

**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 20, 2018 in the Greater Rockford Airport Authority Auditorium, 60 Airport Drive, Rockford, IL.

Chairman Cicero called the meeting to order at 5:08 p.m.

Commissioners & Legal Counsel	Present	GRAA Staff	Present	Guests/Other Staff
Pat Agnew	X	Mike Dunn	X	Isaac Guerrero – RRStar
Paul Cicero	X	Shelly Cassaro	X	
K. Edward Copeland		Kathy Bruggeman	X	
Tom Dal Santo	X	Zack Oakley	X	
Pat Derry	X	Jeff Polsean	X	
Tonya Lamia	X	Matt Zinke	X	
Tom Myers	X	Seth Nygren	X	
Tom Lester – legal counsel	X	Tadd Varney	X	

A motion was made by Commissioner Dal Santo, seconded by Commissioner Agnew and was unanimously approved to accept the minutes of the November 15, 2018 Regular Board Meeting.

STAFF REPORTS:

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

- Reviewed the Financials for November. We are still waiting on receivables from the State but are still holding well on cash due to increase landing fees for cargo.
 - Non-operating revenue
 - Operating revenue
 - Capital contributions received from the State related to the cargo apron.
- The health insurance renewal is on the agenda tonight for review and approval. A PPO and an HSA plan will be offered to all employees.

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



- Cargo peak season. There are about 65 inbound flights daily from UPS. The majority of flights arrive between midnight and 4 am each day.
- Two-minute video of the northwest cargo building progress.
- Chart of cargo landed weight per month over the last six years.
- Passenger enplanements over the last six years are showing very well also. This is due to added capacity and frequency of flights. Apple Vacations begin on December 30. There are 13,000 seats in the market for the three destinations. Costa Rica is a new destination this year.
- Airport snow melter equipment demo. This equipment eliminates the need to haul/relocate snow from the airfield.

Jeff Polsean – Economic Development Manager reported the following with a PowerPoint presentation:

- Terminal Building construction update:
 - Baggage claim/conveyor system. The old system has been removed and the area prepared for the new skybridge.
 - Jet bridge #1 is almost complete. The carpet and trim work will be completed next week. This jet bridge will be used for the Apple Vacations flights.

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT: None

RESOLUTIONS & ORDINANCES:

Commissioner Lamia motioned to approve **Resolution #18-58** approving RFD Bid #18-09 in the amount of \$1748.57 per metric ton of sodium formate to Nachurs Alpine Solutions of Marion, Ohio. The motion was seconded by Commissioner Derry and unanimously approved.

Commissioner Lamia motioned to approve **Resolution #18-59** approving the GRAA Employee Holidays for 2019. The motion was seconded by Commissioner Agnew and unanimously approved.

Commissioner Lamia motioned to approve **Resolution #18-60** approving RFD Bid #18-11 to United Rotary of Lenexa, KS. in the amount of \$34.95 for a total bid on poly, wire segments and spacers. The motion was seconded by Commissioner Dal Santo and unanimously approved.



Commissioner Lamia motioned to approve **Resolution #18-61** approving a contract amendment with CMT of Aurora, IL to complete an environmental assessment. The motion was seconded by Commissioner Dal Santo and unanimously approved.

Commissioner Lamia motioned to approve **Resolution #18-62** approving the following equipment as surplus property. The motion was seconded by Commissioner Derry and unanimously approved.

- (1) 1974 Oshkosh 1500 ARFF Vehicle
- One Set of Metal Skid Loader Tracks
- (2) 500 Gallon Cement Fuel Tanks
- (1) Jet A Fueling Dispenser/Cabinet

Commissioner Lamia motioned to approve **Resolution #18-63** approving a consulting agreement with McGuireWoods Consulting, Inc. The motion was seconded by Commissioner Agnew and unanimously approved.

Commissioner Lamia motioned to approve **Resolution #18-64** approving a contract with Blue Cross Blue Shield of Illinois for group health insurance for 2019 including the PPO plan and HSA option. The motion was seconded by Commissioner Agnew and unanimously approved.

There being no further business, Commissioner Derry motioned to adjourn. The motion was seconded by Commissioner Dal Santo and was unanimously approved. The meeting adjourned at 5:48 pm.