

VERMILION REGIONAL AIRPORT AUTHORITY - BOARD OF COMMISSIONERS
MINUTES OF MAY 19, 2020 BOARD MEETING

Agenda Item 1 – Call to Order

Chairman Myers called the May 19, 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.

Agenda Item 4 - Audience Comments

None.

Agenda Item 5 – Adoption or Amendment of Agenda

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

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

Mr. Vincent stated he was absent for the March meeting and not present as noted in the minutes. Motion by Mr. Fuesting to amend the minutes to note the correction and approve the minutes, seconded by Mr. Day. All answered in favor. Motion passed by acclamation.

Agenda Item 7 – Treasurers Report: March and April Financial Items & Payables Action Item

The previous two payables were reviewed with routine expenses. Motion by Mr. Fuesting to approve the payables, seconded by Mr. Davidson. Upon voice vote, 5 yes. Motion passed. Previous month's balance sheet, payroll summary, and P&L reports were reviewed. Brief discussion ensued regarding IMRF percentage rates.

Agenda Item 8 – Presentation Regarding Potential Flight School

David Kizer introduced himself and made a brief presentation for his interest in starting a flight school. He noted he has aircraft to use for the purpose of general aviation flight training and would include ground school training. He discussed advertising through social media to target interest in flight training and aviation here. Discussion ensued on Kizer's timeline and what he desire's in his partnership with the airport. The board noted there is a lot to be done but they are interested in the concept of a flight school at the airport. They advised Mr. Kizer to get with Mr. Davis, VRAA legal counsel, to outline his plan and determine what the airport would require as well and reviewed by the board.

Agenda Item 9 – Managers Report: Estimate from M&O Environmental Co. \$16,000; Quote from Rahn Equipment \$25,024.24 – Possible Action Items

Mr. Vadeboncoeur read his manager's report, noting routine maintenance, projects completed as well as those that are ongoing. He discussed the effect of the current closure due to COVID 19 and the staff on working on a rotating work schedule for a time in March. April started the mowing season so all staff are back to working regular schedules. The rotating schedule may help us on our Workers Compensation premiums. He stated he is working with FAA and IDOT officials on the CARES Act for a potential \$30,000 grant. This is ongoing and will keep the board updated. He also met with our IDOT inspector for the 5010 inspection which went well. This is a requirement every 3 years. Discussion ensued regarding Cloud 9 and the ongoing drainage issues. That continues to be addressed.

Mr. Vadeboncoeur discussed M&O Environmental Co removing the asbestos flooring from Cloud 9. Several options were looked into and discussed. The removal of the floor as opposed to covering it up was determined to be the best option. Motion by Mr. Davidson to approve the estimate for removal of the asbestos flooring for \$16,000. Motion seconded by Mr. Fuesting. Upon roll call vote, 5 yes, motion passed. Mr. Vadeboncoeur reviewed the quote from Rahn Equipment for the new mower, a 12'range Hustler Super 104. Brief discussion ensued. Motion by Mr. Day to purchase the mower for \$25,024.04, motion seconded by Mr. Fuesting. Upon roll call vote, 5 yes, motion carried.

9 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 despite the COVID 19 closure. Brief discussion ensued. No action taken.

Agenda Item 10 – Office Manager's Report – Possible Action Items

Ms. Salonen noted receivables were stable. Brief discussion ensued.

Agenda Item 11 – Personnel Matters/Potential New Hire Asst. Manager/Office Manager – Possible Action Item
Mr. Myers noted the committee that was established to fill this position had reviewed applicants and felt they had determined the most qualified person to fill the position. He stated an executive session was in order.

Agenda Item 12 – 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.....

Motion by Mr. Vincent to go into Executive Session for agenda item 12 C. Motion seconded by Mr. Fuesting. Upon roll call vote, 5 yes, motion carried.

Motion by Mr. Davidson to go out of Executive Session for agenda item 12 C. Motion seconded by Mr. Day. Upon roll call vote, 5 yes, motion carried. Motion by Mr. Vincent to hire Sheryl L. Tingley for the position of Asst. Manager/Office Manager at \$45,000 annual salary, 90 day probationary period and 1 week vacation to start. All other provisions shall be according to the airports Personnel Policy. Motion was seconded by Mr. Fuesting. Upon roll call vote, 5 yes, motion carried.

Agenda Item 13 – Lease Agreements to Renew: a) Aero Charter/Aerial Crop Solutions b) FBO Midwest Aero

Brief discussion ensued regarding the lease agreements. It was determined that the more time was needed to review the original agreements by the commissioners and by Mr. Davis. Motion by Mr. Vincent to table the agreements for renewal, motion seconded by Mr. Day. All answered in favor, motion passed by acclamation.

Agenda Item 14 – Committee Reports – Possible Action Items

- a) Building & Grounds (Day) – Mr. Day had spoken to Mr. Vadeboncoeur about some fencing issues he noticed and were taken care of. Mr. Day noted that Bilco's hanger roof is still leaking in some areas. Mr. Vadeboncoeur stated Sentry Roofing had been out to take pictures of the damage and repair it. Mr. Day noted this was at a different location on that roof. Discussion ensued on maintenance issues that are not brought to management's attention through organized means. Discussed a request form, something in writing so that management is aware of building/grounds issues. Motion by Mr. Myers to develop a Maintenance Request Form to submit to the airport office for management to document maintenance items that need addressed and these request forms will be made a part of the manager's monthly report. Motion seconded by Mr. Davidson. **AMENDED 6/16/20 Mr. Vincent made the motion.** All answered in favor, motion passed by acclamation.
- b) Operations (Davidson) – Discussion ensued regarding runway and ramp inspections and clean up after mowing the area. Mr. Davidson noted the runway inspections done daily need to pay closer attention to debris on them and removal of any debris. He stated those runway inspections should include the sod runway as well. Markers for the sod runway were addressed and Mr. Vadeboncoeur noted Ribbe Construction will be here when the weather permits. It was noted that rollers on hangar doors should be included in regular inspections of the property. No action taken.
- c) Promotions & Flight Training (Fuesting) – Mr. Fuesting stated he will be happy to hear from Mr. Kizer on his flight training experience. He noted he would get with him and share the information and contacts he has from his prior research done on a flight club or school at the airport. No action taken.
- d) Special Events (Vincent) – No report.

Agenda Item 15 - Commissioners Comments

Mr. Myer discussed his conversation with one of the crew about placing a storage building by the maintenance shop to help with storage of equipment. He said a bathroom could be installed for the tenants to use. Discussion ensued regarding building a large steel hangar in the future and the huge asset that could be on the airport property to house transient pilots, flight school, events, to name a few. It was noted that we do have some hangar space for Mr. Kizer to use.

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 16th day of June, 2020