CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
THURSDAY, JUNE 13, 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, 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 Cloud and seconded by Director Lang to approve the minutes of the May 14, 2013 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. Presentation to Outgoing Board Member

Assistant Airport Manager, Jamie Abbott asked Director Ahlstedt to stand. He then presented her with a “gold star” for perfect attendance at all Board of Directors meetings in 2012. He then presented her with a propeller and thanked her for her 8 years of dedicated service on the CEA Board of Directors. Director Kolssak also expressed his gratitude.

VII. Hearings and Reports

A) Treasurer's Report

- The budget amendment for the new airport truck was approved by both the Wheeling and Prospect Heights boards. The truck arrived yesterday.
- Net income for May, which is the first month of the fiscal year, is a $13,700 loss, due to the fact that there were 3 payroll periods in May. We received a $192,500 payment from Hawthorne Global Aviation Services for both their one-time and annual sewer/storm water fees. This money was put into the sewer/storm water reserve fund. The name of this fund has been updated to more accurately reflect its purpose;
- Audit fieldwork started last Tuesday and the auditors expect to be finished early next week. The report should be finished in September;
- All the T-hangars are full as of today, and there are two people on the wait list;
- We were turned down for possible loan refinancing by Associated Bank;

B) **Airport Manager's Report**

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

- ✈ There are 3 projects being bid through IDOT
  - The relocation of the beacon from the tower to the ADSB antennae.
  - The improvements to the East Quadrant. We should see a competitive bid on this.
  - There are 5 companies holding plans on EMAS. This is a high priority project, so any additional necessary funds should become available.
- ✈ The local project we include:
  - The bid for the self service fueling station. 10 bids packets have been sent out so far. Jamie has met with 3 of the contractors for site visits. The bid opening is June 24th. He will come to the next meeting with the results.
  - Other upcoming local projects will be pavement re-marking and repairs.
- ✈ Tin Goose Garage is on schedule. They should be ready for concrete next week.
- ✈ Hawthorne's concrete footings are in. Steel should be arriving in the next week or so.
- ✈ For the benefit the new board members, the Jamie described the TIPs (Transportation Improvement Program). He explained that the board will review the airport's

improvement plan in July or August, the airport will meet with IDOT for review in September and the board will get the final approval in December.

- The auditors will complete their work on Monday of next week.

- Please join us for the Prospect Heights 4th of July Parade. The parade begins at the Metra station on Wolf and Camp McDonald at 9:30am and ends at Hebron Presbyterian Church on Schoenbeck Road, where there will be a hot dog lunch.

- Wheeling will host a fireworks display on July 3rd. The board approved a $1,000 airport contribution toward the fireworks. In return there will be publicity and acknowledgement at the event. Hailey Reinhardt's parent's band will perform that night.

- The Joint Workshop is scheduled for June 26th at the Westin. Jamie will do a State of the Airport presentation. There is no executive session scheduled. The board members will coordinate on presenting ideas on how strengthen the relationship between the communities, TIF districts and continuing to pursue the possibility of a runway expansion. The seating at the dinner will be a mix of Wheeling, Prospect Heights and airport personnel.

- The Collings Foundation has confirmed that they will be here from July 26 – 29. They will be parked on the Charlie pad.

- The airport will see an increase in traffic as a sponsor of the BMW Golf Championship. BMW will be also be bringing 200 BMWs here the week of the event for use by the golfers and event staff.

- Jamie will be on vacation from June 19th – 25th.

- Vicki put together a spreadsheet, per the board's request of an estimated cost of exhibiting at this year's NBAA Conference. While there is no line item in the budget, there is money available under "Administration". After some discussion, it was decided that a per person, per diem amount would be decided upon.

- Jamie announced that Mr. Howard Levinson would soon be celebrating his 90th birthday. Mr. Levinson thanked everyone for the birthday wishes.

- Rita has announced that she will be leaving the airport to take another position closer to home. She will be working part time in the coming weeks and looking for a temp to fill in until a replacement can be found. We wish her well.

- The suggestion of moving future board meetings back to the third Wednesday of the month was discussed. This would allow more time for financials to be completed. The July board meeting will be kept as scheduled and there will be a resolution changing future meetings to the third Wednesday of each month. Director Kolssak would like to see reminders sent via a SharePoint server.

A. Board Members Comments

- Director Kearns thanked Director Ahlstedt for her work on the board and her "corporate memory". He also thanked Rita for her work at the airport. He stated that he was please to see a strong presence at the Mayor's Breakfast.
- Director Cloud also thanked Director Ahlstedt for sharing her knowledge with the board. She wished Rita the best of luck with her new position.
- Director Lang appreciates the work Director Ahlstedt has done in her 8 years on the board and thanked Rita for her great work at the airport.
- Director Katz noticed cars sitting on the median on Hintz Road watching planes land. He suggested signage be placed around the airport directing people to the viewing area on the Palatine Road frontage road, once the viewing area reopens after construction in that area is complete.
- Director Ahlstedt reminisced about working on the viewing area with PACE. She complimented the airport staff on taking charge of things like the newsletter and the website. She thanked Rita for her work at the airport. She stated that there have been a lot of wonderful changes at the airport, including improved drainage, new taxiways and improved safety and there are more to come, like EMAS. She said she loves looking at the airport lights at night and realizes that she has come to love this airport.
- Director Kolssak stated that the board will miss Director Ahlstedt and Rita. He discussed finding a temp to fill in for Rita. Rita explained that she has been in touch with Sikich and the Illinois Government Finance Association and has two qualified and interested temps.

B. Correspondence and Chairman's Comments

There were no items of correspondence or comments.

VIII. Consent Agenda

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

A. Resolution 13-021 - 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 is ongoing discussion on fuel costs, t-hangars and the RFP for installation of a self service fuel. The hope is to drive to down fuel costs down, but there is nothing new to discuss at this time. CMT has contacted the t-hangar builder. The cost is up on the construction but the interest rates are low. CMT will send their information to Jamie.

E) New Business

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

A. Resolution 13-022 – A Resolution Approving Authorized Signers for the Popular Community Bank Commercial Checking Account;

Director Kearns asked why two signatures are not required on the Popular account, as they are on the MB Financial account. Rita explained that the airport does not have checks on either account. The Popular account is for automatic withdrawls on the southwest -hangar loan and that is all we use it for. The automatic withdrawl was set up as part of the loan agreement. The MB account is a money market account and is just for holding funds. We do not issue checks or do any other transactions. Director Kearns requested two signatures be required for any transactions on the Popular account.

The motion was approved as amended to include the stipulation that two signatures are required for transactions by a voice vote. Ayes included Directors Ahlstedt, Cloud, Katz, Kearns, Kolssak and Lang. Nay: None.

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

B. Resolution 13-023 – A Resolution Approving Signers for the MB Financial Bank Money Market Account

IX. Executive Session

A Motion to go into Executive Session was made by Director Kolssak 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, Cloud, Katz, Kearns Kolssak and Lang. Nays: None.

X. Action Taken from Executive Session

There was a motion by Director Kearns to approve the agreement as amended in closed session to authorize Attorney Lester to present said agreement to the necessary parties and municipalities. The motion was seconded by Director Cloud. The motion was approved by a roll call vote. Ayes: Director Ahlstedt, Cloud, Katz, Kearns, Kolssak and Lang. Nays: None.

XI. Adjournment

Upon return from Executive Session, a motion was made by Director Ahlstedt and seconded by Director Kearns to adjourn the meeting. The motion was unanimously approved by a voice vote. The meeting was adjourned at 8:07 p.m.

Respectfully submitted,

Elizabeth Cloud
Secretary