

**CHICAGO EXECUTIVE AIRPORT  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
WEDNESDAY, FEBRUARY 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 6:30 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  
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**

The following item was removed from the agenda;

C. Resolution 09-005- A Resolution to approve a Second Amendment to a Fixed Base Operation Net Ground Lease Agreement with Brigadoon Aviation, LLC

The following items were removed from the consent agenda and put under new business;

D. Resolution 09-006-A Resolution to approve a Memorandum of Agreement (MOA) regarding the development of a new Fixed Base Operator facility at Chicago Executive Airport

E. Resolution 09-007- A Resolution to approve a Lease Amendment with Sovereign-Ross, LLC

F. Resolution 09-008- A Resolution to approve a Lease Termination Agreement with Executive Service, LLC

**IV. Award Presentation**

A special award was presented by Airport Manager, Dennis Rouleau to Clyde Coryell, in recognition for his 50 years of service to Chicago Executive Airport

## V. Citizens Comments

- **Howard Levinson** - representing AOPA and PAPA spoke on the subject of building new T-Hangars at CEA. He made the following suggestions:
  1. Have the Airport hire an engineering firm to look over a proposal as to what is wanted in T-Hangars. The Airport should then find a company that manufactures t-hangars and buy the equipment needed to erect the hangars. The next step would be to hire a construction firm to build them and require a completion bond.
  2. Money could be allocated from the \$300,000 discretionary funds for this project instead of being used for additional snow equipment.
  
- **David Kaufman** of Atlantic Aviation read a letter that he wrote to the Chairman and Board of Directors expressing his concern over the Airport's development of additional FBO facilities. He doesn't feel the Airport considered the market demands or the negative impact on existing businesses.

## VI. Approval of the Consent Agenda

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

- Item A – Approval of the Chicago Executive Airport Board of Directors January 21, 2009 Regular Meeting Minutes as presented.
- Item B – Resolution 09-003- A Resolution authorizing the payment of claims 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

## VII. Consideration of items removed from the Consent Agenda

None - see New Business

## VIII. 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 \$320,796 for the fiscal year.
- Operating income- YTD actual operating income was \$542,305 resulting in a net favorable budget variance of \$158,326 for the fiscal year.
- Other income and expense is unfavorable indicating an over budget variance of \$83,286 for the fiscal year to date.
- Net income before depreciation and other non-cash expenses was \$429,527 or \$75,039 over the budget. Net income after depreciation and other non-cash expenses was \$(1,319,158). Depreciation on contributed capital assets is included in the above results for the current fiscal year.

Director Kolssak commented on the decline in the current fuel flowage income compared to last year's figures and how that is a real indicator of the slowing economy in the aviation industry.

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

- Submitted a monthly report for the Board to review.
- LASP responses are due next week and he encourages PAPA, CEAA and the FBO's to make sure they respond and make their comments known.
- EMAS- The Airport is still working on EMAS and the Master Plan and will have a master plan meeting coming up soon. Another meeting was held with the FAA and it was very encouraging that EMAS will be included in the 2010 stimulus plan. Having EMAS at our Airport will help to make it more desirable.
- NBAA Convention- the Airport has decided not to exhibit this year and we will be looking into possibly exhibiting at other venues, such as the Dispatcher's conference, which is a lot less expensive or local events. We are planning on sending only 4 members to the NBAA, 2 staff and 2 board members as attendees.
- Wolf Road- We sent a letter to the District One chief asking for help in repairing Wolf Road. Hopefully some of the stimulus funds for patching the roads will be used here.
- Stimulus Project Update- the Airport is trying to get stimulus money for Taxiway Lima and the Taxiway Echo extension. We feel confident that we will succeed in getting the funds for both projects and hope to receive funds for the Echo extension apron and the Charlie apron as well.
- Part 150 Study- Brian Welker reported that the Part 150 Study is in the environmental officer's hands at the FAA. They are working closely with the state to keep the project moving so the time limits don't expire.
- CABAA Governmental Affairs Day is coming up on February 27<sup>th</sup>. Our Airport is sponsoring the event and it's being held at the Westin. Invitations have been sent to the board and local officials to attend.
- PAPA Meeting- Dennis has been invited to speak at the PAPA Meeting on Wednesday, February 25<sup>th</sup>. The Airport will be donating raffle items to the group as well.
- GFOA Award- the Airport and Henry Paul have won the Distinguished Budget award again this year.
- G/A Entitlement Funding- A memo explaining policy and procedures and specific guidelines in the use of G/A Entitlement funding was distributed to members of the board. A recommendation was included to meet with IDOT staff to determine what has yet to be reimbursed to us and how to best apply the funds toward low priority reimburseable projects. The Airport Manager discussed the reasons why the funding should not be used for t-hangar construction.

Director Mendez commented that he would like to see the t-hangar project stay alive and feels that we should go out for bid again to see what today's pricing would be due to lower fuel prices and other factors. The Airport Manager responded to his question as well as to Director Ahlstedt's question explaining that the current projects for the Lima and Echo extensions are the infrastructure for future t-hangars. The Chairman agreed that the Airport should wait until next year's entitlement funding for the t-hangar project.

The Airport Attorney explained that the Airport is limited as to what the money can be spent on. Director Rooney asked for a listing of projects the discretionary money can be spent on and a short description of each project as well as a priority preference that the board can discuss and vote on. In addition, the Airport Manager will set up a meeting with IDOT to discuss specific reimburseable project funds that are still outstanding and bring back a list for the board members to review.

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

- Laura Witlox reported that Howard Levinson and Allan Englehardt will be inducted into the Illinois Aviation Hall of Fame at the end of May.
- Newsletter- the winter edition of the newsletter is out for distribution.
- The PAPA Meeting on February 25<sup>th</sup> will feature Dennis Rouleau as a guest speaker.
- The CABAA Governmental Affairs Day is Friday, March 27<sup>th</sup> at the Westin Hotel and is sponsored by Chicago Executive Airport.
- A press release is being prepared regarding the stimulus package and the contributions to our economy by one of our FBOs at CEA.
- Ad Campaign- the Airport is proceeding with the ad campaign in Aviation International News beginning in March and April that was previously presented to the board. The first ad will feature Carl Sandburg and the "City of Broad Shoulders".

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

- Director Ahlstedt wanted clarification that the \$150,000 in discretionary money the Airport will be receiving is separate from the Airport budget and will not delay the approval of the budget.
- Director Widmer questioned whether the board needed to approve the ad campaign and the Airport Manager explained that the campaign will be under \$20,000.00 and therefore did not require board approval. Future ads will depend on how well the initial ads were received.
- Director Rooney does not feel comfortable voting on the budget tonight. He has not had enough time to review it and wants more information before doing so.
- Director Arrigoni agrees with Director Rooney that she has not had the proper amount of time to review the Airport budget and is currently working on the Prospect Heights budget. She looks forward to the presentation being given tonight but is not ready to vote this month. In addition, she will not be available for a joint workshop tentatively scheduled for March 30, 2009 due to weekly budget meetings being held in Prospect Heights. After much discussion and taking into account the community elections that will be taking place in April, it was decided to pick another date further into the year. The Airport Manager will send out an e-mail to the board with an alternate date for approval.
- Directors Kolssak and Mendez had no comments.

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

Chairman Englehardt commented on the following:

- ❖ The Chairman agrees with the Airport Manager that exhibiting at the dispatcher's conference instead of at the NBAA is a good idea and will attract a different group of individuals.

**IX. Old Business**

None

**X. New Business**

- Item A. Resolution 09-004- A Resolution recommending approval of the FY 2010 Budget for Chicago Executive Airport. A presentation was given by Henry Paul to go over the highlights of the budget and answer any specific questions by the board. Individual meetings for further discussion by board members will be scheduled during the month of February and early March.

This resolution will be on the agenda for the March 18, 2009 CEA Board meeting for discussion under old business recommending approval by the board. After Board's approval it will be sent to both communities for their final approval at their meetings.

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

- Item D- Resolution 09-006- A Resolution to approve a Memorandum of Agreement (MOA) regarding the development of a New Fixed Base Operator facility at Chicago Executive Airport as presented;

The motion was unanimously approved by a voice vote.

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

- Item E- Resolution 09-007- A Resolution to approve a Lease Amendment with Sovereign-Ross, LLC as presented;

The motion was unanimously approved by a voice vote.

- Item F- Resolution 09-008- A Resolution to approve a Lease Termination Agreement with Executive Service Center, LLC

Director Kolssak voiced his objections with allowing this type of lease termination agreement on principle and had concerns about the potential for the Airport to have the responsibility of maintaining and policing the property.

After continued discussion, a motion was made by Director Mendez and seconded by Director Ahlstedt to table Resolution 09-008 - A Resolution to approve a Lease Termination Agreement with Executive Service Center, LLC under new business and discuss further in executive session.

The motion was unanimously approved by a voice vote.

**XI. Executive Session**

Director Ahlstedt announced the need for an Executive Session pursuant to 5 ILCS 120/2 (C1, 6 and 21) to discuss approval of executive session minutes, employment compensation, discipline performance, or dismissal of a specific employee(s) of the Airport, and the sale or lease of property owned by Chicago Executive Airport.

A motion was made by Director Ahlstedt and seconded by Director Rooney to convene to executive session. The motion was unanimously approved by a roll call vote. Aye votes included: Directors Rooney, Mendez, Arrigoni, Ahlstedt, Kolssak and Widmer. Nay votes: None.

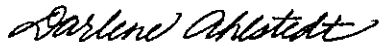
**XII. Action Taken from Executive Session**

No action was taken from Executive Session

**XIII. Adjournment**

A motion was made by Director Widmer and seconded by Director Ahlstedt to adjourn the meeting. The motion was unanimously approved by a voice vote. The meeting was adjourned at 9:53 p.m.

Respectfully submitted,



Darlene Ahlstedt  
Secretary