

# **CHICAGO EXECUTIVE AIRPORT LEGISLATIVE COVER MEMORANDUM**

**AGENDA ITEM NO(S):** 25-011

**DATE OF BOARD MEETING:** April 16, 2025

**TITLE OF ITEM SUBMITTED:** Resolution 25-011 – 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. 25-011

### 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 \$338,858.45 on the attached Check Register dated April 11, 2025, are hereby approved.

Director \_\_\_\_\_ moved, seconded by Director \_\_\_\_\_ that Resolution No. 25-011 be adopted.

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

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

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

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

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

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

**ADOPTED** this 16th day of April 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. 25-012**

**DATE OF BOARD MEETING:** April 16, 2025

**TITLE OF ITEM SUBMITTED:**

**A RESOLUTION APPROVING THE AMENDED AND RESTATED  
LEASE AGREEMENT WITH PWK HANGARS LLC**

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

**BASIC DESCRIPTION OF ITEM:** In October, 2023, Chicago Executive Airport entered into a Net Ground Lease with PWK Hangars LLC for the development of a new aircraft hangar facility. PWK Hangars LLC has since acquired property along Milwaukee Avenue that the Airport will be purchasing from them. As a result, the physical boundaries of the PWK Hangars LLC leasehold will change, requiring updates to the phasing plan and associated site locations. As a result, an Amended and Restated Lease Agreement was negotiated with PWK Hangars, LLC to reflect the changes.

**BUDGET:** Upon completion of both phases, PWK Hangars LLC will be paying CEA rent totaling \$1,148,693.70 plus generating other fees.

**BIDDING:** Not applicable.

**EXHIBIT(S) ATTACHED:** Amended and Restated Lease Agreement.

**RECOMMENDATION:** To approve the Amended and Restated Lease Agreement with PWK Hangars LLC.

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

**RESOLUTION NO. 25-012**

**A RESOLUTION APPROVING AMENDED AND RESTATED  
LEASE AGREEMENT WITH PWK HANGARS LLC**

**WHEREAS,** In October, 2023, Chicago Executive Airport entered into a Net Ground Lease with PWK Hangars LLC for the development of a new aircraft hangar facility. PWK Hangars LLC has since acquired property along Milwaukee Avenue that the Airport will be purchasing from them. As a result, the physical boundaries of the PWK Hangars LLC leasehold will change, requiring updates to the phasing plan and associated site locations.

**WHEREAS,** CEA Board of Directors have reviewed the Amended and Restated Lease Agreement with PWK Hangars LLC and consider it to be in the best interest of the Airport.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF CHICAGO EXECUTIVE AIRPORT,** that the Amended and Restated Lease Agreement with PWK Hangars LLC is hereby approved in substantially the same form as attached hereto.

Director \_\_\_\_\_ moved, seconded by Director \_\_\_\_\_  
that Resolution No. 25-012 be adopted.

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

**ADOPTED** this 16th day of April, 2025 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(S):** 25-013

**DATE OF BOARD MEETING:** April 16, 2025

**TITLE OF ITEM SUBMITTED:** Resolution 25-013 – A Resolution Approving Airport Policies on Fund Balance, Investment, and Capital Asset

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

**BASIC DESCRIPTION OF ITEM<sup>1</sup>:** As part of the 2024 audit process, the Airport’s auditor recommended the adoption of three policies aligned with industry best practices. These policies address the following areas: Airport Fund Balance, Airport Investment Practices, and the Recording of Capital Assets.

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

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

**EXHIBIT(S) ATTACHED:** Policies

**RECOMMENDATION:** To approve

**SUBMITTED FOR BOARD CONSIDERATION:** 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. 25-013**

**A RESOLUTION A RESOLUTION APPROVING AIRPORT POLICES ON FUND  
BALANCE, INVESTMENT, AND CAPITAL ASSET**

**WHEREAS** the Chicago Executive Airport has completed its annual audit, during which the auditor recommended the implementation of formal policies based on best practices; and

**WHEREAS** in response to this recommendation, Airport staff and legal counsel have prepared three policies addressing Fund Balance, Investment, and Capital Asset Management; and

**WHEREAS** although these practices were already being followed operationally, formal adoption by the Board of Directors will establish them as official policies of the Airport;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CHICAGO EXECUTIVE AIRPORT**, that the attached policies are hereby recommended for approval

Director \_\_\_\_\_ moved, seconded by Director \_\_\_\_\_ that  
Resolution No. 25-013 be adopted.

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

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

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

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

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

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

**ADOPTED** this 16th day of April 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 #: 25-014

DATE OF BOARD MEETING: April 16, 2025

TITLE OF ITEM SUBMITTED:

**A RESOLUTION ACCEPTING THE ANNUAL COMPREHENSIVE FINANCIAL  
REPORT OF CHICAGO EXECUTIVE AIRPORT FOR THE FISCAL YEAR ENDED  
APRIL 30, 2024**

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

**BASIC DESCRIPTION OF ITEM<sup>1</sup>:** Illinois Compiled Statutes requires Chicago Executive Airport to be subject to an annual financial audit. The enclosed Annual Comprehensive Financial Report for the Fiscal Year Ended April 30, 2024, meets that purpose.

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

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

**EXHIBIT(S) ATTACHED:** FY 24 Audit Report

**RECOMMENDATION:** To accept

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

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<sup>3</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>3</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 any particular city, state or federal program was considered

**RESOLUTION 25-014**

**A RESOLUTION ACCEPTING THE ANNUAL COMPREHENSIVE FINANCIAL  
REPORT OF CHICAGO EXECUTIVE AIRPORT FOR THE FISCAL YEAR ENDED  
APRIL 30, 2024**

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

**WHEREAS**, the Board of Directors has received the annual audit (Annual Comprehensive Financial Report) for the Fiscal Year Ended April 30, 2024.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF CHICAGO EXECUTIVE AIRPORT**, that the Annual Comprehensive Financial Report for FY24 be accepted.

Director \_\_\_\_\_ moved, seconded by Director \_\_\_\_\_ that Resolution No. 25-014 be adopted.

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

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

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

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

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

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

**ADOPTED** this 16th day of April 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. 25-015**

**DATE OF BOARD MEETING:** April 16, 2025

**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, Executive Director and Director of Economic Development and Administrative Services as signatories to the accounts at the institutions listed on the resolution. We are gathering the required 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. 25-015

**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 have provided the Airport with an appropriate account signature forms to execute to accomplish these changes; and,

**WHEREAS**, the Airport desires to authorize the Chairman, Vice Chairman, Secretary, Treasurer, Executive Director, and Director of Economic Development and Administrative Services 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 their appropriate account signature forms to execute to accomplish these changes:

Northbrook Bank and Trust  
Illinois Metropolitan Investment Fund  
Old National Bank

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF CHICAGO EXECUTIVE AIRPORT**, that the appropriate designation of authorized signers change request form be executed to include Chairman Court Harris, Vice Chair William Kearns, Secretary Steve Berman, Treasurer Scott Saewert, Executive Director Jeffrey Miller, and the Director of Economic Development and Administrative Services George Sakas 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. 25-015 be adopted.

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

**ADOPTED** this 16th day of April 2025 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. 25-016**

**DATE OF BOARD MEETING:** April 16, 2025

**TITLE OF ITEM SUBMITTED:**

**A RESOLUTION APPROVING THE SALE OF SURPLUS PERSONAL PROPERTY**

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

This resolution is to declare our old Airport 12, a 1990 Oshkosh P-2526-2 Spreader with plow as surplus. This vehicle has exceeded their life expectancy and has been recently replaced through the vehicle and equipment reserve fund. Our new Airport 12, a 2024 CAT 950 Loader, was purchased and delivered to replace this vehicle. The 1990 Oshkosh P-2526-2 will be listed on an appropriate government auction website and any funds earned will go back into the vehicle and equipment reserve fund.

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

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

**EXHIBIT(S) ATTACHED:** None

**RECOMMENDATION:** To approve

**SUBMITTED FOR BOARD CONSIDERATION:** Jeffrey J. Miller A.A.E., ACE, 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. 25-016

### A RESOLUTION APPROVING THE SALE OF SURPLUS PERSONAL PROPERTY

**WHEREAS**, it is no longer necessary, useful to, or in the best interest of the Chicago Executive Airport to retain ownership of the personal property hereinafter described; and,

**WHEREAS**, it has been determined by the Chairman and Board of Directors of the Chicago Executive Airport to sell or transfer said property through means that will be most beneficial to the Chicago Executive Airport; and,

**WHEREAS**, Pursuant to chapter 65, section 5/11-76-4 of the Illinois Compiled Statute regarding the sale of surplus personal property the Board finds that the following described personal property now owned by the Chicago Executive Airport is no longer necessary or useful to the Airport, and the best interests of the Airport would be best served by sale of the working items and disposal of those found to be non-working.

- Airport 12 – 1990 Oshkosh P-2526-2 with spreader and plow

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF CHICAGO EXECUTIVE AIRPORT**, that the above-listed personal property is declared surplus and its sale or transfer by the Executive Director is hereby approved.

Director \_\_\_\_\_ moved, seconded by Director \_\_\_\_\_ that Resolution No. 25-016 be adopted.

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

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

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

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

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

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

**ADOPTED** this 16<sup>th</sup> day of April 2025 by the Board of Directors of Chicago Executive Airport.

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

**ATTEST:**

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