

**BLOOMINGTON - NORMAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
THURSDAY, MARCH 20, 2025**

4:30 PM

I. Call To Order

Commissioner Sender called the meeting to order at 4:32 p.m.

II. Roll Call

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

III. Public Comments

Mr. John Eckley from the Prairie Aviation Museum was present to update the board on their interest in installing 3 Conex boxes for storage on the grounds at the Museum. He also thanked the members and staff for their support.

IV. Approval of February Meeting Minutes

Commissioner Moran made a motion to approve the February Board Meeting minutes. The motion was seconded by Commissioner Roth and upon a unanimous vote, the motion carried.

V. Old Business

There was no old business.

VI. New Business

- A. **Approval of February Financial Statements** – Ms. Hurd reported the Authority is 10 months through the fiscal year with General Fund revenues nearly equal with budget as expenses are below budget resulting in a positive bottom line. The Capital Fund did receive over a million dollars in reimbursement in the month of February with additional state funds expected from DCEO. Staff continues to monitor cash flow in the Capital Fund and is working with the IDA to

complete grant reimbursements. Both revenues and expenses for the CFC Fund are tracking favorable to budget while generating a positive bottom line. PFC revenues for February were down about 4.6% compared to the same period last year.

Ms. Hurd advised Airport Staff would be requesting some budget adjustments during the April meeting in preparation for closing out the FY25 books.

Commissioner Hanson 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 FY26 Tentative Budget Materials** – Following prescribed practices, Staff prepared the FY26 budget materials for Board consideration. Similar to past years, the materials are based upon historic trends with updates reflecting the current airport business environment. The focus of the budget is cost recovery. A half cent fuel flowage fee was proposed, from .08 cents to .085 cents, along with a modest increase to the commercial aviation fees and an increase in the corporate GA landing fees by approximately 20%. Staff also proposed a modest increase in hangar rent by 20%. Hangar rent was last increased back in 2007. Staff met with the members of the Audit and Finance Committee to review the information, address questions and receive feedback. At the conclusion of the meeting, the members voted to recommend the tentative budget package be presented to the full Board for consideration and approval. It was noted that Staff will continue to monitor financial results as the end of the fiscal year approaches while also continuing to make updates ahead of the final budget presentation during the May 15th regular meeting.

Commissioner Groves made a motion to approve the FY26 Tentative Budget Materials and place them on display for 30 days. The motion was seconded by Commissioner Moran and upon a unanimous vote, the motion carried.

- C. Authorization Award of New Car Rental Concession Agreements** – This past January 17th Airport Staff released a formal request for proposals for on-site car rental concessions. This new agreement would become effective May 1st for a single 5-year term. A pre-proposal meeting was held on February 18th followed by a submission deadline on March 10th. At that time three submissions were received, all from incumbent car rental companies; Enterprise Rent A car, which will be dual branded under Enterprise/National car rental brands, Avis/Budget which will be dual branded as both Avis and Budget Rent A Car and Hertz which will be dual branded as Hertz and Dollar Rent a Car. It was noted that while new off-site car rental concessionaires may be permitted to operate at the airport, no additional on-site car rental concessionaires would be permitted to initiate service during the term of this new agreement.

Commissioner Roth made a motion to authorize the award of the new Car Rental Concession Agreements with the incumbent car rental companies as presented. The motion was seconded by Commissioner Groves and upon a unanimous vote, the motion carried.

- D. Authorize Salary Adjustment for Executive Director** – Commissioner Moran made a motion to authorize a 3% salary adjustment for the Executive Director, retroactive to January 1, 2025. The motion was seconded by Commissioner Hanson and upon a unanimous vote, the motion carried.

VII. Staff Reports

- A. **Executive Director's Report** – Executive Director Carl Olson reported that airline traffic for the month of February was down 3.1% compared to last year, noting the impact of five cancelled flights which contributed to lower capacity. Enplanements year to date are down 2.4% compared to the first 2 months of last year. It was also reported that early next month American Airlines will be up gauging their Chicago service to larger aircraft once they discontinue operating the small 50 seat regional jets. Air cargo activity was down slightly for the month, especially the non-scheduled cargo activity. In turn, contributing to lower fuel sales.

Work is continuing with the transition team on the Airport authority's reorganization with these activities remaining on schedule. Going forward, the plan involves requesting a special Board meeting on Thursday, May 1st. During this meeting the current Board of Commissioners will act on a number of items to finalize the transition to the new organization. Subsequently once these actions have been taken, the new Airport Authority's Board of Commissioners will then act upon similar items to formally stand up the new organization.

With the completion of the last 100 feet of water pipe under the railroad tracks, all of the new water and sanitary pipes for the Megasites project have now been installed. The system was charged/pressure tested on the 19th with no discrepancies identified. The project will now transition toward site restoration and contract closeout.

The terminal roadway project electrical work is continuing. There is one final circuit and lights that need to be installed. Staff anticipates this work will be completed by the first half of April. Once completed, the project will move to final grading/seeding and repainting of the pavement in order to move to project closeout by the end of the month.

Interior work on hangars A & B at the new GA facility is continuing, with external steel for row C being stood up. The fence and gate installation along with final paving is scheduled for the first half of April with final completion/acceptance the first half of June.

The bid specifications for both the terminal boiler replacement and the G.A. self-fuel facility will be publicly released shortly with an April 15th submission deadline. Airport Staff anticipates presenting a recommendation of award for both projects during the April 17th meeting.

Design work for Phase I of 11/29 Runway Rehab is nearly completed. Phase I of the project will be done during the 2026 construction season with Phase II being completed in 2027. Bid specifications should be out on the street by April 18th, with a June 13th bid opening. The current cost estimate for phase I is \$11.5 million.


VIII. Commissioner Comments

Commissioner Moran thanked Staff for their work on the budget materials. Commissioner Groves thanked the Personnel Committee for their work on Carl's evaluation. Commissioner Sender noted that April will be the last regular meeting of the Bloomington Normal Airport Authority

while requesting members make every effort to attend. Mr. Sender also reported the proposed federal funding for the new air cargo road had fallen through. In response, he and Carl have a meeting scheduled in Springfield with the Governor's office to introduce the project and request funding support.

IX. Adjournment

There being no other business to come before the Board, upon a motion being made, seconded and approved, the March 20, 2025 meeting of the Bloomington-Normal Airport Authority adjourned at 5:14 p.m.


Secretary

4/17/25
Date