

**BLOOMINGTON - NORMAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
TUESDAY, MARCH 13, 2018
4:30 PM**

I. Call To Order

Vice Chairman Hanson called the meeting to order at 4:37 p.m. Commissioners Whisman, Groves, and Sender were present. Chairman Allen was present via telephone. Commissioners Kannaday and Denault were absent. A quorum was acknowledged.

II. Public Comments

Ryan Stalets, Commander of the Civil Air Patrol unit that is based at the Central Illinois Regional Airport, was present to share several successes with the Board. On March 3rd and 4th, the unit hosted a joint training with the Illinois Air National Guard. The training was on a real time air borne photography system called DART, which streams live pictures back to the aircraft. The training allowed for the unit to train alongside the Air National guard, just as they would do during an actual disaster. On January 27th the unit hosted their annual cadet award ceremony. Over 170 people gathered to recognize the 40 cadet members and their accomplishments through 2017. Later that evening the unit was activated to search for a missing aircraft that was last identified near the Indiana border. The squadrant supplied 2 ground teams and a ground branch director, which worked side by side with Indiana Wing Ground teams and air crews. The aircraft and its occupant were located by Civil Air Patrol and the Indiana State Police the following morning. Without the airport's support the unit wouldn't have the facility to conduct the monthly trainings required to keep skills sharpened and produce new personnel to support the emergencies. Ryan thanked the Board and Javier's operation staff for all their support and help.

Doug Reeves from the Museum was present to update the Board. He presented a piece of history that was built right here in Bloomington Normal during the WW1 era. A component from an old Fredrickson No. 5 engine which the Museum is going to rebuild and put on display.

Charlie Bates was present to update the Board on events at EAA Chapter 129. The Tri-motor event is moving forward for June 14th - 17th. They are working with Javier on the security plan for the event. There will be exhibit areas set up in the gate area of the former terminal building. They are working on developing sponsors for the event.

III. Approval of February Meeting Minutes

Commissioner Groves made a motion to approve the February Board meeting minutes. The motion was seconded by Commissioner Whisman and upon a unanimous vote, the motion carried.

IV. Old Business

- A. **Authorize Lease Agreement with the Bloomington Normal Area Convention and Visitors Bureau** – Carl Olson reported that he had a chance to visit with CVB after their meeting today and he advised the Board that the CVB Board did not take any action on the revised lease offer, which was 4 years with a 3% rate increase. CVB is interested in a 1 year lease or possibly a 2 year lease with a 2 year option. The Board directed Staff to find out exactly what CVB is looking for in lease terms and to bring that back to the April meeting for Board discussion/approval.

V. Committee Reports

- A. **Audit/Finance Committee** – The Committee met on February 27th to discuss the FY19 tentative budget, which will appear later on the agenda. The Committee also discussed accounts receivables and refunding the bonds.
- B. **General Aviation Committee** – No report.
- C. **Personnel Committee** – No report.
- D. **Public Policy Committee** – No report.

VI. New Business

- D. **Adopt Ordinance No. 196-18, An Ordinance Authorizing the Issuance of Not to Exceed \$6.8 million Central Illinois Regional Airport General Obligation Refunding Bonds, Series 2018** - Mr. Ray Fricke from Kutak Rock and Mr. Todd Krzyskowski from Mesirow Financial were present for any questions related to the bonds. As previously reported Airport Staff suggested the Series 2008A and Series 2012 G.O. bonds be called and repackaged as a new, short-term, fixed-rate, Series 2018 G. O. bond issuance. As a result of this action the Airport Authority would immediately capture lower debt service costs, easier administration and accelerated repayments. The bonds would have a five (5) year maturity with a fixed interest rate and it would be a private placement. The 2012 bonds were a variable rate bond and with the increase in interest rates it doesn't make sense to continue with a variable rate bond.

Commissioner Sender made a motion to adopt Ordinance No. 196-18. The motion was seconded by Commissioner Groves and upon a roll call vote; Commissioner Kannaday - absent, Commissioner Whisman - aye, Commissioner Denault - absent, Commissioner Groves - aye, Commissioner Sender - aye, Commissioner Hanson - aye and Commissioner Allen - aye, the motion was approved.

- A. **Approval of February Financial Statements** – Paulette Hurd reported that the Authority is 10 months through the fiscal year. The General Fund revenues and expenses continue to trend favorable to budget. Revenue is about 1.7% ahead of budget and expenditures are about 4.7% below budget. As yearend approaches, Staff does anticipate some yearend adjustments but Staff does anticipate the Authority will finish with another positive position, it's eleventh consecutive year. The Hangar fund revenue and expenses continue to trend favorable to budget. The Capital fund didn't have a lot of activity for the month of February. The CFC fund revenues are slightly behind budget, but expenditures are also below budget. The PFC fund revenues are ahead of budget.

The 2 problem accounts continue to be an issue. Staff did receive a phone call on March 12th from the first account, promising a check will be delivered on the 13th. Ms. Hurd did receive a check, but it is only for a partial amount. Another check is anticipated by week's end.

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

- B. **Approval of Tentative Budget Materials for Fiscal Year 2019** – Recognizing there is insufficient time between the April and May Board meetings for the proposed budget materials to be on public display for 30 days, Airport Staff accelerated the preparation schedule in order to present the materials during the March meeting. The tentative budget was discussed with the Audit/Finance Committee on February 27th and they recommended the budget be presented to the full Board for their approval.

The FY2019 budget is a continuing budget that follows the same practices and philosophies in terms of the budgeting of expenses that follow historical trends. There are no new revenues or expenses for the coming year and no increase in taxes. There is a decrease in taxes for the special levies for the coming year. There is no increase in rates and charges or airport fees. A modest operating surplus is projected for those funds that have independent revenue streams. Since the budget materials are coming so early this year, Staff does anticipate some modest adjustments to the final budget. Should that happen, Staff will highlight those changes at the May meeting when the final budget is adopted.

Commissioner Whisman made a motion to approval the tentative budget for Fiscal Year 2019 and place it on display for 30 days. The motion was seconded by Commissioner Sender and upon a unanimous vote, the motion carried.

- C. **Approve Amendment to Professional Services Agreement for Crawford, Murphy, and Tilly, Inc.** – Last spring the Board approved an agreement with Crawford, Murphy & Tilly to provide construction administration services related to the construction of Phase 1 of the pavement rehab project. At that time, Staff explained there was a disagreement between the Authority Staff and the State of Illinois in regards to the scope of work, the number of hours and the fee structure. At that time, a resolution was not reached with the State; in essence, the State reduced the fees much lower than the project needed. As anticipated by Staff, the project is complete and CMT is over on hours. As a result of this, Staff brought forward an amendment in the amount of \$12,950.00, for a new not to exceed figure of \$85,730.00. The amendment has been pre-approved by the State and the FAA.

Commissioner Sender made a motion to approve the amendment to the Professional Services Agreement for Crawford, Murphy and Tilly, Inc. as presented. The motion was seconded by Commissioner Groves and upon a unanimous vote, the motion carried.

- E. **Adopt Ordinance No. 197-18; An Ordinance Adopting A Policy Prohibiting Sexual Harassment** – This past November, the legislature adopted PA 100-554, which mandated that governmental entities adopt an Ordinance/Resolution implementing new rules prohibiting sexual harassment and other matters. The statute mandates that the Ordinance/Resolution be adopted by January 15, 2018. Staff was not made aware of the new requirements until after January 15th.

Although the Authority already has a policy addressing sexual harassment, to comply with the new law, Staff worked with legal counsel to create a policy that complies with the new legal requirements.

Commissioner Whisman made a motion to adopt Ordinance No. 197-18; an Ordinance Adopting A Policy Prohibiting Sexual Harassment. 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 that traffic for the month of February was up 2.4% over last February and year over year, traffic was up 3.6%. This is against a 1% reduction in capacity. Allegiant continues to have strong traffic to both Orlando and Tampa; increasing traffic in both markets. The load factors were especially strong, being above Allegiant's system wide load factors for the month. American's results for the month were very closely tied to changes in systems capacity. Dallas enjoyed another strong month, despite having 7 cancellations. Chicago was down due mostly to the temporary schedule reduction from 3 flights down to 2. Both of Delta's routes experienced traffic increases. Minneapolis had 3 more flights this February compared to February 2017. Fuel sales were up 27% and air cargo was up 12%.

Carl also reported that he recently traveled to Washington D.C. with the One Voice trip. It was an opportunity to also visit with Senate and Congressional Staff members to promote CIRA's three major federal concerns; FAA reauthorization, contract tower funding and an increase in PFC's.

Carl met with CMT earlier in the month to revisit the general aviation facility study. Good progress was made and the hope is to have the study complete by this summer.

- B. **Deputy Director of Marketing** – Fran Strebing was present to update the Board on marketing activities. The TSA pre-check was very successful with 356 people enrolling. This is more than the 3 previous enrollment events that were held in 2017. There will be another enrollment center May 7th.

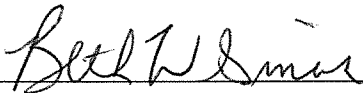
Staff has been working with Delta and their Delta Cares program. They will be hosting a blood drive on Thursday, March 15th.

The Winter Wonderland Facebook promotion was successful. Several companies in Bloomington/Normal partnered with CIRA. The ultimate grand prize was \$500 in airfare out of CIRA. There were over 626 entrants, 'likes' were increased by 6% and there was a substantial increase in the posts being shared. At the same time, Staff has increased its use of targeted social media advertising in specific markets with positive results beginning to show themselves.

Staff has continued to collaborate with the airlines to improve service offerings. The most recent example involves partnering with American's local and DFW offices to reverse their earlier schedule decision and have their last daily flight resume its original 4:00 PM departure time instead of the new 8:00 PM schedule.

VIII. Adjournment

There being no other business to come before the Board, upon a motion being made, seconded and approved, the March 13, 2018 meeting of the Bloomington-Normal Airport Authority adjourned at 5:40 p.m.


Secretary

4-10-18
Date