

VERMILION REGIONAL AIRPORT AUTHORITY - BOARD OF COMMISSIONERS

MINUTES OF JUNE 20, 2017 BOARD MEETING

Agenda Item 1 – Call to Order

Chairman Foster called the June 20, 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. Myers to adopt the agenda, seconded by Mr. Kietzmann. All answered in favor, motion passed by acclamation.

Agenda Item 6 - Approval of Minutes, May 11 and May 16, 2017

Brief discussion ensued regarding the minutes in general. Mrs. Salonen noted that the minutes are a summary of the meetings discussions to include the important items and are not verbatim. Mr. Ingram questioned the towing fee for the FBO fuel truck under agenda item 11, page 3. After some discussion it was determined and clarified that the fuel truck was not actually towed, but the work was done on site by Carnaghi Towing Company. Motion by Mr. Myers to amend the May 16th minutes to read “on site repair” instead of towing fee, seconded by Mr. Kietzmann. Motion passed by acclamation. Motion by Mr. Kietzmann to approve the May 11th minutes, seconded by Mr. Myers. Motion passed by acclamation.

Agenda Item 7 – Chairman’s Comments

No comments today

Agenda Item 8 – Commissioner Reports

a) Finance – Mr. Kietzmann reviewed the payables and financial report for the month. He noted the retro pay increases were included for May. Mr. Myers noted that the 5 months retro pay was done in one shot and not spread out through the rest of the year. Mr. Myers said his intention was to help offset the out of pocket health insurance costs for the employees. Mr. Foster stated it’s used as back pay, as is done with the city and county and is the usual practice for the airport staff. Mr. Foster stated that only 2 employees are left with insurance payments. After a brief discussion with Mr. Foster, Mr.

Myers understood the reasoning for the lump sum pay. Motion by Mr. Kietzmann to approve the financials, seconded by Mr. Myers. Upon voice vote, 5 yes, motion carried.

b) Building & Contents – Mr. Ingram commented on this item. Mr. Ingram asked about a finish date for the Pole Barn hanger project. Mr. Potter stated he'd love to have them done July 1st but probably will not make that date, however the doors are here and metal supply for the interior/exterior and expects the insulation today as well. He said it's coming together with the electrical work, and said it'd be the first of August if he couldn't get them done by July 1. Brief discussion ensued. No action taken.

Mr. Foster acknowledged that this is Mr. Day's committee, and will take his report momentarily and asked Mr. Ingram to continue on with G&E report.

Mr. Day's committee report: Mr. Day noted that the fence lines do not look very good and also that there weren't any flowers planted around the Jet display. Mr. Potter said that Alan was now able to start planting flowers. Mr. Day said there was some heavy equipment in the lot and asked if that was for the Air Show. Mr. Potter said no, but for our upcoming pavement projects and more equipment will be coming. Discussion ensued about the costs of Danville Jaycee's Spring Festival/Carnival held here. Mr. Potter said overtime was paid to 2 maintenance staff to keep an eye on the event. Mr. Potter said the Danville Jaycee's did make a \$500.00 donation back to the airport and noted that any event held here costs money but felt that it is good for the community and tax payers can come to the airport and enjoy the property.

c) Grounds & Equipment – Mr. Ingram discussed the A-7 aircraft the City of Danville has at Ellsworth Park. He gave the history of how the airport was to take it off the City's hands, which started some time ago, perhaps a year, with Mr. Ingram taking the initiative to get the display aircraft at the airport. Mr. Ingram explained the chain of events that eventually lead to discovering that the VFW evidently has jurisdiction of the display aircraft. Mr. Ingram spoke to Ray Nasser, who is affiliated with the VFW, and he told Mr. Ingram that he'd have to do some paper work and said he needed a year or 2 before any action could be taken. Mr. Ingram noted that at this point the VRA is on hold for now. Mr. Potter said that maybe it would be easier to get a different aircraft.

Mr. Ingram noted that the proper term for what has been referred to as a JLG lift is a Genie. He said painting the fuel tanks should be a priority and Mr. Potter concurred. A question was posed as to the self-service tanks. Mr. Potter said while at the May Conference he spoke with Robert Haun and he should have approval for that next month and he is also working on the grass runway application. Mr. Potter also noted that they have to get with the fire marshal on the self-service fuel tanks. A question was posed as to the entry fee to the upcoming Air Show. It was said that \$15 adult admission, \$10 for kids, \$12 and \$10 respectively for tickets purchased on line. Mr. Potter said that they will really start a big push on all the details for the Air Show after the B.O.V. event scheduled for next month. No action taken.

Mr. Myers addressed Building & Contents – discussion ensued regarding the need for cold storage building to use for the broom, plows, etc and miscellaneous items used on a regular basis. Hanger space changing and pole barn updates were discussed and Mr. Potter noted that he's not ready for that type of space at this time. Discussed the number

of hanger space now vs years ago and discussed transient hanger space. It was noted that the FBO has some space but the jets are usually too big. Discussion ensued.

d) Industrial Development – Nothing new to report

e) Special Events – Tracey Potter updated the commissioners on the upcoming Vermilion Regional Air Expo. Update consisted of the following-Applewood Foods will cater the VIP tent; 2 confirmed bands; Tickets almost ready to purchase on line and at the Palmer Arena; Julius Hegeler committed \$25,000.00 to the event; her spread sheet showed a bottom line of \$64,325 spent, includes credit for sponsor money. She stated she is having trouble getting rental car companies to donate vehicles for the airshow. She said there is some money in the budget but would be nice to have cars donated. She noted that providing vehicles for the pilots is part of the agreement and need to be parked here for them. The board made several suggestions for her to try such as Hoopston, Toyota in Danville. She said they are still looking for sponsors. Brief discussion ensued.

f) Review of Danville Jaycee's Event – addressed in the manager's report

Agenda Item 9 – Manager's Report, possible action items

Mr. Potter reviewed his report for the commissioners. Highlighted items included – lighting project with Ameren, some buildings completed and it's ongoing; transmission repair done on the F250; hosted Vermilion Advantage luncheon and served 60; met with Ray Garcia of the City who is repairing the ditch at Bowman and suggested we move the fence back about 30 feet to re-contour the ditch to be mowed on the airport side. They propose a split of the costs and would move 280 feet of fence; Asphalt project with the state put on hold due to lack of a budget; a fender bender at the FBO involving the courtesy car and FBO employee. Mr. Potter noted that the person driving the courtesy car paid damages directly to the employee and no insurance claim was necessary.

Discussion ensued regarding the Danville Jaycee's Springfest held at the airport. Mr. Potter explained that for the most part it was a good event, well attended, clean and they did donate money to the airport. There was an incident with juveniles where a fight broke out but handled quickly and arrests made. Crowd was not cooperative in backing off for law enforcement to do their job, which is cause for concern. The general consensus is that they need to hire their own security to be present at the event.

Discussion ensued on charging fees that could offset costs, crowd control, the carnival attendees, and incidents that can happen at some events. Mr. Kietzmann noted that if the airport did have this event again, security is a must, provided by them. He said it is a community event, the maintenance crew were here to oversee the property and that we did pay overtime, he said he felt it was worth that. Motion by Mr. Myers to not host the Danville Jaycee's Springfest FY 2018, and to revisit the issue each year. Motion seconded by Mr. Day. Upon voice vote, three yes, one no, and one abstention. Motion carried.

Discussion ensued regarding events held on airport property, regular annual events as well as new ones that come our way. It was noted that all events must have insurance

and the airport must be named as additional insured on the certificate. Motion by Mr. Myers that the board approve any multi-day events and all new events, seconded by Mr. Ingram. Upon voice vote, 5 yes, motion carried.

Mr. Potter gave information on self-serve fuel tanks, stating that used ones run \$16 to \$17,000.00. New ones about \$20,000.00, and that is just for the tanks so it would run about \$50 to \$60,000.00 for a new system with 2 products. Discussion ensued. No action taken.

Agenda Item 10 – Office Manager’s Report

Ms. Salonen noted that all is well with the receivables for the most part. Tenant in arrears continues to make reduced monthly payments.

Agenda Item 11 – FBO Status Report

Mr. Vadeboncoeur gave a brief report of fuel sales, fuel farm and equipment. Brief discussion ensued. A question was posed as to the status of the flight school. Tracey Potter stated the biggest problem is finding instructors but she has placed an ad looking for instructors and noted that Mr. Potter was doing most of the flight instruction. Mr. Potter noted that several of his students have aircraft hangered here. Brief discussion ensued.

Agenda Item 12 – Resolution Prevailing Wage Rate

Brief discussion ensued. Motion by Mr. Myers to approve the resolution, seconded by Mr. Kietzmann. All answered in favor, motion passed by acclamation.

Agenda Item 13 – VRA Legal Counsel – Possible Action Item

Mr. Foster noted that he had discussed legal help with a few people and Mr. David Wesner is able and willing to do the task. He noted that this process is not as much of a process as the selection process for a new manager and did not feel that an executive session would even be necessary for interviews. Mr. Myers stated he’d like to see a few more applications before making a decision. The board concurred. Brief discussion ensued, not action taken.

Agenda Item 14 – item left blank

Agenda Item 15 – Executive Session (if needed)

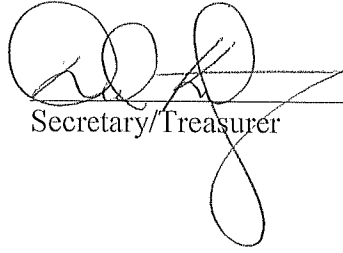
- a) Pursuant to Open Meetings Act 5ILCS 120/2 (c) (6): The setting of a price for sale or lease of property owned by the public body.....
- b) Pursuant to Open Meetings Act 5ILCS 120/2 (c) (11): Litigation.....

There was no need for executive sessions.

Agenda Item 16 – Comments and/or Concerns of Commissioners

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