

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

I. Call To Order

Chairman Allen called the meeting to order at 4:34 p.m. Commissioners Kannaday, Denault, Groves, and Sender were present. Commissioner Whisman arrived at 4:35 p.m. Commissioner Hanson was absent. A quorum was acknowledged.

II. Public Comments

Doug Reeves was present from the Museum to update the Board. They are hosting a volunteer appreciation dinner on December 13th. The Museum will be closed January and February for clean up and refurbishment. Just a reminder, the Museum has a gift shop for any of those last minute gifts. The Museum will also be having a Cub Scout overnight January 5th and 6th. They will be hosting about 50/60 Cub Scouts along with their families. The Scouts will be earning their merit badges. They will utilize parts of the old terminal building for the event.

III. Approval of November Meeting Minutes

Commissioner Groves made a motion to approve the November 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** – Met to discuss the landing fee program at CIRA. One of the FBOs raised a concern that the landing fee program may be burdensome on general aviation. Staff will be collecting data until the end of the fiscal year. Once that is complete, the Committee will meet again to reevaluate the program.
- C. **Personnel Committee** – The Committee hasn't met. They are continuing to review the information they received on the salary matrix. More information will be forthcoming.
- D. **Public Policy Committee** – The Committee met to finalize proposed changes to the By-Laws. Each of the members were given a copy of the proposed changes and are to get back with

Commissioner Sender or Staff with any feedback. The Committee also proposed changes to the Public Comment Policy. Both items will be brought to the January meeting for a final vote.

VI. New Business

- A. **Approval of November Financial Statements** – Paulette Hurd reported that the Authority is now 7 months into the fiscal year. The General Fund, both revenue and expenses continue to trend favorable to budget generating a positive bottom line. Both revenues and expenses in the Hangar Fund are also trending favorable to budget with a positive bottom line. The Capital Fund didn't see a lot of activity in the month of November. Staff is still working with the State and the FAA on closing out some old grants. CFC revenue is slightly behind budget for November, but expenses are also below budget with a positive bottom line. The PFC budget is behind budget for the year, but up slightly for the month of November.

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

- B. **Authorize Lease Agreement with Prairie Aviation Museum** – The Airport Authority and the Prairie Aviation Museum first entered into a ground lease in 1988 for property upon which the museum could establish itself. In preparation for the expiration of this agreement, which expired this past month, Staff worked with legal counsel to develop a revised ground lease which incorporates new provisions required by the FAA since the origination of the first lease. The term for the new lease will be 10 years with 2 individual 10 year options. The renewal options will be by mutual agreement from both the Museum and the Airport Authority. Rent would be \$1.00 a year, which is permissible by the FAA. The biggest change to the lease is the updated language required by the FAA which came into existence after the initial agreement was prepared.

Commissioner Denault made a motion to authorize the lease agreement with Prairie Aviation Museum as presented. The motion was seconded by Commissioner Whisman and upon a unanimous vote, the motion carried.

- C. **Adopt Ordinance No. 193-17 and 194-17, Ordinances Authorizing the Abatement of Taxes Related to the Series 2009 and 2011 Sale of General Obligation Bonds** – As is typical this time of year, Staff brought forward an abatement for taxes related to the 2009 and 2011 sale of general obligation bonds, related to the alternate revenue component of the restructured PFC bond program. After reviewing the debt service for the coming year, in addition to looking at the inflow of revenues and the reserves, Staff identified there is sufficient funds to meet the debt service, therefore the taxes are not needed.

Commissioner Sender made a motion to adopt Ordinances 193-17 and 194-17, authorizing the abatement of \$1,094,612.50 dollars in taxes related to the Series 2009 and 2011 General Obligation Bonds. The motion was seconded by Commissioner Groves and upon a unanimous vote, the motion carried.

VII. Staff Reports

- A. **Executive Director's Report** – Carl reported to the board that enplanements were down 1.8% for the month of November. Due in part to a 1% reduction in capacity from November of 2016. Leisure travel continues to exhibit strength. On the business side, American's traffic rebounded with a stronger November as the Dallas service experienced a significant increase in enplanements coupled with a slight increase in Chicago activity. Delta experienced some softness with both Atlanta and Minneapolis against a reduction in capacity in both routes. The nice flying weather in November helped drive an 18% increase in local aircraft operations. Air cargo also saw a significant increase in both enplaned and deplaned cargo.

The engineering services RFQ has been delayed until after the first of the year. Progress has been slow as Staff engages in conversations with the State and the FAA related to the structure of the language in the solicitation process. This will not delay any projects, as the RFQ is for future projects.

Carl has been working with Nicor Gas to relocate the regulator station at East Empire and Airport Rd. Nicor is interested in getting the station moved by the end of 2018. Two sites have been identified with a meeting scheduled for later in the week to finalize the preferred site.

The scope of work is going to be expanded on the final phase of the pavement rehab project. One of the recommendations from the recent FAA inspection is to repair some of the concrete sign bases that are on the airfield. Staff is working on doing an inventory of the number/size of the bases that need to be corrected.

Commissioner Denault noted that the recent Fallen Heroes event was very nice.

- B. **Deputy Director of Operations and Facilities** – Javier Centeno reported that the recent FAA inspection went very well. The inspector this year was brand new to CIRA as well as to the FAA. Unfortunately it wasn't a perfect inspection this year; a misinterpretation of FAA policies involving line service training schedules has since been resolved. Javier thanked his Staff for all their hard work preparing for the inspection, as well as during the inspection.

Javier also shared that CIRA will begin a new recycling program in the terminal building. The goal is to replace the current trash bins, with recycling containers in the next few months. Information will be shared with the tenants before the program kicks off.

Javier has been working on an RFP for a fuel supplier for 100 low lead fuel.

During the last few months, there has been increased pedestrian traffic on East CIRA Dr. It appears these people are coming to the terminal to use Connect Transit. Working with Connect Transit, Staff has been able to relocate a bus shelter from the long term lot to create an additional bus stop at East CIRA Dr. This work should be completed in the next month.

CIRA did experience about 4 or 5 flight cancellations due to the winter weather in Atlanta.

VIII. Adjournment

There being no other business to come before the Board, upon a motion being made, seconded and approved, the December 12, 2017 meeting of the Bloomington-Normal Airport Authority adjourned at 5:25 p.m.

Beth Williams
Secretary

1-9-18
Date