

**BLOOMINGTON - NORMAL AIRPORT AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES  
THURSDAY, JANUARY 19, 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 January 19, 2023.

**I. Call To Order**

Commissioner Sender called the meeting to order at 4:32 p.m. Commissioners Swearingen, Groves and Hanson were present telephonically. Commissioners Allen and Roth were absent. A quorum was acknowledged. Commissioner Moran joined the meeting at 4:35 telephonically.

**II. Public Comments**

There was no public comment.

**III. Approval of December Meeting Minutes**

Commissioner Hanson made a motion to approve the December Board Meeting minutes. 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 – absent, Commissioner Hanson – aye and Commissioner Sender – aye, the motion carried.

**IV. Old Business**

There was no old business.

**V. New Business**

- A. **Approval of December Financial Statements** – CFO Paulette Hurd reported the General Fund revenues and expenses are continuing to trend favorable to budget and showing a positive bottom line. The Capital Fund is awaiting reimbursement for the new broom that was received back in September/October. The CFC Fund revenues and expenses are trending favorable to budget, resulting in a positive bottom line. The PFC revenue for December was down compared to the same time period last year.

Staff is continuing to work with legal counsel on the one accounts receivable item.

The bond proceeds that were received in December are being held in an interest-bearing checking account, pending review of other investment opportunities.

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

- B. Authorize Lease Agreement with Flock Group, Inc.** – Among the steps Airport Staff would like to implement to further enhance public safety at the airport is the installation of motion activated security cameras on the public side of the facility. To that end Staff sought an agreement with the Flock Group to provide and maintain a number of cameras under a 24-month lease agreement. The data generated would be controlled by Authority staff using secured cloud-based storage. Legal counsel is preparing staff guidance for proper accessing and data sharing information with authorized law enforcement agencies.

Under the terms of the lease agreement, Flock will retain ownership of the cameras and will provide all of the installation, maintenance/upkeep for the term of the agreement. At the end of the agreement the Authority would have the option to renew or terminate the agreement. The cost for the agreement for the 24-month term, including installation, would be \$25,400 which would be funded via the General Fund.

Commissioner Moran made a motion to authorize the lease agreement with the Flock Group Inc. for a 24-month period at a total cost of \$25,400. 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 – absent, Commissioner Hanson – aye and Commissioner Sender – aye, the motion carried.

- C. Authorize Execution of Professional Services Agreement with Crawford, Murphy and Tilly, Inc.** – As Staff transitions into the first phase of construction on the new GA project, the FAA requires that all projects funded in part with federal funds have construction inspection/resident engineering services conducted by an approved engineering firm. Crawford, Murphy and Tilly's Springfield office would provide these services on this project. The cost will be a not to exceed \$433,000. 95% will come from federal/state grants with the remaining portion coming from the 2022 bond proceeds. In order to ensure the reasonableness cost of the fee, Staff engaged an outside engineering firm to complete an independent fee estimate, whose fee proposal was considerably higher than CMT's proposal.

Commissioner Hanson made a motion to authorize the execution of a Professional Services Agreement with Crawford, Murphy and Tilly, Inc. as presented. The motion was seconded by Commissioner Moran and upon a roll call vote; Commissioner Roth – absent, Commissioner Swearingen – aye, Commissioner Moran – aye, Commissioner Groves – aye, Commissioner Allen – absent, Commissioner Hanson – aye and Commissioner Sender – aye, the motion carried.

- D. Authorize Execution of Agreement with Becker Tree Service, LLC** – As previously discussed, there is a former tree farm on airport property which has increasingly become a wildlife attractant that could impact safe aircraft operations at the airport. Following discussions with both the FAA and wildlife biologists from the US Department of Agriculture, it was the consensus the trees should start to be removed in order to mitigate any future problems.

To facilitate this, Airport Staff released a request for bids and invited 10 contractors for a site visit. Six contractors provided bids ranging in price from \$8,000 to \$42,000. Prior to recommending an award, Staff confirmed the bidders had a clear understanding of the project scope and work environment. Upon completing a review of the bid submissions, it was determined that Becker Tree Service from Colfax, IL was the low bidder at \$8,000.

Commissioner Moran made a motion to authorize the execution of an agreement with Becker Tree Service, LLC for \$8,000. The motion was seconded by Commissioner Hanson and upon a unanimous vote; Commissioner Roth – absent, Commissioner Swearingen – aye, Commissioner Moran – aye, Commissioner Groves – aye, Commissioner Allen – absent, Commissioner Hanson – aye and Commissioner Sender – aye, the motion carried.

- E. Authorize Acceptance/Execution of Federal and State Grant Materials for CY23** – Because FAA/IDA grants do not come on a set schedule and recognizing that they increasingly arrive on a schedule which could create schedule conflicts for hosting a public meeting, the members requested Staff seek pre-approval to accept, execute, and administer capital grant materials at the start of the calendar year.

Commissioner Hanson made a motion to authorize the acceptance/execution of Federal and State Grant Materials for CY23. The motion was seconded by Commissioner Groves and upon a roll call vote; Commissioner Roth – absent, Commissioner Swearingen – aye, Commissioner Moran – aye, Commissioner Groves – aye, Commissioner Allen – absent, Commissioner Hanson – aye and Commissioner Sender – aye, the motion carried.

- F. Adopt Annexation Ordinance No. A-482** - This past June, the Board approved an annexation agreement for 88.1 acres of property off West Market Street. Since that time, the developer realized they missed 1.1 acres that should have been a part of the original annexation. The property is located on the southeast corner of Avalon Way and West Market Street.

Commissioner Hanson made a motion to adopt Annexation Ordinance No. A-482. The motion was seconded by Commissioner Moran and upon a roll call vote; Commissioner Roth – absent, Commissioner Swearingen – aye, Commissioner Moran – aye, Commissioner Groves – aye, Commissioner Allen – absent, Commissioner Hanson – aye and Commissioner Sender – aye, the motion carried.

- G. Approval of Vehicle Towing Policy** – As previously reported, the airport has experienced an increase in the instances of vehicles that have been abandoned or left in an inappropriate and unsafe manner. Following conversations with legal counsel, McLean County Sheriff's Department, and Bloomington Police Department, it was determined the best of course of action was to create a formal vehicle towing policy to help remain compliant with state and municipal code.

Working with legal counsel Staff drafted such a policy which addresses both urgent and non-urgent events, security concerns, insurance, law enforcement coordination, and signage requirements.

Commissioner Hanson made a motion to approve the creation/implementation of a Vehicle Towing Policy. The motion was seconded by Commissioner Moran and upon a roll call vote; Commissioner Roth – absent, Commissioner Swearingen – aye, Commissioner Moran – aye, Commissioner Groves – aye, Commissioner Allen – absent, Commissioner Hanson – aye and Commissioner Sender – aye, the motion carried.

## VI. Staff Reports

- A. **Executive Director's Report** – Carl reported that remediation of the terminal water damage is continuing on schedule. Carl offered the members a tour of all the affected areas. Staff is anticipating the sheet rock arrival and installation to be completed by the end of the month. Carpeting for the public lounge and flooring for the ISU art gallery has been ordered and should be in by the first of February. A call is scheduled on Friday with the insurance company to discuss the replacement of the terminal carpeting, as well as the repair/replacement of the terrazzo flooring.

The sale of the Dumont hangar was completed on January 18<sup>th</sup>. The new owner is Vanquish Bloomington LLC. Staff has reached out to Vanquish to introduce ourselves formally and to invite their on-boarding/orientation to CIRA.

The new telephone system project is moving forward. The wiring contractor was on sight on the 17<sup>th</sup> to conduct a survey to determine if any additional wiring is needed. Staff is getting closer to having the equipment ordered, with a completion deadline by the end of February.

The assignment of the OSF ground lease did not take place. OSF is revisiting this and will keep Staff updated. The ground lease is still held by OSF Aviation LLC.

Staff is starting to have conversations with Tailwind in regard to continuing the Tailwind 2 Go program. As of the end of December, the Authority has only spent \$3,250 on the program. The program did not get the momentum Staff anticipated, largely due to staffing issues at Tailwind and a softening in business travel over the holiday season.

- B. **Deputy Director Marketing** – Ms. Fran Strebing was present to update the Board on activities in the marketing department. CIRA finished the year with a 7.7% increase in passenger traffic. At the same time being down .5% in capacity. The month of December was down compared to December '21 due to equipment changes, higher airfares and cancelled flights. Fuel sales remain very strong for the year with YTD volume up nearly 20%. Aircraft operations were impacted by primarily less GA traffic during the year, which Staff feels can be directly related to high fuel prices. Air cargo was flat year over year against a very strong '21.

This is the time of year that is spent drilling down on some of the reports from digital/social media to determine what worked and what didn't work; where people are finding CIRA, how they are finding CIRA and where they are connecting with us and how they are engaging with us

on social media. This will help with setting marketing efforts for 2023. Fran continues to use the subscription services to analysis traffic demographics and trending destinations.


The next TSA Pre-Check event will be February 13<sup>th</sup> – 17<sup>th</sup>. The events will happen 6 times in 2023. The next event will be in April.

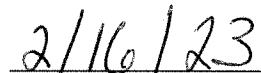
## VII. Commissioner Comments

Commissioner Moran noted he would like a tour of the water damaged areas. Commissioner Swearingen updated the members on the process for Carl's review. The goal is to have a Personnel Committee prior to the February board meeting, with an executive session at the February meeting. Commissioner Sender noted that he and Carl had a zoom meeting with the new State Senator Tom Bennett. Mr. Bennett took Senator Barickman's place.

## VIII. Adjournment

There being no other business to come before the Board, upon a motion being made, seconded and approved, the January 19, 2023 meeting of the Bloomington-Normal Airport Authority adjourned at 5:34 p.m.

  
Secretary

  
Date