommended in Resolution 22-013. The goal is to modernize and integrate with our current operations and maintenance software, track leases, and allow five years of budget forecasting. Three software products (Aerosimple, Civix and Yardi) were considered, and he spoke about the features of each. The Staff's recommendation is Yardi Systems, Inc.

### **B) Executive Director's Report.**

Executive Director, Jeff Miller, reported on the following:

- ➔ Trending upward movement, February total operations of were 5,596. The 12-month total is 100,753 operations.
- ➔ Fuel flowage was 529,6931 gallons for February which is 33% above February 2021.
- ➔ There were 33 U.S. Customs operations in February, this is a significant recovery from the pandemic-low of 17.5 in February 2021.
- ➔ Some of the things currently working on:
  - The Residential Sound Insulation Program (RSIP) is on track for Spring construction.
  - Master Plan/ALP Approval has been signed and distributed to the FBOs. It will be posted to the website.
  - Airfield Lighting Project bid has been accepted by the State of IL and processing of the forms is on track to be completed within the 90-day deadline. The Airport is signing the grant documentation forms. Plans to meet with the State every two weeks to keep an open dialogue and keep projects on the right track.
  - Jeff met with Jason Osborn who is the new Director of Intermodal Project Implementation at IDOT.
  - Run the Runway registration is open and there are already three sponsors and 34 runners signed up.

- On April 5<sup>th</sup> District 21 students and faculty will be making an aviation career video at Chicago Executive Airport. The school AV club will be doing the filming.
  - We are working on a recognition program for each Board of Directors meeting to highlight individual's contributions.
  - The new photo backdrop and promotional bags for the 5K were shown.
- ➔ Public Relations Report
- Working with Serafin on the 5K materials, sponsors and outreach.
  - An article was published about Hawthorne.
  - The press release about Signature Flight Support was picked up by local media and aviation focused media outlets.
  - New promotional car stickers with Chicago Executive Airport code are available and being distributed.
- ➔ Noise call data was displayed showing 11 noise complaints from last month. The previous month there were 3 complaints.
- ➔ Upcoming Meetings & Events
- April 5-7: Jeff and George will be attending NBAA Schedulers and Dispatchers Conference.
  - Friday, April 15<sup>th</sup> the office will be closed for the Good Friday holiday.
  - Monday, April 18<sup>th</sup> is the next Quarterly GA Users Meeting.
  - The next regular Board of Directors meeting will be on Wednesday, April 20<sup>th</sup>.
- ➔ Security Enhancement Proposal – Jeff turned the floor over to Andrew Wolanik for the presentation:
- Andrew said that we are a very busy GA airport, and the security goals are:
    - Increased physical security and lighting to reduce intrusions.
    - Increased security coverage.
    - Enhanced access control.
  - Some physical security measures recently completed:
    - Removal of some gates which were replaced by permanent fencing.
    - Illumination of Area 2 gates.
    - Metal bollards were installed near the viewing area.

- Three vendors were interviewed, and Durabilt Fence was selected for physical security upgrades at the following fencing locations:
  - Hintz Rd. and Wolf Rd.
  - Wolf Rd. and Messner Dr.
  - Plant Rd. and Sumac Rd.
- Andrew spoke about three vendors (Imperial Surveillance, ais, and Siemens) that were considered for the camera and access control security segment. He explained the features each could offer and the costs. He recommended Imperial Surveillance, explained the cost and scope of the surveillance system and different features.

Director Lang asked if the surveillance system is capable of capturing aircraft tail numbers, how long data is stored and how the system is accessed by staff. Andrew said that yes, tail numbers can be captured, data is stored for at least 30 days and can be increased, and it is a PC based system and smart phone capability that can be used remotely. Jeff added that this system will provide more accurate information remotely if there is an incident. Director Lang also asked Jeff about the threatening noise complaint call and Jeff said he believes it is an isolated incident. Director Lang said if it happens again that Jeff should make use of Village resources for protection.

Director Saewert asked what the monthly charge covers and will the cameras that the City of Prospect Heights monitors at the viewing area remain part of the system. Andrew said the monthly charge is for general maintenance and service of the system and covers all parts, labor, and annual cleaning of the cameras. The current viewing area camera will remain, and additional cameras will be installed at the viewing area.

Director Kearns asked what the cost will be to run power to the new camera locations. Chad from Imperial Surveillance said that cameras will be installed at locations that already have power so any additional cost will be minimal. Director Kearns asked if any of the cost of this project is reimbursable, and Attorney Tom Lester said no.

### **C) CMT Engineering Report – Brian Welker and Kyle Peabody**

- Brian Welker, CMT CEO, spoke about how much he has appreciated working with the Airport since 1986. A new engineer, Doug Klonowski, who has worked on Chicago Executive Airport projects in the past will be the main engineer along with Kyle Peabody. Dan Pape will still be backing up the team.
- Kyle Peabody gave the CMT Engineering Report for the month of February:
  - i. General Engineering – State capital program, expansion of the east quad apron and the rehab of the roadway at NE T-hangars – predesign meetings are on hold per the State due to staffing issues.
  - ii. Runway 34 circle to land approach – the surveys have been completed for the obstruction lights and now working on the drawings. Will be sent to CEA staff.

- iii. Hawthorne Hangar Phase 2 – the civil drawings have been received and there are three items to close out. They have prepared the permit package for the Village of Wheeling to be submitted.
- iv. Pavement repairs and remarking – received the budget from Jason, the site survey is done, and they looked at what needs to be fixed with staff. The projects will be bid in early May.
- v. The ALP has been signed and distributed and the final implementation plan will be finished.
- vi. Airfield Lighting project – CMT did the concurrence to award letter, the intent to award, the GATA budget, the risk assessment, the agency agreement, and they talked to the accepted bidder, Hecker. There will be delays in starting the project due to electrical items order delays. The project will not start until next year.

Director Kiefer asked if the price for the Airfield Lighting project is set even if the work is delayed for a year. Kyle said yes, the contract is signed, and Hecker cannot request additional funds.

Director Saewert asked if the Airfield Lighting project will be completed during this TIPS budget. This is fully funded project. Jeff said it will be completed in Summer 2023. Director Saewert asked about the Hawthorne hangar development and the MWRD permit which has not been obtained. The permit at the Village of Wheeling has been delayed. Director Saewert asked about the circle to land procedure. Kyle said the plans will be given to the Airport staff next week, the quotes will be obtained. Jeff said that project materials are due in May, the lights are backordered, and once the work is done the FAA will have to flight check the procedure. It is expected to be done in September.

Chairman Harris asked if Jeff spoke to Jason Osborn about IDOT not being able to schedule meetings. Jeff said that they talked about bi-weekly meetings and future conversation. Currently it's a logistical staff issue and they are not committing to any date.

#### **D) Board Member Comments**

- Director Hellyer had no comments
- Director Saewert said that he appreciates the work the staff put into the financial software and security upgrade projects. He said to keep an eye on inflation in the future and think of new ways to be more efficient and effective.
- Director Kearns thanked the operations team for the work during harsh weather and the staff for the work on the budget, security, and software.

- Director Lang said it's great to see new buildings at the Airport, Hawthorne's new hangar will be next. The Atlantic Aviation fuel farm has a canopy and looks great.
- Director Kiefer thanked the staff for their work on projects that are getting completed after years of asking for them.
- Director Berman agreed with all the appreciation for the staff's work and said it is good to see the fruits of their efforts. He is looking forward to seeing it all up and running.

#### **E) Correspondence and Chairman's Comments**

Chairman Harris agreed with all the thankfulness to the staff. He sees new faces at the meeting and encouraged everyone to sign up for the 5K. He is excited to have the new recognition program and announced that the dedication of the conference room for Mayor Helmer will take place during the April Board of Directors meeting.

### **VII. New Business**

A. Budget Discussion – Jason Griffith said the most significant change from the budget at last month's meeting would be the timing of the purchase of the 94<sup>th</sup> Aero Squadron property. The closing will be right when the FY22 budget ends and the FY23 begins. The land and building reserve funds are carried over into the FY23 budget just in case. It's in the amended FY22 budget and now it's carried over into the F23 budget just because of the potential closing date. The funds are still available, it's just a timing thing. The Chairman thanked Jason for his hard work on the budget.

B. Resolution 22-008 – A Resolution Authorizing the Payment of Claims;

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

C. Resolution 22-009 – A Resolution Recommending Approval of the FY23 Budget for Chicago Executive Airport.;

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

D. Resolution 22-010 – A Resolution Authorizing the Executive Director to Sign an Agreement with Imperial Security for a Complete IP Digital Surveillance System;

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

E. Resolution 22-011 – A Resolution Authorizing the Executive Director to Sign an Agreement with Imperial Security for an Access Control System;

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

F. Resolution 22-012 – A Resolution Authorizing the Executive Director to Sign an Agreement with Durabilt Fence for Fencing and Barrier Security Installation;

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

G. Resolution 22-013 – A Resolution Authorizing the Executive Director to Sign an Agreement for a New Financial Asset and Property Management System with Yardi Systems, Inc.;

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

**VIII. Executive Session** – Pursuant to 5 ILCS 120/2 (c) (6) to discuss the purchase or lease of property for the use of the public.

At 6:56 p.m. motion to move in Executive Session was made by Director Hellyer and seconded by Director Berman. The motion was approved by roll call. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, Lang, and Saewert. Nays: None. Absent: None.

At 7:15 p.m. a motion to return to open session was made by Director Kearns and seconded by Director Berman. The motion was approved by voice vote. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, Lang, and Saewert. Nays: None. Absent: None.

**IX. Action Taken from Executive Session**

There was no action taken.

**X. Adjournment**

At 7:17 p.m. a motion was made by Director Kiefer and seconded by Director Berman to adjourn the meeting. The motion was approved by voice vote. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, Lang, and Saewert. Nays: None. Absent: None.

Respectfully Submitted:



Bill Hellyer  
Secretary