

VERMILION REGIONAL AIRPORT AUTHORITY - BOARD OF COMMISSIONERS

MINUTES OF JANUARY 16, 2018 BOARD MEETING

Agenda Item 1 – Call to Order

Chairman Foster called the January 16, 2018, 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

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, Dec. 19, 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 discussed the past year and the positive direction the airport is headed. He noted Mr. Potter is doing a good job and he is happy with the results of his work and capital improvements made on the property. He discussed the economy, the Bowman Ave corridor project and the positive results that would come with the project with economic development. Mr. Foster noted the airports twenty- year plan needed to be addressed, stating that it hasn’t been done in 25 years. He would like to work with the commissioners and incorporate it with the ALP update.

He said next month the board will reorganize and at that time discuss the commissioners’ goals. The commissioners engaged in conversation regarding the improvements done and moving forward with continued success in management. Items discussed were the flight school, maintenance staff and duties, manager’s role and job descriptions, the boards role as commissioners, strategic plan for the airport, upcoming projects, plans for the tower, ground school, aviation in general as it pertains to the community and plans to get young people interested in flying in area schools. Mr. Myers commented that he intends to make good on his promise for the tower to be used for promoting aviation.

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

Mr. Potter reviewed his report. Highlighted items: work on the tower, removed old insulation, wall panels, repaired & repainted cabinets, electrical work done in the cab; dealt with snow removal over Christmas and New Year weekends; new battery in jet fuel truck; new heater motor in shop; repaired heater in Davis’s hanger; back flow issue fixed in Camarata’s hanger; working on 2018 budget. Mr. Potter provided an estimate for blown-in insulation for the cab of the tower from Payless Insulation for \$1,400 for the cab and \$2,800 for the lower level. He said he had concerns with the tower leaking, noting it seems to be coming from the sides of the windows and discussed ways to stop the leaks. Discussion ensued on the self-serve fuel tanks, need to get more prices from the installer. Mr. Potter felt it could be done in stages, one tank at a time. It may cost \$110,000 including credit card reader. Discussed moving fuel tanks we have now south of the admin building but it

would be too much money. Mr. Potter noted that the original tanks were buried and the fire marshal moved it to its current location and he said this was all done well before self-service was even thought about.

Mr. Potter stated that he had one more sponsor for the B29 for \$1,000, total so far is \$2,500 for the show. He said he'd like to promote this with the annual car show held at the airport in September. Discussion ensued on promoting the event within the community and obtaining sponsors to help with the costs. It was noted that Mr. Myers and Ingram will help with the event. A meeting was set for Jan. 23rd at noon in Mr. Potters office. No action taken.

Agenda Item 9 – Office Managers Report

Nothing new to report on receivables.

Agenda Item 10 – FBO Status Report

Mr. Vadeboncoeur gave a brief report of fuel sales, fuel farm and equipment. He stated that the meter had to be replaced on the jet truck noting the cold weather is hard on the equipment. Brief discussion ensued.

Agenda Item 11 – Commissioner Reports

a) Finance – Mr. Kietzmann reviewed the routine payables and financial report for the previous month. Brief discussion ensued regarding fuel costs. Motion by Mr. Kietzmann to approve the financials and pay the bills, seconded by Mr. Day. 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 – Discussion ensued regarding Cloud 9. Mr. Potter stated the doors needed replaced but not ready to move forward just yet. The doors are of metal structure on the brick building and it be about \$11,000 for the project. Mr. Ingram questioned monthly costs for keeping the facility. Mr. Myers noted on the annual financials that the facility did not bring in much cash flow. Discussed benefits of keeping it running, the possibility of a restaurant or community facility versus closing it up. If its kept open renovations are needed. Mr. Kietzmann noted it would not be in the best interest of the airport if its left empty. He suggested this topic be put on the strategic plan.

d) Industrial Development –No report

e) Special Events & Projects – Special Events: Mr. Myers noted the first meeting is set for next week. Brief discussion ensued. Projects: Terminal. Mr. Day had an estimate for signage, cast aluminum brushed letters for \$800. Mr. Foster discussed a plaque inside the building rather than signage outside. Mr. Potter suggested a dedication plaque on Bill Britt outside for people to see. Mr. Foster suggested to talk with Mrs. Marlatt as to wording and the board will edit or make changes. Mr. Foster asked if the Britt family has an interest in this. Mr. Vadeboncoeur said he knows the son and will ask him.

Agenda Item 12 – Preliminary Quick Books Report on 2017 Budget

Review and discussion of last years' budget. Mr. Foster noted ads in yellow pages and said people use that less and less with the internet. He suggested it be dropped for 2018.

Agenda Item 13 – Personnel Salaries

Discussion ensued regarding salaries, salary and merit increases, stopping annual raises, the cost of living and IMRF percentage rates. Mr. Foster noted that stopping annual raises almost never happens, but he has seen salaries frozen for a period of time. Mr. Myers said he would depend on the manager to make recommendations on personnel salaries. He noted Mr. Potter has done a lot of work this last year with the airshow, improvements to the buildings and grounds on the airport. Mr. Potter was asked to come back to the board with his recommendations on personnel to the board. Mr. Foster noted it didn't have to be the same across the board. Mr. Foster said one of his concerns is the cost of living to employees.

Agenda Item 14 - Item left blank.

Agenda Item 15 – Executive Session (if needed)

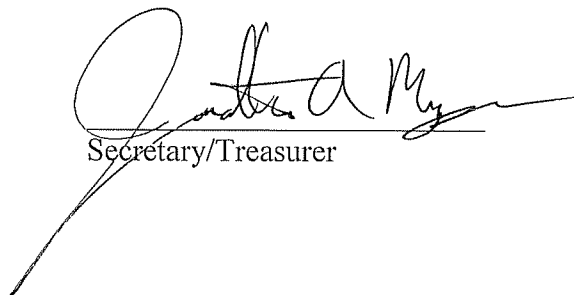
- a) Pursuant to Open Meetings Act 5ILCS 120/2 (c) (6): The setting of a price for sale or lease of property owned by the public body.....
- b) Pursuant to Open Meetings Act 5ILCS 120/2 (c) (11): Litigation.....
- c) Pursuant to Open Meetings Act 5ILCS 120/2 (c) (1): Appointment, employment, compensation,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

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