

**BLOOMINGTON - NORMAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
THURSDAY, JUNE 15, 2023**

4:30 PM

I. Call To Order

Commissioner Sender called the meeting to order at 4:31 p.m. Commissioners Moran, Groves, and Allen were present physically. Commissioners Swearingen and Hanson were absent. Commissioner Roth arrived at 4:33 p.m. A quorum was acknowledged.

II. Public Comments

Charlie Bates was present to update the Board on activities at EAA. The Ford Tri-Motor is coming back July 6th – 9th. They are hoping to have food and get the Museum involved to have more of an event. There will be a Young Eagle rally on July 15th.

III. Approval of May Meeting Minutes

Commissioner Allen made a motion to approve the May Public Hearing Meeting minutes. The motion was seconded by Commissioner Moran and upon a unanimous vote, the motion carried.

Commissioner Moran made a motion to approve the May Board meeting minutes. The motion was seconded by Commissioner Roth and upon a unanimous vote, the motion carried.

IV. Old Business

There was no old business.

V. New Business

- A. **Approval of May Financial Statements** – Ms. Hurd reported that the Authority just completed the first month of the new fiscal year. Both revenues and expenses are trending favorable to budget. Staff transferred the required funds to create the Capital Fund Reserve Account as approved by the Board. The Capital fund did receive the reimbursement from the State on the snow removal equipment. The CFC fund did not have a lot of activity for the month. The PFC fund received no revenue in the month of May. Revenue received was put back into last fiscal year as it was for April. PFC revenue was down about 5% compared to the same period last year. Staff has provided quite a bit of information to the auditors this week. They will be on site next week.

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

- B. Authorize Execution of a Professional Services Agreement with Crawford, Murphy, and Tilly Inc.** – Last month the Board approved a \$16 million dollar construction contract for Phase II of the GA project. This new agreement with CMT is a compliment to that construction agreement, with CMT providing the FAA required engineering/construction services for Phase II. The agreement is comprised of 4 components; design of the hangars, repackaging bid documents for second letting, administering bidding phase services, and construction inspection services.

After reviewing/confirming the proposed draft scope/fee proposal Airport Staff engaged an outside engineering firm to analyze the materials for accuracy/reasonableness by completing an independent fee estimate (IFE). Based upon the IFE's initial findings Airport Staff returned to CMT to further review/discuss different components of their proposal. Following additional conversations with both firms, Airport Staff was able to arrive at a final schedule of fees which satisfied FAA requirements. The resulting fees for the individual components are repackaging bid documents for second phase - \$134,700, aircraft hangar design services - \$182,300, bid administration services - \$32,700, and construction phase/inspection services \$554,300. All of which brings the total contract cost to \$904,000. This amount has been incorporated into the project budget and it was previously programmed into the final FAA/state grant materials.

Commissioner Groves 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 unanimous vote, the motion carried.

VI. Staff Reports

- A. Executive Director's Report** – Carl asked Fran Strebing to introduce Ms. Hayleigh Brokaw, the new marketing intern. Hayleigh will graduate from ISU in August. She had several internships before coming to CIRA. She plans to go to law school in the fall of 2024. She is enjoying her time at CIRA.

Carl reported that CIRA experienced a decrease in airline capacity this past month compared to the same period last year resulting in a decrease in enplanements. Business-oriented traffic continues to remain soft while leisure travel remained strong. Aircraft operations were up almost 22%, with local traffic almost doubling over last year. Fuel sales were flat compared to last year, while still being up 5% for the year. Air cargo was down just slightly for the month, but still up for the year.

The reorganization of the Authority continues to move forward. Having been approved by both the House and the Senate, the legislation now moves to the Governors' office for his signature. At the same time, the Authority's transition team continues to connect regularly and after compiling a list of tasks, Staff and legal counsel will begin working on individual components. There is no time frame yet, but Staff anticipates that it won't be completed by the end of the year.

Work has also gotten started on the Decennial Committee. The current schedule is aggressive with the first meeting being in August prior to the Board meeting, the 2nd meeting prior to the November meeting and the last meeting in the December/January time frame. Staff doesn't want this work to overlap the work of the reorganization.

Carl has been working with Senator Duckworth's office and Congressman Sorenson's office on the draft FAA reauthorization language. Some of the concerns that have been raised in regard to contract towers and the contract tower program have made their way into the draft legislation for this new 5-year bill.

On June 20th and 21st the Authority, in partnership with Bloomington Fire Department, is going to be hosting the annual live fire training at the airport. Staff will be coordinating with all the airport tenants and getting the word out to the community, so people are aware of what is going on.

The GA project is moving forward with the completion of the 3rd week of construction. The neighbor outreach/communication program is working well and has generated positive feedback. The pavement pulverizing/demolition work has been completed and it was faster/quieter than Staff anticipated. All the demo materials will be staying on airport and repurposed for other airfield needs. As the project moves further along, the outreach efforts for the GA community will begin to increase.

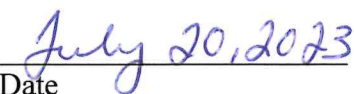
VII. Commissioner Comments

Commissioner Allen noted that he is very happy to see the way the GA project is going. He has been on the airfield many of the days during the construction. Commissioner Sender noted that all 7 board members are on the Decennial Committee. Commissioner Sender also noted that Carl spoke with legal counsel in regard to telephonic attendance at meetings and they stated that if a member is attending the meeting telephonically, the reason must be cited/noted in the minutes. Going forward, please let Lynnette know the reason for telephonic attendance. The current board Committees will remain the same.

VIII. Adjournment

There being no other business to come before the Board, upon a motion being made, seconded and approved, the June 18, 2023 meeting of the Bloomington-Normal Airport Authority adjourned at 5:16 p.m.


Secretary


Date