

**BLOOMINGTON - NORMAL AIRPORT AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES  
THURSDAY, JULY 20, 2023**

**4:30 PM**

**I. Call To Order**

Commissioner Sender called the meeting to order at 4:30 p.m. Commissioners Swearingen, Moran, and Allen were present physically. Commissioners Groves, Roth and Hanson were absent. A quorum was acknowledged.

**II. Public Comments**

No public comment.

**III. Approval of June Meeting Minutes**

Commissioner Allen made a motion to approve the June 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 June Financial Statements** – Ms. Hurd reported that in the General Fund, both revenues and expenses are trending favorable to budget. The Capital Fund will soon be paying a large number of invoices and Staff is continuing to work with the State on required paperwork for reimbursement. The CFC Fund, both revenues and expenses are also trending favorable to budget. The PFC revenue for the month of June was down very slightly compared to June of 2022.

Commissioner Swearingen made a motion to approve the June Financial Statements. The motion was seconded by Commissioner Moran and upon a unanimous vote, the motion carried.

- B. Adopt Ordinance No. 231-23, The Annual Tax Levy Ordinance for 2023** – The Airport Authority must adopt its tax levy on or before the 2<sup>nd</sup> Tuesday of August each year. This year's level did not exceed a 5% increase, so no public hearing was needed. The proposed corporate levy is \$1,250,812 and the special levy is \$415,000. The levy will generate tax revenue which

will be received in CY24 and programmed into the Authority's FY25 budget materials. Commissioner Sender noted that the Airport Authority's Act requires that all airport authorities adopt their tax levy before any other municipal body, which is typically by the last Tuesday in December. Carl is going to be meeting with other airports in September to talk with them about changing the language in the Airport Authority's Act to have the tax levy adopted in line with other municipalities, which would be in line with knowing what the upcoming equalized assessed value will be.

Commissioner Allen made a motion to adopt Ordinance No. 231-23, the Annual Tax Levy Ordinance for 2023. The motion was seconded by Commissioner Moran and upon a roll call vote, Commissioner Roth – absent, Commissioner Swearingen – aye, Commissioner Moran – aye, Commissioner Groves – absent, Commissioner Allen- aye, Commissioner Hanson – absent and Commissioner Sender – aye 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 construction of Phase I of the new GA Facility. The contract was just under \$3.9 million. As construction nears the end of week 7, the project has encountered 7 line-item changes; 3 deductions and 4 additions with the net result being a cost increase of \$136,481.19. These revisions fall into 4 categories: a reduction in the amount of grading and concrete pipework associated with relocating a parking lot (-\$25,306), an increase associated with installing new stormwater inlets instead of reusing original components (+\$14,741), an increase associated with Corn Belt's work to relocate electrical service (+\$72,796), and an increase associated with the construction of a project haul road on airport property (+\$74,250). The project haul road was intentionally left out of the contract when it was bid because additional environmental clearances were needed from the FAA and Staff was unsure if the FAA would agree to them. The FAA eventually did approve the clearances, but after the contract was approved. The total cost of the amendment is \$136,481.19. Funding for this additional cost will come from existing federal, state, and Airport Authority project funding streams.

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.

- D. **Authorize Execution of Construction Agreement with Rowe Construction** – As part of this year's budget, there are 3 paving projects that were approved; 1) repaving of Carnahan Drive as part of the new corporate hangar project, 2) repave the service road that runs from Carnahan Drive past Synergy to the I-row gate and 3) cut and micro patch the west end of the parking lot at PAM. The project was bid last year with Rowe Construction being the low bidder. Because of the delay in the hangar construction, Staff decided to postpone the repaving while construction was completed. In the process of putting budget numbers together for this year's budget, Staff reached out to Rowe Construction to see if they wanted to adjust their numbers to determine if the project needed to be rebid. Rowe agreed to maintain their price from 2022 which was \$142,627.30. This work will be done yet this season.

Commissioner Allen made a motion to authorize the execution of a construction agreement with Rowe Construction for a not to exceed price of \$142,627.30. The motion was seconded by Commissioner Moran and upon a unanimous vote, the motion carried.

- E. **Authorize Lease Agreement with Flock Group, Inc.** – Earlier in the year, the board approved a contract with The Flock Group for cameras at the entrance and exit road of CIRA Dr. Given the success of the cameras at being a deterrent and as an aid for law enforcement, Airport Staff is interested in adding three cameras to the rental car area. As a part of this Staff is interested in placing 2 solar powered license plate reading cameras in the ready/return lot and a camera focused on the outdoor key drop boxes. The cost would be \$21,050 for a 24-month contract. Staff has shared signage with legal counsel for their feedback and approval.

Commissioner Moran made a motion to authorize the lease agreement with Flock Group Inc. for \$21,050 for 24 months. The motion was seconded by Commissioner Allen and upon a unanimous vote, the motion carried.

- F. **Discussion of Proposed New Solid Waste Transfer Station** – Carl briefed the board on a proposed new solid waste transfer station that Henson Disposal is interested in developing at their location on Tri Lakes Road. Because the facility is within 5 miles of the airport, FAA policy states that anything that is considered a potential wildlife hazard attractant, within 5 miles of the airport, triggers the Airport Authority to get involved. Staff has met with Henson Disposal and they have shared their project and operating plans. As proposed, the project would align with FAA policies and would be considered a compatible development. Going forward, Airport Staff will be assisting Henson with the submission of FAA airspace studies prior to construction. Staff will also be available to assist Henson with their wildlife hazard mitigation training while also monitoring their practices to ensure no wildlife attractants are created at the site.

## VI. Staff Reports

- A. **Executive Director's Report** – Carl reported that Senate Bill 684 is in the Governor's office. It has not been signed yet. Staff anticipates this will be signed in the next few weeks.

The GA project is closing out the 7<sup>th</sup> week of construction activities. So far, the project remains on schedule and the proposed reopening of 11/29 remains on schedule for September 12<sup>th</sup>. Current activities include grading/dirt work, installation of underground structures for storm water and electrical components. Staff is looking toward the weeks of August 7<sup>th</sup> and 14<sup>th</sup> for the closure of R/W 2/20 for mowing activities in the safety areas with Staff looking to complete this work in a single day. Staff has advised the tenants that these are the dates they are looking at and as the time gets closer, they will firm everything up.

There is approximately \$2 million dollars in payments that are going to be coming due in the next couple of weeks. Staff will be self-financing those for a little while until reimbursement comes from the State of Illinois.

The removal of the trees at the old tree farm is moving forward and is about halfway through.

Carl and Derek met with the FAA last week in Chicago. This was a very successful meeting. The indication is that the Federal grants should be arriving in the next few weeks. There is a bit of a problem with a 2021 grant for 2 snowplows and a broom. The broom has been delivered but the snowplows have yet to be delivered because during the pandemic, the manufacturer moved their site from Ohio to Mexico and as a result, the airport can no longer accept the trucks because

they violate the Buy American requirements. The FAA is going to work with Staff to cancel the contract, put out a new bid and reprogram the funds into a new grant.

Thanks to Commissioner Groves for putting Staff in contact with an individual from ISU who does executive recruitment/training and staff development. She has agreed to do some onsite in-house staff development and supervisor training. This will start at the end of the month and will continue into the fall.

Staff is waiting to see if Federal funds will be forthcoming for the Airport Road extension project and state funds for the proposed industrial park project.

- B. Deputy Director of Marketing** – Ms. Fran Strebing was present to update the Board on activities in the Marketing Department. Leisure traffic continues to be the strong hold with business traffic remaining soft. While flight/seat capacity reductions remain lower than last year, passenger traffic for both Allegiant routes continued to be strong as activity for Dallas, Chicago, Denver and Atlanta also performed well. The fewer commercial flights are also reflected in the fuel pumped. Local GA traffic has been strong. Cargo is down just slightly over last year.

In conjunction with Quotient Group, a new marketing campaign started today which incorporates four different approaches in the digital world. This is a 3-month campaign that can be customized and shifted based on the feedback received.

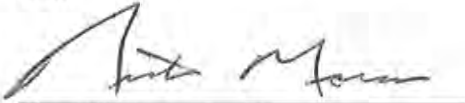
Fran also reported the marketing intern, Ms. Hayleigh Brokaw has been doing a great job with social media and keeping up with local activities and construction updates. She has also started a new initiative that highlights a CIRA employee. Her work has been helping to improve the number of impressions/engagements CIRA has had on social media. Threads has been added as another social media platform. Threads is Meta's answer to Twitter. Staff also joined Next Door Neighborhood as another communication tool to reach tenants, neighbors and beyond.

## **VII. Commissioner Comments**

Commissioner Groves thanked Dakota for his help with his sister-in-law during her recent health issue and luggage problem. Commissioner Moran suggested a tour of the new GA site would be helpful, not only for the Board but perhaps for the neighbors as well. Carl is working on having a tour for the board after the August or September board meeting. Commissioner Allen is very pleased with how the GA project is moving along. Commissioner Sender noted that the Decennial Committee will meet next month and at least 6 people will be needed in the room. Commissioner Sender also noted that he and Carl had a conversation with Sean Stott, the lobbyist who helped with the bill, about finding a lobbyist for the airport. The Committees will remain the same as approved 2 years ago.

### VIII. Adjournment

There being no other business to come before the Board, upon a motion being made, seconded and approved, the July 20, 2023 meeting of the Bloomington-Normal Airport Authority adjourned at 5:50 p.m.

  
Secretary

8/17/23  
Date