

**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, April 28, 2016 in the Greater Rockford Airport Authority Auditorium, 60 Airport Drive, Rockford, IL.

Chairman Cicero called the meeting to order at 5:12 p.m.

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

A motion was made by Commissioner Derry seconded by Commissioner Wetzel and was unanimously approved to accept the minutes of the March 24, 2016 regular Board Meeting and the April 21, 2016 Planning & Finance Committee Meeting.

STAFF REPORTS:

Jeff Polsean – Economic Development Manger gave a pictorial presentation on the following:

- The Terminal Expansion Project – footings and foundations are being completed. We are waiting for FAA approval of the 100’ crane to be used for the construction of the frame.

Matt Zinke – Maintenance Manager reported the following:

- Were currently finishing up the FAA certification inspection process. They will be finishing up by performing the nighttime inspection.
 - Director Dunn complimented the Operations & Maintenance Departments as well as Protech on a great job preparing for the inspection.

Shelly Cassaro – Chief Financial Officer reported the following:

- The purchasing card program has been reviewed and changes have been made. Other methods of procurement have been developed. A purchasing handbook is in production and should be available for review at the next board meeting. This handbook will give staff guidance on purchasing procedures.
- The final budget is ready for approval. There are some changes from the tentative budget due to property tax revenue reductions. We have made adjustments to the departmental budgets to offset those reductions.
 - Director Dunn added that for the last four years we have significantly reduced expenses. We are working hard on keeping a balanced budget and all departments have been cooperative with the budgeting process.

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT: None

RESOLUTIONS & ORDINANCES:

Commissioner Lee motioned to approve **Resolution #16-29** approving a Retainer Agreement with Crawford, Murphy & Tilly, Inc. of Rockford, Illinois for professional engineering services at the Chicago Rockford International Airport beginning March 24, 2016 through March 23, 2021. Commissioner Derry seconded the motion and the motion passed unanimously.

Commissioner Lee motioned to approve **Resolution #16-30** approving a Lease Agreement with Crawford, Murphy & Tilly at 39 Airport Drive for a term beginning on July 1, 2016 and terminating on June 30, 2017. The lease will renew annually. Commissioner Wetzel seconded the motion and the motion passed unanimously.

Commissioner Lee motioned to approve **Resolution #16-31** approving a Lease Agreement with Alpha Wrestling Academy at 25 Airport Drive for one year beginning June 1, 2016 and shall automatically renew for successive one year terms with annual rent increases based on the CPI-W. Commissioner Wetzel seconded the motion and the motion passed unanimously.

Commissioner Lee motioned to approve **Resolution #16-32** approving the Consent to Assignment document for Superior Plane Aircraft Coatings, Inc. to David Replogle. Commissioner Wetzel seconded the motion and the motion passed unanimously.

Commissioner Lee motioned to approve **Resolution #16-34** to approve the Indemnification Agreement with the City of Rockford. Commissioner Wetzel seconded the motion and the motion passed unanimously.

Commissioner Lee motioned to approve **Ordinance #16-01** adopting the Budget and Appropriation Ordinance for fiscal year beginning May 1, 2016 and ending April 30, 2017. Commissioner Wetzel seconded the motion. A roll call vote indicated six ayes and zero nays. The motion passed unanimously.

Commissioner Lee motioned to approve **Resolution #16-35** approving ITB 16-03 for Law Mowing Services for a period of three years to ADV Enterprises of Rockford, IL. Commissioner Dal Santo seconded the motion and the motion passed unanimously.

There being no further business, Commissioner Derry motioned to adjourn. The motion was seconded by Commissioner Dal Santo was unanimously approved. The meeting adjourned at 5:55 pm.