

CHICAGO EXECUTIVE AIRPORT LEGISLATIVE COVER MEMORANDUM

AGENDA ITEM NO(S): 23-023

DATE OF BOARD MEETING: July 19, 2023

TITLE OF ITEM SUBMITTED: Resolution 23-023 – 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. 23-023

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 \$460,180.39 on the attached Check Register dated July 14, 2023, are hereby approved.

Director _____ moved, seconded by Director _____ that Resolution No. 23-023 be adopted.

Director Berman _____

Director Kiefer _____

Director Hellyer _____

Director Lang _____

Director Kearns _____

Director Saewert _____

ADOPTED this 19th day of July 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. 2023-024

DATE OF BOARD MEETING: July 19, 2023

TITLE OF ITEM SUBMITTED:

**RESOLUTION APPROVING PROFESSIONAL SERVICES AGREEMENT with ABS
AVIATION CONSULTANCY, INC. d/b/a AIRPORT BUSINESS SOLUTIONS**

SUBMITTED BY: Jeffrey J. Miller, Executive Director

BASIC DESCRIPTION OF ITEM:

This resolution is to approve a Professional Services Agreement with Airport Business Solutions to provide certain consultancy services to CEA. Airport Business Solutions provides consultancy services to public airports across the country. CEA will be looking to have Airport Business Solutions provide reports and analysis on lease rates and the fair market rental rates for the various properties owned by the Airport and fees for miscellaneous aeronautical non-aeronautical land, office space, tiedowns, T-hangars and other hangars on the Airport. They are also able to perform analyses as to other fees which the Airport charges including custom fees, fuel flowage fees and commercial operating permit fees. The scope of the project may also include a review, assessment and commentary on proposals submitted to the Airport for future land development at CEA. The Term of the Agreement is for one (1) year. Airport Business Solutions will be providing their services at an hourly rate as set forth in Exhibit A to the Agreement. The services to be provided under the Airport will be capped at \$40,000 for the one-year duration of the Contract.

BUDGET: Budgeted funds are available for the services.

BIDDING: N/A

EXHIBIT(S) ATTACHED: Proposed Professional Services Agreement.

RECOMMENDATION: To approve.

RESOLUTION NO. 23-024

**RESOLUTION APPROVING PROFESSIONAL SERVICES AGREEMENT WITH
ABS AVIATION d/b/a AIRPORT BUSINESS SOLUTIONS**

WHEREAS, the Board of Directors of the Chicago Executive Airport, believes that approving the Professional Services Agreement with ABS Aviation Consultancy, Inc. d/b/a Airport Business Solutions is reasonable and in the best interest of Chicago Executive Airport; and

WHEREAS, the Board of Directors of Chicago Executive Airport finds that the maximum spend under the Agreement, which is limited to \$40,000, is fair and equitable; and

WHEREAS, Chicago Executive Airport has sufficient funds in its budget to pay for the costs of the Agreement.

NOW, THEREFORE, be it and it is hereby resolved by the Board of Directors of Chicago Executive Airport, as follows:

1. The Professional Services Agreement with ABS Aviation Consultancy, Inc. d/b/a Airport Business Solutions is hereby approved in its entirety.

Director _____ moved, seconded by Director _____ that Resolution No. 23-024 be adopted.

Director Berman _____ Director Keifer _____

Director Hellyer _____ Director Lang _____

Director Kearns _____ Director Saewert _____

ADOPTED this 19th day of July 2023, by the Board of Directors of Chicago Executive Airport.

D. Court Harris, Chairman

ATTEST:

Bill Hellyer, Secretary

**CHICAGO EXECUTIVE AIRPORT
LEGISLATIVE COVER MEMORANDUM**

AGENDA ITEM NO. 23-025

DATE OF BOARD MEETING: July 19, 2023

TITLE OF ITEM SUBMITTED:

**A RESOLUTION APPROVING THE PROGRAM LETTER FOR THE PROJECT
CONSTRUCT NORTHEAST QUADRANT APRON AND TAXIWAY ACCESS FOR NEW
AIRCRAFT TIEDOWN AREA WITH THE ILLINOIS DEPARTMENT OF
TRANSPORTATION**

SUBMITTED BY: Jeffrey J. Miller, Executive Director

BASIC DESCRIPTION OF ITEM¹:

This Board of Directors resolution approves the Illinois Department of Transportation program letter for the project Construct Northeast Quadrant Apron and Taxiway Access for New Aircraft Tiedown Area. The total project cost is estimated at \$2,600,000 of which the FAA will fund \$2,340,000, the State of Illinois will fund \$130,000 and the Airport will fund \$130,000.

BUDGET²: Sufficient funds are included in the FY 2024 Airport budget.

BIDDING³: Not applicable.

EXHIBIT(S) ATTACHED: Illinois Department of Transportation Program Letter.

RECOMMENDATION: To approve

SUBMITTED FOR BOARD CONSIDERATION: Jeffrey J. Miller, 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. 23-025

**A RESOLUTION APPROVING THE PROGRAM LETTER FOR THE PROJECT
CONSTRUCT NORTHEAST QUADRANT APRON AND TAXIWAYS ACCESS FOR NEW
AIRCRAFT TIEDOWN AREA WITH THE ILLINOIS DEPARTMENT OF
TRANSPORTATION**

WHEREAS the Illinois Department of Transportation Airport Improvement Program (AIP) provides funding for projects at airports throughout the state; and,

WHEREAS Chicago Executive Airport submitted the project request during Transportation Improvement Program (TIP) meetings; and,

WHEREAS the Illinois Department of Transportation informed the Airport via program letter that funding was approved for the project: Construct Northeast Quadrant Apron and Taxiway Access for New Aircraft Tiedown Area; and,

WHEREAS the total project cost of \$2,600,000 will be funded as follows:

FAA	\$2,340,000
State Match	\$130,000
Local Match	\$130,000; and,

WHEREAS the Executive Director is authorized to execute future documents relating to the project Construct Northeast Quadrant Apron and Taxiway Access for New Aircraft Tiedown Area provided costs remain within 25% of the total project cost.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF CHICAGO EXECUTIVE AIRPORT, we approve the program letter for project: Construct Northeast Quadrant Apron and Taxiway Access for New Aircraft Tiedown Area and authorize the Executive Director to execute all future documents relating to the project provided costs remain within 25% of the total estimated project costs (\$2,600,000).

Director _____ moved, seconded by Director _____
that Resolution No. 23-025 be adopted.

Director Berman _____ Director Kiefer _____

Director Hellyer _____ Director Lang _____

Director Kearns _____ Director Saewert _____

ADOPTED this 19th day of July, 2023 by the Chairman and Board of Directors of the Chicago Executive Airport.

D. Court Harris
Chairman

ATTEST:

Bill Hellyer
Secretary