

VERMILION REGIONAL AIRPORT AUTHORITY - BOARD OF COMMISSIONERS

MINUTES OF NOVEMBER 27, 2018 BOARD MEETING

Agenda Item 1 – Call to Order

The November 27, 2018, meeting was called 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 – Elect Temporary Chairman

Upon roll call, the following commissioners were present: Craig Davidson, Tom Day, Bill Ingram, and Joe Vincent, with one vacancy. Airport & FBO Manager Mike Vadeboncoeur, Office Manager Suzie Salonen and VRAA attorney Jerry Davis were present.

Elect Temporary Chairman: Mr. Day nominated Bill Ingram, his nomination seconded by Mr. Davidson. Upon voice vote, 4 yes, 1 vacancy, motion passed.

Agenda Item 4 – Audience Comments

Mr. Ingram asked for audience comments. Mr. John Kraft and Robert Bogue from Edgar County Watch Dogs addressed the board regarding Mr. Kietzmann's resignation and discussed the taxing districts in the VRAA and the fact that some properties in each district pay taxes and some do not. Discussions ensued.

Agenda Item 5 – Adoption or Amendment of Agenda

Mr. Davidson asked that agenda items 7 – 9 be delayed until Mr. Myers, the financial consultant, arrived. There was no objection. Motion by Mr. Davidson to approve the agenda, seconded by Mr. Vincent. All answered in favor, motion passed by acclamation.

Agenda Item 6 – Approval of Minutes Oct. 16, 2018

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

Agenda Item 7 – Dimond Bro. Insurance – 2019 Policy Updates

Tony Reynolds, insurance broker for Dimond Brothers, presented the updated policies and rates for 2018/2019. Discussion ensued regarding airport vehicles, the deductible's and full coverages versus liability only. Mr. Reynolds was asked to update the vehicle policy, place the courtesy vehicles on liability only, raise the deductible. He will come back at the December meeting to present those updated policies and rates. No action taken.

Agenda Item 8 – Review Health Insurance for 2019, Health Alliance

A spreadsheet was provided to the airport office by Don Carless, our broker with OniRisk, and reviewed by the board. It was noted that one participant will age to Medicare in January, and that was not reflected on the spreadsheet with the 2019 premiums. Discussion ensued. It was determined that an actual premium spreadsheet was needed and will be reviewed at the December meeting. Mr. Vincent asked that health insurance items be placed on July, 2019 meeting agenda to begin the process. All concurred. No action taken.

Agenda Item 9 – 2018 Tax Levy Ordinance

Discussion ensued on the levy and the property tax issues relating to the VRAA taxing districts. It was noted that there was an error in paragraph 3, \$700.00 was omitted from the total. Salonen advised she will fix the error and have the commissioners come to the airport office to sign the document. Motion by Mr. Vincent to pass the ordinance, seconded by Mr. Day. Upon voice vote, 4 yes, 1 vacancy, motion passed.

Agenda Item 10 - Manager's Report & FBO Status Report

Mr. Vadeboncoeur read his manager's report, noting routine maintenance done for the month. A few items he noted for the Commissioners were our Taxiway D project has been postponed until next spring; the self-serve fuel tank is operational and fueled, he is working with Phillips to obtain a lighted sign for the area; FAA supplemental funding information in with the meeting packet for Taxiway A, we should know by February or March if the funding was approved; Ribbe was here for small excavation work around the glideslope area and tower to clear the drainage area; an engine in one of the pickup trucks has to be replaced; finishing work done on pilots lounge . Brief discussion ensued. No action taken.

FBO Status Report: Mr. Vadeboncoeur gave his report for fuel sales and noted the variations from last month and from one year ago. He said fuel farm and trucks are doing well and all is well at the FBO. Brief discussion ensued.

Agenda Item 11 – Office Manager's Report – Commercial News Ad for 2019, \$33.25 per week

Ms. Salonen noted receivables were stable and there was nothing new to report. Brief discussion ensued regarding the Commercial News Ad for 2019 in the TV Guide Book they provide each week. Motion by Mr. Ingram to approve the advertising in the TV Guide Book, seconded by Mr. Vincent. Motion passed by acclamation.

Agenda Item 12 – Commissioner Reports

a) Finance - The September financial report were reviewed with routine payables and financial report for the month. Brief discussion ensued. Motion by Mr. Vincent to approve the financials, seconded by Mr. Davidson. Upon voice vote, 4 yes, 1 vacancy, motion carried.

b) Building, Grounds & Equipment – Discussion ensued with Mr. Ingram about equipment, hanger 7 door issues and tower work status. It was noted that tower work at stalled now, with hanger projects ongoing. Mr. Davidson discussed working with tenants on hanger maintenance, etc so the manager is aware of any issues. Mr. Vadeboncoeur stated a memo went out with November statements that had the admin offices' email addresses and asked them to respond with their contact information as well.

Discussion ensued regarding the airport purchasing a plane to provide flight lessons. Mr. Vincent felt the airport should provide the environment to promote aviation but not subsidize it. Mr. Davidson noted that that was the conclusion the subcommittee had come to as well, to research the private sector for those services. Mr. Ingram was looking into that. Discussed aviation in general with shortages of pilots and instructors.

c) Planning, Economic & Industrial Development – nothing new to report.

d) Special Events & Planning – nothing new to report.

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.....

There were no executive sessions.

Agenda Item 14 – item left blank

Agenda Item 15 – Commissioners Comments

Mr. Ingram, as temporary Chairman, thanked Mr. Kietzmann for all his years of service and his leaving the board is a huge loss to the airport. He noted that he needed Mr. Kietzmann's input today. Mr. Kietzmann said that he and Mr. Myers would be available to the board on a consultant/volunteer basis as needed. Mr. Davidson

discussed putting items on the agenda as to the future needs of the airport. Mr. Kietzmann suggested the board create a priority list for one year and work from that list. Brief discussion ensued.

Agenda Item 16- Adjournment: A motion and a second was made to adjourn. All answered in favor, motion passed by acclamation.

MINUTES Approved ✓ Amended _____ By Acclamation this 18th day of December, 2018