

MINUTES OF THE REGULAR MEETING OF COMMISSIONERS  
OF THE KANKAKEE VALLEY AIRPORT AUTHORITY  
April 10, 2017

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 5:00 p.m. on Monday April 10, 2017 in the Board Room of the Robert B. Glade Terminal Building at the Greater Kankakee Airport, Kankakee, Illinois. Present: Commissioners Wilder, Payne, Glade, Jacobi, and Kuntz. Also, present: Jeff Benoit, Airport Manager, Pamela A. Rose, Airport Office Manager, and Gary Ratcliff, Line Service Supervisor, Attorney Michael Donahue. Visitors: Rende Langlois, Kyle Kraetzer. A quorum was present.

Approval of Minutes: The minutes from the regular monthly meeting on Monday, February 13, 2017, were reviewed. There were no minutes for the month of March due to meeting cancelled. A motion was made by Commissioner Glade and seconded by Commissioner Payne to accept the minutes as presented. On roll call the following voted aye: Commissioners Wilder, Payne, Glade, Kuntz, and Jacobi. Nays: none. Motion carried.

Public Comment: Mr. Kyle Kraetzer stated that he was the county appointee to the board and introduced himself to the board members. Commissioner Glade stated the Mr. Chuck Rusk has passed away and had done a lot for the airport and would like to see if a memorial could be placed on the grounds.

New Business:

- Billboard 57: Jeff Benoit, Airport Manager discussed the lease renewal for Key Outdoor. Following a brief discussion it was decided to increase the monthly rent for sign structure and Key Outdoor could take over the revenue from the South sign.
- Bee Hives: Jeff Benoit presented a proposal from Mr. Mark Hodak to install several beehives on airport property. Following a brief discussion it was agreed not to accept the proposal.
- Employee Insurance Renewal: Jeff Benoit presented the employee insurance renewal. Following a brief discussion, Commissioner Payne motioned and seconded by Commissioner Jacobi to remain with Blue Cross/Blue Shield. On roll call the following voted aye: Commissioners Wilder, Payne, Glade, Kuntz, and Jacobi. Nays: none. Motion carried.
- Wildlife Hazard Management Plan: Jeff Benoit discussed the plan from the Wildlife Study. After a brief discussion it was agreed by all members for Jeff Benoit to sign and return the plan as presented.

#### Manager's Report:

- Hangar/Facility Fee Report: Jeff Benoit discussed the hangar/facility fees to date.
- VOR Decommission: Jeff Benoit discussed the possibility of the decommission of the IKK VOR.
- Farm Land Lease Renewal: Jeff Benoit discussed the upcoming renewal of the farm land lease.
- Upcoming Fiscal Year Audit: Jeff Benoit discussed the upcoming audit with the end of the fiscal year. Jeff will contact Carmen Huizenga from SKD&O to check on the status of the engagement letter to perform the audit.

Upcoming Events: Jeff Benoit discussed the upcoming events for the airport which are as follows:

- May 20, 2017 – Fly-In/Pancake Breakfast – Pause for Patriotism
- July 19 – 23, 2017 – Air Power History Tour

#### Bills Presented:

- March Bills: The bills were presented to the board for February 14 – March 13, 2017. A motion was made by Commissioner Payne and seconded by Commissioner Jacobi to approve the bills in the amount of \$29,062.99. On roll call the following voted aye: Commissioners Wilder, Payne, Glade, Kuntz, and Jacobi. Nays: none. Motion carried.
- April Bills: The bills were presented to the board for March 14 – April 10, 2017. A motion was made by Commissioner Jacobi and seconded by Commissioner Kuntz to approve the bills in the amount of \$40,372.86. On roll call the following voted aye: Commissioners Wilder, Payne, Glade, Kuntz, and Jacobi. Nays: none. Motion carried.

Accounts Receivable: Jeff Benoit discussed the Accounts Receivables for the months of February and March.

Financials Statements: Commissioner Payne discussed the financial statements for the months of November and December 2016, and January and February 2017, with the focus on February 2017.

#### Old Business:

- Yearly Hangar Discount/Credit Card Fee: Jeff Benoit discussed the hangar discount which will remain in effect. Following a discussion, a motion was made by Commissioner Glade and seconded by Commissioner Jacobi to approve a three (3%) percent processing fee for tenants paying by credit card. On roll call the

following voted aye: Commissioners Wilder, Payne, Glade, Kuntz, and Jacobi.  
Nays: none. Motion carried.

- Case Tractor: Jeff Benoit presented and discussed the quote from Stoller to repair the tractor. Following a brief discussion, a motion was made to accept the bid in the amount of \$5,046.48 by Commissioner Kuntz and seconded by Commissioner Jacobi. On roll call the following voted aye: Commissioners Wilder, Payne, Glade, Kuntz, and Jacobi. Nays: none. Motion carried.
- LaCost Hangar Renewal: Jeff Benoit discussed the response from Mr. LaCost concerning the hang rent increase. It was agreed by all board members to remain with the original plan to bring this to current market value at the end of the current lease permit.
- I.C.E. Project: Jeff Benoit discussed the update on the project. More information has been requested for the next board meeting.

A motion was made by Commissioner Jacobi and seconded by Commissioner Payne to move into Executive Session.

A motion was made by Commissioner Jacobi and seconded by Commissioner Kuntz to move to open session. On roll call, Commissioners Wilder, Payne, Glade, Kuntz, and Jacobi were present.

Executive Session: During Executive Session, the following topics were discussed, 1) compensation and performance evaluations for employee personnel and 2) the retention of an airport attorney. No decisions were made at this time.

Open Discussion: Commissioner Kuntz asked for an update concerning the National Guard tie-in to connecting the taxiway. Commissioner Payne asked for an update on when the fence project will begin which goes out for bid in June.

Next Meeting: Monday May 8, 2017 at 5:00 p.m.

Adjournment: There being no further business to discuss, a motion was made by Commissioner Glade and seconded by Commissioner Kuntz to adjourn the meeting at 7:10 pm.

Signature: \_\_\_\_\_