

MEETING MINUTES
August 30, 2023, 10 AM CT
University of Illinois-Willard Airport
Airport Advisory Board Meeting

1.0 CALL TO ORDER

- A. Roll Call: Jayne DeLuce, Karl Gnad, Bruce Knight, Diane Wolfe Marlin, Carly McCrory-McKay, Sharee Robinson, Steve Summers, John Walsh, Christopher Walton
- B. Absent: None

2.0 APPROVAL OF MINUTES

- A. None – Initial meeting

3.0 OLD BUSINESS

- A. None – Initial meeting

4.0 NEW BUSINESS

- A. Welcome Remarks by Vice Chancellor for Administration and Operations at the University of Illinois, Michael DeLorenzo.
- B. Vice Chancellor DeLorenzo introduced the Advisory Board Members:
 - 1. Jayne DeLuce, CEO, Experience Champaign Urbana
 - 2. Karl Gnad, CEO, Champaign-Urbana Mass Transit District
 - 3. Bruce Knight, Planning and Development Director, City of Champaign
 - 4. Diane Wolfe Marlin, Mayor, City of Urbana
 - 5. Carly McCrory-McKay, Executive Director, Champaign County Economic Development Corporation
 - 6. Sharee Robinson, Associate Vice Chancellor for Research and Innovation, University of Illinois at Urbana-Champaign
 - 7. Steve Summers, County Executive, Champaign County
 - 8. John Walsh, External Affairs Program Executive, Carle Health
 - 9. Christopher Walton, Village Administrator, Village of Savoy
- C. Vice Chancellor DeLorenzo presented the purpose role of the board; This was finalized this past summer and has been worked on for quite some time for ways to formalize the Board process as we move forward with community involvement with the airport and the university. So, we wanted to establish this board and make the process more formal. Vice Chancellor DeLorenzo reviewed the Policy Statement establishing the Advisory Board. Willard Airport Operating Policy was finalized on July 28, 2023, and confirms the university's position to effectively operate the airport while also setting forth the creation of the Willard Airport Advisory Board. The policy establishes that the Executive Director, Tim Bannon, for and on behalf of the University on such terms and conditions as the Executive Director determines

necessary, convenient or desirable-establish, construct, effectuate, operate, maintain, renovate, improve, extend, or repair air transportation facilities at Willard Airport. The University may establish, levy, and collect such fares, tolls, rentals, rates, charges, and other fees as the Executive Director deems necessary, convenient, or desirable for the use or operation of any air transportation facilities, services, equipment, or activities operated at serving or incidental to Willard Airport. The Executive Director may establish rules, regulations, and procedures, including minimum standards governing the use, operation and occupancy of air transportation facilities and related facilities, equipment, services, and activities at, serving or incidental to Willard Airport as he may deem necessary, convenient, or desirable. Vice Chancellor DeLorenzo also mentioned that in addition to this policy, the University under state statute from 1946 has an obligation to operate this airport. The Policy Statement is provided in print format and is available at Willard Airport's website.

- D. Vice Chancellor DeLorenzo reviewed the Structure of the Board; The Advisory Board consists of 9 total members appointed by the Chancellor, 4 of which serve in an Ex-Officio capacity, and the other 5 are at large. Annually, the board shall elect a chair and vice-chair. Ex-Officio members are precluded from serving as officers of the board. Ex-Officio members are appointed to indefinite terms. At large members will serve on staggered 4-year initial terms. Advisory board members shall serve without compensation. To avoid conflicts of interest, Willard Airport tenants and their employees shall be precluded from serving on the Board. Staff services for the Board shall be performed by the personnel of the airport. In carrying out the functions and responsibilities of the Executive Director and the Board, the Chancellor shall designate a Secretary who will act as the administrative agent of the Board and assist the Board in fulfilling its duties and functions. Physical copies of this policy are available at the check-in table today and can also be found on the airport website, iflycu.com, under the About section.
- E. Vice Chancellor DeLorenzo presented the Role of the Board. The purpose of the board is to advise in the development of a program relative to the administration and management of Willard Airport and to advise the Executive Director with regard to such other programs relative to Willard Airport as he may undertake. Such programs shall include, but not limited to identification of future capital needs, examining the means and methods of financing such future capital needs, the promotion and examination of the financing means and methods for the economic development of the area on and around the airport, the joining together of such economic development and the airport operations, the identification and implementation of ways of working with the local community to accomplish the program.
- F. Executive Director, Tim Bannon, presented Housekeeping Items of the functioning of the board regarding the board as to Meeting Frequency, Time and Location. The Bylaws of the Willard Advisory Board require the posting of notice stating dates, times, and places of its regular meetings for the calendar year no later than the second regular meeting of the Advisory Board each year. Please visit iflycu.com under the About tab and select Advisory Board for access to all documents. Communications are to be directed to Director Bannon either by phone at 217.244.8604 or by email at willard-airport@illinois.edu. Director Bannon presented the

Board Packet layout for future meetings which included an agenda, minutes from the previous meeting, director's report which may include operations report and financial report, Central Illinois Air Service Performance Matrix, and other reports at the request of the board.


- G. Director Bannon led the election of officers of Chair and Vice Chair. Director Bannon asked for a motion for Chair, Jayne DeLuce motioned to nominate Carly McCrory-McKay, motion was seconded by Christopher Walton. The Advisory Board voted unanimously to appoint Carly McCrory-McKay as Chair of the Willard Airport Advisory Board, motion carried. Director Bannon asked for a motion to nominate a Vice Chair, Chair McCrory-McKay nominated Jayne DeLuce for Vice Chair, motion was seconded by Bruce Knight. The Advisory Board voted unanimously to appoint Jayne DeLuce as Vice Chair; motion carried.
- H. Director Bannon presented that the secretary of the Advisory Board is the Chancellor or his designee. Vice Chancellor DeLorenzo, as the Chancellor's representative, designed Director Bannon as the secretary of the Advisory Board. Director Bannon accepted the designation.
- I. Director Bannon turned the meeting over to the new Chair, Carly McCrory-McKay. Chair McCrory-McKay presented the review and acceptance of the Advisory Board Bylaws which were provided in print and are located on the iflycu.com website: <https://iflycu.com/wp-content/uploads/2023/08/Willard-Airport-Advisory-Board-Bylaws-FINAL.pdf>. Chair McCrory-McKay opened the floor to discussion regarding the Bylaws, no discussion took place. Chair McCrory-McKay asked the Board for a motion to approve. Bruce Knight made a motion to approve the bylaws, it was seconded by Christopher Walton. The Advisory Board unanimously voted to accept the Bylaws; motion carried.
- J. Chair McCrory-McKay opened the floor for overall Discussion to all board members. There was no discussion.
- K. Chair McCrory-McKay thanked everyone for coming to the meeting. Chair McCrory-McKay asked for a motion that the meeting be adjourned, Christopher Walton made the motion to adjourn, and Diane Wolfe Marlin seconded the motion. Meeting adjourned at 10:22 AM.



Secretary

10/16/2023

Date of Approval



Chair

10-16-2023

Date of Approval