

**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 27, 2025, in the Greater Rockford Airport Authority Auditorium, 60 Airport Drive, Rockford, IL.

Chairman Cicero called the meeting to order at 5:00 pm.

Commissioners & Legal Counsel	Present	GRAA Staff	Present	Guests/Other Staff
Pat Agnew	X	Zack Oakley	X	Shaquil Manigault – Chartwell
Jake Castanza	X	Shelly Cassaro		
Paul Cicero	X	Kathy Bruggeman	X	
Tom Myers	X	Tracey Halbrader	X	
Dianne Parvin	X	Mike Peranich		
Mike Schablaske	X	Chip Geiger	X	
Leslie West	X	Isaac Mendoza	X	
Tom Lester	X			

A motion was made by Commissioner Agnew, seconded by Commissioner Castanza, and was unanimously approved to accept the minutes of the Regular Meeting of the Commissioners on February 27, 2025.

STAFF REPORTS:

NEW BUSINESS: Chairman Cicero thanked Thomas (Tom) Myers for his time and dedication over the last 14 years as an airport commissioner. Mr. Myers was presented with a Crystal airplane in appreciation of his contribution to the Airport. He was instrumental in the success of RFD in regard to his leadership and willingness to take the risks needed for the growth in cargo as well as passenger service. We are all grateful for his leadership. Thank you, Tom.

Zachary Oakley – Executive Director, reported the following:

- Financial updates and any budget updates have been provided by Shelly Cassaro and Tracey Halbrader. If there are any questions or concerns, they can be addressed next week.
- We did receive \$4.6 million in federal funds so the budget will be adjusted accordingly.
- Spring break is this week, so we have a few employees on vacation. Isaac Mendoza will be giving the Operations and Maintenance report this week.
- Monthly enplanements were outstanding for February. Enplanements were up 27% for the month. This was due to Allegiant’s additional flights and Apple Vacations seasonal flights. One of

the benefits of this was the parking revenue. We do see a lot of people parking for a longer duration. Apple Vacations will be returning their flights for the 2025/26 season.

- I was in Colorado this week for an Air Service Conference and met with seven different carriers about additional air service destinations.
- There will be an additional air service conference with airline engagement in June at Routes International.
- Cargo landed weight numbers increased year over year in February. This growth is even better too pre-covid operations.
- Emirates recently utilized RFD for a test flight, and we are working with them on additional flights in the future. This flight will contain heavy freight. Everything went great with no concerns or issues. We are in conversations on additional flights.
- Antonov is scheduled to fly into RFD on April 22. Once it is confirmed we will send a press release.
- Congressman Sorenson visited and toured RFD last week. Congressman LaHood will be coming for a visit next week. His staff has been extremely with discussions on the future FAA control tower along with other airport related items.
- We are working with the Customs office on new designations related to how we handle incoming freight.
- We are reconfiguring our parking lot to accommodate more cars in the future. This project will begin this season and will be completed by winter.

Isaac Mendoza, Operations Manager, presented the following:

- We recently received our new ARFF truck. Our ARFF department are very happy and are undergoing training to get acclimated to the new equipment.
- We have planned 13 public tours so far this year. Weather is warming up so those tours will be occurring more frequently.
- Our FAA required Aircraft Disaster drill will be conducted April 25 at 9 am. All local hospitals in this drill have reached out to several organizations for volunteers to act as victims. It is a great opportunity for corresponding agencies to test our emergency response plans.
- Our upcoming airfield ramp projects will be broken down into three sections. We have worked closely with UPS on the project plans in order to minimize any impact on their operations.

OLD BUSINESS: None

PUBLIC COMMENTS: None

RESOLUTIONS & ORDINANCES:

Commissioner Castanza made a motion to approve **Resolution #25-10** approving an air service incentive package with ALG. The motion was seconded by Commissioner Agnew and unanimously approved.



Commissioner Castanza made a motion to approve **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. The motion was seconded by Commissioner Agnew and unanimously approved.

Commissioner Castanza made a motion to approve **Resolution #25-12** approving an Engineering Design and Construction Phase Agreement for the Replacement of Passenger Boarding Bridge project. The motion was seconded by Commissioner Agnew and unanimously approved.

Commissioner Castanza made a motion to approve **Resolution #25-13** to approve an Equipment Transfer Agreement with Emery Cargo Properties, LLC. and Emery Air, LLC. The motion was seconded by Commissioner Myers and unanimously approved.

Commissioner Castanza made a motion to approve **Resolution #25-14** to approve a purchase order in the amount of \$1,089,200 to Tercan Combustion of Hubley, Nova Scotia, Canada, for one Model 250-PD Two Side Loading Snow melter. The motion was seconded by Commissioner Agnew and unanimously approved.

Commissioner Castanza made a motion to approve **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. The motion was seconded by Commissioner Schablaske and unanimously approved.

Commissioner Castanza made a motion to approve **Resolution #25-17** 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. 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 5:40 pm.