

CHICAGO EXECUTIVE AIRPORT LEGISLATIVE COVER MEMORANDUM

AGENDA ITEM NO(S): 23-019

DATE OF BOARD MEETING: June 21, 2023

TITLE OF ITEM SUBMITTED: Resolution 23-019 – A Resolution Authorizing the Payment of Claims

SUBMITTED BY: Jeffrey J. Miller A.A.E., ACE, Executive Director

BASIC DESCRIPTION OF ITEM¹: Check Register (The expenditures contained within are provided for in the current Airport Budget)

BUDGET²: N/A

BIDDING³:

EXHIBIT(S) ATTACHED: Check Register

RECOMMENDATION: To approve

SUBMITTED FOR BOARD CONSIDERATION: Jeffrey J. Miller A.A.E., ACE, Executive Director

¹ The purpose of the proposed item and a description of same. If the issue is site specific a map must be attached to the memorandum.

² If applicable, provide all budgetary considerations as follows: is the item covered in the current budget; fund(s) the item is to be charged to; expenses per fund(s) and total cost; and necessary transfer(s) or supplemental appropriation(s).

³ If applicable, describe the bidding process and results for purchases and contracts. If applicable, state whether or not any particular city, state or federal program was considered

RESOLUTION NO. 23-019

A RESOLUTION AUTHORIZING THE PAYMENT OF CLAIMS

WHEREAS, the Chicago Executive Airport Board of Directors is empowered by the Intergovernmental Agreement between the City of Prospect Heights and the Village of Wheeling to authorize agreements, purchases, expenditures, and contracts for items previously approved in the annual budget; and,

WHEREAS, in the operation of the Chicago Executive Airport the Board of Directors has incurred certain obligations for payment of debts legally incurred in accordance with the adopted budget; and,

WHEREAS, it is in the best interests of the Board of Directors to meet those obligations in a timely manner,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CHICAGO EXECUTIVE AIRPORT, that expenditures in the amount of \$486,015.51 on the attached Check Register dated June 16, 2023, are hereby approved.

Director _____ moved, seconded by Director _____ that Resolution No. 23-019 be adopted.

Director Berman _____

Director Kiefer _____

Director Hellyer _____

Director Lang _____

Director Kearns _____

Director Saewert _____

ADOPTED this 21st day of June 2023, by the Board of Directors of the Chicago Executive Airport.

D. Court Harris
Chairman

ATTEST:

Bill Hellyer
Secretary

**CHICAGO EXECUTIVE AIRPORT
LEGISLATIVE COVER MEMORANDUM**

AGENDA ITEM NO: 23-020

DATE OF BOARD MEETING: June 21, 2023

TITLE OF ITEM SUBMITTED:

**A RESOLUTION APPROVING A CONTRACT WITH RUNWAY SAFE GROUP FOR FIELD
STRENGTH TEST OF THE EMAS BEDS FOR RUNWAY 16 AND RUNWAY 34**

SUBMITTED BY: Jeffrey J. Miller A.A.E., ACE, Executive Director

BASIC DESCRIPTION OF ITEM¹:

Our Runway 16/34 EMAS system is currently 7 years old and has never been evaluated. The Engineered Materials Arresting System (EMAS) Installation, Maintenance & Repair (IM&R) manual suggests EMASMAX® systems undergo a Field Strength Test (FST) every five years after installation. Runway Safe's Field Strength Test proprietary evaluates performance of the bed's core materials. It is the only existing FAA-approved EMAS performance test.

The FST consists of a visual inspection of the two beds and collecting three samples each from 10 randomly selected blocks. The samples will be tested in Runway Safe's laboratory to determine if our EMAS system has maintained its designed arresting capability. Runway Safe will analyze the data and report back to PWK the results and recommendations.

Runway Safe Group is the only FAA-approved EMAS vendor in the world and their Field Strength Test is the only FAA-approved EMAS test method.

Total Price: \$63,000.

BUDGET²: Funds available in Capital Budget FY ending April 30, 2024.

BIDDING³: Soul-source procurement as Runway Safe's is the only FAA-approved field test.

EXHIBIT(S) ATTACHED: Runway Safe Proposal Letter

RECOMMENDATION: To approve

1. The purpose of the proposed item and a description of same. If the issue is site specific a map must be attached to the memorandum.
2. If applicable, provide all budgetary considerations as follows: is the item covered in the current budget; fund(s) the item is to be charged to; expenses per fund(s) and total cost; and necessary transfer(s) or supplemental appropriation(s).
3. If applicable, describe the bidding process and results for purchases and contracts. If applicable, state whether or not any particular city, state or federal program was considered.

RESOLUTION NO. 23-020

A RESOLUTION APPROVING A CONTRACT WITH RUNWAY SAFE GROUP FOR FIELD STRENGTH TEST OF THE EMAS BEDS FOR RUNWAY 16 AND RUNWAY 34

WHEREAS, Chicago Executive Airport has an Engineered Materials Arresting System (EMAS) system with beds on each end of Runway 16/34 to significantly slow any aircraft that has over-run the runway on take-off or landing; and,

WHEREAS, Chicago Executive Airport’s EMAS system is seven years old; and,

WHEREAS, the EMAS manufacturer recommends a Field Strength Test be performed every five years, which Chicago Executive Airport has not done since installation; and,

WHEREAS, Runway Safe Group of Logan Township, New Jersey is the only FAA-approved EMAS vendor in the world and their Field Strength Test is the only FAA-approved EMAS test method; and,

WHEREAS, it is important to the operational safety of Chicago Executive Airport to complete a Field Strength Test to assess and monitor performance of the bed’s core materials; and,

WHEREAS, the contract amount of \$63,000 has been budgeted in the approved FY 2024 annual budget ending April 30, 2024.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF CHICAGO EXECUTIVE AIRPORT, that the attached proposal from Runway Safe Group to perform a Field Strength Test on Chicago Executive Airport’s Engineered Materials Arresting System (EMAS) with beds on each ends of Runway 16/34 for the amount NTE \$63,000 is approved and authorizes the Airport Executive Director to execute any necessary agreements and make subsequent payments to the completion of the project.

Director _____ moved, seconded by Director _____ that Resolution No. 23-020 be adopted.

Director Berman _____

Director Kiefer

Director Hellyer _____

Director Lang _____

Director Kearns _____

Director Saewert _____

ADOPTED this 21st day of June 2023, by the Board of Directors of the Chicago Executive Airport.

D. Court Harris, Chairman

ATTEST:

Bill Hellyer, Secretary

CHICAGO EXECUTIVE AIRPORT - LEGISLATIVE COVER MEMORANDUM

AGENDA ITEM NO: 23-021

DATE OF BOARD MEETING: June 21, 2023

TITLE OF ITEM SUBMITTED:

A RESOLUTION APPROVING AIRFIELD SECURITY UPGRADES FOR FY 2024 BY AUTHORIZING AN AGREEMENT WITH IMPERIAL SURVEILLANCE INC. FOR DIGITAL SURVEILLANCE SYSTEM ADDITIONS

SUBMITTED BY: Jeffrey J. Miller A.A.E., ACE, Executive Director

BASIC DESCRIPTION OF ITEM¹:

This resolution approves proposals from Imperial Surveillance to augment our current IP Digital Video Surveillance and Access Control System installed in 2022 as part of a continuing multi-year security initiative. These proposals add surveillance cameras in specific locations and additional hardware to our new enhanced access points. This upgrade will better serve our airport users and provide us electronic notifications facilitating prompting intervention when necessary. The cameras and access systems offer real-time monitoring, alarm and recording of events and air-side airport access for better incident response and subsequent investigation.

In 2022, CEA received three bids for a master security system and selected Imperial Surveillance for an airport-wide system phased in over multiple years and continuously upgraded. This purchase was not bid out because it is below \$25,000 and Imperial Surveillance is the only supplier of their system.

Tower road camera additions and viewing area camera licenses to transfer PH cameras to our system	\$ 12,608.48
Admin building NE T vehicle gate camera	\$ 2,406.38
Access Control System adding exit/ID readers, gate status contactors, and remote controls	\$ 8,259.15
Total	\$ 23,274.01

This resolution is not to exceed \$25,000 for unexpected issues such as unforeseen electrical work or additional installation hardware.

BUDGET²: Funds available in Capital Budget FY ending April 30, 2024.

BIDDING³: Soul-source procurement as Imperial Surveillance is our primary contractor for electronic video surveillance system.

EXHIBIT(S) ATTACHED: The Resolution and three Imperial Surveillance proposals

RECOMMENDATION: To approve

1. The purpose of the proposed item and a description of same. If the issue is site specific a map must be attached to the memorandum.
2. If applicable, provide all budgetary considerations as follows: is the item covered in the current budget; fund(s) the item is to be charged to; expenses per fund(s) and total cost; and necessary transfer(s) or supplemental appropriation(s).
3. If applicable, describe the bidding process and results for purchases and contracts. If applicable, state whether or not any particular city, state or federal program was considered.

RESOLUTION NO. 23-021

**A RESOLUTION APPROVING AIRFIELD SECURITY UPGRADES FOR FY 2024 BY
AUTHORIZING AN AGREEMENT WITH IMPERIAL SURVEILLANCE INC. FOR DIGITAL
SURVEILLANCE SYSTEM ADDITIONS**

WHEREAS, Chicago Executive Airport resolved in 2022 to upgrade its physical and electronic security systems and selected Imperial Surveillance after an appropriate competitive bid process. That system included video cameras and outdoor gate access panels for access to the secured airfield; and,

WHEREAS, Chicago Executive Airport committed to a phased approach of system components over a number of fiscal years as funds allow; and,

WHEREAS, the current fiscal year’s security upgrades consist of cameras and access control systems in the next phase of the overall project as determined by operational needs; and,

WHEREAS, Imperial Surveillance has submitted three proposals generally for cameras at Tower Road, the Northeast T-Hangar gate, the public viewing area and five electronic access panels at various vehicle gates on the airport for the sum of \$23,274.01; and,

WHEREAS, the project cost does not require a competitive process and Imperial Surveillance and their equipment have been selected as the sole vendor of our overall system; and,

WHEREAS, security system funds have been budgeted in the approved FY 2024 annual budget ending April 30, 2024.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF CHICAGO EXECUTIVE AIRPORT, that the attached proposals as a combined proposal from Imperial Surveillance to install various security cameras and electronic airfield gate access panels for an amount not to exceed \$ 25,000 is approved and authorizes the Executive Director to execute all necessary agreements and make subsequent payments for the completion of the project.

Director _____ moved, seconded by Director _____ that Resolution No. 23-021 be adopted.

Director Berman _____ Director Kiefer _____

Director Hellyer _____ Director Lang _____

Director Kearns _____ Director Saewert _____

ADOPTED this 21st day of June 2023, by the Board of Directors of the Chicago Executive Airport.

D. Court Harris, Chairman

ATTEST:

Bill Hellyer, Secretary

**CHICAGO EXECUTIVE AIRPORT
LEGISLATIVE COVER MEMORANDUM**

AGENDA ITEM NO. 23-022

DATE OF BOARD MEETING: June 21, 2023

TITLE OF ITEM SUBMITTED:

**A RESOLUTION APPROVING THE 2023 NBAA ANNUAL CONFERENCE ATTENDANCE
AND PARTICIPATION POLICY FOR CHICAGO EXECUTIVE AIRPORT**

SUBMITTED BY: Jeffrey J. Miller A.A.E., ACE, Executive Director

BASIC DESCRIPTION OF ITEM¹:

This resolution governs the travel of airport directors, staff and municipal owner representatives to the annual National Business Aviation Association conference which is customarily held in Orlando or Las Vegas.

BUDGET²: N/A

BIDDING³: N/A

EXHIBIT(S) ATTACHED: N/A

RECOMMENDATION: To approve

SUBMITTED FOR BOARD CONSIDERATION: Jeffrey J. Miller A.A.E., ACE, Executive Director

¹ The purpose of the proposed item and a description of same. If the issue is site specific a map must be attached to the memorandum.

² If applicable, provide all budgetary considerations as follows: is the item covered in the current budget; fund(s) the item is to be charged to; expenses per fund(s) and total cost; and necessary transfer(s) or supplemental appropriation(s).

³ If applicable, describe the bidding process and results for purchases and contracts. If applicable, state whether or not any particular city, state or federal program was considered

RESOLUTION NO. 23-022

A RESOLUTION APPROVING THE 2023 NBAA ANNUAL CONFERENCE ATTENDANCE AND PARTICIPATION POLICY FOR CHICAGO EXECUTIVE AIRPORT

WHEREAS, the Board of Directors of Chicago Executive Airport finds it to be in the best interest of Chicago Executive Airport to adopt a NBAA Annual Conference Attendance and Participation Policy;

NOW, THEREFORE, BE It and It Is Hereby Resolved by the Board of Directors of Chicago Executive Airport, as follows:

Section 1. Incorporation of Preambles

The Board of Directors of Chicago Executive Airport hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct, and does incorporate them into this Resolution by reference.

Section 2. Adoption

The following Policy shall be adopted and added to the policies of Chicago Executive Airport and shall state as follows:

NBAA Annual Conference Attendance and Participation Policy

Scope:

This policy governs the travel of airport directors, staff, and municipal owner representatives to the annual National Business Aviation Association conference – customarily held in Orlando in even-numbered years and Las Vegas on odd-numbered years.

References: N/A

Policy:

Attendance

The following Attendees may attend with the costs to be paid for as set forth herein:

- Board Chairman
- Directors
- Two representatives total from the municipalities: one representative each from the City of Prospect Heights and Village of Wheeling to be selected by each municipality or two representatives from one municipality.
- Airport Executive Director
- Airport Director of Economic Development & Strategic Planning
- Airport Director of Finance
- Director of Operations and Maintenance
- One CEA communications team member
- One CEA support staff member

Attendance Approvals – All attendees shall be approved by name by the Board of Directors, no later than 1 month prior to the conference. For cost reduction, any authorized attendee may commit to attend earlier so that CEA administration can register them for ‘early bird’ cost savings.

Travel Arrangements:

Conference registration and fees – arranged and paid for directly by CEA.

Air travel – Each attendee will receive a stipend for air transportation. The amount will be determined based on conference location and current market economy class main cabin airfare rates by the Board of Directors NLT two months prior to commencement of NBAA. CEA will not pay for any air transportation not pursuant to this paragraph. Air travel stipends for attendees shall be paid within 10 working days of the conference’s conclusion.

Hotel – Overnight lodging will be arranged and paid for directly by CEA administration. Attendees will be responsible for their own incidental expenses. CEA will not pay for any hotel costs not pursuant to this paragraph.

Meals/Per Diem – Attendees will be reimbursed according to the federal government’s M&IE per diem rates for the location of the conference. These rates can be found at: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Rental vehicles – Only vehicles necessary or required for logistical support of the conference will be authorized. Individual attendees will not be authorized a rental vehicle solely for transportation to and from the hotel and conference venue. All expenses associated with authorized rental vehicles, e.g. rental fees, parking, fuel, etc. shall be approved in advance and paid for directly by CEA.

Other travel expenses – Taxis, ride-shares, checked baggage, snacks, and other incidental expenses shall be covered by the M&IE per diem allotment.

Reimbursement – *No direct reimbursement of any expenses shall be authorized.* Any charges deemed authorized by the Executive Director shall be centrally billed through CEA. M&IE per diem for attendees shall be paid within 10 working days of the conference’s conclusion. General provisions:

- There will be no funds advanced prior to the conference.
- Points, air miles, club memberships, etc. and other individual benefits will not be considered by CEA in travel arrangements. Individuals must administer their own accounts.
- Alcohol/tobacco products and entertainment expenses will not be paid for or reimbursed by CEA
- Municipal leaders in addition to the 2 authorized attendees are welcome to attend the NBAA conference at the municipality’s expense.

Participation:

- All attendees are expected to attend the NBAA conference during regular business hours. Activities should focus on promoting the overall mission of CEA.
- CEA staff attendees will coordinate shifts at the trade show booth throughout the conference.
- Staff must check in to the trade show booth at the beginning & end of the trade show day.
- All attendees are expected to attend CEA-sponsored events.

Exceptions to this policy will be considered on a case-by-case basis by the Board of Directors.

Section 3. Repeal

All resolutions or parts thereof in conflict herewith be, and the same are hereby repealed, and this Resolution shall be in full force and effect upon its adoption.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF CHICAGO EXECUTIVE AIRPORT, that the NBAA Annual Conference Attendance and Participation policy above is hereby approved.

Director _____ moved, seconded by Director _____ that Resolution No. 23-022 be adopted.

Director Berman _____ Director Kiefer _____

Director Hellyer _____ Director Lang _____

Director Kearns _____ Director Saewert _____

ADOPTED this 21st day of June 2023, by the Board of Directors of the Chicago Executive Airport.

D. Court Harris, Chairman

ATTEST:

Bill Hellyer, Secretary