

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

I. Call To Order

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

II. Public Comments

Mr. Jeff Isenberg from the Prairie Aviation Museum was present to address the members. He thanked everyone for all their help with the B-25 event. Bloomington was the 3rd stop on the tour and the event was a great success, exceeding their expectations.

III. Approval of September Board Meeting Minutes

Commissioner Swearingen made a motion to approve the September 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 September Financial Statements** – Ms. Hurd reported the Authority is 5 months into the fiscal year. General fund expenditures are over budget but that is mainly due to timing differences. Due to concerns with the supply chain issues, the maintenance department has ordered some seasonal items earlier than usual. Staff has submitted all the required paperwork to the FAA for the Concession Relief funds and these funds will be programmed once final FAA approval has been received. The Capital fund is waiting on significant reimbursement from the State of Illinois. The CFC fund revenues and expenses are trending favorable to budget. The PFC revenue for September was down about 22% from pre-pandemic levels.

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

- B. **Adopt Resolution No. 2021-1, A Resolution Authorizing the Renewal of Line of Credit with Commerce Bank** – Each year, the line of credit with Commerce Bank needs to be renewed. The line of credit is meant to provide cash flow support relative to capital projects as the Authority waits for reimbursement. The Authority has had the line of credit for more than a decade and once again this credit facility was not used this past year. The interest rate for the coming year will be a floating rate equal to the prime rate minus 100 basis points with a 3.5% floor. It was noted, the Airport Authority will not be assessed a fee for not using the line of credit.

Commissioner Allen made a motion to adopt Resolution No. 2021-1. The motion was seconded by Commissioner Hanson and upon a roll call vote; Commissioner Kannaday, - abstained, Commissioner Swearingen – yea, Commissioner Moran – abstained, Commissioner Groves – aye, Commissioner Hanson, aye, Commissioner Allen – aye and Commissioner Sender – abstained, the motion carried.

- C. **Adopt Resolution No. 2021-2, A Resolution directing the McLean County Clerk and Treasurer to Abate a Certain Amount of Tax Revenue Pursuant to an Agreement with State Farm Mutual Automobile Insurance Company** – In 2010, the Board approved a negotiated tax settlement agreement with State Farm Mutual Automobile Insurance Company and several municipalities. The agreement was renewed and approved by the Board in 2015 and again in 2020. This year's abatement, which is for calendar year 2020, payable in 2021, is \$39,398.00.

Commissioner Groves made a motion to adopt Resolution No. 2021-2. The motion was seconded by Commissioner Moran and upon a unanimous vote, the motion carried.

- D. **Approve Amendment to Airport Authority By-Laws and Committee Charters** – The Administration and Governance Committee met on July 14, 2021 and reviewed the By-Laws for any updates/changes. The changes presented, include correction to the Committee names, correcting grammatical errors and adjusting the duties of the Board. The Committee also asked each committee to review their committee charters for any changes. All committees reviewed their charters with the suggested changes largely being housekeeping.

Commissioner Allen made a motion to approve the amendments to the Airport Authority By-Laws and Committee Charters. The motion was seconded by Commissioner Moran and upon a unanimous vote, the motion carried.

- E. **Authorize Approval of CY22 Board of Commissioners Regular Meeting Schedule** – Commissioner Hanson made a motion to approve the 2022 regular Board meeting schedule, which reflects the 2nd Thursday of every month. The motion was seconded by Commissioner Allen and upon a unanimous vote, the motion carried.

VI. Staff Reports

- A. **Executive Director's Report** – Carl reported that the aviation results for September continued the trend of stronger monthly aviation results, especially in terms of passenger enplanements. Year to date, passenger traffic is down 26%, yet for the month of September, traffic is only down 12% compared to 2019 numbers. Allegiant had another strong month; once again exceeding Allegiant's network load factors. American also performed very well. The 3rd daily flight to Chicago will return in November. Dallas also experienced a monthly increase. Delta's Atlanta traffic is very strong. While the Detroit traffic remained consistent, its load factor was a bit softer for the month of September due to the larger/upgauged aircraft Delta began operating on this route. Frontier experienced a little bit of softness due mostly to the end of leisure travel as school started again. Overall, indications for the commercial air travel industry suggest a very fragile network – as evidenced by the recent system problems experienced by a number of airlines.

The Authority will be hosting a free flu shot clinic on October 26, 2021 in conjunction with Jewel/Osco. Staff has also had conversations with Jewel/Osco in regard to hosting a COVID-19 booster clinic when the Moderna booster is approved.

Carl noted that the FAA project to repair the light bases for the PAPI system was put on hold earlier this summer. Staff was just advised recently that the FAA would like to restart this project and complete it yet this construction season. Staff is concerned about the timing of the project and how it will affect the closure of the runway. Staff is gathering more information and will circle back with the FAA on the project.

The contract for the terminal lighting control systems project has been signed, along with the notice to proceed. A pre-construction meeting will be held in the next 7-10 days. Staff is looking for a mid-February completion.

- B. **Deputy Director of Marketing** – Ms. Fran Strebing was present to update the members on activities in the marketing department.

Marketing and advertising were largely focused on the seasonal and leisure service this summer. With the new Tampa service on Frontier starting in December, Staff has already connected with Frontier's marketing department and their campaign will launch on Monday, October 18th.

Fran and Carl recently attended the Allegiant conference in Las Vegas. Feedback was very positive.

With respect to CIRA's continuing community engagement, the Authority will be hosting another TSA Pre-Check event December 13th – 17th. Also, Delta continues to host their blood drives. The most recent event was held in September and there will be another one December 11th.

VII. Commissioner Comments

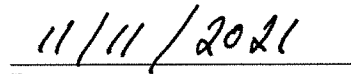
Commissioner Moran is gathering additional data for Carl's contract review and is hoping to have a draft to everyone before the November meeting, with the goal of having an executive session. Commissioner Sender reminded the members to provide their feedback on the Strategic Plan to Carl for completion by the December meeting. He also noted that the RFP for legal counsel will be coming to the board at the December meeting for their vote.

VIII. Adjournment

There being no other business to come before the Board, upon a motion being made, seconded and approved, the October 14, 2021 meeting of the Bloomington-Normal Airport Authority adjourned at 5:31 p.m.



Secretary



Date

Bloomington-Normal Airport Authority
Board of Commissioners Meeting Schedule for 2022

All meetings of the Board of Commissioners are regularly scheduled to begin at 4:30 p.m. in the conference room located on the second floor of the Central Illinois Regional Airport's main terminal on the **second Thursday** of each month. Advance notice will be given if a scheduled meeting is cancelled, postponed or otherwise rescheduled.

January 13, 2022
February 10, 2022
March 10, 2022
April 14, 2022
May 12, 2022
June 9, 2022

July 14, 2022
August 11, 2022
September 8, 2022
October 13, 2022
November 10, 2022
December 8, 2022