

**COLES COUNTY AIRPORT AUTHORITY**  
**REGULAR MEETING OF THE BOARD OF COMMISSIONERS**  
**WEDNESDAY, JUNE 10, 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, June 10, 2025. Chairman Nelson called the meeting to order at 8:00 a.m.

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

**Open**

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

**Minutes**

Chairman Nelson asked if there were any questions or comments regarding the minutes for the May 2025 meeting. Manager Fearn noted two typos that needed correcting.  
Upon a motion made by Commissioner Schaefer and seconded by Commissioner Sauget, the minutes for the May 2025 meeting were approved with the noted corrections. The motion passed on a roll call vote.  
The results were as follows:

Sauget	Yes
Schaefer	Yes
Rasmussen	Yes
Campbell	Yes
Nelson	Yes

**Financial Report**

Chairman Nelson asked if there were any questions regarding the financial information provided for May 2025.

Upon a motion made by Commissioner Rasmussen and seconded by Commissioner Schaefer, the financial report for May 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**

Coles County Aviation's Manager Doug Paige addressed the Board. Paige stated the VFR traffic for May was heavy, and the FBO had 26 operations. Windsor Elementary School's 4th-grade class visited for a field trip on May 9<sup>th</sup>.

Flight Instructor Tera Homhual's last day was May 23<sup>rd</sup>.

## **Resolution 2025 R2 – Bidding Procedures**

Manager Fearn provided information to the Board regarding the updates to the Bidding Procedure Resolution provided by Attorney Smallhorn. The update is necessary to be compliant with the new state statute that allows the purchase of all items below \$25,000 to forego the bidding process. The new resolution will note that the Authority will solicit bids on all purchases that exceed \$25,000. A motion was made by Commissioner Schaefer to approve the resolution 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

## **Pollution Liability Policy Renewal**

Manager Fearn presented the Board with details of the Pollution Liability Policy Renewal. The Policy saw an increase of \$243.00 from last year to a total of \$3,160.00,

Commissioner Rasmussen made a motion to accept the renewal of the policy. The motion was seconded by Commissioner Schaefer.

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

Sauget	Yes
Schaefer	Yes
Rasmussen	Yes
Campbell	Yes
Nelson	Yes

### **General Insurance Liability Policy Renewal**

Manager Fearn presented the Board with information outlining the renewal for the General Liability Policy Renewal and the FBO endorsement installment payment.

A motion was made by Commissioner Schaefer and seconded by Commissioner Sauget to accept the renewals for a total of \$13,717.00.

The motion passed on a roll call vote.

The results were as follows:

Sauget	Yes
Schaefer	Yes
Rasmussen	Yes
Campbell	Yes
Nelson	Yes

### **1<sup>st</sup> Reading of the Budget**

The Board reviewed the Budget and Appropriation Ordinance, and it was approved in a motion by Commissioner Schaefer and seconded by Commissioner Rasmussen to be on display in the Authority office effective immediately until the 2<sup>nd</sup> Reading of the Budget at the July 2025 Monthly Board Meeting. The motion passed on a roll call vote.

The results were as follows:

Sauget	Yes
Schaefer	Yes
Rasmussen	Yes

Campbell	Yes
Nelson	Yes

## **Fire Station Lease**

The renewal of the Fire Station Lease with GMR and Abbott Ambulance was reviewed by the Board. A motion was made to approve the lease by Commissioner Schaefer and seconded by Commissioner Sauget. The motion was passed on a roll call vote. The results were as follows:

Sauget	Yes
Schaefer	Yes
Rasmussen	Yes
Campbell	Yes
Nelson	Yes

## **Manager's Report**

### **MTO – 4861 Hangar Paving Project**

The project is awaiting signatures from the Illinois Department of Transportation.

### **MTO -5061 Fence Skirting Project**

The Authority is awaiting the arrival of the agreement from IDOT.

### **ZEV Truck Project**

In the final stages, quotes will be sent in this week for approval.

### **New Flight Instructor**

The FBO is working with Independent Contractor Mya Cobb going forward to instruct the Flight School.

### **Rental Car Purchase**

The Authority is purchasing a 2016 Toyota Highlander using funds from the Capital Account.

The vehicle will be utilized as a rental car for the FBO.

An additional \$1500.00 will be spent to have the vehicle detailed, replace the headlights, and install new tire pressure sensors.

### **Audit**

Kemper CPA was onsite June 2<sup>nd</sup> -June 5<sup>th</sup> performing the Annual Audit with Manager Fearn and Administrative Assistant Billie Little.

### **Copier Purchase**

A new copy machine was purchased for the Authority Office. It will be installed on June 11th.

**Field Trips**

Stepping Stones Child Care Center and The Learning Zone Child Care Center of Mattoon will attend a field trip on June 11<sup>th</sup>.

June 30<sup>th</sup>, the FBO will host Stepping Stones Child Care Center of Charleston. Approximately 70 children will be in attendance for the field trips.

**Young Eagles Rally Event**

The second 2025 Scheduled Young Eagles Rally will be on June 14<sup>th</sup> from 9 am to 11 am, weather permitting.

**Civil Air Patrol**

Scheduled for June 14<sup>th</sup> to June 21<sup>st</sup> for Powered Aircraft Training. The second week for glider training has been canceled for 2025.

**Wildlife Hazards Training**

Manager Fearn, Admin. Assistant Little, Maintenance Supervisor Bill White and Maintenance Technician Rod Symonds had onsite training with the USDA Officers on June 24<sup>th</sup>. The Annual Training is an FAA Part 139 Requirement.

**Fireworks**

The Countywide 2025 Fireworks will be held at MTO on Friday, July 4, 2025. The Authority plans to participate in at least one of the community parades.

**Webpage**

579 visits, 1010 page views, and 124 engagements.

**Facebook**

11,252 views, 3,072 reach, and 316 interactions.

**Vacation**

Manager Fearn will be on vacation July 9 – 17<sup>th</sup>.

**Commissioners' Comments and Questions**

Chairman Nelson asked if there were any questions or comments from the Board Members. There were none.

Commissioner Sauget gave a progress report on the Enterprise Zone and the interviews she is conducting to comprise a Business Plan for the Airport. She also invited the Board members to attend the Eastern Illinois Development meeting on June 26<sup>th</sup> to learn more about GAP Funding.

Manager Fearn updated the board on the progress with the Rural King Hangar Development and the installation of Fiber at the Airport.

### **Executive Session 2C6 Lease**

Executive Session was not necessary.

### **Leases**

No action was needed at this time.

### **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 carried 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