

VERMILION REGIONAL AIRPORT AUTHORITY – BOARD OF COMMISSIONERS

MINUTES OF FEBRUARY 11, 2016 SPECIAL MEETING

Agenda Item 1 – Call to Order: Chairman Foster called the February 11, 2016, special board meeting to order.

Agenda Item 2 – Roll Call: Upon roll call the following commissioners were present; Tom Day, Chuck Devens, Steve Foster, Bill Ingram and David Kietzmann. Suzie Salonen, office manager, Mike Potter, airport manager candidate, his wife Tracy, and County Board Chairman Mike Marron was also present.

Agenda Item 3 – Adoption of the Agenda: Motion by Mr. Ingram to adopt the agenda, seconded by Mr. Devens. All answered in favor, motion passed by acclamation.

Agenda Item 4 – Interview for Airport Manager: Executive Session, Open Meetings Act 5ILCS 120/2 (c) (1) – Appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.....

Note: It is the intent of the VRAA Board not to take any action at this time.

Motion by Mr. Devens to go into Executive Session, seconded by Mr. Kietzmann. All answered in favor, motion passed by acclamation.

Motion by Mr. Devens to go out of Executive Session, seconded by Mr. Ingram. All answered in favor, motion passed by acclamation.

It was noted that Mr. Potter was interviewed for the airport manager's position. No action was taken.

Agenda Item 5 – Adjourn: There being no further business to discuss, the meeting adjourned. All answered in favor.

Secretary/Treasurer

APPROVED 3/15/16

VERMILION REGIONAL AIRPORT AUTHORITY - BOARD OF COMMISSIONERS

MINUTES OF FEBRUARY 16, 2016 BOARD MEETING

Agenda Item 1 – Call to Order

Chairman Foster called the February 16, 2016, to order.

Agenda Item 2 – Pledge of Allegiance and Moment of Silence

The Pledge of Allegiance was 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 Bob Gagnon, Office manager Suzie (Harmon) Salonen, and FBO manager Mike Vadeboncoeur were also present.

Agenda Item 4 – Audience Comments

Mr. Day commented on the change of the titles for the commissioner's committee assignments, stating he thought Mr. Foster should have let them know in advance. Brief discussion ensued.

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, Dec. 15, 2015; Jan. 8, 2016; Jan. 19, 2016

Mr. Devens made the motion to approve the three sets of minutes, motion seconded by Mr. Ingram. All answered in favor, motion passed by acclamation.

Agenda Item 7 – Chairman's Comments: VRAA Reorganization- Commissioner Assignments and Administrative Reports

Mr. Foster outlined what he thought would work best for commissioner assignments by breaking down assets as listed, changing the titles but basic duties remain the same. He said he'd like Mr. Day on Buildings & Contents, Mr. Ingram on Grounds & Equipment. Mr. Foster said if they find a problem to address it with the manager to find a solution and report back at the next board meeting. He said Mr. Kietzmann would work on Industrial Development and he would work with him. Mr. Day did not agree, that felt he was being cut out of assets with him and Mr. Ingram on the same committee. Mr. Devens made the motion that the Chairman has the right, as Chairman, to make committee assignments. Motion seconded by Mr. Ingram. Mr. Devens gave a brief history of why the committees were formed and explained that these are informal committees, made up some time ago so the board is aware of certain issues that may come up and need attention. Mr. Day objected. Mr. Foster said to let the record show that Buildings & Contents/Grounds & Equipment were the former Asset Management

broken down. Mr. Devens will retain Finance Reports as secretary/treasurer. Administrative reports will come from the manager and office manager.

Upon voice vote, 4 yes, 1 no. Motion carried.

Agenda Item 8 – Managers Report

Mr. Gagnon read his report for the board. In his report he noted that Balloon's Over Vermilion will be here in July. He suggested that rather than charge a fee for use of the grounds we instead be credited as a major sponsor. He noted this would give us additional exposure. Brief discussion ensued. Mr. Foster stated he attended the press conference for this and this issue should be on the March agenda. Motion by Mr. Kietzmann to approve the manager's report, seconded by Mr. Devens. All answered in favor, motion passed by acclamation.

Jonathan Myers, present in the audience, let the board know of an incident here last weekend that happened while he was filing his flight plan. A vehicle has somehow gotten through the security gate by the fuel farm. Mr. Ingram stated the sheriff was called and noted that they recognized the vehicle was owned by the people who own the smoke shop on Fairchild St. Discussion ensued as to security, perhaps change the gate code, and also installing camera's. Mr. Gagnon said he will follow up on this and get with the board next month. After lengthy discussion, it was determined that the gate code would remain the same for now since everyone has them, and perhaps gives it out to visitors.

Agenda Item 9 – Office Managers Report

Mrs. Salonen reported on the hanger rent monies for the month and noted a few delinquent accounts on her report. Mr. Ingram stated he would go out and try to track them down. Mrs. Salonen stated she would supply the addresses. She noted that on one account that is over a year old be addressed at this years' audit. The renter's plane is no longer hangered here and she has since rented it to someone else.

Mr. Foster stated that the office computers needed evaluated and cleaned in time for the new manager to come in this April. He said the costs is \$70.00 ~~for the process.~~ Brief discussion ensued. Motion by Mr. Kietzmann to approve the office manager's report, seconded by Mr. Devens. All answered in favor, motion passed by acclamation.

*5/B
per hr.*

Agenda Item 10 - FBO Status Report

Mr. Vadeboncoeur gave a brief report on fuel sales for the month. He noted things are doing well with the shop, fuel farm. He noted that 100LL truck had been worked on. Brief discussion ensued.

He said he met with the Balloon Event committee to discuss the FBO needs and requirements. Mr. Foster asked about security for the event and several options were discussed such as the DPD, auxiliary police and sheriff's office. Mr. Gagnon noted that

at past events the sheriff had several patrol cars here. He said there was always fire protection as well. Mr. Gagnon said he will talk with the balloon committee to determine what their plans are.

Agenda Item 11 – Commissioner Reports

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

*Buildings & Contents: Mr. Day had nothing to add this month.

*Grounds & Equipment: Mr. Ingram provided written synopsis of the airport van and the boiler at Cloud9/terminal. He noted that the tower work was on a winter hold. Mr. Ingram noted the rust spots on the van. Mr. Gagnon stated the maintenance crew would fix that. Mr. Ingram encouraged the board to look at the state of the art boiler system now in place. He suggested a sump pump be installed to protect against flooding. The State Marshal had been in and there were specific items/requirements to be installed, one of which was a shut off switch by the doorway. Brief discussion ensued.

*Industrial Development: Mr. Foster will accompany Mr. Kietzmann to those meetings next month.

Agenda Item 12 – 2016 Budget Ordinance

Mr. Foster noted that the board has a month to review the budget and pass it next month. He said he would get the figures for the new manager proposed salary and health benefits to the board before next months meeting.

Agenda Item 13- Proposals for Additional Equipment @ Terminal from Towner Clark.

Two items were listed, a hot water unit heater for \$4350.56 and an air damper& duct for \$2210.03. These were listed in error as proposals and were in fact bills to be paid. Mr. Ingram suggested it still needed a hot water heater at the north end of the basement and thought it would run \$500.00 to \$700.00. Brief discussion ensued. Motion by Mr. Kietzmann to pay the two bills, seconded by Mr. Day.

Agenda Item 14 – Concerns and/or Comments from Commissioners

Mr. Foster thanked the commissioners for their reports. He also thanked Mr. Kietzmann for his work as past chairman of the Airport Authority.

Agenda Item 15 – 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.....

Mr. Foster noted there was no need for an executive session this month. He said we are still waiting on records check and references to come back and that Mrs. Salonen would be getting the board those documents next month.

Agenda Item 16 – Possible Action – Approve conditional offer for the new VRA Manager (approve hiring new manager at the March meeting, if needed).
No action taken.

Agenda Item 17 – Adjournment There being no further business to discuss, the meeting adjourned. All answered in favor, motion passed by acclamation.

Secretary/Treasurer

APPROVED 3/15/14