

VERMILION REGIONAL AIRPORT AUTHORITY - BOARD OF COMMISSIONERS

MINUTES OF APRIL 18, 2017 BOARD MEETING

Agenda Item 1 – Call to Order

Chairman Foster called the April 18, 2017, 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, Steve Foster, Bill Ingram, David Kietzmann and Jonathan Myers. Airport Manager Mike Potter, Office manager Suzie Salonen, and FBO manager Mike Vadeboncoeur were present.

Agenda Item 4 – Audience Comments

A question was posed about the status of aircraft at Ellsworth Park that the City of Danville owns. It was explained that the airport has been cleared to move it but it is still in the planning stage as to what personnel is needed to move it and the City still has some items to move and some paperwork needs addressed as well. Brief discussion ensued.

Agenda Item 5 – Adoption or Amendment of Agenda

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

Agenda Item 6 - Approval of Minutes March 21, 2017

Motion by Mr. Myers to approve the minutes, seconded by Mr. Kietzmann. Motion passed by acclamation.

Agenda Item 7 – Chairman’s Comments

Mr. Foster noted for the audience the board will go into executive session. He said he had some correspondence with health insurance brokers and would like to set a meeting after the first of the month.

Agenda Item 8 - Commissioner Reports

a) Finance – Mr. Kietzmann reviewed the payables and financial report for the month. Brief discussion ensued. Motion by Mr. Kietzmann to approve the payables, seconded by Mr. Ingram. Upon voice vote, 5 yes, motion carried.

b) Buildings & Contents – brief discussion ensued with Mr. Day, saying he toured the bird hanger yesterday with Mr. Potter and it is organized, junk removed and it looks good. He noted the Christmas float materials were gone and the trailer donated to the Boy Scouts. Work is still ongoing with the Pole Barn. Brief discussion ensued. No action taken.

c) Grounds & Equipment – Mr. Ingram noted repainting the tower per Mr. Potters request will begin soon as well clean up and he said volunteers are welcomed. Painting can be done in-house. He said training and certification needs to be done for operating the newly purchased JLG lift. This can be done on line and Mr. Potter has been certified. Mr. Potter said that someone from the college will have to come out and watch them operate the lift before its 100%.

Mr. Ingram said the board will be reviewing job descriptions, which should be routine when looking at changes or modifying jobs. Mr. Foster stated that the previous manager had done them some time ago, so there is a need to review and update as noted.

Discussion ensued. No action taken.

d) Industrial Development –Mr. Foster noted that they have not much on the maps yet, but once they are done we can start on the text for the Industrial Development Plan. Mr. Foster said he had met with Vicki Haugan and they are all on board with assisting us. He said its been put on the back burner until they have a better idea of who can work on what part of it. He said he provided a summary of the meeting with our engineers, CM&T and hoped everyone had reviewed it. He suggested the Industrial Development be looked at quarterly so it doesn't die out. He said the city is moving quicker than he thought on the Bowman St. corridor/Beltline project. He said he would keep the board updated.

f) Special Events – will be noted in manager's report

Agenda Item 9 – Recertification of Grass Runway

Mr. Foster noted received the letter of support from the Armory and we forwarded to the state and to CM&T. Mr. Foster said they spoke to CM&T to discuss the coordinates of the runway, which he read from Mr. Hamilton's email (CM&T). Mr. Foster also reiterated that our ALP (Airport Layout Plan) has to be done at some point, and is expensive and could take up our entire allotment, so we are trying to piece-meal it to keep that under control. Discussion ensued regarding the grass runway and its coordinates and different rates as written in Mr. Hamilton's email.

Mr. Potter said that Dan Ribbe, owner of Ribbe Trucking, will be doing work on the grass runway and donating his tome, but total cost have yet to be determined. He said we still have some of the concrete markers on hand and can reuse them. He said about 18 acres of farmland may be out while we prep the grass runway but he (referring to farm tenant Matt Sims) may get some of it back if he wants it. Brief discussion ensued. Mr. Kietzmann made a motion to give the airport manager authority to work on the grass runway with reasonable expenses as he sees fit. Motion seconded by Mr. Ingram. Upon voice vote 5 yes, motion passed.

Agenda Item 10 – Manager's Report

Mr. Potter reviewed the last months' activities for the commissioners. He noted that our lighting project/replacement is ongoing to May 31st, but we did receive our rebates for completed jobs for the shop, Cloud 9 & Bilco. He checked with Ameren and our

representative with Ameren to confirm the cutoff date and we still had time to continue with the project. He did get the confirmation he wanted and ordered more lights.

He said the crew has started on the second set of the 5 T hangers at the Pole Barn, and noted we purchased some new equipment to help with projects we're working on, a JLF lift, steam pressure washer and tool box work bench. He said we had to rent a cutting saw from Big R to use on the asphalt at the south security gate, so he also used it at the Pole Barn area. He said the security gate upgrade is underway with the final bid under \$10,000.00 approved last month. FE Moran came in at \$7,985, with additional \$1,000.00 upgrade and explained the full system operation tied into our security camera system that Dustin Brewer put in last year. Mr. Brewer and FE Moran to return next week to finish the install.

Mr. Potter and his wife Tracey gave a brief update on the airshow event and acts. They lost the Black Hawks but gained C54 Berlin and said things are progressing well. Discussion ensued on promotions and ads for the event, such as billboards and reaching out to city's outside of the Danville area. Discussed use for the tower. Mr. Potter stated the Air Boss believes it is too far away and will not use it, leaving it open for radio announcers or whatever is best for the event.

Agenda Item 11 – 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 said a tenant died a year and a half ago and his plane is still here. She is still trying to make a connection with Mr. Schaler's son to discuss the matter. Brief discussion ensued on hanger rentals.

Agenda Item 12 – FBO Status Report

Mr. Vadeboncoeur gave a brief report, stating that Jet A fuel sales up slightly in March from February, but continues to be in a slump as they have had very few jet operations this year and 100LL up in March as well. He noted all is well with fuel farm trucks, his shop and the FBO. Brief discussion ensued on jet traffic and related issues.

At this point Mr. Foster said that because the board will go into executive session they will take agenda item 16, Comments and/or Concerns of Commissioners.

Agenda Item 13 – Salaries and Personnel Issues Executive Session (if needed)

Pursuant to Open Meetings Act 5ILCS 120/2 (c) (1) Appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body...

Motion by Mr. Kietzmann to go into executive session, motion seconded by Mr. Ingram. All answered in favor, motion passed by acclamation.

Motion by Mr. Kietzmann to out of executive session, motion seconded by Mr. Myers. All answered in favor, motion passed by acclamation. No action taken.

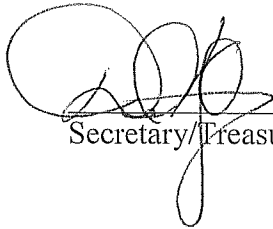
Agenda Item 14 Item left blank.

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.....
- There was no need for executive sessions.

Agenda Item 16 – Comments and/or Concerns of Commissioners
Previously addressed.

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


Secretary/Treasurer