

VERMILION REGIONAL AIRPORT AUTHORITY - BOARD OF COMMISSIONERS

MINUTES OF SEPTEMBER 20, 2016 BOARD MEETING

Agenda Item 1 – Call to Order

Chairman Foster called the September 20, 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 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, 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 was incorrect and should read that Kevin Davis, David Wood, and Julius Hegeler have agreed to donate the tower windows. Motion by Mr. Devens to approve the minutes as amended, seconded by Mr. Day. Motion passed by acclamation.

Agenda Item 7 – Chairman’s Comments

Mr. Foster discussed upgrading the administrative office in terms of technology. He noted we had IT people (Premier Solutions) for computer upgrades, and now have new security system. He said we need to work on the web site and expand it because its six years old. Mr. Foster said we want to update it as the airport changes and expands, such as cost of hanger rentals, current event page and past events with pictures. It needs to include services at the airport, the flight training along with links to the FBO and Cloud 9. We currently have two sites, Cloud 9 and the airport but need to incorporate Cloud 9 in the new web site under the airport. He said we currently pay \$3,600.00 a year, \$240.00 a month for hosting. Beamsco can come in under that amount. He said that he and Mr. Potter met at the quarterly meeting with Vermilion Advantage sponsors and one topic they discussed was cable service out here, noting our internet service is not very good. He said the phone system is miserable as well, pointing out this is all connected to internet technology and we should be up to date, noting Comcast as a possibility.

S/B "YEAR"

Mr. Foster said we have a TIP's meeting at the end of October and we will be going with Mr. Potter to speak to the state about updating our sixteen-year old Industrial Development Plan. He also said we have finalized our information on the Grant Transparency Act documents, and he will talk to the state to see if we can use those same codes to bid projects ourselves. Discussion ensued.

Agenda Item 8 – Commissioner Reports

a) Finance – Mr. Devens reviewed the payables and the one-time expenses for the month. He noted that with the donations for the tower windows from Julius Hegeler, David Wood, and Kevin Davis, we may fall short about \$1,399.00 to cover the costs. Mr. Foster asked if there was any money left from the \$5,000.00 originally slated to demo the tower, answered in the affirmative. Mr. Ingram explained the process to install the windows using the cranes and the timeline. Brief discussion ensued. 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 – Mr. Day stated Mr. Potter met with him at the pole barn hanger and explained the work being done to enclose each space. He stated there is more work to do but he's happy with the progress. He noted that the fence line had been cleaned up. Brief discussion ensued.

c) Grounds & Equipment – Mr. Ingram stated that phase 1 of the tower project looks good and it still need some things done but he is getting positive comments. He noted that Jonathan Myers is working on incorporating with high school kids to work on the tower project and possibly putting together an aircraft with Myer's supervising. He discussed the possible three sources of power starting on the inside. There is no heat or water. He said Mr. Myers has a source of single units, the types used in hotels/motels. Brief discussion ensued.

d) Industrial Development – Mr. Kietzmann discussed future options for the airport in developing safety course studies at the college with upcoming changes in aviation regarding not only safety standards, but also regarding Drone certifications. He noted several federal standards from last months' power point presentation, with the airport and education working together with such things as a Drone flying training program. Brief discussion ensued.

Agenda Item 9 – Manager's Report

Mr. Potter reviewed the last months' activities for the commissioners. He said the Taxiway D project was moved on the TIP's to next year instead of 2018. He suggested to put cold-patch on the taxiway to get through to next year.

He explained the electricity on the pole barn hanger project was not enough for what they wanting to do and we needed to upgrade the amp service out to that hanger area. He explained the process of hanging the new doors on the hanger and noted we should be able to get the materials for the expansion locally. He also suggested that the \$20,000.00 proposal for the Taxiway D project be considered for the pole barn hanger conversion.

Mr. Potter said he spoke to Ameren and they can update our meters out on the property and convert to one meter for multiple hangers. He said he will look into what the costs would be to convert to one meter and perhaps add it in our 2017 budget. He stated he had been out scoping the area where the grass runway used to be, noting that we should be able to open it back up at its original length and width, and the FAA would have to approve it. The farm lease would also have to be considered. Discussion ensued.

Mr. Potter noted the open house is set for October 14th and 15th. He said the 14th is for hanger tenants and families, board members. Saturday the 15th is open to the public. He got the posters done and distributed for the event.

Discussions ensued regarding the improvements at the airport property; internet/cable service with Comcast; introductory meeting with Julius Hegeler. Mr. Foster said the VFW wants the airplane the city has on display on Main St. He stated that he'll get back with Mr. Potter if that changes. He said its not on the city's plan for the water front project.

A motion was made by Mr. Devens to change the monies allotted for the Taxiway D project to be put towards the pole barn hanger project, seconded by Mr. Ingram. Upon voice vote, 5 yes, motion carried.

Agenda Item 10 – Office Manager's Report – Update on Annual Electricity Contract, Exelon

Ms. Salonen noted that all is well with the receivables for the most part. She noted that the current contract with Exelon is due to expire in December and had a electricity price discovery outline provided by APPI/Vermilion Advantage. Brief discussion ensued. She stated she will have more information as the months progress.

Agenda Item 11 – FBO Status Report

Mr. Vadeboncoeur reviewed his report and discussed fuel sales for the month. He stated he found a PTO unit that is working very well, however some damage to the transmission gearing but not too bad. Carnaghi's had to come out and to do the installation and flushed and filled the transmission unit. Brief discussion ensued.

Agenda Item 12 – Item left blank

Agenda Item 13 – Concerns and/or Comments from Commissioners

None

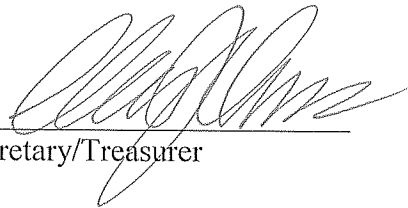
Agenda Item 14 – Executive Session (if needed)

- 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

VERMILION REGIONAL AIRPORT AUTHORITY – BOARD OF
COMMISSIONERS

OCTOBER 18, 2016 CORRECTION TO SEPTEMBER 20, 2016 MINUTES

Agenda Item 6 – Approval of Minutes, September 20, 2016: Under agenda item 7, Chairman’s Comments, it states “He said we currently pay \$3,600.00 a year, \$240.00 a month for hosting.” It should read that we paid the start-up fee of \$3,600.00, and pay \$240.00 a year for hosting.

Agenda Item 9 – Manager’s Report: page 3, it states “Mr. Foster said the VFW wants the airplane the city has on display on Main St.” It should read the VFW showed an interest in the aircraft on Main St.

A motion was made and seconded to approve the minutes as corrected. Motion passed by acclamation.