

METROPOLITAN AIRPORT AUTHORITY OF ROCK ISLAND COUNTY, ILLINOIS  
MINUTES  
BOARD OF COMMISSIONERS  
April 16, 2019

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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, April 16, 2019 pursuant to bylaws and meeting notice previously posted.

Commissioners

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

ABSENT: Richard John

**APPROVED BY**  
Board of Commissioners  
Date 5-21-19

Others Present

Benjamin Leischner, Executive Director  
Angela Burch, Director of Finance  
Jo Johnson, Dir of HR & Risk Mgmt  
Adam Tennant, Dir of Ops & Maint.  
Chere Steiner, Executive Assistant  
Marlin Jackson, Bldg. Maint. Supervisor  
Cathie Rochau, Marketing Coordinator  
Public Safety Officers Merten, McGuire,  
Murphy and Rogers

Brad Gantt, Airfield Maint. Supervisor  
Kayla Wendt, HR Coordinator  
Roger Strandlund, Califf & Harper PC  
Jeff Swan, Interim Public Safety Mgr  
Travis Strait, CMT  
Jeff Hardacre, TSA  
Sarah Ritter, QC Times  
Todd McGreevy, Admospheres  
Dawn Wohlford-Metallo, QC Arts

Chairman Malvik called the meeting to order at 8:00 a.m. and administered the oath of office to Michael Merten, a ten-year airport employee newly graduated from employer-sponsored law enforcement academy training to become a Public Safety Officer.

1. Moved Commissioner Donnelly, second Commissioner Fisk, for the Minutes of the board meeting and executive session held on March 19, 2019 to be approved. Motion carried by unanimous verbal vote.
2. There were no petitions or communications to the Board.
3. Benjamin Leischner presented the Director's Update, reviewing unexpected winter costs and the demands an unrelenting winter places on 24/7 operations. Also noted was the hiring of an HR Coordinator, the need to provide robust, comprehensive benefits and promotional opportunities to employees, plus the successful execution of agreements with Uber and Lyft. A copy of the document will be placed on file.
4. Report of Officers and Standing Committees:

- a. Angela Burch, Director of Finance, presented the Treasurer's Report for March 2019. Overall cash was up \$324,000 with nothing out of the ordinary to report. Parking lot revenue was up 4%. The cash position remains above budget. Motion by Commissioner Jannes, second Commissioner Fisk, for the Treasurer's Report to be approved. Motion carried by unanimous verbal vote.
  - b. and c. The Metropolitan Airport Authority Financial Statements for March 2019 and the LLC Financial and Activity Statements for March 2019 were placed on file. Ms. Burch stated operating revenue was up 1.4% year-to-date. Restructuring between MAA and LLC is reflected this month. Operating expenses were up 2.84%. Non-operating revenue was up 24%. Net change was \$1.5 million. No contribution was made to LLC.  
  
 LLC operating income/loss year-to-date was positive, so the benefit of the realignment strategy has begun. Operating revenue was up 20% and operating expenses were up 13%.
  - d. The Airport Activity Summary for March 2019 was presented. Mr. Leischner reported total passengers were up 7% for the month and up 4% year-to-date. United Express posted a large increase and new on-site maintenance is a factor. The change in number calculations is more to industry standards and with federal funds based on those numbers, it's important to be accurate. The Punta Gorda flight ends this month. The report was placed on file.
  - e. Mr. Leischner reviewed the Airport projects and construction report. There are no changes. Design work continues and the reimbursable agreement will be paid out soon. Valley Construction will begin work on the Northwest Service Road when the water table goes down. The report was placed on file.
  - f. The report of bills paid in March 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. Dawn Wohlford-Metallo presented the plan for Quad City Arts to exhibit work by local and regional artists at the airport in 2019-2020, briefly highlighting each artist with examples of their particular medium. Artists within a 250 mile radius are eligible for selection and work is displayed with pieces that complement each other.
  6. Motion Commissioner Work, second McGregor to approve reimbursement of Commissioner Fisk's travel expenses totaling \$2,477.84 to attend the ACI/AAAE Washington Legislative Conference in March as outlined in a memo to Commissioners. Roll call: Ayes – Commissioners McGregor, Fisk, Jannes, Donnelly, Radloff, Work, Malvik. Nays – none. Absent – John. Motion carried.
  7. Angela Burch requested approval of an additional principal payment of \$120,000 surplus CFC funds on the outstanding bank loan for the rental car service facility as outlined in a memo to Commissioners. The additional payment will shorten the term of the loan and reduce interest expense while maintaining adequate debt service

reserves. Motion Commissioner Jannes, second Radloff to approve the additional payment. Roll call: Ayes – Commissioners McGregor, Fisk, Jannes, Donnelly, Radloff, Work, Malvik. Nays – none. Absent – John. Motion carried.

8. Mr. Leischner requested approval of 3-year operating agreements with Raiser, LLC/Uber and Lyft, Inc., as outlined in a memo to Commissioners. Both agreements include an activation deposit, a fixed annual fee and a per-trip charge at the terminal. Chairman Malvik noted that discussion of Uber and Lyft had been ongoing for several years with no resolution but Mr. Leischner completed the process in his first year as Executive Director. Geofences are established and the ability to do real-time monitoring will be available in the future. Motion Commissioner Donnelly, second Radloff to approve the agreements. Roll call: Ayes – Commissioners McGregor, Fisk, Jannes, Donnelly, Radloff, Work, Malvik. Nays – none. Absent – John. Motion carried.
9. Mr. Leischner requested approval of a resolution in support of the Quad City Chamber Q2030 Interstate 74 Gateway Initiative to support a uniform feel for the Quad Cities focusing on a community brand and image, as outlined in a memo to Commissioners. While no financial commitment is required, the airport serves as a reflection of the community and staff will collaborate on this effort with other agencies while continuing to promote the best interests of the Airport Authority. Motion Commissioner Donnelly, second Fisk to approve the resolution. Roll call: Ayes – Commissioners McGregor, Fisk, Jannes, Donnelly, Radloff, Work, Malvik. Nays – none. Absent – John. Motion carried.
10. Adam Tennant, Director of Operations and Maintenance, requested approval of a one-year agreement with SSI, Inc. in the amount of \$20,000 for web-based training required for all airport users as outlined in a memo to Commissioners. The renewal rate remains unchanged but other options for required training will be checked going forward. Motion Commissioner Jannes, second Work to approve the agreement. Roll call: Ayes – Commissioners McGregor, Fisk, Jannes, Donnelly, Radloff, Work, Malvik. Nays – none. Absent – John. Motion carried.

Chairman Malvik noted an additional memo from Jo Johnson, Director of Human Resources and Risk Management, was distributed regarding the anticipated rise property insurance rates for FY2020. The memo was only for informational purposes and required no Board action at this time.

11. At 8:54 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 Fisk, second McGregor to conduct the meeting in Executive Session. Roll call: Ayes – Commissioners McGregor, Fisk, Jannes, Donnelly, Radloff, Work, Malvik. Nays – none. Absent – John. Motion carried.

4/16/19

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

At 9:20 a.m., airport staff except Benjamin Leischner was excused from the meeting.

At 9:24 a.m., Roger Strandlund was excused from the meeting.

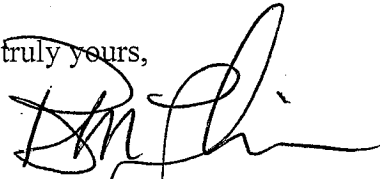
At 9:36 a.m., Motion Commissioner Donnelly, second McGregor to adjourn back into regular session. Roll call: Ayes – Commissioners McGregor, Fisk, Jannes, Donnelly, Radloff, Work, Malvik. Nays – none. Absent – John. Motion carried.

No formal action was taken.

12. Motion Commissioner Fisk, second Jannes to approve the modifications to and extension of the contract for legal services with Roger Strandlund, Califf & Harper PC. Roll call: Ayes – Commissioners McGregor, Fisk, Jannes, Donnelly, Radloff, Work, Malvik. Nays – none. Absent – John. Motion carried.

Being no further business, motion Commissioner Fisk, second Work, to adjourn the meeting at 9:38 a.m. Motion carried unanimously and the meeting was concluded.

Very truly yours,



Benjamin Leischner, Assistant Secretary  
For: Richard Work, Secretary