

VERMILION REGIONAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS
Board Meeting Minutes May 21, 2024

Regular Meeting:

Agenda Item 1 – Call to Order

Chairperson Camarata called the May 21, 2024, meeting to order at 4:01PM

Agenda Item 2 – Roll Call

Upon roll call, the following commissioners were present: Gardner Peck, George Camarata, Steve Foster, and Liz Sookarry. Mike Vadeboncoeur was present but stepped out to make copies during roll call. Manager Tess Cook, Office Manager Tracy Van Duyn were also present. John Beardsley legal counsel attended as well.

Agenda Item 3 – Adoption or Amendment of Agenda – Action Item

Motion by L. Sookarry to accept the agenda, seconded by G. Camarata. All answered in favor, motion passed by acclamation. 4-0.

Agenda Item 4 – Audience Comments

None

Agenda Item 5 – Approval of Minutes – Action Item

- Regular Meeting Minutes for April 25, 2024. Motion by S. Foster to approve the April regular minutes seconded by L. Sookarry. All answered in favor, motion passed by acclamation. 5-0.

Agenda Item 6 – Financials / FBO Report – Action Item

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

Agenda Item 7 – QuickBooks – Action Item

The Board approved the name Tracy Van Duyn as the Master/Primary user for the VRAA QuickBooks Online service. Motion by S. Foster to accept the budget, seconded by G. Peck. All answered in favor, motion passed by acclamation. 5-0

Agenda Item 8 – Decennial Committee - Possible Action Items

- a. FOIA – Website update to post FOIA information. Motion by M. Vadeboncoeur to approve posting FOIA information on VRAA website, seconded by G. Camarata. All answered in favor, motion passed by acclamation. 5-0
- b. Designate Whistleblower auditor – Tabled for June meeting.
- c. Ethics Resolution – Tabled for June meeting.

Agenda Item 9 – Managers Report – Possible Action Items

- a. Tree Mitigation – Update RFP for insurance requirements. Motion by G. Camarata to approve updating the RFP for the tree mitigation, seconded by L. Sookarry. All answered in favor, motion passed by acclamation. 5-0
- b. Managed IT Services – The Board agreed to table this item for the June meeting.
- c. Taxiway Alpha Phase 2 – Decision to go with the base bid for this phase of the taxiway project. Motion by S. Foster, seconded by L. Sookarry. Roll call – 5-0, motion passed.
- d. BOV agreement – Board agreed to the updated BOV agreement. Motion by L. Sookarry approving the agreement, seconded by G. Camarata. All answered in favor, motion passed by acclamation. 5-0

The Board agreed to table this item until the June meeting.

Agenda Item 10 – Executive Session

The VRAA Board entered Executive Session @ 4:55pm. Upon roll call, the following commissioners were present: Gardner Peck, George Camarata, Steve Foster, Liz Sookarry, and Mike Vadeboncoeur Manager Tess Cook, Office Manager Tracy Van Duyn were also present. John Beardsley legal counsel attended as well.

Agenda Item 11 – Returned to Public Session

Decision to keep Executive Session Minutes Open or Closed are as follows:

March 21, 2023 - Open

April 18, 2023 - Closed

May 11, 2023 - Open

June 27, 2023 - Open

August 15, 2023 - Open

January 11, 2024 - Closed

January 16, 2024 - Open

Agenda Item 12– Commissioners Comments

M. Vadeboncoeur suggested getting the ditch mowed by the entrance by the contracted employee.

Agenda Item 13 – Adjournment

Motion by G. Camarata was made to adjourn, seconded by S. Foster. All answered in favor, motion passed by acclamation. Roll call - 5-0, motion passed. – Meeting adjourned at 5:12pm.

MINUTES Approved X Amended By Acclamation this June 27, 2024