

**CHICAGO EXECUTIVE AIRPORT  
BOARD OF DIRECTORS  
REGULAR MEETING  
WEDNESDAY – NOVEMBER 28, 2007  
CHICAGO EXECUTIVE AIRPORT  
1020 S. PLANT ROAD  
WHEELING, IL 60090  
6:30 P.M.**

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

Director Shepstone called the meeting to order at 6:36 p.m. Roll call confirmed the following Directors present: Ahlstedt (arrived 6:41p.m.), Arrigoni, Kolssak, Rooney, Widmer and Shepstone.

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 Director Shepstone lead those in attendance in the Pledge of Allegiance.

**III. Changes to Agenda**

None

**IV. Citizens Comments**

None

**V. Approval of the Consent Agenda**

Director Kolssak requested to remove Item C – Resolution 07-043 – A Resolution authorizing the payment of claims for further discussion.

A motion was made by Director Kolssak 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 October 17, 2007 Regular Meeting minutes as presented;

- Item B – Approval of the Chicago Executive Airport Board of Directors November 1, 2007 Special Meeting minutes as presented;
- Item D – Resolution 07-044 – A Resolution to define additional duties of the Chairman of the Chicago Executive Airport Board of Directors;
- Item E – Resolution 07-045 – A Resolution approving renewal of Airport Insurance Policies

The motion was unanimously approved by a roll call vote. Aye votes included: Directors Arrigoni, Kolssak, Rooney, Shepstone, and Widmer. Nay votes: None. Absent from this motion was Director Ahlstedt.

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

Item C – Resolution 07-043 – A Resolution authorizing the payment of claims. Director Kolssak commented and inquired about Check No. 31959 to Specialty Restaurants. The Airport Manager responded to his inquiry.

After some discussion a motion was made by Director Kolssak and seconded by Director Arrigoni to approve Item C – Resolution 07-043 – A Resolution authorizing the payment of claims. The motion was unanimously approved by a roll call vote. Aye votes included: Directors Ahlstedt, Arrigoni, Kolssak, Rooney, Shepstone, and Widmer. Nay votes: None

The Treasurer inquired / commented on the current operation of the disbursement of checks. After some discussion the Airport Manager offered to write an updated “check writing policy / procedure” that will be available at next month’s meeting for the Board of Directors to review.

## **VII. Hearings and Reports**

### **A. Treasurer’s Report**

Director Kolssak reported the following:

- Specialty Restaurant Airport signage debt
- Lease payments for parcel of land by the north end of the Best Western motel. The Airport Manager responded to this issue. Also both the CPH City Administrator and the VOW Village Manager will review and advise the Board on this issue too.
- Reported on the purchase of a new snow broom for the Airport
- Page 3 – Statement of Cash Flows
- Reported on the fuel flowage figures both for Jet A and low lead
- Page 7 – Fund Portfolio / Illinois Funds (Note: The Treasurer requested both the Finance Supervisor and Airport Manager review and give the BOD an update on this item.)

**B. Airport Manager – Dennis Rouleau Airport Manager reported:**

- Submitted a Monthly Manager’s report for the Board’s review
- Update on the Sumac Road Agreement. The Airport Manager inquired about when this item will be placed on the CPH Consent Agenda for review and action. Director Arrigoni offered to check and inform the Airport Manager of the specific meeting date relating to this item.
- The Airport Manager reported the Resolution referring to the Intergovernmental Agreement has been tabled by both Communities because they are waiting for further information to review before approving this item.
- Announced there will be a PART 150 Public Hearing scheduled for Tuesday, December 4<sup>th</sup>, 2006 between the hours of 4:00 – 7:00 p.m. at the Airport Manager’s office. Various attendees will include: the Airport Staff, the FAA, Brian Welker & Staff from Crawford, Murphy & Tilly, Inc. (CMT), and the Airport Attorney.
- Gave an update on the Economic Impact Study Meeting
- Reported to have had an unscheduled visit from the Transportation Security Administration (TSA) which entailed a discussion of the TSA’s “Outreach Program” and how it may have an economic benefit for both the City of Prospect Heights and Village of Wheeling.
- Introduced Brian Welker, CMT who gave a presentation on “Next Gen” which entails a financing Reform Act of 2007 by the FAA and will include a transformation of the entire national air transportation system. Some items of the presentation included Next Gen’s involvement with such programs as:
  - NAS Voice Switch
  - Infrastructure Development
  - Various Benefits of Next Gen
  - The FAA’s Plan
  - Benefits to Chicago Executive Airport (CEA)
  - A future Global Positional System (GPS) Base System
- Reported on winter operations for the Maintenance staff

**C. Board Member’s Comments**

- **Director Widmer** thanked the Airport Manager for including him in the recent trip and tour of the new X-Jet Facility at Centennial Airport in Denver, Colorado. He further remarked the trip was very beneficial.
- **Director Rooney** inquired about the Runway Protection Zone (RPZ) purchase reimbursement by the FAA. The Airport Manager explained the reimbursement process to the Airport from the FAA & IDOT.
- **Directors Arrigoni and Kolssak** had no additional comments this evening.

➔ **Director Ahlstedt** commented on the Sewer Agreement that was tabled at the City of Prospect Heights. She announced some of the Aldermen have questions relating to this Agreement and would like additional information on this item. She further had comments regarding Resolution 07-044 – A Resolution to define additional Duties of the Chairman of the Chicago Executive Airport Board of Directors citing several discrepancies in the verbiage of the document. The Airport Attorney responded to Director Ahlstedt’s inquiries.

#### **D. Correspondence and Chairman’s Comments**

**Vice-Chairman Ralph Shepstone** reported to have been part of the group that visited the new X-Jet Jet facility at Centennial Airport in Denver, Colorado. He was very impressed by the tour and operations of this facility and agreed with Director Widmer that it was a very worthwhile trip. He also explained the current process that is underway for the search of a new Chairman of the Board. He concluded by commenting on the closing of an Airport Landmark the “94<sup>th</sup> AeroSquadron Restaurant” and hopes there will be another establishment of this type someday at Chicago Executive Airport.

### **VIII. Old Business**

#### **A. Discussion of X-Jet Proposal**

The Airport Manager, David Vaughn and Stephen DeSalvo gave updates on the X-Jet Facility to include:

- The Airport Manager announced there was a draft report of Due Diligence given to the Board for their review on this item.
- Director Widmer commented on the unique hangar facility
- Auto Spa at the X-Jet Facility in Colorado
- Discussed the “Club” portion of an X-Jet Facility
- Marketing efforts and membership fees
- Assorted types of structures planned to be built
- Completion of project within 2 years
- Discussion of fuel farm
- X-Jets assurance to conform to the Airport’s Minimum Standards

### **IX. Executive Session**

A motion was made by Director Kolssak and seconded by Director Widmer to convene to Executive Session at 7:30 .m. for the purpose of discussing: the Approval of Executive Session minutes, Personnel and Leasing and/or Sale of Real Estate. The motion was unanimously approved by a roll call vote. Aye votes included: Directors Ahlstedt, Arrigoni, Kolssak, Rooney, Shepstone, and Widmer. Nay votes: None

The Board reconvened to Regular session at 9:58 p.m.

**X. Action Taken from Executive Session**

A motion was made by Director Kolssak and seconded by Director Arrigoni to approve and release the July 18, 2007 Executive session minutes. The motion was unanimously approved by a voice vote.

A motion was made by Director Kolssak and seconded by Director Ahlstedt to approve but not release the October 17, 2007 and November 1, 2007 Executive Session minutes. The motion was unanimously approved by a voice vote.

**XI. Adjournment**

A motion was made by Director Kolssak and seconded by Director Arrigoni to adjourn the meeting. The motion was unanimously approved by a voice vote. The meeting adjourned at 10:03 p.m.

Respectfully submitted,

Darlene Ahlstedt  
Secretary

S:\Shared\S Drive\WpPeggy\2007 Minutes\Minitis Nov 28 2007 BOD.doc

Rev. 1/10/2008 9:42 AM