

REGULAR BOARD OF COMMISSIONERS MEETING

Thursday, March 27, 2025

***PUBLIC NOTICE
FROM
THE BOARD OF COMMISSIONERS
OF THE
GREATER ROCKFORD AIRPORT AUTHORITY***

There will be a Regular Board of Commissioners Meeting of the Greater Rockford Airport Authority on **Thursday, March 27, 2025, at 5:00 PM** in the Auditorium of the Airport Administration Building located at 60 Airport Drive, Rockford, IL.

*REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE
GREATER ROCKFORD AIRPORT AUTHORITY
Thursday, March 27, 2025
5:00 PM*

AGENDA

-
1. Call to Order
 2. Minutes for Approval
 - Regular Board Meeting – February 27, 2024
 3. Staff Reports
 - Zachary Oakley – Executive Director
 - Michelle Cassaro – Director of Finance and Administration
 - Michael Peranich – Director of Operations and Maintenance
 4. Old Business
 5. New Business
 6. Public Comment(s)
 7. Resolutions/Ordinances:

Resolution #25-10 approving an air service incentive package with ALG.

Resolution #25-11 for an Engineering Services Agreement with Crawford, Murphy & Tilly, Inc. for Reconstruct Airport Terminal Entrance Road Including Relocation of Main Terminal Entrance project.

Resolution #25-12 approving an Engineering Design and Construction Phase Agreement for the Replacement of Passenger Boarding Bridge project.

Resolution #25-13 to approve an Equipment Transfer Agreement with Emery Cargo Properties, LLC. and Emery Air, LLC.

Resolution #25-14 to approve a purchase order in the amount of \$1,089,200.00 to Trecan Combustion of Hubley, Nova Scotia, Canada, for one Model 250-PD Two Side Loading Snowmelter.

Resolution #25-15 to approve purchase orders up to the budgeted amount of \$88,000 for Waterborne Airfield Pavement Marking Paint to Allstates Coatings Company of Gladewater, TX.

Resolution #25-16 to approve and authorize for the Greater Rockford Airport Authority to become a Participant and Signatory to the New Residential Construction Tax Refund Intergovernmental Agreement.

8. Executive Session: None

9. Adjournment

**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, February 27, 2025, 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 | Zack Oakley | X | Catherine Povalitis – Chartwell |
| Jake Castanza | X | Shelly Cassaro | X | Shaquil Manigault – Chartwell |
| Paul Cicero | X | Kathy Bruggeman | | |
| Tom Myers | X | Tracey Halbrader | X | |
| Dianne Parvin | X | Mike Peranich | X | |
| Mike Schablaske | X | Chip Geiger | X | |
| Leslie West | X | | | |
| Tom Lester | X | | | |

A motion was made by Commissioner Agnew, seconded by Commissioner Myers, and was unanimously approved to accept the minutes of the Regular Meeting of the Commissioners on January 23, 2025. A motion was made by Commissioner Agnew, seconded by Commissioner Myers and unanimously approved to accept the minutes of the Planning & Finance Committee Meeting on February 20, 2025.

STAFF REPORTS:

Michelle Cassaro, Deputy Director of Finance and Administration, reported the following:

- The tentative budget is on the agenda for approval. Any changes can be presented to be made to the tentative budget for procedural review and potential adjustments. The final budget will be approved in April after the public hearing.

Michael Peranich, Director of Operations and Maintenance, reported the following:

- We were able to finally use our snow melter. We were very pleased with the results. This gives a good example of what to expect for next year’s snow removal planning and budget.
- Good news on the new ARFF truck. Final inspection was carried out yesterday and we should receive the truck next week.

- We will be receiving a donated airplane from Rock Valley College for our Triennial Disaster Drill on April 25th.

Zachary Oakley – Executive Director, reported the following:

- January cargo statistics are up 19% overall. We saw 150 more landings year over year. We still expect continued growth for 2025 for domestic and international cargo flights.
- Passenger numbers for the month of January were impressive as well. We are up 15% year over year. We did experience our parking lots being a bit stressed in the first quarter of the year. We are using the overflow lot across the street. We utilized the F Lot this year for the first time. We are on track to have 40,000 passengers depart RFD for the month of March.
- Amazon was on-site last week with our new airport affairs representative. We had a very good conversation about RFD. They are very satisfied with their operation at RFD.
- Kishwaukee Road modifications will be bid in mid-March. This project is to improve truck traffic flow.
- Our FAA Annual Airfield Inspection will be conducted in March.

NEW BUSINESS: None

OLD BUSINESS: None

PUBLIC COMMENTS: None

RESOLUTIONS & ORDINANCES:

Commissioner Castanza made a motion to approve **Resolution #25-02** approving the Design Phase Agreement with Crawford, Murphy & Tilly, Inc. (CMT) for the Rehabilitate Taxiway Lighting and Signage (Phase 1) project. The motion was seconded by Commissioner Schablaske and unanimously approved.

Commissioner Castanza made a motion to approve **Resolution #25-03** to approve a purchase order in the amount of \$87,719 for a Mobil Ground Power Unit from TLD America, Windsor CT. The motion was seconded by Commissioner Myers and unanimously approved.

Commissioner Castanza made a motion to approve **Resolution #25-04** to approve a purchase order in the amount of \$128,892 for SFFF Foam from WS Darley and Sons of Itasca, IL. The motion was seconded by Commissioner West and unanimously approved.

Commissioner Castanza made a motion to approve **Resolution #25-05** to approve a three-year contract with two one-year options in the amount of \$123,000, to Baker Tilly US of Madison WI for independent auditing services. The motion was seconded by Commissioner West and unanimously approved.



Commissioner Castanza made a motion to approve **Resolution #25-06** to approve a contract in the amount of \$28,260 for internet transmission from Stratus Networks of Peoria Heights, IL. The motion was seconded by Commissioner Schablaske and unanimously approved.

Commissioner Castanza made a motion to approve **Resolution #25-07** to approve a contract in the amount of \$1,570,910.46 for ramp pavement repairs to Sjostrom and Sons Construction of Rockford, IL. The motion was seconded by Commissioner Schablaske and unanimously approved.

Commissioner Castanza made a motion to approve **Resolution #25-08** to approve a purchase order in the amount of \$151,299 for gate furniture for the terminal, from KI of Green Bay WI. The motion was seconded by Commissioner Agnew and unanimously approved.

Commissioner Castanza made a motion to approve **Resolution #25-09** adopting the tentative Budget and Appropriation Ordinance for fiscal year beginning May 1, 2025, and ending April 30, 2026. The motion was seconded by Commissioner Agnew and unanimously approved.

There being no further business, Commissioner Castanza motioned to adjourn the regular meeting. The motion was seconded by Commissioner Agnew and passed unanimously. The meeting was adjourned at 5:24 pm.

Memorandum

Date: March 25, 2025

To: Zack Oakley

cc: Shelly Cassaro, Mike Peranich, Board of Commissioners

From: Chip Geiger

Resolutions for March 27, 2025 Executive Board Meeting

Resolution 25-XX to approve a purchase order in the amount of \$1,089,200.00 to Trecan Combustion of Hubley, Nova Scotia, Canada, for one Model 250-PD Two Side Loading Snowmelter.

Resolution 25-XX to approve purchase orders up to the budgeted amount of \$88,000 for Waterborne Airfield Pavement Marking Paint to Allstates Coatings Company of Gladewater, TX. This was bid on ITB 25-08.

Resolution 25-XX to approve a contract with Interstate Sealant and Concrete, Inc, of Waukesha, WI, for an amount not to exceed \$850,000.00, for joint sealing on the UPS ramp. This was bid on ITB 25-06.