

**BLOOMINGTON - NORMAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
THURSDAY, JUNE 10, 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 June 10, 2021.

I. Call To Order

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

II. Public Comments

There was no public comment.

III. Approval of May Board Meeting Minutes

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

IV. Approval of May Public Hearing Minutes

Commissioner Swearingen made a motion to approve the May Public Hearing minutes. The motion was seconded by Commissioner Moran and upon a unanimous vote, the motion carried.

V. Old Business

There was no old business.

VI. New Business

- A. **Approval of May Financial Statements** – Ms. Hurd reported the Authority just completed the first month of the new fiscal year. As is typical this time of year, there was not a lot of activity or analysis of the budget. The General fund revenue saw an unexpected increase due to the corporate replacement tax. The State has indicated this increase is mostly COVID related and

does not expect this trend to continue throughout the year. General Fund expenditures were below budget. The COVID relief fund did receive a payment in May with the final request for FY21 being submitted earlier this month. The Capital Fund didn't have much activity in the month of May. The CFC Fund revenues received in May relate back to FY21, which is typical. Staff anticipates the CFC Fund will end FY21 with a surplus of \$228,000. It was noted that a surplus is being built in the CFC Fund to help offset future project costs. The PFC revenue received in May also relates back to FY21. The PFC revenue for May 2021 was significantly higher than 2020 but lagging 2019 revenue. FY21 revenue in the PFC Fund is projected to be \$403,079, which is down about 47% from FY20.

Staff is continuing to work on audit preparations.

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

- B. Authorize Execution of Professional Services Agreement with OMNIA, LLC** – In line with the Authority's aim to enhance its outreach efforts Staff identified local firms who could assist with this. After which, Staff requested proposals and conducted interviews. Upon completing a review of these materials, Staff determined the firm OMNIA, LLC, from Bloomington was the best fit for CIRA. The Professional Services agreement will be for an initial six-month term, at the end of which Staff will reassess/reevaluate and make any changes before moving forward.

Commissioner Hanson made a motion to authorize the execution of a Professional Services Agreement with OMNIA, LLC for a six-month term. The motion was seconded by Commissioner Groves and upon a unanimous vote, the motion carried.

- C. Authorize Execution of Construction Agreement with UCM** - One of the approved capital projects for this year to be funded through the CFC budget, is the rehabilitation of the ready/return rental car lot, located on the East end of the building. Staff received 2 bids for the project; McLean County Asphalt for \$170,638 and UCM (Rowe Construction) in the amount of \$152,809.27. After reviewing the bids, Staff determined the submission from UCM was both responsive and represented the lowest cost. The goal is to have the project completed by the middle of July. The rental cars will be relocated to the short-term lot for the duration of the project.

Commissioner Allen made a motion to authorize the execution of a construction agreement with UCM (Rowe Construction) as presented. The motion was seconded by Commissioner Moran and upon a unanimous vote, the motion carried.

- D. Authorize Amendment to Construction Agreement with Stark Excavating, Inc.** – In closing out the former terminal demolition, Staff identified a charge that was outside the original scope of work. This was related to the broken water supply line that was discovered during the project. The exploratory work done by Stark cost an additional \$2,950.00 outside of the original project cost.

The members discussed having a contingency in a project to help with administrative items, such as this small change.

Commissioner Groves made a motion to authorize the amendment to the construction agreement with Stark Excavating Inc. for \$2,950.00. The motion was seconded by Commissioner Allen and upon a unanimous vote, the motion carried.

- E. **Approve Purchase of New Airport Vehicle** – Another of the approved capital projects for this year, is the purchase of a new airport pick up truck. Staff was able to locate a 2020 Ford pickup that was on state contract for \$48,625.00.

Commissioner Moran made a motion to approve the purchase of a new 2020 Ford pickup. The motion was seconded by Commissioner Hanson and upon a unanimous vote, the motion carried.

- F. **Report on Preliminary Intersection Design Study** – During the April meeting, the members approved a professional services agreement with Farnsworth Group to conduct an intersection design study for the East Empire/Airport Road intersection. Mr. Bob Markunas from Farnsworth was present to update the members on the progress and anticipated design of this improvement. Next steps will be to present the study to the Department of Transportation (DOT) for their approval.

VII. Staff Reports

- A. **Executive Director's Report** – Carl reported that the May operations report now reflects passenger numbers from 2019, as this will be a more accurate comparison since 2020 reflects COVID passenger numbers. May was another positive month for CIRA. Enplanements were down 24% compared to May of 2019; a significant improvement from the previous months which had traffic down 40-55%. Leisure travel is still driving the market, although there is a sense that an earlier return to business travel could be possible. Aircraft operations, fuel sales and air cargo also experienced a strong month. On May 28th, Allegiant resumed their seasonal non-stop service to Destin, FL. Earlier in the week, Delta increased their non-stop service to Detroit by adding 2 additional flights a week; a 50% increase in capacity.

Earlier in the month, Governor Pritzker and the Illinois Department of Transportation announced a new \$94 million dollar grant program for airports in the state, called Rebuild Illinois. The grant program is being administered by the Division of Aeronautics. The focus of the grant program is to reconstruct, rebuild, revitalize and improve state airports. The submission deadline is June 14th. Staff has been working with CMT to submit a proposal, which should be submitted in the next couple of days. The project proposed for CIRA is the rehabilitation of the public roadways, including replacing the lighting along those roads.

Carl reported that Staff was able to part out the old snow broom and sold the truck chassis for \$56,000 and sold the secondary diesel engine for \$15,000; resulting in sale proceeds which exceeded the Authority's local share when the vehicle was purchased. Carl expressed his thanks and appreciation to Brian Paccamonti and the airport maintenance staff for their efforts.

At the May meeting, the members approved the award for the purchase of a new snow broom to MB Companies. After the meeting, Staff was advised by the FAA to set that bid aside and rebid the purchase because Staff released bid specifications prior to receiving the final FAA environmental determination. Accordingly, upon receiving this final determination Staff will be

rebidding this purchase with an eye toward having a recommendation of award in time for the July meeting.

B. Deputy Director Marketing – no report.

VIII. Commissioner Comments

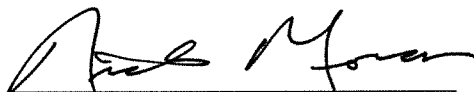
Commissioner Sender noted that there will more than likely be an executive session at the July meeting. He also noted that this meeting is likely to be the last meeting in the hybrid format. With the State of Illinois opening back up, the rules for hybrid meetings will go back to pre-COVID rules. Phone attendance will be allowed, as long as there is a physical quorum present in the room and the member calling in, is doing so under the Open Meetings requirements.

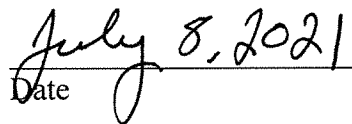
The Committees for FY22 are as follows:

- Audit/Finance: Ms. Kannaday, Chair, Mr. Hanson – member
- Administration & Governance: Mr. Groves – Chair, Mr. Sender – member
- Personnel: Mr. Moran – Chair, Mr. Swearingen – member
- Property & Facilities: Mr. Allen – Chair and Mr. Swearingen – member

IX. Adjournment

There being no other business to come before the Board, upon a motion being made, seconded and approved, the June 10, 2021 meeting of the Bloomington-Normal Airport Authority adjourned at 5:35 p.m.


Secretary


Date