

**BLOOMINGTON - NORMAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
TUESDAY, DECEMBER 8, 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 (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 December 8, 2020.

I. Call To Order

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

II. Public Comments

There was no public comment.

III. Approval of November Board Meeting Minutes

Commissioner Denault made a motion to approve the November Board meeting minutes. The motion was seconded by Commissioner Allen 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.

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 November Financial Statements** – Ms. Hurd reported the Authority is 7 months into the fiscal year. In the General fund, revenues and expenses are continuing to trend favorable to budget. The Capital fund made a number of large payments in the month of November for projects that are wrapping up or are substantially complete, including but not limited to the demolition of the old terminal building and exterior painting of the terminal. The CFC fund revenues and expenses are also trending favorable to budget. PFC revenue for the month of November was down just a little over 50% compared to last year.

The third request for CARES Act money was made on October 15th and payment was received on November 24th. Ms. Hurd is in the process of completing another reimbursement request and anticipates having that submitted by the end of the week.

Ms. Hurd also noted, that starting January 1, Staff will be streamlining the process for Commissioner's check. Direct deposit will be offered, and a detailed memo is included with this month's checks.

Commissioner Kannaday made a motion to approve the November Financial statements. 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.

- B. **Approve Amendment to FY21 Budget Materials** – As previously reported, Staff has been working to complete a comprehensive mid-year review of the currently approved budget materials. Staff shared the materials with the Audit/Finance Committee members prior to the Board meeting. Speaking with them individually, it was their decision to present the materials directly to the full board.

The reconstructed budget from this summer projected a moderate operating surplus in the General Fund. That continues for the 2nd half of the year. There are no significant changes to the revenues or expenses in the General Fund or the other funds, with the exception of the Capital Fund. Staff asked the Commissioners to consider approving a \$90,000 increase to the Building Automation System project. While the budget amendment will provide Staff an opportunity to make some adjustments to the Capital Fund and two debt service funds, the most significant change will involve creating a new and more transparent method for tracking the flow of CARES funds. Staff recommended the creation of a new fund (the CARES Act Fund) which will be used to accept grant draw downs, hold those funds, and then to transfer them out to the different budget funds as needed. Aside from increasing transparency, Airport Staff is confident this new process will provide for more flexibility in the use/programming of these funds. Ultimately Airport Staff is cautiously optimistic the Authority will end the fiscal year having programmed less CARES funds than originally anticipated; in turn positioning the Authority to re-program those funds in the future.

Commissioner Allen made a motion to authorize the approval of the amendments to the FY21 budget materials, as presented. The motion was seconded by Commissioner Moran 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 Revision to Transportation Improvement Program** – As is typical this time of year, Staff presented the proposed Transportation Improvement Program (TIPS) to the members for their approval. This program outlines the anticipated FAA AIP funded capital projects for the coming six year period. In line with the current airport master plan, this year’s project schedule is largely identical to the program that was submitted and approved over the course of the past few years, with minor updates involving initial cost estimates and project schedules. Staff also noted that with the reduction of passengers in 2020 and future years the Authority may experience a reduction in future years FAA grant funding unless the federal government changes their allocation methods.

Similar to the programs previously approved by the FAA, IDA, and Commissioners, the project schedule presented this year included the purchase of replacement airfield emergency vehicles and snow removal equipment, airside improvements involving the construction of G.A. apron facilities, new airfield lighting components, and the refurbishment of vehicle parking lots. One new project; to purchase avigational easements to better protect airspace near the airport was added – subject to funding availability.

Prior to presenting this program to the members, Airport Staff shared the materials with the members of the Properties and Facilities Committee for their review/comment. After which Staff individually discussed and addressed questions on an individual basis with each of the members. At the conclusion the members individually requested this material be presented to the full Board for their approval.

Commissioner Allen made a motion to authorize the revision to the Transportation Improvement Program. The motion was seconded by Commissioner Denault 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.

VII. Staff Reports

- A. **Executive Director's Report** – Carl provided a status on several capital projects.

The repair and painting of the exterior of the terminal building is completed. Staff is very pleased with the work that was provided.

The new PFAS equipment for the ARFF vehicles has been received, installed, and accepted.

The demolition of the former passenger terminal building is moving right along. The building is down and the subsurfaces have been removed. The final fence line will be installed in the coming weeks. Closeout will be done in the spring after final grading/seeding.

The Building Automation System project will kick off on December 11th with a pre-construction meeting.

Earlier in the spring, the Board approved the purchase of 2 new snow removal vehicles for the public side of the airport. After a long delay, the trucks have been delivered/accepted and are ready for winter snow operations.

The new emergency alert system has been completed, tested, and placed into service.

Staff is working on an RFP for competitive price quotes for new garbage/refuse contract. Staff anticipates bringing a recommendation to the Board at the January meeting.

The relocation of the Nicor regulator unit is moving forward. The survey crew will be on-site next week. Staff anticipates this unit will be removed in 2021.

- B. Deputy Director of Marketing** – Ms. Strebing reported that November passenger traffic is similar to what is being seen nationwide. Allegiant reported strong numbers, with both Delta and American seeing an uptick in leisure traffic. Frontier added a few additional flights around the Thanksgiving holiday. They are doing this for the Christmas and New Year’s holidays as well. For the month of November CIRA’s passenger traffic was down 58.3% versus 2019. Total passengers are down 56.5% for the year. Fueling is down as a result of fewer flights. Frontier is bringing Orlando International back on December 18th. Recognizing the new Delta/Detroit service is largely business based travel, Delta has decided to pull the Detroit service over the Christmas/New Year time frame. It will be back in the regular schedule on January 3rd. It was also reported Delta will be bringing CIRA’s 3rd daily Atlanta flight back into the schedule in late spring.

Ms. Strebing shared the new commercial with the Board. The new commercial highlights what CIRA and the airlines are doing to build confidence to fly again. This is also tied in with the new Detroit service.

Reporting on community engagement, Ms. Strebing also shared the Gold Star Families ‘Tree of Honor’ was placed/decorated in late November. Due to the pandemic, the usual dedication ceremony was not held. It was also reported the Authority hosted another Delta Airlines blood drive.

VIII. Executive Session

Commissioner Allen made a motion at 5:15 p.m. to recess for a couple of minutes and reconvene in Executive Session under 5 ILCS 120/2c1. 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.

IX. Adjournment

All Commissioners reconvened in regular session at 6:04 p.m. There being no other business to come before the Board, upon a motion being made, seconded and approved, the December 8, 2020 meeting of the Bloomington-Normal Airport Authority adjourned at 6:05 p.m.

Suzette Hinkelman
Assistant Secretary

January 14, 2021
Date