AGENDA

Pilots Technical Advisory Committee

Wednesday, May 13, 2026
6:30 PM
Schaumburg Regional Airport
905 W. Irving Park Rd.
Schaumburg, IL 60193

VILLAGE OF SCHAUMBURG
PROGRESS THROUGH THOUGHTFUL PLANNING

A G E N D A

I. CALL TO ORDER

II. APPROVAL OF MINUTES

A. February 11, 2026

III. NEW BUSINESS

A. Airport Hazard Plan

B. Airport Management Update

IV. UNFINISHED BUSINESS

V. CONTINUING ITEMS

A. Committee Comments and Mentions

VI. DEFERRALS

VII. COMMENTS FROM THE PUBLIC

VIII. ADJOURNMENT

IX. NEXT MEETING

A. August 12, 2026

In compliance with the Americans with Disabilities Act and other applicable Federal and State laws, the meeting will be accessible to individuals with disabilities. Persons requiring auxiliary aids and/or services should contact the Village Manager's Office at 847.923.4705, preferably no later than five days before the meeting.

VILLAGE OF SCHAUMBURG

AGENDA ITEM SUMMARY

February 11, 2026
05/13/26
Pilots Technical Advisory Committee

Presenter:
Lead Department: Transportation

Executive Summary:

Recommended Action:

ATTACHMENTS:
- 2-11-2026 Minutes.pdf

I have reviewed the minutes, and they accurately represent the actions taken by the Pilots Technical Advisory Committee.

Erik Trydal
Airport Manager

PILOTS TECHNICAL ADVISORY COMMITTEE
Minutes of February 11, 2026

CALL TO ORDER

The Pilots Technical Advisory Committee meeting was called to order at 6:31 p.m. by Chairman Sill.

ROLL CALL

Members Present: Bryan Sill, Chairman
William Burgraff
James Griffin
Matt Van Bergen
Josh Cannata

Member(s) Absent: *Matthew Moglia*

Staff Present: Sidney Kenyon, Director of Transportation
Erik Trydal, Airport Manager

Others Present: None

APPROVAL OF MINUTES:

A motion was made by Mr. Griffin, seconded by Mr. Cannata to approve the minutes of August 13, 2025, as presented. All Ayes.

MOTION CARRIED

NEW BUSINESS:

A. Airport Management Update
Mr. Trydal provided the Airport Management Update.

Self-Serve Fuel Upgrade
The first pre-construction meeting was held on January 27, 2026. After review of the permits, it was found that additional work needs to be done. Mr. Trydal indicated that he is waiting on a quote from Acterra in regard to the project.

Prox Card Gate Project
Work has continued with CMT and Bear Construction to get all documents completed.

Upon review from the subcontractor forms, Bear did not meet the minimum qualifications. Therefore, staff will be going back out to bid.

REIL Installation
On November 24, 2025, Sonoma installed an LED REIL system. New communication cables were received for the LED REILs. Chairman Sill said that Sonoma needs to turn up the brightness intensity level. Mr. Trydal said the Airport will not need Sonoma to come back out because staff received a quote from the airport lighting company who they bought the REILs from. Mr. Trydal said that it is $2,500 to obtain the additional lighting.

Delta and Echo T-Hangar Pavement Rehab
On November 14, 2025, the final inspection was completed. Some remaining items need to be addressed, including edge repairs of the taxiway, topsoil, and seeding in the Spring.

Harper College Hangar Ribbon Cutting
The ribbon cutting ceremony was held on January 26, 2026 at Schaumburg Regional Airport for the new Aviation and Maintenance Lab. The Lab is located in hangars B26 and B27. Harper College's board was present, as well as Congressman Raja Krishnamoorthi, Schaumburg Village President Tom Dailly, Village of Schaumburg trustees, Airport tenants, PTAC, and SRAAC members. Mr. Trydal said that he appreciated everyone that attended. Chairman Sill said that it was a really great event for the visibility of the Airport.

Airfield Lighting Project
The project was put out to bid in March 2025. Due to delays from IDOT, Connelly Electric Company decided to decline moving forward with the project. Therefore, it was pushed to the local letting process so staff can bid out the project.

Schaumburg Regional Airport Event: Santa's Flight to Schaumburg
The Village partnered with the Schaumburg Park District for Santa's Flight to Schaumburg. Both events sold out on December 7, 2025. 500 people attended the event, and with the current demand, the Village is looking at ways to expand next year.

Holiday Airways Airport Event: Aviation Jeopardy
Holiday Airways hosted a new event named Aviation Jeopardy on January 29, 2026. 52 people attended. Future event dates will be posted on Holiday Airway's website. Mr. Van Bergen said that he was impressed with the youth attendance.

B. Airport Hazard Plan Update
Mr. Trydal provided the Airport Hazard Plan Update.

The purpose of this plan is to ensure safe and efficient handling of any emergency situations that may arise. This will get Mr. Trydal, the Village, the FBO, and other business tenants all on board on how to handle emergencies.

Key Considerations:
While planning, we have been working together as a team and using Airport resources, utilizing communication with users of the Airport, and working on how to inform tenants and other Airport users about incidents.

Chairman Sill commented that he knows there is a protocol for people to be contacted in an event of an incident. This includes Mr. Trydal, Mr. Kenyon, and the FBO. He asked if this is going to continue with the Hazard Plan. Mr. Trydal said that staff is standardizing procedures, bringing in the FBO, the Airport, fire, and police, and ensuring there is one central hazard planning document. Chairman Sill mentioned that everybody will therefore know in an incident who needs to be notified. Mr. Trydal said he will be bringing the final copy to the May PTAC, May SRAAC, and the Transportation Committee.

Standard Operating Procedures:
Standard Operating Procedures to be included will be aircraft incidents, airfield injuries, active shooters, natural disasters, bomb threats, hazardous materials, airport fires, loss of power, and pandemic events. Chairman Sill requested that staff make sure to include a single designated point of contact for external communications. Mr. Trydal said that they already have that included in the plan. Mr. Trydal said the Village has a Communications Department and public information officer in the Police Department. The communication procedure is currently being determined based on the type of incident.

A motion was made by Chairman Sill, seconded by Mr. Burgraff to accept the Airport Management Update and Airport Hazard Plan Update as Informational. All ayes.

MOTION CARRIED

UNFINISHED BUSINESS: None

CONTINUING ITEMS:

A. Committee Comments and Mentions

Mr. Burgraff said he would like an update on the status of the instrument approach. Chairman Sill said that himself, Mr. Trydal, and Mr. Kenyon had conversations with Hughes Aerospace. In his opinion, they are the people who have the contacts and the push within the FAA to move the instrument approach procedure to the finish line. Chairman Sill said there has been a lot of turnover at C90. There is a new supervisor, so he thinks it may be needed to see which people are still going to be involved in the process.

Mr. Burgraff asked if anything meaningful had happened since the last PTAC meeting in August. Chairman Sill replied that it was getting Hughes on board. Mr. Kenyon added that there had been engagement with Hughes for what their scope of work would be, and that a proposal is in hand. Mr. Kenyon said staff is seeking to hire them or another consultant in accordance with the Village's procurement practices. Mr. Burgraff asked what the timeframe is to get the Village on board. Mr. Kenyon said the next step would start this upcoming budget year. He added that ideally, it would start at the beginning of the fiscal year in the month of May.

Mr. Griffin asked if the Village moved the AWOS to reduce interference from buildings. Chairman Sill said there is no interference anymore because the trees were removed. Mr. Trydal said there are additional trees that will be taken down near Long Avenue.

Mr. Cannata asked if the Father's Day Pancake Breakfast is an FBO event again this year. Mr. Trydal replied that it is going to continue with Holiday Airways moving forward.

Chairman Sill expressed concerns about Citywings' self-fueling practices at the Airport. Chairman Sill said self-fueling needs to be addressed, adding that the present way gas cans are used is unsafe. Chairman Sill continued that despite the designation of a self-fueling area, there are still gas cans going back and forth in vehicles across the Airport, and gas cans in front of Citywings hangars while they are operating. National Fire Code and Federal Aviation Administration (FAA) airport compliance manuals state that self-fueling generally needs to be allowed under FAA grant assurance obligations. Chairman Sill said that there needs to be compliance with local codes and ordinances. He further stated the FAA compliance manual urges that airports adopt what is set forth in a National Fire Code. Chairman Sill further expressed concerns about Citywings dispensing fuel on a fleet-wide basis from 5-gallon plastic cans. He feels it is unsafe, unsightly, and a fire hazard in the hangars. Individuals must have the proper equipment to self-fuel, which means a code compliant fuel truck that can safely provide fuel and has the grounding apparatus. Chairman Sill said Citywings has flown a lot over the winter, and he has not seen anyone refueling in the designated self-fueling area. Chairman Sill said he was at the Airport over the weekend and saw one of their instructors carrying two 5-gallon cans of fuel from one of their hangars to the other. In a short while later, the hangar opened up and the plane came out to fly.

Chairman Sill shared his concerns that in an enclosed space where vapors can build up with ignition sources it is a hazardous situation. Mr. Trydal said the Airport has worked with the Fire Marshal to go through some of those issues. He said staff designated a spot near the self-serve fuel pump. He added that self-fueling must utilize safety cans, which are metal cans with a grounding apparatus. Chairman Sill said Citywings is either driving across the Airport with a pickup truck full of gas cans or towing a wagon trailer behind full of gas cans. Mr. Griffin asked if Citywings is bringing the fuel in from offsite. Chairman Sill and Mr. Trydal responded yes. Chairman Sill explained that appropriate equipment with grounding is needed, and that he has not seen any airport that would allow self-fueling with gas cans on a commercial operator scale. Chairman Sill said the airport compliance manual section 11 says that an airport sponsor is under no obligation to permit aircraft owners to introduce onto the airport any equipment, personnel, or practices that would be unsafe or detrimental to public welfare or affect the efficient use of the airport facility. Reasonable rules and regulations should be adopted to confine aircraft maintenance and fueling operations to appropriate locations with equipment commensurate to the job being done. Mr. Cannata seeks to clarify if this means that the Airport has to allow the fueling to allow the aircraft to fly, but his understanding is that those aircraft can also operate on 100 low-lead, which is available at the Airport. Therefore, this would mean individuals do not have to go offsite to get aviation fuel. Chairman Sill and Mr. Trydal said that is correct. Chairman Sill said that Section 11-9 is the section that explains the sponsor may establish reasonable minimum standards and rules and regulations to be followed when conducting self-service operations. In the event an owner or operator does not have the equipment or personnel to meet the sponsored self-service requirements, the sponsor may deny the owner or operator the opportunity to perform the specific self-service activity. In such cases, the FAA will not fine the sponsor in violations of its grant assurances regarding self-service operations. Chairman Sill continues to say the airport compliance manual specifically refers to the National Fire Code and there is a section about airport fueling. He said airports that are federally funded are expected to follow these requirements because the FAA expects them to protect the assets they have invested in by giving those funds. He stated the manual doesn't mention gas cans for commercial fleet fueling operations.

Mr. Kenyon asked Chairman Sill if he is intending to indicate that it is specifically one individual's business that is self-fueling. Chairman Sill affirms by saying he is the only commercial tenant that is doing so. Mr. Kenyon said the concerns are taken seriously and there have been conversations with multiple members of this committee separately about those concerns. Mr. Kenyon indicated that there will be follow-up on

this matter and it will be reported back to PTAC. He said as Mr. Trydal indicated, there will be coordination with the Fire Marshal. Rules and regulations will also be reviewed, which is already part of the Hazard Plan, and additional actions may be taken. Chairman Sill suggested revisiting the rules and regulations since it has been a while that they have been revised. Chairman Sill said the fire code already deals with self-fueling issues. Mr. Burgraff said Citywings had been warned about such regulations. Chairman Sill said that while individuals have a right self-fuel, the self-fueling has to be done safely and in accordance with Airport rules and regulations.

Chairman Sill suggested ensuring flowage fees were charged equally. He said the FAA has specifically addressed this, and if someone wants to bring their own fuel supply rather than using fuel available at the Airport, it is appropriate for the Village to charge them the same flowage fee that is charged for fuel sold on the Airport premises. He commented that other individuals are paying the fuel flowage fees to the Village, and the owner of Citywings is the only commercial operator that is not paying those fees.

DEFERRALS: None

COMMENTS FROM THE PUBLIC: None

ADJOURNMENT:

A motion was made by Mr. Van Bergen, seconded by Mr. Griffin to adjourn the Pilots Technical Advisory Committee at 7:05 p.m. All Ayes.

MOTION CARRIED

NEXT MEETING: May 13, 2026

Respectfully submitted,

Kristena Rose
Recording Secretary

VILLAGE OF SCHAUMBURG

AGENDA ITEM SUMMARY

Airport Hazard Plan
05/13/26
Pilots Technical Advisory Committee

Presenter: Erik Trydal - Airport Manager
Lead Department: Transportation

Executive Summary:

Details of the Airport Hazard Plan are provided in the attached memorandum.

Recommended Action:

For information only.

ATTACHMENTS:

- Airport Hazard Plan - Memo.docx
- Airport Hazard Plan - Final (Redacted).pdf

VILLAGE OF SCHAUMBURG **MEMORANDUM**

Date: May 13, 2026

To: Director of Transportation

From: Airport Manager

Subject: **Airport Hazard Plan**

For: Pilots Technical Advisory Committee

Introduction

This report provides an overview of the Airport Hazard Plan that has been developed for Schaumburg Regional Airport.

Discussion

One of the Transportation Department's Budget Goals for FY 2025/2026 is to pursue one Key Recommendation from the Airport Implementation Plan Staff selected Key Recommendation #8: Create a plan using knowledge learned from COVID-19 to ensure safe and effective operations in case of a future pandemic or another significant event.

The purpose of this plan is to ensure the safe and efficient handling of any emergency situation that may arise at the Schaumburg Regional Airport. It is intended to assist the Airport Manager, Fixed Base Operator, Village of Schaumburg staff, airport tenants, visitors, businesses, and emergency operations staff in carrying out their responsibilities efficiently in case of an airport incident. It should be noted that the plan included in the packet is redacted to protect confidential information and directives needed in the event of an airport incident.

The plan provides standard operating procedures that focus on the special planning needs particular to Schaumburg Regional Airport. It addresses the essential operational actions needed to help successfully respond to a specific incident. Examples of Standard Operating Procedures and checklists include:

- Aircraft incidents
- Airfield injuries
- Active shooter
- Severe weather
- Bomb/Terroristic threats
- Hazardous materials emergencies
- Structural fires
- Failure of utilities
- Missing aircraft
- Pandemic events

Staff coordinated with Schaumburg Police, Schaumburg Fire, Communications, Engineering and Public Works, and Emergency Management to identify everyone's responsibilities during various incidents. The plan also includes an agency and staff directory to get in contact quickly with the proper people or agencies needed to respond to an incident. The recently completed Spill Prevention, Control, and Countermeasure Plan for the Airport, which addresses any fuel spill emergencies, is also referenced in the Airport Hazard Plan.

Staff contacted other general aviation airports in Northern Illinois but did not find comparable plans covering multiple emergencies or providing incident response checklists. Completing the Hazard Plan follows the Strategic Plan's vision statement which is, "Schaumburg Regional Airport strives to be the premier general aviation Airport in Northeastern Illinois, serving pilots and the local community."

Following adoption of the Hazard Plan by the Schaumburg Regional Airport Advisory Commission (SRAAC), staff will coordinate training for business tenants at the Airport. Staff will also be responsible for reviewing this document every 12 months and, if needed, making recommendations for updates and changes to SRAAC.

Recommendation
For information only.

Schaumburg Regional Airport
(06C)

Schaumburg Regional Airport
Hazard Plan

Village of Schaumburg
Schaumburg, Illinois

April 30, 2026

Transportation Department

This plan was adopted on _____.

Table of Contents

Plan 4
Purpose 4
References to Other Village of Schaumburg Emergency Plans 4
Airport Hazard Plan Coordinator 4
Absence of Airport Manager 4
Organization and Assignment of Responsibility 4
Table 1. Airport Incident Responsibilities 5
Administration and Review 7
Functional Areas 8
1. Command and Control 8
2. Communication 8
3. Alert Notifications and Warning 9
4. Emergency Public Information 9
5. Protective Actions 9
6. Law Enforcement 10
7. Firefighting and Rescue 10
8. Health and Medical Services 10
9. Resource Management 11
10. Airport Operations 11
Hazard Procedures 13
Airport Access 13
Aircraft Incident Level 1: No Injuries/Non-Emergency 14
Aircraft Incident Level 2: Threat of Aircraft Crash 15
Aircraft Incident Level 3: Aircraft Crash at Airport 17
Airfield Injuries 19
Active Shooter 20
Severe Weather 21
Bomb/Terroristic Threats 22
Hazardous Materials Emergencies 23
Structural Fires 24
Failure of Utilities 25
Missing Aircraft 26

Pandemic Event 27
Attachments 28
Bomb Threat Form 29
Airport Incident Report 30
Missing Aircraft Form 32
Agency Directory [Internal Only] 33
Airport Staff Directory [Internal Only] 35
Airfield Map 37
Airport Terminal Map 38

Plan

Purpose
The purpose of this plan is to ensure the safe and efficient handling of any emergency situation that may arise at the Schaumburg Regional Airport. It is intended to assist the Airport Manager, Fixed Base Operator, Village of Schaumburg staff, airport tenants, visitors, businesses, and emergency operations staff in carrying out their responsibilities efficiently in case of an airport incident.

References to Other Village of Schaumburg Emergency Plans
This document was developed in accordance with all other emergency operations plans, documents, and directives that are in effect in the Village of Schaumburg. This document should be used in conjunction with:

- Village of Schaumburg All Hazards Guide
- Village of Schaumburg Emergency Operations Plan
- Village of Schaumburg Administrative Protocol Manual Section 4: Emergency Procedures for All Municipal Facilities
- The Schaumburg Regional Airport Spill Prevention, Control, and Countermeasure Plan
- All other applicable Village of Schaumburg standard operating procedures (SOPs) in effect

Airport Hazard Plan Coordinator
The coordinator of this plan shall be the Airport Manager or designee. The Airport Manager or designee will be responsible for the administration and review processes of this plan and will ensure full implementation of these procedures during any incident or disaster condition. Emergency response will vary depending on hazard-specific conditions as contained herein, and Incident Command will be established consistent with Village of Schaumburg incident response procedures, Emergency Operations Center (EOC) procedures, and National Incident Management System (NIMS) guidelines as applicable.

All emergency situations cannot be anticipated. If an emergency situation arises that is not covered in this plan, the Airport Manager has the authority to direct such actions as they may deem necessary.

Absence of Airport Manager
In the absence of the Airport Manager, the Fixed Base Operator (FBO) shall assume the duties of the Airport Manager until they or a designated Village Representative return to area.

Organization and Assignment of Responsibility
The individuals and agencies that have a role in an incident at the Schaumburg Regional Airport are listed in Table 1. This list is not meant to be all-inclusive of the agencies or individuals involved, as others may be needed. Table 1 describes each individual's or agency's responsibility during an incident.

Table 1. Airport Incident Responsibilities

Position or Description	Responsibilities for Airport Incident
Airport Manager	• Serve as Emergency Coordinator.* • Serve as Building Director. • Contact 911, if needed. • Contact Transportation Director. • Contact FBO. • Assume Incident Command responsibility for all response and recovery operations until emergency services arrive on-scene. • Upon their arrival, brief and coordinate with emergency services personnel. • Establish, promulgate, coordinate, maintain, and implement the Airport Hazard Plan. • Initiate the dissemination of relevant safety information to aviation users (NOTAMs). • If activated, coordinate with the EOC. • Coordinate clean-up of any damages. • Coordinate closure of or limit access to the airport when necessary. • Contact FAA, if needed. • If needed, contact tenants directly impacted.
Transportation Director	• If needed, contact 911. • Serve as Building Director in the absence of the Airport Manager. • Serve as Warden, and direct Escorts as appropriate. • Support the Airport Manager in their duties and responsibilities responding to the emergency. • Coordinate with other Village departments such as Village Manager's Office, Communications, Public Information Officer (PIO), and Engineering and Public Works. • If activated, coordinate with EOC. • Provide access to the incident scene and its facilities.
Aircraft Operator	• Provide full details related to the incident, including circumstances leading up to the incident. • Provide full details of aircraft-related information, as appropriate, to include aircraft identification information, number of persons involved, amount of fuel, and any hazardous materials on-board.
Fixed Base Operator (FBO)	• Excluding Building Director duties, perform all duties of Airport Manager in their absence.

	• If needed, contact the Airport Manager to notify them of an incident. • Coordinate transportation, accommodations, and other arrangements for uninjured passengers. • Coordinate with Airport Manager for use of FBO personnel, supplies, and equipment for all types of emergencies occurring at the airport. • If needed, use [redacted] to inform air traffic of the incident and NOTAMs that have been issued.
Fire Chief/Department	• Manage and direct firefighting and rescue operations. • Direct search and rescue or hazardous materials response. • Coordinate mutual aid resources through Incident Command System. • Assist with search and rescue or evacuations. • Assume Incident Command as appropriate.
Police Chief/Department	• Manage and direct police operations. • Assist with traffic control and scene security. • Assist with search and rescue or evacuations. • Respond as needed for activities involving crowds or assemblies of people. • Assume Incident Command as appropriate. • In coordination with Communications, notify the public of any hazards. • Respond to media inquiries in coordination with PIO.
Communications Director/Department	• Manage and direct public information about the emergency. • In coordination with the PIO, notify the public of any hazards. • Respond to media inquiries.
Emergency Management & Accreditation Manager	• Assist airport with obtaining all resources offered by the state or federal governments. • Assist the Village in obtaining any resources that may be needed as a result of an emergency situation.
Engineering and Public Works	• Coordinate use of resources for debris removal or building maintenance. • Coordinate restoration of utilities. • Provide equipment for emergency response and recovery.
Village Manager	• Provide access to Village resources as needed.

**Note: In the absence of the Airport Manager, an FBO staff person will serve as the Emergency Coordinator until the Airport Manager is on-site*.

Administration and Review
The Airport Manager is responsible for reviewing this document every 12 months and, if needed, making recommendations for updates and changes to the Schaumburg Regional Airport Advisory Commission (SRAAC).

Functional Areas

This section provides information on tasks and core responsibilities that may be applied to all airport incidents. Detailed information particular to specific emergency situations may be found in associated documents for hazard-specific areas.

Note: Similar to many other general aviation airports, Schaumburg Regional Airport may not have enough staff to designate an individual to cover each function. FAA Advisory Circular 150/5200-31C recognizes this and states that in many instances these roles may need to be combined or may include off-airport expertise.

1. Command and Control

Command and control of an airport incident will vary depending on the type of incident and the response required. The Incident Command System (ICS) will be utilized in a manner that is consistent with Village of Schaumburg emergency procedures.

The Airport Manager will be the main point of contact for the duration of the incident and is responsible for implementing this plan in coordination with Incident Command.

The Emergency Operations Center (EOC) serves as a central location from which multiple agencies or organizations coordinate information collection and evaluation, priority setting and resource management. [redacted]

Incident Command Post: [redacted]

EOC: [redacted]

[redacted]

Consistent with Section 2.2 of the Village's Emergency Operations Plan (EOP) titled *Plan Activation*, if the EOP is activated all responding personnel shall adhere to the guidelines and procedures as established by the EOP.

2. Communication

Use [redacted] to communicate with aircraft.

Primary communication for responding agencies will be through the use of communication radios using emergency frequencies.

If secondary communications are needed, equipment may include:

- Electronic communications (e-mail or text messaging)
- Cell phones
- Amateur radio
- Secondary communication equipment

3. Alert Notifications and Warning

The Airport Manager or their designee will be primarily responsible for:

- Providing Notices to Airmen (NOTAMs)
- Coordinating with other aviation agencies as needed, such as the National Transportation Safety Board (NTSB) and Federal Aviation Administration (FAA).
- Notifying the appropriate key Village government officials

Upon their assumption of command, the Incident Command post will be primarily responsible for Coordinating notifications to the public. NOTAMs will remain the Airport's responsibility.

Dispatch of emergency personnel will be the responsibility of either Northwest Central Dispatch System (NWCDS) or DuPage Public Safety Communications (DU-COMM) dispatch after alert notification is received, depending on the location of the incident.

4. Emergency Public Information

The Airport Manager or their designee will coordinate with Incident Command, Communications staff, and the Public Information Officer to ensure the appropriate airfield-related instructions are delivered to the public. Instructions may be delivered to the public in one of the following ways:

- Emergency notifications by way of the Village's emergency notification system
- Email, text, or voice messages
- Press release
- Website update

Incident Command may assign a public information officer (PIO) to work within the Incident Command System (ICS) and disseminate public information.

Media briefings will be coordinated through Village of Schaumburg Communications and the PIO in accordance with the Emergency Operations Plan ESF #15: Warning and External Affairs Annex. The Communications Department will maintain open lines with Incident Command post(s) to obtain real-time information to be used in public communications. Communications will handle media-related requests and inquiries and also relay information relevant to threats and hazards.

5. Protective Actions

The Airport Manager will coordinate with Incident Command to ensure actions are taken to protect the public in accordance with Village of Schaumburg emergency management procedures.

The Airport Manager or designee will coordinate evacuation/shelter-in-place procedures. The Airport Manager will support Incident Command to evacuate airport buildings.

In the event of a tornado, the public will be directed to the weather shelter location outlined in Section 2: Severe Weather.

6. Law Enforcement
Law enforcement agencies, including the Village of Schaumburg, Cook County Sheriff's Department, DuPage County Sheriff's Department, and surrounding municipalities, will ensure the availability of sufficient numbers of qualified and trained law enforcement personnel to support an airport emergency. Law enforcement will coordinate multijurisdictional law enforcement response and any required mutual aid.

Law enforcement will

- Establish Incident/Unified command as necessary for incident management
- If not assuming Incident Command, coordinate with Incident Command to establish security for all airport emergency scenes, including the control of traffic control points and access

7. Firefighting and Rescue
Fire rescue agencies, including the Schaumburg Fire Department, the Roselle Fire Protection District, and surrounding municipalities, will ensure the availability of sufficient numbers of qualified and trained personnel to respond to an airport emergency. In the event that the Emergency Operations Plan is activated, the Fire Chief shall serve as the Emergency Management Director in accordance with Village of Schaumburg municipal code.

Firefighting personnel will:

- Establish Incident/Unified command as necessary for incident management
- The responding Fire Department will coordinate appropriate response and recovery operations including any mutual aid needed
- If not assuming Incident Command, coordinate with Incident Command as required

8. Health and Medical Services
Emergency responders will transport injured individuals to the nearest available medical center that is suitable for their needs. The Resource Hospital for the Northwest Community EMS system is Northwest Community Hospital (NCH). NCH collaborates with the Village of Schaumburg to provide emergency medical related services regarding public health and medical services. In the case of a Village-wide emergency, NCH will serve as a key partner in providing medical services to affected individuals.

The nearest medical centers are the following locations:

- Resource Hospital
  Northwest Community Hospital
  800 Central Road
  Arlington Heights, IL 60005
- Level 1 Trauma Center
  Advocate Good Samaritan Hospital
  3815 Highland Avenue

Downers Grove, IL 60515

- Level 2 Trauma Center

  Ascension Saint Alexius Medical Center
  1786 Moon Lake Boulevard
  Hoffman Estates, IL 60169

Areas that may be utilized for uninjured, injured, and deceased:

[redacted]

9. Resource Management

Incident Command will be responsible for ensuring that the appropriate resources are obtained for the emergency situation including response and recovery operations.

An airport emergency kit is located at the FBO front desk. The contents are:

- Laminated copy of Table 1
- Laminated copy of the Airfield Map
- Laminated copy of the Airport Terminal Map
- Laminated copy of the Agency Directory
- Laminated copy of the Airport Staff Directory
- Copies of Checklist Procedures and forms for hazards contained in this plan
- Two high-powered flashlights and backup battery
- Blanket
- First aid kit
- Caution tape
- Two ventilator masks
- List and contact information for all airport tenants
- Copy of the "Airport Hazard Plan"
- Copy of the "Spill Prevention, Control, and Countermeasure Plan"
- Copy of the Village of Schaumburg "All Hazards Guide"

The Transportation Department will provide for the maintenance of records during an emergency. These records should include work hours, equipment hours, supplies and materials consumed, injuries to personnel, and damage to public facilities and equipment. This information will be provided to the finance section of the ICS when applicable.

If the Emergency Operations Center is activated, the EOC shall be responsible for obtaining appropriate resources and documenting records during the incident.

10. Airport Operations

The Airport Manager shall determine if the airport needs to be closed. If the airport is closed, the Airport Manager will be responsible for ensuring that the proper closure procedures are followed including prompt publication of NOTAMs, coordination with EPW for signage, and coordination with Communications and the PIO to notify the public. The Airport Manager will make the appropriate notifications to all airport tenants and businesses.

The Airport Manager will coordinate airport operations with Incident Command as required and will coordinate with the FBO and the Transportation Director to make available all necessary equipment and facilities.

Hazard Procedures

Procedures for emergency response are included for the following subjects:

- Aircraft Incidents Levels 1-3
- Airfield Injuries
- Active Shooter
- Severe Weather
- Bomb/Terroristic Threats
- Hazardous Materials Emergencies
- Structural Fires
- Failure of Utilities
- Missing Aircraft
- Pandemic Event

This section includes detailed instructions, checklist information for specific hazards, and the airport map. **After an emergency response, please print each individual section and mark each completed section.**

Airport Access

The keys for the airport and the cards for accessing the gates will be kept in a lockbox located outside the airport terminal as shown in Figure 2. The following key staff will have access to the entire airport via prox card:

- Airport Manager
- Chief of Police
- Fire Chief
- Village Manager
- Transportation Director
- Transportation Program Manager
- Emergency Management & Resilience Manager

Aircraft Incident Level 1: No Injuries/Non-Emergency

Level 1: Minor Complication of Aircraft (Oil leak, low fuel, blown tire, etc.) No injuries/Non-Emergency.

Aircraft Incident Level 1 Checklist – No Injuries/Non-Emergency			
Responsible Party	**X**	Action	Comments
Airport Manager		**Use [redacted] to contact pilot and get information about incident.**	
		If anyone is in danger go to Level 2 checklist.	
		Issue NOTAM to close runway/taxiway if plane is unable to taxi.	
		Monitor UNICOM and notify aircraft in the pattern the runway/taxiway is closed.	
		Contact FBO line service to try and remove disabled aircraft. If FBO tug is unable to move the aircraft, contact a towing company.	
		Inspect where the incident occurred to determine if there is any damage to facilities.	
		Once aircraft is moved from the active area complete a full airfield inspection.	
		Close NOTAM and open runway/taxiway. Notify air traffic incident has been resolved.	
		Notify Director of Transportation and debrief about incident.	
Fixed Based Operator		**If Airport Manager is out of office, FBO will take over Airport Manager's checklist.**	
		Notify Airport Manager. If unable to reach Airport Manager, call Director of Transportation.	
Director of Transportation		**Notify Village Manager's Office of the incident.**	
		Inform Director of Communications about the incident.	
		Provide additional coverage for Airport Manager/FBO at the Airport.	

Aircraft Incident Level 2: Threat of Aircraft Crash

Level 2: An aircraft is known or suspected to have an operational defect that affects normal flight operations to the extent that there is danger of an accident.

Aircraft Incident Level 2 Checklist – Threat of Crash			
Responsible Party	**X**	Action	Comments
Airport Manager		**Use [redacted] to contact pilot and get information listed below:** ▪ Nature of emergency ▪ Type of aircraft ▪ N-number ▪ Type and amount of fuel ▪ Number, or potential number, of passengers and crew ▪ Type and/or amount and location of cargo ▪ Number of passengers on board ▪ Location of aircraft	
		Call 911 and provide details collected from pilot.	
		Notify Director of Transportation.	
		Continue to communicate with pilot via UNICOM determine what response is needed from Fire Department.	
		Get in vehicle and proceed to standby location on ramp and wait for Fire Department. Standby location located on Airfield Map.	
		Communicate with pilot and Fire Department Dispatch to determine which runway the Fire Department will use to respond to incident.	
		Hand off incident command to Fire Department and wait in standby location until notified.	
		Issue NOTAMs to close Runway/Taxiway if needed. Notify air traffic via UNICOM. All NOTAMs should specify if the airport will remain open for emergency aircraft.	
		If aircraft crashes causing injury or damage call [redacted]	
		Following FAA approval, the aircraft owner may remove or make arrangements to remove wreckage/damaged aircraft from the runway/taxiways or crash scene. The aircraft	

		owner is responsible for removing or making arrangements to remove the damaged aircraft. It is recommended the damaged aircraft be removed quickly to facilitate timely reopening of the airport.	
		Ensure ELT has been turned off in aircraft.	
		After aircraft has been removed from the active area, inspect where the incident occurred to determine if there is any damage to Village property.	
		Complete a full pavement inspection and ensure all Foreign Object Debris (FOD) is removed.	
		Close NOTAM and open runway/taxiway. Notify air traffic that the incident has been resolved.	
		Debrief with Director of Transportation about incident.	
Fixed Based Operator		**If Airport Manager is out of office, FBO will take over Airport Manager's checklist.**	
		Notify Airport Manager. If unable to reach Airport Manager, call Director of Transportation.	
		Provide UNICOM updates about NOTAMs that are issued from Airport Manager.	
		Direct all media inquiry to Director of Communications at [redacted]. Do not answer any questions about the incident.	
Director of Transportation		**Notify Village Manager's Office of the incident.**	
		Inform Director of Communications about the incident.	
		Provide additional coverage for Airport Manager/FBO at the Airport.	

Aircraft Incident Level 3: Aircraft Crash at Airport

Level 3: An aircraft crash has occurred on or in the vicinity of the airport.

Aircraft Incident Level 3 Checklist – Aircraft Crash at Airport			
Responsible Party	**X**	Action	Comments
Airport Manager		**Call 911**	
		[redacted]	
		Notify Director of Transportation.	
		Get in vehicle and proceed to standby location on ramp and wait for Fire Department. Standby location located on Airfield Map.	
		Issue NOTAMs to close Runway/Taxiway if needed. Notify air traffic via UNICOM. All NOTAMs should specify if the airport will remain open for emergency aircraft.	
		Hand off incident command to Fire Department and wait in standby location until notified.	
		Following FAA approval, the wreckage may be moved away from the runway/taxiways or accident scene to facilitate the timely reopening of the airport. The aircraft owner is responsible for removing or making arrangements to remove the damaged aircraft.	
		Ensure ELT in aircraft has been turned off.	
		After aircraft has been removed from the active area, inspect where the incident occurred to determine if there is any damage to Village property.	
		Complete a full pavement inspection and ensure all foreign object debris (FOD) is removed.	
		Close NOTAM and open runway/taxiway. Notify air traffic incident has been resolved.	
		Debrief with Director of Transportation about incident.	
Fixed Based Operator		**If Airport Manager is out of office, FBO will take over Airport Manager's checklist.**	
		Notify Airport Manager. If unable to reach Airport Manager, call Director of Transportation.	

		Provide UNICOM updates about NOTAMs that are issued from Airport Manager.	
		Direct all media inquiry to Director of Communications at [redacted]. Do not answer any questions about the incident.	
Director of Transportation		**Notify Village Manager's Office of the incident.**	
		Inform Director of Communications about the incident.	
		Provide additional coverage for Airport Manager/FBO at the Airport.	

Airfield Injuries

Airfield Injuries Checklist			
Responsible Party	**X**	Action	Comments
Airport Manager		**Call 911**	
		[redacted]	
		Notify Director of Transportation.	
		Administer first aid if necessary.	
		Secure the scene of the injury and do not move any equipment or vehicles.	
		Direct Fire and Police to scene of the injury.	
		Hand off incident command to Fire Department.	
		Restrict access to protect public from the hazards of the accident.	
		Following FAA approval, the restricted area may be opened up.	
		Notify Director of Transportation and debrief about incident.	
Fixed Based Operator		**If Airport Manager is out of office, FBO will take over Airport Manager's checklist.**	
		Notify Airport Manager. If unable to reach Airport Manager, call Director of Transportation.	
Director of Transportation		**Notify Village Manager's Office of the incident.**	
		Inform Director of Communications about the incident.	
		Provide additional coverage for Airport Manager/FBO at the Airport.	

Active Shooter

Active Shooter Checklist			
Responsible Party	**X**	Action	Comments
Everyone		**RUN - If there is an accessible escape path, attempt to evacuate immediately.**	
		HIDE - If evacuation is not possible, find a place to hide where the shooter is less likely to find you.	
		FIGHT - Only when your life is in imminent danger and you cannot run or hide.	
		Call 911 as soon as possible from a safe location.	
		911 can also be contacted via text if you are hiding and cannot call. Enter "911" in the "To" field. Type your location and the nature of the emergency. (Example: "Active shooter at 123 Main St, hiding in Room 202.")	
		Remain calm and follow all instructions from Police. Keep hands visible at all times. Do not point, scream, or wave your arms.	
		Avoid making quick movements toward officers or grabbing onto them for safety.	
		Expect a forceful entry. Officers may use tear gas or flashbangs; stay low and still.	
Airport Manager		**When safe, contact Director of Transportation and inform them of the situation.**	
		Complete documentation regarding the event, including incident report, damage assessments, and financial impacts.	
		Debrief with Director of Transportation about incident.	
Fixed Based Operator		**If Airport Manager is out of office, FBO will take over Airport Manager's checklist.**	
		Notify Airport Manager. If unable to reach Airport Manager, call Director of Transportation.	
Director of Transportation		**Notify Village Manager's Office of the incident.**	
		Inform Director of Communications about the incident.	
		Provide additional coverage for Airport Manager/FBO at the Airport once area is safe.	

Severe Weather

Severe Weather Checklist			
Responsible Party	**X**	Action	Comments
Airport Manager		**Notify airport tenants of the threatening condition.**	
		Notify Director of Transportation	
		Advise aircraft owners and pilots within one hour of imminent weather so they can depart the airport ahead of the condition or secure their aircraft properly.	
		Survey the airport for unsecured objects that may become projectiles in high winds or be damaged by floodwaters.	
		Issue a NOTAM advising of airport conditions	
		Complete documentation regarding the event, including incident report, damage assessments, and financial impacts.	
Fixed Based Operator		**If Airport Manager is out of office, FBO will take over Airport Manager's checklist.**	
		Notify Airport Manager. If unable to reach Airport Manager, call Director of Transportation.	
		When lightning is observed in the vicinity, stop fueling operations.	
		Move aircraft to safe areas (hangars) or position and secure as best as time allows.	
Director of Transportation		**Notify Village Manager's Office of the incident.**	
		Inform Director of Communications about the incident.	
		Provide additional coverage for Airport Manager/FBO at the Airport.	
Public Works		**Direct resources as necessary to assess damage, make repairs, and restore utilities.**	
		Provide equipment for shoring up public buildings or removing debris.	
In the event of a natural disaster such as a tornado, hailstorm, flooding, severe thunderstorm, or high wind, the Village of Schaumburg Emergency Operations Plan will be followed.			

Bomb/Terroristic Threats

Bomb/Terroristic Threats Checklist			
Responsible Party	**X**	Action	Comments
Everyone		**If a threat is phoned in to the airport, use the Bomb Threat Form to get as much information as possible.**	
		Notify the police department by calling 911.	
Airport Manager		**For a suspicious package or parcel, leave it unopened where it was discovered.**	
		Establish an isolation zone at the airport and clear it of all personnel.	
		Notify Director of Transportation.	
		If on an aircraft, notify the person(s) or company that owns the aircraft.	
		Ensure all personnel and vehicles are kept a minimum safe distance of 500 feet from around the building; divert flights away from any building with a suspicious package or device.	
		Hand off incident command to the Police Department.	
		Complete documentation regarding the event, including incident report, damage assessments, and financial impacts.	
Fixed Based Operator		**If Airport Manager is out of office, FBO will take over Airport Manager's checklist.**	
		Notify Airport Manager. If unable to reach Airport Manager, call Director of Transportation.	
Director of Transportation		**Notify Village Manager's Office of the incident.**	
		Inform Director of Communications about the incident.	
		Provide additional coverage for Airport Manager/FBO at the Airport.	
Criminal activities and disturbances may include bomb threats, terrorism, vandalism, or crowd control problems. In general, law enforcement will assume Incident Command for these situations.			

Hazardous Materials Emergencies

Hazardous Materials Emergencies			
Responsible Party	**X**	Action	Comments
Airport Manager		**Provide alert notifications by calling 911.**	
		Notify any affected airport tenants or the general public at the airport and provide public information on evacuation or shelter-in-place procedures as coordinated with incident command.	
		Issue appropriate NOTAMs closing isolation areas of the airport.	
		If the incident is on an aircraft, upon landing, direct the pilot to the pre-determined isolation zone located on the west ramp.	
		If there is a fuel spill, use the Spill Prevention, Control, and Countermeasure (SPCC) Plan.	
Fixed Based Operator		**If Airport Manager is out of office, FBO will take over Airport Manager's checklist.**	
		Notify Airport Manager. If unable to reach Airport Manager, call Director of Transportation.	
Director of Transportation		**Notify Village Manager's Office of the incident.**	
		Inform Director of Communications about the incident.	
		Provide additional coverage for Airport Manager/FBO at the Airport.	
Public Works		**Provide equipment and resources for containment if necessary and as directed by incident command.**	
A hazardous materials emergency involves the possible spillage of hazardous material on a commercial, military, or private aircraft in flight or any hazardous materials incident on airport property.			

Structural Fires

Structural Fires Checklist			
Responsible Party	**X**	Action	Comments
Airport Manager		**Call 911.**	
		Take protective actions for employees and the public.	
		Evacuate area according to evacuation plan.	
		Coordinate response activities.	
		Control access to facility until it has been inspected and/or will not impede with emergency response organizations.	
Fixed Based Operator		**If Airport Manager is out of office, FBO will take over Airport Manager's checklist.**	
		Notify Airport Manager. If unable to reach Airport Manager, call Director of Transportation.	
		Assist with critical services including utility support (activation/cutoff) as needed	
Director of Transportation		**Notify Village Manager's Office of the incident.**	
		Inform Director of Communications about the incident.	
		Provide additional coverage for Airport Manager/FBO at the Airport.	
Public Works		**Direct clean-up operations of Airport as necessary.**	
Airport Tenants		**Provide assistance on voluntary basis**	
		Provide specialized tools, equipment, and knowledge of building contents as needed.	
Airport management and the Public Works Department will be responsible for returning the airport to normal operations and working with tenants to clean up and document actions taken.			

Failure of Utilities

Failure of Utilities Checklist			
Responsible Party	**X**	Action	Comments
Airport Manager		**Notify the responsible utility company of the failure. Contacts for all utility companies are listed in directory.**	
		Notify the Engineering & Public Works Department.	
		Issue NOTAM, if required.	
		Notify Airport tenants of the outage.	
		Coordinate and disseminate public information to address public safety and impacts of utility failures in public buildings or parking lots	
		Inspect airport facilities to ensure proper working conditions before returning to service and normal operations.	
Fixed Based Operator		**If Airport Manager is out of office, FBO will take over Airport Manager's checklist.**	
		Notify Airport Manager. If unable to reach Airport Manager, call Director of Transportation.	
		Assist with critical services including utility support (activation/cutoff) as needed	
Director of Transportation		**Notify Village Manager's Office of the incident.**	
		Inform Director of Communications about the incident.	
		Provide additional coverage for Airport Manager/FBO at the Airport.	
Public Works		**Coordinate any repairs necessary with the utility companies and restore services to priority areas of the airport.**	
A utility failure at the airport may require closing the airport due to lack of lighting for aircraft operations or the need to keep operating aircraft and people away from a gas leak. The failure of the water main may require stopping work in hangars and ceasing fueling operations if water is required for first aid, such as eye wash stations or cleanup from a fuel spill.			

Missing Aircraft

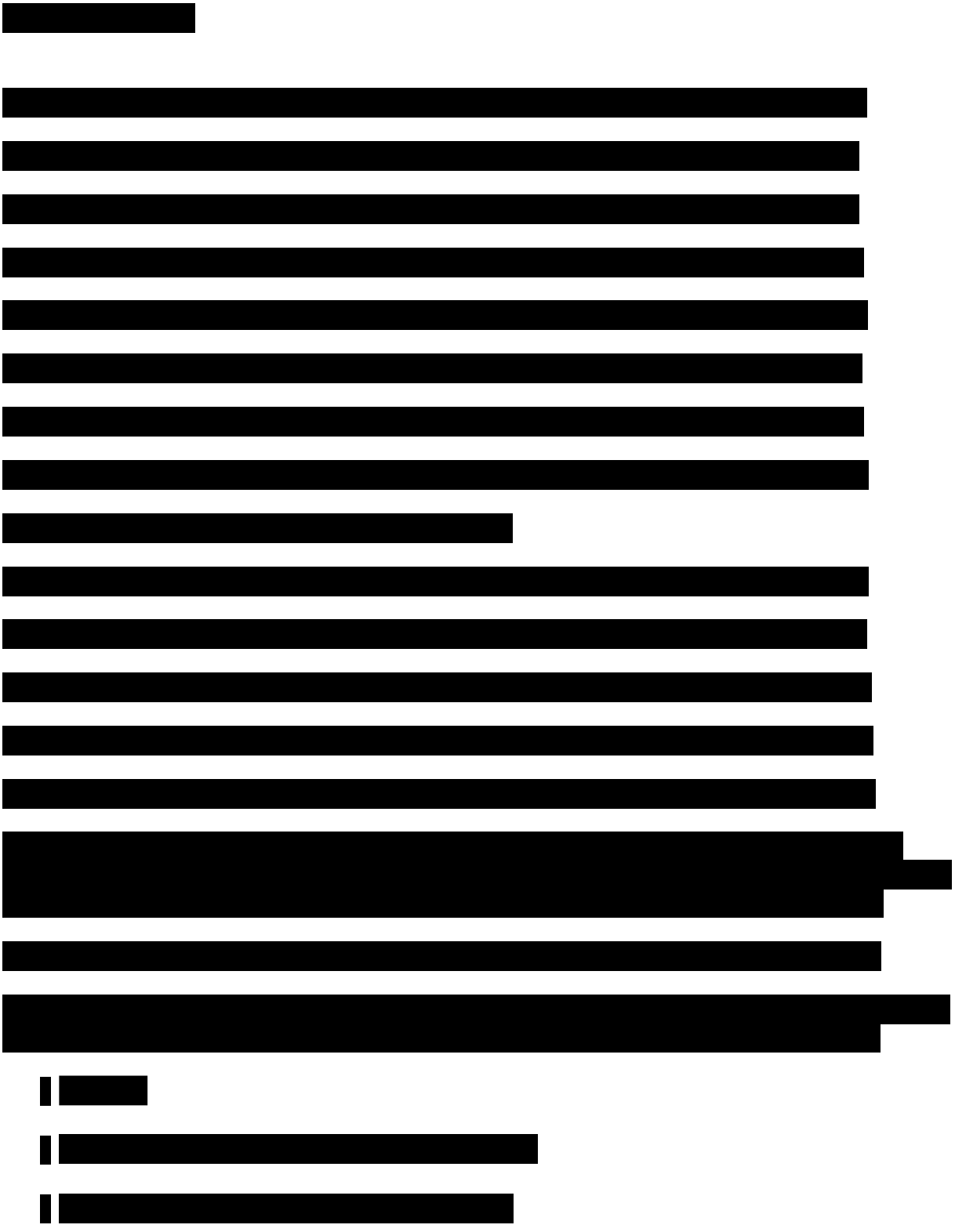
Missing Aircraft Checklist			
Responsible Party	**X**	Action	Comments
Airport Manager		**Once contacted about a missing aircraft, search airport facilities and check with tenants for missing or overdue aircraft.**	
		Obtain information regarding missing or overdue aircraft from FAA and complete the Missing Aircraft Form.	
		Check to see if the aircraft is on the ramp.	
		Check the hangar master list to see if the pilot is a tenant of the Airport. If a tenant, call the owner to ask if the aircraft is at the Airport.	
		Check hangar/tiedown to see if aircraft is there if owner does not answer.	
		Physically tour the airport property, looking off the ends of runways and any low spots where an aircraft would not be easily seen.	
		Contact police to find out if an aircraft crash has been reported in the area.	
		Report back to the person who reported the aircraft missing.	
		If the initial report came from the pilot's family or friends, contact [redacted]	
Fixed Based Operator		**If Airport Manager is out of office, FBO will take over Airport Manager's checklist.**	
		Notify Airport Manager. If unable to reach Airport Manager, call Director of Transportation.	
		Assist with search for the aircraft on the airfield.	
Director of Transportation		**Notify Village Manager's Office if there was a crash.**	
		Inform Director of Communications if there was a crash.	
		Provide additional coverage for Airport Manager/FBO at the Airport.	
The Airport Manager or representative may be notified by the FAA or the general public in cases of missing or overdue aircraft. It is possible that the pilot of a missing or overdue aircraft may have landed and not cancelled a flight plan. In these cases, the missing aircraft and pilot may be found somewhere on the airport facilities, and so notification to all responding agencies may not be required.			

Pandemic Event

Pandemic Event Checklist			
Responsible Party	**X**	Action	Comments
Airport Manager		**Continually monitor intelligence from the Village Emergency Operations Center (EOC).**	
		Facility operations, including public-facing hours and service levels, must be adjusted within 24 hours of a change in the Village EOC risk tier.	
		Based on EOC guidance, the facility will implement physical barriers, ventilation upgrades (HEPA/MERV-13), or foot-traffic re-routing to mitigate specific pathogen transmission routes.	
		Cleaning protocols—including chemical selection and frequency of high-touch disinfection—will be updated to match the specific persistence and resistance of the current biological threat as defined by health authorities.	
		Audit all physical signage at entry points and high-traffic areas weekly. Outdated posters must be replaced with the latest EOC-approved safety reminders regarding masking, distancing, and symptom reporting.	
		Communicate facility or operational changes to the Director of Transportation.	
		Conduct a bi-weekly inventory of all PPE (masks, gloves, gowns, eye protection) and disinfectants. Notify Director of Transportation if additional supplies are needed.	
		Continue notifying tenants of updated guidelines and operational impacts to the Airport.	
Fixed Based Operator		**If Airport Manager is out of office, FBO will take over Airport Manager's checklist.**	
		Assist the Airport Manager with facility modifications and sanitation standards.	
Director of Transportation		**Notify Director of Communications if there are operational changes that need to be communicated to the public.**	
		Work with EOC to order additional supplies that are needed at the Airport.	

Attachments

- Bomb Threat Form
- Airport Incident Report
- Missing Aircraft Form
- Agency Directory [Internal Only]
- Airport Staff Directory [Internal Only]
- Airfield Map
- Airport Terminal Map



[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted] [redacted]
[redacted] [redacted]
[redacted] [redacted]
[redacted] [redacted]
[redacted] [redacted]
[redacted] [redacted]
[redacted] [redacted]

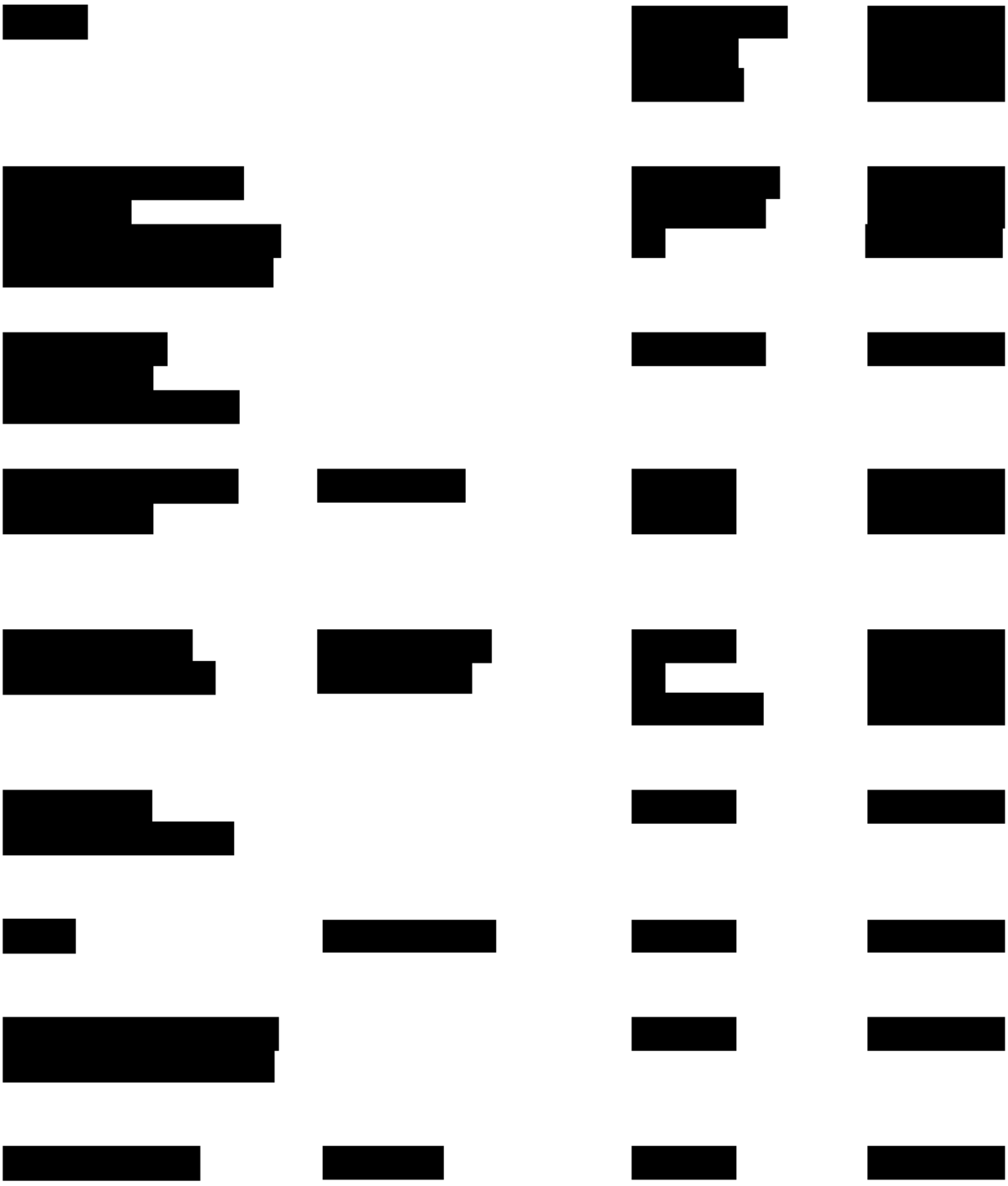
[redacted]
[redacted] [redacted]
[redacted] [redacted]
[redacted] [redacted]
[redacted] [redacted]

[redacted]
[redacted] [redacted]
[redacted] [redacted]
[redacted] [redacted]

[redacted]
[redacted] [redacted]
[redacted] [redacted]
[redacted] [redacted]
[redacted] [redacted]

[redacted]
[redacted] [redacted]
[redacted] [redacted]
[redacted] [redacted]

[redacted]



[redacted]





VILLAGE OF SCHAUMBURG

AGENDA ITEM SUMMARY

Airport Management Update
05/13/26
Pilots Technical Advisory Committee

Presenter: Erik Trydal - Airport Manager
Lead Department: Transportation

Executive Summary:

Details of the Airport Management Update are provided in the attached memorandum.

Recommended Action:

For information only.

ATTACHMENTS:

- Airport Update Memo - May 2026.pdf

VILLAGE OF SCHAUMBURG **MEMORANDUM**

Date: May 13, 2026

To: Director of Transportation

From: Airport Manager

Subject: **Airport Management Update**

For: Schaumburg Regional Airport Advisory Commission
Pilots Technical Advisory Committee

Introduction
This report provides an overview of events that have occurred at Schaumburg Regional Airport since the last update.

Discussion

Self-Serve Fuel Upgrade
Staff has continued to work with CMT and Acterra to start construction of the Self-Serve Fuel Pump project. Acterra has undergone some staffing changes following the pre-construction meeting, and CMT has been working with the new project manager to get them up to speed. Acterra also hired a new electrician for the project who visited the Airport to verify their plans in April. Acterra is currently drafting a change order for some additional work items and once approved by the Village, construction of the project will start.

REIL Upgrade
Staff contacted Airport Lighting Company on May 4th to get an upgraded control module for the REIL lights at the Airport. The REILs currently have one setting for brightness and the upgrade will allow for it to be adjusted by staff depending on the weather conditions. Staff has ordered the control modules, and they are expected to be shipped in 6-8 weeks.

Airfield Lighting Project
CMT updated bid documents for the Airfield Lighting Project in April to allow for the Village to move forward with the local let process. On April 23rd the Village put out a bid for construction of the Airfield Lighting Project, and bids will be due on May 12th. Once bidding closes the Village will review all bids and make a selection to be approved by the Village Board. Timeframe for the start of the project will depend on the lead time for construction materials, and tenants will be notified when a construction schedule is set.

Hangar Feasibility Study

Staff has put out a Request for Qualifications (RFQ) for consultants to develop a Hangar Feasibility Study. The Village of Schaumburg is moving forward with key recommendations from the 2021 Schaumburg Regional Airport Strategic Plan to construct new general aviation hangars. Since the completion of the Strategic Plan, the hangar waitlist has grown to exceed 90 pilots waiting for hangar spaces. The goals of the study include evaluating market demand, forecasting fleet mix, identifying strategies to meet the needs of tenants, evaluating financial implications, and considering available hangar options.

The study will provide cost estimates for site preparation, utility connections, hangar construction, and the construction of associated taxiways or other amenities to serve hangar tenants. It will also look at alternative options of land leases to allow construction of private hangars on Village property. The bid submission deadline for the RFQ is May 20th and the study is expected to be completed in FY2027.

Spill Prevention, Control, and Countermeasure Plan

While working on the Airport Hazard Plan, staff determined that an update to the Spill Prevention, Control, and Countermeasure Plan (SPCC) was needed. A SPCC plan is a mandatory EPA-regulated document (40 CFR 112) designed to prevent oil spills from reaching navigable waters. It outlines procedures for oil storage, spill prevention, containment, and emergency responses. The Village received three quotes from engineering firms and selected SCS Engineers to complete the project. The final plan was submitted to the Village on April 20th. Staff will be completing monthly and annual inspections as well as coordinate mandatory training with Holiday Airways.

Schaumburg Regional Airport Event: Father's Day Pancake Breakfast

The public is invited to attend the Father's Day Pancake Breakfast at Schaumburg Regional Airport hosted by Holiday Airways. The breakfast will be held in the terminal aircraft hangar from 8 a.m. to 12 p.m. Sunday, June 21st. The menu includes pancakes, scrambled eggs, sausage, juice, and coffee. Tickets will be available on the Holiday Airways website. Airplane rides will also be available until 1:00pm.

Women in Aviation Airport Event: 1940's Hangar Party

The public is invited to join Women in Aviation on June 13th for the first-ever WWII Hangar Party — a one-of-a-kind evening bringing together aviation enthusiasts, veterans, WWII history buffs, the women in aviation community, swing dancers, and reenactors under one historic hangar. The event will be held in the terminal aircraft hangar, and tickets are available at Women in Aviation Chicago's Leading Edge Chapter website.

Schaumburg Regional Airport Event: Hops and Props

Schaumburg Regional Airport will be hosting the seventh-annual Hops & Props on Saturday, September 12, 2026. This event will continue to provide the community with an adult oriented festival at the Airport. There are currently multiple beer, wine, and food vendors signed up to participate. Several aircraft will be on display for the event, and live on-stage music will be provided.

There will be a maximum of 400 admission tickets sold before the event, and each ticket will be priced at $10.00. If the weather is favorable, additional tickets will be available at the door. Tickets will go on sale on the Village of Schaumburg website.

Recommendation

For information only.

VILLAGE OF SCHAUMBURG

AGENDA ITEM SUMMARY

Committee Comments and Mentions
05/13/26
Pilots Technical Advisory Committee

Presenter:
Lead Department: Transportation

Executive Summary:

Recommended Action:

VILLAGE OF SCHAUMBURG

AGENDA ITEM SUMMARY

August 12, 2026
05/13/26
Pilots Technical Advisory Committee

Presenter:
Lead Department: Transportation

Executive Summary:

Recommended Action: