

VERMILION REGIONAL AIRPORT AUTHORITY - BOARD OF COMMISSIONERS

MINUTES OF JUNE 19, 2018 BOARD MEETING

Agenda Item 1 – Call to Order

Chairman Kietzmann called the June 19, 2018, meeting to order at 7:30am.

Agenda Item 2 – Pledge of Allegiance and Invocation

The Pledge of Allegiance 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. One vacancy. 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

Mr. Kietzmann asked for audience comments. Mr. John Kraft from Edgar County addressed the board. He began by saying that any people on a public board would do what they can to comply with state laws as it relates to the Airport Authority, reading the law to the board, specifically the portion relating to members who are a member of a governing body or an officer or employee of a municipality, a county, or any other unit of local government. Mr. Kraft identified each commissioner and what they do in addition to sitting on the VRAA board. Mr. Ingram noted he had resigned from the Catlin Planning Commission, and that his resignation was accepted by the Mayor of Catlin. Mr. Kraft said he'd hope that Kietzmann and Foster would also do to the right thing and demanded that whomever appointed them find a replacement before the next meeting. Discussion ensued with Mr. Kraft and his intention to follow through with the IDOT general council and the Div. of Aeronautics, with the office of the Inspector General and the taxing districts within the Authority. Mr. Day questioned Mr. Kraft as to why this has all of a sudden come up. Mr. Kraft stated it started with a board member in Rockville, and as he researched the law discovered that board member should not have been appointed to the airport board. Brief discussion continued. Mr. Kietzmann stated the board has their attorney looking into this and assured Mr. Kraft they will do the right thing, however they do have to conduct the airport business. Mr. Davis, airport attorney, stated he has been in contact with IDOT council and they are doing their research and when he receives their letter he will act on it.

Jonathan Myers let the board know that he had the first aviation explorer meeting, trying to get young people involved, noted that Potter was there and hope to have their first flight at the airport next week. He said right now they are self-sustaining but may need some help at a later date. He said he'd keep the board posted on events. Mr. Kietzmann asked Mr. Myers to let them know when the fund raiser is.

Agenda Item 5 – Adoption or Amendment of Agenda

Mr. Kietzmann stated the agenda is a little longer because they did not have a quorum last month, and certain items have 2 months of information to cover. Motion by Mr. Foster to adopt the agenda, seconded by Mr. Day. All answered in favor, motion passed by acclamation.

Agenda Item 6 - Approval of Minutes, Apr. 17 & May 15, 2018

Motion by Mr. Ingram to approve the April 17, 2018 minutes, seconded by Mr. Day. All answered in favor, motion passed by acclamation. Motion by Mr. Kietzmann to approve May 15, 2018 minutes, seconded by Mr. Foster. All answered in favor, motion passed by acclamation.

Agenda Item 7 – Approval of Balloons Over Vermilion Agreement

Mr. Pat O'Shaughnessy was present to address the board regarding the Balloons Over Vermilion, 2018 event. Brief discussion ensued. Motion by Mr. Day to approve the agreement, motion seconded by Mr. Ingram. All answered in favor, motion passed by acclamation.

Agenda Item 8 – FBO Status Report

Mr. Vadeboncoeur gave his report for fuel sales, which he noted Jet A were down somewhat in April but picked up nicely in May. He said they had a late-night cargo shipment in early May and that yielded some of that month's fuel sales. He said fuel farm and trucks are doing well and all is well at the FBO. Brief discussion ensued.

Agenda Item 9 – Petition for Annexation by Individual Landowner

Mr. Kietzmann said Mr. Davis would cover this topic. He said there are 9 townships within the county that are in the VRAA taxing district. Mr. Davis researched the areas and had a map noting those areas, which is sporadic throughout the districts, some properties are in the districts, some are not. Mr. Kietzmann did not know he was not part of the taxing district and wants to fix that by annexing his property. Mr. Davis said he went to the taxing authority in the County Clerk and Treasurers' office to find out how to annex and where those properties were. He learned properties that are not in the district, can annex with a property that is in the district if it is contiguous and within the airport authority district. This can be done as a unit or by an individual. He noted that the maps of the taxing district had not been updated for a very long time, but that has been changed and maps updated the counties taxing authority. Discussion ensued as to how one property was within the district, that was in the same township, paid taxes to the airport and some did not. There are several theories that have been discussed over the decades, one that nothing much happened in the mid 80's, and as subdivisions grew they just were not added into the townships airport taxing district. Mr. Myers said in his research he found that back in 1946 when the airport came to be, people went door-to-door asking residents if they'd participate in the taxing district, some said yes, and those that lived much further out with no use for an airport said no. Discussion ensued on the matter. Mr. Kietzmann said its complicated and this research has found a solution to annex the properties and led to updated maps. He is able to annex through Carlton Farm property that is in the airports taxing district.

Mr. Davis stated he had 2 Petitions, one for Mr. and Mrs. Kietzmann, and one for Mr. and Mrs. Jonathan Myers, both properties contiguous to properties within the airport taxing district, with supporting documentation. He explained it would take a vote by the board to approve the petitions and sign an individual ordinance to annex that property, and its filed with the county clerk. As to the Myers property, motion by Mr. Ingram to approve the petition and individual ordinance, seconded by Mr. Day. Upon voice vote 4 yes, one vacancy, motion passed. As to the Kietzmann's property, motion by Mr. Foster to approve the petition and individual ordinance, seconded by Mr. Ingram. Upon voice vote, 3 yes, one vacancy, one abstention by Mr. Kietzmann.

Agenda Item 10 – Job Descriptions for Review: Manager, Office Manager, Maintenance Crew

Mr. Kietzmann said that the board had been reviewing the job descriptions for the last few months. He said they can always be updated and changed as needed. He moved to approve the job descriptions for the manager, office manager and maintenance crew as written, seconded by Mr. Foster. All answered in favor, motion passed by acclamation.

Agenda Item 11 – Manager's Report Apr & May: Emergency Expenditure for FBO Air Conditioner (Apr) and Fuel Truck @ FBO (May)

Mr. Potter reviewed in manager's report for April, noting routine maintenance chores. The work is completed in Cloud 9 to make both restrooms' ADA compliant. Installation work on the fuel farm is going well, credit card system is here and self-fuel system is about 8 weeks out. The emergency expenditure was a new AC unit in the FBO. We were able to order the entire unit at a cost of just over \$4,000 and installed with minimum labor costs with EE Hubbard and Son. New outdoor benches and trash can were ordered for the FBO. The Taxiway D project had to be rebid due to a failure to file paperwork with the State. The rebidding process will happen in June. Brief discussion ensued. No action taken.

June report: Routine maintenance chores, landside maintenance and mowing. Pilots lounge and restroom are coming along. Also retiling men's restroom in Cloud 9. He noted that we will have a booth in Oshkosh this

year to promote the airport. The taxiway D project rebid was June 15th and the same two companies bid on the project and bids were higher. At the Aviation Conference he met with Eastern Aviation which is a Shell fuel supplier. Through them we can get a reconditioned 2000 model automatic 2.2K Jet A fuel truck for \$40,000, and the lease purchase over 5 years is \$774 per month with a \$1.00 buyout at the end of the term. All maintenance issues with the fuel truck are maintained by Shell if anything breaks or goes wrong while leasing the fuel truck. Discussed the possibility of changing fuel companies at the FBO, who uses Phillips. Mr. Vadeboncoeur said he'd have to review his contract with Phillips, but they may offer the same lease arrangement with a fuel truck. Brief discussion ensued. No action taken.

Agenda Item 12 – Office Manager's Report Apr & May
Reports taken with finance reports for April and May

Agenda Item 13 – Ordinance Prevailing Wage Rate

Mr. Kietzmann said this ordinance is something the board passes every year. Motion Mr. Kietzmann to approve the ordinance, seconded by Mr. Ingram. All answered in favor, motion passed.

Agenda Item 14 – Commissioner Reports

a) Finance April & May

Mr. Kietzmann called on Ms. Salonen for the reports. For April receivables, no real change. The same gentleman that has been delinquent for a year is still struggling but making payments. She said there is an account the auditor's will write-off, it's for Steve Schaler, who passed away several years ago with rent due of under \$500, but his plane is still in the hanger.

April's financial report were reviewed with routine payables and financial report for the previous month. Brief discussion ensued. Motion by Mr. Foster to approve the financials for April, seconded by Mr. Ingram. Upon voice vote, 4 yes, 1 vacancy, motion passed.

May's financial report were reviewed with routine payables and financial report for the previous month. Ms. Salonen noted how well the new fuel system looked along with other improvements that the board has spent money on but it's good that the major projects are completed. She said the cash flow is fine, noting the month end balance for May. Discussion ensued with Mr. Foster with comparisons from year to year with money spent on airport improvements. A question was posed as to the Illinois Funds account. Ms. Salonen explained she transfers monies needed from that account to the general checking account as needed. She also said that the Illinois Funds does not accept wire transfers from local governmental agencies, only federal, making our property tax deposits going into our general checking account. Motion by Mr. Ingram to approve the May financial report, seconded by Mr. Kietzmann. Upon voice vote, 4 yes, 1 vacancy, motion passed

b) Building, Grounds & Equipment – Discussed with Mr. Ingram and Mr. Day the recent hanger survey and tour they completed. It was noted that Schlar's plane still in the hanger and he is deceased and the board needs to determine what to do with the plane. Mr. Ingram noted that another tenant who rents in the pole barn had an accident and has been unable to work. At one time he was going to sell his planes, however he has since recovered, is back to work and will not be selling his aircraft. Mr. Ingram gave a brief summary on the hanger's he and Mr. Day were able to inspect, not being able to get into all of them because they were locked. They'd like to see what is in the hangers, who is in them and who pays rent. Discussion ensued if all hangers are rented. Discussed rental income if all of the hanger's were rented. He stated need to know what we have before moving forward with rental rates. Mr. Day concurred with the report but noted that this is something that has been lacking and it needed to be worked on. Discussion continued on the hanger inventory. Mr. Kietzmann suggested hanger rates need to be set before the next budget year, perhaps different rates for storage versus aircraft. Mr. Foster suggested putting a lien on Mr. Schalar's airplane. Brief discussion ensued.

c) Planning, Economic & Industrial Development – Brief discussion regarding economic development. Mr. Foster and Potter attended the quarterly Intergovernmental meeting where the city's engineers gave a report on the Bowman Corridor. Mr. Foster said he was able to say that the only access to plumbing and water in the NE portion was at the airport, and that would open up the area for development. He said they also discussed state

research grants that are available from IDOT for trucking and trucking situations in our area, with a lot of trucks running on Bowman. He said the city applied for a grant, but he wasn't sure if those funds were available for this year or next year. Brief discussion ensued.

e) Special Events & Planning – Mr. Kietzmann noted we had already discussed the Balloons Over Vermilion and Mr. Myer's event coming up.

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.....

Mr. Kietzmann stated there would be an executive session for item 15 (c). He stated there may or may not action after the executive session. Motion by Mr. Day to go into executive session, seconded by Mr. Ingram. Upon voice vote, 4 yes, 1 vacancy, motion passed.

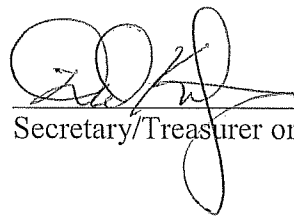
Motion to go out of executive session by Mr. Ingram, seconded by Mr. Day. Upon voice vote, 4 yes, 1 vacancy, motion carried.

Agenda Item 16 – Item left blank

Agenda Item 17 – Items from the Floor

After returning from closed session, Mr. Kietzmann acknowledged Mr. Potter. Mr. Potter stated that as of today he would like to tender his resignation as the Airport Manager of the Vermilion Regional Airport. Mr. Kietzmann thanked Mr. Potter for his service and asked for a motion to accept Mike's resignation. Mr. Ingram made the motion to accept the resignation, seconded by Mr. Kietzmann. Upon voice vote, 4 yes, 1 vacancy, motion passed. Mr. Kietzmann stated the board now needed to appoint an acting manager for the airport. Mr. Day made the motion to appoint Mike Vadeboncoeur as acting Airport Manager, motion seconded by Mr. Foster. Upon voice vote 4 yes, 1 vacancy, motion passed.

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