

CHICAGO EXECUTIVE AIRPORT LEGISLATIVE COVER MEMORANDUM

AGENDA ITEM NO(S): 25-027

DATE OF BOARD MEETING: August 20, 2025

TITLE OF ITEM SUBMITTED: Resolution 25-027 – 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. 25-027

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 \$1,196,731.82 on the attached Check Register dated August 15, 2025, are hereby approved.

Director _____ moved, seconded by Director _____ that Resolution No. 25-027 be adopted.

Director Berman _____

Director Kiefer _____

Director Hellyer _____

Director Lang _____

Director Kearns _____

Director Saewert _____

ADOPTED this 20th day of August 2025, by the Board of Directors of the Chicago Executive Airport.

James J. Dunne
Chairman

ATTEST:

Steve Berman
Secretary

**CHICAGO EXECUTIVE AIRPORT
LEGISLATIVE COVER MEMORANDUM**

AGENDA ITEM NO. 25-028

DATE OF BOARD MEETING: August 20, 2025

TITLE OF ITEM SUBMITTED: A Resolution Approving an Award of a Contract to Maneval Construction for 2025 Airfield Pavement Repairs

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

BASIC DESCRIPTION OF ITEM ^[1]: This resolution awards the 2025 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. The solicitation for bids included four base bids and six additive alternates. The budgeted amount is \$350,000. One bid was received. After staff review and consultation with CMT, the following award is recommended:

Base Bid #1 Runway 16/34 and taxiway connectors repairs

Base Bid #2 Runway 12/30 repairs

Base Bid #3 Maintenance Shop entrance door #1 entry repair including stormwater drainage infrastructure.

Base Bid #4 Hangar 40 parking lot repair including stormwater drainage infrastructure.

Additive Alternate #2 Taxiway A pavement repairs.

The sum of this package is \$352,547. It exceeds the budget by less than 1%. Taxiway A serves the 34 Pad and Runway 16-34. It is heavily traveled and shows corresponding wear.

BUDGET ^[2]: Funds available in Capital Budget FY ending April 30, 2026. \$350,000.00 has been budgeted for Airfield Pavement repairs. Additional funds are available for the overage.

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

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

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. 25-028

**A RESOLUTION APPROVING AN AWARD OF A CONTRACT TO MANEVAL
CONSTRUCTION COMPANY INC. FOR CALENDAR YEAR 2025/FISCAL YEAR 2026
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 \$352,547; 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 \$352,547 can be funded from the Airport's Capital Improvements Budget within the approved Annual Budget FY ending April 30, 2026 with minimal overage within guidelines.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF CHICAGO EXECUTIVE AIRPORT, that the attached contract with Maneval Construction for the CY 2025 Pavement Repairs is hereby approved and it authorizes the Executive Director or Director of Finance to execute said agreement and make subsequent payments.

Director _____ moved, seconded by Director _____
that Resolution No. 25-028 be adopted.

Director Berman _____ Director Kiefer _____

Director Hellyer _____ Director Lang _____

Director Kearns _____ Director Saewert _____

ADOPTED this 20th day of August 2025, by the Chairman and Board of Directors of the Chicago Executive Airport.

James J. Dunne
Chairman

ATTEST:

Steven Berman
Secretary

**CHICAGO EXECUTIVE AIRPORT
LEGISLATIVE COVER MEMORANDUM**

AGENDA ITEM NO. 25-029

DATE OF BOARD MEETING: August 20th, 2025

TITLE OF ITEM SUBMITTED:

A Resolution Approving the IDOT RSIP Program Letter for Residential Soundproofing Phase 4

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

BASIC DESCRIPTION OF ITEM¹:

This resolution is for the Board of Directors to approve the Illinois Department of Transportation program letter for the project “Residential Soundproofing”. The letter identified the following for funding:

Federal	\$3,936,937
State Match	\$103,604
<u>Local Match</u>	<u>\$103,604</u>
Total Project Cost	\$ 4,144,145

BUDGET²: Sufficient funds are included in the FY 2025 Airport budget.

BIDDING³: Not applicable.

EXHIBIT(S) ATTACHED: Illinois Department of Transportation Program Letter dated July 1, 2024

RECOMMENDATION: To approve

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

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RESOLUTION NO. 25-029

A Resolution Approving the IDOT RSIP Program Letter for Residential Soundproofing Phase 4

WHEREAS the Illinois Department of Transportation Airport Improvement Program (AIP) provides funding for projects at airports throughout the state; and,

WHEREAS Chicago Executive Airport submitted the project request during Transportation Improvement Program (TIP) meetings; and,

WHEREAS the Illinois Department of Transportation informed the Airport via program letter that funding was approved for the project: Residential Soundproofing on August 1st, 2025; and,

WHEREAS the total project cost of \$4,144,145 will be funded as follows:

Federal AIP Funds	\$3,936,937
State Match	\$ 103,604
Local Match	\$ 103,604; and,

WHEREAS the Executive Director is authorized to execute future documents relating to the project “Residential Soundproofing” provided costs remain within 25% of the total project cost.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF CHICAGO EXECUTIVE AIRPORT, we approve the program letter for project: Residential Soundproofing, Phase 4 and authorize the Executive Director to execute all future documents relating to the project provided costs remain within 25% of the total estimated project costs (\$4,144,145).

Director _____ moved, seconded by Director _____ that Resolution 24-029 be adopted.

Director Berman _____

Director Kiefer _____

Director Hellyer _____

Director Lang _____

Director Kearns _____

Director Saewert _____

ADOPTED this 20th day of August 2025, by the Chairman and the Board of Directors of Chicago Executive Airport.

James J Dunne
Chairman

ATTEST:

Steve Berman
Secretary

**CHICAGO EXECUTIVE AIRPORT
LEGISLATIVE COVER MEMORANDUM**

AGENDA ITEM NO. 25-030

DATE OF BOARD MEETING: August 20, 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 ITEM¹:

With the recent changes 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 in the resolution. We are gathering the required forms from each bank and will provide these at the Board meeting after consideration of the resolution.

BUDGET²: N/A

BIDDING³: 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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RESOLUTION NO. 25-030

**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 James J Dunne, 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. 25-030 be adopted.

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

ADOPTED this 20th day of August 2025 by the Chairman and the Board of Directors of Chicago Executive Airport.

James J Dunne
Chairman

ATTEST:

Steve Berman
Secretary

**CHICAGO EXECUTIVE AIRPORT
LEGISLATIVE COVER MEMORANDUM**

AGENDA ITEM NO. 25-031

DATE OF BOARD MEETING: August 20, 2025

TITLE OF ITEM SUBMITTED:

**RESOLUTION APPROVING PROFESSIONAL SERVICES AGREEMENT WITH
INTEGRATED SYSTEMS ASSOCIATES, INC. FOR THE IMPLEMENTATION AND
SUPPORT 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 February CEA entered into an agreement with Integrated Systems Associates, Inc. for the implementation of the Yardi System for \$74,800. Staff found the work performed by Integrated Systems Associates, Inc. during that phase to be helpful and satisfactory and desires to extend the Professional Services Agreement with Integrated Systems Associates to complete Yardi software implementation and be on retainer for adjustments in the system as it comes fully on-line at a cost not to exceed \$50,000.00.

BUDGET²: Sufficient funds are available within the current budget

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

EXHIBIT(S) ATTACHED: Professional Services Agreement.

RECOMMENDATION: To approve

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RESOLUTION NO. 25-031

**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 be on retainer to 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. 25-031 be adopted.

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

ADOPTED this 20th day of August 2025 by the Board of Directors of Chicago Executive Airport.

James J. Dunne
Chairman

ATTEST:

Steve Berman
Secretary