

**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, November 18, 2021, in the Greater Rockford Airport Authority Auditorium, 60 Airport Drive, Rockford, IL.

Chairman Cicero called the meeting to order at 5:03 pm.

Commissioners & Legal Counsel	Present	GRAA Staff	Present	Guests/Other Staff
Pat Agnew	X	Mike Dunn	X	Rebecca Epperson - Chartwell
Paul Cicero	X	Shelly Cassaro	X	Audrey Moon - Chartwell
Tom Dal Santo	X	Kathy Bruggeman	X	23 Citizens
Tonya Lamia	X	Zack Oakley	X	
Tom Myers	X	Tracey Halbrader		
Mike Schablaske	X	Chip Geiger	X	
Leslie West	X			
Tom Lester	X			

A motion was made by Commissioner Agnew, seconded by Commissioner Dal Santo, and was unanimously approved to accept the minutes of the Regular Meeting of the Commissioners on September 23, 2021.

STAFF REPORTS:

Mike Dunn – Executive Director reported the following:

- No formal report

Shelly Cassaro – Deputy Director of Finance and Administration reported the following:

- Financial Report to date (six months into the fiscal year) – At-a-Glance, revenue, and expenses. The State is keeping up with the reimbursement of grants. We are exceeding budget and keeping our expenses in line. Landing fees and passenger revenue is coming back to prior levels before the pandemic. Parking revenue is above budget and pre-pandemic levels. Capital projects and contributions is ahead of budget projections.
- We will begin the budget process in December, just a couple of weeks from now.
- We have hired four new Maintenance Technicians after retirements and voluntary leaves. Coralee Cook, Finance Specialist, retired after 25 years. Leticia Camarillo, a previous Administration employee, was hired to fill that position in payroll, accounting, and accounts receivable.

- The Finance Department has received a new accounting software program. We may not have financial reports in December but in January we will have a newly formatted financial report.
- We are updating our IP Communications (phones) this month.

Zack Oakley - Deputy Director of Operations and Planning presented a PowerPoint presentation on the following:

- Yearly cargo landed weight from 1990-2020. This was before UPS started operations in 1994. Amazon started operations in 2016. There was a significant jump in 2017. We have exceeded last years' cargo landed weight by a significant amount. Last year we exceeded \$200 billion pounds for the first time. So far this year, we have already exceeded that number. We are the 19th largest airport in exports.
- US Trade numbers with detailed information on import/exports.
- Monthly cargo landed weight for 2021.
- International Cargo Building #2 is on schedule for March 2022.
- The cargo ramp will have two lanes completed by the end of the month. It will depend on weather. Sjostrom and William Charles have been doing an awesome job keeping on schedule. It is 17 acres of concrete, which is a considerable amount of work. This will give us nine additional 747 parking positions for the winter operations.
- We have \$6 million in new snow removal equipment. It will increase efficiency significantly. The Operations and Maintenance Departments are fully staffed. Management has also improved the snow removal training program and has been training staff since July. The new employee training is first priority.

NEW BUSINESS: None

OLD BUSINESS: None

PUBLIC COMMENTS:

Tyler Smith, thanked the Board for the opportunity to speak. He talked about Boardman ship, including the attributes, principles, concepts, and ideas to solve issues.

Amy Doll, Friends of Illinois Nature Reserve. She thanked the Board for their time. She responded to Chairman Cicero article in the Rockford Register Star. She stated that they agree with the article except for one bit of the plan which is to destroy the Bell Bowl.

Brad Roos, President of Sustain Rockford, thanked the Board for their time. He thanked the Board for suspending the mid-field expansion project until at least March. He elaborated on the topic of through the lens of community sustainability, economy, equity, and environment.

Tim Schaffer, former Airport Public Safety Department employee. He stated that over the last few months, he has attempted to obtain some exposure records for the time at the Airport. The

subjects were the burn pit site and chemicals burned there, Triple F foam and asbestos fire suits they wore.

RESOLUTIONS & ORDINANCES:

Commissioner Schablaske motioned to approve **Resolution #21-60** approving an amendment to the contract for Air Cargo Consultants for an annual total of \$123,600. The motion was seconded by Commissioner Agnew and passed unanimously.

Commissioner Schablaske motioned to approve **Resolution #21-61** approving the Board of Commissioners and Planning & Finance Committee Meeting schedule for 2022. The motion was seconded by Commissioner Dal Santo and passed unanimously.

Commissioner Schablaske motioned to approve **Resolution #21-62** approving the Greater Rockford Airport Authority employee holidays for calendar year 2022. The motion was seconded by Commissioner Agnew and passed unanimously.

Commissioner Schablaske motioned to approve **Ordinance #21-06** providing for the levy and assessment of taxes for the fiscal year of the Greater Rockford Airport Authority, Winnebago County, Illinois beginning May 1, 2021, and ending April 30, 2022. There was a roll call vote with seven ayes and zero nays. The motion was passed.

Commissioner Schablaske motioned to approve **Resolution #21-63** approving the award of a rental agreement to Alta Equipment Company, of Ottawa Illinois, for three Wheel Loader Rentals for winter snow removal, in the amount of \$21,500 per month. The budgeted amount for this rental is \$75,000. The motion was seconded by Commissioner Agnew and passed unanimously.

Commissioner Schablaske motioned to approve **Resolution #21-64** approving the award of a Purchase Order to United Rotary Brush Corporation of Lenexa, Kansas, for replacement brush segments for winter snow removal. The total purchase will not exceed the budgeted amount of \$70,000. The motion was seconded by Commissioner Dal Santo and passed unanimously.

Commissioner Schablaske motioned to approve **Resolution #21-65** approving the award of a Purchase Order for \$29,250 to NoFoam Systems for retrofit and installation of an Aqueous Film Forming Foam (AFFF) testing system. The motion was seconded by Commissioner Lamia and passed unanimously.

Commissioner Schablaske motioned to approve **Resolution #21-66** approving the award of a rental agreement to O'Leary's Contractors Equipment and Supply for two Skid Loaders for winter snow removal. Rental charges are \$4,150 per month for a maximum of five months,

trucking of \$225 each way will be added to the cost. The motion was seconded by Commissioner Dal Santo and passed unanimously.

Commissioner Schablaske motioned to approve **Resolution #21-67** approving the award of a contract to Scandroli Construction, of Rockford Illinois, for the repair of snow protection structures for the MRO facility. Their lowest responsible bid for this project was not to exceed \$737,737. The motion was seconded by Commissioner Dal Santo and passed unanimously.

Commissioner Schablaske motioned to approve **Resolution #21-68** approving the award of a contract to Complete Mechanical Systems (CMS), of Machesney Park Illinois, for the HVAC modifications and control system changes for the MRO facility. Their lowest responsible bid for this project was not to exceed \$413,750. The motion was seconded by Commissioner Dal Santo and passed unanimously.

Commissioner Schablaske motioned to approve **Resolution #21-69** approving a contract with Blue Cross Blue Shield of Illinois for group health insurance for 2022 including the PPO plan and HSA option. The motion was seconded by Commissioner Lamia and passed unanimously.

	2021 Board Approval	2021 Year End Estimate	2022 Renewal Estimate
PPO Annual Premium	\$472,944.00	\$525,956	\$569,478
PPO HRA Admin Fees	\$2,088.00	\$2,088	\$2,088
Expected HRA liability	\$72,695.00	\$86,899	\$86,899
HSA Annual Premium	\$30,494.00	\$30,494	\$32,180
HSA Annual Contribution	\$3,220.00	\$3,220	\$3,220
Total	\$581,441.00	\$648,658	\$693,864

Commissioner Schablaske motioned to approve **Resolution #21-70** to approve a personnel records policy. The motion was seconded by Commissioner Agnew and passed unanimously.

Commissioner Schablaske motioned to approve **Ordinance #21-07**, approving the Rates and Charges for the period beginning January 1, 2022, for the Greater Rockford Airport pursuant to the provisions of 70 ILCS 5/8.04. The motion was seconded by Commissioner West and passed unanimously. There was a roll call vote with seven ayes and zero nays. The motion was passed.

There being no further business, Commissioner Dal Santo made a motion to adjourn. The motion was seconded by Commissioner West and was unanimously approved on a roll call vote. The meeting adjourned at 5:30 pm.