

METROPOLITAN AIRPORT AUTHORITY OF ROCK ISLAND COUNTY, ILLINOIS

MINUTES

BOARD OF COMMISSIONERS

March 22, 2022

APPROVED BY
Board of Commissioners
Date 4-19-2022

The Board of Commissioners of the Metropolitan Airport Authority of Rock Island County, Illinois, held its regular monthly meeting on March 22, 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,
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
Jo Johnson-Meineke, Dir of HR & Risk Mgmt.
Ashleigh Davis, PR and Marketing Manager
Betsy Kaiser, Accounting Manager
Brooke Rutledge, Executive Assistant
Kayla Wendt, HR Generalist
Travis Strait, CMT
Brad Hamilton, CMT
Jim Bohnsack, Former Commissioner
Mayor Reggie Freeman, City of East Moline
Kenneth Florey, Robbins Schwartz

Also Present by "GoToMeeting":

Marlin Jackson, Airport Facilities Manager; Kevin Larson, Airport Facilities Supervisor; and Mike Witiw, HDR

Chairman Fisk called the meeting to order at 8:00 a.m. A moment of silence, reflection of contributions, and memorial discussion was held for former Commissioner James Jannes. Chairman Fisk read a proposed Resolution in memory of Mr. Jannes to be delivered to his family upon approval. Motion by Commissioner Malvik*, Second by Commissioner Radloff, for the Resolution to be approved. Motion carried by unanimous verbal vote.

1. Motion by Commissioner Radloff, Second by Commissioner Donnelly, for the Minutes of the Monthly Board Meeting and Executive Session held on February 22, 2022 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 by reflecting on the life and contributions of Commissioner James Jannes. He noted Mr. Jannes was an enthusiastic Board member, whose dedication and optimism for the airport's future will be missed and he looks forward to finding an appropriate way of recognizing his many contributions. Mr. Leischner continued his update by expressing his pleasure with a recent visit to Washington, D.C. with Commissioner Radloff to engage legislators and provide clear direction on how they can support aviation. He stated discussions were focused on utilization of grant money for Project GATEWAY and how the government plans to distribute and administer the aid. He concluded his update by thanking staff and commissioners for their increased awareness and advocacy

on behalf of the airport. 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 February 2022. The report depicts an overall healthy cash position at approximately \$28.6 million, an \$844,000 increase over the month of January. She noted that the Authority received \$800,000 in outstanding grant reimbursements from the State, with approximately \$4 million still due to the Authority. Motion by Commissioner Donnelly, Second by Commissioner Stone, for the Treasurer's Report to be approved. Roll Call: Ayes – Commissioners Stone, Malvik, McGregor, Radloff, Donnelly, Fisk, Healy. Nays – None. Absent – None. Motion carried.
- b. and c. The February 2022 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 \$3 million year-to-date. Ms. Burch stated operating revenues were up 32%, operating expenses were up 1.63%, and non-operating revenue and expenses were up 25% year-to-date compared to the same timeframe the year prior.

Ms. Burch's report included the observation of the LLC having a \$102,000 loss year-to-date. While the MAA did budget for a potential capital contribution to the LLC for fiscal year 2022, Ms. Burch does not expect one will be needed due to the sufficient cash on hand related to the Payroll Support Program grant reimbursements received in the prior fiscal year.

- d. The Airport Activity Summary for February 2022 was placed on file. Mr. Leischner noted the shift of looking back a year for activity comparison, rather than looking at 2019 as a baseline. Mr. Leischner reported activity was up 70% compared to February 2021. He noted air freight was flat and tower movements were up 54%. 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 90% and JBT AeroTech has completed 100% for the Passenger Boarding Bridges Replacement. CMT has completed 50% design work for the Shorten Runway 5/23 project. The report was placed on file.
 - f. The report of bills paid in February was presented. Chairman Fisk noted that in conjunction with the Authority converting to online banking for vendor payments, the new process will be for Commissioners to take a vote approving all bills paid to ensure full transparency. With no further discussion, Motion by Commissioner Malvik, Second by Commissioner Donnelly for the board bills to be approved. Roll Call: Ayes – Commissioners Stone, Malvik, McGregor, Radloff, Donnelly, Fisk, Healy. Nays – None. Absent – None. Motion carried. The report was placed on file.
5. Chairperson Fisk noted that the recent passing of Commissioner Jannes created a vacancy on the Board for Treasurer. Ms. Fisk noted that given his past experience, Commissioner Malvik agreed to be Interim Treasurer until the end of the fiscal year when Board positions are evaluated. With no further discussion, Motion by Commissioner Radloff, Second by Commissioner Stone to approve Commissioner Malvik as Interim Treasurer. Roll Call: Ayes – Commissioners Stone, McGregor, Radloff, Donnelly, Fisk, Healy. Nays – None. Abstain – Malvik. Absent – None. Motion carried.
6. Chairperson Fisk noted the memo regarding the approval of entering into a memorandum of understanding with U.S. Customs and Border Protection (CBP) to reimburse CBP in an amount not to exceed \$50,000 in the first year and \$15,000 annually thereafter for the procurement, installation, and maintenance of information technology hardware. Joe Goetz, Airport Operations Manager, noted that their IT hardware is typically updated every 3-5 years, with 2015 being the last time it was updated. With no further discussion, Motion by Commissioner Donnelly*, Second by Commissioner Healy to approve. Roll Call: Ayes – Commissioners Stone, Malvik, McGregor, Radloff, Donnelly, Fisk, Healy. Nays – None. Absent – None. Motion carried.

7. Chairperson Fisk noted the memo regarding the approval of purchasing new wayfinding signage for Airport Ring Rd. from Signs Now of Davenport, Iowa in an amount not to exceed \$66,000. Joe Goetz, Airport Operations Manager, noted this purchase would replace 9 signs installed in 1999 that are starting to rust, fade, and have misinformation on them. With no further discussion, Motion by Commissioner Radloff*, Second by Commissioner Donnelly to approve. Roll Call: Ayes – Commissioners Stone, Malvik, McGregor, Radloff, Donnelly, Fisk, Healy. Nays – None. Absent – None. Motion carried.
8. Chairperson Fisk noted the memo regarding ratifying the lease agreement between the MAA and General Services Administration for 7,813 sq. ft. of space utilized by the Transportation Security Administration (TSA). Mr. Leischner recognized Joe Goetz, Airport Operations Manager, for leading this sizeable effort to get an agreement in place. With no further discussion, Motion by Commissioner Stone*, Second by Commissioner McGregor to approve. Roll Call: Ayes – Commissioners Stone, Malvik, McGregor, Radloff, Donnelly, Fisk, Healy. Nays – None. Absent – None. Motion carried.
9. Chairperson Fisk noted the memo regarding the approval of travel expenses in an amount of \$1,107.94 for Commissioner Radloff attending the 2022 ACI-NA and AAAE Spring Legislative Conference held March 3-4, 2022 in Washington, DC. Angela Burch, Director of Finance, provided a brief background on why travel expenses incurred by Commissioners must be publicly approved prior to any reimbursement being issued. With no further discussion, Motion by Commissioner Malvik*, Second by Commissioner Donnelly to approve. Roll Call: Ayes – Commissioners Stone, Malvik, McGregor, Donnelly, Fisk, Healy. Nays – None. Abstain – Radloff. Absent – None. Motion carried.
10. At 9:06 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 Malvik, Second by Commissioner Radloff, to conduct the meeting in Executive Session. Roll Call: Ayes – Commissioners Stone, Malvik, McGregor, 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, Brooke Rutledge and Kenneth Florey, Robbins Schwartz

At 9:14 a.m., Motion by Commissioner Malvik, Second by Commissioner Donnelly, to return to open session. Roll Call: Ayes – Commissioners Stone, Malvik, McGregor, Radloff, Donnelly, Fisk, Healy. 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 9:15 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.*