

**CENTRAL ILLINOIS REGIONAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
THURSDAY, DECEMBER 18, 2025**

4:30 PM

I. Call To Order

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

II. Roll Call

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

III. Public Comments

There was no public comment.

IV. Approval of November Meeting Minutes

Commissioner Rettick noted that the minutes should reflect that Commissioner Swearingen is also concerned with the Authority's mowing policy. Commissioner Rettick made a motion to approve the November 20, 2025 meeting minutes as amended. The motion was seconded by Commissioner Allen and upon a unanimous vote, the motion carried.

V. Old Business

There was no old business.

VI. New Business

- A. **Approval of November Financials** – Ms. Hurd reported the Authority is 7 months into the fiscal year. The General Fund continues to look good, but this may change with the December report due to snow activities. The title for the new ARFF truck was received today, so reimbursement will be sought in the next few days. The CFC Fund continues the favorable trend on both revenues and expenses. The PFC's were up 5.3% compared to the same period last year.

Ms. Hurd is continuing to follow up on a few accounts receivables. She has been in touch with legal counsel on what next steps will be on 1 particular account.

Commissioner Groves made a motion to approve the November financial statements. The motion was seconded by Commissioner Pritts and upon a unanimous vote, the motion carried.

- B. **Adopt Ordinance No. 5-25, An Ordinance Authorizing the Issuance of (i) Not to Exceed \$2,500,000 General Obligation Bonds, Series 2026A (Non-AMT) and (ii) Not to Exceed \$1,000,000 General Obligation Bonds, Series 2026B (AMT), of the Central Illinois Regional Airport Authority** – Commissioner Sender asked that this item be taken out of order and tabled until next month to allow more time for further discussion.

Commissioner Allen made a motion to table the item until the January meeting. The motion was seconded by Commissioner Swearingen and upon a unanimous vote, the motion carried.

- C. **Adopt Ordinance No. 4-25, The Annual Tax Levy Ordinance for 2025** – Commissioner Sender reported there are two elements to the tax levy, the dollars collected and the tax rate. The levy represents the dollars that a governmental unit collects from property owner tax payers. Commissioner Sender said some area governmental agencies were required by state statute to hold public hearings because their levies increased by more than 5% and cited examples of local levies that increased by 13% or more. The levy (dollars collected) being considered by the CIRAA board will go up by a tick less than 5%, from \$1.76 million last year to \$1.85 million for this year, totaling about \$87,000 more for the various corporate funds including operations, audit, tort levy, worker's compensation insurance and retirement benefits. The Authority also levies for outstanding bonds and interest. As of the date of the meeting, that levy will be the same as last year, but that will change with the issuance of new bonds in 2026. Commissioner Sender noted that, as a result of the recent board reorganization and expansion of the airport boundaries to all of McLean County, the Authority could have raised the levy by over \$3,144,000 compared to the recommended \$87,000 levy increase.

For 2025, CIRA's tax rate, which had declined from 14.2 cents back in 2022 to 11.2 cents in the current year, will be about 8 cents next year, consistent with the projection made when the reorganization was discussed with the community.

Commissioner Allen made a motion to adopt Ordinance No. 4-25, the Annual Tax levy Ordinance for 2025. The motion was seconded by Commissioner Pritts and upon a roll call vote, Commissioner Schuler – absent, Commissioner Pritts – aye, Commissioner Rettick – aye, Commissioner Groves – aye, Commissioner Allen – aye, Commissioner Swearingen – aye and Commissioner Sender – aye, the motion carried.

- D. **Approve Budget Amendment for the 2025AB Bond Debt Service Fund** – The proposed budget amendment involves a \$10,000 transfer of funds between bond funds in preparation for completing the January debt service payment for the Series 2025 bond program. When the budget was approved, Staff had projected additional interest income that did not materialize. At the same time, there are excess funds in the 2022 Debt Service Bond fund. These excess funds will be transferred to the 2025AB Bond Debt Service Fund.

Commissioner Swearingen made a motion to approve the budget amendment for the 2025AB Bond Debt Service Fund. The motion was seconded by Commissioner Rettick upon a unanimous vote, the motion carried.

- E. **Authorize Award of Professional Services Agreement to Baker Tilly US, LLP** – As previously reported, Airport Staff prepared and released a Request for Proposal (RFP) seeking to identify interested/qualified firms to provide external audit services. The RFP was provided to nine firms and generated three responses; Baker Tilly, CliftonLarsonAllen, and Lauterbach & Amen.

In line with direction from the Board's Audit and Finance Committee, Airport Staff reviewed and short-listed two firms for closer consideration. The proposals from the two finalists, Baker Tilly and Lauterbach & Amen, were reviewed and discussed with committee members during a meeting on December 10th. At the conclusion of the discussion the members voted to recommend the proposal from Baker Tilly be presented to the full Board for their review and consideration. The term for this new agreement would be 3-years with two additional one-year options at the Authority's discretion and the rate for the first year would be \$44,100.

Commissioner Swearingen made a motion to authorize the award of a Professional Services Agreement to Baker Tilly US, LLP to provide audit services for the Authority. The motion was seconded by Commissioner Allen and upon a unanimous vote, the motion carried.

- F. **Approve Revision to Transportation Improvement Program for FFY2026-2031** – At the November meeting, Staff presented and the Board approved the proposed TIPs program for FFY2026-2031. During the conversation, the members requested Staff to revisit the program to see if the escalator project could be accelerated from 2027 to 2026. Upon completion of this review Airport Staff identified a path for moving forward with advancing the escalator project a year earlier. The proposed revision reflects that change.

Commissioner Allen made a motion to retroactively approve the changes to the Transportation Improvement Program for FFY2026-2031. The motion was seconded by Commissioner Rettick and upon a unanimous vote, the motion carried.

- G. **Approve Award of Construction Agreement with Rowe Construction, Inc.** – One of the approved capital projects for this year is the start of the parking lot rehabilitation. Earlier this year, the project was suspended when poor subsurface conditions under the pavement were found, requiring a change in the scope of work for the project. Staff worked with CMT to come up with an alternative design for the first phase of the project, which will involve the full depth reconstruction of the exit roadway, with 4 additive alternates. The first add alternate is to reconstruct the pavement 100 feet out from the access road in the short term lot. The 2nd add alternate is the 2nd 100 feet. The 3rd add alternate is the 3rd 100 feet and the 4th add alternate is to do a shallow mill and overlay of the remainder of the parking lot which gets very little use. The project was released for bid in early November with only 1 bid being received from Rowe Construction. Their bid amount, inclusive of all 4 additive alternates, was \$2,670,420.85. This amount is just under 25% below the final engineer's estimate. The project will be funded using FAA grants (95%) and Airport Authority capital project funds (5%) originating from the sale of the Series 2026 general obligation bonds.

Commissioner Groves made a motion to approve the construction agreement with Rowe Construction for Phase I of the parking lot rehab for a not to exceed \$2,670,420.85. The motion was seconded by Commissioner Rettick and upon unanimous vote, the motion carried.

- H. **Approve Execution of Consent Agreement for Tailwind Hospitality, Inc.** – Earlier this month, Staff was approached by Tailwind Hospitality Inc., the holding company that controls Tailwind BMI LLC, that their majority owner, which was Palladine Consumer Retail Services, was selling their majority stake in Tailwind Hospitality to a company headed by Crestview Partners. Tailwind is requesting Airport Authority consent to assign the remaining terminal concession agreement to their new majority owner. Prior to presenting this to the members, Airport Staff requested legal counsel review the agreement, the first consent agreement, and this new consent request. Upon completion of their review they approved this item for member consideration and approval. All senior management staff, personnel and front line staff, as well as backroom office will remain the same. There will be no interaction with Crestview. Staff will continue to work with the Tailwind staff.

Commissioner Allen made a motion to approve the execution of a consent agreement for the Tailwind Concession Agreement to TWH Bidco, LLC, an affiliate of Crestview Partners and Altitude Aviation Group. The motion was seconded by Commissioner Pritts and upon a unanimous vote, the motion carried.

- I. **Authorize Execution of Employment Agreement for Executive Director** – Commissioner Groves made a motion to authorize the execution of a new 3-year contract for the Executive Director. The motion was seconded by Commissioner Pritts and upon a unanimous vote, the motion carried.

Mr. Groves left the meeting at 5:02 p.m.

VII. Staff Reports

Carl reported that November traffic was down for the month with year to date traffic down 2%. Holiday travel was very strong, which helped to balance out the slower/softer traffic the first part of the month. Fuel sales were even with last year and aircraft operations were down just slightly. Scheduled air cargo was up 12% and non-scheduled air cargo was down for the month.

Staff will be meeting with State Farm's business travel managers after the first of year to discuss the additional flight to Atlanta.

It was reported the formal pre-design meeting for the Runway 11/29 Phase II construction was held with Airport Staff, CMT, and FAA/IDA officials earlier this week. The goal is to have bid specifications out on the street in April with a June opening in order to get under grant/contract next summer. Construction activities for Phase II are expected to begin late spring of 2027.

It was also reported the contractor for the new self-fuel project has again fallen behind in completing this project. In addition to meeting with the contractor, Airport Staff has requested legal counsel to get involved and to begin moving forward with liquidated damages as needed.

Carl reported Staff is waiting on more specific information from P.J. Hoerr involving their request for a contract extension to complete the terminal door replacement project. As previously reported, Hoerr has encountered manufacturer delays involving the steel and frames. Once this information has been confirmed Airport Staff anticipates presenting a contract extension to the members.


VIII. Commissioner Comments

Commissioner Allen congratulated Staff on the perfect inspection and wished everyone happy holidays. Commissioner Sender noted that he would like to schedule a Board retreat in the first quarter of 2026. He also wished everyone a Merry Christmas, and a Happy New Year and thanked everyone for all their hard work in 2025. It was a very busy year!!!

IX. Adjournment

There being no other business to come before the Board, upon a motion being made, seconded and approved, the December 18, 2025 meeting of the Central Illinois Regional Airport Authority adjourned at 5:21 p.m.


Assistant Secretary


Date