CHICAGO ROCKFORD INTERNATIONAL AIRPORT

REGULAR BOARD OF COMMISSIONERS MEETING

November 19, 2026

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CHICAGO ROCKFORD INTERNATIONAL AIRPORT

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 **November 19, 2026, at 5:00 PM** in the Auditorium of the Airport Administration Building located at 60 Airport Drive, Rockford, IL.

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REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE GREATER ROCKFORD AIRPORT AUTHORITY

November 19, 2026
5:00 PM

AGENDA

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1. **Call to Order**

2. **Approval of Minutes**
   - Regular Board Meeting – October 22, 2026

3. **Staff Reports**
   - Zachary Oakley – Executive Director
   - Michelle Cassaro – Deputy Director, Finance and Administration
   - Tracey Halbrader – Finance Director
   - Josh VanBriesen – Maintenance Manager
   - Isaac Mendoza – Operations Manager

4. **Old Business**

5. **New Business**

6. **Public Comments**

7. **Resolutions and Ordinances**
   1. **Resolution #26-78** – Approving a contract, not to exceed the budgeted amount of $125,000, with Crossbeam Signs and Fabrication of Jacksonville, FL, for a Terminal Monument Entrance Sign.
   2. **Resolution #26-79** – Approving a contract in the amount of $82,326.77 with Vaisala of Louisville, CO, for Runway Weather Information Systems.
   3. **Resolution #26-80** – Approving the GRAA Employee Holiday Schedule for 2027.
   4. **Resolution #26-81** – Approving the Board of Commissioners Meeting Schedule for 2027.

8. **Executive Session**

   Pursuant to Section 5 ILCS 120/2(d)(5) of the Open Meetings Act, to discuss the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

9. **Adjournment**

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MINUTES
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, October 29, 2026, in the Greater Rockford Airport Authority Auditorium, 60 Airport Drive, Rockford, IL.

Chairman Schablaske called the meeting to order at 4:48 pm.

Commissioners & Legal Counsel	Present	GRAA Staff	Present	Guests/Other Staff
Pat Agnew	X	Zack Oakley	X	Shaquil Manigault - Chartwell
Al Caruana	X	Michelle Cassaro		
Jake Castanza	X	Tracey Halbrader	X	
Paul R. Cicero	X	Chip Geiger		
Dianne Parvin	X	Kathy Bruggeman		
Mike Schablaske	X	Isaac Mendoza		
Leslie West	X	Josh VanBriesen	X	
TJ Leake	X	Joe Milan		

Commissioner Caruana moved to approve the minutes of October 15, 2026, Regular Board Meeting. Commissioner Parvin seconded the motion, which was unanimously approved. Commissioner Caruana then moved to approve the minutes of September 29, 2026, Planning & Finance Committee Meeting. Commissioner Parvin seconded the motion, which was unanimously approved.

STAFF REPORTS:

Tracey Halbrader, Director of Finance, presented the following:

- Gave one more overview of the ordinance for the tax levy and assessment of taxes on the agenda.

Zack Oakley, Executive Director, reported the following:

- Lighting and signage upgrade project Phase I will be completed this week if the weather holds out.
- Challenge Group service update.
- N-Trak parking lot upgrade is underway. It should be complete by Thanksgiving.

Commissioner Caruana motioned to approve **Resolution #26-76** approving a contract in the amount of $94,817 to Dach Contractors of Rockford, IL for a decorative fence in the newly

renovated terminal parking lot. The motion was seconded by Commissioner Agnew and was unanimously approved.

Commissioner Caruana motioned to approve **Resolution #27-77** approving a three-year lease with Chronos Aviation, LLC, a South Carolina limited liability company for the hangar located at 5143 Falcon Road, Rockford, IL. The motion was seconded by Commissioner Agnew and a roll call indicated seven ayes. The motion was passed.

Commissioner Caruana motioned to approve **Ordinance #26-03** providing for the levy and assessment of taxes for the fiscal year of the Greater Rockford Airport Authority, Winnebago County, Illinois beginning May 1, 2026, and ending April 30, 2027.

There being no further business, Commissioner Cicero motioned to adjourn. The motion was seconded by Commissioner Caruana. The meeting was adjourned at 5:28 pm.

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Greater Rockford Airport Authority

2027 Holidays

The following dates will be paid observed holidays:

New Year's Day	**Friday, January 1**
Martin Luther King Jr. Day	**Monday, January 18**
Memorial Day	**Monday, May 31**
Juneteenth	**Friday, June 18**
Independence Day	**Monday, July 5**
Labor Day	**Monday, September 6**
Columbus Day	**Monday, October 11**
Veteran's Day	**Thursday, November 11**
Thanksgiving Day	**Thursday, November 25**
Day After Thanksgiving	**Friday, November 26**
Christmas Eve	**Thursday, December 23**
Christmas Day	**Friday, December 24**
New Year's Eve	**Friday, December 31**

This is a total of 13 days during the calendar year 2027

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Planning & Finance Committee Meeting
&
Board of Commissioners Meeting Schedule

2027

Planning & Finance Committee Meeting	Time/Location	Board of Commissioners Meeting	Time/Location
January 21	5:00 pm/ECR	January 28	5:00 pm/Auditorium
February 18	5:00 pm/ECR	February 25	5:00 pm/Auditorium
March 18	5:00 pm/ECR	March 25	5:00 pm/Auditorium
April 15	5:00 pm/ECR	April 22	5:00 pm/Auditorium
May 20	5:00 pm/ECR	May 27	5:00 pm/Auditorium
June 17	5:00 pm/ECR	June 24	5:00 pm/Auditorium
July 15	5:00 pm/ECR	July 22	5:00 pm/Auditorium
August 19	5:00 pm/ECR	August 26	5:00 pm/Auditorium
September 16	5:00 pm/ECR	September 23	5:00 pm/Auditorium
October 21	5:00 pm/ECR	October 28	5:00 pm/Auditorium
November 18	5:00 pm/ECR	November 18	5:00 pm/Auditorium
December 16	5:00 pm/ECR	December 16	5:00 pm/Auditorium

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Memorandum

To: Zack Oakley

cc: Shelly Cassaro, Board of Commissioners

From: Chip Geiger

Resolutions for November 19, 2026 Board Meeting

Resolution #26-XX approving a Contract Not to Exceed the budgeted amount of $125,000 to Crossbeam Signs and Fabrication of Jacksonville FL, for a Terminal Monument Entrance Sign. This was bid on RFP 26-21.

Resolution #26-XX approving a Contract in the amount of $82,326.77 to Vaisala of Louisville CO, for Runway Weather Information Systems. This will be a Sole Source purchase.