

**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, 2019 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	Chip Geiger – RFD
Paul Cicero	X	Shelly Cassaro	X	Karli Smith - Chartwell
K. Edward Copeland		Kathy Bruggeman	X	
Tom Dal Santo	X	Zack Oakley	X	
Pat Derry		Jeff Polsean	X	
Tonya Lamia		Matt Zinke	X	
Tom Myers	X	Seth Nygren	X	
Tom Lester – legal counsel	X			

A motion was made by Commissioner Dal Santo, seconded by Commissioner Myers and was unanimously approved to accept the minutes of the March 28, 2019 Regular Board Meeting. A motion was made by Commissioner Dal Santo, seconded by Commissioner Myers and unanimously approved to accept the minutes of the April 18, 2019 Planning & Finance Committee meeting.

STAFF REPORTS:

Shelly Cassaro – Deputy Director of Finance and Administration gave a final overview of the FY2020 budget:

- Operating revenue and expenses. Revenue has been increasing steadily since 2017. For the first time in the last 10 years our budgeted operating revenue will exceed expenses for 2020.

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

- Cargo Building addition – the main entrance is complete with a canopy and patio area. The interior installation will begin next week.
 - The entire operation will operate out of the newly completed building beginning July 1, 2019.
- The annual meeting with Apple Vacations was a success. In 2019, US Customs began charging a fee for additional personnel to man our international flights (Apple Vacations). The Airport covered the cost of this additional fee. Through this meeting with Apple, they have agreed to pay this fee for the 2019/2020 flights. The cost will be absorbed through passenger charges by adding \$15 to each ticket.

Seth Nygren – Operations Manager reported the following:

- The tri-annual Disaster Drill will be held this Friday at RFD. All responding agencies will be involved in staging an aircraft accident and initiating the response. Over 600 people volunteered through our MilesAhead database. 150 people are needed to assist as volunteers.
- EAA will be hosting an event featuring a B17G aluminum overcast aircraft. This aircraft played a vital role in WWII. Tours and rides were offered to the general public. Rockford is the first stop on this tour and we are being used as an example to the other airports who will also feature this tour.

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

- Terminal Building construction update:
 - Women’s and Parent’s restrooms are open.
 - Baggage claim
 - Gaming area

OLD BUSINESS: None

NEW BUSINESS: The Airport has once again received the Certificate of Achievement for the comprehensive annual financial report (CAFR) for the fiscal year ended 2018. This is the 18th year in a row this award has been obtained. The Board congratulated Ms. Cassaro and the entire Finance Department for this outstanding achievement.

PUBLIC COMMENT: None

RESOLUTIONS & ORDINANCES:

Commissioner Agnew motioned to approve [Ordinance #19-01](#) adopting the Budget and

Appropriation Ordinance for fiscal year beginning May 1, 2019 and ending April 30, 2020. The motion was seconded by Commissioner Dal Santo. A roll call vote indicated five ayes and zero nays, and the motion passed unanimously.

Commissioner Agnew motioned to approve **Ordinance #19-02**, approving the Rates and Charges for the period beginning June 1, 2019 for the Greater Rockford Airport pursuant to the provisions of 70 ILCS 5/8.04. The motion was seconded by Commissioner Dal Santo. A roll call vote indicated five ayes and zero nays, and the motion passed unanimously.

Commissioner Agnew motioned to approve **Resolution #19-05** approving RFD Bid 19-01 to Davies Imperial of Hammond, Indiana, for purchase of pavement marking paint in an amount not to exceed FY2020 budget of \$55,000. The motion was seconded by Commissioner Dal Santo and unanimously approved.

Commissioner Agnew motioned to approve **Resolution #19-06** approving the ASF Minor Boundary Modification application to provide a usage-driven Foreign Trade Zone designation for Staal & Plast USA, Inc., 421 N. California St., Building 6B, Sycamore, IL 60178, DeKalb County. The motion was seconded by Commissioner Dal Santo and unanimously approved.

Commissioner Agnew motioned to approve **Resolution #19-07** approving a Net Ground Lease Agreement between Greater Rockford Airport Authority and Airport Pet Lodge Inc., 1213 Lockheed Drive, Rockford, Illinois 61109. The motion was seconded by Commissioner Dal Santo and unanimously approved.

Commissioner Agnew motioned to approve **Resolution #19-08** approving the Purchase and Sale Agreement and Net Ground Lease with Kaney Aviation Properties LLC relating to the property at 6349 Falcon Road (the former RVC Hangar). The motion was seconded by Commissioner Dal Santo and unanimously approved.

Commissioner Agnew motioned to approve **Resolution #19-09** approving a license agreement with SkyView, LLC subject to final approval from the Legal Counsel and the Executive Director. The motion was seconded by Commissioner Dal Santo and unanimously approved.

There being no further business, Chairman Agnew motioned to adjourn. The motion was seconded by Commissioner Dal Santo and was unanimously approved. The meeting adjourned at 5:55 pm.