

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, JUNE 15, 2022
1020 S PLANT RD
WHEELING, IL 60090
6:00 PM**

I. Call to Order and Roll Call

In the absence of Chairman Court Harris, Vice-chair Kearns called the meeting to order at 6:00 PM. Roll call confirmed the following present: Directors Berman, Hellyer, Kearns, Kiefer, and Saewert. Absent: Director Lang.

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

Vice-chair Kearns led those in attendance in the Pledge of Allegiance.

III. Recognition Ceremony

Executive Director Jeff Miller announced and explained a new initiative called Airport Spotlight. The program will highlight CEA employees and those involved at the airport who have contributed to CEA's success and have been dedicated to the airport.

Vice-chair Kearns introduced Stu Meier, the first recipient of Airport Spotlight. He spoke about Stu's history at the Airport which included jobs in maintenance, snow removal and mechanic. He was also a pilot and was a flight instructor and IT specialist at Priester Aviation. Stu is now retiring.

Charlie Priester spoke about this wonderful tribute to Stu Meier and spoke about Stu's many accomplishments and stories from the past. He said the tribute is well deserved and thanked him.

The board of directors presented Stu with a challenge coin and commemorative plaque. Stu thanked everyone for 47 years of lots of fun.

Al Palicki said that Stu taught resiliency, keep moving forward, and patience. He said he is devoted and consistent. Al listed many people who sent congratulations to Stu. He said Stu has almost 15,000 hours of flight time.

Jeff Miller said he's heard nothing but good things about Stu and thanked him for being our first honoree. He informed on how someone can be nominated for Airport Spotlight on the Airport website and thanked everyone for participating in the first ceremony.

IV. Approval of Minutes

A motion was made by Director Berman and seconded by Director Saewert to approve the minutes from the May 18, 2022, Regular Board Meeting. The motion was approved by roll call. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, and Saewert. Nays: None. Absent: Director Lang.

V. Changes to the Agenda

None.

VI. Public Comments

None.

VI. Hearing and Reports

A) Director of Finance Report

Director of Finance Jason Griffith delivered the Treasurer's Report and said that due to the early meeting date this month the financial report is not complete. The report will be sent to the board as soon as they are finished. He spoke about the Yardi financial software contract which will be signed this week. The software will be fully implemented by this Fall. The Property Management job is posted and hope to fill it as soon as possible.

B) Executive Director's Report.

Jeff Miller reported on the following:

- ➔ May total operations were 8,440 which is 16% above the average May. The 12-month total is 99,999 operations.
- ➔ Fuel flowage was 729,302 gallons for April which is 65% above the average May. This is the seventh month over 8 million gallons for annual rolling total fuel.
- ➔ There were 42 U.S. Customs operations in May, 17% above the May average. Annual Customs totals are 431. Our regular customs officer is at his overtime limit, so ORD officers are filling in after hours and everything is working smoothly.
- ➔ Noise call data was displayed showing 24 noise complaints from last month. The previous month there were 32 complaints.
- ➔ Some of the things currently working on:
 - The Residential Sound Insulation Program
 - 576 applications received to date.

- All backordered products have been received.
 - The bid is posted for Phase 1 construction. The bid opening will be on June 28th and will be on the agenda for board approval on July 20th.
 - There are 22 single family homes in Phase 1.
- Airfield Projects
 - Airfield remarking is scheduled for June 25th and pavement repairs will take place in July.
 - There is a pre-construction meeting set for June 22nd on the Rebuild Illinois Act which includes ramp construction and road construction in front of Atlantic Aviation.
- Other items
 - The Airport met with tenants and District 214 regarding job shadowing opportunities for students.
 - The WIFI service and setup have been updated in the office. We will be changing to a VOIP phone system.
 - New aerial photography of the airport has been completed.
 - Embry-Riddle Aeronautical University will be conducting a recruiting event at Atlantic Aviation on July 14th and 15th.
 - Over 500 have registered for Run the Runway and the 1-mile portion is sold out. This year's bibs and thank you banner for sponsors were displayed.
- ➔ Public Relations Report
 - 5K sponsorship
 - Q2 & Q3 planning with Executive Director
 - Airport Spotlight
 - Created District 21 aviation career video
- ➔ Upcoming Meetings & Events
 - Saturday, June 25th Run the Runway
 - Saturday, July 2nd Prospect Heights Independence Day Parade
 - Monday, July 4th Independence Day – Office Closed

- Monday, July 18th – General Aviation Users Quarterly Meeting
- Wednesday, July 20th Board of Directors Meeting

Director Saewert asked if adjusting the Customs Officer's hours has been considered to help with the overtime situation. Jeff said it has been looked at and the new Virtower software will give us a better idea for a solution with real time data.

Director Saewert asked when homeowners in the RSIP receive a satisfaction survey. Penny said they have already received surveys. The homeowner is given the survey when the final inspection has been done.

➔ Virtower – Airport Operations Tracking System – Andrew Wolanik presented:

- Andrew explained the system and how it works.
- A new antenna will be installed, and the system will log takeoffs, landings and touch and goes. It keeps track of based aircraft.
- Supplements airport security
- Total cost is \$6,000.00 per year.
- Three different systems were evaluated by staff.

Director Saewert asked if aircraft can be seen anywhere on the field and what other airports use this system. Andrew said yes, the entire field can be seen, and he said over 165 airports have this system. Andrew explained the geofences. Jeff said it can track if an aircraft goes to Customs and then immediately departs without paying at an FBO.

Director Berman asked where are the antennae locations? Andrew said likely Hangar 5 on the west side of the field or Hangar 11. If we need to get additional antennas we can.

Director Kearns asked if it would help track based tenants and Andrew said yes, if they have their ADSB on it will show the aircraft's last location. Jeff said they will build algorithms into the system to have the data that is needed.

➔ Gatekeeper Systems, Inc. App- 139 Subscription – Andrew Wolanik presented:

- Andrew explained his recommendation for renewing the subscription and listed the benefits of the software. The airport has used this software for three years.
- The renewal is a three-year contract. The first year is \$4,250.00 and the next two years are \$4,350.00 per year.

- ➔ Ratify Runway 34 Procedure Project – Andrew Wolanik presented:
 - This project is to remove the circle to land at night on Runway 34 restrictions.
 - Palatine Road is now considered an obstruction by the FAA.
 - Solar powered obstruction lights have been purchased and installed
 - The total cost was \$38,911.21.
 - The FAA will need to do a flight check and the approach is expected to be active in September.

Director Kearns asked Andrew to point out on the map where the obstruction lights are located.

C) CMT Engineering Report – Doug Klonowski

- Doug reported on the following:
 - i. Rebuild IL projects – pre-designs next week. The design and bid process will take eight months. Those projects are expected to be done mid-summer and fall 2023. IDOT was resistant but Jeff’s efforts made it happen.

Director Saewert asked for the status of the airfield light project. Doug said they are working on shop drawings. Jeff said there is a meeting on Friday regarding the relocation of the beacon. Material lag time/supply chain issues are the biggest problems. Kyle is talking to Hecker on a weekly basis and the project should begin in April 2023. Doug added that electrical items are 12-16 weeks procurement time. Director Saewert asked if the shop drawings are complete and approved and Doug said some are.

Director Kiefer asked if labor rates are locked in, and Doug said yes. Director Kiefer asked if steel or electronics, and Doug said it is electronics.

D) Board Member Comments

- Director Berman gave kudos to the staff for all their hard work on all the projects.
- Director Kiefer had no comments.
- Director Saewert reported he attended the CABAA event at Atlantic Aviation which was nice for public awareness. He thanked staff for all efforts on Run the Runway which will probably sell out.
- Director Hellyer said that he loves the Airport Spotlight program, thanked the staff for conducting airport tours, the District 21 video and for all the work on Run the Runway.

E) Correspondence and Chairman's Comments

Vice-chair Kearns thanked the staff for the video and informed every one of the scholarship awards ceremony on Friday, June 17 in the evening at Hawthorne. Everyone is welcome to attend and meet the fifteen young people who have worked hard to get accepted to schools and earn scholarships.

VII. New Business

A. Resolution 22-021 – A Resolution Authorizing the Payment of Claims;

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

Director Kearns asked about the generator cost for U.S. Customs and Andrew explained that one of the batteries went bad. The generator went offline and it is required to work.

B. Resolution 22-022 – A Resolution Approving a Second Amendment to the Net Ground Lease By and Between Chicago Executive Airport and Hawthorne Global Aviation Services, LLC;

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

Jeff explained that this resolution covers the XXB ramp extension to join with the future Signature ramp. It demonstrates cooperation between the FBOs.

C. Resolution 22-023 – A Resolution Approving the Gatekeeper Systems, Inc. APP- 139 Subscription Agreement;

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

Jeff commented that the staff is happy with the software, the price increase is minimal and it will communicate with the new Yardi software.

D. Resolution 22-024 – A Resolution to Ratify the Runway 34 Procedure Project;

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

Jeff added that he spoke to Chairman Harris about this last month and the tight timeline with the FAA to complete this work right away and move forward with this critical procedure.

E. Resolution 22-025 – A Resolution Approving the 2022 NBAA Annual Conference Attendance and Participation Polity for Chicago Executive Airport;

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

Jeff said this allows planning and booking tickets for NBAA. Flights are already filling, and prices are increasing.

Vice-chair Kearns commented that the \$525.00 stipend for airfare is the same as prior years per his conversation with Chairman Harris.

Director Berman asked for the conference dates. The NBAA conference is October 18-20.

VIII. Executive Session – Pursuant to 5 ILCS 120/2 (c) (6) to discuss the sale or lease of property owned by the public body.

At 6:49 p.m. motion to move in Executive Session was made by Director Kiefer and seconded by Director Hellyer. The motion was approved by roll call. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, and Saewert. Nays: None. Absent: Director Lang.

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

IX. Action Taken from Executive Session

There was no action taken.

X. Adjournment

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

Respectfully Submitted:



Bill Hellyer
Secretary