



# **Central Illinois Regional Airport**

*at Bloomington-Normal*

**3201 CIRA Drive  
Bloomington, IL 61704**



## **Media Information Guide**

## **Introduction**

The Central Illinois Regional Airport (CIRA) is owned and operated by the Bloomington-Normal Airport Authority (BNAA). CIRA is committed to providing the utmost service to its customers in terms of safety, security, and efficiency. Accurately gathering information and distributing it to the public is just one way CIRA can accomplish its goal. We would like to invite media groups to work with us in accomplishing this priority. The purpose of this guide is to help provide the procedures that media personnel should follow should a newsworthy event occur.

## **Contact Information**

CIRA Offices of Administration

3201 CIRA Dr. Suite 200  
Bloomington, IL 61704  
Phone: (309) 663-7384  
Fax: (309) 663-2430  
www.cira.com  
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Executive Director

Carl Olson  
309-663-7384  
carl@cira.com

Deputy Director, Marketing

Fran Strebing  
309-834-7378 (direct)  
309-275-5054 (c)  
309-663-7384 (o)  
fran@cira.com

Airport Operations

operations@cira.com

## **General Guidelines**

### **Media Access**

As a general principle, news media personnel may have the same access to areas of the airport as the general public. These areas include the parking lot and front sidewalk areas, lobby/baggage claim/ticketing areas within the terminal, second floor mezzanine, and any other areas on the public side of the TSA checkpoint.

If any filming or interviewing is to be done on the secure side of the terminal, all personnel and equipment must pass through TSA screening and be escorted by CIRA personnel at all times. Under no circumstances should any media personnel enter the Air Operations Area (AOA) without an escort. Escorts will be provided in an as-available basis. Escorting personnel may be busy assisting in the incident response.

## **Media Inquiries**

In the interest of securing accurate information, all inquiries by media personnel should be directed toward BNAA's Public Information Officer (PIO). The appointed PIO of BNAA is the Deputy Director, Marketing, Fran Strebing. The regular office hours of BNAA staff is 8:00 a.m. to 5:00 p.m.

### **Facility Familiarization**

We would like to extend an invitation to any local media personnel who would like a tour of our facilities prior to a significant event. Appointments can be arranged by calling the CIRA front desk attendant at 309-663-7384.

### **Parking and Live Shots**

Media vehicles are not exempt from Federal regulations which prohibit unattended vehicles from being parked along the front curb of the terminal. News vehicles may be parked in the short-term parking lot or in the commercial vehicle lane.

Requests for filming and live shots should be directed to the Deputy Director, Marketing or the Airport Operations Office. Requests for filming for television commercials, documentaries, and other non-news subjects must be submitted in writing a minimum of 14 days in advance and approved by CIRA Executive Director or his/her designee.

## **Types of Media Events**

### **Planned Events**

These types of events happen somewhat frequently and with advanced notice. Planned events include board meetings, VIP visits, airline announcements, dedications, etc.

### **Severe Weather and Delays**

These types of events occur with moderate frequency and warning. These types of events can include severe snowstorms, thunderstorms, delays caused by service interruptions at other airports, etc.

### **Emergencies and Incidents**

These types of events happen infrequently and with little to no warning. These Events include, but are not limited to, airport closures due to weather, aircraft malfunctions, aircraft precautionary and unexpected landings, aborted takeoffs, onboard aircraft medical emergencies, aircraft accidents, damage to airport facilities, security breaches, etc.

## **Emergency Response and Procedures**

### **Overview**

This section will provide guidelines for media personnel to follow during any newsworthy emergency event at CIRA.

### **General Guidelines**

During any emergency event, safety and security of all people and facilities at the airport takes absolute priority. Fire and rescue personnel have ultimate authority during emergency operations. Any inquiries or interviews must be coordinated through Fran Strebing, Deputy Director, Marketing at 309-275-5054.

**Arrival and check-in**

Upon arrival to CIRA, media personnel are to park their vehicles in the short-term parking lot on the east side and gather in the east side of the terminal building near the car rental counters, or at the former terminal building at 2901 E. Empire St., Bloomington, IL in the event the terminal building is not available. If neither space is available there will be alternate area designated by BNAA . This area should provide ample room to gather and prepare equipment. Contact Fran Strebing, Deputy Director, Marketing, prior to arrival. If Fran cannot be reached or is unavailable, contact Carl Olson, Executive Director or Operations. An incident briefing will be provided, and media guide pamphlets will be distributed to all media personnel. Access throughout the terminal and AOA will be very limited in the event of an emergency. In the interest of safety and security, media personnel must remain within designated areas at all times and strictly adhere to policies and procedures.

**Incident levels**

The following are levels and descriptions of possible scenarios at the airport:

**Alert I**

An aircraft is having minor difficulty; e.g. rough running engine, oil leak, etc.

**Alert II**

An aircraft is having moderate to major difficulty; e.g. engine on fire, faulty landing gear, engine out on a multi-engine aircraft, etc.

**Alert III**

An aircraft has already been involved in an accident on or near the airport.

**Alert IV**

A passenger or crew member onboard an aircraft has a medical emergency and needs medical assistance.

**Alert V**

An incident involving security (e.g. hijacking, bomb threat, unruly passenger) that requires law enforcement assistance.

**Emergency Response Agencies and Responsibilities****Bloomington-Normal Airport Authority (BNAA)**

BNAA is responsible for overall emergency operations at CIRA. BNAA Operations and Maintenance Department personnel respond to all emergencies and assist fire and police departments as needed. CIRA Operations is responsible for maintaining the Airport Emergency Plan (AEP) and Irregular Operations (IROPS) plans, as well as managing less severe emergency events not requiring fire or police response, such as severe weather, snow removal, etc.

**Bloomington Fire Department (BFD)**

BFD is responsible for all life, medical, and safety emergency response at CIRA. If needed, additional aid may be called upon from adjoining agencies, such as Normal Fire Department (NFD).

**Bloomington Police Department (BPD)**

BPD is responsible for law enforcement emergencies at CIRA. Should the situation require, additional aid may be called by neighboring law enforcement agencies, such as Normal Police Department (NPD), McLean County Sheriff's Department (MCSD), and Illinois State Police (ISP).

**National Transportation Safety Board (NTSB)**

The NTSB is the Federal organization assigned with investigating and determining the probable cause of aircraft accidents in the United States. All responses by the NTSB are initiated from Washington D.C. There will be no speculation as to the cause of an aircraft incident released prior to the NTSB's official report.

**Federal Aviation Administration (FAA)**

The FAA is the Federal organization that regulates all aspects of aviation in the United States. The FAA has various branches, each presiding over different regions of the country. The branches which CIRA falls under jurisdiction:

- Airport safety and certification is administered through the Great Lakes Region (headquartered in Des Plaines, IL)
- Pilot safety and standards is administered through the Flight Standards District Office (headquartered in Springfield, IL)

**Transportation Security Administration (TSA)**

TSA is a federal agency in charge of passenger and baggage screening for departing airline passengers.

**Airlines**

The airlines provide commercial flight service to and from CIRA to a variety of destinations in the United States. Each airline and their regional partners are responsible for caring for their passengers and crewmembers. Currently, CIRA receives scheduled flight service from the following airlines:

- **American Airlines/American Eagle/American Connection**
  - American Airlines
  - Corporate Communications
  - 817-967-1577
  - 817-931-1348 (Breaking News and Emergency Only)
  - E-mail: [mediarelations@aa.com](mailto:mediarelations@aa.com)
  - [www.aa.com](http://www.aa.com)
    - 50 seat Embraer 145
    - 46 seat Embraer 140
- **Delta Air Lines/Delta Connection**
  - Delta Airlines
  - Corporate Communications
  - 404-715-2554
  - 888-763-5304 (after hours)
  - E-mail: [media@delta.com](mailto:media@delta.com)
  - [www.delta.com](http://www.delta.com)
    - 110 seat Boeing 717
    - 76 seat CRJ-900
    - 65 seat CRJ-700
    - 50 seat CRJ-200
- **Allegiant**
  - Allegiant Media Relations
  - Jessica Wheeler
  - 702-800-2020

- E-mail [mediarelations@allegiantair.com](mailto:mediarelations@allegiantair.com)
- [www.allegiant.com](http://www.allegiant.com)
  - 166 seat MD-80
  - 177 seat Airbus

### **Rental Car Agencies**

Central Illinois Regional Airport currently provides rental car services through 5 rental car companies—Avis, Alamo, Budget, Hertz and National Car Rental.

### **Airport Information**

#### **General Airport Information and History**

Central Illinois Regional Airport is owned and operated by the Bloomington Normal Airport Authority. The airport is located in McLean County in the southeastern section of the city of Bloomington. CIRA encompasses approximately 1950 acres.

CIRA has two runways, which are numbered according to their compass heading:

- **Runway 2/20**
  - Concrete
  - 8,000 feet by 150 feet
- **Runway 11/29**
  - Asphalt
  - 6,525 feet by 150 feet

Three of CIRA's four runways are equipped with Approach Lighting Systems (ALS). Runways 2 and 29 have MALSR, which allow aircraft to land in conditions with 1,800 feet to .5 miles lateral visibility and a 200 feet ceiling. Runway 20 is equipped with one of just 96 Category II ILS in the country, called the ALSF-2, which allow aircraft to land in conditions with just 1,200 feet lateral visibility and a 100 feet ceiling.

CIRA has two operational fire stations on the airfield—Bloomington Fire Station 3 and Bloomington Fire Station 6. Station 6 provides Airport Rescue and Fire Fighting (ARFF) services for the airport, and is outfitted with two airport emergency response vehicles:

- **Oshkosh Striker 300**
  - 3,000 gal. capacity water tank
  - 420 gal. capacity foam tank
- **Oshkosh Striker 1500**
  - 1,500 gal. capacity water tank
  - 210 capacity foam tank

### **Definition of Areas**

Listed below are the different facilities and areas pertaining to the operation of the airport and their locations.

Passenger Terminal – the terminal building at 3201 Cira Drive, Bloomington, IL 61704

Old terminal – the former terminal building located at 2901 E Empire Street, Bloomington, IL 61704

General Aviation Complex – location of the hangars, FBOs, and other facilities where non-commercial aviation operations take place

Dumont Aviation - the limited Fixed Base Operator (FBO) located at 2841 East Empire Street, Bloomington, IL 61704

Image Air – the Fixed Base Operator (FBO) located at 2933 E Empire Street, Bloomington, IL 61704

Synergy Flight Center – the FBO located at 2823 E Empire Street, Bloomington, IL 61704

Air Operations Area (AOA) – all surfaces where aircraft operations take place

Runways – paved areas where aircraft perform takeoffs and landings

Ramps/aprons – areas where aircraft park for loading and unloading

Taxiways – paved areas where aircraft move from the ramps/aprons to the runways and vice-versa



**Airport Diagram**

