

VERMILION REGIONAL AIRPORT AUTHORITY - BOARD OF COMMISSIONERS

MINUTES OF DECEMBER 20, 2018 BOARD MEETING

Agenda Item 1 – Call to Order

The December 20, 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

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

Agenda Item 4 – Audience Comments

None

Agenda Item 5 – Adoption or Amendment of Agenda

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 Nov. 27, 2018

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

Agenda Item 7 – Dimond Bro. Insurance – 2019 Policy Updates with Tony Reynolds

Tony Reynolds, insurance broker for Dimond Brothers, reviewed the updated policies and rates for 2018/2019, and the revised vehicle policy from last months' meeting. Discussion ensued regarding hanger 7 and the FBO hanger and business vs personal property. It was noted that some adjustments needed to be made to property value and coverage regarding contents of the hangers. Mr. Vadeboncoeur noted that the Contractor Equipment list needed updated. Mr. Reynolds asked that we update that list and email it to him to add to the policy. Motion by Mr. Vincent to accept the 2019 policies subject to changes made with property values, motion seconded by Mr. Davidson. Upon voice vote, 3 yes, 1 vacancy, 1 absent, motion passed.

Motion by Mr. Davidson to accept the automobile policy with a \$2,500.00 deductible on all vehicles, motion seconded by Mr. Vincent. Upon voice vote, 3 yes, 1 vacancy, 1 absent, motion passed.

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

A corrected spreadsheet was provided to the airport office by Don Carless, our broker with OniRisk, and reviewed by the board. Mr. Carless was unavailable to attend the board meeting. The corrected spreadsheet had deleted the employee who had aged to Medicare and had the correct premiums listed. Discussion ensued. Motion by Mr. Ingram to approve the 2019 Health Alliance premiums, seconded by Mr. Vincent. Upon voice vote, 3 yes, 1 vacancy, 1 absent, motion passed.

Agenda Item 9 – Review Farm Lease Documents

The revised farm lease documents were reviewed with Mr. Davis. Brief discussion ensued. Motion by Mr. Vincent to approve the revised farm lease documents, seconded by Mr. Davidson. Upon voice vote, 3 yes, 1 vacancy, 1 absent, motion passed.

Agenda Item 10 – Vermilion Advantage Membership 2019 Dues, \$2,500.00

Discussion ensued regarding the cost and value of the \$2,500.00 membership for the airport. The board reviewed the membership levels with Vermilion Advantage and opted to go with the \$500.00 level of membership for 2019. Motion by Mr. Vincent to pay the \$500.00 membership level, seconded by Mr. Ingram. Upon voice vote, 3 yes, 1 vacancy, 1 absent, motion passed.

Agenda Item 11 - 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 lighting issues and possible resolutions around the north end row of Executive T hangers such as adding flood lights or add a ramp light tapping off the NE corner ramp light on hanger 7; TIPS projects finalized by IDOT; working with CM&T for corrected markers on the grass runway; reviewed 2019 budget items regarding equipment; working with CM&T on Environmental SWPPP (storm water policy) and SPCC (containment of fuel spills) updates. Brief discussion ensued.

Mr. Vadeboncoeur stated we spent some time with the auditors with accounting and some year end clean up. They suggested the board do a line item transfer to clean up some of the unexpected expenditures with attorney fees. Brief discussion ensued, no action taken on the matter.

Mr. Vadeboncoeur stated that last Christmas the airport manager was allowed \$1,000.000 to divide between employees and he asked the board to consider a Christmas bonus for them this year. Motion by Mr. Vincent to approve a \$1,000.00 bonus to be divided to employees again this year, motion seconded by Mr. Ingram. Upon voice vote, 3 yes, 1 vacancy, 1 absent, motion passed

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 12 – Office Manager's Report

Ms. Salonen noted receivables were stable and there was nothing new to report. She noted that the tenant in arrears aircraft has been moved to hanger 5 to make room for the Glider Club. Brief discussion ensued. No action taken.

Agenda Item 13 – Commissioner Reports

a) Finance - The October 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. Ingram. Upon voice vote, 3 yes, 1 vacancy, 1 absent, motion carried.

b) Building, Grounds & Equipment – Discussion ensued with Mr. Ingram on Illini Glider Club, noting the hanger space is done and stated they need tow pilots.

It was noted that signage for the self-service fuel farm is on the way. Mr. Ingram discussed the condition of the terminal/Cloud9 and possibilities of the facility if the kitchen was updated. The outside patio area provides a nice view of the field. He stated we needed activities to attract people and they don't know we're here and have public areas for people to enjoy. He suggested a Watch Fire sign for the front yard that could list events, Glider Club activities along with the time and temp would help with promotions.

Mr. Vadeboncoeur stated we are looking into extending the guest WiFi for hanger tenants and pilots. No action taken.

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

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

Agenda Item 14 – 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 15 – item left blank

Agenda Item 16 – Commissioners Comments

Mr. Vadeboncoeur stated he forgot to mention in his report that we had some fence damage on N. Bowman and West Newell Road and getting estimates to repair the damage.

Mr. Vincent discussed the property tax districts with Mr. Davis. Mr. Davis noted he is doing research to see what the VRAA can do to help the process along or it could be that the courts working with the S of A office, county clerk to figure it out. He stated he has met with county officials and made them aware of our situation. Mr. Vincent stated he could contact the mayor regarding the vacancy on the board. Mr. Davidson suggested changing the time of the board meetings to 8:00am. It was determined that they will wait and see what happens with a new appointee.

Mr. Davidson discussed our finances and would like to know what good investments are available for the airport. He suggested we contact our auditors for guidance.

Discussion ensued on the glider club's problem they had with equipment on the runway over the weekend. Tenants are concerned about them with the spring and summer months coming up it could be an issue for the crop dusters flying in and out of the area.

Agenda Item 17- Adjournment: A motion and a second was made to adjourn. All answered in favor, motion passed by acclamation.

MINUTES Approved ✓ Amended        By Acclamation this 15<sup>th</sup> day of January, 2019