

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING
WEDNESDAY – OCTOBER 17, 2007
CHICAGO EXECUTIVE AIRPORT
1020 S. PLANT ROAD
WHEELING, IL 60090
6:30 P.M.**

NOTE: Prior to the start of this evening's meeting Director / Secretary Shepstone explained the proper procedures according to the Roberts Rules of Order of how and why he will be conducting this evening's meeting (in the absence of both a Chairman and Vice-Chairman). He also inquired if the Board was in agreement with this policy. The Board unanimously agreed with this procedure / request.

I. Call to Order and Roll Call

Director Shepstone called the meeting to order at 6:36 p.m. Roll call confirmed the following Directors present: Ahlstedt, Arrigoni, Kolssak, Rooney, Widmer and Shepstone.

Directors Absent: None

Also in Attendance Dennis Rouleau – Airport Manager
Jamie Abbott - Assistant Airport Manager
Henry F. Paul, Jr. – Finance Supervisor
Peggy Cooney – Recording Secretary
Thomas Lester – Airport Attorney

II. Pledge of Allegiance

Following roll call Director Shepstone lead those in attendance in the Pledge of Allegiance.

III. Changes to Agenda

Director Rooney requested Resolution 07-036 – A Resolution approving FY2008 Budget Fund Transfer No. 1 for Chicago Executive Airport under Section Item X. New Business – Item F for further discussion.

IV. Election of Officers

- **Election of Vice-Chairman:**

Director Shepstone explained why there will be an election of officers at this evening's meeting. Following this explanation, Director Rooney made a motion to appoint Director Shepstone as Vice-Chairman. It was seconded by Director Kolssak. Director Shepstone declined the nomination. Director Rooney then amended his original motion by requesting Director Shepstone to re-consider and take this appointment on a temporary basis for approximately two months. It was seconded by Director Kolssak. Director Shepstone accepted the amended motion and position for that time frame. The motion was unanimously approved by a voice vote.

- **Election of Secretary:**

The Board discussed the nomination of a temporary Secretary for the same time period (as the Vice-Chairman) of two months. A motion was made by Director Rooney and seconded by Director Arrigoni to appoint Darlene Ahlstedt as temporary Secretary for the Chicago Executive Airport Board of Directors. The motion was unanimously approved by a voice vote.

V. Citizens Comments

None

VI. Approval of the Consent Agenda

The Airport Manager clarified the numbers, resolutions for the remaining items on the Consent Agenda. A motion was made by Director Rooney and seconded by Director Ahlstedt to approve the remaining items on this evening's Consent Agenda to include:

- Item A – Approval of the Chicago Executive Airport Board of Directors August 15, 2007 Regular Meeting minutes as amended;
- Item B – Resolution 07-033 – A Resolution authorizing the payment of claims;
- Item C – Resolution 07-034 – A Resolution approving a first Amendment to a Participation Agreement with the Illinois Department of Transportation;
- Item E – Resolution 07-039 – A Resolution approving a Participation Agreement with Illinois Department of Transportation;

The motion was unanimously approved by a roll call vote. Aye votes included: Directors Ahlstedt, Arrigoni, Kolssak, Rooney, Shepstone, and Widmer. Nay votes: None

VII. Consideration of items removed from the Consent Agenda

(NOTE: Item “D” – Resolution 07-036 – A Resolution approving FY 2008 Budget Fund Transfer No. 1 for Chicago Executive Airport of the Consent Agenda has been requested to be discussed by Director Rooney under Section X. – New Business – Item F.

VIII. Hearings and Reports

A. Treasurer’s Report

Director Kolssak reported the following:

- Airport Operations have increased
- Fuel flowage has also increased
- Discussed page three of the Financial Statement that referred to the net Increase (decrease) in cash and cash equivalents
- Requested the Finance Supervisor to produce a report for positive cash flows that could be viewed each month
- Discussed net income and loss
- Cash flows projection
- The Finance Supervisor explained operating income to net cash provided by operating activities
- Past due accounts: Director Kolssak inquired and requested an update of the past due account relating to airport signage on the property. The Airport Manager explained the current issue with this account. The Board requested the Airport Attorney to assist with this item. The Airport Attorney responded that he will review the lease and take the appropriate action.

B. Airport Manager – Dennis Rouleau Airport Manager reported:

- ➔ Submitted a Monthly Manager’s report for the Board’s review
- ➔ Requested direction regarding the creation of an RFP for a Public Relations Firm. Directors Arrigoni, Kolssak and Shepstone commented on the level of professionalism and excellent job Laura Witlox and the One Zero Charlie firm have done these past few months. After a discussion the Board agreed to continue a working relationship with this firm for the next 3-6 months. The Airport Manager informed the Board there is adequate funding in the Budget for this item.

- The Airport Manager commented on the current operation of the disbursement of checks. He suggested that checks be dispersed after they are approved at the Board monthly meetings. The Board was in agreement with the Airport Manager's suggestion. The Airport Manager also offered to prepare a new procedure on this item for their review at the next meeting.
- Gave an update regarding the removal of the Jet A and Low Lead fuel tanks located in the SE Quadrant of the Airport. This is a combined project between the Airport and Signature Flight Support
- The Airport Manager requested Crawford, Murphy and Tilly, Inc. (CMT's) explain their working relationship with Airport Corporation of America as it pertained to the Airport. Brian Welker of CMT offered an explanation of this relationship with Airport Corporation of America. He also responded to questions / comments from the Board on this item.
- Explained the current status of the Airport's Master Plan
- Gave an update on the Part 150 study for the Airport

C. Board Member's Comments

- **Director Arrigoni** commented she is confident this will be a new beginning for both the Airport and Board. She also thanked Staff for their assistance regarding her recent visit to NBAA and TIPS. She concluded by saying the Airport Staff was very well prepared for the TIPS meeting.
- **Director Kolssak** announced he had no additional comments this evening.
- **Director Ahlstedt** commented she is honored to serve as a Director on this Board, enjoyed her prior two years on the Palwaukee Board and felt the former Commission contributed to the success of this Airport. She further commented on the recent preparation she has completed regarding this new position. She also commented on the consultants that are currently assisting the Airport (i.e. CMT, tax, etc.) and the recent resignations of Mayor Pace, and the CEA-BOD Chairman and Vice-Chairman. She inquired about the PART 150 Study and the work that was accomplished by the previous Commission.
- **Director Widmer** commented that he appreciated being a part of this new Board and will work hard towards the success of the Airport. He further suggested that possibly some type of purchase journal can be created for the Board to review. The Airport Manager requested his assistance with this item. Board Member Widmer agreed to the Airport Manager's request.

➔ **Director Rooney** commented that he hopes this will be a new beginning for this Board. He further commented that it was not his intention to offend any Aldermen or City Officials from Prospect Heights regarding the recent issues / resignations that affected the previous Board and/or the Airport.

D. Correspondence and Chairman's Comments

Vice-Chairman Ralph Shepstone commented on the importance of this new Board to successfully seek viable solutions regarding Airport issues. He also had positive comments regarding the recent NBAA, IPAA Conference and TIPS meeting with IDOT. He concluded by stressing the importance of this new Board to work together in a positive manner for the good of the Airport. He concluded his remarks by thanking the Airport Administrative, Management and Maintenance Staffs for their dedication to the Airport these past six months.

IX. Old Business

None

X. New Business

A. Resolution 07-035 – A Resolution recommending approval of a Sewer Connection Agreement with Waste Management of Illinois, Inc.

After a review / discussion by the Board, a motion was made by Director Ahlstedt and seconded by Director Kolssak to approve Resolution 07-035 – A Resolution recommending approval of a Sewer Connection Agreement with Waste Management of Illinois, Inc. The motion was unanimously approved by a voice vote.

B. Resolution 07-037 – A Resolution to approve the preliminary TIPS FY 2008 – 2012 Program for Chicago Executive Airport

After a review / discussion by the Board, a motion was made by Director Arrigoni and seconded by Director Rooney to approve Resolution 07-037 – A Resolution to approve the preliminary TIPS FY 2008 – 2012 Program for Chicago Executive Airport. The motion was unanimously approved by a voice vote.

C. Resolution 07-038 – A Resolution to reimburse Signature Flight Support for the removal of Chicago Executive Airport underground storage tanks

After a review / discussion by the Board, a motion was made by Director Rooney and seconded by Director Ahlstedt to approve Resolution 07-038 – A Resolution to reimburse Signature Flight Support for the removal of Chicago Executive Airport underground storage tanks. The motion was unanimously approved by a roll call vote. Aye votes included: Directors Ahlstedt, Arrigoni, Kolssak, Rooney, Shepstone, and Widmer. Nay votes: None

X. New Business (Continued)

D. Resolution 07-040 – A Resolution recommending an amendment to the Intergovernmental Agreement

After a review / discussion by the Board, and clarification by the Airport Attorney, a motion was made by Director Ahlstedt and seconded by Director Rooney to approve Resolution 07-040 – A Resolution recommending an amendment to the Intergovernmental Agreement. The motion was unanimously approved by a voice vote.

E. Resolution 07-041 – A Resolution revising the Airport Manager’s job description.

After a review / discussion by the Board, a motion was made by Director Kolssak and seconded by Director Ahlstedt to approve Resolution 07-041 – A Resolution revising the Airport Manager’s job description. The motion was unanimously approved by a voice vote.

F. Resolution 07-036 – A Resolution approving FY 2008 Budget Fund Transfer No. 1 for Chicago Executive Airport (NOTE: This item was removed from the Consent Agenda to New Business for further discussion.)

After a review / discussion and clarification by the Airport Manager, Finance Supervisor and Airport Attorney, a motion was made by Director Rooney and seconded by Director Kolssak to approve Resolution 07-036 – A Resolution approving FY 2008 Budget Fund Transfer No. 1 for Chicago Executive Airport. The motion was unanimously approved by a voice vote.

XI. Executive Session

A motion was made by Director Rooney and seconded by Director Kolssak to convene to Executive Session at 8:15 p.m. for the purpose of discussing: Appointments, Approval of Executive Session Minutes, Employment, Compensation, Discipline, Performance, or Dismissal of a Specific Employee(s) of the Airport, Potential Litigation and Land Acquisition. The motion was unanimously approved by a roll call vote. Aye votes included: Directors Ahlstedt, Arrigoni, Kolssak, Rooney, Shepstone, and Widmer. Nay votes: None

The Board reconvened to Regular Session at 9:50 p.m.

XII. Action Taken from Executive Session

There was no action taken from Executive Session.

XIII. Adjournment

A motion was made by Director Widmer and seconded by Director Arrigoni to adjourn the meeting. The motion was unanimously approved by a voice vote. The meeting adjourned at 9:54 p.m.

Respectfully submitted,

Darlene Ahlstedt
Secretary

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