

# **CHICAGO EXECUTIVE AIRPORT LEGISLATIVE COVER MEMORANDUM**

**AGENDA ITEM NO(S):** 25-022

**DATE OF BOARD MEETING:** June 18, 2025

**TITLE OF ITEM SUBMITTED:** Resolution 25-022 – 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. 25-022

### 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 \$348,718.90 on the attached Check Register dated June 13, 2025, are hereby approved.

Director \_\_\_\_\_ moved, seconded by Director \_\_\_\_\_ that Resolution No. 25-022 be adopted.

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

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

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

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

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

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

**ADOPTED** this 18th day of June 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. 25-023**

**DATE OF BOARD MEETING:** June 18, 2025

**TITLE OF ITEM SUBMITTED:**

**A RESOLUTION APPROVING THE 2025 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 ITEM<sup>1</sup>:** 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 Las Vegas.

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

**BIDDING<sup>3</sup>:** 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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<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. 25-023**

### **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 Las Vegas.

**References:** N/A

##### **Policy:**

##### Attendance

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

- Board Chairman
- Board of Directors (6)
- 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
- Two CEA support staff members

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 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://origin-www.gsa.gov/travel/plan-book/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 25-023 be adopted.

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

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

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

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

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

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

**ADOPTED** this 18th day of June 2025, 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. 25-024**

**DATE OF BOARD MEETING:** June 18, 2025

**TITLE OF ITEM SUBMITTED:**

## **A RESOLUTION TO APPROVE A PUBLIC RELATIONS PROFESSIONAL SERVICES AGREEMENT WITH HIGHSTAKE 35, LLC dba MERCURY PUBLIC AFFAIRS**

**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 Highstake 35, LLC dba Mercury Public Affairs to manage Public Relations for Chicago Executive Airport from June 1, 2025, to December 31, 2026. Colleen Dudgeon, the client lead, and Bill Utter will be our main contacts within the company and are who we will be dealing with directly. The Airport has been satisfied with Highstake 35, LLC dba Mercury Public Affairs (previously Serafin & Associates Inc.) services for the past year. Their 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 Highstake 35, LLC dba Mercury Public Affairs, 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>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, 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. 25-024**

**A RESOLUTION TO APPROVE A PUBLIC RELATIONS PROFESSIONAL SERVICES AGREEMENT WITH HIGHSTAKE 35, LLC dba MERCURY PUBLIC AFFAIRS**

**WHEREAS**, the Airport needs a Public Relations firm to correspond with the public and media about CEA activities and to provide public relations strategic planning; and,

**WHEREAS**, Highstake 35, LLC dba Mercury Public Affairs, 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, 2026.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF CHICAGO EXECUTIVE AIRPORT**, that the attached professional services agreement with the firm of Highstake 35, LLC dba Mercury Public Affairs for FYE April 30, 2026, 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. 25-024 be adopted.

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

**ADOPTED** this 18th day of June 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. 25-025**

**DATE OF BOARD MEETING: June 18, 2025**

**TITLE OF ITEM SUBMITTED:**

**A RESOLUTION APPROVING LAND LEASE WITH THE  
FAA FOR THE AIR TRAFFIC CONTROL TOWER**

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

**BASIC DESCRIPTION OF ITEM:** The current Lease with the Department of Transportation Federal Aviation Administration (the “FAA”) expires on September 30, 2025. The new lease is for twenty (20) years commencing on October 1, 2025 and continuing through September 30, 2045. Per FAA Regulations, airports cannot change the FAA ground rent for land associated with an air traffic control tower.

**BUDGET:** No impact on the budget.

**BIDDING:** Not applicable.

**EXHIBIT(S) ATTACHED:** The Lease.

**RECOMMENDATION:** To approve the Ground Lease with the FAA for the Air Traffic Control Tower.

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

**RESOLUTION NO. 25-025**

**A RESOLUTION APPROVING LEASE AGREEMENT WITH FAA  
FOR THE AIR TRAFFICE CONTROL TOWER**

**WHEREAS**, the FAA operates the Air Traffic Control Tower at CEA. It is necessary to provide air traffic control services at the Airport for the safety of the public and the users of the Airport.

**WHEREAS**, CEA Board of Directors have reviewed the Ground Lease Agreement with the FAA 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 Ground Lease Agreement with the FAA is hereby approved in the same form as attached hereto.

Director \_\_\_\_\_ moved, seconded by Director \_\_\_\_\_  
that Resolution No. 25-025 be adopted.

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

**ADOPTED** this 18<sup>th</sup> day of June, 2025 by the Chairman and Board of Directors of the Chicago Executive Airport.

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

**ATTEST:**

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Steve Berman  
Secretary