

**BLOOMINGTON – NORMAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
TUESDAY, JUNE 14, 2016
4:30 PM**

I. CALL TO ORDER

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

II. PUBLIC COMMENTS

No public comment. Open cockpit day is scheduled for June 18, 2016.

III. APPROVAL OF MEETING MINUTES

- A. **May Regular Meeting Minutes** - A correction was noted under Deputy Director of Facilities and Operations comments. The airport will be having an EOC exercise not a DOC exercise. Commissioner Whisman made a motion to approve the corrected May board meeting minutes. The motion was seconded by Commissioner Allen and upon a unanimous vote, the motion carried.
- B. **May Board Retreat Minutes** - Commissioner Kannaday made a motion to approve the May Board retreat 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** – No reason to meet. The Personnel Committee will be scheduling Carl's midyear review in the next few weeks.
- D. **Public Policy Committee** – No reason to meet. No report.

VI. NEW BUSINESS

- A. **Approval of May Financial Statements** – Diane Andes Finney reported that the May financial statements are always a bit skewed because of the accruals into the previous year. The general fund revenues are on target. Expenses are a little bit light. The first property tax distribution was received in May, the 2nd one will come in June and the 3rd one should be coming in the next few days.

Commissioner Sender asked for clarification on accounts receivables. Diane reported that 1 account is doing well and the other account made a payment a couple of weeks ago and that was deposited. Another check was received today, which was returned because they asked that the check be held. It was noted that the plan the Board established seems to be in motion.

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

- B. **Adopt Ordinance No. A-476, An Annexation Ordinance** – This annexation was brought forward by Heartland Community College which includes a private road (Parkside Rd) and a home site at 1718 N. Parkside Rd. The board previously approved the biggest portion of this land (224.99 acres) in an annexation on February 9, 2012.

It was noted that given the tax-exempt status of Heartland Community College, the Airport Authority would not receive tax revenue from these parcels. However, by adopting this annexation ordinance the Authority's tax jurisdiction will remain current and in doing so will be prepared for future annexations of adjoining property.

Commissioner Sender made a motion to adopt annexation Ordinance A-476. The motion was seconded by Commissioner Allen and upon a unanimous vote, the motion carried.

- C. **Adopt Ordinance No. 184-16 - The Annual Budget Ordinance for FY2017** – Following the Board's tentatively approving the proposed budget materials for FY2017 during the March meeting, this information has been available for both public inspection and public comment. As such, these materials may now be formally adopted in accordance with the Illinois Airport Authorities Act. It was noted the materials represented by this ordinance were not adjusted or revised following the March approval, and as such, remain as previously reviewed/approved.

Commissioner Sender made a motion to adopt Ordinance No. 184-16 the Annual Budget Ordinance for FY2017. The motion was seconded by Commissioner Whisman and upon a roll call vote; Commissioner Kannaday - aye, Commissioner Hanson - absent, Commissioner Whisman - aye, Commissioner Bock - absent, Commissioner Sender - aye, Commissioner Allen - aye, Chairman Colee - aye, the motion carried.

- D. **Adopt Ordinance No. 185-16; The Annual Prevailing Wage Rates for FY2017** - It was noted that due to issues in Springfield with no budget, the most current wage rates for McLean County are July 2015. Commissioner Allen made a motion to adopt Ordinance No. 185-16; the Annual Prevailing Wage Rates for FY2017. The motion was seconded by Commissioner Kannaday and upon a unanimous vote, the motion carried.

- E. **Approve Change and Responsibilities for Deputy Director Position** - As previously discussed during the recent Board retreat, Airport Staff is interested in revising the title and responsibilities for one of the Deputy Director positions, to more effectively manage organizational duties. Currently, the position of Deputy Director of Security and Special Projects is primarily responsible for overseeing the compliance and administration of the Airport Authority's security programs, coordinating project design/construction activities, and managing the Airport Authority's farming program. Recognizing this position grew to be a unique hybrid as the organization matured and new needs developed, it is highly unlikely a candidate pool exists to now fill this open position.

In response, Airport Staff has taken steps to realign this position's primary responsibilities with farming efforts now being coordinated with the support of an outside consultant and construction design/coordination being supervised with existing staff. Going forward, Airport Staff is interested in also revising this Deputy Director's position away from Security and Special Projects and have it become responsible for Administration. As such, while continuing to have direct responsibility for the airport's security program, the person in this position would also assume responsibility for a number of cyclical and on-going administrative duties. A sampling of these duties would include the administration of the Airport Authority's disadvantaged business enterprise program (DBE program), the Title VI civil rights program, the preparation/oversight of contracts, leases, and concession agreements, the preparation and administration of competitive bid specs and RFPs, administration of the Authority's minimum standards program, approved rules & regulations, and approved personnel manual. Looking ahead, this new position could potentially absorb additional duties related to grant administration.

Prior to presenting this suggestion to the Board, Staff met with the Personnel Committee to further discuss the merits/details of revising this position. At the conclusion of the discussion, it was the recommendation of the Committee this proposal be presented to the members for consideration with their full support.

Commissioner Kannaday made a motion to approve the change and responsibilities for the Deputy Director position as presented. The motion was seconded by Commissioner Whisman and upon a unanimous vote, the motion carried.

- F. **Authorize Award of Construction Contract for Fuel Farm Project** - One of the approved capital projects previously approved by the Board was the design and construction of a new aviation fuel farm facility. Having completed the design, airspace and environmental review process, the plans/specs were competitively released in May with a June 8th bid submission deadline and a final engineer's estimate of \$1,151,766. At the bid opening held at CIRA, two submissions were received. One from Illinois Oil Marketing, Inc. in the amount of \$1,252,535 and one from American Environmental Aviation Inc. in the amount of \$1,088,031.

Following CMT's formal review of both bid submissions, the bid provided by American Environmental Aviation, Inc. was determined to be complete, responsive, and offering the lowest construction cost. The projected completion date is the end of the year.

Commissioner Allen made a motion to award the construction contract for the fuel farm project to American Environment Aviation in the amount of \$1,088,031. The motion was seconded by Commissioner Kannaday and upon a unanimous vote, the motion carried.

VII. ADJOURNMENT

Chairman Colee noted that the May 2016 enplanements were up 6.4% over May 2015. Those numbers also reflect the increased capacity. Executive Director Carl Olson was present via telephone and noted that he and Fran Strebing were at the Jump Start Conference in Denver and were meeting with several airlines.

There being no other business to come before the Board, upon a motion being made, seconded and approved, the June 14, 2016 meeting of the Bloomington-Normal Airport Authority adjourned at 5:05 p.m.

Alan Simon

Secretary

JULY 12 2016

Date