

CHICAGO EXECUTIVE AIRPORT LEGISLATIVE COVER MEMORANDUM

AGENDA ITEM NO(S): 24-010

DATE OF BOARD MEETING: April 17, 2024

TITLE OF ITEM SUBMITTED: Resolution 24 -- 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. 24-010

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 \$740,503.58 on the attached Check Register dated April 12, 2024, are hereby approved.

Director _____ moved, seconded by Director _____ that Resolution No. 24-010 be adopted.

Director Berman _____

Director Kiefer _____

Director Hellyer _____

Director Lang _____

Director Kearns _____

Director Saewert _____

ADOPTED this 17th day of April 2024, by the Board of Directors of the Chicago Executive Airport.

D. Court Harris
Chairman

ATTEST:

Steve Berman
Secretary

CHICAGO EXECUTIVE AIRPORT
LEGISLATIVE COVER MEMORANDUM

AGENDA ITEM NO. 2024-011

DATE OF BOARD MEETING: April 17, 2024

TITLE OF ITEM SUBMITTED: RESOLUTION APPROVING PROFESSIONAL SERVICES AGREEMENT TO PROVIDE TIF RESEARCH AND CONSULTING SERVICES WITH GRUEN GRUEN + ASSOCIATES LLC.

SUBMITTED BY: Jeffrey J. Miller, Executive Director

BASIC DESCRIPTION OF ITEM¹:

This resolution is to approve a Professional Services Agreement with Gruen Gruen + Associates LLC to provide certain consultancy services to CEA. Gruen Gruen + Associates LLC provides consultancy services to public airports across the country. They have successfully completed three economic impact reports at Chicago Executive Airport (2019, 2021, and 2023). Services and products provided include:

- Evaluation of the real estate economics and financial feasibility of a potential Tax Increment Financing district on the south end of the airport.
- Preliminary Redevelopment Plan
- Preliminary Eligibility/Qualification Study/Report

These services and products will be provided the Airport will at or below \$37,750.

BUDGET²: Budgeted funds are available for the services.

BIDDING³: N/A

EXHIBIT(S) ATTACHED: Proposed Professional Services Agreement.

RECOMMENDATION: To approve.

RESOLUTION NO. 24-011

RESOLUTION APPROVING PROFESSIONAL SERVICES AGREEMENT TO PROVIDE TIF RESEARCH AND CONSULTING SERVICES WITH GRUEN GRUEN + ASSOCIATES LLC

WHEREAS, the Board of Directors of the Chicago Executive Airport, believes that approving the Professional Services Agreement with Gruen Gruen + Associates LLC is reasonable and in the best interest of Chicago Executive Airport; and,

WHEREAS, the Board of Directors of Chicago Executive Airport finds that the maximum spend under the Agreement, which is limited to \$37,750, is fair and equitable; and,

WHEREAS, Chicago Executive Airport has sufficient funds in its budget to pay for the costs of the Agreement.

NOW, THEREFORE, be it and it is hereby resolved by the Board of Directors of Chicago Executive Airport, as follows:

The Professional Services Agreement with Gruen Gruen + Associates LLC is hereby approved in its entirety.

Director _____ moved, seconded by Director _____ that Resolution No. 24-011 be adopted.

Director Berman	_____	Director Keifer	_____
Director Hellyer	_____	Director Lang	_____
Director Kearns	_____	Director Saewert	_____

ADOPTED this 17th day of April 2024, by the Board of Directors of Chicago Executive Airport.

D. Court Harris, Chairman

ATTEST:

Steve Berman, Secretary

**CHICAGO EXECUTIVE AIRPORT
LEGISLATIVE COVER MEMORANDUM**

AGENDA ITEM NO. 24-012

DATE OF BOARD MEETING: April 17, 2024

TITLE OF ITEM SUBMITTED: A RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH PACE SYSTEMS, INC.

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

BASIC DESCRIPTION OF ITEM¹: Staff reviewed proposals from three companies. The Pace Systems proposal provides for a better level of service as our current IT provider even though it is \$24 more expensive per month at \$1,144. The term of the contract is 36 months.

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

BIDDING³: N/A

EXHIBIT(S) ATTACHED: Proposal for Professional Services with Pace Systems, Inc.

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. 24-012

A RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH PACE SYSTEMS, INC.

WHEREAS, Chicago Executive Airport’s agreement with ProxIT, Inc. for professional services to manage our IT equipment and infrastructure will lapse on April 30, 2024; and,

WHEREAS, Chicago Executive Airport wishes issued a Request for Proposals that received three responses; and

WHEREAS, after analysis and consideration, Chicago Executive Airport wishes to enter into an agreement with Pace Systems, Inc. for professional services to manage our IT equipment and infrastructure;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF CHICAGO EXECUTIVE AIRPORT, that the attached proposal with ProxIT, Inc. is approved, and the Executive Director is authorized to sign the agreement subject to attorney’s review.

Director _____ moved, seconded by Director _____ that Resolution No. 24-012 be adopted.

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

ADOPTED this 17th day of April 2024, by the Chairman and Board of Directors of the Chicago Executive Airport.

D. Court Harris
Chairman

ATTEST:

Steve Berman
Secretary

CHICAGO EXECUTIVE AIRPORT LEGISLATIVE COVER MEMORANDUM

AGENDA ITEM NO. 24-013

DATE OF BOARD MEETING: April 17, 2024

TITLE OF ITEM SUBMITTED:

**A RESOLUTION APPROVING RATES, CHARGES, AND FEE SCHEDULES FOR CHICAGO
EXECUTIVE AIRPORT**

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

BASIC DESCRIPTION OF ITEM¹: Per the IGA section 4.G. item #20, the Airport Board of Directors sets rates and charges. The attached schedule sets those rates and charges and shall be applied at the beginning of the 2025 Fiscal Year budget.

BUDGET²: N/A

BIDDING³: N/A

EXHIBIT(S) ATTACHED: Chicago Executive Airport Rates and Fees Effective May 1, 2024

RECOMMENDATION: To approve

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

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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. 24-013

A RESOLUTION APPROVING RATES, CHARGES, AND FEE SCHEDULES FOR CHICAGO EXECUTIVE AIRPORT

WHEREAS, per the Intergovernmental Agreement (IGA) section 4.G. No. 20, the Airport Board of Directors has the authority to set airport Rates and Charges; and,

WHEREAS, Airport Business Solutions studied the Airport’s Rates and Charges and recommended multiple changes; and,

WHEREAS, the expenses of operating the Airport have increased since the last rate increase; and,

WHEREAS, the Airport Board of Directors deems it appropriate to increase certain Rates and Charges in order to help offset the increased expenses of operations and maintain the financial health of the Airport; and,

WHEREAS, the Airport Board of Directors has reviewed the attached Rates and Charges Schedule and deem it in the best interest of the Airport to approve the same.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF CHICAGO EXECUTIVE AIRPORT, that the attached Rates and Charges Schedule is hereby approved and is effective at the beginning of the FY2025 Budget year starting May 1, 2024.

Director _____ moved, seconded by Director _____ that Resolution No. 24-013 be adopted.

Director Berman _____

Director Kiefer _____

Director Hellyer _____

Director Lang _____

Director Kearns _____

Director Saewert _____

ADOPTED this 17th day of April 2024, by the Chairman and Board of Directors of Chicago Executive Airport.

D. Court Harris
Chairman

ATTEST:

Steve Berman
Secretary