

**BLOOMINGTON - NORMAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
TUESDAY, FEBRUARY 14, 2017
4:30 PM**

I. CALL TO ORDER

Chairman Colee called the meeting to order at 4:35 p.m. Commissioners Kannaday, Hanson, Whisman, Denault, Sender and Allen were present. A quorum was acknowledged.

II. PUBLIC COMMENTS

Mr. Steve Schmidt was present to update the Board on the museum events. The museum was closed for the months of January and February. During that time, every item in the museum was audited, which resulted in improvement of some displays. During the month of January the museum hosted a Cub Scout night in the boarding area of the old terminal. It was a very successful event. The museum will be open again March 1st.

Chairman Colee shared a note from Stacie Killian on behalf of Children's Home and Aid Society, thanking the Board and staff for the use of the old terminal building for their Adopt A Family program. Stacie noted that everyone at CIRA is very welcoming and easy to work with and they truly appreciate the use of the space. The program served 409 people this year and had 727 volunteer hours.

III. APPROVAL OF JANUARY BOARD MEETING MINUTES

Commissioner Allen made a motion to approve the January Board meeting minutes. The motion was seconded by Commissioner Hanson and upon a unanimous vote, the motion carried.

IV. APPROVAL OF JANUARY 26TH SPECIAL BOARD MEETING MINUTES

Commissioner Denault made a motion to approve the January 26th Special Board meeting minutes. The motion was seconded by Commissioner Whisman and upon a unanimous vote, the motion carried.

V. OLD BUSINESS

- A. Discuss progress Involving State Legislative Relief in Accordance with the Illinois Airport Authorities Act** – Carl updated the Board on the progress being made. Staff has reached out to Senator Brady, Senator Barickman and Representative Dan Brady to start conversation on the issue. Building upon these conversations Carl highlighted some of the initial steps which have been initiated. As a part of this discussion, Mr. Chip Schmadeke from the Springfield office of Hinshaw Culbertson was present to address questions raised by the members. At the conclusion

of this discussion, Staff was requested to continue moving forward with this initiative while keeping the members updated as new information becomes available.

VI. COMMITTEE REPORTS

- A. **Audit/Finance Committee** – The Committee met earlier in the day for a more formal review of the different funds and the characteristics of their revenue and expense calculations. It was also reported the Committee will be meeting again on February 28 to review the draft budget materials.
- B. **General Aviation Committee** – No reason to meet. No report.
- C. **Personnel Committee** – No reason to meet. No report.
- D. **Public Policy Committee** – Commissioner Sender shared that he also spoke with Senator Barickman in regards to the reconstitution of the Airport Authority and what the possible next steps would be.

VII. NEW BUSINESS

- A. **Approval of January Financials** – Diane Andes Finney provided a report on the Authority's financial position with three-quarters of the fiscal year now being completed. It was reported the General Fund is in a very strong position with revenues being on budget and expenses continuing to come in below projections – largely due to mild winter conditions. The Hangar Fund now reflects a positive bottom line which was arrived at sooner than anticipated. The Capital Fund experienced a large expenditure this past month as the Authority paid for the new airfield snow removal equipment. Principal payments were made on the 2008 and the 2012 bonds at the beginning of January for a total of \$900,000. The PFC Fund revenues were unexpectedly down some. Diane reported the airlines have recently transitioned to a new clearing house process which could be a contributing factor. Staff will be monitoring this.

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

- B. **Adopt Resolution No. 2017-1, A Resolution Approving Revisions to the Travel Policy** – The State legislature adopted the Local Government Travel Expense Control Act requiring non-home rule public bodies to adopt a formal travel policy adopted via resolution or ordinance prior to June 29, 2017. In response, Airport Staff requested legal to review the Authority's existing policy to determine if any updates were required in order to comply with the new statute. The review revealed that the existing travel policy is compliant with the exception of 2 features. The first being the policy was approved by the Board in 2005, but not by ordinance or resolution. the second being it did not set a maximum dollar amount per travel request.

Because travel expenses can vary upon location and timing, Staff along with legal counsel crafted new language setting a limit of \$4,000, per trip, for reimbursement of travel expenses. Commissioner Sender directed the language regarding excess costs should remain in the policy. Commissioner Denault directed that receipts should be changed to itemized receipts.

Commissioner Allen made a motion to approve Resolution No. 2017-1, a resolution approving revisions to the Airport Authority's Travel Policy as discussed. The motion was seconded by Commissioner Denault and upon a unanimous vote, the motion carried.

C. **Adopt Ordinance No. A-477, An Annexation Ordinance** – Commissioner Sender made a motion to adopt Ordinance No. A-477, an annexation ordinance annexing the east half of 5 acres located at 2229 Springfield Rd. The motion was seconded by Commissioner Allen and upon a unanimous vote, the motion carried.

D. **Approve Declaration of Surplus Property** – Staff has identified several items that are beyond their useful life and requested they be declared surplus property in order to remove the items from the fixed asset inventory to allow them to be sold/disposed of in the best manner possible. The items under consideration include:

- the old parking lot shuttle bus
- Airport 14, a 2006 Mitsubishi Endeavor
- Airport 19, a 2003 Ford Escape
- Blower 50, a 1979 Mercedes Unimog with blower attachment
- Blower 51, a 1997 Oshkosh rotary plow
- Herman Miller office chair

The proceeds anticipated from the sale/scraping of these items will be used at a later time for replacement vehicles. Additionally Mr. Terry Reid, construction manager for the baggage screening project, has requested to purchase his former desk chair.

Commissioner Kannaday made a motion to approve the items listed as surplus property, along with gifting the chair to Mr. Terry Reid. 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 January enplanements were down 6.4% for the month compared to January '16. Allegiant had a strong month to the Florida markets while winter cancellations associated with the Chicago service and the absence of comparable Detroit figures from '16 negatively impacted the business travel side.

It was reported the new LEO agreement with the Sheriff's Department has been completed. However, presentation to the Board for approval was delayed until March in order for the Sheriff to have this item presented to the County Board of Supervisors during their March meeting. The term of the new agreement will be for 3 years, and include a 3% increase for 2017 and again in 2019.

Carl reported that earlier in the month, the Authority hosted Congressman Davis for a media event. In addition Mr. Bill Houlihan, the Downstate Director for Senator Durbin, stopped by for a visit while he was back in the community. Additionally, Carl shared he would be traveling to Washington DC later that week to meet with the congressional staff from Kinzinger's, Davis's, and LaHood's office, along with meeting with Senator Duckworth's staff and Senator Durbin's staff. This is a continued relationship building giving everyone an update on things happening at CIRA along with focusing conversations on FAA reauthorization, continued funding for contract tower services, grant funding and PFC eligibility and funding.

Carl advised that construction activities related to the new fuel farm project would be resuming within the coming weeks as the projected April 16th completion schedule grows closer. The new replacement tank has been placed and the final dressing work will be completed once the weather improves. Staff will be presenting some change orders to the Board during the coming March meeting. These changes have been owner driven and involve some safety enhancements.

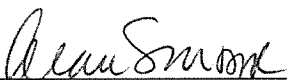
Staff is still waiting for the State to award the construction contract for the runway rehab project. Follow up will continue. Concurrently, the pre-design meeting for the taxiway rehab project was held earlier this month. Carl reported the goal will be to complete all design/award activities in time to bring this project under grant this season. While completion of construction activities is possible, the start of this phase is likely to be relayed until CY18 for the same reasons the two previous pavement projects were delayed.

Carl reported the new terminal carpet has been ordered and is expected to arrive and be installed the middle of next month.

Carl also shared an update on a recent meeting with those organizations previously involved in the CASI Initiative. During this discussion, Airport Staff suggest a partnership with the group to undertake an air service market analysis with each party sharing in the cost. In support of this effort, Carl advised that Airport Staff would be responsible for crafting the scope of work and administering the solicitation/award process in addition to holding the actual contract as approved by the Board. Carl shared that more information was anticipated for the upcoming March meeting.

IX. ADJOURNMENT

There being no other business to come before the Board, upon a motion being made, seconded and approved, the February 14, 2017 meeting of the Bloomington-Normal Airport Authority adjourned at 5:38 p.m.


Secretary

MARCH 14 2017
Date