

**BLOOMINGTON - NORMAL AIRPORT AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES  
THURSDAY, APRIL 17, 2025**

**4:30 PM**

**I. Call To Order**

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

**II. Roll Call**

Commissioners Swearingen, Groves, and Allen were present physically. Commissioners Roth and Hanson were absent. Commissioner Moran was present telephonically, for business purposes. A quorum was acknowledged.

**III. Public Comments**

Mr. Tom Eckley from the Museum was present to commend the airport and the Authority for 61 years of the Authority and 91 years of operating an airport. The Museum is glad to be a part of it for the last 41 years.

**IV. 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.

**V. Old Business**

There was no old business.

**VI. New Business**

- A. **Approval of March Financial Statements** – Ms. Hurd reported the Authority is 11 months through the fiscal year. It was reported that both revenues and expenses in the General Fund are below budget but still creating a positive result. The Capital Fund received a number of significant reimbursement payments in the last month. Staff continues to have productive conversations with the FAA and IDA on keeping the reimbursements on a timelier schedule. Both the revenues and expenses for the CFC Fund are trending favorable to budget. The PFC revenue for the month of March was down 1.2% compared to the same time period last year.

Staff is moving forward with getting ready for the audit. The preliminary work is scheduled for a couple of days early in May and the auditors will be onsite the last 2 weeks of June.

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

- B. Approve FY25 Budget Amendments** – In preparation for closing out the year and preparing for the audit, Airport Staff presented budget amendments for member consideration. A number of amendments fell into 3 general categories. The first relates to the funds needed to support the recent Series 2025 bond sale. The second is related to formally recognizing intra-fund transfers which were related to debt service funds, and the third involved the Megasites project. When the project was approved, Staff did not have final bid prices nor were all of the railroad costs known at that time.

Commissioner Allen made a motion to approve the FY25 Budget amendments including identifying the new airport development fund. The motion was seconded by Commissioner Groves and upon a unanimous vote, the motion carried.

- C. Approve Increase in Select Aviation Fees for FY26** – As a part of the budget preparation process Airport Staff recommended a rate adjustment for the Authority’s fuel flowage fee, G.A. landing fees, hangar rental fees, and commercial aeronautical activity fees for FY26. As a part of this the members of the Board’s Audit and Finance Committee reviewed the proposed rate increases on March 3<sup>rd</sup>. Following their discussion this item was approved and recommended for full Board approval. It was also reported the members of the Board’s Properties and Facilities Committee met on April 9<sup>th</sup>, to review and discuss the increase in aviation fees. Commissioner Allen shared that in general he does not agree with annual fee increases, however he does agree with regular fee reviews. After a lengthy discussion, the Committee members recommended that the fee increases be brought to the full board for their approval.

Commissioner Allen made a motion to approve the increase in select Aviation Fees for FY26. The motion was seconded by Commissioner Groves and upon a roll call vote; Commissioner Roth – absent, Commissioner Swearingen – abstained, Commissioner Groves – aye, Commissioner Moran – aye, Commissioner Hanson – absent, Commissioner Allen – abstained and Commissioner Sender – aye, the motion carried.

- D. Approve New Hangar License Agreement** – It was also reported that during their April 9<sup>th</sup> meeting, the Properties and Facilities Committee also reviewed and discussed the proposed new hangar license agreement. Working with Airport legal counsel, Staff developed a new standard form hangar license agreement for the Authority’s use when renting general aviation hangars. This new agreement replaces an agreement approved by the Board in 2006 and incorporates new provisions that update required FAA provisions and improve the administration of hangar rentals. The term of the agreement would be 1-year with the ability for Staff to renew the agreement for an additional 1-year term not to exceed a total term of 10 years. After a thorough discussion, the Committee recommended the agreement be brought to the full board for their approval.

Commissioner Groves made a motion to approve a new hangar license agreement. The motion was seconded by Commissioner Allen and upon a roll call vote; Commissioner Roth – absent, Commissioner Swearingen – abstained, Commissioner Moran – aye, Commissioner Groves – aye,

Commissioner Hanson – absent, Commissioner Allen – abstained and Commissioner Sender - aye, the motion carried.

- E. **Approve Prairie Aviation Museum Leasehold Improvements** – As previously reported, Prairie Aviation Museum officials approached Staff earlier this year to start conversations about improvements they would like to make to their facility. For Phase I of their project the Museum would like to expand their storage/exhibition space by installing 3 cargo containers retrofitted with windows and doors. Phase II, which would be completed in the future, would involve installing an open type canopy roof to create a courtyard amongst the containers. Staff has reviewed the plans and deemed that the improvements are within the leasehold and does not require a lease amendment, nor do they create airspace/operational concerns for the airport.

Commissioner Allen made a motion to approve the Prairie Aviation Museum leasehold improvements. The motion was seconded by Commissioner Swearingen and upon a unanimous vote, the motion carried.

- F. **Authorize Award of Aviation Self Fuel Purchase/Installation** – One of the approved capital projects for this year is the installation of self-fuel equipment at the new G.A. facility. After competitive bid specifications were released on March 24<sup>th</sup> only one bid was received for the opening on April 15<sup>th</sup>. The bid was received from Crowne Industries in the amount of \$374,477, which was within 2% of the engineer's estimate.

Commissioner Groves made a motion to authorize the award of the aviation Self Fuel Purchase/Installation to Crowne Industries for a not to exceed \$374,477.00. The motion was seconded by Commissioner Swearingen and upon a unanimous vote, the motion carried.

- G. **Authorize Award of Terminal Boiler Replacement** – Another approved capital project for this year is the replacement of the terminal boilers, which are original to the building and are getting hard to maintain/find parts. Staff worked with the Farnsworth Group to put together a bid package. The package was put out on the street in March with a bid deadline of April 15<sup>th</sup>. At that time 8 bids were received with the submission from E.L. Pruitt proposing a cost of \$195,637 being the lowest responsive bid. It was noted that E.L. Pruitt is the same contractor that was the low bidder on the chiller replacement project a few years ago.

Commissioner Swearingen made a motion to authorize the award of the Terminal Boiler Replacement to E.L. Pruitt as presented. The motion was seconded by Commissioner Groves and upon a unanimous vote, the motion carried.

## VII. Staff Reports

- A. **Executive Director's Report** – Carl reported that passenger activity was very strong for March, largely driven by spring break travel. For the month, traffic increased 5.9% against a 3.8% increase in capacity. Year to date traffic is level with last year. Aircraft operations were down 7.8% for the month, largely driven by a 26% decrease in local operations. Scheduled air cargo was up 6.9% for the month, while unscheduled cargo was down significantly.

This past week, Mr. Sender and Carl attended a meeting in Springfield with the Governor's Office, Senator Koehler and officials from DCEO. The meeting was to introduce the Authority's air cargo road project.

As scheduled, bid specifications for Phase I of the upcoming Runway 11/29 rehab project will be publicly released on April 18<sup>th</sup> with a bid opening on June 13<sup>th</sup>. The bid is being administered by the Division of Aeronautics. The engineer's estimate is \$11.5 million. Construction will begin in 2026.

Work is continuing on Phase II of the GA facility project. Final paving is being completed this week. Fence and gate will be installed next week and all final exterior steel will be installed. Significant completion is still expected by the middle of June.

Site restoration has begun on the terminal roadway project. The paving is completed, and the light fixtures are installed. The last component will be the repainting of the pavement markings.

Site restoration is about to get underway with the Megasites project. Once that is completed, the project will move to closeout.

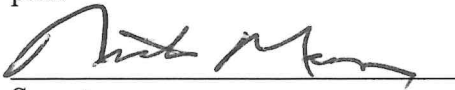
Carl also reported the Airport Authority is just 2 weeks away from completing the reorganization. At this time everything is on schedule for a May 1<sup>st</sup> cut-over during a special meeting. Meeting agendas have been prepared and are being reviewed by legal counsel. All materials/approvals needed from the Illinois Division of Aeronautics have been secured and earlier today Staff received an advanced copy of the FAA's formal approval letter. The final approval materials, including the Central Illinois Regional Airport Authority's new federal airport operating certificate are expected next week.

### **VIII. Commissioner Comments**

Commissioners Allen and Sender thanked Staff for all their work on the reorganization.

### **IX. Adjournment**

There being no other business to come before the Board, upon a motion being made, seconded and approved, the April 17, 2025 meeting of the Bloomington-Normal Airport Authority adjourned at 5:19 p.m.

  
Secretary

  
Date