

VERMILION REGIONAL AIRPORT AUTHORITY - BOARD OF COMMISSIONERS  
MINUTES OF JANUARY 21, 2020 BOARD MEETING

Agenda Item 1 – Call to Order

The January 21, 2020, meeting was called to order at 4:00pm.

Agenda Item 2 – Pledge of Allegiance and Invocation

The Pledge of Allegiance recited, and invocation given.

Agenda Item 3 – Oath/ New Commissioner and Roll Call

Jonathan Myers was appointed by the county board at their Jan. 14<sup>th</sup> meeting. Oath administered and he was welcomed back by board members and staff.

Upon roll call, the following commissioners were present: Craig Davidson, Tom Day, Jonathan Myers and Joe Vincent. Mike Fuesting was absent. Airport & FBO Manager Mike Vadeboncoeur, Airport Counsel Jerry Davis and Office Manager Suzie Salonen were present.

Agenda Item 4 – Reorganization of the Board of Commissioners

Mr. Davidson nominated Jonathan Myers for chairman, seconded by Mr. Day. All answered in favor, motion passed by acclamation. Mr. Vincent nominated Mr. Fuesting as treasurer, seconded by Mr. Myers. Mr. Vincent stated he had spoken with Mr. Fuesting who agreed to take the treasurers position for one year, at which time the post will be revisited. All answered in favor, motion passed by acclamation. Mr. Myers nominated Mr. Vincent for vice chairman, motion seconded by Mr. Davidson. All answered in favor, motion passed by acclamation. Mr. Myers nominated Mr. Davidson as secretary, motion seconded by Mr. Vincent. All answered in favor, motion passed by acclamation. Mr. Myers stated that Ms. Salonen will remain recording secretary to the board.

Agenda Item 5 - Audience Comments

Jeff Williams, present in the audience and hangar tenant welcomed Mr. Myers to the board. Brief discussion ensued.

Agenda Item 6 – Adoption or Amendment of Agenda

Motion by Mr. Vincent to adopt the agenda as presented, seconded by Mr. Day. All answered in favor, motion passed by acclamation.

Agenda Item 7 – Approval of Minutes Dec. 17, 2019

Motion by Mr. Day to approve the minutes, seconded by Mr. Davidson. Motion passed by acclamation.

Agenda Item 8 – Set Fund Balance Limits

Mr. Myers stated he and management met with Tammy Battle with Crowder CPA's last week to discuss budgetary items, line item changes and financial reports. During that discussion it was determined to be good practice to establish fund balance limits, set a capital asset threshold and guidelines for setting a budget. Ms. Battle advised to set percentage amounts on the funds, for example 10% on the IMRF, FICA and Audit funds. Brief Discussion ensued. Motion by Mr. Davidson to limit transactions on the funds except the General fund as follows: 20% in the Insurance Fund, 10% on IMRF, FICA and Audit funds. Motion seconded by Mr. Vincent. Upon roll call, 4 yes, 1 absent, motion passed.

Agenda Item 9 – Set Capital Asset Threshold over \$10,000

Mr. Myers noted that any project that significantly prolongs the life of the airport property/buildings would be listed as a capital asset. Brief discussion ensued. Motion by Mr. Davidson to set projects over \$10,000.00 be considered a Capital Asset, motion seconded by Mr. Vincent. Upon voice vote, 4 yes, 1 absent, motion passed.

Agenda Item 10 – Set New Budget Prep Guidelines for the Fiscal Year

Mr. Myers noted this would set a policy for the board to do as an internal control of the monies. The actual budget ordinance does not have to be filed until March, but he purposed a preliminary budget be presented in November, with the final approval by December for the upcoming year. He suggested to do an overview mid-year and allow for budget amendments as necessary. Brief discussion ensued. Motion by Mr. Vincent to set budget prep guidelines for November with a preliminary budget, final by December, and review for July. Motion seconded by Mr. Davidson. Upon voice vote, 4 yes, 1 absent, motion passed.

Agenda Item 11 - Manager's Report: Proposals for Tube Heaters

Mr. Vadeboncoeur read his manager's report, noting routine maintenance, projects completed as well as those that are ongoing. Brief discussion regarding the terminal/Cloud 9. He stated it still leaks so it's a problem with the ditch there and will need to contact the city. He also had a conversation with Troy for a possible solution. He noted he has one more person to contact from Champaign to help with the Retro theme design.

Discussion ensued on the past upgrades done over the last year to the Executive Hangar with lighting and insulation and impact on tenants with heat in that row of hangars.

Motion by Mr. Vincent to approve the proposal from Long Plumbing for the tube heaters for \$15,626, seconded by Mr. Davidson. Upon voice vote, 3 yes, 1 absent, and 1 abstention. Motion passed.

**\*Corrected to read Mr. Vincent made said motion to approve tube heaters**

11b) FBO Status Report: Mr. Vadeboncoeur gave his report for fuel sales and noted the variations from last month and from one year ago. Projects and the FBO are running well. Brief discussion ensued regarding putting the grass runway and self-service fuel farm out to social media.

Agenda Item 12 – Office Manager's Report -YMCA Annual Ad \$409.00

Ms. Salonen noted receivables were stable. The board concurred that the annual ad with the YMCA was not needed.

Agenda Item 13 – VRAA Employee Wage Information 2019/20

Document informational only for upcoming budget. No action taken.

Agenda Item 14 – Dec. Monthly Financial Items – Dec. Check Detail-Payables, Action Item Payroll Summary; Balance Sheet; P&L Budget vs Actual; P&L YTD Comparison

The December payables were reviewed with routine expenses for the month. Motion by Mr. Vincent to approve the payables, seconded by Mr. Davidson. Upon voice vote, 4 yes, 1 absent. Motion passed.

Mr. Myers discussed possible projects to enter in the budget for this year and changes that being implemented for better accuracy. Discussion ensued.

Agenda Item 15 – item left blank

Agenda Item 16 – Committee Reports – Possible Action Items

- a) Building & Grounds (Day) – Discussion ensued on the matter of hangar rentals for aircraft versus storage. Mr. Day complimented Mr. Fuesting for his work on the PSA's placed on the Watch Fire Sign.
- b) Operations (Davidson) – No Report.
- c) Promotions & Flight Training (Fuesting) – No report.
- d) Special Events (Vincent) – Mr. Vincent gave a brief synopsis of the BOV upcoming schedule and preparations for the event this July. Brief discussion ensued.

Agenda Item 17 – 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 18 – Commissioners Comments

Mr. Vincent stated that he feels good about where we are and the direction the board in going with the airport. Mr. Myers stated he pleased to be back on the board and serve as its chairman. Mr. Davis updated the board on the letter from the Office of the Attorney General. 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 February, 2020