

**BLOOMINGTON - NORMAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
THURSDAY, JUNE 20, 2024**

4:30 PM

I. Call To Order

Commissioner Sender called the meeting to order at 4:30 p.m.

II. Roll Call

Commissioners Swearingen, Moran and Allen were present physically. Commissioners Groves and Hanson were present telephonically; both because of personal illness. Commissioner Roth was absent. A quorum was acknowledged. Commissioner Allen made a motion to allow telephonic attendance. The motion was seconded by Commissioner Swearingen and upon a unanimous vote, the motion carried.

III. Public Comments

There was no public comment.

IV. Approval of May Meeting Minutes

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

Commissioner Moran made a motion to approve the May Executive Session meeting minutes. The motion was seconded by Commissioner Allen and upon a unanimous vote, the motion carried.

V. Old Business

There was no old business.

VI. New Business

- A. **Approval of May Financial Statements** – Ms. Hurd reminded the members that since May is the first month of the fiscal year, a lot of the revenues received in May relate to last fiscal year. The budget numbers in the May financials are those that are in the proposed budget to be approved later in the meeting. The General Fund revenues are slightly behind budget, but that is largely due to the replacement taxes. Expenditures are trending favorable to budget. The

Capital Fund did receive some project reimbursement funds from the IDA and there are additional reimbursement funds pending. The CFC Fund, both revenues and expenses, are trending favorable to budget. The PFC revenue collected in May goes back to last fiscal year. Compared to the same period last year, PFC's are down about 4%.

The Auditors are on site this week and next.

The new accounting software project has kicked off and the anticipated "go live" date is anticipated to be the end of October.

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

- B. Adopt Ordinance No. 234-24; The Annual Budget Ordinance for Fiscal Year 2025** – When the tentative FY25 budget materials were approved by the members this past April, Staff reported they would be monitoring the final results for the current fiscal year and suggesting minor revisions for the coming year where needed. Having completed that review, Airport Staff suggested 5 adjustments to the General Fund based upon new and updated information, minor changes/housekeeping to the CFC Fund, and some updates to a small number of proposed project costs in the Capital Fund.

Commissioner Swearingen made a motion to adopt Ordinance No. 234-24; the Annual Budget Ordinance for Fiscal Year 2025. The motion was seconded by Commissioner Moran and upon a unanimous vote, the motion carried.

- C. Authorize Execution of Purchase Agreement with Oshkosh Corporation** – One of the approved Capital projects in the current fiscal year is the purchase of a replacement ARFF vehicle. In preparation for coming to the board, Staff put together competitive bid specifications and sent it to 3 manufacturers. Only 1 submission was received by Oshkosh Corporation from Oshkosh WI. The bid materials were determined to be both complete and correct with the bid price being \$1,028,574.00. The delivery date is 550 days from order date.

Commissioner Moran made a motion to authorize the execution of a Purchase Agreement with Oshkosh Corporation as presented. The motion was seconded by Commissioner Hanson and upon a unanimous vote, the motion carried.

- D. Authorize Execution of Annexation Agreement with Bloomington Normal Water Reclamation District** – As Staff prepares to transition the Megasites development project into the construction phase, and as we move forward with installing new sanitary lines, the Authority must annex this property into BNWRD in order to access their collection system. In conversations with BNWRD, Staff was asked to also include some additional properties that would help close the gaps in their contiguous properties. The Megasites property consists of 253 acres and the other parcels consist of 125 acres for a total of 378 acres going into BNWRD. In return, BNWRD is going to waive annexation fees for all 8 parcels. Commissioner Allen made a motion to authorize the execution of an Annexation Agreement with Bloomington Normal Water Reclamation District. The motion was seconded by Commissioner Moran and upon a unanimous vote, the motion carried.

- E. Authorize Revision to Approved Fuel Farm License Agreement** – In October of 2020, the Members approved the adoption of a fuel farm license agreement in order to formally outline rights/responsibilities for users of the Authority’s above ground fuel storage facility. Since that time Airport Staff, legal counsel and risk mgmt. revisited this material and determined a revision to reduce the minimum level of environmental insurance was warranted. Commissioner Allen noted that sufficient training on the facility would also be good proactive insurance.

Commissioner Hanson made a motion to authorize the revision to the Approved Fuel Farm License Agreement, lowering the environmental insurance from \$5 million down to \$1 million. The motion was seconded by Commissioner Allen and upon a unanimous vote, the motion carried.

- F. Authorize Amendment to Professional Services Agreement with Farnsworth Group** – This past November the Board approved a \$224,400 contract with the Farnsworth Group to provide design, bid administration and construction inspection services related to the Megasites construction project. As the project begins to transition closer to the construction phase there are 3 additional pieces of work needing completion that are best suited to Farnsworth; the staking of the site for the contractor, completion of a complete survey materials to aid the development of legal documents and marketing materials, and, administrative assistance to airport legal related to the annexation and utility easements. Completion of these tasks will total \$49,000 with the first 2 tasks being done on a time and materials basis.

Commissioner Allen made a motion to authorize an amendment to the professional Services Agreement with Farnsworth Group for an additional \$49,000. The motion was seconded by Commissioner Hanson and upon a unanimous vote, the motion carried.

- G. Authorize Award to McLean County Asphalt Company, Inc.** – Two additional capital projects approved for this year’s budget are the seal coating/repainting of the car rental ready/return lot and seal coating of portions of the west ramp. In preparation for moving forward on these 2 projects, Airport Staff sought bids/quotes from a number of companies. In the end Airport Staff received 2 proposals; McLean County Asphalt in Bloomington and Purdue Pavement Solutions from Peoria. There were some deficiencies/inaccuracies in the price quotes which led Staff to seek new proposals. The resubmittals resulted in complete/correct bids received. McLean County Asphalt’s bid of \$88,561.38 was lower than Purdue Pavement’s bid of \$98,731.00.

Commissioner Moran made a motion to authorize the award of an agreement with McLean County Asphalt as presented for a not to exceed price of \$88,561.38. The motion was seconded by Commissioner Hanson and upon a unanimous vote, the motion carried.

- H. Authorize Award to George Gildner, Inc.** – This is a new project that was added to the draft budget which was tentatively approved in April. Staff has identified 17 areas of pavement that have reached the point where they are beyond what can be repaired in house. Staff solicited prices from a number of companies, but George Gildner was the only responsive bidder. Their proposed price was \$24,217.50. Staff asked for an allowance of not to exceed \$35,000.00 in case there are other areas that are identified once the contractor is no site that need to be repaired.

Commissioner Allen made a motion to authorize the award of a contract to George Gildner Inc. to repair/replace concrete panels on the west rest for a not to exceed cost of \$35,000. The motion was seconded by Commissioner Swearingen and upon a unanimous vote, the motion carried.

VII. Staff Reports

- A. **Executive Director's Report** – Carl reported that May aviation results rebounded nicely with a 6% increase over May of 2023 with nearly all of the carriers generating strong traffic increases and load factors. May aircraft fuel sales remained very strong compared to last May with sales up 20% while YTD sales have increased 10%. For the month scheduled air cargo continued to experience some softness, while at the same time, unscheduled air cargo experienced another triple digit increase year over year.

The GA Phase II project is on day 15 of the 184-day contract. The contractor is completing final grading and shortly they will be placing aggregate in preparation for the start of paving. It was noted that there will be over 3,200 tractor trailers movements using the newly constructed project road on airport property thereby keeping all of these trucks off neighboring residential streets. The initial steel delivery is expected the first week of August with subsequent loads arriving over the next couple months.

The State required that the Megasites bid be extended for a full 30 days, which means that the contract award will miss the June meeting. A pre-bid meeting is scheduled for June 28th with the bid opening scheduled for July 12th. The State has also required that a Phase I Archaeological survey be done of the site. Staff have engaged the University of Illinois's public archaeological services to complete the work.

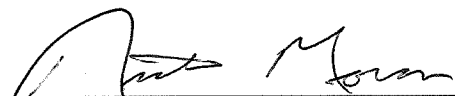
Working with CMT and Rowe construction, Staff has identified some value engineering in Phase IV of the terminal roadway rehab project that will provide a better product in that area while also reducing cost and construction time. Staff continues to work with the IDA to get the contract awarded with the goal of starting construction yet this season.

VIII. Commissioner Comments

Commissioner Sender noted that this construction season is one of the most dynamic times for the airport with 3 major construction projects being underway totaling \$24 million dollars. It was also noted that all of these funds being invested in the airport are being spent with local contractors who are hiring local trades/labor; thereby increasing also investing in the community.

IX. Adjournment

There being no other business to come before the Board, upon a motion being made, seconded and approved, the June 20, 2024 meeting of the Bloomington-Normal Airport Authority adjourned at 5:28 p.m.


Secretary

7-18-24
Date