

**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, December 17, 2015 in the Greater Rockford Airport Authority Auditorium, 60 Airport Drive, Rockford, IL.

Chairman Cicero called the meeting to order at 5:00 p.m.

Commissioners & Legal Counsel	Present	GRAA Staff	Present	Guests/Other Staff
Paul Cicero	X	Mike Dunn	X	Chris Millard – Protec
K. Edward Copeland	X	Shelly Cassaro	X	WREX
Tom Dal Santo	X	Ken Ryan	X	
Pat Derry	X	Matt Zinke	X	
Jeff Lee	X	Kathy Bruggeman	X	
Tom Myers	X	Zach Oakley	X	
Ray Wetzel	X	Jan Benoit		
Tom Lester – legal counsel	X	Jeff Polsean	X	

A motion was made by Commissioner Derry seconded by Commissioner Dal Santo and was unanimously approved to accept the minutes of the November 19, 2015 regular Board Meeting.

**STAFF REPORTS:**

**Mike Dunn – Director reported the following:**

- We have a nice December going without snow.
- Matt Zinke is at the Punta Gorda airport looking at the construction and facility operations.
- For the 16<sup>th</sup> year in a row, the airport has received the Distinguished Budget Award from the Government Finance Association. We are very proud of this accomplishment. Congratulations to the Finance Department for this award once again.

**Shelly Cassaro – Chief Financial Officer reported the following:**

- Staff has begun working on the 2017 budget.
- AirFest sponsorship packets are being updated and will be mailed the first week in January.

**Ken Ryan – Director of Business Development reported the following:**

- January 4 will be the last flight to Ft. Collins on Elite until the first weekend in May 2016. If all goes well, it may continue past the summer schedule. We are working with Elite on a second destination. We have conducted a survey on MilesAhead to assist in the new destination. Elite will have the final say in this decision.

**Jeff Polsean – Economic Development Manger** reported the following:

- The Terminal Building site demolition is complete as well as the upgrade of utilities. The contractors have done a great job.
- The City of Rockford is wrapping up the final work on Airport Drive.

**Zach Oakley – Operations Manager** reported the following:

- The Airport recorded 9” of snow on November 21. The Operations and Maintenance Departments worked on this snow event for 1.5 days. All scheduled flights departing and arriving were successful.
- We are in the middle of peak UPS operations. Next Tuesday will be the busiest day with six flights in the evening and 10 daytime flights.
- We participated in the Lights up the Parks parade again this year. The airport dedicated six trucks and plows to the parade with employees from the Operations and Maintenance volunteering their time to participate.

**Kathy Bruggeman, Executive Assistant** reported the following:

- The USMC Toys for Tots event was held the first weekend in December. There were 40 families who participated with almost 100 children receiving toys from Santa Clause. New this year, the families were able to watch a 30-minute movie in the auditorium while snacking on freshly made popcorn. Administrative personnel volunteered their time for this annual event. This is always a fun and personally rewarding event.

**OLD BUSINESS:** None

**NEW BUSINESS:** None

**PUBLIC COMMENT:** None

**RESOLUTIONS & ORDINANCES:**

Commissioner Lee motioned to approve **Resolution #15-69** approving the Board of Commissioners Meeting schedule for CY 2016. Commissioner Dal Santo seconded the motion and the motion pass unanimously.

Commissioner Lee motioned to approve **Resolution #15-70 approving** the GRAA Employee Holidays for CY 2016. Commissioner Myers seconded the motion and the motion pass unanimously.

Commissioner Lee motioned to approve **Resolution #15-71** approving the Rental Car Concession Lease Agreement with Avis Budget Car Rental LLC for a five-year lease term commencing on January 1, 2016. Commissioner Dal Santo seconded the motion and the motion pass unanimously.

Commissioner Lee motioned to approve **Resolution #15-72** approving the Rental Car Concession Lease Agreement with Enterprise Rental Car, Midwest, LLC d/b/a National Car Rental, Alamo Rent A Car and Enterprise Rent A Car for a five-year lease term commencing on January 1, 2016. Commissioner Derry seconded the motion and the motion pass unanimously.

Commissioner Lee motioned to approve **Resolution #15-73** approving and authorizing the Execution of the Loan Documents in Connection with the \$17,000,000 Line of Credit with Alpine Bank & Trust Co. Commissioner Dal Santo seconded the motion and the motion pass unanimously.

Commissioner Lee motioned to approve **Resolution #15-74** approving a contract with Blue Cross Blue Shield of Illinois for group health insurance for 2016 including the PPO plan and HSA option. Commissioner Dal Santo seconded the motion and the motion pass unanimously.

Commissioner Lee motioned to approve **Resolution #15-75** awarding a bid contract #15-06-02,08 For Drywall, Structural/Misc. Stud Framing and Ceilings Supply and Install for the new maintenance, repair, and overhaul (MRO) to The Rockwell Group of Freeport, IL for \$1,088,800.00. Commissioner Dal Santo seconded the motion and the motion pass unanimously.

Commissioner Lee motioned to approve **Resolution #15-76** awarding a bid contract #15-06-03 for Roofing & Exterior Sheet Metal Supply and Install for the new maintenance, repair, and overhaul (MRO) to Distinctive Roofing, Inc. of Rockford, IL for \$203,000.00. Commissioner Derry seconded the motion and the motion pass unanimously.

Commissioner Lee motioned to approve **Resolution #15-77** awarding a bid contract #15-06-11 for Fire Protection Supply and Install for the new maintenance, repair, and overhaul (MRO) to Absolute Fire Protection, Inc. of Rockford, IL for \$1,766,750.00. Commissioner Dal Santo seconded the motion and the motion pass unanimously.

Commissioner Lee motioned to approve **Resolution #15-78** approving a modification and

extension of AT&T contract for 36 months increasing the bandwidth and decreasing the monthly cost. Commissioner Dal Santo seconded the motion and the motion pass unanimously.

Commissioner Lee motioned to approve **Resolution #15-79** to approve a formal waiver for Hinshaw & Culbertson regarding any claim of conflict of interest in connection with the Greater Rockford Airport Authority related to the interim financing for the MRO facility. Commissioner Dal Santo seconded the motion and the motion pass unanimously.

Executive Director, Mike Dunn, commended Tom Lester, Legal Counsel for his hard work in working with the banks on the financing collaboration of the MRO facility. He thanked Mr. Lester on a great job on this project.

There being no further business, Commissioner Derry motioned to adjourn. The motion was seconded by Commissioner Lee and was unanimously approved. The meeting adjourned at 5:40 pm.