

**BLOOMINGTON - NORMAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
TUESDAY, FEBRUARY 12, 2019
4:30 PM**

I. Call To Order

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

II. Public Comments

John Eckley from the Prairie Aviation Museum was present to thank the Board and CIRA staff for all their help and support.

III. Approval of January Board Meeting Minutes

Commissioner Denault made a motion to approve the January 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** – The Committee met on January 17th to review the responses to the audit RFP. That item will be covered under New Business.
- B. **General Aviation Committee** – No report.
- C. **Personnel Committee** – No report.
- D. **Public Policy Committee** – No report.

VI. New Business

- A. **Approval of January Financial Statements** – Ms. Hurd reported that the Authority is 9 months into the fiscal year. January was an expensive month for weather related activity, with over 800

hours in overtime in addition to increased purchases of materials such as salt, sand, and airfield deicing materials. Despite the extra expenses, revenues and expense are both trending favorable to budget. The Hangar fund is operating at a small loss, but with the anticipated year-end adjustment related to the pavement work the fund should be positive. The Capital fund didn't have much activity in the month of January. The CFC fund revenues are ahead of budget. The PFC fund revenues are also strong, being 27% higher than January 2017.

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

- B. Approve Design of Terminal Space Renovations** – Mr. Terry Reid of TLR Associates, Mr. Paul Young of Young Architects and Ms. Cheryl Hussain were present to go over the design concepts for the new mother's lounge and the new public lounge area.

The mother's lounge is proposed for the vending area beyond security. It will have 2 areas that are ADA compliant along with a changing table and sink. The colors will be a soft palate with carpet on the floor and durable wall coverings.

The former coffee shop space will be an open concept lounge area that will also highlight the advantages of the community and CIRA. The space will have free standing glass panels to separate it from the rest of the building. The space will also include 2 water features, along with monitors to display events in the community. High top tables, comfortable chairs and benches with plenty of power/re-charging capabilities. The colors will be light and modern, complimentary to the existing colors in the building. Next steps will be renderings and price quotes for the work.

Commissioner Denault made a motion to approve the design of the terminal space renovations as presented. The motion was seconded by Commissioner Groves and upon a unanimous vote, the motion carried.

- C. Authorize Award of New Audit Services Agreement** – The Audit/Finance Committee met on January 17th to review the proposals that were submitted for the Audit RFP. Three proposals were received; Plante Moran \$222,500, Sikich \$199,000 and Clifton, Larsen Allen \$203,750. The merits of each proposal were reviewed by the Committee with attention being paid to Illinois airport experience and familiarity with grants and how that process works through the State of Illinois. The Committee voted unanimously to recommend Sikich's proposal to the full Board for their approval, citing their proposal as the only one with experience auditing IL block grant airports, their overall airport audit experience, and most competitive fee proposal. The proposed term for the agreement would be three (3) years with two, one-year extensions at the Authority's sole discretion. Recognizing that Sikich currently holds, and has held this contract in the past, the Committee members determined the best course of action would involve changing Sikich offices/Partner oversight by having the new engagement lead by a Partner in their Springfield office.

Commissioner Groves made a motion to authorize the award of the new Audit Services agreement to Sikich for three (3) years with two, one-year extensions at the Authority's sole discretion for a not to exceed fee of \$199,000.00. The motion was seconded by Commissioner Denault and upon a unanimous vote, the motion carried.

D. **Adopt Resolution No. 2019-1, A Resolution Authorizing Disposal of Shares of Stock** – Commissioner Sender made a motion to adopt Resolution No. 2019-1, a Resolution Authorizing the disposal of shares of stock and authorizing the Executive Director Carl G. Olson as an authorized signatory. The motion was seconded by Commissioner Moran and upon a unanimous vote, the motion carried.

E. **Adopt Ordinance No. 205-19, An Official Intent Ordinance Authorizing The Reimbursement of Certain Capital Project Expenses** – As Staff prepares to go into the bond market later in the year, one of things they would like to do is reimburse the Authority for the local share of some recent projects. To accomplish this, an ordinance must be adopted authorizing the specific projects, along with specific not to exceed figures, within a certain timeframe in order to allow these reimbursements to occur. These projects include: 1) the local share for Phase II of the pavement rehabilitation project (NTE \$100,000), 2) the local share for Phase III of the pavement rehabilitation project (NTE \$300,000), 3) the current terminal space renovation project (NTE \$160,000), and, 4) the current purchase of new SRE equipment (NTE \$1,100,000 w/\$982,733 to be reimbursed via AIP grant).

Commissioner Denault made a motion to adopt Ordinance No.205-19, an official intent ordinance authorizing the reimbursement of certain capital project expenses as presented. The motion was seconded by Commissioner Groves and upon a roll call vote; Commissioner Kannaday – absent, Commissioner Moran – aye, Commissioner Denault – aye, Commissioner Groves – aye, Commissioner Sender – aye, Commissioner Hanson – aye and Chairman Allen – aye, the motion was approved.

F. **Authorize Amendment to Professional Services Agreement with Crawford, Murphy, and Tilly, Inc.** – In August of 2017, the Board approved a not to exceed contract with Crawford, Murphy & Tilly, Inc for \$91,900 for construction administration services related to the Phase II of the Pavement Rehab project. In order for the contractor to stay on schedule, they had to extend their project days, which in turn also extended CMT’s work schedule. As a result, CMT is asking for a change order in the amount of \$3,800.00 to cover the additional time and materials for the extended time of the construction phase.

Commissioner Groves made a motion to authorize an amendment to the Professional Services Agreement with Crawford, Murphy, and Tilly, Inc. for a new not to exceed price of \$95,700.00. The motion was seconded by Commissioner Sender and upon a unanimous vote, the motion carried.

G. **Authorize Employment Agreement with Executive Director** – The Executive Director’s contract expired at the end of December 2018. The Personnel Committee entered into negotiations with Carl, along with creating a new process for Carl’s performance reviews. Commissioner Allen congratulated Carl and thanked him for his exemplary service, along with his team. Commissioner Allen also thanked Commissioners Denault and Moran for their work on the contract and the review.

Commissioner Denault made a motion to authorize the execution of a 3-year employment agreement with Carl Olson to include a retroactive 3% salary increase for calendar year 2018 and a 3% salary increase for calendar year 2019. 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 year end data for 2018 is in and CIRA had a strong year. Passenger enplanements for December were up 12.7% compared to 2017; contributing to a full year increase of 9.4%. Fuel sales also increased for the year by almost 18% and air cargo activity increased by 18.7%. Carl also reported the January numbers continued this strong pattern by coming in 16% over January 2018; in spite of many flight cancellations. Both Allegiant routes performed well in January while exceeding Allegiant's overall system averages. American generated an almost 8% increase in enplanements despite having a very large number of Chicago weather cancellations. Delta service to Atlanta also showed strong growth of 8%, simultaneously pushing the load factor up 7%. Fuel sales increased for the month by 3.3% and cargo increased by another 9%.

The consulting engineering request for qualifications was released and there are 2 firms so far who have picked up a packet. The submission deadline is February 28th. Staff's goal is to review the submissions and make a recommendation of award at the March 12th meeting. The agreement is for 5 years and is non-binding.

The ISU student art gallery space in the old gift shop is scheduled to be turned over to ISU March 1st. Staff and ISU will be doing a walk thru in the next few weeks. ISU will invest about \$10,000 to \$12,000 to refurbish the space.

ISU has requested additional time for them to put together a proposal for the updated economic impact data. Staff expects to have this for the March board meeting.

CIRA will be hosting another TSA pre-check event the week of Monday, March 11th.

Staff did not receive any restaurant proposals from the RFP. As a result, Staff is reviewing projected schedules/cost for removing the structure and restoring the site.

Carl thanked Airport Staff for all their hard work during all of the winter weather.

- B. **Deputy Director of Operations and Facilities** – Javier Centeno was present to update the Board on the events happening in operations and maintenance. There were 15 snow/ice events in the month of January, with an average of over 19 inches of snow. February has had 3 events so far with an increased number of ice events. Operations Staff has issued over 570 Notice to Airman (NOTAMS) for January and over 200 so far for the month of February. In an average month, Operation's Staff will issue 50 NOTAMS. Javier works very close with the airline's dispatch to keep them up to date on the current conditions of the field. At one point during one of the snow events in January, CIRA was the only airport in the area that was open.

Javier also shared that Patrick Riley, the newest member of the Operations Staff, is doing a great job and has been signed off on all his training.

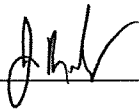
The pre-construction meeting for Phase III of the pavement rehab project will be held on February 20th. Staff is working on the safety/security documents for the project.

The first planning meeting for the full-scale disaster exercise was completed earlier in January, with over 20 different agencies attending. A table top exercise is being planned for in the next few months.

Operations Staff is going to complete a safety meeting with State Farm's corporate flight department in the coming weeks.

VIII. Adjournment

There being no other business to come before the Board, upon a motion being made, seconded and approved, the February 12, 2019 meeting of the Bloomington-Normal Airport Authority adjourned at 5:35 p.m.



Secretary

3/8/2019

Date