



**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 22, 2007, in the Greater Rockford Airport Authority Auditorium, 60 Airport Drive, Rockford IL.

Chairman Dunn called the meeting to order at 5:32 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>
Eugene Allen		X	Bob O'Brien	X		Thomas Bona – RRS
Brian Boyer	X		Amy Ott	X		Seth Nygren – Intern
Michael Dunn	X		Franz Olson		X	Dave Lindberg – GRAA
Gwen Gulley	X		Jan Benoit	X		Channel 13 – Camera
Mary Norman	X		Kathy Bruggeman	X		Brad Englin – GRTC
Peter Provenzano		X	Zachary Sundquist	X		
Bharat Puri	X		Wayne Langy		X	
Thomas Lester	X					

A motion was made by Commissioner Norman, seconded by Commissioner Puri and unanimously approved by voice vote to accept the minutes of the January 25, 2007 Regular Board Meeting as presented.

**DIRECTORS REPORTS:**

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

- The tentative budget and appropriation ordinance is on the agenda for approval tonight as a requirement for a 30-day public viewing.
- The monthly financial reports are included in your packet tonight. The requested modifications were made to the income statement and minor changes in other areas. An overview will be given in more detail at the next Planning & Finance Committee Meeting.
- Last week we finalized our FEMA paperwork for grant reimbursement request related to snow event/emergency on the weekend of December 1, 2006. The estimated reimbursement of that grant is \$76,000.
- Due to the overwhelming response to the FTZ workshop held earlier this month, we will be having a follow up meetings. Tommy Berry of Point of Trade Services will be conducting those meetings with several interested companies.

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

- Director O'Brien congratulated the Finance Department on receiving for the ninth year, an award for the Distinguished Annual Financial Report.

- Gave an overview of passengers numbers for Allegiant, United and Apple Vacation, which are up from 2006.

**Zachary Sundquist** reported on the following for Franz Olson:

- Preparation continues for our Annual FAA certification. Our original inspection dates in February were cancelled due to inclement weather. The inspection is scheduled for March 20 and 21.
- Staff is also preparing for the tri-annual full-scale exercise tentatively scheduled for late June/early July.
- Escalator installation is expected in Early March. Restroom modifications are now underway.
- Additional furniture has arrived and been installed in the Terminal Building increasing our seating capacity and “leisurely feel” to the boarding area.
- Early last week a passenger awaiting a Las Vegas flight suffered a heart attack in the Terminal. Staff responded and called 911. The individual was transported to the hospital and is recovering.
- Approximately February 4, five cars were vandalized in our parking lots. Staff has increased inspections of the lot throughout the day and Rockford Police have stepped up random patrols of our parking lots.
- This week is the last week for a few key people in the RFD family...Nunzio Pace, Emery Air station manager is leaving to pursue other endeavors. Karen Danakas will be assuming his roles. We would like to thank Nunzio for his efforts in enhancing the passenger experience, and look forward to working with Karen in the future.
- US Customs and Border Protection Port Director Valerie Minnich will retire March 3<sup>rd</sup>. Staff held a lunch in her honor. Valerie was instrumental in launching our International Arrival Gate, as well as assisting staff as Foreign Trade Zone development has increased in recent months. The vacant position has been advertised and we are expecting notification of our new port director shortly.
- Last Friday, Airport Rescue and Firefighting crews responded to an Alert involving a corporate aircraft from MDW to Aspen. On takeoff, the pilot thought he may have shredded a tire and declared an emergency. Our ARFF crews responded to the Alert. The aircraft and nine passengers landed without incident. The passengers were evacuated on the runway as a precaution. The runway was closed for approximately 45 minutes due to this incident. Our other runway remained open.
- Shift supervisors Matt Zinke and Dave Lindberg will be attending an Airport Safety Officer School (ASOS) in New Orleans March 11-14. The school will help to update staff on recent changes to FAA regulations regarding airfield safety.
- This week RFD received five cargo diversions from Toledo due to fog. BAX/ATI handled all the aircraft along with Emery Air.

## COMMITTEE REPORTS:

**Planning & Finance Committee:** None

**PUBLIC COMMENT:** None

**OLD BUSINESS:** None

**NEW BUSINESS:** None

## RESOLUTIONS:

Commissioner Norman made a motion to adopt **Resolution #07-10**, consenting to the sublease of the former Clarcor hangar (Aviation Plot #14, located at 40 Airport Drive), by and between Kaney Aviation Properties, LLC and OSF Aviation LLC. The motion was seconded by Commissioner Puri and approved by four votes with Commissioner Gully abstaining from the vote.

Commissioner Norman made a motion to adopt Resolution **#07-11**, approving consulting services with Point of Trade Services, Inc. of Panama City, FL. for services through April 30, 2007 not to exceed \$17,000. The motion was seconded by Commissioner Gulley and unanimously approved.

Commissioner Norman made a motion to adopt **Resolution #07-12**, approving an increase in the contract amount with KMK Media of Rockford, IL. from \$15,000 to \$20,000 for services through April 30, 2007. The motion was seconded by Commissioner Boyer and unanimously approved.

Commissioner Norman made a motion to adopt **Resolution #07-13**, awarding the Request for Proposal for AirFest 2007 program design and printing to Rochelle Printing of Rochelle, IL. in the amount of \$8,409.80 for 6,000 programs. The motion was seconded by Commissioner Boyer and unanimously approved.

Commissioner Norman made a motion to adopt **Resolution #07-14**, approving an independent contractor agreement with Innovative Consulting Group (Lou Mengsol) of Beloit, WI. for national sponsorships sales for AirFest 2007 at a rate of 10% for all eligible sales and \$2,650 to attend the IEG Sponsorship meeting. The motion was seconded by Commissioner Boyer and unanimously approved.

Commissioner Norman made a motion to adopt **Resolution #07-15**, authorizing the Executive Director to execute the following cash, trade and in-kind sponsorships for AirFest 2007:

Pepsi (Rockford, IL) for \$23,152 in cash and trade, and significant in-kind marketing and promotion.

WTVO-WQRF (Rockford, IL) for \$25,000 for in-kind media services and promotion.

River District Catering (Rockford, IL) for \$19,895 for trade and in-kind services.

The motion was seconded by Commissioner Boyer and unanimously approved.

Commissioner Norman made a motion to adopt **Resolution #07-16**, approving a contract with Bob Lindstrom of Rockford, IL. in an amount of 50% of the total cost shared with Winnebago County not to exceed \$25,000. The motion was seconded by Commissioner Boyer and unanimously approved.

Commissioner Norman made a motion to adopt **Resolution #07-17**, adopting the Tentative Budget and Appropriations Ordinance for the fiscal year beginning May 1, 2007 and ending April 30, 2008. The motion was seconded by Commissioner Gulley and unanimously approved.

Commissioner Norman made a motion to adopt **Resolution #07-18**, approving an increase in the Passenger Facility Charge from \$3.00 less expenses to \$4.50 less expenses for all enplaned passengers. The motion was seconded by Commissioner Boyer and unanimously approved.

**OTHER BUSINESS:** Executive Director O'Brien gave a brief overview on an update meeting with Congressman Manzullo that was held this week regarding the \$725,000 Small Business Administration Grant. A prepared document was left with the Congressman outlining how RFD has invested those dollars.

**EXECUTIVE SESSION:** None

Commissioner Gulley made a motion to adjourn at 6:05 p.m., which was seconded by Commissioner Boyer and unanimously approved.

The meeting adjourned at 6:05 p.m.