

**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 28, 2021 in the Greater Rockford Airport Authority Executive Conference Room, 60 Airport Drive, Rockford, IL. and www.Zoom.com.

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

Commissioners & Legal Counsel	Present	GRAA Staff	Present	Guests/Other Staff
Pat Agnew	ZOOM	Mike Dunn	X	Rebecca Epperson, Chartwell - ZOOM
Paul Cicero	X	Shelly Cassaro	X	Kevin – Chrono’s Aviation
Tom Dal Santo	X	Kathy Bruggeman	X	Bob – Chrono’s Aviation
Tonya Lamia	Absent	Zack Oakley	X	
Tom Myers	ZOOM	Jeff Polsean		
Mike Schablaske	X	Matt Zinke		
Leslie West	ZOOM	Seth Nygren		
Tom Lester	X	Tracey Halbrader		
		Chip Geiger	X	

A motion was made by Commissioner Dal Santo seconded by Commissioner Schlabaske was unanimously approved by roll call vote to accept the minutes of the Regular Meeting of the Commissioners on November 19, 2020 and the Planning & Finance Committee Meeting on January 21, 2021.

**OLD BUSINESS:** None

**NEW BUSINESS:** None

**STAFF REPORTS:**

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

- Rebecca Epperson, Chartwell, presented a slideshow of the analytics report of the RFD Social Media Campaign. The campaign began in May 2021. The goals were to promote RFD destinations, maintain visibility and give our community something to look forward to after COVID. The campaign was named “Getaways to Dream About.” It has been a very successful campaign with great results. Director Dunn added that we are one of the top

rated Allegiant Airports in the country. The data from this campaign can also be used for future airlines or new destinations in the future.

- Chip Geiger has received certification for a Certified Procurement Professional certificate. The managers encourage ongoing education and this is just one example of the staff accomplishments.
- Staff is still working on preparing the tentative 2022 Budget for Board review next month.

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

- Year end cargo statistics. December was by far our largest month ever in cargo landed weight.
- Passenger statistics – our numbers overall were pretty good. Our load factor for the year was 67%. The past few months we have seen the numbers grow very quickly.
- International Cargo facility is coming along. The walls and floors are in place.
- Snow removal operations. We have a new vehicle to measure braking action. It has increased our efficiency tremendously. We also received two new snowblades and one broom.

**OLD BUSINESS:** None

**PUBLIC COMMENT:** None

**RESOLUTIONS & ORDINANCES:**

Commissioner Schablaske motioned to approve **Ordinance #21-01** to approve an Ordinance authorizing the issuance of General Obligation Alternate Bonds (landing fees alternate revenue source) of the Greater Rockford Airport Authority, Winnebago County, Illinois, in an aggregate principal amount not to exceed \$50,000,000 for the purpose of improving and extending the Chicago Rockford International Airport by acquiring, constructing, improving and equipping an air cargo building and related fixtures and equipment and to make related improvements to the Airport, and refinancing the Authority's outstanding Series 2018 bond and an existing bank loan provided by Blackhawk Bank, and paying related costs and expenses; providing for the publication of public notice of intent to issue such bonds; providing for holding and giving notice of a public hearing under the bond issue notification act, ratifying and confirming certain actions previously taken; and concerning related matters. The motion was seconded by Commissioner Agnew and was unanimously approved by roll call vote.

Commissioner Schablaske motioned to approve **Resolution #21-01** to approve a Section 18 Notice required by the Airport Authorities Act. The motion was seconded by Commissioner Dal Santo and was unanimously approved by roll call vote.

Commissioner Schablaske motioned to approve **Resolution #21-02** to approve an engagement letter with Schiff Hardin as bond counsel. The motion was seconded by Commissioner Dal Santo and was unanimously approved by roll call vote.

Commissioner Schablaske motioned to approve **Resolution #21-03** to approve an engagement letter with Speer Financial as financial advisor for bond issuance. The motion was seconded by Commissioner Dal Santo and was unanimously approved by roll call vote.

Commissioner Schablaske motioned to approve **Resolution #21-04** to approve an engagement letter with Allen Galluzzo Hevrin Leake for legal services. The motion was seconded by Commissioner West and was unanimously approved by roll call vote.

Commissioner Schablaske motioned to approve **Resolution #21-05** to approve a three-year agreement, with two one-year extension options, with Sundog IT, our current supplier, to provide IT services. The motion was seconded by Commissioner Dal Santo and was unanimously approved by roll call vote.

Commissioner Schablaske motioned to approve **Resolution #21-06** to approve an engineering agreement with Crawford, Murphy & Tilly, Inc. for ramp design and construction. Costs are dictated by FAA guidelines. The motion was seconded by Commissioner Dal Santo and was unanimously approved by roll call vote.

There being no further business, Commissioner Dal Santo made a motion to adjourn. The motion was seconded by Commissioner Schablaske and was unanimously approved on a roll call vote. The meeting adjourned at 6:04 pm.