

**BLOOMINGTON - NORMAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
THURSDAY, JANUARY 18, 2024**

4:30 PM

I. Call To Order

Commissioner Sender called the meeting to order at 4:32 p.m. Commissioners Roth, Swearingen, Moran and Groves were present physically. Commissioner Hanson was present telephonically and Commissioner Allen was absent. A quorum was acknowledged.

II. Public Comments

There was no public comment.

III. Approval of December Meeting Minutes

Commissioner Groves made a motion to approve the December 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 December Financial Statements** – Ms. Hurd reported that the Authority is 8 months into the fiscal year. The General Fund continues to have favorable trends to budget on both the revenue and expenditure sides, with a positive bottom line. The replacement taxes are down about 23% compared to last year, but are still slightly ahead of budget. Ms. Hurd anticipates that by the end of the fiscal year, this item will be slightly under budget, but it is not a major concern at this point. The Capital Fund didn't have a lot of activity for the month. At the end of December, all interfund loans have been repaid. The CFC fund revenue and expenses are continuing to trend favorable to budget. It was also reported the Authority received word from the IDA that following a revision in the aviation fuel tax disbursement schedule the Authority would now be receiving just over \$100,000 in shared fuel tax revenue; a significant increase over the initial estimate of \$49,478.

On the accounts receivable side, Ms. Hurd is happy to report that there are no concerns there. Ms. Hurd has had some conversations with the vendor for the new accounting software and the implementation may be a bit later than anticipated. It doesn't appear that this will coincide with the new organization and the new fiscal year.

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

- B. Adopt Annexation Ordinance A-485** – The Authority received an annexation request for roughly 9.61 acres near the intersection of East Raab Road and North Linden Street in the Town of Normal. The property is near Rosa Parks park and will be developed into apartments.

Commissioner Groves made a motion to adopt Ordinance No. A-485. The motion was seconded by Commissioner Moran and upon a unanimous vote, the motion carried.

- C. Authorize Acceptance/Execution of Federal and State Grant Materials for CY24** – In line with member direction, Airport Staff sought pre-approval from the Board to formally accept/execute all federal/state grant materials for CY24. Staff expects to receive a number of grant materials this coming year and recognizing they typically come with short response times. Having pre-approval helps Staff to turn the materials around in the timeline requested.

Commissioner Hanson made a motion to authorize the acceptance/execution of Federal and State grant materials for CY24. The motion was seconded by Commissioner Swearingen and upon a unanimous vote, the motion carried.

VI. Staff Reports

- A. Executive Director's Report** – Carl reported that for the month of December, passenger traffic was down slightly compared to December of 2022, against a significant reduction in seat capacity. For the year, traffic was down slightly as driven by capacity reductions vs. the previous year. Individually, each of the routes continued to perform very strongly with load factors remaining in the upper 80s and low/mid 90s. Similar to what is being experienced nationwide, airline capacity reductions and the need for additional seats continue to be the weak point. For the year, the sale of aviation fuel was down slightly, as was scheduled air cargo while unscheduled air cargo experienced a significant increase. Aircraft operations experienced a solid increase largely driven by local operations.

Carl announced that Ms. Melissa Beaver will be joining the CIRA team later in the month as the new Manager of Marketing/Communications. He reported everyone is excited for the opportunity for Ms. Beaver to join the Authority after building a very successful career in public relations and marketing at Heritage Health Care.

The replacement of the terminal's terrazzo floor is scheduled to begin the middle of February with the pre-construction meeting scheduled for January 22nd. The project is expected to take approximately 8 weeks to complete and will be phased to allow for continued safe/efficient terminal operations. Concurrent with this, Staff has been working with the TSA to accelerate the installation of new in-floor electric/data at the security checkpoint. By advancing this work now the airport can avoid saw cutting the new flooring in the future.

Staff is working to complete the results of their research into options for engaging a government affairs firm to assist the Authority with federal/state matters. Once complete, the information will be shared with the Administration and Governance Committee and also the members.

Carl also reported the reorganization transition team continues to make solid progress ahead of their targeted completion date of May 1st. As a part of his report Carl highlighted ongoing efforts related to securing federal/state approvals along with transitional work on a range of business and financial issues. Carl also shared the team's early thoughts about the logistics and actions which are likely to take place during the April and May Board meetings.

Final steps are being taken to complete an online CIRA store to provide the members and staff the opportunity to receive some CIRA merchandise. Individuals will be afforded the opportunity to select a piece of clothing from the store, in addition to receiving an insulated tumbler and journal.

Carl also reported he and Mr. Sender had been invited to speak to the McLean County Farm Bureau to update them on the Authority's current activities and upcoming reorganization.

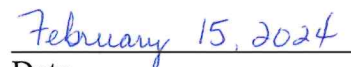
VII. Commissioner Comments

Commissioner Swearingen noted that work on Carl's review will begin and advised the members to be on the lookout for additional information. The goal will be to have everything wrapped up no later than the March meeting. Commissioner Sender noted that he and Carl are working on scheduling meetings at the airport with CIRA's congressional representatives.

VIII. Adjournment

There being no other business to come before the Board, upon a motion being made, seconded and approved, the January 18, 2024 meeting of the Bloomington-Normal Airport Authority adjourned at 5:00 p.m.


Assistant Secretary


Date