

**CHICAGO EXECUTIVE AIRPORT  
BOARD OF DIRECTORS  
REGULAR MEETING  
WEDNESDAY, AUGUST 20, 2008  
CHICAGO EXECUTIVE AIRPORT  
1020 S. PLANT ROAD  
WHEELING, IL 60090  
6:30 P.M.**

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

Chairman Englehardt called the meeting to order at 6:35 p.m. Roll call confirmed the following present: Chairman Englehardt, Directors Widmer, Mendez, Kolssak, Ahlstedt, Arrigoni and Rooney.

Directors Absent: None

Also in Attendance: Dennis Rouleau - Airport Manager  
Jamie Abbott - Assistant Airport Manager  
Henry F. Paul, Jr. - 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**

None

**V. Approval of the Consent Agenda**

Director Mendez requested an explanation regarding the rebudgeting of funds for Resolution 08-028- A Resolution authorizing the Award of Contract for the installation of an Underground Fuel Storage Tank at Chicago Executive Airport. Finance Director, Henry Paul and Airport Manager, Dennis Rouleau explained the sequence of events in the removal of the old tank and the need to rebudget funds.

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

- Item A – Approval of the Chicago Executive Airport Board of Directors July 16, 2008 Regular meeting minutes as presented;
- Item B – Resolution 08-026 – A Resolution authorizing the payment of claims as presented;

- Item C- Resolution 08-027 – A Resolution authorizing the Award of Contract for the 2008 Airfield Pavement Repairs at Chicago Executive Airport as presented;
- Item D- Resolution 08-028- A Resolution authorizing the Award of Contract for the installation of an Underground Fuel Storage Tank at Chicago Executive Airport as presented;
- Item E- Resolution 08-029 - A Resolution to ratify the actions of the Airport with regard to the removal and remediation of the Airport Diesel Tank as presented;
- Item F- Resolution 08-030 - A Resolution to approve a proposal by MG Design Associates Corp. for the Chicago Executive Airport Exhibit Booth as presented;
- Item G- A Resolution approving the renewal of an Airport Insurance Policy for Pollution Risks as presented:

The motion was approved by a roll call vote. Aye votes included: Directors Rooney, Arrigoni, Ahlstedt, Kolssak and Widmer. Nay votes: Director Mendez voted nay for Item D – Resolution 08-028 A Resolution authorizing the Award of Contract for the installation of an Underground Fuel Storage Tank at Chicago Executive Airport  
Absent: None.

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

- A Motion was made by Director Ahlstedt to table Item G from the consent agenda- Resolution 08-032 – A Resolution to approve a First Amendment to Fixed Base Operation Net Ground Lease Agreement with Brigadoon Aviation, LLC.

The motion to table resulted in a tie roll call vote. Aye votes included Directors Ahlstedt, Mendez and Arrigoni. Nay votes included Directors Rooney, Kolssak and Widmer. Chairman Englehardt voted Aye and motion to table was carried.

#### **VII. Hearings and Reports**

##### **A. Treasurer's Report**

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

- Operating expenses- Total operating expenses are below the YTD expense budget by \$188,709 for the fiscal year.
- Operating income was \$302,854 resulting in a net favorable budget variance of \$174,861 for the fiscal year.
- Other income and expense is unfavorable indicating an over budget variance of \$31,343 for the fiscal year to date. Outstanding money due from IDOT is a contributing factor.
- Net income before depreciation and other non-cash expenses was \$261,680 or \$143,518 over the budget. Net income after depreciation and other non-cash expenses was \$57,812.

There was open discussion between Director Kolssak and Finance Supervisor Henry Paul regarding interest income and overall debt this fiscal year versus last year on Airport money. Director Kolssak requested Henry Paul and/or the Airport Manager to

present a financial analysis or suggestions on how to better manage the Airport money at next month's meeting.

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

- Submitted a monthly report for the Board to review.
- Incident Report- The Airport Manager reported on an incident with a Citation III aircraft taking off today with brake problems that resulted in 2 flat tires. The aircraft had to be towed off runway 16/34 causing the runway to be closed from approximately 8:30 a.m. to 11:00 a.m. Runway 12/30 was opened to give other airplanes an alternative.
- Brigadoon Aviation, LLC -The Airport Manager acknowledged that Mr. Ken Ross had arrived in the audience. To address the questions raised concerning Resolution 08-032, the Brigadoon Aviation lease amendment, the Airport Manager discussed the original concept for Brigadoon that was based on giving XJet enough contiguous space for their facility. Since XJet decided not to build their facilities, that opened up more land for development. The amendment to Brigadoon's lease equates to about 1.5 acres of land to be used for parking and apron use. The additional income for this property will be approximately \$45,000.00 to the Airport. Director Rooney complimented the Airport Manager for getting the additional income for the Airport. There would be no other use for this land. The 94<sup>th</sup> Aero Squadron land is not available for purchase at this time. After the original lease was signed, the Village of Wheeling looked at available parking at other facilities on the Airport resulting in their request for Brigadoon to mimic Signature's parking facilities.
- 94<sup>th</sup> Aero Squadron Sign- the Airport Manager distributed a drawing of a sign that the 94<sup>th</sup> Aero Squadron would like to erect on Airport property. Director Kolssak suggested that they go the Village of Wheeling board first for approval. Director Rooney commented that the landlord of the property (Airport) needs to give their stamp of approval before going to the Village. After much discussion, a temporary sign would be approved by the board if the restaurant agrees to sign a binding contract for a period of six months only on the temporary sign and still continue to pursue a permanent sign .

**C. Public Relations Report**

Laura Witlox of One Zero Charlie reported on the following:

- NBAA convention plans are in full swing. Thank you to the board for approving the MG design contract for the booth. Attendees will receive full itineraries at the next board meeting from Kathy Pradd.
- The Newsletter is in process. There will be a story on the Airport tours given to children's groups by Howard Levinson as well as reporting on the Collings Foundation WWII bombers that were at the Airport. FBO's are encouraged to contact One Zero Charlie with any news they would like to report.
- CABAA Golf outing – The Airport is sponsoring a hole at the CABAA Golf outing on August 23<sup>rd</sup> at the Lincolnshire Marriott.
- Advertising campaign- Michael Stanard reported on the latest advertising idea for the board's consideration highlighting the City of Chicago and well known phrases used by famous people to connect to the city, such as Carl Sandburg and "the city of broad shoulders". Comments from the Chairman and most of the Board were favorable.

#### **D. Board Member's Comments**

- Director Ahlstedt wanted to remind everyone to donate items by September 1<sup>st</sup> to the Civil Air Patrol bin in the Airport Manager's lobby for the soldiers.
- Director Widmer thanked the Airport and Dennis for the opportunity to attend the Oshkosh Air Show and the EAA Gathering of Eagles Charity Dinner. He and his wife, Carole, really enjoyed the day.
- Director Kolssak congratulated Director Widmer on Carole Widmer's "fish story" recently published in the Daily Herald.
- Directors Rooney, Arrigoni and Mendez had no comments.

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

Chairman Englehardt commented on the following:

- Introduced former board member, Ralph Shepstone, present at our meeting.
- Announced the PAPA picnic being held in Hangar #13 on August 27<sup>th</sup> and invited all board members and the public to attend.
- The Young Eagles event is being held on Saturday, August 23<sup>rd</sup> at Signature Flight Support and the Chairman will be in attendance as well as his son, A.J. who will be flying as a young eagle pilot. The Airport donated \$1.00 off of fuel for this event and matched SFS with their donation of \$1.00 off.
- On Sunday, September 28<sup>th</sup>, there will be a Palwaukee & Sky Harbor pilot's reunion held at Chevy Chase Country Club. The Airport Manager commented that this would be an Airport sponsored event and fees will be paid for by the Airport. Any board member who is interested in attending should contact the Airport.

### **VIII. Old Business**

A motion was made by Director Ahlstedt and seconded by Director Kolssak to bring **Resolution 08-032- A Resolution to approve a First Amendment to Fixed Base Operation Net Ground Lease Agreement with Brigadoon Aviation, LLC.** back to the table. The motion was approved by a voice vote. After further open discussion including Mr. Ross' explanation of his need for additional parking and ramp space, a motion to approve Resolution 08-032 was passed by a roll call vote. Aye votes: Directors Kolssak, Mendez, Widmer, Ahlstedt and Rooney. Nay votes: none. Director Arrigoni voted present.

- A. Resolution 08-017 (tabled on 4/16/08) A Resolution approving a proposal for Professional Services for Strategic Planning Services with Sikich LLP.** The Airport Manager explained the latest scaled back proposal provided in the packets for this meeting. After much discussion on the merits of a strategic plan, the resolution failed.
- B. Continued discussion of T-Hangars-** the Airport Manager asked for direction from the Board in regard to the Airport's construction of new t-hangars. Director Kolssak suggested that the Airport hire an outside party to do a market study on the viability and cost of the project before discussing anything further. The Chairman commented that with all the new construction in our future that includes T-Hangars, such as the Sovereign Ross development, and the FBO's

that provide hangar space as well as services, has changed the need for Airport owned T-Hangars. He feels that many users may voluntarily move into those hangars as the old Quonset hut hangars get demolished, which could be another 1 ½ to 2 ½ years away. The board agreed that the Airport Manager should proceed with the hiring of an outside party to do a market study of T-Hangars.

#### **IX. New Business**

The Airport Manager proposed that the board approve a \$50,000.00 budget for the new public relations campaign for this fiscal year. A comprehensive advertising plan will be presented to the board next month outlining the use of these funds. The funds would have to be transferred from the contingency fund, the ACE event and the promotional fund. A new resolution for transfer of funds will be presented at the September board meeting for approval.

#### **X. Executive Session**

A motion was made by Director Ahlstedt and seconded by Director Kolssak to convene into Executive Session pursuant to 5 ILCS 120/2(c) (11) and (6) to discuss Approval of Executive Session Minutes and Probable or Imminent Litigation. The motion was unanimously approved by a roll call vote. Aye votes included: Directors Ahlstedt, Kolssak, Mendez, Arrigoni, Rooney and Director Widmer. Nay votes: None. Absent: None.

The Board reconvened to Regular session at 8:57 p.m.

#### **IX. Action Taken from Executive Session**

- A. Approval of a Full and Final Mutual General Release and Settlement Agreement.
- B. The Board recommended approving but not releasing the executive session minutes as presented for the May 15, 2008, June 18, 2008 and July 16, 2008 meetings.

#### **XII. Adjournment**

A motion was made by Director Rooney and seconded by Director Widmer to adjourn the meeting. The motion was unanimously approved by a voice vote. The meeting was adjourned at 9:01 p.m.

Respectfully submitted,



Darlene Ahlstedt  
Secretary