

**MEETING MINUTES-FINAL
September 13, 2024, 10:00 AM CT
University of Illinois-Willard
Airport Airport Advisory Board
Meeting**

1.0 CALL TO ORDER

- A. Meeting called to order at 10:02 AM on Friday, September 13, 2024, by Chair McCrory-McKay.
- B. Roll Call: Carly McCrory-McKay, Jayne DeLuca, Bruce Knight, Sharee Robinson, John Walsh, Christopher Walton. Diane Wolfe Marlin and Steve Summers were not present for roll call and arrived later in the meeting.
- C. Absent: Karl Gnad

2.0 APPROVAL OF MINUTES

- A. July 12, 2024 Minutes: Chair McCrory-McKay asked the Board for any edits, discussion, or comments regarding the minutes. There were none and Board Member Knight 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. There was one request for public comment by Robert Coverdell. Chair McCrory-McKay reviewed the rule that there were 5 minutes available per individual public comment.
 - Robert Coverdell provided comments on behalf of the general aviation community related to the draft of Willard Airport Minimum Standards and Rules and Regulations documents.

4.0 REPORT OF THE EXECUTIVE DIRECTOR

- A. Executive Director Bannon welcomed everyone to the meeting and announced that Mike DeLorenzo is no longer Vice Chancellor at the University of Illinois and is starting a new position at the University of Chicago. Executive Director Bannon introduced the interim Vice Chancellor of Administration and Operations, Lowa Mwilambwe. Vice Chancellor Mwilambwe will be working with the airport for the next 4-8 months during the national search for a new Vice Chancellor. Vice Chancellor Mwilambwe thanked everyone for being here, and stated he looks forward to working with the Advisory Board members. Executive Director Bannon continued with the airport project update:
 - New TSA Checkpoint Project: The airport will likely break ground on the project in Q1 of 2025, the project is fully funded.
 - Terminal Phase 2 Project: The scope for the project includes elevator & escalator replacement, exterior finishing system, 2 sections of roof, replacement of lower-level revolving entrance doors, window refurbishment and replacement, and the skylight removal. Consultant selection is pending with the University. Based on the budget, we

have about \$6 million for the project, which includes approximately \$5 million for construction.

- Runway 14L/32R Rehabilitation Project: The airport is in the process of selecting a consulting firm for 14L/32R rehabilitation/reconstruction, which is our primary commercial runway. The runway is structurally degrading as the last refurbishment was in the late 1990's. The airport will be conducting interviews and hopefully have consultant selection completed shortly. Project is expected to be funded in 2026 and built in 2027.
 - Ion Grove Café: The concessions in the terminal are performing well, alcohol is now available in the departure lounge. Board Member DeLuce asked a question regarding signage in the terminal before TSA Checkpoint to generate some excitement. There isn't any signage now, however Ion Grove Café is interested in signage. The airport will work with Ion Grove Café to get signage prior to the TSA Checkpoint.
 - Down Escalator Out of Service: A \$50,000 repair is still pending, which will repair the escalator's gear box. The gear box seals have been leaking, causing oil on the steps. We do not have a timeline on the repair. The gear box is still off-site at a machine shop. The goal is to repair and keep the escalators running until we can replace them with the future Terminal Phase 2 project.
 - Public Address System: The project is complete, and the airport is now TSA compliant with mandated public address announcements. The system is fully functional.
 - Car Rental Counters Replacement: The project hasn't started yet at this time; however, we expect it will be underway shortly. This project is behind schedule.
 - Customer Appreciation Event: We recently had a customer appreciation event with a pianist and free massages and were on the front page of the News Gazette. A big thanks to Bodywork Associates - Doug Nelson and his team.
 - TSA Pre-Check Enrollment Event: Next TSA PreCheck event is December 2-6, 2024. We will put a notice on our website and Facebook. The last event was booked full within a week. Appointments usually open 30-45 days in advance.
 - IAMA Conference: The airport is hosting the Illinois Airport Maintenance Association Conference on September 25 & 26. We will host maintenance personnel from airports around the state. We will have 1 ½ day program to talk about various industry topics. We will have vendors, sponsors and equipment demonstrations.
 - Illinois Public Airport Association Conference: Airport will be attending the IPAA Conference on October 6-9. It's a good conference and well attended by the FAA and IDOT, making it a good networking opportunity to get to know our regulators.
 - Take-Off North America 2024 Conference: Executive Director Tim Bannon will be attending on October 22-24 in Green Bay, WI along with Chair McCrory-McKay. We will be meeting with airlines, and we have our meeting requests in the system. We look forward to going there to advocate for our community and present the business case for new air service for Washington DC, Florida, Arizona and Las Vegas.
- B. Assistant Director Smith presented the Operations Report. Assistant Director Smith reviewed Fuel and Rental Car statistics; month ended June 30, 2024.
- Airline Fuel (Gallons Sold): 96,449 Gallons up 26% YTD.
 - Jet A Fuel (Gallons Sold): 68,972 Gallons, up 0% YTD.
 - AVGAS (Gallons Sold): 6,295 Gallons, up 14% YTD.

- Airline Enplanements: 6,827 Passengers, up 14% YTD.
- Rental Car Days: 4,493 Days, up 6% YTD.

Assistant Director Smith gave an update on the Midfield Taxiway project; The project ripped up tons of asphalt at the midfield taxiway. The airport has been phasing closure of the taxiways to keep operational impacts to a minimum. A total of 84 sign panels were replaced as well during the project, the taxiway systems on the airfield were updated, a task which was completed in one day.

Executive Director Bannon thanked Andrew and his team, the firehouse and their team, the consultants and the contractors who worked on this project for the months of preparation to change the nomenclature and signage on the airfield in one day.

C. Assistant Director Martlage presented the Financial Reports. The reports cover to the end of fiscal year June 30, 2024.

- Total Revenues: \$2.56 million, total budget was \$2.5 million up 2.4% due with FBO commissions and car rentals.
- Total Operating Expenses: \$2.93 million, budget was \$2.89 million.
- Overall Net Operating Income (Loss) is a loss at (\$877,277), we came in under budget as we had budgeted a loss of (\$904,136).
- State Fund balance: \$194,721
- Operating Fund Balance: \$3,356,804
- PFC Fund Balance: \$801,950
- CFC Fund Balance: \$609,167
- Private Gift Funds Balance: \$21,912
- Plant Funds Balance: \$8,435
- Loans Outstanding: Parking System (\$9,243) Utility and Road Loan (\$422,613)
- Total Airport Funds: \$4,890,137

Assistant Director Martlage stated the team has been working on the budget for FY 2025 and provided an explanation of assumptions for the years upcoming budget cycle. The airport expects revenues at \$2.677 million after a full analysis of all revenue sources. For operating fund expenses, the airport is expecting \$1.02 million for operating expense, \$1.29 million for maintenance, \$479,818 for the Firehouse, administrative supplies at \$27,000, marketing at \$85,000, and executive includes conferences and training for \$121,000. Capital items include FAA Control Tower upgrades at \$136,000, Parking Lot System 4th entrance lane at \$14,000, the new Paging System at \$67,000. The next 3 items are for the TSA Checkpoint project and are not federally eligible; The TSA supervisor podium at \$17,000, automated sterile area exit lane at \$167,000, and non-eligible other expenses at \$31,000. New airline marketing is budgeted at \$50,000 and is prorated for the remainder of the year.

The airport is budgeting to have a \$816,848 net loss for the FY 2025.

D. Parkland Institute of Aviation Program Update - Wendy Evans, Director, gave an update regarding Parkland Institute of Aviation. The institute of Aviation was established in 1946 by the University of Illinois, the program transferred to Parkland College in 2015. The Parkland Board of Trustees moved it from a grant funded program to a permanent program in 2018. Parkland Institute of Aviation is an FAA approved part 141 program with full examining

authority. Parkland offers certificates not only in-flight but also in drone training as well. Some of the program highlights:

- In May, Parkland's Board of Trustees approved approximately \$1.5 million towards department investments. That money will be allocated to aircraft fleet upgrades, and simulators.
- Parkland is getting a new aircraft, a Decathlon Extreme. This aircraft will allow Parkland to issue tailwheel endorsements as well as high performance endorsements, which may be a good revenue generator for Parkland. They will use that aircraft for spin training for their certified flight instructors.
- Parkland has started planning a strategic fleet replacement schedule. As the Institute grows, it will need more aircraft. The aircraft fleet today, provided to the program by the University of Illinois, is becoming dated, the fleet ranges in age from 1998-2002. Parkland's goal is to reach and maintain a student capacity with flight students between 120-160 enrollments.
- Parkland is getting ready to kick off a large fundraising campaign where the goal is to raise \$3 to \$5 million. That money will be invested back into the program, facilities, and students by updating equipment and facilities, providing scholarships, and maintaining operating expenses.
- Director Evans provided statistics for the Institute: Total students – 167, which includes drone school. In Fall of 2024, Parkland welcomed a total 126 flight students, up 30% year over year. Chair McCrory-McKay asked if most students come from Illinois. Director Evans replied confirmed yes, however, there is not enough people in this community to support Parkland's program. The fall semester breakdown for out-of-district is 81 flight students out of the 126. Director Evans explained students are coming from the St. Louis, Chicago and everywhere in the state. Of those 81 out-of-district students, 4 are out-of-state and 4 are international students.

Parkland Institute of Aviation – Plans for the future:

- Parkland is having a ten-year anniversary & reunion on Saturday, October 28th, hosted by Flightstar from 1:00-4:00 PM.
- Parkland wants to upgrade their main facility space with funds from of the fundraising effort. As the institute grows, they need another classroom in the Institute. Parkland has applied for federal funding for this initiative.
- Director Evans also stated that partnering with high schools may be advantageous for the program, to get kids interested in aviation early.

Director Evans opened the discussion for questions.

- Chair McCrory-McKay, Board Member Knight, Board Member DeLuce, Board Member Marlin, Board Member Walton, and Board Member Walsh asked questions regarding program specifics.
- Director Evans provided additional details to the Advisory Board concerning the Institute's local relationships with local school districts, the lack of aircraft mechanic program within the Institute, the number of drone students in the program, a summary of other aviation programs within the state of Illinois, tuition rates for the flight program for in-district and

out-of-district students, military flight experience as it relates to the program, and workforce development.

- E. Air Service & 2023 Passenger Retention Study Report: Jack Penning, Managing Partner, Volaire Aviation. In 2013, 2017, and 2019 Volaire did the same study using the same area, Champaign and Vermilion County, regarding how many of the passengers traveling to and from Champaign are utilizing Willard Airport. Willard has seen a large decline in retention due to the market demand doubling since 2013, and Willard's capacity is lower. Willard doesn't have enough seats to satisfy the amount of demand for air service. Willard retains just 14% of the 1300 passengers generated in and out of the community each day.

Passengers generated per day each way (PDEW) within study area:

ORD: 478 PDEW

IND: 377 PDEW

CMI: 178 PDEW

MDW: 139 PDEW

BMI: 61 PDEW

PIA: 7 PDEW

BLV: 3 PDEW

- Willard Airports Passenger Retention Peaked in 2017 at 22% of catchment area passengers, but fell to 20% in 2019, and is now at 14% as of 2023
- Indianapolis is the largest beneficiary of the decline in CMI retention, with its share of catchment area passengers above 28%, up from 21% in 2019
- Bloomington/Normal is losing CMI catchment passengers, with a share of just 5%, down from nearly 9% in 2019
- Chicago Airports still capture the largest proportion of CMI catchment passengers, with a combined 47%, up from 39% in 2019.
- Since 2013, the Champaign/Urbana catchment area has seen passengers per day each way increase from 662 to 1,329, doubling the market size.

Jack provided an overall industry report concerning Willard Airport's load factors, airline incentive status with minimum revenue guarantees, flight cancellations and delays, regional downstate Illinois airports, aircraft manufacturer status including Boeing and Airbus, regional airline strategy, essential air service at Decatur, Quincy and Marion. Discussion regarding passenger demand changes, nationwide air traffic control challenges, traveler habits and booking trends, leisure service, air service recruitment strategy, Washington DC service potential was also discussed.

5.0 OLD BUSINESS

- A. Rules and Regulations, Minimum Standards Subcommittee Update: Subcommittee Chair Walton gave an update regarding the 2nd public comment review with regards to the Minimum Standards and Rules and Regulations documents. The subcommittee had the second public

comment period, which is closed. Staff and consultants are looking through the comments now. Subcommittee Chair Walton stated the committee will not have a third public comment period. In lieu of a third comment period, staff will go through this and if there are things that staff would like to reach out to select members of the aviation community, they will do so and bring back any comments to the subcommittee. The subcommittee will look at any additional comments before the subcommittee makes a formal recommendation to the board.

- B. Car Sharing Services: Executive Director Bannon gave an update on car sharing services. The agreement has been signed and is active. We look forward to November's meeting when we'll report on the volume of transactions and revenue from that agreement. The agreement with Turo is a one-year pilot program that utilizes the main parking lot for unattended vehicle exchanges. In-person exchanges are allowed outside of the rental car back door by the lot at the loop road.

- C. Minimum Revenue Guarantee Update: Chair McCrory-McKay gave an update on the Minimum Revenue Guarantee. It's been made clear to us by several conversations that we've had with the airlines, the new goal needs to be a minimum of \$1,000,000. We are continuing to push the conversations with the airlines and trying to be as strategic as possible, such as, if there's opportunities to utilize both MRG incentives for both DC and leisure with one carrier, we would be interested. As Executive Director Bannon mentioned, all the meeting requests are submitted for the air service conference in October. We'll have as many side conversations as we can in addition to the one-on-one meetings with the airlines. Board Member Marlin inquired if there were any MRG contributions pending. Chair McCrory-McKay responded that there are some pending, which may get us close to \$1,000,000. Board Member Marlin asked if there was anything we as a board could do. Chair McCrory-McKay that she will be reaching out to individual board members about the target list, some potentially new strategies, or just doubling up on going back to different parties between now and the time of the conference.

6.0 NEW BUSINESS

- A. New Service Incentive Program Update: Executive Director Bannon presented the Advisory Board with a revised new service incentive program as an action item. The proposed update is to add ground handling offsets to the list of incentives for new carriers interested in serving Florida, Arizona, or Las Vegas. The incentive addition is interchangeable with the Minimum Revenue Guarantee of \$500,000. Any additional funding needed for the purpose, in addition to the \$500,000, will require a re-engagement of Minimum Revenue Guarantee contributors.

Select airlines do not participate with Minimum Revenue Guarantees and may be more interested in ground handling offsets. This incentive program update is a result of the consultation with Jack Penning with Volaire Aviation, and the conversations with airlines.

Board Member Walton motioned to approve the updated New Service Incentive Program. Board Member Knight seconded the motion. Prior to voting, Board Member Walsh asked if there are any protections for the airport in terms of length of time of the incentives.


Executive Director Bannon answered the time is within two years or certain number of aircraft turns. Chair McCrory-McKay then re-verified the 2 motions and asked for a vote. The Vote was unanimously approved. Motion carried that the updated New Service Incentive Policy is recommended for approval by the University of Illinois.

7.0 BOARD MEMBER COMMENT

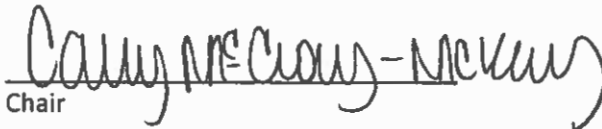
- A. There was no additional Board Member comment.

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 Knight seconded the motion. Motion to adjourn the meeting was approved at 11:39 AM.


Secretary

11/19/2024
Date


Chair

11-19-24
Date