

**BLOOMINGTON - NORMAL AIRPORT AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES  
TUESDAY, JUNE 11, 2019  
4:30 PM**

**I. Call To Order**

Vice Chairman Hanson called the meeting to order at 4:30 p.m. Commissioners Kannaday, Moran, Denault, Groves and Sender were present. Commissioner Allen was absent. A quorum was acknowledged.

**II. Public Comments**

Mr. Jeff Isenberg from the Museum was present to update the Board on the events/activities at the Prairie Aviation Museum. The open cockpit day for June is scheduled for June 15<sup>th</sup> from 10 a.m. to 3 p.m.

Andy Peterson from the Civil Air Patrol was present to update the Board on activities happening with the CAP. Earlier in the month of June, they participated in a joint exercise with FEMA, IEMA, IDOT and Illinois Air National Guard for the New Madrid fault. In the process of the exercise, the Civil Air Patrol was able to assist with additional areas that had recently flooded due to broken levies. There were several states involved in the drill. They have had 5 new members join in the recent months. They are up to 42 cadets and 15 adults.

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

Commissioner Groves made a motion to approve the May Board meeting minutes. The motion was seconded by Commissioner Sender and upon a unanimous vote, the motion carried.

**IV. Approval of April and May Public Hearing Minutes**

Commissioner Sender made a motion to approve the April and May Public Hearing minutes. The motion was seconded by Commissioner Groves and upon a unanimous vote, the motion carried.

**V. Old Business**

There was no old business.

## VI. Committee Reports

- A. Audit/Finance Committee – No report.
- B. General Aviation Committee – No report.
- C. Personnel Committee – No report.
- D. Public Policy Committee – No report.

## VII. New Business

- A. Approval of May Financial Statements – Ms. Hurd noted there wasn't a lot of activity for the first month of the new fiscal year. Again this year, the replacement tax revenue has come in higher than anticipated. Expenditures are slightly over budget. Ms. Hurd also noted that the Hangar fund activity appears in the General fund this month. The Capital Fund didn't have a lot of activity in May, but that has since picked up in the month of June. The CFC and PFC funds don't have any revenue to report for the month of May, as the revenue received is for the month of April. The PFC revenue was 8.5% higher than FY18.

Ms. Hurd also reported that the bonds closed on June 5<sup>th</sup> and the money has been deposited. The audit team will be here the week of June 24<sup>th</sup> to finish the audit.

Commissioner Groves made a motion to approve the May Financial Statements. The motion was seconded by Commissioner Kannaday and upon a unanimous vote, the motion carried.

- B. Adopt Ordinance No. 209-19, The Annual Prevailing Wage Ordinance for FY20 – In accordance with the Illinois Prevailing Wage Act of 1941, public entities are required to annually adopt an ordinance establishing the prevailing wage rates for the coming fiscal year. This shall be completed in June and is meant to establish the prevailing wages the Airport Authority must pay related to 'bids, contracts, and public works. While the state has not completed an update of these rates, legal counsel recommended the Airport Authority re-adopt the most current figures in order to ensure compliance with the state statute.

Commissioner Sender made a motion to adopt Ordinance No. 209-19, the Prevailing Wage Rates for FY20. The motion was seconded by Commissioner Denault and upon a unanimous vote, the motion carried.

- C. Authorize the Award of the Purchase of a New Parking Lot Shuttle Bus – One of the projects in the approved Capital budget for FY20 is a replacement shuttle bus. The current shuttle bus was manufactured in 2010 and entered service at CIRA as a used vehicle in 2016. After advertising/releasing a public and competitive bid solicitation, and after extending the bid submission deadline, Airport Staff received 2 bids for the purchase of a new 8 passenger shuttle bus, equipped with an ADA approved wheelchair lift. After a full review of the bids, it was determined that the lowest and most responsive bidder was Midwest Transit from Kankakee Illinois in the amount of \$56,700, with 120-day delivery date.

Commissioner Denault made a motion to authorize the award of the new shuttle bus to Midwest Transit for a not to exceed \$56,700. The motion was seconded by Commissioner Groves and upon a unanimous vote, the motion carried.

- D. **Authorize License Agreement with New Cingular Wireless PCS, LLC** – Staff was previously approached by a group from AT& T Wireless called AT& T Mobility, who were looking to install small cellular units around the community, where there is high use, but gaps in their coverage. They are interested in leasing space on 3 light poles on airport property to install equipment that will boost their signal strength within a defined area. The locations have been identified as being in front of the terminal building, near CIRA Dr. West and East Empire, and one located near the C-row gate. The agreement would be for \$10,000 a year for 10 years and they will provide new light poles.

Commissioner Groves authorized the license Agreement with New Cingular Wireless PCS, LLC subject to final review and approval by legal counsel. The motion was seconded by Commissioner Kannaday and upon a unanimous vote, the motion carried.

## VII. Staff Reports

- A. **Executive Director's Report** – Carl asked Fran Strebing to introduce Ms. Elena Roth, the new marketing intern. Ms. Roth is completing her master's degree in communications from Illinois State University. She has worked with ISU's admissions office and student affairs. She thanked the Board for the opportunity. Ms. Roth will be with the Authority for the summer.

Carl reported that Staff is still waiting on Frontier's numbers for the operations report. Staff expects those in the next day or two. Ahead of receiving Frontier's May figures, Carl reported the other carriers combined to have another very strong month. Traffic was up 7%. Allegiant once again generated very strong traffic increases while Delta also experienced a 12% increase in traffic against just a 3% increase in capacity. Similarly, American also enjoyed another strong month with their service to Dallas and Chicago. Fuel sales and cargo were down just slightly. General aviation aircraft was up for the month, despite the unfavorable flying weather.

Phase III of the airfield pavement rehab project is well underway. Construction started just after Memorial Day. The first component of this phase, consisting of new pavement on the north section of taxiway A has been completed. Concrete work on runway 2/20 will be the next focus and will be accommodated via a two week closure beginning yesterday.

The notice to proceed was issued on the fuel farm decommission project and work started on June 10<sup>th</sup>. The project should be 90 days.

The notice to proceed on ISU Art Gallery has been issued and work has started. The expected completion date for construction activities is June 30<sup>th</sup>.

The notice to proceed has also been issued for the terminal lounge projects. Work is expected to begin Monday, June 17<sup>th</sup>. There has been a little bit of a delay in the project waiting for the building permit from the City. The mother's lounge is expected to be completed in the first half of August and the other lounge space by the end of August.

The Economic Impact project with ISU is starting to make traction. Staff has asked for a kickoff meeting next week.

Carl shared the Committee assignments for FY20. There will be no change to the committee structure/membership, excluding the GA Committee which will now become the Property and Facilities Committee with Mr. Allen as Chair and Mr. Denault as member. The Public Policy committee will become the Administration and Governance Committee with Mr. Groves as Chair and Mr. Sender as member. The Personnel Committee will continue with Mr. Denault as Chair and Mr. Moran as members while the Audit/Finance Committee will continue with Ms. Kannaday as Chair and Mr. Hanson as member.

The TSA pre-check enrollment center is happening this week, June 10<sup>th</sup>- 14<sup>th</sup>. All appointments have been booked. Staff has already started working on scheduling an additional enrollment event.

Staff has been having discussions with Tailwinds to introduce more local products into the concession space. Should this be successful, the Authority has offered to partner with Tailwinds on marketing strategies.

- B. Deputy Director of Operations and Facilities** – Mr. Javier Centeno was present and gave a bit more detail of the pavement rehab project. Maintenance will take advantage of the runway and taxiway closures and will be painting certain areas, along with light fixture repairs and general maintenance in the area.

The full-scale exercise will be June 22<sup>nd</sup> and all members are welcome to observe. The drill is required every 3 years by the FAA. There will be over 26 community agencies and more than 100 volunteers participating in this year's drill. The drill will have a couple of new initiatives this year; a law enforcement component working with the FBI and a new medical component in conjunction with the OSF helicopter.

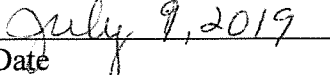
The TSA annual inspection was just completed with very positive results.

Mr. Centeno introduced Mr. Luke Bettis, the new operations intern. Mr. Bettis is a recent graduate of SIU Carbondale with a degree in Aviation Management and comes to CIRA after recently completing another internship at the Coles County Airport. Mr. Bettis thanked the Board for the opportunity.

## VIII. Adjournment

There being no other business to come before the Board, upon a motion being made, seconded and approved, the June 11, 2019 meeting of the Bloomington-Normal Airport Authority adjourned at 5:05 p.m.

  
Assistant Secretary

  
Date