

**MEETING OF THE SPECIAL 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 31, 2013 in the Greater Rockford Airport Authority Auditorium, 60 Airport Drive, Rockford, IL.

Chairman Cicero called the meeting to order at 5:35 p.m.

Commissioners & Legal Counsel	Present	RFD Staff	Present	Guests/Other Staff
Paul Cicero	X	Mike Dunn	X	Brian Leaf - RRS
K. Edward Copeland		Amy Ott	X	Kimberly Rosby – PR, Etc.
Tom DalSanto	X	Ken Ryan	X	Kyle Elliott - RFD
Pat Derry	X	Matt Zinke		
Tom Myers	X	Jan Benoit		
Ray Wetzel	X	Kathy Bruggeman		
Tom Lester – legal counsel		Zach Sundquist	X	
		Zach Oakley	X	
		Carol Moyer	X	

A motion was made by Commissioner DalSanto, seconded by Commissioner Wetzel and was unanimously approved to accept the minutes of the September 26, 2013 Regular Board Meeting.

STAFF REPORTS:

Mike Dunn, Executive Director, introduced the following staff to report on their respective areas:

Amy Ott, Deputy Director of Administration & Finance reported the following:

- There will be a Public Hearing on the Noise Exposure Maps next Tuesday, November 5. This is the last step to close out the work from the last 12 months. This will be used for and future development and expansion of the airport. Once the public hearing is complete the comment period will close at the end of November. The documents will then be forwarded to the FAA. The last updates were done in 2008. The map changed slightly due to the type of aircraft flying out of RFD.

Zack Oakley – Operations Manager reported the following with a slide presentation:

- UPS Plane Pull at RFD – 17 teams participated in this fundraising event for United Way. The Airport Authority placed 5th in the competition.
- Over the next few months we will be seeing British Airways planes coming in for quick turnarounds. They are retiring their fleet.
- United Express/Republic – Q400 aircraft will be coming in to Emery. They have a new maintenance contract.
- 1601 Grumman Drive – Emery is turning into another maintenance hangar space.
- Maintenance Department is finishing up runway painting. An old machine has been retrofitted by the Maintenance staff into a new rebuilt machine. It is performing better than anticipated. The time savings and productivity is amazing.
- Perimeter Road sealant

Zachary Sundquist, Air Service Development Manager reported the following:

- Apple Vacations – first flight on December 21. Starting our travel agent engagements in the Chicagoland, central Illinois and Wisconsin. November 9th Camelot Travel will be hosting an event at RFD to book travel. The Puerto Vallarta CVB is putting on event at Giovanni's December 21.

NEW BUSINESS: None

COMMIITTE REPORTS: None

PUBLIC COMMENT: None

OLD BUSINESS: None

OTHER BUSINESS: None

RESOLUTIONS:

Commissioner Derry motioned to approve **Resolution #13-45** approving the Planning & Finance Committee and Regular Board of Commissioners meetings for FY 2014. The motion was seconded by Commissioner Wetzel and was unanimously approved.

Commissioner Derry motioned to approve **Resolution #13-46** approving the Employee Holiday Schedule for FY 2014. The motion was seconded by Commissioner DalSanto and was unanimously approved.

Commissioner Derry motioned to approve **Resolution #13-47** awarding ITB #13-08 for Potassium Acetate to Cyrotech Deicing, Ft. Madison, IA in the amount of \$3.91 per gallon. The motion was seconded by Commissioner Myers and was unanimously approved.

Commissioner Derry motioned to approve **Resolution #13-48** awarding ITB #13-09 for Urea to Quad Chemical of Virginia Beach, VA in the amount of \$499.00 per ton. The motion was seconded by Commissioner DaSanto and was unanimously approved.

Commissioner Derry motioned to approve **Resolution #13-49** awarding ITB #13-10 for bulk road salt to North American Salt, Overland, KS in the amount of \$57.54 per ton. The motion was seconded by Commissioner DaSanto and was unanimously approved.

Commissioner Derry motioned to approve **Resolution #13-50** awarding ITB #13-11 for Poly and Wire Brush Segments to M-B Companies, New Holstein, WI in the amount of \$36.15 per segment. The motion was seconded by Commissioner DaSanto and was unanimously approved.

Commissioner Derry motioned to approve **Resolution #13-51**, approving a *Preliminary and Design Phase Engineering Agreement* with Crawford, Murphy, and Tilly Inc. of Aurora, Illinois for an amount not to exceed \$234,600 for the Rehabilitate Runway 1/19 – Contract 4 Project. The motion was seconded by Commissioner Myers and was unanimously approved.

Commissioner Derry motioned to approve **Resolution #13-52** approving a contract for exhibition stand space with UBM Live, Routes in the amount of £12,000 for a display and meetings at the World Route Development Forum 2014 in Chicago September 20-23, 2014. The motion was seconded by Commissioner Myers and was unanimously approved.

Commissioner Derry motioned to approve **Resolution #13-53** approving a temporary lease agreement for approximately 22,800 square feet of Aviation Plot 18 - 1601 Grumman Drive on a month-to-month basis for no less than six months beginning October 15, 2013 with Emery Air Inc. of Rockford, Illinois. The motion was seconded by Commissioner Myers and was unanimously approved.

Commissioner Derry motioned to approve **Resolution #13-54** approving a lease termination agreement of Aviation Plot 3A effective October 31, 2013 with Mark D. Clark. The motion was seconded by Commissioner DaSanto and was unanimously approved.

Commissioner Derry motioned to approve **Resolution #13-55** approving the business insurance renewals for the period beginning November 1, 2013 through October 31, 2014 as set forth below:

Coverage	Broker/Carrier	2013-2014

Airport General Liability	AIS Gallagher/AIG Aerospace	\$31,998
Property	Williams-Manny, Inc/New Hampshire	48,146
Crime	Williams-Manny, Inc/Travelers	1,373
Equipment	Williams-Manny, Inc/New Hampshire	29,217
Business Auto	Williams-Manny, Inc/New Hampshire	25,326
Public Officials/EPLI	Williams-Manny, Inc/Hiscox	18,851
Workers Compensation	Mesirow Financial/BAIS-Companion	125,907
	Total	\$280,818

The motion was seconded by Commissioner Wetzel and was unanimously approved.

Commissioner Derry motioned to approve **Resolution #13-56**, approving a contract with Graham Spencer of Rockford, IL for the design and production of promotional video and support in the amount \$21,000. The motion was seconded by Commissioner Myers and was unanimously approved.

NEW BUSINESS: None

EXECUTIVE SESSION: None

There being no further business, Commissioner DaSanto motioned to adjourn. The motion was seconded by Commissioner Derry and was unanimously approved. The meeting adjourned at 6:06 pm.