

**BLOOMINGTON - NORMAL AIRPORT AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES  
TUESDAY, FEBRUARY 11, 2020  
4:30 PM**

**I. Call To Order**

Vice Chairman Hanson called the meeting to order at 4:35 p.m. Commissioners Moran, Groves and Sender were present. Commissioners Allen and Denault were present via telephone. A quorum was acknowledged. Commissioner Kannaday arrived at 4:44 p.m.

**II. Public Comments**

Mr. Charlie Bates was present to update the Board on activities at the EAA Chapter. The Chapter will be hosting an AOPA rusty pilots' seminar in March. The seminar will help inactive pilots get back to flying. In April, a group of Normal Community West's STEM students are coming in for a half day at the airport. They will start at the EAA hangar, with a tour of the tower, the FBO, maintenance and OSF has agreed to put their helicopter on display. On May 28 – 31<sup>st</sup> the Ford Tri-Motor will be back. The Chapter is working with PAM and Crosswinds on the event. June through September the Chapter will be having Young Eagle rides. All events are being coordinated with Airport staff.

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

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

**IV. Old Business**

There was no old business.

**V. Committee Reports**

- A. **Administration and Governance Committee** – The Committee hosted a morning coffee with local legislatures. Carl gave a nice update on what is happening at the airport.
- B. **Audit/Finance Committee** – No report. A meeting is scheduled at the end of the month to review the draft budget.
- C. **Personnel Committee** – The Committee met with Carl on January 30<sup>th</sup> to conduct his performance evaluation. That item is covered later on the agenda.

D. Property and Facilities Committee – No report

## VI. New Business

- A. Approval of December and January Financial Statements – Ms. Hurd was present to update the Board on the financials. The Authority is 9 months through the fiscal year. The General Fund revenues and expenses are trending favorable to budget. There has been an increase in winter operation expenditures, due to the snowstorms, but nothing like last year. There is a small concern with the price of road salt, as it has increased slightly. Staff is managing to stay within budget. Staff anticipates ending the year in a positive position. The Capital Fund paid for the new sprayer, along with selling an old piece of equipment for \$18,000. Staff is waiting on almost \$180,000 from the State for reimbursement on the Phase III pavement work. The CFC fund revenues are ahead of budget, while expenditures are just slightly over budget. The PFC's for both December and January were down slightly compared to the same period last year, but fiscal year to date, PFC's are up about 9.1% over last fiscal year.

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

- B. Adopt Ordinance Numbers 214-20 and 215-20, Ordinances Authorizing the Abatement of Taxes Related to the PFC Alternate Revenue Bond Program - As a part of closing out the restructuring of the Authority's debt service, there are 2 final items that need Board approval. The first is an ordinance abating \$799,684.00 for the up coming tax season. The abatement is because there are sufficient PFC revenues to make the final debt payment on the issuance. The 2<sup>nd</sup> Ordinance, 215-20, is for the backup levy that was part of the 2009 PFC bond issuance. Since that debt service has been eliminated and retired early, any future tax revenue is not needed. The tax levy has never been used to pay the PFC debt payment. The Airport is currently in a position to be debt free as early as 2027, even if another bond issuance is done in 2 to 3 years.

A motion was made by Commissioner Sender to adopt Ordinances Numbers 214-20 and 215-20. The motion was seconded by Commissioner Moran and upon a roll call vote; Commissioner Hanson – aye, Commissioner Sender – aye, Commissioner Groves – aye, Commissioner Moran – aye, Commissioner Allen – aye, Commissioner Kannaday - absent and Commissioner Denault – aye, the motion carried.

- C. Authorize Amendment to the FY20 Capital Budget – In the process of moving the terminal advertising project forward, Staff realized there wasn't authorization in the Capital Budget to spend the \$200,000 on the fixtures. Therefore, Staff asked for the authorization to amend the FY20 Capital Budget to include the \$200,000 for the terminal advertising project.

The 2<sup>nd</sup> project involves amending the dollar value of the currently approved airport vehicle/equipment purchase for FY20. As reported at the December meeting, Staff's budget projection to purchase two trucks proved to be insufficient once a new deicing unit also had to be purchased. Having since identified additional capital funds for a second truck, Staff sought to increase the current project budget by an additional \$38,000 to a level of \$173,000 in order to facilitate the second unit.

A motion was made by Commissioner Sender to authorize the amendment to the FY20 Capital Budget as presented. The motion was seconded by Commissioner Groves and upon a unanimous vote, the motion carried.

- D. **Authorize the Purchase of New Airport Maintenance Equipment**– Similar to the approval given by the Board during the December meeting to purchase a new snowplow off the current state contract, Airport Staff requested authorization to purchase a second truck. The truck would be the same as the first and equipped in the same manner with the same price and delivery schedule. An old piece of equipment was sold at auction for \$18,000. Thereby covering most of the \$22,000 additional funds needed to purchase the vehicle.

Commissioner Groves made a motion to authorize the purchase of a new snowplow off the current State contract for \$68,686. The motion was seconded by Commissioner Moran and upon a unanimous vote, the motion carried.

- E. **Authorize Award for the Purchase of New Chilled Water Units** – Another Capital project for the coming year is the replacement of the chillers in the building. Building upon the system analysis recently completed by Farnsworth Group, which identified inadequate capacity and worn out components, competitive bid specifications were developed and publicly released. As a result of this work, the Airport Authority received 5 bid submissions. Upon examination of the materials submitted it was determined the bid submitted by E.L. Pruitt Mechanical Contracting Services from Springfield, IL in the amount of \$438,123 was complete/accurate and was the lowest responsive bidder.

It was noted, that with the cancellation of the January meeting, Airport Staff canvassed the Board Chair and the Chair of the Audit/Finance Committee to discuss awarding the agreement ahead of formal Board action. Recognizing the importance of awarding the agreement in order to keep the project on schedule, and the quality of the bid submission, the Chairs' agreed to have Staff award the contract before formally returning to the full Board for approval retroactively.

Commissioner Sender made a motion to retroactively authorize the award for the purchase of New Chilled Water Units to E. L. Pruitt for \$438,123.00. The motion was seconded by Commissioner Kannaday and upon a unanimous vote, the motion carried.

- F. **Authorize Salary Adjustment for Executive Director** – In conjunction with the Executive Director's performance evaluation, the Personnel Committee discussed a merit increase that was commensurate with performance, as well as being in line with merit increase amounts for other executives and also checking to make sure his overall pay range was competitive.

Commissioner Denault made a motion to authorize a 2.5% merit increase for the Executive Director, retroactive to January 1, 2020. The motion was seconded by Commissioner Kannaday and upon a unanimous vote, the motion carried.

## VII. Staff Reports

- A. **Executive Director's Report** – Carl reported that Airport Staff have started an outreach with members of the local autism community. Staff hosted an event a couple of weeks ago for about 60 members. The purpose of the event was to help the individuals get more acquainted with

CIRA and the terminal/flying experience, along with noting special circumstances they may encounter when flying. It also helped Staff to become aware of passengers traveling with hidden disabilities and how CIRA can do better to accommodate this population in our community. Next steps will be to break down the data collected from the event and come up with best practices/recommended suggestions. Once those are established, Staff will meet with the leaders of the autism group to garner their feedback and see what measures the Airport Authority can take to help accommodate them as they come through the airport.

Carl met with a senior official from Tailwind Concession recently to discuss performance and future planning. He passed along his thanks/appreciation for the strong partnership with the Authority over the past 10 years. It was also reported their total revenue was up 18% for calendar year 2019, with sales across the board for food/beverage and retail products all experiencing strong increases. In comparison, CIRA's traffic was up 16% and Tailwinds sales were up 18%. They are looking to rebrand the restaurant with more of a local feel, rather than a corporate feel. Carl also spoke with them about doing catering for the conference rooms with street pricing and introducing more local products.

Carl also reported that a Request for Qualifications for specialized legal services has been released. Mr. Pablo Nuesch, CIRA's aviation legal counsel, is leaving the firm at the end of February for a new opportunity and the firm will end their airport practice. The submission deadline is February 12<sup>th</sup> and Staff anticipates receiving at least 2 or 3 submissions, which will be submitted to the Admin and Governance Committee for their review. The goal is to make the recommendation of award at the March Board meeting.

It was reported that Image Air closed their business on January 17<sup>th</sup>. Synergy has purchased the structures. Once all the details have been shared, Staff will work with Synergy on crafting a schedule and plan for moving forward and how the Airport can support them moving forward.

The farm bids are expected to be released by February 14<sup>th</sup> with a submission deadline of March 6<sup>th</sup>. The goal is to present a recommendation of award for a new 3-year farming agreement to the Board at the March meeting.

One of the senior executives from Dumont Aviation was also in town recently to conduct a facility visit and discuss their business with the Airport Authority. Staff had a very positive meeting with him as he requested Carl to extend Dumont's thanks and appreciation to the Board for a strong working partnership.

OSF Aviation is looking to have a ribbon cutting/blessing for their new airport base of operation in April. Staff will update the Members as more information becomes available.

- B. Deputy Director of Marketing** – Fran Strebing was present to update the Board. The Authority finished calendar year 2019 with a 16.1% increase in enplanements and total traffic was up 15.6% over 2018 vs. just a 5% increase in seat capacity. The addition of Frontier service to Orlando and seasonal service to Denver was a huge contributing factor, along with the strength of the 2 network carriers. All of CIRA's carriers experienced very strong performances this past year. Fuel and cargo were down slightly for the year, but local GA traffic posted a healthy increase of 21.5%. 2019 was the best year CIRA has had in 6 years.

January 2020 enplanements were up 8.5%, total passengers were up 8.8%. All routes are performing better from a load factor standpoint. A couple routes with softer performance are due to a seasonal reduction in capacity for that route.

Allegiant is bringing seasonal Destin service to the Central Illinois Regional Airport, June 4<sup>th</sup> to August 16<sup>th</sup>. This is the first totally new destination since Tampa/St. Pete. A press conference was held earlier in the day to make the announcement.

Jeremy Lamb is the new marketing intern. He is a junior at ISU, with a strong background in graphic design. Jeremy has already jumped into things while guiding CIRA's social media efforts.

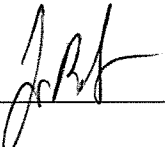
Fran also shared an update on the ISU project that Elana Roth helped with last semester. The project was to identify a way to market to the young professionals and college students. The results proved very thought provoking as many of the suggested ideas are moving toward implementation.

Fran is working on the annual report. She will also be participating with ISU on their emergency drill as a public information officer in April, along with attending ISU Business week.

TSA Pre-Check enrollment pop up center is February 10<sup>th</sup> – 14<sup>th</sup>. The next event will be in May. This will now happen 4 times a year at CIRA.

### VIII. Adjournment

There being no other business to come before the Board, upon a motion being made, seconded and approved, the February 11, 2020 meeting of the Bloomington-Normal Airport Authority adjourned at 5:18 p.m.

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Secretary 

3/10/20  
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Date