



Monday, August 3, 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.

The Liquor Control Commission is made up of the Village President, who shall serve as the chairman, and the Board of Trustees. When sitting as the Liquor Control Commission, the members of the corporate authorities may exercise no authority other than the liquor control powers in accordance with Chapter 4.32.030 - General administration and procedure.

The Village Clerk shall serve as the clerk of the Liquor Control Commission, and shall keep all minutes and records of the commission. All licenses, rules, resolutions, orders and other actions of the commission shall be issued in the name of the commission, signed by the chairman and attested by the clerk.

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1. **Call to Order**
 2. **Pledge of Allegiance**
 3. **Roll Call**
 4. **Approval of Minutes**
 - A. Approval of Minutes of the Special Meeting of June 1, 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 HYE Aero Foundation for an Event to Be Held at Atlantic Aviation at 1011 South Wolf Road on Saturday, August 29, 2026
 - B. Consideration of a Request for a Class I Liquor License from Saint Joseph the Worker Parish for an Event to Be Held on Sunday, September 6, 2026
 7. **Old Business**
 8. **Executive Session**
 9. **Action on Executive Session Items**
 10. **Adjournment**
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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: August 3, 2026
FROM: Martin Seay, Administrative Assistant
SUBJECT: Consideration of a Request for a Class L Liquor License from HYE Aero Foundation for an Event to Be Held at Atlantic Aviation at 1011 South Wolf Road on Saturday, August 29, 2026
DOLLAR AMOUNT:
BUDGETED: No
BUDGET SOURCE:
RECOMMENDED ACTION:
STRATEGIC PLAN THEME:

EXECUTIVE SUMMARY

On Monday, August 3, the Liquor Control Commission will be asked to consider a request for a Class L (corporate special event) liquor license from HYE Aero Foundation for an event to be held at Atlantic Aviation's facility at Chicago Executive Airport at 1011 South Wolf Road on Saturday, August 29.

MEMO

HYE Aero Foundation, a charitable foundation affiliated with aircraft brokerage HYE Aero, has submitted a Class L (corporate special event) liquor license application associated with a celebration-of-life event honoring HYE Aero founder Matt Stringfellow from 1–3 p.m. on Saturday, August 29. The event will take place at 1011 South Wolf Road, a facility at Chicago Executive Airport operated by fixed-base operator Atlantic Aviation. The applicant expects this private event to be attended by 50–100 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, the airport's fixed-based operators are 24-hour operations. Although the applicant is a nonprofit entity, the planned event is a private event for members of the aviation community rather than a public fundraiser or celebration; therefore, the Class L (rather than the Class I) liquor license is best suited to the event.

As the attached description indicates, all alcoholic beverages will be served by a BASSET-certified individual, who has provided proof of BASSET certification. The applicant has submitted a complete license application that includes proof of appropriate insurance. If the Commission looks favorably on this request, staff recommends approval with the following condition:

- payment of all associated fees.

If you have questions or concerns regarding the Class L liquor license application from HYE Aero Foundation, please let me know.

VILLAGE OF WHEELING

Description of Event for which liquor license is sought

As the person responsible for organizing this event, please provide a detailed summary of the following:

Event Date(s): August 29, 2026

Event Hours: 1:00 pm - 3:00 pm

Brief Description of Event Location:

This will be hosted inside of an Atlantic Aviation Hangar at Chicago Executive Airport, utilizing only ¼-½ of the space with tables set up with desserts and a table for beverages. Another table or two will have give-aways and pictures.

If the event will be held outdoors, or will involve a substantial change in the day-to-day operations of the location where the event will be held, please attach a diagram of the site that clearly indicates where alcohol will be stored, served, and consumed.

Brief Description of Event Alcohol Service:

Those who would like a glass of champagne or can of beer can see Kristine Knutson at the beverage table and she will use her BASSET training to pour for them. Alcohol may not leave the hangar space. Any unfinished beverages will be thrown out before exiting.

Description should specify what alcohol will be served, who will serve it, and where it will be consumed.

Estimated Number of Event Participants: 50-100 people

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.



MEMORANDUM

DATE: August 3, 2026
FROM: Martin Seay, Administrative Assistant
SUBJECT: Consideration of a Request for a Class I Liquor License from Saint Joseph the Worker Parish for an Event to Be Held on Sunday, September 6, 2026
DOLLAR AMOUNT:
BUDGETED: No
BUDGET SOURCE:
RECOMMENDED ACTION:
STRATEGIC PLAN THEME:

EXECUTIVE SUMMARY

On Monday, August 3, the Liquor Control Commission will consider a request from Saint Joseph the Worker Parish for a Class I (nonprofit special event) liquor license relative to a parish picnic event scheduled for Sunday, September 6. The event will take place at the church's facility at 181 West Dundee Road.

MEMO

Saint Joseph the Worker Parish has requested a Class I (nonprofit special event) liquor license to conduct liquor sales and service at a parish picnic event to be held from noon to 6 p.m. on Sunday, September 6, on church property at 181 West Dundee Road. The event is substantially similar to the parish picnic hosted by the church last September, for which the Commission also granted a Class I liquor license. The church expects the event to be attended by approximately 300–400 people. The event will be held outdoors in the grassy area between the church's rectory and social hall (see attached event description and site plan) or indoors in the social hall in the event of inclement weather.

The church has submitted a special event liquor license application that includes a description of the event. All sales and service will be conducted and all identification will be checked by BASSET-certified church staff and volunteers. Servers will break the seals on all bottles and cans before they are served to customers, and church representatives will monitor the consumption of alcohol to ensure that all alcoholic beverages remain on the premises. The church has provided proof of liquor liability insurance for this event and proof of BASSET certification for the servers, and has paid the \$50 fee associated with the liquor license application. As such, if the Commission looks favorably on this request, staff is able to recommend approval without conditions.

If you have questions or concerns regarding the Class I liquor license application from Saint Joseph the Worker Parish, please let me know.

VILLAGE OF WHEELING

Description of Event for which liquor license is sought

As the person responsible for organizing this event, please provide a detailed summary of the following:

Event Date(s): SUNDAY 9/6/26
Event Hours: NOON TO 6 P.M

Brief Description of Event Location: THE EVENT WILL TAKE PLACE IN THE BACK OF THE RECTORY OFFICE

If the event will be held outdoors, or will involve a substantial change in the day-to-day operations of the location where the event will be held, please attach a diagram of the site that clearly indicates where alcohol will be stored, served, and consumed.

Brief Description of Event Alcohol Service: _____

Description should specify what alcohol will be served, who will serve it, and where it will be consumed. IT WILL BE SERVED ON GROUNDS AND CONSUMED ON GROUNDS, BASSETT STAFF WILL SERVE IT

Estimated Number of Event Participants: 300 - 400

BONNER HALL (FOOD STORAGE)

FIRE
EXTINGUISHER

GRILLS

GRILLS

BAR

HAND WASH
STATION

TICKETS

OK FIRE
EXTINGUISHER

HAND WASH
STATION

BARRICADE

DRIVEWAY TO BE BLOCKED OFF FOR EVENT

BARRICADE

PARKING
LOT

DRIVEWAY WITH CLEAR FIRE DEPT. ACCESS

TENT

TENT

TENT

TENT

FIRE
EXTINGUISHER

D.J.

RAFFLE PRIZES

COVERED WIRE
TO POWER
SOURCE

RECTORY

FIRE DEPT. PHONE

Class I

~ Not-for-Profit Special Event ~

CLASS I licenses shall authorize the retail sale of alcoholic beverages for consumption on the premises only, for a limited time, subject to the following:

Conditions and qualifications: A Class I license shall be issued only to a charitable or not-for-profit corporation for use at a fund-raising picnic, carnival, celebration or other public affair. Every such license shall be issued in the name of the organization.

Limitations: A Class I license shall be issued for a period not to exceed six days; each organization and each resident of the village shall be limited to three Class I licenses in any calendar year; the holder of a Class I 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; no Class I license shall be issued without the approval of the commission of the village and may be limited to the sale 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 I 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.