

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

I. CALL TO ORDER

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

II. PUBLIC COMMENTS

No one was present for public comments.

III. APPROVAL OF MEETING MINUTES

- A. **December Board Meeting Minutes** - Commissioner Allen made a motion to approve the December 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. The Committee will be meeting on February 12, 2016.
- B. **General Aviation Committee** – No reason to meet, no report.
- C. **Personnel Committee** – Haven't met, but they will have information for the February meeting.
- D. **Public Policy Committee** – Didn't meet, but Commissioner Sender noted that the property tax issue moving forward this year will most likely not happen.

VI. NEW BUSINESS

- A. **Approval of December Financial Statements** – Diane Andes Finney reported that revenues for the General Fund continue to be on or above budget. Total revenues are about 2% over budget. The fall farming payment was received. Expenses continue to run under budget as well. The bottom line is about \$353,000.00. Staff did receive 2 payments on the 2 troublesome account

receivables as efforts to bring those accounts current will continue. The principal payments on the bonds were made between December 15th and January 1st, leaving a balance of \$1.3 million. Commissioner Sender inquired as to the additional expenditures on the jet bridges. There is concern since they are fairly new. Carl reported that Staff is looking into what the problems are and if recurrent training for airline staff might be helpful. Staff will also follow up with other airports who have the same bridges to see if they are experiences the same types of problems.

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

- B. Authorize Amendment to Professional Services Agreement** – In August of 2013, the Board authorized a contract with Crawford, Murphy & Tilly Inc. to provide construction administration services related to the construction phase of the air cargo apron expansion project. The value of this agreement was not to exceed \$139,000, with 95% of this cost being reimbursed to the Airport Authority by the FAA and IDA. The construction phase ran longer than projected due to weather and component delivery delays. In response, CMT requested a contract amendment from the FAA and the IDA to cover the additional time required to complete this work. The value of this amendment, \$15,522, was approved by both agencies prior to being presented to the Airport Authority for consideration/approval. Similar to the original contract value, this additional charge would also be subject to 95% federal/state reimbursement back to the Airport Authority.

Commissioner Sender made a motion to authorize the amendment to the professional services agreement with Crawford, Murphy and Tilly Inc for an additional \$15,522.05, bringing the new not to exceed contract amount to \$154,522.05 The motion was seconded by Commissioner Bock and upon a unanimous vote the motion carried.

- C. Authorize Professional Services Agreement with Crawford, Murphy, and Tilly, Inc.** – Staff would like to engage Crawford, Murphy & Tilly Inc to do a G.A. facility study. The current airport master plan identified and preliminarily examined four (4) areas where the Authority may consider developing new/expanded G.A. facilities in the future. The focus of this new study will be to reexamine the top two proposed sites while also completing a more detailed analysis of each site. This new analysis will include potential environmental/storm water factors, projected annual O&M costs, construction costs, construction phasing/possible business interruption, aircraft operational characteristics, and the long term best use of airport property. By completing this project the Airport Authority expects to have a much clearer understanding of the design, cost, and location of these new pavement surfaces.

The cost of this agreement, \$69,773.00, will be paid fully by the Airport Authority using funds programmed from the Capital Fund. It was noted the FAA has verbally committed to reimburse the Airport for this cost during the design phase of any new G.A. apron project using AIP grant proceeds so long as their office pre-approves such design work.

It was noted that prior to presenting this material to the Board for consideration, Airport Staff shared both a draft and a revised final scope of work with the members of the General Aviation Committee for their review/comment. Additionally, Staff then met with each of the members individually to review the purpose, scope, and cost of this assignment. After which, both members offered their concurrence and support for presenting this request to the full Board for approval.

Commissioner Allen made a motion to authorize the professional services agreement with Crawford, Murphy and Tilly, Inc. for the not to exceed cost of \$69,773 for the completion of a General Aviation Redevelopment Study. The motion was seconded by Commissioner Whisman and upon a unanimous vote, the motion carried.

- D. Authorize Renewal of Employment Agreement for Executive Director** – At the December meeting, the board held an Executive Session to discuss the Executive Director’s performance review and contract extension.

In line with the discussion held during that regular meeting, Commissioner Kannaday made a motion to approve a 3 year renewal to the Executive Director's contract for the 2016 through 2018 period with a 2.5% salary increase per year for the previous 3 years. The motion was seconded by Commissioner Allen and upon a unanimous vote, the motion carried.

VII. STAFF REPORTS

- A. Executive Director’s Report** - Carl reported that overall traffic was down 8% for the year against a 7% reduction in airline capacity. As expected, the single greatest element of this reduction was the effect of the lost of Frontier Airlines traffic. Looking at the carriers individually; underscored by positive feedback from Allegiant representatives, CIRA’s Allegiant service continues to perform well with overall load factors continuing to be in line with their system averages. While American’s service to Dallas continues to be strong, Staff is optimistic the revised schedule that returns in March will help strengthen the Chicago service. Looking to Delta, CIRA’s service to Atlanta continues to show strength with increased traffic this past year; a factor which supports Delta’s decision to upgrade one of their daily flights to the large B717 aircraft. Looking at Delta’s service between CIRA and both Detroit and Minneapolis, Staff will be looking for the more stable schedule and increase to six flights/weeks announced by Delta to further strengthen these markets.

During this discussion, Commissioner Sender inquired as to when the best time would be to talk to Delta about adding an additional flight to Detroit. Carl responded that during Staff’s most recent conversation with Delta network planning, they were advised the financial performance for the DTW route had become stronger, and through the return to six weekly flights at a better schedule, the hope was for further improvement. With that in mind, Carl suggested the best time to approach Delta would be after these service enhancements begin to generate increased demand which in turn would warrant increased capacity.

Carl shared the Economic Development Council has formed a new Transportation Committee to help support and expand transportation opportunities related to air service, rail, and trucking and they have invited the Airport Authority to participate with them. The first meeting was held earlier today and it was very positive. Going forward, the Committee expects to meet the second Tuesday of each month in the EDC office.

It was also reported the Airport Authority’s Small Community Air Service grant from the U.S. DOT, which was originally scheduled to expire at the end of 2015, has been approved for a one year extension.

Carl also noted that he would be in Washington DC on January 25th and 26th meeting with Congressional and Senate staff. The primary focus of the visit will be to introduce CIRA to some new staff members and to highlight the Airport Authority's concerns related to the upcoming FAA Reauthorization negotiations.

- B. Deputy Director of Security and Special Projects** – Don Schneider was present to update the Board on the final testing stages of the CBIS project and what new steps have been completed. It was reported that progress continues to be made as more detailed adjustments are completed. As previously reported, these adjustments relate to specific TSA baggage classifications and data files and do not involve the accuracy or effectiveness of the new screening equipment. The project team is cautiously optimistic we are approaching the last of the needed changes ahead of the TSA taking over operation. While the TSA has not yet provided a firm date for the removal of the former EDS units from the terminal lobby, staff is hoping for their removal as soon as next month.

Don also shared that work will be commencing on the development of a new farm bid with an eye toward getting the materials released and awarded in time to secure a new farmer for this coming season.

VIII. ADJOURNMENT

Commissioner Kannaday left the meeting at 5:22 p.m. There being no other business to come before the Board, upon a motion being made, seconded and approved, the January 12, 2016 meeting of the Bloomington-Normal Airport Authority adjourned at 5:35 p.m.



Secretary



Date