

METROPOLITAN AIRPORT AUTHORITY OF ROCK ISLAND COUNTY, ILLINOIS
MINUTES
BOARD OF COMMISSIONERS
December 18, 2018

The Board of Commissioners of the Metropolitan Airport Authority of Rock Island County, Illinois, held its monthly meeting in the Airport Terminal Conference Room, Quad City International Airport, Moline, Illinois, on Tuesday, December 18, 2018 pursuant to bylaws and meeting notice previously posted.

Commissioners

PRESENT: Molly Foley, John McGregor, Jodi Fisk, James Jannes,
Kurt Donnelly, Jennifer Radloff, Richard Work, John Malvik

ABSENT: None

APPROVED BY
Board of Commissioners
Date 1-15-19

Others Present

Benjamin Leischner, Executive Director
Angela Burch, Controller
Jo Johnson, Dir of HR & Risk Mgmt
Chere Steiner, Executive Assistant
Cathie Rochau, Marketing Coordinator
Marlin Jackson, Bldg. Maint. Supervisor
Jeff Swan, Interim Public Safety Mgr

Brad Gantt, Airfield Maint. Supervisor
Roger Strandlund, Califf & Harper PC
Heidi Hobkirk, RSM US
Travis Strait, CMT
Jana Brau, Paradies
Sarah Ritter, QC Times
Jason Gordon, QC Chamber

Chairman Malvik called the meeting to order at 8:00 a.m.

1. Moved Commissioner Fisk, second Commissioner Work, for the Minutes of the board meeting and executive session held on November 20, 2018, to be approved. Motion carried by unanimous verbal vote.
2. There were no petitions or communications to the Board.
3. Benjamin Leischner reviewed the Director's Update, outlining the impact a November snow event had on the airport and its travelers, the outstanding efforts put forth by the Public Safety department and the overall commitment of MAA employees to the safety and security of the Airport. A copy of the document will be placed on file.
4. Report of Officers and Standing Committees:
 - a. Angela Burch, Controller, presented the Treasurer's Report for November 2018. Cash was down \$1.66 million due to a principal and interest payment on bonds as well as various project payments. The cash position is on track with the budget. Motion by Commissioner Foley, second Commissioner McGregor, for the Treasurer's Report to be approved. Motion carried by unanimous verbal vote.

- b. and c. The Metropolitan Airport Authority Financial Statements for November 2018 and the LLC Financial and Activity Statements for November 2018 were placed on file. Ms. Burch stated year-to-date operating revenue was up 1.35%. Parking lot revenue was up 4%. Operating expenses were up 3.12%. Non-operating revenue and expenses were up 29%. A capital contribution to the LLC may not be needed this year.

LLC operating revenue was up just under 12%. Allegiant ground handling was up due to the addition of Punta Gorda service. Airline GSE and customer care services are new to the report. Operating expenses were up 9.84% due to insurance costs and the timing of fuel purchases. Two large fuel purchases have been made in December to take advantage of significant savings.

- d. The Airport Activity Summary for November 2018 was presented. Mr. Leischner reported overall passengers were down 3% for the month and up 5% for the year. Outbound seats are up through December. The report was placed on file.
- e. Mr. Leischner reviewed the Airport projects and construction report. The first six items are complete and paid, so they will come off the report. Northwest Service Road Phase II construction will begin in the spring. Airfield Lighting Phase I will pause for the winter months. Airfield Lighting Phase II begins summer 2019 with the same contractor, moved up to qualify for supplemental funding. The Master Plan Update Phase II addressing airfield geometry is covered under a grant received in FY2018. The report was placed on file.
- f. The report of bills paid in November was presented. Chairman Malvik stated the bills were approved by either the Board, Purchasing Committee or are under the dollar limit as established in the Airport Authority's Purchasing Policy. The report was placed on file.
5. Chairman Malvik requested acceptance of the FY2018 financial audit as presented to the Internal Affairs committee on 12/3/18. Motion Commissioner Jannes, second Fisk to approve. Roll call: Ayes – Commissioners Foley, McGregor, Fisk, Jannes, Donnelly, Radloff, Work, Malvik. Nays – none. Absent – none. Motion carried.
6. Chairman Malvik requested approval of a CMT Construction Phase Agreement for the Northwest Service Road-Phase 2 project in the amount of \$166,000 as discussed by the Planning Committee on 12/7/18. Commissioner Foley stated because other engineering firms may be sub-contracted for upcoming projects, she would recuse herself from those votes due to her employment relationship with IMEG. Motion Commissioner Jannes, second Donnelly to approve. Roll call: Ayes – Commissioners McGregor, Fisk, Jannes, Donnelly, Radloff, Work, Malvik. Nays – none. Absent – none. Abstain – Foley. Motion carried.
7. Chairman Malvik requested approval of a CMT Construction Phase Agreement for the Rehabilitate Airfield Electrical-Phase 2 project in the amount of \$189,900 as discussed by the Planning Committee on 12/7/18. Motion Commissioner Jannes, second Fisk to approve. Roll call: Ayes – Commissioners McGregor, Fisk, Jannes, Donnelly,

- Radloff, Work, Malvik. Nays – none. Absent – none. Abstain – Foley. Motion carried.
8. Chairman Malvik requested approval of a CMT Design Phase Agreement for the Runway 9/27 RSA Grading and Drainage Project in the amount of \$190,000 as discussed by the Planning Committee on 12/7/18. Motion Commissioner Jannes, second Fisk to approve. Roll call: Ayes – Commissioners McGregor, Fisk, Jannes, Donnelly, Radloff, Work, Malvik. Nays – none. Absent – none. Abstain – Foley. Motion carried.
 9. Chairman Malvik requested approval of a CMT Special Services Agreement for the Runway 9/27 RSA Grading and Drainage Project in the amount of \$111,000 as discussed by the Planning Committee on 12/7/18. Motion Commissioner Jannes, second Donnelly to approve. Roll call: Ayes – Commissioners McGregor, Fisk, Jannes, Donnelly, Radloff, Work, Malvik. Nays – none. Absent – none. Abstain – Foley. Motion carried.
 10. Executive Director Benjamin Leischner requested approval of a one-year agricultural lease with Schroeder Farms at \$325 per acre as discussed by the Planning Committee on 12/7/18. A Tillable.com lease form will be used as modified for the airport, subject to legal review and regulatory compliance. Motion Commissioner Foley, second McGregor to approve. Roll call: Ayes – Commissioners Foley, McGregor, Fisk, Jannes, Donnelly, Radloff, Work, Malvik. Nays – none. Absent – none. Motion carried.
 11. Mr. Leischner requested approval of a Memorandum of Understanding between the Airport Authority and Quad Cities Chamber of Commerce for restructuring the roles and responsibilities of the Air Service Committee to better serve the needs of the community, as discussed by the Planning Committee on 12/7/18. Motion Commissioner Foley, second Donnelly to approve. Roll call: Ayes – Commissioners Foley, McGregor, Fisk, Jannes, Donnelly, Radloff, Work, Malvik. Nays – none. Absent – none. Motion carried.
 12. and 13. Mr. Leischner requested approval of the Exclusive Right to Lease and Exclusive Right to Sell agreements with NAI Ruhl Commercial Company as discussed by the Planning Committee on 12/7/18. Each agreement is for one year. The Airport will also be working with the City of Moline to enhance development. Motion Commissioner Work, second Fisk to approve. Roll call: Ayes – Commissioners Foley, McGregor, Fisk, Jannes, Donnelly, Radloff, Work, Malvik. Nays – none. Absent – none. Motion carried.
 14. At 8:33 a.m., Chairman Malvik invited board members to adjourn into Executive Session for the purpose of discussing personnel, collective bargaining, property acquisition, lease pricing, security and pending or imminent litigation under the legal finding/factual basis supporting the application of exceptions to the Open Meetings Act; 5 ILCS 120/2(c) (1, 2, 5, 6, 8 and 11). Motion Commissioner Donnelly, second McGregor to conduct the meeting in Executive Session. Roll call: Ayes –

12/18/18

Commissioners Foley, McGregor, Fisk, Jannes, Donnelly, Radloff, Work, Malvik.
Nays – none. Absent – none. Motion carried.

Remaining in the conference room were the Board Commissioners, Benjamin Leischner, Angela Burch, Jo Johnson, Chere Steiner and Roger Strandlund.

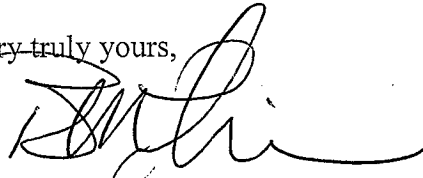
At 9:20 a.m., Motion Commissioner Fisk, second Donnelly to adjourn back into regular session. Roll call: Ayes – Commissioners Foley, McGregor, Fisk, Jannes, Donnelly, Radloff, Work, Malvik. Nays – none. Absent – none. Motion carried.

No formal action was taken.

15. No action items arose from Closed Session.

Being no further business, motion Commissioner Fisk, second Work, to adjourn the meeting at 9:21 a.m. Motion carried unanimously and the meeting was concluded.

Very truly yours,

A handwritten signature in black ink, appearing to read 'B. Leischner', written over the closing text.

Benjamin Leischner, Assistant Secretary
For: Richard Work, Secretary