

CHICAGO EXECUTIVE AIRPORT LEGISLATIVE COVER MEMORANDUM

AGENDA ITEM NO(S): 23-033

DATE OF BOARD MEETING: November 15, 2023

TITLE OF ITEM SUBMITTED: Resolution 23-033– 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. 23-033

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 \$580,828.12 on the attached Check Register dated November 10, 2023, are hereby approved.

Director _____ moved, seconded by Director _____ that Resolution No. 23-033 be adopted.

Director Berman _____

Director Kiefer _____

Director Hellyer _____

Director Lang _____

Director Kearns _____

Director Saewert _____

ADOPTED this 15th day of November 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. 23-034

DATE OF BOARD MEETING: November 15, 2023

TITLE OF ITEM SUBMITTED: Resolution 23-034 – A Resolution Approving Annual Airport Insurance Policies

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

BASIC DESCRIPTION OF ITEM: The summary below of described coverage and premiums has been provided by Gallagher Risk Management Services LLC, our broker of record, for renewal of Airport insurance. Staff has reviewed the renewal proposal and has found it to be reasonable and in the best interests of the Airport. Staff has further determined that the renewal coverage premiums are within the approved FY24 budget amount for insurance. The breakout is as follows:

<u>Coverage</u>	<u>Premium</u>
Commercial Property Insurance	\$ 90,280.00
Commercial Automobile Insurance	34,123.00
Public Officials Liability	22,219.00
Commercial Crime Coverage	2,159.00
Airport Liability Insurance	36,075.00
Workers Compensation	30,506.00
Environmental Liability (3 year term)	48,549.00
Annual Premium	<u>\$263,911.00</u>
Broker Service Fee	15,000.00
Less Commission for Public Officials policy	-1,777.52
Less Commission for Workers' Compensation policy	-3,056.00
Total	<u>\$274,077.48</u>

BUDGET¹: Sufficient funds are available in the current budget

BIDDING²: N/A

EXHIBIT(S) ATTACHED: Gallagher Risk Management Services LLC Insurance Renewal Proposal for coverage beginning December 1, 2023

RECOMMENDATION: To approve

SUBMITTED FOR BOARD APPROVAL: Jeffrey Miller, Executive Director

¹ 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).

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. 23-034

A RESOLUTION APPROVING RENEWAL OF AIRPORT INSURANCE POLICIES

WHEREAS, the Chicago Executive Airport Business Automobile Insurance, Airport Liability Insurance, Excess liability Insurance, Property Insurance, Employee Dishonesty Insurance, Worker’s Compensation Insurance, Public Officials Liability and Environmental Insurance expires on November 30, 2023; and,

WHEREAS, the attached summary of described coverage and premiums provided by Gallagher Risk Management Services LLC for renewal of Airport Insurance Policies have been reviewed by Staff and have been found to be reasonable and in the best interests of the Airport; and,

WHEREAS, the Chicago Executive Airport staff has further determined that the renewal coverage premiums are within the approved FY24 budget amount for insurance,

NOW, THEREFORE, BE IT RESOLVED BY THE CHAIRMAN AND BOARD OF DIRECTORS OF CHICAGO EXECUTIVE AIRPORT, that for the twelve months beginning December 1, 2023, the described summary of coverage and premiums with a total expense of \$274,077.48, including broker fee, is hereby approved.

Director _____ moved, seconded by Director _____ that Resolution No. 23-034 be adopted.

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

ADOPTED this 15 day of November 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: 23-035

DATE OF BOARD MEETING: November 15, 2023

TITLE OF ITEM SUBMITTED:

**A RESOLUTION APPROVING A CONTRACT WITH DURABILT FENCE TO INSTALL
JERSEY BARRIERS WITH CHAIN LINK FENCE TOP SECTION**

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

BASIC DESCRIPTION OF ITEM¹:

A component of our ongoing Airport Security Improvement Program is to replace the existing standard chain-link fence with concrete Jersey Barriers featuring a 42-inch chain-link fence anchored to the top. This system will be installed along Wolf Road to extend the existing Jersey Barrier fence for an additional 211 feet to protect the west side of the airfield.

The project was submitted to a list of qualified vendors. First Class Fence expressed interest initially but did not bid due to the technical requirements. The only bidder was Durabilt Fence of Wheeling in the amount of \$35,900. Staff requests \$3,000 additional authorization as a contingency for unforeseen existing conditions or currently unknown upgrades in the best interest of the project.

Total Price: \$38,900

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

BIDDING³: The only bidder - Durabilt's proposal attached.

EXHIBIT(S) ATTACHED: Durabilt's proposal attached.

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. 23-035

A RESOLUTION APPROVING A CONTRACT WITH DURABILT FENCE TO INSTALL JERSEY BARRIERS WITH CHAIN LINK FENCE TOP SECTION

WHEREAS, Chicago Executive Airport has an ongoing Airport Security Improvement Program; and,

WHEREAS, A component of that program planned for Fiscal Year 2024 is to replace the existing standard chain-link fence with concrete Jersey Barriers featuring a 42-inch chain-link fence anchored to the top along 211 feet of the Airport’s Wolf Road frontage; and,

WHEREAS, the project was submitted to a list of qualified vendors with the only bidder being Durabilt Fence of Wheeling in the amount of \$35,900; and,

WHEREAS, staff requests \$3,000 additional authorization as a contingency for unforeseen existing conditions or currently unknown upgrades in the best interests of the project; and,

WHEREAS, the contract amount of \$35,900 and project authorization amount of \$38,900 is 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 Durabilt Fence to install 211 linear feet of Jersey Barrier with a 42-inch chain-link fence anchored to the top generally along the Airport’s Wolf Road frontage for the amount \$35,900 with a contingency amount of \$3,000 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. 23-035 be adopted.

Director Berman _____ Director Kiefer _____

Director Hellyer _____ Director Lang _____

Director Kearns _____ Director Saewert _____

ADOPTED this 15th day of November 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: 23-036

DATE OF BOARD MEETING: November 15, 2023

TITLE OF ITEM SUBMITTED:

**A RESOLUTION APPROVING A CONTRACT WITH FIRST CLASS FENCE TO INSTALL A
FENCE, BOLLARDS, AND AN ELECTRONIC GATE OPERATOR**

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

BASIC DESCRIPTION OF ITEM¹:

A component of our ongoing Airport Security Improvement Program is replacing the existing standard chain-link fence with improved fencing, concrete barriers, and gate access controllers.

This project will replace 1,117 linear feet of 3-foot “pig fence” with more secure standard 6-foot chain-link fence along Hintz Road behind the First Korean United Methodist Church.

Additionally, we will install a working gate operator to make Gate # 42B inside the maintenance yard adjacent to Taxiway Kilo functional to prevent inadvertent vehicular entry into the aircraft movement area.

Lastly, we will install cylindrical bollards to protect the newly enhanced access control system modules at various locations on the airfield to protect our infrastructure investments from collision.

The project was submitted to a list of qualified vendors. Three bids were received and First Class Fence is the lowest-priced bidder in the amount of \$39,650. Staff requests \$3,000 additional authorization as a contingency for unforeseen existing conditions or currently unknown upgrades in the best interests of the project.

Total Price: \$42,650

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

BIDDING³: First Class Fence’s proposal attached.

EXHIBIT(S) ATTACHED: First Class Fence’s proposal attached.

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. 23-036

A RESOLUTION APPROVING A CONTRACT WITH FIRST CLASS FENCE TO INSTALL A FENCE, BOLLARDS, AND AN ELECTRONIC GATE OPERATOR

WHEREAS, Chicago Executive Airport has an ongoing Airport Security Improvement Program; and,

WHEREAS, A component of that program planned for Fiscal Year 2024 is to replace the existing standard chain-link fence with improved fencing, bollards, and gate access controllers; and,

WHEREAS, this project will replace 1,117 linear feet of existing fence with more secure 6-foot chain-link fence along Hintz Road, a new working gate operator at Gate # 42B, and cylindrical bollards to protect the newly enhanced access control system modules at various locations on the airfield; and,

WHEREAS, the project was submitted to a list of qualified vendors and, with three bids received, First Class Fence is the lowest-priced bidder in the amount of \$39,650; and,

WHEREAS, staff requests \$3,000 additional authorization as a contingency for unforeseen existing conditions or currently unknown upgrades in the best interests of the project; and,

WHEREAS, the contract amount of \$39,650 and project authorization amount of \$42,650 is 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 First Class Fence to install 1,117 linear feet of chain-link fence and a gate controller at Gate # 42B for the amount \$39,650 with a contingency amount of \$3,000 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. 23-036 be adopted.

Director Berman _____ Director Kiefer _____

Director Hellyer _____ Director Lang _____

Director Kearns _____ Director Saewert _____

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

D. Court Harris, Chairman

ATTEST:

Bill Hellyer, Secretary

To: Board of Directors
From: Krista Coltrin, Administrative Manager
Subject: 2024 Meeting Dates

Chicago Executive Airport is required to publish an approved Board of Directors meeting calendar annually. Attached is the DRAFT copy of the 2024 meeting schedule.

Please note the following:

- As proposed, all meetings fall on the regularly scheduled meeting day on the third Wednesday of the month.
- The dates have been reviewed and there are no known conflicts with major holidays, either federal or religious.
- Run the Runway and Rock the Runway events are on June 29, a full week after the BOD meeting.
- The City of Prospect Heights and the Village of Wheeling have approved the Joint Workshop Meeting date of September 18. The location will be in the Village of Wheeling, but the site has yet to be determined.
- NBAA-BACE 2024 is scheduled for October 22-24 and will not impact the regular meeting date in October.



2024 Board of Directors Regular Meeting Schedule

January 17

February 21

March 20

April 17

May 15

June 19

July 17

August 21

September 18*

October 16

November 20

December 18

**Meetings to be held at:
Chicago Executive Airport
1020 S. Plant Road
Wheeling, IL 60090
6:00 p.m.**

**Regular meeting scheduled at 4:00 p.m. and in conjunction with
Joint Municipal Workshop meeting at 7:00 p.m. – location TBD*