

**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 21, 2024, in the Greater Rockford Airport Authority Auditorium, 60 Airport Drive, Rockford, IL.

Chairman Cicero called the meeting to order at 5:03 pm.

Commissioners & Legal Counsel	Present	GRAA Staff	Present	Guests/Other Staff
Pat Agnew	X	Zack Oakley	X	Catherine Povalitis - Chartwell
Jake Castanza	X	Shelly Cassaro		
Paul Cicero	X	Kathy Bruggeman	X	
Tom Myers	X	Tracey Halbrader	X	
Dianne Parvin	X	Mike Peranich	X	
Mike Schablaske	X	Chip Geiger	X	
Leslie West	X			
Tom Lester	X			

A motion was made by Commissioner Agnew, seconded by Commissioner Schablaske and was unanimously approved to accept the minutes of the Regular Meeting of the Commissioners on October 24, 2024.

**STAFF REPORTS:**

**Tracey Halbrader – Director of Finance** presented the following:

- An overview of the monthly financial report through October 31, 2024, was given.
- Cash position has increased compared to the prior year. Operating reserves have increased to meet the Airport reserve goal.
- Total revenues exceed expenses by \$7.3 million. Capital expenditures total \$10.6 million through October.
- Operating revenues are 2.2% over budget year to date. Operating expenses are 9.3% under budget year to date. Cargo parking fees are about \$200,000 over budget for the year.

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

- We just opened Taxiway P for operations. This was a \$14 million taxiway project and is the first new taxiway since 1998.

- Our staff is pursuing a TR7 drone license so that we can take aerial photos for airport operational purposes.
- Mike Peranich and Isaac Guerrero were in Chicago last week and gave a presentation on the diversion process at RFD.
- We mowed the clean fill and prairie area with the new drone lawn mower. It has already shown a significant cost reduction.

**Zachary Oakley – Executive Director**, reported the following:

- The announcement for the seasonal flights to Nashville and Los Angeles has been distributed.
- Apple Vacations flights sales are picking up and they have sold 56% of tickets for the upcoming season.
- Our Allegiant flights saw a slight dip in bookings due to the most recent hurricane in the Florida area but are holding steady for all destinations for the year.
- We have entered an airport partnership agreement with Glasgow/Prestwick airport of Scotland.
- American branded bus service arrangement has made progress. We had a good conversation with American regarding this operation at RFD.
- Jeff Polsean will be retiring at the end of the year after nine years. We wish him a long and happy retirement and thank him for his dedication to RFD! Shannon Auld will be fulfilling his duties as the new Development and Properties Manager.

**NEW BUSINESS:** None

**OLD BUSINESS:** None

**PUBLIC COMMENTS:** None

**RESOLUTIONS & ORDINANCES:**

Commissioner Castanza motion to approve **Resolution #24-65** to approve the purchase of Sodium Formate from NASi Nachurs Alpine Solutions LLC, of Marion, OH as bid on ITB #24-13. Budget for the FY2025 snow season is \$35,000. The motion was seconded by Commissioner Agnew and passed unanimously.

Commissioner Castanza motion to approve **Resolution #24-66** to approve a contract for Janitorial Services to Kleenmark Janitorial Services of Madison, WI, for a three-year period with two one-year options for \$567,946.23 as bid on ITB 24-11. The motion was seconded by Commissioner Agnew and passed unanimously.

Commissioner Castanza motion to approve **Resolution #24-67** to approve a purchase order for eight (8) snow tires for our loaders to Pumps' Tire Service, in Brownstown Township, MI, in the amount of \$27,600 as bid on ITB 24-20. The motion was seconded by Commissioner Agnew and passed unanimously.



Commissioner Castanza motion to approve **Resolution #24-68** to approve disposal in the best manner possible of a 2013 Ford F-150 and ARFF extrication tools. The motion was seconded by Commissioner West and passed unanimously.

Commissioner Castanza motion to approve **Resolution #24-69** approving the Greater Rockford Airport Authority employee holidays for 2025. The motion was seconded by Commissioner Agnew and passed unanimously.

Commissioner Castanza motion to approve **Resolution #24-70** approving the Greater Rockford Airport Authority Board of Commissioners meeting schedule for 2025. The motion was seconded by Commissioner Agnew and passed unanimously.

Commissioner Castanza motion to approve **Resolution #24-71** approving an option, lease and easement agreement with TotalEnergies Distributed Generation Assets USA, LLC. The motion was seconded by Commissioner Agnew and passed unanimously.

Commissioner Castanza motion to approve **Resolution #24-72** approving a lease agreement extension with Ascent Aviation Group, Inc. of Doral, Florida for two 16,000-gallon fuel tanks and related equipment. The motion was seconded by Commissioner Agnew and passed unanimously.

Commissioner Castanza motion to approve **Resolution #24-73** approving a second amendment to a lease agreement with Menzie Aviation (USA), Inc. of Grapevine, Texas. The motion was seconded by Commissioner Agnew and passed unanimously.

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