

VERMILION REGIONAL AIRPORT AUTHORITY - BOARD OF COMMISSIONERS

MINUTES OF SEPTEMBER 19, 2017 BOARD MEETING

Agenda Item 1 – Call to Order

Chairman Foster called the September 19, 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. Jerry Davis, VRAA attorney, also present.

Agenda Item 4 – Audience Comments

Mr. Foster addressed the audience to explain Rules of Order in reference to the length of time a member of the audience may address the board on an agenda item. He said the policy/rules are for everyone and that three minutes is the basic limit used and the chairman can advance time if necessary.

Agenda Item 5 – Adoption or Amendment of Agenda

Mr. Foster noted that item 14, Public Comment Policy was added on Thursday and posted in a timely manner on the website. Motion by Mr. Myers to adopt the agenda, seconded by Mr. Ingram. All answered in favor, motion passed by acclamation.

Agenda Item 6 - Approval of Minutes, Aug. 15, 2017

Motion by Mr. Kietzmann to approve the minutes as written, seconded by Mr. Myers. All answered in favor, motion passed by acclamation.

Agenda Item 7 – Chairman’s Comments

Mr. Foster deferred his comments until item 14 is discussed.

Agenda Item 8 – Health Insurance Benefits

Discussion ensued regarding the health insurance benefits for employees. It was noted that the renewal date is Dec. 1 and it is an auto-renewal of the current policy is not required. Mr. Myers noted that we can hold off until year end to talk with the staff and meet with brokers to see where we are. There are 3 to 4 plans to review and determine what is best. Mr. Myers mentioned a few different options available for health insurance plans and that Dimond Brothers and ONI are good options for brokers.

Brief discussion ensued regarding the possibility of the airport paying the Plan B Medicare for one employee. Mr. Myers noted that he’s not opposed to it but it may be

illegal. It was noted that a board meeting will be scheduled one evening after work for the employees to discuss and review insurance plans.

#### Agenda Item 9 – Commissioner Reports

a) Finance – Mr. Kietzmann reviewed the payables and financial report for the month. Motion by Mr. Kietzmann to approve the financials and pay the bills, seconded by Mr. Myers. Upon voice vote, 5 yes, motion carried.

b) Building & Contents – Mr. Day stated the grounds look good and he feels the airport is moving in the right direction. Brief discussion ensued.

c) Grounds & Equipment – Mr. Ingram stated that the manager’s report should be before commissioner report because they often have the same topics of discussion.

Points of discussion: sod runway in progress; discussed the 9 townships in the VRAA tax base; flight school status and noted we are supporting it and underwriting (paying) the insurance. Discussion as to other flight schools in the area and Mr. Foster asked Mr. Potter for an update next month; discussed air show promo’s that the Potter’s put together, radio, TV ads, banners, social media, etc.; Discussion ensued morning meetings vs evening meetings. It was noted that at one point in time there was a conflict with commissioners and evening meetings. Mr. Day asked those present in the audience their thoughts, and the response was mornings preferred but a comment was made more people may show up to evening meetings. Mr. Foster stated consensus a few months ago was to keep the board meetings in the morning; Discussed the VRAA taxing bodies and the politics that go with it. It was noted that it is very important to have the Authority and not depend on the city or count for funds. Brief discussion ensued.

No action taken.

d) Industrial Development – no report this month

e) Special Events – Tracey Potter updated the board on the Air Expo; still working on obtaining more vehicles; volunteers needed for ticket sales/scanning and prefer adults and volunteers to shuttle; discussed finances and weather insurance. Tracy stated that we need extra insurance for weather and need to decide on the 9/23. She said the cheapest is \$,2800 for one day, 3hour “recordable rain” and discussion ensued on options and pricing. It was noted that last month the board voted to be insured; discussed the ads and the PSA’s out there for the event and a brief discussion regarding how the Balloons Over Vermilion handled ads, etc. It was noted that about 22,000 attend this years’ BOV; Tracey stated we should receive Mr. Hegeler’s sponsor check next week. General discussion ensued.

#### Agenda Item 10 – Manager’s Report, possible action items

Mr. Potter reviewed his report for the month. Highlighted items included – Worked on the property and add all new mulch; grass runway is ready for grading; FBO is sealed and completed; Graffiti Night went well; Open Road completed T-hanger and parking lot projects; State inspection completed and went well.

A question was posed as to the students for the flight school. Mr. Potter stated he gets a lot of phone calls and has graduated a number of students.

Mr. Potter said Young Eagles had 25 kids here and EA Chapter from Champaign last week. He said he is working on sending emails out to EA Chapters to get the word out for the airshow. He said there will be a full practice on the Friday before the event. Mr. Potter said the tower would be repainted for the start of the airshow. Discussion ensued regarding the air show event in general. No action taken.

Agenda Item 11 – Office Manager’s Report

No changes from last month. Tenant in arrears continues to make reduced monthly payments.

Agenda Item 12 – FBO Status Report

Mr. Vadeboncoeur gave a brief report of fuel sales, fuel farm and equipment. He stated that all is well with the fuel farm, trucks and business at the FBO. He stated he is very happy with the asphalt work and resealing of the parking lot area at the FBO. Brief discussion ensued.

Agenda Item 13 – Resolution – 2017 Prevailing Wage Rate

Ms. Salonen stated the state was slow with the rates for 2017. This document replaces the previously filed rate and is effective September 1<sup>st</sup>. Motion by Mr. Myers to approve the ordinance, seconded by Mr. Kietzmann. Upon voice vote, 5 yes, motion carried.

Agenda Item 14 – Approval of Public Comment Policy

Mr. Foster reviewed the policy for Public Comment with the board, stating it is similar to the city and county’s policies regarding public comments during a board meeting. The objective is to streamline and speed up the duration of public meetings. The public is invited to address the commission at a limited timeline of three minutes per person. The general rule is to allow comments from the audience without debate. Brief Discussion ensued. Mr. Davis, attorney for the VRAA, stated the policy looked good and stated it is important to have one in place and stated it can be modified as the board deems appropriate.

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.....
- c) Pursuant to Open Meetings Act 5ILCS 120/2 (c) (1): Appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel for the public body.....

There were no executive sessions.

Agenda Item 16 – Comments and/or Concerns of Commissioners

Mr. Foster stated the issue with Mr. Ingram and a prayer to begin the board meeting will be taken under advisement by Mr. Davis and addressed at a later date.

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

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Secretary/Treasurer

APPROVED 10/17/2017  
By VRAA