



Monday, June 1, 2026
Liquor Control Commission Regular Meeting Agenda

PUBLIC NOTICE - in accordance with the applicable statutes of the state of Illinois and Ordinances of the Village of Wheeling, notice is hereby given that the Regular Meeting of the Wheeling Liquor Control Commission will be held in the Board Room, Wheeling Village Hall, 2 Community Boulevard, Wheeling, Illinois, at 6:30 PM, during which meeting it is anticipated there will be discussion and consideration of and, if so determined, action upon the matters contained in the following agenda.

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1. **Call to Order**

 2. **Pledge of Allegiance**

 3. **Roll Call**

 4. **Approval of Minutes**
 - A. Approval of Minutes of a Special Meeting of April 20, 2026

 5. **Citizen Concerns & Comments**

 6. **New Business**

All Listed Items for Discussion and Possible Action

 - A. Consideration of a Request for a Class L Liquor License from Signature Flight Support, LLC for an Event to Be Held at 285 Sumac Road on Tuesday, June 16, 2026 and for Events on Two Unspecified Later Dates

 7. **Old Business**

 8. **Executive Session**

 9. **Action on Executive Session Items**

 10. **Adjournment**

REGULAR meetings will be televised on channels 17 and 99. If you would like to attend a Village meeting but require an auxiliary aid such as a sign language interpreter, call 847-499-9085 AT LEAST 72 HOURS PRIOR TO THE MEETING. To view the full agenda packet, visit <https://wheelingil.portal.civicclerk.com/>.



MEMORANDUM

DATE: June 1, 2026
FROM: Martin Seay, Administrative Assistant
SUBJECT: Consideration of a Request for a Class L Liquor License from Signature Flight Support, LLC for an Event to Be Held at 285 Sumac Road on Tuesday, June 16, 2026 and for Events on Two Unspecified Later Dates

DOLLAR AMOUNT:
BUDGETED: No
BUDGET SOURCE:
RECOMMENDED ACTION:
STRATEGIC PLAN THEME:

EXECUTIVE SUMMARY

On Monday, June 1, the Liquor Control Commission will be asked to consider a request for a Class L (corporate special event) liquor license from Signature Flight Support for an event to be held in Hangar 12, Bay 1 (285 Sumac Road) at Chicago Executive Airport on Tuesday, June 16. Per a process set forth in the Village's municipal code, which states that one Class L license can approve up to three special events per year, the Commission will also be asked to pre-authorize two additional such events at the subject location conditionally on final review and approval by the Village Manager. Dates for these events have not yet been set, and in fact they may never be held.

MEMO

Signature Flight Support, the existing fixed-base operator at Chicago Executive Airport, has submitted a Class L (corporate special event) liquor license application relative to a NetJets static aircraft display to be held in Hangar 12, Bay 1 at 285 Sumac Road from 4–7 p.m. on Tuesday, June 16. The applicant expects this private event to be attended by between 30 and 40 people.

Although this is a private event, a separate special event liquor license is required in this instance (and for all similar events held at Chicago Executive Airport) because the Village's municipal code stipulates that it is "unlawful to permit the consumption of alcoholic liquor on the premises of any business or commercial enterprise during business hours unless a retail liquor dealer's license has been issued for such premises"; by their nature, most airport-based businesses are 24-hour operations.

All alcoholic beverages will be served by BASSET-certified individuals. The applicant is in the process of finalizing event details, including identifying a caterer for the event, and has not yet paid the \$50 license fee. As such, staff recommends making approval conditional on:

- submittal of a certificate of insurance showing liquor liability coverage,
- submittal of proof of BASSET certification for all applicable individuals, and
- payment of all associated fees.

As mentioned in the executive summary above, per a process added to the municipal code at the Village Board's request, the Liquor Control Commission is being asked to conditionally approve two additional Signature Flight Support events on dates to be determined. The Commission adopted the practice of pre-approving airport events in order to minimize the number of hearings it holds to consider similar and straightforward requests for Class L liquor licenses, with the stipulation that such pre-approved requests remain subject to review by Village staff and final approval by the Village Manager.

Given that one Class L license can authorize up to three special events annually, the Commission is being asked to approve the scheduled event and two additional events at the same location on dates to be determined later. Please note that Signature Flight Support has not requested these two additional approvals, and may not use them prior to their

expiration.

If you have questions or concerns regarding the Class L liquor license application from Signature Flight Support, please let me know.

Class L

~ Corporate Special Event ~

CLASS L shall authorize the sale or giving away of alcoholic beverages for consumption on the premises and by the package for consumption off the premises, and for a period not to exceed three days, subject to the following:

Conditions and qualifications: A Class L license shall be issued only to corporations, partnerships or limited liability companies for use at a special event where alcoholic beverages will be served, such as company picnics or other corporate functions. Every such license shall be issued in the name of the organization; and

Limitations: A Class L license shall be issued only for a period not to exceed three days, allowing for up to three individual special events under one Class L license per calendar year, with each individual special event subject to the approval of the village manager and compliance with all other applicable requirements under the village code, including, but not limited to, all insurance requirements; the holder of a Class L license shall submit in writing to the village manager no later than thirty days prior to the scheduled special event a detailed summary of the special event, including the date, hours during which alcohol will be served or sold, location of the special event and approximate number of participants, as well as proof that the required insurance has been obtained and that all servers of alcoholic beverages for the event have completed the required training program; the approval of each individual event allowed under a Class L license shall be at the sole discretion of the village manager; a Class L license may be limited to the sale or giving away of only beer or wine. Video gaming as defined under the Illinois Video Gaming Act 230 ILCS 40/1 et seq. shall not be allowed in a Class L licensed premises, unless the owner of the premises where the special event is held already holds a valid gaming license in the village.

PLEASE NOTE THAT IN ADDITION TO THE CONDITIONS AND QUALIFICATIONS SPECIFIC TO THIS LICENSE CLASS, ALL WHEELING LIQUOR LICENSE HOLDERS MUST COMPLY WITH ALL PROVISIONS OF THE WHEELING MUNICIPAL CODE, AND ARE RESPONSIBLE FOR BEING FAMILIAR WITH THOSE PROVISIONS.