

**BLOOMINGTON - NORMAL AIRPORT AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES  
THURSDAY, AUGUST 11, 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 August 11, 2022.

**I. Call To Order**

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

**II. Public Comments**

There was no public comment.

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

Commissioner Hanson made a motion to approve the July Board Meeting minutes. The motion was seconded by Commissioner Swearingen and upon a roll call vote, Commissioner Roth – aye, Commissioner Swearingen – aye, Commissioner Moran – aye, Commissioner Groves – aye, Commissioner Hanson – aye, Commissioner Allen – aye and Commissioner Sender – aye 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 just completed the first quarter of the fiscal year with General Fund revenues and expenses trending favorable to budget. It was reported that car rental commission revenues and fuel flowage fees have been among the categories which are experiencing increases. The Capital Fund didn't have a lot of activity for the month of July. The CFC fund revenues are slightly higher than budgeted. The PFC revenue for July was down about 6.8% compared to July 21.

One hangar tenant has been turned over to legal counsel for collection.

Commissioner Sender inquired if Staff had ever looked into US Treasuries as an investment option. Ms. Hurd reported she will investigate further and follow up with the board.

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

- B. Authorize Renewal of Employee Insurance Agreements** – Ahead of the coming contract expiration for employee health and life insurance, Airport Staff engaged Mr. David Underkoffler from Clemens and Associates to compile price quotes for the coming year. The results of his analysis were presented to the members of the Personnel Committee on August 2<sup>nd</sup>. At that time, Mr. Underkoffler advised the renewal premium from Blue Cross/Blue Shield of Illinois, was going to be 14% higher for the same programs.

In order to ensure the Authority received the most competitively priced program Mr. Underkoffler also solicited quotes from competing providers. One of these companies, Health Alliance recently announced a new collaboration with the McLean County Chamber of Commerce for Chamber members which provided a very competitive alternative to BC/BS – except it was just for the remainder of the calendar year (October-December). Their new rates for the CY23 period would not be available until this coming October.

After a significant level of discussion, the Committee voted to present the renewal to the full Board with a recommendation to renew with Blue Cross Blue Shield under the terms of their proposed 14% rate increase for the October '22 - September '23 timeframe. Then, once the new Health Alliance rates for the coming CY23 term become available in October, Mr. Underkoffler will gather a new price quote to determine if their CY23 rates are lower than the current program with Blue Cross/Blue Shield for a comparable program. If so, the Committee would meet again to discuss cancelling the BC/BS agreement and transition to Health Alliance for a January 1<sup>st</sup> start date. In the interim, Mr. Underkoffler will further research the Health Alliance program and service provider network, in addition to meeting with Airport Staff to provide updated information and help gather their feedback.

With respect to renewing the expiring Blue Cross Blue Shield employee life insurance agreement, the renewal cost for this program also included a 14% rate increase. In response, the Committee also requested Airport Staff work with Mr. Underkoffler to identify a similarly rated insurance provider for the same level of coverage with a lower premium cost. Mr. Underkoffler reported that currently, he couldn't find another plan with all the benefits that are currently being offered. It was his recommendation that the Board renew the current offering.

Commissioner Groves made a motion to authorize the renewal of the Employee Health and Life insurance with Blue Cross Blue Shield. The motion was seconded by Commissioner Swearingen and upon a roll call vote, Commissioner Roth – aye, Commissioner Swearingen – aye, Commissioner Moran – aye, Commissioner Groves – aye, Commissioner Allen – aye, Commissioner Hanson – aye and Commissioner Sender – aye the motion carried.

- C. **Authorize Execution of a Professional Services Agreement with Crawford, Murphy, and Tilly, Inc.** – One of the approved projects for this year is to undertake and complete a design study for Runway 11/29. This pavement last received an intensive rehabilitation in 1998 and the rate of deterioration has started to exceed what Airport Staff is capable of remediating on a regular basis. The purpose of the design study is to evaluate the current condition of the pavement, to evaluate the subsurface construction, to identify where the deficiencies are, and what is causing the accelerated deterioration. The findings would then be developed into a design project to rehabilitate the runway. For projects of this size/scope which will involve a higher level of federal funding, the FAA is having airports complete design studies prior to initiating design work.

In accordance with FAA guidance, once the scope of study was completed Airport Staff completed an independent fee estimate (IFE) with an outside engineering firm to assist with fee negotiations. Using this information, and working with CMT, Staff was able to work with CMT to lower the proposed fee to a level that was 4.5% higher than the IFE, which is acceptable to the FAA.

Commissioner Allen made a motion to authorize the execution of a Professional Services Agreement with Crawford, Murphy and Tilly for the 11/29 Runway design study for a cost not to exceed \$419,100. The motion was seconded by Commissioner Moran and upon a roll call vote, Commissioner Roth – aye, Commissioner Swearingen – aye, Commissioner Moran – aye, Commissioner Groves – aye, Commissioner Allen – aye, Commissioner Hanson – aye and Commissioner Sender – aye the motion carried.

- D. **Approve Execution of a Construction Agreement with United Contractors Midwest** – Another of the approved projects for this year is the repaving of the employee parking lot. The project will consist of milling off 2 inches of existing pavement and replace it with 2 inches of new pavement. Staff received 2 competing prices for the work; one from United Contractors Midwest and one from McLean County Asphalt with United Contractors Midwest proposing the lowest cost. Recognizing the subsurface water problems encountered with the rental lot last season, Staff also requested the bidders provide an option in the event a similar issue happens this year. In this instance the recommendation from United Contractors Midwest to formally remove/repair any troubled area was determined to be the better solution. Based upon this, and the lower primary bid, determined that United Contractors Midwest was the most responsive/responsible bidder.

Commissioner Hanson made a motion to approve the execution of a construction agreement with United Contractors Midwest for \$77,288.52, with an additional \$18,409 if needed. The motion was seconded by Commissioner Allen and upon a roll call vote, Commissioner Roth – abstained, Commissioner Swearingen – aye, Commissioner Moran – aye, Commissioner Groves – aye, Commissioner Allen – aye, Commissioner Hanson – aye and Commissioner Sender – aye the motion carried.

## VI. Staff Reports

- A. **Executive Director's Report** – Carl reported that July traffic was down 3% compared to July of 2021. Carl reminded the board that July of 2021 was a phenomenal month as leisure traffic surged significantly after the pandemic began to wind down and before the new Delta variant

became a problem. Year to date traffic is up 24% compared to 2021. Allegiant performed very well with stronger traffic on all routes. American performed very well. Delta experienced a minor reduction, largely driven by capacity reduction associated with the Detroit service. Frontier was down slightly for the month of July. However, they seem to be bouncing back in the month of August. Fuel sales were even for the month and up 26% year over year. Aircraft operations were down 7%. Scheduled air cargo was down for the month, but still up for the year. Staff is seeing a noticeable increase in non-scheduled cargo in support of Rivian.

The creative for the Tailwind to Go initiative has been delivered. The menu has been digitized and the QR code has been created. Staff is waiting for the printers to be delivered and installed. Initial testing will be done before the program goes live to the public.

The next TSA Pre-Check enrollment event is scheduled for August 15-19<sup>th</sup>. On August 18<sup>th</sup>, Staff will be conducting interviews with the 2 finalists on the phone RFP. Local STL has been assisting Staff with the technical aspects of the proposals. They will be sending a representative to sit in on the interviews.

Carl reported that having completed the salary study and rewrite of the job descriptions, Staff will begin working with legal counsel on rewriting the employee Personnel Manual. The goal is to have formal approval by the Board at the December meeting for a January 1 effective date.

On Wednesday, August 24<sup>th</sup>, the members of the Audit/Finance Committee will be meeting to review and receive the annual audit report.

- B. Deputy Director Operation and Facilities** – Mr. Javier Centeno was present to update the Board on activities in the operations and maintenance departments. He reported the Mr. Dakota Jones has accepted the full-time position as an Operation Specialist. Mr. Jones shared that he is recent graduate of SIU and is very excited to start his airport career at CIRA.

The maintenance department has been focusing on painting the airfield. The recent training is being put into practice. The main runway is completely painted and staff is moving onto the secondary runway. Some pavement maintenance is also being done during this time.

The landscaping project is completed, including the pavers on either side of the front vestibule doors. The punch list items have been completed and staff and the contractor are working on a detailed list for the plant materials that need to be refreshed.

The FAA's runway PAPI project is completed. The system has not been placed back in service yet, as the FAA needs to conduct a flight check of the system and they are behind.

The corporate hangar project continues moving forward. Work on the concrete floor is beginning, along with the new water main. The goal is to have the water main completed by the end of the month. Staff will be coordinating with tenants in the area when the water needs to be shut off.

Airport Operations has recently conducted a meeting with the Bloomington Fire Department and the Aircraft Rescue Firefighting team to revise the training program for the team. Some objectives were identified during the full-scale exercise that need to be implemented into the program. It was a good meeting with positive feedback.

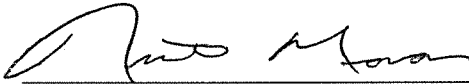
Staff is in the process of renewing all the general aviation badges. The project is nearly complete. Javier thanked everyone for all their hard work on the project.

### **VII. Commissioner Comments**

Commissioner Groves thanked staff for a very nice Business Before Hours. Commissioner Allen thanked the Personnel Committee for all their work on their recent projects.

### **VIII. Adjournment**

There being no other business to come before the Board, upon a motion being made, seconded and approved, the August 11, 2022 meeting of the Bloomington-Normal Airport Authority adjourned at 5:28 p.m.

  
Secretary

7/8/22  
Date