

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

August 8, 2016

Call to Order: The regular meeting for the month of August of the Board of Commissioners of the Kankakee Valley Airport Authority was called to order at 5:01 p.m. on Monday August 8, 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: Ms. Brenda Grace of Elite Flight Training, Mr. David Kurtz, Benoit Aerial Spraying, A quorum was present.

Minutes- June 8, 2016: The minutes from the special meeting June 8, 2016 were reviewed. A motion was made by Commissioner Glade and seconded by Commissioner Payne to accept the minutes as presented. All in favor say aye. Nays: none. Motion carried.

Minutes - June 13, 2016: The minutes from the regular meeting of June 13, 2016 were deferred until the September 12, 2016 meeting.

Minutes - July 8, 2016: The minutes from the regular monthly meeting on July 11, 2016 were reviewed. A motion was made by Commissioner Langlois and seconded by Commissioner Jacobi to accept the minutes as presented. All in favor say aye. Nays: none. Motion carried.

Public Comment: Ms. Brenda Grace from Elite Flight Training and Hawk Management spoke on behalf of Mr. Jeff Benoit for the Airport Manager position.

Mr. Gary Ratcliff, Line Service Supervisor, spoke on behalf of Mr. Jeff Benoit for the Airport Manager position.

New Business:

- **Prevailing Wage Ordinance:** Following a brief discussion, Commissioner Glade motioned and seconded by Commissioner Payne to approve the Prevailing Wage Ordinance as presented. On roll call the following voted aye: Commissioners Wilder, Payne, Glade, Jacobi, and Kuntz. Nays: none. Motion carried.
- **Facility/Ramp Fees:** Interim Airport Manager Jeff Benoit discussed the facility/ramp fees. This will help increase fuel sales. Following a brief discussion Commissioner Jacobi motioned and seconded by Commissioner Glade to accept the fees as presented. The new fees will be effective September 1, 2016.

- Randy Harvell Proposal: Interim Airport Manager Jeff Benoit presented a written proposal from Mr. Randy Harvell. After a brief discussion the decision was not to accept the proposal.

Manager's Report

- Cracked windshield: Interim Airport Manager Jeff Benoit discussed the concerns about the safety of the courtesy cars. After a brief discussion it was decided more research is needed at this time.
- Auditor's Report - Update: Interim Airport Manager Jeff Benoit discussed the progress of the audit report. Ms. Carmen Huizenga will be at the September meeting to present the findings.
- 60 Day Progress: Interim Airport Manager presented a brief summary of the progress, accomplishments, and findings during the past 60 days.

Bills Presented:

- The bills were presented for review. A brief discussion followed concerning what fund to use to draw money for the repairs to Executive 1 Roof repairs should be used. Commissioner Payne motioned and seconded by Commissioner Glade to use the Capital Projects Fund for this expense. All in favor say aye. Nays: none. Motion carried.
- The bills were presented to the board for July 12 - August 8, 2016 in the amount of \$ 129,330.81. Commissioner Payne moved and seconded by Commissioner Kuntz to approve the bills be paid. On roll call the following voted aye: Commissioners Glade, Payne, Glade, Langlois, Jacobi and Kuntz. Nays: none. Motion carried

Accounts Receivable: The Accounts Receivables were reviewed and discussed.

Financial Statements: Commissioner Payne discussed the monthly financial statements.

Old Business:

- People Etc. Lease: Interim Airport Manager Jeff Benoit stated the new lease has been signed and delivered.
- SkyDive Greater Lease: Interim Airport Manager Jeff Benoit informed that the lease has been signed and the new fees are now in effect.
- Hangar Lease/Permit (Insurance): Interim Airport Manager Jeff Benoit will be meeting with Mr. Rob Nader and will present more information at the next meeting.
- I - 99 Hangar Update: Interim Airport Manager Jeff Benoit discussed several issues concerning this hangar. Attorney Donahue discussed the update and

progress of court proceedings. After a brief discussion, Office Manager Pamela A. Rose was asked to deposit the check that was being held.

- J. Flanigan Settlement Agreement: Interim Airport Manager Jeff Benoit stated the J. Flanigan agreement for crop loss due to construction of the National Guard helicopter facility has been signed.
- State of Illinois Dept. of Military: Interim Airport Manager Jeff Benoit stated that payment was received for the FY 2015 invoice.
- JH2B: Interim Airport Manager Jeff Benoit stated that the documents have been signed and will be mailed on Tuesday August 9, 2016.
- Benoit Aerial Spraying Update: Interim Airport Manager Jeff Benoit stated that the project is moving forward. Mr. David Kurtz stated that he is working close with the City of Kankakee to get all required documents.
- Ground Repairs: Interim Airport Manager Jeff Benoit stated that the repairs will begin later this week.
- Drainage Clean Out: Interim Airport Manager Jeff Benoit stated that he had a meeting with Oakwood to discuss the flooding problem. After a brief discussion, Commissioner Glade motioned and seconded by Commissioner Langlois to have Oakwood come out for at least a 2 day clean out, starting with 1 day to see how much can be completed at a cost of \$2,500.00 per day. On roll call the following voted aye: Commissioners Glade, Payne, Glade, Langlois, Jacobi and Kuntz. Nays: none. Motion carried
- Fence Project: Interim Airport Manager Jeff Benoit stated this was discussed previously.

It was moved by Commissioner Glade and seconded by Commissioner Payne to move to executive session. All in favor say aye. Nays: none. Motion carried.

It was moved by Commissioner Glade and seconded by Commissioner Payne to move to open session. All in favor say aye. Nays: none. Motion carried.

Executive Session: During executive session personnel issues were discussed.

Open Discussion: None at this time.

Next Meeting: Monday September 12, 2016

Adjournment: There being no further business Commissioner Jacobi motioned and seconded by Commissioner Glade to adjourn the meeting.

Signature: _____