

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING
WEDNESDAY – JANUARY 16, 2008
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 7:15 p.m. Roll call confirmed the following Directors present: Ahlstedt, Arrigoni, Englehardt, Kolssak, Rooney, Shepstone, and Widmer.

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. **Jim Loerzel** commented that after viewing this evening’s Regular Meeting Agenda this Board is no longer violating the Open Meetings Act. He also made positive comments regarding Item E of this Consent Agenda – Resolution 08-004 – A Resolution updating the Hangar Construction Policy. Mr. Loerzel concluded by suggesting the Board re-address the Minimum Standards document for this Airport.

V. Approval of the Consent Agenda

Director Ahlstedt requested Item E – Resolution 08-004 - A Resolution Updating the Hangar Construction Policy be removed from the Consent Agenda for further discussion / 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 December 19, 2007 Regular Meeting minutes as presented;

- Item B. – Resolution 08-001 – A Resolution authorizing the payment of claims;
- Item C – Resolution 08-002 – A Resolution to approve Amendment No. 1 to the Agreement for Engineering Services with Crawford, Murphy & Tilly, Inc.;
- Item D – Resolution 08-003 – A Resolution approving Authorized Signors for the Banco Popular Bank Operating Account and the Cole Taylor Payroll Account

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 E. – Resolution 08-004 – A Resolution updating the Hangar Construction Policy. Director Ahlstedt requested confirmation that the changes made to this Resolution were only grammatical ones and not a change of policy. The Airport Manager confirmed the only changes made were to the grammar portion of the Resolution.

A motion was made by Director Shepstone and seconded by Director Ahlstedt to approve Item B – Resolution 08-004 – A Resolution updating the Hangar Construction Policy. The motion was unanimously approved by a voice vote. The Resolution was approved.

VII. Hearings and Reports

A. Treasurer’s Report

Director Kolssak reported the following:

- Reported increased flight operations
- Discussed interest expense that was listed on Page 2 of this month’s financials
- Reported revenues have decreased by 5% from last year’s figures
- Discussed Administrative & Maintenance costs
- Discussed fuel figures and will continue to monitor this item for further discussion next month
- Discussion of how to increase revenue and decrease expenses for the Airport
- Addressed U.S. Customs figures and their current operations. The Treasurer requested Staff to analyze the current fees structure / schedules and report back their findings at next month’s meeting.

B. Airport Manager – Dennis Rouleau Airport Manager reported:

- ➔ Submitted a Monthly Manager’s report for the Board’s review
- ➔ Announced there will be a Master Plan Meeting Scheduled for January 23, 2008 at the Airport Manager’s office. The Airport’s Engineering firm Crawford, Murphy & Tilly, Inc. will be attending this meeting.
- ➔ Reported that Hinshaw & Culbertson sent a demand letter (for monies owed CEA) to the Best Western Hotel / Palwaukee Motor Inn
- ➔ Announced the PART 150 report been completed and sent to the communities and FAA for their review and approval

- Explained the document that Chicago Executive Airport produced called “Guidance for Proposed Development requiring submittal of FAA Form 7460 near Chicago Executive Airport”
- Reported on submitting a Transportation Improvement Program (TIPS) to IDOT (regarding consideration for obtaining year-end monies for Airport projects)
- Update on the Airport’s Property Tax Meeting with its tenants
- Update on the Waste Management Sewer Connection Agreement that will be considered for approval by the City of Prospect Heights
- Discussed assorted departure operations used by the ATCT currently and in the future
- Discussed the Planner created by Aviation Management Consulting Group for the CEA-BOD to use as a tool / guide
- The Airport Manager, Assistant Airport Manager and Public Relations person Laura Witlox gave a presentation on the upcoming Aviation Career Expo (ACE) that will be held on Saturday, March 8th
- Discussion of Airport presence at the 2008 NBAA and Oshkosh aviation events (this item to be further discussed at next month’s meeting)

C. Board Member’s Comments

- **Both Directors Arrigoni and Kolssak** had no comments at this time.
- **Director Shepstone** announced that he met with Acting Mayor Ludvigsen of Prospect Heights and informed him that he will be resigning from the Airport Board. His last official day will be February 29th. He further announced the Acting Mayor will be searching for a replacement. Chairman Englehardt thanked Director Shepstone for his dedication and years of service to the Airport and Board.
- **Director Rooney** informed the Board, the Village of Wheeling is currently reviewing Industrial Lane and the possibility of including it in a TIF district.
- **Director Widmer** thanked Director Shepstone for his contribution to this Airport and was honored to have worked with him on the Board.
- **Director Ahlstedt** announced that she had enjoyed working with Director Shepstone throughout the years.

D. Correspondence and Chairman’s Comments

Chairman Englehardt commented on the following:

- Praised and thanked Director Shepstone for his years of dedication
- Thanked everyone for attending the meeting this evening
- Wants to continue to further develop this Airport
- Continue to make CEA a safer Airport
- Commented that Dennis Rouleau has been an important factor to the success of this Airport and has been very instrumental in moving it forward

VIII. Old Business

A. Continued Discussion of Southeast Quadrant Project

The Airport Manager will proceed as discussed in this evening's Committee of the Whole meeting

B. Navigation Options for Chicago Executive Airport

(NOTE: This item was previously discussed under the Airport Manager's Report of this meeting.)

IX. New Business

A. Strategic Planning / Performance Measurements

Highlights included:

- Explanation of this item
- Strategic values and goals
- The Finance Supervisor and Airport Manager reported there was a presentation given by Sikich, LLP, the Airport's Auditing Firm on this item that included:
 - Future of Airport
 - Goal Setting and how to attain those goals
 - Strategic Planning
- The Airport Manager proposed to the Board the possibility of working with this Firm to include a Scope of Services that could begin around May 1st. (NOTE: There are funds earmarked in the 2009 Airport Budget to cover this item). The Board requested Staff to investigate this item for them to review and further discuss.
- Director Shepstone commented that due to the work load of items this Board has discussed to explore for further enhancing the Airport; that they may want to consider increasing the amount of monthly meetings to successfully accomplish these goals.

X. Adjournment

A motion was made by Director Kolssak and seconded by Director Shepstone to adjourn the meeting. The motion was unanimously approved by a voice vote. The meeting adjourned at 8:50 p.m.

Respectfully submitted,



Darlene Ahlstedt
Secretary