

**BLOOMINGTON - NORMAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
THURSDAY, APRIL 8, 2021
4:30 PM**

Consistent with 5 ILCS 120/7(e), the meeting was held in a hybrid fashion, with both physical and virtual attendance. Virtual attendance was 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 April 8, 2021.

I. Call To Order

Chairman Allen called the meeting to order at 4:30 p.m. Commissioners Hanson and Groves were present virtually. Chairman Allen, Commissioners Swearingen, Moran, and Sender were present physically. Commissioner Kannaday arrived, virtually at 4:34 p.m. A quorum was acknowledged.

II. Public Comments

Charlie Bates was present, virtually, to update the Board on an upcoming event. The EAA Chapter 129 will be hosting the Ford Tri-Motor on April 29 – May 2nd. The Tri-Motor is going to tour through the U.S. this summer and Bloomington is their first stop. The event will be based at Synergy Flight Center. They will hangar the airplane and provide public access through their building from 9 a.m. to 5 p.m. Friday – Sunday. Thursday will be press and VIP day starting at 2 p.m., with public rides from 3 to 5 p.m. Public rides will be offered from 9 a.m. to 5 p.m. Friday – Sunday. Mr. Bates thanked Javier for all his help expediting the required paperwork with TSA. A press release will be going out very soon.

III. Approval of March Board Meeting Minutes

Commissioner Groves made a motion to approve the March Board meeting minutes. The motion was seconded by Commissioner Moran and upon a unanimous vote, 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 – Met on March 25th to discuss the draft budget. That item will be covered under New Business Item B.

- C. Personnel Committee – No meeting.
- D. Property and Facilities Committee – No meeting.

VI. New Business

- A. Approval of March Financial Statements – Ms. Hurd reported the Authority is nearing the end of the fiscal year. The General Fund revenues and expenses continue to trend favorable to budget. The General fund includes \$300,000 of CAREs funding, which is less than what Staff had projected. The 6th request for CAREs funding was submitted on April 1st. During March there were no transfers of CAREs funds into other funds. The Capital Fund made a few additional payments on projects during the month of March. The CFC Fund revenue and expenses continue to trend favorable to budget. Ms. Hurd reported that she received confirmation this morning that the Authority received some PFC funds by mistake. The numbers in the Financial statements reflect the money that was received in error. This will be corrected with April's financials.

It was reported the auditors will begin preliminary on-site work the week of May 3rd.

Commissioner Swearingen made a motion to approve the March Financial statements. The motion was seconded by Commissioner Moran and upon a unanimous vote, the motion carried.

- B. Approve Tentative FY22 Budget Materials – Carl noted that similar to past years, the budget materials have been developed using historic trends with updates reflecting the current business environment. It was noted that those revenues that are based on passenger traffic were a bit more challenging to forecast this year. Recognizing the uncertain business environment it was noted a midyear budget update might be needed. Staff did move some reoccurring expenses into the General Fund to better reflect their operational nature. The materials have been reviewed by the Audit and Finance Committee and accepted without revision. The Committee recommended the tentative budget be presented to the full Board for their approval.

It was noted that the CAREs fund name be changed in the FY22 budget to the COVID Relief fund. This will better reflect all the federal relief funds that have/will be received. Carl noted that the Authority is still on track to be debt-free by 2030.

Commissioner Kannaday made a motion to approve the Tentative FY22 Budget Materials and place it on display for 30 days. The motion was seconded by Commissioner Sender and upon a unanimous vote, the motion carried.

- C. Approve Updated Airport Authority Investment Policy – Ms. Hurd shared the updated Investment Policy with the Board. The new language reflects updated state statutory requirements and has been reviewed by both airport legal counsel and the outside auditors. Going forward this policy will be reviewed each year during the budget process and any required changes will be brought to the Audit/Finance Committee for review/approval before being presented to the full Board for approval.

Commissioner Groves made a motion to approve the updated Airport Authority Investment Policy. The motion was seconded by Commissioner Swearingen and upon a unanimous vote, the motion carried.

- D. Authorize Execution of Change order No. 1 for Construction Agreement with ENTEC Service, Inc.** – As reported during the March meeting, Staff was advised several original equipment carbon dioxide, carbon monoxide, and return air humidity sensors incorporated into the terminal’s building automation system failed to perform properly during a recent test of the new system. The formal change order identifying the number and type of units to be replaced at a cost of \$5,800 was received. Prior to tentatively approving the order/installation of the replacement sensors, with an eye toward keeping the project on schedule, Staff first secured the concurrence from the Board Chair and the Chair of the Audit and Finance Committee. Funds for the change order will be programmed using existing local capital funds. The sensors have since been received and installed.

Commissioner Sender made a motion to authorize the execution of Change Order No. 1 for Construction Agreement with ENTEC for \$5,800.00. The motion was seconded by Commissioner Moran and upon a unanimous vote, the motion carried.

- E. Authorize Professional Services Agreement with Farnsworth Group** – Looking past the upcoming relocation of a Nicor facility near the intersection of Airport Road and East Empire Street, Airport Staff is interested in identifying the requirements for updating this intersection into a four-way intersection. To begin this process, the Authority would engage an engineering firm to complete an intersection design study for I-DOT approval/feedback. Typically the schedule for completing the materials falls between 2-3 months.

In order to move forward, Staff requested a proposal from Farnsworth Group to complete this work. Upon review/discussion a final scope of work/fees were finalized. The proposed fee for this work is \$25,000 with project funds being programmed from existing capital funds.

Commissioner Sender made a motion to authorize a Professional Services Agreement with Farnsworth Group for a not to exceed cost of \$25,000.00. The motion was seconded by Commissioner Moran and upon a unanimous vote, the motion carried.

- F. Approve Determination of Surplus Property** – With the addition of the replacement airfield brooms, the old 2010 snow broom is no longer needed. In order to decommission and sell this equipment Staff is seeking a declaration of surplus property. Upon sale of this equipment the proceeds would be returned to the Capital Fund. It was noted a similar broom from this lot was parted out and sold earlier this past winter for a combined value of \$51,000.00.

Commissioner Swearingen made a motion to approve the old 2010 snow broom as surplus property and authorize it to be sold with the proceeds being deposited into the Capital Fund. The motion was seconded by Commissioner Kannaday and upon a unanimous vote, the motion carried.

VII. Staff Reports

- A. **Executive Director's Report** – Carl reported that earlier this winter, once the two replacement landside snow plow trucks were received, the old ones were sold generating combined sale proceeds exceeding \$26,000.

Currently there are bid specifications on the street for 2 replacement airfield snowplows. The plows are in the Capital budget for this year and funding will be through the FAA AIP project. Staff anticipates bringing a recommendation of award to the May meeting.

The Building Automation System project has been completed ahead of schedule. Carl thanked all those involved in the project for doing a great job and finishing ahead of schedule. Staff is currently being trained on the software.

As of April 1st, all Airport Authority Staff members are back to working in the office, Monday – Friday. Maintenance is working 1 schedule and the Operations staff are back together in their office. The shuttle bus drivers are coming back April 5th. All COVID-19 safety protocols are still in place. Staff has also advised the Personnel Committee and the Chairman that the special authorizations given to Staff to help manage H.R. during the pandemic have been allowed to sunset.

Campus Town, the entity who provides the rapid COVID testing on site, has extended their agreement until the end of July. Staff has also been working with the McLean County Health Department to host a community COVID vaccine clinic on site. Discussions have also taken place to possibly partner on hosting a large-scale drive through event at the airport as well.

Carl thanked Javier and his staff for the completion of the perfect TSA inspection.

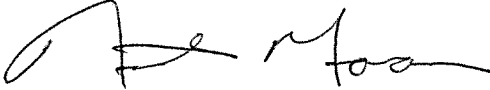
- B. **Deputy Director of Marketing** – Ms. Fran Strebing updated the Board on March's aviation results while also providing an update on current marketing activities. As anticipated, passenger traffic was higher for March 2021 compared to March 2020. It was noted the first half of March of 2020 started out strong before the start of pandemic mitigation measures the middle of the month. Fran reported that leisure continues to lead the market with additional flights added by Frontier and Allegiant. American's traffic to Dallas was strong, but the Chicago service showed some weakness given the current drawdown in their operations. Delta saw strength in both the Atlanta and Detroit routes. Enplanements are up 31% over March of 2020. Bookings are starting to be extended out 30 days, instead of the 7 to 14 days as was happening during 2020.

Marketing efforts continue with a combination of messaging to include the #ReadySetCIRA initiative and leisure travel destinations. Denver will start again April 16th. Destin service will begin again on May 28th.

The next TSA pre-check will be the week of May 3rd.

VIII. Adjournment

There being no other business to come before the Board, upon a motion being made, seconded and approved, the April 8, 2021 meeting of the Bloomington-Normal Airport Authority adjourned at 5:50 p.m.



Assistant Secretary

May 13, 2021
Date