

**COLES COUNTY AIRPORT AUTHORITY**  
**REGULAR MEETING OF THE BOARD OF COMMISSIONERS**  
**TUESDAY, JULY 8, 2025**  
**COLES COUNTY MEMORIAL AIRPORT**  
**COLES COUNTY, ILLINOIS**

**8:00 A.M.**

The meeting of the Board of Commissioners of the Coles County Airport Authority was convened at Coles County Memorial Airport, Coles County, Illinois, on Tuesday, July 8, 2025. Chairman Nelson called the meeting to order at 8:03 a.m.

**PRESENT:** Chairman Nelson, Commissioners Campbell, Schaefer, Sauget, and Rasmussen. Manager Fearn, Admin. Asst. Little, Doug Paige of Coles County Aviation and Attorney Smallhorn.

**Open**

There were no other members of the public present. Chairman Nelson moved the meeting forward.

**Minutes**

Upon a motion made by Commissioner Schaefer and seconded by Commissioner Sauget, the minutes for the June 2025 meeting were approved on a roll call vote. The results were as follows:

Sauget	Yes
Schaefer	Yes
Rasmussen	Yes
Campbell	Yes
Nelson	Yes

## **Financial Report**

Upon a motion made by Commissioner Rasmussen and seconded by Commissioner Schaefer, the financial report for June 2025 was approved on a roll call vote. The results were as follows:

Sauget	Yes
Schaefer	Yes
Rasmussen	Yes
Campbell	Yes
Nelson	Yes

## **FBO Ops Report**

Doug Paige presented the Ops Report to the Board, he reported that June saw an increase in traffic and that the Johnson Flight Academy's Encampment was a success. The Encampment was cut short this year due to the unavailability of gliders and hot air balloons. They are expected to return to the program next year.

The FBO hosted a field trip for 20 Children from Mattoon Stepping Stones Child Care Center and 25 Students from the Learning Zone on June 11<sup>th</sup>. June 30<sup>th</sup> 20 Students came from Charleston Stepping Stone's.

## **Health Insurance Renewal**

Upon a motion made by Commissioner Griffin and seconded by Commissioner Schaefer the Board approved the proposed rates for the Employee Health Care Renewal. The motion passed on a roll call vote. The results were as follows:

Sauget	Yes
Schaefer	Yes
Rasmussen	Yes
Campbell	Yes
Nelson	Yes

## **2nd Reading of Budget and Appropriation Ordinance**

The Board reviewed the Budget and Appropriation Ordinance, and it was noted that it would be on display in the Authority office effective immediately until the August Monthly Board Meeting.

## **1<sup>st</sup> Reading of the Tax Levy**

The Board reviewed the Tax Levy Ordinance, and it was noted that it would be on display in the Authority office effective immediately until the next Monthly Board Meeting.

## **Certificate of Deposit Investment**

Manager Fearn recommended to the Board that the Authority use available FBO Account funds for \$100,000.00 to invest in a Certificate of Deposit for a 5-month term at 4.05%.

Commissioner Schaefer made a motion to proceed with the CD.

Commissioner Sauget seconded the motion.

The motion passed on a roll call vote. The results were as follows:

Sauget	Yes
Schaefer	Yes
Rasmussen	Yes
Campbell	Yes
Nelson	Yes

## **Closed Session Minutes**

The Board reviewed the list of Closed Session Minutes that have not been released for public viewing. The Board agreed that no changes would be made at this time.

## **Executive Session Lease Agreements**

No action is necessary at this time.

## **Lease Agreements**

No action is necessary at this time.

## **Manager's Report**

### **Upcoming Projects**

- Fence Skirting & Hangar Pavement Rehabilitation  
The check for local airport share has been received by the state and is moving forward.
- Electric Truck Purchases  
Final paperwork has been submitted. The Award Letter from the FAA should be received by October 1<sup>st</sup>. After the letter is received,

the Authority can move forward with the purchase of two (2) Ford Pickup Trucks. The Bid was accepted from Pilson Ford for the purchase. Equipment bids were accepted from Goodwin Electric and Craig Antenna for equipment installation for the trucks.

#### **Fire Station Lease Renewal**

GMR has added a new leasing manager, and she is reviewing the lease. They have agreed on the new monthly rental amount and will see the increase effectiveness with August 1, 2025, billing.

#### **Credit Card Payments**

Payments will be pulled directly from the bank accounts going forward. The USPS could not get the payments delivered by their due dates.

#### **July 4th**

A good event. Attendance was down. The police presence was very good, and only minor incidents were reported. The Western Star truck was in the Charleston Parade.

#### **Operation Safe**

Aerinova Aerial hosted Operation Safe on June 19th. The event was well attended.

#### **Courtesy Vehicles**

The Mercedes and Toyota Highlander both received minor repairs, and will be detailed. Attorney Lawhorn is drafting a new rental agreement.

#### **School Tours**

Multiple Tours, 65 Students in attendance for the month. Air Evac was able to attend most of the events. This program is offered free to the community.

#### **Wildlife Hazard Training**

Manager Fearn, Admin. Assist Billie Little and Maintenance Employees, Bill White and Rod Symonds attended on June 24<sup>th</sup>. Bird ID training took place with USDA representatives.

#### **Website**

668 visits, 1217 page views, and 145 engagements. Average Traffic.

#### **Facebook**

43,618 views, 17,532 reach and 803 interactions. Above average traffic.

#### **Out of the Office**

Manager Fearn will be out of the office July 9<sup>th</sup>- July 17th.

### **Commissioner Comments & Questions**

Commissioner Sauget addressed the board and gave an update on the Enterprise Zone Developments. She will be in DC August 11<sup>th</sup>- 17<sup>th</sup> and will not be in attendance for the August monthly board meeting.

### **Adjournment**

There being no further business before the Board, a motion to adjourn was made by Commissioner Schaefer and seconded by Commissioner Sauget. The motion passed on a roll call vote.  
The results were as follows:

Sauget	Yes
Schaefer	Yes
Rasmussen	Yes
Campbell	Yes
Nelson	Yes

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Recorder