

**BLOOMINGTON - NORMAL AIRPORT AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES  
TUESDAY, JULY 11, 2017  
4:30 PM**

**I. CALL TO ORDER**

Chairman Allen called the meeting to order at 4:31 p.m. Commissioners Whisman, Groves, Denault, Sender and Hanson were present. A quorum was acknowledged. Commissioner Kannaday arrived at 4:35 p.m.

**II. PUBLIC COMMENTS**

Doug Reeves, the president of the Museum was present to update the Board. The Museum was working to bring in the Texas Raider B-17, unfortunately they had problems with an engine and had to cancel. Saturday July 15<sup>th</sup> is an open cockpit day from 10 a.m. to 4 p.m. The Museum has a new exhibit that they have been taking out into the community. It is an old Bell model 269 helicopter that the Museum has restored. It will be at the Denver's Days later in the month.

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**III. APPROVAL OF JUNE MEETING MINUTES**

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

**IV. OLD BUSINESS**

**V. COMMITTEE REPORTS**

- A. **Audit/Finance Committee** – No report, but the Committee will be meeting later in the month.
- B. **General Aviation Committee** – No report.
- C. **Personnel Committee** – No report.
- D. **Public Policy Committee** – No report. The committee will be meeting within the next 30 days.

## VI. NEW BUSINESS

- A. **Approval of June Financial Statements** – Paulette Hurd, the new CFO for the Authority, reported that the general fund is tracking right along with budget. Year to date, there is a net excess of revenues over expenses. The hangar fund is also tracking favorable to budget on both the revenue and expense side. The capital fund is waiting on over \$1 million in reimbursements. The CFC fund is tracking favorable to budget and the PFC fund is a little behind budget on revenues. Additional payments have been made on one of the accounts receivable accounts and the Audit/Finance committee will be meeting later in the month to discuss the other account.

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

- B. **Adopt Annexation Ordinance No. A-478** – Commissioner Kannaday made a motion to adopt Annexation Ordinance No. A-478 for the new Vale Church on Ireland Grove Rd. The motion was seconded by Commissioner Groves and upon a unanimous vote, the motion carried.

- C. **Adopt Ordinance No. 192-17; the Annual Tax Levy for 2017** – Pursuant to the Illinois Airport Authorities Act, the airport is to adopt their annual tax levy on or before the 2<sup>nd</sup> Tuesday in August. This ordinance represents the Authority's CY2017 levy which will generate tax revenue in CY2018 which will be programmed into the FY2019 budget. The corporate tax remains at 4 cents per \$100 of assessed value, which is the same as when the Airport Authority was formed in 1964. A public hearing was not needed as the levy didn't increase more than 5%. The levy actually decreased.

Commissioner Denault made a motion to adopt Ordinance No. 192-17; the annual tax levy for CY2017. The motion was seconded by Commissioner Hanson and upon a roll call vote; Commissioner Kannaday - aye, Commissioner Whisman - aye, Commissioner Groves - aye, Commissioner Denault - aye, Commissioner Sender - aye, Commissioner Hanson - aye and Chairman Allen - aye, the motion carried.

- D. **Adopt Resolution No. 2017 -4; A Resolution Appointing Airport Authority Representation to the Mclean County Public Building Commission** – The Public Building Commission was created by the County in accordance with State Statute in 1967 for the purpose of helping its partner organizations to develop and refurbish publically owned and used buildings. There are 5 organizations involved in the Public Building Commission; the City of Bloomington, McLean County, District 87, the Airport Authority and the Bloomington Normal Water Reclamation district. Part of the governance for the PBC is a Board of Commissioners made up of a representative from each of the public bodies. Mr. John Zeunik previously held this appointment on behalf of the Airport Authority. He has since resigned his position, leaving the Airport Authority with a vacant seat. Staff approached Mr. Terry Reid and he has graciously agreed to serve on the Public Building Commissioner as the representative from the Airport Authority.

Commissioner Groves made a motion to adopt Resolution No. 20147-4; appointing Mr. Terry L Reid as the Airport Authority's representative on the Public Building Commission. The motion was seconded by Commissioner Sender 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 June were just received. There has been a slowdown in summer travel for business travelers. There is strength in the leisure market with Allegiant. FedEx continues to do well. Fuel sales are up a few points for the month of June.

After experiencing a number of scheduled delays with the IDA on the runway rehab project, formal notice to proceed has finally been issued. Work will begin July 24th. Staff is expecting this to be a 50 day project. If weather and materials cooperate, the project should be completed within the first half of September. Javier and his Staff have done a really nice job putting together a safety and coordination plan for the project.

The design work for the taxiway rehab project has been completed and is currently out to bid. There was a small opportunity for the Airport to bid the project directly and not go through the State. The pre-bid meeting is scheduled for July 12<sup>th</sup> and the bid deadline is July 21<sup>st</sup>. Staff hopes to bring the award to the board at the August meeting, with the project being done yet this year. Simultaneously, Staff is also working on finalizing FAA grant materials and IDA contract materials so those can be brought to the board in August as well.

A final draft of a new ground lease with PCSL was received in the last week. Staff is working on scheduling a meeting with PCSL to go over the new agreement. Concurrently Staff is working on a formal request to the FAA for their concurrence and approval of the new agreement. The new lease contains all of the concerns that the Board discussed at the previous meetings.

- B. **Deputy Director of Marketing** – Fran Strebing was present to update the board on the marketing activities for the past few months. Staff ran a 6-week social media promotion called Emoji-nation. The promotion encouraged people to post a picture of themselves as their favorite Emoji for a chance to win \$250 in travel on Allegiant. The objective was to increase CIRA's social media presence and to increase the number of followers on all the social media channels. CIRA has also started an Instagram account. There was a 10% increase in the number of likes on the Facebook page. There were about 75 entrants with only about half of those meeting the qualifications of the promotion. Of those that met all the requirements, there were 2 winners.

The marketing for the summer has been heavy in digital marketing. The campaign runs through the end of July.

Fran and Javier recently participated in a table top drill with McLean County Disaster Council. The drill encompasses county wide public and private municipalities and organizations on a response to a mock incident in the community. Fran is part of the Public Information Officers. The drill went very well.

The new TSA pre-check lane has been well received. A 2nd enrollment event is going on this week, July 10 - 14th with over 500 people participating. CIRA has the opportunity for another enrollment session later this autumn.

Fran, Javier and the Operations Staff will be hosting a group from Lincoln called Lincoln Lift Off. This is a group of high school students that are scholarship students who would not have an opportunity to go to college if they didn't have a scholarship. They asked to visit the airport to discuss careers in aviation.

The American Gold Stars family reached out to Staff, thanks to Commissioner Whisman, in regards to putting up a Christmas tree this holiday season. The tree will be in baggage claim and they will decorate it. A media event and dedication will be at a later time.

The Institute for Genomic Biology out of the University of Illinois also reached out to Staff about displaying their artwork. They turn their research into artwork. It is part of their community outreach to display the artwork throughout the state. They will go into the former gift shop space.

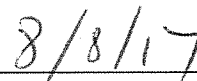
### VIII. EXECUTIVE SESSION

Commissioner Groves made a motion at 5:02 p.m. to recess the meeting for a couple of minutes and reconvene in executive session for a personnel matter. The motion was seconded by Commissioner Whisman and upon a unanimous vote, the motion carried.

### IX. ADJOURNMENT

The Board reconvened in regular session at 6:37 p.m. There being no other business to come before the Board, upon a motion being made, seconded and approved, the July 11, 2017 meeting of the Bloomington-Normal Airport Authority adjourned at 6:38 p.m.

  
Secretary

  
Date