

**CENTRAL ILLINOIS REGIONAL AIRPORT AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES  
THURSDAY, JULY 17, 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 Meeting Minutes**

- A. Commissioner Allen made a motion to approve the May 15, 2025 Public Hearing minutes. The motion was seconded by Commissioner Swearingen and upon a unanimous vote, the motion carried.
- B. Commissioner Groves made a motion to approve the June 19, 2025 meeting minutes. The motion was seconded by Commissioner Pritts and upon a unanimous vote, the motion carried.

**V. Old Business**

There was no old business.

**VI. New Business**

- A. **Approval of June Financials** – Ms. Hurd reported the Authority has finished the second month of the new fiscal year. Both the General Fund revenues and expenses are trending favorable to budget. Similarly, both the CFC Fund revenues and expenses are also favorable to budget. The PFC revenue for June was down about 13% compared to the same period last year.

Ms. Hurd noted that the members should have received a communication from the auditors. She is expecting a draft copy of the audit by the end of July.

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

- B. Approve Revisions to Employee Personnel Policy Manual** – During a recent meeting of the Board’s Personnel Committee, the members reviewed suggested revisions to the approved Personnel Policy Manual. Upon completion of their review the members voted to recommend the materials be presented to the full Board for their consideration and approval.

The proposed revisions included major changes including adding a staff member uniform policy, adding the IMRF program to the manual, and incorporating the newly updated travel policy as approved by the members. The balance of the suggested changes involved housekeeping and administrative edits.

In line with the Committee’s direction, this item was presented to the full Board for their review/consideration. Following the Committee’s report, the members voted to accept the revisions as presented.

Commissioner Groves made a motion to approve the revisions to the Personnel Policy Manual. The motion was seconded by Commissioner Schuler and upon a unanimous vote, the motion carried.

- C. Approve Award of Construction Agreement to Rowe Construction** – One of the approved capital projects for this year is the first of two construction phases for the Runway 11/29 Rehabilitation Project. As previously reported this project, which was competitively bid by the Illinois Division of Aeronautics (IDA), only received one bid submission, which came from Rowe Construction, Inc. of Bloomington, IL. The bid amount, inclusive of the three additive alternates which were recently approved by the FAA, was \$11,936,176. Further review of the bid’s proposed quantities, unit pricing, and administrative materials confirmed the submission was complete/correct. While the IDA will be awarding and holding the agreement, the Board will still need to provide their concurrence with the award to Rowe. Funding for this work will be provided by a combination of FAA (95%), IDA (2.5%), and Airport Authority (2.5%) capital funds. The local funding will be programmed using bond proceeds from the upcoming Series 2025(C) and 2025(D) bond sale later this year. Construction will begin in the spring of 2026.

Commissioner Allen made a motion to approve the award of the construction agreement to Rowe Construction for a not to exceed amount of \$11,936,176 for Phase I of R/W 11/29 Rehab. The motion was seconded by Commissioner Swearingen and upon a unanimous vote, the motion carried.

- D. Approve Award of Professional Services Agreement to Crawford, Murphy and Tilly Inc.** – In conjunction with the Phase I construction activity with Rowe, Airport Staff requested a professional services agreement with CMT to provide construction phase services. Staff worked with CMT to develop the scope of work and then sought an Independent Fee Estimate from an outside engineering firm. Staff used those figures to finalize the proposed fee with CMT. After all final adjustments were made CMT’s fees came in at \$853,000 and the IFE’s cost was \$884,340. Funding for this will be the same as the construction phase; 95% FAA, 2.5% IDA and 2.5% Airport Authority.

Commissioner Allen made a motion to award the Professional Services Agreement to Crawford Murphy and Tilly Inc. for a not to exceed amount of \$853,000 as presented. The motion was seconded by Commissioner Groves and upon a unanimous vote, the motion carried.

## VII. Staff Reports

Carl Olson thanked Dianne and Derek for their help with the airlines to provide their monthly data in a more timely manner. It was also reported that year over year enplanement results for June were down 2.8% compared to the same period last year. Once again Allegiant and American experienced a very strong month with strong traffic increases. It was reported that Delta was down slightly, mostly driven by some Atlanta generated weather cancellations.

The introductory mailing to the hangar tenants on the transition to the new south ramp is anticipated to go out next week. As previously discussed with the Properties and Facilities Committee, all current hangar tenants will be structured into a single list based on seniority. Tenants wishing to remain on the west ramp will be able to do so. Staff is still waiting for the contractor to finish the punch list items. Final TSA security inspection/approval is expected within the week.

The pre-construction meeting for the Terminal Boiler Replacement project was held. The work is anticipated to begin and be completed in the month of August.

Staff anticipates bringing the contract for the new PA system to the Board at the August meeting.

## VIII. Commissioner Comments

Commissioner Allen noted that Ecology Action Center is having a hazardous waste collection on October 4<sup>th</sup>. This would be good information to share with the hangar tenants as they prepare to move to the new GA campus. Commissioner Groves noted that WGLT was out interviewing passengers on their reaction to not having to take their shoes off any more at the checkpoint.

## IX. Executive Session

At 5:05 p.m. Commissioner Goves made a motion to recess for a couple of minutes and reconvene in Executive Session under 5 ILCS 120/2 (c) 1. The motion was seconded by Commissioner Allen and upon a unanimous vote, the motion carried.

## X. Adjournment

All board members reconvened in regular session at 5:18 p.m. There being no other business to come before the Board, upon a motion being made, seconded and approved, the June 19, 2025 meeting of the Central Illinois Regional Airport Authority adjourned at 5:18 p.m.

Secretary

Date