

VERMILION REGIONAL AIRPORT AUTHORITY - BOARD OF COMMISSIONERS

MINUTES OF FEBRUARY 21, 2017 BOARD MEETING

Agenda Item 1 – Call to Order

Chairman Foster called the February 21, 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. FBO manager Mike Vadeboncoeur was out of the country.

Agenda Item 4 – Audience Comments

None.

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, Jan. 17, 2017

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

Agenda Item 7 – Chairman’s Comments

Mr. Foster noted that he would make his comments later on the agenda.

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. Myers. Upon voice vote, 5 yes, motion carried.
- b) Buildings & Contents – brief discussion ensued with Mr. Day regarding recent work on the pole barn hanger. No action taken.
- c) Grounds & Equipment – Mr. Ingram discussed upcoming plans for the tower he is working on, such as obtaining a JLG lift donated to clean the windows. He has talked with two people on the possibility of leaving the lift for here for our use and free advertising for them. He is also still working on the donation offered by Mr. Woods. He discussed obtaining the aircraft on display on Main and Gilbert St from the City of Danville, stating that we could place the City’s jet aircraft on the north side of the entry-exit roads across from the existing Korean War jet airplane. He also reported while at another airport he saw an aircraft mounted on a rotating base that turned in the wind like a tetrahedron, suggesting he would like to see another plane displayed here with Cloud 9

as the backdrop on the east side, removing the fountain, and set the aircraft up as a Wind T. Brief discussion ensued as the best way to transport the city's aircraft here from its current site. The fuel farm also needs attention, cleaned up and repainted. No action taken.

d) Industrial Development – Mr. Myers noted that he reviewed the plan, last one done in 2000, with Mr. Foster and they marked items that are outdated and discussed the best way to improve and update it. They had met with the City, County officials and Mrs. Haugen with Vermilion Advantage and they helped him with priority items needed to proceed. Mr. Myers stated the city is working on the corridor and willing to work with the airport with that, noting that the corridor project is a year and a half out. Surveys and our site plan has to be done, along with write-ups that Mr. Myers felt could be done in-house. Mr. Foster stated that Hanson is the city's engineer and they may help us on the Bowman Corridor work with showing entrances on our business park plan. Mr. Foster talked about the 2014 conference that featured information on leasing land vs purchase. The FAA has procedures and Mr. Foster obtained a copy that pertains to land leasing and selling. He displayed a map to show the airport land and grass runway. He said that currently if nothing interferes with the airport or runways, we can sell land for development. The particular area of land Mr. Foster referred to would not interfere with the option to lease it or sell it. He noted the airpark portion of the old plan is not necessary on the revision, as it will take years and considerable expense to prepare and build it with road work, etc.

Mr. Foster discussed Chapter 22 of the FAA regulations that included the Industrial Park and we need CM&T to do some work but felt a lot of it can be done in-house with the Mr. Myers, the city and Vermilion Advantage working together. The money for this is in the 2018 TIP's and believed to be 90%/10% as other projects are done. He is not sure yet and let the board know that he is meeting later today with CM&T and he will report back. The state has confirmed that it is a fundable project. Discussion ensued with Mr. Ingram regarding the cost and some of his concerns. Mr. Myers asked about the farm plat and it was affirmed that the farm plat update is included with the updated layout plan. Mr. Potter stated that we will have to do the ALP, but according to our TIPs the asphalt is getting done first.

Mr. Foster talked about having several meetings with CM&T, including the conference, and they of course cannot do anything pro-bono and they need board approval to move forward. Mr. Foster said the cost could be more or less but not the \$35,000.00 original CM&T estimate, but would advise the board of the actual amount when CM&T sends the contract. Discussion ensued on the land available and the possibilities for its use. A motion was made by Mr. Kietzmann to allow Mr. Foster and Mr. Potter to enter into an agreement with CM&T for the update project with Potter and Fosters cost estimate of \$18,000.00. Motion seconded by Mr. Myers. Upon voice vote 5 yes, motion carried.

e) Special Events – Mr. Myers turned the floor over to Tracey Potter, who has been helping Mr. Potter work on the Air Expo event. She gave a brief report of the airshow

scheduled for Sept. 30<sup>th</sup> and Oct. 1, 2017. She had a flyer and information on acts already booked, and out lined acts she is contacting to perform, however she said we need to make deposits to secure them. She named Bill Stein as someone she would really like to see come to Danville. She noted he is particularly good with promotions for airshows, but again would need to pay him a deposit. She said Julius Hegeler has committed to a \$25,000.00 sponsorship. As far as insurance goes, she said Dimond Bros. can get them a quote in August. She contacted an insurance company that specializes in airshow events and is waiting to hear back from them. She noted that we need protection for a rain day or rain out as well and general insurance coverage. She noted they are still working on vendors, displays, gate admission prices, etc. She noted that adult admission could be \$15, \$10 for children, perhaps a family ticket price of \$50, as well as early bird purchases. Discussion ensued on the positive impact events have on our community.

A motion was made by Mr. Myers to guarantee funds for the Air Expo up to \$125,000.00 which included fund for the advance deposits, motion seconded by Mr. Ingram. Upon voice vote 5 yes, motion carried.

#### Agenda Item 9 – Manager’s Report

Mr. Potter reviewed the last months’ activities for the commissioners. Mr. Potter stated he had asked his wife Tracey to help him promote the Air Expo while he was tied up here working on the Pole Barn and terminal office projects. Points of interest for discussion were finishing the Pole Barn project, estimating another \$17,500.00 in addition to the cost of the hydraulic doors for the 5 hangers left to do. Motion by Mr. Ingram to approve completing the Pole Barn’s 5 hangers, seconded by Mr. Myers. Upon voice vote, 5 yes, motion carried. Mr. Potter reminded the board that he has 6 T-hangers for sale for \$8,000.00. His preliminary plan is to finish the Pole Barn, move everyone out of the first row of T-hangers and sell them. He would then install the 6 hangers he has starting on the east end. Brief discussion regarding concrete, wiring, insulation/metal for new hangers versus the hangers he has available. He noted that the difference is the size or clearance of the doors and he said they look better. Discussion ensued. Mr. Ingram will follow up with Mr. Potter on the t-hangers.

Mr. Potter said he made a trip to the Decatur airport to look at their gate system. He said we are having issues with our security gate systems keypad, mainly that the code cannot be changed without putting in a new keypad system. He said is working on getting a price a new system that uses magnetic cards that are traceable. Motion by Mr. Myers to approve a new security gate system up to \$10,000.00, motion seconded by Mr. Day. Upon voice vote 5 yes, motion carried.

#### 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. No action taken.

Agenda Item 11 – FBO Status Report - No report this month. Mr. Vadeboncoeur was out of the country.

Agenda Item 12 – Vermilion Advantage Annual Dues - \$2,500.00

Motion by Mr. Myers to approve the annual dues, seconded by Mr. Kietzmann. Upon voice vote 5 yes, motion carried.

Mr. Potter stated that the airport is hosting the Vermilion Advantage monthly meeting at Cloud 9 on May 31, 2017.

Agenda Item 13 – Personnel Salaries 2017 Executive Session: 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.....

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

Motion by Mr. Kietzmann to go out executive session, seconded by Mr. Ingram. All answered in favor, motion passed by acclamation. No action taken. Mr. Myers will meet and work with Ms. Salonen on the budget.

Agenda Item 14 – Draft Budget Spreadsheet 2017

Information only, no action taken.

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.....

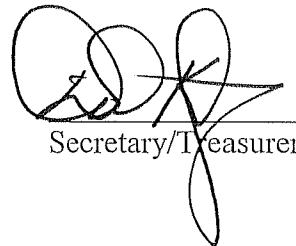
b) Pursuant to Open Meetings Act 5ILCS 120/2 (c) (11): Litigation.....

There was no need for executive sessions.

Agenda Item 16 – Item left blank

Agenda Item 17 – Comments and/or Concerns of Commissioners – There were none.

Agenda Item 18 - Adjournment There being no further business to discuss, the meeting adjourned. All answered in favor, motion passed by acclamation.



Secretary/Treasurer