

VERMILION REGIONAL AIRPORT AUTHORITY - BOARD OF COMMISSIONERS

MINUTES OF DECEMBER 20, 2016 BOARD MEETING

Agenda Item 1 – Call to Order

Chairman Foster called the December 20, 2016, meeting 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 Salonen, and FBO manager Mike Vadeboncoeur were also present.

Agenda Item 4 – Audience Comments

None.

Agenda Item 5 – Adoption or Amendment of Agenda

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

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

Motion by Mr. Devens to approve the minutes, seconded by Mr. Ingram. Motion passed by acclamation.

Agenda Item 7 – Chairman’s Comments

Mr. Foster presented Mr. Devens with a Certificate of Appreciation for his 25 years of service on the airport board. Brief discussion ensued. Mr. Foster welcomed new commissioner Jonathan Myers who will replace Mr. Devens beginning with the January meeting. Mr. Foster noted that there may be some changes to the committee assignments next month, noting that Mr. Kietzmann expressed his interest in taking the secretary/treasurer position. Mr. Day’s term expired last December and he expressed his desire to stay on the board.

Agenda Item 8 - Commissioner Reports

- a) Finance – Mr. Devens reviewed the payables and the one-time expenses for the month. Motion by Mr. Devens to approve the payables for the month, motion seconded by Mr. Kietzmann. Upon voice vote, 5 yes, motion carried.
- b) Buildings & Contents – Brief discussion ensued regarding work underway at the pole barn hanger. No action taken.
- c) Grounds & Equipment – Brief discussion ensued on the tower, the Cloud 9/terminal heat system, and airport grounds with possible improvements. No action taken.

d) Industrial Development – Mr. Kietzmann noted that the only documents we have to submit to people interested in building here is 16 years old and felt that is not a good impression for the airport. He said Mr. Foster had been working with updating the document and the cost to do so. Mr. Foster reviewed the current plan and its contents. He noted that the land needs reassessed and the ALP (Airport Layout Plan) needs upgraded. Mr. Foster reviewed the letter from Brad Hamilton, P.E., C.M., who works at Crawford, Murphy, & Tilly. It outlined a Land Use Study Update and a Farm Plat Update, with a cost of approximately \$35,000.00 for those general tasks and updates. The report cost is eligible for a 90% reimbursement from the state with a 10% net participation cost requirement for the VRA. Mr. Foster reviewed his response to Mr. Hamilton and asked if the board was behind him in moving forward with this project. A discussion ensued among the commissioners regarding the airport in its current condition with the business that are here, as well as the businesses, or lack thereof, in the Danville area. Mr. Potter noted that three items needed done all at once, the industrial development update, the farm plat, and the grass runway. Mr. Potter said the final TIPS was submitted on Dec. 16th, and he is not sure what entitlements funds are available. Discussions continued. Mr. Devens made the motion for approval by the board to proceed to the next phase with the necessary updates, seconded by Mr. Day. All answered in favor, motion passed by acclamation.

Agenda Item 9 – Manager’s Report

Mr. Potter reviewed the last months’ activities for the commissioners. He gave a brief update on the ICAS conference. He said he has set a tentative date of Sept. 30, and Oct. 1, 2017 for the airshow and is working with the FAA. He believes it will cost about \$75,000.00 to put the airshow on and we will need plenty of sponsor’s to help out. He noted that he’d like to get the Snow Birds here in 2018, but he said you have to attend their conference to book them. Brief discussion ensued. No action taken.

Mr. Potter stated he’d like to give the grounds crew and office manager a \$100.00 Christmas bonus. Motion by Mr. Kietzmann to give the staff a Christmas bonus. Mr. Ingram stated he would second the motion but wanted to be for \$125.00 each. Upon voice vote, all 5 commissioners voted yes to the \$125.00. Note: later today it was realized by Mr. Foster that Mr. Potter was not included in the motion for the \$125.00 Christmas bonus. The commissioners were notified and unanimously stated to include Mr. Potter for the Christmas bonus.

Agenda Item 10 – Office Manager’s Report

Ms. Salonen noted that all is well with the receivables for the most part and there were no changes from last month. She noted the same 2 tenants with past due amounts owed. One has passed away a year ago and his plane is still here. She noted that she hasn’t been able to get ahold of the tenants son to discuss the matter. No action taken.

Agenda Item 11 – FBO Status Report

Mr. Vadeboncoeur reviewed his report and discussed fuel sales for the month. He said there had been a meter failure on the Jet A fuel truck but is fixed and up and running now. He gave a report on a couple of bids from Ameren's program to replace the lighting at the FBO. Brief discussion ensued. Motion by Mr. Devens to accept the bid of \$4,588.20 with the LED lights, seconded by Mr. Day. Upon voice vote, 5 yes, motion carried.

Agenda Item 12 – Concerns and/or Comments from Commissioners

None.

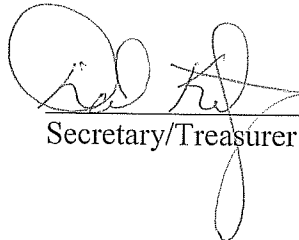
Agenda Item 13 – Item left blank

Agenda Item 14 – 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 15 – Adjournment There being no further business to discuss, the meeting adjourned. All answered in favor, motion passed by acclamation.


Secretary/Treasurer