METROPOLITAN AIRPORT AUTHORITY OF ROCK ISLAND COUNTY, ILLINOIS
MINUTES
BOARD OF COMMISSIONERS
February 23, 2021

APPROVED BY
Board of Commissioners
Date 3-23-21

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, February 23, 2021, 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 "GoToMeeting": Chairperson Jodi Fisk, Kurt Donnelly, Jennifer Radloff, James Jannes, John Malvik, John McGregor, Richard John, Jr., Richard Stone

ABSENT: None

Present in Terminal Conference Room:

Benjamin Leischner, Executive Director
Joe Goetz, Operations Manager
Jodi Fisk, Chairperson
Roger Strandlund, Legal Counsel
Brooke Rutledge, Executive Assistant

Also Present by "GoToMeeting":

Angela Burch, Director of Finance; Jo Johnson-Meineke, Director of Human Resources and Risk Management; Ashleigh Johnston, Public Relations and Marketing Manager, Jeff Swan, Public Safety Manager; Marlin Jackson, Airport Facilities Manager; Betsy Kaiser, Accounting Manager; Travis Strait, CMT and Jeff Hardacre, Deputy Federal Security Director

Chairman Fisk called the meeting to order at 8:00 a.m.

1. Motion by Commissioner John, second by Commissioner Radloff, for the Minutes of the monthly board meeting and executive session held on January 19, 2021 to be approved. Roll call: Ayes – Commissioners Stone, Malvik, John, McGregor, Jannes, Radloff, Donnelly, Fisk. Nays – none. Absent – None. Motion carried.

2. Benjamin Leischner discussed with the Board communication received from Investigator Jan Noble of the Illinois Training and Standards Board congratulating Chief Swan and the Metropolitan Airport Authority Police for 100% compliance regarding state mandated training. Kudos were given to Chief Swan and his team for this accomplishment.

3. Benjamin Leischner presented the Director's Update. Mr. Leischner began with recognizing Airport employees for their dedicated snow removal efforts this winter season to ensure the safety of flights and passengers. Mr. Leischner discussed the continued legislative activity at both the state and federal level regarding Airport support for economic relief and administrative reform. Mr. Leischner stated the Airport was recently awarded $2.8 million in funding for payroll and COVID response expenses, and debt service payments, including

EXHIBIT A

$76,000 in rental relief for Airport tenants. Mr. Leischner expressed his pleasure that the Illinois Airports Council was successful in advocating for a change at the state level with how federal stimulus money rolls out to Airports. He stated all future federal funds that are not specific to the FAA's Airport Improvement Program will be directly coordinated between the Airport and the FAA, rather than continuing to channel through the State of Illinois. Mr. Leischner reported his excitement in this development, as it has been a key concern amongst Airport leaders within Illinois, and he is hopeful to continue working with lawmakers on future effective reform. A copy of the written version of Mr. Leischner's Director's Update was placed on file.

4. Report of Officers and Standing Committees:

   a. Angela Burch, Director of Finance, reviewed the Treasurer's Report for January 2021. The report depicts a healthy cash flow at a $775,000 increase compared to the month of December 2020. Ms. Burch attributed much of the increase to CARES funding. Motion by Commissioner Malvik, second by Commissioner Jannes for the Treasurer's Report to be approved. Roll call: Ayes – Commissioners Stone, Malvik, John, McGregor, Jannes, Radloff, Donnelly, Fisk. Nays – none. Absent – None. Motion carried.

   b. and c. The January 2021 Metropolitan Airport Authority Financial Statements and LLC Financial and Activity Statements were placed on file. Her report presented operating revenue down 33%, with operating expenses down less than 1% from last year.

      Ms. Burch's report included the observation of the LLC having a positive income of $125,000 (including the Federal payroll grant). Ms. Burch's report concluded with her responding to various inquiries on ground handling.

   d. The Airport Activity Summary for January 2021 was placed on file. Mr. Leischner reported total passengers were down 56% year-to-year, partially due to significant weather events. Mr. Leischner reported on expected enplanement numbers for the various airlines. He discussed his continued optimism on the recent resumption of United service to Denver. Mr. Leischner ended his report noting the demand for leisure travel within the community and his pleasure with current airfares.

   e. Joe Goetz, Airport Operations Manager, reviewed the Airport projects and construction report. Highlights of Mr. Goetz's review are noted in these Minutes. Master Plan Update-Phase 2 is 99% complete and approved. Valley Construction has substantially completed the Runway 27 RSA Grading and Drainage project, with only punch list items remaining. Passenger boarding bridges replacement design is 38% complete. Alliance facilities assessment is 92% complete. The report was placed on file.

   f. The report of bills paid in January 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. Ashleigh Johnston, Public Relations and Marketing Manager, gave the quarterly marketing update and review. Ms. Johnston discussed the Airport's utilization of MindFire Communications and the marketing campaign to educate the public on the airport's response to COVID-19 with an emphasis on safety and flying local. Ms. Johnston expressed her pleasure with engagement results and the overall success of marketing efforts, stating that sharing of updates on the latest developments in COVID-19 response will continue, but efforts will start to shift toward future-focused messaging.

6. Chairperson Fisk noted the memo regarding the award of a 1-year contract to SSI, Inc. for providing employee web-based airport compliance training in the amount of $20,000. Motion by Commissioner Jannes*, second by Commissioner Donnelly, to approve the award of a contract to SSI, Inc. Roll call: Ayes – Commissioners Malvik, John, McGregor, Jannes, Donnelly, Radloff, Stone, Fisk. Nays – none. Absent – None. Motion carried.

7. Chairperson Fisk noted the memo regarding a revised Employee Expense Reimbursement Policy and associated minor revision to the Electronic Communication Policy. Motion by Commissioner Donnelly*, second by Commissioner Stone, to approve. Roll call: Ayes – Commissioners Malvik, John, McGregor, Jannes, Donnelly, Radloff, Stone, Fisk. Nays – none. Absent – None. Motion carried.

8. Chairperson Fisk noted the memo regarding acceptance of federal funds as part of the Federal Aviation Administration's Airport Coronavirus Response Grant Program (ACRGP) in the amount of $2,750,066. Motion by Commissioner Radloff*, second by Commissioner Malvik, to approve. Roll call: Ayes – Commissioners Malvik, John, McGregor, Jannes, Donnelly, Radloff, Stone, Fisk. Nays – none. Absent – None. Motion carried.

9. Chairperson Fisk noted the memo regarding acceptance of federal funds as part of the Federal Aviation Administration's Airport Coronavirus Response Grant Program (ACRGP) in the amount of $76,166 to provide relief from rent and minimum annual guarantees to on-airport parking, on-airport car rental, and in-terminal airport concessions. Motion by Commissioner Donnelly*, second by Commissioner Stone, to approve. Roll call: Ayes – Commissioners Malvik, John, McGregor, Jannes, Donnelly, Radloff, Stone, Fisk. Nays – none. Absent – None. Motion carried.

10. Chairperson Fisk noted the memo regarding acceptance of additional funding received under the payroll stabilization grant awarded to QCIA Airport Services LLC by the Department of the Treasury in the amount of $88,836,25. Motion by Commissioner Jannes*, second by Commissioner Donnelly, to approve. Roll call: Ayes – Commissioners Malvik, John, McGregor, Jannes, Donnelly, Radloff, Stone, Fisk. Nays – none. Absent – None. Motion carried.

11. Chairperson Fisk noted the memo regarding the award of a 2-year on-airport rental car concession contract with the Hertz Corporation, Avis Budget Car Rental, LLC and Enterprise Rent-A-Car Company – Midwest, LLC. Motion by Commissioner Jannes*, second by Commissioner John, to approve. Roll call: Ayes – Commissioners Malvik, John, McGregor, Jannes, Donnelly, Radloff, Stone, Fisk. Nays – none. Absent – None. Motion carried.

12. Chairperson Fisk noted the memo regarding acceptance of modified financial internal controls and authorized signer requirements in support of the transition from accounts payable checks produced internally to electronic payments made through a third party financial institution. Motion by Commissioner Radloff*, second by Commissioner Donnelly, to approve. Roll call: Ayes – Commissioners Malvik, John, McGregor, Jannes, Donnelly, Radloff, Stone, Fisk. Nays – none. Absent – None. Motion carried.

13. Chairperson Fisk noted the memo regarding accepting a Resolution revising the MAA Workplace Harassment Policy to remain in compliance with Illinois Public Act 100-0554. Motion by Commissioner Stone*, second by Commissioner Radloff, to approve. Roll call:

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

14. At 9:38 a.m., Chairperson 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 by Commissioner Radloff, second by Commissioner Donnelly, to conduct the meeting in Executive Session. Roll call: Ayes – Commissioners Malvik, John, McGregor, Jannes, Donnelly, Radloff, Stone, Fisk. Nays – none. Absent – None. Motion carried.

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

    At 10:04 a.m., Motion by Commissioner Radloff, second by Commissioner Malvik, to return to open session. Roll call: Ayes – Commissioners Malvik, John, McGregor, Jannes, Radloff, Donnelly, Stone, Fisk. Nays – none. Absent – None. Motion carried.

Being no further business, motion by Commissioner John, second by Commissioner Radloff to adjourn the meeting at 10:05 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.*