

**BLOOMINGTON - NORMAL AIRPORT AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES  
THURSDAY, JULY 14, 2022  
4:30 PM**

Consistent with 5 ILCS 120/7(e), the meeting was held in a hybrid fashion, with both physical and virtual attendance. Virtual attendance was via conference call with a call-in number of 712-775-8962 and a conference ID of 156708. The public was also offered the opportunity to submit public comments prior to the meeting, but no later than 2 p.m. on July 14, 2022.

**I. Call To Order**

Commissioner Sender called the meeting to order at 4:30 p.m. Commissioners Swearingen, Moran, and Groves, were present physically. Commissioners Allen and Hanson was present via telephone. A quorum was acknowledged. Commissioner Roth joined the meeting at 4:34 p.m. via telephone.

**II. Public Comments**

Andy Peterson was present to update the board on activities at the Civil Air Patrol. They responded to an Emergency Locator Transmitter incident at the end of May and successfully resolved the alarm in a short period of time. It was also reported a large number of cadets are going through summer encampments, so their numbers are down just slightly. The CAP has also been working with the Prairie Aviation Museum to partner with them on cleaning aircraft and Open Cockpit days. It was also shared they are preparing for a September open house.

**III. Approval of June Meeting Minutes**

- A. Commissioner Groves made a motion to approve the June Public Hearing meeting minutes. The motion was seconded by Commissioner Swearingen and upon a unanimous vote, the motion carried.
- B. Commissioner Hanson made a motion to approve the June Board Meeting minutes. The motion was seconded by Commissioner Moran and upon a unanimous vote, the motion carried.

**IV. Old Business**

There was no old business.

## V. New Business

- A. **Approval of June Financial Statements** – Ms. Hurd reported the Authority is two months into the fiscal year. Both the General Fund’s revenues and expenses are trending favorable to budget. The Capital Fund did receive the final \$519,000 reimbursement from the State relative to the Phase III Airfield Pavement Rehab project. The CFC expenditures exceeded budget. This was mostly a timing issue related to the terminal landscaping project portion allocated to the CFC fund. The PFC revenue for June was up 8.7% higher than the same period last year.

Staff has initiated collection efforts regarding one hangar tenant. Certified letters have been sent and Staff is gathering information to forward to legal counsel for their assistance.

The auditors completed their field work, the last 2 weeks of June and they are on schedule to complete this assignment on schedule.

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

- B. **Approve Execution of Lease Agreement with Illinois State Police** – The Illinois State Police would like to lease office space in the terminal building. The space being offered is the former CVB space which is 2,144 square feet. The lease rate would be \$13/sq.ft. and the term of the agreement would be 24 months.

Commissioner Groves made a motion to approve the execution of a lease with the Illinois State Police. The motion was seconded by Commissioner Swearingen and upon a unanimous vote, the motion carried.

- C. **Approve Execution of Contract Amendment for Penn Landscaping** – This past December the Board approved a contract with Penn Landscaping to refresh the landscaping on the airside and public side of the terminal building. This work is in the final stages of being completed within the budgeted amount. In the process of doing the project, Staff identified a possible customer improvement to help mitigate the gathering of people near the center set of doors, by installing pavers with accompanying benches and ash receptacles on either side of the entrance. Penn Landscaping provided a quote of \$15,850 for the demo/paver stone component. At the same time Staff requested a competing quote from F&W Landscaping which came in at \$15,900.

Commissioner Moran made a motion to authorize the execution of a contract amendment in the amount of \$15,850.00 for Penn Landscaping and to amend the Capital Budget to reflect the amendment. The motion was seconded by Commissioner Groves and upon a unanimous vote, the motion carried.

- D. **Approve Execution of Letter Agreement with Tailwind Concessions, Inc.** – In support of Tailwind’s interest to begin providing remote order/pay services, Airport Staff requested legal counsel craft a letter agreement outlining each parties’ responsibilities. This service would be provided and tested over a five-month period with the results evaluated at the end of the year. The Audit and Finance Committee met earlier in the week to review and discuss the new program. At the end of the meeting, it was their recommendation to present it to the full Board for their approval.

Commissioner Moran made a motion to approve the execution of a Letter Agreement with Tailwind Concessions, Inc. as presented. The motion was seconded by Commissioner Allen and upon a unanimous vote, the motion carried.

- E. **Approve Execution of Utility Easement for Frontier Communications** – Last fall, FedEx Express approached Airport Staff seeking approval for an upgrade to their telephone/internet service. The project was tabled at FedEx’s request until after the busy holiday season. Frontier Communications, working with Verizon, will be replacing the old lines servicing FedEx with new fiber. The utility easement will allow Frontier to run their fiber from East Empire Street to the FedEx building in the Authority’s existing conduit. This is a standard type of utility easement.

Commissioner Swearingen made a motion to approve the execution of a no cost utility easement with Frontier Communications, subject to final legal review and approval. The motion was seconded by Commissioner Moran and upon a unanimous vote, the motion carried.

## VI. Staff Reports

- A. **Executive Director's Report** – Carl provided a brief mid-year update on the airline/airport industry. Overall summer traffic is very strong nationwide. As the airline industry prepares to report positive quarterly results, airline load factors are at or above pre-pandemic levels with domestic traffic already rebounding back to almost 90% of 2019 levels. In another positive industry sign, business travelers are continuing to return to the market as leisure travel remains the main market driver. Airline fare increases meant to offset higher operating costs are holding, as travelers remain interested in paying the higher rates. Despite all of this, there continues to be a lot of fragility/weakness in the airline industry. Capacity reductions will be continuing throughout the balance of the calendar year as airlines start to further shrink their networks down to a level they can reliably operate; including a further reduction in the operation of their smaller 50 seat aircraft. Lastly, advanced purchase leisure bookings for autumn are beginning to decrease, while autumn business travel remains more at its current level.

Carl also provided a brief update on current capital projects. The terminal lighting control project is complete. Staff has completed training and all but 1 item has been completed on the punch list, which should be completed in the next 10 days or so. The terminal landscaping project is moving forward with both the land and airside work being completed. The final inspection is being scheduled for next week. The runway PAPI project is continuing to move forward. The runway was reopened on schedule, and the contractor is continuing to complete the project.

Carl also updated the members on MB Companies breach of contract for the purchase of new airfield snow removal equipment. It was reported that per the sales agreement MB committed to deliver the three new units within a specified timeframe. However, after reporting supply chain and subcontractor delays, MB has been unable to deliver the vehicles on schedule. In line with legal counsel’s thinking, it was reported Airport Staff is not looking to terminate the agreement and will instead work with MB to properly resolve this matter.

**B. Deputy Director Marketing** – Ms. Fran Strebing was present to update the Board on aviation and marketing activities. She reported June was a fantastic month with all of the routes performing well. Year to date, CIRA’s passenger traffic is back to 87% of 2019’s pre-pandemic level while for June the passenger traffic was at 93% of 2019 levels. Fran reported Allegiant’s seasonal service to Destin, FL will be suspended on September 5<sup>th</sup> and Frontier’s seasonal Denver service will transition to seasonal Orlando International service beginning in November. Aside from passenger activity, it was also reported that aviation fuel sales and aircraft operations increased significantly for the month compared to last June.

Fran reported on CIRA’s current marketing efforts and their success at strengthening the brand and awareness of CIRA as evidenced by a marked increase in positive social media engagements. Looking ahead, new creative has been filmed and is being implemented on all platforms, while promotional materials to support the new food/beverage remote order/pay platform – ‘Tailwind to Go’ are also being finalized.

Fran also reported the Airport Authority will be hosting a couple events here in the terminal. The week of August 15<sup>th</sup> we will be sponsoring another TSA Pre-Check enrollment event. Also, we will be hosting a Chamber of Commerce ‘Business Before Hours’ event downstairs adjacent the screening checkpoint on August 3<sup>rd</sup> from 7:00 a.m. to 8:30 a.m.


The community’s Public Information Officer (PIO) group will begin getting together again with their first post pandemic meeting later this month.


## VII. Commissioner Comments

Commissioner Swearingen shared a positive experience on the Allegiant Destin service that Growmark’s travel department recently experienced.

## VIII. Adjournment

There being no other business to come before the Board, upon a motion being made, seconded and approved, the July 14, 2022 meeting of the Bloomington-Normal Airport Authority adjourned at 5:37 p.m.

  
Secretary

  
Date