

VERMILION REGIONAL AIRPORT AUTHORITY - BOARD OF COMMISSIONERS

MINUTES OF OCTOBER 17, 2017 BOARD MEETING

Agenda Item 1 – Call to Order

Chairman Foster called the October 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 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 recognized Mrs. Robin Marlatt, Covington, Indiana who stated she wanted to address the board about renaming the Cloud 9 Banquet facility after Bill Britt, formally of Britt Airways. She gave a summary of Mr. Britt's history with the airport many years ago, noting he worked tirelessly at the airport. Mrs. Marlatt stated she had worked for Britt Airways for many years. She also noted that the Britt Certificate is one of the oldest in aviation business. Brief discussion ensued. Mr. Foster asked Mrs. Marlatt to put her summation in writing for the board to review at next months' meeting.

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, Sept. 19, 2017

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

Agenda Item 7 – Chairman's Comments

Mr. Foster stated that the board has had on again, off again discussions regarding prayer before board meetings in the past. He said the authorities legal counsel, Jerry Davis was present today to address the issue. Mr. Davis noted that 5 years ago research was done for the college (DACC) and determined that prayer was not appropriate. Mr. Davis said the Supreme Court has since changed, noted several court cases that initiated the change. Mr. Davis said the Legislative Body opens with prayer and the House/Senate has a chaplain. Discussion ensued. Mr. Ingram asked if this was a "green light" for the board to proceed. Mr. Davis stated yes and will provide a written opinion on the issue. Discussion ensued regarding protocol, who would be the proper person or if a minister was necessary. Mr. Davis said anyone can open with prayer, it should be

nondiscriminatory and said he will caution the board in his written opinion not to be overwhelming. Mr. Foster suggested Mr. Ingram be in charge to get someone and Mr. Ingram deferred to Mr. Myers. Mr. Myers noted that he is happy to do so but stated we should start this in the future. Mr. Foster stated the item will be placed on next months' agenda at the beginning of the board meeting. Brief discussion ensued.

Agenda Item 8 – Managers Report & Flight School Report (possible action items)

Mr. Potter reviewed his report for the commissioners. Highlighted items of interest included all the prep work done for the airshow; control tower repainted; final inspection with the State and CM&T on the paving project; attended TIPS meeting for our future projects of Taxiway B, A1, N. Ramp, parallel Taxiway A. The 2018 project is Taxiway D. Mr. Potter stated he gave a brief power point presentation at the TIPS meeting showing the improvements on the airport property and included the Balloon and Air Expo events hosted here. He stated we have the “go-ahead” for the grass runway and the self-serve fuel farm. Mr. Potter stated they discussed the ALP (Airport Layout Plan) at the TIPS meeting, noting that it's always a concern and always pushed back because of the costs and is currently on the list for 2020 or 2021. He said if we do the ALP before the Taxi A it would not look right so we should probably not go for that. Mr. Foster reminded the board of the expense of the ALP and that a full-blown ALP is not needed. Mr. Potter stated we can work with other airports for ALP money is needed, and said there are forms to fill out etc., but it is another option. Brief discussion ensued. No action taken.

Flight School Report: Tracey Potter provided the board a summary of the flight school, highlighted items of interest; 8 primary students; 2 students completed private pilot license and 1 instrument; 4 of those have aircraft and rent hanger space here; Aircraft rented 230 hrs. since June 2016. She stated they have yet to advertise but plan to after one student gets his instructor rating. Discussion regarding the insurance with Mr. Potter stating that this year only 1 aircraft insured dropping the annual policy price for this year, next payment due June 2018. Brief discussion on future of the school, charter flights, etc. Mr. Potter said no charter flights but would prefer to make the Cessna 172 available to rent out. No action taken.

Agenda Item 9 – Office Manager's Report

No changes from last month.

Agenda Item 10 – FBO Status Report

Mr. Vadeboncoeur gave a brief report of fuel sales, fuel farm and equipment. Fuel sales up from the air show, mainly the Golden Eagles, which he will bill the airport for. He stated that all is well with the fuel farm, trucks and business at the FBO. He said he is painting the floor in the shop as has not been repainted for a long time and overdue. Mr. Myers asked if it could be determined if 100LL sales were local or out of the area. Mr. Vadeboncoeur said yes. He said he had several tours of his shop during the airshow and heard great comments on the airport and the show. Brief discussion ensued.

Agenda Item 11 – Commissioner Reports

a) Finance – Mr. Kietzmann reviewed the routine payables and financial report for the month along with the airshow revenue and expenditures. Motion by Mr. Kietzmann to approve the financials and pay the bills, seconded by Mr. Myers. Mr. Myers noted the rather large difference between 2016 and 2017 Report of Monies. After a brief discussion it was noted that this is the general fund money that was spent over the last year on airport improvements, both on buildings and the grounds.

Upon voice vote, 5 yes, motion carried.

Discussion ensued regarding the airshow. Mr. Foster stated that a new event such as this one you expect to lose money on the first time out but the event itself was a great airshow. Discussion ensued on what was good about the event, what was not so good, and improvements to be made for the next event. Highlighted items; Concerns with the weather and cost of insurance, lucky this year as it was great; Mr. Potter stated next time bands will not be here; inflatables in the kid play area were not a money maker and should do something else; need a different ticketing system; need to the tickets for groups/families; no busses; Sheriff's deputies were an unexpected cost. Mr. Potter stated he felt almost \$25,000 could be cut from expenses by eliminating some items (previously mentioned); more advertising. Mr. Potter said he talked with Jeanne Cooke to get a better, more solid date next year. He set the date for September 8 – 9, 2018, after Labor Day. Mrs. Cooke will publish those dates. Mr. Potter said he needed to know today. Mr. Kietzmann noted that discussions in the beginning were to have the airshow every other year but said the consensus was to keep up the momentum for a show next year even though from a business stand point it was a financial loss. Discussion continued. Mr. Kietzmann made the motion to go ahead with the air show for one more year, motion seconded by Mr. Ingram. A question was posed as to the amount of money to set aside for the event. Mr. Kietzmann amended his motion to fund the event up to, not to exceed \$125,000.00. Motion seconded by Mr. Ingram. Upon roll call, 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. He stated the condition of the ditch has improved a lot. Mr. Potter stated the city bought special equipment to maintain the ditch. Mr. Day asked about the status of the city's Aircraft downtown would be coming to the airport. Mr. Potter said no. Brief discussion ensued.

c) Grounds & Equipment – Mr. Ingram concurred with Mr. Day on the grounds and improvements, noted its now important to maintain the grounds. He gave brief update on the tower stating that he has a certified electrician working on it. The patriotic theme on the tower looks awesome, has heard compliments on it. He noted that the insignia was missing on Mr. Hegeler's plan. Mr. Potter said it was the wrong size and its getting replaced. Mr. Ingram explained that the airport getting the airplane downtown is a dead issue. Brief discussion ensued. No action taken.

d) Industrial Development – Mr. Foster discussed the report from Hanson Engineering on the Bowman Corridor, which the city paid \$68,000 for. Mr. Foster gave the report to Mr. Myers for him to review. Mr. Foster briefly discussed the 177 acres here and VRA development possibilities. No action taken.

e) Special Events – See Manager's Report.

Agenda Item 12 – Health Insurance FY2018 – Possible Discussion or Action Item

It was noted that we are waiting on renewal rates from Health Alliance and information from brokers. Don Carless with ONI provided an analysis for review. Mr. Foster stated our hands are tied now until we get rates from Health Alliance. Brief discussion ensued regarding percentage increases on next years' premiums. Mr. Foster said we needed to set up a meeting once rates are available.

Agenda Item 13 – Resolution – Approval of 2018 VRAA Meeting Dates

Motion by Mr. Ingram to approve the meeting dates, seconded by Mr. Kietzmann. All answered in favor, motion passed by acclamation.

Agenda Item 14 Item left blank.

Agenda Item 15 – Executive Session (if needed)

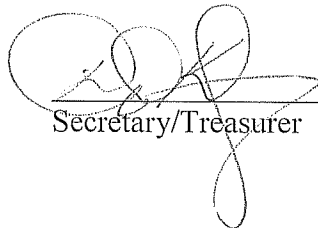
- a) Pursuant to Open Meetings Act 5ILCS 120/2 (c) (6): The setting of a price for sale or lease of property owned by the public body.....
- b) Pursuant to Open Meetings Act 5ILCS 120/2 (c) (11): Litigation.....
- c) Pursuant to Open Meetings Act 5ILCS 120/2 (c) (1): Appointment, employment, compensation, 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

Brief discussion ensued regarding people who could serve on a committee for the air show.

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


Secretary/Treasurer