

MINUTES OF THE REGULAR MEETING OF COMMISSIONERS
OF THE KANKAKEE VALLEY AIRPORT AUTHORITY
May 9, 2016

Call to Order: The regular meeting for the month of May of the Board of Commissioners of the Kankakee Valley Airport Authority was called to order at 5:01 p.m. on Monday May 9, 2016 in the Board Room of the Robert B. Glade Terminal Building at the Greater Kankakee Airport, Kankakee, Illinois. Present: Commissioners Wilder, Payne, Glade, Langlois, Jacobi, and Kuntz. Also present: Victoria Ruble, Airport Manager, Pamela A. Rose, Airport Office Manager, Gary Ratcliff, Line Service Supervisor, James Kammann, Maintenance Supervisor, and Attorney Michael Donahue. Visitors: Mr. Jeff Benoit from Elite Flight Training. A quorum was present.

Minutes: The minutes from the regular monthly meeting on April 11, 2016 were reviewed. A motion was made by Commissioner Payne and seconded by Commissioner Jacobi to accept the minutes as presented. All in favor say aye. Nays: none. Motion carried.

Public Comment: There was none at this time.

New Business:

- Reorganization: Chairman Wilder stated that it being the month of May it is time to reorganize and elect new officers and stepped down.
Chairman Pro Tem: Commissioner Kuntz motioned and seconded by Commissioner Payne to elect Commissioner Glade as Chairman Pro Tem. All in favor say aye. Nays: none. Motion carried.
Commissioner Jacobi motioned and seconded by Commissioner Kuntz to retain the same officers in their current positions. The positions are as follows:
Chairman: Commissioner Wilder, Treasurer: Commissioner Payne, and Secretary: Commissioner Kuntz. All in favor say aye. Nays: none. Motion carried.
- Exec Row 1 Roof Architect Selection: Airport Manager Ruble reported that the airport had put a bid out for an architect for the project. Four (4) architects have turned in bids. Upon review and discussion, Commissioner Glade motioned and seconded by Commissioner Langlois to accept the bid from JH2B to be the architect. All in favor say aye. Nays: none. Motion carried.
- Yearly Audit Engagement Letter: Airport Manager Ruble reported the Engagement Letter was received from SKD&O, P.C to do the annual fiscal year audit. After a brief discussion Commissioner Payne motioned and seconded by Commissioner Jacobi to approve SKD& O, P.C. do the audit not to exceed \$7,000.00.

- Quarterly Review: Commissioner Kuntz reported that Chairman Wilder and Commissioner Kuntz met with Airport Manager Ruble today to discuss the quarterly review. An email will be sent to all Commissioners for their review.

Manager's Report:

- Maintenance Organization: Airport Manager Ruble reported that in order to better organize this department; Ms. Ruble has implemented several new documents to be completed on a daily and weekly basis. All full-time employees have been requested to submit weekly reports.
- Airport Repair Priority List: Airport Manager Ruble reported that a document has been created to include all of the repairs needed at the airfield by location and repairs needed.
- Landside Drainage/Pavement Repairs: Airport Manager Ruble reported that several repairs in various locations are needed on the landside area of the airport. Victoria received 2 quotes. No decision was made at this time.
- Solar Project: Airport Manager Ruble reported on the current development of this project. Currently waiting on additional information. Mr. Rick Todd will be attending the June meeting to give a presentation and answer any additional questions.
- RFP for Strategic/Marketing Plan: Airport Manager Ruble reported that the final draft for the RFP is completed and ready for final review. After a brief discussion no further action was taken.
- National Guard: Airport Manager Ruble reported the Department of Military Affairs is continuing with the project and has been discussing the refocusing of the work to be done through August. Attorney Donahue discussed the current status of filing in the Court of Claims.
- Fencing Project: Airport Manager Ruble reported that the fencing project will be officially put on the July letting schedule and work will begin this summer or fall. Project details are available for review. Ms. Ruble also reported that the FAA is no longer funding electronic and motorized gate operators with AIP projects, but will fund manually operated gates. The airport will need to purchase gates once the project begins around the terminal area. The new gate operator for the East gate has been installed and working properly.
- Lighting Upgrade Quote: Airport Manager Ruble reported that Amelco has submitted a quote to upgrade all the lighting at the airfield to the newer efficiency systems. Following a brief discussion, no decision was made at this time. Topic of discussion to be re-visited.
- Pause for Patriotism/Flyin: Airport Manager Ruble reported that there have been several meetings with Pause for Patriotism to plan for the upcoming event.

Several vendors will be involved and activities are planned throughout the day. The car show is expected to have a tremendous turn out. Some of the activities planned for the day are as follows; the local fire departments will have several apparatus displays, extrication demonstrations, and a smoke house. The State Police will have their roll over car for a demonstration. Tenants and other pilots are expected to attend the fly-in.

Bills Presented: The bills were presented to the board for April 12 - 30, 2016 (end of fiscal year) in the amount of \$34,242.95 and for May 1 - 9, 2016 in the amount of \$10,920.86 for a grand total of \$45,163.81. A motion was made by Commissioner Langlois and seconded by Commissioner Jacobi to approve the bills be paid as presented. On roll call the following voted aye: Commissioners Wilder, Payne, Glade, Langlois, Jacobi and Kuntz. Nays: none. Motion carried.

Accounts Receivable: Airport Manager Ruble reported on the status of the Accounts Receivables.

Financial Statements: Airport Manager Ruble reported on the financial statements for the month of April. A question was raised concerning the amount of \$11,152.00 which will be researched.

Old Business:

- **Farmland:** Attorney Donahue reported that the offer of \$19,000.00 was accepted by Mr. Joseph Flanigan. Payment will be processed.
- Attorney Donahue will proceed in filing a claim with the Court of Claims for the State of Illinois - Department of Military for payment of fiscal year 2014 invoice in the amount of \$9,800.00.
- **FAA Lease:** Airport Manager Ruble reported that the FAA has presented a counter offer of \$14.57 per square foot over a 5 year lease. Following a brief discussion Commissioner Kuntz motioned and seconded by Commissioner Langlois to accept the FAA counter proposal for the lease renewal. All in favor say aye. Nays: none. Motion carried.
- **Fuel Discount:** Airport Manager Ruble reported the proposed fuel discount that Mr. Jeff Benoit from Elite Flight Training presented at the last board meeting. After a brief discussion Commissioner Glade motioned and seconded by Commissioner Langlois to accept the proposed split 2.10% to Mr. Benoit and 1.14% to the airport. All in favor say aye. Nays: none. Motion carried.
- **Health Insurance:** Airport Manager Ruble discussed the renewal of the health insurance for full time employees. Commissioner Payne motioned and seconded by Commissioner Glade to accept the Blue Cross Blue Shield Plan G510 PPO. All in favor say aye. Nays: none. Motion carried.

Executive Session: No executive session was needed.

Open Discussion:

- Attorney Donahue asked the board members if they would like him to intervene on the court proceeding with Rotors and Wings in regards to 2 planes that the airport is currently holding in Hangar I - 99. After a brief discussion a motion was made by Commissioner Payne and seconded by Commissioner Glade to have Attorney Donahue move forward on this matter to collect hangar rent and any fees involved.
- Commissioner Langlois stated that he was glad to see Maintenance Supervisor Jim Kammann and Line Service Supervisor Gary Ratcliff at the meeting to be able to input any new or additional information.

Next Meeting: Monday June 13, 2016 at 5:00 pm.

Adjournment: There being no further business, a motion was made by Commissioner Langlois and seconded by Commissioner Kuntz to adjourn the meeting at 6:45pm.

Signature: _____