

**BLOOMINGTON - NORMAL AIRPORT AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES  
THURSDAY, SEPTEMBER 9, 2021  
4:30 PM**

**I. Call To Order**

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

**II. Public Comments**

There was no public comment.

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

Commissioner Groves made a motion to approve the August Board meeting minutes. The motion was seconded by Commissioner Swearingen and upon a unanimous vote, the motion carried. Commissioner Allen abstained from voting as he was not present at the August meeting.

**IV. Old Business**

There was no old business.

**V. New Business**

- A. **Approval of August Financial Statements** – Ms. Hurd reported the Authority is 4 months into the fiscal year with General Fund revenues and expenses both trending below budget. Some federal covid relief funds were programmed into the General Fund for August. It was also reported Staff has received the final covid relief materials from the terminal concessionaires, which will be forwarded to the FAA for approval. After which, these funds will be drawn down and distributed to the concessionaires. The Capital Fund is still waiting on reimbursement from the State. Staff anticipates payments yet this month. The CFC fund revenues were higher than budgeted, with expenditures also being higher than budgeted. This was planned for, as some of the reserves in the CFC fund are being spent on capital projects. The PFC fund revenue was down about 13% compared to pre-pandemic levels.

Ms. Hurd noted that the DBE program and goals were submitted to the FAA and they have accepted and approved them. Ms. Hurd also reported that the CATS report has been filed with the FAA. It was noted that the CATS data is one of the pieces the FAA used to determine how much COVID relief money the airport would receive.

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

- B. Acceptance of Annual Audit Report for FY21** – Commissioner Kannaday met with Chad Lucas from Sikich on September 3<sup>rd</sup> to formally receive the annual audit reports. Once again, the audit generated a clean/unmodified opinion, while also earning positive feedback from the auditor. During the Board meeting Ms. Hurd provided a brief overview of the reports and addressed member questions. Commissioner Kannaday thanked Staff for their continued good efforts with a special nod to Paulette and Dianne for their outstanding work.

Commissioner Groves made a motion to accept the Annual Audit Report for FY21. The motion was seconded by Commissioner Moran and upon a unanimous vote, the motion carried.

- C. Authorize Award of Contract for New Terminal Lighting Controls** – One of the approved capital projects for this year is to replace the terminal lighting controls. As previously noted, Staff engaged Farnsworth to provide the project’s design and bid materials. The project was advertised, and a pre-bid meeting was held in August. Three bids were received on September 1<sup>st</sup>: Anderson Electric \$489,200, Wm. Masters \$266,000 and Wilcox Electric \$484,000. Due to the large variance between the bids, Staff asked Farnsworth to contact all 3 bidders and do a thorough review of each bid. After this was completed, it was determined that all 3 bid prices were good and Wm. Masters was the lowest responsive bidder.

Commissioner Allen made a motion to authorize an award of contract for new Terminal Lighting Controls to Wm. Masters for a not to exceed price of \$266,000.00 with an accompanying 15% contingency if required. The motion was seconded by Commissioner Swearingen and upon a unanimous vote, the motion carried.

- D. Authorize Award of Professional Services Agreement to Farnsworth Group** – As previously discussed, another project for this year is the refreshing of the landscaping which surrounds the terminal building. Staff engaged Farnsworth to do the design/bid work on the project, as they did the original design and still have those documents.

Commissioner Moran made a motion to award the professional services agreement to Farnsworth Group for a not to exceed \$19,650.00 for the design/bid work on the landscaping refresh. The motion was seconded by Commissioner Allen and upon a unanimous vote, the motion carried.

- E. Authorize Award of Professional Services Agreement to Farnsworth Group** – As staff continues to move forward with preparing Airport Authority property for non-aviation development, they reached out to the Farnsworth Group to assist with updating the original program prepared by Farnsworth and approved by the Board in 2014. Included with this engagement, Farnsworth would also assist Staff with updating current zoning, enhancing storm

water management facilities, and assisting with securing City approval for development opportunities.

Commissioner Groves made a motion to authorize the award of a professional services agreement with Farnsworth Group for a not to exceed \$29,900. The motion was seconded by Commissioner Allen and upon a unanimous vote, the motion carried.

- F. **Authorize Reappointment to McLean County Public Building Commission** – Commissioner Groves made a motion to re-appoint Mr. Terry Reid, for another 5-year term, as the Airport Authority’s representative on the McLean County Public Building Commission. The motion was seconded by Commissioner Hanson and upon a unanimous vote, the motion carried.

## VI. Staff Reports

- A. **Executive Director's Report** – Carl reported that the aviation results for August continued to improve relative to 2019 results. For the month of August airline enplanements rebounded back to 85% of August '19 levels which was moderately better than July's 81%. The sale of aircraft fuel was also up, while air cargo did experience a decline. Individually, the more established routes performed very well as the 2 newest leisure routes did show some softness. Staff attributes this softness to numerous cancellations, a new surge in covid infections, and operating a new route less than a full month.

Looking ahead, while Labor Day weekend traffic was especially strong, Carl reminded the members it does mark the end of the summer travel period. As such, Staff is anticipating that the pandemic effect on air travel is going to continue for a longer period of time. Airlines are reporting continued downward trends in both advanced bookings and average fares. In response, many carriers have implemented additional capacity reductions. Those airlines which didn't pull down more service are still operating at seat levels 23% below 2019 levels.

The Prairie Aviation Museum is hosting a B-25 on October 8<sup>th</sup> and 9<sup>th</sup>. Visits and rides can be coordinated through the Museum.

The grant for the new snow equipment was received earlier in the week. It was executed and returned to the FAA.

The RFQ for local legal services was released in August and the submission deadline was September 8<sup>th</sup>. Seven firms responded to the RFQ. Staff will be reviewing the submittals and packaging them up for the Administration and Governance Committee for their review and recommendation.

The airfield tour will be at the end of the October board meeting. The tour should take about 45 minutes.

Staff is looking to request a board work session in the next 4 to 5 weeks.

The Nicor project is moving forward. As Nicor is waiting for permits, they are taking items out of order to keep the project moving forward.

Work continues on the corporate hangar project. Staff anticipates issuing a notice to proceed in October. Final details of the side agreement for the entrance roads and construction site are being worked on.

**B. Deputy Director of Operations and Facilities – Mr. Javier Centeno was present to update the Board on activities in the Operations and Maintenance departments.**

The air traffic control tower hosted their annual runway safety action team meeting. The meeting was held at Station 6 and was well attended and generated good discussion. At the conclusion of the meeting no safety discrepancies or action items were identified.

It was also reported that airport maintenance and operations staff have been working very hard over the last few months to complete repainting of the airfield markings. Mr. Centeno thanked both teams for all their hard work and extra efforts.

Staff has started winter operation preparations. Materials have been ordered and delivered, equipment has been prepped, seasonal staff have been hired, and the annual preseason snow/ice control meeting for the tenants has been scheduled for the 2<sup>nd</sup> week of October.

Mr. Garrett Bitzer has been hired as the new Operations Intern. He is a recent graduate of Western Michigan University and will start on October 4<sup>th</sup>.

The new airport operations vehicle was delivered a couple of weeks ago and is in the final process of getting ready to enter service.

Both the Storm Water Pollution Prevention Plan and the Spill Prevention Plan are about 97% complete. Signatures are being obtained and the plans will be submitted to the State in the near future.

Work will begin on the sidewalk panels that are heaving in front of the terminal building. Stark will complete the work and the work should not impact regular operations.

## **VII. Commissioner Comments**

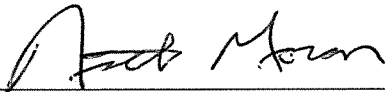
Commissioner Moran noted that feedback from legal counsel's email is due to him by next Thursday. Commissioner Sender also noted, please get back to Staff in a timely manner, when they reach out about the strategic planning session.

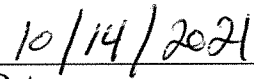
### VIII. Executive Session

A motion was made at 5:42 p.m. to recess the meeting for a couple of minutes and reconvene in executive session under 5 ILCS 120/2(c)(11) for a pending legal matter. The motion was seconded and upon a unanimous vote, the motion carried.

### IX. Adjournment

All Commissioners reconvened in regular session at 6:12 p.m. There being no other business to come before the Board, upon a motion being made, seconded and approved, the September 9, 2021 meeting of the Bloomington-Normal Airport Authority adjourned at 6:13 p.m.

  
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Secretary

  
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Date