

VERMILION REGIONAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS
Board Meeting Minutes September 19, 2023

Agenda Item 1 – Call to Order

Chairman Peck called the September 19, 2023, meeting to order at 4:04pm.

Agenda Item 2 – Pledge of Allegiance and Invocation

The Pledge of Allegiance recited, and a moment of silence observed.

Agenda Item 3 – Roll Call

Upon roll call, the following commissioners were present: Gardner Paek, George Camarata, Steve Foster, and Vicky Brown. Manager Tess Cook, Office Manager Tracy Van Duyn and Legal Counsel Jerry Davis were also present. Liz Sookarry arrived at 4:05pm.

Agenda Item 4 – Audience Comments

None.

Agenda Item 5 – Adoption or Amendment of Agenda

Motion by G. Camarata. to accept the agenda, seconded by S. Foster. All answered in favor, motion passed by acclamation. 5-0

Agenda Item 6 – Approval of Minutes

- Regular Minutes August 15, 2023:
Motion by L. Sookarry to approve the August regular minutes, seconded by S. Foster. All answered in favor, motion passed by acclamation. 5-0

Agenda Item 7 – Financials / FBO Report

G. Peck stated he had reviewed all financials to the commissioners. L. Sookarry made a motion to approve August payroll and payables, including: the monthly check report, balance sheet, current P&L, P&L Previous Year Comparison, seconded by V. Brown. Roll call - 5-0, motion passed.

- VRAA financial documentation from Crowder was given to all of the board commissioners and asked to look over to be voted on at the next board meeting.

Agenda Item 8 – Managers Report - Possible Action Items

T. Cook presented a written report on the activities of the month of August.

Discussion ensued about AIP projects status, events that had happened, fuel pump issues, & new policies that needed approved.

- Check Writing Policy, Cash Handling Policy, and Payroll Policy. Motion by L. Sookarry to approve all policies, seconded by V. Brown. All answered in favor, motion passed by acclamation. Roll call - 5-0, motion passed.
- Trunk or Treat – Items were discussed regarding the expected budget needed for the event. The amount was set at \$10,000.
- Varsity Striping Invoice discrepancy – Original RFP bid came to the amount of \$125,400.00, was informed by Interim Manager Rod Hightower in a previous meeting that the bid was too low. The final invoice was \$138,214.70, a difference of \$12,814.70. The board agreed to have Tess Cook and Tracy Van Duyn speak to the vendor about the difference before paying.

Agenda Item 9 – Executive Session

None.

Agenda Item 10 - Commissioners Comments

None

Agenda Item 11 - Adjournment: A motion by L. Sookarry was made to adjourn, seconded by V. Brown. All answered in favor, motion passed by acclamation. Roll call - 5-0, motion passed. – Meeting adjourned at 5:36pm.

MINUTES Approved X Amended _____ By Acclamation this November 21, 2023