

**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, May 23, 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	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	Chip Geiger	X	
Leslie West	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 April 18, 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 April 25, 2024. A motion was made by Commissioner Agnew, seconded by Commissioner Schablaske to accept the minutes of the Public Hearing on April 25, 2024.

**STAFF REPORTS:**

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

- We have hosted 17 tours to date. We currently have 25 scheduled for the year with more requests coming in frequently.
- Airfield maintenance (crack filling and sealing) is taking place. We closed down a runway temporarily due to core drilling by Stenstrom to determine why there is cracking occurring. We’re fairly confident that is superficial cracking due to frequency of use (traffic).



- Emergency Response Tabletop training – several local agencies participated including the FBI and police departments.
- Diversions – Due to storms ORD was closed for about 1.5 hours. We had six aircraft on the ground at RFD. One of them was the Dreamliner which came all the way from Hong Kong. We had our two interns start that day, so they got to see firsthand a very busy RFD, which was a tremendous experience for them.
- Overview of the new Maintenance vehicles received and on order to receive within the next month. We will have a “show and tell” at the next planning and finance committee meeting. These are capital purchase items as well as part of the vehicle replacement program. A tremendous amount of preparation and thought goes into making a decision on the specific equipment. All equipment will aid in the efficiency of the airfield operations.

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

- Overview of the resolutions and discussed the capital form designed by Tracey to help the staff prioritize items for purchase.
- One resolution that we haven’t discussed is Hepaco which is for the removal of hazardous waste that has accumulated at the airport. This is a one-time purchase order.
- There are three resolutions for IT companies Sundog and Montel for security software upgrades. This includes an annual cost which includes an initial IT assessment and yearly audit. These are more airport specific programs.
- Preliminary financial report for the 12-month ending April 30, 2024.
  - Cash position has decreased compared to the prior year. Operating reserves have increased to meet the airport reserve goal.
  - Total revenues exceed expenses by \$8.5 million.
  - Operating revenues are 0.5% over budget year to date.
  - Operating expenses are 3.6% over budget year to date.
  - Net excess revenue was a little over \$2 million for the last fiscal year.

**Zachary Oakley – Executive Director, reported the following:**

- We are changing how we define our revenue, capital planning and reserves. We are looking at our current rates and charges to fund some of our future projects.
- Our first Allegiant Nashville last week was a success. There were 160 booked passengers on that flight. Next month we will launch our other new destination: Los Angeles. Ticket sales to date are decent. Allegiant will need to trim the schedule at the end of the year for these two destinations. They did not receive the number of new aircraft on order. We will follow up on the status at the Allegiant operations at the annual meeting in October.
- Volaris and Viva Aero bus are looking at RFD for Mexico destinations.
- We expect a decision from Apple Vacations on bringing back international, seasonal destinations for the winter/spring months.
- We have an opportunity to land a major airline to serve RFD with transportation to ORD to connect to their popular destinations. We are waiting on the status of that partnership.

**OLD BUSINESS:** None

**NEW BUSINESS:** None

**PUBLIC COMMENTS:** None

**RESOLUTIONS & ORDINANCES:**

Commissioner Castanza motioned to approve **Resolution #24-26** approving a Purchase Order for hazardous material disposal to Hepaco, of Charlotte, NC, in the amount of \$23,221.95. The motion was seconded by Commissioner Myers and passed unanimously.

Commissioner Castanza motioned to approve **Resolution #24-27** approving a Purchase Order in the amount of \$24,825 for a JPS radio voter module and links from Rock River Service Company, of Rockford IL. The motion was seconded by Commissioner Agnew and passed unanimously.

Commissioner Castanza motioned to approve **Resolution #24-28** approving a Purchase Order in the amount of \$487,135.05 for a Mack Granite Single Axle snow and ice truck to Bonnell Industries, of Dixon IL. The motion was seconded by Commissioner West and passed unanimously.

Commissioner Castanza motioned to approve **Resolution #24-29** approving Purchase Orders not to exceed the budgeted amount of \$314,000 for four replacement trucks to Anderson Rock River Ford, of Rockford, IL, and other vendors for outfitting required equipment. The motion was seconded by Commissioner Agnew and passed unanimously.

Commissioner Castanza motioned to approve **Resolution #24-30** approving a Purchase Order in the amount of \$52,495.36 to Montel Technologies of Loves Park, IL, for MaxPro video management software. The motion was seconded by Commissioner West and passed unanimously.

Commissioner Castanza motioned to approve **Resolution #24-31** approving a Purchase Order in the amount of \$21,083.08 to Montel Technologies of Loves Park, IL, for support for web-based security software. The motion was seconded by Commissioner Schablaske and passed unanimously.

Commissioner Castanza motioned to approve **Resolution #24-32** approving a Purchase Order in the amount of \$31,558.80 to Montel Technologies of Loves Park, IL, for IronLink video server and support. The motion was seconded by Commissioner West and passed unanimously.

Commissioner Castanza motioned to approve **Resolution #24-33** approving a contract in the amount of \$1,164,299.45 to Rock Road Companies of Janesville, WI, for improvements to the Airfield Perimeter Road. The motion was seconded by Commissioner Agnew and passed unanimously.

Commissioner Castanza motioned to approve **Resolution #24-34** approving a contract in the amount not to exceed the budgeted amount of \$160,000 to Stenstrom Construction of Rockford, IL, for the remodeling of the GRAA Administration and TSA areas. The motion was seconded by Commissioner Agnew and passed unanimously.

Commissioner Castanza motioned to approve **Resolution #24-35** approving a Purchase Order in the amount of \$59,447.74 to Hali-Brite of Brainerd, NM, for two Runway Closure X Markers and options. The motion was seconded by Commissioner Parvin and passed unanimously.

Commissioner Castanza motioned to approve **Resolution #24-36** approving a Purchase Order in the amount of \$293,788.25 to Sjostrom and Sons of Rockford, IL, for trench drain repairs and pavement patching. Sjostrom is our contracted supplier for any pavement repairs as necessary. The motion was seconded by Commissioner Agnew and passed unanimously.

Commissioner Castanza motioned to approve **Resolution #24-37** approving renewal of a maintenance contract in the amount of \$26,330 to Assa Abloy of Peachtree City, GA, d/b/a MegaDoor, for maintenance of the hangar doors at the MRO facility. The motion was seconded by Commissioner Agnew and passed unanimously.

Commissioner Castanza motioned to approve **Resolution #24-38** approving a Purchase Order in an amount not to exceed the budgeted amount of \$680,000 to Aebi-Schmidt, d/b/a M-B Companies, of Chilton WI, for a Heavy Duty 6 x 4 Chassis De-icer. The motion was seconded by Commissioner Agnew and passed unanimously.

Commissioner Castanza motioned to approve **Resolution #24-39** approving a Purchase Order in the amount of \$20,000 to ComplySAM, of Chicago, IL, for a TSA Cybersecurity Assessment and Incident Response partner agreement. The motion was seconded by Commissioner Agnew and passed unanimously.

Commissioner Castanza motioned to approve **Resolution #24-40** approving renewal of a consulting contract in the amount of \$28,800 to Volaire Aviation Consulting of Fishers, IN for airline consulting. The motion was seconded by Commissioner Schablaske and passed unanimously.

Commissioner Castanza motioned to approve **Resolution #24-41** approving the disposal, in the best manner possible, of the items listed below:

- 50 luggage carts
- Obsolete radio rack from Administration

The motion was seconded by Commissioner Agnew and passed unanimously.

Commissioner Castanza motioned to approve **Resolution #24-42** approving a lease agreement with Senator International Freight Forwarding, LLC. (Maersk) of El Segundo, CA. for property at 6026 Cessna



Drive, Rockford, IL. The motion was seconded by Commissioner Agnew and passed unanimously.

Commissioner Castanza motioned to approve **Resolution #24-43** approving an air service incentive package with ALG. 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 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.