

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

4:30 PM

I. Call To Order

Commissioner Sender called the meeting to order at 4:30 p.m. Commissioners Roth and Moran were present telephonically. Commissioners Swearingen, Groves and Allen were present physically. Commissioner Hanson was absent. A quorum was acknowledged. Commissioner Roth joined the meeting physically at 4:52 p.m.

II. Public Comments

Mr. Doug Reeves from the Prairie Aviation Museum was present to update the Board on events at the museum. The museum will be celebrating its 40th anniversary this summer. There are lots of activities planned. Open cockpit days will begin in May. Mr. Reeves thanked the Board for the banner promoting the anniversary. Commissioner Sender thanked Mr. Reeves and all the volunteers at the museum and wished them well on their anniversary.

III. Approval of March Meeting Minutes

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

IV. Old Business

There was no old business.

V. New Business

- A. **Approval of March Financial Statements** – Ms. Hurd reported that with just one month remaining in the fiscal year, General Fund revenues and expenses continue to trend favorable to budget. Staff continues to work with the IDA on reimbursement requests, pending agreements and amendments relative to the Capital Fund. Both the CFC Funds revenue and expenses also continue to trend favorable to budget. PFC revenue for the month of March was up 6% compared to the same period last year.

Ms. Hurd also reported she would be hosting a project kickoff call with the auditors the next day. She anticipates they will be on site in mid-May for a day or two and will finish up audit's onsite work the latter half of June. Ms. Hurd also noted that the old phone system was auctioned off earlier this year.

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

- B. Approve FY24 Budget Amendments** – As the Authority approaches the end of the fiscal year, Staff requested two small budget amendments involving PFC funds. The first involves a timing issue relative to the PFC Revenue Fund and the PFC Bond Fund and the second involved increasing an expenditure line by an additional \$25 to reflect a higher than projected administrative fee.

Commissioner Allen made a motion to approve the FY24 budget amendments as presented. The motion was seconded by Commissioner Moran and upon a unanimous vote, the motion carried.

- C. Approve Increase in Commercial Aviation Activity Fees** – As a part of preparing FY25 budget materials Airport Staff reviewed the fee schedule for commercial aviation service providers to determine if adjustments were warranted. Upon completion of this review Staff identified modest increases which were reviewed/approved by the Board's Audit and Finance Committee to include them in the proposed budget.

Commissioner Groves made a motion to approve the increase in Commercial Aviation Activity Fees. The motion was seconded by Commissioner Allen and upon a unanimous vote, the motion carried.

- D. Approve FY25 Tentative Budget Materials** – The Audit and Finance Committee met earlier in the week and reviewed the draft budget with Staff. Similar to past years, the budget materials are based upon historic trends with updates reflecting the current airport business environment. At the conclusion of the meeting, the Committee voted to present the draft budget to the full Board for review and approval. Staff will continue to monitor results for the balance of the fiscal year and expects to bring the final budget to the board at the June meeting.

Commissioner Roth made a motion to approve the FY25 tentative budget materials and place it on display for 30 days. The motion was seconded by Commissioner Groves and upon a unanimous vote, the motion carried.

- E. Authorize Award of Construction Agreement with Row Construction, A Division of UCM, Inc.** – One of the approved Capital projects for this year is the rehabilitation of the terminal roadway system. Given the increased heavy tractor-trailer traffic the pavement condition is deteriorating at a rate which exceeds annual maintenance activities. The roadway is original to the construction of the new terminal which was completed in 2001.

Following the IDA's completion of their bid process the Authority received just one bid from Rowe Construction of Bloomington, IL with a base bid of \$4,068,529.11 plus 3 add alternates. Upon review of the bid materials it was determined the bid was complete/correct. Moving forward, Airport Staff recommended Rowe be awarded the construction contract for the base bid plus add alts 1 and 3 for a total not to exceed cost of \$4,433,624.11. Funding for this project will come from a Rebuild Illinois grant from the IDA accompanied by Airport Authority bond proceeds.

Commissioner Allen made a motion to authorize the award of a Construction Agreement with Row Construction for a not to exceed \$4,433,624.11, which includes bid add alternates 1 and 3. The motion was seconded by Commissioner Swearingen and upon a roll call vote: Commissioner Roth – abstained, Commissioner Swearingen – aye, Commissioner Groves – aye, Commissioner Moran - aye, Commissioner Hanson – absent, Commissioner Allen – aye and Commissioner Sender, the motion carried.

- F. **Authorize Salary Adjustment for Executive Director-** The Personnel Committee has met on a couple of occasions; one to perform the performance evaluation for Mr. Olson and one to create a recommendation on the salary increase. The Committee recommended a 3% increase to the full board for their approval.

Commissioner Swearingen made a motion to authorize the salary adjustment for the Executive Director retro active to January 1, 2024. 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 passenger traffic, both for the month of March and year to date are down slightly; largely driven by a reduction in seat capacity. As expected, the leisure market showed strength helped in part by spring break travel. Fuel sales for the month were up 7% and continue to be up year to date. Aircraft operations were up a total of 20%, largely driven by local GA traffic. Scheduled air cargo continues to track lower, which is the trend nationwide. Non scheduled air cargo nearly doubled over March of 2023.

The GA project Phase II is scheduled to start the first week of June. The proposed duration of the runway 11/29 closure is expected to be reduced from 70 days down to 40 days as discussions on its actual schedule are still ongoing.

Earlier in the week, the Airport hosted the Rockford Airport Maintenance staff for a site visit to exchange information on pavement maintenance and repair, airfield painting, and overall maintenance activities. It was a very positive meeting with a nice exchange of information between the 2 airports.

Thursday, April 25th is the return of the non-stop Denver service on Frontier Airlines. They will be operating 3 to 4 times a week. Current schedule is in the system until the first week of January.

All of the new terrazzo floor has been poured. They will transition into the final grinding and polishing/buffing phase. The plan is for them to be completed by the first part of May.

VII. Commissioner Comments

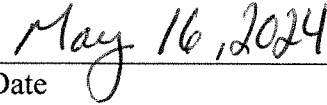
Commissioner Moran thanked Carl and Paulette for all their hard work on the budget. They make it extremely easy for the committee. Commissioner Groves also thanked Commissioners Swearingen and Roth for their work on Carl's evaluation. Commissioner Allen thanked Carl for all the information he shared on the commercial services fee adjustments. There is a lot of integrity and expertise provided.

VIII. Adjournment

There being no other business to come before the Board, upon a motion being made, seconded and approved, the April 18, 2024 meeting of the Bloomington-Normal Airport Authority adjourned at 5:28 p.m.



Secretary



Date