



**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, February 24, 2011, in the Greater Rockford Airport Authority Auditorium, 60 Airport Drive, Rockford, IL.

Chairman Boyer called the meeting to order at 5:33 p.m.

BOARD/LEGAL	P	A	STAFF	P	A	GUESTS/OTHER STAFF
Brian Boyer	X		Bob O'Brien	X		Brian Leaf – RRS
Paul Cicero	X		Amy Ott	X		Neal Toldoxi – citizen
K. Edward Copeland	X		Franz Olson	X		Tim & Colene Vivian – Airmentities
Darrin Golden	X		Ken Ryan	X		Matt Zinke – GRAA
Tom Myers	X		Kathy Bruggeman	X		Geoff Oman – GRAA
Bharat Puri	X		Zachary Sundquist	X		Zach Oakley – GRAA
Phil Rubin	X		Carol Moyer	X		Jan Benoit – GRAA
Thomas Lester	X					Dave Lindberg – GRAA
						Mike Peranich – GRAA

A motion was made by Commissioner Rubin, seconded by Commissioner Golden and unanimously approved to accept the minutes of the January 24, 2011 regular Board Meeting as presented.

NEW BUSINESS: Director O'Brien introduced Tim and Colene Vivian of Chiles Catering. They submitted the restaurant proposal of which the Board has discussed and will conduct a final vote on at tonight's meeting. Colene stated that they are very excited about this opportunity. They will start out bringing the café into a new mode while adding a gift shop. They will work with some of the local companies such as Little Chocolatier and Midway Village who will offer items for purchase that are made locally. The new café will be called Airmentities. It will eventually become its own destination spot as well as an added asset to the airport for the experience of its customers.

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:

- Introduced several key members of the Operations team: Matt Zinke – Operations Manager, Dave Lindberg – Operations Supervisor, Zach Oakley – Operations Supervisor and Mike Peranich – Operations Specialist. These are the key staff members who helped to get through the worst blizzard in northern Illinois history and kept RFD open!

Director O'Brien added that RFD was one of the very few airports that were operational during the entire storm. It is something to be very proud of not only for ongoing operations but for emergency operations. We proved our exceptional capabilities to our partners – UPS, BAX Global and the airlines that even in the worst of things we can still stay open. RFD has been submitted for a Balchen Post Award for the past winter season. We are awaiting word on the status of such award.

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

- Fiscal year 2012 draft Budget presentation. The public hearing will take place in April. There will be meetings with staff and board in preparation for the final budget.
 - Cash based budget, which at this time does not incorporate the strategic initiatives outlined in the most recent strategic plan.
 - Cash balance projections.
 - Five-year history of the operating and non-operating revenues and expenses.
 - Breakdown/budget justifications for all areas including Revenues and non-operating revenues and by department for Finance & Administration, Operations & Facilities, Air Service Marketing, Terminal Services and AirFest.
 - Proposed capital projects and equipment.
 - Proposed budget presents a net positive and has excess funds.
 - **Matt Zinke, Operations & Facilities Manager** gave a presentation on Operations & Facilities budget justifications and an overview of departmental functions.
 - **Geoff Oman, Acting Marketing Manager** gave a presentation on Air Service Marketing budget justifications and processes.

COMMITTEE REPORTS: The Planning & Finance Committee meeting was held on January 17, 2011.

PUBLIC COMMENT: None

NEW BUSINESS: None

OLD BUSINESS: Deputy Director Olson mentioned Go Global scheduled for April 12 & 13 at the Radisson. Commissioner Puri stated his opinion on the marketing budget as follows: "It was my understanding when we voted on the budget last year that the set aside dollars were to be used for new routes only. Plus, Board mentioned as a directive that no cash rebates were to be given. Based on Staff's projections for Cancun/Apple which is not a new route and we have a revenue share guarantee agreement with we have a \$28,000 loss (a worst case scenario). So, in essence, we just spent \$200,000 to save \$28,000." Chairman Boyer stated that "my thoughts are in trying to fill the planes for the Cancun flights and to promote West Palm Beach as a new destination, the money was spent necessarily."

Director O'Brien asked for authorization for upcoming business travel all of which are included in the fiscal year 2011 budget:

- National Air Service Conference, April 10 – 12 in Lansing, Michigan – one attendee
- Allegiant Air Service Conference, May 4-6 in Las Vegas – three attendees
- One staff member has been invited to Washington to speak on behalf of the Foreign-Trade Zone #176.

Operations & Facilities

- Safety management system training in San Antonio, TX – two employees
- Airport equipment show, March in Las Vegas – two employees
- Building operation certificate training, March in Chicago – two employees

Commissioner Puri asked Director O'Brien if he felt that it would be a good idea to send a Commissioner with staff to the Allegiant Air Conference. Director O'Brien stated, "No, I don't see it necessary for a commissioner to attend as this is a staff function. But, in as much as there is a commissioner who is interested in air service development, they are welcome. He added that with the limited resources that we have and I would hate to see a staff member bumped, but if you want to attend, certainly." Commissioner Cicero and Puri both approved the proposed travel.

Director O'Brien stated that there is a difference of opinion as to the requirements in regards to meeting minutes for the monthly Planning & Finance Committee Meetings. It was determined that since the meetings are being taped that summarized meeting minutes are sufficient. If any Board Member needs to hear a taped meeting, they can access those through the Administration Department.

RESOLUTIONS:

Commissioner Myers made a motion to adopt **Resolution #11-15** approving the Rental Car Concession Lease Agreement with Avis/Budget for a five-year lease term

commencing on March 1, 2011. The motion was seconded by Commissioner Cicero and unanimously approved.

Commissioner Myers made a motion to adopt **Resolution #11-16** approving the Building Lease Agreement with Rock Valley College for the Aviation Technology facility located at 6349 Falcon Road for the term of ten (10) years, the commencement date was January 1, 2009 and termination date is December 31, 2018. The motion was seconded by Commissioner Rubin and unanimously approved.

Commissioner Myers made a motion to adopt **Resolution #11-17** approving the Lease Agreement with Vivian Management Group for the operation of the Food and Beverage Concessions in the Main Terminal Building to include both the pre and post security areas for a five-year term commencing on February 26, 2011. The motion was seconded by Commissioner Rubin and unanimously approved.

Commissioner Myers made a motion to adopt **Resolution #11-18** adopting the tentative Budget and Appropriation Ordinance for fiscal year May 1, 2011 ending April 30, 2012. The motion was seconded by Commissioner Rubin and unanimously approved.

Commissioner Myers made a motion to adopt **Resolution #11-19** approving and ratifying the actions of the Executive Director in the establishment of the National Incident Management System (NIMS) as the standard for incident management activities of the Greater Rockford Airport Authority. The motion was seconded by Commissioner Rubin and unanimously approved.

Commissioner Myers made a motion to adopt **Resolution #11-20** approving and ratifying the actions of the Executive Director in the execution of the Mutual Aid Agreement as set forth. The motion was seconded by Commissioner Cicero and unanimously approved.

Commissioner Golden motioned to approve **Resolution #11-21** approving a proposal with Baker Tilly of Madison, WI for a three-year term for audit services beginning May 2011. The motion was seconded by Commissioner Rubin and unanimously approved.

Commissioner Cicero motioned to enter into executive session pursuant to Section 5 ILCS 120/2(c)(5) of the open meetings act to discuss the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. Executive session was entered into at 6:54 pm.

There being no further business, a motion was made by Commissioner Puri, seconded by Commissioner Rubin and was unanimously approved to adjourn. The meeting adjourned at 7:06 p.m.