

METROPOLITAN AIRPORT AUTHORITY OF ROCK ISLAND COUNTY, ILLINOIS

MINUTES

BOARD OF COMMISSIONERS

October 19, 2021

APPROVED BY
Board of Commissioners

Date 11/18/2021

The Board of Commissioners of the Metropolitan Airport Authority of Rock Island County, Illinois, held its regular monthly meeting on October 19, 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: Chairperson Jodi Fisk, Kurt Donnelly, Jennifer Radloff,
James Jannes, John Malvik, John McGregor, Richard Stone
Richard John, Jr.

ABSENT: None.

Others Present in Terminal Conference Room:

Benjamin Leischner, Executive Director
Angela Burch, Director of Finance
Jo Johnson-Meineke, Dir of HR & Risk Mgmt.
Ashleigh Davis, PR and Marketing Manager
Jeff Swan, Public Safety Chief
Roger Strandlund, Legal Counsel
Brooke Rutledge, Executive Assistant
Betsy Kaiser, Accounting Manager
Travis Strait, CMT

Also Present by "GoToMeeting":

Richard John, Jr., Commissioner; Marlin Jackson, Airport Facilities Manager; Kevin Larson, Airport Facilities Supervisor

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

1. Motion by Commissioner Radloff, Second by Commissioner Malvik, for the Minutes of the Monthly Board Meeting and Executive Session held on September 21, 2021 to be approved. Roll Call: Ayes – Commissioners Stone, Malvik, John, McGregor, Jannes, Radloff, Donnelly, Fisk. Nays-None. Absent – None. Motion carried.
2. There were no petitions or communications to the Board.
3. Benjamin Leischner presented the Director's Update. Mr. Leischner began with an overview of a recent conference meeting with an Airport airline partner, Allegiant. He noted that of four existing air carriers at the Airport, Allegiant was the quickest to recover from the COVID induced downturn. Mr. Leischner expressed his pleasure with the Girls in Aviation Day hosted on September 25, 2021 at the Airport. He stated the event was a success with more than 200 visitors and overwhelmingly positive feedback. He concluded his update by noting his excitement in growing the event next year. 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 September 2021. The report depicts an overall healthy cash position at \$29.7 million, an increase of \$700,000 from the month of August. She attributed the increase to roughly \$400,000 submitted in grant reimbursements and a decrease in construction cash outflows during the month of September compared to the month of August. Motion by Commissioner Donnelly, Second by Commissioner Radloff 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 September 2021 Metropolitan Airport Authority Financial Statements and LLC Financial and Activity Statements were placed on file. Her report for the MAA presented a positive net income of \$1.65 million year-to-date. She attributed the significant increase in net income over the month of August to increased activity and State reimbursements for the Boarding Bridge Project during the month of September. She ended her report noting operating revenue was up 34% over FY20.

Ms. Burch's report included the observation of the LLC having a profit of \$2,000 during the month of September. She attributed the profit over the month of August to Western Illinois charter activity, cargo activity, and fuel sales. Benjamin Leischner ended the report emphasizing the importance of the Airport offering competitive fuel prices and its impact on increased activity.
 - d. The Airport Activity Summary for September 2021 was placed on file. Mr. Leischner reported total passengers were down 21% compared to September 2019. Allegiant was up 2% compared to September 2019. He noted that September has historically been the slowest month for Allegiant due to a decrease in leisure travel. He ended the report stating the Airport will continue working on strategies to acquire additional service routes. The report was placed on file.
 - e. Benjamin Leischner reviewed the Airport projects and construction report. Highlights of Mr. Leischner's review are noted in these Minutes. Runway 27 RSA Grading and Draining is complete at 100%. Passenger Boarding Bridges Replacement is 70% complete. CMT has completed 45% design work for the Shorten Runway 5/23 project. 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. Ashleigh Davis, Public Relations and Marketing Manager, gave her quarterly marketing update. Ms. Davis expressed her pleasure that in working with MindFire Communications, the Airport now has a new analytics tool to streamline reporting. She provided a summary of activities completed within the quarter, such as a strategic planning process to create a marketing plan and budget for FY22, development of a marketing metrics dashboard for KPI tracking, development of a business campaign revitalizing Airport presence on LinkedIn, and development of a community sponsorship matrix to evaluate and prioritize sponsorship requests. She ended her update with a preview of the holiday campaign, which highlights why traveling out of the Quad Cities International Airport is a stress-free option.
 6. Chairperson Fisk noted the memo regarding the purchase of property located at 6908 53rd St., Milan, Illinois in the amount of \$126,000.00. Mr. Leischner informed the Board that this property acquisition aligns with the Airport's ALP for future aeronautical space. Motion by Commissioner Malvik*, second by Commissioner Jannes to approve. 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 license agreement with Gett Industries, Ltd. For Lot 4 of QC Industrial Airpark including current improvements/structures. 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 adopting an ordinance updating the Airport's Minimum Standards for Commercial Activity. Mr. Leischner informed the Board that the Airport last updated the standards in 1978. He stated the current standards create a barrier of entry to provide aeronautical services and does not align with Airport growth and engagement strategies. The updated standards reduce the threshold required for providing aeronautical services at the Airport. 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.
9. At 9:04 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 John, second by Commissioner Radloff, 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, Ashleigh Davis, Brooke Rutledge and Roger Strandlund.

At 9:39 a.m., Motion by Commissioner Malvik, second by Commissioner Donnelly, to return to open session. Roll Call: Ayes – Commissioners Malvik, John, McGregor, Jannes, Donnelly, Radloff, Stone, Fisk. Nays – None. Absent – None. Motion carried.

No formal action was taken.

Being no further business, motion by Commissioner Donnelly, second by Commissioner Stone, to adjourn the meeting at 9:40 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.*