

VERMILION REGIONAL AIRPORT AUTHORITY - BOARD OF COMMISSIONERS

MINUTES OF MARCH 21, 2017 BOARD MEETING

Agenda Item 1 – Call to Order

Chairman Foster called the March 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, and FBO manager Mike Vadeboncoeur were present.

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, Feb. 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 there would be various items to discuss today, Industrial Development and the budget later on the agenda. He noted for the audience the budget may or may not be in executive session.

Agenda Item 8 - Commissioner Reports

- a) Finance – Mr. Kietzmann reviewed the payables and financial report for the month. Brief discussion ensued. Mr. Myers stated that the Illinois Funds is a pooled investment account, not insured but Triple A rated, which is very good. 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, saying he felt Mr. Potter was doing a good job on what he’s seen so far. No action taken.
- c) Grounds & Equipment – Mr. Ingram said going ahead with moving the plane from Ellsworth Park, it may not be here in time for the Airshow. He said the manger’s plate is full and we need to prioritize duties with upcoming events. He and Mr. Potter had talked about the tower and Potter would like to see it repainted more patriotic and could be done in-house. Mr. Ingram noted that George Camarata’s larger hanger door needs repaired, also felt those repairs could be done in-house. The airside of hanger door was fixed for a

lot of money a few years ago. Regarding grounds, Mr. Ingram said we could hire part-time seasonal workers to help the staff with the mowing, and free Potter up to do other things. Mr. Ingram stated that we needed to plan ahead, perhaps 4 months or so, with what is happening and projects. Everyone needs to know what those plans are to move forward. He noted that Potter had been looking at the fuel farm self-serve and had gotten to where it could be reasonable. Potter also had a plan for replacing the older T-hangers with the newer ones and perhaps down the road build an additional building or hanger. Discussion ensued on the replacement of the older hangers south of the tower, underground utilities have to be considered, etc. Discussion ensued. No action taken.

d) Industrial Development – Mr. Foster said he had a conference call with Brad Hamilton of CM&T regarding the scope of the revision plan for the airport. He understood or thought that the grass runway was part of it, but now that is on the back burner while waiting on a letter of support from the Armory. Mr. Foster had documents with him that he reviewed and passed along to everyone regarding the VRAA updates to the Industrial Park, Farm Plat, and Turf R/W. Page 1 was the summary of the 3 tasks, with pages 2 and 3 listed the cost breakdown of the 3 items, totaling \$27,349.00. He noted that it had been a long time since anything has been done in terms of the grass runway. After some discussion, Mr. Foster noted that it would be cheaper to get these 3 tasks done as a package rather than individual items.

Mr. Myers discussed the farmland/lease we currently hold with the tenant. He said that we have 12 parcels at the airport. He used the GIS System and can see the 343.65 tillable or farmed ground. He noted that the farmer also has this same system, and his tillable acreage is very similar. Mr. Myers questioned the need to hire CM&T because we can do this in-house with the available technology. Mr. Myers stated that our engineers will use the same method, and technology that he used to get information, and they cost money. Discussion ensued regarding the USDA and the acreage they show is somewhat different at 371.4, but need to take into consideration the waterways and acreage in CRP, part of which the tenant receives money. Mr. Foster stated this research is a big task and will take a lot of time and offered to help Mr. Myers gather information. Mr. Foster stated that eventually we will have to use our engineers for the ALP (Airport Layout Plan). He felt that now we could put the upgraded material in spiral book, create our Industrial Development book in-house, have it professional bound and use as a marketing tool. Mr. Myers said his opinion is to leave out the farm plat because we have the actually tillable acreage now. The consensus of the board was to wait and do more in-house research and see what happens with the turf runway once we hear from the National Guard. Mr. Ingram would like to see that as a priority. Brief discussion ensued. No action taken.

Agenda Item 9 – Manager’s Report

Mr. Potter reviewed the last months’ activities for the commissioners. He noted that our lighting project/replacement is about done, it runs until May 31st, so that is #1 on his priority list, than the pole barn hanger and mowing. He said we should get reimbursed for putting the new lights up in-house at \$30.00 per hour.

The costs to replace the key pad on FE Moran's security gate was \$7,985.00 and they will start installation in the next few weeks. He said he is planning a trip to Sun and Fun in Florida in April to meet up with Air Expo representatives and gave a brief update on the acts that are already booked.

Mr. Potter had several proposals for the self-service fuel system and reviewed them with the board. \$13,000.00 was the price for a self-serve credit card reader. All tanks have to be approved by the State Fire Marshal. He said the cheapest he has found is \$30,000.00. It was suggested that he keep working on it and keep the board informed.

Mr. Potter stated that the board approved via phone vote to purchase 6 T-Hangers for a total of \$8,000.00 plus freight from Midwest Aircraft Service. He said his plan is to finish the Pole Barn this year and move everyone out of the first row of T-hangers. He hopes to sell the old T's and install the newer hangers. He said this would leave about 100 feet left, possibly build an 80x80 or larger box hanger. He said that would be about \$42,000.00 plus and concrete work and incidentals.

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. She said she had received Mr. Wood's tower donation check for \$4,000.00.

Agenda Item 11 – FBO Status Report

Mr. Vadeboncoeur gave a brief report, stating that Jet A fuel sales were down in February in comparison to January. But he said 100LL were up in February. He noted he should see an increase as the weather gets better for flying. A question was posed about the FBO participating with contractual fuel list. Mr. Vadeboncoeur stated the FBO is not on a list because it doesn't come up often enough. It was noted that a lot of corporate businesses look for companies who participate and may pass us up by if we are not listed. Mr. Vadeboncoeur stated he will look into it some more.

Agenda Item 12 – FY2017 Budget – Executive Session if Needed

Mr. Potter stated that after a meeting with Mr. Myers he revised some of the line items to attempt a more realistic view of the airports projects for 2017 and the budget spread sheet submitted today reflected those revisions. He stated that we now have some monies in the contingency fund, whereas before we did not, or very little. Mr. Myers discussed his thoughts with it, that perhaps a 3 year average report can be done through Quick Books, allocating monies in the budget and getting specifics to better narrow down what we are doing and what we have. He said his initial reservations about the budget are better after their meeting but feels we can tighten this up. He said he spoke with our auditors, Crowder CPA's, about the \$200,000.00 he initially questioned. That is the pension fund (IMRF) and changes implemented to report the net pension in the general fund to cover it. He noted that it may not actually cost that much, but we need be prepared in any event.

A lengthy discussion ensued regarding the 2017 budget, with the main concerns being health insurance costs, employee participation for their dependents, and salary increases. Mr. Foster noted that any salary increase can be retroactive and should be in the budget. He said that he has a good broker to help with health insurance and that they'll need to take a look at it by this fall if not before. Mr. Foster asked for the boards' viewpoint on the issue. It was noted that the current plan is not ACH compliant and it's a high premium plan. Mr. Kietzmann noted that things could also depend on what happens in Washington regarding health care. He said he follows insurance closely at the college and said that the "Cadillac Tax" has been pushed back to 2025. He said the dependent coverage needs to be addressed and that they need to balance of doing what's right and affordable and how it affects the employees. He said he has no objection to a broker shopping for us.

Motion by Mr. Ingram to approve the 2017 budget without salary increases, seconded by Mr. Kietzmann. Upon voice vote 5 yes, motion carried.

Agenda Item 13 Item left blank.

Agenda Item 14 – Executive Session (if needed)

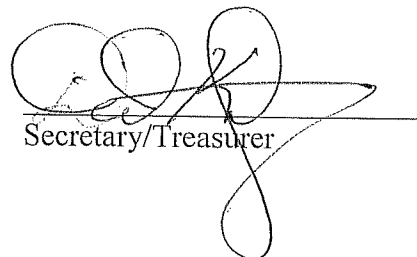
- a) Pursuant to Open Meetings Act 5ILCS 120/2 (c) (6): The setting of a price for sale or lease of property owned by the public body.....
- b) Pursuant to Open Meetings Act 5ILCS 120/2 (c) (11): Litigation.....

There was no need for executive sessions.

Agenda Item 15 – Comments and/or Concerns of Commissioners

Mr. Potter said he wanted to mention that to rent a JLG lift to repaint the tower and do any work to Mr. Camarata's hanger was \$2,500.00 for two weeks.

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


Secretary/Treasurer