

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

I. Call To Order

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

II. Public Comments

There was no public comment.

III. Approval of February Meeting Minutes

Commissioner Allen made a motion to approve the February 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 February Financial Statements** – CFO Paulette Hurd reported the revenues in the General Fund are showing slightly behind the projected budget, however this is attributed to the budget including some COVID subsidy money and none has been needed, it explains the under-budget projection. Expenses are trending favorable to budget. The terminal maintenance and repairs line includes \$145,000 for restoration from the water damages. Reimbursement was received in March from the insurance company. The COVID Relief Fund and the Capital Fund did not see any significant activity in the month of February. PFC revenue is down about 2% compared to the same period last year.

The accounts receivable issue is working its way through the proper steps.

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

- B. Approve FY24 Tentative Budget Materials** - The Audit/Finance Committee met on March 6th to review the draft budget materials. At the conclusion of their meeting, it was the Committee's recommendation that the draft budget be presented to the full Board for their approval. Once again the draft budget is a continuing budget, which follows historical trends, while also taking into consideration current conditions and business trends and projects a small operating surplus. It was reported that two significant changes from past budgets are 1) the creation/funding of a new \$1 million dollar Capital Fund reserve and, 2) the recommended increase in the value of the General Fund reserve to six months, net of tax revenue. Staff will work with legal counsel to amend the current Reserve Fund policy for member consideration at the next meeting. Staff also recommended some minor rate adjustments, a 5% increase in the GA landing fee program, a 5% increase in the car rental fees for lease space and parking spaces.

Commissioner Groves made a motion to approve the tentative FY24 budget materials and place them on display. The motion was seconded by Commissioner Moran, and upon a unanimous vote, the motion carried.

- B. Authorize Salary Adjustment for Executive Director** – Upon completion of the annual review of the Executive Director, the members of the Personnel Committee recommended a 3% increase for the Executive Director. Commissioner Swearingen thanked the other Board members for their help in the review process.

Commissioner Swearingen made a motion to authorize a 3% increase for the Executive Director, retro back to January 1st. The motion was seconded by Commissioner Hanson and upon a unanimous vote, the motion carried.

- D. Adopt Annexation Ordinance No. A-483** – Staff received an annexation request for approximately 73 acres of ground, located east of Interstate 55 and South and North of Hovey and College Avenue. The ground will be developed into a new subdivision known as Infiniti Pointe. The property has previously been annexed by the Town of Normal.

Commissioner Allen made a motion to adopt Annexation Ordinance No. A-483. The motion was seconded by Commissioner Moran and upon a unanimous vote, the motion carried.

- E. Approve Execution of a Cooperative Agreement with McLean County Regional Planning Commission** – The McLean County Regional Planning Commission is the state designated Metropolitan Planning Organization (MPO), for the Bloomington Normal metropolitan area. Their board consists of members from the Airport Authority, Unit 5 & District 87 school districts, the City of Bloomington, the Town of Normal, McLean County and the Bloomington Normal Water Reclamation District. They work under an intergovernmental agreement which also includes Connect Transit. As the MPO, they are the comprehensive planning and channeling/coordinating of all requests for Federal funds relative to roads, bridges and transit. The Federal Transit Administration has recently asked for some changes in the language as it relates to Connect Transit. The MCRPC is also using this opportunity to update some minor language. As a party to this agreement, the Authority must sign the new agreement.

Commissioner Groves made a motion to approve the Execution of a Cooperative Agreement with McLean County Regional Planning Commission. The motion was seconded by Commissioner Hanson and upon a unanimous vote, the motion carried.

- F. **Approve New Commercial Aviation Services Agreement for Synergy Flight Center** – Commissioner Hanson made a motion to table this item until the April Board meeting. The motion was seconded by Commissioner Allen and upon a unanimous vote, the motion carried.
- G. **Approve Execution of Utility Easement Agreement with Corn Belt Energy** – As previously discussed and approved, the Nicor Gas regulator was moved from the intersection of East Empire and Airport Rd to just west of Carnahan Dr. near the car wash. The regulator is currently powered by solar energy. Nicor recently approached Staff to ask if they could add commercial power as a back up to the site. This was not part of the original project. In order to complete this work, a utility easement with Corn Belt Energy would be needed to run the power back to the regulator. The agreement would be a no-cost easement authorizing the location, installation, and maintenance access for new underground electrical service.

Commissioner Swearingen made a motion to approve the execution of a Utility Easement Agreement with Corn Belt Energy. The motion was seconded by Commissioner Allen and upon a unanimous vote, the motion carried.

- H. **Authorize Extension of the Current Banking Services Agreement with Commerce Bank** – In April of 2020, after a competitive solicitation process, the Board approved a contract with Commerce Bank for commercial banking services for a term of 3 years with 1 single, 3-year renewal option at the sole determination of the Board. It was noted this was discussed with Mr. Groves at the Audit/Finance Committee and it was his recommendation to present it to the full board for their consideration. It was also noted that Commerce Bank has been a great partner and Staff is very pleased with the relationship.

Commissioner Groves made a motion to authorize the extension of the current Banking Services Agreement with Commerce Bank for another 3-year period. The motion was seconded by Commissioner Allen and upon a roll call vote; Commissioner Roth – absent, Commissioner Swearingen – aye, Commissioner Moran – abstained, Commissioner Groves – aye, Commissioner Allen – aye, Commissioner Hanson – aye and Commissioner Sender – abstained, the motion carried.

- I. **Authorize One-Year Extension of Current Farm Agreement** – In the spring of 2020 Airport Authority Staff conducted a competitive bid to for a new farm agreement. At that time, the Board approved a total 3-year term agreement with David Black Farms. The agreement has now expired. In the process of preparing a new solicitation for this spring, the farmer approached the Airport and stated he had misunderstood the option year and had already applied about \$95,000 of fertilizer to the ground. Staff asked for documentation to verify this and Mr. Black provided that information. In discussions with Staff to provide a resolution to the situation and realizing that spring planting will more than likely start early this year, Staff requested a 1-year extension to the current farm lease agreement. As a part of the extension, Staff was able to negotiate with Mr. Black on a 10% increase in the lease rate. This would bring the per acre cost to \$346.50 up from the \$315 per acre cost in the original agreement. Staff confirmed this was a

reasonable/market-based rate relative to figures provided by the Illinois Farm Bureau, the US Department of Agriculture and farm management surveys.

Commissioner Allen made a motion to authorize the one-year extension of the current Farm Agreement. The motion was seconded by Commissioner Moran and upon a unanimous vote the motion carried.

VI. Staff Reports

- A. **Executive Director's Report** – Carl reported that the One Voice trip to D.C. which he and Mr. Sender recently participated in was very productive. This year, CIRA's air cargo road extension project was selected as one of the three designated projects to be presented to officials in Washington. Carl thanked Commissioner Sender for going on the trip.

Based on the concurrence of the Board's Audit and Finance Committee during their March 6th meeting, and following the Board's vote on the draft budget materials, Staff will begin preparing an updated Reserve Fund Policy with language that will include the new reserve fund for the Capital Fund. This will be brought back to the full Board for their final approval. During that meeting the Staff and the members of the Board's Audit and Finance Committee also reviewed the current Investment Policy and determined no changes were needed at this time. Lastly, it was also reported that during the Audit and Finance Committee meeting the members received a report from Staff on the results their research into managed investment portfolios for funds that have been identified as excess cash on hand. At the conclusion of the ensuing discussion the Committee opted not to make any recommendations at this time.

Carl also shared with the members that there is a new statutory requirement that all local governmental entities in the State of Illinois must form a committee to study local efficiencies and accountability. The committee must be formed by June 10, 2023 and they would have 18 months to prepare a report that would be shared with the McLean County Board of Supervisors. The committee will consist of all 7 board members, 2 members from the public and Staff members. Staff is working with legal counsel to prepare an outline on the scope of work, the structure of the committee, the timeline and what resources would be needed to complete the work. The goal will be to have a resolution ready for adoption by the Board at the May meeting.

Commissioner Hanson left the meeting at 5:23 p.m.

- B. **Deputy Director of Marketing** - Ms. Fran Strebing reported that passenger traffic for February was about even with last year when February performed well. It was also reported that YTD traffic is up 2% compared to 2022. Leisure travel continues to outweigh business travel with Allegiant's service to FL performing very strongly. Fuel sales continue to be strong with aircraft operations and cargo down just slightly.

Fran is working on a summer promotion with Allegiant entitled 'Strait to Florida' which will include concert tickets. Fran also reported on continuing traditional and nontraditional marketing efforts including opportunities for earned media.

It was also reported the Ms. Haleigh Brokaw, a senior marketing student at ISU, will be our new marketing intern beginning in early May.

Lastly, it was reported that Carl and Fran will be attending the Routes air service conference in Chicago later this month where they have several airline meetings scheduled.

VII. Commissioner Comments

Commissioner Allen reported feedback from the general aviation community they aren't fully aware of project details for the new G.A. apron project and suggested Staff take additional steps. Carl noted those conversations have been taking place in the office and Staff expects to better detail the project on the airport's website.

Commissioner Sender noted the annual Statement of Economic Interest should be coming from the County very soon and reminded members to get those materials completed and returned in a timely manner.

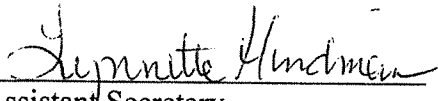
Mr. Sender also reported one of the positive outcomes of the recent One Voice Trip was learning of potential new federal funding opportunities; which renewed member conversation about the value of engaging an advocate or lobbyist to assist the Authority for both federal and state funding opportunities.

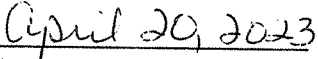
Mr. Sender also reported that Senator Koehler had introduced the language in the bill to reconstitute the Airport Authority to be a county wide organization and that updated language was being provided to clarify some of the points. As a part of this initiative, it was reported that Carl and he were scheduled to meet with Mayor Mwilambwe on Friday to discuss this and several other items.

There was also member discussion about the Chamber PAC and possible concerns the PAC may be construed to speak for the Airport Authority since the Authority is a member of the Chamber. It was explained that the PAC has a different Board and funding stream from the Chamber and no Authority funds get programmed toward PAC activities. It was also noted the Chamber of Commerce had historically been a very good partner to the Authority, even supporting/participating in successful air service development efforts.

VIII. Adjournment

There being no other business to come before the Board, upon a motion being made, seconded and approved, the March 16, 2023 meeting of the Bloomington-Normal Airport Authority adjourned at 6:10 p.m.


Assistant Secretary


Date