

**PALWAUKEE BOARD OF DIRECTORS
REGULAR MEETING
WEDNESDAY – AUGUST 16, 2006
1020 S. PLANT ROAD
WHEELING, IL 60090
6:30 p.m.**

I. Call to Order and Roll Call

Chairman of the Board Dohm, called the meeting to order at 6:30 p.m. Roll call confirmed the following Board of Directors present: Dohm, Dourlain, Douthwaite, Kolssak, Shepstone, Wylie and Zimmerman
Directors Absent: None

Also in Attendance Dennis Rouleau – Airport Manager
Henry F. Paul, Jr. – Finance Supervisor
Peggy Cooney – Recording Secretary
Renee Schroeder – Airport Attorney
Steve Moore – Hinshaw & Culbertson, LLC
Chuck Thomas – Hinshaw & Culbertson, LLC

Staff Absent: Jamie Abbott – Assistant Airport Manager by prior notification

II. Pledge of Allegiance

III. Changes to Agenda

Director Wylie requested under Item V – Consent Agenda - Item H - Resolution 06-044 – A Resolution approving a letter of engagement with the firm of Hinshaw & Culbertson, LLP be removed from the Consent Agenda. After some discussion, several attempts at motions to review this Resolution and an explanation of proper protocol by Director Kolssak and Renee Schroeder, Attorney for Hinshaw & Culbertson; a motion was made by Director Kolssak and seconded by Director Zimmerman to move into Executive Session for the purpose of discussing Item H – Resolution 06-044 – A Resolution approving a letter of engagement with the firm of Hinshaw & Culbertson, LLP. The motion was approved by a roll call vote. There were 2 nay votes from Directors’ Dourlain & Shepstone. The aforementioned Resolution will be discussed this evening in Executive Session.

The Airport Manager requested to remove under Item VII – Hearings & Reports Item B -1. PACE Video because of technical difficulties with the tape.

IV. Citizens Comments

None

V. Approval of the Consent Agenda

Director Zimmerman requested to remove Item E – Resolution 06-041 – A Resolution approving the Airport’s vacation carry over policy for further discussion.

A motion was made by Director Shepstone and seconded by Director Dourlain to approve:

Item A – Approval of the Palwaukee Board of Directors July 19, 2006 Regular meeting minutes as presented;

Item B – Resolution 06-038- A Resolution authorizing the payment of claims (NOTE: Director Dourlain announced Check No. 030352 will be voided from tonight’s check register and reissued due to an error in the amount of the original check.)

Item C – Resolution 06-039– A Resolution approving Employer Participation in the Metro Federal Credit Union

Item D – Resolution 06-040 – A Resolution approving an Engineering Services Agreement with the firm of Crawford, Murphy & Tilly, Inc.

Item F – Resolution 06-042 – A Resolution to approve a consultant services agreement with Crawford, Murphy, and Tilly, Inc.

Item G – Resolution 06-043 – A Resolution recommending changes to the Intergovernmental Agreement

The motion was unanimously approved by a roll call vote. Aye votes included: Directors’ Dourlain, Douthwaite, Kolssak, Shepstone, Wylie and Zimmerman.
Absent - none.

VI. Consideration of items removed from the Consent Agenda

Item E – A Resolution approving the Airport’s vacation carry over policy. After some discussion a motion was made by Director Shepstone and seconded by Director Douthwaite to table this Resolution for a period of 30 days pending legal analysis. The motion was unanimously approved by a voice vote.

VII. Hearings and Reports

A. **Treasurer’s Report – Director / Treasurer Dourlain** reported the Treasurer’s report has been previously submitted to the Board of Directors for their review. There was additional discussion regarding a newly created report showing YTD operations that will now be included each month in the Treasurer’s Report.

B. Airport Manager – Dennis Rouleau, Airport Manager

Highlights / additional comments included:

- ➔ Submitted a report in the packets for the Board to review
 - Announced the Assistant Airport Manager is currently serving Guard Duty.
 - The Airport Manager will have a report at the next meeting on concrete versus steel with regards to the future T-hangar construction project (in the Northeast Quadrant of the Airport).
 - Gave an update regarding Illinois American water main project that is located in the southwest quadrant of the Airport
 - Director Zimmerman requested the Airport Manager provide a contact name at Illinois American Water for future negotiations with this Company and the City of Prospect Heights
 - Discussed the completion of removing the above ground power lines / poles that was part of the underground burying of utilities project on the Airport
 - Announced the remaining PBOD meeting dates for 2006 to include:
 - September 20 Regular meeting
 - September 27 Joint Workshop meeting
 - November 15 Regular meeting
 - December 20 Regular meeting
 - NOTE: The remaining meetings will all be held on Wednesday.
 - Announced the Ribbon Cutting Ceremony is scheduled for Tuesday, August 29th at 10:30 a.m. and will be held in the Southeast Quadrant of the Airport.
 - Announced the Joint Workshop will be held on Wednesday, September 27th, 2006 at the Chevy Chase Country Club. The meeting will begin at 8:00 p.m. Mr. Phil Boyer, President of the AOPA will be the guest speaker at that Workshop.
 - Reported the airport security code is currently at level orange.
 - Announced there will be a “Jet Preview” to be held at the Atlantic Aviation FBO on September 21st, 2006. More details will be forthcoming.
 - Requested a date for the next TIPS meeting to be held in Springfield, Illinois. There will be a morning meeting scheduled to include lunch with the IDOT officials. The following persons will and/or may be attending: Dennis Rouleau, Jamie Abbott, Representatives from CMT, Directors’ Dohm, Wylie, Dourlain, Shepstone and Zimmerman.

C. Board Member's Comments

- Director Dourlain announced he will not be able to attend the September 20th, 2006 PBOD Regular meeting.
- Director Douthwaite thanked the PBOD & Airport Staff for the fruit basket that was sent during his convalescence in the Hospital.

D. Correspondence and Chairman's Comments

- Chairman Dohm had nothing further to announce or report on at this time.

VIII. Old Business

A. Resolution 06-036 – A Resolution approving a letter of Agreement with Mark Communications, Inc. dba CommAvia

After some discussion, a motion was made by Director Zimmerman and seconded by Director Dourlain to approve Resolution 06-036 – A Resolution approving a letter of Agreement with Mark Communications, Inc. dba CommAvia as amended. The motion was unanimously approved by a voice vote.

IX. New Business

A. Resolution 06-045 – A Resolution for an approval of an Association Agreement for Sumac Road maintenance and repair

The Airport Manager requested this Resolution be removed from the Consent Agenda until next month's meeting (September 20, 2006) in order for the Attorney to review the resolution and association agreement. Director Douthwaite commented that there is some specific language in the Association Agreement attachment (Items 2.8 and 4.1) that needs to be addressed and revamped. A motion was made by Director Dourlain and seconded by Director Douthwaite to table Resolution 06-045 – A Resolution for an approval of an Association Agreement for Sumac Road maintenance and repair until the September 20, 2006 meeting. The motion was unanimously approved by a voice vote.

B. Resolution 06-046 – A Resolution to approve the preliminary TIPS FY 2008-2012 Program for Palwaukee Municipal Airport

The Airport Manager reported to have had a meeting with Brian Welker of Crawford, Murphy and Tilly, Inc. regarding the future TIPS Program for FY 2008-2012. Director Douthwaite commented on the reimbursement figure for item #5. The Airport Manager responded to his inquiry.

After some discussion a motion was made by Director Shepstone and seconded by Director Douthwaite to approve Resolution 06-046 - A Resolution to approve the preliminary TIPS FY 2008-2012 Program for Palwaukee Municipal Airport as amended. The motion was unanimously approved by a voice vote.

C. Discussion of a Third FBO

Highlights included:

- This Airport should become more competitive
- Self Fueling
- Fuel costs (both present and future)
- The possible change of the Airport's Primary Guiding Documents
- The introduction of a third FBO / self fueling facility by Airport Tenant and PAPA member, Robert Hillerich
- Attorney's response to an additional FBO and it's changes to the Airport's Minimum Standards
- Discussion of airport tenant and user's support / reaction to a third FBO
- Feedback / comments by the current two FBO's on the Airport with regards to this issue and fuel costs
- The Airport Manager gave an explanation of the process that would involve revamping the Minimum Standards

X. Executive Session:

A motion was made by Director Shepstone and seconded by Director Dourlain to convene to Executive Session at 7:45 p.m. for the purpose of discussing / clarification of Resolution 06-044 – A Resolution approving a Letter of Engagement with the firm of Hinshaw & Culbertson, LLP. The motion was unanimously approved by a roll call vote. The motion carried. Aye votes included: Directors' Dourlain, Douthwaite, Kolssak, Shepstone, Wylie and Zimmerman. Absent: None.

The PBOD reconvened to Regular Session at 8:25 p.m.

XI. Action Taken from Executive Session

Chairman Dohm requested the PBOD entertain a motion to uphold the Chairman's selection of Hinshaw and Culbertson, LLC for legal representation and to approve Resolution 06-044 – A Resolution approving a letter of engagement with the firm of Hinshaw & Culbertson, LLP. The motion was approved by a roll call vote. Aye votes included: Directors' Dourlain, Douthwaite, Shepstone, Wylie and Zimmerman. There was one nay vote by Director Kolssak. Absent: None.

XII. Adjournment

A motion was made by Director Douthwaite and seconded by Director Wylie to adjourn the meeting. The motion was unanimously approved by a voice vote. The meeting adjourned at 8:31 p.m.

Respectfully submitted,

Ralph Shepstone

Ralph Shepstone

Secretary

S\Peggy\Minits August 16 2006 PBOD.doc