

**BLOOMINGTON - NORMAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
MONDAY, OCTOBER 7, 2019
4:30 PM**

I. Call To Order

Commissioner Sender called the meeting to order at 4:37 p.m. Commissioners Kannaday, Moran, and Groves were present. Commissioners Denault, Hanson and Allen were absent. A quorum was acknowledged.

II. Public Comments

No Public Comment

III. Approval of September Board Meeting Minutes

Commissioner Groves made a motion to approve the September 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 – No report
- B. Audit/Finance Committee – No report
- C. Personnel Committee – No report.
- D. Property and Facilities Committee – No report.

VII. New Business

- A. Approval of September Financial Statements – Ms. Paulette Hurd shared that the Authority is 5 months into the fiscal year. Revenues are ahead of budget and expenditures are slightly over budget. The Capital Fund did receive over a million dollars from the State as reimbursement on projects. Staff is expecting another million this week or next. The CFC revenues are ahead of budget and Staff is continuing to work with the car rental agencies on the new CFC fees. The PFC revenues for September were 9% higher than September 2018.

Ms. Hurd noted that next month she will have a more detailed analysis of budget vs. actuals as the Authority will be half way through the fiscal year.

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

B. Adopt Resolution No. 2019-4, Authorizing Renewal of Line of Credit with Commerce Bank

–The Authority has had a line of credit with Commerce Bank for quite a few of years. It expires at the end of October. The line of credit was established to help support cash flow on capital projects until reimbursement funds are received. Once again the Authority did not make use of this credit this past year. The interest rate remains the same, for the coming year and will continue to be a floating rate equal to the 30-day LIBOR plus 225 basis points with no minimum interest floor. Additionally, the Airport Authority will not be assessed a fee for not using this line of credit.

Commissioner Kannaday made a motion to adopt Resolution No. 2019-4, authorizing the renewal of the line of credit with Commerce Bank, as presented. The motion was seconded by Commissioner Groves and upon a roll call vote, Commissioner Kannaday, aye, Commissioner Moran – abstained, Commissioner Denault – absent, Commissioner Groves – aye, Commissioner Sender – aye, Commissioner Hanson – absent, Chairman Allen – absent, the motion carried.

C. Authorize Execution of a Lease Amendment for the Transportation Security

Administration – As part of transitioning the TSA into the terminal building, Staff and Government Services Administration (GSA on behalf of TSA) has been working on an amendment to the original 2002 lease. The lease amendment incorporates 3 new spaces on the 2nd level of the terminal building totaling 1406 square feet at a rate of \$27.50 per square foot. Staff anticipates an additional amendment to the lease that will reduce the square footage by the amount that was given up in the old terminal building, approximately 1,895. It was also noted that the lease will expire in August of 2020.

Commissioner Groves made a motion to authorize the execution of a lease amendment for the Transportation Security Administration as presented. The motion was seconded by Commissioner Moran and upon a unanimous vote, the motion carried.

D. Authorize Amendment to Construction Agreement with United Contractors Midwest– A

couple of months ago the Board approved a not to exceed \$471,000 contract with Rowe Construction (a part of United Contractors Midwest) for pavement repair on the west ramp. As a part of that project, Staff had worked internally to reduce the number of tie downs that were in place. During the process of the project, Staff received feedback that additional tie downs, beyond the 3 were needed/wanted. Staff was able to work with UCM/Rowe to install 6 tie downs, 3 would be free and 3 would be charged. In the process of the same project, Staff noticed that some pavement joints were not as tight as they would like. Staff asked the contractor to reseal some of these joints. The cost for 3 tie downs and the sealing is \$9,186.00.

Commissioner Kannaday made a motion to authorize an amendment to the construction agreement with United Contractors Midwest for an additional \$9,186.00 for a new not to exceed contract of \$480,186.00. The motion was seconded by Commissioner Groves and upon a unanimous vote, the motion carried.

- E. **Authorize Terminal Advertising Concession Agreement with Airport Interactive Media** – Staff has been working with Airport Interactive Media on a new concession agreement for terminal advertising. They would replace Clear Channels, whose agreement expired earlier in the year. The agreement is for 3 years, with two 3-year renewals, along with an exit provision where either party can terminate with proper written notice. The commission rates will be 40% on advertising units purchased and installed by Airport Interactive Media, 50% on fixtures that are currently in place and 60% on fixtures that the Airport Authority would purchase/install. Staff is currently working with legal counsel on final language for the agreement. The agreement will be done in multiple phases.

Commissioner Groves made a motion to authorize the terminal advertising concession agreement with Airport Interactive Media for 3 years with two, 3-year renewals. The motion was seconded by Commissioner Kannaday and upon a unanimous vote, the motion carried.

- F. **Authorize Approval of CY2020 Board of Commissioners Regular Meeting Schedule** – Commissioner Kannaday made a motion to approve the CY2020 Board of Commissioners regular meeting schedule. The meetings will be the 2nd Tuesday of every month. 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 the September aviation results are not finalized. The early numbers do however suggest there was an 18% increase for monthly enplanements, which pushes the year to date increase to 22%. The charter data hasn't come in yet. Once the final data is received the report will be shared with the members.

The sale of the Growmark hangar is moving along. Staff hopes to have that information for the November board meeting.

The two lounge projects are nearly complete. After this week, all major work has been completed. The contractor is waiting on doors for the Mother's lounge and the water feature for the public side lounge. Furniture will be delivered on Friday.

The relax and recharge furniture should be here by the end of the month. There were some funds left over so that will be used in the lobby area of the office.

The FAA is in the process of installing a new weather reporting system on the field. The new system is called the SWS, which stands for Surface Weather System. This system is a standalone, 24/7 weather measuring device that observes weather and disseminates it to FAA air traffic control facilities. At this time, the data is only available to the FAA. The project should be complete within the next 3 weeks.

- B. **Deputy Director of Operations and Facilities** – Mr. Javier Centeno was present to update the Board on all construction/operation activities.

Phase III of the Pavement Rehab project is going very well. It is 90% complete. The final week of construction should be this week, with final close out and punch list items to follow. The total project was expected to be completed in 161 days. The project should be completed in 130 days.

The GA ramp project is complete and it went very smooth. The contractor will be completing the additional tie downs, this week or next.

The final grading and seeding for the underground fuel farm removal project was complete in late September. The final inspection was done on Friday, October 4th. Staff is still working with Illinois EPA on final documentation to close out the project.

The new emergency alert system has finally received the FCC license and phase II of the project will begin. Phase II of the project includes the installation and testing of the radios and base stations.

The new shuttle bus should arrive by the 18th of October. Javier and Fran have been working on a new graphic for the bus.

The elevator repair project has experienced a slight delay. This work will be performed on the elevator on the secured side. Kone will be doing the work and their schedule is backlogged right now. The project should take 3 days to complete.

Final language has been reached on the Farnsworth contract and a kickoff meeting for the new chiller project will be held in the next few weeks.

Mr. Centeno reported that he recently posted, received resumes and conducted interviews with 3 candidates to fill the vacancy left by Mr. Mendoza. CIRA's current intern, Mr. Luke Bettis was offered and has accepted the position. Javier will be looking for another intern.

Staff has nearly completed final preparations for winter operations.

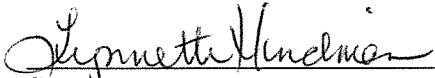
The annual FAA inspection will be November 6-8th. Staff has begun working on items to prepare for the inspection.

Javier and Fran recently attended a McLean County Public Information Officer training at Heartland Community college. The training was conducted by the local Emergency Management Agency. There were about 20 mutual aids agencies that participated in the training.

The members thanked Javier and his staff for a very successful pavement project.

VIII. Adjournment

There being no other business to come before the Board, upon a motion being made, seconded and approved, the October 7, 2019 meeting of the Bloomington-Normal Airport Authority adjourned at 5:27 p.m.


Assistant Secretary


Date

**Bloomington-Normal Airport Authority
Board of Commissioners Meeting Schedule for 2020**

All meetings of the Board of Commissioners are regularly scheduled to begin at 4:30 p.m. in the conference room located on the second floor of the Central Illinois Regional Airport's main terminal on the second Tuesday of each month. Advance notice will be given if a scheduled meeting is cancelled, postponed or otherwise rescheduled.

January 14, 2020
February 11, 2020
March 10, 2020
April 14, 2020
May 12, 2020
June 9, 2020

July 14, 2020
August 11, 2020
September 8, 2020
October 13, 2020
November 10, 2020
December 8, 2020