

**BLOOMINGTON - NORMAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
TUESDAY, OCTOBER 11, 2016
4:30 PM**

I. CALL TO ORDER

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

II. INTRODUCTION OF NEW COMMISSIONER

Commissioner Colee swore in Mr. Steve Denault. Mr. Denault joins the Board to fill the vacancy created when Mr. Bock left. Mr. Denault is an appointee from McLean County and will fulfill Mr. Bock's remaining term. Let the record reflect that Mr. Denault was present at the start of the meeting and is now part of the quorum for the meeting.

III. PUBLIC COMMENTS

Captain Andy Peterson was present from Civil Air Patrol to update the board on their events. Civil Air Patrol has been using the old terminal building for the last 4 years for their meetings on Tuesday night. They are very thankful to the Authority for the use of the space and to Staff for all their help. On August 20th, the Civil Air Patrol hosted a basic inland search and rescue course with the Air Force Search and Rescue coordination center. That is a monthly event that is hosted throughout the entire US. There were 24 different participants from 15 different county agencies and 9 from Civil Air Patrol, some even coming from Wisconsin. On September 4th Civil Air patrol participated in a search and rescue mission to locate an aircraft whose original search pattern was from south of Chicago to north of St. Louis. At 3 a.m. the source of the distress beacon was located. No one was hurt, the pilot experienced a hard landing in his experimental aircraft and wasn't aware the distress beacon was on. Sept. 16 through 18 they conducted an annual state wide drill. Over the 2 days, they had 90 personnel assemble at the old terminal, had 9 aircraft, nearly 50 flight hours during that time and over 1200 volunteer hours. Tazewell, Woodford and Champaign counties also participated. September 30 through October 2nd, Civil Air Patrol also conducted a ground team training. The training is a national FEMA standard. They are also on alert for Hurricane Matthew.

IV. APPROVAL OF SEPTEMBER BOARD MEETING MINUTES

Commissioner Hanson made a motion to approve the September board meeting minutes. The motion was seconded by Commissioner Kannaday and upon a unanimous vote, the motion carried.

V. OLD BUSINESS

VI. 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** – No reason to meet. No report.
- D. **Public Policy Committee** – Public Policy had a lengthy meeting on September 29. They discussed Federal and State issues, as well as internal and external issues. Carl will be putting a briefing together for the Committee, which will also be shared with the full Board.

VII. NEW BUSINESS

- A. **Approval of September Financial Statements** - Diane Andes Finney reported that the Authority's total net position is \$63 million, which is up since the audit. The revenues in the General Fund are slightly above budget and expenses are below budget by about 7%, which brings the bottom line to a positive \$163,000 through the first five months of the current fiscal year. The hangar fund shows a loss for the month, which is due to the \$45,000 in pavement repairs. It is expected that the hangar fund will finish the year with a positive result. The cash balance is lower in the Capital Fund due to the timing with reimbursements. Diane and Terry Reid are working diligently on closing out the CBIS project, which would result in over a \$1.3 million dollar payment to the Capital Fund. Both accounts receivable accounts have made their payments and they are in good shape with the repayment agreements. The variable rate for the 2012 bond is creeping upward and was recently priced at 94 basis points.

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

- B. **Adopt Resolution No. 2016-3, Authorizing Renewal of Line of Credit with Commerce Bank** – The Authority has had a commercial line of credit since 2007/2008, first with the Bank of Illinois and now with Commerce Bank. The principal purpose for having the line of credit available is to support the Airport Authority's capital improvement program and project cash flows while federal and state reimbursements are processed. To date, the Airport Authority has not needed to draw upon this facility.

In line with both the current banking services agreement and the expiring facility with Commerce Bank, the interest rate for the coming year will be a floating rate equal to the 30 day LIBOR plus 225 basis points with no minimum interest floor. Additionally, the Airport Authority will not be assessed any fees for not using the line of credit.

Commissioner Sender made a motion to authorize the \$1 million dollar line of credit with Commerce Bank as presented. The motion was seconded by Commissioner Hanson and upon a unanimous vote, the motion carried.

- C. **Authorize Change to November Meeting Schedule** – At the September meeting, Chairman Colee asked if the members of the Board would be inclined to change the November meeting away from election day. Commissioner Kannaday made a motion to authorize the change to the November meeting to Monday, November 14th at 4:30. The motion was seconded by Commissioner Whisman and upon a unanimous vote, the motion carried.
- D. **Approval of CY2017 Board of Commissioners Regular Meeting Schedule** - Commissioner Denault made a motion to approve the CY2017 Board of Commissioners regular meeting schedule with the change to the April meeting to April 17, 2017. Except for the April meeting, all the meetings will be on the 2nd Tuesday of every month at 4:30 p.m. The motion was seconded by Commissioner Whisman and upon a unanimous vote, the motion carried.
- E. **Approve Change to Audit and Finance Committee Membership** – Following the recent change in Board membership, Airport Staff requested a change in the membership of the Audit and Finance Committee. In line with the direction of the Chairman, and with the concurrence of Commissioners’ Kannaday and Denault, Airport Staff recommended the membership of the Audit and Finance Committee be revised to reflect Ms. Kannaday as the Chairwoman and Mr. Denault as a member.

Commissioner Sender made a motion to change the Audit and Finance Committee membership to reflect Commissioner Kannaday as Chairwoman and Commissioner Denault as member. The motion was seconded by Commissioner Hanson and upon a unanimous vote, the motion carried.

VIII. STAFF REPORTS

- A. **Executive Director's Report** – Carl reported that enplanements for the month of September were up 9.9% versus September '15. As a result, bringing the year to date balance up to a -1%. This increase was largely due to the increased capacity generated on the Atlanta, Dallas, Minneapolis, and Allegiant service. There was also a large State Farm conferment trip in September which helped boost enplanements. Additionally, American only had 1 cancellation for the month. Overall, Carl reported all markets showed strength while noting Delta has upgauged a second daily Atlanta flight to a B717.

Staff is meeting with the State and FAA next week for the review of TIPS. Those should be coming to the Board at the November meeting for approval.

The website project is moving along both on schedule and on budget. Fran will have a more detailed report next month.

In the last 6 weeks, the Steering Committee for BN Advantage has been starting to have conversations about transitioning the management structure of the Steering Committee, focusing it more toward the EDC and the Chamber of Commerce. Nothing has been finalized at this point. The Steering Committee will be meeting again next week to work on this.

Carl reported to the Board that Adam Baxmeyer has accepted a new position as the airport manager at Purdue University's airport in West Lafayette, IN. In the interim period, between Adam leaving and new replacement staff being hired, Carl has reached out to the 2 senior

operations staff to handle additional responsibilities on a temporary basis. Ms. Cindy Howland will step up and monitor/administer the Airport's TSA approved security program. Mr. Javier Centeno will step up and administer/oversee Part 139 compliance efforts.

Carl also reported that discussions have been finalized with ISU and the language on the Memorandum of Understanding has been finalized. Staff is waiting for ISU to execute and return the MOU. It will be a \$2,000 expense for the Airport Authority. ISU's SMACC lab scope of work will focus on 4 primary points; a) provide an analysis of the social media conversation relevant to supporting the retention and expansion of scheduled air service from CIRA, (b) provide an analysis of the social media conversation which highlights the effectiveness of the Airport Authority's marketing programs, (c) provide an analysis of the social media conversation which highlights customer impressions of CIRA as a way of helping to strengthen the CIRA brand, and (d) facilitate the Airport Authority's future ability to migrate programs in-house, post-deployment.

Staff is waiting on the final scope of work and fee structure on the kiosk. Staff has also reached out to a lobbyist/consultant for help with marketing CIRA to the travel generators north of Bloomington.

- B. Deputy Director of Operations and Facilities** – Adam Baxmeyer introduced Kyle Moulton, as the newest Airport Operations Supervisor. Kyle replaces Graham Ritz who recently accepted an airport operations position with the San Jose airport in California. Kyle is a graduate of SIU and has worked at several airports before coming to CIRA.

The fuel farm project ran into a little problem with the concrete. The issue involved the inability of the new concrete to achieve strength specifications within a prescribed timeframe. As such, the decision was made to have the contractor remove the failed concrete and re-pour it. Current results show the new concrete has exceeded specifications and will be approved. The tanks should be delivered and installed the first week of November.

Punch list items have been completed on the service road project and final inspection will be scheduled in the near future.

The new blowers are currently being manufactured and Staff has been advised an early delivery date, even before the end of the calendar year, is possible.

Adam will be conducting the annual meetings/reviews that have to be done for FAA compliance before he leaves for his new position.

Adam thanked the Board for the wonderful opportunity to work at CIRA. The Board thanked Adam for all his hard work during his 10 years at the airport and wished him well in his new position.

IX. ADJOURNMENT

There being no other business to come before the Board, upon a motion being made, seconded and approved, the October 11, 2016 meeting of the Bloomington-Normal Airport Authority adjourned at 5:15 p.m.

Alan Simon
Secretary

Nov. 14 2016
Date

Bloomington-Normal Airport Authority
Board of Commissioners Meeting Schedule for 2017

All meetings of the Board of Commissioners are regularly scheduled to begin at 4:30 p.m. in the conference room located on the second floor of the Central Illinois Regional Airport's main terminal on the second Tuesday of each month. Advance notice will be given if a scheduled meeting is cancelled, postponed or otherwise rescheduled.

January 10, 2017
February 14, 2017
March 14, 2017
April 17, 2017
May 9, 2017
June 13, 2017

July 11, 2017
August 8, 2017
September 12, 2017
October 10, 2017
November 14, 2017
December 12, 2017