

**BLOOMINGTON - NORMAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
THURSDAY, MAY 16, 2024**

4:30 PM

I. Call To Order

Commissioner Sender called the meeting to order at 4:30 p.m. Commissioners Moran, Groves and Allen were present physically. Commissioners Roth and Hanson were present telephonically; Commissioner Roth because of employment purposes and Commissioner Hanson because of personal illness. Commissioner Swearingen was absent. A quorum was acknowledged.

II. Public Comments

Lexington IL Mayor Spencer Johansen, representing the McLean County Mayor's Association, requested information involving seating of the new McLean County appointees and the schedule for transitioning to the broader tax base. Mayor Johansen also noted that he and rural Mayor's Association would like for CIRA to continue to be successful. In response, Commissioner Sender advised that Airport Staff would be responding in writing to the Mayor.

III. Approval of April Meeting Minutes

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

IV. Old Business

There was no old business.

V. New Business

- A. **Approval of April Financial Statements** – Ms. Hurd reported that the Authority has come to the end of the fiscal year. She noted the April financials are preliminary as final numbers continue to come in during May which relate back to the prior fiscal year. It was also reported that ahead of final figures for the General Fund it was expected another annual operating surplus would be generated. For the CFC Fund both revenues and expenses continue to trend favorable to budget with another surplus expected, which will be programmed toward an upcoming capital project. PFC revenues for the month of April were down about 4% compared to the same time last year.

In response to a question from a member, Ms. Hurd highlighted that the money being held at the Bank of New York Mellon is to pay the PFC debt payments.

The auditors have begun their remote work. They will be on site for the last 2 weeks of June to complete their field work.

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

- B. Adopt Annexation Ordinance No. A-486** – Staff received an annexation request from Eastlake LLC to annex approximately 36.5 acres for the 9th addition to the Grove subdivision. The property has previously been annexed to the City of Bloomington.

Commissioner Allen made a motion to adopt Annexation Ordinance No. A-486. The motion was seconded by Commissioner Groves and upon a unanimous vote, the motion carried.

- C. Authorize Professional Services Agreement with Crawford, Murphy, and Tilly, Inc.**
– As a part of the terminal roadway project, Staff requested authorization to enter into a Professional Services Agreement with Crawford, Murphy and Tilly to provide construction inspection/administration services for the construction phase of the project. This would be a cost plus fixed fee agreement with a total not to exceed cost of \$310,000. Prior to making this request, Staff completed an independent fee estimate (IFE) which yielded a recommended fee of \$369,000. After reviewing the two fee proposals, Staff determined the largest difference between the two proposals had the IFE being developed using more senior level staff with a higher hourly cost vs. CMT's proposal which made greater use of mid-level engineers and technicians with a corresponding lower billing rate.

Commissioner Moran made a motion to authorize the Professional Services Agreement with CMT for a not to exceed cost of \$310,000 for construction inspection/administration services for the terminal roadway project. The motion was seconded by Commissioner Hanson and upon a unanimous vote, the motion carried.

VI. Staff Reports

- A. Executive Director's Report** – Carl reported that overall, passenger traffic for April was level with April of last year. As is typically the case in April, there is softness in leisure traffic following the spring break period in March. At the same time, the more business focused travel routes did very well. Fuel sales continue to be very strong, up 11% for the month. Aircraft operations were down across all the groups, mostly due to the April weather. Scheduled air cargo improved for the month of April and started to climb back year to date. Unscheduled cargo continues to show very robust increases.

The Mega Sites project continues to move forward with Staff working with the Farnsworth Group and the City of Bloomington to complete project design and bid

specifications. The goal is to get bid specs out on the street yet this month and to seek Board approval at the June meeting for the contractor.

Staff is looking to issue the notice to proceed for Phase II of the new GA facility on May 21st. Rowe will mobilize and begin arriving on site the week of June 3rd. Phase II of the GA project will involve multiple components which will complete the paving, utility installation, and hangar construction activities for this project. The extended closure of runway 11/29 is still expected to be in early August.

The contract for the terminal roadway project has not yet been released by the IDA. Airport Staff is helping to coordinate final details in order to complete contract/bonds and insurance so the notice to proceed can be issued yet this summer.

With respect to other ongoing capital projects, it was reported that bid specifications are on the street for a new airport fire truck with the goal of presenting a recommendation of award during the next meeting. Additionally, design meetings for the proposed runway 11/29 rehabilitation project will be getting underway shortly.

VII. Commissioner Comments


Commissioner Groves congratulated Staff for the completion of the terrazzo floor. Feedback has been very positive. Commissioner Sender noted that Carl would respond to the questions raised by Mayor Johansen.

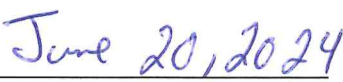
VIII. Executive Session

At 5:03 p.m. Commissioner Allen made a motion to recess for a couple of minutes and reconvene in Executive Session under ILCS 120/2 (c) (5), for the purpose of discussing the possible sale or lease of real property. The motion was seconded by Commissioner Moran and upon a unanimous vote, the motion carried.

IX. Adjournment

At 5:28 p.m., the members reconvened in regular session. All members were present except for Commissioner Swearingen who was absent. There being no other business to come before the Board, upon a motion being made, seconded and approved, the May 16, 2024 meeting of the Bloomington-Normal Airport Authority adjourned at 5:29 p.m.


Secretary


Date