

**BLOOMINGTON - NORMAL AIRPORT AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES  
THURSDAY, MARCH 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 March 10, 2022.

**I. Call To Order**

Commissioner Sender called the meeting to order at 4:30 p.m. Commissioners Swearingen, Groves, Allen and Sender were present physically. Commissioner Moran was present via telephone. Commissioners Hanson and Kannaday were absent. A quorum was acknowledged.

**II. Public Comments**

Mr. Andrew Peterson from the Civil Air Patrol was present to thank the board and Synergy for all their consideration and hospitality. He also let the board know that on March 22<sup>nd</sup>, they would be having a change of command for the youth commander, as well as recognizing several outstanding individuals for their leadership over the past year.

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

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

**IV. Old Business**

There was no old business.

## V. New Business

- A. **Approval of February Financial Statements** – Ms. Hurd reported that the Authority is 10 months into the fiscal year. General Fund expenses are slightly over budget but that is due to the concession relief funds being distributed this month. The COVID relief fund received a payment on February 28<sup>th</sup>. The Capital Fund saw no significant activity for the month of February. The CFC revenues were higher than budgeted and expenses were lower than budgeted, resulting in a positive bottom line. The PFC revenues were down about 24% compared to pre-pandemic levels for the same time period.

Ms. Hurd shared a breakdown of costs related to the 3 most significant snow events this season.

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

- B. **Approve Tentative FY2023 Budget Materials** – Following the typical prescribed practice, Staff presented the FY23 tentative budget materials to the Board for their consideration. As there are not 30 days between the April and May meeting for the budget to be on display, the budget was presented a month early. It is a continuing budget, based on historical activity and reflects the current trends in the airport environment. The materials were reviewed and discussed with the Audit and Finance Committee on March 4<sup>th</sup>. It was their recommendation to present the budget to the board for their consideration and approval. Staff will continue to monitor the budget for the balance of the fiscal year, looking to fine tune the final budgets. It is a very volatile period and Staff expects there will be some refinement needed before the May meeting. It was noted that Staff is still adjusting the salary line, as the salary survey that is currently underway is not completed. Car rental counter and parking lot fees will increase 5%, which is based on the agreement. The fuel flowage fee will also increase by a half cent per gallon. Landing fees for commercial operators will be decreased 4 cents per 1,000 pounds of landed weight. Ms. Hurd noted that the corporate replacement tax revenues are projected less than FY22, but still significantly higher than historical levels. The Authority's IMRF contribution rate decreased by 2.16%. It was also noted that Staff is still doing research on some of the projects in the Capital budget in order to have more accurate numbers.

Commissioner Allen made a motion to approve the tentative FY2023 budget materials and place it on display for 30 days. The motion was seconded by Commissioner Groves and upon a roll call vote; Commissioner Kannaday – absent, Commissioner Swearingen – aye, Commissioner Groves – aye, Commissioner Allen – aye, Commissioner Moran – aye, Commissioner Hanson – absent and Commissioner Sender – aye, the motion carried.

## VI. Staff Reports

- A. **Executive Director's Report** – Carl introduced Ms. Allison Binks. Ms. Binks joins the Authority as the new receptionist. She spent 31 years at State Farm. Carl noted that the Audit and Finance committee reviewed the investment policy at the meeting on March 4<sup>th</sup> and determined that no changes/edits are needed. The policy was also shared with legal counsel and they concurred that no changes/edits were needed.

The Nicor project is substantially completed. They are starting to disassemble/demobilize over by the car wash. Punch list items are being worked on. Staff expects they will come back in the spring for final grading and seeding.

The terminal lighting control project is still awaiting some items. Three of the seven control panels have arrived and been installed. The contractor is not sure when the remaining 4 control units will be here, but it is anticipating it will be in the first half of April.

The terminal landscaping project held a pre-construction meeting earlier in the week. The contract was awarded to Sun Burst/Penn Nursery via competitive bid. They will be mobilizing and starting work on March 28<sup>th</sup>. They will begin with taking out the trees, soil and the stones and mulch. The project is expected to be completed by the end of May.

Staff has issued the 2<sup>nd</sup> phase notice to proceed for the State Farm hangar. This phase is for site work and underground utilities. Working with the contractor and the FAA, Staff was able to secure formal approval for a construction crane up to 125 feet.

Carl noted that he and Mr. Sender had the opportunity to join the EDC on their One Voice trip to Washington DC this past March 1-3. This is a community lobbying effort, focused on 3 projects for the community. It was a very good/constructive trip. There is conversation of putting another Once Voice trip together for this fall and going to Springfield or Chicago to call on the State for these same projects.

- B. **Deputy Director of Marketing** – Ms. Fran Strebing was present to update the board. Despite 3 major winter events and 22 cancellations, February was still a really strong month, with enplanements being up 56% over last year. The more mature routes are enjoying strong load factors, while the newer markets are still trying to get traction. Aircraft operations were up 36% and air cargo was up 31%. Leisure travel is still dominating the market. The airlines are still struggling with crew shortages, aircraft problems and high fuel prices. Denver service is coming back in April, along with Destin in May.

Carl and Fran had an opportunity to meet with both incumbent and new entrant carriers at the recent Routes conference. Feedback was very positive. The airlines are working toward rebuilding their route networks back to pre-pandemic levels.

Ms. Strebing noted that she is having the marketing intern focus more on CIRA in general and all the amenities we have to offer. Staff is anticipating shooting a new commercial once the mask mandate has been lifted.

## VII. Commissioner Comments

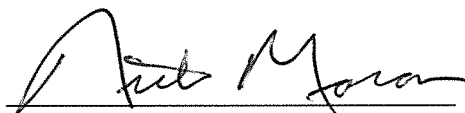
Commissioner Moran noted that the review process should be wrapping up and finalized in the next month or so. Commissioner Allen thanked Javier and his team for their work with the NOTAMs during the snow events.

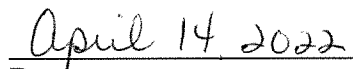
## VIII. Executive Session

An executive session was not needed at the March 10, 2022 meeting.

## IX. Adjournment

There being no other business to come before the Board, upon a motion being made, seconded, and approved, the March 10, 2022, meeting of the Bloomington-Normal Airport Authority adjourned at 5:23 p.m.

  
Secretary

  
Date