

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

**I. Call To Order**

Chairman Allen called the meeting to order at 4:31 p.m. Commissioners Kannaday, Moran, Denault, Groves and Sender were present. Commissioner Hanson was present via the telephone. A quorum was acknowledged.

**II. Public Comments**

John Eckley from the Museum was present to update the members on events at the Museum. Mr. Eckley shared treats with the Board members and those in attendance. The month of November starts their slow down period. They only had 81 attendees for the month, but of those 4 were visitors from 2 foreign countries.

Andy Peterson, from the Civil Air Patrol was present to update the members on activities at the Civil Air Patrol. Over the past week, the squadant had the opportunity to support the National Weather Service with the tornado damage in Taylorville. They sent up 2 crews and were able to demonstrate to the National Weather Service that the damage was further and more extensive than what they had originally anticipated. Mr. Peterson was able to assist McLean County Emergency Management and prove that the tornado that hit LeRoy, traveled all the way to Colfax. The annual awards ceremony will be held the end of January in the old gate area of the former terminal building. The squadant was also recently recognized for their help with the missing pilot that didn't make it to Peoria last year.

Charlie Bates, from EAA, was present to share that they will be hosting an open house on Saturday, December 15<sup>th</sup> from 7 a.m. to 11 a.m. They will be serving coffee and doughnuts/baked goods. Dean Olson's home-built RV 7 will be on display for folks to look out.

**III. Approval of November Board Meeting Minutes**

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

**IV. Old Business**

- A. **Authorize License Agreement with Illinois State University and Approve Premises Design** – This item was held over from the November meeting to take care of final details to the language in the agreement. Mr. Ed Ramos and one of his colleagues was present to answer any questions the Commissioners may have. The agreement is the same as presented last month; a five (5) year

term with the a single five (5) year option, no cost to ISU and ISU will invest in the renovation/updating of the terminal space in order to create a more appropriate gallery setting. The Authority and ISU will work together on a ribbon cutting ceremony and to introduce the space to the community.

Commissioner Groves made a motion to authorize the license agreement with Illinois State as presented and to approve the premises design. The motion was seconded by Commissioner Kannaday and upon a unanimous vote, the motion carried.

## V. Committee Reports

- A. Audit/Finance Committee – No report.
- B. General Aviation Committee – No report.
- C. Personnel Committee – Will have an item under the Executive session.
- D. Public Policy Committee – No report.

## VI. New Business

- A. Approval of November Financial Statements – Ms. Hurd reported that after taking out the impact of the AVGas program, the General Fund revenue and expenses are trending favorable to budget. The Hangar Fund revenues are slightly ahead of budget and expenses are under the revised budget. The Capital Fund didn't have a lot activity for the month, though some payments were received from the State. Staff is working to close out a few projects. The CFC Fund revenue is slightly ahead of budget and expenditures are below budget. The PFC revenues for November were up 20% compared to November of last year.

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

- B. Adopt Ordinances No. 203-18 and 204-18, Ordinances Authorizing the Abatement of Taxes Related to the Series 2009 and 2011 Sale of General Obligation Bonds – Similar to previous abatements adopted by the Board of Commissioners each December, these ordinances pertain to the alternate revenue component of the restructured PFC bond program initiated in 2009 and 2011. When the PFC bond program was created, it was created with a double-barrel bond that is supported by tax revenue, should there be insufficient PFC revenue to pay the debt service. Staff has again determined that there is sufficient PFC revenue and the taxes are not needed. The ordinances will abate \$458,762.50 for the 2009 Series and \$655,200.00 for the 2011 Series.

Commissioner Sender made a motion to adopt Ordinance No. 203-18 and 204-18 Authorizing the abatement of 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.

- C. **Authorize Execution of Utility Easement with Corn Belt Electric** – One of the components of the Synergy sign project is to install a new power cable from Corn Belt. In order to do this, Corn Belt has asked for an underground utility easement to allow them the authority to install/maintain and repair as needed the underground cable. This is a standard easement. Legal counsel has looked at the easement and has no concerns with it.

Commissioner Moran made a motion to authorize the execution of a utility easement with Corn Belt Electric. The motion was seconded by Commissioner Denault and upon a unanimous vote, the motion carried.

- D. **Authorize Renewal of Employee Vision and Dental Insurance Agreements** – The Authority's current contract for vision and dental insurance expires at the end of the year. Mr. David Underkoffler, from Clemens & Associates, worked with Staff on the renewal. The dental insurance, with Delta Dental, saw no increase for the coming 2-year period. The vision insurance, with VSP, came back with just a little over a 7% increase, but the dollar figures were such that it was in the 50 cents to \$1.32 per staff member. The Chair of the Personnel Committee decided not to have a formal meeting and to bring the renewal directly to the Board. The vision insurance would also be locked for 2 years. The Authority pays 50% of the premium.

Commissioner Denault made a motion to authorize the renewal of the employee vision and dental insurance agreements as presented, with a 2-year rate lock. 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 the November aviation results were again strong for the month. Passenger enplanements were up just over 20% compared to November of 2017, bringing the year to date enplanement increase up to 9%. Carl noted the month's 20% increase far exceeded the month's 9% increase in capacity. Both of the Allegiant routes showed increases against a decrease in capacity. CIRA's load factors were once again higher than Allegiant's system wide load factors. Similarly, both American and Delta had good traffic results. Each generated traffic increases and higher load factors, again against a small capacity reduction. Fuel sales continued their strong growth, almost up 22% for the month compared to November of 2017. This brings the year to date increase to 33.5%. Air cargo has begun to flatten out as the results are comparing "apples to apples" with the Champaign numbers now included. FedEx is making some security upgrades in the facility.

The RFP for audit services has been on the street since November 19<sup>th</sup>. The submission deadline is December 21<sup>st</sup>. The timeline calls for Staff to review and short list the audit proposals in time to either present them to the Audit/Finance Committee for interviews, if the Committee chooses, during the month of January. All in time to bring a recommendation of award to the full Board at the February meeting. The restaurant RFP for the former terminal building has been on the street since December 8<sup>th</sup>. A mandatory pre-proposal meeting is set for December 19<sup>th</sup> at 1:00, followed by a submission deadline of January 11, 2019. That will give Staff time to review and short list and prepare discussion points to bring to the Board at the February meeting. The RFQ for a 5 year, non-binding agreement for consulting engineer services should be released by December 21<sup>st</sup>. Legal counsel is reviewing it now. The submission deadline will be January 23,

2019. Again, this will come to the Board at the February meeting. The agreement is based on six projects. In the spring there will be 4 more RFP's released; the first one being for a new terminal advertising concessionaire, the 2<sup>nd</sup> one is the farm contract, along with a new ag consulting agreement. The last RFP will be for car rental concessions.

Staff has reached out to Mr. Terry Reid to ask for his assistance with several small projects in the terminal building.

- B. Deputy Director of Operations and Facilities** – Javier Centeno was present to update the Board on activities in the operations and maintenance departments. There have been 3 small snow events since early November and Staff has responded well.

MB Companies is in the process of building the 2 new snow brooms and they are running ahead of schedule at this point. If everything goes well, those brooms should be delivered in April of 2019.

The internship program is nearing the end of the 6-month program. This has been very successful with the goals and objectives being met. A new internship will start again in the spring. Javier thanked Carl and the Board for allowing this program.

Earlier in the summer, the Air National Guard approached CIRA about using the facilities for training while the Peoria airport undergoes a project. The project never got started, so as a result, the Air National Guard never utilized CIRA. Javier met with them earlier in the week and they would still like to use CIRA in the spring as the project should get underway.

Javier thanked the Board for the wonderful cookies last week. He also thanked Carl, his peers and his team for the perfect inspection! Carl recognized Javier for recently completing his Certified Member with the American Association of Airport Executives.

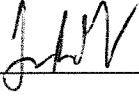
Commissioner Denault recognized Fran for the Fallen Heroes ceremony. This is a wonderful event that CIRA is involved in.

## **VIII. Executive Session**

Commissioner Denault made a motion at 5:10 p.m. to adjourn the regular session and reconvene in Executive session in a couple of minutes, for a personnel matter. The motion was seconded by Commissioner Moran and upon a unanimous vote, the motion carried.

## IX. Adjournment

Commissioners Kannaday, Moran, Denault, Sender, Hanson and Chairman Allen reconvened in regular session at 6:15 p.m. There being no other business to come before the Board, upon a motion being made, seconded and approved, the December 11, 2018 meeting of the Bloomington-Normal Airport Authority adjourned at 6:16 p.m.

  
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Secretary

11/8/2019  
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Date