

MINUTES OF THE REGULAR MEETING OF COMMISSIONERS
OF THE KANKAKEE VALLEY AIRPORT AUTHORITY
March 14, 2016

Call to Order: The regular meeting for the month of March of the Board of Commissioners of the Kankakee Valley Airport Authority was called to order at 5:05 p.m. on Monday, March 14, 2016 in the Board Room of the Robert B. Glade Terminal Building at the Greater Kankakee Airport, Kankakee, Illinois. Present: Commissioners Wilder, Glade, Jacobi, and Kuntz. Also present: Victoria Ruble, Airport Manager, Pamela A. Rose, Airport Office Manager, and Attorney Michael Donahue. Call Ins: Commissioner Payne. Absent: Commissioner Langlois. Visitors: Mr. Jeff Benoit from Elite Flight Training. A quorum was present.

Minutes: The minutes from the regular monthly meeting on February 8, 2016 were reviewed. A motion was made by Commissioner Jacobi and seconded by Commissioner Kuntz to accept the minutes as presented. On roll call the following voted aye: Commissioners Wilder, Glade, Payne, Jacobi, and Kuntz. Nays: none. Motion carried.

Public Comment: No comments at this time.

New Business:

- Hangar Rent: Airport Manager Ruble discussed hangar rents. A brief discussion followed. A motion was made by Commissioner Jacobi and seconded by Commissioner Kuntz to increase the t-hangar permit rents by \$20.00 a month effective May 1, 2016. On roll call the following voted aye: Commissioners Wilder, Glade, Payne, Jacobi, and Kuntz. Nays: none. Motion carried.
- Exec 1 Roof: Chairman Wilder reported on the Exec 1 roof repairs or replacement. Following a brief discussion it was decided to table the discussion until the next monthly board meeting in April.
- FAA Lease: Airport Manager Ruble reported that the FAA lease is up for renewal soon. The tenant has requested a lower rate of \$14.00 per square foot as advertised on the internet. A brief discussion followed. No decision was made at this time.
- National Guard: Airport Manager Ruble reported that the fire department has done the initial walk through and they are pleased with everything to date. The Guard should have full staff by February 2017.

Manager's Report:

- Solar Project: Airport Manager Ruble discussed the meeting she had with Ms. Lisa Wogan from Economic Alliance, Mr. Tim Wilhelm from Kankakee

Community College, and Mr. Rick Todd. Kankakee Community College has expressed interest in this project and grants are currently being researched.

- RFP for Strategic/Marketing Plan: Airport Manager Ruble reported she is currently creating an RFP to develop a Strategic and Marketing Plan for the Airport. Ms. Ruble is working with Ms. Lisa Wogan from Economic Alliance. A rough draft was presented for review. No decision was made at this time.
- Landscaping/Signage: Airport Manager Ruble reported that part of the goals and objectives for the upcoming year is that an airport beautification plan be created by May 2016. Several landscaping projects will be completed throughout the airport, including behind the terminal, the FBO hangar, and the entrance sign. The estimated cost will be \$1,000.00, as most work will be completed by the staff. Replacing the sign at R45/52 was discussed. No decision was made at this time.
- Pause for Patriotism: Airport Manager Ruble reported that the Pause for Patriotism event will be hosted here at the airport on Saturday May 21, 2016. Ms. Ruble is working with Mr. Jeff Benoit from Elite Flight Training to include a fly-in on the same day. A press release will be issued next week.

Bills Presented: The bills were presented to the board for February 9 - March 14, 2016 in the amount of \$ 69,939.74. Commissioner Kuntz moved and seconded by Commissioner Jacobi to approve the bills be paid. On roll call the following voted aye: Commissioners Wilder, Glade, Jacobi and Kuntz. Abstain: Commissioner Payne. Nays: none. Motion carried

Accounts Receivable: The Accounts Receivables were reviewed. Following a discussion concerning the State of Illinois-Department of Military still owing us payment, several questions were raised. Airport Manager Ruble will research and report the findings at the next board meeting.

Financial Statements: Airport Manager Ruble discussed the monthly financial statements.

Old Business:

- Goals Reviewed: Commissioner Kuntz mentioned that goals had been set for Airport Manager Ruble and suggested a quarterly report be reviewed.
- Farmland: Attorney Donahue reported on the update concerning this issue. A brief discussion followed. No decision was made at this time.
- LaCost Hangar: Airport Manager Ruble reported on the update on this issue. Currently there is no airplane in the hangar. It was agreed upon by the Commissioners that we honor the agreement of a one year lease at \$350.00 per month and inform Mr. LaCost.

Executive Session: There was no reason for executive session at this time.

Open Discussion:

- Airport Manager Ruble reported that a new sign for the airport at Exit 308 may be in the works. More research is needed on the new sign. No decision needed at this time.
- Airport Manager Ruble reported that a proposal was received from Hawk Management to remove and replace windows in the southeast classroom in the amount of \$2,834.00. After a brief discussion, Commissioner Glade moved and seconded by Commissioner Kuntz to approve the work be completed. On roll call the following voted aye: Commissioners Wilder, Glade, Payne, Jacobi and Kuntz. Nays: none. Motion carried.

Next Meeting: The next board meeting will be on Monday April 11, 2016 at 5:00pm.

Adjournment: There being no further business, Commissioner Kuntz moved and seconded by Commissioner Glade to adjourn the meeting at 6:03pm.

Signature: _____