

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

Chairman Cicero called the meeting to order at 5:01 p.m.

Commissioners & Legal Counsel	Present	GRAA Staff	Present	Guests/Other Staff
Paul Cicero	X	Mike Dunn	X	Karl Franzen - RAEDC
K. Edward Copeland		Shelly Cassaro	X	Stacey Bernardi - RAEDC
Tom Dal Santo		Ken Ryan		
Pat Derry	X	Matt Zinke		
Jeff Lee	X	Kathy Bruggeman		
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 Myers and was unanimously approved to accept the minutes of the June 23, 2016 regular Board Meeting.

**STAFF REPORTS:**

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

- Presented the final Annual Budget book. It will be reviewed at the next PFC meeting.
- Next month the annual audit will be presented. There are no issues or findings but there are many new entries based on the new MRO and financing.

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

- The Bonanza fly-in has 120 aircraft participate this year.
- Seven diversions with two deplanements.
- Air Bridge Cargo flight with a 747-8.
- Just finishing the annual TSA audit today. There will be a debrief next week. This is a comprehensive audit, which includes all operations including our tenants.

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

- MRO/AAR progress - The EDA work is almost complete. The entire road and parking lots are finished. AAR is beginning to move equipment and office furniture into the building. The occupancy permit process is ready to finalize.

- Aerial of Airport by Brian Thomas
- Terminal Building project – the precast is almost complete and set. Once the floor is cured, they can set the rest of the steel for the second floor and roof can be started.

**OLD BUSINESS:** None

**NEW BUSINESS:** **Karl Franzen and Stacy Bernardi** from the Rockford Area Economic Development Council are here to represent the Foreign Trade Zone. Last month an FTZ operator application for Brake Parts was presented. They are working on an Operating Agreement and they hope to have it for approval next month. The RAEDC is visiting with other counties to talk about FTZ and to promote its functions.

**Commissioner Jeff Lee** announced his departure from the Board due to relocation of his job position at ThermoFisher. Mr. Lee thanked the Board for the opportunity to serve on the board for the short time he was here. The Board wished him well in his future endeavors and thanked him for his service with the Board of Commissioners.

**PUBLIC COMMENT:** None

**RESOLUTIONS & ORDINANCES:**

Commissioner Lee motioned to approve **Resolution #16-41** approving a Building Lease, 5548 Falcon with Duran and Son Trucking, Juan Duran, for the term of three years, commencing on August 1, 2016 and terminating on July 31, 2019 with an additional two-year option. Commissioner Myers seconded the motion and the motion passed unanimously.

Commissioner Lee motioned to approve **Resolution #16-42** approving a Building Lease and Option to Purchase document for 1601 Grumman Drive with Code 1 LLC, Nathan Jones, for the term of one year with nine automatic annual renewals commencing on August 1, 2016. Option to Purchase can occur at the end of any lease year. Commissioner Wetzel seconded the motion and the motion passed unanimously.

Commissioner Lee motioned to approve **Resolution #16-43**, approving an architectural design phase services agreement with Jeffrey Flemming, Architect of Rockford, Illinois for services related to the expansion of the Passenger Terminal Building – Phase II in the amount not to exceed \$266,511.64. Commissioner Wetzel seconded the motion and the motion passed unanimously.

Commissioner Lee motioned to approve **Resolution #16-44**, approving an architectural design phase services agreement with Jeffrey Flemming, Architect of Rockford, Illinois for services related to the expansion of the Passenger Terminal Building – Phase III in the amount not to

exceed \$178,245.08. Commissioner Wetzel seconded the motion and the motion passed unanimously.

Commissioner Lee motioned to approve **Resolution #16-45** approving the purchase and installation of the AAR signage at 6150 Falcon Road with SignsNow of Rockford, IL for \$17,500. Commissioner Wetzel seconded the motion and the motion passed unanimously.

Commissioner Lee motioned to approve **Resolution #16-46** approving the Board of Commissioners Slate of Officers for May 2016 through April 2017 as presented. Commissioner Wetzel seconded the motion and the motion passed unanimously.

Commissioner Lee motioned to enter into Executive Session ***Pursuant to 5 ILCS120/2 (c) (5)*** of the Open Meetings Act to discuss the purchase or lease of real property for use of the public body. Commissioner Myers seconded the motion, a roll call vote was held and passed, and Executive Session was entered.

There being no further business, Commissioner Wetzel motioned to adjourn. The motion was seconded by Commissioner and was unanimously approved. The meeting adjourned at 6:40 pm.