

**BLOOMINGTON - NORMAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
TUESDAY, AUGUST 8, 2017
4:30 PM**

I. CALL TO ORDER

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

II. PUBLIC COMMENTS

Doug Reeves, the president of the Museum was present to update the Board. The July open cockpit day was the Museum's best with 700 people visiting the museum. The next open cockpit day is August 19th. Dr. Jeff, the Rocky Mountain Vet, from the Animal Planet will be at the August open cockpit day. His mother is a member of the museum. He will be signing autographs and meeting people. The Wishbone dog adoption will be present as well. The Museum, EAA and Crosswinds are coming together to advance/promote general aviation. Carl shared that the Airport will be happy to partner with the groups as well.

III. APPROVAL OF JULY MEETING MINUTES

Commissioner Groves made a motion to approve the July 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** – Met on July 19th to discuss/review accounts receivables and the practices in place specifically related to CJ's Restaurant. The Committee discussed the opportunity to restructure the lease rate, which might be higher than current market value, along with a repayment agreement. Staff will be doing some research and working with the concessionaire to come up with some alternative ideas, so when the Committee meets again to review the audit, Staff would have updated information to share.
- B. **General Aviation Committee** – No report.
- C. **Personnel Committee** – The Committee is getting ready to look at the health insurance renewal for the upcoming year.

- D. **Public Policy Committee** – The committee met and will be meeting again. They discussed a number of items including but not limited to, a new committee name, goals for the committee, updates to the By-Laws, public comments policy and meeting structure.

VI. NEW BUSINESS

- A. **Approval of July Financial Statements** – Paulette Hurd, reported that it is the end of the first quarter. The general fund revenues and expenditures are tracking favorable to budget with the result being a strong cash balance and an excess of revenue over expenditures. The hangar fund revenue is also ahead of budget, but largely due to the sale of the hangars. Hangar fund expenses continue to come in below budget which helps to support another strong cash position and positive net result through the first quarter. The Capital fund currently has an usually low cash balance as the Authority continues to wait on more than one million dollars in grant reimbursements. CFC's are tracking favorable to budget as well, while the PFC's are slightly behind budget and are down from last year. Staff is expecting payments later in the week on the accounts receivable accounts. The audit is complete and Staff will be scheduling an Audit/Finance Committee in the near future for formal presentation to the Board at the September meeting.

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

- B. **Amend Professional Services Agreement with Crawford, Murphy, and Tilly, Inc.** – As Staff works toward closing out the fuel farm project, there is one last change order with Crawford, Murphy & Tilly Inc. There were 2 contracts related to the project. The first one was related to the design and the 2nd contract was for construction inspection services. At the end of the project, there was some additional expenses on the design contract totaling \$16,600. On the construction administration contract, there was a credit of \$15,575, leaving a net balance owed to CMT of \$1,025.00. This project is 100% airport funds.

Commissioner Hanson made a motion to amend the design services agreement with Crawford, Murphy and Tilly Inc. to increase the not to exceed cost by an additional \$1,025. The motion was seconded by Commissioner Sender and upon a unanimous vote, the motion carried.

- C. **Authorize Lease Extension with Transportation Security Administration** – In 2012, the Board authorized a lease agreement with the Government Services Administration (GSA) on behalf of the TSA for lease space in the old terminal building, as well as in the new terminal building. That agreement expires at the end of August. Conversations were started earlier in the year for renewing the contract. GSA is looking for more space in the new terminal building, while giving up space in the old terminal building. During the course of these discussions the GSA introduced conversation about making some renovations to their space in the old terminal building and how those improvements would be funded. Because the GSA doesn't yet have sufficient information to make a decision, against a timeline with an expiring agreement, both parties have tentatively agreed to extend the current agreement for an additional year. Included in this extension, the lease rate would remain the same and the GSA would begin leasing the space for a TSA break room which was built for them during the CBIS project.

Commissioner Hanson made a motion to authorize the lease extension with GSA on behalf of TSA, for an additional year at the current lease rate, while also leasing 372 square feet of break room space in the new terminal building. The motion was seconded by Commissioner Denault and upon a unanimous vote, the motion carried.

- D. Authorize Award of Construction Contract for Airfield Pavement Rehabilitation** – One of the approved capital projects for this year is the pavement rehabilitation of taxiways E, F, and G. In light of the administrative breakdown between IDA and the FAA, the Authority was able to publicly bid this project outside of the State's practices. As a result, two (2) bids were received; one bid was received from a firm named American Pavement Solutions in the amount of \$1,414,357.50. The second bid was received from the firm currently completing a similar project on the Airport's runways, Freehill Asphalt, in the amount of \$779,412.50. The engineer's estimate for this bid was \$808,315.00. After reviewing the bids for accuracy and completeness, it was determined the bid from Freehill Asphalt was the lowest responsive submission. Airport Staff has forwarded all of the required materials to the FAA for their approval/concurrence of award. However Staff is still waiting for their response.

Commissioner Whisman made a motion to authorize the construction contract for the airfield pavement rehabilitation of taxiways, E, F, and G be awarded to Freehill Asphalt Company in the amount of \$779,412.50, subject to final FAA and IDA concurrence. The motion was seconded by Commissioner Groves and upon a unanimous vote, the motion carried.

- E. Authorize Acceptance/Execution of FAA/IDA Grant and Project Agreements for Airfield Pavement Rehabilitation Project** – In conjunction with the administration of the taxiway rehab project, Staff has requested to program FAA AIP monies to fund up to 90% of the project design and construction activities. There is no state share for this project. As such, the remaining 10% of the project costs will be funded via existing airport capital funds. While all of the required materials have been submitted to the FAA, Staff doesn't anticipate receiving the formal grant offer for some time yet. Recognizing the fast approaching end of the federal fiscal year, and with a continuing eye toward attempting to begin this projects' construction phase yet this season, Airport Staff requested the Board 'pre-approval' of the acceptance/execution of an AIP grant for this project. At this time, Staff doesn't have final figures, however the estimated total project cost for design, construction, and administration is approximately \$964,763.00. From this amount the FAA share is estimated to be \$868,286.00.

Additionally, while Staff is awaiting final clarity from the Illinois Division of Aeronautics, Staff anticipates the IDA will be requiring the execution of some form of agreement relating to this project. This agreement is expected to outline the responsibilities/processes for the IDA to administer the Airport Authority's federal funds for this project. Understanding the IDA's preparation of this agreement is contingent upon receiving final figures from the FAA, Staff does not expect this agreement to be provided in the very near term. As such, Staff also sought 'pre-approval' from the Board to execute/administer the required project documents expected to be provided by the state.

Commissioner Kannaday made a motion for the execution of FAA and IDA project agreements related to the continued administration of the Airfield Pavement Rehabilitation of Taxiways E, F, and G, once they have been provided, with such approval subject to final legal review and approval. The motion was seconded by Commissioner Whisman and upon a unanimous vote, the motion carried.

- F. **Authorize Professional Services Contracts with Crawford, Murphy, and Tilly, Inc.** – As part of the taxiway rehab project there are 2 contracts associated with Crawford, Murphy and Tilly. One for design services and one for construction administration/inspection services. Staff does not have final figures for the construction administration services contract, though CMT has come up with a not to exceed figure for each contract. The FAA believes that some of the fees are little high and they have requested Staff to work with CMT to identify some level of reduction.

Commissioner Denault made a motion to authorize the design bid services to Crawford, Murphy and Tilly Inc. for the not to exceed cost of \$83,800 and for the construction phase services agreement for the not to exceed cost of \$91,900, both subject to final FAA review and approval. 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 the July numbers were just received and the report does not include Federal Express. July continues to be a continuation of the previous 2 months with traffic being down against a 9% reduction in seat capacity. Leisure traffic continues to show strong strength and passenger increases, while at the same time, business travel continues to be soft. Both Minneapolis and Chicago suffered from a couple cancellations and temporary flight reduction during the month of July.

The on-airport FedEx Express group has shown an interest in expanding their air cargo activity at CIRA. They are looking to introduce/transition their Champaign traffic away from their current trucking model and bring it into CIRA. There has also been some discussion of bringing the Springfield truck traffic into CIRA as well. This could mean additional activity for the airport, along with additional jobs for the community. This is in-line with the original design of the project. The Airport has offered some suggestions and offered to partner with FedEx in order to get the work done yet this construction season.

Staff is working on a new partnership with the Convention and Business Bureau. Their lease for office space in the terminal building will expire in 2019 and as part of discussions of renewing the lease, Staff has been talking with them about turning the former Bevande Coffee shop into a lounge area with soft furniture and community information that the CVB would provide. The space would be an area to promote the activities/events in the community.

Carl will be attending the Boyd conference later in the month.

Carl thanked Javier, along with the Maintenance and Operations Staff for all their tremendous level of coordination/engagement and extra effort in keeping the airfield safe and functioning during the construction project.

- B. **Deputy Director of Operations and Facilities** – Javier Centeno was present to update the Board on activities in the operations and maintenance department. Javier reported the runway pavement rehab project started on July 24th and the first of four phases has been completed. The

contractor has done a fantastic job with safety. The most critical part of the project which involves the runway and taxiway intersections will be starting soon. This work will be done during the night hours in order to reduce the impact on aircraft operations. The weather last week set the project back just a couple of days.

In preparation for the taxiway rehab project, Staff has begun planning for the safety and security components of the project.

It was also reported the operations staff members completed their required fuel safety training last week. Additionally, Javier shared the Authority recently received a training award from the American Association of Airport Executives relating to its on-line training program which was started last year.


Javier and Fran have been working on a new display agreement for the U of I Art in Science project. Concurrently, staff has also been starting to prepare the space with an eye toward having the exhibit begin moving in next month.

VIII. EXECUTIVE SESSION

Commissioner Groves made a motion at 5:20 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 6:14 p.m. There being no other business to come before the Board, upon a motion being made, seconded and approved, the August 8, 2017 meeting of the Bloomington-Normal Airport Authority adjourned at 6:15 p.m.


Secretary

9-12-17
Date