

METROPOLITAN AIRPORT AUTHORITY OF ROCK ISLAND COUNTY, ILLINOIS  
MINUTES  
BOARD OF COMMISSIONERS  
October 20, 2020

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The Board of Commissioners of the Metropolitan Airport Authority of Rock Island County, Illinois, held its regular monthly meeting on Tuesday, October 20, 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.

**APPROVED BY**  
Board of Commissioners  
Date 11/17/20

Commissioners:

PRESENT: Jodi Fisk, Kurt Donnelly, Jennifer Radloff, James Jannes  
John Malvik, John McGregor, Richard John Jr., Richard Stone

ABSENT: None

Also Present in Terminal Conference Room:

Benjamin Leischner, Executive Director	Joe Goetz, Operations Manager
Angela Burch, Director of Finance	Ashleigh Johnston, PR & Marketing Mgr.
Jo Johnson-Meineke, Dir of HR & Risk Mgmt.	Jeff Swan, Public Safety Manager
Chere Steiner, Executive Assistant	
Roger Strandlund, Califf & Harper PC	

Present via Internal Call-In to Live Feed:

Marlin Jackson, Airport Facilities Manager; Betsy Kaiser, Accounting Manager; Kevin Larson, Building Services Supervisor; Kayla Wendt, HR Generalist; Travis Strait, CMT.

Chairman Fisk called the meeting to order at 8:00 a.m. and reminded attendees there was a live video feed to the meeting with a speaker on the table for better audio.

1. Motion Commissioner Malvik, second Radloff for the Minutes of the monthly board meeting and executive session held on September 22, 2020 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, noting the continued effect of the COVID-19 pandemic on the airline industry. Positive feedback has been received on the Airport's cleanliness, the supply of masks and hand sanitizer provided to travelers and the extra space available for social distancing. Also mentioned was progress Alliance has made toward terminal upgrades through workshops and systems reviews. Mr. Leischner informed Commissioners that QCIA was awarded the Excellence in Airport Training award for completing over 250 annual training classes, and four public safety employees received Hall of Fame status for completing over 567 specialized training courses. 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 September 2020. The cash position sits at \$22.2 million, up from the prior month due to large construction payments and CARES Act funding received from the State as well as some tenant payments previously deferred. Interest income is down 40% due to low rates. Mr. Leischner added that a letter was sent to the State to rescind a request for the State to act as our agent to receive federal funds. CARES Act funding can be received in four days rather than waiting 3 months or more by submitting invoices directly to the FAA. Motion Commissioner Donnelly, second Stone for the Treasurer's Report to be approved. Motion carried by unanimous verbal vote.
- b. and c. The September 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 \$1.2 million compared to positive \$1.395 last year. \$945,000 in CARES Act funding was received from July 1 to Sept 30. Enplanement trends are 4% higher this month with parking lot revenue and other line items slightly better in September. The 2010 bonds were removed with a one-time budgeted non-operating revenue expense of \$200,000.

The LLC had an operating income loss of \$30,000 for the month, consistent since June. Revenues are down following the continued drop in activity, fuel sales, ground handling and GSE repairs. Change in YTD net position is positive \$215,000 due to the payroll stabilization grant. If the downturn continues, the LLC could end the year with a \$50,000 loss.

- d. The Airport Activity Summary for September 2020 was presented. Mr. Leischner reported total passengers have plateaued with enplanements the same at August. September is normally the slowest month for Allegiant. Delta has continued their commitment to not sell middle seats. Passenger levels are better but there is still no word on Detroit or Minneapolis flights. Freight was up 21% and tower movements were down 18%. MLI numbers continue to be above the national average. The report was placed on file.
- e. Joe Goetz, Airport Operations Manager, reviewed the Airport projects and construction report, noting the top two projects are awaiting final papers and GIS information. Master Plan Update-Phase 2 is still awaiting the final round of comments from the FAA. Valley Construction is slightly ahead of schedule on the Runway 27 RSA Grading and Drainage project with completion anticipated mid-November and CMT's work will lag slightly behind actual construction. Boarding bridges replacement will begin next month and Alliance facilities assessment is 20% complete. The report was placed on file.
- f. The report of bills paid in September 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. Jeff Swan, Public Safety Manager, gave a presentation on the required triennial emergency exercise held on August 26. There is normally a huge community participation for this event but the COVID-19 pandemic cut those numbers significantly. A delay was requested and the four options received from the FAA were declined. Other MAA departments were incorporated to assist in the roles of ambulance, police, staging and victims to simulate a shutdown. Participants were utilized twice to meet the requirement of 50 victims and COVID-19 restrictions were followed. The exercise was completed in 45 minutes instead of the usual 2 hours. After the presentation, Chairman Fisk congratulated Mr. Swan for the positive outcome under such challenging circumstances.
6. Motion Commissioner Malvik\*, second Jannes to approve and ratify the procurement of installation materials and flatwork labor from Quint City Construction in the amount of \$26,812.22, as outlined in a memo to Commissioners. The work was performed at the west end of the terminal to provide restricted parking for administrative personnel. Roll call: Ayes – Commissioners John, McGregor, Malvik, Jannes, Donnelly, Radloff, Stone, Fisk. Nays – none. Absent – none. Motion carried.
7. At 8:46 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 Donnelly, second John to conduct the meeting in Executive Session. Roll call: Ayes – Commissioners John, McGregor, Malvik, Jannes, Donnelly, Radloff, Stone, Fisk. Nays – none. Absent – none. Motion carried.

Remaining in the conference room were the Board Commissioners, Benjamin Leischner, Angela Burch, Jo Johnson-Meineke, Chere Steiner, Joe Goetz, Ashleigh Johnston and Roger Strandlund.

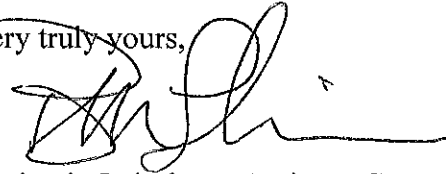
At 9:40 a.m., Motion Commissioner Radloff, second John to return to open session. Roll call: Ayes – Commissioners John, McGregor, Malvik, Jannes, Donnelly, Radloff, Stone, Fisk. Nays – none. Absent – none. Motion carried.

No formal action was taken.

8. No action items arose from Closed Session.

Being no further business, motion Commissioner Stone, second Donnelly, to adjourn the meeting at 9:41 a.m. Motion carried unanimously and the meeting was concluded.

Very truly yours,

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