

**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, December 12, 2024, 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	Zack Oakley	X	Catherine Povalitis - Chartwell
Jake Castanza	X	Shelly Cassaro	X	
Paul Cicero	X	Kathy Bruggeman	X	
Tom Myers	X	Tracey Halbrader	X	
Dianne Parvin		Mike Peranich	X	
Mike Schablaske		Chip Geiger	X	
Leslie West	X			
TJ Leake	X			

A motion was made by Commissioner Agnew, seconded by Commissioner Castanza, and was unanimously approved to accept the minutes of the Regular Meeting of the Commissioners on November 21, 2024.

**STAFF REPORTS:**

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

- An overview of the monthly financial report through November 30, 2024, was given:
  - Cash position and operating reserve es are holding steady with FY2024 amounts.
  - Total revenues exceed expenses by \$8 million. Capital expenditures total \$12.4 million through November.
  - Operating revenues are 2.8% over budget year to date.
  - Operating expenses are 14% under budget year to date.

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

- A local high school has students job shadowing our staff this week to learn more about the job opportunities that airports have to offer.

**Zachary Oakley – Executive Director,** reported the following:

- Cargo landed weight is up for the month of November by 12% year-over-year.

**NEW BUSINESS:** None

**OLD BUSINESS:** None

**PUBLIC COMMENTS:** None

**RESOLUTIONS & ORDINANCES:**

Commissioner Castanza motion to approve **Resolution #24-74** to approve a purchase order in the amount of \$397,600 for the rent to own proposal from Trecan Combustion Technology Solutions, of Hubley, Nova Scotia, Canada, for a Model 150-PD Two Side Loading Snowmelter. The motion was seconded by Commissioner Agnew and passed unanimously.

Commissioner Castanza motion to approve **Resolution #24-75** approving a two-year fuel management agreement with Emery Air of Rockford, IL. The motion was seconded by Commissioner Agnew and passed unanimously.

Commissioner Castanza motion to approve **Resolution #24-76** approving the Employee Health insurance benefits for calendar year 2025 as follows:

Health Insurance	2024 Renewal	2024 Year End Estimate	2025 Renewal Estimate
PPO Annual Premium	\$678,226	\$593,472	\$615,882
PPO HRA Admin Fees	\$2,448	\$2,400	\$2,160
<b>Expected HRA liability (33% of max)</b>	\$112,474	\$76,000	\$96,228
HSA Annual Premium	\$44,273	\$48,201	\$48,201
HSA Annual Contribution	\$5,000	\$5,000	\$5,000
Total	<b>\$757,667</b>	\$725,073	<b>\$767,471</b>
<b>MAX HRA Liability</b>	\$340,830	\$306,570	\$291,600

The motion was seconded by Commissioner Agnew and passed unanimously.

There being no further business, Commissioner Myers motioned to adjourn. The motion was seconded by Commissioner Agnew and passed unanimously. The meeting was adjourned at 5:13 pm.