

# SPRINGFIELD AIRPORT AUTHORITY

Tuesday, April 21, 2020

## REGULAR MEETING MINUTES

The regular meeting of the Board of Commissioners of the Springfield Airport Authority was called to order by Vice Chair Meyer at 5:00 p.m. on Tuesday, April 21, 2020. Due to restrictions in place regarding COVID-19, the meeting was held by conference call.

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

ABSENT: None

VISITORS: None

Vice Chair Meyer asked for a motion regarding the minutes of the Regular Meeting of February 18, 2020. Commissioner Houston made a motion to approve the minutes of the Regular Meeting of February 18, 2020, seconded by Commissioner Hardwick and carried with a roll call vote of 7 ayes/0 nays.

Vice Chair Meyer asked Attorney Lestikow to summarize the emergency executive order regarding holding a public meeting. Mr. Lestikow explained that in-person requirements have been suspended but in order to have a quorum all participants have to be on a device that allows all to hear each other and there is an opportunity for the public to listen in and participate along with keeping minutes, published and available on the website.

Treasurer Kinnaman gave the Treasurer's Report. Director of Finance and Administration, Ken Boyle gave the Comptroller's Report and Commissioner Houston presented the Finance Chair Report.

Commissioner Houston discussed insurance coverage for 2020-2021. Commissioner Houston made a motion to direct and authorize the Executive Director to execute the necessary documents to renew the Authority's Property coverage with Cincinnati, Auto coverage with Cincinnati, Officers & Directors Liability coverage with Old Republic and Liquor Liability coverage with USICOA, all for a one year period, seconded by Commissioner Shea and carried with a roll call vote of 7 ayes/0 nays.

Commissioner Houston discussed refinancing of the Hangar 3 Loan with Bank of Springfield. Commissioner Houston made a motion to authorize the refinancing of the existing Hangar 3 loan of \$1,000,000 at Bank of Springfield for a fixed ten year period to further accelerate the pay down of the loan principal for the Hangar 3 loan, seconded by Commissioner Hardwick and carried with a roll call vote of 7 ayes/0 nays.

Commissioner Delheimer discussed the termination of the lease with MRX d/b/a 10DayInstrument. Commissioner Delheimer made a motion to (1) approve termination of the Lease Agreement between the Springfield Airport Authority and MRX D/B/A 10DAYINSTRUMENT.COM/PICME AVIATION, effective March 31, 2020, and (2) approve execution of the two Lease Agreements between Springfield Airport Authority and Bill Richardson, and authorize the Executive Director to sign all related documents, seconded by Commissioner Houston and carried with a roll call vote of 6 ayes/1 present (Meyer)/0 nays.

Commissioner Meyer discussed the purchase of a new crash phone system consisting of the Alert III Emergency Conference System and the Consortium III Conference crash phone system. This serves to inform the Board of the purchase made under the Emergency Provision of the Springfield Airport Authority's Purchasing Policy due to the March Board meeting being cancelled for the COVID-19 pandemic. No action required.

Chair Vala gave an update on construction projects.

Commissioner Hardwick reported a decrease in year-to-date airline passenger activity due to less flights being scheduled and COVID-19.

Commissioner Hardwick reported that fuel sales for the month of March were 99,155 gallons with revenue of \$12,162. Airline sales were down compared to the previous month while

retail Jet fuel sales saw a slight increase. Military contract sales saw a sharp decline with Avgas sales remaining steady.

Attorney Lestikow reported on changes to the Illinois Human Civil Rights Act regarding the Sexual Harassment Policy and that there is a newly required Anti-Harassment Policy which will be discussed at a future Board meeting. Mr. Lestikow reported on updates of the Sexual Harassment Policy including expanded definitions, harassing non-employees, and annual training. Commissioner Houston made a motion to adopt the highlighted revisions made to the “Sexual Harassment Policy” and authorize the Board Chair to execute, seconded by Commissioner Shea and carried with a roll call vote of 7 ayes/0 nays.

Executive Director Hanna gave an air service update discussing flight activity for the airlines. American and Allegiant had 100% activity for March while United had 85%. April saw cancellations and May is scheduled for reduced flights. For June, American shows two flights daily, United shows three flights day and Allegiant shows a normal summer schedule. Allegiant has combined some flights with Dayton, Ohio. Mr. Hanna also reported on Payroll Protection Program (PPP) for airlines that includes ground handling services, the possibility of airlines seeking an exemption of sales tax on fuel, and the submission of the SAA’s ground handling expenses for reimbursement from the PPP made available from the CARES Act. Mr. Hanna reported that the budget process is ongoing for FY21. Mr. Hanna discussed the CARES Act grant for a direct payment from the FAA of some \$4.6 million to be used to offset operating expenses, debt service, payroll, etc.

Commissioner Hardwick made a motion to adjourn the Regular Meeting.

The meeting adjourned at 6:19 p.m.

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Mike Meyer, Acting Chair

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R. Beverly Peters, Secretary