

METROPOLITAN AIRPORT AUTHORITY OF ROCK ISLAND COUNTY, ILLINOIS  
MINUTES  
BOARD OF COMMISSIONERS  
January 18, 2022

**APPROVED BY**  
**Board of Commissioners**  
Date 2-22-2022

The Board of Commissioners of the Metropolitan Airport Authority of Rock Island County, Illinois, held its regular monthly meeting on January 18, 2022, 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, James Jannes,  
John Malvik, Richard Stone, Jennifer Radloff,  
John McGregor, Debbie Healy

ABSENT: None.

Others Present in Terminal Conference Room:

Benjamin Leischner, Executive Director  
Joe Goetz, Operations Manager  
Angela Burch, Director of Finance  
Ashleigh Davis, PR and Marketing Manager  
Brooke Rutledge, Executive Assistant

Also Present by "GoToMeeting":

Kurt Donnelly; Jennifer Radloff; John McGregor, Jo Johnson-Meineke, Dir of HR & Risk Mgmt., Jeff Swan, Public Safety Chief; Marlin Jackson, Airport Facilities Manager; Betsy Kaiser, Accounting Manager; Kevin Larson, Airport Facilities Supervisor and Jeff Hardacre, Deputy Federal Security Director.

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

1. Motion by Commissioner Malvik, Second by Commissioner Jannes, for the Minutes of the Monthly Board Meeting and Executive Session held on December 21, 2021 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. Mr. Leischner began with an overview of how the Airport has navigated the pandemic over the last three years. Mr. Leischner stated that safety has always been the number one priority for the Airport. He noted that employees were asked to change their work habits, social behaviors at work, and accept policies that had been modified several times to meet evolving state and federal requirements and recommendations. Mr. Leischner expressed his pleasure with the dedication from Human Resources keeping employees informed and managing a workload they didn't anticipate prior to 2020. He concluded his update stating that although the path forward regarding COVID-19 is unclear, the Airport remains dedicated to keeping employees informed and supported, and keeping air travel clean and safe. 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 December 2021. The report depicts an overall healthy cash position at approximately \$27.7 million, a \$1.2 million increase over the month of November. She noted that the Authority had approximately \$4.3 million in outstanding grant reimbursements due from the State during the month of November, and that just under \$1

million of those outstanding grant reimbursements were received during the month of December. Motion by Commissioner Stone, Second by Commissioner Malvik, for the Treasurer's Report to be approved. Roll Call: Ayes – Commissioners Stone, Malvik, McGregor, Jannes, Radloff, Donnelly, Fisk, Healy. Nays – None. Absent – None. Motion carried.

- b. and c. The December 2021 Metropolitan Airport Authority Financial Statements and LLC Financial and Activity Statements were placed on file. The report for the MAA presented a positive net income of just under \$2.5 million year-to-date. Ms. Burch stated operating revenues were up 35%, operating expenses were up just under 4%, and non-operating revenue and expenses were up 26% year-to-date compared to the same timeframe the year prior.

Ms. Burch's report included the observation of the LLC having positive income of \$3,300 during the month of December and a \$66,000 loss year-to-date.

- d. The Airport Activity Summary for December 2021 was placed on file. Mr. Leischner reported activity was down 25% compared to 2019. He noted air freight was down 22% and tower movements were down 4%. Mr. Leischner ended his report answering various questions on air service and noting staff is continuously engaging with airlines to work on the opportunity to add new service. The report was placed on file.
  - e. Joe Goetz, Airport Operations Manager, reviewed the Airport projects and construction report. Highlights of Mr. Goetz's review are noted in these Minutes. CMT has completed 85% and JBT AeroTech has completed 90% for the Passenger Boarding Bridges Replacement. 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 December 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. Chairperson Fisk noted the memo regarding a 1-year agreement with SSI Inc. to provide web-based airport training in the amount of \$20,000. Motion by Commissioner Radloff\*, Second by Commissioner Stone, to approve. Roll call: Ayes – Commissioners Stone, Malvik, McGregor, Jannes, Radloff, Donnelly, Fisk, Healy. Nays – None. Absent – None. Motion carried.
  6. Chairperson Fisk noted the memo regarding a 1-year agreement, with an option for 2 additional years, with Fun Coin LLC of Plymouth, IN to provide massage chairs for passenger use in the terminal building. Motion by Commissioner Malvik\*, Second by Commissioner Jannes, to approve. Roll call: Ayes – Commissioners Stone, Malvik, McGregor, Jannes, Radloff, Donnelly, Fisk, Healy. Nays – None. Absent – None. Motion carried.
  7. Ashleigh Davis, Public Relations and Marketing Manager, gave her quarterly marketing update. Ms. Davis began her update with an overview of the holiday campaign, a Stress Free Christmas Vacation, which focused on the convenience and ease of choosing MLI. Additionally, she provided a summary of activities completed within the quarter, such as launching a LinkedIn program, tips and tricks email blasts, and hosting Gov. JB Pritzker who announced a \$94 million investment in Illinois airports. She ended her update with a preview of the spring/summer campaign, Flyer's Remorse, which takes aim at the added time and expense of using another airport and why traveling out of MLI is more convenient.
  8. At 9:12 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 Stone, second by Commissioner Malvik, to conduct the meeting in Executive Session. Roll Call: Ayes – Commissioners Stone, Malvik, McGregor, Jannes, Radloff, Donnelly, Fisk, Healy. Nays – None. Absent – None. Motion carried.

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

At 9:32 a.m., Motion by Commissioner Stone, second by Commissioner Jannes, to return to open session. Roll Call: Ayes – Commissioners Stone, Malvik, McGregor, Jannes, Radloff, Donnelly, Fisk, Healy. Nays – None. Absent – None. Motion carried.

No formal action was taken.

Being no further business, motion by Commissioner Jannes, second by Commissioner Stone, to adjourn the meeting at 9:34 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.*