

**CENTRAL ILLINOIS REGIONAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
THURSDAY, AUGUST 21, 2025**

4:30 PM

I. Call To Order

Commissioner Sender called the meeting to order at 4:30 p.m.

II. Roll Call

Commissioners Schuler, Pritts, Groves, Rettick, Allen and Swearingen were present. A quorum was acknowledged.

III. Public Comments

There were no public comments.

IV. Approval of July Meeting Minutes

Commissioner Allen made a motion to approve the July 17, 2025 meeting minutes. The motion was seconded by Commissioner Schuler and upon a unanimous vote, the motion carried.

V. Old Business

There was no old business.

VI. New Business

- A. **Approval of July Financials** – Ms. Hurd reported the Authority has finished the first quarter of the fiscal year. Both the General Fund revenues and expenses are trending favorable to budget. The Capital Fund has seen some reimbursements from the State. Both the CFC Fund revenues and expenses are also favorable to budget. The PFC revenue for July was down compared to the same period last year.

Ms. Hurd noted that an Audit Finance Committee meeting is scheduled for September 10th to review the draft audit in preparation for presenting it to the full board at the September meeting.

Commissioner Swearingen made a motion to approval the July financial statements. The motion was seconded by Commissioner Rettick and upon a unanimous vote, the motion carried.

- B. Approve Award of Employee Insurance Benefit Agreements** – In preparation for the upcoming expiration of the Authority’s employee health and life insurance agreement with United Healthcare, Staff requested Mr. David Underkoffler from Clemens Insurance to solicit competitive price quotes for the coming year beginning October 1.

The first quote received was from United Healthcare in the amount of \$22,686.96; which represents a 31% increase above the expiring rate and a major departure from last year’s 29% reduction. Mr. Underkoffler also received a quote from Blue Cross/Blue Shield of IL in the amount of \$25,645.81. It was reported competing quotes for similar services were becoming more limited with the pending discontinuation of the Health Alliance program.

Mr. Underkoffler was present at the Personnel Committee meeting on August 18th to present/review both proposals with the members. Following discussions, the committee members voted to recommend the United Healthcare proposal be presented to the full Board with their recommendation of award. During the meeting the members also voted to recommend the employee life insurance agreement be extended for another year with no increase in premium. Carl reminded the Committee that last year, the life insurance rate was locked for 5 years.

Commissioner Groves made a motion to approve the award of the employee insurance benefits with United Health Care and Dearborn as presented. The motion was seconded by Commissioner Pritts and upon a unanimous vote, the motion carried.

- C. Approve Award of Terminal Door Replacement Agreement** – One of the approved capital projects for this year is the replacement of the terminal vestibule doors. In order to accomplish this, Staff prepared and released a request for proposals for competitive bids which received four bid submissions. Upon review, three of the proposals were determined to be incomplete and therefore non-responsive. The remaining proposal came from PJ Hoerr which was deemed complete/correct, proposing a bid price of \$158,600. The approved budget for the project is \$180,000.

Commissioner Allen made a motion to approve the award of the terminal door replacement to PJ Hoerr for a not to exceed cost of \$158,600. The motion was seconded by Commissioner Swearingen and upon a unanimous vote, the motion carried.

- D. Approve Revised Professional Services Agreement with Crawford, Murphy & Tilly, Inc.** – This past December, the Board approved a \$512,500 contract with CMT to provide design and special services related to the design/bid phase of the upcoming terminal parking lot rehab project. The project involved the rehabilitation of both the short and long term lot, the exit road and lights/signs. As previously communicated, it was discovered condition of the subsurface materials was worse than anticipated. In turn leading to a revised project scope/schedule.

In response to the project pivoting in response to this development, Airport Staff requested CMT to prepare a revised scope of work/fees to better reflect the new Phase I activities aimed at reconstructing the exit road. The purpose of this negative amendment will reduce the professional service costs to match the reduced scope of work for this new phase. In response, CMT provided a requested amendment reducing fees by \$90,200. During the discussion the members inquired about the size of the fee reduction and the outcome of the pre-design/design work already completed. In response, Staff advised the bulk of this work product will be reprogrammed into future design phases.

Commissioner Groves made a motion to revise the Professional Services Agreement with Crawford Murphy and Tilly Inc. for a negative amendment of \$90,200. The new not to exceed amount will be \$422,300. The motion was seconded by Commissioner Rettick and upon a unanimous vote, the motion carried.

- E. Approve Extension to Construction Agreement with Rowe Construction, Inc.** – Earlier this year the members approved a contract time extension for Rowe Construction relative to their work on the Phase II construction activities for the new G.A. facility. As the project construction transitions into completion/closeout, Rowe has requested a final 96-day extension to complete all of their work through final acceptance. This extension will not result in any additional cost paid to Rowe.

Commissioner Allen made a motion to increase the term of the construction agreement with Rowe Construction for an additional 96 days retroactive to June 16th. The motion was seconded by Commissioner Swearingen and upon a unanimous vote, the motion carried.

- F. Approve Amendment to Professional Services Agreement with Crawford, Murphy & Tilly Inc.** – In conjunction with Rowe’s request for added time, CMT has requested an amendment to the construction services agreement approved by the Board during their June 15, 2023 meeting. The amendment will cover the additional cost of having a resident engineer on site during those periods when FAA eligible construction activities are taking place. Prior to this request Airport Staff worked with CMT to implement measures to reduce the cost of the anticipated amendment. The cost for the amendment will be \$125,200.

Commissioner Groves made a motion to approve the amendment to the Professional Services Agreement with Crawford, Murphy & Tilly Inc. for an additional \$125,200. The motion was seconded by Commissioner Allen and upon a unanimous vote, the motion carried.

VII. Staff Reports

Carl reported that July enplanements were down slightly compared to 2024 with total year to date enplanements down 3%. All of the carriers generated strong increases, which were led by Allegiant’s 9.4% and 11.7% increases. Commissioner Sender noted that without the Frontier numbers, enplanements would be up 7%. Aircraft operations and fuel sales for July were down for the month. Corporate aircraft activity is starting to tick back up again after the June slowdown. Nonscheduled air cargo activity has also started to return from its seasonal slowdown.

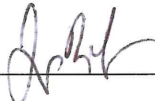
The GA project continues to move towards closeout with only a couple punch list items needing to be completed. Staff continues to move towards a middle of September handover/completion. In terms of the transition, Staff has been working to put materials together to share with the GA community the first part of September. The goal is to have the transition completed by the end of October/early November. Selection of the new hangars will be based on seniority according to Airport Authority records. Tenants may also opt to remain on the west ramp.

VIII. Commissioner Comments

Commissioner Allen thanked Staff for their continued communication on the GA transition and appreciates the opportunity to be a part of it. Commissioner Sender noted that Carl recently spoke at the Young Men's club. He did a great job presenting to the group and highlighting the economic engine that CIRA has become.

IX. Adjournment

There being no other business to come before the Board, upon a motion being made, seconded and approved, the July 17, 2025 meeting of the Central Illinois Regional Airport Authority adjourned at 5:27 p.m.

Secretary 

Date 7-18-25