

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, FEBRUARY 17, 2010
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 6:00 p.m. Roll call confirmed the following present: Chairman Englehardt, Directors Widmer, Mendez, Kolssak, Ahlstedt, Helmer and Argiris. Absent: None

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

A motion was made by Director Kolssak and seconded by Director Helmer to convene to Executive Session pursuant to 5 ILCS 120/2(C21,1, and 6) to discuss approval of executive session minutes, employment compensation, discipline performance, or dismissal of a specific employee(s) of the Airport, and the sale or lease of property owned by Chicago Executive Airport.

The motion was approved by a roll call vote. Aye votes included Directors Kolssak, Argiris, Mendez, Widmer and Helmer Nay: Director Ahlstedt

The meeting convened to executive session at 6:10 p.m.

The regular meeting reconvened at 6:45 p.m.

IV. Citizens Comments

None

V. Consent Agenda

A motion was made by Director Ahlstedt and seconded by Director Mendez to approve the items on this evening's consent agenda to include:

- Item A. Approval of Minutes as presented;
 1. January 27, 2010 Regular Meeting minutes as presented;
- Item B - Resolution 10-004 A Resolution authorizing the payment of claims as presented;

The motion was approved by a roll call vote. Aye votes included Directors Kolssak, Ahlstedt, Argiris, Mendez, Widmer and Helmer Nay: None

VI. Consideration of items removed from the Consent Agenda

None

VII. Hearings and Reports

A. Treasurer's Report

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

- Operating expenses - Total operating expenses are below the YTD budget by \$194,083 for the fiscal year.
- Operating income - The YTD actual operating income was \$522,762 resulting in a net favorable budget variance of \$274,061 for the fiscal year.
- Other income and expense- This category is favorable indicating an under budget variance of \$16,792 for the fiscal year to date.
- Net income- before depreciation and other non-cash expenses was \$442,729 or \$290,853 over the budget. Net income after all depreciation and other non-cash expenses was a loss of (\$1,440,131).

B. Airport Manager's Report

Airport Manager, Dennis Rouleau reported on the following:

- ➔ The Airport Manager gave the following explanation regarding budget questions from Director Kolssak from last month's YTD budget:
 1. Monthly administrative costs- over budget costs.

YTD overtime is \$2,343.00. The Airport is currently 2 staff members short for a savings of \$16,000 YTD in salaries.
 2. Service awards- no additional expenses- even YTD.
 3. Engineering services- significantly over budget mainly due to CM&T expenses related to the new FBO leases, Waste Management regarding MWRD permits (that will be reimbursed),

a Village of Wheeling business that is relocating and having airspace issues that required FAA meetings.

4. Marketing- total budget is \$84,500. YTD is currently \$70,594- billboard will run one more month and we will be on budget by the end of the year.
 5. Other expenses/ other services- mostly consultant costs for stormwater project and property tax issue. A detailed report will be distributed to all the board members at next month's meeting. Director Ahlstedt would prefer that consultant costs are broken out into specific line items so the board members have a better understanding of what each consultant is costing.
- ➔ Intern Bob Dorgan has left CEA and is now working in St. Petersburg, FL flying banners. Our new intern, Sable Omes-Sombke was introduced to the board.
- ➔ Assistant Airport Manager, Jamie Abbott reported on a new PACE project called Aviation Academy. It will be geared toward adults and leaders of the communities and elected officials and will focus on better understanding of the Airport. The first one day event will be on April 24th. Invitations will be sent out and a certificate will be awarded at the end of the academy to all participants. Mike Haupt, PACE chairman, gave further details on the event and also spoke about the future ACE event and the need for sponsorships.
- ➔ The Airport Manager commended the maintenance staff on the outstanding job they did on removing the 14" of snow we just received. After many hours of overtime, the snow was removed and the Airport was able to remain open the entire time. Many compliments were received from the T-Hangar tenants and corporate tenants as well.

C. Public Relations Report

None

D. Board Members Comments

- Director Widmer also thanked the staff on the great job they do with snow removal and on keeping the runways clean.
- Director Ahlstedt had an opportunity with Alderman Higgins to view the snow removal first hand when the Airport Manager drove them on the field last week before the Chamber luncheon. She commented that the snow equipment was really impressive.
- Directors' Helmer, Kolssak, Mendez and Argiris had no comments.

E. Correspondence and Chairman's Comments

- Chairman Englehardt has also gotten a lot of feedback from many users of the Airport and they have all commented that the snow removal effort at our Airport is exceptional and they are grateful that the Airport remains open during the storms.

VIII. Old Business

- Item A- Discussion of T-Hangar Project- the Airport Manager reported that there were 65 plan holders for this project, 44 attendees at the pre-bid meeting and a total of 15 bidders for the project. The high bid was lower than the low bid the last time this project was bid out. It will cost approximately \$400,000 per building without sprinklers if the Airport chooses the apparent low bidder who has met all the requirements. The Airport is presently working with banks to secure financing for our share of the project. Discussion followed from the board members regarding repayment of the loan, engineering costs, utilities, maintenance, sprinklers and insurance. The board agreed that all 6 buildings should be built and the rent pricing would be able to be competitive and still cover our debt.

IX. New Business

A motion was made by Director Kolssak and seconded by Director Argiris to approve the item on this evening's new business to include:

- Item A- Resolution 10-005 A Resolution recommending approval of the FY 2011 Budget for Chicago Executive Airport, as presented;

Further discussion resulted in the board's decision that a special workshop meeting was required to address all questions on the FY 2011 Budget before it can be approved. The date of Wednesday, February 24th at 6:00 p.m. was agreed upon.

A motion was made by Director Ahlstedt and seconded by Director Kolssak to table Item A-Resolution 10-005- A Resolution recommending approval of the FY 2011 Budget for Chicago Executive Airport to be presented at the next regularly scheduled board meeting of March 17, 2010.

The motion was unanimously approved by a voice vote.

A motion was made by Director Mendez and seconded by Director Argiris to approve the next item on this evening's new business to include:

- Item B- Resolution 10-006- A Resolution recommending approval of a Lease Agreement between Chicago Executive Airport and ITT Corporation for an ADS-B Antenna site as presented;

The Airport Manager gave an explanation of the ADS-B system.

The motion was unanimously approved by a voice vote.

X. Executive Session

Motion to go into Executive Session pursuant to 5 ILCS 120/2(C21,1, and 6) to discuss approval of executive session minutes, employment compensation, discipline performance, or dismissal of a specific employee(s) of the Airport, and the sale or lease of property owned by Chicago Executive Airport.

A motion was made by Director Mendez and seconded by Director Widmer to convene to executive session. The motion was approved by a roll call vote. Aye votes included: Directors Mendez, Kolssak, Ahlstedt, Argiris, Widmer and Helmer


XI. Action Taken from Executive Session

None

XII. Adjournment

A motion was made by Director Ahlstedt and seconded by Director Widmer to adjourn the meeting. The motion was unanimously approved by a voice vote. The meeting was adjourned at 9:11 p.m.

Respectfully submitted,



Darlene Ahlstedt
Secretary