

VERMILION REGIONAL AIRPORT AUTHORITY - BOARD OF COMMISSIONERS

MINUTES OF FEBRUARY 20, 2018 BOARD MEETING

Agenda Item 1 – Call to Order

Chairman Foster called the February 20, 2018, meeting to order.

Agenda Item 2 – Pledge of Allegiance and Invocation

The Pledge of Allegiance recited and invocation given by Ms. Cathy Jenkins, Vermilion County Clerk.

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

Mr. Foster stated that agenda item 8, Resolution for Property Tax Abatement was not needed for today's meeting. Motion by Mr. Myers to amend the agenda striking item 8, seconded by Mr. Kietzmann. All answered in favor, motion passed by acclamation.

Agenda Item 6 - Approval of Minutes, Jan. 20, 2018

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

Agenda Item 7 – Chairman's Comments

Agenda Item 8 – Resolution: Authorize Issuance of Property Tax Abatement – item removed from the agenda

Agenda Item 9 – Manager's Report (Possible Action Items)

Mr. Potter had a revised report to be reviewed. Highlighted items: working on spray foam insulation for the tower before putting up new ceiling and painting; starting on ceiling tiles in Cloud 9; putting up new lights in the T-hangers; sold old plows and blower; updated pricing on self-serve fuel of \$50,000 for U fuel and \$16,000 for the credit card terminal and noted concrete pad is yet to be determined; Glider Club plan to be here this spring and hopeful to be here permanently; City working on Bowman side fence line and the ditch, when done the fence will be an additional 50 feet back from its current location and the ditch itself will be 10 feet back from its current location and will result in losing some farm ground this spring; he had preliminary budget figures FY2018; Goals FY2019 will incorporate a U fuel 2880 jet fuel tank along with a pad for new corporate hanger; Goals FY2020 to include completion of corporate hanger on the pad; estimate to upgrade restrooms in Cloud 9 for \$14,643; New restroom for the tower for \$5,633, does not include new water or sewer line.

Discussion ensued on the self-serve fuel system with the options available and cost. Mr. Potter said his plan is to install one fuel system with the pad and card, if all goes well, install second one next year. He stated if the system is paid for upfront there would be a sizeable discount. Discussed benefits of self-service on the property and its effect on FBO hours and employee's if system installed and options for a solution to that. Also concerned with pilots needing fuel and facilities when FBO closed. Mr. Ingram stated he is having second thoughts about the new fuel system and suggested pushing it back for now. He noted that we're also working on the flight school and plane rentals as well. He said he is in favor of tabling the new fuel system for now and putting the money toward other items. Mr. Myers would like to see more information and some comparisons to

surrounding airports with their systems and pricing. Mr. Myers said he has positive feelings about the new self-serve system but would like to see an all-in price for the system.

Mr. Day asked about the space in the old shade hanger. Mr. Potter stated its mostly used for storage of our equipment but felt like we were doing well with hanger space and the rentals. Mr. Potter discussed the Illinois Glider Club interest in leasing a hanger here, possibly building their own at some point. He said the upside is the rent, use of the grass runway and downside is something else for pilots to look out for. He felt they should be encouraged to come here.

Discussion regarding the estimates for restrooms in the terminal/Cloud 9 and the tower. Mr. Myers pointed out that the RR placed in the tower is exempt from ADA compliant rules. A question was posed if the RR in Cloud 9 could be done in-house. Mr. Potter said yes to the new ceiling tiles and possibly the partitions, but not the plumbing. *A Memo* Mr. Kietzmann made the motion to upgrade the restroom in Cloud 9 so it is ADA compliant, seconded by Mr. Ingram. Upon voice vote 5 yes, motion carried. *114, 643-00*

Agenda Item 10 – Office Managers Report

Nothing new to report on receivables.

Agenda Item 11 – FBO Status Report

Mr. Vadeboncoeur gave a brief report of fuel sales, noted that sales up nicely from December. He said fuel farm and equipment are okay at present time. The Jet truck is a 1985 and has had issues lately and needed repairs done several times over last year or so. Mr. Potter stated he has been looking around for a refurbished truck, and Vadeboncoeur said he had been looking as well. Brief discussion ensued.

Agenda Item 12 – Commissioner Reports

- a) Finance – Mr. Kietzmann reviewed the routine payables and financial report for the previous month. Brief discussion ensued. Motion by Mr. Kietzmann to approve the financials and pay the bills, seconded by Mr. Myers. Upon voice vote, 5 yes, motion passed.
- b) Building & Contents – Mr. Day noted already discussed the hangers. He questions which doors needed replaced at the terminal. Mr. Potter said all of them eventually but now it's the two glass doors in front and the back door. Mr. Kietzmann would like to see an inventory of the hangers and what is paid per person and asked that a list be provided with the managers' report. It was noted that the board would like a tour of the hangers, seeing which ones are storage and which ones are aircraft
- c) Grounds & Equipment – Mr. Ingram noted the estimate for the new doors on the terminal was for \$30,000. Mr. Potter thought that may be done in-house and is looking at that, and the looking at prices. It was noted that the north fence is damaged in two places. Discussed flight school with Mr. Potter, who stated that he has 7 active students but didn't do much flying this winter. Mr. Kietzmann would like to see updates or reports on the flight school. Discussed the grass runway and the tile drainage problems. Brief discussion ensued.
- d) Industrial Development – Mr. Foster stated the mayor had intended to be here to update on the Bowman Corridor Project but that changed. He said the Bowman Corridor project on the back burner for now due to the Belt Line Project. Mr. Foster outlined what falls with Special Events and Projects, brief discussion ensued. Mr. Foster discussed the plaque for Bill Britt, noting that we still need the verbiage and to contact the family on the matter.
- e) Special Events & Projects – Mr. Myers addressed the B29 Mr. Potter is trying to get here for less than the \$10,000 event price and stated they met last month, brief discussion ensued. It was suggested that a line item be added in the budget for Special Events and to take monies from the advertising portion and place it in the Special Events line item. Also discussed events to get the public here to utilize the airport grounds. Mr. Myers discussed hosting a "Rusty Pilots Day", starting at 10am on a Saturday and have the ground school program, host a luncheon and later discuss Basic Meds and eventually fly out and about. He suggested that the airport cover 10 gallons of LL. He said a letter will go out with March statements regarding the event. Discussion ensued on aviation.

Agenda Item 13 – Preliminary Budget Spreadsheet FY2018

Discussion ensued regarding budget. It was noted that 2017 and 2018 figures be presented side-by-side for easy comparisons and perhaps 2016 to see what is trending and what is not. It was stated that ads with Hibu and ads in general be cancelled and place those monies in a special event line item. Mr. Myers noted that he will get with Salonen and mail out an updated spreadsheet for the 2018 budget. Mr. Foster discussed Mr. Potters salary proposal he was asked to do last month and thought it was well done. Brief discussion ensued.

Agenda Item 14 - Item left blank.

Agenda Item 15 – VRAA Reorganization

A nomination was made from the floor for Mr. Kietzmann as chairman, motion was made by Mr. Day, seconded by Mr. Ingram. Upon roll call vote, 5 yes, motion carried. A nomination was made from the floor for Mr. Myers as secretary/treasurer, motion was made by Mr. Foster, seconded by Mr. Day. Upon roll call vote, 5 yes, motion carried. A nomination was made from the floor for Mr. Foster as vice-chairman, motion was made by Mr. Kietzmann, seconded by Mr. Myers. Upon roll call vote, 5 yes, motion carried. New officers for 2018, Chairman, Mr. Kietzmann; Vice-Chairman, Mr. Foster; Secretary/Treasurer Mr. Myers.

Agenda Item 16 – Executive Session (if needed)

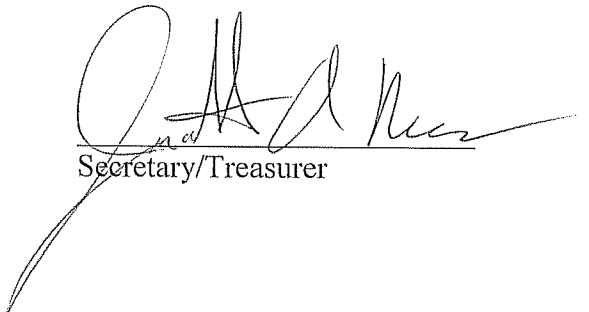
- a) Pursuant to Open Meetings Act 5ILCS 120/2 (c) (6): The setting of a price for sale or lease of property owned by the public body.....
- b) Pursuant to Open Meetings Act 5ILCS 120/2 (c) (11): Litigation.....
- c) Pursuant to Open Meetings Act 5ILCS 120/2 (c) (1): Appointment, employment, compensation,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

Mr. Kietzmann thanked the commissioners for their support and stated he will call them to discuss committee assignments. He said he would like to see Mr. Foster and Mr. Potter attend Vermilion Advantage board meetings together when possible. He stated that if there was no objection, he'd like to see Mr. Day and Mr. Ingram co-chair Buildings, Grounds & Equipment. There was no objection. Brief discussion ensued.

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



Secretary/Treasurer