

**BLOOMINGTON - NORMAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
THURSDAY, FEBRUARY 16, 2023**

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 February 16, 2023.

I. Call To Order

Commissioner Sender called the meeting to order at 4:31 p.m. Commissioners Swearingen, and Groves were present physically. Commissioners Hanson and Allen was present telephonically. Commissioner Roth was absent. A quorum was acknowledged. Commissioner Moran joined the meeting physically at 5:10 p.m.

II. Public Comments

There was no public comment.

III. Approval of January Meeting Minutes

Commissioner Groves made a motion to approve the January Board Meeting minutes. The motion was seconded by Commissioner Swearingen and upon a unanimous vote, the motion carried. Commissioner Allen absent from voting, as he was absent from the January meeting.

IV. Old Business

There was no old business.

V. New Business

- A. **Approval of January Financial Statements** – CFO Paulette Hurd reported the Authority is three quarters of the way through the fiscal year. Both revenues and expenses for the General Fund continue to trend favorable to budget and generating a positive bottom line. Reimbursement from the insurance company for the replacement perimeter gate at Station 6 was received and reported in the January statements. The first bill for the terminal water damage has been paid, resulting in a negative budget variance for terminal maintenance and repairs. Staff is anticipating reimbursement from the insurance company. The Capital Fund is awaiting

reimbursement on the new snow broom. The CFC revenue and expenses are trending favorable to budget, leaving a positive bottom line. The PFC revenues are down 11% compared to January of 2022.

The one delinquent hangar tenant had a court appearance in January. An eviction notice is being drafted by legal counsel.

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

- B. Adopt Ordinance No. 228-23, An Ordinance Authorizing the Abatement of Taxes Related to the Series 2019(D) PFC Alternate Revenue Bond Program** - When the PFC alternate revenue bonds were refunded in 2019, they were structured in a manner that should there be a revenue shortfall of PFC revenues, property tax property revenue could be used to meet the shortfall. Despite the continued return of PFC revenue, Staff is anticipating a small shortfall of approximately \$59K. In response, a portion of the available federal covid relief funds has been programmed to resolve this issue. As a result, no property tax revenue will be needed to satisfy the annual PFC debt service. Accordingly, the Airport Authority is able to abate \$797,000 back to the citizens of Bloomington/Normal. During the subsequent conversation on this matter it was reported the Airport Authority has never used property taxes to fund the PFC-backed debt obligation.

Commissioner Swearingen made a motion to adopt Ordinance No 228-23, an Ordinance Authorizing the Abatement of Taxes Related to the Series 2019(D) PFC Alternate Revenue Bonds. The motion was seconded by Commissioner Groves and upon a roll call vote; Commissioner Roth – absent, Commissioner Swearingen – aye, Commissioner Moran – absent, Commissioner Groves – aye, Commissioner Allen – aye, Commissioner Hanson – aye and Commissioner Sender – aye, the motion carried.

- C. Authorize Professional Services Agreement with Alliant Technologies** – Alliant Technologies is the company that developed the software that runs the automated bag screening system. Staff entered into a 1-year contract last year with Alliant to provide on-site inspection, preventative maintenance/repair, along with providing for up to 40 hours of remote access support to ensure proper software updates, operation and anti-virus protection. This contract proved to be beneficial for staff and the system. Recognizing the system is another year older and that TSA is looking to make some upgrade/improvement to the system, Staff recommended entering into another 1-year contract for service and support of the system.

Commissioner Groves made a motion to authorize the professional Services Agreement with Alliant Technologies for a not to exceed amount of \$23,125.00. The motion was seconded by Commissioner Hanson and upon a roll call vote; Commissioner Roth – absent, Commissioner Swearingen – aye, Commissioner Moran – absent, Commissioner Groves – aye, Commissioner Allen – aye, Commissioner Hanson – aye and Commissioner Sender – aye, the motion carried.

- D. Approve New Employee Personnel Manual** – The Authority’s existing personnel manual was adopted in 2005 and is severely outdated. The new manual was developed in conjunction with both airport legal counsels and the members of the Board’s Personnel Committee. The new manual consists of three (3) sections with appendices at the end. Section 1 contains the Authority’s general employment policies, Section 2 contains the Authority’s general employee information, and Section 3 contains employee benefits and services. The three appendices cover the Authority’s drug/alcohol policy, credit card policy, and our accident reporting and investigation plan. Going forward, the manual will be looked at yearly and any needed changes/updates will be brought to the board for their approval.

Commissioner Swearingen thanked Carl and Staff for their work on the manual, completing the project in 6 months.

Commissioner Swearingen made a motion to approve the new Employee Personnel Manual. The motion was seconded by Commissioner Groves and upon a roll call vote; Commissioner Roth – absent, Commissioner Swearingen – aye, Commissioner Moran – absent, 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 against a backdrop of what has been a difficult month in aviation, CIRA had a very solid set of results for the month of January. Passenger enplanements were up 3% compared to January of last year. All but 2 of the routes experienced strong traffic increases. At the same time, the sale of aviation fuel was up 20% compared to January of last year. Air cargo was also up 5% for the month. Aircraft operations were down, mainly attributed to poor weather and high winds during the month.

Looking at the broader snapshot of the industry, overall domestic passenger traffic remained strong during the holiday period, almost completely driven by leisure travel. The current short-term perspective is that leisure will continue to be strong with advanced bookings as much as 12% higher while business travel is anticipated to remain slower for the rest of this quarter. Airlines are holding the line on capacity increases, at least going into the summer months, with the exception in international markets. Walk-up fares remain high and the industry is waiting to see how the Department of Justice formally reacts to JetBlue Airlines acquisition of Spirit Airlines.

The final reconstruction work is being completed on the terminal restoration project. Punch list items are being identified. The gallery space will be returned to ISU next week and the public lounge area should also be reopened next week. The new carpet for the lobby was identified and ordered. Staff anticipates a 5-week delivery time.

Carl reported that he and Mr. Sender will be joining the EDC on their One Voice trip later this month. The Authority’s air cargo road project was selected as one of this year’s community projects to be showcased.

Carl also reported that it had been a year since working with new legal counsel Brown, Hay and Stephens. They have been a tremendous partner and they have been very responsive while working on a large number of projects.

The posting for the new Deputy Executive Director has been posted on AAAE's website, along with being posted on CIRA's website.

The corporate hangar project also continues to move forward. The paving is complete in front of the hangar and the fence has been installed. Work on the apron has begun, with the concrete removed and grading work started. Once that is complete Airport Staff will work with the contractor to tie in the new pavement with the existing pavement.

VII. Commissioner Comments

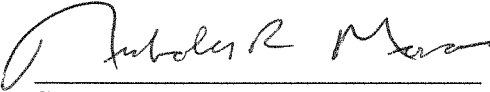
Commissioner Allen thanked Staff for their work/perseverance on the terminal restoration after the water damage. Commissioner Sender noted that the legislative work on the reorganization of the Authority's boundary is very active and reporting that successful meetings with legislators had been held and language was expected to be filed on behalf of the Authority. Commissioner Sender also asked the members if they would give their consideration to engaging a lobbyist to help advance federal and state engagement.

VIII. Executive Session

At 5:12 p.m. Commissioner Swearingen made a motion to recess for a couple of minutes and reconvene in executive session for a personnel matter. The motion was seconded by Commissioner Hanson and upon a roll call vote; Commissioner Roth – absent, Commissioner Swearingen – aye, Commissioner Moran – aye, Commissioner Groves – aye, Commissioner Allen – aye, Commissioner Hanson – aye and Commissioner Sender – aye, the motion carried.

IX. Adjournment

At 5:45 p.m. the board reconvened in regular sessions. Commissioners Moran, Swearingen, Groves, and Sender were present physically and Commissioners Hanson and Allen were present telephonically. There being no other business to come before the Board, upon a motion being made, seconded and approved, the February 16, 2023 meeting of the Bloomington-Normal Airport Authority adjourned at 5:46 p.m.


Secretary

3/16/23
Date