

**BLOOMINGTON-NORMAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS
PERSONNEL COMMITTEE MEETING REPORT
Tuesday, February 14, 2023
3:30 p.m.**

Consistent with 5 ILCS 120/7(e), the meeting was held in a hybrid fashion, with both physical and virtual attendance. Virtual attendance was via conference call with a call-in number of 712-775-8962 and a conference ID of 156708. The public was also offered the opportunity to submit public comments prior to the meeting, but no later than 1 p.m. on February 14, 2023.

Commissioner Swearingen called the meeting to order at 3:32 p.m. Commissioner Roth was present telephonically. Executive Director Carl Olson, and Executive Assistant Lynnette Hindman were present physically. A quorum was acknowledged.

There were no public comments.

The Committee approved the December 15, 2022 meeting report.

As a part of the new employee manual, Section 2.6 calls for an annual review of the salary administration program to identify any needed changes prior to budget preparations for the coming fiscal year. Staff reviewed the program and did not recommend any changes for the coming fiscal year. As previously discussed, a salary study will be done in 2024. Staff recommended a 3% merit increase be programmed into the budget. Staff will continue to monitor the State's minimum wage and the proposed mandatory paid time off, as well as the possible increase in the salary level of exempt employees.

Carl shared Section 3 of the new personnel manual with the Committee. Sections 1 and 2 have been shared previously, comments/changes that were suggested were forwarded to legal counsel and have been incorporated into the final Sections. The Committee reviewed Section 3, which relates mostly to Federal and State requirements. Some minor changes were noted. Those will be shared with legal counsel for final approval. A motion was made to present the new personnel manual to the full board for consideration and approval, subject to final legal review and approval. The motion was seconded and upon a unanimous vote, the motion carried.

Carl also shared with the Committee that the Deputy Executive Director position has been posted and so far, 10 to 12 resumes have been received.

At 4:04 p.m. a motion was made seconded and approved to recess for a couple of minutes and reconvene in Executive Session under 5 ILCS 120/2(c)(1) for a personnel matter.

At 4:51 p.m. Commissioners Swearingen and Roth reconvened in regular session. There being no other business to come before the committee, the meeting adjourned at 4:51 p.m.


Signature

2/6/24
Date