

**CHICAGO EXECUTIVE AIRPORT  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
WEDNESDAY, DECEMBER 15, 2010  
1020 S. PLANT ROAD  
WHEELING, IL 60090  
6:00 P.M.**

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

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

Also in Attendance: Dennis Rouleau - Airport Manager  
Jamie Abbott, Assistant Airport Manager  
Rita Boserup- Chief Financial Officer  
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**

There were no changes to the agenda

**IV. Citizens Comments**

None

**V. Consent Agenda**

Chairman Englehardt requested Item A. Approval of Minutes for the November 17, 2010 Regular meeting minutes removed from the consent agenda.

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

- Item B - Resolution 10-056- A Resolution authorizing the payment of claims as presented;

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

Director Argiris recommended that our future agendas show Meeting Minutes as a separate line item from the Consent Agenda to avoid interruption of the approval process.

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

Chairman Englehardt asked to remove his name that was incorrectly included in the roll call vote regarding disciplinary action against the Airport Manager as shown on page 6 of the November 17, 2010 Regular meeting minutes.

A motion was made by Director Argiris and seconded by Director Ahlstedt to approve the November 17, 2010 Regular meeting minutes as amended.

The motion was unanimously approved by a voice vote.

## **VII. Hearings and Reports**

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

Director Larry Widmer reported/commented on the following Year to Date expenses:

- Operating expenses – At the end of November, total Administrative expenses are below budget by \$49,153 (55.29% expended) and Operating and Maintenance expenses are under budget by \$156,857 (44.06% expended).
- Operating income - The operating income for seven months is \$298,197 over what was budgeted.
- Other income and expense- This category, reflecting interest income and expense, shows net expense of \$79,216.
- Net income- Year-to-date net income, not including depreciation is \$424,380, which is \$315,885 better than budgeted.

Director Argiris asked that the Airport also report the YTD figures in the monthly Treasurer's report. Rita Boserup, CFO agreed to do that. She also responded to Director Kolssak's question regarding the (\$14,000) loss of revenue by explaining that that was due to the loss of rent for the old T-Hangars for the month.

### **B. Airport Manager's Report**

Airport Manager, Dennis Rouleau reported on the following:

- ➔ The last of the new T-Hangars will be ready for occupancy next week. The sanitary line update cost came in at less than \$80,000.00 much less than the \$105,000.00 originally approved primarily because of the soil conditions they were able to backfill with existing soil vs. hauling it away. Change order no. 5 will be ready for approval on next month's agenda.

- The Airport can now submit a request to IDOT for the \$594,000.00 discretionary money for reimbursement. The RSA money is still being held up at IDOT, State of Illinois.
- The Airport is still holding back money to A.J. Scott because of the union issues. Once that is resolved the money will be paid.
- Pilot Lounge- the Airport Manager met with Village officials to bring the pilot lounge up to code in building 52. A two hour fire rating and a sprinkler system will be needed and cost estimates are still being gathered. A preliminary estimate for both buildings was \$12,000.00. All work has been stopped in the 2<sup>nd</sup> pilot lounge until the Board advises the Airport on how to proceed. The manager received a supervision agreement from CM&T late on Friday in the amount of \$10,000.00 for assistance with this project. Brian Welker explained that the cost is reimbursable. The consensus of the Board was in favor of going ahead with the Agreement.
- The Asphalt paving project costs have been credited from the T-hangar project due to the contractor issue. IDOT will not reimburse any project that uses Palumbo as contractor. The general contractor did not realize that he had hired a Palumbo contractor. Since there was no other supplier still operating this late in the year and for safety reasons during the winter months, the Airport decided to complete the asphalt installation and pay the contractor directly rather than jeopardize the T-Hangar project.
- EMAS- Following the Board's direction, a meeting was scheduled on November 29<sup>th</sup> with the FAA to stress the importance of EMAS to our Airport. The Chairman commented that it was a very productive meeting. Brian Welker reported on the approval process. The Environmental Assessment (EA) cost of \$161,000.00 is included in budget and the Airport would like direction from the Board to submit the report to the communities ASAP, possibly before the Airport Board. Both Director Kolssak and Director Ahlstedt agreed to go directly to the communities.

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

Michael Stanard of One Zero Charlie was ill and did not attend the meeting.

### **D. Board Members Comments**

- Director Helmer congratulated the Airport on the great newsletter and asked about distribution. He also commented on the condition of the Airport Manager's office and would like to see the Airport Staff in a nicer facility. The Airport Manager explained that there are no federal funds for purchase of office space.
- Director Kolssak wished everyone a Merry Christmas.
- Director Mendez asked for an explanation on the revised Agenda. It was explained that it was only due to a grammatical change.
- Director Argiris would like to see all resolutions go on the consent agenda for approval in the future. Items in question can be pulled from the consent agenda by the Board or audience for discussion if necessary. He also suggested that the Manager work with the Village of Wheeling to bring the pilot lounge into compliance and discuss pricing and options with them. He also wished everyone Happy Holidays.

- Director Widmer wished everyone Happy Holidays.
- Director Ahlstedt commented that the Board needs to prioritize upcoming projects and would like to schedule a workshop for the Business Plan. She also wished everyone Happy Holidays.

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

- Chairman Englehardt did add any comments.

**VIII. Old Business**

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

- Item A- Resolution 10-057 A Resolution approving the T-Hangar Waiting List Policy as presented;

The motion was unanimously approved by a voice vote.

**IX. New Business**

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

- Item A- Resolution 10-058 - A Resolution approving a one year contract extension for Sickich LLP as Auditor for the audit of the Financial Statements ending April 30, 2011 as presented;

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

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

- Item B- Resolution 10-059- A Resolution approving the Job Description for Administrative Assistant as presented;

Board discussion followed regarding qualifications, salary, hours, etc. The communities will first have to approve a Budget Amendment to add the administrative position to the current employee count. There is enough money in the current FY 2011 budget to accommodate this position.

The motion was unanimously approved by a voice vote.

**X. Executive Session**

A motion was made by Director Argiris and seconded by Director Widmer to go into Executive Session.

Motion to go into Executive Session pursuant to 5 ILCS 120/2 (C21,1, 11 and 5) to discuss approval of Executive Session Minutes, Employment Compensation, Discipline, Performance or Dismissal of a Specific Employee(s) of the Airport, Probable or Imminent Litigation and the sale or lease of property owned by Chicago Executive Airport.

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

**XI. Action Taken from Executive Session**


Meeting reconvened at 8:12 p.m.

The Airport Manager reported that CM&T has graciously withdrawn their request for additional fees for the Hangar 5 & 6 Drainage project. Board consensus directed the Airport Manager to give a charitable donation of \$1,000 to each community – PADS at St. Joseph's in Wheeling and PADS at St. Alphonsus in Prospect Heights.

**XII. Adjournment**

A motion was made by Director Mendez and seconded by Director Ahlstedt to adjourn the meeting. The motion was unanimously approved by a voice vote. The meeting was adjourned at 8:20 p.m.

Respectfully submitted,



Darlene Ahlstedt  
Secretary