

MINUTES OF THE REGULAR MEETING OF COMMISSIONERS
OF THE KANKAKEE VALLEY AIRPORT AUTHORITY
May 14, 2018

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 14, 2018 in the Board Room of the Robert B. Glade Terminal Building at the Greater Kankakee Airport, Kankakee, Illinois. Present: Commissioners Wilder, McAfee, Kuntz, Jacobi, and Kraetzer. Absent: Commissioner(s) Langlois. Also, present: Jeff Benoit, Airport Manager, Pamela A. Rose, Airport Office Assistant, and Alex Ault, Airport Operations Leader and Attorney Bohlen. Visitors: Mr. Doug Flageole, and Mr. David Flageole. A quorum was present.

Public Hearing: None present at this time. A motion was made by Commissioner McAfee and seconded by Commissioner Kraetzer to adjourn the Public Hearing Meeting.

Setting Special Meeting: Following a brief discussion, it was agreed upon by all board members to set the meeting for Tuesday May 29, 2018 at 12:00 pm.

Approval of Minutes: The minutes from the regular monthly meeting on Monday April 9, 2018 were reviewed. A motion was made by Commissioner Jacobi and seconded by Commissioner Kraetzer to accept the minutes as presented. On roll call the following voted aye: Commissioners Wilder, McAfee, Kraetzer, Jacobi, and Kuntz. Nays: none. Motion carried.

Public Comment: 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 Kraetzer to elect Commissioner Kuntz as Chairman Pro Tem. All in favor say aye. Nays: none. Motion carried.
- Commissioner Jacobi motioned and seconded by Commissioner Kraetzer to elect Commissioner Wilder as Chairman, Commissioner Kuntz as Secretary, and Commissioner Langlois as Treasurer. All in favor say aye. Nays: none. Motion carried.
- Employee Health Insurance Renewal: Jeff Benoit discussed the renewal options for the health insurance plan. Following a brief discussion, a motion was made by Commissioner Kuntz and seconded by Commissioner McAfee to stay with our existing plan. On roll call the following voted aye: Commissioners Wilder, McAfee, Kraetzer, Jacobi, and Kuntz. Nays: none. Motion carried.

- Case Tractor Repair: Jeff Benoit discussed some issues with the Case tractor. Jeff requested approval for repairs not to exceed \$7,000.00. Following a brief discussion, a motion was made by Commissioner Jacobi and seconded by Commissioner Kraetzer to accept the request for repairs. On roll call the following voted aye: Commissioners Wilder, McAfee, Kraetzer, Jacobi, and Kuntz. Nays: none. Motion carried.
- People's Etc. Lease Renewal: Jeff Benoit discussed that the lease will be expiring on May 31, 2018. A request was made to increase the annual rent by five (5) percent. Following a brief discussion, it was agreed upon by all board members present to increase the rent, upon consulting with Attorney Bohlen.
- Key Outdoor Lease Renewal: Jeff Benoit discussed the status update on the lease. Following a brief discussion, a motion was made by Commissioner Jacobi and seconded by Commissioner Kuntz to approve \$4,800.00 per year for two (2) signs with a three (3) year pending approval from Attorney Bohlen. On roll call the following voted aye: Commissioners Wilder, McAfee, Kraetzer, Jacobi, and Kuntz. Nays: none. Motion carried.

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.
- Pause for Patriotism: Jeff Benoit discussed our Annual Event will be on Saturday May 19, 2018 from 8:00 am - 4:00 pm.

Bills Presented:

- The bills were presented to the board for April 10 – 30, 2018 (end of fiscal year) in the amount of \$ \$42,422.12. Following a brief discussion, a motion was made by Commissioner Jacobi and seconded by Commissioner McAfee to approve the bills as presented. On roll call the following voted aye: Commissioners Wilder, McAfee, Kraetzer, Jacobi, and Kuntz. Nays: none. Motion carried.
- The bills were presented to the board for May 1 – 14, 2018 in the amount of \$33,056.85. Following a brief discussion, a motion was made by Commissioner Jacobi and seconded by Commissioner Kuntz to approve the bills as presented. On roll call the following voted aye: Commissioners Wilder, McAfee, Kraetzer, Jacobi, and Kuntz. Nays: none. Motion carried.

Accounts Receivable: Jeff Benoit reported that we are continuing to work with the accounting office and the auditor to clear up some issues in QuickBooks.

Financial Statements: Jeff Benoit discussed the financial statements for the month of April.

Old Business:

- Solar Energy: Attorney Bohlen discussed the update on the lease and recommended an irrevocable letter of credit be issued to guarantee the removal of equipment at a later time. The recommendation of an additional clause be added to cover all expenses incurred by the engineering firm for the airport.
- Werner Farm Partnership: Attorney Bohlen gave an update of the farm land purchase.
- Flageole Rent Proposal: Attorney Bohlen provided an update on the proposal presented by Mr. Doug Flageole.

Executive Session: None at this time.

Open Discussion: Jeff Benoit discussed that our Localizer had been damaged by gun fire. This damage is being investigated by the FBI. Repairs will start shortly. The FAA will come out around May 30, 2018 to do a flight check.

Next Meeting: Monday June 11, 2018 at 5:00 pm.

Adjournment: There being no further business, a motion was made by Commissioner Jacobi and seconded by Commissioner Kuntz to adjourn the meeting at 6:15 pm.