

**BLOOMINGTON - NORMAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
TUESDAY, JANUARY 8, 2019
4:30 PM**

I. Call To Order

Chairman Allen called the meeting to order at 4:34 p.m. Commissioners Moran, Denault, Groves and Hanson were present. A quorum was acknowledged. Commissioner Sender was present via telephone. Commissioner Kannaday arrived at 4:36 p.m.

II. Public Comments

John Eckley from the Prairie Aviation Museum was present to update the members on events at the Museum. Mr. Eckley shared they are doing some planning at the Museum and hope to have some upgrades to the exhibits.

Charlies Bates, from EAA Chapter 129, was present to share the Chapter's mission, along with some of their strategic plans for 2019. The Chapter has about 40 members and 9 of those are involved with building their own aircraft or restoring classics. The Chapter is working with McLean County Compact Program and they are doing STEM programs for aviation in the high schools. They will also be hosting Young Eagle rallies this year, along with working with the Scouts on their aviation badge program.

Andy Peterson, from the Civil Air Patrol was present to update the members on activities at the Civil Air Patrol. The Civil Air Patrol has doubled their flying ranks in Central Illinois over the last year. Part of the cadet program/initiative is to have each cadet have at least 1 flight per year. They are also working with PAM, preparing for their annual awards ceremony, which will be at the end of the month. This coming week, the squadant is partnering with McLean County Emergency Management Association. They also have a team this year that is partnering with the Cyber Patriots. The Cyber Patriots is an Air Force initiative on cyber security.

III. Approval of December Board Meeting Minutes

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

IV. Old Business

There was no old business.

V. Committee Reports

- A. **Audit/Finance Committee** – No report, but the Committee will be meeting the 17th to review the audit proposals.
- B. **General Aviation Committee** – The Committee met on Monday the 7th for an update on the GA study.
- C. **Personnel Committee** – Will have an item under the Executive session.
- D. **Public Policy Committee** – No report.

VI. New Business

- A. **Approval of December Financial Statements** – Ms. Hurd reported that with the holidays and the early board meeting, not all the invoices are in for the month, but she has no huge concerns about that. The AVGas program has started with the first delivery of fuel on December 28th. The January financials will show that activity. In the General Fund, both revenues and expenditures are trending favorable to budget. The farm rent was received in December. The Hangar Fund is showing a loss. Ms. Hurd explained that this is primarily due to the payment for the pavement and there will be some yearend adjustments to catch up. There hasn't been a lot of activity in the Capital fund. A few small payments have been received and Staff is working to close out some grants. The CFC revenue is ahead of budget and expenditures are below budget. The PFC revenue for the month of December is about 16% higher than last year.

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

- B. **Authorize Professional Services Agreement with TLR Associates** – One of the capital projects the board approved for the year is a \$150,000 locally funded project to update some spaces in the passenger terminal building. They include the design and creation of a nursing lounge, the renovation of the former Bevande space in conjunction with the CVB to become a public/community lounge space, and updating an employee breakroom. To help move this project forward Airport Staff would like to engage Mr. Terry Reid to serve as construction manager to oversee sub-consultant and contractor activities. Mr. Reid has been the construction manager on several projects for the Authority including the construction of the terminal building and the recent CBIS project. The contract with Mr. Reid would be a lump sum agreement valued at 6% (\$9,000) of the project's budget cost. The contract will allow for a pass through of any sub consultant fees (architectural and/or design fees) without any markup. The goal is to have drawings to present to the Board at the February meeting.

Commissioner Groves made a motion to authorize a professional services agreement with TLR Associates for a lump sum amount of \$9,000. 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 Staff doesn't have the final operations report for the month of December and year end. They are still waiting on numbers from some of the airlines, as well as cargo and fuel information. As soon as all the numbers are in, Staff will share the final report with the members.

Carl shared that one of the Operations Specialists, Michal Junik, has accepted a position with the Dane County Airport in Madison Wisconsin. This is a good opportunity for him. Mr. Centeno reached out to Mr. Patrick Riley, the Airport's intern for the last six months and offered him a full-time position. This is exactly the way the internship program was designed to work. Mr. Centeno will start to work on another intern to start later in the year.

The submission deadline for the restaurant RFP involving the former CJ's restaurant is Friday, January 11th. Staff is expecting to receive 1 proposal. Only one representative showed up for the mandatory pre-proposal meeting on December 19th. Staff will put a one page brief together, after reviewing the proposal, and share that with the members at the February meeting.

The release of the request for qualifications for consulting engineering services hit a holiday snag with legal counsel and the IDA. Staff is in the process of trying to get it out by next week. This doesn't cause any problems for the capital projects for this year.

Staff just recently received a positive FAA determination approving the Environmental Categorical Exclusion for the Nicor project. This is another step in getting the FAA to release the land so Nicor can move their regulator station to a new location. Staff will continue to work with Nicor on finalizing the language in the ground lease.

With the help of Mr. Groves, Staff has initiated talks with ISU's Stevenson Center for Community and Economic Development with getting their assistance and engagement as Staff works on updating the Authority's economic impact analysis.

So far CIRA has not experienced any negative impact due to the partial shutdown of the Federal government. Staff is keeping a close eye on the situation.

- B. **Deputy Director of Marketing** – Fran Strebing was present to update the Board on activities related to marketing and communications. Ms. Strebing reported that while many pieces of data are waiting to be received, initial information suggests CIRA ended 2018 with at least an 8% increase in passenger enplanements over the 2017 level. Fran also shared stronger loads by incumbent carriers, and not simply new Frontier service, was behind the increase. The trend on American of carving out special days of the week where they are reducing some of the flying is continuing into the first quarter of 2019. Staff is discussing with all of the incumbent airlines what the upcoming schedules will look like. Denver comes back April 30th and is currently in the system until August 11th, which is as far out as the schedule goes at this time. Orlando is in the system until August as well. CIRA's load factors on Allegiant are continuing to beat their system wide load factor.

Fran reported that a recent promotional initiative in conjunction with Frontier Airlines and a local radio station was very successful. At the same time the airport's ongoing digital and social media efforts are continuing and generating positive results.

Another initiative being worked on involves the creation of an annual report which will highlight the accomplishments from the past year. In addition to being distributed to the members, this material will also be shared with the Airport Authority's stakeholders and made available to the public via the website.

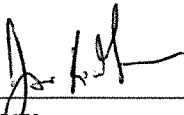
In support of the BN Advantage initiative, the Authority has installed two (2) terminal advertising units for BN Advantage. The first is located in the baggage claim area and the second is on the lower level just past the screening checkpoint.

VIII. Executive Session

Commissioner Kannaday made a motion at 5:12 p.m. to adjourn the regular session and reconvene in Executive session 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, Groves, Sender (via telephone), Hanson and Chairman Allen reconvened in regular session at 5:50 p.m. There being no other business to come before the Board, upon a motion being made, seconded and approved, the January 8, 2019 meeting of the Bloomington-Normal Airport Authority adjourned at 5:51 p.m.



Secretary

2/12/19

Date