

REGULAR BOARD OF COMMISSIONERS MEETING

Thursday, July 28, 2022

***PUBLIC NOTICE
FROM
THE BOARD OF COMMISSIONERS
OF THE
GREATER ROCKFORD AIRPORT AUTHORITY***

There will be a Regular Board of Commissioners Meeting of the Greater Rockford Airport Authority on **Thursday, July 28, 2022, at 5:00 PM** in the Auditorium of the Airport Administration Building located at 60 Airport Drive, Rockford, IL.

REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE
GREATER ROCKFORD AIRPORT AUTHORITY
Thursday, July 28, 2022
5:00 PM
AGENDA

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1. Call to Order
 2. Minutes for Approval
 - Regular Meeting of the Commissioners – June 23, 2022
 3. Staff Reports
 - Mike Dunn – Executive Director
 - Shelly Cassaro – Deputy Director of Finance and Administration
 - Zack Oakley – Deputy Director of Operations and Air Service
 4. Old Business
 5. New Business
 6. Public Comment(s)
 7. Resolutions/Ordinances:

Resolution #22-25, approving an Advertising Agreement with WTVO, Fox39, My Stateline Digital for a two-month television and digital campaign for \$33,500.

Resolution #22-26 approving a Contract in the amount of \$647,381.04 with no alternates to William Charles Electric of Rockford, Illinois, for the West Cargo Apron Re-cabling.

Resolution #22-27 approving a Contract in the amount of \$6,688,718.98 to William Charles Construction of Rockford, Illinois, for the Runway 7/25 South Parallel Taxiway P Phase 1 project.

Resolution #22-28 approving a Contract not to exceed \$235,000 for Urea for winter snow maintenance, to Quad Chemical Company of Virginia Beach, Virginia.

Resolution #22-29 approving a Contract not to exceed \$370,000 for Potassium Acetate for winter snow maintenance, to Cryotech De-Icing Technologies of Fort Madison, Iowa.

Resolution #22-30 approving a Contract not to exceed \$100,000 for Sodium Formate for winter snow maintenance, to Nachurs Alpine Solutions of Marion, Ohio.

Resolution #22-31 approving a Purchase Order to Patriot Pavement Maintenance of Wheeling, Illinois not to exceed our budget of \$ 124,000 for Sealcoating of needed pavement.

Resolution #22-32 approving Design Build Contract with Scandroli Construction Co. for construction of a temporary fuel farm at 6020 Cessna Drive for an amount currently estimated at \$478,812.00.

Ordinance #22-02, approving the Rates and Charges for the period beginning August 15, 2022 for the Greater Rockford Airport pursuant to the provisions of 70 ILCS 5/8.04.

8. Executive Session: None
9. Adjournment

**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 23, 2022, in the Greater Rockford Airport Authority Auditorium, 60 Airport Drive, Rockford, IL.

Chairman Cicero called the meeting to order at 5:06 pm.

Commissioners & Legal Counsel	Present	GRAA Staff	Present	Guests/Other Staff
Pat Agnew	X	Mike Dunn	X	Audrey Moon, Chartwell
Paul Cicero	X	Shelly Cassaro	X	11 Citizens
Tom Dal Santo	X	Kathy Bruggeman		
Tonya Lamia		Zack Oakley	X	
Tom Myers	X			
Mike Schablaske	X			
Leslie West				
Tom Lester	X			

A motion was made by Commissioner Dal Santo, seconded by Commissioner Schablaske, and was unanimously approved to accept the minutes of the Regular Meeting of the Commissioners on April 28, 2022, the Public Hearing for FY23 Budget on April 28, 2022 and the Planning and Finance Committee Meeting on June 16, 2022.

STAFF REPORTS:

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

- Financial statements for the first month of the fiscal year were presented to the board at the planning and finance committee meeting. No changes since initial review.
- Insurance renewal package was distributed at the planning and finance committee meeting. Pending no further questions, a resolution will be voted on tonight.
- Finance policy change consists of adding language to supplement business continuity processes.

Zack Oakley – Deputy Director of Operations and Planning gave a PowerPoint Presentation on the following:

- Monthly enplanements
- Monthly air cargo landed weight

- Building 3 foundation status
- American Airlines diversion – largest diversion day in several years

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENTS:

Jack Armstrong commented on the Bell Bowl Prairie and the midfield expansion project.

Ellen Rathbone of Rockford, IL commented on the Bell Bowl Prairie and the midfield expansion project.

Laura Stamp of River Forest, Iowa commented on the Bell Bowl Prairie and the midfield expansion project.

Aidan Coen, a student in Belvidere, IL commented on the Bell Bowl Prairie and the midfield expansion project.

RESOLUTIONS & ORDINANCES:

Commissioner Schablaske motioned to approve **Resolution #22-15** approving a Purchase Order in the amount of \$21,266.13 to Birkey’s Farm Store of Polo, IL, for repair of a tractor. The motion was seconded by Commissioner Agnew and was unanimously approved.

Commissioner Schablaske motioned to approve **Resolution #22-16** approving the award of a Purchase Order to Chevy of Watsonville, CA, in the amount of \$43,835.20, for a 2022 Ford Police Interceptor Utility AWD. The motion was seconded by Commissioner Agnew and was unanimously approved.

Commissioner Schablaske motioned to approve **Resolution #22-17** approving the award of a Purchase Order to Blueglobes LLC of Eatonton, GA for airport lighting supplies in an amount not to exceed \$45,000. The motion was seconded by Commissioner Agnew and was unanimously approved.

Commissioner Schablaske motioned to approve **Resolution #22-18** approving the award of a Purchase Order to R.N.O.W. of West Allis, WI for a Schwarze A7 Zephyr Sweeper Unit for \$249,280 total cost after trade-in. The motion was seconded by Commissioner Agnew and was unanimously approved.

Commissioner Schablaske motioned to approve **Resolution #22-19** approving the award of a Purchase Order to Davies Imperial Coatings of Hammond, IN, for Waterborne Airfield Pavement Marking Paint in an amount not to exceed \$56,500. The motion was seconded by Commissioner Agnew and was unanimously approved.

Commissioner Schablaske motioned to approve **Resolution #22-20** approving business insurance renewals for the period beginning July 1, 2022 through June 30, 2023 as set forth below:

Coverage	Broker/Carrier	2022-2023
Airport General Liability	Starr Aviation	\$40,029
Property	Continental Insurance Company (CAN)	193,955
Crime	Hanover Insurance Company	2,568
Business Auto	Hudson Insurance Company	19,019
Public Officials/EPLI	Greenwich Insurance Company	24,467
Storage Tank	Crum & Forster	2,176
Customs Bond	Argonaut Insurance Company	1,000
Cyber Liability	Lloyd's of London	8,126
	Total Business Insurance	291,340
Workers Compensation	Praetorian Insurance Company	83,720
	Total	\$375,060

The motion was seconded by Commissioner Agnew and was unanimously approved.

Commissioner Schablaske motioned to approve **Resolution #22-21** approving a line of credit extension from Blackhawk Bank for \$1,500,000.00 to replace the existing \$1,500,000 line of credit note which expires in May, 2022. The motion was seconded by Commissioner Agnew and was unanimously approved.

Commissioner Schablaske motioned to approve **Resolution #22-22** approving construction financing for a 50,000 sq. ft. air cargo facility at 6028 Cessna Drive. The current estimated cost of the new building is \$8,000,000. The motion was seconded by Commissioner Agnew and was unanimously approved.

Commissioner Schablaske motioned to approve **Resolution #22-23** to approve amended GRAA Finance Policy. Changes made consist of adding a Business Continuity Plan (page 40). The motion was seconded by Commissioner Agnew and was unanimously approved.

Commissioner Schablaske motioned to approve **Resolution #22-24** ratifying the Collective Bargaining Agreement with the International Union of Operating Engineers from May 1, 2022 to May 1, 2025. The motion was seconded by Commissioner Agnew and was unanimously approved.

Commissioner Dal Santo made a motion to adjourn. The motion was seconded by Commissioner Agnew and was unanimously approved by roll call vote. The meeting adjourned at 5:28 pm.

Memorandum

Date: July 26, 2022

To: Mike Dunn

cc: Shelly Cassaro, Board of Commissioners

From: Chip Geiger

Resolutions for July 28, 2022 Executive Board Meeting

Resolution 22-xx approving a Contract in the amount of \$ 647,381.04 with no alternates to William Charles Electric of Rockford, Illinois, for the West Cargo Apron Re-cabling.

Resolution 22-xx approving a Contract in the amount of \$ 6,688,718.98 to William Charles Construction of Rockford, Illinois, for the Runway 7/25 South Parallel Taxiway P Phase 1 project.

Resolution 22-xx approving a Contract not to exceed \$235,000 for Urea for winter snow maintenance, to Quad Chemical Company of Virginia Beach, Virginia. Pricing this year was \$33.68% higher than FY 2022, but opportunities to reduce this amount may be available to us later.

Resolution 22-xx approving a Contract not to exceed \$ 370,000 for Potassium Acetate for winter snow maintenance, to Cryotech De-Icing Technologies of Fort Madison, Iowa. Pricing this year increased 34.94%.

Resolution 22-xx approving a Contract not to exceed \$ 100,000 for Sodium Formate for winter snow maintenance, to Nachurs Alpine Solutions of Marion, Ohio. Pricing this year increased 15.61%.

Resolution 22-xx approving a PO to Patriot Pavement Maintenance of Wheeling, Illinois not to exceed our budget of \$ 124,000 for Sealcoating of needed pavement. Our quoted price of \$0.33 per square foot was more favorable than expected.

Chicago Rockford International Airport (RFD)
Rates and Charges Ordinance #22-02
Effective August 15, 2022

Domestic Terminal Usage fee <i>(includes use of ramps, jetway, baggage claim & public safety fee)</i>	2022
Signatory and/or scheduled Airlines	\$65.00
Non-Signatory and/or charter flights	\$200.00
International Arrival - When per pax fee is not expected to cover the costs of the CBP reimbursible program the airline will be billed the actual costs as invoiced by CBP to the authority.	\$15 per pax
Ticket Counter/Computer Use fee <i>(per enplanement)</i>	\$0.20
Passenger Facility Charge (PFC) <i>(per enplanement)</i>	\$4.50
Ticketing, passenger check-in and airline station services <i>(excludes below wing) (per seat)</i>	\$2.25

Landing Fee

Signatory

Greater than 120,000,000 pounds annual landed weight	\$1.934 /1000lbs
Less than 120,000,000 pounds annual landed weight	\$1.964 /1000lbs

Non-Signatory

Non-signatory rates will apply to non-based, non-tenant operators who do not provide scheduled service.	\$4.504 /1000lbs
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Landing fees apply to all aircraft except based aircraft and transient single engine piston aircraft.

Aircraft Turn Fee

Fee will cover the first 6 hours that a cargo aircraft is parked. At 6 hours + 1 min the remaining balace of the 24 hr parking fee will be assessed.

	\$0	Group 1
	\$50	Group 2
	\$250	Group 3
Per operation	\$500	Group 4
	\$500	Group 5
	\$500	Group 6

Aircraft Parking Fee

Fee will be charged after 6 hours to 24 hours. At 24hr +1 min a new parking fee will be assessed.

Based on size of aircraft. The following fees will not apply to general aviation or corporate aircraft. See groups outlined on the following page.

	\$25	Group 1
	\$200	Group 2
	\$500	Group 3
Per day rates.	\$800	Group 4
	\$1,000	Group 5
	\$1,200	Group 6

Longterm parking rates are subject to agreement and availability.

Fuel Flowage Fees

Class A	
Permit	\$1,125.00
Flowage Fee	\$0.05 /gallon
Class B	
Permit	\$600.00
Flowage Fee	\$0.11 /gallon
Class C	
Permit	\$375.00
Flowage Fee	\$0.11 /gallon

Flowage fee applies to all fuel farms except any airline (FAR Part 121 or Part 135) owned and operated fuel farm that is operated for the airlines sole use.

Commercial operating permit - /per square foot	\$0.28
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Chicago Rockford International Airport (RFD)
Rates and Charges Ordinance #22-02
Effective August 15, 2022

Commercial operating permit/Nontenant (base fee)	\$250.00
Commercial operating permit/Nontenant (additional per badge fee)	\$250.00

International rubbish fee

4x4 hopper (200 gallons)	\$460.00
black cart (60 gallons)	\$105.00
gray cart (40 gallons)	\$85.00

User is ultimately responsible for fines incurred as of the result of use (IEPA, CBP, Dept of Agriculture, etc)

Chicago Rockford International Airport (RFD)
Rates and Charges Ordinance #22-02
Effective August 15, 2022

Badging Fees

Secure, Sterile & AOA w/SIDA endorsement

Original issue badge	\$100.00
Badge renewal	\$50.00
1st lost badge with re-issue	\$250.00
2nd lost badge with re-issue	\$500.00
3rd lost badge with re-issue	\$1,000.00
After 3 lost badges, no badge may be reissued	
Per company: After 5 lost badges, all reissues will be \$500	\$500.00
Background check and CHRC letter for non-issued badges	\$75.00
Testing fee (additional endorsements or retesting)	\$25.00
No shows for badging appointments	\$25.00
Fee for background check resubmission, over 30 days	\$50.00
Upgrade to SIDA from AOA	\$60.00

AOA

Original issue badge	\$50.00
Badge renewal	\$25.00
1st lost badge with re-issue	\$150.00
2nd lost badge with re-issue	\$300.00
3rd lost badge with re-issue	\$600.00
After 3 lost badges, no badge may be reissued	
Fee for background check resubmission, over 30 days	\$25.00
Vehicle registration initial fee (inside the fence)	\$25.00
Vehicle registration renewal fee	\$5.00
Vehicle registration renewal late fee	\$25.00
Testing fee (additional endorsements or retesting)	\$25.00
No shows for badging appointments	\$25.00
Not returned or lost badges (all types)	\$250.00

Fingerprint fee *(non-badged)*

	\$50.00
Fingerprint fee plus required follow up investigation if necessary	\$75.00 /hr

Fines (scale based on severity and frequency or violation)

Security system false alarm	\$25.00
Security system false alarm requiring an Operations response	\$75.00
Unauthorized SIDA Entry/Exit <i>(per occurrence)</i>	\$500-\$5,000
Improper use of RFD ID media - <i>(Includes ID media revocation)</i>	\$500-\$5,000
Operation of an out of service vehicle on RFD AOA Non-movement area <i>(per occurrence)</i>	\$500-\$5,000
Lost Premise key <i>(Pluse the cost to re-key all locks affected including labor to disassemble if necessary.)</i>	\$500-\$5,000
Airfield incursions/TSA violations <i>(The Violator is also responsible for all costs/fines levied to RFD by FAA/TSA or other agencies)</i>	\$500-\$5,000

Service Fees

Escort fee per 1 hour minimum - billed in hour increments	\$75.00 /hr
After hours escort fee per 1 hour minimum - billed in hour increments	\$100.00 /hr
Maintenance fee for snow removal <i>(minimum 1 hour)</i>	\$100.00 /hr
Equipment Usage fee/per hour plus labor fee	\$200.00 /hr
RFD labor fee -/per hour plus parts/equipment	
Base	\$75.00 /hr
Skilled	\$95.00 /hr
Administration	\$95.00 /hr
Irregular Operations Support Fee	\$100.00 /hr