

# VERMILION REGIONAL AIRPORT AUTHORITY - BOARD OF COMMISSIONERS

## MINUTES OF DECEMBER 19, 2017 BOARD MEETING

### Agenda Item 1 – Call to Order

Chairman Foster called the December 19, 2017, meeting to order.

### Agenda Item 2 – Pledge of Allegiance and Invocation

The Pledge of Allegiance recited and invocation given by Mr. Ingram.

### 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. Foster recognized Mrs. Robin Marlatt, who last month requested the terminal be renamed for Bill Britt. Mrs. Marlatt presented an estimate from Kelly Printing for signage to be placed outside on the building for \$1,195. It was suggested that Trigard be asked for a proposal. Mr. Day will take care of that. Brief discussion ensued.

### 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, Nov. 21, 2017

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

### Agenda Item 7 – Chairman’s Comments

Mr. Foster stated he may add his comments later on the agenda.

### Agenda Item 8 – Manager’s Report (Possible Action Items)

Mr. Potter reviewed his report. Highlighted items: control tower project; underground water line at Hanger 8 completed with new hydrants; met with Agility Green Entergy Solutions for solar panel farm; possible airshow act, Jonathan Oliver with T6, P51, FIFI B29. 2018 Budget: self-services fuel farm; redo tower for pilots us, restrooms, lounge area; upgrade Cloud 9 restrooms and new doors; outdoor furniture for FBO; add the benefit of accepting credit cards and direct deposit for receivables. Discussion ensued. Mr. Myers stated he is on the Special Events committee and will work with Mr. Potter on the airshow planning, sponsors, etc. Discussed options available for the new fuel system. Mr. Potter stated he is waiting on last part of the estimate from the installer. Discussed airport improvements that provide services to pilots and attract people to the airport grounds. Mr. Myers discussed large hanger availability to transient pilots and long-range planning for such items. Mr. Foster would like to see Potter proceed with work on Cloud 9 and tower improvements. No action taken.

Mr. Potter noted that last year the board approved employee Christmas bonuses. Mr. Ingram made the motion to allow Mr. Potter \$1,000.00 to distribute to employees as he deems appropriate. Motion seconded by Mr. Day. Upon voice vote, 5 yes, motion carried.

### Agenda Item 9 – Office Managers Report

Nothing new to report on receivables. Salonen noted that the office runs on Quick Books and she and Mr. Potter will talk with the auditors at next years’ audit regarding accepting credit cards and will report back.

Agenda Item 10 – FBO Status Report

Mr. Vadeboncoeur gave a brief report of fuel sales, fuel farm and equipment. Brief discussion ensued.

Agenda Item 11 – Commissioner Reports

- a) Finance – Mr. Kietzmann reviewed the routine payables and financial report for the previous month. Mr. Myers discussed the property tax/real estate entries on the report. Brief discussion ensued. Motion by Mr. Kietzmann to approve the financials and pay the bills, seconded by Mr. Foster. Upon voice vote, 5 yes, motion passed.
- b) Building & Contents – Mr. Day commented on the improved appearance of the grounds. Brief discussion ensued.
- c) Grounds & Equipment – Mr. Ingram gave a brief update on the tower and had noticed maintenance staff working on it. Brief discussion ensued.
- d) Industrial Development – No report
- e) Special Events & Projects – Mr. Foster stated he added Projects due to Mrs. Marlatt's request to rename the terminal to the Bill Britt Terminal. Discussed the estimate for 10 inch individual letters on the outside of the building vs a plaque. Mr. Foster stated a plaque could also be placed inside the terminal. Mr. Potter noted that the Aero Charter letters had been removed from outside the building. Brief discussion ensued.

Agenda Item 12 – Health Insurance 2018, Action Item

Discussion ensued regarding health insurance plans and an agent to represent the employees. Mr. Foster noted that we'd be well served by either person, one from ONI Risk Partners and one from Dimond Brothers. After further discussion, ONI Risk Partners was chosen by a 3 to 2 vote, with the motion made by Mr. Kietzmann and seconded by Mr. Foster.

Mr. Myers discussed the plans made available the past few months as presented by ONI and Dimond Brothers. Brief discussion ensued. Mr. Myers made the motion to adopt a 3000 deductible plan, or one as similar as possible to those options, with 80/20 co-insurance, create an HRA for employees and spouses, max out of pocket for employees to be \$3,500, cover half spouse's premiums for 2018, and to add \$150.00 per month to Alan Carlson's salary to pay for his Medicare Part B effective Jan. 1<sup>st</sup>. Motion seconded by Mr. Kietzmann. Upon voice vote, 5 yes, motion carried. Mr. Foster noted that we needed to proceed immediately with enrollment and Mr. Myers stated he would contact our agent to begin the process.

Agenda Item 13 – Vermilion Advantage 2018 Dues, 2,500.00

Brief discussion ensued with Mr. Foster and Mr. Kietzmann on the levels of membership and the advantages of their services to the VRA. Motion by Mr. Myers to accept the membership for \$2,500.00, seconded by Mr. Ingram, 5 voted yes, motion carried.

Agenda Item 14 – Project DNV 4588 Rehab Taxiway D (TIP's 2017 Schedule)

Grant and engineers design/planning agreement presented for signatures only. Brief discussion ensued with Mr. Potter on the project, he also noted he is working with our engineers on the ALP and other items.

Agenda Item 15 - Item left blank.

Agenda Item 16 – Executive Session (if needed)

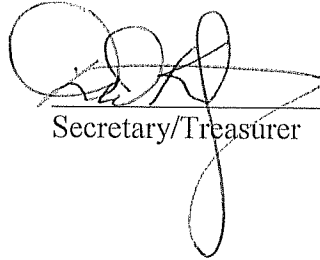
- a) Pursuant to Open Meetings Act 5ILCS 120/2 (c) (6): The setting of a price for sale or lease of property owned by the public body.....
- b) Pursuant to Open Meetings Act 5ILCS 120/2 (c) (11): Litigation.....
- c) Pursuant to Open Meetings Act 5ILCS 120/2 (c) (1): Appointment, employment, compensation, 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 17 – Comments and/or Concerns of Commissioners

None.

Agenda Item 18 - Adjournment There being no further business to discuss, the meeting adjourned. All answered in favor, motion passed by acclamation.



Secretary/Treasurer