

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

September 12, 2016

Call to Order: The regular meeting for the month of September of the Board of Commissioners of the Kankakee Valley Airport Authority was called to order at 5:01 p.m. on Monday September 12, 2016 in the Board Room of the Robert B. Glade Terminal Building at the Greater Kankakee Airport, Kankakee, Illinois. Present: Commissioners Wilder, Payne, Jacobi, and Kuntz. Also present: Jeff Benoit, Airport Manager, Pamela A. Rose, Airport Office Manager, Gary Ratcliff, Line Service Supervisor. Visitors: Mr. Ron Wright, LTC Jason Osberg, CW2 Kurt Hannemann, Ms. Carmen Huizenga, CPA, of Smith, Koelling, Dykstra & Ohm, P.C., Mr. David Kurtz of Benoit Aerial Spraying. Absent: Commissioners Langlois, Glade, and Attorney Donahue. A quorum was present.

Minutes – June 13, 2016: The minutes from the regular monthly meeting on June 13, 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.

Minutes – August 8, 2016: The minutes from the regular monthly meeting on August 8, 2016 were reviewed. A motion was made by Commissioner Jacobi and seconded by Commissioner Payne 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:

- Auditor's Report FY 2015 – 2016: Carmen Huizenga, CPA, from Smith, Koelling, Dykstra & Ohm, P.C. presented and discussed the audit report and letters to the board members. The report to the State of Illinois will be completed soon. A motion was made by Commissioner Payne and seconded by Commissioner Kuntz to accept the 2015 – 2016 FY Audit Report as presented.
- Following a brief discussion, a motion was made by Commissioner Payne and seconded by Commissioner Kuntz that any capital items as defined by General Accepted Accounting Principles would be a project that would be paid for from the Capital Projects Fund. In addition, items that are significant repairs that would exceed \$10,000 could be considered by the board to be paid from these funds as well. On roll call the following vote aye: Commissioners Wilder, Payne, Jacobi, and Kuntz. Nays, none. Motion passes

- General Fund: After a brief discussion a motion was made by Commissioner Payne and seconded by Commissioner Jacobi to approve the 2016 – 2017 General Fund Operating Budget as presented after amending the Farm Rent from \$145,500 to \$151,800. On roll call the following voted aye: Commissioners Wilder, Payne, Jacobi, and Kuntz. Nays: none. Motion carried.
- FBO Fund: After a brief discussion a motion was made by Commissioner Jacobi and seconded by Commissioner Kuntz to approve the 2016 - 2017 FBO Operating Budget as presented. On roll call the following voted aye: Commissioners Wilder, Payne, Jacobi, and Kuntz. Nays: none. Motion carried

#### Manager's Report:

- Elite Flight School Training Lease: Jeff Benoit presented a letter of interest to renew the current lease for two years, ending December 31, 2018. Commissioner Jacobi motioned and seconded by Commissioner Kuntz to approve the motion as presented. All in favor say aye, Nays: none. Motion passes.
- Fire Inspection Report: Jeff Benoit reported the update on the fire extinguishers.
- Late Fees: Jeff Benoit discussed late fees on the current bills. A brief discussion followed.
- Ian Fleming – Oct. 22, 2016: Jeff Benoit discussed the upcoming event with Shilly Shack by Zanta. The event is from 9:00 am – 3:00 pm and several vehicles will be on display by the maintenance shop area.

Bills Presented: The bills were presented to the board for August 9 – September 12, 2016 in the amount of \$ 94,983.31. Commissioner Kuntz moved and seconded by Commissioner Jacobi to approve the bills be paid. On roll call the following voted aye: Commissioners Wilder, Payne, Jacobi and Kuntz. Nays: none. Motion carried.

Accounts Receivable: Jeff Benoit reported on the status of the Accounts Receivables.

Financial Statements: Commissioner Payne discussed the monthly financial report.

#### Old Business:

- National Guard Update: LTC Jason Osberg, Mr. Ron Wright, and CW2 Kurt Hannemann, Maintenance Officer discussed the update and timeline of the National Guard Buildings and move in dates.
- Benoit Aerial Spraying: Mr. David Kurtz presented an update and provided drawings of his buildings for board approval. The next step is to gather information for a lease and meet with the FAA to complete required paperwork.

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

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

During executive session there was a brief discussion of negotiation parameters on pending litigation and claim. No decision was made at this time.

Open Discussion: There was none at this time.

Next Meeting: Monday October 10, 2016 at 5:00 pm.

Adjournment: There being no further business, a motion was made by Commissioner Payne and seconded by Commissioner Kuntz to adjourn the meeting at 6:44pm.

Secretary: \_\_\_\_\_