

# CHICAGO EXECUTIVE AIRPORT LEGISLATIVE COVER MEMORANDUM

AGENDA ITEM NO(S): 23-030

**DATE OF BOARD MEETING:** October 11,2023

**TITLE OF ITEM SUBMITTED:** Resolution 23-030– A Resolution Authorizing the Payment of Claims

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

**BASIC DESCRIPTION OF ITEM<sup>1</sup>:** Check Register (The expenditures contained within are provided for in the current Airport Budget)

**BUDGET<sup>2</sup>:** N/A

**BIDDING<sup>3</sup>:**

**EXHIBIT(S) ATTACHED:** Check Register

**RECOMMENDATION:** To approve

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

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<sup>1</sup> *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.*

<sup>2</sup> *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).*

<sup>3</sup> *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. 23-030**

**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 \$97,503.90 on the attached Check Register dated October 6,2023, are hereby approved.

Director \_\_\_\_\_ moved, seconded by Director \_\_\_\_\_ that Resolution No. 23-030 be adopted.

Director Berman \_\_\_\_\_

Director Kiefer \_\_\_\_\_

Director Hellyer \_\_\_\_\_

Director Lang \_\_\_\_\_

Director Kearns \_\_\_\_\_

Director Saewert \_\_\_\_\_

**ADOPTED** this 11th day of October 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. 23-031**

**DATE OF BOARD MEETING:** October 11, 2023

**TITLE OF ITEM SUBMITTED:**

**A RESOLUTION APPROVING THE PURCHASE OF A NEW AIRPORT VEHICLE #9**

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

**BASIC DESCRIPTION OF ITEM<sup>1</sup>:** This purchase is to replace a 2014 Ford F350 Pick Up. The current vehicle has reached its useful life and is being replaced by a 2024 Ford Super Duty F-250 SRW XL 4WD Regular Cab 8' Box Pick Up, which will be used for snow removal operations as well as a crew cab so we can increase efficiency during transportation by reducing the number of vehicles on the airfield depending on the specific task. The new vehicles will be purchased through the Sourcewell Procurement program which has partnered with the Northwest Municipal Conference and their Suburban Purchasing Cooperative. The use of this program replaces the need to go through the formal bidding process. Total purchase price with delivery, accessories, radios, and decaling is \$74,600.32.

**BUDGET<sup>2</sup>:** The funds for the purchase of this vehicle have been budgeted in the FY 2024 budget using the Vehicle and Equipment Reserve Fund. Funds for the purchase of this vehicle will be included in the FY 2025 budget utilizing the Vehicle and Equipment Reserve Fund if delivery is not taken in FY 2024.

**BIDDING<sup>3</sup>:** Sourcewell Procurement program

**EXHIBIT(S) ATTACHED:** Purchase Order and Quote for final purchase price.

**RECOMMENDATION:** To approve

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

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<sup>1</sup> 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.

<sup>2</sup> 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).

<sup>3</sup> 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. 23-031**

**A RESOLUTION APPROVING THE PURCHASE OF A NEW AIRPORT VEHICLE #9**

**WHEREAS**, a new vehicle is needed to replace a 2014 Ford F350 Pick Up currently being used as an Airfield Maintenance and Snowplow Vehicle; and,

**WHEREAS**, bids were solicited through the Sourcewell Procurement program; and,

**WHEREAS**, National Auto Fleet is an authorized vendor of the Sourcewell Procurement program and will build in accordance the 2024 Ford Super Duty F-250 SRW XL 4WD Regular Cab 8' Box Pick Up for the price of \$71,024.32, and a final purchase price including accessories of \$74,600.32; and,

**WHEREAS**, sufficient funds have been budgeted in the FY 2024 budget for the purchase of this replacement vehicle; and,

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF CHICAGO EXECUTIVE AIRPORT**, that the Executive Director is authorized to purchase said 2024 Ford Super Duty F-250 SRW XL 4WD Regular Cab 8' Box Pick Up and make subsequent payment upon delivery of the vehicle.

Director \_\_\_\_\_ moved, seconded by Director \_\_\_\_\_ that Resolution No. 23-031 be adopted.

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

**ADOPTED** this 11th day of October 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. 23-032**

**DATE OF BOARD MEETING:** October 11, 2023

**TITLE OF ITEM SUBMITTED:**

**A RESOLUTION APPROVING A NET GROUND LEASE AGREEMENT  
BETWEEN CHICAGO EXECUTIVE AIRPORT AND PWK HANGARS LLC**

**SUBMITTED BY:** Jeffrey J. Miller, Executive Director

**BASIC DESCRIPTION OF ITEM:** A new Net Ground Lease with PWK Hangars LLC for approximately 25 acres on the southeast side of the Airport for the development of approximately 15 hangars for private aircraft. The full development will be in two phases.

**BUDGET:** Upon completion of both phases, PWK Hangars LLC will be paying CEA rent totaling \$1,148,693.70 plus generating other fees.

**BIDDING:** Not applicable.

**EXHIBIT(S) ATTACHED:** Net Ground Lease Agreement with PWK Hangars LLC.

**RECOMMENDATION:** To approve the Net Ground Lease Agreement substantially in the form attached hereto.

**SUBMITTED FOR BOARD CONSIDERATION:** Jeffrey J. Miller, Executive Director

**RESOLUTION NO. 23-032**

**A RESOLUTION APPROVING A NET GROUND LEASE AGREEMENT  
BETWEEN CHICAGO EXECUTIVE AIRPORT AND PWK HANGARS LLC**

**WHEREAS** Chicago Executive Airport (“CEA”) and PWK Hangars LLC (“PWK Hangars”) desire to enter into a Net Ground Lease Agreement for approximately 25 acres on the southeast side of the Airport for the development of approximately 15 individual hangars for private aircraft.

**WHEREAS**, CEA Board of Directors have reviewed the Net Ground Lease Agreement and considers its execution to be in the best interest of the Airport.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF CHICAGO EXECUTIVE AIRPORT**, that the Net Ground Lease Agreement with PWK Hangars LLC is hereby approved substantially in the form as attached hereto and the Chairman is authorized to execute the same on behalf of CEA.

Director \_\_\_\_\_ moved, seconded by Director \_\_\_\_\_  
that Resolution No. 23-032 be adopted.

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

**ADOPTED** this 11th day of October, 2023 by the Chairman and Board of Directors of the Chicago Executive Airport.

\_\_\_\_\_  
D. Court Harris  
Chairman

**ATTEST:**

\_\_\_\_\_  
Bill Hellyer  
Secretary