

**BLOOMINGTON - NORMAL AIRPORT AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES  
THURSDAY, FEBRUARY 15, 2024**

**4:30 PM**

**I. Call To Order**

Commissioner Sender called the meeting to order at 4:33 p.m. Commissioners Roth, and Groves were present physically. Commissioner Swearingen was present telephonically and Commissioners Moran, Allen and Hanson were absent. A quorum was acknowledged.

**II. Public Comments**

There was no public comment.

**III. Approval of January Meeting Minutes**

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

**IV. Old Business**

There was no old business.

**V. New Business**

- A. **Approval of January Financial Statements** – Ms. Hurd reported that the Authority is 9 months into the fiscal year with both General Fund revenues and expenses trending favorably to budget. The local share of the Mega Sites project was transferred to the Capital Fund. The Capital Fund did receive some smaller reimbursement from the State in January, along with a long awaited grant amendment. Paulette and Carl continue to work with the State on the delayed grant reimbursements. In the CFC Fund, both revenues and expenses also continue to trend favorable to budget. The PFC revenues for the month of January were down 16% compared to the same period last year.

On the accounts receivable side, Ms. Hurd is happy to report that there are no concerns there.

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

- B. **Adopt Ordinance No. 233-24, An Ordinance Authorizing the Abatement of Taxes Related to the Serious 2019(D) PFC Alternate Revenue Bond Program** – Again for this year Airport Staff has determined there is sufficient PFC revenue to fund this year’s Series 2019(D) debt service payments without needing to use any property tax revenues. Accordingly, the Authority is once again in a position to abate \$799,500 in property tax revenue back to the community because it will not be needed for debt service.

Commissioner Groves made a motion to adopt Ordinance No. 233-24, an Ordinance Authorizing the Abatement of taxes related to the PFC Alternate Revenue Bonds. The motion was seconded by Commissioner Roth and upon a unanimous vote, the motion carried.

- C. **Authorize Renewal of Professional Services Agreement with Alliant Technologies** – Alliant Technologies is a Fort Worth, TX company which originally created/installed the software required to operate the airport’s automated baggage screening system. For the past few years the Authority has engaged Alliant to provide tech support and inspection/repair services to keep the system operating properly. Overall Airport Staff has been pleased with the work/responsiveness provided by Alliant. Ahead of the current service agreement expiring later this month Airport Staff requested a quote to extend the agreement for an additional year.

Commissioner Roth made a motion to authorize the renewal of the Professional Services Agreement with Alliant Technologies for 30 hours of support and an annual site visit for the coming 1-year period for the not to exceed cost of \$22,519. The motion was seconded by Commissioner Swearingen and upon a unanimous vote, the motion carried.

- D. **Authorize Award and Execution of Farmland Lease Agreement** – The current farm lease agreement with David Black Farms expired earlier this year. In preparation for this, Staff released a competitive request for proposals which generated 6 bids including 1 bid that was deemed non-responsive. The remaining 5 bids were publicly opened and the bidders transitioned into an auction, at which point the final high bid was received from David Black Farms at \$429.00 per acre. After determining the bid was complete/correct and fully responsive Airport Staff sought Board approval to award a new 2-year farmland lease agreement. This new agreement will represent approximately a 24% increase in farm revenue to the Authority vs. the expiring agreement.

Commissioner Swearingen made a motion to authorize the award/execution of a 2-year Farmland lease agreement with David Black Farms effective March 1, 2024 through February 28, 2026. The motion was seconded by Commissioner Groves and upon a unanimous vote, the motion carried.

- E. **Authorize Award of Professional Services Agreement to Farnsworth Group** – As Staff continues to complete the proposed annexation agreement with the City of Bloomington for the proposed business park site, a plat and concept plan is needed as part of the package. Recognizing the Farnsworth Group is already working on the utility design and possess the data, Airport Staff reached out to their office requesting a scope of work/fees to complete this task. In response Farnsworth proposed a price of \$10,650.00 to complete the work required on a schedule which compliments the overall project schedule. Funding for this work will be programmed using current Megasites capital project funds.

Commissioner Groves made a motion to authorize an award of a Professional Services Agreement to Farnsworth Group as presented. The motion was seconded by Commissioner Roth and upon a unanimous vote, the motion carried.

## VI. Staff Reports

- A. **Executive Director's Report** – Carl reported that January aviation results were heavily impacted by the month's snow/freezing rain/ice and fog events. While January is typically a slower travel month during the year, this year was especially so. Passenger traffic was down 4% against a more than 10% reduction in seat capacity. Quite a few passengers were lost due to cancellations and rebookings. The weather also hampered aircraft operation and scheduled air cargo results after FedEx was forced to cancel a number of flights due to freezing rain/ice. Against that as a backdrop, unscheduled air cargo did very well which in turn help to keep monthly fuel sales up.

Carl also reported that construction activities associated with the second phase of the new G.A. project are expected to begin mid to late April with a goal of achieving significant completion by the end of the construction season. This will be the largest phase of the project and will include all of the paving work for the apron, roadway, and taxiways in addition to the construction of the new hangar buildings. It was also reported that conversations with the EAA, Civil Air Patrol and Crosswinds Flying Club have been very productive with all 3 entities committed to moving to the new facility.

Remaining with capital projects, Carl reported the design work for the terminal roadway rehab project has been completed and bid specs will be publicly released shortly with a March 8<sup>th</sup> opening. The project remains on schedule with the goal being to begin construction this season and to accomplish significant completion by the end of the year.

Similarly, the design work for the new Megasites development also remains on schedule. The anticipated schedule calls for completing design/bid in time to initiate construction yet this season and accomplish significant completion yet this year.

It was reported the terrazzo replacement project will commence this coming Monday with work expected to be completed in approximately 8 weeks. The project will be phased in a manner which will allow the terminal to remain open/functional and safe for travelers/employees. As a complement to this, Staff was able to work with the TSA to accelerate a portion of one of their upcoming projects to install new in floor electric and data ahead of the new floor being installed.

Work on the reorganization and the transition to the new organization is continuing on an accelerated pace. Regulatory materials for the FAA and IDA are being completed as letters of introduction are going out to next week to airport tenants/vendors and clients/contractors and users of the airport, introducing the transition and explaining the situation to them. The letters will be followed up with a virtual open house in March/April to ask further questions and gather more information. Staff is also working on branding/messaging platforms that need to be updated to reflect the new organization.

Recently Staff provided an update to the Commissioners on the use of a government affairs firm to help with outreach to Federal/State agencies. Staff would like to move that forward to the

Administration and Governance Committee for their conversation. Please provide any feedback to Carl.

Carl reminded the members to place their orders in the CIRA store before Monday, February 19<sup>th</sup>.

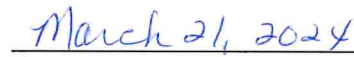
### **VII. Commissioner Comments**

Commissioner Swearingen noted that the Personnel Committee met on February 6<sup>th</sup> and work on Carl's evaluation has begun. Please be on the lookout for the survey, which should be out by February 19<sup>th</sup>. The Committee will meet again on March 12<sup>th</sup> to complete the evaluation.

### **VIII. Adjournment**

There being no other business to come before the Board, upon a motion being made, seconded and approved, the February 15, 2024 meeting of the Bloomington-Normal Airport Authority adjourned at 5:06 p.m.

  
Assistant Secretary

  
Date