

CHICAGO EXECUTIVE AIRPORT LEGISLATIVE COVER MEMORANDUM

AGENDA ITEM NO(S): 23-028

DATE OF BOARD MEETING: September 20,2023

TITLE OF ITEM SUBMITTED: Resolution 23-028 – 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. 23-028

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 \$366,308.31 on the attached Check Register dated September 15,2023, are hereby approved.

Director _____ moved, seconded by Director _____ that Resolution No. 23-028 be adopted.

Director Berman _____

Director Kiefer _____

Director Hellyer _____

Director Lang _____

Director Kearns _____

Director Saewert _____

ADOPTED this 16th day of August 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. 23-029

DATE OF BOARD MEETING: September 20, 2023

TITLE OF ITEM SUBMITTED:

**A RESOLUTION TO APPROVE A PUBLIC RELATIONS PROFESSIONAL SERVICES
AGREEMENT WITH SERAFIN & ASSOCIATES, INC.**

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

BASIC DESCRIPTION OF ITEM¹: The attached is a Professional Services Agreement with Serafin & Associates, Inc. to manage Public Relations for Chicago Executive Airport from July 1, 2023, to June 30, 2024. Jim Webb, the Director of Operations, and Tori Allen will be our main contacts within the company and are who we will be dealing with directly. The Airport has been satisfied with Serafin's services for the past year. Serafin's services will include but are not limited to media relations (print, radio, television), strategic planning/consulting, website and social media assistance, crisis management (aircraft or other airport incident/accident), and Residential Sound Insulation Project communications with the media and communities in cooperation with the Airport. More details are listed in the actual scope of work attached.

BIDDING²: N/A

EXHIBIT(S) ATTACHED: Professional Services Agreement with Serafin & Associates, Inc., and Scope of Work Attachment A

RECOMMENDATION: To approve

SUBMITTED FOR BOARD APPROVAL: 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, 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. 23-029

A RESOLUTION TO APPROVE A PUBLIC RELATIONS PROFESSIONAL SERVICES AGREEMENT WITH SERAFIN & ASSOCIATES, INC.

WHEREAS, the Airport is in need of a Public Relations firm to correspond with the public and media about CEA activities and to provide public relations strategic planning; and,

WHEREAS, Serafin & Associates, is an experienced public relations company; and,

WHEREAS, the Chicago Executive Airport Board of Directors has reviewed the attached Professional Services Agreement and Scope of Services and has determined that it meets the objectives of the Airport; and,

WHEREAS, sufficient funds are available in the approved Airport Budget for the Fiscal Year Ending April 30, 2024.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF CHICAGO EXECUTIVE AIRPORT, that the attached professional services agreement with the firm of Serafin & Associates, Inc. for FYE April 30, 2024, for a base contract amount of \$5,000/month or \$60,000/year in substantially the form attached, is hereby approved, and authorize the Chairman to execute said professional services agreement.

Director _____ moved, seconded by Director _____ that Resolution No. 23-029 be adopted.

Director Berman _____ Director Kiefer _____

Director Hellyer _____ Director Lang _____

Director Kearns _____ Director Saewert _____

ADOPTED this 20th day of September 2023, by the Board of Directors of Chicago Executive Airport.

D. Court Harris
Chairman

ATTEST:

Bill Hellyer
Secretary