CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
THURSDAY, APRIL 11, 2013
1020 S. PLANT ROAD
WHEELING, IL 60090
6:00 PM

I. Call to Order and Roll Call

Vice Chairman, David Kolssak, called the meeting to order at 6:00 p.m. Roll call confirmed the following present: Directors Ahlstedt, Argiris, 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 Attorney

II. Pledge of Allegiance

Following roll call, Director Kolssak 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 March 14, 2013 Regular Meeting. The motion was approved by voice vote.

IV. Changes to the Agenda

Item D under New Business – Resolution 13-017 – A Resolution Recommending Approval of a Water Main Easement to Illinois American in the SE Quadrant of the Airport was removed from the agenda.

V. Public Comments

Mr. Rob Sherman, a tenant at Chicago Executive Airport, spoke regarding the $100 per flight fee that the Obama Administration is attempting to put into place in order to reduce the deficit. He expressed his concern regarding a connection between business aviation and high speed rail funding. He encouraged Board members and those in attendance to follow up on this topic with their state representatives.

VI. Hearings and Reports

A) Treasurer's Report

On your desks are the monthly financial reports and the final version of the FY14 budget. The budget will be presented to the Wheeling board on Monday, April 15th, and to the Prospect Heights board on Monday, April 22nd.

YTD Net income is $363,000, which is $309,000 better than budgeted.

Our revenue and expense target percentage is 92% of budget in March. Revenues are slightly under budget at 89%, Administration expenses are also under at 85%, and operations expenses are at 83%. Operations weather related expenses increased again in March, but we are still under budget for fuel, vehicle maintenance and operations staff overtime. E36 de-icer and salt are over budget and Materials is at 98.5% due to the recent snowstorms. We are hoping for an April without any snow or ice.

All of the March 1st tenant property taxes were paid.

All of the T-hangars are full as of today. Look forward, we will have two new T-hangar vacancies towards the end of the summer when Hangar 18 is completed.

The final budget will be presented to Prospect Heights and Wheeling in the next two weeks.

Director Kolssak asked for an explanation of the cash restrictions on the money in the bank. Rita explained that there are items in the budget and that the Airport is committed to but, have not yet been paid for. There is additional money in a required 3 months operational reserve account and a capital equipment reserve, in case of emergency.

B) Airport Manager's Report

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

- CEA has, again, won the CAFR Award for excellence in financial reporting.

- The Airport is the best destination for players traveling via private charter to the BMW Championship golf tournament that will take place at Conway Farms Gold Club in Lake Forest from September 9-15, 2013. We will be partnering with Signature and Atlantic for the event.

- The pickup truck may not be purchased in this fiscal year. It may not arrive until next fiscal year.

- CABAA Safety Day is April 25th. The Airport is one of the sponsors of the event.

- ✈ May 18th is the Prospect Heights Mayor's Community Breakfast.

- ✈ May 15th is the IATA Conference in Moline.

- ✈ The Airport is hosting the AAAE GA Issues and Security Conference from July 9- 12. We have collected $7,750 in sponsorships from businesses on and around the Airport. Thank you to all who have sponsored the Wednesday night event.

- ✈ We are entering severe weather season. The Airport will be reminding tie down tenants to be sure their plane is properly secured. We will remind construction companies to secure their worksites.

- ✈ The Airport Manager wished Director Argiris the best of luck in his role as Wheeling Village President.

A. Board Members Comments

- o Director Argiris stated that sitting on the CEA Board has been an honor and is proud of all that the Board has accomplished. He stated that he will appoint Ray Lang to replace him as of the May Board meeting.
- o Director Widmer congratulated Director Argiris on his election victory. He also congratulated the Airport Manager and Rita Boserup for their implementing the changes to the financials that the board has requested.
- o Director Ahlstedt thanked Director Argiris for his work on the Board and welcomed Mr. Lang.
- o Director Kearns also thanked Director Argiris for his years of service on the CEA Board. He also reminded those in attendance about the Dollars for Scholars Dinner Dance to be held at the Motorola Center in Schaumburg, which will include a guest speaker from Motorola.
- o Director Cloud is excited for Director Argiris and expressed pleasure that both the Mayor of Prospect Heights and the Village President of Wheeling have served on the CEA Board. She passed along her sympathy for Director Kearns, whose grandmother passed away She encouraged all of the directors to attend the Mayor's Breakfast on May 18th. Director Cloud asked that no Board packet information be sent after 5:00 the Monday prior to a Board meeting, as that does not allow sufficient time to review the material being sent. The Airport Manager explained that having moved the Board meetings from the 3rd Wednesday does not always allow enough time to prepare the financials prior to packet day.
- o Director Kolssak also congratulated Director Argiris on his victory running for Village President and welcomed Mr. Lang on his future as CEA Director. Director Kolssak informed the Board that he would be unavailable on the date of the May Regular Board meeting. He asked about a Joint Meeting in June. The Airport Manager explained that a request had been sent to the communities and he is waiting to hear back. Finally, he thanked PAPA for their time and said we would discuss the issues they were interested in later in the meeting.

B. Correspondence and Chairman's Comments

There were no items of correspondence or comments.

VII. Consent Agenda

A motion was made by Director Argiris and seconded by Director Cloud to approve Item A on this evening's consent agenda.

A. Resolution 13-012 - A Resolution Authorizing the Payment of Claims;

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

Director Widmer made a motion to approve Item B on tonight's consent agenda. The motion was seconded by Director Kearns.

B. Resolution 13-013 – A Resolution Approving Authorized Signers for the Northbrook Bank Operating, Payroll and MaxSafe Accounts.

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

C) **Consideration of Items Removed from the Consent Agenda**

There were no items removed from the Consent Agenda.

D) Old Business

There was no Old Business.

E) New Business

Director Argiris made a motion to approve Item A on tonight's agenda. The motion was seconded by Director Widmer.

A. Resolution 13-014 – A Resolution Establishing a Capital Equipment Reserve Fund.

The Airport manager explained that this resolution would establish an account for the purpose of establishing an account specifically for replacement of equipment. The directors agreed that this would be a good for the Airport.

The motion was approved by a voice vote. Ayes included Directors Ahlstedt, Argiris, Cloud, Kearns, Kolssak and Widmer. Nay: None.

B. Resolution 13-015 – A Resolution Approving a Revised Commercial Operating Permit Fee Schedule

This resolution would eliminate the Commercial Operating Permit $30 per seat flight fee. The fee only affected charter companies.

The motion was approved by a voice vote. Ayes included Directors Kolssak, Widmer, Kearns, Cloud, Argiris and Ahlstedt. Nay's: None.

C. Resolution 13-016 – A Resolution for a Non-federal Reimbursable Agreement for EMAS

   The Airport Manager had previous explained that this poorly funded segment of the FAA requires funding for anything that goes outside their regular scope of work, which the EMAS project does. Therefore, they are seeking increased funding from the Airport.

D. Discussion of GA T-hangars, Fuel and Fuel costs at PWK.

Discussion began with Director Cloud thanking the members of PAPA for their interest and enthusiasm for bringing more people to CEA. There was extensive discussion on possible future t-hangar construction, the cost of fuel, self-service fuel, and piston power aircraft maintenance facilities at CEA. Contributions were made by the Airport Manager, as well as the Board and representative from the FBOs. It was agreed by the Board that additional research is necessary before further action is taken regarding building new T-hangars. Director Kolssak thanked PAPA for their desire to contribute to tonight's discussion and explained that the Board will reach out to them as discussion on these topics progresses.

VIII. Executive Session

A Motion to go into Executive Session was made by Director Argiris pursuant to 5 ILCS 120/2 (c) (1), (5), (6) and (21) to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees, the purchase or lease of real property for the use of the public body, the sale or lease of property owned by public body and approval of executive session minutes The motion was seconded by Director Cloud. The motion was approved by a roll call vote. Ayes: Directors Ahlstedt, Argiris, Cloud, Kearns Kolssak and Widmer. Nays: None.

IX. Action Taken from Executive Session

There was no action taken from Executive Session

X. Adjournment

Upon return from Executive Session, a motion was made by Director Argiris and seconded by Director Widmer to adjourn the meeting. The motion was unanimously approved by a voice vote. The meeting was adjourned at 8:15 p.m.

Respectfully submitted,

Elizabeth F. Cloud

Elizabeth Cloud
Secretary