**CHICAGO EXECUTIVE AIRPORT**
**BOARD OF DIRECTORS**
**REGULAR MEETING MINUTES**
**THURSDAY, OCTOBER 11, 2012**
**1020 S. PLANT ROAD**
**WHEELING, IL 60090**
**6:00 PM**

## I. Call to Order and Roll Call

Chairman Englehardt called the meeting to order at 6:00 p.m. Roll call confirmed the following present: Chairman Englehardt, Directors Argiris, Ahlstedt, Cloud, Kearns, Kolssak and Widmer.

Absent: None

Also in Attendance: Dennis Rouleau - Airport Manager
Jamie Abbott - Assistant Airport Manager
Rita Boserup - Chief Financial Officer
Vicki Mayr - 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. Approval of Minutes

A motion was made by Director Argiris and seconded by Director Cloud to approve the minutes of the September 13, 2012 Regular Meeting. The motion was approved by voice vote.

## IV. Changes to the Agenda

There were no changes to the agenda.

## V. Public Comments

There were no public comments.

## VI. Hearings and Reports

### A. Treasurer's Report

- YTD Net income is $290,700, which is $130,000 better than budgeted. Budget vs actual numbers are expected to be at 42%. Revenues are at 40% due to fewer than projected tie-down rentals and sewer connection fees that have not yet been realized. Administration expenses are at 39% and operations expenses are at 33% of budget.

- September fuel flowage showed an increase over August numbers by 24,000 gallons, the second consecutive monthly fuel flowage increase.

- Monthly flight operations showed a minor decline from August and customs decreased by 1 operation. We are almost even in customs operations for the 12 months ending August 2012 compared to the 12 months ending August 2011.

- All of the T-hangars are full and there are four people on the wait list. One tenant moved out of the southwest Ts in September and was replaced from the wait list.

- We have been notified by the Cook County Assessor's Office that they will be reviewing all of the Airport's property and lease information due to the North Triennial reassessment that will take place in 2013.

### B. Airport Manager's Report

Airport Manager, Dennis Rouleau, reported on the following**:**

- ✈ Airport staff recently underwent CPR training.

- ✈ With the help of the Village of Wheeling, truck #14 has been rehabbed. The Airport is looking into updating the computer that controls the de-icer application. Truck #11 has been repainted. Airport staff is in the process of rehabbing the auger. Rehabbing the existing equipment saves a tremendous amount over purchasing new.

- ✈ Chicago Executive Airport hosted a Table Top exercise, which was attended by Wheeling Police and Fire departments and Prospect Heights Fire department. A simulated accident was presented and discussion followed on how it should be handled. The Airport hopes to have a more in depth exercise next year and a full scale simulation the following year.

- ✈ Atlantic Aviation is going for their Certificate of Occupancy for Hangar 42 tomorrow. The doors are being installed now.

- ✈ The Grand Re-opening of Atlantic's facility is scheduled for December 5th. The remodel looks great.

- ✈ The Chicago Executive Airport Holiday party will be December 15th.

- The Airport Manager, Assistant Airport Manager, Chairman and Brian Welker of CMT will be heading to Springfield for the TIPs meeting on October 16th.

- Those who are going to NBAA should have their information packet in front of them.

- Putting on the Ritz will be held on November 5th.

- The Airport is working with Signature Flight Support on a ground breaking ceremony for Tin Goose Garage. No date has been set.

- A member of the Airport maintenance staff owns a metal detector, which he takes onto the airfield during his lunch hour. He recently found a class ring that had been lost by a former Priester employee 25 years ago. The ring has been returned to its owner.

- Pavement repairs have begun and will be completed in a couple of weeks.

- A King Air recently ran into the grass near Atlantic Aviation's hangar. Atlantic has installed red markers provided by the Airport in order to avoid a similar situation in the future. The Airport is also touching up the airfield markings.

**Board Members Comments**

- Director Kolssak complemented Atlantic on Hangar 42. He commented that the building looks great and was completed quickly.
- Director Argiris stated that the Village of Wheeling met with a consultant regarding the future of Industrial Lane. There are 3 possible options. Next the Village will hold Public Hearings and Plan Commission meetings. He encouraged everyone to attend. He also brought up the topic of updating the IGA. After much discussion, it was decided that the Board would stay after the next regular meeting to discuss their recommendations to the communities. Director Argiris would also like to see discussion on the Airport Layout Plan on the November agenda.
- Director Ahlstedt reminded attendees that there is a rescheduled Young Eagles event on Saturday, October 27nd at Signature Flight Support. Walk-ins are welcome. She mentioned that the Pilot Reunion was cancelled due to an insufficient number of participants.

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

- Chairman Englehardt stated that O'Hare will be going to primarily east/west runways. That could allow for a straight GPS approach to runway 34. The Airport has been working with CABAA on this approach. O'Hare will be keeping some cross-wind runways for use during strong winds.

**VII. Consent Agenda**

A motion was made by Director Ahlstedt and seconded by Director Kolssak to approve the items on this evening's consent agenda.

A. Resolution 12-038 - A Resolution Authorizing the Payment of Claims;
B. Resolution 12-040 – A Resolution to Approve the Preliminary TIPs Program for Chicago Executive Airport;
C. Resolution 12-042 – A Resolution Approving the Release of Surplus Property Owned by Chicago Executive Airport;

The motion was approved by roll call vote. Ayes: Directors Widmer, Kearns, Kolssak, Cloud, Argiris and Ahlstedt. Nays: None.

**VIII. Consideration of Items Removed from the Consent Agenda**

**IX. New Business**

A. Resolution 12-039 – A Resolution Authorizing the Execution of New Terms and Conditions Accepting Airport Improvement Grants;

The Airport Manager explained that the document states the terms and conditions the Airport must follow in order to receive government Airport improvement grants. If the terms and conditions are not followed, the Airport could become ineligible for government money.

A motion was made to approve by Director Argiris and seconded by Director Kearns. The motion was approved by a voice vote. Ayes: Directors Argiris, Ahlstedt, Cloud, Kearns, Kolssak and Widmer. Nays: None.

B. Resolution 12-041 – A Resolution to Accept the Audit for the Fiscal Year Ending April 30, 2012

The Chairman introduced John Deland of Wolf & Company LLP. Mr. Deland gave a brief summary of the audit.

Director Argiris made a motion to approve and Director Widmer seconded. The motion was approved by a voice vote.

**X. Old Business**

There was no Old Business.

**XI. Executive Session**

There was no Executive Session.

## XII. 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 6:46 p.m.

Respectfully submitted,

Darlene Ahlstedt

Darlene Ahlstedt
Secretary