

**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, March 23, 2017 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	Chief Millard - Protech
K. Edward Copeland	X	Shelly Cassaro	X	
Tom Dal Santo	X	Ken Ryan	X	
Pat Derry	X	Kathy Bruggeman	X	
Tom Myers	X	Zach Oakley	X	
Ray Wetzel	X	Jeff Polsean	X	
Tom Lester – legal counsel	X			

A motion was made by Commissioner Dal Santo seconded by Commissioner Copeland and was unanimously approved to accept the minutes of the February 23, 2017 Regular Board Meeting. A motion was made by Commissioner Derry seconded by Commissioner Dal Santo and was unanimously approved to accept the minutes of the March 16, 2017 Planning & Finance Committee meeting.

**STAFF REPORTS:**

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

- There is a resolution for a memorandum of understanding with UPS on the agenda for the purchase of runway lights through a GSA contract. The only investment from the airport is the cost of labor for the installation of the lights.
- Six month landing fees from ATSG September 2016 – February 2017 = \$229,000. Lease revenue = \$108,000.

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

- Terminal expansion project is progressing nicely. The final plans for phase two and three have been reviewed and approved.

**Zach Oakley – Operations Manager** presented a PowerPoint on the following:

- Airbus A321 NEO departing RFD for France after a week of flight testing.
- Embraer E-190/E2 Prototype test aircraft at RFD. It is projected to be here for three weeks and is based in the Emery's RJ Hangar.
- Part of the 11 CRJ's that are being stored here by Air Wisconsin.
- AeroMexico B777-200 that arrived last Saturday.
- Mitsubishi MRJ
- The FAA Certification Inspection will take place for two or three days next week starting March 29. There will be a new FAA inspector.

**OLD BUSINESS:** None

**NEW BUSINESS:** The Airport received the Government Finance Officer's Award for the 14<sup>th</sup> year in a row. The Board of Commissioners and Mike Dunn commended Shelly Cassaro, Jan Benoit, Renee Squires and Coralee Cook of the finance department for this achievement.

**PUBLIC COMMENT:** None

**RESOLUTIONS & ORDINANCES:**

Commissioner Derry motioned to approve **Resolution #17-03** approving a Standard Agreement for Engineering Services to CMT in the amount of \$369,200 for professional services for the preliminary design and design phase services to Construct Northwest Quadrant Cargo Apron Expansion – Phase I. Commissioner Wetzel seconded the motion and the motion passed unanimously.

Commissioner Derry motioned to approve **Resolution #17-04** approving a Standard Agreement for Engineering Services to CMT in the amount of \$140,750 for professional services for construction phase services on Taxiway F Rehabilitation. Commissioner Wetzel seconded the motion and the motion passed unanimously.

Commissioner Derry motioned to approve **Resolution #17-05** adopting and adding the Travel Expense Reimbursement Policy to the policies of Greater Rockford Airport Authority in order to comply with the Local Government Travel Expense Control Act. Commissioner Wetzel seconded the motion and the motion passed unanimously.

Commissioner Derry motioned to approve **Resolution #17-06** approving a three-year contract with options for two one-year extensions for audit services with Baker Tilly of Madison, WI beginning with fiscal year 2017 in the amount of \$31,000, 2018 for \$32,000, and 2019 for \$33,000. Commissioner Wetzel seconded the motion and the motion passed unanimously.

Commissioner Derry motioned to approve **Resolution #17-07** approving a Memorandum of Understanding with UPS to purchase and install LED ramp lights and fixtures. Commissioner Wetzel seconded the motion and the motion passed unanimously.

Commissioner Derry motioned to approve **Resolution #17-08** approving to McElroy Metal Service Center of Clinton, IL in the amount of \$13,520.52 for new metal siding at RFD Administration Building 60 Airport Drive. Commissioner Wetzel seconded the motion and the motion passed unanimously.

Commissioner Derry motioned to approve **Resolution #17-09** approving the purchase of joint/crack sealer to Davidson Supply of Creston, IL in the amount of \$16,783.20. Commissioner Wetzel seconded the motion and the motion passed unanimously.

Commissioner Derry motioned to approve **Resolution #17-10** approving a Memorandum of Ground Lease with YMA dba Airport Shell, Industrial Plot #27, located at 53 Airport Drive exercising their second of three (3) five (5) year renewal options beginning on July 1, 2017. Commissioner Wetzel seconded the motion and the motion passed unanimously.

Commissioner Derry motioned to approve **Resolution #17-11** approving a Memorandum of Ground Lease with Emery Air Corporation, Fuel Farm, Aviation Plot #32, exercising their second and final renewal option beginning on June 1, 2017. Commissioner Wetzel seconded the motion and the motion passed unanimously.

There being no further business, Commissioner Dal Santo motioned to adjourn. The motion was seconded by Commissioner Copeland and was unanimously approved. The meeting adjourned at 5:50 pm.