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 November 10, 2020.

I. Call To Order

Chairman Allen called the meeting to order at 4:32 p.m. Commissioners Moran, Denault, Groves and Sender were present virtually. Commissioner Kannaday joined the meeting at 4:50 and left at 4:58 p.m. Commissioner Hanson was absent. A quorum was acknowledged.

II. Public Comments

There was no public comment.

III. Approval of October Board Meeting Minutes

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

IV. Old Business

A. **Authorize Approval of CY2021 Board of Commissioners Regular Meeting Schedule** – Commissioner Groves made a motion to approve the CY2021 Board of Commissioners regular meeting schedule, with the meetings going back to the 2nd Thursday of every month. The motion was seconded by Commissioner Moran and upon a roll call vote; Commissioner Kannaday – absent, Commissioner Moran – aye; Commissioner Denault – aye, Commissioner Groves – aye; Commissioner Sender – aye, Commissioner Hanson – absent and Chairman Allen – aye, the motion carried.

V. Committee Reports

A. **Administration and Governance Committee** – Met on November 5th and that item will be covered under New Business Item B.
B. **Audit/Finance Committee** – No meeting.

C. **Personnel Committee** – No meeting.

D. **Property and Facilities Committee** – No meeting.

VI. New Business

A. **Approval of October Financial Statements** – Ms. Hurd reported the Authority is halfway through the fiscal year. Ms. Hurd also advised a mid-year review and amendment would be presented to the members during the December meeting. Overall revenues and expenses continue to run favorable to budget in the General Fund. The CFC fund is operating very similar to the General Fund, both revenues and expenditures are trending favorable to budget. PFC revenue for October was down almost 60% compared to last year. Ms. Hurd noted that the investment returns are mostly being held in the General Fund to help with liquidity purposes and to offset the service charges.

The third request for CAREs funding was submitted on October 15th. Staff anticipates payment yet this month. The 4th request will be sent the end of November, first part of December.

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

B. **Authorize Award of Airport Authority Insurance Agreements** – Ahead of the Authority’s insurance agreements expiring December 1st, Staff worked with Erik Egeland, from Arthur J. Gallagher, on securing quotes for their renewal. The Administration and Governance Committee met with Mr. Egeland on November 5th to discuss the renewal. At the end of the meeting, the Committee recommended the proposal be brought to the full Board for their approval. The proposed cost for the renewal is $191,093 which is an increase of $25,987 (15.7%). The single largest component of the increase is attributed to a $17,761 increase in the Authority’s commercial property coverage – of which $11,000 is driven by Staff’s decision to update the property valuations to better reflect replacement values. Absent this, the overall rate increase would be approximately 9.5%. The remaining lines of coverage also experienced increases in the 7% to 20% range. The exception was the Authority’s worker’s compensation premium which came back with a 7% decrease. It was noted that the Authority is coming off a 3-year rate lock on the liability insurance. It was also noted that the aviation and airport insurance market, as well as the property and business automobile insurance markets, have continue see premium increases due to losses brought about by tornadoes, wildfires and a worldwide pandemic.

Commissioner Groves made a motion to authorize the award of the Airport Authority Insurance Agreements 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 – absent and Chairman Allen – aye, the motion carried.
C. **Approve Utility Easement for Stratus Networks** – Recently Staff was contacted by Metcom and their proposed contractor, Stratus Networks, to install a new underground fiber optic cable to their building. In order to do this, they would need to cross Airport Authority property. The utility easement will allow for this work to be done underground and is in line with similar no cost easements the Authority has.

Commissioner Sender made a motion to approve the utility easement for Stratus Networks. The motion was seconded by Commissioner Kannaday and upon a roll call vote, Commissioner Kannaday – aye, Commissioner Moran – aye; Commissioner Groves – aye, Commissioner Denault – aye; Commissioner Sender – aye, Commissioner Hanson – absent and Chairman Allen – aye, the motion carried.

D. **Adopt Resolution No. 2020-2; A Resolution Authorizing Renewal of a Line of Credit with Commerce Bank** – Each year, in November, the existing line of credit with Commerce Bank needs to be renewed. The line of credit is in place to support project cash flows in the event there is a delay in receiving Federal/State reimbursements. The Authority did not use the line of credit this past year. It was noted that the new line of credit falls under the current banking services agreement and will continue to be a floating rate equal to the 30-day LIBOR plus 225 basis points but will have a 0.50% interest rate floor.

Commissioner Denault made a motion to adopt Resolution No. 2020-2; a resolution authorizing the renewal of a line of credit with Commerce Bank. The motion was seconded by Commissioner Groves and upon a roll call vote, Commissioner Kannaday – absent, Commissioner Moran – abstained; Commissioner Denault – aye, Commissioner Groves – aye; Commissioner Sender – abstained, Commissioner Hanson – absent and Chairman Allen – aye, the motion carried.

E. **Authorize Contract Award for Terminal Building Automation Upgrades** – As Staff continues to move through replacing items in the terminal building, the next project is to replace the building automation system. This system is original to the building and can no longer be serviced. Staff worked with Farnsworth on developing the project design and bid specifications. Bids packages were publicly released on October 23rd, with a November 6th submission deadline. Two complete packages were received; Environmental Control Solutions from Springfield IL and Entec from Bartonville IL. Upon review by Staff and Farnsworth it was determined that the bid from Entec, with 2 add alternates at $159,100, was the lowest responsive bid.

Commissioner Denault made a motion to authorize the contract award for Terminal Building Automation Upgrades to Entec for a not to exceed cost of $159,100.00. The motion was seconded by Commissioner Moran and upon a roll call vote, Commissioner Kannaday – absent, Commissioner Moran – aye; Commissioner Denault – aye, Commissioner Groves – aye; Commissioner Sender – aye, Commissioner Hanson – absent and Chairman Allen – aye, the motion carried.

F. **Approve Change Order for Construction Services Agreement** – As previously reported, during the demolition of the old terminal building additional asbestos containing materials were identified. Work was stopped, a price was secured for the additional work, and a schedule was developed to get the additional material removed. The additional cost of the work was $29,450.00 and will be programmed from the terminal demolition project budget.
Commissioner Sender made a motion to approve the change order for Construction Services Agreement for $29,450.00. The motion was seconded by Commissioner Groves and upon a roll call vote, Commissioner Kannaday – absent, Commissioner Moran – aye; Commissioner Denault – aye, Commissioner Groves – aye; Commissioner Sender – aye, Commissioner Hanson – absent and Chairman Allen – aye, the motion carried.

G. **Authorize Construction Services Agreement** – In the process of the demolition of the old terminal, it was discovered that a water supply line that feeds Dumont Aviation was damaged. Staff immediately implemented a temporary repair to the potable water line, while also ensuring the facility’s specialized fire suppression system was not impacted. After which it was determined the actual location of this pipe was not shown on the property drawings.

Working with Farnsworth, Airport Staff determined the best course of action was to replace the damaged pipeline with a new supply line. Competitive bid prices were solicited from four contractors, which yielded three bids; Chief City for $23,250, Stark Construction for $19,050, and G.A. Rich for $14,239. After reviewing the bids and proposed start dates Airport Staff determined the bid from G.A. Rich offered both the lowest cost and the most advantageous start date. Funds for this work will also be programmed from the existing terminal demolition project budget.

Commissioner Denault made a motion to authorize the Construction Services agreement with G. A. Rich for a not to exceed $14,239.00. The motion was seconded by Commissioner Sender and upon a roll call vote, Commissioner Kannaday – absent, Commissioner Moran – aye; Commissioner Denault – aye, Commissioner Groves – aye; Commissioner Sender – aye, Commissioner Hanson – absent and Chairman Allen – aye, the motion carried.

**VII. Staff Reports**

A. **Executive Director’s Report** – Carl reported that against a difficult industry backdrop with significantly reduced schedules, CIRA’s overall aviation results experienced a small, stabilizing improvement. For the month of October, traffic was down 57% compared to last year. This is an improvement over the last few months, which had numbers hovering in the 61%-64% range. Overall load factors were strong, especially with the leisure orientated flights. Local aircraft traffic was up 31%. Air cargo was up slightly. Fuel sales were down 37%, which is consistent with results for the last few months. The Detroit service has been operating for 4 weeks and so far, both traffic trends and feedback from Delta continues to be positive. Staff is in weekly conversation with Delta about the service. Staff has also been in contact with Rivian, regarding the service. They are increasingly using the service and had positive feedback from both their California and Michigan staff.

CIRA is hosting a TSA Pre-check this week. This is the first pre-check event during COVID. While the number of reservations hasn’t been as high as pre-COVID events, the response has still been positive. Proper social distancing and extra disinfecting protocols have been put in place for the event.

Carl reported that early numbers from the farmer, indicate that soybeans are expected to come in between 67 to 70 bushels per acre and corn is going to come in between 195 to 210 bushels per acre. This compares favorable to last year.
Carl also reported that given the increase in COVID-19 positivity and the approaching winter months, Staff is going to be reverting to previous COVID-19 operating procedures, beginning as early as next week. At this time, Staff has received special authorization to deviate from prescribed personnel practices, for up to 30 days as time, to alleviate some HR challenges caused by the pandemic. This is in line with practices from earlier this spring. Staff will keep the members updated. The office will be closed to the public with Admin staff working staggered remote schedules, limiting the number of Staff in the office to 3 or 4 at a time. The maintenance department will begin their winter split schedule early and the Operation’s staff will go back to separate offices.

B. **Deputy Director of Operations and Facilities** – Mr. Javier Centeno updated the members on activities in the Operations and Maintenance departments.

It was reported that 3 new seasonal maintenance employees had been hired to help support winter operations. Through an agreement with the union, these individuals will also be trained to operate snow removal equipment on the airside on an as needed basis; thereby providing additional staffing flexibility in the event staff members are on home isolation.

The FAA is currently conducting their yearly inspection. Due to COVID-19, the inspection is being done in 2 phases. The first phase is e-documentation, where Staff will submit all documentation to a secure online portal. The physical inspection will likely be done in the first quarter of 2021.

Javier and his team recently completed the Airport’s Emergency Plan review and the pre-season snow and ice control plan with all tenants. Both meetings went very well.

Winter preparations are complete for the upcoming winter season as personnel, materials, and equipment are ready.

Stark is on schedule with the demolition of the old terminal building. The removal of the additional asbestos material was done last week, and no more asbestos was found. The majority of the building is down, except for a few concrete walls. Staff anticipates shutting the project down just before Christmas. Final grading and seeding will be done in the spring.

The work on the water line will begin November 11th and is expected to be completed within a couple days.

The repair and painting of the terminal’s exterior should be wrapping up by the middle of November. The project has gone very smooth.

A couple of weeks ago, Staff had a kickoff meeting with Crawford, Murphy and Tilly to start work on the updating of the Authority’s Storm Water Pollution Prevention Plan and the Spill Prevention Control/Counter Measure Plan. The project will be divided into 2 phases; the first is to gather information from tenants on potential pollution sources. A questionnaire will be sent to all commercial tenants this week, with a deadline of November 30th. The next phase will be to update the plans.
VIII. Adjournment

There being no other business to come before the Board, upon a motion being made, seconded and approved, the November 10, 2020 meeting of the Bloomington-Normal Airport Authority adjourned at 5:30 p.m.

Assistant Secretary

Date

Dec. 8, 2020