

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING
WEDNESDAY – JULY 18, 2007
CHICAGO EXECUTIVE AIRPORT
1020 S. PLANT ROAD
WHEELING, IL 60090
6:30 P.M.**

I. Call to Order and Roll Call

Chairman Dohm called the meeting to order at 6:40 p.m. Roll call confirmed the following Directors present: Dohm, Arrigoni, Kolssak, Rooney, Shepstone and Wylie.

Directors Absent: Widmer

Also in Attendance Dennis Rouleau – Airport Manager
Henry F. Paul, Jr. – Finance Supervisor
Peggy Cooney – Recording Secretary
Charles Thomas – Airport Attorney

Absent: Jamie Abbott - Assistant Airport Manager by prior notification

II. Pledge of Allegiance

Following roll call Chairman Dohm lead those in attendance in the Pledge of Allegiance

III. Changes to Agenda

None

IV. Presentation of Awards

A. Bob Dourlain – The Airport Manager presented an award for appreciation to former Director Bob Dourlain for his outstanding service and dedication to Chicago Executive Airport.

B. James Wilson – The Airport Manager presented a special award to James Wilson (Maintenance Employee) for his excellent contribution in building this year's Airport Parade Float.

V. Citizens Comments

1. James Loerzel – Airport Tenant

Mr. Loerzel requested an explanation relating to the Financials and Resolution 07-025 that dealt with the Airport operating in a net loss.

VI. Approval of the Consent Agenda

Director Kolssak requested Item B – Resolution 07-024 – A Resolution authorizing the payment of claims be removed from the Consent Agenda for further discussion and clarification.

A motion was made by Director Shepstone and seconded by Director Rooney to approve the remaining items on this evening's Consent Agenda to include:

- Item A – Approval of the Chicago Executive Airport Board of Directors June 20, 2007 Regular Meeting minutes;
- Item C – Resolution 07-025 – A Resolution approving a notice of award to Hamstra Builders, Inc. for construction of T-Hangars in the Northeast Quadrant of the Airport;
- Item D – Resolution 07-026 – A Resolution approving an agreement of limited agency with the Illinois Department of Transportation;

The motion was unanimously approved by a roll call vote. Aye votes included: Directors' Arrigoni, Kolssak, Rooney, Shepstone, and Wylie. Absent: Director Widmer.

VII. Consideration of items removed from the Consent Agenda

- Item B – Resolution 07-024 – A Resolution authorizing the payment of claims. Director Kolssak inquired about a specific check for a consulting firm of the Airport that was listed on the check register. Chairman Dohm responded to the Directors by explaining how and why this consulting firm was engaged for the Airport. Director Wylie also commented on the legitimacy of the Airport using this consulting firm. He further commented on the authorization of payment of this invoice. Director Rooney commented on the Consultants performance. Director Shepstone commented on hiring practices by past and present Boards / Commissions. He further commented on confidentiality and the Treasurer's duties as it related to this Board. The Airport Manager responded to inquiries made by Director Kolssak regarding the consulting firm. The Airport Attorney offered to recommend a way for resolving this issue.

VIII. Hearings and Reports

A. Treasurer's Report

Highlights included:

- Director Shepstone inquired about the rental fees of the U.S. Customs office at the Atlantic Aviation Facility. The Finance Supervisor responded to Director Shepstone's inquiry.
- Flight Operations
- Fuel flowage figures
- Discussion of T-Hangar revenues, current rentals & time constraints of fees
- Discussed alternate ways to raise revenues
- Signage fees and tenant arrearages
- Net loss & Net Income

B. Airport Manager – Dennis Rouleau Airport Manager reported:

- Thanked the Board for allowing him to attend the Darden School in Virginia. He further stated that it was a very rewarding experience and explained the school's curriculum and daily activities.
- Reported to be reviewing the Airport's Business Plan and create a new value / mission statement. He further stated this item will be placed on the meeting agenda for the next several months as a topic for discussion.
- Commented on the Intergovernmental Agreement (IGA) and reported he may be suggesting some changes / recommendations of this document in the future.

C. Board Member's Comments

- **Director Wylie** commented on the historical aspect of the Intergovernmental Agreement (IGA). He further stated there have been some inaccurate statements recently made regarding the IGA that he would like to see clarified.
- **Director Rooney** also commented on the Intergovernmental Agreement (IGA) and stated that some possible changes need to be considered such as: Role of Chairman and reporting procedures for the Airport Manager.
- **Director Kolssak** also commented on the Intergovernmental Agreement (IGA). He suggested that instead of altering the IGA document the Board should create amendments to it. He also concurred with Director Rooney stating items to address would be the role of the Chairman and reporting procedures for the Airport Manager.

- **Director Shepstone** stated there are specific items that may need addressing in the IGA that would include defining guidelines for the Chairman and Airport Manager, Vice-Chairman, Secretary and Treasurer.
- **Director Wylie** also commented on Director Kolssak's recommendation of creating amendments instead of altering the entire IGA document.

D. Correspondence and Chairman's Comments

Chairman Dohm had no correspondence or comments to report / respond to at this time.

IX. Old Business

A. Update of discussion of Airport Property Taxes

The Airport Manager reported there has been no new updates on this topic and awaits word from legal council on this item. Mr. Thomas the Airport Attorney commented that he will check and advise on this item.

B. Part 150 Update – Brian Welker – Crawford, Murphy & Tilly, Inc. (CMT)

Mr. Welker (Engineer for the Airport) reported on the following:

- He is awaiting FAA approval and then, a notice of Public Hearing and Documents can be displayed that would define a meeting agenda. Once this meeting has been approved and scheduled, both the Engineer and Airport Manager will confirm if the information (file) for this project can be place on the Airport's website as well.

X. New Business

- A. Resolution 07-027 – A Resolution to define additional duties of the Chairman of the Chicago Executive Airport Board of Directors.** Director Kolssak explained the concept of the Resolution and why the BOD should consider approving it. After some discussion, and several attempts to make a motion and/or table this Resolution to a time certain, the Directors decided to vote on this Resolution. Therefore, a motion was made by Director Rooney and seconded by Director Kolssak to approve Resolution 07-027 – A Resolution to define additional duties of the Chairman of the Chicago Executive Airport Board of Directors. The motion failed by a roll call vote. Aye votes included: Directors' Kolssak and Rooney. Nay votes included: Arrigoni, Shepstone and Wylie. Absent: Director Widmer.

B. Resolution 07-028 – A Resolution revising the Airport Manager’s job description.

Director Kolssak explained the Resolution and suggested we postpone the voting on this Resolution until a time certain next month when additional information may become available for further discussion of this Resolution. After some discussion and several attempts to vote and/or postpone voting on Resolution 07-028; a motion was made by Director Kolssak and seconded by Director Rooney to approve Resolution 07-028 a Resolution revising the Airport Manager’s job description. The motion failed by a roll call vote. Aye votes included: Directors’ Kolssak and Rooney. Nay votes included: Arrigoni, Shepstone and Wylie. Absent: Director Widmer. Director Shepstone commented on the current Airport Manager’s job description and its documentation substantiating this agreement.

C. T-Hangar Project – Northeast Quadrant. Director Kolssak commented on costs to rent these future T-Hangars. A rental fee of \$905.00 was mentioned as a possible amount to charge. After further discussion, the BOD requested more information to review before deciding on the various amounts to charge for T-Hangars in the Northeast Quadrant. The BOD also decided to re-address Resolution 07-025 – A Resolution approving a notice of award to Hamstra Builders, Inc. for construction of T-Hangars in the Northeast Quadrant of the Airport. Therefore, a motion was made by Director Wylie and seconded by Director Kolssak to rescind Resolution 07-025 – A Resolution approving a notice of award to Hamstra Builders, Inc. for construction of T-Hangars in the Northeast Quadrant of the Airport. The motion was unanimously approved by a voice vote. Resolution 07-025 was therefore rescinded.

D. Discussion / Date /Place of Next Joint Meeting. The BOD discussed hosting the next Joint Meeting. After some discussion, and an explanation by the Airport Manager it was decided the next Joint Meeting date, place and topic should be decided between the current Village of Wheeling Acting Village President, Judy Abruscato and the City of Prospect Heights Mayor Rodney Pace. Staff will relay this decision to both elected officials and report any/all updates back to the Board.

XI. Executive Session:

A motion was made by Director Wylie and seconded by Director Rooney to go into Executive Session at 8:20 p.m. for the purpose of reviewing Executive Session minutes and Personnel Performance. The motion was unanimously approved by a roll call vote. Aye votes included: Directors’ Dohm, Arrigoni, Kolssak, Rooney, Shepstone, and Wylie. Absent: Director Widmer.

Following Executive Session, Chairman Dohm reconvened to the Regular meeting at 8:45 p.m. Roll call taken indicated the following Board of Directors were present; Dohm, Arrigoni, Kolssak, Rooney, Shepstone, and Wylie. Absent: Director Widmer.

XII. Action Taken from Executive Session

Approval of minutes.

April 18, 2007 Executive Session Meeting Minutes. A motion was made by Director Rooney and seconded by Director Arrigoni to approve and release the April 18, 2007 meeting minutes as presented. The motion was unanimously approved by a roll call vote. Aye votes included: Directors' Arrigoni, Kolssak, Rooney, Shepstone, and Wylie. Absent: Director Widmer.

May 16, 2007 and June 20, 2007 Executive Session Meeting Minutes. A motion was made by Director Rooney and seconded by Director Arrigoni to approve but not release the May 16 and June 20, 2007 meeting minutes and presented. The motion was unanimously approved by a roll call vote. Aye votes included: Directors' Arrigoni, Kolssak, Rooney, Shepstone, and Wylie. Absent: Director Widmer.

XIII. Adjournment

A motion was made by Director Kolssak and seconded by Director Arrigoni to adjourn the meeting. The motion was unanimously approved by a voice vote. The meeting adjourned at 8:55 p.m.

Respectfully submitted,

Ralph Shepstone

Ralph Shepstone

Secretary

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