

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

I. Call To Order

Chairman Allen called the meeting to order at 4:31 p.m. Commissioners Moran, Denault, Sender and Hanson were present. Commissioner Kannaday was absent. A quorum was acknowledged. Commissioner Groves arrived at 4:44 pm.

II. Public Comments

John Eckley from the Prairie Aviation Museum was present to update the Board on activities at the Museum. They recently have lost 3 beloved friends of the Museum. The Museum reopened March 1st after being closed for January and February. There are some new displays, along with an updated display on Lindberg. The first open cockpit day is scheduled for the third Saturday of May. They are continuing to plan some additions to the Museum. The Museum is looking to add additional volunteers. If anyone is interested in volunteering or knows of anyone who would be interested, please have them contact the Museum.

III. Approval of February Board Meeting Minutes

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

IV. Old Business

There was no old business.

V. Committee Reports

- A. **Audit/Finance Committee** – No meeting, but the Committee will be meeting on March 25th to review the FY20 draft budget .
- B. **General Aviation Committee** – No report.
- C. **Personnel Committee** – No report.
- D. **Public Policy Committee** – No report.

VI. New Business

- A. **Approval of February Financial Statements** – Ms. Hurd reported that the Authority is 10 months into the fiscal year. February was a bit better than January, but custodial, maintenance and operations staff were still busy with winter operations. February saw over 260 hours of overtime. The General fund revenues are slightly behind budget, but expenditures are favorable to budget, still leaving a positive bottom line. The Hangar fund revenues and expenditures are favorable to budget. The Capital fund made a fairly large payment in February for the local share of the Phase III airfield pavement project. The CFC fund revenues are ahead of budget and expenditures are slightly over budget. This is mostly related to snow removal. However, the bottom line is still positive and inline with the budget. PFC revenues continue to be strong with a 21% increase. The increase in PFC revenue pushes off the need to tap the reserves until 2025, out of a 2029 maturity.

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

- B. **Authorize New Professional Services Engineering Retainer Agreement** – On February 1st, Staff released a competitive Request for Qualifications to identify qualified firms interested in providing professional engineering and project consulting services in accordance with federal/state requirements. The solicitation was advertised by the IDA and numerous copies were released. After which, only one submission was received from Crawford, Murphy & Tilly, Inc. This is a 5 year, non-binding agreement for the following six projects; 1) design/construct a new or expanded general aviation apron facility, 2) design/construct rehabilitation of airfield electrical/lighting system, 3) design/construct a phased rehabilitation of the airport's vehicle parking lots, 4) plan/coordinate the acquisition of real property and aviation easements, 5) design/construct phased expansion of new or expanded corporate aviation apron facilities, 6) any/all professional support services not limited to airspace, environmental, noise, drainage studies or the periodic revision to Airport Authority documents as driven by the above referenced projects.

Commissioner Denault made a motion to authorize a new Professional Services Engineering Retainer Agreement with Crawford, Murphy & Tilly, Inc. The motion was seconded by Commissioner Sender and upon a unanimous vote, the motion carried.

- C. **Authorize Professional Services Agreement with Farnsworth Group** – The agreement is related to the demolition and site restoration of the former underground fuel farm. Farnsworth will be responsible for designing the demolition and site restoration, administering the bid, making recommendation of award and administering and overseeing the construction/demolition and doing all coordination with the Illinois EPA and the Illinois State Fire Marshal's office in closing out the project. Farnsworth did the original design work on the fuel farm and they still have the original documents. The contract is \$35,000.00 and it will be paid for with the bond proceeds through the capital fund.

Commissioner Sender made a motion to authorize a Professional Services Agreement with Farnsworth Group for the demolition and site restoration of the underground fuel farm for a not to exceed \$35,000.00. The motion was seconded by Commissioner Hanson and upon a unanimous vote, the motion carried.

- D. **Authorize Extension of Farm Agreement** – In the Spring of 2016 the Board voted to extend a 3-year cash rent farming agreement to David Black Farms based upon a winning public and competitive bid of \$322.00 per acre. Staff was preparing a new bid solicitation this past winter and realized there was data missing which was needed for the solicitation. After consulting with legal counsel and the agricultural consultant, it was determined that the best course of action was to seek Board approval for a 1-year extension to the farm lease. This will allow Staff time to correct the data insufficiencies and to put a bid out in the fall/winter. Staff has had conversations with Mr. David Black and he is interested in the lease extension.

Commissioner Hanson made a motion to authorize the farm agreement with David Black Farms for 1 more growing season for \$322.00 an acre. The motion was seconded by Commissioner Groves and upon a unanimous vote, the motion carried.

- E. **Authorize Agreement with Illinois State University for Economic Impact Analysis** – With the help of Commissioner Groves, Staff has had conversations with Dr. Frank Beck from the Stevenson Center for Community and Economic Development at ISU, to have Dr. Beck and the Stevenson Center assist the Airport Authority with creating new and updated economic impact data for CIRA and its effect on the community and the region. The agreement with ISU is for \$4,700 and they anticipate at least 30 days to gather the data and another 30 days to analyze and complete the report.

Commissioner Sender made a motion to authorize the agreement with Illinois State University for an Economic Impact Analysis for a not to exceed cost of \$4,700.00. The motion was seconded by Commissioner Moran and upon a unanimous vote, the motion carried.

VII. Staff Reports

- A. **Executive Director's Report** – Carl reported that the terminal space improvement project has final drawings and they are out on the street for bid. There are 4 contractors who are interested in the work. The goal is to bring the bids to the Board at the April meeting for Board approval.

Staff is in the final stages of preparing the FY20 budget. The Audit/Finance Committee will meet on the 25th to review the draft budget. The budget will then be presented to the full Board at the April meeting for tentative approval and put on display for 30 days. A public hearing on the budget will be held at 4:20 on May 14th.

The Series 2019 General Obligations bonds sale is moving forward. Staff is finalizing numbers and envisions 3 types of bonds in this sale. The first issuance of bonds will involve standard tax-exempt general obligation bonds. The second component would involve taxable bonds and the third component would involve non-AMT (alternative minimum tax) bonds. Carl explained the reasoning for the three different issuances is the different purposes of the projects and how some projects qualify to be tax exempt and some do not. Included in this effort, Staff is asking that members be present for a public hearing on April 9th at 4:20 p.m. to receive comments from the community regarding the projects and bond sale. One of the projects identified for the bonds is the demolition and site restoration of the former terminal building. The Commissioners will have an opportunity to discuss this at the April meeting.

The new audit services agreement was awarded to Sikich after the Board's approval last month. Paulette should be receiving an electronic engagement letter from them. Some of the preliminary audit work has been scheduled for May and June. In line with the members thoughts on introducing fresh eyes to the audit, Staff has worked with Sikich to have them bring in a completely new team for this year's audit.

Phase III of the pavement project is gearing up to start. Javier will brief the Board at the April meeting. The project will consist of five phases, with portions of Rnwy 2/20, taxiways, and the air carrier apron being temporarily closed to aircraft traffic.

- B. Deputy Director of Marketing** – Ms. Fran Strebing was present to update the Board on all activities in the marketing department. Ms. Strebing reported that February was a strong month with a 20% increase in enplanements against a 7.5% increase in capacity. Fran reported the Authority recently completed schedule discussions with three of CIRA's four carriers with the fourth scheduled for later this month. In each case the feedback from the airlines was very positive with the carriers reporting strong financial/operating results, solid traffic increases/loads, and an appreciation for CIRA's competitive cost structure. In turn providing Staff continued opportunity to advance discussion about increasing service/capacity. Fran also reported that Frontier will be introducing Airbus 321 (configured for 230 seats) for the Orlando route in May and moving into the summer months. Because of the larger aircraft, the Tuesday flight will come out of the system for May and June.

The Jump Start air service conference is in June and Staff is registered to attend. This will give another opportunity to sit down with the incumbent airlines at CIRA, as well as new airlines.

Media continues to be the mix of the traditional and digital component. The on-line promoting is very trackable, which is good data to receive. This helps with being able to target the media to specific demographics. There are a couple of radio promotions that will begin in the near future, one with Frontier to Orlando and one for Denver. Staff is also gearing up to get the social media promotion on Facebook started. Social media continues to be a hot place to reach potential customers.

Fran and Carl have been working on getting a marketing intern for the summer to assist with the implementation of the Authority's marketing/social media efforts.

The annual report is being wrapped, with the goal of presenting it to the Board at the next meeting.

The TSA pre-check is going really well with all of the appointments filled before the event even started. Another pre-check event will be schedule for the future.

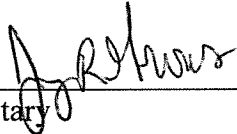
Fran is gathering the Public Information Officers group together again. This group is made up of the community's public and corporate organizations who work together in the event of an emergency event. As part of the table top exercise in April and the full scale drill this summer, this group will be tested.

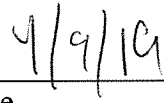
VIII. Executive Session

Commissioner Groves made a motion to recess for a couple of minutes and reconvene in Executive Session under 5 ILCS 120/2(c)(6) to discuss and consider the setting of a price for sale/lease of property owned by the public body. The motion was seconded by Commissioner Denault and upon a unanimous vote, the motion carried.

IX. Adjournment

Commissioners, Moran, Denault, Groves, Sender, Hanson and Chairman Allen reconvened in regular session at 5:59 p.m. There being no other business to come before the Board, upon a motion being made, seconded and approved, the March 12, 2019 meeting of the Bloomington-Normal Airport Authority adjourned at 6:00 p.m.


Secretary


Date