

**CENTRAL ILLINOIS REGIONAL AIRPORT AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES  
THURSDAY, JUNE 19, 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 May Meeting Minutes**

Commissioner Allen made a motion to approve the May 15, 2025 meeting minutes. The motion was seconded by Commissioner Rettick and upon a unanimous vote, the motion carried.

**V. New Business**

- A. **Approval of May Financials** – Ms. Hurd reported the Authority has finished the first month of the new fiscal year. Ms. Hurd reminded the members that the May Financial statements appear a bit unusual as revenues and expenses relate back to last fiscal year.

The auditors have been working remotely and will be onsite later in the month.

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

- B. **Approve Revisions to Internal Guiding Documents** – The Administration and Governance Committee met on June 5<sup>th</sup> to review the By-Laws, Committee Charters and several policies. The By-Laws remain exactly the same as BNAA's By-Laws, except for the name change and the update to the date. The majority of the Committee Charters remained the same, with the exception of the Audit and Finance Committee where a few bullet points were deleted to be more in line with current committee responsibilities. The name was also changed in all Committee Charters.

The Committee struck the language in the Travel Policy regarding telephone calls and the amount the person traveling can tip. Staff requested additional changes to the policy to bring it more in line with current practices.

Commissioner Schuler made a motion to approve the By-Laws for the Central Illinois Regional Airport Authority. The motion was seconded by Commissioner Swearingen and upon a unanimous vote, the motion carried.

Commissioner Schuler made a motion to approve the Committee Charters; Resolution No. 2025-4 Administration and Governance Committee, Resolution No. 2025-5 Properties and Facilities Committee, Resolution No. 2025-6 Audit and Finance Committee and Resolution No. 2025-7 Personnel Committee as presented. The motion was seconded by Commissioner Swearingen and upon a unanimous vote, the motion carried.

Commissioner Schuler made a motion to approve Ordinance No. 3-25, Authorizing Public Comments at Open Meetings. The Ordinance remains exactly the same as the BNAA Ordinance except for the name change. The motion was seconded by Commissioner Swearingen and upon a unanimous vote, the motion carried.

Commissioner Schuler made a motion to approve Resolution No. 2025-8, the Travel Policy as presented. The motion was seconded by Commissioner Swearingen and upon a unanimous vote, the motion carried.

- C. **Approve Amendment to Ground Lease with State Farm Mutual Automobile Insurance Company** – During the Board’s August 12, 2021 meeting the members approved a 40-year ground lease with State Farm Mutual Automobile Insurance Company for a new airplane hangar. Included in this agreement there is a legal description of the leasehold boundaries and a requirement for the Authority to preapprove any structural changes to the leasehold improvements.

Recently State Farm approached Staff seeking approval to construct an external stair tower adjacent the east side of their hangar leading to the roof. The purpose of the stairway is to improve roof access for maintenance issues. After reviewing the proposed amendment to the legal description and project plans and reaching a tentative agreement with State Farm on some design issues, Airport Staff is comfortable with what has been proposed. Prior to presenting this matter to the Board for approval, Staff requested CMT to review and confirm the accuracy of the new legal description while also receiving legal counsel’s concurrence of the proposed lease amendment language. TSA has approved the location of the stairwell and fence.

Commissioner Allen made a motion to approve the amendment to the Ground Lease with State Farm Mutual Automobile Insurance Company as presented. The motion was seconded by Commissioner Pritts and upon a vote, the motion carried. Commissioner Pritts abstained from voting.

- D. **Approve Amendment to Professional Services Agreement with Farnsworth Group** – As Staff works through closing out the Megsites project and its associated contracts, Farnsworth Group approached the Authority with a request to amend their construction services agreement to reflect added work generated during the project. After reviewing/discussing the additional fees, Airport Staff were able to reach a tentative agreement with Farnsworth whereby Staff would present a portion of the added hours to the members as a contract amendment with the leftover fees

remaining unbilled. From these discussions Airport Staff recommended the contract be amended by an additional \$26,990.

Commissioner Groves made a motion to approve the amendment to the Professional Services Agreement with Farnsworth Group for an additional \$26,990.00. The motion was seconded by Commissioner Allen and upon a unanimous vote, the motion carried.

## VI. Staff Reports

It was reported for the month of May leisure traffic was very strong with the start of summer vacations, while business traffic was softer. There was no unscheduled air cargo for the month of May, which contributed to lower overall fuel sales for the month. Aircraft operations are also down, but seem to be picking back up in June.

Airport Staff attended the Jump Start conference earlier in the month. They had a number of meetings with both incumbent and new entrant airlines. Among the positive feedback received were market performance reports from American Airlines and Delta Air Lines.

The new GA facility project is working towards close-out. Punch list items are being worked on and other than final fence installation and gate installation, construction is completed. It was noted that there is a problem with the pavement and drains. Staff are working with CMT and Rowe to resolve the problem.

Carl participated in the McLean County Regional Planning Commission's freight summit earlier this week. In attendance were DCEO, the City, the Town, the County and Illinois Department of Transportation. The summit highlighted freight opportunities for McLean County and Bloomington-Normal including rail, air and truck. The summit was also a great opportunity for Carl to connect with DCEO and IDOT Staff to talk about the Authority's air cargo road project/funding and to talk about the multi-modal business park and how that plays into freight in the community.

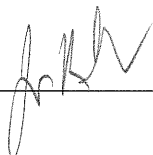
## VII. Commissioner Comments

Commissioner Allen noted that the Properties and Facilities Committee has met a couple of times and they are working on communication/transition to the new GA facility. Commissioner Sender asked the other members to give some consideration to whether or not the Authority would benefit from additional expertise in the area of economic development for the airport.

## VIII. Adjournment

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

7-17-2025