

**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, December 18, 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 | |
| Al Caruana | X | Michelle Cassaro | X | |
| Jake Castanza | X | Michael Peranich | X | |
| Paul R. Cicero | X | Tracey Halbrader | | |
| Dianne Parvin | | Kathy Bruggeman | X | |
| Mike Schablaske | X | | | |
| Leslie West | X | | | |
| Tom Lester | X | | | |

A motion was made by Commissioner West, seconded by Commissioner Agnew, and was unanimously approved to accept the minutes of the Regular Board Meeting of the Commissioners on November 20, 2025.

STAFF REPORTS:

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

- We are now halfway through our fiscal year. Monthly financial report through November 2025:
 - Cash and investments are on track with last year, however we have more cash in reserves than on hand. Cash position remains comparable with FY2025 amounts.
 - Total revenues exceed expenses by \$7 million. Capital expenditures total \$18.1 million.
 - Operating revenues are 3.4% over budget year to date.
 - Operating expenses are 11.8% under budget year to date.
- After an extensive search and price comparison from our brokers regarding health insurance, we will be changing our employee health insurance carrier to Aetna.
- Tracey has been working with the department managers on the fiscal year 2026 budget planning.
- We welcomed a new employee, Trever Hegge, for all IT at the terminal and all other systems within the Airport Authority.
- LUX productions will be making upgrades/updates and modernization to the auditorium AV equipment.

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

- Snow removal is underway. We have incurred about 1900 hours in overtime to handle the 17.2” snow event early in November.



- The snow melter has been utilized by melting approximately 2000 gallons/8 hours.
- Internal communications have been updated to digital making a vast improvement in our communications on-field.
- 45 tours were conducted in 2025. The program is gaining traction every year with new faces and school districts throughout the region. Belvidere high school was a new add this year.
- We had three AIP projects moving simultaneously. He thanked the staff for staying on top of these projects.

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

- He thanked the snow removal team for their work on the snow removal events. It was a good learning experience for our staff, especially the new employees. We appreciate all their hard work.
- We are on track to break the passenger enplanements for the year. November was a record year with a 28% increase year-over-year.
- Working with Landline on startup operations.
- Parking lot F construction has begun. Tree removal has been carried out in the lot across from UPS to prep for pavement.
- UPS is on track for a 12% increase year-over-year.
- ATCT is moving forward. We had a meeting yesterday to review three site layouts. It is narrowed down to a preferred site.
- Kickoff meeting for the Master Plan with CMT. We will start conversations with our stakeholders soon.
- RFD was selected for a FAA surveillance upgrade to provide better situational awareness to controllers. The aircraft have upgraded transponders through a 10-year contract. This will give us better visibility tool to use during heavy snowstorms. This is a big advantage to our snow removal team. We should have it up and running by next September. There is also a significant monthly savings to our Verizon service.

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENTS: None

RESOLUTIONS & ORDINANCES:

Commissioner Caruana made a motion to approve **Resolution #25-69** approving a contract with Aetna for group health insurance for 2026 including the PPO plans and HSA option. The motion was seconded by Commissioner Castanza and unanimously approved.

Commissioner Caruana made a motion to approve **Resolution #25-70** approving an agreement with Azteca Services, LLC for an annual Cityworks Online enterprise license. The motion was seconded by Commissioner Agnew and unanimously approved.

Commissioner Caruana made a motion to approve **Resolution #25-71** approving an agreement with Luxe Productions not to exceed \$80,000 to upgrade auditorium audio/visual equipment. The motion was seconded by Commissioner Agnew and unanimously approved.

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.