

**REGULAR MEETING OF THE BOARD OF COMMISSIONERS
OF THE
GREATER ROCKFORD AIRPORT AUTHORITY**

A Regular Meeting of the Board of Commissioners of the Greater Rockford Airport Authority was held on Thursday, October 26, 2017 in the Greater Rockford Airport Authority Auditorium, 60 Airport Drive, Rockford, IL.

Chairman Cicero called the meeting to order at 5:03 p.m.

Commissioners & Legal Counsel	Present	GRAA Staff	Present	Guests/Other Staff
Pat Agnew	X	Mike Dunn	X	
Paul Cicero	X	Shelly Cassaro	X	
K. Edward Copeland	X	Ken Ryan	X	
John Elliott	X	Kathy Bruggeman		
Tom Dal Santo	X	Zach Oakley	X	
Pat Derry	X	Jeff Polsean	X	
Tom Myers		Matt Zinke	X	
Tom Lester – legal counsel	X			

A motion was made by Commissioner Dal Santo seconded by Commissioner Agnew and was unanimously approved to accept the minutes of the September 28, 2017 Regular Board Meeting. A motion was made by Commissioner Agnew seconded by Commissioner Elliott and was unanimously approved to accept the minutes of the October 19, 2017 Planning & Finance Committee Meeting.

STAFF REPORTS:

Mike Dunn, Executive Director

- Staff is spending an enormous amount of time in planning to make sure we are fully prepared for snow removal operations due to the increase in aircraft operations from our cargo tenants.

Matt Zinke – Maintenance Manager reported the following:

- Snow removal preparations for operations/chemicals/equipment/staffing in order to accommodate the new cargo operations.

Zack Oakley - Operations Manager reported the following:

- Gave an overview of the current Airport Improvement Project on the cargo apron.

Jeff Polsean – Economic Development Manager reported the following:

- New boilers have been installed in the basement of the Terminal Building.
- Ticket Counter/Baggage security check area has been demolished and prepared for the new areas including new men’s and women’s restrooms.

Shelly Cassaro – Chief Financial Officer reported the following:

- Statement of cash receipts and disbursements have been distributed and posted.
- Business insurance renewals is on the agenda for passage.
- Resolution for IT services as discussed last week.

OLD BUSINESS: None

NEW BUSINESS: **Chief Millard** gave an overview of a medical incident on a recent flight which diverted to RFD. It was a King Air flight that left from Minneapolis on the way to Peru. The passenger was stabilized and able to walk off of the airplane.

There will be an ARFF training exercise this weekend on the Kaney ramp. He thanked the Board for the donation of equipment and opportunity.

PUBLIC COMMENT: None

RESOLUTIONS & ORDINANCES:

Commissioner Elliott motioned to approve **Resolution #17-38** approving the First Amendment to Hangar Lease Agreement for Aviation Plot No. 12. Commissioner Agnew seconded the motion and the motion passed unanimously.

Commissioner Elliott motioned to approve **Resolution #17-39** approving the Third Amendment to Net Ground Lease Relating to Aviation Plot No. 8. Commissioner Agnew seconded the motion and the motion passed unanimously.

Commissioner Elliott motioned to approve **Resolution #17-40** approving the Second Amendment to Net Ground Lease Relating to Aviation Plot No. 32. Commissioner Agnew seconded the motion and the motion passed unanimously.

Commissioner Elliott motioned to approve **Resolution #17-41** approving the Fifth Amendment to Aviation Plot Lease Relating to Plot No. 23 and Plot No. 23A. Commissioner Agnew seconded the motion and the motion passed unanimously.

Commissioner Elliott motioned to approve **Resolution #17-42** approving the business insurance renewals for the period beginning November 1, 2017 through October 31, 2018 as set forth below:

Coverage	Broker/Carrier	2017-2018
Airport General Liability	Arthur Gallagher/Starr Aviation	\$25,800
Property	Williams-Manny/AIG-New Hampshire	101,110
Crime	Williams-Manny/Travelers	1,265
Equipment	Williams-Manny/AIG-New Hampshire	27,512
Business Auto	Williams-Manny/AIG-New Hampshire	24,274
Public Officials/EPLI	Williams-Manny/AIG-New Hampshire	21,780
Workers Compensation	Mesirow Financial/Beacon Aviation	87,676

Commissioner Agnew seconded the motion and the motion passed unanimously.

Commissioner Elliott motioned to approve **Resolution #17-43** approving ITB #17-11 in the amount of \$35.80 each for poly and wire brushes to United Rotary of Lenexa, KS in an anticipated budget amount of \$51,000. Commissioner Agnew seconded the motion and the motion passed unanimously.

Commissioner Elliott motioned to approve **Resolution #17-44** approving ITB #17-08 in the amount of \$646,252.79 for the base bid totaling \$367,988.66 and the alternate totaling \$278,264.13 to Sjostrom and Sons, Inc. of Rockford, IL. Commissioner Agnew seconded the motion and the motion passed unanimously.

Commissioner Elliott motioned to approve **Resolution #17-45** approving a one year contract with SundogIT, Inc. of DeKalb, IL for IT Support Services. Commissioner Derry seconded the motion and the motion passed unanimously.

There being no further business, Commissioner Elliott motioned to adjourn. The motion was seconded by Commissioner Agnew and was unanimously approved. The meeting adjourned at 5:50 pm.