

**BLOOMINGTON - NORMAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
THURSDAY, SEPTEMBER 21, 2023**

4:30 PM

I. Call To Order

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

II. Public Comments

No public comment.

III. Approval of August Meeting Minutes

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

IV. Old Business

There was no old business.

V. New Business

- A. Approval of August Financial Statements** – Ms. Hurd reported that both revenues and expenses in the General Fund continue to trend favorable to budget. The Capital Fund received grant funds for the GA project with a significant follow up reimbursement expected within the week. The CFC has a positive bottom line with monthly revenues exceeding budget projections. The PFC revenue was down about 2% compared to last year.

The accounts receivable issue is moving forward. There was a court ruling earlier in the week and Ms. Hurd is hoping it will be coming to a close very soon.

Ms. Hurd also reviewed the receipt/programing of federal covid funds and the Authority's current debt schedule. Following a short discussion, the members thanked Staff for the update and strength of the programs.

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

- B. Acceptance of Annual Audit Report** – Earlier in the month, Mr. Chad Lucas from Sikich presented the annual audit reports to the Audit/Finance Committee. Once again, this year’s audit was a clean opinion with no findings or deficiencies in internal controls. Following discussions, the Committee recommended the audit reports be presented to the full board for their approval. The Committee also discussed the audit contract and that this was the last year with Sikich, and the merits of continuing for another year with a new partner or to put an RFP out on the street. This item was also discussed by the members during the meeting with Airport Staff providing a member briefing prior to the October meeting.

Commissioner Moran made a motion to accept and file the Annual Audit reports. The motion was seconded by Commissioner Groves and upon a unanimous vote, the motion carried.

- C. Authorize Amendment to Construction Services Agreement with Freesen, Inc.** – In September of 2022, the Board approved a contract with Freesen Inc. for just under \$3.9 million dollars for the construction of Phase I of the new GA Facility. The contract commenced in June and has had 2 change orders, one for an addition and one for a reduction. Recently the FAA and the contractor came to Staff with a request for change order #3 in the amount of \$55,456.50. This is driven by the FAA’s request to replace the cabling to their navigational aids on the airfield. The FAA has already approved the change order.

Commissioner Moran made a motion to authorize the amendment to the Construction Services Agreement with Freesen as presented. The motion was seconded by Commissioner Swearingen and upon a unanimous vote, the motion carried.

- D. Authorize Professional Services Agreement with Crawford, Murphy and Tilly Inc.** – One of the Board’s approved capital projects for this year is the design/rehabilitation of the passenger terminal roadway system. Funding for this project will come from a State of Illinois Rebuild Illinois grant along with a local share funded by the Airport Authority using proceeds from the Series 2019 bond sale. In order to move the project forward, Staff would like to engage Crawford, Murphy and Tilly to complete the design work and prepare the bid specifications. The contract is for \$300,000. An IFE was done and the fees are within the appropriate range. The plan is for the project to be a fall/winter design with a spring/summer construction.

Commissioner Groves made a motion to approve the Professional Services Agreement with CMT as presented. The motion was seconded by Commissioner Roth and upon a unanimous vote the motion carried.

- E. Authorize Lease Agreement with Federal Aviation Administration** – For a long period of time the FAA has leased a storage area in one of the Authority’s T-hangar buildings for use by their local equipment technicians. The space is approximately 540 sq.ft and is an unfinished space. The lease rate would be increased to \$1,132.22/yr. with a 5% increase for the second year of the agreement. The new agreement, which was crafted with input from Authority legal counsel and tentatively approved by FAA real estate, contains the Authority’s current language requirements.

Commissioner Hanson made a motion to approve the lease agreement with the FAA as presented. The motion was seconded by Commissioner Swearingen and upon a unanimous vote, the motion carried,

VI. Staff Reports

- A. **Executive Director's Report** – Carl introduced Bryn O’Neal, the new Airport Operations Supervisor. Bryn started his aviation career at the Marion airport on the fire/EMS side back in 2009 and then transferred to operations/maintenance for 7 years. Bryn joined the Authority in December of 2022 as an Operations Specialist II and was recently promoted to his new position. Mr. Shawn Wells will join the Authority on Monday as an Operations Specialist I. He is a recent SIU graduate.

August Aviation results continue CIRA’s trend of airline capacity changes. Overall, CIRA saw a 4.7% reduction in enplanements for the month which closely aligned with a corresponding reduction in seat capacity. In contrast to an ongoing national/local trend, both scheduled and non-scheduled air cargo experienced an increase in activity this past month.

GA Phase I construction is 97% complete, with only 64% of the calendar days being used. At this point, weather permitting, Staff is expecting to receive a formal notice of completion and will transition into the punch list/closeout phase of the project.

The Runway 11/29 design study has been completed and was recently submitted to the FAA for their review.

The terminal roadway project will be a refurbishment of existing pavement, not a reconstruction. Recognizing the increase in construction costs since the grant was announced, Airport Staff is anticipating the total project cost to be larger than initially projected.

Staff is anticipating bringing a request for contract award for the purchase of 2 replacement airfield snowplows during the October meeting. The meeting schedule for 2024 will also be presented at the October meeting,

CIRA is hosting another TSA precheck event October 9-16th.

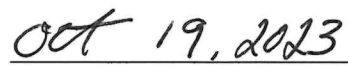
VII. Commissioner Comments

The Board expressed their thanks and appreciation to the Staff for another outstanding set of audit reports.

VIII. Adjournment

There being no other business to come before the Board, upon a motion being made, seconded and approved, the September 21, 2023 meeting of the Bloomington-Normal Airport Authority adjourned at 5:11 p.m.


Secretary


Date