CHICAGO EXECUTIVE AIRPORT
LEGISLATIVE COVER MEMORANDUM

AGENDA ITEM NO(S): 25-037

DATE OF BOARD MEETING: November 19, 2025

TITLE OF ITEM SUBMITTED: Resolution 25-037 – A Resolution Authorizing the Payment of Claims

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

BASIC DESCRIPTION OF ITEM[1]: Check Register (The expenditures contained within are provided for in the current Airport Budget)

BUDGET[2]: N/A

BIDDING[3]:

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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[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. 25-037

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 $471,118.22 on the attached Check Register dated November 14, 2025, are hereby approved.

Director ____________________ moved, seconded by Director ___________________ that Resolution No. 25-037 be adopted.

Director Berman	____________________	Director Dolick	________________
Director Hellyer	____________________	Director Lang	________________
Director Kearns	____________________	Director Saewert	________________

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

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James J. Dunne
Chairman

ATTEST:

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Steve Berman
Secretary

CHICAGO EXECUTIVE AIRPORT
LEGISLATIVE COVER MEMORANDUM

AGENDA ITEM NO. 25-038

DATE OF BOARD MEETING: November 19, 2025

TITLE OF ITEM SUBMITTED: Resolution 25-038 – A Resolution Approving Annual Airport Insurance Policies

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

BASIC DESCRIPTION OF ITEM: The summary below of described coverage and premiums has been provided by J. Krug & Associates, Inc., our broker of record, for renewal of Airport insurance. Staff has reviewed the renewal proposal and has found it to be reasonable and in the best interests of the Airport. Staff has further determined that the renewal coverage premiums are within the approved FY26 budget amount for insurance. The breakout is as follows:

Coverage	Premium
Commercial Property Insurance	$ 84,173.00
Commercial Automobile Insurance	49,582.00
Public Officials Liability	25,376.00
Commercial Crime Coverage	2,187.00
Airport Liability Insurance	54,047.00
Workers Compensation	23,457.00
Cyber	3,629.00
Annual Premium	$242,451.00
Total	$242,451.00

BUDGET[1]: Sufficient funds are available in the current budget

BIDDING[2]: N/A

EXHIBIT(S) ATTACHED: J. Krug & Associates, Inc. Insurance Renewal Proposal for coverage beginning December 1, 2025

RECOMMENDATION: To approve

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

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[1] *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).*

[2] *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. 25-038

A RESOLUTION APPROVING RENEWAL OF AIRPORT INSURANCE POLICIES

WHEREAS, the Chicago Executive Airport Commercial Property, Commercial Automobile Insurance, Public Official's Liability, Commercial Crime, Airport Liability Insurance, Worker's Compensation Insurance, and Cyber Security Insurances expires on November 30, 2025; and,

WHEREAS, the attached summary of described coverage and premiums provided by J. Krug & Associates, Inc for renewal of Airport Insurance Policies have been reviewed by Staff and have been found to be reasonable and in the best interests of the Airport; and,

WHEREAS, the Chicago Executive Airport staff has further determined that the renewal coverage premiums are within the approved FY26 budget amount for insurance,

NOW, THEREFORE, BE IT RESOLVED BY THE CHAIRMAN AND BOARD OF DIRECTORS OF CHICAGO EXECUTIVE AIRPORT, that for the twelve months beginning December 1, 2025, the described summary of coverage and premiums with a total expense of $242,451.00, is hereby approved.

Director______________________moved, seconded by Director____________________that Resolution No. 25-038 be adopted.

Director Berman	____________________	Director Dolick	____________________
Director Hellyer	____________________	Director Lang	____________________
Director Kearns	____________________	Director Saewert	____________________

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

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James J. Dunne
Chairman

ATTEST:

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Steve Berman
Secretary

CHICAGO EXECUTIVE AIRPORT
LEGISLATIVE COVER MEMORANDUM

AGENDA ITEM NO. 25-039

DATE OF BOARD MEETING: November 19, 2025

TITLE OF ITEM SUBMITTED:

A RESOLUTION APPROVING A SECOND AMENDMENT TO RESOLUTION 22-032 WITH RS&H, INC TO DECOMISSION RUNWAY 6/24 AND APPROVING AN UPDATED SCOPE OF WORK WITH RS&H, INC. FOR AN ENVIRONMENTAL ASSESSMENT UNDER THE NATIONAL ENVIRONMENTAL POLICY ACT (NEPA) TO DECOMMISSION RUNWAY 6/24 AND RELOCATE TAXIWAY D

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

BASIC DESCRIPTION OF ITEM[1]:

This Proposal amends the contract with RS&H to produce an Environmental Assessment for the decommissioning of Runway 6-24 and Relocation of Taxiway D approved by the Board of Directors on August 17, 2022 via Resolution Number 24-009.

That agreement was for a total not to exceed $116,955 funded approximately 95% by FAA and IDOT. In the intervening months, regulations under the National Environmental Policy Act have changed concerning water resources. We have also contracted to develop a large tract of land on and near the existing tie-down area.

These changes have necessitated a review of the existing Scope of Work that has yielded an updated cost of $136,955, an increase of $20,000.

To complete the decommissioning of Runway 6-24, relocation of Taxiway D, and the private hangar development, I recommend approval. We will coordinate with IDOT to maximize available funds per their guidelines.

BUDGET[2]: Sufficient funding is available in the Airport Budget for this expense.

BIDDING[3]: N/A

EXHIBIT(S) ATTACHED: Proposal and Contract for Professional Services with RS&H, Inc.

RECOMMENDATION: To approve

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

[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.

CHICAGO EXECUTIVE AIRPOR RESOLUTION NO. 25-039

A RESOLUTION AMENDING RESOLUTION 22-032 AND APPROVING AN UPDATED SCOPE OF WORK WITH RS&H, INC. FOR AN ENVIRONMENTAL ASSESSMENT UNDER THE NATIONAL ENVIRONMENTAL POLICY ACT (NEPA) TO DECOMMISSION RUNWAY 6/24 AND RELOCATE TAXIWAY D

WHEREAS, Chicago Executive Airport requires an environmental assessment to decommission Runway 6/24 and relocate Taxiway D; and,

WHEREAS, In August 2022, the Board approved an agreement with the consulting firm of RS&H, Inc. to prepare the environmental assessment to decommission Runway 6/24 and relocate Taxiway D in Resolution 22-032; and

WHEREAS, regulatory conditions have changed since that resolution; and,

WHEREAS, the Airport has since contracted with a private entity to build aircraft hangars on and near the current tie-down area; and,

WHEREAS, these developments have necessarily expanded the Scope of Work, submitted by RS&H at of $136,955; and,

WHEREAS, the Board of Directors recognizes these tasks are necessary for the completion of future planned projects.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF CHICAGO EXECUTIVE AIRPORT, that the Chairman is authorized to execute the updated scope of work with RS&H, Inc. in the form substantially attached hereto for an amount not to exceed $136,955 and authorize the Executive Director and/or Director of Finance to make subsequent payments is hereby approved.

Director______________________moved, seconded by Director _________________
that Resolution No. 25-039 be adopted.

Director Berman	_______________	Director Dolick	_______________
Director Hellyer	_______________	Director Lang	_______________
Director Kearns	_______________	Director Saewert	_______________

ADOPTED this 19th day of November 2025, by the Chairman and Board of Directors of the Chicago Executive Airport.

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James J. Dunne
Chairman

ATTEST:

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Steve Berman
Secretary

CHICAGO EXECUTIVE AIRPORT
1926 • PWK • 2026

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Wheeling, IL 60090
847.537.2580
www.chiexec.com

To: Chairman and Board of Directors

From: Carmina Esguerra, Administrative Coordinator

Subject: 2026 Meeting and Holiday Schedule

Dear Chairman and Board of Directors,

Chicago Executive Airport is required to publish a Board of Directors meeting calendar schedule annually. Attached is a copy of the 2026 meeting schedule.

Please note the following:

- As proposed, all meetings fall on the regularly scheduled third Wednesday of the month.
- The dates have been reviewed and there are no known conflicts with major holidays, either federal or religious.
- Run ‘n’ Rock the Runway events are on June 27th, a week after the BOD meeting.
- The City of Prospect Heights and the Village of Wheeling are aware of the Joint Workshop Meeting date of September 16th.
- The October regular meeting was moved to the second Wednesday due to NBAA-BACE 2026 scheduled for October 20-22

2026 Board of Directors

Regular Meeting Schedule

January 21

February 18

March 18

April 15

May 20

June 17

July 15

August 19

September 16**

October 14

November 18

December 16

Meetings to be held at:
Chicago Executive Airport
1020 S. Plant Road
Wheeling, IL 60090
6:00 pm

**Regular meeting scheduled at 6:45 pm and in conjunction with Joint Municipal Workshop Meeting at 7:00 pm – Location TBD

2026 Holiday Schedule

Chicago Executive Airport offices will be closed on the following dates:

Thursday, January 1, 2026 – New Year’s Day

Monday, February 16, 2026 – President’s Day

Friday, April 3, 2026 – Friday before Easter

Monday, May 25, 2026 – Memorial Day

Friday, July 3, 2026 – Independence Day*

Monday, September 7, 2026 – Labor Day

Monday, October 12, 2026 – Indigenous Peoples’ Day

Thursday, November 26, 2026 – Thanksgiving Day

Friday, November 27, 2026 – Day After Thanksgiving

Thursday, December 24, 2026 – Christmas Eve

Friday, December 25, 2026 – Christmas Day