

**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, May 23, 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 | |
| K. Edward Copeland | X | Amy Ott | X | |
| Tom Dal Santo | X | Ken Ryan | X | |
| Pat Derry | X | Matt Zinke | X | |
| Tom Myers | | Jan Benoit | | |
| Ray Wetzel | X | Kathy Bruggeman | X | |
| Tom Lester – legal counsel | X | Zach Sundquist | X | |
| | | Zach Oakley | X | |
| | | Geoff Oman | X | |
| | | Carol Moyer | X | |

A motion was made by Commissioner Dal Santo, seconded by Commissioner Copeland and was unanimously approved to accept the minutes of the April 25, 2013 Regular Board Meeting.

STAFF REPORTS:

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

- The airport received the Illinois Primary Airport of the Year award. We were competing with Peoria, Bloomington, Quad Cities, O’Hare, Midway and other primary airports. We submitted a self-nomination in which we talked about our relationship with the DOT and FAA, our projects, events and safety records. We are excited and honored to receive this award.
- Preliminary Audit will be coming up this month.

Matt Zinke, Facilities & Maintenance Manager presented slides on the following:

- Pavement maintenance on taxiway foxtrot. From time to time as season’s change pavements move and repairs are a necessary result of that movement.

- Winnebago County work crew along with the RFD Maintenance staff for road cleanup along the eight miles of fence line around the airport. We have a very good relationship with the Winnebago County work crew. They can really accomplish a great deal of work and we are fortunate to have them around three or four times a year. This work is arranged through our strong relationship with the Winnebago County Sheriff's Department.
- Falcon Road patches and repairs.

Zach Oakley, Operations Manager reported the following:

- Construction projects: Taxiway Foxtrot - We are in the middle of adding shoulders to the taxiway. It is moving along quickly with completion slated for June 20. This is also tied to the Phase II of the runway project. It will allow us to have wider shoulders as modifications to the standards of the airfield.
- Relocation of the runway localizer, which is the part of the instrument landing system is being installed in the runway safety area. The FAA has been going through identifying objects from the safety to outside of the safety area. Our localizer on runway 7 is one of those items. Runway closures are necessary for this work but we are working closely with our engineers to make sure those closures do not effect UPS or airline service.
- Aerial view of the November ramp. We are placing conduit underneath runway 7/25 and taxiway foxtrot. The reason for this installation is because there is an electrical circuit in the location and this is necessary for timely repairs by ComEd if needed.
- EAA Fly-in Breakfast – this is a yearly general aviation fly-in event at Courtesy Aircraft – airport tenant.
- Triennial Disaster Drill – a full-scale disaster the airport hosts this event every three as part of our FAA certification. Three responding agencies, 150 volunteers, first responders etc. It allows us to evaluate and test our response plans. This year the focus was public relations and communications.
- Live Burn Exercise – eight-hour live burn with local firefighters to maintain compliance for fire service to the airport.
- FAA airport inspection is to be conducted this month.

Zach Sundquist, Passenger Air Service Development Manager reported the following:

- An overview of storm events on May 24. We are growing our diversion airlines and have 32 airlines using RFD as their primary diversion airport. Due to the timing of the storm over O'Hare and Midway we had 16 diversions on the ground at RFD. This was the largest ever with American, Southwest, United and Scandinavian airlines. One of the largest aircraft was a Scandinavian A-30 from Stockholm. We ended up filing up the Emery ramp and the RFD ramp with an overflow onto the UPS ramp. A video was then

shown of the diversion traffic. The average delay was 94 minutes. Between the 16 airplanes there was just under 25 hours of delays.

- Emery Air is contracted with most of these carriers so if needed they will call in additional personnel for fueling, de-icing or ground handling they will provide those services. We also have an agreement with UPS to utilize their fuel trucks in situations like this. This speaks to the great relationship we have with UPS and with Emery.

Director Dunn added that that the airport practices for diversions. The RFD staff did a great job. Emery did a remarkable job handling these diversions as well. SAS airlines had two hours left for their crews. The station manager at ORD called and told us if they didn't get the plane out of RFD they would call buses, etc. for their passengers to get them back to ORD. Emery Air worked with the tower to move the aircraft around so that it could depart RFD for ORD. RFD staff had their back up plan in place for the passengers in case it was not able to depart due to a mechanical or other issue. RFD has a total of 54 aircraft parking spaces depending on the mix of type of aircraft.

Carol Moyer – Manager for Airport Terminal, Facilities & Tenant Relations

- Flower pots and landscaping around the Terminal Building and the Administration Building.

NEW BUSINESS: Chairman Cicero complimented the RFD Staff on the Airport of the Year award as well as the handling of the diversion program.

COMMIITTE REPORTS: None

PUBLIC COMMENT: None

OLD BUSINESS: None

OTHER BUSINESS: None

RESOLUTIONS:

Commissioner Derry motioned to approve **Resolution #13-22** approving an Air Service Agreement with Apple Vacations of Elk Grove Village, IL for additional flights during the season beginning December 2013 and ending April 2014. The motion was seconded by Commissioner Wetzel and was unanimously approved.

Commissioner Derry motioned to approve **Resolution #13-23** approving ITB#13-04 for Terminal Chiller Compressor from Miller Engineering of Rockford, IL in the amount of \$19,978.00. The motion was seconded by Commissioner Wetzel and was unanimously approved.

Commissioner Derry motioned to approve **Resolution #13-25** approving an updated FTZ #176 Operating Agreement with UniCarriers Americas Corporation (formerly Nissan Forklift, North America) of Marengo, IL as a result of an ownership change. The motion was seconded by Commissioner Dal Santo and was unanimously approved.

Commissioner Derry motioned to approve **Resolution #13-26** approving a Consent Agreement for the FTZ application with Peru Trade Center of Peru, IL and the Greater Rockford Airport Authority, FTZ #176, for a usage-driven site. The motion was seconded by Commissioner Dal Santo and was unanimously approved.

Commissioner Derry motioned to approve **Resolution #13-27** approving the training contract between the Chicago Rockford International Airport and Kellogg Community College in the amount of \$14,083.80 for ARFF Live Burn training to be conducted May 28th -29th 2013 at RFD. The motion was seconded by Commissioner Wetzel and was unanimously approved.

NEW BUSINESS: None

EXECUTIVE SESSION: None

There being no further business, Commissioner Wetzel motioned to adjourn. The motion was seconded by Commissioner Copeland and was unanimously approved. The meeting adjourned at 5:57 pm.