

**BLOOMINGTON - NORMAL AIRPORT AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES  
THURSDAY, JULY 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 July 8, 2021.

**I. Call To Order**

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

**II. Public Comments**

There was no public comment.

**III. Approval of June Board Meeting Minutes**

Commissioner Groves made a motion to approve the June Board meeting minutes. The motion was seconded by Commissioner Allen and upon a unanimous vote, the motion carried.

**IV. Old Business**

There was no old business.

**V. New Business**

- A. **Approval of June Financial Statements** – Ms. Hurd reported the Authority is two months into the fiscal year. It was noted due to the holiday and early board meeting, there are some invoices that are not reflected in the financials. The General Fund revenues and expenses are trending favorable to budget. The Capital Fund did not have a lot of activity for the month of June. Staff is awaiting reimbursement on a couple of capital projects. The CFC fund both revenues and expenses are trending favorable to budget with a positive bottom line. The PFC revenue for June was down 21% compared to June 2019.

The auditors have been on site and are wrapping up this week.

Several payments have been made on the debt service accounts in June.

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

- B. Adopt Ordinance No. 222-21, The Annual Tax Levy Ordinance** – In accordance with the Illinois Airport Authorities Act, airport authorities in the state have to adopt their tax levy by the 2<sup>nd</sup> Tuesday in August. The proposed tax levy for the coming year is less than 1% higher than last year. As this increase is below 5%, a public hearing was not needed.

Commissioner Groves made a motion to adopt Ordinance No. 222-21, the annual tax levy ordinance. The motion was seconded by Commissioner Kannaday and upon a roll call vote; Commissioner Kannaday – aye, Commissioner Swearingen – aye, Commissioner Moran – aye, Commissioner Groves – aye, Commissioner Allen – aye, Commissioner Hanson – aye and Commissioner Sender – aye, the motion carried.

- C. Authorize Purchase Award of New Airfield Snow Removal Equipment** - After the May meeting, Staff was informed by the FAA the bids for the snow broom had to be rejected, returned and the project had to be rebid. Staff was able to quickly release new bids and 2 submittals were received from the previous two bidders. Oshkosh bid \$725,500 and MB Companies bid \$554,353.00. Staff determined the bid from MB was the lowest responsive bidder.

Commissioner Allen made a motion to authorize the purchase award of new airfield snow removal equipment to MB Companies for a not to exceed \$554,353.00. The motion was seconded by Commissioner Kannaday and upon a unanimous vote, the motion carried.

- D. Authorize Acceptance/Execution of American Rescue Plan Grant Agreements** – This past March, the federal government adopted the American Rescue Plan, which was the 3<sup>rd</sup> of three COVID relief bills for the country. There was a portion of this bill that programmed funds through the FAA to airports in the US. CIRA expects to receive 2 individual grants; one for airport purposes, which Staff expects to be approximately \$2.9 million dollars and the second grant will be \$179,000 for terminal concessionaires. The concessionaire grant will be administered similar to the previous grant that was received; with the credit to the concessionaires being based on 2019 revenue paid to the Authority. All the paperwork has been submitted and Staff has been advised that grants will be forthcoming.

Commissioner Groves made a motion to authorize the acceptance/execution of American Rescue Plan Grant agreements as presented. The motion was seconded by Commissioner Moran and upon a unanimous vote, the motion carried.

## **VI. Staff Reports**

- A. Executive Director's Report** – Carl reported that the terminal lighting project is moving forward. The design work is nearing completion. Staff's goal is to release bids this month and bring a recommendation of award to the August meeting.

The terminal landscaping project is being designed and specifications are being put together. Staff is anticipating a fall planting schedule rather than a mid-summer planting schedule.

The car rental ready/return parking lot project is going to begin on July 12<sup>th</sup>. Staff has been working with the car rental companies on relocating their cars to the short-term parking lot during the construction. The project is expected to be completed in 2 weeks.

The intersection design study has been completed and has been submitted to the City of Bloomington and the State of Illinois DOT for their review, comment, and consideration.

Staff has installed 2 new electric wheelchair charging stations; one on the public side and one on the secured side. Staff also has a meeting next week with a company to install new vehicle charging stations in the parking lot. The old charging stations, from the Town of Normal, can no longer be maintained and they have been removed. The new charging stations will be similar to the previous units except for also having credit card readers installed.

Working with Commissioners Sender and Hanson, CIRA hosted a meeting with the City Manager of Bloomington, Tim Gleason and the new mayor Mboka Mwilambwe. The meeting was a nice reintroduction of the airport. Carl thanked the Commissioners for their help with the meeting.

Congressman Davis was in town for a media event at the tower on July 6<sup>th</sup>. Congressman Davis has sponsored a bi-partisan bill that will help alleviate the shortage of air traffic controllers in contract towers.

Staff has reached out to PCSL regarding their lease agreement to have discussions to identify their future plans. As more information becomes available Staff will keep the members updated.

Staff will be reaching out to the Audit/Finance Committee for a meeting at the end of August to review the annual audit. Staff is also working on scheduling a meeting with both the Administration and Governance Committee and the Personnel Committee in the coming weeks.

- B. Deputy Director Marketing** – Ms. Fran Strebing was present to update the Board on aviation and marketing activities. She reported that the June traffic results continued to rebound. Overall traffic for June '21 was back to 80% of what it was in June '19. It was also reported that Delta increased their service to Detroit by adding two additional weekly flights. Travel continues to be more leisure with a small amount of business travel. Both fuel sales and air cargo activity continue to grow stronger.

CIRA has had some positive media coverage recently on topics ranging from the Hidden Disabilities program, to new air service and the airport's role in economic development. It was reported that Staff have also continued to do a monthly Tuesday travel trends on WMBD television and their ongoing monthly segment with WJBC.

The Las Vegas announcement was very exciting, and feedback has been very positive. The announcement is on CIRA's You Tube page. Since the announcement, Fran has been in discussions with Frontier's marketing personnel on how to proceed with marketing the route. Part of the plan will include a new initiative #MynewCIRAdventure, which will kick off in a few weeks and will focus on the Vegas, Orlando, and Denver service on Frontier.

Fran and Carl also recently attended the Routes conference, which was the industry's first air service conference since the start of the pandemic. The event was much smaller than past events. Staff met with 3 incumbent airlines and shared a market update post covid. Staff also met with a few airlines that currently don't serve CIRA

Community outreach is continuing with the PAWS Give Independence program as they conducted another training event here in the terminal. Another TSA Pre-Check event will be in September and Delta hosted its summer blood drive, with another event scheduled for this fall. Delta representatives are coming on July 13<sup>th</sup> to share the JD Power award, #1 Ranking in Customer Service that Delta received. There will be a small presentation during the check in for the noon flight.

## VII. Commissioner Comments

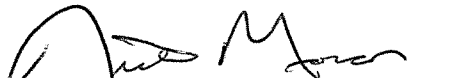
Commissioner Sender inquired if the other member were comfortable coming back to in person meetings. All Commissioners were comfortable, as long as there were no other health issues/governor orders.

## VIII. Executive Session

A motion was made at 5:25 p.m. to recess the meeting 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 and upon a unanimous vote, the motion carried.

## IX. Adjournment

All Commissioners reconvened in regular session at 6:25 p.m. There being no other business to come before the Board, upon a motion being made, seconded and approved, the July 8, 2021 meeting of the Bloomington-Normal Airport Authority adjourned at 6:26 p.m.

  
Secretary

8/12/2021  
Date