

**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, September 25, 2025, in the Greater Rockford Airport Authority Auditorium, 60 Airport Drive, Rockford, IL.

Chairman Schablaske called the meeting to order at 5:00 pm.

<b>Commissioners &amp; Legal Counsel</b>	<b>Present</b>	<b>GRAA Staff</b>	<b>Present</b>	<b>Guests/Other Staff</b>
Pat Agnew	X	Zack Oakley	X	Shaquil Manigault - Chartwell
Al Caruana	X	Michelle Cassaro	X	Cassandra Chase, Baker Tilly, Inc.
Jake Castanza	X	Michael Peranich	X	
Paul R. Cicero	X	Tracey Halbrader	X	
Dianne Parvin	X	Kathy Bruggeman		
Mike Schablaske	X	Matt Zinke	X	
Leslie West	X			
Tom Lester	X			

A motion was made by Commissioner Agnew, seconded by Commissioner Castanza, and was unanimously approved to accept the minutes of the Regular Board Meeting of the Commissioners on August 28, 2025. A motion was made by Commissioner Agnew, seconded by Commissioner Castanza and was unanimously approved to accept the minutes of the Planning and Finance Committee Meeting on September 18, 2025.

**STAFF REPORTS:**

**Michelle Cassaro – Deputy Director of Finance and Administration,** reported the following:

- Cassandra Chase with Baker Tilly will be presenting the final audit report tonight. The annual consolidated financial report, management communication and single audit from Baker Tilly has been provided.
- Cassandra Chase – Baker Tilly, Inc. thanked the board and staff for being able to provide the audit report and making the process run smoothly. She provided information on the audit report and a summary of the financial report.
- We were able to fill an open position for an Operations Specialist. We are still down two employees for Maintenance Technicians. There are interviews scheduled.
- We have put out a request for proposal for a health insurance broker. We have chosen a new firm, M3, to get better health insurance prices and other benefits for our employees.

- We have a new in-house IT coordinator to make sure we are getting our best service out of our technology for the GRAA and terminal building.
- A statement of cash receipts and disbursements were provided. This is published annually in the paper based on the statues.

**Mike Peranich, Director of Operations and Maintenance Manager**, reported the following:

- Jet bridge 4 installation is complete with the exception of minor electrical work. We have hands-on training next week for our staff and then will be able to educate the other employees in the terminal who will be using it.
- Runway intersection is largely complete. We will be painting this week, and it will be open ahead of schedule by about a week and a half ahead of schedule.
- We held 40 tours for the year. We have one this week as a job shadow opportunity.
- We are preparing and performing remodels in preparation for the new American/Landline service.

**Zachary D. Oakley, Executive Director**, reported the following:

- UPS is very happy to learn that the runway project will be completed early without impacting their operations.
- We received good coverage of the new American/Landline service. The comments are very positive about this new service. We are seeing ticket sales increase, and they are booking about 100 tickets per day.
- General passenger service is up 20% year-over-year. We have not had a month below 10,000 enplanements which is a new achievement for RFD. We are on track to have 300,000 passengers for the year for the first time.
- Cargo is also up by 19% year-over-year.

**OLD BUSINESS:** None

**NEW BUSINESS:** None

**PUBLIC COMMENTS:** None

**RESOLUTIONS & ORDINANCES:**

Commissioner Caruana made a motion to approve **Resolution #25-52** approving a Contract in the amount of \$6,428,260 to William Charles Construction, of Rockford IL, for the rehabilitation of taxiway lighting and guidance signs. The motion was seconded by Commissioner Agnew and unanimously approved.

Commissioner Caruana made a motion to approve **Resolution #25-53** approving Purchase Orders up to the budgeted amount of \$169,000 to Reed Digital Holdings, LLC, of Austin, TX, doing business as Feeds for Less for Urea for the winter of 2025-2026. The motion was seconded by Commissioner Agnew and unanimously approved.



Commissioner Caruana made a motion to approve **Resolution #25-54** approving Purchase Orders up to the budgeted amount of \$192,000 to Nachurs Alpine Solutions, LLC, of Dublin, OH, for Potassium Acetate for the winter of 2025-2026. The motion was seconded by Commissioner West and unanimously approved.

Commissioner Caruana made a motion to approve **Resolution #25-55** approving Purchase Orders up to the budgeted amount of \$158,040 to New Deal De-Icing of Denver, CO, for a Sodium Acetate/Formate blend for the winter of 2025-2026. The motion was seconded by Commissioner Castanza and unanimously approved.

Commissioner Caruana made a motion to approve **Resolution #25-56** authorizing the retention of M3 insurance Solutions, Inc. of Rockford to serve as the Authority's insurance broker for employee benefit services. The motion was seconded by Commissioner West and unanimously approved.

Commissioner Caruana made a motion to approve **Resolution #25-57** approving disposal in the best manner possible, 15 Terminal Gate chair sets, and one Mobile GPU. The motion was seconded by Commissioner Agnew and unanimously approved.

Commissioner West motion to move into Executive Session pursuant to 5 ILCS 120/2(c)(11) to discuss pending or threatened litigation. The motion was seconded by Commissioner Agnew and was approved by voice vote with seven ayes.

There being no further business, Commissioner Castanza motioned to adjourn. The motion was seconded by Commissioner West and passed unanimously. The meeting was adjourned at 5:47 pm.