

**BLOOMINGTON - NORMAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
TUESDAY, MAY 12, 2020
4:30 PM**

Due to the Governor's Executive Orders (2020-7, 2020-18, 2020-32 and 2020-33) restricting gatherings of people, and in an effort to minimize the potential spread of COVID-19, the meeting was held telephonically via GoToMeeting. Board members and public were present via telephone with Airport Staff being physically present in the boardroom.

I. Call To Order

Chairman Allen called the meeting to order at 4:34 p.m. Commissioners Kannaday, Moran, Denault, Sender and Hanson were present telephonically. A quorum was acknowledged. Commissioner Groves joined the meeting at 4:50 p.m.

II. Public Comments

There was no public comment.

III. Approval of April Board Meeting Minutes

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

IV. Old Business

- A. Adopt Ordinance No. 216-20, An Ordinance Abating the Levy of 2019 Property Taxes for Rivian Automotive in Accordance with the 2016 Economic Incentive Agreement –** The Board previously executed the 2016 Economic Incentive Agreement which relates to an incentive program to help attract Rivian Automotive to the community. Annually this must be approved by each taxing body, after Rivian has demonstrated they have met the objectives and goals of the agreement. Those objectives and goals are reported to the EDC, who in turn reviews them and ensures they are accurate with the goals. The EDC sends out a letter to all the taxing bodies advising the goals have been met and asking the taxing bodies to abate the taxes. Heartland Community College and the Town of Normal have already adopted their abatement offices.

Commissioner Sender made a motion to adopt Ordinance No. 216-20, abating the levy of 2019 property taxes for Rivian Automotive in accordance with the 2016 Economic Incentive Agreement. The motion was seconded by Commissioner Kannaday and upon a unanimous vote, the motion carried.

V. Committee Reports

- A. Administration and Governance Committee – No meeting.
- B. Audit/Finance Committee – No meeting
- C. Personnel Committee – The Committee met on May 5th to discuss the proposed salary matrix changes. This will be covered under Item E on the agenda.
- D. Property and Facilities Committee – No meeting.

VI. New Business

- A. Approval of April Financial Statements – Ms. Hurd noted to the Board that the financial statements represent the end of the fiscal year, but the numbers are very preliminary as not all invoices have been received. The General Fund revenue and expenses are trending favorable to budget. Staff anticipates that for the 13th consecutive year this fund will end with a positive result. The CFC Fund revenues and expenses are also trending favorable to budget. Staff was able to resolve the issue with the car rental companies and their implementation of the CFC increase. The PFC Revenue Fund for the month of April is 70% less than the same period last year due to the sudden drop in passenger enplanements.

Preliminary audit field work was completed, and final field work will be done the end of June.

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

- B. Authorize Acceptance of CARES Act Airport Grant Funds – In late March the federal government approved legislation called the CARES Act, providing financial relief to different components of the U.S. economy, including airports, that have been negatively impacted by the COVID-19 pandemic. Airports are to receive 10 billion dollars set aside through the Treasury Department and the federal government's general fund, to be allocated by the Federal Aviation Administration. Because Illinois is a block grant state, that money will have to flow through the Department of Transportation, Division of Aeronautics. The Airport Authority has been advised that \$4,632,066 will be programmed for use at the Central Illinois Regional Airport for use over the coming four-year period, toward approved airport operating/maintenance, capital or debt service costs as outlined by the FAA's revenue use policy. Ahead of receiving the formal grant offer from the FAA, Airport Staff is seeking pre-approval to accept/execute these materials once they are received in order to quickly respond once these materials become available.

Commissioner Kannaday made a motion to authorize acceptance and execution of an FAA grant providing CARES Act Airport funds and accompanying DOT materials to the Airport Authority in the amount of \$4,632,066. The motion was seconded by Commissioner Denault and upon a unanimous vote, the motion carried.

- C. Authorize Utility Easement for Corn Belt Electric – Late last year, FAA Facilities started to install a new automated surface weather observation system on the airfield to replace an old outdated system. In the process of doing the work, it was determined that the electrical service

to the site was not adequate. Conversations began with the FAA, the Airport and Corn Belt Electric to install a new underground power source for the new instrument. A route has been determined. The purpose of the easement is to formally identify the location of the new underground service, in addition to outlining Corn Belt's right to access the site for maintenance purposes.

Commissioner Sender made a motion to authorize the utility easement for Corn Belt Electric. The motion was seconded by Commissioner Denault and upon a unanimous vote, the motion carried.

- D. Authorize Utility Easement for Metro Fibernet, LLC**– Recently OSF Aviation reached out to the Airport Authority with a request to install MetroNet's underground fiber broadband service to the hangar. The closest source is located at the McDonald's across Empire at the West entrance to the airport. The easement would allow MetroNet to install underground cabling across airport property to the OSF hangar, while granting them maintenance privileges over the term of the easement.

Commissioner Sender made a motion to authorize the utility easement for Metro Fibernet, LLC. The motion was seconded by Commissioner Groves and upon a unanimous vote, the motion carried.

- E. Approval of Midterm Update to Approved Employee Salary Matrix** – Following the completion of a comprehensive salary study in 2018 the Personnel Committee requested staff to conduct a mid-term review. The purpose of the review is to ensure the matrix data remains accurate/timely during those interim periods in between studies. Staff used Airport Council International's most current salary survey along with the Bureau of Labor Statistics data to update the current salary matrix. The information was shared with the company who did the original matrix and there were no changes or additions. The information was shared with the Personnel Committee on May 5th. After review and discussion, it was the Committee's recommendation to present the matrix to the full board for their approval. The major changes occurred in 3 positions; custodians and shuttle drivers, because of the changes in the Illinois Minimum Wage statute and a change to the Airport Operations positions, both I and II, due to a change in the U.S. Department of Labor rules regarding overtime exempt positions. Adjustments to the remaining ranges were based upon labor market trend information and resulted in 0 to 4.7% increases.

Commissioner Denault made a motion to approve the midterm update to the Employee Salary matrix as presented. 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 for the month of April, CIRA's enplanements were down 97%. The enplanements mirrored the larger nationwide industry reduction. Fuel sales also decreased 73%. All of this driven by the pandemic and economic shut down. Over the last 7-10 days some of the loads have started to increase a small amount. It was also reported that overall aircraft activity at CIRA continues to be very minimal with no corporate activity and only a small amount of GA activity. Again, this mirrors the increase seen nationwide. Going

forward, Staff expects a long and uneven recovery. In the short term, May is expected to represent the “low water mark or low point” relative to airline capacity and schedules, with some very measured increases beginning to come into the system in mid-June to August. Carl cautioned that should the increase even occur, capacity will still be significantly below the first quarter level, probably in the 35% to 55% range overall. Longer term, it needs to be recognized that the domestic airline industry is likely to shrink, likely 20% to 25% compared to the fourth quarter of last year on a permanent basis with some additional airline closures and/or consolidations in the industry. Looking at the June schedule, American will be operating 1 CRJ 900 to Dallas and still no flights to Chicago O’Hare. Delta will be operating 1 daily CRJ900 to Atlanta. Frontier will be flying 7 total A320 flights to Denver and Allegiant will continue to operate twice weekly flights to Orlando/Sanford, Clearwater/St. Pete and so far, Destin is still in the schedule beginning June 4th. There is no guarantee that these flights will operate as scheduled.

Staff is continuing to perform very well, despite new operating and working environments. Generally speaking, it has been status quo as it relates to schedule and work arrangements that were outlined at April’s meeting. In ensuring that CIRA is prepared for the return of passengers, Staff has recently created a new program, that will be introduced on the website and social media entitled, *#ReadySetCIRA*. Recognizing that going forward, travelers will have 3 questions relative to air travel; 1) how is their safety going to be ensured if they choose to travel, 2) can they afford to travel and 3) how will they fly? To that end, *#ReadySetCIRA* is going to introduce and underscore CIRA’s comprehensive customer safety program, highlighting floor markings for 6-foot distancing, safety shields at counters, free face masks/disinfectant and enhanced cleaning methods.

Carl reported that the installation work associated with the new terminal building chillers is nearly complete. Staff expects that project to be wrapped up next week, with punch list items in the next 7 to 10 days. The 2nd phase of the project will be to update the units automated control software.


The new baggage claim advertising units are also nearing completion. The site prep, which the Board approved last month, has been completed and the monitors and back lit banners are expected to be installed later this week.

The 2 new snowplow trucks that were previously approved by the Board have been ordered, but due to the pandemic shut down of the manufacturing plants, the trucks have been delayed. Staff is expecting the vehicles to be delivered in late summer as opposed to the original schedule of June.

Work is advancing on the demolition of the old terminal building. Design work has fully commenced, and Crawford, Murphy and Tilly have been engaged to begin the submission of the environmental determination. The goal is still to solicit bids in June and return to the Board at the July meeting for a recommendation of award and to commence demolition the first part of August.

. VIII. Adjournment

There being no other business to come before the Board, upon a motion being made, seconded and approved, the May 12, 2020 meeting of the Bloomington-Normal Airport Authority adjourned at 5:14 p.m.


Assistant Secretary

June 9, 2020
Date