

MINUTES OF THE REGULAR MEETING OF COMMISSIONERS
OF THE KANKAKEE VALLEY AIRPORT AUTHORITY

April 11, 2016

Call to Order: The regular meeting for the month of April of the Board of Commissioners of the Kankakee Valley Airport Authority was called to order at 5:02 p.m. on Monday April 11, 2016 in the Board Room of the Robert B. Glade Terminal Building at the Greater Kankakee Airport, Kankakee, Illinois. Present: Commissioners Glade, Payne, Langlois, Jacobi, and Kuntz. Also present: Victoria Ruble, Airport Manager, Pamela A. Rose, Airport Office Manager, and Attorney Michael Donahue. Call Ins: Commissioner Wilder. Visitors: Mr. Jeff Benoit from Elite Flight Training. A quorum was present.

A motion was made by Commissioner Jacobi and seconded by Commissioner Kuntz to elect Commissioner Glade as Chairman Pro Tem. On roll call the following voted aye: Commissioners Glade, Payne, Langlois, Jacobi and Kuntz. Nays: none. Motion carried

Minutes: The minutes from the regular monthly meeting on March 14, 2016 were reviewed. A motion was made by Commissioner Jacobi and seconded by Commissioner Kuntz to accept the minutes as presented. All in favor say aye. Nays: none. Motion carried.

Public Comment: Mr. Jeff Benoit from Elite Flight Training discussed the option of paying cash for fuel with a two or three percent discount rather than using the credit card. Additional research is required. No decision was made at this time.

New Business:

- Health Insurance Renewal: Airport Manager Ruble presented a new proposal for employee health insurance which is due June 1, 2016. No decision was made at this time.
- Quarterly Review: Commissioner Kuntz provided an update on the goals and objectives for Airport Manager Ruble. Chairman Wilder will meet with Ms. Ruble to discuss update and incorporate any new ideas for the next quarter.
- National Guard: Airport Manager Ruble reported that the National Guard will be refocusing the project due to unreleased state funding. Areas covered under federal funding will continue. The building will be climate control in case of work stoppage.

Manager's Report

- Solar Project: Airport Manager Ruble that she is waiting on a progress report from Mr. Rick Todd regarding the status on the project.

- RFP for Strategic/Marketing Plan: Airport Manager Ruble reported that an RFP for the Strategic and Marketing Plan has been created and will be reviewed, then submitted to Attorney Donahue for review. Budget and timing of the project will need to be discussed.
- Pause for Patriotism: Airport Manager Ruble reported that Pause for Patriotism will be held in conjunction with our annual fly-in. We will be co-hosting the event with Elite Flight Training. All arrangements have been made to make this year a successful event. Flyers have been passed around town and to the Board Members.
- TIPs: Airport Manager Ruble reported that she has had several meetings between the airport, engineers, and the Division of Aeronautics regarding TIPs projects. The crack sealing and repair projects had gone to bid unsuccessfully for the second year. The scope of the project has been readjusted to include larger rehabilitation projects. The fencing project is still in question with the FAA.

Bills Presented: The bills were presented to the board for March 12 - April 11, 2016 in the amount of \$ 41,479.87. Commissioner Jacobi moved and seconded by Commissioner Langlois to approve the bills be paid. On roll call the following voted aye: Commissioners Glade, Payne, Langlois, Jacobi and Kuntz. Nays: none. Motion carried

Accounts Receivable: The Accounts Receivables were reviewed. Following a discussion concerning the State of Illinois-Department of Military owing for the fiscal year 2014 invoice, it was agreed upon by the Commissioners to have Attorney Donahue start the process to file paperwork with the Court of Claims for payment.

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

Old Business:

- Ground Repair: Commissioner Langlois discussed a few security concerns including lighting and the east gate not working properly. Airport Manager Ruble will request quotes for gate repairs and present them at the next meeting. Ms. Ruble will have any lights that are out be replaced.
- Farmland: Commissioner Jacobi reported on her finding of the cost of seeds, planting, and harvesting. After a brief discussion a motion was made by Commissioner Jacobi and seconded by Commissioner Payne to have Attorney Donahue offer Mr. Joseph Flanigan \$19,000.00 to cover loss of farmland income. On roll call: All in favor say aye. Nays: none. Motion carried.

- Exec Roof 1: Chairman Wilder presented the need to issue an RFP for an architect to bid on the required repairs on the roof. Commissioner Langlois will submit a general description of the required work to Airport Manager Ruble to include in the RFP.
- FAA Lease: Airport Manager Ruble reported that the FAA has agreed to a 5 year lease agreement pending on cost of square footage. After a brief discussion, Ms. Ruble will inform them of the cost starting at \$14.00 per square foot with a two percentage increase for each year thereafter.
- National Guard: Has been previously discussed.

Executive Session: No executive session was needed.

Open Discussion: Airport Manager Ruble and Chairman Wilder had a meeting with Mr. Jeff Benoit from Elite Flight Training to include the Big Blue Hangar into his current lease starting May 1, 2016. Following a brief discussion a motion was made by Commissioner Langlois and seconded by Commissioner Jacobi to add Big Blue to the current lease.

Next Meeting: The next meeting will be Monday May 09, 2016.

Adjournment: There being no further business, a motion was made by Commissioner Payne and seconded by Commissioner Kuntz to adjourn the meeting at 6:10pm.