

**BLOOMINGTON - NORMAL AIRPORT AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES  
THURSDAY, DECEMBER 19, 2023**

**4:30 PM**

**I. Call To Order**

Commissioner Sender called the meeting to order at 4:35 p.m. Commissioners Swearingen, Groves, Hanson and Allen were present physically. Commissioners Moran and Roth were present telephonically. A quorum was acknowledged.

**II. Public Comments**

Charlie Bates was present to update the Board on activities with EAA and Civil Air Patrol. Charlie thanked Carl and Staff for coming to the EAA Chapter meeting last month. It was a very good meeting, lots of information was shared. Crosswinds is growing and will be in need of another hangar soon. 33 members joined this year, with only 22 leaving. They will hit 100 members in January. In 2019, Crosswinds only had 30 members. They flew 2400 hours and visited 30 states, including Alaska, New York, Maine and Canada. The EAA Chapter is growing also. They had 6 Young Eagle events in 2023 and flew over 400 children, of which 300 of them was their first time. EAA's goal is to get young people involved in aviation. They are teaching STEM classes in the high schools. Other activities included the Ford Tri-Motor and a couple of Fly Ins. They are also working with the Prairie Aviation Museum on their 40<sup>th</sup> anniversary.

**III. Approval of November Meeting Minutes**

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

**IV. Old Business**

There was no old business.

**V. New Business**

- A. **Approval of November Financial Statements** – Ms. Hurd reported that the Authority is 7 months into the fiscal year. Both revenues and expenses in the General Fund continue to trend favorable to budget, with a positive bottom line. The Capital Fund did receive significant reimbursement of State and Federal funds, so Ms. Hurd was able to reverse the temporary cash transfer made from the General Fund. She is continuing to work with the IDA on reimbursement requests, pending agreements and amendments. The CFC Fund revenue

continues to trend favorable to budget. The PFC revenue was down about 10% compared to last year.

On the accounts receivable side, new FAA registration has been received and the transfer of the asset is moving forward.

Ms. Hurd also noted that at this time, there doesn't seem to be a need for budget adjustments other than the couple of Capital items which are a later item on the agenda.

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

- B. Adopt Ordinance No. 232-23, An Ordinance Amending the CY23 Tax Levy Ordinance** – In July of this year, the Board approved the tax levy ordinance for calendar year 2023 based upon an estimated 5% increase in the community's annual EAV. The Authority subsequently learned late this year the EAV increased by 13.7%. Information was shared with the members on whether the Authority should change the levy and pick up an additional \$108,000 or remain with the adopted levy. It was the sense of the Board to stay with the 5% increase and not collect the additional tax revenue. In the process, Staff was able to capture a \$20,000 savings in the special levy for Worker's Compensation insurance. After some discussion the members decided to amend the levy by reducing the special levy for workers compensation by \$20,000 and reprogramming those funds into the General Fund; thereby staying within the limits of the original tax levy as adopted earlier in the year.

Commissioner Allen made a motion to adopt Ordinance No. 232-23, amending the CY23 Tax Levy Ordinance. The motion was seconded by Commissioner Swearingen and upon a roll call vote; Commissioner Roth – aye, Commissioner Swearingen – aye, Commissioner Moran – aye, Commissioner Groves – aye, Commissioner Hanson – aye, Commissioner Allen – aye and Commissioner Sender – aye, the motion carried.

Commissioner Roth left the meeting at 4:59 p.m.

- C. Authorize Professional Services Agreement with Sikich, LLC** – The current agreement for external auditors with Sikich, LLC expires later this month. There has been conversations by the Audit and Finance Committee and the entire Board on whether or not to seek a new auditor as the Authority goes through the reorganization or stay with Sikich for 1 additional year. It was the sense of the members to stay with Sikich for 1 more year and to have Staff inquire if Sikich was open to this and what the cost would be. From those conversations, Sikich advised that they would be willing stay for 1 additional year for a total cost of \$43,400. This does not include some additional work that may be required this year under new GASB statements.

Commissioner Hanson made a motion to authorize the professional services agreement with Sikich LLC as presented. The motion was seconded by Commissioner Moran and upon a unanimous vote, the motion carried.

- D. Authorize Amendment to Capital Fund Budget** – Staff requested a change to the Capital Fund budget to create two new projects that were not part of the initial Capital Fund Budget. The first project would be the replacement of self-contained breathing apparatus (SCBA) equipment for the Authority's crash rescue vehicles at a cost of \$51,000. Staff has learned that the existing equipment has reached the end of its useful life per OSHA requirements and needs to be

replaced. This is cost neutral to the Capital Fund budget as savings from previously completed projects have been captured and the seal coating of the west ramp will be postponed until the next budget year. The second project is the Mega Sites development project, which will include the design and installation/construction of new municipal water and sewer to the acreage south of Ireland Grove road. The total project cost is estimated to be \$3,073,055 of that \$1,250,000 will be funded through the State's DCEO's Mega Sites grant and the balance, \$1,823,055 would come from existing Authority funds via transfer from the COVID Relief Fund.

Commissioner Groves made a motion to authorize the amendment to the Capital Fund Budget. The motion was seconded by Commissioner Allen and upon a unanimous vote, the motion carried.

- E. Authorize Professional Services Agreement with Crawford, Murphy, and Tilly, Inc.** – Related to the Mega Sites development property. The acreage was purchased in part with Airport Authority and FAA grant funds. For that reason, in order for the Authority to develop the land for nonaeronautical purposes, the Authority must seek land release from the FAA. Staff requested Crawford, Murphy & Tilly to work with Staff on the process. They have helped with prior land release projects. The scope of the project is to complete the property/title review, airspace study, environmental review and appraisal of the property, along with an extensive questionnaire required by the FAA. Once the packet is complete, it will be submitted to the FAA for their consideration and ultimately their approval. The cost of the work is \$79,055, which is being budgeted into the Mega Sites project and is 100% Airport money.

Commissioner Hanson made a motion to approve the professional services agreement with Crawford, Murphy & Tilly, Inc. The motion was seconded by Commissioner Allen and upon a unanimous vote, the motion carried.

- F. Authorize Award of Terminal Flooring Replacement to Menconi Terrazzo, Inc.** – As a result of the flood in the terminal last Christmas, the terrazzo floor has continued to deteriorate. Following extended conversations with the insurance company and their consultants it was determined the best course of action is to demo the existing floor surface and replace it with a new terrazzo floor covering. The insurance company asked Staff to seek bids for the replacement of the flooring. Three bids were received; Amici Terrazzo from Elk Grove Village, IL with a base bid of \$575K, Menconi Terrazzo from Bensenville, IL with a base bid of \$440K, and Mid-State Terrazzo & Tile from Peoria, IL with a bid of \$318K. The Mid-State quote came a month after the initial quotes from Amici and Menconi were provided to the insurance company. The bids were also reviewed by the insurance company and the engineering consultant after which they provided their concurrence to award the work to Menconi. The work will be done in the first quarter of 2024, with as little disruption as possible. The insurance company will pay for the replacement.

Commissioner Allen made a motion to authorize the award of the terminal flooring replacement to Menconi Terrazzo for a not to exceed cost of \$440,000. The motion was seconded by Commissioner Groves and upon a unanimous vote, the motion carried.

## VI. Staff Reports

- A. **Executive Director's Report** – Carl reported that CIRA is continuing the pattern of soft business travel and stronger leisure travel, which has been underscored by the winter holiday travel season. Passenger traffic was down 2% compared to November last year against an almost 12% reduction in capacity. The market is strong and enplanements are strong, the weakness is not having enough seats. Orlando traffic saw an 11% increase in capacity with a 50% increase in traffic. Fuel sales were down a couple points for the month. Aircraft operations were very strong with local general aviation traffic up 23% for the month. Cargo is a little soft, which is common nationwide. The unscheduled air cargo was up 8%.

It was reported the Phase I construction activities for the new G.A. facility are starting to work towards close out. The FAA just approved the final change order which results in a \$176,000 reduction in the Freesen contract. As a result, this phase was not only completed ahead of schedule but also below budget. Phase II is gearing up with a mid-April start date and a 184 day project. There will be another 70-day hard closure of Runway 11/29 again during this phase as paving work is completed adjacent the runway area. Staff expects that will happen in August and similar to what was done this year, Staff will be reaching out to the tenants to keep them informed and to coordinate the least amount of disruption as possible.

The EDC approved the Authority's cargo road project as part of their One Voice project schedule for this year.

Staff has been exploring opportunities to engage a government affairs lobby support firm to support the Authority in pursuing federal funds. Similar to what was done with legal services, once the final proposals are received, Staff will create a summary and will request the Admin and Governance committee meet and review and provide direction in how to move forward.

## VII. Commissioner Comments

Commissioner Allen noted that it is the 20<sup>th</sup> anniversary of the Challenger Learning Center. Commissioner Groves thanked Staff for a great 2023 and wished everyone a great holiday season.

## VIII. Adjournment

There being no other business to come before the Board, upon a motion being made, seconded and approved, the December 19, 2023 meeting of the Bloomington-Normal Airport Authority adjourned at 5:26 p.m.

  
Secretary

1/18/24  
Date