

**BLOOMINGTON - NORMAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
THURSDAY, SEPTEMBER 8, 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 September 8, 2022.

I. Call To Order

Commissioner Sender called the meeting to order at 4:31 p.m. Commissioner Swearingen and Allen, were present physically. Commissioners Roth, Moran, Groves and Hanson was present via telephone. A quorum was acknowledged. Commissioner Moran joined the meeting physically at 5:24 p.m.

II. Public Comments

There was no public comment.

III. Approval of August Board Meeting Minutes

Commissioner Allen made a motion to approve the August Board Meeting minutes. The motion was seconded by Commissioner Swearingen and upon a unanimous vote, the motion carried.

IV. Old Business

There was no old business.

V. New Business

- A. **Approval of August Financial Statements** – CFO Paulette Hurd reported the Authority is 4 months through the fiscal year and because of the early board meeting, the expenses are a little bit light. In the General Fund, both revenues and expenses are trending favorable to budget with a positive bottom line.

The Capital fund made a few progress payments in the month of August. The CFC Fund both revenues and expenses are favorable to budget. The PFC revenue for August was down about 7.6% compared to the same period last year.

One hangar tenant has been turned over to legal counsel for formal follow up. Ms. Hurd was able to purchase a US Treasury Bill at the end of August. She also filed the annual Certification Activity Tracking System (CATS) report to the FAA. The FAA uses this report to determine the allocation of the CARES money.

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

- B. Acceptance of Annual Audit Report** – On August 24th the Audit/Finance Committee met with Sikich and Staff to receive/review the annual audit report for FY22. Once again, the audit generated a clean, unmodified opinion with no discrepancies. Overall it was noted the Authority experienced another very good year financially, with final results providing increased liquidity, increased fund balance, and a small excess of required pension funding. At the conclusion of the meeting, the Committee recommended the audit be presented to the full board for their review and acceptance.

During the Board meeting Mr. Hurd reviewed the audit results with the members and addressed member questions. After which Commissioner Moran made a motion to accept the Annual Audit Report. The motion was seconded by Commissioner Groves 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 Construction Agreement with United Contractors Midwest** – Carl Olson gave a brief background on the new General Aviation apron facility. The project will involve designing and building a new general aviation apron, with connecting vehicle road access and taxiways to supplement what is currently on the west end of the airport. The project will also include the construction of new hangars. Once the new facility is occupied, the old existing hangars are expected to be removed and the site prepared for future use either for an aviation or non-aviation purpose. Funding for the project is a blend of Federal, State and Airport Authority funds. The project has changed from the original scope to include additional items as directed by the FAA. Because of the additional cost, expanded scope and cost of construction materials, the project has been broken into 3 phases. The first phase will be to demo the old pavement of Rnwy 3/21, redo the grading and site work and utility installation and drainage. Phase II will be the final grading, pavement lighting and pavement work. Phase III will be the vertical component, which includes the installation of small T-hangars.

In anticipation of moving into the construction phase of the project, competitive bid specifications were publicly released with a June 30th submission deadline. As a result of this, two competing bids were received, containing a base bid and an add alternate; one from Stark Excavation from Bloomington, IL for a combined cost of \$4,073,700 with a second bid from United Contractors Midwest (Freesen) from Springfield, IL for a combined cost of \$3,886,988.30. While both submissions were determined to be complete/correct, the bid submission from United Contractors Midwest presented the lowest cost.

Commissioner Allen made a motion to authorize the execution of a construction agreement with United Contractors Midwest for \$3,886,988.30. The motion was seconded by Commissioner Swearingen 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.

- D. Authorize Execution of Utility Easement Agreement for Frontier Communications** – In support of the FAA, Staff was approached by Frontier Communications for a utility easement to upgrade the lines that serve one of the FAA facilities on the field. The focus of this work involves an area running from the west end of Authority property (adjacent Hershey Road) along the fence line to a structure located southeast of the approach end of Rnwy 11. The purpose of this new cable is to replace/upgrade communications capability for FAA equipment. This is the same type of agreement the Authority has entered into with OSF and FedEx.

Commissioner Hanson made a motion to authorize the execution of a no cost utility easement for Frontier Communications. The motion was seconded by Commissioner Allen 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.

VI. Staff Reports

- A. Executive Director's Report** – Carl Olson thanked Paulette Hurd and her staff for all their hard work on the audit. Carl also reported that Staff was still waiting on final aviation results for the month of August.

The Properties and Facilities Committee will meet on September 9th to discuss the annual TIPs update, receive updates on current capital projects, and continue conversations regarding airport development.

The project kick-off meeting for the repaving of the employee parking lot is being scheduled for next week, with work beginning the 3rd week of September. The contractor anticipates the project taking less than a business week. Operations will be coordinating with the tenants on alternate parking during the construction.

The formal FAA and IDA project kick off meeting for the Runway 11/29 preliminary design study has been scheduled for September 20th.

The proposed Board meeting schedule for 2023 was shared with the Board for their review and approval at the October meeting.

Carl also noted that during the October meeting, the Authority's wildlife biologist from the US Department of Agriculture/Fish & Wildlife will be giving a short presentation on wildlife management at CIRA.

- B. Deputy Director of Marketing** – Absent August aviation results to report on, Fran Strebing provided the members with a brief update on travel activity. It was reported that business travel is continuing to return albeit at a very moderate pace. At the same time demand for leisure travel hasn't yet started to lessen, even as airfares remain elevated. Fran also explained the industry's continuing challenge with labor shortages, pandemic recovery, and increased operating costs are

forcing the airlines to maintain their existing capacity reductions, while also making further reductions in specific sectors.

Fran also provided the members with a brief update on recent marketing activities. As a part of this she shared some new creative content and discussed its applications.

It was reported the new Tailwinds to Go remote order/pay platform started earlier in the week, with a soft opening. Signage has been put up and trials have been conducted. A press release and social media information will go out later this month.

The new In-Terminal Advertising program was also recently rolled out and it has already attracted about a half a dozen commitments.

Delta hosted a blood drive earlier in the day. This is their quarterly blood drive.

Paws Giving Independence will be conducting another training session on September 20th. Trainers will bring their dogs in during a slower time in the building to work with them on traveling through an airport. This will be the 3rd training that has been held at CIRA.

Our marketing intern, Ms. Isabella Parish helped Illinois Wesleyan greet some of their international students as they were flying into the community for the new school year.

VII. Commissioner Comments

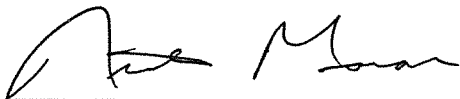
The members thanked Paulette and Staff for their work on the audit and all that they due to put the Airport in such a positive position. Commissioner Sender asked the members to consider moving the board meetings to the 3rd Thursday of the month for 2023.

VIII. Executive Session

At 5:32 p.m. Commissioner Swearingen made a motion to recess for a couple of minutes and reconvene in Executive Session under 5 ILCS, Section 120/2 (c)(11) pending litigation. The motion was seconded by Commissioner Hanson and upon a unanimous vote, the motion carried.

IX. Adjournment

At 6:14 p.m. the Board reconvened in regular session. Present were Commissioners Moran, Swearingen, Allen and Sender. On the phone were Commissioners Groves and Hanson. There being no other business to come before the Board, upon a motion being made, seconded and approved, the September 8, 2022 meeting of the Bloomington-Normal Airport Authority adjourned at 6:15 p.m.


Secretary

10/13/22
Date