

**BLOOMINGTON - NORMAL AIRPORT AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES  
TUESDAY, JANUARY 9, 2018  
4:30 PM**

**I. Call To Order**

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

**II. Public Comments**

Doug Reeves was present from the Museum to update the Board. The Museum finished up 2017 with a very successful year. They had over 4100 visitors tour the Museum. Bloomington Normal represented about half of the number with the other half from around the state of Illinois and from 8 different countries. The Museum recently held their first strategy meeting aimed at identifying their goals for the coming 3-5 years. The recent Cub Scout event on January 5<sup>th</sup> and 6<sup>th</sup> was very successful. Approximately four dozen Scouts and their families attended. The head of the Boys Cub Scout organization stopped by during the event and he was so impressed with the event that he is recommending that all the Cub Scouts in his region have that as a permanent activity in their syllabus. The scouts toured the fire station and the Museum and spent the night in the old terminal building, with plenty of activities to keep them busy.

**III. Approval of December Meeting Minutes**

Commissioner Groves made a motion to approve the December 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 – No report.
- D. Public Policy Committee – No report.

## VI. New Business

- A. **Approval of December Financial Statements** – Paulette Hurd reported that the Authority is now 8 months into the fiscal year. The General Fund, both revenue and expenses continue to trend favorable to budget generating a positive bottom line. During the month of December the General fund received a portion of farm rent and the personal property taxes. Both revenues and expenses in the Hangar Fund are also trending favorable to budget with a positive bottom line. Similar to November, the Capital Fund didn't see a lot of activity during the month of December. CFC revenue were slightly behind budget for December while expenditures were significantly below budget with a net positive bottom line. The PFC fund revenue for December was behind budget but up slightly over last December. Year to date, the PFC fund is behind budget. Ms. Hurd also updated the Board on the outstanding accounts. A check was received for a portion of the past due balance on one of the accounts. A letter will be going out tomorrow regarding the remainder of the amount past due. There has been no communication or payment on the other account. A final notice of default was sent and they have until January 21<sup>st</sup> to cure the default. Should the default not be cured, Staff would work with legal counsel to start the termination process.

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

- B. **Authorize Lease Agreement with Bloomington Normal Area Convention and Visitors Bureau** – Staff was notified that the Convention and Visitors Bureau Board did not act on the proposed new lease agreement during their January 8<sup>th</sup> meeting. Staff asked the Board to table the idea until a future date. The next meeting of the CVB board will not be until March. Staff will continue to work with the CVB with the aim of bring this item back to the members for a vote in the near future.
- C. **Approve Revisions to Airport Authority By-Laws** – After presenting changes to the By-Laws at the December meeting, having received no feedback from the Commissioners, Staff requested the revisions to the By-Laws be approved.

A motion was made by Commissioner Groves to approve the By-Laws. The motion was seconded by Commissioner Whisman and upon a unanimous vote, the motion carried.

- D. **Adopt Ordinance No. 195-18, Amending the Rules for Public Comments at Open Meetings** - Similar to the By-Laws, the changes to the Public Comments policy were presented to the Board at the December meeting for their review and comment. The changes are in line with the recommendations from the Public Access Counselor.

Commissioner Sender made a motion to adopt Ordinance No. 195-18, Amending the Rules for Public Comments at Open Meetings. The motion was seconded by Commissioner Denault and upon a unanimous vote, the motion carried.

## VII. Staff Reports

- A. **Executive Director's Report** – Carl reported to the Board that for the month of December total passenger traffic was up 4.7% compared to December of 2016. However, annual traffic was down 12% year over year. Allegiant had another strong performance in December. Traffic to Orlando was up substantially with an accompanying strong load factor due in part to the additional flights Allegiant provided over the holiday period. At the same time, traffic to Tampa/St. Pete was flat compared to December of last year, but that was against a slight reduction in capacity. Year over year, both Orlando-Sanford and Tampa/St. Pete experienced traffic increases. American also continued their resurgence. Dallas enplanements were up almost 45% for the month of December. This is largely due to the larger aircraft. Chicago also experienced a strong month with a 13% increase over last year. There was continued softness with Delta service to both Atlanta and Minneapolis, which is largely driven by material capacity reductions in both markets. Aviation fuel sales were flat for the month compared to December 2016 while for the calendar year, fuel sales are down about 4%. For the fiscal year fuel sales are on budget. Fed Ex Express continued to generate strong results in December with total tonnage up by almost 16%; generating a third straight month of double digit increases.

Carl advised the members that Staff has started working on preparing the 2019 budget materials. Because of the way the calendar works out with the meeting schedule, there won't be 30 days between the April and May meeting, so Staff is working on getting the budget materials done to present to the Board for tentative approval at the March meeting, with the formal budget ordinance being adopted at the May meeting. Staff will be reaching out to the Audit/Finance Committee to review budget materials the 2nd half of February.

Carl recognized the Authority's maintenance, custodial, and operations staff for their extra efforts during the recent snow/ice events over Christmas, New Year's and the previous week. Everyone did a wonderful job managing some very difficult challenges. They were even able to accommodate diversions from other airports in the area.

- B. **Deputy Director of Marketing** – Fran Strebing reported to the Board that the Marketing Communication Plan is on schedule and is being finalized. It will be launched by the end of the first quarter of 2018. In the meantime, Staff has continued the regular course of marketing efforts with the regular mix of media. The digital campaign used with Allegiant has shown a lot of engagement, a lot of click throughs and interactions. It has helped to raise the profile of the Allegiant flights. The digital campaign will become an increasing part of the media mix.

Allegiant will be launching a promotion January 10th - 14th called #getaway car #sweepstakes and there will be an Allegiant vehicle in the community the weekend of January 12th. The sweepstakes rules are to find the vehicle in the community, take a selfie with it and posting it on Allegiant's Twitter account. This is a nationwide promotion.

Staff had already planned to do a CIRA promotion that will be starting January 22nd and running for 3 weeks, called Winter Wonderland. More details will follow later. The winner will receive \$500 in airline tickets on any of the airlines that fly out of CIRA.

### VIII. Adjournment

There being no other business to come before the Board, upon a motion being made, seconded and approved, the January 9, 2018 meeting of the Bloomington-Normal Airport Authority adjourned at 5:04 p.m.

Brett Williams  
Secretary

2/13/18  
Date