

# Vermilion Regional airport Authority

## Meeting Minutes

April 18th, 2023

### 1. Call to Order

Meeting called to order by Chairman Jonatan Myers at 4:00 p.m.

### 2. Pledge of Allegiance and Movement of Silence observed

### 3. Roll Call

-All board members present in person.

- Vicky Brown
- Craig Davidson
- Steve Foster
- Gardner Peck
- Jonathan Myers

### 4. Audience Comments

- Vince Koers: Mentioned to the board that the BMI Airport was changing their tax structure to include up to 30 townships thus expanding their tax base. This was from a third attempt to a bill sponsored by Chris Welsh. He believes that this may be a template for us if we choose to in our future.

### 5. Adoption or Amendment to Agenda

-Motion made by Gardner Peck to adopt agenda with no amendments. Seconded by Steve Foster. Motion carried 5-0.

### 6. Approval of Minutes

a. - Steve Foster amended the March 16, 2023 Special meeting Minutes 9c, to include his reason for voting No on the Interim Managers Service Agreement Contract because the Interim Manager and Legal Counsel were not in attendance.

-Motion made by Steve Foster to adopt amended minutes. Seconded by Gardner Peck. Motion carried 5-0.

b. - March 21st, 2023 regular meeting minutes will be up for approval or amendment on our next meeting.

### 7. Treasurer's Report

- Gardner Peck reviewed and went over March financials and reported nothing out of the ordinary.

- Motion to approve March financials by Steve Foster. Seconded by Vicky Brown. Motion carried 5-0.

7. b - FBO Report.

- no comments made.

8. Approve Personnel Actions. [Office Manager hire.]

-Motion to approve hire of Tract Van Duyn as Office Manager made by Gardner Peck. Seconded by Steve Foster. Motion carries 5-0.

9. Appoint Authorized IMRF Agent.

-Motion made by Vicky Brown to approve Tracy Van Duyn as authorized IMRF agent. Seconded by Steve Foster. Motion carries 5-0.

10. Approve Bank Signors.

- Currently, signors are Gardner Peck and Craig Davidson. Motion was made to remove Craig Davidson from list of signors and add Steve Foster and Tracy Van Duyn as signors by Gardner Peck. Seconded by Vicky Brown. Motion carries 5-0.

11. Approve bid spec for airfield crack routing, filling, and sealing.

- RFP was explained to board by interim manager Rod Hightower with the expectation of cost to be around \$80,000. The RFP was later amended to include the large gaps and cracks at the base of our hangars. This would most likely increase the projected cost to approximately \$100,000. The absolute necessity of the project for the preservation of our ramps and facilities was discussed. The motion to accept the RFP was made by Steve Foster. Seconded by Vicky Brown. Motion carries 5-0.

12. Approve bid specs for fueling apron repair and striping.

-RFP for fueling apron explained and repairs necessary due to failure of pavement and holes left from previous tie down locations was presented by interim airport manger Rod Hightower. The relocation of striping was explained to accommodate congestion observed at the fuel pump and the inability to handle larger twin engine aircraft. The new specification should solve these issues. The estimate for the RFP was \$20,000. Motion to accept the RFP was made by Gardner Peck. Seconded by Steve Foster. Motion carries 5-0.

13. Approve specs for airfield painting and striping.

- RFP was explained by interim airport manager Rod Hightower. The need being that we were listed as deficient in our last 5210 inspection by the FAA. The timing to reduce the impact of runway/ taxiway closures was discussed. The required time for the paint to cure is approximately three days depending on ambient conditions. The time line for completion is to occur while taxiway alpha painting project is here to reduce costs. To reduce the impact on our Part 135 freight operator the plan is to paint runway 3/21 last, over a weekend ,so as not impact their operations which are vital to the community. The cost estimate is \$130,000 to \$ 140,000. A discussion ensued about the absolute need for the deficient striping and markings and the reduction to safety that has occurred and the importance to rectify the issue. A motion was made to accept the RFP by Vicky Brown. Seconded by Gardner Peck. Motion carried 5-0.

14. Approve bid specs for taxiway alpha connector.

- RFP was explained by interim airport manager Rod Hightower. The material costs has come down somewhat so that the contractor believes that we can have the connector completed to FAA spec vs IDOT spec at the same price of \$250,000. This would be beneficial to the contractor so as to not have to transport and use two different types of aggregate. Gardner Peck and Jonathan Myers posed the question of what our saving might be if we maintained our IDOT specification to the connector. Rod Hightower will meet with CMT and Cross Construction to see if any savings would ensue. The IDOT highway spec material costs are estimated to be in the neighborhood of \$120,000. A motion was made by Steve Foster to accept the RFP with the IDOT material cost to be investigated. Seconded by Gardner Peck. Motion carries 5-0.

15. Possible Board approval to trade current heavy duty trailer for a more useable unit.

- Interim airport manager Rod Hightower explained the issues with our almost new heavy duty trailer purchased by our previous airport manager. The current unit is unable to load mowers and items without modification and when loaded would exceed the towing weight capacity of our newest heavy duty pickup truck. Motion to approve trade for a more appropriate trailer was made by Craig Davidson. Seconded by Vicky Brown. Motion carries 5-0.

16. Mangers Report.

- Interim airport manager Rod Hightower gave his manger report. The search continues for a full-time airport manger with applicants having been interviewed over the phone. The current top three were discussed. The airports communications continue to be very problematic with ATT no showing three times and VIASAT no showing twice. The process continues to establish reliable phone and internet. Community engagement was discussed concerning Cheeseburger Night at the airport. Also Rod's interaction with the publisher, and editor of the Commercial News.

17. Executive session was called to discuss possible litigation.

18. Commissioner's Comments. Craig Davidson brought to the boards attention the upcoming meeting to revitalize the EAA chapter that will occur on Sunday May 7 at 2-4p.

Adjournment.

- Motion to adjourn made by Davidson. Seconded by Steve Foster. Motion carries 5-0.