

Mt. Vernon Airport Authority  
Regular Meeting of the Board of Commissioners  
Held December 9, 2014 at 6:00 PM

Present: Michael Ancona	Chairman
Greg Martin	Vice Chairman
Eddie Lee	Secretary
Gary Chesney	Treasurer
Joe Bob Pierce	Commissioner

Absent: None

Staff: Chris Collins  
Sheila Jolly-Scrivner

Guests: Rick Hayes, Emily Roth, Don Lewis, Rich Carney, Olivia Majerin, Joe Gilocsci, Brian Barczewski, & Jason Barczewski.

**PUBLIC INPUT**

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

**REPORTS**

**Minutes**

Minutes were presented for the November 11, 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**

Mr. Collins reminded the Commissioners of the All Airport Christmas Party scheduled for 6:00 p.m. on Monday, December 15th. He also invited the Commissioners to the Chamber After Hours event scheduled in the Koziara Terminal Lobby from 4:00 p.m. to 6:00 p.m. on Tuesday, December 16<sup>th</sup>. Ms. Olivia Macherin, Jefferson County Chamber of Commerce Director explained there may be as many as 40 Chamber members present as the airport has not hosted a Chamber After Hours event in the past.

## **OLD BUSINESS**

### **JCCC Home Show**

Chairman Ancona introduced Jefferson County Chamber of Commerce Director Ms. Olivia Majerin and Mr. Joe Gilosci of the Jefferson County Chamber of Commerce Small Business Council. Ms. Majerin asked the Commissioners for permission to use the Community Hangar and Hangar A-1100 (if needed), for the Third Annual Jefferson County Chamber of Commerce Home Show. This year's show will be held on from 9:00 a.m. to 5:00 p.m. on Saturday, February 7<sup>th</sup> and from 11:00 a.m. – 4:00 p.m. on Sunday, February 8<sup>th</sup>. Set up is scheduled all day on Friday, February 6<sup>th</sup>. Teardown will occur after the close of business on Sunday. Ms. Majerin anticipates between 1500 and 2000 people will attend as the event is gaining momentum. Mr. Gilosci mentioned the event is great for the Chamber and stated it has been mutually beneficial for the airport. Mr. Collins agreed and noted the event brings lots of people to the airport that normally would not visit. Mr. Collins outlined the normal requirements and expectations and stated he does not anticipate any difficulties. Motion was made by Commissioner Lee and seconded by Commissioner Pierce to approve the Third Annual Jefferson County Chamber of Commerce Home Show. Upon roll call vote, all were in favor.

### **FBO Hangar Door**

Mr. Collins noted that a meeting occurred recently between Floating Door's Marty Roberts, Airport Architect Brian Edmison and Mr. Collins shortly after the last MVAA Board of Commissioners Meeting. A potential project to install a more energy efficient Floating Door at the Fixed Base Operations Building were crafted at that meeting. The door will be 18' height by 60 width, the same dimension of the Floating Door installed on Innovation Park Hangar #1. Mr. Collins presented a proposal by Floating Door for the new door and O.E.M. configuration. Mr. Collins and Mr. Edmison believe the cost for the door and installation was a good number based on the door being modified to fit the FBO building and the additional structure required for a garage door carried in the larger hangar door. Mr. Collins also presented Brian Edmison's preliminary design and project plan for the door installation. The plan calls for demolition of the existing door, vertical columns, door header system, and the concrete pier on the northeast side of the building. The plan also calls for the manufacture and installation of two larger vertical piers, a large header beam, additional concrete to support the new northeast vertical column (where the hydraulic cylinder will be located), trim work, insulation, and some electrical wiring. Mr. Collins noted that he and Mr. Edmison submitted a bid notice to the newspapers yesterday with contracting bids being due on Friday, December 19<sup>th</sup> at 10:00 a.m. A non-mandatory pre-bid meeting will be held at 10:00 a.m. on Monday, December 15<sup>th</sup> at the airport. As far as a timeline goes, the pair determined that it would be best to receive the bids (determine the costs for the manufacture of the additional structure, demolition, and installation) before issuing a Notice to Proceed to Floating Door. Mr. Collins stated that he and Mr. Edmison believe the project may be doable in the \$40,000 total cost range. Both agree the prudent way to proceed is determine all costs and bring a number before the Commissioners for approval.

## **NEW BUSINESS**

### **Satellite TV Subscription**

Mr. Collins stated Administrative Assistant Sheila Jolly-Scrivner shopped around for the best deals on a large flat screen television for the Koziara Terminal Lobby. Mr. Collins noted he was able to purchase a 50" Sanyo HD Television and mount for \$459 at Kmart on black Friday. The next step is a subscription to a satellite provider. Mrs. Scrivner researched DirecTV and Dish Network and determined that the airport will have to subscribe through each company's commercial service branch. Mr. Collins presented proposals from local DirecTV supplier Illinois Broadband and local Dish Network supplier Riley TV.

For a simple subscription offering the Weather Channel, the various news channels, and local channels, Illinois Broadband's proposal is \$55.99 per month for the first year, then \$60.99 per month for years two and three. This rate is for three separate receivers (KT Lobby, Restaurant, and Arista's Salon). Dish Network's proposal is \$58.99 for the first year and \$83.99 for year two. Dish Network does not offer a guaranteed price for year three. Installation is \$100 from DirecTV and free from Dish Network. Dish Network provides a \$150 gift card for new subscribers. Mr. Collins recommended subscribing to DirecTV based on a two year contract. Mr. Collins explained the plan would be to add \$20 per month to the restaurant and salon rent – therefore, the airport's subscription should be \$20 per month. Motion was made by Commissioner Pierce and seconded by Commissioner Chesney to subscribe to DirecTV through Illinois Broadband. Upon roll call vote, all were in favor.

## **OTHER BUSINESS**

Chairman Ancona congratulated the Jefferson County Hall of Honor Committee and Volunteers for winning a 2014 Governor's Home Town Award. Mayor Mary Jane Chesley, Tourism Director Bonnie Jerdon, Mr. Collins, Don Davis, Cliff Christensen, and WWII Veteran George Gifford made a trip to Springfield on Wednesday, December 3<sup>rd</sup> to accept the award. A 3' by 4' reflective road sign and a plaque made the trip back to Mt. Vernon.

## **EXECUTIVE SESSION**

Motion was made by Commissioner Chesney and seconded by Commissioner Lee to reclassify the employment of Maintenance Assistant Larry Hughes and Administrative Assistant Sheila Jolly-Scrivner from hourly to salary. Upon roll call vote, all were in favor.

Motion was made by Commissioner Lee and seconded by Commissioner Martin to extend a \$1000 Christmas bonus to Chris Collins and a \$500 bonus to Ron Mosier, Larry Hughes, and Sheila Jolly Scrivner. Upon roll call vote, all were in favor.

There being no further business to discuss under Other Business, no further items for discussion on the Agenda, and no further 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.

**Executive Session**  
December 9, 2014

Mr. Collins stated he would like to reclassify the employment status of Maintenance Assistant Larry Hughes and Administrative Assistant Sheila Jolly-Scrivner. Both are currently classified as hourly and Mr. Collins wants to change them to salary. He reasoned the move would streamline accounting – there are no changes to wages, hours worked, or anything else related to the pay of the staff. Mr. Collins noted he has discussed the idea with Mr. Hughes and Ms. Scrivner and both are acceptable. Mr. Collins and Maintenance Superintendent Ron Mosier are salaried and the move would make all four MVAA employees salaried. Discussion ensued and all Commissioners agreed to approve Mr. Collins' request upon returning to open session.

Chairman Ancona asked Mr. Collins and Mrs. Scrivner to leave the room. Commissioner Lee recommended the Commissioners should extend some type of Christmas gift for the employees. Discussion ensued with the Commissioners agreeing to approve a bonus for each employee in the following amounts: \$1000 for Mr. Collins and \$500 for Mr. Mosier, Mr. Hughes, and Ms. Scrivner.