

CHICAGO EXECUTIVE AIRPORT LEGISLATIVE COVER MEMORANDUM

AGENDA ITEM NO(S): 25-017

DATE OF BOARD MEETING: May 21, 2025

TITLE OF ITEM SUBMITTED: Resolution 25-017 – 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. 25-017

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 \$834,011.55 on the attached Check Register dated May 14, 2025, are hereby approved.

Director _____ moved, seconded by Director _____ that Resolution No. 25-017 be adopted.

Director Berman _____

Director Kiefer _____

Director Hellyer _____

Director Lang _____

Director Kearns _____

Director Saewert _____

ADOPTED this 21st day of May 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. 25-018

DATE OF BOARD MEETING: May 21, 2025

TITLE OF ITEM SUBMITTED:

**A RESOLUTION APPROVING A CONTRACT RENEWAL OF GATEKEEPER SYSTEMS,
INC. APP- 139 SUBSCRIPTION AGREEMENT**

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

BASIC DESCRIPTION OF ITEM¹: Gatekeeper Systems, Inc creates and provides specialized software for airports. The web-based App- 139 computer software system receives, stores, and transmits geographic information system imagery and inspection data to assist airports in complying with the FAA's inspection and data requirements. The term of the contract is 36 months. The annual subscription fee in year one and year two of the agreement is \$4,568.00 and year three is \$4,600.00. We have subscribed to and used this software for six years and Airport Operations staff have been satisfied with it.

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

BIDDING³: N/A

EXHIBIT(S) ATTACHED: Gatekeeper Systems, Inc. App- 139 Subscription Agreement

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. 25-018

**A RESOLUTION APPROVING A CONTRACT RENEWAL OF GATEKEEPER SYSTEMS,
INC. APP- 139 SUBSCRIPTION AGREEMENT**

WHEREAS, Chicago Executive Airport wishes to reenter an agreement with Gatekeeper Systems, Inc. for its proprietary web-based App- 139 computer software system,

WHEREAS, details of the software agreement are included in the attached subscription agreement with Gatekeeper Systems, Inc.; and,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF CHICAGO EXECUTIVE AIRPORT, that the attached agreement with Gatekeeper Systems, Inc. is approved, and the Executive Director is authorized to sign the agreement.

Director _____ moved, seconded by Director _____
that Resolution No. 25-018 be adopted.

Director Berman _____ Director Kiefer _____

Director Hellyer _____ Director Lang _____

Director Kearns _____ Director Saewert _____

ADOPTED this 21st day of May 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. 25-01;

DATE OF BOARD MEETING: May 21, 2025

TITLE OF ITEM SUBMITTED:

A RESOLUTION APPROVING A SERVICES AGREEMENT WITH WATERLOO AVIATION LLC d/b/a FLYWATERLOO PWK

SUBMITTED BY: Jeffrey J. Miller, Executive Director

BASIC DESCRIPTION OF ITEM: CEA issues permits to aircraft owners to store aircraft in Hangars 5/6 which are owned by CEA. It is necessary to provide towing and other services to the permit holders to move the aircraft in and out of the hangars. The current services provider has stated it will no longer provide services effective May 31, 2025. Waterloo Aviation LLC d/b/a FlyWaterloo PWK has agreed to provide the necessary services pursuant to the terms of the Services Agreement effective June 1, 2025.

BUDGET: Sufficient funds exist in the budget to cover the costs of the payments required under the Services Agreement. The present permit fees for the holder will be increased effective June 1, 2025.

BIDDING: Not applicable.

EXHIBIT(S) ATTACHED: Service Agreement.

RECOMMENDATION: To approve the Service Agreement with Waterloo Aviation d/b/a FlyWaterloo PWK.

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

RESOLUTION NO. 25-019

**A RESOLUTION APPROVING A SERVICES AGREEMENT WITH WATERLOO
AVIATION LLC d/b/a FLYWATERLOO PWK**

WHEREAS, CEA issues permits to aircraft owners to store aircraft in Hangars 5/6 which are owned by CEA. It is necessary to provide towing and other services to the permit holders to move the aircraft in and out of the hangars. The current services provider has stated it will no longer provide services effective May 31, 2025 commencing on June 1, 2025. Waterloo Aviation LLC d/b/a FlyWaterloo PWK has agreed to provide the necessary services pursuant to the terms of the Services Agreement.

WHEREAS, CEA Board of Directors have reviewed the Services Agreement with Waterloo Aviation LLC d/b/a Flywaterloo PWK 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. 25-019 be adopted.

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

ADOPTED this 21st day of May, 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: 25-020

DATE OF BOARD MEETING: May 21, 2025

TITLE OF ITEM SUBMITTED: A Resolution Approving an Award of a Contract to Preform Traffic Control Systems for 2025 Airfield Remarking

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

BASIC DESCRIPTION OF ITEM¹: Due to the 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, Additive Alternate #2, Additive Alternate #3, and Additive Alternate #4 for this project is quoted at \$65,030.50.

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

BUDGET²: Funds available in Capital Budget FY ending April 30, 2026

BIDDING³: 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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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. 25-020

**A RESOLUTION APPROVING AN AWARD OF A CONTRACT TO PERFORM
TRAFFIC CONTROL SYSTEMS FOR 2025 AIRFIELD REMARKING**

WHEREAS, the pavement markings on all the airfield surface painted signs, and hold-short markings, taxiway markings, and runway markings are faded and need to be repainted; and,

WHEREAS, a request for bids was advertised in the Daily Herald with the following results for the Base Bid, Additive Alternate No. 1, Additive Alternate No.2, Additive Alternate No. 3, and Additive Alternate No. 4 of which the aforementioned work is included:

- | | |
|------------------------------------|-------------------|
| 1. Preform Traffic Control Systems | \$65,030.50 |
| 2. Hi-Lite Airfield Services | \$115,215.00 and, |

WHEREAS, Preform Traffic Control Systems was the low bidder and meets the specifications and bid requirements set forth in the specifications and bid documents; and,

WHEREAS, the Base Bid and Additive Alternate No. 1, Additive Alternate No. 2, Additive Alternate No. 3, and Additive Alternate No. 4 for the total contract amount of \$65,030.50, which can be funded from the Airport's Capital Improvement Budget within the approved Annual Budget FY ending April 30, 2026, will be awarded to Preform Traffic Control Systems; and,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF CHICAGO EXECUTIVE AIRPORT, that the attached contract with Preform Traffic Control Systems for the 2025 Airfield Marking 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. 25-020 be adopted.

Director Berman _____

Director Kiefer _____

Director Hellyer _____

Director Lang _____

Director Kearns _____

Director Saewert _____

ADOPTED this 21st day of May 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(S): 25-021

DATE OF BOARD MEETING: May 21, 2025

TITLE OF ITEM SUBMITTED:

**A RESOLUTION APPROVING A CONTRACT RENEWAL WITH TAFT STETTINIUS &
HOLLISTER LLP FOR PUBLIC AFFAIRS REPRESENTATION**

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

BASIC DESCRIPTION OF ITEM¹: This is a resolution to approve a contract renewal 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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RESOLUTION NO. 25-021

**A RESOLUTION APPROVING A CONTRACT RENEWAL WITH TAFT STETTINIUS &
HOLLISTER LLP FOR PUBLIC AFFAIRS REPRESENTATION**

WHEREAS, the Chicago Executive Airport Board of Directors is in need of lobbying compliance counsel; and,

WHEREAS, Micheal J. Zalewski, lobbyist counsel for the Airport will continue to represent Chicago Executive Airport, 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, 2025 through June 30, 2026.

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

Director _____ moved, seconded by Director _____ that Resolution No. 25-021 be adopted.

Director Berman _____

Director Kiefer _____

Director Hellyer _____

Director Lang _____

Director Kearns _____

Director Saewert _____

ADOPTED this 21st day of May 2025, by the Board of Directors of the Chicago Executive Airport.

D. Court Harris
Chairman

ATTEST:

Steve Berman
Secretary