

VERMILION REGIONAL AIRPORT AUTHORITY - BOARD OF COMMISSIONERS

MINUTES OF APRIL 19, 2016 BOARD MEETING

Agenda Item 1 – Call to Order

Chairman Foster called the April 19, 2016, to order.

Agenda Item 2 – Pledge of Allegiance and Moment of Silence

The Pledge of Allegiance recited and a moment of silence observed.

Agenda Item 3 – Roll Call

Upon roll call, the following commissioners were present: Tom Day, Chuck Devens, Steve Foster, Bill Ingram and David Kietzmann. Airport manager Mike Potter, Office manager Suzie (Harmon) Salonen, and FBO manager Mike Vadeboncoeur were also present.

Agenda Item 4 – Audience Comments

There were no audience comments.

Agenda Item 5 – Adoption or Amendment of Agenda

Motion by Mr. Devens to adopt the agenda, seconded by Mr. Ingram. All answered in favor, motion passed by acclamation.

Agenda Item 6 - Approval of Minutes, Mar. 15, 2016

Mr. Devens made the motion to approve the minutes, motion seconded by Mr. Kietzmann. All answered in favor, motion passed by acclamation.

Agenda Item 7 – Chairman’s Comments

Agenda Item 8 – Balloons Over Vermilion (B.O.V.) Agreement – Discuss Electrical Options

BOV committee personnel Doug Ahrens and Pat O’Shaunessy were present to discuss the agreement and possible electrical options available here for the upcoming event. Area’s needed for additional lighting are on either side of the airport entrance and by or at the control tower area. Mr. Ahrens stated this would have to be an agreement with Ameren and the lights would be permanent here. He said he will get pricing and get back to us. He said this would be done 20 to 30 days prior to the event in July. The area by the tower is the family activity area and the BOV committee will take care of the electrical work, and again, the work is permanent, and may include spotlights at both locations. Brief discussion ensued.

Motion by Mr. Kietzmann to approve the agreement, seconded by Mr. Day. All voted in favor, motion carried.

Agenda Item 9 – Managers Report - Possible Action Items, Equipment, Admin Bldg

Mr. Potter reviewed his report for the board. He said he had ordered replacement lights for the runway. A preconstruction meeting was held on our upcoming project. He noted that the engineer inspected the area for next years T-hanger project and they expect to tear everything out and start over, put the asphalt even with hangers, widening the area etc. He said some approaches may need more attention. Brief discussion on monies available from the state.

Action items - a) Fourteen fire extinguishers need to be placed or replaced in the T-hanger areas. Motion by Mr. Kietzmann to get the fire extinguishers, seconded by Mr. Ingram. Upon voice vote, all in favor; b) items available for surplus that are no longer used in maintenance hanger area. Motion by Mr. Devens to get rid of excess equipment, seconded by Mr. Ingram. Upon voice vote, all in favor; c) FOD purchase for ramp clean up. Motion by Mr. Kietzmann to purchase the equipment for \$4,500.00, seconded by Mr. Devens. Upon voice vote, all in favor; d) options for the managers vehicle were discussed. Motion by Mr. Ingram to sell it, seconded by Mr. Day. Upon voice vote, all in favor; e) administration office upgrade with paint, flooring. Motion by Mr. Devens to replace the floor with tile at the low bid for both option A&B (entire area all at once), seconded by Mr. Kietzmann. Upon voice vote, all in favor.

Agenda Item 10 – Office Manager’s Report – Possible Action Items – Uniform Contract

Brief discussion and update regarding the few accounts in arrears and some progress had been made. Mrs. Salonen noted that our current uniform contract would expire in July. Mr. Potter stated he’d like to look into suppling them ourselves. He suggested button up shirts. He noted they could possibly change clothes here from street clothes to our uniforms. Laundry service was also discussed. Mr. Foster noted that Custom Care Dry cleaning offer a pickup service. Discussion ensued. Mr. Potter will bring back some proposals at a later date.

Agenda Item 11 – FBO Status Report

Mr. Vadeboncoeur reviewed his report and discussed fuel sales for the month. Comparisons were made from last year. It was noted that we need to put monthly and annual fuel totals on the managers’ report. Mr. Vadeboncoeur gave a brief history of the work on the fuel tanks and they still need painted. Mr. Potter stated it’s on his list to do. Brief discussion ensued.

Agenda Item 12 – Commissioner Reports

*Finance: Mr. Devens reviewed the payables and the one-time expenses for the month. Brief discussion ensued. Motion by Mr. Devens to approve the payables for the month, motion seconded by Mr. Kietzmann. Upon voice vote, five yes, motion passed

*Buildings & Contents and Grounds & Equipment: items discussed under Managers Report. *Industrial Development: no report this month.

Agenda Item 13- Security Cameras

Mr. Neil Yelenich with Y's Communications was in the audience and presented his proposal for security cameras to the board. He had three proposals for the board's review, fuel pump area for \$597, maintenance building for \$1,504, and the terminal/Cloud 9 for \$1,269. He said all equipment is hard-wired on individual systems. Discussion ensued on the details of the cameras, DVR's and WIFY access along with what it would take to maintain and monitor the systems on a specific timeframe.

Two revised proposals were handed out to the commissioners prior to the meeting from Brewer Electronics, one for \$6,565 and one for \$7,400 for the maintenance/office building, the terminal/Cloud 9 area and the FBO Complex area.

Agenda Item 14 – VRAA Rules Discussion – Possible Action

Mr. Foster stated that the airports administration staff needs the authority or a ceiling to allocate monies without running to the commission all the time. It was noted that this was done a long time ago and the amount was thought to be \$2,000 or \$2,500. Mr. Ingram suggested \$500 as a limit of discretionary spending, and they could tell a board member what is going on. Mr. Potter noted that \$500 was not go very far in replenishing stock, lights and things of that nature. Mr. Devens stated that one board member is not an authority. Mr. Devens made the motion for the amount to be \$1,000. Motion seconded by Mr. Day. Upon voice vote, all in favor. Mr. Kietzmann noted that Mr. Potter could always poll the board in an emergency situation.

Agenda Item 15 – Concerns and/or Comments from Commissioners

Mr. Ingram stated that most things that need done are on Mr. Potters' list and they have spoken about items that still need done but that things are moving along in the right direction.

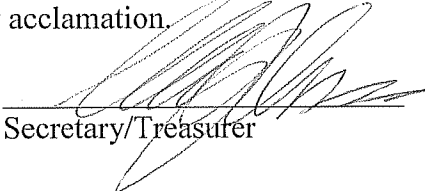
Agenda Item 16 – Executive Session (if needed)

- a) Pursuant to Open Meetings Act 5ILCS 120/2 (c) (6): The setting of a price for sale or lease of property owned by the public body.....
- b) Pursuant to Open Meetings Act 5ILCS 120/2 (c) (11): Litigation.....
- c) Pursuant to Open Meetings Act 5ILCS 120/2 (c) (1): Appointment, employments compensation, discipline, performance, or dismissal of a specific employees of the public body.....

There was no need for executive sessions.

Agenda Item 17 – Item left blank

Agenda Item 18 – Adjournment There being no further business to discuss, the meeting adjourned. All answered in favor, motion passed by acclamation.


Secretary/Treasurer