

METROPOLITAN AIRPORT AUTHORITY OF ROCK ISLAND COUNTY, ILLINOIS
MINUTES
BOARD OF COMMISSIONERS
September 22, 2020

The Board of Commissioners of the Metropolitan Airport Authority of Rock Island County, Illinois, held its regular monthly meeting on Tuesday, September 22, 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 10/20/20

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
Angela Burch, Director of Finance
Jo Johnson-Meineke, Dir of HR & Risk Mgmt.
Chere Steiner, Executive Assistant
Roger Strandlund, Califf & Harper PC

Present via Live Feed in MAA Conf. Room:

Joe Goetz, Operations Manager
Ashleigh Johnston, PR & Marketing Mgr.

Present via Internal Call-In to Live Feed:

Jeff Swan, Public Safety Manager; Marlin Jackson, Airport Facilities Manager; Betsy Kaiser, Accounting Manager; Travis Strait, CMT; Daniel Carroll, RS&H

Chairman Fisk called the meeting to order at 8:01 a.m.

1. Motion Commissioner Radloff, second Donnelly for the Minutes of the monthly board meeting and executive session held on August 18, 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 unexpected duration of the coronavirus pandemic and the closing on alternate revenue bonds with significant savings on existing debt. Also mentioned was the Airport's rebranding focus and the establishment of the Illinois Airports Council to collaborate with other airports on shared interests and objectives. A copy of the document was placed on file.

There was additional discussion of the State's funding process.

4. Report of Officers and Standing Committees:

- a. Angela Burch, Director of Finance, reviewed the Treasurer's Report for August 2020. The cash position sits at \$21.1 million, down 3% from the prior month. There was \$656,000 outflow of construction payments that are 90% federally funded and not yet reimbursed. Position is \$5.4 million above the restricted goal and in line with the budget. Motion Commissioner Malvik, second Radloff for the Treasurer's Report to be approved. Motion carried by unanimous verbal vote.
- b. and c. The August 2020 Metropolitan Airport Authority Financial Statements and LLC Financial and Activity Statements were placed on file. Ms. Burch stated operating revenue was down 35% as projected. Total passengers plateaued, down 66% as in July, with PFC-CFC revenue dependent on those numbers. On the report, the CARES Act funding was moved to Intergovernmental revenue with \$627,000 in funding received in July and August. Overall change in net position YTD is positive \$1,068,000. On the balance sheet under Assets-Due from other government, the \$7.4 million due from the State is recorded. There was brief discussion on how the IMRF pension deferrals are calculated and how losses in their plan plays into the percentage the Airport pays.

The LLC had an operating income loss of \$30,000 for the month with an operating loss of \$59,000 fiscal YTD. Revenues are down following the continued drop in activity. Salaries and wages were up to stay above mandated minimum wage increases. \$228,000 has been received from the payroll stabilization grant. The 10% intercompany management fee includes grant funds.

- d. The Airport Activity Summary for August 2020 was presented. Mr. Leischner reported total passengers were again down 66%. American was down 45%, Delta was down 80% with 66% capacity. Allegiant was down 53% with lower load factors. Air freight was down 11% and tower movements down 25%. Allegiant's only route in September will be Las Vegas. September is a slow month with less flights but October is expected to be better. Carriers are fluctuating daily and no routes or services are safe. The report was placed on file.
- e. Mr. Leischner reviewed the Airport projects and construction report, noting some projects will come off the report next month. Rehab Airfield Lighting-Phases 1 and 2, GIS updates are underway. Master Plan Update-Phase 2, the ALP was resubmitted to FAA for final review. Runway 27 RSA Grading and Drainage, Commissioners were invited to tour the project where box culverts were installed to route a stream underground. Replacement of boarding bridges is new on the list and Alliance work was added in order to track. There's been issues getting timely inspections completed during the pandemic. The report was placed on file.
- f. The report of bills paid in August 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.

Mr. Leischner added the costs for IT service will vary by month.

- 5. Mr. Leischner recognized the finance department for receiving the Government Finance Officers' Association (GFOA) Certificate of Achievement for Excellence in

Financial Reporting for FY2019. Also noted was Betsy Kaiser's promotion to Accounting Manager and the Board's approval to engage a new audit partner this year. Board members expressed their congratulations and appreciation to Angela Burch and the accounting staff for their excellent work.

6. Motion Commissioner Malvik*, second Donnelly to accept the FAA AIP grant in the amount of \$2,897,860 that will fund two projects, replacement of passenger boarding bridges and acquisition of ARFF vehicle, as outlined in a memo to Commissioners. Roll call: Ayes – Commissioners John, McGregor, Malvik, Jannes, Donnelly, Radloff, Stone, Fisk. Nays – none. Absent – none. Motion carried. Mr. Leischner added that the CARES Act brought funding for these projects to 100%.
7. Motion Jannes*, second Stone to approve the purchase of a Ford F150 4x4 with equipment canopy from Lindquist Ford in the amount of \$31,980 as outlined in a memo to Commissioners. The purchase is budgeted, the current vehicle is past its useful life and will be sold by public surplus auction. Roll call: Ayes – Commissioners John, McGregor, Malvik, Jannes, Donnelly, Radloff, Stone, Fisk. Nays – none. Absent – none. Motion carried.
8. Motion Jannes*, second Radloff to approve the purchase of a Ford F450 4x4 chassis from Lindquist Ford in the amount of \$38,416 as outlined in a memo to Commissioners. The current vehicle is past its useful life and will be sold by public surplus auction. Roll call: Ayes – Commissioners John, McGregor, Malvik, Jannes, Donnelly, Radloff, Stone, Fisk. Nays – none. Absent – none. Motion carried.
9. Motion Donnelly*, second Stone to approve the purchase of a Stellar Hook Lift System and supplemental equipment from Bonnell Industries in the amount of \$76,332 through a Sourcewell contract as outlined in a memo to Commissioners. The hook lift will be installed on the Ford F450 and current equipment being replaced will be sold by public surplus auction. Roll call: Ayes – Commissioners John, McGregor, Malvik, Jannes, Donnelly, Radloff, Stone, Fisk. Nays – none. Absent – none. Motion carried.
10. Motion Jannes*, second Radloff to approve the purchase of a rotary 4-post vehicle lift and rolling jack from Tom's Automotive in the amount of \$37,179.93 through a Sourcewell contract as outlined in a memo to Commissioners. The current equipment is inoperable. Roll call: Ayes – Commissioners John, McGregor, Malvik, Jannes, Donnelly, Radloff, Stone, Fisk. Nays – none. Absent – none. Motion carried.
11. Motion Malvik*, second Donnelly to approve the Pay for Performance pay matrix as recommended by the Internal Affairs Committee at the meeting on September 15 and outlined in a memo to Commissioners. Roll call: Ayes – Commissioners John, McGregor, Malvik, Jannes, Donnelly, Radloff, Stone, Fisk. Nays – none. Absent – none. Motion carried.
12. At 8:54 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 Jannes, second

Radloff 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.

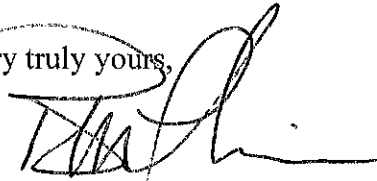
Remaining in the conference room were the Board Commissioners, Benjamin Leischner, Angela Burch, Jo Johnson-Meineke, Chere Steiner and Roger Strandlund. Joe Goetz and Ashleigh Johnston joined the closed meeting at 8:58 a.m.

At 9:27 a.m., Motion Commissioner Jannes, second Donnelly 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.

13. No action items arose from Closed Session.

Being no further business, motion Commissioner Radloff, second Jannes, to adjourn the meeting at 9:28 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.*