

**BLOOMINGTON - NORMAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
TUESDAY, NOVEMBER 14, 2017
4:30 PM**

I. Call To Order

Chairman Allen called the meeting to order at 4:33 p.m. Commissioners Whisman, Denault, Groves, Sender and Hanson were present. Commissioner Kannaday was absent. A quorum was acknowledged.

II. Public Comments

No public comment.

III. Approval of October Meeting Minutes

Commissioner Groves made a motion to approve the October 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. The Committee will be meeting on November 20th.
- C. **Personnel Committee** – The Committee hasn't met. They have received information on the salary matrix. More information will be forth coming.
- D. **Public Policy Committee** – The Committee will be scheduling a meeting in the near future.

VI. New Business

- A. **Approval of October Financial Statements** – Paulette Hurd reported that the Authority is half way through the fiscal year. The general fund revenues are ahead of budget, while expenditures are below budget. Overall, at the halfway point in the year, the Authority is in a good position. The corporate replacement tax is below budget which is a trend being seen across the state. Ms. Hurd highlighted those items that were either over/under budget by \$10,000. The hangar fund revenues are ahead of budget. There were no significant expenditures from the Capital fund

during the month of October. Staff is working with the State on closing out a number of old grants. The CFC fund revenue is slightly behind budget and expenditures are below budget for a net positive bottom line. The PFC revenue continues to trend behind budget and is down from last year. Staff is still working on the accounts receivables and monitoring those closely. They are working on a refinance agreement with Peter to bring CJ's account current.

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

- B. Authorize Award of Airport Authority Insurance Agreements** – Mr. Erik Egeland, the Airport Authority's insurance broker from Arthur J. Gallagher was present to review the Airport's property/casualty insurance. Erik shared that every year he will look at 1 or 2 lines of coverage and entertain other potential insurer's or if there is a line of insurance where he anticipates a problem with the current insurer, then he will start to explore other alternatives. Heading into this year, with the 2 hurricanes and the wild fires in California, there were rumblings that the property insurance market is going to start to see rate increases. That was not the case for CIRA this year, the rates remain basically the same, with those lines of insurance seeing increases due to additional equipment/property. Erik marketed the worker's compensation line of insurance this year, as AIG came back with the same premium, even though projected payroll is down. QBE submitted a quote which was about \$6,000 lower than AIG. He noted that the Authority is in the last year of a locked rate with QBE on the airport's liability insurance. Erik also noted that the Authority has the adequate amount of insurance. He monitors that and should there be a need for an increase in limit, he would let Staff know.

Commissioner Denault made a motion to authorize the renewal of the Airport's Insurance Agreements to the incumbents, except for the change to QBE for the worker's compensation line of insurance. (General Liability - QBE, Worker's Compensation - QBE, Commercial Auto and Property/Inland Marine - New Hampshire Insurance Co. and Public Officials - Darwin National Assurance Co.) at a total cost not to exceed \$166,712.48. The motion was seconded by Commissioner Groves and upon a unanimous vote, the motion

- C. Authorize Contract for Snow Removal Services** – As a compliment to the Authority's winter operations, a portion of the public side snow removal is contracted out to a private firm. That firm will plow the car rental facilities as well as the entrance to the old terminal building. Staff bid that out in October, receiving 5 bids in response. A copy of the bid tabulation sheet is incorporated in the minutes. The lowest responsive bid came back from F & W, which came in at \$75 per hour/per piece of equipment and a salt cost of \$160 ton. These prices compare to the expiring contract with Reinhart, which was \$85 per hour/per piece of equipment and \$220 a ton for salt. The funds for this come from the CFC account. The contract is for 1 year with 2, 1-year renewals at the Authority's discretion.

Commissioner Groves made a motion to authorize the contract for snow removal services to F & W Landscaping, as presented. The motion was seconded by Commissioner Whisman and upon a unanimous vote, the motion carried.

- D. Approve Revision to Transportation Improvement Program** – This is the 6-year capital program where the Authority programs State and local funds for specific capital projects that are eligible for grant reimbursement. Prior to presenting the program to the Board in November, Staff first reviewed the airport's current planning documents and evaluated a number

of possible funding plans. After which, a final draft was reviewed with representatives from the FAA and IDA prior to finalizing the materials. In line with the currently approved program, the projects listed in the program are largely the same with some updates being made to projected costs and implementation schedules. There is one new project added for the coming year which is to design the new air cargo road; a state/local project. The full TIPS program is incorporated into the minutes.

Commissioner Hanson made a motion to approve the revision to the Transportation Improvement Program. The motion was seconded by Commissioner Whisman and upon a unanimous vote, the motion carried.

VII. Staff Reports

- A. **Executive Director's Report** – Carl reported to the board that passengers numbers for October continued in the same pattern of strong/stable leisure travel and declining business travel. Allegiant service to Florida continued to trend with Orlando showing improvements in both traffic and load factors. Tampa service was down just slightly. American service to both Chicago and Dallas was up for October. Delta's service to Atlanta and Minneapolis experienced traffic reductions. Fuel sales show a decrease for October while remaining above budget projections for the year. Air cargo activity continues to show new strength as the Champaign traffic migrates from Indianapolis. Staff is working with the local folks at Fed Ex to assist with additional parking for their trucks/trailers during the heavier holiday season.

The construction agreement for phase two of the taxiway project has been completed. The FAA gave their final approval last week. Contracts should be going out later this week for execution.

A new lease agreement has been presented to the Convention and Visitor's Bureau. Staff is waiting for feedback from CVB.

Pablo is working on a new lease for PAM. Their lease expires at the end of this month. The lease was entered into back in 1988.

The request for qualifications for engineering services is going out in the near future. Staff anticipates bringing that to the Board in December for their approval. This is a 5-year non binding retainer agreement.

In line with the cargo road expansion, Carl has been having discussions with Nicor Gas in regards to moving their high pressure natural gas transfer station which is at the intersection of Airport Rd. and East Empire Street. This is under a ground lease that expires in 2022. A few spots on airport property have been jointly identified and Nicor is doing some initial leg work on the proposed sites.

The new boardroom chairs arrived last week. The pre-design meeting for Phase III of the pavement project will be held November 15th.

B. Deputy Director of Marketing – Fran Strebing shared the new passenger/airport dashboard with the members. Scheduled seats for the region are up 3.9% but enplanements are down 2.93%. Fares at CIRA seem to be more in line with fares at other airports in the region. Springfield will be losing their Orlando service after the first of the year.

Digital marketing efforts have been focused on Allegiant. Since starting the digital marketing, there has been a 25% increase on CIRA's Facebook page. There have been a lot of click throughs, comments/feedback and engagement from people. Allegiant did share that CIRA's click-through rate is 26% where the average for them is about 3-4%.

Fran attended an Airport Council International Marketing and Communication conference last week in St. Louis. It was a good conference that focused on both marketing and communications efforts, especially with crisis response. This will be helpful in the future as Fran works with Javier on the Emergency Response Plan and the Crisis Communication Plan. Fran also picked up some new ideas and new marketing concepts.

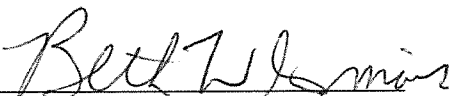
The Marketing Strategic plan is complete and Staff is getting into the implementation stage and will be rolling that out in the very near future.

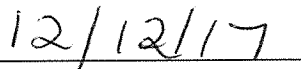
The University of Illinois had some personnel changes and they have decided to not come to CIRA with their Art in Science display. However, Javier had a great contact with ISU's Fine Art department and they will be meeting in the near future. ISU is very interested in the space.

The American Gold Star family event will be November 28th at 10:30 in the morning. This is the Fallen Hero's Tree of Honor. There will be a dedication ceremony and tree lighting ceremony that will include a number of local, state, and federal official along with remarks from Gold Star Family members. A luncheon will follow afterwards in the conference rooms.

VIII. Adjournment

There being no other business to come before the Board, upon a motion being made, seconded and approved, the November 14, 2017 meeting of the Bloomington-Normal Airport Authority adjourned at 5:33 p.m.


Secretary


Date



BID TABULATION SHEET

LANDSIDE SNOW REMOVAL-Winter 2017-2018

For the Central Illinois Regional Airport

BID OPENING DATE: Friday, November 3th, 2016 10:05am

Line #	COMPANY	Price /Equipment	Price /Equipment	Price Salt	BID
1	NORD	85	85	165	
2	F&W	75	75	160	
3	Countryside	78	78	210	
4	Stark	175	175	202	
5	Reinhart	80	80	175	

Bids were opened by: Javier Centeno
 Printed Name

1
 Recorded by: Isaac Mendoza
 Printed Name



Illinois Department of Transportation
Division of Aeronautics

Transportation Improvement Program: BMI FFY 2018-2013

Central Illinois Regional Airport
Bloomington, Illinois
Primary

Sponsor Project Priority	Year Requested	Project Title (50 Character Max.)	Project Description (250 Character Max.)	Estimated Cost			Local	Total	Notes / Comments
				Discretionary	Federal Apportionment	Entitlement			
1	2018	Txwy/Apron Pavement Rehab.	Cleaning, filling, and/or sealing pavement cracks, panel replacements, joint replacement, and remarking pavements			\$900,000	\$100,000	\$1,000,000	
2	2018	Purchase SRE Equipment	Purchase replacement airfield snow removal equipment			\$1,080,000	\$120,000	\$1,200,000	
3	2018	Design New Air Cargo Access Road	Design work related to the construction of a new air cargo access road extending Airport Road to the south				\$50,000	\$200,000	
4	2019	Rehab S.T./Staff Parking Lots & Parking Exit Road	Rehabilitate pavement, install new lighting/signage and paint markings			\$1,350,000	\$75,000	\$1,500,000	
5	2019	G.A. Apron Design	Design work related to the development of a G.A. apron facility/txwy			\$585,000	\$32,500	\$650,000	
6	2020	G.A. Apron Construction	Construct G.A. apron facility/txwy			\$6,300,000	\$350,000	\$7,000,000	
7	2021	Purchase SRE Equipment	Purchase replacement airfield snow removal equipment			\$1,080,000	\$120,000	\$1,200,000	
8	2021	Design Airfield Lighting Rehabilitation	Design work related to the construction of a new airfield vault bldg. and refurbished airfield wiring/fixtures			\$450,000	\$25,000	\$500,000	
9	2022	Rehabilitate Airfield Lighting/New Vault	Construct new airfield vault bldg. and update wiring/fixtures	\$1,460,000		\$2,140,000	\$200,000	\$4,000,000	
10	2023	Land Acquisition	Purchase property located inside rwy RPZs			\$1,350,000	\$75,000	\$1,500,000	