

**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, September 24, 2020 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 5:04 pm.

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

A motion was made by Commissioner Agnew seconded by Commissioner Myers and was unanimously approved by roll call vote to accept the minutes of the August 27, 2020 Regular Board Meeting.

**OLD BUSINESS:** None

**NEW BUSINESS:** John Rader, Baker Tilly, Inc., gave the financial audit review. He thanked the finance department staff for their great preparation and coordination for the audit. There were no findings in their report.

**STAFF REPORTS:**

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

- August financials – At-a-glance, revenue/expenses, statement of cash and disbursements.
- Apple Vacations will not be operating out of RFD this year. United Airlines’ parking of airplanes is helping to make up for some of the lost revenue.
- Tough Mudder will not take place at RFD in 2020.

- We have had one employee test positive for COVID to date. Procedures were followed for all employees according to the Center for Disease Control guidelines. Cintas was hired for a deep cleaning of all equipment and offices. Operations and Maintenance personnel will be separated into two groups in order to try to stay operational in the months to follow.

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

- Passenger statistics year-over-year: 48% average capacity for all destinations.
- Monthly air cargo landed weight: up 20% year-over-year
- Cargo ramp extension/construction – phase 3, still on track for mid-November opening.
- Magma Operation – one flight weekly. Will increase to two flights per week in October.
- Senator International flights

**Mike Dunn, Executive Director** reported the following:

- Airport Improvement Grants – Illinois airports are starting to see money come in from the State of Illinois as reimbursement for past/current projects. He thanked Michael Cassidy, Brian Welker – CMT, and staff for their persistence and creativity in handling the grant requests.

**OLD BUSINESS:** None

**PUBLIC COMMENT:** None

**RESOLUTIONS & ORDINANCES:**

Commissioner Schablaske motioned to approve **Resolution #20-38** approving an IDOT Division of Aeronautics agreement for consultant services at Illinois airports for engineering services with Crawford, Murphy & Tilly, Inc. for the Expand and Rehabilitate Stormwater Detention Facility, IL Project #4733 for \$357,500. The motion was seconded by Commissioner Agnew and was unanimously approved by roll call vote.

Commissioner Schablaske motioned to approve **Resolution #20-39** approving an IDOT Division of Aeronautics agreement for consultant services at Illinois airports for engineering services with Crawford, Murphy & Tilly, Inc. for the Construct Perimeter/Security Fencing – Phase 2, IL Project #4729 for \$91,900. The motion was seconded by Commissioner Agnew and was unanimously approved by roll call vote.

Commissioner Schablaske motioned to approve **Resolution #20-40** approving an IDOT Division of Aeronautics agreement for consultant services at Illinois airports for engineering services

with Crawford, Murphy & Tilly, Inc. for the Construct Northwest Cargo Apron Phase 4 for \$695,000. The motion was seconded by Commissioner Dal Santo and was unanimously approved by roll call vote.

Commissioner Schablaske motioned to approve **Resolution #20-41** approving the rental of winter snow removal equipment from Alta Equipment Rentals for \$92,000, and Airings Equipment for \$15,750. The motion was seconded by Commissioner Dal Santo and was unanimously approved by roll call vote.

Commissioner Schablaske motioned to approve **Resolution #20-42** approving ITB 20-17 in the amount of \$425.00 per ton of solid deicer to Quad Chemical of Virginia Beach, Virginia, in an anticipated budget amount of \$160,000. The motion was seconded by Commissioner Dal Santo and was unanimously approved by roll call vote.

Commissioner Schablaske motioned to approve **Resolution #20-43** approving ITB 20-18 in the amount of \$4.15 per gallon of liquid deicer of potassium acetate to Cryotech of Fort Madison, IA, in an anticipated budget amount of \$175,000. The motion was seconded by Commissioner Dal Santo and was unanimously approved by roll call vote.

Commissioner Schablaske motioned to approve **Resolution #20-44** approving ITB 20-19, awarding the business to Martam Construction, Inc. for the Rehabilitate Air Cargo Apron Trench Drain (Ramp A and C) for \$851,474. The motion was seconded by Commissioner Dal Santo and was unanimously approved by roll call vote.

Commissioner Schablaske motioned to approve **Resolution #20-45** approving Landrum & Brown's (L&B) scope of work for a Federal Aviation Regulation (FAR) Part 150 Noise Compatibility Study Update for \$570,170. The motion was seconded by Commissioner Myers and was unanimously approved by roll call vote.

Commissioner Schablaske motioned to approve **Resolution #20-46** approving the Real Estate Purchase and Sale Agreement which provides for the sale of the improvements and net ground lease to be entered into with On-Line Security Systems LLC for 27-29 Airport Drive. The motion was seconded by Commissioner Dal Santo and was unanimously approved by roll call vote.

Commissioner Schablaske motioned to approve **Resolution #20-47** approving and authorizing the execution of the Lease Agreement with Emery Air, LLC for the new 90,000 square foot Midfield Building. The motion was seconded by Commissioner Agnew and was unanimously approved by roll call vote.

Commissioner Schablaske motioned to approve **Resolution #20-48** to enter into a Design/Build Agreement with Scandroli Construction of Rockford, IL for the Midfield Building for a total cost not to exceed \$11,000,000.00. The motion was seconded by Commissioner Dal Santo and was unanimously approved by roll call vote.

Commissioner Schablaske motioned to approve **Resolution #20-49** to amend Construction Management Contract with Scandroli Construction of Rockford, IL for roof repairs due to hail damage based on insurance adjuster's schedule and recommendation. The motion was seconded by Commissioner Dal Santo and was unanimously approved by roll call vote.

Commissioner Schablaske motioned to approve **Resolution #20-50** approving the updated Board of Commissioners Meeting Schedule for 2020. The motion was seconded by Commissioner Agnew and was unanimously approved by roll call vote.

Commissioner Schablaske motioned to approve **Resolution #20-51** approving a construction agreement with William Charles Construction and Sjostrom & Sons, Inc. for the Northwest Cargo Apron, Phase 4. 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 Agnew and was unanimously approved on a roll call vote. The meeting adjourned at 6:30 pm.