

SPRINGFIELD AIRPORT AUTHORITY

Tuesday, July 23, 2019

BUDGET HEARING MINUTES

The Budget Hearing of the Board of Commissioners of the Springfield Airport Authority was called to order by Chair Vala at 5:02 p.m. Tuesday, July 23, 2019, in the Conference Room at Abraham Lincoln Capital Airport.

PRESENT: Frank J. Vala, Chair  
Elizabeth Delheimer, Commissioner  
Dianne Hardwick, Commissioner  
Mike Meyer, Commissioner  
R. Beverly Peters, Secretary  
Jim Lestikow, Attorney  
Mark Hanna, Executive Director  
Ken Boyle, Director of Admin & Finance  
Roger Blickensderfer, Director of Facilities & Maintenance

ABSENT: Herman Bodewes, Vice Chair  
Mike Houston, Commissioner  
Susan R. Shea, Commissioner  
Mark Kinnaman, Treasurer

Chair Vala asked for any questions or comments from the public regarding the Budget and Appropriation Ordinance for FY 2020 and the Tax Levy Ordinance for FY 2020.

There were no public questions or comments.

Commissioner Meyer made a motion to recommend for final action at the July Regular Board Meeting; 1) adoption of the proposed Springfield Airport Authority Budget and Appropriation Ordinance for FY 2020 and 2) adoption of the proposed Springfield Airport Authority FY 2020 Tax Levy Ordinance for Taxes Received in Calendar 2021, seconded by Commissioner Hardwick and carried with a roll call vote of 4 ayes/0 nays.

Commissioner Hardwick made a motion to adjourn the Budget Hearing, seconded by Commissioner Meyer and carried with a roll call vote of 4 ayes/0 nays.

The Budget Hearing adjourned at 5:06 p.m.

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Frank J. Vala, Chair

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R. Beverly Peters, Secretary

SPRINGFIELD AIRPORT AUTHORITY

Tuesday, July 23, 2019

REGULAR MEETING MINUTES

The regular meeting of the Board of Commissioners of the Springfield Airport Authority was called to order by Chair Vala at 5:06 p.m. on Tuesday, July 23, 2019, in the Conference Room at the Authority's offices at Abraham Lincoln Capital Airport.

PRESENT: Frank J. Vala, Chair  
Elizabeth Delheimer, Commissioner  
Dianne Hardwick, Commissioner  
Mike Houston, Commissioner  
Mike Meyer, Commissioner  
R. Beverly Peters, Secretary  
Jim Lestikow, Attorney  
Mark Hanna, Executive Director  
Ken Boyle, Deputy Director of Admin & Finance  
Roger Blickensderfer, Director of Facilities & Maintenance

ABSENT: Herman Bodewes, Vice Chair  
Susan R. Shea, Commissioner  
Mark Kinnaman, Treasurer

Chair Vala asked for a motion regarding the minutes of the Regular Meeting of June 25, 2019. Commissioner Hardwick made a motion to approve the minutes of the Regular Meeting of June 25, 2019, seconded by Commissioner Houston and carried with a roll call vote of 5 ayes/0 nays.

In the absence of Treasurer Kinnaman, Commissioner Houston presented the treasurer's report. Director of Admin & Finance Ken Boyle gave the Comptroller's Report and Commissioner Houston presented the Finance Chair Report.

Commissioner Houston made a motion to authorize the Executive Director and legal counsel, where applicable, with the concurrence of the Authority Board Chair, to execute all grants and related documents during FY 2020, and notify the Board at the next monthly meeting, seconded by Commission Meyer and carried with a roll call vote of 5 ayes/0 nays.

Commissioner Houston made a motion to authorize the Executive Director to transfer the FY19 year-end balance of \$615,664 in Operations & Maintenance to the Capital Improvement Fund, seconded by Commissioner Meyer and carried with a roll call vote of 5 ayes/0 nays.

Commissioner Houston made a motion to adopt the Springfield Airport Authority Budget and Appropriation Ordinance for FY 2020, and authorize the Board Chair to execute, seconded by Commissioner Hardwick and carried with a roll call vote of 5 ayes/0 nays.

Commissioner Houston made a motion to adopt the Springfield Airport Authority FY 2020 Tax Levy Ordinance for Taxes Received in Calendar 2020 for the Authority's FY 2021, and authorize the Board Chair to execute, seconded by Commissioner Meyer and carried with a roll call vote of 5 ayes/0 nays.

Commissioner Houston informed the Board that the Authority has received the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association for the 16<sup>th</sup> consecutive year.

Chair Vala gave an update on the construction projects.

Chair Vala reported on a project to replace roofs on the Public Safety Building and Airfield Electrical Building that are in excess of 22 years old and at the end of their useful life expectancy. Commissioner Houston made a motion to approve the low bid for the Public Safety Building Roof in the amount of \$205,100 submitted by Henson Robinson Co., and approve the low bid for the Airfield Electrical Building Roof in the amount of \$39,300 submitted by Henson Robinson Co. and authorize the Executive Director to sign any project related agreements/documents and authorize periodic payments to contract during construction, seconded by Commissioner Hardwick and carried with a roll call vote of 5 ayes/0 nays.

Executive Director Hanna reported on the project to expand the east end of the Bravo Apron. Commissioner Houston made a motion to approve the bid by United Contractors Midwest to expand the Bravo aircraft parking apron in the amount of \$274,000 and authorize the Executive Director to sign any project agreements/documents and authorize periodic payments

during construction, seconded by Commissioner Hardwick and carried with a roll call vote of 5 ayes/0 nays.

Commissioner Hardwick reported a decrease of 3.93% in year-to-date passenger activity compared to last year.

Commissioner Hardwick reported that fuel sales for the month of July were 122,020 gallons with revenue of \$15,488. Total gallons for FY 2019 were down 6.61% compared to the previous year.

Attorney Lestikow discussed proposed changes to the Open Meetings Act Policy. Commissioner Hardwick made a motion to approve the revised Open Meetings Act Policy and authorize the Board Chair to sign, seconded by Commissioner Meyer and carried with a roll call vote of 5 ayes/0 nays.

Attorney Lestikow reported that staff and legal have recently reviewed the Employee Policy Handbook. Commissioner Meyer made a motion to approve the revised Employee Policy Handbook and authorize the Board Chair to sign, seconded by Commissioner Houston and carried with a roll call vote of 5 ayes/0 nays.

Executive Director Hanna reported that the TSA pre-check processing contractor is no longer providing this service in the Springfield area. Staff is working with them to possibly offer this service through our Passenger Services Department.

Mr. Hanna reported that the Authority has received a letter from Kim Curry, Air Rendezvous offering support for a flying mission at the 183<sup>rd</sup> and he will share with the Board.

With no further business, Commissioner Hardwick made a motion to adjourn the Regular Meeting, seconded by Commissioner Meyer. The meeting adjourned at 6:00 p.m.

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Frank J. Vala, Chair

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R. Beverly Peters, Secretary

# SPRINGFIELD AIRPORT AUTHORITY

Tuesday, July 23, 2019

## ANNUAL MEETING MINUTES

The Annual Meeting of the Board of Commissioners of the Springfield Airport Authority was called to order by Chair Vala at 6:00 p.m. on Tuesday, July 23, 2019, in the Conference Room at Abraham Lincoln Capital Airport.

PRESENT: Frank J. Vala, Chair  
Elizabeth Delheimer, Commissioner  
Dianne Hardwick, Commissioner  
Mike Houston, Commissioner  
Mike Meyer, Commissioner  
R. Beverly Peters, Secretary  
Jim Lestikow, Attorney  
Mark Hanna, Executive Director  
Ken Boyle, Director of Admin & Finance and Assistant Secretary  
Roger Blickensderfer, Director of Facilities & Maintenance

ABSENT: Herman Bodewes, Vice Chair  
Susan R. Shea, Commissioner  
Mark Kinnaman, Treasurer

Commissioner Houston made a motion to nominate James Lestikow as Acting Chair, seconded by Commissioner Meyer and carried with a roll call vote of 5 ayes/0 nays.

Acting Chair Lestikow asked for a nomination for Acting Secretary. Commissioner Houston made a motion to nominate Ken Boyle as Acting Secretary, seconded by Commissioner Meyer and carried with a roll call vote of 5 ayes/0 nays.

Acting Chair Lestikow asked for nominations for Chair of the Board. Commissioner Houston made a motion to retain Frank Vala as the Chair and Herman Bodewes as the Vice Chair for another year, seconded by Commissioner Hardwick and carried with a roll call vote of 5 ayes/0 nays.

Acting Chair Lestikow turned the meeting over to the newly elected Chair, Frank Vala.

Chair Vala asked for nominations for the Board's Secretary, Treasurer and Comptroller positions. Commissioner Houston made a motion to retain R. Beverly Peters as Secretary and

Mark Kinnaman as Treasurer, and the Comptroller's position, seconded by Commissioner Hardwick and carried with a roll call vote of 5 ayes/0 nays.

Commissioner Houston made a motion to adopt the Resolution Respecting Deposit and Withdrawal of Funds of the Springfield Airport Authority in Springfield Financial Institutions by authorized individuals as presented to the Board, seconded by Commissioner Hardwick and carried with a roll call vote of 5 ayes/0 nays.

With no further business to come before the Board, Commissioner Houston made a motion to adjourn the Annual Meeting, seconded by Commissioner Hardwick. The meeting adjourned at 6:06 p.m.

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Frank J. Vala, Chair

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R. Beverly Peters, Secretary