

VERMILION REGIONAL AIRPORT AUTHORITY - BOARD OF COMMISSIONERS

MINUTES OF APRIL 17, 2018 BOARD MEETING

Agenda Item 1 – Call to Order

Chairman Kietzmann called the April 17, 2018, meeting to order.

Agenda Item 2 – Pledge of Allegiance and Invocation

The Pledge of Allegiance was recited and invocation given.

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, and VRAA attorney Jerry Davis 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. Day. All answered in favor, motion passed by acclamation.

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

Mr. Foster noted that on agenda item 14 he was not present for roll call to go into and out of executive session and moved to amend the minutes to amend the voice vote to 4 yes. Motion seconded by Mr. Myers. All answered in favor, motion passed by acclamation.

Agenda Item 7 – Resolution: Adopt Policy Prohibiting Sexual Harassment for VRAA

Mr. Davis explained the resolution is one that every government unit needs to adopt and gave a brief synopsis of the General Assembly's recently enacted Public Act 100-0554 that prohibits sexual harassment. Every government unit should have on file designated personnel to handle and file complaints of this nature. Mr. Kietzmann stated that the college just passed this resolution and all public bodies have to pass an ordinance or resolution regarding this issue. He said the airports personnel policy would be reviewed. Brief discussion ensued. Motion by Mr. Myers to adopt the resolution, motion seconded by Mr. Foster. All Answered in favor, motion passed by acclamation.

Agenda Item 8 – Manager's Report: Approve \$4,581.00 for New Restroom Addition to Cloud 9

Mr. Potter reviewed his monthly report and projects currently being worked on; put ceiling grid system in, resealed windows and repainted the tower. Installed new ceiling in Cloud 9, also have been working on new afterhours pilot lounge. He said like to put a new restroom in to keep after hours traffic from overlapping transient airplane traffic. The bid to add that is for \$4,581.00. He noted the new self-serve fuel system is ordered, had the electrician out and now waiting on the final specs on the tank size to start on the pad. Mr. Potter stated that the fuel truck at the auction he attended sold for \$47,500 and that he is still on the hunt for another one and has a couple of leads. He noted the EAA's B17 Flight Tours are here Tues., May8th.

Discussion ensued regarding the separate restroom for the transient pilots. Mr. Potter said be separate from the Cloud 9 restrooms used by quests attended a banquet event at the Cloud 9. He said there would be signs and a sidewalk directing pilots to the area. Discussion ensued on the concrete pads and design. Motion by Mr. Myers to approve the new restroom at Cloud 9 for \$4,581.00, seconded by Mr. Day. Upon voice vote, 5 yes, motion passed.

Agenda Item 9 – Office Managers Report - Nothing new to report on receivables. Ms. Salonen noted the auditors were here to perform the annual 2017 audit. She stated the businesses leases due to renew are Bilco and Aero Charter. Mr. Wood's land lease agreement states he can transfer or renew it with board approval. Brief discussion ensued.

Agenda Item 10 – 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 March 100LL had 30 local, and 20 transient sales. He said fuel farm, equipment are doing fine and the batteries fixed with the 100LL. Business at the FBO is doing well. Brief discussion ensued.

Agenda Item 11 – item left blank on the agenda

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 – Discussed the Illini Glider Club and options for them should they choose to come to this area. They currently hanger in Monticello and will need a new home next spring. The airport could possibly do a land lease, they may be able to bring their hanger here, or see what hanger space the airport has. Mr. Kietzmann suggested that Potter and Ingram look into this more and come back to the board. Mr. Potter said he met with them last December and they are struggling with what would be the best route for them as a glider club. Discussion ensued. Regarding the tower, Mr. Potter stated he wanted to get the cab completed and will work forward from that point. He said there is a lot of moisture issues over the winter, however, its mowing season now and they will switch gears.

c) Planning, Economic & Industrial Development – Brief discussion regarding economic development. Mr. Potter attended the luncheon sponsored by Vermilion Advantage and plans to keep attending them. Brief discussion ensued regarding Intergovernmental Group and Vermilion Advantage.

e) Special Events & Planning – Discussion ensued regarding the B17 the EAA is hosting here in May. Mr. Myers stated its time to with the Balloons Over Vermilion committee for the July event. Mr. Myers noted that he was told by a local farmer that our farmland was not in that good of shape, possible erosion trouble. Mr. Potter stated he is aware of it and noted the winter weather and the recent large amount of rainfall. It was noted that may need to determine if we want to keep farming the land and should see what the best recourse is. Mr. Foster suggested the option of seeing if a previous tenant would be interested in consulting on farm ground issues. Brief discussion ensued.

Agenda Item 13 – 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.....

Executive session was call for item 13 (c) – Motion by Mr. Myers to go into executive session, seconded by Mr. Kietzmann. Upon voice vote, 5 yes, motion passed.

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

Agenda Item 14 – 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 or Chairman

Approved 6-20-18