

**BLOOMINGTON - NORMAL AIRPORT AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES  
MONDAY, NOVEMBER 14, 2016  
4:30 PM**

**I. CALL TO ORDER**

Chairman Colee thanked the Board for their flexibility and rescheduling the November meeting. Chairman Colee called the meeting to order at 4:30 p.m. Commissioners Kannaday, Whisman, Denault and Sender were present. Commissioner Allen and Commissioner Hanson were absent. A quorum was acknowledged.

**II. PUBLIC COMMENTS**

Doug Reeves was present to update the Board on the events/happenings at the Museum. 2016 was a very successful year for the Museum. They had 6 open cockpit days, over 4,000 visitors to the Museum and a new highway sign, dedicated to Ryan Chamberlain of the Blue Angels, has been posted on Route 9 and on Veteran's Parkway on the west-side of town. The sign will be up for 3 years. The Museum has added 2 new displays to their collection, including a jet engine that came out of an F-14 and a J-3 Piper Cub. The property taxes for the Museum went up over 840%. They are petitioning to appeal the increased assessed value of the property.

**III. APPROVAL OF OCTOBER BOARD MEETING MINUTES**

Commissioner Denault made a motion to approve the October 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** – No reason to meet. No report.
- B. **General Aviation Committee** – No reason to meet. No report.
- C. **Personnel Committee** – The Committee met prior to the board meeting to discuss the vision and dental insurance renewal. They will bring the recommendation to the full board at the December meeting.
- D. **Public Policy Committee** – No report.

## VI. NEW BUSINESS

- A. **Approval of October Financial Statements** - Diane Andes Finney reported that the Authority's total net position increased \$422,000 for the month of October. It was reported that half way through the fiscal year General Fund revenues are slightly ahead of budget and operating expenses continue to be quite a bit under budget. Creating a positive bottom line for this fund of \$164,000, which is \$127,000 ahead of budget. This again places the Authority in a good financial position entering into the more expensive winter operating months. The Hangar Fund is showing a smaller monthly loss, approximately \$14,000, stemming from the additional \$10,000 in unbudgeted pavement repairs. Staff is confident the Hangar Fund will finish the year in a positive position. The Capital Fund is still waiting for the TSA reimbursement relating to the baggage screening project. At this time Staff anticipates receiving the next set of funds, approximately \$300,000, within the coming weeks. PFC revenues are doing well with an 8.4% increase over last year. Both tenants with repayment agreements have made their payments and are on schedule to complete their commitments by the end of the calendar year. Diane also shared that she and Carl have been working on some benchmark statics that they will share with the Board.

Commissioner Kannaday made a motion to approve the October Financial Statements. The motion was seconded by Commissioner Whisman and upon a unanimous vote, the motion carried.

- B. **Authorize Award of Airport Authority Insurance Agreements** - Erik Egeland, the Airport Authority's insurance broker from Arthur J. Gallagher was present to review the Airport's property/casualty insurance. Erik shared that the bottom line premium is up just over \$400. He noted that last year the Authority moved the Airport's liability insurance to QBE for a 3 year guaranteed rate, regardless of loss experience. Erik marketed the worker's compensation insurance this year to find that AIG is still the best premium. Their renewal premium is up slightly due to an increase in salaries and a slight adjustment in the rate modification. The auto policy is down slightly because there are 2 less vehicles to insure this year.

Commissioner Sender made a motion to authorize the renewal of the Airport's Insurance Agreements to the incumbents (General Liability - QBE, Worker's Compensation - AIG, Commercial Auto and Property/Inland Marine - New Hampshire Insurance Co. and Public Officials - Darwin National Assurance Co.) at a total cost not to exceed \$166,916. The motion was seconded by Commissioner Denault and upon a unanimous vote, the motion carried.

- C. **Authorize Award for the Replacement of Terminal Carpeting** – Airport Staff has been interested in replacing the worn carpeting on the public side of the terminal building. After encountering some delays driven by the recently completed baggage screening project and revisions to FAA grant eligibility standards, Staff has been able to move forward with identifying available funds and securing competitive price quotes.

After soliciting four providers, the Airport Authority received two bids for the removal/replacement of the existing carpeting in the two areas in front of the airline ticket counters and the baggage claim area, as well as to remove/replace the 'walk-off' carpet materials in each of the three public entry vestibules.

One of the bids was received from Carpet Weavers Commercial in Bloomington for the total price of \$92,410. The second bid was received from Cushing's Commercial Carpet in Bloomington for a total price of \$73,725. Both price quotes include removal/disposal of the old carpet and installation of the new materials. Additionally, both firms proposed carpet materials manufactured by and similar to what is currently in place. The anticipated time line would be a January/February install, during the day, since these are the slower 2 months for airline passengers.

Commissioner Denault made a motion to award the replacement of terminal carpeting to Cushing's Commercial Carpet for a not to exceed price of \$73,725 for the area in front of the airline ticket counters, the area in front of baggage claim and the walk/off carpeting in the 3 entrance vestibules. The motion was seconded by Commissioner Kannaday and upon a unanimous vote, the motion carried.

- D. Approve Revision to Transportation Improvement Program for 2017-2022** - After reviewing the current project schedule, the airport master plan, and evaluating possible changed conditions/available funding, Airport Staff recently met with FAA and IDA staff to review proposed revisions to the six-year TIPs program. Similar to past programs, the projects contained in the proposal are rooted in the Airport Authority's planning documents and structured to maximize federal and state funding. Again this year, except for updating estimated project costs and project implementation schedules, the projects remain substantially similar to the currently approved program.

A review of the program revealed a continued emphasis on airfield and public side pavement refurbishment/construction. Additionally, following the proposed purchase of airfield snow removal equipment in 2020, the Airport Authority's inventory of airfield winter equipment will be brought current.

Commissioner Whisman made a motion to approve the revision to the Transportation Improvement Program for 2017 - 2022 as presented. The motion was seconded by Commissioner Sender and upon a unanimous vote, the motion carried.

## **VII. STAFF REPORTS**

- A. Executive Director's Report** – Carl reintroduced Airport Operations Supervisors' Mr. Javier Centeno and Ms. Cindy Howland. Cindy and Javier have stepped up and accepted additional responsibilities following Adam Baxmeyer's departure. Cindy is running point/managing the TSA approved security program and Javier is running point/managing FAA compliance. They are doing a great job and Carl thanked them for all their work. The FAA annual certification inspection will be in December. Carl reported that the Deputy Director of Operations and Facilities position was advertised and there has been a good response. Staff is in the process of creating a short list and looking to start scheduling interviews in the very near future.

Carl reported that October was a very strong month with a monthly year over year enplanement increase of more than 18%, bringing the year to date total up to 1% over last year. While Allegiant remained strong, both American and Delta experienced substantial increases in traffic last month.

The State of Illinois has not awarded the runway pavement rehab project contract yet. At this point, it appears this agreement won't be awarded this year. Staff will continue pressing the State to award the contract with an eye toward beginning the construction phase as soon as possible in the spring.

Carl also reported the fuel farm project has experienced a problem related to one of the new storage tanks delivered this past week. Over the weekend it was discovered the interior of a tank had sustained what appears to be a bulge, likely caused by concrete settling inside the interstitial space between the two walls of the tank. As a result, the Airport Authority declined to accept this tank; opting instead for a replacement tank to be manufactured with an expected delivery date by the first of January. Staff will be meeting with Synergy later in the week to discuss a revised timeline for the project and how to successfully work around this delay.

The latest redline version of the agreements with the City of Bloomington have been sent to the City's attorney. Staff is awaiting feedback.

The farmer is done in the fields. Dr. Armstrong will be at the December meeting to give a full report.

- B. Deputy Director of Marketing** – Fran Strebing reported to the Board that the Memorandum of Understanding with ISU's SMACC Center has been signed and returned to the Airport. A kickoff meeting will be held the week after Thanksgiving.

A contract has been signed with Quadrex Aviation for the survey kiosk in the terminal building. Staff has asked for the kiosk to have printer capability in order to print coupons as a way of incentivizing passengers to participate. As a part of this, Fran has also been working with Tailwind who has been eager to partner with the Airport Authority by providing a coupon offer for the kiosk.

The website project continues to make progress and remains on schedule. The Quotient Group was on site for a few days in October to gather photographs and work with staff. A lot of research has been done in regards to booking tools on the new website. It has been decided that since not all the airlines participate in a booking tool, that one will not be on the site. The focus will be on how to reach each airline the most efficiently. There will be a lot of new information on the website, including but not limited to; badging forms, hangar information, Title VI information, as well as the required information on Board meetings, Open Meetings Act and Freedom of Information. There will also be additional flight tracking tools on the new website. A launch campaign will be held with some kind of social media contest. The project is still on schedule with a December 16 "go-live" date.

Fran attended the Boyd Conference in September and shared with the Board the highlights of that event. It was a lot of what has already been said before; airlines are re-fleeting, the legacy carriers are focusing on globalization, especially the China market. The airlines are focusing on the high end passenger and what amenities can be offered. They are competing with the ultra low cost carriers with product segmentation, the back of the aircraft versus the front of the aircraft. Oil prices should stay down during 2017 and possibly into 2018.

Fran continues to have conversations with all the airlines at CIRA.

**VIII. ADJOURNMENT**

There being no other business to come before the Board, upon a motion being made, seconded and approved, the November 14, 2016 meeting of the Bloomington-Normal Airport Authority adjourned at 5:32 p.m.

John D. Ham  
Secretary

12/13/2016  
Date