

**BLOOMINGTON - NORMAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
THURSDAY, MARCH 21, 2024**

4:30 PM

I. Call To Order

Commissioner Sender called the meeting to order at 4:31 p.m. Commissioners Roth, Moran, Groves and Allen were present physically. Commissioners Swearingen and Hanson were absent. A quorum was acknowledged.

II. Public Comments

There was no public comment.

III. Approval of February Meeting Minutes

Commissioner Groves made a motion to approve the February Board meeting minutes. The motion was seconded by Commissioner Roth and upon a vote, the motion carried. Commissioners Allen and Moran abstained from voting as they were not present at the meeting.

IV. Old Business

There was no old business.

V. New Business

- A. **Approval of February Financial Statements** – Ms. Hurd reported that the Authority has completed 10 months of its current fiscal year with General Fund and CFC Fund revenues and expenses continuing to trend favorable to budget. The PFC revenue for February was down about 3% compared to the same period last year. It was also reported the Authority received over \$500,000 in project reimbursement funds from the State in early March.

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

- B. **Approve Revisions to Employee Personnel Policy Manual** – One of the provisions in the Personnel Policy Manual the Board adopted last February involves Airport Staff annually reviewing the material and suggesting any update/revisions for member approval. In line with this requirement Staff presented a list of recommended updates to the Board’s Personnel Committee on March 12th. The majority of the changes were housekeeping items. The largest change comes in Section 3.4 which now includes language for the new Paid Leave for All Workers Act. Following the Committee’s review/discussion of the suggested changes, the members voted to accept the changes and to have Staff present the materials to the full Board for their consideration and approval.

Commissioner Groves made a motion to approve revisions to the employee Personnel Policy Manual as presented. The motion was seconded by Commissioner Roth and upon a unanimous vote, the motion carried.

- C. **Approve Revisions to Employee Salary Matrix** – In line with member direction and Authority practice, Airport Staff engaged Sikich LLP to complete a salary study to identify current pay practices relative to comparable organization. While the Authority has historically initiated this study every 4 years, recognizing the rapid changes in the workplace during and after the pandemic, it was decided such a study be completed every 2 years for an interim period of time. As such, the last salary study was completed and approved by the members in April ’22. Sikich used both ERI – HR data and ACI – airport industry specific data. In reviewing the data provided, Staff identified inconsistencies in both the ERI and ACI data. As a compliment to this information Airport Staff reviewed open positions in the industry to help navigate the best approach to updating the salary matrix resulting in a hybrid approach. Staff met with the Personnel Committee on March 12 and presented their recommendations. Following review/discussion of the suggested changes, the members voted to accept the changes and to present the recommendations to the full board for their approval. The new matrix recommends changes to the Operations Specialist and Maintenance Crewman positions, along with minor changes to a couple of administrative positions.

Commissioner Roth made a motion to approve revisions to the Employee Salary Matrix. The motion was seconded by Commissioner Allen and upon a unanimous vote, the motion carried.

- D. **Approve Authorization to Execute State of Illinois Joint Purchasing Agreements** – Over a period of many years the Airport Authority has taken advantage of the opportunity to purchase vehicles/products using state bid contract pricing. These programs, known as joint purchase agreements, allow municipal entities in Illinois to more efficiently and affordably purchase items for which the state has already completed bids and entered into supplier contracts. Typically Staff has simply self-identified as a municipal entity when they contact the supplier and proceed with the procurement. However, when Staff recently attempted to purchase road salt they were advised the Authority needed to have formal authorization from the governing body in their file. The State of Illinois shared the draft language with legal counsel, who in turn made adjustments to better reflect Airport Authority uses.

Commissioner Allen made a motion to approve authorization for Staff to execute the State of Illinois Joint Purchasing Agreements. The motion was seconded by Commissioner Groves and upon a unanimous vote, the motion carried.

VI. Staff Reports

- A. **Executive Director's Report** – Carl introduced Ms. Melissa Beaver as the new Manager of Marketing/Communications. Melissa joins the Authority with over 25 years of marketing, communications, and public relations experience.

February traffic bounced backed after the sour month of January. Overall passenger traffic was down 2% year over year, against a 12% reduction in capacity with nearly all of CIRA's routes experiencing strong traffic for the month. Fuel sales were up 11% compared to the same time last year while aircraft operations also enjoyed a very strong comeback from January's bad weather with an almost 19% increase in activity. Nonscheduled air cargo activity experienced an especially strong month while generating significantly higher tonnage year over year. It was also reported that early information for the summer airline schedule suggest CIRA may be receiving some much needed capacity increases as Allegiant, American, and Frontier are all looking to increase their capacity figures for the summer months.

The next TSA Pre-Check event is scheduled for April 1st – 5th and April 8 – 12th. This year, the pop-up events will be for 2 consecutive weeks.

Staff are nearing completion of the draft budget materials and will be looking to schedule an Audit/Finance Committee meeting sometime in April.

VII. Commissioner Comments

Commissioner Allen asked for an update on the GA project. Carl noted that the pre-construction meeting for Phase II of the GA project is scheduled for March 25th. Timeline is for construction to begin mid to late May depending upon soil conditions. It was also noted that similar to Phase I last season, there will be a 70-day structured closure of 11/29 like last year. Commissioner Sender noted that CIRA will be hosting Congressman LaHood's office on Monday. The focus of the meeting will be to update them on Airport Authority activities, as well as to report to them the \$26 million dollars in construction projects that will be happening this construction season and to highlight new economic development opportunities.

VIII. Executive Session

At 5:19 p.m. Commissioner Allen made a motion to recess for a couple of minutes and reconvene in Executive Session under ILCS 120/2 (c) (1). The motion was seconded by Commissioner Moran and upon a unanimous vote, the motion carried.

IX. Adjournment

At 6:25 p.m., the members reconvened in regular session. All members were present except for Commissioners Swearingen and Hanson who were absent. There being no other business to come before the Board, upon a motion being made, seconded and approved, the March 21, 2024 meeting of the Bloomington-Normal Airport Authority adjourned at 6:26 p.m.


Secretary

4/18/24
Date