

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING
WEDNESDAY – DECEMBER 19, 2007
CHICAGO EXECUTIVE AIRPORT
1020 S. PLANT ROAD
WHEELING, IL 60090
6:30 P.M.**

I. Call to Order and Roll Call

Chairman Englehardt called the meeting to order at 6:30 p.m. Roll call confirmed the following Directors present: Ahlstedt, Arrigoni, Kolssak, Rooney, Shepstone, Widmer and Englehardt.

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 Legal Counsel

II. Pledge of Allegiance

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

III. Changes to Agenda

None

IV. Citizens Comments

1. Dr. Guru Prasad congratulated both the City of Prospect Heights and the Village of Wheeling for hiring the new Chairman E. Allan Englehardt. He requested the new Chairman to review fuel costs for the Airport and stressed the importance of building T-Hangars for the General Aviation Community.

2. Jim Loerzel welcomed the new Chicago Executive Airport – Board of Directors Chairman E. Allan Englehardt and said he was a great asset to General Aviation. He also commented on the recent FOIA request that was submitted and the possibility of violating the Open Meetings Act. The Airport Attorney responded to both of his comments.

3. David Kaufman, General Manager of Atlantic Aviation read a statement on behalf of both Airport FBO's, Atlantic Aviation and Signature Flight Support that pertained to the following items:

- Welcomed the New Chairman to the Chicago Executive Airport – Board of Directors
- Clarified a comment relating to airport fuel pricing and the possibility of a third FBO (X-Jet) at this Airport

4. **Director Shepstone** congratulated David Kaufman on his recent promotion to General Manager of Atlantic Aviation.

V. Approval of the Consent Agenda

Airport Manager Dennis Rouleau requested Item B – Resolution 7-046, A Resolution authorizing the payment of claims, be removed from the Consent Agenda for further clarification.

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

- Item A – Approval of the Chicago Executive Airport Board of Directors November 28, 2007 Regular Meeting minutes as presented
- Item C – Resolution 07-047 - A Resolution authorizing a check writing procedure
- Item D – Resolution 07-048 - A Resolution approving the sale of surplus personal property

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

VI. Consideration of items removed from the Consent Agenda

Item B. – Resolution 07-046 – A Resolution authorizing the payment of claims. The Airport Manager commented on Check No. 32118 for Mr. James Lang regarding the reimbursement of 2007 NBAA expenses for him. Director Rooney also commented on this reimbursement to Mr. Lang.

After some discussion a motion was made by Director Ahlstedt and seconded by Director Shepstone to approve Item B – Resolution 07-046 – A Resolution authorizing the payment of claims. The motion was approved by a roll call vote. Aye votes included: Directors Ahlstedt, Arrigoni, Kolssak, Shepstone, and Widmer. Nay votes: None. Director Rooney abstained from voting. The Resolution was approved.

VII. Hearings and Reports

A. Treasurer's Report

Director Kolssak reported the following:

- Both the fuel flowage and operations have increased on the Airport
- Discussed flight operations
- Thanked the Finance Supervisor, Henry Paul for the report relating to the safety & security of airport monies in the Illinois Funds
- Discussed the Year-to-Date operating income and net cash figures
- Inquired if the Airport was on an accrual basis (NOTE: The Finance Supervisor response was yes)
- Discussed the Year-To-Date figures for depreciation
- Discussed depreciation figures that related to airport equipment

- Discussed cost reimbursement by Federal, State and Local regarding certain projects (i.e. runway protection zone)
- Director Ahlstedt inquired about the Airport's interest in a relationship with the Northbrook Bank. The Finance Supervisor responded to her inquiry. It was suggested by a Board Member to have the Finance Supervisor contact the Corus Bank and inquire into their services that may benefit the Airport

B. Airport Manager – Dennis Rouleau Airport Manager reported:

- ➔ Submitted a Monthly Manager's report for the Board's review
- ➔ Reported on a project regarding the installation of a cell phone tower located in Willow Park (off of Runway 3 4)
- ➔ An update on the TIPS program / discussion of revised figures (the Airport Manager will provide a revised version for the Board)
- ➔ Reported on a recent FOIA inquiry (regarding the Open Meetings Act) and received information that the Airport is not in violation of this item
- ➔ Discussed reimbursement figures relating to Airport projects. Director Rooney inquired about reimbursement of loan related costs (totaling \$250,000) excluding interest) and requested Staff to create a report detailing the breakdown of expenses for this item.
- ➔ Announced there was a press release today regarding the Economic Impact Study which showed that Chicago Executive Airport is a strong economic engine for both Municipalities
- ➔ Announced the next users meeting is scheduled for Thursday, December 20th at the Airport Manager's office beginning at 9:30 a.m. There was additional discussion of a second Board Member to attend these meetings. The Chairman, E. Allan Englehardt offered to attend these meetings.
- ➔ The Airport Manager gave an explanation of Performance Measurement concept for the Airport (NOTE: Performance Measurement concept also known as benchmarking, or how the Airport is progressing). Both the Airport Manager and Finance Supervisor compiled this concept. This concept will determine how the Airport is accomplishing its mission. The Airport Manager further stated the Finance Supervisor has invited a Consultant to give a brief presentation of this concept. Staff will notify the Board of the date for this meeting. He concluded by stating the Public Relations person, Laura Witlox can assist on this project.

C. Board Member's Comments

- ➔ **Director Shepstone** had no comments at this time.
- ➔ **Director Kolssak** commented on a GPS System for the Airport and requested the Airport Manager explore the costs, specifics for this system and advise the Board of their findings. Chairman Englehardt also explained the benefits and position of this GPS system and/or some type of visual approach system for the Airport. He further suggested a committee be formed (with various airport users and aviation organizations) to discuss this item with TRACON (Terminal Radar Approach Control) and report their findings back to the Board of Directors.

- **Director Shepstone** suggested including the cost of a GPS system be incorporated in the FY2009 Budget.
- **Director Rooney** wished everyone a Merry Christmas and Happy New Year.
- **Both Directors Arrigoni and Director Widmer** wished every one a Merry Christmas and Happy New Year. They both also welcomed the new Chairman to this Board.
- **Director Ahlstedt** welcomed the new Chairman to the Board and thanked everyone for attending this evening's meeting and wished everyone a Merry Christmas and Happy New Year.

D. Correspondence and Chairman's Comments

Chairman Englehardt commented on the following:

- Acknowledged Esther Noffke and thanked her for attending this evening's session. He also commented on her successful aviation career and her continued interest in the Airport.
- The many improvements at Chicago Executive Airport (to include upgrading the runways and taxiways (especially the grooving of Runway 1 6 3 4).
- ILS approach
- Winds and obstructions on and around the Airport
- Commented that Chicago Executive Airport is a "land locked airport"
- Explanation of EMAS (Engineered Material Arresting System) that included a video presentation of an EMAS system
- Commented on safety concerns relating to the South Side of the Airport
- Commented on a blast fence, a concrete barrier and its current position on the Airport (possible redesigning of it)
- Length of Runway (both current and in the future)
- Addressed future Airport projects (i.e. the Southeast Quadrant and the building of new T-Hangars in the Northeast Quadrant).
- Stressed the importance for unification of the Board and the willingness to work together
- The Airport Manager suggested the Board give direction for Staff to provide a report which would include additional information on the pros & cons of EMAS by the next two meetings (January or February 2008).

VIII. Old Business

A. Discussion of X-Jet Proposal

- The Airport Manager announced there have been no new updates other than what was included in this month's Board packets (which included a Due Diligence Report submitted by Jeff Kohlman of Aviation Management Consulting Group). The Airport Manager commented that the report was positive.

IX. New Business

A. Discussion of Southeast Quadrant Project

Highlights included:

- The Chairman requested a clarification by the Airport Attorney regarding a new RFP for the Southeast Quadrant of the Airport. The Attorney responded by stating there is no legal requirement for an Airport to issue an RFP for improvement of its property. The Airport may send out an RFP if they choose to do so. The Airport Manager reported there were four proposals received for the development of the Southeast Quadrant to include one each from:
 - Mr. Raymond Chou
 - Mr. Beitler of Beitler Real Estate Corporation
 - Sovereign Aviation
 - Falcon Air Trust

The Airport Manager gave an update for the RFP process regarding this area of the Airport. Possible dates were discussed for scheduling a Special Meeting to review these presentations that would include specific time limits. The Board agreed upon a thirty minutes time limit per presentation.

Director Shepstone announced he will be able to attend the January Meeting however, he will be absent from the February and May 2008 meetings.

After some discussion, a motion was made by Director Ahlstedt and seconded by Director Kolssak to schedule a Special Meeting for these four presentations on Wednesday, February 20th, 2008 beginning at 5:00 p.m. The motion was unanimously approved by a voice vote.

The Airport Manager requested direction on how to proceed. After some discussion, the consensus of the Board was that the Airport Manager produce a document stating specific requirements / criteria for these presentations to include:

- A thirty minute time frame and it may include a question & answer period.
- The use of Airport funds and/or expenditures for this project
- Plans to include a restaurant and an airport manager's office.
- The Board will discuss this document at the January 16th meeting.

B. Discussion of Northeast Quadrant T-Hangar Project

Highlights included:

- The original bids expired August 2006
- The area has been prepared for 2 T-Hangar buildings with 8 bays each
- The Airport Manager requested direction on proceeding with the project
- The Airport Manager reported an existing bid document can be revised
- Discussion of pricing for each T-hangar / bay
- The Airport Manager reported the site prep work has been completed

- The current waiting list for T-hangars totals 80-100
- The Board requested the Airport Manager to obtain updated costs and pricing for these Northeast Quadrant T-Hangars for further review

Director Arrigoni announced she had some concerns with the X-Jet proposal and the due diligence report that was given to the Board for their review.

Director Rooney suggested that a special meeting be scheduled relating to the proper protocol of meetings.

X. Executive Session

A motion was made by Director Shepstone and seconded by Director Ahlstedt to convene into Executive Session at 8:50 p.m. pursuant to 5 ILCS 120/2(c)(11) and (6) to discuss Approval of Executive Session Minutes, Employment, Compensation Discipline, Performance or Dismissal of a Specific Employee(s) of the Airport, Litigation and the Sale or Lease of property owned by Chicago Executive Airport. 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 10:45 p.m.

XI. Action Taken from Executive Session

None

XII. Adjournment

A motion was made by Director Arrigoni and seconded by Director Rooney to adjourn the meeting. (The Chairman requested an explanation of this motion by the Airport Attorney. The Airport Attorney stated that according to the Roberts Rules of Order if a motion to adjourn the meeting is made and seconded, that would take precedence over the rest of the Agenda. The motion was unanimously approved by a roll call vote. The Aye votes included: Directors Arrigoni, Kolssak, Rooney, and Widmer. Nay votes: included: Directors Ahlstedt and Shepstone. The meeting adjourned at 10:45 p.m.

Respectfully submitted,

Darlene Ahlstedt
Secretary

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