

**BLOOMINGTON - NORMAL AIRPORT AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES  
TUESDAY, SEPTEMBER 11, 2018  
4:30 PM**

**I. Call To Order**

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

**II. Public Comments**

John Eckley from the Museum was present to update the board on events at the Museum. Mr. Eckley shared that for the month of August, the museum had 706 visitors. There were 55 out of state attendees, with 15 states represented along with 12 attendees from foreign countries. Visitors from Bloomington typically out pace Normal visitors 2 to 1. The September open cockpit day is scheduled for Saturday, September 15<sup>th</sup>. This is the last major fund raiser for the year. There will be two new displays open on Saturday; the cockpit of the F100 and a test trailer that was used for testing aircraft engines.

**III. Approval of August Meeting Minutes**

Commissioner Denault made a motion to approve the August board meeting minutes. The motion was seconded by Commissioner Groves and upon a unanimous vote, the motion carried.

**IV. Old Business**

**V. Committee Reports**

- A. **Audit/Finance Committee** – Committee met on August 27<sup>th</sup> to review the audit. That item is on the agenda.
- B. **General Aviation Committee** – No report.
- C. **Personnel Committee** – No report.
- D. **Public Policy Committee** – No report.

## VI. New Business

- A. **Approval of August Financial Statements** – Ms. Hurd reported that the Authority is a third of the way through the fiscal year. She has no major concerns; some items are below budget while other items are over, but that should work itself out by the end of the year. In the General fund, revenues and expenses are down due to the delayed start in the Avgas program. The Hangar fund revenue and expenses are slightly below budget. The Capital fund is waiting on some significant reimbursements from the State. Staff is watching this closely. The PFC revenue for August is up about 10% over August of last year.

Ms. Hurd introduced Ms. Dianne Fazio as the new account. Dianne has been on staff for almost a month.

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

- B. **Adopt Ordinance No. 202-18; the Revised Prevailing Wage Ordinance for FY2019** – The State of Illinois earlier in the month released new prevailing wages. Commissioner Sender made a motion to adopt Ordinance No. 202-18. The motion was seconded by Commissioner Denault and upon a unanimous vote, the motion carried.

- C. **Authorize Acceptance of Annual Audit Report for FY2018** – The Audit/Finance Committee met on August 27<sup>th</sup> to review the audit with Mr. Jim Savio from Sikich. The audit was a clean audit, with zero adjusting entries. Mr. Savio was very complimentary of Paulette and staff for their work on the audit. It was noted that the pension funding increased almost 10%. The Committee also discussed upcoming audit changes. These should not have a huge impact on the Authority.

Commissioner Denault made a motion to accept and file the annual audit report for FY2018. The motion was seconded by Commissioner Kannaday and upon a unanimous vote, the motion carried.

- D. **Authorize Professional Services Agreements with Crawford, Murphy, and Tilly, Inc.** – As part of the Phase III pavement rehab project, Staff brought forward 2 professional services agreements for Crawford, Murphy and Tilly, Inc. The first agreement for design/bid services upon a cost-plus basis contract with a not to exceed cost of \$186,100. The second contract was for construction/inspection/administration services also upon a cost-plus basis with a not to exceed cost of \$272,500. Similar to the overall project financing, 90% of these contract costs will be funded via federal AIP dollars with the remaining balance being funded with Airport Authority funds. Independent fee estimates were completed for each contract with the CMT results coming in lower than the external estimates.

Commissioner Sender made a motion to approve both agreements as presented. The motion was seconded by Commissioner Groves and upon a unanimous vote, the motion carried.

- E. **Authorize Amendment to Capital Fund Budget** – When the Board approved the budget for FY19, there was still ambiguity regarding the various roles of the FAA, the IDA and the Authority with respect to individual project responsibilities for Phase II of the airfield pavement

project. As such, the budget for that phase was prepared and approved under the assumption the IDA would hold the construction agreement and administer the pay applications – as has long been the prescribed practice. Since that time the administrative practices evolved into having the Airport Authority hold/administer the construction agreement.

In order to keep the approved budget document in line with the actual flow of project funds, Staff requested a budget amendment to reflect an additional \$800,960 in project expenditures which will be offset by a \$721,705 reimbursement representing the federal portion of these expenditures.

Commissioner Sender made a motion to authorize the amendment to the Capital Fund budget. The motion was seconded by Commissioner Kannaday and upon a unanimous vote, the motion carried.

- F. **Authorize Renewal of TSA Lease** – In 2002, the Board approved an agreement with the TSA, through General Services Administration (GSA) for space in the old terminal and the new terminal. This lease expired on August 31, 2018. Staff brought forward a lease to extend the current agreement that is currently in place. The lease extension is a 24-month lease with a 12-month firm commitment. The agreement will be a bridge to a new agreement, as Staff works with the GSA to move the remaining TSA staff into the new terminal building. Currently there are only 3 to 4 TSA administrative staff in the former terminal building. As a result of this, GSA will only pay for a certain amount of square footage per person, which is currently less than what they have been leasing. The reduced square footage in the old terminal is a significant reduction in operating revenue for the Authority. To help balance that, Staff is reviewing options related to ‘moth- balling’ the building to reduce operating costs for the balance of the budget year.

Commissioner Denault made a motion to authorize the renewal of the TSA lease. The motion was seconded by Commissioner Groves and upon a unanimous vote, the motion carried.

- G. **Authorize to Administer Surplus Property** – As previously discussed, and in line with Board direction, Staff is seeking authorization from the Board to determine in house, at the Staff level, what is the best course of action to dispose of surplus property, without bringing every individual item to the Board. In return, Staff would be capped at a \$20,000 per item limit with a report to the Board at the next meeting after the disposal.

Commissioner Kannaday made a motion to approve the Staff administration of surplus property with a \$20,000 limit per item. 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 that August enplanements are up 13.6% over August 2017 and that is against a 5.2% reduction in seat capacity. This brings the year to date increase up to 3.9%. Both Allegiant and American experienced significant traffic increases. Delta was up 9%. The sale of fuel also continues to be strong with a 9% increase over August of 2017. Year to date, fuel sales are up 18%. Air cargo also performed very well in August with enplaned weights being up over 14%. Deplaned weights were up only about 4%. Staff believes

the double digit increases in cargo are going to start to taper off, as the comparative numbers start to reflect the addition of the Champaign weight.

The first of the AIP grants for \$2.44 million for Phase III of the pavement project has been received, executed, and returned. Staff is still waiting on the grant for the snow removal equipment which is anticipated to come in around \$950,000.

Staff is ready to award the contract to Rowe for Phase III of the pavement rehab project, but they can't until the grant is logged back into the FAA. This is holding up the Notice to Proceed. The same applies for the award of the snow removal equipment.

Javier and Carl have been meeting with the McLean County Regional Planning Commissioner's Intergovernmental Relations Committee. This committee consists of members from the City of Bloomington, Town of Normal and McLean County, along with the Regional Planning Commission. The meetings have been about crane obstructions and air space protection around the airport. The system, which has been in place for the last couple of years, is breaking down, allowing cranes to pop up around the airport with no notice. Javier and Carl are working with the Committee to tighten up the procedures and come up with a more formal written policy. At the same time, conversations were had in regard to partnering with the airport on wildlife mitigation.

The meeting schedule for calendar year 2019 was shared with the members for their feedback.

Frontier is making good progress with their move in, in preparation for their first flight on September 24<sup>th</sup>.

The necessary paperwork/approvals have recently been received for the Air National Guard to start training at CIRA while Peoria is undergoing a lighting upgrade project.

**B. Deputy Director of Operations & Facilities – Javier Centeno was present to update the Board on events happening with operations and facilities.**

Earlier this summer, the operations and maintenance teams conducted an audit of the airfield markings. There were a few discrepancies noted, with the corrections and additional painting of the airfield occurring all summer. This will help prepare CIRA for the upcoming FAA inspection.

Staff is in the process of conducting a mock inspection in preparation for the yearly inspection. The inspection is scheduled for the first week of November. Updates to the Airport Certification manual, as well as the Emergency Plan are being done in preparation for the inspection.

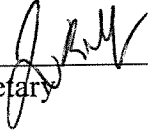
The tri-annual live emergency drill will be in June of 2019.

CIRA has been invited to the upcoming FAA Operations and Maintenance conference to present on how to prepare for an annual inspection.

Staff is getting ready to prep for the upcoming snow season. Equipment will be worked on soon, as well as meetings with the tenants are being scheduled.

### VIII. Adjournment

There being no other business to come before the Board, upon a motion being made, seconded and approved, the September 11, 2018 meeting of the Bloomington-Normal Airport Authority adjourned at 5:24 p.m.

  
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Secretary

10/9/18  
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Date