

METROPOLITAN AIRPORT AUTHORITY OF ROCK ISLAND COUNTY, ILLINOIS
MINUTES
BOARD OF COMMISSIONERS
November 17, 2020

APPROVED BY
Board of Commissioners
Date 12-17-2020

The Board of Commissioners of the Metropolitan Airport Authority of Rock Island County, Illinois, held its regular monthly meeting by virtual media and limited in-person attendance on Tuesday, November 17, 2020 pursuant to bylaws and meeting notice previously posted, with a live-feed to the MAA Conference Room to comply with Governor Pritzker's Proclamations and Executive Orders regarding Public Meetings in response to the coronavirus pandemic.

Commissioners:

PRESENT BY GOTO MEETING: Kurt Donnelly, Jennifer Radloff, James Jannes
John Malvik, John McGregor, Richard Stone

ABSENT: Richard John, Jr.

Present in Terminal Conference Room:

Jodi Fisk, Board Chairman
Benjamin Leischner, Executive Director
Chere Steiner, Executive Assistant
Joe Goetz, Operations Manager
Roger Strandlund, Califf & Harper PC

Also Present by Goto Meeting:

Angela Burch, Director of Finance; Jo Johnson-Meineke, Director of HR & Risk Mgmt; Jeff Swan, Public Safety Manager; Marlin Jackson, Airport Facilities Manager; Betsy Kaiser, Accounting Manager; Kevin Larson, Building Services Supervisor; Travis Strait, CMT.

Chairman Fisk called the meeting to order at 8:00 a.m. and stated the meeting was returned to a virtual format due to the surge of COVID-19 cases in the Quad Cities area. Chairman Fisk also announced that due to online participation by Commissioners without video, there will be a roll-call vote for all approvals during this meeting.

1. Motion Commissioner Jannes, second Donnelly for the Minutes of the monthly board meeting and executive session held on October 20, 2020 to be approved. Roll call: Ayes – Commissioners McGregor, Malvik, Jannes, Donnelly, Radloff, Stone, Fisk. Nays – none. Absent – John. Motion carried.
2. There were no petitions or communications to the Board.
3. Benjamin Leischner presented the Director's Update, noting the necessary return to virtual meetings and increased state mitigations due to high levels of COVID-19 around the region. Mr. Leischner thanked Commissioners and essential airport workers for their continued commitment to the safety of passengers and coworkers during this time when holiday plans are being altered or cancelled to slow the spread of the virus. A copy of the document was placed on file.
4. Report of Officers and Standing Committees:

- a. Angela Burch, Director of Finance, reviewed the Treasurer's Report for October 2020. Cash shows a \$1.3 million decrease by making the semi-annual bond debt payment early. The next debt payment is due in June 2021. Cash flow is up \$200,000. Everything is in budget with \$7 million over the unrestricted goal. Motion Commissioner Malvik, second Donnelly for the Treasurer's Report to be approved. Roll call: Ayes – Commissioners McGregor, Malvik, Jannes, Donnelly, Radloff, Stone, Fisk. Nays – none. Absent – John. Motion carried.
 - b. and c. The October 2020 Metropolitan Airport Authority Financial Statements and LLC Financial and Activity Statements were placed on file. Ms. Burch stated the change in net position was positive with enplanement trends slightly up but still flat. Operating revenue was down 34%, operating expenses were down 5% from last year. Upcoming winter costs will be a factor and were budgeted \$50,000 higher than 2019. Although parking lot revenue was down 70%, it was offset by other revenue sources such as rents and CARES funding. The net position was positive for October.

Trends remain similar for the LLC with a \$25,000 net operating loss offset by the payroll grant. The last payment was received in September but will carry through May. Allegiant turns were better in October. Net position sits at positive \$189,000.
 - d. The Airport Activity Summary for October 2020 was placed on file. Mr. Leischner reported total passengers were down 60% but still better than the national average. Delta numbers are unconfirmed due to local turnover so September numbers were used. Allegiant was down 40%. American posted the strongest numbers of the legacy carriers. Freight enplaned was down, freight deplaned was up, tower movements were down. More of the impact will be discussed in closed session.
 - e. Joe Goetz, Airport Operations Manager, reviewed the Airport projects and construction report. Rehab Airfield Lighting Phases 1 and 2 will remain listed until payments are 100%. Master Plan Update-Phase 2 is 97% complete and continues to wait on final comments from the FAA. Valley Construction is 90% finished on the Runway 27 RSA Grading and Drainage project with CMT's work follows actual construction. Passenger boarding bridges replacement design is complete with construction to begin in spring 2021. Alliance facilities assessment is 70% complete with no billing received as yet. The report was placed on file.
 - f. The report of bills paid in October was presented. Chairman Fisk 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. Angela Burch requested approval and acceptance of the Annual Treasurer's Report and its publication as outlined in a memo to Commissioners, adding the report is a high level summary of 2020 receipts and disbursements the Airport is required to publish. With no questions or further discussion, motion Commissioner Jannes, second by McGregor to accept the report and approve publication. Roll call: Ayes – Commissioners McGregor, Malvik, Jannes, Donnelly, Radloff, Stone, Fisk. Nays – none. Absent – John. Motion carried.
 6. Chairman Fisk noted the memo regarding approval of the Ordinance to abate extending 2020 property taxes for bond payment and interest. Angela Burch stated the Airport has not historically levied property taxes to pay debt service on bonds. This Ordinance will include the 2010 bonds and new 2020 general obligation alternate revenue bonds and the abatement must be filed or the county will charge property taxes. Motion Commissioner Malvik, second

Donnelly to approve the Ordinance. Roll call: Ayes – Commissioners McGregor, Malvik, Jannes, Donnelly, Radloff, Stone, Fisk. Nays – none. Absent – John. Motion carried.

7. Chairman Fisk noted the memo regarding extending the snow removal contract with Quint City Construction to include the upcoming winter season in an amount not-to-exceed \$170,000. Mr. Leischner indicated the intent was to provide visibility to the Board since the amount of the extension was an average of costs over the last two winters plus a 12% contingency. Motion Donnelly*, second Radloff to approve the extension. Roll call: Ayes – Commissioners McGregor, Malvik, Jannes, Donnelly, Radloff, Stone, Fisk. Nays – none. Absent – John. Motion carried.
8. Chairman Fisk noted the memo regarding participation in the Quad Cities Council of Police Chiefs Mutual Aid Agreement that outlines reciprocity of aid and promotes emergency preparedness among multijurisdictional agencies under certain stipulations and requirements. The needs of the Airport will always be met first. Motion Commissioner Malvik*, second Radloff to approve participation in the regional Mutual Aid Agreement. Roll call: Ayes – Commissioners McGregor, Malvik, Jannes, Donnelly, Radloff, Stone, Fisk. Nays – none. Absent – John. Motion carried.
9. Chairman Fisk noted the memo regarding a license agreement to occupy Airport property located at 4914 69th Avenue, Milan, acquired in August 2020. A public notice was posted for the residential license opportunity with just one respondent, Mr. Leischner's parents. A draft license to occupy will be month by month with 30 days' notice to vacate and the Airport will have unfettered access to the property. Licensee will pay \$850 per month as-is and credits will be issued for Airport-approved improvements that add value. The property could be used for intern housing in the future, aligning with strategic objectives 2 and 3. Motion Commissioner Donnelly*, second Stone to approve. Roll call: Ayes – Commissioners McGregor, Malvik, Jannes, Donnelly, Radloff, Stone, Fisk. Nays – none. Absent – John. Motion carried.
10. Ashleigh Johnston, Public Relations and Marketing Manager, provided an update of marketing initiatives and actions taken in response to COVID-19. The focus hasn't been "travel now" but rather safety measures during travel, a benefit of MLI. Flights to Atlanta have been advertised in competing markets since MLI is currently alone in the region with direct service to that destination. A new commercial was previewed and will be shown at strategic times along with social media ads, radio spots and contests to launch the campaign. A newspaper insert is planned as is a blog on the website landing page. An "employee spotlight" will begin by highlighting Allegiant personnel. Chairman Fisk thanked Ms. Johnston for the new direction and exciting strategy of the marketing program.
11. Chairman Fisk noted the memo regarding expanding work with MindFire Communications as an ongoing consultant for marketing initiatives via a contract amendment. Mr. Leischner explained the initial scope of the \$60,000 contract didn't specify project costs and payments have been made based on stated hourly rates. Amending the contract would allow staff to add specific needs following procurement guidelines, with any initiatives greater than \$20,000 brought to the Board for approval. Motion Commissioner Donnelly*, second Malvik to approve. Roll call: Ayes – Commissioners McGregor, Malvik, Jannes, Donnelly, Radloff, Stone, Fisk. Nays – none. Absent – John. Motion carried.
12. At 8:52 a.m., Chairman Fisk 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 Malvik, second Donnelly to conduct the meeting in Executive Session.

Roll call: Ayes – Commissioners McGregor, Malvik, Jannes, Donnelly, Radloff, Stone, Fisk.
Nays – none. Absent – John. Motion carried.

Attending the Closed Session were the Board Commissioners, Benjamin Leischner, Angela Burch, Jo Johnson-Meineke, Chere Steiner, Joe Goetz and Roger Strandlund.

At 9:34 a.m., Motion Commissioner Jannes, second Donnelly to return to open session. Roll call: Ayes – Commissioners McGregor, Malvik, Jannes, Donnelly, Radloff, Stone, Fisk. Nays – none. Absent – John. Motion carried.

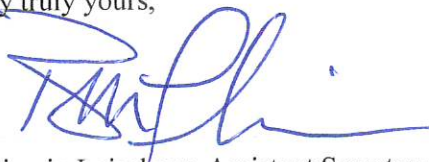
No formal action was taken.

13. Motion Commissioner Donnelly*, second Jannes to approve Mr. Leischner's involvement with the Illinois Airports Council, serving as the Director designee. Roll call: Ayes – Commissioners McGregor, Malvik, Jannes, Donnelly, Radloff, Stone, Fisk. Nays – none. Absent – John. Motion carried.

Motion Commissioner Radloff*, second McGregor to approve a license for usage of Lot 4 in the Industrial Park. Roll call: Ayes – Commissioners McGregor, Malvik, Jannes, Donnelly, Radloff, Stone, Fisk. Nays – none. Absent – John. Motion carried.

Being no further business, motion Commissioner Stone, second Donnelly, to adjourn the meeting at 9:42 a.m. Motion carried unanimously and the meeting was concluded.

Very truly yours,



Benjamin Leischner, Assistant Secretary
For: Jennifer Radloff, Secretary

**Motion to adopt the Airport staff recommendation as findings, with such recommendation being approved. As part of the Motion, the Airport Executive Director is authorized to execute all documents related to the approved transaction subject to compliance with all applicable regulatory authority and approval of Airport legal counsel.*