

# CHICAGO EXECUTIVE AIRPORT LEGISLATIVE COVER MEMORANDUM

AGENDA ITEM NO(S): 24-014

**DATE OF BOARD MEETING:** May 15, 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 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. 24-014**

**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 \$159,469.07 on the attached Check Register dated May 10, 2024, are hereby approved.

Director \_\_\_\_\_ moved, seconded by Director \_\_\_\_\_ that Resolution No. 24-014 be adopted.

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

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

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

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

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

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

**ADOPTED** this 15th day of May 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. 24-015

**DATE OF BOARD MEETING:** May 15, 2024

**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 ITEM<sup>1</sup>:** The attached is a Professional Services Agreement with Serafin & Associates, Inc. to manage Public Relations for Chicago Executive Airport from July 1, 2024, to June 30, 2025. 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.

**BIDDING<sup>2</sup>:** 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

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<sup>2</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. 24-015**

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

**WHEREAS**, the Airport needs 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, 2025.

**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 per month or \$60,000 per 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. 24-015 be adopted.

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

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

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

**ADOPTED** this 15th day of May 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(S):** 24-016

**DATE OF BOARD MEETING:** May 15, 2024

**TITLE OF ITEM SUBMITTED:** A Resolution Approving an Award of a Contract to Preform Traffic Control Systems for 2024 Airfield Remarking

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

**BASIC DESCRIPTION OF ITEM<sup>1</sup>:** Because of normal wear and tear, and winter operations from the runway brooms during snow removal, the pavement markings on all the surface painted signs, hold-short markings, some taxiway markings, and markings on runway 16/34 have become faded and need to be remarked. The apparent low bidder was Preform Traffic Control Systems and the combined Base Bid, Additive Alternate #1, and Additive Alternate #2 for this project is quoted at \$65,222.00.

Preform Traffic Control Systems has been doing work with the Airport for many years and has provided a good product.

**BUDGET<sup>2</sup>:** Funds available in Capital Budget FY ending April 30, 2025

**BIDDING<sup>3</sup>:** Yes, local, 2 respondents to RFP, listed in the resolution.

**EXHIBIT(S) ATTACHED:** Preform bid documents, CMT bid recommendation and bid summary.

**RECOMMENDATION:** To approve

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

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<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



**CHICAGO EXECUTIVE AIRPORT  
LEGISLATIVE COVER MEMORANDUM**

**AGENDA ITEM NO. 24-017**

**DATE OF BOARD MEETING:** May 15, 2024

**TITLE OF ITEM SUBMITTED:**

**A RESOLUTION APPROVING AUTHORIZED SIGNERS FOR THE CHICAGO  
EXECUTIVE AIRPORT FINANCIAL INSTITUTIONS**

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

**BASIC DESCRIPTION OF ITEM<sup>1</sup>:**

With the recent changes in officers on the Board of Directors it is necessary to amend all our existing signatory agreements at the various financial institutions with Airport accounts. To facilitate this change, we have prepared a master resolution that authorizes the Airport officers, the Director of Economic Development, and the Executive Director as signatories to the accounts at the institutions listed on the resolution. We are gathering the required documents and forms from each bank and will provide these at the Board meeting after consideration of the resolution.

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

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

**EXHIBIT(S) ATTACHED:** None

**RECOMMENDATION:** To approve

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

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<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. 24-017

**A RESOLUTION APPROVING AUTHORIZED SIGNERS FOR THE CHICAGO EXECUTIVE AIRPORT FINANCIAL INSTITUTIONS**

**WHEREAS**, due to the recent election of new Chicago Executive Airport officers, it is necessary to amend the list of authorized signers on the various CEA financial accounts; and,

**WHEREAS**, the financial institutions will provide the Airport with the appropriate account signature forms to execute to accomplish these changes; and,

**WHEREAS**, the Airport desires to authorize the Chairman, Vice Chairman, Secretary, Treasurer, the Director of Economic Development, and Executive Director to be the approved signers on these accounts; and,

**WHEREAS**, the Airport has current relationships with the following financial institutions which will provide the Airport with appropriate account signature forms to execute to accomplish these changes:

Northbrook Bank and Trust                      Old National Bank  
Illinois Metropolitan Investment Fund

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF CHICAGO EXECUTIVE AIRPORT**, that the appropriate designation of authorized signers change request forms be executed to include Chairman Harris, Vice Chair Hellyer, Secretary Berman, Treasurer Kiefer, Director of Economic Development Sakas, and Executive Director Miller as authorized signers on the accounts with the institutions listed above and any prior signer that is not listed on this signature card be removed from the account.

Director \_\_\_\_\_ moved, seconded by Director \_\_\_\_\_ that Resolution No. 24-017 be adopted.

Director Berman        \_\_\_\_\_                      Director Kiefer        \_\_\_\_\_  
Director Hellyer        \_\_\_\_\_                      Director Lang        \_\_\_\_\_  
Director Kearns        \_\_\_\_\_                      Director Saewert        \_\_\_\_\_

**ADOPTED** this 15<sup>th</sup> day of May 2024 by the Chairman and 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: 24-018**

**DATE OF BOARD MEETING:** May 15, 2024

**TITLE OF ITEM SUBMITTED:**

**A RESOLUTION APPROVING PURCHASE OF RUNWAY IDENTIFIER END LIGHTS FROM  
ADB SAFEGATE**

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

**BASIC DESCRIPTION OF ITEM<sup>1</sup>:**

Currently Runway 12/30 Runway End Identifier Lights (REILs) are inoperable due to the lack of parts availability. They are estimated to be 20 years old.

CMT reports that a simple light replacement project is not competitive for FAA/IDOT funding. It only competes if replacing the entire system, meaning all underground cabling for a cost of \$70K per set or \$140K for both ends of one runway. This would also be a TIPs project with an associated timeframe. Our cabling is tested monthly and is still in good condition, but we need the lights immediately.

Our plan is to put the new sets on RWY 16/34 and replace RWY 12/30 REILs with the current RWY 16/34 lights that are newer and operable. Please note that these will also need replacement soon.

There are few companies that manufacture and sell REILs, but we obtained three quotes from ADB Safegate, Flight Light, and SPX. Although ADB Safegate is not the lowest bidder, their product quality is the highest, with the best product support ratings. Staff recommends accepting their proposal.

Total Price: \$30,570.24.

**BUDGET<sup>2</sup>:** Funds available in Capital Budget FY ending April 30, 2025.

**BIDDING<sup>3</sup>:** ADB Safegate, Flight Light, and SPX

**EXHIBIT(S) ATTACHED:** ADB Safegate'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. 24-018**

**A RESOLUTION APPROVING PURCHASE OF RUNWAY IDENTIFIER END LIGHTS FROM ADB SAFEGATE**

WHEREAS, Chicago Executive Airport has a commitment to exemplary runway safety; and,

WHEREAS, Runway 12/30 Runway End Identifier Lights (REILs) are inoperable due to the lack of parts and equipment age; and,

WHEREAS, three proposals were received from equipment suppliers to replace those lights; and,

WHEREAS, ADB Safegate was determined to have the highest product quality and the best product support despite not being the lowest bidder; and,

WHEREAS, the quoted amount of \$30,570.24 is budgeted in the approved FY 2025 annual budget ending April 30, 2025.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF CHICAGO EXECUTIVE AIRPORT, that the attached proposal from ADB Safegate in the amount of \$30,570.24 for two sets of replacement Runway End Identifier Lights (REILs) 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. 024-018 be adopted.

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

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

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

ADOPTED this 15<sup>th</sup> day of May 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. 24-019**

**DATE OF BOARD MEETING:** May 15, 2024

**TITLE OF ITEM SUBMITTED:**

**A RESOLUTION AUTHORIZING APPROVAL OF A PROFESSIONAL CLEANING  
SERVICES AGREEMENT WITH CRYSTAL MAINTENANCE PLUS CORPORATION**

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

**BASIC DESCRIPTION OF ITEM<sup>1</sup>:**

Staff recently published a request for proposals for janitorial cleaning services for our various facilities. Jani-King's contract expires on May 31, 2024. The RFP requested proposals for all facilities and provision of supplies that are currently purchased by staff.

We received eight proposals that varied in cleaning frequency and cost. Through analysis and clarification, the staff has determined that Crystal Maintenance Plus Corporation's proposal is the most cost-effective.

Our current Jani-King cost is \$2,373.10 per month. The Crystal Maintenance cost will be \$1,875 per month plus specified disposable supply costs.

The attached proposed service agreement was still under review with the vendor at time of packet distribution, but it is not expected to change substantially. Therefore, I recommend the Board of Directors authorize the Airport Executive Director to execute this agreement substantially as presented and after attorney review.

**BUDGET<sup>2</sup>:** Sufficient funds are included in the FY 2025 Airport budget.

**BIDDING<sup>3</sup>:** Not applicable.

**EXHIBIT(S) ATTACHED:** Draft Service Agreement with Crystal Maintenance Plus Corp.

**RECOMMENDATION:** Authorize the Airport Executive Director to execute this agreement substantially as presented and after attorney review.

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

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<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. 24-019**

**A RESOLUTION AUTHORIZING APPROVAL OF A PROFESSIONAL CLEANING SERVICES AGREEMENT WITH CRYSTAL MAINTENANCE PLUS CORPORATION**

**WHEREAS**, the current vendor for janitorial cleaning services' contract expires on May 31, 2024; and,

**WHEREAS**, Chicago Executive Airport issued and published a request for proposals for comprehensive professional janitorial cleaning and received eight response proposals; and,

**WHEREAS**, after analysis and clarification, airport staff have determined the best qualified and cost-effective vendor proposal is Crystal Maintenance Plus Corporation; and,

**WHEREAS**, the proposed monthly standard service charge of \$1,875 is a savings from the current cost and within the approved FY 2025 airport budget.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF CHICAGO EXECUTIVE AIRPORT**, we authorize the Executive Director to finalize and execute the service agreement substantially as attached herewith and after attorney review.

Director \_\_\_\_\_ moved, seconded by Director \_\_\_\_\_ that Resolution No. 24-019 be adopted.

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

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

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

**ADOPTED** this 15th day of May 2024 by the Chairman and Board of Directors of the Chicago Executive Airport.

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

**ATTEST:**

\_\_\_\_\_  
Steve Berman, Secretary