

Mt. Vernon Airport Authority
Regular Meeting of the Board of Commissioners
Held June 11, 2013 at 6:00 PM

Present: Greg Martin Chairman
 Michael Ancona Vice Chairman
 Gary Chesney Treasurer

Absent: Dr. David Asbery Secretary
 Joe Bob Pierce Commissioner

Staff: Chris Collins
 Sheila Jolly-Scrivner

Guests: Rick Hayes, Reanne Palmer, Don Lewis, Steve Willis

PUBLIC COMMENTS

There being none, Chairman Martin moved forward with the meeting.

REPORTS

Minutes

Minutes were presented for the May 14, Meeting for approval. There being no changes to the minutes, motion was made and seconded to approve the minutes as presented. Upon roll call vote, all were in favor.

Treasurers' Reports

There being no concerns with the Treasurer's Reports, motion was made and seconded to approve the Treasurer's Reports as presented. Upon roll call vote, all were in favor of the motion.

Bills for Approval

There being no questions or concerns with the Bills for Approval, motion was made and seconded to approve the bills as presented. Upon roll call vote, all were in favor.

CORRESPONDENCE

There being none, Chairman Ancona moved forward with the meeting.

OLD BUSINESS

Innovation Park

Chairman Ancona visited the locally built hangar site prior to the meeting and provided an update. The foundation is nearly 66% completed and the plumbers are expected to rough in the drains later in the week. Mr. Collins noted that he is still waiting for the Participation Agreement between the MVAA and IDOT, IDA for the State/Federal Ramp Revitalization, Taxiway, and Roadway Project. The sooner the agreement is executed, the sooner the State/Federal Project can begin.

NEW BUSINESS

Health Insurance

Mr. Collins noted that the 2013 Health Insurance renewal was approved at the April Meeting. Because Mr. Collins celebrated a birthday in early May, insurance company Health Alliance moved him into the next age bracket. Health Alliance submitted a new group rate of \$1744 per month – an increase of \$85 per month. Mr. Collins asked for approval of the \$85 per month increase. Motion was made by Commissioner Martin and seconded by Commissioner Chesney to approve the \$85 per month insurance increase. Upon roll call vote, all were in favor. Mr. Collins noted that despite the increase, the airport will still save \$260 per month over the 2012 rate.

Property & Equipment Insurance

Mr. Collins stated that due to oversight by all involved, three of the airport's four rental properties were not insured as of the January 1, 2013 renewal. Mr. Collins asked incumbent agent Todd Piper to provide a cost to include the three properties on the existing policy and the total premium is \$1393. Mr. Piper ensured Mr. Collins that the properties have been added. Mr. Collins also asked former agent Mike Beard to provide a quotation and his underwriters denied the opportunity. Mr. Collins asked for approval of the \$1393 additional premium. Motion was made by Commissioner Chesney and seconded by Commissioner Martin to approve the \$1393 insurance increase. Upon roll call vote, all were in favor.

Personnel Policy Guide

Mr. Collins noted that Administrative Assistant Sheila Jolly-Scrivner has been working on additions to the airport's Personnel Policy Guide partly due to recommendations by the airport's Auditor and partly due to an important aspect that has been missing. The Auditor has recommended Conflict of Interest and Whistle-Blower Policies be adopted and inserted into the Personnel Policy Guide. Mr. Collins provided examples of these as well as a Drug Free Workplace Policy. The airport's existing Personnel Policy Guide is very vague on the Drug Free Workplace Policy and a boiler plate policy needs to be implemented to protect the Authority. Discussion ensued mostly on the Drug Free Workplace Policy. Questions regarding random testing, actions taken by the Authority after the first and second offense, and mandatory rehabilitation at the employee's expense prevented action on the matter. All involved agreed to table the three additions until after additional research has been completed.

OTHER BUSINESS

Chairman Ancona elected to not go into Executive Session and used the Other Business timeframe to discuss Administrative Assistant Sheila Jolly-Scrivner's raise. Mrs. Scrivner's 90 day probationary period ended in early June, 2013. Chairman Ancona explained that when Mrs. Scrivner was hired she was promised a \$1 hour raise based upon good evaluation marks. All present praised Mrs. Scrivner's work, her warm caring attitude, and her immediate fit to the position. Motion was made by Commissioner Martin and seconded by Commissioner Chesney to approve a \$1 per hour raise for Administrative Assistant Sheila Jolly-Scrivner. Upon roll call vote, all were in favor.

EXECUTIVE SESSION

There being no items to discuss in Executive Session, Chairman Ancona moved forward with the meeting.

There being no further business to discuss under Other Business, no further items for discussion on the Agenda, and no items to be taken from Executive Session, motion was made and seconded to adjourn the meeting. Upon roll call vote, all were in favor and the meeting was adjourned.