

**BLOOMINGTON - NORMAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
TUESDAY, OCTOBER 10, 2017
4:30 PM**

I. Call To Order

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

II. Public Comments

Doug Reeves, the president of the Prairie Aviation Museum was present to update the Board. They are wrapping up their summer season of open cockpit days. They will be having a Halloween themed event on October 21st, with staffed dressed in costumes. The Museum has been taking the Osage helicopter to numerous events in the community. It was in the Memorial Day parade, the Towanda 4th of July parade, McKids Day, Danvers Days and the Cub Scout event over the past weekend at the Corn Crib, just to name a few. On November 14th the Prairie Aviation Museum and the McLean County Historical Museum will have a 100th anniversary celebration of the World War I event, with an aviation night featuring the movie Wings. Tours continue through the fall.

Charlie Bates, from Crosswinds Flying Club thanked the Board and Carl for their recognition and plaque in recognition of their 50th year on the field.

III. Approval of September Meeting Minutes

Commissioner Groves made a motion to approve the September Board meeting minutes. The motion was seconded by Commissioner Denault 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** – The Committee hasn't met, but they do have an item on the agenda later in the meeting.

- D. **Public Policy Committee** – The Committee will be meeting in the near future to review the comments/updates from legal counsel on the bylaws.

VI. New Business

- A. **Approval of September 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 finally received the reimbursement on the snow removal equipment. The CFC fund revenues and expenses are trending favorable with budget. The PFC fund revenues continue to be behind budget. Staff is continuing to work on the accounts receivables. Ms. Hurd also reported that 12 people signed up for the ACH debit option for hangar rent. The first payment would have gone through today. The bond disclosures have also been filed.

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

- B. **Adopt Resolution 2017-5, Authorizing Renewal of Line of Credit with Commerce Bank** - The Authority has had a commercial line of credit since 2006/2007, originally with the Bank of Illinois for \$500,000 and now with Commerce Bank for \$1.0 million dollars. The principal purpose for having the line of credit available is to support the Airport Authority's capital improvement program and help support cash flows while federal and state reimbursements are processed. To date, the Airport Authority has not needed to draw upon this facility.

In line with both the current banking services agreement and the expiring facility with Commerce Bank, the interest rate for the coming year will be a floating rate equal to the 30 day LIBOR plus 225 basis points with no minimum interest floor. Additionally, the Airport Authority will not be assessed any fees for not using the line of credit. Staff does not have the paperwork today for signature but they have been advised that the bank's loan committee did approve the renewal and the paperwork is being drawn up.

Commissioner Sender made a motion to adopt Resolution 2017-5, authorizing the renewal of a one million dollar line of credit with Commerce Bank. The motion was seconded by Commissioner Groves and upon a unanimous vote, the motion carried.

- C. **Authorize Approval of CY2018 Board of Commissioners Regular Meeting Schedule** - Commissioner Groves made a motion to authorize the approval of the CY2018 meeting schedule. The meetings for 2018 will be held on the 2nd Tuesday of each month beginning at 4:30 p.m. The motion was seconded by Commissioner Kannaday and upon a unanimous vote, the motion carried. A list of the meeting dates are incorporated into the minutes.

- D. **Authorize Salary Adjustment for Executive Director** – As part of Carl's annual review, the Commissioners met in Executive Session to discuss performance, looking forward to the future, setting new expectations and benchmarking. Commissioner Kannaday made a motion to approve a 2% wage increase retroactive to January 1, 2017 for the Executive Director. The motion was seconded by Commissioner Denault and upon a unanimous vote, the motion carried.

VII. Staff Reports

- A. **Executive Director's Report** – Carl noted that Staff just received final numbers from the airlines a few hours ago and there seems to be some discrepancies with the numbers. He would like to look into that further and present the Operations report when the numbers are correct. Carl did note a quick snap shot of the numbers for the month of September. As Staff expected, the September numbers were down substantially, due primarily to Hurricane Irma. Allegiant saw several cancelled flights, along with reduced traffic to the Florida markets. American's traffic was up to Chicago but down slightly to Dallas. Delta was down materially, again due to the hurricane. Minneapolis was down due to capacity reduction, 1 flight a day in 2017 vs. 2 flights a day in 2016. Fuel sales are even with last year. Year to date fuel flowage is up 11%. Air cargo is reflecting the new Champaign activity being handled at CIRA, with a 10% increase over last year.

Staff is still waiting on final determinations from the FAA on the construction phase of the taxiway rehab project. Carl noted that Staff is going to work to get the administrative work done yet this month, get the contract awarded and then the project will be tabled until the spring. The project is very weather dependent and starting now in the fall would not be conducive. At the same time, Staff has begun the design work on the 3rd and final phase of the project, which will be the rehabilitation of the remaining taxiways and the aircraft aprons. The goal is to get the project designed during the fall/winter months and get it out to bid in the spring, with the hopes of being able to dovetail the construction phase into the upcoming taxiway project.

Staff is in the process of putting together a request for qualifications for professional engineering services. The current agreement with Crawford, Murphy & Tilly Inc. was done 5 years ago and expires at the end of this year. This is a non-binding, non-bid type of arrangement, following IDA and FAA requirements for engineering services for upcoming projects at the airport. The goal is to bring the final recommendation to the Board at the December meeting.

The final agreement for PCSL has been completed. It has been submitted to the FAA for their comments and concurrence. Carl met with PCSL this past Friday and did a page turn on the agreement. The meeting went very well. PCSL is comfortable with everything in the agreement. Ideally this will all be wrapped up in the next month or so and have the whole thing completed by the end of November.

The salary study is underway and progressing right on schedule. Staff expects a final report by early November. Recently Staff found a trade organization that is willing to share 2016-2017 airport salary data.

Carl will be visiting Conway Arkansas with BN Advantage next week to look at some of the best practices that Conway/Little Rock Arkansas has done with economic development.

- B. **Deputy Director of Operations and Facilities** – Javier Centeno was present to update the Board on activities in the operations/maintenance departments. The runway rehab project experienced a change order on the quantity of the crack sealing. After being approved by both the State and FAA, the contractor will come back to complete the work, which should only take about a half a day. Once that is complete Staff and CMT will complete the punch list items and transition to the close-out of the project.

Javier and Staff have turned their attention to preparations for winter snow operations. The goal is to have everything completed by the end of the month and be ready to go the first of November.

Michal Junik, attended the Wildlife Management course in Minneapolis at the end of September. Mr. Junik brought back quite a bit of information, some of which will be incorporated in CIRA's current plan.

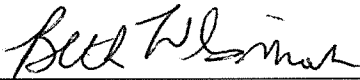
Cindy Howland is in the process of rewriting the security plan, which is a requirement of TSA. The new plan is due the first part of 2018.

Javier and Carl attended the Illinois Public Airport Association conference the last week of September. The conference is attended by airports in Illinois, as well as the FAA and the State.

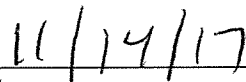
The week of October 16th Javier and one of the operations staff will attend the FAA's Airport Operations and Maintenance conference. The conference will focus on Part 139 with updates on several topics, including winter operations, construction, compliance standards and UAVs.

VIII. Adjournment

There being no other business to come before the Board, upon a motion being made, seconded and approved, the October 10, 2017 meeting of the Bloomington-Normal Airport Authority adjourned at 5:02 p.m.



Secretary



Date

**Bloomington-Normal Airport Authority
Board of Commissioners Meeting Schedule for 2018**

All meetings of the Board of Commissioners are regularly scheduled to begin at 4:30 p.m. in the conference room located on the second floor of the Central Illinois Regional Airport's main terminal on the second Tuesday of each month. Advance notice will be given if a scheduled meeting is cancelled, postponed or otherwise rescheduled.

January 9, 2018
February 13, 2018
March 13, 2018
April 10, 2018
May 8, 2018
June 12, 2018

July 10, 2018
August 14, 2018
September 11, 2018
October 9, 2018
November 13, 2018
December 11, 2018