

**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, February 27, 2020 in the Greater Rockford Airport Authority Auditorium, 60 Airport Drive, Rockford, IL.

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

Commissioners & Legal Counsel	Present	GRAA Staff	Present	Guests/Other Staff
Pat Agnew	X	Mike Dunn	X	Sandra & Tom Matthews – Westley Willows
Paul Cicero	X	Shelly Cassaro	X	
Tom Dal Santo	X	Kathy Bruggeman	X	
Pat Derry		Zack Oakley	X	
Tonya Lamia	X	Jeff Polsean	X	
Tom Myers	X	Matt Zinke		
Leslie West	X	Seth Nygren		
Tom Lester – Legal Counsel	X	Tracey Halbrader		
		Chip Geiger	X	

A motion was made by Commissioner Dal Santo seconded by Commissioner Agnew and was unanimously approved to accept the minutes of the January 23, 2020 Regular Board Meeting. A motion was made by Commissioner Agnew seconded by Commissioner Dal Santo and was unanimously approved to accept the minutes of the February 20, 2020 Planning & Finance Committee Meeting.

Chairman Cicero congratulated and thanked Michelle Cassaro and the Finance Department for receiving, for the 21st consecutive year, the Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to Greater Rockford Airport Authority, Illinois, for its Annual Budget for the fiscal year beginning May 1, 2019. Executive Director added that we are blessed to have Shelly and her team on this award. It is nice to know that Shelly is overseeing our finances in such a professional and efficient manner.

STAFF REPORTS:

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

- Monthly financial report – statement of revenue and expenses.

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

- January cargo statistics. The numbers are up 29% year-over-year cargo landed weight. We're on a great pace.
- We ran charter flights for Atlas this month as well. We are in the position to continue receiving these charters in the future. UPS equipment was used to offload the cargo. Ten semi-trucks were filled with this flight. There is also a possibility to see export cargo on upcoming flights also.
- On May 13, Pinnacle is currently making the transition of equipment to Amazon equipment. This new equipment will all be electric/solar powered. There will be over 300 pieces of equipment.

Jeff Polsean, Manager of Economic Development reported the following:

- Phase 3 of the Terminal Expansion is 90% complete. The terrazzo floor on the second floor is complete. The exit doors are working and operational. Carpeting will be laid next week along with some small finishing items. The project is scheduled to be completed next week. Phase 4 planning a scope of work is complete. Some items need to be finalized before we proceed. A planning meeting is being held next week to finalize the budget and plans. The start date for Phase 4 is April 15 with completion slated for the end of July.

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT: **Sandra Matthews of Westley Willows** presented Mike Dunn, Executive Director with an award/plaque of appreciation. The plaque states, "Westley Willows Auxiliary extends its sincerest gratitude to Mike Dunn for his time, efforts, dedication and ongoing commitment to the betterment of the Rockford Community."

RESOLUTIONS & ORDINANCES:

Commissioner Dal Santo motioned to approve **Resolution #20-02**, approving a two-year extension to our current contract with McGuireWoods Consulting for legislative monitoring, relationship building, and related services. The motion was seconded by Commissioner Agnew and was unanimously approved.

Commissioner Dal Santo motioned to approve **Resolution #20-03** to approve a three-year extension to our current contract with Pro-Tec Fire Services, LTD. for Aircraft Rescue and Firefighting Services. The motion was seconded by Commissioner Agnew and was unanimously approved.

Commissioner Dal Santo motioned to approve **Resolution #20-04** to approve a two-year extension to our current contract with Baker Tilly for our annual Financial audits. The motion was seconded by Commissioner Dal Santo and was unanimously approved.

Commissioner Dal Santo motioned to approve **Resolution #20-05** to approve not to exceed cost of \$267,570.00 to Crawford, Murphy and Tilly, Inc, for construction engineering for the Phase 2 Northwest Cargo Apron Expansion. The motion was seconded by Commissioner Agnew and was unanimously approved.

Commissioner Dal Santo motioned to approve **Resolution #20-06** approving the Real Estate Purchase and Sale Agreement which provides for the sale of the improvements and Net Ground Lease to be entered into with the purchaser relating to 27-29 Airport Drive. The motion was seconded by Commissioner Lamia and was unanimously approved.

Commissioner Dal Santo motioned to approve **Resolution #20-07** approving the Real Estate Purchase and Sale Agreement which provides for the sale of the improvements and net ground lease to be entered into with the purchaser relating to 25 Airport Drive. The motion was seconded by Commissioner Lamia and was unanimously approved.

Commissioner Dal Santo motioned to approve **Resolution #20-08** adopting the tentative Budget and Appropriation Ordinance for fiscal year beginning May 1, 2020 and ending April 30, 2021. The motion was seconded by Commissioner Agnew and was unanimously approved.

There being no further business, Commissioner Tom Dal Santo motioned to adjourn. The motion was seconded by Commissioner Tom Myers and was unanimously approved. The meeting adjourned at 5:53 pm.