

**BLOOMINGTON - NORMAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
TUESDAY, DECEMBER 10, 2019
4:30 PM**

I. Call To Order

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

II. Public Comments

Mr. John Eckley from the Prairie Aviation Museum was present to update the Board on the Museum's activities. 2019 was a good year for the Museum, despite the weather not cooperating for the Open Cockpit Days. The new ultra-light display was a huge hit this year. The Museum is working on restoring/rebuilding a Fredrickson 5-cylinder, 2 stroke airplane engine, built here in Bloomington in 1913. Mr. Eckley thanked the Board for their support in 2019.

Mr. Charlie Bates from Crosswinds/EAA was present to update the Board on their events/activities. Crosswinds/EAA have elected their new board members and they are working on an event to bring people out to the airport. Crosswinds is having their annual open house on Saturday, December 14th. All are invited.

Andy Peterson from the Civil Air Patrol was present to update the Board on their recent activities. They are continuing to work on a new location for the squadant. They have had a change in command in the central Illinois region. The Civil Air Patrol had the opportunity to work with Airport Operations a couple of weeks ago on a non-incident/incident. This was a good opportunity for all parties.

III. Approval of November Board Meeting Minutes

Commissioner Sender 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

There was no old business.

V. Committee Reports

A. Administration and Governance Committee – No report

- B. Audit/Finance Committee – No report
- C. Personnel Committee – The Committee has been working on year end evaluation and salary increases. This item will be covered in the Executive Session.
- D. Property and Facilities Committee – No report

VI. New Business

- A. Approval of November Financial Statements – Ms. Paulette Hurd reported the Authority is 7 months into the fiscal year. There was not a lot of activity in the General Fund for the month of November. The General Fund revenue and expenses are trending favorable to budget, which is a good position to be in, going into the snow removal months. The Capital Fund has received some significant payments from the State in the last couple of weeks. Staff is continuing to submit reimbursement requests. Staff is also working on closing out some projects that were completed over the summer. The CFC fund revenues for November are ahead of budget. The PFC revenue for November was down 6.6% compared to last year. This is the first time since March of 2018 that PFC's have been down. Year to date PFC revenues are ahead of budget.

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

- B. Authorize Renewal of Agreement with McLean County Sheriff's Department - Beginning in 2005 the Airport Authority transitioned its law enforcement presence for the security checkpoint, to the McLean County Sheriff's department. The Sheriff's department has been a great partner for the Authority. The current agreement with the Sheriff's department expires at the end of the month. Discussions with the Sheriff's department have led to a new 3-year agreement with a rate adjustment of 2.75% each year, with a "true up" that has a 3% cap after the collecting bargain agreement has been accepted.

Commissioner Groves made a motion to authorize the execution of a new 3-year renewal to the current LEO services agreement as presented. The motion was seconded by Commissioner Denault and upon a unanimous vote, the motion carried.

- C. Authorize Salary Range Adjustment for Airport Operations Specialist, Custodian and Shuttle Driver Positions – The State of Illinois has increased the minimum wage effective January 1st. In September the US Department of Labor revised their standards/figures for exempt salaried employees to be paid overtime, which also takes effect January 1st. Ahead of doing a more structured wage rate review and adjustment as part of the budget prep, which has already gotten started, Staff asked for an increase in the wage rate ranges for the custodians and shuttle drivers by an additional \$1.00 per hour to take effect January 1st. For the Airport Operations Specialist position, specifically the Specialist I position the salary would increase by about \$3,500.00. Staff did consult with an attorney to clarify the position still meets the requirements of a salaried position. For the balance of the fiscal year, the increase in Operations wages will only affect the budget by about \$5,600.00. Staff was aware of the minimum wage increase when the FY20 budget was prepared so this will have no effect on the budget.

Commissioner Kannaday made a motion to approve the salary range adjustment for Airport Operations specialist, custodian and shuttle driver positions. The motion was seconded by Commissioner Groves and upon a unanimous vote, the motion carried.

- D. **Authorize Purchase of New Airport Maintenance Equipment**—One of the approved capital projects for this year is a \$200,000 equipment purchase. The equipment to be purchased is the shuttle bus and 2 new snow plows for the public side of the airport. The new shuttle bus has been purchased and is in service. After the recent failure of the liquid de-icing equipment, Staff requested that the remaining funds be used to purchase a new ag sprayer to be used for the liquid de-icing in the winter and pesticides in the summer, along with 1 new snow plow, which will be purchased from the State bid contract. Staff is working on finding additional funds for the 2nd snow plow.

Commissioner Groves made a motion to authorize the purchase of a new ag sprayer, along with a new snow plow for the public side of the airport. The motion was seconded by Commissioner Moran and upon a unanimous vote, the motion carried.

VII. Staff Reports

- A. **Executive Director's Report** – Carl Olson reported that for the month of November, CIRA experienced a 7.8% decrease in enplanements. This is a reduction largely driven by a 6%+ reduction in seat capacity for the month of November versus November 2018. Delta, Allegiant and Frontier brought in less seats. American had a 2% increase in capacity but had 5 cancellations. Year to date enplanements are up 12.7%.

OSF has executed the Airport Authority's agreements for their new facility in Growmark's hangar. A closing date has been set for Thursday for the sale of the hangar. Staff has been having conversations with OSF on transitioning into the new facility, along with assisting with a ribbon cutting when they transition into the facility.

The new terminal advertising fixtures have been ordered. Staff expects delivery within the next 3-5 weeks, with installation to follow.

Image Air and Byerly Aviation reported to Carl they are still working on finalizing some final points. They expect to have those items resolved in the next couple of weeks.

Fran has completed interviews for a new marketing intern for the spring semester. An offer is expected to be made in the next week. The new person would start after the holidays.

Carl thanked Commissioner Groves and Allen for taking time out of their schedules to sign the bond documents. Closing is still scheduled for Thursday, December 12th. Based on the final transaction at closing, the tax payers will save \$1.4 million dollars or \$1.1 million dollars net present value, which is in addition to more efficient debt structure and lower overall debt. The debt refinancing project, which was started several years ago, is now nearly complete. Carl and Paulette shared a new snap shot of the Authority's debt and have projected that the Authority could be debt free in 7 years. Carl thanked Paulette for all her hard work with the bonds.

Commissioner Sender noted that he would like to see the Airport Authorities Act tax levy date changed to be in line with the other municipalities, which would be the last Tuesday of December, instead of the 2nd Tuesday in August. Staff will reach out to other airports to gauge their interest in having this changed.

- B. Deputy Director of Operation and Facilities** – Mr. Javier Centeno was present to update the Board on operations and maintenance activities. Javier noted that there have been 2 small snow events thus far this fall. The first on Halloween which resulted in 3 inches of snow and the 2nd event was 2.5 inches on Veterans Day. The new snow brooms were tested during these events and they performed very well.

The Operations department is preparing to badge OSF Aviation and training them on safety and security at the airport.

The new parking shuttle bus is in service and has received great feedback.

The new emergency alert system is going well. The first phase of testing is complete, which was testing of the individual base stations. Phase II is beginning, which will be testing the entire system with all parties. The last phase will be training on standard operating procedures.

Staff and Farnsworth have been working on the terminal building's chiller replacement project. Having completed an evaluation of the existing system, Farnsworth moved into preparing bid specifications for public release. Staff anticipates presenting a recommendation of award for this work at the upcoming meeting.

The security software upgrade has been completed. Staff is working on final details of the upgrade.

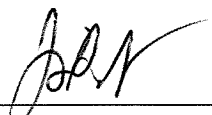
Javier has conducted interviews for a new operations intern and an offer should be made in the next week. He is also in the process of hiring a new maintenance worker. Interviews are in progress with a goal of an offer being made in the next week or two.

VIII. Executive Session

A motion was made at 5:23 p.m. to recess for a couple of minutes and reconvene in Executive Session under 5 ILCS 120/2c1. The motion was seconded and upon a unanimous vote the motion carried.

IX. Adjournment

Commissioners Kannaday, Moran, Denault (via telephone), Groves, Sender, Hanson (via telephone) and Chairman Allen reconvened in regular session at 6:16 p.m. There being no other business to come before the Board, upon a motion being made, seconded and approved, the December 10, 2019 meeting of the Bloomington-Normal Airport Authority adjourned at 6:18 p.m.



Secretary

2/11/20

Date