

VERMILION REGIONAL AIRPORT AUTHORITY - BOARD OF COMMISSIONERS

MINUTES OF AUGUST 16, 2016 BOARD MEETING

Agenda Item 1 – Call to Order

Chairman Foster called the August 16, 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

Pat O'Shaughnessy, co-chair of the Balloons Over Vermilion event, was present in the audience and thanked the board for the use of the property and gave a brief overview of the success of the event here at the airport. He noted the sponsors loved the Cloud 9 Banquet facility for its shelter and indoor restrooms. He stated they had slated next years event for July 14th and 15th and asked the board for use of the airport. Mr. Foster stated Mr. O'Shaughnessy should coordinate next years' event with the airport manager. Brief discussion ensued.

Agenda Item 5 – Adoption or Amendment of Agenda

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

Agenda Item 6 - Approval of Minutes, June 21, 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

Mr. Foster noted his comments will be on item 14 with Mr. Kietzmann.

Agenda Item 8 – Approve 2015 Audit – Karen Crowder, CPA's

Karen Crowder, owner of Crowder CPA's and Tammy Battle were in the audience and presented the 2015 Financial Report, Balance Sheet, Combined Statements of Revenues & Expenditures, as well as overall financials in comparison to 2014. Mrs. Crowder noted a change in reporting in 2015 took place regarding the IL Mutual Retirement Fund (IMRF), which now has to be booked to financial obligations rather than just a footnote in the audit. She stated that all-in-all, the audit went well and they worked well together with the airport management. Mrs. Crowder noted that the IDOT/Div. of Aeronautics

state projects have proven to be challenging, both for the office manager and them. The challenge being the time between the state projects work was completed, invoiced and state monies received. Brief discussion ensued. Motion by Mr. Devens to accept the 2015 Audit, seconded by Mr. Kietzmann. Upon voice vote, 5 yes. Motion carried.

Agenda Item 9 – Approval of Crowder CPA’s for 2016 Audit

Motion by Mr. Kietzmann to approve Crowder CPA’s to perform the 2016 audit, seconded by Mr. Ingram. Upon voice vote, 5 yes. Motion carried.

Agenda Item 10 – Commissioner Reports

a) Finance – Mr. Devens reviewed the payables and the one-time expenses for the month of June and July. Brief discussion ensued. Motion by Mr. Devens to approve the payables for the month, motion seconded by Mr. Ingram. Upon voice vote, 5 yes, motion carried.

b) Buildings & Contents – Mr. Day stated that more hanger work needed to be done on the Shade Hanger but he’s seen big improvements. Brief discussion ensued.

c) Grounds & Equipment – Mr. Ingram stated that the Balloons Over Vermilion comments he heard was all positive and good for Danville. He said the new roof on the tower still has a few leaks they are working on. He noted the leaks are through the joints on the side, so when the wind and rain hits it, it blows through those joints, which need sealed. Tower paint was donated and done by Dave Price Painting. He said 3 new windows for the tower have been donated by Bacon & Van Buskirk, at \$4,000 each. He said the crane and the lift would also be donated by Schaumburg. He said he didn’t think the power that was hooked up to the tower by Ameren and the City would cost the airport anything. Mr. Larry Black, present in the audience, asked if liability insurance from Schaumburg included the airport. Mr. Ingram was unsure, but would look into it. Mr. Black said that Mr. Ingram and the volunteers/crew had done a fantastic job on the tower, a definite improvement. Brief discussion ensued on the equipment in the maintenance garage.

Agenda Item 11 – Manager’s Report

Mr. Potter reviewed the last two months activities for the commissioners. He pointed out that the floor’s at the Cloud 9/terminal had been refinished; the fence work and sidewalk around the tower were done; helipad repainted; fire extinguishers and cabinets installed in hanger areas. He said he sold the old flag poles on GovDeals. Mr. Potter also noted that Sherwin Williams had donated the paint for the tower except for 5 gallons, which Dave Price bought and donated. Mr. Potter asked the board if the airport wanted to reimburse Mr. Price for that 5 gallons. The consensus was yes. A motion was made by Mr. Devens to reimburse Mr. Price for the 5 gallons of paint, seconded by Mr. Day. All answered in favor, motion passed by acclamation.

Mr. Potter stated that the taxiway D has 10 cracks that are substantial. This is on our TIPS but not until 2018 and he said they have been patched before, but now the cracks are big enough for a small tail wheel aircraft to fall into. He said this creates a hazard on

See Attached - MINUTES CORRECTED.

that taxiway and feels it needs attention now. He had 2 proposals, one from Cross Construction and one from Open Road, companies he said that are routinely used by the state through their bid process. Brief discussion ensued. It was suggested that Mr. Potter solicit a few more proposals. Mr. Potter agreed and stated he will contact some more companies to see if interested. Motion by Mr. Devens to contact 2 or 3 more companies, and do a phone vote if necessary. Motion seconded by Mr. Kietzmann. Motion passed by acclamation.

Mr. Potter said that while in Oshkosh, WI he visited the EAA Event, the largest aviation trade show in the country, and priced options to upgrade the hanger doors on the Pole Barn hanger, at approximately \$9,500 per door installed. He had two options for the board to review from Powerlift Hydraulic Doors. One option to replace 10 hanger doors for \$112,408, second option to start with 5 doors for \$56,204. Mr. Potter noted that a lot of the prep work in and around the hangers could be done in house, for example, putting up the partitions within the structure. This work would accommodate larger aircraft and we could rent those hangers for around \$95 to \$110 per month. Discussion ensued. Motion by Mr. Ingram to install 5 hanger doors, seconded by Mr. Kietzmann. Upon voice vote, 5 yes, motion carried.

Agenda Item 12 – Office Manager’s Report – June and July

Ms. Salonen noted that all is well with the receivables for the most part. She noted the same tenant in the Shade Hanger is still lagging behind in rent, pays sporadically.

Agenda Item 13 – FBO Status Report

Mr. Vadeboncoeur reviewed his report and discussed fuel sales for the month. He explained that the hydraulic motor on the 100LL truck had to be replaced. He said now we will have to replace the PTO unit and has concerns about the transmission. He said the fuel farm is doing fine for now, that the annul filter change occurs in October.

He and Mr. Potter have been discussing an open house on Friday, October 14th and Saturday 15th. Friday’s events will be for the local tenants/pilots only with Saturday open to the public with a breakfast and perhaps aircraft displays. Discussion ensued regarding the event, to contact the EAA group for breakfast on Saturday. Mr. O’Shaughnessy was asked about the possibility of a balloon launch sometime that weekend. He responded that he’d look into that and back with Mr. Potter.

Mr. Vadeboncoeur said that he’d been at this airport for 23 years now, and said he is happy with the new management and feels things are moving in the right direction.

Agenda Item 14 – Commissioner Report: Industrial Development with Possible Action

Mr. Foster and Mr. Kietzmann explained they had a power point presentation on July 14th at City Hall that was done by Larry Lederer, who is an aviator promoter by trade. Mr. Lederer volunteered his time. Mr. Foster noted that perhaps at some point Mr. Lederer could become a consultant for airport. They provided hard copies of the presentation for

the commissioners to follow along as they reviewed the material. Discussion ensued on the new standards in aviation coming in the next several years and the future seems to be in unmanned aerial systems, Drones.

Mr. Foster spoke about the airports 20 year plan and he would like to see it revisited and updated. He and Mr. Kietzmann have meetings tomorrow with the mayor and Vicki Haugen.

Mr. Foster stated that the airport office was notified by IDOT that due to a state law regarding grants and funding transparency, all airport sponsors must register with Illinois Gov website to comply with funding for FY2017, it's the IL Grant Accountability and Transparency Act. Mr. Foster noted that some of these grants are not easy to do, but that here is help out there. He said there are all kinds of grants available out there and the airport may be interested in some of them, with a help from a contracted consultant. He used obtaining a new UPS terminal through the grant system as an example. The consultant fees vary on how often used, and type of service. Discussion ensued. Mr. Kietzmann suggested that Mr. Potter and Ms. Salonen do some research on this and report any findings next month. He said the board would need time to look at something like this and think it through. The board concurred.

Agenda Item 15 – Concerns and/or Comments from Commissioners

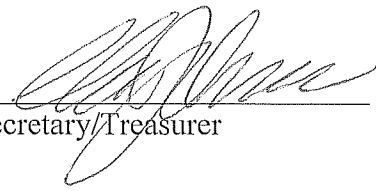
Agenda Item 16 – Executive Session (if needed)

- 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

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SEPTEMBER 20, 2016 CORRECTION TO AUGUST 16, 2016 MINUTES

Agenda item 6 – Approval of Minutes August 16, 2016: Under agenda item 10c, Commissioner Reports/Grounds & Equipment, it states that “3 new windows for the tower have been donated by Bacon & Van Buskirk”. That statement was incorrect and should read that Kevin Davis, David Wood, and Julius Hegeler had agreed to donate the tower windows. A motion was made and seconded to approve the minutes as amended. Motion passed by acclamation.