

**BLOOMINGTON - NORMAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
THURSDAY, FEBRUARY 10, 2022
4:30 PM**

Due to ongoing concerns with the COVID-19 pandemic and consistent with 5 ILCS 120/7(e), the meeting was held in a hybrid format; with some physical attendance, as well as virtual attendance. Virtual/telephonic attendance was provided by calling 712-775-8962, with a conference code of 156708. The public was also encouraged to submit written statements to Lynnette Hindman by 2:00 February 10, 2022.

I. Call To Order

Commissioner Sender called the meeting to order at 4:32 p.m. Commissioners Swearingen, Moran and Sender were present physically. Commissioner Groves, Allen and Kannaday were present via telephone. Commissioner Hanson was absent. A quorum was acknowledged.

II. Public Comments

There were no public comments.

III. Approval of January Board Meeting Minutes

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

IV. Old Business

There was no old business.

V. New Business

- A. **Introduction of New Legal Counsel** - As a part of the January agenda, the members approved the engagement of Brown Hay and Stephens as legal counsel for the Airport Authority to provide local government legal services. Executive Director Carl Olson introduced Mr. Charles Davis and Ms. Lindsey Wise from Brown Hay and Stephens.

- B. Approval of January Financial Statements** – Ms. Hurd reported that the Authority’s General fund is continuing to see positive trends in both the revenues and expenses, with less Covid relief funds being needed. Staff has also received FAA approval for the programming of the 2nd round of concession relief money, with expected payment later in January or early in February. The Capital fund made a significant payment on the lighting controls project. Staff has provided updated project information to both the FAA and the IDA as we continue to pursue final reimbursement for the third phase of the airfield pavement rehab project. The CFC revenues and expenses are also trending favorable to budget. The PFC Revenue for January was down about 19% compared to pre-pandemic levels.

Ms. Hurd continues to try and add additional investment CD’s when possible. Staff is working on preliminary budget numbers with the anticipation of bringing a draft budget to the board at the March meeting.

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

- C. Authorize Professional Services Agreement with Alliant Technologies** – One of the important components of the inline baggage system is the software/hardware that runs the program. In order to ensure the system continues to operate, Staff requested entering into a one-year maintenance agreement with Alliant Technologies. The agreement allows for 40 hours of remote phone support, along with an annual in person health assessment. If the 40 hours of support are not used in the year, they can be converted to training for Staff. The cost would be \$22,605. It was noted that Alliant Technologies was the company that originally installed the system in 2014 and they have the best knowledge to maintain the system.

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

- D. Authorize Amendment to Lease with Government Services Administration** – In August of 2020, the Authority entered into a 15-year office lease with the GSA for TSA office space. Since that time, GSA is asking the Authority to amend the agreement to include 2 new provisions that are related to the Federal governments concern about Chinese telecommunication companies and possibly interference with technology/communications in the U.S. The Authority would have to confirm/affirm that they do not provide telecommunications services/equipment to the TSA, which the Authority does not. The 2nd half of the affirmation is to confirm that the Authority doesn’t do business with any Chinese based or affiliated telecommunications companies and that a reasonable review has been conducted. The review is under way and Staff is confident it will come back with no Chinese companies being used. Legal counsel has reviewed the language of the amendment and has signed off on it.

Commissioner Allen made a motion to authorize the amendment to the lease with GSA (Government Services Administration) as presented. The motion was seconded by Commissioner Moran and upon a roll call vote; Commissioner Swearingen – aye, Commissioner Kannaday – aye, Commissioner Moran – aye, Commissioner Groves – aye, Commissioner Allen – aye, Commissioner Hanson – absent and Commissioner Sender – aye, the motion carried.

- E. **Adopt Ordinance Number 223-22, An Ordinance Authorizing the Abatement of Taxes Related to the Series 2019(D) PFC Alternate Revenue Bond Program** – In 2019 the Board approved the sale of alternate revenue bonds supported by both property tax revenue and PFC revenues. In the event that passenger ticket sales drop off and PFC revenue drops off, the Authority has the ability to program tax revenue to make up the short fall of the debt service. Each year, Staff confirms that there are sufficient funds to pay the debt service without having to use the tax revenue. Staff has determined again this year, that tax revenue is not needed to pay the PFC bond debt. Thereby affording the Airport Authority the opportunity to abate \$798,250 of property tax revenue back to the community.

Commissioner Swearingen made a motion to adopt Ordinance Number 223-22, an ordinance Authorizing the Abatement of \$798,250 of Taxes related to the Series 2019 (D) PFC Alternate Revenue Bonds. The motion was seconded by Commissioner Kannaday and upon a roll call vote; Commissioner Swearingen – aye, Commissioner Kannaday – aye, Commissioner Moran – aye, Commissioner Groves – aye, Commissioner Allen – aye, Commissioner Hanson – absent and Commissioner Sender – aye, the motion carried.

VI. Staff Reports

- A. **Executive Director's Report** – Carl reported that January aviation results were positive despite nationwide cancellations exceeding 20,000 flights and CIRA having 1300 less seats due to cancellations. Enplanements for January 2022 were down 18% compared to January 2019. Looking at January 2022 compared to January 2021, enplanements were up 62%. Looking at the airlines individually, American had a few challenges with cancellations for both their Dallas and Chicago flights. Going forward, Staff does expect first quarter figures to be soft, largely driven by the large staff challenges and pilot shortages. Airlines have significantly reduced capacity in January and February. They are in the process of continuing those reductions into March. Nationwide leisure travel continues to book strongly compared to business travel. Aircraft operations and fuel sales were also strong for the month. Staff anticipates some softness in fuel sales in the coming months, as the weekly B737 charters have been discontinued. It was also noted that Frontier announced earlier in the week that they are acquiring Spirit airlines. It is too early to tell how this will affect CIRA, if at all.

The bulk of the terminal lighting project will be completed by the middle of February. There are some controller units that are on back ordered and will not be here until sometime in April. Wm. Masters will complete the rest of work, excluding the components that are back ordered and postpone onsite work until the units arrive.

The corporate hangar project is moving forward, and staff anticipates issuing the notice to proceed for the 2nd package in the near future.

The Nicor gas project is nearing completion. Site work was temporarily suspended on account of high heating demands and severe winter weather. Staff expects work to begin in the next week or 2.

Carl also reported that he and Fran would be traveling to San Antonio Texas for the Routes Conference. Carl and Commissioner Sender will be traveling to Washington DC March 1 – 3rd for the One Voice trip with EDC.

Fran Strebing introduced Ms. Emily Eastin, the new marketing intern. Emily Eastin is in her last semester at ISU and is majoring in public relations with a minor in political science.

B. Deputy Director of Operations – Mr. Javier Centeno introduced Mr. Garrett Bitzer who recently joined the operations team as an Operations Specialist. Garrett was an intern for the Authority. He is a graduate of Western Michigan University with a degree in aviation management.

Javier reported that there have been 3 ice events since January 1st and 2 snow events with the largest one being on February 2nd and 3rd with about 13 inches of snow. Everyone did a phenomenal job, the airfield remained open and normal operations resumed within 12 hours of the end of the event. Javier thanked everyone for all their hard work.

TSA started their annual inspection. The inspection will involve the whole facility and can take up to 6 weeks to complete.

The new snow broom should be here in the spring. There has been no update on the plows. Staff anticipates they could be delayed for a year.

This year is the year for the full-scale, emergency response drill. The first meeting has already been held. The drill will be in June. An unauthorized drone operation will be added to the drill this year.

VII. Commissioner Comments

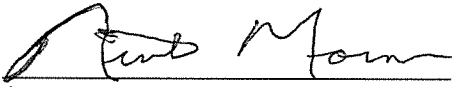
The members thanked Javier and his team for all their hard work during the recent storms.

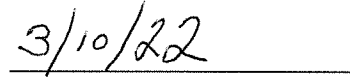
VIII. Executive Session

At 5:22 p.m. Commissioner Moran 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 Groves and upon a roll call vote; Commissioner Swearingen – aye, Commissioner Kannaday – aye, Commissioner Moran – aye, Commissioner Groves – aye, Commissioner Allen – aye, Commissioner Hanson – absent and Commissioner Sender – aye, the motion carried.

IX. Adjournment

At 6:12 p.m. the board reconvened in regular session. Those in attendance physically were, Commissioners Swearingen, Moran, and Sender, along with Chuck Davis and Lindsey Wise from Brown Hay and Stephens. Those in attendance telephonically were Commissioners Groves, Kannaday and Allen. There being no other business to come before the Board, upon a motion being made, seconded, and approved, the February 10, 2022, meeting of the Bloomington-Normal Airport Authority adjourned at 6:13 p.m.


Secretary


Date