

MINUTES OF THE REGULAR MEETING OF COMMISSIONERS
OF THE KANKAKEE VALLEY AIRPORT AUTHORITY
May 8, 2017

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 5:00 p.m. on Monday May 8, 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, Kuntz, and Kraetzer. Also, present: Jeff Benoit, Airport Manager, Pamela A. Rose, Airport Office Assistant, and Gary Ratcliff, Line Service Supervisor. Visitors: Rende Langlois, Suzie Werner, and Nicole Lyon from Homestar Insurance. A quorum was present.

Approval of Minutes: The minutes from the regular monthly meeting on Monday, April 10, 2017, were reviewed. 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, Jacobi, and Kraetzer. Nays: none. Motion carried.

Public Comment: There was none at this time.

New Business:

- Annual Election of Officers: Chairman Wilder stated it is time for the Annual Election of Officers and at this time Chairman Wilder stepped down.
- Election of Chairman Pro Tem: Commissioner Jacobi 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 Wilder 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.
- Yearly Audit Engagement Letter: Jeff Benoit 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 \$8,000.00 and present report in July or August.
- Health Insurance: Jeff Benoit introduced Ms. Suzie Werner and Ms. Nicole Lyon from Homestar Insurance to explain some additional insurance plans. After a brief discussion, a motion was made by Commissioner Jacobi and seconded by Commissioner Kuntz to stay with our existing plan and go to 90% KVAA/10% employee contribution plan.

- Huot Oil Account: Jeff Benoit explained some concerns and presented a new process to handle fuel sales and purchases. Following a brief discussion, it was agreed to move forward with the new plan.
- Farm Land Lease: Jeff Benoit discussed the upcoming farm land lease renewal. After a brief discussion, it was agreed to move forward and place the ad.

Manager's Report

- Hangar/Facility Fee Report: Jeff Benoit provided an update on available hangars, facility fees collected, and fuel pumped for the month of April.

Upcoming Events

- May 20, 2017 – Fly-In/Pancake Breakfast – Pause for Patriotism
- Jul 19 – 23, 2017 – Air Power History Tour
- August 8 – 14, 2017 - Runway 4/22 – will be shut down for the tie-in to the National Guard.

Bills Presented: The bills were presented to the board for April 11 – 30, 2017 (end of fiscal year) in the amount of \$25,759.76 and for May 1 - 8, 2017 in the amount of \$17,988.19 for a grand total of \$43,747.95. A motion was made by Commissioner Jacobi and seconded by Commissioner Glade to approve the bills be paid as presented. On roll call the following voted aye: Commissioners Wilder, Payne, Glade, Jacobi, Kuntz and Kraetzer. Nays: none. Motion carried.

Accounts Receivable: Jeff Benoit discussed the outstanding Accounts Receivable report.

Financial Statements: Commissioner Payne discussed the financial statements with the focus on April 2017.

Old Business

- I.C.E. Project: Jeff Benoit discussed the update on this project. Jeff Benoit and Commissioner Kraetzer to set up a meeting with Representative Parkhurst to get further updates.

A motion was made by Commissioner Glade and seconded by Commissioner Kuntz to move into Executive Session.

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

Executive Session: During executive session personnel issues and organizational positions were discussed.

Open Discussion: There was none at this time.

Next Meeting: Monday June 12, 2017 at 5:00 pm

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