

**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, August 27, 2020 in the Greater Rockford Airport Authority Executive Conference Room, 60 Airport Drive, Rockford, IL. and www.Zoom.com.

Chairman Cicero called the meeting to order at 5:01 pm.

Commissioners & Legal Counsel	Present	GRAA Staff	Present	Guests/Other Staff
Pat Agnew	ZOOM	Mike Dunn	X	Rebecca Epperson - Chartwell
Paul Cicero	X	Shelly Cassaro	X	Carrie Zethmyer
Tom Dal Santo	X	Kathy Bruggeman	X	Jamie Lecher – Chronos
Tonya Lamia	ZOOM	Zack Oakley	X	
Tom Myers	X	Jeff Polsean		
Mike Schablaske	X	Matt Zinke		
Leslie West	Absent	Seth Nygren		
Tom Lester	X	Tracey Halbrader		
		Chip Geiger	X	

A motion was made by Commissioner Agnew seconded by Commissioner Myers and was unanimously approved by roll call vote to accept the minutes of the July 23, 2020 Regular Board Meeting.

STAFF REPORTS:

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

- July financial report – At A Glance, revenue/expenses.
- Working with the State on obtaining reimbursement for our Cares Act projects.

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

- Passenger statistics year-over-year: down 40% for the month of July
- Monthly air cargo landed weight
- Main Terminal Building parking lot reconstruction

Mike Dunn, Executive Director reported the following:

- Engineering, planning, environmental, and the legal portion (permitting, etc.) of a new 90,000 SF cargo building is complete. Ongoing planning and pre-construction are currently underway.

OLD BUSINESS: None

NEW BUSINESS: Carrie Zethmyer presented the FTZ#176 annual report. There were a record number of new users and subsites. Revenue is also at record numbers. The new FTZ website is being utilized. The FTZ annual meeting will be held as a virtual event on 10/6/20.

Jamie Lecher, Chrono's Aviation gave an overview of their business operations and how the partnership with the GRAA is ideal situation for them.

PUBLIC COMMENT: None

RESOLUTIONS & ORDINANCES:

Commissioner Schablaske motioned to approve **Resolution #20-28** approving a renewal of a two-year contract with Zethmayr LLC for Foreign Trade Zone administration beginning August 25, 2020 through August 24, 2022. The motion was seconded by Commissioner Agnew and was unanimously approved by roll call vote.

Commissioner Schablaske motioned to approve **Resolution #20-29** approving a Construction Manager Services Agreement with Scandroli Construction of Rockford, IL for the maintenance and replacement of the Terminal Building roof and certain glazing work related to the roof prior to the expansion. The motion was seconded by Commissioner Agnew and was unanimously approved by roll call vote.

Commissioner Schablaske motioned to approve **Resolution #20-30** approving a Purchase Order for \$70,184.36 to Halliday Technologies, of Delaware, Ohio, for a package of Friction Meter testing goods. The motion was seconded by Commissioner Agnew and was unanimously approved by roll call vote.

Commissioner Schablaske motioned to approve **Resolution #20-31** approving a Purchase Order for \$29,800.00 to Jack's Tires Sales and Service of South Beloit, IL for eight (8) new 26.5R25 snow tires. The motion was seconded by Commissioner West and was unanimously approved by roll call vote.

Commissioner Schablaske motioned to approve **Resolution #20-32** approving an award to LCU Properties of Machesney Park, IL for lawn services as budgeted. The motion was seconded by Commissioner Myers and was unanimously approved by roll call vote.

Commissioner Schablaske motioned to approve **Resolution #20-33** approving an award to Konstruction Services of Rockford, IL for snow removal services as budgeted. The motion was seconded by Commissioner Agnew and was unanimously approved by roll call vote.

Commissioner Schablaske motioned to approve **Resolution #20-34** approving an award to William Charles Construction Company LLC of Rockford, IL for Main Parking Lot Rehabilitation, for an amount not to exceed \$295,243.55. The motion was seconded by Commissioner Myers and was unanimously approved by roll call vote.

Commissioner Schablaske motioned to approve **Resolution #20-35** approving an award to Lovewell Fencing, Inc., in the amount of \$446,407.25, to construct Phase 2 of Perimeter Security Fencing Project. The motion was seconded by Commissioner Agnew and was unanimously approved by roll call vote.

Commissioner Schablaske motioned to approve **Resolution #20-36** approving a Construction Manager Services Agreement with Scandrol Construction of Rockford, IL for roof repairs due to hail damage based on insurance adjuster's schedule and recommendation. The motion was seconded by Commissioner Agnew and was unanimously approved by roll call vote.

Commissioner Schablaske motioned to approve **Resolution #20-37** approving an Agreement for Contractor Services with Distinctive Roofing of Rockford, IL for roof repairs due to hail damage based on insurance adjuster's schedule and recommendation. The motion was seconded by Commissioner Myers and was unanimously approved by roll call vote.

Chairman Cicero motioned to enter into Executive Session ***Pursuant to Section 5 ILCS 120/2 (d) (1)*** of the Open Meetings Act to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity.

A motion was made by Commissioner Agnew to approve and authorize an increase in the Executive Director's annual salary from \$205,000 to \$225,000 effective July 1, 2020. The Motion was seconded by Commissioner Schablaske. The motion was passed unanimously on a roll call vote.



There being no further business, Commissioner Agnew made a motion to adjourn. The motion was seconded by Commissioner West and was unanimously approved on a roll call vote. The meeting adjourned at 6:41 pm.