

**BLOOMINGTON - NORMAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
THURSDAY, JANUARY 14, 2021
4:30 PM**

Consistent with 5 ILCS 120/7(e), due to 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 January 14, 2021.

I. Call To Order

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

II. Public Comments

There was no public comment.

III. Approval of December Board Meeting Minutes

Commissioner Hanson made a motion to approve the December Board meeting minutes. The motion was seconded by Commissioner Groves and upon a roll call vote; Commissioner Kannaday – aye, Commissioner Moran – 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 December Financial Statements** – Ms. Hurd reported the budget changes the Board approved last month have been incorporated into the December Financial statements. She noted some of the month of December numbers might look a little odd due to the adjustments, but the year to date numbers are clearer. The General Fund revenues and expenses continue to trend favorable to budget. Ms. Hurd also noted that the financial statements include the new CARES Act fund. The 4th request for CAREs funding was submitted on December 10th and Staff can see that it is moving through the process. Another request will be made at the end of the month. The Capital fund didn't have a lot of activity for the month of December. The CFC Fund both revenues and expenses are favorable to budget, resulting in a positive bottom line. The PFC revenues are down about 58.2% compared to December 2019.

Staff continues to monitor the accounts receivables. Ms. Hurd anticipates looking into further investment options, along with potentially updating the Investment Policy.

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

- B. **Authorize Award of New Refuse Collection Agreement** – With the approaching expiration of the current refuse/recycling agreement, Staff prepared and released competitive bid specifications to identify interested/qualified vendors for a new contract. December 30 was the submission deadline. The Authority received 2 responses, one from the incumbent service provider, Republic Services and the other from Area Disposal Services. The bids were reviewed and found to be responsive. The bid from Republic Services was the low bid at \$435 per month versus Area Disposal at \$520 a month. During the process, it was determined that the Airport qualifies to participate under the State bid contract for refuse service, which will save the Authority about \$1,100 a month. The term of the new agreement will be 3 years, with two, 1-year renewals, with the renewal increase being capped at 4% for the 2nd and 3rd years and the rate for the renewal period would be negotiated prior to the extensions being exercised by the Authority.

Commissioner Kannaday made a motion to authorize the award of the new Refuse Collection Agreement to Republic Services as presented. The motion was seconded by Commissioner Hanson and upon a roll call vote, Commissioner Kannaday – aye, Commissioner Moran – 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 for the month of December, airline enplanements were down 55% compared to December 2019, with yearend figures being down 57% compared to 2019. In both instances, CIRA's final figures continue to line up with the current national averages. While December would typically generate a lower level of business travel, it was reported this year there was almost no detectable business travel activity for the month. Consistent with the current industry trends being experienced across the country, leisure

travel continues to be the dominant market segment, albeit at a significantly lower level than CIRA would typically experience. Evidence of this can be seen by looking at Allegiant's numbers. Both markets performed very well, in fact once again outperforming Allegiant's system wide figures for the month of December. Frontier's Orlando service also did well. American's service to Dallas and Delta's service to Atlanta also performed well relative to the current environment. Two areas of softness to note, involving what are largely business routes, Chicago and Detroit service were very soft for December. This is largely driven by significantly reduced service over the holidays, along with very challenging temporary holiday schedules. As noted at last month's meeting Delta pulled the Detroit service out of the schedule for the last 2 weeks of December. These schedule changes have been reversed and CIRA is back to a more typical January schedule. Fuel sales were down 3% versus 2019. As expected, air cargo results were significantly higher than last year, almost 20%. This is directly attributed to increased e-commerce activity and COVID on-line holiday sales.

Looking ahead into 2021, it was reported that airline bookings have collapsed following the Christmas/New Year holiday and are not expected to begin recovery until the spring break season – which would again be driven by some measure of leisure travel. Subject to the success of the COVID-19 vaccine program and management of the virus, overall traffic isn't expected to return soon as the airlines are currently hoping for some indication travel may begin to improve in the summer months. Delta's latest guidance reports they anticipate 3 phases for this year's travel, beginning now with a slow/choppy compressed level of travel, ideally followed by some type of turning point event later in the year, which would in turn lead to a slow, sustained recovery before the end of the 2021. Concerning business travel, Delta advised they don't anticipate business traffic returning to 2019 levels until sometime in 2023.

At CIRA, recognizing that leisure travel is providing the current foundation for air service, Staff efforts will be continuing to focus on advancing/supporting leisure oriented travel. Beginning May 28th, Allegiant will resume twice weekly service to Destin/Ft. Walton Beach. Frontier service to Orlando has resumed and will be operating until mid-April when it will change over to the Denver service. Currently it appears that the Denver service will run into December 2021. Based on continuing strong performance of CIRA's Atlanta service, Delta has advised the 3rd daily flight to Atlanta should be returning in the late spring.

Prior to the holidays last month, Staff was advised by the FAA, that they had scheduled some emergency maintenance work on both precision approach systems associated with the airport's primary runway. The work would require that both of the systems would be out of service for the month of February. Recognizing such a move would essentially close Runway 2/20 during what is typically one of the year's most critical weather periods, Staff began discussions with the FAA at the district and regional level aimed at revisiting/revising their plan. Staff was pleased to report that a resulting new plan was agreed upon which not only accelerated the start and completion of the work, while also maintained instrument approach capabilities for the runway. As of 4:00 pm today, the work has been completed and flight checked by the FAA without impacting any flight operations at CIRA.

- B. Deputy Director of Operations and Facilities** – Mr. Centeno reported that changes are occurring in the Operations Department. One of the interns has accepted a position as a civilian operations staff member at a U.S. Air Force base. In order to fill the existing full time position, the remaining Intern, Mr. Samuel Guzzardo, was offered and accepted the full-time Operations Specialist 1 position.

It was also reported the Building Automation System (BAS) upgrade project is going very well. The construction phase kickoff meeting was held last month for a project which is expected to take about 4-5 months to complete. The equipment has been received and starting to be changed out.

Concerning the demolition of the former terminal building, a few weeks ago the Transportation Security Administration approved the installation of the new perimeter fence at the site. This project has currently been shut down for the winter months with final dirt/seeding work being completed in the spring.

Staff has been working with CMT on the update to the Storm Water Pollution Prevention Plan. Feedback has been received from all the tenants. Phase II of the project is beginning. This phase will consist of updating the plan and conducting in-person interviews with some of the commercial tenants.

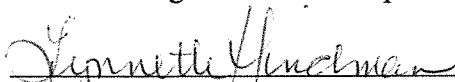
Mr. Centeno reported that the first winter storm of 2021 proved to be especially challenging, but overall, everyone did a phenomenal job. The storm resulted in over a ¼ inch of ice, topped off by 4 inches of wet snow. During this event over 3,000 gallons of deicer was used, along with more than 4 tons of sand on the runways and taxiways. On the landside, over 50 tons of salt was spread. The storm resulted in approximately 100 hours of overtime with a total event cost of approximately \$43,000.

VIII. Executive Session

Commissioner Kannaday made a motion at 5:05 p.m. to recess for a couple of minutes and reconvene in Executive Session under 5 ILCS 120/2(c)(1) for a personnel matter. The motion was seconded by Commissioner Groves and upon a unanimous vote, the motion carried.

IX. Adjournment

All Commissioners reconvened in regular session at 5:55 p.m. There being no other business to come before the Board, upon a motion being made, seconded and approved, the January 14, 2021 meeting of the Bloomington-Normal Airport Authority adjourned at 5:56 p.m.


Assistant Secretary

February 11, 2021
Date