BLOOMINGTON - NORMAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS
RECONVENED MEETING MINUTES
THURSDAY, JULY 23, 2020
9:05 AM

Consistent with 5 ILCS 120/7(e), due to renewed concerns with the COVID-19 pandemic, the meeting was held virtually, via GoToMeeting at gotomeeting.com, with a call-in number of (408) 650-3123 and a Meeting ID of 990-579-749. The public was also offered the opportunity to submit public comments prior to the meeting, but no later than 5 p.m. on July 22nd.

I. Call To Order

Chairman Allen called the meeting to order at 9:05 a.m. Commissioners Kannaday, Moran, Groves, Sender and Hanson were present virtually. Commissioner Denault was absent. A quorum was acknowledged.

II. Public Comments

There was no public comment.

I. Approval of June Board Meeting Minutes

Commissioner Groves made a motion to approve the June Board meeting minutes. The motion was seconded by Commissioner Hanson and upon a roll call vote; Commissioner Kannaday – aye, Commissioner Moran – aye; Commissioner Denault – absent, Commissioner Groves – aye; Commissioner Sender – aye, Commissioner Hanson – aye and Chairman Allen – aye, the motion carried.

IV. Old Business

There was no old business

V. Committee Reports

A. Administration and Governance Committee – No meeting.

B. Audit/Finance Committee – No meeting.

C. Personnel Committee – No meeting.

D. Property and Facilities Committee – No meeting.
VI. New Business

A. Approval of June Financial Statements – Ms. Hurd reported revenues in the General Fund are ahead of budget, mainly due to unanticipated credits received from Corn Belt. Expenses are below budget. The Capital Fund made payments on the chiller project and the advertising units. The CFC Fund revenues and expenses are trending favorable to budget. The PFC revenue reported for June was 83% lower for the same period last year.

Staff submitted the first request for CAREs funding on June 11th, which included payroll costs, property taxes and some utilities. On July 6th, IDA notified that they would not approve the property taxes. Staff resubmitted a revised request on July 7th. The State is indicating that it is unlikely any payments will be made in July due to the end of the State’s fiscal year which was June 30th.

Audit field work is complete and is on schedule to be presented to the Audit/Finance Committee in August and to the full Board at the September meeting.

Commissioner Hanson made a motion to approve the June Financial statements. The motion was seconded by Commissioner Kannaday and upon a roll call vote, Commissioner Kannaday – aye, Commissioner Moran – aye; Commissioner Denault – absent, Commissioner Groves – aye; Commissioner Sender – aye, Commissioner Hanson – aye and Chairman Allen – aye, the motion carried.

B. Adopt Ordinance No. 217-20, The Annual Budget Ordinance for Fiscal Year 2021 – The Public Hearing for the budget was held prior to the board meeting. There was no public comment on the proposed FY21 budget. The Budget Ordinance is the same budget that the Board tentatively approved at the June meeting, which has also been on display for the last 30 days.

Commissioner Groves made a motion to adopt Ordinance No. 217-20, the Annual Budget Ordinance for Fiscal Year 2021. The motion was seconded by Commissioner Kannaday and upon a roll call vote, Commissioner Kannaday – aye, Commissioner Moran – aye; Commissioner Denault – absent, Commissioner Groves – aye; Commissioner Sender – aye, Commissioner Hanson – aye and Chairman Allen – aye, the motion carried.

C. Adopt Ordinance No. 218-20, The Annual Tax Levy Ordinance for 2020 – The Airport Authorities Act states that the Authority must adopt their annual tax levy on or before the 2nd Tuesday in August each year. The levy is for calendar year 2020 which will generate tax revenue that will be received in 2021 and be factored into/programmed into the Fiscal Year 2022 budget. The ordinance projects a corporate levy of $1,122,695 compared to the $1,089,995 levied last year. In addition, the total levy for the special levies are projected at $420,000 compared to the $379,862 levied last year. The Authority’s rates did not change. Since the increase was less than 5% a public hearing for the tax levy was not required per the Truth in Taxation statute. It was noted that while the corporate and special levies in the ordinance are increasing vs. the previous year, the bond and interest levies are expected to remain flat. As such, the anticipated actual increase in the total levy will be 2.39%.

Commissioner Hanson made a motion to adopt Ordinance No. 218-20, the Annual Tax Levy Ordinance for 2020. The motion was seconded by Commissioner Moran and upon a roll call
vote, Commissioner Kannaday – aye, Commissioner Moran – aye; Commissioner Denault – absent, Commissioner Groves – aye; Commissioner Sender – aye, Commissioner Hanson – aye and Chairman Allen – aye, the motion carried.

D. **Authorize Award of Replacement Airfield Snow Removal Equipment** – One of the approved Capital projects the Board has authorized for this year is the replacement of 2 pieces of airfield snow removal equipment; specifically, 2 new high-speed airfield brooms. The Authority put out competitive bid specifications and 2 bids were received; one from MB Companies from Chilton WI in the amount of $1,087,172, and one from MacQueen Equipment LLC. from Aurora, IL representing Oshkosh Equipment, in the amount of $1,367,500. After a review of the bids Staff determined the bid from M-B Companies was the lowest, most responsive bid. The project will be 100% funded through an FAA airport improvement grant.

Commissioner Kannaday made a motion to authorize award of replacement airfield snow removal equipment to M-B Companies for a not to exceed $1,087,172. The motion was seconded by Commissioner Moran and upon a roll call vote, Commissioner Kannaday – aye, Commissioner Moran – aye; Commissioner Denault – absent, Commissioner Groves – aye; Commissioner Sender – aye, Commissioner Hanson – aye and Chairman Allen – aye, the motion carried.

E. **Approve One Year Ground Lease Extension for PCSL** – In 2017, the Board approved a new 3-year agreement with Prairie City Soccer League to lease approximately 61 acres of Airport property at the southeast portion of the airport for private youth recreational soccer activities. As a part of that agreement, the Board authorized 2 individual 1 year renewals subject to exclusive Board determination and approval. Each extension would be based upon PCSL demonstrating significant progress towards finding and creating a replacement facility. The initial 3-year term expires in December. In accordance with the agreement, prior to July 1st, PCSL reached out to the Authority with a request for a single one-year extension, based on their assertion that they have made significant progress. They provided information showing that the progress involves securing ownership of approximately 100 acres of property in the Town of Normal, as well as fundraising activities that have raised in excess of $2 million dollars. They are ready to begin dirt work yet this fall; however, the fields will not be ready until calendar year 2022 season.

Commissioner Hanson made a motion to approve a One Year Ground Lease Extension for PCSL. The motion was seconded by Commissioner Moran and upon a roll call vote, Commissioner Kannaday – aye, Commissioner Moran – aye; Commissioner Denault – absent, Commissioner Groves – aye; Commissioner Sender – aye, Commissioner Hanson – aye and Chairman Allen – aye, the motion carried.

F. **Authorize Execution of Second Amendment to Settlement Agreement with State Farm Automobile Insurance Company** – In December of 2010, the Board of Commissioners approved and executed a 5-year tax settlement agreement between State Farm Insurance and multiple taxing bodies in McLean County. The concept for this agreement arose as a result of disagreements between State Farm and various taxing bodies about the assessed valuations for properties owned by State Farm. As an alternative to going through the formal challenge process State Farm and local taxing bodies, led by the school districts, negotiated a proposed settlement agreement which identified the tax values for specific State Farm properties for the coming five-year period. This agreement was subsequently amended to add a second five-year term with the Airport Authority’s Board approving its execution during the February 2016 regular meeting.
That agreement has now expired. The school districts and the municipalities have negotiated with State Farm to continue the same agreement and execute a 2nd amendment for a second 5-year term, which would run through 2024. The amendment would keep the rates as they are and State Farm would not challenge the assessment. At this point, McLean County, Bloomington Water, District 87 and City of Bloomington have all executed/approved the amendment. Unit 5 is pending to do the same.

Commissioner Sender made a motion to authorize the execution of the Second Amendment to Settlement Agreement with State Farm Automobile Insurance Company. The motion was seconded by Commissioner Groves and upon a roll call vote, Commissioner Kannaday – aye, Commissioner Moran – aye; Commissioner Denault – absent, Commissioner Groves – aye; Commissioner Sender – aye, Commissioner Hanson – aye and Chairman Allen – aye, the motion carried.

VII. Staff Reports

A. Executive Director's Report — Carl reported that for the month of June, in line with results nationwide, airline passenger activity experienced a continued improvement over the last few months. In the new environment, Staff is looking at the reduction in the decrease. June’s numbers represent a 74% decrease over June of 2019 but shows an improvement over May’s 85% reduction and April’s 97% reduction. Given the reduced capacity the airlines are still experiencing strong load factors. CIRA’s Allegiant traffic continues to outperform their system wide average. There continues to be minimal business travel, both in Illinois and nationally, with leisure travel generating the vast majority of the traffic. As airline traffic began to increase, the recent surge of new COVID cases since the 4th of July weekend has forced traffic to begin declining again. Given the likely continuation of the virus and based upon feedback from the local business travel coalition, Staff doesn’t anticipate much business travel for the remainder of the year.

TSA is replacing their 2 baggage screening units with upgraded models along with also replacing video monitors in the hand search room and security control room. The work should be done in the next 10 days. There has been no interruptions to daily operations.

It was reported that COVID also appears to have significantly slowed the progress toward completing the economic development study being conducted by ISU. The combination of working from home and slow responses from businesses has delayed the schedule.

The bid specifications for the terminal demolition project were released earlier in the month with an August 5th submission deadline. Based upon the positive turnout for the recently help pre-bid meeting, Airport Staff is looking to receive competitive bids. Following the receipt of the bids, Airport Staff anticipates presenting a recommendation of award to the Board at the August meeting.

The Airport Authority has received positive feedback from the introduction of its new #ReadySetCIRA initiative earlier this summer. Given the current state of the pandemic, Staff is working on additional safety precautions while in the building. Some of the items will include changes to the checkpoint queuing line, rearranging public seating, and requiring masks to be worn while in the building with the Authority providing masks at the terminal entrances.
Additionally, it was reported Airport Staff invited officials from the McLean County Health Department to the airport to conduct a review/walk through of the facility and to review the program for any additional recommendations. They had positive feedback on the program with the only recommendation to put more space between the seating in the gate area.

B. **Deputy Director of Operations and Facilities** – Mr. Centeno was present to update the Board on activities in the Operations, Maintenance, and Custodial divisions. He reported that everyone on his team is doing well, working and staying healthy.

A senior member of the Operations team left earlier in the month to return to school. As a result, Mr. Centeno has been looking to hire a new Operations Specialist. The search this time has been a bit more challenging than expected. Javier is going to try a different approach and hire 2 interns with the expectation that one of them would transition to the full-time position. An offer has been made to one candidate.

It was shared that work is getting started on the replacement of approximately four dozen concrete airfield light and sign bases due to heaving. As a part of this Runway 2/20 will be closed for two days in order to safely coordinate this work.

Competitive bid proposals have been put together for the exterior painting of the terminal building. Staff anticipates bringing a recommendation to the Board at the August meeting.

One of the capital projects for this year is to update the building automation system. Staff is working with Farnsworth Group on the project. They are currently conducting an assessment of the building’s automated system.

The Operations department just completed an AOA badge renewal for almost 250 people. It went very well even with all the extra precautions with the COVID-19 pandemic.

**VIII. Adjournment**

There being no other business to come before the Board, upon a motion being made, seconded and approved, the July 23, 2020 meeting of the Bloomington-Normal Airport Authority adjourned at 9:50 a.m.

\[Signature\]  
Assistant Secretary

\[Signature\]  
August 11, 2020  
Date