

CHICAGO EXECUTIVE AIRPORT LEGISLATIVE COVER MEMORANDUM

AGENDA ITEM NO(S): 24-005

DATE OF BOARD MEETING: March 20, 2024

TITLE OF ITEM SUBMITTED: Resolution 24-005– 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. 24-005

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 \$427,161.76 on the attached Check Register dated March 15, 2024, are hereby approved.

Director _____ moved, seconded by Director _____ that Resolution No. 24-005 be adopted.

Director Berman _____

Director Kiefer _____

Director Hellyer _____

Director Lang _____

Director Kearns _____

Director Saewert _____

ADOPTED this 20th day of March 2024, 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. 24-007

DATE OF BOARD MEETING: **March 20, 2024**

TITLE OF ITEM SUBMITTED:

**A RESOLUTION APPROVING AMENDMENT
TO THE CONTRACT FOR A PROFESSIONAL NOISE MITIGATION PROGRAM
CONSULTING SERVICES WITH C&S ENGINEERS, INC.**

SUBMITTED BY: Jeffrey J. Miller, Executive Director

BASIC DESCRIPTION OF ITEM: On or about May 17, 2019, Chicago Executive Airport entered into a Contract with C&S Engineers, Inc. to provide professional noise mitigation program consulting services relating to RSIP Program. The current contract with C&S Engineers, Inc. expires May 18, 2024. The RSIP Program is continuing and will extend beyond the terms of the current contract. The FAA has indicated that it is not necessary to go out for bids for the services provided under the existing Professional Services Agreement and that it is within Chicago Executive Airport's authority to extend the Contract beyond its current expiration date. Chicago Executive Airport has been very satisfied with the services provided by C&S Engineers, Inc. The purpose of this Resolution is to approve an Amendment to the Contract with C&S Engineers, Inc. extending the term of the Agreement for an additional two (2) years with Chicago Executive Airport having three (3) options to extend the contract for one (1) additional year. Under the terms of the Amendment, the Contract can't be extended beyond five (5) additional years.

BUDGET: Starting in Fiscal Year 2024, costs and expenses for the RSIP Program are 90% funded by the FAA, 5% by the State and 5% local. Each fiscal year, the Board approves within the budget, a line item for the amount of funds available to fund the RSIP Program. The funds paid by Chicago Executive Airport under the contract with C&S Engineers, Inc. will not exceed the approved budgeted amount.

BIDDING: Not applicable.

EXHIBIT(S) ATTACHED: Proposed Contract Amendment.

RECOMMENDATION: To approve the Amendment to the Contract with C&S Engineers, Inc.

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

RESOLUTION NO. 24-007
A RESOLUTION APPROVING AMENDMENT
TO THE CONTRACT FOR PROFESSIONAL NOISE MITIGATION PROGRAM
CONSULTING SERVICES

WHEREAS, Chicago Executive Airport (“CEA”) and C&S ENGINEERS, INC. entered into a Contract dated May 17, 2019, for the Provisions of Professional Noise Mitigation Program Consulting Services in connection with the RSIP Program (the “Contract”); and

WHEREAS, The Contract expires by its own terms on May 18, 2024; and

WHEREAS, CEA believes it is in the best interest of CEA to amend the Contract Agreement to provide for an extension for a period of two (2) years with CEA having three (3) optional one (1) year extensions after that; and

WHEREAS, CEA Board of Directors have reviewed the proposed Amendment to Contract for the Professional Noise Mitigation Program Consulting Services considers it to be in the best interest of the CEA.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF CHICAGO EXECUTIVE AIRPORT, that the Amendment to Contract for Professional Noise Mitigation Program Consulting Services is hereby approved in the form as attached hereto.

Director _____ moved, seconded by Director _____
that Resolution No. 24-007 be adopted.

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

ADOPTED this 20th day of March, 2024 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: 24-008

DATE OF BOARD MEETING: March 20, 2024

TITLE OF ITEM SUBMITTED:

A RESOLUTION APPROVING A THREE-YEAR CONTRACT FOR LAUTERBACH & AMEN, LLP AS FINANCIAL AUDITOR

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

BASIC DESCRIPTION OF ITEM: The Airport is required to have its financial statements audited every year. Lauterbach & Amen, LLP was the sole respondent to the Airport's Request For Proposal (RFP). Lauterbach & Amen, LLP's proposal meets all the requirements set forth in the RFP. Lauterbach & Amen, LLP performs audits at other airports and has knowledge of airport financial activities which is desirable for an efficient audit. The purpose of this resolution is to select Lauterbach & Amen, LLP as Airport auditor for the next three fiscal years, beginning with the 2024 fiscal year.

BUDGET²: Sufficient funds will be available in future budgets to pay for this service.

BIDDING³: One respondent to Request For Proposal (RFP)

EXHIBIT(S) ATTACHED: Lauterbach & Amen, LLP Service Proposal Audit Services

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. 24-008

**A RESOLUTION APPROVING A THREE-YEAR CONTRACT
FOR LAUTERBACH & AMEN, LLP AS FINANCIAL AUDITOR**

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

WHEREAS, Lauterbach & Amen, LLP was the sole respondent to the Airport's RFP; and,

WHEREAS, Lauterbach & Amen, LLP's proposal meets all the requirements set forth in the RFP; and,

WHEREAS, Lauterbach & Amen, LLP performs audits at other airports and has knowledge of airport financial activities which is desirous for an efficient audit; and,

WHEREAS, the audit fees are as follows: for fiscal years ending 2024, 2025, and 2026, respectively will be \$19,700, \$20,500, and \$21,300, \$17,341, (a 4% increase per year) for annual financial statements.

NOW THEREFORE, BE IT RESOLVED BY THE CHAIRMAN AND BOARD OF DIRECTORS OF THE CHICAGO EXECUTIVE AIRPORT, that the firm of Lauterbach & Amen, LLP is hereby approved to perform the annual audits of the Airport for the fiscal years 2024, 2025, and 2026 and authorizes the Executive Director or Director of Finance to execute the attached proposal for services and make subsequent payments.

Director _____ moved, seconded by Director _____ that Resolution No. 24-008 be adopted.

Director Berman _____ Director Kiefer _____

Director Hellyer _____ Director Lang _____

Director Kearns _____ Director Saewert _____

ADOPTED this 20th day of March 2024, by the Chairman and Board of Directors of Chicago Executive Airport.

ATTEST:

D. Court Harris
Chairman

Bill Hellyer
Secretary

**CHICAGO EXECUTIVE AIRPORT
LEGISLATIVE COVER MEMORANDUM**

AGENDA ITEM NO. 24-009

DATE OF BOARD MEETING: March 20, 2024

TITLE OF ITEM SUBMITTED: A RESOLUTION AMENDING RESOLUTION 22-032 AND APPROVING AN UPDATED SCOPE OF WORK WITH RS&H, INC. FOR AN ENVIRONMENTAL ASSESSMENT UNDER THE NATIONAL ENVIRONMENTAL POLICY ACT (NEPA) TO DECOMMISSION RUNWAY 6/24 AND RELOCATE TAXIWAY D

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

BASIC DESCRIPTION OF ITEM¹:

This Proposal amends the contract with RS&H to produce an Environmental Assessment for the decommissioning of Runway 6-24 and Relocation of Taxiway D approved by the Board of Directors on August 17, 2022 via Resolution Number 22-032.

That agreement was for a total not to exceed \$89,735 funded approximately 95% by FAA and IDOT. In the intervening months, regulations under the National Environmental Policy Act have changed concerning water resources. We have also contracted to develop a large tract of land on and near the existing tie-down area.

These changes have necessitated a review of the existing Scope of Work that has yielded an updated cost of \$116,955, an increase of over \$27,000.

To complete the decommissioning of Runway 6-24, relocation of Taxiway D, and the private hangar development, I recommend approval. We will coordinate with IDOT to maximize available funds per their guidelines.

BUDGET²: Sufficient funding is available in the Airport Budget for this expense.

BIDDING³: N/A

EXHIBIT(S) ATTACHED: Proposal and Contract for Professional Services with RS&H, Inc.

RECOMMENDATION: To approve

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

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.

CHICAGO EXECUTIVE AIRPORT RESOLUTION NO. 24-009

A RESOLUTION AMENDING RESOLUTION 22-032 AND APPROVING AN UPDATED SCOPE OF WORK WITH RS&H, INC. FOR AN ENVIRONMENTAL ASSESSMENT UNDER THE NATIONAL ENVIRONMENTAL POLICY ACT (NEPA) TO DECOMMISSION RUNWAY 6/24 AND RELOCATE TAXIWAY D

WHEREAS, Chicago Executive Airport requires an environmental assessment to decommission Runway 6/24 and relocate Taxiway D; and,

WHEREAS, In August 2022, the Board approved an agreement with the consulting firm of RS&H, Inc. to prepare the environmental assessment to decommission Runway 6/24 and relocate Taxiway D in Resolution 22-032; and

WHEREAS, regulatory conditions have changed since that resolution; and,

WHEREAS, the Airport has since contracted with a private entity to build aircraft hangars on and near the current tie-down area; and,

WHEREAS, these developments have necessarily expanded the Scope of Work, submitted by RS&H at of \$116,955; and,

WHEREAS, the Board of Directors recognizes these tasks are necessary for the completion of future planned projects.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF CHICAGO EXECUTIVE AIRPORT, that the Chairman is authorized to execute the updated scope of work with RS&H, Inc. in the form substantially attached hereto for an amount not to exceed \$116,955 and authorize the Executive Director and/or Director of Finance to make subsequent payments is hereby approved.

Director _____ moved, seconded by Director _____
that Resolution No. 24-009 be adopted.

Director Berman _____ Director Kiefer _____

Director Hellyer _____ Director Lang _____

Director Kearns _____ Director Saewert _____

ADOPTED this 20th day of March 2024, by the Chairman and Board of Directors of the Chicago Executive Airport.

D. Court Harris
Chairman

ATTEST:

Bill Hellyer
Secretary

[Type here]