

VERMILION REGIONAL AIRPORT AUTHORITY - BOARD OF COMMISSIONERS
MINUTES OF MARCH 17, 2020 BOARD MEETING

Agenda Item 1 – Call to Order

Chairman Myers called the March 17, 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, Mike Fuesting, Jonathan Myers, Joe Vincent. Airport & FBO Manager Mike Vadeboncoeur, Airport Counsel Jerry Davis and Office Manager Suzie Salonen were present. ****AMENDED 5/19/20 – Mr. Vincent was absent.**

Agenda Item 4 - Audience Comments

None.

Agenda Item 5 – Adoption or Amendment of Agenda

Ms. Salonen noted that the date of the minutes should read “February 18, 2020”. Motion by Mr. Fuesting to adopt the agenda with the correct date, seconded by Mr. Davidson. All answered in favor, motion passed by acclamation.

Agenda Item 6 – Approval of Minutes Feb. 18, 2020

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

Agenda Item 7 – Feb. Monthly Financial Items – February Payables Action Item

The February payables were reviewed with routine expenses for the month. Motion by Mr. Fuesting to approve the payables, seconded by Mr. Davidson. Upon voice vote, 5 yes. Motion passed. February’s balance sheet, payroll summary, and P&L reports were reviewed. It was noted CD rates, percentages and balances will be included in future reports. Brief discussion ensued.

Agenda Item 8 - Establish Search Committee and set Timeline – Possible Action Item

Discussion ensued on the timeline previously established with the onset of the Coronavirus. Motion by Mr. Fuesting to move the application deadline back to April 10th, and the hire date to June 1st. Motion seconded by Mr. Day. All answered favor, motion passed by acclamation. The board discussed who would be best for the Search Committee. Mr. Myer asked the commissioners to forward their suggestions to him. Brief discussion ensued.

Agenda Item 9 – Discuss and Approve Virus Pandemic Contingency Plan – Possible Action Item

Mr. Vadeboncoeur presented a Continuity of Operations Plan for the airport in lieu of the recent outbreak of the Coronavirus/COVID19. The purpose of the plan is to define the recovery processes necessary to restore the VRA’s critical operational and business functions under all threats and conditions. The commissioners reviewed the plans essential functions and emergency operations outline. Brief discussion ensued. Mr. Vadeboncoeur noted the plan can be updated as needed. Motion by Mr. Davidson to approve the plan, seconded by Mr. Fuesting. All answered in favor, motion passed by acclamation.

Agenda Item 10 – 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 addressed equipment, looking at a larger fan finishing mower and talking with companies who use them. The brand is a Jacobson type mower but are very expensive to buy new ones so he’s looking at other options. He’s keeping track of resumes for the job opening and has created a Face Book page for the airport to post the job. Its posted with Vermilion Advantage as well. He noted we had another fence incursion, but its been fixed. The AWOS was down for a couple of weeks and the service company issued a NOTAM for its closure. However, it’s expected to be up and running as of this date. Discussion ensued, no action taken.

10 b) FBO Status Report: Mr. Vadeboncoeur gave his report for fuel sales and noted the variations from last month and from one year ago. He noted there had some issues with the Jet A truck, however our maintenance staff seemed to have it fixed. Projects and the FBO are running well. Brief discussion ensued. No action taken.

Agenda Item 11 – 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 12 – Committee Reports – Possible Action Items

a) Building & Grounds (Day) - Discussion ensued on options for Executive Hangar maintenance with the slope causing problems; issue with Bilco roof leak on the north side. Mr. Day welcomed Mr. Fuesting back and complimented him for his work on the PSA's placed on the Watch Fire Sign. Mr. Davidson discussed the maintenance at Cloud 9 with the bathrooms and rust water in the toilets noting it needs more attention than currently given to the building. Discussed ensued on the age of the plumbing. No action taken.

b) Operations (Davidson) – Addressed the AWOS being out of service. Not action taken.

c) Promotions & Flight Training (Fuesting) – Discussed his work on the Watchfire signs, currently has 10 different PSA;s on it at any given time. He set a flight training meeting in April get pilots comments and input before setting anything up. Discussed local interest, student involvement. Will use social media as a good source to get the word out if necessary. No action taken.

d) Special Events (Vincent) – Balloons Over Vermilion Agreement. Mr. O'Shaunnessy was present to discuss the upcoming event. Mr. Davis and Mr. O'Shaunnessy discussed the insurance policy the BOV has with the VRAA in relation to additional insured coverage and vendors insurance. It was noted and accepted that the company the BOV uses to insure its Balloon Events are experts in this field and are highly trusted.

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

Discussion ensued about the recent outbreak of the Coronavirus and what this will bring moving forward.

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 other executive sessions.

Agenda Item 14 – item left blank

Agenda Item 15 - Commissioners Comments

None

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

MINUTES Approved _____ **Amended __X__ By Acclamation this ___19th_ day of May, 2020