

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

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 546-413-325. The public was also offered the opportunity to submit public comments prior to the meeting, but no later than 2 p.m. on August 11<sup>th</sup>.

**I. Call To Order**

Chairman Allen called the meeting to order at 4:30 p.m. Commissioners Kannaday, Moran, Denault Groves, Sender and Hanson were present virtually. A quorum was acknowledged.

**II. Public Comments**

Andy Peterson participated via telephone to update the Board on activities at the Civil Air Patrol. They have finalized an agreement with Synergy to have temporary space for Civil Air Patrol in the building next to the Prairie Aviation Museum. All certificates of liability have been updated and are on file with the Authority. They have been working with Javier and the Operations staff during the transition.

**III. Approval of July Meeting Minutes**

- A. **July 14<sup>th</sup> and 23<sup>rd</sup> Public Hearing Minutes** - Commissioner Groves made a motion to approve the July 14<sup>th</sup> and 23<sup>rd</sup> Public Hearing minutes. The motion was seconded by Commissioner Denault and upon a roll call vote; Commissioner Kannaday – aye, Commissioner Moran – aye; Commissioner Denault – aye, Commissioner Groves – aye; Commissioner Sender – aye, Commissioner Hanson – aye and Chairman Allen – aye, the motion carried.
- B. **July 14<sup>th</sup> and 23<sup>rd</sup> Board meeting Minutes** – Commissioner Hanson made a motion to approve the July 14<sup>th</sup> and 23<sup>rd</sup> Board Meeting minutes. The motion was seconded by Commissioner Sender and upon a roll call vote; Commissioner Kannaday – aye, Commissioner Moran – aye; Commissioner Denault – aye, Commissioner Groves – aye; Commissioner Sender – aye, Commissioner Hanson – aye and Chairman Allen – aye, the motion carried.

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**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 – The Personnel Committee met on August 4<sup>th</sup> to discuss the renewal of the employee health and life insurance. This item will be covered under New Business Item B.
- D. Property and Facilities Committee – No meeting.

## VI. New Business

- A. Approval of July Financial Statements – Ms. Hurd reported revenues and expenses in the General Fund are favorable to budget. The CFC Fund is also showing its revenues and expenses favorable to budget. The PFC revenue for the month of July is down 62.8% from last year.

Staff is continuing to follow up on the CAREs Act funding request that was submitted earlier. The last communication indicated the request is being submitted to the FAA and payment should be expected soon.

The audit is being finalized. An Audit/Finance Committee meeting is scheduled later this month to review the audit, with a recommendation to bring it to the full Board at the September meeting.

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

- B. Authorize Renewal of Employee Insurance Agreements – Commissioner Denault noted the Personnel Committee met with David Underkoffler and Staff on August 4<sup>th</sup> to discuss the health and life insurance renewal. The health renewal came back from BC/BS with a 2.7% increase over last year vs. a proposed quote from Health Alliance that was 32% higher. The biggest proposed change with this renewal was the elimination of an HMO option. Based upon information provided by Mr. Underkoffler that OSF isn't expected to renew their HMO agreement with BC/BS, and without Carle yet offering an HMO option for BC/BS, it was determined the HMO offering will need to be suspended this year with the hope of restoring it next year. The Committee also decided to drop the large network PPO and the bronze level plan because no staff members has elected to participate in those offerings.

Mr. Underkoffler noted that the life insurance is increasing 2 cents.

Commissioner Kannaday made a motion to authorize the renewal of employee health and life insurance with Blue Cross Blue Shield as presented. The motion was seconded by Commissioner Sender and upon a roll call vote, Commissioner Kannaday – aye, Commissioner

Moran – aye; Commissioner Groves – aye, Commissioner Denault – aye; Commissioner Sender – aye, Commissioner Hanson – aye and Chairman Allen – aye, the motion carried.

- C. **Authorize Change Order to Construction Agreement with United Contractors Midwest** – As discussed during the recent budget approval, Staff was able to expand the third phase of the Pavement Rehab project to include work on approximately 4 dozen airfield light and sign bases. Staff has worked with Rowe, the FAA and IDA on the additional cost to perform this work. The amendment would be covered 90% by the FAA and 10% by the Airport.

Commissioner Sender made a motion to authorize the change order to the Construction Agreement with United Contractors Midwest for an additional \$329,000. The motion was seconded by Commissioner Kannaday and upon a roll call vote, Commissioner Kannaday – aye, Commissioner Moran – aye; Commissioner Denault – aye, Commissioner Groves – aye; Commissioner Sender – aye, Commissioner Hanson – aye and Chairman Allen – aye, the motion carried.

- D. **Authorize Amendment to Construction Services Agreement with Crawford, Murphy, and Tilly, Inc.** – Similar to needing to amend the contract with Rowe Construction, the construction services agreement with Crawford, Murphy and Tilly, Inc. needs to be amended to include the additional work on the sign/light bases. The original agreement was approved by the Board in September of 2018 for a not to exceed cost of \$217,500. The value of this amendment is \$76,100. Of this amount, \$45,400 relates to the new expanded scope of work, while \$30,700 is derived from a change order previously identified when the members first approved the agreement in '18. The need for this original change was driven by IDA actions at the time. In line with the construction funding previously outlined, again, 90% of the amendment will be covered by the FAA, with the Airport Authority paying the remaining 10%.

Commissioner Moran made a motion to authorize an amendment to the Construction Services Agreement with Crawford, Murphy and Tilly, Inc for a not to exceed \$76,100. The motion was seconded by Commissioner Denault and upon a roll call vote, Commissioner Kannaday – aye, Commissioner Moran – aye; Commissioner Denault – aye, Commissioner Groves – aye; Commissioner Sender – aye, Commissioner Hanson – aye and Chairman Allen – aye, the motion carried.

- E. **Authorize Acceptance/Execution of FAA/IDA Grant and Project Agreements for Current Capital Projects** – In support of the financing/administration for two of the currently approved capital projects; new SRE equipment and G.A. apron design, Staff has applied for IDA and FAA AIP monies to fund the major share of these project costs. While all of the required materials have been submitted, Staff doesn't have a firm schedule for when these grant materials will become available. Recognizing the approaching end of the federal fiscal year and a desire to avoid the possibility of requesting a special Board meeting before the September meeting, Staff sought 'pre-approval' to execute project grant materials for the two projects. It is anticipated that the grant offer for the snow equipment will be \$1,087,172 and the grant offer for the GA Apron Design is expected to be in the range of \$570,000 to \$650,000.

It was discussed that going forward when the Board approves the Capital Fund Budget, approval/execution of grant documents would be part of their approval.

Commissioner Sender made a motion to authorize acceptance/execution of FAA/IDA Grant and project Agreements for current capital projects. The motion was seconded by Commissioner Groves and upon a roll call vote, Commissioner Kannaday – aye, Commissioner Moran – aye; Commissioner Denault – aye, Commissioner Groves – aye; Commissioner Sender – aye, Commissioner Hanson – aye and Chairman Allen – aye, the motion carried.

- F. **Authorize Award of Building Demolition Agreement** – On August 7<sup>th</sup> Airport Staff received 4 bid packages from firms competing for the demolition contract to remove the former passenger terminal building. Upon publicly opening the packages, a bid from an Indianapolis firm was responsive but extremely high. The remaining 3 bids were also responsive and more closely concentrated. After further review by Airport Staff and project engineers, it was determined the lowest responsive bid was submitted by Stark Construction of Bloomington with a cost of \$292,500. This price was inclusive of the base bid as well as the add alternate to remove additional concrete parking lot, sidewalks and curb on the north side of the old terminal. Funds to pay the contract will come from the Series 2019C Bond program. The goal is to have the project completed by fall/early winter. Staff will be reaching out to those tenants that will be most affected by the project to share project information and to coordinate activities.

Commissioner Denault made a motion to authorize the award of the Building Demolition Agreement to Stark Excavating for a not to exceed price of \$292,500 for demolition of the former passenger terminal building. The motion was seconded by Commissioner Groves and upon a roll call vote, Commissioner Kannaday – aye, Commissioner Moran – aye; Commissioner Denault – aye, Commissioner Groves – aye; Commissioner Sender – aye, Commissioner Hanson – aye and Chairman Allen – aye, the motion carried.

- G. **Authorize Lease Agreement with Government Services Administration on Behalf of the Transportation Security Administration** – The current lease with TSA for office and breakroom space in the terminal building expires at the end of the month. Staff has been working with the Government Services Administration on behalf of TSA on a new lease agreement. The new agreement will be for 15 years with 3 years firm. Staff has proposed a 5% increase in the lease rate, with a 1.5% increase each year, along with introducing language to limit the scope of the Authority’s responsibilities and compliance with some of the GSA standard language. Staff has not heard back from GSA on the proposal.

Commissioner Sender made a motion to authorize Staff to proceed and conclude with negotiations with the GSA, as proposed by the Airport Authority and in the event that it is rejected by the GSA, Airport Staff will regroup and coordinate a response with the Properties and Facilities Committee prior to moving forward, subject to final review and approval by legal counsel. The motion was seconded by Commissioner Kannaday and upon a roll call vote; Commissioner Kannaday – aye, Commissioner Moran – aye; Commissioner Denault – aye, 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 #ReadySetCIRA 2.0 has been enhanced to include mandatory face masks in the building, additional signage in the building and social distancing with the chairs.

Staff received 3 bids on the terminal painting project. One bid was determined to be unresponsive with the 2 remaining bids being widely divergent. Staff is doing further research into the bids and expects to bring a recommendation of award to the September meeting.

In conjunction with legal counsel, Staff has been working on a new Fuel Farm License Agreement. The agreement would outline the operating privileges and responsibilities for entities interested in using the Airport Authority's aviation fuel storage facility. This program, which will be new to the airport, will be open to all qualified parties such as commercial fuel providers, commercial service providers, and corporate aircraft operators. The purpose of this program is to help the Airport Authority better manage the bulk storage/handling of aviation fuel. Upon completion Staff expects to present this program to the Authority's Properties/Facilities Committee prior to presenting it to the full Board.

Carl also updated the Board on a new program for travelers with hidden disabilities. This is in alignment with what is known as the Sunflower Hidden Disabilities scheme, which originated at London Gatwick airport in 2016 and has since grown to include airports in Seattle, New York and Philadelphia. The program focuses on helping CIRA to better anticipate special needs of travelers with hidden disabilities, while also helping them more easily and respectfully navigate through the airport, as they travel. Examples of a hidden disability are hearing loss, post traumatic stress, individuals on the autism spectrum and any other medical conditions that aren't readily detectable. Given what is expected to be a significant September meeting agenda, Airport Staff anticipates introducing this material to the members during the October meeting.

- B. **Deputy Director of Marketing** – Fran Strebing was present to update the Board on activities in the marketing department. Fran reported that July numbers are a continuation of what CIRA has been experiencing since April, with an incremental increase in passenger traffic over last month. April was the low point and has been the case system wide. For the month of July, passengers were down 65%. Traffic is slowly returning with leisure traffic rebounding first. Allegiant's seasonal service to Destin will be coming to an end on August 16<sup>th</sup>. American service to Chicago came back in July but has since been cancelled for the month of August. As of now, that service is set to come back in September. Delta, as an airline, is keeping their loads at 60%. They have pledged to do that, at least through September. Frontier to Denver was a bright spot for July. This Denver service is still scheduled to transition into Orlando service in November, however schedules are still subject to change. Fuel sales saw a slight increase. FedEx is deplaning more freight than they are enplaning.

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Fran has been working with the Operations department on ramping up the #ReadySetCIRA project and will be promoting that through social media.

My Next CIRAdventure just completed. This was a social media campaign designed to get people thinking/planning about their next trip.

### VIII. Adjournment

There being no other business to come before the Board, upon a motion being made, seconded and approved, the August 11, 2020 meeting of the Bloomington-Normal Airport Authority adjourned at 6:00 p.m.

Lynnette Hindman  
Assistant Secretary

September 8, 2020  
Date