

**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, April 25, 2024, in the Greater Rockford Airport Authority Auditorium, 60 Airport Drive, Rockford, IL.

Chairman Cicero 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	Catherine Polvalitis, Chartwell
Jake Castanza	X	Shelly Cassaro	X	ARFF x2
Paul Cicero	X	Kathy Bruggeman	X	Jim Haggerty - RRStar reporter
Tom Myers	X	Tracey Halbrader		Paul Bates – Natural Land Institute
Dianne Parvin	X	Mike Peranich	X	
Mike Schablaske	X	Matt Zinke		
Leslie West		Chip Geiger	X	
Tom Lester	X			

A motion was made by Commissioner Agnew, seconded by Commissioner Castanza, and was unanimously approved to accept the minutes of the Regular Meeting of the Commissioners on March 28, 2024. A motion was made by Commissioner Agnew, seconded by Commissioner Castanza, and was unanimously approved to accept the minutes of the Planning and Finance Committee Meeting on April 18, 2024.

STAFF REPORTS:

Catherine Povalitis – Vice President, Chartwell presented the following information on our social analytics and public relations:

- Metrics and engagement throughout first quarter look fantastic.
- Top 10 posts: Operations, LAX, Valet Parking, Nashville, and new RFD Executive Director
- Results from Q1 2024
 - Facebook page reach = 238.5K (25%)
 - Facebook page visits = 10.3K (2.3%)
 - New page likes = 292 (74.9%)

- Top demographic cities = Rockford, Loves Park, Machesney Park, Belvidere, Roscoe, Freeport, Beloit, Chicago, Janesville, Rockton

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

- March financial report.
 - Parking revenue is up 20% year-over-year.
- There were no changes to the FY25 budget since the PFC meeting. The net revenue is \$93,000.
- Capital improvements will come from the equipment reserves.

Michael Peranich – Director of Operations and Maintenance presented the following PowerPoint presentation:

- We have hosted 13 tours to date. We currently have 22 scheduled for the year with more requests coming in frequently. The participation from our tenants has been tremendous (AAR, ARFF, RVC).
- We hosted the Quebec delegation with 21 people in total from 12 different organizations
- We will be receiving new equipment for our Maintenance Department next month. It will be staged outside of the Executive Conference Room at the next Board Meeting for viewing.

Zachary Oakley – Executive Director, reported the following:

- We've had a lot of participation in the Inside the Fence photo contest.
- Our annual FAA inspection went great overall. Our record keeping is outstanding. We received one deficiency for a wind cone which has since been resolved.
- Menzies is officially handling all cargo services and working with Maersk. They are expanding their workforce as well which is great to see.

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENTS: None

RESOLUTIONS & ORDINANCES:

Commissioner Castanza motioned to approve **Resolution #24-14**, approving a professional services contract with Hayes Marketing of Rockford, IL for an airline/airport marketing campaign (OTT/Streaming, News, NFL, Olympics, and digital billboards) for June through December 2024 for \$68,220. The motion was seconded by Commissioner Agnew and passed unanimously.

Commissioner Castanza motioned to approve **Resolution #24-15** to approve a Purchase Order for a JLG Boom Lift, ITB#24-04 in the amount of \$127,500 from Equipment Depot, Rockford, IL. The motion was seconded by Commissioner Agnew and passed unanimously.



Commissioner Castanza motioned to approve **Resolution #24-16** approving a Purchase Order in the amount of \$107,988.61 to West Side Tractor Sales, of Rockford, IL, for a 335P Compact Track Loader. The motion was seconded by Commissioner Agnew and passed unanimously.

Commissioner Castanza motioned to approve **Resolution #24-17** approving a Purchase Order in the amount of \$148,232.61 to West Side Tractor Sales, of Rockford, IL, for an 85P Excavator Base Machine. The motion was seconded by Commissioner Agnew and passed unanimously.

Commissioner Castanza motioned to approve **Resolution #24-18** approving a Purchase Order in the amount of \$45,808.00 to Jefferson Fire and Safety, of Middleton, WI, for Holmatro extricating equipment for ARFF. The motion was seconded by Commissioner Agnew and passed unanimously.

Commissioner Castanza motioned to approve **Resolution #24-19** approving a Purchase Order in the amount of \$67,812.50 to Brown Equipment Company, of Evansville, IN, for an RC 60" width mower. The motion was seconded by Commissioner Agnew and passed unanimously.

Commissioner Castanza motioned to approve **Resolution #24-20** approving a Memorandum of Understanding between GRAA and the Federal Aviation Administration for a new Air Traffic Control Tower as described in FAA Document #690EG4-24-H 0012. The motion was seconded by Commissioner Agnew and passed unanimously.

Commissioner Castanza motioned to approve **Resolution #24-21** approving a Purchase Order in the amount of \$31,800 to Geneva Equipment, of LaSalle, Illinois, for two used Pinnacle flat top tanks. Purchasing used tanks will save GRAA at least 75% of the value of the tanks. The motion was seconded by Commissioner Agnew and passed unanimously.

Commissioner Castanza motioned to approve **Resolution #24-22** approving a Purchase Order in the amount of \$35,363.94 to Full Throttle Power Sports Inc, of Lena, IL, for a 2024 Polaris Northstar Off Road vehicle. The motion was seconded by Commissioner Agnew and passed unanimously.

Commissioner Castanza motioned to approve **Resolution #24-23** approving the disposal in the best manner possible of the items listed below: 2006 Ford Econoline F350 and an Airfield beacon. The motion was seconded by Commissioner Agnew and passed unanimously.

Commissioner Castanza motioned to approve **Resolution #24-24** approving PCI Pharma Service's Foreign Trade Zone (FTZ) Minor Boundary Modification Application to seek approval from the National FTZ Board to expand its subzone to include new facilities at 4880 and 4840 Linden Rd., Rockford IL 61109. The motion was seconded by Commissioner Agnew and passed unanimously.

Commissioner Castanza motioned to approve **Resolution #24-25** approving the first amendment to the Menzies lease. The motion was seconded by Commissioner Agnew and passed unanimously.

Commissioner Castanza motioned to approve **Ordinance #24-01** adopting the Budget and Appropriation Ordinance for fiscal year beginning May 1, 2024, and ending April 30, 2025. The motion was seconded by Commissioner Agnew and passed unanimously with a roll call vote of six ayes and zero nays.

There being no further business, Commissioner Agnew motioned to adjourn. The motion was seconded by Commissioner Myers and passed unanimously. The meeting was adjourned at 5:50 pm.