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 (646) 749-3122 and a Meeting ID of 573-117-925. The public was also offered the opportunity to submit public comments prior to the meeting, but no later than 2 p.m. on October 13, 2020.

I. Call To Order

Chairman Allen called the meeting to order at 4:31 p.m. Commissioners Kannaday, Moran, Denault, Sender and Hanson were present virtually. Commissioner Groves was absent. A quorum was acknowledged.

II. Public Comments

There was no public comment.

III. Approval of September Board Meeting Minutes

Commissioner Denault made a motion to approve the September Board meeting minutes with the change to Item B under new business to reflect that this was the 2nd year for the audit team. The motion was seconded by Commissioner Hanson and upon a roll call vote; Commissioner Kannaday – aye, Commissioner Moran – aye; Commissioner Denault – aye, Commissioner Groves – absent; 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 September Financial Statements** – Ms. Hurd reported that the Authority is almost halfway through the fiscal year. Revenues in the General Fund are ahead of budget, mostly due to timing on receiving the CAREs Act money. Expenditures are also favorable to budget. Ms. Hurd noted that with the earlier than anticipated CAREs Act money, additional funds were transferred to the PFC debt service fund. The Capital Fund made a significant payment on Phase III of the pavement project. The CFC fund revenues and expenses are continuing to run favorable to budget. PFC revenue for September was 68% less than the same time last year.

Ms. Hurd noted that the day after the September board meeting, the Authority received its first reimbursement of CAREs Act money. It took about 3 months from the initial request and 2 months from the revised request. On September 30th the 2nd request for reimbursement arrived. This time only taking about 3 weeks from the time it was submitted. Ms. Hurd is working on the 3rd request and that should be done later in the week.

Commissioner Kannaday made a motion to approve the September 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 – absent; Commissioner Sender – aye, Commissioner Hanson – aye and Chairman Allen – aye, the motion carried.

B. **Adopt Resolution Number 2020-1: A Resolution Expressing the Thanks and Appreciation of the Bloomington Normal Airport Authority** – The Airport Authority has long benefited from the consideration/support from the community and its airport partners. There is no better recent example of this than the Authority’s recent success with attracting new Delta service to Detroit. Absent their engagement and consideration provided by the Authority’s project partners, it is unlikely the Authority would have been successful given the current state of the industry. The resolution formally thanks the parties involved, specifically Delta Air Lines, the U.S. Department of Transportation, Rivian Automotive and McLean County Chamber of Commerce and their Community Air Service Initiative (CASI) investors.

Commissioner Denault made a motion to adopt Resolution Number 2020-1, expressing the Thanks and Appreciation of the Bloomington Normal Airport Authority. The motion was seconded by Commissioner Hanson and upon a roll call vote, Commissioner Kannaday – aye, Commissioner Moran – aye; Commissioner Groves – absent, Commissioner Denault – aye; Commissioner Sender – aye, Commissioner Hanson – aye and Chairman Allen – aye, the motion carried.

C. **Authorize Approval of CY2021 Board of Commissioners Regular Meeting Schedule** – The members discussed changing the date of the meeting to later in the month to assist staff by providing additional time following the end of the month. This item was tabled until the November meeting to gather further information on changing the day of the meeting.

D. **Authorize Contract for Landslide Snow Removal Services** – Staff recently released a competitive bid for landside snow removal services. This agreement is for providing snow
removal/ice control services for the rental car areas, in addition to serving as a supplement to staff efforts on the public side of the airport. Two proposals were received, one from F & W Lawn Care and Landscaping and one from Reinhart Grounds Maintenance. After Staff’s review it was found that F & W was the low bidder, offering the same prices as their expiring contract. Prior to coming to the Board for a recommendation of award, Staff also canvassed the concessionaires to garner their feedback. All respondents were pleased with F & W’s work. The new agreement is for a 1-year term with two 1-year renewals, at the Authority’s discretion, at a cost of $160/ton for salt and $75/hr. for equipment.

Commissioner Sender made a motion to authorize a contract for landside snow removal services to F & W Lawncare and Landscaping as presented. The motion was seconded by Commissioner Kannaday and upon a roll call vote, Commissioner Kannaday – aye, Commissioner Moran – aye; Commissioner Denault – aye, Commissioner Groves – absent; Commissioner Sender – aye, Commissioner Hanson – aye and Chairman Allen – aye, the motion carried.

E. Authorize Award of Professional Services Agreement with Crawford, Murphy and Tilly, Inc. – One of the approved capital projects for this year is the revision and updating of 2 environmentally oriented plans that are required in order to remain compliant with federal and state environmental requirements. One of the plans is a Storm Water Pollution and Prevention Plan (SWPPP) and the other is a Spill Prevention Control and Countermeasure Plan (SPCCP). The SWPPP plan is to prevent contaminated storm water from entering into the storm water system. The SPCCP is to prevent a spill from entering into the community’s waste stream system. Staff reached out to Crawford, Murphy and Tilly for a scope of work and fees. The proposed price to complete the project came in at $29,512.00. The project is 100% local funds.

Commissioner Hanson made a motion to authorize a Professional Services Agreement with Crawford, Murphy, and Tilly Inc. for a not to exceed cost of $29,512.00 for the update of the SWPPP and SPCCP plans. The motion was seconded by Commissioner Denault and upon a roll call vote, Commissioner Kannaday – aye, Commissioner Moran – aye; Commissioner Denault – aye, Commissioner Groves – absent; Commissioner Sender – aye, Commissioner Hanson – aye and Chairman Allen – aye, the motion carried.

F. Approve Implementation of Fuel Farm License Agreement – As previously reported, Airport Staff worked with legal counsel to develop a new fuel farm licensing agreement. The purpose of the initiative was to create a framework which would strengthen the Airport Authority’s efforts at ensuring the safety, quality control, and compliance requirements of owning/operating a bulk fuel storage facility. No new fees are associated with the agreement.

The new agreement would grant fuel farm access/operating privileges to any qualified operator, including commercial aviation service providers and/or corporate aircraft operators. In order to be considered a qualified operator, a party requesting these privileges would need to demonstrate they had completed all required initial/recurrent training, secured appropriate insurance coverage, did not have a delinquent account balance, and were in compliance with Authority’s operating requirements. The agreement would have a one-year term and would be renewed annually so long as the operator is complaint with the program requirements. In return for receiving these operating privileges the operator would agree to follow prescribed practices/policies for the safe and proper operation of the Authority’s fuel storage facility. An additional component of the program outlines the volume of storage each operator may use,
along with the process for increasing/decreasing this level at the discretion of the Airport Authority.

A draft of the agreement was shared with Synergy for their feedback, as well as being presented individually to the members of the Property and Facilities committee.

Commissioner Denault made a motion to authorize to adopt and implement the new Fuel Farm License Agreement as presented. The motion was seconded by Commissioner Kannaday and upon a roll call vote, Commissioner Kannaday - aye, Commissioner Moran - aye; Commissioner Denault - aye, Commissioner Groves - absent; Commissioner Sender - aye, Commissioner Hanson - aye and Chairman Allen - aye, the motion carried.

VII. Staff Reports

A. Executive Director's Report – Carl reported that aviation results and an update on the new Detroit service will be covered under Ms. Strebing's report.

The new 20-year ground lease with the FAA was finalized and executed prior to the end of the Federal Fiscal year. Staff was able to secure most all of the language they had been working towards in the agreement.

Despite encountering a few minor setbacks during the deconstruction of the former terminal building, work continues to progress and largely on schedule. Some additional asbestos was detected by the subcontractor and an issue arose with a damaged water line that feeds Dumont Aviation. Both items are being resolved. Staff anticipated there will be some additional expenses which will be presented to the members at the November meeting.

Work on the exterior painting of the terminal building began last week and solid progress has been made. Prior to initiating this work, Staff did accept a recommendation from the contractor to use an upgraded paint product for the metal components on the front canopies. The cost for the amendment was approximately $8,900 and will be programmed using the allowance the Board approved.

Earlier in the spring, the Board approved the purchase of 2 new public side snowplows. They were ordered in the spring, but due to COVID and production delays with Ford, delivery of the equipment was delayed until September. The vehicles have been inspected/accepted and are currently having final components such as dump bodies/plows being installed. Staff anticipates they will be entered into service the end of November/beginning of December.

The new building automation system design work and preparation of bid specification is ongoing. Staff anticipates the bid specifications will be out on the street in a couple of weeks, with a recommendation of award coming to the Board at the November meeting.

Staff will be initiating a new project that will result in the refreshing of the Authority’s Minimum Standards program, as well as an update to the formal Rules and Regulations of the Authority. The project will be headed up by Javier and he will be working with legal counsel Dan Reimer.
Carl also briefed the Board on a new program to better accommodate those travelers with hidden disabilities. The focus of the offering is to respectfully identify those travelers who may benefit from having additional support while traveling and moving through the terminal building. This was first started in the United Kingdom and has been transitioned into the US at such airports as Seattle and JFK. The program works by having travelers request a special lanyard that is easily identifiable to all parties. All of the terminal tenants have endorsed this initiative and agreed to participate. The goal is to formally introduce the program and provide training by the end of the year.

Nicor is working on final drawings for the new routing of the pipes for the regulator. Staff is hoping for completion by the end of 2021.

B. **Deputy Director of Marketing** – Ms. Strebing reported that aviation results in September showed a strengthening in loads for all of CIRA’s carriers. American brought back Chicago for the month of September. Allegiant’s flights were in line with what they are seeing system wide. Delta brought back an additional flight to Atlanta. Delta is keeping the middle seat open and they are keeping their loads at 60 to 65%. Frontier also had a positive month. At this time it seems Frontier’s service to Denver will be in the system through the end of November and Orlando International service will pick back up mid-December. The airlines are changing their schedules and trying to move aircraft to where consumer demands are taking them. Traffic was down 61% for the month of September, which is just a few points better than the nation’s 64% average. Freight/cargo activity is seeing more deplaning cargo rather than enplaning cargo.

While the new Detroit service has just started this week, early feedback from Delta is positive and suggests the initial bookings are trending toward what the Authority had projected. Marketing efforts will increase in the coming months.

Messaging continues with the #ReadySetCIRA program.

CIRA is hosting a local group called PAWS Giving Independence on Sunday. The group trains service dogs and they approached Staff with help training the dogs in an airport environment.

Another TSA Pre-check event is scheduled for November 9th – 13th.

**VIII. Adjournment**

There being no other business to come before the Board, upon a motion being made, seconded and approved, the October 13, 2020 meeting of the Bloomington-Normal Airport Authority adjourned at 5:34 p.m.

Byline

Assistant Secretary

Date

November 10, 2020