

**BLOOMINGTON-NORMAL AIRPORT AUTHORITY**  
**BOARD OF COMMISSIONERS**  
**PERSONNEL COMMITTEE MEETING REPORT**  
**Tuesday, February 6, 2024**  
**Noon**

Commissioner Swearingen called the meeting to order at 12:04 p.m. Commissioner Roth was present along with Executive Director Carl Olson, and Executive Assistant Lynnette Hindman. A quorum was acknowledged.

There were no public comments.

The Committee approved the February 14, 2023 meeting report

Per the language in the Personnel Manual, Staff is to report to the Committee, prior to the budget prep, their thoughts on any HR related items that should be updated. Staff is looking to do the budget on a slightly different schedule this year due to the proposed Airport Authority reorganization. Staff is looking to have the board tentatively approve the budget at the April meeting and the budget ordinance being adopted at the June meeting. Relative to the preparation of the new budget materials and Staff's report to the Committee, it was reported Staff is currently working to complete final review of the recently completed salary study by Sikich LLC. This will in turn lead to proposed updates to the currently approved salary matrix. Additionally, Staff is working to complete a list of suggested revisions to the currently approved Personnel Policy Manual for review/approval by the Committee. It was also reported that positions are currently filled, except for the Deputy Director of Operations and Facilities. Staff would like to fill that position soon.

The meeting continued with the Committee discussing the draft changes Personnel Manual. There are some housekeeping changes that need to be made, along with mandated language for the new Paid Leave for All Workers law. Staff anticipates having all the changes for the Committee at their next meeting and to present them to the full Board at the March meeting.

The results of the salary survey were shared with the Committee. The survey was performed by Sikich and is an update to the survey that was completed 2 years ago. Recognizing some inconsistencies in the final data, Staff is currently revisiting the materials to determine the best course of action going forward. It was reported Staff expects this work to be completed with a proposed new salary matrix ready for Committee review/approval at their upcoming meeting in March. During this conversation the Committee members requested Carl to include a review of incumbent staff wages relative to the new salary data.

At 12:55 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 1:10 p.m. Commissioners Swearingen and Roth reconvened in regular session. There being no other business to come before the committee, the meeting adjourned at 1:10 p.m.

  
Signature

3/12/24  
Date