

**CHICAGO EXECUTIVE AIRPORT  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
WEDNESDAY, OCTOBER 28, 2009  
CHICAGO EXECUTIVE AIRPORT  
1020 S. PLANT ROAD  
WHEELING, IL 60090  
6:00 P.M.**

**I. Call to Order and Roll Call**

Chairman Englehardt called the meeting to order at 6:02 p.m. Chairman Englehardt recognized and welcomed new Director, Jon Sfondilis. Roll call confirmed the following present: Chairman Englehardt, Directors Widmer, Mendez, Kolssak, Ahlstedt, Arrigoni and Sfondilis.

Also in Attendance: Dennis Rouleau - Airport Manager  
Jamie Abbott - Assistant Airport Manager  
Henry Paul - Finance Supervisor  
Kathleen Pradd - Recording Secretary  
Tom Lester - Airport Legal Counsel

**II. Pledge of Allegiance**

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

**III. Changes to Agenda**

None

**IV. Citizens Comments**

Prospect Heights Mayor Dolly Vole commented on the T-Hangar presentation that was given at the Joint Meeting of October 7, 2009. The communities are planning on forming a T-Hangar Committee.

**V. Consent Agenda**

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

- Item A – Approval of Minutes as follows:  
September 16, 2009 Regular Meeting Minutes as presented;  
August 19, 2009 Executive Session Minutes approved, but not released as presented;
- Item B – Resolution 09-034- A Resolution authorizing the payment of claims as presented;

The motion was approved by a roll call vote. Aye votes included: Directors Kolssak, Ahlstedt, Mendez, Widmer and Arrigoni  
Abstain: Director Sfondilis  
Nay: none

## VI. Consideration of items removed from the Consent Agenda

No items were removed from the consent agenda

## VII. Hearings and Reports

### • Treasurer's Report

Director Widmer reported/commented on the following Year to Date (YTD) expenses:

- Operating expenses - Total operating expenses are below the YTD budget by \$205,569 for the fiscal year.
- Operating income - The YTD actual operating income was \$377,432 resulting in a net favorable budget variance of \$244,237 for the fiscal year.
- Other income and expense is favorable indicating an under budget variance of \$21,225 for the fiscal year to date.
- Net income before depreciation and other non-cash expenses was \$344,865 or \$265,462 over the budget. Net income after all depreciation and other non-cash expenses was a loss of (\$701,605).

Director Kolssak questioned the maintenance budget line item and the Airport Manager explained that there was a major expense this year due to pavement marking.

### • Airport Manager's Report

Airport Manager, Dennis Rouleau reported on the following:

- Chicago Executive Airport received the GFOA Budget award again this year. There are only two other Airports in Illinois and a handful of Airports in the United States that have received this award.
- The NBAA Conference was lightly attended this year for both exhibitors and attendees but was still informative and the static display was quite impressive.
- Taxiway Lima project is moving forward. Preform completed the markings today and the landscaping still needs to be completed. The taxiway should be opened by Thanksgiving at the latest.
- Hangar One project – The foundation was removed and NICOR has removed the meters and severed from the main line. Albrecht has saved a truckload of bricks from the demolition and they will be sold as used bricks.
- A snow meeting was held yesterday to discuss the upcoming snow removal plan with our staff, Signature Flight Support, Atlantic Aviation and Sovereign in attendance.
- The T-Hangar plan was presented at the joint meeting and is moving forward. There should be bids to report on at the January, 2010 board meeting.

### C. Public Relations Report

Laura Witlox of One Zero Charlie gave the following update:

- The ACE event was well attended with over 300 people. A special thanks to Signature Flight Support, CM&T, Atlantic Aviation for their sponsorships and Chairman Englehardt and Director Ahlstedt for their participation. Keynote speaker Jamail Larkin gave an excellent speech. He was featured in INC. magazine as one of the top 30 people in the country under the age of 30.
- One Zero Charlie will present a timeline of the Airport to be featured in our next newsletter.

- PACE board member Greg Wheeler has stepped down as board president and Mike Haupt is now the appointed president.
- PAPA Holiday party will be held on December 12<sup>th</sup>.
- The first billboard ad campaign is doing well. The Airport website received 1500 hits last month compared to a previous total of 1200 hits. In response to the lighting of the billboard, due to budget constraints, the Airport was not able to secure a lighted billboard, but did get an excellent location for the sign.

#### **D. Board Members Comments**

- Director Arrigoni thanked Dennis and the Airport staff for the Joint Workshop and dinner held on October 7<sup>th</sup> and welcomed Jon Sfondilis to the board.
- Directors Kolssak and Widmer welcomed Director Sfondilis as well.
- Director Ahlstedt reported our lobbyist company, Marquardt, Inc. invited Senator John Millner and Representative Jim Sacia to the IPAA Convention. A suggestion was made to form an Aviation Caucus that will be attended by our State Representatives Mathias and Nekritz and they are currently waiting to hear from Senators Susan Garrett and Matt Murphy on their ability to participate.
- Director Mendez inquired whether or not the Airport Manager will be involved in the T-Hangar committee that is being formed in January with the communities and was assured that he would be.
- Director Sfondilis introduced himself and said he has worked for 17 years at the Village of Wheeling and is happy to serve on the CEA Board.

#### **E. Correspondence and Chairman's Comments**

Chairman Englehardt read aloud a letter he received from Sovereign Development Group praising Chicago Executive Airport and Airport Manager, Dennis Rouleau, in particular, for the commitment and dedication shown in helping to overcome obstacles and further the development of Sovereign AirCenter.

### **VIII. Old Business**

There was no old business to discuss

### **IX. New Business**

A motion was made by Director Ahlstedt and seconded by Director Mendez to approve:

- Item A- Resolution 09-035- A Resolution approving a Design and Construction Phase Engineering Agreement with Crawford, Murphy & Tilly, Inc. as presented;

The motion was approved by a roll call vote. Aye votes included: Directors Sfondilis, Mendez, Arrigoni, Ahlstedt, Kolssak and Widmer. Nay votes: none

A motion was made by Director Kolssak and seconded by Director Widmer to approve:

- Item B- Resolution 09-036- A Resolution approving a Lease Agreement between Eclipse Aerospace, Inc. and Chicago Executive Airport as amended;

The motion was unanimously approved by a voice vote.

A motion was made by Director Kolssak and seconded by Director Sfondilis to approve:

- Item C- Resolution 09-037- A Resolution approving a Fourth Amendment to a Fixed Base Operation Net Ground Lease Agreement with Brigadoon Aviation, LLC as presented;

The motion was approved by a roll call vote. Aye votes included: Chairman Englehardt, Directors Kolssak, Sfondilis and Widmer. Nay votes included Directors Mendez, Arrigoni and Ahlstedt. Motion carried.

A motion was made by Director Kolssak and seconded by Director Widmer to approve:

- Item D- Resolution 09-038- A Resolution approving a Fourth Amendment to a Fixed Base Operation Net Ground Lease Agreement with Sovereign-Ross, LLC as amended;

Director Kolssak offered the developer, David Annin, additional time extensions to the amendment in order to give them same courtesy as the Airport has given to other developers during these economic times.

The motion was unanimously approved by a voice vote.

- Item E- Discussion of CEA Board of Directors Business Plan- Henry Paul gave a brief discussion of the recommended changes in the Business Plan since 2005 and welcomed board members to contact him during the next month with any questions or concerns that they may have.

**X. Executive Session**

There was no executive session

**XI. Action Taken from Executive Session**

None

**XII. Adjournment**

A motion was made by Director Arrigoni and seconded by Director Kolssak to adjourn the meeting. The motion was unanimously approved by a voice vote. The meeting was adjourned at 6:56 p.m.

Respectfully submitted,



Darlene Ahlstedt  
Secretary