

CHICAGO EXECUTIVE AIRPORT LEGISLATIVE COVER MEMORANDUM

AGENDA ITEM NO(S): 23-006

DATE OF BOARD MEETING: March 15, 2023

TITLE OF ITEM SUBMITTED: Resolution 23-006 – 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. 23-006

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 \$270,139.05 on the attached Check Register dated March 10, 2023, are hereby approved.

Director _____ moved, seconded by Director _____ that Resolution No. 23-006 be adopted.

Director Berman _____

Director Kiefer _____

Director Hellyer _____

Director Lang _____

Director Kearns _____

Director Saewert _____

ADOPTED this 15th day of March 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. 23-007

DATE OF BOARD MEETING: March 15, 2023

**TITLE OF ITEM SUBMITTED: A RESOLUTION RATIFYING THE PURCHASE OF
CRYOTECH E36 LIQUID RUNWAY DEICER**

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

BASIC DESCRIPTION OF ITEM¹:

Multiple freezing rain events in late February required more E36 than normal. Cryotech E36 is our preferred chemical treatment. We keep 5-6 applications' volume on hand. Last-minute purchases just before a Winter weather event risk delivery delays, especially because suppliers prioritize larger orders to larger airports like ORD. Cryotech E36 does not degrade over the Summer. Pricing does not vary according to the time of year. The components, Potassium Hydroxide and Acetic Acid, have experienced price increases due to strong demand, the Ukraine war and long-term plant disruptions affecting supply. Therefore, we are increasing our stock to take advantage of current prices.

Smaller quantities purchased incrementally would be less than the \$25K approval limit. Separate purchases adding up to this volume would cost \$300 more. The Board of Directors has authorized staff to purchase operational supplies exceeding \$25K if there is a time constraint and cost savings with the Board's subsequent ratification. The decision was made to purchase the maximum load of Cryotech E36 in an amount over the spending threshold of \$25,000.

BUDGET²: This specific project and sufficient funding are included in the airport budget.

BIDDING³: IDOT will approve the contract amount.

EXHIBIT(S) ATTACHED: Proposed Contract.

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. 23-007

A RESOLUTION RATIFYING THE PURCHASE OF CRYOTECH E36 LIQUID RUNWAY DEICER

WHEREAS, Chicago Executive Airport experienced multiple freezing rain events in late February 2023 requiring more E36 Liquid Runway Deicer than normal; and,
WHEREAS, Chicago Executive Airport maintains 5-6 applications’ volume of E36 in inventory; and,
WHEREAS, Last-minute purchases before a Winter weather event risk delivery delays and operational safety risks; and,
WHEREAS, Cryotech E36 does not degrade over the Summer; and,
WHEREAS, Pricing does not vary according to the time of year; and,
WHEREAS, The components, Potassium Hydroxide and Acetic Acid, have experienced recent price increases due to strong demand, the Ukraine war and long-term plant disruptions affecting supply; and,
WHEREAS, CEA seeks to increase E36 inventory to take advantage of current prices; and,
WHEREAS, Smaller quantities bought incrementally would be less than the \$25K approval limit; and,
WHEREAS, Separate purchases would eventually cost \$300 more; and,
WHEREAS, The Board of Directors has authorized the purchase of operational supplies exceeding \$25K if there is a time constraint and cost savings with the Board’s subsequent ratification; and,
WHEREAS, The decision was made to purchase 4,388 containers of Cryotech E36 Liquid Runway Deicer totaling \$30,408.84.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF CHICAGO EXECUTIVE AIRPORT, that the purchase of Cryotech E36 Liquid Runway Deicer totaling \$30,408.84 is ratified, and the Executive Director is authorized to make subsequent payments.

Director _____ moved, seconded by Director _____ that Resolution No. 23-007 be adopted.

Director Berman _____ Director Kiefer _____
Director Hellyer _____ Director Lang _____
Director Kearns _____ Director Saewert _____

ADOPTED this 15th day of March, 2023 by the Chairman and 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. 23-008

DATE OF BOARD MEETING: March 15, 2023

TITLE OF ITEM SUBMITTED:

A RESOLUTION APPROVING A CONTRACT FOR THE PREPARATION OF CHICAGO EXECUTIVE AIRPORT'S EXHIBIT "A" PROPERTY MAP TO THE APPROVED 2021 AIRPORT LAYOUT PLAN

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

BASIC DESCRIPTION OF ITEM¹: This Contract is to prepare the airport's 'Exhibit "A" Property Map' as an attached exhibit to the existing approved Airport Layout Plan ("ALP").

CEA sought requests for qualifications and received one response. The Resolution allows the Executive Director to contract with Crawford, Murphy, & Tilly for an amount not to exceed \$166,667 without further Board approval, to be determined per FAA and IDOT guidance. IDOT-IDA will review the contract and compensation. This expense will be funded 90% by FAA, 5% by the State of Illinois and 5% by the Airport. The airport's \$8,333.00 share has been budgeted.

BUDGET²: This specific project and sufficient funding are included in the airport budget.

BIDDING³: IDOT will approve the contract amount.

EXHIBIT(S) ATTACHED: Proposed Contract.

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. 23-008

A RESOLUTION APPROVING A CONTRACT FOR THE PREPARATION OF CHICAGO EXECUTIVE AIRPORT’S EXHIBIT “A” PROPERTY MAP TO THE APPROVED 2021 AIRPORT LAYOUT PLAN

WHEREAS, Chicago Executive Airport’s Master Plan and Airport Layout Plan have been approved by the Federal Aviation Administration, The State of Illinois Department of Transportation’s Division of Aviation, The City of Prospect Heights, and The Village of Wheeling; and,

WHEREAS, a component of the Airport Layout Plan is the Exhibit “A” Property Map’ as specified by the FAA in ‘SOP 3.0: ARP Standard Operating Procedure 3.00: Standard Operating Procedure (SOP) for FAA Review of Exhibit ‘A’ Airport Property Inventory Maps; and,

WHEREAS, the Airport completed a competitive process via Request for Qualifications as required by IDOT-IDA and as required in FAA Advisory 150/5100-14E Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects; and,

WHEREAS, the Airport received one proposal; and,

WHEREAS, attached is a proposed form of Contract to prepare Exhibit A Property Map to Chicago Executive Airport’s Airport Layout Plan in an amount to be determined per FAA and IDOT guidance; and,

WHEREAS, this project expense will be funded 90% Federally, 5% State of Illinois and 5% by the Airport; and,

WHEREAS, the cost of the project will not exceed \$166,667 which is the approved amount in the budget without supplemental Board Approval.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF CHICAGO EXECUTIVE AIRPORT, that the Executive Director is authorized to execute the contract with Crawford, Murphy, & Tilly for an amount not to exceed \$166,667 on an agreed scope of work in a form substantially similar to the Contract attached hereto, subject to review and approval by counsel in an amount to be determined per FAA and IDOT guidance, and authorize the Executive Director or Director of Finance to make subsequent payments.

Director _____ moved, seconded by Director _____ that Resolution No. 23-008 be adopted.

Director Berman	_____	Director Kiefer	_____
Director Hellyer	_____	Director Lang	_____
Director Kearns	_____	Director Saewert	_____

ADOPTED this 15th day of March, 2023 by the Chairman and 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(S): 23-009

DATE OF BOARD MEETING: March 15, 2023

TITLE OF ITEM SUBMITTED:

**A RESOLUTION ACCEPTING THE ANNUAL COMPREHENSIVE
FINANCIAL REPORT FOR THE FISCAL YEAR ENDING APRIL 30, 2022 AND 2021**

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

BASIC DESCRIPTION OF ITEM¹: Illinois Compiled Statutes require Chicago Executive Airport to be subject to an annual financial audit. The enclosed Annual Comprehensive Financial Report for the Fiscal Year Ended April 30, 2022 and 2021 meets that purpose.

BUDGET²: N/A

BIDDING³: N/A

EXHIBIT(S) ATTACHED: FY22/21 Audit Report

RECOMMENDATION: To accept

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

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³ 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 any particular city, state or federal program was considered

RESOLUTION NO. 23-009

A RESOLUTION ACCEPTING THE ANNUAL COMPREHENSIVE FINANCIAL REPORT FOR THE FISCAL YEAR ENDING APRIL 30, 2022 AND 2021

WHEREAS, the Chicago Executive Airport is required to have an annual audit performed of its financial statements by a certified accounting firm; and,

WHEREAS, the Board of Directors has received the annual audit (Annual Comprehensive Financial Report) for the Fiscal Year Ended April 30, 2022 and 2021; and

WHEREAS, the Board was informed by the Airport’s auditors, Sikich LLP, that “In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Chicago Executive Airport as of April 30, 2022 and 2021, and the respective changes in financial position and cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.”

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF CHICAGO EXECUTIVE AIRPORT, that the Annual Comprehensive Financial Report for FY22 and FY21 be accepted.

Director _____ moved, seconded by Director _____ that Resolution No. 23-009 be adopted.

Director Berman _____

Director Kiefer _____

Director Hellyer _____

Director Lang _____

Director Kearns _____

Director Saewert _____

ADOPTED this 15th day of March 2023, by the Board of Directors of the Chicago Executive Airport.

D. Court Harris
Chairman

ATTEST:

Bill Hellyer
Secretary