

Revised: 7/24/06 – Additional Absent: Henry F. Paul, Jr. – Finance Supervisor by prior notification

**PALWAUKEE BOARD OF DIRECTORS
REGULAR MEETING
WEDNESDAY – JUNE 21, 2006
1020 S. PLANT ROAD
WHEELING, IL 60090
6:00 p.m.**

I. Call to Order and Roll Call

Chairman of the Board Dohm, called the meeting to order at 6:00 p.m. Roll call confirmed the following Board of Directors present: Dohm, Dourlain, Kolssak, Shepstone, Wylie and Zimmerman

Absent: Director Douthwaite by prior notification

Also in Attendance Dennis Rouleau – Airport Manager
Jamie Abbott – Assistant Airport Manager
Peggy Cooney – Recording Secretary
Larry Thompson – Airport Attorney

Additional Absent: Henry F. Paul, Jr. – Finance Supervisor by prior notification

II. Pledge of Allegiance

III. Changes to Agenda

None

IV. Citizens Comments

Marlon Gualberto of Boraam Aviation introduced himself to the PBOD and all meeting attendees. He explained the Company is a newly created flight school which currently has several airplanes that are parked in Area 3. His office is located in the 1098 S. Milwaukee Avenue Building located on the east side of Palwaukee Municipal Airport.

V. Approval of the Consent Agenda

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

Item A – Approval of the Palwaukee Board of Directors May 17, 2006 Regular meeting minutes as presented;

Item B – Resolution 06-029- A Resolution authorizing the payment of claims

Item C – Resolution 06-031– A Resolution approving of FY 2006 Budget Fund Transfer No. 4 for Palwaukee Municipal Airport

Item D – Resolution 06-032 – A Resolution to approve an Amendment of a Participation Agreement with the Illinois Department of Transportation (IDOT)

Item E – Resolution 06-033 – A Resolution approving the purchase of a new 2006 Ford Expedition

The motion was unanimously approved by a roll call vote. The motion carried. Aye votes included: Directors’ Dourlain, Kolssak, Shepstone, Wylie and Zimmerman. Absent was Director Douthwaite.

VI. Consideration of items removed from the Consent Agenda
None

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 no additional discussion of the Treasurer’s Report.

B. Airport Manager – Dennis Rouleau, Airport Manager

Highlights / additional comments included:

- ➔ Reported to be in negotiations regarding a contract with CommAvia
- ➔ Gave an update regarding the Hangar 2 Demolition project that is scheduled for early August, 2006
- ➔ Reported on the CABAA event that was held in Hangar 19. This event had a presentation by both the Village of Wheeling Fire Department and Prospect Heights Fire Protection District regarding CPR & AED training followed by a Bar-B-Que luncheon
- ➔ Reported the next CABAA meeting will be held at Palwaukee on Friday, July 21 and will be sponsored by Embraer. Several jets will be on display at this meeting.
- ➔ There will be a “legislative day” scheduled for October, the date and time to be announced
- ➔ Reported this years NBAA show will be held October 17-19, 2006 in Orlando, FL. The PBOD meeting has changed from October 18 to October 11, 2006 to accommodate this NBAA show date.
- ➔ Reported the Village of Wheeling will be hosting their yearly Paint-A-Thon. The date and time to be announced.
- ➔ Gave an update regarding the upcoming Part 150 Noise Compatibility Study scope of services. The Airport Manager will continue to give updates to the PBOD as they occur.
- ➔ Gave an update regarding Signature Flight Supports success of having their property taxes reduced on the Airport
- ➔ Reported there will be a special RIAT meeting regarding the “hold short” issue on the Airport

- ➔ Discussed the two upcoming 4th of July Parades for both Municipalities
- ➔ Discussed the RFQ for Airport Engineering Firms. (Note: The RFQ should be available next month)
- ➔ Gave an update on the TIPS program
- ➔ Discussed the ALP which should be available within 60 days and the discussion included Airport funding and IDOT's reimbursement of 97 ½ % for this project.
- ➔ Gave an update on the Illinois American water main project and discussed funds that will be reimbursable to the Airport. A motion was made by Director Shepstone and seconded by Director Dourlain to approve the underground water main installation project on the Airport, for an amount not to exceed \$110,000.00, and will be reimbursable at a rate of 97 ½ % by IDOT. Director Shepstone continued by saying this proposal is made to save significant fees that would be applicable if we followed the usual practice. The motion was unanimously approved by a roll call vote. The motion carried. Aye votes included: Directors Dourlain, Kolssak, Shepstone, Wylie and Zimmerman. Absent was Director Douthwaite.
- ➔ The Joint Workshop is scheduled for Monday, July 31st, 2006. Details T/B/A/. Discussion of taking the Elected Officials of both Municipalities to Oshkosh (in place of a Joint Workshop in the area)
- ➔ The Ribbon Cutting Ceremony arrangements are still in progress. Details will be available soon.

C. Board Member's Comments

Director Dourlain inquired about the status of the bleachers that have been ordered and future parking lot. The Assistant Airport Manager responded by saying the bleachers have been ordered and should arrive within the next few weeks. He also gave an update on the status of the parking lot that will be available for that area.

D. Correspondence and Chairman's Comments

Chairman Dohm reported / commented on the following:

- Commented the PBOD held it's second of three Strategic Planning meetings. He further commented the session was very informative and congratulated Jane Lump of AON who was the facilitator of that meeting (for a job well done).

VIII. Old Business

A. Sovereign Aviation Update by Charles M. Schneider and David C. Annin

Highlights included:

- Currently working on the Memos of Understanding document. The first draft has been completed.
- Working with the Engineering firm
- Project is moving forward
- Will continue to give updates as they occur

B. T-Hangar Project Update:

Highlights included:

- Commented on the T-hangar project in the Northeast Quadrant. Discussed the door sizes (42 or 48') of these new T-Hangars. The Airport Manager will send out letters formally rejecting the current bids in order to re-evaluate the project and send out for re-bid.

C. Discussion of Self Service Fueling:

Highlights included:

- Ken Ross – North American Jet gave his comments of Self Service Fueling on the Airport stating it would not be a profitable item at Palwaukee Municipal Airport
- Al Palicki – Signature Flight Support gave his comments of Self Service Fueling on the Airport stating the Company's experiences with this project.
- Director Dourlain commented that Self Fueling would not be profitable here at the Airport
- Director Wylie commented that Self Service fueling would not be warranted on the Airport at this time
- Chairman Dohm commented if staff should send out an RFQ and RFP for Self Service Fueling on the Airport
- Director Kolssak commented if the PBOD should investigate altering the Minimum Standards document's requirements for Self Service Fueling on the Airport
- A motion was made by Director Shepstone and seconded by Director Wylie to table this discussion for a period of twelve (12) months. The motion was defeated by a roll call vote. Nay votes were made by: Directors' Dourlain, Kolssak and Zimmerman. The motion failed.
- A motion was made by Director Dourlain and seconded by Director Kolssak to no longer consider Self Service Fueling on the Airport. The motion was approved by a voice vote. The motion carried. There was one nay vote from Director Zimmerman.

IX. New Business

A. Resolution 06-030 – A Resolution Authorizing the Write-Off of Tenant Accounts Receivable

- The PBOD discussed this issue. A motion was made by Director Kolssak and seconded by Director Dourlain to approve Resolution 06-030 – A Resolution Authorizing the Write-Off of uncollectible Tenant Accounts Receivable. The motion was unanimously approved by a voice vote. The motion carried.

B. Sumac Road Improvements

Updates Included:

- The Airport Manager reported the following:
 - SET Environmental and Waste Management devised a revised plan regarding the Sumac Road improvement project.
 - Gave an update on this issue and is in favor of the pricing and recommendations that are listed in this revised Plan.
 - Both the Airport Manager and Airport Attorney reviewed this revised agreement and are in favor of it
 - A motion was made by Director Shepstone and seconded by Director Zimmerman to approve the Sumac Road revised agreement on the recommendations by the Airport Manager and Airport Attorney. The motion was unanimously approved by a voice vote. The motion carried.

X. Executive Session at June's PBOD meeting:

A motion was made by Director Wylie and seconded by Director Shepstone to convene to Executive Session for the purpose of reviewing / approving previous Executive Session minutes and land acquisition. The motion was unanimously approved by a roll call vote. The motion carried. Aye votes included: Directors' Dourlain, Kolssak, Shepstone, Wylie and Zimmerman. Absent was Director Douthwaite.

The Commission reconvened to the Regular meeting at 7:45 p.m.

XI. Action Taken from Executive Session

The PBOD reviewed Executive Session minutes. No further action was taken.

XII. Adjournment

A motion was made by Director Dourlain and seconded by Director Kolssak to adjourn the meeting. The motion was unanimously approved by a voice vote. The motion carried. The meeting adjourned at 7:50 p.m.

Respectfully submitted,

Ralph Shepstone
Secretary

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