

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

I. Call To Order

Commissioner Sender called the meeting to order at 4:30 p.m. Commissioners Swearingen, and Hanson were present physically. Commissioner Groves, Moran and Allen were present via telephone. Commissioner Kannaday was absent. A quorum was acknowledged. Commissioner Sender did note that the Governor’s Executive Orders are still in place, which allows for the board to meet without a physical quorum being present in the room.

II. Public Comments

Mr. Charlie Bates was present to update the members on activities at Crosswinds and EAA. Crosswinds had 27 new members in 2021 and purchased a new aircraft. The members have been extremely active flying over 1500 hours so far this year. EAA hosted the Ford Tri-Motor in 2021, in addition to 2 Young Eagle events. They also hosted the B-25, which was a great event. In April, EAA was asked to do a fly over for a veteran’s funeral, since that time they have completed 20 fly overs.

III. Approval of November Board Meeting Minutes

Commissioner Swearingen made a motion to approve the November Board meeting minutes. The motion was seconded by Commissioner Hanson and upon a roll call vote, Commissioner Swearingen – aye, Commissioner Kannaday – absent, Commissioner Moran – aye, Commissioner Groves – aye, Commissioner Allen – aye, Commissioner Hanson – aye and Commissioner Sender – aye, the motion carried.

IV. Old Business

There was no old business.

V. New Business

- A. **Approval of November Financial Statements** – Ms. Hurd reported revenues and expenses are both trending favorable to budget in the General Fund. The Covid relief fund did receive the first round of covid concessionaire grant funds and a credit has been issued to the concessionaires. A reimbursement request was submitted on November 4th. The Capital fund did receive over a million dollars from the State of Illinois for the snow removal equipment that was purchased last

April. Staff is continuing to work with the State to secure the remaining funds stemming from the pavement rehab project. The CFC fund revenues and expenses are also trending favorable to budget. The PFC revenue for November was only down 2% compared to pre-pandemic levels.

Commissioner Hanson made a motion to approve the November Financial statements. The motion was seconded by Commissioner Swearingen and upon a roll call vote; Commissioner Swearingen – aye, Commissioner Kannaday – absent, Commissioner Moran – aye, Commissioner Groves – aye, Commissioner Allen – aye, Commissioner Hanson – aye and Commissioner Sender – aye, the motion carried.

- B. Approve Amendment to FY22 Budget Materials** – It was noted in light of the uncertain/fluid economic environment during which the budget was first prepared last winter, Staff wanted to revisit these revenue/expense projections in order to identify if any mid-year adjustments were needed. After the review, Staff confirmed the Authority is doing very well relative to both revenues and expenses, as all funds are generally performing better than initially projected. To better reflect activities for the balance of the fiscal year, Staff is suggesting increases to the current sales/marketing efforts brought about with advent of new service while also increasing the budgeted amount for non-capital project engineering services.

In the Capital Fund, Staff suggested a modification to better reflect increased project costs, specifically the Terminal Lighting Controls Project, while decreasing the SRE and public roadway projects. Staff would also like to create a new terminal roadway improvement project to advance and complete the Rebuild Illinois grant award.

In the CFC Fund, Staff suggested an amendment to the parking lot rehab project to include the costs to fix the drainage issue as previously discussed at the August meeting.

In the PFC Fund, Staff suggested an increase in the projected collections as enplanements to date have exceeded original projections and are anticipated to continue to improve.

Commissioner Groves made a motion to approve the amendments to the FY22 budget materials as presented. The motion was seconded by Commissioner Allen and upon a roll call vote; Commissioner Swearingen – aye, Commissioner Kannaday – absent, Commissioner Moran – aye, Commissioner Groves – aye, Commissioner Allen – aye, Commissioner Hanson – aye and Commissioner Sender – aye, the motion carried.

- C. Approve Revisions to Transportation Improvement Program** – Carl presented and reviewed the proposed updates to the TIPs program for 2022-2027. It was noted that in preparation for coming before the members, Airport Staff first reviewed the program with the Properties and Facilities Committee on two occasions. Following their review, it was the Committee’s recommendation the revised program be presented to the full board for their approval.

Commissioner Hanson made a motion to approve the revisions to the Transportation Improvement Program. The motion was seconded by Commissioner Allen and upon a roll call vote; Commissioner Swearingen – aye, Commissioner Kannaday – absent, Commissioner Moran

– aye, Commissioner Groves – aye, Commissioner Allen – aye, Commissioner Hanson – aye and Commissioner Sender – aye, the motion carried.

- D. Award Terminal Landscaping Agreement** – One of the approved capital projects for the year is the rehabilitation/refreshing of the landscaping around the terminal building. To accomplish this, the Board previously approved a design contract with Farnsworth Group for the design and administration of the bid process. Bids were previously released, and a pre-bid meeting was held. Formal bids were due on December 7th. Three bids were received; F&W Landscaping (\$135,000, add alternate \$15,000), Penn Landscaping (\$181,178.50, add alternate \$11,693) and Commercial Irrigation (\$185,000, add alternate \$11,300). Upon review, it was determined that the bid from F & W was nonresponsive and subsequently withdrawn. Thereby leaving Penn Landscaping as the lowest responsive bidder with a cost of \$181,178.50, with an add alternate of \$11,693.00 to update 7 beds in the rental car parking lot. Staff also requested a 5% contingency for any unforeseen items.

Commissioner Hanson made a motion to approve the award of the terminal landscaping contract with Penn Landscaping as presented, along with amending the Capital Fund budget to reflect the final project costs. The motion was seconded by Commissioner Moran and upon a roll call vote; Commissioner Swearingen – aye, Commissioner Kannaday – absent, Commissioner Moran – aye, Commissioner Groves – aye, Commissioner Allen – aye, Commissioner Hanson – aye and Commissioner Sender – aye, the motion carried.

- E. Approve Professional Services Agreement with Farnsworth Group** – Following this past season’s historic rainfall events, Airport Staff identified a new property concern involving the volume and track of airfield storm water run-off. Witnessing the effects of these rain events and recognizing the possibility of their increasing frequency and the implications for residents downstream, Airport Staff would like to engage the Farnsworth Group to identify a resolution that will satisfy both drainage and development needs. The focus will be stormwater conveyance, the earthwork required, and considerations for possible future development. The cost for the work will be on a time/materials basis for the not to exceed cost of \$29,250.00.

Commissioner Allen made a motion to approve the professional services agreement with the Farnsworth Group as presented. The motion was seconded by Commissioner Hanson and upon a roll call vote; Commissioner Swearingen – aye, Commissioner Kannaday – absent, Commissioner Moran – aye, Commissioner Groves – aye, Commissioner Allen – aye, Commissioner Hanson – aye and Commissioner Sender – aye, the motion carried.

- F. Approve Office Lease Agreement with Timi’s Tours Inc.** – Working with Rivian for the last couple of years on their ground transportation and air service needs, Staff has been introduced to and have partnered with Timi’s Tours. They are the ground transportation provider for Rivian. Given the level of activity with Rivian at the airport, Staff has had conversations with Timi’s Tours about opening a dispatch office at the airport during those hours when the terminal is open to the public. Timi’s would also be able to store a couple of smaller vehicles for their black car service in the employee parking lot. From these discussions an agreement was reached which would have Timi’s lease office space at the rate of \$13/sq.ft.yr. for a one-year term with 2 one-year extensions. Commissioner Hanson inquired how Staff arrived at the \$13 rate. Airport Staff

responded this figure was identified after completing a survey of other office offerings in the area.

Commissioner Allen made a motion to approve the office lease with Timi's Tours Inc. as presented. The motion was seconded by Commissioner Hanson and upon a roll call vote; Commissioner Swearingen – aye, Commissioner Kannaday – absent, Commissioner Moran – aye, Commissioner Groves – aye, Commissioner Allen – aye, Commissioner Hanson – aye and Commissioner Sender – aye, the motion carried.

Commissioner Groves left the meeting at 5:17 p.m.

- G. Approve Assignment of Tax Settlement Agreement** – In 2017, the Board approved a negotiated tax settlement agreement with Young America, along with Unit 5, the Town of Normal, McLean County, Heartland Community College, and the Bloomington Normal Water Reclamation District for apartments at 111 E. Cherry St. There is a stipulation in the agreement that it cannot be assigned without the written consent of all taxing bodies. Double J Apartments would like to assign the agreement to J2E Properties, LLC. The majority of the taxing bodies have already approved the assignment.

Commissioner Allen made a motion to approve the assignment of the tax settlement agreement. The motion was seconded by Commissioner Moran and upon a roll call vote; Commissioner Swearingen – aye, Commissioner Kannaday – absent, Commissioner Moran – aye, Commissioner Groves – absent, Commissioner Allen – aye, Commissioner Hanson – aye and Commissioner Sender – aye, the motion carried.

- H. Approve Nomination to McLean County Regional Planning Commission** – As one of the governing bodies that appoints Board members to the McLean County Regional Planning Commission, the Authority may nominate someone to the board. If approved by the County, the person would serve a three-year term. Currently Carl Olson is the Authority's representative with his term expiring at the end of the year. It was noted, that having a representative engaged with the group has directly benefited both the airport and the community. In recent years, this has allowed CIRA to resolve several airspace and airport/land use compatibility issues in a prompt, positive, and productive manner.

Commissioner Hanson made a motion to approve Carl Olson's nomination to the McLean County Regional Planning Commissioner. The motion was seconded by Commissioner Allen and upon a roll call vote; Commissioner Swearingen – aye, Commissioner Kannaday – absent, Commissioner Moran – aye, Commissioner Groves – absent, Commissioner Allen – aye, Commissioner Hanson – aye and Commissioner Sender – aye, the motion carried.

VI. Staff Reports

- A. Executive Director's Report** – Carl reported that November was another strong month for CIRA's aviation activities. Passenger enplanements for the month of November are back to 95% of what they were in November 2019. It was noted that some of the routes experienced traffic

increases above November '19 levels; helped by a strong surge of traffic over the Thanksgiving holiday. Year to date, enplanements are down 23% compared to pre-covid '19 levels. November was also another strong month for aircraft fuel sales, air cargo activity, and overall aircraft operations as all three experienced increases vs. '19.

Staff received the renewal for employee dental and vision insurance. There was no increase to the premiums for the coming year. This information was shared with the Personnel Committee and no action was needed.

In 2019, the Board approved a 5-year non-exclusive agreement with Crawford, Murphy & Tilly Inc for engineering/consulting services related to FAA capital projects. Because the program schedule is being revised, Staff will be releasing a new Request for Qualifications. The RFQ has been completed and has been approved by both airport legal counsel and the IDA. It will go out on the street in the next couple of days, with a January 10th submission deadline.

Staff has started to reach out to references that were provided as part of the legal RFQ. Staff anticipates completing the work before the holidays with anticipation of presenting it to the Administration and Governance committee for their review/approval ahead of the January board meeting.

Staff is having discussions with the Farnsworth Group to finalize the scope of work and fees to initiate the design work on the new intersection at East Empire and Airport Road. The goal is to present it to the Board at the January meeting for their review and approval.

In conjunction with the terminal advertising firm, Airport Interactive Media, the terminal advertising agreement will be terminated as of December 31st. Airport Staff will be assuming this work for an interim period.

- B. Deputy Director of Operations and Facilities** – Mr. Javier Centeno was present to update the Board on activities in the Operations and Maintenance departments. Mr. Centeno reported the maintenance department is still looking for seasonal help. Unfortunately, after hiring staff earlier this fall the individuals have moved to permanent positions with other organizations. He also reported that one of the senior operations staff, Mr. Benjamin Westergren, has left the Authority for an operations position at the airport in Santa Barbara, CA.

The FAA Part 139 inspection was completed back in November. There were 3 recommendations from the FAA that will need to be addressed. It was reported the FAA has implemented a new requirement for airports to amend their approved emergency response plans to include a component to address drone activity on airport property. In addition, Javier also reported Staff has started working on a new TSA requirement that airports implement new measures to address cyber security concerns in order to protect airport systems/infrastructure. As a part of this new initiative airports will be required to have a designated cyber security coordinator.

VII. Commissioner Comments

Commissioner Sender thanked Carl and Staff for all their hard work completing the new TIPs program.

VIII. Executive Session

At 5:43 p.m. Commissioner Allen made a motion to recess the meeting for a few minutes and reconvene in executive session under 5 ILCS 120/2 (c)(1) for a personnel matter. The motion was seconded by Commissioner Swearingen and upon a unanimous vote, the motion carried.

IX. Adjournment

At 6:32 p.m. the board reconvened in regular session. Those in attendance physically were, Commissioner Hanson, Commissioner Swearingen, and Commissioner Sender. Those in attendance telephonically were Commissioner Moran and Commissioner Allen. There being no other business to come before the Board, upon a motion being made, seconded, and approved, the December 9, 2021, meeting of the Bloomington-Normal Airport Authority adjourned at 6:33 p.m.


Secretary

1/13/2022
Date