

MINUTES OF THE REGULAR MEETING OF COMMISSIONERS
OF THE KANKAKEE VALLEY AIRPORT AUTHORITY
July 11, 2016

Call to Order: The regular meeting for the month of July of the Board of Commissioners of the Kankakee Valley Airport Authority was called to order at 5:00 p.m. on Monday July 11, 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: Jeff Benoit, Interim Airport Manager, Pamela A. Rose, Airport Office Manager, Gary Ratcliff, Line Service Supervisor, James Kammann, Maintenance Supervisor, and Attorney Michael Donahue. Visitors: Mr. Randy Harvell, Mr. Greg Scott, Mr. David Kurtz, Benoit Aerial Spraying, and Mr. Vincent Martyn. A quorum was present.

Minutes: The minutes from the special meeting of June 8, 2016 and the regular meeting minutes of June 13, 2016 were deferred until the August 8, 2016 meeting.

Public Comment: Mr. Randy Harvell addressed the board members regarding the position of the Interim Airport Manager, Mr. Jeff Benoit and all of the staff members on their hard work and dedication towards improvements.

New Business:

- Economic Alliance: Interim Airport Manager Jeff Benoit met with Mr. Timothy Nugent and Ms. Lisa Wogan who would like to assist in promoting the airport. An invitation will be extended to the Economic Alliance to present their suggestions and comments at the August 8, 2016 meeting.
- AT&T: Interim Airport Manager Jeff Benoit discussed the issue of AT&T requiring access to the room in the FAA building. There is no lease on file. After a brief discussion, it was agreed upon not to provide access to them until we have a contact name and phone number.
- AT&T Phone bill: Following a brief discussion it was agreed that the Interim Airport Manager Jeff Benoit research various options into bundling several services together.
- Beaver Trapping: After a brief discussion it was agreed that more research needs to be done to find someone who will assist in relocating the beavers and removal of the dams.
- Benoit Aerial Spraying: Interim Airport Manager, Jeff Benoit and Mr. David Kurtz presented the update on the proposed project to be built on the airport property. Following a brief discussion, Commissioner Glade motioned and seconded by Commissioner Langlois to offer a letter of intent pending approval of all required conditions, milestones, and requirements. On roll call the following

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

- Insurance Claim: Interim Airport Manager Jeff Benoit presented a copies of a denial letter and unpaid bills from March 11, 2016 when Brenda, Jeff's assistant at Elite Flight Training fell on the sidewalk. Jeff will contact the insurance company and discuss the incident and forward any paperwork required.
- UltraLight Place (drainage problem): Interim Airport Manager Jeff Benoit presented the issue of the drainage problem at this location. After a brief discussion Commissioner Glade motioned and seconded by Commissioner Payne to accept the proposal from Tholen's in the amount of \$4,884.00.
- Cash Found: Interim Airport Manager, Jeff Benoit discussed the cash found in file cabinets. Money was deposited in the bank account.
- Prevailing Wage Ordinance: The discussion will be deferred to the August 8, 2016 meeting.

Manager's Report:

- Renewal of Quickbooks: Interim Airport Manager Jeff Benoit presented some current concerns. More research is needed and will be presented at the August meeting.
- Hangar Lease/Permit (Insurance): Interim Airport Manager Jeff Benoit discussed some concerns from several tenants regarding the coverage of a \$1,000,000.00 policy. Additional research is needed and will be reported at the August 8, 2016 meeting.
- Skydive Greater: Interim Airport Manager Jeff Benoit discussed the expired lease and reserved parking signs. Mr. Larry Knipper indicated that he would like to renew the lease. The Board of Commissioners agreed to move forward with the renewal of the lease with a 2% increase in rent and order the parking signs.
- Hangar Report: Interim Airport Manager Jeff Benoit presented a report on the availability of hangars and amount of income received for the month.
- Line Service Report: Interim Airport Manager Jeff Benoit and Line Service Supervisor Gary Ratcliff presented information regarding professional training for the line service personnel. More research is needed.
- Maintenance Department Report: Interim Airport Manager Jeff Benoit discussed several concerns regarding equipment that is becoming out of date. More research is needed.
- Fence Project: Airport Manager Jeff Benoit reported that Phase 1 of the fencing project is on the July 29, 2016 bid letting schedule.
- Bills Presented: The bills were presented to the board for June 14 - July 11, 2016 in the amount of \$ 43,362.91. A motion was made by Commissioner Jacobi and seconded by Commissioner Payne 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: The Accounts Receivables were discussed.

Financial Statements: Commissioner Payne discussed the monthly financials.

Old Business:

- People Etc (Lease approved): Interim Airport Manager Jeff Benoit discussed the update on the renewal of the lease. A new lease/addendum will be prepared and presented for signatures.
- Farmland: Attorney Donahue discussed the update regarding Joseph Flanigan's reimbursement in the amount of \$19,000.00. Currently we are waiting on a signed release.
- Farmland: The previous discussion of the farmland that was presented for sale to the Airport Authority is currently not for sale however, may be available for purchase at a later date.
- National Guard: Interim Airport Manager Jeff Benoit reported the project is moving forward and that Wings F and G should be ready to break ground within the near future. More information will be emailed to all board members.
- Landside Repairs (Drainage, manholes, culverts): Interim Airport Manager Jeff Benoit presented documents and quotes for repairs. Following a brief discussion a motion was made by Commissioner Payne and seconded by Commissioner Langlois to accept the bid from Oakwood Enterprises, Inc. in the amount of \$20,613.00, or less if possible. On roll call the following voted aye: Commissioners Wilder, Payne, Glade, Langlois, Jacobi and Kuntz. Nays: none. Motion carried.

A motion was made by Commissioner Glade and seconded by Commissioner Kuntz to move to Executive Session. A motion was made by Commissioner Glade and seconded by Commissioner Payne to move to open session.

Executive Session: During Executive Session personnel issues were discussed.

Open Discussion: None at this time.

Next Meeting: Monday August 8, 2016

Adjournment: A motion was made by Commissioner Glade and seconded by Commissioner Langlois to adjourn the meeting.