

**BLOOMINGTON - NORMAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
MONDAY, APRIL 17, 2017
4:30 PM**

I. CALL TO ORDER

Chairman Colee called the meeting to order at 4:30 p.m. Commissioners Kannaday, Hanson, Whisman, Sender and Allen were present. Commissioner Denault arrived at 4:32 p.m. A quorum was acknowledged.

II. PUBLIC COMMENTS

Steve Schmidt was present from the Museum. He reported that the Museum had a good March. It was also reported the museum would be hosting a tour for the Jacksonville School for the visually impaired on May 8th. This will be the third year the school has been coming and it is a great event. The first open cockpit day of the season is May 20th, the third Saturday of the month and will run through the summer.

III. APPROVAL OF MARCH BOARD MEETING MINUTES

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

IV. OLD BUSINESS

V. COMMITTEE REPORTS

- A. **Audit/Finance Committee** – No report. The budget will be presented at the May meeting, with a public hearing at 4:20 p.m.
- B. **General Aviation Committee** – No report
- C. **Personnel Committee** – The Committee will be meeting on April 21st for Carl's annual review.
- D. **Public Policy Committee** – No report

VI. NEW BUSINESS

- A. **Approval of March Financials** – Diane Andes Finney reported that March was a good month with no significant transactions in any of the funds. The cash position for the Airport, as a whole, is \$12.2 million, \$2.7 of that is unrestricted. Total Airport net position as a whole is \$12.4 million. Staff is projecting finishing the year with a fund balance consistent with the beginning of the year. The General Fund bottom line is about \$500,000. The surplus property did bring in about \$65,000 worth of revenue. The Hangar Fund added an additional \$6,000 to the bottom line. The Capital Fund has a cash balance of \$600,000, but with the accrual of the grant revenue that fund should come to \$1.5 million. The accounts receivables are about a month behind, despite payments being received in March. Letters are going out to each. The variable interest rate on the bonds has crept up to 1.05 basis points. The preliminary work has begun on the audit. The auditors will be back in June to complete the audit.

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

- B. **Authorize Renewal of Professional Services Agreement with Premier Agriculture Consulting Services** – A year ago, the Board approved an agreement with Premier Agriculture Consulting Services to help with the farmland at the Airport. The scope of the agreement called for Premier to collect/analyze soil samples, develop/administer fertilization plans, assist with coordinating actions with the farmer, and tracking the program's progress in return for a fee of \$23/acre. The agreement was for 1 year, with 2 individual one-year renewal options, subject to Board approval. Staff reported they were pleased with Dr. Armstrong's work and shared that he and the farmer had worked well together. Staff asked for a 12 month extension to the existing agreement under the same terms. It was requested upon the expiration of this agreement that staff undertake a competitive solicitation prior to awarding a new agreement.

Commissioner Hanson made a motion to authorize a one year renewal of the agreement with Premier Agriculture Consulting Services under the same terms. The motion was seconded by Commissioner Allen and upon a unanimous vote, the motion carried.

- C. **Authorize Amendment to Construction Services Agreement with American Environmental Aviation, Inc** – The Board previously approved an agreement with American Environmental last summer for construction services related to the development of the airport's new fuel farm. The original contract was for \$1,088,031. This project and its punchlist items have been completed. During the construction phase there were some sponsor driven changes to the project. Three of those items were a no cash value and one item resulted in a credit of \$2,687.76. The remaining four items, all of which were driven by enhancements requested by Airport Staff, resulted in additional charges totaling \$14,698.25. These changes involved upgrading the overhead lighting units from incandescent to LED fixtures (\$2,306.42), adding a plastic/acrylic wrap around the fueling hoses to prevent chaffing (\$650), fabricating/installing safety steps (\$2,453.36), and removing/replacing an existing component used for recycling sumped jet fuel in order to have matching units for each FBO (\$11,976.23).

Commissioner Denault made a motion to authorize an amendment to the construction services agreement with American Environmental Aviation, Inc. for \$14,698.25, for a new not to exceed

contract amount of \$1,102,729.25. The motion was seconded by Commissioner Allen and upon a unanimous vote, the motion carried.

VII. STAFF REPORTS

- A. **Executive Director's Report** – Carl reminded the Board that the public hearing for the budget will be on May 9th at 4:20 p.m.

The week of May 15-19 the Authority will be hosting a TSA pre-check enrollment event at the airport. TSA pre-check services are scheduled to begin June 1st at CIRA. Staff will be putting out a press release, as well as posting the information on social media. The cost to enroll is \$85.00 for five years.

The construction phase of the runway rehab project is getting positioned for a June start. The contractor has been on-site with Crawford, Murphy & Tilly and a pre-construction meeting is being scheduled. Carl reported that a portion of the work, involving runway intersections, will be completed during night hours in order to minimize the project's impact on scheduled operations.

Work on the design phase of the upcoming taxiway rehab project is continuing on schedule and staff anticipates the receipt of bids in early August. After which staff will be working towards two separate construction schedules; one calling for work to commence this autumn and a second for work to begin late spring of 2018. The determining factor will be the rate at which the IDA is able to process the award/execution of the construction contract.

Traffic results for the month of March reflected fewer passengers compared to March 2016, largely due to capacity reduction. Allegiant did not offer extra flights to Orlando/Sanford during spring break this season and therefore reduced capacity resulted in lower numbers that were not completely offset by the increase activity with their Tampa/St. Petersburg service. American's service to Chicago was impacted by temporary schedule changes that removed the last inbound/early departure which disrupted usual connecting schedules. Their Dallas service experienced tremendous growth largely due to increased capacity and larger aircraft. Delta also had less capacity in March '17 resulting in softer numbers for both Atlanta and Minneapolis.

Carl and Fran will be attending the Allegiant airport conference this coming April 26 - 28th. This is the annual meeting with Allegiant which will review market performance and operating results in addition to discussing opportunities for expanded service.

- B. **Deputy Director of Operations and Facilities** – Carl introduced Mr. Javier Centeno as the new Deputy Director of Operations and Facilities. Javier thanked the Board for the new opportunity and highlighted some of his first steps in his new role.

Prior to ending the meeting and entering Executive Session, Chairman Colee took a few minutes to advise the Board this would be his last meeting. Chairman Colee explained Mayor Renner wanted to appoint a new representative from the City of Bloomington. Mr. Colee thanked the Staff and Commissioners for all of their hard work and successes over the previous 10 years and wished everyone well going forward.

VIII. EXECUTIVE SESSION

Commissioner Allen made a motion at 5:05 p.m. to adjourn the meeting for a couple of minutes and reconvene in executive session to discuss a personnel matter. The motion was seconded by Commissioner Hanson and upon a unanimous vote, the motion carried.

IX. ADJOURNMENT

There being no other business to come before the Board, upon a motion being made, seconded and approved, the April 17, 2017 meeting of the Bloomington-Normal Airport Authority adjourned at 6:00 p.m.

Alan Smoot

Secretary

05.09.2017

Date