CHICAGO EXECUTIVE AIRPORT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, AUGUST 16, 2023
1020 S PLANT RD
WHEELING, IL 60090
6:00 PM

I. Call to Order and Roll Call

Vice-chairman Bill Kearns called the meeting to order at 6:00 p.m. Roll call confirmed the following present: Directors Berman *(via phone)*, Hellyer, Kearns, Kiefer, Lang, and Saewert. Absent: Chairman Harris.

Also in Attendance:
Jeff Miller - Executive Director
George Sakas – Director of Economic Development
Jason Griffith – Director of Finance
Andrew Wolanik – Director of Operations & Maintenance
Krista Coltrin – Administrative Manager/Recording Secretary
Penny Merritt – QuieterHome® Program Project Manager
Tom Lester – Attorney

II. Pledge of Allegiance

Vice-chairman Kearns led those in attendance in the Pledge of Allegiance.

III. Approval of Minutes

A motion was made by Director Saewert and seconded by Director Lang to approve the minutes from the July 19, 2023, Regular Board Meeting. The motion was approved by roll call. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, Lang, and Saewert. Nays: None. Absent: Chairman Harris.

IV. Changes to the Agenda

None.

V. Public Comments

None.

VI. Hearings and Reports

A) Director of Finance Report

Director of Finance Jason Griffith delivered the Treasurer's Report and said July is the third month in the fiscal year, meaning the target percentage collected or expended is 25%

of the budget. Year-to-date operating revenues were at 27.57% and operating expenditures were at 20.12% of the budget.

B) Executive Director's Report

Jeff Miller reported on the following:

- Total operations for June were 10,471, which is 13% above June 2023 and 7% above July 2022. The previous 12-month operations rose to 100,333, which is 15% above average for the month of July since 2010.

- July fuel flowage was 668,586 gallons, which is 3% below June 2023 and 2% below July 2022. The previous fuel flowage rose to 8,085,969 gallons. Fuel flowage is 544% above the average month of July since 2010.

- Total Customs clearances were 59 in July 2023, which is 3 less than June 2023, and 10 more than July 2022. The 12-month total for Customs clearances increased to 521. Clearances are 7 above the average month of June since 2010.

- The number of noise comments totaled 26 for June. There were 2 comments per 1,000 operations with a 12-month total of 428.

- Updates to construction projects include:

  - Airfield Lighting Project work is completed except for the airfield beacon. Staff anticipate the project to wrap up in the fall.

  - The Airport has signed the intergovernmental agreement for the East Quad Ramp Project. Staff hope to begin the project with enough time for appropriate weather conditions to allow for concrete curation.

  - The contract has been signed by the state and contractor for the Northwest Quadrant Road Rehab near Atlantic Aviation. The project is small, and staff anticipates its completion prior to winter.

  - Walls and the exterior façade have been installed on the new hangar at Hawthorne Global Aviation Services and the project is on schedule for completion by the end of the year.

  - Staff are working with CMT on Exhibit A to the ALP to review all deeds for property owned by the Airport. A kick-off meeting for the project was coordinated with the state.

  - An environmental assessment meeting was held regarding the runway 6/24 decommissioning.

  - The Noise Exposure Map draft was submitted to the FAA last week. The process for accepting the Map is generally 60-90 days.

- Other items include:

- A meeting was held on August 9, 2023, for the Hangar Rent Study. Executive Director Miller noted that it will include a full, collective study of all fees assessed by the Airport.

- Staff is coordinating with author Mike Haupt for a 100-year anniversary book.

- The Airport has reached out to state officials about the 5% tax on fuel being redirected to the Illinois Department of Aviation.

- College internships are finishing through the month of August. Additionally, the Airport will be coordinating with District 214 for the fall/winter job shadowing program.

- EMAS field strength testing has been conducted along with annual pavement repairs, which required runway closures last night.

✈ YARDI

- Beginning August 1, 2023, biweekly meetings have been scheduled with Yardi.

- During the meetings, discussions are taking place to determine the best course of action in all set-up and functions of Yardi.

- Currently setting up all properties and units.

- Next Steps: Charge Codes and GL finalization.

- Forward Steps:

    - Tenant Setup
    - Customs Setup
    - Lease-type setup
    - Lease setup

✈ FAA Reauthorization Update

- House Bill

    - Passed the House 351-69.

- Senate Bill

    - Currently stalled for the August recess; insiders are predicting a continuing resolution.

✈ To date, 619 applications have been received for the Residential Sound Insulation Program (RSIP).

- The FAA has programmed the $2.5M grant; staff has contacted the state for the award letter.
- Phase 1 Re-bid:
  - The FAA has indicated that we can re-bid; tentative dates are as follows:
  - Advertise - 8/15 *(Ms. Merritt indicated that advertising would begin tomorrow, 8/17.)*
  - Non-mandatory pre-bid meeting - 8/29
  - Bids due - 9/7

✈ Public Relations Report

- Serafin and staff are coordinating on emergency communication plans, and Serafin will be on hand for the live burn in October.

✈ 100-Year Anniversary Research

- Research through the attorney's office was unable to locate information predating the establishment of an airport before 1926.
- Author Mike Haupt's research definitively puts an airport on the site of Chicago Executive Airport in 1926:
  - *May 28, 1926, "Pal-Waukee Station Opens June 1st," attests to the opening of a new airport for this section of the county that was named "Pal-Waukee Air Port and Service Station". The proprietor was Frank Barchardt who, along with his brother Pete, owned a larger farm upon which airport was located.*

✈ Upcoming Meetings & Events

- CEA offices are closed on Monday, September 4th in observance of Labor Day.
- The September Board of Directors meeting and Joint Community Workshop meeting will be held on Wednesday, September 20th at the Hilton Prospect Heights/Northbrook.
- CEA offices are closed on Monday, October 9th in observance of Columbus Day.
- The October Board of Directors meeting is one week earlier than usual on Wednesday, October 11th.

✈ Thank You to Board of Directors

- Executive Director Miller thanked the Board of Directors for their generosity and support by offering a scholarship to an intern whose parent had passed away during their summer employment with the Airport.

Questions for Executive Director Miller included:

- Director Kiefer asked how many homes would be included in this year's RSIP construction. Ms. Merrit confirmed that the 20 homes in Phase 1 would be included in the project. She noted that the intention is to reach up to 40 homes per year in the future.

C) Board Member Comments

- Director Saewert congratulated Director Kearns on his 37th wedding anniversary.
- Director Lang stated that lighting from the south T-hangars was "spilling" onto Palatine Road, which he considered a distraction for drivers. Staff indicated that they would look to adjust the light fixtures to address the issue.

D) Correspondence and Chairman's Comments

- None.

VII. New Business

A. Resolution 23-026 – A Resolution Authorizing the Payment of Claims

A motion to approve was made by Director Kiefer and seconded by Director Saewert. The motion was approved by roll call. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, Lang, and Saewert. Nays: None. Absent: Chairman Harris.

B. Resolution 23-027 – A Resolution Approving the Revised IDOT Program Letter Funding RSIP Program Phase 2 Residential Soundproofing (Project # PWK-4918)

A motion to approve was made by Director Berman and seconded by Director Hellyer. The motion was approved by roll call. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, Lang, and Saewert. Nays: None. Absent: Chairman Harris.

VIII. Executive Session

At 6:19 p.m. a motion to move into Executive Session was made by Director Saewert and seconded by Director Lang. The motion was approved by roll call. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, Lang, and Saewert. Nays: None. Absent: Chairman Harris.

At 7:05 p.m. a motion to return to open session was made by Director Lang and seconded by Director Kiefer. The motion was approved by voice vote. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, Lang, and Saewert. Nays: None. Absent: Chairman Harris.

IX. Action Taken from Executive Session

None.

X. Adjournment

At 7:07 p.m. a motion was made by Director Saewert and seconded by Director Berman to adjourn the meeting. The motion was approved by voice vote. Ayes: Directors Berman, Hellyer, Kearns, Kiefer, Lang, and Saewert. Nays: None. Absent: Chairman Harris.

Respectfully Submitted:

Bill Hellyer

Bill Hellyer
Secretary

Reported on 9/15/2023
with most current data

Flight Operations

FAA reports data monthly-Updated for August 2023

Current Month to Previous Month

	Itinerant	Local	Total
August-23	6,474	3,534	10,008
July-23	6,605	3,866	10,471
Difference	(131)	(332)	(463)

12 Month Rolling Total

	Itinerant	Local	Total
August-23	65,810	34,499	100,309
August-22	69,116	29,903	99,019
Difference	(3,306)	4,596	1,290

Current Month to Same Month Last Year

	Itinerant	Local	Total
August-23	6,474	3,534	10,008
August-22	6,990	3,042	10,032
Difference	(516)	492	(24)

Fuel Flowage

August 2023

Current Month to Previous Month

	100LL	All JetA	Total	JetA Off Airport Only
August-23	29,096	654,487	683,583	54,963
July-23	13,204	655,382	668,586	46,873
Difference	15,892	-895	14,997	8,090

12 Month Rolling Total

	100LL	All JetA	Total	JetA Off Airport Only
August-23	198,719	7,830,959	8,029,678	788,200
August-22	197,005	8,195,006	8,392,011	462,906
Difference	1,714	-364,047	-362,333	325,294

Current Month to Same Month Last Year

	100LL	All JetA	Total	JetA Off Airport Only
August-23	29,096	654,487	683,583	54,963
August-22	26,415	713,459	739,874	68,966
Difference	2,681	-58,972	-56,291	-14,003

US Customs Operations

August 2023

Current Month to Previous Month

	Total
August-23	43
July-23	61
Difference	-18

12 Month Rolling Total

	Total
August-23	529
August-22	492
Difference	37

Current Month to Same Month Last Year

	Total
August-23	43
August-22	37
Difference	6

Previous Month & Fiscal Year to End of Previous Month Financials

	August Month End Financials	Fiscal Year Through End of August Financials
Total Revenues	$ 614,744	$ 2,528,811
Less:Total Operating Expenses	$ (307,256)	$ (1,404,053)
Total Operating Income	**$ 307,488**	**$ 1,124,758**
Other -Interest Income/Bank Fees	$ 14,049	$ 53,711
Other - Insurance Reimbursements	$ -	$ -
Total Operating and Other	**$ 321,537**	**$ 1,178,469**
Total Debt Service	$ (47,930)	$ (192,182)
Cash Income (Loss)	**$ 273,607**	**$ 986,287**
Total Reserve Fund Transfers	$ (78,352)	$ (312,558)
Total Net Income	**$ 195,254**	**$ 673,728**

Debt Service Expenses	August Month End Ratios	Fiscal Year Through End of August Ratios
% of Debt to Total Expenses	13.49%	12.04%
% of Debt to Net Income	24.55%	28.53%

Cash Report

For End of August

Total Cash	$ 10,397,524.33
Restricted Funds	$ (1,499,783.19)
Internal Reserve Funds	$ (3,090,164.37)
Traditional Grant Projects	$ (547,571.65)
Net Available Cash	$ 5,260,005.12
RSIP Grant Project Local Share	$ (192,259.35)
Remaining Budgeted Self Funded Capital Projects	$ (762,174.00)
Net Cash with all Capital Projects	$ 4,305,571.77
FY24 remaining budgeted Grant Revenue	$ 963,938.45
Total Cash if All remaining FY24 budgeted Capital Expenses occur and all Grant Revenues are received	$ 5,269,510.22

The Airports has received $53,961.55 in grant money in FY24.

Past Due Balances

Tenant Payments Entered Through 9/15/2023

	Amount
Over 30 days	$ 13,664.94
Over 60 days	(292.37)
Over 90 days	(22.80)
Over 120 days	(21,481.38)
Total	$ (8,131.61)

	Total	Total Over 60
LEFC	$ 759.61	$ 549.61
C.A.P.	$ 20.00	$ 20.00
District 214	$ 50.00	$ 10.00

There are U.S. Customs accounts with credit balances. With all U.S. Customs charges now going through the FBOs staff will work to refund these credits.

CHICAGO EXECUTIVE AIRPORT
LEGISLATIVE COVER MEMORANDUM

AGENDA ITEM NO(S): 23-028

DATE OF BOARD MEETING: September 20,2023

TITLE OF ITEM SUBMITTED: Resolution 23-028 – 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. 23-028

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 $366,308.31 on the attached Check Register dated September 15,2023, are hereby approved.

Director ____________________ moved, seconded by Director __________________ that Resolution No. 23-028 be adopted.

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

ADOPTED this 16th day of August 2023, by the Board of Directors of the Chicago Executive Airport.

____
D. Court Harris
Chairman

ATTEST:

____
Bill Hellyer
Secretary

Check	Check Date/ Invoice #	Vendor/ Account #	Name/ Distribution Amount	Description	Check Total
27071	09-01-2023	COMED	**ComEd**		243.41
	Aug 2023b	52150.37	243.41	206 IND 7/24-8/17/23	
44052	09-20-2023	ADT	**Johnson Controls Security Solu**		272.15
	39292665	62540.25	272.15	Recurring	
44053	09-20-2023	AT&T U.S.	**AT&T**		416.12
	8702791802	56550.03	416.12	Customs Phone - Sept 2023	
44054	09-20-2023	BluPetrole	**Blu Petroleum**		300.00
	Sept 2023	62540.22	300.00	Fuel Cloud	
44055	09-20-2023	C&S Engine	**C&S Engineers, Inc.**		24,170.37
	50	78060.02	2,530.00	LOA #1 PWKRSIP2019	
	23a	78060.02	21,640.37	LOA #2 PWKRSOP2019	
44056	09-20-2023	DOUGLAS	**Douglas Truck Parts**		1,557.13
	99406	64510.05	353.40	Nitrile gloves-Motor Treatment	
	99406	64480.15	527.93	Nitrile gloves-Motor Treatment	
	100706	64510.05	191.76	5W20 Syn Oil Qtrs	
	101024	64510.12	65.04	A12/A14 Radial Seal Air Filter	
	101024	64510.14	65.04	A12/A14 Radial Seal Air Filter	
	101956	64510.05	79.98	Radiator Genie	
	102094	64510.10	80.00	Motor Oil/Hand Cleaner	
	102094	64510.12	80.00	Motor Oil/Hand Cleaner	
	102094	64510.14	80.00	Motor Oil/Hand Cleaner	
	102094	64510.13	80.00	Motor Oil/Hand Cleaner	
	102094	64480.15	80.00	Motor Oil/Hand Cleaner	
	102094	64510.16	80.00	Motor Oil/Hand Cleaner	
	102094	64510.17	80.00	Motor Oil/Hand Cleaner	
	102094	64510.18	80.00	Motor Oil/Hand Cleaner	
	102094	64510.19	80.00	Motor Oil/Hand Cleaner	
	102094	64510.20	80.00	Motor Oil/Hand Cleaner	
	102094	64510.21	80.00	Motor Oil/Hand Cleaner	
	102094	64510.22	80.00	Motor Oil/Hand Cleaner	
	102094	64510.23	80.00	Motor Oil/Hand Cleaner	
	102094	64510.25	80.00	Motor Oil/Hand Cleaner	
	102094	64480.15	96.00	Motor Oil/Hand Cleaner	
	102160	64510.18	184.39	A18	
	102161	64510.19	220.19	A19	
	102162	64510.20	131.89	A20	
	99074 CM	64480.15	(1,478.49)	CM return of Jack inv 98318	
44057	09-20-2023	EL-COR	**EL-COR Industries, Inc.**		93.54
	90607	64480.15	93.54	Blue Shop Towels	
44058	09-20-2023	FIRSTCHOIC	**First Choice Coffee Svc**		157.25
	696508	54060.15	112.30	Coffee/supplies	
	697828	52150.60	44.95	Water cooler rental	
44059	09-20-2023	FOXVALLEY	**Fox Valley Fire & Safety**		894.75
	621836	62540.21	370.90	Annual Insp backflow H50	

Check	Check Date/ Invoice #	Vendor/ Account #	Name/ Distribution Amount	Description	Check Total
					894.75
	621838	62540.21	523.85	Annual Insp backflow H51	
44060	09-20-2023	FRIES	**Fries Automotive**		250.00
	80807	54510.04	250.00	Ford Expidition Tow	
44061	09-20-2023	ImageApp	**Image Apparel Solutions**		488.75
	I2302580	60900.05	488.75	Maint/Ops Shirts	
44062	09-20-2023	Imperial S	**Imperial Surveillance**		445.20
	209562	62540.29	445.20	Access Control	
44063	09-20-2023	JANIKING	**JaniKing of IL**		4,488.22
	CHC08230267	52480.10	794.00	Office cleaning August	
	CHC08230268	52480.11	521.91	RSIP office cleaning August	
	CHC08230270	52480.12	400.32	H5 cleaning August	
	CHC08230272	56550.14	527.88	US Customs cleaning August	
	CHC09230267	52480.11	794.00	Office - Sept 2023	
	CHC09230268	52480.11	521.91	RSIP - Sept 2023	
	CHC09230270	52480.12	400.32	Hangar 5 - Sept 2023	
	CHC09230272	56550.14	527.88	Customs - Sept 2023	
44064	09-20-2023	JOURNAL	**The Journal & Topics**		675.47
	190853	52660.05	675.47	RSIP - Legal Add	
44065	09-20-2023	Keramida	**Keramida Inc**		700.00
	103839	52510.08	700.00	Annual Stormwater Compliance	
44066	09-20-2023	KONICA	**Konica Minolta Bus. Sol.**		102.60
	289046405	52210.25	102.60	Copier Usage Aug 2023	
44067	09-20-2023	McCannInd	**McCann Industries, Inc.**		9,124.00
	E00222	74200.01	9,124.00	A15 Forks	
44068	09-20-2023	Milieu	**Milieu Design LLC**		1,895.65
	172608	62330.11	219.85	August Mowing	
	173102	62330.11	1,675.80	Perimeter Mowing	
44069	09-20-2023	NAPA2	**NAPA Auto Parts-Wheeling**		3,491.64
	6282023	64480.15	(82.97)	PO 43963 Return	
	6871-179803	64510.18	1,389.85	A18 - various filters	
	6871-179824	64510.19	1,455.82	A19 - various filters	
	6871-179845	64510.20	757.93	A20 - various filters	
	6871-180584	64510.18	(28.99)	Fuel Filter Return A18	
44070	09-20-2023	ONETIME	**177 Lima Foxtrot LLC**		123.63
	AUTO471	20000.00	73.63	Deposit Refund - Security	
	AUTO476	40550.04	50.00	Credit Refund	
44071	09-20-2023	ONETIME	**Big Picture Aviation**		100.00
	AUTO473	20000.04	100.00	Deposit Refund - Waiting List	

Check	Check Date/ Invoice #	Vendor/ Account #	Name/ Distribution Amount	Description	Check Total
44072	09-20-2023	ONETIME	**Jay Trivedi**		46.42
	AUTO472	20000.00	46.42	Deposit Refund - Security	
44073	09-20-2023	ProxIT	**Proxit, Inc.**		3,338.00
	23764	52210.05	1,669.00	August 2023	
	23805	52210.05	1,669.00	September 2023	
44074	09-20-2023	Rose Pest	**Rose Pest Solutions**		95.00
	3457106	52480.20	95.00	Pest Control	
44075	09-20-2023	RS&H	**RS&H, Inc**		36,846.72
	10130211000-7	78061.01	36,846.72	PWK Part 150 Noise Exposure Ma	
44076	09-20-2023	SATURN	**Saturn Signs**		225.00
	2391	52630.15	225.00	Foam Print	
44077	09-20-2023	Serafin &	**Serafin & Associates, Inc.**		5,000.00
	2007577	52405.05	5,000.00	August 2023	
44078	09-20-2023	Turnkey D	**Turnkey Digital, LTD**		150.00
	19309	52540.05	150.00	Website - Sept 2023	
44079	09-20-2023	UniFirst	**UniFirst Corporation**		787.48
	1320056287	60900.05	70.29	Unforms FT/PT/Intern	
	1320056287	60900.10	25.18	Unforms FT/PT/Intern	
	1320056287	52480.15	23.87	Unforms FT/PT/Intern	
	1320058160	60900.05	70.29	Unforms FT/PT/Intern	
	1320058160	60900.10	25.18	Unforms FT/PT/Intern	
	1320058160	52480.15	23.87	Unforms FT/PT/Intern	
	1320060143	60900.05	70.29	Uniforms/Mats - Aug 2023	
	1320060143	60900.10	7.16	Uniforms/Mats - Aug 2023	
	1320060143	52480.15	23.87	Uniforms/Mats - Aug 2023	
	1320060143	60900.10	174.00	Uniforms/Mats - Aug 2023	
	1320062006	60900.05	70.29	Uniforms/Mats - Sept 2023	
	1320062006	60900.10	7.16	Uniforms/Mats - Sept 2023	
	1320062006	52480.15	23.87	Uniforms/Mats - Sept 2023	
	1320063992	60900.05	70.29	Uniforms/Mats - Sept 2023	
	1320063992	52480.15	23.87	Uniforms/Mats - Sept 2023	
	1320063992	60900.10	78.00	Uniforms/Mats - Sept 2023	
44080	09-20-2023	USC&BP	**U. S. Customs & Border Protect**		531.54
	580001410	56550.03	531.54	USCS - telecom	
44083	09-20-2023	USCS	**U.S. Customs Service**		10,489.69
	503270340	56550.02	367.98	OT 7.16.23 N28BQ	
	503270357	56550.02	367.98	OT 7..22.23 N680LL	
	503270365	56550.02	660.93	OT 7.27.23 N473PC	
	503270373	56550.02	583.72	OT 7.29.23 N568VA	
	503270381	56550.02	367.98	OT 7.16.23 CFIOC	
	503270399	56550.02	188.90	OT 7.22.23 CGWLL	
	503270407	56550.02	184.00	OT 7.25.23 N312MA	
	503270415	56550.02	660.93	OT 7.26.23 N95VE	

Check	Check Date/ Invoice #	Vendor/ Account #	Name/ Distribution Amount	Description	Check Total
					10,489.69
	503270423	56550.02	377.81	OT 7.29.23 CGWAW	
	503270423	56550.02	.00	OT 7.29.23 CGWAW	
	503270431	56550.02	643.98	OT 7.18.23 N912DP	
	503270449	56550.02	188.90	OT 7.22.23 N459MA	
	503270456	56550.02	387.67	OT 7.23.2023 N811CE	
	503270464	56550.02	377.68	OT 7.23.2023 N427FX	
	503270472	56550.02	660.93	OT 7.24.2023 N865CA	
	503288490	56550.02	186.98	OT 07.30.2023 N961JF	
	503288508	56550.02	327.20	OT 07.30.2023 N255QS	
	503288516	56550.02	420.71	OT 7.30.2023 N255QS	
	503288524	56550.02	186.98	OT 7.30.2023 N49DK	
	503288532	56550.02	373.96	OT 7.30.2023 N635QS	
	503288540	56550.02	373.96	OT 7.31.2023 CGJNE	
	503288557	56550.02	471.85	OT 7.31.23 N30DJ	
	503288565	56550.02	188.74	OT 8.1.2023 N30DJ	
	503288573	56550.02	235.93	OT 8.6.2023 DALIN	
	503288581	56550.02	188.74	OT 8.6.2023 N137SF	
	503288599	56550.02	373.96	OT 08.07.2023 N691AF	
	503288607	56550.02	93.49	OT 08.9.2023 N312MA	
	503288615	56550.02	660.72	OT 8.11.2023 N688VM	
	503288623	56550.02	387.08	OT 08.12.2023 N510AN	
44084	09-20-2023	USCS-QTR	**U.S. Customs Service**		52,775.58
	530011741	12060.21	52,775.58	FY 2024 Qtr 1	
44085	09-20-2023	VILLAGE	**Village of Wheeling**		29,750.64
	729	52210.05	120.00	RSIP Alarm	
	803	50100.03	252.13	Health/dental/Life	
	803	50100.15	9,253.07	Health/dental/Life	
	803	60100.03	279.77	Health/dental/Life	
	803	60100.15	19,845.67	Health/dental/Life	
44086	09-20-2023	WASTE	**Waste Management North**		166.27
	7619511-2008-5	62810.05	166.27	Waste Management Sept 2023	
44087	09-20-2023	WELD-MART	**American Welding & Gas Inc**		370.42
	9565360	64330.25	156.24	Welding/Propane Aug 2023	
	9565360	64330.30	214.18	Welding/Propane Aug 2023	
44088	09-20-2023	WILDGOOSE	**Wild Goose Chase**		2,771.00
	39598	64480.25	2,771.00	Goose Control - Sept 2023	
79097	09-19-2023	CONSTELL	**Constellation Energy Services**		155.66
	65901625701	52150.33	155.66	H54 6/19-7/19/23	
97044	08-21-2023	CONSTELL	**Constellation Energy Services**		113.08
	65644203601	52150.35	113.08	H56 electric	
97055	08-21-2023	CONSTELL	**Constellation Energy Services**		100.55
	65644283601	52150.36	100.55	H57 electric	

Check	Check Date/ Invoice #	Vendor/ Account #	Name/ Distribution Amount	Description	Check Total
97056	08-21-2023	CONSTELL	**Constellation Energy Services**		152.51
	65644296501	52150.33	152.51	H54 electric	
97057	08-21-2023	CONSTELL	**Constellation Energy Services**		182.99
	65644320401	52150.31	182.99	H52 electric	
97058	08-21-2023	CONSTELL	**Constellation Energy Services**		122.68
	65644366901	52150.32	122.68	H53 electric	
97059	08-21-2023	CONSTELL	**Constellation Energy Services**		101.76
	65644376301	52150.34	101.76	H55 electric	
97060	08-17-2023	FEDEX	**FedEx Kinko's**		22.64
	8-211-29584	52600.15	22.64	Overnight - IDOT	
97061	08-23-2023	VILLAGE	**Village of Wheeling**		1,520.04
	May-June	52150.65	1,520.04	H56 5/1/23-7/1/23	
97062	08-23-2023	VILLAGE	**Village of Wheeling**		1,520.04
	May-June a	52150.64	1,520.04	H54 5/1/23-7/1/23	
97063	08-23-2023	VILLAGE	**Village of Wheeling**		1,520.04
	May-June b	52150.63	1,520.04	H52 5/1/23-7/1/23	
97064	08-23-2023	VILLAGE	**Village of Wheeling**		1,555.69
	May-June c	52150.60	1,555.69	Office 5/1/23-7/1/23	
97065	08-25-2023	ILAMWATER	**IL American Water**		46.65
	August 2023	52150.62	46.65	SW T Hangar	
97066	08-25-2023	ILAMWATER	**IL American Water**		125.14
	August 2023b	52150.62	125.14	SW T Hangar	
97067	08-25-2023	ILAMWATER	**IL American Water**		44.81
	August 2023c	56550.12	44.81	Customs/H2O Fire	
97068	08-24-2023	WASTE	**Waste Management North**		166.27
	7604300-2008-0	62810.05	166.27	August 2023	
97069	08-24-2023	COMED	**ComEd**		337.70
	Aug 2023f	56550.10	337.70	Customs 7/11-8/9/23	
97070	09-01-2023	UNUM	**UNUM Life Insurance Comp**		1,378.49
	Sept 2023	50100.05	533.28	Disabililty/Life	
	Sept 2023	60100.05	845.21	Disabililty/Life	
	Sept 2023	50100.05	.00	Disabililty/Life	
97072	09-01-2023	COMED	**ComEd**		27.45
	Aug 2023c	52150.17	27.45	Tie Downs 7/19-8/17/23	
97073	09-01-2023	COMED	**ComEd**		1,193.78
	Aug 2023d	52150.13	1,193.78	H5/6 - 7/19-8/17/23	

Check	Check Date/ Invoice #	Vendor/ Account #	Name/ Distribution Amount	Description	Check Total
97074	08-24-2023	COMED	**ComEd**		595.87
	Aug 2023e	52150.24	595.87	H11 7/11-8/9/23	
97075	08-24-2023	CONSTELL	**Constellation Energy Services**		2,925.63
	65659131901	52150.02	16.79	Multimeter electric	
	65659131901	52150.05	403.73	Multimeter electric	
	65659131901	52150.04	55.41	Multimeter electric	
	65659131901	52150.20	2,484.92	Multimeter electric	
	65659131901	52150.15	16.59	Multimeter electric	
	65659131901	52150.22	86.04	Multimeter electric	
	65659131901	52150.23	92.13	Multimeter electric	
	65122812301a	52150.05	(91.91)	Late charge credit	
	65382390301a	52150.05	(138.07)	Late charge credit	
97076	08-25-2023	Verizon	**Verizon**		1,200.07
	082023	52720.05	417.53	7/5-8/4/2023	
	082023	62720.05	672.95	7/5-8/4/2023	
	082023	56550.03	109.59	7/5-8/4/2023	
97077	09-01-2023	COMED	**ComEd**		41.42
	082023	52150.12	41.42	VIewing Area	
97078	09-05-2023	AT&T U.S.	**AT&T**		416.12
	Aug 2023	56550.03	416.12	Customs Phone	
97079	09-05-2023	COMCAST	**Comcast Cable Comm., Inc.**		224.83
	Aug 2023c	52720.11	224.83	RSIP	
97080	09-05-2023	COMED	**ComEd**		93.04
	Aug 2023	52150.11	93.04	H7 7/19-8/17/23	
97082	09-07-2023	NICOR	**NICOR Gas**		49.93
	082023f	52150.55	49.93	Office	
	082023f	52150.26	.00	Office	
97083	09-07-2023	NICOR	**NICOR Gas**		175.25
	082023d	52150.51	175.25	206 Industrial	
97084	09-07-2023	AT&T U.S.	**AT&T**		488.07
	Aug 2023b	56550.03	488.07	Customs Fiber	
97085	09-08-2023	ILAMWATER	**IL American Water**		698.60
	Aug 2023	56550.12	1,146.21	US Customs 7/1-7/31/23	
	Dec 2022C	56550.12	348.93	11.01.22 - 12.29.22 5619	
	FEB 2023d	56550.12	112.75	12/30/22 - 01/31/23 5619	
	Jul 23	56550.12	.90	July error entry	
	July 23b	56550.12	168.09	4/28-5/31/23	
	July 23c	56550.12	882.42	6/1-6/30-23	
	June 23b	56550.12	126.86	3/31-4/27/23	
	March 2023 C	56550.12	122.59	3/1/23-3/30/23 5619 Customs	
	March 2023 C	52150.62	.00	3/1/23-3/30/23 5619 Customs	
	March 2023d	56550.12	108.85	02/01/23 - 0228/23 5619	

Check	Check Date/ Invoice #	Vendor/ Account #	Name/ Distribution Amount	Description	Check Total
					698.60
	Nov 2022	56550.12	174.08	10.1.22 - 10.31.22 5619	
	OCT 2022B	56550.12	704.33	7.29.22 - 9.30.22 5619	
	OCT 2022B	56550.12	(3,197.41)	7.29.22 - 9.30.22 5619	
97086	09-08-2023	NICOR	**NICOR Gas**		180.83
	082023e	52150.56	180.83	Hangar 11	
97087	09-08-2023	NICOR	**NICOR Gas**		52.59
	082023c	52150.57	52.59	H5/6 Small	
97088	09-11-2023	NICOR	**NICOR Gas**		190.81
	082023g	52150.58	190.81	Hangar 5/6	
97089	09-12-2023	COMCAST	**Comcast Cable Comm., Inc.**		179.95
	Aug 2023b	52540.06	179.95	Hangar 11	
97090	09-12-2023	NICOR	**NICOR Gas**		58.02
	July 2023f	52150.50	58.02	Shop 6/26-7/26/23	
97091	09-12-2023	CONSTELL	**Constellation Energy Services**		25.80
	65035062701	52150.08	26.54	3/13/23-4/11/23 Gate27	
	65298765101	52150.08	(52.34)	4/11/23-5/10/23 Gate 27	
	65826111301	52150.08	51.60	Gate 27 6/9-7/11/23	
97092	08-29-2023	JPMorganCh	**JP Morgan Chase Bank**		31,219.86
	06.29.2023 AW	64480.16	69.39	Airfield painting supplies	
	06.30.2023 AW	64510.28	24.30	Bobcat mowers tires	
	06.30.2023 JM	54255.26	52.35	Fuel	
	07.01.2023 AW	52540.05	15.00	Ubiquiti backup internet atten	
	07.01.2023 KC	54255.20	2,090.70	5k timing company J3	
	07.05.2023 KC	52120.25	31.86	KC business lunch-Rammys	
	07.05.2023b KC	54060.15	30.28	RM birthday cookies	
	07.06.2023 AW	62090.05	74.35	Building keys	
	07.06.2023 JG	52720.10	10.00	Humble fax-fax line	
	07.06.2023 PR	62090.06	68.01	H5 bathroom repairs	
	07.07.2023 AW	64480.15	68.00	Mobile fuelers stickers	
	07.07.2023 NM	62090.07	2,000.00	NE T's pilot's lounge A/C unit	
	07.07.2023b AW	62090.06	69.75	H5 well room insulation-oil	
	07.07.2023b NM	62330.07	64.34	Landscaping equipment supplies	
	07.07.2023c AW	62750.04	533.76	AAAE GL-JW hotel Grand Harbor	
	07.09.2023 PR	64390.05	76.23	No parking signs	
	07.10.2023 AW	62120.18	750.00	AAAE Ops & Tech Conf-AW-Atl	
	07.10.2023b AW	62120.18	590.00	AAAE GL Conf-JW-Dubuque	
	07.10.2023c AW	62750.04	217.80	AAAE Ops&Tech Conf-AW flight	
	07.11.2023 AW	64390.05	72.42	No parking-Town zone signs	
	07.11.2023 KC	54060.15	524.75	Board Meeting Food-Buca Di Bep	
	07.11.2023 PR	64480.15	129.20	Wall mount cabinet	
	07.13.2023 JM	52120.25	43.14	CEA-SFS Master lease lunch-Jim	
	07.13.2023 KC	54060.15	47.02	NS birthday bagels	
	07.13.2023 PR	54480.15	552.00	Office dehumidifier	
	07.13.2023b PR	62750.04	66.00	AAAE Ops ACE-PR flight	

Check	Check Date/ Invoice #	Vendor/ Account #	Name/ Distribution Amount	Description	Check Total
					31,219.86
	07.14.2023 JG	54420.05	389.20	Office 365-Phones	
	07.14.2023 JG	52720.10	177.93	Office 365-Phones	
	07.14.2023 JG	62720.10	101.67	Office 365-Phones	
	07.14.2023 NM	64510.21	261.19	A21 parts-pins	
	07.15.2023 AW	64480.15	175.50	Access control cards	
	07.16.2023 AW	64480.15	63.56	Binoculars-Tackle boxes	
	07.16.2023 PR	64480.15	19.56	Battery-Magnets-Tape	
	07.17.2023 JM	52120.25	32.75	JM business lunch-Rammy's	
	07.18.2023 AW	64420.05	6,000.00	Virtower operations tracking s	
	07.18.2023 KM	54480.15	46.04	KM notary stamp	
	07.18.2023 NM	62090.07	4,411.00	NET's pilot's lounge A/C unit	
	07.19.2023 JM	52120.25	45.50	JM business lunch-Fry the Coop	
	07.19.2023 KC	54480.15	46.04	FE notary stamp	
	07.19.2023 NM	64240.05	3,541.76	Airfield lighting-48W-200W-45W	
	07.19.2023b KC	54060.15	181.94	Candy for front-Pop	
	07.19.2023c KC	54060.15	19.92	TL birthday cake	
	07.19.2023d KC	52120.20	500.00	Joint Workshop deposit	
	07.20.2023 AW	64480.15	57.69	Glossy paper-Batteries	
	07.20.2023 GS	52120.19	435.00	IPAA Conf-Galena GS registrati	
	07.20.2023 KC	54255.28	1,360.00	CABAA golf sponsorship	
	07.20.2023 PR	52600.15	19.92	UPS ground shipping	
	07.20.2023b GS	52750.07	207.59	IPAA Conf-Galena GS Eagle depo	
	07.20.2023c GS	56300.19	435.80	NBAA Conf-GS flight Las Vegas	
	07.21.2023 AW	64480.15	35.35	Adjustable fire hydrant wrench	
	07.21.2023 PR	64390.05	573.30	No trespassing signs	
	07.21.2023b AW	60900.05	159.95	Hybrid Western boots	
	07.21.2023c AW	52540.23	72.99	YouTube TV	
	07.22.2023 KC	54060.15	19.51	PR birthday cake	
	07.23.2023 KC	52480.10	19.41	Cleaning supplies	
	07.24.2023 KC	52480.10	6.59	Cleaning supplies	
	07.24.2023 NM	64510.25	36.82	A25 amber beacon	
	07.24.2023b KC	52480.10	26.95	Cleaning supplies	
	07.24.2023b NM	64090.10	449.00	Airfield light vault-A/C unit	
	07.24.2023c KC	52480.10	86.27	Multifold hand towels	
	07.25.2023 KC	54255.05	310.64	CEA-PWK stickers	
	07.26.2023 GS	52750.11	211.28	JM-GS Scottsdale airports hote	
	07.26.2023 KC	52480.10	26.36	Cleaning supplies	
	07.26.2023b GS	52750.11	37.00	JM-GS Scottsdale flight	
	07.26.2023b KC	54060.15	61.32	Disposables	
	07.26.2023b KC	62090.06	27.20	Disposables	
	07.26.2023c GS	52750.11	32.00	JM-GS Scottsdale flight	
	07.26.2023d GS	52750.11	37.00	JM-GS Scottsdale flight	
	07.26.2023e GS	52750.11	32.00	JM-GS Scottsdale flight	
	07.26.2023f GS	52750.11	267.81	JM-GS Scottsdale flight	
	07.26.2023g GS	52750.11	267.81	JM-GS Scottsdale flight	
	07.27.2023 GS	52750.11	76.74	FAA AAM meeting-O'Hare park	
	07.27.2023 JM	52120.18	8.12	AAAE GL-JM water	
	07.27.2023 NM	56550.06	10.99	U.S. Customs Facility-bathroom	
	07.27.2023b JM	52750.11	30.49	AAAE GL-JM lunch Big Sammys H	
	07.27.2023b NM	62090.06	24.94	H5 well room insulation	
	07.28.2023 AW	62750.04	190.87	AAAE Ops&Tech Conf-AW hotel Om	

Check	Check Date/ Invoice #	Vendor/ Account #	Name/ Distribution Amount	Description	Check Total
					31,219.86
	07.29.2023 AW	64480.15	321.00	Access control cards	
	07.29.2023 KM	54510.04	736.82	Casey Auto	
	07.29.2023 NM	56550.06	190.46	U.S. Customs Facility-eyewash	
	07.30.2023 JM	52750.11	32.66	AAAE GL-JM lunch Breakfast-Lan	
97093	09-08-2023	NICOR	**NICOR Gas**		57.72
	08242023	52150.27	28.86	H7/Customs	
	08242023	56550.11	28.86	H7/Customs	
97094	08-25-2023	COMCAST	**Comcast Cable Comm., Inc.**		304.85
	Aug 2023	52540.05	304.85	Office	
97095	09-18-2023	KONICA	**Konica Minolta Bus. Sol.**		341.93
	80670643	52210.25	341.93	Copier August	
97096	09-19-2023	CONSTELL	**Constellation Energy Services**		78.57
	65901553301	52150.34	78.57	H55 6/19-7/19/23	
97098	09-19-2023	CONSTELL	**Constellation Energy Services**		82.10
	65901667901	52150.32	82.10	H53 6/19-7/19/23	
97099	09-19-2023	CONSTELL	**Constellation Energy Services**		137.02
	65901674901	52150.35	137.02	H56 6/19-7/19/23	
97100	09-19-2023	CONSTELL	**Constellation Energy Services**		106.90
	65901681501	52150.36	106.90	H57 6/19-7/19/23	
97101	09-19-2023	CONSTELL	**Constellation Energy Services**		167.47
	65901686901	52150.31	167.47	H52 6/19-7/19/23	
97102	09-20-2023	VILLAGE	**Village of Wheeling**		72.40
	082023	52150.67	72.40	201 Ind 6/1-8/1/2023	
97103	09-20-2023	VILLAGE	**Village of Wheeling**		105.83
	082023b	52150.66	105.83	RSIP 6/1-8/1/2023	
97104	09-20-2023	HARRIS, DC	**D. Court Harris**		300.00
	August 2023	50400.05	300.00	Board Stipend Aug 2023	
97105	09-20-2023	KEARNS2	**William J. Kearns**		250.00
	August 2023	50400.05	250.00	Board Stipend Aug 2023	
97106	09-20-2023	LANG.R	**Ray Lang**		250.00
	August 2023	50400.05	250.00	Board Stipend Aug 2023	
97107	09-20-2023	Kiefer	**James J. Kiefer**		250.00
	August 2023	50400.05	250.00	Board Stipend Aug 2023	
97108	09-20-2023	Saewert	**Scott Saewert**		250.00
	August 2023	50400.05	250.00	Board Stipend Aug 2023	

Check	Check Date/ Invoice #	Vendor/ Account #	Name/ Distribution Amount	Description	Check Total
97109	09-20-2023	HELLYER	**Bill Hellyer**		250.00
	AUgust 2023	50400.05	250.00	Board Stipend Aug 2023	
97110	09-20-2023	Berman	**Steve Berman**		250.00
	August 2023	50400.05	250.00	Board Stipend Aug 2023	
97111	09-20-2023	AHW LLC	**AHW LLC**		423.97
	11678002	64510.22	211.98	AP 22 & A 31	
	11678002	64510.23	211.99	AP 22 & A 31	
97112	09-20-2023	CMT	**Crawford, Murphy & Tilly, Inc.**		120,091.25
	228342	78000.56	78,500.00	PWK-4795 Rehab East Quad desig	
	229587	52180.10	345.00	Drainage-General-Lease Develop	
	229587	56200.05	5,152.50	Drainage-General-Lease Develop	
	229587	52180.10	2,555.00	Drainage-General-Lease Develop	
	230163	52180.10	115.00	Master Drainage	
	230163	56200.05	3,610.00	General Engineering-Lease Deve	
	230163	52180.10	6,413.75	General Engineering-Lease Deve	
	230164	78000.56	23,400.00	PWK-4795 Rehab East Quad Desig	
GRAND TOTALS					366,308.31*

CHICAGO EXECUTIVE AIRPORT
LEGISLATIVE COVER MEMORANDUM

AGENDA ITEM NO. 23-029

DATE OF BOARD MEETING: September 20, 2023

TITLE OF ITEM SUBMITTED:

A RESOLUTION TO APPROVE A PUBLIC RELATIONS PROFESSIONAL SERVICES AGREEMENT WITH SERAFIN & ASSOCIATES, INC.

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

BASIC DESCRIPTION OF ITEM[1]: The attached is a Professional Services Agreement with Serafin & Associates, Inc.to manage Public Relations for Chicago Executive Airport from July 1, 2023, to June 30, 2024. Jim Webb, the Director of Operations, and Tori Allen will be our main contacts within the company and are who we will be dealing with directly. The Airport has been satisfied with Serafin's services for the past year. Serafin's 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 Insultation Project communications with the media and communities in cooperation with the Airport. More details are listed in the actual scope of work attached.

BIDDING[2]: N/A

EXHIBIT(S) ATTACHED: Professional Services Agreement with Serafin & Associates, Inc., 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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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, 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. 23-029

A RESOLUTION TO APPROVE A PUBLIC RELATIONS PROFESSIONAL SERVICES AGREEMENT WITH SERAFIN & ASSOCIATES, INC.

WHEREAS, the Airport is in need of a Public Relations firm to correspond with the public and media about CEA activities and to provide public relations strategic planning; and,

WHEREAS, Serafin & Associates, 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, 2024.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF CHICAGO EXECUTIVE AIRPORT, that the attached professional services agreement with the firm of Serafin & Associates, Inc. for FYE April 30, 2024, for a base contract amount of $5,000/month or $60,000/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. 23-029 be adopted.

Director Berman	______________	Director Kiefer	________________
Director Hellyer	______________	Director Lang	________________
Director Kearns	______________	Director Saewert	________________

ADOPTED this 20th day of September 2023, by the Board of Directors of Chicago Executive Airport.

____
D. Court Harris
Chairman

ATTEST:

____
Bill Hellyer
Secretary

PROFESSIONAL SERVICES AGREEMENT

THIS PROFESSIONAL SERVICES AGREEMENT (this "Agreement") is made and entered into as of July 1, 2023 (the "Effective Date"), by and between the CHICAGO EXECUTIVE AIRPORT ("CEA"), and SERAFIN & ASSOCIATES, INC. ("CONSULTANT").

RECITALS:

A. CEA desires to hire a public relations entity for standard ongoing public relations management and on-call services for unique events.

B. CONSULTANT has experience in public relations management.

C. CEA wishes to engage CONSULTANT to assist CEA in its general public relations services for the airport.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained the parties hereto, intending to be legally bound, agree as follows:

TERMS:

1. CONSULTANT'S Engagement. CEA hereby engages CONSULTANT, and CONSULTANT hereby accepts such engagement, to provide public relations services as set forth in Attachment "A". CONSULTANT shall be under the direction of and accountable to CEA through CEA's Executive Director.

2. Time. CONSULTANT shall devote such time as is reasonably deemed necessary for carrying out CONSULTANT's services described herein. CONSULTANT shall provide to CEA on a monthly basis a report of services delivered on behalf of CEA.

3. Fees. As consideration for the services to be provided hereunder, CEA shall pay CONSULTANT the sum of $5,000.00 per month, payable to Serafin & Associates, Inc. on the last day of each month during the Term. In addition, CEA shall reimburse CONSULTANT's reasonable and customary out-of-pocket expenses incurred in the provision of services under this Agreement. In order to be reimbursable to CONSULTANT, travel expenses require the Board's prior approval if over $200.

4. Term.

a. The Term of this Agreement shall be effective as of July 1, 2023 and shall terminate on June 30, 2024 (the "Term"), unless extended or terminated as otherwise provided in this Agreement.

b. This Agreement may be terminated earlier than its scheduled expiration date on the first to occur of any of the following events:

i. written agreement by both parties; or

ii. either party may terminate this Agreement upon thirty (30) days written notice, with no further obligation, other than to pay such fees and expenses that would have accrued up to and through the thirty (30) days notice period plus outstanding expenses incurred prior to the notice of termination.

c. On expiration or termination of this Agreement, all memoranda, notes, lists, records and other documents or papers (and all copies thereof) including items stored on computer memories, on microfiche or by any other means, made or compiled by or on behalf of CONSULTANT, or made available to CONSULTANT relating to CEA's business or dealings, are and shall be CEA's property and shall, if in the possession of CONSULTANT, be promptly delivered to CEA.

d. On termination of this Agreement, neither party shall have any further obligation hereunder except for: (i) obligations accruing prior to the date of termination; and (ii) obligations, promises or covenants contained herein which are expressly made to extend beyond the Term of this Agreement.

5. Assignment. This Agreement and all rights and benefits hereunder are personal to CONSULTANT and CEA, and neither this Agreement nor any right or interest of CONSULTANT or CEA herein, or arising hereunder, shall be sold, transferred or assigned without the written consent of the other party, and any attempt at assignment without such consent is void.

6. CONSULTANT'S Status. It is expressly acknowledged by the parties that CONSULTANT is an independent contractor and not an employee of CEA. Accordingly, CEA shall not deduct from the compensation paid to CONSULTANT any sums for income tax, social security, or any other withholding taxes as are required to be withheld from employees.

7. Modifications. No change to, or modification of, this Agreement shall be valid unless in a writing signed by CEA and CONSULTANT. No waiver of any provision of this Agreement shall be valid unless in writing and signed by the person or party against whom charged.

8. Entire Agreement. This Agreement constitutes the entire agreement between the parties and contains all of the agreements between the parties with respect to the subject matter hereof. No oral statements or prior written material not specifically incorporated herein shall be of any force and effect. CONSULTANT and CEA acknowledge that in entering into this Agreement, they have relied solely on the representations and agreements contained in this Agreement.

9. Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original and all of which shall constitute one and the same instrument. The exchange of copies of this Agreement and signature pages by facsimile transmission, by electronic mail in portable document format ("pdf") form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, or by combination of such means, shall constitute effective execution and delivery of this Agreement as to the Parties and may be used in lieu of the original Agreement for all purposes.

10. Notices. Notices required herein shall be considered effective when delivered in person or when sent by United States Certified Mail, postage prepaid, return receipt requested, and addressed to:

CHICAGO EXECUTIVE AIRPORT
Attn: Executive Director
1020 South Plant Road
Wheeling, IL 60090

SERAFIN & ASSOCIATES, INC.
Attn: Jim Webb
409 W Huron Street, Suite 600
Chicago, IL 60654-3480

or to such other address as may be designated by the respective parties by notice given pursuant to this Section 10 from time to time.

11. Governing Law. This Agreement has been executed and delivered in, and shall be interpreted, construed and enforced pursuant to and in accordance with, the internal laws of the State

of Illinois without regard to its choice of law rules. Cook County, Illinois, shall be the sole and exclusive venue for any proceeding as between the parties in connection with this Agreement. In the event of any litigation between the parties, the prevailing party shall be entitled to recover from the non-prevailing party its reasonable attorneys' fees and costs incurred in connection with the litigation.

12. Severability. The invalidity or unenforceability of any particular provision of this Agreement shall not affect the other provisions hereof, and this Agreement shall be construed in all respects as if such invalid or unenforceable provision were omitted.

13. Waiver of Breach. The waiver by either party of a breach or violation of any provision of this Agreement shall not operate as, or be construed to be, a waiver of any subsequent breach of the same or other provision hereof.

14. Interpretation. This Agreement is a result of negotiations between the parties, neither of whom have acted under any duress or compulsion, whether legal, economic or otherwise. Accordingly, the parties hereby waive the application of any rule or law that otherwise would be applicable in connection with the construction of this Agreement that ambiguous or conflicting terms or provisions should be construed against the party who (or whose attorney) prepared the executed Agreement or any earlier draft of the same. Unless the context of this Agreement otherwise clearly requires, references to the plural include the singular and the singular, the plural. The words "hereof," "herein," "hereunder and similar terms in this Agreement refer to this Agreement as a whole and not to any particular provision of this Agreement. The section titles and other headings contained in this Agreement are for reference only and shall not affect in any way the meaning or interpretation of this Agreement.

IN WITNESS WHEREOF, the parties have hereto executed this Agreement in multiple originals as of the last date written below.

CHICAGO EXECUTIVE AIRPORT:

Dated:________________

By:__________________________
Its: Chairman

SERAFIN & ASSOCIATES, INC.

Dated:________________

By :______________________________

Its:______________________________

Attachment A

CHICAGO EXECUTIVE AIRPORT

SCOPE OF WORK FOR CONSULTANT FOR PROFESSIONAL PUBLIC RELATIONS SERVICES AT CHICAGO EXECUTIVE AIRPORT

1. Strategic Communications:
   - Assess goals, opportunities and communications practices.
   - Develop, recommend and execute coordinated strategy to enhance communications to the public and the airport's targeted markets and audiences, including standardized practices, cohesive and consistent messaging and enhanced communications channels (e.g. digital platforms, social media).
   - In coordination with Executive Director, create and maintain communications plan, priorities and timeline for proposals, review and execution, including any necessary approvals.
   - Provide strategic communications advice to airport board and staff.

2. Senior leader support
   - Conducting detailed media/interview training for senior leaders and board
   - Developing and distributing talking points, as needed
   - Drafting speeches, presentations, and other documents for official engagements
   - Attending meetings and planning sessions, as directed
   - Assessing and analyzing relevant industry news

3. Recurring and Special Events
   - Policy direction: Leverage events for the maximum benefit to the airport incurring only necessary costs and operational impacts.
   - Advise the airport board and staff on the appropriate scheduling and conduct of events within the overall public relations effort
   - Assisting with event planning and logistics
   - Best efforts to secure media coverage of airport-related events sponsored by the airport, owner municipalities, or airport businesses.

4. Media Management
   a. Earned media - press relations and event management
      - Developing/refining press release and official statement procedures
      - Building media kits
      - Assessing media list(s) and evaluating existing relationships
      - Responding to media inquiries
      - Developing pitch list and press targets of opportunity, tracking placements
      - Coordinating on-site media attendance
      - Acting as spokesperson
   b. Owned media - digital and creative assets
      - Best efforts to grow social media presence, reach, and engagement
      - Creating and curating editorial content for website, social media and other digital properties

- Assessing, recommending and creating other forms of owned communication. Designing modern templates for flyers, mailers, posters, and other creative assets
- Planning and supervising professional photography/videography

c. Media Relations: Press releases, email blasts, communication of customer news, etc.
  - Emergency event management
  - Coordination with master plan partners
  - Coordination with Residential Sound Insulation Program partners

d. Branding/Marketing Assistance
  - Assist in planning and management of standard annual advertising and third-party photography/videography
  - Coordinate commercial photography and filming requests on the airport

<u>Deliverables to Include:</u>

1. Work with Executive Director to set priorities and timeline of necessary CEA or board approvals.
2. Ongoing strategic communications planning incorporating key messages to provide narrative clarity.
3. Review, revise and establish crisis communications plans for responding to public emergencies.
4. Ongoing review of outlets: Facebook, Instagram, Website, YouTube, etc.
5. Ongoing assessment and guidance on airport stakeholder relationships.

<u>Administrative requirements</u>

- Monthly report of services delivered
- Attendance, participation, and presentation at airport board and other meetings as needed
- Chiexec.com email account
- Appropriate passwords