



**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, March 25, 2010, in the Greater Rockford Airport Authority Auditorium, 60 Airport Drive, Rockford, IL.

Chairman Dunn called the meeting to order at 5:34 p.m.

BOARD/LEGAL	P	A	STAFF	P	A	GUESTS/OTHER STAFF
Brian Boyer	X		Bob O'Brien	X		Mr. Puri
K. Edward Copeland	X		Amy Ott	X		Thomas Bona - RRS
Michael Dunn	X		Franz Olson	X		
Mary Norman	X		Ken Ryan		X	
Peter Provenzano		X	Jan Benoit	X		
Bharat Puri	X		Kathy Bruggeman	X		
Phil Rubin	X		Zachary Sundquist	X		
Thomas Lester	X					

A motion was made by Commissioner Puri, seconded by Commissioner Boyer and unanimously approved by voice vote to accept the minutes of the February 25, 2010 Regular Board Meeting as presented.

DIRECTORS REPORTS:

Bob O'Brien, Executive Director, reported on the following:

- He thanked everyone for their time because certainly things are fast paced not only in the airport world but in the community in which we live.
- We are working with USA Jet to operate a public charter for two or three, one-day "Day Trip's" to Paducah, KY for a group with the National Quilters Association. This airline is considering a relationship where they can divert, base an airplane and perhaps eventually bring a Maintenance/Repair Operation (MRO) to RFD. A more complete background on the charter program will be provided.

Franz Olson, Deputy Director of Operations and Facilities, reported on the following:

A slide presentation was shown on the past and current projects in order to inform the new Commissioners. A brief overview of the following projects was given:

- Falcon Road maintenance. Staff is still working diligently on funding for Falcon Road in the near future.
- Runway pavement maintenance. There is a project funding request pending now for significant rehabilitation of the runway. We are hopeful for approval of that request. We are working with the Sanitary District to incorporate some issues that Chairman

Dunn and Bob O'Brien have been working with them on as multiple voices have a tendency to bring more emphasis toward the importance of the project.

- Runway painting/stripping is underway and will resume throughout the entire summer season.
- Crawford, Murphy & Tilly, Inc. (CMT) is currently surveying for potential runway project and taxiway rehabilitation for this upcoming construction season.
- Construction on the bridge over the Kishwaukee River on the south end of the field. We have been informed that the bridge will be completed before AirFest 2010 (ahead of schedule).
- A Ribbon Cutting Ceremony for Federal Inspection Services and Baggage Claim Expansion on. A plant was graciously donated by Richard L. Johnson & Associates who was the architect representing the Airport's interest in the project. Approximately 75 people were in attendance including executives from US Customs and Border Protection, the Federal Aviation Administration and international cargo carriers.

Amy Ott, Deputy Director of Finance and Administration, reported on the following:

- A memorandum was sent out regarding two added resolutions on the agenda with background on those resolutions. One is for a build-out at the Snow Removal Equipment Building for a classroom for badge testing and a high risk area for the badging process. The other is for a mowing contract for inside the fence mowing.
- The airport has entered into various agreements for the Paducah Day trips. This process has eliminated the middle agencies therefore allowing us to offer reasonable fees and still have funds to support the administrative costs of such a program. Since we are the direct contractor with USA Jet we are required to set up an approved DOT escrow account of \$10,000 per flight. Once the flight has flow and all costs have been paid the escrow will be returned to the airport after 60 days. This required the airport to set up both the escrow account and a clearing account for the merchant transactions (credit card payments) and there are resolutions today before you that reflect the same.

COMMITTEE REPORTS: None

NEW BUSINESS: None

PUBLIC COMMENT: None

OLD BUSINESS: None

RESOLUTIONS:

Commissioner Puri made a motion to adopt **Resolution #10-06**, approving an amendment to increase the building lease agreement by and between the Greater Rockford Airport Authority and Emery Air, Inc., Industrial Lease Plot #8 located at 5040 Falcon Rd. to include the modified anniversary date of April 1, 2010 and the increased monthly rent rate of \$1,115.49. The motion was seconded by Commissioner Norman and was unanimously approved.

Commissioner Norman made a motion to adopt **Resolution #10-07**, approving an amendment to the Net Ground lease agreement by and between the Greater Rockford Airport Authority and Superior Plane Aircraft Coatings, Aviation Plot #27 to include the addition in Paragraph 2, "Purpose" for the operation of an automotive repair business. The

motion was seconded by Commissioner Boyer and was approved by a quorum with Commissioner Puri opposing.

Commissioner Boyer made a motion to adopt **Resolution #10-08** awarding Bid #10-01 for Rental of Tents, Tables and Chairs for AirFest 2010 to Classic Party Rental of McCook, IL in the amount of \$4,853.60 based on current requirements. The motion was seconded by Commissioner Norman and was unanimously approved.

Commissioner Boyer made a motion to adopt **Resolution #10-09** awarding Bid #10-01 for Rental of Tents, Tables and Chairs for AirFest 2010 to Gala Events by Grand Rental of Marengo, IL in the amount of \$24,715.00 based on current requirements. The motion was seconded by Commissioner Copeland and was unanimously approved.

Commissioner Boyer made a motion to adopt **Resolution #10-10**, approving the sponsor contracts for AirFest 2010 with Pepsi Cola for \$13,000 in cash, and significant in-kind marketing and promotion trade. The motion was seconded by Commissioner Norman and was unanimously approved.

Commissioner Norman made a motion to adopt **Resolution #10-11**, approving an agreement with Rockford Area Festival Vendors of Rockford, IL for concession services for Rockford AirFest 2010 and Rockford AirFest 2011. The motion was seconded by Commissioner Copeland and was unanimously approved.

Commissioner Norman made a motion to adopt **Resolution #10-12**, approving an agreement with Clock Tower Resort of Rockford, IL for hotel services for Rockford AirFest 2010 in the amount of \$30,000. The motion was seconded by Commissioner Boyer and was unanimously approved.

Commissioner Boyer made a motion to adopt **Resolution #10-13**, approving an agreement with Disney Radio and the Rockford Park District (RPD). to include Magic Waters and AirFest participation co-promotion for \$10,000. The motion was seconded by Commissioner Norman and was unanimously approved.

Commissioner Norman made a motion to adopt **Resolution #10-14**, approving an Air Service Agreement between the Chicago Rockford International Airport and USA Jet Airlines, Inc. of Belleville, MI for a charter event on April 23rd and 24th, 2010 pending final legal approval. The motion was seconded by Commissioner Boyer and was unanimously approved.

Commissioner Boyer made a motion to adopt **Resolution #10-15**, approving a Public Charter Depository Agreement and consenting to the establishment of a Deposit Escrow Account with Allegiance Bank of North America to hold funds for the Greater Rockford Airport Authority for the benefit of third parties in connection with travel services offered and to approve the following individuals as signees: Robert W. O'Brien, Jr., Amy M. Ott, Franz L. Olson and Janette E. Benoit. The motion was seconded by Commissioner Norman and was unanimously approved.

Commissioner Norman made a motion to adopt **Resolution #10-16**, approving a Public Escrow Account Service Agreement with Shelby Financial Corporation to maintain various Public charter escrow accounts for the Greater Rockford Airport Authority under Part 380 of the regulations of the U.S. Department of Transportation. In addition, Shelby Financial Corporation act as a securer of obligations under the DOT Regulations pursuant to the terms of a Surety Trust Agreement to be established in the amount of \$30,000. The motion

was seconded by Commissioner Boyer and was unanimously approved.

Commissioner Norman made a motion to adopt **Resolution #10-17**, awarding Bid #10-03 for Operations classroom, office & storage build-out to Larson & Larson of Loves Park, IL in the amount of \$26,750. The motion was seconded by Commissioner Boyer and was unanimously approved.

Commissioner Boyer made a motion to adopt **Resolution #10-18**, approving an annual contract with Cardinal Lawn Care of Stillman Valley, IL for in-field mowing services in the amount of \$1,866.72 for bi-weekly maintenance mowing areas and \$2,156.88 for monthly rough mowing areas. The motion was seconded by Commissioner Norman and was unanimously approved.

Commissioner Boyer motioned to enter into Pursuant to 5 ILCS 120/2(d) 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. The motion was seconded by Commissioner Rubin and a roll call vote indicated six ayes and no nays. Executive Session was entered into at 6:37 pm. Commissioner Boyer motioned to adopt **Resolution #10-19** to Approve the Amendment to the Executive Director's Contract. The motion was seconded by Commissioner Puri and unanimously approved.

There being no further business, Commissioner Puri motioned to adjourn, seconded by Commissioner Norman and unanimously approved. The meeting