

VERMILION REGIONAL AIRPORT AUTHORITY - BOARD OF COMMISSIONERS

MINUTES OF MAY 17, 2016 BOARD MEETING

Agenda Item 1 – Call to Order

Chairman Foster called the May 17, 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. Kietzmann to adopt the agenda, seconded by Mr. Day. All answered in favor, motion passed by acclamation.

Agenda Item 6 - Approval of Minutes, Apr 19, 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 – 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 – Mr. Day gave a brief summary of buildings he looked at with Mr. Potter, pointed out some rotten timbers, dead birds in rafters and discussed items in the pole barn hanger.

*Grounds & Equipment – Mr. Ingram gave a brief review of the grounds and noted that things look good.

*Industrial Development: no report this month. Mr. Foster stated he will work on a report for next time. He gave a brief overview of the May conference. Drones were the main topic this year. Brief discussion ensued.

Agenda Item 9 – Managers Report- Revised Security Camera Bid, Brewer Electronics; Fuel Farm Payment Options; Hanger 7 Door Problems.

Mr. Potter reviewed his report for the board. He said he went to an auction this weekend and picked up hose reel for the fuel farm for \$150.00. He said the managers car is listed on GovDeals along with other surplus items. He said that perhaps the funds from the sale of the car could help with the costs of the fuel farm system. Mr. Potter updated the board on the current state project, rehab taxiway C and C1. The state approved combining some of the phases and are moving forward. He said he enjoyed the conference and learned a lot about drones. He noted it was a good opportunity to meet our state contacts.

Action item - a) Revised Security Camera Bid, Brewer Electronics. There was also a proposal from Premier Network Solutions. Each option was compared and discussed. Mr. Potter recommend Brewer because it had a battery backup system and one more camera than Premier and was less money. Motion by Mr. Kietzmann to approve Brewer Electronics for \$7,400, seconded by Mr. Devens. Upon voice vote, all in favor, motion passed.

Mr. Ingram discussed at length the role of the commissioners in regard to the manager. He'd like to see two board members at the airport once a month to review a punch list that reflects work done, and work that needs to be done. Mr. Devens noted that as treasurer, he is here on a weekly basis and we already have representatives to addresses any issue with the manager through the committee assignments. Mr. Foster noted that he too is at the airport quite often, and also calls in. He said he feels that the things at the airport are going in the right direction.

Mr. Ingram said he spoke with Bacon & Van Buskirk about windows for the tower. They are \$4,500.00 each. He said he's looking at other options.

Agenda Item 10 – Office Manager's Report

Nothing new to report.

Agenda Item 11 – FBO Status Report

Mr. Vadeboncoeur reviewed his report and discussed fuel sales for the month. Mr. Foster said he and Mr. Potter had discussed fuel sales at night and a self service fuel pump. Mr. Vadeboncoeur noted his concerns, that it may reduce hours at the FBO if we do that. Also he employ's someone to fuel the aircrafts. He said he is not opposed to it, but needs to put more thought into it on how it would impact the FBO with the fuel trucks and his employees. Discussion ensued regarding self service fuel prices vs full service. This option could be provided after hours only at the FBO.

Agenda Item 12- Flight Training Proposal – Midwest Aircraft Services

The proposal was submitted by Tracy Potter along with a letter stating she was unable to attend the meeting today. Mr. Potter stated this service she would provide is for flight instruction and aircraft rental. He pointed out that Tracy was asking the Airport

Authority to possibly subsidize the insurance for the first two years, at a cost of \$5,000.00 to \$6,000.00 each year. Mr. Devens asked where the base would be for the service. Mr. Potter noted that would have to be determined, possibly Cloud 9 or an empty hanger. Mr. Potter also noted that he and Mr. Vadeboncoeur discussed this before Tracy put together the proposal.

Mr. Foster stated he felt subsidizing their insurance for 2 years was peanuts to get aviation going out here and this was something very positive for the airport. He said we should look into this and revisit it as to what the best option was for everyone. Discussed the liability involved. It was noted that the amount was for both planes. Motion by Mr. Ingram to approve the proposal and to subsidize the insurance not to exceed \$6,000.00 for the first 2 years. Motion seconded by Mr. Day. Upon voice vote, five yes, motion passed.

Agenda Item 13 – Concerns and/or Comments from Commissioners

Mr. Ingram questioned any adverse effects on the crop dusting business with flight training, etc. Mr. Camarata, owner/operator of the crop dusting business was present in the audience and stated there would be no adverse effects on his business.

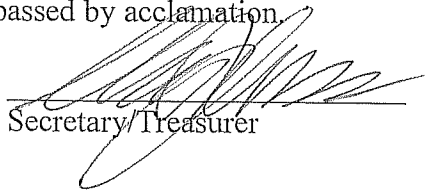
Agenda Item 14 – Executive Session (if needed)

- 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 – Item left blank

Agenda Item 16 – Adjournment There being no further business to discuss, the meeting adjourned. All answered in favor, motion passed by acclamation.


Secretary/Treasurer