# CENTRAL ILLINOIS REGIONAL AIRPORT AUTHORITY
## BOARD OF COMMISSIONERS
## REGULAR MEETING MINUTES
## THURSDAY, JUNE 18, 2026

**4:30 PM**

## I. Call To Order

Commissioner Sender called the meeting to order at 4:32 p.m.

## II. Roll Call

Commissioners Schuler, Pritts, and Swearingen were present. Commissioner Allen was present telephonically for family emergency. Commissioner Groves and Commissioner Rettick were absent. A quorum was acknowledged.

## III. Public Comments

There was no public comment.

## IV. Approval of May Meeting Minutes

Commissioner Pritts made a motion to approve the May 21, 2026 meeting minutes. The motion was seconded by Commissioner Schuler and upon a unanimous vote, the motion carried.

## V. Old Business

There was no old business.

## VI. New Business

A. **Approval of May Financials** – Ms. Anna Cadmus reported the Authority completed the first month of the fiscal year. As is the case each May, there is not a lot of meaningful analysis that can be done with the Financials, as much of May's activity relates back to last fiscal year. Staff is working on wrapping up the final reconciliation of FY26 grant activity in the Capital Fund. Cash flows will be closely monitored as the construction season kicks off.

The auditors will be on site next week to complete the field work for the annual audit

Commissioner Swearingen made a motion to approve the May financial statements. The motion was seconded by Commissioner Schuler and upon a unanimous vote, the motion carried.

B. **Adopt Resolution No. 2026-12, A Resolution Honoring Mr. David Schmillen** – After 14 years with the Airport Authority, Mr. David Schmillen is retiring from his maintenance crewman position. The members thanked Mr. Schmillen for all his work and wished him well in retirement.

Commissioner Swearingen made a motion to adopt Resolution No. 2026-12, A Resolution Honoring Mr. David Schmillen. The motion was seconded by Commissioner Pritts and upon a roll call vote; Commissioner Allen – aye, Commissioner Swearingen – aye, Commissioner Sender – aye, Commissioner Schuler – aye, Commissioner Pritts – aye, Commissioner Groves – absent, Commissioner Rettick – absent, the motion carried.

C. **Adopt Resolution No. 2026-13, A Resolution Honoring Ms. Dianne Fazio** – After almost 8 years of service, Ms. Dianne Fazio is retiring as the Authority's accountant. The Board extended their appreciation and congratulations to Ms. Fazio and wished her much happiness in retirement.

Commissioner Swearingen made a motion to adopt Resolution No. 2026-13, A Resolution Honoring Ms. Dianne Fazio. The motion was seconded by Commissioner Schuler and upon a roll call vote, Commissioner Allen – aye, Commissioner Swearingen – aye, Commissioner Sender – aye, Commissioner Schuler – aye, Commissioner Pritts – aye, Commissioner Groves – absent, Commissioner Rettick – absent, the motion carried.

D. **Authorize Professional Services with Jefferson Wells –** After advertising the CFO position locally, across the state, and paying to advertise nationally, Staff has not been able to attract a suitable candidate. To bolster recruitment efforts, Staff recommended the Authority engage an executive search firm Jefferson Wells, who specializes in placing this type of position. Formally a part of Manpower Group, Sikich acquired Jefferson Wells earlier this spring.

This engagement would be structured as a Contingent Search; meaning no fees would be paid until the Authority hired a candidate presented by the firm. During this time the Authority would be free to continue to advertise/recruit and no fee would be paid if the Authority hired a candidate not presented by Jefferson Wells.

Commissioner Pritts made a motion to authorize the Professional Services Agreement with Jefferson Wells as presented. The motion was seconded by Commissioner Schuler and upon a unanimous vote, the motion carried.

E. **Authorize Professional Services Agreement with Crawford, Murphy, and Tilly, Inc –** In line with Federal requirements, all entities which store, transfer, use or consume petroleum based products in excess of 1,320 gallons are required to maintain an approved Spill Prevention, Control, Countermeasure Plan (SPCC). These plans are required to be reviewed/updated and recertified by a professional engineer every five years. To complete this work Airport Staff recommended the Authority re-engage CMT to complete this work. The scope of work for this would be similar to previous efforts with a proposed fee of $15,100. To help control costs, Airport Staff will complete the airport-based work involving coordination with airport tenants and review/confirmation of airport facilities.

Commissioner Schuler made a motion to authorize a Professional Services Agreement with Crawford, Murphy, and Tilly Inc. for a not to exceed fee of $15,100. The motion was seconded by Commissioner Allen and upon a unanimous vote, the motion carried.

## VII. Staff Reports

Carl reported that CIRA's strengthening momentum with aviation results continued into the month of may, with airline enplanements increasing over 18% compared to May of last year. Allegiant and Delta each generated especially strong results with Delta's additional service helping to push their monthly enplanement to a new high. Local aircraft operations decreased by a small amount, while the sale of aviation fuel remained very robust. Air cargo operations helped drive increased fuel sales by generating CIRA's highest ever monthly air cargo activity. For the month of May, CIRA hosted 56 unscheduled cargo flights and when added to FedEx operations, and CIRA received a total of 82 cargo flights in May.

Carl also reported the inaugural Plane Pull for Special Olympics was a tremendous success. The airport Authority's partnership with Synergy Flight Center, United airlines and Special Olympics Illinois was outstanding. There were 22 teams participating with the fund-raising goal being exceeded by 57%.

The notice to proceed was issued last week for Phase I of Runway 11/29 Rehab. Work was able to start last Thursday and as of this week, the milling for the first component is largely completed. Preparations are underway to start paving next week.

The parking lot rehab project is still awaiting the FAA grant agreement. The preconstruction meeting will be held on June 19 with construction beginning upon grant issuance.

The front vestibule door project has been completed and is closed out. The part needed for the communication on the fuel farm is expected to arrive on the 19th.

## VIII. Commissioner Comments

The members reiterated their thanks and appreciation to the retirees.

## IX. Executive Session

At 5:00 p.m. Commissioner Schuler made a motion to recess the meeting for a couple of minutes and reconvene in Executive Session for personnel matters under 5 ILCS 120/2 (c) (1). The motion was seconded by Commissioner Pritts and upon a unanimous vote the motion carried.

## X. Adjournment

At approximately 5:43 p.m. the members reconvened in regular session. Commissioners Schuler, Pritts, Swearingen and Sender were physically present, with Commissioner Allen attending telephonically. There being no other business to come before the Board, upon a motion being made, seconded and approved, the June 18, 2026 meeting of the Central Illinois Regional Airport Authority adjourned at 5:43 p.m.

Secretary

7/16/26
Date