

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

December 14, 2015

The regular meeting for the month of December of the Board of Commissioners of the Kankakee Valley Airport Authority was called to order at 5:00 p.m. on Monday, December 14, 2015 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, and attorney Michael Donahue. Visitors: Jeff Benoit from Elite Flight Training. A quorum was present.

Minutes: The minutes from the regular monthly meeting on November 9, 2015 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.

Public Comment: None at this time.

New Business:

- Flanigan Farm Loss - Airport Manager Ruble and Attorney Donahue discussed some concerns in regards to the Flanigan Farm Loss. Airport Manager Ruble will contact IPAA to see if they are able to recommend someone to assist Mr. Flanigan in recovering his loss.
- Elite Flight Training Lease - To be discussed in Executive Session.
- Crack Repair Project Engineering Execution - Airport Manager Ruble reported that the engineering contract is ready to be signed.

Manager's Report:

- ComEd - Airport Manager Ruble discussed the issue of several discrepancies with the ComEd accounts, specifically regarding meters. Several attempts have been made to contact someone from ComEd to set up a business account manager and to come out to the airport to check all the meters for accuracy.
- Solar Energy - Airport Manager Ruble reported that she has been in contact with Mr. Rick Todd, unfortunately due to the upcoming holidays it has been difficult to schedule to a meeting. Airport Manager Ruble and Mt. Todd are working to find time to meet to review and discuss the energy consumption. She has also been researching several grant opportunities and is waiting to hear back from the USDA.
- Guard Update - Airport Manager Ruble reported that the construction is moving along because of the overall good weather this winter. The Guard has requested

funding from the airport to pay for the height adjustment for the perimeter fencing. This issue was not noted by the FAA or the Department of Military Affairs in any of the environmental assessments that had been completed previously.

- Wildlife Study - Airport Manager Ruble reported that the final draft of the Wildlife Study has been completed and we are waiting for the copies to be delivered.
- Exec Row 1 Update - Airport Manager Ruble reported that the roof repairs have been completed and a final walk through has been done and that the pay applications have been issued.

Bills Presented: The bills were presented to the board for Nov. 10 - Dec. 14, 2015 in the amount of \$408,151.40. Commissioner Payne moved and seconded by Commissioner Jacobi to approve the bills be paid. 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. Following a brief discussion a motion was made by Commissioner Kuntz and seconded by Commissioner Jacobi to write off the \$1,000.00 owed by Rotors and Wings as Bad Debt. On roll call the following voted aye: Commissioners Wilder, Payne, Glade, Langlois, Jacobi and Kuntz. Nays: none. Motion carried. Attorney Donahue presented the update on the eviction proceedings for tenant Steven Stephens which goes back to court on Dec. 22, 2015 and South Side Auto who would like to bring the account current.

Financial Statements: Airport Manager Ruble discussed the monthly financial statements. Several questions were discussed which more needs research.

Old Business:

- Fuel - Chairman Wilder and Commissioner Langlois had a lunch meeting with Mr. Jerry Huot and Dawn Huot Vaubel. A better understanding of how the process works was gained by the meeting.
- C D Renewal Peoples' Bank - Airport Manager Ruble reported that there is a Certificate of Deposit that matures today. After a brief discussion it was agreed to accept the new term of 20 months at .6%.

It was moved by Commissioner Glade and seconded by Commissioner Kuntz to adjourn to Executive Session.

It was moved by Commissioner Glade and seconded by Commissioner Payne to move to Public Session.

Executive Session:

- Personnel - During Executive Session a discussion on the contract for Airport Manager Ruble was discussed. The new contract will be effective starting January 1, 2016.
- Leasing - During Executive Session a lease for Elite Flight Training was reviewed and discussed. A motion was made by Commissioner Payne and seconded by Commissioner Glade to approve the lease pending minor changes. All in favor said aye, nays: none. Motion carried.

Open Discussion - Following a brief discussion of Resolution 2015-1 to update the authorized signatures for the Kankakee Valley Airport Authority financial transactions, a motion was made by Commissioner Glade and seconded by Commissioner Kuntz. All in favor said aye, nays: none. Motion carried.

Next Meeting: January 11, 2016

Adjournment: With no further business, meeting adjourned at 6:15pm.