

CHICAGO EXECUTIVE AIRPORT LEGISLATIVE COVER MEMORANDUM

AGENDA ITEM NO(S): 25-004

DATE OF BOARD MEETING: February 19, 2025

TITLE OF ITEM SUBMITTED: Resolution 25-004 – 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. 25-004

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 \$515,842.55 on the attached Check Register dated February 14, 2025, are hereby approved.

Director _____ moved, seconded by Director _____ that Resolution No. 25-004 be adopted.

Director Berman _____

Director Kiefer _____

Director Hellyer _____

Director Lang _____

Director Kearns _____

Director Saewert _____

ADOPTED this 19th day of February 2025, 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. 25-005

DATE OF BOARD MEETING: February 19, 2025

TITLE OF ITEM SUBMITTED:

**RESOLUTION APPROVING AND RATIFYING THE INSURANCE POLICY WITH
HANOVER INSURANCE COMPANY TO COVER DAMAGE TO EMAS SYSTEMS**

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

BASIC DESCRIPTION OF ITEM¹:

During its annual insurance renewal, CEA was unable to obtain insurance coverage to repair or replace the EMAS Systems in the event it was damaged by an accident or otherwise. During the insurance renewal in November, 2024, the Airport's current carrier increased the premium for coverage on the EMAS Systems by 53% and also increased the deductible from One Hundred Thousand Dollars (\$100,000.00) to One Million Dollars (\$1,000,000.00). At that premium cost and deductible, it was determined that it was not economically beneficial to renew the policy for EMAS Systems with that carrier. The Airport has been going bare since then as it relates to insurance coverages for damage to the EMAS Systems. Staff continued to search for alternatives and did receive a proposal from Hanover Insurance Company with a Fifteen Million Dollar (\$15,000,000.00) coverage limit and a One Hundred Thousand Dollar (\$100,000.00) deductible. The cost of the insurance for one (1) year is Ninety Thousand Nine Hundred Dollars (\$90,900.00). Because the Airport was operating without any insurance as it relates to the EMAS Systems, the insurance broker issued a binder for the policy on January 17, 2025 providing coverage for the EMAS Systems. Because of the emergency, and the potential exposure for economic loss, the Airport agreed to the policy and now seeks the Board approval and ratification of the policy with Hanover Insurance Company.

BUDGET²: Sufficient funds are available within the current budget to pay the insurance premium.

BIDDING³: This is a unique insurance policy that is not readily available in the marketplace. While other carriers were contacted after the Airport received the unacceptable quote from its existing carrier, this was the only carrier who provided a quote to insure the EMAS Systems.

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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.

EXHIBIT(S) ATTACHED: Insurance binder and policy.

RECOMMENDATION: To approve

RESOLUTION NO. 25-005

A RESOLUTION APPROVING AND RATIFYING THE INSURANCE POLICY WITH HANOVER INSURANCE COMPANY TO COVER DAMAGE TO EMAS SYSTEMS

WHEREAS, Chicago Executive Airport obtained insurance on the two (2) EMAS Systems at the Airport at a time when it did not have insurance covering the EMAS Systems;

WHEREAS, staff was able to obtain a binder for insurance from Hanover Insurance Company at a reasonable rate and deductible that eliminated the economic risk of going without insurance;

WHEREAS, sufficient funds are available in the approved Airport budget for Fiscal Year ending April 30, 2025.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF CHICAGO EXECUTIVE AIRPORT, that the insurance policy with Hanover Insurance Company covering the two EMAS Systems is hereby approved and ratified in all respects.

Director _____ moved, seconded by Director _____ that Resolution No. 25-005 be adopted.

Director Berman _____

Director Kiefer _____

Director Hellyer _____

Director Lang _____

Director Kearns _____

Director Saewert _____

ADOPTED this 19th day of February 2025 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. 25-006

DATE OF BOARD MEETING: February 19, 2025

TITLE OF ITEM SUBMITTED:

**RESOLUTION APPROVING PROFESSIONAL SERVICES AGREEMENT WITH
INTEGRATED SYSTEMS ASSOCIATES, INC. FOR THE IMPLEMENTATION OF
THE YARDI SOFTWARE SYSTEM**

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

BASIC DESCRIPTION OF ITEM¹:

CEA purchased a new software system to operate its computer systems in order to update and maintain lease administration, property management, accounting, accounts payable and financial reporting. In November, CEA entered into an initial agreement with Integrated Systems Associates, Inc. for the initial implementation of the Yardi System. Staff found the work performed by Integrated Systems Associates, Inc. during that phase to be helpful and satisfactory and desires to enter into a Professional Services Agreement with Integrated Systems Associates to fully implement the Yardi software at a cost not to exceed \$74,800.00,

BUDGET²: Sufficient funds are available within the current budget to pay the insurance premium.

BIDDING³: These are unique professional services and prior to starting the implementation staff interviewed other comparable firms and selected Integrated Systems Associates for the initial phase.

EXHIBIT(S) ATTACHED: Professional Services Agreement.

RECOMMENDATION: To approve

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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. 25-006

**A RESOLUTION APPROVING THE PROFESSIONAL SERVICES AGREEMENT
WITH INTEGRATED SYSTEMS ASSOCIATES, INC.**

WHEREAS, Chicago Executive Airport is in need of outside consulting services to fully implement and take advantage of the Yardi software; and

WHEREAS, staff has worked with Integrated Systems Associates, Inc. in the past and finds the company to be responsive and provide professional implementation assistance.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF CHICAGO EXECUTIVE AIRPORT, that the Professional Services Agreement with Integrated Systems Associates, Inc. is hereby approved.

Director _____ moved, seconded by Director _____ that Resolution No. 25-006 be adopted.

Director Berman _____

Director Kiefer _____

Director Hellyer _____

Director Lang _____

Director Kearns _____

Director Saewert _____

ADOPTED this 19th day of February 2025 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. 25-007

DATE OF BOARD MEETING: February 19, 2025

TITLE OF ITEM SUBMITTED:

**RESOLUTION APPROVING AMENDMENT TO HANGAR 19
LEASE WITH SIGNATURE FLIGHT SUPPORT CORP.**

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

BASIC DESCRIPTION OF ITEM¹:

Amendment to Lease with Signature for Hangar 19 to add a CPI escalator for the rental amount effective January 1, 2026.

BUDGET²: Will not require any expenditures by CEA.

BIDDING³: Not applicable.

EXHIBIT(S) ATTACHED: Amendment to Hangar 19 Lease.

RECOMMENDATION: To approve

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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. 25-007

**A RESOLUTION APPROVING AMENDMENT TO HANGAR 19 LEASE WITH
SIGNATURE FLIGHT SUPPORT CORP.**

WHEREAS, On November 1, 2022, Chicago Executive Airport and Signature Flight Support Corp. entered into a Lease for Hangar 19; and

WHEREAS, Chicago Executive Airport and Signature Flight Support Corp. desire to enter into an Amendment to the Lease to add a CPI escalator effective January 1, 2026.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF CHICAGO EXECUTIVE AIRPORT, that the Amendment to Hangar 19 Lease with Signature Flight Support Corp. is hereby approved.

Director _____ moved, seconded by Director _____ that Resolution No. 25-007 be adopted.

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

ADOPTED this 19th day of February 2025 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. 25-008

DATE OF BOARD MEETING: February 19, 2025

TITLE OF ITEM SUBMITTED:

A RESOLUTION APPROVING THE PURCHASE OF A NEW AIRPORT VEHICLE #9

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

BASIC DESCRIPTION OF ITEM¹: This purchase is to replace a 2014 Ford Super Duty F350 Pick Up. The current vehicle has reached its useful life and is being replaced by a 2024 Ford Super Duty F-250 SRW XL with Service Body, which will be used for all airport maintenance aspects to include snow removal operations. The new vehicle will be purchased directly from Arlington Heights Ford of Arlington Heights, IL. We have reached out to multiple dealerships locally looking specifically for a work ready new Ford F-250 with Service Body to obtain this critical vehicle. This specific resolution is intended to replace Resolution 23-031 from October 11, 2023 as National Auto Fleet Group through a Sourcewell contract has been unable to have the Ford Motor Company start production on our previously ordered vehicle to this date. The contract with National Auto Fleet Group has been cancelled successfully. Total purchase price from Arlington Heights Ford is \$63,800.00, We are requesting the total allowable purchase price not to exceed \$74,600.00 to properly equip the vehicle and have it painted to match our fleet as it comes in standard white.

BUDGET²: The funds for the purchase of this vehicle have been budgeted in the FY 2025 budget using the Vehicle and Equipment Reserve Fund (VERF).

BIDDING³: Multiple direct bids from local dealerships were obtained

EXHIBIT(S) ATTACHED: Dealership quote, internal vehicle and accessory outline, estimated radio equipment costs, painting quote, etc.

RECOMMENDATION: To approve

SUBMITTED FOR BOARD CONSIDERATION: 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. 25-008

A RESOLUTION APPROVING THE PURCHASE OF A NEW AIRPORT VEHICLE #9

WHEREAS, a new vehicle is needed to replace a 2014 Ford F350 Pick Up currently being used as an Airfield Maintenance and Snowplow Vehicle; and,

WHEREAS, multiple direct quotes were obtained from local dealerships; and,

WHEREAS, Arlington Heights Ford of Arlington Heights, IL has this new 2024 Ford Super Duty F-250 XL with Service Body for sale at the price of \$63,800.00, and a final purchase price including accessories and paint to not exceed of \$74,600.00; and,

WHEREAS, sufficient funds have been budgeted in the FY 2025 VERF budget for the purchase of this replacement vehicle; and,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF CHICAGO EXECUTIVE AIRPORT, that the Executive Director is authorized to purchase said work ready 2024 Ford Super Duty F-250 SRW Regular Pick Up and make subsequent payment upon pickup of the vehicle and subsequent other purchases to accessorize and get the vehicle ready for service.

Director _____ moved, seconded by Director _____ that Resolution No. 25-008 be adopted.

Director Berman _____

Director Kiefer _____

Director Hellyer _____

Director Lang _____

Director Kearns _____

Director Saewert _____

ADOPTED this 19th day of February 2025 by the Board of Directors of Chicago Executive Airport.

D. Court Harris
Chairman

ATTEST:

Steve Berman
Secretary