

VERMILION REGIONAL AIRPORT AUTHORITY - BOARD OF COMMISSIONERS

MINUTES OF JANUARY 17, 2017 BOARD MEETING

Agenda Item 1 – Call to Order

Chairman Foster called the January 17, 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 newly appointed commissioner Jonathan Myers. 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. Myers to adopt the agenda, seconded by Mr. Kietzmann. All answered in favor, motion passed by acclamation.

Agenda Item 6 - Approval of Minutes, Dec. 20, 2016

Motion by Mr. Kietzmann 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, toward the end of the meeting.

Agenda Item 8 - Commissioner Reports

a) Finance – Mr. Foster reviewed the payables for the month since no treasurer had been selected at this time. Brief discussion ensued regarding the report, with Mr. Foster noting that Ms. Salonen actually does the report of bills paid each month. Mr. Ingram commented on the air conditioning maintenance done by Mr. Hubbard. Ms. Salonen explained that he was a former employee of Grubb Heating, who retired. Mr. Ingram thought perhaps we should consider Towner Clark as an option for that service. Mr. Foster suggested that Mr. Myers and Kietzmann could work together on future special projects and earmark funds if necessary for those, but still keeping those funds in the bank to be used as needed. Mr. Foster said the website should be finished next week. Motion by Mr. Myers to approve the payables for the month, seconded by Mr. Kietzmann. Upon voice vote, 5 yes, motion carried.

b) Buildings & Contents – Mr. Day said he toured the pole barn hanger and was impressed with the improvements and asked if the same improvements would be made all the way down, to the rest of the hanger area. Mr. Potter said he was hopeful that they would be able to continue the work at some point. Mr. Day asked about plans for the other hanger located behind the pole barn. Brief discussion ensued. No action taken.

c) Grounds & Equipment – Mr. Ingram noted he was equally impressed with the improvements made on the hanger, and most of the work was done in-house. He stated that once the weather breaks work will begin on the tower. He said he will be following up with Mr. Wood on his donation to the tower. Brief discussion ensued. No action taken.

d) Industrial Development – Mr. Foster said he had one plan for 1999, and one for 2000. He said the only difference is the last page. Mr. Foster described the plan with what needs updated and what needs eliminated, such as an industrial park with streets etc. Discussion ensued regarding any reimbursement by the state at a later date. Mr. Potter said he called our engineers and this was added to the 2018 TIPS. Mr. Foster noted we would need the exact amount.

Agenda Item 9 – Manager’s Report

Mr. Potter reviewed the last months’ activities for the commissioners. He stated that he bought enough electrical supplies for the entire pole barn hanger. He said that although there is still some outside work to do, 3 of the hangers have planes in them. He said he had discussed the hangers and future development projects with Mr. Foster. The ‘bird’ hanger (located behind the pole barn hanger) is structurally sound but falls short at 9 feet tall, as the upgraded ones are 11’9. He said he had a set of 6 T-hangers in Kentucky that are 12feet tall. He said they need new metal and have the sliding doors but would accommodate the hydro doors. If interested in these, Mr. Potter said he would sell them to the airport for \$8,000.00 for the framework. The framework could be stored in the old bird hanger.

Mr. Potter said he hasn’t had much time to work on the airshow while working on the hangers, but if we want to secure the main 2 acts, he needed a \$6,500.00 deposit to secure them. He said he will start working on sponsors this week once the hangers are done. Brief discussion ensued. Mr. Kietzmann made the motion to pay the deposit of \$6,500 for the airshow acts, motion seconded by Mr. Myers. 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

Mr. Vadeboncoeur reviewed his report and discussed fuel sales for the month. He reported that the lighting project with Ameren’s program to replace the lights at the FBO was completed. He explained that the rebate/incentive program is tied to the meter holder, which is the airport, so the estimate from last month was not going to be an option.

However, he said that after some research, a different program was available for government and at a much better rate than previously reported but we would need to pay the full \$6,019.00 now and we will receive the rebate soon thereafter.

Mr. Foster asked about the status of the credit card and self-serve fuel option for after hours. Mr. Potter said he will check again on it. He noted that in Kentucky it was about 20% of the sales. Mr. Vadeboncoeur stated he was not opposed to a self-service option but it would impact the employees at the FBO. Brief discussion ensued.

Agenda Item 12 – Item left blank

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. Myers. All answered in favor, motion passed by acclamation.

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

No action taken. Ms. Salonen instructed to prepare payroll report for 2016, including health insurance, overtime, and any other benefits for next months meeting.

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.....

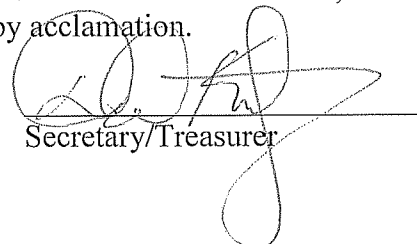
There was no need for executive sessions.

Agenda Item 15 – VRAA Reorganization

Mr. Kietzmann made the motion to retain Mr. Foster as Chairman, motion seconded by Mr. Myers. All answered in favor, motion passed by acclamation. Mr. Foster nominated and moved that Mr. Kietzmann serve as secretary/treasurer, motion seconded by Mr. Myers. All answered in favor, motion passed by acclamation. Mr. Foster noted that committee assignments will remain the same and asked Mr. Myers to work with him on Industrial Development. Mr. Foster added Special Events and Projects for Mr. Myers to work with airport management on upcoming events. Mr. Myers concurred.

Agenda Item 16 – Comments and/or Concerns of Commissioners – There were none.

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


Secretary/Treasurer