

**COLES COUNTY AIRPORT AUTHORITY**  
**REGULAR MEETING OF THE BOARD OF COMMISSIONERS**  
**TUESDAY, DECEMBER 18, 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 the Coles County Memorial Airport, Coles County, Illinois, on Thursday, December 18, 2025. Commissioner Campbell called the meeting to order at the hour of 8:02 a.m.

**PRESENT:** Commissioner Sauget, Schaefer, Rasmussen, and Campbell. Chairman Mark Nelson was absent. Manager Fearn, Admin. Assistant Little, and Attorney Smallhorn. Doug Paige of Coles County Aviation was also present.

**Open**

No members of the public were present, Chairman Campbell moved the meeting forward.

**FBO Report**

FBO Manager Doug Paige presented the Monthly FBO Ops Report to the Board. November was a moderate month for VFR traffic. The FBO handled 28 operations. EIU had charter services on November 21<sup>st</sup> and 22<sup>nd</sup>. Flight instructor Mya Cobb started flight instruction with 2 new students and has been scheduling ground school regularly.

**Minutes**

Upon a motion made by Commissioner Rasmussen and seconded by Commissioner Sauget, the minutes for the November 12<sup>th</sup> and November 18th 2025 meeting were approved on a roll call vote. The results are as follows:

Sauget	Yes
Schaefer	Yes
Rasmussen	Yes
Campbell	Yes

## **Financial Report**

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

Sauget	Yes
Schaefer	Yes
Rasmussen	Yes
Campbell	Yes

## **Strategic Planning -Ronda Sauget**

Commissioner Sauget addressed the Board, giving updates on the progress made towards the groundwork to apply for the DCEO Grant, and the Enterprise Zone.

## **Manager's Report**

### **Snow**

MTO Maintenance and Ground crew worked on snow events on November 29 and December 11th-14<sup>th</sup>. The Tool cat is receiving maintenance to repair a hydraulic leak. A wheel broke on a plow and was repaired. There is a loose hitch on one of the trucks.

### **Airport Master Plan Meeting**

Manager Fearn had a zoom meeting on December 17<sup>th</sup> for planning updates to the Airport Master Plan.

### **TIPS**

Manager Fearn is working with Hanson to finalize the TIPS submittal.

### **ICAS – International Council of Air Show Conference**

Manager Fearn attended in Las Vegas. Made contacts with Avis, Budget, and Enterprise for future discussion to bring a car rental service to the Airport. Fearn attended multiple seminars on Parking, Sponsorship Recruitment, and Security Measures.

**FAA Part 139 Inspection**

MTO had a new inspector this year. We are awaiting the final close out.

**Construction CD Maturity**

The Construction CD reached maturity and was deposited into the Construction account.

**FBO CD Maturity**

The FBO CD reached maturity and was deposited into the general checking and operations account.

**Airport Holiday Potluck**

The Annual Holiday Potluck is scheduled for December 18<sup>th</sup> at noon in Hangar B, our FBO Coles County Aviation.

**Facebook**

180,775 views, 1,365 page views, and 79 engagements.

**Website**

496 visits, 1,365 page views, and 79 engagements.

**Executive Session 2C-6 Lease of Property**

Motion was made by Commissioner Rasmussen to go into executive session at 9:20 a.m. Motion was seconded by Commissioner Sauget.

The motion was approved on a roll call vote.

The results were as follows:

Sauget	Yes
Schaefer	Yes
Rasmussen	Yes
Campbell	Yes

Motion was made by Commissioner Rasmussen to come out of executive session at 9:30 a.m. Motion was seconded by Commissioner Schaefer. The motion was approved on a roll call vote.

The results were as follows:

Sauget	Yes
Schaefer	Yes
Rasmussen	Yes
Campbell	Yes

## **Leases**

No Action was necessary at this time.

## **Commissioner's Comments & Questions**

No further comments or questions .

## **Adjournment**

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

Sauget	Yes
Schaefer	Yes
Rasmussen	Yes
Campbell	Yes

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Recorder