

**BLOOMINGTON - NORMAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
TUESDAY, JUNE 13, 2017
4:30 PM**

I. CALL TO ORDER

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

II. PUBLIC COMMENTS

Doug Reeves, the new president of the Museum was present to update the Board. The Museum has hosted several tours in the last month. One of those groups was from the Jacksonville School for the visually impaired. The Museum worked with ISU to help with guidelines for the visually impaired. One of the things they did was to create a soundtrack of the different aircraft engines in the park. The students were then able to listen to the soundtrack as they were by the aircraft. The June open cockpit day is scheduled for Saturday June 17th. As part of the open cockpit day, the Museum will have a flag retirement ceremony at 2:00 p.m. The American Legion and Civil Air Patrol will assist with the ceremony. The Museum also participated in the Memorial Day parade. The Museum also memorialized two WWII veterans. They were both B25/B24 pilots and gunners. The Museum will also be hosting the Texas Raider B-17, July 17th - 22nd. They will be parked at the old terminal building and will be conducting rides and tours of the aircraft.

III. APPROVAL OF MAY MEETING MINUTES

Commissioner Denault made a motion to approve the May Public Hearing minutes and the May 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 report.
- B. General Aviation Committee – No report.
- C. Personnel Committee – No report.
- D. Public Policy Committee – No report.

- E. **Ad Hoc Nominating Committee** – The Committee met May 23 and those items are on the agenda later in the meeting.

VI. NEW BUSINESS

- A. **Approval of May Financial Statements** – Diane Andes Finney reported that the financials for May are a bit distorted as they represent only the first month of the new fiscal year and include the accruals back into April and not receiving May's expenses. The 2 most significant transactions that happened in the month were the sale of the hangars to Synergy and the first distribution of the property tax revenue. Those 2 components together were responsible for an increase in total fund balance for the airport, as well as the unrestricted cash balance. It was noted the Authority is still waiting for the reimbursement of the new snow removal equipment of approximately \$890,000. The General fund saw revenues right on target with expenses 20% below budget. There were no significant transactions in the Capital fund for the month of May. Payments have been received from both accounts receivable accounts. They are a month and two months behind.

Diane introduced Paulette Hurd. Paulette will be taking over the CFO role as Diane retires in August.

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

- B. **Adopt Resolution No. 2017-1; Resolution Honoring Ms. Diane Andes Finney** – Commissioner Kannaday made a motion to adopt Resolution No. 2017-1; honoring Ms. Diane Andes Finney as she retires from the Bloomington Normal Airport Authority after more than 13 years of service. The motion was seconded by Commissioner Sender and upon a unanimous vote, the motion carried. The board wishes the very best for Diane on her retirement and thanked her for all her work.
- C. **Adopt Resolution NO. 2017-2; Resolution Honoring the Crosswinds Flying Club**– Commissioner Hanson made a motion to adopt Resolution No. 2017-2 honoring Crosswinds Flying Club for their 50 years of safe and outstanding service to CIRA and the GA community. The motion was seconded by Commissioner Denault and upon a unanimous vote, the motion carried.
- D. **Adopt Resolution No. 2017 -3; Resolution Honoring Mr. David Colee** – Commissioner Whisman made a motion to adopt Resolution No. 2017-3; honoring Mr. David Colee for his 22 years of service to the Authority, CIRA and the community. The motion was seconded by Commissioner Sender and upon a unanimous vote, the motion carried.
- E. **Adopt Ordinance No. 191-17; The Prevailing Wage Rates for Fiscal Year 2018** – Commissioner Sender made a motion to adopt Ordinance No. 191-17; the Prevailing Wage Rates for fiscal year 2018. The motion was seconded by Commissioner Groves and upon a unanimous vote, the motion carried.

F. **Approve Committee Memberships for Fiscal Year 2018** – The Ad Hoc Nominating Committee met on May 23rd and after canvassing each of the board members, came up with the following committee assignments:

Audit and Finance Committee	Colleen Kannaday, Chair John Hanson, member
General Aviation Committee	Jay Allen, Chair Steve Denault, member
Personnel Committee	Elizabeth Whisman, Chair Steve Denault, member
Public Policy Committee	Alan Sender, Chair Jay Groves, member

Commissioner Kannaday made a motion to approve the committee assignments as presented for fiscal year 2018. The motion was seconded by Commissioner Sender and upon a unanimous vote, the motion carried.

G. **Approve Officers for Fiscal Year 2018** – Additionally as part of the May 23rd Ad Hoc Nominating Committee the following slate of officers were recommended.

Vice Chairman - John Hanson

Secretary - Elizabeth Whisman

Treasurer - Elizabeth Whisman

Assistant Secretary/Treasurer - Colleen Kannaday

Commissioner Sender made a motion to approve the officers as presented while also adding Mr. Jay Allen as Chairman. The motion was seconded by Commissioner Whisman and upon a unanimous vote, the motion carried.

H. **Approve Chairman for Fiscal Year 2018** - This item was combined with the earlier Item G.

I. **Authorize Amendment to Capital Fund Budget** – At the May meeting, the Board approved a Capital Fund budget that included a project for \$15,000 to remove 2 abandoned underground diesel fuel storage tanks. When the contractor removed the tanks, it was determined that there was more contaminated soil than the Fire Marshal would allow to be abated on site. The contaminated soil had to be trucked off to an approved land fill. This additional work caused the project cost to increase up to \$35,000. In the process of removing the contaminated soil, the excavator uncovered a new cell of contaminated soil that was not detected in 2015 when two other underground tanks were removed. That added work further increased the project cost by another \$40,000. As a result, the overall project expense increased from \$15,500 to \$74,169. In order to keep the project moving forward while the contractor was on site and the excavation was open, Staff authorized the work to be done. All of the work has since been completed with the soil tests all being acceptable. Staff believes that approximately \$25,000 of the cost will be

eligible for reimbursement through a state environmental funding program.

Commissioner Denault made a motion to retroactively authorize the amendment of the Capital Fund budget to \$74,169.00 to reflect the changes in the underground storage tank removal. The motion was seconded by Commissioner Hanson and upon a unanimous vote, the motion carried.

VII. STAFF REPORTS

- A. **Executive Director's Report** – Carl reported that traffic results for the month of May were down compared to last year. That was against a 7.5% decrease in seat capacity. Slower business travel was evident in the Atlanta and Dallas markets for the month of May. For the same period, fuel sales and aircraft operations were down about 2.5% for the month. FedEx had a strong month with a 15% increase in total tonnage.

The pre-check enrollment period earlier in the month went very well, as did the June 1st soft roll out of the TSA program. Staff is expecting a media relations person from TSA to be on site the first half of next week for a media event coordinated with the TSA to announce the pre-check program. Because of the great response for the first enrollment, there will be another pre-enrollment session the week of July 10th - 14th.

The taxiway rehab project has completed 80% design work. Staff is having conversations with the FAA and IDA about the opportunity to bid the project directly by the Airport, rather than going through the State program. The advantage would be that the Airport Authority could bid the project on a faster schedule and possibly secure a more competitive price given that a contractor will already be on site. This most likely would only be a one-time opportunity, as the State and FAA iron out pavement specifications.

- B. **Deputy Director of Operations and Facilities** – Javier Centeno briefed the Board on the airfield rehab project. Training for the contractor has been completed, along with issuing the proper credentials. They are ready to get started, pending the notice to proceed, which has been delayed by the IDA by about 7 days. Construction is now expected to begin on July 5th.

Image Air has transitioned to the new above ground fuel farm. The new fuel management system also went live. For the most part, the transition went smoothly, save for a few minor IT issues.

Earlier in the year, Javier revised the Irregular Operations Plan and submitted it to the DOT for their approval. The DOT sent word today that the plan has been approved. It will be posted on the website as required.

18 City fire fighters recently attended live fire training at the Blue Grass Airport. They were pleased with the training. 3 of the Operations staff will be attending Wildlife training later in the week.

VIII. EXECUTIVE SESSION

Commissioner Whisman made a motion at 5:12 to recess the meeting for a couple of minutes and reconvene in executive session for a personnel matter. The motion was seconded by Commissioner Groves and upon a unanimous vote, the motion carried.

IX. ADJOURNMENT

The Board reconvened in regular session at 7:02 p.m. There being no other business to come before the Board, upon a motion being made, seconded and approved, the June 13, 2017 meeting of the Bloomington-Normal Airport Authority adjourned at 7:03 p.m.

Beth Whisman

Secretary

7-11-17

Date