

VERMILION REGIONAL AIRPORT AUTHORITY - BOARD OF COMMISSIONERS

MINUTES OF MAY 16, 2017 BOARD MEETING

Agenda Item 1 – Call to Order

Chairman Foster called the May 16, 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

Mr. Wes Biertz, County Board member, was in the audience and spoke to the board regarding the Vermilion County 2025 Plan that addressed the advancement of Vermilion County and economic development in general. Brief discussion ensued regarding the location of the airport, its surrounding property and how it could benefit the County as a whole with any future economic development. Mr. Foster noted that the board would definitely keep the County's Plan in mind and the board addresses economic and industrial development at the regular meetings.

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, April 18, 2017

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

Agenda Item 7 – Chairman's Comments

Mr. Foster noted that there was FOIA (Freedom of Information Act) information included in the packets to be addressed later in the meeting. Mr. Foster also commented that while the board was looking at early retirement incentive for the employees this last month or so, he discovered it wasn't easy finding an attorney that was knowledgeable, even a little bit. Mr. Foster said he consulted with the city's attorney, Dave Wessner, who was present in the audience, and Mr. Foster thanked him for his guidance last week. He asked Mr. Wessner to attend today's meeting and talk about representing the VRAA in future. Mr. Wessner addressed the board, introduced himself and explained his role as the City of Danville's attorney for the last 20 years. He stated he also represents the Danville Public Library. Discussion ensued on his qualifications and experiences working with public entities and the variety of issues faced on a daily basis. He said

should the VRAA choose him for council any fee's would be decided upon by the Board. When asked about any conflict of interest with the city Mr. Wessner said he did not know of any. When asked about other interest groups and outside influences, Mr. Wessner stated he is bound by ethics and does not let other influences direct his path or make his decisions. Discussion continued. No action taken.

Agenda Item 8 – Lease Agreement: Renewal with Aero Charter Express

Mr. Camarata, owner/operator, was present in the audience and noted that it's now Aero Crop Services. Brief discussion ensued. Motion by Mr. Myers to approve the lease agreement, seconded by Mr. Kietzmann. Upon voice vote, 5 yes, motion carried.

Agenda Item 9 – Executive Session (if needed) Open Meetings Act 5ILCS 120/2 (c) (1) Appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.....

Mr. Foster asked the Commissioners if they felt a need for an executive session. The did not.

Agenda Item 10 – Employee Benefits

- a) Wages – brief discussion ensued. Mr. Ingram noted that Mike Potter, as manager, did not ask for a raise but did ask for an additional hanger instead. Mr. Myers made the motion to give a 3% raise to the maintenance staff and office manager, not Mr. Potter as manager. Motion seconded by Mr. Kietzmann. Upon voice vote, 5 yes, motion carried.
- b) Managers Employment Agreement – brief discussion ensued. Motion by Mr. Myers to retain Mr. Potter as manager and add the additional hanger, bringing it to 2, in lieu of a 3% raise. Motion seconded by Mr. Day. Upon voice vote, 5 yes, motion carried. Mr. Potter said he'd be willing to give it up if needed for an aircraft rental.
- c) Health Insurance – discussion ensued on the costs of health insurance, both employee and dependent coverage. Mr. Myers made the motion to raise the employee contributions on dependent or spousal coverage from \$50.00 a month to \$250.00 a month beginning in June 2017, and to continue until November 1<sup>st</sup> or the coverage year for 2017, which at coverage year end the employee will pay full premiums for independents or spouses to be covered under the VRA health insurance policy. Motion seconded by Mr. Ingram. Upon voice vote, 5 yes, motion carried.

Mr. Foster discussed the need for a broker, someone to come in and look at our current plan and work to get the VRA on what is currently available and up with current laws. He suggested that set a meeting with management and one board member and have an open meeting at some point.

- e) Comments on ERI & Economic Impact on the VRAA – discussion ensued on the cost of offering an Early Retirement Incentive through IMRF to three of the five employees. Mr. Myers noted he did a study, spreadsheets on the benefits of retiring workers and bringing in new employees at a lesser dollar amount and he said it's not really a huge amount. Mr. Kietzmann said that with his experience at DACC, the only way to save on

this is if a lot of people are able to take the ERI offer, and others are hired at a lesser rate. He said that VRAA does not fall into that category with 5 total employees. It was determined by the Commissioners that the economic impact on the airport was too great and not practical with our small group of employees.

#### Agenda Item 11 – Commissioner Reports

a) Finance – Mr. Kietzmann reviewed the payables and financial report for the month. Brief discussion ensued. Mr. Myers noted that the 2016 figures were not correct, that an amount of \$28,500.00 was omitted. Mr. Day asked about Safety Kleen bill. Potter noted that they are contractual and they clean parts for us, but said we do not need parts cleaned often and will work to reduce that. The towing fee was for the FBO fuel truck. Motion by Mr. Kietzmann to approve the payables and correct the 2016 total to \$92,490.08, seconded by Mr. Myers. Upon voice vote, 5 yes, motion carried.

b) Buildings & Contents – brief discussion ensued with Mr. Day, saying everything is coming along. Mr. Myers added that the crew is working hard to finish the Pole Barn, but the roof leaks at his and Larry Blacks hanger. Potter noted that it can be repaired but may put a new metal roof next year. Brief discussion ensued. No action taken.

c) Grounds & Equipment – Mr. Ingram discussed the upcoming events that will keep the airport busy this summer and fall. Discussion ensued on the aircraft the City of Danville has at Ellsworth Park and Ingram said we got the green light to remove it and a plan to get it to the airport. No action taken.

d) Industrial Development – Mr. Foster said he and Mr. Myers have been working together on the development project working on maps, etc. Mr. Myers said he went to Matt Long's office and was able to use GIS and he obtained aerial maps north of the Armory and there is 150 acres for development outside of the runway zone. Other area's need to be looked at a later date such as topography, etc but we can probably put the information together soon and have it distributed to businesses. Mrs. Haugen, CEO of Vermilion Advantage, suggested to Foster that her staff could put together and distribute it for the airport. He said the city could bind a report for the airport and we'd have both digital and printed form. The city engineer also had sewer and water line maps and Mr. Foster said we now have a copy.

Discussion on the city's Beltline/Bowman Corridor and the airport working with Vermilion Advantage, Vermilion County's 2025 Plan and moving forward with the projects on the airports available property.

Mr. Foster said Hanson Engineering Firm, which works for the City of Danville, met with Mr. Potter to look at all of the options for the development plans. Mr. Potter stated that included doing nothing at the moment to the discussing the Belt Line/Corridor, roadway plans, water, and general discussions regarding the airports property. Mr. Foster noted that the airport may solicit grants at some point. He'd like to see what Mrs. Haugen does with the airports information moving forward. No action taken.

e) Special Event – Tracey Potter gave a brief report on the Air Expo 2017, provided the board with a spreadsheet and break down of performer costs, miscellaneous expenses and sponsors. She noted that a Meet & Greet will take place at the Plaza in downtown

Danville the Friday before the Air Expo. She had distributed posters around town to advertise the show. She said she looked into the possibility of billboards but they are way too expensive. She suggested having large banners made and placed out around the area. She said Beamsco is putting together Vermilion Regional Expo.com and placing on the information on the website and is in exchange for a sponsorship. She discussed several items with the board, such as times the event will run, ticket prices that may include parking. She said they have a VIP area charge in addition to a gate fee. Most of these will be decided once the event draws closer to opening. Tracey noted that they will have to get with Bismarck Fire Dept out here along with paramedics and an ambulance. A question was posed regarding the weather – what if it rains? Tracey said there is \$8,500.00 insurance coverage for rain during airshows. She said she would reaffirm that with the company and look at other options. She noted there are companies that specialize in airshows and outside events. Brief discussion ensued.

Balloons Over Vermilion – Mr. Potter noted that he and Tracey met with Pat O’Shaughnessy at Vermilion Title and that event is coming together. Mr. Potter said they meet at Vermilion Title every other week. Mr. Myers said he’d like to attend the next meeting.

Agenda Item 12– Manager’s Report, Possible action Items: Repaving Cloud 9 Lot; North Lot and Drive

Mr. Potter reviewed the last months’ activities for the commissioners, some of which included mowing, spraying weeds, T hanger project, lighting changes for Camarata and Ingram’s hanger. Also getting ready to change out the lights on the ramp with the same program and did routine maintenance as needed. Mr. Potter stated the new security card system from FE Moran is up and running well. Brewer Electronics came out and did some work on the system. He let the board know that the Danville Jaycee’s are hosting their carnival here May 31<sup>st</sup> to June 4<sup>th</sup>. He explained there was some mix up between them and Big R where they intended to hold the event.

Mr. Potter discussed two upcoming construction projects at the airport; one with Aqua IL that was initiated in 2015 for new water mains that should begin in the next two weeks or so and secondly the T-hanger pavements and access road as part of our TIP’s. He explained how the project was going to proceed, doing the pavement work in three phases. He stated there will be times that there will be no access for tenants to get to the hangers and aircraft. He stated letters were sent out to the tenants explaining the project, and adding that we had plenty of tie downs should a tenant need to tie down their plane. Mr. Potter said he had the plans should anyone wants to stop in and look at the prints.

Mr. Potter noted in his report that he is still looking at self-service fuel system however, he was informed by the state that they want an air space study done. Brief discussion ensued. Mr. Potter said he will keep the board informed. He said we are hosting the Vermilion Advantage luncheon on May 31<sup>st</sup>, Tracey is cooking and Mike Vadeboncoeur

will give a tour of his shop to anyone that is interested. He also noted that Dimond Bro's insurance is looking into insurance for volunteers.

After review of the proposals for the pavement work and striping at Cloud 9 the board asked that Mr. Potter get another estimate. Mr. Potter stated he really did not want to do anything until the water company is done with work on the water mains but would get another estimate for the work. All were in agreement. Brief discussion ensued about the JLG or scissor lift and the training that is required. This can be done through DACC. Mr. Kietzmann noted that though he could not waive the fee for the training, he could certainly help out personally if the airport budget runs short.

Agenda Item 13 – Office Manager's Report – FOIA Appointment

Ms. Salonen noted that all is well with the receivables for the most part. She said she had received a check and a letter from our tenant who is in arrears and he agreed to pay what he could each month to reduce the amount owed.

Mr. Kietzmann made the motion for Ms. Salonen to be designated FOIA officer, motion seconded by Mr. Myers. All answered in favor, motion passed by acclamation.

Agenda Item 14 – FBO Status Report

Mr. Vadeboncoeur gave a brief report of fuel sales, fuel farm and equipment. He noted that jet fuel sales were up slightly in April and starting to see an uptick in jet traffic for May. He said fuel farm and trucks are doing well, however there was an issue with the clutch in the truck but was fixed by VRA maintenance crew Mike Zaayer. He said they are busy in the shop with current projects and annual inspections. Brief discussion ensued.

Agenda Item 15 – Executive Session (if needed)

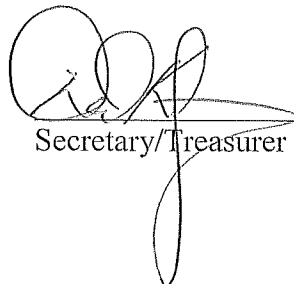
- a) Pursuant to Open Meetings Act 5ILCS 120/2 (c) (6): The setting of a price for sale or lease of property owned by the public body.....
- b) Pursuant to Open Meetings Act 5ILCS 120/2 (c) (11): Litigation.....

There was no need for executive sessions.

Agenda Item 16 – Comments and/or Concerns of Commissioners

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