

**BLOOMINGTON – NORMAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
THURSDAY, DECEMBER 10, 2015
4:30 PM**

I. CALL TO ORDER

Chairman Colee called the meeting to order at 4:30 p.m. Commissioners Kannaday, Hanson, Whisman, Bock, and Allen were present. Commissioner Sender was absent. A quorum was acknowledged.

II. PUBLIC COMMENTS

Mr. Steve Schmidt was present from the Prairie Aviation Museum to update the board. He shared that there will be no more social dinners after March 2016. Mr. John Ohler has finally decided to retire. Steve also wished the Board a Happy Holiday Season.

III. APPROVAL OF MEETING MINUTES

- A. **October Board Meeting Minutes** - Commissioner Allen made a motion to approve the November meeting minutes. The motion was seconded by Commissioner Hanson and upon a unanimous vote, the motion carried.

IV. OLD BUSINESS

V. COMMITTEE REPORTS

- A. **Audit/Finance Committee** – No reason to meet, no report.
- B. **General Aviation Committee** – No reason to meet, no report.
- C. **Personnel Committee** – The Personnel Committee scheduled a meeting for December 3, but unfortunately had last minute scheduling conflicts, so there wasn't a quorum.
- D. **Public Policy Committee** – No reason to meet, no report.

VI. NEW BUSINESS

- A. **Approval of November Financial Statements** – Diane Andes Finney reported that there were no major financial transactions in the month of November. The General Fund revenue is up, while expenditures continue to be below budget. The last property tax distribution has been

received. The Hangar Fund and CFC Fund revenues are either on budget or over budget. Expenditures in both funds are below budget. No major capital expenditures. A TSA reimbursement of \$123,000 was received in the last few days. The utilities are up slightly due to the new expansion of the CBIS project. Some progress with one of the past due accounts has been made. Increased collection efforts are continuing.

Commissioner Bock made a motion to approve the November Financial statements. The motion was seconded by Commissioner Whisman and upon a unanimous vote, the motion carried.

- B. Adopt Ordinance No. 182-15 and 183-15, Ordinances Authorizing the Abatement of Taxes Related to the Series 2009 and 2011 Sale of General Obligation Bonds** - In line with similar abatements adopted by the Board of Commissioners, these ordinances pertain to the alternate revenue component of the Airport Authority's restructured PFC bond program. At the end of each calendar year, once it has been determined there will be sufficient PFC funds to cover the cost of the upcoming year's PFC debt service payments, the levy is revised downward in order to reduce the amount of tax revenue collected. In this instance, the 2015 levy would have generated funds that would be received by the Airport Authority in CY2016 to help support the FY2017 PFC debt service payments.

Recognizing the Airport Authority will have sufficient PFC funds for the next scheduled payment, it may now abate \$458,762.50 associated with the Series 2009 bonds and \$603,250 associated with the Series 2011 bond program for a total abatement of \$1,062,012.50.

Commissioner Kannaday made a motion to adopt Ordinance Nos. 182-15 and 183-15 authorizing the abatement of taxes related to the Series 2009 and 2011 General Obligation bonds. The motion was seconded by Commissioner Allen and upon a unanimous vote, the motion carried.

VII. STAFF REPORTS

- A. Executive Director's Report** - Carl reported that Staff has been working closely with the TSA in their efforts to enhance awareness/preparation of what has been defined as 'insider threats' to aviation security. These efforts have been extended to include general aviation and FBOs here on the field. To date both the response and corresponding progress has been positive.

The top TSA project leads for the CBIS project will be in town from Washington D.C. and Dallas the week of December 14th. They are coming to see if there can't be a final resolution to the data reporting inconsistency. It is expected the TSA will authorize some additional software adjustments in addition to fine tuning some of the system's calibrations. Overall, Carl reported the mechanical and screening components of the system continue to operate fully/correctly as the TSA officers continue to exclusively use the new system.

Carl also shared the NTSB was on site today as they completed what is anticipated to be their final inspection of the aircraft involved in the April 7th incident. The aircraft has been secured inside of the Authority's hangars which is being leased to the aircraft's insurance company. At this time there is no information to suggest the final NTSB report will be available any sooner than late spring or early summer of 2016.

Carl called the Board's attention to an abatement for State Farm properties that will be coming sometime in early 2016. The abatement was passed in 2010 and was for 5 years and there is conversation that State Farm will be seeking another 5 year abatement.

Chairman Colee noted that the Board meetings for 2016 will be the second Tuesday of each month.

- B. Deputy Director of Marketing** – Fran reported that CIRA will be hosting the Chamber of Commerce Business after hours on December 16th. The event will be held in the meet and greet area to the right of the checkpoint. All are welcome to come. The theme is beach party to promote the Allegiant service.

Fran reported that there was some softening in both the business and leisure travel numbers for the month of November. November and December are usually the tale of 2 months within 1 month. Usually the first half of both months is business and the 2nd half is leisure. To that end, Fran shared a recent conversation with a major employer in a close community south of CIRA which experienced 3 staff reductions in the last year that have been significant. That is impacting business travel for CIRA. The Chicago service on American saw some softening. The 6:30 departure time continues to be problem on account of its limited connectivity in Chicago. Fran advised that staff has been having conversations with American about adjusting the schedule back to a departure time that is more attractive to travelers. In response, American has shared they expect a correction in the March schedule. The G.A. activity level continues to be strong. Commissioner Kannaday inquired if the other markets around CIRA are also seeing the softening in travel. Fran reported that yes, there are signs that business travel is being affected by regional market conditions.

CIRA previously received a small community air service grant for New York or Washington DC area service back in 2012. No airlines have taken advantage of the grant and it will expire at the end of the year. Staff has reached out to DOT to request an extension and modification of the grant. American has sent a non-binding letter of support of CIRA's extension/modification, along with a letter of support from the CASI group.

It was also reported the local American station received a customer cup award for excellence in customer service. They held a small event to celebrate including all those at CIRA.

Fran also worked with the local Delta station to do a segment on WHOI called Do My Job with Mark and Gretchen. The Delta folks were great to work with.

Allegiant continues to work with the Make A Wish program.

VIII. EXECUTIVE SESSION

Commissioner Whisman made a motion at 5:12 p.m. to recess for a couple of minutes and then reconvene in Executive Session for a personnel matter. The motion was seconded by Commissioner Allen and upon a unanimous vote, the motion carried.

The Board reconvened in regular session at 6:10 p.m. All Commissioners present for the meeting were joined by Carl Olson. Following the executive session, it was the sense of the Commissioners the Personnel Committee should compile Carl's goals/expectations for 2016 for further discussion and review during the coming year. It was also the sense of the members to renew the Executive Director's contract for another three (3) year term to include a salary increase of 2.5% per year for the previous three (3) years.

IX. ADJOURNMENT

There being no other business to come before the Board, upon a motion being made, seconded and approved, the December 10, 2015 meeting of the Bloomington-Normal Airport Authority adjourned at 6:14 p.m.

Alan Smorr
Secretary

1/12/2016
Date