

**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, November 20, 2025, in the Greater Rockford Airport Authority Auditorium, 60 Airport Drive, Rockford, IL.

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

Commissioners & Legal Counsel	Present	GRAA Staff	Present	Guests/Other Staff
Pat Agnew	X	Zack Oakley	X	Catherine Povalitis - Chartwell
Al Caruana	X	Michelle Cassaro	X	
Jake Castanza	X	Michael Peranich	X	
Paul R. Cicero	X	Tracey Halbrader	X	
Dianne Parvin	X	Kathy Bruggeman	X	
Mike Schablaske	X			
Leslie West	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 Board Meeting of the Commissioners on October 23, 2025.

STAFF REPORTS:

Michelle Cassaro – Deputy Director of Finance and Administration, reported the following:

- The monthly financial report through October 31 was given. We are halfway through the fiscal year.
 - Cash position has increased over FY2025 amounts.
 - Total Revenues have increased over FY2025 amounts.
 - Operating revenues are 10% over budget year to date.
 - Operating expenses are 13.6% under budget year to date.
- We have posted the Terminal Services and Airline Manager for applications.

Michael Peranich, Director of Operations and Maintenance Manager, reported the following:

- Capital projects Two runway projects remaining. They should be wrapped up by the end of the month.
- The tour program just completed the 40th tour of the year. We have had increased interest in this program from years past.



- The Airport provided meals for TSA and the FAA air traffic controllers for the duration of the government shutdown. They are all very appreciative of our generosity.
- The common use terminal equipment (CUTE) system is in operation. All airlines are utilizing the system.
- Staff participated in a practice snow removal call out. This is very important, especially for the new employees. It was a successful trial run.

Zachary D. Oakley, Executive Director, reported the following:

- He thanked Chartwell for their marketing of the new American/Landline service from RFD. Ticket sales are increasing so it has been great to see.
- I attended the Southeast cargo event in Singapore. We had a lot of exposure especially due to our partnership with Liege Airport. A cargo airline will be coming out to visit RFD in the near future.
- TSA is looking to institute a program to charge customers who don't have a real ID. We are waiting to see what happens on that front.
- Cargo traffic is down minimally from 2024. This is due to UPS now handling USPS packages. We are up year over year all around. We will be scheduling a meeting with IEMA regarding proper procedures for cargo traffic related to the recent accident at UPS.

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENTS: None

RESOLUTIONS & ORDINANCES:

Commissioner Caruana made a motion to approve **Resolution #25-64** approving an engineering planning and special services agreement with Crawford, Murphy & Tilly, Inc. for the Airport Master Plan Update in the amount of \$725,400. The motion was seconded by Commissioner Castanza and unanimously approved.

Commissioner Caruana made a motion to approve **Resolution #25-65** approving the Greater Rockford Airport Authority employee holidays for 2026. The motion was seconded by Commissioner Agnew and unanimously approved.

Commissioner Caruana made a motion to approve **Resolution #25-66** approving the Greater Rockford Airport Authority Board of Commissioners Meeting schedule for 2026. The motion was seconded by Commissioner Agnew and unanimously approved.

Commissioner Caruana made a motion to approve **Resolution #25-67** approving a Contract in the amount of \$94,500 to Crawford, Murphy & Tilly for Cityworks Asset Management System enhancements. The motion was seconded by Commissioner Castanza and unanimously approved.

Commissioner Caruana made a motion to approve **Resolution #25-68** approving the disposal of surplus equipment: vehicle #81 backhoe. The motion was seconded by Commissioner Agnew and unanimously approved.

Chairman Schablaske motioned to enter into executive session pursuant to 5 ILCS 120/2(c)(11) and (5) to discuss pending or threatened litigation and the lease of real property by the Airport. The motion was seconded by Commissioner Cicero and executive session was entered.

There being no further business, Commissioner Castanza motioned to adjourn. The motion was seconded by Commissioner West and passed unanimously. The meeting was adjourned at 5:40 pm.