

Meeting Minutes
for
April 16, 2026

Commissioners & Legal Counsel	Present	GRAA Staff	Present	Guests/Other Staff
Pat Agnew	X	Zack Oakley	X	
Al Caruana	X	Shelly Cassaro	X	
Jake Castanza	X	Mike Peranich	X	
Paul R. Cicero	X	Tracey Halbrader	X	
Dianne Parvin	X	Kathy Bruggeman	X	
Mike Schablaske	X	Chip Geiger	X	
Leslie West				
TJ Leake	X			

The meeting began at 5:00 pm.

Michelle Cassaro, Deputy Director of Finance & Administration

- Gave an overview of the monthly financial report ending March 31, 2026:
 - Cash position remains comparable with FY2025 amounts.
 - Total revenues exceed expenses by \$8.5 million. Capital expenditures total \$19.3 million.
 - Operating revenues are 5.7% over budget year to date.
 - Operating expenses are 5.6% under budget year to date.
 - We broke 40,000 passengers in one month in March for the first time ever. The new routes on Allegiant, American service and Apple Vacations destinations all contributed to this accomplishment.
- FY2027 is on the agenda this month. Thank you to Tracey Halbrader for her oversight of the budget planning and process again this year. It is appreciated.
- Trevor Hegge, our new IT coordinator, will be leaving RFD on May 20. We have posted the position on the website and resumes are coming in for review.
- Josh Bachman, who started this month, had nine (9) diversions to handle on his second day. These diversions were due to inclement weather at ORD. He was able to secure buses to transport them to ORD. He is working with Theresa on an Incident Action Plan.
- All resolutions were reviewed.

Tracey Halbrader, Director of Finance

- Gave a thorough review of the FYT 2027 budget with the following highlights:
 - Balanced budget presented
 - Operation revenues – 3.55% increase from prior year’s budget
 - Operating Expenses – 10.02% increase from prior year’s budget
 - Capital – \$29.6 million including 19.2 million in federal funds
- Mayor changes from tentative budget include:
 - Increase Revenue by \$416,703

- Increased fuel flowage, landing and parking fees for additional DSV & Emirates flights
- Increase in passenger fees for revised Allegiant schedule
- Increase Operating Expense by \$416,703
 - Increase in Property Insurance
 - Increased fuel cost assumptions
 - Increased contractual services for ARFF and Janitorial
- Reduction in Capital Expense by \$2,103,689
- Reduced draw of Capital Reserves by \$2,300,000

Zachary Oakley, Executive Director

- Gave an update on cargo operations, including Menzies.