

VERMILION REGIONAL AIRPORT AUTHORITY - BOARD OF COMMISSIONERS

MINUTES OF MARCH 20, 2018 BOARD MEETING

Agenda Item 1 – Call to Order

Chairman Kietzmann called the March 20, 2018, meeting to order.

Agenda Item 2 – Pledge of Allegiance and Invocation

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

Agenda Item 3 – Roll Call

Upon roll call, the following commissioners were present: Tom Day, Bill Ingram, David Kietzmann and Jonathan Myers. Airport Manager Mike Potter, Office manager Suzie Salonen, and FBO manager Mike Vadeboncoeur, and VRAA attorney Jerry Davis were present. Mr. Foster unable to attend due to surgery but had requested to be called when the commissioners got to the manager's report.

Mr. Myers noted that with possible action included in the Manager's Report that those items should be listed separately on the agenda. Mr. Davis concurred. It was noted that the minutes did not reflect the dollar amount in the vote for the restrooms in Cloud 9. Mr. Potter noted that it the price was listed under his manger's report. Brief discussion ensued.

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. Ingram. All answered in favor, motion passed by acclamation.

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

Motion by Mr. Myers to amend the minutes on agenda item 9 to include the price of \$14,643.00 for the upgrade to the restrooms in Cloud 9, seconded by Mr. Day. All answered in favor, motion passed by acclamation.

Agenda Item 7 – Airport Sponsor Selection Ad – Replies from CM&T; Hutchison Engineering

Mr. Kietzmann asked Mr. Potter to comment on the selection. Mr. Potter stated we have a good relationship with CM&T and made the recommendation to retain CM&T as our engineers. Brief discussion ensued. Motion by Mr. Myers to retain CM&T, motion seconded by Mr. Day. Upon voice vote, 4 yes, motion passed.

Agenda Item 8 – item left blank on the agenda

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

Mr. Potter’s manager report:

We have been working on the control tower, Spray foam insulation is done. We have been painting on the ceiling vents and working on the drop ceiling. We are working on ceiling tile in cloud 9. Working on lights in T hangers.

I reported last month. About updating pricing on U Fuel self - serve fuel system. My plan was to put in pad to accommodate two tanks. Install one 100LL this year and add second tank next year. \$50K for u fuel system 16K for credit card terminal. This is a total of \$66K the credit card terminal company is going to give us a 15% discount on anything we buy from them since U fuel is not a dealer for their machine. I also called around to several airports and will have some numbers on self-serve verses full service.

We have allotted money in the budget for up to 45K in new equipment as well as the self-serve fuel system up to 90K. The self-serve system with credit card terminal if paid for up front in advance will be a total of \$60481.00 there is still the concrete pad and underground wiring to the tower. If we use the cloud 9 restrooms for an after hour rest room, there will be minimal expense there. There will be no reason to bring water or sewer to tower.

Cross construction is the low bidder on the taxiway D project. \$241,065 Open roads came in at \$ 284,444.98.

I met Rick Butler with the solar panel power company and all of his projects are on hold as of the new tariffs on aluminum.

There is an auction coming up later this month they have a newer 1995 GMC Top Kick Jet A Fuel Truck, Cat Mdl 3116 Diesel Engine, Automatic Transmission, 3,000-Gallon Stainless Steel Tank, Built by American Refueler in 2004. Top & Bottom Load, De-Fuel Capabilities, Dual Pumps, Dual Reels, Dual Digital Meters, (1) Over Wing Nozzle (150 GPM), (1) Single Point Nozzle (300 GPM), Very Good Condition, Has Title. Talking to the auction folks they are thinking the truck should bring between 25k and 50K. Our old truck is worth something maybe 5K to 15K.

B17 Flight Tours Tuesday May 8th. This is the EAA B 17, they contacted us looking for a one day spot.

Mr. Potter had completed a survey with surrounding airports on their fuel sales with self-service. Discussion ensued regarding the self-serve fuel station, the effects on the FBO staff/business, fuel prices and what drives the price to go up or down. Mr. Ingram asked for the total expenditure for the self-serve. Mr. Potter stated we still need the concrete pad and electrical but wasn’t sure on that yet. Potter stated maintenance could pour the concrete pad but needed a certified electrician for the electrical work. Mr. Myers stated they needed a little more specific on pricing. Mr. Kietzmann stated they needed a determine a strategy to get things done and to put these items on the agenda next month. He suggested that Mr. Myers, Potter and Vadeboncoeur meet and come back with a strategy and could do a phone vote if needed. Mr. Foster stated it’s a good idea to do the research, fuel sales could change daily. He suggested that they look into buying the Jet A fuel truck, and to send Mr. Potter to the auction to check it out. Brief discussion ensued on monies spent on the property and projects, Mr. Foster said we’ve got money in reserves even though we’ve spent a lot, they’ve also got a lot done. He said projects that come with one-time costs we should get them behind us and move on to other events, etc. Brief discussion ensued. Mr. Foster moved to send Mr. Potter to the auction to look at the fuel truck and cap the price at \$45,000, motion seconded by Mr. Kietzmann. Upon voice vote, 4 yes, 1 abstention, motion passed.

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. He noted they have been tracking local sales vs transient fuel sales. For February Jet A had 2 local, and 5 transient sales, 100LL had 10 local, and 23 transient sales. He said fuel farm, equipment are doing fine and the FBO is doing well. Brief discussion ensued.

Agenda Item 12 – Commissioner Reports

- a) Finance – Mr. Myers reviewed the routine payables and financial report for the previous month. Brief discussion ensued. Motion by Mr. Myers to approve the financials and pay the bills, seconded by Mr. Ingram. Upon voice vote, 5 yes, motion passed.
- b) Building, Grounds & Equipment – Discussion ensued regarding the need for the tour of the hangers, Mr. Kietzmann asked that Mr. Ingram, Day and Potter make that happen; the lights on the fuel sign needs addressed by the maintenance staff; discussed the grass runway and the best way to sod it. Mr. Ingram notated that current tenant wants to review our 20-year land lease agreement in terms of what happens if its vacated before its expired and noted Mr. Davis could look over the land lease agreement; Mr. Myers discussed the farm lease, noting he's been made aware of significant erosion. Mr. Potter stated there has been a lot of rain to contribute to that end. Discussion ensued.
- c) Planning, Economic & Industrial Development – Mr. Foster discussed several of the city's plans they are working on such as the bypass, noting the city and county are both behind that project. Discussed improving the fence line to better access the ditch on Bowman.
- e) Special Events & Planning – Discussion ensued regarding the B17 the EAA is hosting here in May and the B29 Mr. Potter is trying to get here. Mr. Myers stated the information regarding the Rusty Pilots Day went out this month and he will determine if there is enough interest to actually put it on for the area pilots. Brief discussion ensued.

Agenda Item 13 – Budget Spreadsheet and Ordinance FY2018

Discussion ensued with Mr. Myers regarding budget, including profit & loss reports quarterly and YTD comparisons, and actual monies. He said the current salaries are in the budget for 2018 and stated budgets can be amended if needed. Brief discussion continued. Motion by Mr. Myers to pass the budget ordinance as presented, seconded by Mr. Foster. Upon voice vote, 5 yes, motion passed.

★ Agenda Item 14 – Executive Session (if needed) - *4-17-18 Amended*

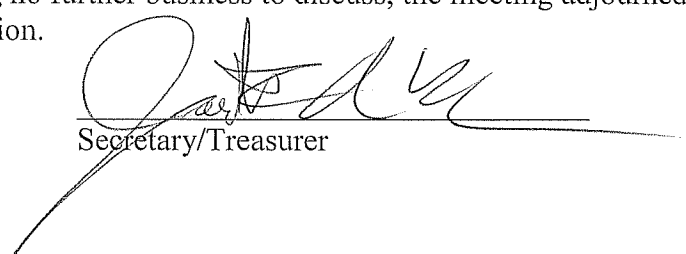
- a) Pursuant to Open Meetings Act 5ILCS 120/2 (c) (6): The setting of a price for sale or lease of property owned by the public body.....
- b) Pursuant to Open Meetings Act 5ILCS 120/2 (c) (11): Litigation.....
- c) Pursuant to Open Meetings Act 5ILCS 120/2 (c) (1): Appointment, employment, compensation,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

Executive session was call for item 14 (c) – Motion by Mr. Myers to go into executive session, seconded by Mr. Kietzmann. Upon voice vote, 5 yes, motion passed. - *5 4 yes*

Motion to go out of executive session by Mr. Myers, seconded by Mr. Kietzmann. Upon voice vote, 5 yes, motion carried. No action was taken on the matter.

Agenda Item 15 – Items from the Floor - 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