

**CENTRAL ILLINOIS REGIONAL AIRPORT AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES  
THURSDAY, OCTOBER 16, 2025**

**4:30 PM**

**I. Call To Order**

Commissioner Sender called the meeting to order at 4:31 p.m.

**II. Roll Call**

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

**III. Public Comments**

There were no public comments.

**IV. Approval of September Meeting Minutes**

Commissioner Allen made a motion to approve the September 18, 2025 meeting minutes. The motion was seconded by Commissioner Rettick and upon a unanimous vote, the motion carried.

**V. Old Business**

There was no old business.

**VI. New Business**

- A. **Approval of September Financials** – Ms. Hurd reported the Authority is 5 months through the fiscal year. Both the General Fund revenues and expenses are trending favorable to budget, creating a positive bottom line. The Capital Fund made several large payments during the first week of October. Both the CFC Fund revenues and expenses are also favorable to budget. The PFC Fund revenue for September was down slightly compared to the same period last year. Ms. Hurd also reported that she will be following up with a few accounts receivable items. There are several tenants that have fallen behind.

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

- B. Adopt Resolution No. 2025-9, A Resolution Authorizing the Renewal of a Line of Credit with Commerce Bank** – During the October 2024 regular meeting the members approved the renewal of a \$1 million dollar line of credit with Commerce Bank. The Authority has had this line of credit with Commerce for many years and before that with Bank of Illinois. The purpose for the line of credit is to support cash flows while awaiting project grant reimbursements. Once again, the line of credit was not used this past year. The renewal is per the terms of the current banking services agreement. The interest rate will be calculated using the 1-month SOFR (Secured Overnight Financing Rate) plus 200 basis points.

Commissioner Swearingen made a motion to adopt Resolution No. 2025-9, a resolution authorizing the Renewal of the Line of Credit with Commerce Bank. The motion was seconded by Commissioner Allen and upon a roll call vote; Commissioner Schuler – aye, Commissioner Pritts – aye, Commissioner Rettick – aye, Commissioner Groves – absent, Commissioner Allen – aye, Commissioner Swearingen – aye and Commissioner Sender – abstained, the motion carried.

- C. Authorize Revision to Airport Hangar Insurance Requirements** – This past April the members approved a new Hangar License Agreement for the lease of airport owned aircraft hangars. Within that agreement the Authority prescribed specific insurance requirements tenants would have to comply with as developed by airport risk and legal counsel. In the process of transitioning to the new hangars, Staff was informed by a small number of tenants two of the provisions created difficulty for them involving either changing insurance companies or paying a slightly higher premium. Airport Staff requested legal and risk to revisit the language to see if an accommodation could be provided. After which, the two offices identified revised language for the members to consider. The Properties and Facilities Committee met on October 9<sup>th</sup> and reviewed the change to the agreement. They recommended the revision be presented to the full Board for their consideration and approval.

Commissioner Allen made a motion to authorize the revision to the Airport hangar insurance requirements as presented. The motion was seconded by Commissioner Rettick and upon a unanimous vote, the motion carried.

- D. Approve Contract Amendment with Crowne Industries, Inc.** – This past April, the members approved a contract with Crowne Industries for the purchase and installation of a new 10,000 gallon above ground self-fuel facility for the new GA campus. The contract had a 90-day completion schedule. Due to the inability of the tank supplier to complete their work and ship materials on their original schedule, the contractor was not able to complete the project within the required schedule. Working with legal counsel Airport Staff crafted a contract amendment for member consideration which extended the term by 61 days, while also providing additional protection for the Authority.

Commissioner Pritts made a motion to approve the contract amendment with Crowne Industries, Inc. as presented. The motion was seconded by Commissioner Allen and upon a unanimous vote, the motion carried.

- E. Authorize Professional Services Agreement with Farnsworth Group** – As previously reported, Staff has been having conversations with St. Patrick's Church of Merna and the King family for the purchase of two parcels of property located at the northeast corner of Route 9 and Towanda Barnes Rd. The property is inside the north Runway Protection Zone (RPZ) for Runway 2/20 which the FAA directs airports to own/control in order to ensure the safety of people and property on the ground. The Authority previously purchased an airspace easement from these parties which affords the Authority control of the airspace above their property beginning approximately 70' above the

ground. Appraisals have been done on the property and the parties are interested in selling the property to the Authority. Staff would like to engage the Farnsworth Group to provide survey work and assistance providing right-of-way plats and dedicated easements. The contract would be a not to exceed \$20,000 with the cost being funded through the capital project.

Commissioner Rettick made a motion to authorize the professional services agreement with the Farnsworth Group for the not to exceed cost of \$20,000 for the runway protection zone property acquisition project. The motion was seconded by Commissioner Swearingen and upon a unanimous vote, the motion carried.

- F. **Authorize Extension of Exhibit Loan Agreement with McLean County Historical Society** – In the fall of 2015, the Authority took delivery of an aircraft known as the Tillbury Flash, which is a plane with local historical significance previously on display at the McLean County Museum of History. It was loaned to the Authority by the McLean County Historical Society for a ten year term. With the loan agreement expiring, and with both parties wishing to continue the partnership, Airport Staff is seeking a ten-year extension at no cost the Authority.

Commissioner Swearingen made a motion to authorize the extension of the Loan Agreement with McLean County Historical Society for the Tillbury Flash as presented. The motion was seconded by Commissioner Rettick and upon a unanimous vote, the motion carried.

- G. **Approve Regular Board Meeting Schedule for CY26** – Each year in October, the Board approves the meeting calendar for the coming year. The calendar reflects the meetings on the third Thursday of each month at 4:30 p.m.

Commissioner Allen made a motion to approve the regular Board meeting schedule for CY26 as presented. The motion was seconded by Commissioner Pritts and upon a unanimous vote, the motion carried.

## VII. Staff Reports

Carl introduced Madison Plesko, the new Deputy Director of Operations and Facilities. Madison comes to the Authority with over 9 years of airport operations experience. She is a graduate of Lewis University and is excited to join the CIRAA team.

Airline enplanements for the month of September were even with last year, despite an almost 2% reduction in capacity. Allegiant had 2 fewer flights to Orlando resulting in a decrease in passengers, while Clearwater/St. Pete experienced a strong increase in both enplanements and load factor. American's Dallas service also generated increased traffic, while schedule changes drove a slight decrease in their Chicago service. Delta's traffic was also up for the month. For the month, aircraft operations were up along with both scheduled and nonscheduled air cargo. However, the smaller aircraft for unscheduled cargo has an impact on aviation fuel sales.

Airport Staff remains on schedule with the transition to the new GA campus. All 4 rounds plus a 5<sup>th</sup> round of hangar requests have been administered. The first group of tenants started to move in today. Later today, the first of 6 tenant move assist days will occur. Even though things are still on schedule, it is becoming apparent that folks won't be moved in by the end of the month. Staff is

working on contingency plans to accommodate everyone in order to keep things moving towards completion.

The new ARFF vehicle should be onsite within the next few weeks. That is the new 1500 gallon fire truck. The 2 new snowplows should arrive sometime mid-winter.

Paulette will be putting out the Request for proposals for Audit Services next week with a November 21<sup>st</sup> deadline. Staff will be scheduling a meeting with the Audit and Finance committee in the first part of December to review the proposals and make recommendations to the full Board for their approval at the December meeting. The contract will be for 3 years with 2 one-year renewal options. Sikich will not be participating in this solicitation.

Work is continuing on the farmland RFP. Soil samples/testing needs to be done but that can't happen until the farmer harvests his crops from the fields.

Staff has received inquiries about the federal government shutdown. Right now, there has been no noticeable impact on CIRA. CIRA's air traffic controllers are contracted with Midwest Air Traffic and are continuing to get paid. The TSA and Fish and Wildlife Services are still working.

Carl reported that Staff will be bringing a bond reimbursement resolution to the Board at the November meeting. This is in anticipation of going back to the bond market in the next few months. The resolution will allow the Authority to go back 60 days prior to the bond issuance and reimburse themselves for approved project costs.

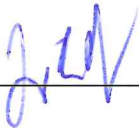
### VIII. Commissioner Comments

Commissioner Rettick noted that Derek did a great job with the GA briefing session. Commissioner Allen also thanked Staff for all their hard work with the move to the GA facility.

### IX. Adjournment

There being no other business to come before the Board, upon a motion being made, seconded and approved, the October 16, 2025 meeting of the Central Illinois Regional Airport Authority adjourned at 5:14 p.m.

Secretary



Date

