

METROPOLITAN AIRPORT AUTHORITY OF ROCK ISLAND COUNTY, ILLINOIS
MINUTES
BOARD OF COMMISSIONERS
March 19, 2019

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, March 19, 2019 pursuant to bylaws and meeting notice previously posted.

Commissioners

PRESENT: Richard John, Jr., John McGregor, Jodi Fisk, James Jannes,
Jennifer Radloff, Richard Work, John Malvik

ABSENT: Kurt Donnelly

APPROVED BY
Board of Commissioners
Date 4-16-19

Others Present

Benjamin Leischner, Executive Director
Angela Burch, Director of Finance
Jo Johnson, Dir of HR & Risk Mgmt
Chere Steiner, Executive Assistant
Jeff Swan, Interim Public Safety Mgr
Marlin Jackson, Bldg. Maint. Supervisor
Betsy Kaiser, Accountant

Brad Gantt, Airfield Maint. Supervisor
Jason Sandefur, Fueling Supervisor
Roger Strandlund, Califf & Harper PC
Jana Brau, Paradies
Travis Strait, CMT
Jeff Hardacre, TSA
Kevin Fuhr, Hanson Professional Svcs

Chairman Malvik called the meeting to order at 8:00 a.m. and welcomed newly appointed Commissioner for the City of Rock Island, Richard John, Jr.

1. Moved Commissioner Work, second Commissioner Radloff, for the Minutes of the board meeting and executive session held on February 19, 2019 to be approved as modified to reflect attendance by Jo Johnson, Director of HR and Risk Management. Motion carried by unanimous verbal vote.
2. There were no petitions or communications to the Board.
3. Benjamin Leischner presented the Director's Update, noting the hiring of Adam Tennant as Director of Operations and Maintenance, an indoor picnic held on Employee Appreciation Day, staff visits to the Putnam Museum's Race/Diversity exhibit, investment changes, attendance at the Legislative Conference in Washington DC and progress on providing a self-service fuel option to general aviation users. 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 February 2019. Overall cash was up \$535,000 in line with budget and unrestricted cash goals. Investment changes were made to take advantage of higher yields. Motion by Commissioner Fisk, second Commissioner Radloff, for the Treasurer's Report to be approved. Motion carried by unanimous verbal vote.
 - b. and c. The Metropolitan Airport Authority Financial Statements for February 2019 and the LLC Financial and Activity Statements for February 2019 were placed on file. Ms. Burch stated operating revenue remained flat. Activity was down due to special projects and HVAC rebates no longer on the report. Operating expenses were up 2.53%. Non-operating revenue was up 27%. No capital contribution was made to the LLC.

LLC operating revenue was up 18.42% due to new passenger services and deicer sales. Operating expenses were up just under 17% due to increased costs for ground services, fuel and labor purchases.
 - d. The Airport Activity Summary for February 2019 was presented. Mr. Leischner reported total passengers were flat. Allegiant is not expanding, Denver flights have been full. Commissioners were reminded the report now includes non-revenue users of the facility. The report was placed on file.
 - e. Mr. Leischner reviewed the Airport projects and construction report. Bad weather has hampered progress on projects but headway was made on design work. Flood waters were over route 150, an area to be addressed by the drainage project. Valley Construction has indicated work on the Northwest Service Road project may start soon. The report was placed on file.
 - f. The report of bills paid in February 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. Mr. Leischner requested the June 2019 regular meeting date be changed to June 25 to facilitate attendance at the AAAE Annual Conference in Boston as further outlined in a memo to Commissioners. Motion Commissioner Jannes, second Radloff to approve the amended date. Roll call: Ayes – Commissioners John, McGregor, Fisk, Jannes, Radloff, Work, Malvik. Nays – none. Absent – Donnelly. Motion carried.
 6. Mr. Leischner requested ratification of a TSA lease extension for office and warehouse space at 3% escalation per year as further outlined in a memo to Commissioners. The TSA director located at MLI serves all of downstate Illinois. The lessor is changed from QCIA Airport Services, LLC to Metropolitan Airport Authority to correctly designate MAA as the landlord and the LLC as the service provider. Motion Commissioner Fisk, second John to approve the amendment. Roll call: Ayes – Commissioners John, McGregor, Fisk, Jannes, Radloff, Work, Malvik. Nays – none. Absent – Donnelly. Motion carried.

7. Mr. Leischner requested approval to restructure the rights and duties between the Metropolitan Airport Authority and QCIA Airport Services, LLC regarding how fueling operations and fuel system maintenance services are provided, as outlined in a memo to Commissioners. The recommendation is to modify and rename the fuel facility agreement to reflect the Metropolitan Airport Authority as the owner with a fixed fee of \$25,000 per month to QCIA Airport Services, LLC to manage the operation. Motion Commissioner Work, second McGregor to approve the modifications. Roll call: Ayes – Commissioners John, McGregor, Fisk, Jannes, Radloff, Work, Malvik. Nays – none. Absent – Donnelly. Motion carried.
8. Ms. Burch requested approval of revisions to accounting procedures regarding the fueling lines of business, as outlined in a memo to Commissioners. A handout was provided with examples of proposed changes and estimated impact. The change in recording purchases of fuel for resale would be retroactive to July 1, 2018. Revisions to recording of fuel flowage fees and the monthly operation and maintenance fee paid to QCIA Airport Services, LLC would be effective March 1, 2019. These changes are in accordance with GAAP. Motion Commissioner Jannes, second Fisk to approve the modifications. Roll call: Ayes – Commissioners John, McGregor, Fisk, Jannes, Radloff, Work, Malvik. Nays – none. Absent – Donnelly. Motion carried.
9. Jo Johnson, Director of HR and Risk Management, requested support for groups of employees to visit the RACE: Are we so Different? Exhibit at the Putnam Museum during work hours in April, to include discussion circles and lunch for each outing, as outlined in a memo to Commissioners. Commissioners were invited to participate in visits to the exhibit with airport staff. Consensus was received in favor of promoting the diversity project.
10. At 8:54 a.m., Chairman Malvik invited board members to adjourn into Executive Session for the purpose of discussing personnel, collective bargaining, 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, 8 and 11). Motion Commissioner Fisk, second McGregor to conduct the meeting in Executive Session. Roll call: Ayes – Commissioners John, McGregor, Fisk, Jannes, Radloff, Work, Malvik. Nays – none. Absent – Donnelly. Motion carried.

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

At 9:23 a.m., Motion Commissioner Fisk, second Work to adjourn back into regular session. Roll call: Ayes – Commissioners John, McGregor, Fisk, Jannes, Radloff, Work, Malvik. Nays – none. Absent – Donnelly. Motion carried.

At 9:24 a.m., Motion Commissioner Fisk, second McGregor to return to Executive Session for the purpose of discussing property acquisition and lease pricing under the legal finding/factual basis supporting the application of exceptions to the Open Meetings Act; 5 ILCS 120/2(c) (5 and 6). Roll call: Ayes – Commissioners John, McGregor, Fisk, Jannes, Radloff, Work, Malvik. Nays – none. Absent – Donnelly. Motion carried.

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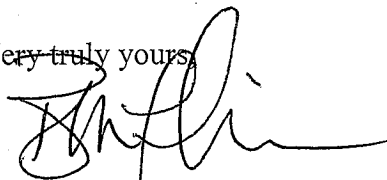
At 9:42 a.m., Motion Commissioner John, second Jannes to adjourn back into regular session. Roll call: Ayes – Commissioners John, McGregor, Fisk, Jannes, Radloff, Work, Malvik. Nays – none. Absent – Donnelly. Motion carried.

No formal action was taken.

11. No action items arose from Closed Session.

Being no further business, motion Commissioner Fisk, second John, to adjourn the meeting at 9:42 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 text 'Very truly yours,'.

Benjamin Leischner, Assistant Secretary
For: Richard Work, Secretary