

**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, January 27, 2022, in the Greater Rockford Airport Authority Auditorium, 60 Airport Drive, Rockford, IL.

Chairman Cicero called the meeting to order at 5:01 pm.

Commissioners & Legal Counsel	Present	GRAA Staff	Present	Guests/Other Staff
Pat Agnew	X	Mike Dunn	X	Catherine Povalitis - Chartwell
Paul Cicero	X	Shelly Cassaro	X	15 Citizens
Tom Dal Santo	X	Kathy Bruggeman	X	Tim Schaffer – Public speaker
Tonya Lamia	X	Zack Oakley	X	Don Miller – Public speaker
Tom Myers	X	Tracey Halbrader	X	Jackie Kuroda – Public speaker
Mike Schablaske	X			
Leslie West				
Tom Lester	X			

A motion was made by Commissioner Lamia, seconded by Commissioner Agnew, and was unanimously approved to accept the minutes of the Regular Meeting of the Commissioners on December 16, 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 reports through December 31, 2021
  - Cash position has increased from prior year. Restricted funds include trust funds, debt service funds and intergovernmental payables.
  - Total revenues exceed expenses by \$7,094,422.
  - Operating revenues are 14% over budget year to date. This primarily consists of increases in cargo landing fees and unbudgeted revenue from Tough Mudder.
  - Operating expenses are right on target year to date.

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

- Monthly enplanements – For the last two months we have seen gains over 2019. December is up 26% over the best year ever. We haven't added any new destinations, it is because of Allegiant adding more frequency and more people now traveling.
  - Allegiant and Southwest has been very aggressive over the last 6-12 months. Their leisure-based models have been growing the last year.
  - There were only a couple of flights impacted by COVID with personnel being short staffed, but not as much as the United and American.
- 5G related to air carrier challenges related to service. It was a massive confusion related to our phones. The bandwidth/frequency close to the altimeters on the aircraft are affected. The carrier was looking for alternatives to ORD. We are still having conversations with the air carrier for a short-term temporary agreement, if needed.
- Will be attending the ROUTES conference in February. There are nine airline meetings on the calendar during the conference regarding bringing more service to RFD. We're hoping for new destinations.
- Monthly air cargo landed weight is up 25% over 2021 at 3.4 billion pounds which could put us at #13 or #14 for landed weight in the US.
  - 2017 was the first time we broke one billion pounds of landed weight since 2009.
- New cargo ramp opened in November.
- Building #2 construction progress – will open in late March for full occupancy with operations beginning in April.
- Snow removal has kept our crews busy with several snow events on weekends. Snow removal is significantly different than on the streets. They need to report about two to three hours in advance to prepare the equipment. There is typically 12 – 24 hours of cleanup. Once the snow event cleanup is complete, all equipment is then washed, inspected, and repaired for the next snow event.
- Gave an overview of the US Trade numbers with detailed information on import/exports through November 2021.

**OLD BUSINESS:** None

**NEW BUSINESS:** None

**PUBLIC COMMENTS:**

Tim Schaffer, former Airport Public Safety Department employee – he expressed concerns about comments from Mr. Dunn regarding a former employee. He talked about his opinion on civility and asked the Commissioners to look into the matter. He also asked if people can make public comment via Zoom.

Don Miller, Winnebago county citizen commented on the Bell Bowl prairie.

Jackie Karoda, Senior at Guilford High School – commented on the Bell Bowl prairie and her opinion about the impact it could potentially have on her generation.

**RESOLUTIONS & ORDINANCES:**

Commissioner Schablaske motioned to approve **Resolution #22-01** approving a Professional Services Agreement with Strategic Aviation Solutions International (SASI) of Marco Island, Florida effective January 1, 2022, through December 31, 2023. The motion was seconded by Commissioner Dal Santo and was unanimously approved.

Commissioner Schablaske motioned to approve **Resolution #22-02** approving an amendment to AIA Document A141-Exhibit A establishing the Cost of Work for the Phase 2 International Cargo Building. The motion was seconded by Commissioner Dal Santo and was unanimously approved.

Commissioner Schablaske made a motion to enter into Executive Session, Pursuant to 5ILCS 120/2(c) (1), (5) and (6) to discuss the lease or sale of property owned by the public body and to discuss appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body and Pursuant to 5ILCS 120/2c (11) to discuss pending or threatened litigation. The motion was seconded by Commissioner Agnew and was unanimously approved by a roll call vote. Executive Session was entered at 5:50 pm.

The Board reconvened at 6:45 pm.

Commissioner Schablaske made a motion to approve the second amendment to an Employment Agreement between the Greater Rockford Airport Authority and Michael P. Dunn. The motion was seconded by Commissioner Dal Santo and unanimously approved by a roll call vote.

Commissioner Agnew made a motion to adjourn. The motion was seconded by Commissioner Dal Santo and was unanimously approved by roll call vote. The meeting adjourned at 6:49 pm.