



Request for Qualifications for Special Aviation Counsel  
Central Illinois Regional Airport Authority

December 3, 2025

The Central Illinois Regional Airport Authority (“Authority”), the owner and operator of the Central Illinois Regional Airport (“Airport”), is seeking specialized federal aviation legal counsel to support the Authority and the work of Airport Staff. To that end, we are inviting your firm to submit a Statement of Qualifications (“SOQ”) outlining your ability to serve in that capacity.

The Central Illinois Regional Airport (CIRA) is a non-hub, primary airport located in Bloomington-Normal, Illinois. It is owned and administered by an independent, public, municipal entity created in accordance with the Illinois Airport Authority’s Act. The Authority is governed by a seven (7) member Board of Commissioners with 3 of the members being appointed by McLean County and 2 members each being appointed by the City of Bloomington and the Town of Normal. In turn, the Authority employs approximately 20 full-time staff members with a combination of 14 seasonal and part-time staff. The Authority staff members are responsible for all administrative and operational aspects of the airport 24/7/365. The Airport’s public safety response is provided under separate agreements with the City of Bloomington (ARFF/EMS) and McLean County Sheriff’s Department.

CIRA consists of approximately 2,000 acres of property on the eastern side of the Bloomington metro area. It has two runways (8,000’ and 6,500’) with three precision ILS approaches, including a CAT II approach for Runway 20. The airfield pavements are designed/built in accordance with the requirements of Airplane Design Group IV with the critical design aircraft being a B767. In addition to scheduled airline service (Allegiant, American, and Delta), CIRA hosts a FedEx regional airside sorting/distribution facility, a large independent general/corporate aviation service provider, multiple corporate aircraft operators and a large/vibrant G.A. community.

The scope of specialized legal services being sought by the Authority includes the following:

1. Providing federal aviation and airport compliance advice and counsel on matters under the jurisdiction of the Department of Transportation and its Federal Aviation Administration, the Department of Homeland Security and its Transportation Security Administration;
2. Working with relevant federal regulatory agencies on aviation and airport issues governing the development, operations, administration, and growth of a federally obligated airport;
3. Providing counsel on airport governance and governing documents, air service development efforts, Airport Minimum Standards and Airport Rules & Regulation;

4. Providing representation in legal proceedings (judicial or administrative) and litigation support involving aviation or airport matters;
5. Drafting and assisting with negotiating airport concession and use agreements, contracts, leases, policies, and other legal documents; and
6. Providing such other legal advice and legal services to the Authority, the Executive Director, or Authority Staff as deemed necessary or appropriate.

Special Aviation Counsel is engaged by and works for the Board of Commissioners in conjunction with the Executive Director and Airport Staff.

The Authority is particularly interested in having the SOQ include the following information:

- a. The name and contact information of the attorney that would be the primary point of contact and would do most of the substantive work on all matters regarding the engagement, if selected;
- b. The primary point of contact's and firm's experience related to federal aviation and airport issues in general and particularly in the areas and subject matters listed above in the scope of legal services;
- c. The professional, para-professional, and staff that would be available to work on behalf of the Authority; please include the resumes of key personnel;
- d. The firm's ability to take this engagement immediately;
- e. The types of cost the Authority may incur in obtaining your firm's services, including specific hourly rates for all professionals, para-professionals, and staff performing services, minimum billing time, and types of reimbursable expenses that would be chargeable to the Authority;
- f. Describe the extent and limits of professional liability, worker's compensation and other insurance (e.g. commercial general liability, etc.) that would cover your firm's performance of service for the Authority.
- g. Indicate whether your firm or any individual attorney within your firm represents or has represented clients with interests that are adverse to the Authority, or whether your firm or any individual attorney within your firm is engaged in activities that potentially foreseeably pose a conflict of interest in the representation of, or association with, the Authority, including representation of airlines or other tenant, concessionaires, or competing airports as determined by the Authority. As a part of this, please describe your firm's system in place for identifying and resolving actual or potential conflicts of interest; and

- h. Please provide three (3) current airport references with appropriate contact information;
- i. Provide any other information that you believe may be relevant or informative, but we ask that it be concise.

Lastly, please provide a pro-forma retention letter or agreement that you would propose using if your firm is selected for this engagement, which would indicate that representation is subject to termination by the Authority at any time, and should include an understanding there will be no formal guarantee that any particular project will be assigned to your firm.

We look forward to your response to the information requested above by no later than 5:00 p.m. (CST) on Wednesday, December 31, 2025. Please respond via email to Lynnette Hindman at [lynnette@cira.com](mailto:lynnette@cira.com). The Board of Commissioners' Administration and Governance Committee may request remote interview and/or follow up questions upon reviewing submissions. Presently, Airport Staff's goal is to present a recommendation of award of specialized aviation legal counsel to the full Board of Commissioners on January 15, 2026 so that services may begin after that time.

# CIRAA ORGANIZATION CHART

