

**BLOOMINGTON – NORMAL AIRPORT AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES  
TUESDAY, JULY 12, 2016  
4:30 PM**

**I. CALL TO ORDER**

Chairman Colee called the meeting to order at 4:35 p.m. Commissioners Hanson, Whisman, and Sender were present. A quorum was acknowledged. Commissioners Kannaday, Bock and Allen were absent.

**II. PUBLIC COMMENTS**

No public comment.

**III. APPROVAL OF MEETING MINUTES**

- A. **June Regular Meeting Minutes** - Commissioner Hanson made a motion to approve the June board meeting minutes. The motion was seconded by Commissioner Sender and upon a unanimous vote, the motion carried.

**IV. OLD BUSINESS**

**V. COMMITTEE REPORTS**

- A. **Audit/Finance Committee** – No reason to meet. No report.
- B. **General Aviation Committee** – No reason to meet. No report.
- C. **Personnel Committee** – The Personnel Committee met with Carl on July 8th for his midpoint review. Commissioner Whisman will share notes with the rest of the board.
- D. **Public Policy Committee** – No reason to meet. No report.

**VI. NEW BUSINESS**

- A. **Approval of June Financial Statements** – Diane Andes Finney reported that May/June activity for the airport increased the fund balance by about 3%. Expenses were still light for the month of June. Part of that is due to accruals into April. No extraordinary financial expenditures or expenses. Staff has purchased the budgeted capital equipment for about \$64,000. Those are non-grant related expenditures. There was no grant revenue reported in the capital fund. There

is about \$855,000 still due from TSA for the baggage handling system and a \$101,000 from the State for the apron and the land purchase projects. PFC collections were good for the month of June; up from the last 15 months. The first delinquent account continues to progress on the agreed upon schedule and it is expected the account will return to current status by December. A brief report related to the second account will be provided later in the meeting. The field work for the annual audit has been completed and that should be presented to the Audit Committee in August.

Commissioner Whisman made a motion to approve the June Financial statements. The motion was seconded by Commissioner Sender and upon a unanimous vote, the motion carried.

- B. Adopt Resolution No. 2016 - 1 Resolution Recognizing Mr. Donald Schneider –** Commissioner Hanson made a motion to adopt Resolution No. 2016-1 honoring Mr. Donald Schneider's 32 years of dedicated service to the airport and the community. The motion was seconded by Commissioner Whisman and upon a unanimous vote, the motion carried. The board wishes the very best for Don and Judy on his retirement.
- C. Adopt Ordinance No. 186-16 - The Annual Tax Levy for 2016 –** Pursuant to the Illinois Airport Authorities Act, the airport is to adopt their annual tax levy on or before the 2<sup>nd</sup> Tuesday in August. This tax levy will generate tax revenue in calendar year 2016 that will be received in 2017 and programmed into the FY2018 budget. The corporate tax remains at 4 cents per \$100 of assessed value, which is the same as when the Airport Authority was formed in 1964. A public hearing was not needed as the levy didn't increase more than 5%. Commissioner Sender made a motion to adopt Ordinance No. 186-16 the annual tax levy for CY2016. The motion was seconded by Commissioner Whisman and upon a roll call vote; Commissioner Kannaday, - absent, Commissioner Hanson - aye, Commissioner Whisman - aye, Commissioner Bock - absent, Commissioner Sender, aye, Commissioner Allen - absent and Chairman Colee - aye, the motion carried.
- D. Authorize Award for the Purchase of New Snow Removal Equipment -** As approved in the current TIPs and capital budget, the Board authorized the acquisition of new airfield snow removal equipment. In line with previous discussions, this new equipment would consist of up to two (2) new rotary snow plows (snow blower) to replace the Authority's only rotary unit which has been in service since the early 1990's and has become increasingly difficult to maintain. Funding for this acquisition will be a combination of FAA AIP grant funds and Airport Authority capital funds using a 90/10 formula. The local share will be funded using bond proceeds programmed from the Series 2012 general obligation bond program.

Bid specs were prepared and publically/competitively released with Staff receiving two (2) bid proposals; one from Temco Machinery, a distributor of Oshkosh Equipment and a second from MB Companies. Both submissions were for two, comparable, single-engine units and both proposals were determined to be complete with no exceptions. The price for two units as submitted by MB Companies was \$981,206 vs. Temco's submission of \$1,099,600, with MB Companies also offering a shorter build time 300 days vs. 330 days.

Commissioner Hanson made a motion to award the purchase of 2 new single engine rotary snow plows to MB Companies for a not to exceed price of \$981,206 total. The motion was seconded by Commissioner Sender and upon a unanimous vote, the motion carried.

- E. **Authorize Creation of Ad Hoc Board Committee** – In support of the Authority's recent RFP for a new website, Staff has approached the Board to form an ad hoc committee to help review submissions and identify which proposal should be recommended for award. Commissioner Whisman and Commissioner Hanson have agreed to serve as the committee members. This same process was followed in 2010 when the new terminal concession agreement was successfully awarded. Similar to that ad hoc committee, once the Board of Commissioners formally acts to award the website development agreement, this committee would dissolve.

Commissioner Sender made a motion to create an ad hoc committee consisting of Commissioner Whisman and Commissioner Hanson to review and recommend the award of the RFP for website development. The motion was seconded by Commissioner Whisman and upon a unanimous vote, the motion carried.

- F. **Authorize Temporary Use of Former Terminal Building** – The Children's Foundation has approached Staff to use the former terminal building again this year for their Adopt A Family program. They have been utilizing this space, free of charge, for the last 6 years and have been very good tenants. They would like to temporarily use this same space from the end of October to around the 21st of December. Commissioner Sender inquired if a longer term authorization might be made to allow this activity to continue in future years without requiring Board approval. In response, Carl Olson confirmed the members may include that language in the motion, thereby only requiring future Board consideration if a change in terms/conditions needed to be considered.

Following this discussion, Commissioner Sender made a motion the Airport Authority permit the Children's Foundation to use space in the old terminal building each holiday season, free of charge, for the purpose of administering their Adopt A Family program. The motion was seconded by Commissioner Whisman and upon a unanimous vote, the motion carried.

## VII. STAFF REPORTS

- A. **Executive Director's Report** – Carl reported that June traffic was up 12.9% compared to June of last year. The figures provided by American are not complete, they are the total numbers, not broken out per market, Chicago/Dallas. American had 8 cancellations in the month of June. The Allegiant Orlando service remains in line with the overall company's figures. Tampa/St. Petersburg did experience 3 major cancellations in the month of June, which resulted in a loss of 300/400 enplanements for CIRA. Delta's Atlanta service remains steady. The addition of the 2nd Minneapolis flight has nearly doubled the enplanements. At the same time, Detroit experienced some softness in part due to 2 cancellations. Fuel sales were up compared to June of 2015. At the same time, both instrument and itinerant aircraft operations showed increases but local aircraft operations remain soft. CIRA is down about 3% year to date.

Accounts receivable update - the repayment agreement with Image Air has been executed and filed with the first payments expected shortly. Additionally in line with direction provided by the Board, Airport Staff and legal counsel met with representatives of the company to discuss the requirements of the agreement and to highlight the importance of adhering to these agreements along with the consequences of not fully complying.

As previously reported, the State of Illinois shut down airport projects and then quickly reversed themselves once a temporary spending agreement was reached. Fortunately, these actions did not impact our service road project as all paving was already completed with only concrete detail work, final grading, top soil/seeding yet to be finished. The road should be opened by the end of July, first part of August.

The pre-construction meeting for the fuel farm project was held earlier and contracts have been executed. The notice to proceed can't be issued until the air space study has been received from the FAA. The FAA has been backlogged with the air space studies and environmental review. It appears that they are starting to finally release some of the studies. The tanks have been ordered and the security plan/badges work for the contractors is underway. The contractor hopes to be done by the end of the year to come back in the spring and do close-out, top soil, grading work and final punch list items.

The State did put the pavement rehab project on the July letting. The bid opening is July 29th. The hope is to come back to the Board in August with a request for concurrence of award. Because of the State's lead time, there is a concern with Airport Staff that the notice to proceed might not get issued this construction season. The project is weather sensitive.

The House of Representatives passed an extension on FAA Reauthorization. The current continuing resolution expires the end of this week. The extension keeps AIP funding at the same level, provides funding to the FAA for operations, research, and contract air traffic control funding without increasing the collection rate on PFCs. This bill will now transition to the Senate for their approval and should be to the President for his signature later in the week. The extension is for 14 months.

Tailwind started work on relocating the gift shop to the secure side. The goal is to be completed by the end of the month.

Staff is monitoring the prevailing wage rates and nothing has been updated. Once they are updated Staff will bring the new rates back to the Board for their approval.

- B. Deputy Director of Marketing** – Fran Strebing thanked Commissioner Whisman and Commissioner Hanson for being on the ad hoc committee for the website project. She will be getting with them at a later date to set a meeting. The RFP for the website was advertised on June 6<sup>th</sup> and responses were due back July 6<sup>th</sup>. Twelve firms responded from local, to regional and a couple from out of state. Some of the components the committee will be looking for include website development experience involving airports, airport marketing considerations, experience/capabilities supporting public/municipal good governance practices, ease of maintenance, and expansion/future flexibility, and the capability to be easily accessed via all types of devices.

Fran also reported that she and Carl recently attended the Jump Start conference in June and each of the airlines they met with were especially interested in the major corporate travel generators in the area. As a part of these discussions with network planners, Airport Staff highlighted opportunities for each of the airlines to collaborate with CIRA to reach out and partner with airline corporate sales representatives to further identify new client opportunities in support of expanding their service from CIRA.

Briefly reviewing current marketing initiatives, Fran reported a new commercial has been filmed and should be coming out in the near future. Additionally, Fran reported she has been reaching out to firms who support digital marketing/advertising to better identify new opportunities and possible strategies. Both of these initiatives are expected to be incorporated into the new website.

Fran has also been working with Adam and Javier on the upcoming emergency EOC drill scheduled for August 10<sup>th</sup>. This is a table top exercise that will bring together a number of local public information agencies to test their response capability in the event of an actual emergency.

### VIII. ADJOURNMENT

There being no other business to come before the Board, upon a motion being made, seconded and approved, the July 12, 2016 meeting of the Bloomington-Normal Airport Authority adjourned at 5:24 p.m.

Alau Simon

Secretary

Aug. 9 2016

Date