

**BLOOMINGTON - NORMAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
THURSDAY, SEPTEMBER 19, 2024**

4:30 PM

I. Call To Order

Commissioner Sender called the meeting to order at 4:32 p.m.

II. Roll Call

Commissioners Swearingen, Groves and Allen were present physically. Commissioner Moran was present telephonically for work related business. Commissioner Roth arrived at 4:35 p.m. Commissioner Hanson was absent. A quorum was acknowledged. Commissioner Groves made a motion to allow telephonic attendance. The motion was seconded by Commissioner Allen and upon a unanimous vote, the motion carried.

III. Public Comments

There was no public comment.

IV. Approval of August 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.

V. Old Business

There was no old business.

VI. New Business

- A. Approval of August Financial Statements** – Ms. Hurd reported the General Fund revenues and expenses are slightly below budget, leaving a positive bottom line. The Capital Fund submitted the first reimbursement request on Phase II of the GA project. The CFC revenues for August are slightly ahead of budget and expenses are slightly over budget, due to a timing issue that will clear itself up next month. PFC revenues are down 7.7% compared to August 2024.

Ms. Hurd also reported the new finance software is still on schedule to go live at the end of October.

Concluding her report, Ms. Hurd walked the members through the Authority's current debt schedule. It was noted the Authority has 3 bond issues outstanding with the Authority only using about 1/3 of its non-referendum borrowing capability. It was also noted that one of the three bond issuances will be maturing later this fiscal year.

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

- B. Acceptance of Annual Audit Report** – The Audit/Finance Committee met on September 6th with Sikich LLC to receive and discuss the FY24 audit materials. At the conclusion of the meeting, the members recommended the audit materials be presented to the full board for their approval and filing. It was noted that once again the audit was a clean, unmodified opinion, marking the 17th consecutive year of a General Fund operating surplus for the Authority. Carl thanked the Committee and Staff for their work on the audit.

Commissioner Moran made a motion to accept and file the annual audit reports for FY24. The motion was seconded by Commissioner Groves and upon a unanimous vote, the motion carried.

- C. Approve Adoption of New Title VI Compliance Plan** – In June of 2021 the U.S. Dept. of Transportation issued a DOT order requiring federal agencies under its control to confirm their grant recipients were in compliance with all federal Title VI nondiscrimination requirements as a condition of receiving new grant offers. To satisfy this requirement with the FAA the Authority is required to develop/implement an FAA approved Title VI nondiscrimination plan as part of ongoing federal grant obligations. The new program will include compliance requirements for both the Authority and all Airport Authority contract holders, a Title VI complaint reporting/resolution process, and a Community Participation Plan. The Authority has developed this plan and submitted it to the FAA for their approval, which was granted on August 22nd.

Commissioner Allen made a motion to approve the adoption and implementation of the new Title VI Compliance Plan. The motion was seconded by Commissioner Swearingen and upon a unanimous vote, the motion carried.

VII. Staff Reports

- A. Executive Director's Report** – Carl reported that as it typically is, August aviation results were a tale of 2 months within the month. Very strong traffic during the first half of the month and slower traffic once school starts in the second half of the month. The same trend carried over into aircraft operations and aviation fuel sales.

Construction activities for Phase II of the new GA project continue to move forward. The first load of steel was delivered this week and vertical construction is now underway. Paving of the taxiways is also moving forward along with the new access drive and parking lot. Utilities installation has also been completed. The reopening of Runway 11/29 is set for October 12th.

Significant progress on the terminal roadway rehabilitation project also continues to take place with additional paving work scheduled for the coming 6-8 weeks. Looking ahead, work on the roadway shoulders along with curb/gutter work in front of the terminal will be starting in the near future. It was also reported delivery of the new light poles/bases are delayed and not expected to be on site until mid-December.

The business park development project continues to move toward active construction. The notice to proceed has been issued and materials have been ordered. Staff anticipates the contractor will arrive onsite and begin construction the first week of October with significant completion still expected by the end of December.

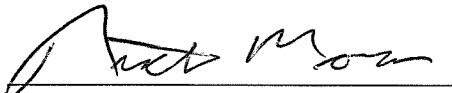
Carl also reported that the EDC introduced the Authority to a Cushman & Wakefield representative who has a client interested in the Authority's business park property. The client is interested in a long term ground lease to construct and operate a large data center. Airport Staff will be having additional discussions with Cushman Wakefield and their client moving forward.

VIII. Commissioner Comments

Commissioner Allen thanked Paulette and Dianne for all their work on the audit.

IX. Adjournment

There being no other business to come before the Board, upon a motion being made, seconded and approved, the September 19, 2024 meeting of the Bloomington-Normal Airport Authority adjourned at 5:14 p.m.


Secretary

10/17/24
Date