

CHICAGO EXECUTIVE AIRPORT LEGISLATIVE COVER MEMORANDUM

AGENDA ITEM NO(S): 24-020

DATE OF BOARD MEETING: June 19, 2024

TITLE OF ITEM SUBMITTED: Resolution 24-20 -- 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. 24-020

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 \$401,758.41 on the attached Check Register dated June 14, 2024, are hereby approved.

Director _____ moved, seconded by Director _____ that Resolution No. 24-020 be adopted.

Director Berman _____

Director Kiefer _____

Director Hellyer _____

Director Lang _____

Director Kearns _____

Director Saewert _____

ADOPTED this 19th day of June 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. 24-021

DATE OF BOARD MEETING: June 19, 2024

TITLE OF ITEM SUBMITTED:

**A RESOLUTION APPROVING THE 2024 NBAA ANNUAL CONFERENCE ATTENDANCE
AND PARTICIPATION POLICY FOR CHICAGO EXECUTIVE AIRPORT**

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

BASIC DESCRIPTION OF ITEM¹: This resolution governs the travel of airport directors, staff, and municipal owner representatives to the annual National Business Aviation Association conference which is customarily held in Orlando or Las Vegas.

BUDGET²: N/A

BIDDING³: N/A

EXHIBIT(S) ATTACHED: N/A

RECOMMENDATION: To approve

SUBMITTED FOR BOARD APPROVAL: Jeffrey 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. 24-021

A RESOLUTION APPROVING THE 2024 NBAA ANNUAL CONFERENCE ATTENDANCE AND PARTICIPATION POLICY FOR CHICAGO EXECUTIVE AIRPORT

WHEREAS, the Board of Directors of Chicago Executive Airport finds it to be in the best interest of Chicago Executive Airport to adopt a NBAA Annual Conference Attendance and Participation Policy;

NOW, THEREFORE, BE It and It Is Hereby Resolved by the Board of Directors of Chicago Executive Airport, as follows:

Section 1. Incorporation of Preambles

The Board of Directors of Chicago Executive Airport hereby finds that all the recitals contained in the preambles to this Resolution are full, true and correct, and does incorporate them into this Resolution by reference.

Section 2. Adoption

The following Policy shall be adopted and added to the policies of Chicago Executive Airport and shall state as follows:

NBAA Annual Conference Attendance and Participation Policy

Scope:

This policy governs the travel of airport directors, staff, and municipal owner representatives to the annual National Business Aviation Association conference – customarily held in Orlando in even-numbered years and Las Vegas on odd-numbered years.

References: N/A

Policy:

Attendance

The following Attendees may attend with the costs to be paid for as set forth herein:

- Board Chairman
- Directors
- Two representatives total from the municipalities: one representative each from the City of Prospect Heights and Village of Wheeling to be selected by each municipality or two representatives from one municipality.
- Airport Executive Director
- Airport Director of Economic Development & Administrative Services
- Airport Director of Finance
- Airport Director of Operations and Maintenance
- One CEA communications team member
- One CEA support staff member

Attendance Approvals – All attendees shall be approved by name by the Board of Directors, no later than 1 month prior to the conference. For cost reduction, any authorized attendee may commit to attend earlier so that CEA administration can register them for ‘early bird’ cost savings.

Travel Arrangements:

Conference registration and fees – arranged and paid for directly by CEA.

Air travel – Each attendee will receive a stipend for air transportation. The amount will be determined based on conference location and current market economy class main cabin airfare rates by the Board of Directors NLT two months prior to commencement of NBAA. CEA will not pay for any air transportation not pursuant to this paragraph. Air travel stipends for attendees shall be paid within 10 working days of the conference's conclusion.

Hotel – Overnight lodging will be arranged and paid for directly by CEA administration. Attendees will be responsible for their own incidental expenses. CEA will not pay for any hotel costs not pursuant to this paragraph.

Meals/Per Diem – Attendees will be reimbursed according to the federal government's M&IE per diem rates for the location of the conference. These rates can be found at: <https://www.gsa.gov/travel/planbook/per-diem-rates>

Rental vehicles – Only vehicles necessary or required for logistical support of the conference will be authorized. Individual attendees will not be authorized a rental vehicle solely for transportation to and from the hotel and conference venue. All expenses associated with authorized rental vehicles, e.g. rental fees, parking, fuel, etc. shall be approved in advance and paid for directly by CEA.

Other travel expenses – Taxis, ride-shares, checked baggage, snacks, and other incidental expenses shall be covered by the M&IE per diem allotment.

Reimbursement – *No direct reimbursement of any expenses shall be authorized.* Any charges deemed authorized by the Executive Director shall be centrally billed through CEA. M&IE per diem for attendees shall be paid within 10 working days of the conference's conclusion. General provisions:

- There will be no funds advanced prior to the conference.
- Points, air miles, club memberships, etc. and other individual benefits will not be considered by CEA in travel arrangements. Individuals must administer their own accounts.
- Alcohol/tobacco products and entertainment expenses will not be paid for or reimbursed by CEA.
- Municipal leaders in addition to the 2 authorized attendees are welcome to attend the NBAA conference at the municipality's expense.

Participation:

- All attendees are expected to attend the NBAA conference during regular business hours. Activities should focus on promoting the overall mission of CEA.
- CEA staff attendees will coordinate shifts at the trade show booth throughout the conference.
- Staff must check in at the trade show booth at the beginning & end of the trade show day.
- All attendees are expected to attend CEA-sponsored events.

Exceptions to this policy will be considered on a case-by-case basis by the Board of Directors.

Section 3. Repeal

All resolutions or parts thereof in conflict herewith be, and the same are hereby repealed, and this Resolution shall be in full force and effect upon its adoption.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF CHICAGO EXECUTIVE AIRPORT, that the NBAA Annual Conference Attendance and Participation policy above is hereby approved.

Director _____ moved, seconded by Director _____ that Resolution 24-021 be adopted.

Director Berman _____

Director Kiefer _____

Director Hellyer _____

Director Lang _____

Director Kearns _____

Director Saewert _____

ADOPTED this 19th day of June 2024, by the Chairman and the Board of Directors of Chicago Executive Airport.

ATTEST:

D. Court Harris
Chairman

Steve Berman
Secretary

CHICAGO EXECUTIVE AIRPORT LEGISLATIVE COVER MEMORANDUM

AGENDA ITEM NO(S): 24-022

DATE OF BOARD MEETING: June 19, 2024

TITLE OF ITEM SUBMITTED:

**A RESOLUTION APPROVING A LETTER OF ENGAGEMENT WITH TAFT STETTINIUS
& HOLISTER LLP FOR LEGISLATIVE ADVOCACY AND MONITORING SERVICES.**

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

BASIC DESCRIPTION OF ITEM¹: This is a resolution to approve a letter of engagement with Taft, Stettinius & Hollister LLP (“Taft”). Taft will represent Chicago Executive Airport in connection with legislative advocacy and monitoring, provide any governmental relations services, and prepare relevant lobby registrations and lobby activity reports. The main point of contact between Taft and Chicago Executive Airport will be Micheal J. Zalewski.

BUDGET²: Sufficient funds are available within the current budget.

BIDDING³: N/A

EXHIBIT(S) ATTACHED: Letter from Taft Stettinius & Hollister LLP.

RECOMMENDATION: To approve

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

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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. 24-022

A RESOLUTION APPROVING A LETTER OF ENGAGEMENT WITH TAFT STETTINIUS & HOLLISTER LLP FOR LEGISLATIVE ADVOCACY AND MONITORING SERVICES.

WHEREAS, the Chicago Executive Airport Board of Directors is in need of expert advice and representation in connection with legislation and funding affecting the Airport; and,

WHEREAS, Taft, Stettinius & Hollister LLP (“Taft”) currently provides those services for the Airport and Taft’s current agreement is expiring; and,

WHEREAS, The Chicago Executive Airport Board of Directors finds it is in the best interest of the Chicago Executive Airport to enter into a new engagement agreement for the time period July 1, 2024 through June 30, 2025.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CHICAGO EXECUTIVE AIRPORT, that the retainer agreement with Taft Stettinius & Hollister LLP of is hereby approved.

Director _____ moved, seconded by Director _____ that Resolution No. 24-022 be adopted.

Director Berman _____

Director Kiefer _____

Director Hellyer _____

Director Lang _____

Director Kearns _____

Director Saewert _____

ADOPTED this 19th day of June 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. 24-023

DATE OF BOARD MEETING: June 19, 2024

TITLE OF ITEM SUBMITTED: A Resolution Approving an Award of a Contract to Maneval Construction for 2024 Airfield Pavement Repairs

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

BASIC DESCRIPTION OF ITEM ^[1]: This resolution awards the 2024 Pavement Repair contract to Maneval Construction., a company that has done satisfactory work for the airport in the past and was the sole bidder for this project. Base Bid #1 of this contract would be replacing sections of Runway 16/34's asphalt pavement as well as preventive crack sealing maintenance. Base Bid #2 will cover preventative maintenance on various taxiways and aprons. Additive Alternate #1 and #2 will be replacing and repairing sections of the Taxiway Alpha connector. Additive Alternate #4 will replace a section of the asphalt transition taxiway to the Doghouse apron. The airport budgeted \$225,000.00 for Pavement Repairs. The total cost of the resolution will be \$223,163.83.

BUDGET ^[2]: Funds available in Capital Budget FY ending April 30, 2024. \$225,000.00 has been budgeted for Airfield Pavement repairs.

BIDDING ^[3]: Yes, local. There was 1 respondent to the solicitation.

EXHIBIT(S) ATTACHED: Bid documents, CMT recommendation letter and bid summary.

RECOMMENDATION: To approve

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RESOLUTION NO. 24-023

A RESOLUTION APPROVING AN AWARD OF A CONTRACT TO MANEVAL CONSTRUCTION COMPANY INC. FOR 2024 AIRFIELD PAVEMENT REPAIRS

WHEREAS, various areas of pavements on the airfield need repair, rehabilitation, or construction; and,

WHEREAS, a request for bids was advertised in the Daily Herald with the following results for Total Construction Cost:

1. Maneval Construction \$223,163.83; and,

WHEREAS, the responsive bidder, Maneval Construction, meets the specifications and bid requirements set forth in the specifications and bid documents; and,

WHEREAS, the Total Construction Cost of \$223,163.83 can be funded from the Airport's Capital Improvements Budget within the approved Annual Budget FY ending April 30, 2025.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF CHICAGO EXECUTIVE AIRPORT, that the attached contract with Maneval Construction for the 2024 Pavement Repairs is hereby approved and authorize the Executive Director or Director of Finance to execute said agreement and make subsequent payments.

Director _____ moved, seconded by Director _____ that Resolution No. 24-023 be adopted.

Director Berman _____ Director Kiefer _____

Director Hellyer _____ Director Lang _____

Director Kearns _____ Director Saewert _____

ADOPTED this 19th day of June 2024, by the Chairman and Board of Directors of the Chicago Executive Airport.

D. Court Harris
Chairman

ATTEST:

Steven Berman
Secretary

CHICAGO EXECUTIVE AIRPORT LEGISLATIVE COVER MEMORANDUM

AGENDA ITEM NO. 24-024

DATE OF BOARD MEETING: June 19, 2024

TITLE OF ITEM SUBMITTED:

**A RESOLUTION APPROVING AIRFIELD SECURITY UPGRADES FOR FY 2025 BY
AUTHORIZING AN AGREEMENT WITH IMPERIAL SURVEILLANCE INC. FOR DIGITAL
SURVEILLANCE SYSTEM ADDITIONS**

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

BASIC DESCRIPTION OF ITEM¹: This resolution approves proposals from Imperial Surveillance to add and upgrade our current IP Digital Video Surveillance and Access Control System installed in 2022 and 2023 as part of a continuing multi-year security initiative. These proposals add and/or upgrade surveillance cameras and add additional hardware and licenses to our enhanced access control system. This upgrade adds protection to areas of the airport where there is little to no camera coverage as well as leveraging new technology for deterrent and forensic investigation.

In 2022, CEA received three bids for a master security system and selected Imperial Surveillance for an airport-wide system phased in over multiple years and continuously upgraded. This purchase was not bid out as Imperial Surveillance has been our current security implementation vendor for the last two years. The airport budgeted \$115,000.00. The total cost for this upgrade is \$57,914.91. The airport requests the resolution not to exceed \$62,000.00 to account for unseen circumstances.

BUDGET²: FY 2025 Operating Budget. \$115,000.00 has been budgeted for Airport Surveillance.

BIDDING³: N/A

EXHIBIT(S) ATTACHED: Imperial Security Proposal

RECOMMENDATION: To approve

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

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RESOLUTION NO. 24-024
A RESOLUTION APPROVING AIRFIELD SECURITY UPGRADES FOR FY 2025 BY
AUTHORIZING AN AGREEMENT WITH IMPERIAL SURVEILLANCE INC. FOR DIGITAL
SURVEILLANCE SYSTEM ADDITIONS

WHEREAS, the airport is in need of an enhanced access control security system; and,

WHEREAS, the proposal from Imperial Surveillance to provide the enhanced access control system has been received in the amount of \$57,914.91 for system upgrades and additional hardware and licenses; and,

WHEREAS, the total resolution is not to exceed \$62,000.00 the overage cost will account for unexpected issues such as unforeseen electrical work or additional hardware installation; and,

NOW, THEREFORE, BE IT RESOLVED BY THE CHAIRMAN AND THE BOARD OF DIRECTORS OF CHICAGO EXECUTIVE AIRPORT, that the Executive Director is authorized to spend airport funds for enhancements and upgrades for Imperial Security.

Director _____ moved, seconded by Director _____ that Resolution 24-024 be adopted.

Director Berman _____

Director Kiefer _____

Director Hellyer _____

Director Lang _____

Director Kearns _____

Director Saewert _____

ADOPTED this 19th day of June 2024, by the Chairman and the Board of Directors of Chicago Executive Airport.

ATTEST:

D. Court Harris
Chairman

Steve Berman
Secretary