

VERMILION REGIONAL AIRPORT AUTHORITY - BOARD OF COMMISSIONERS
MINUTES OF FEBRUARY 18, 2020 BOARD MEETING

Agenda Item 1 – Call to Order

Chairman Myers called the February 18, 2020, meeting to order at 4:00pm.

Agenda Item 2 – Pledge of Allegiance and Invocation

The Pledge of Allegiance recited, and a moment of silence observed.

Agenda Item 3 – Roll Call

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 - Audience Comments

None.

Agenda Item 5 – Adoption or Amendment of Agenda

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

Agenda Item 6 – Approval of Minutes Jan. 17, 2020

Mr. Vincent noted that on agenda item 11, it was he who made the motion, not Mr. Myers.

Motion by Mr. Vincent to approve the minutes as amended, seconded by Mr. Davidson. Motion passed by acclamation.

Agenda Item 7 – Jan. Monthly Financial Items – Jan. Account QB Report-Payables Action Item

The January payables were reviewed with routine expenses for the month. Motion by Mr. Davidson to approve the payables, seconded by Mr. Vincent. Upon voice vote, 4 yes, 1 absent. Motion passed. The board would like for the check detail report included as well. January's balance sheet, payroll summary, and P&L reports were reviewed, brief discussion ensued regarding current interest rates regarding our CD's. Mr. Myers noted that the IMRF liability has decreased. Discussed putting some money towards that liability. Discussion ensued.

Agenda Item 8 - Accept Office Manager's Retirement Letter/Date of June 30, 2020 Possible Action Item

Executive Session: Open Meetings Act 5ILCS 120/2 (1), Appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body.....Possible Action Item

Motion by Mr. Davidson to go into Executive Session, seconded by Mr. Vincent. All answered in favor, motion passed by acclamation. Motion by Mr. Davidson to go out of Executive Session, seconded by Mr. Day. All answered in favor, motion passed by acclamation. The board accepted Ms. Salonen's letter and retirement date. No other action taken.

Agenda Item 9 – Approve Job Description – Vacancy Possible Action Item

Discussion ensued on options for the office manager's job description and possible changes to it.

Motion by Mr. Vincent to change the title to Assistant Manager, seconded by Mr. Davidson. All answered in favor, motion passed. It was determined that the education necessary would be a bachelors' degree, or an equivalent of years of experience and education.

Agenda Item 10 – Establish Search Committee and set Timeline – Possible Action Item

Discussion ensued on the best way to move forward with finding a replacement for the office manager. Ads would be placed locally on our website, the internet with social media, etc. The goal is to start the interviews by April 1 with a hire date of May 1. Motion by Mr. Vincent to establish a Search Committee, seconded by Mr. Davidson. All answered in favor, motion passed by acclamation. The board discussed who would be best for the Search Committee and concurred commissioners would participate, the manager and 2 people from the business sector in the community. They will come back next month for discussions.

Agenda Item 11 – Preliminary Budget FY2020 – Possible Action Item

Mr. Vadeboncoeur highlighted a few items for the board's review. He noted that he met with Myers and Salonen and they condensed line items. Numbers were plugged into reflect current projects and well as new ones. Reviewed the Capital Additions line with some projects completed for 2020. Brief discussion ensued. Motion by Mr. Vincent to approve the budget FY2020, seconded by Mr. Davidson. Upon roll call, 4 yes, 1 absent, motion passed.

Agenda Item 12 – VRAA Employee Wage Information 2019/2020 Possible Action Item

Motion by Mr. Davidson to give 1.5% increase to maintenance staff, with the additional 1.5% at the managers discretion; 1.5% to Mr. Vadeboncoeur now and 1.5% later upon review; 3% to Ms. Salonen until her retirement date. Motion seconded by Mr. Day. Upon voice vote 4 yes, 1 absent. Motion passed.

Agenda Item 13 – Managers Report – Possible Action Items

Mr. Vadeboncoeur read his manager's report, noting routine maintenance, projects completed as well as those that are ongoing. He noted he had sent the letter from the FAA regarding the decommissioning of the VOR and RCO to the hangar tenants should anyone wish to comment to the effect of this proposal. The goal is to take it off the charts FY2024. Discussion ensued regarding the spending policy of \$10,000 or below. The board concurred that the amount is allocated in the budget for management to use accordingly. No action taken.

13 b) 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. No action taken.

Agenda Item 14 – Office Manager's Report - Upcoming Conference Dates, IATA May 20 - 21st, 2020, St. Charles, IL and IPAA September 27 – 29th, 2020, Galena, IL

Ms. Salonen noted receivables were stable. She noted the above listed dates for upcoming conferences.

Agenda Item 15 – Committee Reports – Possible Action Items

- a) Building & Grounds (Day) - Discussion ensued on options for Executive Hangar maintenance; the awning on Hangar 7 needs repaired, use metal not plastic; south security gate is under repair. Mr. Day complimented Mr. Fuesting for his work on the PSA's placed on the Watch Fire Sign. No action taken.
- b) Operations (Davidson) – No Report. Discussed work in progress at Cloud 9.
- c) Promotions & Flight Training (Fuesting) – No report.
- d) Special Events (Vincent) – No report. Mr. Vincent discussed hosting a Fly-in steak dinner this summer, look at dates and place event on social media.

Agenda Item 16 – 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 other executive sessions.

Agenda Item 17 – Commissioners Comments

Mr. Vincent and the board wished Ms. Salonen well on her upcoming retirement.

Agenda Item 18 - Adjournment: A motion and a second was made to adjourn. All answered in favor, motion passed by acclamation.

MINUTES Approved ✓ Amended _____ By Acclamation this 17th day of March, 2020