

**BLOOMINGTON - NORMAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
THURSDAY, AUGUST 17, 2023**

4:30 PM

I. Call To Order

Commissioner Sender called the meeting to order at 4:34 p.m. Commissioners Swearingen, Moran, Groves and Allen were present. Commissioners Roth and Hanson were absent. A quorum was acknowledged.

II. Public Comments

No public comment.

III. Approval of July Meeting Minutes

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

IV. Old Business

There was no old business.

V. New Business

- A. **Approval of July Financial Statements** – Ms. Hurd reported that the Authority just completed the first quarter of the fiscal year. The General Fund, both revenues and expenses are trending favorable to budget. Where revenue items are slightly ahead of budget, that is a timing issue and those line items will even out over the course of the year. The Capital Fund made a very large payment to the contractor on August 2nd for the G.A. project. After a delay in receiving a fully executed state agreement for the design portion of this project, Ms. Hurd will be submitting reimbursement requests for this work. With that, Staff expects the state agreement for the Phase I construction work to also be forthcoming. The CFC Fund revenues are trending favorable to budget, with expenses being slightly over budget, which is due to the security cameras that were approved at last month's board meeting. Despite this, there is still a positive bottom line in the CFC Fund. The PFC revenues for July are down about 6% compared to the same time last year.

Ms. Hurd also reported on the status of the abandoned property in a T-hangar and the progress being made to resolve this matter. Lastly, it was noted the final annual audit results are expected to be available to the members ahead of the September meeting.

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

- B. Authorize Renewal of Employee Insurance Agreements** – In August of each year the insurance agreements for employee health/life insurance benefits need to be reviewed/renewed. This year, the health insurance renewal with Blue Cross/Blue Shield came back with a small reduction in premium along with just a couple minor program changes. The renewal for the employee life insurance program did include a 9.5% increase in the annual premium which resulted in a total annual increase of \$184.80. Upon individual review by the members of the Personnel Committee the Chair decided against holding a committee meeting with Staff presenting these materials directly to the full Board for their review/approval.

Following discussion by the members, Commissioner Swearingen made a motion to authorize the renewal of the Employee health and life insurance with Blue Cross Blue Shield. The motion was seconded by Commissioner Moran and upon a unanimous vote, the motion carried.

- C. Authorize Amendment to Construction Services Agreement with Freesen, Inc.** – In September of 2022, the Board approved a contract with Freesen Inc. for just under \$3.9 million dollars for the construction of Phase I of the new GA Facility. At the July meeting, the board approved C.O. #1 which increased the contract by \$136,418.19. Since that time, there have been an additional 8-line items requiring changes which resulted in an overall reduction to the contract of \$25,123.02; which have already been approved by the FAA.

Commissioner Swearingen made a motion to authorize the amendment to the Construction Services Agreement with Freesen as presented. The motion was seconded by Commissioner Allen and upon a unanimous vote, the motion carried.

VI. Staff Reports

- A. Executive Director's Report** – Carl reported that the July aviation results continued CIRA's ongoing trend closely following seat capacity. CIRA's July traffic was down for the month about equal with airline capacity reductions for the month. Fuel sales were down for the month but remain strong year over year. Aircraft operations were strong for July, largely driven by local GA traffic and likely supported by transient traffic flying to Oshkosh. Scheduled and unscheduled air cargo showed some strength for the month.

It was reported the paving work associated with Carnahan Drive, a service road, and a repair to the museum parking lot, which was approved by the Board at the last meeting, was recently completed by Rowe Construction.

Carl also reported that Freesen encountered some project delays with their Phase I work due to the recent rains. However, the project remains ahead of schedule, with 67% of the work being completed against just 44% of the contract days being used. Runway 11/29 is halfway through the closure and remains on schedule to be reopened on September 12th.

The full closure with Runway 2/20 being closed for mowing was completed as scheduled on August 16th, and thanks to everyone involved, the work was completed by mid-afternoon and the runway was reopened early.

It was noted that staff was in the process of releasing several RFPs seeking proposals including for new accounting software with a submission deadline of September 15th. There are also two RFPs soliciting interest/proposals for staff uniforms/laundry products and custodial cleaning/terminal supplies are due on August 18th. Lastly, staff is nearing completion of an RFP seeking bids for two new airfield snowplows.

Carl also advised the members that earlier in the day Governor Pritzker announced that the Authority will be receiving a \$1.25 million dollar grant under the State's new Megasites development program. This is a new competitive grant program administered by the Department of Commerce and Economic Opportunity that is aimed at helping shovel ready project development sites to become more competitive. These grant funds will be combined with Authority funds to install sanitary sewer and municipal water to the 250 acres south of Ireland Grove Road which are adjacent the NS rail line.

VII. Commissioner Comments

Commissioner Swearingen expressed his gratitude and thanks to Staff for the wonderfully executed plan for the closure of Runway 2/20. He is also very grateful for the roadwork at Carnahan Drive. Commissioner Moran commented on CIRA's air service connectivity highlighting a recent example he was familiar with in which a person flew from CIRA to Tahiti with just 1 connection. Commissioner Sender reported it was likely the new Board of Commissioners would be seated at the start of the new fiscal year. He explained that with all that needs to be done with the reorganization, it makes sense to have the Central Illinois Regional Airport Authority start with the new fiscal year on May 1st. Commissioner Sender also reported on conversations with Senator Koehler who has requested the Senate president to include the expansion of the Board from 7 members to 9 members at the veto session later this year. If the bill were passed it would allow for 3 appointees each from the City, the Town and the County. Commissioner Sender also shared that he has been having conversations with Representative Chung about the reorganization.

VIII. Adjournment

There being no other business to come before the Board, upon a motion being made, seconded and approved, the August 17, 2023 meeting of the Bloomington-Normal Airport Authority adjourned at 5:23 p.m.


Secretary

9/21/23
Date