

**BLOOMINGTON - NORMAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
THURSDAY, MAY 18, 2023**

4:30 PM

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 April Meeting Minutes

Commissioner Allen made a motion to approve the April Board Meeting minutes. The motion was seconded by Commissioner Groves and upon a unanimous vote, the motion carried.

IV. Old Business

There was no old business.

V. New Business

- A. **Approval of April Financial Statements** – CFO Paulette Hurd reported the Authority is at the end of its fiscal year and reminded everyone that the financials presented are preliminary as Staff is still waiting on a number of final items. The General Fund revenue through April was slightly below budget without the use of federal covid funding. On the expenditure side costs were well managed, and with the help of a mild winter, Staff is expecting the Authority to generate another operating surplus. In the Capital Fund, Staff is expecting the receipt of a large equipment reimbursement from the state within the coming weeks. Paulette noted the CFC Fund is one of the funds where the revenues are a month behind. It was also noted Staff is building a surplus in this fund for an upcoming capital project. For the PFC Fund, total year to date revenue is down 9% compared to the same period last year; resulting in a transfer of federal covid funds to the debt service account. There is nothing new to report on the accounts receivable front. The investment report is attached. As it is the end of the fiscal year, Ms. Hurd included a little bit more detail than the normal monthly report. Staff has been busy working on audit preparations.

The typical timeline would be to have reports to the Audit and Finance Committee by late August with board approval at the September meeting.

Commissioner Hanson made a motion to approve the April Financials. The motion was seconded by Commissioner Allen and upon a unanimous vote, the motion carried.

- B. Board of Commissioners Officer Elections for FY24** - Commissioner Hanson polled the Commissioners on a slate of Officers for FY24. All were in agreement with keeping the current slate of officers and no nominations were made on the floor.

Chair – Alan Sender
Vice Chair – Jay Allen
Secretary – Nick Moran
Treasurer Ex Officio – Paulette Hurd
Assistant Secretary Ex Officio – Lynnette Hindman

Commissioner Hanson made a motion to approve the slate of officers as presented. The motion was seconded by Commissioner Swearingen and upon a unanimous vote, the motion carried.

- C. Approve Amendment to Airport Authority By-Laws and Committee Charters** – The Administration and Governance Committee met earlier in the month to review the By-Laws and Committee Charters for any needed changes. The By-Laws were changed to include more specific language for telephonic attendance at meetings, as well as adding the potential for the Chair to appoint non-board members to Committees with Board approval. The Committee Charters were updated to reflect the new language for non-board member appointees to Committees.

Commissioner Groves made a motion to approve the amendments to the By-Laws and Committee Charters, as discussed. The motion was seconded by Commissioner Allen and upon a unanimous vote, the motion carried.

- D. Adopt Resolution No. 2023-1, A Resolution forming a Committee on Local Government Efficiency** - In accordance with 50 ILCS 70/1 *et seq* the Airport Authority is required to form a committee to study its governing policies, practices, and intergovernmental relationships. This committee shall be formed before June 10, 2023, meet at least 3 times under the Open Meetings guidance and shall have 18 months to complete the work before submitting a written report to the McLean County Board of Supervisors. After which, a new committee shall be formed to complete this once every 10 years. Staff is working on a scope of work and anticipates having more information for the June board meeting.

The committee shall be made up of all 7 Commissioners, 2 staff members (Derek Snyder and Carl Olson), and 2 community members appointed by the Chair from within the district and approved by the Board of Commissioners (Mr. Rob Widmer and Mr. Jason Barickman).

Commissioner Groves made a motion to adopt Resolution No. 2023-1, A Resolution forming a Committee on Local Government Efficiency. The motion was seconded by Commissioner Hanson and upon a unanimous vote, the motion carried.

- E. **Adopt Annexation Ordinance No. A-484** - The annexation ordinance is presented by Carden Springs LLC for a new housing development in north Normal. The property has already been annexed into the Town of Normal and consists of 36 acres.

Commissioner Allen made a motion to adopt Annexation Ordinance No. A-484. The motion was seconded by Commissioner Swearingen and upon a unanimous vote, the motion carried.

- F. **Adopt Ordinance No. 229-23, the Annual Budget Ordinance for Fiscal Year 2024** – The draft budget was approved in March and has been on display for 30 days. The budget is projecting a small surplus for the General Fund and incorporates/funds a new Capital Fund reserve and an increase in the General Fund reserve account.

Commissioner Hanson made a motion to Adopt Ordinance No. 229-23, the Annual Budget Ordinance for Fiscal Year 2024. 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 – aye, Commissioner Hanson – aye and Commissioner Sender, the motion carried.

- G. **Adopt Ordinance No. 230-23, An Ordinance Amending the Rules for Public Comments at Open Meetings** – The Administration and Governance Committee reviewed the Ordinance on Rules for Public Comments and suggested changing the language to allow a speaker 3-minutes to share their comments at a Board meeting while keeping the 5-minute period at a Committee meeting.

Commissioner Moran made a motion to Adopt Ordinance No. 230-23, An Ordinance Amending the Rules for Public Comments at Open Meetings as presented. The motion was seconded by Commissioner Groves and upon a unanimous vote, the motion carried.

- H. **Authorize Execution of a Reimbursable Agreement with Federal Aviation Administration** – When an airport uses federal funds to do a capital project that involves an FAA facility/equipment, in this case the old VOR building, it will be required to enter into an agreement to reimburse FAA for their work on the project. In this instance the FAA will be providing engineering, coordination, installation/inspection work relative to power cables. For that work, the FAA is requesting a reimbursable agreement for \$120,947.00. This has been added to the construction cost of the GA project and it is eligible for federal/state reimbursement.

Commissioner Allen made a motion to authorize the execution of a Reimbursable Agreement with the FAA for \$120,947.00. The motion was seconded by Commissioner Swearingen and upon a unanimous vote, the motion carried.

- I. **Authorize Execution of Construction Agreement with Rowe Construction, A Division of UCM, Inc.** – As the GA project moves forward, Phase II of the project, which consists of the paving and the construction/installation of the new hangars was publicly bid with a submission deadline of April 21st. One bid was received from Rowe Construction, a division of United Contractors Midwest, in the amount of \$16,194,375.66 which was 10% below the engineer's estimate and includes all 4 add alternates. Subcontractors will include Stark Excavating and P.J Hoerr. Work will begin in the Spring of 2024 with substantial completion by the end of 2024 or early 2025. Funding for this contract will come from a blend of federal/state airport improvement grants and existing bond funds.

Commissioner Allen made a motion to authorize the execution of a Construction Agreement with Rowe Construction in the amount of \$16,194,375.66 for Phase II of the GA project. The motion was seconded by Commissioner Swearingen and upon a unanimous vote, the motion carried.

VI. Staff Reports

- A. **Executive Director's Report** – Carl introduced Mr. Derek Snyder as the new Deputy Executive Director. Derek is a graduate of Southern Illinois University and was previously an operations specialist at CIRA. Carl reported that Derek is coming back to the Authority after serving as a Senior Airport Planner with CMT. Derek thanked the Board for the opportunity. He and his family are very excited to come back to Bloomington. Carl reported that Mr. Jay Dykstra has joined CIRA as the new operations intern. Jay is in the aviation program at Lewis University and working here at CIRA through the summer.

The notice to proceed was issued today for the construction phase of the new G.A. Facility project and construction activities should begin by the end of the month. This is Phase I of the project involving demolition and site work that is anticipated to be completed in the fall, weather permitting. The Authority's neighborhood outreach was successfully introduced with initial feedback being positive. Carl noted this first phase involves two project components of special note. The first involves the demolition of the former Rnwy 3/21 and adjoining taxiway. This will be completed in the opening stages of the project and will involve a concrete pulverizer and rock crusher which will result in louder than normal project noise for up to 2 weeks. The second project note for this phase will be the scheduled closure of Rnwy 11/29 for 70 days beginning in early July. The purpose for this closure is to allow construction activity in the space immediately adjoining the runway.

The bill on the Authority's reorganization continues to move through the House and Senate. Staff is very optimistic this will be passed in the next few days. It was reported that Staff will now begin working toward the transition from the current to the new organization. As a part of this Airport Staff has assembled a project transition team that includes legal from bond counsel, local counsel, and aviation counsel.

The construction of the new corporate hangar has been substantially completed and the owner is beginning to transition to the new facility. Carl also noted that Country Financial has closed their corporate flight department. The ground lease will remain in effect.

- B. **Deputy Director of Marketing** – Ms. Fran Strebing was present to update the Board on activities in the marketing department. Leisure travel continues to drive overall traffic with business travel being softer. Frontier reintroduced their nonstop Denver service in April with 2 flights a week which will increase to 3 in June. Fuel sales were down for the month. Local GA traffic was up just slightly and cargo was down compared to last year.

Fran also reported on the community/neighborhood outreach for the new GA project. Staff delivered project notices to homes in addition to creating a project webpage and special project email address help engage the neighbors and address their questions/concerns. Staying with community outreach, it was also reported that Carl had an interview on WJBC, as well as

speaking at Kiwanis. Also, looking toward June, the airport will be hosting the Boys and Girls club for a career day, Delta Airlines will be sponsoring another blood drive and the next TSA pre-check enrollment event will be held here in the terminal building June 12 – 16th.

Fran provided the members with a brief report on upcoming marketing activities for the balance of '23 and into '24, including some of the new consumer behaviors and technology trends.


Fran and Carl will be attending the Jump Start conference in June.

VII. Commissioner Comments

Commissioner Allen noted that he is continually encouraged on how all the Authority employees handle themselves. Thanks to everyone for all their hard work. Commissioner Sender welcomed Derek and noted that he has received positive feedback from Carl's presentation at that Kiwanis meeting. He also shared a kudo from John Penn to all the Board members for their work with expanding the tax base. Commissioner Sender thanked Sean Stott for all his work on behalf of the Authority for the new legislation.

VIII. Adjournment

There being no other business to come before the Board, upon a motion being made, seconded and approved, the May 18, 2023 meeting of the Bloomington-Normal Airport Authority adjourned at 5:56 p.m.


Secretary

6/15/23
Date