

**CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, MAY 26, 2010
1020 S. PLANT ROAD
WHEELING, IL 60090
6:00 P.M.**

I. Call to Order and Roll Call

Vice Chairman Kolssak called the meeting to order at 6:03 p.m. Roll call confirmed the following present: Directors Widmer, Mendez, Kolssak, Ahlstedt, Helmer and Argiris. Absent: Chairman Englehardt by prior notification

Also in Attendance: Dennis Rouleau - Airport Manager
Jamie Abbott- Assistant Airport Manager
Kathleen Pradd - Recording Secretary
Tom Lester - Airport Legal Counsel
Dan Berg- Sikich, LLP

II. Pledge of Allegiance

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

III. Changes to Agenda

There were no changes to the agenda

IV. Citizens Comments

None

V. Consent Agenda

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

- Item A. Approval of Minutes as presented;
 1. March 17, 2010 Executive Session Meeting minutes, approved but not released as presented;
 2. April 21, 2010 Regular meeting minutes, as presented;
- Item B - Resolution 10-013- A Resolution authorizing the payment of claims as presented;
- Item C- Resolution 10-014- A Resolution Authorizing and Ratifying the Separation Agreement with Henry F. Paul, Jr. 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 expense budget by \$323,226 for the fiscal year.
- Operating income - The preliminary fiscal year results operating income \$721,457 resulting in a net favorable budget variance of \$319,668 for the fiscal year.
- Other income and expense- This category is favorable indicating an under budget variance of \$19,974 for the fiscal year.
- Net income- before depreciation and other non-cash expenses was \$612,330 or \$421,762 over the budget.

On page iii the depreciation has now been removed off the report and some of the columns have been removed as requested by the Board last month so the report is less cumbersome. Some money has been removed from the Illinois Funds and moved to MB Financial for a higher rate. Collections have been stepped up on overdue payments.

B. Airport Manager's Report

Airport Manager, Dennis Rouleau reported on the following:

- A proposal from Sikich was distributed to the Board for review. Dan Berg outlined their qualifications and capabilities. Highlighted were the many departments and services that they can offer including strategic planning and the different level of employee's experience. Discussion followed on the pros and cons of continuing with a part time finance consultant versus hiring an employee for a full time position.
- The Airport Manager suggested an alternate proposal and distributed an organizational chart for review that would change the current structure of employee status. The Finance Supervisor's position that was held by Henry Paul would be upgraded to Director of Finance and Administration. The Board questioned Dan Berg and the Airport Manager regarding what Henry's responsibilities were and what the Director of Finance's responsibilities would be. The chain of command would not change during the Airport Manager's absence. It would still be Jamie Abbott, Assistant Airport Manager. The Board requested more

information such as side by side job descriptions and salary scales for either option or a possible blended approach.

- There may be a need for a budget fund transfer #2 resolution on the May agenda.
- A TFR (temporary flight restriction) will be in place for the upcoming holiday weekend due the arrival of the President and his family to the Chicago area. Our Airport anticipates a lot of additional traffic because of this and also the Stanley Cup playoff game in Chicago on Saturday. Both FBO's and car rental agencies are ready to respond to the traffic increase.
- Congratulations to Jamie Abbott on being awarded the AAAE C.M. certification. He attended a week long training program and passed the very difficult test on the first try.
- The Airport Manager introduced Mike Haupt of the PACE committee who reported on the success of the recent Aviation Forum that was held at the Airport on Saturday, April 24th. The responses were overwhelmingly positive on the event especially the presentations that were given. The Airport plans on doing it again next spring.
- Open House- Jamie Abbott reported on the upcoming open house that the Airport is planning for Saturday, July 24th, the weekend before Oshkosh. It will be a scaled down version of what we've had in the past. Jamie, Sable and Kathy are working on the details. There will be two tents for food and exhibits, at least 3 restaurant vendors and free admission from 10:00 a.m. – 4:00 p.m. the 94th will be handling the beer sales and The Collings Foundation will be here with the WWII bombers. There will also be bouncy rides for the kids. More information will be in the upcoming in our newsletters and posters and banners will advertise the event.
- A date for the next Joint Workshop meeting needs to be set by the Board and the communities.
- The Village of Wheeling will be resurfacing Industrial Drive and is currently working on drainage improvement to prevent flooding in the Wolf Run Estates.
- An ordinance granting re-zoning for Airport parcels 43 and 100A was approved at the Village of Wheeling special meeting on May 24, 2010.
- There will be a bid opening on June 18th for the final Lima extension project. The Airport is hoping for \$3.5 million in FAA funding by the end of the year.

- EMAS will be the next big project. The ALP needs to be changed for this project. Board and community support will be needed for that. There are FAQ regarding EMAS on the Airport website and we will have posters to show the effect of EMAS on takeoffs and landings.
- We will begin discussions on TIF funding at the June 16th CEA Board meeting.

C. Public Relations Report

Michael Stanard of One Zero Charlie included a monthly report in the packet and is pleased with the new light box picture that was just installed in the Board room. They just completed the new mission statement on display in the board room and the newsletters will be coming out next week.

D. Board Members Comments

- Director Widmer congratulated Jamie on his recent certification.
- Director Ahlstedt congratulated Jamie as well and commended the maintenance staff on the lovely flower boxes at Airport Manager's office. Indian Trails Library Director and their President of Trustees attended the Aviation Forum and liked it so well that they would like to run the Airport History presentation at the library.
- Directors Argiris, Helmer, Kolssak and Mendez had no comments.

E. Correspondence and Chairman's Comments

Vice-Chairman Kolssak had no comments.

VIII. Old Business

There was no old business

IX. New Business

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

- Item A- Resolution 10-015 A Resolution approving an award of contract to Maneval Construction Company for 2010 Airfield Pavement repairs as presented;

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

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

- Item B- Resolution 10-016 a Resolution approving a Second Amendment to a Lease Agreement between Chicago Executive Airport and Eclipse Aerospace, Inc. as presented;

The motion was approved by a roll call vote

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

- Item C- Resolution 10-017 a Resolution approving FY 2010 Budget Fund Transfer No. 1 for Chicago Executive Airport as presented;

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

- Item D – Discussion about Airport Fiscal Year change. The Board consensus was to wait on this issue until the new Finance position is filled.
- Item E- Discussion about Indian Trail Public Library District reading garden contribution. An email from Director Ahlstedt was presented to the Board that included the pricing of the bricks for the reading garden at the Library as well as a sample layout of what the Airport might want to purchase. The Board consensus was to contribute up to \$1350 and use a more generic message in the main brick, maybe using the Airport logo and the year the Airport was established.

X. Executive Session

There was no executive session

XI. Action Taken from Executive Session

None

XII. Adjournment

A motion was made by Director Helmer and seconded by Director Argiris to adjourn the meeting. The motion was unanimously approved by a voice vote. The meeting was adjourned at 7:40 p.m.

Respectfully submitted,



Darlene Ahlstedt
Secretary