

**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, June 27, 2024, 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	Zack Oakley	X	Catherine Povalitis, Chartwell
Jake Castanza	X	Shelly Cassaro	X	
Paul Cicero	X	Kathy Bruggeman	X	
Tom Myers	X	Tracey Halbrader	X	
Dianne Parvin	X	Mike Peranich		
Mike Schablaske	X	Chip Geiger	X	
Leslie West	X	Isaac Mendoza	X	
Tom Lester	X			

A motion was made by Commissioner Agnew, seconded by Commissioner West, and was unanimously approved to accept the minutes of the Planning and Finance Committee Meeting on June 20, 2024. A motion was made by Commissioner Agnew, seconded by Commissioner West, and was unanimously approved to accept the minutes of the Regular Meeting of the Commissioners on May 23, 2024.

STAFF REPORTS:

Isaac Mendoza – Operations Manager presented the following:

- Operations and Maintenance staff visited the Osh Kosh, WI facility tour to see the production of snow removal equipment.
- We received our lighted “X” signs for the intersections.
- We had our annual foreign object debris (FOD) and runway safety area (RSA) inspection.
- ARRF had a React helicopter on site for training.
- UPS alpha ramp reconstruction was completed this week.
- We had a 787-diversion last week due to weather at ORD.
- The perimeter road construction work will begin next week.

- Airfield marking/painting is ongoing. We are staying ahead of schedule with work being completed by August 1. The new equipment purchase is helping to expedite this project.

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

- Financials were reviewed at the Planning & Finance Committee Meeting.

NEW BUSINESS: Michael Alesia, Alliant, Inc. presented the new business insurance and explained the changes in premiums and the current market conditions.

Zachary Oakley – Executive Director, reported the following:

- Rich Sale routes began this week. There are just a couple of things to work through associated with the third-party provider. They are happy with the new service.
- The government accountability office was here today to go through the operations of the air cargo companies. The meeting went well. They will come back in a couple weeks with follow-up information. This was organized by Senator Duckworth to try to help support air cargo operations at Illinois airports.
- UPS will be here in July to go over the Foxtrot construction scheduled for 2025 which will impact their operations during construction. We will also finalize their use agreement.

OLD BUSINESS: None

PUBLIC COMMENTS: None

RESOLUTIONS & ORDINANCES:

Commissioner Castanza motioned to approve **Resolution #24-44** approving Rivian Automotive LLC's FTZ Minor Boundary Modification Application seeking FTZ usage-driven site designation from the National FTZ Board for its facilities at 404 N. Wesley Avenue, Mt. Morris, IL. The motion was seconded by Commissioner Myers and passed unanimously.

Commissioner Castanza motioned to approve **Resolution #24-45** approving the review and execution of an Operating Agreement between the GRAA and Cellusuede Products, Inc. to update our current FTZ operating agreement to reflect their new business address at 1515 Elmwood Road, Rockford, IL. The motion was seconded by Commissioner Myers and passed unanimously.

Commissioner Castanza motioned to approve **Resolution #24-46** approving a retainer agreement not to exceed the FY25 budget amount of \$102,000 for environmental services with Geo-Logic Associates of Geneva, IL. The motion was seconded by Commissioner Myers and passed unanimously.

Commissioner Castanza motioned to approve **Resolution #24-47** approving business insurance renewals for the period beginning July 1, 2024, through June 30, 2025, as set forth below:

Coverage	Broker/Carrier	2023-2024	2024-2025
Airport General Liability	AIG	\$42,191	\$48,000
Property	Continental Insurance Company (CNA)	231,086	242,912
Equipment	AIG	Included	18,270
Crime	Hanover Insurance Company	2,568	2,568
Business Auto	Preferred Aviation/AIG	27,394	42,159
Public Officials/EPLI	Greenwich Insurance Company	28,408	28,145
Storage Tank	Crum & Forster	4,964	4,201
Customs Bond	Argonaut Insurance Company	1,000	1,000
Cyber Liability	Hiscox	13,208	12,801
	Total Business Insurance	350,819	400,056
Workers Compensation	Beacon Aviation/AmTrust	77,332	86,802
	Total	\$428,151	\$486,858

The motion was seconded by Commissioner Myers and passed unanimously.

Commissioner Castanza motioned to approve **Resolution #24-48** approving the second amendment to the current Amazon lease for a term of five years. The motion was seconded by Commissioner Myers and passed unanimously.

Commissioner Castanza motioned to approve **Resolution #24-49** to approve a Purchase Order in the amount of \$70,448.00 for a 13 passenger Ford Transit Van from Best Bus Sales of Des Plaines, IL. The motion was seconded by Commissioner Myers 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 Schablaske and passed unanimously. Executive Session was entered at 5:55 pm.

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 6:12 pm.

**GREATER ROCKFORD AIRPORT AUTHORITY
PLANNING AND FINANCE COMMITTEE**

Meeting Minutes
for
July 18, 2024

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

The meeting began at 5:00 pm.

Tracey Halbrader, Finance Director gave a thorough overview of the statement of revenue/expenses through June 30, 2024:

- Cash position has increased compared to the prior year. Operating reserves have increased to meet the Airport reserve goal.
- Total revenues exceed expenses by \$2.9 million. Planned capital expenditures totaled \$2.0 million for June.
- Operating revenues are 4.6% under budget year to date.
- Operating expenses are 12.8% under budget year to date.

Zack Oakley, Executive Director reported:

- The UPS United States Postal Service flight increases begin this week We met with them to discuss and update them on the 2025 Taxiway F project. They will have a representative at all construction meetings going forward. Their Use Agreement was also discussed.
- We are seeing slight movement in discussions with new cargo carriers.
- I will have a follow-up call with Allegiant for the Nashville and Los Angeles flights.
- Initial sales for Apple Vacations are going well. We are working with their marketing team to create more awareness for their upcoming flight destinations.

Michael Peranich, Director of Operations and Maintenance showed pictures of the damage from severe storms on July 15 and 16.