

**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, March 28, in the Greater Rockford Airport Authority Auditorium, 60 Airport Drive, Rockford, IL.

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

Commissioners & Legal Counsel	Present	GRAA Staff	Present	Guests/Other Staff
Pat Agnew	X	Zack Oakley	X	Audrey Moon, Chartwell
Jake Castanza	X	Shelly Cassaro	X	
Paul Cicero	X	Kathy Bruggeman	X	
Tom Myers	X	Tracey Halbrader	X	
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 February 22, 2024. A motion was made by Commissioner Agnew, seconded by Commissioner Myers, and was unanimously approved to accept the minutes of the Planning and Finance Committee Meeting on March 21, 2024.

STAFF REPORTS:

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

- February financials look about the same. Expenses were mild other than snow removal costs incurred last week which will show up on March financials.
- Budget – Commissioner Myers inquired about the reduction. FY2025 will be reduced by almost one million dollars due to decreased cargo activity. Management has been looking at the Capital items and will bring the final budget to the budget as a balanced budget.
- Our electric energy provider costs have increased almost double the amount from this year.
- Title IV plan is on the agenda tonight for approval. We are utilizing an FAA template, effective April 24. It is a three-year plan.



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

- The runway safety action team and the FAA held their annual meeting at RFD. This team is basically a sounding board for any tenant safety issues.
- Taxiway P phase II project will be resumed in mid-April. Taxiway Foxtrot will be used as the alternative taxiway during this project.
- The airport perimeter road milling and overlay will begin in May or June.
- The airport terminal entrance road work will begin in May or June. This will be a multi-phased approach and we will minimize any passenger impacts.
- We've hosted several tours to high schools, homeschool students, etc.
- The GRAA hosted Amazon's Women's conference this week. They had speakers from different divisions within Amazon. It was well attended.
- Upcoming events:
 - EAA B-25 event = June 20-23
 - AAR Family event = August 3
 - Tough Mudder = August 24 & 25
 - United Airlines emergency drill

Zachary Oakley – Executive Director, reported the following:

- Overall passenger numbers are down very slightly year-over-year. Everything seems to be operating very well at the Terminal.
- Had several speaking engagements over the last month: Realtors Association, Chamber of Commerce, etc. Those events have gone very well and we're accomplishing our goal of informing the public of the many things RFD has to offer this community.

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENTS: None

RESOLUTIONS & ORDINANCES:

Commissioner Castanza motioned to approve **Resolution #24-07**, to approve a retainer agreement for Crawford, Murphy and Tilly (CMT) for Engineering Consultant from April 1, 2024, through March 31, 2029. The motion was seconded by Commissioner Agnew and passed unanimously.

Commissioner Castanza motioned to approve **Resolution #24-08** approving a renewal of the Master Service Agreement with the Illinois Fiber Resources Group (iFiber) for broadband network access.

Renewal is for five years at a cost of \$4,800 per year; total contract value is \$24,000. The motion was seconded by Commissioner Agnew and passed unanimously.

Commissioner Castanza motioned to approve **Resolution #24-09** approving a renewal of the Service Agreement with NIU Net ISP Services for internet services as delivered by iFiber. Renewal is for five years at a cost of \$7,803 per year; total contract value is \$39,015. The motion was seconded by Commissioner Agnew and passed unanimously.

Commissioner Castanza motioned to approve **Resolution #24-10** approving a one-year contract extension to Sundog IT, of DeKalb, Illinois for \$51,216.75. The motion was seconded by Commissioner Agnew and passed unanimously.

Commissioner Castanza motioned to approve **Resolution #24-11** approving the disposal of assets, in the best manner possible, as listed below:

1. Ops Truck 1 - 640-001 - 2015 F150
2. Broom 100 - 844-100 - 1999 HB-2718
3. Vehicle 18 - 940-221 - 2013 Polaris Ranger 800XP
4. JLG Lift 150 - 940-150 - 2000 660SJ
5. Vehicle 34 - 780-034 - 1979 GMC Sierra 6000
6. Vehicle 13 - 640-013 - 2008 F250
7. 2023 Altoz Mower 160 - 810-143, Model: 1055147
8. Old Airport Beacon
9. Mobile GPU

The motion was seconded by Commissioner Agnew and passed unanimously.

Commissioner Castanza motioned to approve **Resolution #24-12** adopting the GRAA Title VI plan as prescribed by the Federal Aviation Administration. The motion was seconded by Commissioner Agnew and passed unanimously.

Commissioner Castanza motioned to approve **Resolution #24-13** approving an independent contractor agreement with Airport Development and Real Estate Advisors, LLC. The motion was seconded by Commissioner Agnew and passed unanimously.

Commissioner Castanza motioned to enter into Executive Session pursuant to Section 5 ILCS 120/2(d) (11) of the Open Meetings Act to discuss litigations, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. The motion was seconded by Commissioner Myers was unanimously approved. Executive session was entered.

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 6:20 pm.