CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
TUESDAY, MAY 14, 2013
1020 S. PLANT ROAD
WHEELING, IL 60090
5:30 PM

I. Call to Order and Roll Call

Vice Chairman, David Kolssak, called the meeting to order at 5:30 p.m. Roll call confirmed the following present: Directors Ahlstedt, Cloud, Katz, Kearns, Kolssak and Lang.

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 Ahlstedt and seconded by Director Kearns to approve the minutes of the April 11, 2013 Regular Meeting. The motion was approved by voice vote. Abstain: Directors Katz and Lang.

IV. Changes to the Agenda

There were no changes to the agenda.

V. Public Comments

There were no public comments.

VI. Presentation to Outgoing Board Members

Director Kolssak asked Dean Argiris and Larry Widmer to come forward. He congratulated Mr. Argiris on his winning the office of Village of Wheeling President. He also said it has been a pleasure working with both he and Mr. Widmer. Airport Manager, Dennis Rouleau, thanked both Mr. Argiris and Mr. Widmer on their years of service on the CEA Board and presented them with a propeller Service Award. Mr. Rouleau wished both men luck in their future endeavourers.

VII. Hearings and Reports

A) Treasurer's Report

- The budget was approved by the Wheeling board on April 15th and by the Prospect Heights board on April 22nd.
- Unaudited Net income for the fiscal year is $440,000, which is $386,000 better than originally budgeted for several reasons: long-term lease revenue was over budget by $91,000, mainly due to the hangar 42 ramp that was in use several months before the hangar was finished, and Hangar 42 was occupied two months earlier than expected;
- In the administration area, there were $70,000 in expense savings in employee related costs, consulting fees, public relations/marketing, and not attending the annual NBAA convention;
- In the maintenance area, we were under budget by $94,000 in employee related costs, vehicle maintenance, landscaping, miscellaneous supplies, and equipment/tools;
- Sales of obsolete equipment generated $43,000;
- It wasn't necessary to use the $50,000 in the contingency line items;
- A net revenue of $28,000 was generated by customs operations, mainly due to reduced expenses;
- We were only over budget by $58,000 in a total of 7 line items, lease development, membership dues, utilities, fuel, landscaping supplies, de-icing materials, and operations telephone.
- The audit is tentatively scheduled to start June 10th, and the report to be finished in September.

We had one tenant leave a T-hangar in April, and the vacancy was filled by a tie-down tenant. All the T-hangars are full as of today. We continue to lose tie-down tenants, from 39 at the end of April 2012 to 31 currently.

B) **Airport Manager's Report**

Assistant Airport Manager, Jamie Abbott, reported on the following**:**

- ✈ The Assistant Airport Manager welcomed the new Board Members, Neal Katz and Ray Lang. He offered whatever assistance they would need, including an airfield tour.

- ✈ Rita and Jamie are attending the Illinois Aviation Conference in Moline this week. While there they will collect the Illinois Airport of the Year Award. The award is great recognition for all the airport has accomplished.

- ✈ There will be a groundbreaking ceremony for Hawthorne Aviation next Tuesday at 11:00am. The new FBO is a welcome addition to the airport. IDOT - Division of Aeronautics Director, Dr. Susan Shea will be attending the groundbreaking and will take the opportunity to present the airport with the Airport of the Year Award. This will bring some media attention to the airport.

- CMT has helped out with a concern the FAA had with relocating the airport beacon from the tower to the ADSB antennae. We are hoping this project will be fully funded.

- The airport will be rehabbing the east quadrant apron by filling in the grass islands in front of the east quadrant hangars. The hope is that the bid will be competitive enough that the entire project, including all add/alternates can be completed at once. The airport will not have to come up with additional compensatory water storage as a result of this project.

- The reconstruction of the 34 hold pad should start at the end of the month. Older asphalt will be removed and be replaced with concrete. A sign has been erected explaining that the public viewing area will be closed temporarily for safety/security reasons.

- There was a recent coordination meeting with CMT and the State regarding EMAS. The state is saying that the blocks must be purchased by the contractor as part of the contract. Although this increases the cost of EMAS, there should be no issue receiving the money as this is a high priority safety project.

- The summer interns have started. All are aviation students. Maintenance staff is currently repairing airfield lighting damaged by floodwater. A claim has been opened with the airport's insurance carrier and it will be determined what damage was and was not a result of flooding.

- Upcoming Events:

    - Memorial Day is May 26th.

    - The airport will be hosting the GA Issues and Security Conference from July 9-11th. Jamie will be giving opening remarks and moderating some sessions. The airport has 4 openings and is hosting a social event. If any board members would like to attend, let Vicki know.

A. Board Members Comments

- Director Kearns suggested that the airport bring back the airport open house. The airport will revisit the idea next summer. In the meantime, the Collings Foundation will be brining the WWII Bombers back later this summer. The date has not yet been confirmed.
- Director Cloud congratulated Village President Argiris and stated that she looks forward to working with Directors Lang and Katz. She would like the board to consider exhibiting at NBAA this year. The consensus of the board was to look into the cost of exhibiting with a 10'x 20' booth with a couch and two chairs. Cost projections will be presented at next month's meeting.

- Director Lang thanked President Argiris for the appointment and thanked everyone for the warm welcome. He grew up in Wheeling and has taken both personal and business trips from the airport.
- Director Katz stated that he is happy to be here. He has lived in Wheeling for 26 years and looks forward to serving on the board.
- Director Ahlstedt welcomed the new board members and stated that next month will be here last on the board. She reminded everyone about the Mayor's Breakfast and a Young Eagles event on May 18th. There will also be a special Young Eagles event for a group of disabled kids on Tuesday, May 21st. The Girl Scouts will be working on an Aviation Badge. The Prospect Heights Garden Club will have a plant sale on May 18th, as well.
- Director Kolssak complimented airport on staying open during the recent flooding. He complimented CMT's work design for compensatory water storage.

B. Correspondence and Chairman's Comments

There were no items of correspondence or comments.

VIII. Consent Agenda

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

A. Resolution 13-019 - A Resolution Authorizing the Payment of Claims;

The motion was approved by roll call vote. Ayes: Directors Ahlstedt, Cloud, Kearns, Kolssak Katz and Lang. 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 discussion regarding the process of acquiring an RFP for installation of a self service fuel. The RFP should be ready to go out next week. Additional discussion included creating a "pioneer period" for a piston maintenance facility possibly allowing for discounted rent and methods to create demand for such a facility at the airport. A t-hangar RFP would be considered after the fuel service RFP. These discussions will be ongoing.

E) New Business

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

A. Resolution 13-019 – A Resolution Recommending a Budget Amendment for the Purchase of the 2013 Ford F250 Truck

The Airport Manager explained that this resolution was approved for the 2013 budget but, due to the special ordered yellow color, delivery was held up until the 2014 budget year.

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

A motion was made by Director Kearns and seconded by Director Cloud to approve Item B under this evening's agenda.

B. Resolution 13-020 – A Resolution to Approve a Reimbursable Agreement Between the Department of Transportation Federal Aviation Administration and Chicago Executive Airport, Wheeling, IL

The FAA is, again, requesting additional funding to make sure the localizer antennae is working as a result of the EMAS project. Therefore, they are seeking increased funding from the Airport to cover the cost.

IX. Executive Session

A Motion to go into Executive Session was made by Director Cloud 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 Katz. The motion was approved by a roll call vote. Ayes: Directors Ahlstedt, Cloud, Katz, Kearns Kolssak and Lang. Nays: None.

X. Action Taken from Executive Session

There was no action taken from Executive Session

XI. Adjournment

Upon return from Executive Session, a motion was made by Director Kearns and seconded by Director Cloud to adjourn the meeting. The motion was unanimously approved by a voice vote. The meeting was adjourned at 8:02 p.m.

Respectfully submitted,

Elizabeth F. Cloud

Elizabeth Cloud
Secretary