

**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 21, 2023, in the Greater Rockford Airport Authority Auditorium, 60 Airport Drive, Rockford, IL.

Chairman Cicero called the meeting to order at 5:00 pm.

Commissioners & Legal Counsel	Present	GRAA Staff	Present	Guests/Other Staff
Pat Agnew	X	Mike Dunn	X	Audrey Moon, Chartwell
Jake Castanza	X	Shelly Cassaro	X	
Paul Cicero	X	Kathy Bruggeman	X	
Tom Myers	X	Zack Oakley	X	
Dianne Parvin	X	Tracey Halbrader	X	
Mike Schablaske		Matt Zinke	X	
Leslie West	X	Mike Peranich	X	
Tom Lester	X	Chip Geiger	X	
		Josh VanBriesen	X	

A motion was made by Commissioner Myers, seconded by Commissioner West, and was unanimously approved to accept the minutes of the Regular Meeting of the Commissioners on November 16, 2023.

STAFF REPORTS:

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

- Monthly financials through November
- Cash position has increased compared to the prior year. Operating reserves have increased to meet the Airport reserve goal.
- Total revenues exceed expenses by \$7.2 million.
- Operating revenues are currently on target year to date.
- Operating expenses are in line with the budget year to date.

Zack Oakley – Director of Operations and Planning presented the following information:

- China Air cargo company will be visiting RFD in January. Andre Morrall, air cargo consultant, was recently in Rockford and met with several Chinese companies during his visit.
- Introduced Josh VanBriesen, Assistant Maintenance and Facilities Manager, to the Board.

OLD BUSINESS: None

NEW BUSINESS: Audrey Moon presented the analytics and report details for online coverage of RFD in November and December, showing nearly 500 articles mentioning the airport, as well as analytics from journalist mentions and engagement. The graphs showed a significant spike in traffic on November 9 related to President Biden’s visit, while the even bigger spike on Nov. 16 was related to new Nashville air service announcement. A bump in traffic was seen after the Toys for Tots as well.

PUBLIC COMMENTS: None

RESOLUTIONS & ORDINANCES:

Commissioner Castanza motioned to approve **Ordinance #23-04** regarding the Illinois Paid Leave for All Employees Act at the Greater Rockford Airport Authority. The motion was seconded by Commissioner Agnew and a roll call vote indicated six ayes and zero nays. The motion passed.

Commissioner Castanza motioned to approve **Resolution #23-71** establishing a final cost of \$1,147,585 for a design/build contract for 53 Airport Drive (UPS Employment Center) with Scandroli Construction. The motion was seconded by Commissioner Agnew and passed unanimously.

Commissioner Castanza motioned to approve **Resolution #23-72** approving a predesign phase invoice for a parcel on Falcon Road for \$98,977.47 from Scandroli Construction for Falcon Road. The motion was seconded by Commissioner Myers and passed unanimously.

Commissioner Castanza motioned to approve **Resolution #23-73** approving a Purchase Order in the amount of \$41,085 to Fitzgerald Equipment of Rockford, IL, for a Yale 5,000-pound Forklift. The motion was seconded by Commissioner Agnew and passed unanimously.

Commissioner Castanza motioned to approve **Resolution #23-74** approving a Purchase Order in the amount of \$30,100 to Johnson Tractor of Rochelle, IL, for a Woods Batwing mower. The motion was seconded by Commissioner Agnew and passed unanimously.

Commissioner Castanza motioned to approve **Resolution #23-75** approving the disposition in the best manner possible of the ten items listed below:

1. 640-005 Vehicle 5 F250 Super Duty (1FDNF21L9YEA94463) Mileage - 130287
2. WoodChuck woodchipper (gov surplus - No ID assigned)
3. NoFoam System (was for rental ARFF truck that is being returned)
4. Ford 2.3L 4cyl engine (rear motor from old paint machine)
5. Garage doors from SRE (Hail damaged)
6. Old loader forks - replaced with new loader forks fiscal year 2024.



7. M-B FP245 Paint Truck. Serial number - 5035029T020180. Purchased on 2/27/1997 for \$85,050 and assigned a 10-year shelf life.
8. Terminal Generator - Original terminal build 1987- no asset assigned.
9. Dynamic Neubert Aero - Pavement Friction Tester - DFT-60/641863 - Purchased for \$51,402.50 on 9/30/2008 and assigned a 10-year shelf life.
10. Power Testing Unit (was taken out of 1601 Grumman roughly 10 years ago).

The motion was seconded by Commissioner Agnew and passed unanimously.

Chairman Cicero congratulated Mike Dunn on his retirement on behalf of the Board of Commissioners and thanked him for his service to the Airport for over 20 years. He stated that under his leadership, as he was a driving force, the Airport experienced tremendous growth of cargo business, new tenants, including AAR and RVC, a new Terminal and more jobs located at the Airport. Mr. Dunn was the one who brought the projects together using his experience working with state and local governments. The staff and board applauded Mr. Dunn. This was Executive Director Mike Dunn's last Board Meeting as he is retiring the last day of the year.

Commissioner West also personally congratulated Mike Dunn and wished him well in retirement. She was unable to attend his retirement party due to unforeseen travel issues.

There being no further business, Commissioner Cicero motioned to adjourn. The motion was seconded by Commissioner Myers was unanimously approved. The meeting adjourned at 5:30 pm.