



**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, January 27, 2010, in the Greater Rockford Airport Authority Auditorium, 60 Airport Drive, Rockford, IL.

Chairman Boyer called the meeting to order at 5:45 p.m.

<b>BOARD/LEGAL</b>	<b>P</b>	<b>A</b>	<b>STAFF</b>	<b>P</b>	<b>A</b>	<b>GUESTS/OTHER STAFF</b>
Brian Boyer	X		Bob O'Brien	X		Brian Leaf - RRS
Paul Cicero	X		Amy Ott	X		TJ Leake - Hinshaw & Culbertson
K. Edward Copeland	X		Franz Olson	X		Angela Larson - Act 2 Strategists
Darrin Golden	X		Ken Ryan	X		Andrea Gibbs - Act 2 Strategists
Tom Myers	X		Kathy Bruggeman	X		Steve Ernst - Winnebago Country Rail Authority
Bharat Puri	X		Zachary Sundquist	X		
Phil Rubin	X		Carol Moyer	X		
Thomas Lester			X			

A motion was made by Commissioner Golden, seconded by Commissioner Rubin and unanimously approved to accept the minutes of the December 16, 2010 regular Board Meeting as presented.

**NEW BUSINESS:** None

**DIRECTORS REPORTS:**

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

A slide presentation and a brief overview of the following projects were given:

- Several diversions due to fog conditions at O'Hare and other surrounding airports.
- Snowstorm (blizzard) during holiday sort for 70-acre UPS apron. Deicing operations of aircraft on apron. The results of the bare pavement after RFD Operations cleared the runway. The holiday sort for UPS went off without a hitch. There was some difficulty with the Cat II/III instrument landing system, but Airport Operations were able to make the necessary repairs for all flights to land.
- Equipment repairs after snow removal in preparation for the next storm(s).
- Allegiant Air and Direct Air flights at the Terminal Building - a typical morning.
- Charter Aircraft at Tandem Building for a Chicago sports team.
- Deck loader provided by TAS who is providing the equipment for test cargo flights. Operations personnel are assembling it in the Tandem facility.

- Tandem apron nose tethers. These are unique to certain aircraft such as a 747, etc. and certain policies of the operators; they use these rather than a tail hook. These tethers support the nose gear as they roll cargo off the back of the aircraft.
- Snow loading for the annual snow-sculpting contest for the Rockford Park District.
- Formal vacation of former Camp Elmwood Road and South Bend Road. The road is now officially closed.
- January 8 incident where a vehicle damaged the airport security fence. Operations crews were able to repair the fence and a report was submitted to the FAA.
- Twenty plus inches of snow for the month of December. As of January 24, there has been a trace or better of snow for the month of January.

RFD has never been closed in its entirety since it first opened (1946). The Board commended the staff for this tremendous statistic!

**Ken Ryan, Deputy Director of Air Cargo**, reported on the following:

- Cargo test flights are now scheduled to begin early in March.

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

- Other than the resolution items previously discussed last week, there is no report at this time.

**OLD BUSINESS:** Andrea Gibbs and Angela Larson, Act2 Strategists presented the Commission with a Strategic Plan scorecard. They gave an overview of where we have been and where we are going. The scorecard is the tool that will be used by staff and commission to monitor the progress of the plan going forward.

**COMMITTEE REPORTS:** The Planning & Finance Committee meeting was held on December 9, 2010. The items discussed were Marketing Planning, Embry-Riddle Aeronautical University Status, Airport Budget and resolutions and ordinances. All resolutions were reviewed and recommended for approval.

**PUBLIC COMMENT:** None

**NEW BUSINESS:** None

#### **RESOLUTIONS:**

Commissioner Myers made a motion to adopt **Resolution #11-01** approving a contract with Blue Cross Blue Shield of Illinois for the period of January 1, 2011 to December 31, 2011 at the following monthly rates:

\$536.96 for single

\$1072.89 for employee plus spouse

\$983.88 for employee plus children

\$1519.81 for family coverage

The motion was seconded by Commissioner Golden and unanimously approved.

Commissioner Myers made a motion to adopt **Resolution #11-02** approving a contract with Blue Cross Blue Shield of Illinois for an optional Health Savings Account Health Plan for the period of January 1, 2011 to December 31, 2011 at the following monthly rates:

\$512.77 for single

\$1024.56 for employee plus spouse

\$939.55 for employee plus children

\$1451.34 for family coverage.

This option will include a contribution to a health savings account on behalf of the Authority in the following amounts annually to be paid out semiannually.

Employee	\$700
Employee/Spouse	\$1150
Employee/Children	\$950
Family	\$1380

The motion was seconded by Commissioner Golden and unanimously approved.

Commissioner Myers made a motion to adopt **Resolution#11-03** approving a Retainer Agreement with Crawford, Murphy & Tilly, Inc. of Rockford, Illinois for professional engineering services at the Chicago Rockford International Airport beginning January 27, 2011 through January 26, 2016. The motion was seconded by Commissioner Puri and unanimously approved.

Commissioner Myers made a motion to adopt **Resolution#11-04** approving an agreement with Leggette, Brashears & Graham, Inc. of Freeport, Illinois for environmental consulting services for a three-year period beginning January 27, 2011. The motion was seconded by Commissioner Puri and unanimously approved.

Commissioner Myers made a motion to adopt **Resolution#11-05** awarding proposal #10-10 for IP Telephony Solution to IP Communications of Rockford, IL for \$33,345. The motion was seconded by Commissioner Copeland and unanimously approved.

Commissioner Cicero made a motion to adopt amended **Resolution#11-07** approving the utilization of FY2011 budgeted, but set aside funds in the amount of \$235,000 related to marketing expenses. The motion was seconded by Commissioner Rubin, opposed by Commissioner Puri. The motion carried.

Commissioner Myers made a motion to adopt **Resolution#11-08** approving the Operations Training Center Phase II project as a replacement of the High Speed Internet and Pipe Upgrade capital projects as outlined in the FY2011 capital budget for \$27,000. The motion was seconded by Commissioner Rubin and unanimously approved.

Commissioner Myers made a motion to adopt **Resolution#11-09** authorizing staff to issue notice of vacation to the current tenant and work to finalize a lease agreement with Vivian Management Group of Rockford, IL for Food and Beverage Services in the terminal. The motion was seconded by Commissioner Cicero and unanimously approved.

Commissioner Myers made a motion to adopt **Resolution #11-10** approving \$255,000 for Ginestra-Watson, the advertising agency and media buyer for fiscal year 2011. The amount includes costs for print, outdoor and graphic design advertising, services and support. The motion was seconded by Commissioner Cicero and unanimously approved.

Commissioner Myers made a motion to adopt **Resolution #11-11** approving \$190,000 for Hayes Marketing a media buyer for TV and radio ads for the fiscal year 2011. The motion was seconded by Commissioner Cicero and unanimously approved.

Commissioner Myers made a motion to adopt **Resolution #11-12** approving an advertising/promotional contract for \$20,000 from A-Z Group Ltd. publisher of Air Cargo Week. The motion was seconded by Commissioner Cicero and unanimously approved.

Commissioner Myers made a motion to adopt **Resolution #11-13** approving a contract for \$20,000 for Air Cargo World. The motion was seconded by Commissioner Cicero and unanimously approved.

Commissioner Myers made a motion to adopt **Resolution #11- 14** approving the Rental Car Concession Lease Agreement with Enterprise Rental Car, Midwest, LLC d/b/a National Car Rental, Alamo Rent A Car and Enterprise Rent A Car for a five year lease term commencing on March 1, 2011. The motion was seconded by Commissioner Golden and unanimously approved.

There being no further business, a motion was made by Commissioner Golden, seconded by Commissioner Rubin and was unanimously approved to adjourn. The meeting adjourned at 6:48 p.m.