

SPRINGFIELD AIRPORT AUTHORITY

Tuesday, October 18, 2022

REGULAR MEETING MINUTES

The regular meeting of the Board of Commissioners of the Springfield Airport Authority was called to order by Chair Vala at 5:00 p.m. on Tuesday, October 18, 2022, in the Conference Room at Abraham Lincoln Capital Airport.

PRESENT: Frank J. Vala, Chair
Elizabeth Delheimer, Commissioner
Tim Franke, Commissioner
Dianne Hardwick, Commissioner
Teresa Haley, Commissioner
Mike Houston, Vice Chair
Susan Shea, Commissioner
Mark Kinnaman, Treasurer
R. Beverly Peters, Secretary
Jim Lestikow, Attorney
Mark Hanna, Executive Director*
Ken Boyle, Deputy Executive Director
Roger Blickensderfer, Director of Facilities & Maintenance
*Attended Via Conference Call

ABSENT: None

VISITORS: Randy Vogel, Crawford, Murphy & Tilly, Inc.
Jeff Olson, Hanson Engineers
Amy Delaney, Hinshaw & Culbertson, LLP*

Chair Vala asked for a motion regarding the minutes of the Regular Meeting of September 20, 2022, and disposal of all Regular Meeting Recordings more than six months old. Vice Chair Houston made a motion to approve the minutes of the Regular Meeting of September 20, 2022, and disposal of all Regular Meeting Recordings more than six months old, seconded by Commissioner Shea and carried with a roll call vote of 7 ayes/0 nays.

Attorney Lestikow discussed revisions for the Employee Policy Handbook. Amy Delaney joined the meeting via telephone and discussed proposed changes to the Handbook. Vice Chair Houston made a motion to approve the revised Employee Policy Handbook and authorize the Board Chair to sign, seconded by Commissioner Delheimer and carried with a roll call vote of 7 ayes/0 nays.

Deputy Executive Director Ken Boyle discussed revisions to the Authority's Purchasing Policy. Commissioner Haley made a motion to adopt the Purchasing Policy and authorize the Board Chair to sign, seconded by Commissioner Hardwick and carried with a roll call vote of 7 ayes/0 nays.

Chair Vala discussed the Executive Succession Plan Policy. Vice Chair Houston made a motion to adopt the Executive Succession Plan Policy and authorize the Board Chair to sign, seconded by Commissioner Shea and carried with a roll call vote of 7 ayes/0 nays.

Treasurer Kinnaman reported unrestricted funds projected year-end balance of \$7,106,531 and actual year-to-date balance of \$9,386,303, restricted funds projected year-end balance of \$9,274,469 and actual year-to-date balance of \$12,067,046.

Commissioner Delheimer discussed the Statewide Planning & Research Grant Award and Professional Service Consultant for Abraham Lincoln Capital Airport: Smart Airport and Regional Logistics Planning Project. Commissioner Delheimer made a motion to accept the planning grant award from IDOT's Statewide Planning and Research (SPR) Program to fund Abraham Lincoln Capital Airport: Smart Airport and Regional Logistics Planning Project, approve the expenditure of up to \$150,000 from federal COVID-19 relief funds held in reserve to satisfy the local financial share of the project and authorize the Board Chair to execute any related and necessary grant administration documents, seconded by Commissioner Shea and carried with a roll call vote of 6 ayes/0 nays/1 present (Haley).

Commissioner Delheimer made a motion to approve the recommendation to select Hanson Professional Services of Springfield, IL to provide planning services for the Abraham Lincoln Capital Airport: Smart Airport and Regional Logistics Planning Project, and authorize the Board Chair to execute any related and necessary documents to enter into an agreement to memorialize this consultant selection process as required by the Illinois Department of Transportation and direct staff to file these documents with the proper authorities, seconded by Commissioner Hardwick and carried with a roll call vote of 6 ayes/0 nays/1 present (Haley).

Chair Vala gave an update on the construction projects.

Chair Vala discussed the Runway 18/36 Removal and Associated Improvements, Phase 3. Vice Chair Houston made a motion to approve the low bid in the amount of \$8,035,028.67 submitted by Illinois Valley Paving for Phase 3 construction and authorize the Executive Director to execute any

project and engineering consultation agreements and documents related to the administration of this project, seconded by Commissioner Haley and carried with a roll call vote of 7 ayes/0 nays.

Vice Chair Houston made a motion to approve the low bid by Harmony Deicing Products in the amount of \$58,520 and authorize the Executive Director to sign any agreements/documents and authorize payments to the contractor, seconded by Commissioner Haley and carried with a roll call vote of 7 ayes/0 nays.

Chair Vala reported that Abraham Lincoln Capital Airport hosted the Illinois Airport Maintenance Association Fall Conference at Stellar Aviation on October 12-13. Maintenance staff from ten Illinois airports attended.

Commissioner Hardwick reported that enplanements had an increase of 38.17% year to date.

Commissioner Hardwick reported that fuel sales for the month of September were 89,492 gallons with revenue of \$12,326. Airline Jet fuel sales were off 70% due to the Allegiant hiatus, however, Punta Gorda service has restarted and it is expected that airline fuel sales will pick up sharply. Retail Jet fuel gallons have experienced a downward trend as well over the same period keeping the monthly totals 50% lower than the previous month.

Commissioner Shea reported that the first annual Airport Tenant Safety Meeting will take place on October 24th. Executive Director Hanna reported on the self-serve fuel facility and also discussed a proposed turf landing area for general aviation tenants. Commissioner Shea reported on the 75th Anniversary Celebration plans.

Executive Director Hanna reported that staff is investigating the purchase of additional aircraft deicing equipment for the Passenger Services. Due to the long lead time being 12-18 months to order new equipment, staff is reviewing options to acquire used equipment. Our Public Safety Department will be having an in-person inspection regarding FAA Part 139 next week. Mr. Hanna met with Stellar Aviation on various matters, including efforts to recruit a professional pilot training program to SPI.

The meeting adjourned at 6:08 p.m.

Frank J. Vala, Chair

R. Beverly Peters, Secretary