

**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 28, 2023, in the Greater Rockford Airport Authority Auditorium, 60 Airport Drive, Rockford, IL.

Chairman Cicero called the meeting to order at 5:07 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	Jake Castanza
Tom Dal Santo	X	Kathy Bruggeman	X	ARFF
Tom Myers	X	Zack Oakley	X	
Mike Schablaske	X	Tracey Halbrader	X	
Leslie West	X	Chip Geiger	X	
Tom Lester	X			
Dianne Parvin	X			

A motion was made by Commissioner Dal Santo, seconded by Commissioner Myers, and was unanimously approved to accept the minutes of the Regular Meeting of the Commissioners on August 24, 2023.

STAFF REPORTS:

Executive Director Mike Dunn introduced and welcomed our newest commissioners, Dianne Parvin who represents Machesney Park and Jake Castanza who represents Winnebago County. Mr. Dunn, the Board and Staff thanked Commissioner Dal Santo for his ten years of service to the Board of Commissioners. His contribution is greatly appreciated, and we wish him only the best in his retirement.

Shelly Cassaro – Deputy Director of Finance and Administration gave a thorough overview of the statement of revenue/expenses through August 31, 2023, including:

- Cash/Investments – Cash position has increased compared to the prior year. Operating reserves have increased to meet the Airport reserve goal.
- Operating Revenue/Expenses – Total revenues exceed expenses by \$4.8 million. Operating revenues are 2.4% under budget year to date. Operating expenses are 10.6% under budget year to date.

Zack Oakley – Deputy Director of Operations and Planning presented the following information:

- He introduced the new Director of Operations and Maintenance, Michael Peranich. He was previously with RFD from 2009 – 2014. He comes to us from Lake in the Hills Airport. We are very happy to have him on board and we look forward to how he can keep improving those departments.
- Welcomed the newest ARFF member in attendance Captain Joe Vallin.
- We had decent months for air cargo through August. Amazon increased about 10% year over year for August, UPS 4% and other international carriers are down slightly. We are seeing things stabilize. We have a new flight with Magma with DB Schenker beginning in October bringing up their weekly flights to three. The rest of the flights come from Maersk with six flights per week. We expect the landed weight numbers to increase in the coming months as there are general improvements throughout the market on a global scale.
- Attended an air cargo conference in Greece last week regarding logistics and sustainability serving on a panel. Throughout the conference we had several carriers highlight RFD and promoted us to the industry. They are very happy with the advantages of their operations here at RFD and that they plan to use and grow their future operations here.
- MSC mentioned RFD as well and we are working on moving their operations from ORD to RFD.
- Passenger service had a solid August as well. There were some glitches in Allegiant's new software system. It was a system wide upgrade and we're working through it. We expect to see it fully operational next week.

OLD BUSINESS: None

NEW BUSINESS: Airport Audit Report - Don Shaw, Principal, Lauterbach& Amen, LLP presented the Airport Audit Report. He thanked Shelly Cassaro and Tracey Halbrader for their assistance in gathering information for the report. There were no issues with internal controls from the audit. He provided the summary of the report and gave an overview of the balance sheet.

PUBLIC COMMENTS: None

RESOLUTIONS & ORDINANCES:

Commissioner Schablaske motioned to approve **Resolution #23-40** approving the execution of the Mutual Aid Box Alarm System Master Agreement. The motion was seconded by Commissioner Dal Santo and passed unanimously.

Commissioner Schablaske motioned to approve **Resolution #23-41** approving a retainer agreement with Crawford, Murphy & Tilly for Airport Planning work based on the scope in RFQ #23-14. The motion was seconded by Commissioner Dal Santo and passed unanimously.

Commissioner Schablaske motioned to approve **Resolution #22-42** approving a Contract not to exceed \$235,000 for Urea for winter snow maintenance, to Quad Chemical Company of Virginia Beach, Virginia. The motion was seconded by Commissioner Dal Santo and passed unanimously.



Commissioner Schablaske motioned to approve **Resolution #23-43** approving a Contract not to exceed \$100,000 for Sodium Formate for winter snow maintenance to Pelican Chemical of Missoula, Montana. The motion was seconded by Commissioner Dal Santo and passed unanimously.

Commissioner Schablaske motioned to approve **Resolution #23-44** approving a Contract not to exceed \$400,000 for Potassium Acetate for winter snow maintenance to Cryotech De-Icing Technology of Fort Madison, Iowa. The motion was seconded by Commissioner Dal Santo and passed unanimously.

Commissioner Schablaske motioned to approve **Resolution #23-45** approving a Contract not to exceed \$100,000 for Sodium Formate and Acetate Blend for winter snow maintenance with New Deal De-Icing of Denver, Colorado. The motion was seconded by Commissioner Dal Santo and passed unanimously.

Commissioner Schablaske motioned to approve **Resolution #23-46** approving a Contract with United Rotary Brush Company of Lexena, Kansas, for replacement polypropylene and wire brush segments based on the scope in RFQ 23-21. Budgeted amount for FY 2024 is \$115,000. The motion was seconded by Commissioner Dal Santo and passed unanimously.

Commissioner Schablaske motioned to approve **Resolution #23-47** approving a Contract with Montel Technologies for new Prowatch security software servers in the amount of \$57,263.98. The motion was seconded by Commissioner Dal Santo and passed unanimously.

Commissioner Schablaske motioned to approve **Resolution #23-48** approving a Contract with Montel Technologies for new Prowatch security firewalls in the amount of \$34,832.32. The motion was seconded by Commissioner Dal Santo and passed unanimously.

Commissioner Schablaske motioned to approve **Resolution #23-49** approving disposal in the best manner possible of a 2004 International 3000 Series bus and a 2014 Snowblower by Teamco Inc. The motion was seconded by Commissioner Dal Santo and passed unanimously.

Commissioner Schablaske motioned to approve **Resolution #23-50** approving a 3-year storage lease at 1-year intervals with AAR for the MTE hangar space at 5143 Falcon Road. The motion was seconded by Commissioner Dal Santo and passed unanimously.

Commissioner Schablaske motioned to approve **Resolution #23-51** amending Resolution #23-33 approved on June 22, 2023, increasing the contract amount from \$100,000 to \$120,986.00 from Konstruction Services for Terminal landscaping. The motion was seconded by Commissioner Agnew and passed unanimously.

Commissioner Schablaske motioned to approve **Resolution #23-52** approving the execution of an Operating Agreement between the GRAA and Capitol Warehousing Corporation to activate its approved

FTZ Site at 2091 Tripp Road, Belvidere, Boone County, Illinois 61008. Capitol Warehousing is proposing to activate its FTZ site to offer third-party FTZ warehousing services to companies across Northern Illinois, expanding FTZ benefits available in our region. The motion was seconded by Commissioner Dal Santo and passed unanimously.

Commissioner Schablaske motioned to approve **Resolution #23-53** approving a contract with N-TRAK Group, LLC of Loves Park, Illinois for the Airport Perimeter Road work, in the amount of \$584,162.50. This was based on the scope in RFQ 23-15. The motion was seconded by Commissioner Dal Santo and passed unanimously.

Commissioner Schablaske motioned to approve **Resolution #23-54** approving Net Ground Lease with Rock Road Companies, Inc. for the quarry properties and related asphalt plant operations on the northwest side of the Airport as more fully described in the Lease. Initial annual rent is \$275,181.00. The Initial Term of the Lease runs through June 30, 2040, and the Tenant has one 10-year extension option. The Lease is subject to final review and approval of Airport Counsel at which time the Chairman is authorized to execute. The motion was seconded by Commissioner Dal Santo and passed unanimously.

Commissioner Schablaske motioned to approve **Resolution #23-55** approving Lease Termination with William Charles Construction Company, LLC subject to the execution of the new lease with Rock Road Companies, Inc. The motion was seconded by Commissioner Dal Santo and passed unanimously.

Commissioner Schablaske motioned to approve **Resolution #23-56** approving Lease Termination Agreement with Rock Road Companies, Inc. subject to the execution of the new lease with Rock Road Companies, Inc. The motion was seconded by Commissioner Dal Santo and passed unanimously.

Commissioner Schablaske motioned to enter into Executive Session Pursuant to Section 5 ILCS 120/2(d) (5) of the Open Meetings Act to discuss the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. And, 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.

Commissioner Schablaske motion to approve **Resolution #23-57** approving a Settlement Agreement with Bomac Air, Inc. to settle claims asserted by the Greater Rockford Airport Authority against Bomac Air, Inc. resulting from some environmental contamination in connection with a crash of an airplane owned by Bomac Air on August 20, 2020, and authorizing the Executive Director to execute the Settlement Agreement and Release after approved by counsel.

There being no further business, Commissioner Dal Santo motioned to adjourn. The motion was seconded by Commissioner West and was unanimously approved. The meeting adjourned at 6:15 pm.