

**BLOOMINGTON – NORMAL AIRPORT AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES  
TUESDAY, AUGUST 9, 2016  
4:30 PM**

**I. CALL TO ORDER**

Chairman Colee called the meeting to order at 4:30 p.m. Commissioners Hanson, Whisman, Bock, Sender and Allen were present. A quorum was acknowledged. Commissioner Kannaday arrived at 4:33.

**II. PUBLIC COMMENTS**

Steve Schmidt was present from the Museum for an update. June and July have been very good months for the Museum. Over 700 people came through in the month of July with representatives from 8 different countries. A congressional gold medal award was presented to a lady who was a WWII CAP participant. She received the award from Congressman LaHood.

**III. APPROVAL OF MEETING MINUTES**

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

**IV. OLD BUSINESS**

**V. COMMITTEE REPORTS**

- A. **Audit/Finance Committee** – The committee will be meeting on August 29th to review the audit materials.
- B. **General Aviation Committee** – No reason to meet. No report.
- C. **Personnel Committee** – The Personnel Committee met earlier today to discuss the health insurance renewal. The Authority is not able to renew their current plans with Blue Cross Blue Shield and must now go to the ACA metallic plans. Staff will be conducting employee meetings

in the next couple of weeks and will report back to the committee with feedback, so the Committee can meet again and make a final recommendation to the full Board in September.

- D. **Public Policy Committee** – No reason to meet. No report.
- E. **Ad Hoc Website Development Committee** - The Committee met on August 2nd and short listed the twelve proposals down to 3. Staff followed up with the 3 proposers, checking references and clarifying questions. The Committee met again today and picked a firm that they will recommend to the Board later in the meeting.

## VI. NEW BUSINESS

- A. **Approval of July Financial Statements** – Diane Andes Finney provided a brief recap of finances through the end of the first quarter of FY17. It was reported the total fund balance for the Airport Authority, for all funds, has increased from \$13.7 million to \$14 million. The General Fund is ahead of budget by about \$95,000 in large part as revenues are ahead of budget and expenses have decreased over the same period last year. It was also reported that aside from a projected \$30,000 pavement maintenance expense in the Hangar Fund next month, there was nothing significant or out of the ordinary to report with the remaining funds. At this time, revenues are trending ahead of budget while expenses are at/below projected levels. The cash in the Capital Fund stands about \$780,000, which is down from last month due to expenditures that have not yet been reimbursed by the FAA, IDA, and TSA. PFC revenue continues to come in ahead of budget, but it is still expected some use of reserve funds will be needed when the next debt service payment is made. The 2 troublesome accounts receivables are tracking along and have made their payments according to schedule.

Commissioner Bock made a motion to approve the July financial statements. The motion was seconded by Commissioner Whisman and upon a unanimous vote, the motion carried.

- B. **Authorize Acceptance and Execution of FAA AIP Grants** – As Congress continues to operate outside of regular order, that non-regular order has now been transitioned to the federal agencies and as a result, the FAA is not running on their typical schedule in terms of releasing grants or executing/programming grants prior to the end of the federal fiscal year which is September 30. Staff has been working very hard to get 2 projects under grant this year. The first being the snow removal equipment that the Board approved last month and the pavement rehab project.

From conversations with the FAA, Airport Staff has been advised that while actual grant offers are not yet available for release, airport sponsors must be prepared to accept/execute/return all materials to the FAA early in September, in time for the FAA to finalize the processing and programming of funds prior to September 30<sup>th</sup>. As a result, in order to meet this requirement without having to request a special meeting of the Board prior to the regular September meeting, Airport Staff is requesting pre-authorization to formally accept/execute these two specific grant offers from the FAA. One grant offer will be in the range of \$890,000 to 900,000 to fund 90% of the purchase cost of the new snow removal equipment and a second grant offer in excess of \$1 million to fund 95% of the design/construction costs associated with the runway pavement rehabilitation project.

Commissioner Sender made a motion to preauthorize Staff to accept and execute the 2 grants as presented, administer all of the documentation, subject to final legal review and approval. The motion was seconded by Commissioner Bock and upon a unanimous vote the motion carried.

- C. **Authorize Execution of IDA Project Agreements** – Similar to the previous request tied to FAA materials, Airport Staff requested pre-approval to execute/administer the two project agreements required by the IDA related to the snow removal equipment and pavement rehab project.

In the case of the snow removal equipment, Staff expects to receive a Limited Agency Agreement authorizing the IDA to receive and administer AIP grant funds on the Airport's behalf. With respect to the pavement rehab project, Staff is looking to receive an IDA Participation Agreement, which in addition to authorizing the IDA to receive and administer the AIP project funds also commits the IDA to fund up to 5% of the total project cost. It was noted that due to the State's financial condition they might not participate in the 5% match. If that were the case, the Airport would have to pick up the additional 5%.

Commissioner Sender made a motion to authorize Staff to execute the IDA project agreements. The motion was seconded by Commissioner Kannaday and upon a unanimous vote, the motion carried.

- D. **Authorize Award of Construction Agreement for Airfield Pavement Rehab Project** - As previously reported, Airport Staff was able to successfully place the competitive bid specifications for the airfield pavement rehabilitation project on the IDA's July 29<sup>th</sup> bid letting. Early information from the IDA reports the only bid was received from a firm named Freehill Asphalt from Watseka, Illinois in the amount of \$1,163,286.25. This amount is approximately \$42,000 (or approx. 3.6%) higher than the engineer's final price estimate and is within the required 5% margin for award as required by the IDA.

At this time both the IDA and CMT are reviewing the bid submissions in more detail in order to finalize their determination that Freehill's submission was in full compliance and completely responsive with the bid specifications. In anticipation the IDA determines the submission to be the winning bid, their agency will require the concurrence of the Airport Authority Board to award this contract before taking any additional steps.

Commissioner Sender made a motion offering the Board's concurrence for the IDA to award the pavement rehabilitation project to Freehill Asphalt from Watseka, Illinois in the amount of \$1,163,286.25 as presented, subject to final review/approval by the IDA. The motion was seconded by Commissioner Hanson and upon a unanimous vote, the motion carried.

- E. **Authorize Amendment to Capital Fund Budget** – In the past few weeks, the shuttle bus has experienced some major failures. The mechanism that opens the door for the passengers failed, along with the engine. The cost to repair both items is upwards of \$12,000. Rather than put more money into a bus that already has 150,000 miles on it, Staff started to investigate other options. A replacement shuttle bus was found, comparable in size, with an ADA lift, for about \$25,000. The purchase of this bus, could potentially delay the purchase of a new shuttle for quite a few years.

Commissioner Allen made a motion to formally amend the capital fund budget to authorize the purchase of a used shuttle bus and accompanying components radio, decals, etc as may be needed for use in the customer parking lot for a total price not to exceed \$28,000. The motion was seconded by Commissioner Whisman and upon a unanimous vote, the motion carried.

- F. **Authorize Award of Website Development Agreement** – As previously reported, Airport Staff put out an RFP to identify a suitable firm to create and develop a new CIRA website. The RFP went out the first week of June, with a July 6th submission deadline. Twelve submissions were received, all quality submissions, some local, some regional and some from out of state. The Ad Hoc Committee met on August 2nd and narrowed the 12 down to 3 with follow up from Staff. The Committee met again earlier in the afternoon, at which time the Committee, after consideration and deliberation, approved a recommendation of award to The Quotient Group for their final approval. Among the unique qualifications which positioned the Quotient Group ahead of the competing proposals was their level of experience developing/supporting airport websites for airports with similar characteristics to CIRA and their overall experience with assisting airports with their marketing efforts. The original budget approved by the Board for this project was \$50,000. The Quotient Group's proposal came in at \$19,500, with additional add-ons and possible monthly hosting costs. Commissioner Bock noted that the Airport should own the code when the website is complete. Staff will make sure that requirement is in the agreement.

Commissioner Whisman made a motion to authorize the award of the website Development Agreement to The Quotient Group for a not to exceed cost of \$25,000. The motion was seconded by Commissioner Kannaday and upon a unanimous vote, the motion carried.

## VII. STAFF REPORTS

- A. **Executive Director's Report** – Carl thanked Commissioner Whisman and Commissioner Hanson for their work on the Ad Hoc Website Development Committee.

For the month of July enplanements are up 3.8% compared to July of 2015. CIRA is 2.7% below the first 7 months of last year. The main positive drivers are the 2nd Minneapolis flight and Allegiant using larger Airbus aircraft for the Orlando/Sanford service. There were 15 cancelled flights on American in the month of July, mostly weather related. Even with the cancellations, American did see an overall traffic increase of about 4%. There was some softness in the Atlanta and Clearwater/St. Pete service. Allegiant was due to some mechanical issues that lead to cancellations. Fuel sales also improved in July and they continue to trend higher the last few months. Fed Ex experienced some softness, but overall they continue to be substantially up compared to this time last year. Feedback from Fed Ex has been very positive. Staff has been advised that both Springfield and Peoria will have their Allegiant Orlando service suspended from mid August to mid November. Delta reported that the mainline 717 will continue in the schedule into the fall months.

Tailwind has moved into their new retail space beyond security. Feedback has been wonderfully positive. Sales are up 4 times over what they were pre-screening. There is some cleanup work that needs to be taken care of, which will be done in the next few weeks. Alan Giaquinto, the owner, was up over a week ago and he is very pleased with the new space. He

said they will be coming back later this fall with another investment in the airside restaurant, keeping everything fresh and clean.

After receiving some initiatives from the EDC Committee, to help retain and strengthen air service, Airport Staff is preparing to undertake a number of these suggested action items. Staff is going to be reaching out to ISU regarding their social media center and what opportunities that could present for CIRA. In addition, Staff will be working on identifying someone who can reach out and introduce CIRA in the northern counties, as well as identifying a firm that can help with collecting zip codes and other marketing data from the customers of the airport.

Staff is working with the McLean County Sheriff's department on a new LEO agreement. The Sheriff's department is looking for a rate increase. In response, Airport Staff has presented a proposal to the Sheriff's office for further consideration. More information is expected to be forthcoming.

The preliminary audit report is in and it is a good audit. The Audit/Finance Committee will be meeting on the 29th of August with presentation to the full board at the September meeting.

The last project change order for the CBIS project has been finalized. It will be presented to the Board at the September meeting. The value of that is \$44,424 of that, 90% has already been pre-cleared by the TSA for reimbursement. Terry Reid is working on closing out the project.

The City of Bloomington agreements are still being worked on. The City said they would respond back by the last week of July with their final comments and feedback on the agreements. Nothing has been received so far. Staff has reached out to Pablo Nuesch, airport counsel who has been working on the agreements, to have him contact the City's legal counsel to see if this can't be completed in the very near future.

The terminal refurbishment project is being rescoped to align with the new FAA regulations on what is eligible and what isn't eligible for funding. The carpet is not currently funded.

Commissioner Sender asked Carl to provide a projection of where enplanements might be at the end of 2016.

The west end of the GA ramp and some of the hangar alleyways will see some temporary pavement repairs. McLean County Asphalt will seal coat the hangar alleys with a real heavy seal coat to bind the asphalt together and fill the cracks, along with putting down an inch and a half of bituminous pavement on the ramp area at the very west end.

- B. Deputy Director of Operations and Facilities** – Adam Baxmeyer was present to update the Board. The tri-annual drill was held on July 30th. There was a total of 145 volunteers, observers and evaluators, with 18 different agencies participating. It was a good drill with positive feedback. The Emergency Operation Center (EOC) exercise will be on August 10th. This is the second half of the annual drill and there are over 30 people participating including the Public Information Officers from several agencies.

Cyndy Howland participated in the EAA Air Venture in Oshkosh again this year, assisting the FAA with their outreach program related to wildlife mitigation efforts at airports.

The fuel farm expansion project is getting ready to start in the next couple of weeks. The security plan has been submitted and Staff is waiting to hear back from the TSA.

Staff is looking at replacing the crash phone with a crash radio system. Adam has received quotes from several vendors.

Staff is also working with the tower on their annual ARSAT meeting, which is coming up on September 8th. ARSAT is runway safety action team meeting, which is more of an outreach to general aviation and corporate flight departments.

### VIII. ADJOURNMENT

There being no other business to come before the Board, upon a motion being made, seconded and approved, the August 9, 2016 meeting of the Bloomington-Normal Airport Authority adjourned at 5:38 p.m.



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Secretary

SEP. 13 2016

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Date