

METROPOLITAN AIRPORT AUTHORITY OF ROCK ISLAND COUNTY, ILLINOIS  
MINUTES  
BOARD OF COMMISSIONERS  
January 17, 2023

**APPROVED BY**  
**Board of Commissioners**  
Date 2-21-2023

The Board of Commissioners of the Metropolitan Airport Authority of Rock Island County, Illinois, held its regular monthly meeting on January 17, 2023, pursuant to bylaws and meeting notice previously posted.

Commissioners:

PRESENT: Chairman Kurt Donnelly, John Malvik, Jodi Fisk  
Jennifer Radloff, Debbie Healy, Shaun Taylor

ABSENT: Richard Stone, John McGregor.

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  
Jeff Swan, Public Safety Chief  
Betsy Kaiser, Accountant  
Brooke Rutledge, Executive Assistant  
Kenneth Florey, Robbins Schwartz  
Marlin Jackson, Airport Facilities Manager  
Stephen Kuechel, Operations Intern  
Travis Strait, CMT  
Morgan Mays, HDR  
Katie Neary, LRS

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

1. Motion by Commissioner Malvik, Second by Commissioner Radloff for the Minutes of the Monthly Board Meeting and Executive Session held on December 20, 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 looking back at how the Quad Cities International Airport fared in 2022. He noted travel demand is steadily increasing industry-wide, but airlines are still facing ongoing constrained resources. He stated this is causing airlines to make tough choices about air service, leaving some communities without any commercial air service at all. Mr. Leischner continued by explaining that although Airport staff is doing all they can to be competitive and attractive to the airlines, elevated community effort and support is needed to show a compelling story. Mr. Leischner concluded his update noting the Airport is hitting the ground running in 2023, in pursuit of a win not only for the Airport, but for the Quad Cities region. A copy of the written version of the 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 2022. The report depicts an overall healthy cash position at approximately \$32.3 million, an increase of just under \$1 million over the month of November. Ms. Burch noted the MAA received \$2.2 million in grant reimbursements from the State related to the Shorten Runway 5/23, Realign Taxiway Alpha project and spent \$1.2 million in cash outflows to contractors, resulting in a \$1 million net increase for the month of December. She stated the Shorten Runway 5/23, Realign Taxiway Alpha project is a large \$10 million project, with \$6.8 million being paid to-date. Additionally, Ms. Burch noted year-to-date investment earnings of \$287,000, with \$78,000 in interest income earnings received during the month of December, which is more in earnings during the month of December alone compared to the entire prior fiscal year,

with interest rates lingering around 4.1%. She concluded by noting the MAA is \$19 million over an internal unrestricted cash goal of \$12 million, which is a strong position to be in with Project GATEWAY underway. Motion by Commissioner Fisk, Second by Commissioner Healy, for the Treasurer's Report to be approved. Roll Call: Ayes – Commissioners Fisk, Malvik, Radloff, Donnelly, Healy, Taylor. Nays – None. Absent – Stone, McGregor. Motion carried.

- b. and c. The December 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 \$5.6 million year-to-date, with the largest component being capital grant income related to the Shorten Runway 5/23, Realign Taxiway Alpha project, compared to the Passenger Boarding Bridge project the year prior, which was a less expensive project. Ms. Burch stated operating revenues were up 2.5%, operating expenses were up 4.2%, and non-operating revenue and expenses were down 25% year-to-date compared to the same timeframe the year primarily due to reimbursements for the ARPA COVID funds. She stated the MAA made the intentional decision to hold some reimbursements based on how its bottom line was looking, but made the decision to submit for reimbursement approximately \$359,000 during the month of December, with roughly \$3 million outstanding to seek reimbursements for. Additionally, she noted the MAA continues to see large increases in personal property replacement taxes.

Ms. Burch's report included the observation of the LLC having a \$108,000 loss year-to-date, compared to a \$64,000 loss for the same timeframe the year prior. Ms. Burch attributed less fueling activity, leading to lower profit margins, and a decrease in cargo activity of 40% as factors for the big change year-to-date. Additionally, she noted the LLC is still seeing effects from wage compression.

- d. The Airport Activity Summary for December 2022 was placed on file. Mr. Leischner reported activity was down 4% compared to the same timeframe the year prior. Tower movements were up 1%. 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 95% design work and Valley Construction has completed 95% for the Shorten Runway 5/23 project. The report was placed on file.
- f. The report of bills paid in December was presented. With no further discussion, Motion by Commissioner Fisk, Second by Commissioner Malvik, for the board bills to be approved. Roll Call: Ayes – Commissioners Fisk, Malvik, Radloff, Donnelly, Healy, Taylor. Nays – None. Absent – Stone, McGregor. Motion carried. The report was placed on file.
5. Chairman Donnelly noted the memo regarding the approval of an Ordinance establishing Rental Car Customer Facility Charge (CFC) rates and requirements. Benjamin Leischner, Executive Director, noted nothing is changing with the rates and requirements, this Ordinance combines relevant old public actions and ordinances into one document that is easier to follow. With no questions or further discussion, Motion by Commissioner Radloff\*, Second by Commissioner Taylor to approve. Roll Call: Ayes – Commissioners Fisk, Malvik, Radloff, Donnelly, Healy, Taylor. Nays – None. Absent – Stone, McGregor. Motion carried.
6. Chairman Donnelly noted the memo regarding the approval of a Lease for 10 acres in the Quad City Industrial Air Park with Lakeshore Recycling Systems of Morton Grove, Illinois. Benjamin Leischner, Executive Director, introduced Katie Neary of Lakeshore Recycling Systems who gave a brief presentation on what the proposed building would look like and the operations at the facility. Mr. Leischner further explained details of what the process looks like moving forward for this type of facility, which includes certain siting requirements and environmental reviews. He concluded by stating the facility seems to be a good fit for the community. Motion by Commissioner Malvik\*, Second by Commissioner Radloff to approve. Roll Call: Ayes – Commissioners Fisk, Malvik, Radloff, Donnelly, Healy, Taylor. Nays – None. Absent – Stone, McGregor. Motion carried.
7. Chairman Donnelly noted the memo regarding the approval of reimbursement of travel expenses to Chairman Kurt Donnelly for attending the ACI-NA/AAAE Washington Legislative Conference held March 21-22, 2023 in Washington DC in an amount not-to-exceed \$2,200 through a roll call vote. Motion by Commissioner Fisk\*, Second by Commissioner Healy to approve. Roll Call: Ayes – Commissioners Fisk, Malvik, Radloff, Healy, Taylor. Nays – None. Absent – Stone, McGregor. Abstain – Donnelly. Motion carried.
8. Chairman Donnelly noted the memo regarding the approval of organizational Strategic Objectives, Mission, Vision, and Values as developed at the 2022 Strategic Planning Retreat. Benjamin Leischner, Executive Director, stated staff made a commitment to come back to the Board with visuals of the organizations Mission, Vision,

Values, and Strategic Objectives after the Strategic Planning meeting held on November 10, 2022. Mr. Leischner presented the completed posters to the Board, noting they will be placed in every employees work area. Motion by Commissioner Radloff\*, Second by Commissioner Fisk to approve. Roll Call: Ayes – Commissioners Fisk, Malvik, Radloff, Donnelly, Healy, Taylor. Nays – None. Absent – Stone, McGregor. Motion carried.

9. Chairman Donnelly noted the memo regarding the approval of a 1-year agreement with SSI Inc. to provide web-based airport training in the amount of \$20,000. Benjamin Leischner, Executive Director, noted the pricing for training by SSI Inc. has not increased in the last five years. Motion by Commissioner Healy\*, Second by Commissioner Fisk to approve. Roll Call: Ayes – Commissioners Fisk, Malvik, Radloff, Donnelly, Healy, Taylor. Nays – None. Absent – Stone, McGregor. Motion carried.
10. Chairman Donnelly noted the memo regarding the approval of a Construction Manager at Risk agreement with M.A. Mortenson Company for Project GATEWAY. Benjamin Leischner, Executive Director, explained that nothing has changed in the last 13 months since the Board took action related to selecting Mortenson, other than an agreement drafted by new legal counsel, Kenneth Florey, and awaiting FAA approval for using an alternate delivery method. Motion by Commissioner Taylor\*, Second by Commissioner Healy to approve. Roll Call: Ayes – Commissioners Fisk, Malvik, Radloff, Donnelly, Healy, Taylor. Nays – None. Absent – Stone, McGregor. Motion carried.
11. At 9:00 a.m., Chairman Donnelly 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 Fisk, to conduct the meeting in Executive Session. Roll Call: Ayes – Commissioners Fisk, Malvik, Radloff, Donnelly, Healy, Taylor. Nays – None. Absent – Stone, McGregor. Motion carried.

Attending the Closed Session were the Board Commissioners, Benjamin Leischner, Joe Goetz, Angela Burch, Jeff Swan, Ashleigh Davis, Brooke Rutledge, and Kenneth Florey, Robbins Schwartz.

At 9:14 a.m., Motion by Commissioner Healy, Second by Commissioner Fisk, to return to open session. Roll Call: Ayes – Commissioners Fisk, Malvik, Radloff, Donnelly, Healy, Taylor. Nays – None. Absent – Stone, McGregor. Motion carried.

Being no further business, Motion by Commissioner Fisk, Second by Commissioner Radloff, to adjourn the meeting at 9:15 a.m. Motion carried unanimously and the meeting was concluded.

Very truly yours,



Benjamin Leischner  
For: Debbie Healy, 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.*