

**CHICAGO EXECUTIVE AIRPORT  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
WEDNESDAY, MARCH 18, 2009  
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 6:32 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 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**

No changes were made to the agenda

**IV. Citizens Comments**

None

**V. Consent Agenda**

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

- Item A – Approval of Minutes as follows:
  - February 18, 2009 Regular Meeting Minutes as presented;
  - December 17, 2008 Executive Session minutes approved but not released as presented;
  - January 21, 2009 Executive Session minutes approved but not released as presented;
- Item B – Resolution 09-009- A Resolution authorizing the payment of claims as presented;
- Item C – Resolution 09-005- A Resolution to approve a Second Amendment to a Fixed Base Operation Net Ground Lease Agreement with Brigadoon, LLC as presented;

The motion was approved by a roll call vote. Aye votes included: Directors Kolssak, Ahlstedt, Rooney, Mendez, Widmer and Arrigoni  
Nay votes: 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 (YTD) expenses:

- Operating expenses- Total operating expenses are below the YTD expense budget by \$394,591 for the fiscal year.
- Operating income- YTD actual operating income was \$627,455 resulting in a net favorable budget variance of \$200,812 for the fiscal year.
- Other income and expense is unfavorable indicating an over budget variance of \$87,014 for the fiscal year to date.
- Net income before depreciation and other non-cash expenses was \$507,672 or \$113,797 over the budget. Net income after depreciation and other non-cash expenses was \$(1,433,809). Depreciation on contributed capital assets is included in the above results for the current fiscal year.

### **B. Airport Manager - Dennis Rouleau reported:**

- Read the monthly report aloud.
- Thanked Jamie Abbott, Assistant Airport Manager for his efforts in researching and obtaining springs for our older snow brooms from the St. Louis Airport at no charge. These springs are outdated no longer available from our suppliers. They also have some caster wheels that they will give to us after they have them declared surplus.
- The IPAA Lobby Day in Springfield is on Wednesday, April 1<sup>st</sup>.
- The Illinois Aviation Conference is also coming up on May 19-20<sup>th</sup>.

### **C. Public Relations Report**

- Laura Witlox reported that through the cooperation of the NBAA and CABAA Ed Bolen was interviewed by Crain's Chicago Business yesterday at Priester Aviation. She thanked Jamie Abbott for coordinating this event and giving us the opportunity to shed some positive light on general aviation.
- An Airport tour will be conducted on Friday, March 20<sup>th</sup> by Jamie Abbott and Beth Hoover. The Museum of Science and Industry's program "Science Chicago" is hosting the tour and it will be filmed by a television crew for the 190 North program and televised on channel 7.
- The ACE event being sponsored by PACE now has a keynote speaker, Jamal Larkin, who is a national spokesman for career aviation.
- Ad Campaign- Aviation International News published the Airport's first ad on page 16 of their March edition. The ad featured Carl Sandburg and the "City of Broad Shoulders". Positive feedback was received from the community. Pending attorney approval, the second ad will appear in the April edition and feature Robert Johnson, "Sweet Home Chicago". A presentation board showing the ad was passed around to all the board members.
- Spring Newsletter is coming up. Please contact Laura with any news to add to the newsletter.

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

- Director Arrigoni thanked Henry Paul for being available to answer any budget questions. She appreciated the follow up phone calls.
- Director Ahlstedt commented that next month's meeting will occur after the local elections and there will be new people to work with in the future. She wished the best of luck to everyone, especially to colleague David Kolssak.
- Director Widmer thanked Henry Paul as well for taking the time to go over some budget issues with him during the last month.
- Director Rooney wanted to publicly thank Henry Paul as well. Henry was very open to suggestions this year and he appreciated that the previous meeting with Treasurer Widmer and Henry made his budget meeting with Michael Mondschain and Henry go very smoothly and it should help in the process when the budget goes to Wheeling. He also congratulated Howard Levinson and Allan Englehardt on their election to the Aviation Hall of Fame.
- Directors Kolssak and Mendez had no comments.

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

Chairman Englehardt commented on the following:

- He thanked Signature Flight Support for their help, specifically, Al Palicki, Mark Costa and Pam Kavanaugh for their contributions and use of their facility for the Young Eagles event that was held on February 28<sup>th</sup>.
- The Luxury Tax for the state of Illinois that has been in the news lately is not happening. It basically would have affected the sale of aircraft.
- The Large Aircraft Security Procedures (LASP) that TSA was proposing was not very well thought out and most members of Congress were not responsive to it.

#### **VIII. Old Business**

A motion was made by Director Rooney and seconded by Director Mendez to approve the following item on this evening's old business to include:

- Item A- Resolution 09-004- A Resolution recommending approval of the FY 2010 Budget for Chicago Executive Airport as presented;

The Airport Manager reported that he and staff have made changes to the budget in draft #3 in order to comply with the Airport's business plan of 90% revenues to expenses. Highlights included;

- \$14,000 in savings by changing the salaries increases from 3% COLA / 3% Merit to 1 ½ % COLA / 1 ½% Merit raises.
- \$12,000 in savings were realized in the Marketing category by reducing advertising from \$42,000 to \$30,000 that still allows for 3 advertising features in Aviation International News.
- \$11,400 was saved in the travel category by eliminating aircraft charter, trips to Washington, AAAE annual conference, GFOA National conference.
- \$3,000 was cut from aerial photography
- \$5,000 was cut from lease development
- \$2,000 was saved by reducing the PACE budget from \$2,500 to \$500.
- \$10,000 was saved in the contingency fund by reducing each category from \$25,000 to \$20,000.

Director Rooney questioned the salary changes. Even though he appreciates the budget cuts in order to comply with the Airport's business plan, he feels the board needs to realize that the Airport pensions are not the same as the municipalities. COLA is currently at 1% but he feels that a 3% merit raise for those employees just coming up the ladder would be acceptable at the Village of Wheeling, especially since the Airport does not have an IMRF plan.

The Chairman mentioned that he didn't feel there should be a reduction in travel to the NBAA Conference. He feels the Airport Manager's presence and at least one other Airport employee, such as the Assistant Airport Manager is very valuable. The Airport Manager explained that there was a reduction of \$12,000 in the NBAA category under transportation, hotels and meals for staff and a reduction of \$5,000 for travel for community officials not shown in draft #3 of the budget. After discussion, the board decided to add \$3,000 for NBAA transportation for the staff and adjust the contingency budget to offset the change.

A motion was made by Director Rooney and seconded by Director Widmer to amend the previous motion to incorporate the following changes as discussed to the draft #3 budget to include:

- 1% COLA and 3% merit increases in employee salaries.
- Modify the NBAA category to include travel and hotels for staff at \$3,000 and offset the change in the contingency fund.

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

A motion was made by Director Widmer and seconded by Director Rooney to rescind the original motion to approve Resolution 09-004- A Resolution recommending approval of the FY 2010 Budget for Chicago Executive Airport.

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

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

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

- Item A - Resolution 09-010- A Resolution to approve a Construction Phase Engineering Agreement with Crawford, Murphy & Tilly, Inc. to extend Taxiway Lima as presented;

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

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

- o Item B- Resolution 09-011 A Resolution recommending approval of a Settlement Agreement with Signature Flight Support Corporation as presented;

The motion was unanimously approved by a voice vote.

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

- o Item C- Resolution 09-012 A Resolution to approve a Signage Permit Agreement with 94<sup>th</sup> Aero Squadron as presented;

The motion was approved by a voice vote. Director Rooney abstained.

**X. Executive Session**

A motion was made by Director Kolssak and seconded by Director Arrigoni to remove the executive session from this evening's agenda.

The motion was unanimously approved by a voice vote.

**XI. Action Taken from Executive Session**

There was no executive session.

**XII. Adjournment**

A motion was made by Director Kolssak and seconded by Director Mendez to adjourn the meeting. The motion was unanimously approved by a voice vote. The meeting was adjourned at 7:22 p.m.

Respectfully submitted,



Darlene Ahlstedt  
Secretary