

MEETING MINUTES
May 9, 2024, 1:00 PM CT
University of Illinois-Willard Airport
Airport Advisory Board Meeting

1.0 CALL TO ORDER

- A. Meeting called to order at 1:03 PM on Thursday, May 9, 2024, by Chair McCrory-McKay.
- B. Roll Call: Carly McCrory-McKay, Jayne DeLuce, Karl Gnadt, Bruce Knight, Diane Wolfe Marlin, Sharee Robinson, Steve Summers, John Walsh, Christopher Walton.
- C. Absent: None

2.0 APPROVAL OF MINUTES

- A. March 28, 2024, Minutes: Chair McCrory-McKay asked the Board for any edits, discussion, or comments regarding the minutes. There were none and Board Member Walsh moved to approve the minutes with Board Member Walton seconding the motion. It was a unanimous vote to approve the minutes as is. Motion carried.

3.0 PUBLIC COMMENT

- A. Chair McCrory-McKay asked if there were any public comment requests turned in at the Willard Airport Conference Room. Chair McCrory-McKay reviewed the rules for public comment. There were two public comments:
 - a. Wade Thweatt provided comments related to the draft Willard Airport Minimum Standards and Rules and Regulations documents.
 - b. Jeff Randall provided comments related to the draft Willard Airport Minimum Standards and Rules and Regulations documents.

4.0 REPORT OF THE EXECUTIVE DIRECTOR

- A. Chair McCrory-McKay turned the meeting over to Executive Director Bannon for the Director's Report. Assistant Director Smith started with a review of the Operations Report by Month and Calendar Year to Date. (All numbers were as of month ended February 30, 2024):
 - a. Airline Fuel (Gallons Sold): 105,286 Gallons up 34% Year over Year.
 - b. Jet A Fuel (Gallons Sold): 65,897 Gallons, up 6% Year over Year.
 - c. AVGAS (Gallons Sold): 3,610 Gallons, up 84% Year over Year.
 - d. Airline Enplanements: 6,623 Passengers, up 8% Year over Year.
 - e. Rental Car Days: 3,300 Days, down 8% Year over Year.
 - f. Total Operations on the airfield we are up 12.6% Year over Year.
- B. Assistant Director Smith stated Willard Airport had its annual FAA inspection that occurred from March 27-April 4, 2024. For the third year consecutively, the airport received a discrepancy free inspection.
- C. Assistant Director Martlage presented the Financial Report which included the Statement of Net Position, and the Budget vs. Actual Variance Analysis. Current Fund Balances: State Fund \$242,796, Operating Fund: \$3,477,012, PFC Fund: \$747,051, CFC Fund: \$746,055, Private Gift Funds: \$21,827, Plant Funds: \$8,435, Parking System Loan: (\$27,873), Utility and Road Loan: (\$435,267). Total Airport Funds: \$4,780,037. Assistant Director Martlage stated the Total

Operating Revenues are on budget despite missing about six weeks of parking revenue due to the parking system being inoperable earlier in the year. Total Operating Expenses are under budget overall. We expected to be operating at a loss this year with Net Operating Loss at (\$762,470).

- D. Executive Director gave project updates:
- a. Executive Director Bannon thanked Assistant Director Andrew Smith, Airport Fire Marshal John Cumbee, and their teams, for their work in achieving a discrepancy free inspection for the third year consecutively.
 - b. Escalators-the down escalator was turned off this morning due to oil on the steps. The escalator service contractor has been made aware of the issue.
 - c. Executive Director Bannon and Vice Chancellor DeLorenzo visited the Federal Aviation Administration Airports District Office in Chicago, IL on April 8, 2024, to discuss the airport's upcoming capital program over the next 5 years. Projects discussed included this year's Taxiway Midfield project, TSA Checkpoint Relocation project, Terminal Improvements Phase 2, and Runway 14L/32R Rehabilitation. One of the goals for the meeting was to talk about the future Runway 14L/32R project and get it on the radar at the FAA.
 - d. The Airport participated in the Champaign County First DC Advocacy Trip in April. The airport traveled with Champaign County First with our community leaders. The airport does not have any projects on the Champaign County First list; however, it was beneficial to attend. Several federal elected officials asked about how the airport is doing during the meetings. The group met with the U.S. Department of Transportation, Amtrak, Congresswoman Mary Miller, Congresswoman Robin Kelly's staff, Congresswoman Nikki Budzinski, Senator Dick Durbin, and Senator Tammy Duckworth.
 - e. The Airport participated in an Advocacy Day in Springfield for the Illinois Airports Council. Executive Director Bannon is the Treasurer for the Illinois Airports Council. Illinois Airports Council is one of two state airport organizations that advocate for airports in the state of Illinois. We have a federal program that funds big projects like runways and terminals, we are now advocating for a state/local program in addition to fund projects that have less of a federal priority. We need another level of funding that bridges the gap between local funds and the federal programs. The airport has a lot of projects that do not compete well at the federal level but would compete well within a state program for funding. The Council is attempting to introduce legislation, specifically SB 3699, that has bipartisan support which would take aviation fuel tax which is being collected today and reinvest that back into capital programs for airports instead of going into the general revenue fund for Illinois. The primary concern is taking money away from the general revenue fund as we understand this year has not been the best year for the general revenue fund. IAC is going to continue to work on it so that the money that is generated on airports through jet fuel and AVGAS is reinvested back into airports like ours.
 - f. Airport Concessions Update - Flooring is in, electrical infrastructure is in, and the IT infrastructure is pending installation. Public Health review is still ongoing. The opening will be in a phased approach, without the robot initially. Phase 1 is getting the location

- open and delivering food and drinks to people with grab and go. Phase 2 will be installing the coffee robot.
- g. Car Rental Counter Replacement - The counters are in production. We expect that project to formally kick off in 4-6 weeks depending on when the counters are fully constructed at the university. We will work with our rental car partners to make sure they stay open during construction.
 - h. Public Address System - All the components are in; we are waiting for the University of Illinois electricians to begin the project and start installing the speakers and IT to install the front-end technology in the basement. Chair McCrory-McKay asked how long it will take to install the new system. Fire Marshal Cumbee responded that it should take 1-2 weeks to install the speakers throughout the terminal. The difficult phase will be replacing the computer infrastructure in the basement which is estimated to take about a month once they get started.
 - i. The airport website, iflycu.com, is in the final stages of redesign - pending completion with Neon Moth who is contracted with the university to perform the work. The airport will publish a Facebook announcement and notify stakeholders and the board when it goes live. The new website will have increased ADA accessibility standards to be able to convert text to speech, a feature which our current website does not have. The FAA Office of Civil Rights will be requiring airports to be compliant with federally defined ADA standards for websites in the next 3 years, we will be ahead of the requirement.
 - j. Parking System - Our contractor suggested turning on receipts for every transaction until the issue with the receipt button is fixed, the “push for receipt” on-screen button remains non-functional. For now, all customers will get a receipt until the receipt button on the screen is working as intended.
 - k. TSA Checkpoint Project - Pending grant award status. The airport expects to start construction by the end of 2024. Construction will take approximately one year to complete.
 - l. Midfield Taxiway Project - The notice to proceed date with the contractor is May 13, 2024. The project will address non-standard taxiway geometry. Stakeholder coordination will be a big part of the project, while we attempt to keep operational impacts to a minimum. We will remain open and operational for all aeronautical users throughout the project.
 - m. Flightstar is expanding and putting out a press release regarding construction of a new hangar.
 - n. The next TSA Pre-Check event is August 5-9, 2024. The appointments will likely fill up fast once the portal is open, which will take place about a month in advance.
- E. Executive Director Bannon reviewed the Air Service Report. The airport has a collective load factor of 65% for the Chicago route and a 72% load factor for the Dallas route. Our higher one-way fare keeps us profitable for the market. We are meeting with American Airlines at the next conference to review the market. Springfield, IL market load factors with new Breeze Airways service came out at 54% for the Orlando route and 50% for the Tampa route. If Willard Airport successfully recruits new air service, we need to ensure a strong start to give the best

opportunity for long-term success. We have five flights on the schedule today, three to O'Hare and two to Dallas. The third O'Hare flight is an Air Wisconsin aircraft, a 50-seater. That flight is removed from the schedule in June and July and starts up again in August. It does not seem to be a permanent flight, so we did not do a press release announcing the third flight. The Jumpstart conference in Washington DC is coming up in soon. We have confirmed meetings scheduled with United, SkyWest, American, Allegiant and Frontier airlines. We did request to meet with Avelo and Breeze and did not secure meetings with them. We will request one-on-one meetings with those two airlines after the conference.

5.0 OLD BUSINESS

- A. Rules and Regulations, Minimum Standards-Subcommittee Update - Board Member Walton shared that the documents have been released for public comment. The subcommittee was pleased with the work that the airport staff did to get us answers to the questions that we had. We feel confident in the product released and we will review after the public comment period is complete at the end of May. He encouraged the airport community and board to review the documents and to provide comments online during this public comment period. Documents are posted on the Willard Airport website for review. Executive Director Bannon also stated that as the public comment closes at the end of this month and the subcommittee takes the comments into consideration, it is important to note that the goals of these documents is to provide consistency and to be up to date with FAA policies and standards. The airport understands that the documents may not be in perfect final form, which is why we have offered the public comment period. The team will take everything into consideration and may have a stakeholder meeting after the public comment session closes. The airport may have a second public comment session if needed. All comments will be responded to regardless of whether revisions are made as a result of the comments. The airport wants to be as transparent as possible and accommodate all current operations and make sure these documents serve the airport and do not penalize its users.
- B. Car Sharing Services – Executive Director Bannon gave an update. The airport does not have an agreement with Turo yet, this process is ongoing. Once the documents are drafted, they will be routed for signatures for a one-year pilot program. We will work with the Office of Real Estate and Turo to reach an agreement.
- C. Minimum Revenue Guarantee Update - Chair McCrory-McKay gave an update on the Minimum Revenue Guarantee. Chair McCrory-McKay and Executive Director Bannon will be at the Jumpstart Conference in Washington, DC, in a few weeks. We will have Volaire Aviation with airport representatives at the meetings. Airport presentations to the carriers contain market data and other relevant information. The goal is to highlight the airport and our community, focusing on our two big talking points that will be discussed in detail - both MRGs for non-stop service to DC and leisure service to Florida, Arizona, or Las Vegas. At this point we are still in conversations locally about pledges from the private sector. We are currently at about 70% of our goal of \$1 million. We will continue to have conversations in the community until we leave for Washington D.C. We will continue to have conversations in the community regarding pledges to the MRG after the conference. Part of the talking points with the airlines will include the marketing package which the Board approved in our January meeting. We will be talking about the MRG as well as the strong marketing support pledged by the airport. We will

give a full report at the board's next meeting. Board Member Marlin asked whether there were still pledges coming in, Chair McCrory-McKay stated that a lot of private pledges are still coming in and being discussed. Pledge forms are going out, so at some point we will have an official list of the contributors.

6.0 NEW BUSINESS

- A. No New Business was discussed.

7.0 BOARD MEMBER COMMENT

- A. Board Member Walton made a comment about it being great to have the Airport attend the Champaign County First event in Washington D.C. It was a wonderful opportunity to highlight this community asset (the airport) with our state and federal representatives and the wonderful people that make this airport successful.
- B. Board Member DeLuce also commented on the Champaign County First Advocacy event in Washington D.C. The group also discussed passenger rail and the transportation infrastructure for our whole community.

8.0 ADJOURNMENT

- A. Chair McCrory-McKay asked for a motion to adjourn the meeting. Board Member Walton made the motion to adjourn the meeting and Board Member DeLuce seconded the motion. Motion to adjourn the meeting was approved at 1:38 PM.



Secretary

7/12/2024

Date

Carly McCrory-McKay

Chair

7-12-2024

Date