

**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, August 27, 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	John Rader – Baker Tilly, Inc.
K. Edward Copeland	X	Shelly Cassaro	X	Vicky Hildebrand - Baker Tilly, Inc.
Tom Dal Santo		Ken Ryan		Chris Millard - Protec
Pat Derry	X	Matt Zinke	X	Bill Ewing – Protec
Jeff Lee	X	Kathy Bruggeman	X	Carl Theim - Protec
Tom Myers	X	Zach Oakley	X	John Groh – RACVB
Ray Wetzel	X	Carol Moyer	X	Lindsey – RACVB
Tom Lester – legal counsel	X	Jeff Polsean	X	

Chief Millard was introduced. First, there are two corporate employees from Protec here tonight Carl Theim and Bill Ewing. He thanked the Board with their support and the staff that they interface with each day. For their appreciation, they presented Executive Director Mike Dunn with an official firefighter’s helmet. When we first began, we had a tremendous amount of experience in firefighting but not as much at an airport. Everyone here met us with open arms helping us and training us to make it a smooth transition. We thank you.

Vicky Hildebrand of Baker Tilly, Inc. introduced herself to the Board of Commissioners and staff members present and gave a brief overview of her employment status and history. John Rader then presented the annual financial audit and gave a briefing on the process and content of their findings (Comprehensive Annual Financial Report). The Airport received an unmodified opinion, which means the statements are prepared according to the general accepted accounting principles.

A motion was made by Commissioner Copeland, seconded by Commissioner Myers and was unanimously approved to accept the minutes of the July 23, 2015 regular Board Meeting.

**Joe Scandroli Jr. – Scandroli Construction** gave an update on the MRO project. This is an exciting time, there is a lot going on on-site. Since the last update there have been five bid project awarded: 1) Pre-engineered fabric structure 2) Demo package 3) Electric duct bank 4) Mass excavation and 5) Foundations. There are two resolutions on tonight’s agenda for approval. To date, those bid packages total an estimate of \$16.7 which is just over half of the construction budget being spent. The Rubb structure is the most significant (pre-engineered fabric structure. Mr. Scandroli then gave a pictorial presentation of the progress.

**STAFF REPORTS:**

**Matt Zinke – Maintenance Manager** presented a slideshow on the following:

- Snow removal equipment maintenance is close to be complete.
- There will be resolutions next month for snow/ice removal chemicals.
- We just wrapped the affluent cycle for the retention pond through the stormwater pollution prevention plan. Mr. Zinke then gave an overview of the process.

**Carol Moyer – Manager of Airport Terminal, Facilities & Tenant Relations** reported the following:

- Airport Drive round a bout is coming along and will be open for traffic this coming Monday, August 31.

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

- We had a very good audit. The auditor’s came in the day I started at the Airport. I am very impressed with the Finance staff preparation and support.
- The Budget Ordinance book as well as the Comprehensive Annual Financial Report are in front of you and are on tonight’s agenda for approval.

Director Dunn introduced **John Groh, Executive Director, Rockford Area Convention & Visitors Bureau:** Mr. Groh thanked Mr. Dunn and the Commissioners. He stated that in advance of the Tough Mudder event, the opportunity for the community has been a great privilege, and a great opportunity working with the GRAA staff has been great. The opportunity that the Airport has in voting on this agreement will be the first significant step in bringing a global brand to the region as a leader in the extreme sports world. As we, with many partners within the community continue to grow the regions reputation, adding an event like this to the community not only has an economic impact further solidifies our regions position in that marketplace.

After about one year of discussions, they were very impressed with the Airport operations, site, and staff involvement and look forward to a long-term relationship. The RACVB is grateful for the opportunity to work with the Airport in the future.

**OLD BUSINESS:** None

**NEW BUSINESS:** None

**PUBLIC COMMENT:** None

**RESOLUTIONS & ORDINANCES:**

Commissioner Lee motioned to approve **Resolution #15-47** approving an amendment to the Architectural Agreement by and between Greater Rockford Airport Authority and Larson & Darby relating to the construction of the new MRO facility for the addition of Construction Material Testing by Geo Services, Inc., (GSI) for estimated cost \$74,465.00. Commissioner Derry seconded the motion and the motion passed unanimously.

Commissioner Lee motioned to approve **Resolution #15-48** approving a Venue Agreement by and between the Greater Rockford Airport Authority and Tough Mudder Event Production Incorporated, whereby Tough Mudder agrees to pay the Airport Authority a Venue fee of Sixty Thousand Dollars for the first year (2016). The Event fee shall raise Five Thousand Dollars each year thereafter and shall continue until December 31, 2019 unless sooner terminated pursuant to the terms of the agreement. This is for the use of Airport owned land to host the annual two-day Tough Mudder public event. In addition, Tough Mudder indemnifies the Airport Authority of all matters, responsibility, and liability associated with the event. Commissioner Wetzel seconded the motion and the motion passed unanimously.

Commissioner Lee motioned to approve **Ordinance #15-04** providing for the levy and assessment of taxes for the fiscal year of the Greater Rockford Airport Authority, Winnebago County, Illinois beginning May 1, 2015 and ending April 30, 2016. S Commissioner Wetzel seconded the motion, a roll call vote indicated six ayes and zero nays. The motion passed.

Commissioner Lee motioned to approve **Resolution #15-49** accepting the Comprehensive Annual Financial Report for the Fiscal Year Ending April 30, 2015. Commissioner Wetzel seconded the motion and the motion passed unanimously.

Commissioner Lee motioned to approve **Resolution #15-50** awarding a contract amendment to CB&I to perform third quarter 2015 groundwater monitoring and other services related to

Landfills #1 and #2 in the amount of \$37,140. Commissioner Derry seconded the motion and the motion passed unanimously.

Commissioner Lee motioned to approve **Resolution #15-51** awarding a contract to Crowne Industries, Ltd. in the amount of \$196,900 to install a new underground fuel storage tank at 40 Airport Drive. Commissioner Myers seconded the motion and the motion passed unanimously.

Commissioner Lee motioned to approve **Resolution #15-52** awarding a bid contract for Invitation to Bid (ITB) #15-05 for Supply Structural & Miscellaneous Steel for new maintenance, repair, and overhaul (MRO) to Architectural Metals of Loves Park, IL for \$286,560. Commissioner Wetzel seconded the motion and the motion passed unanimously.

Commissioner Lee motioned to approve **Resolution #15-53** awarding a bid contract for Invitation to Bid (ITB) #15-05 for Install Structural & Miscellaneous Steel for new maintenance, repair, and overhaul (MRO) to Area Erectors of Rockford, IL for \$205,750. Commissioner Wetzel seconded the motion and the motion passed unanimously.

Commissioner Lee motioned to approve **Resolution #15-54** awarding a bid contract for Invitation to Bid (ITB) #15-07 for Precast Plank Supply and Install for new maintenance, repair, and overhaul (MRO) to Mid-States Industries of South Beloit, IL for \$94,885.00. Commissioner Wetzel seconded the motion and the motion passed unanimously.

There being no further business, Commissioner Lee motioned to adjourn. The motion was seconded by Commissioner Derry and was unanimously approved. The meeting adjourned at 5:58 pm.