

**BLOOMINGTON - NORMAL AIRPORT AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES  
TUESDAY, SEPTEMBER 12, 2017  
4:30 PM**

**I. CALL TO ORDER**

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

**II. PUBLIC COMMENTS**

Doug Reeves, the president of the Prairie Aviation Museum was present to update the Board. It has been a great summer and the open cockpit events have been very successful with an average of 450 to 500 people in attendance. September is the 5th open cockpit event for the Museum and is scheduled for September 16th. October 21st, the Museum will have a Halloween themed event, from 3 to 6 p.m.

**III. APPROVAL OF AUGUST MEETING MINUTES**

Commissioner Denault made a motion to approve the August 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** – The Committee met on September 6th to review and receive the annual audit. This will be discussed later in the meeting.
- B. **General Aviation Committee** – No report.
- C. **Personnel Committee** – The Committee met on August the 25th to review the health insurance renewal. This will be discussed later in the meeting.
- D. **Public Policy Committee** – The Committee met on August 22nd and discussed changes to the By-Laws, including the length of term of officers and eliminating the treasurer position, creating a conflict of interest policy and a number of other housekeeping items. The Committee will meet again to discuss the final changes and will present those to the full Board.

## VI. NEW BUSINESS

- A. **Approval of August Financial Statements** – Paulette Hurd, reported that general fund and hangar fund revenues and expenditures are tracking favorable to budget with both funds operating with excess revenues over expenditures with continued strong liquidity levels. The capital fund continues to have an unusually low cash balance as the Authority continues to wait for a substantial grant reimbursement which is currently working its way through the administrative process. The CFC fund revenues finished the month just slightly behind budget with expenses below budget. The PFC fund revenues were also behind budget. Staff is continuing to work on the accounts receivables. Ms. Hurd also reported the Authority will begin offering ACH debit options for hangar tenants beginning this coming month.

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

- B. **Adopt Annexation Ordinance No. A-479** – The annexation ordinance involves a petition presented on behalf of Norma Ortiz as the owner of residential real estate located at 2405 Monica Lane, Bloomington, IL. The property is contiguous to the corporate limits of the Airport Authority and was annexed into the City of Bloomington this past July.

Commissioner Sender made a motion to adopt Annexation Ordinance No. A-479. The motion was seconded by Commissioner Groves and upon a unanimous vote, the motion carried.

- C. **Authorize Acceptance of the Annual Audit** – Commissioner Kannaday shared with the Board that Mr. Jim Savio from Sikich, met with the Audit/Finance Committee on September 6th to formally present the final audit report, the single audit report, and the auditor's communication to the Board. Once again the audit was a clean audit with an unmodified opinion accompanied by very favorable feedback from the auditor. The Committee also had an opportunity to look ahead and discuss the accounting changes that are coming in the future. At the conclusion of their discussion, it was the recommendation of the Committee these reports should be presented to, and accepted by the full Board of Commissioners. Carl thanked Paulette and Cyndy for all their hard work on the audit and noted this continues the Airport Authority's trend of increasingly strong audit results year over year.

Commissioner Denault made a motion to authorize and file the annual audit for Fiscal Year 2017. The motion was seconded by Commissioner Groves and upon a unanimous vote, the motion carried.

- D. **Authorize Amendment to the Capital Fund Budget** – During the last part of August, the contractor doing the pavement rehab project, notified Staff that they encountered a problem with the cabling for the in-pavement lights for runway 20. Staff was aware of this problem and had included a resolution in the project, however, the problem ended up being larger than the contractor was comfortable handling. Staff approached Egizii Electric out of Springfield, which specializes in airfield lighting and asked them for assistance. Working in conjunction with the Authority's maintenance staff, Egizii identified a possible mid/long term solution. In turn, a test was conducted on one of the cables which not only proved to be successful, but required less labor than originally anticipated.

In order to take advantage of a number of important factors; the availability of Egizii technicians, completing the work while the runway was closed for pavement work, and completing the work quickly to ensure the continuity of the CAT II approach system, Airport Staff canvassed the Board Chair and the Chair of the Audit and Finance Committee to gauge their interest in allowing Staff to proceed with these repairs ahead of securing formal Board approval. In both instances, the members provided their consent with the understanding Staff would present this item for Board approval during the next regular meeting. This work has since been completed and accepted.

Commissioner Kannaday made a motion to retroactively create a new capital improvement project entitled Runway 20 Centerline Light Rehabilitation Project with a cost not to exceed \$30,000, and to have this work be completed by Egizii Electric from Springfield, IL. The motion was seconded by Commissioner Sender and upon a unanimous vote, the motion carried.

- E. Authorize Declaration of Surplus Property** – One of the approved capital projects for this current year is the purchase of a new airfield paint vehicle. After collecting competitive bids earlier this summer, an award was made and the new chassis and accompanying skid will be arriving on site shortly. As a part of this acquisition the successful bidder, EZ Liner, committed to purchase the Authority’s old paint truck/skid for \$3,000.

Commissioner Groves made a motion to declare the old paint truck and accompany applicator/skid as surplus property and authorized it to be sold to EZ Liner as presented. The motion was seconded by Commissioner Denault and upon a unanimous vote, the motion carried.

- F. Authorize Renewal of Employee Health Insurance Agreement** – Commissioner Denault shared with the Board that the Personnel Committee met with David Underkoffler on August 25th and discussed the employee life and health insurance. The life insurance originally came back with a slight increase, but David Underkoffler was able to negotiate the same rate as expiring. Commissioner Denault noted that the rates are competitive. Group life insurance is 19 cents per \$1,000 and the AD & D is 2 cents per \$1,000.

The Authority currently offers 5 different plans to employees; an HMO, a high deductible plan, a \$500 and \$1,000 deductible PPO with a large network and a \$1,000 deductible PPO with a smaller network. The renewals came back with increases ranging from 1.4% to 23%. The Committee discussed with increases of 20% to 23% these would not be sustainable going forward in the future. At the end of their discussion, the Committee recommended the renewal of the health plans be presented to the full Board for their approval. Staff held employee meetings to share the increases and to also better educate them on the large network versus the smaller network. David Underkoffler shared that the employee meetings went very well and those plans with the higher increases will more than likely self correct when employees make their final decision.

Commissioner Denault made a motion to authorize the renewal of the employee life insurance with Dearborn National Life Insurance, with no increase and the employee health insurance with Blue Cross Blue Shield as presented. The motion was seconded by Commissioner Kannaday and upon a unanimous vote, the motion carried.

- G. **Authorize Renewal of Employee Life Insurance Agreement** This item was combined with the earlier item F.

## VII. STAFF REPORTS

- A. **Executive Director's Report** – Carl noted to the Commissioners that Staff is looking to replace the Board room chairs which are original to the building from '01 and asked that they try out the 3 chairs that are around the table and offer any feedback.

It was reported the construction phase of the runway pavement rehabilitation project has been completed with all runways and taxiways being reopened. Carl recognized Javier Centeno along with the Authority's Operations and Maintenance staffs for the outstanding job they did managing and coordinating this project while maintaining safe airfield operations. At this point the project will transition into the punchlist phase with the goal being to complete this work yet this season.

Carl also shared the next steps are being implemented to get the taxiway rehab project into the construction phase. The grant was finally received on September 8th. It has been executed and forwarded onto the IDA. Staff has been working aggressively with the FAA and IDA to get their final administrative steps completed so the notice to proceed can be issued. The project is a 45 calendar day project and is very temperature sensitive. Staff is not encouraged that the project hasn't been able to make more progress.

Pre-design work on phase III of the taxiway pavement rehab project will start in the next month or so. Staff is beginning to look at the TIPS program in preparation for meetings with the IDA/FAA in the next 5 weeks.

Staff is beginning work on a review of the current salary matrix with a firm that Commissioner Denault identified.

Carl recently attended the International Aviation Forecasting Summit at the end of August. This is an annual conference that is hosted by The Boyd Group. The conference was well attended with over 500 attendees representing both domestic and global organizations. He reported that among the presentations were discussions about the industry's pilot shortage, the prospects for higher oil prices by 2020, the continued regionalization of air service, and the new trends effecting both the legacy and ULCC airline operating models, and new technologies.

Carl also reported that he and Javier would be representing CIRA at the upcoming Illinois Public Airports Association annual meeting in Galena, IL later in the month.

Staff is also monitoring the events in Washington DC regarding FAA reauthorization, PFC collection rate and contract tower privatization.

- B. **Deputy Director of Marketing** – Fran Strebing was present to update the Board on marketing efforts/events. Fran discussed the operations report with the members and noted that August is typically a tale of 2 months within 1 month. The first half of the month sees more leisure travel and the 2nd half of the month sees a drop off of both business and leisure travel as people are

getting their kids back into school and establishing new routines. Allegiant's service to Orlando generated increased and very strong traffic and their Tampa/St. Pete service was just off, which was attributed to the effects of aircraft maintenance/cancellation. The softening in business travel continued while FedEx air cargo trended higher for the month of August.

Fran advised the office is anticipating that Hurricane Irma will negatively impact CIRA's September traffic as a result of numerous Allegiant and Delta/ATL flight cancellations. It was also reported the office had temporarily suspended the digital marketing materials focusing on the Florida markets in consideration of Hurricane Irma. This campaign had been generating some positive results and staff anticipates reintroducing them again in the near future.

It was reported that later this month on September 21st, the American Red Cross, Delta Airlines, and the Airport Authority will be hosting a blood drive from 9 a.m. to 2:30 p.m. As a part of CIRA's continuing community outreach, the Airport Authority will also be partnering with the McLean County Health Department for a flu shot clinic on September 28th from 9 to 11 a.m.

Fran continues to work with the BN Advantage marketing and communication partners and CIRA will be featured as a BN story in the near future.

The Art of Science display has hit a small snag with staff changes at the U of I. Fran and Javier are hoping the display will be in place sometime in October.

October 2nd - 6th will be the 3rd TSA Pre-check enrollment center. The previous 2 enrollment centers have been very successful.

Fran has been working with the American Gold Star Families on the fallen heroes tree of honor. The tree will go up in the baggage claim area on November 27th and be decorated by the families. A dedication ceremony will be Tuesday, November 28th at 10 a.m.

### VIII. ADJOURNMENT

There being no other business to come before the Board, upon a motion being made, seconded and approved, the September 12, 2017 meeting of the Bloomington-Normal Airport Authority adjourned at 5:30 p.m.

  
Secretary

October 10, 2017  
Date