

METROPOLITAN AIRPORT AUTHORITY OF ROCK ISLAND COUNTY, ILLINOIS

MINUTES

BOARD OF COMMISSIONERS

June 15, 2023

**APPROVED BY**  
**Board of Commissioners**  
Date 7/18/2023

The Board of Commissioners of the Metropolitan Airport Authority of Rock Island County, Illinois, held its regular monthly meeting on June 15, 2023, pursuant to bylaws and meeting notice previously posted.

Commissioners:

PRESENT: Chairman Kurt Donnelly, Jennifer Radloff  
Jodi Fisk, Richard Stone, John McGregor  
Debbie Healy, Shaun Taylor

ABSENT: John Malvik

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 & Marketing Manager  
Betsy Kaiser, Accounting Manager  
Brooke Rutledge, Executive Assistant  
Kenneth Florey, Robbins Schwartz  
Travis Strait CMT  
Michael Witiw, HDR  
Jeff Swan, Public Safety Chief  
Betsy Kaiser, Accountant  
Marlin Jackson, Airport Facilities Supervisor  
Mike Hixson, Airfield Maintenance Supervisor  
Josh Grobart, Airport Management Intern  
Kevin Schorr, Campbell-Hill Aviation Group  
Dawn Wohlford-Metallo, Quad City Arts  
Brent Antolik, Building Maintenance Electrician

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

1. Motion by Commissioner Radloff, Second by Commissioner Stone, for the Minutes of the Monthly Board Meeting held on May 23, 2023, to be approved. Motion carried by unanimous verbal vote.
2. Executive Director Benjamin Leischner, invited Airport Operations Manager, Joe Goetz to introduce the new Airport Management Intern, Josh Grobart, Purdue graduate with a Drone Technology and Aviation Management degree. Benjamin Leischner, Executive Director, thanked Josh for being present and joining the team.
3. Benjamin Leischner presented the Director's Update. Mr. Leischner began by highlighting two conferences staff recently attended hosted by two major industry associations, AAAE and ACI-NA. At AAAE, he noted he was joined by several commissioners that had the opportunity to hear first-hand about the industry's hottest topics from expanded federal investment to FAA Reauthorization. He was also pleased to share that while attending this annual conference, Joe Goetz, Operations Manager, earned his Accredited Airport Executive designation, which is a huge industry accomplishment. At JumpStart, an ACI-NA air service conference, he was joined by Ashleigh Davis featuring a day of educational seminars followed by two days of one-on-one meetings with airlines. Mr. Leischner continued by noting that Kevin Schorr, Vice President with Campbell-

Hill Aviation Group, was present and would provide an industry and MLI-specific update, reviewing some of the data included in air service pitch decks that is most impactful to airline network planners, as well as joining staff to meet with community leaders on community engagement around air service. He concluded his update by sharing the Airport exceed 4,000 tower movements last month, breaking the month-over-month record going back at least ten years. A copy of the written version of the Directors Update was placed on file.

4. Report of Officers and Standing Committees:

a. Angela Burch, Director of Finance, reviewed the Treasurer's Report for May 2023. The report depicts an overall healthy cash position at approximately \$37.3 million, an increase of \$69,000 over the prior month. Ms. Burch noted the MAA received \$300,000 in final grant monies owed for the replacement of 3 boarding bridges and ARFF equipment. Additionally, Ms. Burch noted year-to-date investment earnings of \$800,000, with \$123,000 in interest income earnings received during the month of May. Motion by Commissioner Fisk, Second by Commissioner Healy, for the Treasurer's Report to be approved. Roll Call: Ayes – Commissioners Stone, Fisk, McGregor, Donnelly, Radloff, Healy, Taylor. Nays – None. Absent – Malvik. Motion carried.

b. and c. The May 2023 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 \$5.8 million year-to-date. Ms. Burch stated operating revenues were up 3.4%, operating expenses were up 2.9%, and non-operating revenue and expenses were down a net \$2.2 million which included a significant decrease of \$3 million year-to-date compared to the same timeframe the year prior related to reimbursements for ARPA COVID funds. Capital grants and contributions increased \$3 million based on the types of grant funded projects going on this year compared to last. Additionally, she noted the MAA made a \$200,000 capital contribution to the LLC.

Ms. Burch's report included the observation of the LLC having a \$162,000 loss year-to-date, compared to a \$167,000 loss for the same timeframe the year prior. Ms. Burch noted decreases in Jet A fueling activity, fueling hookups, and cargo activity, however, these decreases were offset by increases in ground service equipment AVGAS fueling activity, and deicer sales. Additionally, she noted the MAA did make a \$200,000 capital contribution to the LLC, which ultimately resulted in an overall positive position of approximately \$37,000 during the month of May.

d. The Airport Activity Summary for May 2023 was placed on file. Mr. Leischner reported activity was down 4% compared to the same timeframe the year prior. Tower movements were up 56%. The report was placed on file.

e. Joe Goetz, Airport Operations Manager, reviewed the Airport projects and construction report. See Map second page each project is listed by letter of alphabet that corresponds to project. Highlights of Mr. Goetz's review are noted in these Minutes. CMT has completed 96% design work and Valley Construction has completed 97% for the Shorten Runway 5/23 project. The report was placed on file.

f. The report of bills paid in May was presented. With no further discussion, Motion by Commissioner Fisk, Second by Commissioner Radloff, for the board bills to be approved. Roll Call: Ayes – Commissioners Stone, Fisk, McGregor, Donnelly, Radloff, Healy, Taylor. Nays – None. Absent – Malvik. Motion carried. The report was placed on file.

5. Dawn Wohlford-Metallo with Quad City Arts presented the plan to exhibit work by local artists at the Airport in 2023-2024, briefly highlighting each artist with examples of their work. She noted that artists with a 350-mile radius of the Quad Cities are able to submit proposals and their goal is to create an amazing culture for passengers. Benjamin Leischner, Executive Director, thanked Dawn and Quad City Arts for their continued partnership.

6. Kevin Schorr of Campbell-Hill Aviation Group presented an air service development update. Mr. Schorr provided a summary of current commercial air service routes operating from MLI, factors impacting airline route decisions, and insight into ways his team is assisting with different strategies to bring additional service to MLI. He concluded his update by providing a list of airlines that Campbell-Hill and Airport staff

have had recent air service discussions with and noted they will continue to have conversations and educate the airlines on the benefits of operating out of MLI.

7. Ashleigh Davis, Public Relations and Marketing Manager, gave her quarterly marketing update. Ms. Davis began her update with a campaign overview that ran January-May to influence spring break and summer travel decisions. Tactics included social media, broadcast TV, billboards, radio, and local news pre-roll. Ms. Davis noted that mixed campaigns are the best way to increase awareness in the market. She concluded her update discussing giveaways and ideas for an upcoming holiday campaign.
8. Chairman Donnelly noted the memo regarding the approval of a Budget Ordinance revising the Corporate Budget for the fiscal year ending June 30, 2023. With no questions or further discussion, Motion by Commissioner Radloff, Second by Commissioner Stone. Roll Call: Ayes – Commissioners Stone, Fisk, McGregor, Donnelly, Radloff, Healy, Taylor. Nays – None. Absent – Malvik. Motion carried.
9. Chairman Donnelly noted the memo regarding the approval of the FY2024 Pay for Performance Matrix for non-represented employees as discussed and recommended by the Internal Affairs Committee at its meeting on June 8, 2023. With no questions or further discussion, Motion by Commissioner Fisk, Second by Commissioner Healy. Roll Call: Commissioners Stone, Fisk, McGregor, Donnelly, Radloff, Healy, Taylor. Nays – None. Absent – Malvik. Motion carried.
10. Chairman Donnelly noted the memo regarding the reimbursement of travel expenses to Commissioner Radloff for attending the Annual AAAE Conference and Exposition held June 2-6, 2023, in Denver, Colorado in an amount of \$300, revising the total estimated not to exceed amount from \$3,925 to \$4,225. Benjamin Leischner, Executive Director, explained the revision was related to costs associated to a rental car for Commissioners to share while attending the conference. With no questions or further discussion, Motion by Commissioner Stone, Second by Commissioner Fisk. Roll Call: Commissioners Stone, Fisk, McGregor, Donnelly, Healy, Taylor. Nays – None. Absent – Malvik. Abstain – Radloff. Motion carried.
11. Chairman Donnelly noted the memo regarding the approval of the Construction Phase Agreement with Crawford, Murphy, and Tilly Inc. in an amount not to exceed \$165,800 for the Rehabilitate T-Hangar Taxiways and Reconstruction NE GA Apron project. Joe Goetz, Airport Operations Manager, stated that Crawford, Murphy, and Tilly came in 20% lower than an independent fee estimate that was completed. With no questions or further discussion, Motion by Commissioner Taylor\*, Second by Commissioner Fisk. Roll Call: Commissioners Stone, Fisk, McGregor, Donnelly, Radloff, Healy, Taylor. Nays – None. Absent – Malvik. Motion carried.
12. Chairman Donnelly noted the memo regarding the approval of the award of a contract to Langman Construction to complete the Rehabilitate T-Hangar Taxiway project in an amount not to exceed \$1,644,395 contingent upon receipt of grant funding from the Federal Aviation Administration. With no questions or further discussion, Motion by Commissioner Radloff\*, Second by Commissioner Fisk. Roll Call: Commissioners Stone, Fisk, McGregor, Donnelly, Radloff, Healy, Taylor. Nays – None. Absent – Malvik. Motion carried.
13. At 9:37 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 Radloff, Second by Commissioner Healy, to conduct the meeting in Executive Session. Roll Call: Ayes – Commissioners Stone, Fisk, McGregor, Radloff, Donnelly, Healy, Taylor. Nays – None. Absent – Malvik. Motion carried.

Attending the Closed Session were the Board Commissioners with the exception of Commissioner Malvik, Benjamin Leischner, Joe Goetz, Angela Burch, Jo Johnson-Meineke, Ashleigh Davis, Brooke Rutledge, Jeff Swan, and Kenneth Florey, Robbins Schwartz.

At 9:55 a.m. staff exits Executive Session.

At 10:11 a.m. staff joins Executive Session.

At 10:11 a.m., Motion by Commissioner Malvik, Second by Commissioner Radloff to return to open session. Motion carried by unanimous verbal vote.

14. Motion Commissioner Fisk, Second by Commissioner Radloff, to approve Resolution Authorizing Payroll Memorandum to Director of Finance. Roll Call: Ayes – Commissioners Stone, Fisk, McGregor, Radloff, Donnelly, Healy, Taylor. Nays – None. Absent – Malvik. Motion carried.

Being no further business, Motion by Commissioner Radloff, Second by Commissioner Stone, to adjourn the meeting at 10:12 a.m. Motion carried unanimously, and the meeting was concluded.

Very truly yours,



Benjamin Leischner, Assistant Secretary  
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.*