

**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, November 16, 2023, 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	Mike Dunn	X	Audrey Moon, Chartwell
Jake Castanza	X	Shelly Cassaro	X	Kiel Duncan, RFD
Paul Cicero	X	Kathy Bruggeman	X	ARFF
Tom Myers		Zack Oakley		
Dianne Parvin	X	Tracey Halbrader	X	
Mike Schablaske	X	Chip Geiger	X	
Leslie West	X	Michael Peranich	X	
Tom Lester	X			

A motion was made by Commissioner Schablaske, seconded by Commissioner West, and was unanimously approved to accept the minutes of the Regular Meeting of the Commissioners on September 26, 2023, and the Planning & Finance Committee Meeting on October 19, 2023.

**STAFF REPORTS:**

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

- Monthly financials through October which is the first six months of the budget year.
  - Cash position is still looking very good. We have the operating reserve fully funded and we are earning optimal interest. Tracey Halbrader has been keeping on top of our long- and short-term investments and keeping the banks competitive.
- At a glance operating and non-operating and capital. Revenues exceed expenses by 7.3 million (21% over budgeted amount.)
- The cargo revenue is tracking above budgeted numbers.
- Lease revenue and airport fees are a little under budget and will catch up by the end of the year or the first couple months of the new year.
- Contracts and commodities cover snow removal expenses.

- Wages and expenses are under budget. We are happy to announce that we only have one vacant position for the terminal services supervisor but hope to fill that shortly.
- Passenger parking net revenue is \$150,000. We put the new parking reservation system into place and that is starting to kick into gear.

**Mike Dunn, Executive Director presented the following:**

- A new route on Allegiant Air to Nashville, TN was announced and is a great example of Allegiant’s dedication to RFD. Zack Oakley and staff have been working on this added destination for more than four years. The really good news about this route is it will fly on Thursdays/Sundays.
- The Airport derives from Landing, parking, terminal fees and rent which are the main revenue sources for RFD (in addition to federal/state grants). The two new revenue sources developed over the last few years are significant. First, parking fees have helped us invest in the parking lot, barricades, SP+, etc. Secondly is the fuel flowage fees which was implemented in the last couple months. We project to make significant revenue on international cargo flights. The air cargo industry activity is slowing beginning to build back up again after a recent decline.

**Michael Peranich – Director of Operations and Planning presented the following information:**

- Presented a briefing of the Part 150 Noise Study. Landrum and Brown is the consultant for this project. The study was conducted around the 148 homes within the flight path. He entertained questions and went into more detail about the study.

**OLD BUSINESS:** None

**NEW BUSINESS:** None

**PUBLIC COMMENTS:** None

**RESOLUTIONS & ORDINANCES:**

Commissioner Castanza motioned to approve **Resolution #23-66** approving the Greater Rockford Airport Authority employee paid holidays for 2024. The motion was seconded by Commissioner Schablaske and was unanimously approved.

Commissioner Castanza motioned to approve **Resolution #23-67** approving the Greater Rockford Airport Authority Board of Commissioners meeting schedule for 2024. The motion was seconded by Commissioner Agnew and was unanimously approved.

Commissioner Castanza motioned to approve **Resolution #23-68** approving a contract with Blue Cross Blue Shield of Illinois for group health insurance for 2024 including the PPO plan and HSA

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

Commissioner Castanza motioned to approve **Resolution #23-69** approving a contract extension of one-year to Squeaky Clean Janitorial Services, of Rockford IL, in the amount of \$184,537.20 for cleaning services throughout our properties. The motion was seconded by Commissioner Agnew and was unanimously approved.

Commissioner Castanza motioned to approve **Resolution #23-70** approving the disposal of the equipment listed below in the best manner possible:

1. (2) Boss 2 boss 8'2" v plows
2. 22' unknown brand snowplow
3. 18' unknown brand snowplow
4. 9' ice buster attachment
5. 5-yard Swenson spreader
6. Vehicle 4 – 2010 F-150 4x4 ext. cab short bed 5.0 engine with 164,199 mi.
7. Vehicle 22- 2005 F-150 101468 mi.
8. Van 11- 1997 ford E-350 99766 mi.

The motion was seconded by Commissioner and was unanimously approved.

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