

**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 24, 2016 in the Greater Rockford Airport Authority Auditorium, 60 Airport Drive, Rockford, IL.

Chairman Cicero called the meeting to order at 5:02 p.m.

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

A motion was made by Commissioner Wetzel seconded by Commissioner Copeland and was unanimously approved to accept the minutes of the February 25, 2016 regular Board Meeting and the February 18, 2016 Planning & Finance Committee Meeting.

Mr. John Beck, Rockford Park District, presented the Board and Staff with a framed collage of the 30th Annual Snow Sculpting Competition held in February 2016. He thanked the staff for the many, many years of support of the annual event. This year was very unique and challenging in the fact that there was not near enough snow at RFD to make the 10’ blocks for the sculpting. If not for the determination and creative collaboration of the Park District and the Greater Rockford Airport Authority the event would have been cancelled. They put their heads together and decided to make snow! After a few days of making snow at the Airport, it was hauled to Sinnissippi Park, made into blocks, and was ready to go. Mr. Beck thanked the entire airport staff, particularly the Maintenance Staff for their support throughout the years. He

added that they don't help because they are told to, but because they really enjoy it. Mr. Beck stated that he is thankful for the relationship with the Airport staff.

STAFF REPORTS:

Mike Dunn – Director reported the following:

- Congratulated staff for receiving an award for the Popular Annual Report from the Government Finance Officers Association.
- We are in conversations with an additional air carrier.
- We are in the process of setting up a meeting with a cargo company as well. The discussions have been taking place for about three years now.
- Elite continues to inform that they would like to add a second destination.

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

- Overview and timeline of the MRO project. The mega doors have been installed. The drywall is being constructed in the office portion. Ballard is completing the piping. Everything is progressing nicely.
- Overview and timeline of the Terminal project. Will start up again in a couple of weeks.

Matt Zinke – Maintenance Manager reported the following:

- Gave on overview of the specifications of the paint machine that is on the agenda for approval. This new machine will be much more efficient than the old machine.

Zach Oakley – Operations Manager reported the following:

- The second FAA SRM weather panel was held this week. The meeting went well and we anticipate
- Later this month we will have our annual FAA certification inspection.
 - Director Dunn stated that we take this inspection very seriously. Last year we have no discrepancies and we are hoping for the same outcome this year.

Ken Ryan – Director of Business Development reported the following:

- The resumption of service to Ft. Collins will start the end of March. In early April we will start digital marketing of this service.
 - Director Dunn reminded the Board that we have committed to assisting in the marketing of this service. Ticket sales are going well.

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT: None

RESOLUTIONS & ORDINANCES:

Commissioner Derry motioned to approve **Resolution #16-23** approving a work change directive on contract 15-16 For #30 added louvers for Annex walls for \$7,047.00, #31 added heat to Mechanical rooms to protect wet system sprinkler piping for \$14,662.00, #32 added elbows with turning vanes for vertical air discharge for \$6,818.00 for the new maintenance, repair, and overhaul (MRO) to Mechanical, Inc. of Freeport, IL. Commissioner Wetzel seconded the motion and the motion pass unanimously.

Commissioner Derry motioned to approve **Resolution #16-24** approving a work change directive on contract 15-14 for #36 furnish and install data cabling, devices, accessories power for \$157,946.00, #37 furnish and install data and power for TV monitors for \$14,404.00, #38 modifications of light fixtures for \$2,521.00, #39 supply and install additional electrical breakers for additional electrical circuits for \$1,563.00, #40 change in transformer cabinet re-routed and seal-off required by code for fire safety, for the new maintenance, repair, and overhaul (MRO) to Ballard Electric, Inc. of Rockford, IL. Commissioner Wetzel seconded the motion and the motion pass unanimously.

Commissioner Derry motioned to approve **Resolution #16-25** approving concurrence with the Committee recommendation to proceed with negotiation of a draft retainer agreement with Crawford, Murphy, & Tilly, Inc., of Rockford, IL. for consulting services. Commissioner Copeland seconded the motion and the motion pass unanimously.

Commissioner Derry motioned to approve **Resolution #16-26** approving a five-year contract not to exceed \$48,000 for telephone services with TDS Telecommunications of Madison, Wisconsin. Commissioner Wetzel seconded the motion and the motion pass unanimously.

Commissioner Derry motioned to approve **Resolution #16-27** approving a consulting agreement with Swift Hospitality Group, Inc. of Freeport, IL to proceed with the review of a feasibility study. Commissioner Wetzel seconded the motion and the motion pass unanimously.

Commissioner Derry motioned to approve **Resolution #16-28** approving the purchase of a new paint machine for runway and taxiway pavement marking/painting to Sherwin-Williams of Rockford, IL for \$10,500. Commissioner Wetzel seconded the motion and the motion pass unanimously.

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